

SCHEDULE OF EVENTS

Based on our review of the District's previously issued financial statements and other relevant information, presented below is a work plan and anticipated timeline, which includes the proposed segmentation of the audits.

None of the proposed dates below are currently or tentatively scheduled for other work. If selected, we are free to perform the work on the dates below, but we would be happy to work with the District to develop an alternative schedule in the event that any of the proposed dates are not desirable to the District.

Date	Work to be Performed	Personnel Assigned
By March 31, 2017	Perform Fieldwork as described in Interim Fieldwork based on information provided by the District	Larry Bain, CPA Natasha Dunlap Nicole Bain
May 2-4, 2017	Perform Year-End Fieldwork. Fieldwork exit conference	Larry Bain, CPA Natasha Dunlap Nicole Bain
By July 1, 2017	District personnel transmit final revisions, responses to recommendations, if any, and approval of the reports.	Larry Bain, CPA
By July 31, 2017	Final revisions to basic financial statement report, management report and finalization of audit file.	Larry Bain, CPA
To be determined	Present Financial Audit at Board Meeting	Larry Bain, CPA

APPROACH TO THE AUDIT

Preliminary Planning

We will begin work on the engagement with planning activities conducted from our location. While much of this work is not visible to the District, it is integral to a smooth on-site audit. We will contact the District during this segment to discuss the list of required information so that we can tailor the list to ensure that we are requesting information in the most efficient manner possible for your staff and the audit.

During the planning segment, we will begin the risk assessment as required under AICPA standards. This process will involve gathering information about the District from a variety of sources and using our existing knowledge of how similar entities operate to begin identifying risks that could be present in the District's operations. Our audit approach will be specifically tailored to address these risks, resulting in an audit that is more effective and efficient for the District.

Key Tasks:

- Review prior year audit and other audits similar in nature to the District.
- Set up workpaper templates.
- Document research on the District's economic environment and financial history.
- Review Board minutes to become familiar with major recent events.
- Review District procedures manuals to gain preliminary understanding of internal control systems.
- Review any new standards or regulations that may pertain to District.
- Document general risks common to most District audits.
- Conduct entrance conference with District personnel.
- Tailor the list of requested schedules and documents to the District's system.
- Develop audit plan based on information obtained.
- Perform quality control review of audit plan.
- Review documentation of long-term debt.
- Select necessary samples for further review during interim fieldwork. The sample size population will be sixty for the first year under audit and sample size will be reviewed for subsequent years. Sample size will also be based on the level of activity in each category and whether additional testing is necessary.

Interim Fieldwork

We will arrive on-site for interim fieldwork prepared to ask thoughtful questions necessary to complete our audit planning. Interim fieldwork also gives us an opportunity to begin audit testing, which reduces backlog of District's staff time and resource near the end of the audit.

Key Tasks:

- Make general inquiries of key individuals as required by professional standards.
- Issue internal control and walkthrough documents for District response.
- Document our complete understanding of key aspects of the District's internal controls related to significant account balances.
- Perform tests of internal controls.
- Finish gathering the information needed for risk assessment that we began in the planning segment above that could not be efficiently gathered from other sources.
- Conduct progress conferences with District staff.

Final Planning

Prior to beginning final fieldwork, we will perform a preliminary analysis of the data you send in advance so that our approach to the audit is organized and methodical.

Key Tasks:

- Perform preliminary analytical procedures based on trial balance data.
- Select any additional samples considered necessary.

Year-end Fieldwork

With the groundwork laid during the planning phase, our focus during year-end fieldwork will be to ensure the accuracy of significant financial statement account balances. This involves general, overall procedures designed to detect items not included in the financial records that should be included as well as a tailored audit approach for each significant account balance. Based on the risks identified earlier in the process, we expect to employ a variety of approaches to verify the accuracy of the District's financial statements, including analytical procedures and sampling for further tests of details.

The key to this segment of the audit will be the detailed client participation schedule we will prepare which lists the items needed for the audit. We will provide this schedule well in advance of our visit to help your staff prepare for the audit and reduce the need for requests during fieldwork.

Key Tasks:

- Perform tests to address the risks of material misstatement present in all significant account balances of the District.
- Make inquiries about unusual patterns identified during preliminary analysis of District.
- Make a preliminary communication of any issues that could result in findings.
- Conduct progress conferences and final exit conference with District personnel.
- Review budget for legal compliance.

Reporting

After completing our audit work, we will prepare the following reports for District's review:

- Independent Auditor's Report on Basic Financial Statements.
- Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on the Audit of Financial Statement Performed in Accordance With *Governmental Auditing Standards*.

We will prepare the draft reports using checklists from the PPC guide.

After receiving your acceptance of the draft reports, we will issue final reports within the deadline outlined.

MANAGEMENT RESPONSIBILITIES

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for making management decisions and performing management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of government-type activities, each major fund and aggregate remaining fund information in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and internal controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegation of fraud or suspected fraud affecting the government received in communication from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Proposal for Audit

September 27, 2016

REFERENCES

Larry Bain, CPA, An Accounting Corporation believes in strong customer service and client relations. We strongly encourage you to contact the following references listed as they can provide you with experience and service they have received from Larry Bain, CPA, An Accounting Corporation.

Orangevale Recreation and Park District (copy of June 30, 2015 audit provided)

Contact: Greg Foell, District Administrator

(916) 988-4373

6745 Hazel Ave

Orangevale, CA 95662

Bear River Recreation and Park District

Contact: Marlen Sharon, General Manager

(530) 268-7275

10042 Wolf Road., Suite B PMB #11

Grass Valley, CA 95949

North Highlands Recreation and Park District

Contact: Larry Mazzuca, District Administrator

(916) 332-7440

6040 Watt Ave

North Highlands, CA 95660

Rio Linda Recreation and Park District

Contact: Dave Wigginton, District Administrator

(916) 991-5929

810 Rio Oak Lane

Rio Linda, CA 95673

Arcade Creek Recreation and Park District

Contact: Stephen Fraher, District Administrator

(916) 482-8377

4855 Hamilton Street

Sacramento, CA 95841

Proposal for Audit

September 27, 2016

COST PROPOSAL

Fees for our services are based primarily on the estimated time required for the audit, the level of expertise of the individuals involved and the amount projected for out-of-pocket expenses. The firm will not charge any travel related expenses to the District. In connection with the annual audit we will assist with and prepare the following:

- Assist and review the preparation of the basic financial statements, notes to the basic financial statements, and report on internal control.
- Management letter covering any observations made during the course of the audit.
- Prepare the District's Annual Report of Financial Transactions of Special Districts to the State Controller.

We anticipate that we will incur expenses for meals and mileage, however, these costs will be included in the annual audit rate quoted below and will not be billed additionally to the District.

In summary, our proposed total fees for the three year contract term.

District audit, fiscal year ended March 31, 2017	\$9,400
District audit, fiscal year ended March 31, 2018	\$9,400
District audit, fiscal year ended March 31, 2019	\$9,400

The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

In addition to the above-described services, we will provide necessary accounting assistance throughout the year on an "as needed" basis. Our hourly fee for special projects is \$95 to \$150 per hour, depending on the level of service and staff assigned to the engagement. This proposal is made under the assumption the District will not be subject to the A-133 Single Audit requirements. If a Single Audit is required we would amend our engagement fee to an additional \$5,000 per major program for each fiscal year needed and come to a written agreement with the District prior to conducting any additional work.



System Review Report

July 9, 2015

To the Shareholders,
Larry Bain, CPA, An Accounting Corporation,
and the Peer Review Committee of the California Society of CPAs

I have reviewed the system of quality control for the accounting and auditing practice of Larry Bain, CPA, An Accounting Corporation (the firm) in effect for the year ended January 31, 2015. My peer review was conducted in accordance with Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of my peer review, I considered reviews by regulatory entities, if applicable, in determining the nature and extent of my procedures. 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. My responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on my review. The nature, objectives, scope, limitations of, and procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included an engagement performed under *Government Auditing Standards*.

In my opinion, the system of quality control for the accounting and auditing practice of Larry Bain, CPA, An Accounting Corporation in effect for the year ended January 31, 2015, 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*. Larry Bain, CPA, An Accounting Corporation has received a peer review rating of *pass*.

A handwritten signature in black ink that reads 'D.E. Vaughn'.

David E. Vaughn, CPA

**DON COLE
& COMPANY**
CERTIFIED PUBLIC ACCOUNTANT

2701 Del Paso Road, Suite 130-131
Sacramento, California 95835
Phone: (916) 925-5216
Fax: (916) 285-7194

**PROPOSAL FOR AUDIT SERVICES
AUBURN AREA RECREATION
AND PARK DISTRICT**

September 27, 2016

Joe Fecko, Administrative Services Manager
Auburn Area Recreation and Park District
123 Recreation Drive
Auburn, CA 95603

We are pleased to present this proposal to provide independent audit services to the Auburn Area Recreation and Park District for the fiscal years ending March 31, 2017, 2018 and 2019.

Don Cole & Company is a local Central Valley CPA auditing and consulting firm based in Sacramento, California.

The members of Don Cole & Company have regional firm backgrounds and a commitment to being significantly involved with our clients. We specialize in providing local area governments with a full range of consulting and auditing services.

Please let me know if you have any questions or need additional information.

Yours very truly,

DON COLE & COMPANY



Donald R. Cole, Owner

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Work Product Example attached

**TRANSMITTAL
LETTER**

At Don Cole & Company we understand the following services are to be performed:

- 1) We are to give our opinion on the fair presentation, in all material respects, of the general-purpose financial statements of the Auburn Area Recreation and Park District in conformity with generally accepted accounting principles (GAAP) and applicable standards, laws and regulations based on an audit conducted in accordance with *Government Auditing Standards*, including GASB 34 and GASB 68 requirements, U.S. Office of Management and Budget Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations, State of California Controller's Minimum Audit requirements for California Special Districts and generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants.
- 2) We are to prepare and transmit the Annual Reports of Financial Transactions to the State Controller's Office.
- 3) We are to begin our fieldwork in mid-May of each year - the anticipated date the District information will be ready, and provide a draft audit report and management letter the first week of July.
- 4) We are responsible for the preparation and printing of the Annual Financial Report.
- 5) We are to provide a management report communicating any reportable conditions found during the audit.
- 6) We are to immediately provide a written report of all irregularities and illegal acts of which we become aware to the District Administrator.
- 7) We are to deliver three bound copies and one unbound copy of the audit report to the Board of Directors at their August board meeting and attend a Finance Committee meeting prior to the board meeting. Additionally, we will provide an electronic version of the audit report in PDF format.
- 8) We are to provide a letter of communication with those charged with governance that includes a statement of audit findings and recommendations affecting the financial statements, internal control, accounting, legality of actions, other instances of noncompliance with laws and regulations, and any other material matters that were discovered during the audit.

This proposal is a firm and irrevocable offer through November 30, 2016. My signature is my commitment to perform the work within the time period stated.



**COMPANY
PROFILE**

Don Cole & Company, Certified Public Accountant is a sole proprietorship owned by Donald R. Cole, CPA. Our firm provides auditing and consulting services to cities and local area governments. Audit services are conducted by the owner and Teresa Tedford, CPA – each properly licensed to practice in California.

We take pride in the ability to perform audits efficiently, with minimal disruption to our clients' operations. We have extensive backgrounds in local area government auditing services. We are committed to our governmental practice, and accordingly make significant investments in our relationships with our clients.

We invest heavily in training and education to keep abreast of the many issues confronting our governmental clients. Every year we participate in a systematic training program with an emphasis on government that is comprised of seminars and classes given by the California Society of CPA's and other qualified Continuing Professional Education organizations.

**SIMILAR
ENGAGEMENT
EXPERIENCE**

Governmental experience covers a wide range of local area governmental audits. The following audits were conducted under *Government Auditing Standards* and are the significant engagements that are similar to the District:

City of Wheatland, California

Located in Yuba County, Wheatland is a city of approximately 3,500 citizens. In addition to a General fund (accounted for in 12 individual funds), the City maintains 9 Special Revenue funds, 17 Capital Projects funds, 2 Proprietary funds (accounted for in 6 individual funds) and 10 Agency funds. The City's Park and Recreation department is accounted for in the General fund. Contact: Rex Miller, Director of Administrative Services (530) 633-2761.

City of Isleton, California

Located in southern Sacramento County, Isleton is a city of approximately 900 citizens. In addition to a General fund, the City maintains 20 Special Revenue funds, 4 Capital Projects funds, 5 Proprietary funds and 3 Agency funds. The City's Park and Recreation department is accounted for in the General fund and 4 of its Special Revenue funds. Contact: Daniel Hinrichs, City Manager (916) 777-7770.

Lockwood Fire Protection District, Volcano, California

Located in Amador County the District provides fire protection and first emergency medical response to the citizens and property owners of the unincorporated areas surrounding the towns of Volcano and Fiddletown. Assessments are collected on 1,253 parcels. A five member Board of Directors, who serve for a four-year term, governs the District. Contact: Tim Worny, Treasurer (209) 296-5330.

AUDIT APPROACH

At Don Cole & Company we practice a risk based audit approach.

Audit of the Auburn Area Recreation and Park District will be conducted by Donald R. Cole, CPA.

In the first year we will interview the prior year auditor and review their audit work papers. In order to provide consistent financial statements presentation we will also gain an understanding of how the account balances are combined for the audit report.

We will gain an understanding of the District's internal controls through the use of checklists and inquiry of the Administrative Services Manager. These controls will be tested throughout the audit.

We will ask the District to provide a trial balance and general ledger in Excel format. This will save the District time and effort in printing and copying.

As part of the planning process we will use the trial balance and my understanding of internal controls to determine a materiality level which will be used for analytical review procedures - all variances of a material amount will be tested during the audit.

Prior to arriving at the District we will provide you with a list of items we would like you to have ready for the beginning of field work. The list will include such items as Board minutes, bank/trust statements, Placer County Treasurer statements, receivables schedules, a schedule of capital assets and accumulated depreciation, payroll records, GASB 68 Accounting Valuation Reports, as well as any new agreements the District has entered into in the current year.

Based on our understanding of internal controls we will assess the audit and fraud risk and tailor an audit program that addresses those risks. Certain account balances such as cash, accounts receivable, accounts payable, accrued expenses and compensated absences will have procedures performed regardless of their assessed risk.

All audits conducted by my firm are paperless, this is not to say that there will not be hard copies of certain documents such as the engagement letter, management representation letter, and attorney letter (if determined to be necessary) but all hard copy documents will be scanned and stored as an electronic work paper. We will provide our own computer, printer and scanner.

We will communicate any issues that may come up during the audit with the Administrative Services Manager. We will also obtain permission from the Administrative Services Manager prior to inquiry of District personnel.

	RESUMES
PROFESSIONAL HISTORY	<u>DON COLE, CPA</u>
Present	Owner providing auditing, accounting, and consulting services for Don Cole & Company, a Central Valley CPA firm specializing in serving local area governmental organizations and public agencies.
1997-2005	Managed all aspects of auditing from planning, field work, financial statement presentation, supervision and review for the CPA firms of Macias & Gini, Perry-Smith, and Nicholson & Olson. Specialized in governmental and not-for-profit entities, including Cities, Counties, Special Districts, School Districts, College Districts and various other agencies.
EDUCATION	<p>California State University, Hayward, 1980, B.S. in Business Administration with Emphases in Accounting.</p> <p>Continuing Education in the past two years meets or exceeds state and U.S. Government Accountability Office requirements.</p>
RANGE OF EXPERIENCE	<p>Supervised the audit, Single Audit, and electronic filing with the State Controller's Office of a wide range of engagements for clients in the local area governmental sectors and public agencies. These engagements have included the following governmental entities and public agencies:</p> <ul style="list-style-type: none"> City of Wheaton City of Isleton Reclamation District #999 Reclamation District #1001 Lockwood Fire Protection District Boulder Creek Fire Protection District Shasta Community Services District City of Williams City of Los Banos City of Marina City of Gustine City of Portola Valley City of Scotts Valley City of Vacaville (CAFR) City of Needles Town of Tiburon Town of Mammoth Lakes County of Tuolumne Nevada Irrigation District Nevada Power Authority Fort Ord Reuse Authority Fair Oaks Recreation and Parks District

DON COLE, CPA (CONTINUED)

**RANGE OF
EXPERIENCE
(CONTINUED)**

Mt. Diablo Unified School District
Auburn Union Elementary School District
Loomis Union School District
Eureka Union School District
Rocklin Unified School District
Roseville City School District
Sacramento City Unified School District
Sierra Joint Community College District
Foothill/DeAnza College District
Society of California Accountants
Child Abuse Prevention Council - Placer County
Boys and Girls Club of Greater Sacramento
Women's Civic Improvement Club of Sacramento, Inc.

Single Audit programs audited as Major Programs include the following:

10.555 National School Lunch Program
10.665 Schools And Roads_Grants To States
11.300 Grants For Public Works And Economic Development
Facilities
11.307 Economic Adjustment Assistance
12.607 Community Economic Adjustment Planning Assistance
14.218 Community Development Block Grants/Entitlement Grants
14.228 Community Development Block Grants/State's Program
14.239 Home Investment Partnerships Program
14.856 Lower Income Housing Assistance Program_Section 8
Moderate Rehabilitation
20.106 Airport Improvement Program
20.205 Highway Planning And Construction
59.037 Small Business Development Center
66.458 Capitalization Grants for Clean Water State Revolving Funds
84.027 Special Education_Grants To States
93.558 Temporary Assistance For Needy Families
93.600 Head Start
93.658 Foster Care_Title IV-E
94.006 AmeriCorps
97.044 Assistance To Firefighters Grant

AFFILIATIONS

American Institute of Certified Public Accountants
California Society of Certified Public Accountants

PROFESSIONAL FEES

Our proposed all-inclusive, maximum fee to serve as the independent auditors of the District is as follows:

<u>ALL-INCLUSIVE MAXIMUM FEES</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>
Audit of the District's basic financial, Management Letter, Letter of Communication to Those Charged With Governance	\$ 8,160	\$ 8,160	\$ 8,160
Annual Reports of Financial Transactions to the State Controller's Office	<u>500</u>	<u>500</u>	<u>500</u>
Total	<u>\$ 8,660</u>	<u>\$ 8,660</u>	<u>\$ 8,660</u>

We will supply the District with 3 bound copies and one unbound copy of the audit report. Printing and binding costs are included in the all-inclusive maximum fees as well as all out of pocket expenses.

Should a Single Audit be required there will be an additional cost of \$1,800 per major program.

Fees for our services are based on our standard hourly rates for time incurred. However, due to the governmental status of the District and the timing of the work, the hourly rates used to arrive at the proposed fee represent a substantial discount from the rates we normally charge our commercial clients. We will bill you monthly as the work progresses. All invoices are due upon receipt. Interest of 1½% per month will be charged on the delinquent amount. The fees listed above are inclusive of travel, lodging, subsistence, and all other expenses incurred by Don Cole and Company.

Our fees assume that 1) the District's accounting personnel will be able to provide us with appropriate information and documents (pursuant to an information checklist we will provide) on a timely basis; and 2) management will be available to discuss any accounting or reporting matters as they arise during the audit. This is very important if we are to keep our fees to the proposed all-inclusive maximum estimates and meet the planned completion dates.

Additional consulting work will be billed at \$160 per hour. No consulting engagement will be entered into that would jeopardize the independence of Don Cole and Company as the auditors of the District. The key principles of independence are (1) auditors should not perform management functions or make management decisions and (2) auditors should not audit their own work or provide non-audit services if such services are material to the subject matter of the audit.

ATTACHMENT

NOTE: Attached is the June 30, 2015 audit report for the Boulder Creek Fire Protection District. While the audit report is a public record permission was obtained from the District for its inclusion in this proposal.

**BOULDER CREEK FIRE PROTECTION DISTRICT
BOULDER CREEK, CALIFORNIA
FINANCIAL STATEMENTS WITH
INDEPENDENT AUDITOR'S REPORTS
FOR THE FISCAL YEAR ENDED
JUNE 30, 2015**

**BOULDER CREEK FIRE PROTECTION DISTRICT
 ANNUAL FINANCIAL REPORT
 FOR THE FISCAL YEAR ENDED JUNE 30, 2015
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INDEPENDENT AUDITORS' REPORT

To the District Council
Boulder Creek Fire Protection District

Report on the Financial Statements

I have audited the accompanying financial statements of the Boulder Creek Fire Protection District which comprise the Statement of Net Position and Governmental Fund Balance Sheet, as of June 30, 2015, and the related Statement of Activities and Governmental Fund Revenues, Expenditures, and Changes in Fund Balance for the year then ended, and the related notes to the financial statements.

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

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America, and *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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, I express no such opinion. An audit also includes evaluating the appropriateness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Boulder Creek Fire Protection District as of June 30, 2015, and the results of its operations for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3-7 and the Required Supplementary Information as listed in the table of contents on pages 29-32 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.


Don Cole & Company
Sacramento, California

October 28, 2015

**BOULDER CREEK FIRE PROTECTION DISTRICT
MANAGEMENT DISCUSSION & ANALYSIS
JUNE 30, 2015**

BOULDER CREEK FIRE PROTECTION DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

The Boulder Creek Fire Protection District (District) provides fire protection for the town of Boulder Creek and surrounding areas. This Management's Discussion and Analysis (MD&A) is a Government Accounting Standards Board Statement 34 (GASB 34) requirement. It should be read in conjunction with the basic financial statements and the accompanying notes to those financial statements. The MD&A presents a narrative overview and analysis of the financial performance of the District during the fiscal years that ended on June 30, 2015 and 2014.

FINANCIAL HIGHLIGHTS

Financial highlights of fiscal year 2014/15 and 2013/14 include the following:

Financial Analysis of the District as a Whole:

- The District's net position decreased by \$29,462 and \$67,237 for the fiscal year ended June 30, 2015 and 2014, respectively or approximately a decrease of 1.1% and 2.4%, respectively. The current year decrease is composed of an increase of \$30,444 which was offset by a prior period adjustment decrease of \$59,906.
- The total Net Position at June 30, 2015 and 2014 were \$2,744,660 and \$2,804,566, respectively.
- Net Position includes \$1,232,780 and \$1,333,648 invested in capital assets (net of accumulated depreciation and related debt) at June 30, 2015 and 2014, respectively.

Financial Analysis of the District's Funds:

- Governmental Fund Balances increased by \$130,101 and \$36,278 for the fiscal years ended June 30, 2015 and 2014, respectively.

The main reason for the differences between the increases in District fund balances and the decreases in the District's net position is the difference in accounting for depreciation expense and the prior period adjustment.

USING THIS ANNUAL REPORT

The discussion and analysis that follows is intended to serve as an introduction to the District's basic financial statements. These statements are comprised of three components: (1) Government-wide Financial Statements, (2) Fund Financial Statements and (3) Notes to Financial Statements. This report also contains required and other Supplementary information provided in addition to the basic financial statements.

Reporting the District as a Whole

The government-wide financial statements are designed to provide the readers with a broad overview of the District's finances, presented in a format similar to private-sector business.

The Statement of Net Position presents information on all of the District's assets and liabilities, with differences between the two reported as net position. Net position increase or decrease each year based on whether government-wide revenues exceeded the related expenses (increase), or government-wide expenditures exceeded revenues (decrease). The change in net position over time may provide a useful tool in measuring whether or not the financial position of the District is improving or deteriorating.

The government-wide financial statements distinguish functions of the District that are principally supported by taxes and inter-governmental revenues (government activity).

The government-wide financial statements include the District only (known as the primary government). There are no component or blended component units that are part of the District's operations.

BOULDER CREEK FIRE PROTECTION DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Reporting the District's Most Significant Funds

The fund financial statements provide detailed information about the most significant funds, not the District as a whole. Some funds are required to be established by State law and by bond covenants. The District also establishes other funds to help it control and manage money for particular purposes or to show that it is meeting legal or contractual responsibilities. All of the funds of the District are governmental funds.

Governmental Funds. All of the District's basic services are reported in governmental funds. These funds focus on how money flows into and out of these funds and balances left at year end that are available for subsequent expenditures. These funds are reported using an accounting method called modified accrual which measures cash and all other financial assets that can be readily converted to cash. The governmental fund statements provide a detailed short-term view of the District's general governmental operations and the basic services it provides.

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 so doing, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate the comparison between governmental funds and governmental activities.

The fund financial statements provide detailed information about each of the District's most significant funds, called major funds. Each major fund is presented individually, with all non-major funds summarized and presented only in a single column. Subordinate schedules present the detail of these non-major funds. Major funds present the major activities of the District for the year, and may change from year to year and result of changes in the pattern or the District's activities. Information is presented separately in the governmental funds balance sheet and in the governmental funds statements of revenues, expenditures and changes in fund balances for the following major funds:

- General Fund

Notes to Financial Statements

The notes to the financial statements provide additional information for readers that are essential for a full understanding of the data provided in the government-wide and fund financial statements.

Required Supplementary Information

In addition to the Basic Financial Statements and accompanying notes, this report presents certain required supplementary information (RSI) concerning RD 999's budget and PERS funding status. The RSI can be found on pages 29-32 of this report.

BOULDER CREEK FIRE PROTECTION DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

FINANCIAL ACTIVITY OF THE DISTRICT AS A WHOLE

This analysis focuses on the net position and changes in net position of the District as a whole.

Table 1
SUMMARY OF NET POSITION
AS OF JUNE 30,

	2015	2014
ASSETS:		
Current and other assets	\$ 1,634,670	\$ 1,546,435
Capital assets, net of accumulated depreciation	1,232,780	1,333,648
TOTAL ASSETS	\$ 2,867,450	\$ 2,880,083
Deferred outflows of resources	\$ 21,753	\$ -
LIABILITIES:		
Current liabilities	\$ 29,624	\$ 75,517
Long-term liabilities	68,877	-
TOTAL LIABILITIES	\$ 98,501	\$ 75,517
Deferred inflows of resources	\$ 15,598	\$ -
NET POSITION:		
Invested in capital assets	\$ 1,232,780	\$ 1,333,648
Unrestricted	1,542,324	1,470,918
TOTAL NET POSITION	\$ 2,775,104	\$ 2,804,566

TABLE 2
CHANGE IN NET POSITION
FOR THE FISCAL YEAR ENDED JUNE 30,

	2015	2014
GENERAL REVENUES:		
Property taxes	\$ 748,316	\$ 680,684
Use of money and property (interest income)	6,730	24,280
Aid from other government agencies	7,496	5,345
Other revenues	41,545	29,101
TOTAL GENERAL REVENUES	804,087	739,410
EXPENSES:		
Fire protection	773,643	806,647
CHANGE IN NET POSITION	30,444	(67,237)
NET POSITION, July 1	2,804,566	2,871,803
Prior period adjustment	(59,906)	-
NET POSITION, July 1 restated	2,744,660	2,871,803
NET POSITION, June 30	\$ 2,775,104	\$ 2,804,566

BOULDER CREEK FIRE PROTECTION DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

GENERAL FUND BUDGETARY HIGHLIGHTS

The Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund, is located in the Required Supplementary Information, and shows the difference between the budgeted revenues and expenditures and the actual amounts received and expended.

Following is a summary of the District's budgetary changes and actual results for the year ended June 30, 2015.

Table 3a

	Budget Amounts			Variance with Final Budget
	Original	Final	Actual	
REVENUES:				
Property taxes	\$ 696,537	\$ 696,537	\$ 748,316	\$ 51,781
Use of money and property	4,000	4,000	6,730	2,730
Aid from other governments	5,000	5,000	7,496	2,496
Charges for services	3,500	3,500	5,646	2,146
Miscellaneous revenue	<u>27,000</u>	<u>27,000</u>	<u>41,545</u>	<u>14,545</u>
TOTAL REVENUES	<u>736,037</u>	<u>736,037</u>	<u>809,733</u>	<u>73,696</u>
EXPENDITURES:				
Salaries and employee benefits	447,571	447,571	406,943	40,628
Services and supplies	278,362	300,762	267,689	33,073
Capital outlay	180,768	225,266	5,000	220,266
Contingencies	<u>-</u>	<u>8,039</u>	<u>-</u>	<u>8,039</u>
TOTAL EXPENDITURES	<u>906,701</u>	<u>981,638</u>	<u>679,632</u>	<u>302,006</u>

Following is a summary of the District's budgetary changes and actual results for the year ended June 30, 2014.

Table 3b

	Budget Amounts			Variance with Final Budget
	Original	Final	Actual	
REVENUES:				
Property taxes	\$ 676,470	\$ 680,148	\$ 680,684	\$ 536
Use of money and property	3,000	4,061	24,277	20,216
Aid from other governments	-	5,345	5,345	-
Charges for services	3,500	1,798	1,798	-
Miscellaneous revenue	<u>25,000</u>	<u>32,985</u>	<u>29,101</u>	<u>(3,884)</u>
TOTAL REVENUES	<u>707,970</u>	<u>724,337</u>	<u>741,205</u>	<u>16,868</u>
EXPENDITURES:				
Salaries and employee benefits	435,474	446,474	433,747	12,727
Services and supplies	263,610	287,061	271,183	15,848
Capital outlay	177,846	180,744	-	180,744
Contingencies	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>876,930</u>	<u>914,279</u>	<u>704,930</u>	<u>209,349</u>

BOULDER CREEK FIRE PROTECTION DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

CAPITAL ASSETS

Capital assets include fire equipment, land, and structures and improvements.

The net cost of capital assets recorded on the District's financial statements was as shown below:

TABLE 4
CAPITAL ASSETS, NET OF DEPRECIATION
AS OF JUNE 30,

	<u>2015</u>	<u>2014</u>
Capital assets, not being depreciated:		
Land	\$ 300,295	\$ 300,295
Depreciable capital assets, net:		
Structures and improvements	416,292	441,403
Equipment	<u>516,193</u>	<u>591,950</u>
TOTAL NET CAPITAL ASSETS	<u>\$ 1,232,780</u>	<u>\$ 1,333,648</u>

LONG-TERM LIABILITIES

The long-term liabilities recorded on the District's financial statements are as follows:

	<u>2015</u>	<u>2014</u>
Net pension liability	\$ 68,877	\$ -
TOTAL LONG-TERM LIABILITIES	<u>\$ 68,877</u>	<u>\$ -</u>

CONTACTING THE DISTRICT

This financial report is designed to provide the citizens, taxpayers, customers, investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need additional information, contact the District at 13230 Central Avenue, Boulder Creek, California 95006, telephone (831) 338-7222.

**BOULDER CREEK FIRE PROTECTION DISTRICT
BASIC FINANCIAL STATEMENTS
JUNE 30, 2015**

BOULDER CREEK FIRE PROTECTION DISTRICT

GOVERNMENT-WIDE STATEMENT OF NET POSITION AS OF JUNE 30, 2015

	<u>Governmental Activities</u>
ASSETS:	
Current assets:	
Cash in county treasury:	
Santa Cruz County	\$ 1,620,717
Imprest cash	100
Prepaid insurance	<u>13,853</u>
Total current assets	<u>1,634,670</u>
Noncurrent assets:	
Capital assets:	
Land	300,295
Structures and improvements	799,185
Equipment	<u>1,868,798</u>
Total station and equipment	2,968,278
Less: accumulated depreciation	<u>(1,735,498)</u>
Capital assets, net	<u>1,232,780</u>
Total noncurrent assets	<u>1,232,780</u>
Total assets	<u>\$ 2,867,450</u>
DEFERRED OUTFLOWS OF RESOURCES:	
Pension assets	<u>\$ 21,753</u>
Total deferred outflows of resources	<u>\$ 21,753</u>
LIABILITIES:	
Current liabilities:	
Accounts payable	\$ 9,132
Accrued salaries and benefits	6,110
Compensated absences	<u>14,382</u>
Total current liabilities	<u>29,624</u>
Noncurrent liabilities:	
Net pension liability	<u>68,877</u>
Total noncurrent liabilities	<u>68,877</u>
Total liabilities	<u>\$ 98,501</u>
DEFERRED INFLOWS OF RESOURCES:	
Pension liability	<u>\$ 15,598</u>
Total deferred inflows of resources	<u>\$ 15,598</u>
NET POSITION:	
Invested in capital assets, net of related debt	\$ 1,232,780
Unrestricted	<u>1,542,324</u>
Total net position	<u>\$ 2,775,104</u>
See accompanying notes to basic financial statements	

BOULDER CREEK FIRE PROTECTION DISTRICT

GOVERNMENT-WIDE STATEMENT OF ACTIVITIES FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	<u>Operating Expenses</u>	<u>Program Revenues</u> <u>Charges for Services</u>	<u>Governmental Activities</u> <u>Total</u>
GOVERNMENTAL ACTIVITIES:			
Fire protection:			
Salaries and benefits	\$ 405,731	\$ -	\$ (405,731)
Services and supplies	266,385	5,646	(260,739)
Depreciation	<u>107,173</u>	<u>-</u>	<u>(107,173)</u>
Total governmental activities	<u>\$ 779,289</u>	<u>\$ 5,646</u>	<u>(773,643)</u>
GENERAL REVENUES:			
Property taxes			748,316
Use of money and property			6,730
Aid from other government agencies			7,496
Other revenue			<u>41,545</u>
Total general revenues			<u>804,087</u>
Changes in net position			<u>30,444</u>
Net position, beginning of year			2,804,566
Prior period adjustment			<u>(59,906)</u>
Beginning of the year, restated			<u>2,744,660</u>
Net position, end of the year			<u>\$ 2,775,104</u>

See accompanying notes to basic financial statements

BOULDER CREEK FIRE PROTECTION DISTRICT

BALANCE SHEET GOVERNMENTAL FUNDS AS OF JUNE 30, 2015

	<u>Total Governmental Funds</u>
	<u>General Fund</u>
ASSETS:	
Cash in county treasury:	
Santa Cruz County	\$ 1,620,717
Imprest cash	<u>100</u>
TOTAL ASSETS	<u>\$ 1,620,817</u>
LIABILITIES:	
Accounts payable	\$ 9,132
Accrued payroll liabilities	<u>6,110</u>
TOTAL LIABILITIES	<u>15,242</u>
FUND BALANCES:	
Committed:	
Workers' compensation claims	200,000
Building and improvements reserve	4,498
Replacement of mobile equipment	1,035,400
Clothing and personal reserve	34,630
Unassigned:	
General fund	<u>331,047</u>
TOTAL FUND BALANCES	<u>1,605,575</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 1,620,817</u>

See accompanying notes to basic financial statements

BOULDER CREEK FIRE PROTECTION DISTRICT

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET POSITION FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Total fund balances, governmental funds	\$ 1,605,575
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds:	
Total historical cost of capital assets	2,968,278
Less: accumulated depreciation	(1,735,498)
Prepaid insurance expense represents payments on insurance that has been paid but will benefit future periods, as such, the prepayment is not reported in the net position of the governmental funds	13,853
Compensated absences in the general fund are not due and payable in the current period and therefore are not reported in the fund balance.	<u>(14,382)</u>
Total net position – governmental funds	<u>\$ 2,837,826</u>

See accompanying notes to basic financial statements

BOULDER CREEK FIRE PROTECTION DISTRICT

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES GOVERNMENTAL FUNDS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	<u>Total Governmental Funds</u>
	<u>General Fund</u>
REVENUES:	
Property taxes	\$ 748,316
Use of money and property	6,730
Aid from other government agencies	7,496
Charges for services	5,646
Miscellaneous revenue	<u>41,545</u>
TOTAL REVENUES	<u>809,733</u>
EXPENDITURES:	
Salaries and employee benefits	406,943
Services and supplies	267,689
Capital outlay	<u>5,000</u>
TOTAL EXPENDITURES	<u>679,632</u>
NET CHANGE IN FUND BALANCES	<u>130,101</u>
FUND BALANCE (DEFICIT), July 1	<u>1,475,475</u>
FUND BALANCE (DEFICIT), June 30	<u>\$ 1,605,576</u>

See accompanying notes to basic financial statements

BOULDER CREEK FIRE PROTECTION DISTRICT

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Total net change in fund balance, governmental funds \$ 130,101

Amounts reported for governmental activities in the statement of activities
are different from amounts reported in government funds because:

Capital outlays are reported in government funds as expenditures. However,
in the government-wide Statement of Activities and changes in net position,
the cost of those assets is allocated over the estimated useful lives as
depreciation expense. This is the amount of capital assets recorded in the
current period.

Capital asset additions	5,000
Book value of capital asset adjustments	1,304

Depreciation expense on capital assets is reported in the government-wide
Statement of Activities and changes in net position, but they do not require the
use of current financial resources. Therefore, depreciation expense is not
reported as expenditure in governmental funds. (107,173)

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.

Increase (decrease) from prior year to current year prepaid expenses	4,495
Decrease (increase) in the compensated absences balance	<u>(467)</u>

Change in net position – governmental activities \$ 33,260

See accompanying notes to basic financial statements

BOULDER CREEK FIRE PROTECTION DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Note 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

ORGANIZATION

The Boulder Creek Fire Protection District (District) was organized August 15, 1923, in conformity with the Deering act 2593, Statutes of 1881, since codified into the State of California Health and Safety Code, Sections 14001 et seq. The District was reorganized in September 1966 in conformity with the Health and Safety Code, Sections 13801 et seq. The District provides fire protection for the town of Boulder Creek and the surrounding area.

DISTRICT OFFICIALS

The District is governed by a board of five directors. The following were in office at June 30, 2015:

	<u>Term Expires November</u>
Rick Rogers, Chairman	2016
Sam Robustelli	2018
Bob Locatelli	2016
Bob Presswood	2018
Chris Currier	2016

Kevin McClish was the Fire Chief at June 30, 2015.

ACCOUNTING RECORDS

The official accounting records of the District are maintained in the County of Santa Cruz Office of the Auditor-Controller. Supporting documents are maintained by the District.

MINUTES

Minutes were recorded for meetings and contained approvals for disbursements.

BUDGETARY PROCEDURE

The District prepares a fiscal year budget in accordance with applicable laws and regulations.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Accounting Policies

The accounting policies of the District conform to generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

BOULDER CREEK FIRE PROTECTION DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Note 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Government-Wide Financial Statements

The government-wide financial statements, comprised of the Statement of Net Position and the Statement of Activities, report aggregated information for the overall government for all the activities of the primary government.

Governmental activities, which normally are supported by taxes, intergovernmental revenues, and other non-exchange revenues are reported separately. The Statement of Net Position presents the overall government's financial position at year-end. The Statement of Activities presents direct expenses of a given function or identifiable activity offset by program revenues for the fiscal reporting period. The resulting net expense or revenue is then totaled and offset by general revenues producing the aggregate change in net position for the period. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or activity of the government, and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or activity. Taxes and other non-exchange revenues not properly included among program revenues are reported as general revenues.

C. Fund Financial Statements

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, and expenditures. District resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

The emphasis in fund financial statements is on the major funds in the governmental activities categories. Nonmajor funds by category are summarized into a single column. GASB No. 34 sets forth minimum criteria (percentage of the assets, liabilities, revenue or expenditures) for the determination of major funds. The nonmajor funds are combined in a column in the fund financial statements.

The General Fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund. The District reports the General Fund as a major fund.

D. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

BOULDER CREEK FIRE PROTECTION DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Note 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or as soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recognized when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recognized only when payment is due.

Taxes, intergovernmental revenue, licenses and permits, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government. Revenues, expenses, gains, losses, assets, and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of Governmental Accounting Standards Board Statement No. 33, Accounting and Financial Reporting for Non-exchange Transactions. Non-exchange transactions are grouped into four classes, based on their principal characteristics. The accounting treatment for each type of transaction is as follows:

Imposed Non-exchange Revenue, result from assessments on non-governmental entities, other than assessments on exchange transactions. Examples include: ad valorem (property) taxes and fines, penalties, and property forfeitures. Assets from imposed nonexchange revenues are recognized in the period when an enforceable legal claim to the assets arises or when the resources are received, whichever occurs first. Property taxes are recognized in the period for which the taxes are levied. All other imposed nonexchange revenues are recognized in the same period that the assets are recognized.

Government-mandated Non-exchange Transactions, frequently established eligibility requirements before a transaction can occur. Examples include federal awards and state financial assistance. Until the requirements are met, the recipient does not have a receivable and the recognition of revenue received in advance is deferred. The providers (usually federal, state, and county governments) often offer resources on a reimbursement ("expenditure-driven") basis at the time the recipient has incurred allowable costs under the applicable program.

Voluntary Non-exchange Transactions, result from legislative or contractual agreements other than exchanges, entered into willingly by two or more parties. Examples include certain grants, entitlements, and donations by non-governmental entities. Principal characteristics of these types of transactions are (1) they are not imposed on the provider or recipient, and (2) fulfillment of eligibility requirements is essential for a transaction to occur. Assets and revenues are recognized when all applicable eligibility requirements, including time requirements, are met. Resources received in advance are reported as deferred revenue.

Derived Tax Revenue, result from assessments imposed on exchange transactions. Examples include income taxes, sales taxes, and other assessments on earnings or consumption.

BOULDER CREEK FIRE PROTECTION DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Note 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (continued)

E. Assets, Liabilities, and Net Position or Fund Balance

Deposits and Investments

The District's cash and cash equivalents are considered to be cash on hand, cash in the bank, and cash with the County Treasury.

Receivables and Payables

All accounts receivable and accounts payable, if any, are shown net of any allowance for uncollectible accounts. All receivables/payables which have been remitted/paid within 60 days subsequent to fiscal year end are considered measurable and available and recognized as income/expenditure in the governmental fund financial statements.

Inventory, Materials and Supplies

The inventory on hand at any time is small. Accordingly, purchases are charged directly to fixed assets or to maintenance costs, as applicable.

Prepaid Items

Certain payments to vendors reflect costs applicable to future fiscal years and are recorded as prepaid items in the government-wide and governmental fund financial statements, as applicable.

Capital Assets

Capital assets, which include land, buildings, improvements, and equipment are reported at historical cost, or estimated historical cost if constructed. Contributed assets are reported at fair market value as of the date received. Maintenance and repairs of property determined to be less than units of property, are charged to operating expenses.

The District has set capitalization thresholds for reporting capital assets at the following:

Structures	\$10,000
Equipment	\$ 5,000

Depreciation is reported using the straight-line method calculated on a service-life basis to amortize the cost of the assets over their estimated economic useful lives, which are as follows:

Structures	40 Years
Equipment	5 - 20 Years

Liability for Compensated Absences

The District is required to recognize a liability for employee's rights to receive compensation for future absences. On June 30, 2015 the liability for compensated absences was \$14,382.

BOULDER CREEK FIRE PROTECTION DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Note 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Assets, Liabilities, and Net Position or Fund Balance (continued)

Net Position

The government-wide financial statements utilize a net position presentation. Net position comprises the various net earnings from operating income, non-operating revenues and expenses and capital contributions. Net position is classified in the following three components:

Invested in capital assets net of related debt consist of capital assets less accumulated depreciation and net of outstanding balances of any debts used to finance those assets, such as loans.

Restricted may be used only to finance specific types of transactions. These restrictions may be established by debt covenants, grantors, or laws or regulations of other governments. Restricted net position represents the balance of restricted assets less the outstanding balances of any liabilities that will be settled using restricted assets of the Measure M fund.

Unrestricted net position are those that do not meet the definition of either net position invested in capital assets net of related debt or restricted net position.

Fund Balance

In accordance with Government Accounting Standards Board (GASB) No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, the District classifies governmental fund balances as follows:

Nonspendable – includes amounts that are not in a spendable form or are required to be maintained intact.

Restricted – includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors of amounts constrained due to constitutional provisions or enabling legislation.

Committed – includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally.

Assigned – includes fund balance amounts that are intended to be used for specific purposes that are neither considered restricted or committed. Fund balance maybe assigned by the District Manager or Board of Directors.

Unassigned – includes positive fund balance within the General Fund which has not been classified within the above mentioned categories and negative fund balances in other governmental funds.

F. Property Tax Revenue

The County of Santa Cruz assesses properties, bills, and collects property taxes for the District. Assessed values are determined annually by the County Assessor as of March 1, and become a lien on real property as of that date. Taxes are due November 1 and February 1 and are delinquent if not paid by December 10 and April 10, respectively. The County bills and collects property taxes and remits them to the District under the State authorized method of apportioning taxes whereby all local agencies, including special districts, receive from the County their respective shares of the amount of ad valorem taxes collected.

BOULDER CREEK FIRE PROTECTION DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Note 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

G. District Special Expense

Because fire hose couplings and nozzles are peculiar to fire districts, the manual of the State Controller provides that purchases of such items be charged to the expense account "District Special Expense."

H. Use of Estimates

Management uses estimates and assumptions in preparing financial statements in accordance with generally accepted accounting principles. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses. Actual results could vary from the estimates assumed in preparing the financial statements.

I. Fair Value Measurement

The District uses a framework for defining and measuring fair value in accordance with generally accepted accounting principles, which maximizes the use of observable inputs and minimizes the use of unobservable inputs. There are three levels of inputs that may be used to measure fair value;

Level 1 uses quoted prices and active markets for identical assets or liabilities when determining fair market value;

Level 2 uses non active quoted prices for similar assets and liabilities that can be corroborated with market data;

Level 3 uses unobservable information with little or no market data.

The District reports assets and liabilities using level 1 inputs.

J. New Accounting Pronouncement

The following Governmental Accounting Standards Board (GASB) Statements have been implemented in the current financial statements:

Statement No. 68 "*Accounting and Financial Reporting for Pensions—an amendment of GASB Statement No. 27.*" The provisions of this statement revise existing standards of financial reporting for most governments that provide their employees with pension benefits. The Statement establishes reporting requirements of the net pension plan liability in the government-wide financial statements, how to measure pension liabilities, and presentation of the financial information and disclosures related to the employer. This Statement is effective for periods beginning on or after June 15, 2014.

Statement No. 71 "*Pension Transition for Contributions Made Subsequent to the Measurement Date—an amendment of GASB Statement No. 68.*" The objective of this statement is to address an issue regarding application of the transition provisions of Statement 68 relating to amounts associated with contributions made by a local government employer contributing entity to a defined benefit pension plan after the measurement date of the government's beginning net pension liability. The provisions of this statement are required to be applied simultaneously with the provisions of Statement 68.

BOULDER CREEK FIRE PROTECTION DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Note 2 CASH AND INVESTMENTS

A. Cash with County Treasury

The County of Santa Cruz holds the District's cash and investments within the County's external investment pool. Total cash with the County Treasury at June 30, 2015 was \$1,620,717. The County sponsors an investment pool that is managed by the County Treasurer. Cash and investments for most County activities are included in the investment pool. All District monies held by the Santa Cruz County Treasurer receive monthly allocations of County investment income based on the average daily cash balance of the District in relation to the total invested cash by the County.

Government Code Section 53601 governs the County's investment policies. These policies authorize the District to invest in the following types of investments:

Bonds issued by the State of California and/or any local agency within the State of California Certificates of Deposit (or Time Deposits) placed with commercial banks and/or savings and loan companies Local Agency Investment Fund (State Pool) Demand Deposits Medium Term Corporate Notes	Securities of the US Government, or its agencies Negotiable Certificates of Deposit Bankers Acceptances Commercial Acceptance Repurchase Agreements (Repos) Reverse Repurchase Agreements Passbook Savings Account Demand Deposits Mutual Funds holding the above allowable Investments
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B. Credit Risk

Governmental Accounting Standards Board Statement No. 3 requires that deposits and investments be classified by credit risk.

Classifications of deposits and investments by credit risk are as follows:

Deposits

- Category 1—Insured or collateralized with securities held by the entity or by its agent in the entity's name.
- Category 2—Collateralized with securities held by the pledging financial institution's trust department or agent in the entity's name.
- Category 3—Deposits which are uninsured or uncollateralized.

Investments

- Category 1—Insured or registered, with securities held by the entity or its agent in the entity's name.
- Category 2—Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the entity's name.
- Category 3—Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent, but not in the entity's name.

The following is a summary of cash and investments at June 30, 2015:

	Credit Risk Category	Total
Cash with County Treasury	N/A	\$ 1,620,717
Imprest cash	N/A	100
Total cash and investments		\$ 1,620,817

BOULDER CREEK FIRE PROTECTION DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Note 3 CAPITAL ASSETS

Government-wide financial statements report capital assets whereas fund financial statements do not present general government capital assets but are shown in the Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position. At June 30, 2015, the District's capital assets consisted of the following:

	July 1, 2014	Additions	Adjustments/ Deletions	June 30, 2015
Capital assets, not being depreciated:				
Land	\$ 300,295	\$ -	\$ -	\$ 300,295
Depreciable capital assets:				
Structures and improvements	793,477	-	5,708	799,185
Equipment	2,068,568	5,000	(204,770)	1,868,798
Total depreciable capital assets	2,862,045	5,000	(199,062)	2,667,983
Less: accumulated depreciation				
Structures and improvements	(352,074)	(30,819)	-	(382,893)
Equipment	(1,476,618)	(76,354)	200,367	(1,352,605)
Total accumulated depreciation	(1,828,692)	(107,173)	200,367	(1,735,498)
Net depreciable capital assets	1,033,353	(102,173)	1,305	932,485
Net capital assets	\$ 1,333,648	\$ (102,173)	\$ 1,305	\$ 1,232,780

Note 4 LONG TERM LIABILITIES

Long-term liability activity for the year ended June 30, 2015, was as follows:

	Balance July 1, 2014	Additions	Deletions	Balance June 30, 2015	Due Within One Year
Net pension liability	\$ -	\$ 68,877	\$ -	\$ 68,877	\$ -

Note 5 LEASE COMMITMENTS

Lease with the California Department of Forestry

On May 9, 1989, the District entered into an agreement with the State of California, Department of Forestry and Fire Protection (CDF). The agreement calls for a parcel of land, owned by the District, to be leased to the CDF rent free. The lease provides for the CDF to build a fire station for the joint use by the CDF and the District for a period of 30 years, renewable for another 30 years, provided the State gives notice of its intent to extend the lease at least six months prior to the end of the term. The lease agreement will terminate if at any time CDF discontinues the use of the fire station for a consecutive period of two years or if CDF declares the fire station surplus, the fire station and its associated outbuilding will revert in ownership to the District.

BOULDER CREEK FIRE PROTECTION DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Note 5 LEASE COMMITMENTS (continued)

Lease with the Boulder Creek Recreation District

The District entered into a lease agreement with the Boulder Creek Recreation District to lease the Boulder Creek recreation hall to the Boulder Creek Recreation District for \$1.00 for a period of twenty-five years beginning on June 10, 1993. The Boulder Creek Recreation District can exercise the option of purchase the recreation hall from the District for the sum of \$1.00 in the event the District is merged into another entity, abolished, named in bankruptcy proceedings, or otherwise controlled by persons or entities outside the Boulder Creek area.

Note 6 PENSION PLAN

A. General Information About the Plan

Plan Description: The District's defined benefit pension plan, the Safety Plan of Boulder Creek Fire Protection District, provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. The Safety Plan of Boulder Creek Fire Protection District is part of the California Public Employees' Retirement System (CalPERS), an agent multiple-employer plan administered by CalPERS, which acts as a common investment and administrative agent for participating public employers within the State of California. A menu of benefit provisions as well as other requirements are established by State statutes within the Public Employees' Retirement Law. CalPERS issues a separate comprehensive annual financial report. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office - 400 P Street -Sacramento, California 95814.

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 50-55 with statutorily reduced benefits. Death benefits are the pre-retirement Optional Settlement 2W Death Benefit, and the post-retirement death benefit lump sum. The cost of living adjustments for each plan are applied as specified by the Public Employees Retirement Law.

Funding Policy: The District makes contributions required as the employer. Employee members are required to make contributions of their annual covered salary in an amount depending upon date of hire. The contribution requirements of plan are established and may be amended by CalPERS. 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 Plans 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.

BOULDER CREEK FIRE PROTECTION DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Note 6 PENSION PLAN (continued)

B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2015, the District reported net pension liabilities for its Proportionate Share of the Net Pension Liability of the Plan in the amount of \$68,877.

The District's net pension liability for its Plan with CalPERS is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2014, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2013 rolled forward to June 30, 2014 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 plan relative to the projected contributions of all participating employers, actuarially determined.

The District's proportionate share of the net pension liability as of June 30, 2014 was as follows:

Safety Plan	0.00111%
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Three-Year Trend Information for the Miscellaneous Plan of Reclamation District No. 999:

<u>Fiscal Year Ending</u>	<u>Annual Pension Cost (APC)</u>	<u>Percentage of APC Contributed</u>	<u>Net Pension Obligation</u>
12/31/2013	\$ 29,365	100%	\$ 0
12/31/2014	31,299	100%	0
12/31/2015	32,604	100%	0

At June 30, 2015, the District reported deferred outflows of resources and deferred inflows of resources related to this pension plan from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to the measurement date	\$ 32,604	\$ -
Changes of assumptions	-	-
Net difference between projected and actual earnings on pension plan investments	-	15,598
Changes in proportion and differences between District contributions and proportionate share of contributions	-	10,851
Differences between expected and actual experience	-	-
Totals	<u>\$ 32,604</u>	<u>\$ 26,449</u>

BOULDER CREEK FIRE PROTECTION DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Note 6 PENSION PLAN (continued)

B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions (continued)

\$32,604 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 year ended June 30, 2016. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to this pension plan will be recognized as pension expense as follows:

Year Ended June 30,	<u>Amount</u>
2016	\$ 11,228
2017	10,021
2018	5,200
2019	-
Thereafter	-

C. Actuarial Assumptions

The total pension liability for this plan in the June 30, 2013 actuarial valuation was determined using the following actuarial assumptions:

	<u>Miscellaneous Plans</u>
Valuation Date	June 30, 2013
Measurement Date	June 30, 2014
Actuarial Cost Method	Entry-Age Normal in accordance with the requirements of GASB Statement No. 68
 Actuarial Assumptions:	
Discount Rate	7.50%
Inflation	2.75%
Projected Salary Increase	Varies by Entry Age and Service
Investment Rate of Return	7.50% ¹

¹ Net of pension plan investment expenses, including inflation

D. Discount Rate

The discount rate used to measure the total pension liability was 7.50% for each Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each 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 7.50 percent discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long-term expected discount rate of 7.50 percent will be 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.

BOULDER CREEK FIRE PROTECTION DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Note 6 PENSION PLAN (continued)

D. Discount Rate (continued)

According to Paragraph 30 of GASB 68, the long-term discount rate should be determined without reduction for pension plan administrative expense. The 7.50 percent investment return assumption used in this accounting valuation is net of administrative expenses. Administrative expenses are assumed to be 15 basis points. An investment return excluding administrative expenses would have been 7.65 percent. Using this lower discount rate has resulted in a slightly higher Total Pension Liability and Net Pension Liability. CalPERS checked the materiality threshold for the difference in calculation and did not find it to be a material difference.

CalPERS is scheduled to review all actuarial assumptions as part of its regular Asset Liability Management (ALM) review cycle that is scheduled to be completed in February 2018. Any changes to the discount rate will require Board action and proper stakeholder outreach. For these reasons, CalPERS expects to continue using a discount rate net of administrative expenses for GASB 67 and 68 calculations through at least the 2017-18 fiscal year. CalPERS will continue to check the materiality of the difference in calculation until such time as they have changed their methodology.

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. 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.

<u>Asset Class</u>	<u>New Strategic Allocation</u>	<u>Real Return Years 1-10</u> ¹	<u>Real Return Years 11+</u> ²
Global Equity	47.0%	5.25%	5.71%
Global Fixed Income	19.0	0.99	2.43
Inflation Sensitive	6.0	0.45	3.36
Private Equity	12.0	6.83	6.95
Real Estate	11.0	4.50	5.13
Infrastructure and Forestland	3.0	4.50	5.09
Liquidity	2.0	(0.55)	(1.05)

¹ An expected inflation of 2.5% used for this period

² An expected inflation of 3.0% used for this period

BOULDER CREEK FIRE PROTECTION DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Note 6 PENSION PLAN (continued)

E. 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 each Plan, calculated using the discount rate for each Plan, 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:

	<u>Discount Rate – 1%</u> (6.50%)	<u>Current Discount</u> <u>Rate (7.50%)</u>	<u>Discount Rate + 1%</u> (8.50%)
Plan's Net Pension Liability/(Asset)	\$118,529	\$68,877	\$27,967

Note 7 RISK MANAGEMENT

The District is exposed to various risks or loss related to limited torts; theft of, damage to and destruction of assets; errors and omissions and natural disasters for which the District carries insurance. There have been no significant reductions in coverage from the prior year and settlements have not exceeded coverage in the past three years.

Workers' Compensation Coverage

The District is a member of the Santa Cruz County Fire Agencies Insurance Group (the "Group"). In a board meeting on June 19, 2002, the Group approved the return of its self-insurance certificates to the State and to accept a proposal from California Public Entity Insurance Authority (CPEIA) a joint powers authority for both primary and excess workers' compensation coverage. In a resolution dated September 20, 2007, the Santa Cruz Fire Agencies Insurance Group's Board of Directors opted to terminate the CPEIA joint power agreement and merge into the CSAC Excess Insurance Authority (CSAC-EIA) Joint Power Agreement. This change was predicated on the decision of CSAC-EIA to restructure their Bylaws and JPA agreements discontinuing the operation of CPEIA and allowing its members to become full participants in the CSAC-EIA programs. Being a CPEIA member granted automatic approval of inclusion into both the Primary and Excess EIA workers' compensation programs beginning with the July 1, 2007 policy renewals. The relationship between the Group and CSAC-EIA ("the JPA") is such that CSAC-EIA is not a component unit of the Group for reporting purposes.

CSAC-EIA is a joint powers agency formed pursuant to section 6500 et seq. of the California Government Code. Members are assessed a contribution ofr each program in which they participate. Members may be subject to additional supplemental assessments if it is determined that the contributions are insufficient. Members may withdraw from the CSAC-EIA only at the end of a policy period and only if a sixty day written advance note is given. However, CSAC-EIA may cancel a membership at any time upon a two-thirds vote of the Board of Directors and with sixty days written notice. Upon withdrawal or cancellation, a member shall remain liable for additional assessments for the program periods they have participated. CSAC-EIA is governed by a Board of Directors. The Board controls the operations of CSAC-EIA including adopting an annual budget.

Primary Workers' Compensation

The Primary Workers' Compensation program is a full service program including claims administration. The program blends pooling of workers' compensation claims with purchased stop loss insurance policy.

BOULDER CREEK FIRE PROTECTION DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Note 7 RISK MANAGEMENT (continued)

Excess Worker's Compensation

CPEIA retains responsibility for payment of claims in excess of \$125,000 for each member who also participates in the primary worker's compensation program. Claim liabilities are recognized based on the actuarial estimate of expected ultimate claim cost discounted at 6%.

Insurance coverage at June 30, 2015, consisted of the following:

	<u>Deductible</u>	<u>Limits</u>
Property:		
Buildings	\$ 5,000	\$3,578,700
Blanket contents		301,088
Pollutant cleanup and removal	5,000	100,000
Personal effects of insured	5,000	*
Personal effects of patients & fire victims	1,000	1,500
Recertification of equipment and vehicles	1,000	*
Trees, shrubs, and landscaping planting	5,000	*
Fire department service charge	None	25,000
Towing and transportation expenses	1,000	2,500
Liability:		
Bodily injury and property damage, personal injury and advertising injury, professional liability, wrongful acts	None	1,000,000 / 3,000,000 Aggregate
Management liability	2,500	1,000,000 / 3,000,000 Aggregate
Fire damage limit	500	1,000,000
Excess liability	None	1,000,000
Uninsured motorists liability	None	1,000,000
Uninsured motorists property damage	None	1,000,000
Medical payments	None	10,000
Defense expense for injunctive relief	None	50,000
Crime:		
Employee dishonesty	None	250,000
Forgery or alteration	None	250,000
Computer fraud	None	10,000
Theft, disappearance and destruction	None	10,000
Other:		
Workers' compensation insurance	Joint powers authority – statutory	
Group health and accident	PERS	

* Replacement cost

BOULDER CREEK FIRE PROTECTION DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Note 8 COMMITTED FUND BALANCE

The District has committed for the following items out of its unreserved fund balance:

	<u>June 30, 2014</u>	<u>Amounts Made Available</u>	<u>Increase New Designations</u>	<u>June 30, 2015</u>
Workers' compensation	\$ 200,000	\$ -	\$ -	\$ 200,000
Structure upgrades or repairs	4,498	-	-	4,498
Mobile equipment	1,035,400	-	7,000	1,042,400
Large clothing	34,630	-	-	34,630

Note 9 POST-RETIREMENT BENEFITS

Plan Description

In addition to the pension benefits described in Note 6, the District provides post-retirement health care benefits, in accordance with the District's Memorandum of Understanding with former Chief Robustelli. The District pays 100% of the PERs health care plan for the retiree and his spouse for the life of the retiree and spouse.

Current Accounting and Funding Policy of the Plan

The District finances the plan on a pay-as-you-go basis. For the years ended June 30, 2015 and 2014, the District expensed \$4,584 and \$20,562, respectively, for post-retirement health care.

Net OPEB Obligation and Annual OPEB Cost

The District obtained an actuarial study of the plan in order to calculate the District's annual OPEB benefit cost (expense), which is calculated based on the annual required contribution (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal costs each year and to amortize the unfunded actuarial liability over a period not to exceed thirty years.

The health insurance payments on behalf of the former Chief and his spouse exceeded the amortization of the unfunded accrued liability for the current year.

Note 10 SUBSEQUENT EVENTS

Management of the District has evaluated the events subsequent to June 30, 2015 for disclosure and has determined that as of October 28, 2015 there are no material subsequent events that should be disclosed. If events requiring disclosure have occurred between the balance sheet date and the date the financial statements were available to be issued they would be disclosed here.

Note 11 PRIOR PERIOD ADJUSTMENT

A prior period adjustment of \$59,906 was made to decrease the District's beginning net position to reflect the prior period's unfunded pension liability and deferrals in accordance with the implementation of GASB Statement No. 68.

REQUIRED SUPPLEMENTARY INFORMATION

BOULDER CREEK FIRE PROTECTION DISTRICT

REQUIRED SUPPLEMENTARY INFORMATION FOR THE FISCAL YEAR ENDED JUNE 30, 2015

1. BUDGETARY INFORMATION

The following is the budget comparison schedule for the District.

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues:				
Property taxes:				
Current secured	\$ 696,537	\$ 696,537	\$ 724,154	\$ 27,617
Current unsecured	-	-	14,841	14,841
Prior year unsecured	-	-	1,575	1,575
Penalties for delinquent taxes	-	-	191	191
Redemption penalties	-	-	272	272
Current supplemental	-	-	6,772	6,772
Current supplemental unsecured	-	-	161	161
Prior year supplemental secured	-	-	308	308
Prior year supplemental unsecured	-	-	42	42
Total property taxes	<u>696,537</u>	<u>696,537</u>	<u>748,316</u>	<u>51,779</u>
Use of money and property:				
Interest	<u>4,000</u>	<u>4,000</u>	<u>6,730</u>	<u>2,730</u>
Total use of money and property	<u>4,000</u>	<u>4,000</u>	<u>6,730</u>	<u>2,730</u>
Aid from other government agencies:				
Homeowner's property tax relief	5,000	5,000	5,568	568
Other	-	-	1,928	1,928
Total aid from other government agencies	<u>5,000</u>	<u>5,000</u>	<u>7,496</u>	<u>2,496</u>
Charges for services:				
Inspection fees	<u>3,500</u>	<u>3,500</u>	<u>5,646</u>	<u>2,146</u>
Total charges for services	<u>3,500</u>	<u>3,500</u>	<u>5,646</u>	<u>2,146</u>
Miscellaneous:				
Other revenue	27,000	27,000	41,719	14,719
Unclaimed money – escheated	-	-	(174)	(174)
Total miscellaneous	<u>27,000</u>	<u>27,000</u>	<u>41,545</u>	<u>14,545</u>
Total revenues	<u>736,037</u>	<u>736,037</u>	<u>809,733</u>	<u>73,696</u>

BOULDER CREEK FIRE PROTECTION DISTRICT

REQUIRED SUPPLEMENTARY INFORMATION FOR THE FISCAL YEAR ENDED JUNE 30, 2015

1. BUDGETARY INFORMATION (continued)

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Expenditures:				
Salaries and employee benefits:				
Regular pay – permanent	233,051	233,051	242,440	(9,389)
Overtime pay – permanent	7,940	7,940	-	7,940
Regular pay – extra help	101,220	101,220	56,909	44,311
OASDI	15,000	15,000	13,379	1,621
PERS	32,610	32,610	32,604	6
Employee group insurance	42,750	42,750	48,450	(5,700)
Unemployment insurance	7,000	7,000	5,054	1,946
Workers' compensation insurance	<u>8,000</u>	<u>8,000</u>	<u>8,107</u>	<u>(107)</u>
 Total salaries and employee benefits	 <u>447,571</u>	 <u>447,571</u>	 <u>406,943</u>	 <u>40,628</u>
 Services and supplies:				
Clothing & personal supplies	21,000	43,000	16,266	27,134
Radio	6,000	6,000	5,439	561
Telephone	7,500	7,500	7,182	318
Food	1,000	1,000	971	29
Other insurance	21,546	21,546	21,304	242
Maintenance – mobile equipment	50,000	50,000	48,858	1,142
Maintenance – office equipment	2,300	2,300	3,470	(1,170)
Maintenance – other equipment	4,400	4,400	1,576	2,824
Maintenance – structure & grounds	18,950	18,950	31,013	12,063
Employee certificates	1,000	1,000	375	625
Memberships	2,860	2,860	2,395	465
Miscellaneous	100	100	167	(67)
Miscellaneous non-inventoriable	12,700	12,700	8,157	4,543
Postage	350	350	350	-
Subscriptions and periodicals	220	220	174	46
Accounting and auditing	17,610	17,610	13,893	3,717
Attorney	-	-	11,886	(11,886)
Directors' fees	2,400	2,400	-	2,400
Laundry services	1,400	1,400	1,387	13
Medical services – other	10,000	10,000	8,703	1,297
Professional and special services	28,717	28,717	26,082	2,635
Legal notices	250	250	130	120
Special district expense	32,159	32,159	36,938	(4,779)
Education and training	15,900	15,900	8,672	7,228
Gas, oil, fuel	15,000	15,000	7,651	7,349
Utilities	<u>5,000</u>	<u>5,000</u>	<u>4,650</u>	<u>350</u>
 Total services and supplies	 <u>278,362</u>	 <u>300,762</u>	 <u>267,689</u>	 <u>33,073</u>

BOULDER CREEK FIRE PROTECTION DISTRICT

REQUIRED SUPPLEMENTARY INFORMATION FOR THE FISCAL YEAR ENDED JUNE 30, 2015

1. BUDGETARY INFORMATION (continued)

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Expenditures (continued):				
Capital outlay:				
Buildings and improvements	170,664	175,162	-	175,162
Equipment	10,104	10,104	-	10,104
Mobile equipment	-	40,000	5,000	35,000
Total capital outlay	<u>180,768</u>	<u>225,266</u>	<u>5,000</u>	<u>220,266</u>
Appropriations for contingencies	-	8,039	-	8,039
Total expenditures	<u>906,701</u>	<u>981,638</u>	<u>679,632</u>	<u>302,006</u>
Excess (deficiency) of revenues over/(under) expenditures	<u>\$(170,664)</u>	<u>\$(245,601)</u>	<u>\$ 130,101</u>	<u>\$ 375,702</u>

BOULDER CREEK FIRE PROTECTION DISTRICT

REQUIRED SUPPLEMENTARY INFORMATION FOR THE FISCAL YEAR ENDED JUNE 30, 2015

2. DEFINED PENSION PLAN

Schedule of the Plan's Proportionate Share of the Net Pension Liability and Related Ratios as of the Measurement Date in Relation to PERF C

	<u>6/30/2014</u>
Plan's Proportion of the Net Pension Liability/(Asset)	0.00111%
Plan's Proportionate Share of the Net Pension Liability/(Asset)	\$68,877
Plan's Covered-Employee Payroll	\$143,857
Plan's Proportionate Share of the Net Pension Liability/(Asset) as a Percentage of its Covered-Employee Payroll	47.88%
Plan's Proportionate Share of the Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability	81.42%
Plan's Proportionate Share of Aggregate Employer Contributions	\$8,544

Schedule of Plan Contributions

	<u>Fiscal Year 2013-14</u>
Actuarially Determined Contribution	\$ 31,146
Contributions in Relation to the Actuarially Determined Contribution	<u>(31,146)</u>
Contribution Deficiency (Excess)	<u>\$ 0</u>
Covered-Employee Payroll	\$143,857
Contributions as a Percentage of Covered-Employee Payroll	21.65%

Bartig, Basler & Ray, CPA's
1520 Eureka Road, #100
Roseville, CA 95661

**Rogers, Anderson, Malody & Scott,
LLP**
290 North D Street, Ste. 300
San Bernadino, CA 92401-1709

Gallina, LLP
2870 Gold Tailings Ct.
Rancho Cordova, CA 95670

Perry-Smith LLP
400 Capital Mall
Sacramento, CA 95821

Teaman, Ramirez & Smith, Inc.
4201 Brockton Avenue, Ste. 100
Riverside, CA 92501-3431

Messner Hadley, LLP
17072 Silica Drive, Ste. 101
Victorville, CA 92395

Tidwell & Associates
6960 Destiny Drive. Ste. 101
Rocklin, CA 95677

Larry Bain, CPA
2148 Frascati Drive
El Dorado Hills, CA 95762

Barbara Jicha, CPA
PO Box 584
Auburn, CA 95604

Bartlett, Pringle & Wolf, LLP
1123 Chapala Street
Santa Barbara, CA 93101

Craig Fechter & Co.
11870 Avondale Ave., Ste. 4
Sacramento, CA 95825

Don Cole & Company
2701 Del Paso Road
Ste. 130 PMB 131
Sacramento, CA 95835-9987

Charles Z. Fedak & Company
6081 Orange Avenue
Cypress, CA 95603

Macias GINI & Company, LLP
3000 S Street, Ste. 300
Sacramento, CA 95816

Brown Armstrong
4200 Truxtun Ave., Ste. 300
Bakersfield, CA 93309

James Marta & Company
701 Howe Avenue, Ste. E 3
Sacramento, CA 95825

Richardson & Company
550 Howe Avenue, Ste. 210
Sacramento, CA 95825

Vasquez & Company, LLP
801 South Grand Ave., Ste. 400
Los Angeles, CA 90017

LSL Certified Public Accountants
203 N. Brea Blvd., Ste. 203
Brea, CA 92821

Scott & Baldwin, CPA's
990 Reserve Drive, Ste. 120
Roseville, CA CA 95678

Kaymark Brown, LLP
4204 Riverwalk Parkway, Ste. 390
Riverside, CA 92505-3368

Mann, Urrutia, Nelson, CPA's
2515 Venture Oaks Way, Ste. 135
Sacramento, CA 95833

Sense Zezoff & Company, CPA's
7745 Greenback Lane
Citrus Heights, CA 95610

Robert T. Dennis, CPA
12223 Highland Avenue, Ste. 106-625
Rancho Cucamonga, CA 91739

Nigro, Nigro & White, PC
25090 Jefferson Avenue
Murietta, CA 92562

Tokutomi & Caruthers, CPA's
11850 Kemper Road
Auburn, CA 95603

Francis, Scinto & Graziano, LLP
404 Sierra College Drive
Grass Valley, CA 95945

Blomberg & Griffin Accountancy
1013 North California Street
Stockton, CA 95202

Item 8.1 Cover Sheet for Increase in Minimum Wage

Auburn Area Recreation and Park District Board meeting November 2016

The Issue: Shall the Auburn Recreation District change pay scales for certain job descriptions, based on upcoming mandated minimum wage increases and resulting increases for staff who supervise??

Background: The minimum wage in California is set to increase to \$10.50 on January 1, 2017. The spreadsheet below shows the new minimum wage ranges along with adjustments to wages of staff who supervise or lead those that are the subject of minimum wage increases. The fiscal impact to the District is estimated to be \$9,000 for the 2017/2018 fiscal year. From the Districts Personnel Manual:

1.1. Salary Schedule Ranges

The salary schedules and hourly wage schedules for District employees are established by the District Administrator and approved by the Board of Directors. Salary schedules and hourly wage schedules shall be reviewed periodically. Should the Board of Directors approve an increase in a salary or hourly wage schedule for a job description, all employees in that job description will receive a commensurate salary or wage increase.

Customer Service Associate (non-Calpers)	10.20	-	13.65
<i>Proposed:</i>	<i>10.50</i>	-	<i>14.07</i>
Customer Service Rep (non-Calpers)	12.24	-	16.41
<i>Proposed:</i>	<i>12.54</i>	-	<i>16.80</i>
Assistant Coach Competitive Swimming	10.00	-	12.62
<i>Proposed:</i>	<i>10.50</i>	-	<i>14.07</i>
Head Coach Competitive Swimming	13.79	-	18.48
<i>Proposed:</i>	<i>14.29</i>	-	<i>19.15</i>
Assistant Coach Synchronized Swimming	10.00	-	12.62
<i>Proposed:</i>	<i>10.50</i>	-	<i>14.07</i>
Head Coach Synchronized Swimming	11.78	-	15.77
<i>Proposed:</i>	<i>12.28</i>	-	<i>16.46</i>
Cashier – Pool	10.00	-	12.62
<i>Proposed:</i>	<i>10.50</i>	-	<i>14.07</i>
Lifeguard	10.00	-	12.62

Proposed: 10.50 - 14.07

Head Lifeguard 11.00 - 14.75

Proposed: 11.50 - 15.41

Aquatic Coordinator (non-Calpers) 15.07 - 20.20

Proposed: 15.57 - 20.87

Aquatic Coordinator 16.12 - 21.60

Proposed: 16.62 - 22.27

Recreation Aide I 10.20 - 13.65

Proposed: 10.50 - 14.07

Recreation Aide II 10.81 - 14.48

Proposed: 11.11 - 14.89

Recreation Aide III (non-Calpers) 13.24 - 17.75

Recreation Aide III 13.50 - 18.10

Proposed: 13.54 - 18.14

Scorekeeper 10.20 - 12.87

Proposed: 10.50 - 14.07

**Compensation for 5 x 5 basketball games in which the scorekeeper works by him/herself
(normally 2-person job)**

Scorekeeper 14.28 - 19.14

Proposed: 14.58 - 19.54

Swim Aide 10.00 - 12.62

Proposed: 10.50 - 14.07

Swim Lesson Instructor 10.77 - 14.44

Proposed: 11.27 - 15.10

Youth Services Program Leader I (non-Calpers) 10.20 - 12.87

Youth Services Program Leader I 10.40 - 13.12

Proposed: 10.50 - 14.07

Youth Services Program Leader II (non-Calpers) 10.40 - 14.34

Youth Services Program Leader II 10.61 - 14.62

Proposed: (addit'l rate increase to keep I & II 5% diff) 11.03 - 14.78

Youth Services Program Leader III (non-Calpers) **12.39 - 16.16**

Youth Services Program Leader III **12.64 - 16.47**

Proposed: 12.69 - 17.01

~~Youth Services Program Site Director (non-Calpers) **13.02 - 17.12**~~

Proposed: (Eliminate Pay Scale)

Youth Services Program Site Director- 20-30 hrs **13.94 - 18.68**

Proposed: 14.24 - 19.08

Recommendation: The finance committee forwarded this item to the board with a positive recommendation.

Fiscal Impact: \$9,000 (est)

Item 8.2 Cover sheet – Fee Waivers Policy Review

Auburn Area Recreation and Park District Policy Committee September 2016; November, 2016; Board of Director's meeting November, 2016

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

A request to review the ARD Fee Waiver policies and criteria was made at the August, 2016 Finance Committee meeting and the Board of Directors meeting.

The existing policy on Fee Waivers at ARD reads as follows:

XXIX. Policy & Procedures for Fee Waivers

Fee waivers may be granted to non-profit organizations, schools, other public agencies and ARD co-sponsored events. 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. ARD staff can approve fee waivers up to a dollar amount of \$1,500. Fee waivers over this amount will be sent to the Finance Committee and finally to the Consent Calendar. Denied fee waivers can be appealed to the ARD Board of Directors. Appeals should be made in writing and sent to the Customer Service/Marketing Manager at least 7 days before the next ARD Board of Director's meeting.

Peak usage times for facilities:

Picnic Units: April – October
Gymnasiums: December – March
Baseball fields: February – July
Soccer fields: July – November
Swimming pools: May - July

The person or organization making the fee waiver request should be responsible for the following:

- A. Paying applicable custodial, set up/take down fee.
- B. Special Events – paying the current rate per hour/person for staffing the event (one maintenance worker per 500 attendees).
- C. Special Events – events over 250 attendees require a dumpster.
- D. Special Events – events with 400 + attendees will require one portable toilet. Add 1 portable toilet for every 200 additional attendees.
- E. Special Events – in most cases the person/organization requesting the fee waiver will take care of trash, bathrooms, etc.

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
7 year average: \$14,653

The fee waiver log for FY 15/16 is attached.

There are several options to consider in regards to amending the Fee Waiver policy:

- 1) Only waive a set percentage of fees for all requests (ex. waive a maximum of 50% of fees).
- 2) For groups that charge an entry fee for their event waive only a percentage of the rental fees. For a list of those events, please see the events marked with an asterisk on the attached FY 15/16 Fee Waiver Log.
- 3) Only waive fees for non-profits with non-paid, volunteer staff.
- 4) Charge a processing fee for all fee waivers. This could be a flat amount (\$25 suggested) or a percentage (10% suggested).
- 5) Waive fees up to a set amount (example: \$2,000). All fees incurred by the renter after this amount could be paid 100% by the renter or split 50/50.
- 6) Do not waive any fees.
- 7) A combination of any of the above
- 8) Make no changes.

A suggestion was made at a recent meeting that the ARD Board consider charging a certain percentage for any group that charges an entry fee (option #2 above)

Per the Policy Committee's requests, the following information has been obtained and added to this report:

Fairgrounds info

- The Gold Country Fairgrounds reports that very few groups receive a full waiver of fees. Those that do are groups that provide services back to the Fairgrounds such as PCSO, APD and the Roller Derby group.
- Other non-profit groups can get a discount for Fairgrounds facilities. The discount is determined by the Fairgrounds CEO.
- A list of the rental fees charged by the Fairgrounds is attached.

Admin costs

- It was suggested that staff come up with a figure to cover admin costs regarding fee waivers. A generally accepted amount for admin costs is 10%. Staff also discussed charging a flat “processing fee” of \$25. This is option #4 above.

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 Policy Committee

The Policy Committee recommended amending the policy as presented in the attached document (“Proposed changes to ARD’s Fee Waiver Policy”).

Fiscal Impact

If the proposed changes are approved, ARD would see an increase of \$3,100 in fees paid (based on 2015/2016 fee waivers)/

Attachments

Proposed changes to ARD’s Fee Waiver Policy
Fee Waiver Log FY 15/16
Gold Country Fairgrounds rental fees

Proposed changes to ARD's Fee Waiver Policy (new language in red)

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 to Fee Waivers:

- A. A 10% processing fee will be charged for all fee waivers. This fee does not apply to peak usage rentals paying 50%
- B. A minimum 20% fee 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%.

- 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 \$1,500. Fee waivers over this amount will be sent to the Finance Committee and finally to the Consent Calendar. Denied fee waivers can be appealed to the ARD Board of Directors. Appeals should be made in writing and sent to the Customer Service/Marketing Manager at least 7 days before the next ARD Board of Director's meeting.
- E. 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.
 2. 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.

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Apr-15	James Moore	Auburn Host Lions-Recreation Park picnic site	\$50.00	\$30.00	\$50.00	No		
Apr-15	Cathy Sayre	Newfoundland Club-Large Gazebo-Recreation Park	\$90.00	\$30.00	\$90.00	No		
Apr-15	Norm Kendall	Gold Country Amputee Support Grp-Regional Park picnic site	\$75.00	\$30.00	\$75.00	No		
Apr-15	Judy Suter	Western States Trail Foundation-CVCC-Foothills Room for 4/11 and 6/11	\$380.00	\$60.00	\$380.00	No		
Apr-15	Sarah Gillmore	Pack 57 Cub Scouts-Railhead Field A	\$100.05	\$0.00	\$100.05	No		
Apr-15	DeDe Clark	Girl Scouts Heart of Central California-Recreation Park picnic sites	\$100.00	\$60.00	\$100.00	No		
Apr-15	Doug Marquand	ARD Shotokan Karate	\$50.00	\$110.00	\$60.00	Yes		
Apr-15	Jennifer Hensler	Placer High School 2015 Grad Night-Recreation Park building and pool	\$4,648.00	\$635.00	\$4,648.00	Yes	\$5,523.05	\$5,523.05
May-15	Chris Peikert	Freedom Church-Regional Park- Picnic #1	\$50.00	\$30.00	\$50.00	Yes		
May-15	Karen Neal	Cub Scouts-pack 6- Regional Park Picnic sites and amphitheater	\$210.00	\$30.00	\$230.00	Yes		
May-15	Judy Suter	Western States Trail Foundation-CVCC-Foothills Room for 6/28	\$260.00	\$60.00	\$200.00	No		
May-15	DeDe Clark	Girl Scouts Heart of Central California-Recreation Park picnic sites	\$120.00	\$60.00	\$120.00	No		
May-15	Jordan Alvarado	Sierra Hills School- MV Softball Field	\$36.30	\$0.00	\$36.30	No		
May-15	Kim Reese	Fishing Derby-MV Pond and Front Lawn	\$75.00	\$30.00	\$105.00	Yes		
							\$741.30	\$6,264.35

* = Groups that charge an entry fee for their event

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Jun-15	Jennifer Spendlove	Advocates for Mentally Ill Housing-Ashford Picnic Site	\$75.00	\$30.00	\$75.00	No		
Jun-15	Natalie Otis	Auburn Gymnastic /Fit for Life-Kickball fundraising for Fit for Life and Youth Assistant Prg-Reg A&B	\$307.00	\$30.00	\$307.00	Yes		
Jun-15	Shannon Griffin	Girl Scouts Troop-Ashford Picnic Site	\$50.00	\$30.00	\$50.00	No		
							\$432.00	\$6,696.35
Jul-15	Barb Webb	Placer Hills Education Foundation-MV picnic sites	\$225.00	\$120.00	\$225.00	No		
Jul-15	Courtney Pontlock	Out of Darkness Suicide Prevention Walk-Railhead fields	\$420.30	\$60.00	\$420.30	Yes		
Jul-15	Barbara Crowell	Multipurpose Senior Center-Regional Gym and Lakeside Room	\$2,120.00	\$680.00	\$1,440.00	Yes		
							\$2,765.30	\$9,461.65
		No Fee Waiver requests in August						
Sep-15	Judy Sutter	Western States Trail Foundation-Foothills Room	\$200.00	\$60.00	\$200.00	No		
Sep-15	Cyndi Roy	Weimar Hills School-MV Park walk path and grass area	\$150.00	\$30 custodial \$10.00 Out of District	\$150.00	No		
Sep-15	Linda Overy	Cancer Hope and Support Group-Recreation Picnic #2	\$50.00	\$30.00	\$50.00	No		
							\$400.00	\$9,861.65
Oct-15	Wade Wolf	Colfax High Leadership Class Homecoming Rally-Meadow Vista Picnic Sites	\$225.00	\$90.00	\$225.00	Yes		
Oct-15	Garth Brooks	Stand Up Placer-Picnic site at Recreation Park	\$75.00	\$30.00	\$75.00	No		
Oct-15	Vince Thompson	Cub Scouts Pack 13-Regional Amphitheater	\$60.00	\$0.00	\$60.00	No		
Oct-15	Rachel Linton	Auburn Outlaws Roller Derby- Section of Front Parking Lot	\$150.00	\$0.00	\$150.00	No		
							\$510.00	\$10,371.65

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Nov-15	Kathy Van Dain	Girl Scouts Heart of Central California-Foothills and Canyon View Rooms	\$575.00	\$60.00	\$575.00	No		
							\$575.00	\$10,871.65
Dec-15	Emma Lujan	Toy Country Gold Run-Regional Gym and Recreation Picnic Sites	\$490.00	\$30.00	\$490.00	Yes		
Dec-15	John DeMello	Placer Sportman-Buck Stew Fundraising for Fishing Derby-Recreation Gym	\$973.00	\$90.00	\$873.00	Yes		
Dec-15	Todd Silski	Auburn Trails Alliance-Sunset Room	\$90.00	\$30.00	\$120.00	No		
Dec-15	Pat Little	Special Olympics-Regional Gym	\$760.50	\$195.00	\$760.50	No		
							\$2,243.50	\$13,115.15
Jan-16	Jean Hixon	Western States Trail Foundation-Foothills Room for board meeting	\$200.00	\$60.00	\$200.00	No		
Jan-16	Kevin Hanley	Auburn Chamber-Sierra Room for monthly Chamber Networking Lunch	\$810.00	\$840.00	\$810.00	Yes		
Jan-16	Todd Silski	Auburn Trails Alliance-Sunset Room	\$60.00	\$30.00	\$90.00	No		
Jan-16	Barbara Weiss	AAUW-Trivia Bee-Regional Gym and Lakeside Room, 4/8 and 4/9	\$2,386.00	\$90.00	\$2,389.00	Yes		
							\$3,486.00	\$17,701.15
Feb-16	Dennis Koehn	Auburn Elks -Picnic site #1 and Bocce court #1 at Recreation Park	\$70.00	\$30.00	\$70.00	No		
Feb-16	Doug Marquand	Shotokan Karate-Regional Park GYM and Lakeside Room	\$870.00	\$60.00	\$870.00	Yes		
Feb-16	Cathy Sayre	Newfoundland Club-Large Gazebo and lawn at Recreation Park	\$90.00	\$30.00	\$90.00	Yes		
Feb-16	Michael Lane	Placer County Health & Human Services, Recovery Happens-Rec Park picnic sites	\$240.00	\$90.00	\$240.00	Yes		
Feb-16	Cinty Grove	EV Car-Underwater Seaperch Robotic Enrichment Class- Small area of Sierra Pool	\$300.00	\$30 custodial fee and \$75 lifeguards	\$330.00	No		
Feb-16	Greg Gross	Meadow Vista Area Lions Car Show-Front lawn at MV Park	\$150.00	\$60.00	\$150.00	No		

2017
Rates

FACILITY RENTAL FEE INFORMATION
BUILDING DIMENSIONS & MAXIMUM CAPACITIES (PER STATE FIRE MARSHAL)
 * FLOOR MEASUREMENTS ARE APPROXIMATE

RENTAL DAY

MAXIMUM FACILITY RENTAL DAY: 7:00 AM TO 1:00 AM.

HERITAGE BUILDING* - 79 ft. x 33 ft. = 2600 SQ. FT.*

Dining = 104 Seated = 375 Standing = 535
 Comes with 12 Round Tables 100 Padded Chairs. *Kitchen and Bar facilities are not available.*

Hall @ \$893.00/Event Day Public Address System @ \$79.00/Day Portable Staging available \$158.00/Day

ARMORY BUILDING* - 80 ft. x 140. ft. = 11,200 SQ. FT.*

Dining = 745 Seated = 1500 Standing = 2200
No tables or chairs are included with hall rental. Kitchen and Bar facilities are not available.

Hall @ \$938.00/Event Day Public Address System @ \$79.00/Day Portable Staging available \$158.00/Day

SIERRA BUILDING* - 50 ft. x 100 ft. = 5,000 SQ. FT. (main hall floor)*

Dining = 325 Seated = 700 Standing = 950
 Comes with 50 Tables 300 Chairs.

Hall	@ \$1070.00/Event Day	= _____
Set-up or Dismantle Day	@ \$150.00 Day	= _____
Public Address System	@ \$79.00/Day	= _____
Kitchen Only	@ \$263.00/Day	= _____
Permanent Stage		= _____

MAURINE DOBBAS PLACER HALL* - 65 ft. X 137.5 ft. = 8,937.5 SQ. FT.*

Dining = 575 Seated = 1250 Standing = 1775
 Comes with 75 Tables 400 Chairs

Hall	@ \$1450.00/Event Day	= _____
Set-up or Dismantle Day	@ \$150.00/ Day	= _____
Public Address System	@ \$79.00/Day	= _____
Kitchen Only	@ \$263.00/Day	= _____
Portable Staging	@ \$158.00/Day	= _____

TAHOE BUILDING* - 27 ft. x 104 ft. = 2,808 SQ. FT.*

Dining = 185 Seated = 400 Standing = 560
 Comes with 20 Round Tables 5 Rectangle tables 150 Chairs

Hall	@ \$715.00/Event Day	= _____
	@ \$150.00/Day Set-up or Dismantle Day	= _____

CLUBHOUSE* - 19 ft. X 31 ft. = 589 SQ. FT.

Seated = 40 Standing = 85
 Comes with 4 Tables 10 Office Chairs

Hall	@ \$263.00/Day	= _____
------	----------------	---------

<u>SMALL ANIMAL BARN</u>	@ \$289.00/Day	= _____
---------------------------------	----------------	---------

<u>McCANN STADIUM*</u>	@ \$1,900.00/Day	= _____
-------------------------------	------------------	---------

	@ \$420.00/Set-up or Dismantle Day	= _____
Concert Seating - 5,500	Lights @ \$368.00/Evening	= _____
Grandstand Seats - 2,400	Kitchen Only @ \$368.00/Event Day	= _____

<u>FARRELL WRENN PARK*</u>	@ \$715.00/Event Day	= _____
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Comes with 10 Aluminum Benches	@ \$150.00/Day Set-up or Dismantle Day	= _____
<u>GOLD COUNTRY COURT/STAGE*</u>	@ \$593.00/Event Day	= _____
	@ \$150.00/Day Set-up or Dismantle Day	= _____
Comes with 2 Bleachers 10 Benches (24 Benches available at add. cost)		
<u>MAIN LAWN AREA & GAZEBO</u>	@ \$593.00/Event Day	= _____
	@ \$150.00/Set-up or Dismantle Day	= _____
Comes with 10 Round Picnic Tables		
<u>CONCESSION STAND</u>	@ \$173.00/Per Side	= _____
<u>REDWOOD LAWN AND BULL POINT LAWN</u>	@ \$593.00/Event Day	= _____
	@ \$150.00/Set-up or Dismantle Day	= _____
<u>JUDGING RING</u>	Comes With Judging Ring Set-Up @ \$315.00/Day	= _____
<u>SHEEP BARN</u>	Comes With 72 Pens Set-Up @ \$446.00/Day	= _____
<u>RV PARKING</u>	@ \$25.00/Night/Rig (With Water & 20A Electric Utilities)	= _____
	@ \$35.00/Night/Rig (With Water & 50A Electric Utilities)	= _____
	@ \$17.00/Night/Rig (Without Water or Electric Utilities) dry camping	= _____
	+ \$10.00 Sewer	
<u>HORSE ARENA</u>	@ \$400.00/Event Day	= _____
	@ \$50.00/Set-up or Dismantle Day	= _____
	@ \$25.00/Day, Per Rider	= _____
	(Single or Limited Rider, Non-Horse Show)	
<u>STALLS</u>		
94 Livestock Stalls	@ \$25.00/Night Cleaned	= _____
(Can Be Converted for Horses)	@ \$35.00/Night Not Cleaned	= _____
66 Horse Stalls		
<u>SACRAMENTO STREET PARKING LOT</u> - (For Events Only)	@ \$630.00/Day	= _____
<u>BALLFIELDS</u>	@ \$900.00/Day	= _____
	@ \$150.00/Day Set-up or Dismantle	= _____
<u>COWBELLS BARN</u>	@ \$210.00/Day	= _____
	@ \$150.00/Day Set-up or Dismantle	= _____
<u>NON-EXCLUSIVE GROUNDS (With Stadium)</u>	= \$6,983.00/Day	= _____
<u>NON-EXCLUSIVE GROUNDS (Without Stadium/Armory/Ballfields)</u>	= \$5,775.00/Day	= _____
<u>TENTS</u>	= \$1,155.00/TENT	= _____
<u>PORTABLE CONCESSION STANDS/ TICKET BOOTH</u>	@ \$79.00/DAY/STAND	= _____
<u>FIESTA STAGE</u>	@158.00/Day	= _____
	@ \$150.00/Day Set-up or Dismantle	= _____

LABOR & EQUIPMENT

Use of fair personnel and equipment for set-up, dismantle, and/or clean-up available to Renters at the following rates:

Labor - Normal Work Shift	\$53.00/hour
Labor - Overtime (Nights, Weekends, Holidays)	\$95.00/hour
Tractor	\$58.00/hour + Labor
Forklift	\$58.00/hour + Labor
Folding Chairs - Outdoors (300 maximum)	\$1.25 Each/Day
Black Resin Chairs - Indoor (200 maximum)	\$2.50 Each/Day
Tables - Outdoors (50 maximum)	\$2.50 Each/Day
Tables - Indoor (40 maximum)	\$5.50 Each/Day

Minimum charge is 1 hour. Labor and equipment rates are subject to change. Due to liability considerations, fair tools and equipment (ladders, etc.) are not available for use by renter.

PAYMENT

Reservations: \$300.00 (nonrefundable) to hold dates.

CHECK POLICY

Payments made within fourteen (14) days prior to an event will only be accepted in cash, cashiers check or money order. A minimum charge of \$35.00, maximum up to the full extent of the law, will be charged for returned checks.

SECURITY DEPOSIT

A security deposit will be charged to guarantee contract compliance, and is refundable less any applicable charges.

FACILITY CLEAN-UP

All trash is to be put in receptacles and properly disposed of; kitchen and bar to be returned as received; hall to be swept, spot mopped as necessary; tables and chairs neatly returned to storage. Renters are responsible for all actions as a result of Renter's event held on grounds.

DECORATIVE MATERIALS

Wire cables are affixed to the perimeter walls of each building to hang decorative and other like materials. **DO NOT** use nails, staples, tape, etc. on wall surfaces. Thumbtacks or pins, if removed, are allowed. Failure to comply with the above provisions may result in damage charges being levied.

UTILITIES

A utility fee may be charged for excessive use of utilities.

VARIATIONS CANNOT BE MADE FROM THE ABOVE STATED MAXIMUM CAPACITIES. THE ABOVE STATED CAPACITIES DO NOT INCLUDE STAGING, RISERS, AUCTION/SALES TABLES, ETC.

REMINDER

Your contract/cleanup sheet set prices and terms to be fulfilled. Read them carefully and ask for clarification if needed. Fair Management reserves final right to interpretation and levying of fees.

ADDITIONAL FEES MAY BE CHARGED - TO BE NEGOTIATED WITH MANAGEMENT.

RATES EFFECTIVE 1/1/2017

Public: Should Regional Park include 'North Auburn'?

ARD invites input on possible name change

BY MICHAEL MOTT
OF THE AUBURN JOURNAL

Placer County has put up signs identifying North Auburn. Now, Regional Park might be next, with Auburn Recreation District (ARD) considering whether to include the location in the name.

The district is holding a 30-day comment period for public input on whether to make the change. District Administrator Kahl Muscott said the main reason is to help residents and users better locate the expansive park between Quartz Drive and Dry Creek Road. The name would be "North Auburn Regional Park."

• SEE PARK PAGE A3

PARK: All comments on park name change due by December

continued from A1

"I have definitely heard of people showing up at the wrong park," Muscott said. "And I have heard it explained that the reason for this was due to confusing the names of the parks."

Regional Park spans 62 acres and includes a gym, four tennis courts, pickleball courts, a baseball

field, a well-known 18-hole disk golf course, multi-purpose sports field, three-acre pond, two playgrounds and a picnic area. Some call it Chana Park. There are plans to add another 24 acres to it.

The change would cost the district \$500-700. ARD is 70 percent tax-payer funded, with the rest from

class fees.

All comments are due by Thursday, Dec. 1 via email, phone or mail. ARD's Acquisition and Development Committee will review all submissions at their Dec. 5 committee meeting and may send a recommendation to directors at the Dec. 15 board meeting.

WEIGH IN

Comments can be submitted via:
Email: kmuscott@auburnrec.com.
Mail: ARD, 471 Maidu Dr. Ste. 200, Auburn, CA 95603, Attn: Park renaming
Phone: (530) 885-8461 ext. 102.

Auburn Journal
Nov. 2, 2016