



Post Office Box 461
Camp Meeker, CA 95419
707-874-9246
www.campmeeker.org

**REGULAR MEETING
OF THE BOARD OF DIRECTORS
LOCATION: ANDERSON HALL
101 LAKESIDE, CAMP MEEKER, CA
AUGUST 16, 2022 7:00 P.M.
AGENDA**

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. July 19, 2022 Minutes

B. Resolution 2022-011: Continuing Local Emergency

C. Payment of Claims

D. Journal Entry Approval

1. JV2022-047: 6/30/2022 Year End Tax Revenue

E. Administrative and Financial Report

VII. REPORT OF THE WATER SYSTEM OPERATOR (Russian River Utility, 5 minutes)

A. System Operations

VIII. PUBLIC HEARING: TAKE AND REVIEW PUBLIC COMMENT 2022-2023 ANNUAL DIRECT CHARGE BILLING VIA PROPERTY TAXES

A. OPEN PUBLIC HEARING

Annually, the District has to provide the County of Sonoma with a report on water charges, including delinquencies. This has to be done after public hearing gives those interested a chance to speak to the report. The Board will take and review public comment on Proposed Resolution No. 2022-012, which proposes to approve the 2022-2023 direct charge billing via property taxes. Proposed Resolution No. 2022-012 is entitled:

"A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMP MEEKER RECREATION AND PARK DISTRICT OVERRULING PROTESTS AND CONFIRMING REPORT ON WATER CHARGES AND DELINQUENT WATER CHARGES FOR THE FISCAL YEAR 2022-2023."

B. CLOSE PUBLIC HEARING.

IX. ACTION ITEMS

A. ADOPTION OF RESOLUTION 2022-012: OVERRULING PROTESTS AND CONFIRMING REPORT ON WATER CHARGES AND DELINQUENT WATER CHARGES FOR THE FISCAL YEAR 2022-2023. (Staff, 5 minutes)

DESCRIPTION: Following the taking of Public Comment, as set forth above, the Board will review for adoption Proposed Resolution No. 2021-012 that Resolution proposes to over-rule protests and confirm the report on water charges and delinquent water charges for the year 2022-2023.

PROPOSED ACTION: Adopt Resolution No. 2022-012.

B. PROPOSED RECORDS RETENTION POLICY (Staff, 5 minutes)

DESCRIPTION: Staff will review a comprehensive record retention policy for the District for adoption at the September meeting. The intent of the proposed policy is to encompass the entire scope of the District's assets, files, operations and other related documents.

PROPOSED ACTION: The Board may/may not take further action on the policy

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 fourteen (14) calendar days before a 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. Items will be included in an agenda based on the number of issues to be discussed.

Submit your agenda items using the Districts website at the following address:

http://www.campmeeker.org/wordpress/?page_id=224



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Camp Meeker, CA 95419
707-874-9246
www.campmeeker.org

**REGULAR MEETING
OF THE BOARD OF DIRECTORS
JULY 19, 2022 7:00 P.M.
MINUTES**

I. CALL TO ORDER

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

II. ROLL CALL

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

III. APPROVAL OF AGENDA

A motion was made by John McDaniel, and Valery Larson seconded by approve the agenda with the removal of Item C: CAMP MEEKER VOLUNTEER FIRE LEASE.

Directors Tominia, Larson, McDaniel, and Watson voted to approve the agenda with the removal of Item C. Director Helfrich was absent for the vote.

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 21, 2022 Minutes

As there were no corrections, additions or deletions to the minutes of June 21, 2022, a motion was made by Valery Larson, and seconded by John McDaniel to approve the June 21, 2022 minutes as submitted.

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

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

The motion was approved.

B. Resolution Continuing Local Emergency 2022-010

After discussion, it was agreed by voice vote that conditions are such the Board will continue to meet in public and Resolution 2022-010 was not approved.

Directors Tominia, Larson, McDaniel, and Watson voted no. Director Helfrich was absent.

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

Resolution 2022-010 was not approved.

C. Payment of Claims

A motion was made by John McDaniel, and seconded by Valery Larson to approve the July 19, 2022 warrant request 2022/2023-012 as follows:

2022-2023-001	RP-July 2022	4,692.66
\$20,301.57	Water-July 2022	15,608.91

Wells Fargo Bank Operating Checks 2358-2364 in payment of District expenses for the current month, and Bank of the West checks 752-753 in payment of water revenue transfers for June 2022 water receipts.

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

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

The motion was approved.

D. Journal Entry Approval

There were no journal entries other than the recurring entries this month.

E. Administrative and Financial Report

Ms. Doran-Girard advised the Board that correspondence had been received from CalPers as the State Social Security Administrator regarding necessary correction to the reporting of stipends to Board members that could require records review and IRS correction as far back as 1978. In conversation with CalPers staff regarding the purpose of the stipend and cessation of the stipends effective July 1, 2022 it may be that the District can get a letter from the IRS in Washington, DC closing the issue of correction and reporting of stipend payments to present and past Board members. She further informed the Board that the Direct Charge processing is in process, the Financial Statements included in the Board packet are the pre-audit final for 6/30 2022, and that Streamline, a website service provider for Special Districts and recommended by CSDA had reviewed the District's website and made an online presentation.

VII. REPORT OF THE WATER SYSTEM OPERATOR

A. System Operations

Jamie Dunton of Russian River Utility informed the Board that the system is operating normally. Additionally, cooler weather seems to have helped the June 1 water release for the Dutch Bill augmentation. The release is 38 gallons per minute and is holding cool temperature at the intertie. To date 2,494 million gallons have been released into the creek. It will be important to monitor the balance carefully and not lose sight of usage over the 3-4 months of warm weather.

The Board inquired about the repair charges for Sylvania and was advised that a meter had been moved.

VIII. ACTION ITEMS

A. WATER CUSTOMER ACCOUNT LATE CHARGES

DESCRIPTION: The moratorium of water shutoff and late charges established as a result of the COVID pandemic was ended on March 31, 2022. Director McDaniel asked for a review of the process with respect to billing of late charges and collection of delinquent customers. Ms. Voet advised that July late charges amounted to 1,423.00.

ACTION: The Board took no action regarding this item.

B. WATER CONNECTION APNS 074-100-010, 074-100-051 ACREAGE LANE

PARCEL OWNERS: ELLA/BOB ROZETT & SCHRAG/VOGT

DESCRIPTION: The Rozetts contacted Russian River Utility to inquire about costs for the hookups for properties on Acreage Lane. Russian River Utility has advised the Rosetts that their query is beyond the scope of RRU's scope of work and requires consultation with an engineer regarding costs and feasibility to connect for properties.

The Board advised Mr. Rozett that he would need to go direct to engineers such as Brelje and Race. Director Tominia will check to see if the property is within the District sphere of influence and review with Russian River staff.

ACTION: The Board took further action regarding this issue.

C. CAMP MEEKER VOLUNTEER FIRE LEASE AGREEMENT

(Note: Removed From Agenda)

D. RESOLUTION 2022-009: CONFLICT OF INTEREST POLICY

DESCRIPTION: The Sonoma County Board of Supervisors approved the Camp Meeker Recreation & Park District's Conflict of Interest Code in 1984. It was fairly simplistic and required Board members alone disclose financial interests on FPPC Annual Form 700. In the thirty-six years since the initial Code was adopted, the District has revised its Conflict of Interest Code with to include projects/tasks are handled by consultants rather than by Board members (i.e., District Counsel, Engineers, Water Operator, CPA, and other consultants) and relevant staff. The Political Reform Act requires every agency to review its Conflict of Interest Code biennially (every two years) and to notify the code reviewing body (Sonoma County Board of Supervisors). The Board reviewed the existing code and determined that no amendment is needed.

ACTION: A motion was made by John McDaniel, and seconded by Valery Larson authorizing Director Tominia in his capacity as Board President to sign the 2022 Local Agency Biennial Notice informing the County of Sonoma Board of Supervisors that no amendment to the District's Conflict of Interest Code is necessary and directs staff to submit to the County of Sonoma system by the required dates.

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

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

The motion was approved.

X. DIRECTORS' REPORTS

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PROPOSED ACTION: No action or discussion to take place

XI. ADJOURNMENT

As there was no further business to be brought before the Board at this time, a motion was made by John McDaniel, and seconded by Valery Larson that the July 2022 meeting of the Camp Meeker Board of Directors is adjourned.

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

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

The motion was approved.

The meeting adjourned at 7:56 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

2022.07.19finalminutescdg2.docx

RESOLUTION NO. 2022-011 (SUBSEQUENT)

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMP MEEKER RECREATION AND PARK DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CAMP MEEKER RECREATION AND PARK DISTRICT FOR THE PERIOD SEPTEMBER 1, 2022 THRU

SEPTEMBER 30, 2022 PURSUANT TO
BROWN ACT PROVISIONS.

WHEREAS, the CAMP MEEKER RECREATION AND PARK DISTRICT is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of CAMP MEEKER RECREATION AND PARK DISTRICT's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution, Number 2021-017 on October 19, 2021, Resolution Number 2021-018 on November 16, 2021, Resolution 2021-019 on December 14, 2021, Resolution 2022-001 on January 18, 2022, and Resolution 2022-003 on February 15, 2022 finding that the requisite conditions exist for the legislative bodies of CAMP MEEKER RECREATION AND PARK DISTRICT to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, A STATE OF EMERGENCY REMAINS ACTIVE – DESCRIBED IN GOVERNOR NEWSOM’S MARCH 4, 2020 PROCLAMATION HERE; and

WHEREAS, ORDERS FROM STATE OR SONOMA COUNTY OFFICIALS IMPOSING OR RECOMMENDING SOCIAL DISTANCING MEASURES DESCRIBE HOW MEETING IN PERSON WOULD PRESENT IMMINENT RISK TO HEALTH AND SAFETY OF ATTENDEES; and

WHEREAS, the Board of Directors does hereby find that THE MARCH 4, 2020 STATE OF EMERGENCY, **AND**, SOCIAL DISTANCING ORDERS **OR** CONDITIONS CAUSING IMMIMENT RISK TO ATTENDEES has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California RATIFY SONOMA COUNTY ORDERS FOR SOCIAL DISTANCING; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative bodies of CAMP MEEKER RECREATION AND PARK DISTRICT shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, MEETINGS WILL BE CONDUCTED UTILIZING THE ZOOM APPLICATION INCLUDING TO INSURE ACCESS BOTH BY DIGITAL DEVICES INCLUDING TELEPHONE FOR THE PUBLIC.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE CAMP MEEKER RECREATION AND PARK DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and SOCIAL DISTANCING ORDERS established by the County of Sonoma and/or the State of California **and that meeting in person would present imminent risk to vulnerable individual members of the public increasing the likelihood of transmission of the COVID-19 virus** from those members of the public who have chosen to be unvaccinated.

Section 3. Re-ratification of Governor’s Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California’s Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The staff and Board members and legislative bodies of Camp Meeker Recreation and Park District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution and the following amendment shall take effect immediately upon its adoption and shall be effective until the earlier of (i) December 31, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Camp Meeker Recreation and Park District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Camp Meeker Recreation and Park District, this 16th day of August, 2022, by the following vote:

Director	Yes	No
Tominia		
Helfrich		
McDaniel		
Larson		
Watson		
Total		

AYES: NOES: ABSENT: ABSTAIN:

John McDaniel, Secretary/Treasurer

**CHERYL DORAN GIRARD
CLIENT MEMORANDUM**

TO: CAMP MEEKER RECREATION & PARK DISTRICT BOARD MEMBERS
FROM: CHERYL DORAN GIRARD
SUBJECT: AUGUST 16, 2022 WARRANTS AND FINANCIAL INFORMATION
DATE: AUGUST 12, 2022

Financial Statements and Warrant Detail in the board packet following this memorandum provide information available through August 12, 2022.

2022/2023-002	RP-August 2022	5,085.76
\$98,283.07*	Water-August 2022	16,894.12

*Includes transfers and USDA Loan payment of \$68, 745.91.

The Financial statements included in the Board info packet represent revenue and expenses for first month of the 2022-2023 fiscal year.

The financial statements revenue and expenses are reflective of vendor invoices received through 08/12/2022. The final 6/30/2022 year-end adjustments and audit preparation is in progress.

Check registers included in the financial packet include all checks written since the last warrant approval.

All bank reconciliations are complete. The 2022-2023 Final Budget will be prepared for adoption at the September 21, 2022 meeting.

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 # 2022-2023-002

VENDOR	CHECK AMOUNT	R&P FUND	WATER FUND	EXPLANATION
CMRPD Water System	98.36	98.36		July Water
Doran-Girard, Cheryl	7,350.00	1,323.00	1,984.50	Consulting-July/Aug 2022
Doran-Girard, Cheryl		882.00	1,323.00	Consulting-July/Aug 2022
Doran-Girard, Cheryl		413.44	505.31	Consulting-July/Aug 2022
Doran-Girard, Cheryl		459.37	459.38	Consulting-July/Aug 2022
Lopez, Jessica	120.00	120.00		Cleaning-Hall
Perry Johnson	90.00	90.00		St. Dorothy's/ Purchase
PGE	141.84	141.84	-	Electric Service
Russian River Utility	11,398.20	-	9,120.75	Contract Services
Russian River Utility	-	-	2,277.45	Electric Service Wtr System
Sonoma County Assessor	240.00		240.00	22-23 Parcel Data Dir Chg
Wavemaker Media	300.00	275.00	25.00	Hall Booking & Consumer Conf
US Bank	2,241.48	1,000.00	832.63	Worker Comp-Annual
US Bank	-	209.22	52.57	Communications
US Bank		22.50	22.50	Website Hosting/Maintenance
US Bank		51.03	51.03	Staples: Print/Office Supplies
CMRPD-Tfr Dir Charges	5,957.28			Direct Charge Tfr to Investment
CMRPD-Hall Fee Tfr	1,100.00			Hall Fee Transfer to Ops
Tim Johnson/Chris Norberg	500.00			Refund Hall Deposit
USDA-Loan Pmt	68,745.91			USDA Loan Pmt
	<u>98,283.07</u>	<u>5,085.76</u>	<u>16,894.12</u>	76,303.19

DIRECTOR APPROVAL:

DATE:

8/16/22

Camp Meeker Recreation & Parks District
Check/Voucher Register - CDG-Current Register
1010 - Cash In Wells Fargo Bank-Operating
From 7/20/2022 Through 8/16/2022

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
2365	System Generated Check/Vo...	Camp Meeker Wa...	8/11/2022	49.04
2366	System Generated Check/Vo...	Cheryl Doran-Girard	8/11/2022	7,350.00
2367	System Generated Check/Vo...	Jessica Lopez	8/11/2022	120.00
2368	System Generated Check/Vo...	P G & E	8/11/2022	141.84
2369	System Generated Check/Vo...	Perry Johnson An...	8/11/2022	90.00
2370	System Generated Check/Vo...	Russian River Utility	8/11/2022	11,398.20
2371	System Generated Check/Vo...	Sonoma Co Asses...	8/11/2022	240.00
2372	System Generated Check/Vo...	Wavemaker Medi...	8/11/2022	300.00
2373	System Generated Check/Vo...	Camp Meeker Wa...	8/11/2022	49.32
2374	System Generated Check/Vo...	US Bank	8/11/2022	2,241.48
2375	Dir Chg Tfr 6/30/2022 To In...	Camp Meeker Rec...	8/16/2022	<u>5,957.28</u>
		Total 1010 - Cash In Wells Fargo Bank-Operating		27,937.16

Camp Meeker Recreation & Parks District
Check/Voucher Register - CDG-Current Register
1015 - Cash in Wells Fargo Bank-Investments
From 7/20/2022 Through 8/16/2022

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1027	USDA Payment Loans 04-04...	USDA Rural Devel...	8/16/2022	<u>68,745.91</u>
		Total 1015 - Cash in Wells Fargo Bank-Investments		68,745.91

Camp Meeker Recreation & Parks District
Check/Voucher Register - CDG-Current Register
1040 - Cash in US Bank-Rental Deposits
From 7/20/2022 Through 8/16/2022

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1124	Hall Deposits/Fees--8-5-8/8/...	Tim Johnson	8/9/2022	500.00
1125	Anderson Hall--Johnson We...	Camp Meeker Rec...	8/9/2022	<u>1,100.00</u>
		Total 1040 - Cash in US Bank-Rental Deposits		1,600.00
				<u> </u>
Report Total				98,283.07
				<u> </u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
10 - Recreation & Park - Operating
From 7/1/2022 Through 6/30/2023
(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
Revenue				
4001	Property Taxes-CY Secured	92,500	0	(92,500)
4110	Interest Earned-Wells Fargo Bank	0	71	71
4210	Rental Fees-Anderson Hall	2,000	1,100	(900)
4215	Rental Fees-Other	1,900	317	(1,583)
4220	State-Home Owner Property Tax Relief	500	0	(500)
4295	Grant Revenue	125,000	0	(125,000)
4625	Transfers-Within Fund In	25,000	0	(25,000)
	Total Revenue	<u>246,900</u>	<u>1,487</u>	<u>(245,413)</u>
Expenditures				
5010	Director Stipend	720	0	720
5017	Worker Compensation Insurance	1,500	0	1,500
5101	Communications-Telephone	1,100	129	971
5105	Communications-ISP Website	750	45	705
5110	Communications-Website Other	500	26	474
5112	Communications-WiFi	1,100	212	888
5184	Janitorial Supplies	500	0	500
5185	Janitorial Services	1,950	120	1,830
5210	Insurance-Property & Liability	8,000	0	8,000
5401	Memberships	300	0	300
5405	Miscellaneous	850	0	850
5410	Office Supplies	750	0	750
5416	Lease-Accounting Software	1,650	268	1,382
5420	Training-Administrative	150	0	150
5425	Postage	75	9	66
5426	Printing Services	1,000	0	1,000
5427	Supplies	750	0	750
5501	Professional Fees-Web	650	275	375
5520	Administrative Services	21,000	2,709	18,291
5531	Community Education	5,000	0	5,000
5540	LAFCO Charges	300	0	300
5550	Legal Services	15,000	908	14,092
5555	Professional Services-Auditor	9,500	909	8,591
5556	Professional Services-Accounting	14,000	1,746	12,254
5570	Service Fee-PayPal	250	0	250
5575	Bank Service Fees	0	54	(54)
5576	Property Tax Administration Fee	1,000	0	1,000
5590	Gas and Oil	1,500	0	1,500
5592	Water and Sewer	1,500	246	1,254
5594	Utilities	1,450	142	1,308
8510	Remodel/Rehab/Renovate	110,000	0	110,000
8514	Maintenance & Repair-Major	25,000	0	25,000
8516	Restoration	19,000	0	19,000
9001	Contingency	105	0	105
	Total Expenditures	<u>246,900</u>	<u>7,799</u>	<u>239,101</u>
	Excess of Income Over (Under) Expense	<u>0</u>	<u>(6,312)</u>	<u>(6,312)</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
16 - Recreation & Park - Capital Replacement
From 7/1/2022 Through 6/30/2023
(In Whole Numbers)

	<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
Expenditures			
8625 Tfr Within Fnd-Out	<u>25,000</u>	<u>0</u>	<u>25,000</u>
Total Expenditures	<u>25,000</u>	<u>0</u>	<u>25,000</u>
Excess of Income Over (Under) Expense	<u>(25,000)</u>	<u>0</u>	<u>25,000</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
40 - Recreation & Parks - Water Operations
From 7/1/2022 Through 6/30/2023
(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
Revenue				
4010	Direct Charges-Current Year	124,000	0	(124,000)
4260	Reimbursements	6,000	0	(6,000)
4310	Sales of Water-Residential	250,000	19,597	(230,403)
4625	Transfers-Within Fund In	<u>150,000</u>	<u>0</u>	<u>(150,000)</u>
	Total Revenue	<u>530,000</u>	<u>19,597</u>	<u>(510,403)</u>
Expenditures				
5017	Worker Compensation Insurance	1,200	0	1,200
5101	Communications-Telephone	500	79	421
5105	Communications-ISP Website	300	45	255
5110	Communications-Website Other	300	26	274
5210	Insurance-Property & Liability	5,000	0	5,000
5401	Memberships	250	0	250
5410	Office Supplies	850	240	610
5416	Lease-Accounting Software	1,750	268	1,482
5420	Training-Administrative	200	0	200
5425	Postage	300	0	300
5427	Supplies	150	0	150
5501	Professional Fees-Web	200	25	175
5515	Contract Services-Water Operations	150,000	18,242	131,759
5520	Administrative Services	21,000	3,929	17,072
5540	LAFCO Charges	850	0	850
5550	Legal Services	16,500	1,000	15,500
5555	Professional Services-Auditor	12,100	909	11,191
5556	Professional Services-Accounting	16,800	2,619	14,181
5567	SCWA-Water Agency Fees	6,000	0	6,000
5575	Bank Service Fees	10	15	(5)
5576	Property Tax Administration Fee	1,200	0	1,200
5585	Public/Legal Notices	575	0	575
5587	Water System Fees-State	2,750	0	2,750
5594	Utilities	12,500	3,544	8,956
8511	Maintenance & Repair	0	885	(885)
8565	Equipment 2	125,000	0	125,000
8625	Tfr Within Fnd-Out	148,000	0	148,000
9001	Contingency	<u>5,715</u>	<u>0</u>	<u>5,715</u>
	Total Expenditures	<u>530,000</u>	<u>31,826</u>	<u>498,174</u>
	Excess of Income Over (Under) Expense	<u>0</u>	<u>(12,229)</u>	<u>(12,229)</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
50 - Recreation & Parks - Water Capital
From 7/1/2022 Through 6/30/2023
(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
	Revenue			
4110	Interest Earned-Wells Fargo Bank	0	419	419
4625	Transfers-Within Fund In	<u>50,000</u>	<u>5,000</u>	<u>(45,000)</u>
	Total Revenue	<u>50,000</u>	<u>5,419</u>	<u>(44,581)</u>
	Expenditures			
5575	Bank Service Fees	0	105	(105)
8625	Tfr Within Fnd-Out	<u>150,000</u>	<u>5,000</u>	<u>145,000</u>
	Total Expenditures	<u>150,000</u>	<u>5,105</u>	<u>144,895</u>
	Excess of Income Over (Under) Expense	<u>(100,000)</u>	<u>314</u>	<u>100,314</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
70 - Recreation & Park - USDA Debt Fund
From 7/1/2022 Through 6/30/2023
(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
	Revenue			
4290	Miscellaneous Revenues	1,500	0	(1,500)
4625	Transfers-Within Fund In	<u>103,972</u>	<u>0</u>	<u>(103,972)</u>
	Total Revenue	<u>105,472</u>	<u>0</u>	<u>(105,472)</u>
	Expenditures			
7910	Long Term Debt-Principal	41,000	43,000	(2,000)
7911	Long Term Debt-Interest	<u>52,511</u>	<u>25,746</u>	<u>26,765</u>
	Total Expenditures	<u>93,511</u>	<u>68,746</u>	<u>24,765</u>
	Excess of Income Over (Under) Expense	<u>11,961</u>	<u>(68,746)</u>	<u>(80,707)</u>

CAMP MEEKER RECREATION & PARK DISTRICT					
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Allocation of Water Receipts Fiscal Year 7/1/2022 -6/30/2023						
Allocation of Water Receipts Fiscal Year 7/1/2022 -6/30/2023						

[illegible]

CAMP MEEKER RECREATION & PARK DISTRICT									
JOURNAL ENTRY AND DOCUMENTATION									
ENTRY	JV2021-047								
DATE:	6/30/2022								
FUND	ACCOUNT	EVENT	LATER	ACCOUNT DESCRIPTION	DEBIT	CREDIT			
10	1130	0	999	Property Taxes Receivable	6,326.23				
10	4001	0	999	Property Tax Cur Year-Secured		4,657.89			
10	4040	0	999	Property Tax Cur Year-Unsec		191.60			
10	4041	0	999	Collection Cost-UnSecured					
10	4020	0	999	Property Tax Cur Year-Supplemental		1,024.25			
10	4080	0	999	Property Tax PY Secured	6.80				
10	4090	0	999	Property Tax PY Unsecured		59.19			
10	4091	0	999	Property Tax PY Supplemental	2.86				
10	4092	0	999	State-Other State Property Tax Backfill		109.34			
10	4220	0	999	Homeowners Prop Tax Relief (HOPTR)		251.11			
10	4101	0	999	Interest Pooled Cash		6.68			
10	4120	0	999	Interest-Other		35.83			
40	1135	0	999	Direct Charges Receivable	5,957.28				
40	4015	0	999	Direct Charges-July		5,950.00			
40	4061	0	999	Direct Charges-Prior Year		-			
40	4101	0	999	Interest Pooled Cash		7.28			
				REASON FOR JOURNAL ENTRY:					
				Record Tax Revenues and Direct					
				Charges Received July 2022					
				Per County of Sonoma					
PREPARED BY:					FISCAL OFFICER APPROVAL:		DATE:		
DATE POSTED:									

Actual Transactions

Fiscal Date [5/1/2022, 6/1/2022] and Fund [72151] and Account [4*, 5*]

Run: 2022-07-18 06:59 PM

Posted Date	Journal Date	Journal ID	Journal Header Description	Journal Line Description	Business Unit	Fund	Department	Account	TCA	Amount
Fund: 72151 – Camp Meeker Rec and Park Dist.										
Account Type: 00004 – All Revenues										
Account: 40002 – Prop Tax - CY, Secured										
06-17-2022	06-13-2022	0000271648	CY Secured 4/13/22-6/12/22	Prop Tax - CY, Secured	SC002	72151	67010100	40002	T12000	(3,295.77)
07-14-2022	06-30-2022	0000276121	Excused Taxes Tr Adj 21-22	Prop Tax - CY, Secured	SC002	72151	67010100	40002	T12000	0.01
07-13-2022	06-30-2022	0000275284	CY Sec Teeter Buyout P13 21-22	Prop Tax - CY, Secured	SC002	72151	67010100	40002	T12000	(890.25)
07-13-2022	06-30-2022	0000275617	CY Secured 6/13/22-7/6/22	Prop Tax - CY, Secured	SC002	72151	67010100	40002	T12000	(471.88)
Total 40002 – Prop Tax - CY, Secured										(4,657.89)
Account: 40101 – Prop Taxes - CY, Unsecured										
07-13-2022	06-30-2022	0000275785	CY Unsecured 12/1/21-7/6/22	Prop Taxes - CY, Unsecured	SC002	72151	67010100	40101	T12000	(191.60)
Total 40101 – Prop Taxes - CY, Unsecured										(191.60)
Account: 40111 – Supplemental Prop Taxes - CY										
05-06-2022	05-04-2022	0000268402	CY Supplemental 4/1/22-5/1/22	Supplemental Prop Taxes - CY	SC002	72151	67010100	40111	T12000	(302.92)
06-03-2022	06-01-2022	0000270727	CY Supplemental 5/2/22-5/31/22	Supplemental Prop Taxes - CY	SC002	72151	67010100	40111	T12000	(212.98)
07-13-2022	06-30-2022	0000275569	CY Supplemental 6/1/22-7/6/22	Supplemental Prop Taxes - CY	SC002	72151	67010100	40111	T12000	(350.66)
07-14-2022	06-30-2022	0000276121	Excused Taxes Tr Adj 21-22	Supplemental Prop Taxes - CY	SC002	72151	67010100	40111	T12000	0.01
07-13-2022	06-30-2022	0000275326	CY Supp Teeter Buyout P13 21-22	Supplemental Prop Taxes - CY	SC002	72151	67010100	40111	T12000	(157.70)
Total 40111 – Supplemental Prop Taxes - CY										(1,024.25)
Account: 40201 – Prop Taxes - PY, Secured										
07-14-2022	06-30-2022	0000276041	PY Secured Teeter Adjust 21-22	Prop Taxes - PY, Secured	SC002	72151	67010100	40201	T12000	6.80
Total 40201 – Prop Taxes - PY, Secured										6.80
Account: 40211 – Prop Taxes - PY, Unsecured										
07-14-2022	06-30-2022	0000275961	PY Unsecured 7/1/21-7/6/22	Prop Taxes - PY, Unsecured	SC002	72151	67010100	40211	T12000	(59.19)
Total 40211 – Prop Taxes - PY, Unsecured										(59.19)
Account: 40221 – Supplemental Prop Taxes - PY										
07-13-2022	06-30-2022	0000274475	PY Supp Teeter Adjust 21-22	Supplemental Prop Taxes - PY	SC002	72151	67010100	40221	T12000	2.86
Total 40221 – Supplemental Prop Taxes - PY										2.86
Account: 42291 – State Homeowners Prop Tax Relf										
05-13-2022	05-06-2022	0000268525	HOPTR SecUns P13 35% 21-22	State Homeowners Prop Tax Relf	SC002	72151	67010100	42291	T12000	(173.71)
05-13-2022	05-10-2022	0000268741	HOPTR SB813 P13 35% 21-22	State Homeowners Prop Tax Relf	SC002	72151	67010100	42291	T12000	(2.07)
06-17-2022	06-08-2022	0000271277	HOPTR SecUns P13 15% 21-22	State Homeowners Prop Tax Relf	SC002	72151	67010100	42291	T12000	(74.44)
06-17-2022	06-10-2022	0000271507	HOPTR SB813 P13 15% 21-22	State Homeowners Prop Tax Relf	SC002	72151	67010100	42291	T12000	(0.89)
Total 42291 – State Homeowners Prop Tax Relf										(251.11)

Posted Date	Journal Date	Journal ID	Journal Header Description	Journal Line Description	Business Unit	Fund	Department	Account	TCA	Amount
Account: 42372 – State Property Tax Backfill										
06-17-2022	06-16-2022	0000272176	2020 LNU Fire Tax Backfill	State Property Tax Backfill	SC002	72151	67010100	42372	T12000	(29.14)
06-17-2022	06-16-2022	0000272157	2020 Glass Fire Tax Backfill	State Property Tax Backfill	SC002	72151	67010100	42372	T12000	(80.20)
Total 42372 – State Property Tax Backfill										(109.34)
Account: 44002 – Interest on Pooled Cash										
07-15-2022	06-30-2022	IA00276475	4th Qtr Interest Apportionment	4th Qtr Interest Apportionment	SC002	72151	67010100	44002		(6.68)
Total 44002 – Interest on Pooled Cash										(6.68)
Account: 44003 – Other Interest Earnings										
07-15-2022	06-30-2022	0000276555	SB2557 Interest Distrib 21-22	Other Interest Earnings	SC002	72151	67010100	44003	T12000	(35.83)
Total 44003 – Other Interest Earnings										(35.83)
Total 72151 – Camp Meeker Rec and Park Dist.										(6,326.23)

Actual Transactions

Fiscal Date [5/1/2022, 6/1/2022] and Fund [72153] and Account [4*, 5*]

Run: 2022-07-18 07:04 PM

Posted Date	Journal Date	Journal ID	Journal Header Description	Journal Line Description	Business Unit	Fund	Department	Account	TCA	Amount
Fund: 72153 – Camp Meeker - Water Operations										
Account Type: 00004 – All Revenues										
Account: 40003 – Direct Charges - CY										
06-17-2022	06-13-2022	0000271648	CY Secured 4/13/22-6/12/22	Direct Charges - CY	SC002	72153	67010300	40003	T70300	(5,425.00)
07-13-2022	06-30-2022	0000275617	CY Secured 6/13/22-7/6/22	Direct Charges - CY	SC002	72153	67010300	40003	T70300	(525.00)
Total 40003 – Direct Charges - CY										(5,950.00)
Account: 44002 – Interest on Pooled Cash										
07-15-2022	06-30-2022	IA00276475	4th Qtr Interest Apportionment	4th Qtr Interest Apportionment	SC002	72153	67010300	44002		(7.28)
Total 44002 – Interest on Pooled Cash										(7.28)
Total 72153 – Camp Meeker - Water Operations										(5,957.28)



CAMP MEEKER

RECREATION & PARK

DISTRICT

DIRECT CHARGE LIST

2022-2023

PREPARED: 7/29/2022

70300DCL	Tax Code-70300-Camp Meeker P&R	
7/29/22	Direct Charge List - 2022-2023	
ASSMT #	Name	Charge
074100006000	MOLINA MARCEL ARIEL & MORRIS JANENAN LEE	350.00
074100007000	HUHN HENDRIK B TR & HUHN LAURA M TR	700.00
074100009000	PECK DAVID & DURAND ANISA A.	350.00
074100028000	ANDERSON CHRISTINE L	350.00
074100049000	MC CANN BRUCE W & MC CANN MELISSA	350.00
074100057000	ERWIN RANDY SCOTT	700.00
074110011000	MARTY DOROTHY J TR	350.00
074110013000	GRAY JOHN ELLIS & GRAY, SUSAN ELLIS	700.00
074110014000	GIO LINDA	350.00
074110015000	WHEELER ZANE & WHEELER NOEL	350.00
074110016000	ROSEN JAY	350.00
074110019000	HANSKEN TIMOTHY JAMES	350.00
074110020000	MILLER ERIC C & JERRI W TR	700.00
075040010000	LARGENT JONATHAN LEE	350.00
075050005000	GRIFFITHS RACHEL L	68.00
075050006000	SCHWEIZER JAMES E TR & LISA F TR	350.00
075050014000	WESTON SARA TAYLOR TR	68.00
075090003000	DAVEY MICHELLE & NIKEL SCOTT T.	350.00
075090012000	MANUEL ANNA CORINNE	350.00
075090014000	MARTIN, EMILIE W. & MARTIN SAMUEL	350.00
075090015000	FORDE CONNOR PATRICK & FORDE KELLY	350.00
075090016000	OCONNELL DANIEL ET AL	350.00
075090017000	RILEY, ANNA W.	350.00
075090018000	HATAWAY CHRISTOPHER & ZUMWALT LESLIE JANE	350.00
075090019000	AUSTIN THOMAS	350.00
075090021000	YEE IVAN & YEE GRACE	350.00
075090022000	YEE IVAN & YEE GRACE	350.00
075090027000	DEOLIVEIRA MOACIR ALVES JR & DEOLIVEIRA MOACIR ALVES	350.00
075090029000	MCINTOSH, ASHLEY C.	350.00
075090031000	FRANKEL PETER ET AL & HUGHES, BRIANNA	350.00
075090034000	ZEVIN BARRY & ROBERTS MARGARET	350.00
075090035000	NEUFELD, EVA MARIA TR	350.00
075090036000	MIGDALSKI LINDSEY NICOLE ET AL	350.00
075090037000	YUSPA ILENE ET AL	350.00
075090038000	JENNINGS MICHAEL H TR & TENNISON LINNEA C TR	350.00
075090039000	NICHOLSON, MARGARET M.	350.00
075090040000	CECCARELLI CHRIS L.	350.00
075090041000	SALAZAR RAFAEL & LUCINDA	350.00
075090042000	WOLFF MISTY E & WOLFF DAVID W	350.00
075090043000	MUELLER MARY ELIZABETH TR ET AL	350.00
075090044000	TENNISON LINNEA C TR	350.00
075090045000	ATKINS GREGG T. TR & ATKINS ARDITH ALLREAD TR	350.00
075090048000	TOMINIA VIRGINIA LYNN & TOMINIA ANTHONY NICHOLAS	350.00
075090050000	COOPER JAMES A. TR	350.00
075090051000	MULLER DONNA	350.00
075090052000	MCDONALD MOIRA CLAIRE & MCDONALD ROBYN JOY	350.00
075090057000	MAUVAIS SCOTT TR & CEHAND JADINE TR	350.00
075090062000	CORRALEZ TOMAS & APODACA VANESSA	350.00
075090063000	SILVERMAN LUKE W. & SILVERMAN ELISE SIMONE	350.00
075090066000	BARISONE, TINA L. TR	350.00
075090068000	KRAMER ROBERT TR & COLEMAN SUZANNE M TR	350.00
075090070000	COGLIANDRO KEVIN P.	350.00

075090077000	NICKEL EDWIN JOHN TR & NICKEL SCOTT T TR	350.00
075090079000	MEYER FRED R TR	350.00
075090080000	KACERE KIM DOUGLAS	350.00
075090085000	MEYER FRED R TR	350.00
075100003000	DOOLEY MICHAEL C	350.00
075100007000	TRUMBOWER ROLLIN J	350.00
075100008000	GLEESON GERALD L & SUSAN L	350.00
075100009000	MCCORKEL, ROBERT S TR & MCCORKEL CHRISTINE M. TR	700.00
075100010000	ADVOCATE ARNOLD TR & ADVOCATE ALEXANDRA TR	350.00
075100013000	MALISZEWSKI LEON A & NANCY A ET AL	350.00
075100019000	TIDEY ASHLEY ET AL	350.00
075100020000	MOORE FRANCIST TR ET AL	350.00
075100021000	MOORE FRANCIST TR ET AL	350.00
075100022000	DEDOOD CATHERINE	350.00
075100023000	MAZEAU JAN A TR ET AL	350.00
075100024000	AMES GEORGE A. SR. & AMES NANCY A.	350.00
075100025000	HAUSSERMAN ROBIN SIOBHAN	350.00
075100026000	LORANGER ROBERT J & JANE L	350.00
075100027000	MEYER FRED R TR	350.00
075100029000	TORMEY WILLIAM L TR & BONNIE J TR	350.00
075100030000	MORRISON THOMAS F TR ET AL	350.00
075100031000	DICKIESON LINDA LIFE EST ET AL	350.00
075100036000	BRYANT ROBERT ALAN & SALOMON-BRYANT CAROL A	350.00
075100037000	PHEARS KRISTEL P.	350.00
075100041000	MALISZEWSKI LEON	350.00
075100042000	BAADER BRENT GEORGE TR	350.00
075110001000	SMITH BARBARA J TR & PAUL C TR	350.00
075110002000	ADVOCATE ARNOLD B TR & ALEXANDRA D TR	350.00
075110004000	GOODMAN FREDERICK & GOODMAN JANET BARTLETT	350.00
075110005000	COGLIANDRO KEVIN P & COGLIANDRO KANDI	350.00
075110007000	TROLAN JAMES A TR ET AL	350.00
075110008000	BAIR STEVEN T & BAIR MEGAN A GLEESON	350.00
075110010000	GERRING BRIAN D TR & GERRING MAUREEN E TR	350.00
075110011000	CAMBRA THERESA MICHELLE TR ET AL	350.00
075110012000	ERIGERO GREGORY J TR & DANA L TR	350.00
075110013000	COGLIANDRO, KANDI & COGLIANDRO, KEVIN P.	350.00
075110014000	SMITH, NOLAN M. & SMITH, JASMINE N.	350.00
075110015000	WHITE HORACE R TR	350.00
075110021000	NELSON JOHN STEVEN & VIRGINIA ANNE FARLIN	350.00
075110029000	SCHWARTZ STEPHEN M.	350.00
075110031000	GRETTON CHARLES T TR & ST CLAIR-GRETTON LYNN TR	350.00
075110033000	BAKER HENRY C JR	68.00
075110035000	BAKER HENRY C JR	68.00
075110036000	EBERSBACH KLAUS J ET AL	350.00
075110037000	MCDERMOTT THOMAS A.	350.00
075110038000	ADVOCATE ARIANNE R. & PHIMISTER PATRICK N.	350.00
075110040000	TIMPE ALLAN K	350.00
075110041000	BAKER HENRY C JR	68.00
075110044000	LUCKE DEAN TR & LUCKE PATRICIA TR ET AL	350.00
075110045000	WHITBURN MERLE L TR	350.00
075110047000	WHITE CYNTHIA S TR	700.00
075110048000	VONWEIDLICH ALYCE DOWLING TR	350.00
075110049000	FORD ARTHUR J. TR	350.00

075120001000	HARDY THAYMOND M. & HARDY TINA LEE	350.00
075120002000	CABRERA, JAMES STEPHEN & CABRERA, CANDESS CIE	350.00
075120003000	VIABLE CAPITAL LLC	350.00
075120016000	BROWN DAVID & JEN DEAN	350.00
075120020000	LONGHI JOHN & JOSEPH, JENNIFER	350.00
075120022000	HUNTER, IVY M.	700.00
075120024000	LAFauci BRIGETTE	350.00
075120026000	GABLE GARY	350.00
075120028000	SCHAEFFER. RYAN A.	350.00
075120029000	MONTOYA LYNDsay	350.00
075120031000	MAREK AND MAREK, INC.	350.00
075120045000	WIMBOROUGH JAMES & WIMBOROUGH MICHELE HUMPHREYS	350.00
075120047000	PROTESTANT EPISCOPAL BISHOP OF CA	350.00
075120048000	DRISCOLL JOSEPH DANIEL	350.00
075120049000	VAN ALSTYNE BRADLEY E ET AL	350.00
075130001000	PROTESTANT EPISCOPAL BISHOP OF CA	350.00
075130003000	MARICICH GARY A SR TR & MARICICH RUTH P TR	350.00
075130004000	EPISCOPAL BISHOP OF CA	350.00
075130005000	PROTESTANT EPISCOPAL BISHOP OF CA	350.00
075130006000	EPISCOPAL BISHOP OF CA	350.00
075130010000	FILER HARRY P TR & BURKE-FILER ANNE E TR	350.00
075130013000	EPISCOPAL BISHOP OF CALIFORNIA	350.00
075130025000	MCNALLY ADRIENNE & MCNALLY, DANIEL	350.00
075130027000	SUARD, GINTARE BARANAUSKI, TE	350.00
075141003000	SCOGGINS PAUL WILLIAMS	350.00
075142007000	RUGGIERO RICHARD G TR & MONIKA TR	350.00
075142011000	POST DOUGLAS H.	350.00
075142012000	WHITE CONNIE LUAN & WHITE ROBERT CAMUSUS	350.00
075142015000	RYAN HEATHER NOILANI	350.00
075143004000	AUSTIN AARON TAYLOR & JASKEL KEVIN R.	350.00
075143005000	WHITE HORACE R TR	350.00
075144001000	HOPKIN KIRK K	350.00
075144004000	HIGLEY ELISE OLIVIA	350.00
075144005000	RUNSWICK RICHARD A & JEAN E	350.00
075144009000	ZEITMAN LARRY & ZEITMAN CANDY TR	700.00
075144010000	JOHNSON MICHAEL S	350.00
075144011000	POST DOUGLAS H.	350.00
075144012000	MUELLER SHELLEY N ET AL	350.00
075144013000	NEIMAN CAROLYN J	350.00
075144014000	MCINTOSH, CYNTHIA & MCINTOSH, DAVID L.	350.00
075144015000	YEICH TERRY S	350.00
075145002000	KELLNER RUSSELL R	350.00
075145003000	GARDENER ELLEN M.	350.00
075145004000	ROSENBLUM MICHAEL TR & ROSENBLUM RACHEL TR	350.00
075145009000	DAHLQUIST STUART ET AL	350.00
075145014000	ESPINOZA TIMOTHY C. TR & ESPINOZA IDA M. TR	350.00
075146002000	HEARTS HOME FOUNDATION	350.00
075146004000	REHM NORMAN H. JR. & REHM CAROL D.	350.00
075146005000	STANLEY PATRICK	350.00
075146006000	OSTROWSKI DANIEL ET AL	350.00
075146011000	GIBBS CHRISTINA MARIE & WRIGHT STEPHEN MICHEAL ET	350.00
075155001000	WATSON LYNN E TR	350.00
075155005000	WATSON LYNN E TR	350.00

075156001000	LAVERINE ADAM R	350.00
075156002000	LAVERINE ADAM R	350.00
075157003000	HOFFMAN MICHAEL J.	350.00
075157004000	WATSON LYNN E TR	350.00
075158004000	TAYLOR HENRY W. TR & ANNA J. TR ET AL	350.00
075158006000	DEMARTINI CHARLES HENRY & DEMARTINI ROBERTA M.	350.00
075164002000	CHRISTIAN SMITH JULIET & BODNAR JONATHAN C.	350.00
075164003000	GETCHELL CHRIS AND GETCHELL BRENDA	350.00
075177003000	ALMQUIST BRYAN E & ROGERSON KRISTA K.	350.00
075177007000	NEW JOSEPH & NEW ROSHELLA	350.00
075177008000	STUART DEBORAH M.	350.00
075178005000	WILKE PETER & LEWIS CROW SARAH J.	350.00
075178006000	NORBERG CHRISTOPHER & JOHNSON TIMOTHY	350.00
075178007000	STRYKER MARK & STRYKER KATHLEEN	350.00
075178008000	STRYKER MARK F & KATHLEEN A	350.00
075179005000	BERMAN LAYNA ET AL	350.00
075181001000	LEMMER DAVID J & AMY L	350.00
075181004000	GRAY JOHN	350.00
075182004000	DARR ROBERT	350.00
075182006000	MC MULLIN HELEN H TR ET AL	350.00
075182011000	ZATSMAN, REBECCA	350.00
075182012000	WASHINGTON PETER ET AL	700.00
075182013000	CLARKE CARROLL C ET AL	350.00
075183002000	MICHALEK SILVIA	350.00
075183003000	KEEFE, EMMET BRITTON III	350.00
075183004000	JACKSON, ELLITA SUMMER	350.00
075183007000	TOLFA RICK & WILDGRUBE LOIS	350.00
075183008000	ORR JAMES E.	350.00
075183009000	MUKHERJEE URMILA	350.00
075183010000	BOWMAN, ANDREW JOHN	350.00
075184005000	DAILEY RICHARD	350.00
075184006000	GIBSON TERESA EST OF ET AL	350.00
075184007000	MARTIN JEFFREY S	350.00
075184008000	FRIEDMAN MICHAEL	350.00
075184009000	CERVI HELEN M	350.00
075184010000	SCHMIDT OLIVER OAKLEY	350.00
075184014000	MORGAN GALE L.	350.00
075184016000	WOOD KEVIN D. & HUGHES KAREN W.	350.00
075185001000	WALLACE DHYANA J.	350.00
075185004000	WILSON LAURIE A	350.00
075185005000	ORRELL JACKLYN A	350.00
075185006000	NEUFELD, EVA M. TR	350.00
075185007000	CASTLE CATHERINE H TR	350.00
075185009000	FRYE WILLIAM H TR	350.00
075185011000	GETCHELL GARY L TR	350.00
075191002000	VASQUEZ, ALFONSO MARCELLO & VASQUEZ, DANIELLE BROCIO	350.00
075191004000	SEAGE FOREST Z	350.00
075192006000	DIETZ DOUGLAS A TR & DIETZ FONDA S TR	350.00
075192008000	SELANDER MARK R TR	350.00
075192009000	CROWE CAMERON & CROWE, DEFNE ALTAN	350.00
075192010000	PARSONS STEPHEN G.	350.00
075192012000	BOHLING DOUGLAS K TR	350.00
075192013000	BOYLAN PAULA J	350.00

075192015000	REAGAN PATRICK J. TR & REAGAN ANNE COOPER TR	350.00
075192017000	MARTINSEN CRAIG A	350.00
075193010000	OSBUN GAELEN & OSBUN HEATHER	350.00
075193011000	NUTTING WILLIAM L & KATHY L TR	350.00
075194001000	CARROLL DENISE	350.00
075194002000	SCHIAPPACASSE EVELYN M TR	350.00
075194003000	SLEEPER MARVIN JR & BUCKINGHAM AUSTIN N.	350.00
075201001000	MEERE SAMANTHA A & JOHNSON NICOLAS T	700.00
075201002000	OSBORNE WARREN D & WILSON LESLIE S	350.00
075201005000	ATTEBERY SABEN & ATTEBERY AMANDA	700.00
075201008000	WOOLSEY MARK M & EVANS LEWIS JAMES III	350.00
075201010000	BERNARD THOMAS R. TR & BERNARD SUSAN TR	350.00
075201012000	THEIRFELDER NATHAN ET AL	350.00
075201013000	NEKTON JAMES & NEKTON FAWN	350.00
075201014000	LADINSKY ODESSA	350.00
075201015000	LADINSKY ODESSA	350.00
075201016000	COOMBS ANDREW GRIDLEY & COOMBS VALERIE BOWERS	350.00
075202001000	GOLDEN MARINA N TR	350.00
075202002000	LEVIJARVI PEKKA O. TR & LEVIJARVI JANINE TR	350.00
075202008000	FRANCIS MARION J JR TR & JOYCEDA F TR	350.00
075202010000	VAN KIRK FRANK MCMANUS TR	350.00
075202013000	CURNYN GERALD THOMAS	350.00
075203001000	RAVEN PATRICIA TR	350.00
075203002000	HELFRICH GARY & DONAGHY KAREN A.	350.00
075203006000	GOLBERG KATHY M. & STREET CHERYL J.	350.00
075203012000	KOSAREFF LESLIE M	350.00
075203013000	RENNARD THOMAS G TR ET AL	350.00
075203014000	GARNER JERRY	350.00
075203015000	MCDANIEL JOHN A.	350.00
075211001000	NEKTON JAMES & NEKTON FAWN	350.00
075211003000	LESTER JEFFREY E. TR & LESTER WEINER JULIE TR	350.00
075211004000	OSNESS BRADLEY LUKE & BRUCE MARK D.	350.00
075211005000	JACOPETTI LUCAS	350.00
075211006000	PINZARI DEBORAH A TR	350.00
075211008000	HOLMES, ROBERT J. & HOLMES, D'ANN R.	350.00
075211011000	LEONE JILL TR & LEONE PETER TR	350.00
075211012000	ADVOCATE ARNOLD TR & ALEXANDRA TR	350.00
075211017000	WARFEL JENNIFER M	350.00
075211019000	GUSTAFSON HOLLACE E TR	350.00
075211020000	ALLEN MARK DOUGLAS & ALLEN CHERYL RUTH	350.00
075211021000	WILKINSON LILAH J.	350.00
075211022000	WRIGHT WILLIAM M TR	350.00
075211023000	BRANDT DEVIKA LADEAN TR	350.00
075212002000	BAITER LISA B TR ET AL	350.00
075212003000	BUSK MICHAEL TR & BUSK PATRICIA TR	350.00
075212009000	BALDWIN JAMES D TR & BALDWIN ANITA TR	350.00
075212011000	SAUBER ANNA T TR	350.00
075212013000	STE MARIE LONNIE TR	350.00
075212014000	FLORIC ERIKA & REVERE LISA B.	350.00
075221004000	EICHERT WILLIAM F & EICHERT ELIZABETH M	350.00
075221006000	ZAIONZ LAWRENCE EDWARD & TERBOLIZARD ELIZABETH ANN	350.00
075221007000	DANIEL MEDINA	350.00
075221010000	SKALSKI PETER & NICHOLE	350.00

075221015000	STROEVE PIETER TR & BARRETT DIANE M TR	350.00
075221016000	HENRIKSEN PETER & KESOIHLEN	350.00
075221019000	WAGNER VICTORIA LYN	350.00
075221020000	SMITH LEON & SMITH JENNA	350.00
075221021000	KAHN STEVEN E ET AL	350.00
075222001000	HARRISON WENDY ANNE TR ET AL	350.00
075222004000	STEPHENS TRACY M & JAMES W	350.00
075222007000	POST MATTHEW IVAN & BROWN AMANDA	350.00
075223001000	COSTAMAGNA MATTHEW LOUIS & THEODORE PAUL RICHARD	350.00
075231003000	MOORE MARY K TR	700.00
075231004000	KURTZ ELIZABETH	350.00
075231008000	GIFT ROSALIE R TR	350.00
075232001000	MC KENDRICK CAROLINE	350.00
075232002000	SCHMIDT CHAD RAYMOND & MARGARET ANN CAPETO	350.00
075232007000	ANDERSON JAMES W & PEARL A TR	350.00
075232008000	RUTHERFORD STANLEY L	350.00
075232009000	DOUGHTY SHARON WILLIS TR	350.00
075232011000	HORAN JOSEPH	350.00
075232012000	LANE JANA	350.00
075232016000	WERDER MARY KAREN ET AL	350.00
075232018000	GRISMER MARK E. TR & SHEPHERD HEATHER K TR	350.00
075232020000	HORAN P. JOSEPH	350.00
075233005000	BYRAM JANICE L	700.00
075241008000	DOHERTY FRANK J	350.00
075241009000	SMITH SANDRA	350.00
075242003000	WILLIAMS TIMOTHY F	350.00
075242004000	PHILLIPS FRED ELIOT	350.00
075242006000	PEREZ RITA C TR	350.00
075242007000	MARTINEZ-RASSO FATIMA TR	350.00
075242008000	ODOWD BRIDGID	350.00
075242009000	ALPER MAX BELL & MARTIN MANJULA TARA	350.00
075243001000	STYSKAL ANTHONY	350.00
075243002000	COLE MATTHEW ET AL	350.00
075243004000	SEEKAMP JOHN LE ROY & PHYLLIS YOSHIKO	350.00
075243006000	ROSEMARK TERRY RENEE	350.00
075243008000	HALL LINDA	350.00
075243009000	HUGHES DALLAS FREDERICK	350.00
075244001000	SCHELD SARAH WALKER	350.00
075244002000	BONGARDT CHRISTINA MARIE TR & BONGARDT HEINRICH IV	350.00
075244004000	VIGNATI KENNETH F TR	350.00
075244005000	GANNON DANIELLE & GANNON CECILLE TR	350.00
075244006000	JACOBSEN STEPHEN B ET AL	350.00
075246001000	GIRO CHRISTOPHER ET AL	350.00
075250002000	GERRING BRIAN D TR & GERRING MAUREEN E TR	350.00
075250003000	DINOLFO JOSEPH III TR ET AL	350.00
075250004000	CONWAY CATHY	350.00
075250005000	MEHNER PAUL OWEN	350.00
075250009000	LEMKE, JULIA A. ET AL	350.00
075250011000	SOMER FREDERICK	350.00
075250013000	KATZ-KRIEGER LINDA CAROLE & KRIEGER ANDREAS OLIVIE	350.00
075250014000	THIBAUT MICHAEL & BRIGGS IVORY E.	350.00
075250015000	HARRISON KATHLEEN L TR	350.00
075250016000	WECKERLE HARRY C TR & CATHOLINE V TR	350.00

075250017000	NOVELLO THOMAS	350.00
075250021000	GREENSMITH CONSULTING LLC	350.00
075250023000	MING MICHAEL	350.00
075250024000	MURCHISON SETH	700.00
075260005000	DIXON ROGER L & LAURA ANN	350.00
075260006000	HYDE MONICA	350.00
075260010000	BRYANT ELIZABETH Z. TR & LAWTON KIMBERLY A. TR	350.00
075260014000	ARTEMOFF-MEYERSON ROWAN WINSTON	350.00
075260017000	PUGH GARY R & CATHY D	350.00
075260018000	COX PATRICK MICHAEL	350.00
075260020000	LUSTIG ALFRED TR & ANGELA TR	350.00
075260022000	LUSTIG ALFRED TR & ANGELA TR	350.00
075260025000	MEYER JOHN TR & KATRENA TR	350.00
075260026000	DIETZ DOUGLAS A TR & DIETZ FONDA S TR	350.00
075270003000	HANSEN ALBERT M III TR & LINDA TR	350.00
075270007000	TOPLINE PROPERTY SOLUTIONS, LLC	350.00
075270010000	HERUM JASON & AQUILINO KRISTIN	350.00
075290003000	HAUGSTED, TINA H.	350.00
075290004000	YOST, JERRY	350.00
075290005000	SANDAHN DIANE V TR	350.00
075290011000	DRENNON GEORGE MANSFIELD TR	350.00
075290012000	WHITE CYNTHIA S TR & HORACE R TR	350.00
075290022000	BEWLEY HOLLIS ET AL	350.00
075290023000	YOST JERRY K TR & YOST WANDA J. TR	350.00
075290026000	KUNST CHARLES T & ROSEMARY T	1,050.00
075290027000	HARRIS STEVEN M TR & HARRIS GINA TR	350.00
075290028000	KELLEY LOIS A TR	350.00
075290029000	TULLYSMITH CATHERINE VICTORIA	350.00
075300001000	MEIER MERRY MAGDALENA TR	350.00
Totals		125,290.00

Please use this form to levy charges on Non-Taxable Parcels. The charge must be authorized to be levied on parcels that are exempt from ad valorem taxes. Charges on all parcels that are immune or otherwise exempt from ad valorem taxes that are unpaid at the end of the fiscal year may be removed from the tax roll as outlined in the Agreement for Collection of Special Taxes, Fees and Assessments.

Tax Code: 70300

Roll Year: 2022-2023

Total:	700.00
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CAMP MEEKER RECREATION & PARK DISTRICT

RESOLUTION NO. 2022-012

**A RESOLUTION OF THE
CAMP MEEKER RECREATION & PARK DISTRICT OVER-
RULING PROTESTS AND CONFIRMING REPORT ON
WATER CHARGES AND DELINQUENT WATER CHARGES
FOR THE FISCAL YEAR 2022-2023**

WHEREAS, this Board did on August 11, 1998, adopt as Ordinance #9 an Ordinance pursuant to California Health and Safety Code Section 5473, providing for the collection of water charges and delinquent water charges and directs preparation and filing of a written report containing a description of each parcel of real property receiving services and facilities from the District and the amount of the charge for each parcel annually; and,

WHEREAS, pursuant to Health and Safety Code Section 5473 said Ordinance #9 remains effective until repealed or until a change is made in the rates charged by the District; and

WHEREAS, the written report required for the imposition of such charges pursuant to Health and Safety Code Section 5473 was prepared and filed with the Secretary of said District on August 16, 2022; and

WHEREAS, in a public notice published as prescribed by law, this Board appointed the time and place of hearing protests on said report and directed notice; and

WHEREAS, notice is given of the time therein stated in the manner provided by law as appears by affidavits of publication on file in the office of the Secretary of the District, and attached to this Resolution; and

WHEREAS, said matter came on regularly for hearing at the time fixed; and

WHEREAS, all written protests, and corrections were publicly read at said meeting and all persons desiring to be heard were fully heard, and

WHEREAS, protests were non-existent or insufficient in number to warrant an election.

NOW THEREFORE BE IT RESOLVED as follows:

1. That objections and protests against said report were not made by the owners of a majority of the separate parcels of property described in the report against which charges for services and facilities provided by the District were fixed.
2. That all objections to and protests against said report have been heard by this Board; and, that said objections and protests be, and each of them is hereby overruled.
3. That the attached report is hereby adopted in full without revision, change, reduction of modification of any charge specified therein, and that said charges shall be collected on the tax roll of the County of Sonoma, in the manner provided by law.

4. That the Secretary of this District be and is hereby directed to file with the County Auditor of Sonoma County, on or before the 16th day of August 2022 a copy of said report, upon which shall be endorsed over the Secretary's signature a statement that the report has been finally adopted; by the Board of Directors of the Camp Meeker Recreation and Park District.
5. The County of Auditor of Sonoma County shall, upon receipt of said report, enter the amount of the charges against the respective lots or parcels as they appear on the assessment roll for the fiscal year 2022-2023.

This will certify that the foregoing is a true and correct copy of a Resolution duly and regularly adopted and passed by the Board of Directors of the Camp Meeker Recreation and Park District, Sonoma County, California at a meeting held on August 16, 2022 by the following vote:

Director	Yes	No
Tominia		
Helfrich		
McDaniel		
Larson		
Watson		
Total		

TOTALS: AYES _____ NOES _____ ABSTENTIONS/ABSENT _____

Whereupon the President declared the foregoing resolution adopted, and SO ORDERED, this 16th day of August 2022

So Ordered:

Anthony N. Tominia, President

ATTEST:

John A. McDaniel, Secretary

August 16, 2022

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

8/9/2022

RE: CAMP MEEKER PAST DUE ACCOUNTS

Payments on hand: 60, 72, 276, 317

Account	Total due	over 30 days	Notes
45	\$ 199.94	\$ 146.96	Left message
50	\$ 231.37	\$ 175.89	Will pay this Friday
60	\$ 248.85	\$ 194.67	Requested a payment arrangement
80	\$ 217.98	\$ 163.02	Phone disconnected
134	\$ 220.15	\$ 167.09	Left message
140	\$ 792.52	\$ 733.72	Requested a payment arrangement.
158	\$ 160.22	\$ 108.82	Left message
161	\$1,008.87	\$ 956.95	Requested payment arrangements. \$100 payment on hand
184	\$ 539.90	\$ 481.04	being locked off today
264	\$ 216.83	\$ 162.99	Left messages. Lock off notice sent
290	\$ 293.83	\$ 218.85	Will pay this Friday
309	\$ 225.97	\$ 169.33	Left message
311	\$ 311.27	\$ 258.85	Being locked off today
339	\$ 200.77	\$ 151.77	Lock off notice sent

Past Due Accounts: Past due notices went out August 5, 2022. Final notices will go out August 19, 2022. Lock offs will take place on September 6, 2022.

PAST DUE LIST

CAMP MEEKER REC & PARK

ACCT #	RT NAME	CURRENT	1-30	31-60	61+	LAST PAYMENT	TOTAL
1	1	49.08	53.99	46.75		245.32 1/24/22	149.82
3	1	54.02	57.61	49.61		51.22 6/3/22	161.24
45	1	52.98	60.97	52.56	33.43	200.00 4/13/22	199.94
50	1	55.48	65.91	52.78	57.20	100.00 6/21/22	231.37
59	1	50.82	55.83	50.65		103.20 5/18/22	157.30
60	1	54.18	69.64	57.26	67.77	100.00 8/9/22	248.85
68	1	62.98	94.64	68.25		147.97 6/20/22	225.87
69	1	56.64	62.00	52.45		110.12 6/3/22	171.09
72	1	56.56	58.11	49.14		100.80 6/13/22	163.81
77	1	49.00	53.90	46.55		147.00 5/18/22	149.45
96	1	54.34	58.53	51.12		53.46 5/20/22	163.99
107	1	61.26	67.54	57.97		236.64 6/29/22	186.77
114	1	86.45	91.86	52.20		55.26 5/31/22	230.51
134	2	53.06	64.91	53.28	48.90	237.00 4/27/22	220.15
137	2	60.68	66.39	57.60		123.88 5/23/22	184.67
140	2	58.80	93.58	58.36	581.78	300.00 1/28/22	792.52
152	2	55.04	61.90	55.40		129.15 6/13/22	172.34
157	2	49.00	53.71	42.75		200.00 6/13/22	145.46
158	2	51.40	55.72	50.62	2.48	200.00 6/13/22	160.22
161	2	51.92	99.79	50.86	806.30	60.00 8/3/22	1,008.87
162	2	65.90	70.72	65.10		66.65 6/21/22	201.72
182	2	54.60	59.50	52.02		108.00 5/25/22	166.12
184	2	58.86	87.51	58.94	334.59	150.00 8/8/22	539.90
192	2	50.38	55.11	16.11		95.00 6/3/22	121.60
225	2	54.86	59.48	51.64		49.20 5/20/22	165.98
242	2	51.02	56.26	48.95		100.52 5/20/22	156.23
246	2	58.28	63.39	53.62		110.00 6/23/22	175.29
249	2	56.62	62.72	53.75		177.03 5/31/22	173.09
264	2	53.84	61.93	53.12	47.94	55.00 6/13/22	216.83
276	2	57.52	62.70	53.27		54.88 6/3/22	173.49
290	2	74.98	83.09	74.60	61.16	659.65 4/26/22	293.83
299	2	69.05	74.75	58.82		107.42 6/3/22	202.62
309	2	56.64	62.67	57.24	49.42	158.66 4/14/22	225.97
311	2	52.42	63.23	50.76	144.86	120.57 3/9/22	311.27
314	2	85.10	73.70	55.21		117.17 5/11/22	214.01
317	2	56.92	61.66	53.20		110.44 6/13/22	171.78
322	2	55.66	60.78	54.11		82.50 5/20/22	170.55
323	2	63.68	69.40	61.32		126.66 6/23/22	194.40
339	1	49.00	56.34	49.00	46.43	288.00 4/21/22	200.77
358	1	58.98	64.73	55.26		169.08 6/22/22	178.97
366	1	49.02	53.92	46.55		133.86 6/9/22	149.49
367	1	54.92	61.45	54.31		215.06 6/13/22	170.68

PAST DUE LIST

CAMP MEEKER REC & PARK

ACCT #	RT NAME	CURRENT	1-30	31-60	61+	LAST PAYMENT	TOTAL
Total Receivables: 29,555.75		2,411.94		2,233.06			
Accounts Listed: 42			2,771.57		2,282.26		\$9,698.83

All Customers Age 2 Accounts
Russian River Utility

**CAMP MEEKER RECREATION AND PARK DISTRICT
WATER SALES 2022**

METER	ACCT NO.	MONTH	TOTAL AMOUNT PUMPED GALLONS	AMOUNT PUMPED TO OCSD	NET AMOUNT PUMPED	AMT SOLD	% PUMPED TO CMR&PD	% LOSS	NOTES
Alliance Master Meter Union Park	363 369	JAN	1,241,090	447,740	793,350	681,320	63.92%	14.12%	
Alliance Master Meter Union Park	363 369	FEB	1,165,300	363,830	801,470	710,810	68.77%	11.31%	
Alliance Master Meter Union Park	363 369	MARCH	1,095,180	446,430	648,750	650,690	59.23%	29.00%	
Alliance Master Meter Union Park	363 369	APRIL	1,367,480	466,720	900,760	681,040	65.87%	24.39%	
Alliance Master Meter Union Park	363 369	MAY	1,396,080	463,530	932,550	857,110	66.79%	8.09%	
Alliance Master Meter Union Park	363 369	JUNE	1,505,370	598,640	906,730	935,040	60.23%	3.12%	
Alliance Master Meter Union Park	363 369	JULY	1,798,610	701,440	1,097,170	896,980	61.00%	18.24%	
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 2022		9,569,110	3,488,330	6,080,780	5,412,990	63.55%	10.98%	

TOTAL PRODUCTION	LESS PUMPED OCSD	LESS CMRPD SALES	UNACCOUNTED WATER	YEARLY LOSS

Records Retention Schedule
Camp Meeker Recreation and Park District
Destruction of any record must be authorized by the legislative body (Gov. Code §§60200-60204)

Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Board Administration	Affidavits of Publication / Posting	Records documenting compliance with laws requiring public notice of governmental activities. May include: public or legal notices, certificates, affidavits or publication, and similar documents.	Calendar Year End+4 Years	GC 60201 CCP 343
Board Administration	Agenda reports (staff reports)	Paper copies of agenda packets should be maintained for 1 year as complete packets. Originals should be imaged immediately for permanent retention. The filmed record may serve as a permanent record.	Permanent	GC 60201
Board Administration	Agenda / Agenda Packets	Agendas and packets should be imaged immediately. A paper copy should be maintained for one year only	Permanent	GC 60201
Board Administration	Agreements / Contracts – Grants, Intra-Agency Agreements, Property Agreements, Leases, Water Supply, etc.	A written agreement between a grantee and a third party to acquire routine goods and services. A grant is a Financial assistance mechanism providing money, property, or both to an eligible entity to carry out an approved project or activity	Permanent	CCP 337 GC 60201
Board Administration	Articles of Incorporation	A written instrument that creates and defines the rights and privileges of a corporation. May include, but is not limited to original charter, petitions for incorporation, constitution, by-laws, amendments	Permanent	GC 60201(d)(1)

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)	VC	Vehicle Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)		
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)		
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code		

Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Board Administration	Biennial Review of the Conflict-of-Interest Code	Correspondence pertaining to review; the final revised Conflict of Interest Code is adopted by Resolution as an attachment and is part of the Agenda Packet	Calendar Year End+2 Years	GC 60201
Board Administration	Closed Session Material		Calendar Year End+10 Years	GC 60201
Board Administration	Comments & Correspondence – BOARD MEMBERS	Letters, memoranda, other types of correspondence authored by, or received by, the Board members	Calendar Year End+2 Years	GC 60201
Water System Administration	Comments & Correspondence – CUSTOMERS	Comments, correspondence, complaints regarding drinking water (odor, taste, color, etc.)	Calendar Year End+5 Years	GC 60201, 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)
Board Administration	Comments & Correspondence – DISTRICT ADMINISTRATOR	Letters, memoranda, other types of correspondence authored by, or received by, the District's Administrator	Calendar Year End+2 Years	GC 60201
Board Administration	Economic Interest Statements – Form 700 (copies) (elected officials)	Copies of original statements of elected officials forwarded to Fair Political Practices Commission	Calendar Year End+4 Years (can image after 2 Years)	GC 81009(f), (g)
Board Administration	Economic Interest Statements – Form 700 (originals) (non-elected)	Originals of statements of designated employees	Calendar Year End+7 Years (can image after 2 Years)	GC 81009(e), (g)
Board Administration	Election – Administrative Documents	Not ballot cards or absentee voter lists/applications	Calendar Year End+2 Years	GC 60201

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)	VC	Vehicle Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)		
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)		
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code		

Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Board Administration	Election – Ballots & Protest Letters – Prop. 218 (assessment Districts)	Property related fees (Assessment Ballot proceeding)	Permanent	GC 53753(e)(2) CA Constitution Art. XIII
Board Administration	Proposition 218 Ballots & Protest Letters (Assessment Districts)	Property related fees (Assessment Ballot proceeding)	Calendar Year End+2 Years	GC 53753(e)(2) CA Constitution Art. XIII
Board Administration	Election – Campaign Statements	FPPC Forms 460, 470, etc.	Permanent	GC 81009(b)(g)
Board Administration	Election – Certificates of Election	Certificates of election; original reports and statements	Permanent	GC 60201, GC 81009(a)(d)
Board Administration	Election Petitions – Initiative/Recall/Ref. Charter Amendments	Not a public record – documents resulting in an election * Retention is from election results	8 Months *	EC 17200, 17400 GC 6253.5;
Board Administration	Election Petitions – No election	Not a public record. Not resulting in an election. * Retention is from final examination	8 Months *	EC 17200, 17400 GC 6253.5
Board Administration	Ethics Training	Records that indicate both the dates of training and the entity that provided the training	5 Years after receiving training	GC 53235.2(b)
Board Administration	FPPC Form 801 / 802	Gift to Agency Report / Tickets Provided to Agency Report	7 Years	2 CCR 18944.1 GC 81009(e)

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Board Administration	District Projects	Various Projects – the department retains the originals (e.g. Engineering). Example of records-major improvements (e.g. treatment plant improvements), long-range planning, etc. Copies of various documents from the line departments and correspondence directing the line departments of how to approach / resolve various issues	Calendar Year End+ 10 Years	GC 60201 CCP 337.15
Board Administration	Historical Records	Records with Significant Historical Value	Permanent	GC 60201
Board Administration	Minutes	Minutes of District Board meetings; documents the proceedings of public bodies. Documents are to be imaged immediately. Paper records are to be maintained permanently by the Board	Permanent	GC 60201(d)(3)
Board Administration	Oaths of Office	Elected and public officials – Board Members	Current+6 Years	GC 60201; 29 USC 1113
Board Administration	Policies, District Board	Original policies adopted by the District Board	Until Superseded+2 Years	GC 60201
Board Administration	Public Records Request	Requests from the public to inspect or copy public documents	2 Years	GC 60201(d)(5)
Board Administration	Records Management Disposition Certification	Documentation of final disposition of records	Permanent	GC 60201
Board Administration	Records Retention Schedules	After Adoption / Approval	Permanent	GC 60201 CCP 343

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Board Administration	Recordings – audio	Audio Tapes, CD or DVD recordings of Board meetings made for preparation of Board meeting minutes	90 Days. Provided Minutes have been Adopted <u>*Modified from 30 to 90 days via Board action on 10/11/2018</u>	GC 54933.5(b), GC 60201 64 Ops. Atty. Gen 317 Deleted: 30
Board Administration	Recordings, video – meetings of legislative bodies	Video Tapes, CDs or DVDs of public meetings made by or at the direction of the District (e.g., Board meetings)	<u>Permanent</u>	GC 53160 GC 53161
Board Administration	Request to Speak	A person wishes to comment on an item that is on the Board agenda completes the request to speak form	<u>*Modified from 2 years to permanent via Board action on 10/11/2018</u> Calendar Year End+2	Formatted: Font: 10 pt Deleted: 2 Years
Board Administration	Resolutions	Vital records. Originals may never be destroyed. Image immediately.	Permanent	GC 60201
Board Administration	State Reimbursement of Brown Act Cost (SB 90)	Claim Forms and Supporting Documentation	3 Years	GC 60201
Board Administration	Statement of Facts – Roster of Public Agencies Filing (State of California)	Form #SEC/STATE NP/SF 405	Calendar Year End+2 Years	GC 60201
Water System Administration	Water Rights / State Board Hearings – PERMANENT HISTORICAL RECORDS	Documentation establishing water rights	Permanent	GC 60201

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Water System Administration	Water Rights / State Board Hearings – LITIGATION RECORDS	Documentation of any litigation related to water rights (Other than records of significant historical value)	Permanent	GC 60201
Water System Customer Service	Direct Pay Forms	Request for reimbursements, etc.	After Audit+4 Years	GC 60201
Water System Customer Service	Service Orders	Requests from customers for services to be performed.	After Audit+5 Years	GC 60201

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
District Development	Environmental Quality Soil Reports	Final Reports	Permanent	GC 60201
District Development	Property Acquisition/ Disposition	District owned. Supporting documents regarding sale, purchase, exchange, of property by District	Permanent	GC 60201(d)(8)
District Assets	Annexations / Boundary Changes		Permanent	GC 60201(d)(1)
District Assets	Appraisals	For real property owned by District – Not a public record (i.e. exempt from disclosure) until real estate transaction is complete	After Audit+5 Years	GC 60201; GC6254(h)
Project Records	Bids, Unaccepted	Unaccepted bid packages only	2 Years	GC 60201(d)(11)
Project Records	Bids, Notices & Affidavits, Accepted	Accepted	After Audit+4 Years	GC 60201 CCP 337
Project Records	Board Staff Reports, Backup & original source files for Board Meetings	This information is back-up information in addition to the Staff / Board reports kept by Board Administration	Permanent	GC 60201
Project Records	Bonds, Surety	Documentation created and/or received in connection with the performance of work/services for the District	Close/Completion +10 Years	CCP 337.15 GC 60201
Project Records (Including Water)	California Environmental Quality Act (CEQA) / National Environmental Policy Act (NEPA)	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding consideration	Permanent	GC 60201 14 CCR 15095(c);

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Water System	Capital Improvement Program Budget – DRAFTS	Drafts – Finance maintains finals Permanently	Until Superseded	GC 60201
Board Administration	Capital Improvements, Construction / Job Files – PERMANENT FILE	For Disaster Recovery Purposes: Agreements/Contracts, Bid Package (Winning), Board Letters (copy), Change Orders, Consultant Proposals (Successful), Environmental, Final As-Built Drawings (Record Drawings), Inspection Pictures, Inspection Reports, Material Testing. Permits (Design, Environmental), Preliminary Design Report, Rights of Way / Easements, Soils, Geotechnical Reports, Specifications, Submittals, Surveys, CAD files, Engineer's Calculation Files	Permanent	GC 60201
Board Administration	Capital Improvements, Construction / Job Files – ADMINISTRATIVE FILE / INSPECTION FILE	Project Administration: Bid Summary, Bonds, Certified Payroll, Grant Documents, Errors & Omissions, Insurance Certificates, Notifications, Progress Payments, Punch Lists, Videos Post-Construction & Pre-Construction. Correspondence (Transitory / Preliminary Drafts), Engineer's Estimates, Memoranda, NPDES, Permits (Construction & Street Opening)	Close/Completion+ 10 Years	CCP 337.15, GC 60201
Board Administration	Deeds, Real Property	File with recorded documents; originals may not be destroyed	Permanent	GC 60201(d)(8)
Board Administration	Easements, Maps of Easements	File with recorded documents, originals may not be destroyed	Permanent	GC 60201(d)(8)

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Facilities	Facility Expansion Agreements	Files related to facility expansion	Permanent	GC 60201
Water Operations	Fire Flow Letters	Water pressure to fire hydrants	Calendar Year End+2 Years	GC 60201
Board Administration	Grants / Community Development Block Grant (CDBG); Urban Development; other Federal and State grants and Loans	Grants documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, grant documents, inventory, consolidated plan, etc.	Close/Completion+5 Years (but refer to grant for any close-out procedures)	GC 60201 24 CFR 570.502 24 CFR 85.42
Board Administration	FEMA Claims	Storm Damage, etc. * Or three years after date of final Financial Status Report whichever is later.	10 Years *	GC 60201 FEMA Guidelines
Board Administration	LAFCO Correspondence	Service review and other documentation / correspondence	Calendar Year End+2 Years	GC 60201
Water Operations	Pipeline Installations	Job Files for in-house and contract water and wastewater pipeline installations	Permanent	GC 60201, CCP 337.15
Water Operations	Regulatory Agencies	CCR WQCB, etc.	Permanent	GC 60201
Water Operations	Rules & Regulations	For water, wastewater and recycled water service	Permanent	GC 60201
Water Operations	Studies & Reports	Various Engineering Studies & Reports, including Feasibility Studies	Permanent	GC 60201

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Water Operations	Surface and Groundwater Management / Stream flow and Precipitation Data	USGS Records	10 Years	GC 60201
Water Operations	Will Serve Files / Tract Files / Private Dev. / Service Availability Letters & Applications – Letters and Research	Various investigations and records related to providing water & wastewater service to various properties	Permanent	GC 60201

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Finance	Accounts Payable	Invoices, reports, investments, purchase orders. May contain independent contractor's compensation, expense reimbursement, or District credit card records	After Audit+7 Years	GC 60201(d)(12) CCP 337
Finance	Accounts Receivable (Including Water Customers)	Checks received, reports, investments, receipt books	After Audit+4 Years	GC 60201, CCP 337
Finance	Annual Financial Report	Independent auditor analysis	Permanent	GC 60201
Finance	Assessments	Supplemental Assessments	Permanent	GC 60201
Finance	Audit Reports	Financial services; internal and/or external reports; independent auditor analysis	Permanent	GC 60201
Finance	Audit Hearing or Review	Documentation created and or received in connection with an audit hearing or review	After Audit+2 Years	GC 60201
Finance	Bank Account Reconciliations	Bank statements, receipts, certificates of deposit, Backup, etc.	After Audit+5 Years	GC 60201, 26 CFR 16001-1
Finance	Billing Adjustments		After Audit+4 Years	GC 60201
Finance	Billing records / Payment Stubs	Utility bill stubs – submitted with payment	(none)	GC 60201
Finance	Bonds / COPs (Debt)	Certificates / Notices / Transcripts / Registers / Statements / Reconciliations, Paid or cancelled bonds / Monthly Statements	Close/Completion+ 10 Years	CCP 336(a)(1) & (2), CCP 337.5; GC 43900, 60201

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Finance	Budget, Annual		Permanent	GC 60201
Finance	California State Tax Records	Forms filed annually; quarterly and year-end reports	After Audit+4 Years	R&TC 19530 R&TC 19704 GC 60201
Finance	Checks	Includes originals of payroll, canceled and voided checks, yellow copies of checks	After Audit+7 Years	GC 60201(d)(12)
Finance	Special District Financial Transaction Reports)	Finance	Permanent	GC 60201
Finance	Deposits, Receipts / Cash Receipts / Cash Journals	Receipts for deposited checks, coins, currency	After Audit+4 Years	GC 60201, CCP 337
Finance	Federal Tax Records	May include Forms 1096, 1099	After Audit+4 Years	26 CFR 1.6001-1e IRS Reg 31.6001-1(e)(2), GC 60201
Finance	Financial Reports Generated from Financial System: Trial Balances, Delinquency Reports, etc.)	The database is the original	(none)	GC 60201
Finance	Fixed Assets Inventory	Reflects purchase date, cost, account number	Current+2 Years	GC 60201
Finance	Fixed Assets Surplus Property	Auction; disposal – Listing of property; sealed bid sales of equipment	After Audit+4 Years	GC 60201; CCP 337

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Finance	Fixed Assets	Title transfers when vehicle is sold	Until sold	VC 9900 et seq.
Finance	Fund Transfers	Internal; bank transfers & wires	After Audit+4 Years	GC 60201, CCP 337
Finance	General Ledgers	All annual financial summaries – all agencies	Permanent	GC 60201, CCP 337
Finance	Gifts/Bequests	Receipts or other documentation	After Audit+4 Years	GC 60201
Finance	Investment Reports, Transactions	Summary of transactions, inventory and earnings report	After Audit+4 Years	GC 60201, CCP 337
Finance	Journal Entries / Journal Vouchers		After Audit+7 Years	GC 60201(d)(12)
Finance	Payroll Employee Folders		After Audit+7 Years	GC 60201(d)(12)
Finance	Payroll, registers		After Audit+7 Years	29 CFR 516.5(a) LC 1174(d); GC 60201(d)(12)
Finance	Payroll, time cards/sheets		After Audit+7 Years	29 CFR 516.6; LC 1174; GC 60201(d)(12)
Finance	Payroll, W-2s		After Audit+7 Years	IRS Reg 31.6001-1(e)(2), R&T 19530; 29 CFR 516.5 – 516.6, 29 USC 436, GC 60201(d)(12)

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Finance	Payroll – Vacation Accruals	Reports (Preliminary drafts)	(none)	GC 60201
Finance	Purchasing RFQ's, RFP's	Requests for Qualifications; Requests for Proposals regarding goods and services	After Audit+5 Years	CCP 337 GC 60201
Finance	Purchasing, Requisitions, Purchase Orders	Original Documents	After Audit+4 Years	GC 60201 CCP 337
Finance	State Controller Reports	Annual reports	After Audit+4 Years	GC 60201
Finance	Stop Payments	Finance – bank statements	After Audit+5 Years	GC 60201
Finance	Supplemental Water Fees (Prop 218 Fees) / Tax Letters	File submitted to County Assessor for inclusion on Property Tax bill	10 Years	GC 60201
Finance	Tax Rolls	Sewer Charges Sent to County Assessor	10 Years	GC 60201
Finance	Warrant Register/Check Registers / Receipt Registers	Record of checks issued; approved by legislative body (copy is normally retained as part of agenda packet information)	After Audit+7 Years	GC 60201(d)(12)

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
General Administration	California Regulatory Agencies – CCRWQCB, State Reports, Surface Water Monitoring, etc.		Calendar Year End+20 Years	GC 60201
General Administration	Cities / Other Agencies	Correspondence to or from California Cities or the County of Sonoma	Calendar Year End+10 Years	GC 60201
General Administration	Citizen Feedback	General correspondence. Not related to drinking water odor, taste, smell complaints	2 Years	GC 60201
General Administration	Complaints/Requests – Not related to Drinking Water	Various files, not related to specific lawsuits involving the District and not otherwise specifically covered by the retention schedule	2 Years	GC 60201
General Administration (Water Operations)	Complaints / Requests – Drinking Water	Taste, Odor, Color, Smell, etc. of Drinking Water; should result in a Service Order	Calendar Year End+5 Years	40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470
General Administration	Correspondence	General correspondence, including letters and e-mail; Various files, not otherwise specifically covered by the retention schedule	2 Years	GC 60201
General Administration	Insurance Certificates (Use of Facilities)		Permanent	GC 60201
General Administration	Legal Opinions	Confidential – not for public disclosure (attorney-client privilege)	Until Superseded+2 Years	GC 60201

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
General Administration	Litigation / Lawsuits	Case files	Close/Completion+10 Years	GC 60201
General Administration	Policies, Administrative	All policies and procedures, directives rendered by the District not assigned a resolution number	Until Superseded+2 Years	GC 60201
General Administration	Procedure Manuals	Administrative	Until Superseded+2 Years	GC 60201
General Administration	Strategic Plans		Permanent	GC 60201

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Human Resources	Accident/Illness Reports / SDI (State Disability Insurance)	Not a public record; For Employee Medical Records & Employee Exposure Records regarding exposure to toxic substances or harmful physical agents – includes Material Safety Data Sheets (MSDS) Does NOT include: health insurance claims; first aid records of one-time treatments for minor injuries; records of employees who worked less than one (1) year if records are given to employee upon termination	Length of Empl.+30 Years	8 CCR 3204(d)(1)(A); 8 CCR 10102 8 CCR 15400.2, GC 12946, GC 60201 CCP 337 et seq.
Human Resources	Benefit Policies		Termination +2 Years	29 CFR 1627.3(b)(2); GC 12946, GC 60201
Human Resources	Cal-OSHA Logs (200, 300, 300A, 301, etc.), Citations, Violations		Calendar Year End+5 Years	8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC 60201; LC 6429c
Human Resources	DMV Driver Information Reports / DMV Pull Notices	Personnel – Not a public record	Close/Completion+7 Years	GC 60201, GC 12946 8 USC 1324(a)

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Human Resources	Drug Tests	Records of driver alcohol test results, records of driver verified positive controlled substance test results, documentation of refusal to take tests; driver evaluation and referrals; calibration documentation; records related to the administration of the testing programs; copy of calendar year summary.	5 Years	29 CFR 1627.3(b)(v), 49 CFR 382.401; GC 12946, 60201,
Human Resources	Employee Bonds / Public Official Bonds	Personnel fidelity bonds	Length of Empl.+4 Years	GC 60201, PC 801.5, 803(c)
Human Resources	Employee Files – Official Personnel File	Personnel – Application, release authorizations, certifications, reassignments, outside employment, disciplinary actions, terminations, evaluations Not a public record (Not Medical Files)	Length of Empl.+10 Years	GC 12946 29 CFR 1602.31 & 1627.3(b), GC 60201; 29 USC 1113
Human Resources	Employee Files – Medical File	Medical records are part of personnel file – not a public record. Includes Respiratory Fit Tests Includes medical records made or maintained by a physician, nurse, or other health care personnel, or technician pertaining to employees exposed to toxic substances or harmful physical agents. It does not include first-aid records of one-time treatment made on-site by a non-physician or observation of minor scratches, cuts, burns, splinters, which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job	Length of Empl.+30 Years	29 CFR 1910.1020; 8 CCR 3204 (d)(1)(A)(B); GC 60201
Human Resources	Employee Handbook		Until Superseded+2	GC 60201

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Human Resources	Employment Applications / Recruitment Files – Not Hired	Applications submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire applicant	Close/Completion+3 Years	GC 60201 GC 12946, 29 CFR 1602, 1627.3, 2 CCR 7287.0(c)(2), 8 CCR 11040(7(c))
Human Resources	I-9 Forms	Federal Immigration and Nationality Act; Immigration Reform/Control Act 1986	Length of Empl.+3 Years	Immigration Reform/Control Act 1986 Pub. L 99-603, Section 101(b)(3)(B)
Human Resources	Employment – Surveys and Studies	Includes surveys of classification, wage rates	Length of Empl.+2 Years	GC 60201, GC 12946, 29 CFR 516.6(2), 29 CFR 1602.14
Human Resources	Employment – Training Records (Not Ethics or Safety Training)	Sexual Harassment, etc.	Length of Empl.+7 Years	GC 60201 GC 12946
Human Resources	Insurance: Liability / Property	May include liability, property, general liability, auto liability, professional liability, excess liability	Permanent	GC 60201
Human Resources	Insurance, Risk Management Reports	Federal OSHA Forms; Loss Analysis Report; Safety Reports: Actuarial Studies	Calendar Year End+5 Years	29 CFR 1904.44 8 CCR 14300.33 29 CFR 1904.33,
Human Resources	MOUs, Negotiations, Work Papers		Permanent	GC 60201(d)(12)

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Human Resources	PERS & Deferred Compensation (457) Plans-Employee Benefits	Retirement & Deferred Compensation Plans	Close/Completion+6 Years	29 USC 1027
Human Resources	Safety Manual	Human Resources maintains the originals of the Safety Manuals; Maintenance & Operations maintains the Safety Meetings, agendas, Safety training material, sign-in sheets-copies	Until Superseded+5 Years	GC 60201
Human Resources	Unemployment Claim Files		After Audit+7 Years	GC 60201(d)(12)
Human Resources	Vehicle Titles ("Pink Slips")		Until Sold	GC 60201, VC 9900 et. seq.
Human Resources	Workers Compensation Files	Work-injury claims (including denied claims); claim files, reports, etc.	After Settlement+30 yrs	8 CCR 10102 8 CCR 15400.2, 8 CCR 3204(d)(1), GC 12946, CCP 337

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
IT/ Communications	Brochures/ Publications	Retain selected documents only for historic value	2 Years	GC 60201
IT/ Communications	Information Services, Internet/World Wide Web	Management policies and supporting documentation regarding Information Technology	Until Superseded+2 Years	GC 60201
IT/ Communications	Information Systems, Inventory	Hardware/software inventory logs; systems manuals	(none)	GC 60201
IT/ Communications	Information Systems, Network Information Systems (LAN/WAN)	Configuration maps and plans	(none)	GC 60201
IT/ Communications	Information Systems, Program Files and Directories		(none)	GC 60201
IT/ Communications	Information Systems, Backup Tapes	System generation. Used for Disaster Recovery Purposes Only	(none)	GC 60201
IT/ Communications	Marketing, Promotional	External Brochures, announcements, etc.	Calendar Year End+7 Years	GC 60201
IT/ Communications	Newsletter, District	May wish to retain permanently for historic reference	Permanent	GC 60201
IT/ Communications	Photographs and News Clippings	May contain photographs, newspaper or magazine clippings, commentaries and other items pertaining to the activities, actions of the District	Permanent	GC 60201
IT/ Communications	Press Releases	Related to District actions/activities	Calendar Year End+2 Years	GC 60201

Legal Authority Abbreviations

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
IT/ Communications	Recordings, videotaped (Public Areas – Parking Lots, etc.)	Does not record “Regular and Ongoing Operations” of the District	2 Years	GC 53161
IT/ Communications	Service Request Form	Form used to request technical support.	1 Years	GC 60201

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Maintenance- Water Operations	Backflow Test Reports (Drinking Water)	Reports of testing and maintenance – water supply	Calendar Year End+3 Years	17 CCR 7605, GC 60201
Maintenance- Water Operations	CCTV Inspections / Sewer Videos & DVDs (Wastewater)		2 Years	GC 53161
Maintenance- Water Operations	Customer Complaint Forms – Related to Drinking Water	Complaint forms and any record of corrective action taken.	Calendar Year End+5 Years	40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470
Maintenance Water Operations	Leaks / Leak Reports		Calendar Year End+5 Years	40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470
Maintenance	Maintenance Manuals	Equipment service/maintenance	Until Superseded	GC 60201
Maintenance or Operations	O&M Manuals / Manuals / Policies & Procedures		Until Superseded	GC 60201
Maintenance	Road Permits		Close/Completion+5 Years	GC 60201
Maintenance or Operations	Safety Meetings, agendas, Safety training material, sign-in sheets-copies (originals maintained by the Safety Officer)	Safety Committee, Safety Training. Human Resources is responsible for maintaining the Safety Manual	Calendar Year End+5 Years	GC 60201; 8 CCR 3203

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Operations Water Operations	Annual Reports (Consumer Confidence Reports)	A Drinking Water Report gives detailed information about the contaminants in tap water, which allows consumers to make informed choices about water and their health	Permanent	GC 60201, 40 CFR 141.33(a)
Operations or Maintenance Water Operations	Complaints: Drinking Water	Color, Odor, Taste, etc.	Calendar Year End+5 Years	40 CFR 122.41(j)(2); 40 CFR 141.33(b); 22 CCR 64470
Operations Water Operations	Consumption Reports	Historical Data in Excel	(none)	GC 60201
Operations Water Operations	Correspondence – DPH / DHS, etc.	General correspondence, including letters and e-mail; Various files, not otherwise specifically covered by the retention schedule	Calendar Year End+5 Years	GC 60201
Operations Water Operations	Lab Reports / Worksheets / Sampling / Chains of Custody / Red Log Books: DRINKING WATER	Lead & Copper (if contracted out)	Calendar Year End+12 Years	22 CCR 64400.20; 22 CCR 64690.80
Operations Water Operations	Lab Reports / Worksheets / Sampling / Chains of Custody / Red Log Books: DRINKING WATER	Chemical	Calendar Year End+10 Years	40 CFR 141.33(a); 22 CCR 64470
Operations	Lab Reports / Worksheets / Sampling / Chains of Custody / Red Log Books: DRINKING WATER	Bacteriological & Organics	Calendar Year End+5 Years	40 CFR 141.33(a); 22 CCR 64470

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Operations Water Operations	Lab Reports / Worksheets/ Sampling / Chains of Custody / Red Log Books: WELLS	Well Water Quality	Permanent	GC 60201
Operations	Permits: Operating, etc.		Permanent	GC 60201
Operations	Reports: State Reports to DHS / DPH / DWR	Monthly and Annual	Calendar Year End+5 Years	GC 60201
Operations	Wells	Production, Water Quality	Permanent	GC 60201

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Risk Management	Accidents / Damage to District Property		Close/Completion+10 Years	GC 60201 CCP 337.15
Risk Management	Claims Against the District	Paid/Denied	Close/Completion+5 Years	GC 60201; CCP 337
Risk Management	Potential Claims		Calendar Year End+3 Years	GC 60101
Water Use Efficiency Water Operations	Meter Operations	Reader reports; service orders; tests; maintenance reports	2 Years	GC 60201
Water Use Efficiency Water Operations	Grants /Subvention for Water Conservation Programs	Grants documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, etc.	10 Years or 3 years from expenditure report or final payment of grantee or subgrantee (whichever is later)	GC 60201 24 CFR 570.502 24 CFR 85.42
Water Use Efficiency Water Operations	High Consumption Letters	Scanned to the customer's account.	1 Years	GC 60201
Water Use Efficiency Water Operations	Rebate programs	Toilet Retrofit, Shower Head, etc.	After Audit+4 Years	GC 60201
Water Use Efficiency Water Operations	Service Orders / Work Orders	All Data is entered into database (paper is a preliminary draft). Leaks, Meter Swaps, Re-Reads, No-Reads, Fire Fly Swaps, Meter Repair, etc.	(none)	GC 60201
Water Use Efficiency Water Operations	Water Conservation Enforcement: Letters, Violations, etc.	Scanned to the Customer's account	Calendar Year End+2 Years	GC 60201

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Function	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Water Use Efficiency Water Operations	Water Conservation Enforcement: Pictures	Stored on hard drives to document violations	(none)	GC 60201

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