

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

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

I. CALL TO ORDER

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. June 19, 2018 Minutes
2. October 16, 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. WATER WAIVER: ACCOUNT 355, 5640 BOHEMIAN HIGHWAY, (APN 075-050-014), SARA WESTON (By Letter, 5 minutes)

DESCRIPTION: Sara Weston, property owner resides in Redwood City and is unable to attend. She has asked for the water waiver by mail.

PROPOSED ACTION: The Board may/may not approve a water waiver for account 355, 5640 Bohemian Highway.

B. RESOLUTION 2018-015: INTERIM BOARD SECRETARY TREASURER, LYNN WATSON (Gary Helfrich, Board President)

DESCRIPTION: Director Anthony Tominia's work responsibilities will impact his ability to attend meetings over the coming period of time. In order to insure that the District has sufficient check signers and a designated fiscal officer to address issues during this brief period, Director Watson will assume the Secretary/Treasurer and Fiscal Officer responsibilities and will serve without bond.

PROPOSED ACTION: (1) The Board may/may not adopt Resolution 2018-015: Interim Board Secretary/Treasurer and Fiscal Officer, and (2) the Board may/may not excuse Director Tominia's absence from upcoming meetings

- C. RETURNED CHECK FEE: WATER SYSTEM AND ANDERSON HALL (Staff, 5 minutes)
DESCRIPTION: In September 2015, the Board established the returned check charge for water and rental clients as \$35.00. At the same time, then District Counsel determined there is no Prop 218 impact for these charges. Banks now charge the District \$35.00 for returned items as opposed to the \$15.00 charged in 2015. In addition to the bank charges, there are costs associated with staff collection and follow up with returned item issuers. Staff recommends an increase to \$50.00 for returned items for both water customers and other District clients and a review of the bank charges annually.
PROPOSED ACTION: The Board may/may not approve an increase of its returned item charge to \$50.00 per item and an annual review.
- D. UPDATE: ANDERSON HALL FUTURE RENTAL RATES, MANAGEMENT AND MAINTENANCE
(Valery Larson and John McDaniel, 10 minutes)
DESCRIPTION: The Board will discuss progress of maintenance items, interim management of Anderson Hall rentals and related issues.
PROPOSED ACTION: The Board may/may not take further action regarding Anderson Hall rates, maintenance needs, management and related issues.
- E. COMCAST CONTRACT FOR WIRELESS ACCESS, ANDERSON HALL
DESCRIPTION: Prospective clients for Anderson Hall have consistently inquired as to the availability of Wi-Fi access for events, workshops and meetings. Comcast has advised that, at present, it will cover construction costs, install within the next 30-90 days and provide service at a cost of \$76.85 per month. Estimated monthly costs for wireless services were provided in the 2018-2019 Final Budget.
PROPOSED ACTION: The Board may/may not authorize the Board President to sign a contract with Comcast for installation and wireless services at Anderson Hall.
- F. UPDATE: PROPOSED SHOWINGS “WILDER THAN WILD” DOCUMENTARY AND RELATED CONCERNS (Lynn Watson and Valery Larson, 5 minutes)
DESCRIPTION: The Board will review outcome of initial showing of the “Wilder Than Wild” documentary film on November 3 and plans for November 17.
PROPOSED ACTION: The Board may/may not take further action.
- G. POSTMISTRESS CAMP MEEKER (Lynn Watson, 10 minutes)
DESCRIPTION: The USPS postmistress position in Camp Meeker is a temporary position and it seems that the individual currently filling that role (a Camp Meeker resident) may be transferred out of the area. Director Watson feels that as the Board has expressed concerns in previous actions on the part of the USPS affecting the District and its customers, the Board may wish to consider a letter to the USPS asking that the Camp Meeker post office staff be established as a permanent position.
PROPOSED ACTION: The Board may/may not consider requesting that the Camp Meeker post office staff position be made permanent.

H. REPORT OF THE WATER SUB-COMMITTEE (Gary Helfrich, 5 minutes)

DESCRIPTION: The Water Sub-committee will report on its recent discussions with Occidental Community Service District water representatives and issues related to the water system.

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

IX. DIRECTORS' REPORTS

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

PROPOSED ACTION: No action or discussion to take place.

X. 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, June 19, 2018 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

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

II. ROLL CALL

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

III. APPROVAL OF AGENDA

A motion was made by Cathie Anderson, and seconded Anthony Tominia on to approve the agenda as posted.

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

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. May 15, 2018 minutes

A motion was made by Cathie Anderson, and seconded by Anthony Tominia to approve the May 15 2018 minutes as recorded.

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

The motion was approved.

B. Payment of Claims

A motion was made by Anthony Tominia, and seconded by Cathie Anderson to approve the June warrant request 2017/2018-012 as follows:

2017-2018-012	RP-June 2018	7,658.01
\$33,975.81	Water-June2018	26,317.80

Wells Fargo Bank Checks 1764-1780, Bank of the West checks 619 and 620 in payment of expenses and water receipt transfers, and US Bank check 1075 and 1076 transferring rental fees the operating account and refunding client deposits.

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

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 reported regarding the 2018-2019 Direct Charge billing process, a 6% increase in SDRMA insurance costs, a 7.4% increase in LAFCO costs, the initiation of CSDA's electronic voting process and various items of correspondence. Additionally, she advised that District Counsel Manwell will retire on June 30, 2018 and will be moving to Washington State.

VII. REPORT OF THE WATER SYSTEM OPERATOR

- A. Robert Sherrod of Russian River Utility reported that a SCADA telemetry system issue resulted in a raw water discharge into Dutch Bill Creek. Jamie Dunton explained that the system is running well; but SCADA is twenty years old. He went on to state that control of the system is key to operations, that telemetry systems produced current are far more advanced, and replacement of the SCADA equipment should be foremost in the consideration of capital outlay programs. Vegetation and Spanish moss also contributed to the interruption of radio signals in the recent event. Director Anderson expressed concern for the increasing number of past due accounts. Eighty-one customers were past due in June far more than in the past. Discussion ensued regarding replacement of water meters.

VIII. ACTION ITEMS

A. SETH MURCHISON: ORGANIZATION OF CAMP MEEKER FIRE DRILL AND RELATED CONCERNS

DESCRIPTION: Mr. Murchison detailed his proposal for the organization of a Camp Meeker Evacuation Fire Drill and for the formation of a subcommittee for this purpose. Director Helfrich recommended that Mr. Murchison contact the County to ascertain what the process would be in this regard. It could involve public works and other County departments. Discussion ensued.

ACTION: A motion was made by Anthony Tominia, and seconded by Cathie Anderson to form a temporary (5 months) sub-committee to research the issues of a Camp Meeker fire drill. Directors Tominia and Watson will serve on the temporary sub-committee.

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

The motion was approved.

B. WATER WAIVER: ACCOUNT 367, 5600 BOHEMIAN HIGHWAY, (APN 075-050-006), JAMES SCHWEIZER

DESCRIPTION: The Board tabled this request at their May meeting and the property owner has sent an email advising their inability to attend a Board meeting as he lives out of the area and continuing his request for a waiver on behalf of his tenant as RRU staff discovered at burst pipe upon meter reading. Jamie Dunton advised that the issues with account 367 are truly an accident and the leak has been repaired. Director Helfrich responded that the Board's continuation of these requests is to insure that repair work is complete and to reduce water losses. Mr. Dunton suggested that these requests waste a goodly amount of Board time and that RRU could handle in-house.

James Nekton suggested that the customers take pictures of the repairs and submit with requests.

ACTION: A motion was made by Cathie Anderson, and seconded by Anthony Tominia to approve that a water waiver for account 367, 5600 Bohemian Highway be approved less energy costs.

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

The motion was approved.

- C. WATER WAIVER: ACCOUNT 79, 135 LINCOLN, (APN 075-110-002), ARNOLD ADVOCATE
DESCRIPTION: Mr. Advocate explained that he is requesting a waiver for a water bill of \$342.57 due to cracked PVC fitting outside his house located in an area of the property where he seldom goes. He has since replaced the fitting. He further advised that he is a retired plumber and made the repairs himself.

ACTION: A motion was made by Anthony Tominia, and seconded by Cathie Anderson to approve a water waiver for account 79, 135 Lincoln be approved less energy costs.

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

The motion was approved.

- D. UPDATE: BOARD RECRUITMENT PROCESS

DESCRIPTION: Director Helfrich advised that the Board would continue to interview and evaluate individuals to appoint to the Board. Ms. Anderson will continue to serve.

ACTION: The Board took no further action.

- E. UPDATE: COMMUNITY CONCERNS: FIRE ACCESS AND WATER TANK SIGNAGE

DESCRIPTION: The Board continued discussion of 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. Members of the public stated that in contacting St. Dorothy's they had been advised that staff is too busy to deal with this issue resulting in increasing numbers of RVs. Director Helfrich stated that, at the end of the day, private property owners such as St. Dorothy's have to be motivated to deal with this issue. He went on to explain that community members could contact County Code Enforcement that may make the property owner respond. He cautioned that one should be mindful of safety and balanced approach. Discussion ensued.

ACTION: The Board took no further action.

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

DESCRIPTION: The Board reviewed a draft of the Capital Improvement Plan developed by Brelje and Race and will review and discussed the draft report with respect to going forward. Jamie Dunton advised that he felt the replacement costs were slightly exaggerated on some items, that some items are more critical than the priorities assigned; however, by and large he felt it was a good evaluation.

Discussion ensued regarding the inclusion of Occidental Community Services District in the capital replacement cost process to clarify what aspects of the system are solely the responsibility of Camp Meeker and those that to be jointly handled. Additionally, any inclusion

of Alliance could impact cost distribution. It was agreed that Russian River Utility in conjunction with the water subcommittee members would provide a comparative list ranking urgency of projects as well as estimated costs.

ACTION: The Board agreed that a meeting with the Occidental Community Services subcommittee is in order prior to approval of the draft of the report. Staff will arrange and appropriately Brown Act notice the meeting date, time and place. Russian River Utility in conjunction with the water subcommittee members will provide a comparative list ranking the urgency of projects as well as estimated costs.

- G. CPA ENGAGEMENT FOR FINANCIAL AUDIT 6/30/2018, GORANSON & ASSOCIATES
DESCRIPTION: The District has engaged Goranson and Associates to complete the State required fiscal audit for the 6/30/2017 and prior fiscal years. The estimated cost for 6/30/2018 is \$10,000.00 and has no increase over 6/30/2017.
ACTION: A motion was made by Cathie Anderson, and seconded by Anthony Tominia to engage Goranson and Associates, Inc. to conduct the 6/30/2018 financial audit at a cost of \$10,000. Directors Helfrich, Anderson, and Tominia, voted yes. Directors Larson and Watson were absent. Ayes: 3 Noes: 0 Abstain: 0 Absent: 2
The motion was approved.
- H. RESOLUTION 2018-007: APPROVAL OF PRELIMINARY BUDGET FOR FISCAL YEAR COMMENCING JULY 1, 2018 AND ENDING JUNE 30, 2019.
DESCRIPTION: The Board reviewed the proposed preliminary budget, which California law requires adopted by June 30, 2018.
ACTION: A motion was made by Cathie Anderson, and seconded by Anthony Tominia to approve Resolution 2018-007, Approval of Preliminary Budget for the fiscal year ending June 30, 2019. Directors Helfrich, Anderson, and Tominia, voted yes. Directors Larson and Watson were absent. Ayes: 3 Noes: 0 Abstain: 0 Absent: 2
The motion was approved.
- I. RESOLUTION 2018-008: APPROVAL OF DISTRICT APPROPRIATION LIMIT JULY 1, 2018 THROUGH JUNE 30, 2019.
DESCRIPTION: California State law requires the District, annually, to choose an appropriations (spending) limit and the method by which the limit is determined. This law was adopted by the California voters through the Initiative Process in 1979. It was known as Prop 4, and it basically adds further limits on taxation limits under Prop 13. The way the annual Appropriations Limit law works, a District may not levy taxes greater than the prior year, adjusted for a cost of living factor. Since Camp Meeker never spends more than its allowed Appropriations Limit [i.e. your District runs on less tax dollars than otherwise allowed], this Annual Appropriations Limit process is largely a formality for the District and its Board. The Appropriations Limit does, however, serve as the maximum amount of tax dollar generated money that can be spent by the District. Traditionally, the District has used the standardized appropriations limit calculations provided by the County of Sonoma auditor's office. Note that this limit applies only to the District's tax dollars, and does not set a limit on the "enterprise" sourced revenues (i.e. the dollars you pay for water). The County of Sonoma Auditor recommends that the District's limit be established at \$286,748 for the fiscal year ending June 30, 2019.

ACTION: A motion was made by Anthony Tominia, and seconded by Cathie Anderson that the Board approve Resolution 2018-008 establishing the District's appropriation's limit for the fiscal year ending June 30, 2019 as \$286,748 as calculated by the County of Sonoma. Directors Helfrich, Anderson, and Tominia, voted yes. Directors Larson and Watson were absent.
Ayes: 3 Noes: 0 Abstain: 0 Absent: 2
The motion was approved.

J. RESOLUTION 2018-009: TRANSFER OF FUNDS RECREATION AND PARK OPERATING FUND TO WATER OPERATIONS FUND FOR FISCAL YEAR ENDING JUNE 30, 2018.

DESCRIPTION: The Board adopted Resolution 2015-007 on June 23, 2015 regarding the disposition of \$23,887.00 owed the water fund by the capital fund and determined that the amount owed would be allowed to "float" and subject to review 2017. Over the last two fiscal years, the amount owed the water fund has been reduced to \$13,887. The District's fiscal officer is proposing a transfer from the Recreation and Park Operating fund of \$7,000.00 to reduce the total amount due and review prior to the close of the 2019 fiscal year.

ACTION: A motion was made by Anthony Tominia, and seconded by Cathie Anderson to approve the transfer of \$7,000.00 from Recreation and Park funds to the Water Operations fund reducing the total amount due to \$6,887.00 at June 30, 2019.

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

The motion was approved.

K. RESOLUTION 2018-010: TRANSFER OF FUNDS FROM THE WATER CAPITAL FUND TO THE WATER OPERATIONS FUND FOR THE FISCAL YEAR ENDING JUNE 30, 2018.

DESCRIPTION: State law does not allow the District funds to be in deficit at fiscal year end. The water fund revenues have not been sufficient to cover operating costs for some years, and the \$22,200.00 cost of completing a Capital Improvement Plan necessary to establish a basis for a water rates study have resulted in a projected deficit at year-end June 30, 2018. Therefore, the Board reviewed a transfer of funds to cover the Capital Improvement Plan costs and the projected deficit.

ACTION: A motion was made by Cathie Anderson, and seconded by Anthony Tominia to adopt Resolution 2018-010: Transfer of Funds From the Water Capital Fund to the Water Operations Fund in the amount of \$22,000 for the fiscal year-end June 30, 2018.

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

The motion was approved.

L. UPDATE: 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.

ACTION: No action was taken.

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.

Director Anderson advised that there are issues with the Anderson Hall deck that require repair and maintenance.

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 Anthony Tominia that the June 2018 meeting of the Camp Meeker Board of Directors is adjourned.

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

The motion was approved.

The meeting adjourned at 8:50 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

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

Tuesday, October 16, 2018 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

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

II. ROLL CALL

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

III. APPROVAL OF AGENDA

The Board added an item to approve the CMVFD request for water customer labels for use for fundraising event. Valery Larson moved to approve the agenda as corrected that was seconded Lynn Watson.

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

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

The motion was approved.

IV. STATEMENTS OF ABSTENTION

There were no statements of abstention.

V. PUBLIC COMMENT

The public may address the Board of topics NOT covered by this agenda. Testimony is limited to three minutes. Please state your first and last names clearly so that it can be correctly entered in the minutes. Richard Seaman asked for a discussion of the property at 14A/B (Accounts 322/323) Hampton Road as the Fire Department has an interest in the property. A large water bill was left in the name of Dorothy Evert.

VI. CONSENT ITEMS

A. Approval of Minutes

1. June 19, 2018 Minutes

The Board tabled approval of the June 19, 2018 minutes.

2. August 21, 2018 Minutes

A motion was made by Valery Larson and seconded by John McDaniel to approve the minutes of August 21, 2018.

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

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

The motion was approved.

3. September 6, 2018 Special Meeting

The Board was informed that Director Larson's first name is incorrectly spelled in the September 6, 2018 minutes. After correction, a motion was made by Lynn Watson and seconded by Valery Larson to approve the minutes of September 6, 2018 as corrected.

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

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

The motion was approved.

4. September 18, 2018 Minutes

A motion was made by Lynn Watson and seconded by John McDaniel to approve the minutes of September 18, 2018.

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

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

The motion was approved.

B. Payment of Claims

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

2018-2019-004	RP-October 2018	4,753.92
\$22,958.26	Water-October 2018	18,204.34

Wells Fargo Bank Checks 1823-1833, Bank of the West checks 627 and 628 in payment of expenses and water receipt transfers, and US Bank checks 1082-1084 for refunds of client deposits.

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

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

The motion was approved.

C. Journal Entry Approval

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

D. Administrative and Financial Report

Ms. Doran-Girard reported regarding that EDD reports had been electronically submitted, CSDA access to AB1234 review, upgrade of District cell phone and receipt of SQUARE equipment and setup that is in process. She also advised that effective January 2019 there will be new Brown Act requirements for websites and reviewed various pieces of correspondence.

VII. REPORT OF THE WATER SYSTEM OPERATOR

- A. Robert Sherod of Russian River Utility advised that 12, 14A and 14B are part of a trust handled by an attorney. The CMVFD, Humane Society and Canine Companions may want to sell the properties; however, there are still outstanding amounts due from customers. Catherine Anderson inquired regarding account 355's outstanding balance.

VIII. ACTION ITEMS

CAMP MEEKER VOLUNTEER FIRE DEPARTMENT REQUEST

DESCRIPTION: In order to protect the privacy of its customers, the Board adopted a policy in December 2017 that release of customers' addresses or any other customer information must be approved by the Board. Jim Stephens of the Camp Meeker Volunteer Fire Department has requested customer address labels for the purpose of promoting the CMVFD fundraiser on November 10, 2018.

A motion was made by Valery Larson, and seconded by John McDaniel to release address labels to the CMVFD for the purpose of promoting the CMVFD fundraiser.

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

Ayes: 4 Noes: 0 Abstain: 0 Absent: 1
The motion was approved.

A. PRESENTATION: PROPOSED DEFENSIBLE SPACE PROJECT

DESCRIPTION: Mr. Seaman read the text of his proposed lengthy Defensible Space Project information to the Board. President Helfrich polled individual Board members for their comments. Considerable discussion ensued.

ACTION: The Board took no action.

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

DESCRIPTION: The Board and Dave Coleman of Brelje and Race reviewed a draft of the Capital Improvement Plan and discussed the draft report with respect to going forward with a water rate survey. Jamie Dunton of Russian River Utility pointed out that the water system will present its own priorities in terms of replacement and repair; and, additionally reminded the Board that OCSO would be in the replacement process as well.

ACTION: After discussion, a motion was made by Gary Helfrich, and seconded by John McDaniel to accept the Camp Meeker Water System five year Capital Improvement Plan and directed Brelje and Race to proceed to finalize and distribute the report.

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

Ayes: 4 Noes: 0 Abstain: 0 Absent: 1
The motion was approved.

C. ANDERSON HALL FUTURE RENTAL RATES, MANAGEMENT AND MAINTENANCE

DESCRIPTION: John McDaniel presented the proposed rental and deposit increases for 2019 (copy attached) to the Board advising that a competitive analysis of non-commercial, non-religious, tax supported properties has been conducted and Anderson Hall fees were by far the lowest. Much of Anderson Hall's usage is by non-residents and an increase in use, maintenance needs and interim management costs of Anderson Hall marketing rentals dictate an increase in rates.

ACTION: A motion was made by Valery Larson, and seconded by John McDaniel to approve the 2019 rental rate and deposit increases for Anderson Hall.

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

Ayes: 4 Noes: 0 Abstain: 0 Absent: 1
The motion was approved.

D. UPDATE: PROPOSED SHOWINGS "WILDER THAN WILD" DOCUMENTARY AND RELATED CONCERNS

DESCRIPTION: Directors Larson and Watson advised that the proposed dates for the "Wilder Than Wild" documentary film showings are November 3 and November 17. Both showings will run from 4-6 p.m. and related educational materials will be available.

ACTION: The Board took no action.

E. REPORT OF THE WATER SUB-COMMITTEE

DESCRIPTION: The Water Sub-committee will report on its recent discussions with Occidental Community Service District water representatives and issues related to the water system.

ACTION: The report was tabled.

IX. DIRECTORS' REPORTS

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

PROPOSED ACTION: No action or discussion to take place.

There were no Directors reports.

- X. PRESENTATION: President Helfrich presented the District's appreciation to Catherine Anderson for her years of service to the Camp Meeker community and the District advising that an appropriate bench and plaque will be installed in the play area sometime in the spring.

XI. ADJOURNMENT

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

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

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

The motion was approved.

The meeting adjourned at 8:50 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

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**CHERYL DORAN GIRARD
CLIENT MEMORANDUM**

TO: CAMP MEEKER RECREATION & PARK DISTRICT BOARD MEMBERS
FROM: CHERYL DORAN GIRARD
SUBJECT: NOVEMBER 13, 2018 WARRANTS AND FINANCIAL INFORMATION
DATE: NOVEMBER 08, 2018

Financial Statements and Warrant Detail in the board packet following this memorandum provide updated information through November 08, 2018.

2018/2019-005	RP-November 2018	6,157.82
\$20,533.26	Water-November 2018	14,375.73

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

Bank accounts have been reconciled. The Anderson Hall/PayPal deposit account still has issues. Deleting the PayPal option from the website has made the booking online option unavailable and as the upgraded website will be using a credit card provider and new booking software reservations will have to be handled individually. Please refer inquiries to Val, John or I. I would anticipate that Square, the PayPal replacement and new booking, will be in place by the first of the year.

Over the course of the next few weeks, I will be preparing for the audit. It has been re-scheduled to December. I am also working on a budget revision for December adoption and continuing to write instruction and policy books for the District.

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



CAMP MEEKER RECREATION AND PARK DISTRICT

WARRANT REQUEST # 2018-2019-004

VENDOR	CHECK AMOUNT	R&P FUND	WATER FUND	EXPLANATION
Larson, Valery	80.00	50.00	-	Trash Removal-A. Hall
Larson, Valery	-	30.00		Director Stipend-November
Watson, Lynn	30.00	30.00		Director Stipend-November
Doran-Girard, Cheryl	6,341.37	1,890.00	1,890.00	Consulting-October/November 2018
Doran-Girard, Cheryl	-	945.00	945.00	Consulting-October/November 2018
Doran-Girard, Cheryl	-	157.50	157.50	Consulting-October/November 2018
Doran-Girard, Cheryl		157.50	157.50	Consulting-October/November 2018
Doran-Girard, Cheryl		32.42	8.95	Office Supplies
Lopez, Jessica	100.00	100.00	-	Anderson Hall Cleaning
Perry, Johnson, Anderson	300.00	300.00	-	Legal Service-October
McPhail Fuel	70.28	70.28		Tank Lease-District Office
Fedex Office	136.81	111.24	25.57	Printing
PGE	115.29	115.29		Electric Service
Russian River Utility	10,955.47	-	8,499.57	Contract Services
Russian River Utility			2,455.90	Electric Service
Sonoma County Tax Col	350.00	350.00	-	Direct Chgs
US Bank	471.49	144.48	144.48	Recurring Inc Abila/Wavemaker
US Bank		91.27	91.26	Phone/ISP Charges Recurring
Camp Meeker Water	82.84	82.84		Water Services-October
Any Weather Roof	1,500.00	1,500.00		A. Hall/Office Roof Cleaning

Total	<u>20,533.55</u>	<u>6,157.82</u>	<u>14,375.73</u>	(0.00)
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DIRECTOR APPROVAL:

DATE:

11/13/18

Camp Meeker Recreation & Parks District
Check/Voucher Register - CDG-Current Register
1010 - Cash In Wells Fargo Bank-Operating
From 10/17/2018 Through 11/14/2018

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1834	System Generated Check/Vo...	Camp Meeker Wa...	11/13/2018	82.84
1835	System Generated Check/Vo...	Cheryl Doran-Girard	11/13/2018	6,341.37
1836	System Generated Check/Vo...	Fedex Office	11/13/2018	136.81
1837	System Generated Check/Vo...	Jessica Lopez	11/13/2018	100.00
1838	System Generated Check/Vo...	McPhail Fuel Com...	11/13/2018	70.28
1839	System Generated Check/Vo...	P G & E	11/13/2018	115.29
1840	System Generated Check/Vo...	Perry Johnson An...	11/13/2018	300.00
1841	System Generated Check/Vo...	Russian River Utility	11/13/2018	10,955.47
1842	System Generated Check/Vo...	Sonoma Co Tax C...	11/13/2018	350.00
1843	System Generated Check/Vo...	US Bank	11/13/2018	471.49
1844	November Stipend & Trash ...	Valery Larson	11/13/2018	80.00
1845	November Stipend	Lynn Watson	11/13/2018	30.00
1846	System Generated Check/Vo...	Any Weather Roof...	11/13/2018	1,500.00
Total 1010 - Cash In Wells Fargo Bank-Operating				20,533.55

Camp Meeker Recreation & Parks District

Check/Voucher Register - CDG-Current Register

1030 - Cash in Bank of the West-Water

From 10/17/2018 Through 11/14/2018

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
629	Water Transfer --USDA -Cap...	Camp Meeker Rec...	11/13/2018	6,600.00
630	Water Transfer-Operations ...	Camp Meeker Rec...	11/13/2018	<u>11,400.00</u>
		Total 1030 - Cash in Bank of the West-Water		18,000.00
				<u> </u>
Report Total				<u><u>38,533.55</u></u>

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

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
Revenue				
4001	Property Taxes-CY Secured	76,000	0	(76,000)
4041	Cost Reimbursement-Collect Delinquent CY Unsec	150	0	(150)
4101	Interest Pooled Cash -Sonoma County	25	0	(25)
4110	Interest Earned-Wells Fargo Bank	0	4	4
4210	Rental Fees-Anderson Hall	8,000	4,070	(3,930)
4215	Rental Fees-Other	1,727	576	(1,151)
4220	State-Home Owner Property Tax Relief	500	0	(500)
4625	Transfers-Within Fund In	0	144	144
	Total Revenue	<u>86,402</u>	<u>4,794</u>	<u>(81,608)</u>
Expenditures				
5010	Director Stipend	780	360	420
5011	Compensation	4,500	0	4,500
5015	Employer Payroll Tax	371	0	371
5017	Worker Compensation Insurance	1,730	1,590	140
5101	Communications-Telephone	1,574	381	1,193
5105	Communications-ISP Website	250	80	170
5110	Communications-Website Other	1,150	60	1,090
5184	Janitorial Supplies	500	0	500
5185	Janitorial Services	2,000	765	1,235
5210	Insurance-Property & Liability	3,500	0	3,500
5301	Maintenance-Beach and Parks	750	0	750
5302	Maintenance-Bldgs & Improvements	500	4,495	(3,995)
5401	Memberships	200	223	(23)
5402	Marketing	250	0	250
5405	Miscellaneous	1,000	758	242
5410	Office Supplies	1,150	453	697
5415	Office Operations	0	112	(112)
5416	Lease-Accounting Software	1,500	498	1,002
5420	Training-Administrative	150	0	150
5425	Postage	200	28	172
5426	Printing Services	175	136	39
5427	Supplies	675	0	675
5428	Food	275	0	275
5501	Professional Fees-Web	1,050	25	1,025
5515	Contract Services-Water Operations	0	20	(20)
5520	Administrative Services	12,500	7,831	4,669
5530	Community Events	0	86	(86)
5531	Community Education	0	121	(121)
5540	LAFCO Charges	300	0	300
5550	Legal Services	2,500	2,370	130
5555	Professional Services-Auditor	7,500	866	6,634
5556	Professional Services-Accounting	12,000	5,543	6,457
5570	Service Fee-PayPal	125	33	92
5571	Late Fees	50	0	50
5575	Bank Service Fees	175	37	138
5576	Property Tax Administration Fee	1,000	0	1,000
5590	Gas and Oil	1,600	144	1,456
5592	Water and Sewer	1,100	331	769

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

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
5594	Utilities	1,025	385	640
5595	Waste Removal	0	50	(50)
8516	Maintenance & Repair	13,000	0	13,000
8565	Equipment 2	1,500	0	1,500
9001	Contingency	<u>416</u>	<u>0</u>	<u>416</u>
	Total Expenditures	<u>79,021</u>	<u>27,781</u>	<u>51,240</u>
	Excess of Income Over (Under) Expense	<u>7,381</u>	<u>(22,987)</u>	<u>(30,368)</u>

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

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
Revenue				
4010	Direct Charges-Current Year	125,640	0	(125,640)
4310	Sales of Water-Residential	195,000	79,278	(115,722)
4625	Transfers-Within Fund In	<u>98,500</u>	<u>22,000</u>	<u>(76,500)</u>
	Total Revenue	<u>419,140</u>	<u>101,278</u>	<u>(317,862)</u>
Expenditures				
5017	Worker Compensation Insurance	500	0	500
5101	Communications-Telephone	500	181	319
5105	Communications-ISP Website	350	80	270
5110	Communications-Website Other	350	60	290
5210	Insurance-Property & Liability	3,500	0	3,500
5401	Memberships	150	223	(73)
5405	Miscellaneous	125	281	(156)
5410	Office Supplies	750	288	462
5415	Office Operations	100	112	(12)
5416	Lease-Accounting Software	1,500	498	1,002
5420	Training-Administrative	150	0	150
5425	Postage	150	28	122
5426	Printing Services	500	144	356
5501	Professional Fees-Web	1,500	0	1,500
5502	Professional Fees-Consultants	25,000	0	25,000
5515	Contract Services-Water Operations	105,000	42,918	62,082
5520	Administrative Services	15,000	8,867	6,133
5540	LAFCO Charges	1,200	0	1,200
5550	Legal Services	7,500	4,027	3,473
5555	Professional Services-Auditor	8,500	587	7,913
5556	Professional Services-Accounting	14,000	5,353	8,647
5565	Fiscal Agent Fees	1,200	0	1,200
5575	Bank Service Fees	175	24	151
5580	Elections Cost	2,000	0	2,000
5585	Public/Legal Notices	400	298	102
5587	Water System Fees-State	2,500	0	2,500
5588	Testing-Water System	0	104	(104)
5594	Utilities	6,500	7,135	(635)
8511	Maintenance & Repair	0	2,018	(2,018)
8516	Maintenance & Repair	15,000	2,935	12,065
8625	Tfr Within Fnd-Out	<u>205,000</u>	<u>6,344</u>	<u>198,656</u>
	Total Expenditures	<u>419,100</u>	<u>82,503</u>	<u>336,597</u>
	Excess of Income Over (Under) Expense	<u>40</u>	<u>18,775</u>	<u>18,735</u>

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

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
	Revenue			
4110	Interest Earned-Wells Fargo Bank	300	132	(168)
4625	Transfers-Within Fund In	<u>6,000</u>	<u>2,500</u>	<u>(3,500)</u>
	Total Revenue	<u>6,300</u>	<u>2,632</u>	<u>(3,668)</u>
	Expenditures			
8625	Tfr Within Fnd-Out	<u>98,500</u>	<u>2,500</u>	<u>96,000</u>
	Total Expenditures	<u>98,500</u>	<u>2,500</u>	<u>96,000</u>
	Excess of Income Over (Under) Expense	<u>(92,200)</u>	<u>132</u>	<u>92,332</u>

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

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
	Revenue			
4101	Interest Pooled Cash -Sonoma County	650	0	(650)
4625	Transfers-Within Fund In	<u>104,281</u>	<u>5,265</u>	<u>(99,016)</u>
	Total Revenue	<u>104,931</u>	<u>5,265</u>	<u>(99,666)</u>
	Expenditures			
7910	Long Term Debt-Principal	86,722	43,674	43,048
7911	Long Term Debt-Interest	<u>10,356</u>	<u>4,865</u>	<u>5,491</u>
	Total Expenditures	<u>97,078</u>	<u>48,539</u>	<u>48,539</u>
	Excess of Income Over (Under) Expense	<u>7,853</u>	<u>(43,273)</u>	<u>(51,126)</u>

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

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

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

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
	Revenue			
4625	Transfers-Within Fund In	<u>93,358</u>	<u>31,578</u>	<u>(61,780)</u>
	Total Revenue	<u>93,358</u>	<u>31,578</u>	<u>(61,780)</u>
	Expenditures			
7910	Long Term Debt-Principal	35,500	35,500	0
7911	Long Term Debt-Interest	57,938	29,375	28,563
8625	Tfr Within Fnd-Out	<u>0</u>	<u>30,500</u>	<u>(30,500)</u>
	Total Expenditures	<u>93,438</u>	<u>95,375</u>	<u>(1,937)</u>
	Excess of Income Over (Under) Expense	<u>(80)</u>	<u>(63,796)</u>	<u>(63,716)</u>

CAMP MEEKER RECREATION AND PARK DISTRICT										
Allocation of Water Receipts Fiscal Year 7/1/2018 -6/30/2019										
Transfer	Allocation	Bank of West	Total Amount	USDA-A&B	Cap Improvements	Operations	Total			
Month	Month	Stmnt Balance	Transferred	WFB-Invest	WFB-Invest	WFB-Operating				
August-18	July-18	24,310.69	24,000.00	6,100.00	500.00	17,400.00	24,000.00			
September-18	August-18	17,996.79	17,500.00	6,100.00	500.00	10,900.00	17,500.00			
October-18	September-18	19,756.79	19,500.00	6,100.00	500.00	12,900.00	19,500.00			
November-18	October-18	18,363.32	18,000.00	6,100.00	500.00	11,400.00	18,000.00			
December-18	November-18					-	-			
January-19	December-18					-	-			
February-19	January-19					-	-			
March-19	February-19					-	-			
April-19	March-19					-	-			
May-19	April-19					-	-			
June-19	May-19					-	-			
July-19	June-19					-	-			
							#VALUE!			
YTD Totals		80,427.59	79,000.00	24,400.00	2,000.00	52,600.00	79,000.00			
2012-2013 Monthly										
2013-2014 Monthly				5,675.00	500.00					
2014-2015 Monthly				6,200.00	500.00					
2015-2016 Monthly				6,200.00	500.00					
2016-2017 Monthly				6,100.00	500.00					
2017-2018 Monthly				6,100.00	500.00					
*By telephone										
11/7/18										

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

November 6, 2018

RE: CAMP MEEKER PAST DUE ACCOUNTS

- **Accounts 1, 4, 15, 22, 24, 32, 43, 59, 68, 74, 76, 92, 96, 104, 106, 107, 110, 111, 114, 127, 131, 133, 135, 152, 164, 172, 176, 180, 183, 193, 204, 207, 208, 216, 217, 221, 240, 245, 249, 253, 265, 270, 274, 276, 287, 297, 302, 307, 309, 329, 330, 338, 342, 349, 358, 362:** Past due notices will be processed on November 26, 2018, and lock offs will be scheduled for December 6, 2018.
- **Accounts 6, 39, 45, 50, 60, 87, 155, 161, 174, 179, 184, 190, 226, 227, 246, 278, 310:** Payments are in hand or on their way.
- **Account 182:** Will be locked off November 6 or 7, 2018.
- **Acct 339:** Will be locked off November 6 or 7, 2018.
- **Accounts 355:** Customer had a leak and is requesting a one-time adjustment. **A letter has been forwarded for consideration.** Please decide at November meeting. Owner lives out of the area and cannot attend the meetings.

		CAMP MEEKER REC & PARK					
		PAST DUE LIST					
					Oct-18		
ACCT #	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT		TOTAL
1	2.00	40.04			91.31	10/12/18	42.04
4	3.99	79.83			187.62	10/3/18	83.82
6	5.56	47.43	63.78		200.00	9/6/18	116.77
15	2.11	42.22			42.83	10/9/18	44.33
22	2.94	54.25	4.58		100.00	10/19/18	61.77
24	2.36	47.14			91.14	10/12/18	49.50
32	2.23	44.68			44.74	9/17/18	46.91
39	4.11	42.22	40.02		40.00	8/1/18	86.35
43	1.14	22.83			200.00	10/12/18	23.97
44	0.06	1.23			40.00	10/19/18	1.29
45	4.17	43.13	40.22		130.63	9/13/18	87.52
50	4.70	53.35	40.62		50.00	10/16/18	98.67
59	2.33	46.54			92.00	10/9/18	48.87
60	6.02	59.72	60.73		110.39	8/23/18	126.47
62	0.07	1.37			40.00	10/19/18	1.44
68	2.93	58.57			109.72	10/9/18	61.50
74	2.13	42.68			40.30	9/24/18	44.81
76	2.07	41.38			41.72	9/21/18	43.45
87	12.15	115.76	127.23		128.60	10/3/18	255.14
88		0.48			40.00	10/23/18	0.48
92	2.52	50.42			52.44	10/12/18	52.94
96	2.42	48.49			55.06	10/16/18	50.91
104	2.23	42.37	2.23		42.60	10/3/18	46.83
106	2.04	40.84			40.96	9/17/18	42.88
107	3.47	66.73	2.60		135.00	9/24/18	72.80
110	2.01	75.26			47.00	10/19/18	77.27
111	3.75	75.05			97.83	9/13/18	78.80
114	2.84	56.75			122.90	10/3/18	59.59
127	1.99	39.83			441.25	9/21/18	41.82
129	0.78	15.69			47.00	11/6/18	16.47
131	2.13	42.50			49.26	10/3/18	44.63
133	2.10	42.02			44.58	10/3/18	44.12
134	0.33	6.68			135.00	9/13/18	7.01
135		46.48			90.41	10/19/18	46.48
145	0.21	4.21			46.00	10/23/18	4.42
152	2.27	45.38			51.43	10/16/18	47.65
155	6.95	59.46	75.36	4.14	140.00	9/7/18	145.91
161	4.36	45.10	42.07		224.00	8/14/18	91.53
164	2.39	47.38	0.42		30.00	10/19/18	50.19
172	3.13	62.56			65.00	10/31/18	65.69
174	4.98	51.07	48.58		100.36	8/23/18	104.63
176	1.08	21.68			100.00	8/23/18	22.76
179	-5.35	64.70	52.34	8.46	60.00	10/31/18	120.15
180	2.69	53.82			30.00	10/19/18	56.51
182	7.37	49.44	47.16	50.76	102.89	8/9/18	154.73
183	2.48	49.62			47.22	10/9/18	52.10
184	4.78	51.18	44.44		100.00	9/17/18	100.40
190	4.32	42.21	44.10		82.00	9/13/18	90.63

193	2.30	46.00			52.19	9/17/18	48.30
194	0.72	14.46			50.00	10/9/18	15.18
204	2.21	44.26			50.00	9/21/18	46.47
207	2.01	40.22			48.22	9/17/18	42.23
208	1.18	23.64			100.00	10/3/18	24.82
216	2.10	42.00			40.00	10/12/18	44.10
217	1.64	32.83			500.00	9/7/18	34.47
221	2.47	49.30			107.70	10/3/18	51.77
223	0.13	2.68			86.36	10/12/18	2.81
226	4.90	52.69	45.35		98.83	10/16/18	102.94
227	4.54	43.76	47.13		92.91	9/13/18	95.43
240	2.26	45.25			43.04	10/12/18	47.51
245	2.14	42.86			87.29	9/24/18	45.00
246	3.31	45.61	20.54		100.00	8/20/18	69.46
249	2.18	43.64			86.06	9/17/18	45.82
253	2.29	45.88			40.00	10/9/18	48.17
265	1.09	21.75			45.00	10/12/18	22.84
270	2.61	52.10			60.47	10/16/18	54.71
274	2.37	47.46			42.22	9/24/18	49.83
276	2.48	49.52			51.20	9/24/18	52.00
278	4.33	44.32	42.21		44.10	10/12/18	90.86
287	2.51	47.82	2.47		48.00	10/19/18	52.80
297	2.97	59.30			74.38	9/17/18	62.27
302	2.11	42.22			42.60	9/17/18	44.33
307	2.63	52.63			106.57	10/3/18	55.26
309	2.38	47.62			99.04	10/3/18	50.00
310	4.14	47.58	35.17		100.00	9/17/18	86.89
311	1.17	23.38			340.00	4/17/18	24.55
322	12.90	50.38	46.35	161.22	40.94	5/31/18	270.85
325	0.09	1.79			92.39	10/16/18	1.88
329	2.47	49.46			129.45	10/3/18	51.93
330	3.56	71.25			67.93	10/12/18	74.81
334	0.07	1.39			200.90	7/6/18	1.46
338	2.10	42.04			91.62	10/12/18	44.14
339	5.36	43.20	41.15	22.92	300.00	6/26/18	112.63
342	4.14	82.83			100.36	10/3/18	86.97
349	2.01	40.16			40.46	9/24/18	42.17
350		3.68			73.69	10/23/18	3.68
355	32.61	652.25			250.00	10/23/18	684.86
358	3.41	68.29			142.29	10/9/18	71.70
362	2.45	48.98			49.50	9/24/18	51.43
367	0.55	10.98			478.75	5/15/18	11.53
	272.23	4,499.23	1016.85	247.5	9,095.65		6,035.81

		BILLING REGISTER INFORMATION OCTOBER 31, 2018					
		WATER	\$3,411.50	CURRENT CHARGES		\$18,387.29	
		SVC CHG	\$14,515.00	PAST DUE		\$1,585.50	
		FIRE SVC	\$60.00	OVERPAY/PREPAY		(\$15,569.28)	
		RECONN					
		ADJ	\$82.00				
		LATE CHGS	\$308.79	TOTAL RECEIVABLES		\$4,403.51	
		Total Receiv	2,059.48				
		Accts Listed	90				

Sara Weston

November 5, 2018

Property Owner
5640 Bohemian Highway
Camp Meeker, CA 95465

Camp Meeker R & P District Water System

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

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

Request for Water Bill Clemency

To Whom It May Concern:

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

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

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

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

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

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

Thank you for your time and consideration in this matter.

Sincerely,

Sara Weston

1954 Stockbridge Ave.

Redwood City, CA 94061

(650) 364-1932

saraweston@hotmail.com

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

November 6, 2018

Sara Weston
1954 Stockbridge Ave.
Redwood City, CA 94061

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

Dear Sara Weston,

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

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

SEPTEMBER 2018

Leak + Normal Usage 39,550 gallons
Normal Usage 7,297 gallons (*based on 2017-2018 average*)
Leak Adjustment 32,253

32,253 gal: \$ 598.88
Pumping costs: \$ - 32.25
CREDIT: \$ 566.63

TOTAL CREDIT: \$-566.63

Very truly yours,

RESOLUTION NO. 2018-015

CAMP MEEKER RECREATION & PARK DISTRICT

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

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

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

THEREFORE, be it resolved that the Board of Directors of the Camp Meeker Recreation & Park District do hereby authorize two Board officers to sign each check. Board officers are defined as the Board President, Board Vice-President and Secretary-Treasurer. For the period ending January 31, 2019 or until otherwise notified, these offices are held as follows:

President: GARY R. HELFRICH

Vice President: VALERY L. LARSON

Secretary-Treasurer: LYNN E. WATSON

It is hereby certified that the foregoing Resolution was duly introduced and legally adopted by the Board of Directors of the Camp Meeker Recreation & Park District during a meeting held on the 13th day of November 2018.

DIRECTORS:

GARY HELFRICH _____ VALERY LARSON _____ JOHN MCDANIEL _____

ANTHONY TOMINIA _____ LYNN WATSON _____

AYES _____ NAYS _____ ABSTAIN _____ ABSENT _____

CERTIFICATION

The following hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a meeting of the Board of Directors of the Camp Meeker Recreation and Park District at a regular meeting of the Board of Directors held on November 13, 2018.

Gary R. Helfrich, President

ATTEST:

Lynn E. Watson, Secretary/Treasurer

November 13, 2018

Anderson Hall Rate Schedule 2018-2019

Event Type	Current Rate	Proposed Rate
Events and Parties(all day)		
CM Resident	\$275.00	\$450.00
CM Resident + Prior Day		\$550.00
CM Resident + Following Day		\$550.00
Non CM Resident	\$450.00	\$650.00
NON CM Residents + Prior Day		\$750.00
Non CM Residents + Following Day		\$750.00
Deposit	\$150.00	\$500.00
Weddings (all day)		
CM Resident	\$500.00	\$650.00
CM Resident + Prior Day		\$750.00
CM Resident + Following Day		\$750.00
Non CM Resident	\$950.00	\$1,300.00
NON CM Resident + Prior Day		\$1,400.00
Non CM Resident + Following Day		\$1,400.00
Deposit	\$150.00	\$500.00
Four Hour Meeting Mon-Fri		
CM Resident	\$75.00	\$250.00
NON CM Resident	\$75.00	\$300.00
Deposit	\$150.00	\$500.00
Four Hour Meeting Sat-Sun		
CM Resident	\$150.00	\$350.00
NON CM Resident	\$150.00	\$400.00
Deposit	\$150.00	\$500.00
All Day Meeting Mon-Fri		
CM Resident	\$150.00	\$350.00
Non CM Resident	\$150.00	\$400.00
Deposit	\$150.00	\$500.00
All Day Meeting Sat-Sun		
CM Resident	\$150.00	\$400.00
Non CM Resident	\$150.00	\$450.00
Deposit	\$150.00	\$500.00
Prior Day Set Up		
Sunday-Friday	\$50.00	\$100.00
Saturday	\$100.00	\$100.00



BUSINESS SERVICE ORDER AGREEMENT

Account Name: Camp Meeker Recreation & Park District

ID#: 20267715

CUSTOMER INFORMATION (Service Location)

Address 1 101 LAKESIDE ST

City Occidental

Address 2 Event Center

State CA

Primary Contact Name District Administrator

ZIP Code 95419

Business Phone (707) 874-9246

County

Cell Phone

Email Address admin@campmeeker.org

Pager Number

Primary Fax Number

Technical Contact Name

Tech Contact On-Site? No

Technical Contact Business Phone

Technical Contact Email

Property Manager Contact Name

Property Mgr. Phone

COMCAST BUSINESS SERVICES

Selection (X)

Business Voice	X
Business Internet	X
Business TV	

Service Term (Months)

36

COMCAST BUSINESS SERVICES DETAILS

Business Voice*

VOICE SELECTIONS	Quantity	Unit Cost	Total Cost
Mobility Lines	1	\$44.95	\$44.95
4+ Mobility Lines	0	\$29.95	\$0.00
Full Feature Voice Lines	0	\$59.95	\$0.00
4+ Lines	0	\$24.95	\$0.00
Basic Lines	0	\$24.95	\$0.00
Toll Free Numbers			
Equipment Fee	1	N/A	\$14.95
VOICE OPTIONS	Selection(X)	Total Cost	
Voicemail	0	\$0.00	
Published	X	\$0.00	
Enhanced Listings			
Auto-Attendant			

Comcast Business Packages

Package Name:
PACKAGE DESCRIPTION

* Voice offers & options not available in all markets.

VoiceEdge Select Selections*

Voice Selections	Quantity	Unit Price(MRC)	Total Price(MRC)	Unit Price(NRC)	Total Price(NRC)
VoiceEdge Select Seats	0	\$39.95	\$0.00	\$29.95	\$0.00
Cordless Handset	0	\$0.00	\$0.00	\$0.00	\$0.00
Cordless Deskphone	0	\$0.00	\$0.00	\$0.00	\$0.00

*Bundle include : Auto attendant, Hunt Group and Base station.

Business Internet*

INTERNET SELECTIONS	Selection(X)	Total Cost
Speed - Starter	X	\$69.95
Equipment Fee	X	\$0.00

*Business Internet speed tier selections not available in all markets.
*Internet selections & options not available in all markets.

INTERNET OPTIONS	Selection(X)	Total Cost
Static IP V4/V6		
Wi-Fi - Business Wifi Standard	X	\$0.00

Business TV***

TV SELECTIONS	Selection	Total Cost	
Basic			
Select			
Information & Entertainment			
Variety			
Standard			
Preferred			
TV OPTIONS	Selection	Total Cost	
Sports Pack**			
Canales Selecto			
Music Choice W/Comcast Business TV			
Other			
Other			
TV OUTLETS	Quantity	Unit Cost	Total Cost
Additional Outlets			
mini mDTA/mDTA Type	# of Outlets	NRC	MRC

*** Not available in home offices or private view establishments. TV selections & options not available in all markets. Customer acknowledges and understands Customer may be responsible for additional music licensing or copyright fees for music contained in any or all of the Services, including, but not limited to Video and/or Public View Video.
** Available as add-on to Digital Standard & Digital Deluxe TV Selections only.

COMCAST BUSINESS TOTAL SERVICE CHARGES

Comcast Business	Selection(X)	Quantity	Unit Cost	Total Cost
Business Internet/TV/Voice Installation Fee	X		\$0.00	\$0.00
Voice Activation Fee*	X		\$29.95/Line	\$29.95
Auto-Attendant Setup Fee				
Toll Free Activation Fee				
Directory Listing Suppression Fee				
VoiceEdge Select Seat Activation Fee**				

* Per line activation fee, up to four (4) line maximum charge.
** Bundle includes: Auto attendant, Hunt Group and Base Station.

Total Monthly Service Charge	\$129.85
Promotional Code (if applicable)	\$59.90DP-Starter\$24.95MOB_WVI
Discount On Internet (if applicable)	35.00
Discount On Video (if applicable)	
Discount On Voice (if applicable)	20.00
Discount On VoiceEdge Select Seats (if applicable)	

Total Discount \$55.00

Total Recurring Monthly Bill:\$74.85

Total Installation Charges:\$29.95

* Does not include Custom Installation Fees.

* Applicable federal, state, and local taxes and fees may apply.

GENERAL SPECIAL INSTRUCTIONS

Promotion Code \$59.90DP-Starter\$24.95MOB_WVI - \$35 MRC Discount off Starter Business Internet for discounted rate of \$34.95. \$20 MRC Discount off Business Voice Mobility Lines 1-3 for discounted rate of \$24.95 each. Starter and minimum 1 Mobility Line required. MRC Discounts roll to rate card at end of original term. Minimum 2 year term required. Standard Install Waived. Taxes, Usage, Fees, and Equipment are extra.

COMCAST BUSINESS INTERNET CONFIGURATION DETAILS

Transfer Existing Comcast.net Email	No	Equipment Selection	Business Wireless
Number of Static IPs*		Business Web Hosting	No

COMCAST BUSINESS TV CONFIGURATION DETAILS

Outlet Details	Location	Outlet Type
Outlet 1 - Primary		
Outlet 2 - Additional		
Outlet 3 - Additional		
Outlet 4 - Additional		
Outlet 5 - Additional		
Outlet 6 - Additional		
Outlet 7 - Additional		
Outlet 8 - Additional		

Additional Comments:

OUTLETS 9 & UP QUANTITY

Digital	
HDTV	
DTA	
HD-DTA	

COMCAST BUSINESS VOICEEDGE SELECT CONFIGURATION DETAILS

Phone #	Type

COMCAST BUSINESS VOICE CONFIGURATION DETAILS

Phone #	Type	HG1 Seq	HG2 Seq	Voicemail	Customer Equipment
Native1	Mobility Lines	None	None	No	Phone System Type (Key System, PBX, Other)
					Phone System Manufacturer
					Fax Machine Manufacturer
					Alarm System Vendor
					Point of Sale Device
					Telco Closet Location
					Hunt Group Configuration Details
					Hunt Group Features Requested (Yes/No)
					No
					Hunt Group 1 Configuration Type
					Hunt Group 2 Configuration Type
					Hunt Group 1 Pilot Number
					Hunt Group 2 Pilot Number

Toll Free #	Calling Origination Area	Associated TN

Directory Listing Details

Directory Listing (Published, Non-Published, Unlisted)	Published
Directory Listing Phone Number	Native1
Directory Listing Display Name	Camp Meeker Recreation and Park
DA/DL Header Text Information	Events & Conference Planning
DA/DL Header Code Information	MEEP
Standard Industry Code Information	6512

Additional Voice Details

Caller ID (Yes/No)	Yes
Caller ID Display Name (max 15 char.)	Camp Meeker
International Dialing (Yes/No)	No
Call Blocking (Yes/No)	No
Auto-Attendant (Yes/No)	No

COMCAST BUSINESS VOICE EDGE CONFIGURATION DETAILS

Voice Edge Directory Listing Details

Directory Listing (Published, Non-Published, Unlisted)	
Directory Listing Phone Number	
Directory Listing Display Name	
DA/DL Header Text Information	
DA/DL Header Code Information	

Voice Edge Additional Voice Details

Caller ID (Yes/No)	
International Dialing (Yes/No)	
Caller ID Display Name (max 15 characters)	
Call Blocking (Yes/No)	
Enterprise Extension Dialing?	

CUSTOMER BILLING INFORMATION

Billing Account Name	Camp Meeker Recreation & Park District	City	Occidental
Billing Name (3rd Party Accounts)		State	CA
Address 1	101 Lakeside StEvent Center	ZIP Code	95419
Address 2		Billing Contact Email	admin@campmeeker.org
Billing Contact Name	District Administrator	Billing Contact Phone	(707) 874-9246
Tax Exempt?*	No	Billing Fax Number	
* If yes, please provide and attach tax exemption certificate.			

AGREEMENT

1. This Comcast Business Service Order Agreement sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Services to Customer. This Comcast Business Service Order Agreement consists of this document ("SOA"), the standard Comcast Business Terms and Conditions ("Terms and Conditions"), and any jointly executed amendments ("Amendments") entered under the Agreement. In the event of inconsistency among these documents, precedence will be as follows: (1) Amendments, (2) Terms and Conditions, and (3) this SOA. This Agreement shall commence and become a legally binding agreement upon Customer's execution of the SOA. The Agreement shall terminate as set forth in the Terms and Conditions (<http://business.comcast.com/terms-conditions/index.aspx>). All capitalized terms not defined in this SOA shall reflect the definitions given to them in the Terms and Conditions. Use of the Services is also subject to the then current High-Speed Internet for Business Acceptable Use Policy located at <http://business.comcast.com/terms-conditions/index.aspx> (or any successor URL), and the then current High-Speed Internet for Business Privacy Policy located at <http://business.comcast.com/terms-conditions/index.aspx> (or any successor URL), both of which Comcast may update from time to time.

2. Comcast Business Voice, Internet, TV, and Comcast Business SmartOffice™ Services ("Service") carry a 30 day* money back guarantee**. If, within the first 30 days following Service installation, Customer is not completely satisfied, Customer may cancel Service and Comcast will issue a refund for the monthly recurring fee paid for the first 30 days of service, excluding installation charges, fees, taxes and voice usage charges, however, Customer will be charged any remaining payments owed for non-refundable fees (including installation) and other charges. In order to be eligible for the refund, Customer must cancel Service within 30 days after installation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed \$500.00.

*Comcast Business Trunks and Comcast Business VoiceEdge™ carry a 60 day money back guarantee, subject to the above terms.

**The money back guarantee does not apply to Hospitality Video or Ethernet Services.

3. To complete a Voice order, Customer must execute a Comcast Letter or Authorization ("LOA") and submit it to Comcast, or Comcast's third party order entry integrator, as directed by Comcast.

4. New telephone numbers are subject to change prior to the install. Customers should not print their new number on stationery or cards until after the install is complete.

5. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Senior Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the Terms and Conditions of this Agreement.

6. IF CUSTOMER IS SUBSCRIBING TO COMCAST’S BUSINESS DIGITAL VOICE SERVICE, CUSTOMER, BY SIGNING BELOW, ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THE FOLLOWING 911 NOTICE:

911 NOTICE

Comcast Business Digital Voice service ("Voice Service") may have the 911 limitations specified below:

- In order for 911 calls to be properly directed to emergency services using Voice Service, Comcast must have the correct service address for the telephone number used by the Company. If the Voice Service or any Voice Service device is moved to a different location without Company providing an updated service address, 911 calls may be directed to the wrong emergency authority, may transmit the wrong address, and/or Voice Service (including 911) may fail altogether. Customer’s use of a telephone number not associated with its geographic location may also increase these risks.
- The Voice Service uses electrical power in the Company’s premises. If there is an electrical power outage, 911 calling may be interrupted if a battery back-up is not installed in the voice modem, fails, or is exhausted.
- Calls using the Voice Service, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network/equipment/power failure, a broadband connection failure, or another technical problem.
- Customer should call Comcast at 1-888-824-8104 if it has any questions or needs to update a service address in the 911 system. Delays in updating the service address may also impact 911.
- **BY SIGNING BELOW, CUSTOMER ACKNOWLEDGES THAT IT HAS READ AND UNDERSTANDS THE FOREGOING 911 NOTICE AND THE 911 LIMITATIONS OF THE VOICE SERVICE.**

CUSTOMER SIGNATURE
By signing below, Customer agrees and accepts the Terms and Conditions of this Agreement. General Terms and Conditions can be found at http://business.comcast.com/terms-conditions/index.aspx .
Signature:
Print:
Title:
Date:

FOR COMCAST USE ONLY
Sales Representative: Rochelle Reis
Sales Representative Code:
Sales Manager/Director Name: Amber Wilson
Sales Manager/Director Approval:
Division: West
SmartOffice License Number:

Letter for the board

From: Lynn Watson (petalumapoet@hotmail.com)
To: cdgirard@icloud.com; cdgirard1945@yahoo.com
Date: Wednesday, November 7, 2018, 1:00 PM PST

November 15, 2018

U.S. Postal Service

DRAFT

To Whom It May Concern:

In 1013 the Camp Meeker Board of Directors was involved in a successful community effort to retain our local post office. As a rural community, our post office serves not only as a place to successfully send and receive mail. Our office also provides a place for residents to casually meet and interact with each other as well as obtain mailing information from the postmaster or postmistress in charge. Over the years we have experienced many postal employees, some who have been exemplary in serving our town.

Our current postmistress, Kesoihlen Henriksen, is outstanding in her both her level of service as well as her ability to create a positive atmosphere for customers. Since her arrival, the Camp Meeker Post Office has substantially increased in sales of all postal materials. Part of her success, we believe, is due to the fact that Ms. Henriksen resides in the community which she serves.

It has come to our attention that Ms. Henriksen's position as postmistress in Camp Meeker is a temporary assignment and that she may be moved to another office. The board strongly recommends that the post office position in Camp Meeker be a permanent assignment, to provide continuity and encourage excellence of service. We further request that Ms. Henriksen be offered that permanent assignment.

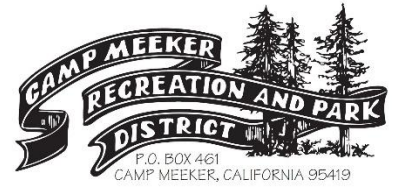
The postmaster of Occidental, Chase Tisdale, is working towards expanding the hours of operation of the Camp Meeker Post Office. The increase in sales, we believe, justifies expanding the counter service for our community. Currently our post office is open only four hours a day.

Thank you for considering our recommendations.

Sincerely,

Gary Helfrich, President
Camp Meeker Board of Directors

DRAFT



CAMP MEEKER WATER SYSTEM - 5 YEAR CAPITAL IMPROVEMENT PROGRAM

**CAMP MEEKER
RECREATION AND PARK
DISTRICT**

OCTOBER 26, 2018

Prepared By:

Brelje & Race Consulting Engineers
475 Aviation Blvd. Suite 120, Santa Rosa, CA 95403
v. 707.576.1322 f. 707.576.0469
www.brce.com

TABLE OF CONTENTS

1. Introduction	1
1.1 Scope and Purpose	1
1.2 Background Information	1
2. Capital improvement Project Descriptions	2
2.1 Project 1: Baumert Tank Inspection and Rehabilitation.....	2
2.2 Project 2: Tower Tank Inspection and Rehabilitation	3
2.3 Project 3: Morelli Tank Rehabilitation	3
2.4 Project 4: Tank Site Fencing	4
2.5 Project 5: Telemetry System Upgrades.....	4
2.6 Project 6: Treatment Plant Improvements	5
2.7 Project 7: Portable Standby Generators	5
2.8 Project 8: Tower Road Pump Station Redundant Pump Addition.....	6
3. Cost Estimates	6
3.1 Project 1: Baumert Tank Inspection and Rehabilitation.....	6
3.2 Project 2: Tower Tank Inspection and Rehabilitation	6
3.3 Project 3: Morelli Tank Rehabilitation	7
3.4 Project 4: Tank Site Fencing	7
3.5 Project 5: Telemetry System Upgrades.....	8
3.6 Project 6: Treatment Plant Improvements	8
3.7 Project 7: Portable Standby Generators	9
3.8 Project 8: Tower Road Pump Station Redundant Pump Addition.....	9
3.9 Project Cost Summary	9
4. Project Priority and Schedule	10

1. INTRODUCTION

1.1 SCOPE AND PURPOSE

Camp Meeker Recreation and Park District (CMRPD) has retained Brelje & Race Consulting Engineers to prepare a capital facility improvements, repairs and maintenance plan (CIP) for the Camp Meeker Water System. This report describes the recommended capital improvement projects, associated estimates of costs and the projected implementation time line. Additionally these projects are prioritized and a 5 year plan was developed.

The purpose of this capital improvement plan is to provide the CMRPD Board of Directors the information necessary to conduct a rate study to determine appropriate rates to offset costs incurred by the system.

1.2 BACKGROUND INFORMATION

The Camp Meeker Recreation and Park District (CMRPD) and the Occidental Community Services District (OCSO) operate a joint transmission and treatment system under a joint water facilities agreement established in 2003. Prior to this agreement CMRPD constructed their potable water facilities in two phases, the *Water Supply Project* and the *Water Distribution Project*.

The construction of the *Water Supply Project* was completed in 1996. This project consisted of the installation of a well in Monte Rio, a 5 mile 6-inch transmission main running along Bohemian Highway, a treatment facility located on Alliance Redwoods Conference Grounds property along the transmission main, a 108,000 gallon (gal) storage tank (Morelli Tank) and a small section of distribution piping. The treatment facility consists of a 7,600 gal poly tank, a 15-horsepower (hp) submersible booster pump, chlorine injection facilities, and poly-phosphate (anti-corrosion agent) injection facilities.

The construction of the *Water Distribution Project* was completed in 2000. This project consisted of approximately 44,000 feet of distribution pipe, an intermediate pump station (Tower Road pump station), the 129,000 gallon Baumert Tank, the 125,000 gallon Tower Tank and water services and fire hydrants throughout the distribution system.

See Table 1 below for a summary of the system components, their installation date and their current age.

Table 1: CMRPD Water Distribution System Summary

System Component	Date Installed	Age ¹ (years)
Well Pumps	1996	22
Transmission Main	1996	22
Treatment Facility	1996	22
Booster Pump at Treatment Plant	2017	1
Morelli Tank	1996	22
Distribution System	2000	18
Tower Road Pump Station	2000	18

Tower Tank	2000	18
Baumert Tank	2000	18
System Controls	1996	22

¹ Age as of Summer 2018

When the joint water facilities agreement was established between CMRPD and OCSD, OCSD constructed their own water supply well adjacent to CMRPD's well. Additionally a contract was established between Russian River Utilities and both CMRPD and OCSD to operate and maintain their joint transmission and treatment systems and their individual distribution systems.

2. CAPITAL IMPROVEMENT PROJECT DESCRIPTIONS

After consulting with CMRPD and Russian River Utilities (current operators of the water system), the capital improvement projects described in the following sections were developed. These projects are not necessarily listed by priority. Project priority and proposed project schedules are outlined in Section 4.

2.1 PROJECT 1: BAUMERT TANK INSPECTION AND REHABILITATION

Inspection of the Baumert Tank interior occurred on April 25th, 2017. During these inspections, a diver contracted by Russian River Utilities cleaned and examined the tank. The tank was found to be in good condition with a few deficiencies. The tank floor was observed to be 100 percent covered with sediment bio-matter at a depth of 1/4" to 1/2". This material was removed and the tank floor was observed to be intact and in very good condition. A few leaks were observed in the tank shell wall and repaired with epoxy. There were a few cases of minor corrosion in a variety of locations. In general, at the time of inspection, the tank was in good condition.

It is recommended that the interior of the tank be inspected at an interval of once every five years. Similar to the service provided in 2017, the five year inspection should include an inspection of the interior by a professional diver, the tank should be cleaned and evaluated. During the inspection, any leaks observed should be patched while the tank remains in service. A report summarizing the condition of each tank component should also be provided to better plan for future capital improvement projects.

Additionally, during the next five years, passive cathodic protection should be installed in the Baumert Tank to control corrosion. Passive cathodic protection consists of hanging several sacrificial anodes. During the installation of this system hand-holes will be cut into the top of the tank. This installation can be performed while the tank remains in service. Passive cathodic protection does not require any electrical power or controls and is a cost effective method of extending the life of the tank.

See Section 3.1 for the estimated cost of implementation of this project.

2.2 PROJECT 2: TOWER TANK INSPECTION AND REHABILITATION

Inspection of the Tower Tank interior occurred on April 27th, 2017. During these inspections, a diver contracted by Russian River Utilities cleaned and examined the tank. The tank was found to be in good condition with a few deficiencies. The tank floor was observed to be 100 percent covered with sediment bio-matter at a depth of ¼". This material was removed and the tank floor was observed to be intact and in very good condition. There were a few cases of minor corrosion in a variety of locations. In general, at the time of inspection, the tank was in good condition.

It is recommended that the interior of the tank be inspected at an interval of once every five years. Similar to the service provided in 2017, the five year inspection should include an inspection of the interior by a professional diver, the tank should be cleaned and evaluated. During the inspection, any leaks observed should be patched while the tank remains in service. A report summarizing the condition of each tank component should also be provided to better plan for future capital improvement projects.

Additionally, during the next five years, passive cathodic protection should be installed in the Tower Tank to control corrosion. Passive cathodic protection consists of hanging several sacrificial anodes. During the installation of this system hand-holes will be cut into the top of the tank. This installation can be performed while the tank remains in service. Passive cathodic protection does not require any electrical power or controls and is a cost effective method of extending the life of the tank.

See Section 3.2 for the estimated cost of implementation of this project.

2.3 PROJECT 3: MORELLI TANK REHABILITATION

Inspection of the Baumert Tank interior occurred on April 26th, 2017. During these inspections, a diver contracted by Russian River Utilities cleaned and examined the tank. The tank floor was observed to be 100 percent covered with sediment bio-matter at a depth of 1/8". This material was removed and the tank floor was observed to be intact and in good condition although minor coating blistering was observed. The walls of the tank below the waterline were observed with minor coating blistering and coating cracking. The walls above the waterline were observed to be intact with moderate coating and cancerous corrosion in the exposed areas. The seam where the shell walls and roof intersect was observed intact with moderate corrosion. There were a few cases of minor corrosion in a variety of locations.

Due to the deterioration of the coating observed during the 2017 inspection, it is recommended that the Morelli Tank undergo a complete coating rehabilitation within the next five years. This would include evaluation of the condition of the tank, followed by design and preparation of construction bid documents by engineering professionals. In addition to the recoating of the entire tank, it is recommended that passive cathodic protection is installed to control corrosion within the tank. Passive cathodic protection consists of hanging anodes inside the tank.

During the rehabilitation the Morelli Tank will have to be taken out of service. There are several operational concerns associated with removing the Morelli Tank from service as it

functions as the control for the treatment plant booster pump. A small temporary tank (a 12-foot diameter, 12-foot tall polyethylene tank for example) would be installed onsite to bypass the Morelli Tank and controls for the treatment plant booster pump would be transferred to this temporary tank. The Morelli Tank also provides fire service to the low pressure zone within the community. Fire service for the lower zone would be temporarily provided by the Tower and Baumert Tanks through the two pressure reducing valve (PRV) stations that bridge the two pressure zones.

See Section 3.3 for the estimated cost of implementation of this project.

2.4 PROJECT 4: TANK SITE FENCING

To protect the storage facilities within the Camp Meeker system (the Morelli, Baumert and Tower tanks) fencing should be installed around all three of the tank sites within the next five years.

According to Homeland Security, basic perimeter fencing or perimeter walls delay vandalism at a base level. Basic perimeter fencing consists of galvanized steel chain-link fence posts with a 6-foot fabric height. Enhanced climb/cut-resistant fencing provides additional site protection by deterring vandals, criminals and saboteurs at an enhanced level. Enhanced-level fencing consists of galvanized steel chain-link fence post with an 8-foot fabric height. The fence fabric would be coated with zinc or polyvinyl chloride (PVC) with a minimum wire gauge of No. 8 and a mesh pattern of 2-inch diamond mesh or smaller.

To provide CMRPD with enhanced site protection, it is recommended that CMRPD install the enhanced-level fencing around the perimeters of all three tank sites.

See Section 3.4 for the estimated cost of implementation of this project.

2.5 PROJECT 5: TELEMETRY SYSTEM UPGRADES

The current telemetry system that controls the Camp Meeker and Occidental water systems consist of a radio based Telekey SCADA System. This telemetry system is out-of-date and there are a limited number of specialists able to work on this type of system, making it difficult to have the system repaired when problems arise. Additionally, because the system is not internet based, there is a lack of comprehensive remote control.

It is recommended that telemetry upgrades include installing a cloud based control system to operate and monitor the entire Camp Meeker water system. A cloud based system would consist of a secure cloud-based user interface and field installable units with inputs and outputs for all elements of the system to enable control and monitoring both locally and remotely.

The system manufacturer creates custom controllers that can control and monitor wells, tanks, water quality and pumps. The Camp Meeker and Occidental water system consists of two well pumps, treatment facility which includes one booster pump, day tank, chlorine injection, and anti-corrosion agent injection, the Tower Road booster pump station, and three storage tanks. Well pump operation would be controlled by the day tank level at the

treatment plant and anti-corrosion addition would be controlled by well pump operation. The booster pump at the treatment plant would be controlled by the Morelli Tank level and the chlorine injection would be controlled by the booster pump operation. The Tower Road booster pump operation would be controlled by the Tower and Baumert Tank levels. All of the operational status of these elements could be monitored remotely and a manual override of the controls would be made available. The chemical tank levels would also have the ability to be monitored remotely.

Communication between the different sites would be through a radio connection with likely one or two internet connections. Minimizing the different internet connections increases the reliability of the control system when internet may be unavailable. Normally a radio study is performed to determine necessary radio antenna locations. However, the current control system is also radio based indicating that another radio based control system would function for the Camp Meeker water system.

See Section 3.5 for the estimated cost of implementation of this project.

2.6 PROJECT 6: TREATMENT PLANT IMPROVEMENTS

The recommended improvements at the treatment plant site, other than a telemetry upgrade, are to improve redundancy and to simplify site piping. It is recommended to install an additional booster pump and connection to the treatment facility tank to increase reliability and redundancy of the system. A second pump connection to the treatment facility tank will be added, a new pump and pump casing will be installed adjacent to the existing booster pump and the discharge piping from the new pump will connect into new discharge piping. Adding the second booster pump would require fencing modifications to accommodate piping changes.

The recommended station discharge piping improvements include replacing the current piping with new above ground piping. There have been pipe leaks under the concrete equipment slab requiring excavation through the slab to repair the leak. Above ground piping will simplify maintenance. The chemical injection piping within the building would be replaced to accommodate the new above ground piping. It will be routed in such a way that it enters the building twice, once before the treatment plant tank and once after.

See Section 3.6 for the estimated cost of implementation of this project.

2.7 PROJECT 7: PORTABLE STANDBY GENERATORS

CMRPD desires to have the ability to provide back-up power to both the well site and the treatment facility during a power outage, therefore it is recommended that two portable standby generators are purchased for use in these situations at the well site and treatment plan sites.

The well site and the treatment plant already have generator receptacles per the 1996 Camp Meeker Recreation and Park District Water Supply Project. Therefore there are no necessary modifications to the existing facility to use the portable generators. The generators would need to be 25 KW in size to provide sufficient power for the loads at each location.

Generators would be sized to accommodate only one pump being operated at each location under emergency conditions.

See Section 3.7 for the estimated cost of implementation of this project.

2.8 PROJECT 8: TOWER ROAD PUMP STATION REDUNDANT PUMP ADDITION

It is recommended that to improve reliability to the Camp Meeker water system a redundant booster pump be installed at the Tower Road booster pump station. The existing booster pump facility would be modified to add a backup/redundant booster pump.

Improvements would include additional piping to tie the new booster pump into the existing suction and discharge lines. The connection point of the new piping to the existing piping would be upstream of the existing flow meter so that a new flow meter would not be required. Also, improvements would include a new control panel that would control both booster pumps, alternating their usage and providing automatic stand-by capability. The current booster pump is housed within a 4 foot by 4 foot vault which would not be large enough to house the new booster pump; therefore, another vault would need to be installed adjacent to the existing facilities. Additionally, removable bollards will be installed on the perimeter of the booster pump station to protect the site from vehicle traffic.

See Section 3.8 for the estimated cost of implementation of this project.

3. COST ESTIMATES

3.1 PROJECT 1: BAUMERT TANK INSPECTION AND REHABILITATION

Table 2 below displays the estimated cost of implementing Project 1.

Table 2: Project 1 – Baumert Tank Inspection and Rehabilitation Cost Estimate

Work Description	Estimated Quantity	Unit	Estimated Unit Cost	Estimated Cost
Dive Patch Interior Coating ¹	1	L.S.	\$10,000	\$10,000
Add Passive Cathodic Protection ²	1	L.S.	\$8,000	\$8,000
Construction Contingency (20%)	1	L.S.	\$3,600	\$3,600
Total				\$21,600

1. Based on Aqua-Tech 2-day dive, using Aquatopoxy epoxy while the tank is in service.

2. Based on Aqua-Tech proposal hanging anodes and cutting hand-holes while in service. No electrical power or controls

3.2 PROJECT 2: TOWER TANK INSPECTION AND REHABILITATION

Table 3 below displays the estimated cost of implementing Project 2.

Table 3: Project 2 – Tower Tank Inspection and Rehabilitation Cost Estimate

Work Description	Estimated Quantity	Unit	Estimated Unit Cost	Estimated Cost
Dive Patch Interior Coating ¹	1	L.S.	\$10,000	\$10,000
Add Passive Cathodic Protection ²	1	L.S.	\$8,000	\$8,000
Construction Contingency (20%)	1	L.S.	\$3,600	\$3,600
Total				\$21,600

1. Based on Aqua-Tech 2-day dive, using Aquatopoxy epoxy while the tank is in service.
2. Based on Aqua-Tech proposal hanging anodes and cutting hand-holes while in service. No electrical power or controls

3.3 PROJECT 3: MORELLI TANK REHABILITATION

See Table 4 below displays the estimated cost of implementing Project 3.

Table 4: Project 3 – Morelli Tank Rehabilitation Cost Estimate

Work Description	Estimated Quantity	Unit	Estimated Unit Cost	Estimated Cost
Evaluation, Design and Preparation of Bid Documents	1	L.S.	\$25,000	\$25,000
Construction – Coatings ³	1	L.S.	\$150,000	\$150,000
Constriction – Passive Cathodic Protection ²	1	L.S.	\$8,000	\$8,000
Construction – Temporary Facilities	1	L.S.	\$25,000	\$25,000
Construction Inspection	1	L.S.	\$12,000	\$12,000
Construction Contingency (20%)	1	L.S.	\$44,000	\$44,000
Total				\$264,000

2. Based on Aqua-Tech proposal hanging anodes and cutting hand-holes while in service. No electrical power or controls.
3. Based on Estimate from Jeff Karr – Resource Development using standard epoxy on exterior and elastomeric polyurethane thick coating (+- 60 mil) on interior (like Endureflex). This interior is a +- 50 year coating with SPIO with no primer.

3.4 PROJECT 4: TANK SITE FENCING

See Table 5 below for the estimated cost of implementing Project 4.

Table 5: Project 4 – Tank Site Fencing Cost Estimate

Work Description	Estimated Quantity	Unit	Estimated Unit Cost	Estimated Cost
Morelli Tank Fencing	550	L.F.	\$100	\$55,500
Tower Tank Fencing	115	L.F.	\$100	\$11,500
Baumert Tank Fencing	170	L.F.	\$100	\$17,000
Gates	3	E.A.	\$6,500	\$19,500
Construction Contingency (20%)	1	L.S.	\$20,700	\$20,700
Total				\$124,200

3.5 PROJECT 5: TELEMETRY SYSTEM UPGRADES

Please see Table 6 below for the estimated cost of implementing Project 5.

Table 6: Project 5 – Telemetry System Upgrade Cost Estimate

Work Description	Estimated Quantity	Unit	Estimated Unit Cost	Estimated Cost
Cloud Based Control System	1	L.S.	\$50,000	\$50,000
Construction Contingency (20%)	1	L.S.	\$10,000	\$10,000
Total				\$60,000

There is a reoccurring cost of \$306 per month or \$3,672 annually for the services provided by XiO. There is a payment plan available which would require a \$16,500 down payment with an approximately \$1,050 a month payment for 46 months.

3.6 PROJECT 6: TREATMENT PLANT IMPROVEMENTS

Table 7 below displays the estimated cost of implementing Project 6.

Table 7: Project 6 – Treatment Plant Improvements Cost Estimate

Work Description	Estimated Quantity	Unit	Estimated Unit Cost	Estimated Cost
15 HP Well Pump Replacement	2	E.A.	\$10,000	\$20,000
Electrical and Controls Modifications	1	L.S.	\$25,000	\$25,000
Miscellaneous Upgrades at Treatment Plant	1	L.S.	\$5,000	\$5,000
Upgrade Booster Pump Station at Treatment Plant with	1	L.S.	\$40,000	\$40,000

Redundant 25 HP Pump (to Morelli Tank)				
Construction Contingency (20%)	1	L.S.	\$18,000	\$18,000
Total				\$108,000

3.7 PROJECT 7: PORTABLE STANDBY GENERATORS

Table 8 below displays the estimated cost of implementing Project 7.

Table 8: Project 7 – Portable Standby Generators Cost Estimate

Work Description	Estimated Quantity	Unit	Estimated Unit Cost	Estimated Cost
Standby Generator	2	E.A.	\$25,000	\$50,000
Construction Contingency (20%)	1	L.S.	\$10,000	\$10,000
Total				\$60,000

3.8 PROJECT 8: TOWER ROAD PUMP STATION REDUNDANT PUMP ADDITION

Table 9 below displays the estimated cost of implementing Project 8.

Table 9: Project 8 – Tower Road Pump Station Redundant Pump Addition

Work Description	Estimated Quantity	Unit	Estimated Unit Cost	Estimated Cost
3 HP Pump	1	E.A.	\$7,000	\$7,000
Electrical and Controls Modification	1	L.S.	\$25,000	\$25,000
Site Work and Piping	1	L.S.	\$15,000	\$15,000
Bollards	6	E.A.	\$650	\$3,900
Construction Contingency (20%)	1	L.S.	\$10,180	\$10,180
Total				\$61,080

3.9 PROJECT COST SUMMARY

Construction cost estimates are displayed in Table 10 below. Costs are rounded to the nearest thousand dollars. Engineering, legal and administrative costs (estimated at 20% of the construction cost subtotal and rounded to the nearest thousand dollars) are added to the construction cost subtotal for a total project cost estimate.

Table 10: Project Cost Estimate Summary

Project	Project Name	Constructio n Cost Estimate	Engineering, Legal and Administration Costs (20%)	Total Project Cost
1	Baumert Tank Inspection and Rehabilitation	\$22,000	\$4,000	\$26,000
2	Tower Tank Inspection and Rehabilitation	\$22,000	\$4,000	\$26,000
3	Morelli Tank Rehabilitation	\$264,000	\$53,000	\$317,000
4	Tank Site Fencing	\$124,000	\$25,000	\$149,000
5	Telemetry System Upgrades	\$60,000	\$12,000	\$72,000
6	Treatment Plant Improvements	\$108,000	\$22,000	\$130,000
7	Portable Standby Generators	\$60,000	\$12,000	\$72,000
8	Tower Road Pump Station Redundant Pump Addition	\$61,000	\$12,000	\$73,000
Total		\$721,000	\$144,000	\$865,000

4. PROJECT PRIORITY AND SCHEDULE

The priority of the different projects influence the potential schedule. Based on professional judgement, condition of existing facilities and the wishes of the CMRPD the list below ranks the projects from highest to lowest implementation priority in the next 5 years. Table 11 below summarizes the Project numbers and total estimated project cost by year over the 5 year study term. Projects were grouped for pragmatic construction implementation and scheduling.

1. Project 3 - Morelli Tank Rehabilitation within 1 to 2 years
2. Project 6 - Treatment Plant Improvements within 1 to 2 years
3. Project 5 - Telemetry System Upgrades within 2 to 3 years
4. Project 8 - Tower Road Pump Station Redundant Pump Addition within 3 years
5. Project 4 - Tank Site Fencing within 3 to 4 years
6. Project 7 - Portable Standby Generators within 4 to 5 years
7. Project 2 - Tower Tank Inspection and Rehabilitation within 5 years
8. Project 1 - Baumert Tank Inspection and Rehabilitation within 5 years

Table 11: Annual Estimated Cost Break Down and Recommended Project Schedule

Year	Projected Year	Project(s) to be Implemented	Project Name	Annual CIP Cost
1	2019	3	Morelli Tank Rehabilitation	\$317,000
2	2020	6	Treatment Plant Improvements	\$130,000
3	2021	5 and 8	Telemetry System Upgrades and Tower Road Pump Station Redundant Pump Addition	\$145,000
4	2022	4	Tank Site Fencing	\$149,000
5	2023	7, 1 and 2	Portable Standby Generators, Baumert Tank and Tower Tank Inspections and Rehabilitation	\$124,000