



FEATHER RIVER RECREATION & PARK DISTRICT
Special Board Meeting
September 15, 2020

ACTIVITY CENTER
1875 Feather River Blvd.
Oroville, CA 95965

AGENDA

Open Session 5:00 PM (Live Audio Only)

To provide alternative public access to meetings and maximize transparency, a live and interactive audio stream will be available for all public board meetings with the following credentials:

Dial into the meeting: (530) 212-8376 Conference Code: 603692

Written comments must be sent to victoriaa@frpd.com 1-hour prior to the meeting to be presented to the Board. If you need a special accommodation to participate in this meeting, please contact (530)533-2011.

CALL MEETING TO ORDER

ROLL CALL

- Chairperson Scott "Kent" Fowler _____
- Vice Chairperson Steven Rocchi _____
- Director Devin Thomas _____
- Director Shannon DeLong _____
- Director Clarence "Sonny" Brandt _____

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

At this time, the Board will extend the courtesy of the Hearing Session to interested parties who wish to speak on items not on the agenda. State law prohibits the Board from acting on any item presented if it is not listed on the agenda, except under special circumstances as defined in the Government Code. You are limited to three (3) minutes. The Board reserves the right to limit public comment to 15 minutes and can reopen public comment at a later time. The Chairperson will invite anyone the audience wishing to address the Board on a matter not listed on the agenda to state your name for the record and make your presentation. The Board cannot take any action except for brief response by the Board or staff to a statement or question relating to a non-agenda item.

ACTION ITEM(S)

1. General Manager Salary Increase

Based on the Board's discussion during the August 25th 2020 regular meeting closed session on item pursuant to Government Code section 49457, Evaluation of General Manager, raise the General Manager's salary 11% (\$10,000 annually).

VOTE

- Director Fowler _____
- Director Rocchi _____
- Director Thomas _____
- Director DeLong _____
- Director Brandt _____

2. Proposal for Audit Services (Appendix A)

VOTE

Director Fowler _____
Director Rocchi _____
Director Thomas _____
Director DeLong _____
Director Brandt _____

3. Resolution 1949-20: A resolution of the Board of Directors of the Feather River Recreation and Park District approving the allocation of up to \$24,000 from the Riverbend Park Flood Insurance Proceeds Fund for purchase of sewage pumps (Appendix B)

VOTE

Director Fowler _____
Director Rocchi _____
Director Thomas _____
Director DeLong _____
Director Brandt _____

4. Nelson Pool Improvement Project (Appendix C)

VOTE

Director Fowler _____
Director Rocchi _____
Director Thomas _____
Director DeLong _____
Director Brandt _____

ADJOURNMENT _____



STAFF REPORT

DATE: SEPTEMBER 10, 2020

TO: BOARD OF DIRECTORS

FROM: SHAWN ROHRBACKER, GENERAL MANAGER

RE: PROPOSAL FOR AUDIT SERVICES

SUMMARY

FRRPD advertised for Auditing Services last month and did not receive any proposals. Most government service accountants are starting fiscal year services in August and September. Future audit service RFPs will be advertised late spring to early summer.

After the RFP, staff worked with our previous auditor KCOE to contact local CPAs that would be a good fit for FRRPD. CPA Holly Pladsen has an office in Chico and has prepared audits for FRRPD in the past when she was employed by KCOE. Her proposal is attached. She has over 30 years of experience with small to medium sized special districts and her fees are slightly lower than our previous auditor. Her team is also prepared start work soon to be prepared for a finished audit towards the end of the year.

RECOMMENDATION

Authorize General Manager to sign Proposal and Contract for Auditing Services by CPA Holly Pladsen

ATTACHMENTS

1. Proposal for audit services provided by Holly Pladsen.

FEATHER RIVER RECREATION & PARK DISTRICT

PROPOSAL FOR INDEPENDENT AUDIT SERVICES

YEARS ENDING JUNE 30, 2020 THROUGH JUNE 30, 2024



HOLLY B. PLADSON

—◆ Certified Public Accountant ◆—

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HOLLY B. PLADSON

◆ Certified Public Accountant ◆

August 28, 2020

Feather River Recreation and Park District

Attn: Shawn Rohrbacker
1875 Feather River Blvd.
Oroville, CA 95965

Mr. Rohrbacker:

I am pleased to respond to your request to submit my proposal to serve as auditor for Feather River Recreation and Park District for the years ending June 30, 2020 through June 30, 2024.

I am confident that I can provide the quality services you seek at a reasonable cost.

The accompanying proposal contains a statement of qualification for providing Feather River Recreation and Park District with the finest quality professional services. Please feel free to give me a call if you have any questions.

Very truly yours,

Holly B. Pladson, CPA

HOLLY B. PLADSON, CPA

Email: holly@pladsoncpa.com

HBP: akb

70 Declaration Drive, Suite 202, Chico, CA 95973

530.342.4002 Phone ◆ 530.342.4099 Fax

www.hpladsoncpa.com

INTRODUCTION - FIRM HISTORY AND PHILOSOPHY

I am a locally-owned certified public accounting firm supporting local businesses and individuals in northern California.

My philosophy has always been to provide the finest auditing, accounting, tax, and management advisory services that are available in the communities I serve; to be associated with clients who wish to reach their maximum potential; and to be a firm that is enjoyable to work for and rewarding to work with. My goals are to contribute to the community and the profession to which I belong and to grow, but never to lose the personal relationship with clients, who are the foundation of my practice.

I am organized to provide a full range of accounting, auditing, tax, management consulting, and related services. I am committed to excellence of service; I take a constructive approach and maintain uniformly high standards of quality and responsibility in every area of my practice. My practice includes one accounting personnel, one administrative assistant, and myself. Every engagement I undertake is under my personal direction. I continue to be concerned with the development of new approaches and techniques, all directed toward rendering the highest quality services at a reasonable cost.

I am properly licensed for practice as a Certified Public Accounting firm. I am a member of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants. As a condition of membership, I am required to have a system of quality control in place and to have that system audited every three years by a peer review team.

APPROACH, SCOPE, AND TIMING OF THE AUDIT

Field Work

I will conduct a planning conference with your administrative staff during the preliminary audit field work. During this process, I will document your accounting and financial reporting systems, your internal control systems with identification of controls in place, and build your permanent files to include all contracts and organization data. I will also determine if the Organization is subject to Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) requirements.

When your books are closed, I will request a copy of your trial balance detail. I will test the internal control system as a whole. Internal control transaction samples will be selected using random number generator software. Based upon the results of these tests, I will then design my substantive and compliance audit steps. Some of my tests may include certain transactions and records to determine the Organization's compliance with various resolutions and policies of Feather River Recreation and Park District. Analytical procedures will be performed at the beginning and ending stages of the audit. These procedures will include comparison of prior year to current year balances. In addition, I will send confirmations to your funding sources and legal counsel, and others, as appropriate.

Audit Objectives

The objective of my audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. My audit will be conducted in accordance with auditing standards generally accepted in the United States of America under Generally Accepted Accounting Principles (GAAP) and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the State Controller's *Minimum Audit Requirements for California Special Districts*, and will include tests of the accounting records of Feather River Recreation and Park District and other procedures I consider necessary to enable me to express such an opinion. If my opinion on the financial statements is other than unqualified, I will fully discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or am unable to form or have not formed an opinion, I may decline to express an opinion or to issue a report as a result of this engagement.

I will also provide a report (that does not include an opinion) on internal control over financial reporting and on my tests of compliance with certain laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, based on an audit of financial statements performed in accordance with *Government Auditing Standards*. This report will include a statement that the report is intended solely for the information and use of management and specific legislative or regulatory bodies and is not intended to be, and should not be, used by anyone other than these specified parties.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal control and for compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of the controls. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the financial position and of the changes in financial position and cash flows in conformity with U.S. generally accepted accounting principles.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing me about all known or suspected fraud or illegal acts affecting Feather River Recreation and Park 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 me of your knowledge of any allegations of fraud or suspected fraud, or illegal acts affecting the government received communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that I may report.

Conclusion of the Audit

As part of the audit, I will prepare a draft of your financial statements and related notes as of and for the years ending June 30, 2020 through June 30, 2024, with each year as a separate audit report. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in appropriate operational, economic, or historical context. If you include MD&A in your audit reports, I will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America.

I will also report on supplementary information other than RSI that accompanies the District's basic financial statements. This supplementary information other than RSI will be subject to the auditing procedures applied in the audit of basic financial statements of the District. In accordance with *Government Auditing Standards*, you will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified, management-level individual to be responsible and accountable for overseeing my services.

Exit Conference

An exit conference will be held to communicate to management any observations or recommendations, including any internal control and compliance observations noted during the engagement. I will also discuss any audit adjustments identified during the audits. The exit conference will be held at the conclusion of the field work.

Deliverables

At the conclusion of the audit, I will provide up to twelve bound hard copies of the audit, one loose page copy of the audit, and a copy of the audit in PDF format.

Retention of Documents

At the conclusion of the audit, I will retain all documentation for this engagement for a minimum of seven years after the date of the audit report.

QUALIFICATIONS, EXPERIENCE AND EDUCATION

I would be the partner responsible for planning and performing all aspects of this audit. My staff accountant will assist on various parts of the audit as deemed appropriate. My office is located in a professional complex in Chico, California. Out of concern for the environment, I conduct all of my audits using a well-respected paperless auditing program, whereby most documents can be scanned in and electronically referenced.

I have over 30 years of experience, including nonprofit entities, small to medium sized special districts, healthcare districts, joint power authorities (public entity risk pools), governmental contractors, and for-profit entities.

I have worked for a few regional CPA firms in Sacramento and Chico before opening my own practice in 2009. With my expertise, I taught Governmental and Not-for-Profit Accounting at California State University, Chico for over five years.

I currently provide audit services to several nonprofit and governmental entities and special districts. My focus for the past several years has been on nonprofit entities and governmental special districts.

I am independent with respect to Feather River Recreation and Park District.

Licenses and Memberships

I am properly licensed to practice in the State of California. My California CPA license number is 73423, and is current through February 28, 2021.

I am a member of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants.

I hold a Not-for-Profit Certificate from the American Institute of Certified Public Accountants (2017).

Peer Review Report

Please see the attached peer review report of my firm, dated December 7, 2016.

Fees

I believe that Feather River Recreation and Park District can receive the quality service you seek at a reasonable cost.

The professional fees are based on the time spent on the engagement at hourly rates. My rates are comparable to those of other accounting firms. However, I believe that my service approach and technique provide a unique capability to achieve cost savings while maintaining the highest quality standards.

I agree to perform the audits for the following amounts:

| | For Year Ended June 30: | | | | | |
|---|-------------------------|----------|----------|----------|----------|------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
| Audit of Governmental Financial Statements, including applicable Government Auditing Standards and the State Controller's Minimum Audit Requirements for California Special Districts and preparation of all related reports. | \$24,700 | \$25,400 | \$26,200 | \$27,000 | \$27,900 | |

Please note that the above fees do not include presenting Government Auditing Standards Board (GASB) No. 34, *Management's Discussion and Analysis*. GASB has determined that this information is necessary to supplement, although not required to be part of, the basic financial statements. If you decide to incorporate GASB No. 34 into your audit, the above fees would be modified.

Additional fees, above and beyond the scope of the audit, but as not to impair my independence, will be billed at \$225 per hour, and you will be notified in advance of incurring these expenses.

The above fee is based on anticipated cooperation from you and the assumption that unexpected circumstances will not be encountered. This fee does not include any out-of-pocket costs such as postage, and mileage.

I understand that you will provide me with all financial records and related information required and that you are responsible for the accuracy and completeness of that information. In the event that any additional services may be required, those services will be discussed with you in advance and billed separately.

I appreciate the opportunity to present my professional qualifications to you, and will be pleased to provide any additional information you require.

Very truly yours,

Holly B. Pladson, CPA

HOLLY B. PLADSON, CPA

holly@hpladsoncpa.com



David E. Vaughn CPA

(209) 957-8806, fax (209) 957-9589

4540 Gnekow Drive, Stockton, Ca. 95212-1307

System Review Report

December 7, 2016

Holly B. Pladson,
Certified Public Accountant,
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 Holly B. Pladson, CPA (the firm) in effect for the year ended May 31, 2016. 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 Holly B. Pladson, CPA in effect for the year ended May 31, 2016, 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*. Holly B. Pladson, CPA has received a peer review rating of *pass*.

David E. Vaughn, CPA



STAFF REPORT

DATE: SEPTEMBER 10, 2020

TO: BOARD OF DIRECTORS

FROM: SCOTT THOMPSON, PARK SUPERVISOR

RE: RIVERBEND SEWAGE PUMPS

SUMMARY

Both sewage pumps in the lift station at Riverbend Park have failed and need to be replaced in order to remove all waste from the restrooms out of the park and into the City sewage system.

BACKGROUND

Riverbend Park utilizes a sewage lift station that serves both restrooms in the main park, containing two Flygt brand grinding sewage pumps which sends all the waste from the park uphill and out to the City sewage system. Pump #2 has needed replacement for some time, and pump #1 has recently failed as well, leaving us with a lift station that cannot be emptied into the City sewer. Park Supervisor Scott Thompson has been working to try to determine the brand and model number of the sewage pumps for a long time, and until recently no information could be found about the pumps which was what we needed in order to start the process to find a supplier and contractor that could replace pump #2. Once pump #1 failed, we had to fast track the information gathering. The lift station was completely emptied and cleaned by a septic pumping company as well as FRRPD staff. The pumps at the bottom were uncovered, and were inspected for brand, model number, impeller information, and connection type. Once we had this information, we were able to find contractors who could provide us with bids for pump replacement.

While the pumps have been down, we are required to contract with a septic pumping company to completely empty out the lift station every two weeks, as that is the amount of time it takes to fill the lift station but before it overflows. This costs approximately \$1,200 every two weeks, for a total monthly cost of \$2,400 to keep the lift station from overflowing and keep the restrooms opened. Portable toilets were quoted at the exact same monthly cost, so pumping was decided as the best way to keep restrooms available for the public.



BUDGETARY IMPACT

We were able to get two bids on replacing the two sewage pumps. Finding a contractor willing to work on an existing lift station and finding one who worked in this area was not an easy task.

Bid #1 – Commercial Pump and Mechanical

Replace two Flygt brand pumps (existing) with two new Flygt brand grinding pumps, connect to existing control board

Price: \$23,694.85

Bid #2 – Simonds Machinery Co.

Replace two Flygt brand pumps (existing) with two new ShinMaywa brand scroll impellor pumps, connect to existing control board

Price: \$15,294.67

RECOMMENDATION

It is my recommendation based on all the information I have gathered, and my discussions with the contractors, that the Board of Directors should approve Bid #2 from Simonds Machinery Co. I have discovered during my research that Flygt is a very expensive option for sewage pumps, as they are extremely proprietary, and they do not perform as well as newer designed pumps such as the ShinMaywa option. The grinding style of the Flygt pumps requires much more maintenance than any other style. The ShinMaywa pumps feature a scroll impellor that can pass solids up to 3” through the pump and into the sewage system, which effectively removes the need for any maintenance on the pumps from the District. The lower cost of Bid #2, as well as the superior performance of the spec’d ShinMaywa pumps would be the best choice for replacing the pumps and to avoid future issues.

ALTERNATIVE ACTIONS

None

ATTACHMENTS

Bids

1. Bid #1 – Commercial Pump and Mechanical
2. Bid #2 – Simonds Machinery Co.



RESOLUTION NO. 1949-20

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE ALLOCATION OF UP TO \$24,000 FROM THE RIVERBEND PARK FLOOD INSURANCE PROCEEDS FUND FOR PURCHASE OF SEWAGE PUMPS

WHEREAS, on the Feather River Recreation and Park District Board of Directors approves the purchase of Riverbend Park replacement sewage pumps; and

WHEREAS, the General Manager has reviewed quotes and District finances, and recommends allocating up to \$24k to purchase replacement sewage pumps for Riverbend Park; and

WHEREAS, the Board of Directors, after receiving the recommendation from the General Manager, approves the allocation of funds up to \$24k to purchase said equipment; and

THEREFORE, IT BE RESOLVED, that the Board of Directors of the Feather River Recreation and Park District authorizes the General Manager to spend up to \$24k from the Bank of the West Riverbend Insurance Proceeds Fund to replacement sewage pumps at Riverbend Park.

PASSED AND ADOPTED, at a special meeting of the Board of Directors of the Feather River Recreation and Park District on the 15th day of September 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest:

Scott Kent Fowler, Chairperson

Shawn Rohrbacker, General Manager



STAFF REPORT

DATE: SEPTEMBER 17, 2020

TO: BOARD OF DIRECTORS

FROM: SHAWN ROHRBACKER, GENERAL MANAGER

RE: NELSON POOL IMPROVEMENT PROJECT

SUMMARY

Construction documents are complete. Consulting landscape architect Melton Design Group and local constructors recommend putting pool equipment demolition out to bid first to save costs. That would be this week. The rest of the project would go out to bid next week, with a start time to begin after demolition is complete. Demolition would take place this fall. The rest of the project will begin mid-winter and finish late spring.

RECOMMENDATION

Authorize General Manager to put Nelson Pool Improvement Project out to bid in two phases starting the week of September 14th.