



# Graton Community Services District



## Proposal for a Sewer Rate Study

March 2025



**BARTLE WELLS ASSOCIATES**  
INDEPENDENT PUBLIC FINANCE ADVISORS



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INDEPENDENT PUBLIC FINANCE ADVISORS

2625 Alcatraz Avenue #602  
Berkeley, CA 94705  
Tel 510 653 3399  
www.bartlewells.com

March 4, 2025

Attn: Chad Davisson  
Graton Community Services District  
250 Ross Lane  
Sebastopol, CA 95472

Re: Proposal for a Sewer Rate Study

Bartle Wells Associates is pleased to submit this proposal to develop a comprehensive Sewer Rate Study for the Graton Community Services District. BWA specializes in providing utility rate consulting and independent financial advisory services to California water and wastewater agencies. Our firm was founded in 1964 and has served over 600 public agencies throughout California and the western United States. We have extensive experience developing long-term financial plans and utility rate studies. And we have a strong track record building consensus and public acceptance for final recommendations.

Our overall goal for the Sewer Rate Study would be to work closely with the District to gain ongoing input, identify and evaluate alternatives, and build consensus for recommendations. Key tasks will include:

- **Develop a 10-year sewer enterprise financial plan:** The plan will serve as a financial roadmap for funding future operating and capital programs and supporting long-term financial stability. Our work will include evaluation of funding alternatives for capital improvements and recommendations for fund reserve targets designed to support long-term financial health.
- **Develop sewer rates recommendations based on a cost-of-service approach:** Proposed rates will be designed to a) fund the District's projected costs of providing service, b) be fair and equitable to all customers, c) be easy to understand and administer, and d) comply with the substantive requirements of Proposition 218 (Article 13D, Section 6 of the California Constitution). BWA often recommends agencies phase in rate increases over multiple years to support funding needs while minimizing the annual impact on ratepayers.
- **Build consensus & assist with rate adoption process:** BWA has a strong track record of building consensus and public acceptance for final recommendations. We will work closely with the District throughout the project, incorporate District input, and help coordinate all phases of the rate adoption process including drafting the required Prop 218 Notice and participating in the Public Rate Hearing.

We appreciate the opportunity to assist the District with a Sewer Rate Study. Please contact us if you have any questions or would like additional information.

Sincerely,

BARTLE WELLS ASSOCIATES

Alex Handlers  
Principal/President

Erik Helgeson  
Principal/Vice President

## Bartle Wells Associates Contact Information



**Bartle Wells Associates**  
**2625 Alcatraz Ave #602**  
**Berkeley, CA 94705**  
**510.653.3399**

### BWA Contacts

Alex Handlers, MPA, CIPMA  
Principal / President  
Tel: 510.421.1313  
E-mail: [alex@bartlewells.com](mailto:alex@bartlewells.com)

Erik Helgeson, MBA  
Principal / Vice-President  
Tel: 509.998.7602  
E-mail: [erik@bartlewells.com](mailto:erik@bartlewells.com)

Bartle Wells Associates was established in 1964 and is a California Corporation and certified State of California Small Business. Our Federal Tax ID number is 94-1664409.

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## SECTION 1: BWA FIRM OVERVIEW

**WHO WE ARE** Bartle Wells Associates (BWA) is an independent public finance advisory firm with expertise in the areas of utility rates and project financing. BWA was established in 1964 and has over 50 years of experience advising public agencies on the complexities and challenges in public finance. We have advised over 600 agencies from all areas of California and the western United States. We have a diversity of



abilities and experience to evaluate all types of financial issues faced by local governments and to recommend the best and most-practical solutions.

Bartle Wells Associates has a highly-qualified professional team. Our education and backgrounds include finance, civil engineering, business, public administration, public policy, and economics.

**BWA KEY SERVICES** BWA specializes in three professional services: utility rate and fee studies, strategic financial plans, and project financing. We are the only independent financial advisor providing *all three* of these interrelated services to public agencies.

**STRATEGIC FINANCIAL PLANS** Our financial plans provide agencies with a flexible roadmap for funding long-term operating and capital needs and meeting debt service requirements. We evaluate the wide range of financing options available and develop a plan that recommends the best financing approach. We also help agencies develop prudent financial policies, such as fund reserve targets, to support sound financial management. BWA has developed over 2,000 financial plans to help public agencies fund their operating and capital programs, meet debt service requirements, and maintain their long-term financial health.



**UTILITY RATE & FEE STUDIES** Our rate studies employ a cost-of-service approach and are designed to maintain the long-term financial health of a utility enterprise while being fair to all customers. We develop practical recommendations that are easy to implement and often phase in rate adjustments over time to minimize the impact on ratepayers. We also have extensive experience developing impact fees that equitably recover the costs of infrastructure required to serve new development.

BWA has completed over 2,000 utility rate and fee studies. We have helped agencies implement a wide range of utility rate and fee structures and are knowledgeable about the legal requirements governing rates and development impact fees. We develop clear, effective presentations and have represented agencies at hundreds of public hearings to build consensus for our recommendations. We support our clients every step of the way, from project initiation through final adoption and implementation.



**PROJECT FINANCING** BWA has served as an independent municipal advisor to public agencies on over 300 financings. To date, we have helped California agencies obtain over \$5 billion of financing via bonds, bank loans, private placements, lines of credit, low-rate State Revolving Fund Loans, and other funding programs. We work only for public agencies. We are independent financial advisors and do not, trade, or resell bonds. BWA is a registered municipal advisory firm with the SEC and MSRB. All of our lead consultants are MSRB Registered Municipal Advisors. Our work is concentrated on providing independent and objective advice that enables our clients to finance projects on the most favorable terms: lowest interest rates, smallest issue size, and greatest flexibility.



Bartle Wells Associates is a charter member of the *National Association of Municipal Advisors* and its predecessor, the *National Association of Independent Public Finance Advisors*. NAMA promotes high ethical and professional standards in the industry.

**COLLABORATIVE APPROACH** BWA has a strong track record building consensus and public acceptance for final recommendations. BWA uses a collaborative approach to ensure recommendations reflect the input and objectives of the agencies we serve. Our general approach is to work closely with our clients to clarify objectives, evaluate alternatives, gain ongoing input, and remain flexible to resolve unanticipated issues

**COMMUNITY OUTREACH**

Rate and fee increases can be controversial. BWA has assisted many agencies with community outreach efforts to help foster understanding and acceptance for final recommendations. BWA has substantial experience working with governing boards and city councils, citizen advisory committees, community groups, and other stakeholders. We help agencies develop effective public outreach strategies and also work in partnership our client’s public relations staff and independent public relations firms. We have a long track record of helping our clients successfully adopt rate increases in challenging political environments.



**ADVANTAGES OF BWA**

**Utility Rate & Finance Expertise**

- Successfully served over 600 public agencies
- Developed over 2,000 utility rate and fee studies
- Secured over \$5 billion of financing for public agencies; MSRB-Registered Municipal Advisor
- Highly qualified and experienced staff

**Technical Expertise**

- Expertise in cost-of-service and rate-setting methodologies and strategic financial planning
- Knowledgeable about legal requirements governing utility rates and capacity charges
- Creative ability to tailor rate and finance recommendations to achieve client objectives

**Effective Communication**

- Extensive work with councils, boards, community groups and citizen advisory committees
- Clear and informative reports and presentations
- Effective Proposition 218 rate notices and community outreach strategies



**Outstanding Service & Results**

- Proven ability to build consensus for final recommendations
- Long track record of completing projects on time and on budget
- Helped many agencies successfully adopt rate increases in challenging political environments

**CONTACT US**



Bartle Wells Associates  
2625 Alcatraz Ave #602  
Berkeley, CA 94705

-  (510) 653-3399
-  bwa@bartlewells.com
-  www.bartlewells.com

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## SECTION 2: PROPOSED SCOPE OF SERVICES

This section presents a draft scope of services for a Sewer Rate Study. *A final scope and budget can be developed with input from the District to ensure the scope and budget meet the District's objectives.* Key tasks for this assignment will include:

- Hold an online project kickoff meeting to identify District objectives, scheduling requirements, and roles and responsibilities of project team members.
- Work with District to collect data for the study including current fiscal year budget, audited financial statements, historical revenues and expenses, customer information, utility billing data, capital improvement plan and/or key alternatives, and other relevant information. Confirm key assumptions to use in the development of financial forecasts.
- Evaluate funding alternatives for capital improvement projects including potential strategic use of debt financing if warranted. As needed, develop debt service projections and potentially a plan to phase-in funding for long-term repairs and replacements.
- Recommend prudent minimum fund reserve targets for financial planning.
- Develop 10-year financial projections detailing fund balances, revenues, expenses and other projections as warranted. After developing a base-case cash flow scenario, BWA can collaborate with the District in order to model alternatives and their impacts such as capital improvement alternatives, project financing alternatives, rate increase alternatives, etc.
- Evaluate the overall level of sewer rate increases needed to fund projected expenses and support future balanced budgets while maintaining adequate fund balances. BWA often recommends agencies gradually phase in required rate increases over multiple years to minimize the annual impact on customers. If appropriate, evaluate different levels of rate increases and their impacts on the District's ability to fund future capital improvements.
- Review the District's sewer rate structure and identify potential modifications to improve equity and/or help achieve other District objectives. Rate structure options can be refined as the study progresses based on input from the District.
- Develop updated sewer rates based on a *cost-of-service methodology* designed to a) reflect the District's cost of providing service, b) be equitable to all customers, and c) comply with the legal requirements of Proposition 218.
- Develop preliminary and final rate recommendations with District input.
- Draft a memorandum or summary report highlighting key findings and recommendations.
- Participate in online meetings with the District's Board of Directors to present findings and recommendations, discuss alternatives, and gain input.
- Draft the required Proposition 218 Notice that needs to be mailed to property owners and/or customers. BWA recommends the notice go beyond the minimum legal requirements and provide clear and concise explanation of the reasons for any rate adjustments. BWA can also help coordinate the printing and mailing of the notices as needed.
- Participate in the Prop 218 Public Hearing for rate adoption and remain available to present a summary of recommendations and answer questions from the Board or members of the public.
- Remain available for phone calls and online meetings with the District as needed throughout the duration of the assignment.

## SECTION 3: BWA PROJECT TEAM & RESUMES

### Project Team & Staffing

BWA uses a **team approach** for most projects, typically assigning two consultants to each assignment, including at least one principal consultant. Our general project approach is to work closely with staff and other members of the project team, identify objectives, set milestones, have frequent communication, and remain flexible to resolve unanticipated issues. Our consulting staff is available to assist on this project as needed to ensure all project work and deliverables are completed on schedule.

#### Alex Handlers, Principal & President

Alex Handlers is a principal and president of BWA. He has consulted for more than 150 California agencies and has over 20 years of experience developing strategic financial plans and utility rate and fee studies for a wide range of cities, counties and special districts. He is also an independent municipal advisor who has helped public agencies obtain over \$2 billion in financing via issuance of bonds, COPs, bank loans/private placements, lines of credit, and a range of state and federal funding programs including California's State Revolving Fund Loan Program, USDA, I-Bank, and WIFIA. Alex has substantial experience working with public agency staff, governing bodies and community groups to build understanding and consensus for recommendations. He is an MSRB-registered Municipal Advisor, a Certified Independent Professional Municipal Advisor and Board Member of the National Association of Municipal Advisors.



#### Erik Helgeson, Principal & Vice President

Erik Helgeson is a principal and vice president of BWA and has substantial experience developing long-term financial models and utility rates based on a cost-of-service approach. He has 15 years of experience in public finance including working as a senior finance analyst for Denver Water in the rates and charges group and as a utility rate consultant in Colorado and California. His prior experience in the public sector gives him a unique perspective on the range of challenges agencies face implementing rate increases. He is an MSRB-registered Municipal Advisor and currently serves on the American Water Works Association's Rates and Charges Committee.



Other BWA consultants are available to assist as needed to ensure the completion of high-quality work that meets the District's scheduling needs.



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# ALEX HANDLERS, MPA, CIPMA



## Principal & President

Alex Handlers is a principal and president of Bartle Wells Associates with expertise in the areas of utility rates and finance. He has over twenty years of experience assisting public agencies with development of long-term strategic financial plans, utility rate studies, and development impact fees for utility enterprises. Alex has helped agencies implement a wide variety of water and sewer rate and fee structures and is knowledgeable about the legal requirements of rates and fees. He has managed projects for over 150 cities, counties, and special districts and has extensive experience working with city councils, governing boards, and citizen advisory and community organizations to gain input and build consensus for recommendations.

Alex is also an independent financial advisor with expertise in evaluating financing alternatives for capital programs and helping agencies secure low-cost debt financing. He is an MSRB-Registered Municipal Advisor, a Certified Independent Professional Municipal Advisor, and a Board Member of the National Association of Municipal Advisors. He has helped public agencies obtain over \$2 billion in financing via issuance of bonds, COPs, bank loans/private placements, lines of credit, and a range of state and federal funding programs including California's State Revolving Fund Loan Program, USDA, I-Bank, and WIFIA.

## Education

M.P.A. - University of Washington

B.A. - Lehigh University

## Certifications

Board Member – National Association of Municipal Advisors

CIPMA – Certified Independent Professional Municipal Advisor

MSRB-Registered Municipal Advisor (Series 50)

## Representative Projects

- **City of Petaluma:** Developed water and wastewater financial plans and rate studies designed to support escalating operating expenses and updated Master Plan capital improvement needs. Recommendations included a 5-year phase-in of gradual base City rate increases plus automatic future passthrough adjustments for wholesale water costs and inflation. Developed new Water Shortage Contingency Plan rate adjustments to support financial stability during droughts.
- **City of Benicia:** Developed comprehensive water and wastewater financial plans and rate studies leading to adoption of a 5-year phase-in of rate increases and revisions to the water and sewer rate structures designed to reflect the cost of providing service. Evaluated rate impacts under a range of capital improvement funding scenarios. Updated water and wastewater capacity charges.
- **City of San Mateo:** BWA has assisted the City with a number of consulting projects since 2005 including development of sewer rate studies, sewer financial plans and rate updates, a sewer capacity charge study, financial analysis of annexation of a new service area, and an evaluation of street sweeping and stormwater funding alternatives. Sewer rate recommendations have included the long-term phase-in of sewer rate increases to support operations and roughly \$1 billion of wastewater system capital improvements, and a transition of residential rates from 100% volumetric rates to a hybrid 50% fixed & 50% volumetric rate structure.
- **San Francisco Public Utilities Commission:** Developed financial projections supporting issuance of over \$3 billion of bonds used to fund a \$4.3 billion upgrade to the Hetch-Hetchy regional water system and improvements to the City's wastewater system and Hetch-Hetchy power facilities.

## Alex Handlers, continued

- **South San Luis Obispo County Sanitation District:** Served as independent financial advisor on issuance of \$27 million of wastewater revenue bonds and a low-interest rate USDA Loan. Developed a long-term financial plan and wastewater rate recommendations supporting the funding of a major capital upgrade to a regional wastewater treatment plant serving the Cities of Arroyo Grande, Pismo Beach, and the Oceano Community Services District.
- **City of San Bruno:** Developed 10-year water and wastewater financial plans and rate studies. Recommended a series of gradual annual rate increases to fund operating and capital needs and increase funding for repair and replacement of the City's aging water and sewer infrastructure. Evaluated water and sewer rate structures and recommended modifications to improve rate equity and increase conservation incentive.
- **City of South San Francisco:** Developed long-term sewer enterprise financial plans and rate studies resulting in multi-year phase-in of rate increases designed to support operating, debt service, and capital improvement funding needs.
- **City of Morro Bay:** Developed 10-year water and wastewater financial plans and rate studies supporting construction of a new \$145 million Water Reclamation Facility and recycled water infrastructure. Evaluated water and sewer rate structures and recommended modifications based on a cost-of-service analysis. Updated the City's water and wastewater connection fees. Served as financial advisor assisting the City on securing roughly \$130 million of low-interest rate financing through two WIFIA loans and a Clean Water State Revolving Fund loan.
- **Arvin-Edison Water Storage District:** Served as financial advisor on \$25 million of Water Revenue Certificates of Participation and 5 private placement bank loans generating over \$70 million for capital improvements, the District's buyout of USBR water supply facilities, and various debt refinancings to achieve savings. Developed financial plan to support over \$100 million of projects to address Sustainable Groundwater Management Act (SGMA) compliance.
- **City of Paso Robles:** Developed comprehensive water and sewer rate studies. Evaluated water and sewer rate structures including a range of fixed and usage-based residential rate alternatives. Final recommendations included multi-year rate increases and a phase-in of increased fixed service charges to improve financial stability and better reflect the cost of providing service. Updated the City's water and sewer development impact fees.
- **City of San Carlos:** Developed a sewer enterprise financial plan and rate study designed to support sewer collection system capacity improvements, long-term pipeline replacements, and over \$120 million for the City's share of costs for rebuilding the regional wastewater treatment plant. Evaluated residential rate structure alternatives. Updated the sewer capacity charges levied on new development. Developed solid waste rate recommendations to support increased funding requirements and improve rate equity between customer classes and cart sizes.
- **South Tahoe Public Utility District:** Serves as independent financial advisor on both competitive and negotiated water and wastewater bonds sales and five competitively bid private placements generating over \$80 million to fund water and sewer capital improvements and refinance outstanding debt to achieve savings.
- **City of Burlingame:** Developed 10-year water and sewer enterprise financial projections and rate studies. Developed new water and sewer capacity charges levied on new development.
- **Joshua Basin Water District:** Developed long-term financial plans and water rate studies supporting capital improvement needs and increased funding for imported water supply, coupled with rate structure modifications designed to reflect the cost of providing service and provide conservation incentive. Worked with District staff and a Citizens Advisory Council to evaluate alternatives and develop final recommendations.

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## ERIK W. HELGESON



### Principal & Vice President

Erik Helgeson is a consultant with thirteen years of industry experience including serving as a senior analyst in the rates division for Denver Water, as a rate consultant for a large engineering firm, and in recent years as a consultant for Bartle Wells Associates. His areas of expertise include the development of financial, ratemaking, and policy solutions for water and wastewater utilities. Erik has extensive expertise working with executive level staff and assisting in strategic decision-making. He is an active member of the Rates and Charges Committee of the American Water Works Association (AWWA).

### Education

M.B.A., Entrepreneurship – University of Colorado, Denver

B.A., Business Administration – Gonzaga University

### Representative Projects

- **Marin Municipal Water District, Marin, CA:** Project Manager on a comprehensive 2022 water rate study and 2024 capacity charge study. Also served as analyst supporting the development of a financial plan and rate study in 2016.
- **Sonoma Water, CA:** Project manager and lead consultant for wastewater rate studies and capacity fee studies for the agencies sewer service zones and districts.
- **City of Modesto, CA:** Project manager for water and wastewater financial plans and rate studies
- **City of Willits, CA:** Lead consultant providing water and wastewater financial plans and rate studies
- **San Miguel Community Services District, CA:** Lead consultant providing water and wastewater financial plans and rate studies. The District was nearing insolvency and large rate increases were needed to save the District.
- **City of Santa Cruz, CA:** Project manager for a wastewater financial plan and rate study
- **Fallbrook CSD, CA:** Project manager for water, recycled water and wastewater financial plans and rate studies
- **Madera County, CA:** Lead consultant providing rate studies for twenty-three of the county's water and sewer special service districts
- **Humboldt Bay Municipal Water District, CA:** Lead consultant providing 10-year financial plan updates
- **Modesto Irrigation District:** Designed an allocation methodology between the district's domestic water, irrigation, and electric enterprises.
- **City of Placerville, CA:** Analytical support for water financial plans and rate studies.
- **Big Bear City CSD, CA:** Water, sewer and solid waste cost-of-service rate studies
- **City of Hemet, CA:** Water budget rate design and cost of service study
- **Pico Water District, CA:** Water financial plan and cost-of-service rate study
- **Union Sanitary District, CA:** Wastewater capacity fee study
- **Upper Valley Waste Management Agency, CA:** Assisted in developing a new solid waste franchise agreement and reviewed franchisee rate increase proposals
- **City of Vacaville, CA:** Water and wastewater capacity fee studies

- **Alameda County, CA** Reviewed proposed wheeling charges on behalf of the local agency partners working on the Los Vaqueros Dam expansion project.
- **San Luis Water District, CA:** Prop. 218 Assessment Election
- **King City, CA:** Wastewater financial plan and rate study
- **Paso Robles, CA:** Wastewater financial plan and rate study
- **Castle Pines North Metropolitan District, CO:** Lead consultant providing annual water and wastewater financial plans and rate study updates
- **City of Imperial, CA:** Lead consultant providing water and wastewater financial plans and rate studies
- **Arapahoe Parks and Recreation District, CO:** Reviewed water rates for fairness
- **Las Gallinas Valley Sanitary District, CA:** Support for annual budget process
- **Leland Meadows CSD, CA:** Project manager for water and sewer rate studies
- **The Cities of Pinole and Hercules, CA:** Assisted the cities with the co-financing of a wastewater project with SRF loans. This included the design of the payment and reimbursement process, the administration of the process, and navigating the State requirements.
- **Panoche Water District, CA:** Prop. 218 Assessment Election
- **Carlsbad, CA:** Played a key role in completing the 2016 water cost of service study. Created a supply-based cost allocation and supply layered, tiered, water rate design
- **Sacramento County Water Authority, Sacramento, CA:** Lead analyst supporting water financial plan and rate study
- **Tres Pinos Water District, CA:** Project manager for water and sewer rate studies

### Public Utility Experience

#### Denver Water, Denver, CO:

*Senior Finance Analyst-* Assisted with the annual cost of service study and financial plan, provided regular revenue reports, and oversaw the gathering and reporting of metrics to support Denver Water's organizational improvement initiatives. As the lead analyst on the initiative to change the rate design he facilitated research (customer survey and affordability study), performed rate design analysis, and assisted with stakeholder outreach (municipalities, customers, business representatives, non-profits, and Denver Water executives and Board) which led to the adoption of new rate structures. He coordinated the implementation efforts between various business units to ensure a successful rollout of the new rates and rate structures.

### Professional Memberships

American Water Works Association – Member of Rates and Charges Committee

### Certifications

MSRB-Registered Municipal Advisor - Series 50

## SECTION 4: AVAILABILITY & FEES

1. Bartle Wells Associates is prepared to begin work upon the District's authorization to proceed.
2. During the project development period, Bartle Wells Associates will be available at all reasonable times and on reasonable notice for meetings and for consultation with District staff, attorneys, consulting engineers, and others as necessary.
3. Bartle Wells Associates will perform all work related to the assignment. Alex Handlers and Erik Helgeson will be assigned as BWA's lead project team and may be assisted by other BWA consultants as needed.
4. The fees for services outlined in this proposal will not exceed \$18,000. The fee is based on the following assumptions:
  - a. All necessary information will be provided by the District in a timely manner.
  - b. Development of a draft, final draft, and final versions of tables, presentations, and reports. Time and expenses involved in additional revisions of tables or reports may constitute additional services if not achievable within the budget.
  - c. Participation in online meetings and phone conferences as needed. The proposal does not assume attendance at in-person meetings, however we would remain available to attend meetings if needed.
5. Progress payments and direct expenses are payable monthly on a time and materials basis as the work proceeds as provided in our Billing Rate Schedule 2025, which will remain in effect through the duration of this assignment.
6. In addition to the services provided under this proposal, Bartle Wells Associates will remain available to provide additional services at the District's direction. Additional services authorized by the District will be billed on a time and materials basis as the work proceeds as provided in our Billing Rate Schedule 2025 or by other mutually agreeable arrangement.
7. Bartle Wells Associates will maintain in force, during the full term of the assignment, insurance as provided in the Certificate of Insurance attached.
8. If the project is terminated for any reason, the District will reimburse Bartle Wells Associates for professional services and direct expenses incurred up to the time we receive notification of such termination.
9. This proposal may be withdrawn or amended if not accepted within 90 days of its date.



**BARTLE WELLS ASSOCIATES**

**Billing Rate Schedule 2025**

Rates Effective 1/1/2025

**Professional Services**

|  |                |
|--|----------------|
| Financial Analyst I .....              | \$130 per hour |
| Financial Analyst II .....             | \$150 per hour |
| Associate Consultant.....              | \$170 per hour |
| Consultant .....                       | \$195 per hour |
| Senior Consultant.....                 | \$220 per hour |
| Project Manager/Technical Expert ..... | \$250 per hour |
| Principal Consultant.....              | \$285 per hour |

The hourly rates for professional services include all overhead and indirect expenses. Bartle Wells Associates does not charge for administrative support services. Expert witness, legal testimony, or other special limited assignments will be billed at one and one-half times the consultant’s hourly rate.

The rates listed above will be in effect for the duration of this project.

**Direct Expenses**

Subconsultants will be billed at cost plus ten percent. Word processing and computer-assisted services related to official statement production are charged as direct expenses at \$75 per hour. Other reimbursable direct expenses incurred on behalf of the agency will be billed at cost plus ten percent. These reimbursable costs include, but are not limited to:

- Travel, meals, lodging
- Printing and photocopying
- Special statistical analysis
- Outside computer services
- Bond ratings
- Automobile mileage
- Messenger services and mailing costs
- Graphic design and photography
- Special legal services
- Legal advertisements

**Insurance**

Bartle Wells Associates maintains insurance in the amounts and coverage as provided in the attached Certificate of Liability Insurance. Additional or special insurance, licensing, or permit requirements beyond what is shown on the schedule of insurance are billed in addition to the contract amount.

**Payment**

Fees are typically billed on a time and materials basis and will be payable within 30 days of the date of the invoice. A late charge of 1.0 percent per month may be applied to balances unpaid after 60 days.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/20/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|   |   |  |                        |
|---|---|--|------------------------|
| <b>PRODUCER</b><br>Mason-McBride, Inc./Hudson & Muma, Inc.<br>3155 West Big Beaver Road<br>Suite 125<br>Troy MI 48084 | <b>CONTACT NAME:</b> David P Muma<br><b>PHONE (A/C. No. Ext):</b> (248) 822-7170<br><b>FAX (A/C. No.):</b> (248) 822-7150<br><b>E-MAIL ADDRESS:</b> dmuma@mason-mcbride.com |  |                        |
|   | <b>INSURER(S) AFFORDING COVERAGE</b>  |  |                        |
| <b>INSURED</b><br>Bartle Wells Associates<br>2625 Alcatraz Ave #602<br>Berkeley CA 94705                              | <b>INSURER A:</b>   |  | <b>NAIC #</b><br>22357 |
|   | <b>INSURER B:</b> Sentinel Ins. Co. LTD (Hartford)  |  |                        |
|   | <b>INSURER C:</b> Hartford Accident & Indemnity Co  |  | <b>11000</b>           |
|   | <b>INSURER D:</b> Axis Surplus Ins. Co.   |  |                        |
|   | <b>INSURER E:</b>   |  |                        |
| <b>INSURER F:</b>   |   |  |                        |

**COVERAGES**      **DM**      **CERTIFICATE NUMBER:** Cert ID 10768      (170)      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD | SUBR WVD | POLICY NUMBER                      | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|-----------|----------|------------------------------------|-------------------------|-------------------------|---|
| C        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: | Y         | Y        | 35SBABB5UCE                        | 06/01/2024              | 06/01/2025              | EACH OCCURRENCE \$ 2,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 2,000,000<br>GENERAL AGGREGATE \$ 4,000,000<br>PRODUCTS - COMP/OP AGG \$ 4,000,000<br><b>Empl Benefits Liab</b> \$ 4,000,000 |
| B        | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY  | Y         | Y        | 35UECVU2842                        | 06/01/2024              | 06/01/2025              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$   |
| C        | <input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED    RETENTION \$  | Y         | Y        | 35SBABB5UCE                        | 06/01/2024              | 06/01/2025              | EACH OCCURRENCE \$ 1,000,000<br>AGGREGATE \$ 1,000,000<br>\$ 10,000   |
| C        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below    Y/N    N/A   |           | Y        | 35WECFG7858                        | 06/01/2024              | 06/01/2025              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000   |
| D        | <b>Professional Liability</b><br>(Claims Made)  |           |          | ENN610916<br>(Retro Date 6/1/2012) | 06/01/2024              | 06/01/2025              | <b>Errors &amp; Omissions Occurrence</b> \$ 2,000,000<br><b>Errors &amp; Omissions Aggregate</b> \$ 2,000,000   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*David P. Muma*

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