

Agenda of the Regular Meeting  
Of the  
Board of Directors of the  
Camp Meeker Recreation and Park District

Tuesday, December 18, 2018 7:00 pm  
DISTRICT OFFICE (Next to the Fire Station)  
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. STATEMENTS OF ABSTENTION

V. PUBLIC COMMENT

The public may address the Board of topics NOT covered by this agenda. Testimony is limited to three minutes. Please state your first and last names clearly so that it can be correctly entered in the minutes.

VI. CONSENT ITEMS (10 minutes)

- A. Approval of Minutes
  - 1. November 13, 2018 Minutes
- B. Payment of Claims
- C. Journal Entry Approval
- D. Administrative and Financial Report

VII. REPORT OF THE WATER SYSTEM OPERATOR (Russian River Utility, 10 minutes)

- A. Report of operations for the current month.

VIII. ACTION ITEMS

- A. UPDATE: WATER WAIVER: ACCOUNT 355, 5640 BOHEMIAN HIGHWAY, (APN 075-050-014), SARA WESTON (By Letter, 5 minutes)  
DESCRIPTION: Sara Weston, property owner resides in Redwood City and is unable to attend. She has asked for the water waiver by mail. At the November Board meeting, the Board directed that Ms. Weston provide documentation of the repairs prior to approval of a water waiver.  
PROPOSED ACTION: The Board may/may not approve a water waiver for account 355, 5640 Bohemian Highway.
- B. RESOLUTION 2018-015: BANK ACCOUNT SIGNERS AND INTERIM BOARD SECRETARY TREASURER, LYNN WATSON (Gary Helfrich, Board President)  
DESCRIPTION: In order to insure that the District has sufficient check signers at all times, each Director will provide the District's banks with the appropriate information needed and complete signature documents accordingly. Lynn Watson will be appointed designated fiscal officer to address issues during this brief period, assuming the Secretary/Treasurer and Fiscal Officer responsibilities and will serve without bond.  
PROPOSED ACTION: The Board may/may not adopt Resolution 2018-015 designating bank account signers and appoint an Interim Board Secretary/Treasurer and Fiscal Officer.

C. UPDATE: ANDERSON HALL MANAGEMENT AND MAINTENANCE  
(Valery Larson and John McDaniel, 10 minutes)

DESCRIPTION: The Board will discuss progress of maintenance items, interim management of Anderson Hall rentals and related issues.

PROPOSED ACTION: The Board may/may not take further action regarding Anderson Hall rates, maintenance needs, management and related issues.

IX. DIRECTORS' REPORTS

DESCRIPTION: This item is for information reporting only. In conformance with the Brown Act, there shall be no discussion or actions taken by the Board on any such report. No public testimony shall take place. If discussion and/or action is desired, the matter may be placed on a future agenda, notice thereof duly given, and action/discussion had at the future meeting.

**PROPOSED ACTION: No action or discussion to take place.**

XI. ADJOURNMENT

HOW TO GET AN ITEM ON THE AGENDA

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Regular meetings are held the 3rd Tuesday of each month. The District must receive submissions no later than ten (10) calendar days before the meeting.

Submit your agenda items in writing to: Camp Meeker Recreation and Park District, Post Office Box 461, Camp Meeker, CA 95419.

Be sure to include your name, address and phone number. Anonymous submissions will not be considered for discussion.

Submit your agenda items using the District's website at the following address:

[http://www.campmeeker.org/wordpress/?page\\_id=224](http://www.campmeeker.org/wordpress/?page_id=224).

Minutes of the Regular Meeting  
Of the  
Board of Directors of the  
Camp Meeker Recreation and Park District

Tuesday, November 13, 2018 7:00 pm  
DISTRICT OFFICE (Next to the Fire Station)  
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by President Helfrich

II. ROLL CALL

Directors Helfrich, McDaniel, Larson, and Watson were present. Director Tominia was absent.

III. APPROVAL OF AGENDA

As there were no additions or deletions to the agenda as posted, Valery Larson moved to approve the agenda as corrected that was seconded Lynn Watson.

Directors Helfrich, McDaniel, Larson and Watson, voted yes. Director Tominia was absent.

Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

The motion was approved.

IV. STATEMENTS OF ABSTENTION

There were no statements of abstention.

V. PUBLIC COMMENT

The public may address the Board of topics NOT covered by this agenda. Testimony is limited to three minutes. Please state your first and last names clearly so that it can be correctly entered in the minutes. There was no public comment.

VI. CONSENT ITEMS

A. Approval of Minutes

1. June 19, 2018 Minutes

President Helfrich, upon advice of District Counsel, informed the Board that the minutes of June 19, 2018 accurately reflect the Board actions and discussion at the meeting of June 19, 2018.

A motion was made by Valery Larson and seconded by John McDaniel to approve the minutes of June 19, 2018.

Directors Helfrich, McDaniel, Larson and Watson, voted yes. Director Tominia was absent.

Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

The motion was approved.

2. October 16, 2018 Minutes

A motion was made by Lynn Watson and seconded by Valery Larson to approve the minutes of October 16, 2018.

Directors Helfrich, McDaniel, Larson and Watson, voted yes. Director Tominia was absent.

Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

The motion was approved.

B. Payment of Claims

After discussion, a motion was made by John McDaniel and seconded by Valery Larson to approve the November warrant request 2018-2019-004 as follows:

2018-2019-005	RP-November 2018	6,604.32
\$20,980.05	Water-November 2018	14,375.73

Wells Fargo Bank Checks 1834-1847, and Bank of the West checks 629 and 630 in payment of expenses and water receipt transfers.

Directors Helfrich, McDaniel, Larson and Watson, voted yes. Director Tominia was absent.

Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

The motion was approved.

C. Journal Entry Approval

There were no journal entries beyond the recording of monthly bank charges, bank interest and water revenues.

D. Administrative and Financial Report

Ms. Doran-Girard advised the Board regarding various housekeeping matters including receipt of the final B&R Capital report, TUC reporting, change of the audit date, insurance received on new purchased cell phone and items of correspondence.

VII. REPORT OF THE WATER SYSTEM OPERATOR

- A. Russian River Utility reported that the water system is performing well and described a necessary tree removal at Alliance booster. The estimate for the removal is \$6,680.00. District staff advised that customer past due reports have been received and all items at issue handled. Water loss amounted to 10.3%. The Board should consider meter replacement.

VIII. ACTION ITEMS

A. WATER WAIVER: ACCOUNT 355, 5640 BOHEMIAN HIGHWAY, (APN 075-050-014), SARA WESTON

DESCRIPTION: The Board reviewed a request by Sara Weston, property owner that resides in Redwood City and is unable to attend. She has asked for the water waiver.

ACTION: The Board may/may not approve a water waiver for account 355, 5640 Bohemian Highway based on production of documentation of repair. The waiver was tabled until the December meeting.

B. RESOLUTION 2018-015: INTERIM BOARD SECRETARY TREASURER, LYNN WATSON

DESCRIPTION: The Board discussed Director Anthony Tominia's work responsibilities will impact his ability to attend meetings over the coming period of time. While Resolution 2018-015 would insure that the District has sufficient check signers and a designated fiscal officer to address issues during this brief period, Director Watson will assume the Secretary/Treasurer and Fiscal Officer responsibilities and will serve without bond. After discussion, it was agreed that individual Board member responsibilities when there are three signers could result in not having sufficient signers at any one meeting; therefore, staff was instructed to research the feasibility having all five Board members as check signers and revise Resolution 2015-015 accordingly.

**ACTION:** (1) The Board directed staff to research the feasibility of all five elected officials as check signers for the District and revise Resolution 2018-015 accordingly; citing Interim Board Secretary/Treasurer and Fiscal Officer as Director Watson, and (2) that Board excuse Director Tominia's absence from upcoming meetings.

A motion was made by Valery Larson approve researching all five directors serving as signers and the revision of Resolution 2018-015 accordingly; and, to excuse Director Tominia's absence from upcoming meetings.

Directors Helfrich, McDaniel, Larson and Watson, voted yes. Director Tominia was absent.

Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

The motion was approved.

**C. RETURNED CHECK FEE: WATER SYSTEM AND ANDERSON HALL**

**DESCRIPTION:** In September 2015, the Board established the returned check charge for water and rental clients as \$35.00. At the same time, then District Counsel determined there is no Prop 218 impact for these charges. Banks now charge the District \$35.00 for returned items as opposed to the \$15.00 charged in 2015. In addition to the bank charges, there are costs associated with staff collection and follow up with returned item issuers. Staff recommends an increase to \$50.00 for returned items for both water customers and other District clients and a review of the bank charges annually.

**ACTION:** A motion was made by Valery Larson and seconded by John McDaniel to approve an increase of its returned item charge to \$50.00 per item and an annual review.

Directors Helfrich, McDaniel, Larson and Watson, voted yes. Director Tominia was absent.

Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

The motion was approved

**D. UPDATE: ANDERSON HALL FUTURE RENTAL RATES, MANAGEMENT AND MAINTENANCE**

**DESCRIPTION:** Director McDaniel reviewed the maintenance that has been performed at Anderson Hall including the cleaning and removal of moss from the roofs of Anderson Hall and the District office buildings, and the scheduled replacement of the Anderson Hall and District office locks. A remote lock system will be installed at Anderson Hall and locks at the District office will be rekeyed. Discussion of the septic system and pump at Anderson Hall and interim management of Anderson Hall rentals and related issues occurred.

**ACTION:** The Board took no action regarding Anderson Hall rates, maintenance needs, management and related issues.

**E. COMCAST CONTRACT FOR WIRELESS ACCESS, ANDERSON HALL**

**DESCRIPTION:** Prospective clients for Anderson Hall have consistently inquired as to the availability of Wi-Fi access for events, workshops and meetings. Comcast has advised that, at present, it will cover construction costs, install within the next 30-90 days and provide service at a cost of \$76.85 per month and has provided a contract for install and instruction. Estimated monthly costs for wireless services were provided in the 2018-2019 Final Budget. The Board discussed various aspects of the installation with Director Watson expressing concern about the impact of WiFi on health.

**ACTION:** A motion was made by Valery Larson and seconded by John McDaniel to authorize the Board President to sign a contract with Comcast for installation and wireless services at Anderson Hall.

Directors Helfrich, McDaniel, and Larson voted yes. Director Watson abstained. Director Tominia was absent.

Ayes: 3 Noes: 0 Abstain: 1 Absent: 1

The motion was approved

**F. UPDATE: PROPOSED SHOWINGS “WILDER THAN WILD” DOCUMENTARY AND RELATED CONCERNS**

**DESCRIPTION:** Director Larson reviewed the second showing of “Wilder Than Wild” and advised the Board that the attendance of a Cal Fire Chief at the second showing was helpful and opened the event to community dialogue.

**ACTION:** The Board took no action.

**G. POSTMISTRESS CAMP MEEKER**

**DESCRIPTION:** Director Watson informed the Board that the USPS postmistress position in Camp Meeker is a temporary position and it seems that the individual currently filling that role (a Camp Meeker resident) may be transferred out of the area. Director Watson feels that as the Board has expressed concerns in previous actions on the part of the USPS affecting Camp Meeker residents and its post office the District and its customers, the Board may wish to consider a letter to the USPS asking that the Camp Meeker post office staff be established as a permanent position.

**ACTION:** After discussion, a motion was made by Valery Larson, and seconded by John McDaniel to authorize the Board President to sign a letter to the Post Office operations regarding the appointment of permanent staff at the Camp Meeker Post Office.

Directors Helfrich, McDaniel, Larson and Watson, voted yes. Director Tominia was absent.

Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

The motion was approved

**H. REPORT OF THE WATER SUB-COMMITTEE**

**DESCRIPTION:** President Helfrich advised that no meetings had been held with the Occidental Water Sub-committee.

**ACTION:** The Board took no action in this regard.

**IX. DIRECTORS’ REPORTS**

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**PROPOSED ACTION: No action or discussion to take place.**

Director Helfrich reviewed the implications and history with respect to the TUP for water augment the creek for the health of the fish.

X. ADJOURNMENT

As there was no further business to be brought before the Board at this time, a motion was made by Valery Larson, and seconded by John McDaniel that the November 2018 meeting of the Camp Meeker Board of Directors is adjourned.

Directors Helfrich, McDaniel, Larson, and Watson voted yes. Director Tominia was absent.

Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

The motion was approved.

The meeting adjourned at 8:58 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

2018-11-13finalminscdg1.doc

HOW TO GET AN ITEM ON THE AGENDA

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**CHERYL DORAN GIRARD  
CLIENT MEMORANDUM**

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**TO:** CAMP MEEKER RECREATION & PARK DISTRICT BOARD MEMBERS  
**FROM:** CHERYL DORAN GIRARD  
**SUBJECT:** DECEMBER 18, 2018 WARRANTS AND FINANCIAL INFORMATION  
**DATE:** DECEMBER 13, 2018

Financial Statements and Warrant Detail in the board packet following this memorandum provide updated information through December 13, 2018.

2018/2019-006	RP-December 2018	8,295.49
\$21,472.30	Water-December 2018	13,176.81

The Financial statements included in the Board info packet this month are for the 2018-2019 fiscal year. The adopted 2018-2019 Final Budget for comparison is included.

Bank accounts have been reconciled. There are still issues with the last PayPal transaction that are, frustratingly, unresolved. While the upgraded website may be completed by year's end, we are not yet able to book online due to changed plugins. Please refer inquiries to Val, John or I. I would anticipate that Square, the PayPal replacement and new booking, will be in place by the first of the year.

The fieldwork for the 2017-2018 is complete and I don't anticipate any issues with the presentation of the draft in January, Goranson may request additional information. The budget revision for December adoption will also be presented in January. I continue to write instruction and policy books for the District when time is available.

In the event that you need to contact me, I can be reached via cell phone 707-696-2876.





**CAMP MEEKER RECREATION AND PARK DISTRICT**

WARRANT REQUEST # 2018-2019-006

VENDOR	CHECK AMOUNT	R&P FUND	WATER FUND	EXPLANATION
Bill's Lock	2,995.00	2,995.00	-	Remote Locks-A. Hall
Larson, Valery	30.00	30.00		Director Stipend-November
Watson, Lynn	30.00	30.00		Director Stipend-November
Doran-Girard, Cheryl	7,226.25	2,158.75	1,758.35	Consulting-November/December 2018
Doran-Girard, Cheryl	-	879.38	879.35	Consulting-November/December 2018
Doran-Girard, Cheryl	-	600.00	501.00	Consulting-November/December 2018
Doran-Girard, Cheryl		204.39	54.38	Consulting-November/December 2018
Doran-Girard, Cheryl		102.33	88.32	Office Supplies
Lopez, Jessica	100.00	100.00	-	Anderson Hall Cleaning
Perry, Johnson, Anderson	315.00	202.50	112.50	Legal Service-November
Brelje & Race	301.25	-	301.25	CIP Five Year Final
Fedex Office	70.80	35.40	35.40	Printing
PGE	95.10	95.10		Electric Service
Russian River Utility	8,524.00	-	8,499.57	Contract Services
Russian River Utility			24.43	Electric Service
CA Dept Tax & Fee	230.84	-	230.84	Water Resources Fee
US Bank	1,105.34	330.17	330.17	Recurring Inc Abila/Wavemaker
US Bank		222.50	222.50	CSDA 2019 Dues
Camp Meeker Water	171.22	171.22		Water Services-Nov/Dec Bills
Soft Trac	277.50	138.75	138.75	Software Consult-Budget

Total	21,472.30	8,295.49	13,176.81	(0.00)
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DIRECTOR APPROVAL:

DATE:

12/18/18

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**Camp Meeker Recreation & Parks District**  
 Check/Voucher Register - CDG-Current Register  
 1010 - Cash In Wells Fargo Bank-Operating  
 From 11/14/2018 Through 12/18/2018

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1848	Lock Installations Anderson ...	Bill's Lock and Saf...	11/26/2018	2,995.00
1849	Water Resources Control Bo...	California Depart...	12/4/2018	230.84
1850	System Generated Check/Vo...	Brelje & Race Con...	12/18/2018	301.25
1851	System Generated Check/Vo...	Camp Meeker Wa...	12/18/2018	171.22
1852	System Generated Check/Vo...	Cheryl Doran-Girard	12/18/2018	7,226.25
1853	System Generated Check/Vo...	Jessica Lopez	12/18/2018	100.00
1854	System Generated Check/Vo...	P G & E	12/18/2018	95.10
1855	System Generated Check/Vo...	Perry Johnson An...	12/18/2018	315.00
1856	Check deleted after printing....			0.00
1857	Check deleted after printing....			0.00
1858	System Generated Check/Vo...	Russian River Utility	12/18/2018	8,524.00
1859	System Generated Check/Vo...	US Bank	12/18/2018	1,105.34
1860	Director Stipend-December	Valery Larson	12/18/2018	30.00
1861	Director Stipend -December	Lynn Watson	12/18/2018	30.00
1862	System Generated Check/Vo...	Fedex Office	12/18/2018	70.80
1863	System Generated Check/Vo...	Soft Trac LLC	12/18/2018	277.50
		Total 1010 - Cash In Wells Fargo Bank-Operating		21,472.30

**Camp Meeker Recreation & Parks District**  
 Check/Voucher Register - CDG-Current Register  
 1030 - Cash in Bank of the West-Water  
 From 11/14/2018 Through 12/18/2018

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
631	Wtr Transfer -November Re...	Camp Meeker Rec...	12/18/2018	6,600.00
632	BOW Wtr Transfer Operatio...	Camp Meeker Rec...	12/18/2018	<u>12,400.00</u>
		Total 1030 - Cash in Bank of the West-Water		19,000.00

**Camp Meeker Recreation & Parks District**  
 Check/Voucher Register - CDG-Current Register  
 1040 - Cash in US Bank-Rental Deposits/PayPal  
 From 11/14/2018 Through 12/18/2018

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1087	Refund Deposit 12/1/2018 ...		12/12/2018	150.00
1088	Rental Fee Tfr Coast Guard	Camp Meeker Rec...	12/12/2018	<u>275.00</u>
		Total 1040 - Cash in US Bank-Rental Deposits/PayPal		425.00
				<u>425.00</u>
Report Total				<u><u>40,897.30</u></u>

Camp Meeker Recreation & Park District										
Monthly Cash Balance Report 2018-2019										
FUNDS→	Rec & Park Operating	Rec & Park Capital	Restoration Development	Water Operations	A&B Water Debt	Capital Repmnt	County of Sonoma Water Debt	County of Sonoma Water Debt Reserve	Totals	
	10	16	15	40	70	50	DWR E58236	Res E58237		
							60 (750521)*	61 (750539)*		
Cash at 11/13/2018	53,399.11	25,934.22	12,669.86	(18,871.41)	154,075.94	863,235.16	48,909.97	104,212.66	1,243,565.51	
Deposits 12/18/2018	478.92			12,400.00	6,100.00	500.00			19,478.92	
Warrants: 12/18/18	(8,295.49)			(13,176.81)					(22,102.30)	
Returned Check	(1,050.00)								(1,050.00)	
Interest	1.10									
<b>Fund Totals</b>	<b>43,903.64</b>	<b>25,934.22</b>	<b>12,669.86</b>	<b>(19,648.22)</b>	<b>160,175.94</b>	<b>863,760.20</b>	<b>48,909.97</b>	<b>104,212.66</b>	<b>1,239,918.27</b>	
<b>Wells Fargo Bank-Checking:</b>										
Balance At 11/30/2018	37,234.87				1,018,738.18					
Deposits 11/13/2018	11,693.42				6,600.00					
R&P Warrants	(8,295.49)									
Water Warrants	(13,176.81)									
Outstanding Checks										
<b>Checking Account Balance</b>	<b>27,455.99</b>				<b>1,025,338.18</b>					
<b>Bank of the West-Water</b>										
Balance At 11/30/2018	19,573.51				4,195.05					
Checks 631/632	(19,000.00)				(525.00)					
<b>BOW-Account Balance</b>	<b>573.51</b>				<b>925.00</b>					
<b>Cash on Hand All Accounts</b>	<b>1,057,962.73</b>									
DWR Loan Cash-County	153,122.63									
<b>Total Cash</b>	<b>1,211,085.36</b>									
*Held at the County Treasurer										
12.13.2018										

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
10 - Recreation & Park - Operating  
From 7/1/2018 Through 6/30/2019  
(In Whole Numbers)

	<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
Revenue			
4001	76,000	0	(76,000)
4041	150	0	(150)
			Delinquent CY Unsec
4101	25	0	(25)
			Interest Pooled Cash -Sonoma County
4110	0	5	5
4210	8,000	4,405	(3,595)
4215	1,727	720	(1,007)
4220	500	0	(500)
			State-Home Owner Property Tax Relief
4625	0	144	144
			Transfers-Within Fund In
	<u>86,402</u>	<u>5,274</u>	<u>(81,128)</u>
			Total Revenue
Expenditures			
5010	780	420	360
5011	4,500	0	4,500
5015	371	0	371
5017	1,730	1,590	140
5101	1,574	465	1,109
5105	250	546	(296)
5110	1,150	60	1,090
5184	500	0	500
5185	2,000	865	1,135
5210	3,500	0	3,500
5301	750	0	750
5302	500	7,490	(6,990)
5401	200	223	(23)
5402	250	0	250
5405	1,000	758	242
5410	1,150	542	608
5415	0	126	(126)
5416	1,500	623	878
5420	150	139	11
5425	200	42	158
5426	175	171	4
5427	675	0	675
5428	275	0	275
5501	1,050	25	1,025
5515	0	20	(20)
5520	12,500	9,990	2,510
5530	0	86	(86)
5531	0	121	(121)
5540	300	0	300
5550	2,500	2,777	(277)
5555	7,500	1,746	5,754
5556	12,000	6,143	5,857
5570	125	33	92
5571	50	0	50
5575	175	42	133
5576	1,000	0	1,000
5590	1,600	144	1,456
5592	1,100	503	597

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
10 - Recreation & Park - Operating  
From 7/1/2018 Through 6/30/2019  
(In Whole Numbers)

	<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
5594            Utilities	1,025	480	545
5595            Waste Removal	0	50	(50)
8516            Maintenance & Repair	13,000	(2,995)	15,995
8565            Equipment 2	1,500	0	1,500
9001            Contingency	416	0	416
Total Expenditures	<u>79,021</u>	<u>33,222</u>	<u>45,799</u>
Excess of Income Over (Under) Expense	<u>7,381</u>	<u>(27,949)</u>	<u>(35,330)</u>

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
40 - Recreation & Parks - Water Operations  
From 7/1/2018 Through 6/30/2019  
(In Whole Numbers)

	<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
Revenue			
4010	125,640	0	(125,640)
4310	195,000	98,488	(96,512)
4625	<u>98,500</u>	<u>22,000</u>	<u>(76,500)</u>
	<u>Total Revenue</u>	<u>120,488</u>	<u>(298,652)</u>
Expenditures			
5017	500	0	500
5101	500	215	285
5105	350	100	250
5110	350	60	290
5210	3,500	0	3,500
5401	150	223	(73)
5405	125	281	(156)
5410	750	376	374
5415	100	126	(26)
5416	1,500	623	878
5420	150	139	11
5425	150	28	122
5426	500	179	321
5501	1,500	0	1,500
5502	25,000	0	25,000
5515	105,000	51,417	53,583
5520	15,000	10,625	4,375
5540	1,200	0	1,200
5550	7,500	4,194	3,306
5555	8,500	1,467	7,033
5556	14,000	5,854	8,146
5565	1,200	0	1,200
5575	175	24	151
5580	2,000	0	2,000
5585	400	298	102
5587	2,500	231	2,269
5588	0	104	(104)
5594	6,500	7,159	(659)
8511	0	2,018	(2,018)
8516	15,000	2,935	12,065
8567	0	301	(301)
8625	<u>205,000</u>	<u>6,344</u>	<u>198,656</u>
	<u>Total Expenditures</u>	<u>95,320</u>	<u>323,780</u>
	<u>Excess of Income Over (Under) Expense</u>	<u>25,168</u>	<u>25,128</u>



**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
50 - Recreation & Parks - Water Capital  
From 7/1/2018 Through 6/30/2019  
(In Whole Numbers)

	<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
Revenue			
4101 Interest Pooled Cash -Sonoma County	0	851	851
4110 Interest Earned-Wells Fargo Bank	300	158	(142)
4625 Transfers-Within Fund In	<u>6,000</u>	<u>3,000</u>	<u>(3,000)</u>
Total Revenue	<u>6,300</u>	<u>4,009</u>	<u>(2,291)</u>
Expenditures			
8625 Tfr Within Fnd-Out	<u>98,500</u>	<u>3,000</u>	<u>95,500</u>
Total Expenditures	<u>98,500</u>	<u>3,000</u>	<u>95,500</u>
Excess of Income Over (Under) Expense	<u>(92,200)</u>	<u>1,009</u>	<u>93,209</u>

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
60 - Recreation & Parks-DWR E58237  
From 7/1/2018 Through 6/30/2019  
(In Whole Numbers)

	<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
Revenue			
4101	650	0	(650)
4625	<u>104,281</u>	<u>5,265</u>	<u>(99,016)</u>
	<u>104,931</u>	<u>5,265</u>	<u>(99,666)</u>
Expenditures			
7910	86,722	43,674	43,048
7911	<u>10,356</u>	<u>4,865</u>	<u>5,491</u>
	<u>97,078</u>	<u>48,539</u>	<u>48,539</u>
	<u>7,853</u>	<u>(43,273)</u>	<u>(51,126)</u>

**Camp Meeker Recreation & Parks District**  
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
 61 - Recreation & Park - Reserve DWR E58237  
 From 7/1/2018 Through 6/30/2019  
 (In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
	Revenue			
4101	Interest Pooled Cash -Sonoma County	1,050	0	(1,050)
	Total Revenue	<u>1,050</u>	<u>0</u>	<u>(1,050)</u>
	Excess of Income Over (Under) Expense	<u>1,050</u>	<u>0</u>	<u>(1,050)</u>

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
70 - Recreation & Park - USDA Debt Fund  
From 7/1/2018 Through 6/30/2019  
(In Whole Numbers)

	<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
Revenue			
4625	93,358	37,678	(55,680)
	<u>93,358</u>	<u>37,678</u>	<u>(55,680)</u>
Expenditures			
7910	35,500	35,500	0
7911	57,938	29,375	28,563
8625	0	36,600	(36,600)
	<u>93,438</u>	<u>101,475</u>	<u>(8,037)</u>
	<u>(80)</u>	<u>(63,796)</u>	<u>(63,716)</u>



RUSSIAN RIVER UTILITY  
PO BOX 730  
FORESTVILLE, CA 95436  
707-887-7735

**December 11, 2018**

**RE: CAMP MEEKER PAST DUE ACCOUNTS**

- **Accounts 4, 6, 39, 50, 60, 74, 81, 83, 92, 97, 105, 109, 111, 134, 135, 140, 150, 151, 158, 172, 174, 179, 182, 184, 186, 192, 207, 220, 221, 222, 226, 253, 264, 265, 270, 293, 295, 310, 318, 323, 330, 337, 345 and 349:** Past due notices will be processed on December 24, 2018, and lock offs will be scheduled for January 7, 2019.
- **Accounts 1, 96, 164, 287 and 367:** Payments are in hand or on their way.
- **Accounts 22, 24, 43, 68, 110, 127, 152, 161, 227, 278, 307, 309, 322, and 339:** Will be locked off December 17, 2018.
- **Acct 322:** Locked off August 13, 2018.
- **Acct 355:** Awaiting Board decision for leak adjustment.

CAMP MEEKER RECREATION AND PARK DISTRICT							
PAST DUE LIST							
Dec-18							
ACCT #	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT		TOTAL
1	44.19	42.06	40.04		91.31	10/12/18	126.29
4	72.78	76.32			79.83	11/20/18	149.10
6	47.71	40.25			120.00	11/16/18	87.96
7	58.17	10.30			100.00	11/26/18	68.47
22	51.45	49.74	54.25	4.58	100.00	10/19/18	160.02
24	46.88	44.84	47.14		91.14	10/12/18	138.86
39	42.21	44.11			82.24	11/16/18	86.32
43	53.40	62.02	22.83		200.00	10/12/18	138.25
44	40.62	0.67			42.00	11/20/18	41.29
50	51.60	53.92			100.00	11/9/18	105.52
60	65.74	53.70			135.37	11/9/18	119.44
62	40.07	1.44			40.00	11/16/18	41.51
68	63.42	65.83	58.57		109.72	10/9/18	187.82
74	43.15	43.43			42.68	11/20/18	86.58
81	51.83	83.00			49.52	10/19/18	134.83
83	69.01	62.15			76.25	10/31/18	131.16
88	43.64	0.24			44.00	11/20/18	43.88
92	50.41	51.74			50.42	11/9/18	102.15
94	49.02	50.75			40.00	10/19/18	99.77
96	51.33	49.76	48.49		55.06	10/16/18	149.58
97	44.04	41.90			90.88	10/23/18	85.94
105	45.94	47.22			51.23	11/6/18	93.16
109	48.51	48.14			52.36	10/31/18	96.65
110	43.82	43.03	28.26		-39.67	11/20/18	115.11
111	51.27	53.73			75.05	11/16/18	105.00
127	44.09	42.01	39.83		441.25	9/21/18	125.93
129	43.85	4.17			54.00	12/11/18	48.02
134	44.16	43.73	6.68		135.00	9/13/18	94.57
135	44.34	44.16			42.32	12/10/18	88.50
140	47.95	21.33			100.00	11/6/18	69.28
150	48.07	46.50			98.91	10/19/18	94.57
151	57.32	51.80			121.69	11/6/18	109.12
152	51.28	48.27	45.38		51.43	10/16/18	144.93
158	44.22	51.58			144.29	11/6/18	95.80
161	54.20	48.84	45.10	42.07	224.00	8/14/18	190.21
164	51.11	49.67	47.38	0.42	30.00	10/19/18	148.58
172	52.16	23.57			100.00	11/20/18	75.73
174	49.44	49.14			104.63	11/9/18	98.58
179	48.43	25.03			139.00	11/16/18	73.46
180	47.23	9.81			54.00	11/30/18	57.04
182	44.58	43.42			189.75	11/9/18	88.00
184	47.70	49.24			100.00	11/30/18	96.94
186	45.64	43.10			45.60	10/31/18	88.74
192	43.92	42.89			41.07	11/6/18	86.81
207	48.21	38.53			48.22	9/17/18	86.74
208	42.23	2.52			65.00	11/16/18	44.75
220	84.53	122.50			131.56	10/31/18	207.03
221	51.97	55.77			49.30	11/26/18	107.74





CAMP MEEKER RECREATION AND PARK DISTRICT										
WATER SALES 2018										
METER	ACCT NO.	MONTH	TOTAL AMOUNT PUMPED GALLONS	AMOUNT PUMPED TO OCS D	NET AMOUNT PUMPED	AMT SOLD	% PUMPE D TO CMR&P D	% LOSS	NOTES	
Alliance Master Meter	363	JAN	1,478,090	440,500	1,037,590	739,450	70.19	28.70		
Union Park	369									
Alliance Master Meter	363	FEB	1,297,640	396,900	900,740	745,570	69.41	17.22		
Union Park	369									
Alliance Master Meter	363	MARCH	1,168,980	425,800	743,180	653,010	63.57	12.13		
Union Park	369									
Alliance Master Meter	363	APRIL	1,182,270	490,500	691,770	751,110	58.51	-8.57		
Union Park	369									
Alliance Master Meter	363	MAY	1,256,890	537,800	719,090	735,950	57.21	-2.34		
Union Park	369									
Alliance Master Meter	363	JUNE	1,615,710	655,500	960,210	969,420	59.42	-0.90		
Union Park	369									
Alliance Master Meter	363	JULY	1,902,230	880,600	1,021,630	1,133,640	53.71	10.96		
Union Park	369									
Alliance Master Meter	363	AUG	2,156,200	688,900	1,467,300	1,136,920	68.05	12.72	DUTCHBILL CREK: 517,125 GAL	
Union Park	369									
Alliance Master Meter	363	SEPT	1,840,470	594,600	1,245,870	1,027,210	67.70	17.55		
Union Park	369									
Alliance Master Meter	363	OCT	1,627,640	598,500	1,029,140	908,720	63.22	11.70		
Union Park	369									
Alliance Master Meter	363	NOV	1,629,940	459,700	1,170,240	950,530	71.79	18.77		
Union Park	369									
Alliance Master Meter	363	DEC								
Union Park	369									
	<b>total 2018</b>		17,156,060	6,169,300	10,986,760	9,751,530	64.04%			

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**Sara Weston**

**November 5, 2018**

Property Owner  
5640 Bohemian Highway  
Camp Meeker, CA 95465

**Camp Meeker R & P District Water System**

P.O. Box 457, 7131 Mirabel Road  
Forestville, CA 95436-0457

**RE: Water Bill of 10/24/18 (Customer Account 355)**

**Request for Water Bill Clemency**

To Whom It May Concern:

I am writing to request your assistance in providing a one time water bill reduction.

In October I received a water bill of \$1,042.54, of which the water usage portion was \$927. I was in complete shock, and placed in a very uncomfortable and financially straining position due to an unfortunate series of events beyond my control.

My tenant had suddenly vacated my property on September 15th. Contrary to my wishes to have the water shut off, I was advised by neighbors to leave the water ON due to fire danger. I agreed that this was necessary for the good of the community.

In mid-October when I received the enormous bill. I immediately called Stephanie at the office to inquire, and she advised that there had to have been a significant leak. I then called the caretaker of a neighboring property to investigate, make any necessary repairs, and turn off the water.

He discovered and repaired a "gusher" leak which had gone undetected because the property was vacant at the time and it had gone unnoticed. The sudden and unexpected departure of the long-term tenant had left the property vulnerable. The tenant had been responsible to monitor and successfully maintain the water system during her 27-year tenancy.

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My family has been the owner of this property since 1956 and have been conscientious tax payers. We feel that our desire to retain fire safety has had the unfortunate effect of causing this huge financial burden. I have already paid a \$250 down-payment on the bill, and hope you will see fit to adjust the remainder. (I also covered the tenant's past due payment of \$71.70.)

Thank you for your time and consideration in this matter.

Sincerely,

Sara Weston

1954 Stockbridge Ave.

Redwood City, CA 94061

(650) 364-1932

saraweston@hotmail.com

As a property manager with the responsibility to oversee maintenance, I would like to verify that the leak which occurred at 5640 Bohemian Highway has been repaired. The current water meter reading as of 11/07 verifies that after being repaired, there has been no water leakage. I supervised the repair, as it was completed by our caretaker, Roberto Hernandez.

Sincerely,

Cam Hurd

A handwritten signature in black ink, appearing to read "Cam Hurd", written in a cursive style.

**CAMP MEEKER RECREATION AND PARKS DISTRICT**  
**PO BOX 457 FORESTVILLE, CA 95436-0457**  
**TEL 707-887-7735 FAX 707-887-9445**

November 6, 2018

Sara Weston  
1954 Stockbridge Ave.  
Redwood City, CA 94061

**RE: ADJUSTMENT FOR WATER LEAK  
ACCOUNT 355  
5640BOHEMIAN HIGHWAY, CAMP MEEKER**

Dear Sara Weston,

The Camp Meeker Board of Directors has authorized an adjustment for a leak that occurred on your property in September 2018. The Camp Meeker Recreation and Park District's policy requires payment for actual pumping costs at \$1.00 per 1,000 gallons. This is the cost to pump water from the source to the meter.

The District will consider leak adjustments for a single property every 5 years. Should another leak occur on this property before September 2023, a leak adjustment will not be considered.

**SEPTEMBER 2018**

Leak + Normal Usage	39,550 gallons
Normal Usage	<u>7,297 gallons (based on 2017-2018 average)</u>
<b>Leak Adjustment</b>	<b>32,253</b>

32,253 gal:	\$ 598.88
Pumping costs:	<u>\$ - 32.25</u>
<b>CREDIT:</b>	<b>\$ 566.63</b>

**TOTAL CREDIT: \$-566.63**

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Very truly yours,

RESOLUTION NO. 2018-015

CAMP MEEKER RECREATION & PARK DISTRICT

RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CAMP MEEKER RECREATION & PARK DISTRICT ESTABLISHING SIGNERS  
FOR THE WELLS FARGO CHECKING AND INVESTMENT, BANK OF THE WEST CHECKING,  
AND US BANK CHECKING ACCOUNTS

WHEREAS, The Camp Meeker Recreation & Park District holds the following accounts: Wells Fargo Checking [REDACTED], Wells Fargo Investment Account [REDACTED], Bank of the West checking [REDACTED], and [REDACTED] with US Bank, 2527 Guerneville Road, Santa Rosa, California for the purpose of receiving funds collected for tax and direct charge deposits, rental fees and miscellaneous income from its rental clients, and through Square.com.

AND, WHEREAS Anthony Tominia is no longer Treasurer for the District, and, WHEREAS, the District wishes to establish current elected officials as signers for this account and confirm signers to comply with current federal banking requirements;

THEREFORE, be it resolved that the Board of Directors of the Camp Meeker Recreation & Park District do hereby authorize two Board directors to sign each check. Board directors are defined as duly elected directors of the Camp Meeker Recreation and Park District certified by Sonoma County election officials. Until otherwise notified, these directors are held as follows:

GARY R. HELFRICH  
VALERY L. LARSON  
LYNN E. WATSON  
JOHN MCDANIEL  
ANTHONY TOMINIA

It is hereby certified that the foregoing Resolution was duly introduced and legally adopted by the Board of Directors of the Camp Meeker Recreation & Park District during a meeting held on the 18th day of December 2018.

DIRECTORS:

GARY HELFRICH \_\_\_\_\_ VALERY LARSON \_\_\_\_\_ JOHN MCDANIEL \_\_\_\_\_  
ANTHONY TOMINIA \_\_\_\_\_ LYNN WATSON \_\_\_\_\_

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

CERTIFICATION

The following hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a meeting of the Board of Directors of the Camp Meeker Recreation and Park District at a regular meeting of the Board of Directors held on December 18, 2018.

\_\_\_\_\_  
Gary R. Helfrich, President

ATTEST:

\_\_\_\_\_  
Lynn E. Watson, Secretary/Treasurer

December 18, 2018