

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

Tuesday, July 21, 2015, 8:00 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 23, 2015

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. SOFT-TRAC SILVER SERVICE RENEWAL 2015-2016 (Staff, 5 minutes)

DESCRIPTION: SOFT TRAC is the District's client service provider for the MIP Fund accounting remote access software used as the District's accounting system. The Silver Service renewal provides up to unlimited email, telephone, remote and web support; a dedicated technical support line; 24 hour or better response time; monthly "On Trac" user group meetings for all client staff; and, remote software upgrade assistance. The cost to renew is \$2,395.00 through August 2016. Larry Johnson has suggested that the District continue this service for at least the new fiscal year as we proceed through our first audit outside the County of Sonoma system.

PROPOSED ACTION: The Board may/may not renew its Silver Service client service provider contract with Soft Trac through August 2016 at a cost of \$2,395.00.

B. RESOLUTION 2015-010: SDRMA BOARD OF DIRECTORS ELECTION BALLOT (Staff, 10 minutes)

DESCRIPTION: SDRMA has selected four (4) nominees for election to its Board of Directors for four-year terms effective January 1, 2016. Materials provided regarding these four individuals are enclosed. The CMRPD Board must select three (3) candidates and submit its Resolution 2015-010 **by mail or hand delivery only** by Tuesday, August 25, 2015.

PROPOSED ACTION: The Board may approve Resolution 2015-010 naming three candidates to serve on the SDRMA Board for four-year terms effective January 1, 2016.

C. BEACH AND PARK MAINTENANCE HIRE (Cathie Anderson, 10 minutes)

DESCRIPTION: The Board will discuss maintaining the beach and areas surrounding Anderson Hall and the hiring of an individual/service to complete maintenance tasks on an ongoing basis. The Board will review the impact of hiring an individual and related requirements rather than hiring an outside service.

PROPOSED ACTION: The Board may/may not take action regarding maintenance.

D. UPDATE: RESOLUTION 2015-001: CAMP MEEKER VOLUNTEER FIRE DEPARTMENT LEASE AGREEMENT (Cathie Anderson, 5 minutes)

DESCRIPTION: The District entered into a long term LAND LEASE AGREEMENT with the Camp Meeker Volunteer Fire Department (CMVFD), dated October 1, 2009. That instrument [and in particular, subparagraph 3.2] did not address apportionment of commonly used utilities. The District has taken steps to separate services (e.g. separate meters) as the most efficient way to apportion use. A proposed Amendment to the LEASE was given to the CMVFD in September of 2014, but the Fire Department has not acted upon or returned it. Therefore, on advice of counsel, that utilities must be apportioned under the LEASE; that, a Recreation & Park District is not authorized by law to provide financial support to a Fire Department; and that the CMVFD has been given adequate notice of the new billing and metering procedures that are necessary to achieve the purposes of the LEASE, counsel now recommends the matter be closed and that CMVFD be so informed.

PROPOSED ACTION: The Board is to adopt a RESOLUTION approving the actions taken under the LEASE, as set forth above, and authorize its President to send a letter to the CMVFD informing it of the District's actions and interpretation of the apportionment of utilities issue.

E. AMENDMENT TO WATER SYSTEM OPERATION AND MANAGEMENT AGREEMENT WITH RUSSIAN RIVER UTILITY COMPANY (Gary Helfrich, 10 minutes)

DESCRIPTION: On February 21, 2006 the District entered into an agreement with Russian River Utility to operate and manage the Camp Meeker Water System. This agreement expired on December 31, 2014 and the proposed Amendment No. 1 will extend the 2006 agreement for a period of five (5) years commencing July 1, 2015 at initial cost of \$4,974.00 per month with an increase in the monthly charge determined by the California Public Utilities Consumer Price Index.

PROPOSED ACTION: The Board may/may not authorize the Board President and Board Secretary to sign Amendment No. 1 to the Water System Operation and Management Agreement with Russian River Utility Company.

E. CUSTOMER WATER USAGE AND WATER WASTE PORTAL (Gary Helfrich/Staff)

DESCRIPTION: The State Water Board has established a water-waste reporting portal that is designed to allow the public to submit water waste reports. The portal also includes a “back-end” system that allows water suppliers to access the water waste reports for the reports submitted in their water system. The Board will discuss revised customer water usage reports for the CMRP water system and the scope of the waste reporting portal. Water supplies are expected to review reports of water waste and follow-up as needed. The State Water Board will be comparing data compiled from the waste reporting system with the information on enforcement currently provided by Urban Water Suppliers monthly conservation reports to evaluate use of the portal system and the extent of the water supplier’s follow-up with consumers.

PROPOSED ACTION: The Board may/may not take further action regarding usage data and the water portal system.

F. RETURNED ITEM CHARGES—WATER AND RECREATION AND PARK FUNDS (Staff, 10 minutes)

DESCRIPTION: The District had two returned checks this past month. One was from a water customer and another from an Anderson Hall rental customer. Bank of the West charged the District \$15.00 and US Bank charged \$8.00. In both instances, staff time was accrued to determine customer name and contact info etc. Russian River Utility advises that the District established \$10.00 many years ago as the amount charged customers for returned items and there is, as yet, no amount was established for Rec & Park as those transactions previously ran through the County.

PROPOSED ACTION: The Board may/may not establish a returned item charge for water customers and for Rec and Park customers.

G. DIRECT CHARGES 2015-2016 PUBLIC HEARING DATE (Staff, 5 minutes)

DESCRIPTION: The District is awaiting receipt of the tax roll information from the Sonoma County Assessor’s office to process 2015-2016 Direct Charge billings via the tax rolls. The final approved Direct Charge List is due on August 11 and a public hearing with requirements of notice established by Health and Safety Code Section 5473.1 must be held prior to submittal of the list to the County. The public hearing date selection is also impacted by Government Code Section 6066 that directs two notices of the hearing within two weeks five days apart and the Press Democrat’s print schedule requirements.

PROPOSED ACTION: The Board will select a public hearing date for review of the 2015-2016 Direct Charge List.

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](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 23, 2015, 7:00 pm  
DISTRICT OFFICE (Next to the Fire Station)  
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

The meeting was called to order by Gary Helfrich, Vice-President, at 7:09 p.m.

II. ROLL CALL

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

III. APPROVAL OF AGENDA

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

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

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

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 19, 2015

As there were no corrections to the minutes of May 19, 2015, a motion was made by Cathie Anderson, and seconded by Valery Larson to approve the minutes of May 19, 2015 as submitted.

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

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

2. May 26, 2019

As there were no corrections to the minutes of May 19, 2015, a motion was made by Cathie Anderson, and seconded by Valery Larson to approve the minutes of May 19, 2015 as submitted.

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

The motion was approved. Ayes: 3 Noes: 0 Abstain: 1 Absent: 1

B. Payment of Claims

After discussion, a motion was made by Anthony Tominia, seconded by Cathie Anderson to approve the following warrant requests; and, checks 1206-1222 (Operating-WFB), 546 & 547 (Bank of West) and 1013 (US Bank-Rental Fees) in payment of warrant request amounts.

WFB Operating Checks 1204 and 1205 are void due to printer error:

G2014/2015-013 (R&P June 2015) \$ 4,979.17

W2014/2015-013 (Water June 2015) \$11,614.54

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

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

C. Journal Entry Approval

There were no journal entries beyond the recurring items of bank interest and water transfer.

D. Administrative and Financial Report

Ms. Doran-Girard reported that fiscal year-end is approaching and requested that the Board submit any reimbursement requests prior to July 15. Additionally, she advise regarding various issues including direct charge processing, worker compensation premiums, and an advisement from County Fire that Anderson Hall is scheduled for inspection. Various items of correspondence were discussed.

VII. REPORT OF THE WATER SYSTEM OPERATOR

- A. The Board discussed past due accounts as well as the “exceptional usage report” provided by Russian River Utility. The Board requested that the reports be revised to reflect an annualized usage basis.

VIII. ACTION ITEMS

A. UPDATE: RESOLUTION 2015-001: CAMP MEEKER VOLUNTEER FIRE DEPARTMENT LEASE AGREEMENT

DESCRIPTION: The District entered into a long term LAND LEASE AGREEMENT with the Camp Meeker Volunteer Fire Department (CMVFD), dated October 1, 2009. That instrument [and in particular, subparagraph 3.2] did not address apportionment of commonly used utilities. The District has taken steps to separate services (e.g. separate meters) as the most efficient way to apportion use. A proposed Amendment to the LEASE was given to the CMVFD in September of 2014, but the Fire Department has not acted upon or returned it. Therefore, on advice of counsel, that utilities must be apportioned under the LEASE; that, a Recreation & Park District is not authorized by law to provide financial support to a Fire Department; and that the CMVFD has been given adequate notice of the new billing and metering procedures that are necessary to achieve the purposes of the LEASE, counsel now recommends the matter be closed and that CMVFD be so informed.

Several members of the CMVFD including Chief Tim Williams were in attendance. The electrical service connection for the District office was discussed in depth including installation of the District office service/pole issues. The Fire Department representatives stated that CMVFD would absorb the electrical cost for the District office. In discussion, Director Anderson stated she felt that a meter should be installed in the District office to monitor District usage. Additionally, the Fire Department representatives would like to re-negotiate the lease removing section inconsistent with State law.

ACTION: A motion was made by Gary Helfrich, and seconded by Cathie Anderson to re-negotiate the CMVFD lease including the removal of sections inconsistent with State law. Further, staff is authorized to contact Lunardi Electric to obtain an estimate of the cost to install a meter for the District office.

Directors Anderson, Helfrich, Larson, and Tominia voted yes. Director Watson was absent.  
The motion was approved. Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

B. MAINTENANCE OF THE CAMP MEEKER SIGN

DESCRIPTION: The Board discussed ways of maintaining the Camp Meeker sign and possible solutions to accomplishing the tasks required to maintain the sign. The Fire Department is unable to assist in this regard due to liability issues.

ACTION: The Board took no action regarding this issue.

C. RESOLUTION 2015-007: RECREATION AND PARK FUND DUE TO WATER FUND  
AUDITED FINANCIAL REPORT 6/30/2014

DESCRIPTION: On March 18, 2014 the Board, by motion, decided to separate its financial activities from the County of Sonoma in an effort to reduce a projected overwhelming increase in costs for County Services. There were costs inherent in the process for various services including legal, consulting, software, etc. These costs were paid from the water fund and resulted at year-end in \$23,887 due to the water fund from the Recreation and Park fund for the Recreation and Park share of the costs of implementation. It is necessary that the Board chooses a repayment process for this amount prior to June 30, 2015; therefore, the Board will discuss possible options such as payment over time, allowing amount to go forward into the 2015-2016 fiscal year or payment in full.

ACTION: A motion was made by Cathie Anderson, and seconded by Anthony Tominia to approve Resolution 2015-007 item allowing the \$23,887.00 balance owed the water fund from the Recreation and Park Fund to go forward for review in June 2016.

Directors Anderson, Helfrich, Larson, and Tominia voted yes. Director Watson was absent.  
The motion was approved. Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

D. BEACH AND PARK MAINTENANCE HIRE

DESCRIPTION: The Board discussed maintaining the beach and areas surrounding Anderson Hall and the hiring of an individual/service to complete maintenance tasks on an ongoing basis. The Board will review the impact of hiring an individual and related requirements rather than hiring an outside service.

ACTION: The Board tabled any action regarding maintenance until the July meeting.

E. RESOLUTION 2015-008 REVIEW OF INSURANCE COVERAGE LIMITATIONS FOR THE  
FISCAL YEAR 2015-2016; AND, APPROVAL OF COVERAGE LIMITATIONS AND CARRIER  
PAYMENT

DESCRIPTION: The Board reviewed the insurance coverage limitations provided by SDRMA for the fiscal year 2015-2016. Past years coverage limitations were set at 5 million dollars to provide the District with coverage appropriate to its assets/activities. Premium for the fiscal year is \$5,178.72.

ACTION: A motion was made by Anthony Tominia to approve Resolution 2015-008 setting coverage limitations of 5 million dollars and approving carrier payment of \$5,178.72.

Directors Anderson, Helfrich, Larson, and Tominia voted yes. Director Watson was absent. The motion was approved. Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

F. RESOLUTION 2015-009: ESTABLISH WELLS FARGO CHECKING ACCOUNT FOR PAYPAL FEES AND ANDERSON HALL DEPOSITS

DESCRIPTION: The District currently holds a small checking account with US Bank that was established to receive direct deposits and rental fees from PayPal for Anderson Hall. This account was established prior to the District's implementation of its own accounting function and associated checking and investment accounts with Wells Fargo. Establishment of this account will consolidate all the District's accounts with Wells Fargo and facilitate the deposit process and client refunds.

ACTION: A motion was made by Cathie Anderson, and seconded by Valery Larson to approve Resolution 2015-009 to establishing a checking account with Wells Fargo Bank for Anderson Hall deposits and PayPal transactions and closing the US Bank account.

Directors Anderson, Helfrich, Larson, and Tominia voted yes. Director Watson was absent. The motion was approved. Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

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.

Director Tominia requested experienced Board members input with respect to closed session requirements and parameters in light of his experience with the community rumor mill relative to the St. Dorothy's tolling agreement.

X. ADJOURNMENT



As there was no further business to be brought before the Board at this time, a motion was made by Cathie Anderson and seconded by Valery Larson to adjourn the June 2015 meeting of the Board of Directors of the Camp Meeker Recreation and Park District.

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

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

The meeting adjourned at 8:59 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

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**CHERYL DORAN GIRARD**  
**CLIENT MEMORANDUM**

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**TO:** CAMP MEEKER RECREATION & PARK DISTRICT BOARD MEMBERS  
**FROM:** CHERYL DORAN GIRARD  
**SUBJECT:** JULY 21, 2015 WARRANTS AND FINANCIAL INFORMATION  
**DATE:** JULY 21, 2015

Financial Statements and Warrant Detail are in the board packet following this memorandum.  
Financial data is based on the District's revenues & expenses received to date.

G2015/2016-001	Rec & Park (July 2015)	3,308.57
W2015/2016-001	Water (July 2015)	11,533.64

Cash balances are updated from all June 30 bank statements from Wells Fargo, Bank of the West and US Bank, plus funds received to date. Bank accounts and PayPal are not yet reconciled and approved by the District's Fiscal Officer for June.

Financial statements contain data available through July 16, 2015 and reflect receipt of all moneys received. The detail of the warrant requests directly is following this memo so you will be able to review individual items for each warrant request. Cash on-hand, check registers, water funds allocation, and the financial statements are placed behind the individual warrant details.

Deposits will be made to the Wells Fargo checking account and the Wells Fargo Investment account for amounts allocated for capital replacement and USDA debt fund repayment following the July 21 meeting. All funds on deposit with PayPal as of this writing have been directed to the US Bank account.

The process of year-end processing, various aspects of audit information reports, and GASB report setup from the accounting software will be addressed under the "Silver Client Care" plan with Soft Trac after the Silver Client Care renewal. I have had two meetings with Larry Johnson and anticipate several more between now and formal audit conclusion in October. There are trial balance entries that must be developed and posted.

In the event that you need to contact me, you can reach me at voicemail/office 707-545-2108, email at [admin@campmeeker.org](mailto:admin@campmeeker.org) or as a last resort via cell phone 707-696-2876.



**Camp Meeker Recreation & Park District**

Warrant #

**G2015/2016-001**

<b>Vendor</b>	<b>G/L Acct</b>	<b>Amount</b>	<b>Explanation</b>
Anderson, Cathie	5010	30.00	Dir Stipend-July 2015
Valery Larson	5010	30.00	Dir Stipend-July 2015
Wavemaker	5501	100.00	CCR/Spam/Booking
Doran-Girard, Cheryl	5520	529.75	Consulting-June/July
Doran-Girard, Cheryl	5555	367.54	Consulting-June/July
Doran-Girard, Cheryl	5556	808.59	Consulting-June/July
Doran-Girard, Cheryl	5550	224.61	Consulting-June/July
Doran-Girard, Cheryl	5410	10.31	Supplies
Doran-Girard, Cheryl	5420	67.50	Consulting-June/July
PGE	5594	90.49	Electric Service
Perry Johnson	5550	60.00	Legal-St. Dorothy's
Sonoma Cty-LAFCO	5540	134.00	15-16 Operations
US Bank	5101	185.32	Communications
US Bank	5416	149.00	Lease-Software
US Bank	5402	5.82	Anderson Hall
Camp Meeker Water System	5592	81.24	Water Services
McPhail Fuel	5591	244.40	Propane Anderson Hall
Lopez, Jessica	5185	160.00	Janitorial Service
Lynn Watson	5010	30.00	Dir Stipend-July 2015
Total		3,308.57	

DIRECTOR APPROVAL:

DATE:

7/21/15

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**Camp Meeker Recreation & Park District**

Warrant #

**W2015/2016-C**

<b>Vendor</b>	<b>G/L Acct</b>	<b>Amount</b>	<b>Explanation</b>
Doran-Girard, Cheryl	5520	793.38	Consulting-June/July
Doran-Girard, Cheryl	5550	183.77	Consulting-June/July
Doran-Girard, Cheryl	5556	808.58	Consulting-June/July
Doran-Girard, Cheryl	5555	367.53	Consulting-June/July
Doran-Girard, Cheryl	5410	10.31	Supplies
Doran-Girard, Cheryl	5420	67.50	Consulting-June/July
Russian River Utility	5515	8,145.39	Contract Services
Russian River Utility	5594	300.21	Electric Service
US Bank	5101	19.97	Communications
US Bank	5416	149.00	Lease-Software
Perry Johnson	5550	45.00	Legal RRU Amend
Sonoma Cty-LAFCO	5540	618.00	15-16 Operations
Wavemaker	5501	25.00	CCRs Page/Link
Total		11,533.64	

DIRECTOR APPROVAL:

DATE:

7/21/15

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[illegible]

**Camp Meeker Recreation & Parks District**

Check/Voucher Register - Current

1010 - Cash In Wells Fargo Bank-Operating

From 6/24/2015 Through 7/21/2015

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1224	System Generated Check/Vo...	Cheryl Doran-Girard	7/21/2015	4,239.37
1225	System Generated Check/Vo...	Camp Meeker Wa...	7/21/2015	81.24
1226	System Generated Check/Vo...	Jessica Lopez	7/21/2015	160.00
1227	System Generated Check/Vo...	McPhail Fuel Com...	7/21/2015	244.40
1228	System Generated Check/Vo...	P G & E	7/21/2015	90.49
1229	System Generated Check/Vo...	Perry Johnson An...	7/21/2015	105.00
1230	System Generated Check/Vo...	Russian River Utility	7/21/2015	8,445.60
1231	System Generated Check/Vo...	Sonoma Co Audit...	7/21/2015	752.00
1232	System Generated Check/Vo...	US Bank	7/21/2015	509.11
1233	System Generated Check/Vo...	Wavemaker Medi...	7/21/2015	125.00
1234	Director Stipend July 2015	Cathie Anderson	7/21/2015	30.00
1235	July 2015 Director Stipend		7/21/2015	30.00
1236	July 2015 Director Stipend		7/21/2015	30.00
Total 1010 - Cash In Wells Fargo Bank-Operating				14,842.21

**Camp Meeker Recreation & Parks District**

Check/Voucher Register - Current  
1030 - Cash in Bank of the West-Water  
From 6/24/2015 Through 7/21/2015

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
548	Water Receipts Transfer for ...	Camp Meeker Rec...	7/21/2015	12,050.00
549	Water Receipts Transfer US...	Camp Meeker Rec...	7/21/2015	<u>6,700.00</u>
		Total 1030 - Cash in Bank of the West-Water		18,750.00
				<u>                    </u>
Report Total				<u><u>33,592.21</u></u>



**Camp Meeker Recreation & Parks District**

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

10 - Recreation & Park - Operating

From 7/1/2014 Through 6/30/2015

(In Whole Numbers)

		YTD Budget - Preliminary	Current Year Actual	Total Budget Variance - 2014
Revenue				
4001	Property Taxes-CY Secured	48,000	48,932	48,932
4020	Property Taxes-CY Supplemental	0	377	377
4040	Property Taxes-CY Unsecured	0	1,663	1,663
4041	Cost Reimbursement-Collect Delinquent CY Unsec	(1,000)	(34)	(34)
4101	Interest Pooled Cash -Sonoma County	0	6	6
4110	Interest Earned-Wells Fargo Bank	250	0	0
4210	Rental Fees-Anderson Hall	5,750	7,180	7,180
4215	Rental Fees-Other	1,727	1,727	1,727
4220	State-Home Owner Property Tax Relief	500	215	215
4230	Other Sales	0	3	3
4250	Donations	500	500	500
4290	Miscellaneous Revenues	0	54	54
4295	Grant Revenue	0	1,000	1,000
4625	Transfers-Within Fund In	17,000	0	0
	Total Revenue	72,727	61,622	61,622
Expenses				
5010	Director Stipend	720	870	(870)
5017	Worker Compensation Insurance	1,400	1,823	(1,823)
5101	Communications-Telephone	1,940	2,305	(2,305)
5105	Communications-ISP Website	250	129	(129)
5110	Communications-Website Other	0	55	(55)
5184	Janitorial Supplies	400	313	(313)
5185	Janitorial Services	1,700	735	(735)
5210	Insurance-Property & Liability	1,656	2,589	(2,589)
5301	Maintenance-Beach and Parks	750	165	(165)
5302	Maintenance-Bldgs & Improvements	500	95	(95)
5304	Maintenance-Equipment	0	49	(49)
5401	Memberships	125	70	(70)
5402	Marketing	0	1,542	(1,542)
5405	Miscellaneous	0	768	(768)
5410	Office Supplies	750	692	(692)
5415	Office Operations	500	215	(215)
5416	Lease-Accounting Software	1,935	1,341	(1,341)
5420	Training-Administrative	750	443	(443)
5425	Postage	400	295	(295)
5426	Printing Services	500	1,066	(1,066)
5427	Supplies	350	211	(211)
5428	Food	0	246	(246)
5501	Professional Fees-Web	750	1,420	(1,420)
5520	Administrative Services	19,800	11,712	(11,712)
5521	Training Costs-Other	0	191	(191)
5530	Community Events	1,000	0	0
5535	Event Promotion/Advertising	0	306	(306)
5540	LAFCO Charges	150	134	(134)
5550	Legal Services	13,000	10,162	(10,162)
5555	Professional Services-Auditor	10,086	7,301	(7,301)
5556	Professional Services-Accounting	4,000	9,325	(9,325)
5560	Professional Fees-Other	0	4,859	(4,859)

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
10 - Recreation & Park - Operating  
From 7/1/2014 Through 6/30/2015  
(In Whole Numbers)

		YTD Budget - Preliminary	Current Year Actual	Total Budget Variance - 2014
5570	Service Fee-PayPal	150	123	(123)
5575	Bank Service Fees	0	31	(31)
5576	Property Tax Administration Fee	0	704	(704)
5590	Gas and Oil	1,750	891	(891)
5591	Equipment Rentals	0	647	(647)
5592	Water and Sewer	1,200	1,089	(1,089)
5594	Utilities	1,000	1,061	(1,061)
8516	Maintenance & Repair	5,000	0	0
9001	Contingency	215	0	0
	Total Expenses	<u>72,727</u>	<u>65,973</u>	<u>(65,973)</u>

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
15 - Recreation & Park-Development  
From 7/1/2014 Through 6/30/2015  
(In Whole Numbers)

		YTD Budget - Preliminary	Current Year Actual	Total Budget Variance - 2014
	Expenses			
8625	Tfr Within Fnd-Out	17,500	0	0
	Total Expenses	17,500	0	0

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
40 - Recreation & Parks - Water Operations  
From 7/1/2014 Through 6/30/2015  
(In Whole Numbers)

		YTD Budget - Preliminary	Current Year Actual	Total Budget Variance - 2014
Revenue				
4010	Direct Charges-Current Year	122,000	71,006	71,006
4015	Direct Charges-CY Secured-July	0	48,159	48,159
4061	Direct Charges -Prior Year	0	1,223	1,223
4101	Interest Pooled Cash -Sonoma County	300	8	8
4110	Interest Earned-Wells Fargo Bank	0	234	234
4310	Sales of Water-Residential	220,000	214,689	214,689
4625	Transfers-Within Fund In	30,000	0	0
	Total Revenue	372,300	335,319	335,319
Expenses				
5101	Communications-Telephone	990	36	(36)
5105	Communications-ISP Website	250	63	(63)
5110	Communications-Website Other	0	55	(55)
5185	Janitorial Services	0	25	(25)
5210	Insurance-Property & Liability	3,862	2,589	(2,589)
5401	Memberships	125	70	(70)
5402	Marketing	0	19	(19)
5405	Miscellaneous	0	54	(54)
5410	Office Supplies	500	789	(789)
5415	Office Operations	500	166	(166)
5416	Lease-Accounting Software	1,935	1,341	(1,341)
5420	Training-Administrative	750	443	(443)
5425	Postage	150	43	(43)
5426	Printing Services	500	733	(733)
5428	Food	0	29	(29)
5501	Professional Fees-Web	750	255	(255)
5515	Contract Services-Water Operations	95,000	87,526	(87,526)
5520	Administrative Services	15,000	12,121	(12,121)
5521	Training Costs-Other	0	191	(191)
5540	LAFCO Charges	545	618	(618)
5550	Legal Services	14,250	7,683	(7,683)
5555	Professional Services-Auditor	11,004	7,301	(7,301)
5556	Professional Services-Accounting	8,000	8,315	(8,315)
5560	Professional Fees-Other	0	1,228	(1,228)
5565	Fiscal Agent Fees	300	0	0
5575	Bank Service Fees	0	13	(13)
5576	Property Tax Administration Fee	0	1,071	(1,071)
5585	Public/Legal Notices	500	315	(315)
5587	Water System Fees-State	2,500	2,369	(2,369)
5592	Water and Sewer	0	45	(45)
5594	Utilities	3,000	3,014	(3,014)
5595	Waste Removal	0	277	(277)
8511	Maintenance & Repair	0	3,518	(3,518)
8516	Maintenance & Repair	0	1,532	(1,532)
8565	Equipment 2	5,000	0	0
8625	Tfr Within Fnd-Out	205,690	0	0
9001	Contingency	1,199	0	0
	Total Expenses	372,300	143,847	(143,847)

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
50 - Recreation & Parks - Water Capital  
From 7/1/2014 Through 6/30/2015  
(In Whole Numbers)

		<u>YTD Budget - Preliminary</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - 2014</u>
	Revenue			
4110	Interest Earned-Wells Fargo Bank	250	1,614	1,614
4625	Transfers-Within Fund In	<u>15,000</u>	<u>0</u>	<u>0</u>
	Total Revenue	<u>15,250</u>	<u>1,614</u>	<u>1,614</u>
	Expenses			
8516	Maintenance & Repair	5,000	0	0
8625	Tfr Within Fnd-Out	<u>30,000</u>	<u>0</u>	<u>0</u>
	Total Expenses	<u>35,000</u>	<u>0</u>	<u>0</u>

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
60 - Recreation & Parks-DWR E58237  
From 7/1/2014 Through 6/30/2015  
(In Whole Numbers)

		<u>YTD Budget - Preliminary</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - 2014</u>
	Revenue			
4101	Interest Pooled Cash -Sonoma County	250	105	105
4625	Transfers-Within Fund In	<u>97,077</u>	<u>0</u>	<u>0</u>
	Total Revenue	<u>97,327</u>	<u>105</u>	<u>105</u>
	Expenses			
7910	Long Term Debt-Principal	76,888	78,053	(78,053)
7911	Long Term Debt-Interest	<u>20,189</u>	<u>19,025</u>	<u>(19,025)</u>
	Total Expenses	<u>97,077</u>	<u>97,077</u>	<u>(97,077)</u>

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
61 - Recreation & Park - Reserve DWR E58237  
From 7/1/2014 Through 6/30/2015  
(In Whole Numbers)

		<u>YTD Budget - Preliminary</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - 2014</u>
	Revenue			
4101	Interest Pooled Cash -Sonoma County	250	286	286
	Total Revenue	<u>250</u>	<u>286</u>	<u>286</u>

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
70 - Recreation & Park - USDA Debt Fund  
From 7/1/2014 Through 6/30/2015  
(In Whole Numbers)

		<u>YTD Budget - Preliminary</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - 2014</u>
	Revenue			
4290	Miscellaneous Revenues	<u>93,613</u>	<u>0</u>	<u>0</u>
	Total Revenue	<u>93,613</u>	<u>0</u>	<u>0</u>
	Expenses			
7910	Long Term Debt-Principal	29,500	29,500	(29,500)
7911	Long Term Debt-Interest	<u>64,113</u>	<u>64,097</u>	<u>(64,097)</u>
	Total Expenses	<u>93,613</u>	<u>93,597</u>	<u>(93,597)</u>



	CAMP MEEKER RECREATION AND PARK DISTRICT						
		PAST DUE REPORT					
					Jul-15		
ACCT #	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT		TOTAL
4	94.41	101.20			210.90	6/5/15	195.61
8	62.00	70.09	12.28		70.00	6/23/15	144.37
15	65.39	54.15			124.27	6/16/15	119.54
19	51.99	56.98	43.53		160.00	4/10/15	152.50
28	46.07	30.59			50.00	6/16/15	76.66
31	42.37	44.10			82.00	6/9/15	86.47
34	46.33	41.72			44.32	5/22/15	88.05
44	40.50	0.15			40.00	6/30/15	40.65
48	48.85	26.25			123.05	5/22/15	75.10
50	63.13	44.26	0.64		91.00	5/22/15	108.03
52	41.29	2.68			82.94	5/20/15	43.97
53	48.24	43.90			44.28	5/20/15	92.14
55	48.17	85.33			44.46	5/20/15	133.50
61	40.92	1.10			40.00	6/9/15	42.02
62	40.22	0.81			40.00	6/23/15	41.03
68	52.96	74.41			152.00	6/26/15	127.37
72	44.04	33.53			86.00	4/7/15	77.57
88	44.94	42.32			42.26	5/20/15	87.26
89	49.63	47.40			46.20	6/2/15	97.03
92	49.66	47.85	48.54	0.06	44.00	5/12/15	146.11
94	48.87	46.52			100.00	6/5/15	95.39
96	46.14	42.26	38.90		40.00	4/24/15	127.30
97	45.41	42.28			86.13	5/26/15	87.69
103	55.74	66.76			105.63	6/16/15	122.50
107	69.94	66.46	61.51		195.89	2/23/15	197.91
109	51.64	57.12			49.38	6/5/15	108.76
110	48.81	3.34			99.05	6/9/15	52.15
127	41.96	7.63			89.78	9/19/14	49.59
129	45.71	43.08			45.02	6/23/15	88.79
132	48.86	45.94			45.86	6/2/15	94.80
133	43.73	42.52			135.10	5/18/15	86.25
134	45.77	42.22			100.00	5/12/15	87.99
140	51.44	43.94			187.00	5/29/15	95.38
146	45.11	43.01	34.29		52.00	5/27/15	122.41
150	46.05	48.13			44.68	6/5/15	94.18
155	72.28	55.60			112.89	6/9/15	127.88
161	44.79	41.77			60.00	6/9/15	86.56
165	48.61	45.73	41.76		44.90	4/21/15	136.10
172	51.58	41.23			70.00	6/30/15	92.81
178	151.51	45.20			94.55	6/5/15	196.71
179	42.92	42.42			90.00	6/9/15	85.34
182	54.00	51.45	40.99		100.00	5/1/15	146.44
185	46.16	37.95			100.00	6/2/15	84.11
186	44.01	46.14			41.90	6/18/15	90.15
194	48.29	32.14			50.00	5/20/15	80.43
196	47.95	48.69			47.41	6/9/15	96.64
198	46.74	47.64			81.23	6/9/15	94.38
203	58.42	63.36			84.00	6/9/15	121.78
208	45.20	43.98			76.53	6/2/15	89.18
209	45.36	44.04			43.06	5/22/15	89.40
212	47.60	2.70			49.98	5/27/15	50.30
213	50.71	47.86			47.30	5/20/15	98.57
220	85.56	84.53			110.51	6/16/15	170.09
224	45.27	42.79	35.02		100.00	3/17/15	123.08
226	45.28	48.43			46.15	6/5/15	93.71
227	43.45	45.80			91.13	6/16/15	89.25
237	70.15	75.92			65.45	6/16/15	146.07
245	43.69	41.80			41.66	5/22/15	85.49
246	46.97	44.50			78.00	6/5/15	91.47

[illegible]

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

**July 8, 2015**

**RE: CAMP MEEKER PAST DUE ACCOUNTS**

- **Accounts 4, 15, 28, 31, 34, 48, 50, 53, 55, 68, 72, 88, 89, 94, 97, 103, 109, 129, 132, 133, 134, 140, 150, 155, 161, 172, 178, 179, 185, 186, 194, 1496, 198, 203, 208, 209, 213, 220, 226, 227, 237, 245, 246, 264, 265, 273, 287, 293, 307, 315, 322, 323, 325, 330, 342 and 358:** Past due notices will be sent on July 23 and lock off will be scheduled for August 4, 2105.
- **Accounts 8, 19, 92, 96, 107, 146, 165, 182, 224, 252, 262, 295 and 355:** Accounts will be locked off on July 20.
- **Account 127:** This service was locked off on July 8, 2015 in order to prevent unauthorized use, as well as to gain attention from anyone who will be cleaning or planning to occupy the property. The owner passed away in June.

CAMP MEEKER RECREATION AND PARK DISTRICT										
WATER SALES 2015										
METER	ACCT NO.	MONTH	TOTAL AMOUNT PUMPED GALLONS	AMOUNT PUMPED TO OCSD	NET AMOUNT PUMPED	AMT SOLD	% PUMPED TO CMR&PD	% LOSS	NOTES	
Alliance Maste	363	JAN	1,234,800	471,100	763,700	744,420	61.85	2.52		
Union Park	369									
Alliance Maste	363	FEB	1,278,000	466,500	811,500	662,220	63.50	18.39		
Union Park	369									
Alliance Maste	363	MARCH	1,254,000	505,300	748,700	691,670	59.70	7.61		
Union Park	369									
Alliance Maste	363	APRIL	1,519,300	491,700	1,027,600	859,620	67.63	16.34		
Union Park	369									
Alliance Maste	363	MAY	1,524,600	534,400	990,200	833,170	64.95	15.85		
Union Park	369									
Alliance Maste	363	JUNE	1,463,400	553,300	910,100	907,030	62.19	0.33		
Union Park	369									
Alliance Maste	363	JULY								
Union Park	369									
Alliance Maste	363	AUG								
Union Park	369									
Alliance Maste	363	SEPT								
Union Park	369									
Alliance Maste	363	OCT								
Union Park	369									
Alliance Maste	363	NOV								
Union Park	369									
Alliance Maste	363	DEC								
Union Park	369									
TOTAL 2015										
Total 2014			19,271,400	7141400	12,130,000	10,964,120	65.38	9.38		
Total 2013			20,172,800	7044100	13,128,700	11,884,410	65.08	9.48		
Total 2012			20,424,200	6,667,800	13,756,400	12,470,220	67.35	9.35		
Total 2011			19,307,170	5,925,900	13,381,200	11,916,240	69.77	10.95	OCSD Loss 8.29%	
Total 2010			20,013,990	6,461,400	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%	



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 Unlimited e-mail, telephone, remote, web support  
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 Annual Systems Review

**Soft Trac, LLC**

63 New Gloucester Rd  
North Yarmouth, ME 04097  
Phone: 207-221-0340  
Fax: 207-221-6358  
www.softtrac.com



## ClientCare Renewal INVOICE

**TO:**

Camp Meeker Recreation & Park District  
PO Box 461  
Camp Meeker, CA 95419  
Customer ID: 7-CMRP-157

Soft Trac, LLC  
63 New Gloucester Road  
North Yarmouth, ME 04097  
www.softtrac.com • 207-221-0340



PLAN PERIOD	INVOICE DATE	DUE DATE	INVOICE #
AUG 16 2015 - AUG 15 2016	May 22, 2015	August 1, 2015	CCP-2015-05

DESCRIPTION	CHECK ONE	AMOUNT
Soft Trac's Annual ClientCare Support as described on Document CCP2015 included with this invoice. Select the plan most suited to your needs below and return a copy of this invoice along with your check to Soft Trac at the address noted above.		
Bronze Client Care (limited to 5 hours annually)	<input type="checkbox"/>	\$ 975.00
Silver ClientCare (unlimited hours)	<input type="checkbox"/>	\$2,395.00
Gold ClientCare (unlimited hours and unlimited Soft Trac's online classes)	<input type="checkbox"/>	\$4,395.00
<b>Note:</b> Support Plan will cover all software products/modules purchased from Soft Trac, LLC including: Abila Fund Accounting; Abila Fundraising and Microix applications.		

For more information about our ClientCare please visit: <http://bit.ly/1HIVkdp>

Make all checks payable to **SOFT TRAC, LLC**  
**THANK YOU FOR YOUR BUSINESS!**



RESOLUTION NO. 2015-01D

**A RESOLUTION OF THE GOVERNING BODY OF THE  
Camp Meeker Recreation and Park District  
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT  
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

**WHEREAS**, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

**WHEREAS**, SDRMA's Board of Directors approved Policy No. 2015-01 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

**WHEREAS**, Policy No. 2015-01 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the Camp Meeker Recreation and Park District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate	Robert Swan		
District/Agency	Groveland Community Services District		
Work Address	P.O. Box 350, Groveland, CA 95321		
Work Phone	209-962-7161	Home Phone	209-962-6535

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

SDRMA's services are particularly important to the successful operation of smaller special districts, such as the one I serve. I would like to contribute what I can to ensuring that SDRMA continues to provide its vital services to its member agencies, prudently and cost-effectively.

Board oversight can be time-consuming. Due to my personal circumstances (retired, single, two hours from Sacramento), I will be able to participate regularly in Board activities.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I have been a member of the governing Board of the Groveland Community Services District (water, sewer, fire and parks district) since June 2013. I've served as Board President since January 2014.

Since February of 2010, member of the Board of Pine Cone Performers, a community choral and drama organization.

During 1995 to 2001, I was a delegate to the Institute of Electrical and Electronics Engineers (IEEE) committees working on standards development in the area of wireless communications.



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate Ed Gray

District/Agency Chino Valley Independent Fire District

Work Address 14011 City Center Drive, Chino Hills, CA 91709

Work Phone 909 902-5260

Home Phone 909 9627-4821

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

When appointed to the Board of Directors of SDRMA in November of 2010, and my election to the Board 2012, I made a commitment to be an effective member of the SDRMA team and to work hard to ensure the continued success of the organization. As a Board member, I believe I have shown that I seek to understand issues and use common sense when making decisions. I wish to continue my service to SDRMA, as I can be a positive member of the SDRMA team and an asset to the members, Board and staff.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I currently serve on the Board of Directors of the SDRMA and serve as Secretary. I have been an elected Director of the Chino Valley Independent Fire District since 2004. During my tenure, I have served multiple terms as President and Vice-President, and as a member of our Finance, Planning, and Personnel Committees. I have served as Liaison to the City Councils of Chino and Chino Hills and to the San Bernardino County Board of Supervisors. I am also the District's representative and current Chairman of the Citizens Advisory Committee for the California Institution for Men in Chino. I am a member of the Chino Valley Lions Club. I also serve on the Governing Board of the Green Valley Lake Mutual Water Company.



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted.** No statements are endorsed by SDRMA.

Nominee/Candidate R MICHAEL WRIGHT  
District/Agency LOS OSOS COMMUNITY SERVICES DISTRICT  
Work Address 2122 9TH STREET, LOS OSOS CA 93402  
Work Phone 805-528-9370 Home Phone 805-234-4513

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

WITH 38 YEARS EXPERIENCE IN THE INSURANCE FIELD, I BELIEVE I HOLD THE SKILL SET THAT WILL BENEFIT THE OPERATIONS OF THE SDRMA. I HAVE OWNED AND OPERATED MY OWN INSURANCE AGENCY SUCCESSFULLY AND HAVE SOLD AND SERVICED ALL LINE OF INSURANCE INCLUDING COMMERCIAL AND WORK COMP.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I AM CURRENTLY THE PRESIDENT OF THE LOS OSOS CSD. I WAS VICE PRESIDENT THE YEAR BEFORE. BEFORE I WAS ON THE LOS OSOS BOARD, I WAS A MEMBER OF THE LOS OSOS CSD EMERGENCY SERVICES COMMITTEE FOR SIX YEARS.



**Special District Risk Management Authority  
Board of Directors  
Candidates' State of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA**

Nominee/Candidate: Sandy Seifert-Raffelson  
District/Agency: Herlong Public Utility District  
Work Address: 447-855 Plumas St, P O Box 515, Herlong CA 96113  
Work Phone: (530) 827-3150 Home Phone: (530) 254-0234

Why do you want to serve on the SDRMA Board of Directors?

I am a current Board member of SDRMA and feel that I have added my financial background to make better informed decisions for our members. As a Board member, I have learned a lot about insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in business and my 29 years' experience in accounting and auditing. I have audited small districts and know what they need and what they can afford.

I understand the challenges that small District face every day when it comes to managing liability insurance and worker's compensation for a few employees with limited revenues and staff. My education and experience gives me an appreciation of the importance of risk management services and programs, especially for smaller district's that lack expertise with insurance issues on a daily basis.

I feel I am an asset to this Board and would love a chance to stay on the Board for 4 more years.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I have worked as the District Clerk for the Herlong PUD for the last 7 years. Before that, I served as the Secretary to the Board of Herlong Utilities, Inc. and Office Administrator. I worked directly with the formation of our District which included working for 2 separate Board's of Directors and the transfer of assets from a public benefit corporation to a special district. As part of the team that worked to form the District I was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the District's initial Board of Directors as well as the transfer of multiple permits and closure procedures from multiple agencies for the seamless transition of our District operations. I closed out the Corporation books and established the books for the District transitioning to fund accounting. I have also administered the financial portion of a large capital improvement project with USDA as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I am currently working on HPUD's 2<sup>nd</sup> loan/grant for 4.8 million with USDA to improve the community's sewer system. I also am the primary administrator of a federal contract for utility services with the Federal Bureau of Prison.

While on the SDRMA Board, I have served on the nomination committee and SDLF Board. I have enjoyed learning and completing my duties on both boards and feel I have been an asset to both. I have served on CSDA's Audit and Financial Committee's for the last 2 years. In the last 20 years I have served on several Boards including school, church, 4-H, County and U.C. Davis.



## SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2015.

On May 6, 2015, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2015-01 Establishing Guidelines for Director Elections. The Election Committee confirmed that four (4) candidates met the qualification requirements and those names are included on the Official Election Resolution Ballot.

Enclosed is the Official Election Resolution Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Resolution Ballot. **Ballots containing more than three (3) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Resolution Ballot **MUST** be sealed and received **by mail or hand delivery at SDRMA's office on or before 5:00 p.m. on Tuesday, August 25, 2015 to the address below.** Faxes or electronic transmissions are NOT acceptable. A self-addressed, stamped envelope is enclosed.

Special District Risk Management Authority  
Election Committee  
1112 "I" Street, Suite 300  
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2016 and terminate on December 31, 2019.
6. Important balloting and election dates are:

**August 25, 2015 - Deadline for members to return the signed Official Election Resolution Ballot**

August 26, 2015 - Ballots are opened and counted

August 27, 2015 - Election results are announced and candidates notified

September 23, 2015 - Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Monterey at the CSDA Annual Conference

October 28-29, 2015 - Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)

January 2016 - Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790 if you have any questions regarding the election and balloting process.

**AMENDMENT NO. 1 TO THE FEBRUARY 21, 2006 SYSTEM OPERATION  
AND MANAGEMENT AGREEMENT  
CAMP MEEKER RECREATION AND PARK DISTRICT**

This Amendment No. 1 is made by and between the CAMP MEEKER RECREATION AND PARK DISTRICT, a duly constituted recreation and park district authorized to provide water service by Section 5782.27 of the Public Resources Code of the State of California (hereinafter "District," and the RUSSIAN RIVER UTILITY COMPANY, INC., a California corporation (hereinafter "Manager").

This Amendment No. 1 shall apply to Section 8 "Payment of Manager" and Section 10 "Duration of Agreement" of the "System Operation and Management Agreement" dated February 21, 2006 (hereinafter "Agreement"). All other terms of the Agreement remain unchanged.

**Section 8 is herein amended as follows:**

**Payment of Manager:** District will pay Manager FOUR THOUSAND NINE HUNDRED SEVENTY-FOUR (\$4,974.00) per month. Payment will be made within THIRTY (30) days of receipt and approval of Manager's invoice for services rendered. The monthly charge shall be increased based on the Bureau of Labor Statistics Consumer Price Index for All Urban Consumers "CPI-U" for San Francisco-Oakland-San Jose, CA. The monthly charge increase will become effective July 1 of 2016 and every July 1 of the succeeding years for the duration of this Amendment No. 1, as set forth in Section 10. The monthly charge will be increased by the percentage increase in CPI-U from May of the year prior to May of the current year.

Manager shall prepare two separate invoices for contract payments and special services. These costs shall be prorated based upon total water sold during the previous calendar year.

**Section 10 is herein amended as follows:**

**Duration of Agreement:** This Amendment No. 1 shall become effective July 1, 2015 and shall continue for a period of FIVE (5) years, until June 30, 2020. This amendment to the Agreement may be extended on a month-to-month basis if mutually agreed to by the District and the Manager.

**IN WITNESS WHEREOF**, the parties executed this Amendment No. 1 at Camp Meeker, California, this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

**CAMP MEEKER RECATION AND PARK DISTRICT (DISTRICT)**

By: \_\_\_\_\_  
Lynn Watson, President

By: \_\_\_\_\_  
Catherine Anderson, Secretary of the Board

**RUSSIAN RIVER UTILITY COMPANY, INC. (MANAGER)**

By: \_\_\_\_\_  
James Dunton, President

"Bean, Jessica@Waterboards" <Jessica.Bean@Waterboards.ca.gov>  
To: Bean, Jessica@Waterboards <Jessica.Bean@Waterboards.ca.gov>  
New Website for Reporting Water Waste

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July 10, 2015 3:43 PM

Dear Water Supplier,

The State will soon be launching a website that allows the public to easily report water waste from a phone, tablet or computer. Each report submitted will be compiled in an online database and water suppliers will be able to access complaints generated for their service area by logging into an administrative portal. Water suppliers will also receive a daily email that summarizes the reports received for its service area and provides a link to the online database containing the individual reports that were submitted. **We will send a follow-up email with instructions for how to register for access to the administrative site as well as the link to the public site.** We anticipate that the public site will be launched sometime during the week of July 13, 2015.

Please note that the system identifies the appropriate water supplier for each report by matching the inputted address (location where water waste is observed) with water supplier service area boundaries that have been provided by participating water suppliers via the [Drinking Water Systems Geographic Reporting Tool](#). There is not complete coverage for the entire state since service area boundaries were provided on a voluntary basis. The State Water Board will identify the appropriate supplier in instances where a report is filed for an area outside of a mapped boundary.

If you received this email you will also be the person receiving the daily email reports. If you wish, you can change the email contact at the following link:

<http://drinc.ca.gov/SWC>

Please use your Electronic Annual Report (EAR) sign in credentials to change the email and contact information for the person who will be receiving water waste reports.

Lastly, we know that many water suppliers have already developed applications and other water waste reporting tools unique to their local area. This tool is intended to supplement those efforts and assist suppliers that may not already have a way to easily capture information provided by the public on water waste.

Please contact me with any questions.

Thank you,

**Jessica Bean**  
Engineering Geologist  
Office of Research, Planning, and Performance  
State Water Resources Control Board  
1001 I Street