

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

Tuesday, May 15, 2018 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. STATEMENTS OF ABSTENTION

V. PUBLIC COMMENT

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

VI. CONSENT ITEMS (10 minutes)

- A. Approval of Minutes
 - 1. April 17, 2018 minutes
- B. Payment of Claims
- C. Journal Entry Approval
- D. Administrative and Financial Report

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

- A. Report of operations for the current month.

VIII. ACTION ITEMS

A. INTRODUCTION: DAVID WOOD, GOLD RIDGE RESOURCE CONSERVATION

DESCRIPTION: Mr. Wood has been hired by the Gold Ridge Resource Conservation District as the Lower Russian River Ombudsman and will be attending the meeting to introduce himself to the District.

PROPOSED ACTION: No action necessary.

B. WATER WAIVER: ACCOUNT 133, 97 RAILROAD, (APN 075-143-005)

HORACE R. AND CYNTHIA S. WHITE (Horace White, 10 minutes)

DESCRIPTION: The water customer is requesting mitigation based on average bills of large water debt of \$685.60 as a pipe was severed in the rain at night. Meter placement is too close to vehicles passing by. He is also requesting movement of meters at 98 Railroad and 15740 Morelli that has had the same issue with respect to pipe breakage due to vehicles driving over the meter.

PROPOSED ACTION: The Board may/may not approve a water waiver for 97 Railroad and moving of meters at 98 Railroad and 15740 Morelli.

- C. WATER WAIVER: ACCOUNT 367, 5600 BOHEMIAN HIGHWAY, (APN 075-050-006), JAMES SCHWEIZER (James Schweizer, 10 minutes)
DESCRIPTION: The property owner is requesting a waiver on behalf of his tenant as RRU staff discovered a burst pipe upon meter reading. Meter box had to be dug out of the asphalt and replaced as it was also damaged by multiple fire engines parking/turning around in driveway in response to a vehicle accident on Alder Creek.
PROPOSED ACTION: The Board may/may not approve a water waiver for account 367, 5600 Bohemian Highway.
- D. SUSPENSION OF WATER CONNECTION: Account 295, 34 McClure, (APN 075-242-007). THE RASSO TRUST (Staff, 5 minutes)
DESCRIPTION: The water service on account 295 has been locked off since January 26, 2016 and currently \$2,319.82 is owed. The District recorded a lien against the property on August 18, 2016 in the amount of \$ 375.83 (ongoing). If the Board approves the Notice of Suspension a 30-day period for the Rasso Trust to satisfy their water obligation will commence. If unpaid the property will be removed from the customer list and tax rolls and will be required to apply and pay for a new service under provisions of Section 2.1 of Ordinance 7.
PROPOSED ACTION: The Board may/may not approve issuing a Notice of Suspension to the Rasso Trust, Account 295, 34 McClure (APN 075-242-007).
- E. UPDATE: COMMUNITY CONCERNS: FIRE ACCESS AND WATER TANK SIGNAGE (Gary Helfrich, 10 minutes)
DESCRIPTION: The Board discussed, at its April meeting, the concerns of residents of the fire/evacuation and health hazard concerns with respect to RVs blocking the streets of Camp Meeker and adjacent to one of the water tanks. The Board will further discuss the issue and provide what information it can to the community.
PROPOSED ACTION: The Board may/may not decide to install signage at the water tanks.
- F. CAMP MEEKER SIGN (Gary Helfrich/Anthony Tominia, 5 minutes)
DESCRIPTION: The Board will discuss the progress of the Camp Meeker sign and proposed repair tentatively scheduled for May 19 and 20. Areas to address include road closure, equipment needs, volunteer labor and miscellaneous concerns.
PROPOSED ACTION: The Board may/may not approve further action in regard to the sign.

X. DIRECTORS' REPORTS

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

XI. ADJOURNMENT

HOW TO GET AN ITEM ON THE AGENDA

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

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

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

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

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

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

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

Tuesday, April 17, 2018 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

The meeting was called to order at 7:05 p.m. by President Helfrich.

II. ROLL CALL

Directors Helfrich, Anderson, Larson, Tominia, and Watson were present.

III. APPROVAL OF AGENDA

A motion was made by Cathie Anderson, and seconded by Lynn Watson to approve the agenda as posted.

Directors Helfrich, Anderson, Larson, Tominia, and Watson voted yes. Ayes: 5 Noes: 0 Abstain: 0
Absent: 0

The motion was approved.

IV. STATEMENTS OF ABSTENTION

There were no statements of abstention.

V. PUBLIC COMMENT

There was no public comment.

VI. CONSENT ITEMS

A. Approval of Minutes

1. March 20, 2018 minutes

A motion was made by Valery Larson, and seconded by Lynn Watson to approve the March 20, 2018 minutes as recorded.

Directors Helfrich, Anderson, Larson, Tominia, and Watson voted yes.

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

The motion was approved.

B. Payment of Claims

Ms. Doran Girard advised that check 1749 in the amount of \$166.73 issued to McPhail's has been added to the total of warrant 2017-2018-010.

A motion was made by Cathie Anderson, and seconded by Anthony Tominia to approve the April warrant request 2017/2018-010 as follows:

2017-2018-010	RP-April 2018	4,497.58
\$50,550.68*	Water-April 2018	16,662.47

*USDA Loan payment of \$29,390.63

Wells Fargo Bank Checks 1737-1749, Wells Fargo Bank-Investment Account check 1012, Bank of the West checks 615 and 617 in payment of expenses and water receipt transfers, and US Bank checks 1072 & 1073 for refund of Anderson Hall deposits.

Directors Helfrich, Anderson, Larson, Tominia, and Watson voted yes.

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

The motion was approved.

C. Journal Entry Approval

There were no journal entries beyond those of water receipts entry and investment account interest.

D. Administrative and Financial Report

Ms. Doran-Girard informed the Board that the premium for State Fund will increase by 32%, that the USPS has, per the current lease terms, renewed for an additional five years at an increase of 10% rental fee, and the District's accounting software lease has renewed at the current rate of \$250.00 month. She advised that various items of correspondence have been received regarding the Rio Nido Post Office, an inquiry regarding installation of a streetlight, and a North Coast Resource Partnership meeting. Lastly, she reported that April 2018 tax and direct charge payments have been issued by the County of Sonoma. At this point in the fiscal year, Recreation and Park tax revenues have decreased by 5% over last year and direct charges reduced by 6.5%.

VII. REPORT OF THE WATER SYSTEM OPERATOR

- A. Robert Sherrod of Russian River Utility reported that the water system is working well. There was a brief discussion about the location of the tank cleaning videos, and Director Anderson inquired regarding water customers 367 and 295 with past due accounts. Ms. Anderson said she would attempt to contact the family members of account 295, The Rasso Trust. Currently there is a lien against the account.

IX. ACTION ITEMS

A. LONG TERM PETITION FOR WATER RIGHT CHANGE ADDING FISH AND WILDLIFE

DESCRIPTION: In past years, the Board has approved filing for Temporary Urgency Change Petitions for flow releases for the fish and wildlife. Mary Ann King, of Trout Unlimited, described that the impact of filing for a permanent change to CMRPD's Water Permit will allow the District to release flows in the future (without filing the paperwork annually) to protect the fish and wildlife. The estimated costs are \$850 to the State Water Resources Control Board and \$850 to California Department of Fish and Wildlife. Trout unlimited may be able to assist in the funding. Directors Tominia and Watson requested clarification of the timing of the changes to the permit and were advised the release flows might occur May through November.

ACTION: A motion was made by Anthony Tominia, and seconded by Cathie Anderson to authorize the Board President to sign the Petition For Change.

Directors Helfrich, Anderson, Larson, Tominia, and Watson voted yes.

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

The motion was approved.

B. UPDATE: BRELJE AND RACE SCOPE OF ENGINEERING SERVICES AND COST ESTIMATE 5 YEAR CAPITAL IMPROVEMENT PLAN

DESCRIPTION: At the October 2017 meeting, the Board approved going forward with the scope of engineering services and cost estimates for an evaluation of the water system capital facility improvements, repairs and maintenance including priority, anticipated schedule and an estimated cost of \$22,200.00. David Colman of Brelje and Race, District Engineers, presented a draft of the proposed Capital Improvement Projects. Further cost estimates are needed and the system capital needs discussed with OCSD.

ACTION: No action was taken. The Board members will review the draft report and further action discussed at the May meeting.

C. COMMUNITY CONCERNS: FIRE ACCESS AND WATER TANK SIGNAGE

DESCRIPTION: The Board has been advised by a number of residents of the fire/evacuation and health hazard concerns with respect to RVs blocking the streets of Camp Meeker and adjacent to one of the water tanks. Director Watson described various parking, camping and related issues occurring in Camp Meeker. She and other residents are concerned about health, safety and fire related issues. Director Helfrich clarified what can and cannot be done by residents relative to these issues emphasizing that the District can only address issues related to District property. Private property owners will need to deal with the impact to their properties with code enforcement or law enforcement themselves.

Director Larson suggested that a community meeting might help to inform residents regarding this issue. John McDaniel related experience in San Francisco with this issue and stated that this problem will not be resolved soon. Discussion ensued.

Director Helfrich agreed and went on to say that he will contact the Susan Upchurch at Linda Hopkins office to see what can be done.

ACTION: A motion was made by Anthony Tominia, and seconded by Valery Larson to install signage at the water tanks regarding camping/parking as first steps. Director Tominia will obtain the signs and will be reimbursed the costs.

Directors Helfrich, Anderson, Larson, Tominia, and Watson voted yes.

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

The motion was approved.

D. CAMP MEEKER SIGN

DESCRIPTION: The Board discussed the progress of the Camp Meeker sign and proposed repair tentatively scheduled for May 19 and 20. Areas addressed included road closure, equipment needs, volunteer labor and miscellaneous permitting concerns. Directors Helfrich and Tominia will work on volunteers and related tasks.

ACTION: A motion was made by Anthony Tominia, and seconded by Valery Larson to approve action to include reimbursement for repairs of costs in regard to the sign.

Directors Helfrich, Anderson, Larson, Tominia, and Watson voted yes.

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

The motion was approved.

E. UPDATE: BOARD RECRUITMENT PROCESS

DESCRIPTION: The Board interviewed Chris Norberg and Patrick Stanley at length in an open question and answer session.

ACTION: The Board will vote on their selection at the May meeting.

F. ANDERSON HALL ISSUES AND ADMINISTRATION

DESCRIPTION: Valery Larson discussed various areas of need relating to Anderson Hall's event/facility rental and maintenance such as a job description for a rental coordinator and necessary maintenance.

ACTION: Director Anderson will prepare a job description and list of tasks related to Anderson Hall and meet with Director Larson to effect transfer of the Post Office keys, etc.

G. RESOLUTION 2018-005: AUTHORIZING CLOSURE OF THE US BANK ACCOUNT.

DESCRIPTION: The Board currently holds a small checking account with US Bank that was established prior to the Wells Fargo Bank accounts to accommodate receipt of funds from Paypal and hold Anderson Hall refundable deposits and rental fees. The only signer on this account is Director Anderson. These funds will be moved to a small checking account with Wells Fargo Bank.

ACTION: A motion was made by Anthony Tominia, and seconded by Cathie Anderson to approve Resolution 2018-005, Authorizing Closure of US Bank Account.

Directors Helfrich, Anderson, Larson, Tominia, and Watson voted yes.

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

The motion was approved.

H. RESOLUTION 2018-006: AUTHORIZING ESTABLISHMENT OF A CHECKING ACCOUNT WITH WELLS FARGO BANK TO ACCOMMODATE PAYPAL TRANSACTION TRANSFERS FOR RENTAL DEPOSITS AND FEES.

DESCRIPTION: The Board discuss authorizing the President to establish of an account with Wells Fargo Bank for the handling of Paypal funds, deposits, and rental fees and insure that client fees and deposits are not co-mingled with tax dollars in the District's operating account.

ACTION: A motion was made by Anthony Tominia, and seconded by Cathie Anderson to approve Resolution 2018-006 authorizing the President to open a small checking account at Wells Fargo Bank.

Directors Helfrich, Anderson, Larson, Tominia, and Watson voted yes.

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

The motion was approved.

X. DIRECTORS' REPORTS

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PROPOSED ACTION: No action or discussion to take place.

Director Anderson noted that the “old” Post Office has been torn down and it is her understanding that St. Dorothy’s is selling lots. Additionally, she advised that she has turned over credit cards, keys and petty cash to District staff.

Director Tominia advised that the “Bramble Pull” is scheduled for April 23.

XI. ADJOURNMENT

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

Directors Helfrich, Anderson, Larson, Tominia and Watson voted yes. Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

The motion was approved.

The meeting adjourned at 9:14 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

2018-04-17finalminscdg1.doc

**CHERYL DORAN GIRARD
CLIENT MEMORANDUM**

TO: CAMP MEEKER RECREATION & PARK DISTRICT BOARD MEMBERS
FROM: CHERYL DORAN GIRARD
SUBJECT: MAY 15, 2018 WARRANTS AND FINANCIAL INFORMATION
DATE: MAY 10, 2018

Financial Statements and Warrant Detail in the board packet following this memorandum provide updated information through May 10, 2018.

2017/2018-011	RP-May 2018	13,212.31
\$66,283.36*	Water- April 2018	15,412.05

*Includes Direct Charge Transfers \$37,659.00

Please be aware that the 18-19 Preliminary Budget will be in preparation during May for approval at the June Board meeting per legal requirements. If there are any financial issues that the Board feels need to be fulfilled, please let me know as soon as possible so that I can include them in the initial estimates.

State Comp has finally informed us that their audit is completed.

Writing of the draft policy and procedures manual is ongoing. All the District's records in my office have been taken to the District office and files will be updated. Bank accounts have been reconciled; and, as is usual, invoices relating to the checks written will be on hand for review.

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 # 2017-2018-011

VENDOR	CHECK AMOUNT	R&P FUND	WATER FUND	EXPLANATION
Anderson, Cathie	44.44	44.44		Stipend & Anderson Hall Supplies
Larson, Valery	30.00	30.00		Director Stipend-April 2018
Watson, Lynn	30.00	30.00		Director Stipend-April 2018
Doran-Girard, Cheryl	5,609.61	1,660.50	1,660.50	Consulting-March 2018/April 2018
Doran-Girard, Cheryl	-	830.25	830.25	Consulting-March 2018/April 2018
Doran-Girard, Cheryl	-	276.75	276.75	Consulting-March 2018/April 2018
Doran-Girard, Cheryl	-	32.68	32.68	Office Supplies
Doran-Girard, Cheryl	-	-	9.25	Postage
Conservation Corps	9,912.63	9,912.63		Habitat Grant-Berry Removal
Fedex Office	58.62	29.31	29.31	Printing
PGE	88.85	88.85		Electric Service
Perry Johnson	92.00	46.00	46.00	Legal Services
Brelje & Race	3,955.00	-	3,955.00	Engineering 5-Year Capital Plan
Russian River Utility	8,391.41	-	8,391.41	Contract Services
US Bank	411.80	230.90	180.90	Various Recurring charges
US Bank				
DWR Dir Chg Tfr	31,256.97	*		
USDA Dir Tfr/Invest	6,402.03	*		

*April Direct Chg Tfrs

Total	<u>66,283.36</u>	<u>13,212.31</u>	<u>15,412.05</u>	37,659.00
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DIRECTOR APPROVAL:

DATE:

5/15/18

Camp Meeker Recreation & Parks District
Check/Voucher Register - CDG-Current Register
1010 - Cash In Wells Fargo Bank-Operating
From 4/18/2018 Through 5/15/2018

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1750	Tax Collection Tfr-Direct Ch...	Camp Meeker Rec...	5/15/2018	6,402.03
1751	Tfr Checks Dir Chg--DWR Di...	Camp Meeker Rec...	5/15/2018	31,256.97
1752	System Generated Check/Vo...	Cathie Anderson	5/9/2018	14.44
1753	System Generated Check/Vo...	Brelje & Race Con...	5/9/2018	3,955.00
1754	System Generated Check/Vo...	Conservation Corp...	5/9/2018	9,912.63
1755	System Generated Check/Vo...	Cheryl Doran-Girard	5/9/2018	5,609.61
1756	System Generated Check/Vo...	Fedex Office	5/9/2018	58.62
1757	System Generated Check/Vo...	P G & E	5/9/2018	88.85
1758	System Generated Check/Vo...	Perry Johnson An...	5/9/2018	92.00
1759	System Generated Check/Vo...	Russian River Utility	5/9/2018	8,391.41
1760	System Generated Check/Vo...	US Bank	5/9/2018	411.80
1761	Director Stipend-May 2018	Cathie Anderson	5/15/2018	30.00
1762	Director Stipend-May 2018	Valery Larson	5/15/2018	30.00
1763	Director Stipend May 2018	Lynn Watson	5/15/2018	30.00
		Total 1010 - Cash In Wells Fargo Bank-Operating		66,283.36

Camp Meeker Recreation & Parks District
Check/Voucher Register - CDG-Current Register
1030 - Cash in Bank of the West-Water
From 4/18/2018 Through 5/15/2018

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
617	Water Receipts Tfr-April 2018	Camp Meeker Rec...	5/15/2018	6,600.00
618	Water Receipts Transfer-Apr...	Camp Meeker Rec...	5/15/2018	<u>9,400.00</u>
		Total 1030 - Cash in Bank of the West-Water		16,000.00

Camp Meeker Recreation & Parks District
Check/Voucher Register - CDG-Current Register
1040 - Cash in US Bank-Rental Deposits/PayPal
From 4/18/2018 Through 5/15/2018

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1074	Rental Fees-Sheppard Depo...	Camp Meeker Rec...	5/8/2018	<u>150.00</u>
		Total 1040 - Cash in US Bank-Rental Deposits/PayPal		150.00
				<u> </u>
Report Total				<u>82,433.36</u>
				<u> </u>

Camp Meeker Recreation & Parks District

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

10 - Recreation & Park - Operating

From 7/1/2017 Through 6/30/2018

(In Whole Numbers)

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
Revenue				
4001	Property Taxes-CY Secured	75,000	69,131	(5,869)
4020	Property Taxes-CY Supplemental	0	980	980
4040	Property Taxes-CY Unsecured	0	2,035	2,035
4041	Cost Reimbursement-Collect Delinquent CY Unsec	(950)	(35)	915
4101	Interest Pooled Cash -Sonoma County	75	14	(61)
4210	Rental Fees-Anderson Hall	8,300	6,775	(1,525)
4215	Rental Fees-Other	1,727	1,583	(144)
4220	State-Home Owner Property Tax Relief	525	253	(272)
4295	Grant Revenue	5,500	0	(5,500)
	Total Revenue	90,177	80,736	(9,441)
Expenditures				
5010	Director Stipend	1,080	990	90
5017	Worker Compensation Insurance	1,000	956	45
5101	Communications-Telephone	900	899	1
5105	Communications-ISP Website	600	220	380
5110	Communications-Website Other	1,500	625	876
5184	Janitorial Supplies	250	368	(118)
5185	Janitorial Services	2,000	980	1,020
5210	Insurance-Property & Liability	3,000	0	3,000
5301	Maintenance-Beach and Parks	750	10,153	(9,403)
5302	Maintenance-Bldgs & Improvements	550	299	251
5401	Memberships	200	140	61
5402	Marketing	250	0	250
5405	Miscellaneous	1,500	700	800
5410	Office Supplies	1,150	673	477
5415	Office Operations	300	0	300
5416	Lease-Accounting Software	1,500	1,175	325
5420	Training-Administrative	0	69	(69)
5425	Postage	200	186	14
5426	Printing Services	775	378	397
5427	Supplies	675	0	675
5428	Food	275	126	149
5501	Professional Fees-Web	1,200	113	1,088
5502	Professional Fees-Consultants	1,795	0	1,795
5515	Contract Services-Water Operations	0	3,306	(3,306)
5520	Administrative Services	12,500	11,906	594
5540	LAFCO Charges	150	116	34
5550	Legal Services	3,250	2,495	755
5555	Professional Services-Auditor	7,500	8,223	(723)
5556	Professional Services-Accounting	12,000	11,773	227
5570	Service Fee-PayPal	150	67	83
5571	Late Fees	50	0	50
5575	Bank Service Fees	180	(15)	195
5576	Property Tax Administration Fee	1,000	932	68
5590	Gas and Oil	1,100	1,133	(33)
5591	Equipment Rentals	150	227	(77)
5592	Water and Sewer	1,700	816	884

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
10 - Recreation & Park - Operating
From 7/1/2017 Through 6/30/2018
(In Whole Numbers)

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
5594	Utilities	1,500	861	639
8515	Renovate/Replacement	1,500	0	1,500
8516	Maintenance & Repair	2,500	0	2,500
8565	Equipment 2	2,500	683	1,817
8625	Tfr Within Fnd-Out	12,500	835	11,665
9001	Contingency	167	0	167
	Total Expenditures	81,847	62,407	19,440
	Excess of Income Over (Under) Expense	8,330	18,329	9,999

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
40 - Recreation & Parks - Water Operations
From 7/1/2017 Through 6/30/2018
(In Whole Numbers)

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
Revenue				
4010	Direct Charges-Current Year	125,000	117,065	(7,935)
4061	Direct Charges -Prior Year	0	198	198
4101	Interest Pooled Cash -Sonoma County	0	19	19
4310	Sales of Water-Residential	205,000	157,447	(47,553)
4625	Transfers-Within Fund In	73,000	0	(73,000)
	Total Revenue	403,000	274,729	(128,271)
Expenditures				
5017	Worker Compensation Insurance	700	410	291
5101	Communications-Telephone	500	399	101
5105	Communications-ISP Website	350	220	130
5110	Communications-Website Other	0	500	(500)
5185	Janitorial Services	150	0	150
5210	Insurance-Property & Liability	3,000	0	3,000
5401	Memberships	100	140	(40)
5405	Miscellaneous	125	60	65
5410	Office Supplies	800	646	154
5415	Office Operations	100	0	100
5416	Lease-Accounting Software	1,600	1,175	425
5420	Training-Administrative	300	69	231
5425	Postage	75	131	(56)
5426	Printing Services	500	310	190
5501	Professional Fees-Web	1,500	88	1,413
5515	Contract Services-Water Operations	107,500	89,366	18,134
5520	Administrative Services	15,000	12,449	2,551
5540	LAFCO Charges	750	478	272
5550	Legal Services	5,000	2,017	2,983
5555	Professional Services-Auditor	7,500	8,179	(679)
5556	Professional Services-Accounting	12,000	12,313	(313)
5565	Fiscal Agent Fees	0	1,068	(1,068)
5575	Bank Service Fees	100	145	(45)
5576	Property Tax Administration Fee	1,250	0	1,250
5580	Elections Cost	2,663	0	2,663
5585	Public/Legal Notices	450	0	450
5587	Water System Fees-State	2,500	2,282	218
5594	Utilities	6,500	5,580	920
5595	Waste Removal	500	0	500
8516	Maintenance & Repair	15,000	7,991	7,009
8520	Engineering Services	0	820	(820)
8565	Equipment 2	0	574	(574)
8567	Engineering Services	0	8,718	(8,718)
8625	Tfr Within Fnd-Out	219,300	120,271	99,029
	Total Expenditures	405,813	276,400	129,413
	Excess of Income Over (Under) Expense	(2,813)	(1,671)	1,142

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
50 - Recreation & Parks - Water Capital
From 7/1/2017 Through 6/30/2018
(In Whole Numbers)

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4110	Interest Earned-Wells Fargo Bank	0	264	264
4625	Transfers-Within Fund In	0	5,500	5,500
	Total Revenue	0	5,764	5,764
	Expenditures			
5410	Office Supplies	0	55	(55)
8625	Tfr Within Fnd-Out	0	5,500	(5,500)
	Total Expenditures	0	5,555	(5,555)
	Excess of Income Over (Under) Expense	0	210	210

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
60 - Recreation & Parks-DWR E58237
From 7/1/2017 Through 6/30/2018
(In Whole Numbers)

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4101	Interest Pooled Cash -Sonoma County	0	382	382
4625	Transfers-Within Fund In	0	69,261	69,261
	Total Revenue	0	69,643	69,643
	Expenditures			
7910	Long Term Debt-Principal	0	85,426	(85,426)
7911	Long Term Debt-Interest	0	11,652	(11,652)
	Total Expenditures	0	97,077	(97,077)
	Excess of Income Over (Under) Expense	0	(27,435)	(27,435)

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
61 - Recreation & Park - Reserve DWR E58237
From 7/1/2017 Through 6/30/2018
(In Whole Numbers)

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4101	Interest Pooled Cash -Sonoma County	0	635	635
	Total Revenue	0	635	635
	Excess of Income Over (Under) Expense	0	635	635

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
70 - Recreation & Park - USDA Debt Fund
From 7/1/2017 Through 6/30/2018
(In Whole Numbers)

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4625	Transfers-Within Fund In	<u>0</u>	<u>87,688</u>	<u>87,688</u>
	Total Revenue	<u>0</u>	<u>87,688</u>	<u>87,688</u>
	Expenditures			
7910	Long Term Debt-Principal	0	34,000	(34,000)
7911	Long Term Debt-Interest	0	59,573	(59,573)
8625	Tfr Within Fnd-Out	<u>0</u>	<u>67,100</u>	<u>(67,100)</u>
	Total Expenditures	<u>0</u>	<u>160,673</u>	<u>(160,673)</u>
	Excess of Income Over (Under) Expense	<u>0</u>	<u>(72,985)</u>	<u>(72,985)</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
10 - Recreation & Park - Operating
10 - Anderson Hall
From 7/1/2017 Through 6/30/2018
(In Whole Numbers)

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4210	Rental Fees-Anderson Hall	8,300	6,775	(1,525)
	Total Revenue	8,300	6,775	(1,525)
	Expenditures			
5101	Communications-Telephone	450	0	450
5105	Communications-ISP Website	350	0	350
5110	Communications-Website Other	750	125	626
5184	Janitorial Supplies	250	368	(118)
5185	Janitorial Services	1,800	980	820
5301	Maintenance-Beach and Parks	0	40	(40)
5302	Maintenance-Bldgs & Improvements	550	299	251
5402	Marketing	250	0	250
5405	Miscellaneous	500	350	150
5410	Office Supplies	150	91	59
5425	Postage	50	32	18
5426	Printing Services	0	31	(31)
5427	Supplies	500	0	500
5501	Professional Fees-Web	300	25	275
5515	Contract Services-Water Operations	0	70	(70)
5570	Service Fee-PayPal	150	67	83
5575	Bank Service Fees	30	(15)	45
5590	Gas and Oil	900	780	120
5592	Water and Sewer	500	408	93
5594	Utilities	1,200	419	781
8565	Equipment 2	1,500	683	817
	Total Expenditures	10,180	4,752	5,428
	Excess of Income Over (Under) Expense	(1,880)	2,023	3,903

Camp Meeker Recreation & Parks District

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

10 - Recreation & Park - Operating

25 - Habitat Conservation-Dutch Bill17

From 7/1/2017 Through 6/30/2018

(In Whole Numbers)

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4295	Grant Revenue	5,000	0	(5,000)
	Total Revenue	5,000	0	(5,000)
	Expenditures			
5301	Maintenance-Beach and Parks	0	9,913	(9,913)
5550	Legal Services	0	475	(475)
	Total Expenditures	0	10,387	(10,387)
	Excess of Income Over (Under) Expense	5,000	(10,387)	(15,387)

JOURNAL ENTRY AND DOCUMENTATION

Page 25 of 36

Revenue and Expenditure Transactions

Criteria: Post On = 2/1/2018..4/30/2018; Fund = 72151, 72153; Transaction Type = Actual; Accounting Period = 1..12

Posted Date	Journal Date	Journal ID	Journal Header Description	Line Description	Business Unit	Fund	Department	Account	Tax Code	Amount
Fund Code 72151 -- Camp Meeker Rec and Park Dist.										
Account Type 00004 -- All Revenues										
Account 40002 -- Prop Tax - CY,Secured										
	4/13/2018	4/12/2018	0000136722	CY Secured 1/19/18-4/11/18	SC002	72151	67010100	40002	T12000	22,482.33
Total Prop Tax - CY,Secured										22,482.33
Account 40012 -- SB2557 Prop Tax Admin										
	4/13/2018	4/10/2018	0000136385	SB2557 Prop Tax Admin Fee 17-18	SC002	72151	67010100	40012	T12000	(932.43)
Total SB2557 Prop Tax Admin										(932.43)
Account 40111 -- Supplemental Prop Taxes - CY										
	2/14/2018	2/9/2018	0000131180	CY Supplemental 1/2/18-1/31/18	SC002	72151	67010100	40111	T12000	117.59
	3/13/2018	3/8/2018	0000133253	CY Supplemental 2/1/18-2/28/18	SC002	72151	67010100	40111	T12000	145.29
	4/10/2018	4/6/2018	0000136204	CY Supplemental 3/1/18-4/1/18	SC002	72151	67010100	40111	T12000	185.86
Total Supplemental Prop Taxes - CY										448.74
Account 44002 -- Interest on Pooled Cash										
	4/13/2018	4/13/2018	0000136864	3rd Qtr Interest Apportionment	SC002	72151	67010100	44002		2.31
Total Interest on Pooled Cash										2.31
Total All Revenues										22,000.95
Total Camp Meeker Rec and Park Dist.										(22,000.95)
Fund Code 72153 -- Camp Meeker - Water Operations										
Account Type 00004 -- All Revenues										
Account 40003 -- Direct Charges - CY										
	4/13/2018	4/12/2018	0000136722	CY Secured 1/19/18-4/11/18	SC002	72153	67010300	40003	T70300	37,659.00
Total Direct Charges - CY										37,659.00
Account 44002 -- Interest on Pooled Cash										
	4/13/2018	4/13/2018	0000136864	3rd Qtr Interest Apportionment	SC002	72153	67010300	44002		2.25
Total Interest on Pooled Cash										2.25
Total All Revenues										37,661.25
Total Camp Meeker - Water Operations										(37,661.25)
Total										(59,662.20)

Run: 4/16/2018 1:24 PM Data Last Updated: 4/16/2018 6:35:53 AM

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

May 9, 2018

RE: CAMP MEEKER PAST DUE ACCOUNTS

- **Accounts 1, 22, 23, 28, 49, 59, 68, 69, 72, 87, 94, 96, 105, 107, 109, 115, 118, 120, 121, 122, 124, 125, 126, 132, 134, 142, 143, 162, 164, 172, 185, 186, 193, 196, 218, 220, 245, 253, 276, 278, 317, 318, 320, 328, 338, 340, 342, 355, 365 and 366:** Past due notices will be processed on May 24, 2018, and lock offs will be scheduled for June 6, 2018.
- **Accounts 127 and 217:** Locked off March 28, 2018.
- **Accounts 6, 24, 45, 50, 88, 151, 152, 155, 158, 161, 179, 182, 184, 207, 208, 226, 249, 270, 293, 309, 310, 334, 339 and 358:** Payments are in hand or on their way.
- **Account 184:** Customer paying over the course of a few months.
- **Acct 367:** Leak adjustment request and relocation of meter to be reviewed at meeting.
- **Acct 133:** Leak adjustment request to be reviewed at meeting.

	CAMP MEEKER RECREATION AND PARK DISTRICT						
		PAST DUE REPORT					
				May-18			
ACCT #	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT		TOTAL
1	42.04	40.00			82.14	2/28/18	82.04
6	55.03	46.24	45.58	18.43	100.00	2/16/18	165.28
22	48.34	50.03			71.31	4/30/18	98.37
23	46.61	45.70			49.12	4/17/18	92.31
24	46.67	44.81	46.95		85.71	3/14/18	138.43
28	48.15	39.09			50.00	4/17/18	87.24
35	41.34	0.24			171.50	4/25/18	41.58
45	44.96	42.65	44.96		87.53	3/20/18	132.57
49	42.62	50.81			47.41	4/11/18	93.43
50	47.82	45.03	55.48	1.17	180.00	3/14/18	149.50
59	43.84	45.64			84.79	4/11/18	89.48
68	50.75	51.70			78.00	4/6/18	102.45
69	47.51	24.55			125.00	3/6/18	72.06
72	42.62	42.40			44.31	4/11/18	85.02
87	43.48	61.93			45.82	3/16/18	105.41
88	46.62	44.44	44.79		46.52	3/6/18	135.85
94	48.84	34.84			100.00	4/17/18	83.68
96	42.01	40.10			122.58	3/26/18	82.11
105	45.34	43.24			82.75	3/27/18	88.58
107	63.83	30.22			100.00	4/6/18	94.05
109	49.61	51.49			55.70	4/11/18	101.10
115	42.47	42.97			45.38	4/25/18	85.44
118	67.42	72.74			67.77	4/25/18	140.16
120	44.02	43.25			44.56	4/25/18	87.27
121	51.19	52.18			49.52	4/25/18	103.37
122	46.60	46.33			48.11	4/25/18	92.93
124	43.45	43.71			45.37	4/25/18	87.16
125	42.11	42.21			44.10	4/25/18	84.32
126	49.28	46.31			47.73	4/25/18	95.59
127	48.62	46.31	44.10	82.00	48.55	11/28/17	221.03
132	47.61	43.06			47.82	3/30/18	90.67
134	43.32	29.24			100.00	3/14/18	72.56
140	49.92	0.61			137.00	5/3/18	50.53
142	52.36	63.24			129.77	4/11/18	115.60
143	49.68	47.12			46.52	3/27/18	96.80
151	57.72	55.54	41.78		200.00	3/2/18	155.04
152	50.61	46.49	43.78		140.51	3/2/18	140.88
155	52.11	52.10	47.73		49.81	4/25/18	151.94
158	43.65	41.40	22.41		250.00	12/19/17	107.46
161	49.68	47.92	44.38	42.06	120.00	3/2/18	184.04
162	49.56	52.89			96.65	4/3/18	102.45
164	47.20	40.00			50.00	4/19/18	87.20
172	52.00	49.64			110.00	4/6/18	101.64
179	47.38	44.99	39.84		90.00	2/27/18	132.21
182	48.14	45.73	43.49		100.00	3/14/18	137.36
184	56.06	59.54	57.45	14.95	130.00	4/11/18	188.00
185	43.71	45.84			85.23	4/11/18	89.55
186	48.51	43.32	5.19		40.00	3/30/18	97.02

193	47.85	47.75			44.50	4/6/18	95.60
196	47.05	46.13			44.54	4/3/18	93.18
207	46.86	43.74	43.50		42.02	3/14/18	134.10
208	46.27	44.87	41.35		50.00	3/14/18	132.49
211	41.34	0.06			40.00	4/30/18	41.40
217	49.05	46.72	44.49	89.83	200.00	11/6/17	230.09
218	74.67	69.40			68.46	3/26/18	144.07
220	72.02	68.76	0.02		210.36	3/26/18	140.80
226	51.45	49.69	47.83	21.52	75.00	3/26/18	170.49
240	42.72	0.20			43.00	4/17/18	42.92
245	45.01	42.94			86.39	3/14/18	87.95

ACCT #	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT		TOTAL
249	45.81	43.67	46.21		93.89	3/14/18	135.69
253	42.34	43.24			121.44	4/3/18	85.58
269	44.52	0.77			42.38	4/11/18	45.29
270	60.34	55.18	39.07		50.00	3/14/18	154.59
276	47.23	46.68			45.98	3/30/18	93.91
278	42.00	40.00			128.31	3/16/18	82.00
285	43.97	2.19			44.34	4/30/18	46.16
293	47.00	45.07	42.90		137.63	2/16/18	134.97
295	155.99	148.56	141.49	2,029.77	150.00	4/8/16	2,475.81
309	49.98	55.53	44.58	15.16	17.61	2/28/18	165.25
310	46.74	48.49	26.24		200.00	2/27/18	121.47
317	51.79	49.09			98.59	4/19/18	100.88
318	65.64	32.77			238.98	3/14/18	98.41
320	45.08	45.16			42.00	4/6/18	90.24
328	47.91	43.70			43.78	3/16/18	91.61
334	44.23	42.05	40.90		82.93	2/22/18	127.18
338	42.96	26.44			100.00	3/26/18	69.40
339	45.71	43.53	41.46	29.22	460.00	1/5/18	159.92
340	45.42	44.10	4.33		43.54	3/20/18	93.85
342	73.93	70.90			92.31	3/30/18	144.83
350	70.00	7.75			151.05	4/17/18	77.75
355	50.79	49.32			59.30	4/11/18	100.11
358	54.59	51.27	53.41		96.21	3/14/18	159.27
365	74.71	75.07			77.08	4/25/18	149.78
366	46.65	47.43			50.22	4/25/18	94.08
367	72.50	521.19	48.81		144.00	2/16/18	642.50
	4,334.53	4,259.24	1334.5	2344.11	7,890.43		12,272.38
			BILLING REGISTER INFORMATION APRIL 30, 2018				
			WATER	\$ 2,245.07	CURRENT CHARGES		\$ 17,263.72
			SVC CHG	\$ 14,475.00	PAST DUE		\$ 4,205.94
			FIRE SVC	\$ 60.00	OVERPAY/PREPAY		\$ (14,216.08)
			RECONN				
			ADJ	\$ (10.75)			
			LATE CHGS	\$ 444.40	TOTAL RECEIVABLES		\$ 7,253.58
			Total Receivables		\$66,816.16		
			Accounts Listed		85		

CAMP MEEKER RECREATION AND PARK DISTRICT										
WATER SALES 2016										
METER	ACCT NO.	MONTH	TOTAL AMOUNT PUMPED GALLON S	AMOUNT PUMPED TO OCS	NET AMOUNT PUMPED	AMT SOLD	% PUMPE D TO CMR&P D	% LOSS	NOTES	
Alliance Master Meter	363	JAN	1,478,090	440,500	1,037,590	739,450	70.19	28.70		
Union Park	369									
Alliance Master Meter	363	FEB	1,297,640	396,900	900,740	745,570	69.41	17.22		
Union Park	369									
Alliance Master Meter	363	MARCH	1,168,980	425,800	743,180	653,010	63.57	12.13		
Union Park	369									
Alliance Master Meter	363	APRIL	1,182,270	490,500	751,110	431,160	63.53	-8.57		
Union Park	369									
Alliance Master Meter	363	MAY								
Union Park	369									
Alliance Master Meter	363	JUNE								
Union Park	369									
Alliance Master Meter	363	JULY								
Union Park	369									
Alliance Master Meter	363	AUG								
Union Park	369									
Alliance Master Meter	363	SEPT								
Union Park	369									
Alliance Master Meter	363	OCT								
Union Park	369									
Alliance Master Meter	363	NOV								
Union Park	369									
Alliance Master Meter	363	DEC								
Union Park	369									
	total 2016		5,126,980	1,753,700	3,432,620	2,569,190	66.95%			

C.W. MEEKER PROPERTIES
PO Box 888, Occidental, CA 95465
707-874-6949
cwhitemt@hotmail.com

April 14, 2018

Account 133
075-143-005

Russian River Utilities

To whom it may concern:

This letter is written to address the large water leak, as you are aware of, on our property in Camp Meeker at 98 Railroad Ave. A vehicle drove over the meter and severed the pipe to the residence. We were not aware of the leak as it was raining and happened at night. We did address the problem immediately when our tenant saw that he had no water in his house. We were able to shut off the flow as soon as we found out about this and replace the severed pipe, however, we are left with a water debt of \$700 or more, according to Stephanie.

We are requesting some sort of mitigation of this bill as the meter placement is far too close to vehicles passing by. We have already experienced the same problem at our 15740 Morelli residence with the meter being driven on, breaking the pipe.

We also would like to request moving both meters, at 98 Railroad and 15740 Morelli, so they're out of the way of traffic in order to keep these problems from reoccurring. All the other meters are off the roads and are not an issue.

Best Regards,

Horace R. White and Cynthia S. White

Subject: Fwd: CMRPD water system credit request

From: rruwater@sonic.net

To: cdgirard1945@yahoo.com

Date: Monday, May 7, 2018, 10:28:24 AM PDT

----- Original Message -----

Subject:CMRPD water system credit request

Date:2018-05-05 08:44

From:James Schweizer <schweizfamily@gmail.com>

To:rruwater@sonic.net

Reply-To:schweizfamily@gmail.com

Camp Meeker Board of Directors,

Attention: Gary Helfrich

This past month an employee discovered a burst pipe that supplies water to the residence at 5600 Bohemian Highway, while reading the meter. Your employee shut off the water to the residence and I repaired the damaged pipe on the residence side of the meter. However, our tenants received a very large water bill of \$478.75 for the month of April.

Upon performing the repair at the meter box, I found that the box had been run over and sunk into the asphalt driveway at least an inch by a heavy vehicle which broke the pipe below the driveway. The meter box had to be dug out of the asphalt and the pipe repaired and the box replaced.

A little further information on the damage to the box: There was a vehicle accident into Alder Creek at the sharp curve next to the driveway approximately 2-3 days prior to the discovery of the damaged pipe. Multiple fire vehicles used the driveway to park and/or turn around in during the incident. Its believed that one of the engines may have run over the box during this time. This would explain the damage to the pipe and sunken meter box. I understand that it wasn't intentional and because of the rains during the time, the box likely may not have even been visible under the water run-off. As the owner of the property, I'm working to try to eliminate future damage to the box by pouring a concrete curb to better protect both the meter box and the fire hydrant located at the end of the driveway.

I'm respectfully asking the board for a credit for \$478.75, minus the average monthly water usage to be determined.

Sincerely,
James Schweizer

CAMP MEEKER RECREATION AND PARK DISTRICT
PO BOX 457, FORESTVILLE, CA 95436-0457
TEL: 707-887-7735

May 15, 2018

Rasso Trust
512 Moscow Street
San Francisco, CA 94112

RE: PRELIMINARY NOTICE OF SUSPENSION OF WATER CONNECTION
Account 295
34 McClure, Camp Meeker, CA
APN: 075-242-007

To whom it may concern:

Your water service was locked off on January 26, 2016. You have failed to pay the \$40/month service charge and subsequent late fees and currently owe \$2,319.82. The District filed a lien on all real property owned by August 16, 2016 in the amount of \$375.83 (ongoing).

The District finds that your water connection has been locked off for non-payment for a period of 12 months or more.

This **Notice of Suspension** is submitted to notify you that within 30 days of receipt of this notice, you shall pay in full all charges and fines.

Failure to comply will result in the connection being declared suspended and the property removed from the tax rolls and customer list. Reconnection of a suspended connection shall require an application for a new service under the provisions of Section 2.1 of Ordinance #7.

Thank you for your prompt attention to this matter.

Gary Helfrich
President, Board of Directors

RECEIVED
JAN 12 2018

1/8/18

This is my guessmate
on the time.

I have it on a weekend
to save the 1 day cost on
Rental fee.

We will have to wait
for warmer weather.

I'll do all the labor
needed with help from
local residence I've talked
to.

Thanks for getting
this done.

A. J. Lera

P.O. Box 122

P27-3927

A.J. Ford 827-3927

RECEIVED
JAN 12 2018
BY: 

Camp Mecker Sign Refinish

Cost: Rent 40' 4x4 man lift
Deliver Friday - Pickup Mon \$800.00

Stain	\$50.00
White paint	\$15.00
Bolts	\$50.00

Road Closure Timing

3 hrs Saturday: Inspect and Power wash sign
Install Bolts through Poles and sign

3 hrs Sunday: Stain Sign
Paint Letters