SCIConsultingGroup
Public Finance Consulting Services

Friday, October 9, 2026

Submitted via Email
dashton@fllcsd.org

Don Ashton, General Manager
Fallen Leaf Lake CSD
400 Fallen Leaf Rd
South Lake Tahoe, CA 96150

Re: Proposal for Public-Finance Consultant and Assessment Engineer Services, Fire Services Funding Measure

Dear Don:

SCIConsultingGroup ("SCI") is pleased to submit, for your review, this proposal to provide Assessment Engineering, Proposition 218 Balloting Services, and Related Professional Consulting Services for the Fallen Leaf Lake Community Services District ("CSD" "District"). We understand that the District is seeking an experienced and qualified assessment engineering firm to provide comprehensive services in support of a proposed Proposition 218 fire assessment measure. SCI is well-equipped to lead the District in this effort, providing feasibility analysis, assessment engineering, and preparation of a Proposition 218-compliant Engineer's Report with recommended fire assessment rates aligned with the District's service goals and fiscal needs. Should the District choose to move forward, we are also prepared to manage all aspects of the Proposition 218 ballot proceeding, including legal compliance and public outreach.

Our proposal is segmented into six tasks to maximize the chances of success.

Task 1: Initial Planning and Preliminary Assessment Engineering. This task includes initial planning, preliminary assessment engineering, and special tax analysis to evaluate the feasibility of a fire assessment or special tax measure. This task will also include modeling potential revenues under CSA 48 fire assessment rates for comparison.

Task 2: Assessment Engineering and Engineer's Report. This task involves developing the final assessment methodology, determining the specific proposed assessment for each parcel, preparing the Engineer's Report, and finalizing the assessment measure and messaging plan.

Task 3: Proposition 218 Ballot Proceeding Services. We will assist and fully support the District with the Proposition 218 ballot proceeding. This includes preparing all necessary resolutions, designing, mailing, and tabulating official notices and assessment ballots, as well as conducting the tabulation.

Task 4: Non-Advocacy Informational Outreach Services. To ensure a successful outcome, we will advise and support the District with a non-advocacy informational outreach, providing the public with essential information about the fire assessment measure.

Task 5: First-Year Submittal and Levy Administration. If property owners approve the fire assessment, SCI will provide first-year submittal and administration of the fire assessment levies.

SCI has served California public agencies for over four decades and has assisted more than 80 fire agencies statewide with local funding solutions. Fire assessment engineering is among the deepest areas of our practice, and we completed seven districtwide fire assessment measures in 2025 alone. John Bliss, who will serve as Assessment Engineer of Record on this engagement, has personally prepared and certified more fire assessments than any other engineer in California.

We appreciate the opportunity to submit this proposal and are prepared to begin immediately upon award. Please get in touch with me with any questions or if it would be helpful to walk through any element of this proposal with you, District staff, or the Board. I can be reached at 707-816-9101 or blair.aas@sci-cg.com.

Sincerely,

Blair E. Aas, Vice President / Principal
SCI Consulting Group

cc: Karen Sipprell, President, Fallen Leaf Lake CSD Board of Directors
John Bliss, SCI Consulting Group
Kyle Tankard, SCI Consulting Group

ABOUT FIRE ASSESSMENT MEASURES

A fire assessment measure is a property-based local funding mechanism that allows fire agencies to generate dedicated revenue for fire protection and emergency response services. Governed by Proposition 218, fire assessments must be based on the special benefit provided to each parcel and supported by a robust Engineer's Report that defines the services and improvements to be funded, the cost allocation methodology, and the proposed assessment rates.

Fire assessments are approved by property owners, not registered voters, through a 45-day mailed ballot proceeding. Each property owner, whether residing within or outside the assessment area, receives a notice and ballot by first-class mail. At the close of the balloting period, a public hearing is held, and the ballots are tabulated. Each ballot is weighted according to the amount of the proposed assessment on the corresponding parcel. The assessment is approved if the total assessment value of the ballots in favor exceeds those in opposition.

The weighted voting structure is a key feature of a Proposition 218 assessment proceeding, as it reflects the proportional financial obligation of each parcel. In some cases, this means a small number of property owners, such as those with larger or multiple parcels, may have ballots that carry significantly more weight than others.

Funds generated through fire assessments may be used for a wide range of purposes, including staffing, fire engines and equipment, station construction and upgrades, and the ongoing operations, maintenance, and replacement of facilities and resources. When properly structured, fire assessments provide a legally compliant, locally controlled, and sustainable funding solution for fire protection and emergency services.

QUALIFICATIONS AND EXPERIENCE

Established in 1985, **SCIConsultingGroup** is a public finance consulting firm specializing in helping California public agencies fund essential services and capital improvements. Fire protection funding is among the deepest areas of our practice. We have assisted more than 80 fire agencies statewide with local funding solutions, including fire assessment measures, special tax measures, fire impact fee programs, and Community Facilities Districts.

Our experience in fire assessment engineering specifically is what distinguishes us for this engagement. We completed seven districtwide fire assessment measures in 2025 alone, and fire protection funding has been a core practice area for SCI across four decades. John Bliss, who will serve as the District's Assessment Engineer of Record, has personally prepared and certified more fire assessments than any other engineer in California. We would encourage the District to ask that question of every firm it considers.

That distinction matters because fire assessments are not interchangeable with other benefit assessments. The special benefit analysis rests on evidence that is unique to fire protection: response time differentials, insurance market conditions, loss avoidance, and the relationship between staffing levels and outcomes at the parcel level. A firm experienced in landscape and lighting districts or street maintenance assessments is working from a different evidentiary base.

SCI's additional qualifications include the following.

- **Serving California public agencies for four decades.**

- **Technical knowledge** combined with an in-depth understanding of the **legal, operational, and funding challenges** specific to fire agencies.
- Recognized leader in **districtwide fire assessment measures**, with unmatched experience forming and implementing funding programs for fire protection services across California.
- The most comprehensive **Proposition 218 benefit expertise** in the State.
- In-house public opinion research capability, conducted by SCI rather than subcontracted.
- **Assisted over 80 fire agencies statewide** with local funding solutions, including fire assessment measures, special tax measures, fire impact fee programs, and Community Facilities Districts ("CFDs").
- Active members and frequent presenters at conferences and workshops hosted by California Special Districts Association ("**CSDA**"), the Fire Districts Association of California ("**FDAC**"), California Fire Chiefs Association ("**CalChiefs**"), and other professional organizations.
- Administers over **1,000 assessments, special taxes, and fees** for more than **200 public agencies** annually.
- **Longstanding relationships with our clients** reflect our commitment to providing the highest level of service.

FIRE AGENCY CLIENTS (PARTIAL LIST)

Amador FPD
Anderson FPD
Anderson Valley FD
Arcata FPD
Artois-Glenn FPD
Auberry Fire CSA50
Branciforte FPD
Calaveras Consolidated FPD
CALFIRE
Cameron Park CSD
Capay Valley FPD
Carmel Valley FPD
Chester FPD
City of Berkeley FD
City of Manteca FD
City of Santa Barbara FD
City of Winters FD
Clarksburg FPD
Clements Rural FPD
County of Placer
County of Yolo
Cordelia FPD
Cosumnes CSD
Delta FPD
Diamond-Springs FPD
Dixon FPD
Doyle FPD
Dunnigan FPD
El Dorado County FPD
El Dorado Hills FD
Elkhorn FPD
El Medio FPD
Esparto FPD
Felton FPD
Garden Valley FPD
Georgetown FPD
Greenfield FPD
Groveland CSD
Higgins FPD
Hopland FPD
Knights Landing FPD
Lake Valley FPD
Little Lake FPD
Loomis FPD
Madison FPD
Mi-Wuk/Sugar Pine FPD
Monterey County Regional FD
Mosquito FPD
Newcastle FPD
North County FPD
North San Juan FPD
Orland FPD
Pajaro Valley FPD
Penn Valley FPD
Penryn FPD
Pioneer FPD
Rancho Adobe FPD
Redwood Valley-Calpella FD
Rescue FPD
Ripon Consolidated FPD
River Delta Fire District
Rodeo-Hercules FPD
San Miguel Consolidated FPD
Shasta Lake FPD
Santa Barbara County FPD
Sonoma County FPD
Sonoma Valley FPD
South Lake County FPD
South Placer FPD
Spalding CSD
Spring Lake FPD
Sutter-Basin FPD
Truckee FPD
Twain Harte CSD
Ukiah Valley Fire Authority

Vacaville FPD	West Plainfield FPD	Willows Rural FPD
Valley Center FPD	Wheatland Fire Authority	Winters FPD
Waterloo-Morada FPD	Williams Fire Protection Authority	Yolo FPD
West Patton Village CSD	Willow Oak FPD	

WORK PLAN AND APPROACH

Based on the District's scope of work and our understanding of the District's needs, we propose the following work plan and approach ("Work Plan"). The task structure mirrors the District's Request for Proposals, with one division: public opinion research has been separated from public engagement support and presented as Task 5A.

Task 1: Initial Planning and Preliminary Assessment Engineering

Our approach to Task 1 will begin with a project kickoff meeting to confirm objectives, gather relevant data, and discuss the desired improvements and services to be funded by the proposed measure. We will collect and analyze information from the District, the County Assessor, and other sources to understand property ownership, tax base, and community characteristics. This detailed research and preliminary assessment engineering will provide SCI with the foundation to establish preliminary assessment rates and develop an overall project timeline outlining key tasks and milestones.

Task Deliverables:

- Information and data request list
- Project kickoff meeting (Virtual)
- Project timeline
- Preliminary assessment engineering findings
- Special benefit evidence memorandum

Task 2: Assessment Engineering and Engineer's Report

SCI will develop multi-year revenue and expense proformas developed with the District as an essential basis for the budgets and cost estimates provided within the Engineer's Report. Comprehensive assessment engineering work will include defining the proportional assessment rate methodology and separating and quantifying special and general benefits from the proposed improvements and services.

SCI will use its industry-leading benefit assessment engineering expertise to develop a benefit assessment methodology that fully complies with the legal and procedural requirements for a new, post-Proposition 218 benefit assessment, including the court's direction in Silicon Valley Taxpayers Association v. Santa Clara County Open Space Authority, Dahms v. City of Pomona, Greene v. Marin County Flood Control and Water Conservation District and Robert Beutz v. County of Riverside and other Proposition 218 decisions.

In a review session, we will present these fiscal plans, our data review and analysis, and the proposed assessment methodology, levies, and budgets to the District. Issues uncovered by the review will be highlighted, and remedies suggested. After the District and the District's legal counsel have reviewed the data and information, we will prepare an Engineer's Report that fully meets the requirements of Articles XIIIC and XIIID of the California Constitution ("Proposition 218"), the Government Code, and other relevant code sections.

The Engineer's Report will include a detailed description of the assessment plans for the improvements and services, future capital and facility improvement needs, a detailed cost estimate, an analysis of special and general benefits, the rationale used for the assessment apportionment, the method of assessment apportionment, calculation of the specific proposed assessment amount for each parcel, an assessment diagram, and other elements.

After the Engineer's Report has been prepared, it will be reviewed with District staff and, if necessary, shall be revised to reflect any relevant comments or issues identified. SCI shall also finalize the assessment levies, roll, diagram, and other information for preliminary District approval. SCI will also prepare draft resolutions, notices, and other materials and documents required or recommended for the proposed assessment. Such documents shall be finalized in conjunction with the District's legal counsel. At the culmination of these services, SCI shall present the findings, proposed assessment levies, and the Engineer's Report to the District staff and the District's Board of Directors.

Task Deliverables:

- Project Meeting (Virtual)
- Proposition 218-compliant Engineer's Report (PDF)
- Presentation at District Board of Directors meeting (In-Person)

Task 3: Proposition 218 Ballot Proceeding Services

With the Engineer's Report adopted and the Resolution of Intention approved, SCI will manage the Proposition 218 mailed ballot proceeding from noticing through tabulation.

SCI will prepare the Notice of Public Hearing, assessment ballot, tabulation instructions, and all required resolutions, and will provide them to the District and District legal counsel for review. Following incorporation of comments, SCI will oversee printing, addressing, and mailing of the notices and ballots to all property owners within the assessment district, with the 45-day noticing period run in compliance with Article XIIID. This work will be performed by Admail West, SCI's long-standing mail house partner.

Throughout the balloting period, SCI will manage property owner communication and ballot administration. This includes responding to inquiries regarding ballot content, assessment amounts, and procedures; researching and confirming ownership changes not reflected in County records; monitoring undeliverable ballots and coordinating with the County Assessor and Recorder to confirm current ownership and mailing information; and issuing replacement ballots as needed. SCI will maintain a complete record of ballots mailed, returned, and replaced.

Assembly Bill 2257 ("AB 2257"), codified at Government Code Section 53759.1, authorizes an agency to adopt a procedure requiring property owners to submit written objections prior to the public hearing, with the agency responding to each in writing. Following the procedure strengthens the District's legal position against a subsequent challenge. SCI will guide the District through this process, including preparing the required notices, tracking objections received, drafting the written responses for District and legal counsel review, and assembling the administrative record. We recommend the District discuss this option with its legal counsel during Task 3, so that it can be built into the ballot proceeding schedule from the outset.

SCI will prepare the resolutions, staff reports, and hearing materials required for the public hearing, will attend the hearing, and will provide expert testimony regarding the Engineer's Report, the

assessment methodology, and the special benefit analysis. SCI will assist the District and District legal counsel in responding to property owner testimony. Should the Engineer's Report require modification following the hearing, SCI will prepare the update.

The District Clerk will serve as the official tabulator, with tabulation conducted publicly as required by law. SCI will provide tabulation software, ballot scanners, trained personnel, and established procedures, and will employ its barcoded ballot identification system to ensure accuracy and integrity. Results will be reported to the Board, which may then confirm the assessment and order its collection.

Task Deliverables:

- Official Proposition 218 notice, ballot, envelopes, and tabulation instructions
- Required resolutions and supporting staff reports (MS Word
- Printing, addressing, mailing, and outbound and return postage for all noticed parcels
- Property owner inquiry management and replacement ballot administration
- AB 2257 objection tracking, written responses, and administrative record
- Public hearing attendance and expert testimony (In-Person)
- Public ballot tabulation assistance (In-Person)
- Updated Engineer's Report, if required following the hearing
- Certified tabulation results

Task 4: Non-Advocacy Information Outreach Services

Effective informational outreach is essential to a successful ballot outcome. When property owners clearly understand the purpose and need for a local funding measure, they are far more likely to support it. This is particularly consequential where a measure is proposed alongside charges an agency already levies, as property owners will form a judgment about the total whether or not the District addresses it directly.

Outreach is most effective when it comes from the District. Property owners want to hear from their Fire Chief, their firefighters, and their elected Board, not from a consultant. The credibility that carries a fire funding measure is local, and it cannot be delegated. SCI's role under this task is to equip the District to lead that effort: to build the strategy, produce the materials, prepare the messengers, and provide technical support at each step, so that District representatives can speak to their community with accurate information and full confidence. The District's active involvement is the single greatest determinant of whether the informational program succeeds.

Under California law, the District may engage in informational activities to educate the public about District matters, including ballot measures. These activities must remain strictly informational and cannot advocate for or against a particular outcome. All materials and communications must be factual, objective, and balanced, presenting the measure's purpose, structure, and impacts without attempting to influence the result. SCI will provide training for District staff and the Board on this distinction at the outset of the task, and will review District-produced materials against it throughout the process.

Task 4 services would begin with initial planning and the development of a non-advocacy information outreach strategy for the proposed fire assessment measure. The strategy would involve defining informational needs and the target audience, developing an outreach plan and timeline, and identifying key messaging and communication objectives. SCI would draft informational materials,

including presentations, handouts, and FAQ documents. Additionally, SCI will utilize Local Input and other traditional media to inform District property owners about the details and purpose of the fire assessment measure.

Local Input is an SCI platform that facilitates community engagement and fosters collaboration between local government, property owners, and key stakeholders. Through this customizable online platform, ***Local Input*** enhances transparency, community participation, and decision-making processes at the local level. This enables property owners to become more informed, voice their opinions, contribute ideas, and share feedback regarding a proposed local funding measure.

Should the District determine that a more extensive informational program is warranted, whether based on the survey findings or on conditions that emerge during the process, SCI can provide expanded outreach support on a time and materials basis at the rates set forth in the Fee Schedule, or under a scope and fee agreed upon at that time.

Task Deliverables:

- Informational outreach strategy
- Property owner informational services
- Q&A and other informational handouts and materials (MS Word)
- District training on informational outreach vs. advocacy and proposed fire assessment measure (Virtual)

Task 5: First Year Levy Submittal and Administration

If the assessment is approved by a weighted majority of participating property owners, SCI shall prepare the property database, levy, ownership information, and other data required for levy administration services for the first levy year. These services include obtaining the final lien-date assessor's roll and property data for the first levy year, updating the assessment to account for development, parcel subdivisions, ownership, and other property changes, preparing the final assessment levies, and submitting the final assessments and assessment diagram to the County Auditor-Controller in the format and within the deadlines the County requires. Additionally, our property owner inquiry line will be included on tax bills, allowing us to directly respond to property owner inquiries throughout the fiscal year on behalf of the District.

If property owners question their assessment, SCI will research the property attributes used to determine the assessment. If necessary, SCI will revise the assessments and process a revision to the tax bill and assessment roll. Actual revisions are not expected to be significant, but some owners may question their assessment after receiving their tax bill with the new assessment. In addition, if assessments proposed for public agencies cannot be collected through the County, SCI shall prepare and manage the mailing of manual bills to public agencies and the subsequent collection of their assessments.

In-Person Meetings. The Work Plan includes up to three in-person meetings. SCI anticipates these will be the presentation of the Engineer's Report and adoption of the Resolution of Intention, and the public hearing and ballot tabulation. The District may substitute any of these for another meeting at its discretion.

All other project meetings, stakeholder outreach meetings, and presentations will be conducted remotely via video or voice conference. Video and voice conferences are not considered in-person meetings in the Work Plan. As necessary and at the discretion of the District, SCI will attend additional in-person meetings at the in-person meeting rate of $1,900 per consultant per meeting for the duration of the Work Plan.

TENTATIVE TIMELINE

We understand that the District prefers to complete the Proposition 218 assessment ballot proceeding in advance of the County's levy submittal deadline of August 10, 2027, for inclusion on the FY 2027-28 property tax roll. Phase 1, including initial planning, feasibility analysis, and preliminary assessment engineering, is expected to take place in Winter 2026, followed by Phase 2, which involves preparation of the Engineer's Report and execution of the Proposition 218 mailed ballot proceeding. A detailed project timeline and task list will be developed in collaboration with District staff during the kickoff meeting in Task 1.

ASSESSMENT SUPPORT AND VALIDATION

In the event of a challenge to the assessments, any claims by one or more property owners that they do not receive the special benefits indicated in the Engineer's Report, or other allegations challenging the validity of the Engineer's Report and its methodology in determining the assessments, SCI will provide any necessary professional assessment engineering assistance to support the assessments without additional charge.

DISTRICT RESOURCES

SCI will carry out all tasks specified in the Work Plan and any other related services, as appropriate. The District would be responsible for the following:

- Designate a District point of contact with authority to act on the District's behalf regarding the Work Plan.
- Participate in biweekly check-in calls and periodic meetings with SCI as needed.
- Provide information and documentation regarding the District's master plan, capital and equipment replacement plans, staffing plans and cost structures, budgets and audited financial statements, incident and response time records, the services and improvements to be funded by the assessment, the annual revenue required, and additional data as requested.
- Provide access to District parcel records and coordinate with the County Assessor and Auditor-Controller as needed.
- Assist with planning, review, and coordination of action items, including scheduling of Board actions to align with the project schedule.
- Arrange for review of the Engineer's Report, resolutions, notices, and ballot materials by District legal counsel.

Lead the District's informational outreach effort, with SCI providing strategy, materials, messenger preparation, and technical support.

PROJECT TEAM

SCI will employ a team approach on this engagement, working closely and collaboratively with the District.

John Bliss, M.Eng., P.E.	Assessment Engineer of Record and Principal-in-Charge. Prepares and certifies the Engineer's Report, including special and general benefit findings and cost allocations.
Kyle Tankard	Project Manager and the District's primary contact. Coordinates project activities, manages the schedule, and delivers work product.
Jeanette Hynson	Senior Consultant. Parcel database development, data analysis, and the Proposition 218 ballot proceeding.
Heather Jamison	Outreach Consultant. Informational materials, messaging, and preparation of District staff and Board for public engagements.

John Bliss, M.Eng., P.E., President, License No. C52091 (ASSESSMENT ENGINEER AND PRINCIPAL-IN-CHARGE)

John Bliss, President, leads SCI Consulting Group in public agency revenue mechanism implementation and administration. He has led the development and implementation of over 300 Proposition 218-compliant special taxes, property-related fees, and benefit assessments, more than all other engineers in California combined, and is a technical authority on Proposition 13 and Proposition 218 compliance who has worked with most of the leading Proposition 218 attorneys in the State. John graduated from Brown University with a Bachelor of Science in Engineering and holds a master's degree in Civil Engineering from the University of California, Berkeley, where he was a Regents' Scholar. He is a licensed professional Civil Engineer in the State of California.

Kyle Tankard, Senior Consultant (PROJECT MANAGER)

Kyle Tankard, Senior Consultant, will serve as Project Manager. He will coordinate all phases of the engagement, oversee preparation of parcel data, support development of the assessment methodology, and manage quality control for all mailed materials and project deliverables. Kyle leads the formation and administration of revenue measures for local agencies, including both benefit assessments and special taxes, and brings over ten years of experience in public opinion research, educational outreach, GIS mapping, and database management. He holds a Bachelor's degree in Environmental Studies from the University of California, Santa Cruz, with an emphasis in geographic information systems.

Jeanette Hynson, Senior Consultant (PROJECT SUPPORT)

Jeanette Hynson specializes in Proposition 218 benefit assessments and community facilities districts, and contributes over 25 years of experience in public opinion research and local revenue measure balloting. She has managed formation projects funding fire protection and prevention, mosquito and vector control, parks and recreation, open space, and landscape and lighting services, across all phases from feasibility analysis and public opinion research through balloting and informational outreach. She brings particular strength in complex database systems, data analysis, and GIS analysis.

Heather Jamison, Consultant (OUTREACH CONSULTANT)

Heather Jamison brings over a decade of experience in strategic communications, stakeholder engagement, and project management. She has directed outreach campaigns and coordinated complex public initiatives, and excels at helping agencies engage meaningfully with diverse audiences through transparent, inclusive participation processes. Heather holds a Bachelor of Arts in Sociology from California State University, Sacramento, and an Associate of Arts in Social Sciences from Napa Valley College.

RELEVANT FIRE SERVICE FUNDING MEASURES

The District's Request for Proposals asks for examples of relevant fire service funding measures. The five below were all completed within the past two years by the team proposed for this engagement. Four passed. One did not, and we have included it deliberately.

Ripon Consolidated Fire District (2026)

The District had previously taken a fire funding measure to its property owners in 2024, prepared by another firm. That measure failed at 45.9%, in part because of problems with the ballot documents themselves. SCI was retained to rebuild the effort from the ground up. We reconstructed the parcel database, developed a new apportionment methodology, and ran a corrected Proposition 218 proceeding. The measure passed with approximately 68% weighted support at a rate of $249.98 per single-family parcel, funding six additional firefighters and staffing for a second engine company. SCI continues to work with the District on related fire funding matters.

Reference: Chief Eric DeHart

City of Santa Barbara Fire Department (2026)

The City pursued a wildland fire funding measure covering the high fire hazard areas within its jurisdiction, an assessment involving complex benefit apportionment across widely varying parcel conditions and fire exposure. SCI conducted a property owner survey prior to the ballot proceeding, and the survey findings informed both the rate structure and the informational program. The measure was tabulated on June 30, 2026, and passed with 52.95% weighted support. Margins of that size do not happen by accident; they are the product of testing the rate before committing to it.

Reference: Chief Chris Mailes

Felton Fire Protection District (2025)

The District initially explored a parcel tax before concluding that a benefit assessment was the better instrument for its circumstances. SCI conducted the comparative analysis supporting that decision, then developed the assessment methodology and ran the proceeding. The measure passed with 67.88% weighted support at $697.43 per single-family parcel, generating approximately $1.7 million annually. This engagement is directly relevant to the comparative analysis called for in the District's Task 3.

Reference: Interim Chief Isaac Blum

Orland Fire Protection District (2025)

SCI prepared the Proposition 218 study, assessment engineering, and balloting for this rural Northern California district. The measure passed at a rate of $56.25 per single-family equivalent. Orland demonstrates that the methodology scales to smaller rural districts where the revenue requirement is modest and the parcel base is limited, and where every dollar of the assessment has to be justified to property owners who know exactly what they are paying for.

Reference: Chief Justin Chaney

FEE SCHEDULE AND MANNER OF PAYMENT

In consideration of the work accomplished, as outlined in the Work Plan, SCI shall be compensated as detailed below. Fees for each task are fixed, not-to-exceed amounts. SCI will not exceed the fee shown for any task, or the total shown, without prior written authorization from the District.

TASKS [1,2]	**FEE**
Task 1: Initial Planning, Research, and Feasibility Analysis	$10,200
Task 2: Assessment Engineering and Engineer's Report	$27,040
Task 3: Proposition 218 Ballot Proceeding Services [2,3]	$13,400
Task 4: Non-Advocacy Informational Outreach Support Services	$12,500
Task 5: First Year Levy Submittal and Administration	$3,000
Professional Services Subtotal	**$66,140**
Incidental Costs [4]	$3,000 NTE
Contingency [5]	$5,000 NTE
TOTAL AUTHORIZATION	**$74,140**

[1] The Work Plan includes up to three in-person meetings. As necessary and at the discretion of the District, SCI will attend additional in-person meetings at the in-person meeting rate of $1,900 per consultant per meeting for the duration of the Work Plan.

[2] SCI shall submit an invoice upon completion of each task, or upon completion of a portion of a task, with payment due upon receipt. However, for Task 3, SCI will invoice 60% of each task fee in advance to partially cover required deposits for printing, addressing, mailing, and postage. These advance payments must be received prior to mailing the survey and prior to mailing the notices and ballots.

[3] The fees for Task 3 include all direct costs associated with printing, addressing, mailing, and both outbound and return postage.

[4] Customary incidental expenses, including travel, lodging, printing, postage, data, or other out-of-pocket costs, shall be reimbursed at actual cost plus 10% not to exceed $3,000, without prior authorization from the District. Mileage expenses shall be billed at the IRS-approved rate.

[5] The contingency amount will be drawn upon only with prior written authorization from the District, and only for work outside the Work Plan. Any unused contingency will not be invoiced.

ADDITIONAL INFORMATION

Employment Policies. SCI Consulting Group ensures compliance with all civil rights laws and other related statutes. SCI does not and shall not discriminate against any employee in the workplace, against any applicant for such employment, or against any other person because of race, religion, sex, color, national origin, handicap, age, or any other arbitrary basis.

Conflict of Interest Statement. SCI has no known past, ongoing, or potential conflicts of interest for working with the District, performing the Work Plan, or any other service for this Project.

Insurance. SCI carries professional Errors and Omissions insurance in the amount of $2 million per occurrence and $2 million aggregate. SCI also carries general liability insurance in the amount of $2 million per occurrence and $4 million aggregate.

Independent Contractor. If selected, SCI shall perform all services included in this proposal as an independent contractor.

Indemnification. Pursuant to California Civil Code Section 2782.8, SCI will defend and indemnify the District for claims directly resulting from the negligence, recklessness, or willful misconduct of SCI in the performance of the work.

Cancellation. The District or SCI may end the engagement without cause with reasonable written notice. In the event that the engagement is canceled, payment shall still be due for all work performed, including any portion of a task, by SCI through the date of the notification of cancellation.