

# COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

Tel: (707) 884-1829 Fax: 884-9119

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## AGENDA

### REGULAR MEETING OF THE BOARD OF DIRECTORS

>>> 4:30 pm Monday, July 18, 2011 <<<  
Bill Platt Training Center  
Coast Life Support District Station  
38901 Ocean Drive, Gualala, CA 95445

1. Call to Order Kaplan
  2. Adoption of the Agenda
  3. Minutes Approval
  4. Privilege of the Floor – Public Comment
  5. Old Business – Information or Action
    - Selection of Auditor for FY11 – Action Rice
    - Community Hospital Working Group Update Kaplan
  6. New Business
  7. Reports
    - Board Officers – General
    - Treasurer Rice
    - Tax Planning Committee Toedter
    - District Administrator Foster
    - Staff Dilks/Bold
  8. Closed Session – District Administrator performance review
  9. Other
    - General announcements
  10. Adjournment
- Scheduled Board of Director meetings (Bill Platt Training Center unless otherwise noted): none scheduled at this time.

COAST LIFE SUPPORT DISTRICT  
Post Office Box 1056 • Gualala, California 95445  
[www.clsd.ca.gov](http://www.clsd.ca.gov)



MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS  
June 2nd, 2011

Call to Order. Board President Kaplan called the meeting to order at 4:35 pm. Present: Kaplan, Schwartz, Rice, Dodds, Klopfer, Hauck & Toedter.

Adoption of the Agenda. Closed Session for District Administrator performance review was deferred to the next meeting. Director Schwartz moved, Director Dodds second, all ayes.

Approval of April 18th, 2011 Board Minutes. Director Dodds moved, Director Rice second, all ayes.

Privilege of the Floor: none

Old Business - Information or Action

- FY 12 Budget was reviewed by Treasurer Rice. See attachments in board packet.
- RESOLUTION 199 ADOPTION OF TAX RATE FOR FY 2012 introduced by Director Schwartz, seconded by Director Dodds, all ayes
- RESOLUTION 200 ADOPTION OF AMBULANCE RATES FOR FY 2012 introduced by Director Chilton Hauck, seconded by Director Rice, all ayes
- RESOLUTION 201 FUNDS TRANSFER for FY 2012 introduced by Director Schwartz, seconded by Director Dodds, all ayes.
- RESOLUTION 202 PROPOSITION 4 LIMIT for FY 2012 introduced by Director Schwartz, seconded by Director Dodds, all ayes
- RESOLUTION 203 PRELIMINARY BUDGET RESOLUTION FOR FY 2012 introduced by Director Dodds, seconded by Director Hauck, 5 ayes, 2 noes, passed.

- New Business: none

Reports:

- Treasurer's report. Director Rice reported on the FY 2012 budget. Rice resigned from the CAH working group committee and was replaced by Hauck.
- Tax Planning Committee: Director Toedter to report in July on progress to date. Information on Measure A is being sought.
- Communications Committee. Director Chilton Hauck reported that the District's 25<sup>th</sup> Anniversary celebration would be on July 16<sup>th</sup>. The Sea Ranch Forum will host Kaplan and Long's presentation on CAH June 4<sup>th</sup>.
- DA Foster's report received. Foster to follow up on including the board business and CLSD web site with the ICO announcement.
- Opr/Mgr. Dilks report received.
- Business Mgr. Bold's April 2011 write-off report approved. Director Rice moved, Schwartz second, all ayes.

Other:

- Board Meeting Dates:

Monday, July 18<sup>th</sup>, 4:30 p.m.

Adjournment. Director Schwartz moved for adjournment, Director Dodds second, all ayes. Meeting adjourned at 7:15 pm.

Minutes approved:

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Date

COAST LIFE SUPPORT DISTRICT  
Post Office Box 1056 • Gualala, California 95445  
[www.clsd.ca.gov](http://www.clsd.ca.gov)



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July 18, 2011

MEMORANDUM FOR THE BOARD OF DIRECTORS

From: District Administrator

Subject: FY11 AUDIT PROPOSAL RATIFICATION

**Background.** While we have enjoyed the services of Mr. V. James Sligh, CPA as our auditor for the last several years, the cost of the audit has gradually increased to exceed \$10,000. This triggers our legal requirement to conduct a bidding process for audit services.

**Process.** In mid-May, I sent out a Request for Proposal to six firms, and in late June we received the following responses:

Sonoma County	Santa Rosa	130hrs	\$16,250
Susan Goranson, CPA	Redwood City	84hrs	\$12,000
Collins Accountancy	Lincoln, CA	120hrs	\$5,600

The Finance Committee reviewed the proposals and interviewed Collins Accountancy in a teleconference on June 28<sup>th</sup>. I personally contacted several references provided by Collins Accountancy, focusing on similar organizations such as small municipal public agencies. All were very positive.

As part of the interview and negotiation process, Collins Accountancy agreed to a three-year commitment at the bid price plus a 5% increase in the second and third year.

**Recommendation.** Based on the cost, references, and interview, the Finance Committee recommends the Board of Directors select Collins Accountancy as their auditor for FY11.

Although the price is within my contracting authority, the auditor works for, and will report to, the Board of Directors. I have signed a Engagement Letter agreeing to these terms, subject to ratification by the Board of Directors at your July 18 meeting. The second and third year of the agreement will also be subject to Board ratification.

Scott Foster  
District Administrator

***COLLINS ACCOUNTANCY COMPANY***

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**POST OFFICE BOX 426**  
**LINCOLN, CALIFORNIA 95648-0426**

**TELEPHONE: (916) 626-4984**  
**WEBSITE: [HTTP://WWW.COLLINSACCT.COM/](http://www.collinsacct.com/)**

July 6, 2011

Mr. Scott Foster, District Administrator  
Board of Directors  
Coast Life Support District  
PO Box 1056  
Gualala, CA 95445-1056

Dear Mr. Foster and Members of the Board of Directors:

We are pleased to confirm our understanding of the services we are to provide to the Coast Life Support District (the "District") for the fiscal year ended June 30, 2011 and the fiscal years ending June 30, 2012 and 2013. We will audit the basic financial statements of the District as of June 30, 2011, 2012, and 2013 and for each of the years then ended, subject to the approval of the District's Board of Directors prior to the start of each year's audit. 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 accompany the District's basic financial statements. As part of our engagement, we will apply certain limited procedures to the District's RSI. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Schedules of Funding Progress

Consistent with the requirements of AU Section 315 issued by the American Institute of Certified Public Accountants, we will contact your predecessor auditor to ask certain routine questions about the previous audit. Although these questions usually do not yield information of significant concern, you agree that we have the option of rejecting the engagement and terminating this agreement within 10 days of receiving the predecessor auditor's response based on the information they provide or other information that comes to our attention. You also agree to authorize them to respond to our inquiries. We will make every reasonable effort to complete this inquiry and confirm that it will not prevent us from proceeding with the 2011 audit, prior to July 18, 2011.

**Audit Objectives**

The objective of our audit is the expression of an opinion as to whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles

Scott Foster, District Administrator  
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generally accepted in the United States of America. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such an opinion. If our opinion on the financial statements is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance will include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

As part of our engagement you will also be provided a Management letter, if applicable, covering any observations made during the course of the audit and Report on Irregularities and Illegal Acts, if applicable.

At the conclusion of the audit of each fiscal year specified, a representative of Collins Accountancy Company will be available to present the final audit report in person to the Board of Directors.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of our engagement, we will compile the financial statements based on your trial balance and other related information you provide with the objective of presenting the information in the appropriate format to be audited and opined upon. You are responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee any assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; for providing complete and accurate

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information to be used in performing the nonattest services; and for evaluating the adequacy and results of those services, approving them, and accepting responsibility for them and the management decisions made about them. Your responsibility includes the subject matter and outcomes of the work as specified in *Government Auditing Standards* Paragraph 3.30 b.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; for safeguarding assets; and for the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in 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 regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and

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recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

We understand that your employees or representatives will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

#### **Audit Procedures-General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse. Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures-Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However,

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during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under the American Institute of Certified Public Accountants' professional standards.

#### **Audit Procedures-Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

#### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We will advise you in advance of the identity and location of any third-party service providers to be used in serving your account. For purposes of this section, a "third-party service provider" does not include our internet service provider or other similar entities to whom we do not delegate direct responsibility to fulfill our obligations under this agreement, but merely use in the course of performing the services and communicating with you. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal safeguards to protect the confidentiality of your personal information. In addition, we will take reasonable precautions to prevent the unauthorized release of your confidential information to others by these service providers. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

We will provide up to twenty (20) printed copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. We will also provide, for posting on the District's web site and electronic distribution to the Board of Directors and the public, a searchable Adobe PDF format file, including auditor's signature. Additional copies will be provided on request, but there may be an additional fee to cover our printing and binding costs. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection. If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before

Scott Foster, District Administrator  
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printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Pursuant to authority given by law or regulation, Collins Accountancy Company may be requested to make certain audit documentation available to regulatory agencies or their designee(s), a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Collins Accountancy Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of six years after the report release date or for any additional period requested by the regulatory agencies. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Craig D. Collins, CPA is the engagement partner and is responsible for supervising the engagement and signing the report. We expect to begin our audit in September 2011, and with the cooperation of the District staff in providing necessary information, we expect to issue our reports in October.

Our fee for these services described above will be five thousand six hundred (\$5,600) for the audit of the fiscal year ended June 30, 2011 and five thousand eight hundred eighty dollars (\$5,880) each year for the audit of the fiscal years ending June 30, 2012 and 2013. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

Invoices for the professional fees described above will be rendered to the District not more than monthly during the engagement. These invoices shall be payable within thirty days of the invoice date. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

Any controversy between the parties to this Agreement involving the construction or application of any of its terms, covenants, or conditions will be submitted to arbitration, on the written request of one party served on the other. The arbitration will comply with and be governed by the

Scott Foster, District Administrator  
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provisions of the California Arbitration Act, California Code of Civil Procedure Sections 1280 through 1294.2.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of the latest external peer review report of our firm for your consideration and files.

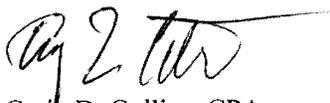
At the conclusion of our audit engagement, we will communicate to the Board of Directors the following significant findings from the audit:

- Our view about the qualitative aspects of the District's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to the Board of Directors regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

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

Very truly yours,

COLLINS ACCOUNTANCY COMPANY



Craig D. Collins, CPA  
Partner

RESPONSE:

This letter correctly sets forth the understanding of the Coast Life Support District.

Scott Foster, District Administrator  
Board of Directors  
Coast Life Support District  
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Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_



David E. Vaughn CPA

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

4540 Gnekow Drive, Stockton, Ca. 95212-1307

### System Review Report

March 6, 2011

To the Partners,  
Collins Accountancy Company,  
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 Collins Accountancy Company (the firm) in effect for the year ended October 31, 2010. My 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. The firm is responsible for designing a system of quality control and complying with it to provide the firm reasonable assurance of performing and reporting with 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](http://www.aicpa.org/prsummary).

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

In my opinion, the system of quality control for the accounting and auditing practice of Collins Accountancy Company in effect for the year ended October 31, 2010, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Collins Accountancy Company has received a peer review rating of *pass*.

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

David E. Vaughn, CPA

.08

FINDING FOR FURTHER CONSIDERATION (FFC) FORM

FFC # 1

REVIEWED FIRM Collins Accountancy Company PEER REVIEW YEAR-END 10/31/10

MFC(S) COVERED BY THIS FORM (List MFC #s) 1

PROFESSIONAL STANDARDS REFERENCE(S) See Attached

INDUSTRY\* Government

LEVEL OF SERVICE\* Audit & Compilation

REVIEWER'S DESCRIPTION OF THE FINDING  
See Attached

SYSTEMIC CAUSE OF FINDING See Attached

Type of Finding:  Design  Compliance

WERE SIMILAR FINDINGS NOTED IN THE PRIOR REVIEW? YES  NO

REVIEWER'S RECOMMENDATION  
See Attached

REVIEWED FIRM'S RESPONSE (THE RESPONSE SHOULD DESCRIBE THE FIRM'S PLAN, INCLUDING THE TIMING, TO ADDRESS THE FINDING NOTED ABOVE.)  
See Attached.

The reviewed firm agrees with the finding and will implement the reviewer's recommendation

Date of actions taken or planned to be taken Immediately

Reviewed firm's additional response is attached

Authorized individual charged with governance responsibility of the firm as a whole [Signature] Date: 07/05/2011 +

Team captain [Signature] Date: 3-3-10

This document will be retained by the administering entity until the completion of the next peer review and will be considered during the performance of that peer review.

[The next page is 5001.]

\* Related industry and level of service should be noted in instances where the finding is industry specific.

**FINDING FOR FURTHER CONSIDERATION (FFC) FORM ATTACHMENT**

**PROFESSIONAL STANDARDS REFERENCES**

FFC # 1

**GASB 2200**

**AR 100**

**REVIEWER'S DESCRIPTION OF THE FINDING**

Although the firm's quality control policies and procedures for engagement performance regarding consultation requires the firm to refer to its practice aids to assist in implementing professional standards, my review disclosed instances where the firm did not adequately consult its practice aids. As a result, engagements did not include all the financial statement presentations required by professional standards in the areas of: presentation of items on the statement of cash flows, and management's use only reference on the financial statements. None of the deficiencies represented significant departures from professional standards.

**REVIEWER'S RECOMMENDATION**

I recommend that the firm modify its current policies and procedures to include a better mechanism for assuring that the firm's practice aids are more fully and consistently utilized. This could include a "cold" review of each engagement before it is finalized.

---

**REVIEWED FIRM'S RESPONSE**

The firm appreciates the reviewer's recommendation, and welcomes the opportunity to improve its quality control procedures. We will immediately begin a review the firm's library of resources to ensure we have information available on the most current requirements and that this information is being used in the preparation and review of all reports.

.10

**MATTER FOR FURTHER CONSIDERATION (MFC) FORM**

REVIEWED FIRM Collins Accountancy Company OFFICE CODE # ----

PROFESSIONAL STANDARDS REFERENCE(S) See Attached MFC # 1

REVIEWER'S DESCRIPTION OF THE MATTER (FOR SYSTEM REVIEWS, INCLUDE UNDERLYING CAUSE, WHERE POSSIBLE See points attached. The systemic cause is that the firm's practice aids are not fully utilized.

REVIEWED FIRM AGREES WITH THE DESCRIPTION OF THE MATTER? YES  NO

REVIEWED FIRM'S COMMENTS ON CIRCUMSTANCES, RELATIVE IMPORTANCE OF MATTER, ETC. N/A

TEAM CAPTAIN'S ADDITIONAL COMMENTS N/A

Type of matter:  Design  Compliance

WERE SIMILAR MATTERS NOTED IN THE PRIOR REVIEW? YES  NO

Signatures Dates  
 Reviewer \_\_\_\_\_  
 Team captain *D. S. Veigh* 3-3-11

Program Questionnaire

Section N/A

Q.C. element N/A

Program step N/A

Signature of individual charged with governance responsibility of the firm as a whole \_\_\_\_\_

Engagement Questionnaire

Engagement no.	Question	Engagement year-end	Industry	Level of service	Engagement partner signature
Water District	See Attached	See Attached	Government	Audit	<i>[Signature]</i>
Compilation without	See Attached	See Attached	Government	Compilation	

)x

*Team Captain/Review Captain should document the disposition of the above MFC on the Disposition of Matter for Further Consideration (DMFC) Form in the Summary Review Memorandum (SRM) on System Reviews.*

[The next page is 4961.]

**MFC Form #1 Attachment**

**Firm Name:** Collins Accountancy Company

**Team Captain:** David E. Vaughn, CPA

Engagements		Professional Standards Reference	Checklist Question #
2. Compilation without Disclosures Program 9\30\10			
1. Yellow-Book Water District Audit 6\30\10			
MFC Points			
	1.		
	2.		
The 2nd page of the cash flow statement should have some changes: Bad debt should go up-top like depreciation since it is non-cash, the prior-period adjustment should be netted against the actual assets that was off last year (AIR), long-term liabilities like OPEB should be financing activities.	X	GASB 2200	G110
The FIS should have a reference similar to "restricted for management's use only".		X AR 100	C503

**Coast Life Support District  
District Administrator's Report  
July 18<sup>th</sup>, 2011**

1. Finance
  - a. Only preliminary results are in, but we show much more income than we had anticipated in our budget. Along with holding expenses right on the money, so to speak, we had a very good year financially. When we get our final financial reports, the Finance Committee will review and report back to the board.
  - b. The Treasurer, Operations Manager and I met with Robert Tavelli of North Coast Collections Service, our collections agency, for an orientation to industry performance standards and familiarization with NCCS reporting procedures. We remain very pleased with NCCS.
  
2. Staff Evaluations
  - a. We completed employee annual evaluations, and I am pleased to report the staff average score continues to increase. Our management staffed has developed into a team, and the clinical staff is known as the standard for emergency response among Coastal Valley EMS agencies. For your information, I have attached a copy of our staff evaluation form.
  
3. REDCOM Responsibilities.
  - a. My CLSD commitment to REDCOM, and time commuting to Santa Rosa, is about to significantly increase as I assume the board Presidency.
    - i. Background. REDCOM, the county-wide Joint Powers Authority of all fire and ambulance services in Sonoma County, has a board of directors' seat committed to CLSD. Prior to my tenure, Ward Anderson occupied this position, which is open to any CLSD board member or the DA.
    - ii. Major Transition Issues. The dispatch center is losing its lease in the Sheriff's Office and must relocate in the next year without service interruption. The staffing contract with Sonoma Life Support is expiring next year and the board plans to become its own employer with a structure similar to CLSD. Finally, the board is investigating the feasibility of a small 911 telephone tax to offset growing costs to its member agencies.
    - iii. Board Turnover. This year the board undergoes significant turnover, and virtually all experienced leadership is departing.
  - b. This is an unavoidable part of the CLSD District Administrator duties. Unfortunately, there is no one else currently serving on the REDCOM board with the experience to lead this effort.

/s/  
Scott Foster  
District Administrator

**STAFF PERFORMANCE EVALUATION**

Name: \_\_\_\_\_ Job title: \_\_\_\_\_ Date Hired: \_\_\_\_\_  
 Report Period Ending Date: \_\_\_\_\_ Primary Duty: \_\_\_\_\_ Secondary Duty: \_\_\_\_\_

Performance Traits	1.0* Below Standards	2.0 Pro- gressing	3.0 Meets Standards	4.0 Above Standards	5.0* Greatly Exceeds Standards
<b>PROFESSIONAL KNOWLEDGE:</b>  Technical knowledge and practical applications	- Marginal knowledge of job - Unable to apply knowledge to solve routine problems - Fails to meet qualification and re-certification requirements <input type="checkbox"/>	-- -- --	- Strong working knowledge of job - Reliably applies knowledge to accomplish tasks - Meets certification and re-certification requirements on time <input type="checkbox"/>	-- -- --	- Recognized expert, sought out by all for technical knowledge - Uses knowledge to solve complex technical problems - Meets certification and re-certification requirements early/with distinction <input type="checkbox"/>
<b>ORGANIZATIONAL CLIMATE &amp; EQUAL EMPLOYMENT OPPORTUNITY</b>  Contributing to growth and development of human worth	- Uninvolved with mentoring or professional development of subordinates - Actions counter to good order and negatively affect organizational climate - Demonstrates exclusionary behavior. Fails to value differences from diversity <input type="checkbox"/>	-- -- --	- Positive leadership supports District staff retention. Active in decreasing attrition.  - Demonstrates appreciation for contributions of others.  - Values differences as strengths. Fosters atmosphere of acceptance/inclusion. <input type="checkbox"/>	-- -- --	- Measurably contributes to District recruitment and retention.  - Proactive leader/exemplary mentor.  - Involved in subordinates' personal development leading to professional growth.  - Develops staff cohesion by valuing differences <input type="checkbox"/>
<b>PROFESSIONAL BEARING &amp; CHARACTER</b>  Appearance, conduct, adherence to professional code of ethics	- Consistently unsatisfactory appearance - Poor self-control; conduct resulting in disciplinary action - Fails to maintain physical fitness necessary for job performance - Fails to live up to professional code of ethics <input type="checkbox"/>	-- -- --	- Excellent personal appearance  - Excellent conduct, conscientiously complies with District policy - Conscientiously maintains personal health and fitness necessary to perform well in job - Always lives up to professional code of ethics <input type="checkbox"/>	-- -- --	- Exemplary personal appearance  - Exemplary representative of District  - Sets the example for personal fitness and job performance  - Exemplifies professional code of conduct <input type="checkbox"/>
<b>TEAMWORK</b>  Contributions towards team building and team results	- Creates conflict, unwilling to work with others, puts self above team - Fails to understand team goals or teamwork techniques - Does not take direction well <input type="checkbox"/>	-- -- --	- Reinforces others' efforts, meets personal commitments to team. - Understands team goals, employs good teamwork techniques - Accepts and offers team direction <input type="checkbox"/>	-- -- --	- Team builder, inspires cooperation and progress - Talented mentor, focuses goals and techniques for team - The best at accepting and offering team direction <input type="checkbox"/>
<b>PERSONAL JOB ACCOMPLISHMENT AND INITIATIVE</b>  Taking initiative, planning/prioritizing, achieving mission	- Needs prodding to attain qualifications or finish job  - Prioritizes poorly  - Avoids responsibility <input type="checkbox"/>	-- -- --	- Productive and motivated. Completes tasks and qualifications fully and on time. - Plans/prioritizes effectively - Reliable, dependable, willingly accepts responsibility <input type="checkbox"/>	-- -- --	- Energetic self-starter. Completes tasks or qualifications early, far better than expected - Plans/prioritizes wisely and with exceptional foresight. - Seeks extra responsibility and takes on the hardest jobs. <input type="checkbox"/>
<b>LEADERSHIP</b>  Organizing, motivating and developing others to accomplish goals	- Neglects growth, development and welfare of subordinates - Fails to organize, creates problems for subordinates - Does not set or achieve goals relevant to mission - Lacks ability to cope with or tolerate stress - Inadequate communicator - Tolerates hazards or unsafe practices <input type="checkbox"/>	-- -- -- -- -- --	- Effectively stimulates growth and development of subordinates - Organizes successfully, implementing process improvements and efficiencies - Sets and achieves useful, realistic goals that support command mission - Performs well in stressful situations - Clear, timely communicator - Ensures safety of personnel and equipment <input type="checkbox"/>	-- -- -- -- -- --	- Inspiring motivator and trainer, subordinates reach highest level of growth and development - Superb organizer, great foresight, develops process improvements and efficiencies - Leadership achievements dramatically further mission - Perseveres through the toughest challenges and inspires others. - Exceptional communicator - Makes subordinates safety-conscious, maintains top safety record - Constantly improves professional lives of others. <input type="checkbox"/>

Name:	Job title:	Date Hired:
Report Period Ending Date:	Primary Duty:	Secondary Duty:

Additional duties and responsibilities, special projects and tasks during this reporting period:

Comments on Performance *All 1.0 marks, three 2.0 marks, and 5.0 marks must be specifically substantiated.*

Employee Trait Average this Reporting Period:

District Administrator:

Signature

Date

Signature of Individual Evaluated. "I have seen this report, been apprised of my performance, and understand that I have an opportunity to make a statement."

I intend to submit a statement  I do not intend to submit a statement

Signature

Date

**Coast Life Support District  
Evaluation Report  
Briefing Sheet**

**Name:**

**Date:**

**Evaluation Period ending date:**

**Primary Duty.** The duty considered most significant to this evaluation period (include number of months assigned):

**Secondary/Collateral Duty.** Include description of your contributions to the team effort:

**Number of personnel supervised:**

**Major equipment or material you are responsible for:**

**Professional knowledge/expertise.** Describe the level of your professional knowledge, competency, and qualifications that you have attained during this evaluation period. Give examples of your clinical/professional strengths.

**Organizational Climate/EEO.** Cite examples of your work which promote equal opportunity among staff and reflect an attitude of fairness to everyone, regardless of one's gender or ethnic background. Describe the result of your interventions. Describe your efforts in staff recruitment and retention. Include any related local or home area community activities if desired.

**Professional Bearing & Character.** Have you been recognized for your professional appearance or bearing? Do you actively pursue a lifestyle that will support peak performance on the job?

**Personal Job Accomplishment/Initiative.** Give examples of your performance improvement activities. Describe your contributions to District accomplishments and goals. What additional experience/training did you receive this evaluation period?

**Teamwork.** What have you accomplished at the District to enhance efficiency, morale, cohesiveness, and cooperation during this evaluation period? Include any examples of collaboration with external agencies or organizations.

**Leadership.** What have you done during this evaluation period to professionally develop your fellow team members (classes taught, staff precepted, etc.). Describe your decision-making and problem-solving strengths.

**Other Items for Special Consideration.** Educational courses completed, professional organization activities, community activities, special projects, publications, etc.

**Awards/Commendations/Letters during this period.** Attach copies or summarize here:

**Future Goals** (Positions desired, schools, training, etc.)

## COAST LIFE SUPPORT DISTRICT

Operations Manager's Report  
July 18, 2011

### Deployment / Staffing

ALS (M-120) was staffed 100% and second out BLS (B-121) was staffed 100%.  
No third-out activations.  
Employee evaluations have been completed.

### Facilities

No major repairs pending.

### Vehicles/Equipment

Second out monitor is out of service. All vehicles are in service and preventative maintenance is current.

### Communications

All in service and in good working order.

### Community Training

The Community Grant equipment has arrived and is in service.  
We taught CPR to approximately 40 employees of the Sea Ranch Association.

**Team Health Nurse Advice Line: the most recent twelve months.** *[Note: May data temporarily unavailable pending resolution of technical difficulties at origin.]*

	AUG	SEP	OCT	NOV	DEC	JAN	Feb	Mar	APR	MAY	JUN	JUL
Calls	26	25	30	18	39	19	22	25	39		27	n/a
Triaged	17	10	14	9	17	8	13	16	24		16	
ED Now	2	8	4	4	7	3	6	10	11		6	

## Business Manager's Report

By Terry Bold

Email: [billing@clsd.ca.gov](mailto:billing@clsd.ca.gov)

July 18, 2011

### Vouchers:

Replenishment: A replenishment voucher for deposit to the Redwood Credit Union checking account from the Sonoma County FAMIS account for the period:

May 6<sup>th</sup> through June 2<sup>nd</sup>, 2011, in the amount of \$84,302.21, was signed on June 1<sup>st</sup>, by Operations Manager Evan Dilks.

June 3<sup>rd</sup> through June 20<sup>th</sup>, 2011, in the amount of \$66,368.73 was signed on June 21<sup>st</sup> by District Administrator Scott Foster

June 21<sup>st</sup> through June 30<sup>th</sup>, 2011 in the amount of \$57,505.75 was signed on June 30<sup>th</sup> by District Administrator Scott Foster.

Accounts Receivable Report: I have reviewed the May and June 2011 Accounts Receivable reports and find them to be within normally expected parameters.

## Coast Life Support District Accounts Receivable Status

May-11

ALS Transports	24
.....	.....
BLS Transports	8
.....	.....
Dry Runs	18
.....	.....
ALS/BLS Treat & Release	2
.....	.....
Total	52

Accounts Receivable Balance @ 4/30/11	\$	205,831.86
---------------------------------------	----	------------

Ambulance Revenue	\$	120,387.15
.....	.....	.....

Payments Posted:	\$	(44,368.86)
.....	.....	.....

Write-offs:

MediCare-Required	\$	(28,381.23)
.....	.....	.....
Medi-Cal Required	\$	(7,706.81)
.....	.....	.....
Collections Agency	\$	(19,773.80)
.....	.....	.....
Other Adjustments	\$	(1,974.13)
.....	.....	.....
Less Reimbursement	\$	1,422.33
.....	.....	.....

<i>Total Write-Offs for This Month</i>	\$	(56,413.64)
.....	.....	.....

Accounts Receivable Balance @ 5/31/11	\$	225,436.51
.....	.....	.....

Aging Report

CURRENT	\$	110,879.72
.....	.....	.....
31-60 Days	\$	47,711.64
.....	.....	.....
61-90 Days	\$	27,819.46
.....	.....	.....
91+ Days	\$	39,025.69
.....	.....	.....

Aging Report Balance @ 5/31/11	\$	225,436.51
.....	.....	.....

Cash on Hand

FAMIS ACCOUNT:	\$	533,733.94
.....	.....	.....
Redwood Credit Union Checking:	\$	50,139.97
.....	.....	.....
Total Cash on Hand	\$	583,873.91

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**Coast Life Support District**  
**Accounts Receivable Status**

Board Approval/Secretary: \_\_\_\_\_ (Date)

## Coast Life Support District Accounts Receivable Status

June-11

ALS Transports	22
.....	.....
BLS Transports	9
.....	.....
Dry Runs	17
.....	.....
ALS/BLS Treat & Release	2
.....	.....
Total	50

Accounts Receivable Balance @ 5/31/2011	\$	225,436.51
---	----	------------

Ambulance Revenue	\$	113,477.00
.....	.....	.....

Payments Posted:	\$	57,262.99
.....	.....	.....

Write-offs:

MediCare-Required	\$	37,876.79
.....	.....	.....
Medi-Cal Required	\$	17,765.36
.....	.....	.....
Collections Agency	\$	5,487.90
.....	.....	.....
Other Adjustments	\$	219.02
.....	.....	.....
Less Reimbursement	\$	(229.00)
.....	.....	.....

<i>Total Write-Offs for This Month</i>	\$	61,120.07
.....	.....	.....

Accounts Receivable Balance @ 5/31/11	\$	220,530.45
.....	.....	.....

Aging Report

CURRENT	\$	110,557.45
.....	.....	.....
31-60 Days	\$	43,045.05
.....	.....	.....
61-90 Days	\$	20,565.35
.....	.....	.....
91+ Days	\$	46,362.60
.....	.....	.....

Aging Report Balance @ 5/31/11	\$	220,530.45
.....	.....	.....

Cash on Hand

FAMIS ACCOUNT:		\$450,585.22
Redwood Credit Union Checking:		\$43,155.46
Total Cash on Hand		\$493,740.68

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**Coast Life Support District**  
**Accounts Receivable Status**

Board Approval/Secretary: \_\_\_\_\_ (Date)