1. **ROLL CALL**

PLEDGE OF ALLEGIANCE

2. **SPECIAL ORDER OF THE DAY**
   a. Adjourn in Recognition of June 23 as United Nations Public Service Day*
   b. Reorganization of the Agency Board of Directors *(appointment of WCA Chair and Vice Chair for 2016-2017)* *(Attachment)*

3. **PUBLIC COMMENTS**

4. **MINUTES**
   a. March 17, 2015 Board Meeting *(approve and accept)* *(Attachment)*

5. **RESOLUTIONS** *(the Board will discuss, seek public input and possibly take action to approve the following items)*

6. **UNFINISHED BUSINESS** *(the Board will discuss, seek public input and possibly take action to approve the following items)*
   a. San Francisco Bay Regional Water Quality Control Board Monthly Reports, February through April 2016 *(receive and accept)* *(Attachment)*

7. **NEW BUSINESS** *(the Board will discuss, seek public input and possibly take action to approve the following items)*
   a. Authorize a Contract with the Pun Group for Audit Services for Fiscal Years 2016, 2017, and 2018 *(motion and vote to approve)* *(Attachment)*
   b. Adopt the West County Agency Budget for Fiscal Year 2016/17 *(motion and vote to approve)* *(Attachment)*
   c. Marine Outfall Quarterly ATON Buoys Inspection - May 12, 2016 *(receive and accept)* *(Attachment)*
8. **BOARD/STAFF REPORTS**
   a. *Report from Board* on recent conferences, seminars and issues pertaining to the overall operation of the West County Agency
   
   b. *Report from Manager and Staff* on recent conferences, seminars and issues pertaining to the overall operation of the West County Agency
   
   c. Receive Board Attorney Comments/Communications - April 1, May 1 and June 1, 2016 Statements of Services (*receive and accept*) (*Attachment*)
   
   d. Report on the City of Richmond Municipal Sewer District (*receive and accept*)

9. **FINANCES**
   a. Receive Quarterly Budget to Actuals Report for the Period Ending May 2016 (*receive and accept*) (*Attachment*)
   
   b. Checks Issued for the Months of March, April and May 2016 (*motion and vote to approve*) (*Attachment*)

10. **UPCOMING MEETING AGENDA ITEMS** (for discussion at a future meeting)
   - Next Meeting Date - Thursday, September 15, 2016

11. **CLOSED SESSION**

12. **ADJOURNMENT**
    Adjourn in Recognition of June 23 as United Nations Public Service Day*

*The United Nations’ Public Service Day is held on June 23 each year. It recognizes that democracy and successful governance are built on the foundation of a competent civil service. The day aims to celebrate the value and virtue of service to the community.*
INFORMATION FOR THE PUBLIC

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the Administration Supervisor at (510) 222-6700. We will need FIVE (5) WORKING DAYS BEFORE ANY FUTURE MEETINGS to make any necessary accommodations.

Anyone wishing to address the Board of Directors should complete a speaker’s card and submit it to the Administration Supervisor. In addressing the Board, speakers should step to the podium and state their names and addresses for the record. The Board Chair may direct questions to any member of the audience as appropriate at any time during the meeting.

1. ADDRESSING THE BOARD ON AN ITEM ON THE AGENDA
   Persons wishing to speak on PUBLIC HEARINGS and OTHER MATTERS listed on the agenda will be heard when the President calls for comments from the audience, except on public hearing items previously heard and closed to public comment. A maximum of 3 minutes will be allowed for those who wish to address the Board. After the public has commented, the item is closed to further public comment and brought to the Board for discussion and action. There is no further comment permitted from the audience unless invited by the Board.

2. ADDRESSING THE BOARD ON AN ITEM NOT ON THE AGENDA
   In accordance with state law, the Board is prohibited from discussing items not calendared on the agenda. For that reason, members of the public wishing to discuss or present a matter to the Board other than a matter which is on this agenda are requested to present the matter in writing to the Secretary to the Board at least one week prior to a regularly scheduled Board meeting date. If you are unable to do this, you may make an announcement to the Board of your concern under PUBLIC COMMENTS. Matters brought up which are not on the agenda may be referred to staff for action or calendared on a future agenda.
TO: Honorable West County Agency Board of Directors  
DATE: June 16, 2016  
REPORT BY: Maria L. Sena, Administration Supervisor  
SUBJECT: Reorganization of the Agency Board of Directors

RECOMMENDATION
It is requested that Chairman Nathaniel Bates open nominations for Chair and Vice Chair for the ensuing fiscal year 2016/17. The Board should then vote on the new officers.

FISCAL IMPACT
There is no cost from the recommended action.

BACKGROUND AND DISCUSSION
Pursuant to the Joint Exercise of Powers Agreement, the Chair and Vice Chair shall hold office for one year as of the date of appointment to the following June 30. Upon the election by the Board, the newly appointed Chair and Vice Chair will assume their position effective July 1, 2016.

Attached for the Board’s information is a list of the succession of the Agency Officers since the year 2000.

Staff will be available to answer any questions or provide further information at the request of the Board.

SUPPORTING DOCUMENTS
Attachment A: Succession of West County Agency Officers

ACTION TAKEN BY BOARD
## Succession of West County Agency Officers

<table>
<thead>
<tr>
<th>TERM</th>
<th>CHAIR</th>
<th>VICE CHAIR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000-01</td>
<td>Thomas Butt</td>
<td>Leonard Battaglia</td>
</tr>
<tr>
<td>2001-02</td>
<td>Leonard Battaglia</td>
<td>Mindell Penn</td>
</tr>
<tr>
<td>2002-03</td>
<td>Mindell Penn (6/02-1/03)</td>
<td>William Oliver</td>
</tr>
<tr>
<td>2003-04</td>
<td>Nathaniel Bates (6/02-1/03)</td>
<td>Leonard Battaglia</td>
</tr>
<tr>
<td>2004-05</td>
<td>Leonard Battaglia</td>
<td>Richard Griffin</td>
</tr>
<tr>
<td>2005-06</td>
<td>Richard Griffin</td>
<td>William Oliver</td>
</tr>
<tr>
<td>2006-07</td>
<td>William Oliver (6/06-1/07)</td>
<td>Nathaniel Bates</td>
</tr>
<tr>
<td>2007-08</td>
<td>Nathaniel Bates</td>
<td>Leonard Battaglia</td>
</tr>
<tr>
<td>2008-09</td>
<td>Leonard Battaglia (7/08-12/08)</td>
<td>Maria Viramontes (7/08-12/08)</td>
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<tr>
<td></td>
<td>Maria Viramontes (1/09-6/09)</td>
<td>Alfred Granzella (1/09-6/09)</td>
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<tr>
<td>2009-10</td>
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<td>Nathaniel Bates (7/09-12/09)</td>
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<tr>
<td></td>
<td>Nathaniel Bates (1/10-6/10)</td>
<td>Paul C. Soltow, Jr. (1/10-6/10)</td>
</tr>
<tr>
<td>2010-11</td>
<td>Paul C. Soltow, Jr. (7/10-12/10)</td>
<td>Maria Viramontes (7/10-12/10)</td>
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<tr>
<td></td>
<td>Nathaniel Bates (1/11-6/11)</td>
<td>Alfred Granzella (1/11-6/11)</td>
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<td>2011-12</td>
<td>Alfred Granzella</td>
<td>Nathaniel Bates</td>
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<td>2012-13</td>
<td>Nathaniel Bates</td>
<td>Leonard Battaglia</td>
</tr>
<tr>
<td>2013-14</td>
<td>Courtland “Corky” Boozé</td>
<td>Alfred Granzella</td>
</tr>
<tr>
<td>2014-15</td>
<td>Alfred Granzella</td>
<td>Nathaniel Bates</td>
</tr>
<tr>
<td>2015-16</td>
<td>Nathaniel Bates</td>
<td>Michael Caine</td>
</tr>
</tbody>
</table>
The meeting of the West County Agency Board of Directors was held in the West County Wastewater District Board Room, 2910 Hilltop Drive, Richmond, California.

Chairman Bates called the meeting to order at 9:00 a.m.

1. **ROLL CALL**
The roll call was taken. The following were present:

Nathaniel R. Bates ................. Chair  
Michael T. Caine .................. Vice-Chair  
Alfred M. Granzella ............... Director  
Alfred Cabral ...................... Agency Board Attorney  
E. J. Shalaby ...................... Agency Manager  
Maria L. Sena ...................... Administration Supervisor

Also present were Veolia Water Project Manager Aaron Winer, City of Richmond Wastewater/Stormwater Manager Ryan Smith, and West County Wastewater District Board President Leonard McNeil, Water Quality Manager Brian Hill, Engineering Services Manager Ken Cook and Finance Supervisor Dean Prater.

2. **SPECIAL ORDER OF THE DAY**
   a. Adjourn in Recognition  
   Adjourn in recognition and support of March 22, 2016, as World Day for Water.

3. **PUBLIC COMMENTS**
   None.

4. **MINUTES**
   a. December 17, 2015  
   A motion was made by Director Granzella, seconded by Vice Chairman Caine to approve the minutes of the December 17, 2015, meeting. The motion was passed by the following vote:

   Ayes: Granzella, Caine, Bates  
   Noes: None  
   Absent: Martinez

5. **RESOLUTIONS**
   None.
6. **UNFINISHED BUSINESS**

a. **San Francisco Bay Regional Water Quality Control Board Monthly Reports, November 2015, December 2015 and January 2016**

The San Francisco Bay Regional Water Quality Control Board monthly reports for November 2015, December 2015, and January 2016 were received and accepted.

Director Eduardo Martinez joined the meeting at 9:08 a.m.

Veolia Water Project Manager Aaron Winer described to the Board the City of Richmond Treatment Plant’s blending events that occurred in January and more recently in March during the heavy rain weather periods.

b. **West County Agency Annual Mandatory Minimum Penalties Self-Monitoring Report for the year 2015**

The annual mandatory minimum penalties self-monitoring report for the year 2015 was received and accepted.

7. **NEW BUSINESS**

a. **Authorize Agency Manager to Sign Three-Year Agreement with Global Diving & Salvage, Inc. for Inspection & Maintenance Services of the WCA Joint Outfall Pipeline and Marker Buoys**

A motion made by Director Granzella, seconded by Vice Chairman Caine was unanimously approved to adopt Resolution No. 16-001 authorizing the Agency Manager to execute a three-year agreement with Global Diving & Salvage, Inc. for inspection and maintenance of the Agency’s joint outfall pipeline and marker buoys in an amount not to exceed $30,000 each year.

b. **Amend West County Agency Budget for Fiscal Year 2015/16**

A motion made by Vice Chairman Caine, seconded by Director Martinez was unanimously approved to adopt Resolution No. 16-002 adjusting the West County Agency budget for fiscal year 2015/16 and authorizing the Agency Manager to expend budgeted funds.

c. **Marine Outfall Diffuser Section Internal Dredging and Inspection - February 1 through 3, 2016**

The marine outfall diffuser section internal dredging and inspection report performed February 1, through 3, 2016, was received and accepted. A motion was made by Vice Chairman Caine, seconded by Director Martinez and it was unanimously approved to authorize the Agency Manager to look into the second option for the repair of damage to the outfall pipe, consisting of covering any exposed rebar or wire reinforcing with underwater epoxy, in the amount of $38,550.00.

d. **Marine Outfall Quarterly ATON Buoys Inspection - February 25, 2016**

The marine outfall quarterly ATON buoys inspection report of February 25, 2016 was received and accepted.

8. **BOARD/STAFF REPORTS**

a. **Board**

None.
b. Manager and Staff
West County Wastewater District (WCWD) Water Quality Manager Brian Hill reported on the effects at the WCWD Treatment Plant from 8 inches of rainfall experienced during the period of March 4 through March 14. The WCWD Treatment Plant and Lift Stations processed over 23 million gallons of influent flow per day during peak periods with no issues, overflows, or power failures.

Chairman Bates commended WCWD staff for successfully processing wastewater treatment during the excessive rain periods with no issues, overflows, or power failures. WCWD Water Quality Manager Hill gave credit to dedicated employees for the District’s succession.

c. Receive Board Attorney Comments/Communications - January 1, February 1 and March 1, 2016 Statements of Services
Board Attorney Cabral reported on the latest legislation that could affect the Agency. His invoices for the months of December 2015, and January and February 2016, were received and accepted.

d. Report on the City of Richmond Municipal Sewer District
City of Richmond Wastewater/Stormwater Manager Ryan Smith reported on the wet weather activities at the Richmond Treatment Plant during the last quarter. He was pleased to inform the Board that the design phase has begun on the 13th and Dunn sewer capacity improvement project. The annual report for the Baykeeper’s settlement agreement due this month is currently being drafted.

Veolia Project Manager Aaron Winer also reported that the electrical upgrade project at the City of Richmond Treatment Plant has broken ground and will be in progress over the next 18 months. City of Richmond’s master plan for sewer capital improvement projects will be updated in the next couple months.

9. FINANCES
The audited financial statements for fiscal year ending June 30, 2015 were received and accepted.

The quarterly finance report for the period ending February 29, 2016 was received and accepted.

c. Checks Issued for the Months of December 2015, January and February 2016
A motion was made by Director Granzella, seconded by Vice Chairman Caine and passed unanimously to approve Checks No. 7320 through 7326 in the total amount of $137,264.36.

10. UPCOMING MEETING AGENDA ITEMS
The next West County Agency Board meeting will be held on Thursday, June 16, 2016.
11. CLOSED SESSION
None.

12. ADJOURNMENT
The meeting was adjourned at 9:46 a.m., in recognition of March 22, 2016, as World Day for Water.

__________________________
CHAIR

Return to Agenda
TO: Honorable Board of Directors  
West County Agency  

DATE: June 16, 2016  

FROM: E. J. Shalaby, Agency Manager  

REPORT BY: Maria L. Sena, WCWD Administration Supervisor  

SUBJECT: Mandatory Minimum Penalties Monthly Self-Monitoring Reports for the Months of February through April 2016  

RECOMMENDATION  
This is an informational item only  

FISCAL IMPACT  
There is no fiscal impact from this report.  

BACKGROUND AND DISCUSSION  
Attached are the letters to the San Francisco Bay Regional Water Quality Control Board regarding the West County Wastewater District (WCWD) and the City of Richmond (Richmond) Treatment Plants compliance with effluent NPDES permit limits for the months of February, March and April 2016.  

Richmond and WCWD Staff will be available to answer any questions the Board may have regarding the February and March events.  

SUPPORTING DOCUMENTS  
Attachment B: SFBRWQCB Letter dated April 26, 2016  
Attachment C: SFBRWQCB Letter dated May 25, 2016  

ACTION TAKEN BY BOARD
March 30, 2016

Bruce Wolfe, Executive Officer
San Francisco Bay Regional Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, California 94612

RE: File No. 2213.1037 (RMD)tmb

Dear Mr. Wolfe,

Enclosed is the February 2016 Monthly Report.

On February 24, 2016, the BOD was run both in house and at CalTest. Since the in house results passed all QA/QC, these were reported, as has been done previously when an analysis has been run by both laboratories. Following are the results from both analyses:

<table>
<thead>
<tr>
<th></th>
<th>INF-002</th>
<th>EFF-002</th>
</tr>
</thead>
<tbody>
<tr>
<td>In House</td>
<td>241</td>
<td>63.4</td>
</tr>
<tr>
<td>CalTest</td>
<td>243</td>
<td>52</td>
</tr>
</tbody>
</table>

The monthly average BOD for EFF-002 using the in-house results, as reported, was 30.4 mg/L which exceeds the monthly limit of 30 mg/L. If the CalTest data had been used, the monthly average would have been 29.8, and within limits.

The weekly average BOD for February 21-27, 2016, for EFF-002 using the in-house results, as reported, was 46.4 mg/L. This exceeds the weekly limit of 45 mg/L. If the CalTest data had been used, the weekly average would have been 44.5 and within limits.

During the third week of February, Richmond effluent BOD began to rise unexpectedly resulting in the exceedances referenced above. This operational/process condition continued through the first half of March at which time the effluent BOD values appeared to begin to drop (to low 30s mg/L around the 20th of March). This condition was thought originally to be a result of the aeration system but that appears less likely now. What is especially unusual through this event is that the effluent TSS and turbidity (general indicators of plant operational performance) have remained very low; with the exception of several periods of very high plant flows, the effluent appears very clear with no odors (which would historically indicate under treatment or process issue) or other problem indicators.
Generally during normal operating conditions, effluent BOD values range from slightly above to about 1.5 X the effluent TSS value. During the past weeks, excluding approximately 8 days of heavy rain, effluent BOD has averaged about 40 mg/L where the effluent TSS averaged about 12 mg/L. Staff is investigating this anomaly, measuring soluble BOD component, evaluating F/M ratio and otherwise attempting to understand the conditions. Over this time period, activated sludge inventories have been maintained between 2200 and 2400 mg/L, a level which has historically provided good treatment in winter months. The volatile component (MLVSS) has also not dropped to an unusually low level. An operational change has been made which involved increasing the activated sludge concentration to 3000 to 3200 mg/L in an effort to get more effective BOD removal. More information on this issue will be provided in the March self-monitoring report.

I certify under penalty of law that this document and all attachments are prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and submitted information.

Based on my inquiry of the person or persons who managed the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations.

Respectfully,

E.J. Shalaby, MPA, SDA
Agency Manager
West County Agency

CC: Vince Christian, San Francisco Bay Regional Water Quality Control Board;
Ryan Smith, City of Richmond
Aaron Winer, Veolia Water
April 26, 2016

Bruce Wolfe, Executive Officer
San Francisco Bay Regional Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, California 94612

RE: File No. 2213.1037 (RMD)tm

Dear Mr. Wolfe,

Enclosed is the March 2016 Monthly Report.

The following blending events occurred at the Richmond Water Pollution Control Plant (WPCP) due to rain induced high flows in March 2016:

- **March 5**: Blending began at 7:30 PM and continued for 18 hours and a total of 11.09 million gallons.
- **March 6**: Blending began at 10:30 PM and continued for just over 12 hours and a total of 5.48 million gallons.
- **March 10**: Blending began at 4:17 PM and continued for 31.6 hours and a total of 17.68 million gallons.
- **March 12**: Blending began at 9:26 PM and continued for 34.6 hours and a total of 15.17 million gallons.

Extra analyses were run as required by permit during blending.

A weekly effluent average total suspended solids (TSS) exceedance occurred at the WPCP for the week of March 5 – 12. The average effluent TSS was 50.5 mg/l and the limit 45. Cause of the elevated TSS values was rain induced high flow through the plant which averaged 19.9 million gallons per day (MGD) during that week. Prior to that rainy stretch, daily plant flows averaged just over 5 MGD. Three very high daily TSS values (64, 110 and 76 mg/l) were recorded during the period and pushed the weekly average over the limit. Measures to reduce blending are required to be developed and implemented by the City of Richmond and will ultimately result in the corrective action for this issue.

During the first and second weeks of March, the NPDES permit weekly average effluent biochemical oxygen demand (BOD) values were 47.6 mg/l and 49.3 mg/l where the limit is 45 mg/l. The monthly average limit of 30 mg/l for BOD was also exceeded with a 40.3 mg/l value. Additionally, the monthly 85% treatment plant BOD removal requirement was not met. The actual percent removal was 82 and that low value resulted from elevated effluent BODs coupled with low influent BOD concentrations due to dilution from rain induced high plant flows (averaged about 11.5 MGD for the month). These anomalous effluent BOD readings began about the 3rd week of February.
Accelerated daily monitoring of effluent BOD was implemented throughout March as required.

Staff is unclear as to the cause of these BOD exceedances. Aside from the high flows, the treatment plant has been operating very well with no process or operational issues of note. Proper inventory of activated sludge was maintained and adequate dissolved oxygen was kept available (with the exception of very high flow periods where the aerator speeds need to be reduced to protect equipment) during the period. An investigation into the elevated effluent BOD values included internal and external parties, City staff and the West County Agency and Landfill. The noted effluent BOD exceedances are unprecedented and something Veolia staff has not experienced before in its time operating the City of Richmond’s WPCP. It is highly unusual to experience such high BOD values when the plant appears to be operating well by all other indicators. Through the period, daily effluent TSS values were generally in the 10 - 15 mg/l range (with exception of the high flow periods mentioned above) and turbidity values in the mid to high single digits. Under normal operating conditions effluent BOD levels tend to track close to or slightly higher than TSS values. During this event, effluent BOD ranged from 2 to as high as 6 times the value of TSS. These indicators point to possible inhibition or interference with BOD uptake by the microorganisms.

As of mid-April, the WPCP effluent BOD levels returned to a more normal range as noted immediately below.

Effluent BOD trend April 5th – 13th; 49, 42, 47, 29, 28, 9, 14, 13, 16

In response to the elevated BOD levels staff has begun monitoring soluble carbonaceous BOD and COD and will continue to do so in order to establish background information for those indicators. An on-line influent monitoring system called ZAPs is in the procurement process and will be installed to provide real time monitoring of some combination of pH, conductivity, ammonia, hydrocarbons, cBOD, COD, TSS, ORP and temperature. It is expected to take 2 – 3 months to have the system in operation. City pretreatment staff has increased monitoring and reporting requirements for the Landfill and leachate discharge and are evaluating actions and oversight of other industrial dischargers.

Activated sludge samples were sent to Dr. David Jenkins for microscopic analysis in effort to understand observed BOD breakthrough. His report stated only that abundant filaments were observed which is common in mechanically aerated systems. The impacts of this observation (which is historically common at the Richmond WPCP) would be poor sludge settling and increased effluent TSS. Increased effluent TSS was not observed during the period except during periods of rain induced high plant flows.

On March 2nd, an electrician was pulling wires in the chemical feed room. While pulling a wire through a breaker panel, the wire caught on a breaker switch and terminated power to the SBS pump. For eight minutes, from 10:16 until 10:24, chlorine was measured in the effluent, peaking at 2.78 mg/l. NPDES Permit No. CA0038539 only requires reporting chlorine residuals recorded on the hour, criteria that this event did not meet.

I certify under penalty of law that this document and all attachments are prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and submitted information.
Based on my inquiry of the person or persons who managed the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations.

Respectfully,

[Signature]

E.J. Shalaby
Agency Manager

cc: Vince Christian, San Francisco Bay Regional Water Quality Control Board;
Ryan Smith, City of Richmond
Aaron Winer, Veolia Water
May 25, 2016

Bruce Wolfe, Executive Officer
San Francisco Bay Regional Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, California 94612

RE: File No. 2213.1037 (RMD)tmb

Dear Mr. Wolfe,

Enclosed is the April 2016 Monthly Report.

There were no NPDES permit exceedances this month.

I certify under penalty of law that this document and all attachments are prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and submitted information. Based on my inquiry of the person or persons who managed the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations.

Respectfully,

[Signature]

Ken R. Cook
for E. J. Shalaby
Agency Manager

cc: Vince Christian, San Francisco Bay Regional Water Quality Control Board
    Ryan Smith, City of Richmond
    Aaron Winer, Veolia Water

Return to Agenda
TO: Honorable Board of Directors West County Agency

REPORT BY: Lisa K. Malek-Zadeh, WCWD Business Services Manager
Dean Prater, CPA, WCWD Financial Supervisor

DATE: June 16, 2016

SUBJECT: Authorize a Contract for Audit Services for Fiscal Years 2016, 2017, and 2018

RECOMMENDATION
The West County Wastewater District (WCWD) audit proposal selection committee recommend to the Board of Directors to authorize the West County Agency Manager to execute a contract with The Pun Group for the provision of audit services, including the preparation of the California State Controller’s Report for fiscal years 2016, 2017 and 2018 for a total amount not to exceed $16,500.

FISCAL IMPACT
The total cost of the contract is $16,500. Staff will propose Budgets that will include sufficient funds to cover this cost for the three Fiscal Years covered by the proposal.

BACKGROUND AND DISCUSSION
The West County Agency (Agency) is required to have an independent audit of its finances each year.

WCWD staff published the request for proposals on its website November 19, 2015. Staff solicited proposals from fourteen audit firms. The solicited firms were sourced from an internally managed list of previous proposers and requestors, and from a California Special Districts Association provided list. WCWD received four proposals by the December 17, 2016 deadline: Cropper Accountancy (Walnut Creek), MUN CPAs (Sacramento), Nigro & Nigro (Murrieta and Emeryville), and The Pun Group (Walnut Creek & Santa Ana).

The WCWD Audit Services Selection Committee met on February 8, 2016 to evaluate the four proposals received. The Selection Committee consisted of Alfred Granzella, Chairman of the WCWD Administration & Finance Committee; E.J. Shalaby, Agency Manager; and Dean Prater, CPA, WCWD Financial Supervisor.
As specified by the Request for Proposal, the Evaluation Committee used the following point formula to score the submitted proposals: 20 points- Qualifications; 20 points- Governmental Agency Experience; 20 points- Audit plan and approach; 20 points- Ability to meet audit deadlines; 10 points- fees; 10 points- Local Vendor Preference (within Contra Costa County). Each member scored the technical criteria (not price) of each proposal. The full evaluation committee met to discuss and combine individual scores to arrive at a composite score for each firm:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Score (Maximum Possible- 100)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Pun Group</td>
<td>81.23</td>
</tr>
<tr>
<td>Cropper Accountancy</td>
<td>66.29</td>
</tr>
<tr>
<td>MUN CPAs</td>
<td>62.62</td>
</tr>
<tr>
<td>Nigro &amp; Nigro</td>
<td>45.67</td>
</tr>
</tbody>
</table>

The Pun Group performed the independent audit of the Agency’s finances for fiscal year ending June 30, 2015. The Agency was satisfied with the services received and encountered no issues during the audit process. In addition to performing the annual independent audit for WCA, The Pun Group prepared the annual report to the State Controller’s Office.

Staff will be available to answer questions.

**SUPPORTING DOCUMENTS**
Attachment A: Resolution
Attachment B: Request for Proposals- Audit Services
Attachment C: Solicited Vendors for Audit Services

**ACTION TAKEN BY BOARD**
The West County Agency (Agency) is required to have an independent audit of its finances every fiscal year and to prepare and submit a report of the Agency’s finances to the State Controller’s Office annually.

West County Wastewater District (WCWD) published a request for proposals on its website and received proposals from four public accounting firms that had indicated an interest in working with the Agency.

The Pun Group performed the audit services and preparation of the annual report to the State Controller’s Office for the fiscal year ending June 30, 2015 and the Agency was satisfied with the services it provided.

IT IS RESOLVED that the Board of Directors of the West County Agency, County of Contra Costa County, California, authorizes the Agency Manager to execute a contract with The Pun Group for the provision of audit services, including the preparation of the California State Controller’s Report and annual single audit report (if necessary) for fiscal years 2016, 2017 and 2018 for a total amount not to exceed $16,500.

* * *

I CERTIFY that this resolution was duly and regularly adopted by the Board of Directors of the West County Agency, Contra Costa County, California, at a regular meeting thereof held on the 16th day of June, 2016, by the following vote:

AYES:

NOES:

ABSENT:

Chair of the Board
West County Agency
Contra Costa County, California
Request for Proposals (RFP)  
Audit Services  

West County Wastewater District  

November 19, 2015  

DUE DATE: December 17, 2015, 2:00 p.m.  

Note: Addenda will be faxed or emailed to all persons on record as having received this RFP. Please contact Danny Woods at 510-222-6700 or via e-mail at dwoods@wcwd.org to add your contact information to the list of bidders.
ANNUAL FINANCIAL AUDIT SERVICES
West County Wastewater District

The West County Wastewater District (hereinafter referred to as “the District”) is soliciting qualifications from interested firms to provide the District with professional services in support of the District’s financial audit as well as the audit of the West County Agency, a joint powers authority managed by the District.

BACKGROUND
The District provides wastewater collection and treatment services to approximately 93,000 residents. The District is a political subdivision of the State of California and operates as an independent special district. The District was created December 19, 1921, pursuant to authority of the State of California. A five-member Board of Directors, elected at large from the District, sets the policies for the District. The District’s current political boundaries are comprised of the City of San Pablo, a portion of the City of Richmond, a portion of the City of Pinole and some unincorporated areas within western Contra Costa County. Each Director is popularly elected by the voters of the District’s service area for a four-year term. Their terms are staggered to maintain continuity. The day-to-day business operation of the District is administrated by the General Manager and department managers.

SCOPE OF WORK FOR EACH FISCAL YEAR
The following specifications cover the key areas of interest to the Board of the District. The audit shall be in compliance with generally-accepted auditing standards, governmental auditing standards, Section 26909 of the California Government Code and related State Controller guidelines. The review of internal controls shall be performed as is required by the Single Audit Act. The independent auditor will express an opinion on the fair presentation of its general purpose financial statements in conformity with generally-accepted accounting principles. The audits performed under the Request for Proposal shall cover the following periods:

July 1, 2015 - June 30, 2016
July 1, 2016 - June 30, 2017
July 1, 2017 - June 30, 2018

The auditor must provide the District with draft copies of the audited financial statements and suggested adjusting journal entries, if any, and assist District staff in the preparation of the District’s Comprehensive Annual Financial Report (CAFR).

Final copies of the CAFR, including the opinion letter, footnotes, and supplemental data must be completed no later than November 30, 2016, November 30, 2017, and November 30, 2018, and must be available for review by the Board of Directors during a regular Board meeting no later than each December. Regular Board meetings are scheduled on the first and third Wednesday of every month.
The auditor must provide the West County Agency with draft copies of the audited financial statements suggested adjusting journal entries, if any. Final copies of the audited financial statements, including the opinion letter, footnotes, and supplemental data must be completed no later than December 31, 2016, December 31, 2017, and December 31, 2018.

The auditor shall submit a written management letter to the Board of Directors that communicates any observations for improvements in the District’s financial operations, and any deficiencies in internal controls that need to be addressed by the District.

The partner in charge shall be available to attend at least one of the District’s Administration & Finance Committee meeting and at least one Board meeting per fiscal year at which the audit report may be discussed.

The auditor shall assist District staff in applying generally-accepted accounting principles and provide support necessary to maintain sound financial management procedures. The auditor shall provide financial advice and counsel on significant matters occurring throughout the year that would affect the annual reports and sound accounting practices.

The auditor shall perform as part of the annual audit the preparation and transmittal of the Special Districts Financial Transactions Report to the State Controller’s Office as required under California Government Code section 53891.

The auditor must provide two bound originals, one unbound original and one electronic copy of the complete CAFR to the District on or before November 30 following the fiscal year being audited.

QUALIFICATIONS REQUIRED
• Certified Public Accountants licensed to practice in the State of California.
• Experience with California Special Districts.
• Experience with joint powers authority agencies.
• A record of quality audit work.
• Experience with state revolving fund loans or similar State of California loans.

PROPOSAL REQUIREMENTS
Draft Transmittal Letter: A letter signed by an individual authorized to bind the firm, briefly stating the firm's understanding of the work to be done, the commitment to perform the work within the time period specified, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for fiscal years 2015/16, 2016/17 and 2017/18.
**Detailed Technical Proposal:** The technical proposal should include discussion of audit approach and plans, including staffing strength and experience. There should be no dollar units or total costs included in the technical proposal section. The detailed technical proposal shall include the following:

- Contact information for five Client references.
- Copies of two most recent audited annual financial statements prepared for governmental agencies by your firm.
- One copy of a sample management letter.
- Copy of most recent Independent Quality Review (Peer Review) report.

**Cost Proposal:** All proposals must include a Fixed Maximum price for each year of auditing services in the following format.

**Submission:** The firm shall adhere to the instructions in this Request for Proposal. Proposals shall be limited to a maximum 8 pages, (excluding attachments). Four copies of the proposal are to be submitted. The proposal is required to be received by 2 P.M. on or before December 17, 2015 at the administrative offices of the District in order for the proposing firm to be considered.

**EVALUATION SELECTION PROCEDURES**

**Evaluation Committee**
Proposals will be reviewed by an evaluation committee as defined in the WCWD Audit Policy.

**Review of Proposals**
The evaluation committee will use a point formula during the review process to score proposals. Each member will first score each proposal by each of the criteria described below. The full evaluation committee will then convene to review and discuss these evaluations and to combine the individual scores to arrive at a composite technical score for each firm. At this point, firms with an unacceptably low technical score will be eliminated from further consideration.

Proposals will be scored up to a maximum of one hundred points and ranked based upon the following criteria:

- 20 Points Qualifications
- 20 Points Governmental Agency Experience
- 20 Points Audit plan and approach
- 20 Points Ability to meet audit deadlines
- 10 Points Fees
- 10 Points Local Vendor Preference (within Contra Costa County)

When the list is narrowed down, each finalist may be invited to make an oral presentation to the evaluation committee. Questions and Answers and discussions regarding the proposal are allowed.
BOARD OF DIRECTORS PRESENTATIONS
The Business Services Manager will submit the evaluation committee’s recommendation to the Administration & Finance Committee at the February 11, 2016, meeting in order to present it to the Board of Directors at the March 2, 2016, regular meeting. The Board will be given the list of submitted proposals along with the evaluation committee’s recommendation.

The District reserves the right without prejudice to reject any or all proposals.

GENERAL INFORMATION
Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.


Any inquiries concerning the Request for Proposal should be made in writing or by email and addressed to:

Danny Woods, Procurement Specialist
West County Wastewater District
2910 Hilltop Drive
Richmond, CA 94806
Email: dwoods@wcwd.org
Phone: (510) 222-6700

The proposing firm warrants the following:

1. The firm is willing and able to obtain an Errors and Omissions Insurance Policy providing a prudent amount of coverage for the willful or negligent acts or omissions of any officers, employees, or agents.

2. The firm will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the District.

3. All information provided by the firm in connection with this proposal is true and correct.

4. The firm will acknowledge and agree with all terms and conditions stated in this Request for Proposal.

Submit proposals by mail or hand delivery to:

Danny Woods, Procurement Specialist
West County Wastewater District
2910 Hilltop Drive
Richmond, CA 94806
The following information must appear on each envelope:

**Proposer’s Name**

**Financial Audit Services**

The proposal contents will not be disclosed until the evaluation process is completed, or until the time for acceptance specified in the RFP, whichever occurs first.

**RFP PROCEDURES**

1. Anyone who intends to submit a proposal must contact the District directly and notify Danny Woods of your intent to respond to the request for proposal. The District has responsibility for maintaining a control list of all potential proposers.

2. The District reserves the right to amend this RFP. The District reserves the right to reject any or all of the proposals, or any part of the proposals, submitted in response to this RFP. The District reserves the right to waive formalities, if such action is deemed to be in the best interest of the District. The District reserves the right to request additional information from any proposer. The District reserves the right to award negotiated contracts to one or more consultants.

3. This RFP is not intended and shall not be construed to commit the District to pay any costs incurred in connection with any proposal or to procure or contract for any services.

4. The decision to award a contract shall be based on the proposer’s ability to provide quality services and to comply with all applicable laws, rules, and regulations.

5. The District and will make the final selection of the successful proposer at its sole discretion. The award of any contract will be made in the best interest of the District.

6. Each proposal will be examined to determine whether it is responsive to the requirements and requested professional services in this RFP.

7. While the District is under no obligation to contact proposers for clarifications, it reserves the right to do so. Depending on the number and quality of the proposals submitted, the District, at its sole discretion, may elect to interview all or some of the proposers during the selection process and to request presentations, including demonstrations of products and services.

**COMPENSATION AND PAYMENT**

1. The CONTRACTOR’s compensation for the Services shall be full compensation for all indirect and direct personnel, materials, supplies, equipment and services incurred by the CONTRACTOR and used in carrying out or completing the Services.
2. Payments shall be in accordance with the payment schedule established. As each payment is due, a statement describing the Services for which payment is requested shall be submitted to the DISTRICT by the CONTRACTOR. The DISTRICT shall have the discretion to approve the invoice. Payment shall be for the invoice amount or such other amount as approved by the DISTRICT, less retention. The retention will be zero percent (0%) of each payment, and final payment. Payment of the retention will be made to the CONTRACTOR by the DISTRICT as soon as reasonably possible after completion and acceptance of the Services.

3. The DISTRICT shall have the right to receive, upon request, documentation substantiating charges billed to the DISTRICT. The DISTRICT shall have the right to perform an audit of the CONTRACTOR’s relevant records pertaining to the charges.

4. Within thirty (30) days after the CONTRACTOR substantially completes performance of the Services, the CONTRACTOR shall deliver to the DISTRICT all files, records, materials and documents that relate to the Services or CONTRACTOR’s performance thereof. It is expressly understood and agreed that all such files, records, materials and documents are the property of the DISTRICT and not the property of the CONTRACTOR.

ASSIGNMENT OF AGREEMENT AND TRANSFER OF INTEREST

1. Neither party to this Agreement shall assign this Agreement nor delegate any duties hereunder or transfer any interest in the same, whether by assignment or novation, without prior written consent of the other party, which consent shall not be unreasonably withheld.

2. If there is a change of more than thirty percent (30%) of the stock or other ownership of CONTRACTOR, the DISTRICT shall be notified prior to the date of said change and the DISTRICT shall have the right to terminate this Agreement. If the DISTRICT is not notified of any such change, then upon knowledge of same, it shall be deemed that the DISTRICT has terminated this Agreement.

INDEPENDENT WORK CONTROL

1. It is expressly agreed that in performing the Services, the CONTRACTOR shall be and is an independent contractor and is not an agent or employee of the DISTRICT. The CONTRACTOR has and shall retain the right to exercise full control and supervision of the Services and full control over the employment, direction, compensation and discharge of all persons assisting the CONTRACTOR in the performance of the Services. The CONTRACTOR shall be solely responsible for its own acts and those of its subordinates and employees.

CONTRACTOR QUALIFICATIONS

1. It is expressly understood that the CONTRACTOR is licensed and sufficiently skilled to perform the Services and has sufficient time to allow the CONTRACTOR to perform the
Services in accordance with Exhibit "B". The DISTRICT relies upon the knowledge, skill and experience of the CONTRACTOR to do and perform the Services in a skillful, workmanlike manner. The acceptance of the Services by the DISTRICT does not operate as a release of the CONTRACTOR or as an acknowledgment as to the quality of the services provided.

NOTICES

1. All notices shall be in writing and delivered in person or sent by certified mail, postage prepaid.

2. Notices required to be given to the DISTRICT shall be addressed as follows:
   District Manager
   West County Wastewater District
   2910 Hilltop Drive
   Richmond, CA 94806

3. Notices required to be given to the CONTRACTOR shall be addressed as follows:
   ____________________  ____________________
   ____________________  ____________________

4. Any party may change such address by written notice to the other party and thereafter notices shall be addressed and transmitted to the new address.

INSURANCE

1. On or before beginning the Services, the CONTRACTOR, at its own cost and expense, shall carry, maintain for the duration of the agreement, and provide proof thereof in a form that is acceptable to the DISTRICT the insurance specified in subsections (1) through (3) below with insurers and under forms of insurance satisfactory in all respects to the DISTRICT. The CONTRACTOR shall not allow any subcontractor, professional or otherwise, to commence work on any subcontract until all insurance required of the CONTRACTOR has also been obtained for the subcontractor, or until the DISTRICT has approved the insurance status of the CONTRACTOR'S subcontractor.

A. Workers' Compensation. Statutory Worker's Compensation Insurance and Employer's Liability Insurance with limits of not less than one million dollars ($1,000,000) for any and all persons employed directly or indirectly by the CONTRACTOR. In the alternative, the CONTRACTOR may rely on a self-insurance program to meet these requirements as long as the program of self-insurance complies fully with the provisions of the California Labor Code. In such case, excess Worker's Compensation Insurance with limits of not less than five million dollar ($5,000,000) shall be maintained. The insurer, if insurance is provided, and the CONTRACTOR, if a program of self-insurance is provided, shall waive
all rights of subrogation against the DISTRICT for loss arising from worker injuries sustained under this agreement.

B. Commercial General and Automobile Liability. The CONTRACTOR, at the CONTRACTOR's own cost and expense, shall maintain Commercial General Liability Insurance for the period covered by this agreement in an amount not less than one million dollars ($1,000,000) combined single limit coverage for risks associated with the Services. If a Commercial General Liability Insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the Services or the general aggregate limit shall be at least two million dollars ($2,000,000). Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this agreement, including the use of owned and non-owned automobiles.

Each of the following shall be included in the insurance coverage or added as an endorsement to the policy:

1) The West County Wastewater District, its subsidiary districts, its officers, employees, agents and volunteers shall be covered as additional insureds as respects each of the following: liability arising out of activities performed by or on behalf of the CONTRACTOR, including the insured's general supervision of or by the CONTRACTOR; products and completed operations of the CONTRACTOR; premises owned, occupied or used by the CONTRACTOR; or automobiles owned, leased, hired, or borrowed by the CONTRACTOR. The coverage shall contain no special limitations on the scope of protection afforded to the West County Wastewater District, its subsidiary districts, its officers, employees, agents and volunteers.

2) The insurance policy form shall provide coverage on an occurrence basis, and not on the basis of claims made.

3) The insurance must cover complete contractual liability. This may be provided by amending the definition of "incidental contract" to include any written agreement.

4) Any explosion, collapse, and underground property damage exclusion must be deleted.

5) An endorsement must state that coverage is primary insurance and that no other insurance or self-insured retention carried by the DISTRICT will be called upon to contribute to a loss under the coverage.

6) The policy must contain a cross liability or severability of interests clause.
7) Any failure of the CONTRACTOR to comply with reporting provisions of the policy shall not affect coverage provided to the West County Wastewater District and its subsidiary districts, its officers, employees, agents and volunteers.

8) Broad form property damage liability must be afforded. A deductible that does not exceed $5,000 may be provided.

9) Insurance is to be placed with California-admitted insurers, and carrier(s) must be rated "A" or above in the Best's Rating Guide.

10) Notice of cancellation or non-renewal must be received by the DISTRICT at least thirty (30) days prior to such change.

C. Professional Liability. If applicable, the CONTRACTOR, at the CONTRACTOR's own cost and expense, shall maintain for the period covered by this agreement professional liability insurance for licensed professionals performing the Services in an amount not less than one million dollars ($1,000,000) covering the licensed professionals' errors and omissions, as follows:

1) Any deductible shall not exceed $5,000 per claim.

2) Notice of cancellation or non-renewal must be received by the DISTRICT at least thirty (30) days prior to such change.

3) The following provisions shall apply if the professional liability coverages are written on a claims made form:

   a) The retroactive date of the policy must be shown and must be before the date for the commencement of the Services.

   b) Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the agreement or the work if reasonably available.

   c) If coverage is canceled or not renewed and it is not replaced with another claims made policy form with a retroactive date as provided under (3)(c)(1.) above, the CONTRACTOR must provide extended reporting coverage on the expiring policy for a minimum of five (5) years after completion of the Services.

   d) A copy of the claim reporting requirements, including any extended reporting period provisions, must be submitted to the DISTRICT prior to the commencement of the Services.
D. Deductibles and Self-Insured Retentions. During the period covered by this agreement, upon express written authorization of the DISTRICT, the CONTRACTOR may increase such deductibles or self-insured retentions with respect to the DISTRICT, its subsidiary districts, its officers, employees, agents and volunteers. The DISTRICT may condition approval of an increase in deductible or self-insured retention levels upon a requirement that the CONTRACTOR procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

E. Notice of Reduction in Coverage. If any coverage required under X. A. (1), (2) or (3) of this agreement is reduced, limited, or materially affected in any other manner, at any time during the period that insurance coverage is required under this agreement, the CONTRACTOR shall provide written notice to the DISTRICT at the CONTRACTOR’s earliest possible opportunity and in no case later than five (5) days after the CONTRACTOR is notified of the change in coverage.

F. Verification of Insurance. The CONTRACTOR shall submit acceptable proof of insurance, along with all endorsements that implement the insurance coverage required by the DISTRICT. Proof of insurance may be provided by an accurate Certificate of Insurance that identifies all insurance coverage actually in force, although it may exceed the amounts or coverages required by the DISTRICT. The original Certificate of Insurance, and signed endorsements need to be provided to the DISTRICT prior to performance of the Services.

G. Any exceptions to the above requirements, limits or conditions are to be made in the sole and exclusive discretion of the DISTRICT, by and through the DISTRICT’s District Manager.

2. Indemnification - Hold Harmless. It is understood and agreed that the CONTRACTOR has the knowledge, skill and experience necessary to perform the Services, and the DISTRICT relies upon the knowledge, skill and experience of the CONTRACTOR to do and perform the Services in a skillful, workmanlike manner. The CONTRACTOR agrees to so perform the Services.

Acceptance by the DISTRICT of the Services does not operate as a release of the CONTRACTOR from any responsibility for performance of the Services.

The CONTRACTOR and its sureties shall indemnify and hold harmless the DISTRICT, its subsidiary districts, their officers, employees, agents and volunteers from all claims, suits, or actions of every kind and description brought for, or on account of, injuries or the death of any person or damage to property resulting from the performance of the Services.
The duty of the CONTRACTOR and its sureties to defend, indemnify and hold harmless as set forth above, shall include but not be limited to the duty to defend as set forth in Section 2778 of the California Civil Code, provided, however, that nothing herein shall be construed to require the CONTRACTOR to indemnify the DISTRICT, its subsidiary districts, its officers, employees, agents and volunteers against any responsibility for liability in contravention of Section 2782 of the California Civil Code. The duty to defend shall include but not be limited to any costs and expenses for attorney's fees, consultants expert witnesses, court costs and all incidental and consequential damages or costs from claims or litigation.

The CONTRACTOR and its sureties expressly and specifically agree to waive any and all subrogation rights it may have against the DISTRICT, its subsidiary districts, officers, employees, agents and volunteers. Indemnification and waiver of subrogation contained in this section shall remain operative and in full force and effect regardless of any termination of this Agreement.

RESPONSIBILITY/LIABILITY FOR SUBCONSULTANTS & SUBCONTRACTORS

Approval of or by the DISTRICT shall not constitute nor be deemed a release of responsibility and liability of the CONTRACTOR or its subconsultants and/or subcontractors for the accuracy and competency of the designs, working drawings, specifications or other documents and work, nor shall its approval be deemed to be an assumption of such responsibility by the DISTRICT for any defect in the designs, working drawings, specifications or other documents prepared by the CONTRACTOR or its subconsultants and/or subcontractors.

REPRESENTATION OF WORK

Any and all representations of the CONTRACTOR, in connection with the Services shall not apply to any other project or site, except as otherwise specified in Exhibit "A".

TERMINATION OF AGREEMENT

A. The DISTRICT may at any time, for any reason, terminate this Agreement and all of its duties and obligations hereunder upon thirty (30) days written notice to the CONTRACTOR. Upon receipt of such notice, the CONTRACTOR shall:

(1) Immediately discontinue the Services, unless the notice directs otherwise; and
(2) Deliver to the DISTRICT all data, drawings, specifications, reports, estimates, summaries, documents and such other information and materials as may have been accumulated or produced by the CONTRACTOR in performing the Services, whether completed or in process.

B. If termination is solely for the convenience of the DISTRICT, an equitable adjustment in the contract price shall be made, but no amount shall be allowed for anticipated profit on unperformed services.
C. If the termination is due to the failure of the CONTRACTOR to fulfill any condition, covenant or obligation on its part to be performed under this Agreement, the DISTRICT may take over the Services and prosecute the same to completion by contract or otherwise. In such case, the CONTRACTOR shall be liable to the DISTRICT for any reasonable additional cost occasioned to the DISTRICT thereby.

D. If, after notice of termination for failure to fulfill any condition, covenant or obligation on its part to be performed under this Agreement, it is determined that the CONTRACTOR had not so failed, the termination shall be deemed to have been effected solely for the convenience of the DISTRICT. In such event, adjustment in the contract price shall be made as provided in Paragraph B of this section.

E. The rights and remedies of the DISTRICT provided in this section are in addition to any other rights and remedies provided by law or under this Agreement.

**INSPECTION OF WORK**

Upon the request by the DISTRICT, the CONTRACTOR shall make the Services and its work product available to inspection and periodic review by the DISTRICT, its officers, agents and employees.

**BREACH OF AGREEMENT**

A. This Agreement shall be construed and interpreted in accordance with the laws of the State of California. Any deviation by the CONTRACTOR for any reason from the requirements thereof, or from any provision of this Agreement, shall constitute a breach of this Agreement and may be cause for termination at the election of the DISTRICT in addition to any and all legal and equitable remedies available to the DISTRICT.

B. The DISTRICT reserves the right to waive any and all breaches of this Agreement. Any such waiver shall not be deemed a waiver of any previous or subsequent breaches of the same or different provisions. If the DISTRICT chooses to waive a particular breach of this Agreement, it may condition same on payment by the CONTRACTOR of damages occasioned by such breach of Agreement.

**SEVERABILITY**

The provisions of this Agreement are severable. If any portion of this Agreement is held invalid by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect unless amended or modified by the mutual consent of the parties.
CAPTIONS

The captions of this Agreement are for convenience of reference only and shall not define, explain, modify, limit, exemplify, or aid in the interpretation, construction, or meaning of any provisions of this Agreement.

ARBITRATION

A. Any dispute between the parties concerning the terms or conditions of this Agreement or the performance of the Services shall be submitted to arbitration pursuant to the provisions of the California Arbitration Act, Sections 1280-1294.2, inclusive, of the California Code of Civil Procedure and subject to the following.

B. Within ten (10) days after written demand by any party hereto, the parties hereto shall meet and confer and select one (1) independent arbitrator to resolve their dispute. If within said ten (10) days the parties hereto are unable to agree upon one (1) independent arbitrator, an arbitrator shall be appointed by petition to the Contra Costa County Superior Court, in which case either party hereto may be the petitioner. Any arbitrator appointed by the Court shall be from the list of arbitrators available through the Judicial Arbitration and Mediation Services (JAMS/Endispute) or a similar service.

C. Within thirty (30) days following his or her appointment, the said arbitrator shall hear and decide the parties' dispute. Said decision shall be final and binding on the parties hereto.

ATTORNEYS' FEES AND COSTS

A. If any arbitration, or any action at law or in equity, including without limitation an action for declaratory relief, is brought between the parties to this Agreement, the prevailing party shall be entitled to recover its litigation or arbitration costs, actual attorneys' fees, and actual expert witness and consultant fees and costs in addition to any other relief to which the prevailing party may be entitled. Said costs, attorneys fees, expert witness and consultant fees and costs may be set by the arbitrator or the court in the same arbitration or action, or in a separate arbitration or action brought for that purpose.

B. Jurisdiction for any dispute arising out of or relating to this Agreement shall be exclusively with the Superior Court of the State of California. Venue for any such dispute shall be exclusively within Contra Costa County, California.
COST PROPOSAL FORM

The District will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

The annual fee for the audit of fiscal years “2015/16 through 2017/18” shall not exceed the following:

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<th>2015/16</th>
<th>2016/17</th>
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<td>CA State Controller’s Report</td>
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<td>West County Agency Audit</td>
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Single Audit Report (if necessary) $ 

Bidder’s Company Name
(corp./partner/proprietor)
Principle Office Address
City, ST, Zip
Phone Number
Fax Number
E-mail Number
Federal Employer I.D. Number
Title of Person Authorized to Sign
Print Name Authorized to Sign
Authorized Signature
Date Signed
1. Barlett, Pringle & Wolf, LLP
   Santa Barbara, CA

2. Blomberg & Griffin Accountancy
   Stockton, CA

3. Brown Armstrong Accountancy
   Bakersfield, CA

4. Cropper Accountancy
   Walnut Creek, CA

5. Daniells Phillips Vaughan & Bock
   Bakersfield, CA

6. Eadie & Payne, LLP
   Redlands, CA

7. Finley & Cook, PLLC
   Shawnee, OK

8. Fetcher & Company
   Sacramento, CA

9. James Marta & Company LLP
   Sacramento, CA

10. JG Davidson & Company
    Westminster, CA

11. Mann, Urrutia, Nelson CPAs & Assoc, LLP (MUN CPAs)
    Sacramento, CA

12. Nigro & Nigro, PC
    Murrieta, CA

13. Rogers, Anderson, Malody & Scott, LLP
    San Bernardino, CA

14. The Pun Group
    Santa Ana, CA

Return to Agenda
TO: Honorable Board of Directors  
West County Agency  

DATE: June 16, 2016  

FROM: E. J. Shalaby, Agency Manager  

REPORT BY: Lisa Malek-Zadeh, WCWD Business Services Manager  
Dean Prater, WCWD Finance Supervisor  

SUBJECT: Proposed Budget for Fiscal Year 2016/17  

RECOMMENDATION  
Staff recommends that the Board review and adopt the proposed West County Agency Budget for Fiscal Year 2016/17.  

FISCAL IMPACT  
The total proposed budget for Fiscal Year 2016/17 (FY17) is for $322,200 of costs. The City of Richmond share is $168,840 and the West County Wastewater District (WCWD) share is $153,360 per cost allocations specified by the Joint Exercise of Powers Agreement.  

BACKGROUND AND DISCUSSION  
The West County Agency (Agency) approved proposed FY16 Budget Adjustments on March 17, 2016. Staff used the FY 2015/16(FY16) Revised Budget, May 2016 Year To Date (YTD) Actual results, and estimated costs of the Anode Rectifier Cathodic Protection Project to create the proposed FY17 budget. The proposed FY17 budget represent a $29,071 decrease (-1%) compared to the FY 2015/16 Revised Budget of $351,271.  

The proposed Budget assumes 5% cost increases with the exception of the following items:  

1. Miscellaneous Professional Services. This includes $50,000 for vendor Corropro work on the Cathodic Protection project.  

2. Electricity. The estimated $1,000 PG&E cost for electricity for the Cathodic Protection stations was not previously included in the budget.
3. Building & Structures Maintenance is decreased $87,000 because FY16 includes $50,000 for vendor Corropro work on the Cathodic Protection project and $37,380 for excavation and repair of the outfall. Outfall repair is not expected to reoccur in FY17. FY17 budgeted Building & Structure Maintenance costs of $ include:
   a. Global Diving & Salvage external video inspection of the outfall $13,000.
   b. Global Diving & Salvage cost for quarterly maintenance of the outfall $17,000.
   c. Costs of WCWD payroll and benefits for the Anode Rectifier Cathodic Protection repair/refurbishment project $10,000.

4. City, state and miscellaneous permits. Budgeted cost of $177,500 is $9,900 (6%) more than the FY16 Revised Budget.

The City of Richmond is billed for its share of annual budgeted expenditures, while the Agency bills WCWD on a monthly basis for reimbursement of its share of actual expenditures. WCWD typically submits payment within two weeks of receiving the WCA invoice.

If after all expenses are recorded for the fiscal year and there is a remaining balance of the amount paid by the City of Richmond, these funds will be applied to the next fiscal year’s expenses. Should there be a balance owed to the Agency, the Agency will bill the City of Richmond at the close of the fiscal year.

Staff will be available to answer questions.

SUPPORTING DOCUMENTS
Attachment A: Resolution Adopting FY 2016/17 Budget
Attachment B: Proposed Budget FY 2016/17

ACTION TAKEN BY BOARD
RESOLUTION NO. WCA 16-00__

ADOPTING THE WEST COUNTY AGENCY BUDGET FOR FISCAL YEAR 2016/17 AND
AUTHORIZING THE AGENCY MANAGER TO EXPEND BUDGETED FUNDS

The Board of Directors finds that:

There is a need to adopt the FY 2016/17 budget to plan and control West County Agency (Agency) expenses.

Revenue for the West County Agency is derived solely from the reimbursement of expenses by the participating agencies and must be sufficient to cover the actual expenditures.

The Agency Manager needs the ability to expend budgeted funds to conduct the day-to-day business of the Agency.

The Board of Directors of the West County Agency adopts the West County Agency proposed Annual Budget for Fiscal Year 2016/17, as attached to this Resolution, and authorizes the Agency Manager to expend budgeted funds in amounts up to the amounts reflected in the adopted budget without further Board action.

* * *

I HEREBY CERTIFY that the foregoing resolution was duly and regularly adopted by the Board of the West County Agency, Contra Costa County, California, at a meeting thereof held on the 15th day of June, 2016, by the following vote:

AYE:
NOES:
ABSENT:

_____________________________
Chair of the Board
West County Agency
Contra Costa County, California
### REVENUES

<table>
<thead>
<tr>
<th></th>
<th>FY 2013/14</th>
<th>FY 2014/15</th>
<th>FY 2015/16</th>
<th>FY 2016/7</th>
<th>Change from FY16 Revised</th>
<th>City of Richmond</th>
<th>WCWD</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Richmond</td>
<td>141,782</td>
<td>125,326</td>
<td>198,964</td>
<td>168,840</td>
<td>(30,124)</td>
<td>198,964</td>
<td>149,383</td>
</tr>
<tr>
<td>West County Wastewater</td>
<td>133,350</td>
<td>99,545</td>
<td>149,383</td>
<td>153,360</td>
<td></td>
<td>168,840</td>
<td>153,360</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>275,132</td>
<td>224,871</td>
<td>348,347</td>
<td>322,200</td>
<td>(26,147)</td>
<td>$198,964</td>
<td>149,383</td>
</tr>
</tbody>
</table>

### EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>FY 2013/14</th>
<th>FY 2014/15</th>
<th>FY 2015/16</th>
<th>FY 2016/7</th>
<th>Change from FY16 Revised</th>
<th>City of Richmond</th>
<th>WCWD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director Compensation</td>
<td>4,246</td>
<td>4,246</td>
<td>5,400</td>
<td>5,200</td>
<td>(200)</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>General Counsel</td>
<td>1,800</td>
<td>2,081</td>
<td>5,700</td>
<td>4,000</td>
<td>(1,700)</td>
<td>50%</td>
<td>50%</td>
</tr>
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<td>Banking Fees</td>
<td>1,004</td>
<td>1,007</td>
<td>1,100</td>
<td>1,000</td>
<td>(100)</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Outside Audit</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td></td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Misc. Professional Services</td>
<td>10,035</td>
<td>9,757</td>
<td>12,200</td>
<td>60,000</td>
<td>47,800</td>
<td>50%</td>
<td>50%</td>
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<td>Professional Dues</td>
<td>22,547</td>
<td>28,044</td>
<td>23,271</td>
<td>24,000</td>
<td>729</td>
<td>50%</td>
<td>50%</td>
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<tr>
<td>Registration Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td>0%</td>
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<td>Insurance</td>
<td>1,772</td>
<td>2,167</td>
<td>2,600</td>
<td>3,000</td>
<td>400</td>
<td>68%</td>
<td>32%</td>
</tr>
<tr>
<td>Postage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Printing</td>
<td>100</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Electricity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Misc. Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Per Diem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td>0%</td>
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<tr>
<td>Mileage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td>0%</td>
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<tr>
<td>Buildings &amp; Structures Maint.</td>
<td>97,400</td>
<td>16,600</td>
<td>127,000</td>
<td>40,000</td>
<td>(87,000)</td>
<td>68%</td>
<td>32%</td>
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<td>Misc. Government Payments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>68%</td>
<td>32%</td>
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<tr>
<td>City Permit</td>
<td>1,500</td>
<td>1,500</td>
<td></td>
<td></td>
<td></td>
<td>68%</td>
<td>32%</td>
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<tr>
<td>State Permit</td>
<td>126,371</td>
<td>112,582</td>
<td>126,000</td>
<td>132,000</td>
<td>6,000</td>
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<td>32%</td>
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<td>20,254</td>
<td>32,148</td>
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<td>2,400</td>
<td>68%</td>
<td>32%</td>
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<tr>
<td>Clothing</td>
<td>303</td>
<td>300</td>
<td>200</td>
<td>(100)</td>
<td></td>
<td>50%</td>
<td>50%</td>
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<tr>
<td>Meeting Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Bad Debt Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Expenses</td>
<td>290,929</td>
<td>221,271</td>
<td>351,271</td>
<td>322,200</td>
<td>(29,071)</td>
<td>$198,964</td>
<td>149,383</td>
</tr>
</tbody>
</table>

### NET SURPLUS/(DEFICIT)

<table>
<thead>
<tr>
<th></th>
<th>FY 2013/14</th>
<th>FY 2014/15</th>
<th>FY 2015/16</th>
<th>FY 2016/7</th>
<th>Change from FY16 Revised</th>
<th>City of Richmond</th>
<th>WCWD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(15,797)</td>
<td>3,600</td>
<td>(2,924)</td>
<td>-</td>
<td>$2,924</td>
<td></td>
<td></td>
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</table>

### Cost Allocation Methodology

<table>
<thead>
<tr>
<th></th>
<th>FY 2015/16 Revised</th>
<th>FY 2016/17 Proposed</th>
<th>Change from FY16 Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Richmond</td>
<td>198,964</td>
<td>168,840</td>
<td>30,124</td>
</tr>
<tr>
<td>WCWD</td>
<td>149,383</td>
<td>153,360</td>
<td>(1,053)</td>
</tr>
</tbody>
</table>

---

**Return to Agenda**
TO: Honorable West County Agency Board of Directors
DATE: June 16, 2016
FROM: E.J. Shalaby, Agency Manager
REPORT BY: Maria L. Sena, Administration Supervisor
SUBJECT: Report on Marine Outfall ATON Buoys Quarterly Inspection

RECOMMENDATION
This is an informational item only.

FISCAL IMPACT
The total cost for the quarterly maintenance and function checks on the WCA ATON Buoys inspection is $4,150 and is covered under the agreement with Global Diving & Salvage, Inc. The cost is shared between West County Wastewater District and the City of Richmond, 32% and 68% respectively.

BACKGROUND AND DISCUSSION
The West County Agency (WCA) entered into a three year agreement with Global Diving & Salvage, Inc. on March 17, 2016. The scope of work includes the annual inspection of the WCA joint outfall and quarterly inspections and maintenance of the two ATON outfall marker buoys.

On May 12, 2016, Global Diving and Salvage performed the following quarterly checks and maintenance to both ATON markers:

- Confirmed Solar Panel Function
- Recorded Solar Power Output Voltage
- Recorded Storage Battery Voltage
- Tested RAYCON Beacon operation (WDA-1) with support vessel radar
- Test Photo Cell Function
- General buoy structural assessment of exposed surfaces
- Cleaned Solar Panels
- Cleaned battery connections and spray with protective coating
The radar beacon was found to be operating properly on the offshore marker. All other customary checks were recorded to be within normal range.

Staff will be available to answer questions.

**SUPPORTING DOCUMENTS**
Attachment A: Global Diving & Salvage, Inc. Inspection Report and photo

**ACTION TAKEN BY BOARD**
Quarterly ATON Marker Inspection

May 12, 2016

Prepared for:
West County Wastewater District

Submitted By:

Global Diving and Salvage, Inc.
1080 Nimitz Ave. Suite 440
Mare Island, Vallejo, CA 94592
May 12, 2016

West County Wastewater District  
2910 Hilltop Drive  
Richmond, CA 94806  

Attn: E.J. Shalaby  
District Manager

Re: Marine Outfall ATON Buoys – Quarterly Inspection Report

On May 12th, 2016, Global Diving and Salvage performed the following quarterly checks and maintenance to both ATON markers:

- Confirmed Solar Panel Function
- Recorded Solar Power Output Voltage
- Recorded Storage Battery Voltage
- Tested RAYCON Beacon operation (WDA-1) with support vessel radar
- Test Photo Cell Function
- General buoy structural assessment of exposed surfaces
- Clean Solar Panels
- Clean battery connections and spray with protective coating

The radar beacon was confirmed to be operating properly on the offshore marker. All other customary checks were recorded within the normal range.

Respectfully,

Rick Heaslet  
Project Manager
View from the buoy, as the workboat maneuvering to pick up the inspector

System checks and maintenance being performed on WCA-2, the inshore marker

Return to Agenda
APRIL 1, 2016

WEST COUNTY AGENCY
2910 HILLTOP DRIVE
RICHMOND, CA  94806

RE:  STATEMENT FOR GENERAL SERVICES
OUR FILE:  2005.1

PROFESSIONAL SERVICES

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>HOURS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/11/16</td>
<td>Receive and review draft agenda</td>
<td>0.25</td>
<td>56.25</td>
</tr>
<tr>
<td>03/15/16</td>
<td>Receive and review agenda and begin review of supporting materials and preparation for meeting</td>
<td>0.50</td>
<td>112.50</td>
</tr>
<tr>
<td>03/17/16</td>
<td>Prepare for and attend meeting</td>
<td>1.25</td>
<td>281.25</td>
</tr>
</tbody>
</table>

TOTAL PROFESSIONAL SERVICES: 2.00 $ 450.00

TOTAL NEW CHARGES: $ 450.00

SUMMARY OF ACCOUNT

<table>
<thead>
<tr>
<th></th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>BALANCE FORWARD</td>
<td>0.00</td>
</tr>
<tr>
<td>TOTAL NEW CHARGES</td>
<td>450.00</td>
</tr>
<tr>
<td>PAYMENTS AND CREDITS</td>
<td>0.00</td>
</tr>
</tbody>
</table>

TOTAL BALANCE DUE: $ 450.00
MAY 1, 2016

WEST COUNTY AGENCY
2910 HILLTOP DRIVE
RICHMOND, CA 94806

RE: STATEMENT FOR GENERAL SERVICES
OUR FILE: 2005.1

TOTAL NEW CHARGES $ 0.00

PREVIOUS BALANCE DUE $ 450.00

PAYMENTS AND CREDITS

04/30/16 Payment Received - Thank You -450.00

TOTAL PAYMENTS AND CREDITS $ -450.00

SUMMARY OF ACCOUNT

BALANCE FORWARD $ 450.00
TOTAL NEW CHARGES 0.00
PAYMENTS AND CREDITS -450.00

TOTAL BALANCE DUE $ 0.00
JUNE 1, 2016

WEST COUNTY AGENCY
2910 HILLTOP DRIVE
RICHMOND, CA 94806

RE: STATEMENT FOR GENERAL SERVICES
OUR FILE: 2005.1

PROFESSIONAL SERVICES

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>HOURS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/10/16</td>
<td>Receive and review e-mails and information regarding reporting of discharge constituents</td>
<td>0.25</td>
<td>56.25</td>
</tr>
</tbody>
</table>

TOTAL PROFESSIONAL SERVICES 0.25 $ 56.25

TOTAL NEW CHARGES

SUMMARY OF ACCOUNT

<table>
<thead>
<tr>
<th></th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>BALANCE FORWARD</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>TOTAL NEW CHARGES</td>
<td>56.25</td>
</tr>
<tr>
<td>PAYMENTS AND CREDITS</td>
<td>0.00</td>
</tr>
</tbody>
</table>

TOTAL BALANCE DUE $ 56.25

Return to Agenda
TO: Honorable Board of Directors  
West County Agency

FROM: E. J. Shalaby, Agency Manager

DATE: June 16, 2016

REPORT BY: Lisa Malek-Zadeh, WCWD Business Services Manager  
Dean Prater, WCWD Finance Supervisor

SUBJECT: Quarterly Budget to Actuals Report for the Period Ending May 2016

RECOMMENDATION
Staff recommends that the Board accept the Quarterly Budget to Actuals Report for the period ending May 2016.

FISCAL IMPACT
There is no fiscal impact from accepting this report.

BACKGROUND AND DISCUSSION
Attached is the Budget Report for the period ending May 31, 2016, which represents 92% of the fiscal year. The revised adopted budget was approved by the Board on March 17, 2016. This revised Budget includes expenses of $351,271. As of May 31, 2016, WCA had cash in bank of $98,842.

Revenue
Revenue to date is included in the attached Budget Report (Attachment A). The City of Richmond was billed and has paid for its share of annual budgeted expenditures. The Agency bills WCWD monthly for reimbursement of its share of actual expenditures. WCWD typically submits payment within two weeks of receiving the WCA invoice.

Any unused City of Richmond revenue balance after all expenses are recorded for the fiscal year will be carried over and applied to the next fiscal year’s expenses. Should there be a balance owed to the Agency, the Agency will bill the City of Richmond at the close of the fiscal year.
Expenses
Expenses and encumbrances to date are included in the attached Budget Report (Attachment A). May year-to-date Actual expense is $38,000 less than full year budget. We project full year expenses to be approximately $18,000 under Budget for the full fiscal year. This is primarily due to timing differences for expenses of the Anode Rectifier Cathodic Protection Project.

Staff will be available to answer questions.

SUPPORTING DOCUMENTS
Attachment A: Budget Report for the period ending May 2016

ACTION TAKEN BY BOARD
### Budget Report

**Group Summary**

For Fiscal: 2015-16 Period Ending: 05/31/2016

<table>
<thead>
<tr>
<th>Fund: 800 - WEST COUNTY AGENCY FUND</th>
<th>Original Total Budget</th>
<th>Current Total Budget</th>
<th>Period Activity</th>
<th>Fiscal Activity</th>
<th>Encumbrances</th>
<th>Variances (Favorable)</th>
<th>Percent Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>4027 - Member Payment WCWD</td>
<td>107,634.00</td>
<td>191,343.00</td>
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<td>496.00</td>
<td>0.00</td>
<td>496.00</td>
<td>0.00 %</td>
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<td>5012 - Director Stipends</td>
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<td>5,400.00</td>
<td>0.00</td>
<td>3,714.90</td>
<td>0.00</td>
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<td>5208 - Social Security Contributions</td>
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<td>0.00</td>
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<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00 %</td>
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<td>5316 - Banking services</td>
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<td>1,100.00</td>
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<td>5317 - Outside Audit</td>
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<td>5,500.00</td>
<td>0.00</td>
<td>5,500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00 %</td>
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<tr>
<td>5330 - Misc. Professional Services</td>
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<td>12,200.00</td>
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<td>5410 - Professional Dues and Fee</td>
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<td>0.00</td>
<td>23,271.00</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00 %</td>
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<tr>
<td>5412 - Insurance Premiums</td>
<td>2,167.00</td>
<td>2,600.00</td>
<td>0.00</td>
<td>2,573.00</td>
<td>0.00</td>
<td>27.00</td>
<td>98.96 %</td>
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<tr>
<td>5415 - Printing and Binding</td>
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<td>100.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00</td>
<td>0.00 %</td>
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<tr>
<td>5432 - Gas/Electricity</td>
<td>0.00</td>
<td>140.00</td>
<td>20.89</td>
<td>428.94</td>
<td>0.00</td>
<td>-288.94</td>
<td>306.39 %</td>
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<td>5612 - Building &amp; Structures Maintenance</td>
<td>19,000.00</td>
<td>127,000.00</td>
<td>4,150.00</td>
<td>66,960.00</td>
<td>-7,780.00</td>
<td>67,820.00</td>
<td>46.60 %</td>
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<tr>
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<td>5724 - State Permit</td>
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<td>125,896.00</td>
<td>0.00</td>
<td>104.00</td>
<td>99.92 %</td>
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<tr>
<td>5725 - Misc. Permit</td>
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<td>41,521.50</td>
<td>0.00</td>
<td>78.50</td>
<td>99.81 %</td>
</tr>
<tr>
<td>5811 - Clothing</td>
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<td>160.00</td>
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<td>0.00 %</td>
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**Fund: 800 - WEST COUNTY AGENCY FUND Surplus (Deficit):**

| 1.00 | 0.00 | 11,087.31 | 17,765.58 | 13,513.11 | 31,278.69 | 0.00 % |

**Report Surplus (Deficit):**

| 1.00 | 0.00 | 11,087.31 | 17,765.58 | 13,513.11 | 31,278.69 | 0.00 % |
### Fund Summary

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<th>Current Total Budget</th>
<th>Period Activity</th>
<th>Fiscal Activity</th>
<th>Encumbrances</th>
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<td>1.00</td>
<td>0.00</td>
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<td>17,765.58</td>
<td>13,513.11</td>
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<td>13,513.11</td>
<td>31,278.69</td>
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Return to Agenda
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<th>Vendor Name</th>
<th>Payable Date</th>
<th>Description (Item)</th>
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### Fund Summary

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Grand Total: 93,036.43

### Account Summary

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Grand Total: 93,036.43

### Project Account Summary

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Grand Total: 93,036.43

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