

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

Tuesday, December 16, 2014, 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. October 21, 2014

2. November 18, 2014

B. Payment of Claims

C. Journal Entry Approval

D. Administrative and Financial Report

VII. BOARD MEMBER APPOINTMENT (Cathie Anderson, 5 minutes)

A. DESCRIPTION: The Board will review sub-committee recommendations for appointment to the open director seat. This recommendation will be taken from applications previously received.

PROPOSED ACTION: The Board will appoint a director to fill the remaining vacancy arising from recent resignations and instruct staff to notify the Elections Officer accordingly.

B. OATH OF OFFICE (Lynn Watson, 5 minutes)

DESCRIPTION: President Watson will administer the oath of office to the newly appointed director.

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

A. Report on operations for the current month

IX. ACTION ITEMS

A. CAMP MEEKER VOLUNTEER FIRE DEPARTMENT: UPDATE LEASE SIGNING
(Cathie Anderson/Gary Helfrich 10 minutes)

DESCRIPTION: The Board will review progress of the lease signing with the CMVFD relative to the Fire Department site.

PROPOSED ACTION: The Board may/may not take further action with respect to the CMVFD lease.

B. UPDATE: ANDERSON HALL MARKETING (Cathie Anderson, 5 minutes)

DESCRIPTION: Director Anderson will present the final artwork for the Anderson Hall marketing materials including the brochure.

PROPOSED ACTION: The Board may/may not take further action with respect to this issue.

C. WEBSITE MAINTENANCE SERVICE CONTRACT (Staff, 5 minutes)

DESCRIPTION: Wavemaker currently handles website maintenance issues (including site back-ups, security reviews, etc.) are currently dealt with by means of the Board approved contract on a case-by-case basis at the District's instruction with any costs in excess of \$200/month approved by the Board. Wavemaker is proposing that the maintenance aspects of the District's website (per the attached letter and agreement) be a Wavemaker responsibility at a subscription cost of \$40/month (\$30/month if billed to the District's credit card). The services are detailed in the agreement attached.

PROPOSED ACTION: The Board may/may not approve a subscription agreement with Wavemaker for website backup, security and maintenance.

D. DISTRICT PROPERTY PARKING USAGE POLICY (Anthony Tominia, 10 minutes)

DESCRIPTION: In accordance with the Board's discussion at the November Board meeting, the Board will review a proposed policy with respect to parking on District property, emergency services usage and overnight parking.

PROPOSED ACTION: The Board may/may not proceed to initiate the process of addressing the problems by the adoption of a parking policy.

E. FINAL REPORT: SONOMA COUNTY FIRE & EMERGENCY SERVICES "CHIPPER"
PROGRAM (Anthony Tominia, 10 minutes)

DESCRIPTION: The District has participated in the "Chipper Program" and the Board will be provided with a final report.

PROPOSED ACTION: The Board may/may not take further action regarding this program.

F. GRANT PROPOSAL CAL FIRE PEST CONTROL (Anthony Tominia, 10 minutes)

DESCRIPTION: The Board will review a proposal for a grant from Cal-Fire for Pest Control to "clean up" Camp Meeker. The grant would be in partnership with CMVFD and St. Dorothy's Rest.

PROPOSED ACTION: The Board may/may not take further action with respect to this proposal.

- G. LINE OF COMMUNICATIONS ST. DOROTHY'S REST (Anthony Tominia, 10 minutes)
DESCRIPTION: Director Tominia would like to establish a line of communications with St. Dorothy's rest staff and Cathie Anderson to make sure that parking is not occupied by St. Dorothy's visitors/buses on days that Anderson Hall is rented.
PROPOSED ACTION: The Board may/may not take further action with respect to this proposal.
- H. UPDATE: GRANT/ARTS EVENTS (Valery Larson, 5 minutes)
DESCRIPTION: The District received a grant of \$1,000 from the Web and Rose Meier Family Fund/Greater Cincinnati Foundation for the purpose of supporting the arts in Camp Meeker.
PROPOSED ACTION: The Board may/may not take further action on this matter.

XII. 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.

XIII. 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, October 21, 2014, 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

The meeting was called to order by President Watson at 7:09 p.m.

II. ROLL CALL

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

III. APPROVAL OF AGENDA

After review, a motion was made by Cathie Anderson, and seconded by Anthony Tominia to approve the October 21, 2014 agenda as written.

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

The motion was approved. Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

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

Director Tominia requested that the minutes be corrected to reflect that Cathie Anderson was to arrange for disposal of the picnic table remains described in the Directors Reports portion of the September 23, 2014 meeting.

A motion was made by Anthony Tominia, and seconded by Cathie Anderson to approve the September 23, 2014 minutes as corrected.

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

The motion was approved. Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

B. Payment of Claims

The following claims were presented for October 2014:

G2014-2015-004: Recreation and Park (October 2014) \$ 7,087.29

W2014-2015-004: Water (October 2014) \$ 9,351.00

A motion was made by Anthony Tominia, and seconded by Cathie Anderson to approve the October 21, 2014 claims and payments as submitted.

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

The motion was approved. Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

C. Journal Entry Approval

Per Board policy, there were no journal entries for the Board to consider at this meeting. All recurring monthly entries were approved by the District Fiscal officer prior to posting and are included in the financial reports.

D. Administrative and Financial Report

Ms. Doran-Girard reported that SCWA has approved an extension of the water agreement until June 30, 2015 to allow for negotiations to continue, that the DWR loan payment was paid by the County of Sonoma and that confirmation of receipt of the State Controller documents has been received. Additionally, she advised that the draft audit report is complete and the District's records are correct and complete for the fiscal year 6/30/2014; and, that the CMVFD signed lease has not been received.

VII. REPORT OF THE WATER SYSTEM OPERATOR

- A. Jamie Dunton of Russian River Utility reported that operations are going well and a pipe repair at the Alliance treatment plant has been completed. He went on to relate that while George Wenzlaff's account issues are now resolved, the Board should consider review and restatement of some customer policies. President Watson requested information regarding levels of chromium 6 in the water system. Mr. Dunton responded that nothing could leech into the tank interior from a closed system and annual testing has detected nothing chemical that would be cause for risk.
- B. Mr. Dunton relayed that in order for the billing system to appropriately process late charges the late charge will be billed on the 3rd of the month.

VIII. ACTION ITEMS

A. DIRECT CHARGE BILLING: Parcel 075-290-027, 5555 Sylvania Heights

DESCRIPTION: Steve Harris, owner of 5555 Sylvania Heights since 2011 has requested that the Board review the billing for his parcel 075-290-007. The parcel has been billed for two water connections since the establishment of the water system and Mr. Harris reports that there is one connection only on his property. The Board reviewed the ordinance describing the criteria for residential connections.

ACTION: After discussion, a motion was made by Anthony Tominia, and seconded by Cathie Anderson directing that staff follow-up with forwarding the ordinance to Mr. Harris and advise that Russian River Utility is available for further discussion if needed.

Directors Anderson, Tominia, and Watson voted yes. Directors Helfrich and Rusch were absent. The motion was approved. Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

B. CAMP MEEKER VOLUNTEER FIRE DEPARTMENT: UPDATE LEASE SIGNING /UTILITIES

DESCRIPTION: The Board was advised that the signed lease that was forwarded by certified mail has not been returned. Director Tominia advised that this item may well be on the CMVFD Board agenda for its meeting on the first Wednesday of the month.

ACTION: No action was taken.

C. BOARD MEMBER REPLACEMENT

DESCRIPTION: Jeff Rusch has resigned effective October 21, 2014 due to ill health. The Board discussed the process for Board member replacement.

ACTION: A motion was made by Anthony Tominia, and seconded by Cathie Anderson that the Board accept Director Rusch's resignation; and, that the District website include the process for application as well as a mailing forwarded to all registered voters in Camp Meeker.

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

The motion was approved. Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

D. PROPOSED ORDINANCE: DISTRICT PROPERTY PARKING USAGE

DESCRIPTION: In accordance with the Board's discussion at the August Board meeting, the Board will review a proposed ordinance with respect to parking on District property, emergency services usage and overnight parking.

ACTION: The Board tabled this item until reviewed in depth by legal counsel.

E. UPDATE: FINAL REPORT GRAN FONDO EVENT

DESCRIPTION: Director Tominia presented a final report of attendance and related costs for the event were discussed as well as scheduling the event again in 2015.

ACTION: The Board did not take further action on this item.

F. UPDATE: SONOMA COUNTY FIRE & EMERGENCY SERVICES "CHIPPER" PROGRAM

DESCRIPTION: The Board has moved forward with participation in the "Chipper Program" and the Board was advised that the brush materials will be on the basketball court. The mailing to the community has been completed. Discussion was initiated regarding disposal of the chips to individuals in the community. Director Anderson expressed concern about using the chips in the playground area as the District doesn't know what chemicals the brush may have been treated with. It was agreed that the District will not use the chips in the playground or areas where children might be exposed to unknown contaminants.

ACTION: The Board took no further action regarding this program.

G. SUNDAY BREAKFAST CLUB

DESCRIPTION: The Board discussed the pilot program as there seemed to be some confusion about the number of events to be held. Seth Murchison introduced Tripp Fuchs to the Board. Mr. Fuchs would be the chef handling the events. He advised the Board that he has appropriate insurances and applicable licenses. It was agreed that the upcoming holiday season would not be appropriate for starting the pilot program; and, further that Mr. Murchison would stay in touch with the Board regarding booking events.

ACTION: The Board took no further action regarding this program.

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 advised the Board regarding upcoming Fire Department meetings and trash can removal.

Director Anderson informed the Board that she has a number of individuals available to perform community service hours for the District.

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 Anthony Tominia that the October 2014 meeting of the Camp Meeker Board of Directors be adjourned.

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

The motion was approved.

Ayes: 3 Noes: 0 Abstain: 0 Absent: 1

The meeting adjourned at 8:22 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

2014-10-21draftmins-cdg1

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

Tuesday, November 18, 2014, 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

The meeting was called to order by President Watson at 7:15 p.m.

II. ROLL CALL

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

III. APPROVAL OF AGENDA

After discussion, a motion was made by Gary Helfrich, and seconded by Cathie Anderson to approve the November 18, 2014 agenda with the exclusion of item VIII.

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

The motion was approved. Ayes: 3 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

Approval of the minutes of October 21, 2014 was tabled, as there was not a quorum present of those directors who attended the October 21 meeting.

B. Payment of Claims

The following claims were presented for November 2014:

G2014-2015-005: Recreation and Park (November 2014)	\$ 6,175.09
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Additional Items: Wtr & Rec & Park	1,285.50
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W2014-2015-005: Water (November 2014)	\$16,451.22
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A motion was made by Gary Helfrich, and seconded by Cathie Anderson to approve the November 21, 2014 claims and payments with addition of Serena del Mar and Wavemaker invoices.

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

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

C. Journal Entry Approval

There were no extraordinary journal entries this month.

D. Administrative and Financial Report

Ms. Doran-Girard reported regarding various items including work on Abila reports issues, return of signed documents to SCWA and miscellaneous items of correspondence.

VII. REPORT OF THE WATER SYSTEM OPERATOR

- A. Jamie Dunton of Russian River Utility reported regarding Alliance repairs and other minor issues with respect to water system operations. He advised that the system continues to perform well.

XI. ACTION ITEMS

A. DIRECT CHARGE BILLING: Parcel 075-290-027, 5555 Sylvania Heights

DESCRIPTION: Gary Helfrich reviewed the history of duplex and multi-unit parcels in Camp Meeker as well as the issues surrounding Steve Harris, 5555 Sylvania Heights parcel since 2011 has requested that the Board review the billing for his parcel 075-290-027. The parcel has been billed for two water connections since the establishment of the water system and Mr. Harris reports that there is one connection only on his property.

ACTION: A motion was made by Gary Helfrich, and seconded by Cathie Anderson to revise the tax rate for parcel 075-290-027 to a single residence rate effective with the 2015-2016 tax billings.

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

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

B. CAMP MEEKER VOLUNTEER FIRE DEPARTMENT: UPDATE LEASE SIGNING /UTILITIES

DESCRIPTION: The Board was advised that the CMVFD signed lease has not yet been returned.

ACTION: The Board agreed to review further action at the December meeting with respect to the CMVFD lease.

C. UPDATE: BOARD MEMBER REPLACEMENT

DESCRIPTION: Cathie Anderson presented Valery Larson who would like to be considered for the open Board seat. Ms. Larson feels that her knowledge of the Camp Meeker community as former postmaster, her ten-year residency and love of the community are attributes that would be useful in serving on the Board.

ACTION: A motion was made by Cathie Anderson, and seconded by Gary Helfrich to complete the appointment of Ms. Larson at December meeting and administer the oath of office at that meeting.

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

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

D. UPDATE: PROPOSED ORDINANCE: DISTRICT PROPERTY PARKING USAGE

DESCRIPTION: In accordance with the Board's discussion at the August Board meeting, the Board reviewed District Counsel Manwell's comments with respect to parking on District property, emergency services usage and overnight parking. It is Attorney Manwell's opinion that the establishment of a parking ordinance would not benefit the District.

ACTION: A motion was made by Gary Helfrich, and seconded by Cathie Anderson to appoint Anthony Tominia to draft a Board policy regarding parking on District property.

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

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

E. FINAL REPORT: SONOMA COUNTY FIRE & EMERGENCY SERVICES “CHIPPER” PROGRAM

DESCRIPTION: As Director Tominia was absent; the progress report on the “Chipper Day” program was tabled until December.

ACTION: The Board took no further action regarding this program.

F. PROPOSED RENTAL POLICIES AND PROCEDURES

DESCRIPTION: The Board reviewed proposed policies and procedures relative to the renting of District properties (Anderson Hall) to include responsibility for and handling of monies related thereto.

ACTION: A motion was made by Gary Helfrich, and seconded by Cathie Anderson to adopt the proposed rental policies and procedures as written.

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

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

G. DISTRICT POLICY—TIMELY VENDOR PAYMENTS AND CHECK WRITING

DESCRIPTION: The District has historically approved payment of its vendor obligations at its monthly Board meeting. This one time per month schedule was established in accordance with the warrant payment process at the County of Sonoma and resulted in the application of late charges because of Board meeting scheduling. With the initiation of the District’s in-house accounting function, payments can be processed to avoid the application of late charges. The Board discussed changes to the check writing process to insure timely vendor payments and avoid of late charges.

ACTION: A motion was made by Gary Helfrich, and seconded by Cathie Anderson to approve payment of recurring utility and telcom bills as these become due. Staff is directed to develop a list of these vendors for Board review. District Financial Officer will review original documents and checks to be signed by two Board members.

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

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

H. APPROVAL OF AUDITED FINANCIAL STATEMENTS AND DISPOSITION OF AMOUNTS DUE BETWEEN DISTRICT FUNDS

DESCRIPTION: The Board discussed the audited Financial Statements for 6/30/2014 and decided on the disposition of amounts due between various District Funds.

ACTION: A motion was made by Gary Helfrich, seconded by Cathie Anderson to carry forward the inter-fund liability of the R&P fund to the Water Fund to carry forward and be reviewed at the conclusion of the 2014-2015 fiscal year.

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

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

XII. 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.

XIII. 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 Gary Helfrich that the November 2014 meeting of the Camp Meeker Board of Directors be adjourned.

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

The motion was approved.

Ayes: 3 Noes: 0 Abstain: 0 Absent: 1

The meeting adjourned at 8:40 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

2014-11-18finalmins-cdg1

**CHERYL DORAN GIRARD
CLIENT MEMORANDUM**

TO: CAMP MEEKER RECREATION & PARK DISTRICT BOARD MEMBERS
FROM: CHERYL DORAN GIRARD
SUBJECT: DECEMBER 16, 2014 WARRANTS AND FINANCIAL INFORMATION
DATE: DECEMBER 12, 2014

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.

G2014/2015-007	R&P (December 2014)	3,625.46
W2014/2015-007	Water (December 2014)	12,469.81

Cash balances are updated from all reconciled November 30 bank statements from Wells Fargo, Bank of the West and US Bank, plus funds received to date. All bank accounts and PayPal are reconciled and approved by the District's Fiscal Officer through the November 30.

Financial statements contain data available through December 12, 2014. 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 in hand, check registers, water funds allocation, County memorandums of funds transfers and finally the financial statements are placed behind the individual warrant details.

A deposit of \$9,208.10 will be made to the Wells Fargo checking account and \$6,700.00 will be deposited in the Wells Fargo Investment account for amounts allocated for capital replacement and USDA debt fund repayment. A rental deposit of \$100.00 will be deposited to the US Bank account. There are no funds on deposit with PayPal as of this writing. DWR loan and reserve as well as information regarding tax dollars received from property tax collections is not included this month as I was unable to login to the County's site. This is being researched.

The process of report development and budget reporting from the accounting software is ongoing. As related to you last month, Larry Johnson has recommended that the District put its internal control and accounting policies/procedures in writing prior to the conclusion of the 2014-2015 fiscal year and that process is ongoing.

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



Camp Meeker Recreation & Park District

Warrant #

G2014/2015-007

Vendor	G/L Acct	Amount	Explanation
Anderson, Cathie	5010	30.00	Dir Stipend-December
Anderson, Cathie	5184	98.90	Anderson Hall/Legal/Supplies
AT&T	5101	71.03	Anderson Hall Phone
Doran-Girard, Cheryl	5520	947.82	Consulting-Nov/Dec
Doran-Girard, Cheryl	5555	189.56	Consulting-Nov/Dec
Doran-Girard, Cheryl	5556	759.90	Consulting-Nov/Dec
Doran-Girard, Cheryl	5550	125.00	Consulting-Nov/Dec
Doran-Girard, Cheryl	5410	51.64	Office Supplies
Fedex Office	5426	51.48	Printing
Camp Meeker Water System	5592	168.06	Water Services
Merry Meier	5426	525.71	Art Event/Grant
Jessica Lopez	5185	50.00	Anderson Hall Clean
PGE	5594	107.66	Electric Service
Perry Johnson	5550	97.00	Legal Fees
US Bank-Visa	5101	166.70	ISP/PO Phone
Lynn Watson	5010	30.00	Dir Stipend-December
Wavemaker	5501	125.00	Recruit/Art/Booking Website
Valery Larson	5010	30.00	Dir Stipend-December

Total 3,625.46

DIRECTOR APPROVAL:

DATE:

12/16/14

Camp Meeker Recreation & Park District

Warrant #

[W2014/2015-007](#)

Vendor	G/L Acct	Amount	Explanation
Doran-Girard, Cheryl	5520	947.81	Consulting Nov/Dec
Doran-Girard, Cheryl	5550	125.00	Consulting Nov/Dec
Doran-Girard, Cheryl	5556	506.60	Consulting Nov/Dec
Doran-Girard, Cheryl	5555	189.56	Consulting Nov/Dec
Doran-Girard, Cheryl	5410	131.64	Supplies/DWR Access
Fedex Office	5585	51.47	Printing
Perry Johnson	5550	323.00	Legal Fees
State Water Resources	5587	2,214.00	Wtr System Fee
Russian River Utility	5515	7,799.90	Contract Services
Russian River Utility	5594	118.33	Electric
Wavemaker	5501	62.50	Audit Rep/Other

Total	12,469.81
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DIRECTOR APPROVAL:

DATE:

12/16/14

[illegible][illegible][illegible]

Camp Meeker Recreation & Parks District
Check/Voucher Register - Check Register-Current Month test
1010 - Cash In Wells Fargo Bank-Operating
From 12/1/2014 Through 12/31/2014

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1088	Check deleted after printing. Not Posted.			0.00
1089	Check deleted after printing. Not Posted.			0.00
1090	Check deleted after printing. Not Posted.			0.00
1091	Check deleted after printing. Not Posted.			0.00
1106	System Generated Check/Voucher	Cathie Anderson	12/16/2014	128.90
1107	System Generated Check/Voucher	AT&T	12/16/2014	71.03
1108	System Generated Check/Voucher	Camp Meeker Water System	12/16/2014	168.06
1109	System Generated Check/Voucher	Cheryl Doran-Girard	12/16/2014	3,974.53
1110	System Generated Check/Voucher	Fedex Office	12/16/2014	102.95
1111	System Generated Check/Voucher	Jessica Lopez	12/16/2014	50.00
1112	System Generated Check/Voucher	Merry Meier	12/16/2014	525.71
1113	System Generated Check/Voucher	P G & E	12/16/2014	107.66
1114	System Generated Check/Voucher	Perry Johnson Anderson, Miller & Moskowitz	12/16/2014	420.00
1115	System Generated Check/Voucher	Russian River Utility	12/16/2014	7,918.23
1116	System Generated Check/Voucher	State Water Resources Control Board	12/16/2014	2,214.00
1117	System Generated Check/Voucher	US Bank	12/16/2014	166.70
1118	System Generated Check/Voucher	Lynn Watson	12/16/2014	30.00
1119	System Generated Check/Voucher	Wavemaker Media Design	12/16/2014	187.50
1120	Director Stipend-Larson	Valery Larson	12/16/2014	30.00

Camp Meeker Recreation & Parks District
Check/Voucher Register - Check Register-Current Month test
1030 - Cash in Bank of the West-Water
From 12/1/2014 Through 12/31/2014

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
534	Transfer BOW--USDA & Capital	Camp Meeker Rec & Park Dist	12/11/2014	6,700.00
535	BOW-Transfer to Wtr Operations	Camp Meeker Rec & Park Dist	12/11/2014	8,800.00
Report Total				31,595.27

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
10 - Recreation & Park - Operating
From 7/1/2014 Through 12/16/2014
(In Whole Numbers)

		YTD Budget - Original	Current Year Actual	YTD Budget Variance - Original
Revenue				
4001	Property Taxes-CY Secured	48,000	0	(48,000)
4041	Cost Reimbursement-Collect Delinquent CY Unsec	(1,000)	0	1,000
4101	Interest Pooled Cash -Sonoma County	250	0	(250)
4210	Rental Fees-Anderson Hall	7,500	3,795	(3,705)
4215	Rental Fees-Other	0	864	864
4220	State-Home Owner Property Tax Relief	500	0	(500)
4250	Donations	0	1,500	1,500
4625	Transfers-Within Fund In	17,000	0	(17,000)
	Total Revenue	72,250	6,159	(66,091)
Expenses				
5010	Director Stipend	720	390	330
5017	Worker Compensation Insurance	1,400	414	986
5101	Communications-Telephone	2,310	1,084	1,226
5105	Communications-ISP Website	250	117	133
5184	Janitorial Supplies	400	156	244
5185	Janitorial Services	1,700	470	1,230
5210	Insurance-Property & Liability	1,656	0	1,656
5301	Maintenance-Beach and Parks	750	0	750
5302	Maintenance-Bldgs & Improvements	500	0	500
5304	Maintenance-Equipment	0	49	(49)
5401	Memberships	125	0	125
5402	Marketing	0	1,106	(1,106)
5405	Miscellaneous	0	710	(710)
5410	Office Supplies	750	540	210
5415	Office Operations	0	215	(215)
5416	Lease-Accounting Software	1,935	447	1,488
5420	Training-Administrative	750	443	307
5425	Postage	400	256	144
5426	Printing Services	500	753	(253)
5427	Supplies	350	0	350
5428	Food	0	216	(216)
5501	Professional Fees-Web	750	469	281
5520	Administrative Services	19,800	5,635	14,165
5535	Event Promotion/Advertising	0	306	(306)
5540	LAFCO Charges	150	0	150
5550	Legal Services	15,000	1,775	13,225
5555	Professional Services-Auditor	10,086	6,446	3,640
5556	Professional Services-Accounting	3,300	4,103	(803)
5560	Professional Fees-Other	0	197	(197)
5570	Service Fee-PayPal	75	55	20
5590	Gas and Oil	1,750	454	1,296
5591	Equipment Rentals	0	582	(582)
5592	Water and Sewer	750	520	230
5594	Utilities	1,000	498	502
8516	Maintenance & Repair	5,000	0	5,000
9001	Contingency	93	0	93
	Total Expenses	72,250	28,405	43,845

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 12/16/2014
(In Whole Numbers)

		YTD Budget - Original	Current Year Actual	YTD Budget Variance - Original
	Revenue			
4010	Direct Charges-Current Year	122,000	0	(122,000)
4101	Interest Pooled Cash -Sonoma County	250	0	(250)
4110	Interest Earned-Wells Fargo Bank	0	234	234
4310	Sales of Water-Residential	220,000	92,475	(127,525)
4625	Transfers-Within Fund In	30,000	0	(30,000)
	Total Revenue	372,250	92,709	(279,541)
	Expenses			
5101	Communications-Telephone	990	0	990
5105	Communications-ISP Website	250	0	250
5210	Insurance-Property & Liability	3,862	0	3,862
5401	Memberships	125	0	125
5402	Marketing	0	19	(19)
5405	Miscellaneous	0	54	(54)
5410	Office Supplies	500	585	(85)
5415	Office Operations	500	166	334
5416	Lease-Accounting Software	1,935	447	1,488
5420	Training-Administrative	750	443	307
5425	Postage	150	11	139
5426	Printing Services	500	435	65
5501	Professional Fees-Web	750	104	646
5515	Contract Services-Water Operations	95,000	43,974	51,027
5520	Administrative Services	14,500	6,416	8,084
5540	LAFCO Charges	545	0	545
5550	Legal Services	15,000	1,228	13,772
5555	Professional Services-Auditor	11,004	6,446	4,558
5556	Professional Services-Accounting	7,700	3,490	4,210
5560	Professional Fees-Other	0	197	(197)
5565	Fiscal Agent Fees	300	0	300
5575	Bank Service Fees	0	(15)	15
5585	Public/Legal Notices	500	315	185
5587	Water System Fees-State	2,500	2,369	131
5594	Utilities	3,000	2,855	145
8516	Maintenance & Repair	0	549	(549)
8565	Equipment 2	5,000	0	5,000
8625	Tfr Within Fnd-Out	205,690	0	205,690
9001	Contingency	1,199	0	1,199
	Total Expenses	372,250	70,086	302,164

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 12/16/2014
(In Whole Numbers)

		<u>YTD Budget - Original</u>	<u>Current Year Actual</u>	<u>YTD Budget Variance - Original</u>
	Revenue			
4110	Interest Earned-Wells Fargo Bank	0	909	909
4625	Transfers-Within Fund In	<u>15,000</u>	<u>0</u>	<u>(15,000)</u>
	Total Revenue	<u>15,000</u>	<u>909</u>	<u>(14,091)</u>
	Expenses			
8516	Maintenance & Repair	5,000	0	5,000
8625	Tfr Within Fnd-Out	<u>30,000</u>	<u>0</u>	<u>30,000</u>
	Total Expenses	<u>35,000</u>	<u>0</u>	<u>35,000</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 12/16/2014
(In Whole Numbers)

		<u>YTD Budget - Original</u>	<u>Current Year Actual</u>	<u>YTD Budget Variance - Original</u>
	Revenue			
4101	Interest Pooled Cash -Sonoma County	0	85	85
4625	Transfers-Within Fund In	<u>97,077</u>	<u>0</u>	<u>(97,077)</u>
	Total Revenue	<u>97,077</u>	<u>85</u>	<u>(96,992)</u>
	Expenses			
7910	Long Term Debt-Principal	76,888	38,707	38,181
7911	Long Term Debt-Interest	<u>20,189</u>	<u>9,832</u>	<u>10,357</u>
	Total Expenses	<u>97,077</u>	<u>48,539</u>	<u>48,538</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 12/16/2014
(In Whole Numbers)

		<u>YTD Budget - Original</u>	<u>Current Year Actual</u>	<u>YTD Budget Variance - Original</u>
4101	Revenue			
	Interest Pooled Cash -Sonoma County	0	144	144
	Total Revenue	<u>0</u>	<u>144</u>	<u>144</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 12/16/2014
(In Whole Numbers)

		<u>YTD Budget - Original</u>	<u>Current Year Actual</u>	<u>YTD Budget Variance - Original</u>
	Revenue			
4290	Miscellaneous Revenues	<u>93,613</u>	<u>0</u>	<u>(93,613)</u>
	Total Revenue	<u>93,613</u>	<u>0</u>	<u>(93,613)</u>
	Expenses			
7910	Long Term Debt-Principal	29,500	29,500	0
7911	Long Term Debt-Interest	<u>64,113</u>	<u>32,407</u>	<u>31,706</u>
	Total Expenses	<u>93,613</u>	<u>61,907</u>	<u>31,706</u>

CERTIFICATE OF APPOINTMENT AND OATH OF OFFICE

DISTRICT DIRECTOR

THIS CERTIFIES that at a regular meeting held on the 16th day of December 2014, the Camp Meeker Recreation & Park District appointed Valery Larson to hold the office of District Director of the above named district to hold the office for the completion of the term expiring December 4, 2015.

OATH OF OFFICE

STATE OF CALIFORNIA)

COUNTY OF SONOMA)

I, VALERY LARSON, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties upon which I am about to enter.

VALERY LARSON

(Address)

Subscribed and sworn to before me this 16TH day of DECEMBER, 2014 .

LYNN E. WATSON

PRESIDENT

Letter of intent

First of all I want to thank you for considering me for the position of board member for Camp Meeker.

I feel I would be a good candidate for this opportunity as I have lived in Camp Meeker for the last ten years and love this community. I really enjoyed getting to know the people of Camp Meeker during the six years I worked at our little post office. The hardest part about leaving the job was feeling worried that the person who followed me would not treat the residents of Camp Meeker the way I believed they should be treated.

While working at the post office I had the joy of getting to know other artists, being an artist myself, and was able to gather the artists for a few different get togethers. I am in awe of the talent that is in this town.

I would be honored to take on this job and will do my best to help make this the best little town in the west.

**Valery Larson
874-1057**

December 9, 2014

RE: CAMP MEEKER PAST DUE ACCOUNTS

- **Accounts 8, 22, 24, 32, 36, 41, 53, 60, 65, 67, 69, 70, 72, 74, 76, 89, 94, 105, 111, 129, 132, 135, 141, 148, 161, 164, 165, 166, 172, 179, 181, 182, 186, 203, 208, 219, 245, 249, 253, 269, 270, 273, 278, 282, 283, 295, 301, 304, 307, 309, 311, 318, 321, 330, 342, 349, 355 and 358:** Past due notices were sent on December 3 and lock off is scheduled for December 18, 2014.
- **Accounts 4, 15, 50, 103, 110, 133, 140, 146, 150, 152, 180, 192, 212, 220, 227, 252, and 264:** Lock off is scheduled for December 18, 2014.

CAMP MEEKER RECREATION AND PARK DISTRICT							
PAST DUE REPORT					Dec-14		
ACCT #	CURRENT	1 - 30.	31 - 60	60+	LAST PAYMENT		TOTAL
4	155.81	147.96	158.21		250.00	10/21/14	461.98
8	58.07	68.44			118.25	11/7/14	126.51
15	52.93	64.80	45.30		102.24	9/19/14	163.03
19	49.10	0.47			163.00	12/2/14	49.57
22	46.31	45.88			103.13	11/18/14	92.19
24	42.95	41.02			88.28	11/18/14	83.97
28	46.79	7.78			50.00	11/14/14	54.57
32	44.27	42.28			41.22	10/24/14	86.55
36	45.43	46.91			44.66	11/21/14	92.34
39	42.44	0.20			44.36	12/2/14	42.64
41	42.15	30.55			49.53	11/7/14	72.70
49	42.45	5.03			79.02	11/7/14	47.48
50	51.65	44.73	46.57		160.00	9/29/14	142.95
53	44.98	41.62			45.30	10/24/14	86.60
60	47.29	40.51			100.00	11/14/14	87.80
61	40.46	5.53			40.00	11/25/14	45.99
65	44.40	43.51			42.64	11/7/14	87.91
67	43.97	41.80			3.46	10/24/14	85.77
69	54.26	71.68			143.02	10/31/14	125.94
70	45.06	43.12			83.74	10/24/14	88.18
72	42.60	41.22			83.22	10/16/14	83.82
74	43.43	41.30			43.53	10/28/14	84.73
76	43.47	34.68			45.00	10/21/14	78.15
89	45.96	43.18			36.51	11/7/14	89.14
94	96.66	208.67			55.00	11/18/14	305.33
103	53.05	51.82	54.58	6.96	139.18	9/29/14	166.41
105	44.10	42.34			96.52	10/31/14	86.44
110	50.60	56.04	49.64	5.14	49.88	10/6/14	161.42
111	41.98	39.53			126.00	10/14/14	81.51
128	40.07	1.01			83.00	9/23/14	41.08
129	44.49	42.26			44.90	12/2/14	86.75
132	56.34	45.78			46.18	11/7/14	102.12
133	47.54	44.69	42.14		97.00	10/21/14	134.37
135	44.45	44.51			41.40	11/18/14	88.96
139	44.22	0.52			41.00	10/28/14	44.74
140	67.54	68.11	56.15		130.00	10/24/14	191.80
141	50.67	89.48			130.50	9/29/14	140.15
146	40.20	55.17	18.94		65.00	12/5/14	114.31
148	44.58	45.64			43.23	11/14/14	90.22
150	45.37	43.78	43.62		139.83	9/16/14	132.77
152	48.44	48.83	31.88		250.00	9/12/14	129.15
155	50.49	48.26	52.40		167.15	10/14/14	151.15
158	41.83	4.17			200.00	10/21/14	46.00
161	46.45	40.99			150.00	10/16/14	87.44
164	47.22	43.54			96.13	10/21/14	90.76
165	45.59	43.44			92.40	10/31/14	89.03
166	45.87	43.30			43.28	10/24/14	89.17
172	50.34	40.85			60.00	10/31/14	91.19
179	42.42	40.41			80.25	10/24/14	82.83
180	51.24	80.95	20.98		40.00	11/18/14	153.17
181	42.04	39.12			42.00	10/16/14	81.16
182	51.50	44.70			43.00	12/9/14	96.20
185	50.10	47.35	6.63		80.00	10/24/14	104.08
186	46.54	43.07			42.58	12/5/14	89.61
192	46.20	44.08	40.77		150.00	9/9/14	131.05
203	66.98	44.03			100.00	11/14/14	111.01
207	41.79	6.17			131.00	11/7/14	47.96
ACCT #	CURRENT	1 - 30.	31 - 60	60+	LAST PAYMENT		TOTAL
208	45.94	43.16			91.53	10/31/14	89.10
212	49.68	47.13	46.90		0.73	10/14/14	143.71
219	45.62	45.17			49.06	11/14/14	90.79
220	92.49	91.72	80.49		200.00	10/14/14	264.70
227	46.40	43.79	41.46		89.45	10/9/14	131.65
245	43.86	42.78			95.74	11/14/14	86.64
249	48.66	43.90			50.00	11/7/14	92.56
252	51.16	48.26	45.28		53.97	10/14/14	144.70
253	42.20	42.32			2.53	10/31/14	84.52
264	50.62	45.26	44.70		105.41	10/16/14	140.58

269	45.50	44.53	0.20		46.46	11/14/14	90.23
270	64.52	47.42			159.00	11/7/14	111.94
273	47.36	43.56			43.70	10/24/14	90.92
278	42.01	40.00	0.11		84.10	10/21/14	82.12
282	43.71	41.02			41.78	10/24/14	84.73
283	46.56	44.44			44.74	10/24/14	91.00
295	42.21	44.20			106.82	10/24/14	86.41
301	42.33	42.68			44.42	10/28/14	85.01
304	48.95	57.08			89.04	11/14/14	106.03
307	50.59	64.63			46.00	10/31/14	115.22
309	46.65	42.14			42.11	10/24/14	88.79
311	42.15	40.18			86.97	10/24/14	82.33
318	74.92	71.43			279.77	10/21/14	146.35
321	46.67	47.09			44.91	11/4/14	93.76
330	64.63	45.04			134.67	10/24/14	109.67
337	94.77	50.94	49.70	2.67	53.48	9/29/14	198.08
338	45.94	42.90	23.52		145.00	10/16/14	112.36
342	97.82	95.80			88.38	11/7/14	193.62
349	42.64	40.72			42.69	10/28/14	83.36
355	47.44	48.07	1.93		55.80	12/2/14	97.44
358	53.66	66.51	8.24		100.00	11/25/14	128.41
	4,490.79	4,130.68	1,010.34	14.77			9,649.58
			BILLING REGISTER INFORMATION 11/262014				
			WATER	\$3,119.83	CURRENT CHARGES		18.091.95
			SVC CHG	\$14,515.00	PAST DUE		\$1,771.01
			FIRE SVC	\$60.00	OVERPAY/PREPAY		-\$12,932.06
			RECONNECT				
			ADJ	\$88.19			
			LATE CHGS*	\$308.93	TOTAL RECEIVABLES		\$6,930.90
			Total Receivables		20,430.78		
			Accounts Listed		88		

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	1,393,600	456,600	937,000	828,140	67.24	11.61	
Alliance Master Meter Union Park	363 369	FEB	1,477,300	490,600	986,700	827,660	66.79	16.11	
Alliance Master Meter Union Park	363 369	MARCH	1,049,000	409,900	639,100	666,550	60.92	-4.29	
Alliance Master Meter Union Park	363 369	APRIL	1,399,000	435,000	964,000	761,740	68.91	20.98	
Alliance Master Meter Union Park	363 369	MAY	1,206,200	448,200	758,000	798,830	62.84	-5.38	
Alliance Master Meter Union Park	363 369	JUNE	1,844,200	684,500	1,159,700	955,680	62.90	17.59	
Alliance Master Meter Union Park	363 369	JULY	1,861,300	704,700	1,156,600	1,125,010	62.14	2.73	
Alliance Master Meter Union Park	363 369	AUG	2,347,900	773,200	1,574,700	1,425,260	67.07	10.12	
Alliance Master Meter Union Park	363 369	SEPT	1,674,700	655,900	1,018,800	1,036,860	60.08	-0.01	
Alliance Master Meter Union Park	363 369	OCT	1,663,400	559,700	1,103,700	881,760	66.35	20.10	Loss @ Monte Rio Well - leak (well 01)
Alliance Master Meter Union Park	363 369	NOV	1,555,600	611,000	944,600	861,660	60.72	8.70	
Alliance Master Meter Union Park	363 369	DEC							
	TOTAL 2014		17,472,200	6,229,300	11,242,900	10,169,150	65.38	9.38	
	Total 2013		20,172,800	7044100	13,128,700	11,884,410	65.08	9.48	OCSD Loss 8.29% OCSD Loss 12.37% OCSD Loss 7.78% OCSD Loss 16.07% OCSD Loss 10.30%
	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	
	Total 2010		20,013,990	6,461,400	13,552,500	12,579,240	67.77	7.18	
	Total 2009		21,003,900	6,427,000	14,576,900	13,189,380	69.40	8.26	
	Total 2008		23,183,499	9,129,300	14,054,199	13,184,640	60.62	6.19	
	Total 2007		22,786,000	6,904,600	15,845,400	14,103,260	69.54	11.17	



Backup, Security & Maintenance Plan for CampMeeker.org

Since 2003, WordPress went from being a small unknown application, to becoming the worlds most loved Content Management System for dynamic websites. WordPress sites now offer features that were once only available to expensive custom programmed websites, or other more difficult to use CMS's. At this time, WordPress powers over half of the top 1 million most visited CMS websites.

The features that a dynamic website offers increase its value as a business communication tool. They also add to the ongoing maintenance that the site will require. In order to keep up with the demands that a constantly evolving internet poses, standard procedures should be followed in order to keep the website secure and working smoothly. An unmaintained site can show issues after just a few missed upgrades. Eventually, hackers find their way in through the outdated software. Your site may be blocked by the host because it is a threat to the security of the rest of the system. Your internet reputation goes down with the site. Restoring it can be tough, costly and takes time.

Wavemaker introduces service plans that combine essential backup, security & maintenance services into one package. We've been working hard to develop an efficient and affordable system for providing these services to our WordPress website clients. The amount of work that your website requires is determined by a few key factors; size of the website and database, number of plugins that the site uses, custom programming that the site may use, and the number of online accounts that are associated with the site.

Your plan includes enough support time to cover the basic monthly needs of your site. This includes; managing the backups, performing the software upgrades, scanning the site for vulnerabilities & viruses, checking the accounts & reports, and sending notifications to you if anything requires further attention. If the site needs work that the plan does not cover, or needs to be restored from a backup, we'll send you our recommendations for how to proceed, along with an estimate for the work.

We'll also keep watch over all online accounts used by your site, and update your credit card and contact information as needed. And, if any links in your site become broken, we'll fix them if possible, and then send a report to you. With Google Alerts, you'll be alerted if your name or website name appears anywhere on the internet. And, with Google Analytics, you'll receive a report each week showing valuable details of the visitor traffic going through your site.

The following pages will look at each of the components that your website depends on, and the tasks involved in maintaining them. When you're ready to sign up, please fax or call in your credit card information. You can pay by check if you prefer, but if you use a credit card, we'll knock \$10 off the monthly subscription fee. This helps us spend less time invoicing and more time working on your website. You can cancel any time you like. To review the details of your plan, and to monitor ongoing maintenance, just log into WavemakerMediaDesign.com. Your username & password is on the last page of this document.



Redundant Backup

The database stores the information for all of the pages, posts, comments, members, contacts, data generated by plugins, etc.,. The site's uploads folder should also be backed up to save any files you have added to the site. Regularly scheduled backups should be performed so that if anything were to happen to the site, the content can be restored to the most recent backup. Backups are stored at 2 different off-site locations so that even if a catastrophic event were to occur at the host, the site can be reinstalled at a new host account, and restored to the most recent backup.

Software Upgrade, Security & Maintenance

There are a few components to be considered when updating and securing a WordPress site. The WordPress core, the theme, the plugins, and any custom programming that the site uses, must all work together seamlessly to avoid issues. Upgrades must be installed promptly. Plugin incompatibilities are fixed as they occur. Regular scans of the website reveal vulnerabilities that allow hackers to install malicious software and viruses.

WordPress Core

The 'back end' of the website is powered by the WordPress core. This software provides the core functions of the site; blogging, commenting, navigation, site search, user registration, etc. It also provides the site's admin, the control panel where the site is managed. Developers continually work to improve WordPress' performance and correct usability issues. Upgrades will also contain security patches that are important for fending off relentless attempted intrusions by hackers. Upgrades are released regularly, and should be installed promptly. Regular scanning of the site identifies security issues that the upgrades may not catch. This is essential for e-commerce websites for obvious reasons, but all websites should be concerned with the barrage of hackers that are continuously attacking unsecured website directories in order to set up scam operations that will appear to be coming from the victim's site. This causes issues with the website & email accounts, the host, the domain's reputation, and the site's search engine ranking.

Theme

The theme is the 'front end' of the site. It's the part of the site that everyone sees. It contains the design structure, graphics, menus, fonts and all else that is visible to the visitor. Updates to the WordPress core may cause formatting, functionality, or security errors in the theme. Periodic updates are required to correct these issues.

Plugins

Plugins are applications that are installed to extend the site's functionality. They provide features such as e-newsletters, photo & video galleries, forums, etc.,. A plugin may also do one particular task, like populate a database with information from a contact form. Plugins are created and maintained by independent developers & small companies. When researching plugins, we seek those that work well, have good reviews, offer solid technical support, and have been around for a while. We need to see that the plugin developers are regularly releasing upgrades to keep it working smoothly with the latest version of the WordPress core.

Custom Programming

Your site may include custom programming that's used to enhance the functionality or appearance of the site. This code must be checked to make sure that upgrades to the WordPress core or plugins have not affected it. If it has, adjustments need to be made in order to keep it working as it should.



Backup, Security & Maintenance Plan for CampMeeker.org

Redundant Backup

- Daily backup. Includes all pages, posts, comments, & members.
- Weekly file structure backup. Includes all images, photos, & files.
- Backups stored in 2 off-site locations.

Software Upgrade, Security & Maintenance

WordPress Upgrade

- Test plugins & custom programming compatibility with WordPress upgrade on development site.
- If extra work is required to fix incompatibilities, estimate will be emailed to client.
- Upgrade WordPress Core on live site. Includes security patches, performance & usability improvements.

Plugins & Custom Programming Upgrade

- Log in to your Project Center at WavemakerMediaDesign.com for a full list of your site's plugins & custom programming.

Security:

- Scan website for vulnerabilities, viruses, suspicious code & files. Respond to security alerts.
- Automatic defense against attacks as they occur with support from the "Real-Time Wordpress Security Network".

Reports:

- Google Analytics – visitor traffic statistics report emailed to you weekly.
- Credit Card Expiration – credit card and other account information updated as needed.
- Broken Links – broken links reported to you and fixed (if possible) as they occur.
- Internet Reputation – receive alerts if your name appears anywhere on the internet.

Account Check

- Log in to your Project Center at WavemakerMediaDesign.com for a current list of accounts associated with your site.

Backup, Security & Maintenance Plan Cost

\$40.00 invoiced monthly, or save \$10 by subscribing with a credit card = \$30 per month.

For full details of your plan, log into your Project Center at WavemakerMediaDesign.com with the following access information:

Username: **Camp-Meeker**

Password: **woody/creek-park**



please provide us with the following information (write clearly and boldly if faxing):

circle type of credit card: Visa / Mastercard / Discover / Amex

credit card # : _____

security code # : _____ expiration date _____

exact name on card: _____

address credit card is billed to: _____

The client authorizes Wavemaker to use the above information to begin agreed upon services; after which, this document will be destroyed securely. Wavemaker only stores the name, last 4 digits, & expiration date of the credit card. When your credit card expires, or if it is unable to be charged for any reason, we will request updated credit card information from you.

Thank you!

client signature: _____

please sign and fax or mail back to wavemaker to proceed with project – fax: 707.788.6040

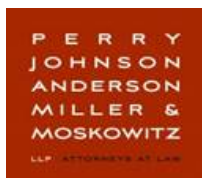
From: "Malcolm T. Manwell" <Manwell@perrylaw.net>
Subject: CAMP MEEKER
Date: November 12, 2014 11:44:10 AM PST
To: "'admin@campmeeker.org' (admin@campmeeker.org)" <admin@campmeeker.org>
Cc: "Cathy L. Werling" <Werling@perrylaw.net>, Shadia DeLaO <DeLao@perrylaw.net>

Cheryl,

In response to the question whether the District needs an ORDINANCE to control parking, my understanding is that the land in question is owned by the District and is NOT on a public street. Therefore, I believe you don't need to go to the trouble of an ORDINANCE (although that is certainly one way you might control the parking issues).

I think a more simple and direct way to deal with the issue, is simply enforcement like any property owner would on private land. There are towing regulations at the state level that we all have to observe, but within those rules a property owner has the right to control his, her it's own property to prevent misuse. I prefer the simpler approach by which the Board establishes how it wants to control its property. But if you want an ORDINANCE we can work one up.

Malcolm



Malcolm T. Manwell

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Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
10 - Recreation & Park - Operating
16 - Chipper Program
From 7/1/2014 Through 12/16/2014
(In Whole Numbers)

		<u>YTD Budget - Original</u>	<u>Current Year Actual</u>	<u>YTD Budget Variance - Original</u>
	Expenses			
5425	Postage	0	181	(181)
5426	Printing Services	0	111	(111)
5501	Professional Fees-Web	<u>0</u>	<u>30</u>	<u>(30)</u>
	Total Expenses	<u>0</u>	<u>322</u>	<u>(322)</u>

Camp Meeker Recreation & Parks District

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

10 - Recreation & Park - Operating

17 - Community Art Events

From 7/1/2014 Through 12/16/2014

(In Whole Numbers)

		<u>YTD Budget - Original</u>	<u>Current Year Actual</u>	<u>YTD Budget Variance - Original</u>
	Revenue			
4250	Donations	<u>0</u>	<u>1,000</u>	<u>1,000</u>
	Total Revenue	<u>0</u>	<u>1,000</u>	<u>1,000</u>
	Expenses			
5402	Marketing	<u>0</u>	<u>38</u>	<u>(38)</u>
5426	Printing Services	<u>0</u>	<u>220</u>	<u>(220)</u>
5535	Event Promotion/Advertising	<u>0</u>	<u>306</u>	<u>(306)</u>
	Total Expenses	<u>0</u>	<u>563</u>	<u>(563)</u>