

**AUBURN AREA RECREATION AND PARK DISTRICT  
MEETING OF THE BOARD OF DIRECTORS AGENDA  
THURSDAY, NOVEMBER 17, 2022, 6:00 PM  
CANYON VIEW COMMUNITY CENTER, BOARD ROOM  
471 MAIDU DRIVE, AUBURN, CA 95603**

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection by contacting the District Administrator at [kmuscott@auburnrec.com](mailto:kmuscott@auburnrec.com) or by calling (530) 537-2186 (M-F).

The public may participate in the meeting in-person or through Zoom. The link for this meeting is <https://us06web.zoom.us/j/88003982173>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 880 0398 2173 to participate.

People using the Zoom website will be able to see and hear the Board, and the Board will be able to hear the public. The Board will not receive any visual/video from the public. This is done to avoid inappropriate visual content at the meeting.

Questions and comments can be sent via email to the District Administrator no later than one hour before the meeting. These emails will be read aloud at the meeting and responded to accordingly. Emails can be sent during the meeting, and staff will work to ensure that all are read, however the best way to have your comment heard is through the Zoom meeting or the associated phone number.

If you are a person with a disability and need an accommodation to participate in the District's programs, services, activities and meetings, contact Kahl Muscott at (530) 537-2186 or [kmuscott@auburnrec.com](mailto:kmuscott@auburnrec.com) at least 48 hours in advance to request an auxiliary aid or accommodation.

## **1.0 CALL TO ORDER**

### **(PLEDGE TO THE FLAG)**

The Board of Directors of the Auburn Area Recreation and Park District welcomes you to its meetings. Regular meetings are scheduled at 6 p.m. the last Thursday of each month. The November and December Board meetings will be scheduled in consideration of recognized holidays. Your attendance and interest is encouraged and appreciated. Special accommodations may be made upon request to the District Administrator 72 hours in advance of the meeting.

### **Roll Call**

Ainsleigh \_\_\_\_\_ Lynch \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_

## **2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

None.

### 3.0 AGENDA REVIEW, CHANGES, AND APPROVAL

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Ainsleigh \_\_\_\_\_ Lynch \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_

#### Roll Call Vote

- 4.0 **PUBLIC COMMENT** – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Board of Directors. If you have a public comment, please use the “Raise your hand” feature through Zoom. You will be un-muted after you are recognized by the Board Chairperson. People only calling in should press #9 to telephonically raise your hand. Please state your name, and address for the record (optional). There is a time limitation of three minutes.

- 5.0 **CONSENT ITEMS** – (roll call vote). All matters listed under the Consent Calendar are to be considered routine by the Board of Directors and will be enacted by one motion in the form listed. There will be no separate discussion of these items unless, before the Board votes on the motion to adopt, a member or members of the Board, staff or the public requests a specific item to be removed from the Consent Calendar for separate discussion and action.

\_\_\_\_\_ 5.1 **Review and approval of Minutes of the Board of Directors from October, 2022 (Pages 6-10)**

Review and approval of Minutes of the Board of Directors from October 27, 2022

\_\_\_\_\_ 5.2 **Review of Cash Requirements for October, 2022 (Standing Finance Committee) (Pages 11-14)**

Director Ainsleigh approved the Cash Requirements with the exception of one check.

\_\_\_\_\_ 5.3 **Review of Financials for November, 2022 (Standing Finance Committee)**

No Financials due to the early Board meeting.

\_\_\_\_\_ 5.4 **Resolution 2022-25: Transfer of City Trust Funds (Standing Finance Committee) (Pages 15-17)**

This item was reviewed and approved by the Standing Finance Committee and forwarded to the Consent Calendar for review and approval.

Ainsleigh \_\_\_\_\_ Lynch \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_

#### Roll Call Vote

### 6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS

Please see board reports under item 6.0. **(Pages 18-24)**

**7.0 UNFINISHED BUSINESS**

**8.0 NEW BUSINESS**

**\_\_\_\_\_ 8.1 ARD Board Vacancy (Pages 25-37)**

The Auburn Area Recreation and Park District (ARD) has a vacancy on the Board. Shall the Board of Directors call for a special election or appoint a resident to serve the remainder of the term?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Ainsleigh \_\_\_\_\_ Lynch \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_

**Roll Call Vote**

**\_\_\_\_\_ 8.2 Appointment for New Auditor (Pages 38-141)**

Shall the Auburn Area Recreation and Park District's Board of Directors choose a new auditor for the Fiscal years ending 2023, 2024 and 2025?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Ainsleigh \_\_\_\_\_ Lynch \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_

**Roll Call Vote**

**\_\_\_\_\_ 8.3 Change in the Auburn Area Recreation and Park District's District Policy Manual (Investment Policy) (Pages 142-144)**

Shall the Auburn Area Recreation and Park District (District) approve changes to the District Policy Manual to update the Investment Policy to include recommended verbiage and additional governmental codes and delegate investment authority to the Administrative Services Manager (Treasurer) for a one-year period?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Ainsleigh \_\_\_\_\_ Lynch \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_

**Roll Call Vote**

**\_\_\_\_\_ 8.4 Fee Waivers Policy Review (Pages 145-148)**

Shall the Auburn Recreation District (ARD) consider modifying its policy, criteria and/or the amounts of fees that are waived for future Fee Waivers at ARD?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

Ainsleigh \_\_\_\_\_ Lynch \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_

**Roll Call Vote**

\_\_\_\_\_ **8.5 ARD Marriott Meadows Park Prop. 68 Grant Obligation-Conservation Corps Brush Clearing Work. Award of Contract and Finding of Competitive Bidding Exception (Pages 149-155)**

Shall the Auburn Recreation District Board of Directors authorize the District Administrator to sign a contract with the Sacramento Regional Conservation Corps for brush clearing work at the Marriott Meadows Park site, and shall the Board find that this contract is an exception to competitive bidding requirements?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

Ainsleigh \_\_\_\_\_ Lynch \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_

**Roll Call Vote**

\_\_\_\_\_ **8.6 Amending 2022/2023 Project List and CIP (Pages 156-163)**

Shall the Auburn Recreation District amend the existing 2022/2023 Project List and Capital Improvement Project List (CIP) to move up repairs to the splash pool at Recreation Park?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

Ainsleigh \_\_\_\_\_ Lynch \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_

**9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

9.1 County Mitigation Fund, current balance \$113,375

9.2 CEPPT Investment Report **(Pages 165-171)**

9.3 Placer County Investment Report **(Pages 172-187)**

**10.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS**

No action will be taken at this time on any item announced or reported by a Board Member. The Board or a member of the Board may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter so reported, or take action to direct staff to place a matter of business on a future agenda.



**11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

None.

**12.0 PUBLIC COMMENT** – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Board of Directors. If you have a public comment, please use the “Raise your hand” feature through Zoom. You will be un-muted after you are recognized by the Board Chairperson. People only calling in should press #9 to telephonically raise your hand. Please state your name, and address for the record (optional). There is a time limitation of three minutes.

**13.0 CLOSED SESSION**

**13.1 Public Employee Performance Evaluation (Gov Code 54954.5, subd. (e), 54947.)**

**Title: District Administrator**

**14.0 OPEN SESSION – REPORT/ACTION ON OR ABOUT CLOSED SESSION**

**ADJOURNMENT**

AUBURN AREA RECREATION AND PARK DISTRICT  
This agenda is hereby certified to have been posted as follows:

11/10/2022  
Date

3:15 pm  
Time

Cathy W. [Signature]  
Clerk to the Board

**SECTION: 5.0**

**ITEM: 5.1 REVIEW AND APPROVAL OF MINUTES OF THE  
BOARD OF DIRECTORS FROM OCTOBER 27, 2022**

**INFORMATION: SEE ATTACHED MINUTES**

**STAFF  
RECOMMENDATION: BOARD OF DIRECTORS REVIEW & APPROVE  
MINUTES**

**FISCAL IMPACT: NONE**

**Auburn Area Recreation and Park District  
Minutes of the Meeting of the Board of Directors  
Thursday, October 27, 2022 6:00 PM**

**Board Members Present:** Vice-Chairperson Jim Gray  
Director H. Gordon Ainsleigh  
Director Scott Holbrook

**Board Members Absent:** Chairperson Mike Lynch  
Director Jim Ferris

**Staff Present:** Kahl Muscott, District Administrator  
Mark Brunner, Recreation Services Manager  
Veona Galbraith, Administrative Services Manager  
Caleb Porter, Youth Services Manager  
Mike Scheele, Landscape Architect/Project Manager  
Manouch Shirvanioun, Customer Service/Marketing Manager  
Jesse Williams, Facilities & Grounds Manager  
Cathy Warford, Recording Secretary

**Staff Excused:** None.

**1.0 CALL TO ORDER**

The Meeting of the Board of Directors was called to order at 6:17 PM by Vice-Chairperson Gray.

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

A presentation was given from Board of Directors, Director Gordy Ainsleigh, to Paul Nolan, as a volunteer of the month for October, 2022

A presentation was given from Facility and Grounds Manager, Jesse Williams, to Facility and Grounds Park Worker, Sinval Carvalho, as employee of the month for October, 2022.

**3.0 AGENDA REVIEW, CHANGES AND APPROVAL**

A motion was made by Director Gray and Second by Director Ainsleigh to approve the agenda as written.

**Roll Call Vote**

Director Ainsleigh – Yes  
Director Ferris – Absent  
Director Gray – Yes  
Director Holbrook – Yes  
Director Lynch – Absent

3 – 0 Motion carries.

#### **4.0 PUBLIC COMMENT**

Ken Piscitelli gave a public comment to Board and ARD staff. He wanted to know how many Tennis courts were repaired by companies using the Riteway Repair System? He also asked when the repairs were made could the cracks be dug out and blown clear before applying the flexible tape. He requested that in a bid it must say that the job is to completed within 45 days.

Alan Loberstein wanted to introduce himself to the Board of Directors and ARD staff. Mr. Loberstein has given more than 40 years to his communities beginning as a volunteer and a board member for the Baltimore Ronald McDonald House, which he got involved with because his daughter had leukemia when she was two years old. She is now 45 years old and doing fine. Mr. Loberstein went on to help raise monies for the Johns Hopkins Pediatric Oncology Unit via the Varsity Club. He has over 28 years as a Senior Manager in a clothing chain including purchasing of office supplies to decisions for several multi-million-dollar material handling systems. He oversaw engineers both machinal and industrial. After moving to California, he switched careers and was a Senior Analyst for the Legislative Data Center for 14+ years. He has been retired for the last 4 years and currently is in a support role for his community's POA.

Barbara Fralick, wanted to let the Board know that she felt the people that play Pickleball in the evening were not represented at the last meeting. Even though she doesn't play Pickleball at night she has been told that the courts are packed.

#### **5.0 CONSENT ITEMS**

- 5.1 Review and approval of Minutes of the Board of Directors from September, 2022**
- 5.2 Review of Cash Requirements for September, 2022 (Standing Finance Committee)**
- 5.3 Review of Financials for September, 2022 (Standing Finance Committee)**
- 5.4 Resolution 2022-23 Appropriation / GANN (Standing Finance Committee)**

A motion was made by Director Holbrook and seconded by Director Gray to approve the Consent Calendar as written.

#### **Roll Call Vote**

Director Ainsleigh – Yes  
Director Ferris – Absent  
Director Gray – Yes  
Director Holbrook – Yes  
Director Lynch – Absent

3 – 0 Motion carries.

**6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS**

Board reports and vandalism report were provided to the Board under separate cover.

**7.0 UNFINISHED BUSINESS**

None.

**8.0 NEW BUSINESS**

**8.1 Resolution #2022-24 Christian Valley Park Roof Replacement Project-Award of Contract**

A motion was made by Director Holbrook and seconded by Director Ainsleigh to approve Resolution #2022-24, approving the Christian Valley Park Roof Replacement Project Award of Contract to Clark Roofing, Inc. for \$49,424.89, plus a District controlled contingency of \$2,471.00

**Roll Call Vote**

Director Ainsleigh – Yes  
Director Ferris – Absent  
Director Gray – Yes  
Director Holbrook – Yes  
Director Lynch – Absent

3 – 0 Motion carries.

**9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

- 9.1 County Mitigation Fund, current balance \$113,375.
- 9.2 SDLF District of Distinction Accreditation. This item was discussed and the Board members were committed to take the training.
- 9.3 75<sup>th</sup> Anniversary review proposed logo. This item was discussed and the majority of the Board liked 4c.
- 9.4 Proposed Board and Committee Meeting Schedule for November and December, 2022. The Board reviewed the Board and Committee Meeting Schedule for November and December, 2022.

**10.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS**

None.

**11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

None.

**12.0 PUBLIC COMMENT**

None.

**13.0 CLOSED SESSION**

None.

**14.0 OPEN SESSION – REPORT/ACTION ON OR ABOUT CLOSED SESSION**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:03 PM.

Carly Wainford  
Board Secretary

11/2/2022  
Date

**SECTION: 5.0**

**ITEM: 5.2 REVIEW AND APPROVAL OF CASH  
REQUIREMENTS FOR OCTOBER, 2022**

**DESCRIPTION: ACCOUNTS PAYABLE**

**INFORMATION: SEE ATTACHED INFORMATION**

**STAFF  
RECOMMENDATION: DIRECTOR AINSLEIGH APPROVED THE CASH  
REQUIREMENTS WITH THE EXCEPTION OF ONE  
CHECK.**

**FISCAL IMPACT: \$121,394.22**



System: 11/10/2022 11:52:43 AM  
 User Date: 11/10/2022

Auburn Rec & Park  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Page: 1  
 User ID: D Shaw

Ranges:	From:	To:	Check Date	From:	To:
Check Number	First	Last	10/1/2022	10/1/2022	10/31/2022
Vendor ID	First	Last	Checkbook ID	COMM 1ST	COMM 1ST
Vendor Name	First	Last			

Sorted By: Check Number

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
23757	1099-216	Gerald Harris	10/7/2022	COMM 1ST	PMCHK00002880	\$364.00
23758	1099-295	Juli Land-Marx	10/7/2022	COMM 1ST	PMCHK00002880	\$1,899.00
23759	1099-342	Susie Bell	10/7/2022	COMM 1ST	PMCHK00002880	\$104.00
23760	1099-383	Tyler Dickerson	10/7/2022	COMM 1ST	PMCHK00002880	\$175.50
23761	1099-5	Daniel Crandall	10/7/2022	COMM 1ST	PMCHK00002880	\$48.30
23762	C0041	CPRS	10/7/2022	COMM 1ST	PMCHK00002880	\$150.00
23763	C0113	Cooks Portable Toilets & Septi	10/7/2022	COMM 1ST	PMCHK00002880	\$1,019.00
23764	C0120	Capture Technologies	10/7/2022	COMM 1ST	PMCHK00002880	\$160.00
23765	E0030	Ecograft, Inc.	10/7/2022	COMM 1ST	PMCHK00002880	\$600.00
23766	G0045	GSSA	10/7/2022	COMM 1ST	PMCHK00002880	\$1,349.50
23767	P0005	Placer County Water Agency	10/7/2022	COMM 1ST	PMCHK00002880	\$854.71
23768	P0021	Petty Cash	10/7/2022	COMM 1ST	PMCHK00002880	\$500.00
23769	P0022	Placer County Office Of Educ.	10/7/2022	COMM 1ST	PMCHK00002880	\$258.00
23770	W0001	Walker's Office Supplies, Inc.	10/7/2022	COMM 1ST	PMCHK00002880	\$58.19
23771	W0044	Wave	10/7/2022	COMM 1ST	PMCHK00002880	\$236.82
23772	1099-271	Kelpro Security	10/14/2022	COMM 1ST	PMCHK00002881	\$4,828.00
23773	1099-384	David Noble	10/14/2022	COMM 1ST	PMCHK00002881	\$800.00
23774	A0001	Recology Auburn Placer	10/14/2022	COMM 1ST	PMCHK00002881	\$1,739.55
23775	A0018	Auburn Chamber of Commerce	10/14/2022	COMM 1ST	PMCHK00002881	\$110.00
23776	A0027	Recology Auburn Placer	10/14/2022	COMM 1ST	PMCHK00002881	\$1,253.29
23777	A0051	Anderson's Sierra Pipe Co.	10/14/2022	COMM 1ST	PMCHK00002881	\$93.97
23778	A0115	Auburn Hardware & Rental LLC	10/14/2022	COMM 1ST	PMCHK00002881	\$212.14
23779	A0174	Applied Landscape Materials db	10/14/2022	COMM 1ST	PMCHK00002881	\$1,447.88
23780	B0069	Bidwell Water	10/14/2022	COMM 1ST	PMCHK00002881	\$328.80
23781	C0094	Curt Schlenker	10/14/2022	COMM 1ST	PMCHK00002881	\$500.00
23782	C0104	Campora Propane Service	10/14/2022	COMM 1ST	PMCHK00002881	\$730.02
23783	D0008	The Davey Tree Expert	10/14/2022	COMM 1ST	PMCHK00002881	\$5,625.00
23784	D0010	Diamond Pacific	10/14/2022	COMM 1ST	PMCHK00002881	\$24.45
23785	I0010	Inland Business Systems	10/14/2022	COMM 1ST	PMCHK00002881	\$217.71
23786	M0098	Meadow Vista County Water Dist	10/14/2022	COMM 1ST	PMCHK00002881	\$1,904.53
23787	M0099	George Eric Menig	10/14/2022	COMM 1ST	PMCHK00002881	\$5,375.00
23788	N0048	Normac, Inc.	10/14/2022	COMM 1ST	PMCHK00002881	\$20.72
23789	P0001	Placer Farm Supply	10/14/2022	COMM 1ST	PMCHK00002881	\$718.82
23790	P0005	Placer County Water Agency	10/14/2022	COMM 1ST	PMCHK00002881	\$1,160.08
23791	P0007	Pacific Gas & Electric Company	10/14/2022	COMM 1ST	PMCHK00002881	\$673.34
23792	R0073	NAPA Auto Parts	10/14/2022	COMM 1ST	PMCHK00002881	\$33.97
23793	S0008	Sherwin-Williams	10/14/2022	COMM 1ST	PMCHK00002881	\$93.62
23794	S0009	Sierra Saw Sales And Service	10/14/2022	COMM 1ST	PMCHK00002881	\$10.71
23795	S1007	Stationary Engineers, Local 39	10/14/2022	COMM 1ST	PMCHK00002881	\$381.28
23796	V0019	Valley Rock Landscape Material	10/14/2022	COMM 1ST	PMCHK00002881	\$548.25
23797	W0001	Walker's Office Supplies, Inc.	10/14/2022	COMM 1ST	PMCHK00002881	\$765.79
23798	W0045	Williams, Jesse	10/14/2022	COMM 1ST	PMCHK00002881	\$98.13
23799	U0019	US Bank	10/14/2022	COMM 1ST	PMCHK00002882	\$7,613.74
23800	1099-117	Juan Aceituno	10/21/2022	COMM 1ST	PMCHK00002883	\$227.50
23801	1099-218	Auburn Gymnastics Center	10/21/2022	COMM 1ST	PMCHK00002883	\$195.00
23802	1099-269	Deborah Lynn	10/21/2022	COMM 1ST	PMCHK00002883	\$78.00
23803	1099-291	Isaac Humber	10/21/2022	COMM 1ST	PMCHK00002883	\$156.00
23804	1099-313	Alison Lloyd	10/21/2022	COMM 1ST	PMCHK00002883	\$972.40
23805	1099-342	Susie Bell	10/21/2022	COMM 1ST	PMCHK00002883	\$52.00
23806	1099-363	Cheyenne Little	10/21/2022	COMM 1ST	PMCHK00002883	\$2,257.20
23807	1099-374	Sarah Violet	10/21/2022	COMM 1ST	PMCHK00002883	\$488.75
23808	1099-375	Jennifer Rogers	10/21/2022	COMM 1ST	PMCHK00002883	\$408.20
23809	1099-376	Joanna Britt	10/21/2022	COMM 1ST	PMCHK00002883	\$252.00
23810	1099-377	Madison Thomson	10/21/2022	COMM 1ST	PMCHK00002883	\$1,000.00
23811	1099-380	Emily Mockel	10/21/2022	COMM 1ST	PMCHK00002883	\$402.18
23812	1099-5	Daniel Crandall	10/21/2022	COMM 1ST	PMCHK00002883	\$193.20

Auburn Rec & Park  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
23813	A0115	Auburn Hardware & Rental LLC	10/21/2022	COMM 1ST	PMCHK00002883	\$146.38
23814	C0061	California Computer Services	10/21/2022	COMM 1ST	PMCHK00002883	\$125.00
23815	D0010	Diamond Pacific	10/21/2022	COMM 1ST	PMCHK00002883	\$78.13
23816	D0016	Dancing Dog Productions	10/21/2022	COMM 1ST	PMCHK00002883	\$40.22
23817	D0025	Dawson Oil Company	10/21/2022	COMM 1ST	PMCHK00002883	\$5,929.12
23818	G0078	GameTime	10/21/2022	COMM 1ST	PMCHK00002883	\$1,640.17
23819	H0056	Humana Dental Ins. Co	10/21/2022	COMM 1ST	PMCHK00002883	\$2,495.72
23820	I0010	Inland Business Systems	10/21/2022	COMM 1ST	PMCHK00002883	\$5.63
23821	K0010	Knorr Systems, Inc.	10/21/2022	COMM 1ST	PMCHK00002883	\$10,590.13
23822	M0013	Meadow Vista Hardware	10/21/2022	COMM 1ST	PMCHK00002883	\$121.38
23823	N0048	Normac, Inc.	10/21/2022	COMM 1ST	PMCHK00002883	\$61.93
23824	P0007	Pacific Gas & Electric Company	10/21/2022	COMM 1ST	PMCHK00002883	\$6,046.96
23825	P0021	Petty Cash	10/21/2022	COMM 1ST	PMCHK00002883	\$202.95
23826	R0073	NAPA Auto Parts	10/21/2022	COMM 1ST	PMCHK00002883	\$121.42
23827	S0025	Sierra Pacific Turf Supply, In	10/21/2022	COMM 1ST	PMCHK00002883	\$335.88
23828	S0054	Souza's Tire Service	10/21/2022	COMM 1ST	PMCHK00002883	\$131.57
23829	S0067	Superfast Copy	10/21/2022	COMM 1ST	PMCHK00002883	\$275.50
23830	S0094	Manouch Shirvanioun	10/21/2022	COMM 1ST	PMCHK00002883	\$31.25
23831	S0154	Mike Scheele	10/21/2022	COMM 1ST	PMCHK00002883	\$63.12
23832	S0170	Diane Shaw	10/21/2022	COMM 1ST	PMCHK00002883	\$40.63
23833	T1000	Transamerica Life Insurance	10/21/2022	COMM 1ST	PMCHK00002883	\$500.00
23834	TEMPM	Cherie McAfee	10/21/2022	COMM 1ST	PMCHK00002883	\$138.00
23835	TEMPS	Wendy Schnetz	10/21/2022	COMM 1ST	PMCHK00002883	\$10.00
23836	TEMPT	Donald Timmins	10/21/2022	COMM 1ST	PMCHK00002883	\$250.00
23837	TEMPV	Christsine Vona	10/21/2022	COMM 1ST	PMCHK00002883	\$10.00
23838	TEMPW	Hunter Webb	10/21/2022	COMM 1ST	PMCHK00002883	\$100.00
23839	W0001	Walker's Office Supplies, Inc.	10/21/2022	COMM 1ST	PMCHK00002883	\$80.22
23840	W0044	Wave	10/21/2022	COMM 1ST	PMCHK00002883	\$1,335.18
23841	W0050	Randy Warren	10/21/2022	COMM 1ST	PMCHK00002883	\$1,000.00
23842	F0041	Friends of ARD	10/21/2022	COMM 1ST	PMCHK00002884	\$1,065.00
23843	S0163	Steffen's HVAC Services	10/21/2022	COMM 1ST	PMCHK00002884	\$2,092.00
23844	TEMPS	Trish Schreibe	10/21/2022	COMM 1ST	PMCHK00002884	\$200.00
23845	TEMPT	Katrina Toohey	10/21/2022	COMM 1ST	PMCHK00002884	\$100.00
23846	TEMPS	Jacqueline Sterk	10/21/2022	COMM 1ST	PMCHK00002885	\$69.00
23847	A0013	AT&T	10/28/2022	COMM 1ST	PMCHK00002886	\$74.90
23848	A0051	Anderson's Sierra Pipe Co.	10/28/2022	COMM 1ST	PMCHK00002886	\$65.25
23849	A0115	Auburn Hardware & Rental LLC	10/28/2022	COMM 1ST	PMCHK00002886	\$97.01
23850	A1010	Advantage Martketing and Print	10/28/2022	COMM 1ST	PMCHK00002886	\$10.73
23851	C0044	CSDA Member Services	10/28/2022	COMM 1ST	PMCHK00002886	\$8,810.00
23852	C0061	California Computer Services	10/28/2022	COMM 1ST	PMCHK00002886	\$2,400.00
23853	C0072	CIT Technology Fin. Serv., Inc	10/28/2022	COMM 1ST	PMCHK00002886	\$470.75
23854	C0104	Campora Propane Service	10/28/2022	COMM 1ST	PMCHK00002886	\$642.52
23855	C0111	Cal.net	10/28/2022	COMM 1ST	PMCHK00002886	\$71.40
23856	C0113	Cooks Portable Toilets & Septi	10/28/2022	COMM 1ST	PMCHK00002886	\$272.74
23857	C1011	Kasey Casl	10/28/2022	COMM 1ST	PMCHK00002886	\$28.90
23858	D0096	DC Solar Electric, Inc.	10/28/2022	COMM 1ST	PMCHK00002886	\$1,180.80
23859	E0008	Ewing Irrigation Products, Inc	10/28/2022	COMM 1ST	PMCHK00002886	\$762.14
23860	F0057	Featherlite of Northern Califo	10/28/2022	COMM 1ST	PMCHK00002886	\$6,309.19
23861	M0013	Meadow Vista Hardware	10/28/2022	COMM 1ST	PMCHK00002886	\$16.08
23862	N0003	Norris Electric, Inc.	10/28/2022	COMM 1ST	PMCHK00002886	\$1,185.67
23863	N0012	Nevada Irrigation District	10/28/2022	COMM 1ST	PMCHK00002886	\$734.18
23864	N0045	Near U CO2	10/28/2022	COMM 1ST	PMCHK00002886	\$148.56
23865	N0048	Normac, Inc.	10/28/2022	COMM 1ST	PMCHK00002886	\$255.51
23866	N0054	City of Nevada City	10/28/2022	COMM 1ST	PMCHK00002886	\$340.00
23867	P0005	Placer County Water Agency	10/28/2022	COMM 1ST	PMCHK00002886	\$283.60
23868	P0023	PG&E	10/28/2022	COMM 1ST	PMCHK00002886	\$95.52
23869	P0058	Pitney Bowes Inc	10/28/2022	COMM 1ST	PMCHK00002886	\$88.39
23870	R0065	River City Rentals	10/28/2022	COMM 1ST	PMCHK00002886	\$102.56
23871	R0073	NAPA Auto Parts	10/28/2022	COMM 1ST	PMCHK00002886	\$259.84
23872	S0009	Sierra Saw Sales And Service	10/28/2022	COMM 1ST	PMCHK00002886	\$98.38
23873	S0025	Sierra Pacific Turf Supply, In	10/28/2022	COMM 1ST	PMCHK00002886	\$8,023.00
23874	S0145	SCP Distributors	10/28/2022	COMM 1ST	PMCHK00002886	\$12.40
23875	S1007	Stationary Engineers, Local 39	10/28/2022	COMM 1ST	PMCHK00002886	\$406.20

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
23876	T0071	TIAA Commercial Finance, Inc.	10/28/2022	COMM 1ST	PMCHK00002886	\$107.34
23877	W0001	Walker's Office Supplies, Inc.	10/28/2022	COMM 1ST	PMCHK00002886	\$660.92
23878	W0003	Warehouse Paint Incorporated	10/28/2022	COMM 1ST	PMCHK00002886	\$106.42
23879	W1006	Audrey Warren	10/28/2022	COMM 1ST	PMCHK00002886	\$72.59
Total Checks: 123		Total Amount of Checks:				\$121,394.22
						=====

**SECTION: 5.0**

**ITEM: 5.4 RESOLUTION 2022-25 TRANSFER OF CITY TRUST**

**DESCRIPTION:**

**INFORMATION: SEE ATTACHED INFORMATION**

**STAFF**

**RECOMMENDATION: REVIEW INFORMATION, APPROVE  
ATTENDANCE OF ANY INTERESTED ARD  
BOARD MEMBERS**

## **Item 5.4 Cover Sheet: Resolution #2022-25: Transfer of City Trust Funds**

**Auburn Area Recreation and Park District (District) Finance committee meeting November, 2022; Board of Directors meeting November, 2022.**

### **The Issue**

Shall the Auburn Area Recreation and Park District approve and adopt Resolution #2022-25, a resolution authorizing the transfer funds from the City Mitigation Trust Fund to reimburse the General fund for the purchase of a Wheelchair Swing, inclusive playground swings and an ADA path of travel at Recreation Park?

### **Background**

At the September 29, 2022 Board meeting, the Board of Directors authorized the revised Project List which included the Recreation Park's Wheelchair Swing at an estimated cost of \$85,000. The Wheelchair swing project was first put on the project list in 2020. The budgeted funds for this project came from the City Mitigation Trust Fund (\$55,808), Placer County Mitigation (\$25,000) and Public Donations (\$998).

The District spent \$81,807 to purchase the Wheelchair Swing, do upgrades to existing playground swings to make them more inclusive and handle all necessary installation requirements including ADA path of travel. All expenses were paid out of the general fund.

### **Recommendation**

The Finance Committee, Director Ainsleigh recommends moving Resolution #2022-25, a resolution approving the transfer of the City Mitigation funds to the General Fund in the amount of \$55,808 as this is an appropriate use of these reserves, to the Consent calendar for Board review, adoption and approval.

### **Attachment**

Resolution Number 2022-25

RESOLUTION NUMBER 2022 - 22

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE  
AUBURN AREA RECREATION AND PARK DISTRICT APPROVING THE  
TRANSFER OF FUNDS IN THE AMOUNT OF \$55,808 FROM THE CITY  
MITIGATION TRUST RESERVES TO THE GENERAL FUND.

WHEREAS, in September of 2022, the Auburn Area Recreation & Park District Board of Directors approved the mid-year project list for Fiscal Year 2022/2023, and;

WHEREAS, one of the approved projects, the Wheelchair Swing has been completed and \$55,808 in City Mitigation Reserve funds need to be transferred, and;

THEREFORE, the Auburn Area Recreation and Park District Board of Directors does hereby resolve the following:

That the Auburn Area Recreation and Park District Board of Directors hereby transfers \$55,808 from the City Mitigation Trust Reserve Account for the expenses paid to purchase and install the Wheelchair Swing to the General Fund.

APPROVED, PASSED, AND ADOPTED ON November 17, 2022 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

\_\_\_\_\_  
Michael G. Lynch  
Chairman of the Governing Board

ATTEST:

\_\_\_\_\_  
Clerk to the Governing Board

**SECTION: 6.0**

**BOARD REPORTS**

**INFORMATION:**

**SEE ATTACHMENTS**



**Kahl Muscott**  
**District Administrator**  
**Report to the Board of Directors**  
**November, 2022**

- We currently have two FT openings in the F&G Dept., however 2 candidates are working their way through the review and hiring process.
- The Rotary Club of Auburn has chosen to do one of their community service projects at the Ashley Memorial Dog Park. They will be making repairs to two shade structures and doing some vegetation management work around the park. The date for this work will be weather dependent.
- Staff has done a lot of research into new registration/reservation software. After seeing some demos and a couple of rounds of negotiating, staff selected Civic Plus. Training will occur this winter/spring, with the new software going online in the spring.
- A new scoreboard will be installed in the Regional Park gym at the end of the month. The existing scoreboard no longer works.
- Cathy Warford attended the CSDA Board Secretary/Clerk Conference training this month in Monterey. It was a 3-day conference.
- As is typical, CVCC and the Recreation Park Community Center served as polling locations in the most recent election.
- The calendar of events for 2023 is about 98% complete. It will be a busy year, highlighted by our 75<sup>th</sup> Anniversary Celebration on Saturday, June 17<sup>th</sup> at Recreation Park.
- Here is a list of the events happening this holiday season (as of the writing of this report):

November 20: Give Thanks Feast at Regional Park  
December 3: Festival of Lights Parade (ARD has an entry)  
December 15: Chamber mixer at Recreation Park (stop by after the Board meeting)  
December 19 – 21: Santa's Chest events each morning, at different parks

**Meetings and events attended or scheduled to attend:**

11/1: Rotary  
11/3: Interviews (2 F&G positions)  
11/7: A&D Committee meeting  
11/8: Rotary  
11/9: Policy Committee  
11/9: Finance Committee  
11/10: ARD website update meeting  
11/15: Rotary  
11/20: Give Thanks Feast  
11/22: Rotary  
11/28: Auburn City Council meeting re: annual report per MOU  
11/29: Rotary

**Mark Brunner**  
**Recreation Services Manager**  
**Report to the Board of Directors**  
**November, 2022**

**Adult Sports**

- All of the Fall Adult Softball Leagues have been completed. The next season of Adult Softball will begin on March 10.
- Fall Adult Basketball League began is over half way through their season. The Championship game will be held in the middle of December. The next season of Adult Basketball will begin on January 14.

## **Recreation Guide**

- We have started the process for the Winter/Spring Recreation Guide. The next edition of the guide will be mailed out to the community on New Years Day. This guide will highlight ARD's exciting 75th Anniversary Celebration! The guide will feature photographs of the District's proudest moments and achievements.

## **Special Events**

- The Give Thanks Feast will take place at Regional Park on November 20. Our Give Thanks Feast is free to anyone who attends and the food is generously donated by Carols Market and Deli and Robinson Sand & Gravel. The meal includes turkey, mashed potatoes, stuffing, and other fixings. This is a first come, first served event and food will be limited to the first 300 families.
- Santa's Toy Chest will be back for its third annual event between December 19-21! How the event works: ARD will hide **50 KEYS** each day in one of its parks. Only **ONE** of the keys each day will unlock Santa's toy chest containing gifts and gift cards from Auburn businesses. Find a key and check Santa's Toy Chest at the park where the keys are hidden to see if yours is the winning key! Any child that finds a key will automatically win a stuffed animal prize, even if their key does not open Santa's Chest.

## **Youth Programming**

- Youth Development Basketball League registration has closed. This year there are 840 youth basketball players registered for the league. Last season we had a total of 728 youth basketball players. Staff is currently recruiting volunteer coaches for all of the teams in the league. For this season, YDL will continue to partner with the Bear River Recreation and Park District for the league. This partnership allows us to fill out all of our divisions and helps create balance in the leagues. Practices will begin the first week of December. Games will start the second Saturday of January.

### **Veona Galbraith**

#### **Administrative Services Manager**

#### **Report to the Board of Directors**

**November, 2022**

### **No Financial due to early Board meeting**

#### **Appointments to Note for October:**

- Manager's Annual Meeting
- Organized an Open Enrollment Health Fair
- Harvest Festival, Pumpkin Weighing
- Enrolled staff in New Health choices
- Audited Beneficiary Forms
- Multiple meetings with CivicPro (registration program)

### **Caleb Porter**

#### **Youth Services Manager**

#### **Report to the Board of Directors**

**November, 2022**

#### **Monthly Recap:**

Our Fall programming steadily continued throughout the month and staff has been enjoying the recent rains. Our emphasis has been on thankfulness during the month. Here is our preschool turkey, made of students dictating what they are thankful for. Their responses were fabulous and fun. Favorites include: pumpkin patch, tractors, and rainbows.



We had a variety of camps throughout the month, with a couple one-day camps earlier this month and will have our usual Thanksgiving Camp next week. We have had an amazing group of students at these camps and expect the same for Thanksgiving Camp.

**Next Month:**

As we prepare for December, we will be hosting our Christmas Break Camp which we expect to be another wonderful group of students.

**Mike Scheele**

**Landscape Architect/Project Manager**

**Report to the Board of Directors**

**November, 2022**

**RECREATION PARK**

- **Driveway Asphalt Repair & Modular Courtyard Re-Paving Project:** Requests for informal bids have gone out to three asphalt contractors with bids due Thursday, November 10th.
- **South Play Area Wheelchair Swing Project:** Project has been completed. Contractor is coming back to make minor repairs to the new rubber surfacing. Date of repair work TBD.
- **Rec. Shop Floor Reinforcement Project:** No New Action. Project is being pushed out to next fiscal year.
- **Modular Building #1 Roof Repair Project:** Staff has received four bids and is in the process of reviewing them.

**MEADOW VISTA PARK**

- **Pickle Ball Court Crack Filling Project:** No New Action. Staff is getting quotes and information regarding more permanent repairs that could take place next fiscal year.

**ASHFORD PARK**

- **Levee Repairs & Paving Project:** No New Action. Project is being pushed out to next fiscal year.
- **Retaining Wall Investigation Project:** No New Action. Staff will be obtaining preliminary pricing from engineers for this work.

## **OVERLOOK PARK**

- **Two Interpretive Signs Project: No New Action.** Bureau and other stakeholders need to be consulted, signage program needs to be developed, sign designs and locations needs to be established, signs need to be ordered and then quotes need to be obtained by contractors for installation.
- **Restroom ADA Upgrades & Partitions Project: No New Action.** Staff has ordered the new partitions and has a contractor set up to do this work including making any ADA adjustments to the indoor bathroom fixtures.

## **REGIONAL PARK & MARRIOTT MEADOWS SITE**

- **Marriott Meadows Park Site Development Project:** Staff is still in process of reviewing/redlining the most recent set of drawings and uploading the project into the Placer County Permit Portal. First large contractor who was sent the plans for pricing replied that they are only able to help price out the planting and irrigation portions of work. The draft final construction documents have now been sent to a second contractor and staff awaits their review and pricing. This is being done pro-bono at the contractor's convenience and ability based on their regular workload. The playground voting process had to be shut down and started over as one vendor had placed images of the splash park in their renderings and it was causing people to think that the splash pad came with the playground and skewing the voting. Staff is preparing to enter into a contract with the Sacramento Regional Conservation Corps for them to do some brush/small tree clearing & chipping on the property. This work is being done as part of a Prop. 68 grant money obligation.
- **Kiosk/Signage Project in Regional Park: No New Action.** This project will be pushed out to next fiscal year.
- **Pond Leak Investigation Project: No New Action.** Staff will be obtaining quotes from engineers to do this study as well as researching less intensive methods to stop the seepage through the pond levee next fiscal year.
- **Pickle Ball Court Crack Filling Project: No New Action.** Staff is getting quotes and information regarding more permanent repairs that could take place next fiscal year.

## **CANYON VIEW COMMUNITY CENTER (CVCC)**

- **Bike Park, Fountain/Bottle filler, Signage etc.: No New Action.** The Bike Park drinking fountain has been installed. The Auburn Endurance Committee will be affixing a plaque to the fountain commemorating their donation at some point in the near future. That, or commissioning an artist to paint the fountain. Numerous small bike park signs remain to be installed and the bike park volunteers have agreed to perform this work being reimbursed by the District for materials.
- **ADA Door Improvements & Deadbolt/door closing upgrades building-wide:** Project completed.

## **RAILHEAD PARK**

- **Parking Lot Repair/re-seal Project: No New Action.** This project will be pushed out to next fiscal year.

## **WINCHESTER/SUGAR PINE RIDGE PARK**

- **Booster Pump & Filter Replacement Project:** Staff is awaiting a scope of work and preliminary pricing from a pump systems contractor. Staff is planning to meet with the Winchester Golf Course superintendent to coordinate the pump replacement project and water source/supply issues.

## **CHRISTIAN VALLEY PARK**

- **Tutor Totter Roof Repair Project:** Four bids were received for the roofing project on 10/20/22 and staff is recommending that the project be awarded to Clark Roofing Inc. The Board of Directors approved the project on 10/27 and staff is in process of obtaining insurance and bonds from the contractor and finalizing the contract procedures. Notice to Proceed will follow and the project will be done as soon as possible weather permitting

## **AUBURN ELEMENTARY MODULARS**

- **Discovery Club Modular Roof Repair Project:** Staff has received four bids and is in the process of reviewing them.

## **MULTI PARK ITEMS**

- **Energy Efficient Upgrades:** Exterior wall mount HVAC systems remain to be installed at one Rec Park modular and one Auburn Elementary School modular as well as a new heater at Regional Park Gym. The Regional Park Gym heater work is scheduled to start on 11/10/22. These items as well as any work identified after electrical walk-through is all that is left in this energy efficiency project original scope. Damage repairs from the flood at CVCC have been completed. Pre-existing mold was found in the water heater room in the basement resulting in a change order. This mold has been removed and the room has been repaired and has passed mold testing.

## **MISCELLANEOUS ITEMS**

- New memorial bench inquiries at Regional Park and Recreation Park, Regional Park Pond weir gate research, parking bumpers and low clearance stickers for placement on and around new solar arrays in parking lots, updates of monthly Board reports/A&D Project Activity Reports etc.

### **Manouch Shirvanioun** **Customer Service/Marketing Manager** **Report to the Board of Directors** **November, 2022**

- Working on sponsorships for Santa's Toy Chest
- Working on 2024 sponsorships
- Working on Chamber Table Top Mixer which will be at Recreation Park on December 15<sup>th</sup>
- Attended online meetings with two different software providers
- Reviewed and approved Fee Waivers
- Attended Policy Meeting for proposed changes to the Fee Waiver Policy
- Leadership Executive Committee Meetings
- Attended Chamber Ambassador Ribbon Cutting visits
- Chamber Board Meeting

### **Jesse Williams** **Facilities & Grounds Manager** **Report to the Board of Directors** **October, 2022**

**American River Canyon Overlook Park, Auburn Elementary School, Canyon View Community Center, Christian Valley Park, Recreation Park, Regional Park, Rock Creek Elementary School, Skyridge Elementary School:**

- Proactive heating maintenance and filter change performed by Steffen's HVAC Services.

**American River Canyon Overlook Park, Ashford Park, Atwood Park, Canyon View Community Center, Christian Valley Park, Meadow Vista Park, Mt. Vernon Park, Placer Hills Park, Railhead Park, Recreation Park, Regional Park, Placer Hills Park, Shockley Woods Park, Sugar Pine Ridge Park:**

- Menig Weed Control performed weed control services for the diligent control of annual grasses and broadleaf weeds (labels and safety data sheets available upon request).

**Ashford Park, Railhead Park, Recreation Park, Regional Park:**

- Applied Yara 0-0-50 fertilizer to Ashley Memorial Dog Park, Recreation Field, James Field, Regional Field B and Ridge Runners Field. Yara 0-0-50 strengthens plants by making them less susceptible to disease and adverse conditions and corrects potassium deficiencies.



- Applied Cal-CM Plus concentrated minerals, a certified organic plant nutrient and soil amendment, to improve the calcium and sulfur deficiencies in the soil at Ashley Memorial Dog Park, Railhead Field A and B, Recreation Field, Beggs Field, James Field, Bill Bean Field, Regional B Field and Ridge Runners outfield. This is essential for cellular strength and turf grass vigor. Cal-CM Plus also has the potential to make up to 96% more water available to the turfgrass while simultaneously improving drainage through particle flocculation. This in turn reduces excessive runoff.
- Applied Andersons 6-24-24 fertilizer to Railhead Field A and B, James Field, Bill Bean Field, Regional B Field and Ridge Runners outfield. This is an improved fertilizer formula that contains a 1-4-4 ratio of nitrogen, phosphorous and potassium to act as a beneficial supplement fertilizer for soils low in Phosphate and Potassium.

#### **Ashford Park:**

- Applied Turbo Rhizomatous Tall Fescue to Ashley Memorial Dog Park. Turbo Rhizomatous Tall Fescue is a spreading type fescue variety that has a deep rich green color and fine textured, is rated as "very good" in overall turf performance, is endophyte enhanced for added insect and stress tolerance and is considered "preferred" in regards to turf varieties.
- Replaced the maze wheel, the echo chamber and a missing 5" upright cap that was missing on one of the support structures on the playground.

#### **Meadow Vista Park:**

- Serviced the Toro Groundsmaster 4000-D rough mower.
- In April we installed a pressure reducer on both of our backflow preventers. After reviewing the water bills for Meadow Vista Park for the last three years for the months of July through September we have been able to decrease the units of water used at this park.
  - 7/31/20-9/30/20: 2,107 units used.
  - 7/31/21-9/30/21: 2,352 units used.
  - 7/31/22-9/30/22: 877 units used (post pressure reducer).

#### **Recreation Park:**

- Knorr Systems replaced the 8" eccentric reducer to the strainer for the Sierra Pool.
- Serviced the 200XP Disc Style Hand-Fed Chipper.
- Continued re-staining the pergolas the sixth annual Auburn Community Service Day participants had started staining.
- Replaced the seat on the rowing machine and the seat on the chest press machine that were cracked at the fitness area.
- Replaced the missing/damaged bolt guards on the plastic rock step ladders at the back playground.
- Norris Electric repaired the back playground lighting.
- DC Solar Electric troubleshoot one inverter for the photovoltaic system on the community center.

#### **Regional Park:**

- Applied Turbo Rhizomatous Tall Fescue to Ridge Runners outfield.
- Serviced the #08 truck.
- Installed 50 yards of Playground Fiber in the Dry Creek Picnic Area playground.

#### **Shockley Woods Park:**

- Continue working on replacing the existing steel cable fence with a new chain fence and extended its boundaries.

## **8.1 Cover sheet – ARD Board Vacancy**

**Auburn Area Recreation and Park District Board of Directors meeting November 17, 2022**

### **The Issue**

The Auburn Area Recreation and Park District (ARD) has a vacancy on the Board. Shall the Board of Directors call for a special election or appoint a resident to serve the remainder of the term?

### **Background**

A vacancy was created on the ARD Board with the resignation of Jim Ferris on November 9, 2022. California Government Code Section 1780 provides the laws and process for filling a vacancy on a special district board. A copy of CA Government Code Section 1780 is attached.

The two most common methods of filling a vacancy are as follows:

- 1) The remaining members of the Board can call for and hold a special election. The costs involved with this method are estimated to be \$200,000+.
- 2) The remaining members of the Board can Board appoint an individual to fill the vacancy. In choosing this method, the Board has certain milestones and requirements, including
  - A) Fifteen (15) days prior to the appointment, ARD must post notice of the vacancy in three or more conspicuous places in the district.
  - B) The ARD Board must make the appointment within 60 days of the vacancy (by January 8, 2023)
  - C) ARD must notify Placer County Elections within 15 days after the Board makes its appointment.

Due to the timing involved with this vacancy, the appointed individual will serve the remainder of Director Ferris' term (until November, 2024).

A timeline for the appointment process is attached.

A proposed questionnaire for individuals interested in the appointment is attached.

### **Recommendation for the Board of Directors**

Staff recommends the following:

- 1) Choose the appointment option. The costs for a special election are far too great.
- 2) Review and approve the questionnaire to be used for all interested individuals. Approval of this questionnaire also approves of the dates, timelines and milestones associated with the questionnaire.

If the ARD Board chooses to appoint a director and move forward with the questionnaire/interview process, a press release will go out November 18, 2022. This press release will contain information regarding the appointment process and how interested individuals can participate.

Staff will also have the questionnaire posted on the ARD website, the ARD Facebook page and will post the notice of vacancy in three conspicuous locations around the District.



### **Alternatives Available to the Board of Directors**

- 1) Call for a special election
- 2) Appoint an individual without going through the questionnaire/interview process
- 3) Take no action and allow for the Placer County Board of Supervisors to appoint the new Board member.

### **Fiscal Impact**

There are minimal fiscal impacts to appointing a director.

The fiscal impacts of calling for a special election are approximately \$200,000+

### **Attachments**

ARD Board Vacancy – appointment timeline

Questionnaire for individuals interested in being appointed to the vacant ARD Board seat

California Government Code Section 1780

What to do with that empty seat? Informational document from CSDA

## Auburn Area Recreation and Park District Board vacancy

### Timeline

Per CA Govt. Code 1780, the remaining ARD Board of Directors have 60 days to appoint a new director (by January 8, 2023)

- November 9, 2022:** Vacancy created
- November 10, 2022:** Placer County Elections notified of vacancy
- November 17, 2022:** ARD Board of Directors to decide special election vs. appointment  
Board approves questionnaire to be used
- November 18, 2022:** Press release goes out announcing vacancy and appointment procedures  
Notice posted of vacancy (CVCC, Rec, Regional)  
Questionnaire and information posted online and available at CVCC
- December 12, 2022:** Last day to submit questionnaire (by 4pm)
- December 15, 2022:** Special Board meeting – Board interviews candidates (before regular Board meeting)
- December 20, 2022:** Special Board meeting - Board of Directors makes appointment  
Appointee sworn in; **serves until General Election in November, 2024**
- December 21, 2022:** ARD notifies Placer County Elections of the appointment
- Nov. 2024:** Appointed seat goes on the ballot, separate from the 3 seats that are scheduled to be on the ballot; Elected individual **serves 2 years** until November, 2026
- Nov. 2026:** Seat back on the ballot in its regular rotation



## Application/Questionnaire for Appointment to the Auburn Area Recreation and Park District (ARD) Board of Directors

### Instructions

If you are interested in serving on the Board for the Auburn Area Recreation and Park District (ARD), please complete and return this questionnaire to:

Cathy Warford, Clerk to the ARD Board of Directors

Questionnaires can be returned in the following ways:

- 1) **Mailed or Hand Delivered to:**  
ARD Administrative Offices  
471 Maidu Dr. Ste. 200  
Auburn, CA 95603  
Attn: Cathy Warford
- 2) **Faxed to** (530) 885-0703
- 3) **Emailed to** Cathy Warford [cwarford@auburnrec.com](mailto:cwarford@auburnrec.com)

**Questionnaire Due Date: No later than 4:00 p.m. December 12, 2022.** Questionnaires received late will not be accepted. ARD will not be responsible for delays due to mail delivery.

The ARD Board of Directors will be conducting interviews of all prospective appointees on Thursday, December 15th, 2022 beginning at 5:30pm. Interviews will take place in the Board Room at the Canyon View Community Center (471 Maidu Dr., Auburn).

The ARD Board of Directors is scheduled to make the appointment at Special Meeting on Tuesday, December 20<sup>th</sup>, 2022.

The appointed Board member will serve until the general election in November, 2024. The appointed Board member may then put his/her name on the November, 2024 general election ballot.

Please note, serving on the board will require a commitment to attend monthly Board Meetings the last Thursday of each month (holiday schedules may apply) and Committee Meetings. Other requirements include, but are not limited to, the following:

- Ethics Training, per CA AB1234
- Sexual Harassment Training, per CA AB1825

- Annual Statement of Economic Interests (Form 700) reporting per the California Fair Political Practices Commission

We encourage all applicants to review the ARD Board of Directors Procedures and Responsibility Manual, as well as the California Special District Association's Board Member / Trustee Handbook prior to submitting your request for consideration.

If you have any questions or require additional information, please call the District Offices at 530-885-0611, Extension 102

---

NAME: \_\_\_\_\_

RESIDENCE ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

PHONE (DAYTIME): \_\_\_\_\_ PHONE (EVENING): \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ARE YOU A REGISTERED VOTER WITHIN THE DISTRICT? Yes \_\_\_\_\_ No \_\_\_\_\_

**Please answer the following questions**

1. Provide a description of your educational, work and/ or public service background.

2. What do you hope to accomplish as a member of the Board of Directors?

3. What skills, abilities, and experience would you bring to the Board assist in carrying out its responsibilities?

4. List your involvement in activities that demonstrate your understanding and support for recreation in our community, such as membership on committees/ organizations, offices held, volunteer work, and community services.

5. List in order of importance, the major issues that you believe are confronting the Auburn Area Recreation and Park District.

6. Explain what you believe to be the mission of the Auburn Area Recreation and Park District.

7. Please share any additional information that you would like to include for consideration.

**CERTIFICATION:**

I certify that the information contained in this questionnaire is true and correct. I authorize the verification of the information in this questionnaire.

Please note: This questionnaire and all responses are considered a public document and is therefore subject to the Public Records Act.

---

**Signature**

---

**Date**




# California Code, Government Code - GOV § 1780

(a) Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in [Section 1781](#), shall be filled pursuant to this section.

(b) The district shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

(c) The remaining members of the district board may fill the vacancy either by appointment pursuant to subdivision (d) or by calling an election pursuant to subdivision (e).

(d)(1) The remaining members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later. The district shall post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the district board makes the appointment. The district shall notify the county elections official of the appointment no later than 15 days after the appointment.

 (2) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(3) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(e)(1) In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with [Section 1000](#)) of [Division 1 of the Elections Code](#) that is 130 or more days after the date the district board calls the election.

(f)(1) If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, then the city council of the city in which the district is wholly located, or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may appoint a person to fill the vacancy within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the city council or board of supervisors may order the district to call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with **Section 1000**) of **Division 1 of the Elections Code** that is 130 or more days after the date the city council or board of supervisors calls the election.

(g)(1) If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the district board or the appropriate board of supervisors or city council have not filled the vacancy and no election has been called for, then the district board shall call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with **Section 1000**) of **Division 1 of the Elections Code** that is 130 or more days after the date the district board calls the election.

(h)(1) Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy.

(2) The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum.

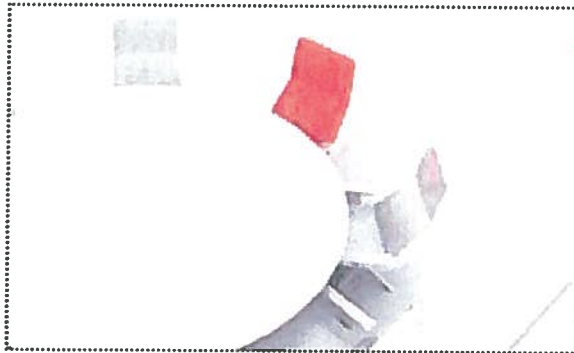
(3) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(4) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(5) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with [Section 1000](#)) of [Division 1 of the Elections Code](#) that is held 130 or more days after the date the city council or board of supervisors calls the election.

## What to do with that empty seat? Options districts have to fill vacancies and rules they must follow

Authored by Jennifer Faught and Michael Dean, Meyers Nave



At some point, most special district boards will face the task of filling a vacant seat. For districts with appointed boards, vacancies are typically filled by the “appointing authority,” which is often the county board of supervisors. (Gov. Code § 1779.)

Districts with elected boards generally have several options for filling vacancies, including appointing an individual to fill the vacancy, calling an election, or allowing the city council or county board of supervisors to make an appointment. (Gov. Code § 1780.) Not surprisingly, many boards choose to appoint a new member rather than incur the expense of an election or cede control to the city or county.

### Nuts and Bolts

First, no matter what option the board chooses, the district must notify the county elections official of the vacancy no later than 15 days after either the date on which the board is notified of the vacancy, or the effective date of the vacancy, whichever is later.

After notifying the County, a majority of the remaining members may take one of the following actions:

1. **Appoint an individual to fill the vacancy.** This popular choice for filling a vacancy requires the following:
  - Fifteen days prior to the appointment, the district must post notice of the vacancy in three or more conspicuous places in the district.
  - The board must make the appointment within 60 days of either the date on which the board is notified of the vacancy, or the effective date of the vacancy, whichever is later.

- The district must notify the county elections official within 15 days after the board makes its appointment.

How long the appointed individual holds office depends on when the vacancy occurs.

- If the vacancy occurs in the first half of the term of office, and the date that the board is notified of the vacancy is more than 130 days before the “next general district election,” then the vacancy is filed partly by appointment and partly by election. The person that the board appoints holds office only until after the next general district election and until the person who is elected to fill the vacancy has been qualified. The person elected then holds the office for the remainder of the term of office.
- If the vacancy occurs in the second half of the term of office, or in the first half but less than 130 days before the next general district election, the person appointed by the board serves for the remainder of the term of office.

General district elections are held in November of odd-numbered years, unless the district’s principal act or another statute provides otherwise, or unless the district has chosen to consolidate its elections with statewide general elections. (Elec. Code § 1303.)

**2. Call an election to fill the vacancy.** If the board wishes to hold an election instead of making an appointment, the board must call the election within 60 days of the date the board is notified of the vacancy, or the effective date of the vacancy, whichever is later. The election would then be held at the “next established election date” that is 130 or more days after the date the board calls the election. (If possible, the board may wish to time the calling of the election to avoid the pricier special elections.)

**3. Allow the city council or the county board of supervisors to take action.** The board may choose to take no action and allow the city council or county board of supervisors to fill the seat. If the district is wholly located within a city, the city council makes the appointment. If the district is not wholly located within a city, then the county board of supervisors



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makes the appointment. (If a district is in more than one county, the appointing body is the board of supervisors of the county in which the largest part of the district is located.) In addition, instead of making the appointment, the city council or the board of supervisors could order the district to call an election.

If the city council or board of supervisors fails to fill the seat within 90 days of the district board being notified of the vacancy or the effective date of the vacancy, the district must call an election at the "next established election date" that is 130 or more days after the date the district board calls the election. (Although the statute does not provide a deadline for calling the election, the district should consider calling the election at its first board meeting following the expiration of the 90-day period.)

**4. Do not fill the vacant seat, and reduce the number of board seats.** If by virtue of a consolidation or reorganization of districts your district has more than five board seats, another option for the board is to choose not to fill the vacancy. In that case, the total membership of the board is reduced by one board member. This option is statutorily authorized for certain special districts. If your district board has more than five seats, consult with your legal counsel to determine if the option is available.

If because of multiple vacancies the number of remaining board members comprise less than a quorum, then the board of supervisors or city council must, promptly and by appointment, fill only enough vacancies to provide the board with a quorum. ■



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## **8.2 Cover Sheet - Appointment for New Auditor**

**Auburn Area Recreation and Park District Standing Finance Meeting, November 2022,  
Board of Directors meeting, November 2022.**

### **The Issue**

Shall the Auburn Area Recreation and Park District's Board of Directors choose a new auditor for the Fiscal years ending 2023, 2024 and 2025?

### **Background**

The Board of Directors has instructed staff to invite proposals for new auditors on a regular three-year cycle. Richardson & Company just completed the last year of their three-year audit contract in 2022 and staff mailed out Request for Proposals or "RFP's" in August. The due date for their return was September 30, 2022. In total, 30 RFP's were mailed out and 4 were returned by the deadline of September 30.

### **California Government Code**

12410.6. (a) An audit for any local agency, including those submitted to the Controller pursuant to subdivision (a) of Section 12410.5, shall be made by a certified public accountant or public accountant, licensed by, and in good standing with, the California Board of Accountancy.

(b) Commencing with the 2013-14 fiscal year, a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for six consecutive fiscal years. For purposes of calculating the six consecutive fiscal years, the local agency shall not take into account any time that a public accounting firm was employed by that local agency prior to the 2013-14 fiscal year. The Controller may waive this requirement if he or she finds that another eligible public accounting firm is not available to perform the audit.

### **2022 Audit Search Results**

<b><u>Name</u></b>	<b><u>Staff</u></b>	<b><u>Location</u></b>	<b><u>Govt.</u></b>	<b><u>Parks</u></b>	<b><u>Est. Hrs</u></b>	<b><u>1<sup>st</sup> Yr</u></b>	<b><u>2<sup>nd</sup> Yr</u></b>	<b><u>3<sup>rd</sup> Yr</u></b>
Richardson & Co	30	Sacramento	Yes	Yes	160	13,580	14,010	14,430
Nigro & Nigro	34	Murietta	Yes	Yes	155	15,500	15,500	15,500
Fedak & Brown	3	Riverside	Yes	Yes	130	16,425	16,425	16,425
Fechter & Co.	14	Riverside	Yes	Yes	105	20,500	21,600	22,700

The three-year totals are as follows:

Richardson & Co	\$42,020
Nigro & Nigro	\$46,500
Fedak & Brown	\$49,275
Fechter & Co.	\$64,800

### **Recommendation**

The Finance Committee recommends contracting with Nigro & Nigro for the next three (3) audit years, forgoing any formal presentations. Nigro & Nigro presented in 2019. The committee prefers to move to a new auditing firm for another perspective. Staff is comfortable with this recommendation. Proposal Copies from Richardson and Company, LLP and Nigro and Nigro have been included in the Board Packet. Fedak & Brown and Fechter & Company have been sent declination letters.

### **Fiscal Impact**

\$15,500 per fiscal year

**Attachments:** Request for Proposal for Audit Services  
Audit Service Proposal from Richardson and Company, LLP  
Audit Service Proposal from Nigro & Nigro

**Auburn Area Recreation and Park District  
471 Maidu Drive #200  
Auburn, CA 95603  
(530) 537-2187**

**Request for Proposal for Audit Services**

**Requests for Proposals for Audit Services  
Due no later than September 30, 2022 at 3:00PM**



**3:00 p.m.** Initial review of the proposals will be completed by District staff and the Finance Committee. The Auburn Area Recreation and Park District Board of Directors will make the final determination on awarding the contract. Certain Audit firms may be asked to speak to the Board of Directors at a Board of Directors meeting, held the last Thursday of each month starting at 6:00pm (with date exceptions for holidays). The District's Board of Directors will make the final selection and award. It is anticipated the selection of a firm will be completed by December 31<sup>st</sup>, 2022.

## **B. Term of Engagement**

A three-year agreement is contemplated. The District's Board of Directors will make the final selection and award.

# **II. NATURE OF SERVICES REQUIRED**

## **A. Scope of Work to be performed**

### **1. Financial Statements**

The District desires the auditor to express an opinion on the fair presentation of its general-purpose financial statement in conformity with generally accepted account principles. The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

### **2. State Controller's Report**

The auditor shall include as a component the preparation and transmittal of the Annual Reports of Financial Transactions to the State Controller each year.

### **3. Management Report**

The auditor shall communicate in a letter any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions that are also material weaknesses shall be identified as such in the report. Non-reportable conditions discovered

Parties designated by State or Federal Government and/or agencies thereof;  
Parties designated by the Federal or State governments, or;  
By the District as part of an audit quality review process.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

### **III. DESCRIPTION OF THE GOVERNMENT**

#### **A. Name and Telephone Number of Principal Contact:**

The firm's principal contact with the District will be Veona Galbraith, Administrative Services Manager, who will assign appropriate District personnel to assist the auditor, as needed. She can be reached at (530) 537-2185 directly or [VGalbraith@auburnrec.com](mailto:VGalbraith@auburnrec.com).

#### **B. Background Information:**

Auburn Area Recreation and Park District was established in 1948. The District is approximately 100 square miles serving a population approximately 45,600.

#### **C. Budgetary Basis of Accounting:**

The District prepares its budgets on a basis consistent with generally accepted accounting principles.

#### **D. Pension Plans:**

The District participates in the California Public Employees Retirement System and VOYA Financial 457 plan. The District employs an outside actuarial firm that prepares a GASB 75 report for the District's estimated OPEB Liability.

#### **E. Current Software:**

The District currently uses Great Plains financial software, and RecDesk for registration and reservations. The District uses Timeclock™ for tracking employee labor hours.

#### **F. Availability of Prior Reports and Working Papers:**

A copy of the most recent audit is attached. Those who wish to review prior years' audit reports and management letters should contact Veona Galbraith at

## **A. General Requirements:**

### **1. Submission of Proposals:**

The proposal should respond to the following information to be considered:

a. Copies

Two (2) bound copies and one (1) unbound copy of proposal.

b. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period and a statement that the proposal is a firm and irrevocable offer for 90 days.

c. General Requirements

The Proposal should demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the Auburn Area Recreation and Park District and address all the points outlined in the request for proposals.

d. License to Practice in California

An affirmative statement should be included that the firm and all assigned key professional staff is properly licensed to practice in California.

e. Firm Qualification and Experience

The proposal should state the size of the firm, the size of the firms' Governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement.

The firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations, as well as any pending or settled litigation within the past three (3) years.

f. Qualifications and Experience

Partner, Supervisory and Staff Qualifications and Experience should be included. Identify the principal supervisory and management staff who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in California. Provide information on the government auditing experience of each person.

Audit personnel may be changed at the discretion of the proposer provided that the replacements have substantially the same or better qualifications

## PROPOSAL TO PROVIDE PROFESSIONAL AUDIT SERVICES FOR



FOR THE FISCAL YEARS ENDED MARCH 31, 2023, 2024 AND 2025

### CONTACT PERSONS:

**Ingrid Sheipline, Managing Partner**

isheipline@richardsoncpas.com

**Brian Nash, Partner**

bnash@richardsoncpas.com

**RICHARDSON  
& COMPANY**

100 West 10th Street  
New York, NY 10011  
212.512.1234  
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September 30, 2022

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550 Howe Avenue, Suite 210  
Sacramento, California 95825  
Telephone: (916) 564-8727  
FAX: (916) 564-8728

September 30, 2022

**Auburn Area Recreation and Park District**  
471 Maidu Drive, Suite 200  
Auburn, California 95603-5427

Thank you for your interest in our firm and the opportunity to present our proposal to continue to serve the **Auburn Area Recreation and Park District** (the District). We are genuinely enthusiastic about the prospect of continuing to serve you because auditing special districts and other governmental agencies with their unique reporting requirements has developed into one of our firm's major areas of expertise. If given the opportunity, you can be sure that we would serve the District with great care and pride.

#### **OUR UNDERSTANDING OF THE SERVICES TO BE PERFORMED**

We will audit and express an opinion on the fair presentation of the District's financial statements in conformity with U.S. generally accepted accounting principles for the years ending March 31, 2023, 2024 and 2025. The audits will be conducted in accordance with U.S. generally accepted auditing standards and the standards set forth for financial audits contained in *Government Auditing Standards (1994)* issued by the Comptroller General of the United States, as revised; GASB 34, 68 and 75; OMB Circular A-133, to the extent that federal funds are received, and State Controller's Minimum Audit requirements for California Special Districts. We will also perform certain limited procedures involving supplementary information required by the GASB. In conjunction with our audit, we will also issue a report on internal controls and compliance, a management report and auditor's communication letter. We will also prepare and transmit the Annual Reports of Financial Transactions and will perform agreed-upon procedures on the District's Appropriations Limit as required by the California Code. We understand that the District will require assistance with the calculations and journal entries needed to record the net pension liability and related deferred inflows/outflows. We have the qualifications to assist the District with these entries.

#### **OUR COMMITMENT TO PERFORM TIMELY SERVICES**

We have the technical expertise, engagement management skills and staffing resources sufficient to provide you with excellent service and ensure that your reporting deadlines are met. We have consistently planned, scheduled and conducted our audits of the organizations we serve in an efficient and effective manner in order to meet their reporting deadlines.

You have indicated that our draft reports for the audits shall be available for review in an adequate time to meet the District's meeting schedule, typically mid June. To ensure meeting these reporting deadlines, we will begin our preliminary planning and perform tests of controls in April. We will plan to commence fieldwork in May, or at such time as the books have been closed and all documents and analyses have been completed, and we will ensure final copies of





the reports are available for the July Finance Committee and Board meetings. We will provide the District with the priority and timely service it deserves.

## **OUR EXTENSIVE EXPERIENCE WITH LOCAL GOVERNMENTS**

In any service organization, it is the people who make the difference. All of our staff have extensive experience auditing governmental entities, including special districts and numerous other governmental agencies including cities. Our team members know and understand the challenges and opportunities confronting governmental entities and our team consists of professionals who have proven their ability to provide auditing and other services to special districts and cities. We have extensive experience with performing audits of special districts including Cosumnes Community Services District, Fair Oaks Recreation and Park District, El Dorado Hills Community Services District, Sacramento Metropolitan Cable Television Commission, Mountain House Community Services District, Sacramento Metropolitan Fire District, Sacramento Suburban Water District, Calaveras County Water District, Fair Oaks Water District, Carmichael Water District, Tuolumne Utilities District, Pacific Fruitridge Fire Protection District, Sacramento Regional Fire/EMS Communication Center, Yolo-Solano Air Quality Management District, American River Flood Control District, Yolo County Transportation District, Marin County Transit District, El Dorado County Transit Authority and many others. We have also provided audit services to most of the cities in the Sacramento area including the Cities of West Sacramento, Lincoln, Chico, American Canyon, Sonoma, Colfax, Elk Grove, Citrus Heights, Sutter Creek, Dixon, Folsom, Marysville, Biggs, Colusa, Rancho Cordova and the Town of Loomis, which provide recreation services that are similar to those the District provides. We have also audited the Transportation Development Act (TDA) funds of the various cities and counties in Sacramento, Yolo, Yuba, Sutter, Placer, El Dorado, Calaveras, Butte, Amador and San Joaquin counties. We have extensive experience with preparation of State Controller's Reports, Single Audit Act procedures and reports, letters to underwriters (comfort letters) and preparation and review of Comprehensive Annual Financial Reports (CAFR) for compliance with the GFOA's preparer's checklist in order to receive the Certificate of Achievement for Excellence in Financial Reporting. Having provided all of these services for various governmental entities makes us exceptionally well qualified to provide the services you currently request and to provide you with additional services should you request them in the future.

We have audited a number of agencies that provide parks and recreation services, including a number of cities and community services districts that include park and recreation activities. Thus, we believe we can demonstrate that we have the expertise needed to provide auditing services to the District. We have audited a number of agencies that use the Great Plains accounting software and have audited agencies, including nonprofits, which use a system for tracking event registrations. We have performed certain agreed-upon procedures on the cash collection processes for recreation activities, including swimming pools and recreation centers. We believe that our vast experience with governmental accounting make us well qualified to perform the District's audit.

## **LOCAL EXPERIENCED PERSONNEL**

Our firm uses more experienced staff to actually perform the work than is typical of larger and other firms. If our firm is selected, we plan to have managers and above spend at least forty-five percent of our total audit time. While larger and other firms may be able to demonstrate significant amounts of experience in the areas of expertise needed to provide the services you require, the specific individuals they actually assign to your engagement may not have the



specific experience you need like the team of accountants we will assign to your engagement. The use of more experienced staff will also ensure you will receive quality services.

## **OUR PROFILE AND COMMITMENT TO QUALITY**

Richardson & Company, LLP is a regional certified public accounting firm established in 1991 and located in Sacramento. We have a total staff of thirty-three, including twelve CPAs. Our governmental audit staff totals twenty-five, all of which are located in Sacramento. We are among the top 25 largest accounting firms operating in the Sacramento area. We are a certified Disadvantaged Business Enterprise with the California Department of General Services and a certified Woman-owned Business Enterprise with Caltrans. We provide audit, accounting, tax and business advisory services to numerous entities, including governmental entities, nonprofits, financial institutions, SEC registrants, real estate partnerships, a magazine circulation audit, the largest water district in the world located in Los Angeles and other clients primarily located in northern California.

We are a member of the Center for Audit Quality of the American Institute of Certified Public Accountants (AICPA) and participate in the AICPA National Peer Review Program. We are registered with the Public Company Accounting Oversight Board (PCAOB) created by the Sarbanes-Oxley Act to inspect firms that audit SEC registrants. All firms that join the Center for Audit Quality agree to adhere to published quality control standards and submit to peer reviews and PCAOB inspections of their practice every three years. We have passed all ten peer reviews and three PCAOB inspections of our practice.

## **WHY WE ARE BEST QUALIFIED**

Richardson & Company, LLP is the best qualified to perform the auditing services required by the District for the following reasons:

- We have extensive history in providing high-quality audits to governmental agencies, as previously discussed.
- Our firm uses more experienced staff to actually perform the work than is typical of larger and other firms. If our firm is selected, we plan to have supervisors and above spend a significant percentage of our total audit time. While larger and other firms may be able to demonstrate significant amounts of experience in the areas of expertise needed to provide the services you require, the specific individuals they actually assign to your engagement may not have the specific experience you need like the team of accountants we will assign to your engagement. The use of more experienced staff will also ensure you will receive quality services. The manager will work on-site during the duration of the audit fieldwork and will interact with your fiscal personnel during the audit, as well the other staff assigned to the audit. The audit partner will also spend time on site and will take a "hands on" approach to the engagement.
- We have a thorough audit approach that focuses on substantive testing of the District's accounts. Some firms provide lower cost audits by performing mostly analytical review procedures and the evaluation of internal controls instead of performing substantive testing of account balances. Our audit approach involves a combination of internal control testing and substantive testing. Our thorough approach ensures material misstatements are detected, which should provide a level of comfort to management and the Board.

\* \* \* \* \*





Once again, we would like to thank you for the opportunity to discuss our services, present our qualifications, and submit our proposal to serve as independent auditors for the District. We are genuinely enthusiastic over the prospect of serving you and sincerely believe that we have the people, experience, resources and reputation to assure you of outstanding services. For the preceding reasons and many others as outlined in this proposal, we genuinely believe that your selection of our firm as the District's independent accountants is the best decision that the District could make.

If you have questions or need additional information, please contact Mr. Brian Nash or me at (916) 564-8727, fax (916) 564-8728, correspondence at 550 Howe Avenue, Suite 210, Sacramento, California 95825 or email sent to [bnash@richardsoncpas.com](mailto:bnash@richardsoncpas.com) or [isheipline@richardsoncpas.com](mailto:isheipline@richardsoncpas.com). This proposal is a firm and irrevocable offer for 90 days.

Very truly yours,

RICHARDSON & COMPANY, LLP



Ingrid Sheipline, CPA  
Managing Partner



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## FIRM QUALIFICATIONS AND EXPERIENCE

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### License to Practice in California

Richardson & Company, LLP and all assigned key professional staff are properly licensed to practice in the State of California.

### Firm Profile and Experience

Introduction to Our Firm: Richardson & Company, LLP (successor firm to Richardson & Company) is a regional CPA firm founded in 1991 and located in Sacramento. We have a total staff of thirty, including twelve CPAs. Our governmental audit staff totals twenty-eight, all of which are located in Sacramento. We have two partners, six managers, two supervisors, seven seniors and eleven other professional staff. We are among the top 25 largest accounting firms operating in the Sacramento area. We are a certified Disadvantaged Business Enterprise with the California Department of General Services and a certified Woman-owned Business Enterprise with Caltrans. We provide audit, accounting, tax and business advisory services to numerous governmental, commercial and nonprofit entities, including the largest water district in the world located in Los Angeles and other organizations primarily located in the Sacramento and San Francisco-Oakland bay areas and as far north as Eureka, California and south as Whittier, California.

We provide audit services to governmental entities (cities, water and fire districts, and other special districts, regional transportation planning agencies, Transportation Development Act funding recipients and joint powers authorities), nonprofit organizations, financial institutions and bank holding companies, real estate partnerships, a magazine circulation audit and others. We have provided audit services to most of the cities located within the greater Sacramento region, large water and fire special districts such as the Sacramento Suburban Water District and the Sacramento Metropolitan Fire District and several transportation planning agencies including the Sacramento Area, El Dorado, Calaveras, Butte, Placer, Amador and San Joaquin Councils of Governments and their city and county funding recipients. We perform Single Audit Act and compliance audits for both governmental and nonprofit entities. We provide tax services to our audit clients requiring those services.

The services we provide to our government and other clients prove that we have the ability to provide the services that the District requires. Examples of these services include the following:

- We conduct the audits of the basic financial statements of numerous special districts, including park, water and fire districts, as well as a number of cities and community services districts, which provide services similar to these of the District. Many of the cities we have audited included the operation of recreation and park services. We have also performed the audit of the Fair Oaks Recreation and Park District, Cosumnes Community Services District, and El Dorado Hills Community Services District, which includes recreation and park services. Our experience performing these audits of basic and special purpose governmental financial statements has made us thoroughly familiar with the application of generally accepted governmental accounting principles. These specific agencies are listed in the Similar Engagements section of this proposal.
- We have performed certain agreed-upon procedures on cash handling activities at recreations centers and swimming pools for two of our cities so we are familiar with the internal control issues that could occur in these activities.



- We have provided the Cities of Elk Grove, Chico, American Canyon, Citrus Heights, West Sacramento, Folsom, Rancho Cordova and Dixon, the Cosumnes Community Services District, Sacramento Suburban Water District, Fair Oaks Water District, Oakdale Irrigation District, Florin Resource Conservation District, San Juan Water District and San Joaquin Council of Governments with extensive assistance in the preparation of their Comprehensive Annual Financial Report (CAFR), including the first CAFR the Sacramento Metropolitan Fire District, City of Rancho Cordova, Florin Resource Conservation District, Consumes Community Services District and San Joaquin Council of Governments had ever prepared.
- We have provided federal compliance auditing services to numerous entities, including the Cities of Elk Grove, Chico, Colfax, West Sacramento, Folsom, Dixon, Citrus Heights, Rocklin, Marysville and Colusa, Sacramento Metropolitan Fire District, Placer County Transportation Planning Agency, El Dorado Irrigation District, South San Joaquin Irrigation District, Yolo County Transportation District, El Dorado County Transit Authority, Marin Transit, Courtland Fire Protection District, Amador Transit, Yuba-Sutter Transit Authority, the Transport System of the University of Davis and Paratransit and to numerous nonprofit organizations receiving federal grants that must also comply with Government Auditing Standards and the Single Audit Act, which are the same standards that apply to the District.
- We performed audits on behalf of the Sacramento Area Council of Governments, El Dorado County Transportation Commission, Butte County Association of Governments, Placer County Transportation Planning Agency, Amador County Transportation Commission, and Calaveras County Council of Governments of the municipalities in Sacramento, Butte, Placer, Amador, Calaveras, El Dorado, Yolo, Yuba and Sutter Counties that receive Transportation Development Act (TDA) revenue. These audits include financial audits of the funds used by the municipalities to account for the TDA money and the trust fund at the Counties as well as an audit of compliance with the TDA and the Single Audit Act.

In addition, Ingrid Shepline has gained an extensive amount of governmental accounting and auditing experience in her previous position with Ernst & Young LLP, including the following:

- Provided auditing services to numerous state and local government units that face the same unique governmental accounting and auditing aspects as the District such as multifund structure, extensive reporting requirements, basis of accounting, and budgetary and other legal compliance requirements. These entities include the California Department of Water Resources Enterprise Fund, Sacramento County, Sacramento County Airport Enterprise Fund, Solano County Private Industry Council, City of Woodland, City of Lodi and California Housing Finance Agency. The audits of Sacramento County, Sacramento County Airport Enterprise Fund and City of Woodland also involved the preparation of award winning CAFRs.
- Established an audit approach for testing for compliance with federal, state and local grant requirements, including application of the Single Audit Act, for Sacramento County, City of Lodi and California Housing Finance Agency.

Staffing: We anticipate the total number of employees assigned to the District's audit on a full-time basis to be four, including the audit partner, manager, and up to two senior or staff accountants. No part-time or subcontracted staff will be utilized.



Quality Control and Peer Review: We are a member of the Center for Audit Quality of the American Institute of Certified Public Accountants (AICPA) and participate in the AICPA National Peer Review Program. We are registered with the Public Company Accounting Oversight Board (PCAOB) created by the Sarbanes-Oxley Act to inspect firms that audit SEC registrants. All firms that join the Center for Audit Quality agree to adhere to published quality control standards and submit to peer reviews and inspections of their practice every three years. We have passed all nine of our peer reviews with a "clean opinion" and three PCAOB inspections. The ten peer reviews cover the entire period our firm has been in existence. Our latest peer review is attached to this proposal. All of our peer reviews have included the review of specific government engagements.

The quality control policies for our auditing practice are described in detail in our firm's Quality Control Document. All employees and members of our firm are provided with a copy of our Quality Control Document and are responsible for understanding, implementing and adhering to these policies and procedures. Our policies and procedures cover each of the following six elements of quality control: 1) Leadership, 2) Relevant Ethical Requirements, 3) Acceptance and Continuance of Clients and Engagements, 4) Human Resources, 5) Engagement Performance and 6) Monitoring. The adequacy of our quality control system and our compliance with that system are independently evaluated every three years through a peer review.

We also demonstrate our commitment to providing quality service in many other ways, including:

- Organizing, staffing, and managing engagements to provide for appropriate levels of technical competence, experience, supervision and review.
- Undertaking quality control reviews of selected engagements to assure compliance with professional standards.
- Recognizing our obligation to the public as well as to our clients.
- Conducting engagements in accordance with clients whose concern for reputation and integrity is similar to our own.
- Promoting the growth of our firm primarily by referrals from existing clients satisfied with the quality of our services.

In addition to excellent peer review and inspection results, other examples of our commitment to quality include:

- Assisting numerous governmental entities with receiving the Certificate of Excellence in Financial Reporting awarded by the Government Finance Officers Association, including four that received the award on the first attempt.
- Engaging a nationally recognized accounting consultant who has authored several accounting and reporting manuals, including those dealing with SEC matters, as technical support for our firm in addition to the support customarily available through the American Institute and California Society of CPAs.
- Engaging a partner and Director of Audit and Banking Practices for a large midwestern firm to serve as the concurring reviewer for our SEC registrant bank as well as providing consultation with respect to audit and accounting issues for other clients. He has extensive experience auditing banks and public companies as result of more than twenty years with Ernst & Young, KPMG and his current firm.





- Auditing the California Department of Water Resources on behalf of a large Southern California water agency for the past thirty years, including twelve years while key personnel in our firm were with Ernst & Young. The water agency is a consortium of twenty-six cities and water districts serving nearly nineteen million people in the Los Angeles and San Diego areas. It is the largest water district in the world. This large, complex audit of the multi-billion-dollar State Water Project managed by the California Department of Water Resources is on a scale and nature as to rarely be performed by other than "Big Four" international CPA firms.
- Performing several special investigative audits for governmental special districts that have received extensive statewide news media attention. Being selected several times to conduct this special audit work demonstrates that our firm has the resources and expertise to successfully complete difficult, unusual auditing projects in a timely manner. Our investigations discovered several problems and our audit results were made public by the districts involved. The FBI, IRS and district attorney's office subpoenaed our workpapers to assist them with their investigations. We have testified in federal court and given depositions related to this work which, in certain cases, resulted in managers and assistants serving federal prison sentences.
- Preparing audited financial statements and other information for inclusion in several public offering documents reviewed by the SEC and other CPA firms, including Big Four firms, with minimal insignificant changes.
- Preparing audited financial statements reviewed by the State Board of Accountancy without change.

Federal/State Reviews: Our firm has not been the subject of any federal or state desk or field reviews of its audits during the past three years or ever. The firm and its staff are not currently or have not previously been the subject of any disciplinary actions. The firm has not had pending or settled litigation since inception of the firm.



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## **PARTNER, SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE**

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We have the personnel with the necessary professional qualifications and technical ability to provide you with the quality service you are looking for. As you can see from the resumes of our key personnel, we have developed the proficiency in the accounting principles and standards and governmental and grant compliance auditing to ensure you will receive quality work. Our firm philosophy centers around our commitment to the highest level of quality service - delivered by quality people. We have a history of providing technical excellence through teamwork responsive to clients' needs and expectations. Our commitment to quality results in satisfying the needs of our clients by providing value-added services and attracting and retaining clients of the highest caliber.

Our key audit executives will participate heavily in the audit of the District. This assures the District will receive a quality audit managed and executed on-site by seasoned professionals, knowledgeable of the government industry. We believe the quality of our services exceeds that of national and other large firms because our audit team uses more experienced professionals to actually perform the work. National and other firms typically rely heavily on senior and staff accountants to perform audit fieldwork with minimal on-site direction from partners or managers. The following resumes outline the qualifications and experience of our key team members. All of the key team members are licensed to practice as certified public accountants in California.

### Ingrid M. Shepline, CPA (Managing Partner and Engagement Partner)

Ingrid serves as our Managing Partner will be the engagement partner. She would have overall responsibility for planning, directing and coordinating our services for you. Since significant and timely partner involvement is a cornerstone of our quality control procedures, she will be involved in all phases of our audit work from initial planning through report preparation. Formerly an audit manager with Ernst & Young LLP, she is a Certified Public Accountant with over thirty-five years of experience. Ingrid has supervised and conducted the fieldwork for a variety of clients including governmental entities, nonprofit organizations, utilities, banks, insurance agencies, manufacturers and distributors. While with Ernst & Young LLP, she specialized in governmental entities and grant compliance auditing, and has attended or taught numerous governmental education seminars. She is currently serving or has served almost all of the governmental entities listed in this proposal, including most of the special districts and cities, such as Auburn Area Recreation and Park District, Fair Oaks Recreation and Park District, El Dorado Hills Community Services District, the Cities of Chico, Lincoln, American Canyon, Sutter Creek, Colfax and Sonoma, Mountain House Community Services District, Sacramento Metropolitan Fire District, Sacramento Metropolitan Cable Television Commission, California Fire and Rescue Training Authority, Nevada Irrigation District, Tuolumne Utilities District, Fair Oaks Water District, Sacramento Suburban Water District, Carmichael Water District, Citrus Heights Water District, South Feather Water and Power, Merced Irrigation District, El Dorado Irrigation District, and many other governmental entities.

Ingrid has a Bachelor of Science degree in accounting with honors from California State University, Sacramento. She is a member of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants, having served on the Board of Directors of the Society's Sacramento Chapter and as a member of the Government and Nonprofit Committee.



Brian Nash, CPA (Audit Partner and Concurring Reviewer)

Brian, a Certified Public Accountant and partner with our firm would serve as the concurring reviewer. He has thirty years of professional accounting and auditing experience and has provided services to a variety of clients, including most of the government entities, nonprofits, banks, water agencies and other entities described in the following section of this proposal. He currently serves or has served a number of the special districts and cities, including Cosumnes Community Services District, the Cities of West Sacramento, Citrus Heights, Elk Grove, Cosumnes Community Services District, Sacramento Public Library Authority, Sacramento Metropolitan Fire District, Oakdale Irrigation District, South San Joaquin Irrigation District, Sacramento Suburban Water District, Tri-Dam Project and Power Authority and numerous other governmental agencies. He has extensive experience with implementation of GASB 68 and 75 and has performed a number of calculations on behalf of governmental entities. Brian received a Bachelor of Science degree in accounting with honors from California State University, Sacramento. He is a member of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants.

David Chiaravalloti, CPA (Audit Senior Manager)

David, a senior audit manager with our firm, will organize, conduct, review and evaluate field work and will be responsible for the planning and report preparation and review under the direction of Brian. He will work on-site for the duration of fieldwork. He has extensive experience auditing special districts, cities and other governmental entities with Richardson & Company, LLP and another CPA firm. He has eighteen years of professional experience, including twelve years with our firm. The clients he has served with parks and recreation services include Auburn Area Recreation and Park District, El Dorado Hills Community Services District, Cosumnes Community Services District, Fair Oaks Recreation and Park District, Mountain House Community Services District, City of West Sacramento, City of Lincoln, City of Citrus Heights, City of Sutter Creek and City of Colfax. David received a Bachelor of Science degree in accounting from California State University, Sacramento. He is a member of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants.

Brian Magaw (Audit Supervisor)

Brian, an audit supervisor with our firm, will organize, conduct, review and evaluate field work and will be responsible for the planning and report preparation and review under the direction of Ingrid and Dave. He has four years of auditing experience and has served a number of government agencies, including Auburn Area Recreation and Park District, Cosumnes Community Services District, El Dorado Hills Community Services District, Fair Oaks Recreation and Parks District, Mountain House Community Services District, Cities of Citrus Heights, Ione, and Marysville, along with numerous other governmental agencies. Brian received a Bachelor of Science degree in Accounting from California State University, Sacramento.

Staffing Continuity

Richardson & Company, LLP has proven its ability to attract and retain an excellent professional staff to serve our clients and meet our commitments. We currently have twenty-nine professional staff, including twelve CPA's, and four administrative staff. In addition, while national and other firms have high staff turnover rates, which makes it difficult to provide staffing continuity from year to year, our firm has experienced a very low turnover rate.



Accordingly, we commit to maintaining a staffing level sufficient in size and experience to successfully complete the audit each year. We consider staffing to be of the utmost importance because of its significant impact on our ability to provide you with outstanding service.

We have consistently demonstrated our firm's ability to recruit, train and maintain a quality staff as evidenced by our excellent peer review results for the past thirty-one years and our ability to consistently attract and serve quality clients.

If audit personnel assigned to your audit are changed, the replacements will have substantially the same or better qualifications or experience. We understand that the District retains the right to approve or reject replacements.

#### Governmental Continuing Professional Education

All members of our firm regularly attend courses on government accounting and auditing issues and grant compliance auditing and are represented on the California Society of CPA's Sacramento Chapter Government Committee to stay abreast of current issues affecting the government industry. Consistent with *Government Auditing Standards*, each of our auditors that are responsible for planning, directing, conducting or reporting on any of our government-related audits completes 80 hours of continuing education and training every two years, including subjects directly related to the government environment and to grant compliance auditing. All personnel that will be assigned to your engagement team have attended the required governmental training programs. Our governmental training program consists of governmental courses offered by professional societies as well as subscription to a training service that includes significant issues relating to governmental accounting standards and grant compliance presented by top government experts from throughout the country. We also provide internally developed classes addressing current accounting and auditing issues pertinent to our clients.





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## SIMILAR ENGAGEMENTS

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References: We have emphasized throughout our proposal that Richardson & Company, LLP provides quality service. Please contact any of these references to confirm our ability to provide the type of service you are seeking. We have provided audit services to these agencies within the past five years.

Name of referenced entity: Fair Oaks Recreation and Park District

Name of principal contact, title and phone number: Jennifer Larkin, Admin Services Manager  
(916) 966-1036

E-mail address: [jlarkin@forpd.org](mailto:jlarkin@forpd.org)

Address: 4150 Temescal Street  
Fair Oaks, CA 95628

Services performed: Audit of the financial statements in accordance with generally accepted auditing standards and *Government Auditing Standards*.

Completion dates: June 30, 2018 to 2021

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Name of referenced entity: El Dorado Hills Community Services District

Name of client contact, title and phone number: Teri Gotro, Director of Administration and Finance  
(916) 933-6624

E-mail address: [tgotro@edhcsd.org](mailto:tgotro@edhcsd.org)

Address: 1021 Harvard Way  
El Dorado Hills, California 95762

Services performed: Audit of the financial statements in accordance with generally accepted auditing standards and *Government Auditing Standards*.

Completion dates: June 30, 2021

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Name of referenced entity: Cosumnes Community Services District

Name of client contact, title and phone number: Nou Vang, Finance Director  
(916) 405-7161

Email address: [nouvang@youcsd.com](mailto:nouvang@youcsd.com)

Address: 8820 Elk Grove Blvd.  
Elk Grove, California 95624

Services performed: Audit of the financial statements in accordance with generally accepted auditing standards, *Governmental*



*Auditing Standards*, includes drafting of the financial statements.

Completion dates:

Audits completed for the years ended June 30, 2007 through 2017 and 2021 (2022 audit currently in process)

Government Audit Experience: Key personnel in our firm began their careers with Ernst & Young LLP serving governmental entities and other clients. Since leaving the international CPA firm of Ernst & Young LLP, Joe Richardson (deceased), Ingrid Sheipline, Brian Nash and their team have built a practice oriented toward providing services equal in caliber to those provided by firms operating on a national level. Many of our present and past clients are former national-firm clients and include the following governmental organizations:

Special Districts

- Auburn Area Recreation and Park District
- El Dorado Hills Community Services District
- Cosumnes Community Services District
- Fair Oaks Recreation and Park District
- California Exposition and State Fair
- Orleans Community Services District
- Volcano Community Services District
- Rancho Murrieta Community Services District
- Diablo Community Services District
- Ranch House Community Services District
- Sacramento Transportation Authority
- Sacramento Area Council of Governments
- Sacramento Public Library Authority
- Sacramento Regional Fire/EMS Communication System
- Butte County Association of Governments
- State Water Project Contractors Authority
- South Yuba Water District
- Yolo Emergency Communications Authority
- Yolo County Transportation District
- Yolo County Flood Control and Water Conservation District
- Yolo-Solano Air Quality Management District
- Reclamation District 1000
- Reclamation District 2035
- Dixon Public Library District
- Vacaville Unified School District Library District
- Cortina Community Services District
- South Lake Tahoe Recreation Facilities JPA
- Sacramento Metropolitan Fire District
- American Canyon Fire Protection District
- Nevada County Consolidated Fire District
- El Dorado County Emergency Services Authority
- Cal Tahoe Emergency Services Authority
- El Dorado Hills Fire Department
- Wilton Fire Protection District
- Pacific-Fruitridge Fire Protection District
- Courtland Fire Protection District



- Herald Fire Protection District
- California Fire Rescue Training Authority
- Dixon Fire Protection District
- Mountain House Community Services District
- Glenn-Colusa Irrigation District
- El Dorado Irrigation District
- El Dorado County Transportation Commission
- El Dorado County Transit Authority
- El Dorado County Local Agency Formation Commission
- Yolo County Local Agency Formation Commission
- Florin Resource Conservation District
- Citrus Heights Water District
- Fair Oaks Water District
- Glenn-Colusa Irrigation District
- Carmichael Water District
- Amador Water Agency
- Oakdale Irrigation District
- Merced Irrigation District
- Yuba County Water Agency
- Calaveras County Water District
- Nevada Irrigation District
- South San Joaquin Irrigation District
- South Feather Water and Power Authority
- Tuolumne Utilities District
- Sacramento Suburban Water District
- Westlands Water District
- San Luis & Delta-Mendota Water Authority
- Delta Conveyance Finance Authority
- San Joaquin Valley Drainage Authority
- Tri-Dam Project and the Tri-Dam Power Authority
- Rio Linda Elverta Community Water District
- Paratransit, Inc.
- Transport System of the University of California at Davis
- Yuba-Sutter Transit Authority
- American River Flood Control District
- Amador County Transportation Commission
- Amador Transit
- Calaveras Council of Governments
- Calaveras Transit
- Sacramento Area Council of Governments Local Transportation Funds of the Counties of Sacramento, Sutter, Yolo and Yuba and Sacramento State Transit Assistance Fund
- Marin County Transit District
- Lassen County Transportation Commission
- Lassen Transit Services Agency
- Association of California Healthcare Districts - The Alpha Fund (workers compensation risk pool for rural hospitals)
- Regional Water Authority
- Sacramento Groundwater Authority
- San Juan Water District



- Funds and accounts of the California Department of Water Resources on behalf of the Metropolitan Water District of Southern California, including special analyses and projects related to its contract with the State
- San Joaquin Council of Governments
- Cities of Escalon, Lodi, Manteca, Lathrop, Ripon and Tracy and County of San Joaquin Transportation Development Act Funds
- San Joaquin County Local Transportation Fund and State Transit Assistance Fund
- San Joaquin Regional Transit District
- Cities of Manteca, Lathrop, Tracy, Lodi and Ripon Transit Systems
- Funds and accounts of the U.S. Bureau of Reclamation (USBR) on behalf of the Central Valley Project Water Association and various water districts including Santa Clara Valley Water District, East Bay Municipal Utility District, Contra Costa Water District, Sacramento Municipal Utility District and Placer County Water Agency

#### Cities

- City of American Canyon
- City of Marysville
- City of Sonoma
- City of West Sacramento
- City of Elk Grove
- City of Chico
- City of Lincoln
- City of Citrus Heights
- City of Dixon
- City of Folsom
- City of Rocklin
- City of Colfax
- City of Ione
- City of Biggs
- City of Colusa
- City of Rancho Cordova
- Town of Loomis
- City of Sutter Creek
- Town of Paradise
- Town of Fort Jones
- Cities of Folsom, Rancho Cordova, Galt, Isleton, Sacramento, Davis, Live Oak, Yuba City, Marysville, Wheatland, West Sacramento, Winters and Woodland Transportation Development Act Funds
- County of Butte and Cities of Oroville, Chico, Gridley, Biggs, and Paradise Transportation Development Act Funds
- El Dorado County and City of Placerville, County of Placer and Cities of Auburn, Lincoln, Loomis, Roseville and Rocklin Transportation Development Act Funds
- Funds and accounts of the California Department of Water Resources on behalf of a large water agency, including special analyses and projects related to its contract with the State



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## SPECIFIC AUDIT APPROACH

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Our extensive experience in auditing ensures that we will concentrate on those areas of highest risk and plan and coordinate our work with management. We will not waste your time and resources by auditing areas that have no material risk to the financial statements. We will perform an assessment of the internal controls for the purpose of determining the procedures necessary to perform our audit, and any recommended enhancements to internal controls that we note during our audit will be communicated to management.

### Scope of Services

We understand that the District requires an audit of its basic financial statements, including the preparation of the financial statements, for the fiscal years ended March 31, 2023 through 2024 including all procedures necessary for the issuance of an opinion regarding the fairness of the presentation of the financial statements in conformity with generally accepted accounting principles. The audits are to be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants (AICPA) and the State Controller's Minimum Audit Requirements for California Special Districts. These services will include the following:

1. Prepare the District's financial statements.
2. Perform an audit of the District's financial statements in conformity with generally accepted accounting standards, *Government Auditing Standards* and the State Controller's Minimum Audit Requirements for California Special Districts, including its component unit, Friends of Auburn Area Recreation and Parks.
3. Assist the District with calculating its share of net pension liability and related deferred inflows and outflows under GASB 68 from information on the risk pool provided by CalPERS, and entries under GASB 75 based on the actuarial valuation.
4. Express an opinion on the financial statements as to whether they present fairly, in all material aspects, the financial position of the District and the changes in financial position in conformity with generally accepted accounting principles (GAAP), and issue an independent auditor's report stating this opinion.
5. Test internal control over financial reporting and compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters, in accordance with *Government Auditing Standards*, and issue an independent auditors' report on their consideration.
6. Apply limited audit procedures to the Required Supplementary Information (RSI) and Management's Discussion and Analysis (MD&A).
7. Prepare a Report to the Board of Directors and Management which identifies significant audit findings, difficulties encountered in performing the audit, identify any correct and uncorrected misstatements, disagreements with management, management representations, control deficiencies, significant deficiencies and material weaknesses, if any, and our recommendations for improvements in accounting and administrative controls.
8. Test compliance with Proposition 111, Article XIII.B - Review of Appropriation Limit Calculations.
9. Prepare Annual Financial Transactions Report of the District to the State Controller by the January 31 due date.





## Audit Approach

Our audit approach to this engagement is divided into three stages as follows:

Initial Planning: We believe that a smoothly run audit is based upon the early identification and resolution of reporting and auditing issues. Due to the extensive knowledge gained through auditing the District and similar agencies, we will identify such issues in a timely manner and obtain a better understanding of your organization and the external and internal environments in which the District operates. We will examine significant contracts and agreements to determine the effect on the nature and extent of the auditing procedures and to determine laws and regulations subject to test work. Our familiarity with laws and regulations affecting special districts will also be used as a resource for determining the extent of testing needed. We will meet with your personnel to update our understanding of your internal control structure policies and procedures and to document the flow of information through the accounting system, including how the accounting system is used to process data, and prepare walkthrough questionnaires with the assistance of your staff.

Program Development: Our risk assessment and evaluation of internal controls will provide the basis for determining the nature, timing and extent of audit procedures for specific transactions and accounts. Our approach to planning the audit will be in accordance with Statement of Audit Standard (SAS) Nos. 104 through 111, as updated by Nos. 122 through 125. Accordingly, we will focus on obtaining an understanding of the control environment, risk assessment, information and communication, and monitoring components. We will document the District's control environment and will perform a walkthrough of significant areas to assess control risk for the purpose of planning our substantive tests. We will perform additional testing of internal controls as needed based on our risk assessment. An overall audit program is the end product of our initial planning. The primary purpose of this phase of our audit approach is to assess the likelihood of material error in the accounts and transactions and to determine the most cost effective and cost-efficient mix of audit procedures. In developing the audit program, our aim will be to:

- Provide a complete audit program for all important financial statement amounts.
- Eliminate redundant audit procedures.
- Use audit procedures that accomplish more than one purpose.

Our audit approach is based on an analysis and understanding of the external and internal risk currently facing the organization we are auditing. Risk analysis enables us to design the most effective and efficient audit program, which evaluates and includes audit tests in relation to the size and probability of these risks. This approach provides us with a uniform method for developing and documenting the basis for our audit program.

We provide our clients with a detailed list of items needed during the audit well in advance to allow for sufficient time to gather the information. This approach minimizes disruption to District staff during the course of the audit.

Program Execution: During this stage of our audit, we will perform the tests of transactions processed through the accounting system, direct tests of account balances and tests of compliance with laws, regulations and contracts. We plan to use either random or systematic sample selection methods to perform such tests. We will utilize analytical procedures in all areas of the audit, especially revenues and expenses. We will perform all requested tasks as one integrated engagement and will schedule the timing of our field work so that there will be



minimal disruption of the day-to-day operations. We will perform testing of internal controls in the areas of registration revenue, cash disbursements and payroll, with sample sizes ranging from 5 to 40 items, which will depend on the size of the population. We will select our samples randomly from number sequences or other documents provided by the District. We will utilize computer software during the engagement, including during the on-site fieldwork, for all workpaper preparation and for developing the lead schedules and trend analysis reports used in the audit process.

The work plan on the following page was developed with your deadlines in mind. Upon selection as your independent accountants, we will meet with you, and together we will determine a specific timetable which ensures minimal disruption of your employees. As can be seen from the following work plan, the service team is composed in such a way that each member has adequate supervision and technical support.

### Work Plan

Task	Timing	Estimated Hours				Total
		Principal Director	Senior Manager	Supervisor	Staff*	
<b>Audit Planning:</b>						
Begin audit planning process	January	4	7	6		17
Internal control systems documentation and evaluation						
Develop audit programs						
Prepare audit assistance package and confirmation letters						
Risk assessment						
<b>Compliance and Internal Control Testing:</b>						
Tests of transactions for cash receipts, disbursements, payroll	April	3	8	8	8	27
Tests of compliance with laws, regulations and contracts						
<b>Substantive Testing:</b>						
Cash and investments	May	8	25	25	25	83
Revenue and receivables						
Payroll and related liabilities						
Expenses for goods and services and related liabilities						
Capital assets						
Debt and debt service expenditures						
Equity and other credits						
<b>Reporting and Wrap-up:</b>						
Delivery of draft reports	mid June	5	10	6	12	33
Delivery of final reports	early July					
Total Annual Audit Hours		20	50	45	45	160

Our audit will be planned so that delivery of all required reports will be accomplished in a timely manner. We believe that the staffing of the audit is sufficient to ensure the timely completion of the audit and to ensure that the work is properly supervised. We would work closely with management to ensure that we provide timely services consistent with your requirements. We



will prepare your financial statements consistent with professional standards and will review the drafts of all of our reports with you prior to finalization.

Our firm philosophy centers around our commitment to the highest level of quality service--delivered by quality people. Our tradition of providing technical excellence through teamwork responsive to clients' needs and expectations--and doing so to the very best of our ability--requires that our single focus be on quality. Our commitment to quality results in:

- Satisfying the District's needs by providing value-added services.
- Attracting and retaining clients of the highest caliber.
- Providing personal satisfaction and opportunity for professional growth for every member of our organization.

Some of the specific benefits the District will realize from our audit approach include:

Ongoing Communications with Management--We will work closely with you to resolve issues and serve as the District's advisor on a timely basis. We do not take dogmatic, unyielding positions, and will keep the lines of communications open. We understand the concepts of materiality and will work with District personnel on all issues with materiality in mind. Members of our engagement team will be readily available to answer the District's questions and to respond to the District's needs.

Relevant and insightful suggestions--Our plan and approach requires us to obtain a complete knowledge of the District's operating environment and accounting systems. This will position us well as an "advisor" to District management.

Less disruption to the District--Our audit plan will result in the most effective and efficient combination of internal control and account balance testing. This will eliminate duplicate procedures and unnecessary tasks, minimizing the necessary number of auditors and, consequently, result in less disruption of District personnel.





## COST PROPOSAL

### Total All-Inclusive Maximum Price, Rates by Level and Out-of-pocket Expenses

Our cost proposal contains all pricing information relative to performing the audit engagement as described in the Request for Proposal. The rates by staff classification level times the anticipated hours for each fiscal year are included in the total all-inclusive maximum price. Our total all-inclusive maximum price contains all direct and indirect costs, including out-of-pocket expenses. Therefore, our fees are all inclusive and represent a not to exceed amount. The maximum fees and estimated hours, including out-of-pocket expenses, are included in the schedule on the following page.

Our goal is to provide quality service using the highest professional standards at a reasonable cost. We plan each assignment carefully and set a time budget for each phase of the engagement. All of our staff are well indoctrinated in the need to use their time to the fullest efficiency.

Since Richardson & Company, LLP consists primarily of experienced auditors, you can be sure that you will receive the experience level and quality of service you expect. Our firm will bring to the audits strong technical backgrounds, government accounting expertise and outstanding engagement management skills.

**Should you have any questions about the details of our fees, or should our fees not appear competitive with those of the other firms, we would appreciate an opportunity to discuss them with you before you make your final decision.**

These estimates do not take into consideration changes in the scope of the audit due to changes in accounting or auditing pronouncements and standards, laws or regulations, the loss of key accounting personnel, material weaknesses in the internal control environment, or significant changes in the scope of the District's operations. These estimates also assume that the District will not receive federal grants that would require a Single Audit. The estimate assumes there will be minimal audit adjustments. We will discuss a new fee estimate with the District if such events occur.

A summary of our fee estimate by task is as follows:

Services	2023	2024	2025
District Audit	\$ 11,200	\$ 11,550	\$ 11,890
Preparation of financial statements	included	included	included
Appropriations Limit testing	330	340	350
Fee for calculating net pension liability and related deferred inflows/outflows (GASB 68)	750	775	800
Fee for updating OPEB (GASB 75) balances and disclosures	750	775	800
Preparation of State Controller's Report	550	570	590
Total Maximum Cost	<u>\$ 13,580</u>	<u>\$ 14,010</u>	<u>\$ 14,430</u>



The breakdown of our fee by classification is as follows:

<u>Classification</u>	<u>Hourly Rates</u>	<u>Hours Per Year</u>	<u>Fee</u>
Principal Audit Directors	\$ 180	20	\$ 3,600
Senior Manager	160	50	8,000
Supervisor	120	45	5,400
Staff	90	45	4,050
		<u>160</u>	<u>21,050</u>
Discount			<u>(7,470)</u>
Total "Not-to-Exceed" Annual Audit Fee March 31, 2023			<u>\$ 13,580</u>
Total "Not-to-Exceed" Annual Audit Fee March 31, 2024			<u>\$ 14,010</u>
Total "Not-to-Exceed" Annual Audit Fee March 31, 2025			<u>\$ 14,430</u>
Grand Total			<u>\$ 42,020</u>

The discount above gives recognition to the fact the timing of your audit fits extremely well in our schedule and also reflects our commitment to serving governmental agencies.

#### **Rates for Additional Professional Services**

In the event that extraordinary circumstances warrant more intensive and detailed services beyond those in the contractual agreement, we will provide in writing and in advance, the reasons for the additional services together with our estimate of costs. No work will be performed without advance approval by the District. Any and all additional work as agreed in advance by the District will be billed at the rates quoted above.

<u>Classification</u>	<u>Rate Per Hour</u>
Partner	\$ 180
Senior Manager	160
Manager	140
Supervisor	120
Senior	100
Staff	90
Administrative	60



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## PEER REVIEW REPORT

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*Jones, Nak & Mattingly P.C.*

### REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Partners  
Richardson & Company, LLP  
and the Peer Review Committee of the California Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Richardson & Company, LLP (the firm) in effect for the year ended March 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards)

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

#### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Certified Public Accountants and Advisors

401 West Main Street, Suite 1100 Louisville, Kentucky 40202 tel 502.583.0248 fax 502.589.1680 [www.jnmcpa.com](http://www.jnmcpa.com)



### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Richardson & Company, LLP in effect for the year ended March 31, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiencies* or *fail*. Richardson & Company, LLP has received a peer review rating of *pass*.

*Jones, Mabe & Mattingly, P.C.*

Louisville, Kentucky  
August 13, 2021



**SAMPLE COPY OF AUDITED FINANCIAL STATEMENTS**



**FAIR OAKS  
RECREATION AND PARK DISTRICT**

Audited Financial Statements

June 30, 2021



FAIR OAKS  
RECREATION AND PARK DISTRICT

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## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Fair Oaks Recreation and Park District  
Fair Oaks, California

We have audited the accompanying financial statements of the governmental activities of each major fund, and the aggregate remaining fund information of the Fair Oaks Recreation and Park District (the District) as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of June 30, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedule of changes in the net pension liability and related ratios, schedule of contributions to the pension plan, and schedule of changes in the net OPEB liability and related ratios be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Richardson & Company, LLP*

September 9, 2022

**FAIR OAKS RECREATION AND PARK DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

This section of the Fair Oaks Recreation and Park District's annual financial report presents an analysis of the District's financial performance during the fiscal year ended June 30, 2021. This information is presented in conjunction with the audited basic financial statements, which follow this section.

**FINANCIAL HIGHLIGHTS FOR FISCAL YEAR 2020-2021**

- The assets and deferred outflows of resources of the District exceeded liabilities and deferred inflows of resources at the close of the 2020-2021 fiscal year by \$3,301,644 (net position). Of this amount, \$1,897,589 is invested in capital assets, and \$3,204,646 is restricted for particular purposes.
- As of June 30, 2021, the District's governmental funds reported combined fund balances of \$20,446,077 of which \$1,299,729 is available to meet the District's current and future needs (unassigned general fund balance).
- At the end of the fiscal year, the unassigned fund balance for the general fund was \$1,299,729 or approximately 46% of total general fund expenditures.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: government-wide financial statements, fund financial statements, and notes to the financial statements. This report also includes additional required supplementary information in addition to the basic financial statements.

**REQUIRED FINANCIAL STATEMENTS**

**Government-Wide Financial Statements** are designed to provide readers with a broad overview of District finances in a manner similar to a private-sector business.

*The Statement of Net Position* includes information on the District's assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position, and provides information about the nature and amount of investments in resources (assets) and the obligations to District creditors (liabilities). Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

*The Statements of Activities* presents information showing how net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of these government-wide financial statements distinguish functions of the District that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a portion of their costs through user fees and charges (business type activities). The governmental activities of the District are recreational and park activities. There are no business type activities.

**FAIR OAKS RECREATION AND PARK DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

**Fund Financial Statements** are groupings of related accounts that are used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and to demonstrate finance-related legal compliance. All of the funds of the District can be combined into one category: governmental funds.

*Governmental funds* are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources at the end of the fiscal year. Such information may be useful in evaluating the District's near-term requirements. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financial decisions. Both the governmental funds balance sheets and the governmental funds statements of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate comparison between governmental funds and governmental activities. Additional information is provided on separate schedules that reconcile the differences between the government-wide financial statements and the fund financial statements.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found immediately following the basic financial statements.

Other information

In addition to the basic financial statements and accompanying notes, this report presents certain required supplementary information concerning the District's budgetary comparative information for the general fund and major special revenue fund and the District's pension and post-employment benefit plans.

**FAIR OAKS RECREATION AND PARK DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2021**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

The following table compares the Statement of Net Position at June 30, 2021 and June 30, 2020:

**Condensed Statement of Net Position  
Fiscal Years  
Ended June 30, 2021 and 2020**

	<u>2021</u>	<u>2020</u>
Current and other assets	\$ 20,727,112	\$ 22,044,493
Capital assets – net	6,500,487	5,473,820
Total assets	<u>27,227,599</u>	<u>27,518,313</u>
Deferred outflows	<u>649,459</u>	<u>626,898</u>
Liabilities		
Current	1,427,328	1,262,854
Non-current	22,625,155	23,070,553
Total liabilities	<u>24,052,483</u>	<u>24,333,407</u>
Deferred inflows	<u>522,931</u>	<u>600,407</u>
Net Position:		
Net investment in capital assets	1,897,589	1,124,447
Restricted	3,204,646	4,076,601
Unrestricted	(1,800,591)	(1,989,651)
Total Net Position	<u>\$ 3,301,644</u>	<u>\$ 3,211,397</u>

Total net position increased from 2020 to 2021 by 2.8% or \$90,247. This increase is due mostly to the increase in general revenues (including property taxes, special assessments, and other revenues) and a decrease in parks and recreation expense activity. During 2021, total expenses decreased \$590,939, while total revenues decreased \$75,749. Program revenues were lower in 2021 compared to 2020 by \$408,171, however, this was offset as discussed above by the increase in general revenues.



**FAIR OAKS RECREATION AND PARK DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

A summary of the District's Statement of Activities, recapping the District's revenues earned during the fiscal year ended June 30, 2021 and 2020, and the expenses incurred is as follows:

Condensed Statement of Activities  
Fiscal Years  
Ended June 30, 2021 and 2020

	2021	2020
Program Revenue:		
Charges for services	\$ 333,224	\$ 543,207
Capital contributions	94,235	292,423
General Revenue:		
Property taxes and assessments	3,606,406	3,101,610
Interest earnings	41,891	227,214
Miscellaneous	82,514	69,565
Total Revenue	<u>4,158,270</u>	<u>4,234,019</u>
Expenses:		
Recreation and park activities	3,430,569	4,285,343
Interest	637,454	373,619
Total Expense	<u>4,068,023</u>	<u>4,658,962</u>
Changes in Net Position	90,247	(424,943)
Beginning Net Position	3,211,397	3,636,340
Ending Net Position	<u>\$ 3,301,644</u>	<u>\$ 3,211,397</u>

Following are explanations of significant variances from fiscal year 2020 to 2021.

- Revenues decreased by \$75,749 between 2020 and 2021. The decrease was due mostly to the decrease in program revenues resulting from Covid restrictions, and lower interest earnings.
- Expenses decreased by \$590,939, mostly due to decreases in park and recreation activities. Included in parks and recreation activities are decreases in employee related costs, services and supplies and bond issue costs.

**FAIR OAKS RECREATION AND PARK DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

**Financial Analysis of the Governmental Funds**

The District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The fund financial statements focus on individual parts of the District, reporting the District's operations in more detail than the government-wide financial statements. The governmental funds provide information on near-term inflows, outflows and balances of spending resources. Total governmental fund balance at June 30, 2021 was \$20,446,077 which is a decrease of \$1,371,644 in comparison with the FY 2020 fund balance of \$21,817,721.

The following table shows the fund balance by classifications for the last two years.

Fund Balance	Year ended June 30.	
	2021	2020
General Fund	\$ 1,411,414	\$ 704,257
Fair Oaks L&I Assessment District	76,813	67,384
Impact Fees	1,352,481	1,834,403
Capital Projects Fund	15,941,702	17,145,431
2019 Debt Service Fund	1,100,301	1,292,920
2020 Debt Service Fund	221,378	445,572
Phoenix Field L&I Assessment District	13,837	12,659
Gum Ranch L&I Assessment District	36,717	35,161
Developer In-Lieu Fees	291,434	279,934
Total fund balances	<u>\$ 20,446,077</u>	<u>\$ 21,817,721</u>

Significant changes in fund balances by classification consist of the following.

- General Fund: The fund balance increased by 100% or \$707,157 in FY 2021 primarily as a result of a decrease in expenses of \$426,000 including employee related and service and supplies expenses. FY 2021 revenues also decreased but only by \$139,000. Finally, during FY 2021 the General Fund received \$1,225,600 in operating transfers from other funds.
- Impact Fees: The fund balance decreased by 26% or \$482,000 in FY 2021 as a result of lower park impact fees for FY 2021 compared to FY 2020 and \$578,000 in operating transfers to the general fund for the construction of Jim Streng Park.
- Capital Projects Fund: The fund balance decreased by 7% or \$1,204,000 and relates to the funds used in the capital project construction.
- 2019 Debt Service Fund: The fund balance decreased by 15% or \$193,000. \$985,000 in property tax revenue was offset by \$1,183,000 in debt service payments on the 2019 General Obligation bonds.
- 2020 Debt Service Fund: The balance decreased by 50% or \$224,000. \$20,000 in revenues to the fund was offset by \$244,000 in interest payments on the 2020 General Obligation bonds.

**FAIR OAKS RECREATION AND PARK DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2021**

**CAPITAL ASSETS**

As of June 30, 2021, the District's investment in capital assets totaled \$6,500,487, net of accumulated depreciation, which is an increase of \$1,026,667 from 2020. The investment in capital assets includes land, site improvements, buildings and improvements and equipment. The capital assets are presented in the government-wide statement of net position. Additional information on the District's capital assets can be found in Note 4 to the financial statements.

**LONG-TERM DEBT**

As of June 30, 2021 the District had issued the 2019 and 2020 General Obligation Bonds. This was the first and second of three issuances of its \$26.9 million bond passed by voters in November of 2018. Additional information on the District's long-term debt can be found in Note 5 to the financial statements.

**GENERAL FUND BUDGETARY HIGHLIGHTS**

The District's property tax receipts were \$21,598 more than budgeted for the fiscal year, and \$94,422 more than collected in the prior fiscal year which is primarily due to increasing property values. Charges for current services were short of budget by \$115,000 primarily because Covid restrictions prevented many of the classes and programs from taking place. Other revenues were only \$19,541 compared to a budget of \$894,000; the variance from budget was a result of not moving money into the general fund from other funds for expected capital projects.

Services and supplies expense had a favorable budget variance of \$277,000 because expected expenses for classes and programs were not realized due to Covid-related cancellations. Capital outlay expenses were only \$44,000 compared to a budget of \$1,030,000. This variance from budget was because of capital projects that were not completed.

Several accomplishments warrant mention for FY 20/21:

**Fair Oaks Recreation & Park District 75th Anniversary**

On October 8, 2020, the Fair Oaks Recreation & Park District celebrated 75 years of service to the community! Celebrations included a virtual event broadcasted via Zoom & Facebook Live with special guest speakers and a California State Assembly Special Recognition certificate presented by Assemblyman Kevin Kiley, a Discover Fair Oaks Challenge where families and individuals explored Fair Oaks and discovered some interesting history along the way, participants received commemorative 75th anniversary prizes for participating, and finally a Pop-Up History Gallery where community members could see relics, timelines, and memories that celebrated the past 75 years and renderings for future projects that would soon be funded by Measure J.

**Fair Oaks Preschool & Camp Programs**

Despite the significant restrictions due to Covid, both the preschool and camp programs were able to provide some recreational programs and activities for youth, although at a lower enrolment capacity and with mandated safety protocols in place. When in-person activities were not possible, staff pivoted to virtual activities, Zoom story-times and take-and-make crafts that could be done at home.

**FAIR OAKS RECREATION AND PARK DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

**Community Events**

Due to Covid, annual community events that once drew hundreds to thousands of attendees came to a screeching halt. Staff worked tirelessly to continue providing the community with memory making opportunities while still following strict CDPH and County of Sacramento guidelines, rules, and regulations. New events included: Corny Joke Hotline, Wickedly Ghoul Trick or Treat Trail, Santa Stops, and the Fair Oaks Key Hunt. Annual events such as the Easter Eggstravaganza, Bunny Brunch, and Mississippi Bar Trail Run took place but were creatively altered to meet Covid guidelines.

**New Registration Software**

The District implemented a new registration software, SmartRec by Amilia, in January 2021. The new system allowed for more streamlined registration by participants through our online registration store. The software is integrated with 110% Cost Recovery (see Cost Recovery).

**Cost Recovery**

The District implemented a cost recovery program in conjunction with 110%, a consulting company that works with Recreation and Park Districts to help them create a blueprint for sustainability that aligns with the long-term vision, resources and the needs of the community.

**Marketing & Communications**

As the world shut down due to the mandates and social distancing requirements, the District worked diligently to create a virtual workplace which would continue to offer excellent customer service while keeping employees and customers safe. The District began to use Microsoft Teams for its primary phone service to the community and internal communications, allowing the public to reach staff even when they were required to work from home. Board Meetings were held on Zoom until restrictions were lifted, and continue to be held with a Zoom option for members of the public to attend virtually.

The District made facility and operational improvements as well, including:

- Work began on renovations to the District Office facility, to update and improve ADA access to the building.

- The District contracted with arts consulting firm AMS to produce a pro-forma for the Village Park renovation project.

- A bicycle pump track was added to the existing Bike Park at Phoenix Park.

**Additional Property and New Park Development**

Gum Ranch Park and Jim Streng Park were both completed in 2021. The District was awarded a grant from GameTime and CPRS for \$83,400 for playground equipment at Streng Park.

Design work and preconstruction permitting work began in 2020 for the renovation of Village Park, the Amphitheatre and the Community Clubhouse.

The District continued to implement the ten-year master plan for District facilities, programs and parks through the areas of land acquisition, recreation facilities, recreation program services, operations, partnerships, and financing as noted above.

**FAIR OAKS RECREATION AND PARK DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2021**

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET**

Property tax revenues are the District's primary funding source, and the District's FY 20/21 budget included a 5% increase for property tax revenues. The increase was anticipated due to new development and increasing property values. An increase of 3% was budgeted for FY 21/22.

This financial report is designed to provide the District's residents and other interested parties with an overview of the District's financial conditions and operations. Should the reader have questions, please contact the Fair Oaks Recreation and Park District Administrator at 4150 Temescal St., Fair Oaks, CA 95628.

## BASIC FINANCIAL STATEMENTS



## FAIR OAKS RECREATION AND PARK DISTRICT

## STATEMENT OF NET POSITION

June 30, 2021

<b>ASSETS</b>	
Cash and investments	\$ 5,879,366
Due from other governments	6,837
Interest receivable	13,310
Restricted cash and investments	14,827,599
Capital assets:	
Nondepreciable	3,953,048
Depreciable, net	2,547,439
Total Capital Assets	<u>6,500,487</u>
<b>TOTAL ASSETS</b>	<u><b>27,227,599</b></u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Pensions	343,603
OPEB	<u>305,856</u>
	<u>649,459</u>
<b>LIABILITIES</b>	
Accounts payable	155,665
Accrued payroll	77,425
Refunds payable	7,653
Unearned revenue	40,292
Interest payable	293,938
Due within one year:	
Compensated absences	102,355
Bonds payable	750,000
Due in more than one year:	
Compensated absences	36,067
Bonds payable	18,581,400
Net pension liability	1,089,372
Other postemployment benefits (OPEB) liability	2,918,316
<b>TOTAL LIABILITIES</b>	<u><b>24,052,483</b></u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Pensions	114,248
OPEB	<u>408,683</u>
	<u>522,931</u>
<b>NET POSITION</b>	
Net investment in capital assets	1,897,589
Restricted for:	
Capital facilities and improvements	1,643,915
Debt service	1,321,679
Assessment district maintenance and improvements	127,367
ADA improvements	57,042
Foundation activities	54,643
Unrestricted	<u>(1,800,591)</u>
<b>NET POSITION</b>	<u><u><b>\$ 3,301,644</b></u></u>

The accompanying notes are an integral part of these financial statements.

# FAIR OAKS RECREATION AND PARK DISTRICT

## STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2021

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Change in Net Position
		Charges for Services	Operating Contributions and Grants	Capital Contributions and Grants	
GOVERNMENTAL ACTIVITIES:					
Parks and recreation	\$ 3,430,569	\$ 333,224	\$ -	\$ 94,235	\$ (3,003,110)
Interest	637,454				(637,454)
TOTAL GOVERNMENTAL ACTIVITIES	<u>\$ 4,068,023</u>	<u>\$ 333,224</u>	<u>\$ -</u>	<u>\$ 94,235</u>	<u>(3,640,564)</u>
GENERAL REVENUES					
Property taxes					2,947,632
Special assessments					658,774
Interest earnings					41,891
Other revenues					82,514
TOTAL GENERAL REVENUES					<u>3,730,811</u>
Change in net position					90,247
Net position at beginning of year					<u>3,211,397</u>
NET POSITION AT END OF FISCAL YEAR					<u>\$ 3,301,644</u>

The accompanying notes are an integral part of these financial statements.

FAIR OAKS RECREATION AND PARK DISTRICT

BALANCE SHEETS - GOVERNMENTAL FUNDS

June 30, 2021

	Major Funds			
	General Fund	Fair Oaks L&L Assessment District	Capital Projects Fund	Fair Oaks GO Bonds 2019 Debt Service Fund
<b>ASSETS</b>				
Cash and investments	\$ 1,629,513	\$ 76,422	\$ 1,263,858	\$ 999,478
Interest receivable	2,326	391	3,115	1,726
Restricted cash and investments			14,728,502	99,097
Due from other governments	6,837			
<b>TOTAL ASSETS</b>	<u>\$ 1,638,676</u>	<u>\$ 76,813</u>	<u>\$ 15,995,475</u>	<u>\$ 1,100,301</u>
<b>LIABILITIES AND FUND EQUITY</b>				
<b>LIABILITIES</b>				
Accounts payable	\$ 101,892		\$ 53,773	
Accrued payroll	77,425			
Refunds payable	7,653			
Unearned revenue	40,292			
<b>TOTAL LIABILITIES</b>	<u>227,262</u>	<u>-</u>	<u>53,773</u>	<u>-</u>
<b>FUND BALANCE</b>				
Restricted	111,685	\$ 76,813	15,941,702	\$ 1,100,301
Unassigned	1,299,729			
<b>TOTAL FUND BALANCE</b>	<u>1,411,414</u>	<u>76,813</u>	<u>15,941,702</u>	<u>1,100,301</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<u>\$ 1,638,676</u>	<u>\$ 76,813</u>	<u>\$ 15,995,475</u>	<u>\$ 1,100,301</u>

The accompanying notes are an integral part of these financial statements.

Non-Major Funds

Phoenix Field L&L Assessment District	Gum Ranch I&L Assessment District	Impact Fees	Developer In-Lieu Fees	Fair Oaks GO Bonds 2020 Debt Service Fund	Total Governmental Funds
\$ 13,783 54	\$ 36,602 115	\$ 1,348,390 4,091	\$ 290,664 770	\$ 220,656 722	\$ 5,879,366 13,310 14,827,599 6,837
<u>\$ 13,837</u>	<u>\$ 36,717</u>	<u>\$ 1,352,481</u>	<u>\$ 291,434</u>	<u>\$ 221,378</u>	<u>\$ 20,727,112</u>
					\$ 155,665 77,425 7,653 40,292
-	-	-	-	-	281,035
\$ 13,837	\$ 36,717	\$ 1,352,481	\$ 291,434	\$ 221,378	19,146,348 1,299,729
<u>13,837</u>	<u>36,717</u>	<u>1,352,481</u>	<u>291,434</u>	<u>221,378</u>	<u>20,446,077</u>
<u>\$ 13,837</u>	<u>\$ 36,717</u>	<u>\$ 1,352,481</u>	<u>\$ 291,434</u>	<u>\$ 221,378</u>	<u>\$ 20,727,112</u>

FAIR OAKS RECREATION AND PARK DISTRICT  
RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEETS TO THE  
GOVERNMENT-WIDE STATEMENT OF NET POSITION

June 30, 2021

Fund Balances of Governmental Funds	\$ 20,446,077
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets, net of accumulated depreciation, are not current financial resources and are not included in the governmental funds.	6,500,487
Pension and OPEB contributions subsequent to the valuation measurement date and other items will reduce the pension and OPEB liability in the future and are reported as deferred outflows of resources on the statement of net position.	649,459
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.	
Compensated absences	(138,422)
Bonds payable	(19,331,400)
Net pension liability	(1,089,372)
OPEB liability	(2,918,316)
Interest payable	(293,938)
Employee pension and OPEB differences to be recognized in the future as pension or OPEB expense are reported as deferred inflows of resources on the statement of net position.	(522,931)
Net position of governmental activities	<u>\$ 3,301,644</u>

The accompanying notes are an integral part of these financial statements.

FAIR OAKS RECREATION AND PARK DISTRICT  
STATEMENTS OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS

For the Year Ended June 30, 2021

	Major Funds			
	General Fund	Fair Oaks I.&L. Assessment District	Capital Projects Fund	Fair Oaks GO Bonds 2019 Debt Service Fund
<b>REVENUES</b>				
Property taxes	\$ 1,962,293			\$ 985,323
Charges for current services	229,490			
Special assessments		\$ 543,259		
Use of money and property	107,968	744	\$ 17,155	4,080
Park impact fees				
In-lieu fees				
Other revenues	19,541		42,288	2,985
Total revenues	<u>2,319,292</u>	<u>544,003</u>	<u>59,443</u>	<u>992,388</u>
<b>EXPENDITURES</b>				
Salaries and benefits	1,789,158			
Services and supplies	1,004,432		21,420	2,182
Capital outlay	44,145		1,241,752	
Debt service - principal				825,000
Debt service - interest				357,825
Total expenditures	<u>2,837,735</u>	<u>-</u>	<u>1,263,172</u>	<u>1,185,007</u>
(Deficit) Excess of Revenues (Under) Over Expenditures	(518,443)	544,003	(1,203,729)	(192,619)
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating transfers in	1,225,600			
Operating transfers out		(534,574)		
Total other Financing Sources (Uses)	<u>1,225,600</u>	<u>(534,574)</u>	<u>-</u>	<u>-</u>
Change in fund balance	707,157	9,429	(1,203,729)	(192,619)
Fund Balances, July 1, 2020	<u>704,257</u>	<u>67,384</u>	<u>17,145,431</u>	<u>1,292,920</u>
Fund Balances, June 30, 2021	<u>\$ 1,411,414</u>	<u>\$ 76,813</u>	<u>\$ 15,941,702</u>	<u>\$ 1,100,301</u>

The accompanying notes are an integral part of these financial statements.



Non-Major Funds

Phoenix Field L&L Assessment District	Gum Ranch L&L Assessment District	Impact Fees	Developer In-Lieu Fees	Fair Oaks GO Bonds 2020 Debt Service Fund	Total Governmental Funds
				\$ 16	\$ 2,947,632
					229,490
\$ 56,136	\$ 59,379				658,774
111	260	\$ 11,337	\$ 1,880	2,090	145,625
		84,615			84,615
			9,620		9,620
				17,700	82,514
<u>56,247</u>	<u>59,639</u>	<u>95,952</u>	<u>11,500</u>	<u>19,806</u>	<u>4,158,270</u>
					1,789,158
					1,028,034
					1,285,897
					825,000
				244,000	601,825
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>244,000</u>	<u>5,529,914</u>
56,247	59,639	95,952	11,500	(224,194)	(1,371,644)
(55,069)	(58,083)	(577,874)			1,225,600
					(1,225,600)
(55,069)	(58,083)	(577,874)	-	-	-
1,178	1,556	(481,922)	11,500	(224,194)	(1,371,644)
12,659	35,161	1,834,403	279,934	445,572	21,817,721
<u>\$ 13,837</u>	<u>\$ 36,717</u>	<u>\$ 1,352,481</u>	<u>\$ 291,434</u>	<u>\$ 221,378</u>	<u>\$ 20,446,077</u>

# FAIR OAKS RECREATION AND PARK DISTRICT

## RECONCILIATION OF THE STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE GOVERNMENT-WIDE STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2021

Net Change in Fund Balances - Total Governmental Funds \$ (1,371,644)

Amounts reported for governmental activities in the Statement of Activities differs from the amounts reported in the Statement of Revenues, Expenditures, and Changes in Fund Balances because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the costs of those assets are allocated over their estimated useful lives as depreciation expense or are allocated to the appropriate functional expense when the cost is below the capitalization threshold. This activity is reconciled as follows:

Cost of assets capitalized	1,285,897
Depreciation expense	(259,230)

Debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the Government-wide Statement of Net Position. Repayment of principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position

Principal repayment	825,000
Amortization of bond premium	61,392

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Change in interest payable	(97,021)
Change in compensated absences liability	(9,648)
Change in net pension liability and deferred outflows/inflows of resources related to employee pensions	(117,866)
Change in OPEB liability and deferred outflows/inflows of resources related to OPEB	(226,633)

Change in net position of governmental activities	\$ 90,247
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The accompanying notes are an integral part of these financial statements.

FAIR OAKS RECREATION AND PARK DISTRICT  
NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2021

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity: The District was organized in 1945 by a vote of the public and operates under the California Public Resources Code Section 5780. The District is operated under the direction of a five-member board duly elected and empowered by the electorate with sole authority over the District operations. Although the District is independent from the Sacramento County Board of Supervisors, its financial activities are processed through the Sacramento County Auditor-Controller's office.

In addition to providing recreational programs and services to the community, the District maintains park sites serving approximately 31,000 residents. The accounting policies of the District conform to accounting principles generally accepted in the United States of America as applicable to local governments.

The District has defined its reporting entity in accordance with accounting principles generally accepted in the United States of America, which provide guidance for determining which governmental activities, organizations, and functions should be included in the reporting entity. In evaluating how to define the District for financial reporting purposes, management has considered all potential component units. The primary criterion for including a potential component unit within the reporting entity is the governing body's financial accountability. A primary governmental entity is financially accountable if it appoints a voting majority of a component unit's governing body and it is able to impose its will on the component unit or if there is a potential for the component unit to provide specific financial benefits to, or impose specific financial burdens on, the primary government. A primary government may also be financially accountable if a component unit is fiscally dependent on the primary governmental entity regardless of whether the component unit has a separately elected governing board, a governing board appointed by a higher level of government, or a jointly appointed board.

Based upon the aforementioned oversight criteria, the following are component units:

The Fair Oaks Landscaping and Lighting District, the Phoenix Field Landscaping and Lighting Assessment District, and the Gum Ranch Landscaping and Lighting Assessment District are included in special revenue funds of the District. These component units are governed by the District's Board of Directors. Each of these assessment districts were organized under the Landscaping and Lighting Act of 1972 and each are reported separately on the District's fund financial statements. No separate financial statements are issued.

The Fair Oaks Recreation Foundation (the Foundation) was created as a non-profit entity under section 501(c)(3) to receive donations, obtain grants, and conduct fundraising events to generate revenues that will enhance the District's recreation programs. The Foundation is reported as a blended component unit of the District because the District's governing body is also the governing body of the Foundation. The Foundation's funds are reported as restricted net position on the District's financial statements as a component of the general fund.

Basis of Presentation – Government-wide Financial Statements: The government-wide financial statements (i.e., the statement of net position and statement of activities) report information on all of the nonfiduciary activities of the primary government and its component units. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. The District has no business-type activities.

FAIR OAKS RECREATION AND PARK DISTRICT  
NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2021

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The statement of activities presents direct expenses and program revenues for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include 1) charges paid by the recipients of goods or services offered by the programs and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented instead as general revenues.

Basis of Presentation – Fund Financial Statements: The accounts of the District are organized on the basis of funds. A fund is a separate accounting entity with a self-balancing set of accounts. Each fund is established for the purpose of accounting for specific activities in accordance with applicable regulations, restrictions, or limitations.

The District reports the following major governmental funds:

General Fund – The General Fund is the primary operating fund of the District. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Fair Oaks Landscaping and Lighting Assessment District Special Revenue Fund – to account for revenues and the associated expenditures of fees levied on property owners of the District which are specifically restricted for installation, maintenance and servicing of public facilities for all properties located within the Park District.

Capital Projects Fund – The Capital Projects Fund is used to account for financial resources from bond proceeds used for the acquisition or construction of major capital facilities.

2019 Debt Service Fund – To account for debt service on the 2019 Series General Obligation Bonds issued for the upgrade of facilities and construction of new facilities.

In addition to these funds, the District also has the following nonmajor funds:

Phoenix Field Landscaping and Lighting Assessment District Special Revenue Fund – to account for revenues and the associated expenditures of fees levied on property owners of the District that are specifically restricted for installation, maintenance and servicing of public facilities within the Phoenix Field area.

Gum Ranch Landscaping and Lighting Assessment District Special Revenue Fund – to account for revenues and the associated expenditures of fees levied on property owners of the District that are specifically restricted for installation, maintenance and servicing of public facilities within the Gum Ranch area.

Impact Fees Capital Projects Fund – to account for revenues the District receives pursuant to the Mitigation Fee Act to ensure that the District can build park and recreation facilities and improvements needed for the resident and employee growth created by new development.

Development In-Lieu Fees Capital Projects Fund – to account for revenues the District receives from the dedication of land, payments of fees in-lieu of land or combination thereof under the Quimby Act and Sacramento County Code Chapter 22.40.

FAIR OAKS RECREATION AND PARK DISTRICT  
NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2021

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

2020 Debt Service Fund - To account for debt service on the 2020 Series General Obligation Bonds issued for the upgrade of facilities and construction of new facilities.

Measurement Focus and Basis of Accounting: The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flow takes place. Non-exchange transactions, in which the District gives or receives value without directly receiving or giving equal value in exchange, include property taxes, grants, entitlements, and donations. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The District considers revenues to be available if they are collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period, usually 60 days. Revenues that are accrued include property taxes, interest income, and charges for current services. Revenues that are not accrued include permits and fines, forfeitures, and penalties, if applicable. Expenditures are generally recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due. General capital assets are reported as expenditures in governmental funds. Proceeds of general long-term and capital assets are reported as other financing sources. The District considers property taxes available if they are collected within sixty-days after year-end.

Budgetary Principles: As required by the laws of the State of California, the District prepares and legally adopts a final balanced operating budget on or before October 1 of each fiscal year. Public hearings are conducted on the proposed final budget to review all appropriations and the sources of financing.

Operating budgets are adopted for the General Fund on the modified accrual basis of accounting. Budgetary control and the legal level of control are at the object level which classifies expenditures by type of goods purchased and services obtained. The Statements of Revenues, Expenditures – Budget to Actual present revenues at the source level and expenditures at the function level. It is not feasible to compare budget to actual data at the object level in this report. Therefore, this information is contained in a separate report prepared by the Sacramento County Department of Finance, Auditor-Controller, titled "Expenditures Status Report." Significant amendments and appropriation transfers from contingencies must be approved by the District's Board of Directors. Supplemental appropriations financed by unanticipated revenues also must be approved by the Board. The District's budget for special revenue funds is prepared on the modified accrual basis of accounting, except that encumbrances represent expenditures on a budgetary basis. Encumbrances not liquidated in the current year are added to the subsequent year budget for reporting and control purposes. Budgets are not prepared for the capital projects or debt service funds.

The legal level of budgetary control (the level on which expenditures may not legally exceed appropriations) is at the object level except for capital assets, which are controlled at the sub-object level. Object levels of expenditures are as follows: salaries and benefits, services and supplies, other charges including debt service, capital outlay, contingencies, expenditure transfers, and other financing uses. Sub-object levels of expenditures for capital assets are land, structures and improvements, and equipment.



FAIR OAKS RECREATION AND PARK DISTRICT  
NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2021

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Capital Assets: Capital assets, which include land, structures and improvements, machinery and equipment, and infrastructure assets, are reported in the government-wide financial statements. Capital assets are defined as assets with an initial individual cost of more than \$5,000. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at the estimated acquisition value at the date of donation. Capital outlay is recorded as expenditures of the governmental funds and as assets in the government-wide financial statements to the extent the District's capitalization threshold is met. Amortization of assets acquired by way of capital leases are included in depreciation and amortization. Structures, improvements, and equipment are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	50 years
Building improvements	20 years
Improvements other than buildings	35 years
Infrastructure	50 years
Equipment and machinery	5-20 years

Compensated Absences: The District's policy allows employees to accumulate earned unused vacation, sick leave, compensatory time off in lieu of overtime and administrative leave, which will be paid to employees upon separation from the District's service subject to a vesting schedule per the District's personnel policy. Vacation time is earned by regular full-time and part-time employees according to the vesting schedules to a maximum of 240 hours. Sick leave is earned by regular full-time and regular part-time employees. Any sick leave hours not used during the period are carried forward to future years with no limit to the number of hours that can be accumulated. Any sick leave hours unused at the time of an employee's retirement can be added to the actual period of service when computing retirement benefits. Regular full-time and regular part-time employees of the District may choose the sick leave pay-out option upon termination of employment with the District. If the employee chooses this option, any unused sick leave up to a maximum of 320 hours will be compensated at 50% of the employees' current hourly rate. Should an employee choose the pay-out option, any accrued sick leave for which an employee has been paid out will not be credited to the employee upon retirement. Full-time non-exempt employees may be given compensatory time off in lieu of overtime pay for authorized work in excess of forty hours per week to be computed at one and one half times the excess hours worked. An employee may not accrue more than sixty hours of compensatory time off. An employee designated as exempt is entitled to participate in the District's Administrative Leave Program. No exempt employee shall be eligible to accrue more than a maximum of 64.08 hours of administrative leave pay at any time.

Deferred Outflows and Inflows of Resources: In addition to assets and liabilities, the statement of net position reports separate sections for deferred outflows and deferred inflows of resources. *Deferred outflows of resources* represent a consumption of net position by the government that is applicable to a future reporting period. *Deferred inflows of resources* represent an acquisition of net position that is applicable to a future reporting period. These amounts will not be recognized as an outflow of resources (expense) or an inflow of resources (revenue) until the earnings process is complete. Deferred outflows and inflows of resources represent amounts deferred related to the District's pension and OPEB plans as described in Notes 7 and 8.



FAIR OAKS RECREATION AND PARK DISTRICT  
NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2021

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Pensions: For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District's California Public Employees' Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Other Postemployment Benefits (OPEB): For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the District's plan (OPEB Plan) and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis. For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value.

Property Taxes: The County of Sacramento is responsible for the collection and allocation of property taxes. Under California law, property taxes are assessed and collected by the County of Sacramento up to 1% of the full cash value of taxable property based on assessed values on March 1 of the preceding year, plus other increases approved by the voters and distributed in accordance with statutory formulas. They become a lien on the first day of the year they are levied. Secured property tax is levied on January 1 and due in two instalments, on November 1 and February 1. Unsecured property tax is levied on July 1 and due on July 31.

The County elects to use the Alternative Method of Property Tax Apportionment. Under this method of property tax apportionment, the County purchases the delinquent secured taxes on June 30. This purchase is completed within two months after the end of the fiscal year.

Unearned Revenue: Unearned revenue represents fees received prior to June 30 for events that take place after June 30.

Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from these estimates.

Interfund Transactions: Operating transfers are transactions to allocate resources from one fund to another fund not contingent on the incurrence of specific expenditures in the receiving fund. Interfund transfers are generally recorded as operating transfers in and operating transfers out in the same accounting period.

Fund Balance: In the fund financial statements, governmental funds report non-spendable, restricted, committed, assigned and unassigned balances.

Non-spendable Funds – Fund balance should be reported as non-spendable when the amounts cannot be spent because they are either not in spendable form, or are legally or contractually required to be maintained intact. Non-spendable balances are not expected to be converted to cash within the next operating cycle.

FAIR OAKS RECREATION AND PARK DISTRICT  
NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2021

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Restricted Funds – Fund balance should be reported as restricted when constraints placed on the use of resources are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation.

Committed Funds – Fund balance should be reported as committed when the amounts can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority, the District's Board of Directors. These amounts cannot be used for any other purpose unless the District's Board modifies, or removes the fund balance commitment.

Assigned Funds – Fund balance should be reported as assigned when the amounts are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed.

Unassigned Funds – Unassigned fund balance is the residual classification of the District's funds and includes all spendable amounts that have not been restricted, committed, or assigned to specific purposes.

Net Position: The government-wide financial statements utilize a net position presentation. Net position is categorized as investment in capital assets (net of related debt), restricted and unrestricted.

Net Investment in Capital Assets – This category groups all capital assets into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction or improvement of these assets reduce the balance in this category.

Restricted Net Position – This category presents external restrictions imposed by creditors, grantors, contributors or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Position – This category represents net position of the District not restricted for any project or other purpose.

The District's Board establishes, modifies or rescinds fund balance commitments and assignments by passage of a resolution. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted, committed, assigned and unassigned resources as they are needed. The District's committed, assigned, or unassigned amounts are considered to have been spent when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

New Pronouncements: In June 2017, the GASB issued Statement No. 87, *Leases*. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. A lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment. Any contract that meets this definition should be accounted for under the lease's guidance, unless specifically excluded in this Statement. The requirements of this Statement are effective for reporting periods beginning after June 15, 2021.

FAIR OAKS RECREATION AND PARK DISTRICT  
NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2021

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

In January 2020, the GASB issued Statement No. 92, *Omnibus 2020*. This Statement addresses a number of practice issues identified during the implementation of certain GASB Statements, including 1) the applicability of Statement No. 73, *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68*, and *Amendments to Certain Provisions of GASB Statements 67 and 68*, as amended, and No. 74, *Financial Reporting for Post-employment Benefit Plans Other Than Pension Plans*, as amended, to reporting assets accumulated for postemployment benefits; 2) the applicability of certain requirements of Statement No. 84, *Fiduciary Activities*, to postemployment benefit arrangements; 3) measurement of liabilities (and assets, if any) related to asset retirement obligations (AROs) in a government acquisition; 4) reporting by public entity and reference to nonrecurring fair value measurements of assets or liabilities in authoritative literature. This Statement is applicable for item 4 above upon its issuance and is effective for the other items above for reporting periods beginning after June 15, 2021.

In April 2022, the GASB issued Statement No. 99, *Omnibus 2022*. This Statement enhances comparability in accounting and financial reporting and consistency in authoritative literature, including the clarification of provisions of Statement 87, *Leases*, related to the determination of the lease term, classification of a lease as a short-term lease, recognition and measurement of a lease liability and a lease asset and identification of lease incentives; clarification of provisions in Statement No. 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*, related to the focus of the government-wide financial statements; terminology updates related to provisions of Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*; and terminology used in Statement No. 53 to refer to resource flows statements. The provisions of this Statement are effective immediately through periods beginning after June 15, 2023.

In June 2022, the GASB issued Statement No. 101, *Compensated Absences*. This statement requires that liabilities for compensated absences be recognized for leave that has not been used that is attributable to services already rendered, accumulates and is more likely than not to be used for time off or paid in cash or settled through noncash means and leave that has been used but not paid in cash or settled through noncash means. Leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be included in the liability for compensated absences. This Statement requires that a liability for certain types of compensated absences, including parental leave, military leave and jury duty leave, not be recognized until the leave commences. Certain salary related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities. With respect to financial statements prepared using the current financial resources measurement focus, this Statement requires that expenditures be recognized for the amount that normally would be liquidated with expendable available financial resources. Governments are allowed to disclose the net change in the liability if identified as such in the footnotes to the financial statements. The provisions of this Statement are effective for years beginning after December 15, 2023.

The District is currently analyzing the impact of the required implementation of these new statements.

FAIR OAKS RECREATION AND PARK DISTRICT  
NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2021

NOTE 2: CASH AND INVESTMENTS

Cash and cash investments as of June 30, 2021 are classified in the accompanying financial statements as follows:

Cash and investments	\$ 5,879,366
Restricted assets:	
Cash and investments	<u>14,827,599</u>
	<u>\$ 20,706,965</u>

At June 30, 2021, the District's total cash and investments consisted of the following:

Deposits in financial institutions	\$ 74,357
Cash and investments with the County Treasurer	<u>20,632,608</u>
	<u>\$ 20,706,965</u>

Investment policy: California statutes authorize districts to invest idle or surplus funds in a variety of credit instruments as provided for in the California Government Code, Section 53600, Chapter 4 – Financial Affairs. The following table identifies the investment types that are authorized for the District by the California Government Code (or the District's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk.

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment in One Issuer</u>
Local Agency Bonds	5 years	No limit	No limit
U.S. Treasury Obligations	5 years	No limit	No limit
U.S. Agency Securities	5 years	No limit	No limit
Bankers' Acceptances	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	No limit
Repurchase Agreements	1 year	No limit	No limit
Reverse Repurchase Agreements	92 days	20% of base value	No limit
Medium-Term Notes	5 years	30%	No limit
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	No limit
County Pooled Investment Funds	N/A	No limit	No limit
Local Agency Investment Fund (LAIF)	N/A	No limit	No limit
JPA Pools (other investment pools)	N/A	No limit	No limit

The District complied with the provisions of the California Government Code pertaining to the types of investments held, the institutions in which deposits were made and the security requirements. The District will continue to monitor compliance with applicable statutes pertaining to public deposits and investments.



FAIR OAKS RECREATION AND PARK DISTRICT  
NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2021

NOTE 2: CASH AND INVESTMENTS (Continued)

Investment in the County of Sacramento Investment Pool: The District's cash is held in the County of Sacramento's cash and investment pool which is managed by the Sacramento County Treasurer. The District's cash balances invested in the Sacramento County Treasurer's cash and investment pool are stated at amortized cost, which approximates fair value. The amount invested by all public agencies in Sacramento County's cash and investment pool is \$4,571,833.284 at June 30, 2021. Sacramento County does not invest in any derivative financial products. The Sacramento County Treasury Investment Oversight Committee (Committee) has oversight responsibility for Sacramento County's cash and investment pool. The Committee consists of ten members as designated by State law. The value of pool shares in Sacramento County that may be withdrawn is determined on an amortized cost basis, which is different than the fair value of the District's position in the pool. Investments held in the County's investment pool are available on demand to the District and are stated at cost, which approximates fair value. This investment is not subject to the fair value hierarchy established by generally accepted accounting principles.

Interest rate risk: Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District's investment in the County pool has an average maturity of 300 days as of June 30, 2021.

Credit Risk: Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The County's external investment pool is not rated.

Concentration of Credit Risk: The investment policy of the District limits the amount that can be invested by any one issuer to the California Government Code. There are no investments in any one issuer (other than external investment pools) that represent 5% or more of total District investments.

Custodial Credit Risk: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counter-party (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investments or collateral securities that are in the possession of another party. Custodial credit risk does not apply to a local government's indirect deposits or investments in securities with governmental investment pools (such as the County of Sacramento investment pool). The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure public agency deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits. Custodial credit risk does not apply to a local government's indirect deposits or investments in securities through the use of government investment pools.

At June 30, 2021, the carrying amounts of the District's deposits were \$74,357, and the balances in financial institutions were \$255,733, all of which was covered by federal depository insurance and \$5,733 was collateralized as required by State law (Government Code Section 53630), by pledging financial institution with assets held in a common pool for the District and governmental agencies, but not held in the name of the District.

FAIR OAKS RECREATION AND PARK DISTRICT  
NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2021

**NOTE 3: OPERATING TRANSFERS**

With Board approval, resources may be transferred from one District fund to another. Transfers between funds during the fiscal year ended June 30, 2021 were as follows:

Transfer to	Transfer from	Amount
General Fund	Major Special Revenue Funds:	
	Fair Oaks Landscaping and Lighting Assessment Fund	\$ 534,574 (a)
	Non-major Special Revenue Funds:	
	Phoenix Field Landscaping and Lighting	55,069 (a)
	Gum Ranch Landscaping and Lighting	58,083 (a)
	Non-major Capital Project Fund:	
	Impact Fees Fund	577,874 (b)
		<u>\$ 1,225,600</u>

(a) - Transfer for expenditure budget requirements from Lighting and Landscaping Funds

(b) - Transfer for expenditure budget requirements from Impact Fees Fund.

**NOTE 4: CAPITAL ASSETS**

Capital assets activity for the year ended June 30, 2021, is as follows:

	Balance at June 30, 2020	Additions	Deletions	Balance at June 30, 2021
<u>Governmental Activities</u>				
Capital assets, not being depreciated:				
Land	\$ 1,771,305			\$ 1,771,305
Construction in progress	895,846	\$ 1,285,897		2,181,743
Total capital assets, not being depreciated	<u>2,667,151</u>	<u>1,285,897</u>		<u>3,953,048</u>
Capital assets, being depreciated:				
Buildings and improvements	2,451,416			2,451,416
Site improvements	4,911,475			4,911,475
Equipment	609,561		\$ (79,000)	530,561
Total capital assets, being depreciated	<u>7,972,452</u>	<u>-</u>	<u>(79,000)</u>	<u>7,893,452</u>
Less accumulated depreciation:				
Buildings and improvements	(1,528,990)	(64,682)		(1,593,672)
Site improvements	(3,264,195)	(157,700)		(3,421,895)
Equipment	(372,598)	(36,848)	79,000	(330,446)
Total accumulated depreciation	<u>(5,165,783)</u>	<u>(259,230)</u>	<u>79,000</u>	<u>(5,346,013)</u>
Total capital assets being depreciated, net	<u>2,806,669</u>	<u>(259,230)</u>	<u>-</u>	<u>2,547,439</u>
<b>GOVERNMENTAL ACTIVITIES</b>				
<b>CAPITAL ASSETS, NET</b>	<u>\$ 5,473,820</u>	<u>\$ 1,026,667</u>	<u>\$ -</u>	<u>\$ 6,500,487</u>

Depreciation expense for the year was \$259,230 and was all charged to the recreation function.



FAIR OAKS RECREATION AND PARK DISTRICT  
NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2021

**NOTE 5: LONG-TERM OBLIGATIONS**

The following is a summary of long-term liabilities for the year ended June 30, 2021:

	Balance <u>June 30, 2020</u>	<u>Additions</u>	<u>Deletions</u>	Balance <u>June 30, 2021</u>	Due Within <u>One Year</u>
Governmental Activities:					
Series 2019 General Obligation Bonds	\$ 9,435,000		\$ (825,000)	\$ 8,610,000	\$ 750,000
Series 2020 General Obligation Bonds	9,000,000			9,000,000	
Unamortized premium	1,782,792		(61,392)	1,721,400	
Total debt:	20,217,792		(886,392)	19,331,400	750,000
Compensated absences	128,774	\$ 112,003	(102,355)	138,422	102,355
Net pension liability	952,313	280,675	(143,616)	1,089,372	
OPEB liability	2,610,839	448,899	(141,422)	2,918,316	
Totals	<u>\$ 23,909,718</u>	<u>\$ 841,577</u>	<u>\$ (1,273,785)</u>	<u>\$ 23,477,510</u>	<u>\$ 852,355</u>

**Series 2019 General Obligation (GO) Bonds:** The District issued General Obligation Bonds Series 2019 on April 1, 2019 in the amount of \$9,435,000 to provide financing for the renovation, repair, replacement or upgrade of facilities and to construct new facilities. The District has the authority to issue bonds in an aggregate principal amount of \$26,900,000. The Bonds are the first series of bonds issued. Annual principal payments ranging from \$190,000 to \$825,000 are due beginning August 1, 2020 and annual interest payments ranging from \$26,000 to \$370,000 are due beginning August 1, 2019. The interest rates on the bonds are 3.00% to 5.00%. The District has pledged ad valorem property taxes on taxable property within the District's boundaries for payment of debt service on the Bonds. The proceeds of the bonds were placed in the Capital Projects Fund with the County Treasurer and are expected to be expended by April 2022.

**Series 2020 General Obligation (GO) Bonds:** The District issued General Obligation Bonds Series 2020 on May 6, 2020 in the amount of \$9,000,000 to provide financing for the renovation, repair, replacement or upgrade of facilities and to construct new facilities. The District has the authority to issue bonds in an aggregate principal amount of \$26,900,000. The Bonds are the second series of bonds issued. Annual principal payments ranging from \$50,000 to \$1,625,000 are due beginning August 1, 2032. Annual interest payments ranging from \$64,000 to \$360,000 are due beginning August 1, 2020. The interest rates on the bonds is 4.00%. The District has pledged ad valorem property taxes on taxable property within the District's boundaries for payment of debt service on the Bonds. The proceeds of the bonds were placed in the Capital Projects Fund with the County Treasurer and are expected to be expended by October 2023.

FAIR OAKS RECREATION AND PARK DISTRICT  
NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2021

NOTE 5: LONG-TERM OBLIGATIONS (Continued)

The annual requirements to amortize the outstanding Series 2019 and 2020 General Obligation Bonds at June 30, 2021 are as follows:

Years Ended June 30	Series 2019 GO Bonds			Series 2020 GO Bonds		
	Principal	Interest	Total Payments	Principal	Interest	Total Payments
2022	\$ 750,000	\$ 345,450	\$ 1,095,450		\$ 360,000	\$ 360,000
2023	280,000	315,450	595,450		360,000	360,000
2024	315,000	304,250	619,250		360,000	360,000
2025	190,000	291,650	481,650		360,000	360,000
2026	210,000	284,050	494,050		360,000	360,000
2027-2031	1,205,000	1,302,500	2,507,500		1,800,000	1,800,000
2032-2036	1,195,000	1,115,000	2,310,000	\$ 425,000	1,781,000	2,206,000
2037-2041	1,320,000	864,400	2,184,400	1,250,000	1,629,000	2,879,000
2042-2046	1,705,000	596,200	2,301,200	2,125,000	1,312,000	3,437,000
2047-2051	1,440,000	148,000	1,588,000	5,200,000	737,000	5,937,000
Totals	<u>\$ 8,610,000</u>	<u>\$ 5,566,950</u>	<u>\$ 14,176,950</u>	<u>\$ 9,000,000</u>	<u>\$ 9,059,000</u>	<u>\$ 18,059,000</u>

Should the District default on interest payments, interest will be charged from the last payment date up to the date the payment is made. The underwriter or bond holder can seek mandates or court order should the District default on any provisions.

NOTE 6: FUND BALANCE

The following are the components of the Governmental Funds fund balances.

	General	Fair Oaks L&L Assessment District	Capital Projects	Fair Oaks GO Bonds 2019 Debt Service Fund	Nonmajor Governmental Funds	Total Governmental Funds
Restricted for:						
Capital facilities and improvements			\$ 15,941,702		\$ 1,643,915	\$ 17,585,617
Debt service				\$ 1,100,301	221,378	1,321,679
Assessment District maintenance and improvements		\$ 76,813			50,554	127,367
ADA improvements	\$ 57,042					57,042
Foundation activities	54,643					54,643
Total Restricted	<u>111,685</u>	<u>76,813</u>	<u>15,941,702</u>	<u>1,100,301</u>	<u>1,915,847</u>	<u>19,146,348</u>
Unrestricted unassigned	<u>1,299,729</u>					<u>1,299,729</u>
Total Fund Balances	<u>\$ 1,411,414</u>	<u>\$ 76,813</u>	<u>\$ 15,941,702</u>	<u>\$ 1,100,301</u>	<u>\$ 1,915,847</u>	<u>\$ 20,446,077</u>

FAIR OAKS RECREATION AND PARK DISTRICT  
NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2021

NOTE 7: DEFINED BENEFIT PENSION PLAN

Plan Description: All qualified permanent and probationary employees are eligible to participate in the District's cost-sharing multiple employer defined benefit pension plans administered by the California Public Employees' Retirement System (CalPERS). The District has the following cost-sharing rate plans:

- Miscellaneous Plan
- PEPRM Miscellaneous Plan

Benefit provisions under the Plan are established by State statute and Board resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website at [www.calpers.ca.gov](http://www.calpers.ca.gov).

Benefits Provided: CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 (52 for PEPRM Miscellaneous Plan) with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The Plan's provisions and benefits in effect at June 30, 2021, are summarized as follows:

	Miscellaneous Plan (Prior to January 1, 2013)	Miscellaneous Plan (On or after January 1, 2013)
Hire date		
Benefit formula (at full retirement)	2.0% @ 55	2.0% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50 - 63	52 - 67
Monthly benefits, as a % of eligible compensation	1.092% to 2.418%	1.0% to 2.5%
Required employee contribution rates	7.000%	6.750%
Required employer contribution rates	11.031%	7.732%

In addition to the contribution rates above, the District was required to make payments totaling \$63,177 toward its unfunded actuarial liability during the year ended June 30, 2021. The Miscellaneous Plan is closed to new members that are not already CalPERS eligible participants.

Contributions: Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. For the year ended June 30, 2021, the employer contributions to the Plan (all rate plans combined) were \$153,850, including the contribution for the employers unfunded accrued liability.

FAIR OAKS RECREATION AND PARK DISTRICT  
NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2021

NOTE 7: DEFINED BENEFIT PENSION PLAN (Continued)

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions:  
As of June 30, 2021, the District reported a net pension liability for its proportionate share of the net pension liability of \$1,089,372.

The District's net pension liability is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2019 rolled forward to June 30, 2020 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. The District's proportionate share of the net pension liability for the Plan as of June 30, 2021 and 2020 was as follows:

	<u>Miscellaneous Plan</u>
Proportion - June 30, 2020	0.02378%
Proportion - June 30, 2021	0.02583%
Change - Increase (Decrease)	0.00205%

For the year ended June 30, 2021, the District recognized pension expense of \$271,716. At June 30, 2021, the District reported deferred outflows of resources and deferred inflows of resources related to the Plan combined from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$ 153,850	
Change in assumptions		\$ (7,770)
Net differences between projected and actual earnings on plan investments	32,362	
Difference between actual and allocated contributions		(106,478)
Difference between expected and actual experience	56,139	
Change in employer's proportions	<u>101,252</u>	
Total	<u>\$ 343,603</u>	<u>\$ (114,248)</u>

The \$153,850 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the following fiscal year. Other amounts reported as net deferred outflows of resources related to pensions will be recognized as pension expense as follows:

<u>Fiscal Year Ended June 30</u>	
2022	\$ 12,742
2023	24,806
2024	22,436
2025	<u>15,521</u>
	<u>\$ 75,505</u>

FAIR OAKS RECREATION AND PARK DISTRICT  
NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2021

NOTE 7: DEFINED BENEFIT PENSION PLAN (Continued)

Actuarial Assumptions: The total pension liabilities in the actuarial valuations for the Plan was determined using the following actuarial assumptions:

Valuation Date	June 30, 2019
Measurement Date	June 30, 2020
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Projected Salary Increase	Varies by entry age and service
Mortality	Derived using CalPERS Membership Data for all Funds

The mortality table used was developed based on CalPERS-specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.

Discount Rate: The discount rate used to measure the total pension liability was 7.15% for the Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for the plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate is applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class for the Plan. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.



FAIR OAKS RECREATION AND PARK DISTRICT  
NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2021

NOTE 7: DEFINED BENEFIT PENSION PLAN (Continued)

Asset Class	New Strategic Allocation	Real Return Years 1 - 10(a)	Real Return Years 11+(b)
Global Equity	50.0%	4.80%	5.98%
Fixed Income	28.0%	1.00%	2.62%
Inflation assets	0.0%	0.77%	1.81%
Private Equity	8.0%	6.30%	7.23%
Real assets	13.0%	3.75%	4.93%
Liquidity	1.0%		-0.92%
Total	<u>100.0%</u>		

(a) An expected inflation of 2.0% used for this period.

(b) An expected inflation of 2.92% used for this period.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate: The following presents the District's proportionate share of the net pension liability for the Plans, calculated using the discount rate for the Plans, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

1% Decrease	6.15%
Net Pension Liability	\$ 1,899,364
Current Discount Rate	7.15%
Net Pension Liability	\$ 1,089,372
1% Increase	8.15%
Net Pension Liability	\$ 420,101

Pension Plan Fiduciary Net Position: Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

NOTE 8: OTHER POSTEMPLOYMENT BENEFITS PLANS

Plan Description: For employees hired before March 1, 2010, the District pays 100% of the medical premium for the retiree and any dependents up to a cap varying by coverage level. The cap is the average of the six CalPERS medical plans available to the District employees and is set annually by the Board, in 2021 \$929 (single coverage), \$1,857 (two party coverage) and \$2,414 (family coverage).

Employees hired on after March 1, 2010 are covered by the PEMHCA Vesting resolution. This resolution provides that the District pays 100% of the premium for retirees and dependents up to but not exceeding the maximum benefits provided by the "100/90" formula *multiplied* by the vesting percent, based on the retiree's years of CalPERS membership. The maximum monthly benefits payable in calendar year 2021 under the 100/90 formula are: \$767 (single coverage), \$1,461 (two party) and \$1,868 (family). The Plan does not issue separate financial statements.



FAIR OAKS RECREATION AND PARK DISTRICT  
NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2021

NOTE 8: OTHER POSTEMPLOYMENT BENEFITS PLANS (Continued)

Employees Covered by Benefit Terms: As of the June 30, 2019 valuation, the following employees were covered by the Plan's benefit terms:

Active employees	16
Inactive employees or beneficiaries currently receiving benefit payments	<u>6</u>
	<u>22</u>

Contributions: The contribution requirements of Plan members and the District are established and may be amended by the District's Board of Directors subject to the District's Memorandums of Understanding with bargaining units. The District prefunds the plan by contributing a specific amount to the California Employers' Retiree Benefit Trust (CERBT), a tax-qualified irrevocable trust organized under Internal Revenue Code Section 115. The Trust is administered by CalPERS as an agent multiple-employer plan. During the year ended June 30, 2021, the District's benefit payments were \$51,578 and the estimated implicit subsidy was \$11,830 resulting in total payments of \$63,408. No contributions were made to the Trust during the year ended June 30, 2021. Plan members did not make any contributions to the Plan.

Net OPEB Liability: The District's net OPEB liability of \$2,918,316 was measured as of June 30, 2020, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of June 30, 2019.

Actuarial Assumptions: The total OPEB liability in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Discount rate	2.66%
Inflation	2.50%
Investment rate of return	6.50%
Aggregate salary increase	3.00%
Healthcare cost trend rates	5.40% decreasing to 4.00% by 2076
Mortality rates	Derived using CalPERS membership data
Pre-Retirement	Derived using CalPERS membership data

The assumed gross return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

FAIR OAKS RECREATION AND PARK DISTRICT  
NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2021

NOTE 8: OTHER POSTEMPLOYMENT BENEFITS PLANS (Continued)

Asset Class	Percentage of Portfolio	Assumed Gross Return
Global Equity	40.0%	4.80%
Fixed Income	43.0%	1.10%
Real Estate Investment Trusts	8.0%	3.20%
Treasury Inflation Protected Securities	5.0%	0.25%
Commodities	4.0%	1.50%
	100.0%	

Participation Rates: 100% of future employees are assumed to elect coverage. 75% of future retirees are assumed to elect to cover their spouse in their medical plan coverage and 30% are assumed to cover dependents other than a spouse under age 62.

Discount Rate: The discount rate used to measure the total OPEB liability was 2.66%, which is a decrease from the 2.79% used in the July 1, 2019 valuation. The discount rate is based on the average of three 20-year municipal bond rate indices: The S&P Municipal Bond 20 Year High Grade Rate Index.

Because the District has only made one contribution to the trust, which was less than the actuarially determined contribution, the actuary determined that the fiduciary net position is not projected to be sufficient to make projected benefit payments, so the municipal bond rate index was used as the discount rate.

Changes in the Net OPEB Liability: The change in the net OPEB liability for the plan is as follows:

	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability / (Asset)
Balance at June 30, 2020	\$ 2,610,839		\$ 2,610,839
Changes in the year:			
Service cost	247,735		247,735
Interest	79,054		79,054
Changes in assumptions	71,913		71,913
Contributions - employer		\$ 90,195	(90,195)
Investment income		1,032	(1,032)
Benefit payments	(50,195)	(50,195)	
Administrative expenses		(2)	2
Net changes	348,507	41,030	307,477
Balance at June 30, 2021	\$ 2,959,346	\$ 41,030	\$ 2,918,316

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate: The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current discount rate:

FAIR OAKS RECREATION AND PARK DISTRICT  
NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2021

NOTE 8: OTHER POSTEMPLOYMENT BENEFITS PLANS (Continued)

	1% Decrease 1.66%	Discount Rate 2.66%	1% Increase 3.66%
Net OPEB liability	\$3,559,683	\$2,918,316	\$2,421,077

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates: The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using healthcare cost trend rates that is 1 percentage point lower or 1 percentage point higher than the current healthcare cost trend rates:

	1% Decrease (4.40% decreasing to 3.00%)	Current Healthcare Cost Trend Rates (5.40% decreasing to 4.00%)	1% Increase (6.40% decreasing to 5.00%)
Net OPEB liability	\$2,332,442	\$2,918,316	\$3,723,513

OPEB Plan Fiduciary Net Position: Detailed information about the OPEB's fiduciary net position is available in the separately issued CERBT financial report at [www.calpers.ca.gov](http://www.calpers.ca.gov).

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB: For the year ended June 30, 2021, the District recognized OPEB expense of \$290,041. At June 30, 2021, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Employer contributions made subsequent to the measurement date	\$ 63,408	
Difference between projected and actual investment earnings	230	
Differences between expected and actual experience		\$ (290,002)
Changes of assumptions	242,218	(118,681)
Total	<u>\$ 305,856</u>	<u>\$ (408,683)</u>

The \$63,408 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability during the following fiscal year. Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

FAIR OAKS RECREATION AND PARK DISTRICT  
NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2021

NOTE 8: OTHER POSTEMPLOYMENT BENEFITS PLANS (Continued)

<u>Year Ended June 30</u>	
2022	\$ (35,430)
2023	(35,430)
2024	(35,430)
2025	(7,413)
2026	(5,657)
Thereafter	<u>(46,875)</u>
	<u>\$ (166,235)</u>

Recognition of Deferred Outflows and Deferred Inflows of Resources: Gains and losses related to changes in total OPEB liability and fiduciary net position are recognized in OPEB expense systematically over time. Amounts are recognized in OPEB expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to OPEB and are to be recognized in future OPEB expense.

The recognition period differs depending on the source of the gain or loss. The net difference between projected and actual earnings on OPEB plan investments is recognized over 5 years. All other amounts are recognized over the expected average remaining service lifetime (EARS�), which was 13.67 years at June 30, 2021.

NOTE 9: RISK MANAGEMENT

The District is self-insured for comprehensive liability coverage as a member of the California Association for Park and Recreation Insurance (CAPRI). CAPRI is a public agency risk pool created pursuant to a joint powers agreement between the numerous member Districts. CAPRI manages one pool for all member agencies. Each member pays an annual premium to the system based on numerous factors including the number of personnel, types and values of assets held, and an experience factor. CAPRI reinsures through a commercial carrier for claims in excess of \$1,000,000 for each insured event.

Coverage provided under CAPRI is as follows:

Workers' compensation coverage with \$50,000,000 including \$350,000 (CAPRI) coverage per occurrence for workers' compensation, limited to \$5,000,000 for employee liability.

Comprehensive general liability coverage with a \$25,000,000, including \$1,000,000 (CAPRI) self-insured limit per occurrence for personal injury and property damage to which the coverage applies. There is no deductible to the District.

All-risks property loss coverage including Boiler & Machinery coverage, is subject to a \$2,000 deductible per occurrence payable by the District.

Flood and earthquake coverage with annual aggregate limit of \$5,000,000 for all the member districts. The deductible for all loss or damage arising from the risks of flood and or earthquake is \$50,000 per occurrence or 5% of the value of the building, contents, and or structure damaged, whichever is greater.

FAIR OAKS RECREATION AND PARK DISTRICT  
NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2021

NOTE 11: COMMITMENTS AND CONTINGENCIES

The District had the following contract commitments as of June 30, 2021:

Project	Project Appropriation	Expenditures to June 30, 2021	Remaining Committed
District Wide	\$ 1,100,000	\$ 179,241	\$ 920,759
Swallow Way / Jim Streng Park	913,210	48,044	865,166
Village Park - Clubhouse	196,095	100,061	96,034
Village Park - Amphitheater	534,780	313,299	221,481
Village Park Site	673,078	451,337	221,741
Phoenix Softball Field	517,793	108,072	409,721
Total	<u>\$ 3,934,956</u>	<u>\$ 1,200,054</u>	<u>\$ 2,734,902</u>

On March 11, 2020, the World Health Organization declared the outbreak of a coronavirus (COVID-19) pandemic. The COVID-19 outbreak is disrupting supply chains and affecting production and sales across a range of industries. The extent of the impact of COVID-19 on the District's operational and financial performance will depend on certain developments, including the duration and spread of the outbreak, and the impact on customers, employees, and vendors, all of which are uncertain and cannot be predicted. At this point the extent to which COVID-19 may impact the financial condition or results of operations is uncertain and the accompanying financial statements include no adjustments relating to the effects of the pandemic.

NOTE 12: SUBSEQUENT EVENTS

On April 20, 2022, the Board of Directors approved the award of contract of \$21.75 million for the renovation of Village and Plaza Park, the Community Clubhouse, and the Veterans Memorial Amphitheatre to Bobo Construction, Inc. The renovation will be funded by \$20 million from the General Obligation Bond Measure J. The renovation will also be funded by \$890,000 of impact fees and \$860,000 of various grant funding. Construction will begin on April 22, 2022 and will be completed by October 14, 2023.

## REQUIRED SUPPLEMENTARY INFORMATION



FAIR OAKS RECREATION AND PARK DISTRICT

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL - GENERAL FUND

For the Year Ended June 30, 2021

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
<b>REVENUES</b>				
Property taxes	\$ 1,940,695	\$ 1,940,695	\$ 1,962,293	\$ 21,598
Charges for current services	344,857	344,857	229,490	(115,367)
Use of money and property	132,000	132,000	107,968	(24,032)
Other revenues	893,957	893,957	19,541	(874,416)
Total revenues	<u>3,311,509</u>	<u>3,311,509</u>	<u>2,319,292</u>	<u>(992,217)</u>
<b>EXPENDITURES</b>				
Salaries and benefits	1,835,569	1,835,569	1,789,158	46,411
Services and supplies	1,281,290	1,281,290	1,004,432	276,858
Capital outlay	1,030,214	1,030,214	44,145	986,069
Total expenditures	<u>4,147,073</u>	<u>4,147,073</u>	<u>2,837,735</u>	<u>1,309,338</u>
Deficit of Revenues Under Expenditures	(835,564)	(835,564)	(518,443)	317,121
Other Financing Sources				
Operating transfers in	888,352	888,352	1,225,600	337,248
Total other Financing Sources	<u>888,352</u>	<u>888,352</u>	<u>1,225,600</u>	<u>337,248</u>
Change in fund balance	52,788	52,788	707,157	654,369
Fund balances - July 1, 2020	<u>704,257</u>	<u>704,257</u>	<u>704,257</u>	-
Fund balances - June 30, 2021	<u>\$ 757,045</u>	<u>\$ 757,045</u>	<u>\$ 1,411,414</u>	<u>\$ 654,369</u>

FAIR OAKS RECREATION AND PARK DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
FAIR OAKS LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT

For the Year Ended June 30, 2021

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
<b>REVENUES</b>				
Special assessments	\$ 545,905	\$ 545,905	\$ 543,259	\$ (2,646)
Use of money and property	-	-	744	744
Total revenues	<u>545,905</u>	<u>545,905</u>	<u>544,003</u>	<u>(1,902)</u>
Other Financing Uses				
Operating transfers out	(582,354)	(582,354)	(534,574)	47,780
Total other Financing Uses	<u>(582,354)</u>	<u>(582,354)</u>	<u>(534,574)</u>	<u>47,780</u>
Change in fund balance	(36,449)	(36,449)	9,429	45,878
Fund Balances, July 1, 2020	<u>67,384</u>	<u>67,384</u>	<u>67,384</u>	<u>-</u>
Fund Balances, June 30, 2021	<u>\$ 30,935</u>	<u>\$ 30,935</u>	<u>\$ 76,813</u>	<u>\$ 45,878</u>

FAIR OAKS RECREATION AND PARK DISTRICT

REQUIRED SUPPLEMENTARY INFORMATION

For the Year Ended June 30, 2021

**SCHEDULE OF THE PROPORTIONATE SHARE OF THE  
NET PENSION LIABILITY - MISCELLANEOUS PLAN (UNAUDITED)**  
Last 10 Years

	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Proportion of the Net Pension Liability	0.02583%	0.02378%	0.02199%	0.02168%	0.02014%	0.01643%	0.00675%
Proportionate Share of the Net Pension Liability	\$ 1,089,372	\$ 952,313	\$ 828,607	\$ 854,527	\$ 699,564	\$ 352,834	\$ 42,348
Covered Payroll - Plan Measurement Period	\$ 1,173,505	\$ 1,113,721	\$ 1,019,682	\$ 803,578	\$ 784,684	\$ 784,684	\$ 788,864
Proportionate Share of the Net Pension Liability as Percentage of Covered Payroll	92.83%	85.51%	81.26%	106.34%	89.15%	44.97%	53.29%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	83.43%	83.43%	83.69%	80.25%	82.10%	87.83%	88.97%

Notes to Schedule

Valuation date	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014	June 30, 2013
Measurement date	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014

Change in Benefit Terms: None

Change in Assumptions: The discount rate was changed from 7.50% in 2015 to 7.65% in 2016 and 2017 and 7.15% in 2018.

Omitted Years: GASB Statement No. 68 was implemented during the year ended June 30, 2015. No information was available prior to this date.

**SCHEDULE OF CONTRIBUTIONS TO THE PENSION PLAN - MISCELLANEOUS PLAN (UNAUDITED)**  
Last 10 Years

	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Contractually Required Contribution (Actuarially Determined)	\$ 153,850	\$ 143,616	\$ 122,129	\$ 100,327	\$ 84,815	\$ 75,412	\$ 67,736
Contributions in Relation to the Actuarially Determined Contributions	(153,850)	(143,616)	(122,129)	(100,327)	(84,815)	(75,412)	(67,736)
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered Payroll - Employer Fiscal Year	\$ 1,046,071	\$ 1,173,505	\$ 1,113,721	\$ 1,019,682	\$ 803,578	\$ 784,684	\$ 784,684
Contributions as a Percentage of Covered Payroll	14.71%	12.24%	10.97%	9.84%	10.55%	9.61%	8.63%

Notes to Schedule

Contribution valuation date	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014	June 30, 2013	June 30, 2012
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Methods and Assumptions Used to Determine Contribution Rates

Actuarial Method	Entry Age Normal Cost Method						
Amortization Method	Level percentage of payroll, closed						
Remaining Amortization Period	Varies by rate plan, but not more than 30 years						
Asset Valuation Method	Market value	Market value	Market value	Market value	Market value	Market value	15-year smoothed market
Inflation	2.50%	2.625%	2.75%	2.75%	2.75%	2.75%	2.75%
Salary Increases	Varies by entry age and service						
Payroll Growth	2.750%	2.875%	3.000%	3.000%	3.000%	3.000%	3.000%
Investment rate of return and discount rate	7.00%	7.25%	7.375%	7.50%	7.50%	7.50%	7.50%
Retirement Age	50 to 67 years						
Mortality	Probabilities of retirement are based on the most recent CalPERS Experience Most recent CalPERS Experience Study						

Omitted Years: GASB Statement No. 68 was implemented during the year ended June 30, 2015. No information was available prior to this date. Future years will be reported prospectively as they become available.

FAIR OAKS RECREATION AND PARK DISTRICT

REQUIRED SUPPLEMENTARY INFORMATION

For the Year Ended June 30, 2021

SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY AND RELATED RATIOS (UNAUDITED)

	2021	2020	2019	2018
Total OPEB liability:				
Service cost	\$ 247,735	\$ 251,608	\$ 234,038	\$ 269,694
Interest	79,054	81,506	74,988	60,090
Differences between expected and actual experience		(339,702)		
Changes in assumptions	71,913	160,948	65,172	(265,381)
Benefit payments	(50,195)	(54,013)	(50,883)	(41,542)
Net change in total OPEB liability	348,507	100,347	323,315	22,861
Total OPEB liability - beginning	2,610,839	2,510,492	2,187,177	2,164,316
Total OPEB liability - ending (a)	<u>\$ 2,959,346</u>	<u>\$ 2,610,839</u>	<u>\$ 2,510,492</u>	<u>\$ 2,187,177</u>
Plan fiduciary net position				
Contributions - employer	\$ 90,195	\$ 54,013	\$ 50,883	\$ 41,542
Investment income	1,032			
Benefit payments	(50,195)	(54,013)	(50,883)	(41,542)
Administrative expenses	(2)			
Net change in plan fiduciary net position	41,030			
Plan fiduciary net position - beginning				
Plan fiduciary net position - ending (b)	<u>\$ 41,030</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Net OPEB liability - ending (a)-(b)	\$ 2,918,316	\$ 2,610,839	\$ 2,510,492	\$ 2,187,177
Plan fiduciary net position as a percentage of the total OPEB liability	<u>1.39%</u>	<u>0.00%</u>	<u>0.00%</u>	<u>0.00%</u>
Covered-employee payroll - measurement period	<u>\$ 1,099,801</u>	<u>\$ 1,029,251</u>	<u>\$ 1,068,585</u>	<u>\$ 803,578</u>
Net OPEB liability as percentage of covered-employee payroll	<u>265.35%</u>	<u>253.66%</u>	<u>234.94%</u>	<u>272.18%</u>
Notes to schedule:				
Valuation date	June 30, 2019	June 30, 2019	July 1, 2017	July 1, 2017
Measurement period - fiscal year ended	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017
Benefit changes. None.				
Assumptions:				
Discount rates	2.66%	2.79%	2.98%	3.13%
Inflation	2.50%	2.50%	2.75%	2.75%
Salary increases	3.00%	3.00%	3.25%	3.25%
Healthcare cost trend rates	5.4%	5.4%	7.5%	7.5%
	decreasing to	decreasing to	decreasing to	decreasing to
	4% by 2076	4% by 2076	5% by 2025	5% by 2025
CALPERS Experience Study	2017 Study	2017 Study	2014 Study	2014 Study

Omitted years: GASB Statement No. 75 was implemented during the year ended June 30, 2018. No information was available prior to this date. Information will be added prospectively as it becomes available until 10 years are reported.

FAIR OAKS RECREATION AND PARK DISTRICT

REQUIRED SUPPLEMENTARY INFORMATION

For the Year Ended June 30, 2021

**SCHEDULE OF CONTRIBUTIONS TO THE OPEB PLAN (UNAUDITED)**

	2021	2020
Actuarially determined contribution - employer fiscal year	\$ 220,318	\$ 205,955
Contributions in relation to the actuarially determined contributions	(63,408)	(90,195)
Contribution deficiency (excess)	\$ 156,910	\$ 115,760
Covered-employee payroll - employer fiscal year	\$ 923,230	\$ 1,099,801
Contributions as a percentage of covered-employee payroll	6.87%	8.20%

**Notes to Schedule:**

Valuation date

June 30, 2019

June 30, 2019

Measurement period - fiscal year ended

June 30, 2020

June 30, 2019

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method

Entry Age Normal

Amortization method

Level Dollar

Amortization period

19 years remain

20 years remain

Asset valuation method

Market Value

Discount rate

2.66%

2.79%

Inflation

2.50%

2.50%

Healthcare cost trend rates

5.40% in 2021, trending down to 4% by 2076

Salary increases

3.00%

3.00%

Investment rate of return

6.50%

6.50%

Retirement age

From 50 to 75

From 50 to 75

Mortality

2017 CalPERS

2017 CalPERS

Experience Study

Experience Study

Omitted years: Contributions were made starting the year ended June 30, 2020. Information will be added prospectively as it becomes available until 10 years are reported.

**PROPOSAL FOR PROFESSIONAL AUDITING SERVICES  
Auburn Area Recreation and Park District**

**For the Fiscal Years Ending  
March 31, 2023 through March 31, 2025**



***Respectfully Submitted on September 27, 2022 by:***

Paul J. Kaymark, CPA  
Nigro & Nigro, PC  
pkaymark@nncpas.com  
Federal Tax ID: 30-0636241  
Nncpas.com

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**Walnut Creek:** 2121 N. California Blvd. #290, Walnut Creek, CA 94596 • P: (844) 557-3111 • F: (844) 557-3444



*Let's Work Together!*



*By applying our financial expertise,  
we partner with our clients to build  
valuable relationships that inspire success.*

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September 27, 2022

Veona Galbraith, Administrative Services Manager  
471 Maidu Drive, Suite 200  
Auburn, California 95603-5774

Dear Ms. Galbraith:

Thank you for the opportunity to submit this proposal to continue providing audit services for the Auburn Area Recreation and Park District. Our understanding of the work to be done is: the annual audit of the District's financial statements for the fiscal years ending March 31, 2023-25. Based on our history with special districts, I believe our firm would be a great fit, and we would develop a great working relationship. Our staff works hard to help ensure our audits are completed with the highest level of service and meet all deadlines.

Although many people think that all special districts function in the same manner, we know that's not the case. The audit leadership team we've assigned to your district, including myself, will take the time to learn the intricacies of your organization. We find that by delving deep into our client's structure and operations we are able to make recommendations that are not only useful, but also practical to implement.

At Nigro & Nigro, PC, our greatest strengths correspond to your most critical needs; we possess the full spectrum of resources needed to most effectively help the District's management team and Board members meet their goals – all at a very competitive rate. **We believe we are your best choice.**

- **Credibility, Reputation, and Resources of a Large Firm** without sacrificing the small-firm touch. Our CPAs and consultants can help you analyze and address financial, operational, and regulatory issues so you can focus attention on serving your citizens. We were originally formed in 1999, and now perform annual audits for approximately 80+ public agencies annually.
- **State-Wide Reach with Local Presence.** At Nigro & Nigro, we have the benefit of having the resources of a state-wide firm while serving you from our **Walnut Creek office**. We also have an office in Murrieta for additional resources.
- **Efficiency.** Our use of portal software allows you to upload audit documentation at any time, which will minimize disruption to your staff and enable timely completion of all deliverables.

- **An Efficient and Effective Work Plan.** We currently serve over 80+ governmental entities state-wide, which enables our staff to understand the scope of the audit. We also understand the District's complexities, not just from a compliance standpoint but also from an operational point of view. We have developed an effective work plan that takes into consideration your needs for high quality audit services, as well as timely deliverables. As a result of our efficient work plan, we commit to meeting your deadlines to complete our auditing services within the time period you specify.
- **Thought Leadership.** Members of our firm have been actively involved as presenters in numerous industry conferences and programs, including the GFOA, CSDA, and CSMFO. We have incorporated our experience with these committees into our audit framework.
- **Engagement Team.** We know that quality people drive quality results, which is why our commitment to you starts with the engagement team members who are selected based on their experience, focus on serving local government agencies, and who are the best fit for you. Each of the District's engagement team members have completed and exceeded the mandatory requirement for continuing professional education hours as requested in the RFP. Paul Kaymark, Partner, will be the main contact for the District regarding this project.
- **A Focus on Providing Consistent, Dependable Service to Government Entities.** Nigro & Nigro is organized by industry, affording our clients with industry-specific expertise supplemented by valuable local service and insight. Therefore, the District will enjoy the service of members of our Governmental Audit Services Team who have experience with similar governmental entities and understand the issues and environment critical to you. You will not have to train our auditors.

You may have many options in selecting a professional audit firm. By choosing Nigro & Nigro, you will gain value-added accounting and operational insights. We are the right fit for the District, as we have the expertise and depth of resources within our firm to offer you exceptional service while maintaining a sincere and honest relationship. We understand the work, we are committed to meeting your deadlines, and we would like the opportunity to continue to be your auditors. We also commit to meeting or exceeding your expectations.

Thank you once again for the opportunity to present our qualifications. If you have any questions about our offerings, please do not hesitate to contact me.

Sincerely,



Paul J. Kaymark, CPA  
Audit Services Partner

## FIRM QUALIFICATIONS & EXPERIENCE

### Experience

Nigro & Nigro team members are highly trained in governmental accounting and auditing, which sets us apart as being able to add value beyond the basic attest engagement. We are comfortable working with clients of various sizes. Within the past five years, we have worked with numerous governmental clients with revenues ranging from \$200,000 to over \$300 million.

Prior to any audit engagement, our engagement team leader will meet with the Board, Audit Committee and Management to gain a full understanding of the philosophy, objectives and policies for operating the organization, as well as to discuss significant business, regulatory and accounting matters that will affect the audit. At the conclusion of the audit, we will communicate the results of the audit with the Board, Audit Committee and Management.

Areas of specialization include:

- Audit and Review Services
- Government Auditing Standards & Single Audits
- Annual Report of Financial Transactions
- Agreed Upon Procedures Engagements
- Comprehensive Annual Financial Report (CAFR) development

### Size of Our Firm

Firm-wide, we have the following staffing for our governmental audit services:

Position	Number of Employees	Number of Licensed CPA's
<b>Partner*</b>	6	6
<b>Senior Manager</b>	1	1
<b>Manager</b>	3	1
<b>Supervisor</b>	1	-
<b>Senior Associates</b>	5	2
<b>Support Staff</b>	6	-
<b>Total</b>	3	-
	25	9

*\*Although the term "partner" is used throughout this proposal to avoid confusion, the firm is organized as a Professional Corporation, and the firm's owners are "shareholders."*



## FIRM QUALIFICATIONS & EXPERIENCE (CONTINUED)

### Size and Location of Offices

The firm was originally established in 1999. In 2013, we opened our second office in Northern California in order to better serve our growing client base of school districts in the San Francisco Bay Area. The Firm now has five partners and a professional staff of 18 accountants and expects to add more in the coming years as we continue to grow. We are a full service firm, providing audit and review, tax, consulting, and accounting services to local government, non-profit organizations, charter schools, commercial businesses and homeowners' associations. The office serves clients of all sizes and industries, however, we focus on government agencies, just like yours.

*We are prepared to do what it takes to provide the extra level of service required to maintain a long-term business relationship.*



MURRIETA OFFICE



WALNUT CREEK OFFICE

### Peer Review

Our firm's most recently issued peer review report can be found under the "Additional Documents" section of the proposal. A firm can receive a "Fail", "Pass with Deficiencies", or a "Pass" rating. The firm's most recent peer review report rating was a Pass. This rating indicates that the firm's system of quality control has been suitably designed and complied with to provide the audit organization with reasonable assurance of performing and reporting in conformity with professional standards and applicable legal and regulatory requirements in all material respects. As required by our membership in the Government Audit Quality Center (GAQC), the peer review included a selection of a sample of governmental audit engagements.

### Past Performance / Disciplinary Action

The Firm has not had any State desk reviews or field reviews of its audits in the last five years. We also have had no disciplinary action taken or pending against the Firm during the past five years with state regulatory bodies or professional organizations.



## LICENSE TO PRACTICE IN CALIFORNIA

The Firm and its entire CPA staff hold licenses to practice in the State of California. The Firm's CPA's are all members in good standing with the California Society of CPA's and the AICPA. We will assign a California licensed CPA as the auditor in charge of the audit.

## PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS & EXPERIENCE

### Meet Your Audit Leadership Team

Listed on the following pages are the resumes of the management team that will be assigned to your audit. As mentioned previously, our staff members have considerable governmental audit experience. This gives us a pool to draw on in addition to the group listed.

Name	Role	Years of Experience in Audits
<b>Paul J. Kaymark, CPA</b>	Lead Partner	27
<b>Peter Glenn, CPA</b>	Review Partner	13
<b>Jared Solmons, CPA</b>	Audit Manager	4
<b>Stacy Macias</b>	Audit Supervisor	4
<b>Anabel Cruz, CPA</b>	Audit Senior	3

### Staff Continuity

Effective service relies on a strong-working relationship between clients and our staff. For this reason, we do our best to ensure a consistent audit team is working on the engagement not only throughout the year, but in each subsequent year. This helps enable us to best respond to the specific needs of our clients, and will prevent your staff from feeling like they must "train" new auditors each year.

Our firm has been fortunate to experience less than typical turnover for a typical CPA firm. The average length of time a typical auditor has been employed by the firm is around four years. We find that our employees enjoy coming into work every day, which in turn provides a much better client experience.

## Paul J. Kaymark, CPA

### Lead Audit Partner

Paul joined the firm in 2019 and has more than 26 years of previous public accounting and auditing governmental entities experience. Paul is our choice for new governmental audit clients, having extensive experience in the areas of governmental entities. His main responsibilities include assistance in the preliminary planning of audit work, review of assistants' work, and performing audit procedures in more complex audit areas.

#### Audit Services:

Mr. Kaymark has been working on audit engagements of governmental agencies, not-for-profit organizations, as well as for-profit corporations and companies. His previous experience includes audit and consulting work for large and small businesses with a focus on client service. Paul strives to build strong relationships with his clients by assisting them with any emerging issues and being available as a resource.

#### Consulting Services:

Mr. Kaymark has experience in a variety of governmental issues, garnered from his auditing experience over the years. He regularly consults with clients in areas of:

#### Special District Accounting:

- Internal controls
- Financial reporting
- Annual report of financial transactions

#### Financial Reporting:

- Year-end closing procedures
- Cash flows
- Budget development and projections
- Multi-Year projections
- Pension and OPEB accounting

#### Some Agencies Served:

- Palmdale Water District
- Mojave Water Agency
- Western Municipal Water District
- El Toro Water District
- East Orange County Water District
- Trabuco Canyon Water District



**California Special  
Districts Association**

*Districts Stronger Together*

CSDA Workshop Speaker



#### Education:

Bachelor of Science, Business  
Administration, Accountancy  
California State University, Long Beach  
1994

#### Licenses and Certifications:

- Certified Public Accountant, California
- GFOA Certificate for Excellence in  
Financial Reporting - Reviewer

#### Professional Affiliations:

- Government Finance Officers  
Association (GFOA)
- California Society of Municipal Finance  
Officers (CSMFO)
- California Special District Association  
(CSDA)

#### Continuing Education:

Various municipal accounting courses  
offered by the AICPA, CalCPA Education  
Foundation including:

- Governmental and Nonprofit Annual  
Update
- GASB Basic Financial Statements for  
State and Local Governments
- Single Audits: Uniform Grant Guidance  
(formerly OMB Circular A-133)
- Financial Accounting Standards Board  
Annual Updates

<b>Water and Wastewater Clients Audited and/or Consulted With Over My Career</b>
--

**Water and Wastewater**

Metropolitan Water District of Southern California  
 Los Angeles County Sanitation District  
 Long Beach Water Department  
 Glendale Water and Power  
 Colton Public Utilities  
 Baldy Mesa Water District  
 Bear Valley Community Services District  
 Beaumont-Cherry Valley Water District  
 Big Bear City Community Services District  
 Cabazon Water District  
 California Domestic Water Company  
 Casitas Municipal Water District  
 Castaic Lake Water Agency  
 Chino Basin Water Conservation District  
 Chino Basin Watermaster  
 Coachella Valley Water District  
 Diablo Water District  
 East Orange County Water District  
 El Toro Water District  
 Farm Mutual Water Company  
 Golden Hills Community Services District  
 Goleta Water District  
 Hli-Desert Water District  
 Inverness Public Utilities District  
 Irvine Ranch Water District  
 Joshua Basin Water District  
 Jurupa Community Services District  
 Leucadia Wastewater District  
 Mesa Consolidated Water District  
 Mojave Water Agency  
 Monte Vista Water District  
 Montecito Water District  
 North Coast County Water District  
 North Marin Water District  
 Novato Sanitary District  
 Palmdale Water District

**Water and Wastewater, continued**

Phelan Pinon Hills Community Services District  
 Pomona Valley Protective Agency  
 Purissima Hills Water District  
 Rincon del Diablo Water District  
 Rosamond Community Services District  
 Rossmoor Los Alamitos Area Sewer District  
 Sacramento Suburban Water District  
 San Bernardino Valley Water Conservation District  
 San Gabriel Valley Municipal Water District  
 San Lorenzo Valley Water District  
 Santa Ana Watershed Project Authority  
 Santa Margarita Water District  
 Saticoy Sanitary District  
 Solano County Water Agency  
 Soquel Creek Water District  
 Stallion Springs Community Services District  
 Summerland Sanitary District  
 Trabuco Canyon Water District  
 Tres Pinos Water District  
 Triunfo Sanitation District  
 Twentynine Palms Water District  
 Vallecitos Water District  
 Valley County Water District  
 Ventura Regional Sanitation District  
 Victor Valley Water District  
 Victor Valley Wastewater Reclamation Authority  
 Victorville Water District  
 Water Facilities Authority - Joint Power Agency  
 Water Replenishment District  
 West County Agency  
 West County Wastewater District  
 West Valley Water District  
 Westborough Water District  
 Western Municipal Water District  
 Western Riverside County Regional Wastewater  
 Yorba Linda Water District

## Peter Glenn, CPA

### Review Partner

Peter joined the firm in 2011 after nearly three years of previous public accounting and auditing experience. Peter will work under the general direction of the partner. Peter is our choice for new governmental audit clients, having successfully worked on each of the Firm's clients since beginning with the Firm. His main responsibilities include assistance in the preliminary planning of audit work, review of assistants' work, and performing audit procedures in more complex audit areas.

#### Audit Services:

Peter Glenn began his auditing career with Nigro & Nigro in 2011, participating in audits of special districts, LEAs, other governmental audits, and agreed-upon procedure engagements. Prior to joining the firm, he worked for three years at another public accounting firm, developing his auditing skills. He has previously been the in-charge accountant for some of the firm's largest clients.

#### Consulting Services:

Mr. Glenn has experience in a variety of governmental accounting issues, derived from his auditing experience at the firm. He regularly consults with clients in areas of:

#### Special District Accounting:

- Internal controls
- Financial reporting & GASB 34
- Annual report of financial transactions

#### Financial Reporting:

- Uniform Guidance
- Performance Audits
- Year-end closing procedures
- Cash flows
- Budget development and projections
- Multi-Year projections

#### Other Agencies Served:

- Riverside County Open Space and Park District
- Cahuilla Band of Indians
- Central Basin Municipal Water District
- Murrieta Valley Cemetery District
- Elsinore Valley Cemetery District
- Alamo-Lafayette Cemetery District
- Bodega Bay Fire Protection District
- Los Angeles Harbor Cemetery District



#### Education:

Bachelor of Science, Business  
Administration, Accounting  
California State University,  
San Marcos, 2008, Magna Cum Laude

#### Licenses and Certifications:

- Certified Public Accountant, California

#### Continuing Education:

- CASBO Annual Conference
- SSC Finance & Management  
Conferences
- Government Accounting & Auditing  
Conference
- In-house training for audit staff  
(presenter)



# Jared Solmons, CPA

## Manager

Jared joined the firm in 2019 as a Staff Accountant. After completing his degree, Jared went to work for a midsize construction company where he worked as an estimator and project manager before transitioning into more of an accounting and finance role. It was working in this role that led him to the decision to pursue the goal of becoming a Certified Public Accountant. He continues to hone his skills and expand his knowledge as he branches out into different areas of accounting services and working with various governmental agencies and not-for-profit organizations. Jared will work under the general supervision of the partner and oversee staff as they work together through different audit areas.

### Audit Services:

Jared began his career with Nigro & Nigro working on LEA audits before transitioning to focus on special districts and not-for-profit organizations. He focuses on a customer-oriented approach to auditing, striving to build strong relationships by working with clients to help them navigate the ever-changing world of accounting rules and standards.

### Consulting Services:

Jared has experience with a variety of governmental and not-for-profit accounting issues, as well as other tax and audit concerns, derived from his audit and consulting experience at the firm. He regularly consults with clients in the areas of:

### Special District Accounting:

- Internal control policies, procedures, and best practices
- Year-end closing procedures
- Capital asset and depreciation schedule

### Financial Reporting:

- Federal and state compliance
- Single audits
- Revenue and expense tracking by program/grant
- Statement of functional expense
- Compiling financial statements
- Disclosure requirements

### Other Agencies Served:

- Palmdale Water District
- Scotts Valley Water District
- Oxnard Harbor District
- Big Bear City Airport District
- Pauma Valley Community Services District
- North County Fire Protection District
- San Gabriel Valley Mosquito & Vector Control District
- Ventura County Resource Conservation District
- Tehachapi Valley Recreation & Park District
- Murrieta Valley Cemetery District



### Education:

Bachelor of Science, Business  
Administration, Finance  
California State University,  
San Marcos, 2013

### Licenses and Certifications:

- Certified Public Accountant, California

### Continuing Education:

- AICPA webinars and CPE
- California Special Districts Association Conference
- Spidell Tax Seminar
- In-house training for audit staff (presenter)

### Additional Areas:

- Tax preparation
- QuickBooks knowledge

# Stacy Macias

## Supervisor

Stacy joined the firm in 2018 as a staff accountant after completing her degree at California State University, Chico and has worked her way up to Senior Accountant. Stacy has worked in a variety of the firm's audit and tax departments. Stacy continues to expand her knowledge as she branches out into different areas of accounting services and working with varying governmental and not-for profit clients. Stacy will work under the general direction of the partner and oversee staff as they work together through different audit areas.

### Audit Services:

Stacy began her auditing career on audit engagements of local education agencies, charter schools, governmental agencies, and non-for-profit organizations. Stacy enjoys auditing governmental agencies and non-for-profit due to their varying structures and sizes. Stacy truly values customer service and building client relationships. Her friendly demeanor makes clients comfortable in reaching out to her during the audit process or throughout the year.

### Consulting Services:

Stacy has experience in a variety of governmental and not-for-profit accounting, tax, and audit concerns, derived from her audit and consulting experience those industries. She regularly consults with clients in the areas of:

### Financial Reporting:

- Year-end closing procedures
- Internal control policies and procedures and best practices
- Compiling Financial Statements
- Revenue and Expense tracking by program/grant
- Statement of Functional Expenses
- Capital assets and depreciation schedules
- Disclosure requirements
- Federal and State compliance

### Additional Areas:

- Tax preparation
- QuickBooks knowledge

### Other Agencies Served:

- Palmdale Water District
- Ventura County Conservation District
- Antelope Valley Resource Conservation District
- Rowland Water District
- North County Fire Protection District
- Bolinas Fire Protection District
- Bodega Bay Fire Protection District



### Education:

Bachelor of Science, Business Administration, Accounting  
California State University, Chico, 2018

### Licenses and Certifications:

- CPA License Candidate (expected licensure in 2022)

### Continuing Education:

- CalCPA Conferences for Governmental Accounting and Auditing and Not-for-profit Organizations
- Spidell Tax Seminar
- Western CPE Tax update webinars
- In-house training for audit staff (presenter)



## Anabel Cruz, CPA

### Audit Senior

Anabel began her career in public accounting in 2019 with Nigro & Nigro, PC. Previous to joining the firm, she worked as an Accountant at private sector companies. She has passed the CPA examination and is working towards meeting the requirements needed for licensure. Anabel's audit experience includes audits of governmental and not-for-profit organizations such as cemeteries, resource conservation districts, water Districts, fire Protection Districts and community Service Districts. Anabel values building quality relationships with clients while providing timely and reliable services. Anabel is working under the general direction of the Audit Supervisor.

#### Audit Services:

Anabel has experience with a variety of governmental and not-for-profit accounting issues derived from her audit and consulting experience at the firm. She regularly consults with clients in the areas of:

#### Consulting Services:

Anabel has experience in a variety of governmental and not-for-profit accounting and audit concerns, derived from her audit and consulting experience those industries. She regularly consults with clients in the areas of:

#### Financial Reporting:

- Year-end closing procedures
- Agreed upon procedures
- Internal control policies and procedures and best practices
- Capital assets and depreciation schedules

#### Other Agencies Served:

- Palmdale Water District
- North County Fire Protection District
- Ventura County Resource Conservation District
- County of San Bernardino ATC
- Winters Cemetery District



#### Education:

Bachelor of Science, Finance and Accountancy  
California State University, Northridge,  
2014

#### Licenses and Certifications:

- Certified Public Accountant, California

#### Continuing Education:

- Government Accounting & Auditing Conference
- Not-For-Profit Organizations Conference
- In-house training for audit staff

## PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS & EXPERIENCE (CONTINUED)

### Training & Resources

The Firm is committed to a continuing professional education program, which emphasizes the areas of expertise of each member of our professional staff. The Firm is required to comply with the *Government Auditing Standards* for each professional practicing in the area of governmental accounting and auditing. We are committed to follow those standards, which result in quality audit services, including continuing education for all staff of 60-80 hours each year, specifically in school districts and governmental auditing. As required by *Government Auditing Standards*, all governmental audit staff receives the required continuing education in the area of governmental auditing and accounting. These policies are monitored internally, reviewed annually and certified periodically by independent peer review.

Library facilities are maintained which include current professional literature and specific information for the industries that we serve. The Firm library is also reviewed as part of the external quality review program. The Firm has in-house training programs specific to our school district clients. We also perform auditing and accounting updates for our clients that are organized by our staff. These practices ensure the quality of our staff over the term of the engagement.

Our staff participates in activities relating to government accounting and reporting issues through our membership and involvement with the following organizations:

- a. American Institute of CPA's Governmental Audit Quality Center
- b. California Society of CPAs
- c. Government Finance Officers Association (GFOA)
- d. California Special Districts Association (CSDA)
- e. Government Accounting Standards Board (GASB)
- f. Association of Certified Fraud Examiners (ACFE)

*We recognize that our most important product is prompt and effective service.*

Through our participation in these organizations and continuing education provided by them, the Firm continues to stay abreast of all current governmental accounting and reporting issues. Some of the professional education our audit team members have either presented at or attended in the last two years include:

- SSC Annual Finance and Management Conference
- SSC Governor's Budget Workshop
- CSDA Annual Conference
- CSMFO Conference
- GFOA Annual Conference
- Various other governmental workshops

We recognize that our most important product is prompt and effective service. We believe the District should work with its CPA firm throughout the entire year. We are available at any time throughout the year to provide any assistance you may need.

## SIMILAR ENGAGEMENTS WITH OTHER SPECIAL DISTRICTS

We currently conduct over 80+ government audits each year and have well rounded experience with local governmental agencies. We are excited for the opportunity to devote our attention to you and your specific needs. Below is a partial list of some similar governmental clients we have audited within the past three years.

<b>Organization Name:</b>	Scotts Valley Water District
<b>Contact Person:</b>	Piret Harmon, General Manager
<b>Address:</b>	2 Civic Center Drive Scotts Valley, CA 95066
<b>Phone:</b>	(831) 438-2363
<b>Project(s):</b>	CAFR - Financial Statement Audits
<b>Date:</b>	June 30, 2021
<b>Total Hours:</b>	210
<b>Engagement Partner:</b>	Paul J. Kaymark

<b>Organization Name:</b>	North Coast County Water District
<b>Contact Person:</b>	Connie Hsu, Controller
<b>Address:</b>	2400 Francisco Blvd Pacifica, CA 94044
<b>Phone:</b>	(650) 355-3462
<b>Project(s):</b>	Financial Statement Audits
<b>Date:</b>	June 30, 2021
<b>Total Hours:</b>	190
<b>Engagement Partner:</b>	Paul J. Kaymark

<b>Organization Name:</b>	Bodega Bay Fire Protection District
<b>Contact Person:</b>	Sean Grinnell, Fire Chief
<b>Address:</b>	510 Hwy One Bodega Bay, CA 94923
<b>Phone:</b>	(707) 875-3700
<b>Project(s):</b>	Financial Statement Audits
<b>Total Hours:</b>	130
<b>Date:</b>	June 30, 2021
<b>Engagement Partner:</b>	Paul J. Kaymark

<b>Organization Name:</b>	Bolinas Fire Protection District
<b>Contact Person:</b>	Isaac Taylor
<b>Address:</b>	100 Mesa Road Bolinas, CA 94924
<b>Engagement Partner:</b>	Paul J. Kaymark
<b>Contact Phone Number:</b>	(415) 868-1566
<b>Total Hours:</b>	130
<b>Date:</b>	June 30, 2021
<b>Engagement Partner:</b>	Paul J. Kaymark

## SPECIFIC AUDIT APPROACH

We will audit the basic financial statements of the District for the fiscal year ended December 31, 2021 in accordance with the following standards:

- Auditing Standards Generally Accepted in the United States of America
- *Government Auditing Standards*, issued by the Comptroller General of the United States
- Minimum Audit Requirements and Reporting Guidelines for Special Districts

Our audit will be for the purpose of expressing an opinion on the basic financial statements, and will include such auditing procedures as considered necessary to accomplish this purpose. We will also provide an "in-relation-to" opinion on any other supplemental information and statistical schedules. We anticipate issuing the following reports:

- Independent Auditors' Report on the basic financial statements.
- Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.

In addition, we will provide the District with a management letter that will give written appraisals of its accounting and related systems. This letter will identify any control deficiencies, significant control deficiencies or material weaknesses that are identified during the audit. We will work with management before audit fieldwork and during the course of the audit to assess internal controls and review mitigating controls in place in an effort to reduce the control deficiencies, significant control deficiencies and material weaknesses that need to be reported to management in writing, assuming there are mitigating controls in place. The letter will also offer recommendations for the elimination of weaknesses that we identify, and we will suggest any methods we discover to help improve efficiency and effectiveness.

We will schedule an appearance with the Board and the Audit Committee that allows an opportunity for us to present the audit and management letter. This is an excellent time for the District to resolve any questions it has regarding our audit or management letter. As mentioned earlier, the value in hiring our Firm comes from not only the audit, but from our experience and the education we can provide. We hope that as questions or concerns arise throughout the year, the District staff will contact us and draw on our knowledge and experience.

Non-significant deficiencies discovered during the audit process shall be reported in a separate letter to management, the Board and the Audit Committee, which shall be referred to in the report(s) on internal controls. This separate letter also informs the Board and the Audit Committee of the following:

- 1) The auditor's responsibility under auditing standards generally accepted in the United States of America.
- 2) Significant accounting policies.
- 3) Management judgments and accounting estimates.
- 4) Significant audit adjustments.
- 5) Other information in documents containing audited financial statements.
- 6) Disagreements with management.
- 7) Management consultation with other accountants.
- 8) Major issues discussed with management prior to retention.
- 9) Difficulties encountered in performing the audit.

All working papers and reports will be retained at the Firm's expense for a minimum of seven (7) years, unless the Firm is notified in writing by the District of the need to extend the retention period.



## SPECIFIC AUDIT APPROACH (CONTINUED)

### Segmentation of Engagement

#### **STEP 1: Planning**

Our goal in preliminary fieldwork is to gain a thorough understanding of your internal controls, processes and procedures. Our goal is to accomplish as much interim fieldwork as possible so that our stay during final fieldwork is kept to a minimum. Our preliminary work focuses on planning and internal control documentation.

#### **STEP 2: Interim Field Work**

##### **Internal Control Documentation**

Our internal control documentation usually occurs during interim fieldwork. Our documentation process will be as follows:

- 1) Gather or update documentation for significant processes defined in our preliminary fieldwork.
- 2) Perform a "walk-through" of these significant processes.
- 3) Ask "what can go wrong" questions.
- 4) Identify controls in place. This will include both preventative and detective controls.
- 5) Evaluate the design of internal controls.
- 6) Decide whether to test and rely on controls.
- 7) Summarize preliminary fieldwork and submit management letter of all areas of concern.

#### **STEP 3: Final Fieldwork**

We assess risks, design procedures and obtain evidence to support financial statement amounts and disclosures during final fieldwork. Our Firm utilizes a methodology designed specifically for special districts. Our process emphasizes continuous communication with our staff.

##### **Assess Risks and Design Procedures**

As outlined in the risk based statements of audit standards (SAS 104 to 111), our Firm uses a risk-based approach to the audit. Our procedures to assess risks and design procedures are as follows:

- 1) Assess risk of material misstatement from errors or fraud based on internal controls combined with inherent risk of significant accounts.
- 2) Design procedures to test controls if considered necessary.
- 3) Design procedures to test details of account balances and classes of transactions based on risk.

##### **Interim and Year End Testing**

- 1) Perform tests of controls if considered necessary.
- 2) Perform tests of details of account balances and classes of transactions.
- 3) Evaluate quality and sufficiency of audit evidence.
- 4) Evaluate misstatements.

#### **STEP 4: Audit Completion**

##### **Preparation of Audit Report and Management Letter**

After reviewing the financial statements, notes and required supplementary schedules, we will agree the data to our working papers and provide a thorough review of all information by using written Firm standards and checklists. We will also review and incorporate any statistical data. This will verify appropriate presentation and disclosure. We will also at this time prepare our management letter that identifies financial trends and recommendations for improvement, reports required communications to the governing board, and discusses change in the environment in which the District operates.

## SPECIFIC AUDIT APPROACH (CONTINUED)

### Proposed Schedule/Level of Staff & Number of Hours Assigned to Each Segment

We will provide a detailed audit plan and prepare a list of schedules upon proposal acceptance. The following table summarizes our proposed segmentation of the engagement by date, segment, and level of staff:

Date/Segment	Total Hours			Total
	Partner/Manager	Supervisor	Staff/Admin	
April/May				
Preliminary planning and fieldwork	12	8	10	30
May/June				
Interim fieldwork	10	12	20	42
September/October				
Final fieldwork, report preparation, review finalization, and presentation	25	20	35	80
Total hours	50	40	65	155
Preliminary planning and fieldwork	12	8	10	30
Control	10	12	20	42
Substantive	14	10	20	44
Reporting	14	10	15	39
	50	40	65	155

### Sample Size and the Extent to Which Statistical Sampling is to be Used

We perform sampling techniques and determine sample size after assessing the risk associated with specific transaction classes. No single "cookie-cutter" approach will be followed in regards to sampling techniques, but the District can be assured that an appropriate sampling methodology will be utilized. We use the following methods of sampling during our audits: statistical, haphazard, and judgmental. For statistical sampling we use guidance provided by the AICPA and by federal guidelines in accordance with industry standards, which typically recommends sample sizes between 40 to 60 items.

### Type and Extent of Analytical Procedures to be Used

We will perform analytical procedures throughout the course of our audit. Professional standards require that analytical procedures be performed in the planning and wrap-up stages of the audit. Analytical review will be used during our expenditure, revenue, budget information as well as many other areas.

These procedures typically entail a review of interim reports, budgets, and comparisons to prior year data. We also use financial statement amounts to calculate certain ratios to determine whether any unusual or unexpected relationships exist in the financial data.

These procedures are then followed by inquiry of key District personnel to corroborate the auditors' expectations based on the data.



## SPECIFIC AUDIT APPROACH (CONTINUED)

### **Approach to be Taken to Gain and Document an Understanding of Internal Control Structure(s)**

Our audit approach will entail interviews with key personnel in the District involved in the design and implementation of internal controls. In conjunction with the interviews, we will perform tests and observations of how well the controls function. Key areas of internal control generally include: cash receipting, accounts payable/purchasing, payroll/personnel, technology, facilities, and maintenance and operations.

### **Approach to be Taken in Determining Laws and Regulations That Will be Subject to Audit Test Work**

We are required to obtain an understanding of the possible financial statement effect of laws and regulations that have a direct and material effect on the determination of financial statement amounts. The determination of laws and regulations is addressed in the planning stage through reading available grant documentation, inquiry of the client, a preliminary review of finance system accounts and search of the Board minutes. We also have working knowledge of the types of laws and regulations under which California special districts operate. We also obtain further information about federal laws and regulations through the Catalog of Federal Domestic Assistance (CFDA) and the Uniform Guidance.

### **Approach to be Taken in Drawing Audit Samples**

Since each program or grant agreement is different, we use many different approaches to sampling in our tests of compliance. The size of the sample considers many factors; size and risk of the program, program maturity, complexity, level of oversight and prior audit findings. AICPA Guidelines generally recommend sample sizes of 25, 40, or 60 items when the population is greater than 250. Ultimately, our professional judgment determines that a representative number of transactions have been selected. You can be confident in our judgment because our peer reviews and an outside review by the U.S. Department of Education have all accepted our audit sampling techniques and procedures.

### **Use of Technology/Remote Proficiency**

In order to facilitate the exchange of data between us and our clients in a secured manner throughout the course of the audit, we employ the use of an online secured portal. Our clients have appreciated this unique and forward-thinking platform which helps minimize duplicate requests and unnecessary email and phone exchanges to request and receive audit documentation. The software is very user-friendly and easy to understand. This also allows us to perform much of the audit remotely without being onsite to reduce our carbon footprint.

## COST PROPOSAL

**Total-All-Inclusive Maximum Price & Rates by Partner, Specialist, Supervisory and Staff Level, Times Hours Anticipated for Each Team Member**

Professional	Hours	Rates		Total
		Standard	Quoted	
Partner	20.00	\$ 175.00	\$ 150.00	\$ 3,000.00
Manager	30.00	150.00	125.00	3,750.00
Supervisor	40.00	125.00	100.00	4,000.00
Senior	60.00	100.00	75.00	4,500.00
Admin	5.00	75.00	50.00	250.00
<b>Subtotal</b>	<u>155.00</u>			<u>15,500.00</u>
<b>Out-of-Pocket - Included in Rates (We Are Local - Walnut Creek Office)</b>				<u>-</u>
<b>Total Max</b>				<u>\$ 15,500.00</u>

Fiscal Year	2022-2023	2023-2024	2024-2025	Total
Audit & SCR	\$ 15,500	\$ 15,500	\$ 15,500	\$ 46,500

Single-Audit of Federal Awards will be \$4,000 per year if needed.  
Same Price for FY 2025 and FY 2026

This is an All-Inclusive Price for Audit and Annual SCR Reporting

### **Rates for Additional Professional Services**

Partner	\$ 150
Manager	\$ 125
Supervisor	\$ 100
Senior	\$ 75
Staff	\$ 50

## ADDITIONAL INFORMATION

### Testimonial

"Few people have the opportunity to work with someone who was a coach and a mentor-but I did when I worked with Paul. I had the pleasure working directly under Paul's supervision and I was particularly impressed by his ability to handle even the toughest clients - and effortlessly. That skill often takes years to develop, but it seemed to come perfectly natural to him. Paul was one of those rare partners who also naturally serve as an inspiring mentor for the whole staff and I was grateful to learn a lot from him."

*Deana Miller  
Accounting Manager  
PolyCera, Inc.*

### Fraud Hotline



Throughout the audit process, we will make available our fraud hotline reporting service at no additional charge over the period of the contract to ensure the District has an effective anti-fraud program.

# ADDITIONAL DOCUMENTS

### Report on the Firm's System of Quality Control

To Nigro & Nigro, PC  
and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Nigro & Nigro, PC (the firm) in effect for the year ended August 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

#### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

#### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Nigro & Nigro, PC in effect for the year ended August 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)*, or *fail*. Nigro & Nigro, PC has received a peer review rating of *pass*.



June 11, 2021



### **8.3 Cover Sheet: Change in the Auburn Area Recreation and Park District's District Policy Manual (Investment Policy)**

**Auburn Area Recreation and Park District Program, Personnel, Policy, Fee & Legal Review Committee Meeting, November, 2022; Board of Directors Meeting, November, 2022.**

#### **The Issue**

Shall the Auburn Area Recreation and Park District (District) approve changes to the District Policy Manual to update the Investment Policy to include recommended verbiage and additional governmental codes and delegate investment authority to the Administrative Services Manager (Treasurer) for a one-year period?

#### **Background**

In July, 2018, the Board of Director's approved an Investment Policy for the District. In April of 2022, the Board of Director's approved an updated Investment Policy to include the California Employers' Pension Prefunding Trust as an additional investment strategy.

CSDA has suggested a sample policy for Districts that do not have an Investment Policy currently. After reading over the sample policy, it is in the District's best interest to adopt it as part of ARD's District Policies, eliminating the current Investment policy.

Government Code § 53646: *Section 53646 of the California Government Code (Code), requires that the Board, on an annual basis and at a public meeting, review and approve the Investment Policy.*

### **District Policies**

#### **I. Budget**

##### **(Current Policy)**

- I. **Investment Policy.** The District has a fiduciary responsibility for reserved funds. The District is required to protect the value of the District's reserves, grow the reserves with limited risk and allow for liquidity for cashflow needs. For these reasons, the District deposits most funds with the Placer County Treasury. The Treasurer maintains pooled funds; including the District's funds and invests prudently based on their Investment Policy. Placer County Treasury complies with California Government Codes 53646, 53684, 27013, 26920(a) and 26905.

The District invests annually (minimum) in a California Employers' Pension Prefunding Trust (CEPPT). There are two conservative strategies within this fund. Strategy 1 is slightly more volatile and this is where the District saves for future CalPERS Retirement costs. Strategy 2 is more conservative and the District has invested most of its



Contingency Fund Reserves here. Should the District need funds in an emergency climate, the District can access up to one year's retirement expense from this fund. Staff will provide statements to the Board quarterly reflecting investment results.

*(Proposed Policy)*

I. Investment Policy.

- A) The State Legislature has declared the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (Government Code (GC) § 53600.6 and § 53630.1);
- B) Government Code Sections 53601 or 53635, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency (GC § 53684); these fund transfers shall require the adoption of a resolution.
- C) The treasurer or fiscal officer of a local agency shall annually prepare and submit a statement of investment policy and such policy. Any changes thereto, shall be considered by the local agency's legislative body at a public meeting (GC § 53646). A statement may also be annually presented to any oversight agency of the local agency;
- D) For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of the District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of District funds as defined in GC §53600 et seq.

This investment policy applies to all financial assets of the District. These funds are accounted for in the annual audited financial statements of the District.

The Board and persons authorized to make investment decisions subject to these policies are fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a fiduciary shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived.

Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from policy or expectations are reported in the next issued quarterly treasury report and appropriate actions are taken to control adverse developments. When a deviation poses a significant risk to the District's financial position, the fiscal officer shall notify the Board immediately.

As specified in GC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, the primary objectives of the investment activities, in priority order, shall be:

- A) Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the whole portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- B) The secondary objective shall be to meet the liquidity needs of the District.
- C) The third objective shall be to achieve a return on the funds under the District's control.

The District will comply with the reporting requirements as defined in GC §53646 et seq. and GC §53607.

The verbiage highlighted in **YELLOW** is the existing Investment Policy.

**Recommendation:** The Policy Committee recommends the new Investment Policy to replace the old Investment Policy. Director Ainsleigh's exception would be that he prefers to be provided a statement from the CEPPT monthly; however, those statements are provided to the District on a Quarterly basis.

**Fiscal Impact:** None

## **8.4 Cover sheet – Fee Waivers Policy Review**

**Auburn Area Recreation and Park District Policy Committee November, 2022; Board of Directors meeting November, 2022**

### **The Issue**

Shall the Auburn Recreation District (ARD) consider modifying its policy, criteria and/or the amounts of fees that are waived for future Fee Waivers at ARD?

### **Background**

As costs have increased for almost everything under ARD's control, staff is proposing to reconsider the percentage of fee waivers that are given to various groups. Staff has also noted that the current reduced rates are well below market average, in most cases.

These proposed changes are attached.

The following is a review of how much was waived over the past several years:

FY 09/10: \$15,689  
FY 10/11: \$16,676  
FY 11/12: \$16,298  
FY 12/13: \$19,263  
FY 13/14: \$9,627  
FY 14/15: \$11,678  
FY 15/16: \$13,341  
FY 16/17: \$19,515  
FY 17/18: \$9,743  
FY 18/19: \$13,113  
FY 19/20: \$15,532  
FY 20/21: \$0 (COVID)  
FY 21/22: \$4,731 (partial COVID)  
FY 22/23: \$5,988 (through 6 months)

### **Other related policies**

ARD has a policy regarding charitable donations:

- ARD District Policy, Section XIII

#### **C. Policy on Charitable Donations from ARD to Outside Organizations**

ARD may, from time to time, consider making donations to charitable entities or outside agencies. These donations must fall within ARD's specifically enumerated powers (Parks and Recreation) and must meet one of the following three criteria:

1. The charity/agency must provide a service that complements or enhances services provided by ARD.
2. There is an identifiable secondary benefit to ARD.
3. The charity/agency provides a service that ARD could provide but chooses not to.

Should a donation request meet one of the criteria listed above, staff will forward the request to the ARD Policy Committee for consideration and recommendation. If the Policy Committee recommends approval of the donation request, it will be sent to the ARD Board of Directors for approval as a consent calendar item.

### **Recommendation for the Board of Directors**

The Policy Committee reviewed and sent a positive recommendation to the Board to approve the proposed amendments to ARD's Fee Waiver policy

### **Fiscal Impact**

N/A

### **Attachments**

Proposed amendments to ARD's Fee Waiver Policy

## Proposed amendments to the Auburn Area Recreation and Park District Fee Waiver Policy

### XXIX. Policy & Procedures for Fee Waivers

Fee waivers may be granted to non-profit organizations, schools, other public agencies and ARD co-sponsored events for once per year, annual events or rentals. The following rules will apply for Fee Waivers:

A. A ~~10%~~ 30% processing fee, based on the current "A/B" rate, will be charged for all fee waivers. ~~This fee does not apply to peak usage rentals paying 50%.~~

B. A ~~20%~~ 50% processing fee, based on the current "A/B" rate, will be applied to all groups that charge admission or do not meet at least one of the following criteria:

1. The non-profit charity/agency must provide a service that complements or enhances services provided by ARD.
2. There is an identifiable secondary benefit to ARD.
3. The charity/agency provides a service that ARD could provide but chooses not to.

~~This fee does not apply to peak usage rentals paying 50%.~~

~~Placer High Safe and Sober Grad Night will be maintained at a 10% fee.~~

~~C. During peak usage times, fee waivers will normally not exceed 50% of the current fees. Custodial and alcohol fees will normally not be waived during these peak periods.~~

~~Peak usage times for facilities are as follows:~~

~~Picnic Units: April – October, Gymnasiums: December – March,  
Baseball fields: February – July, Soccer fields: July – November  
Swimming pools: May – July.~~

D. ARD staff can approve fee waivers up to a dollar amount of \$2,000. Fee waivers over this amount will be sent to the Finance Committee and finally to the Consent Calendar.

E. Fee waiver requests not in accordance with this policy can be appealed to the Board of Directors. The Board may approve a different fee waiver amount with a minimum 4/5<sup>th</sup> vote.

F. The person or organization making the fee waiver request should be responsible for the following:

1. Paying applicable custodial, set up/take down fee.
2. Paying the alcohol fee, if applicable.  
Special Events – paying the current rate per hour/person for staffing the event (one maintenance worker per 500 attendees).
3. Special Events – events over 250 attendees require a dumpster.

4. Special Events – events with 400 + attendees will require one portable toilet. Add 1 portable toilet for every 200 additional attendees.
5. Special Events – in most cases the person/organization requesting the fee waiver will take care of trash, bathrooms, etc.

**Continued next page**



## **8.5 Cover sheet – ARD Marriott Meadows Park Prop. 68 Grant Obligation-Conservation Corps Brush Clearing Work. Award of Contract and Finding of Competitive Bidding Exception**

Acquisition and Development (A&D) Committee November 7, 2022 & ARD Board of Directors Meeting November 17, 2022

### **The Issue**

Shall the Auburn Recreation District Board of Directors authorize the District Administrator to sign a contract with the Sacramento Regional Conservation Corps for brush clearing work at the Marriott Meadows Park site, and shall the Board find that this contract is an exception to competitive bidding requirements?

### **Background**

During the Prop. 68 SPP Grant application process, ARD was awarded points for promising to hire the non-profit Sacramento Regional Conservation Corps (SRCC) to perform work that will be paid for with grant award monies. ARD obtained pricing from SRCC for one crew for two work weeks in calendar year 2022 and included this amount (\$31,136.34) in the grant request. Having been awarded the grant, ARD is obligated to fulfill this promise and needs to do so in 2022 in order to avoid a price increase.

Per ARD Policy, the District Administrator is only authorized to purchase (approve) services for up to \$25,000:

#### **II. Purchasing**

A. Purchasing Agent(s). The District Administrator or a designated manager shall serve as the purchasing agent for the District, and will be vested with the authority to purchase supplies, materials, services and equipment within annual budgetary authority limits as follows:

##### **Purchasing Agent:**

District Administrator: \$25,000/purchase

Per ARD Policy, the ARD Board should find that this work and associated contract is an extraordinary circumstance and is an exception to competitive bidding:

#### **IV. Competitive Bidding**

G. Exceptions to Competitive Bidding. Provisions requiring competitive bidding shall not apply to the following instances:

6. When the Board of Directors, by four-fifths vote, specifically waives the competitive bid process and authorizes staff to purchase equipment or award a contract due to extraordinary circumstances.

**Recommendation for the Board of Directors**

The A&D Committee has sent a positive recommendation to the Board of Directors to authorize the District Administrator to sign a contract with the Sacramento Regional Conservation Corps for brush clearing work at the Marriott Meadows Park site, and find that this contract is an exception to competitive bidding requirements.

**Fiscal Impact**

The contract for this work is in the amount of \$31,136.34 and is funded entirely from Prop. 68 SPP grant monies.

**Attachments**

Contract with Sacramento Regional Conservation Corp



## AUBURN AREA RECREATION AND PARK DISTRICT

### CONSTRUCTION SERVICES CONTRACT

This Contract was made and entered into this 31st day of OCTOBER, 2021, by and between the Auburn Area Recreation and Park District ("District"), and **SACRAMENTO REGIONAL CONSERVATION CORPS (SRCC)**, ("Contractor").

Project Name: **ARD MARRIOTT MEADOWS BRUSH CLEARING PROJECT**

The parties mutually agree as follows:

1. **Services:** Contractor shall perform the tasks set forth in the Scope of Work attached hereto as **Exhibit "A"**. Contractor shall complete the Scope of Work according to the schedule set forth in this Contract.
2. **Licenses:** As required by law, the Contractor and all subcontractors must be licensed by the State of California and be in good standing.
3. **Prevailing Wage/DIR Registration:** All projects over \$1000 shall be subject to Federal and State of California Prevailing Wage laws. Contractor shall provide Certified Payrolls to the District in accordance with the standards of the State of California. Per CA SB 96 (June 2017), Contractors entering into maintenance contracts in excess of \$15,000.00 shall be registered with the State Department of Industrial Relations and the District shall file a PWC-100 permit for said contracts. *Maintenance contracts under \$15,000.00 and new construction, renovation, demolition, installation, or repair contracts under \$25,000.00 are no longer subject to this requirement.* **SRCC is exempt from Ca. State Prevailing Wage requirements.**
4. **Extra Work:** Any work and subsequent reimbursement shall be approved in writing by the District prior to commencement of extra work.
5. **Amendments and Change Orders:** This Contract may be amended by Change Order at any time provided that the Change Order makes specific reference to this Contract and is executed in writing by both the Contractor and the District.
6. **Contract Sum:** The District agrees to pay the Contractor, upon completion, inspection and acceptance of the work by the District, the sum of **\$31,136.34** per the **2022 SRCC daily/crew work rates**. This amount shall not be exceeded except as modified by approved Change Order.
7. **Damages/Repairs:** The Contractor must make every reasonable effort to protect the property of the District or other adjacent properties from loss or damage. Any portion of said property damaged by the Contractor or subcontractor during the course of the work shall be repaired to an "as was or better condition" by the Contractor at no additional cost to the District.

8. **Subcontractors:** If applicable, the Contractor shall provide the District with a list of all subcontractors and shall demonstrate that they are licensed in the State of California to perform the work for which they are subcontracted to perform.
9. **Certified Payroll:** If applicable, contractor shall provide Certified Payroll Reports showing prevailing wages were paid to all their employees working on the project and require the same from all subcontractors to show they were paying prevailing wages to employees working on the project per the standards of the State of California Department of Industrial Relations. Contractors shall provide hardcopies of certified payroll to the District on a monthly basis at a minimum.
10. **Inspections and Final Payment:** Periodic inspection shall be performed by the District. Upon completion of work pertaining to this Contract, the Contractor shall notify and arrange for a final inspection of the work by the District. Should an inspection reveal that the work is not completed and/or is not satisfactory, the District and Contractor will make a punch list of items to be finished/resolved by the Contractor. No final payment shall be authorized by the District until the work is completed to the District's satisfaction. Invoices shall be submitted upon completion of work and payment will be made within thirty (30) days of receipt of invoice unless work or punch-list items remain to be completed.
11. **Standard of Work and Codes:** The contractor shall perform all work in a good and workmanlike manner and in conformance with all applicable government code provisions as interpreted by the local jurisdiction, whether or not specifically mentioned in the scope of work and/or drawings for the work.
12. **Clean-Up:** On a daily basis, the property must be kept free from the accumulation of waste materials and rubbish. All tools, construction equipment, machinery and surplus materials stored at the property must be neat and orderly. Upon completion of the project, all work must be left in a "broom clean" condition. All debris, trash, waste and surplus material shall be removed from the job site and disposed of by legal means. Final payment shall not be authorized until the Contractor has cleaned the property as required by this section.
13. **Guarantees and Warranties:** The Contractor warrants and guarantees to the District that all materials and equipment used in the work are new, unless otherwise specified, and that all work is of good quality, free from faults and defects. The work performed by the Contractor shall be guaranteed by the contractor for a period of one year from the date of final acceptance of all the work required by the Contract.
14. **Release of Liens:** If a pre-lien has been filed on the project, a final release of liens must be provided to the District by the Contractor and all subcontractors for the entire job prior to release of the final payment.
15. **Project Schedule:** The project shall be completed within 10 working days. Contractor shall notify the District of all rain or inclement weather delays as time extension requests from the contractor will be considered by the District as the District wants the work to be done during optimum working conditions as applicable.
16. **Scheduled Working Hours:** Regular working hours, except work connected with safety or emergency repairs, shall be performed between 7:00 a.m. and 5:00 p.m., Monday through Friday. The Contractor shall not permit the performance of work on Saturday, Sunday or any legal holiday without prior approval of the District.
17. **Time is of the Essence:** Time is of the essence as to each and every provision of this Contract.
18. **Hold Harmless:** It is expressly understood that the Contractor shall indemnify and hold the District harmless from any claims, suits, action, damages and costs of every name and description arising out of, or resulting from, the Contractor's acts or omissions in its performance of the work under this Contract.
19. **Insurance Provisions:** Contractor at their sole expense, shall procure and maintain for the duration of the contract, an insurance policy or policies providing no less than the following coverage:

**A. GENERAL LIABILITY**

Commercial General Liability (CGL). Covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than two million dollars (\$2,000,000.00) per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

**B. AUTOMOBILE LIABILITY**

Automobile Liability. One million dollars (\$1,000,000.00) combined single limit per accident for bodily injury and property damage.

These coverages shall protect against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder, by or on behalf of, the Contractor, his agents, representatives, or employees. Said policies shall be issued by an admitted insurer or insurers as defined by the California Insurance Code, with a Best's rating of no less than A:VII, unless specific approval has been granted by the District.

**C. WORKERS COMPENSATION INSURANCE**

Workers' Compensation Insurance. A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than one million dollars \$1,000,000.00 per accident for all covered losses.

These coverages shall protect against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work described in this agreement.

**OTHER INSURANCE PROVISIONS**

**The above policies are to contain, or be endorsed to contain, the following provisions:**

**A. GENERAL LIABILITY AND AUTOMOBILE LIABILITY COVERAGES**

1. **The District, its officers, officials, agents, employees and volunteers are to be covered as additional insureds as endorsement** as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the District, its officers, officials, employees or volunteers.
2. The Contractor's insurance coverage shall be primary insurance as respects the District, its officers, officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, agents, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
3. Any failure to comply with reporting provisions of the policies including breaches of warranties shall not affect coverage provided to the District, its officers, officials, agents, employees or volunteers.



4. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
20. **District Responsibilities:** The District shall permit the Contractor to use, at no cost, existing utilities such as light, heat, power and water as reasonably necessary to carry out and complete the work.
21. **Termination by District for Cause:** The District shall have the right to terminate this Contract without process or action at law, by notice to the Contractor in writing sent registered or certified mail to the Contractor's last known address, should the Contractor (a) become insolvent or declare bankruptcy, (b) fail to start or make satisfactory progress on the work to be performed under this Contract, (c) fail to comply with written orders of the District which are consistent with the terms of the Contract, (d) perform new unsatisfactorily such work as has been rejected by the District, (e) carry on the work in a manner contrary to this Contract, or (f) otherwise fail to perform its obligations under this Contract.

**NOTICES:**

Notices to the parties shall be in writing and directed as follows:

**CONTRACTOR:**

Sacramento Regional Conservation Corps.  
Attn. Baldeo Singh  
6101 27<sup>th</sup> Street  
Sacramento, Ca. 95822  
Ph: 916-386-8394

**DISTRICT:**

Auburn Area Recreation and Park District  
Kahl Muscott, District Administrator  
471 Maidu Drive #200  
Auburn, Ca. 95603  
530-885-8461

**IN WITNESS WHEREOF**, the parties have caused this Contract to be signed and duly attested to by witnesses.

Sacramento Regional  
Conservation Corps

Name of Contractor

Kala Dean

Signature of Contractor

10-31-2007

Date Signed

\_\_\_\_\_  
Name of District Administrator

\_\_\_\_\_  
Signature of District Administrator

\_\_\_\_\_  
Date Signed



## **EXHIBIT "A"**

### **Contract between the Auburn Recreation District and the Sacramento Regional Conservation Corps.**

#### **SCOPE OF WORK**

All work shall be performed in accordance with this Contract, Project Plans and Specifications provided by the Auburn Recreation District (ARD).

The Sacramento Regional Conservation Corps (SRCC) shall provide labor for clearing and grubbing of wooded /brushed areas where park improvement is planned. Cut tree trimming and dead wood will be piled and chipped at the designated location as directed by the Auburn Recreation District staff. SRCC shall furnish a crew of eight (8) corpsmembers and a crew supervisor (Staff), and will work from 7:00 am to 3:30 PM, starting and ending their workday at their campus located at 6101 27th Street, Sacramento, CA 95822. SRCC's 8 hours workday will be door-to-door to and from the SRCC campus. SRCC normal weekly schedule is from Monday through Thursday, four days a week, except for holidays. SRCC will supply its own transportation to and from the jobsite, and all common hand and power tools required for clearing and grubbing work. ARD will provide the 12" chipper for SRCC use on the project, will transport it to the site and remove it upon completion.

#### **PAYMENT**

Auburn Recreation District will pay the SRCC a daily rate for services rendered pursuant to the contract by a crew of eight corpsmembers, and a staff supervisor. The daily rate includes all travel, insurance, salaries, safety equipment, common landscape hand and power tools.

Contract Amount: \$31,136.34

Crew Size: Eight Corpsmembers with a Crew Supervisor

Daily Billing Rate: \$3,136.34 for January to December 2022.

Note: Corps are exempt from State prevailing wage.

All work will be completed by December 31, 2022.

Payment will not exceed - \$31,363.40. Payment will occur bimonthly for the duration of the agreement. It is understood and agreed that the above totals are the maximum cost of the Agreement.

## **8.6 Cover sheet – Amending 2022/2023 Project List and CIP**

**Auburn Area Recreation and Park District Acquisition and Development Committee November, 2022;  
Board of Directors Meeting November, 2022**

### **The Issue**

Shall the Auburn Recreation District amend the existing 2022/2023 Project List and Capital Improvement Project List (CIP) to move up repairs to the splash pool at Recreation Park?

### **Background**

The ARD Board of Directors approved the 2022/2023 Project List and CIP in March, 2022, and amended those documents in June, 2022 and September, 2022.

Staff has now received information on repairs needed to the splash pool at Recreation Park. Those repairs include:

- Building new platforms and stepped platforms as the current ones have become too rusted for continued use. Please see the attached photos. This would include manufacturing the new steps and platforms and texturizing them.
- Building new barriers along one of the stepped platforms to protect against accidental falls from the stepped platform.
- Re-coating the deck with an epoxy for severe chemical environments.

There is currently \$50,000 budgeted for in the FY 23/24 Project List (\$20,000 from the General Fund and \$30,000 from the Future Capital Reserve). Staff is recommending that the Board amend the FY 22/23 Project List to move the \$30,000 in Future Capital Reserves for the splash pool repairs up one year, allowing staff to get the work done this offseason. This will allow the splash pool to be ready for use in summer, 2022.

### **District Policy, Section H states:**

3. Project List: The yearly Project List may include all funded items from that Fiscal Year's Capital Improvement Plan plus all planned General Fund projects costing an estimated \$5,000 or more. The Project List may be amended throughout the year if a project is identified after the creation and approval of the list. The Project List should be presented to the Board for approval by May of each Fiscal Year.

### **Recommendation for Board of Directors**

The ARD A&D Committee sent a positive recommendation to the Board to amend the FY 22/23 Project List to move the \$30,000 in Future Capital Reserves for the splash pool repairs up one year, from FY 23/24 to FY 22/23.

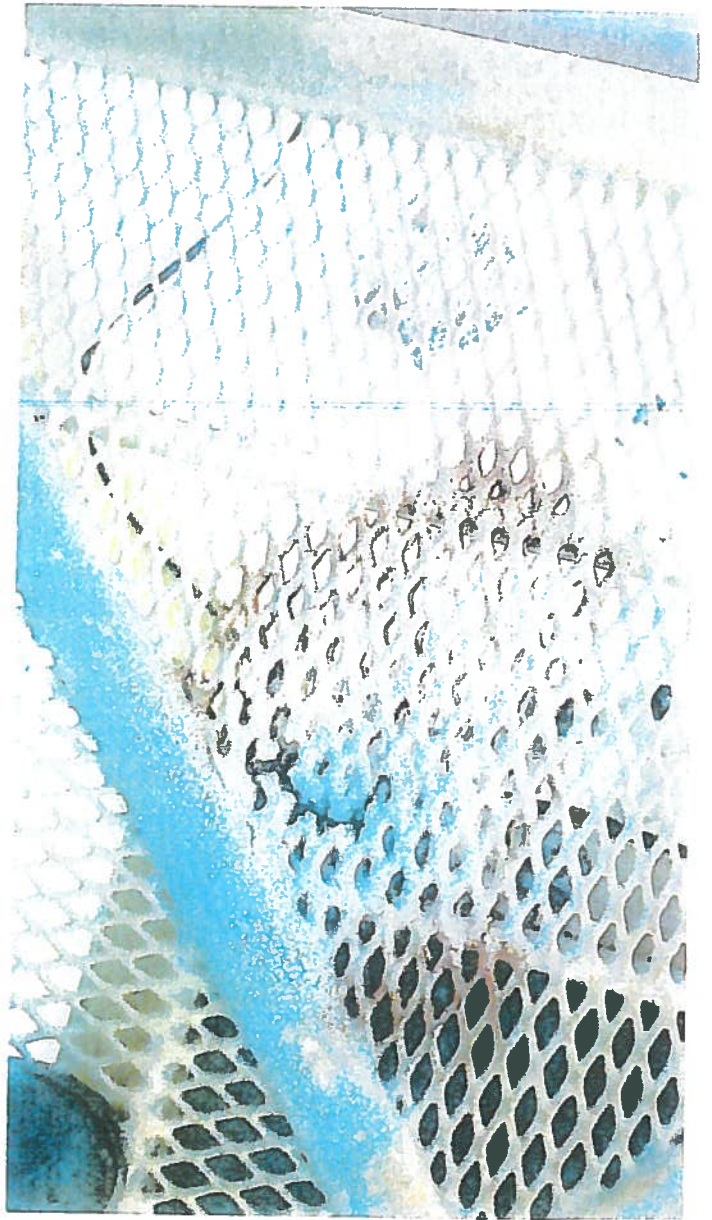
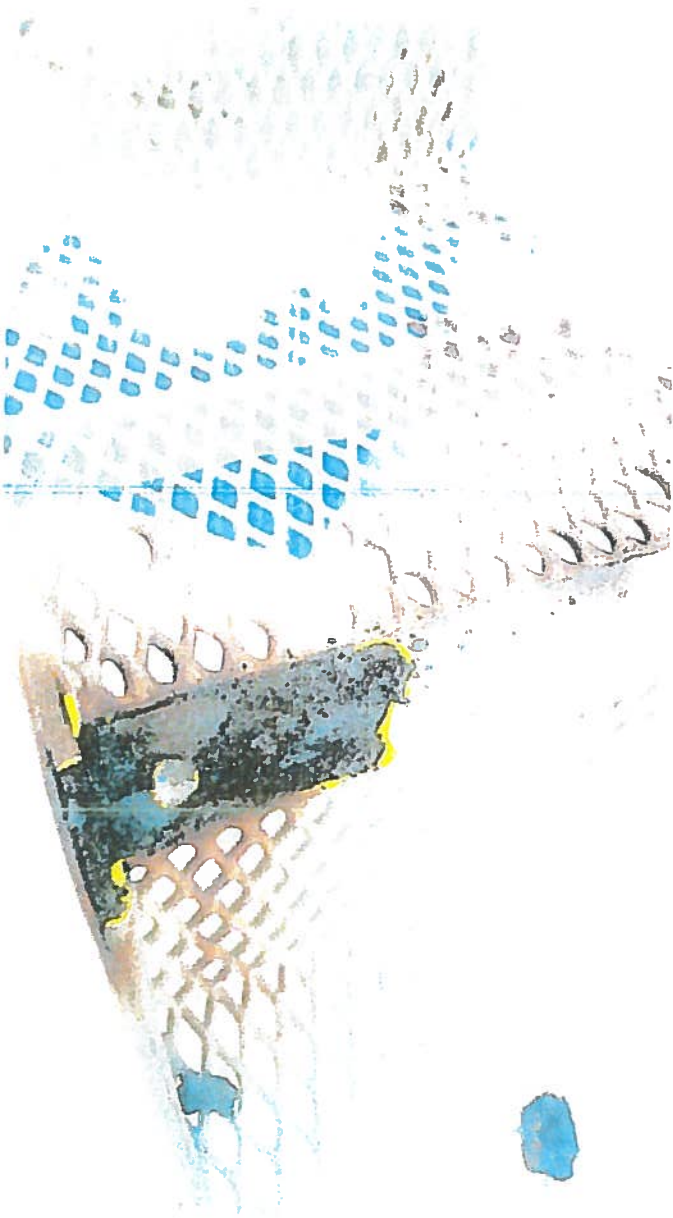
**Fiscal Impact**

\$30,000 from the Future Capital Reserve, which was a budgeted expense next fiscal year.

**Attachments**

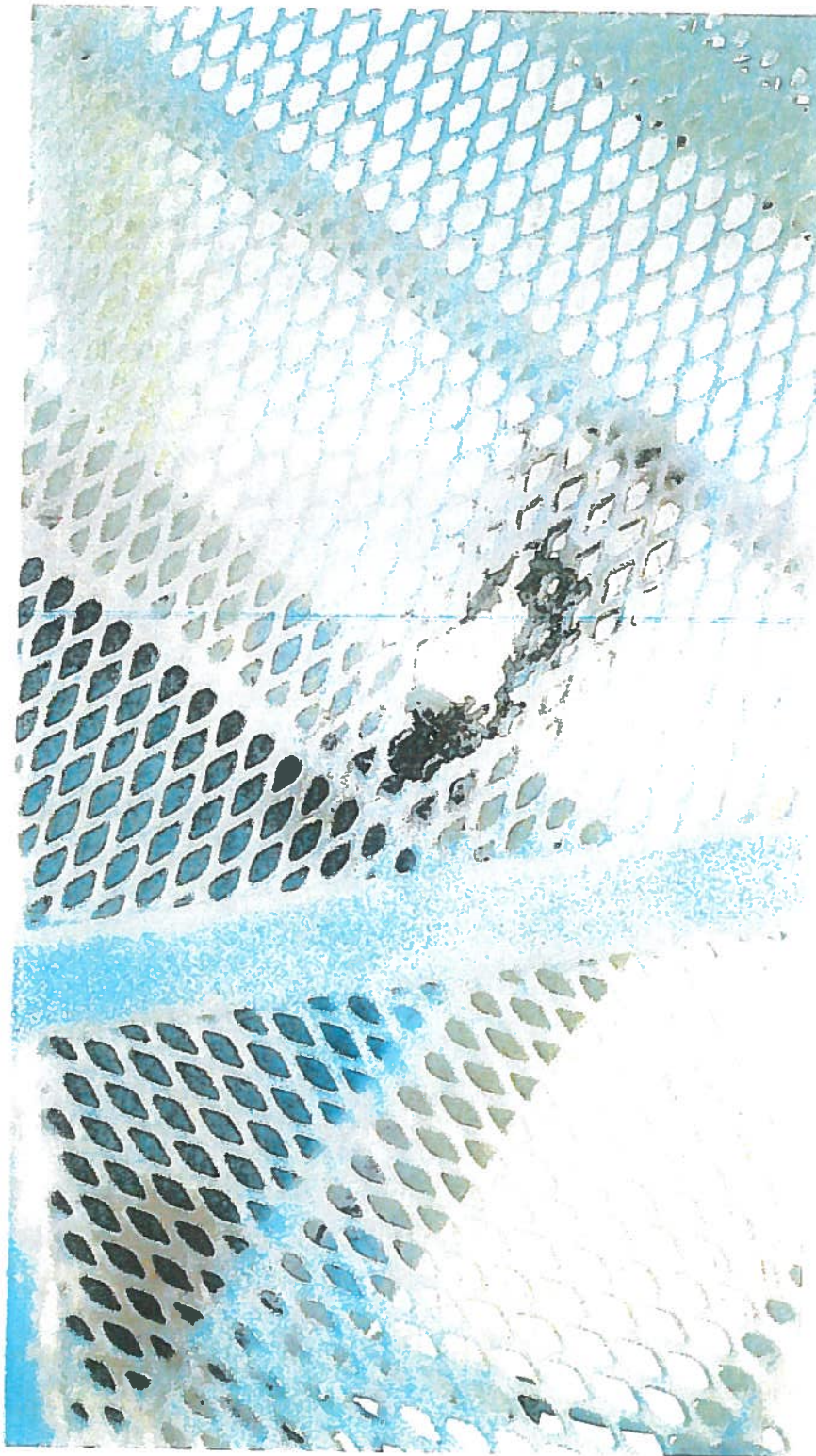
Photographs of the stairs and platforms at the splash pool  
Project List and 5-Year CIP with proposed amendment

## Splash Pool stairs and platform



More on next page





# Auburn Recreation District Five Year Project List

## Project List

2022/2023

Estimated balance

Orange = project moved forward from future year

PROJECT	Est. Cost	Spent from General Funds or Grants in Prior Year(s)	Gen. Fund	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	COVID Relief Funds
<b>Recreation Park</b>									
Driveway valve box repair	2,500		2,500						
Wheelchair Swing	85,000								
Plumbing infrastructure repairs	15,000					25,000	59,000	1,000	In Process
Rec Mod courtyard repairs	20,000								
Day Camp mod #1 roof repair	15,000				20,000				
James Field wiring	94,721	50,000	44,721						In Process
<b>Splash Pool repair</b>	<b>30,000</b>				30,000				Complete
<b>Meadow Vista Items</b>									
Parking lot reseal, path repairs	53,409	26,414			26,995				Complete
New playground	96,732		36,732			60,000			Complete
Plumbing infrastructure repairs	15,000								
<b>Regional Park/Marriott Meadows</b>									
Marriott Meadows construction docs & related work	182,637								
Pond leak investigation	40,000				40,000			182,637	In Process
New partitions for restrooms	19,595		19,595						In Process
<b>Ashford Park</b>									
Levee Repairs and paving	4,750				4,750				In Process
Retaining wall investigation	10,000				10,000				In Process
<b>Overlook Park</b>									
Interpretive Signage (2 x \$5K)	10,000				10,000				
Restroom ADA Upgrades	15,000			15,000					
New security cameras	10,000				10,000				
<b>Winchester Park</b>									
Booster pump/filter replacement	25,000								25000 equipment reserve
<b>Christian Valley Park</b>									
Tutor Toller Roof	55,000				55,000				
<b>Auburn Elementary</b>									
Discovery Club mod roof repair	15,000								15,000
<b>Canyon View Community Center</b>									
Lock and door repair	47,100								47,100 In process
<b>Auburn Bike Park</b>									
Various (fountain, signage, traffic control)	15,000				15,000				
<b>Various Parks</b>									
Electrical upgrades	34,000								
<b>TOTAL</b>	<b>910,444</b>	<b>0</b>	<b>103,548</b>	<b>15,032</b>	<b>221,745</b>	<b>85,000</b>	<b>59,000</b>	<b>183,637</b>	<b>141,100</b>
<b>Estimated Balance Remaining</b>				<b>15,032</b>	<b>617,624</b>	<b>473,375</b>	<b>177,495</b>	<b>0</b>	<b>173,874</b>

Note: Assumes \$50,000/year in County Mitigation Fees

Note: Assumes \$5000/year in ADA reserve fund

Note: Assumes \$10,000/year in city mitigation

Note: Assumes \$25,000 added to FCC per year

**Note: Funding for Marriott Meadows from State grant**



# Auburn Recreation District Five Year Project List

## Project List

2023/2024

Estimated balance

PROJECT	Est. Cost	Spent from General Funds or Grants in Prior Year(s)	Gen. Fund	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	Mt. Vernon sale proceeds	COVID Relief Funds
20,032 642,624 523,375 117,405 2,647,077 415,000 173,874										
<b>Recreation Park</b>										
North (front) Playground	120,000									0
North Playground, Path of Travel	30,000					120,000				0
Locker room Floor	25,000				25,000	30,000				0
Replace sewer line, back restroom	30,000									
Sierra Pool deck expansion joint repair	15,000									30,000
Painting/mural maintenance shop building	3,000									15,000
Emergency exit gates at Sierra Pool	15,000				3,000					0
Rec Shop Floor Repairs	50,000				50,000					15,000
<b>Meadow Vista items</b>										
PH Pool fence mow strip	25,000				25,000					
<b>Regional Park</b>										
Breezeway Painting	40,000		20,000							0
Tennis/pickleball courts surfaces	200,000				200,000					0
Marriott Meadows Development	3,427,077							2,567,077	415,000	0
New vault toilet, Dry Creek end	45,000					445,000				0
Repave Park Dr	30,000					22,000				23,000
Shade structures at south-end picnic tables	50,000									30,000
Kiosks/signage	10,000		10,000							
Plumbing infrastructure upgrades	20,000									
<b>Ashtford Park</b>										
Levee Repairs and paving	4,750	4,750			70,250					20,000
<b>Railhead Park</b>										
New pump and tiller	50,000									
Parking lot repair/reseal	60,000				60,000					
<b>Various Parks</b>										
Drinking fountain replacement										
TOTAL	3,980,077		30,000	0	453,250	467,000	150,000	2,567,077	415,000	35,000
Estimated Balance Remaining				20,032	189,374	50,375	37,495	80,000	0	20,874

Note: Assumes \$50,000/year in County Mitigation Fees

Note: Assumes \$5,000/year in ADA reserve funds

Note: Assumes \$10,000/year in city mitigation

Note: Assumes \$25,000 added to FCC per year

Note: Placer County to use approx. \$350,000

# Auburn Recreation District Five Year Project List

Yellow = updated number or new project to list

2024/2025

Estimated balance

PROJECT	Est. Cost	Spent from General Funds or Grants in Prior Year(s)	Gen. Fund	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind
<i>Meadow Vista Park</i>									
Pond-island-renewation									
<i>Regional Park</i>									
Tennis Court Path of Travel	41,500		3,000	18,500		20,000			
Dry Creek playground replace/ADA path of travel	125,000				40,000	85,000			
Pond trucking									
Canal Repair	40,000				40,000				
<i>PB court crack repair</i>									
<b>TOTAL</b>	206,500	0	3,000	18,500	80,000	105,000	0	0	0
<b>Estimated Balance Remaining</b>				6,532	134,374	1,375	47,495	80,000	0

Postponed

100,000

100,000

Note: Assumes \$50,000/year in County Mitigation Fees

Note: Assumes \$5000/year in ADA reserve funds

Note: Assumes \$10,000/year in city mitigation

Note: Assumes \$25,000 added to FCC per year

Note: Assumes \$50,000/year in Equipment Reserve funds

## Auburn Recreation District Five Year Project List

**Yellow = updated number or new project to list**

2025/2026

Estimated balance

PROJECT	Est. Cost	Spent from General Funds or Grants in Prior Year(s)	Gen. Fund	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind
<b>Regional Park</b>									
Walking pathway extension, Dry Cree	265,000								
<b>TOTAL</b>	265,000	0	0	0	0	0	0	0	0
<b>Estimated Balance Remaining</b>				25,032	214,374	106,375	47,495	80,000	0

Note: Assumes \$50,000/year in County Mitigation Fees

Note: Assumes \$5000/year in ADA reserve funds

Note: Assumes \$10,000/year in city mitigation

Note: Assumes \$25,000 added to FCC per year

Note: Assumes \$50,000/year in Equipment Reserve funds

**SECTION: 9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

9.1 County Mitigation Fund, current balance \$113,375 – no attachment.

9.2 CEPPT Investment Report – see attachment.

9.3 Placer County Investment Report – see attachment.

## **Discussion Item #9.2 Cover Sheet – California Employers’ Pension Prefunding Trust (CEPPT) Fund**

**Auburn Area Recreation and Park District (ARD) Standing Finance Committee,  
November, 2022, Board of Directors Meeting November, 2022.**

### **The Issue**

Quarterly Interest Statement for the CEPPT.

### **Background**

The California Employers’ Pension Prefunding Trust Fund (CEPPT) is a Section 115 trust fund dedicated to prefunding employer contributions to defined benefit pension systems for eligible California public agencies.

By joining this trust fund, California public agencies can help finance pension contributions in part from investment earnings provided by CalPERS.

ARD elected to participate in the CEPPT on June 23, 2021. There is currently \$405,430 in this fund. Strategy 1 began on June 23, 2021 and holds \$87,306 for future payments to our CalPERS Pension liabilities. Strategy 2 began on Jan 4, 2022 and holds \$318,124 for a Contingency Reserve.

ARD experienced losses this quarter, ending September 2022, in the amount of (\$24,275), [Strategy 1 = (\$5,691), Strategy 2 = (\$18,835)]. Even though these investments are conservative, the market across the board saw losses again.

With the CEPPT, time will be the District’s ally while shorter term periods will occasionally be disappointing. The longer-term probabilities will be the District’s success. Mathematical probabilities will prove that unit values will go back up over time. These funds are not needed currently; the District is investing this for twenty years in the future.

### **Recommendation for the Board of Directors**

Director Ainsleigh, of the Finance Committee was disappointed in the review of the statement forwards the CEPPT quarterly statement to the Board for review and possible discussion.

### **Fiscal Impact**

Loss of \$24,275  
Quarter fees of \$251

### **Attachments**

CEPPT Account Update Summary

# CEPPT Account Update Summary

Auburn Area Recreation and Park District

as of September 30, 2022



## CEPPT Account Summary

As of September 30, 2022	Strategy 1	Strategy 2	Total
Initial contribution (06/23/2021)	\$68,089	\$380,000	\$448,089
Additional contributions	\$36,000	\$0	\$36,000
Disbursements	\$0	\$0	\$0
CEPPT expenses	(\$227)	(\$589)	(\$817)
Investment earnings	(\$16,556)	(\$61,286)	(\$77,842)
Total assets (06/23/2021-09/30/2022 = 1.27 years)	\$87,306	\$318,124	\$405,430

# CEPPT/CERBT Investment Returns Outperform Benchmarks

Periods ended August 31, 2022

Fund	Assets	1 Month	3 Months	FYTD	1 Year	3 Years	5 Years	10 Years	ITD
CERBT Strategy 1 (Inception June 1, 2007)	\$13,297,533,144	-3.80%	-4.84%	1.94%	-14.03%	5.21%	5.45%	6.67%	4.94%
Benchmark		-3.80%	-4.93%	1.91%	-14.24%	4.94%	5.17%	6.31%	4.53%
CERBT Strategy 2 (Inception October 1, 2011)	\$1,735,829,562	-3.86%	-4.43%	1.16%	-13.66%	3.25%	4.40%	5.45%	6.30%
Benchmark		-3.84%	-4.48%	1.15%	-13.77%	3.06%	4.17%	5.13%	6.03%
CERBT Strategy 3 (Inception January 1, 2012)	\$759,883,383	-3.77%	-3.90%	0.69%	-12.13%	1.98%	3.60%	4.29%	4.80%
Benchmark		-3.76%	-3.95%	0.66%	-12.19%	1.84%	3.42%	3.97%	4.52%
CERBT Total	\$15,793,246,089								
CEPPT Strategy 1 (Inception October 1, 2019)	\$65,054,989	-3.41%	-3.66%	1.25%	-13.20%	-	-	-	2.78%
Benchmark		-3.42%	-3.73%	1.28%	-13.38%	-	-	-	2.72%
CEPPT Strategy 2 (Inception January 1, 2020)	\$26,044,786	-3.22%	-2.83%	0.30%	-12.11%	-	-	-	-0.34%
Benchmark		-3.23%	-2.86%	0.29%	-12.19%	-	-	-	-0.47%
CEPPT Total	\$91,099,775								

## CEPPT Portfolios

2022 Capital Market Assumptions	CEPPT Strategy 1	CEPPT Strategy 2
Expected Return	4.5%	3.5%
Risk	8.8%	6.1%

## CEPPT Portfolio Details

Asset Classification	Benchmark	CEPPT Strategy 1	CEPPT Strategy 2
Global Equity	MSCI All Country World Index	37% ±5%	21% ±5%
Fixed Income	Bloomberg Barclays U.S. Aggregate Bond Index	44% ±5%	61% ±5%
Global Real Estate (REITs)	FTSE EPRA/NAREIT Developed Liquid Index	14% ±5%	19% ±5%
Treasury Inflation Protected Securities (TIPS)	Barclays Capital Global Real: US TIPS Index	5% ±3%	5% ±3%
Cash	3-Month Treasury Bill	0% +2%	0% +2%

## Total Participation Cost Fee Rate

- Total all-inclusive cost of participation
  - Combines administrative, custodial, and investment fees
  - Separate trust funds
  - Self-funded, fee rate may change in the future
  - Fee is applied daily to assets under management
    - 10 basis points - CERBT
    - 25 basis points - CEPPT

## CEPPT/CERBT Consistently Low Fee Rate History

Fiscal Year	CERBT	CEPPT
2007-2008	2.00 basis points	-
2008-2009	6.00 basis points	-
2009-2010	9.00 basis points	-
2010-2011	12.00 basis points	-
2011-2012	12.00 basis points	-
2012-2013	15.00 basis points	-
2013-2014	14.00 basis points	-
2014-2015	10.00 basis points	-
2015-2016	10.00 basis points	-
2016-2017	10.00 basis points	-
2017-2018	10.00 basis points	-
2018-2019	10.00 basis points	-
2019-2020	10.00 basis points	25.00 basis points
2020-2021	10.00 basis points	25.00 basis points
2021-2022	10.00 basis points	25.00 basis points
2022-2023	10.00 basis points	25.00 basis points

## 619 Prefunding Program Employers

597 CERBT and 77 CEPPT

- State of California
- 156 Cities or Towns
- 10 Counties
- 81 School Employers
- 32 Courts
- 339 Special Districts and other Public Agencies
  - (103 Water, 37 Sanitation, 34 Fire, 25 Transportation)

## Questions? Where to Get Trust Fund Information?

Name	Title	E-mail	Desk	Mobile
Matt Goss	Outreach & Support Program Manager	<a href="mailto:Matthew.Goss@calpers.ca.gov">Matthew.Goss@calpers.ca.gov</a>	(916) 795-9071	(916) 382-6487
Karen Lookingbill	Outreach & Support Manager	<a href="mailto:Karen.Lookingbill@calpers.ca.gov">Karen.Lookingbill@calpers.ca.gov</a>	(916) 795-1387	(916) 501-2219
Colleen Cain- Herrback	Administration & Reporting Program Manager	<a href="mailto:Colleen.Cain-Herrback@calpers.ca.gov">Colleen.Cain-Herrback@calpers.ca.gov</a>	(916) 795-2474	(916) 505-2506
Vic Anderson	Administration & Reporting Manager	<a href="mailto:Victor.Anderson@calpers.ca.gov">Victor.Anderson@calpers.ca.gov</a>	(916) 795-3739	(916) 281-8214
Robert Sharp	Assistant Division Chief	<a href="mailto:Robert.Sharp@calpers.ca.gov">Robert.Sharp@calpers.ca.gov</a>	(916) 795-3878	(916) 397-0756

Program E-mail Addresses	Prefunding Programs Webpages
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[CEPPT4U@calpers.ca.gov](mailto:CEPPT4U@calpers.ca.gov) – Questions & Document Submittal

[www.calpers.ca.gov/CEPPT](http://www.calpers.ca.gov/CEPPT)

[CERBT4U@calpers.ca.gov](mailto:CERBT4U@calpers.ca.gov) – Questions & Document Submittal

[www.calpers.ca.gov/CERBT](http://www.calpers.ca.gov/CERBT)

[CERBTACCOUNT@calpers.ca.gov](mailto:CERBTACCOUNT@calpers.ca.gov) – Online Record Keeping System

## **Discussion Item #9.3 Cover Sheet – Placer County Investment Report**

**Auburn Area Recreation and Park District (ARD) Finance meeting, November, 2022;  
Board of Directors meeting, November, 2022.**

Monthly, staff will provide the Board of Directors with the Placer County Treasurer's Pooled Investment Report for the prior month for the Board's perusal. This statement will show September's investments and average interest earnings/(losses) for the month's activities.

Placer County Treasurer holds the majority of ARD's funds. The remaining funds are held at the District's CalPERS CEPPT (California Employers' Pension Prefunding Trust Fund).

### **Background**

§ 53607

*Local agency treasurers to whom the authority to invest or reinvest funds or to sell or exchange securities has been delegated by the legislative body of a local agency are required by Section 53607 to submit a monthly report of transactions to the legislative body.*

### **Discussion**

This is a discussion item to view Placer County's investment of our pooled funds for the prior month.

### **Attachment**

Placer County Treasurer's Pooled Investment Report for September 2022



Office of  
Jenine Windeshausen  
Treasurer-Tax Collector  
County of Placer



## COUNTY OF PLACER

### TREASURER'S POOLED INVESTMENT REPORT

For the Month of September 30, 2022

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2976 Richardson Drive • Auburn, California 95603  
Tax Collector / Business Licenses (530) 889-4120 • Treasurer (530) 889-4140 • Bonds (530) 889-4146

## **PREFACE**

### **Placer County Treasurer's Pooled Investment Report**

**September 30, 2022**

For the purpose of clarity, the following glossary of investment terms has been provided.

**Book Value** is the purchase price of a security plus amortization of any premium or discount. This may be more or less than face value, depending upon whether the security was purchased at a premium or at a discount.

**Par Value** is the principal amount of a security and the amount of principal that will be paid at maturity.

**Market Value** is the value at which a security can be sold at the time it is priced or the need to sell arises.

Market values are only relevant if the investment is sold prior to maturity. Profit or loss would be realized only if the specific investment were to be sold.

### **Government Code 53646 Compliance Report**

The following information is a monthly update of funds on deposit in the Placer County Treasury pursuant to California Government code Section 53646. Further details of individual investments are included in the Treasurer's Monthly Investment Report. All investment transactions and decisions have been made with full compliance with California Government Code and Placer County's Statement of Investment Policy.

Individual securities are priced at the end of each month by Wells Fargo Bank.

The Weighted Average Maturity of the investments with the Treasury is 558 days.

The ability of the Placer County Treasury to meet its cash flow needs is demonstrated by \$451,908,319.97 in cash and investments maturing in the next 180 days.



Placer County

General Fund  
Portfolio Management  
Portfolio Summary  
September 30, 2022

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
U.S. Treasury Coupons	480,000,000.00	433,417,000.00	458,712,094.41	27.48	1,047	578	0.562	0.570
mPower Placer - Long Term	3,890,757.11	4,573,131.37	3,901,282.02	0.23	7,345	5,176	4.151	4.208
Federal Agency Coupons	724,000,000.00	670,463,250.00	723,608,613.00	43.35	1,118	643	0.587	0.595
Collateralized Inactive Bank Deposits	5,000,000.00	5,000,000.00	5,000,000.00	0.30	1	1	1.479	1.500
Medium Term Notes	30,000,000.00	29,445,000.00	29,942,114.69	1.79	1,034	229	1.119	1.135
Negotiable Certificates of Deposit	245,000,000.00	242,977,380.00	245,000,000.00	14.68	367	195	2.126	2.155
Collateralized CDs	3,000,000.00	3,000,000.00	3,000,000.00	0.18	365	200	1.600	1.622
Commercial Paper Disc - Amortizing	90,000,000.00	89,605,713.80	89,695,713.89	5.37	92	52	2.912	2.953
Federal Agency Disc - Amortizing	90,000,000.00	90,000,000.00	89,988,600.00	5.39	3	2	2.312	2.344
Local Agency Bond	9,396,392.18	10,813,969.87	9,396,392.18	0.56	7,844	5,940	2.782	2.821
mPower Placer	9,430,089.98	10,576,883.18	9,430,089.98	0.56	7,707	6,051	3.672	3.723
mPower Tolson	1,666,525.79	1,671,102.49	1,666,525.79	0.10	7,694	5,118	2.736	2.774
<b>Investments</b>	<b>1,671,383,765.06</b>	<b>1,599,744,030.80</b>	<b>1,669,251,426.86</b>	<b>100.00%</b>	<b>963</b>	<b>558</b>	<b>1.078</b>	<b>1.093</b>
<b>Cash</b>								
Passbook/Checking (not included in yield calculations)	86,908,319.97	86,908,319.97	86,908,319.97				0.000	0.000
<b>Total Cash and Investments</b>	<b>1,758,292,085.03</b>	<b>1,686,652,350.77</b>	<b>1,756,159,746.83</b>		<b>963</b>	<b>558</b>	<b>1.078</b>	<b>1.093</b>

Total Earnings September 30 Month Ending Fiscal Year To Date  
Current Year 1,421,636.98 4,019,302.99  
Average Daily Balance 1,728,784,621.64 1,821,163,293.81  
Effective Rate of Return 1.00% 0.88%

10/19/22

ERIC W. WIMMANN, ASST. TREASURER-TAX COLLECTOR

Reporting period 09/01/2022-09/30/2022  
Data Updated FUNDSNAP 10/03/2022 14:23  
File Date 10/03/2022 14:23

Portfolio PLCR  
NLI AC  
if PRI\_PMT 7.3.11  
Report Ver 7.3.14

**General Fund**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**September 30, 2022**

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365	Days to Maturity	Maturity Date
<b>U.S. Treasury Coupons</b>											
912828M60	17022	U S TREASURY N/B		12/01/2017	10,000,000.00	9,980,900.00	9,987,714.04	2.000	2.147	60	11/30/2022
912828CC54	21124	U S TREASURY N/B		09/28/2021	5,000,000.00	4,670,100.00	4,980,845.58	0.250	0.476	625	06/15/2024
912828RH3	20549	U S TREASURY COUPON		03/16/2021	10,000,000.00	8,808,600.00	9,861,629.61	0.375	0.773	1,218	01/31/2025
912828ZU3	20550	U S TREASURY COUPON		03/16/2021	10,000,000.00	9,562,500.00	10,271,715.06	1.875	0.443	700	08/31/2024
912828Z52	20551	U S TREASURY COUPON		03/16/2021	10,000,000.00	9,366,400.00	10,188,260.94	1.375	0.559	853	01/31/2025
912828CA10	20553	U S TREASURY COUPON		03/11/2021	10,000,000.00	8,908,200.00	9,876,809.61	0.250	0.680	1,065	08/31/2025
912828ZY9	20554	U S TREASURY COUPON		03/11/2021	10,000,000.00	9,684,800.00	9,994,112.11	0.125	0.200	287	07/15/2023
912828CA17	20555	U S TREASURY COUPON		03/11/2021	10,000,000.00	9,648,400.00	9,992,606.30	0.125	0.210	310	08/15/2023
912828CH3	20556	U S TREASURY COUPON		03/11/2021	10,000,000.00	8,938,300.00	9,885,600.30	0.250	0.660	1,034	07/31/2025
912828CQ3	20557	U S TREASURY COUPON		03/11/2021	10,000,000.00	8,008,600.00	9,867,942.08	0.375	0.753	1,218	01/31/2025
912828CQ3	20558	U S TREASURY COUPON		03/11/2021	10,000,000.00	8,823,800.00	9,904,533.40	0.500	0.786	1,246	02/28/2026
912828CRM2	20559	U S TREASURY COUPON		03/11/2021	10,000,000.00	9,445,700.00	9,975,831.58	0.125	0.302	502	02/15/2024
912828Z10	20569	U S TREASURY COUPON		03/11/2021	10,000,000.00	8,904,500.00	9,891,972.58	0.250	0.662	973	05/31/2025
912828ZWA3	20575	U S TREASURY COUPON		03/25/2021	10,000,000.00	8,975,400.00	9,899,661.78	0.250	0.621	1,003	06/30/2025
912828CA18	20589	U S TREASURY COUPON		04/07/2021	10,000,000.00	8,648,400.00	9,992,200.22	0.125	0.215	318	08/15/2023
912828AM3	20590	U S TREASURY COUPON		04/07/2021	10,000,000.00	8,887,500.00	9,853,154.11	0.250	0.749	1,095	09/30/2025
912828BY8	20591	U S TREASURY COUPON		04/07/2021	10,000,000.00	9,557,400.00	10,241,690.75	1.750	0.421	669	07/31/2024
912828R69	20592	U S TREASURY COUPON		04/07/2021	10,000,000.00	9,839,800.00	10,095,013.55	1.625	0.189	242	05/31/2023
912828RS35	20593	U S TREASURY COUPON		04/07/2021	10,000,000.00	9,798,800.00	10,088,888.74	1.375	0.180	272	06/30/2023
912828Z110	20600	U S TREASURY COUPON		04/09/2021	10,000,000.00	8,994,500.00	9,893,487.69	0.250	0.658	973	05/31/2025
912828CAB7	20601	U S TREASURY COUPON		04/09/2021	10,000,000.00	8,938,300.00	9,874,773.67	0.250	0.700	1,034	07/31/2025
912828ZY9	20605	U S TREASURY COUPON		04/12/2021	10,000,000.00	9,684,800.00	9,993,741.47	0.125	0.205	287	07/15/2023
912828CAF8	20606	U S TREASURY COUPON		04/12/2021	10,000,000.00	9,648,400.00	9,992,445.18	0.125	0.212	318	08/15/2023
912828CAU7	20612	U S TREASURY COUPON		04/15/2021	10,000,000.00	8,938,300.00	9,886,658.96	0.250	0.656	1,034	07/31/2025
912828CCC3	20670	U S TREASURY COUPON		05/20/2021	10,000,000.00	9,368,000.00	9,884,102.89	0.250	0.349	592	05/15/2024
912828CCL3	21049	U S TREASURY COUPON		08/06/2021	10,000,000.00	9,337,100.00	9,996,199.95	0.375	0.396	653	07/15/2024
912828CC13	21059	U S TREASURY COUPON		08/15/2021	10,000,000.00	9,337,100.00	9,993,784.41	0.375	0.410	653	07/15/2024
912828CCN9	21061	U S TREASURY COUPON		08/15/2021	10,000,000.00	9,368,000.00	9,980,231.11	0.250	0.373	592	05/15/2024
912828CCL3	21074	U S TREASURY COUPON		08/15/2021	10,000,000.00	9,665,600.00	9,992,498.35	0.125	0.216	303	07/31/2023
912828CCL3	21140	U S TREASURY COUPON		10/06/2021	10,000,000.00	9,337,100.00	9,975,778.93	0.375	0.512	653	07/15/2024
912828CCL3	21152	U S TREASURY COUPON		10/15/2021	10,000,000.00	9,337,100.00	9,952,810.55	0.375	0.642	653	07/15/2024
912828ZY9	21153	U S TREASURY COUPON		10/15/2021	10,000,000.00	9,694,800.00	9,984,439.08	0.125	0.323	287	07/15/2023
912828HE0	21178	U S TREASURY COUPON		11/02/2021	10,000,000.00	9,478,500.00	9,947,826.33	0.125	0.533	471	01/15/2024
912828CBL0	21190	U S TREASURY COUPON		11/05/2021	10,000,000.00	9,478,500.00	9,949,444.70	0.125	0.520	471	01/15/2024
912828ZY9	21191	U S TREASURY COUPON		11/05/2021	10,000,000.00	9,484,800.00	9,981,528.47	0.125	0.360	287	07/15/2023
912828CCL3	21196	U S TREASURY COUPON		11/10/2021	10,000,000.00	9,337,100.00	9,941,577.20	0.375	0.705	653	07/15/2024

Portfolio PLCR  
NL' AC  
PM (PRC\_FWD) 2/3/11

Net Asset Value 2/3/11

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365	Days to Maturity	Maturity Date
<b>U.S. Treasury Coupons</b>											
91282CCC3	21219	U S TREASURY COUPON		12/01/2021	10,000,000.00	9,368,000.00	9,923,002.79	0.250	0.730	582	05/15/2024
91282CCN9	21221	U S TREASURY COUPON		12/03/2021	5,000,000.00	4,832,800.00	4,984,153.54	0.125	0.508	303	07/31/2023
91282CBG5	21222	U S TREASURY COUPON		12/03/2021	5,000,000.00	4,942,100.00	4,996,290.01	0.125	0.348	122	01/31/2023
91282CCD1	21227	U S TREASURY COUPON		12/07/2021	10,000,000.00	9,740,600.00	9,974,616.01	0.125	0.500	242	05/31/2023
91282CAK7	21232	U S TREASURY COUPON		12/08/2021	10,000,000.00	9,613,700.00	9,953,923.21	0.125	0.611	349	09/15/2023
91282CCU5	21233	U S TREASURY COUPON		12/09/2021	10,000,000.00	9,620,300.00	9,956,510.42	0.125	0.604	334	08/31/2023
91282CBE0	21242	U S TREASURY COUPON		12/13/2021	10,000,000.00	9,478,500.00	9,927,660.14	0.125	0.691	471	01/15/2024
91282ZPH8	21277	U S TREASURY COUPON		12/27/2021	10,000,000.00	9,759,400.00	9,976,178.08	0.125	0.511	226	05/15/2023
91282CBG5	21280	U S TREASURY COUPON		12/29/2021	5,000,000.00	4,942,100.00	4,995,222.43	0.125	0.412	122	01/31/2023
91282CBE0	21298	U S TREASURY COUPON		01/11/2022	10,000,000.00	9,478,500.00	9,807,228.44	0.125	0.931	471	01/15/2024
91282ZYG9	21299	U S TREASURY COUPON		01/11/2022	5,000,000.00	4,842,400.00	4,975,335.94	0.125	0.755	287	07/15/2023
91282ZPH8	21330	U S TREASURY COUPON		02/04/2022	5,000,000.00	4,879,700.00	4,973,040.99	0.125	1.002	226	05/15/2023
91282H229	21390	U S TREASURY COUPON		04/11/2022	10,000,000.00	9,944,400.00	9,997,328.63	1.500	1.592	106	01/15/2023
<b>Subtotal and Average</b>			<b>468,353,907.51</b>		<b>460,000,000.00</b>	<b>433,417,600.00</b>	<b>458,712,094.41</b>		<b>0.570</b>	<b>578</b>	
<b>mPower Placer - Long Term</b>											
2015NR-A	2015NR-A	mPower Placer		06/16/2015	914,362.11	1,085,187.81	914,362.11	4.000	3.999	4,719	09/02/2035
2015NR-BLT	2015NR-BLT	mPower Placer		09/01/2016	2,076,660.77	2,384,747.93	2,076,660.77	4.000	4.000	5,085	09/02/2035
72601TAC2	2018B	Public Finance Authority		06/29/2018	899,734.23	1,103,195.63	910,259.14	5.050	4.804	5,844	10/01/2038
<b>Subtotal and Average</b>			<b>3,906,258.35</b>		<b>3,890,757.11</b>	<b>4,573,131.37</b>	<b>3,901,282.02</b>		<b>4.208</b>	<b>5,176</b>	
<b>Federal Agency Coupons</b>											
3133EL3E2	20077	FEDERAL FARM CREDIT BANK		08/11/2020	10,000,000.00	9,663,900.00	10,000,000.00	0.320	0.320	313	08/10/2023
3133EL3E2	20078	FEDERAL FARM CREDIT BANK		08/11/2020	10,000,000.00	9,663,900.00	9,999,427.25	0.320	0.327	313	08/10/2023
3133FMHF5	20393	FEDERAL FARM CREDIT BANK		12/08/2020	10,000,000.00	9,941,300.00	9,999,585.67	0.170	0.195	60	11/30/2022
3133LMMK36	20420	FEDERAL FARM CREDIT BANK		12/15/2020	10,000,000.00	9,703,300.00	10,000,000.00	0.200	0.200	257	06/15/2023
3133EMKG6	20432	FEDERAL FARM CREDIT BANK		12/21/2020	10,000,000.00	9,703,300.00	10,000,000.00	0.200	0.200	257	06/15/2023
3133EMLF0	20436	FEDERAL FARM CREDIT BANK		12/22/2020	10,000,000.00	9,585,300.00	10,000,000.00	0.190	0.190	356	09/22/2023
3133EMMN9	20473	FEDERAL FARM CREDIT BANK		01/15/2021	10,000,000.00	9,461,000.00	9,993,587.36	0.190	0.240	467	01/11/2024
3133EMNG3	20476	FEDERAL FARM CREDIT BANK		01/19/2021	10,000,000.00	9,493,700.00	9,998,136.67	0.230	0.244	475	01/19/2024
3133EMNG3	20498	FEDERAL FARM CREDIT BANK		01/29/2021	10,000,000.00	9,493,700.00	10,003,805.23	0.230	0.201	475	01/19/2024
3133LMMQ2	20500	FEDERAL FARM CREDIT BANK		01/29/2021	10,000,000.00	9,087,500.00	9,997,601.01	0.300	0.310	835	01/13/2025
3133EMJF7	20570	FEDERAL FARM CREDIT BANK		03/21/2021	10,000,000.00	9,610,900.00	9,997,472.80	0.220	0.246	356	09/22/2023
3133FMWL2	20618	FEDERAL FARM CREDIT BANK		04/13/2021	10,000,000.00	9,682,300.00	10,000,000.00	0.200	0.200	291	07/19/2023
3133EMVH6	20641	FEDERAL FARM CREDIT BANK		05/04/2021	10,000,000.00	8,875,500.00	9,982,816.67	1.000	1.021	1,311	05/04/2026

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365	Days to Maturity	Maturity Date
<b>Federal Agency Coupons</b>											
3133EMYX4	20650	FEDERAL FARM CREDIT BANK		05/11/2021	10,000,000.00	9,758,800.00	9,998,175.00	0.125	0.155	221	05/10/2023
3133ETWA28	20669	FEDERAL FARM CREDIT BANK		05/21/2021	10,000,000.00	9,760,800.00	9,998,419.22	0.125	0.150	229	05/10/2023
3133FML40	20694	FEDERAL FARM CREDIT BANK		06/04/2021	10,000,000.00	9,343,100.00	10,000,000.00	0.330	0.330	611	06/03/2024
3133LME40	20700	FEDERAL FARM CREDIT BANK		06/11/2021	10,000,000.00	9,343,100.00	10,000,000.00	0.330	0.330	611	06/03/2024
3133EM2F1	21053	FEDERAL FARM CREDIT BANK		08/10/2021	10,000,000.00	9,653,300.00	9,995,021.67	0.160	0.218	313	08/10/2023
3133EM2U5	21068	FEDERAL FARM CREDIT BANK		08/11/2021	10,000,000.00	9,760,600.00	10,000,000.00	0.460	0.460	688	08/10/2024
3133EMZ70	21069	FEDERAL FARM CREDIT BANK		08/11/2021	10,000,000.00	9,098,700.00	9,988,123.50	0.480	0.531	863	02/10/2025
3133FML67	21073	FEDERAL FARM CREDIT BANK		08/20/2021	10,000,000.00	9,901,300.00	10,000,000.00	0.125	0.125	114	01/23/2023
3133LME30	21107	FEDERAL FARM CREDIT BANK		09/09/2021	10,000,000.00	9,031,400.00	9,996,431.78	0.610	0.624	965	05/23/2025
3133LNEW6	21210	FEDERAL FARM CREDIT BANK		11/23/2021	10,000,000.00	9,703,100.00	9,994,844.44	0.375	0.455	234	05/23/2023
3133LQ56	21260	FEDERAL FARM CREDIT BANK		12/11/2021	5,000,000.00	4,668,100.00	4,982,759.56	0.570	0.769	640	07/02/2024
3133LNY4	21316	FEDERAL FARM CREDIT BANK		01/25/2022	10,000,000.00	9,542,900.00	10,000,000.00	1.040	1.040	481	01/25/2024
3133LNY4	21326	FEDERAL FARM CREDIT BANK		02/02/2022	5,000,000.00	4,771,450.00	4,993,352.03	1.040	1.142	481	01/25/2024
3133LNY4	21326	FEDERAL FARM CREDIT BANK		02/03/2022	5,000,000.00	4,793,850.00	4,980,975.55	0.900	1.188	474	01/18/2024
3133LNY4	21328	FEDERAL FARM CREDIT BANK		02/03/2022	5,000,000.00	4,791,450.00	4,980,975.55	0.900	1.230	456	02/09/2024
3133ENNF5	21334	FEDERAL FARM CREDIT BANK		08/01/2022	10,000,000.00	9,902,000.00	10,000,000.00	1.230	3.120	311	08/08/2023
3133ENNF39	22047	FEDERAL FARM CREDIT BANK		01/27/2021	10,000,000.00	9,072,000.00	9,998,550.24	0.320	0.326	844	01/22/2025
3130AKMA1	20499	FEDERAL HOME LOAN BANK		02/01/2021	10,000,000.00	8,760,500.00	9,998,667.41	0.500	0.504	1,216	01/29/2026
3130AKWV4	20503	FEDERAL HOME LOAN BANK		02/01/2021	10,000,000.00	9,081,500.00	9,998,523.21	0.330	0.345	837	01/15/2025
3130AKMR4	20508	FEDERAL HOME LOAN BANK		02/03/2021	10,000,000.00	9,081,500.00	9,998,523.21	0.330	0.345	837	01/15/2025
3130AKMR4	20509	FEDERAL HOME LOAN BANK		03/30/2021	10,000,000.00	9,227,600.00	10,000,000.00	0.510	0.510	730	09/30/2024
3130ALF17	20579	FEDERAL HOME LOAN BANK		04/14/2021	10,000,000.00	9,815,700.00	9,942,763.60	0.750	0.923	1,242	02/24/2026
3130ALCV4	20609	FEDERAL HOME LOAN BANK		05/25/2021	10,000,000.00	9,241,600.00	9,999,404.17	0.500	0.503	726	09/26/2024
3130AMF23	20679	FEDERAL HOME LOAN BANK		05/26/2021	10,000,000.00	9,335,000.00	10,000,000.00	0.375	0.375	801	05/24/2024
3130AMF32	20684	FEDERAL HOME LOAN BANK		05/26/2021	10,000,000.00	9,103,700.00	10,000,000.00	0.625	0.625	880	02/27/2025
3130AMHQ8	20689	FEDERAL HOME LOAN BANK		06/01/2021	10,000,000.00	9,301,100.00	10,000,000.00	0.410	0.410	670	08/01/2024
3130AMHH8	20690	FEDERAL HOME LOAN BANK		06/01/2021	10,000,000.00	9,225,700.00	10,000,000.00	0.500	0.542	730	09/30/2024
3130AMXJ6	20722	FEDERAL HOME LOAN BANK		06/30/2021	10,000,000.00	9,297,900.00	9,982,618.59	0.330	0.431	636	06/28/2024
3130AMV66	21003	FEDERAL HOME LOAN BANK		07/02/2021	10,000,000.00	9,258,000.00	9,987,880.93	0.510	0.521	899	08/30/2024
3130AMZ88	21004	FEDERAL HOME LOAN BANK		08/25/2021	10,000,000.00	9,306,700.00	10,000,000.00	0.340	0.400	633	06/25/2024
3130ANSM3	21080	FEDERAL HOME LOAN BANK		08/26/2021	5,000,000.00	4,404,350.00	5,000,000.00	0.650	0.635	1,425	08/26/2026
3130ANJD3	21083	FEDERAL HOME LOAN BANK		08/26/2021	5,000,000.00	4,403,650.00	5,000,000.00	0.750	0.700	1,425	08/26/2026
3130ANPX0	21084	FEDERAL HOME LOAN BANK		08/27/2021	5,000,000.00	4,653,350.00	5,000,000.00	0.400	0.400	633	06/25/2024
3130ANSM3	21090	FEDERAL HOME LOAN BANK		08/30/2021	10,000,000.00	8,760,100.00	10,000,000.00	1.000	1.001	1,425	08/26/2026
3130ANV56	21092	FEDERAL HOME LOAN BANK		08/30/2021	5,000,000.00	4,422,900.00	5,000,000.00	0.850	0.850	1,243	02/25/2026
3130ANW22	21093	FEDERAL HOME LOAN BANK		08/30/2021	5,000,000.00	4,651,900.00	4,985,557.69	0.400	0.451	636	06/28/2024
3130ANYE4	21129	FEDERAL HOME LOAN BANK		09/30/2021	5,000,000.00						

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365	Days to Maturity	Maturity Date
<b>Federal Agency Coupons</b>											
3130AP3J2	21130	FEDERAL HOME LOAN BANK		09/30/2021	10,000,000.00	9,114,300.00	9,988,463.75	0.550	0.600	952	01/30/2025
3130APMK8	21202	FEDERAL HOME LOAN BANK		11/15/2021	5,000,000.00	4,642,700.00	4,993,089.24	0.750	0.822	716	09/16/2024
3130APUS2	21207	FEDERAL HOME LOAN BANK		11/22/2021	5,000,000.00	4,520,250.00	4,990,367.48	1.000	1.146	1,053	08/19/2025
3130APUN3	21215	FEDERAL HOME LOAN BANK		11/30/2021	4,000,000.00	3,538,200.00	4,000,000.00	1.250	1.250	1,427	08/28/2026
3130AQRB5	21238	FEDERAL HOME LOAN BANK		12/10/2021	10,000,000.00	9,150,300.00	10,000,000.00	1.200	1.200	983	06/10/2025
3130AQCF8	21252	FEDERAL HOME LOAN BANK		12/16/2021	15,000,000.00	14,280,900.00	15,000,000.00	0.750	0.760	472	01/16/2024
3130AQCK7	21253	FEDERAL HOME LOAN BANK		12/16/2021	10,000,000.00	9,339,000.00	10,000,000.00	0.750	1.317	838	01/16/2025
3130AQCF8	21256	FEDERAL HOME LOAN BANK		12/17/2021	5,000,000.00	4,449,950.00	5,000,000.00	1.330	1.468	1,385	07/17/2026
3130AQCN1	21257	FEDERAL HOME LOAN BANK		12/17/2021	10,000,000.00	9,320,900.00	10,000,000.00	0.875	1.254	839	01/17/2025
3130AQCL5	21258	FEDERAL HOME LOAN BANK		12/17/2021	10,000,000.00	9,277,000.00	10,000,000.00	0.875	1.541	990	06/17/2025
3130AQCL5	21259	FEDERAL HOME LOAN BANK		12/17/2021	15,000,000.00	13,990,350.00	15,000,000.00	0.750	0.726	839	01/17/2025
3130AQCV3	21260	FEDERAL HOME LOAN BANK		12/22/2021	5,000,000.00	4,754,400.00	4,997,959.00	0.710	0.742	478	01/22/2024
3130AQFN9	21283	FEDERAL HOME LOAN BANK		12/30/2021	10,000,000.00	9,212,600.00	10,000,000.00	1.000	1.000	852	01/30/2025
3130AQH11	21291	FEDERAL HOME LOAN BANK		01/05/2022	10,000,000.00	9,388,100.00	9,996,477.78	0.950	0.970	643	07/05/2024
3130AQG14	21311	FEDERAL HOME LOAN BANK		01/21/2022	5,000,000.00	4,635,250.00	4,975,447.35	1.100	1.320	835	01/13/2025
3130AQFC3	21312	FEDERAL HOME LOAN BANK		01/27/2022	5,000,000.00	4,623,550.00	4,980,787.04	1.125	1.285	843	01/27/2025
3130AQNB5	21318	FEDERAL HOME LOAN BANK		01/27/2022	5,000,000.00	4,673,550.00	4,997,097.22	0.750	0.775	849	01/27/2025
3130ARNV9	21398	FEDERAL HOME LOAN BANK		04/29/2022	5,000,000.00	4,877,600.00	5,000,000.00	2.250	2.222	667	07/29/2024
3134GW7F0	20355	FED HOME LOAN MORT CORP		11/16/2020	10,000,000.00	9,857,300.00	10,000,000.00	0.200	0.200	138	02/10/2023
3134GW7D2	20356	FED HOME LOAN MORT CORP		11/16/2020	10,000,000.00	9,743,900.00	9,989,000.00	0.220	0.236	227	05/16/2023
3134GW7D2	20363	FED HOME LOAN MORT CORP		11/19/2020	10,000,000.00	9,743,900.00	10,000,000.00	0.220	0.220	227	05/16/2023
3134GXCY8	20375	FED HOME LOAN MORT CORP		12/01/2020	10,000,000.00	9,743,900.00	9,989,344.20	0.270	0.277	326	08/23/2023
3134GXLX8	20376	FED HOME LOAN MORT CORP		12/01/2020	10,000,000.00	9,724,500.00	10,000,000.00	0.250	0.250	243	06/01/2023
3137LALV7	20404	FED HOME LOAN MORT CORP		12/10/2020	10,000,000.00	9,653,100.00	10,003,548.36	0.250	0.210	327	08/24/2023
3137FAFX3	20417	FED HOME LOAN MORT CORP		12/15/2020	10,000,000.00	8,918,600.00	9,986,771.59	0.375	0.419	1,088	09/23/2025
3134GXHY3	20474	FED HOME LOAN MORT CORP		03/25/2021	10,000,000.00	9,326,200.00	9,999,734.74	0.430	0.432	626	06/18/2024
3135G0RG4	21206	FEDERAL NATIONAL MORT ASSOC		11/22/2021	5,000,000.00	4,381,650.00	4,920,477.90	0.750	1.190	1,361	06/23/2026
3135G0GJ1	20405	FEDERAL NATIONAL MORT ASSOC		12/10/2020	10,000,000.00	9,700,700.00	10,003,000.00	0.250	0.210	282	07/10/2023
3135G0SX7	20409	FEDERAL NATIONAL MORT ASSOC		12/14/2020	10,000,000.00	9,321,400.00	10,000,000.00	0.375	0.375	622	06/14/2024
3135G0AC90	20421	FEDERAL NATIONAL MORT ASSOC		12/15/2020	10,000,000.00	8,941,500.00	9,987,027.22	0.375	0.420	1,059	08/25/2025
3135G0GK4	20475	FEDERAL NATIONAL MORT ASSOC		01/14/2021	10,000,000.00	9,268,200.00	9,994,888.89	0.250	0.279	653	07/15/2024
3135G0GK4	21239	FEDERAL NATIONAL MORT ASSOC		12/10/2021	10,000,000.00	9,701,700.00	9,976,113.68	0.250	0.560	282	07/10/2023
<b>Subtotal and Average</b>					<b>724,000,000.00</b>	<b>678,463,250.00</b>	<b>723,608,613.90</b>		<b>0.595</b>	<b>643</b>	

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**General Fund**  
**Portfolio Management**  
**Portfolio Details - Investments**  
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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365	Days to Maturity	Maturity Date
<b>Collateralized Inactive Bank Deposits</b>											
5519055	19055	Five Star Bank - PIMMA	5,000,000.00		5,000,000.00	5,000,000.00	5,000,000.00	1.500	1.500	1	
<b>Subtotal and Average</b>			<b>5,000,000.00</b>		<b>5,000,000.00</b>	<b>5,000,000.00</b>	<b>5,000,000.00</b>		<b>1.500</b>	<b>1</b>	
<b>Medium Term Notes</b>											
892361HM0	20596	Toyota Motor Credit Corp		04/08/2024	10,000,000.00	9,980,000.00	10,000,410.71	0.350	0.236	13	10/14/2022
892361EY7	17074	TOYOTA MOTOR CREDIT		06/01/2018	10,000,000.00	9,967,400.00	9,998,548.16	1.514	2.268	207	04/26/2023
892361HU2	21246	TOYOTA MOTOR CREDIT		12/14/2021	10,000,000.00	9,487,600.00	9,943,155.82	0.450	0.900	467	01/11/2024
<b>Subtotal and Average</b>			<b>29,940,678.28</b>		<b>30,000,000.00</b>	<b>29,445,000.00</b>	<b>29,942,114.69</b>		<b>1.135</b>	<b>229</b>	
<b>Negotiable Certificates of Deposit</b>											
13606KCE4	21310	CANADIAN IMP BK COMM NY		01/21/2022	10,000,000.00	9,877,000.00	10,000,000.00	0.870	0.882	145	02/23/2023
13606KIB0	22043	CANADIAN IMP BK COMM NY		08/04/2022	25,000,000.00	24,831,000.00	25,000,000.00	3.900	3.954	306	08/03/2023
21684LCB9	21229	Rabobank Nederland		12/08/2021	10,000,000.00	9,751,700.00	10,000,000.00	0.700	0.000	282	07/10/2023
21684LCXB	21343	Rabobank Nederland		04/11/2022	10,000,000.00	9,879,500.00	10,000,000.00	2.510	0.000	300	07/28/2023
78012U2V6	21286	Royal Bank of Canada		01/04/2022	10,000,000.00	9,916,600.00	10,000,000.00	0.600	0.608	95	01/04/2023
78012U3E3	21313	Royal Bank of Canada		01/24/2022	10,000,000.00	9,903,400.00	10,000,000.00	0.800	0.811	115	01/24/2023
78012U4W2	21379	Royal Bank of Canada		04/06/2022	5,000,000.00	4,943,900.00	5,000,000.00	2.270	2.302	187	04/06/2023
78012U5A9	21397	Royal Bank of Canada		04/12/2022	10,000,000.00	9,927,700.00	10,000,000.00	2.050	2.078	135	02/13/2023
78015JA73	22048	Royal Bank of Canada		08/09/2022	10,000,000.00	9,943,300.00	10,000,000.00	4.080	4.137	307	08/04/2023
8336UAK4	21280	SOCIETE GENERALE NY		01/04/2022	10,000,000.00	9,921,700.00	10,000,000.00	0.600	0.608	95	01/04/2023
85325V4V9	21290	Standard Chartered Bank NY		01/05/2022	10,000,000.00	9,921,800.00	10,000,000.00	0.600	0.000	95	01/04/2023
85325VW48	21305	Standard Chartered Bank NY		01/18/2022	10,000,000.00	9,911,600.00	10,000,000.00	0.740	0.750	109	01/18/2023
85325VZG8	21389	Standard Chartered Bank NY		04/11/2022	20,000,000.00	19,907,600.00	20,000,000.00	1.950	1.977	100	01/09/2023
85325V7H6	21399	Standard Chartered Bank NY		04/13/2022	10,000,000.00	9,867,900.00	10,000,000.00	2.400	2.068	135	02/13/2023
89114WUR4	21394	TORONTO DOMINION BANK NY		04/12/2022	10,000,000.00	9,930,500.00	10,000,000.00	2.040	2.433	223	05/12/2023
89115BF62	22053	TORONTO DOMINION BANK NY		08/09/2022	10,000,000.00	9,927,900.00	10,000,000.00	4.050	4.106	342	09/08/2023
89115BL21	22054	TORONTO DOMINION BANK NY		08/09/2022	10,000,000.00	9,945,500.00	10,000,000.00	4.020	4.076	292	07/10/2023
89115HL27	22066	TORONTO DOMINION BANK NY		08/16/2022	10,000,000.00	9,932,900.00	10,000,000.00	3.900	3.954	263	07/21/2023
89115HL24	22082	TORONTO DOMINION BANK NY		08/25/2022	10,000,000.00	9,937,700.00	10,000,000.00	3.970	4.025	296	07/24/2023
90275JNXX4	20617	URS AG STAMFORD CT		04/19/2021	10,000,000.00	9,937,530.00	10,000,000.00	0.250	0.255	16	10/17/2022
90275DPZ7	21410	URS AG STAMFORD CT		04/20/2022	15,000,000.00	14,917,950.00	15,000,000.00	2.010	2.038	111	01/20/2023
90275DQD5	22067	URS AG STAMFORD CT		08/16/2022	10,000,000.00	9,942,700.00	10,000,000.00	3.910	3.964	293	07/21/2023
<b>Subtotal and Average</b>			<b>245,333,333.33</b>		<b>245,000,000.00</b>	<b>242,977,380.00</b>	<b>245,000,000.00</b>		<b>2.155</b>	<b>195</b>	

Data Updated FUNDSNAP 10/03/2022 14:23

File Name 10032022-14.23

Portfolio P/LCR  
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**General Fund**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**September 30, 2022**

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rtn	YTM 365	Days to Maturity	Maturity Date
<b>Collateralized CDS</b>											
SYS21411	21411	Royal City Bank		04/19/2022	3,000,000.00	3,000,000.00	3,000,000.00	1.600	1.622	200	04/19/2023
		<b>Subtotal and Average</b>	<b>3,000,000.00</b>		<b>3,000,000.00</b>	<b>3,000,000.00</b>			<b>1.622</b>	<b>200</b>	
<b>Commercial Paper Disc. -Amortizing</b>											
22533UK36	22135	Credit Agricole CIB		09/30/2022	50,000,000.00	49,991,666.67	49,991,666.67	3.000	3.042	2	10/03/2022
22541RND9	21436	Credit Suisse New York		05/13/2022	20,000,000.00	19,867,111.11	19,867,111.11	2.300	2.407	104	01/13/2023
53948BSK6	22079	Lloyds Bank Corp Mkts NY		08/23/2022	10,000,000.00	9,763,611.11	9,763,611.11	3.700	3.906	230	05/19/2023
62479MKJ5	22076	MUFG BANK LTD/NY		08/22/2022	10,000,000.00	9,983,325.00	9,983,325.00		2.858	23	10/24/2022
		<b>Subtotal and Average</b>	<b>138,563,177.08</b>		<b>90,000,000.00</b>	<b>89,605,713.89</b>			<b>2.953</b>	<b>52</b>	
<b>Federal Agency Disc. -Amortizing</b>											
313397J28	22134	Freddies Discount		09/30/2022	90,000,000.00	90,000,000.00	89,988,600.00	2.260	2.344	2	10/03/2022
		<b>Subtotal and Average</b>	<b>2,999,620.00</b>		<b>90,000,000.00</b>	<b>90,000,000.00</b>			<b>2.344</b>	<b>2</b>	
<b>Local Agency Bond</b>											
SYS18098	16098	Ackerman School District		04/03/2017	5,595,422.31	6,458,053.09	5,595,422.31	2.800	2.800	5,298	04/03/2037
SYS17042	17042	Mid Placer Public School Trans		12/21/2017	227,405.41	244,466.27	227,405.41	2.850	2.850	1,907	12/21/2027
SYS18093	18093	Mid Placer Public School Trans		01/16/2019	665,697.19	729,359.81	665,697.19	3.000	3.000	2,299	01/16/2029
66115	16115	Newcastle Elementary SD		06/30/2017	2,656,559.68	3,119,532.75	2,656,559.68	2.800	2.800	4,038	06/30/2047
SYS19177	19177	Placer Hills Fire Protection		10/21/2019	250,307.59	263,557.95	250,307.59	3.000	3.000	751	10/21/2024
		<b>Subtotal and Average</b>	<b>9,396,392.18</b>		<b>9,396,392.18</b>	<b>10,813,969.87</b>			<b>2.821</b>	<b>5,940</b>	
<b>mPower Placer</b>											
2016NR A	2016NR-A	mPower Placer		08/04/2016	3,285,514.20	3,523,139.67	3,285,514.20	3.000	3.042	5,450	09/02/2037
2017 NR	2017 NR	mPower Placer		07/03/2017	214,247.62	230,560.71	214,247.62	3.000	3.042	5,815	09/02/2038
2017 R	2017 R	mPower Placer		07/07/2017	24,467.21	25,161.59	24,467.21	3.000	3.042	5,815	09/02/2038
2018 NR	2018 NR	mPower Placer		07/23/2018	42,333.41	44,160.31	42,333.41	4.500	4.563	6,180	09/02/2039
2018 R	2018 R	mPower Placer		07/17/2018	132,148.30	208,328.76	132,148.30	4.500	4.563	6,180	09/02/2039
2018 S NR	18003	Pioneer Community Energy		08/09/2018	290,576.68	345,822.86	290,576.68	4.500	4.563	6,180	09/02/2039
2017 S NR	2017 S-NR	Pioneer Community Energy		09/23/2017	121,872.98	126,749.85	121,872.98	3.000	3.042	5,815	09/02/2038
2017 S R	2017 S-R	Pioneer Community Energy		07/07/2017	1,491,643.04	1,601,022.24	1,491,643.04	3.000	3.042	5,815	09/02/2038
2018 S-R	2018 S-R	Pioneer Community Energy		07/13/2018	1,165,112.51	1,413,605.38	1,165,112.51	4.500	4.563	6,180	09/02/2039
2019-20 NR	2019-20 NR	Pioneer Community Energy		07/13/2019	0.01	-0.01	-0.01	4.500	4.563	6,546	09/02/2040
2019-20 R-1	2019-20 R-1	Pioneer Community Energy		07/11/2019	870,658.81	1,070,340.05	870,658.81	4.500	4.563	6,546	09/02/2040
2020-21 NR	2020-21 NR	Pioneer Community Energy		10/01/2020	0.00	0.00	0.00	4.500	4.563	0	09/02/2041

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365	Days to Maturity	Maturity Date
<b>mPower Placer</b>											
2020-21 R1	2020-21 R1	Pioneer Community Energy		07/23/2020	821,487.35	1,012,368.97	821,407.35	4.500	4.563	6,911	09/02/2041
2021-22 R1	2021-22 R1	Pioneer Community Energy		08/26/2021	904,120.65	904,120.65	904,120.65	4.500	4.563	7,276	09/02/2042
2016S R-1	2016S R-1	Sierra Valley Energy Authority		01/26/2017	65,907.23	70,502.15	65,907.23	3.000	3.042	5,450	09/02/2037
	<b>Subtotal and Average</b>		<b>9,463,447.98</b>		<b>9,430,089.98</b>	<b>10,576,883.18</b>	<b>9,430,089.98</b>		<b>3.723</b>	<b>6,051</b>	
<b>mPower - Folsom</b>											
2016-IA3 #2	2016-IA3 #2	mPower Folsom		07/14/2016	87,659.92	94,758.53	87,659.92	2.750	2.788	5,450	09/02/2037
2017-IA3 #3	2017-IA3 #3	mPower Folsom		07/27/2017	30,467.10	33,023.08	30,467.10	2.000	2.028	5,815	09/02/2038
MFIA 2 NR	IA2-NR	mPower Folsom		08/04/2015	1,205,177.35	1,357,439.46	1,205,177.35	2.750	2.788	5,085	09/02/2036
MFIA 3	MFIA-3	mPower Folsom		09/01/2015	206,625.87	231,361.26	206,625.87	2.750	2.788	5,085	09/02/2036
MF R-1	MFR-1	mPower Folsom		09/01/2015	136,595.55	154,520.16	136,595.55	2.750	2.788	5,085	09/02/2036
	<b>Subtotal and Average</b>		<b>1,672,208.90</b>		<b>1,666,525.79</b>	<b>1,871,102.49</b>	<b>1,666,525.79</b>		<b>2.774</b>	<b>5,118</b>	
<b>Total and Average</b>			<b>1,728,784,621.64</b>		<b>1,671,383,765.06</b>	<b>1,599,744,030.80</b>	<b>1,669,251,426.86</b>		<b>1.093</b>	<b>558</b>	

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**General Fund  
Portfolio Management  
Portfolio Details - Cash  
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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365	Days to Maturity
<b>Cash at Bank</b>										
SYS00000	00000	PLACER COUNTY CASH			86,400,597.08	86,400,597.08	86,400,597.08		0.000	1
<b>Undeposited Receipts</b>										
SYS00000VAULT	00000VAULT	PLACER COUNTY CASH			507,722.89	507,722.89	507,722.89		0.000	1
		Average Balance	0.00							
		Total Cash and Investments	1,728,784,621.64		1,758,292,085.03	1,686,652,350.77	1,756,159,746.83		1.093	558

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General Fund  
Purchases Report  
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Placer County

CUSIP	Investment #	Fund	Sec. Type	Original Par Value	Purchase Date	Payment	Principal Purchase	Accrued at Purchase	Rate at Purchas	Maturity Date	YTM	Ending Book Value
General Fund												
22533UJ20	22003	1010	ACP CACPXY	50,000,000.00	09/01/2022	09/02 - At Maturity	49,996,875.00		2.250	09/02/2022	2.250	0.00
63873KJ24	22094	1010	ACP NATXNY	30,000,000.00	09/01/2022	09/02 - At Maturity	29,998,125.00		2.250	09/02/2022	2.250	0.00
22533UJ61	22095	1010	ACP CACPXY	50,000,000.00	09/02/2022	09/06 - At Maturity	49,987,500.00		2.250	09/06/2022	2.251	0.00
63873KJ65	22096	1010	ACP NATXNY	45,000,000.00	09/02/2022	09/06 - At Maturity	44,988,750.00		2.250	09/06/2022	2.251	0.00
22533UJ79	22097	1010	ACP CACPXY	50,000,000.00	09/06/2022	09/07 - At Maturity	49,996,875.00		2.250	09/07/2022	2.250	0.00
63873KJ73	22098	1010	ACP NATXNY	35,000,000.00	09/06/2022	09/07 - At Maturity	34,997,812.50		2.250	09/07/2022	2.250	0.00
22533UJ87	22099	1010	ACP CACPXY	50,000,000.00	09/07/2022	09/08 - At Maturity	49,996,875.00		2.250	09/08/2022	2.250	0.00
63873KJ81	22100	1010	ACP NATXNY	50,000,000.00	09/07/2022	09/08 - At Maturity	49,996,847.22		2.270	09/08/2022	2.270	0.00
22533UJ95	22101	1010	ACP CACPXY	60,000,000.00	09/08/2022	09/09 - At Maturity	59,996,250.00		2.250	09/09/2022	2.250	0.00
63873KJ99	22102	1010	ACP NATXNY	25,000,000.00	09/08/2022	09/09 - At Maturity	24,998,437.50		2.250	09/09/2022	2.250	0.00
22533UJ08	22103	1010	ACP CACPXY	40,000,000.00	09/09/2022	09/12 - At Maturity	39,992,500.00		2.250	09/12/2022	2.250	0.00
63873KJ02	22104	1010	ACP NATXNY	35,000,000.00	09/09/2022	09/12 - At Maturity	34,993,437.50		2.250	09/12/2022	2.250	0.00
22533UJ06	22105	1010	ACP CACPXY	50,000,000.00	09/12/2022	09/13 - At Maturity	49,996,875.00		2.250	09/13/2022	2.250	0.00
63873KJ00	22106	1010	ACP NATXNY	25,000,000.00	09/12/2022	09/13 - At Maturity	24,998,437.50		2.250	09/13/2022	2.250	0.00
22533UJF4	22107	1010	ACP CACPXY	50,000,000.00	09/13/2022	09/14 - At Maturity	49,996,875.00		2.250	09/14/2022	2.250	0.00
63873KJF8	22108	1010	ACP NATXNY	25,000,000.00	09/13/2022	09/14 - At Maturity	24,998,437.50		2.250	09/14/2022	2.250	0.00
22533UJF1	22109	1010	ACP CACPXY	50,000,000.00	09/14/2022	09/15 - At Maturity	49,996,875.00		2.250	09/15/2022	2.250	0.00
63873KJF5	22110	1010	ACP NATXNY	40,000,000.00	09/14/2022	09/15 - At Maturity	39,997,500.00		2.250	09/15/2022	2.250	0.00
22533UJG9	22111	1010	ACP CACPXY	50,000,000.00	09/15/2022	09/16 - At Maturity	49,996,875.00		2.250	09/16/2022	2.250	0.00
63873KJG3	22112	1010	ACP NATXNY	40,000,000.00	09/15/2022	09/16 - At Maturity	39,997,500.00		2.250	09/16/2022	2.250	0.00
22533UJ00	22113	1010	ACP CACPXY	50,000,000.00	09/16/2022	09/19 - At Maturity	49,990,825.00		2.250	09/19/2022	2.250	0.00
63873KJ04	22114	1010	ACP NATXNY	40,000,000.00	09/16/2022	09/19 - At Maturity	39,992,500.00		2.250	09/19/2022	2.250	0.00
22533UJL8	22115	1010	ACP CACPXY	50,000,000.00	09/19/2022	09/20 - At Maturity	49,996,875.00		2.250	09/20/2022	2.250	0.00
63873KJL2	22116	1010	ACP NATXNY	40,000,000.00	09/19/2022	09/20 - At Maturity	39,997,500.00		2.250	09/20/2022	2.250	0.00
22533UJ06	22117	1010	ACP CACPXY	50,000,000.00	09/20/2022	09/21 - At Maturity	49,996,875.00		2.250	09/21/2022	2.250	0.00
63873KJ00	22118	1010	ACP NATXNY	35,000,000.00	09/20/2022	09/21 - At Maturity	34,997,812.50		2.250	09/21/2022	2.250	0.00
22533UJN4	22119	1010	ACP CACPXY	50,000,000.00	09/21/2022	09/22 - At Maturity	49,996,875.00		2.250	09/22/2022	2.250	0.00
63873KJN8	22120	1010	ACP NATXNY	35,000,000.00	09/21/2022	09/22 - At Maturity	34,997,812.50		2.250	09/22/2022	2.250	0.00
22533UJ09	22121	1010	ACP CACPXY	50,000,000.00	09/22/2022	09/23 - At Maturity	49,995,833.33		3.000	09/23/2022	3.000	0.00
63873KJ09	22122	1010	ACP NATXNY	30,000,000.00	09/22/2022	09/23 - At Maturity	29,997,500.00		3.000	09/23/2022	3.000	0.00
22533UJ03	22123	1010	ACP CACPXY	50,000,000.00	09/23/2022	09/26 - At Maturity	49,987,500.00		3.001	09/26/2022	3.001	0.00

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General Fund  
Purchases Report  
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CUSIP	Investment #	Fund	Sec. Type	Original Par Value	Purchase Date	Payment	Principal Purchase	Accrued at Purchase	Rate at Purchase	Maturity Date	YTM	Ending Book Value
General Fund												
63873KJ57	22124	1010	ACP NATXNY	25,000,000.00	09/23/2022	09/26 - At Maturity	24,993,750.00		3.000	09/26/2022	3.001	0.00
22533UJT1	22125	1010	ACP CACPNY	60,000,000.00	09/26/2022	09/27 - At Maturity	59,995,000.00		3.000	09/27/2022	3.000	0.00
63873KJ15	22126	1010	ACP NATXNY	50,000,000.00	09/26/2022	09/27 - At Maturity	49,995,833.33		3.000	09/27/2022	3.000	0.00
22533UJU8	22127	1010	ACP CACPNY	60,000,000.00	09/27/2022	09/28 - At Maturity	59,995,000.00		3.000	09/28/2022	3.000	0.00
63873KJU2	22128	1010	ACP NATXNY	50,000,000.00	09/27/2022	09/28 - At Maturity	49,995,833.33		3.000	09/28/2022	3.000	0.00
09650CJV1	22131	1010	ACP BNPPNY	45,000,000.00	09/28/2022	09/29 - At Maturity	44,986,250.00		3.000	09/29/2022	3.000	0.00
22533UJV6	22129	1010	ACP CACPNY	75,000,000.00	09/28/2022	09/29 - At Maturity	74,993,750.00		3.000	09/29/2022	3.000	0.00
63873KJV0	22130	1010	ACP NATXNY	50,000,000.00	09/28/2022	09/29 - At Maturity	49,995,833.33		3.000	09/29/2022	3.000	0.00
22533UJUW4	22132	1010	ACP CACPNY	100,000,000.00	09/29/2022	09/30 - At Maturity	99,991,666.67		3.000	09/30/2022	3.000	0.00
63873KJWB	22133	1010	ACP NATXNY	60,000,000.00	09/29/2022	09/30 - At Maturity	59,995,000.00		3.000	09/30/2022	3.000	0.00
22533UJK36	22135	1010	ACP CACPNY	50,000,000.00	09/30/2022	10/03 - At Maturity	49,987,500.00		3.000	10/03/2022	3.001	49,991,666.67
313397J28	22134	1010	AFD FRFDN	90,000,000.00	09/30/2022	10/03 - At Maturity	89,982,900.00		2.280	10/03/2022	2.312	89,988,600.00
Subtotal							2,044,785,684.70	0.00				139,980,266.67
Total Purchases							2,044,785,684.70	0.00				139,980,266.67

Data Updated: FUNDSNAP: 10/03/2022 14:30  
Run Date: 10/03/2022 14:30

Portfolio PLCR  
NI : AC  
Printed: 10/03/2022 14:30  
Report Ver: 1.3.11



# PLACER COUNTY 2022/23 Summary by Issuer September 30, 2022

Issuer	Number of Investments	Par Value	Remaining Cost	% of Portfolio	Average YTM 365	Average Days to Maturity
Arkman School District	1	5,596,422.31	5,596,422.31	0.32	2.800	5,298
Credit Agricole CIB	1	50,000,000.00	49,987,500.00	2.85	3.042	2
CANADIAN IMP BK COMM NY	2	35,000,000.00	35,000,000.00	1.99	3.076	260
Credit Suisse New York	1	20,000,000.00	19,686,944.44	1.12	2.407	104
FEDERAL FARM CREDIT BANK	29	270,000,000.00	269,841,100.00	15.37	0.504	461
FEDERAL HOME LOAN BANK	38	319,000,000.00	316,752,080.00	18.16	0.777	857
FED HOME LOAN MORT CORP	9	85,000,000.00	84,885,100.00	4.84	0.333	456
FEDERAL NATIONAL MORT ASSOC.	5	50,000,000.00	49,930,400.00	2.84	0.369	580
Freddie Discount	1	90,000,000.00	89,982,900.00	5.13	2.344	2
Five Star Bank - PIMMA	1	5,000,000.00	5,000,000.00	0.28	1.500	1
Lloyds Bank Corp Mkts NY	1	10,000,000.00	9,723,527.78	0.55	3.906	230
Mid Placer Public School Trans	2	893,102.60	893,102.60	0.05	2.962	2,199
mPower Folsom	5	1,666,525.79	1,666,525.79	0.09	2.774	5,118
mPower Placer	2	6,689,733.62	6,689,733.62	0.38	3.510	5,269
MJFG BANK LTD/NY	1	10,000,000.00	9,954,325.00	0.57	2.656	23
Newcastle Elementary SD	1	2,656,559.68	2,656,559.68	0.15	2.800	9,038
Placer Hills Fire Protection	1	250,307.59	250,307.59	0.01	3.000	751
Public Finance Authority	1	899,734.23	917,728.91	0.05	4.894	5,844
Pioneer Community Energy	4	5,665,472.01	5,665,472.01	0.32	4.129	6,413
PLACER COUNTY CASI	2	86,908,319.97	86,908,319.97	4.95	0.000	1
Rabobank Nederland	2	20,000,000.00	20,000,000.00	1.14	0.000	291
River City Bank	1	3,000,000.00	3,000,000.00	0.17	1.622	200

PLACER COUNTY 2022/23  
Summary by Issuer  
September 30, 2022

Issuer	Number of Investments	Par Value	Remaining Cost	% of Portfolio	Average YTM 365	Average Days to Maturity
Royal Bank of Canada	5	45,000,000.00	45,000,000.00	2.56	1.952	166
SOCIETEGENERALE NY	1	10,000,000.00	10,000,000.00	0.57	0.608	95
Standard Chartered Bank NY	4	50,000,000.00	50,000,000.00	2.84	1.354	108
Sierra Valley Energy Authority	1	65,907.23	65,907.23	0.00	3.042	5,450
U.S. TREASURY N/B	2	15,000,000.00	14,900,000.00	0.84	1.592	247
TORONTO DOMINION BANK NY	5	50,000,000.00	50,000,000.00	2.85	3.719	287
Toyota Motor Credit Corp	1	10,000,000.00	10,017,250.00	0.57	0.236	13
TOYOTA MOTOR CREDIT	2	20,000,000.00	19,895,190.00	1.13	1.586	337
UBS AG STAMFORD CT	3	35,000,000.00	35,000,000.00	1.99	2.079	136
U.S. TREASURY COUPON	47	445,000,000.00	443,310,047.98	25.26	0.535	589
<b>Total and Average</b>	<b>192</b>	<b>1,758,292,085.03</b>	<b>1,755,176,444.91</b>	<b>100.00</b>	<b>1.039</b>	<b>531</b>