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December 16, 2024

Mr. Brad Gross, Executive Director
Richardson's Bay Regional Agency
3501 Civic Center Drive, Room 308
San Rafael, CA 94903

Dear Mr. Brad Gross:

We are pleased to confirm our understanding of the services we are to provide for Richardson's Bay Regional Agency District. We will prepare the State Controller's Report for the Richardson's Bay Regional Agency as of and for the year ended June 30, 2024, with a due date of January 31, 2025.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our estimated fees, including expenses, will be:

2024 \$1,300 State Controller's Report

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes thirty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If additional time is needed for us to assist the Richardson's Bay Regional Agency District in the resolution or investigation of accounting errors, discrepancies, or reconciliation issues, assistance in the preparation of schedules, or to reflect in our workpapers corrections to the Richardson's Bay Regional Agency District's accounting records made after the start of the engagement, we will perform such additional work at our standard hourly rates indicated below:

Director \$205
Audit Director/Manager \$155
Audit Supervisor \$125-155
Senior Accountant \$105
Administrative \$105

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We reserve the right to suspend or terminate our work if you have failed to fulfill your responsibilities set forth in this engagement letter, and such failure materially interferes with our work. If our work is suspended or terminated because of your failure to fulfill your responsibilities set forth in this engagement letter, you agree that we will not be responsible for your failure to meet government and other deadlines, for any penalties or interest that may be assessed against you resulting from your failure to meet such deadlines, and for any damages (including consequential damages) incurred as a result of the suspension or termination of our work.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign a copy of this letter, and return it to us.

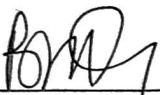
Very truly yours,

O'Connor & Company

O'Connor & Company

RESPONSE:

This letter correctly sets forth the understanding of Richardson's Bay Regional Agency District:

Officer signature: 

Title: EXECUTIVE DIRECTOR

Date: 12.16.24