

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

Tuesday, September 19, 2017 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. STATEMENTS OF ABSTENTION

V. PUBLIC COMMENT

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

VI. CONSENT ITEMS (10 minutes)

- A. Approval of Minutes
 - 1. August 15, 2017
- B. Payment of Claims
- C. Journal Entry Approval
 - 1. 2017-071, Payment DWR Loan, October 2016
- 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. OCSD Water Permit 21214

VIII. ACTION ITEMS

A. RESOLUTION 2017-009: APPROVAL OF FINAL BUDGET FOR FISCAL YEAR
ENDING 6/30/2018 (Staff, 15 minutes)

DESCRIPTION: The Board will review and approve the final budget for fiscal year 7/1/2017 through 6/30/2018 and affirm the previously approved Prop 4 limitation as required by law.

PROPOSED ACTION: Adopt Resolution 2017-009 and a Final Budget for the fiscal year ending June 30, 2018 as required by law.

B. WATER RATE STUDY (Dave Coleman, Rich Ingram-Brelje & Race and
Gary Helfrich/Anthony Tominia, 10 minutes)

DESCRIPTION: Water rates have not been increased since early 2011 despite ongoing increases in costs. Brelje and Race staff and water sub-committee will present information relative to water rates, Prop 218 concerns, capital replacement program and costs for water rate study.

PROPOSED ACTION: The Board may/may not move forward with a water rate study conducted by the Reed Group in conjunction with Brelje & Race.

C. WATER ACCOUNT 296, 32 MCCLURE, KOLODGE PROPERTIES

(Frederico/Kolodge Properties/RRU Staff, 10 minutes)

DESCRIPTION: Frank Frederico, owner of 32 McClure, (Account 296) is requesting a credit for high usage in May and June due to a toilet leak. He contends that while there was a leaking toilet in that was repaired and doubts the accuracy of the meter reading. (Customer & Russian River Utility information included.)

PROPOSED ACTION: The Board may/may not award a one-time credit for high usage.

D. DISTRICT MAINTENANCE (Anthony Tominia & Staff, 10 minutes)

DESCRIPTION: At the June meeting, the Board discussed a proposal for hiring of an employee to perform various services for landscaping and maintenance. It was agreed each Director would research and provide, for discussion, a description of the maintenance and repair needs. Staff will research outsourcing to services.

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

E. BASKETBALL COURT PAINTING (Anthony Tominia, 5 minutes)

DESCRIPTION: The Board will discuss out-sourcing the painting of lines on the basketball court.

PROPOSED ACTION: The Board may/may not approve proceeding with painting the lines on the basketball court.

F. CAMP MEEKER SIGN (Anthony Tominia, 10 minutes)

DESCRIPTION: The Board will discuss the status of the Camp Meeker sign and proposed encroachment permitting and repairs.

PROPOSED ACTION: The Board may/may not approve further action in regard to the sign.

G. STATE COMPENSATION INSURANCE AUDIT (Staff, 5 minutes)

DESCRIPTION: At the August Board meeting, staff advised that State Compensation is requiring an audit of actual payroll records and that the District will have to provide an inordinate amount of documents including providing contractor license and insurance copies as well as cancelled check copies despite no payroll or employees for the period specified. Staff will report on recent discussion with the SCIF auditor.

PROPOSED ACTION: The Board may or may not approve further action regarding this matter.

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, August 15, 2017 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

The meeting was called to order at 7:03 p.m.

II. ROLL CALL

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

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

There were no statements of abstention.

V. PUBLIC COMMENT

Frank Frederico explained that he is requesting a review and credit to recent water bills due to a faulty meter and that he expected his request to be on the agenda. He indicated that his health precludes his attendance at another meeting. The Board instructed that he provide receipts for his repairs to Russian River Utility staff and that the Board will review his request on September 19, 2017.

VI. CONSENT ITEMS

A. Approval of Minutes

1. July 18, 2017

A motion was made by Anthony Tominia, and seconded by Cathie Anderson to approve the July 18, 2017 minutes as written.

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

The motion was approved. Ayes: 5 Noes: 0 Abstain: 1 Absent: 0

2. Correction Minutes of 4/18/2017

The minutes of April 18, 2017 Action Item referring to the removal of parcel number (075-203-002) are incorrect. The parcel removed from the tax roll is 075-203-004 (62 Montgomery).

A motion was made by Gary Helfrich, and seconded by Anthony Tominia to correct the April 18, 2017 to reflect that parcel number 075-203-004 (62 Montgomery) is the correct parcel approved for removal from the tax roll.

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

The motion was approved. Ayes: 5 Noes: 0 Abstain: 1 Absent: 0

B. Payment of Claims

After discussion, a motion was made by Gary Helfrich, seconded by Cathie Anderson to approve the following warrant request 2017-2018-002 and the checks 1614-1628 and that check 1620 is void (Wells Fargo Operating), check numbers 598/599 (Bank of the West-Water) and checks

1058 US Bank for Anderson Hall refund of client deposits and transfer of Anderson Hall client rental fees.

G2017/2018-002	RP-August 2017	3,103.10
\$17,051.06	Water-August 2017	9,036.81

Directors Anderson, Helfrich, Larson, Tominia, and Watson voted yes.
The motion was approved. Ayes: 5 Noes: 0 Abstain: 1 Absent: 0

C. Journal Entry Approval

1. JVs 2017-066, 2017-067, 2017-068- Fiscal Year End 6/30/2017

A motion was made by Gary Helfrich, and seconded by Cathie Anderson to approve JVs 2017-066, 2017-067, and 2017-068 for Fiscal Year-End 6/30/2017 as presented.

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

The motion was approved. Ayes: 5 Noes: 0 Abstain: 1 Absent: 0

2. JV 2018-002

A motion was made by Anthony Tominia, and seconded by Valery Larson to approve JVs 2018-002 as presented.

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

The motion was approved. Ayes: 5 Noes: 0 Abstain: 1 Absent: 0

C. Administrative and Financial Report

Ms. Doran-Girard reported that State Compensation is requiring an audit of the District's records encompassing a multi-year review of financial and other records, that a high usage reflected in the water meter covering the firehouse and beach is not a result of faulty meter. Russian River Utility checked the meter and it is working as it should, and that the letter requesting a grant for a Gran Fondo event has been sent. Additionally, she advised that she has met with Sue Goranson's staff regarding the 6/30/17 audit. Lastly, she informed the Board that state law requires the 2017-2018 Final Budget be adopted by 9/30/2017 and it will be presented at the September 19, meeting with the deletion of funds allocated for a November election as the County has advised the continuing of present Directors as no one had registered to run.

VII. REPORT OF THE WATER SYSTEM OPERATOR

- A. Jamie Dunton reported at all is well with the water system and running normally. Director Anderson requested information regarding the payment status of accounts 247 and 114.

VIII. PUBLIC HEARING: TAKE AND REVIEW PUBLIC COMMENT 2017-2018 ANNUAL DIRECT CHARGE BILLING VIA PROPERTY TAXES

A. OPEN PUBLIC HEARING

The Public Hearing to take and review public comment regarding the 2017-2018 annual Direct Charge billing via the property taxes was opened at 7:28 p.m.

Annually, the District has to provide the County of Sonoma with a report on water charges, including delinquencies. This has to be done after public hearing gives those interested a

chance to speak to the report. The Board will take and review public comment on Proposed Resolution No. 2017-008, which proposes to approve the 2017-2018 annual Direct Charge billing via property taxes. Proposed Resolution No. 2017-008 is entitled:

"A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMP MEEKER RECREATION AND PARK DISTRICT OVERRULING PROTESTS AND CONFIRMING REPORT ON WATER CHARGES AND DELINQUENT WATER CHARGES FOR THE FISCAL YEAR 2017-2018."

B. CLOSE PUBLIC HEARING.

As there was no public comment relative to the 2017-2018 Annual Direct Charge billing, the Public Hearing was closed at 7:30 p.m.

IX. ACTION ITEMS

A. ADOPTION OF RESOLUTION 2017-008: OVERRULING PROTESTS AND CONFIRMING REPORT ON WATER CHARGES AND DELINQUENT WATER CHARGES FOR THE FISCAL YEAR 2017-2018.

DESCRIPTION: Following the taking of Public Comment, as set forth above, the Board will review for adoption Proposed Resolution No. 2017-008 that Resolution proposes to over-rule protests and confirm the report on water charges and delinquent water charges for the year 2017-2018.

ACTION: A motion was made by Gary Helfrich, and seconded by Cathie Anderson to approve Resolution 2017-008 Overruling Protests and Confirming Report on Water Charges and delinquent water charges for the fiscal year 2017-2018.

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

The motion was approved. Ayes: 5 Noes: 0 Abstain: 1 Absent: 0

B. GOLD RIDGE RCD/ALLIANCE REDWOODS PROPOSAL INVOLVING RELOCATION OF ALLIANCE REDWOODS EXISTING INSTREAM WATER RIGHTS TO CAMP MEEKER WELLS AS A PART OF DUTCH BILL CREEK FLOW RESTORATION PROJECT. (Jim Blake, Alliance/Brelje & Race staff

DESCRIPTION: Rich Ingram in conjunction with Brelje staff, Alliance staff, and Brelje & Race/Gold Ridge Resource Conservation District staff reviewed a proposal that Alliance relocate existing in-stream water rights to the Camp Meeker wells in order to secure the Alliance water supply and eliminate Alliance impact on Dutch Bill Creek. The concept is to keep existing system, add Alliance and upgrade to accommodate Alliance. Costs to be absorbed by Alliance. Gary Helfrich suggested that the water subcommittee go forward to investigate the proposal and come back to the Board with next steps at the September meeting.

ACTION: A motion was made by Gary Helfrich and seconded by Anthony Tominia to move forward with investigating the Gold Ridge/Alliance/Brelje and Race proposal. The Camp Meeker water subcommittee will act as Board contacts for the investigation.

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

The motion was approved. Ayes: 5 Noes: 0 Abstain: 1 Absent: 0

C. WATER RATE REVIEW

DESCRIPTION: Rich Ingram, formerly of Brelje and Race reviewed the various aspects of a water rates study and suggested that the District consider utilizing the services of the Reed Group for a water rate study as the rate process has become quite complicated requiring that the District be cautious with respect to tiered rates and Prop 218 issues.

ACTION: A motion was made by Gary Helfrich, and seconded by Cathie Anderson that the water sub-committee be authorized to move forward with meeting with Brelje and the Reed group to develop a proposal to evaluate water rates from the Reed Group in conjunction with Brelje and Race.

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

The motion was approved. Ayes: 5 Noes: 0 Abstain: 1 Absent: 0

D. WATER ACCOUNT 304, 27 HAMPTON (APN 075-244-001), SAMANTHA HARMON

DESCRIPTION: Samantha Harmon, owner of 27 Hampton, (Account 304-APN 075-244-001) presented her request for a credit for high usage in due to a broken pipe that has now been repaired. Director Tominia reviewed the constraints relative to the five-year time limitation of the credit process and the verification of repairs via receipts with Russian River Utility staff.

ACTION: A motion was made by Anthony Tominia, and seconded by Cathie Anderson to approve a credit for account 304, Samantha Harmon, upon verification of repairs and payment of energy costs. No further credits for five years.

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

The motion was approved. Ayes: 5 Noes: 0 Abstain: 1 Absent: 0

E. DISTRICT MAINTENANCE

DESCRIPTION: At the June meeting, the Board discussed a proposal for hiring of an employee to perform various services for landscaping and maintenance. Director Tominia proposed the hiring of a property management service to handle rental as well as maintenance of District properties. Director Helfrich stated that there are companies approved and certified for these types of services on a list at the County.

ACTION: Director Tominia and staff will continue to investigate this issue and report at the September meeting.

F. BASKETBALL COURT PAINTING

DESCRIPTION: The Board discussed out-sourcing the striping of lines on the basketball court no surfacing costs have been obtained.

ACTION: The Board took no action.

G. CAMP MEEKER SIGN

DESCRIPTION: The Board will discuss the status of the Camp Meeker sign and proposed encroachment permitting and repairs. The Board continued this item until September.

ACTION: The Board took no action.

X. DIRECTORS' REPORTS

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

PROPOSED ACTION: No action or discussion to take place

Director Anderson reviewed purchase of benches—these items maybe available from the Juvenile Justice Center at Los Gillicos. She also advised that she will be ordering chair dollies for Anderson Hall; and further that she may not be at the September meeting.

XI. ADJOURNMENT

As there was no further business to be brought before the Board at this time, a motion was made by Cathie Anderson, and seconded by Gary Helfrich that the August 2017 meeting of the Camp Meeker Board of Directors is 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 8:40 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

2017-08-15finalminscdg1.doc

CHERYL DORAN GIRARD
CLIENT MEMORANDUM

TO: CAMP MEEKER RECREATION & PARK DISTRICT BOARD MEMBERS
FROM: CHERYL DORAN GIRARD
SUBJECT: SEPTEMBER 19, 2017 WARRANTS AND FINANCIAL INFORMATION
DATE: SEPTEMBER 14, 2017

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.

2017/2018-003	RP-September 2017	3,630.16
\$19,382.80	Water- September 2017	15,752.64

Cash balances are updated from August 31 bank statements from all District accounts plus funds received and checks written to date. All bank accounts are reconciled through August 31 statements.

Financial statements contain data available through September 13, 2017 and reflect receipt of all moneys received to that date. The detail of the warrant requests directly is following this memo so you will be able to review individual items for each warrant request. The transfer checks are listed as the last item on the warrant request. Cash on-hand, check registers, water funds allocation, and the financial statements are placed behind the individual warrant details.

Upon my return from Boston on October 2, I will be working the 16-17 Audit preparation and the State Compensation audit as well as the draft of the District's policies and procedures manual.

In the event that you need to contact me, I can be reached via cell phone 707-696-2876 or my office line 545-2108. I will be available by cell during my time in New England.



Camp Meeker Recreation & Parks District
Check/Voucher Register - CDG-Current Register
1010 - Cash In Wells Fargo Bank-Operating
From 8/16/2017 Through 9/19/2017

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1629	System Generated Check/Vo...	Cathie Anderson	9/19/2017	53.00
1630	System Generated Check/Vo...	Camp Meeker Wa...	9/19/2017	82.58
1631	System Generated Check/Vo...	Cheryl Doran-Girard	9/19/2017	5,053.56
1632	System Generated Check/Vo...	Fedex Office	9/19/2017	77.91
1633	System Generated Check/Vo...	Jessica Lopez	9/19/2017	100.00
1634	System Generated Check/Vo...	McPhail Fuel Com...	9/19/2017	583.69
1635	System Generated Check/Vo...	Darwin Montafi	9/19/2017	90.00
1636	System Generated Check/Vo...	P G & E	9/19/2017	94.31
1637	System Generated Check/Vo...	Russian River Utility	9/19/2017	12,448.32
1638	System Generated Check/Vo...	Sonoma Media In...	9/19/2017	298.00
1639	System Generated Check/Vo...	US Bank	9/19/2017	411.43
1640	Director Stipend September ...	Cathie Anderson	9/19/2017	30.00
1641	Director Stipend -September...	Valery Larson	9/19/2017	30.00
1642	Director Stipend-September ...	Lynn Watson	9/19/2017	30.00
		Total 1010 - Cash In Wells Fargo Bank-Operating		19,382.80

Camp Meeker Recreation & Parks District
Check/Voucher Register - CDG-Current Register
1015 - Cash in Wells Fargo Bank-Investments
From 8/16/2017 Through 9/19/2017

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1010	USDA Loan Payment	USDA Rural Devel...	9/19/2017	<u>64,182.08</u>
		Total 1015 - Cash in Wells Fargo Bank-Investments		64,182.08

Camp Meeker Recreation & Parks District

Check/Voucher Register - CDG-Current Register

1030 - Cash in Bank of the West-Water

From 8/16/2017 Through 9/19/2017

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
600	Wtr Tfr USDA & Capital Fun...	Camp Meeker Rec...	9/19/2017	6,600.00
601	Wtr Tfr-Water Operations A...	Camp Meeker Rec...	9/19/2017	<u>10,900.00</u>
		Total 1030 - Cash in Bank of the West-Water		17,500.00

Camp Meeker Recreation & Parks District
Check/Voucher Register - CDG-Current Register
1040 - Cash in US Bank-Rental Deposits/PayPal
From 8/16/2017 Through 9/19/2017

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1060	Refund Rental Deposit-Wind...		9/14/2017	150.00
1061	Transfer Rental Fees-Eccles ...	Camp Meeker Rec...	9/14/2017	950.00
1062	Refund Rental Deposit -Eccl...		9/14/2017	150.00
1063	Refund Rental Deposit Wojci...		9/14/2017	150.00
1064	Refund Rental Deposit Scho...		9/14/2017	150.00
		Total 1040 - Cash in US Bank-Rental Deposits/PayPal		1,550.00
Report Total				102,614.88

CAMP MEEKER RECREATION AND PARK DISTRICT

WARRANT REQUEST # 2017-2018-003

VENDOR	CHECK AMOUNT	R&P FUND	WATER FUND	EXPLANATION
Anderson, Cathie	30.00	30.00		Director Stipend-September 2018
Larson, Valery	30.00	30.00		Director Stipend-September 2018
Watson, Lynn	30.00	30.00		Director Stipend-September 2018
Doran-Girard, Cheryl	5,053.56	739.50	1,190.70	Consulting-August-September 2017
Doran-Girard, Cheryl	-	313.59	382.16	Consulting-August-September 2017
Doran-Girard, Cheryl	-	1,043.62	1,043.62	Consulting-August-September 2017
Doran-Girard, Cheryl	-	124.03	124.03	Consulting-August-September 2017
Doran-Girard, Cheryl	-	46.16	46.15	Heavy Duty Punch
Camp Meeker Water	82.58	82.58		Water Services
PGE	94.31	94.31		Electric Service
Fedex Office	77.91	38.96	38.95	Printing
Lopez, Jessica	100.00	100.00	-	Anderson Hall Clean
US Bank	411.43	50.00		PayPhone
US Bank		124.50	124.50	Software Lease
US Bank		36.24	36.24	Verizon-District Phone
US Bank		19.98	19.97	Web Maintenance Contract/ISP
McPhail Fuel Company	583.69	583.69	-	A. Hall Propane
Russian River Utility	12,448.32		11,627.69	Contract Services
Russian River Utility			820.63	Electric Service
Anderson, Cathie	53.00	53.00		Various Expenses
Sonoma Media	298.00		298.00	Public Notice-Dir Charges
Dawin Montafi	90.00	90.00		Public Notice-Dir Charges
USDA Rural Development	64,182.08 *			
*Loan Payment				
Total	83,564.88	3,630.16	15,752.64	64,182.08

DIRECTOR APPROVAL:

DATE:

9/19/17

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
10 - Recreation & Park - Operating
From 7/1/2017 Through 6/30/2018
(In Whole Numbers)

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4210	Rental Fees-Anderson Hall	0	3,600	3,600
4215	Rental Fees-Other	0	432	432
	Total Revenue	0	4,032	4,032
	Expenditures			
5010	Director Stipend	0	270	(270)
5101	Communications-Telephone	0	209	(209)
5105	Communications-ISP Website	0	60	(60)
5184	Janitorial Supplies	0	241	(241)
5185	Janitorial Services	0	490	(490)
5301	Maintenance-Beach and Parks	0	106	(106)
5410	Office Supplies	0	68	(68)
5416	Lease-Accounting Software	0	249	(249)
5426	Printing Services	0	82	(82)
5501	Professional Fees-Web	0	63	(63)
5520	Administrative Services	0	2,133	(2,133)
5540	LAFCO Charges	0	116	(116)
5550	Legal Services	0	497	(497)
5555	Professional Services-Auditor	0	822	(822)
5556	Professional Services-Accounting	0	3,104	(3,104)
5575	Bank Service Fees	0	(30)	30
5590	Gas and Oil	0	584	(584)
5592	Water and Sewer	0	251	(251)
5594	Utilities	0	183	(183)
8565	Equipment 2	0	683	(683)
8625	Tfr Within Fnd-Out	0	835	(835)
	Total Expenditures	0	11,015	(11,015)
	Excess of Income Over (Under) Expense	0	(6,984)	(6,984)

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
40 - Recreation & Parks - Water Operations
From 7/1/2017 Through 6/30/2018
(In Whole Numbers)

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4310	Sales of Water-Residential	<u>0</u>	<u>17,368</u>	<u>17,368</u>
	Total Revenue	<u>0</u>	<u>17,368</u>	<u>17,368</u>
	Expenditures			
5101	Communications-Telephone	0	109	(109)
5105	Communications-ISP Website	0	60	(60)
5405	Miscellaneous	0	60	(60)
5410	Office Supplies	0	68	(68)
5416	Lease-Accounting Software	0	249	(249)
5426	Printing Services	0	90	(90)
5501	Professional Fees-Web	0	88	(88)
5515	Contract Services-Water Operations	0	25,472	(25,472)
5520	Administrative Services	0	2,677	(2,677)
5540	LAFCO Charges	0	478	(478)
5550	Legal Services	0	494	(494)
5555	Professional Services-Auditor	0	891	(891)
5556	Professional Services-Accounting	0	3,644	(3,644)
5575	Bank Service Fees	0	5	(5)
5594	Utilities	0	2,579	(2,579)
8625	Tfr Within Fnd-Out	<u>0</u>	<u>4,076</u>	<u>(4,076)</u>
	Total Expenditures	<u>0</u>	<u>41,038</u>	<u>(41,038)</u>
	Excess of Income Over (Under) Expense	<u>0</u>	<u>(23,670)</u>	<u>(23,670)</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
50 - Recreation & Parks - Water Capital
From 7/1/2017 Through 6/30/2018
(In Whole Numbers)

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4110	Interest Earned-Wells Fargo Bank	0	55	55
4625	Transfers-Within Fund In	0	1,500	1,500
	Total Revenue	0	1,555	1,555
	Expenditures			
8625	Tfr Within Fnd-Out	0	1,500	(1,500)
	Total Expenditures	0	1,500	(1,500)
	Excess of Income Over (Under) Expense	0	55	55

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
60 - Recreation & Parks-DWR E58237
From 7/1/2017 Through 6/30/2018
(In Whole Numbers)

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4625	Transfers-Within Fund In	<u>0</u>	<u>4,076</u>	<u>4,076</u>
	Total Revenue	<u>0</u>	<u>4,076</u>	<u>4,076</u>
	Expenditures			
7910	Long Term Debt-Principal	<u>0</u>	<u>42,376</u>	<u>(42,376)</u>
7911	Long Term Debt-Interest	<u>0</u>	<u>6,163</u>	<u>(6,163)</u>
	Total Expenditures	<u>0</u>	<u>48,539</u>	<u>(48,539)</u>
	Excess of Income Over (Under) Expense	<u>0</u>	<u>(44,462)</u>	<u>(44,462)</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
70 - Recreation & Park - USDA Debt Fund
From 7/1/2017 Through 6/30/2018
(In Whole Numbers)

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4625	Transfers-Within Fund In	0	19,135	19,135
	Total Revenue	0	19,135	19,135
	Expenditures			
7910	Long Term Debt-Principal	0	34,000	(34,000)
7911	Long Term Debt-Interest	0	30,182	(30,182)
8625	Tfr Within Fnd-Out	0	18,300	(18,300)
	Total Expenditures	0	82,482	(82,482)
	Excess of Income Over (Under) Expense	0	(63,347)	(63,347)



Revenue and Expense by Fund

Parameters

Fund / Account	Description	Actual		
		Current Month	Quarter to Date	Year to Date
70000	Other Governmental Entities			
71000	Governmental Funds			
72100	Independent Special Districts			
72150	Camp Meeker Rec and Park Dist.			
72154	Camp Meeker-ST DWR-Debt E58237			
00004	All Revenues			
44000	Revenue - Use of Money & Prop			
44001	Investment Income			
44050	Unrealized Gains and Losses	0.00	(103.00)	(103.00)
Total 44001	Investment Income	0.00	(103.00)	(103.00)
Total 44000	Revenue - Use of Money & Prop	0.00	(103.00)	(103.00)
46000	Miscellaneous Revenues			
46020	Miscellaneous			
46040	Miscellaneous Revenue	0.00	8,416.93	8,416.93
Total 46020	Miscellaneous	0.00	8,416.93	8,416.93
Total 46000	Miscellaneous Revenues	0.00	8,416.93	8,416.93
Total 00004	All Revenues	0.00	8,313.93	8,313.93
00005	All Expense/Expenditure Accts			
53000	Other Charges			
53100	Long Term Debt Retirement			
53101	Principal Payments - LT Debt	41,135.59	41,135.59	41,135.59
53103	Interest on LT Debt	7,403.07	7,403.07	7,403.07
Total 53100	Long Term Debt Retirement	48,538.66	48,538.66	48,538.66
Total 53000	Other Charges	48,538.66	48,538.66	48,538.66
Total 00005	All Expense/Expenditure Accts	48,538.66	48,538.66	48,538.66
Total 72154	Camp Meeker-ST DWR-Debt E58237	48,538.66	56,852.59	56,852.59
Total 72150	Camp Meeker Rec and Park Dist.	48,538.66	56,852.59	56,852.59
Total 71100	Independent Special Districts	48,538.66	56,852.59	56,852.59
Total 71000	Governmental Funds	48,538.66	56,852.59	56,852.59

9/30/2016 Dwe loan



Revenue and Expense by Fund

Fund / Account	Description	Actual		
		Current Month	Quarter to Date	Year to Date
Total 70000	Other Governmental Entities	48,538.66	56,852.59	56,852.59
All Revenues		0.00	8313.930	8,313.93
All Expense/Expenditure Accts		48,538.66	48538.660	48,538.66
Total		(48,538.66)	(40,224.73)	(40,224.73)

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

September 11, 2017

RE: CAMP MEEKER PAST DUE ACCOUNTS

- **Accounts 23, 24, 25, 26, 30, 49, 50, 59, 91, 94, 108, 110, 129, 130, 134, 150, 155, 158, 185, 187, 193, 208, 210, 217, 222, 227, 237, 243, 244, 245, 248, 265, 278, 299, 306, 317, 323, 337, 340, 342, 354, 355 AND 367:** Past due notices will be processed on September 25, 2017, and lock offs will be scheduled for October 9, 2017.
- **Accounts 43, 150 and 220:** Payments are on their way.
- **Accounts 140 and 339:** Customers were locked off on September 7, 2017. Reconnect fees have been added to their accounts.
- **Accounts 152 and 224:** Customers will be locked off on September 12, 2017.

		CAMP MEEKER RECREATION AND PARK DISTRICT					
		PAST DUE REPORT					
					Sep-17		
ACCT	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT		TOTAL
23	46.37	43.30			43.54	7/26/17	89.67
24	43.13	41.46			130.06	7/19/17	84.59
25	42.00	40.08			88.31	8/16/17	82.08
26	42.35	40.10			88.58	8/16/17	82.45
30	43.58	41.68			41.38	7/26/17	85.26
31	42.10	1.99			40.00	9/11/17	44.09
39	40.00	0.02			82.00	7/31/17	40.02
43	77.15	75.90	62.08		97.98	6/23/17	215.13
49	42.88	42.80			47.64	8/7/17	85.68
50	51.43	53.21	0.23		100.00	8/7/17	104.87
59	43.89	42.12			94.00	8/16/17	86.01
62	44.70	0.14			40.00	8/16/17	44.84
72	44.41	37.74			80.96	6/12/17	82.15
88	46.60	0.82			42.00	9/7/17	47.42
91	48.27	13.41			47.60	8/21/17	61.68
94	49.47	35.34			50.00	9/11/17	84.81
108	47.45	44.77	36.60		300.00	5/9/17	128.82
110	47.34	46.47	3.18		45.00	8/16/17	96.99
117	40.92	2.46			41.00	8/21/17	43.38
129	44.18	41.18			82.60	9/7/17	85.36
130	49.39	44.18			44.14	7/26/17	93.57
134	48.05	52.50			42.42	8/21/17	100.55
136	42.68	0.42			46.00	7/19/17	43.10
140	90.93	52.77	51.67	42.55	100.00	6/23/17	237.92
143	48.32	4.06			100.00	8/16/17	52.38
150	47.80	45.44			64.63	7/31/17	93.24
152	47.70	43.77	43.08		138.28	6/23/17	134.55
155	91.97	80.47			140.00	7/19/17	172.44
158	66.21	63.13			101.70	8/16/17	129.34
164	45.99	2.97			81.24	8/24/17	48.96
185	43.91	45.48			85.66	8/16/17	89.39
187	49.65	47.68	3.28		43.00	7/21/17	100.61
193	51.10	65.20			53.48	8/16/17	116.30
198	50.07	2.42			44.14	9/11/17	52.49
208	45.00	43.17			40.00	8/24/17	88.17
210	49.05	47.44			46.86	7/31/17	96.49
213	48.32	1.69			104.40	8/16/17	50.01
217	41.77	35.42			500.00	11/28/16	77.19
220	84.95	83.70	80.34		169.16	7/10/17	248.99
222	63.90	64.93			65.90	7/31/17	128.83
224	46.42	44.21	42.10	42.00	40.00	6/6/17	174.73
227	42.63	19.02			100.00	6/27/17	61.65
237	49.13	49.88			76.78	7/21/17	99.01
243	50.59	48.52			48.04	7/26/17	99.11
244	48.46	46.47	3.49		100.00	7/6/17	98.42
245	44.97	43.78			90.05	7/26/17	88.75
247	64.54	61.46	58.54	370.75	42.13	11/23/16	555.29
248	78.47	42.70			50.00	8/16/17	121.17
253	40.72	0.04			55.71	7/31/17	40.76
265	52.61	52.24			120.00	8/7/17	104.85
278	42.00	40.00			82.00	7/26/17	82.00
295	105.58	100.55	95.77	1,115.31	150.00	4/8/16	1,417.21
296	40.00	204.25	126.82	1,309.86	132.84	7/31/17	1,680.93
299	44.55	46.08	2.04		200.00	4/6/17	92.67

304	-476.27	583.22			150.00	9/7/17	106.95
306	49.59	46.67			42.00	7/31/17	96.26
317	48.34	49.96			69.47	7/31/17	98.30
323	302.83	116.50			99.65	7/31/17	419.33
337	97.17	88.40			94.25	7/26/17	185.57
339	82.27	45.02	42.88	57.56	200.00	3/24/17	227.73
340	42.21	40.21			40.43	7/19/17	82.42
342	92.43	15.02			100.28	8/21/17	107.45
354	53.12	63.14			49.78	8/16/17	116.26
355	78.79	29.80			125.37	8/16/17	108.59
367	50.57	57.05			60.04	7/19/17	107.62
	3,206.70	3,406.02	652.1	2938.03	5,912.48		10,202.85

			BILLING REGISTER INFORMATION AUGUST 31, 2017				
			WATER	\$ 4,935.46	CURRENT CHARGES		\$ 19,750.99
			SVC CHG	\$ 14,475.00	PAST DUE		\$ 5,605.16
			FIRE SVC	\$ 60.00	OVERPAY/PREPAY		\$ (16,676.82)
			RECONN				
			ADJ	\$ (199.80)			
			LATE CHGS	\$ 470.33	TOTAL RECEIVABLES		\$ 8,679.33
			TOTAL RECEIVABLES		\$ 24,059.01		
			ACCOUNTS LISTED		65		

CAMP MEEKER RECREATION AND PARK DISTRICT										
2017 WATER SALES BY METER	ACCT NO.	MONTH	TOTAL AMOUNT PUMPED GALLON S	AMOUNT PUMPED TO OCSD	NET AMOUNT PUMPED	AMT SOLD	% PUMPED TO CMR&PD	% LOSS	NOTES	
Alliance Master Meter	363	JAN	1,603,500	484,800	1,118,700	646,560	69.76	42.20		
Union Park	369									
Alliance Master Meter	363	FEB	1,353,800	483,600	870,200	797,210	64.27	8.38		
Union Park	369									
Alliance Master Meter	363	MARCH	1,154,200	345,200	809,000	494,320	70.09	38.89		
Union Park	369									
Alliance Master Meter	363	APRIL	1,425,510	496,000	956,510	773,310	67.09	19.15		
Union Park	369									
Alliance Master Meter	363	MAY	1,350,420	835,700	1,451,250	790,050	107.46	45.56		
Union Park	369									
Alliance Master Meter	363	JUNE	2,286,950	685,700	1,601,250	1,060,480	70.01	33.77		
Union Park	369									
Alliance Master Meter	363	JULY	1,735,190	784,100	951,090	981,360	54.81	3.18		
Union Park	369									
Alliance Master Meter	363	AUG	2,069,040	612,200	1,456,840	1,181,120	70.41	0.18		
Union Park	369									
Alliance Master Meter	363	SEPT								
Union Park	369									
Alliance Master Meter	363	OCT								
Union Park	369									
Alliance Master Meter	363	NOV								
Union Park	369									
Alliance Master Meter	363	DEC								
Union Park	369									
	TOTAL 2017									
	Total 2016		21,974,600	6,771,900	11,821,200	10,153,380	53.79	13.16		
	Total 2015		22,774,200	6,842,400	15,518,310	10,118,260	68.13	67.xx		
	Total 2014		19,271,400	7141400	12,130,000	10,964,120	65.38	9.38		
	Total 2013		20,172,800	7044100	13,128,700	11,884,410	65.08	9.48		
	Total 2012		20,424,200	6,667,800	13,756,400	12,470,220	67.35	9.35		
	Total 2011		19,307,170	5,925,900	13,381,200	11,916,240	69.77	10.95	OCSD Loss 8.29%	
	Total 2010		20,013,990	6,461,400	13,552,500	12,579,240	67.77	7.18	OCSD Loss 12.37%	
	Total 2009		21,003,900	6,427,000	14,576,900	13,189,380	69.40	8.26	OCSD Loss 7.78%	
	Total 2008		23,183,499	9,129,300	14,054,199	13,184,640	60.62	6.19	OCSD Loss 16.07%	
	Total 2007		22,786,000	6,904,600	15,845,400	14,103,260	69.54	11.17	OCSD Loss 10.30%	

CAMP MEEKER RECREATION AND PARK DISTRICT							
2017-2018 FINAL BUDGET							
10-RECREATION AND PARK FUND							
				6/30/17	2017-2018	VARIANCE	
FUND	G/L	EVENT	ACCOUNT TITLE	ACTUAL	BUDGET		
REVENUES:							
10	4001	00	PROPERTY TAXES-CY SECURED	70,158	75,000	7%	
10	4011	00	PROPERTY TAX ADMIN FEE	-		#DIV/0!	
10	4020	00	PROPERTY TAX-CY SUPPLE	1,248	-	-100%	
10	4040	00	PROPERTY TAX-CY UNSEC	2,220		-100%	
10	4041	00	COST REIM-COL DELINQUENT	(936)	(950)	1%	
10	4050	00	SEC. BUS IMP-CY	(114)		-100%	
10	4051	00	SEC. BUS IMP-PY	(91)		-100%	
10	4060	00	PROPERTY TAX-PY SECURED	(16)		-100%	
10	4080	00	PROPERTY TAX-PY SECURED	-		#DIV/0!	
10	4090	00	PROPERTY TAX-PY UNSECURED	125		-100%	
10	4091	00	PROPERTY TAX-PY SUPPLEMENTAL	(9)		-100%	
10	4101	00	INTEREST -POOLED COUNTY	77	75	-3%	
10	4120	00	INTEREST EARNED-OTHER	-		#DIV/0!	
10	4210	10	RENTAL FEES-ANDERSON HALL	8,305	8,300	0%	
10	4215	00	RENTAL FEES-OTHER	1,583	1,727	9%	
10	4220	00	STATE-HOPTR	516	525	2%	
10	4250	00	DONATIONS	-		#DIV/0!	
10	4260	00	REIMBURSEMENTS	-		#DIV/0!	
10	4270	00	OUTDATED/CANCELLED WAR	-		#DIV/0!	
10	4290	00	MISCELLANEOUS REVENUE	-		#DIV/0!	
10	4295	15	GRANT REV-GRAN FONDO	500	500	0%	
10	4295	25	GRANT REV-HABITAT STATE PARKS		5,000		
10	4315	00	REFUNDS - OTHER	144		-100%	
10	4625	00	TRANSFER W/IN FUND -- IN	-	-	#DIV/0!	
			TOTAL REVENUES	83,710	90,177	8%	

10	5010	00	DIRECTOR STIPENDS		1,080		1,080	0%
10	5017	00	WORKER COMPENSATION		957		1,000	4%
10	5101	00	COMMUNICATIONS-TELEPHONE		1,129		450	-60%
10	5101	10	COMMUNICATIONS-TELEPHONE A. HALL		-		450	#DIV/0!
10	5105	00	COMMUNICATIONS-ISP WEBSITE		220		250	14%
10	5110	00	COMMUNICATIONS-WEBSITE OTHER		230		750	
10	5110	10	COMMUNICATIONS-WEBSITE OTHER A. HALL		-		750	#DIV/0!
10	5184	00	JANITORIAL SUPPLIES		-			#VALUE!
10	5184	10	JANITORIAL SUPPLIES-A. HALL		189		250	32%
10	5185	00	JANITORIAL SERVICES		-		200	#DIV/0!
10	5185	10	JANITORIAL SERVICES-A. HALL		1,770		1,800	2%
10	5210	00	INSURANCE-PROP & LIABILITY		2,996		3,000	0%
10	5301	00	MAINTENANCE-BEACH & PARKS		1,103		750	-32%
10	5301	25	MAINTENANCE-HABITAT GRANT				12,000	
10	5302	10	MAINT-BLDGS & IMPROV A. HALL		542		550	
10	5304	00	MAINTENANCE-EQUIPMENT		13		-	-100%
10	5401	00	MEMBERSHIPS		137		200	46%
10	5402	00	MARKETING		-		-	#DIV/0!
10	5402	10	MARKETING-ANDERSON HALL		-		250	#DIV/0!
10	5402	15	MARKETING-GRAN FONDO		-			
10	5402	17	MARKETING-ART EVENTS		-			#VALUE!
10	5405	00	MISCELLANEOUS		447		500	12%
10	5405	10	MISCELLANEOUS-A. HALL		415		500	20%
10	5405	15	MISCELLANEOUS-GRAN FONDO		-		500	250%
10	5405	17	MISCELLANEOUS-ART EVENTS		-			250%
10	5410	00	OFFICE SUPPLIES		779		1,000	28%
10	5410	10	OFFICE SUPPLIES--A. HALL		119		150	
10	5410	15	OFFICE SUPPLIES--GRAN FONDO		-		-	#DIV/0!
10	5415	00	OFFICE OPERATIONS		-		-	#DIV/0!
10	5416	00	LEASE-ACCOUNTING SOFTWARE		1,717		1,500	-13%
10	5420	00	TRAINING-ADMINISTRATIVE		-			#VALUE!
10	5425	00	POSTAGE		61		150	146%
10	5425	10	POSTAGE--A. HALL		9		50	456%
10	5426	00	PRINTING SERVICES		353		450	27%
10	5426	15	PRINTING SERVICES--GRAN FONDO		-		-	#DIV/0!
10	5426	16	PRINTING SERVICES--CHIPPER PROGRAM		-		-	#DIV/0!
10	5426	17	PRINTING SERVICES--COMMUNITY ART		-		-	#DIV/0!
10	5427	00	SUPPLIES		18		25	150%
10	5427	10	SUPPLIES-ANDERSON HALL		-		500	#DIV/0!
10	5427	15	SUPPLIES-GRAN FONDO EVENT		-		150	150%
10	5427	17	SUPPLIES-COMMUNITY ART		-			150%
10	5428	00	FOOD		28		25	-11%
10	5428	10	FOOD-ANDERSON HALL		-		-	
10	5428	15	FOOD-GRAN FONDO EVENT		-		250	#DIV/0!
10	5501	00	PROFESSIONAL FEES-WEBMASTER		213		750	252%
10	5501	10	PROFESSIONAL FEES-WEBMASTER A. HALL		375		300	-20%
10	5501	15	PROFESSIONAL FEES-WEBMAS GRANFONDO		-			#VALUE!
10	5501	16	PROFESSIONAL FEES-WEBMASTER CHIPPER		-		-	#DIV/0!
10	5501	17	PROFESSIONAL FEES-WEBMAS ART EVENTS		-			150%
10	5502	00	PROFESSIONAL FEES-CONSULTANTS		1,198		-	
10	5510	00	COUNTY SERVICES		-		-	
10	5520	00	ADMINISTRATIVE SERVICES		12,833		12,500	-3%

10	5521	00	TRAINING COSTS-OTHER		-			#VALUE!
10	5530	17	COMMUNITY EVENTS--ART		-			400%
10	5535	15	EVENT PROMOTION-GRAN FONDO					
10	5535	17	EVENT PROMOTION-ART EVENTS		-			#VALUE!
10	5540	00	LAFCO CHARGES		139	150		134%
10	5550	00	LEGAL SERVICES		1,285	2,500		95%
10	5555	00	PROFESSIONAL SERVICES-AUDITOR		7,587	7,500		-1%
10	5556	00	PROFESSIONAL SERVICES-ACCTING		10,398	12,000		15%
10	5556	00	PROFESSIONAL FEES-OTHER		-	-		#DIV/0!
10	5560	30	PROFESSIONAL FEES-ST. DOROTHY'S		-			#VALUE!
10	5570	10	PAYPAL SERVICE FEES-A. HALL		132	150		14%
10	5571	00	LATE FEES		(39)	50		
10	5575	00	BANK SERVICE FEES		73	150		105%
10	5570	10	BANK SERVICE FEES--ANDERSON HALL		2	30		
10	5576	00	PROPERTY TAX ADMIN FEES		-	1,000		#DIV/0!
10	5580	00	ELECTIONS COST		-	-		100%
10	5585	00	PUBLIC/LEGAL NOTICES		-	-		
10	5590	00	GAS/OIL		120	200		67%
10	5590	10	GAS/OIL-A. HALL		742	900		21%
10	5591	10	EQUIPMENT RENTALS--ANDERSON HALL		-	-		
10	5591	15	EQUIPMENT RENTALS-GRAN FONDO		-	150		#DIV/0!
10	5592	00	WATER AND SEWER		488	1,200		146%
10	5592	10	WATER AND SEWER-A. HALL		613	500		-18%
10	5594	00	UTILITIES		572	300		100%
10	5594	10	UTILITIES-A. HALL		223	1,200		438%
			TOTAL SERVICE/SUPPLIES		51,266	71,010		39%
10	8501	00	LAND					
10	8510	00	REMODEL/REHAB/RENOVATE		-	-		#DIV/0!
10	8511	00	MAINTENANCE & REPAIR		336	1,500		
10	8511	10	MAINTENANCE & REPAIR--A. HALL		526			
10	8516	00	MAINTENANCE & REPAIR--Sign			2,500		100%
10	8565	00	EQUIPMENT			1,000	*	100%
10	8565	10	EQUIPMENT--A. HALL			1,500		100%
10	8625	00	TRANSFER W/IN FUND			12,500	**	100%
10	9001	00	CONTINGENCY			167		100%
			TOTAL OTHER EXPENSES		862	19,167		2124%
			EXPENSES IN TOTAL		52,128	90,177		73%
			*Playground Equipment					
			**Reduce Due to Water Fund \$7500.00;					
			Add to R&P Capital Fund \$5,000.00					

CAMP MEEKER RECREATION AND PARK DISTRICT							
2017-2018 FINAL BUDGET							
40-WATER OPERATIONS FUND							
				6/30/17	2017-2018		VARIANCE
FUND	G/L	EVENT	ACCOUNT TITLE	ACTUAL	BUDGET		
REVENUES:							
40	4010	00	DIRECT CHARGES-CURRENT YEAR	123,522	125,000		1%
40	4015	00	DIRECT CHARGES-CY SEC -JULY	-			#DIV/0!
40	4061	00	DIRECT CHARGES-PRIOR YEAR	2,988			-100%
40	4101	00	INTEREST-POOLED CASH-COUNTY	26			-100%
40	4110	00	INTEREST-WELLS FARGO	-	-		#DIV/0!
40	4310	00	SALES OF WTR-RESIDENTIAL	203,077	205,000		1%
40	4625	00	TRANSFERS-WITHIN FUND-IN	25,000	73,000		192%
40			TOTAL REVENUE	354,613	403,000		14%
40	5017	00	WORKER COMPENSATION INSURANCE	683	700		2%
40	5101	00	COMMUNICATIONS-TELEPHONE	456	500		10%
40	5105	00	COMMUNICATIONS-ISP WEBSITE	220	350		59%
40	5185	00	JANITORIAL SERVICES	-	-		100%
40	5210	00	INSURANCE-PROP/LIABILITY	2,996	3,000		0%
40	5401	00	MEMBERSHIPS	80	100		25%
40	5402	00	MARKETING	-	-		#DIV/0!
40	5405	00	MISCELLANEOUS	108	125		16%
40	5410	00	OFFICE SUPPLIES	758	800		6%
40	5415	00	OFFICE OPERATIONS	-	100		#DIV/0!
40	5416	00	LEASE-ACCOUNTING SOFTWARE	1,717	1,600		-7%
40	5420	00	TRAINING-ADMINISTRATIVE	-	300		#DIV/0!
40	5425	00	POSTAGE	22	75		241%
40	5426	00	PRINTING SERVICES	366	500		37%
40	5428	00	FOOD	12	-		-100%
40	5501	00	PROFESSIONAL FEES-WEB	250	1,500		500%
40	5502	00	PROFESSIONAL FEES-CONSULTANTS	1,278			-100%
40	5515	00	CONTRACT SER-WATER OPERATOR	99,025	107,500		9%
40	5520	00	ADMINISTRATIVE SERVICES	14,765	15,000		2%
40	5521	00	TRAINING COSTS-OTHER	-	-		#DIV/0!
40	5540	00	LAFCO CHARGES	523	750		43%
40	5550	00	LEGAL SERVICES	4,556	5,000		10%
40	5550	70	LEGAL SERVICES-SCWA AGREEMENT	1,635	-		-100%
40	5555	00	PROFESSIONAL SERVICES-AUDITOR	7,505	7,500		0%
40	5556	00	PROFESSIONAL SERVICES-ACCOUNTING	10,398	12,000		15%
40	5560	00	PROFESSIONAL FEES-OTHER	-	-		#DIV/0!
40	5571	00	LATE FEES	4	-		-100%
40	5575	00	BANK SERVICE FEES	91	100		10%
40	5576	00	PROPERTY TAX ADMINISTRATION FEE	-	1,250		#DIV/0!
40	5580	00	ELECTIONS COST	-	-		100%
40	5585	00	PUBLIC/LEGAL NOTICES	298	450		51%
40	5587	00	WATER SYSTEM FEES-STATE	2,280	2,500		10%
40	5592	00	WATER AND SEWER	-	-		#DIV/0!
40	5595	00	WASTE REMOVAL		500		#DIV/0!
40	5594	00	UTILITIES	5,621	6,500		16%
			TOTAL SERVICE & SUPPLIES	155,647	168,700		8%
40	8511	00	MAINTENANCE & REPAIR	16,337	15,000	*	-8%
40	8565	00	EQUIPMENT	5,417			-100%
40	8567	00	ENGINEERING SERVICES				
40	8626	00	TFR WITHIN FUND-OUT	131,751	219,300		66%
40	9001	00	CONTINGENCY		-		
			TOTAL OTHER EXPENSES	153,505	234,300		53%
			TOTAL ALL EXPENSES	309,152	403,000		30%

CAMP MEEKER RECREATION AND PARK DISTRICT								
2017-2018 FINAL BUDGET								
15-RECREATION AND PARK DEVELOPMENT FUND								
					6/30/17	2017-2018	VARIANCE	
FUND	G/L	EVENT	ACCOUNT TITLE		ACTUAL	BUDGET		
REVENUES:								
EXPENSES:								
15	8625	00	TRANSFER W/IN FUND			-	#VALUE!	
			TOTAL EXPENSES			-	#VALUE!	

CAMP MEEKER RECREATION AND PARK DISTRICT								
2017-2018 FINAL BUDGET								
16-RECREATION AND PARK-CAPITAL FUND								
					6/30/17	2017-2018	VARIANCE	
FUND	G/L	EVENT	ACCOUNT TITLE		ACTUAL	BUDGET		
REVENUES:								
16	4625	00	Tfr Within Fund		0	5000		
EXPENSES:								

CAMP MEEKER RECREATION AND PARK DISTRICT							
2017-2018 FINAL BUDGET							
50-WATER CAPITAL FUND							
				6/30/17	2017-2018	VARIANCE	
FUND	G/L	EVENT	ACCOUNT TITLE	ACTUAL	BUDGET		
REVENUES:							
50	4110	00	INTEREST EARNED-WELLS FARGO BANK	320	300	-7%	
50	4625	00	TRANSFERS-WITHIN A FUND-IN	6,000	7,500	20%	
			TOTAL REVENUE	6,320	7,800	19%	
EXPENSES:							
50	8516	00	MAINTENANCE & REPAIR	-			
50	8625	00	TRANSFERS WITHIN A FUND-OUT	31,000	75,000	59%	
			TOTAL EXPENSES	31,000	75,000	59%	

CAMP MEEKER RECREATION AND PARK DISTRICT							
2017-2018 FINAL BUDGET							
60-WATER-DWR E58237 FUND							
				6/30/17		2017-2018	VARIANCE
FUND	G/L	EVENT	ACCOUNT TITLE	ACTUAL		BUDGET	
REVENUES:							
60	4101	00	INTEREST EARNED-POOLED CASH SONOMA COUNTY	626		600	-4%
60	4625	00	TRANSFERS-WITHIN A FUND -IN	100,936		100,936	
			TOTAL REVENUE	101,562		101,536	0%
60	7910	00	LONG TERM DEBT-PRINCIPAL	82,923		83,576	1%
60	7911	00	LONG TERM DEBT-INTEREST	14,155		13,501	-5%
60	9001	00	CONTINGENCY			-	
			TOTAL EXPENSES	97,077		97,077	0%

CAMP MEEKER RECREATION AND PARK DISTRICT						
2017-2018 FINAL BUDGET						
61-WATER-DWR E58237 LOAN RESERVE						
				6/30/17	2017-2018	VARIANCE
FUND	G/L	EVENT	ACCOUNT TITLE	ACTUAL	BUDGET	
REVENUES:						
61	4101	00	INTEREST POOLED CASH-SONOMA COUNTY	1,040	1,050	1%
			TOTAL REVENUE	1,040	1,050	1%

CAMP MEEKER RECREATION AND PARK DISTRICT						
2017-2018 FINAL BUDGET						
70-USDA DEBT FUND						
				6/30/17	2017-2018	VARIANCE
FUND	G/L	EVENT	ACCOUNT TITLE	ACTUAL	BUDGET	
REVENUES:						
70	4290	00	MISCELLANEOUS REVENUES			
70	4625	00	TRANSFERS-WITHIN FUND-IN	95,598	93,940	-2%
			TOTAL REVENUE	95,598	93,940	-2%
EXPENSES:						
70	7910	00	LONG TERM DEBT-PRINCIPAL	32,500	34,000	4%
70	7911	00	LONG TERM DEBT-INTEREST	61,136	59,589	-3%
			TOTAL EXPENSES	93,636	93,589	0%

CAMP MEEKER RECREATION AND PARK DISTRICT								
2017-2018 FINAL BUDGET								
EVENT/PROJECT BUDGET:				Anderson Hall				
					6/30/17	2017-2018		VARIANCE
FUND	G/L	EVENT	ACCOUNT TITLE		ACTUAL	BUDGET		
			REVENUES:					
10	4210	10	Rental Fees-Anderson Hall		8,305	8,300		0%
			Total Revenues		8,305	8,300		0%
			EXPENSES:					
10	5101	10	Communications-Telephone		74	450		84%
10	5110	10	Communications-Website Other		230	400		
10	5184	10	Janitorial Supplies		189	250		24%
10	5185	10	Janitorial Services		1,770	1,800		2%
10	5302	10	Maintenance		542	650		17%
10	5304	10	Maintenance-Equipment		13			#DIV/0!
10	5401	10	Memberships		58	60		3%
10	5402	10	Marketing		-	250		100%
10	5405	10	Miscellaneous		415	500		17%
10	5410	10	Office Supplies		119	150		21%
10	5425	10	Postage		9	-		#DIV/0!
10	5501	10	Professional Fees-Web		375	300		-25%
10	5570	10	Service Fees-Paypal		132	150		12%
10	5575	10	Bank Service Fees		2	-		#DIV/0!
10	5590	10	Gas & Oil		742	850		13%
10	5592	10	Water & Sewer		613	700		12%
10	5594	10	Utilities		223	500		55%
			Total Services & Supplies		5,506	7,010		21%
10	8510	10	Remodel/Rehab/Renovate		-	-		
10	8511	10	Maintenance & Repair		526	500		-5%
10	8565	10	Equipment		-	750	*	100%
			Total Expenses		6,032	8,260		27%
* Picnic Tables								



August 31, 2017

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

Subject: Proposal to Conduct a Water Rate Study

Dear Ms. Doran-Girard,

As a follow-up to our recent conference call, The Reed Group, Inc. is pleased to offer assistance to the Camp Meeker Recreation and Park District in preparing a water rate study. This proposal letter includes a scope of services, schedule, cost estimate, and initial information request for the study based on the recent conversation with you and Anthony Tominia, as well as Richard Ingram and Dave Coleman from Brelje & Race Consulting Engineers (B&R). B&R will be a sub-consultant to The Reed Group for this study.

The study described herein includes the technical and financial analysis for preparing a 5-year financial plan for the District's water utility with consideration of ongoing operation and maintenance expenses, debt obligations, capital improvement needs, and financial reserves. The financial plan will be used to identify annual water rate revenue requirements. The study will also include the cost of service analysis and rate structure design resulting in proposed multi-year water rate schedules that meet the revenue needs of the utility. The study process includes (1) a presentation to the Board of Directors prior to the Proposition 218 notification process, and (2) a presentation during a public hearing to consider proposed water rates. If necessary, the study scope and schedule could be modified to accommodate any additional needs of the District, including adding additional public meetings.

The District provides water service to about 360 homes in Camp Meeker with a water supply from the Russian River. Water system operation is provided by Russian River Utilities (RRU), under an operating agreement. The District also wheels water through its distribution system to Occidental Community Services District (OCSO). Water rates were last adjusted in 2011. Current water rates are comprised of a flat monthly charge and a tiered water usage rate structure. There is also a parcel charge on property tax bills. It is our understanding that costs are exceeding revenues, such that financial reserves are being gradually depleted. One of the purposes of the study is to provide water rates that will meet with utility's financial obligations for operation and maintenance, debt service, and rehabilitation of the water system.



Water rates must meet the requirements of California Constitution Article XIID (Proposition 218), which requires that water rates reflect the cost of providing service, and that cost be allocated to customers on a proportionate basis. A number of court cases have helped to clarify the requirements Proposition 218. One decision in particular – the *San Juan Capistrano*¹ decision – has had a significant impact on the requirements for justifying tiered water rates. Based on that decision and discussions regarding the District’s water supply and operations, at this time it is suggested that the District modify its water rate structure to eliminate the tiers, and instead provide a uniform water usage rate. However, the scope of services below includes an optional task to evaluate the potential for developing a tiered water usage rate structure consistent with the requirements of the recent decision, if that is the preference of the Board of Directors.

The proposal includes limited technical support from B&R including attend one Board meeting, attend the public hearing, review existing documentation regarding CMRPD’s capital improvement needs, prioritize identified projects and acquire additional information from the District. B&R may express an opinion on the adequacy of the CIP based on their limited review. If additional CIP development is deemed necessary, a contract amendment may be required or the District may elect to solicit additional engineering services directly.

Scope of Services

Specific tasks for the proposed water rate study include:

- *Develop 5-Year Financial Plan* – The financial plan will include consideration of annual operating and maintenance costs, current and potential future debt service obligations, capital improvement needs, prudent reserves, and revenues to the water utility. The financial plan will be used to identify the annual water rate revenues requirement. In developing the financial plan, consideration will be given to the District’s need to rehabilitate water system facilities as the system ages. We will also consider how reserve policies might help to reduce financial risk, reduce the need for future debt, and moderate annual rate adjustments. The revenue requirement is the amount needed to meet financial obligations and goals with consideration of reserves and reserve policies. Specific recommendations for establishing and maintaining operating and capital replacement reserves will be developed as part of this study.

The financial plan will be based on the current budget, existing debt obligations, CIP needs, the water system operating agreement with RRU, the water wheeling agreement with OCSD, and other relevant information. We will also examine recent water demand trends and the potential for a post-drought rebound in water demand.

¹ On April 20, 2015, the Fourth District Court of Appeal issued a decision in *Capistrano Taxpayers Association v. City of San Juan Capistrano* (235 Cal App. 4th 1493). The decision upheld that public agencies have the authority to design tiered water rate structures. However, the Court determined that agencies cannot justify any portion of a higher rate on a conservation basis alone. The Court determined that it is insufficient to merely balance its total costs of service with its total revenues; individual tier rates must be directly supported by higher costs incurred to provide water service at higher levels of water service.



B&R will assist in reviewing the District's multi-year capital improvement program and help prioritize projects, but not develop a new CIP.

- *Analyze the Costs of Service and Calculate Water Rates* – This task will include cost of service analyses and calculation of water rates. We will follow the requirements of Proposition 218 in determining water rates and in proportionately allocating costs to each customer. Rate analyses will be consistent with meeting the revenue needs identified through the financial plan. Consideration will be given to the current parcel charge (billed on the property tax bill), as well as the flat monthly charge and a uniform water usage rate.

This task will result in proposed water rate schedules with annual rate adjustments covering the 5-year planning period. Many utilities find it advantageous to adopt multi-year rate plans, and that option will be presented to the Board of Directors.

- *Evaluate Potential Suitability for Tiered Water Usage Rates (OPTIONAL)* – It is our understanding that the District established the current tiered water rates to help encourage water conservation. As an optional task, at the request of the Board of Directors, we will explore the potential suitability of a tiered water rate structure given the District's supply and operating characteristics and the requirements delineated in the *San Juan Capistrano* decision.
- *Prepare and Present Draft Rate Study Report* – Draft recommendations on the financial plan and water rates will be documented in a draft report including all underlying assumptions, proposed financial strategy, cost allocations, water rate calculations, and policy recommendations. Draft recommendations will be presented to the Board of Directors during a regular board meeting or in a workshop setting. This will provide an opportunity to describe how each of the key issues identified for this project were addressed and resolved, as well as provide an opportunity to address public comments and questions before the formal rate adoption process begins².
- *Finalize Rate Study and Recommendations* – Based on comments and direction received from staff and the Board of Directors, financial and rate analyses will be refined, as necessary, and study recommendations finalized. We will also work with staff to prepare the required public hearing notice in compliance with Proposition 218. A draft of the notice will be prepared for staff and legal review. The District will be responsible for printing and mailing the notices. This notice must be mailed to all customers/property owners at least 45 days prior to a public hearing.
- *Present Rate Recommendations at a Public Hearing* – The Reed Group will present final study recommendations to the Board of Directors during a public hearing to consider new water rates for adoption. Under the requirements of Proposition 218, if the District does not receive written protests on the proposed water rates from customers/property owners representing 50 percent of the affected parcels, the Board will be able to adopt and implement the proposed water rates.

² It is recommended that the District's legal counsel review the draft water rate study report and participate in the rate adoption process to ensure legal compliance with Proposition 218.



- *Conduct Additional Public Meeting/Workshop (OPTIONAL)* – Depending on the interests of the Board of Directors and the public, it may be advantageous to conduct one or more additional public meetings or workshops to ensure that all relevant issues are adequately addressed. An additional meeting could be added either during the development stage of the study (e.g., after a preliminary financial plan has been developed) or during the 45-day public review period prior to the public hearing. The former would provide an opportunity for greater input during the rate development process and the later would provide greater opportunity to explain proposed rates and address questions from the public in advance of the public hearing.

Cost and Schedule

It is estimated that water rate study, excluding optional tasks, can be performed for **\$24,550**, including expenses. This cost includes a presentation to the Board of Directors prior to initiating the Proposition 218 rate adoption process and a presentation at the public hearing to adopt rates. The optional task to evaluate the suitability of a tiered water rate structure is \$5,500. Additional public meetings/workshops can be added to the work plan for \$3,450 each, including expenses.

To save time and reduce costs for this project, all interim meetings with staff will be conducted via conference call, and draft and final reports will be provided in PDF format. Presentation materials will be provided in PowerPoint or PDF formats in advance of each public meeting.

It is our practice to bill clients monthly for actual time and expenses, subject to the not-to-exceed limit of the study. Payments are due within 30 days. My hourly billing rate for this study is \$275. It is anticipated that expenses will be limited to mileage reimbursement.

The Reed Group will be available to start this project at the beginning of November. An initial time line for the project is listed below. The timeline will be reviewed with staff at the outset of the study and, if necessary, adjusted to meet the District's needs. Adding either of the additional tasks would affect the timeline. The proposed timeline would enable the District to adopt new water rates before the end of the current fiscal year.

Authorization to proceed	Early November
Financial plan development	November
Water rate calculations	December
Prepare and submit draft report	Early January
Present draft report to Board of Directors	Late January
Prepare and submit final report	Early February
Prepare and mail Proposition 218 notice	Early February
Conduct public hearing on water rates	Late March

The schedule for the water rate study can be adjusted to meet the District's needs. We will work closely with staff to ensure that your needs are addressed throughout the study.



Initial Information Needs

Below is a list of the primary documents and information that will be needed to conduct the water rate study. Our proposal assumes that the District will be able to provide all requested documents and information within the first two weeks of an authorization to proceed.

1. FY 17-18 budgeted water system revenues and expenses
2. FY 16-17 actual water system revenues and expenses
3. Water fund/reserve balances as of June 30, 2017 (cash and cash equivalents)
4. Official statements or similar documents associated with existing long-term debt, including debt repayment schedules and security requirements (e.g., debt service coverage)
5. Multi-year capital improvement plan
6. Operating agreement with Russian River Utilities
7. Wheeling agreement with Occidental Community Service District
8. Monthly water deliveries to OCSD for FY 16-17
9. Monthly water production records for FY 12-13 through FY 16-17
10. Current water rate schedule
11. Summary of the current number of active customer accounts, including meter size
12. Summary of monthly billed water sales (dollars and volume) for FY 16-17
13. Any existing financial reserve policies
14. Any additional information that may be relevant for the study
15. If the optional tiered rate task is selected, detailed monthly water usage data from FY 16-17 for each water service connection, in Excel format.

If this information can be provided by early November the study will be off to a fast start.

* * * * *

Please let me know if you have any questions regarding this proposal. The Reed Group appreciates the opportunity to be of service to the Camp Meeker Recreation and Park District.

Sincerely,

Robert Reed
The Reed Group, Inc.



THE REED GROUP, INC.

The Reed Group, Inc. (TRGI) is a Sacramento-based management consulting firm specializing in financial management services for local governments. Our mission is to provide clients with an exceptional level of service and responsiveness, to develop creative yet practical solutions to clients needs, and to broaden understanding and facilitate consensus on complex issues. As such, we believe we are uniquely qualified to offer services for municipal utilities in the following areas:

- Water and wastewater rate studies
- Cost of service analyses
- Capacity charge nexus studies
- Long-range financial and strategic planning
- Public participation and facilitation
- Litigation support

The firm brings the following strengths to client engagements:

- Extensive California and national experience in water and wastewater utility operations, management, finance, and planning.
- Broad knowledge of traditional practices and innovative techniques in water and wastewater rates, fees, and cost of service analyses.
- Familiarity with legal and regulatory requirements affecting public agency rate setting and finance.
- Leadership in developing public participation and consensus-oriented approaches to rate and fee setting.
- A network of resources and an ability to coordinate and manage multi-disciplinary project teams on broad ranging engagements.

Bob Reed is President of TRGI. He brings over 30 years of experience as an engineer for a major water/wastewater agency and a management consultant to local governments. He has provided a diverse range of services to more than 60 clients. Approximately two-thirds of the engagements have been for clients for whom he has provided multiple services. A partial listing of clients and projects is provided below, followed by a resume.



The Reed Group, Inc.
Summary and Qualifications

Client	Engagement
City of Santa Rosa	<ul style="list-style-type: none">• Multiple water/wastewater financial plans and rate studies• Water conservation pricing analysis• Water/wastewater demand fee studies• Water shortage contingency planning• Financial reserve policy analysis• Recycled water economic and rate analyses
Town of Windsor	<ul style="list-style-type: none">• Multiple water and wastewater rate studies and financial plans• Water and wastewater capacity fee studies• Recycled water program analysis• Water shortage financial and rate analysis
City of Healdsburg	<ul style="list-style-type: none">• Multiple water and wastewater financial plans and rate studies• Water and wastewater capacity charge study• Litigation support
City of Rohnert Park	<ul style="list-style-type: none">• Wastewater financial plan, cost of service, and rate structure analysis• Water financial plan, cost of service, and rate structure analysis• Water financial plan and rate update• Wastewater financial plan and rate update
City of Cotati	<ul style="list-style-type: none">• Water and sewer financial plans and rate study
City of Petaluma	<ul style="list-style-type: none">• Water and wastewater financial plans, rate structure analyses, and financing assistance
City of Cloverdale	<ul style="list-style-type: none">• Water and sewer financial plans and rate studies
City of Ukiah	<ul style="list-style-type: none">• Water financial plan and rate study
City of St. Helena	<ul style="list-style-type: none">• Multiple water and wastewater rate studies and financial plans• Citywide impact fee study
Tamalpais Community Services District	<ul style="list-style-type: none">• Sewer rate studies• Multi-year financial planning• Dispute resolution assistance
Marin Municipal Water District	<ul style="list-style-type: none">• Connection fee study
Amador Water Agency	<ul style="list-style-type: none">• AWS long-range plan, rates, and participation fee studies• CAWP long-range plan, rates, and fees• Martell wastewater rates



The Reed Group, Inc.
Summary and Qualifications

	<ul style="list-style-type: none"> • System-wide water rate study • Litigation support • Water shortage rate development
San Juan Water District	<ul style="list-style-type: none"> • Multiple retail and wholesale financial plan and water rate studies • Retail and wholesale connection fee studies • Water shortage financial and rate analysis
City of Roseville	<ul style="list-style-type: none"> • Meter retrofit program development • Water, sewer, solid waste rate studies • Development of stormwater mgmt. program and funding strategy • Recycled water cost and rate analysis • Water shortage rate development
Carmichael Water District	<ul style="list-style-type: none"> • Multiple water rate studies • Metered water rate development • Proposition 218 litigation support • Business financial plan development • Water shortage financial analysis and rate development
Sacramento Suburban Water District	<ul style="list-style-type: none"> • CIP, financial plan, and water rate studies • Facilities development charge studies • Wheeling water rates
Fair Oaks Water District	<ul style="list-style-type: none"> • Meter implementation study • Water financial plan and rate studies
City of Folsom	<ul style="list-style-type: none"> • Water rate study • Meter implementation plan
City of Sacramento	<ul style="list-style-type: none"> • Water system development fee study • Metered water rate development • Water service annexation study
City of West Sacramento	<ul style="list-style-type: none"> • Financial plan, water rate, and connection fee study • Metering implementation plan
City of Plymouth	<ul style="list-style-type: none"> • Water financial plan and rate studies • Debt service cost allocation analysis
City of Sutter Creek	<ul style="list-style-type: none"> • Wastewater financial plan and rate study
City of Manteca	<ul style="list-style-type: none"> • Water rate and financial planning studies • Water capacity charge studies
Contra Costa Water District	<ul style="list-style-type: none"> • Metering policy & procedure development • Wheeling water rate presentation • Capacity charge litigation support • Wholesale water rates



The Reed Group, Inc.
Summary and Qualifications

City of Lodi	<ul style="list-style-type: none">• Water rate and financial planning study• WTP financing assistance• Water capacity charge study• Wastewater financial plan and rate study• Metered water rate development and implementation assistance
Solano Irrigation District	<ul style="list-style-type: none">• Multiple long-range financial plan and water rate studies• Organization, job classification and compensation study
Millview County Water District	<ul style="list-style-type: none">• Water financial plan and rate study
Quincy Community Services District	<ul style="list-style-type: none">• Long-range plans• Water/wastewater rates & capacity charges• Grant application assistance
City of Dixon	<ul style="list-style-type: none">• DSMWS long-range plan, water rate and connection fee study• Wastewater financial plan, rate and connection fee studies
City of Suisun City	<ul style="list-style-type: none">• SSWA long-range plan, water rate and connection fee studies
Nipomo Community Services District	<ul style="list-style-type: none">• Multiple water and sewer financial plans, rates, and capacity charge studies• Water rate structure analysis



Bob Reed

The Reed Group, Inc.

Mr. Reed is President of The Reed Group. He has over 30 years of experience providing a broad range of financial and management consulting services to local governments in the areas of water and wastewater utility management, as well as public works and engineering functions. The Reed Group's mission is to provide clients with an exceptional level of service and responsiveness, to develop creative yet practical solutions to client needs, and to broaden understanding and facilitate consensus on complex issues. Areas of specialty include:

Utility Rate/Fee Studies – water and wastewater cost of service and rate design studies; wholesale and retail rates; water conservation pricing; community-based rate-setting methodologies.

Capital Facility Financing Studies - evaluation of the economic and financial feasibility of capital improvement programs; capital facility financial planning; development impact fee and capacity charge studies

Resources Management – meter retrofit programs, water conservation planning; drought impact studies; water conservation rate incentives; water use analysis, and supply/demand sensitivity analyses.

Litigation Support - litigation support, including expert witness testimony and mediation assistance, in matters related to water and wastewater rates and charges including Proposition 218.

Representative Projects

- *City of Santa Rosa, CA (since 1997)* -- Water and wastewater rate studies. Performed multiple water and wastewater rate studies for Santa Rosa Water. Studies included detailed cost of service analyses, refinement of current rate structures, development of a five- and ten-year financial plans, and review of financial policies and practices. Some studies have included extensive workshops with City staff to explore rate and financial issues in detail. Mr. Reed also performed studies pertaining to demand fees (capacity charges), water shortage rates, water conservation incentives embodied in rate structures, financial reserve policies, and economic and cost sharing issues related to expansion of the recycled water system into urban areas. In 2015, Mr. Reed completed a comprehensive water and wastewater rate study.
- *Town of Windsor (since 2006)* - Developed multi-year financial plans for the Town's water and wastewater utilities prepared user rate studies to recommend water and wastewater rates that reflect the cost of providing service and meet each utility's revenue needs. Multiple studies have included workshops with the Town Council and consideration of special cost of service issues, as well as assessing the potential rate impacts of future capital project financing. Also performed a financial analysis of the Town's recycled water program and expansion options. In 2015, Mr. Reed completed a water and wastewater rate update study, including an analysis of the financial impact of water shortage and water shortage rates. In 2016, Mr. Reed performed a study to update the Town's water and wastewater capacity fees.
- *City of Healdsburg (since 2007)* - Conducted a wastewater rate study, including development of a multi-year financial plan. This study resulted in increases to the City's wastewater rates to meet operating, capital program, and debt service obligations. The wastewater rate structure for residential was modified such that user rates reflect the winter water use characteristics of each customer. This change improved equity among customers and helped to encourage water conservation. Subsequently performed multiple financial plan and rate studies for the City's water and wastewater utilities, as well as a capacity charge study.
- *City of Rohnert Park (since 2010)* - Assisted the City with the development of new wastewater rates following a 50 percent rollback in rates that resulted from an initiative process. Since the original study,



Mr. Reed has led other water and wastewater financial planning and rate studies. Water studies have included analyzing the relative costs of SCWA water supplies and local groundwater production.

- *City of Cotati* – In 2017, Mr. Reed conducted a water and sewer financial plan and rate study for the City of Cotati. The study included evaluating cost differences between SCWA water supplies and local groundwater production. The study also included developing a water shortage financial strategy and rate surcharges, which could be implemented in a future water shortage.
- *Amador Water Agency (since 1998)* – Mr. Reed has assisted the Amador Water Agency with a variety of water and wastewater financial planning and rate issues including assisting with the analysis of financing options, cost of service analysis involving wholesale and retail rates, as well as treated and untreated water, participation fee studies, rate consolidation, rate restructuring, and other issues. Studies frequently include workshops with the Board of Directors, as well as meeting with key stakeholders. Mr. Reed's initial work for the Agency helped prevent potential litigation, and has provided a solid basis for water and wastewater rates in an often-contentious environment.
- *Carmichael Water District (since 1998)* – Water rate study and 5-year financial plan. Conducted 10 workshops with an 11-member citizen advisory committee (including 2 Board members). Focus of study was on cost of service issues and rate design with a transition from flat to metered rates. The District's largest customers were represented on the committee. Mr. Reed has continued to assist the District with water rate and financial plan updates, as well as litigation support services. He also assisted the District in successfully rebutting a legal challenge to the District's water rates on Proposition 218 grounds. In 2015 he worked with the District to update its financial business plan and water rates. An update to this work was performed in 2016.
- *City of Roseville (since 1999)* – In 1999 Mr. Reed assisted with a controversial study to develop a water meter retrofit program, including developing a strategy whereby customers would pay for water meters. This study involved working with a citizens advisory committee, and conducting community meetings, prior to taking recommendations to the City Council. Mr. Reed also assisted with the development of the City's stormwater management program with particular focus of cost estimating and identifying potential funding sources. For the past eight years, Mr. Reed has assisted in preparing biennial rate recommendations for water, wastewater, and solid waste. He has also assisted in revising water rates to better achieve conservation objectives, and helped develop water shortage rates to be implemented during periods of water shortage. Recently performed an analysis of the City's recycled water program, and an update of the City's water rate structure in the wake of the SJC decision.
- *San Juan Water District (since 1998)* – Conducted multiple retail and wholesale financial plans and rate studies. Retail rate analyses included developing a metered water rate structure while working closely with a citizens advisory committee and members of the Board. Wholesale rate analyses have included developing an equitable cost of service methodology and working both with the District and member agencies. The Reed Group also assisted the District in updating retail and wholesale connection fees, as well as developing a water shortage financial analysis and temporary water shortage rate structure. In 2017, Mr. Reed updated both wholesale and retail financial plans and assisted the District in adopting 5-year rate plans for both wholesale and retail customers.
- *Sacramento Suburban Water District, CA* – Mr. Reed worked with the Sacramento Suburban Water District to prepare an update to their capital improvement plan, multi-year financial plan, and water rates. Mr. Reed worked with the predecessor Northridge Water District on to develop two previous five-year water rate plans and FDC calculations. He also developed recommendations on wheeling charges whereby other entities could wheel water through the District's transmission facilities. Mr. Reed also assisted the Arcade Water District (also a predecessor to SSWD) in working with their



The Reed Group, Inc. Summary and Qualifications

Irrigation Task Force and developing an alternative conservation-oriented water rate structure for public agency irrigation customers.

- *City of Sacramento* – Mr. Reed has assisted the City of Sacramento Utilities Department with several projects over a number of years. Most recently, he assisted the City with the development of metered water rates applicable to both residential and non-residential customers. The rates reflect the cost of providing water service, address financial stability and fairness issues, and will assist the City in meeting requirements associated with the implementation of the meter retrofit program. Mr. Reed previously assisted the City with updating water system impact fees.
- *Solano Irrigation District* – Water rate and financial plan studies. Assisted the District in three separate studies to address policy issues related to rate structures, revenue strategies, financial policies, and long-range financial planning. Separate studies were performed for the Dixon-Solano Municipal Water Service (joint water system with City of Dixon), the Suisun-Solano Water Authority (joint water system with the City of Suisun City), and SID's General Fund. Public workshops have been conducted with elected officials and the public in each study. In 2000, Mr. Reed served as Project Manager on a classification, compensation, and organization study for the District. The study included interviews with about one-half of the staff throughout the organization and focused on organizational structure issues to improve operational effectiveness. A compensation survey was performed to compare the District with its labor market, and job descriptions were updated to reflect the work performed for each of about 40 staff positions.
- *Nipomo Community Services District* – Prepared water and wastewater financial plans, as well as developed water and wastewater capacity charges for the District in multiple studies. Restructured water and wastewater rates to meet District rate setting objectives, including encouraging water conservation and reflecting the cost of providing service. Studies have included workshops with the Board of Directors and community meetings.
- *Contra Costa Water District* – Wholesale (raw) water rate structure study affecting the District's municipal and industrial customers. Working with a Technical Advisory Committee (TAC), we developed recommendations for modifying the water rate structure to better achieve District objectives. Also provided litigation support and expert witness assistance in litigation on the District's Facilities Reserve Charges.

Education

B.S., Engineering, University of California, Los Angeles, 1982
M.S., Water Resources Engineering, University of California, Davis, 1990
M.B.A, Public Policy and Management, University of California, Davis, 1990
Former licensed Civil Engineer in California (Lic. No. 41064), retired

Professional Background

East Bay Municipal Utility District, Water Resources Planning, 1983-1988
Ernst & Young, Governmental Consulting Practice, 1990-1992
David M. Griffith & Associates, Utility Consulting Practice, 1992-1996
Hilton Farnkopf & Hobson, Water/Wastewater Practice, 1996-1998
The Reed Group, Inc., President, 1998-present

**CAMP MEEKER RECREATION AND PARK DISTRICT
RESOLUTION 2010-003
SIMPLIFIED BID PROCESS FOR MINOR PROJECTS**

WHEREAS, it is common for small public agencies such as CMRPD to define cost limits for minor versus major projects for the purpose of expediting the bidding process; and

WHEREAS, such policies enable efficient and effective use of public resources;

THEREFORE, BE IT RESOLVED that the Board of Directors of the CAMP MEEKER RECREATION AND PARK DISTRICT designates any project whose cost is less than or equal to \$25,000 as a MINOR PROJECT and any project greater than \$25,000 as a MAJOR PROJECT.;

AND BE IT FURTHER RESOLVED that for any MINOR PROJECT, the Camp Meeker Recreation and Park District BOARD OF DIRECTORS may create a pool of bids for completion of the work by soliciting proposals from at least three entities qualified to complete the work.

AND BE IT FURTHER RESOLVED that total actual payments for the contract entered into by the method enabled by this resolution shall be limited to an amount not to exceed \$25,000.

PASSED AND ADOPTED this 18TH day of MAY, 2010 by the following vote:

DIRECTORS

ANDERSON Y FAWCETT Y MURCHISON Y MING A
WATSON Y
AYES 4 NAYS 0 ABSTAIN - ABSENT 1

SO ORDERED

Attested


Lynn Watson, Secretary

May 18, 2010

From: rruwater@sonic.net

Subject: Federico - Acct 296

Date: July 10, 2017 at 5:23 PM

To: CAMP MEEKER - Cheryl Doran-Girard cdgirard1945@yahoo.com, CAMP MEEKER - Lynn Watson petalumapoet@hotmail.com

Cc: abigdiamond@cs.com

WH

Cheryl/Lynn,

Please add this item to the July agenda for discussion and resolution.

Mr. Federico had extremely high use on his May and June water bills.

On May 8, I called Kolodge Properties and notified them of the high use.

On June 7, I spoke w/ Jennifer at Kolodge Properties (prop mgr for Mr. Federico). She said there'd been a toilet leak at the property that went unnoticed for a full month as the property was vacant. They had that leak fixed. She was going to have a plumber investigate for any more leaks.

On June 8, Jamie checked the meter. There was no spin and the water was turned off. I left a message for Kolodge Properties stating this.

On June 12, Greg checked the meter. The meter was still off and there was no spin. He ran diagnostic tests on the meter and found it to be in perfect working order. I left a message for the property manager at that time as well.

Mr. Federico has been billed over \$1,600 in water charges alone between the May and June water bills.

Please see his email attached and, at the July 18 board meeting, discuss how the Board would like this to be resolved.

****Please confirm receipt of this email.****

Thank you!

Stephanie

32 McClure Avenue, Camp Meeker, CA

https://legacy-webmail.sonic.net/src/printer_friendly_bottom.php?pas.

From: abigdiamond@cs.com
Subject: 32 McClure Avenue, Camp Meeker, CA
Date: Sat, July 1, 2017 7:37 pm

Federico
CMRPD

From: abigdiamond@cs.com
Subject: 32 McClure Avenue, Camp Meeker, CA
Date: Sat, July 1, 2017 7:37 pm
To: rruwater@sonic.net

Federico
CMRAD

Dear Stephanie,

I am writing this email in hopes that I can reason with you and your water committee to reduce the water bills for the months of May and June totaling over \$1,700. The property has been vacant since the last two weeks of April so these charges are perplexing because of the vacancy. What is even more baffling is when the meter was checked by one of your staff, the meter was showing water usage. Even though usage was indicated by the meter, there was absolutely no evidence of any water usage on the outdoor grounds or inside of the house. I have owned the property for over thirty years and used it as a vacation home. The same neighbors have always been there since I've owned the property so I feel very confident in saying that none of my neighbors were pilfering water. The strong contention was that there could be an underground leak in the water lines. That theory was laid to rest because the second staff you sent to read the meter said the meter was operating correctly with no indication of any water usage. This would not have been the case at all if there was underground leakage. I can only surmise the meter was faulty and was reading false usage of water. I am asking that you and your water committee consider my reasoning for doubting the accuracy of the meter reading and waive the excessive charges to my account. I am retired and the exorbitant current charges would truly create a big hardship. I trust you and your committee will see the strong doubt of accurate readings and in anticipation of your concession, I thank you.

Best regards,

Frank Federico
32 McClure Avenue
Camp Meeker, CA

Attachments:

untitled-[2].html	
Size:	21 k
Type:	text/html

From: rruwater@sonic.net 
Subject: [Fwd: Re: Federico - Acct 296]
Date: July 12, 2017 at 10:57 AM
To: CAMP MEEKER - Cheryl Doran-Girard cdgirard1945@yahoo.com, CAMP MEEKER - Lynn Watson petalumapoet@hotmail.com

WH

Cheryl,

Please add the correspondence below to Mr Federico's agenda item.

(Pls confirm receipt.)

Thank you,

Stephanie

----- Original Message -----

Subject: Re: Federico - Acct 296
From: abigdiamond@cs.com
Date: Mon, July 10, 2017 9:11 pm
To: rruwater@sonic.net
Cc: kpmjen@gmail.com

Hello Stephanie,

I would like to point out that the toilet leak did not go unnoticed for a month. Unbeknownst to Jennifer at Kolodge Properties, I went to the property myself the day after the workmen left the premises. While I was there, I corrected the toilet leak myself so the toilet tank didn't run for a whole month, only a few days.

Best,

~Frank Federico

-----Original Message-----

From: rruwater <rruwater@sonic.net>
To: CAMP MEEKER - Cheryl Doran-Girard <cdgirard1945@yahoo.com>; CAMP MEEKER - Lynn Watson <petalumapoet@hotmail.com>
Cc: abigdiamond <abigdiamond@cs.com>
Sent: Mon, Jul 10, 2017 5:23 pm
Subject: Federico - Acct 296

Cheryl/Lynn,

Please add this item to the July agenda for discussion and resolution.

Mr. Federico had extremely high use on his May and June water bills.

On May 8, I called Kolodge Properties and notified them of the high use.

On June 7, I spoke w/ Jennifer at Kolodge Properties (prop mgr for Mr. Federico). She said there'd been a toilet leak at the property that went unnoticed for a full month as the property was vacant. They had that leak fixed. She was going to have a plumber investigate for any more leaks.

On June 8, Jamie checked the meter. There was no spin and the water was turned off. I left a message for Kolodge Properties stating this.

On June 12, Greg checked the meter. The meter was still off and there was no spin. He ran diagnostic tests on the meter and found it to be in perfect working order. I left a message for the property manager at that time as well.

Mr. Federico has been billed over \$1,600 in water charges alone between the May and June water bills.

Please see his email attached and, at the July 18 board meeting, discuss how the Board would like this to be resolved

now the Board would like this to be received.

****Please confirm receipt of this email.****

Thank you!

Stephanie



From: rruwater@sonic.net
Subject: Re: 32 McClure - Notice to Disconnect
Date: Tue, August 8, 2017 2:49 pm
To: abigdiamond@cs.com

Hi Frank,

I hope all is well. I understand that this is a big burden; however, the District is requiring payment until the issue is resolved.

Paying half right now is acceptable. When do you anticipate sending the remainder? There are not going to be any adjustments until this is resolved, and that will ultimately depend on your attendance at the next soonest board meeting (excluding August).

\$124.81 in late fees have been reversed. Your balance is now \$1,640.93. This includes the bill that is going out today, which is just over \$40.00. Half of this is \$820.46.

Take care,

Stephanie

> Hello Stephanie,
> I have been in the hospital for the last three weeks. I was released
> yesterday afternoon but am under medical observance at home. I will be
> unable to attend the next Camp Meeker water meeting on 8/17/17. As I had
> mentioned before, the total amount owing is quite a financial hardship. At
> this time I am able to pay half of what is owing but cannot afford the
> full amount. Please let me know if this is acceptable at this time. Thank
> you.
> Best,
> ~Frank Federico
>
>
>
>
>
>
>
> -----Original Message-----
> From: rruwater <rruwater@sonic.net>
> To: abigdiamond <abigdiamond@cs.com>
> Cc: CAMP MEEKER - Cheryl Doran-Girard <cdgirard1945@yahoo.com>; CAMP
> MEEKER - Lynn Watson <petalumapoet@hotmail.com>; kolodgepropman
> <kolodgepropman@aol.com>
> Sent: Tue, Aug 8, 2017 10:41 am
> Subject: 32 McClure - Notice to Disconnect
>
> Dear Mr. Federico,
>
> Attached please find a copy of Ordinance 12 of the Camp Meeker Water Code,
> as well as a past due notice with a disconnect date of August 22, 2017, 14
> days from today.
>

> The next Camp Meeker board meeting will be held on August 15 at 7pm, next
> to the fire station in Camp Meeker.
>
> Please pay the amount owed on your water bill and attend the meeting on
> the 15th to discuss how this may be resolved.
>
> Thank you,
>
> Stephanie Voet
> 707-887-7735
>
>

John Poyser
4976 Ponderosa Drive
Santa Rosa, Ca 95404
License# 507346

#2339

6-21-17

Date 06/04/17

Invoice #

1199

RCYD 8/21/17
BY RRW

Work Order #:

344

32 MC CURE
CAMP MEERER
95419

Bill To:

KPM
Kolodge Property Management Company
P.O. Box 1320
Sebastopol, CA 95473

(SV)

Item	Description	Quantity	Rate	Amount
Services Rendered	Drywall repair and painting, Installation of door casing, baseboard and painting, Re-built sink base bottom and sides, Adjusted water level in toilet tank... per cost estimate	1	485.00	485.00
Services Rendered	Deduction for toilet flush valve not needed	-1	50.00	-50.00
Services Rendered	Purchase and install additional 32' of baseboard, Paint and install attic access cover, Replace missing receptical covers.	1	150.00	150.00
Services Rendered	Insulate attic and install two low profile roof vents per cost estimate	1	2,580.00	2,580.00
<p>Stephorne. The contractor found the toilet plunger so he deducted the cost of the repairs.</p> <p>8/16/17</p> <p>Frank Federico</p>				

302.11

Total \$3,165.00

-2862.89

**CHERYL DORAN GIRARD
CLIENT MEMORANDUM**

TO: CAMP MEEKER RECREATION & PARK DISTRICT BOARD MEMBERS
FROM: CHERYL DORAN GIRARD
SUBJECT: BASKETBALL COURT LINE REPAINTING/COURT RESURFACING
DATE: JULY 14, 2017

I spoke with Johnny Kolnes (707-477-2358) regarding repainting and possible re-surfacing of the District's basketball court. He indicated that he is pretty much booked through September/October and given Camp Meeker's location he estimated that after October the Camp Meeker area could become too moist and painting would have to be held off until April/May 2018.

He estimated re-surfacing at \$2.00/square foot and without review of the site, line painting at \$700. If the District's policies are similar to large governmental agencies with a contractor required to pay a prevailing wage, he would not be able to do the project. He can provide evidence of all business insurances—worker compensation, property & liability, etc. and is a licensed contractor.

In the event that the Board would like to talk with references or proceed, he can provide references of local governments that he has worked with.

you need to contact me, I can be reached via cell phone 707-696-2876 or my office line 545-2108.

