

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

Tuesday, March 20, 2012, 7:00 pm  
DISTRICT OFFICE (NEXT TO FIREHOUSE)  
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
- B. Payment of claims
- C. Journal Entry Approval
- D. Administrative and Financial Report
- E. Board Action List

VII. REPORT OF THE WATER SYSTEM OPERATOR (10 minutes)

Report on operations for the current month.

VIII. OLD OR UNFINISHED BUSINESS

A. DISTRICT MAINTENANCE ISSUES (Jeffry Fawcett, 10 minutes)

DESCRIPTION: The District has a number of minor maintenance tasks and it has become apparent that would benefit from having an individual "on-call" to handle repair/maintenance issues as they occur. At their February 2012 meeting, the Board authorized Director Fawcett to define scope of services and payment that has been developed into a short agreement by the District's counsel to be acted upon by the Board.

PROPOSED ACTION: The Board may/may not approve a short agreement with Mr. Smith, defining the scope of services and the payment.

IX. NEW BUSINESS

B. THREE-YEAR PROPOSAL FOR AUDITED FINANCIAL STATEMENTS (Jeffry Fawcett, 10 minutes)

DESCRIPTION: The District's auditor, Micheal Celetano, CPA has submitted a proposal for completion of the District's audited financial statements through June 30, 2014 at a cost of \$10,000 per year. Director Fawcett will review the Board regarding this proposal.

PROPOSED ACTION: The Board may/may not take further action.

X. 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

Requests for items for the agenda of the regular meetings of the Camp Meeker Recreation and Park District must be submitted to the District in writing or through the District's website.

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, February 21, 2012, 7:00 pm  
DISTRICT OFFICE (NEXT TO FIREHOUSE)  
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

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

II. ROLL CALL

Directors Anderson, Fawcett, Ming, Murchison and Watson were present.

III. APPROVAL OF AGENDA

As there were no changes to the agenda as posted, a motion was made by Seth Murchison and seconded by Jeffrey Fawcett to approve the February 21<sup>st</sup>, 2012 agenda as written.

The motion was approved.

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

IV. STATEMENTS OF ABSTENTION

There were no statements of abstention.

V. PUBLIC COMMENT

There was no public comment.

VI. CONSENT ITEMS

A. Approval of minutes

Director Anderson advised that item C. –LIEN APN 075-185-008 should be corrected to read, “the motion was made by Michael Ming, seconded by Lynn Watson.” Ms. Anderson did not second the motion.

After discussion, a motion was made by Cathie Anderson and seconded by Michael Ming to approve the minutes of the January 17, 2012 Board meeting as corrected.

The motion was approved.

Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

B. Payment of claims

After discussion, motion was made by Jeffrey Fawcett, and seconded by Michael Ming to approve warrant requests G2011-2012-010 (R&P-February 2012) \$4,321.64, W2011-2012-008 (Water-February 2012) \$16,029.26, and AB2011/2012-002 (USDA) \$33,713.12.

The motion was approved.

Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

C. Journal Entry Approval

There were no journal entries for approval.

D. Administrative and Financial Report

Ms. Doran-Girard informed the Board regarding various items of correspondence including AB1234 Ethics training, SDRMA renewal, and other minor administrative items.

E. Board Action List

The Board Action list was review by Director Fawcett.

#### VII. REPORT OF THE WATER SYSTEM OPERATOR

Jamie Dunton of Russian River Utility advised that he had nothing substantial to report. While the water loss of 22% seems high for the month, these numbers will balance out over the course of the year as they have in previous years.

#### VIII. OLD OR UNFINISHED BUSINESS

##### A. BRELJE AND RACE WATER SYSTEM EVALUATION

DESCRIPTION: On February 15, 2011 the Board authorized Brelje and Race, District Engineers, to evaluate present and future maintenance needs for the water system. The memorandum report is now complete including recommendations for system improvements. Russian River Utility has prepared additional information to be reviewed. After considerable discussion regarding the priority and costs and timing of individual items, it was agreed that Russian River Utility will return to the March meeting with the recommendations of B&R organized into priorities/projects, realistic costs given the District's yearly capital allocation.

ACTION: The Board took no action.

#### IX. NEW BUSINESS

##### B. DISTRICT MAINTENANCE ISSUES (Jeffry Fawcett, 10 minutes)

DESCRIPTION: The District has a number of minor maintenance tasks and it has become apparent that operations would benefit from having an individual "on-call" to handle repair/maintenance issues as they occur. For example, the flooring in the District office is lifting and repair would insure that the District has no ongoing liability situation. There are items at Anderson Hall need to be inspected & repaired. Paul Smith has prepared a proposal to provide on-going services, as needed (included in information package). The Board reviewed and discussed various aspects of maintenance repair needs and cost control with respect to present budget conditions.

ACTION: A motion was made by Michael Ming, seconded by Cathie Anderson to authorize Director Fawcett to negotiate a short agreement with Paul Smith defining the scope of services and the terms of payment in accordance with the recommendation of the District's legal counsel, Malcolm Manwell that will be approved at the March Board meeting.

The motion was approved.

Ayes: 5      Noes: 0      Abstain: 0      Absent: 0

##### C. HYDRANT MAINTENANCE (Mike Ming, 15 minutes)

DESCRIPTION: The Board discussed maintenance of fire hydrants and was advised by Jamie Dunton that Russian River Utility has performed the tasks needed to insure all hydrants are accessible and operable. Russian River Utility will continue to perform these tasks on a yearly basis.

ACTION: No action was necessary.

##### D. APPROVAL AUDITED FINANCIAL STATEMENTS

DESCRIPTION: The District's auditor has completed the June 30, 2011 audited financial statements. Director Fawcett reviewed and advised the Board regarding the statements. He informed the Board that the statements disclose no issues other than that due to falling revenues

funding continues to be problematic and there are yearly deficits. He reviewed other issues of concern to the auditor regarding the use of the County's FAMIS reporting system.

ACTION: After discussion, a motion was made by Jeffrey Fawcett, and seconded by Cathie Anderson to accept the financial reports for the fiscal year ended June 30, 2011 prepared by Michael Celetano, CPA and directed that copies be forward to the appropriate funding agencies and the Sonoma County auditor.

The motion was approved.

Ayes: 5      Noes: 0      Abstain: 0      Absent: 0

X. 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.

Director Ming advised that effective March 5 his work schedule will change. He will try to get the meeting day off.

Director Murchison advised that he while will shortly be finished with his master's degree work his schedule over the next few months will be difficult. Additionally, he advised that the Supper Club will commence again in March. Sadly, it will be necessary to increase the price to \$15.00. It will be necessary due to his schedule to hold it on Saturday in April, May and June. He anticipates that the breakfast club will also begin this spring at a cost of \$10.00.

He also informed the Board regarding "Ranger" Rick's memorial service at St. Phillips.

XI. ADJOURNMENT

As there was no further business to be brought before the Board at this time, a motion was made by Seth Murchison, and seconded by Cathie Anderson that the February 2012 meeting of the Camp Meeker Board of Directors be adjourned.

The motion was approved.

Ayes: 5      Noes: 0      Abstain: 0      Absent: 0

The meeting adjourned at 8:42 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

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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:** MARCH 2012 WARRANTS AND FINANCIAL INFORMATION

**DATE:** MARCH 16, 2012

Financial Statements and Warrant Detail are in the board packet attached to this email. Financial data is based on reviewed February 28 FAMIS data plus this month's expenses.

G2011/2012-011	R&P (March 2012)	2,137.14
W2011/2012-009	Water (March 2012)	7,830.20

Cash balances are updated from FAMIS balances at 2/28 and funds received to date.

FAMIS has been reviewed and adjustments made to insure that it reflects appropriate fund expenses.

Financial statements are through current available financial data. By placing the detail of the warrant requests directly following this memo, you will be able to review individual items comprising each warrant request. Cash in hand, water funds allocation and finally the financial statements are placed behind the individual warrant details.

Russian River Utility has forwarded the February bank statement. The transfer checks are prepared for signature at the meeting. The allocation of funds has been updated in Monthly Cash Balances sheet of your financials. Transfer amounts are determined by actual debt requirements and other factors are noted on the allocation sheet.

The District still has one audit in process. It is a review by CAL EMA of funds received in 2005/2006. This needs to be resolved within the next sixty (60) days. Renewal of the District's insurance policy for the fiscal year commencing 7/1/2012 has been completed.

If you have not yet completed your FPPC Form 700, please do so and bring to the meeting.

In the event that you need to contact me, you can reach me through my cell phone at 707-696-2876 or office 707-545-2108. Fax line is 707-545-2158.



Vendor #	Vendor	SubObj	Amount	Explanation
456112	Anderson, Cathie	5913	30.00	Dir Fee-March 2012
456142	Fawcett, Jeffrey	5913	30.00	Dir Fee-March 2012
456151	Murchison, Seth	5913	30.00	Dir Fee-March 2012
456480	Doran-Girard, Cheryl	6631	978.75	ConsultAdm/Finance
456480	Doran-Girard, Cheryl	6084	67.31	Keys & Shred Costs
456480	Doran-Girard, Cheryl	6410	48.25	Postage
456480	Doran-Girard, Cheryl	6430	46.74	Photocopy
456160	AT&T	6040	141.35	Telephone
456020	Camp Meeker Water System	7202	81.40	Feb/Mar Wtr
456011	Pacific Telemanagement	6040	53.00	PayPhone-PO
456010	PG&E	7320	77.84	Electric Service
456152	Watson, Lynn E.	5913	30.00	Dir Fee-March 2012
456171	Perry, Johnson	6610	172.50	Legal
456168	Sonoma County Tax Collector	6300	350.00	Flat Charge

2,137.14

**Camp Meeker Recreation & Park District**

**Warrant # W2011/2012-009**

<b>Vendor #</b>	<b>Vendor</b>	<b>SubObj</b>	<b>Amount</b>	<b>Explanation</b>
456167	Russian River Utility	6540	2,818.07	Contract
456167	Russian River Utility	8521	1,235.90	Water Repairs
456480	Doran-Girard, Cheryl	6631	2,283.75	Feb/Mar Consulting
456480	Doran-Girard, Cheryl	6430	46.73	Photocopy
456480	Doran-Girard, Cheryl	6410	48.25	Postage
456153	Brelje & Race	8515	1,225.00	Engineering
456171	Perry, Johnson	6610	172.50	Legal

7,830.20



<b>Camp Meeker Recreation &amp; Park District</b>												
<b>Monthly Cash Balances 2011-2012</b>												
	Rec & Park Operating 750018	Rec & Park Replmnt 750109	Restoration Development 750596	Water Operations 750505	Water Bank of West**	Water Debt E58237 750521	Water Res E58237 750539	Water Debt A&B 750562	Capital Replmnt 750588	Totals		
Per Famis 2/28/2012	27,435.92	32,380.71	17,372.91	3,878.55	16,356.66	57,677.60	98,134.22	132,492.57	775,235.46	1,160,964.60		
Deposit 3/20/2012	1,154.37	-	-	9,499.00	(16,000.00)	-	-	5,675.00	826.00	1,154.37		
Warrants 3/20/2012	(2,137.14)	-	-	(7,830.20)	-	-	-	-	-	(9,967.34)		
	-	-	-	-	-	-	-	-	-	-		
	-	-	-	-	-	-	-	-	-	-		
	-	-	-	-	-	-	-	-	-	-		
	-	-	-	-	-	-	-	-	-	-		
	-	-	-	-	-	-	-	-	-	-		
	-	-	-	-	-	-	-	-	-	-		
<b>Total</b>	26,453.15	32,380.71	17,372.91	5,547.35	356.66	57,677.60	98,134.22	138,167.57	776,061.46	1,152,151.63		
<b>**Per Statement 2/28</b>												
3/16/2012												

### CAMP MEEKER RECREATION AND PARK DISTRICT

Allocation of Water Receipts Fiscal Year 7/1/2011 -6/30/2012									
Transfer Month	Allocation Month	Bank of West Stmt Balance	Amount Transferred	USDA-A&B 750562	Cap Improvements 750588	Operations 750505	Total		
August-11	July-11	17,057.62	16,750.00	6,365.00	1,340.00	9,045.00	16,750.00		
September-11	August-11	22,048.81	21,750.00	4,975.00 *	1,740.00	15,035.00	21,750.00		
October-11	September-11	22,100.22	22,000.00	5,675.00	1,306.00	15,019.00	22,000.00		
November-11	October-11	14,698.82	14,500.00	5,675.00	706.00	8,119.00	14,500.00		
December-11	November-11	21,126.04	21,000.00	5,675.00	1,226.00	14,099.00	21,000.00		
January-12	December-11	17,699.88	17,500.00	5,675.00	946.00	10,879.00	17,500.00		
February-12	January-12	17,589.98	17,400.00	5,675.00	938.00	10,787.00	17,400.00		
March-12	February-12	16,356.66	16,000.00	5,675.00	826.00	9,499.00	16,000.00		
			-						
			-						
			-						
			-						
YTD Totals			146,900.00	45,390.00	9,028.00	92,482.00	146,900.00		
				5,675.00	8%				
3/13/12									

\* Note: This includes reduction of \$700 for adjustment of allocation to actual debt requirements per budget sessions.

<b>Camp Meeker Recreation &amp; Park--Operations</b>					
<b>BUDGETED FINANCIAL STATEMENT</b>					
<b>Income</b>		<b>PRELIMINARY</b>	<b>AMOUNT</b>	<b>BALANCE</b>	<b>%</b>
		<b>BUDGET</b>			
1000	Property Tax CY Secured	50,000	26,006	(23,994)	52.01%
1001	Flat Charges--Current Year	-	-	-	
1007	Flat Charges-CY Secured	-	-	-	
1010	CY Miscellaneous	-	-	-	
1011	SB 2557 Prop Tax Admin	-	-	-	
1012	Property Tax Shift Adj	-	-	-	
1013	Prop 1A Suspension	-	-	-	
1020	Property Tax CY Supp	-	90	90	
1040	Property Tax CY Unsecured	-	1,772	1,772	
1042	Cost Reim-Col Del Cy UNS	-	(39)	-	
1060	Prop Tax-PY Secured	-	-	-	
1061	Flat Charges-Prior Year	-	-	-	
1080	Prop Tax-Py Supp	-	-	-	
1100	Property Taxes--PY Unsecured	-	-	-	
1700	Interest--Pooled Cash	150	102	(48)	
1801	Rent-Real Estate	7,000	5,730	(1,270)	81.86%
2080	St-Other In Lieu	-	-	-	
2440	ST. Hopter	500	-	(500)	0.00%
2580	ST-Grant	150,000	-	(150,000)	
3660	Charges For Services	-	-	-	
3980	Revnuue Applic To Prior Yr	-	-	-	
4020	Historical-Sales	-	1,237	1,237	
4040	Miscellaneous Revenues	-	-	-	
4102	Reimburse/Donations	-	(166)	(166)	
4109	Outdated/Cancelled Warrants	-	-	-	
4620	Fund Transfers	20,000	-	(20,000)	
	<b>Total Revenues</b>	<b>227,650</b>	<b>34,733</b>	<b>(192,877.98)</b>	<b>15.26%</b>
<b>Personnel Expenditures</b>		<b>BUDGET</b>	<b>AMOUNT</b>	<b>BALANCE</b>	<b>%</b>
5911	Extra Help	-	-	-	
5913	Boards/Commissions-LOC Bds	1,440	1,080	(360)	75.00%
5922	FICA-Retirement	-	-	-	
5924	Medicare	-	-	-	
5935	Unemployment Insurance	-	-	-	
5940	Workers Compensation Ins.	200	305	168	152.35%
	<b>Total Salaries/Benefits</b>	<b>1,640</b>	<b>1,385</b>	<b>(192)</b>	<b>84.43%</b>

<b>Camp Meeker Recreation &amp; Park--Operations</b>					
<b>BUDGETED FINANCIAL STATEMENT</b>					
<b>Operating Expenditures</b>					
6040	Communication	2,000	1,594	(293)	79.69%
6060	Food	-	-	-	
6080	Household Expense	-	-	-	
6084	Janitorial Supplies	500	226	(257)	45.25%
6085	Janitorial Service	3,000	1,124	(1,876)	37.46%
6100	Insurance	2,000	-	(2,000)	0.00%
6150	Maintenance-Hydrants	-	-	-	
6180	Maintenance-Bldgs	2,000	417	(1,583)	20.84%
6235	Maintenance-Local Projects	-	-	-	
6280	Memberships	300	34	(266)	11.20%
6300	Miscellaneous Expense	-	838	838	#DIV/0!
6400	Office Expense	500	539	39	
6410	Postage Expense	400	191	(209)	47.83%
6430	Printing Services	1,300	240	(1,060)	18.43%
6461	Supplies/Expenses	-	327	327	#DIV/0!
6463	Resource Material	-	-	-	
6500	Professional/Special	-	-	-	
6521	County Services	4,200	-	(7,348)	0.00%
6582	Events--Community Potlucks	-	-	-	
6530	Repairs	-	-	-	
6587	LAFCO Operating Costs	350	-	(109)	0.00%
6591	Planning--Emergency Services	-	-	-	
6610	Legal Services	7,500	6,258	(454)	83.45%
6630	Audit/Accounting Services	3,600	3,750	150	104.17%
6631	Bookkeeping	15,750	9,620	(6,130)	61.08%
6637	Property Tax Administration	1,000	-	(35)	
6700	Contri-Vol Firemens'	800	-	(800)	0.00%
6800	Public/Legal Notices	-	-	-	
6820	Rents/Leases-Equipments	650	422	(228)	64.95%
7000	Special Expense-Historical	750	46	(678)	6.09%
7005	Election Expense	-	-	-	
7070	Fish & Game Permits	-	-	-	
7201	Gas & Oil	2,000	1,389	(545)	69.46%
7202	Water & Sewer	2,500	1,020	(1,480)	40.78%
7320	Utilities	2,000	3,073	1,180	153.65%
7910	Debt Interest	-	-	-	
	<b>Total Services/Supplies</b>	<b>53,100</b>	<b>31,107</b>	<b>(22,819.84)</b>	<b>58.58%</b>
<b>Fixed Assets:</b>					
8510	Buildings/Improvements	150,000	-	150,000.00	0.00%
8511	Remodel/Rehab/Renovate	18,000	17,949	51.50	99.71%
8513	Roads/Parking	-	-	-	
8514	Fencing	-	1,458		
8515	Engineering Services	-	-	-	
8516	Legal and Financial	-	-	-	
8517	Administrative	400	405	(5.00)	
8526	Project Planning	-	5,000	(5,000.00)	
8560	Equipment--Current Year	-	-	-	
8620	OT --W/In Fund	-	-	-	
	<b>Total Fixed Assets</b>	<b>168,400</b>	<b>24,812</b>	<b>143,588.42</b>	<b>14.73%</b>
9000	Appropriation For Contingency	4,500	-	4,500.00	
	<b>Total Budget</b>	<b>227,640</b>	<b>57,303</b>	<b>170,337.06</b>	<b>25.17%</b>
cdg/3/20/2012					
3/16/2012					

<b>Camp Meeker Recreation &amp; Park--Water Operations</b>				3/20/2012	
<b>BUDGETED FINANCIAL STATEMENT</b>					
<b>Income</b>		<b>BUDGET</b>	<b>AMOUNT</b>	<b>BALANCE</b>	<b>%</b>
1001	Flat Charges	125,000	63,457	(61,543)	50.77%
1007	Flat Charges-CY Secured -July	-	-	-	
1061	Flat Charges-Prior Year	-	2,209	2,209	
1700	Interest--Pooled Cash	-	34	34	
1460	Water Permit Fees	-	-	-	
2900	OCSD Note Payment	6,673	-	(6,673)	0.00%
4031	Sale-Water	-	-	-	
4032	Sale-Water Residential	139,739	102,742	(27,547)	73.52%
4101	Insurance Rebate	-	-	-	
4106	Refunds	-	-	-	
4109	Outdate/Cancel Warrants	-	-	-	
4620	Transfer W/In Fund	34,700	-	(34,700)	
	<b>Total Revenues</b>	<b>306,112</b>	<b>168,442</b>	<b>(128,220)</b>	<b>55.03%</b>
<b>Operating Expenditures</b>		<b>BUDGET</b>	<b>AMOUNT</b>	<b>BALANCE</b>	<b>%</b>
5940	Worker Compensation	300	203	(54)	67.71%
6040	Communications	525	-	(525)	0.00%
6100	Insurance	4,550	-	(4,550)	0.00%
6150	Maintenance-Hydrants	-	-	-	
6166	Bridge Repair	-	-	-	
6280	Memberships	100	78	(22)	78.00%
6300	Miscellaneous Expense	2,300	2,438	138	106.00%
6400	Office Expense	250	390	140	156.15%
6410	Postage Expense	450	197	(253)	43.87%
6430	Printing Services	400	508	108	127.07%
6461	Supplies/Expenses	-	-	-	#DIV/0!
6500	Professional Services	-	-	-	0.00%
6521	County Services	3,935	-	(787)	0.00%
6540	Contract Services	90,000	63,376	(26,624)	70.42%
6580	Conventions & Meetings	-	-	-	
6587	LAFCO Operating	600	-	(359)	0.00%
6610	Legal Services	8,500	3,167	(4,460)	37.26%
6630	Audit/Accounting Services	7,800	6,630	(1,170)	85.00%
6631	Bookkeeping Services	22,500	18,362	(4,138)	81.61%
6637	Administration Cost	7,250	-	(7,250)	0.00%
6800	Public Legal Notices	750	329	(421)	43.88%
7005	Election Expense	-	-	-	
7320	Utilities	2,000	2,115	115	105.77%
7335	Storm Damage				
	Total Services/Supplies	152,210	97,795	(50,056)	64.25%
<b>Fixed Assets:</b>		<b>BUDGET</b>	<b>AMOUNT</b>	<b>BALANCE</b>	<b>%</b>
8452	Damages	-	-	-	
8500	Land	-	-	-	
8511	Remodel/Rehab	-	-	-	
8515	Engineering Services	5,000	13,174	8,174	
8521	Repairs/Maintenance	5,000	1,236	(3,764)	
8560	Equipment	-	2,459	2,459	
8620	Transfers W/I A Fund	125,000	65,666	(59,334)	52.53%
		-	-	-	
		-	-	-	
	Total Fixed Assets	135,000	82,535	52,465	61.14%
9000	Appropriation For Contingency	-	-	-	
	Total Budget	287,210	180,329	2,409	62.79%

**CAMP MEEKER RECREATION AND PARK DISTRICT  
ACTION ITEM LIST  
March 20, 2012**

<b>Action Item</b>	<b>Responsible</b>	<b>Open</b>
Water bill relief	Fawcett	11/16/2010
Water code update	Fawcett	03/15/2011
Anderson Hall promotion	Murchison	5/17/2011
Morelli tank	Murchison	8/16/2011

March 9, 2012

**RE: CAMP MEEKER PAST DUE ACCOUNTS**

- **Accounts 54, 83, 209, 213, 276 and 325:** Payments are waiting for deposit or are on their way.
- **Accounts 4, 10, 23, 24, 28, 30, 35, 49, 5, 55, 60, 72, 75, 76, 97, 101, 103, 127, 135, 142, 150, 152, 155, 161, 164, 166, 168, 174, 182, 185, 203, 219, 220, 224, 226, 231, 240, 244, 249, 263, 264, 269, 311, 316, 330, 338, 355 and 358:** Past due notices will be sent on March 23 and lock off will be scheduled for April 5, 2012.
- **Accounts 207:** Payment of **\$891.60** was received on March 7.
- **Account 342:** Payment plan is in effect.
- **Account 275:** CUSTOMER STILL HAS A LEAK. A “slow spin” was detected at the meter when it was read on March 4. Payment plan is in effect.

	CAMP MEEKER REC & PARK			9-Mar-12			
ACCT #	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT		TOTAL
4	78.78	76.08			181.72	2/10/12	154.86
10	60.74	59.16			62.04	1/19/12	119.90
19	364.00	48.60	45.69	4.90	98.08	1/4/12	463.19
22	54.35	2.25			88.84	2/24/12	56.60
23	43.92	43.90			87.80	1/24/12	87.82
24	42.28	44.43	41.86		89.12	1/10/12	128.57
26	40.52	0.56			80.00	2/16/12	41.08
28	48.52	10.97			50.00	2/24/12	59.49
30	40.18	41.80	1.56		42.00	2/22/12	83.54
31	40.22	1.84			50.00	12/20/11	42.06
35	43.80	43.46			40.00	2/21/12	87.26
41	42.04	4.50			90.02	2/24/12	46.54
49	40.04	41.32			43.46	2/7/12	81.36
50	49.48	42.52			50.00	1/31/12	92.00
54	44.04	45.67	44.20		45.00	1/31/12	133.91
55	60.65	56.73	63.96		125.00	1/24/12	181.34
60	40.00	41.46	28.72		100.00	2/3/12	110.18
61	40.02	0.36			40.00	2/14/12	40.38
72	40.56	40.34			40.00	2/7/12	80.90
75	43.84	42.96			42.26	1/26/12	86.80
76	42.68	43.04			43.28	2/3/12	85.72
83	46.08	45.36			46.56	2/3/12	91.44
90	40.02	1.22			80.00	12/29/11	41.24
94	44.36	2.10			89.10	3/1/12	46.46
97	41.44	43.90	41.98		41.98	1/19/12	127.32
101	43.36	42.74			89.82	2/7/12	86.10
103	46.78	48.23	5.38		107.50	2/22/12	100.39
127	73.25	60.73			134.23	2/7/12	133.98
130	55.93	2.47			102.09	3/1/12	58.40
134	53.98	5.22			104.32	2/28/12	59.20
135	43.40	41.39	3.38		80.00	1/18/12	88.17
140	48.56	49.28	55.60	5.71	100.00	1/26/12	159.15
142	47.66	47.86			48.62	1/24/12	95.52
150	42.18	44.10			85.48	1/18/12	86.28
152	47.46	35.35			100.00	1/19/12	82.81
155	44.00	45.34			43.72	2/14/12	89.34
159	40.00	50.54	48.13	122.59	40.32	10/14/11	261.26
161	44.24	36.62			40.00	3/6/12	80.86
164	45.50	45.60			120.93	2/3/12	91.10
165	42.34	0.22			46.81	2/24/12	42.56
166	44.34	43.10			45.96	1/31/12	87.44
168	47.36	49.95	49.74		101.12	1/10/12	147.05
174	61.85	19.26			120.00	2/28/12	81.11
182	47.00	44.77			70.00	2/7/12	91.77
185	51.65	58.70			165.14	1/24/12	110.35
198				2,245.65	40.00	2/28/08	2,245.65
199	41.42	0.32			40.78	2/22/12	41.74



ACCT #	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT	TOTAL	
200	40.00	89.08	84.84	856.76	555.00	8/9/10	1,070.68
203	46.62	47.36			99.43	1/24/12	93.98
209	42.08	42.57	7.78		82.00	1/31/12	92.43
213	46.56	52.42	45.88		87.97	12/16/11	144.86
219	42.44	43.80	5.13		81.00	2/14/12	91.37
220	74.65	49.71			200.00	2/7/12	124.36
224	43.60	34.69			100.00	2/14/12	78.29
226	43.64	42.74			89.96	2/14/12	86.38
231	41.76	47.35	43.18		136.94	12/20/11	132.29
237	43.62	0.11			45.86	2/28/12	43.73
240	48.24	47.06			48.18	2/10/12	95.30
244	42.88	41.00			41.88	2/10/12	83.88
249	43.50	44.98	0.09		180.00	12/13/11	88.57
263	44.80	45.19	2.52		43.00	1/26/12	92.51
264	44.90	45.14			94.76	2/7/12	90.04
269	43.02	44.16			44.04	1/26/12	87.18
275	74.43	73.38	16.50		82.55	2/16/12	164.31
276	46.10	50.32	47.96		96.72	1/10/12	144.38
296	46.04	48.95			50.14	3/6/12	94.99
304	44.74	2.34			91.76	2/28/12	47.08
307	53.15	0.20			54.75	3/6/12	53.35
309	42.20	4.52			81.00	2/22/12	46.72
311	40.00	40.08	1.66		40.00	1/13/12	81.74
316	43.34	43.66			42.20	1/31/12	87.00
325	48.50	1.08			49.86	1/24/12	49.58
330	46.44	45.86			43.42	1/24/12	92.30
338	42.16	38.76			100.00	1/31/12	80.92
342	99.48	87.67	108.70	328.40	100.00	2/16/12	624.25
355	46.30	47.02			47.18	2/22/12	93.32
358	48.78	51.77	53.00		112.44	1/17/12	153.55
367	49.52	1.18			90.00	2/14/12	50.70
	3,988.31	2,850.47	847.44	3,564.01			11,250.23
<b>BILLING REGISTER INFORMATION</b>							
	WATER	4,686.10	CURRENT CHARGES			19,316.10	
	SVC CHG	14,535.00	PAST DUE			7,261.92	
	FIRE SVC	60	OVERPAY/PREPAY			-1,205.26	
	RECONNECT	35					
	ADJUSTMEN	0	TOTAL RECEIVABLES			25,372.76	
			TOTAL RECEIVABLES			25,372.76	
			ACCOUNTS LISTED			78	

METER	ACCT NO.	MONTH	TOTAL AMOUNT PUMPED IN GALLONS	AMOUNT PUMPED TO OCSD	NET AMOUNT PUMPED	AMT SOLD	% PUMPED TO CMR&PD	% LOSS	NOTES
Alliance Master Meter Union Park	363 369	JAN	1,628,700	521,000	1,107,700	864,980	68.01	21.91	
Alliance Master Meter Union Park	363 369	FEB	1,231,300	337,900	893,400	765,870	72.57	14.27	
Alliance Master Meter Union Park	363 369	MARCH							
Alliance Master Meter Union Park	363 369	APRIL							
Alliance Master Meter Union Park	363 369	MAY							
Alliance Master Meter Union Park	363 369	JUNE							
Alliance Master Meter Union Park	363 369	JULY							
Alliance Master Meter Union Park	363 369	AUG							
Alliance Master Meter Union Park	363 369	SEPT							
Alliance Master Meter Union Park	363 369	OCT							
Alliance Master Meter Union Park	363 369	NOV							
Alliance Master Meter Union Park	363 369	DEC							
	TOTAL 2012								
	Total 2011		19,307,170	5925900	13,381,200	11,916,240	67.77	7.18	OCSD Loss 12.37%
	Total 2010		20,013,990	6461400	13,552,500	12,579,240	69.40	8.26	OCSD Loss 7.78%
	Total 2009		21,003,900	6,427,000	14,576,900	13,189,380	60.62	6.19	OCSD Loss 16.07%
	Total 2008		23,183,499	9,129,300	14,054,199	13,184,640	69.54	11.17	OCSD Loss 10.30%
	Total 2007		22,786,000	6,904,600	15,845,400	14,103,260			



PO Box 461 CAMP MEEKER, CALIFORNIA 95419-0461

TELEPHONE: 707-874-9246

EMAIL: ADMIN@CAMPMEEKER.ORG

March 14, 2012

Paul C. Smith  
Design, Construction, & Project Management  
PO Box 120  
Camp Meeker, CA 95419

Dear Paul,

Thank you for offering your services to the Camp Meeker Recreation and Park District.

This letter sets forth the agreement between the District and you as the District's provider of routine and emergency maintenance to Anderson Hall and the District Office.

At its February 21, 2012 meeting, the District's Board approved your proposal as contained in your letter of January 24, 2012. The following confirms the salient items:

**Compensation** \$45 per hour

**Availability** You will make yourself available to resolve emergency situations. If you are not available, you will find a qualified person who can work in your place.

**Responsibilities** You agree to perform routine maintenance and repairs on Anderson Hall and the District Office. You also agree to perform emergency repairs at Anderson Hall and the District Office.

**Reporting** You agree to routinely report to a Board representative to whom you recommend routine maintenance. At this time, I (Jeffrey Fawcett) am the Board representative.

In addition to the terms set forth in your letter, at its February 21, 2012 meeting the Board proposed the following additional terms for your work with the District:

**Budget** At your discretion, you may charge the District up to an average of \$250 per month. This includes your time and any materials you purchase that are charged to the District. Projects in excess of \$250 or in excess of \$250 per month require review and approval by the Board's representative who in turn may ask the Board for approval. You are not to proceed unless you have that approval.

Finally, there are some additional terms that should be made clear in the District's agreement with you.

**Board Meetings** You are not required to report to the Board at its regular meetings—the Board’s representative will report on the work you perform each month.

**Billing** Invoice the District each month. Because the Board must approve payment of invoices at its regular meeting, prompt payment is more likely if you submit invoices on the second Tuesday of each month (the regular meeting of the Board is held on the third Tuesday of each month).

**Receipts** Attach receipts to your invoice for purchases you charge the District as invoice items.

**Emergency Repairs** You have permission to use your discretion in performing emergency repairs. You need not obtain permission from the Board Representative, although discussion and review before taking action are preferred. Expenditures for emergency repairs are considered separately from routine maintenance.

**Termination** Either the District or you may terminate this arrangement upon giving the other party thirty (30) days written notice.

Please sign a copy of this letter, indicating your approval to the above terms, and return it to the District.

Thanks again for contributing to Camp Meeker.

Best regards,

Jeffry Fawcett  
Secretary/Treasurer

APPROVED

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PAUL C. SMITH, an Individual  
DBA Design, Construction and Property Management

**MICHAEL A. CELENTANO**  
Certified Public Accountant  
205 West Gobbi Street  
Ukiah, CA 95482

February 17, 2012

Cheryl Doran-Girard  
Camp Meeker Recreation & Park District  
PO Box 461  
Camp Meeker, CA 95419

Dear Ms. Doran-Girard:

In reply to your request, I am pleased to present my firm's background, philosophy and services I can offer the Camp Meeker Recreation and Park District and proposal for my examination of the financial statements of the Camp Meeker Recreation and Park District for the fiscal years ending June 30, 2012, 2013 and 2014.

**SCOPE OF ENGAGEMENT**

My audit will be made in accordance with general accepted auditing standards. My examination will include such tests of the accounting records and other auditing procedures that I may consider necessary to enable me to express an opinion as to the fairness of the financial statements of the Camp Meeker Recreation and Park District as of and for the fiscal years ending June 30, 2012, 2013 and 2014.

I understand that your staff will furnish the following:

- a. All financial records, books of accounts, supporting documents, and other related records.
- b. Copies of the bylaw, minutes of the Board of Directors, policy directives, grant agreements, contracts, leases, budgets, closeout reports, other documents or data pertinent to the grants, and such other information as may be required in the conduct of the examination.
- c. Adequate working space and other facilities for the conduct of the examination.
- d. Assistance of personnel as is desired and considered necessary, including but not limited to, the preparation of account analysis, summaries, and other working papers requested.

## **PROFILE OF MICHAEL A CELENTANO, CPA**

Michael A. Celentano, C.P.A. is a modern and vigorous organization that was organized in 1979. My operations are local in scope.

My clients represent nearly all facets of the economic spectrum. Regardless of size, each client receives the personalized service my firm is noted for.

My philosophy of personalized service means that the audit and evaluation of internal accounting controls of the housing authority would be under the personal supervision of Michael A. Celentano C.P.A. Other specialists, using the latest techniques, would be assigned to the engagement as required.

Whenever possible, I would utilize your personnel to keep my chargeable time (and billing) to a minimum.

Auditing services are primarily the examination of financial statements and my opinion, as independent Certified Public Accountant, on the fairness of the presentation of the financial position and operating results. I use the constructive approach in auditing. For example, as a result of acquiring knowledge of client's financial and administrative problems, I often recommend improvements for more effective administrative controls. I also meet current GASB audit standards.

My philosophy and practice is to blend the technical, the practical and the business approach in each engagement.

My accounting department provides such services as design and implementation of manual and computer based information and control systems, preparation of projects, forecasts, and budgets, to name a few.

My management advisory services department has knowledge necessary to service clients in a wide range of functional areas, such as accounting systems, data processing and accounting controls. My purpose is to help clients solve their management problems. The scope of consulting engagement is determined in large by client, and depends partially on the extent of participation by the clients' personnel. My aim is to provide "know how", not manpower.

## **AUDIT TIMING**

The audit for the fiscal year ending June 30, 2012 would commence on or about November 2012 and would be completed no later than December 2012.

The audit for the fiscal year ending June 30, 2013 would commence on or about November 2013 and would be completed no later than December 2013.

The audit for the fiscal year ending June 30, 2014 would commence on or about November 2014 and would be completed no later than December 2014.

## AUDIT FEE

Fees for my services are based on the time required to complete my assignment, plus out-of-pocket expenses. Every effort will be made to keep my services to a minimum consistent with the requirements of the engagement. My current hourly rates for an audit examination are as follows:

Partners	\$90.00-\$100.00 per hour
Staff Accountants	\$40.00-\$60.00 per hour
Clerical	\$30.00-\$40.00 per hour

My maximum fee and out-of-pocket costs for my examination of the financial statements would not exceed \$ 10,000 for the fiscal year ending June 30, 2012, \$10,000 for the fiscal year ending June 30, 2013 and \$10,000 for the fiscal year ending June 30, 2014.

Although I do not anticipate it and consider the possibility remote, it should be understood that circumstances could arise that would require my services to be extended. In that event I will notify you immediately, and in no event would such an extended examination be conducted unless it was specific direction and approval of the Board.

It is my understanding, in proposing the aforementioned maximum audit fee that the contracts and funds to be audited would not vary significantly in quantity, dollar amount, or nature from those currently in place. I also understand that the condition of your financial records and the accounting procedures employed will not vary significantly from the current conditions and procedures.

Michael A. Celentano, C.P.A. recognizes that its most important product is prompt and effective service of the highest quality. All my efforts are directed toward achieving that aim. I believe I can serve the Camp Meeker Recreation and Park District to its complete satisfaction. The highest of skills available in my firm would be brought to bear on the servicing the District's needs.

I appreciate this opportunity to present my firm for your consideration and would be pleased to furnish additional information or meet with your finance committee or Board of Directors.

Very truly yours,

Michael A Celentano  
Certified Public Accountant