

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

Tuesday, June 21, 2016, 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--May 17, 2016
- 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.
- B. 2016 Annual Proration of Operations Cost-Joint System Operations

VIII. ACTION ITEMS

- A. UPDATE: COUNTY ORDINANCE ADOPTION PROCESS CHAPTER 13A OF COUNTY CODE REQUIRING ABATEMENT OF HAZARDOUS VEGETATION AND COMBUSTIBLE MATERIAL (Gary Helfrich, 10 minutes)

DESCRIPTION: On March 29, 2016 the County Board of Supervisors adopted Chapter 13A into the County Code Requiring Abatement of Hazardous Vegetation and Combustible Material that also include a Fuel Reduction/Vegetation Management Pilot Program naming Camp Meeker as a participant with a complete absence of public notice and community outreach. No public notice received by the District, nor were community meetings held for involvement in the process prior to presentation to the Board of Supervisors that the District is aware of. The lack of notification and involvement is of concern as the Camp Meeker community has been chosen as a participant in the pilot program. The District's concern is not with the content of the ordinance rather with the process to adoption and lack of transparency. The Board was assured at its May meeting that the pilot program commencement dates will be deferred until the appropriate public meetings and information provided to the Camp Meeker stakeholders.

PROPOSED ACTION: The Board take further action with respect to this issue including a letter to the Board of Supervisors regarding the passage of this Ordinance and the failure of Fire and Emergency Services to identify and reach out to stakeholders.

B. 2016 PROPOSED CSDA BYLAW AMENDMENTS, (Staff, 5 minutes)

DESCRIPTION: The CSDA Board of Directors has recommended updates to the CSDA Bylaws to bring forward to CSDA voting members for consideration. Highlights to the recommended updates include: 1.) General cleanup to reflect updates and organizational changes over the last two years; 2.) Clarifying language to the CSDA Board nomination and election process to allow for electronic voting; and, 3.) Clarifying language for the inclusion of electronic communication related to CSDA Bylaws amendments. Ballot must be submitted by mail by June 24, 2016.

PROPOSED ACTION: The Board may/may not approve adoption of the 2016 CSDA Bylaws amendments.

C. LAFCO-ELECTION OF SPECIAL DISTRICT REPRESENTATIVE CLASS II, (Staff, 5 minutes)

DESCRIPTION: LAFCO is holding an election to fill the position of Special District Representative Class II Regular Member Sonoma LAFCO for the remainder of the term ending May 2018. Nominations for this position were restricted to board members of ambulance, cemetery, health and hospital, pest control, recreation and parks, resource conservation, wastewater and water districts. (Nominee information is included in CMRPD Board informational package.) The deadline for certified ballot submission is July 29, 2016.

PROPOSED ACTION: The Board may/may not vote for a nominee for LAFCO Special District Representative Class II Regular Member.

D. CLARIFICATION OF GOVERNMENT CODE AUDIT REQUIREMENTS AND PROPOSED REQUEST TO CHANGE FROM AN ANNUAL AUDIT TO A BIENNIAL AUDIT COVERING TWO YEAR PERIOD, (Cathie Anderson and staff, 10 minutes)

DESCRIPTION: In the process of engaging a new auditor prior to the June 30, 2016, the Board requested clarification of the Government Code's audit requirements in an effort to reduce the District's administrative costs. District Counsel Manwell has detailed these requirements and, recommended that the District proceed with requesting a biennial (two year) audit to the Sonoma County Supervisors.

PROPOSED ACTION: The Board may/may not authorize the District Treasurer/Secretary to sign a letter addressed to the appropriate Sonoma County staff requesting the Sonoma County Board of Supervisors approve the Camp Meeker Recreation and Park District's request for a biennial financial audit.

E. RESOLUTION 2016-002: TRANSFER OF FUNDS RECREATION AND PARK CAPITAL FUND TO WATER OPERATIONS FUND FOR FISCAL YEAR ENDING JUNE 30, 2016.

(Cathie Anderson, Staff 5 minutes)

DESCRIPTION: The Board adopted Resolution 2015-007 on June 23, 2015 regarding the disposition of \$23,887.00 owed the water fund by the capital fund and determined that the amount owed would be allowed to “float” and subject to review 2016. The District’s fiscal officer is proposing a transfer from the Recreation and Park Capital fund of \$5,000.00 to reduce the total amount due and to develop a proposed repayment plan by September 30, 2016.

PROPOSED ACTION: The Board may/may not approve a transfer of \$5,000.00 from the Recreation and Park Capital fund to its Water Operations fund.

F. RESOLUTION 2016-003: TRANSFER OF FUNDS WATER CAPITAL FUND TO WATER OPERATIONS FUND FOR FISCAL YEAR ENDING JUNE 30, 2016.

(Cathie Anderson, Staff 5 minutes)

DESCRIPTION: The District’s Water Operations fund continues to have a shortfall of expenses over received revenues at June 21, 2016 and the District’s Water Capital fund has sufficient funds to resolve the shortfall. The District’s fiscal officer is proposing a transfer from the District’s Water Capital Fund in the amount of \$20,000.00 to the Water Operations fund pending a further in-depth review of continuing water revenue shortfalls.

PROPOSED ACTION: The Board may/may not approve a transfer of \$20,000.00 from the Water Capital fund to its Water Operations fund.

G. RESOLUTION 2016-004: APPROVAL OF DISTRICT APPROPRIATION LIMIT JULY 1, 2016 THROUGH JUNE 30, 2017. (Staff, 5 minutes)

DESCRIPTION: California State law requires the District, annually, choose an appropriations (spending) limit and the method by which the limit is determined. This is the limit on the amount of money that can be spent by the District from tax proceeds. Since the Camp Meeker Appropriations Limit is traditionally greater than the amount the District spends from tax proceeds, this limit does not normally affect the District. Traditionally, the District has used the standardized appropriations limit calculations provided by the County of Sonoma auditor's office. This limit applies only to the District's non-enterprise or tax dollar based funds. The County of Sonoma Auditor recommends that the District's limit be established at \$266,011 for the fiscal year ending June 30, 2017.

PROPOSED ACTION: The Board may/may not will decide whether to approve Resolution 2016-004 establishing the District's appropriation's limit for the fiscal year ending June 30, 2017.

H. RESOLUTION 2016-005: APPROVAL OF PRELIMINARY BUDGET FOR FISCAL YEAR COMMENCING JULY 1, 2016 AND ENDING JUNE 30, 2017.

(Cathie Anderson & Staff, 10 minutes)

DESCRIPTION: The Board will review the proposed preliminary budget, which California law requires adopted by June 30, 2016.

PROPOSED ACTION: The Board may/may not approve Resolution 2016-005, Approval of Preliminary Budget for the fiscal year ending June 30, 2017.

I. SB 272 (HERTZBERG) CALIFORNIA PUBLIC RECORDS ACT: LOCAL AGENCIES
(Staff, 10 minutes)

DESCRIPTION: Existing law, the California Public Records Act, requires state and local agencies to make their records available for public inspection, unless an exemption from disclosure applies. The act declares that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in the state.

Approved October 11, 2015, SB 272 adds a section to the California Public Records Act requiring local agencies to create a catalog of Enterprise Systems (software application or computer system that collects, stores, exchanges, and analyzes information) by July 1, 2016 with annual updates and make the catalog publicly available upon request and to post in a prominent location on the District's website. (See City of Healdsburg example attached)

PROPOSED ACTION: The Board will/will not direct District staff to create the catalog in conjunction with the District's webmaster.

J. OCCIDENTAL COMMUNITY SERVICES DISTRICT CITATION FOR VIOLATION OF A COMPLIANCE ORDER FROM THE STATE DEPARTMENT OF WATER RESOURCES CONTROL. (Gary Helfrich, 5 minutes)

DESCRIPTION: The District has been notified that Occidental Community Services District has received a citation for violation of a compliance order from the State Department of Water Resources Control, Board Division of Drinking Water, Citation #02-18-16C-009.

PROPOSED ACTION: The Board will review and decide if action is needed.

K. TORRES MARTINEZ DESERT CAHUILLA INDIANS: CEQA PUBLIC RESOURCES CODE: CALIFORNIA ASSEMBLY BILL 52, REQUEST FOR FORMAL NOTIFICATION OF PROPOSED PROJECTS WITHIN YOUR JURISDICTION.

DESCRIPTION: The District has received a letter dated May 9, 2016 requesting formal notification of proposed projects within its jurisdiction that is traditionally and culturally affiliated with the Torres Martinez Desert Cahuilla Indians, in accordance with Public Resources Code Section 21080.3.1, subd. (b). The letter formally notifies the District that the boundaries of the District's local government's jurisdiction fall within the area that is traditionally and culturally affiliated with Torres Martinez Desert Cahuilla Indians and sets forth the specific requests and formal procedures in accordance with California Assembly Bill 52. Legal counsel for the District advises that this notice appears to have been sent to the District by mistake, as it does not appear reasonable to conclude that a Native American Tribe located in Thermal, CA is "geographically" located within the boundaries of the District [the triggering condition under Public Resources Code 21080.3.1]. Counsel recommends a short letter back to the Tribal Cultural Affairs Officer to clarify.

PROPOSED ACTION: The Board may/may not direct the District's secretary to send the Tribal Cultural Affairs Officer a letter of explanation.

IX. DIRECTORS' REPORTS

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

PROPOSED ACTION: No action or discussion to take place.

X. ADJOURNMENT

HOW TO GET AN ITEM ON THE AGENDA

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

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

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

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

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

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

Tuesday, May 17, 2016, 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

The meeting was called to order by Lynn Watson, President, at 7:04 p.m.

II. ROLL CALL

Directors Anderson, Helfrich, Larson, Tominia and Watson were present. Also in attendance were Sonoma County Fire/EMS Service Assistant Fire Chief/Marshall James Williams and Susan Upchurch, District Director, Supervisor Efren Carrillo's District 5 office.

III. APPROVAL OF AGENDA

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

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

The motion was approved. Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

IV. STATEMENTS OF ABSTENTION

Director Helfrich will abstain from voting on Item E.

V. PUBLIC COMMENT

There was no public comment.

VI. CONSENT ITEMS

A. Approval of Minutes--April 19, 2016

A motion was made by Gary Helfrich, and seconded by Cathie Anderson to approve the March 2016 minutes as written.

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

The motion was approved. Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

B. Payment of Claims

After discussion, a motion was made by Anthony Tominia, seconded by Gary Helfrich to approve the following warrant requests and the checks 1379-1393 in payment thereof (Wells Fargo Operating), and check numbers 568/569 (Bank of the West-Water). US Bank Checks 1025 and 1026 were issued to transfer rental fees to the Wells Fargo Operating account and return a deposit to Anderson Hall client, Yvette Niles. Fedex Office bill in the amount of \$41.13 (check 1393) was added to the check run after publication of the Board packet to avoid late charges.

G2015/2016-011	RP-May 2016	3,457.69
W2015/2016-011	Water-May 2016	56,384.53

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

The motion was approved. Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

C. Journal Entry Approval

Ms. Doran-Girard presented JV 2016-31 (DWR Loan payment), JV 2016-34 (BOW-Service Fees), JV2016-35 (Water Receipts-April), and JV2016-36 (Transfer of Tax & Direct Charge Proceeds).

A motion was made by Gary Helfrich, and seconded by Cathie Anderson to approve the journal entries as presented in the Board informational package.

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

The motion was approved. Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

D. Administrative and Financial Report

Ms. Doran-Girard reported that the California GCC report and the 2017 Census of Governments are complete and received by the appropriate agencies. She further advised that the District's Preliminary Budget for 2016-2017 will be presented for approval at the June 21 meeting.

Several items of correspondence were reviewed and it was agreed that the information relative to the Urban Water Management Hearings and other items of community interest will be added to the District's website.

VII. REPORT OF THE WATER SYSTEM OPERATOR

A. Report of operations for the current month.

Jamie Dunton of Russian River Utility reported that the water system is working well and there has been no increase in water usage. He further went on to advise that the Division of Drinking Water annual review is scheduled in July and the results of the report will be subsequently available. The Board directed to staff to see that these items of information be made available on the District's website.

VIII. ACTION ITEMS

A. UPDATE: WATER ACCOUNT 140, 88 MARKET STREET, 075-144-012-000

DESCRIPTION: Mr. Dunton advised that a check has been received though not deposited and that other commitments have generally been kept. It has not been possible to read the meter for six consecutive months and further that the meter was accessible only three times in the last twelve months due to an inoperative vehicle placed directly over the meter, the water cannot be locked off and the property continues to receive water despite non-payment and non-access. The District sent a letter of notification to the owner detailing that the amounts owed for water and access to the meter are required within thirty days or it is the District's intent file a lien and possibly to cap the water service at the street and the customer will be responsible for the considerable costs of capping the water service and reconnection.

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

C. UPDATE: WATER METER INSTALLATION ISSUES PARCELS 075-290-018 & 075-290-023, #1 SYLVANIA HEIGHTS & #9 SYLVANIA HEIGHTS: JERRY YOST

DESCRIPTION: Director Helfrich advised the Board regarding Sonoma County right of way and that Mr. Yost would have to address the issue of vacating the right of way with Public Works. He went on to state that the Board could write a letter of support for Mr. Yost to DPW and PRMD. As there would be a public benefit derived with respect to this issue, contact could be

initiated with Supervisor Carillo requesting a waiver of PRMD fees in the public interest. Director Anderson will continue to work with Mr. Yost. Chief Williams was in attendance and stated that the rumor regarding the building a new fire station in that area in just a rumor. ACTION: The Board took no action on this matter.

In the interest of time, Item F was moved forward:

F. COUNTY ORDINANCE ADOPTION PROCESS CHAPTER 13A OF COUNTY CODE REQUIRING ABATEMENT OF HAZARDOUS VEGETATION AND COMBUSTIBLE MATERIAL

DESCRIPTION: Director Helfrich reviewed that on March 29, 2016 the County Board of Supervisors adopted Chapter 13A into the County Code Requiring Abatement of Hazardous Vegetation and Combustible Material that also included a Fuel Reduction/Vegetation Management Pilot Program naming our community as one of two test areas. The District received no public notice nor were community meetings held for involvement in the process prior to presentation to the Board of Supervisors. The lack of notification and community involvement is of concern as it appears there was no process or metric used to evaluate and select the communities for the pilot project and the decision to include Camp Meeker was made behind closed doors. The District's concern is not with the content of the ordinance rather with the arbitrary process to adoption and lack of transparency. Director Helfrich would like to know the specific criteria that resulted in the selection of the Camp Meeker community's inclusion in the project. James Williams of Sonoma County Fire and Emergency Services informed the Board that the Valley/Lake County fires prompted the program; and, there were no specific criteria for selecting Camp Meeker. Camp Meeker was on the basis of having lots of vegetation, densely developed, and narrow streets, all of which presents a challenge for fire operations. He agreed that there should have been more outreach and apologized that outreach didn't happen, but said that it is too late for that to occur. Director Helfrich disagreed that it is too late for community outreach and expressed concern that the parcel owners in Camp Meeker are not aware that the ordinance gives County Fire/EMS the right to enter private property and requested that the ordinance be rescinded until such time as a proper public process can be conducted. He suggested that identifying needs such as a chipper program, development of an evacuation plan, or community education as the fire danger would be a better use of resources. He felt that the public process should be context sensitive meeting the needs of the community and identifying the criteria to be used by the person inspecting individual properties. Williams advised that the chipper program is still active and he will follow up. He went on to review issues relative to wild land/urban interface in depth and advised that there is a tight timeline involved.

Director Tominia asked what the impact on the neighborhoods might look like, would owners be responsible for mitigation and costs, and an estimate of the County timeline.

Williams responded that the evaluation is scheduled for July 1. Director Tominia suggested that County EMS/Fire Services attend the Pancake Breakfast to meet everyone and sell the program. Director Helfrich stated that the community should be aware of inspections and specific criteria rather than a fire inspector's guestimate of what is appropriate. There were no public speakers at the Supervisors' meeting when the ordinance was adopted because there was inadequate public outreach. A new hearing should be held with proper noticing to allow the Supervisors to hear questions and concerns of the public.

Susan Upchurch stated that the program cannot begin on July 1 and rather than requesting the Board of Supervisors rescind the ordinance, the dates of the pilot program be adjusted to accommodate public meetings and outreach.

Discussion ensued with Williams agreement to rewind the date of the beginning of the program.

ACTION: The Board did not approve a letter to the Board of Supervisors regarding the passage of this Ordinance and the failure of Fire and Emergency Services to identify and reach out to stakeholders.

D. ANDERSON HALL MAINTENANCE: INTERIOR PAINTING

DESCRIPTION: At the February 2016 Board meeting the Board approved Anderson Hall interior and exterior maintenance and repairs not to exceed \$4,500.00. Director Anderson presented two bids detailing the interior painting of Anderson Hall at a cost of \$2850.00.

ACTION: After discussion, a motion was made by Gary Helfrich and seconded by Valery Larson that the Board hire Coy Brown to paint the interior of Anderson Hall at a cost of \$2850.00.

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

The motion was approved. Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

E. AUTHORIZATION TO SIGN A LETTER OF ENGAGEMENT WITH SUE GORANSON, CPA FOR THE JUNE 30, 2016 FINANCIAL AUDIT.

DESCRIPTION: The Board reviewed the letter of engagement provided by Sue Goranson, CPA for the audit for the fiscal year ending June 30, 2016.

ACTION: A motion was made by Valery Larson, and seconded by Anthony Tominia to authorize the Board Secretary/Treasurer to sign a letter of engagement for the services of Sue Goranson, CPA to complete the audit for the fiscal year ending June 30, 2016.

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

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

IX. DIRECTORS' REPORTS

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PROPOSED ACTION: No action or discussion to take place.

Director Tominia stated that Alliance Redwoods has a large amount of water going into tanks. Director Helfrich presented additional information regarding water permits and issues along Dutch Bill Creek.

Director Anderson informed the Board that the Fire Department will be using Anderson Hall tables for the Pancake breakfast. Additionally, she requested that Directors contact Cheryl regarding any items for the 2016-2017 Preliminary Budget as her current schedule requires several days per week in San Francisco.

Director Helfrich advised that the Amgen Race will run through town. He anticipates that it will be less disruptive than Gran Fondo.

Director Watson reviewed further information relative to the recent break-ins in the community.

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 that the May 2016 meeting of the Camp Meeker Board of Directors be adjourned.

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

The motion was approved. Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

2016-05-17FinalMin-Rev. 1

CHERYL DORAN GIRARD
CLIENT MEMORANDUM

TO: CAMP MEEKER RECREATION & PARK DISTRICT BOARD MEMBERS

FROM: CHERYL DORAN GIRARD

SUBJECT: JUNE 21, 2016 WARRANTS AND FINANCIAL INFORMATION

DATE: JUNE 16, 2016

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.

G2015/2016-012	RP-June 2016	9,122.62
W2015/2016-012	Water-June 2016	12,627.09

Cash balances are updated from May 31 bank statements from Wells Fargo, and US Bank, plus funds received to date. All bank accounts are reconciled and reconciliations will be reviewed and approved by the District's Fiscal Officer, Catherine Anderson.

Financial statements contain data available through June 15, 2016 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 June 21 meeting. There are no deposits for the US Bank account.

Please contact me regarding any questions or concerns with either the Preliminary Budget and/or Board informational package.

Sue Goranson's office has been contacted regarding the 6/30/2016 audit and the date of the audit has been revised to late August so that there will be final numbers for 6/30/2016 prior to approving a final budget for 2016-2017.

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



Vendor	G/L Acct	Amount	Explanation
Anderson, Cathie	5010	30.00	Dir Stipend-May 2016
Valery Larson	5010	30.00	Dir Stipend-May 2016
Doran-Girard, Cheryl	5520	1,455.75	Consulting-May/June
Doran-Girard, Cheryl	5556	1,480.50	Consulting-May/June
Doran-Girard, Cheryl	5410	14.13	Vista Print-Helfrich Cards
PGE	5594	98.46	Electric Service
Lynn Watson	5010	30.00	Dir Stipend-May 2016
Fedex Office	5426	19.86	Board Packets-May
Camp Meeker Wtr	5592	83.74	Water
US Bank	5416	149.00	Software Lease
US Bank	5105	19.97	Web Maint Contract Inc. ISP
US Bank	5101	50.00	Pay Phone/Post Office
US Bank	5101	36.91	Verizon District Phone
Coy Brown Painting	5302	2,800.00	Anderson Hall Painting
Lopez, Jessica	5185	85.00	5/30/16 A. Hall
State Comp Fund	5017	41.00	CIGS/WCA/WCFA & Other Surcharges
Wavemaker Media	5501	25.00	Anderson Hall Terms I-Booking
McPhail Fuel	5591	64.95	A. Hall -Tank Rental
SDRMA	5210	2,608.35	Prop & Liability Insurance
Total		9,122.62	

DIRECTOR APPROVAL:

DATE: 6/21/2016

Camp Meeker Recreation & Park District

W2015/2016-012

Vendor	G/L Acct	Amount	Explanation
Doran-Girard, Cheryl	5520	1,455.75	Dir Stipend-May 2016
Doran-Girard, Cheryl	5556	1,300.50	Dir Stipend-May 2016
Doran-Girard, Cheryl	5410	14.13	Vista Print-Helfrich Cards
Russian River Utility	5515	6,454.46	Contract Services
Russian River Utility	5594	568.16	Electric Costs
US Bank	5416	168.98	Accting Software/Web Maint
US Bank	5101	36.90	Verizon-Dist Phone
SDRMA	5210	2,608.35	Prop & Liability Insurance
Fedex Office	5426	19.86	Board Packets-May
Total		12,627.09	

DIRECTOR APPROVAL:

DATE: 6/21/2016

Camp Meeker Recreation & Parks District
Check/Voucher Register - CDG-Current Register
1010 - Cash In Wells Fargo Bank-Operating
From 5/18/2016 Through 6/22/2016

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1394	System Generated Check/Vo...	American Express	6/6/2016	42.03
1399	System Generated Check/Vo...	Camp Meeker Wa...	6/21/2016	83.74
1400	System Generated Check/Vo...	Coy Brown Painting	6/21/2016	2,800.00
1401	System Generated Check/Vo...	Cheryl Doran-Girard	6/21/2016	5,720.76
1402	System Generated Check/Vo...	Fedex Office	6/21/2016	39.72
1403	System Generated Check/Vo...	Jessica Lopez	6/21/2016	85.00
1404	System Generated Check/Vo...	McPhail Fuel Com...	6/21/2016	64.95
1405	System Generated Check/Vo...	P G & E	6/21/2016	98.46
1406	System Generated Check/Vo...	Russian River Utility	6/21/2016	7,022.62
1407	System Generated Check/Vo...	Spec Dist Risk Mg...	6/21/2016	5,216.70
1408	System Generated Check/Vo...	State Compensati...	6/21/2016	41.00
1409	System Generated Check/Vo...	US Bank	6/21/2016	461.76
1410	System Generated Check/Vo...	Wavemaker Medi...	6/21/2016	25.00
1411	Stipend--June 2016	Cathie Anderson	6/21/2016	30.00
1412	Director Stipend--June 2016	Valery Larson	6/21/2016	30.00
1413	Director Stipend-June 2016	Lynn Watson	6/21/2016	30.00
		Total 1010 - Cash In Wells Fargo Bank-Operating		21,791.74

Camp Meeker Recreation & Parks District
Check/Voucher Register - CDG-Current Register
1030 - Cash in Bank of the West-Water
From 5/18/2016 Through 6/22/2016

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
570	BOW Tfr USDA/Capital May ...	Camp Meeker Rec...	6/21/2016	6,600.00
571	Tfr Water Rceipts to Operati...	Camp Meeker Rec...	6/21/2016	<u>12,400.00</u>
		Total 1030 - Cash in Bank of the West-Water		19,000.00

Camp Meeker Recreation & Parks District
Check/Voucher Register - CDG-Current Register
1035 - Clearing Account-Water Receipts
From 5/18/2016 Through 6/22/2016

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
571	Tfr Water Rceipts to Operati...	Camp Meeker Rec...	6/21/2016	<u>(12,400.00)</u>
		Total 1035 - Clearing Account-Water Receipts		(12,400.00)

Camp Meeker Recreation & Parks District

Check/Voucher Register - CDG-Current Register

1040 - Cash in US Bank-Rental Deposits/PayPal

From 5/18/2016 Through 6/22/2016

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1027	Refund Deposit Laurie Carb...		6/15/2016	150.00
1028	Rental Fee/Deposit Tfr: Lest...		6/21/2016	<u>600.00</u>
		Total 1040 - Cash in US Bank-Rental Deposits/PayPal		750.00
				<u> </u>
Report Total				29,141.74
				<u> </u>

Camp Meeker Recreation & Parks District

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

10 - Recreation & Park - Operating

From 7/1/2015 Through 6/30/2016

(In Whole Numbers)

		<u>YTD Budget - Final</u>	<u>Current Year Actual</u>	<u>Variance</u>
Revenue				
4001	Property Taxes-CY Secured	50,500	61,574	(11,074)
4020	Property Taxes-CY Supplemental	0	489	(489)
4040	Property Taxes-CY Unsecured	0	2,095	(2,095)
4041	Cost Reimbursement-Collect Delinquent CY Unsec	(100)	(40)	(60)
4101	Interest Pooled Cash -Sonoma County	15	7	8
4210	Rental Fees-Anderson Hall	7,000	5,160	1,840
4215	Rental Fees-Other	1,727	1,732	(5)
4220	State-Home Owner Property Tax Relief	215	255	(40)
4290	Miscellaneous Revenues	0	250	(250)
4295	Grant Revenue	<u>3,000</u>	<u>1,500</u>	<u>1,500</u>
	Total Revenue	<u>62,357</u>	<u>73,022</u>	<u>(10,665)</u>
Expenditures				
5010	Director Stipend	1,080	1,080	0
5017	Worker Compensation Insurance	500	41	459
5101	Communications-Telephone	982	1,517	(535)
5105	Communications-ISP Website	60	160	(100)
5110	Communications-Website Other	0	97	(97)
5184	Janitorial Supplies	375	110	265
5185	Janitorial Services	1,300	1,380	(80)
5210	Insurance-Property & Liability	2,240	2,608	(368)
5301	Maintenance-Beach and Parks	540	0	540
5302	Maintenance-Bldgs & Improvements	500	2,800	(2,300)
5401	Memberships	150	185	(35)
5402	Marketing	400	0	400
5405	Miscellaneous	850	950	(100)
5410	Office Supplies	825	956	(131)
5415	Office Operations	300	0	300
5416	Lease-Accounting Software	1,788	2,986	(1,198)
5420	Training-Administrative	200	326	(126)
5425	Postage	150	82	68
5426	Printing Services	1,275	249	1,026
5427	Supplies	750	77	673
5428	Food	280	249	31
5501	Professional Fees-Web	1,025	475	550
5520	Administrative Services	8,000	9,784	(1,784)
5530	Community Events	400	0	400
5535	Event Promotion/Advertising	1,400	0	1,400
5540	LAFCO Charges	134	0	134
5550	Legal Services	9,000	2,136	6,864
5555	Professional Services-Auditor	4,000	9,979	(5,979)
5556	Professional Services-Accounting	10,800	11,402	(602)
5560	Professional Fees-Other	1,500	0	1,500
5570	Service Fee-PayPal	225	31	194
5571	Late Fees	0	37	(37)
5575	Bank Service Fees	30	(23)	53
5576	Property Tax Administration Fee	750	855	(105)
5580	Elections Cost	2,263	1,184	1,079
5590	Gas and Oil	900	721	179
5591	Equipment Rentals	300	178	122

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
10 - Recreation & Park - Operating
From 7/1/2015 Through 6/30/2016
(In Whole Numbers)

		<u>YTD Budget - Final</u>	<u>Current Year Actual</u>	<u>Variance</u>
5592	Water and Sewer	1,075	819	256
5594	Utilities	1,300	1,135	165
8511	Maintenance & Repair	0	882	(882)
8516	Maintenance & Repair	2,000	0	2,000
8565	Equipment 2	2,650	309	2,341
9001	Contingency	110	0	110
	Total Expenditures	<u>62,407</u>	<u>55,757</u>	<u>6,650</u>
	Excess of Income Over (Under) Expense	<u>(50)</u>	<u>17,265</u>	<u>(17,315)</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
40 - Recreation & Parks - Water Operations
From 7/1/2015 Through 6/30/2016
(In Whole Numbers)

		<u>YTD Budget - Final</u>	<u>Current Year Actual</u>	<u>Variance</u>
Revenue				
4010	Direct Charges-Current Year	122,000	117,240	4,760
4061	Direct Charges -Prior Year	0	3,280	(3,280)
4101	Interest Pooled Cash -Sonoma County	0	11	(11)
4110	Interest Earned-Wells Fargo Bank	300	0	300
4310	Sales of Water-Residential	213,000	191,656	21,344
4311	Refunds-Water Customers	0	(18)	18
4625	Transfers-Within Fund In	48,500	0	48,500
	Total Revenue	<u>383,800</u>	<u>312,169</u>	<u>71,631</u>
Expenditures				
5101	Communications-Telephone	432	220	212
5105	Communications-ISP Website	60	160	(100)
5110	Communications-Website Other	0	97	(97)
5185	Janitorial Services	150	0	150
5210	Insurance-Property & Liability	3,900	2,608	1,292
5401	Memberships	125	75	51
5405	Miscellaneous	100	119	(19)
5410	Office Supplies	750	773	(23)
5415	Office Operations	175	0	175
5416	Lease-Accounting Software	1,788	2,986	(1,198)
5420	Training-Administrative	300	326	(26)
5425	Postage	125	76	49
5426	Printing Services	650	259	391
5501	Professional Fees-Web	250	332	(82)
5515	Contract Services-Water Operations	118,008	89,791	28,217
5520	Administrative Services	13,000	11,078	1,922
5540	LAFCO Charges	618	0	618
5550	Legal Services	7,500	4,409	3,091
5555	Professional Services-Auditor	9,600	8,867	733
5556	Professional Services-Accounting	8,000	10,703	(2,703)
5560	Professional Fees-Other	1,198	0	1,198
5565	Fiscal Agent Fees	200	0	200
5575	Bank Service Fees	25	53	(28)
5576	Property Tax Administration Fee	0	1,068	(1,068)
5580	Elections Cost	2,663	1,184	1,479
5585	Public/Legal Notices	500	302	198
5587	Water System Fees-State	2,500	2,369	131
5591	Equipment Rentals	0	35	(35)
5592	Water and Sewer	0	264	(264)
5594	Utilities	3,750	2,890	860
5595	Waste Removal	0	498	(498)
8511	Maintenance & Repair	0	882	(882)
8516	Maintenance & Repair	5,000	0	5,000
8625	Tfr Within Fnd-Out	202,400	119,463	82,937
	Total Expenditures	<u>383,767</u>	<u>261,887</u>	<u>121,880</u>
	Excess of Income Over (Under) Expense	<u>33</u>	<u>50,282</u>	<u>(50,249)</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
50 - Recreation & Parks - Water Capital
From 7/1/2015 Through 6/30/2016
(In Whole Numbers)

		<u>YTD Budget - Final</u>	<u>Current Year Actual</u>	<u>Variance</u>
	Revenue			
4110	Interest Earned-Wells Fargo Bank	1,600	303	1,297
4625	Transfers-Within Fund In	<u>5,000</u>	<u>4,000</u>	<u>1,000</u>
	Total Revenue	<u>6,600</u>	<u>4,303</u>	<u>2,297</u>
	Expenditures			
8625	Tfr Within Fnd-Out	<u>50,300</u>	<u>4,500</u>	<u>45,800</u>
	Total Expenditures	<u>50,300</u>	<u>4,500</u>	<u>45,800</u>
	Excess of Income Over (Under) Expense	<u>(43,700)</u>	<u>(197)</u>	<u>(43,503)</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
60 - Recreation & Parks-DWR E58237
From 7/1/2015 Through 6/30/2016
(In Whole Numbers)

		<u>YTD Budget - Final</u>	<u>Current Year Actual</u>	<u>Variance</u>
	Revenue			
4101	Interest Pooled Cash -Sonoma County	100	103	(3)
4625	Transfers-Within Fund In	<u>0</u>	<u>47,916</u>	<u>(47,916)</u>
	Total Revenue	<u>100</u>	<u>48,019</u>	<u>(47,919)</u>
	Expenditures			
7910	Long Term Debt-Principal	16,674	119,914	(103,240)
7911	Long Term Debt-Interest	<u>80,404</u>	<u>24,702</u>	<u>55,702</u>
	Total Expenditures	<u>97,078</u>	<u>144,616</u>	<u>(47,538)</u>
	Excess of Income Over (Under) Expense	<u>(96,978)</u>	<u>(96,597)</u>	<u>(381)</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
61 - Recreation & Park - Reserve DWR E58237
From 7/1/2015 Through 6/30/2016
(In Whole Numbers)

		<u>YTD Budget - Final</u>	<u>Current Year Actual</u>	<u>Variance</u>
	Revenue			
4101	Interest Pooled Cash -Sonoma County	200	170	30
	Total Revenue	<u>200</u>	<u>170</u>	<u>30</u>
	Excess of Income Over (Under) Expense	<u>200</u>	<u>170</u>	<u>30</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
70 - Recreation & Park - USDA Debt Fund
From 7/1/2015 Through 6/30/2016
(In Whole Numbers)

		<u>YTD Budget - Final</u>	<u>Current Year Actual</u>	<u>Variance</u>
	Revenue			
4625	Transfers-Within Fund In	<u>95,140</u>	<u>61,544</u>	<u>33,596</u>
	Total Revenue	<u>95,140</u>	<u>61,544</u>	<u>33,596</u>
	Expenditures			
7910	Long Term Debt-Principal	31,000	31,000	0
7911	Long Term Debt-Interest	62,676	62,644	32
8625	Tfr Within Fnd-Out	<u>0</u>	<u>54,900</u>	<u>(54,900)</u>
	Total Expenditures	<u>93,676</u>	<u>148,544</u>	<u>(54,868)</u>
	Excess of Income Over (Under) Expense	<u>1,464</u>	<u>(87,001)</u>	<u>88,465</u>

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

June 8, 2016

RE: CAMP MEEKER PAST DUE ACCOUNTS

- **Accounts 14, 23, 24, 31, 39, 54, 57, 59, 60, 65, 68, 89, 94, 96, 97, 129, 131, 132, 148, 152, 158, 172, 174, 179, 182, 186, 187, 198, 203, 207, 221, 226, 227, 237, 240, 244, 246, 248, 254, 262, 269, 279, 286, 297, 304, 307, 311, 315, 330, 337, 338, 342, 355 and 358:** Past due notices will be sent on June 23, 2016 and lock off is scheduled for July 6, 2106.
- **Accts 6 and 194:** These services were locked off on June 8, 2016.
- **Acct 16:** This account was locked off May 2, 2016.
- **Acct 295:** This account was locked off in January 2016.
- **Accts 4, 22, 50, 55, 111, 145, 155, 161, 178, 185, 220, and 252:** Payments are on the way.
- **Acct 140:** Payment in full was deposited on May 25 per an agreement with the customer and office. The meter was accessible when it was read on June 2, 2016.
- **Acct 127:** Please advise.
- **Acct 342:** Customer had a leak – over 125,000 gallons. The bill is almost \$5,000. There is no information yet as to the cause of the leak. Office staff is waiting to hear back from the customer. A one-time leak adjustment in the amount of \$327.12 was granted in 2011. The customer may request a second adjustment.

	CAMP MEEKER RECREATION AND PARK DISTRICT						
		PAST DUE REPORT					
						8-Jun-16	
ACCT	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT		TOTAL
4	127.50	101.75	82.31		200.00	5/17/16	311.56
6	114.36	50.74	53.53		103.39	4/8/16	218.63
9	40.60	0.20			40.00	5/17/16	40.80
14	42.81	40.56			40.82	4/15/16	83.37
16	49.33	45.31	78.15	63.07	200.00	10/8/15	235.86
22	51.42	47.85	47.32		48.77	4/22/16	146.59
23	46.16	46.02			44.34	5/6/16	92.18
24	43.62	46.05			90.57	5/3/16	89.67
31	42.10	42.00			40.00	5/3/16	84.10
39	42.00	38.36			87.31	3/29/16	80.36
50	63.89	66.50	64.35		120.00	5/3/16	194.74
54	47.72	44.68			40.84	5/6/16	92.40
55	47.90	49.16	42.81		100.00	3/23/16	139.87
57	43.21	42.26			42.28	4/15/16	85.47
59	42.89	41.30			97.30	5/17/16	84.19
60	52.27	49.30			58.11	5/6/16	101.57
61	73.80	4.98			40.00	5/12/16	78.78
65	42.00	40.00			37.00	4/15/16	82.00
68	46.87	48.58			84.70	5/3/16	95.45
88	43.12	0.84			42.00	5/27/16	43.96
89	48.68	45.16			46.48	4/21/16	93.84
94	48.18	37.17			50.00	4/5/16	85.35
96	42.36	40.00			40.00	4/19/16	82.36
97	44.01	41.74			90.35	4/19/16	85.75
111	49.28	46.57	43.46		70.29	3/23/16	139.31
127	67.19	65.90	62.76	455.23	89.78	9/19/14	651.08
129	44.02	41.17			90.00	5/12/16	85.19
131	47.45	48.94			50.00	5/3/16	96.39
132	48.69	45.74			43.68	4/21/16	94.43
145	48.95	46.66	44.30		44.18	3/29/16	139.91
147	65.03	1.51			53.00	6/3/16	66.54
148	44.93	44.27			43.38	5/12/16	89.20
152	46.96	44.40			100.00	5/3/16	91.36
155	64.76	51.82	40.84		140.00	3/7/16	157.42
158	53.87	35.34			140.00	4/21/16	89.21
161	47.40	49.75	34.22		100.00	5/6/16	131.37
172	52.29	39.88			60.00	5/6/16	92.17
174	47.13	41.30			51.89	5/6/16	88.43
178	49.39	48.66	44.82	25.95	50.00	3/23/16	168.82
179	41.94	33.14			180.00	3/7/16	75.08
182	48.54	43.22			87.00	4/26/16	91.76
185	49.08	50.95	51.82	0.44	80.00	5/25/16	152.29
186	45.92	46.84			102.00	4/22/16	92.76
187	46.34	41.14			47.21	5/3/16	87.48


ACCT	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT		TOTAL
188	40.02	0.04			40.00	5/17/16	40.06
194	89.32	47.68	44.35		45.71	4/5/16	181.35
198	43.19	46.19			44.28	5/3/16	89.38
203	71.29	59.86			120.00	4/13/16	131.15
207	44.52	42.86			133.91	4/19/16	87.38
220	80.12	79.66	68.19	3.49	240.00	3/15/16	231.46
221	50.26	48.30			31.08	4/26/16	98.56
223	41.14	0.56			86.90	5/12/16	41.70
226	50.88	36.46			100.00	5/17/16	87.34
227	44.76	42.81			90.00	5/3/16	87.57
237	57.38	60.60			52.93	5/12/16	117.98
240	45.58	42.82			42.98	4/26/16	88.40
244	48.51	26.94			100.00	3/23/16	75.45
246	45.96	46.86			87.15	5/3/16	92.82
248	65.52	62.07	2.30		50.00	5/17/16	129.89
252	49.29	46.49	46.12		106.63	4/19/16	141.90
254	43.80	43.57			45.00	5/3/16	87.37
262	46.75	53.07			145.44	5/3/16	99.82
269	45.31	42.96			88.82	4/19/16	88.27
279	47.18	52.04			40.82	5/12/16	99.22
286	86.22	142.40			50.00	5/3/16	228.62
295	50.79	48.37	53.21	114.14	150.00	4/8/16	266.51
297	53.89	43.14			20.00	5/3/16	97.03
301	42.31	1.08			100.00	3/29/16	43.39
304	46.52	38.72			90.00	3/29/16	85.24
306	45.62	0.70			48.00	5/27/16	46.32
307	44.74	41.66			167.99	4/19/16	86.40
311	41.91	37.78			240.00	12/8/15	79.69
315	44.43	43.33			40.27	5/3/16	87.76
318	113.89	1.76			200.00	4/26/16	115.65
319	45.90	0.32			44.00	5/31/16	46.22
330	48.47	47.86			92.27	4/26/16	96.33
337	61.69	52.22			46.84	5/3/16	113.91
338	44.69	45.50	5.55		80.00	5/3/16	95.74
342	4,862.42	67.48			69.84	4/21/16	4,929.90
350	70.00	3.70			74.06	5/27/16	73.70
355	59.81	53.58			152.02	5/3/16	113.39
358	48.62	36.72			150.00	4/15/16	85.34
	9,158.66	3,465.87	910.41	662.32			14,197.26
TOTAL REC	24,943.40		BILLING REGISTER INFORMATION 5/31/16				
ACCTS LISTED	82		WATER	\$1,985.23	CURRENT CHARGES		\$16,988.20
			SVC CHG	\$14,515.00	PAST DUE		\$1,671.42
			FIRE SVC	\$60.00	OVERPAY/PREPAY		-\$15,492.14
			RECONN	\$35.00			
			ADJ	-\$6.36			
			LATE CHGS*	\$389.33	TOTAL RECEIVABLES		\$5,278.12

CAMP MEEKER RECREATION AND PARK DISTRICT										
WATER SALES 2016										
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	1,220,000	441,300	430,000	790,000	35.25	0.01		
Union Park	369									
Alliance Maste	363	FEB	1,370,000	424,500	623,240	746,760	45.49	21.01		
Union Park	369									
Alliance Maste	363	MARCH	1,051,500	373,300	429,890	621,610	40.88	0.08		
Union Park	369									
Alliance Maste	363	APRIL	1,391,000	490,100	690,160	700,840	49.61	0.22		
Union Park	369									
Alliance Maste	363	MAY	1,171,400	469,100	411,410	759,990	35.12	0.08		
Union Park	369									
Alliance Maste	363	JUNE								
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 2016		6,203,900	2,198,300	2,584,700	3,619,200				
	Total 2015		22,774,200	6,842,400	15,518,310	10,118,260	68.13			
	Total 2014		19,271,400	714,100	12,130,000	10,964,120	65.38	9.38		
	Total 2013		20,172,800	704,100	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	14,576,600	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%	



P.O. Box 730
Forestville • CA 95436-0730
Phone (707) 887-7735
Fax (707) 887-9445

RECEIVED
JUN - 3 2016

BY: 
approved

Date: June 3, 2016

To: Board of Directors, Camp Meeker Recreation and Park District
Board of Directors, Occidental Community Services District

From: James Dunton

Re: Report – 2016 Annual Proration of Operations
Cost for the Joint Powers Operation of the
Camp Meeker Recreation and Park District and
Occidental Community Services District
Water Transmission System

In accordance with Section 4-d of the July 8, 2003 Joint Water Facilities Agreement and the February 21, 2006 Agreement for Operation of the Joint Facilities by Russian River Utility, the proration of expenses shall be revised from 64.957% CMRPD and 35.043% OCSD in 2013 to 65.295% CMRPD and 34.705% OCSD for the 2016 billing:

WATER SALES 2015

Total amount sold by CMRPD	10,115,240 gallons
Total amount sold by OCSD	<u>5,376,320</u> gallons
	15,491,560

2016 PRPRATION OF EXPENSES

CMRPD:

$$\frac{10,115,240}{15,491,560} = 65.295 \%$$

OCSD:

$$\frac{5,376,320}{15,491,560} = 34.705 \%$$



**California Special
Districts Association**
Districts Stronger Together

MEMORANDUM

DATE: April 29, 2016

TO: California Special Districts Association (CSDA) Voting Members

FROM: Bill Nelson, CSDA Board President
Neil McCormick, Chief Executive Officer

SUBJECT: Proposed CSDA Bylaws Updates

The CSDA Board of Directors has approved recommended updates to the CSDA Bylaws to bring forward to CSDA voting members for consideration.

Highlights to the recommended updates include:

- General clean-up to reflect updates and organizational changes over the last two years
- Clarifying language to the CSDA Board nomination and election process to allow for electronic voting
- Clarifying language for the inclusion of electronic communication related to the CSDA Bylaws amendments

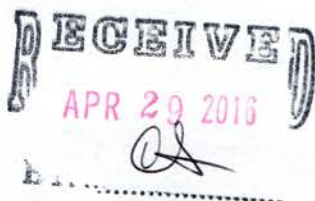
The full proposed changes to CSDA's Bylaws are indicated in mark-up form for your review and can be found online at www.csdanet.org/bylaws.

As a voting member in good standing, once your district has reviewed the proposed CSDA Bylaws updates, please use the enclosed official ballot to cast your vote by mail in favor or not in favor of the changes.

Completed ballots must be received by Friday, June 24, 2016 at 5:00 PM to be counted. Only official and fully completed ballots returned via regular mail to the CSDA office will be counted. The results of the Bylaws ballot will be announced in the CSDA e-News and on the CSDA website. If approved by the membership, the updated Bylaws will take effect on July 1, 2016.

If you have any questions or require printed copies, please contact Charlotte Lowe, Executive Assistant at charlottel@csda.net or (916) 442-7887.

Thank you for your participation and continued support of CSDA!





California Special
Districts Association
Districts Stronger Together

MAIL BALLOT FOR PROPOSED
BYLAWS AMENDMENT

Shall the 2016 Proposed CSDA Bylaws Amendments be Adopted?

- ☐ Yes
☐ No

CSDA Member District Name: _____

Authorized Signature: _____
(GM or Board President)

View current CSDA Bylaws and proposed new bylaws at csda.net/bylaws

Must be received by June 24, 2016. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814

(If you require a hard copy of either of the above listed bylaws or have questions, please call Charlotte Lowe,
CSDA Executive Assistant at (877) 924-CSDA.) If approved, bylaws will become effective July 1, 2016.

SONOMA LOCAL AGENCY FORMATION COMMISSION

575 ADMINISTRATION DRIVE, ROOM 104A, SANTA ROSA, CA 95403
(707) 565-2577 FAX (707) 565-3778
www.sonomalafco.org

Date: May 23, 2016
To: All Independent Special Districts
Subject: Election of Special District Representative Class II

Attached please find the materials associated with an election to fill the position of Special District Representative Class II Regular Member to Sonoma LAFCO for the remainder of the term ending May 2018. As a result of an earlier notification by Sonoma LAFCO to special districts, five nominations were submitted by the May 20, 2016, deadline. Nominations for this position were restricted to board members of ambulance, cemetery, health and hospital, pest control, recreation and parks, resource conservation, wastewater, and water districts.

All independent special districts have the right to vote in the election.

The election process requires that Sonoma LAFCO send to each district copies of all applications received by the established deadline, a ballot and certification form, and voting instructions. In addition to these documents, I have included a stamped envelope for you to use to return the certified ballot.

All ballots should be returned to the LAFCO office by July 29, 2016. Ballots received by the deadline will be counted and the results announced within seven days.

Please note that ballots representing a majority of the districts must be received by the deadline date for the election to be considered valid. In the event a majority of districts have not cast ballots by the deadline, Sonoma LAFCO will extend the deadline date by 60 days to allow those districts that have not returned a ballot to do so.

On behalf of the Commission, I urge your district to participate in this election for special district representation to Sonoma LAFCO and to return the ballot by the July 29 deadline.

If you have any questions or need additional information, please contact me at 565-2587.

Sincerely,



Cynthia Olson
Clerk to the Commission

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MAY 25 2016

Page 34 of 84

BY:

SONOMA LOCAL AGENCY FORMATION COMMISSION

BALLOT

Special District Representative Class II Term of Office Ending May 2018

1. Vote for only one candidate for Special District Representative.
2. The presiding officer or his/her designated alternate, acting on behalf of the district, must cast the district's vote by marking the space to the right of a candidate's name and then complete, sign, and date the certification.
3. Place the marked ballot sheet and certification into the envelope provided and mail to Sonoma LAFCO, 575 Administration Drive, Room 104A, Santa Rosa, CA 95403. Ballot sheet and certification may be emailed to Cynthia.Olson@sonoma-county.org, to meet deadline requirements. However, originals must be mailed to the LAFCO office as soon as possible thereafter.
5. **Submit ballot and certification by Friday, July 29, 2016**

VOTE

Steven Bandettini, Forestville Water District

Dennis Colthurst, Palm Drive Health Care District

Tamara Davis, Marin Sonoma Mosquito & Vector Control

Rich Holmer, Sweet Water Springs Water District

Rodney Moore, Bodega Bay Public Utility District

CERTIFICATION

I certify, under penalty of perjury, that I, _____
(Print Name of Presiding Officer or Alternate)

I am the Presiding Officer of _____,
(Print Name of Special District)

or his/her designated alternate, and I am authorized by my district to cast the district's vote for Special District Representative to the Local Agency Formation Commission in this election.

(Date)

(Signature)

SONOMA LOCAL AGENCY FORMATION COMMISSION

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**SONOMA LAFCO
LOCAL AGENCY
FORMATION COMMISSION**

APPLICATION FOR SPECIAL DISTRICT REPRESENTATIVE (CLASS II)

This application has been designed to provide pertinent information about each candidate applying for the position of Class II Special District Representative to LAFCO. Class II districts include ambulance, cemetery, health and hospital, pest control, recreation and parks, resource conservation, wastewater, and water districts.

Please read the application carefully and type your responses or print in ink.

Date Submitted: May 17, 2016

Name: Steven Bandettini

Address: 7350 Hidden Lake Road, Forestville, CA 95436

Phone(s): Home: 707-887-2109, Cell: 707-477-4087

Email: bandets@sonic.net

Name of District You Represent: Forestville Water District

Date of Most Current Election/Appointment: December 2013

Date Term Expires: December 2017

Total years with District: 7 Years on Board of Directors. 40 years living in District.

Total Years Associated with Government/ Community Service: 30 Years

List any other agencies/special Districts you have been or are currently involved with:

List Community Service Activities including Names of Organizations and Dates of Service:

Sonoma County Water Agency 1964 - 1969

SONOMA LOCAL AGENCY FORMATION COMMISSION

Have you attended LAFCO meetings? If yes, when?

I have not attended LAFCO meetings, but I have interacted with LAFCO during my tenure at the Forestville Water District.

Please explain why you want to serve on the Sonoma Local Agency Formation Commission (LAFCO).

I am a success based individual. I want to go through life and make a difference. I have made a difference in my professional life as a Program Manager producing satellite telescopes for NASA, being a pioneer in coatings for the telecommunications industry, and producing gas lasers. I contributed in my military career as a Medical Corpsman during the Viet Nam era.

I have recently "made a difference" as a board member and chairman of the board of the Forestville Water District.

I believe I can continue to contribute to my community as a member of Sonoma LAFCO. I believe that my fair work ethic and fact based decision making will allow me to "make a difference" as a member of Sonoma LAFCO.

From your perspective, explain the purpose of LAFCO:

"Local agency formation commissions (LAFCOs) have numerous powers under the Act, but those of primary concern are the power to act on local agency boundary changes and to adopt spheres of influence for local agencies. Among the purposes of LAFCOs are the discouragement of urban sprawl and the encouragement of the orderly formation and development of local agencies."

The statement above, from the introduction in the Cortese – Knox – Hertzberg Local Government Reorganization Act says it all. As a lifelong resident of Sonoma County (over 60 years) I have long recognized the need and effectiveness of LAFCO in Sonoma County. Sonoma LAFCO has the critical role of establishing, amending and updating Spheres of Influence of all Cities and Special Districts within its jurisdiction, as well as insuring that all boundary and service changes are consistent with the Sphere of Influence of all affected agencies.

8B3

Steven P. Bandettini

7350 Hidden Lake Road, Forestville, CA 95436 • (707) 477-4087 • (707) 887-2109 • bandets@sonic.net

Summary of Qualifications

Highly Skilled and capable project manager with ability to motivate cross functional teams in demanding environments to meet deadlines and achieve quality results

Experienced project manager, quality assurance manager, engineering manager, NPI Manager, Business Unit Manager

Experience working in production and new product design environments

Efforts characterized by delivering a quality product, on time, at a fair price, and resulting in customer repeat orders. Relentless in efforts to achieve total customer satisfaction

Experienced in all aspects of CRM/ERP; contracts, sales, logistics and order coordination from entry of purchase order to shipment to customer

Selected Accomplishments

Successful Quality Manager responsible for overseeing all aspects of the Quality Management System; ISO9001 certification, internal audits, management reviews, customer satisfaction, corrective and preventive actions

Ensured the effective execution and management of new product releases from development through production

Experienced Quality Manager focusing on continuous process improvements, implemented lean and 6σ methodologies to eliminate waste, increase efficiency and reduce costs.

Successfully relocated factories and transferred processes and equipment to locations in ASIA and various US locations

Pioneered production of telecommunications coatings by collaborating with clients, contractors and government agencies to meet or exceed design, quality, timeline, and budget expectations

Professional Experience

GD-OTS Healdsburg Operations

2014-2016 (Present)

ISO Quality Management/Sr. Quality Engineer

- Quality Management Representative responsible for overseeing effectiveness of the Quality Management System including; ISO9001 certification/registration, internal auditing, corrective and preventive actions, customer satisfaction, FOD/FOE, customer presentations
- Responsibility for providing quality engineering support to various Government programs
- Lean activity Kaizen leader streamlined and standardized Receiving Inspection activities.

Optical Coating Laboratory Inc./JDSU Uniphase

1979 - 2013

Product Line Manager/NPI Manager/Senior Program Manager

- Sole responsibility for development, process, production and marketing functions of several Commercial OEM Display, FLIR, and Government technical camera telescope and satellite programs.
- Responsible for the NPI of laser products within the Commercial Lasers Group.
- Managed product development teams in vertical launch of bio medical laser systems to rigorous PDP standards.
- Managed the design, development, product and PDP process launch for Ultra Low Anti-Reflection coatings for use in air matched Telecommunications couplers, splitters and DWDM devices

SONOMA LOCAL AGENCY FORMATION COMMISSION

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SONOMA LAFCO
LOCAL AGENCY
FORMATION COMMISSION

APPLICATION FOR SPECIAL DISTRICT REPRESENTATIVE FOR CLASS II

This application has been designed to provide pertinent information about each candidate applying for the position of Class II Special District Representative to LAFCO. Class II districts include ambulance, cemetery, health and hospital, pest control, recreation and parks, resource conservation, wastewater, and water districts.

Please read the application carefully and type your responses or print in ink.

Date Submitted: May 2, 2016

Name: Dennis Colthurst

Address: Box 600, Sebastopol, CA 95473

Phone(s): (707) 217-6195

Email: stsav8r@yahoo.com

Name of District You Represent: Palm Drive Health Care District

Date of Most Current Election/Appointment: December 8, 2014

Date Term Expires: December 2018

Total years with District: 1.3

Total Years Associated with Government/ Community Service: 40+

List any other agencies/special Districts you have been or are currently involved with:

Sonoma West Medical Foundation

List Community Service Activities including Names of Organizations and Dates of Service:

01/09 to Present - Sonoma West Medical Foundation Board of Directors

12/14 to Present - Palm Drive Health Care District Board - currently serving as Treasurer

Have you attended LAFCO meetings? If yes, when?

Yes in 2015

DC 1/5

SONOMA LOCAL AGENCY FORMATION COMMISSION

Please explain why you want to serve on the Sonoma Local Agency Formation Commission (LAFCO).

I have a dedicated interest in public safety and health matters.

As a police officer for over 40 years, I have dedicated my life to protecting and improving the lives of Sonoma County citizens.

I became involved with the work LAFCO does because our district is involved in a detachment process with Russian River citizens. This has led to me following the important work LAFCO provides to Sonoma County by and between the various jurisdictions.

I am dedicated to making the Palm Drive Health Care District a success within our diverse community and would like to help other Districts and cities do the same.

I realize there would be conflicts related to the Palm Drive Health Care District and may have to recuse myself from discussion or voting related to this District's issues before LAFCO. This would be true for any prospective Board member. I believe I can provide an in-depth perspective of the challenges unique to special districts in general and health care districts in particular.

From your perspective, explain the purpose of LAFCO:

LAFCO exists to evaluate and determine physical boundries for special districts and cities. They regularly conduct municipal service reviews for cities but may provide this for special districts when necessary.

LAFCO is responsible settling conflicts related to boundaries and determining the sphere of influence for all jurisdictions.

LAFCO analyzes issues related districts merging and detachment issues.

In the final analysis, LAFCO adjudicates all decisions relative to the boundaries of all jurisdictions county wide.

Also, LAFCO has a mission to protect and preserve agricultural lands and open spaces which resonates with the value system of West County citizens.

Dennis E. Colthurst
7043 Fellers Lane
Sebastopol, CA 95472
PH: (707) 217-6195

Curriculum Vitae (Short)

Education

San Francisco State University	1976-1978	Chemistry
Modesto Junior College	1975	Police Academy
Santa Rosa Junior College	1979-2013	Adv. Officer Training
Dr. William Eckert, Wichita, KS	1981-1986	Forensic Inv. Fellowship

Work Experience

Sebastopol, Ca Police Department	1979-2013	Police Officer/Investigator
<ul style="list-style-type: none">- General Patrol Operation, Criminal and Forensic Investigation. Additional specialties- Consisting of kinesic interviews, Conflict resolution and School Resource Officer		
Mill Valley Police Department	1972-1978	Police Officer
<ul style="list-style-type: none">- General Patrol Operation, Death Investigation. Specialized training- Focusing on crisis intervention and conflict resolution		

Community Service

Sebastopol Chamber of Commerce	1987-1991	Board of Directors
Sonoma County SIDS Foundation	1992-1994	Board of Directors
Sonoma West Medical Center Gov. Body	2014-	Board of Directors
Sonoma West Medical Foundation	2009-	Board of Directors
Palm Drive Health Care District	2014-	Board of Directors
Community Health Matters – KWOS Radio	2016-	Radio Program

Recognition

Sebastopol Police Officer of the Year

1989

Recognized for Designing, installing and maintaining the departments first computer-aided dispatch and reporting system. Administered the program for 14 years.

Sebastopol Police Employee of the Year

2007

Recognized for child abuse investigation of a family of eight children. As a result of the investigation the children were removed from the home and eventually placed in new families. All had been seriously neglected.

Red Cross Hero Award

2007

Recognized for the above investigation by the American Red Cross

Sonoma County Board of Supervisors Gold Resolution

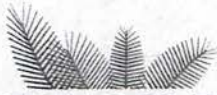
2012

Recognized for Thanksgiving 2011 intervention that prevented the shooting death of the suspect's ex-girlfriend.

Sonoma County Police Officer of the Year

2012

Recognized for the above intervention



PALM DRIVE HEALTH CARE
DISTRICT

612 Petaluma Avenue, Sebastopol, CA 95472

P:707.823.3586
F:707.823.3728

palmdrivehealthcaredistrict.org

5/10/16

Sonoma Local Agency Formation Commission
575 Administration Drive, Room 104A
Santa Rosa, CA 95403

Mr. Mark Bramfit
Executive Director,

I wanted to thank the Commission for this opportunity to apply as a Board member to LAFCO.

My life has been a dedication to service and I would like to further that now by participating on the LAFCO Board.

Due to my experience on the Palm Drive Health Care District Board, I have a keen interest in special districts and the concerns/issues they have to deal with regarding their operations.

I also live in the West County and can bring the perspective of the citizens here to the deliberations of the Board.

I hope that you will consider my application and look forward to the possibility of working with you.

Dennis Colthurst
Palm Drive Health Care District Board
Board Treasurer

SONOMA LOCAL AGENCY FORMATION COMMISSION

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SONOMA LAFCO
LOCAL AGENCY
FORMATION COMMISSION

APPLICATION FOR SPECIAL DISTRICT REPRESENTATIVE (CLASS II)

This application has been designed to provide pertinent information about each candidate applying for the position of Class II Special District Representative to LAFCO. Class II districts include ambulance, cemetery, health and hospital, pest control, recreation and parks, resource conservation, wastewater, and water districts.

Please read the application carefully and type your responses or print in ink.

Date Submitted: May 12, 2016

Name: Tamara Davis

Address: 903 Hacienda Circle, Rohnert Park, CA 94928

Phone(s): 707-585-6153

Email: PhineasChapmanRP@gmail.com

Name of District You Represent: Marin/Sonoma Mosquito & Vector Control District

Date of Most Current Election/Appointment: January 2015

Date Term Expires: December 31, 2018

Total years with District: 15 years

Total Years Associated with Government/ Community Service: 35 years (wide variety of community agencies and city government)

List any other agencies/special Districts you have been or are currently involved with:

Please refer to attached resume

List Community Service Activities including Names of Organizations and Dates of Service:

Please refer to attached resume

SONOMA LOCAL AGENCY FORMATION COMMISSION

Have you attended LAFCO meetings? If yes, when?

Several times in the past, I don't remember the exact years. I do follow the issues and meetings through the website and reports.

Please explain why you want to serve on the Sonoma Local Agency Formation Commission (LAFCO).

The diversity of my past and present experience will give me some unique abilities to add to the LAFCO's processes. I have long been interested in the impact that LAFCO has on our local communities and would like to be part of the process. I am not only involved with MSMVCD, but with statewide organizations that work with this type of special district. This has informed me on the challenges that special districts face and I can bring that experience to the Commission.

I hope to have the opportunity to serve on the LAFCO Commission.

From your perspective, explain the purpose of LAFCO:

LAFCO was formed to facilitate formation of local government agencies, to provide a forum for public input on suggested changes, and encourage the effective delivery of public services. There is also the goal to preserve agricultural land and open space areas. The commission will also encourage orderly growth and discourage urban sprawl.

TAMARA DAVIS

903 Hacienda Circle - Rohnert Park, CA 94928
(707) 585-6153 - phineaschapmanrp@gmail.com

OBJECTIVE

LAFCO Special District Representative Position (Class II).

PUBLIC SERVICE HIGHLIGHTS

- ☒ Trustee – Marin/Sonoma Mosquito and Vector Control District (Member of Executive Committee) representing County of Sonoma since 2002.
- ☒ President of Mosquito and Vector Control Association of California (MVCAC) Trustee Council.
- ☒ First Vice-President of the Vector Control Joint Powers Agency (VCJPA) – Board of Directors.

PROFESSIONAL EXPERIENCE

STATE FARM INSURANCE – 34 Years of Service – Retired in 2004

Held various progressively responsible positions:

- Public Affairs Manager (focus on legislative, public policy issues, education, community outreach and media relations)
- Fire Claims Superintendent (focus on home and business claims and claims involving litigation and also managed a litigation unit)
- Reinspector/Trainer (focus on reinspecting handled claims and assisting in training new claim representatives)
- Claim Representative (handled home and business claims and a variety of disasters – hail storms in New Mexico, Colorado and Wyoming)
- Life Company – cash control clerk, administrative assistant
- Auto Underwriting – assistant auto underwriter

PRIOR COMMUNITY INVOLVEMENT

- Goodwill Industries of the Redwood Empire – Board of Directors
- Mosquito Research Foundation – Board of Directors
- Mayor and Council Member - City of Cotati
- Corporate Council – State Conference of NAACP
- Santa Rosa Chamber of Commerce – Government Review Committee
- Alliance of North Bay Chambers of Commerce – Board of Directors
- Rohnert Park Chamber of Commerce
- Cotati Chamber of Commerce
- Sonoma State University – Ambassador for Higher Education
- Sonoma County Business Education Round Table – past president of Board of Directors
- Insurance Information Network of California – Past President of Board of Directors – member of IINC Communications Committee

- Personal Insurance Federation of California - communications and legislation committee member
- Professional Business Women of California - past Board of Directors member, Advisory Committee member
- Recipient of the 2001 Women and Industry award for Insurance and the 2001 Women and Industry Award for Community Involvement
- Leadership California - graduate
- The Association for Women in Communications - member
- Redwood Municipal Insurance Fund - Board of Directors
- Governor's School to Career Advisory Council - appointed by Governor Pete Wilson
- Sonoma County School to Career Partnership - past president and founding board member

EDUCATION

BACHELOR OF ARTS (B.A.) Sonoma State University

ASSOCIATE OF ARTS (A.A.) Santa Rosa Junior College

FELLOW OF THE LIFE OFFICE MANAGEMENT ASSOCIATION (LOMA)



595 Helman Lane
Cotati, CA 94931
1.800.231.3236 or 707.285.2200
707.285.2210 fax
www.msamosquito.com

Philip D. Smith
District Manager

BOARD OF TRUSTEES

Lee Braun, President
Belvedere

Shaun McCaffery, Vice President
Healdsburg

Herb Rowland Jr., Secretary
Novato

Laurie Gallian, Treasurer
Sonoma

Yvonne Van Dyke
Cotati

Tamara Davis
Sonoma County At Large

Richard Stabler
Sonoma County At Large

Martin Castro
Windsor

Arthur Deicke
Santa Rosa

Una Glass
Sebastopol

Paul Libeu
Rohnert Park

Steve Ayala
Petaluma

Paul Sagues
Ross

Terry Pebbles
Marin County At Large

Ed Schulze
Marin County At Large

Nancy Barnard
Corte Madera

Laura Fennema
Tiburon

Sandra Ross
Mill Valley

Frank Egger
Fairfax

Pamela Harlem
San Rafael

May 12, 2016

Sonoma Local Agency Formation Commission
575 Administration Drive, Room 104 A
Santa Rosa, CA 95403

Re: Candidacy of Tamara Davis for Commission Vacancy

Dear LAFCO Staff

The Board of Trustees of the Marin/Sonoma Mosquito & Vector Control District is pleased to send this letter of recommendation to support Tamara Davis' application to become a representative of Class II Districts on your Commission.

Ms. Davis has been a valued member of the MSMVCD Board of Trustees since January 2002, representing Sonoma County at-large. She has served as a Board Officer and presently sits on our Executive Committee. Trustee Davis has considerable political experience having served as the Mayor and councilmember for the City of Cotati. Additionally she is actively serving the County's Elections Department as a (fill in here). Ms. Davis also performs non-profit volunteer work with Goodwill Industries of the Redwood Empire.

We feel that Ms. Davis' experience and sound judgment would be an excellent addition to your Commission. Please contact me if I can supply any further information.

Sincerely,

Lee Braun
Board President

SONOMA LOCAL AGENCY FORMATION COMMISSION

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(707) 565-2577 FAX (707) 565-3778
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SONOMA LAFCO
LOCAL AGENCY
FORMATION COMMISSION

APPLICATION FOR SPECIAL DISTRICT REPRESENTATIVE (CLASS II)

This application has been designed to provide pertinent information about each candidate applying for the position of Class II Special District Representative to LAFCO. Class II districts include ambulance, cemetery, health and hospital, pest control, recreation and parks, resource conservation, wastewater, and water districts.

Please read the application carefully and type your responses or print in ink.

Date Submitted: March 9, 2016

Name: Richard L Holmer

Address: 21866 East St., PO Box 22, Villa Grande, CA 95486

Phone(s): 707-865-2998, cell: 707-327-8660

Email: richandwanda@sbcglobal.net

Name of District You Represent: Sweetwater Springs Water District

Date of Most Current Election/Appointment: June, 2011

Date Term Expires: December, 2018

Total years with District: Five

Total Years Associated with Government/ Community Service: 39 years

List any other agencies/special Districts you have been or are currently involved with:

Friends of Villa Grande, a 501c3 corporation formed for the benefit of the community of Villa Grande,
Creekside Wastewater Authority, a joint powers agreement for operation of an onsite wastewater disposal
system for Monte Rio Fire Protection District and Monte Rio Recreation and Park District

List Community Service Activities including Names of Organizations and Dates of Service:

Friends of Villa Grande, 2005 to present; Board member 2005, 2006 and 2016, President 2007 to 2015
California Onsite Wastewater Association, 2003 and 2004, member of Board of Directors
Sonoma County Administrative Management Council, Board of Directors member, 1996 to 2004
Russian River Historical Society, Board of Directors member and President, 1998 and 1999
Kenwood Community Club, Board member, 1974-78

SONOMA LOCAL AGENCY FORMATION COMMISSION

Have you attended LAFCO meetings? If yes, when?

I have not yet attended a meeting. I have reviewed the agendas and minutes online.

Please explain why you want to serve on the Sonoma Local Agency Formation Commission (LAFCO).

I feel that I can bring experience and knowledge to the Commission that would be beneficial to the County, the cities and to the agencies involved with the commission.

During my professional career with the County of Sonoma, I worked closely with the Sonoma County Planning Department as a representative of the Department of Public Health. My position at the Health Department was Land Use Specialist and then Supervising Environmental Health Specialist. As Land Use Specialist, I reviewed land developments primarily with respect to water supply and sewage disposal impacts. I served on the County Engineering Advisory Committee, Environmental Review Committee and Project Review and Advisory Committee. When I moved to my management position at the Permit and Resource Management Department, I worked closely with planning staff members. My direct area of management responsibility at PRMD was oversight of all personnel who worked with the public in field operations of the Department. This included the Well and Septic Section, Building Inspection Section and the Building Plan Check Section and included approximately 50 staff members.

I feel that my work experience gives me a unique perspective on growth and development in the County as well as a great depth of understanding of the need for provision of effective governmental services to the citizens of the County. I desire to continue to serve the people of Sonoma County by helping to insure that the goals and objectives of LAFCO are met.

SONOMA LOCAL AGENCY FORMATION COMMISSION

From your perspective, explain the purpose of LAFCO:

LAFCO has a variety of closely related purposes including:

- oversight of special districts and cities.
- review of revisions to boundaries and reorganizations of cities and governmental service districts.
- establishment of spheres of influence.
- protection of agricultural lands and open space from urban sprawl and
- analysis of the effectiveness of governmental agencies through municipal service reviews.

The statewide LAFCOs were established in response to a proliferation of governmental service agencies which had overlapping and conflicting areas of responsibility. The LAFCOs allowed for the orderly implementation and oversight of the provision of governmental services in the State in a well planned manner. The LAFCOs also provided an ability to insure that governmental services are provided in an efficient manner. The ability to determine the probable physical boundaries of governmental entities through establishment of spheres of influence allows for comprehensive planning for provision of governmental services.

Sonoma County is facing a time of increasing need for housing and rapidly rising property values. In particular, the needs of low income and middle income people need to be met. The growth of urban portions of the Bay Area have affected Sonoma County and will most likely contribute to population pressure in this County. It can be expected that these trends will continue to put pressure on the ability of governmental entities in the County to provide adequate public services and sustainable infrastructure to support the population. The Sonoma County LAFCO is in a position to provide guidance to governments to insure that governmental services are provided in a manner that does not jeopardize open space, agriculture, water supply and sewage disposal capabilities while still providing for the housing, recreational and employment needs of our citizens.

Richard L Holmer, Resume

Objective

I am applying to serve on the Board of Directors of the Local Agency Formation Commission.

Education

1964 to 1968, San Jose State University, San Jose, CA
Bachelor of Arts degree in Environmental Health Sciences

1968 to 1969, University of California, Berkeley, CA
Post graduate work in the field of Environmental Health Sciences

Work experience

1969 to 1972, County of Santa Clara, Department of Public Health: Environmental Health Specialist

1972 to 1995, County of Sonoma, Department of Health Services: Environmental Health Specialist, Land Use Specialist, Supervising Environmental Health Specialist

1995 to 2004, County of Sonoma, Permit and Resource Management Department: Operations Division Manager

2004 to present, retired

Summary of qualifications

I have extensive experience in governmental oversight of land development in Sonoma County during my tenure at the Sonoma County Department of Health Services and the Sonoma County Permit and Resource Management Department. These duties included review of projects, review of environmental impacts of projects and direct participation as a member of staff level review panels. Additionally, I gave staff input to the Planning Commission, Board of Zoning Adjustments and the Board of Supervisors. These activities provide a solid background of experience to serve effectively as a member of LAFCO.

During my ten years as a manger at the Permit and Resource Management Department, I gained considerable experience in interacting with staff members, the public and elected bodies. I feel that I have good communication skills and the ability to make effective and well thought out decisions.

In my elected position as a Board member of the Sweetwater Springs Water District (including one year as Board chair), I have gained valuable knowledge regarding the operation of a special district, the problems faced by special districts and financing issues of special districts.

Community activities

Sweetwater Springs Water District, Board member and chair, 2011 to present

Friends of Villa Grande, Board member and President, 2005 to present

Creekside Wastewater Authority, Board member, 2015 to present

California Onsite Wastewater Association, Board member, 2003-04

Sonoma County Administrative Management Council, Board member, 1996 to 2004

Russian River Historical Society, Board member, 1998-99



STEPHEN F. MACK, *General Manager*

May 6, 2016

Cynthia Olson, Clerk
Sonoma Local Agency Formation Commission
575 Administration Drive, Room 104A
Santa Rosa, CA 95403

RE: Nomination of Richard Holmer for Special District Representative
Position on LAFCO

Dear Ms Olson:

It is my pleasure to inform you that Richard Holmer, member of the Board of Directors of Sweetwater Springs Water District, was nominated by the Board of Directors of Sweetwater Springs Water District at its meeting on May 5, 2016, for the vacancy of the position representing Class II independent special districts for the term ending in May 2018.

Thank you for your attention,

Sincerely,

Tim Lipinski, President of the Board
Sweetwater Springs Water District

SONOMA LOCAL AGENCY FORMATION COMMISSION

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(707) 565-2577 FAX (707) 565-3778
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MAY 20 2016

BOARD OF SUPERVISORS
OF SONOMA

APPLICATION FOR SPECIAL DISTRICT REPRESENTATIVE (CLASS II) OF SONOMA

This application has been designed to provide pertinent information about each candidate applying for the position of Class II Special District Representative to LAFCO. Class II districts include ambulance, cemetery, health and hospital, pest control, recreation and parks, resource conservation, wastewater, and water districts.

Please read the application carefully and type your responses or print in ink.

Date Submitted: 19 May 16

Name: "Rod"ney R Moore

Address: 2038 Dubloon Ct. (No US Mail) PO Box 492 Bodega Bay CA, 94923-0492

Phone(s): Hm - 707-875-2267, Cell - 707-570-9563

Email: bbayrod@gmail.com

Name of District You Represent: Bodega Bay Public Utility District

Date of Most Current Election/Appointment: 7 Dec, 15

Date Term Expires: Dec. 2019

Total years with District: 9 years

Total Years Associated with Government/ Community Service: 9 years

List any other agencies/special Districts you have been or are currently involved with:

List Community Service Activities including Names of Organizations and Dates of Service:

Fishermans Festival, Bodega Bay 2003/ 2016

Bodega Bay Grange, Chapter #777, Since 2003, Major activity - Cioppino Feed

Bodega Harbour Home Owners Association, Design Review Committee, Snc - 2006

Bodega Bay CERT, Since Formation; Sonoma Cnty ACS, since 2013

SONOMA LOCAL AGENCY FORMATION COMMISSION

Have you attended LAFCO meetings? If yes, when?

No

Please explain why you want to serve on the Sonoma Local Agency Formation Commission (LAFCO).

There are a number of new State laws concerning water districts developing out of the recent drought that could affect Bodega Bay PUD and the surrounding communities including Salmon Creek, Serena Del Mar and Bodega and effect the quality of services the District provides to the existing customers. Also their our a number of issues concerning the Bodega Bay Fire District which need to be addressed concerning tax revenue sharing and services provided to the tourist population. Another area of interest to the community is the County Parks in Bodega Bay and the operation of the Spud Point Marina and the recent assumed responsibilities for the Mason's Marina Facility and in it's expansion to better serve the commercial fisheries.

From your perspective, explain the purpose of LAFCO:

To oversee the efficient government of thoses services provided by Sonoma County Goverment to the citizens of Bodega Bay and the surrounding communities with the least limitation of government on private enterprise, yet enhancing the life style of the area residents and improving the tourist industries quality of services and returning maximum revenue to our private enterprise and commercial fishing industry

Special District Representative Candidate

Rodney R. Moore

Representing: Bodega Bay Public Utility District

Education:

High School: Lodi Union High 1957, Lodi, Calif.

University: California Polytechnic University 1962,
Agricultural Engineering, Soil Water Option
San Luis Obispo, CA

Profession: Civil Engineer, Retired
Registered Professional Engineer
South Carolina
Washington State
Oregon

FCC Licensed Armateur Radio Operator, General Class - KJ6MYJ

Professional Organizations:

American Society of Civil Engineers
United States Society on Dams / (International Commission on Large Dams)

Focus of Professional Employment:

Construction and Construction Management, 1962 thru 2006
Hydro Electric Projects, Domestic and Foreign
Dams, Embankment and Roller Compacted Concrete
Mining Projects, Foreign and Domestic
Nuclear Power Plants, Domestic
Garbage to Energy, Domestic
Miscellaneous Transportation Projects

Community Service Activities:

Bodega Bay Public Utilities District, Elected Director June 2007,
Recent term commenced - Dec 2015, Pres. of Board Since Jan 2014
Bodega Bay Grange Chapter #777, Major activity - Annual Cioppino Feed
Bodega Bay Fisherman's Festival, Since 2003, Fish and Chips booth
Bodega Harbour Home Owners Association, Design Review Committee, since 2006
Bodega Bay CERT group
Sonoma County Emergency Communication Service, Since 2013

19May2016, RRM

RESOLUTION NO. 1003

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BODEGA BAY
PUBLIC UTILITY DISTRICT NOMINATING A DIRECTOR OF THE BODEGA BAY
PUBLIC UTILITY DISTRICT TO APPLY FOR A SPECIAL DISTRICT
REPRESENTATIVE POSITION WITH THE SONOMA LOCAL AGENCY
FORMATION COMMISSION (LAFCO)

WHEREAS, the Sonoma Local Agency Formation Commission (the "LAFCO") has submitted a Call for Nominations to the Bodega Bay Public Utility District Board of Directors to be submitted no later than May 20, 2016; and

WHEREAS, Rodney Moore is qualified to serve and is interested in serving.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Bodega Bay Public Utility District hereby nominates Rodney Moore for the position of Special District Representative on LAFCO.

I, Janet Ames, the undersigned, hereby certify that I am the Clerk of the Bodega Bay Public Utility District; that the foregoing is a full, true and correct copy of the Resolution duly passed by the District Board at its regular meeting held on May 18, 2016, at its offices in Bodega Bay, California; and that said Resolution has not been revoked, rescinded, or set aside, and is now in full force and effect, pursuant to the following vote thereon:

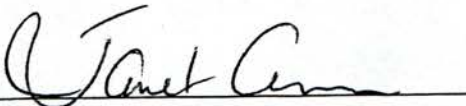
AYES, and in favor thereof, Directors: Rooney, Freeman, Gerber, Mantua, Moore

NOES, Directors: None

ABSTAIN, Directors: None

ABSENT, Directors: None

ATTEST:


District Clerk


President

LAW OFFICES OF
PERRY, JOHNSON, ANDERSON,
MILLER & MOSKOWITZ LLP
438 First Street, 4th Floor, Santa Rosa, CA 95401

William D. Anderson
David F. Beach
Erin Kennedy Clancy
Isaac M. Gradman
John E. Johnson*
Marla D. Keenan*
Scott A. Lewis
Malcolm T. Manwell
Michael G. Miller
Lawrence A. Moskowitz*
Jeremy L. Olsan
Leslie R. Perry
Burton H. Fohrman
Roger J. Illsley
Daphne A. Beletsis
Mary Jane Schneider
Anne C. D'Arcy, R.N.
Sheila S. Craig*
Deborah S. Bull
Oscar A. Pardo
Martin L. Hirsch
Heather-Ann T. Young
Sarah M. Lewers
Megan J. Lightfoot

March 30, 2016

VIA ELECTRONIC MAIL

Cheryl Doran-Girard
Camp Meeker Recreation and Parks District
P.O. Box 461
Camp Meeker, CA 95419

Re: **Camp Meeker Audit Requirements**

Dear Cheryl:

The District is in the position of engaging a new auditor prior to June 30, 2016 and has requested our clarification of the Government Code's audit requirements with an eye to keeping the District's audit costs as low as possible.

Pursuant to Government Code § 26909(b), the District may, with the unanimous approval of the County Board of Supervisors, change from an annual audit to one of the following audit periods:

1. A biennial audit covering a two-year period;
2. A five-year audit period, provided that the District's annual revenues do not exceed an amount that would be specified by the Board of Supervisors; or
3. An audit period greater than one-year but no more than five years, as recommended by the County Auditor.

As the District's attorney, I recommend that District proceed with requesting a biennial audit from the County Board of Supervisors. Such a change will assist to keep the audit costs lower while at the same time maintaining a regular and fairly frequent examination.

Very truly yours,

PERRY, JOHNSON, ANDERSON,
MILLER AND MOSKOWITZ, LLP

By: Malcolm T. Manwell, Esq.

TELEPHONE
(707) 525•8800

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(707) 545•8242

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WEBSITE
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MTM/clw

CAMP MEEKER RECREATION & PARK DISTRICT
BOARD OF DIRECTORS
RESOLUTION 2016-002 IN REGARD TO
CAMP MEEKER RECREATION & PARK DISTRICT
TRANSFER OF FUNDS FROM RECREATION AND PARK CAPITAL
FUND TO WATER OPERATIONS FUND EFFECTIVE JUNE 21, 2016.

WHEREAS, the Camp Meeker Recreation and Park District Board of Directors met on June 23, 2015; and,

WHEREAS, the Board adopted Resolution 2015-007 relative to disposition of \$23,887.00 owed the Camp Meeker Water Fund from the Recreation and Park fund and determined to allow the amount owed to “float” and review prior to June 30, 2016.

NOW, THEREFORE, the Camp Meeker Recreation and Park District authorizes the transfer of \$5,000.00 from the District’s Recreation and Park Capital fund to the District’s Water Operations fund;

AND, FURTHER, will propose an additional repayment process prior to September 30, 2016 and completion of the District’s June 30, 2016 audit.

Anderson

Helfrich

Larson

Tominia

Watson

AYES: ____ NOES: ____ ABSTAIN: ____ ABSENT: ____

ATTESTED:

Catherine J. Anderson, Secretary/Treasurer

June 21, 2016

CAMP MEEKER RECREATION & PARK DISTRICT
BOARD OF DIRECTORS
RESOLUTION 2016-003 IN REGARD TO
CAMP MEEKER RECREATION & PARK DISTRICT
TRANSFER OF FUNDS FROM RECREATION AND PARK
WATER CAPITAL FUND TO WATER OPERATIONS FUND
EFFECTIVE JUNE 21, 2016.

WHEREAS, the Camp Meeker Recreation and Park District Water Fund continues to have a shortfall of cash revenue over expenses at June 21, 2016

WHEREAS, the District's Water Capital fund has sufficient funds to presently resolve said shortfall,

NOW, THEREFORE, the Camp Meeker Recreation and Park District authorizes the transfer of \$20,000.00 from the Water Capital fund to the District's Water Operations fund;

AND, FURTHER, will review in depth the issue of continuing water revenue shortfall prior to the adoption of the 2016-2017 Final Budget.

Anderson

Helfrich

Larson

Tominia

Watson

AYES: _____ NOES: _____ ABSTAIN: _____ ABSENT: _____

ATTESTED:

Catherine J. Anderson, Secretary/Treasurer

June 21, 2016

RESOLUTION NO. 2016-004

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMP MEEKER RECREATION AND PARK DISTRICT, SETTING AND ADOPTING AN APPROPRIATIONS LIMIT FOR THE 2016-2017 FISCAL YEAR.

WHEREAS, Article 13B of the Constitution of the State of California establishes appropriations limits on the proceeds of taxes for entities of government, and

WHEREAS, Proposition 111 approved by the voters in June 1990 requires that the Appropriations Limit for a governmental entity shall be fixed and adjusted from year to year by the new growth factors stated in that Proposition; and

WHEREAS, Proposition 111 allows the choice of either the California per capita personal income from the preceding year or the change in local assessment roll due to non-residential construction from the preceding year to be used as the factor for the change in the cost of living, and

WHEREAS, the Sonoma County Auditor's office has supplied this District with the figures for the annual percentage change for California Per Capita Personal Income, local population growth and a calculator for the appropriate appropriations limit based on the relevant factors, a true copy of which is attached to this Resolution and incorporated into it, and

WHEREAS the population and per capita factors are prepared by the State Department of Finance and are readily ascertainable and available factors to be used to recalculate the current year's appropriations limit, and

WHEREAS, the Board of Directors of the Camp Meeker Recreation and Park District did meet at a special meeting on June 21, 2016 and did consider and determine based on the available factors, the recalculation of the 2016-2017 appropriations limit.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Camp Meeker Recreation and Park District has adopted Appropriations Limit for the District for the 2016-2017 fiscal year is \$266,011.00, based on the calculation provided by the County of Sonoma.

BE IT FURTHER RESOLVED, that the Secretary of this Board is directed to attach the revised limit to the adopted 2016-2017 budget, to forward a copy of the resolution to the Sonoma County Auditor and to file the required report with the State Controller.

BE IT FURTHER RESOLVED, that the Secretary of this Board is directed to retain all calculation sheets and adjustment factor data for three years.

The foregoing resolution was duly read and voted on at a regular meeting of the Camp Meeker Recreation and Park District Board of Directors on the 21st June, 2016 by the following vote of the Board:

Watson _____ Anderson _____ Helfrich _____ Tominia _____ Larson _____

TOTALS: AYES _____ NOES _____ ABSTENTIONS/ABSENT _____

Whereupon the President declared the foregoing resolution adopted, and SO ORDERED, this 21st day of June 2016

So Ordered:

Lynn E. Watson, President

ATTEST:

Catherine J. Anderson, Secretary/Treasurer

June 21, 2016

"P1" CALCULATION OF APPROPRIATION LIMITS

	15-16	16-17
PER CAPITA INCREASE	1.0382	1.0537
POPULATION CHANGE	1.0084	1.0053
POPULATION FACTOR USED	(COUNTY TOTAL)	(COUNTY TOTAL)

FIRE DISTRICTS:

71201 BENNETT VALLEY	1,477,046	1,564,612
71251 BODEGA BAY	2,620,139	2,775,473
71301 RANCHO ADOBE	3,631,674	3,846,976
71351 FORESTVILLE	970,258	1,027,780
71401 GLEN ELLEN	1,173,567	1,243,141
71451 GRATON	621,552	658,400
71501 RUSSIAN RIVER	1,585,761	1,679,772
71551 KENWOOD	590,918	625,951
71601 MONTE RIO	464,423	491,956
71651 RINCON VALLEY	4,482,024	4,747,740
71701 ROSELAND	2,280,455	2,415,650
71801 GOLD RIDGE	3,184,514	3,373,307
71851 VALLEY OF THE MOON	5,099,808	5,402,149
71901 WINDSOR	3,077,089	3,259,513
71951 GEYSERVILLE	889,010	941,714
72001 TIMBER COVE	222,253	235,429
72051 CLOVERDALE	1,677,029	1,776,451
SUBTOTAL	34,047,521	36,066,015

REC & PARK DISTRICTS:

72151 CAMP MEEKER	251,124	266,011
72201 DEL RIO WOODS	264,351	280,023
72251 MONTE RIO	306,324 *	324,485
72301 RUSSIAN RIVER	516,957	547,605
SUBTOTAL	1,338,756	1,418,124

OTHER DISTRICTS:

72550 OCCIDENTAL CSD	350,650	371,438
72601 CAZADERO CSD	316,167	334,911
72701 COAST LIFE SUPPORT	1,872,615	1,983,632
76151 FORESTVILLE WTR	160,590	170,110
76901 BODEGA BAY P.U.D.	680,261	720,590
76951 PALM DRIVE HEALTHCARE	5,589,997	5,921,398
77051 NO SO CO HOSPITAL	15,945,686	16,891,020
78350 SMART	120,473,426	127,615,646
SUBTOTAL	145,389,392	154,008,746
TOTAL LOCAL BOARDS	180,775,669	191,492,884

*Figure Adopted by district replaces limit calculated by the Auditor's Office.

PRELIMINARY BUDGET TRANSACTIONS 2016-2017 RECAP SHEET											
Camp Meeker Rec & Park											
Index #	FUND #10	FUND #15	FUND 40	FUND 50	FUND 60	FUND 61	FUND 70				
A- Estimate of Fund Balance:	R&P	R & P: Cap	Water Op	Wtr: Cap Rpmnt	DWR E58237	E58237 Reserve	USDA (A&B Debt)				
Cash on Hand 4/30/16	49,711	32,934	(19,649)	916,650	74,403	101,073	151,993				
Estimated Revenue	1,000	-	62,500	1,000	-	-	12,400				
Accounts Receivable	-	-	8,500	-	-	-	-				
Estimated Expenditures	10,100	-	65,000	-	-	-	-				
Accounts Payable	-	-	-	-	-	-	-				
Estimated Fund Balance 6/30/16	40,611	32,934	(13,649)	917,650	74,403	101,073	164,393				
B--Analysis of Fund Balance/Unreserved/Undesignated											
Estimated Fund Balance 6/30/16	40,611	32,934	(13,649)	917,650	74,403	101,073	164,393				
Encumbrances	-	-	-	-	-	-	-				
General	-	-	-	-	-	-	-				
Other	-	-	-	-	-	-	-				
Designations	10,094	17,670	10,826	883,269	62,577	100,184	163,057				
Fund Balance Unreserved/Undesignated	30,517	15,264	(24,475)	34,381	11,826	889	1,336				
C-Summary of District Budget											
Fund Balance Unreserved/Undesignated	30,517	15,264	(24,475)	34,381	11,826	889	1,336				
Cancellation of Prior Year Reserves/Designations	10,094	17,670	10,826	883,269	62,577	100,184	163,057				
Estimated Revenue	62,107	-	383,800	6,600	97,078	200	95,140				
Total Available Financing	102,718	32,934	370,151	924,250	171,481	101,273	259,533				
Appropriations	62,107	-	383,766	48,500	97,078	-	93,676				
Provisions for Reserves and/or Designations	21,862	32,934	5,237	869,893	64,471	100,575	171,808				
Total Financing Requirements	83,969	32,934	389,003	918,393	161,549	100,575	265,484				
Lynn E. Watson	Catherine J. Anderson	Gary Helfrich	Anthony Tomlinia	Valery Larson							
Director	Director	Director	Director	Director							
Resolution 2016-005											
Preliminary Budget Transactions Approved On:											
June 21, 2016											
District Fiscal Agent: Cheryl Doran-Girard	Address: 108 Salisbury Circle, Santa Rosa, CA 95401	Phone: 707-545-2108									

CAMP MEEKER RECREATION AND PARK DISTRICT							
2016-2017 PRELIMINARY BUDGET							
10-RECREATION AND PARK FUND							
				5/30/16 YTD	2016-2017	VARIANCE	
FUND	G/L	EVENT	ACCOUNT TITLE	ACTUAL & ESTIMATE	BUDGET		
REVENUES:							
10	4001	00	PROPERTY TAXES-CY SECURED	62,750	65,500	4%	
10	4011	00	PROPERTY TAX ADMIN FEE		(700)	#DIV/0!	
10	4020	00	PROPERTY TAX-CY SUPPLE	489		-100%	
10	4040	00	PROPERTY TAX-CY UNSEC	2,095		-100%	
10	4041	00	COST REIM-COL DELINQUENT	(80)	(100)	25%	
10	4060	00	PROPERTY TAX-PY SECURED				
10	4080	00	PROPERTY TAX-PY SECURED				
10	4090	00	PROPERTY TAX-PY UNSECURED				
10	4101	00	INTEREST -POOLED COUNTY	15	15	0%	
10	4120	00	INTEREST EARNED-OTHER				
10	4210	10	RENTAL FEES-ANDERSON HALL	5,010	5,000	0%	
10	4215	00	RENTAL FEES-OTHER	1,732	1,727	0%	
10	4220	00	STATE-HOPTR	300	300	0%	
10	4230	00	OTHER SALES--Historical	-	-		
10	4250	00	DONATIONS	-			
10	4260	00	REIMBURSEMENTS				
10	4270	00	OUTDATED/CANCELLED WAR				
10	4290	00	MISCELLANEOUS REVENUE	250			
10	4295	17	GRANT REV-COMMUNITY ART	1,000	-	-100%	
10	4295	15	GRANT REV-GRAN FONDO	500	500	0%	
10	4410	00	REVENUES-OTHER GOV				
10	4625	00	TRANSFER W/IN FUND -- IN	-		#DIV/0!	
			TOTAL REVENUES	74,061	72,242	-2%	

10	5010	00	DIRECTOR STIPENDS		1,080	1,080	0%
10	5017	00	WORKER COMPENSATION		1,300	1,300	0%
10	5101	00	COMMUNICATIONS-TELEPHONE		1,181	450	-62%
10	5101	10	COMMUNICATIONS-TELEPHONE A. HALL		375	-	-100%
10	5105	00	COMMUNICATIONS-ISP WEBSITE		180	60	-67%
10	5105	10	COMMUNICATIONS-ISP WEBSITE		-	-	
10	5110	00	COMMUNICATIONS-WEBSITE OTHER		100		-100%
10	5184	00	JANITORIAL SUPPLIES		15	75	400%
10	5184	10	JANITORIAL SUPPLIES-A. HALL		105	300	186%
10	5185	00	JANITORIAL SERVICES		30	150	400%
10	5185	10	JANITORIAL SERVICES-A. HALL		1,500	1,500	0%
10	5210	00	INSURANCE-PROP & LIABILITY		2,608	2,700	4%
10	5301	00	MAINTENANCE-BEACH & PARKS		-	1,000	#DIV/0!
10	5302	10	MAINT-BLDGS & IMPROV A. HALL		2,800	1,000	
10	5304	00	MAINTENANCE-EQUIPMENT		-		#DIV/0!
10	5401	00	MEMBERSHIPS		185	200	8%
10	5402	00	MARKETING		-		#DIV/0!
10	5402	10	MARKETING-ANDERSON HALL		200	400	100%
10	5402	15	MARKETING-GRAN FONDO			75	
10	5402	17	MARKETING-ART EVENTS		38	150	295%
10	5405	00	MISCELLANEOUS		550	575	5%
10	5405	10	MISCELLANEOUS-A. HALL		415	350	-16%
10	5405	15	MISCELLANEOUS-GRAN FONDO		-	250	250%
10	5405	17	MISCELLANEOUS-ART EVENTS		-	100	250%
10	5410	00	OFFICE SUPPLIES		1,000	1,000	0%
10	5410	10	OFFICE SUPPLIES-ANDERSON HALL		142		
10	5410	15	OFFICE SUPPLIES--GRAN FONDO		-	75	#DIV/0!
10	5415	00	OFFICE OPERATIONS		-	-	#DIV/0!
10	5416	00	LEASE-ACCOUNTING SOFTWARE		3,135	1,788	-43%
10	5420	00	TRAINING-ADMINISTRATIVE		326	200	-39%
10	5425	00	POSTAGE		125	150	20%
10	5425	10	POSTAGE--ANDERSON HALL		30	-	-100%
10	5426	00	PRINTING SERVICES		300	500	67%
10	5426	15	PRINTING SERVICES--GRAN FONDO		-	75	#DIV/0!
10	5426	16	PRINTING SERVICES--CHIPPER PROGRAM		-	-	#DIV/0!
10	5426	17	PRINTING SERVICES--COMMUNITY ART		-	-	#DIV/0!
10	5427	00	SUPPLIES			150	150%
10	5427	10	SUPPLIES-ANDERSON HALL		11	300	2627%
10	5427	15	SUPPLIES-GRAN FONDO EVENT		77	75	150%
10	5427	17	SUPPLIES-COMMUNITY ART			-	150%
10	5428	00	FOOD		-	-	#DIV/0!
10	5428	15	FOOD-GRAN FONDO EVENT		249	250	0%
10	5501	00	PROFESSIONAL FEES-WEBMASTER		550	500	-9%
10	5501	10	PROFESSIONAL FEES-WEBMASTER A. HALL		-	300	#DIV/0!
10	5501	15	PROFESSIONAL FEES-WEBMAS GRANFONDO		-	75	#DIV/0!
10	5501	16	PROFESSIONAL FEES-WEBMASTER CHIPPER		-	-	#DIV/0!
10	5501	17	PROFESSIONAL FEES-WEBMAS ART EVENTS			-	150%
10	5502	00	PROFESSIONAL FEES-CONSULTANTS			-	
10	5510	00	COUNTY SERVICES		-	-	
10	5520	00	ADMINISTRATIVE SERVICES		9,000	9,000	0%
10	5521	00	TRAINING COSTS-OTHER		-	-	#DIV/0!
10	5530	17	COMMUNITY EVENTS--ART			-	400%
10	5535	15	EVENT PROMOTION-GRAN FONDO			100	
10	5535	17	EVENT PROMOTION-ART EVENTS		-	-	#DIV/0!
10	5540	00	LAFCO CHARGES		150	150	134%

10	5550	00	LEGAL SERVICES		2,500	2,500	0%
10	5550	20	LEGAL SERVICES-CMVFD		-	-	#DIV/0!
10	5550	30	LEGAL SERVICES-ST. DOROTHY'S		-	1,500	#DIV/0!
10	5555	00	PROFESSIONAL SERVICES-AUDITOR		10,000	7,500	-25%
10	5556	00	PROFESSIONAL SERVICES-ACCTING		11,000	11,000	0%
10	5560	30	PROFESSIONAL FEES-ST. DOROTHY'S		-	-	#DIV/0!
10	5570	10	PAYPAL SERVICE FEES-A. HALL		75	150	100%
10	5570	00	PAYPAL SERVICE FEES			75	100%
10	5571	00	LATE FEES			-	
10	5575	00	BANK SERVICE FEES		30	30	0%
10	5576	00	PROPERTY TAX ADMIN FEES		900	750	-17%
10	5580	00	ELECTIONS COST		1,184	2,663	100%
10	5585	00	PUBLIC/LEGAL NOTICES		-	-	
10	5590	00	GAS/OIL		68	200	194%
10	5590	10	GAS/OIL-A. HALL		750	750	0%
10	5591	10	EQUIPMENT RENTALS--ANDERSON HALL		143	150	
10	5591	15	EQUIPMENT RENTALS-GRAN FONDO		33	300	809%
10	5592	00	WATER AND SEWER		525	550	5%
10	5592	10	WATER AND SEWER-A. HALL		450	500	11%
10	5594	00	UTILITIES		-	-	100%
10	5594	10	UTILITIES-A. HALL		1,000	1,000	0%
			TOTAL SERVICE/SUPPLIES		56,415	56,021	-1%
10	8501	00	LAND				
10	8510	00	REMODEL/REHAB/RENOVATE		-	-	#DIV/0!
10	8511	00	MAINTENANCE & REPAIR				
10	8516	00	MAINTENANCE & REPAIR--Sign			-	100%
10	8565	00	EQUIPMENT		-	-	100%
10	8565	10	EQUIPMENT--A. HALL		1,650	2,500 *	100%
10	8625	00	TRANSFER W/IN FUND				
10	9001	00	CONTINGENCY			722	100%
			TOTAL OTHER EXPENSES		1,650	3,222	95%
			EXPENSES IN TOTAL		58,065	59,243	2%
			*Picnic Tables/Play Equipment				
			Income Over/Under Expense: Budget Only			13,000	
			WATER FUND DEBT REPAYMENT			10,000	
			REC & PARK CAP REPLACEMENT			3,000	

CAMP MEEKER RECREATION AND PARK DISTRICT							
2016-2017 PRELIMINARY BUDGET							
EVENT/PROJECT BUDGET:			Anderson Hall				
				5/30/16 YTD	2016-2017		VARIANCE
FUND	G/L	EVENT	ACCOUNT TITLE	ACTUAL & ESTIMATE	BUDGET		
			REVENUES:				
10	4210	10	Rental Fees-Anderson Hall	5,010	5,000		0%
			Total Revenues	5,010	5,000		0%
			EXPENSES:				
10	5101	10	Communications-Telephone	450	-		#DIV/0!
10	5184	10	Janitorial Supplies	125	300		58%
10	5185	10	Janitorial Services	1,500	1,500		0%
10	5302	10	Maintenance & Improvements	2,800	500		-460%
10	5402	10	Marketing	-	400		100%
10	5405	10	Miscellaneous	415	300		-38%
10	5410	10	Office Supplies	150	150		0%
10	5425	10	Postage	30	25		-20%
10	5501	10	Professional Fees-Web	200	300		33%
10	5570	10	Service Fees-Paypal	75	75		0%
10	5590	10	Gas & Oil	750	750		0%
10	5591	10	Equipment Rentals	143	143		0%
10	5592	10	Water & Sewer	500	600		17%
10	5594	10	Utilities	1,000	1,000		0%
			Total Services & Supplies	8,138	6,043		-35%
10	8510	10	Remodel/Rehab/Renovate	-	-		
10	8511	10	Maintenance & Repair	-	-		
10	8565	10	Equipment	-	2,500 *		100%
			Total Expenses	8,138	8,543		5%
			Profit on Rental Activity	(3,128)	(3,543)		
* Picnic Tables/Toilet Replacement							

CAMP MEEKER RECREATION AND PARK DISTRICT							
2016-2017 PRELIMINARY BUDGET							
16-RECREATION AND PARK-CAPITAL FUND							
				5/30/16 YTD	2016-2017		
FUND	G/L	EVENT	ACCOUNT TITLE	ACTUAL	BUDGET		
REVENUES:							
16	4625	00	TRANSFER W/IN FUND				
EXPENSES:							
16	8625	00	TRANSFER W/IN FUND	5,000			
			TOTAL EXPENSES	5,000			

CAMP MEEKER RECREATION AND PARK DISTRICT							
2016-2017 PRELIMINARY BUDGET							
40-WATER OPERATIONS FUND							
				5/30/16 YTD	2016-2017	VARIANCE	
FUND	G/L	EVENT	ACCOUNT TITLE	ACTUAL & ESTIMATE	BUDGET		
REVENUES:							
40	4010	00	DIRECT CHARGES-CURRENT YEAR	120,000	122,000	2%	
40	4015	00	DIRECT CHARGES-CY SEC -JULY	-			
40	4061	00	DIRECT CHARGES-PRIOR YEAR	3,280		0%	
40	4101	00	INTEREST-POOLED CASH-COUNTY	11		0%	
40	4110	00	INTEREST-WELLS FARGO	-	300	0%	
40	4310	00	SALES OF WTR-RESIDENTIAL	195,000	213,000	9%	
40	4625	00	TRANSFERS-WITHIN FUND-IN	25,000	48,500	* 94%	
40			TOTAL REVENUE	343,291	383,800	12%	
40	5101	00	COMMUNICATIONS-TELEPHONE	250	450	80%	
40	5105	00	COMMUNICATIONS-ISP WEBSITE	275	350	27%	
40	5185	00	JANITORIAL SERVICES	-	-	100%	
40	5210	00	INSURANCE-PROP/LIABILITY	2,608	3,000	15%	
40	5401	00	MEMBERSHIPS	75	100	33%	
40	5402	00	MARKETING	-	-	0%	
40	5405	00	MISCELLANEOUS	150	150	0%	
40	5410	00	OFFICE SUPPLIES	800	800	0%	
40	5415	00	OFFICE OPERATIONS	100	100	0%	
40	5416	00	LEASE-ACCOUNTING SOFTWARE	2,986	1,788	-40%	
40	5420	00	TRAINING-ADMINISTRATIVE	326	300	-8%	
40	5425	00	POSTAGE	100	125	25%	
40	5426	00	PRINTING SERVICES	300	500	67%	
40	5428	00	FOOD	-	-	0%	
40	5501	00	PROFESSIONAL FEES-WEB	350	250	-29%	
40	5515	00	CONTRACT SER-WATER OPERATOR	99,000	105,000	6%	
40	5520	00	ADMINISTRATIVE SERVICES	13,000	13,000	0%	
40	5521	00	TRAINING COSTS-OTHER	-	-	0%	
40	5540	00	LAFCO CHARGES	750	750	0%	
40	5550	00	LEGAL SERVICES	4,950	5,000	1%	
40	5555	00	PROFESSIONAL SERVICES-AUDITOR	9,000	9,000	0%	
40	5556	00	PROFESSIONAL SERVICES-ACCOUNTING	11,000	11,000	0%	
40	5560	00	PROFESSIONAL FEES-OTHER		-	0%	
40	5565	00	FISCAL AGENT FEES	300	200	-33%	
40	5575	00	BANK SERVICE FEES	75	75	0%	
40	5576	00	PROPERTY TAX ADMINISTRATION FEE	1,100	1,250	14%	
40	5580	00	ELECTIONS COST	1,200	3,000	100%	
40	5585	00	PUBLIC/LEGAL NOTICES	302	500	66%	
40	5587	00	WATER SYSTEM FEES-STATE	2,369	2,500	6%	
40	5591	00	EQUIPMENT RENTALS	35	-	-100%	
40	5592	00	WATER & SEWER	280	300	7%	
40	5594	00	UTILITIES	3,000	3,000	0%	
40	5595	00	WASTE REMOVAL	498			
			TOTAL SERVICE & SUPPLIES	155,179	162,488	5%	
40	8511	00	MAINTENANCE & REPAIR	882	15,000	1601%	
40	8565	00	EQUIPMENT				
40	8567	00	ENGINEERING SERVICES				
40	8626	00	TFR WITHIN FUND-OUT	201,200	201,200	0%	
40	9001	00	CONTINGENCY		5,000	0%	
			TOTAL OTHER EXPENSES	202,082	221,200	9%	
			TOTAL ALL EXPENSES	357,261	383,688	7%	
			OVER/UNDER	(13,970)	112		

CAMP MEEKER RECREATION AND PARK DISTRICT							
2016-2017 PRELIMINARY BUDGET							
50-WATER CAPITAL FUND							
				5/30/16 YTD	2016-2017		
FUND	G/L	EVENT	ACCOUNT TITLE	ACTUAL	BUDGET		VARIANCE
REVENUES:							
50	4110	00	INTEREST EARNED-WELLS FARGO BANK	300	300		0%
50	4625	00	TRANSFERS-WITHIN A FUND-IN	4,500	5,000		10%
			TOTAL REVENUE	4,800	5,300		9%
EXPENSES:							
50	8516	00	MAINTENANCE & REPAIR	-			
50	8625	00	TRANSFERS WITHIN A FUND-OUT	20,000	38,500		48%
			TOTAL EXPENSES	20,000	38,500		48%

CAMP MEEKER RECREATION AND PARK DISTRICT							
2016-2017 PRELIMINARY BUDGET							
60-WATER-DWR E58237 FUND							
				5/30/16 YTD		2016-2017	
FUND	G/L	EVENT	ACCOUNT TITLE	ACTUAL		BUDGET	
REVENUES:							
60	4101	00	INTEREST EARNED-POOLED CASH SONOMA COUNTY	125		125	
60	4625	00	TRANSFERS-WITHIN A FUND -IN			101,260	
			TOTAL REVENUE	125		101385	
60	7910	00	LONG TERM DEBT-PRINCIPAL	119,914		80,427	
60	7911	00	LONG TERM DEBT-INTEREST	24,702		15,389	
			TOTAL EXPENSES	144,616		144,616	

CAMP MEEKER RECREATION AND PARK DISTRICT						
2016-2017 PRELIMINARY BUDGET						
61-WATER-DWR E58237 LOAN RESERVE						
				5/30/16 YTD	2016-2017	VARIANCE
FUND	G/L	EVENT	ACCOUNT TITLE	ACTUAL	BUDGET	
REVENUES:						
61	4101	00	INTEREST POOLED CASH-SONOMA COUNTY	275	250	-10%
			TOTAL REVENUE	275	250	-10%

CAMP MEEKER RECREATION AND PARK DISTRICT					
2016-2017 PRELIMINARY BUDGET					
70-USDA DEBT FUND					
				5/30/16 YTD	2016-2017
FUND	G/L	EVENT	ACCOUNT TITLE	ACTUAL	BUDGET
REVENUES:					
70	4290	00	MISCELLANEOUS REVENUES		
70	4625	00	TRANSFERS-WITHIN FUND-IN	103,544	99,940
			TOTAL REVENUE	103,544	99,940
EXPENSES:					
70	7910	00	LONG TERM DEBT-PRINCIPAL	31000	32,500
70	7911	00	LONG TERM DEBT-INTEREST	62644	61,168
			TOTAL EXPENSES	93644	93,668

SB 272

Approved on October 11, 2015, adds a section to the California Public Records Act requiring local agencies to create a catalog of Enterprise Systems by July 1, 2016 with annual updates.

Enterprise System

A software application or computer system that collects, stores, exchanges and analyzes information that the agency uses that is both of the following:

- A multi-departmental system or a system that contains information collected about the public.
- A system that serves as an original source of data within an agency.

An Enterprise System does not include any of the following:

- Information Technology security systems, including firewalls and other cybersecurity systems.
- Physical access control systems, employee identification management systems, video monitoring and other physical control systems.
- Infrastructure and mechanical control systems, including those that control or manage street lights, electrical, natural gas or water or sewer functions.
- Systems related to 911 dispatch and operation or emergency services.
- Systems that would be restricted from disclosure by Section 6254.19.
- The specific records that the information technology system collects, stores, exchanges or analyzes.

Requirements

1. Create a catalog of enterprise systems, containing:

- Current system vendor
- Current system product
- System's purpose
- A description of categories or types of data
- The department that is the prime custodian of the data
- The frequency that system data is collected
- The frequency that system data is updated

2. To make the catalog publicly available upon request

3. To post the catalog in a prominent location on the agency's website

Exception

If the public interest served by not disclosing the information described clearly outweighs the public interest served by disclosure, the local agency may instead provide a system name, brief title or identifier of the system.

[Enterprise System Catalog \(Click Here\)](#)

Microsoft Excel

SB 272

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[Enterprise System Catalog \(Click Here\)](#)



Contact Us

City of
Healdsburg
401 Grove
Street
Healdsburg,
CA 95448
Phone: 707-
431-3317
Fax: 707-
431-3321

Quick Links

[Boards & Commissions](#)
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[Employee Email](#)
[Receive Alerts](#)
[Upcoming Events](#)

Frequently Asked Questions

[What are City Hall's business hours?](#)
[What is the best way to pay my utility bills online?](#)
[How do I report a problem with my utilities?](#)
[How do I file a complaint about a code enforcement problem?](#)

City of Healdsburg Enterprise System Catalog

Vendor	Product	System Purpose	Categories, Layers, or Modules	Custodian	Frequency Collected/Updated
Acella	Minitraq	Online Agenda / Minutes Software	Online Agenda Minutes Software	City Clerk	As needed
Active Network	ActiveNet	Recreation Software	Online Registration Online Payments Track Class Registration	Parks & Recreation Parks & Recreation Parks & Recreation	Daily Daily Daily
Applitrak	Applitrak Tracking	Online Applicant System	Applicant Tracking	Human Resources	Daily
California Department of Toxic Substance Control	CUPA-DMS	CUPA-DMS	Inspections Management Software	Fire Department	As needed
CivicPlus	CivicPlus	City website	Content management for web posting/calendars/documents Web applications/311 Services	Information Technology	As needed
Codepublishing.com	Codepublishing.com	Municipal Code Publishing	Municipal Code	City Clerk	As needed
Corelogic	Metroscan	metrosan	Parcel Numbers	Electric	As needed
EarthChannel (to be replaced)	EarthChannel	Meeting sounds recorder	Sound recording council chambers	City Clerk	As needed
Esri	ArcGIS / ArcSDE AGOL	Enterprise GIS	Infrastructure and Sub-Addresses Street Assets Park Assets Land Records Planning Data	Information Technology	As needed As needed As needed As needed As needed As needed As needed As needed
For The Record	For the Record	Public Meeting Recordings	Public Meeting Recordings	City Clerk	As needed
GG-One	Fasttrack	Contract Tracking	Contract Tracking	City Manager's Office	As needed
Microsoft	Access	Planning & Building Permits	Planning & Building Permits	Building & Planning	As needed
Microsoft	Excel	Planning & Building Permits	Planning & Building Permits	Building & Planning	As needed
Microsoft	Exchange	Email System	Enterprise Electronic Mail	Information Technology	Daily
Microsoft	Sharepoint	Intranet / Web	Intranet / Web	Information Technology	As needed
Mitchell	On Demand	Corp Yard Work Order Tracking	Vehicle Work Order Tracking	City Manager's Office	Daily
Northstar	NorthStar	Utility Billing	Utility Billing	Finance Department	Daily
Novus Solutions (to be replaced)	Novus Solutions	Online Agenda / Minutes Software	Online Agenda Minutes Software	City Clerk	As needed
Infosend	Onlinebiller.com	Utility Payments	Utility Payments	Finance Department	Daily
OpenGov.com	OpenGov.com	Budget Transparency	Budget Transparency	Finance Department	As needed
Seamlessdocs	Seamlessdocs	Fillable Forms Management	Online Fillable Forms	Information Technology	As needed
Solarwinds	Solarwinds	Helpdesk Ticketing System Technology & Facilities	HW/SW Inventory Track/Manage/Submit Online requests Knowledgebase Employee Self Service	IT/ Facilities IT/ Facilities IT/ Facilities	Daily Daily Daily Daily
Sungard Public Sector	Naviline / THE	Financial System Human Resources Customer Information System(CIS)	Accts Receivable Accounts Payable Payroll Purchasing Fixed Assets General Ledger Tracking Cash Management Inventory Management Service Order Processing Cash Management Permit Processing Job/Pay Classification Personnel Maintenance Benefits Administration Position Control	Finance Department Finance Department Finance Department Finance Department Finance Department Finance Department Finance Department Finance Department Human Resource Division Human Resource Division Human Resource Division	Daily Daily Daily Daily Daily Daily Daily Daily Daily Daily Daily

OCCIDENTAL COMMUNITY SERVICES DISTRICT

PO BOX 244

OCCIDENTAL, CA 95465-0244

April 19, 2016

Sonoma County Permit Resource and Management Department
Attn: Dean Parsons
2550 Ventura Avenue
Santa Rosa, CA 95403

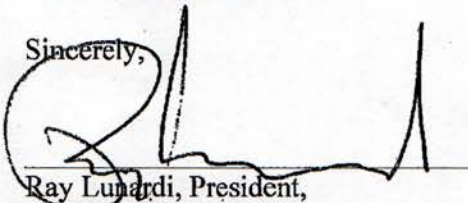
Re: Occidental Community Services District
Citation #02-18-16C-009

Dear Mr. Parsons,

The Occidental Community Services District received a citation for violation of a compliance order from the State Department of Water Resources Control, Board Division of Drinking Water, Citation #02-18-16C-009.

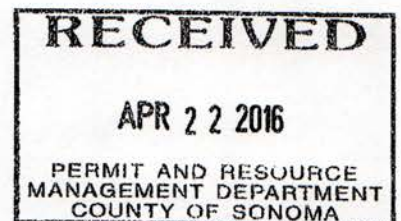
This letter is to notify Sonoma County PRMD that Occidental Community Services District is not authorized to make any new connections or activate water service to any address in Occidental Community Services District's service area for which the building permit issue date is after March 9, 2012.

Sincerely,



Ray Lunardi, President,
Board of Directors, Occidental Community Services District

cc: Russian River Utility, PO Box 730, Forestville, CA 95436





TORRES MARTINEZ DESERT CAHUILLA INDIANS

P.O. Box 1160
Thermal, CA 92274
(760) 397-0300 – FAX (760) 397-8146

May 9, 2016

To whom it may concern:

Re: California Environmental Quality Act Public Resources Code section 21080.3, subd. (b) ; California Assembly Bill 52, Request for Formal Notification of Proposed Projects within your jurisdiction that is traditionally and culturally affiliated with the Torres Martinez Desert Cahuilla Indians.

The purpose of this letter is to request formal notification of proposed projects within your jurisdiction that is traditionally and culturally affiliated with the Torres Martinez Desert Cahuilla Indians, in accordance with Public Resources Code Section 21080.3.1, subd. (b). As of the date of this letter, you have been formally notified that the boundaries of your local government's jurisdiction fall within the area that is traditionally and culturally affiliated with the Torres Martinez Desert Cahuilla Indians. Additionally, Torres Martinez Desert Cahuilla Indians has created specific requests and formal procedures in accordance with California Assembly Bill 52:

- Formal notice of and information on proposed projects for which your agency will serve as a lead agency under the California Environmental Quality Act (CEQA), Public Resources Code section 21000 et seq. Pursuant to Public Resources Code section 21080.3.1, subd. (b) shall be sent to Torres Martinez Desert Cahuilla Indians
- Within 14 days of determining that an application for a project is complete or of a decision by your agency to undertake a project, a lead agency must provide formal notification to Cultural Monitoring Coordinator, Michael Mirelez, who is the designated contact and tribal representative for the traditionally and culturally affiliated Torres Martinez Desert Cahuilla Indians regarding notifications pertaining to California Assembly Bill 52

Contact Information:

*Michael Mirelez
Cultural Resource Coordinator
Torres Martinez Desert Cahuilla Indians*

RECEIVED
MAY 13 2016
AS

Address: P.O. Box 1160 Thermal, CA 92274

Office: 760-397-0300 ext:1213

Cell: 760-399-0022

Email: mmirelez@tmdci.org

This notice shall consist of a formal written letter that includes:

- A description of the proposed project
 - The project's location
 - The lead agency contact information
 - A clear and definitive statement that the tribe has 30 day to request consultation
 - An Aerial Photo of the project Area
 - Copies of the CHRIS Archaeological Record Search
- Once the Torres Martinez Desert Cahuilla Indians has received the notification, we will respond within 30 days as to whether we wish to initiate consultation as prescribed by Public Resources Code section 21080.3.1, subd. (d), the Torres Martinez Desert Cahuilla Indians, may request consultation, as defined by Public Resources Code section 21080.3.1, subd. (b), pursuant to Public Resources Code section 21080.3.2 to mitigate any project impacts a specific project may cause to tribal cultural resources.
- The lead agency shall begin the consultation process within 30 days of receiving the Torres Martinez Desert Cahuilla Indians request for consultation and prior to the release of a negative declaration, mitigated negative declaration, or environmental impact statement.
- Once a review of inadvertent discoveries has been completed by the Cultural Resource Director, all information will then be transferred to the Torres Martinez Desert Cahuilla Indians Tribal Council for a final decision and directive.

Sincerely,

Michael Mirelez
Cultural Resource Coordinator
Torres Martinez Desert Cahuilla Indians