



Albion Little River Fire Protection District

BOARD OF DIRECTORS REGULAR MEETING AGENDA

Wednesday, September 16, 2026 10:00AM

Please note that this meeting will be held at ALRFPD Station 810, 33900 West Street, Albion, CA

1. **Call to Order and determination of a quorum.**
2. **Roll Call.**
3. **Motion by Secretary Steve Acker to adopt the agenda:**
4. **Public communication to the board:**

This meeting is being presented in a hybrid format, both in person at ALRFPD Station 810 and via ZOOM. To speak during public comment portions of the agenda via ZOOM, please join the meeting and use the raise hand feature when the Board President or the Board Vice President calls for public comment on the item you wish to address.

Public Comments on Non-Agenda Items

Members of the public may address the board pursuant to the Brown Act. No person shall speak without being recognized by the Board President or the Board Vice President. Public comments are restricted to three (3) minutes per speaker.

Any citizen, after being recognized by the Board President or Board Vice President may speak on any topic that may be a proper subject for discussion before the Board for such period of time as the Board President or Board Vice President may determine is appropriate under the circumstances of the particular meeting, including the number of persons wishing to speak or the complexity of a particular topic. Time limitations shall be set without regard to a speaker's point of view or the content of the speech, as long as the speaker's comments are not disruptive of the meeting.

BROWN ACT REQUIREMENTS: The Brown Act does not allow action or discussion on items not on the agenda (subject to narrow exceptions). This will limit the Board's response to questions and requests made during this comment period.

*WRITTEN PUBLIC COMMENTS: Written public comments received after agenda publication are forwarded to all Board members as soon as possible after receipt. **Members of the public may address the board by emailing the board at board@albionfire.com on any matter within the jurisdiction of the board.***

5. **Chief's report:**
6. **Consent calendar:** The following consent items are expected to be routine and non-controversial, and will be acted on by the board in a single action without discussion unless a request is made by a board member or a member of the public to move an item for discussion or separate action
 - a. **Approval of the August 19 Regular meeting minutes** (see packet)
 - b. **Approval of the August 25 Special Meeting Minutes** (see packet)
 - c. **Acceptance of submitted current financial report.** (see packet)
7. **Committee Reports:**
 - a. **Building Committee:**
 - b. **Treasurers report:** Welty
 - c. **Finance Committee: Special Assessment report** (see packet)
 - d. **MCAFD report:** Linstedt
 - e. **Fire Tax Ad Hoc Committee**
 - f. **Fire Safe Council:** Lapidus
 - g. **Strategic plan:**

8. Items for discussion and possible action by the board

- a. William L Adams, P.C. Professional Services Agreement (see packet)

9. Directors Discussion:

10. ADJOURNMENT:



Albion Little River Fire Protection District

BOARD OF DIRECTORS REGULAR MEETING MINUTES draft

Wednesday, August 19, 2026 10:00AM

Please note that this was held at ALRFPD Station 810, 33900 West Street, Albion, CA and via videoconference on the Zoom platform.

1. **Call to Order and determination of a quorum.** The meeting was called to order at 10:08 AM by President Linstedt. Directors Acker, Linstedt, Welty and Campbell were present at Station 810. Also present Stacey Burnet, and Sydell Lapidus . Ken Schaffer and Michel Miller were present on Zoom.
2. **Roll Call.** Acker present, Linstedt present, Welty present, Campbell present.
3. **Motion by Secretary Steve Acker to adopt the agenda:** Approved by a vote of 4 ayes.
4. **Public communication to the board:** None
5. **Chief's report:** Chief Rees met with the ISO. Our rating has improved.
6. **Consent calendar:** Approved by a vote of 4 ayes.
 - a. **Approval of the July 15 Regular meeting minutes** (see packet)
 - b. **Approval of the July 10 Special Meeting Minutes** (see packet)
 - c. **Acceptance of submitted current financial report.** (see packet)
7. **Committee Reports:**
 - a. **Building Committee:** There are concerns about the Cal Trans Albion Bridge project and how it will impact the Station 810 building project.
 - b. **Treasurer's report:** Welty- Insurance costs from GSRMA last year (2025) was \$40K. Initially GSRMA billed us for \$100K this year, and we were able to talk them down to 66K. The board discussed the need to find alternative insurance providers and obtain additional quotes.
 - c. **Finance Committee:** The Special assessment file and confirmation letter was sent to the county. 17 parcels were added to the Special Assessment file.
 - d. **MCAFD report:** Linstedt
 - e. **Fire Tax Ad Hoc Committee:** Continuation in question
 - f. **Fire Safe Council:** Lapidus – Meeting at the Woods for disaster preparedness Sept 19 1:00pm. Meeting on Oct. 25 1:00-2:30 at the Woods for evacuation board game.
 - g. **Strategic plan:** no report.
8. **Items for discussion and possible action by the board**
 - a. **Request to use 812 on 9/12** (see packet) Application approved by a vote of 4 ayes.
 - b. **Special meeting is scheduled for August 25, 4:00 pm** Meet with auxiliary and discuss BBQ, and fundraising.
9. **Directors Discussion:**
10. **ADJOURNMENT:** Meeting adjourned at 11:47 am. The next regular meeting has been scheduled for Wednesday, September 16, 2026 10:00 am at Station 810 and Zoom.



Albion Little River Fire Protection District

BOARD OF DIRECTORS REGULAR MEETING MINUTES draft

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Albion Little River Fire Protection District

SPECIAL MEETING MINUTES draft

Tuesday August 25, 2026, 4:00 pm

Please note that this meeting was held at Station 810, 33900 West Street, Albion, CA

1. **Call to order and determination of a quorum:** The meeting was called to order at 4:00 pm by President Linstedt. Directors Acker, Linstedt, Welty and Campbell were present at Station 810. Also present Ken Schaffer, Chief Rees, Jessie Waldman and Larissa
2. **Roll Call** Acker present, Linstedt present, Welty present, Campbell present.
3. **Motion by Secretary Steve Acker to adopt the agenda** Approved by a vote of 4 ayes.
4. **Public communication to the board:** None
5. **Items for discussion and possible action by the board**
 - a. **Meet with Auxiliary to discuss:**
 1. **BBQ debrief and thoughts for next year.** The BBQ went well. 600 plus tickets sold. There were 103 volunteers. The Auxiliary presented a check for \$16K+ to the district from the BBQ. The Auxiliary requested storage for 3 new tables possibly to be stored at Station 812. The Auxiliary suggested changing the BBQ hours to 12 to 4 instead of 12 to 5. There is an ongoing need for kitchen space for BBQ preparation. A commercial kitchen would require septic and would be expensive. Purchasing a food truck was suggested. Welty, Campbell and Larissa will meet to explore BBQ kitchen solutions.
 2. **Fundraising** The Auxiliary is working to expand. They will continue with the BBQ and Christmas party. New ideas dine outs at local restaurants, small events.
 3. **501c3 to manage all donations, methodology and personnel for District/Auxiliary interaction** The Auxiliary expressed willingness to cooperate with the district. How this would work needs to be worked out. The District and the Auxiliary will work to establish procedures and find personal to make this happen.
- The Next Meeting with the Auxiliary will be Tuesday September 29, at 4:00 pm (pending)
6. **Directors Discussion:**
7. **Adjournment:** Meeting adjourned at 6:00 pm The next regular meeting has been scheduled for Wednesday, September 16, 2026 10:00 am at Station 810 and Zoom.

Albion Little River Fire Protection District

Balance Sheet

As of August 31, 2026

	Aug 31, 26
ASSETS	
Current Assets	
Checking/Savings	
1000 · General Cash	
1050 · Local Agency Investment Fund	
Transferred from Fee Service	22,000.00
Transferred from Donations	171,000.00
Transferred from Public Tax	100,000.00
1050 · Local Agency Investment Fund - Other	385,222.80
Total 1050 · Local Agency Investment Fund	678,222.80
1001 · Public Tax Account	-42,162.06
1002 · Fee Service Fund	103,533.25
1003 · District Checking	-771.00
1004 · County Held Funds	16.86
1005 · Building Fund - Checking	17,545.24
1006 · Fire Department - Donations	37,351.53
Total 1000 · General Cash	793,736.62
Total Checking/Savings	793,736.62
Accounts Receivable	0.00
Total Current Assets	793,736.62
Fixed Assets	
1600 · Accumulated Depreciation	-611,890.00
1500 · Building & Improvements	578,481.86
1400 · Construction-in-Progress	
1404 · 810 New Building Project	109,881.58
Total 1400 · Construction-in-Progress	109,881.58
1550 · Firefighting Equipment	
1553 · Vehicle Purchase	5,000.00
1550 · Firefighting Equipment - Other	503,254.00
Total 1550 · Firefighting Equipment	508,254.00
1450 · Land	377,970.68
Total Fixed Assets	962,698.12
TOTAL ASSETS	1,756,434.74
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2001 · Umpqua Bank	4,386.44
Total Credit Cards	4,386.44
Other Current Liabilities	
2110 · Direct Deposit Liabilities	-4,816.06
Total Other Current Liabilities	-4,816.06
Total Current Liabilities	-429.62
Total Liabilities	-429.62
Equity	
3201 · Investment in Capital Assets	1,099,667.00
3200 · Undesignated Fund Balance	746,453.49
Net Income	-89,256.13

Albion Little River Fire Protection District
Balance Sheet
As of August 31, 2026

	Aug 31, 26
Total Equity	1,756,864.36
TOTAL LIABILITIES & EQUITY	1,756,434.74

Albion Little River Fire Protection District Revenue & Expense Budget vs. Actual

July through August 2026

	Jul - Aug 26	Budget	\$ Over Budget	% of Budget
Income				
4100 · Property Taxes				
4101 · CURRENT SECURED TAX	0.00	102,425.00	-102,425.00	0.0%
4102 · CURRENT UNSECURED TAX	0.00	3,198.00	-3,198.00	0.0%
4103 · SB813 SUPPLEMENTAL TAX	0.00	919.00	-919.00	0.0%
4105 · PRIOR UNSECURED TAX	0.00	141.00	-141.00	0.0%
Total 4100 · Property Taxes	0.00	106,683.00	-106,683.00	0.0%
4200 · Other Taxes				
4202 · SPECIAL TAX	0.00	165,218.00	-165,218.00	0.0%
4203 · TOT - Measures D & E	0.00	21,517.00	-21,517.00	0.0%
4204 · Measure P	0.00	116,320.00	-116,320.00	0.0%
4205 · TIMBER TAX	0.00	350.00	-350.00	0.0%
Total 4200 · Other Taxes	0.00	303,405.00	-303,405.00	0.0%
4400 · Intergovernmental - Grants				
4405 · Other	0.00	0.00	0.00	0.0%
Total 4400 · Intergovernmental - Grants	0.00	0.00	0.00	0.0%
4500 · Intergovernmental - State				
4501 · HOMEOWNER PROPERTY TAX	0.00	600.00	-600.00	0.0%
4502 · Highway Property Rental	0.00	3.00	-3.00	0.0%
4503 · PROP 172	0.00	13,500.00	-13,500.00	0.0%
4505 · Fire Recovery USA, LLC	0.00	9,205.00	-9,205.00	0.0%
4506 · Cal Fire ABH	0.00	76,182.00	-76,182.00	0.0%
4500 · Intergovernmental - State - Other	0.00	642.00	-642.00	0.0%
Total 4500 · Intergovernmental - State	0.00	100,132.00	-100,132.00	0.0%
4600 · USE OF MONEY & PROPERTY				
4601 · INTEREST INCOME	6,469.89	0.00	6,469.89	100.0%
Total 4600 · USE OF MONEY & PROPERTY	6,469.89	0.00	6,469.89	100.0%
4700 · OTHER REVENUE				
4705 · Inspection Fees	0.00	0.00	0.00	0.0%
4704 · Reserves	0.00	24,000.00	-24,000.00	0.0%
4702 · Fire Recovery USA Fees	0.00	0.00	0.00	0.0%
Total 4700 · OTHER REVENUE	0.00	24,000.00	-24,000.00	0.0%
4800 · Donations				
4805 · Business	0.00	0.00	0.00	0.0%
4806 · Individual	21,014.32	0.00	21,014.32	100.0%
4800 · Donations - Other	0.00	0.00	0.00	0.0%
Total 4800 · Donations	21,014.32	0.00	21,014.32	100.0%
Total Income	27,484.21	534,220.00	-506,735.79	5.1%
Gross Profit	27,484.21	534,220.00	-506,735.79	5.1%
Expense				
5000 · Salaries and Benefits				
5004 · CalFire ABH/OES	0.00	169,000.00	-169,000.00	0.0%
5011 · Hiring Expenses	0.00	0.00	0.00	0.0%
5001 · Full-Time Salaries	15,000.00	109,560.00	-94,560.00	13.7%
5002 · Part-Time Salaries	4,647.51	44,520.00	-39,872.49	10.4%
5003 · On-Call Stipends	324.86	23,320.00	-22,995.14	1.4%
5005 · Payroll Taxes	1,527.89	0.00	1,527.89	100.0%
5010 · Payroll Fees	35.00	0.00	35.00	100.0%
5101 · MISC EMPLOYEE BENEFITS	0.00	9,858.00	-9,858.00	0.0%
5102 · WORKERS COMPENSATION	26,588.00	15,673.00	10,915.00	169.6%
5103 · CLOTHING & PERSONAL ITE	5,420.80	12,720.00	-7,299.20	42.6%
5104 · MED AND DENTAL	4,000.00	33,540.00	-29,540.00	11.9%
5105 · EDUCATION & TRAINING	1,200.00	9,540.00	-8,340.00	12.6%
Total 5000 · Salaries and Benefits	58,744.06	427,731.00	-368,986.94	13.7%
6000 · Materials Services and Supplies				
6050 · Communications				
6059 · Applications/Software	0.00	5,000.00	-5,000.00	0.0%
6058 · Radios-Mobile/Portable	0.00	4,400.00	-4,400.00	0.0%
6056 · Pagers	0.00	500.00	-500.00	0.0%
6055 · Radios and Maintenance/Repair	0.00	500.00	-500.00	0.0%
6052 · TELEPHONE	513.72	5,000.00	-4,486.28	10.3%
6054 · WEBHOSTING	169.90			
6051 · INTERNET SERVICE	570.00	6,500.00	-5,930.00	8.8%
6050 · Communications - Other	0.00	0.00	0.00	0.0%
Total 6050 · Communications	1,253.62	21,900.00	-20,646.38	5.7%
6000 · Materials Services and Supplies - Other	0.00	0.00	0.00	0.0%
Total 6000 · Materials Services and Supplies	1,253.62	21,900.00	-20,646.38	5.7%
6100 · FOOD	1,166.25	6,000.00	-4,833.75	19.4%
6150 · INSURANCE GENERAL	37,341.43	38,478.00	-1,136.57	97.0%
6200 · Maintenance				
6201 · MAINTENANCE EQUIPMENT	0.00	4,500.00	-4,500.00	0.0%
6202 · Vehicle Maintenance	102.08	8,000.00	-7,897.92	1.3%
6203 · MAINTENANCE STRUCTURES	611.73	2,000.00	-1,388.27	30.6%
6250 · MEDICAL, LAB SUPPLIES	243.26	5,565.00	-5,321.74	4.4%
6200 · Maintenance - Other	0.00	7,740.00	-7,740.00	0.0%
Total 6200 · Maintenance	957.07	27,805.00	-26,847.93	3.4%
6300 · MEMBERSHIPS	0.00	3,573.00	-3,573.00	0.0%
6350 · DISTRICT OFFICE SUPPLIE	3,424.40	15,000.00	-11,575.60	22.8%
6400 · PROFESIONAL & SPECIAL SERVICES	0.00	2,200.00	-2,200.00	0.0%
6401 · AUDITING & FISCAL SERVI	1,441.50	9,500.00	-8,058.50	15.2%
6700 · TRANSPORTATION & TRAVEL				
6701 · Fleet Fuel	3,579.83	22,000.00	-18,420.17	16.3%
6700 · TRANSPORTATION & TRAVEL - Other	720.83	0.00	720.83	100.0%

2:52 PM

09/11/26

Accrual Basis

Albion Little River Fire Protection District
Revenue & Expense Budget vs. Actual
July through August 2026

	Jul - Aug 26	Budget	\$ Over Budget	% of Budget
Total 6700 · TRANSPORTATION & TRAVEL	4,300.66	22,000.00	-17,699.34	19.5%
6600 · SMALL TOOLS & SUPPLIES	1,735.14	3,000.00	-1,264.86	57.8%
6650 · ELECTION SUPERVISION & SERVICES	0.00	3,500.00	-3,500.00	0.0%
6750 · UTILITIES				
6751 · Redwood Waste Solutions	445.92	2,400.00	-1,954.08	18.6%
6752 · Albion Water District	185.00	750.00	-565.00	24.7%
6753 · PG&E	969.47	5,200.00	-4,230.53	18.6%
6754 · Propane	0.00	1,000.00	-1,000.00	0.0%
6755 · Thompson Septic Service	366.03	3,200.00	-2,833.97	11.4%
Total 6750 · UTILITIES	1,966.42	12,550.00	-10,583.58	15.7%
6800 · PAYMENTS TO GOVT AGENCIES	1,236.49	3,309.00	-2,072.51	37.4%
7800 · Other Expenses - Grants	0.00	0.00	0.00	0.0%
8000 · Capital Outlay				
8250 · Construction in Progress	475.00	0.00	475.00	100.0%
8100 · BUILDINGS & IMPROVEMENT	950.00	30,000.00	-29,050.00	3.2%
8200 · EQUIPMENT (PURCHASE)				
8201 · Office Equipment	0.00	0.00	0.00	0.0%
8202 · Firefighting Equipment	1,748.30	8,677.00	-6,928.70	20.1%
8203 · Medical Equipment	0.00	5,500.00	-5,500.00	0.0%
8207 · Leased Equipment	0.00	63,600.00	-63,600.00	0.0%
8200 · EQUIPMENT (PURCHASE) - Other	0.00	77,777.00	-77,777.00	0.0%
Total 8200 · EQUIPMENT (PURCHASE)	1,748.30	155,554.00	-153,805.70	1.1%
Total 8000 · Capital Outlay	3,173.30	185,554.00	-182,380.70	1.7%
9900 · Suspense	0.00			
9990 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Total Expense	116,740.34	782,100.00	-665,359.66	14.9%
Net Income	-89,256.13	-247,880.00	158,623.87	36.0%

Hi All,

Please see attached import reports. There were no parcels that were rejected.

An additional vetting process will occur once the final tax roll is extended in late September. It's possible there could be changes to these totals. Once the tax roll extension process is completed, I can send you a SA to Levy Report.

Regards,

Darlene Betts, Senior Accountant Auditor
Mendocino County Office of the Auditor-Controller
[501 Low Gap Road Room 1080 Ukiah, CA 95482](#)
Phone [707-234-6874](tel:707-234-6874)
auditortax@mendocinocounty.gov

WILLIAM L. ADAMS, P.C.

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is the written fee contract that California law requires lawyers to have with their clients. It is made effective this 31st day of August 2026 in Windsor, California, and provides that we, William L. Adams, P.C. (“Firm”), will provide legal services to you, the Albion-Little Fiver Fire Protection District, the (“Client”) on the terms set forth below.

1. **SCOPE OF SERVICES.** You are hiring the Firm to provide limited scope legal services, including serving as District outside special counsel to review and advise the Chief and District Board on pending CalTrans and property issues, options, and negotiations; as well as potential transition to serve as District General Counsel. We do not represent you in any other independent or related matter even if arising out of the same facts or circumstances, without an express mutual agreement between us. If we perform legal services in another matter, the terms of this Agreement will apply until an agreement is reached in the other matter.

2. **CLIENT'S DUTIES.** You agree to be truthful and to cooperate with us, to appear at all legal proceedings as required, to keep us informed of developments, to abide by this Agreement, to pay our bills on time, and to keep us informed of your current physical address, mailing address, and telephone number.

3. **DEPOSIT.** You agree to pay us an initial deposit of \$ N/A to be held in a non-interest-bearing trust account. This deposit shall be maintained throughout the duration of the case. Legal fees under this Agreement shall be paid pursuant to the payment terms set forth in paragraph 5 of this Agreement. **Should you not pay your invoice within 10 days of receipt, we reserve the right to cease performing non-essential work and immediately withdraw from representing you.**

4. **LEGAL FEES.** You agree to pay for legal services at the following rates: Attorneys at \$450.00 per hour, and paralegals at \$210.00 per hour. The legal personnel assigned to this matter may confer among themselves about the matter as required and appropriate. When they do confer, each person will charge for the time expended, as long as the work done is reasonably necessary and not duplicative. If more than one legal personnel attends a meeting or legal proceeding, each will charge for the time spent, so long as their attendance is reasonably necessary and not duplicative. Reasonable periodic increases may occur without advanced notice. The minimum unit charge is 0.1 hour.

5. **COSTS AND EXPENSES.** You authorize us to incur all reasonable costs and to hire any investigators, consultants or expert witnesses reasonably necessary in our judgment. A standard administrative charge shall be paid monthly at the rate of 5% and includes in-house copies up to 25 copies per print job, standard postage, and faxes. Costs that are not part of the standard administrative charge and are payable separately, include but are not limited to, court fees, service of process charges, photocopy services, in-house copies of 25 copies or more per print job at \$ 0.12 per copy, notary fees, regulatory agency search or status fees, messenger or personal delivery fees, overnight delivery fees, certified or registered mail, parking, bridge tolls, mileage at the current IRS approved rate, deposition costs, investigation expenses, consultant fees, expert witness fees, mediator fees, arbitrator fees, and other similar items. From time to time the Firm may, at its discretion, require advance payment in an amount sufficient to cover reasonably anticipated costs and expenses. We may advance such costs and expenses or, at our option, require that you pay for them directly. If a deposit is not required in Paragraph 4, you will reimburse us for such advanced costs and expenses as billed. Reasonable periodic increases may occur without advanced notice. Items that are not to be considered costs, and that must be paid by you without being either advanced or contributed to by us, include but are not limited to, other parties’ costs and fees that you may be ordered to pay by an arbitrator or judge.

6. **INVOICES.** Your invoice will be sent to you by email unless you specify first class mail. Each invoice is to be paid in full upon receipt, with payment to P.O. Box 1050, Windsor, CA 95492-1050.

We accept cash or check. **Should you not pay your invoice within 10 days of receipt, we reserve the right to cease performing non-essential work and immediately withdraw from representing you.** Upon issuing the invoice, we will apply any amount on the deposit you have provided under Paragraph 4 to the amount due on your invoice. You agree that, whether or not attorneys' fees or costs are awarded by the court in this action, you remain responsible for the payment, in full of all attorneys' fees and costs in connection with this matter. You will be charged \$25 for each returned check.

7. **ASSOCIATION OF OTHER ATTORNEYS.** We may at our sole discretion associate any other attorney in our representation of you in this matter, so long as the costs incurred thereby do not exceed our normal billing rates. We will obtain your permission for any costs that exceed our normal billing rates.

8. **DISCLAIMER OF GUARANTEE.** Nothing in this Agreement and nothing in our statements to you will be construed as a promise or guarantee about the outcome of your matter. There can be no assurance that you will recover any sum in this matter. Our comments about the outcome of your matter are expressions of opinion only. Any estimate of fees given by us shall not be a guarantee. Actual fees may vary from the estimates given.

9. **DISCHARGE AND WITHDRAWAL.** You may discharge us at any time by providing written notice to us. Upon receipt of such notice, we will immediately cease to render any further services. Such a discharge does not, however, relieve you of the obligation to pay any costs incurred prior to such termination, and we have the right to recover from you the reasonable value of our legal services rendered from the effective date of this Agreement, as defined in Paragraph 16, through the date of discharge.

We may withdraw from representation of you a) with your consent, b) upon court approval if a court action has been filed, or 3) if no court action has been filed, upon reasonable notice to you. We agree that 14 days' notice from mailing date is reasonable notice. You agree to pay all costs and our attorney's fees to file a motion to be relieved as counsel and any related motions or applications.

10. **CONCLUSION OF SERVICES.** Upon the conclusion of our services, all unpaid charges will immediately become due and payable. You authorize us to use any funds held in our trust account as a deposit against costs to apply to such unpaid charges. After our services conclude, we will, upon your request and at your expense, deliver your file to you or your authorized agent, along with any funds or property of yours in our possession.

11. **COSTS AND FEES TO ENFORCE AGREEMENT.** In any claim, action or proceeding, including any collection or bankruptcy proceedings, arising out of the enforcement of any provision of this Agreement, each party shall bear its own attorneys' fees and costs incurred in that claim, action or proceeding. Our fees include the time expended by us at our standard rates, as set forth in paragraph 5, and our costs, as set forth in paragraph 6, in enforcing this Agreement.

12. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise, whether oral or written, made on or before the effective date of this Agreement, as defined in paragraph 16 below, will be binding on the parties.

13. **SEVERABILITY IN EVENT OF PARTIAL INVALIDITY.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and the remainder of the entire Agreement will be severable and remain in effect.

14. **EFFECTIVE DATE.** This Agreement will take effect when the conditions stated in Paragraph 1 have been satisfied, but the effective date will be retroactive to the date we first performed services. The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, you will be obligated to pay us the reasonable value of any services we may have performed for you.

15. **EXECUTION IN COUNTERPARTS.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Agreement shall become effective upon the execution of a counterpart hereof by each of the parties hereto. It shall not be necessary to account for more than one counterpart in making proof of this Agreement.

16. **ENFORCEABILITY OF COPIES.** Photocopy, facsimile, or electronically transferred copy of this Agreement shall be as valid and binding as the original.

17. **JURISDICTION.** This Agreement shall be enforceable in the Superior Court of Sonoma, California.

Dated: _____

By: _____
William L. Adams, PC

CLIENT APPROVAL

If the client is a public entity or business organization, each person signing below affirms that he or she has the authority to bind the organization. Each person acknowledges receipt of a fully executed duplicate of this Agreement.

Communications and Invoices:

I give permission to receive communications and invoices by email:

_____(Initial) _____(Initial)

Email address(s): _____

I prefer to receive my communications and invoices by first class mail: _____(Initial) _____(Initial)

Dated: _____

Signature:

Name and Title: