

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

Tuesday, November 15, 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
  - 1. October 18, 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.

VIII. ACTION ITEMS

A. WATER SYSTEM: INSPECTION REPORT 7/13/2016 COMPLIANCE

(Gary Helfrich, Anthony Tominia and Russian River Utility Staff, 15 minutes)

DESCRIPTION: The State Water Resources Control Board has forwarded the findings of its July 13, 2016 inspection of the Camp Meeker Water System. The letter/report includes Domestic Water Supply Permit No. 02-18-16P-4910029 and lists the actions necessary for the system to be in full compliance with applicable sections of the California Health and Safety Code (CHSC) and the California Code of Regulations (CCR). The Board will review the actions/tasks needed to comply and the required completion dates including authorizing the Board President to respond as required.

PROPOSED ACTION: The Board may/may not authorize the Board President to sign a letter acknowledging receipt of permit 02-18-16P-4910029 and providing the District's willingness to comply with all statutory and regulatory drinking water requirements and conditions set forth in Domestic Water Supply Permit No. 02-18-16P-4910029.

B. RESOLUTION 2016-011: REQUEST SONOMA COUNTY BOARD OF SUPERVISORS EXEMPTION UNDER GOVERNMENT CODE 26909(b) FROM AN ANNUAL AUDIT TO BIENNIAL (TWO-YEAR) AUDIT (Cathie Anderson, Staff, 10 minutes)

DESCRIPTION: Upon completion of the June 30, 2016 audit of the District's financial records, the District's auditor, Sue Goranson, CPA has recommended that the Board apply for an exemption under Government Code 26909(b) from an annual financial audit to a biennial (two year) audit process. If approved, the change could result in an estimated 25% reduction in cost.

PROPOSED ACTION: The Board may/may not approve Resolution 2016-011: Requesting the Sonoma from an annual audit to a biennial audit exemption under Government Code 26909(b).

C. UPDATE: SONOMA COUNTY WATER AGENCY AGREEMENT, OCSD INDEMNITY AGREEMENT AND RELATED (Cathie Anderson, 10 minutes)

DESCRIPTION: The Board approved the signing of agreements with the Sonoma County Water Agency and Occidental Community Services District. Director Anderson will provide a report regarding the documents and related matters.

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

D. POST OFFICE REPAIRS AND CLOSURE (Lynn Watson, 10 minutes)

DESCRIPTION: The Camp Meeker Post Office has been closed for repairs with no re-opening date. The Board will discuss and decide upon further action.

PROPOSED ACTION: The Board may/may not take further action with respect to the Post Office closure.

E. CAMP MEEKER ISO RATINGS, HYDRANT MAINTENANCE AND HYDRANT SECURITY ISSUES (Gary Helfrich, 5 minutes)

DESCRIPTION: Director Helfrich will update the Board regarding contact with the CMVFD relative to the community's current ISO (insurance rating) rating, hydrant maintenance and hydrant security.

PROPOSED ACTION: The Board may/may not take further action regarding hydrant maintenance and/or improvement of ISO ratings and hydrant security.

IX. DIRECTORS' REPORTS

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

**PROPOSED ACTION: No action or discussion to take place**

X. ADJOURNMENT

HOW TO GET AN ITEM ON THE AGENDA

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

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

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

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

[http://www.campmeeker.org/wordpress/?page\\_id=224](http://www.campmeeker.org/wordpress/?page_id=224).

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

Tuesday, October 18, 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 Gary Helfrich, Vice-President, at 7:02 p.m.

II. ROLL CALL

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

III. APPROVAL OF AGENDA

A motion was made by Cathie Anderson, and seconded by Valery Larson to approve the agenda as property posted.

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

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

IV. STATEMENTS OF ABSTENTION

There were no statements of abstention.

V. PUBLIC COMMENT

There was no public comment.

VI. CONSENT ITEMS

A. Approval of Minutes

1. August 16, 2016

A motion was made by Cathie Anderson, and seconded by Anthony Tominia to approve the August 16, 2016 minutes as written.

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

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

2. September 27, 2016

A motion was made by Anthony Tominia, and seconded by Valery Larson to approve the September 27, 2016 minutes as written.

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

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

At 7:04 p.m. Director Watson entered the meeting.

B. Payment of Claims

After discussion, a motion was made by Cathie Anderson, seconded by Gary Helfrich to approve the following warrant requests and the checks 1479-1489 and 1217 in payment thereof (Wells Fargo Operating), check numbers 578/579 (Bank of the West-Water) and check 1036 US Bank for Anderson Hall client deposit refunds.

2016/2017-004	RP-October 2016	3,051.74
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2016/2017-004	Water-October 2016	12,736.16
	Total	15,787.90

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

Journal Entries to be review at the November meeting.

D. Administrative and Financial Report

Ms. Doran-Girard reviewed correspondence from the County of Sonoma regarding relative to submittal of annual audited financial statements and compliance with Government Code 26909 that requires every Special District in the State of California submit audited financials to the County. Those Districts that are not in compliance with be posted to the County website. Camp Meeker is in compliance with Government Code 26909. Government Code 26909 also provides for exemption from an annual audit permitting Districts to have their financial statements audited less frequently.

Additionally, Ms. Doran-Girard informed the Board that the appropriate paperwork has been forwarded to Abila requesting relief from the GASB module of the MIP software, bank reconciliations have been completed and approved, and the District has been advised by the State Department of Parks that the grant application has been received.

VII. REPORT OF THE WATER SYSTEM OPERATOR

- A. Robert Sherod of Russian River Utility reported that the system is performing, as it should and that the Dutch Bill release process will soon be concluded for this year.

Cathie Anderson asked about John McDaniel's request. It will be addressed at the November meeting.

VIII. ACTION ITEMS

A. REVIEW OF 6/30/2016 DRAFT FINANCIAL AUDIT

DESCRIPTION: Sue Goranson, CPA reviewed of the District's draft financial statements for the fiscal year ended June 30, 2016 and management letter in depth. She suggested that the District develop a succession plan for staff and hold an annual planning session.

ACTION: A motion was made by Cathie Anderson and seconded by Gary Helfrich to approve the draft financial documents for the fiscal year ended June 30, 2016 and direct Sue Goranson, CPA and Associates to complete the final version.

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

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

**B. WATER SYSTEM: EXTENSION SONOMA COUNTY WATER AGENCY AGREEMENT AND OCCIDENTAL INDEMNITY AGREEMENT**

**DESCRIPTION:** On July 9, 1996 the Sonoma County Water Agency and the Camp Meeker Recreation and Park District entered into an Agreement for the Sale of Water.

On October 21, 2008 the Amendment #2 to the Agreement was approved. Subsequent amendments have extended the Agreement that is expiring on December 31, 2016.

This amendment would extend the agreement an additional ten years to and including June 30, 2026. At the September 27 meeting, the Board authorized District Counsel to prepare an indemnity agreement to insure that Camp Meeker Recreation & Park is reimbursed for any costs attributable to this agreement in the interest of Occidental Community Services District, and authorized the Board President to sign the agreement subsequent to revision of Section 8.

**ACTION:** A motion was made by Anthony Tominia, and seconded by Cathie Anderson that the Board approve an extension of the Agreement with the Sonoma County Water Agency for an additional ten years to and including June 30, 2026 subject to the revision of Section 8 and authorize the Board President and her counterpart with Occidental Community Services District sign the indemnity agreement with Occidental Community Services District for costs arising from the Sonoma County Water Agency agreement.

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

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

**C. POST OFFICE REPAIRS AND CLOSURE**

**DESCRIPTION:** The Board discussed the closure of Camp Meeker Post Office for repairs with no proposed re-opening date. The Board agreed that President Watson would follow up and review at the November meeting.

**ACTION:** The Board did not take further action with respect to the Post Office closure.

**D. WATER HYDRANT USE/FLUSHING HAMPTON AND ORCHARD**

**DESCRIPTION:** Russian River Utility has received a report of hydrant use/flushing at Hampton and Orchard. RRU suspects a water hauler may be involved; however, has no specific evidence. Robert Sherod of RRU advised that there would be no flushing of hydrants unless necessary due to drought conditions. The Board discussed the feasibility of locking and security for the hydrants.

**ACTION:** The Board did not take further action regarding unauthorized hydrant use.

**E. UPDATE: SONOMA COUNTY FIRE: DEFENSIBLE SPACE INSPECTION PROGRAM**

**DESCRIPTION:** Director Tominia informed the Board that he had met with Efren Carillo regarding the Sonoma County Fire Services regarding an informational meeting relative to Sonoma County Fire's Defensible Space Inspection Program held September 18. It was his opinion that Efren is on his way out and is only able to do so much. The Board expressed its appreciation to Director Tominia for continuing attempts to resolve this issue.

**ACTION:** The Board did not take action regarding this issue.

F. CAMP MEEKER ISO RATINGS & HYDRANT MAINTENANCE

DESCRIPTION: The Board discussed the community's current ISO (insurance rating) rating and hydrant maintenance. Gary Helfrich suggested arranging hydrant maintenance with the CMVFD. Gary will make contact with CMVFD. Robert Sherod will ask Jamie Dunton for a quote for flushing/flow/pressure tests for hydrants. Discussion ensued.

ACTION: The Board did not take further action regarding hydrant maintenance and/or improvement of ISO ratings.

IX. DIRECTORS' REPORTS

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

**PROPOSED ACTION: No action or discussion to take place**

Director Tominia reviewed the Gran Fondo participation of around 30 people. French toast, sausage breakfast was served.

Director Anderson advised that she is booking 2017 events for Anderson Hall.

X. ADJOURNMENT

As there was no further business to be brought before the Board at this time, a motion was made by Gary Helfrich, and seconded by Cathie Anderson that the October 2016 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 8:03 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

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**CHERYL DORAN GIRARD  
CLIENT MEMORANDUM**

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**TO:** CAMP MEEKER RECREATION & PARK DISTRICT BOARD MEMBERS  
**FROM:** CHERYL DORAN GIRARD  
**SUBJECT:** NOVEMBER 15, 2016 WARRANTS AND FINANCIAL INFORMATION  
**DATE:** NOVEMBER 11, 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.

2016/2017-005	RP-November 2016	6,389.83
\$22,115.26	Water-November 2016	15,725.43

Cash balances are updated from October 31 bank statements from Wells Fargo, Bank of the West and US Bank, plus funds received and checks written to date. Wells Fargo Checking, US Bank and Wells Fargo Investment are reconciled and BOW is not as statement was not received in time for the Board information package. The reconciliations will be reviewed, and approved by the District's Fiscal Officer, Catherine Anderson prior to the Board meeting.

Financial statements contain data available through November 11, 2016 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. Please note that the format for the warrant requests has changed. 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, US Bank, and the Wells Fargo Investment account for amounts allocated for capital replacement and USDA debt fund repayment following the October 18 meeting.

The final bound versions of the audited statement has been received, and is in the process of being loaded to the website. If you would like the paper version, please let me know.

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.



**CAMP MEEKER RECREATION AND PARK DISTRICT**

WARRANT REQUEST # 2016-2017-005

VENDOR	CHECK AMOUNT	R&P FUND	WATER FUND	EXPLANATION
Anderson, Cathie	30.00	30.00		Dir Stipend-November 2016
Larson, Valery	30.00	30.00		Dir Stipend-November 2016
Watson, Lynn	30.00	30.00		Dir Stipend-November 2016
Doran-Girard, Cheryl	4,688.86	733.50	733.50	Consulting-Sep/Oct 2016
Doran-Girard, Cheryl	-	230.63	230.63	Consulting-Sep/Oct 2016
Doran-Girard, Cheryl	-	1,167.75	1,167.75	Consulting-Sep/Oct 2016
Doran-Girard, Cheryl	-		360.00	Consulting-Sep/Oct 2016
Doran-Girard, Cheryl	-		30.54	Supplies-Laser Cartridge
PGE	75.21	34.56		Electric Service
CSDA	159.00	75.21	79.50	2017 Member Fee
Camp Meeker Water	158.59	158.59		Water Service
Fedex-Office	38.67	19.34	19.33	Printing-
Lopez, Jessica	260.00	260.00		Anderson Hall Cleaning
McPhail Fuel	70.36	70.36		
Perry, Johnson	2,220.00	90.00		
Russian River Utility	8,218.81		2,130.00	Legal Services
Sonoma Cty Tax	350.00	350.00	8,218.81	Contract Services
US Bank	460.76	149.00	-	Electric Service
US Bank		19.98	149.00	Software Lease
US Bank		36.41	19.97	Web Maintenance Contract/ISP
US Bank		50.00	36.40	Verizon-District Phone
Goranson & Associates	5,000.00	2,500.00	2,500.00	Post Office Pay Phone
Wavemaker Media	325.00	275.00	50.00	Final Audit 6/30/2016
Total	22,115.26	6,389.83	15,725.43	-

DATE: 11/15/16

DIRECTOR APPROVAL:

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[illegible]

**Camp Meeker Recreation & Parks District**  
Check/Voucher Register - CDG-Current Register  
1010 - Cash In Wells Fargo Bank-Operating  
From 10/19/2016 Through 11/15/2016

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1218	Correct Error in Invoice 641...	Jessica Lopez	10/27/2016	60.00
1490	System Generated Check/Vo...	California Special ...	11/15/2016	159.00
1491	System Generated Check/Vo...	Camp Meeker Wa...	11/15/2016	158.59
1492	System Generated Check/Vo...	Cheryl Doran-Girard	11/15/2016	4,688.86
1493	System Generated Check/Vo...	Fedex Office	11/15/2016	38.67
1494	System Generated Check/Vo...	Goranson and Ass...	11/15/2016	5,000.00
1495	System Generated Check/Vo...	Jessica Lopez	11/15/2016	200.00
1496	System Generated Check/Vo...	McPhail Fuel Com...	11/15/2016	70.36
1497	System Generated Check/Vo...	P G & E	11/15/2016	75.21
1498	System Generated Check/Vo...	Perry Johnson An...	11/15/2016	2,220.00
1499	System Generated Check/Vo...	Russian River Utility	11/15/2016	8,218.81
1500	System Generated Check/Vo...	Sonoma Co Tax C...	11/15/2016	350.00
1501	System Generated Check/Vo...	US Bank	11/15/2016	460.76
1502	System Generated Check/Vo...	Wavemaker Medi...	11/15/2016	325.00
1503	Director Stipend-November	Cathie Anderson	11/15/2016	30.00
1504	Director Stipend-November	Valery Larson	11/15/2016	30.00
1505	Director Stipend-November	Lynn Watson	11/15/2016	30.00
Total 1010 - Cash In Wells Fargo Bank-Operating				22,115.26

**Camp Meeker Recreation & Parks District**  
Check/Voucher Register - CDG-Current Register  
1030 - Cash in Bank of the West-Water  
From 10/19/2016 Through 11/15/2016

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
580	Transfer Wtr Receipts: USD...	Camp Meeker Rec...	11/15/2016	6,600.00
581	Transfer Operations October...	Camp Meeker Rec...	11/15/2016	<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  
1040 - Cash in US Bank-Rental Deposits/PayPal  
From 10/19/2016 Through 11/15/2016

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1037	A. Hall Refund Penman 10/1...		11/9/2016	150.00
1038	A. Hall Refund: Burr 10/22/...		11/9/2016	150.00
1039	A. Hall Refund: Britton 10/2...		11/9/2016	<u>150.00</u>
		Total 1040 - Cash in US Bank-Rental Deposits/PayPal		450.00
				<u>                    </u>
Report Total				<u><u>41,565.26</u></u>

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
10 - Recreation & Park - Operating  
From 7/1/2016 Through 6/30/2017  
(In Whole Numbers)

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
Revenue				
4001	Property Taxes-CY Secured	68,000	0	(68,000)
4041	Cost Reimbursement-Collect Delinquent CY Unsec	(100)	0	100
4210	Rental Fees-Anderson Hall	5,000	3,020	(1,980)
4215	Rental Fees-Other	1,727	576	(1,151)
4220	State-Home Owner Property Tax Relief	500	0	(500)
4295	Grant Revenue	0	500	500
4315	Refunds-Other	0	144	144
	Total Revenue	<u>75,127</u>	<u>4,240</u>	<u>(70,887)</u>
Expenditures				
5010	Director Stipend	1,080	450	630
5017	Worker Compensation Insurance	500	0	500
5101	Communications-Telephone	500	456	44
5105	Communications-ISP Website	600	100	500
5110	Communications-Website Other	0	230	(230)
5184	Janitorial Supplies	300	28	272
5185	Janitorial Services	1,700	940	760
5210	Insurance-Property & Liability	2,750	0	2,750
5301	Maintenance-Beach and Parks	540	687	(147)
5302	Maintenance-Bldgs & Improvements	2,500	542	1,958
5304	Maintenance-Equipment	0	13	(13)
5401	Memberships	200	80	121
5402	Marketing	250	0	250
5405	Miscellaneous	1,350	700	650
5410	Office Supplies	1,150	507	643
5415	Office Operations	300	0	300
5416	Lease-Accounting Software	1,788	596	1,192
5425	Postage	150	56	94
5426	Printing Services	825	157	668
5427	Supplies	700	0	700
5428	Food	275	0	275
5501	Professional Fees-Web	1,200	425	775
5502	Professional Fees-Consultants	1,795	1,198	598
5520	Administrative Services	10,000	5,256	4,744
5540	LAFCO Charges	150	139	11
5550	Legal Services	3,250	353	2,898
5555	Professional Services-Auditor	7,500	7,137	363
5556	Professional Services-Accounting	12,000	4,442	7,559
5570	Service Fee-PayPal	75	60	15
5571	Late Fees	50	(39)	89
5575	Bank Service Fees	60	65	(5)
5576	Property Tax Administration Fee	900	0	900
5580	Elections Cost	2,500	0	2,500
5590	Gas and Oil	900	368	532
5591	Equipment Rentals	300	0	300
5592	Water and Sewer	1,000	522	478
5594	Utilities	1,500	455	1,045
8516	Maintenance & Repair	2,500	0	2,500
8565	Equipment 2	2,500	0	2,500

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
10 - Recreation & Park - Operating  
From 7/1/2016 Through 6/30/2017  
(In Whole Numbers)

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
8625	Tfr Within Fnd-Out	7,500	0	7,500
9001	Contingency	1,989	0	1,989
	Total Expenditures	75,127	25,921	49,206
	Excess of Income Over (Under) Expense	0	(21,681)	(21,681)

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
15 - Recreation & Park-Development  
From 7/1/2016 Through 6/30/2017  
(In Whole Numbers)

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Expenditures			
8625	Tfr Within Fnd-Out	<u>5,000</u>	<u>0</u>	<u>5,000</u>
	Total Expenditures	<u>5,000</u>	<u>0</u>	<u>5,000</u>
	Excess of Income Over (Under) Expense	<u>(5,000)</u>	<u>0</u>	<u>5,000</u>



**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
40 - Recreation & Parks - Water Operations  
From 7/1/2016 Through 6/30/2017  
(In Whole Numbers)

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
<b>Revenue</b>				
4010	Direct Charges-Current Year	125,000	0	(125,000)
4310	Sales of Water-Residential	213,000	39,207	(173,793)
4625	Transfers-Within Fund In	40,000	0	(40,000)
	<b>Total Revenue</b>	<b>378,000</b>	<b>39,207</b>	<b>(338,793)</b>
<b>Expenditures</b>				
5101	Communications-Telephone	500	182	318
5105	Communications-ISP Website	250	100	150
5185	Janitorial Services	150	0	150
5210	Insurance-Property & Liability	2,608	0	2,608
5401	Memberships	100	80	21
5405	Miscellaneous	125	54	71
5410	Office Supplies	1,000	370	630
5416	Lease-Accounting Software	1,788	596	1,192
5420	Training-Administrative	300	0	300
5425	Postage	125	9	116
5426	Printing Services	500	170	330
5501	Professional Fees-Web	350	200	150
5502	Professional Fees-Consultants	0	1,278	(1,278)
5515	Contract Services-Water Operations	101,500	41,094	60,406
5520	Administrative Services	13,000	6,910	6,090
5540	LAFCO Charges	523	523	0
5550	Legal Services	5,000	4,178	823
5555	Professional Services-Auditor	11,000	7,137	3,863
5556	Professional Services-Accounting	10,000	4,442	5,559
5560	Professional Fees-Other	1,795	0	1,795
5571	Late Fees	0	4	(4)
5575	Bank Service Fees	75	16	59
5576	Property Tax Administration Fee	1,200	0	1,200
5580	Elections Cost	2,663	0	2,663
5585	Public/Legal Notices	500	298	202
5587	Water System Fees-State	2,500	0	2,500
5594	Utilities	4,000	3,871	129
5595	Waste Removal	500	0	500
8516	Maintenance & Repair	13,500	0	13,500
8625	Tfr Within Fnd-Out	202,400	10,141	192,259
9001	Contingency	48	0	48
	<b>Total Expenditures</b>	<b>378,000</b>	<b>81,651</b>	<b>296,349</b>
	<b>Excess of Income Over (Under) Expense</b>	<b>0</b>	<b>(42,444)</b>	<b>(42,444)</b>

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
50 - Recreation & Parks - Water Capital  
From 7/1/2016 Through 6/30/2017  
(In Whole Numbers)

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4110	Interest Earned-Wells Fargo Bank	300	109	(191)
4625	Transfers-Within Fund In	<u>7,500</u>	<u>2,500</u>	<u>(5,000)</u>
	Total Revenue	<u>7,800</u>	<u>2,609</u>	<u>(5,191)</u>
	Expenditures			
8625	Tfr Within Fnd-Out	<u>40,000</u>	<u>2,500</u>	<u>37,500</u>
	Total Expenditures	<u>40,000</u>	<u>2,500</u>	<u>37,500</u>
	Excess of Income Over (Under) Expense	<u>(32,200)</u>	<u>109</u>	<u>32,309</u>

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
60 - Recreation & Parks-DWR E58237  
From 7/1/2016 Through 6/30/2017  
(In Whole Numbers)

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4101	Interest Pooled Cash -Sonoma County	300	0	(300)
4625	Transfers-Within Fund In	97,078	0	(97,078)
	Total Revenue	97,378	0	(97,378)
	Expenditures			
7910	Long Term Debt-Principal	16,674	0	16,674
7911	Long Term Debt-Interest	80,404	0	80,404
9001	Contingency	300	0	300
	Total Expenditures	97,378	0	97,378
	Excess of Income Over (Under) Expense	0	0	0

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
61 - Recreation & Park - Reserve DWR E58237  
From 7/1/2016 Through 6/30/2017  
(In Whole Numbers)

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4101	Interest Pooled Cash -Sonoma County	750	0	(750)
	Total Revenue	<u>750</u>	<u>0</u>	<u>(750)</u>
	Excess of Income Over (Under) Expense	<u>750</u>	<u>0</u>	<u>(750)</u>

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
70 - Recreation & Park - USDA Debt Fund  
From 7/1/2016 Through 6/30/2017  
(In Whole Numbers)

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4625	Transfers-Within Fund In	<u>95,140</u>	<u>32,224</u>	<u>(62,916)</u>
	Total Revenue	<u>95,140</u>	<u>32,224</u>	<u>(62,916)</u>
	Expenditures			
7910	Long Term Debt-Principal	31,000	32,500	(1,500)
7911	Long Term Debt-Interest	62,676	30,954	31,722
8625	Tfr Within Fnd-Out	<u>0</u>	<u>30,500</u>	<u>(30,500)</u>
	Total Expenditures	<u>93,676</u>	<u>93,954</u>	<u>(278)</u>
	Excess of Income Over (Under) Expense	<u>1,464</u>	<u>(61,730)</u>	<u>(63,194)</u>



EDMUND G. BROWN JR.  
GOVERNOR



MATTHEW RODRIGUEZ  
SECRETARY FOR  
ENVIRONMENTAL PROTECTION

## State Water Resources Control Board

Division of Drinking Water

November 2, 2016

System No. 4910029

Lynn Watson  
Camp Meeker Water System  
P.O. Box 461  
Camp Meeker, CA 95465

### JULY 13, 2016 INSPECTION OF CAMP MEEKER WATER SYSTEM

This letter is to inform you of the findings of the July 13, 2016 inspection of the Camp Meeker Water System (System) conducted by the State Water Resources Control Board – Division of Drinking Water (Division) staff and to transmit Domestic Water Supply Permit No. 02-18-16P-4910029. This letter includes the actions necessary for the System to be in full compliance with applicable sections of the California Health and Safety Code (CHSC) and the California Code of Regulations (CCR).

#### Permit

According to Section 116525, CHSC, the System must have a permit to operate a water system. Domestic Water Supply Permit No. 02-18-16P-4910029 is enclosed. Please read the permit carefully as it describes the operational requirements for your water system. Note that before adding or changing treatment or source, an amended permit must be applied for and obtained by the Division. Please acknowledge receipt of this permit by sending a letter to this Division stating that it has been accepted by **December 2, 2016**.

Please review inspection report for accuracy and provide a written response to this Division indicating your willingness to comply with the permit.

#### Source Flow Meter

Section 64561 of the California Code of Regulations requires that each source be installed with a flow meter and that the quantity of water from each source and monthly production be recorded. Russian River Well does not have a dedicated flow meter. A flow meter should be installed by **February 2, 2016**.

#### Raw Water Bacteriological Sampling

Because Russian River Well is located within 200 feet of the Russian River, the System must have monthly raw water samples analyzed from Russian River Well (4910029-001) for total coliform and *E. coli* beginning **December 2016**. The bacteriological density shall be measured using an enumeration method.

FELICIA MARCUS, CHAIR | THOMAS HOWARD, EXECUTIVE DIRECTOR

50 D Street, Suite 200, Santa Rosa, CA 95404 | [www.waterboards.ca.gov](http://www.waterboards.ca.gov)



**Storage Tank Cleaning and Leak Repair**

The Division recommends that the System have the interior of the 3 storage tanks cleaned. Sediment was observed at the bottom of the tanks and the operator confirmed that the tank interiors had not been cleaned in over 10 years. The Baumert tank had multiple leaks which should be repaired within **90 days**.

**Storage overflow cleaning and screening**

The System must clean out the vaults where the storage tanks overflow discharge too and confirm that the screens are intact within **90 days**.

**Emergency Notification Plan**

According to Section 116460 of Division 104 of the CHSC, the System must submit an updated Emergency Notification Plan (ENP) to be approved by the Division. The System must update the ENP and submit the ENP to the Division **within 90 days**. The form, *Emergency Notification Plan (Sonoma)*, can be found at the following website: [http://www.waterboards.ca.gov/drinking\\_water/programs/districts/sonoma\\_district.shtml](http://www.waterboards.ca.gov/drinking_water/programs/districts/sonoma_district.shtml).

**Defensible Space**

Various tanks and facilities were noted as having vegetation closer than recommended by CalFire. Given the recent extreme drought conditions, the Division recommends the District assess facilities in regards to defensible space and contact CalFire and local fire department to ensure water system facilities are protected from wildfire.

Please provide a written response to this Division by **December 2, 2016** indicating your willingness to comply with the items in this letter. We appreciate the assistance that was provided to the Division during the inspection.

If you have any questions, please contact Misha Anderson at (707) 576-2728.

Sincerely,



Janice M. Thomas, P.E., Sonoma District Engineer  
Division of Drinking Water  
STATE WATER RESOURCES CONTROL BOARD

Enclosures: Small Water System Sanitary Survey Report  
Permit No. 02-18-16P-4910029

cc: Jamie Dunton  
Russian River Utility  
7131 Mirabel Road  
Forestville, CA 95436

## Small Water System Sanitary Survey California Drinking Water Division

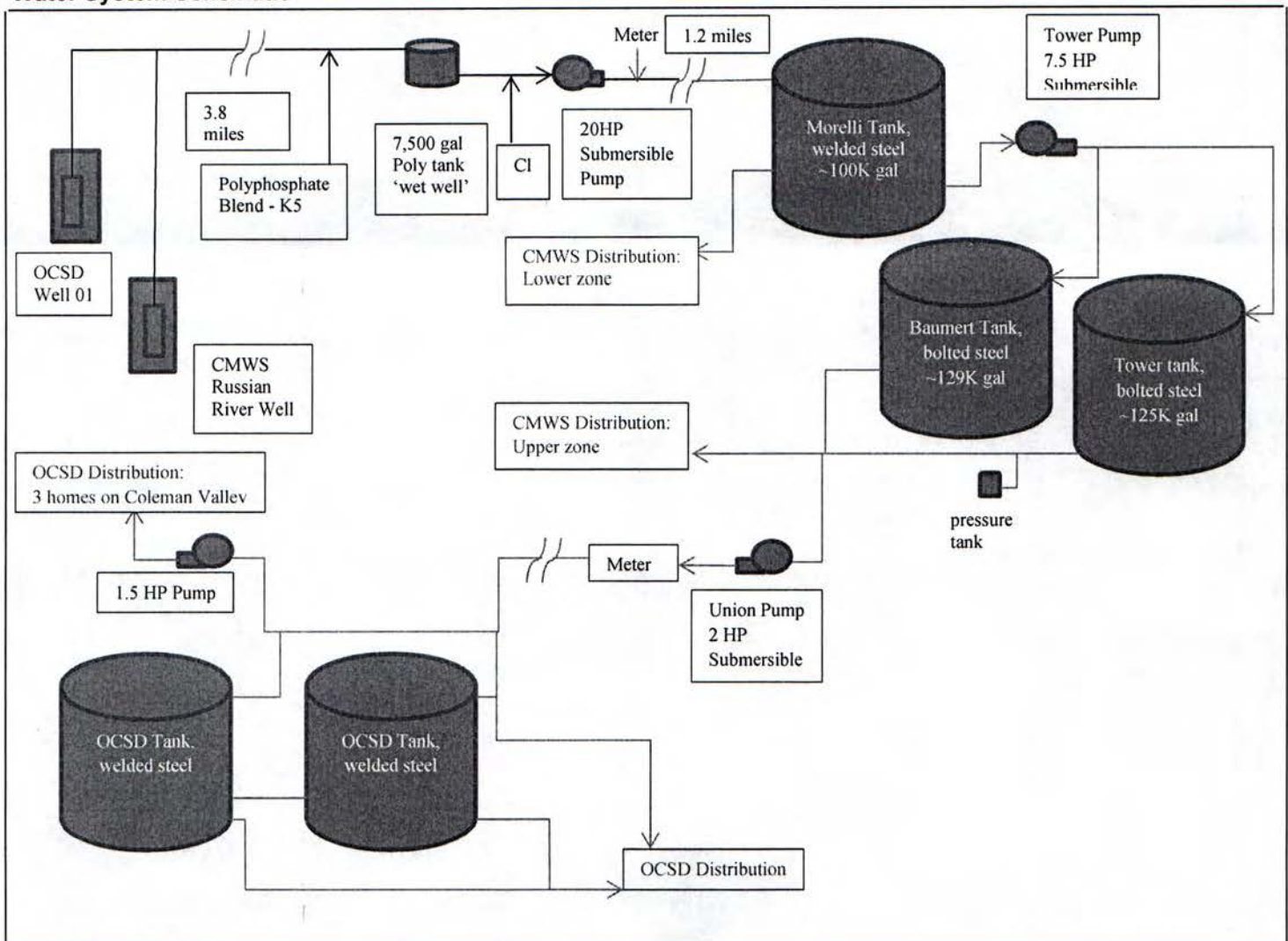
Water System Name: Camp Meeker Water System	Water System No. 4910029
Inspector: Misha Anderson	Title: WRCE
Water System Personnel at Inspection: Jamie Dunton,	
Position/Title: Operator	Telephone No.: 707-887-7735
Water System Owner: Camp Meeker Recreation and Parks District	
Address: 5240 Bohemian Hwy, Camp Meeker, CA 95419	
Inspection Date: July 13, 2016	System Classification: CWS

### SUMMARY

#### Brief Description of System

Camp Meeker Water System (CMWS) facilities are in good condition and operations are competently managed by Russian River Utility. The system is located approximately 7 miles northwest of Sebastopol. The system serves a population of about 600 through 354 metered connections. The system consists of a well, hypochlorination for disinfection, polyphosphate for corrosion control, two booster pumps, three storage tanks and a distribution system with two pressure zones.

#### Water System Schematic



Photos can be found at: [Photos](#)



Water System: Camp Meeker Water System

Inspection Date: July 13, 2016

**System Deficiencies and Areas of Concern:** all items addressed in inspection letter

1. Install source meter
2. Update BSP and ENP
3. Tank cleaning; interior, overflow vaults
4. Check screens on tank overflow

**SANITARY SURVEY REPORT****Permit Status:**

The system was issued Permit No. 02-03-95P45-015 on September 22, 1995. The permit will be reissued with the sanitary survey report and inspection letter. Polyphosphate treatment will be added to the permit.

**System Source(s):**

Russian River Well was drilled in 1995. The well was drilled to 127 feet and the finished depth is 93 feet. The casing is 6 inch CL200 PVC with a screened section from 73 to 83 feet deep. The annular seal is cement from 0 to 50 feet deep. Groundwater Under Direct Influence of Surface Water (GWUDI) potential is based on distance to surface water, well construction, and water quality results. The well is less than 200 feet from surface water, the annular seal is more than 50 feet below grade and there are a few raw water sample results on file on which to assess bacteriological quality. *E.Coli* was detected in samples collected at the well after the 2005/2006 New Year's flood. The follow up samples collected had results of <1.0 MPN *E.Coli*. Monthly raw bacteriological samples will be required from Well 01 beginning in December 2016. The capacity was estimated at 140 gallons per minute (gpm) based on 5 hour pump test with a total drawdown of 6.6 feet. The 2005 inspection reports indicated a 225 gpm capacity and 110 gpm reliable capacity. The production increased to near historic levels in 2015. This was due discharge from a temporary connection to the 7500-gallon 'wet well' tank at the treatment plant. The CMPRD worked with NOAA and DFW to supplement the flow of Dutch Bill Creek adjacent to the treatment plant. This connection was metered so the total water produced for the CMWS/OCSD could be tracked. The well does not have a dedicated meter to measure the total production; this requirement will be addressed in the inspection letter. The well has a downturned, threaded sample tap. The well is protected by concrete vault that is approximately 10x6x4.5 foot with a locked paneled metal top. The vault is cleaned out annually. The bacteriological sample collected at the well during the site visit resulted in <1 Total Coliform and <1 *E.Coli* MPN.

SOURCE CODE	SOURCE NAME	STATUS	ANNULAR SEAL DEPTH (feet)	CAPACITY (gallons per minute)
4910029-001	Russian River Well	A	50	225

**TOTAL ACTIVE SOURCE CAPACITY**

The maximum daily demand (MDD) based on the October 2015 (maximum month) production is 153,600 gallons (106 gpm). This demand is close to capacity determined at the time the well was drilled. However, this yield may not be representative of the well's long term yield.

**Treatment:**

The CMWS/OCSD treatment plant contains polyphosphate injection and hypchlorination. The raw water comes in the plant is injected with a polyphosphate blend, Carus 8100, which has NSF standard 60 approval. The solution ratio of 1 gallon of K5 to 10 gallons of water is mixed in a 35 gallon crock with 5 gallon graduation marks. Russian River Utility keeps the large container of Carus 8100 at their Forestville office and the operators bring a few gallons of the polyphosphate blend to the plant as needed. The polyphosphate injection pump is a LMI P041-156PBA with a capacity of 0.58 GPH at 250 psi. The target dose is 1.2 milligrams per liter (mg/L). After injection the water is stored in the 7,500-gallon 'wet well' tank. The tank effluent returns to the treatment building for the Chlorine injection. The System/District uses NSF approved Hasa Sanichlor 12.5% with a dilution ratio of 1 gallon of sodium hypochlorite to 3 gallons water. The



Water System: Camp Meeker Water System

Inspection Date: July 13, 2016

solution crock is 35 gallons with 5 gallon graduation marks. The injection pump is an LMI P141-358SI with a .58 GPH capacity. The target dose is 1.4 mg/L and the actual dose a measured at a sink in the plant was 0.71 mg/L. The treatment was reconfigured to prevent chlorinated water from discharging in to Dutch Bill Creek if the 'wet well' tank overflowed.

#### Finished Water Storage:

CMWS has 3 finished water storage tanks. All tanks transmit the tank level to RRU's Forestville office. The 100,000-gallon welded steel Morelli tank, built in 1996, supplies the lower pressure zone. The Morelli tank had no power lines run out to the tank, so the telemetry relies on solar power with a 2 day battery backup. The bolted steel Tower and Baumert tanks (~0.12 MG), constructed in 1999, supply the upper zone. The Tower tank is the lead tank for the upper zone. When the Tower tank level drops to 16.5 feet the Tower pump turns on and fills the Tower and Baumert tanks. The pumping to the tanks stop when the water level reaches 18.5 feet in the Tower tank. The Baumert tank had multiple leaks at the time of the inspection. CMWS's tanks all have caged OSHA ladders and locked hatched. The tank overflows' discharge into vaults that had collected debris. A recommendation to clean out the vaults and repair or replace the screens will be included in the inspection letter. There was visible sediment in all of CMWS tanks, the operator confirmed that the tanks had not been cleaned for over 10 years. The tank sites are visited a minimum of once a month.

#### Distribution System:

A 6 inch C900 PVC main runs from well to the treatment plants then to Camp Meeker and Occidental. The distribution system is composed of 2", 4", 6" and 8" PVC pipe. CMWS does not have formal main flushing or valve exercising programs, the operators flush the system as needed and exercise valves at least once per year.

#### Pumps, Pump Facilities, and Controls

CMWS has 2 pump stations: The Alliance pump located next to the 7500-gallon tank 'wet well' at the treatment plant is a 20 HP submersible. The Tower pump station is located about the same elevation as the Morelli tank and it pumps water up to the Tower and Baumert tanks. The Tower pump is a 7.5 HP submersible pump situated in a vault which is cleaned out semi-annually. The chlorine residual measured at the Tower pump was 0.84 mg/L. At both ends of the CMWS distribution system are pressure sustaining valves which open/close to maintain pressure in the distribution system. These valves allow water to flow down from the Tower and Baumert tanks and are exercised semi-annually. To supply emergency power for the 20HP Alliance pump the operator would rent a generator and has the adapter to connect to the pump at the treatment plant. The system was designed to have excess storage and have never used a generator to power the pump. The distribution systems are gravity fed so no emergency power is required to deliver water. The area is prone to power outages and PG&E is responsive and will usually have the power back on within a day. All RRU trucks and the main office have radios since cell phone reception is not reliable in normal circumstances. A spare well pump and 20HP pump are stored at the treatment plant to minimize down time in case replacement is required.

#### Operator Certification:

The District is required to have a T1 and D1 certified operator. Russian River Utility is the contract operator for the District and their staff has certification that meets or exceeds the operator requirements for the District.

Name	Certification Grade/Number	Expiration Date
Jamie Dunton	T2/13417	3/1/2019
	D2/ 16230	12/1/2018
Robert Sherod	T2/ 37339	6/1/2018
	D2/ 45865	10/1/2018
Greg Passalacqua	T2/ 30916	7/1/2018
	D2/ 36086	5/1/2018



Water System: Camp Meeker Water System

Inspection Date: July 13, 2016

**Water Quality Monitoring and MCL Compliance:****Source Chemical Monitoring:**

Russian River Well is up to date for all source chemical monitoring.

**Distribution Monitoring**

The most recent approved Bacteriological sample siting plan was submitted in 2009. The plan must be updated; the contact information is not current. The routine and repeat sample locations are still adequate. The system is required to collect 2 routine samples per month, one from each pressure zone. The system has been in compliance with the plan over the last 12 months. The distribution sample collected during the inspection was collected at one of the routine sample sites and was Absent for Total Coliform and *E.Coli*. The Chlorine residual at the time the sample was collected was 0.086 mg/L. CMWS completed the most recent Lead and Copper sampling before September 30, 2016. The system is on a triennial frequency and is required to collect 10 samples. CMWS will be informed of the EPA requirements for disclosing lead and copper results when they are received by the Division. The system treats with K5, a polyphosphate blend, for corrosion control. The most recent Disinfection Byproducts plan on file is from 2013. Based on the system's population the system collects at the reduced frequency of one dual sample set (TTHM and HAA5) each summer at the sample location on the approved plan. The results of the monitoring have been submitted by EDT and the system is in compliance with the DBP MCL.

**Other Monitoring:**

There are no other monitoring requirements for the system.

**System Management and Operation:**

CMWS is managed by the Camp Meeker Parks and Recreation District and operated Russian River Utility. The most recent Emergency Notification Plan on file is from 2005, the plan needs to be updated with new contact information. The operator will be provided with the Emergency Response Plan template. CMWS maintains a capital improvement reserve and capital replacement funds in the budget.

**Database updates:**

- ☒ Contacts up to date?  
 ☒ Treatment up to date  
 ☒ Sources up to date  
 ☒ Lat/Long of Sources and Treatment Plants up to date  
☒ Inspection entered  
 ☒ Permit entered or NA

**For Community Systems:** Does the System have an Outstanding Performance Record? ☐ Yes ☒ No ☐ Unk ☐ N/A

Must be able to answer yes to all below over the last five years:

- ☒ No MCL violations?  
 ☒ Submitted CCRs for past 5 years  
 ☒ Operation Plan is good, OR Op Plan not required  
☒ No M&R violations?  
 ☒ Submitted Annual Reports for past 5 years  
 ☐ All Plans up to Date  
☒ Certified Operator?  
 ☒ No Significant Deficiencies identified?

Process 1) Indicate in the inspection report. 2) Note in the letter. 3) Log into OPR System spreadsheet in Paradox.

OPR SYSTEMS

Revised 2014

STATE OF CALIFORNIA

***DOMESTIC WATER SUPPLY PERMIT***

Issued To

Camp Meeker Parks and Recreation District

System No. 4910029

By The

State Water Resources Control Board-

Division of Drinking Water



PERMIT NUMBER: 02-18-16P-4910029 DATE: November 2, 2016

***WHEREAS:***

1. Section 116525 of the California Health and Safety Code authorizes the Division of Drinking Water to renew, reissue, revise or amend any domestic water supply permit whenever the Division deems it to be necessary for the protection of public health whether or not an application has been filed.
2. The Division of Drinking Water deems it necessary for the protection of public health to reissue a public water supply permit for the operation of the Camp Meeker Water System public water system.

Camp Meeker Water System was issued domestic water supply Permit Number 02-18-95P-4910029 on September 22, 1995. Since the time that Permit Number 02-18-95P-4910029 was issued, there have been significant changes in the water system.

3. The Division of Drinking Water has the authority to issue domestic water supply permits pursuant to California Health and Safety Code Section 116540.
4. This public water system is known as the Camp Meeker Water System whose physical address is located at 5240 Bohemian Hwy, Camp Meeker, CA95419.
5. The legal owner of the Camp Meeker Water System water system is Camp Meeker Parks and Recreation District. The Camp Meeker Parks and Recreation District, therefore, is responsible for compliance with all statutory and regulatory drinking water requirements and the conditions set forth in this permit.



6. The Division of Drinking Water has evaluated all of the historical information for Camp Meeker Water System and has conducted a physical inspection.
7. The public water system for which this permit is being issued is as described briefly below:

Camp Meeker Water System is located approximately 7 miles northwest of Sebastopol and serves a population of about 600 through 354 metered connections. The system consists of a well, hypochlorination for disinfection, polyphosphate for corrosion control, two booster pumps, three storage tanks and a distribution system with two pressure zones.

**THEREFORE:** The Division of Drinking Water has determined the following:

1. The Camp Meeker Water System meets the criteria for and is hereby classified as a Community water system.
2. Provided the following conditions are complied with, the Camp Meeker Water System should be capable of providing water to consumers that is pure, wholesome, and potable and in compliance with statutory and regulatory drinking water requirements at all times.

***THE CAMP MEEKER PARKS AN RECREATION DISTRICT IS HEREBY ISSUED THIS DOMESTIC WATER SUPPLY PERMIT TO OPERATE THE CAMP MEEKER WATER SYSTEM WATER SYSTEM.***

Camp Meeker Water System shall comply with the following permit conditions:

1. Camp Meeker Water System shall comply with all State laws applicable to public water systems, including, but not limited to, the California Safe Drinking Water Act as contained in Division 104 of the California Health and Safety Code, and any regulations or standards adopted thereunder.
2. The only sources and treatment approved for the potable water supply are as follows:

Source Name	Status	Source Code	Associated Treatment Processes
Russian River Well	Active	4910029-001	Hypochlorination for Disinfection, Polyphosphate for corrosion control

No changes, additions, or modifications shall be made to the sources or treatment listed above, or any addition of distribution system storage reservoirs equal to or greater than 100,000 gallons unless an amended water permit has first been obtained from the



Division of Drinking Water. At no time shall water served bypass the associated treatment.

3. Camp Meeker Water System must perform chemical monitoring in accordance with schedules provided by the Division of Drinking Water (Chapter 15, Title 22 of the California Code of Regulations).
4. Camp Meeker Water System must perform bacteriological monitoring in accordance with the sampling plan approved by the Division of Drinking Water. (Chapter 15, Title 22 of the California Code of Regulations).
5. Camp Meeker Water System shall be responsible for ensuring that all source water and disinfection byproduct monitoring data are submitted electronically to the Division of Drinking Water, in accordance with Section 64469, Title 22, of the California Code of Regulations.
6. All water supplied by Camp Meeker Water System for domestic purposes shall meet all Maximum Contaminant Levels (MCLs) established by the Division of Drinking Water.
7. Camp Meeker Water System shall notify the Division of Drinking Water by telephone or other equally rapid means immediately upon discovery of any condition judged to create a significant potential or existing health hazard to users. Such conditions include, but are not limited to actual or threatened sabotage, vandalism, and/or water outages, which result from inadequate source, storage or pump capacity or any other unplanned loss of system pressure.
8. Camp Meeker Water System shall require its State-certified laboratory to notify water system personnel within 24 hours, whenever the presence of total coliforms, fecal coliforms or *E. coli* is demonstrated in a sample or a sample is invalidated due to interference problems, and shall ensure that a contact person is available to receive these analytical results 24-hours a day. Camp Meeker Water System shall also require the laboratory to immediately notify the Division of Drinking Water of any positive bacteriological results if the laboratory cannot make direct contact with the designated contact person within 24 hours.
9. Camp Meeker Water System shall require its State-certified laboratory to notify water system personnel within 24 hours, whenever the level of nitrate in a single sample exceeds the MCL, and shall ensure that a contact person is available to receive these analytical results 24-hours a day. Camp Meeker Water System shall also require the laboratory to immediately notify the Division of Drinking Water of nitrate MCL exceedance if the laboratory cannot make direct contact with the designated contact person within 24 hours.
10. Pursuant to Sections 64590 and 64591, Title 22 of the California Code of Regulations, no chemical, material, lubricant, or product shall be used in the production, treatment or distribution of drinking water that will be added to or in contact with the drinking water unless it has been certified as meeting the specifications of American National Standard Institute/NSF International (ANSI/NSF) Standards 60 (direct additive) or 61 (indirect additive). This includes process media, protective materials, joining and sealing



products, and mechanical devices used in the production, treatment, or distribution of drinking water and treatment/transmission/distribution systems.


11. Camp Meeker Water System shall submit an annual report to the Division of Drinking Water on the status and condition of the water system as directed.
12. All personnel who operate the distribution system and treatment facilities shall be certified in accordance with Sections 63750.85, 63765, and 63770 of the California Code of Regulations. Camp Meeker Water System shall be operated by a D1 and a T1 certified operators or higher. Camp Meeker Water System shall maintain an emergency telephone number where personnel can be contacted at any time.
13. Camp Meeker Water System must continue to monitor disinfection byproducts in the distribution system in accordance with its approved Disinfectants/Disinfection Byproduct Rule Monitoring Plan (Chapter 15.5, Title 22 of the California Code of Regulations).
14. Camp Meeker Water System must continue to monitor lead and copper in the distribution system in accordance with Chapter 17.5, Title 22 of the California Code of Regulations and as directed by the Division of Drinking Water.
15. Camp Meeker Water System shall prepare and distribute a consumer confidence report to customers of the water system no later than July 1 of the year following the year in accordance with Section 116470 of the California Health and Safety Code. A copy of the report and a certification form shall be submitted to the Division of Drinking Water no later than October 1 of the year following the year of the consumer confidence report.
16. Pursuant to Section 64470, Title 22 of the California Code of Regulations, Camp Meeker Water System shall keep operation and maintenance records, including but not limited to: permit applications, permit technical reports, permits and amended permits for a minimum of 10 years; inspection reports for a minimum of 10 years; copies of bacteriological water quality analyses for a minimum of five years; copies of all other water quality analyses for a minimum of 10 years; correspondence, memoranda and other written records issued or written within the past three years; plans and information pertaining to sources of supply, treatment, and distribution system; and copies of all compliance orders, citations, court actions and other enforcement documentation.
17. Camp Meeker Water System shall institute a cross-connection program to monitor for potential cross-connections, in accordance with Sections 7583-7605, Title 17 of the California Code of Regulations. In addition, a survey must be conducted to identify existing and potential cross-connection hazards. Backflow prevention devices shall be installed where appropriate. Backflow prevention devices shall be tested by a certified professional immediately after they are installed, relocated, or repaired, and not placed in service unless they are functioning as required. Existing backflow prevention devices shall be tested at least annually.

This permit supersedes all previous domestic water supply permits issued for this public water system and shall remain in effect unless and until it is amended, revised, reissued, or declared to be null and void by the Division of Drinking Water. This permit is non-transferable. Should the Camp Meeker Water System undergo a change of ownership, the new owner must apply for and receive a new domestic water supply permit.

Any change in the source of water for the water system, any modification of the method of treatment as described in the Permit, or any addition of distribution system storage reservoirs equal to or greater than 100,000 gallons shall not be made unless an application for such change is submitted to the Division of Drinking Water.

This permit shall be effective as of the date shown below.

**FOR THE DIVISION OF DRINKING WATER**

  
Janice M. Thomas, P.E., Senior Sanitary Engineer  
Division of Drinking Water  
STATE WATER RESOURCES CONTROL BOARD

**Dated:** November 2, 2016





CAMP MEEKER RECREATION & PARK DISTRICT  
BOARD OF DIRECTORS  
RESOLUTION 2016-011 IN REGARD TO  
A REQUEST TO THE SONOMA COUNTY BOARD OF SUPERVISORS  
APPLYING FOR AN EXEMPTION UNDER GOVERNMENT CODE  
26909(b) FROM AN ANNUAL AUDIT TO A BIENNIAL (TWO-YEAR)  
AUDIT PROCESS.

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WHEREAS, the Camp Meeker Recreation and Park District Board of Directors met on November 15, 2016; and,

WHEREAS, the Board has reviewed advice of Sue Goranson and Associates, CPA regarding her recommendation to apply for an exemption under Government Code 26909(b) from an annual audit to a biennial (two-year) audit;

NOW, THEREFORE,

The Board of Directors of the Camp Meeker Recreation and Park District do hereby authorize the Board President to forward a letter and required supporting documentation to the Sonoma County Board of Supervisors requesting the exemption and request the District's audit requirement be changed a biennial (every two years) audit under the exemption provision of Government Code 26909(b).

Anderson \_\_\_\_ Helfrich \_\_\_\_ Larson \_\_\_\_

Tominia \_\_\_\_ Watson \_\_\_\_

AYES: \_\_\_\_ NOES: \_\_\_\_ ABSTAIN: \_\_\_\_ ABSENT: \_\_\_\_

ATTESTED:

\_\_\_\_\_  
Catherine J. Anderson, Secretary/Treasurer

November 15, 2016



1000 Bishops Gate Blvd. Ste 300  
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2  
f1.800.777.3929

October 24, 2016

Ms. Linnea Tennison, President  
Camp Meeker FPSA  
5240 Bohemian Way  
Camp Meeker, California, 95419

RE: Camp Meeker Fpsa, Sonoma County, California North  
Public Protection Classification: 03/3X  
Effective Date: February 01, 2017

Dear Ms. Linnea Tennison,

We wish to thank you Mr. Hal Wood and Chief Tim Williams for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision- making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."



- Communities graded with single "9" or "8B" classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

*Dominic Santanna*

Dominic Santanna  
Manager -National Processing Center

cc: Mr. Hal Wood, Water Superintendent, Russian River Water Department  
Chief Tim Williams, Chief, Camp Meeker Fire Department  
Mr. Ken Reese, Central Dispatch Director, RedCom Sonoma County Dispatch  
Ms. Connie Douglas, 911 Director, Sonoma County Sheriffs Department

**INSURANCE SERVICES OFFICE, INC.**

City **Camp Meeker Fpsa**

State California (N)  
(04)

Witnessed by: Insurance Services Office

Date: Sep 10, 2016

[illegible]

THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE NOT INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.

THE AVAILABLE FLOWS ONLY INDICATE THE CONDITIONS THAT EXISTED AT THE TIME AND AT THE LOCATION WHERE TESTS WERE WITNESSED.

\*Comm = Commercial: Res = Residential.

\*\*\*Needed is the rate of flow for a specific duration for a full credit condition. Needed Fire Flows greater than 3,500 gpm are not considered in determining the classification of the city when using the Fire Suppression Rating Schedule.

\*\*\* (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.