SPRINGLAKE FIRE PROTECTION DISTRICT

1000 Lincoln Avenue
Woodland, CA 95695
(530) 661-5860

MEETING AGENDA

Date: Tuesday, June 26, 2018
Time: 2:00 pm
Location: Police Community Room
1000 Lincoln Avenue
Woodland, CA 95695

Governing Board
Wes Arvin, Chair
Robert Moeller, Vice-Chair
Carolyn Bunfill
Vacant
Vacant

AGENDA

I. **Call to Order**

II. **Approval of Minutes:** April 26, 2018

III. **Public Comments**

IV. **Public Hearings**
None

V. **Approve Payments of Bills and Budget Requests**

A. Approval of Payment to the City of Woodland for Administrative Services – 4^{th} quarter ($1000)
B. Approval of Payment to the City of Woodland for Fire Suppression Services – 2^{nd} payment ($114,122.90)
C. Approval of Payment to the City of Davis for Fire Suppression Services – 2^{nd} payment ($98,581.71)

VI. **Regular Calendar**

A. Approval of the FY2018-19 Budget
B. Special Assessment Charges for 2018-19 Tax Roll: Certification, Resolution & Direct Charge Transmittal
C. Updated Auditor's Draft Report FYE 2016 and 2017 and Management Letter
D. Special District Financial Transaction Report- Statement of Intent
E. Conflict of Interest Biennial Review
F. District Website- Continued Discussion from 4/26/18

VII. Correspondence and Information

A. Trial Balance Reports for March through May 2018.

VIII. Set Date for Next Meeting

30-60-90 Day Agenda

IX. Adjournment

I hereby certify that this Meeting Notice and Agenda for the Springlake Fire Protection District Governing Board scheduled for **Tuesday June 26th** at 2:00 p.m. in the City of Woodland Police Community Room at 1000 Lincoln Avenue, Woodland, CA, was posted by Friday June 22, 2018 outside City Hall (300 First Street) and on the City of Woodland webpage (www.cityofwoodland.org) in accordance with the provisions of the Brown Act for Public Notice requirements.

Jeran Ulrich, Clerk
Springlake Fire Protection District Governing Board

SPRINGLAKE FIRE PROTECTION DISTRICT
1000 Lincoln Avenue
Woodland, CA 95695
(530) 661-5860

GOVERNING BOARD MEETING MINUTES
Thursday, April 26, 2018 at 2:00 PM
Police Community Room, 1000 Lincoln Avenue, Woodland

PRESENT: **Commissioners Wes Arvin, Carolyn Bunfill, Robert Moeller**
Woodland Battalion Chief Eric Zane
Davis Fire Marshal Patrick Sandholdt
Elle Murphy- Sr. Management Analyst Woodland Police Department
ABSENT: **Board Clerk Jeran Ulrich**
Woodland Fire Chief Rebecca Ramirez

I. **Call to Order**
The April 26, 2018 Springlake Fire Protection District Governing Board meeting was called to order at 2:05 PM by Chair Arvin

II. **Approval of Minutes –** January 10, 2018
On a motion by Commission Moeller and seconded by Commissioner Arvin, the Board voted 3-0 to approved the January 10, 2018 minutes as presented.

III. **Public Comments**
None

IV. **Public Hearings**
The 2018 Weed Abatement Public Hearing was opened at 2:05 PM on a motion by Commission Moeller and seconded by Commissioner Bunfill. There was no one present for the Public Hearing so it was closed immediately after being opened.

On a motion by Commissioner Moeller and seconded by Commissioner Bunfill, the Board voted 3-0 to authorize the Woodland and Davis Fire Departments to cause the abatement of weeds and direct the Fire Chiefs to keep an accounting of the costs of said abatement.

V. **Approve Payments of Bills and Budget Requests**
A. On motion by Commissioner Bunfill and seconded by Commissioner Moeller, the Board voted 3-0 to approve they payment to the City of Woodland for Administrative Services – 3rd quarter ($1000)

B. On motion by Commissioner Bunfill and seconded by Commissioner Moeller, the Board voted 3-0 to approve the payment to the City of Woodland for Public Notices ($226.33)

C. On motion by Commissioner Bunfill and seconded by Commissioner Moeller, the Board voted 3-0 to approve the payment to Fechter and Company for FYE 2016 and 2017 audits ($5,297).

VI. Regular Calendar

A. District Website
The Board opted to postpone review and further discussion of the website to the June meeting. The Board directed the Board Clerk to track the number of inquiries received on behalf of the District in order to determine if the cost is justified. Additionally, the Board Clerk with inquiry with other Fire Districts in Yolo County as to their intentions of creating a website using the same platform.

B. Board Secretary/Clerk Conference
On motion by Commissioner Bunfill and seconded by Commissioner Moeller, the Board voted 3-0 to send the Board Clerk to the Conference and reimburse the City of Woodland for travel costs and registration as appropriate.

C. Auditor's Draft Report FYE 2016 and 2017 and Management Letter
On motion by Commissioner Bunfill and seconded by Commissioner Moeller, the Board voted 3-0 to approved the Management letter, with the addition of a clarifying statement on the bottom of page 5 indicating that the District contracts with the City of Woodland and the City of Davis to carry out its specific purposes.

VII. Correspondence and Information

A. Special District Financial Report- FY17
Informational only

B. 2017 Government Compensation in California Report
Informational only

C. Monthly Trial Balance Reports: December 2017; January-February 2018
Informational only.

D. 2016-17 Annual Report – Cities of Davis and Woodland
Informational only.

VIII. Set Date for Next Meeting

Tuesday June 26, 2018 at 2 PM

IX. Adjournment

The April 26, 2018 Springlake Fire Protection District Governing Board meeting was adjourned by Chair Arvin at 2:46 PM.

Jeran Ulrich, Clerk
Springlake Fire Protection District Governing Board

SPRINGLAKE FIRE PROTECTION DISTRICT

Board Communication	AGENDA ITEM V.A

DATE: June 26, 2018

SUBJECT: Approval of Payment to the City of Woodland for Administrative Services for the 4th quarter of Fiscal Year 2017-18

PREPARED BY: Jeran Ulrich, Board Clerk

RECOMMENDED ACTION:
That the Springlake Fire Protection District Governing Board approve payment to the City of Woodland Fire Department for the 4th quarter in Fiscal Year 2017-18 for Administrative Services in the amount of $1,000.

BACKGROUND INFORMATION:
On June 15, 2017, the Governing Board approved the District's budget for Fiscal Year 2017-18. The final budget includes an expenditure of $1,000 per quarter for administrative services provided by the City of Woodland Fire Department. Administrative supplies and services include developing agenda items, preparing the agenda packets for distribution, postage, attending meetings with the County on behalf of the District, and preparing and administering the budget.

This claim is for administrative services provided by City of Woodland Fire Department during the fourth and final quarter of this budget year.

Respectfully yours,

Rebecca Ramirez
Fire Chief

Attachment

CLAIM

County of Yolo

Warrant Number					Name of Fund Springlake Fire Protection District			
DATE	FUND	B/U	ACCOUNT	COST CTR	REF NO.	AMOUNT	Encumbrance No.	Emcumb. Liquidation
06/26/2018	**6220**		**501165**			**$1,000.00**		

NAME AND ADDRESS OF VENDOR: City of Woodland Fire Department 1000 Lincoln Avenue Woodland, CA 95695	I hereby certify that the articles or services described by the invoice attached below were necessary for use by the Department **SPRINGLAKE FIRE PROTECTION DISTRICT** BY: Rebecca Ramirez, Fire Chief
I hereby certify that the articles or services described by the invoice attached below have been delivered or performed and that no prior claim has been presented for said articles or service. SIGNATURE OF CLAIMANT	AUDITOR USE ONLY

Attach Invoice Here. Enter Any Explanatory Remarks Below.

Payment for administrative services provided by the Woodland Fire Department to the Springlake Fire Protection District for the 4th quarter for Fiscal Year 2017-18.

GOVERNING BOARD APPROVAL

SPRINGLAKE FIRE PROTECTION DISTRICT

Board Communication	AGENDA ITEM V.B

DATE: June 26, 2018

SUBJECT: Approval of Payment to the City of Woodland for Fire Suppression Services – 2nd payment for Fiscal Year 2017-18

PREPARED BY: Jeran Ulrich, Board Clerk

RECOMMENDED ACTION:
That the Springlake Fire Protection District Governing Board approve payment to the City of Woodland for fire suppression services – second payment for Fiscal Year 2017-18 in the amount of $114,122.90.

BACKGROUND INFORMATION:
On June 15, 2017, the Governing Board approved the District's budget for Fiscal Year 2017-18. The final budget included estimated payments to the cities of Davis and Woodland based on property taxes and special assessments paid by District parcel owners. These payments are for fire suppression services provided by the respective fire departments of both cities. This claim is the second payment for fire suppression services provided by the Woodland Fire Department during the 2017-18 Fiscal Year.

The Board Clerk will inform the Woodland Fire Department of the breakdown of this payment so that funds coming from special assessment fees may be set aside for specific use as defined in Resolution 97-6.

Respectfully yours,

Rebecca Ramirez
Fire Chief

Attachment

CLAIM

County of Yolo

Warrant Number					Name of Fund: Springlake Fire Protection District			
DATE	FUND	B/U	ACCOUNT	COST CTR	REF NO.	AMOUNT	Encumbrance No.	Emcumb. Liquidation
06/26/2018	**6220**		**502123**			**$114,122.90**		

NAME AND ADDRESS OF VENDOR:

City of Woodland
Fire Department
1000 Lincoln Avenue
Woodland, CA 95695

I hereby certify that the articles or services described by the invoice attached below were necessary for use by the Department

SPRINGLAKE FIRE PROTECTION DISTRICT

BY: ______________________
Rebecca Ramirez, Fire Chief

I hereby certify that the articles or services described by the invoice attached below have been delivered or performed and that no prior claim has been presented for said articles or service.

____
SIGNATURE OF CLAIMANT

AUDITOR USE ONLY

Attach Invoice Here. Enter Any Explanatory Remarks Below.

Under the terms of the Agreement between the Springlake Fire Protection District and the cities of Woodland and Davis effective July 1, 2004, all monies are to be disbursed to the cities. This claim is for funds due to the City of Woodland. This is the second distribution for Fiscal Year 2017-18.

GOVERNING BOARD APPROVAL

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SPRINGLAKE FIRE PROTECTION DISTRICT

Board Communication	AGENDA ITEM V.C

DATE: June 26, 2018

SUBJECT: Approval of Payment to the City of Davis for Fire Suppression Services – 2nd payment for Fiscal Year 2017-18

PREPARED BY: Jeran Ulrich, Board Clerk

RECOMMENDED ACTION:
That the Springlake Fire Protection District Governing Board approve payment to the City of Davis for fire suppression services – second payment for Fiscal Year 2017-18 in the amount of $98,581.71.

BACKGROUND INFORMATION:
On June 15, 2017, the Governing Board approved the District's budget for Fiscal Year 2017-18. The final budget included estimated payments to the cities of Davis and Woodland based on property taxes and special assessments paid by District parcel owners. These payments are for fire suppression services provided by the respective fire departments of both cities. This claim is the second payment for fire suppression services provided by the Davis Fire Department during the 2017-18 Fiscal Year.

The Board Clerk will inform the Davis Fire Department of the breakdown of this payment so that funds coming from special assessment fees may be set aside for specific use as defined in Resolution 97-6.

Respectfully yours,

Rebecca Ramirez
Fire Chief

Attachment

CLAIM

County of Yolo

Warrant Number					Name of Fund **Springlake Fire Protection District**			
DATE **06/26/2018**	FUND **6220**	B/U	ACCOUNT **502121**	COST CTR	REF NO.	AMOUNT **$98,581.71**	Encumbrance No.	Emcumb. Liquidation

NAME AND ADDRESS OF VENDOR: City of Davis Finance Department 23 Russell Blvd. Davis, CA 95616	I hereby certify that the articles or services described by the invoice attached below were necessary for use by the Department **SPRINGLAKE FIRE PROTECTION DISTRICT** BY: ______________________ Rebecca Ramirez, Fire Chief
I hereby certify that the articles or services described by the invoice attached below have been delivered or performed and that no prior claim has been presented for said articles or service. ______________________ SIGNATURE OF CLAIMANT	AUDITOR USE ONLY

Attach Invoice Here. Enter Any Explanatory Remarks Below.

Under the terms of the Agreement between the Springlake Fire Protection District and the cities of Woodland and Davis effective July 1, 2004, all monies are to be disbursed to the cities. This claim is for funds due to the City of Davis. This is the second distribution for Fiscal Year 2017-18.

GOVERNING BOARD APPROVAL:

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SPRINGLAKE FIRE PROTECTION DISTRICT

Board Communication	AGENDA ITEM VI.A

DATE: June 26, 2017

SUBJECT: Approval of FY2018-19 Budget

PREPARED BY: Jeran Ulrich, Board Clerk

RECOMMENDED ACTION:
That the Springlake Fire Protection District Governing Board review and approve the proposed budget for fiscal year 2018-19.

BACKGROUND INFORMATION:
The Springlake Fire Protection District budget for FY 2018-19 is due to the County of Yolo Office of the Auditor-Controller by July 20, 2018. The budget is comprised of Financing Sources (Schedule A) and Financing Uses (Schedule B). The budget has been prepared to allow for disbursal of all monies (except those funds designated as Contingency) due to the cities in a manner consistent with the current Agreement.

> Page 1: Financing Sources
> Based on the most recent General Ledger dated May 30, 2018, and comprised of property taxes, supplemental roll, interest, homeowners property tax relief, other in-lieu, and special assessments. Total projected sources: $490,539.
>
> Page 2-3: Financing Uses
> Includes estimated appropriations for services and supplies and other charges. Total estimated uses: $490,539.

Additional forms include the FY2018-19 Special District Authorization Form, which designates who is authorized to perform duties on behalf of the governing board, and an updated list of District Officials.

Respectfully yours,

Rebecca Ramirez
Fire Chief

Attachments

YOLO COUNTY DEPARTMENT OF FINANCIAL SERVICES
FIRE DISTRICTS BUDGET WORKSHEET - FINANCING SOURCES -SCHEDULE A
FISCAL YEAR: **2018-2019**
DISTRICT NAME: Springlake Fire Protection District
FUND NO: 6220

ACCOUNT NUMBER	ACCOUNT NAME	ESTIMATED REVENUE
400100	PROP TAXES-CURRENT SECURED	$350,000
400101	PROP TAXES-CURRENT UNSECURED	$85,000
400111	PROP TAXES-PRIOR UNSECURED	$850
400120	SUPPLEMENTAL PROP TAXES CURRENT	$2,000
400121	SUPPLEMENTAL PROP TAXES PRIOR	$200
400327	DEVELOPMENT FEES	
400449	OTHER LICENSES AND PERMITS	
400700	INVESTMENT EARNINGS-POOL	$850
400725	RENTS & CONCESSIONS - OTHER	
401061	ST-HIGHWAY PROPERTY RENTALS	$5
401240	ST-HOMEOWNERS PROP TAX RELIEF	$1,000
401340	ST-OTHER	
402000	OTHR-IN-LIEU TAXES	
402010	OTHR GOVT AGENCY-OTH CO-CITYS	
403030	SPECIAL ASSESSMENT	$50,634
403699	OTHER CHARGES FOR SERVICES	
404113	OTH MISC-DONATION	
404190	OTHER MISC INCOME	
	TOTAL ESTIMATED REVENUE	**$490,539**
	ESTIMATED FUND BALANCE AVAILABLE @ **July 1, 2018 $**_______________	
	DECREASE IN GENERAL RESERVE	$0
	DECREASE IN EQUIPMENT REPL RESERVE	$0
	DECREASE IN _______________ RESERVE	$0
	TOTAL FINANCING SOURCES	**$490,539**

YOLO COUNTY DEPARTMENT OF FINANCIAL SERVICES
FIRE DISTRICTS BUDGET WORKSHEET - FINANCING USES -SCHEDULE B
FISCAL YEAR: **2018-2019**
DISTRICT NAME: Springlake Fire Protection District
FUND NO: 6220

ACCOUNT NUMBER	ACCOUNT NAME	APPROPRIATIONS
500100	REGULAR EMPLOYEES	
500110	EXTRA HELP	
500120	OVERTIME	
500130	STANDBY TIME	
500160	LEAVE BUYOUT	
500310	RETIREMENT	
500320	OASDI	
500330	FICA/MEDICARE	
500340	HEALTH INSURANCE	
500380	UNEMPLOYMENT INSURANCE	
500390	WORKERS' COMPENSATION INSURANC	
	TOTAL SALARY & BENEFITS	**$0**
501010	CLOTHING & PERSONAL SUPPLIES	
501020	COMMUNICATIONS	
501030	FOOD	
501040	HOUSEHOLD EXPENSE	
501051	INSURANCE-PUBLIC LIABILITY	$500
501052	INSURANCE-FIRE & EXTENDED	
501053	INSURANCE-OTHER	
501070	MAINTENANCE-EQUIPMENT	
501071	MAINTENANCE-BUILDG IMPROVMNTS	
501080	MED, DENTAL, & LAB SUPPLIES	
501090	MEMBERSHIPS	
501100	MISCELLANEOUS EXPENSE	$400
501110	OFFICE EXPENSE	$600
501111	OFFICE EXP-POSTAGE	
501112	OFFICE EXP-PRINTING	
501151	PROF & SPEC SVC-AUDITG & ACCTG	$7,000
501152	PROF & SPEC SVC-INFO TECH SVC	
501155	PROF & SPEC SVC-MED,DENTAL,LAB	
501156	PROF & SPEC SVC-LEGAL SVC	$600
501165	PROF & SPEC SVC-OTHER	$4,000
501169	BOARD MEETING STIPENDS	
501180	PUBLICATIONS AND LEGAL NOTICES	$400
501190	RENTS AND LEASES - EQUIPMENT	
501191	RENTS & LEASES-BUILDG & IMPRV	
501205	TRAINING	$900
501210	MINOR EQUIPMENT	
501232	SPECDPT EXP-ELECTION SUPPL/SVC	
501249	SPECDPT EXP-OTHER	
501250	TRANSPORTATION AND TRAVEL	
501260	UTILITIES	
	TOTAL SERVICES AND SUPPLIES	**$14,400**

YOLO COUNTY DEPARTMENT OF FINANCIAL SERVICES
FIRE DISTRICTS BUDGET WORKSHEET - FINANCING USES -SCHEDULE B

FISCAL YEAR: **2018-2019**
DISTRICT NAME: Springlake Fire Protection District
FUND NO: 6220

ACCOUNT NUMBER	ACCOUNT NAME	APPROPRIATIONS
502031	RETIRE LTD-CAP LEASE OBLGTN	
502039	RETIRE LTD-OTHER	
502049	INTEREST LTD-OTHER	
502080	TAXES AND ASSESSMENTS	
502110	VOLUNTEER FIREMEN	
502120	CONTRIB TO NON-CO AGENCIES	$13,000
502121	CITY OF DAVIS	$200,997
502123	CITY OF WOODLAND	$262,142
	TOTAL OTHER CHARGES	**$476,139**
503000	LAND	
503015	EASEMENTS-NON DEPRECIABLE	
503070	EQUIPMENT	
	TOTAL CAPITAL ASSETS	**$0**
503300	APPROP FOR CONTINGENCY	
	TOTAL APPROPRIATIONS	**$0**
	ADDITIONS TO GENERAL RESERVE	$0
	ADDITIONS TO EQUIP REPLACEMENT RESERVE **JUNE 30, 2019**	$0
	ADDITIONS TO ____________ RESERVE **JUNE 30, 2019**	$0
	TOTAL FINANCING USES *	**$490,539**

* **INDICATE THIS AMOUNT IN BOARD MINUTES**
** **ATTACH A COPY OF MINUTES**

APPROVALS:

____
SIGNATURE DATE

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SIGNATURE DATE

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SIGNATURE DATE

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SIGNATURE DATE

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SIGNATURE DATE

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SIGNATURE DATE

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SIGNATURE DATE

Special Districts and Other Agencies Authorization Form - FY 2018-19

COUNTY OF YOLO
DEPARTMENT OF FINANCIAL SERVICES
P.O. BOX 1268
WOODLAND, CA 95776
(530) 666-8190

Fund: 6220
District Name: Springlake Fire Protection District
Address: 1000 Lincoln Ave Woodland, CA 95695
Phone number: 530-661-5860
Contact: Jeran Ulrich, Board Clerk

1 PICK UP GENERAL CHECKS	3 GENERAL CLAIMS APPRVL	5 DEPOSIT APPRVL.	7 JE/TSF DOC. APPRVL	8 BUDGET MOD. APPRVL	9				AUTHORIZED SIGNATURE OF EMPLOYEE
	x			x					Signature: Print: Rebecca Ramirez, City of Woodland Fire Chief
	x			x					Signature: Print: Jeran Ulrich, Board Clerk
									Signature: Print:
									Signature: Print:
									Signature: Print:
									Signature: Print:
									Signature: Print:

The persons listed above are authorized to perform the above duties on behalf of our governing board as approved in our Minutes recorded at a regular district meeting.

Board Chairman Signature Date

Weston Arvin
Print Name:

Board Member Signature: Date

Robter Moeller
Print Name:

Board Member Signature: Date

Carolyn Bunfill
Print Name:

Board Member Signature: Date

Print Name:

Board Member Signature Date

Print Name:

Board Member Signature: Date

Print Name:

Board Member Signature: Date

Print Name:

Board Member Signature: Date

Print Name:

County of Yolo
Department of Financial Services
District Officials and Other Information

District Name: Springlake Fire Protection District **Fund No(s).** 6220

Mailing Address

Street 1 1000 Lincoln Ave
Street 2
City Woodland **State** CA **Zip** 95695
Email jeran.ulrich@cityofwoodland.org

List all Governing Board Members as of June, 30, 2018.

	Member	Title
1	Weston Arvin	Board Chair
2	Robert Moeller	Board Vice-Chair
3	Carolyn Bunfill	Member
4	Vacant	Member
5	Vacant	Member
6		
7		
8		
9		
10		
11		
12		

Other Key Officials as of June 30, 2018

	First Name	Middle Initial	Last Name	Title
1	Jeran		Ulrich	Board Clerk
2	Rebecca		Ramirez	Fire Chief, Woodland Fire
3				
4				

Independent Auditor

Firm Name

Fechter and Company

First Name	Middle Initial	Last Name	Phone No.
Robert	C	White	916-333-5360

SPRINGLAKE FIRE PROTECTION DISTRICT

Board Communication	AGENDA ITEM VI.B

DATE: June 26, 2018

SUBJECT: Special Assessment Charges for 2018-19 Tax Roll

PREPARED BY: Jeran Ulrich, Board Clerk

RECOMMENDED ACTION:
That the Springlake Fire Protection District Governing Board certify the 2018-2019 special assessment to be placed on the Yolo County Secured Property Tax bill, adopt Resolution 2018-19 requesting the collection of charges on the 2018-19 tax roll, and authorize that the charges be directly placed on the tax roll.

BACKGROUND INFORMATION:
On or before August 10, 2018, the Board Clerk will submit to the Auditor-Controller's Office the Special Assessment Charges for the 2018-19 Tax Roll, along with the Certification of Assessment, Resolution No. 2018-19, the 2018-19 Direct Charge Transmittal form, and the worksheet showing total assessments due by tax rate area.

The Board adopted procedures at the November 12, 2013 meeting for the determination of special assessment charges. The Board Clerk has followed these procedures to determine the special assessments for the parcels. The Board Clerk has also requested additional information from the Assessor's Office and/or mailed letters to property owners whose parcels have the "Identifier" land use code.

Once all parcel information is received, the Board Clerk will then complete all required documents and submit to the Assessor's Office. In the event that changes in total number of parcels and/or total special assessment charges exceeds +/-10%, the changes will be due to the reclassifications as stated above and the addition of new parcels. In the event that there are unexpected issues that the Board must resolve, the Board Clerk will notify Chair Arvin and the issues will be discussed at a meeting before August 10th.

Respectfully yours,

Rebecca Ramirez
Fire Chief

Attachments

CERTIFICATION OF ASSESSMENT

The Springlake Fire Protection District (Agency), hereby certifies that the special assessment(s)/fee(s) to be placed on the 2018-19 Yolo County Secured Property Tax bill by the Springlake Fire Protection District (Agency) for $50,633.94 (Levy Assessment/Fee) is in compliance with all requirements of state law, including but not limited to the requirements of Proposition 218 that added Articles XIIIC and XIIID to the State Constitution.

The Springlake Fire Protection District (Agency) agrees to defend, indemnify and hold harmless the County of Yolo, the Board of Supervisors, the Auditor-Controller, its officers and employees, from litigation over whether the requirements of Proposition 218 and other State laws were met with respect to such assessment(s).

If any judgment is entered against any indemnified party as a result of not meeting the requirements of any State law including Proposition 218 for such assessment(s), the Springlake Fire Protection District (Agency) agrees that the County may offset the amount of any judgement paid by an indemnified party from any monies collected by County on Springlake Fire Protection District (Agency) behalf, including property taxes, special taxes, fees, or assessments.

____

AUTHORIZED SIGNATURE

Date of original resolution: June 26, 2018
(Please fill in)

Copy of resolution on file at the Auditor's office. Y / N
(If no, please provide a copy with this certification)

Phone number to be included on Tax Bill 530-661-5860
(Include area code)

Email address to be included on Website jeran.ulrich@cityofwoodland.org

Springlake Fire Protection District
____
Agency
(One copy of this certification required for each levy assessment/fee)

RESOLUTION NO. 2018-19

REQUESTING COLLECTION OF CHARGES ON TAX ROLL

Whereas, the Springlake Fire Protection District (name of public entity) (hereinafter "District/City") requests the County of Yolo collect on the County tax rolls certain charges which have been imposed pursuant to section 50078 & Article XIIID, Section 4 of Government Code by the District/City, attached hereto, and

Whereas, the County has required as a condition of the collection of said charges that the District/City warrant the legality of said charges and defend and indemnify the County from any challenge to the legality thereof,

Now, Therefore, Be It Hereby Resolved by the Board/Council of District/City that:

1. The Auditor-Controller of Yolo County is requested to attach for collection on the County tax rolls those taxes, assessments, fees and/or charges, attached hereto.

2. The District/City warrants and represents that the taxes, assessments, fees and/or charges imposed by the District/City and being requested to be collected by Yolo County comply with all requirements of state law, including but not limited to Articles XIIIC and XIIID of the California Constitution (Proposition 218).

3. The District/City releases and discharges County, and its officers, agents and employees from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by County of any taxes, assessments, fees and/or charges on behalf of District/City.

4. The District/City agrees to and shall defend, indemnify and hold harmless the County, its officers, agents and employees (the "Indemnified Parties") from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by County of any of District's/City's said taxes, assessments, fees and/or charges requested to be collected by County for District/City, or in any manner arising out of District's/City's establishment and imposition of said taxes, assessments, fees and/or charges. District/City agrees that, in the event a judgment is entered in a court of law against any of the Indemnified Parties as a result of the collection of one of District's/City's taxes, assessments, fees and/or charges, the County may offset the amount of the judgment from any other monies collected by County on behalf of District/City, including property taxes.

5. The District/City agrees that its officers, agents and employees will cooperate with the County in answering questions referred to District/City by County from any person concerning the District's/City's taxes, assessments, fees and/or charges, and that District/City will not refer such persons to County officers and employees for response.

6. The District/City agrees to pay such reasonable and ordinary charges as the County may prescribe to recoup its costs in placing on the tax rolls and collecting the taxes, assessments, fees and/or charges , as provided by Government Code sections 29304 and 51800.

PASSED AND ADOPTED by District/City this ___26th___ day of ___June___,20 _18_, by the following vote on roll call:

AYES Boardmembers/Councilmembers:

NOES Boardmembers/Councilmembers:

ABSENT Boardmembers/Councilmembers:

____

Chairperson/Mayor

ATTEST:

____

District/City Clerk

COUNTY OF YOLO
2018-19 DIRECT CHARGE TRANSMITTAL

District Name Springlake Fire Protection District

District Address 1000 Lincoln Ave Woodland, CA 95695

Direct Charge Name Springlake

Tax Code No. 53200 Resolution No. 2018-19

Parcel Count 614 Total Amount $50,633.94

Provide a brief explanation of significant (5 %+/-) increases or decreases from last year:

Parcel count % change 0.33% Total dollar amount % change -0.33%

Explanation

Type of Medium Submitted : (Check One)

( ) CD: **Must** be in text file format without headers. See layout specifications.

(X) Email: **Must** be in text file format without headers. See layout specifications.

Type of Direct Charge and Proposition 218 Compliance: (Check type and check method of compliance.) Statutory Authority under which the district is formed Example: Mello-Roos, 1915 Bond, etc.

(x) Assessment for Special Benefit:
( ) Approved by weighted majority of ballots returned
( ) Exempt by Proposition 218

( ) Special Tax: Approved by electorate vote

( ) Fee/Charge:
( ) Approved by majority vote of property owners
( ) Approved by electorate vote
( ) Exempt by Proposition 218

( ) 1915 Act Bond: Exempt by Proposition 218

Authorized Signature Date 6/26/2018

Contact Person Jeran Ulrich, Board Clerk

Contact Email Address jeran.ulrich@cityofwoodland.org

Contact Telephone No. (530) 661-5875 Contact Fax No. (530) 662-5781

Telephone Number to Appear on Tax Bill (530) 661-5860

SPRINGLAKE FIRE PROTECTION DISTRICT

Board Communication	AGENDA ITEM VI.C

DATE: June 26, 2018

SUBJECT: Updated Auditor's Draft Report – FYE 2016 and 2017 Audit and Management Letter

PREPARED BY: Jeran Ulrich, Board Clerk

RECOMMENDED ACTION:
That the Springlake Fire Protection District Governing Board review and approve the attached updated draft report from the auditors for fiscal years ending 2016 and 2017.

BACKGROUND INFORMATION:
The enclosed draft report was prepared by Fechter and Company for the audits for fiscal years ending 2016 and 2017, in accordance with the Springlake Fire Protect District's agreement, which states that an examination of the accounting records should be performed every four years and the Government Auditing Standards prescribed by the U.S. Comptroller General. The above-mentioned financial statements are a result of said audit, and are required to maintain accountability and provide information for making improvements in governing operations, as prescribed by law. This includes the clarification of reporting for internal control deficiencies, fraud, illegal acts, and violations of provisions of contracts or grant agreements and abuse.

The attached Management Letter specifies representations with regards to financial statements and all other information requested by the auditors in connection with the audit. The letter serves as confirmation that the District is responsible for the fair presentation of the previously mentioned financial statements in conformity with the United States generally accepted accounting principles and that the District is also responsible for adopting sound accounting policies, establishing and maintaining effective internal control over financial reporting, and preventing and detecting fraud.

At the direction of the Board, a statement clarifying that the District contracts with the City of Woodland and City of Davis to carry out its specific purposes was added to the Management letter. Additionally, the Board Clerk submitted the Management's Discussion and Analysis to the Auditor, which has been noted in the Audit Report.

Respectfully yours,

Rebecca Ramirez
Fire Chief

Attachments

SPRINGLAKE FIRE PROTECTION DISTRICT

Board Communication	AGENDA ITEM VI.D

DATE: June 26, 2018

SUBJECT: Special District Financial Transaction Report- Statement of Intent

PREPARED BY: Jeran Ulrich, Board Clerk

RECOMMENDED ACTION:
That the Springlake Fire Protection District Governing Board approve the Statement of Intent to notify the County Department of Financial Service of the Board's intent to have the Department prepare and submit the Special District Financial Transaction Report for fiscal year 2017-18 to the State Controller at an estimated cost of $273.00.

BACKGROUND INFORMATION:
Government Code Section 53891 requires districts to submit the Special Financial Transaction Report for fiscal year 2018-19 to the State Controller by January 31, 2019.

The County Department of Financial Service may prepare this report and file it electronically on behalf of the district at an estimated cost of $273. Once the District has received the report, DFS staff will complete a journal entry to charge the District for the preparation of the report. To authorize the County, a Board member needs to sign the attached Statement of Intent.

Respectfully yours,

Rebecca Ramirez
Fire Chief

Attachments

County of Yolo

www.yolocounty.org

DEPARTMENT OF FINANCIAL SERVICES
625 Court Street, Room 102
PO BOX 1268
WOODLAND, CA 95776
PHONE: (530) 666-8190
FAX: (530) 666-8215
DFS @ yolocounty.org

HOWARD H. NEWENS, CIA, CPA
Chief Financial Officer

CHAD RINDE, CPA
Assistant Chief Financial Officer

- *Financial Strategy Leadership*
- *Budget & Financial Planning*
- *Treasury & Finance*
- *Tax & Fee Collection*
- *Financial Systems Oversight*
- *Accounting & Financial Reporting*
- *Internal Audit*
- *Procurement*

May 25, 2018

Springlake Fire District
1000 Lincoln Avenue
Woodland, CA 95695

Re: Local Agencies Financial Transaction Report for 2017-18

California Government Code Section 53891 requires local agencies to electronically submit a Financial Transaction report to the State Controller's Office by January 31, 2019. The State Controller publishes information from this report for use by the Legislature and other interested parties. The agency should provide underlying data from audited financial statements prepared in accordance with generally accepted accounting principles, if available.

The Yolo County Department of Financial Services' (DFS) staff may prepare this report, and file it electronically, for fiscal year ending June 30, 2018 on behalf of the district at an estimated cost of $273.00. However, the district has the option of having their own staff prepare this report, contract with an accountant, or engage the county DFS staff to prepare the report. **Please return the attached Statement of Intent by August 31, 2018 to notify us of your decision.**

DFS will be using our hourly rates for Accounting and Auditing services as approved by the Board of Supervisors in the Master Fee process. Our existing rate is $91.00 per hour per the last master fee schedule dated January 24, 2017.

Should you elect to engage DFS staff to prepare your report, we may need to contact you during the process to resolve any issues or questions that may arise during the process.

If you have any questions or concerns, please contact me at (530) 666- 8219 or Josh.Iverson@yolocounty.org.

Sincerely,

Josh Iverson
Accounting Manager
Department of Financial Services

Special District Election
SCO Financial Transaction Reports for 2017-18

Return this letter by August 31, 2018, signed by an authorized signor from your Board or management authorized to obligate your district for its reporting choice.

District Name: **Springlake Fire District**
County Cost Estimate: $273.00
Please mark the appropriate box:

Financial Report	District staff	Contractor	County staff
Special District Financial Transaction Report			

Audit Firm:	
Anticipated Audit Completion date for June 30, 2018:	

If you select County staff to prepare your report, this letter is understood by the Department of Financial Services to be an engagement of services. Please include a copy of your agency's minutes approving such action. Should the actual amount of time required by county staff be in excess of our estimate, we will consult with the agency and agree to revised terms. Financial Services will charge your respective fund after distribution of your SCO Financial Transactions report and provide you with an invoice for your records.

_____________________________ _____________
Authorized Signor Date

Please return by August 31, 2018:

Mail: Department of Financial Services
Attn: Josh Iverson, Accounting Manager
County of Yolo
P.O. Box 1268
Woodland, CA 95776-1268

Fax number: (530) 666-8215

Email: Holly.Alves@yolocounty.org

SPRINGLAKE FIRE PROTECTION DISTRICT

Board Communication	AGENDA ITEM VI.E

DATE: June 26, 2018

SUBJECT: Conflict of Interest Code – Biennial Review

PREPARED BY: Jeran Ulrich, Board Clerk

RECOMMENDED ACTION:
That the Springlake Fire Protection District Governing Board review the District's Conflict of Interest Code to meet the biennial review requirement and authorizes the Board Clerk to sign the required form stating that no amendments are required at this time.

BACKGROUND INFORMATION:
The Board Clerk anticipates receiving notice sometime in July that the biennial review by the Board of the District's Conflict of Interest Code is due to County Counsel by early September for timely adoption by the Board of Supervisors. As part of this notice, the Board is required to notify the Board of Supervisors if any amendments are required to the Code. Because the Board meets only quarterly, the Board Clerk has initiated the review ahead of receiving notice and is seeking authorization to respond to the notice as directed by the Board in order to adhere to the anticipated September deadline. We recommend that the Board perform a full review of the code.

Respectfully yours,

Rebecca Ramirez
Fire Chief

SPRINGLAKE FIRE PROTECTION DISTRICT

COMMISSION COMMUNICATION

DATE: October 9, 1998

ITEM: Conflict of Interest Code

PREPARED BY: Sue Vannucci, Clerk of the Board

BACKGROUND: The Commissioners have previously been advised that Yolo County Counsel had provided the information to assist the District in determining the requirements for disclosure under the Conflict of Interest Code. The District is not an exempt Agency under the law and is required to develop and adopt a Conflict of Interest Code The criteria for exemption is as follows:

1. The Agency does not exercise substantial regulatory, quasi-regulatory, permit, licensing, or planning functions; <u>AND</u>,

2. The Agency's annual combined capital budget and operating budget, exclusive of salaries, is less than $100,000, or,

3. The District would soon be inoperative and non-functional.

As the Springlake Fire Protection District qualifies under #2 above, the District must adopt such Conflict of Interest Code. This Code is to be updated every even numbered year as well.

The code specifies which designated positions must file statements of economic interest disclosing investments, interests in real property, income, loans, etc.

RECOMMENDATION: It is recommended the Board of Commissioners approve the attached Resolution to adopt the Conflict of Interest Code for the Springlake Fire Protection District, the Conflict of Interest Code, Appendix which designates those positions having interest in the District, and Form 700 as the District's Conflict of Interest Code and supporting documentation.

RESOLUTION 98-1

RESOLUTION TO THE COMMISSION OF THE SPRINGLAKE FIRE PROTECTION DISTRICT ADOPTING A CONFLICT OF INTEREST CODE FOR DESIGNATED POSITIONS AND INCORPORATING BY REFERENCE THE FAIR POLITICAL PRACTICES COMMISSION'S STANDARD MODEL CONFLICT OF INTEREST CODE AS THE CODE OF OPERATION FOR SAID DISTRICT

WHEREAS, the Political Reform Act, Government Code Sections 81000 et seq., requires every state or local government agency to adopt and promulgate a conflict of interest code; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regulations Section 18730, which contains the terms of a standard model conflict of interest code, which can be incorporated by reference, and which will be amended by the Fair Political Practices Commission to conform to any amendments in the Political Reform Act after public notice and hearing pursuant to the Administrative Procedures Act, Government Code Sections 11370 et. Seq.; and

WHEREAS, Government Code Section 87306.5 requires each local agency adopt a conflict of interest code, review such code each even numbered year and to update the code as necessary; and

WHEREAS, Incorporation by reference of the terms of the aforementioned regulation and amendments to it as the conflict of interest code of the Springlake Fire Protection District, ("District"), will save the District time and money by minimizing the actions required of the District to keep its conflict of interest code in conformity with the Political Reform Act; and

WHEREAS, the Springlake Fire Protection District has determined there is a need to adopt the a Conflict of Interest Code for the District;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The terms of the Cal. Code of Regulations Section 18730, and any amendments to that section which may be duly adopted by the Fair Political Practices Commission, is hereby adopted by reference as the body of the Conflict of Interest Code for the Springlake Fire Protection District.

2. The list of designated positions and disclosure categories attached hereto as Appendix "A" is hereby adopted as the Appendix of designated positions and disclosure categories referred to in 2 Cal. Code of Regulations, Section 18730.

3. Members of the Commission shall file statements of economic interest with the Clerk of the Board, who will make and retain copies and forward originals to the Fair Political Practices Commission, which shall be the filing officer with respect to these statements. All other persons holding designated positions shall file statements with the Clerk of the Board, who shall be the filing officer with respect to those statements.

PASSED AND ADOPTED by the Board of Commissioners of the Springlake Fire Protection District this 20th day of October, 1998, by the following vote:

AYES: Commission Members Waldeck, Joyce and Hilliard

NOES: Commission Members None

ABSENT: Commission Members Holman

R. Stephen Waldeck

Stephen Waldeck, Chairperson

ATTEST:

Susan L. Vannucci

Susan Vannucci, Clerk of the Board

SPRINGLAKE FIRE PROTECTION DISTRICT
CONFLICT OF INTEREST CODE

APPENDIX OF DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES

I. DESIGNATED POSITIONS - The position listed below are designated positions and the individual occupying each position is deemed to make, or participate in the making of, decisions which may have a material effect on a financial interest of that individual. The individuals occupying the designated positions shall disclose their economic interests in accordance with the corresponding disclosure categories, defined in Section II below.

Designated Position	Disclosure Categories
Assistant Finance Director	1
Board Members	1
Clerk of the Board	2,3
Fire Chief	1
Equipment Services Manager	2
Finance Director	1
Fire Division Chief	2,3
Human Resources Manager	2,3,4
Information Systems Manager	2,3,4
Library Services Director	1
Public Works Director/City Engineer	1
Purchasing Manager	2,4
Consultant*	1

*Disclosure by Consultant shall be subject to the following limitation: The Fire Chief may determine in writing that a particular Consultant, although a "designated position" is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this Section. Such written determination shall include a description of the Consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Fire Chief's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

SPRINGLAKE FIRE PROTECTION DISTRICT
DISCLOSURE CATEGORIES FOR DESIGNATED POSITIONS WITHIN THE SPRINGLAKE FIRE PROTECTION DISTRICT CONFLICT OF INTEREST CODE

II. DISCLOSURE CATEGORIES.

CATEGORY 1: DESIGNATED POSITIONS WITH DUTIES WHICH ARE BROAD AND INDEFINABLE

All positions in this category shall disclose: all investments in any business entity located or doing business in the Springlake Fire Protection District, interests in real property located in the District or within the District's sphere of influence, all sources of income located in or doing business in the District, and business positions in business entities.

CATEGORY 2: DESIGNATED POSITIONS WITH DUTIES WHICH INVOLVE CONTRACTING OR PURCHASING

Contracts or makes purchases for entire Springlake Fire Protection District:

All positions in this category shall disclose: all investments in any business entity located or doing business in the Springlake Fire Protection District, all sources of income located in or doing business in the District and business positions in business entities which provide services, supplies, materials, machinery or equipment of the type utilized by the District.

Contracts or makes purchases or specific department within the District:

All positions in this category shall disclose: all investments in any business entity located or doing business in the Springlake Fire Protection District, all sources of income located in or doing business in the District and business positions in business entities which provide services, supplies, materials, machinery or equipment of the type utilized by the designated employee's department or division.

CATEGORY 3: DESIGNATED POSITIONS WITH REGULATORY POWERS

All positions in this category shall disclose: all investments in any business entity located or doing business in the Springlake Fire Protection District, all sources of income located in or doing business in the District and business positions in business entities which are subject to the regulatory, permit or licensing authority of the Springlake Fire Protection District or any of its departments.

CATEGORY 4: DESIGNATED POSITIONS WHOSE DECISIONS MAY AFFECT REAL PROPERTY INTERESTS

All positions in this category shall disclose: all investments in any business entity located or doing business in the Springlake Fire Protection District, interests in real property located within the District, sources of income, and business positions in business entities which engage in land development, construction or the acquisition or sale of real property.

CATEGORY 5: POSITION WHICH PROVIDE LIBRARY SERVICES

All positions in this category shall disclose: all investments in any business entity located or doing business in the Springlake Fire protection district, business positions in business entities and income from sources which manufacture, sell or provide supplies, materials, books, machinery, services or equipment of the type utilized by the County Library.

(Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations)

18730. Provisions of Conflict of Interest Codes.

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions. The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. Sections 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees. The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

(3) Section 3. Disclosure Categories. This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their financial interests pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

B) The disclosure assigned in the code of the other agency is the same as that required under Article 2 of Chapter 7 of the Political Reform Act, Government Code Section 87200; and

C) The filing officer is the same for both agencies.[1]

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of financial interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing. The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's

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[1] Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under Article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code Section 81004.

conflict of interest code.[2]

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office. Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice

2 See Government Code Section 81010 and 2 Cal. Code of Regs. Section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

(1) File a written resignation with the appointing power; and

(2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.

(D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting. Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investments and Real Property Disclosure. When an investment or an interest in real property[3] is required to be

[3] For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

reported,[4] the statement shall contain the following:

1. A statement of the nature of the investment or interest;

2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;

3. The address or other precise location of the real property;

4. A statement whether the fair market value of the investment or interest in real property exceeds one thousand dollars ($1,000), exceeds ten thousand dollars ($10,000), or exceeds one hundred thousand dollars ($100,000).

(B) Personal Income Disclosure. When personal income is required to be reported,[5] the statement shall contain:

1. The name and address of each source of income aggregating two hundred fifty dollars ($250) or more in value or fifty dollars ($50) or more in value if the income was a gift, and

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4 Investments and interests in real property which have a fair market value of less than $1,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

5 A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

a general description of the business activity, if any, of each source;

2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars ($1,000) or less, greater than one thousand dollars ($1,000), or greater than ten thousand dollars ($10,000);

3. A description of the consideration, if any, for which the income was received;

4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,[6] the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross

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[6] Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

receipts from such person was equal to or greater than ten thousand dollars ($10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (b), (c), (d), and (e) of Government Code Section 89502 shall apply to the prohibitions in this section.

(B) No member of the governing board of a special district or designated employee of a local government agency shall accept any honorarium.

Subdivisions (b), (c), and (e) of Government Code Section 89502 shall apply to the prohibitions in this section. This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

(8.1) Section 8.1 Prohibition on Receipt of Gifts of $280 or More.

(A) No member of a state board or commission, and no designated employee of a state agency, shall accept gifts with a total value of more than two hundred eighty dollars ($280) in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (b), (c), (d), and (e) of Government Code Section 89504 shall apply to the prohibitions in this section.

(B) No member of the governing board of a special district, or designated employee of a local government agency shall accept any gifts with a total value of more than two hundred eighty dollars ($280) in a calendar year from any single source.

Subdivision (d) of Government Code Section 89504 shall apply to this section.

(9) Section 9. Disqualification. No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth one thousand dollars ($1,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth one thousand dollars ($1,000) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating two hundred fifty dollars ($250) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating two hundred and eighty dollars ($280) or more in value provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation. No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees. In addition to the general disqualification provisions of Section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars ($1,000) or more.

(10) Section 10. Manner of Disqualification. When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act must be accompanied by disclosure of the disqualifying interest. In the case of a voting body, this determination and disclosure shall be made part of the agency's official record; in the case of a designated employee who is the head of an agency, this determination and disclosure shall be made in writing to his or her appointing authority; and in the case of other designated employees, this determination and disclosure shall be made in writing to the designated employee's supervisor.

(11) Section 11. Assistance of the Commission and Counsel. Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations. This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code

Sections 81000 - 91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

Note: Authority: Section 83112, Gov. Code
Reference: Sections 87300-87302, 89501, 89502, 89503, and 89504, Gov. Code

History

(1) New section filed 4-2-80 as an emergency; effective upon filing. Certificate of Compliance included.
(2) Editorial correction.
(3) Amendment of subsection (b) filed 1-9-81; effective thirtieth day thereafter.
(4) Amendment of subsection (b)(7)(B)1. filed 1-26-83; effective thirtieth day thereafter.
(5) Amendment of subsection (b)(7)(A) filed 11-10-83; effective thirtieth day thereafter.
(6) Amendment filed 4-13-87; effective thirtieth day thereafter.
(7) Amendment of subsection (b) filed 10-21-88; effective thirtieth day thereafter.
(8) Amendment filed 8-28-90; effective thirtieth day thereafter.
(9) Amendment filed 8-7-92; effective thirtieth day thereafter.
(10) Amendment filed 2-5-93; effective upon filing.
(11) Amendment filed 3-14-95; effective upon filing.

SPRINGLAKE FIRE PROTECTION DISTRICT

Board Communication	AGENDA ITEM VI.F

DATE: June 26, 2018

SUBJECT: District Website- Continued Discussion

PREPARED BY: Jeran Ulrich, Board Clerk

RECOMMENDED ACTION:
That the Springlake Fire Protection District Governing Board preview the Streamline demo website created for the District and authorize the Board Clerk to create a District website by purchasing a website domain and subscribing to Streamline's content management service.

BACKGROUND INFORMATION:
At the April 2017 meeting, the Board reviewed options for a preferred method of contact between the public and the Board Commissioners. At that time, Yolo LAFCO encouraged the District to create a website. This would allow the District to host email addresses for the Commissioners as well as align the District with Yolo LAFCO's new Government Web Transparency initiative.

In February 2018, the Board Clerk attended a LAFCO sponsored product demo by Streamline, a content management service specifically designed for Special Districts to ensure compliance with state and federal regulations and transparency requirements. In addition to meeting the current state and federal regulations, creating a website will put the District in compliance with SB929, a bill that would require all Special Districts to maintain a website, should it be passed.

At the direction of the Board Chair, the Board Clerk initiated a free, no obligation trial offer with Streamline who built a demo website for the District.

Costs associated with maintaining the website would include the following:
- Purchase of Domain- approximately $185 for 10 years
- Streamline Website Hosting- $1200 annually (price based on annual revenue)

This is a continued discussion from the April 26, 2018.

Respectfully yours,

Rebecca Ramirez
Fire Chief

SPRINGLAKE FIRE PROTECTION DISTRICT

Board Communication	AGENDA ITEM VII.A

DATE: June 26, 2018

SUBJECT: Monthly Trial Balance Reports: March through May 2018

PREPARED BY: Jeran Ulrich, Board Clerk

RECOMMENDED ACTION:
Informational only. No action required.

BACKGROUND INFORMATION:
Attached are the monthly ledger reports for the months of March, April, and May 2018 as provided by the Yolo County Office of the Auditor-Controller for District review.

The $31,654.89 corrective journal entry recommended by the auditor and approved by the Board at the April 26, 2018 meeting to clean up FY17 end of fiscal year closing totals is reflected on the May 2018 report.

Respectfully yours,

Rebecca Ramirez
Fire Chief

Attachment

Trial Balance

```
GL291 Date: 04/11/18          JOB SUBMISSION PARAMETERS
      Time: 09:02

User Name: YLLSFPD\halves
Job Name: GL291
Step Nbr: 1


   Main

             Company: 1000          YOLO COUNTY            USD
     or  Company Group:

           Year Code:
              or
               Year: 2018
        Period Range:  9-   9

   Organization

      Accounting Units: 6220

     Accounting Unit List:

            Level Group:

   Individual Reporting

             Company: X         Level One:             Level Two:
         Level Three:          Level Four:            Level Five:

   Report Options

                             Type: A     Amount
            Suppress Zero Accounts: Y     Yes
                   Report Sequence: L     Level
                   Report Currency:       None
                      or
             Transaction Currency:
                          XBRL Tag: N   No
```

Trial Balance

GL291 - Date 04/11/18
Time 09:03

Company 1000 - YOLO COUNTY
Trial Balance
For Period 9 Through 9 Ending March 31, 2018

USD

Base Currency
Amounts
Fiscal Year 2018

Consolidated

Account Nbr	Description	Beginning Balance	Debit Activity	Credit Activity	Ending Balance
100000-0000	CASH IN TREASURY	60,297.09	42.70		60,339.79
111010-0000	PROP TAX REC-CURR SEC	201,702.63			201,702.63
111090-0000	PROP TAX REC-CURR SEC SUPPL	2,725.17			2,725.17
210010-0000	DUE TO OTH GOV	31,654.89			31,654.89
300999-0000	UNASSIGNED	108,047.13			108,047.13
400100-0000	PROP TAXES-CURRENT SECURED	352,603.72-			352,603.72-
400101-0000	PROP TAXES-CURRENT UNSECURED	83,430.65-			83,430.65-
400111-0000	PROP TAXES-PRIOR UNSECURED	780.84-		42.70	823.54-
400700-0000	INVESTMENT EARNINGS-POOL	448.06-			448.06-
401061-0000	ST-HIGHWAY PROPERTY RENTALS	3.15-			3.15-
401240-0000	ST-HOMEOWNERS PROP TAX RELIEF	498.46-			498.46-
403030-0000	SPECIAL ASSESSMENT	50,801.54-			50,801.54-
501051-0000	INSURANCE-PUBLIC LIABILITY	500.00			500.00
501151-0000	PROF & SPEC SVC-AUDITG & ACCTG	455.00			455.00
501165-0000	PROF & SPEC SVC-OTHER	2,000.00			2,000.00
502121-0000	CITY OF DAVIS	43,729.24			43,729.24
502123-0000	CITY OF WOODLAND	37,455.27			37,455.27
*** Totals		0.00	42.70	42.70	0.00

Trial Balance

```
GL291 Date: 05/08/18          JOB SUBMISSION PARAMETERS
      Time: 12:50

User Name: YLLSFPD\MSharma
Job Name: GL291DIST
Step Nbr: 1


   Main

             Company: 1000           YOLO COUNTY           USD
   or  Company Group:

           Year Code:
              or
                Year: 2018
        Period Range: 10-  10

   Organization

       Accounting Units: 6220

    Accounting Unit List:

             Level Group:

   Individual Reporting

             Company: X          Level One:           Level Two:
         Level Three:           Level Four:          Level Five:

   Report Options

                          Type: A     Amount
        Suppress Zero Accounts: Y     Yes
               Report Sequence: L     Level
               Report Currency:       None
                     or
          Transaction Currency:
                      XBRL Tag: N   No
```

Trial Balance

Trial Balance
For Period 10 Through 10 Ending April 30, 2018
Fiscal Year 2018

Consolidated

Account Nbr	Description	Beginning Balance	Debit Activity	Credit Activity	Ending Balance
100000-0000	CASH IN TREASURY	60,339.79	183,900.59	9,290.94	234,949.44
111010-0000	PROP TAX REC-CURR SEC	201,702.63		181,532.37	20,170.26
111090-0000	PROP TAX REC-CURR SEC SUPPL	2,725.17	86.84	861.59	1,950.42
210010-0000	DUE TO OTH GOV	31,654.89			31,654.89
300999-0000	UNASSIGNED	108,047.13			108,047.13
400100-0000	PROP TAXES-CURRENT SECURED	352,603.72-	6,018.00		346,585.72-
400101-0000	PROP TAXES-CURRENT UNSECURED	83,430.65-	2,565.06	469.14	81,334.73-
400111-0000	PROP TAXES-PRIOR UNSECURED	823.54-		14.98	838.52-
400120-0000	SUPPLEMENTAL PROP TAXES CURR	0.00		86.84	86.84-
400121-0000	SUPPLEMENTAL PROP TAXES PRIOR	0.00	48.94	229.95	181.01-
400700-0000	INVESTMENT EARNINGS-POOL	448.06-	46.94	443.64	844.76-
401061-0000	ST-HIGHWAY PROPERTY RENTALS	3.15-			3.15-
401240-0000	ST-HOMEOWNERS PROP TAX RELIEF	498.46-		348.92	847.38-
403030-0000	SPECIAL ASSESSMENT	50,801.54-			50,801.54-
501051-0000	INSURANCE-PUBLIC LIABILITY	500.00			500.00
501151-0000	PROF & SPEC SVC-AUDITG & ACCTG	455.00	612.00		1,067.00
501165-0000	PROF & SPEC SVC-OTHER	2,000.00			2,000.00
502121-0000	CITY OF DAVIS	43,729.24			43,729.24
502123-0000	CITY OF WOODLAND	37,455.27			37,455.27
*** Totals		0.00	193,278.37	193,278.37	0.00

Trial Balance

```
GL291 Date: 06/13/18            JOB SUBMISSION PARAMETERS
      Time: 08:54

User Name: YLLSFPD\MSharma
Job Name: GL291DIST
Step Nbr: 1


   Main

             Company: 1000          YOLO COUNTY           USD
      or  Company Group:

           Year Code:
              or
                Year: 2018
        Period Range: 11-   11

   Organization

        Accounting Units: 6220

     Accounting Unit List:

           Level Group:

   Individual Reporting

             Company: X          Level One:           Level Two:
         Level Three:           Level Four:          Level Five:

   Report Options

                                  Type: A     Amount
              Suppress Zero Accounts: Y     Yes
                     Report Sequence: L     Level
                     Report Currency:       None
                            or
               Transaction Currency:
                            XBRL Tag: N   No
```

Trial Balance

GL291 - Date 06/13/18
Time 08:54

Company 1000 - YOLO COUNTY
Trial Balance
For Period 11 Through 11 Ending May 31, 2018

USD

Base Currency
Amounts
Fiscal Year 2018

Consolidated

Account Nbr	Description	Beginning Balance	Debit Activity	Credit Activity	Ending Balance
100000-0000	CASH IN TREASURY	234,949.44	244.37	1,330.80	233,863.01
111010-0000	PROP TAX REC-CURR SEC	20,170.26			20,170.26
111090-0000	PROP TAX REC-CURR SEC SUPPL	1,950.42	1,711.76	86.84	3,575.34
210010-0000	DUE TO OTH GOV	31,654.89		31,654.89	0.00
300999-0000	UNASSIGNED	108,047.13		108,047.13	0.00
400100-0000	PROP TAXES-CURRENT SECURED	346,585.72-	3.99		346,581.73-
400101-0000	PROP TAXES-CURRENT UNSECURED	81,334.73-	100.48		81,234.25-
400111-0000	PROP TAXES-PRIOR UNSECURED	838.52-		7.99	846.51-
400120-0000	SUPPLEMENTAL PROP TAXES CURR	86.84-		1,711.76	1,798.60-
400121-0000	SUPPLEMENTAL PROP TAXES PRIOR	181.01-			181.01-
400700-0000	INVESTMENT EARNINGS-POOL	844.76-			844.76-
401061-0000	ST-HIGHWAY PROPERTY RENTALS	3.15-			3.15-
401240-0000	ST-HOMEOWNERS PROP TAX RELIEF	847.38-		149.54	996.92-
403030-0000	SPECIAL ASSESSMENT	50,801.54-			50,801.54-
404190-0000	OTHER MISC REVENUES	0.00		2,182.17	2,182.17-
501051-0000	INSURANCE-PUBLIC LIABILITY	500.00			500.00
501151-0000	PROF & SPEC SVC-AUDITG & ACCTG	1,067.00			1,067.00
501165-0000	PROF & SPEC SVC-OTHER	2,000.00	1,000.00		3,000.00
501180-0000	PUBLICATIONS AND LEGAL NOTICES	0.00	226.33		226.33
502121-0000	CITY OF DAVIS	43,729.24	58,022.17		101,751.41
502123-0000	CITY OF WOODLAND	37,455.27	83,862.02		121,317.29
*** Totals		0.00	145,171.12	145,171.12	0.00