

**CITY OF SANTA ROSA  
PROFESSIONAL SERVICES AGREEMENT  
WITH BOLD, POLISNER, MADDOW, NELSON & JUDSON  
AGREEMENT NUMBER \_\_\_\_\_**

This "Agreement" is made as of this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between the City of Santa Rosa, a municipal corporation ("City"), and Bold, Polisner, Maddow, Nelson & Judson, a professional corporation ("Consultant").

**R E C I T A L S**

A. City desires to retain a qualified law firm to provide specialized legal representation to the City as more particularly set forth in Exhibit A to the Agreement.

B. Consultant represents to City that it is a firm composed of highly trained professionals and is fully qualified to conduct the services described above and render advice to City in connection with said services.

C. The parties have negotiated upon the terms pursuant to which Consultant will provide such services and have reduced such terms to writing.

**AGREEMENT**

**NOW, THEREFORE**, City and Consultant agree as follows:

**1. SCOPE OF SERVICES**

Consultant shall provide to City the services described in Exhibit A ("Scope of Services"). Consultant shall provide these services at the time, place, and in the manner specified in Exhibit A. Exhibit A is attached hereto for the purpose of defining the manner and scope of services to be provided by Consultant and is not intended to, and shall not be construed so as to, modify or expand the terms, conditions or provisions contained in this Agreement. In the event of any conflict between this Agreement and any terms or conditions of any document prepared or provided by Consultant and made a part of this Agreement, including without limitation any document relating to the scope of services or payment therefor, the terms of this Agreement shall control and prevail.

**2. COMPENSATION**

a. City shall pay Consultant for services rendered pursuant to this Agreement at the rates, times and in the manner set forth in Exhibit B. Consultant shall submit monthly statements to City which shall itemize the services performed as of the date of the statement and set forth a progress report, including work accomplished during the period, percent of each task completed, and planned effort for the next period. Invoices shall identify personnel who have worked on the services provided, the number of hours each worked during the period covered by the invoice, the hourly rate for each person, and a description of the services performed by each person, consistent with the rates and amounts shown in Exhibit B.

b. The payments prescribed herein shall constitute all compensation to Consultant for all costs of services, including, but not limited to, direct costs of labor of employees

engaged by Consultant, travel expenses, telephone charges, copying and reproduction, computer time, and any and all other costs, expenses and charges of Consultant, its agents and employees. In no event shall City be obligated to pay late fees or interest, whether or not such requirements are contained in Consultant's invoice.

c. Notwithstanding any other provision in this Agreement to the contrary, the total maximum compensation to be paid for the satisfactory accomplishment and completion of all services to be performed hereunder shall in no event exceed the sum of Two Hundred Thirty Thousand Dollars (\$230,000). The City's Chief Financial Officer is authorized to pay all proper claims from Charge Number 130101-5320, or such other charge numbers as may be later identified as appropriate for the work.

### **3. DOCUMENTATION; RETENTION OF MATERIALS**

a. Consultant shall maintain adequate documentation to substantiate all charges as required under Section 2 of this Agreement.

b. Consultant shall keep and maintain full and complete documentation and accounting records concerning all extra or special services performed by it that are compensable by other than an hourly or flat rate and shall make such documents and records available to authorized representatives of City for inspection at any reasonable time.

c. Consultant shall maintain the records and any other records related to the performance of this Agreement and shall allow City access to such records during the performance of this Agreement and for a period of four (4) years after completion of all services hereunder.

### **4. INDEMNITY**

a. Consultant shall, to the fullest extent permitted by law, indemnify, protect, defend and hold harmless City, and its employees, officials and agents ("Indemnified Parties") from all claims, demands, costs or liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, interest, defense costs, and expert witness fees), that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant, its officers, employees, or agents, in said performance of professional services under this Agreement, excepting only liability arising from the sole negligence, active negligence or intentional misconduct of City.

b. The existence or acceptance by City of any of the insurance policies or coverages described in this Agreement shall not affect or limit any of City's rights under this Section 4, nor shall the limits of such insurance limit the liability of Consultant hereunder. The provisions of this Section 4 shall survive any expiration or termination of this Agreement.

### **5. INSURANCE**

a. Consultant shall maintain in full force and effect all of the insurance coverage described in, and in accordance with, Attachment One, "Insurance Requirements." Maintenance of the insurance coverage set forth in Attachment One is a material element of this Agreement and a material part of the consideration provided by Consultant in exchange for City's agreement to make the payments prescribed hereunder. Failure by Consultant to (i) maintain or renew coverage, (ii) provide City notice of any changes, modifications, or reductions in coverage,

or (iii) provide evidence of renewal, may be treated by City as a material breach of this Agreement by Consultant, whereupon City shall be entitled to all rights and remedies at law or in equity, including but not limited to immediate termination of this Agreement. Notwithstanding the foregoing, any failure by Consultant to maintain required insurance coverage shall not excuse or alleviate Consultant from any of its other duties or obligations under this Agreement. In the event Consultant, with approval of City pursuant to Section 6 below, retains or utilizes any subcontractors or subconsultants in the provision of any services to City under this Agreement, Consultant shall assure that any such subcontractor has first obtained, and shall maintain, all of the insurance coverages set forth in the Insurance Requirements in Attachment One.

b. Consultant agrees that any available insurance proceeds broader than or in excess of the coverages set forth in the Insurance Requirements in Attachment One shall be available to the additional insureds identified therein.

c. Consultant agrees that the insurance coverages and limits provided under this Agreement are the greater of: (i) the coverages and limits specified in Attachment One, or (ii) the broader coverages and maximum limits of coverage of any insurance policy or proceeds available to the name insureds.

## **6. ASSIGNMENT**

Consultant shall not assign any rights or duties under this Agreement to a third party without the express prior written consent of City, in City's sole and absolute discretion. Consultant agrees that the City shall have the right to approve any and all subcontractors and subconsultants to be used by Consultant in the performance of this Agreement before Consultant contracts with or otherwise engages any such subcontractors or subconsultants.

## **7. NOTICES**

Except as otherwise provided in this Agreement, any notice, submittal or communication required or permitted to be served on a party, shall be in writing and may be served by personal delivery to the person or the office of the person identified below. Service may also be made by mail, by placing first-class postage, and addressed as indicated below, and depositing in the United States mail to:

City Representative:

Sue Gallagher  
City Attorney  
City of Santa Rosa  
100 Santa Rosa Avenue, Room 8  
Santa Rosa, CA 95404  
707-543-3040/707-543-3055 fax

Jennifer Burke  
Director of Water  
City of Santa Rosa  
69 Stony Circle  
Santa Rosa, CA 95401  
707-543-3359

Consultant Representative:

Robert B. Maddow  
Bold, Polisner, Maddow, Nelson & Judson  
2125 Oak Grove Road, Suite 210  
Walnut Creek, CA 94598  
925-933-7777/925-933-7804 fax

Craig L. Judson  
Bold, Polisner, Maddow, Nelson & Judson  
2125 Oak Grove Road, Suite 210  
Walnut Creek, CA 94598  
925-933-7777/925-933-7804 fax

## **8. INDEPENDENT CONTRACTOR**

a. It is understood and agreed that Consultant (including Consultant's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto for any purpose whatsoever. Neither Consultant nor Consultant's assigned personnel shall be entitled to any benefits payable to employees of City. City is not required to make any deductions or withholdings from the compensation payable to Consultant under the provisions of this Agreement, and Consultant shall be issued a Form 1099 for its services hereunder. As an independent contractor, Consultant hereby agrees to indemnify and hold City harmless from any and all claims that may be made against City based upon any contention by any of Consultant's employees or by any third party, including but not limited to any state or federal agency, that an employer-employee relationship or a substitute therefor exists for any purpose whatsoever by reason of this Agreement or by reason of the nature and/or performance of any services under this Agreement.

b. It is further understood and agreed by the parties hereto that Consultant, in the performance of Consultant's obligations hereunder, is subject to the control and direction of City as to the designation of tasks to be performed and the results to be accomplished under this Agreement, but not as to the means, methods, or sequence used by Consultant for accomplishing such results. To the extent that Consultant obtains permission to, and does, use City facilities, space, equipment or support services in the performance of this Agreement, this use shall be at the Consultant's sole discretion based on the Consultant's determination that such use will promote Consultant's efficiency and effectiveness. Except as may be specifically provided elsewhere in this Agreement, the City does not require that Consultant use City facilities, equipment or support services or work in City locations in the performance of this Agreement.

c. If, in the performance of this Agreement, any third persons are employed by Consultant, such persons shall be entirely and exclusively under the direction, supervision, and control of Consultant. Except as may be specifically provided elsewhere in this Agreement, all terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by Consultant. It is further understood and agreed that Consultant shall issue W-2 or 1099 Forms for income and employment tax purposes, for all of Consultant's assigned personnel and subcontractors.

d. The provisions of this Section 8 shall survive any expiration or termination of this Agreement. Nothing in this Agreement shall be construed to create an exclusive relationship between City and Consultant. Consistent with all the California Rules of Professional Responsibility, Consultant may represent, perform services for, or be employed by such additional persons or companies as Consultant sees fit.

## **9. ADDITIONAL SERVICES**

Changes to the Scope of Services shall be by written amendment to this Agreement and shall be paid on an hourly basis at the rates set forth in Exhibit B, or paid as otherwise agreed upon by the parties in writing prior to the provision of any such additional services.

## **10. SUCCESSORS AND ASSIGNS**

City and Consultant each binds itself, its partners, successors, legal

representatives and assigns to the other party to this Agreement and to the partners, successors, legal representatives and assigns of such other party in respect of all promises and agreements contained herein.

## **11. TERM, SUSPENSION, TERMINATION**

a. This Agreement shall become effective on the date that it is made as set forth on the first page of the Agreement, and shall continue in effect until both parties have fully performed their respective obligations under this Agreement, unless sooner terminated as provided herein.

b. City shall have the right at any time to temporarily suspend Consultant's performance hereunder, in whole or in part, by giving a written notice of suspension to Consultant. If City gives such notice of suspension, Consultant shall immediately suspend its activities under this Agreement, as specified in such notice.

c. City shall have the right to terminate this Agreement at any time, in its absolute discretion and without cause, by giving a written notice of termination to Consultant. Consultant shall have the right to terminate this Agreement on 30 days' written notice to the extent permitted by the California Rules of Professional Responsibility. Upon such termination, Consultant shall submit to City an itemized statement of services performed as of the date of termination in accordance with Section 2 of this Agreement. These services may include both completed work and work in progress at the time of termination. City shall pay Consultant for any services for which compensation is owed; provided, however, City shall not in any manner be liable for lost profits that might have been made by Consultant had the Agreement not been terminated or had Consultant completed the services required by this Agreement. Consultant shall promptly deliver to City all documents related to the performance of this Agreement in its possession or control. All such documents shall be the property of City without additional compensation to Consultant.

## **12. TIME OF PERFORMANCE**

The services described herein shall be provided during the period, or in accordance with the schedule, set forth in Exhibit A. Consultant shall complete all the required services and tasks and complete and tender all deliverables to the reasonable satisfaction of City until conclusion of the work or termination hereunder.

## **13. STANDARD OF PERFORMANCE**

Consultant shall perform all services performed under this Agreement in the manner and according to the standards currently observed by a competent practitioner of Consultant's profession in California. All products of whatsoever nature that Consultant produces under the terms of this Agreement shall be prepared in a professional manner and conform to the standards of quality normally observed by a person currently practicing in Consultant's profession, and shall be provided in accordance with any schedule of performance. Consultant shall assign only competent personnel to perform services under this Agreement. Consultant shall notify City in writing of any changes in Consultant's staff assigned to perform the services under this Agreement prior to any such performance. In the event that City, at any time, desires the removal of any person assigned by Consultant to perform services under this Agreement, because City, in its sole discretion, determines that such person is not performing in accordance with the

standards required herein, Consultant shall remove such person immediately upon receiving notice from City of the desire of City for the removal of such person.

#### 14. CONFLICTS OF INTEREST

Except as described and set forth in the Conflict of Interest Advisement attached at Exhibit C and made part hereof, Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, that would conflict in any manner with the interests of City, or that would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor, without the written consent of City.

#### 15. CONFLICT OF INTEREST REQUIREMENTS

a. **Generally.** The City's Conflict of Interest Code requires that individuals who qualify as "consultants" under the Political Reform Act, California Government Code sections 87200 *et seq.*, comply with the conflict of interest provisions of the Political Reform Act and the City's Conflict of Interest Code, which generally prohibit individuals from making or participating in the making of decisions that will have a material financial effect on their economic interests. The term "consultant" generally includes individuals who make governmental decisions or who serve in a staff capacity.

b. **Conflict of Interest Statements.** The individual(s) who will provide services or perform work pursuant to this Agreement are "consultants" within the meaning of the Political Reform Act and the City's Conflict of Interest Code:

yes  no (check one)

If "yes" is checked by the City, Consultant shall cause the following to occur within 30 days after execution of this Agreement:

- (1) Identify the individuals who will provide services or perform work under this Agreement as "consultants"; and
- (2) Cause these individuals to file with the City Clerk the assuming office statements of economic interests required by the City's Conflict of Interest Code.

Thereafter, throughout the term of the Agreement, Consultant shall cause these individuals to file with the City Clerk annual statements of economic interests, and "leaving office" statements of economic interests, as required by the City's Conflict of Interest Code.

The above statements of economic interests are public records subject to public disclosure under the California Public Records Act. The City may withhold all or a portion of any payment due under this Agreement until all required statements are filed.

#### 16. MISCELLANEOUS

a. **Entire Agreement.** This Agreement contains the entire agreement between the parties. Any and all verbal or written agreements made prior to the date of this Agreement are superseded by this Agreement and shall have no further effect.

b. Modification. No modification or change to the terms of this Agreement will be binding on a party unless in writing and signed by an authorized representative of that party.

c. Compliance with Laws. Consultant shall perform all services described herein in compliance with all applicable federal, state and local laws, rules, regulations, and ordinances, including but not limited to, (i) the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq.) ("ADA"), and any regulations and guidelines issued pursuant to the ADA; and (ii) Labor Code sections 1720, et seq., which require prevailing wages (in accordance with DIR determinations at [www.dir.ca.gov](http://www.dir.ca.gov)) be paid to any employee performing work covered by Labor Code sections 1720 et seq. Consultant shall pay to the City when due all business taxes payable by Consultant under the provisions of Chapter 6-04 of the Santa Rosa City Code. The City may deduct any delinquent business taxes, and any penalties and interest added to the delinquent taxes, from its payments to Consultant.

d. Discrimination Prohibited. With respect to the provision of services under this Agreement, Consultant agrees not to discriminate against any person because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of that person.

e. Governing Law; Venue. This Agreement shall be governed, construed and enforced in accordance with the laws of the State of California. Venue of any litigation arising out of or connected with this Agreement shall lie exclusively in the state trial court in Sonoma County in the State of California, and the parties consent to jurisdiction over their persons and over the subject matter of any such litigation in such court, and consent to service of process issued by such court.

f. Waiver of Rights. Neither City acceptance of, or payment for, any service or performed by Consultant, nor any waiver by either party of any default, breach or condition precedent, shall be construed as a waiver of any provision of this Agreement, nor as a waiver of any other default, breach or condition precedent or any other right hereunder.

g. Incorporation of Attachments and Exhibits. The attachments and exhibits to this Agreement are incorporated and made part of this Agreement, subject to terms and provisions herein contained.

h. Counterparts and Electronic Signatures. This Agreement and future documents relating thereto may be executed in two or more counterparts, each of which will be deemed an original and all of which together constitute one Agreement. Counterparts and/or signatures delivered by facsimile, pdf or City-approved electronic means have the same force and effect as the use of a manual signature. Both City and Consultant wish to permit this Agreement and future documents relating thereto to be electronically signed in accordance with applicable federal and California law. Either Party to this Agreement may revoke its permission to use electronic signatures at any time for future documents by providing notice pursuant to the Agreement. The Parties agree that electronic signatures, by their respective signatories are intended to authenticate such signatures and to give rise to a valid, enforceable, and fully effective Agreement. The City reserves the right to reject any digital signature that cannot be positively verified by the City as an authentic electronic signature.

**17. AUTHORITY; SIGNATURES REQUIRED FOR CORPORATIONS**

Consultant hereby represents and warrants to City that it is (a) a duly organized and validly existing professional corporation, formed and in good standing under the laws of the State of California, (b) has the power and authority and the legal right to conduct the business in which it is currently engaged, and (c) has all requisite power and authority and the legal right to consummate the transactions contemplated in this Agreement. Consultant hereby further represents and warrants that this Agreement has been duly authorized, and when executed by the signatory or signatories listed below, shall constitute a valid agreement binding on Consultant in accordance with the terms hereof.

If this Agreement is entered into by a corporation, it shall be signed by two corporate officers, one from each of the following two groups: a) the chairman of the board, president or any vice-president; b) the secretary, any assistant secretary, chief financial officer, or any assistant treasurer. The title of the corporate officer shall be listed under the signature.

Executed as of the day and year first above stated.

**CONSULTANT:**

**CITY OF SANTA ROSA**  
a Municipal Corporation

Name of Firm: BOLD, POLISNER, MADDOW,  
NELSON & JUDSON  
A Professional Corporation

By: \_\_\_\_\_

TYPE OF BUSINESS ENTITY (*check one*):

Print  
Name: \_\_\_\_\_

- Individual/Sole Proprietor
- Partnership
- Corporation
- Limited Liability Company
- Other (please specify: Professional Corporation)

Title: \_\_\_\_\_

APPROVED AS TO FORM:

*Signatures of Authorized Person:*

\_\_\_\_\_  
Office of the City Attorney

By: \_\_\_\_\_

Print Name: CRAIG L. JUDSON

Title: President / Managing Partner

City of Santa Rosa Business Tax Cert. No.  
  
\_\_\_\_\_

Attachments:

- Attachment One - Insurance Requirements
- Exhibit A - Scope of Services
- Exhibit B – Compensation
- Exhibit C – Conflict of Interest Advisement

**ATTACHMENT ONE  
INSURANCE REQUIREMENTS FOR  
ATTORNEY SERVICES AGREEMENTS**

**A. Insurance Policies:** Consultant shall, at all times during the terms of this Agreement, maintain and keep in full force and effect, the following policies of insurance with minimum coverage as indicated below and issued by insurers with AM Best ratings of no less than A-:VI or otherwise acceptable to the City.

<b>Insurance</b>	<b>Minimum Coverage Limits</b>	<b>Additional Coverage Requirements</b>
1. Commercial general liability	\$ 1 million per occurrence \$ 2 million aggregate	Coverage must be at least as broad as ISO CG 00 01 and must include completed operations coverage. If insurance applies separately to a project/location, aggregate may be equal to per occurrence amount. <b>Coverage may be met by a combination of primary and umbrella or excess insurance but umbrella and excess shall provide coverage at least as broad as specified for underlying coverage. Coverage shall not exclude subsidence.</b>
2. Business auto coverage	\$ 1 million	ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$ 1 million per accident for bodily injury and property damage.
3. Professional liability (E&O)	\$ 1 million per claim \$ 1 million aggregate	Consultant shall provide on a policy form appropriate to profession. If on a claims made basis, Insurance must show coverage date prior to start of work and it must be maintained for three years after completion of work.
4. Workers' compensation and employer's liability	\$ 1 million	As required by the State of California, with Statutory Limits and Employer's Liability Insurance with limit of no less than \$ 1 million per accident for bodily injury or disease. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Consultant, its employees, agents and subcontractors.

**B. Endorsements:**

1. All policies shall provide or be endorsed to provide that coverage shall not be canceled, except after prior written notice has been provided to the City in accordance with the policy provisions.

2. Liability, umbrella and excess policies shall provide or be endorsed to provide the following:
  - a. For any claims related to this project, Consultant's insurance coverage shall be primary and any insurance or self-insurance maintained by City shall be excess of the Consultant's insurance and shall not contribute with it; and,
  - b. **The City of Santa Rosa, its officers, agents, employees and volunteers are to be covered as additional insureds on the CGL policy.** General liability coverage can be provided in the form of an endorsement to Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

**C. Verification of Coverage and Certificates of Insurance:** Consultant shall furnish City with original certificates and endorsements effecting coverage required above. Certificates and endorsements shall make reference to policy numbers. All certificates and endorsements are to be received and approved by the City before work commences and must be in effect for the duration of the Agreement. The City reserves the right to require complete copies of all required policies and endorsements.

**D. Other Insurance Provisions:**

1. No policy required by this Agreement shall prohibit Consultant from waiving any right of recovery prior to loss. Consultant hereby waives such right with regard to the indemnitees.
2. All insurance coverage amounts provided by Consultant and available or applicable to this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage. Defense costs must be paid in addition to coverage amounts.
3. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either Consultant or City. Self-insured retentions above \$10,000 must be approved by City. At City's option, Consultant may be required to provide financial guarantees.
4. Sole Proprietors must provide a representation of their Workers' Compensation Insurance exempt status.
5. City reserves the right to modify these insurance requirements while this Agreement is in effect, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

## Exhibit A

### **Legal Counsel – Scope of Services**

Consultant will provide legal services, guidance and advice commensurate with that of the internal position of Assistant City Attorney assigned to support the City of Santa Rosa Water Department and the Board of Public Utilities, including, but not limited to, the following specific projects as directed by the Director of Water, the City Attorney or their respective designees:

- Board of Public Utilities Support – Attend all meetings of the Board of Public Utilities (generally meets 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month) and Board of Public Utilities preparation meetings; attend other Board of Public Utilities related meetings as requested; legal review of Board of Public Utilities agenda packets, including staff reports, resolutions, policies and ordinances.
- Municipal Wastewater Bond Sale – Legal review of Board of Public Utilities and City Council agenda packets; attend meetings as requested; interface with outside counsel employed by the City to assist with the wastewater bond sale; and provide legal review of documents related to the wastewater bond sale as requested.
- Regional Organics Processing – Provide review and assistance with completion of a Pre-Development Agreement with selected proposer; assist with negotiations of subsequent documents, including a draft site lease; attend team meetings as requested; Legal review of Board of Public Utilities, City Council, and related Subcommittee agenda packets; attend public meetings as requested; and interface with outside counsel employed by the City to assist with the Regional Organics Processing Facility.
- Potter Valley Project Federal Energy Regulatory Commission (FERC) re-licensing – Attend meetings related to City’s Common Interest Agreement regarding the re-licensing effort; provide general guidance to Water Department staff and policymakers regarding re-licensing effort.
- Prop 218 Water and Sewer Rate setting and Demand Fee Study – Provide review and legal analysis of draft water and sewer rate report and Prop 218 notice; provide review and legal analysis of demand fee study report; provide legal review of Board of Public Utilities and City Council agenda packets; and attend meetings as requested.
- 2020 Urban Water Management Plan –Provide legal review of Board of Public Utilities and City Council agenda packets; attend at meetings as requested; interface with outside counsel employed by the City to assist with the 2020 Urban Water Management Plan development; and provide review and legal analysis of 2020 Urban Water Management Plan to the extent requested.
- National Pollutant Discharge Elimination System (NPDES) Wastewater Permit Support - Provide legal review of Board of Public Utilities and City Council agenda packets; attend meetings as requested; interface with outside counsel employed by the City to assist

with the NPDES Permit; and provide legal review of documents related to the NPDES Permit to the extent requested..

- Water Department specific contracts - Provide review, advice and City Attorney's Office approval as to form, for Water Department specific contracts to include recycled water use agreements, agreements pertaining to the land application of biosolids, agricultural leases and real property acquisition agreements for property to be utilized for Water Department purposes, which also may include legal guidance on due diligence and title issues.

Consultant will provide legal advice on Water Department matters to Water Department staff as requested and general municipal legal advice to the Water Department as requested; shall meet with the Water Director routinely (typically not less than weekly) regarding legal advice requested and work provided; Consultant will regularly check in with the City Attorney and provide updates to the City Attorney on larger projects and matters that may appear before the City Council; Consultant may be requested to attend City Attorney staff meetings regarding work provided for the Water Department; Consultant will supervise and manage outside counsel employed by the City specifically for Water Department assistance as requested, including on matters related to anticipated or pending litigation involving the enterprise.

Due to the COVID health emergency, all meetings, including Board of Public Utilities public meetings, are currently occurring in a virtual setting. Unless otherwise requested, consultant will be expected to participate virtually. Consultant and the City acknowledge and agree that availability and continuity of representation is an important component of this Agreement, and that the designated Interim Assistant City Attorney shall strive to provide services similar to those of in-house counsel by making the City his or her top priority and will generally attend meetings as requested and generally be available for staff consultation unless on vacation or otherwise unavailable for good cause. The City will be provided reasonable notice of the designated Interim Assistant City Attorney's vacations.

It is agreed that Bob Maddow (Lead Counsel), will be the primary point of contact and lead attorney for Consultant in providing the described services. The Lead Counsel may direct specific work assignments to other attorneys within the Consultant firm as Lead Attorney deems necessary and appropriate.

Legal services will not include matters in which Consultant has a conflict of interest that precludes them from representing the City, members of the City Council or Board of Public Utilities, officers or employees of City. If Consultant has a conflict of interest, or lacks expertise to handle a particular assignment, Consultant consult with the City Attorney, and may at the City Attorney's request, provide the City with a recommendation to hire outside counsel as appropriate.

**Exhibit B**

**Compensation For Legal Services**

In consideration for the provision of legal services, City shall compensate Consultant as follows:

**BPMNJ 2020 SCHEDULE OF HOURLY BILLING RATES**

<u>Counsel's Personnel:</u>	<u>Hourly Rates:</u>
Robert B. Maddow	\$300
Carl P.A. Nelson	\$300
Doug Coty	\$300
J. Kevin Moore	\$300
Craig L. Judson	\$300
Sharon Nagle	\$275
Morgan Biggerstaff	\$250
Paralegal	\$175
Contract counsel (varies)	As Agreed

Counsel may add a \$25.00 per hour litigation surcharge on a case-by-case basis to work done for actual litigation activities from initial pleadings through final disposition of each case. For the purpose of billing, this shall mean those services provided in the defense or prosecution of actual filed legal proceedings. (Counsel shall not assign work on City matter to any attorney not listed above or consented to in advance.)

## **Exhibit C**

### **CONFLICTS OF INTEREST ADVISEMENT**

Consultant represents, and City acknowledges, that Consultant has long served as General Counsel to both North Marin Water District (“NMWD”) and Valley of the Moon Water District (“VOMWD”), and will continue to do so during the anticipated duration of this Professional Services Agreement. Consultant further represents, and City acknowledges, that for approximately six (6) months, Consultant has served as Interim General Counsel to Marin Municipal Water District (“MMWD”), and will continue in that role until October 12, 2020. Commencing on or about October 13, 2020, Consultant represents, and City acknowledges, that Consultant will serve in a “transition consulting role” to MMWD’s General Manager and General Counsel for approximately three (3) months, and that Consultant will also provide general legal services to MMWD as needed and requested by MMWD for a period of up to two (2) years.

Although it is deemed by Consultant and City to be unlikely, there is potential for legal interests of City and one or more of the three Districts to be in conflict. Particular subject areas in which such conflicts might arise could relate to the wholesale water supply contractual relationship between City, each of the Districts, and Sonoma Water Agency, or in other aspects of the water supply plans and/or programs of one or more of the entities. Should any such actual or apparent conflict arise, Consultant will immediately inform City. Consultant would, in any such circumstance, continue to be governed by its duty of 100% loyalty to its long-standing clients NMWD and VOMWD, would recuse itself from representation of City on any such matter, and would recommend that City seek other counsel. City acknowledges that its acceptance of this understanding is necessary for Consultant to be able to execute and perform legal services for City pursuant to this Professional Services Agreement, and consents to this understanding.

City and each of the the Districts have common interests regarding the Potter Valley Project (“PVP”), and anticipate that will remain true for the term of this Professional Services Agreement. Consultant has been providing identical legal services to all of the the Districts, and anticipates continuing to do so for NMWD and VOMWD, although Consultant believes that MMWD may no longer need its PVP services after October 12, 2020. To the extent that Consultant provides identical legal services to City, NMWD, d VOMWD regarding PVP, City agrees that Consultant shall equally divide its billing for such time among the three entities.