

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

Tuesday, April 17, 2012, 7:00 pm
DISTRICT OFFICE (NEXT TO FIREHOUSE)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. STATEMENTS OF ABSTENTION

V. PUBLIC COMMENT

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

VI. CONSENT ITEMS (10 minutes)

- A. Approval of minutes
- B. Payment of claims
- C. Journal Entry Approval
- D. Administrative and Financial Report

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

Report on operations for the current month.

VIII. OLD OR UNFINISHED BUSINESS

A. APPROVAL OF REVISED CONTRACT WITH COGGINS FENCE FOR THE INSTALLATION OF A GUARDRAIL IN THE PARKING LOT AND FUND PAYMENT DIRECTION.

(Staff, 5 minutes)

DESCRIPTION: The District previously approved a contract with Coggins Fence for fabrication and installation of a guardrail in the parking lot. Due to budget constraints this project was tabled until more fiscally feasible. The cost of the materials has increased since the initial approval. District Counsel, Malcolm Manwell, advises that an amendment to a contract is a new contract and, therefore, the Board needs to approve the revised contract. Secondly, the Board will direct staff as to the source of funding for payment to Coggins.

PROPOSED ACTION: The Board will/will not approve the revised Coggins contract and direct staff as to the appropriate source of funding.

IX. NEW BUSINESS

B. NEWSLETTER PROCEDURES AND POLICY (Watson, 10 minutes)

DESCRIPTION: The Board will discuss present procedures for newsletter preparation and publication including procedures, publication schedules, content, Board review, legal input/review and costs with the intent of developing appropriate communication policies for the District.

PROPOSED ACTION: The Board may/may not direct further action regarding newsletter policy and procedures.

C. MAY MEETING DATE (Watson, 5 minutes)

DESCRIPTION: The Board has been advised that staff will not be available on Tuesday, 5/15; therefore, it will be necessary to choose to meet on Wednesday, 5/16 or Thursday, 5/17.

PROPOSED ACTION: The Board will decide on a May meeting date.

D. PRELIMINARY BUDGET 2012-2013 PROPOSED PROJECTS (Fawcett/Staff, 15 minutes)

DESCRIPTION: The Board will discuss proposed projects for the fiscal year beginning July 1, 2012 through June 30, 2013 that may/may not be included in the preliminary budget. State law requires adopted by May 31. This is a discussion item so that further research can be completed prior to compilation of the budget.

PROPOSED ACTION: This is a discussion item only. No Action will be 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.

XI. ADJOURNMENT

HOW TO GET AN ITEM ON THE AGENDA

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

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

Submit your agenda items in writing to: Camp Meeker Recreation and Park District, Post Office Box 461, Camp Meeker, CA 95419. Be sure to include your name, address and phone number. Anonymous submissions will not be considered for discussion.

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

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

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

Tuesday, March 20, 2012, 7:00 pm
DISTRICT OFFICE (NEXT TO FIREHOUSE)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

The meeting was called to order by Vice-President Murchison at 7:00 p.m.

II. ROLL CALL

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

III. APPROVAL OF AGENDA

Item A was removed from the agenda that was posted and a motion was made by Jeff Fawcett and seconded by Cathie Anderson to approve the March 20, 2012 agenda as written.

The motion was approved.

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

IV. STATEMENTS OF ABSTENTION

There were no statements of abstention.

V. PUBLIC COMMENT

There was no public comment.

VI. CONSENT ITEMS

A. Approval of minutes

As there were no corrections to the minutes of February 21, 2012, a motion was made by Cathie Anderson and seconded by Jeff Fawcett to approve the minutes of the February 21, 2012 Board meeting as written.

The motion was approved.

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

B. Payment of claims

After discussion, motion was made by Jeff Fawcett, and seconded by Cathie Anderson to approve warrant requests G2011-2012-011 (R&P-March 2012) \$2,137.14, and W2011-2012-009 (Water-March 2012) \$7,830.20.

The motion was approved.

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

C. Journal Entry Approval

There were no journal entries for approval.

D. Administrative and Financial Report

Ms. Doran-Girard reported regarding various items of correspondence, FPPC Form 700 requirements and recent discussion with Coggins Fence regarding the guardrail installation.

E. Board Action List

There were no changes to the Board Action Item list.

VII. REPORT OF THE WATER SYSTEM OPERATOR

Due to a family commitment, Jamie Dunton was not present. He had conveyed to staff by telephone that the water system is operating well and there were no additional items to report.

VIII. OLD OR UNFINISHED BUSINESS

A. DISTRICT MAINTENANCE ISSUES

DESCRIPTION: The District has a number of minor maintenance tasks and it has become apparent that would benefit from having an individual "on-call" to handle repair/maintenance issues as they occur. At their February 2012 meeting, the Board authorized Director Fawcett to define scope of services and payment that has been developed into a short agreement by the District's counsel to be acted upon by the Board. Director Fawcett advised that this project is no longer viable due to liability and legal issues.

IX. NEW BUSINESS

B. THREE-YEAR PROPOSAL FOR AUDITED FINANCIAL STATEMENTS (Jeffrey Fawcett)

DESCRIPTION: The District's auditor, Michael Celetano, CPA has submitted a proposal for completion of the District's audited financial statements through June 30, 2014 at a cost of \$10,000 per year. Director Fawcett reviewed this proposal for the Board and discussion ensued and the Board was concerned regarding the long-term aspects of the proposal with no withdrawal provisions.

ACTION: A motion was made by Jeff Fawcett, and seconded by Cathie Anderson to approve the three-year proposal of Michael Celetano, CPA with the provision for potential withdrawal. Director Fawcett is authorized to negotiate these conditions with Mr. Celetano.

The motion was approved.

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

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. No action or discussion took place.

Director Murchison presented a check to the Board for \$231 as rent for Anderson Hall from the Supper Club activities. He is of the opinion that the Supper Club will continue to be able to pay its way. He then reported that the April Supper Club will be April 21 or 14 with Mark Miller from Underwood.

Director Fawcett reported regarding a vandalism event at the Reservoir.

XI. ADJOURNMENT

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

The motion was approved.

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

The meeting adjourned at 7:21 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

2012-03-20draftminues-cdg.doc

CHERYL DORAN GIRARD
CLIENT MEMORANDUM

TO: CAMP MEEKER RECREATION & PARK DISTRICT BOARD MEMBERS

FROM: CHERYL DORAN GIRARD

SUBJECT: APRIL 13, 2012 WARRANTS AND FINANCIAL INFORMATION

DATE: APRIL 13, 2012

Financial Statements and Warrant Detail are in the board packet attached to this email.
Financial data is based on reviewed March 31 FAMIS data plus this month's expenses.

G2011/2012-012	R&P (April 2012)	2,393.13
W2011/2012-010	Water (April 2012)	15,537.09

Cash balances are updated from FAMIS balances at 3/31 and funds received to date.

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

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

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

The materials to complete the review by CAL EMA of funds received in 2005/2006 have been gathered and the District's response will be completed next week after a small amount of further research with the County. This needs to be resolved by May 22 latest. Renewal of the District's Worker's Compensation policy for the fiscal year commencing 7/1/2012 has been completed as well as the US Government's census of governments.

FPPC Forms 700, were delivered to the County Clerk on April 2.

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



Vendor #	Vendor	SubObj	Amount	Explanation
456112	Anderson, Cathie	5913	30.00	Dir Fee-April 2012
456142	Fawcett, Jeffry	5913	30.00	Dir Fee-April 2012
456151	Murchison, Seth	5913	30.00	Dir Fee-April 2012
456480	Doran-Girard, Cheryl	6631	1,107.00	ConsultAdm/Finance
456480	Doran-Girard, Cheryl	6430	12.07	Photocopy
456480	Doran-Girard, Cheryl	6410	13.50	Postage
456415	Santa Rosa Fire Equipment	6180	38.00	Extinguisher Ser-A. Hall
456160	AT&T	6040	141.38	Telephone
456020	Camp Meeker Water System	7202	80.96	Mar/Apr Water
456011	Pacific Telemanagement	6040	53.00	PayPhone-PO
456010	PG&E	7320	83.25	Electric Service
456152	Watson, Lynn E.	5913	30.00	Dir Fee-April 2012
456171	Perry, Johnson	6610	285.00	Legal
456014	Lopez, Jessica	6085	260.00	Janitorial A. Hall
456478	McPhail Fuel Company	7201	198.97	Propane-A. Hall

2,393.13

Camp Meeker Recreation & Park District**Warrant # W2011/2012-010**

Vendor #	Vendor	SubObj	Amount	Explanation
456167	Russian River Utility	6540	12,455.07	Contract
456167	Russian River Utility	7320	34.02	Electric
456480	Doran-Girard, Cheryl	6631	2,583.00	Mar/Apr Consulting
456480	Doran-Girard, Cheryl	6430	12.00	Photocopy
456153	Brelje & Race	8515	348.00	Redundancy Proj
456171	Perry, Johnson	6610	105.00	Legal

15,537.09

CAMP MEEKER RECREATION AND PARK DISTRICT									
Allocation of Water Receipts Fiscal Year 7/1/2011 -6/30/2012									
Transfer Month	Allocation Month	Bank of West Stmt Balance	Amount Transferred	USDA-A&B 750562	Cap Improvements 750588	Operations 750505	Total		
August-11	July-11	17,057.62	16,750.00	6,365.00	1,340.00	9,045.00	16,750.00		
September-11	August-11	22,048.81	21,750.00	4,975.00	1,740.00	15,035.00	21,750.00		
October-11	September-11	22,100.22	22,000.00	5,675.00	1,306.00	15,019.00	22,000.00		
November-11	October-11	14,698.82	14,500.00	5,675.00	706.00	8,119.00	14,500.00		
December-11	November-11	21,126.04	21,000.00	5,675.00	1,226.00	14,099.00	21,000.00		
January-12	December-11	17,699.88	17,500.00	5,675.00	946.00	10,879.00	17,500.00		
February-12	January-12	17,589.98	17,400.00	5,675.00	938.00	10,787.00	17,400.00		
March-12	February-12	16,356.66	16,000.00	5,675.00	826.00	9,499.00	16,000.00		
April-12	March-12	17,846.75	17,650.00	5,675.00	958.00	11,017.00	17,650.00		
			-				#VALUE!		
			-				#VALUE!		
			-				#VALUE!		
YTD Totals			164,550.00	51,065.00	9,986.00	103,499.00	#VALUE!		
				5,675.00	8%				
4/10/12									
* Note: This includes reduction of \$700 for adjustment of allocation to actual debt requirements per budget sessions.									

Camp Meeker Recreation & Park--Operations					
BUDGETED FINANCIAL STATEMENT					
Income		PRELIMINARY	AMOUNT	BALANCE	%
		BUDGET			
1000	Property Tax CY Secured	50,000	26,006	(23,994)	52.01%
1001	Flat Charges--Current Year	-	-	-	
1007	Flat Charges-CY Secured	-	-	-	
1010	CY Miscellaneous	-	-	-	
1011	SB 2557 Prop Tax Admin	-	-	-	
1012	Property Tax Shift Adj	-	-	-	
1013	Prop 1A Suspension	-	-	-	
1020	Property Tax CY Supp	-	90	90	
1040	Property Tax CY Unsecured	-	1,772	1,772	
1042	Cost Reim-Col Del Cy UNS	-	(39)	-	
1060	Prop Tax-PY Secured	-	-	-	
1061	Flat Charges-Prior Year	-	-	-	
1080	Prop Tax-Py Supp	-	-	-	
1100	Property Taxes--PY Unsecured	-	-	-	
1700	Interest--Pooled Cash	150	102	(48)	
1801	Rent-Real Estate	7,000	6,105	(895)	87.22%
2080	St-Other In Lieu	-	-	-	
2440	ST. Hopter	500	-	(500)	0.00%
2580	ST-Grant	150,000	-	(150,000)	
3660	Charges For Services	-	-	-	
3980	Revnue Applic To Prior Yr	-	-	-	
4020	Historical-Sales	-	1,332	1,332	
4040	Miscellaneous Revenues	-	-	-	
4102	Reimburse/Donations	-	(166)	(166)	
4109	Outdated/Cancelled Warrants	-	-	-	
4620	Fund Transfers	20,000	-	(20,000)	
	Total Revenues	227,650	35,203	(192,407.91)	15.46%
Personnel Expenditures		BUDGET	AMOUNT	BALANCE	%
5911	Extra Help	-	-	-	
5913	Boards/Commissions-LOC Bds	1,440	1,200	(240)	83.33%
5922	FICA-Retirement	-	-	-	
5924	Medicare	-	-	-	
5935	Unemployment Insurance	-	-	-	
5940	Workers Compensation Ins.	200	305	168	152.35%
	Total Salaries/Benefits	1,640	1,505	(72)	91.75%

Camp Meeker Recreation & Park--Operations					
BUDGETED FINANCIAL STATEMENT					
Operating Expenditures					
6040	Communication	2,000	1,788	(99)	89.41%
6060	Food	-	-	-	
6080	Household Expense	-	-	-	
6084	Janitorial Supplies	500	226	(257)	45.25%
6085	Janitorial Service	3,000	1,384	(1,616)	46.12%
6100	Insurance	2,000	-	(2,000)	0.00%
6150	Maintenance-Hydrants	-	-	-	
6180	Maintenance-Bldgs	2,000	455	(1,545)	22.74%
6235	Maintenance-Local Projects	-	-	-	
6280	Memberships	300	34	(266)	11.20%
6300	Miscellaneous Expense	-	838	838	#DIV/0!
6400	Office Expense	500	539	39	
6410	Postage Expense	400	253	(147)	63.27%
6430	Printing Services	1,300	339	(961)	26.06%
6461	Supplies/Expenses	-	47	47	#DIV/0!
6463	Resource Material	-	-	-	
6500	Professional/Special	-	-	-	
6521	County Services	4,200	-	(7,348)	0.00%
6582	Events--Community Potlucks	-	-	-	
6530	Repairs	-	-	-	
6587	LAFCO Operating Costs	350	-	(109)	0.00%
6591	Planning--Emergency Services	-	-	-	
6610	Legal Services	7,500	6,543	(169)	87.25%
6630	Audit/Accounting Services	3,600	3,750	150	104.17%
6631	Bookkeeping	15,750	10,727	(5,023)	68.11%
6637	Property Tax Administration	1,000	-	(35)	
6700	Contri-Vol Firemens'	800	-	(800)	0.00%
6800	Public/Legal Notices	-	-	-	
6820	Rents/Leases-Equipments	650	422	(228)	64.95%
7000	Special Expense-Historical	750	46	(678)	6.09%
7005	Election Expense	-	-	-	
7070	Fish & Game Permits	-	-	-	
7201	Gas & Oil	2,000	1,588	(346)	79.41%
7202	Water & Sewer	2,500	1,101	(1,399)	44.02%
7320	Utilities	2,000	3,156	1,263	157.81%
7910	Debt Interest	-	-	-	
	Total Services/Supplies	53,100	33,235	(20,691.17)	62.59%
Fixed Assets:					
8510	Buildings/Improvements	150,000	-	150,000.00	0.00%
8511	Remodel/Rehab/Renovate	18,000	17,949	51.50	99.71%
8513	Roads/Parking	-	-	-	
8514	Fencing	-	1,458		
8515	Engineering Services	-	-	-	
8516	Legal and Financial	-	-	-	
8517	Administrative	400	405	(5.00)	
8526	Project Planning	-	5,000	(5,000.00)	
8560	Equipment--Current Year	-	-	-	
8620	OT --W/In Fund	-	-	-	
	Total Fixed Assets	168,400	24,812	143,588.42	14.73%
9000	Appropriation For Contingency	4,500	-	4,500.00	
	Total Budget	227,640	59,552	168,088.39	26.16%
cdg/4/17/2012					

Camp Meeker Recreation & Park--Water Operations				4/17/2012	
BUDGETED FINANCIAL STATEMENT					
Income		BUDGET	AMOUNT	BALANCE	%
1001	Flat Charges	125,000	63,457	(61,543)	50.77%
1007	Flat Charges-CY Secured -July	-	-	-	
1061	Flat Charges-Prior Year	-	2,209	2,209	
1700	Interest--Pooled Cash	-	34	34	
1460	Water Permit Fees	-	-	-	
2900	OCSD Note Payment	6,673	-	(6,673)	0.00%
4031	Sale-Water	-	-	-	
4032	Sale-Water Residential	139,739	150,756	20,467	107.88%
4101	Insurance Rebate	-	-	-	
4106	Refunds	-	-	-	
4109	Outdate/Cancel Warrants	-	-	-	
4620	Transfer W/In Fund	34,700	-	(34,700)	
	Total Revenues	306,112	216,456	(80,206)	70.71%
Operating Expenditures		BUDGET	AMOUNT	BALANCE	%
5940	Worker Compensation	300	203	(54)	67.71%
6040	Communications	525	-	(525)	0.00%
6100	Insurance	4,550	-	(4,550)	0.00%
6150	Maintenance-Hydrants	-	-	-	
6166	Bridge Repair	-	-	-	
6280	Memberships	100	78	(22)	78.00%
6300	Miscellaneous Expense	2,300	2,438	138	106.00%
6400	Office Expense	250	390	140	156.15%
6410	Postage Expense	450	197	(253)	43.87%
6430	Printing Services	400	520	120	130.07%
6461	Supplies/Expenses	-	-	-	#DIV/0!
6500	Professional Services	-	-	-	0.00%
6521	County Services	3,935	-	(787)	0.00%
6540	Contract Services	90,000	75,831	(14,169)	84.26%
6580	Conventions & Meetings	-	-	-	
6587	LAFCO Operating	600	-	(359)	0.00%
6610	Legal Services	8,500	3,272	(4,355)	38.50%
6630	Audit/Accounting Services	7,800	6,630	(1,170)	85.00%
6631	Bookkeeping Services	22,500	20,945	(1,555)	93.09%
6637	Administration Cost	7,250	-	(7,250)	0.00%
6800	Public Legal Notices	750	329	(421)	43.88%
7005	Election Expense	-	-	-	
7320	Utilities	2,000	2,149	149	107.47%
7335	Storm Damage				
	Total Services/Supplies	152,210	112,984	(34,867)	74.23%
Fixed Assets:		BUDGET	AMOUNT	BALANCE	%
8452	Damages	-	-	-	
8500	Land	-	-	-	
8511	Remodel/Rehab	-	-	-	
8515	Engineering Services	5,000	13,522	8,522	
8521	Repairs/Maintenance	5,000	1,236	(3,764)	
8560	Equipment	-	2,459	2,459	
8620	Transfers W/I A Fund	125,000	65,666	(59,334)	52.53%
		-	-	-	
		-	-	-	
	Total Fixed Assets	135,000	82,883	52,117	61.39%
9000	Appropriation For Contingency	-	-	-	
	Total Budget	287,210	195,866	17,250	68.20%

April 10, 2012

RE: CAMP MEEKER PAST DUE ACCOUNTS

- **Accounts 4, 60, 103, 150, 152, 182, 224, 338 and 358:** Payments are waiting for deposit or are on their way.
- **Accounts 1, 6, 15, 17, 19, 22, 28, 36, 39, 47, 52, 54, 68, 83, 94, 107, 111, 127, 133, 134, 140, 141, 161, 168, 180, 192, 220, 204, 207, 209, 215, 218, 224, 234, 270, 276, 281, 287, 293, 296, 304, 307, 316, 318, 323, 326, 339, 355 and 367:** Past due notices will be sent on April 24 and lock off will be scheduled for May 7, 2012.
- **Account 5:** Customer lives out of area and had a huge leak. Repair was delayed due to the rain. Will request a 1-time credit after repair is made. Water has been shut off.
- **Account 342:** Payment plan is in effect.
- **Account 275: CUSTOMER STILL HAS A LEAK.** A "slow spin" was detected at the meter when it was read on April 5
- . Payment plan is in effect.

	CAMP MEEKER REC & PARK				10-Apr-12		
ACCT #	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT		TOTAL
1	40.20	40.22			40.20	2/14/12	80.42
4	85.60	86.52	76.08		181.72	2/10/12	248.20
5	40.10	1,736.19			200.00	4/5/12	1,776.29
6	68.30	63.20			200.00	2/24/12	131.50
15	45.18	45.44			43.28	3/1/12	90.62
16	40.04	34.36			40.00	2/16/12	74.40
17	43.18	46.02			45.84	2/28/12	89.20
19	91.85	363.19			100.00	3/16/12	455.04
20	46.06	0.44			45.10	4/5/12	46.50
22	49.88	54.46	2.25		88.84	2/24/12	106.59
28	44.84	10.04			50.00	3/26/12	54.88
35	43.22	2.17			87.26	3/26/12	45.39
36	44.62	43.46			87.34	2/14/12	88.08
39	44.02	43.26			43.70	3/9/12	87.28
41	47.90	0.67			46.10	3/28/12	48.57
47	47.80	46.26			46.86	3/6/12	94.06
52	42.86	42.06			85.58	2/16/12	84.92
54	43.54	44.04			89.87	3/13/12	87.58
60	40.04	45.51	41.46	28.72	100.00	2/3/12	155.73
61	40.00	0.38			40.00	3/26/12	40.38
68	47.76	45.87			152.00	3/6/12	93.63
76	44.36	4.29			85.72	3/23/12	48.65
83	44.46	41.44			50.00	3/13/12	85.90
88	42.88	0.01			43.03	3/23/12	42.89
90	40.02	2.06			41.24	3/28/12	42.08
92	46.18	0.02			44.22	3/23/12	46.20
94	43.52	44.47	2.10		89.10	3/1/12	90.09
103	43.02	49.19	48.23	5.11	107.50	2/22/12	145.55
107	60.00	60.00			127.14	2/22/12	120.00
111	44.68	45.30			80.00	2/14/12	89.98
127	74.83	76.29	10.73		50.00	3/28/12	161.85
130	454.25	56.05	2.47		102.09	3/1/12	512.77
133	45.56	46.72			46.42	2/28/12	92.28
134	80.45	54.24	5.22		104.32	2/28/12	139.91
139	75.18	69.98			66.96	3/6/12	145.16
140	47.94	56.52	10.59		100.00	3/26/12	115.05
141	45.20	44.04			44.74	2/14/12	89.24
142	47.72	4.78			95.52	4/2/12	52.50
150	40.56	46.49	44.10		85.48	1/18/12	131.15
152	48.64	51.60	35.35		100.00	1/19/12	135.59
155	44.66	44.00			45.34	3/13/12	88.66
159	40.00	53.06	50.54	170.72	40.32	10/14/11	314.32
161	45.26	37.69			45.00	3/28/12	82.95
164	45.14	4.56			91.10	4/2/12	49.70
166	44.40	4.37			87.44	3/23/12	48.77
168	47.92	34.40			120.00	3/28/12	82.32
180	57.05	39.57			50.00	4/5/12	96.62
182	47.94	49.24	44.77		70.00	2/7/12	141.95
192	40.00	31.48			250.00	9/20/11	71.48
194	44.46	44.56			45.42	2/21/12	89.02
197	40.16	0.44			40.00	3/26/12	40.60
198				2,245.65	40.00	2/28/08	2,245.65
200	40.00	93.53	89.08	941.60	555.00	8/9/10	1,164.21
202	43.40	13.52			300.00	11/7/11	56.92
204	46.14	43.90			48.00	2/24/12	90.04
205	40.68	0.36			41.00	3/16/12	41.04
207	41.78	41.74			891.60	3/9/12	83.52
209	42.52	42.35	5.35		45.00	3/13/12	90.22
215	45.08	45.38			47.90	3/9/12	90.46
218	69.68	71.28			77.61	2/22/12	140.96
219	42.62	3.56			90.00	4/5/12	46.18
220	104.65	0.58			130.00	4/5/12	105.23

METER	ACCT NO.	MONTH	TOTAL AMOUNT PUMPED IN GALLONS	AMOUNT PUMPED TO OCSD	NET AMOUNT PUMPED	AMT SOLD	% PUMPED TO CMR&PD	% LOSS	NOTES
Alliance Master Meter Union Park	363 369	JAN	1,628,700	521,000	1,107,700	864,980	68.01	21.91	
Alliance Master Meter Union Park	363 369	FEB	1,231,300	337,900	893,400	765,870	72.57	14.27	
Alliance Master Meter Union Park	363 369	MARCH	1,328,700	384,900	943,800	884,170	71.03	6.31	
Alliance Master Meter Union Park	363 369	APRIL							
Alliance Master Meter Union Park	363 369	MAY							
Alliance Master Meter Union Park	363 369	JUNE							
Alliance Master Meter Union Park	363 369	JULY							
Alliance Master Meter Union Park	363 369	AUG							
Alliance Master Meter Union Park	363 369	SEPT							
Alliance Master Meter Union Park	363 369	OCT							
Alliance Master Meter Union Park	363 369	NOV							
Alliance Master Meter Union Park	363 369	DEC							
	TOTAL 2012								
	Total 2011		19,307,170	5925900	13,381,200	11,916,240			
	Total 2010		20,013,990	6461400	13,552,500	12,579,240	67.77	7.18	OCSD Loss 12.37%
	Total 2009		21,003,900	6,427,000	14,576,900	13,189,380	69.40	8.26	OCSD Loss 7.78%
	Total 2008		23,183,499	9,129,300	14,054,199	13,184,640	60.62	6.19	OCSD Loss 16.07%
	Total 2007		22,786,000	6,904,600	15,845,400	14,103,260	69.54	11.17	OCSD Loss 10.30%



EXHIBIT "A"
March 20, 2012

Attention: Cheryl Doran-Girard
Camp Meeker District Administrator
PO Box 461
Camp Meeker, CA 95419

Phone: (707) 545-2108
admin@campmeeker.org

RE: Guard Rail Installation
JOB SITE: Post Office and Recreation Area Parking Lot
FILE #: meeke 3002-6.ctr

RESPONSIBILITIES OF THE PROPERTY OWNER OR OWNER'S AGENT

Responsibilities to be completed prior to project start date:

- 1. Establish and verify exact line and location of all installations.*
- 2. Obtain all permits necessary for completion of project.*
- 3. Locate and mark all private underground utility lines within property boundaries. Damage to any unmarked private lines is not the responsibility of Coggins Fence & Supply Inc.*

PROJECT DESCRIPTION

Coggins Fence and Supply Inc. offers to supply all materials and labor to install approximately 209 lineal feet of 28" high standard metal beam with steel post guard rail.

The purpose of this installation is to prevent a vehicle from going over the embankment at the edge of the parking lot. We will use the materials, installation and traffic end anchor methods as shown on specification sheets A77A2 and A77H1 as suggested by Mr. Ingram.

This new guard rail will run from the small grove of trees next to the fire house down the sloped parking lot to the front (north side) of the post office building. There will be an approximately 3' break in the guardrail at the path behind the post office to allow access to the recreation area from the parking lot.

I understand that the old log barriers and other old remaining "guardrail" remnants have been cleared away and removed and that we have a clear path in which to do our work.

Upon completion of our installation, we will clean up our work site and haul away any debris caused by the construction.

→ TOTAL AS DESCRIBED.....\$12,747.80

American
Fence
Association



"SECURITY AND QUALITY PLUS"
SINCE 1956



Accepted
Here



CLARIFICATIONS AND EXCLUSIONS

1. Coggins Fence & Supply Inc. will be responsible for ordering a standard Underground Service Alert (USA) for location of public utilities.
2. All excavated dirt will be left at area of excavation, to be removed or relocated by Owner or Owner's Agent, if required, or unless otherwise stated in this proposal.
3. Removal and disposal of existing fence, and vegetation removal, are excluded unless otherwise stated.
4. This proposal will be effective for 30 days from the proposal date.
5. This proposal excludes permits, bonds and inspection fees.

All clarifications and exclusions outlined in this Proposal must be included in all Contract documents.

Please note that we cannot order materials or schedule your project until we receive a signed contract. Your project start date will then be determined by material availability, crew availability, site conditions, and scope of work and, at certain times of the year, weather. Shortly after we receive your *signed* contract, our scheduling department will give you a call with a tentative start date. Please respond as soon as possible so we may expedite the necessary paperwork.

AH/

P.O. BOX 343 • SANTA ROSA, CA 95402



COMMERCIAL CONTRACT

File #Meeke3002-6.ctr

THIS AGREEMENT IS BETWEEN
AND

(Hereinafter called "OWNER")

COGGINS FENCE & SUPPLY INC.

Camp Meeker District Administrator

Name

Name

P.O. BOX 343

Attention: Cheryl Doran-Girard

Address

Attn:

SANTA ROSA, CALIFORNIA 95402

PO Box 461

City

State

Zip

Address

(707) 546-0284

(FAX) 546-0211

Camp Meeker,

CA 95419

Phone

City

State

Zip

(707) 545-2108

Phone

JOB SITE

DOES YOUR COMPANY PAY BY PURCHASE ORDER?

PLEASE GIVE NUMBER

Post Office and Recreation Area Parking Lot

Camp Meeker, CA

NOTE: THIS CONTRACT IS VOID IF NOT ACCEPTED WITHIN 30 DAYS.

1. Owner will locate and establish the property lines for the Contractor and will provide boundary stakes, set by a firm licensed to do such work if there is a doubt as to the boundaries. In the event rock or other material not removable by ordinary hand tools is encountered, or if blasting is required, Owner shall pay Contractor's cost plus a 20% fee for such work. The employment of a soils engineer shall be the sole responsibility of the Owner.

2. Plans, Specifications and Permits: The project will be constructed according to the plans and specifications and addendum supplied to Contractor which have been signed by the parties hereto. Owner will obtain and pay for all construction permits required for the work to be done by Contractor hereunder and will pay all other assessments and charges required by public bodies and utilities or otherwise arising in connection with the work to be done hereunder.

3. Payment: Owner will pay Contractor the sum of \$ Twelve Thousand Seven Hundred Forty Seven Dollars and .80/100s

in installments as follows: Lump sum upon completion of job and billing by our office.

Description of the Work: Contractor will furnish all labor and materials to construct and complete in a workmanlike and substantial manner

Please see Exhibit "A" attached hereto and made a part hereof.

TOTAL: \$12,747.80

Twelve Thousand Seven Hundred Forty Seven and .80/100 Dollars

Where payments are to be made through a construction lender or a "builders control," Owner represents and guarantees that the construction loan fund is sufficient to pay the contract price and for all extra work which may be ordered by Owner, and Owner will do everything necessary to expedite all payments. Owner hereby irrevocably authorizes construction lender to make all payments when due directly to Contractor or his assignee.

Within 30 days after execution of this agreement, Owner will have the job ready for commencement of construction, and will have approval of any necessary construction loan or this agreement becomes null and void and Contractor shall not be required to perform hereunder. Contractor shall commence work within 30 days after written notice from Owner, provided job site is ready for commencement of the work.

Contractor shall complete the work within _____ working days after commencement, subject to permissible delays as described in paragraph 4.

Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning a Contractor may be referred to the Registrar of the Board whose address is: Contractors' State License Board, P.O. Box 26000, Sacramento, CA 95826.

Contractor: COGGINS FENCE & SUPPLY INC.

Owner: _____
(AUTHORIZED SIGNATURE)

By:

Date: 3/20/12

Allen Hile, Estimator

(PRINT NAME)

Contractor's License Number: 210646

Exp. Date:

Date:

IMPORTANT: SEE REVERSE SIDE FOR IMPORTANT INFORMATION.
WHITE-OFFICE CANARY-CUSTOMER PINK-FILE