

Sonoma Valley Fire District

Board of Directors Meeting

June 9, 2026





Sonoma Valley Fire District Board of Directors Meeting

June 9, 2026

TABLE OF CONTENTS

Regular Meeting Agenda	Page 2
Item 8a - Agenda Summary - Approval of Meeting Minutes.....	Page 4
Item 8a - 05.12.26 Regular Meeting Minutes & Chief’s Report	Page 5
Item 9a - Agenda Summary - 06.09.26 Chief’s Report	Page 7
Item 9a - 06.09.26 Chief’s Report	Page 8
Item 11a - Agenda Summary - SVFD FY 26-27 Preliminary Budget	Page 15
Item 11a - SVFD Preliminary Budget.....	Page 16
Item 11a - Resolution 2025/2026-13.....	Page 20
Item 11b - Agenda Summary - Proposition 4 Limits, FY 26-27	Page 21
Item 11b - Price Factor and Population Information.....	Page 22
Item 11b - “P1” Calculation of Appropriations Limits	Page 25
Item 11b - Resolution 2025/2026-14.....	Page 26
Item 11c - Agenda Summary - SVFD Special Tax Levy, FY 26-27	Page 27
Item 11c - Special tax Inflation Adjustment Calculation.....	Page 28
Item 11c - Resolution 2025/2026-15	Page 29
Item 11d - Agenda Summary - Kenwood, Station 6, RFP for a CMAR	Page 31
Item 11d - Proposal for CMAR	Page 32
Item 11e - Agenda Summary - Consolidated Election Request	Page 65
Item 11e - Notice of Offices to be Filled	Page 66
Item 11e - Notice of District Boundaries	Page 67
Item 11e - Consolidated General Election Timeline	Page 68
Item 11e - Resolution 2025/2026-16.....	Page 69

###



**MEETING AGENDA
SONOMA VALLEY FIRE DISTRICT
BOARD OF DIRECTORS**

Tuesday, June 9, 2026 at 6:00 P.M.
Location: Sonoma Valley Fire District Station 1
630 2nd Street W., Sonoma, CA 95476

This meeting is being conducted in person with videoconference capabilities in accordance with the Ralph M. Brown Act, California Government Code Section 54950, et seq. Agenda, Zoom link, and board packet materials are available at the following website: <http://sonomavalleyfire.org>

To join by phone: 1-669-900-9128

Meeting ID: 914 153 1767

Meeting Passcode: 3300

1. **Call to Order**

2. **Roll Call and Determination of a Quorum**

Board of Directors: President William Norton, Vice President John (Matt) Atkinson, Treasurer Mark Johnson, Brian Brady, John Cooper, Mark Emery, and Robert Uboldi

3. **Pledge of Allegiance**

4. **Confirmation of Agenda**

Opportunity for the Board to reorder agenda items.

5. **Closed Session**

a) Anticipated litigation conference with legal counsel (one case) - Govt Code section 54956.9(d)(4).

b) 54957.69(a). Closed session; Labor negotiations

6. **Comments from the Public**

(At this time, members of the public may comment on any item not appearing on the agenda. It is recommended that you keep your comments to three minutes or less. Under State Law, matters presented under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for consideration by the Board of Directors.)

7. **Presentations**

8. **Consent Calendar**

a) Approval of minutes from the regular meeting held on, May 12, 2026.

Action Item

9. **Fire Chief's Monthly Report**

May 2026 Chief's Report

Link to SVFD Monthly Reports. <https://www.sonomavalleyfire.org/svfd-monthly-report>

10. **Old Business**

11. **New Business**

Public Hearing

*The Board will conduct a public hearing to consider adoption of Resolution 2025/2026-14, to adopt the Fiscal Year 2026/2027 preliminary budget; Resolution 2025/2026-15, to declare proposition 4 Limits for Fiscal Year 2026/2027; and Resolution 2025/2026-16, to set the Districts Special Tax for Fiscal Year 2026/2027. **The Board shall open the item for public comment and take action upon close of the public comments.***

- a) Resolution 2025/2026-13; adopting Sonoma Valley Fire District Preliminary Budget for fiscal year 2025/2026. **Action Item w/roll call vote**
- b) Resolution 2025/2026-14; declaring Proposition 4 limit for fiscal year 2026/2027. **Action Item w/roll call vote**
- c) Resolution 2025/2026-15; setting the special tax to be levied on each parcel of real property in the Sonoma Valley Fire District during fiscal year 2026/2027. **Action Item w/roll call vote**

Close of Public Hearing

- d) Kenwood – Station 6; Request for Proposals for a Construction Manager at Risk. **Action Item**
- e) Resolution 2025/2026-16; ordering an election to be held and requesting a consolidated election on November 3, 2026. **Action Item w/roll call vote**

12. **Other Business to Come before the Board**

13. **Comments from the Floor**

14. **Comments/Reports from the Board**

15. **Adjournment**

This meeting will be adjourned to a regular Board meeting on Tuesday, July 14, 2026 at 6:00 p.m. in the Training Room of Sonoma Valley Fire District, Station 1, located at 630 2nd Street West, Sonoma, CA.

Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available at the following website at <http://sonomavalleyfire.org>.



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 June 9, 2026

Agenda Item No.	Staff Contact		
8a	Maci Bettencourt, Clerk of the Board		
Agenda Item Title			
Approval of the regular meeting minutes held on May 12, 2026			
Recommended Actions			
Approve the minutes.			
Executive Summary			
The minutes have been prepared for Board review and approval.			
Alternative Actions			
Correct or amend minutes prior to approval.			
Strategic Plan Alignment			
Fiscal Summary – FY 25/26			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$
Narrative Explanation of Fiscal Impacts (if required)			
Not Required			
Attachments			
1. Minutes for May 12, 2026 regular meeting			

SONOMA VALLEY FIRE DISTRICT

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, May 12, 2026

**Meeting was held in person at Station 1, 630 2nd Street W, Sonoma, Ca. 95476
and via video conference for general public access.**

Join by phone: 1-669-900-9128 | Meeting ID: 914 153 1767 | Meeting Passcode: 3300

1. Call to Order

President Norton called meeting to order at 6:06 p.m., due to technical difficulties with District video conference equipment.

2. Roll Call and Determination of a Quorum

Board of Directors present: President William Norton, Vice President John (Matt) Atkinson, Treasurer Mark Johnson, Director Brian Brady, Director John Cooper, and Director Robert Uboldi. Director Brian Brady, absent

3. Pledge of Allegiance

The Pledge of Allegiance was led by Director Cooper and recited by all.

4. Confirmation of Agenda

5. Comments from the Public

Public and staff present/virtual: CFO Jason, BC Cyr, BC Johnson, BC Campbell, Capt. Banuelos, Capt. Montgomery, Firefighter Ortiz, Local 3593 President Derner and VP Molesworth, Volunteer BC Landry, and Denise Benguerel.

No comments heard from the public.

6. Presentations

None

7. Consent Calendar

- a) The board reviewed and President Norton approved the meeting minutes from the regular board meeting held on April 14, 2026.

8. Fire Chief's Monthly Report

Chief Akre gave his monthly report to the board, which included numerous updates covering: administrative, incidents, finance, personnel, training, equipment, facilities, prevention and community outreach, and association new and upcoming events.

9. Old Business

None

10. New Business

- a) Director Johnson motioned to accept the Memorandum of Understanding between SVFD and the retired KWFD Fire Chiefs, outlining their retirement healthcare. **M/S/P Johnson/Cooper**
5 ayes/1 abstained/1 absent

11. Other Business to come before the Board

None

12. Comments from the Floor

Chief Akre reminded the board of the monthly County Chiefs meetings

13. Comments/Reports from the Board

President Norton has received great feedback from attendees from the May 7 badge pinning.

14. Closed Session

Chief Akre excused all meeting attendees; both online and via Zoom. Closed session began at 6:31 p.m. and concluded at 7:00 p.m. There was no reportable action from closed session.

15. Adjournment

M/S Johnson/Cooper – 6 ayes/1 absent

Meeting was adjourned at 7:01 p.m., to a regular Board meeting on June 9, 2026, at 6:00 p.m. This meeting will be conducted in person with videoconference capabilities available to the public. *Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available at the following website: <http://sonomavalleyfire.org> under the Governance tab.*

Respectfully submitted,

Maci Bettencourt
Clerk of the Board



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 June 9, 2026

Agenda Item No.	Staff Contact		
9a	Steve Akre, Fire Chief		
Agenda Item Title			
Monthly Fire Chief's Report			
Recommended Actions			
None			
Executive Summary			
<p>The monthly Fire Chief's report is crucial for maintaining transparency and accountability within the District. It provides an overview of current administrative updates, incident responses, budget and financial status, personnel changes, training activities, and the status of buildings and land. Additionally, it covers equipment readiness, fire prevention initiatives, community outreach efforts, and events hosted by the fire association. This comprehensive report ensures that all stakeholders are informed about the department's operations, challenges, and achievements, fostering better decision-making and community trust.</p>			
Alternative Actions			
None needed			
Strategic Plan Alignment			
Fiscal Summary – FY 25/26			
Expenditures			
Budgeted Amount	\$	Funding Source(s)	\$
Add. Appropriations Req'd.	\$	District General Fund	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$
Narrative Explanation of Fiscal Impacts (if required)			
Not Required			
Attachments			
1. Monthly Fire Chief's Report - to be distributed at the meeting.			



Sonoma Valley Fire District

Proudly Serving the Communities of
Sonoma, Valley of the Moon, Glen Ellen, Kenwood, and
Mayacamas

DATE: 6/9/2026
TO: Sonoma Valley Board of Directors
FROM: Chief Akre
SUBJECT: Monthly Activity Report – May 2026

A. ADMINISTRATIVE:

1. SDC: We have been receiving numerous complaints regarding the tall grass at the SDC. Staff did not get responses from either DGS or DDS. I contacted our Supervisor who made some calls and was able to get information that the State is in the process of contracting with the CCC to perform the work. I continue to be engaged with our Supervisor on the need for Fire/EMS presence and how we could fund this.
2. REDCOM Update: The REDCOM Board will meet next on 7/2.
3. SCFCA/Measure H update: We continue to move forward with all implementation plans, with a focus on REDCOM, Training, Technology, and Recruitment and Retention Programs. The Oversight Committee's Annual Report was received by the BOS on 6/2. The next SCFCA meeting will be held in Cotati on 6/10. The SCFCA successfully partnered with First Responder Resiliency to host a one-day program for retirees or those about to retire. This was held on Thursday May 28. Future programs days are in the planning process
4. I continue to meet monthly with the CAO's Office as well as Supervisor Hermosillo.
5. We held our weekly Executive Chiefs meetings. We also held our monthly Command Staff meeting. We held our semi-annual All-Officers Meeting on May 4th.
6. Cal Chiefs: I attended the monthly Cal Chiefs E-Board, and weekly Presidents' forum meetings.
7. FRMS: The Board will meet on 4/20 at the beginning of the FDAC Conference. We will next meet on 6/22. The Board did approve an addition \$400/ employee for advanced cancer, cardiac, and behavioral health screenings.
8. BC Cyr, Paramedic Coordinator Pierson and I attended the CFED Conference.

B. INCIDENTS:

<https://www.sonomavalleyfire.org/svfd-monthly-report>



Sonoma Valley Fire District

Proudly Serving the Communities of
Sonoma, Valley of the Moon, Glen Ellen, Kenwood, and
Mayacamas

C. BUDGET/FINANCE:

1. We presented a preliminary contract amount to the City, which is still open as Labor Negotiations have not been finalized. District's preliminary budget is before you as a separate item tonight.
2. We have received our Bond Rating: AA+ and are continuing to coordinate on the best timing of issuing the bonds.

D. PERSONNEL:

1. Nothing to report.

E. TRAINING:

Training Notes from March:

Overview

May marked my first full month serving as the Sonoma Valley Fire District Training Officer. Throughout the month, the Training Division focused on preparing personnel for the upcoming wildland fire season, strengthening operational readiness, and establishing the systems and infrastructure necessary to support long-term firefighter development.

In addition to delivering training and readiness initiatives, significant effort was dedicated to evaluating current programs, gathering employee feedback, and developing a strategic roadmap for the future of training within the District.

Wildland Readiness

With the onset of fire season approaching, May was designated as a focused Wildland Readiness month.

Key accomplishments included:

- Continued completion of annual NWCG RT-130 refresher training requirements.
- Ongoing completion of Pack Test requirements for career and volunteer personnel.
- Wildland Readiness Task Book program to reinforce operational expectations and readiness standards.
- Completion of Battalion Wildland Drills focused on initial attack operations, communications, command structure, resource ordering, tactical decision-making, and incident management.
- Implementation of daily wildland safety discussions utilizing NWCG "6 Minutes for Safety" resources.



Sonoma Valley Fire District

Proudly Serving the Communities of
Sonoma, Valley of the Moon, Glen Ellen, Kenwood, and
Mayacamas

These efforts have positioned personnel to enter the 2026 fire season better prepared to operate safely and effectively in the wildland environment.

EMS and Operational Readiness

The Training Division continued supporting EMS education and operational preparedness through:

- Monthly EMS case review and protocol discussions.
- Integration of EMS and operational readiness topics into company-level training activities.

Training and Professional Development

A significant focus during May was establishing programs and systems that support professional development and long-term organizational growth.

Highlights included:

- Creation of qualification tracking systems to improve visibility of certifications, training requirements, and specialty qualifications.
- Restructuring of the department Training Cadre to establish subject matter leads in EMS, Wildland, Structure Firefighting, Special Operations, Active Shooter Response, HazMat, Probationary Firefighter Development, Training Facilities, and Task Book Management.
- Development of new evaluation tools, qualification pathways, and training resources to support career development throughout the organization.

Training Division Infrastructure

Significant progress was made in developing the foundational infrastructure of the Training Division.

Major accomplishments included:

- Launch of the Training Division website and training resource portal.
- Development of searchable training resource and course opportunity databases.
- Creation of digital task books, qualification tracking systems, and training management tools.
- Establishment of a centralized Training Division Google platform to improve access to training materials and resources.
- Continued development of standardized training documentation and resource management systems.

630 Second Street West • Sonoma • California • 95476-6901
Business: (707) 996-2102 • svfra@svfra.org • Fax: (707) 996-2868



Sonoma Valley Fire District

Proudly Serving the Communities of
Sonoma, Valley of the Moon, Glen Ellen, Kenwood, and
Mayacamas

These initiatives are intended to improve accessibility, consistency, and accountability throughout the District's training program.

Employee Engagement and Strategic Planning

During May, meetings were conducted with career and volunteer personnel to gather feedback regarding training priorities, operational challenges, and future development opportunities.

The feedback process provided valuable insight into employee needs and expectations and has helped establish a clear roadmap for future Training Division initiatives. Several projects are already underway to address common themes identified by personnel, including improvements to company training resources, specialty team development, professional development opportunities, and training delivery methods.

Looking Ahead

The Training Division's focus in June will remain centered on maintaining wildland readiness while continuing to build long-term training programs and support operational excellence.

Upcoming priorities include:

- Completion of Wildland Readiness Task Books.
- UTV operator qualification program implementation.
- Continued EMS education and protocol review.
- Expansion of qualification tracking and professional development programs.
- Ongoing enhancement of the Training Division website and training resource library.
- Continued implementation of projects identified through employee feedback and strategic planning efforts.

Conclusion

The month of May represented a productive start to the new position of Training Officer. Through a combination of operational readiness initiatives, professional development programs, infrastructure improvements, and employee engagement efforts, the Training Division remains committed to supporting the District's mission and preparing personnel to meet the evolving needs of our community.

F. EQUIPMENT:

1. The new Brush 35 is being constructed at Hi-Tech and is still expected to be delivered in Summer.



Sonoma Valley Fire District

Proudly Serving the Communities of
Sonoma, Valley of the Moon, Glen Ellen, Kenwood, and
Mayacamas

G. BUILDINGS & LAND:

1. The New Station 2 project: we are working on our application to LAFCO through PRMD to be annexed into the Sanitation District, as well as the Use Permit. We are working with Adobe on cost estimates and plans for the annexation. We are also working with Kitchell on developing an RFQ for a progressive design build model.
2. We continue to move forward on the Station 6 remodel and have an RFQ for Construction services before you tonight.

H. PREVENTION & COMMUNITY OUTREACH:

1. See attached monthly activity report.
2. SVFD ISO Ratings:
 - a. City: Class 1
 - b. Unincorporated valley, including GE, VOM & Eldridge: Class 2 (Class 10 if over 5 miles from a fire station). We continue to work on improvement items for the District's rating.
 - c. Mayacamas Service Area: Class 8B (Class 10 if over 5 miles from a fire station)
3. Vegetation Management Monthly Report

Gordenker Ranch Prescribed Fire

This project consists of approximately 70 total acres available for prescribed fire. It has passed environmental requirements using the Governor's CEQA exemption pathway. The property owners are actively prepping the burn area in preparation for executing the burn in the fall when conditions allow. This project has strategic value as it borders the area of origin for the 2017 Nuns Fire. We are actively engaging and exploring partnerships and funding to complete this project. Current partners include the Mayacamas Fire Safe Council, Gordenker Ranch, and the Sonoma Ecology Center.

Cavedale Fire Readiness and Forest Restoration Project

This project has been underway for the past six months. It is located on the same land as Sonoma Valley Station 9 and consists of preparing approximately 25 acres for a potential broadcast burn. Site preparation involves cutting and piling material into burn piles, with the Sonoma Valley Fire District Fuels Crew burning the piles when conditions allow. To date, the crew has burned over 135 piles. Conservation Corps NorthBay has completed work for the season and is expected to return in the fall. The Sonoma Valley Fuels Crew will chip piles of vegetation along the roadway over the next few months as availability allows. In addition to fuel reduction, the site has served as a key training location for the NorthBay Conservation Corps,



Sonoma Valley Fire District

Proudly Serving the Communities of
Sonoma, Valley of the Moon, Glen Ellen, Kenwood, and
Mayacamas

Sonoma Ecology Center biochar demonstrations, and workforce development. It has also attracted additional grant funding support through the Mayacamas Fire Safe Council's PG&E grant, which has enabled the use of heavy equipment to create containment lines for the future burn. Sonoma Valley Fire District is the lead agency on this project and has partnered with the NorthBay Conservation Corps and the Mayacamas Fire Safe Council.

Cavedale Mowing project

Historically, the Mayacamas Fire Safe Council has funded the mowing of Cavedale Road to reduce accidental roadside ignitions. To alleviate this expense for MFSC, the Sonoma Valley Fire District has partnered with Sonoma County Public Infrastructure to provide the mowing, allowing MFSC to redirect those funds toward roadside mastication. This project is an example of how coordination and teamwork can expand our ability to make meaningful impacts. Mowing is currently underway with expected completion during the first week of June. A special thank you to the volunteers and fuels crew for providing an engine on standby throughout the operation.

Van Hooser Wildflower Preserve

Planning for a fall broadcast burn at the preserve continues. The burn will be executed by All Hands Ecology and Fire Forward, with support from the Sonoma Valley Fire District.

Sonoma Springs Fire Resiliency Area

The Sonoma Ecology Center and Sonoma Valley Fire District's CAL FIRE Forest Health Improvement Grant application has advanced to the second phase, with a full proposal now being developed. Additionally, all remaining property visits within the project area have been completed. A separate request for a CAL FIRE Wildfire Prevention Grant is also currently being developed to support continued work within the resilience area. Partner agencies include the Sonoma Ecology Center, Conservation Corps NorthBay, County of Sonoma, Measure H, and private landowners.

Firewise Emerging Communities

The District is continuing to support Fire Safe Sonoma and its mission to guide and encourage communities to form Firewise communities and work toward community-level mitigations. The Lawndale/Morton Hot Springs Firewise community meeting was recently hosted at the Kenwood station. This event is a required step for advancing the Firewise application and was well attended, with approximately 30 members of the public participating. Additional community meetings are planned for June in support of the Warm Springs Dunbar community. A regional Firewise leader meeting is also being planned at Sonoma Valley Fire Station 1, bringing together community leaders and their fire district representatives.



Sonoma Valley Fire District

Proudly Serving the Communities of
Sonoma, Valley of the Moon, Glen Ellen, Kenwood, and
Mayacamas

2026 Defensible Space Inspections

Defensible Space inspections for 2026 will be concentrated within District 3, Agua Caliente Knolls area, to support emerging Firewise communities. Total inspections completed to date: 140. The focus of these inspections is educational, with primary observations covering Zone Zero requirements and combustible fencing attached to structures.

PPE/PPC Update

The county PPE meeting was held on May 20th and was very successful in initiating discussions around collaboration on PPE and firefighter safety. The group is currently exploring options for liquid CO2 cleaning, ISP usage, and aligning PPE specifications across agencies.

I. ASSOCIATION NEWS AND UPCOMING EVENTS:

1. Mother's Day Brunch at Station 5 on Sunday May 10th was very successful.
2. We are in full planning mode for the 4th of July Celebration.



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 June 9, 2026

Agenda Item No.	Staff Contact
11a	Jennifer Jason, CFO

Agenda Item Title
 Resolution 2025/2026-13 adopting the Sonoma Valley Fire District’s Preliminary Budget

Recommended Actions
 Adopt preliminary budget for the SVFD

Executive Summary
 Jennifer and Chief Akre will present the Fiscal Year 2026/27 Sonoma Valley Fire District’s Preliminary Budget. The Board is asked to adopt the SVFD’s preliminary budget.

Please note the following:

- The City’s contract amount for FY26/27 is presented as a line item in the District’s preliminary budget, however the contract price is still being negotiated between City & District at this time.
- The preliminary budget presented does not include any new contract terms that are currently being negotiated.

Alternative Actions
 Request information or changes to the budgets before adoption

Strategic Plan Alignment
 Not applicable

Fiscal Summary – FY 26/27			
Expenditures		Funding Source(s)	
Budgeted Amount	\$26,657,288.85	District General Fund	\$20,238,088.83
Add. Appropriations Req’d.	\$	Measure H	\$5,292,116.00
	\$	Fees/Other	\$1,107,084.02
		Contingencies	\$
		Grants	\$20,000.00
		Use of Fund Balance	\$
Total Expenditure	\$26,657,288.85	Total Sources	\$26,657,288.85

Narrative Explanation of Fiscal Impacts (if required)

- Attachments**
1. Sonoma Valley Fire District Recommended Preliminary Budget FY 26/27
 2. Resolution 2025/2026-13

Sonoma Valley Fire District
Preliminary Budget Fiscal Year 2026-2027



Account Number	Description	Final Budget 2024-2025	Final Budget 2025- 2026	Preliminary Budget 2026-2027	Increase (Decrease) From FY25-26 to FY26-27
Revenue Budget					
799-30010	Property Tax Revenue	\$ 7,549,909.00	\$ 9,590,435.92	\$ 9,815,215.00	\$ 224,779.08
799-30011	Property Taxes - Unsecured	\$ 212,004.00	\$ 251,593.12	\$ 279,609.00	\$ 28,015.88
799-30012	RDA Pass Through (AB 1290 / RPTTF)	\$ 110,000.00	\$ 110,000.00	\$ 169,070.00	\$ 59,070.00
799-30012	Residual (RPTTF)	\$ 200,000.00	\$ 200,000.00	\$ 194,911.00	\$ (5,089.00)
799-30014	Property Taxes-Supplemental	\$ 96,840.00	\$ 96,840.00	\$ 254,880.00	\$ 158,040.00
799-30015	Property Tax - HOPTR	\$ 35,380.00	\$ 21,623.00	\$ 38,676.00	\$ 17,053.00
799-30016	County Collection Fee	\$ (81,328.00)	\$ (97,992.40)	\$ (100,932.17)	\$ (2,939.77)
799-30017	Redevelopment Increment	\$ (506,838.00)	\$ (568,347.60)	\$ (639,830.00)	\$ (71,482.40)
799-30018	Direct Charges	\$ 2,422,033.30	\$ 2,919,709.00	\$ 3,033,064.00	\$ 113,355.00
799-30030	Measure H- SVFD & KW (FY25/26)	\$ 2,496,000.00	\$ 4,348,248.00	\$ 4,538,940.00	\$ 190,692.00
799-30110	Fire Plan Check Fee	\$ 30,000.00	\$ 50,000.00	\$ 50,000.00	\$ -
799-30112	Fire Development Impact Fee	\$ 46,244.53	\$ 266,321.58	\$ 37,378.04	\$ (228,943.54)
799-30116	Fire Inspection & Processing Fee	\$ 30,000.00	\$ 60,000.00	\$ 45,000.00	\$ (15,000.00)
799-30120	Mayacamas & Kenwood Supplemental Payment- SCFCA/ County	\$ 220,452.00	\$ 427,162.73	\$ 435,705.98	\$ 8,543.25
799-30600	Interest Income (MMS/CAClass)	\$ 33,000.00	\$ 139,449.00	\$ 300,000.00	\$ 160,551.00
799-31108	Special Fire Svs-State Reimbursement	\$ -	\$ -	\$ -	\$ -
799-31107	Workers Compensation Reimbursement	\$ -	\$ -	\$ -	\$ -
799-31407	Mechanic Services	\$ -	\$ -	\$ -	\$ -
799-31408	Kenwood Contract	\$ 2,050,000.00	\$ -	\$ -	\$ -
799-31409	Contract for Fire Services (City of Sonoma)	\$ 6,516,433.23	\$ 6,735,536.67	\$ 7,193,426.00	\$ 457,889.33
799-31410	Measure H- City Portion (minimum staffing & prevention inspect	\$ 566,400.00	\$ 753,176.00	\$ 753,176.00	\$ -
799-31514	Grant Revenue	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 20,000.00
799-35004	Reimbursement (Misc. items)	\$ 10,000.00	\$ 25,000.00	\$ 25,000.00	\$ -
799-35005	Other- Misc Rev (SRJC funds, record requests, Cal Card Rebate,	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ -
799-37201	Transfer from Fund Balance	\$ -	\$ -	\$ -	\$ -
799-	CERBT Trust (OPEB)	\$ -	\$ -	\$ 190,000.00	\$ 190,000.00
799-38000	Contract for Services - SDC	\$ 512,100.00	\$ -	\$ -	\$ -
799-39002	Other Financing Sources (Bond)	\$ -	\$ -	\$ -	\$ -
Charges for Services		\$ 22,592,630.06	\$ 25,352,755.02	\$ 26,657,288.85	\$ 1,304,533.83
Revenue Totals		\$ 22,592,630.06	\$ 25,352,755.02	\$ 26,657,288.85	\$ 1,304,533.83

Sonoma Valley Fire District
Preliminary Budget Fiscal Year 2026-2027



Account Number	Description		Final Budget 2024-2025	Final Budget 2025- 2026	Preliminary Budget 2026-2027	Increase (Decrease) From FY25-26 to FY26-27
Expense Budget						
799-80100	SVFD- Measure H Personnel	\$	-	\$ -	\$ 3,071,968.00	\$ 3,071,968.00
799-80101	SVFD- Measure H Capital	\$	-	\$ -	\$ 345,802.85	\$ 345,802.85
799-80102	City- Measure H Personnel	\$	-	\$ -	\$ 753,146.00	\$ 753,146.00
Measure H		\$	-	\$ -	\$ 4,170,916.85	\$ 4,170,916.85
799-40110	Regular Employee	\$	10,775,503.00	\$ 11,720,416.00	\$ 9,496,859.00	\$ (2,223,557.00)
799-40119	District Board	\$	5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -
799-40120	Part Time Worker Salary	\$	340,722.55	\$ 356,055.06	\$ 356,055.00	\$ (0.06)
799-40130	Overtime	\$	1,460,250.00	\$ 1,483,853.00	\$ 1,721,269.00	\$ 237,416.00
Salary and Wages		\$	12,581,475.55	\$ 13,565,324.06	\$ 11,579,183.00	\$ (1,986,141.06)
799-40115	Retirement	\$	3,137,497.00	\$ 3,189,106.00	\$ 2,845,647.00	\$ (343,459.00)
799-40116	CalPERS (GLE Contract)	\$	167,148.00	\$ 260,554.00	\$ 260,904.00	\$ 350.00
799-40417	Medicare - District Share	\$	179,220.00	\$ 198,553.00	\$ 168,456.00	\$ (30,097.00)
799-40118	Income Protection	\$	5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -
799-40201	Employee Insurance	\$	2,091,108.00	\$ 2,661,764.00	\$ 2,081,781.00	\$ (579,983.00)
799-40202	Workers Compensation	\$	1,100,000.00	\$ 1,199,174.00	\$ 1,442,695.00	\$ 243,521.00
799-40223	Unemployment	\$	5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -
Employee Benefits		\$	6,684,973.00	\$ 7,519,151.00	\$ 6,809,483.00	\$ (709,668.00)
799-50310	Legal	\$	60,000.00	\$ 60,000.00	\$ 60,000.00	\$ -
799-50311	Acctng/Audit	\$	30,000.00	\$ 48,000.00	\$ 35,000.00	\$ (13,000.00)
799-50312	Recruitment	\$	35,000.00	\$ 35,000.00	\$ 20,000.00	\$ (15,000.00)
799-50313	Consulting	\$	35,000.00	\$ 62,000.00	\$ 62,000.00	\$ -
799-50347	Professional Contract Services	\$	340,000.00	\$ 130,000.00	\$ 135,000.00	\$ 5,000.00
799-50350	Other-Prof/Tech	\$	35,000.00	\$ 105,400.00	\$ 105,400.00	\$ -
Professional Services		\$	535,000.00	\$ 440,400.00	\$ 417,400.00	\$ (23,000.00)

Sonoma Valley Fire District
Preliminary Budget Fiscal Year 2026-2027



Account Number	Description		Final Budget 2024-2025	Final Budget 2025- 2026	Preliminary Budget 2026-2027	Increase (Decrease) From FY25-26 to FY26-27
799-60401	Utilities	\$	105,000.00	\$ 140,000.00	\$ 140,000.00	\$ -
799-60403	Custodial	\$	30,000.00	\$ 45,000.00	\$ 45,000.00	\$ -
799-60404	Repair & Mainte	\$	180,000.00	\$ 220,000.00	\$ 220,000.00	\$ -
799-60406	Rental-Equipmen	\$	2,400.00	\$ 4,740.00	\$ 4,740.00	\$ -
799-60407	Contract Services / Property Related	\$	95,000.00	\$ 95,000.00	\$ 95,000.00	\$ -
799-60420	Building Maintenance	\$	99,000.00	\$ 114,000.00	\$ 80,000.00	\$ (34,000.00)
Property Services		\$	511,400.00	\$ 618,740.00	\$ 584,740.00	\$ (34,000.00)
799-60450	Dues & Subscriptions	\$	25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -
799-60451	Insurance Property / Liability	\$	286,907.00	\$ 350,367.00	\$ 500,000.00	\$ 149,633.00
799-60452	Communications	\$	81,000.00	\$ 89,000.00	\$ 89,000.00	\$ -
799-60453	Publications and Notices & Advertising	\$	2,000.00	\$ 2,500.00	\$ 2,500.00	\$ -
799-60454	Printing & Bind	\$	2,000.00	\$ 3,000.00	\$ 3,000.00	\$ -
799-60455	Travel/ Mileage Reimbursement	\$	25,000.00	\$ 40,000.00	\$ 40,000.00	\$ -
799-60457	Training/Conferences	\$	82,000.00	\$ 100,000.00	\$ 100,000.00	\$ -
799-60460	Permit/Fees/Tax/LAFCO	\$	26,000.00	\$ 55,000.00	\$ 55,000.00	\$ -
Operations		\$	529,907.00	\$ 664,867.00	\$ 814,500.00	\$ 149,633.00
799-70501	Minor Supplies / Equipment	\$	25,000.00	\$ 30,000.00	\$ 30,000.00	\$ -
799-70505	Fuel	\$	140,000.00	\$ 155,000.00	\$ 155,000.00	\$ -
799-70507	Books & Periodicals	\$	2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -
799-70508	Safety Clothing / Uniforms	\$	150,000.00	\$ 180,000.00	\$ 180,000.00	\$ -
799-70540	Rents / Leases	\$	3,000.00	\$ 15,000.00	\$ 15,000.00	\$ -
799-70550	Major Equipment / EMS Supplies	\$	195,000.00	\$ 210,000.00	\$ 280,000.00	\$ 70,000.00

Sonoma Valley Fire District
Preliminary Budget Fiscal Year 2026-2027



Account Number	Description		Final Budget 2024-2025	Final Budget 2025- 2026	Preliminary Budget 2026-2027	Increase (Decrease) From FY25-26 to FY26-27
799-70551	Major Equipment / Fire Supplies	\$	60,000.00	\$ 80,000.00	\$ 80,000.00	\$ -
799-70552	Fire Prevention Material/Supplies	\$	20,000.00	\$ 29,000.00	\$ 29,000.00	\$ -
799-70604	Machinery, Shop Tools & Equip	\$	10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
799-70702	Engineering Design	\$	-	\$ -	\$ -	\$ -
799-70703	Construction Materials	\$	-	\$ -	\$ -	\$ -
Supplies		\$	605,000.00	\$ 711,000.00	\$ 781,000.00	\$ 70,000.00
799-23907	Long Term Debt (Bond Payment)	\$	-	\$ -	\$ 550,000.00	\$ 550,000.00
Liabilities		\$	-	\$ -	\$ 550,000.00	\$ 550,000.00
799-70750	Transfer to Long Term Building Reserve	\$	597,487.25	\$ 1,126,272.96	\$ -	\$ (1,126,272.96)
799-70760	Transfer to Equipment Reserve	\$	497,387.26	\$ 632,000.00	\$ 870,066.00	\$ 238,066.00
799-70770	Transfer to Operating Reserve	\$	-	\$ -	\$ -	\$ -
Capital Assets		\$	1,094,874.51	\$ 1,758,272.96	\$ 870,066.00	\$ (888,206.96)
799-70606	Software	\$	25,000.00	\$ 40,000.00	\$ 40,000.00	\$ -
799-70607	Computer Equipment / Maintenance	\$	25,000.00	\$ 35,000.00	\$ 40,000.00	\$ 5,000.00
Software & Computer Equipment		\$	50,000.00	\$ 75,000.00	\$ 80,000.00	\$ 5,000.00
Expense Totals		\$	22,592,630.06	\$ 25,352,755.02	\$ 26,657,288.85	\$ 1,304,533.83

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA VALLEY FIRE DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA, ADOPTING FISCAL YEAR 2026/2027 PRELIMINARY BUDGETS FOR THE DISTRICT

WHEREAS, the fiscal year 2026/27 Preliminary Budget has been presented to the Board of Directors of the Sonoma Valley Fire District of Sonoma County; and

WHEREAS, said Preliminary Budget has been reviewed and established on this date as being the Preliminary Budget of the District; and

NOW, THEREFORE, BE IT RESOLVED that the Preliminary Budget in the amount of \$26,657,288.85, attached hereto, is found and determined to be the 2026/27 Preliminary Budget of the District; and

IN REGULAR SESSION, the foregoing resolution was introduced by Director _____, who moved its adoption, seconded by Director _____, and passed by the Board of Directors of the Sonoma Valley Fire District this 9th day of June 2026, on regular roll call vote of the members of said Board:

President Norton	Aye_____	No_____	Absent_____
Vice President Atkinson	Aye_____	No_____	Absent_____
Treasurer Johnson	Aye_____	No_____	Absent_____
Director Brady	Aye_____	No_____	Absent_____
Director Cooper	Aye_____	No_____	Absent_____
Director Emery	Aye_____	No_____	Absent_____
Director Uboldi	Aye_____	No_____	Absent_____
Vote:	Aye_____	No_____	Absent_____

WHEREUPON, the President declared the foregoing resolution adopted, and

SO ORDERED:

ATTEST:

William Norton, President

Maci Bettencourt, Clerk of the Board



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 June 9, 2026

Agenda Item No.	Staff Contact		
11b	Jennifer Jason, Finance Officer		
Agenda Item Title			
Resolution 2025/2026-14 declaring Proposition 4 limit for fiscal year 2026/2027			
Recommended Actions			
Adopt Proposition 4 limit			
Executive Summary			
The District is required to approve a Proposition 4 appropriation limit for each fiscal year. Sonoma Valley Fire District uses a formula provided by the County of Sonoma that incorporates the annual percentage change for California Per Capita Personal income and local population growth. Last year's appropriation limit is multiplied by these percentages to produce a limit for the current year.			
Alternative Actions			
Suggest using an alternate method to calculate Proposition 4 limit			
Strategic Plan Alignment			
Not applicable			
Fiscal Summary – FY 26/27			
Expenditures			
Budgeted Amount	\$	Funding Source(s)	\$
Add. Appropriations Req'd.	\$	District General Fund	\$
	\$	Fees/Other	\$
		Use of Fund Balance	\$
		Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$
Narrative Explanation of Fiscal Impacts (if required)			
Attachments			
<ol style="list-style-type: none"> 1. Price Factor and Population Information 2. "P1" Calculation of Appropriation Limits 3. Resolution 2025/2026-14 			

May 1, 2026

Dear Fiscal Officer:

Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2026, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2026–27. Attachment A provides the change in California’s per capita personal income and an example for utilizing the factors to calculate the 2026–27 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. [California Revenue and Taxation Code section 2228](#) provides additional information regarding the appropriations limit. [Article XIII B, section 9\(C\) of the California Constitution](#) exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller’s Office. **Finance will certify the higher estimate to the State Controller by June 1, 2026.** Please note: The prior year’s city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s Erika Li
Attachment

**May 2026
Attachment A**

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2026–27 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2026-27	4.95

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2026–27 appropriation limit.

2026–27:

Per Capita Cost of Living Change = 4.95 percent
Population Change = -0.14 percent

Per Capita Cost of Living converted to a ratio: $\frac{4.95 + 100}{100} = 1.0495$

Population converted to a ratio: $\frac{-0.14 + 100}{100} = 0.9986$

Calculation of factor for FY 2026–27: $1.0495 \times 0.9986 = 1.0480$

[About the Data](#)

FISCAL YEAR 2026-27

Attachment B

Annual Percent Change in Population Minus Exclusions*

January 1, 2025 to January 1, 2026, and Total Population January 1, 2026

City	County	Percent Change 25-26	Population Minus Exclusions 1-1-25	Population Minus Exclusions 1-1-26	Total Population 1-1-26
Cloverdale	Sonoma	-0.11	8,729	8,719	8,719
Cotati	Sonoma	-0.83	7,325	7,264	7,264
Healdsburg	Sonoma	0.44	11,156	11,205	11,205
Petaluma	Sonoma	-0.40	59,395	59,160	59,160
Rohnert Park	Sonoma	-0.29	44,318	44,191	44,191
Santa Rosa	Sonoma	0.57	178,786	179,798	179,798
Sebastopol	Sonoma	-0.77	7,407	7,350	7,350
Sonoma	Sonoma	-0.44	10,575	10,528	10,528
Windsor	Sonoma	-0.59	25,650	25,498	25,498
Unincorporated	Sonoma	-0.86	130,607	129,484	130,309
Incorporated	Sonoma	0.11	353,341	353,713	353,713
County Total	Sonoma	-0.16	483,948	483,197	484,022

"P1" CALCULATION OF APPROPRIATION LIMITS

	25-26	26-27
PER CAPITA INCREASE	1.0644	1.0495
POPULATION CHANGE	1.0015	0.9984
POPULATION FACTOR USED	(COUNTY TOTAL)	(COUNTY TOTAL)
FIRE DISTRICTS:		
71301 RANCHO ADOBE	11,798,233 *	12,362,434
71451 GRATON	2,046,509	2,144,375
71750 SCHELL-VISTA	2,453,679	2,571,016
71801 GOLD RIDGE	35,000,000 *	36,673,728
71901 SONOMA COUNTY FIRE DISTR	42,440,664 *	44,470,211
71951 NORTHERN SONOMA COUNTY FIRE PROTECTION D	3,901,605	4,088,183
72001 TIMBER COVE	349,044 *	365,736
72051 CLOVERDALE FIRE PROTECTION DISTRICT	2,627,719	2,753,379
72751 NORTH SONOMA COAST FIRE PROTECTION DIST	4,116,683	4,313,546
72901 SONOMA VALLEY FIRE DISTRICT	35,000,000 *	36,673,728
SUBTOTAL	139,734,136	146,416,336
REC & PARK DISTRICTS:		
72151 CAMP MEEKER	394,388 *	413,248
72251 MONTE RIO	467,948	490,326
72301 RUSSIAN RIVER	811,875 *	850,700
SUBTOTAL	1,674,211	1,754,274
OTHER DISTRICTS:		
72550 OCCIDENTAL CSD	550,692 *	577,027
72601 CAZADERO CSD	495,398	519,088
72701 COAST LIFE SUPPORT	3,359,640	3,520,301
74501 SONOMA COUNTY TRANSPORTATION AUTHORITY	68,724,006	72,010,443
74807 SONOMA COUNTY LIBRARY	57,894,809 *	60,663,385
76151 FORESTVILLE WTR	251,626	263,659
76901 BODEGA BAY P.U.D.	1,068,343 *	1,119,432
77051 NO SO CO HOSPITAL	24,997,163	26,192,547
78350 SMART	186,740,801	195,670,895
SUBTOTAL	344,082,478	360,536,777
TOTAL LOCAL BOARDS	485,490,825	508,707,387

*Figure Adopted by district replaces limit calculated by the Auditor's Office.

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA VALLEY
FIRE DISTRICT OF SONOMA COUNTY, STATE OF CALIFORNIA,
DECLARING THE PROPOSITION FOUR LIMIT FOR FISCAL YEAR 2026/2027**

WHEREAS, each fiscal year a “Proposition 4” limit must be established; and

WHEREAS, the Board of Directors of the Sonoma Valley Fire District has chosen the California Per Capita Personal Income and the Sonoma County Population Percentage change factors in establishing the 2026/27 base appropriation limit; and

WHEREAS, the State Department of Finance, in Section 7901 of the Government Code specified that last year’s limit, times California Per Capita Personal Income, times population percentage changes be used in setting the District’s 2026/27 Proposition Four appropriation limit as follows:

$$(LYL) \$35,000,000 \times (CPI) 1.0495 \times (P) .9984 = (TYL) \$36,673,728$$

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the Sonoma Valley Fire District adopts the 2026/27 Proposition Four Limit as set forth in the provisions of Proposition 111, Article XIII B, to be \$36,673,728.

IN REGULAR SESSION, the foregoing resolution was introduced by Director _____, who moved its adoption, seconded by Director _____, and passed by the Board of Directors of the Sonoma Valley Fire District this 9th day of June 2026, on regular roll call vote of the members of said Board by the following vote:

President Norton	Aye _____	No _____	Absent _____
Vice President Atkinson	Aye _____	No _____	Absent _____
Treasurer Johnson	Aye _____	No _____	Absent _____
Director Brady	Aye _____	No _____	Absent _____
Director Cooper	Aye _____	No _____	Absent _____
Director Emery	Aye _____	No _____	Absent _____
Director Uboldi	Aye _____	No _____	Absent _____
Vote:	Aye _____	No _____	Absent _____

WHEREUPON, the President declared the foregoing resolution adopted; and

SO ORDERED:

ATTEST:

William Norton, President

Maci Bettencourt, Clerk of the Board



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 June 9, 2026

Agenda Item No.	Staff Contact
11c	Stephen Akre, Fire Chief

Agenda Item Title
 Setting the special tax levy for fiscal year 2026/2027

Recommended Actions
 Adoption of fiscal year 2026/2027 district tax roll

Executive Summary
 Through the Public Hearing, the Board will consider and determine the amount of the voter approved special tax to levy for FY 2026-27 including consideration of the required inflation calculation. The Board is then asked to approve Resolution 2025/2026-15 setting the special tax to levy each parcel of real property in the SVFD during the fiscal year 26/27.

Alternative Actions

Fiscal Summary – FY 26/27

Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (if required)
 This special tax will generate the revenue necessary for the SVFD to continue to provide current service levels.

- Attachments**
1. Special Tax Inflation Adjustment Calculation
 2. Resolution 2025/2026-15

Sonoma Valley Fire District
Annual Adjustment Factors Used for Special Tax Inflation Adjustment Calculation
Pursuant to Govt Code Section 7902 and Applied by the District to its Appropriations Limit
For Tax Year 2026-27

Fiscal Year	Per Capita Cost of Living Change ⁽¹⁾	Per Capita Cost of Living Ratio ^(A)	Population Change ⁽²⁾	Population Change Ratio ^(B)	Price / Population Factor ^(AxB)	Cumulative Change since 2018
2019-20	3.85	1.0385	-0.4	0.9960	1.0343	
2020-21	3.73	1.0373	-0.8	0.9920	1.0290	1.0290
2021-22	5.73	1.0573	-1.46	0.9854	1.0419	1.0721
2022-23	7.55	1.0755	-0.54	0.9946	1.0697	1.1468
2023-24	4.44	1.0444	-0.53	0.9947	1.0389	1.1914
2024-25	3.62	1.0362	-0.27	0.9973	1.0334	1.2312
2025-26	6.44	1.0644	0.15	1.0015	1.0660	1.3125
2026-27	4.95	1.0495	-0.16	0.9984	1.0478	1.3753

Source: California Department of Finance "Price and Population Factors Used for Appropriations Limit Calculations" report

- Notes:
(1) Change in Per Capita Personal Income
(2) Population percentage change for Sonoma County

Base Year Rates 2018 (Ordinance 2018/2019-01)(Glen Ellen)

Use Code Description	Rate Per APN	Rate Per Add'l Unit	Charge Base	Cap/Max Limit
Single Family Residential	\$200.00	\$100.00	FLAT	\$200.00
Multi-Family Residential	\$200.00	\$100.00	FLAT	
Hotel/Motel/Lodging	\$200.00	\$100.00	FLAT	\$200.00
Mobile Home/Campground Space	\$200.00	\$50.00	Space	
Clubs & Lodge Halls	\$200.00	N/A	FLAT	\$200.00
Agricultural Land (No Structure)	\$100.00	N/A	FLAT	\$100.00
Vacant Land	\$100.00	N/A	FLAT	\$100.00
Commercial/Industrial	\$0.10	N/A	SQFT	\$0.10
Warehouse	\$0.10	N/A	SQFT	\$0.10

2026-27 Rates

Use Code Description	Rate Per APN	Rate Per Space	Charge Base
Single Family Residential	\$275.06	\$137.53	FLAT
Multi-Family Residential	\$275.06	\$137.53	FLAT
Hotel/Motel/Lodging	\$275.06	\$137.53	FLAT
Mobile Home/Campground Space	\$275.06	\$68.77	Space
Clubs & Lodge Halls	\$275.06	N/A	FLAT
Agricultural Land (No Structure)	\$137.53	N/A	FLAT
Vacant Land	\$137.53	N/A	FLAT
Commercial/Industrial	\$0.14	N/A	SQFT
Warehouse	\$0.14	N/A	SQFT

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA VALLEY FIRE DISTRICT FOR CONSIDERATION AND DETERMINATION OF THE SPECIAL TAX TO BE LEVIED ON EACH PARCEL OF REAL PROPERTY IN THE SONOMA VALLEY FIRE DISTRICT DURING FISCAL YEAR 2026/2027

WHEREAS, Ordinance No. 2018/2019-01 requires that each year the Board of Directors of the District request a report from the Sonoma County Auditor/Controller/ Treasurer/ Tax Collector (ACCTC) and hold a public hearing thereon to consider and determine the rate of special tax to be levied on each parcel of real property in the District; and

WHEREAS, the Board of Directors of the Sonoma Valley Fire District has requested from the Sonoma County ACTTC a report showing each parcel of real property in the District subject to the special tax, as required by Ordinance No. 2018/2019-01; and

WHEREAS, in May/June 2026, the Board of Directors of the Sonoma Valley Fire District duly noticed by posting and publication a public hearing for June 9, 2026, as required by Ordinance No. 2018/2019-01; and

WHEREAS, on June 9, 2026, the Board of Directors of the Sonoma Valley Fire District conducted a public hearing for consideration and determination of the special tax to be levied on each parcel of real property in the Sonoma Valley Fire District during Fiscal Year 2026/2027.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SONOMA VALLEY FIRE DISTRICT HEREBY FINDS, RESOLVES AND ORDERS THE FOLLOWING:

1. At a properly noticed public hearing on June 9, 2026, the Board of Directors of the Sonoma Valley Fire District reviewed the parcel listing report provided by the Sonoma County ACTTC, and considered all public comment and other input concerning any proposed revisions in the amount of special tax to be levied on each parcel of real property in the Sonoma Valley Fire District in Fiscal Year 2026/2027.

2. Pursuant to Ordinance No. 2018/2019-01, the Board of Directors of the Sonoma Valley Fire District finds and declares that it has considered and determined the amount of special tax to be levied on each parcel of real property in the Sonoma Valley Fire District in Fiscal Year 2026/2027, and annotated accordingly the parcel listing report provided by the Sonoma County ACTTC.

3. The Board of Directors of the Sonoma Valley Fire District directs the President of the Board of Directors and the District Clerk to deliver forthwith the annotated parcel listing report back to the Sonoma County ACTTC for preparation of the Sonoma Valley Fire District direct charge list for the Fiscal Year 2026/2027 tax roll.

IN REGULAR SESSION, the foregoing resolution was introduced by Director _____, who moved its adoption, seconded by Director _____, and passed by the Board of Directors of the Sonoma Valley Fire District this 9th day of June 2026, on regular roll call vote of the members of said Board by the following vote:

President Norton	Aye _____	No _____	Absent _____
Vice President Atkinson	Aye _____	No _____	Absent _____
Treasurer Johnson	Aye _____	No _____	Absent _____
Director Brady	Aye _____	No _____	Absent _____
Director Cooper	Aye _____	No _____	Absent _____
Director Emery	Aye _____	No _____	Absent _____
Director Uboldi	Aye _____	No _____	Absent _____
Vote:	Aye _____	No _____	Absent _____

WHEREUPON, the President declared the foregoing resolution adopted; and

SO ORDERED:

ATTEST:

William Norton, President

Maci Bettencourt, Clerk of the Board



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 June 9, 2026

Agenda Item No.	Staff Contact
11d	DC Bob Norrbom

Agenda Item Title
 Request for Proposals (RFP) for a Construction Manager at Risk (CMAR)

Recommended Actions
 Approve RFP or request changes

Executive Summary
 In order to take the next steps in re-modeling Station 6 we are asking the board for permission to pursue a Request for Proposals (RFP) for a Construction Manager at Risk (CMAR) delivery method. The purpose of this solicitation is to provide a timely, cost-effective and efficient project delivery method. Given board approval and pursuant of legal review, we will advertise the RFP for a period of no less than 30 days. After the closing of the submittals, all proposals will be evaluated and the most qualified professional will be chosen and brought to the board for approval.

Alternative Actions
 Do not approve and request edits or additional review

Strategic Plan Alignment
 Goal #3

Fiscal Summary – FY 25/26			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (if required)

Attachments
 1. RFP for Construction Manager at Risk

**Sonoma Valley Fire District
630 2nd Street West
Sonoma CA 95476**

**REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGER AT RISK FOR THE
KENWOOD FIRE STATION RENOVATION PROJECT
("RFP")**

The Sonoma Valley Fire District ("District") is requesting submission of Proposals (together, "Response(s)") from firms, partnerships, corporations, associations, persons, or professional organizations qualified to be a Construction Manager at Risk ("CMAR(s)") to perform construction management and delivery services, including preparation and coordination of bid packages, scheduling, cost control, value engineering, evaluation, preconstruction services, and construction administration, in connection with the **Kenwood Fire Station** ("Project," as further described in **Attachment No. 2**) pursuant to a construction manager at risk contract for a guaranteed project cost, as provided by the Sonoma Valley Fire District Charter. Responses must include the CMAR Qualifications Questionnaire attached hereto as **Attachment No. 1** and provide responses to all questions in this RFP.

All individuals, partnerships, joint ventures, corporations, or other recognized legal entities, that are appropriately licensed in California may submit a Response.

Entities that intend to submit a Response must:

- Be insured
- Hold a **Class B** Contractors License, which is current, valid, and in good standing with the California Contractors State License Board
- Be registered with the California Department of Industrial Relations.

Responses. Interested entities must submit one (5) paper copies to the Sonoma Valley Fire District's main office located at:

Sonoma Valley Fire District
630 2nd Street West
Sonoma CA 95476

Questions. Questions regarding this RFP must be in writing and directed only to **Jeff Katz** at jeff@coargroup.com by the date indicated in the RFP Schedule. Entities are directed to **NOT** contact any other District person regarding this RFP. **ATTEMPTS BY AN ENTITY TO CONTACT ANY OTHER PERSON MAY RESULT IN DISQUALIFICATION.**

Mandatory Site Visit. There shall be a mandatory site visit on the date and at the time indicated in the RFP Schedule. All Entities that intend to submit a Response must attend the site visit. Failure of any Entity to attend the mandatory site visit shall be grounds for the District to deem the Entity's Response non-responsive and will be rejected.

RFP Addenda. If the District issues addenda to this RFP, Entities are solely responsible for and must acknowledge receipt of addenda in the Entity's Response. Failure to acknowledge and respond to any addenda issued by the District may, in the District's sole discretion, render the Entity's Response to be deemed non-responsive and may be rejected.

List of Attachments. The following attachments are part of this RFP:

Number	Title
Attachment No. 1	CMAR Qualifications Questionnaire
Attachment No. 2	Scope of Work – Description of Project
Attachment No. 3	District’s Scoring for CMAR
Attachment No. 4	Subcontractor Requirements
Attachment No. 5	Certifications
Attachment No. 6	Sample Project Manual and Contract

RFP Schedule. The District has set the following RFP Schedule. All Entities must adhere to this RFP Schedule. The District will issue an addendum if the RFP Schedule is to be modified.

Event / Occurrence	Date / Deadline
District Issues RFP	June 15, 2026
Mandatory Site Visit	1:00 P.M., June 23, 2026
Deadline for Entities to submit questions regarding this RFP	July 2, 2026, by 5:00 P.M.
District to respond to Entities’ questions regarding this RFP	July 10, 2026, by 5:00 P.M.
Deadline for Entities to submit Responses	2:00 P.M., July 24, 2026
District to interview qualified Entities (optional)	Week of August 3, 2026
District to perform reference checks of qualified Entities (optional)	Week of July 27, 2026
District’s Council award of CMAR agreement	August 11, 2026

Thank you for your interest in working with the Sonoma Valley Fire District.

1. General Information.

1.1. Construction Management Services. The District invites qualified Entities to submit a Response showing the Entity’s qualifications and ability to provide the Services, as more fully indicated herein. Entities must have extensive experience with the California Building Standards Code (California Code of Regulations, Title 24) and the incorporated and/or applicable provisions of the Uniform Building Code and the International Building Code, Seismic Safety Act, and the Americans with Disabilities Act. Entities must have extensive experience with the statutes and regulations pertaining to public agency public works, working with architects, contractors and other related consultants, and establishing project scope, project budgets, and bidding procedures under both the Public Contract Code’s formal bidding process and under alternative construction delivery methods. **Entities should be specifically familiar with the Construction Manager At Risk delivery method and the construction of fire station and/or essential service facilities.**

Site Investigation. Each Entity is responsible for conducting or obtaining any additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface, and underground facilities) at or contiguous to the site or otherwise, that may affect cost, progress, performance, or furnishing of work or that relate to any aspect of the means, methods, techniques, sequences, or procedures of construction to be employed by Entity and safety precautions and programs incident thereto or that Entity deems necessary to complete its Response for performing and furnishing the Project in accordance with the time, price, and other terms and conditions of the Contract. On request and subject to certain terms and conditions as determined by District. District will provide each Entity access to the site to conduct such examinations, investigations, explorations, tests, and studies, as each Entity deems necessary for submission of a Response. Entity must fill all holes and clean up and restore the Site to its former condition upon completion of any exploration, investigation, test, and studies.

- 1.2. Scope of Services.** The scope of services for the awarded CMAR (“Services”) are set forth in **Attachment No. 2**. The awarded CMAR must provide at least the preconstruction phase services for the Project as set forth in **Attachment No. 2**. Should the Project advance into the construction phase, the CMAR shall provide all other services for delivery, construction, and commissioning of the Project. The following pertain to the Services and requirements for all Responses:
- 1.2.1.** All Services and deliverables shall be rendered in compliance with the terms and conditions set forth in the District’s Sample Project Manual and Contract, attached hereto as Attachment No. 6.
 - 1.2.2.** All hourly rates and/or charges for Services shall be fully-loaded and inclusive of all expenses that will be charged to the District, including but not limited hourly rates for labor, software costs, software maintenance costs, implementation fees, shipping, insurance, communications, documentation reproduction, and all expenses, including travel, meal reimbursement, hotel per diems, taxes, etc.
 - 1.2.3.** Preconstruction Services shall be priced separately from the Construction Services.
 - 1.2.4.** CMAR shall comply with the subcontractor procurement terms and conditions set forth in Attachment No. 4 (“Subcontractor Requirements”).
 - 1.2.5.** After the completion of the Preconstruction phase, all other Project phases are contingent on a variety of subsequent factors, including availability of funding, and are subject to postponement, suspension, and/or cancellation and are not guaranteed. District reserves the right in its sole discretion whether to proceed with and initiate any other phase of the Project or the CMAR agreement. Services may be required over the course of approximately two (2) years total. (Six (6) months of design, One (1) year of construction and six (6) months to close Project).
- 1.3. Labor Code Compliance**
- 1.3.1. REGISTRATION PURSUANT TO LABOR CODE SECTION 1725.5 REQUIRED.** All Entities and contractors submitting on this Project must be currently registered with the Department of Industrial Relations and qualified to perform public work pursuant to Labor Code section 1725.5. Submitters must submit proof of current registration by contractor and all listed subcontractors as a condition of submittal on this Project, subject only to the allowances of Labor Code section 1771.1.
 - 1.3.2.** No contractor or subcontractor may be listed on a bid proposal for public works project unless registered pursuant to Labor Code section 1725.5, unless as permitted in strict accordance with Labor Code section 1771.1(a)]
 - 1.3.3.** No contractor or subcontractor may be awarded a contract for public works on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
 - 1.3.4. This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. The selected CMAR must comply with all prevailing wage laws applicable to the Project, and related requirements contained in the proposed Contract.**
 - 1.3.5.** Copies of the general prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute the Contract, as determined by Director of the State of California Department of Industrial Relations, are on file at District’s office and are deemed included in this solicitation. Upon request, District will make copies available to any interested party. CMAR shall post the applicable prevailing wage rates at the subject site, in addition to all other job site notices prescribed by regulation.
- 1.4. Substitution of Securities.** District will permit the awarded CMAR to substitute securities for retention monies withheld to ensure performance of the Contract, in accordance with California Public Contract Code, Section 22300, and subject to execution of an escrow agreement for in lieu of retention, in form approved by District.

1.5. Health Care:

1.5.1.1. If prevailing wage is a requirement on the Project, qualified expenditures shall be credited toward compliance with prevailing wage payment requirements with Section 1773.1 of the Labor Code.

2. CMAR’s Statement of Qualifications and Proposal. Responses must be concise and well-organized, and shall be no longer than the equivalent of seventy-five (75) single-sided pages, on 8½” x 11” paper, inclusive of résumés, forms, and pictures. Each Response shall be numbered, tabbed and organized according to the structure reflected below and include the following subject matters and information:

2.1. Table of Contents. A table of contents of the material contained in the Response according to the structure reflected below and the corresponding page number for each subject matter.

2.2. Letter of Interest. A brief, dated Letter of Interest must be submitted, including the legal name of the Entity, address, telephone, emails, and the name, title, and signature of the person authorized to submit the Response on behalf of the Entity.

2.3. Executive Summary. An executive summary that outlines the following:

2.3.1. A brief statement of the Entity’s history, and, if a joint venture, that of each participating entity;

2.3.2. A brief summary of the Entity’s qualifications; and

2.3.3. A brief explanation of the Entity’s approach and philosophy to preconstruction and construction of major facilities projects, especially with focus on public projects.

2.4. CMAR Qualification Questionnaire. A fully completed CMAR Qualifications Questionnaire attached hereto as **Attachment No. 1**. Failure to submit a completed CMAR Qualification Questionnaire shall result in the Entity’s Response being deemed non-responsive.

2.5. Description of the Entity’s experience, expertise, and ability to perform the Services listed in Attachment No. 2.

2.6. PRICING

The District’s current estimates for the Direct Cost of the Work for the Construction is **\$8,000,000.00**, which does include the CMAR’s profit, overhead and general conditions.

All pricing for: 1) the Preconstruction Phase; 2) CMAR’s General Conditions during the Construction Phase; and 3) CMAR’s Fee during the Construction Phase, shall be inclusive of all of CMAR’s profit and all costs that might be expended in pursuit of performing the Services respective to those Phases, including but not limited to any materials, payroll, overhead and administrative costs, travel and living expenses, licenses, insurance, incidentals, and any other fees or expenses expended or incurred when necessary for the performance of the Services or the Project.

2.6.1. Preconstruction Services

2.6.1.1. Provide the hourly rate and all other costs for the Preconstruction Services set forth in Attachment No. 2, and a proposed not to exceed (“NTE”) amount for each category of Preconstruction Services:

Design Development Document Estimate	\$ ___/hr; NTE: \$ _____
Construction Document Phase	\$ ___/hr; NTE: \$ _____

Total Preconstruction Phase Services	NTE \$ _____
---	---------------------

2.6.1.2. Optional Preconstruction Services. Provide the hourly rates for optional, additional Preconstruction Services, should said services be requested by the District. Include any other costs that may be charged for such additional preconstruction services.

Project Manager (hourly rate)	\$ _____
Constructability Reviewer (hourly rate)	\$ _____
Estimator (hourly rate)	\$ _____
Scheduler (hourly rate)	\$ _____
[Other (please specify)] (hourly rate)	

2.6.2. Construction Services. For convenience, a Table for proposed Construction Services costs/prices is listed below.

2.6.2.1. General Conditions for Construction: Provide the cost for CMAR’s provision and compliance with the General Conditions under the Agreement (includes labor costs, equipment costs, materials costs, non-OCIP insurance costs, bond costs, temporary utilities, temporary facilities and other miscellaneous project costs) and not included in the Direct Cost of the Work amount and the Construction Phase Services Fee (i.e., Contractor Fee) amount. Upon award, this General Conditions cost amount shall be stated as a fixed, lump sum total amount.

<p>Total of Entity’s cost for its Project Construction General Conditions, as a single lump sum amount. Do not list this amount as a percentage of Project costs.</p> <p>Entity should base this on the Direct Cost of Work (i.e., construction hard cost) estimate (above) and on the Project description</p> <p>If awarded, Entity agrees that the above cost amount will be held until and used if construction phase is elected.</p>	\$ _____
Labor Costs	\$ _____
Materials	\$ _____
Equipment	\$ _____
Temporary Facilities	\$ _____
Insurance/Bonds	
[Other] (e.g., Subcontractor bond or subcontractor default insurance costs)	\$ _____

2.6.2.2. Contractor Fee: Fee for Construction Phase, to be stated as a percentage of

the Direct Cost of the Work. [This does not include the direct cost of construction (Direct Cost of the Work), but shall cover all the CMAR's other costs associated with providing its Services (excluding General Conditions) during the Construction as described in Attachment No. 2.] CMAR's Contractor Fee shall be inclusive of all CMAR's profit, overhead, administrative costs and all price risk assumed in guaranteeing the GPC in pursuit of performing the Construction Phase Services for the Project. **Entity agrees that the fee will be held until award of the Construction Phase.**

Percent: _____%

Construction Services	Pricing Basis	Price Submitted
<p>CMR's General Conditions in its performance of the Work during the Construction Phase.</p> <ul style="list-style-type: none"> This includes labor costs, equipment costs, materials costs, non-OCIP insurance costs, bond costs, etc. <p>CMAR's Fee for Construction Phase (including all profit and overhead), which is stated as a dollar amount but which is determined as a percentage of the Direct Cost of the Work</p> <ul style="list-style-type: none"> This does <u>not</u> include the direct cost of construction (Direct Cost of the Work), but shall cover all the CMAR's costs associated with providing its Services (excluding General Conditions) during the Construction Phase The Direct Cost of the Work will be adjusted per the final total of direct costs as agreed by the District prior to the Construction Phase. 	<p>FIXED PRICE</p> <p>Price as percentage (Expressed as a percent of the Direct Cost of the Work.)</p> <p>_____%</p>	<p>\$ _____</p> <p>Price in dollars (Multiply the percent at left by the Estimated Direct Cost of the Work*)</p> <p>\$ _____</p>
Total Price for Construction Services (Sum of ALL dollar figures in last column)		\$ _____

Should the Construction Phase proceed and CMAR bidding for construction contracting is accepted by District, the Guaranteed Project Cost ("GPC") including contingency shall be the total amount of:

1. General Conditions for Construction:	\$ <u>[Per above]</u> _____
<u>Work amount]</u>	2. Fee for Construction Phase: \$ <u>[Per fee % above, applied to later-agreed Direct Cost of the</u>
<u>amounts]</u> _____	3. Direct Cost of the Work: \$ <u>[Per agreed construction contract bid</u>
	4. Contingency: \$ <u>[Per above]</u> _____
Total GPC \$ _____	

2.6.3. CMAR Contingency. A contingency will be provided for the CMAR's use. The Contingency shall be an agreed-upon percentage of the Direct Costs of Work and Contractor's General Conditions amounts. The use of this contingency shall cover such

unanticipated circumstances (if any), such as conflicts and ambiguities in the contract documents, issues arising from a lack of coordination among and within the subcontractors' bid packages, and for any construction phase changes arising from subcontractors' performance (if approved by District). The CMAR shall return any unused portion of this contingency and any other Project savings to the District as part of the final Pay Application. Any other costs, including those incurred due to conflicts and ambiguities in the contract documents, any issues arising from a lack of coordination among and within the subcontractors' bid packages, and for any construction phase changes arising from subcontractors' performance, in excess of the stated contingency shall be borne by the CMAR , and not the District, under the Contract.

Proposed Contingency: Percent ____ % (of Direct Costs of Work and General Conditions amounts)

2.7. Entity’s Past Project Experience. List ALL projects in which Entity has participated as the prime contractor during the past ten (10) years that are equivalent in scope and/or construction value. In addition, Responses must include the specified information for the following types of projects completed within the last ten (10) years:

- All projects in which Entity performed as a construction manager at risk;
- All projects that were Aquatics /Gymnasium Buildings or similar facilities

Include all information indicated below on separate pages as necessary and explain or clarify any response as necessary.

Project name/identification:
Project address/location:
Project owner, contact person, and telephone:
Project architect name and telephone number:
Whether the project was a CMAR project, a design-build project or another alternative (not design-bid-build project), and Entity’s role in that project
If the project was federally funded
If Entity was a subcontractor, name of general contractor and telephone number:
Scope of work:
Contracted completion date:
Date completed:
Initial contract amount (as of time of bid award):
Final contract amount:

2.8. Proposed Personnel/CMAR Team. Provide the resumes of key personnel and subconsultants who would be performing Services for this Project. Once the Entity establishes its team, the District expects the same team to start and finish the Project, or in so far as each team member’s responsibilities carry them on the Project. Entity shall provide the following:

- 2.8.1.** Specifically define the role of each key person and describe individual experience and responsibilities. Indicate whether any key personnel will be limited to any particular Project stage (preconstruction, construction, or otherwise).
- 2.8.2.** Indicate all key personnel who will serve as primary contact(s) for the District, and their availability.
- 2.8.3.** Resumes of key personnel shall show Project-relevant and other experience in CMAR projects, as well as the length of employment with Entity.
- 2.8.4.** Indicate where the project managers and key personnel will be physically located.

2.9. Schedule.

- 2.9.1.** Discuss the Entity’s ability to prepare and meet achievable construction schedules for construction projects, Entity’s schedule management procedures, and how the Entity has successfully handled potential delays.
- 2.9.2.** Provide a preliminary construction schedule for the Project, indicating significant milestones, all critical path items, and durations for scopes of work. The District understands that the design is not finalized, and the selected Entity will have design input that might affect the Project schedule. The Entity’s proposed preliminary schedule shall be based on the information available in this RFP.

2.10. Entity’s Current Work Commitments/Project Limitations.

- 2.10.1.** Specify the current and projected workload of Entity for the next two (2) years. If applicable, provide a statement of all recent, current, or anticipated contractual

obligations that may have a potential to impede Entity's ability to provide the Services described herein to the District.

- 2.10.2.** Indicate any limitations or surety restrictions related to the size of Project that Entity can contract for and can effectively perform.
- 2.11. Cost Savings / Value Engineering.** The District is seeking a CMAR that has direct experience and/or aptitude to “value engineer” or analyze a project’s plans, components, and features, and find more efficient and cost-effective methods or alternatives. Describe the Entity’s background, experience, and prior-project track record with regard to value engineering. If any, propose potential suggestions, recommendations, alternatives or other valuation determinations that the Entity anticipates for the Project.
- 2.12. Budget.** Discuss the Entity’s ability to manage costs and stay within budget on comparable projects.
- 2.13. Insurance Information.** Provide all information regarding the Entity’s insurance carrier including name, address, broker and broker’s contact information, rating, and those limits for categories of liability of insurance required under the Contract attached hereto as **Attachment No. 6**.
- 2.14. Bonding Information.** Provide all information for the Entity’s bonding company, including name, address, broker and broker’s contact information, and Entity’s total bonding capacity. The selected CMAR will be required to obtain sufficient bonding to cover the full amount of the Contract, and all such bonds shall be in form as required by District. No performance or materials bond or other security is required with any Response. However, when awarded the Construction Phase portion of the Project, a 100% performance bond and a 100% payment bond will be required, the costs of which are to be included in the CMAR’s General Conditions price amount.
- 2.15. Environmental.** Describe the Entity’s experience and ability to ensure that it can perform construction activities in an environmentally responsible manner.
- 2.16. Safety.** Discuss the Entity’s safety program, the content and frequency of its safety meetings, the basis for its current EMR number, its Injury and Illness Prevention Program and who the Entity’s safety officer would be and his/her qualifications for that position.
- 2.17. CMAR Contract.** The proposed Project Manual and Contract (“Contract”) for the selected CMAR is included hereto as Attachment No. 6. Entities must be willing to provide the required insurance and accept the terms and conditions of the proposed Contract. Responses submitted shall include a statement that (i) the proposer has reviewed the sample Contract and will agree to the terms contained therein if selected, or (ii) all terms and conditions are acceptable to the proposer except as noted specifically in the Response. An entity taking exception to the District’s proposed Contract must also provide alternative language for those provisions to which exception is taken. Any exceptions or changes requested to the Contract may constitute grounds to reject the proposal. **PLEASE NOTE: The District will not consider any exceptions to the Contract if they are not submitted by the Response due date.**
- 2.18. Entity’s Approach to Work.** Describe how the Entity intends to work with District’s project representatives and staff to perform the Services. Describe how the Entity intends to develop management techniques and responses related to critical deadlines, chain supply constraints, and labor shortage.
- 2.19. Collaboration/Remote Coordination.** Describe how the Entity would engage collaboratively to complete the Project with a geographically dispersed team. Provide Entity’s experience with working on Projects where team members were not centrally located in one geographic area.
- 2.20. Specialty Subcontractors.** Identify the subcontractor(s) from which the Contractor intends to request bids as subcontractor(s) on the Project. These subcontractors may need to satisfy qualification criteria in addition to criteria that all subcontractors must satisfy. Specialty

subcontractors, include, but are not limited to, electrical, mechanical, and plumbing.

2.21. Scope(s) of Potential Self-Performed Work. Describe the scopes of work and estimated percentages of the Services that Entity may, or intends, to perform with its own forces and not subcontract.

2.22. Conflict of Interest. Provide a statement of any recent, current, or anticipated contractual obligations or other relationships that may have a potential to conflict with the Entity. The District reserves the right to reject a CMAR if any conflict of interest exists.

District has retained COAR Design Group, as its Architect for the Project. All Responses shall disclose and provide detail regarding all Entity, Entity-affiliate, or any Entity subcontractor’s work with or involving COAR Design Group or any affiliate thereof.

2.23. References. Include three to five letters of references or testimonials, if available.

2.24. Additional Information. Provide additional information about the Entity as it may relate to the Project and Entity’s Response.

3. District’s Evaluation / Best Value Selection Process. The District shall evaluate Responses based on a best value determination.

3.1. Criteria for Best Value Selection Process. The District wishes to retain a CMAR that has the experience, management and personnel plan, financial strength, safety plan, and expertise to deliver the Project within a proposed schedule and for a price that is the best value to the public within an established budget. The District reserves the right to choose any Entity for any Project. The Entity will be selected based on qualifications and criteria as set forth herein. The District reserves the right to select the Response which in its sole judgment best meets the needs of the District and the right to reject all bids. ***The lowest proposed cost is not the sole criterion for recommending contract award.***

3.2. Scoring. The following table indicates how the District will score Steps 1 – 3. The scoring and criteria for Steps 1-3 are included in Attachment No. 3 to this RFP. Only Entities that receive the minimum qualification points as required at each step will move to the next step. The District may, at its sole discretion, conduct interviews and check references, for some or all of the Entity(s) that submit a Response.

<p>STEP 1: Scoring of Response</p>	<p>Minimum points required in STEP 1 for Entity to proceed to STEP 2 is as follows:</p> <p>RFP Questions: <u>160</u></p> <p>CMAR Qualification Questionnaire: <u>90</u></p> <p>Total maximum possible points at the end of STEP 1 is <u>250 + 120 = 360</u></p> <p>The District will only interview Entities (if it conducts interviews) that have the required minimum score after STEP 1.</p>
<p>STEP 2: Scoring of Interviews (optional)</p>	<p>The District, <u>at its discretion</u>, may elect to forego conducting interviews. If the District conducts interviews, then additional points may be awarded and the following shall apply:</p> <p>Minimum points derived from STEP 2 for Entity to proceed to STEP 3: <u>140</u>.</p> <p>Total maximum possible points from an Interview is <u>180</u>.</p> <p>The District will only contact references (if it conducts reference checks) that have the required minimum score after STEP 2.</p>

STEP 3: Scoring of Reference Checks (optional)	<p>The District, at its discretion, may elect to forego conducting reference checks. If the District conducts reference checks, then additional points may be awarded and the following shall apply:</p> <p>Total maximum possible points at the end of STEP 3 is 115.</p>
STEP 4: Scoring of Price Proposal	<p>Upon concluding the above, the Price Proposal portions will be evaluated.</p> <p>In order to calculate a price for the Construction Phase Services (Preconstruction Services + General Conditions + Contractor Fee + Contingency), the Price shall be expressed in dollars. To this amount the Not to Exceed amount proposed for the preconstruction services will be added, to achieve a final Total Price for evaluation purposes. The Total Price will be divided by the average of the Total Quality Points, to obtain the Cost Per Unit of Quality for each proposer.</p> <p>$\frac{\text{Total Price in Dollars}}{\text{Total Quality Points}} = \text{Cost Per Unit of Quality}$</p> <p>An example is provided in Attachment 3.</p>

SELECTION OF SUCCESSFUL ENTITY
<p>The Cost/Unit Quality figures will be compared and the Proposer with the <u>lowest Cost Per Unit of Quality</u> from STEP 4 shall be deemed the best-value Proposer.</p>

- 3.3. **Notification.** Entities that do not receive the required minimum score from STEP 1, may request in writing a debriefing. District will provide debriefing response in writing. No oral debriefing will be provided.
- 3.4. **Best Value; Tie Breaker.** In the event of a tie, District reserves the right to select the Response which, in the District’s sole discretion, is determined to provide best value to the public, based on superior construction services relative to price as compared to the other Response receiving a tied score.

4. General Requirements

- 4.1. Any Entity submitting a proposal or a party representing a proposer shall not influence or attempt to influence any member of the evaluation committee, any member of the District Council, or any employee of the Sonoma Valley Fire District, with regard to a proposal or this RFP. Any party attempting to influence the RFP process through ex-parte contact with any District staff or officials, except as explicitly allowed in this RFP may be subject to disqualification and rejection of their Response. During the evaluation of the Responses, contact shall only be through the District individual identified in this RFP.
- 4.2. The District reserves the right to reject any Response as non-responsive, and to not enter into contract with any Entity for the Services described herein or with regard to the Project. The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek Responses from or to contract with any Entity not participating in this RFP. The District shall in no event be responsible for the cost of preparing any Response. The District reserves the right to adjust the structure of the Project(s) and to request an Entity provide additional pricing information, fee(s) for preconstruction or construction services, etc., for the Project or a phase within the Project.
- 4.3. Protests. Any and all protests must be in writing and must comply with the timelines and procedures [set](#) forth below (“Protest”).

- 4.3.1. All protests shall be in writing, addressed to the **Fire Chief** received no later than 5:00 p.m. on the third (3rd) business day following the determination of the best value Response (“Protest Deadline”). Protests can be e-mailed directly to **Bob Norrbom** **BobN@sonomavalleyfire.org**.
 - 4.3.2. **Eligible Protestors**. The party submitting the protest must have submitted a Response. A subcontractor of a party submitting a Response may not submit a Protest. A bidder may not rely on the Protest submitted by another bidder, but must timely pursue its own protest.
 - 4.3.3. **Contents of Protest**. The Protest must be specific and contain a complete statement of the factual and legal grounds for the protest and include all supporting documentation. Material submitted after the Protest Deadline will not be considered. The Protest must include the name, address, telephone number, and email address of the person representing the protesting party, if different than the protesting party.
 - 4.3.4. **Notification of Protest**. By or before the Protest Deadline, the party submitting the Protest must transmit the Protest by email or personal delivery to the protested bidder and any other bidder who has a reasonable prospect of receiving an award depending upon the outcome of the Protest.
 - 4.3.5. **Responses to Protest**. The protested bidder may submit a written response to the Protest. This response must be submitted to the District no later than 5 p.m. on the second (2nd) business day following the Protest Deadline. The response must include all supporting documentation, and any late material will not be considered. The response must include the name, address, telephone number, and email address of the person representing the responding party, if different than the responding party.
 - 4.3.6. **Notification of Response**. By or before the deadline for submitting a response to the Protest, the responding party must transmit the response to the Protest by email or personal delivery to the protesting bidder and any other bidder who has a reasonable prospect of receiving an award depending upon the outcome of the Protest.
 - 4.3.7. **District Decision on Protest**. District staff shall review all timely Protests prior to formal award of the contract for the Project. District staff will deliver a written response to the Protest via personal delivery or email, either accepting or rejecting the Protest and stating the reasons for the actions taken, within ten (10) business days of the Protest Deadline.
 - 4.3.8. **Appeal to District Board**. An appeal of District staff’s decision on the Protest may be made by the protesting or responding party to the District Board by filing a written notice of appeal within two (2) business days after the District delivers notice of staff’s decision regarding the Protest. If an appeal is timely filed and subsequently has not been withdrawn by the protesting bidder, the Board shall consider the Protest at a noticed, public meeting. The Board may hear the Protest as part of its consideration of the award of the contract to which the Protest relates or may hear the Protest as a separate item, provided that the Board shall decide the Protest prior to awarding the contract, unless the Board exercises its discretion to reject all bids.
 - 4.3.9. **Waiver of Irregularities**. The District reserves the right, acting at its sole discretion, to waive any bid irregularity not materially affecting the bid, except where such waiver would give the best value bidder an advantage or benefit not allowed other bidders.
 - 4.3.10. **Rejection of All Bids**. Nothing in this section shall be construed as a waiver of the Board’s right to reject all bids.
 - 4.3.11. **Exclusive Remedy**. The procedure and time limits set forth in this Section are mandatory and are the Bidder’s sole and exclusive remedy in the event of a Protest. The Bidder’s failure to fully comply with these procedures shall constitute a waiver of any right to further pursue the Protest, including filing of a challenge of the award pursuant to the any applicable provisions of the California Public Contract Code, the filing of a claim pursuant to the California Government Code, or filing of any other legal proceedings.
- 4.4. All Responses will become the property of the District and subject to the California Public Records Act (Government Code section 7920.000 et seq). Pursuant to the California Public Records Act, District will in general make available to the public all Responses, all correspondence and written questions submitted during the solicitation period, all submissions opened in accordance with the procedures of this RFP, and all subsequent submittal evaluation information, subject to timing and negotiations conditions as stated herein and allowed by

applicable law. Except as otherwise required by law, District will endeavor to not disclose trade secrets or proprietary financial information submitted that has been expressly designated confidential by an Entity. Any such trade secrets or proprietary financial information that an Entity believes should be exempted from disclosure shall be specifically identified and marked as such. The District will endeavor to restrict distribution of material designated as confidential to only those individuals involved in the review and analysis of the proposals. Entities are cautioned that materials designated as confidential may nevertheless be subject to disclosure. Entities are advised that the District does not wish to receive confidential or proprietary information and Entities are not to supply such information except when it is absolutely necessary. Blanket-type identification by designating whole pages or sections shall not be permitted and shall be invalid. The specific information must be clearly identified as such. Prices, makes and models or catalog numbers of the items offered, deliverables, and terms of payment shall be publicly available regardless of any designation to the contrary. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of a Court.

Attachment No. 1

CMAR Qualifications Questionnaire

Construction Manager at Risk (“CMAR” or “ENTITY”) INFORMATION		
CMAR’s legal entity name:		
Years in business under current company name:		
Types of work performed with own forces:		
Gross revenue of the Entity for the past three (3) years:		
\$	\$	\$
<i>Submit in a separate sealed envelope an audited or reviewed financial statement for the past two (2) full fiscal years. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.</i>		
Name of license holder exactly as on file with the California Contractor State License Board:		
Contractors State License Board (CSLB) License classification(s):		
CSLB License Number(s):		
CSLB License expiration date(s):		
Department of Industrial Relations (DIR) Registration Number:		
Responsible Managing Officer (RMO) or Employee (RME) for CMAR:		
Number of years CMAR has done business in California under contractor's license law:		
Number of years CMAR has done business in California under CMAR's <i>current</i> license number:		
Has your Entity changed name(s) or license number(s) in the past five (5) years? (Y / N). If “yes”, explain on a separate signed sheet, including the reason for the change.		
Has there been any change in ownership of the Entity at any time in the past five (5) years? NOTE: A corporation whose shares are publicly traded is not required to answer this question. (Y / N). If “yes”, explain on a separate signed sheet, including the reason for the change.		
Is the Entity a subsidiary, parent, holding company, or affiliate of another construction entity? NOTE: Include information about other entities if one entity owns ten percent (10%) or more of another, or if an owner, partner, or officer of your Entity holds a similar position in another entity. (Y / N). If “yes”, explain on a separate signed sheet, the name of the related company(ies) and the percent ownership.		
Indicate the form of CMAR’s entity (type of business entity): (e.g., corporation, , LLC , Joint Venture, etc.):		
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/>		

List the following for each corporation officer, general partner, limited partner, owner, etc. (as applicable) for the CMAR's type of entity. For joint ventures, include this information for each entity in the joint venture and the percent ownership of each joint venture. Attach all additional information on separate signed sheets as needed.

Name	Position	Years with Co.	% Ownership

Identify every construction firm, contractor and/or construction management entity that the CMAR or any person listed above has been associated with (as officer, general partner, limited partner, owner, RMO, RME etc.) at any time during the **past five (5) years** ("Associated Entity"). NOTE: For this question, "owner" and "partner" refers to ownership of ten percent (10%) or more of the business, or ten percent (10%) or more of its stock if the business is a corporation. Include all additional information on separate signed sheets as needed.

Name of Person at Associated Entity	Name of Associated Entity	CSLB No. for Associated Entity	Dates of Person's Participation

PASS/FAIL QUESTIONS

1.	Does your Entity currently have a Workers' Compensation Insurance policy as required by California law? <p style="text-align: center;">(Please circle one)</p>	YES NO NO = cannot qualify
2.	Does your Entity currently hold all contractors' license(s) necessary to perform the work and have those license(s) been consistently active for at least five (5) years without revocation or suspension? <p style="text-align: center;">(Please circle one)</p>	YES NO NO = cannot qualify
3.	Has your Entity or an Associated Entity been found non-responsible, debarred, disqualified, forbidden, or otherwise prohibited from performing work and/or bidding on work for any public agency within California within the past five (5) years? <p style="text-align: center;">(Please circle one)</p>	YES NO YES = cannot qualify
4.	Has your Entity or an Associated Entity defaulted on a contract or been terminated for cause by any public agency on any project within California within the past five (5) years and, if so and if challenged, has that default or termination been upheld by a court or an arbitrator? <p style="text-align: center;">(Please circle one)</p>	YES NO YES = cannot qualify
5.	Has your Entity or an Associated Entity or any of their owners or officers been, within the past ten (10) years, convicted of a crime under federal, state, or local law involving: (1) Bidding for, awarding of, or performance of a contract with a public entity; (2) Making a false claim(s) to any public entity; or (3) Fraud, theft, or other act of dishonesty to any contracting party? (Please circle one)	YES NO YES = cannot qualify
6.	Has a performance bond surety for your Entity or a performance bond surety for an Associated Entity had to: (1) Take over or complete a project, (2) Supervise the work of a project, or (3) Pay amounts to third parties, related to construction activities of your Entity or an Associated Entity within the past five (5) years? <p style="text-align: center;">(Please circle one)</p>	YES NO YES = cannot qualify



**If you answered: "NO" to questions 1-2 or "YES" to questions 3-6, then STOP.
You are not eligible to bid on this contract.**

SCORED QUESTIONS

1.	Has your Entity paid liquidated damages pursuant to a contract for a project with either a public or private owner within the past five (5) years? (Please circle one)	<u>YES</u> <u>NO</u>
	If YES, explain and indicate on separate page(s) the project name(s), damages(s), and date(s).	
2.	Has your Entity paid a premium of more than one percent (1%) for a performance and payment bond on any project(s) within the past five (5) years? (Please circle one)	<u>YES</u> <u>NO</u>
	If YES, explain and indicate on separate page(s) the project name(s), the premium amount(s), and date(s).	
3.	Has any insurer had to pay amounts to third parties that were in any way related to construction activities of your Entity within the past five (5) years? (Please circle one)	<u>YES</u> <u>NO</u>
	If YES, explain and indicate on separate page(s) the project name(s), the amount(s) paid, and date(s).	
4.	Has any insurer, for any form of insurance, refused to renew the insurance policy for your Entity within the past five (5) years?	<u>YES</u> <u>NO</u>
	If YES, explain and indicate on separate page(s) the form of insurance and the year and basis of the refusal.	
5.	Has your Entity's Workers' Compensation Experience Modification Rate exceeded 1.0 at any time for the past five (5) premium years? (Please circle one)	<u>YES</u> <u>NO</u>
	If YES, explain and indicate on separate page(s) the EMR(s) and the applicable date(s).	
6.	Has there been a period when your Entity had employees but was without workers' compensation insurance or state-approved self-insurance within the past five (5) years? (Please circle one)	<u>YES</u> <u>NO</u>
	If YES, explain and indicate on separate page(s) the reason(s) for not having this insurance and the applicable date(s).	
7.	Has your Entity declared bankruptcy or been placed in receivership within the past five (5) years? (Please circle one)	<u>YES</u> <u>NO</u>
	If YES, explain and indicate on separate page(s) the type of bankruptcy, the Entity's current recovery plan, and the applicable date(s).	
8.	Has your Entity been denied bond coverage by a surety company, or has there been a period of time when your Entity had no surety bond in place during a public construction project when one was required within the past five (5) years? (Please circle one)	<u>YES</u> <u>NO</u>
	If YES, provide details on a separate page indicating the date(s) when your Entity was denied coverage and the name of the company or companies which denied coverage; and the period(s) during which you had no surety bond in place.	
9.	Has a project owner filed claim(s) in an amount exceeding \$50,000 against your Entity, or has your Entity filed claim(s) in an amount exceeding \$50,000 against a project owner in the past five (5) years? (Please circle one)	<u>YES</u> <u>NO</u>
	If YES, explain and indicate on separate page(s) the project name(s), claim(s) and the date(s) of claim(s).	
10.	Has your Entity or an Associated Entity been cited and/or assessed any penalties for non-compliance with state and/or federal laws and/or regulations, including public bidding requirements and Labor Code violations, within the past five (5) years? (Please circle one)	<u>YES</u> <u>NO</u>
	If YES, indicate on separate page(s) the project name(s), violation(s), and date(s) of citation(s) and/or assessment(s).	

11.	<p>Has your Entity been cited and/or assessed penalties by the Environmental Protection Agency, any air quality management district, any regional water quality control board, or any other environmental agency within the past five (5) years?</p> <p style="text-align: center;">(Please circle one)</p> <p>If YES, indicate on separate page(s) the project name(s), violation(s), and date(s) of citation.</p>	<p><u>YES</u> <u>NO</u></p>
12.	<p>Has CAL OSHA and/or federal Occupational Safety and Health Administration cited and assessed penalties against your Entity, including any “serious,” “willful” or “repeat” violations of safety or health regulations within the past five (5) years?</p> <p style="text-align: center;">(Please circle one)</p> <p>If YES, indicate on separate page(s) the project name(s), violation(s), and date(s) of citation. If the citation was appealed and a decision has been issued, state the case number and the date of the decision.</p>	<p><u>YES</u> <u>NO</u></p>
13.	<p>Has your Entity been cited for violations of the Contractor’s State License Law (Business and Professions Code § 7000 et seq.), excluding alleged violations of federal or state law including the payment of wages, benefits, apprenticeship requirements, or personal income tax withholding, within the past five (5) years?</p> <p style="text-align: center;">(Please circle one)</p> <p>If YES, indicate on separate page(s) the name and owner of the project(s), the nature of the violation(s), and the date(s) of the citation(s).</p>	<p><u>YES</u> <u>NO</u></p>
14.	<p>Has your Entity been required to pay either back wages or penalties for its failure to comply with California’s prevailing wage laws, with California’s apprenticeship laws or regulations, or with federal Davis-Bacon prevailing wage laws within the past five (5) years?</p> <p style="text-align: center;">(Please circle one)</p> <p>If YES, indicate on separate page(s) the project name(s), the nature of the violation(s), the name and owner of the project(s), the number of employees who were initially underpaid and the amount of back wages and penalties that your Entity was required to pay.</p>	<p><u>YES</u> <u>NO</u></p>
15.	<p>Does your Entity have a written Quality Assurance/Quality Control (“QA/QC”) program?</p> <p style="text-align: center;">(Please circle one)</p> <p>If YES, indicate on separate page(s) a description of your Entity’s QA/QC program.</p>	<p><u>YES</u> <u>NO</u></p>
16.	<p>Does your Entity require weekly, documented safety meetings to be held for construction employees and field supervisors during the course of a project?</p> <p style="text-align: center;">(Please circle one)</p>	<p><u>YES</u> <u>NO</u></p>
17.	<p>Does your Entity have a written Injury and Illness Prevention Program (“IIPP”) that complies with California Code of Regulations, Title 8, sections 1509 and 3203?</p> <p style="text-align: center;">(Please circle one)</p>	<p><u>YES</u> <u>NO</u></p>
18.	<p>Provide in the space below the name, address and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your Entity for use on any public work project for which you are awarded a contract by the District.</p>	
	<p>Name:</p>	
	<p>Address:</p>	
	<p>Telephone:</p>	

Attachment No. 2

Scope of Work - Description of Project

1. General Background/History of the Facilities.

The Sonoma Valley Fire District took over operations of the Kenwood Fire Station from the former Kenwood Fire Protections District in July 2025. The Kenwood Station was originally previously housed equipment and facilities to support an all volunteer Department. The station as operated by Sonoma Valley Fire District is staffed as a full time career fire station providing services to Kenwood and the surrounding Valley communities. The proposed improvements to the facility are needed to support the current and ongoing needs of the District in providing these services.

2. General Project Description.

The proposed Kenwood Fire Station is a multi phased project which will provide operational continuity by utilizing a portion of the station for ongoing operation of the Department while construction is underway. At no time can the existing operations be impacted. The construction phase will consist of renovation of portions of the building and additions to the existing structure as well. The project will provide new utility services to support the expanded facility.

3. Project Status.

The District has retained COAR Design Group as the project Architect who is working on the Design Development package for the project.

The current iteration of the plans can be downloaded from here:

TBD

4. CMAR's Scope of Work.

The CMAR shall be responsible for all aspects of construction management and delivery of the project, including Preconstruction Services and Construction Services as follows:

Preconstruction Services

4.1. Stage 1: General Preconstruction Services.

4.1.1. General preconstruction services, to include:

- a. Attend project kickoff meeting and lead formal pull planning session to develop overall project milestones and deliverable needs based on delivery method.
- b. Attend project development meetings to review Project budget, scope and schedule
- c. Create Meeting Minute documentation
- d. Assist with formal presentations to the District Board and relevant District commissions
- e. Maintain and update Project Schedule
- f. Prepare and Update Guaranteed Project Cost

4.1.2. Review of Design Documents

- a. Constructability Review of the Architect's design
- b. Value Engineering

- c. Confirm modifications to Design Drawings in response to Value Engineering and Constructability reviews

4.1.3. Budget of Project Costs

- a. Develop Cost Estimate based on the Design Development Documents
- b. Update and refine the budget of the Guaranteed Project Cost based on project progress

4.1.4. Construction Schedule and Phasing Plan

- a. Prepare Preconstruction and Construction Schedule
- b. Prepare Phasing Plan for project construction
- c. Prepare schedule for pre-purchase of long lead items

4.1.5. Construction Planning and Bidding

- a. Provide any destructive testing as required to validate design assumptions of the existing building and structure. Structural Engineer will determine the areas of concern to be addressed as part of the services
- b. Prepare, distribute, and manage Contract Documents to facilitate bidding to subcontractors, for each Construction Phase.
- c. Conduct Pre-Bid conferences and provide responses to subcontractor questions.
- d. Prepare subcontractor bid packages.

4.2. **Stage 2: Guaranteed Project Costs – Procurement.** Services shall include developing the bidding packages, conducting the procurement, and negotiating with subcontractors with regard to all necessary construction work and services for the Project.

Construction Services

4.3. **Construction Phase Services** Construction phase services are expected to include provision for all labor, supervision, management, materials, tools, equipment, temporary facilities, permits and permit coordination, utility coordination, scheduling and schedule management, subcontractor coordination and all other services necessary to timely complete each Construction Phase (Phase 1 and 2, above) of the Project in accordance with the requirements of the Contract Documents Services include, but are not limited to, the following:

4.3.1. General/prime contractor general services

- a. Lead regular weekly meetings during construction between the Architect, the District, District site personnel, subcontractors and any other applicable consultants of the District as required to discuss the Project, including construction progress, scope and schedule.
- b. Prepare all meeting agendas and provide meeting minutes for all meetings related to the project
- c. Assist Owner's Representative with the scheduling of discussions and decisions made between or among the District, Architect and Contractor.
- d. Assist with formal presentations to District Council and relevant District commissions.
- e. Maintain and deliver monthly updates to the Project Schedule, including, but not limited to delays and impact to the critical path.
- f. Ensure District complies with all applicable licenses, permits and other requirements and approvals.
- g. Manage and coordinate the construction including all required appurtenances,

necessary site improvements, and all other work required to complete the project that meets all performance requirements within the Guaranteed Maximum Price and within the schedule time.

- h. Provide construction project administration.
- i. Obtain appropriate wage rates from the Department of Industrial Relations
- j. Prepare and submit Monthly Progress Reports. The contents of each monthly report should include at a minimum the following items:
 - Introduction
 - Safety metrics
 - Schedule Update
 - Permitting and Environmental
 - Project Quality
 - Plans and Submittals
 - Construction activities completed in the last month, and construction activities remaining on the project
 - Project Cost Summary (Contract Invoice Log, Cash-flow curves, Production curves).
 - Procurement Activities especially for long lead items and indication of material and equipment that has been acquired and stored.
 - Risk and Opportunities Update (Risk distributions, Expiring risks, new risks, mitigations)
 - Change Management (Decision Matrix, CMAR Contingency Log)
 - Record Drawings

4.3.2. Budget of Project Cost

- a. Prepare and Update Guaranteed Project Cost
- b. Track construction costs and maintain detailed construction cost records including development of Change Order submission and tracking system.
- c. Deliver a Schedule of Values containing all divisions of work on the project

4.3.3. Construction Risk Evaluation

- a. Identify, quantify, document, and implement Project and construction risks and opportunities, risk avoidance, reduction, and mitigation, and provide written input.

4.3.4. Construction

- a. Contract (and manage such contracts) with all subcontractors, suppliers, and any other providers necessary to build, complete, and deliver the Project, in accordance with the Contract
- b. Furnish all labor, material, equipment, suppliers and subcontractors for the performance of the construction in strict accordance with all applicable Contract Documents.
- c. Administer the formal Project Management Information Control System (for RFI's Submittals, progress reports, schedule reports, cost controls, accounting, etc..)
- d. Establish field office for CMAR.
- e. Coordinate and comply with state and local agencies.
- f. Conduct a pre-construction meeting with all subcontractors performing the major elements of the work prior to start of their work activities.
- g. Maintain a comprehensive health and safety program and ensure subcontractors adherence to those programs, providing a safe work site for all project participants and visitors.
- h. Manage all subcontractor and supplier work including inspection of the work

performed by subcontractors to ensure conformance with the Contract Document.

- i. Monitor and manage all quality controls on the Project site as well as maintaining quality controls over shop drawings, equipment, and materials.
- j. Prepare monthly status reports
- k. Review and Process Shop Drawings and other submittals for submission to Design Team for approval.
- l. Review and process all pay requests applications from subcontractors and suppliers.
- m. Provide regular open-book financial accounting status reports on Project costs.
- n. Conduct reoccurring progress meetings with the on-site trade foreman and superintendents.
- o. Coordinate all compliance inspections by regulatory agencies and District representatives.

4.3.5. Project Closeout & Commissioning

- a. Manage start up and testing necessary for the District to accept the project.
- b. Implement close out procedures necessary for the District to accept the overall project as being finally complete.
- c. Expedite and coordinate delivery and installation of District-procured material and equipment.

4.3.6. Move In

Provide District with installation of Owner Furnished-Contractor Installed equipment prior to delivery and completion of the project

Estimates

Proposed Start of Construction Date of Project: December 1, 2026

Liquidated Damages: per Sample Contract

Attachment No. 3

DISTRICT'S SCORING FOR CMAR

STEP 1 – PROPOSAL CRITERIA AND SCORING

The following criteria and scoring will be used to evaluate the Entity's Response to the RFP.

1. Preconstruction Services – Past Performance	Entity demonstrates past experience and expertise in services comparable to the Preconstruction Services.	10	
2. Past Projects	Entity demonstrates past experience and expertise with past projects, including Fire Station, Essential Service and CMAR process.	30	
3. Personnel / Subconsultants	Entity's team members, especially team leaders, demonstrate applicable experience and expertise to perform Services.	20	
4. Construction Schedule	Entity demonstrates ability to prepare and meet achievable construction schedules, schedule management procedures, and successful handling of potential delays.	10	
5. Work Commitments	Entity demonstrates ability to fully staff and perform the Project.	10	
6. Cost Savings / Value Engineering	Entity demonstrates past experience and expertise to perform value engineering services for the Project.	20	
7. Budget	Entity demonstrates past experience and expertise to manage costs and stay within budgets on CMAR projects.	10	
8. Insurance and Bonding	Entity demonstrates ability to fully insure and bond for the Project.	10	
9. Environmental	Entity demonstrates past experience performing in an environmentally responsible manner.	10	
10. Safety	Entity demonstrates a strong commitment to project safety and indicates a history of safe worksites.	10	
11. Contract Exceptions	Entity has not proposed unreasonable, untenable or inappropriate exceptions to Contract.	20	
12. Approach to Work	Entity demonstrates a complete and realistic approach to performing the work of the Project.	20	
13. Specialty Subcontractors	The strength of Entity's proposed specialty subcontractors	20	
14. Financials	Entity's overall financial health and responsibility as evidenced in its audited financial statements.	20	
15. Additional Information		10	
16. Partnering & Relationships	Entity demonstrates ability to partner with any and all parties involved including District Departments and consultants.	10	
	Total Score	250	

The following scoring will be used to evaluate the Entity’s Response to the CMAR Qualifications Questionnaire.

Topic/Question	Score	Scoring & Max. Poss. Score	
1. Liquidated Damages		No = 10 points; Yes = 0 points	10
2. Surety Premium		No = 5 points; Yes = 0 points	5
3. Insurer Pay		No = 10 points; Yes = 0 points	10
4. Insurer Refused Renewal		No = 10 points; Yes = 0 points	10
5. Workers’ Comp. EMR		No = 5 points; Yes = 0 points	5
6. Worker’s Comp. Lapse		No = 5 points; Yes = 0 points	5
7. Bankruptcy		No = 10 points; Yes = 0 points	10
8. Denied Bond		No = 10 points; Yes = 0 points	10
9. Filed Claims		No = 5 points; Yes = 0 points	5
10. Labor Code Citations		No = 5 points; Yes = 0 points	5
11. EPA Citations		No = 5 points; Yes = 0 points	5
12. OSHA Citations		No = 5 points; Yes = 0 points	5
13. Licensing Violations		No = 5 points; Yes = 0 points	5
14. Prevailing Wage Penalties		No = 5 points; Yes = 0 points	5
15. Written Quality Assurance Plan		Yes = 5 points; No = 0 points	5
16. Safety Meetings		Yes = 5 points; No = 0 points	5
17. IIPP		Yes = 5 points; No = 0 points	5
18. Apprenticeship Program		Listed = 10 points; None listed = 0 points	10
19. Health Care Program		Listed = 10 points; None listed = 0 points	10
Total Score			140

STEP 2 – INTERVIEW CRITERIA AND SCORING (IF INTERVIEWS ARE CONDUCTED)

<p>1. Past Projects: Entity’s articulation of Entity’s history working with public agency projects (including those involving Fire Station and Essential facilities) and other past projects; issues faced and how addressed (i.e. claims, bonding/surety involvement, owner relations, citations, etc.).</p>	<p>50</p>	
<p>2. District Project: Entity’s articulation of how it will construct the Project, its ideas related to constructability and other construction-specific ideas, concerns, or related issues (i.e. schedules, budgets, subcontractor selection, etc.); and questions, concerns, and highlights from the Response.</p>	<p>40</p>	
<p>3. Personnel/Leadership: Entity’s articulation of its Project-designated personnel/staffing, leadership, subcontractor relations, apprenticeship program, etc.</p>	<p>40</p>	
<p>4. Overall Ability and General Suitability. Entity’s articulation of its overall skills, ability to complete the Project, and general suitability for the District’s purposes (i.e. implementation of District policies and procedures, compliance with District Programs, political atmosphere, additional information, etc.)</p>	<p>50</p>	
<p>TOTAL QUALIFICATION POINTS FROM STEP 2</p>	<p>180</p>	

STEP 3 – REFERENCE CHECK SCORING (IF REFERENCES ARE CHECKED)

Sample “Averaging” Worksheet for 3 reference calls per Entity – See next page	
“Total Score for This Project” from first call	
“Total Score for This Project” from second call	
“Total Score for This Project” from third call	
Total	
Total divided by three (÷ 3) [DIVIDE SCORE BY NUMBER OF CALLS] This is the score for the Entity for the References Step in the evaluation process.	

STEP 3 – REFERENCES SCORING (CONTINUED)

References – Qualification Evaluation Form

Section I - General Project Information

Name of Entity:	Total Contract Costs:
	Contract Start/End Dates:
Project Title:	Actual Completion Date:
Scope of Work:	
Name of Public Agency:	Telephone Number of Contact Person:
Name of Contact Person:	Date and Time of Interview of Contact Person:
Architect Entity:	Principal Architect in Charge of Project:

Section II – Telephone Interview Questions

1. **Quality of Work.** Were there quality-related problems on the project? Were these problems attributable to the Entity? Was the Entity cooperative in trying to resolve problems?

Response:

- Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional)

2. **Scheduling.** Rate the Entity's performance with regard to adhering to project schedules. Did the Entity meet the project schedule? If not, was the delay attributable to the Entity?

Response:

- Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional)

3. **Subcontractor (Project) Management.** Rate the Entity's ability to manage and coordinate subcontractors (if no subcontractors, rate the Entity's overall project management). Was the Entity able to effectively resolve problems?

Response:

- Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional)

4. **Change Orders.** Rate the Entity's performance with regard to change orders and extras. Did the Entity unreasonably claim change orders or extras? Were the Entity's prices on change orders and extras reasonable? **Response:**

Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional)

5. **Working Relationships.** Rate the Entity's working relationships with other parties (i.e. owner, designer, subcontractors, etc.). Did the Entity relate to other parties in a professional manner?

Response:

Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional)

6. **Responsiveness.** Rate the Entity's responsiveness to telephone calls, emails, meetings, requests for action, etc. Did the Entity respond to inquiries promptly and substantively?

Response:

Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional)

7. **On-Site Entity Staff.** Rate the Entity's on-site staff relating to their management of the site, communication and interaction with owner's staff, and familiarity with project scope and status.

Response:

Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional)

8. **Paperwork Processing.** Rate the Entity's performance in completing and submitting required project paperwork (i.e. submittals, drawings, requisitions, payrolls, etc.). Did the Entity submit the required paperwork promptly and in proper form?

Response:

Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional)

STEP 3 – REFERENCES SCORING (CONTINUED)

Section III - Numerical Rating

Entity's Name: _____

	Unsatisfactory	Below Average	Average	Above Average	Rating
1. Quality of Work	0	5	10	15	
2. Scheduling	0	5	10	15	
3. Subcontractor (Project) Mgt.	0	5	10	15	
4. Change Orders	0	5	10	15	
5. Working Relationship	0	5	10	15	
6. Responsiveness	0	5	10	15	
7. On-Site Staff	0	5	10	15	
8. Paperwork Processing	0	2	5	10	
Total Score for This Project					

STEP 4 – PRICE PROPOSAL AND SCORING

In order to calculate a price for the Services (Preconstruction Services NTE + General Conditions + Contractor Fee + CMAR Contingency), the Price shall be expressed in dollars. To this amount the fixed prices proposed for the Preconstruction Phase will be added, to achieve a final Total Price for evaluation purposes. The Total Price will be divided by the average of the Total Quality Points, to obtain the Cost Per Unit of Quality for each proposer.

$$\frac{\text{Total Price in Dollars}}{\text{Total Quality Points}} = \text{Cost Per Unit of Quality}$$

EXAMPLE Based on a Fixed Price of \$300,000 for Preconstruction Services, a budgeted cost of construction of \$100,000,000, a Proposed Price for General Conditions of \$5,000,000 a Proposed Price for Contractor Fee of \$4,500,000 (4.5% x \$100,000,000), a Contingency of \$200,000, and a Total Quality Point Score of 89 points, a Proposer would be scored as follows:

$$\frac{\$ 10,000,000}{89 \text{ points}} = \$89,000 / \text{Unit of Quality}$$

Preconstruction Services	\$ 300,000
General Conditions	\$ 5,000,000
Contractor Fee	\$ 4,500,000
Contingency	\$200,000
Total Price for Services	\$10,000,000

Attachment No. 4

SUBCONTRACTOR REQUIREMENTS

Bidding for Subcontractor Work. The selected Entity once under contract, at a future date when directed by the District, shall provide a final lump sum GMP for District consideration and potential acceptance, which shall include all scopes of work and pricing from subcontractors, including resulting from the bidding procedures outlined herein to the extent that prices for subcontractors were not a part of the initial RFP process. CMAR's procurement/bidding for its subcontractors shall comply with the requirements set forth in Public Contract Code section 20146(d), as stated in the Project Manual and Contract (sample attached to RFP, and in final version thereof), and as otherwise may be required by the District. The subcontractor procurement process shall be adapted by the District as needed for the Project. The selected Entity shall be required to ensure that all subcontractors agree to and comply with all applicable funding terms and conditions for the Project, including the applicable clauses in **Attachment No. 6** of the RFP. All subcontractors bidding on any project-related contract shall be afforded the protections contained in Chapter 4 (commencing with Section 4100) of Part 1 of the California Public Contract Code.

The Subcontractor procurement process for all Entity's subcontractors performing work valued in excess of ½ of 1% of the GPC, less than the CMAR Contingency, shall be the following:

Step 1. Public Notice. When directed by the District, the selected CMAR shall provide notice of bidding to solicit subcontractors in compliance with statutory requirements and the District's process. Public Contract Code section 20146(d)(1) requires the CMAR to publicize work to be subcontracted "in accordance with the publication requirements" of the District. Public Contract Code section 20125 requires that the District's Board "shall cause an advertisement for bids for the performance of the work to be published pursuant to Section 6062 of the Government Code in a daily newspaper, or pursuant to Section 6066 of the Government Code in a weekly newspaper, of general circulation published in the District. If there is no such newspaper published in the District, the notice shall be given by posting in three public places for at least two weeks." Therefore, the CMAR shall advertise for subcontractor bids pursuant to Sonoma Valley Fire District Municipal Code Section 3.16.060. In addition, CMAR's Subcontractor advertisement must be approved by the District prior to publication.

Step 2. Subcontractor Award.

- i. District intends that the CMAR shall award each subcontract to the lowest responsive, responsible bidder, contingent on and subject to approval of the bid price and any other term or condition as determined by District in its sole discretion.
- ii. The opening of bids shall be "open book" to the District and CMAR shall provide a fixed date and time on which the subcontracted work will be awarded the subcontract, as required by District Municipal Code Section 3.16.0606(E).
- iii. If CMAR intends to prequalify subcontractors, then District must pre-approve all relevant information, criteria, scoring and documentation to be included prior to advertisement and receipt of subcontractor bids for work on the Project.
- iv. By administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", CMAR must verify each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. CMAR will accomplish this by:
 1. Checking the System for Award Management at website: <http://www.sam.gov>.
 2. Collecting a certification statement similar to the Certification of Offeror/Bidder Regarding Debarment, attached hereto.
 3. Inserting a clause or condition in the covered transaction with the lower tier contract.

Attachment No. 5

CERTIFICATIONS TO BE EXECUTED BY ENTITY AND SUBMITTED WITH RESPONSE

NONCOLLUSION DECLARATION

Public Contract

Code § 7106

The undersigned declares:

I am the _____ **[PRINT YOUR TITLE]**

of _____ **[PRINT ENTITY NAME]**,

the party making the foregoing bid.

The Response is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The Entity has not directly or indirectly induced or solicited any other Entity to put in a false or sham bid. The Entity has not directly or indirectly colluded, conspired, connived, or agreed with any Entity or anyone else to put in a sham bid, or to refrain from responding. The Entity has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the response price of the Entity or any other Entity, or to fix any overhead, profit, or cost element of the response price, or of that of any other Entity. All statements contained in the Response are true. The Entity has not, directly or indirectly, submitted its Response price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham response, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of an Entity that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Entity.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on the following date:

Date: _____

Proper Name of Entity: _____

District, State: _____, _____

Signature: _____

Print Name: _____

Title: _____

IRAN CONTRACTING ACT CERTIFICATION (Public Contract Code § 2204)

Kenwood Fire Station Project (“Project” or “Contract”)

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of one million dollars (\$1,000,000) or more.

Entity shall complete **ONLY ONE** of the following three paragraphs.

1. Entity’s Total Response is less than one million dollars (\$1,000,000).

OR

2. Entity’s Total Response is one million dollars (\$1,000,000) or more, but Entity is **not** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to Public Contract Code § 2203(b), and Entity is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

OR

3. Entity’s Total Response is one million dollars (\$1,000,000) or more, but the District has given prior written permission to Entity to submit a proposal pursuant to PCC 2203(c) or (d). A copy of the written permission from the District is included with Response.

I certify that I am duly authorized to legally bind the Entity to this certification, that the contents of this certification are true, and that this certification is made under the laws of the State of California.

Date: _____

Proper Name of Entity: _____

District, State: _____

Signature: _____

Print Name: _____

Title: _____

2010893.3



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 June 9, 2026

Agenda Item No.	Staff Contact
11e	Maci Bettencourt, Clerk of the Board

Agenda Item Title
 Resolution 2025/2026-16 ordering an election to be held and requesting consolidation with the November 3, 2026 election.

Recommended Actions
 Order election and request consolidation with County election on, November 3, 2026.

Executive Summary
 The regular biennial election for our District Board Directors will be held on November 3, 2026. The positions of three Board members (Directors Brady, Emery, and Norton) will expire at the end of 2026. In order to participate in the County election, the Board must pass a resolution ordering an election and requesting consolidation.

Alternative Actions
 Decline to consolidate with the County election

Strategic Plan Alignment

Fiscal Summary – FY 25/26			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (if required)

- Attachments**
1. Memorandum: Notice of Offices to be Filled
 2. Memorandum: Notice of District Boundaries
 3. Consolidated general election timeline
 4. Resolution 2025/2026-16

MEMORANDUM

TO: EVELYN MENDEZ, COUNTY CLERK & REGISTRAR OF VOTERS
FROM: SONOMA VALLEY FIRE DISTRICT
SUBJECT: NOTICE OF OFFICES TO BE FILLED AND STATEMENT OF RESPONSIBILITY FOR STATEMENTS OF QUALIFICATIONS

Notice is hereby given that, pursuant to Elections Code Section 10509 (which requires notification prior to the 125th day before the election, *July 1, 2026), the following are the elected office holders of this district whose terms will expire in 2026, and whose successors will be required to be elected at the upcoming election to be held on NOVEMBER 3, 2026.

DIRECTOR	LENGTH OF NEXT TERM (Commencing 12/4/2026)
1. BRIAN BRADY	4 - YEARS
2. MARK EMERY	4 - YEARS
3. WILLIAM (BILL) NORTON	4 - YEARS

(MARK APPROPRIATE OPTIONS BELOW)

The length of the Statements of Qualifications shall not exceed 200 words.

1. The costs incurred in the printing of the optional Statements of Qualifications in the Voter Information Pamphlet is the responsibility of the (select one):

District
• If checked the district will pay the cost of the candidate statement(s) (Candidate will not be responsible for payment).

Candidate
• If checked the candidate will pay the cost of the candidate statement(s) (not the district) and must present a receipt from the district at the time the Statement of Qualifications is filed with the Registrar of Voters Office. Multi-county districts please be advised that the estimated cost reflects only the Sonoma County portion of the cost.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND SUBMIT THIS STATEMENT IN COMPLIANCE WITH ELECTIONS CODE SECTIONS 10509 AND 13307.

SEAL SIGNED: _____ DATE: _____

MEMORANDUM

TO: EVELYN MENDEZ, COUNTY CLERK & REGISTRAR OF VOTERS

FROM: SONOMA VALLEY FIRE DISTRICT

SUBJECT: NOTICE OF DISTRICT BOUNDARIES/STATEMENT IN LIEU OF MAP

DATE: JUNE 9, 2026

Pursuant to Elections Code Section 10522 (which requires notification prior to the 125th day before the election (July 1, 2026) regarding district boundaries in the above named district), we are hereby notifying the Registrar of Voters Office that:

- As of this date, there has been no change in the boundaries of this district since the date of the last election. A map of the district is already on file with your office; therefore this notice is in lieu of providing a duplicate map.
- A map of the above district, with all annexations and detachments shown thereon, is attached to this notification and incorporated for reference herein.
- There have been changes in the boundaries of this district since the date of the last election. A verified map of the above district containing all recent annexations and details shown thereon, is already on file with your office.

Submitted by _____
District Administrator/Secretary

SEAL

November 3, 2026, General Election, Timeline *

Event †	Date(s) †
Local measure letter assignments ‡	Ongoing ‡
Notification deadline for special districts	July 1, 2026
“Specifications of the election order” deadline for school districts §	July 6, 2026 §
Candidate nominations filing period	July 13, 2026 to Aug. 7, 2026
Consolidation deadline	Aug. 7, 2026
Deadline for governing bodies to submit measures	Aug. 7, 2026
Tax rate statement deadline (bond measures only)	Aug. 7, 2026
Extended candidate nominations filing period	Aug. 10, 2026 to Aug. 12, 2026
Deadline for governing bodies to amend/withdraw measures	Aug. 12, 2026
Random alphabet drawing	Aug. 13, 2026
Argument deadline	Aug. 14, 2026
Impartial analysis due	Aug. 14, 2026
Rebuttal deadline (only if opposing arguments are filed)	Aug. 21, 2026
Write-in period (except for superior court judge seats for which only the incumbent filed)	Sept. 7, 2026 to Oct. 20, 2026
Deadline to send ballots to currently registered military/overseas voters ¶	Sept. 19, 2026 ¶
Target date to begin mailing County Voter Information Guides	Sept. 24, 2026
Voting by mail opens; first day voters can pick up Vote-by-Mail ballots at the Registrar of Voters Office	Oct. 5, 2026
First day Registrar of Voters may begin to process Vote-by-Mail ballots	Oct. 5, 2026
Official Ballot Drop Boxes open	Oct. 6, 2026
Standard voter registration deadline	Oct. 19, 2026
Conditional (a.k.a. “same day”) voter registration period	Oct. 20, 2026 to Nov. 3, 2026
11-Day Vote Centers are open daily from 9 a.m. to 5 p.m. **	Oct. 24, 2026 to Nov. 2, 2026 **
Last day for voters to request a ballot be mailed to them	Oct. 27, 2026
4-Day Vote Centers are open daily from 9 a.m. to 5 p.m. (supplementing 11-Day Vote Centers that have already been open since October 24, 2026) **	Oct. 31, 2026 to Nov. 2, 2026 **
Election Day: All Vote Centers are open from 7 a.m. to 8 p.m.	Nov. 3, 2026
Official Ballot Drop Boxes close at 8 p.m.	Nov. 3, 2026
Vote-by-Mail ballots which are postmarked on or before Election Day must be received by this date in order to be counted	Nov. 10, 2026
Deadline to send certified election results to district governing boards	Dec. 3, 2026

Notes

- * Timeline is based on information available as of May 2025 and could still change if new legislation is enacted.
- † For most dates that fall on a Saturday, Sunday, or County holiday, use the next regular business day for transactions (with some exceptions – see ¶ and ** below). County holidays during this period include Independence Day - Observed (July 3, 2026), Labor Day (September 7, 2026), Veterans Day (November 11, 2026), Thanksgiving Day (November 26, 2026), and Day After Thanksgiving (November 27, 2026).
- ‡ Local measure letters are assigned alphabetically in the order the measures are filed.
- § The standard “specifications of the election order” deadline for school districts would be July 3, 2026 (123 days before Election Day), but since that day is a County holiday (Independence Day - Observed), the deadline is moved back to the next business day (July 6, 2026).
- ¶ Although the deadline to send ballots to currently registered military/overseas voters falls on a Saturday (Sept. 19, 2026), because the deadline is set by federal election law, it does **not** move to the next business day.
- ** 11-Day Vote Centers and 4-Day Vote Centers are open every day in the date ranges shown, including Saturdays and Sundays.

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA VALLEY FIRE DISTRICT OF SONOMA COUNTY, STATE OF CALIFORNIA, ORDERING AN ELECTION TO BE HELD AND REQUESTING CONSOLIDATION WITH THE NOVEMBER 3, 2026 GENERAL DISTRICT ELECTION

WHEREAS, an election will be held November 3, 2026 in the Sonoma Valley Fire District for the purpose of electing Board Directors to fill positions which will expire in 2030;

BE IT RESOLVED THAT, the Board Directors of said district hereby request consolidation with any election that may be held on the same day, in the same territory, or in territory that is in part the same.

IN REGULAR SESSION, the foregoing resolution was introduced by Director _____, who moved its adoption, seconded by Director _____, and passed by the Board of Directors of the Sonoma Valley Fire District this 9th day of June, 2026 on regular roll call vote of the members of said Board by the following vote:

President Norton	Aye _____	No _____	Absent _____
Vice President Atkinson	Aye _____	No _____	Absent _____
Treasurer Johnson	Aye _____	No _____	Absent _____
Director Brady	Aye _____	No _____	Absent _____
Director Cooper	Aye _____	No _____	Absent _____
Director Emery	Aye _____	No _____	Absent _____
Director Uboldi	Aye _____	No _____	Absent _____
Vote:	Aye _____	No _____	Absent _____

WHEREUPON, the President declared the foregoing resolution adopted; and

SO ORDERED:

ATTEST:

William Norton, President

Maci Bettencourt, Clerk of the Board