

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

Tuesday, November 19, 2013, 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.

VII. CONSENT ITEMS (10 minutes)

- A. Approval of minutes
- B. Payment of claims
- C. Journal Entry Approval
- D. Administrative and Financial Report

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

- A. Report on operations for the current month

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

DESCRIPTION: President Watson will administer the oaths of office to Directors Helfrich, Rusch and Tominia for their four-year terms commencing December 6, 2013.

X. OLD BUSINESS

A. CAMP MEEKER VOLUNTEER FIRE DEPARTMENT: LEASE CONTRACT/UTILITIES  
(Cathie Anderson/Gary Helfrich, 10 minutes)

DESCRIPTION: The Lease agreement for the CMVFD site requires that the District pay all utilities for the Fire Department regardless of cost for the lease period of (30) thirty-years. The Board will discuss the lease terms, and whether funding provided to the CMVFD by CMRPD is appropriate under the District's legislative authority and mandate.

PROPOSED ACTION: The Board may/may not take further action regarding the CMVFD lease.

B. UPDATE: PLAYGROUND RENOVATION (Cathie Anderson/Jeff Rusch, 10 minutes)

DESCRIPTION: The Board will review an update on matters surrounding the beach area playground restoration plans, fundraising and related matters.

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

C. UPDATE: INSURANCE COVERAGE—DISTRICT VOLUNTEERS (Staff, 5 minutes)

DESCRIPTION: State Compensation Insurance Fund's underwriting staff has agreed to provide coverage for the District's volunteers on a project-by-project basis. The Board will discuss limitations of coverage and records to be submitted to SCIF.

PROPOSED ACTION: The Board may take action regarding procedures to be followed to insure appropriate records, forms and information is gathered to transmit to SCIF.

D. UPDATE: UNITED STATES POSTAL SERVICE CONSTRUCTION AND CLOSURE OF THE "TRAILER" USED AS THE CAMP MEEKER POST OFFICE (Anthony Tominia, 10 minutes)

DESCRIPTION: The District will review progress of the Postal Service communications regarding closure of the Camp Meeker Post Office and its impact on the residents.

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

XI. NEW BUSINESS

E. RESOLUTION 2013-014: LEASE RENEWAL--UNITED STATES POSTAL SERVICE (Anthony Tominia, 10 minutes)

DESCRIPTION: Richard Ellis, Inc., contractor in charge of USPS dispositions and leasing, has contacted the District with a proposal for the renewal of the USPS lease with the District. The proposed terms are the base rental of \$1,727.00 annually all terms as in the current lease with the exception that the District will pay the USPS leasing representative a leasing fee of 3% (possibly for the entire five year rental amount). Acceptance of the proposal requires an enabling Resolution and/or signing authority.

PROPOSED ACTION: The Board may/may not accept the proposal from CBRE for USPS leasing agent and related terms and/or authorize further negotiations with the USPS leasing agent.

F. DISTRICT COMMUNICATIONS POLICY AND PROCEDURE

(Lynn Watson/Gary Helfrich, 10 minutes)

DESCRIPTION: The Board will review communications policies and procedures as well as responsibilities of the District's "Communications Officer."

PROPOSED ACTION: The Board adopt a recommended policy.

G. PARKING LOT STRIPING (Anthony Tominia, 5 minutes)

DESCRIPTION: Director Tominia will provide a striping plan for the parking lot for parking spaces and fire lines and discuss cost estimates for the services, if any.

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

XI. 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.

## XII. 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 15, 2013, 7:00 pm  
DISTRICT OFFICE (Next to the Fire Station)  
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

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

II. ROLL CALL

Directors Anderson, Helfrich, Rusch, 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 written.

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

There was no public comment.

VI. CONSENT ITEMS

A. Approval of Minutes

As there were no corrections to the minutes of September 17, 2013 a motion was made by Cathie Anderson and seconded by Jeffrey Rusch to approve the minutes of the September 17, 2013 Board meeting as written.

The motion was approved.

Ayes: 5      Noes: 0      Abstain: 0      Absent: 0

B. Payment of Claims

Ms. Doran-Girard presented warrant requests as follow for payment. After discussion, a motion was made by Cathie Anderson, and seconded by Anthony Tominia to approve the following warrants requests

G2013-2014-004 (R&P-October)	\$ 4,171.13
W2013-2014-004 (Wtr-October)	\$11,672.56

The motion was approved.

Ayes: 5      Noes: 0      Abstain: 0      Absent: 0

C. Journal Entry Approval

No journal entries were presented for approval.

D. Administrative and Financial Report

Ms. Doran-Girard advised the Board that the State Controller report was submitted timely and notification of receipt received, that the audit for fiscal 2012-2013 has commenced. She informed the Board that the County of Sonoma Tax Collector has advised that \$755.00 will be refunded to the District in January; however, there will be no interest added to the lien proceeds as the water code doesn't include provisions for interest and/or penalties. Various other items of correspondence received this month were detailed for the Board.

VII. REPORT OF THE WATER SYSTEM OPERATOR

Jamie Dunton of Russian River Utility advised that there have been no major issues with water system operations this month. Additionally, he informed the Board the Department of Health inspection has been postponed indefinitely by the State inspector.

The issue of non-payment by for the Post Office account was discussed and the Board instructed Russian River Utility to keep the account viable and continue to bill. There was some concern regarding water dripping on the trailer site.

VIII. OLD BUSINESS

A. UPDATE: PLAYGROUND RENOVATION

DESCRIPTION: The Board reviewed an update on matters surrounding the beach area playground presented by Director Rusch. He advised that the work weekend has been scaled back to painting equipment, filling holes and working replacement of the chain link fence. Discussion ensued regarding the chain link fence and the existing sign for the Dutch Bill Creek Restoration.

ACTION: After discussion, a motion was made by Gary Helfrich and seconded by Cathie Anderson that no modifications or changes are to be made to the existing fence without specific Board approval.

The motion was approved.

Ayes: 4      Noes: 1      Abstain: 0      Absent: 0

B. UPDATE: UNITED STATES POSTAL SERVICE COMMUNICATIONS AND CLOSURE OF THE "TRAILER" USED AS THE CAMP MEEKER POST OFFICE

DESCRIPTION: Director Tominia advised that progress of the Postal Service communications has virtually ceased with the exception of Representative Jared Huffman's letter to postal service. A meeting has been scheduled at the Occidental Post Office for October 22 from 5-6 p.m. The Board discussed various means of informing the community about the meeting regarding closure of the Camp Meeker Post Office and its impact on the residents. Discussion continued regarding the possible outcomes and that the 40 years old temporary has been in need of replacement for some years.

ACTION: After discussion, a motion was made by Gary Helfrich and seconded by Anthony Tominia to authorize up to \$200 for print materials to promote the post office meeting on October 22.

The motion was approved.

Ayes: 5      Noes: 0      Abstain: 0      Absent: 0

## IX. NEW BUSINESS

### C. DUTCH BILL CREEK RESTORATION: AREA MAINTENANCE

DESCRIPTION: Director Tominia reviewed the Conservation Corps North Bay and Sonoma Youth Ecology Corps cost estimates for blackberry and invasive plant removal in the Dutch Bill Creek restoration area.

ACTION: The Board agreed that due to cost, the issue would be revisited next spring.

### D. WATER CUSTOMER DELINQUENCY: U.S. POST OFFICE

DESCRIPTION: The Board has been advised that the United States Post Office connection to the water system is past due in the amount of \$180.07; and, that no payment has been received since June 25, 2013. Russian River Utility staff has requested instruction regarding meter removal and deactivation of the water connection. RRU staff advised by Jeannie Ramirez at the Occidental Post Office that she is "working on it."

ACTION: See Water System Operator report as the Board instructed Russian River Utility staff to keep the account open and viable.

### E. ISSUE OF CAL CARD/ U.S. BANK CREDIT CARD TO JEFF RUSCH FOR PAYMENT OF PLAYGROUND PROJECT COSTS

DESCRIPTION: The District presently participates in the Cal Card credit card program through US Bank. The District's credit limit is \$10,000 with cards in the hands of the Board President and Board Secretary/Treasurer to facilitate payment of Board expenses. These individual signed a detailed agreement when cards were issued to them regarding the items for which the card may be used; and, specifically stating that the Director will not use the cards for any personal items. The Playground project will require the purchase of materials from varied sources over at least six months; and, therefore the Board will discuss issuing an additional card to fund the Playground Project costs alone. US Bank advises that a card can be issued as a departmental card only and the credit limit can be as the Board determines such as the \$6,000 that the Board approved in playground expense last month.

ACTION: A motion was made by Gary Helfrich, and seconded by Cathie Anderson to request an increase in the District's credit limit to \$25,000.00 and issue a "department card" in addition to the existing cards held by the Board President and Board Treasurer. Users of the "department card" will sign the District's card agreement and receive a letter of authorization from the Board President.

The motion was approved.

Ayes: 5      Noes: 0      Abstain: 0      Absent: 0

### F. VOLUNTEER INSURANCE STATE COMPENSATION INSURANCE FUND

DESCRIPTION: State Compensation Insurance Fund has indicated that the fund will consider coverage of volunteers participating in the Playground Project given that the Board passes a Resolution requesting the coverage and provides a list of defined tasks, estimated hours and individuals performing those tasks. Should the coverage be granted the District's volunteers would be covered for medical costs; however, not for loss of wages as no wages are paid in the case of volunteer work. Currently, the District's liability carrier, SDRMA, will not cover volunteers.

ACTION: A motion was made by Gary Helfrich, and seconded by Cathie Anderson to proceed with State Compensation Insurance Fund's request for information to initiate the underwriting process for volunteer coverage.

The motion was approved.

Ayes: 5      Noes: 0      Abstain: 0      Absent: 0

#### G. LAND USE MADRONE PROPERTY

DESCRIPTION: The Board discussed various aspects of the Madrone property usage including current usage for parking by area residents, signage and ownership.

ACTION: The Board took no action on this matter.

#### 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 advised that a wedding scheduled for Armand Girard Grove by the Girard family requires clean up of the area and that the logs stored adjacent to the Fire Station be moved.

Additionally, Director Anderson informed the Board that a cart is needed for the chair storage at Anderson Hall's closet. Plans for the October 27 Movie Night were detailed.

Director Tominia advised that the paint for the parking lot striping would be donated. Additionally he will donate ground beef for burgers for Movie Night. The wood that was stored with Loren Hulette has been picked up and the porta-let discarded on the road has been removed by the County's Public Works Department. He would like to see removal of the graffiti on the bridge.

#### 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 October 2013 meeting of the Camp Meeker Board of Directors be adjourned.

The motion was approved.

Ayes: 5      Noes: 0      Abstain: 0      Absent: 0

The meeting adjourned at 8:37 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 19, 2013 WARRANTS AND FINANCIAL INFORMATION  
**DATE:** NOVEMBER 19, 2013

Financial Statements and Warrant Detail are in the board packet following this memorandum. Financial data is based on reviewed updated 10/31/2013 FAMIS data and revenue/expenses to November 14.

G2013/2014-005	R&P (November 2013)	6,640.56
W2013/2014-005	Water (November 2013)	12,295.71

Cash balances are updated from FAMIS balances at 9/30, funds received to date.

Financial statements contain data through November 14, 2013. The detail of the warrant requests directly is following this memo so you will be able to review individual items for each warrant request. Cash in hand, water funds allocation and finally the financial statements are placed behind the individual warrant details.

Russian River Utility has forwarded the bank statement. The transfer checks are prepared for signature at the meeting. The allocation of funds has been updated in Monthly Cash Balances sheet of your financials. Transfer amounts are determined by actual debt requirements and other factors are noted on the allocation sheet.

Audit tasks for 6/30/2013 continue to be in process and I have had one additional audit meeting with Larry Johnson. Larry advises that the field work is mostly complete and he anticipates the Board will have a draft for review at the December meeting.

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





Vendor #	Vendor	SubObj	Amount	Explanation
456480	Doran-Girard, Cheryl	6410	20.58	Postage
456480	Doran-Girard, Cheryl	6573	728.70	Consulting-Oct/Nov
456480	Doran-Girard, Cheryl	6630	222.75	Consulting-Oct/Nov
456480	Doran-Girard, Cheryl	6631	390.00	Consulting-Oct/Nov
456480	Doran-Girard, Cheryl	6610	459.00	Consulting-Oct/Nov
456020	Camp Meeker Water System	7202	81.40	Water Services
456181	AT&T	6040	157.82	Telephone
456010	PGE	7320	98.84	Electric Services
456171	Perry, Johnson, Anderson, Miller	6610	1,687.50	Legal Services
456014	Lopez, Jessica	6085	140.00	Anderson Hall
456078	Fedex Office	6430	27.14	Photocopy
456152	Watson, Lynn	5913	30.00	Dir Fee
456112	Anderson, Cathie	5913	30.00	Dir Fee
456115	US Bank	6040	50.00	Pay Phone
456115	US Bank	6180	35.00	InfoStor
456115	US Bank	6461	37.57	Movie Night/Projector Supplies
456478	McPhail Fuel Company	7201	318.88	Propane-Firehouse
456478	McPhail Fuel Company	7201	238.38	Propane- A. Hall
456016	Mountjoy, Jenny	6300	162.00	PO Project
456135	Wavemaker Media	6040	175.00	Website
456121	Larry Johnson, CPA	6630	1,200.00	6/30/2013 Audit
456467	Sonoma County Tax Collector	6300	350.00	Dir Chg-PO/A. Hall

6,640.56

**Camp Meeker Recreation & Park District****Warrant # W2013/2014-005**

<b>Vendor #</b>	<b>Vendor</b>	<b>SubObj</b>	<b>Amount</b>	<b>Explanation</b>
456167	Russian River Utility	6540	7,726.40	Contract
456167	Russian River Utility	7320	529.50	Electricity
456480	Doran-Girard, Cheryl	6573	1,092.00	Consulting
456480	Doran-Girard, Cheryl	6630	519.75	Consulting
456480	Doran-Girard, Cheryl	6631	390.30	Consulting
456480	Doran-Girard, Cheryl	6410	11.39	Postage
456078	Fedex Office	6430	27.13	Photocopies
456171	Perry, Johnson	6610	45.00	Legal
456121	Larry Johnson, CPA	6630	1,800.00	6/30/2013 Audit
456143	State Board of Equalization	6300	154.24	Wtr Rights Fee

12,295.71



CAMP MEEKER RECREATION AND PARK DISTRICT
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[illegible][illegible]

Camp Meeker Recreation & Park--Operations					
BUDGETED FINANCIAL STATEMENT					
				11/19/13	
Income		FINAL	AMOUNT	BALANCE	%
		BUDGET			
1000	Property Tax CY Secured	49,000	-	49,000	0.00%
1001	Fiat Charges--Current Year	-	-	-	
1007	Fiat Charges-CY Secured	-	-	-	
1010	CY Miscellaneous	-	-	-	
1011	SB 2557 Prop Tax Admin	-	-	-	
1012	Property Tax Shift Adj	-	-	-	
1013	Prop 1A Suspension	-	-	-	
1020	Property Tax CY Supp	-	-	-	
1040	Property Tax CY Unsecured	-	-	-	
1042	Cost Reim-Col Del Cy UNS	-	-	-	
1060	Prop Tax-PY Secured	-	-	-	
1061	Fiat Charges-Prior Year	-	-	-	
1080	Prop Tax-Py Supp	-	-	-	
1100	Property Taxes--PY Unsecured	-	-	-	
1700	Interest--Pooled Cash	150	50	100	
1801	Rent-Real Estate	7,000	1,570	5,430	22.42%
2080	St-Other In Lieu	-	-	-	
2440	ST- Hopter	500	-	500	0.00%
2580	ST-Grant	-	-	-	
3660	Charges For Services	-	-	-	
3980	Revnuw Applic To Prior Yr	-	125	(125)	
4020	Historical-Sales	50	-	50	
4040	Miscellaneous Revenues	-	-	-	
4102	Reimburse/Donations	15,000	-	15,000	
4109	Outdated/Cancelled Warrants	-	60	(60)	
4113	Returned Checks	-	-	-	
4620	Fund Tfr	22,500	-	22,500	
	<b>Total Revenues</b>	<b>94,200</b>	<b>1,805</b>	<b>92,395.49</b>	<b>1.92%</b>
<b>Personnel Expenditures</b>		<b>BUDGET</b>	<b>AMOUNT</b>	<b>BALANCE</b>	<b>%</b>
5911	Extra Help	-	-	-	
5913	Boards/Commissions-LOC Bds	720	300	420	41.67%
5922	FICA-Retirement	-	-	-	
5924	Medicare	-	-	-	
5935	Unemployment Insurance	-	-	-	
5940	Workers Compensation Ins.	378	378	-	100.00%
	<b>Total Salaries/Benefits</b>	<b>1,098</b>	<b>678</b>	<b>420</b>	<b>61.75%</b>



Camp Meeker Recreation & Park--Water Operations				11/19/13	
BUDGETED FINANCIAL STATEMENT					
Income		BUDGET	AMOUNT	BALANCE	%
1001	Flat Charges	122,000	-	(122,000)	0.00%
1007	Flat Charges-CY Secured -July	-	-	-	
1061	Flat Charges-Prior Year	-	-	-	
1700	Interest--Pooled Cash	-	(3)	(3)	
1460	Water Permit Fees	-	-	-	
2900	OCSD Note Payment	-	-	-	
4031	Sale-Water	-	-	-	
4032	Sale-Water Residential	160,000	50,679	(99,871)	31.67%
4101	Insurance Rebate	-	-	-	
4106	Refunds	(755.00)	-	755	
4109	Outdate/Cancel Warrants	-	-	-	
4620	Transfer W/In Fund	30,000	-	(30,000)	
	<b>Total Revenues</b>	<b>311,245</b>	<b>50,676</b>	<b>(251,119)</b>	<b>16.28%</b>
Operating Expenditures		BUDGET	AMOUNT	BALANCE	%
5940	Worker Compensation	300	252	(6)	84.00%
6040	Communications	2,265	335	(1,930)	
6100	Insurance	4,900	-	(4,900)	
6150	Maintenance-Hydrants	-	-	-	
6166	Bridge Repair	-	-	-	
6280	Memberships	123	-	(123)	0.00%
6300	Miscellaneous Expense	1,500	169	(1,331)	11.25%
6400	Office Expense	500	105	(395)	20.93%
6410	Postage Expense	385	11	(374)	2.96%
6430	Printing Services	757	135	(622)	17.79%
6461	Supplies/Expenses	-	-	-	
6463	Resource Materials	-	-	-	
6500	Professional Services	-	-	-	
6521	County Services	4,824	-	(1,676)	0.00%
6540	Contract Services	97,000	35,806	(61,194)	36.91%
6580	Conventions & Meetings	-	-	-	
6573	Administrative Services	17,000	4,567	(12,433)	
6587	LAFCO Operating	418	-	(177)	0.00%
6610	Legal Services	10,000	1,788	(7,339)	17.88%
6630	Audit/Accounting Services	8,500	4,669	(3,831)	54.93%
6631	Bookkeeping Services	15,750	4,777	(10,973)	30.33%
6637	Prop Tax Administration	975	-	(975)	0.00%
6800	Public Legal Notices	400	315	(85)	78.75%
7005	Election Expense	-	-	-	
7320	Utilities	3,500	2,458	(1,042)	70.22%
7335	Storm Damage	-	-	-	
	<b>Total Services/Supplies</b>	<b>169,097</b>	<b>55,385</b>	<b>(109,402)</b>	<b>32.75%</b>
Fixed Assets:		BUDGET	AMOUNT	BALANCE	%
8452	Damages	-	-	-	
8500	Land	-	-	-	
8511	Remodel/Rehab	-	-	-	
8515	Engineering Services	-	-	-	
8521	Repairs/Maintenance	-	-	-	
8560	Equipment	5,000	-	(5,000)	
8620	Transfers W/I A Fund	122,000	-	(122,000)	0.00%
		-	-	-	
		-	-	-	
	<b>Total Fixed Assets</b>	<b>127,000</b>	<b>-</b>	<b>127,000</b>	<b>0.00%</b>
9000	Appropriation For Contingency	-	-	-	
	<b>Total Budget</b>	<b>296,097</b>	<b>55,385</b>	<b>17,599</b>	<b>18.71%</b>

November 13, 2013

**RE: CAMP MEEKER PAST DUE ACCOUNTS**

- **Accounts 47, 49, 60, 97, 129, 134, 145, 174, 178, 182, 190, 199, 204, 213, 219, 223, 226, 227, 230, 243, 246, 249, 254, 264, 265, 268, 270, 273, 304, 329, 330, 339, 344, 355, 367:** Past due notices will be sent on December 2 and lock off will be scheduled for December 16, 2013.
- **Accounts 4, 22, 111, 140, 146, 155, 161, 185, 207, 220, 278, 311, 318, 338 and 358:** Payments are waiting for deposit, on the way, or payment plans are in effect.
- **Accounts 19, 55, 133 and 252:** These services will be locked off on 11/14/13.
- **Account 221:** This service was locked off on 11/13/13.



CAMP MEEKER RECREATION AND PARK DISTRICT							
PAST DUE REPORT							
				Nov-13			
ACCT #	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT		TOTAL
1	40.00	46.67	44.45	48.95	131.12	6/25/13	180.07
3	43.98	139.44			51.27	8/15/13	183.42
4	96.40	169.87	75.23		174.81	8/9/13	341.50
5	45.98	4.96			42.50	10/4/13	50.94
6	48.50	131.47			155.00	9/24/13	179.97
7	274.25	4.00			395.62	10/8/13	278.25
12	74.30	12.88			257.67	10/4/13	87.18
19	49.68	95.96			180.00	8/13/13	145.64
22	44.46	61.26	0.26		117.00	9/13/13	105.98
23	45.78	47.46	44.02		95.58	8/6/13	137.26
24	40.14	48.83	42.00		90.01	8/6/13	130.97
30	42.94	4.54			90.75	10/4/13	47.48
36	42.78	47.25	4.61		92.10	8/30/13	94.64
37	43.86	2.52			50.45	9/27/13	46.38
38	45.86	2.46			49.10	10/4/13	48.32
45	40.08	2.12			42.42	10/1/13	42.20
46	46.12	3.37			67.33	10/1/13	49.49
47	52.55	65.94			55.00	9/10/13	118.49
49	41.14	2.34			46.89	10/1/13	43.48
53	46.70	75.46	2.47		49.44	8/23/13	124.63
55	66.65	103.81			180.00	9/5/13	170.46
59	40.10	43.34			80.32	8/20/13	83.44
60	47.20	3.21			64.18	10/1/13	50.41
62	40.00	47.15	42.00		82.00	7/23/13	129.15
68	47.80	63.77			106.02	9/5/13	111.57
79	48.92	5.25			43.83	9/24/13	54.17
91	49.76	3.90			78.05	10/4/13	53.66
92	40.10	27.78			6.94	8/15/13	67.88
94	44.26	52.39	4.61		92.22	9/5/13	101.26
96	44.76	2.49			49.78	9/27/13	47.25
102	47.02	2.83			56.68	9/27/13	49.85
103	47.30	3.56			71.14	10/4/13	50.86
105	42.94	2.22			44.46	9/27/13	45.16
108	48.16	25.12			270.50	9/27/13	73.28
109	115.10	12.62			252.35	10/8/13	127.72
110	47.92	59.34	2.73		45.72	8/20/13	109.99
111	40.00	44.09	41.70		102.00	7/16/13	125.79
127	979.18	884.53			200.00	10/4/13	1,863.71
129	44.28	46.37	4.57		46.09	9/5/13	95.22
131	45.50	50.52	2.38		47.51	9/5/13	98.40
133	42.44	46.01			90.36	9/13/13	88.45
136	41.68	0.94			86.00	8/13/13	42.62
138	40.64	0.02			41.48	9/17/13	40.66
140	61.78	60.95	3.61		135.00	9/13/13	126.34
143	46.22	2.74			54.88	10/1/13	48.96
145	43.66	5.41			120.00	8/30/13	49.07
146	45.28	51.10	43.49		100.00	8/20/13	139.87
148	42.02	2.11			42.16	10/4/13	44.13
150	41.08	44.04	2.10		80.98	8/20/13	87.22
152	48.32	54.43	47.41		100.00	8/9/13	150.16
155	61.55	49.75			48.06	8/20/13	111.30
158	43.24	31.33			140.00	8/9/13	74.57
159	40.00	2.00			40.00	10/1/13	42.00
161	45.40	51.15	47.17	2.69	185.00	7/16/13	146.41
164	46.76	46.07	4.59		91.79	9/10/13	97.42

ACCT #	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT		TOTAL
165	43.12	45.42	4.64		92.71	8/23/13	93.18
167	44.28	26.13			50.00	9/24/13	70.41
173	46.56	2.39			47.76	9/27/13	48.95
174	42.10	3.21			90.00	9/27/13	45.31
179	40.66	2.00			40.00	9/27/13	42.66
180	45.22	16.41			50.00	10/1/13	61.63
182	54.50	79.72	45.05		120.00	8/6/13	179.27
183	51.73	3.93			78.52	10/4/13	55.66
185	45.86	45.80			50.00	9/20/13	91.66
189	40.00	2.00			40.00	9/27/13	42.00
194	44.80	40.34			50.00	10/1/13	85.14
195	45.06	2.36			47.25	9/27/13	47.42
197	43.32	2.27			45.32	10/8/13	45.59
198	52.40	26.96			40.00	9/27/13	79.36
204	42.14	44.57			40.00	8/15/13	86.71
207	40.00	42.10	2.00		40.00	8/27/13	84.10
208	43.44	16.38			150.00	8/2/13	59.82
212	44.60	44.65	50.66	2.33	46.67	8/9/13	142.24
220	97.68	184.81	62.40		346.00	7/12/13	344.89
221	44.74	52.55	22.34		60.00	9/10/13	119.63
222	70.70	4.20			83.98	10/4/13	74.90
223	46.38	47.98	2.09		41.88	8/30/13	96.45
224	41.86	44.21			132.88	8/13/13	86.07
226	42.80	48.30	42.33		50.00	9/10/13	133.43
227	41.14	45.62	39.62		40.00	9/5/13	126.38
230	48.10	11.47			40.40	10/1/13	59.57
232	42.76	2.28			45.64	10/1/13	45.04
233	46.00	5.50			45.52	10/1/13	51.50
235	40.00	2.00			40.00	10/1/13	42.00
236	40.88	2.10			41.96	10/1/13	42.98
237	43.84	13.23			80.00	9/27/13	57.07
240	49.58	2.31			46.13	10/1/13	51.89
241	40.56	43.39			90.25	8/30/13	83.95
246	45.52	0.53			100.00	10/8/13	46.05
247	40.90	5.43			40.00	9/27/13	46.33
250	45.56	2.55			51.02	9/27/13	48.11
252	45.98	51.88	48.95	0.76	50.00	9/5/13	147.57
253	40.50	2.25			44.94	10/4/13	42.75
256	43.30	2.32			46.42	10/8/13	45.62
261	45.02	48.01	2.22		44.34	9/5/13	95.25
263	42.50	3.20			43.00	10/1/13	45.70
264	46.74	4.72			94.37	10/1/13	51.46
265	49.04	4.91			98.15	10/4/13	53.95
270	57.73	9.46			189.17	9/27/13	67.19
272	41.68	2.19			43.78	9/27/13	43.87
278	40.00	44.10	42.00		56.12	8/9/13	126.10
279	52.55	3.56			71.12	9/27/13	56.11
281	46.36	2.59			51.89	9/27/13	48.95
286	46.94	2.49			49.76	9/27/13	49.43
291	43.90	2.49			49.76	10/1/13	46.39
293	45.78	59.43	47.31		95.74	7/24/13	152.52
295	40.00	84.06	46.45	88.95	86.10	6/4/13	259.46
298	40.00	2.00			40.00	9/27/13	42.00
299	47.52	52.50			48.26	8/15/13	100.02
305	42.32	2.13			42.62	10/8/13	44.45
307	45.20	2.39			47.86	10/1/13	47.59
309	40.02	2.10			41.92	10/1/13	42.12
310	44.20	4.69			46.66	10/8/13	48.89

ACCT #	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT		TOTAL
311	40.16	42.78	4.16		83.19	8/23/13	87.10
312	42.44	0.28			44.00	9/20/13	42.72
313	43.46	2.25			45.06	9/27/13	45.71
316	47.20	2.70			77.63	10/1/13	49.90
317	47.30	2.74			54.79	10/4/13	50.04
321	44.96	2.60			51.99	10/1/13	47.56
322	46.68	84.20	65.26		101.73	7/19/13	196.14
323	63.20	67.63	9.95		63.72	9/5/13	140.78
325	49.38	5.41			37.08	9/10/13	54.79
326	72.88	195.69			150.00	8/30/13	268.57
330	43.12	52.00	46.64	0.03	148.56	7/12/13	141.79
332	45.80	3.49			69.73	10/1/13	49.29
334	40.06	211.72			80.00	9/13/13	251.78
338	41.54	45.86	24.70		100.00	8/13/13	112.10
344	243.00	35.11			702.20	10/1/13	278.11
348	47.46	4.64			92.71	10/8/13	52.10
350	60.00	0.35			60.00	9/13/13	60.35
355	48.58	85.10			98.35	8/30/13	133.68
358	78.13	75.38	51.30		153.32	8/9/13	204.81
359	46.66	3.46			69.13	9/27/13	50.12
362	47.40	55.37	2.25		44.96	9/5/13	105.02
	<b>10,239.46</b>	<b>4,260.24</b>	<b>1,780.76</b>	<b>402.38</b>			<b>16,682.84</b>
			<b>BILLING REGISTER INFORMATION 10/31/13</b>				
			<b>WATER</b>	3567.55	<b>CURRENT CHARGES</b>		18,844.29
			<b>SVC CHG</b>	14535.00	<b>PAST DUE</b>		3,941.56
			<b>FIRE SVC</b>	60.00	<b>OVERPAY/PREPAY</b>		-15,173.18
			<b>RECONNECT</b>				
			<b>ADJ</b>	-15.90			
			<b>LATE CHGS</b>	697.64	<b>TOTAL RECEIVABLES</b>		7,612.67
			<b>Total Receivables:</b>		<b>23,094.08</b>		
			<b>Accounts Listed:</b>		<b>164</b>		

METER	ACCT NO.	MONTH	TOTAL AMOUNT PUMPED IN GALLONS	AMOUNT PUMPED TO OCSD	NET AMOUNT PUMPED	AMT SOLD	% PUMPED TO CMR&PD	% LOSS	NOTES
Alliance Master Meter Union Park	363 369	JAN	1,407,400	441,200	966,200	862,440	68.65	1.07	
Alliance Master Meter Union Park	363 369	FEB	1,392,500	400,900	991,600	811,170	71.21	18.20	
Alliance Master Meter Union Park	363 369	MARCH	1,379,500	500,300	879,200	695,860	63.73	20.85	
Alliance Master Meter Union Park	363 369	APRIL	1,266,100	425,100	841,000	858,510	66.42	-20.82	
Alliance Master Meter Union Park	363 369	MAY	1,476,100	529,800	946,300	850,040	64.10	10.17	
Alliance Master Meter Union Park	363 369	JUNE	2,087,300	754,500	1,332,800	1,172,680	63.85	12.01	
Alliance Master Meter Union Park	363 369	JULY	2,058,700	760,400	1,298,300	1,203,980	63.06	7.20	
Alliance Master Meter Union Park	363 369	AUG	1,534,200	531,900	1,002,300	932,220	65.33	6.90	
Alliance Master Meter Union Park	363 369	SEPT	2,696,800	872,800	1,824,000	1,616,680	67.64	11.36	
Alliance Master Meter Union Park	363 369	OCT	1,632,300	586,700	1,045,600	961,210	64.06	8.07	
Alliance Master Meter Union Park	363 369	NOV							
Alliance Master Meter Union Park	363 369	DEC							
	<b>TOTAL 2013</b>								
	Total 2012		20,424,200	6,667,800	13,756,400	12,470,220	67.35	9.35	OCSD Loss 8.29%
	Total 2011		19,307,170	5,925,900	13,381,200	11,916,240	69.77	10.95	OCSD Loss 12.37%
	Total 2010		20,013,990	6,461,400	13,552,500	12,579,240	67.77	7.18	OCSD Loss 7.78%
	Total 2009		21,003,900	6,427,000	14,576,900	13,189,380	69.40	8.26	OCSD Loss 16.07%
	Total 2008		23,183,499	9,129,300	14,054,199	13,184,640	60.62	6.19	OCSD Loss 10.30%
	Total 2007		22,786,000	6,904,600	15,845,400	14,103,260	69.54	11.17	



## SONOMA COUNTY

Clerk-Recorder-Assessor

[www.sonoma-county.org/cra](http://www.sonoma-county.org/cra)

### REGISTRAR OF VOTERS DIVISION

P.O. Box 11485  
435 Fiscal Dr.  
Santa Rosa, CA 95406  
Tel: (707) 565-6800  
Toll Free (CA only):  
(800) 750-VOTE  
Fax: (707) 565-6843

September 10, 2013

Camp Meeker Recreation & Park District  
P.O. Box 461  
Camp Meeker, CA 95419-0461

Dear District Secretary:

There will not be an election in your district on November 5, 2013, as there were not enough candidates for the office(s) to be contested.

Pursuant to Elections Code §10515, the following nominees have been appointed by the Board of Supervisors to serve as if elected. Where vacancies remain, the Board of Supervisors will make appointments prior to December 2, 2013, and those persons will also serve as if elected. Pursuant to Elections Code §10554 elective officers, elected or appointed, take office at noon on the first Friday in December following the General District Election (December 6, 2013).

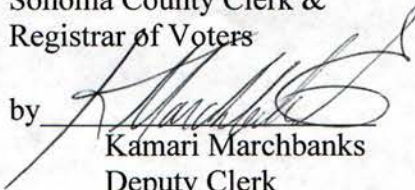
GARY HELFRICH  
ANTHONY TOMINIA  
JEFFREY RUSCH

Enclosed you will find Certificate(s) of Election and Oaths of Office for these above-named candidates. Prior to taking office, each elective officer shall take the official oath and execute any bond required by the principal act. Any Director may administer the oath. Please issue the original oath to the candidate and return a copy to the Sonoma County Registrar of Voters Office, P.O. Box 11485, Santa Rosa, CA 95406.

If you should have any questions, please contact our office at (707) 565-6800.

Yours truly,  
WILLIAM F. ROUSSEAU  
Sonoma County Clerk &  
Registrar of Voters

by

  
Kamari Marchbanks  
Deputy Clerk

RESOLUTION NO. 2013-014

CAMP MEEKER RECREATION & PARK DISTRICT

RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CAMP MEEKER RECREATION & PARK DISTRICT ESTABLISHING SIGNING  
AUTHORITY FOR THE UNITED STATES POST OFFICE LEASE RENEWAL

---

WHEREAS, the District has an existing lease agreement with the United States Postal Service for the site located at 5240 Bohemian Highway, Camp Meeker, California 95419; and

WHEREAS, CB Richard Ellis, Inc., Brokerage Services, is overseeing all USPS lease renewal negotiations and document coordination; and

WHEREAS, CB Richard Ellis, Inc., has tendered a proposal letter to the District, dated October 18, 2013, a copy of which has been reviewed by the Board;

NOW, THEREFORE, [subsequent to review of proposal and the final Lease documents by District Counsel Manwell as consistent with sound legal judgment and the terms of said proposal], the Board of Directors of the Camp Meeker Recreation & Park District hereby authorizes Lynn E. Watson, Board President, to take all steps reasonably necessary to manifest consent to the proposal, and execute the necessary Lease, on behalf of the District, with the actual Lease instrument to become final upon presentation to the Board at the next Board meeting following the generation and signature of the Lease document by all parties.

It is hereby certified that the foregoing Resolution was duly introduced and legally adopted by the Board of Directors of the Camp Meeker Recreation & Park District during a meeting held on the 19th day of November 2013.

DIRECTORS:

CATHIE ANDERSON \_\_\_\_\_ GARY HELFRICH \_\_\_\_\_ LYNN WATSON \_\_\_\_\_

JEFFREY RUSCH \_\_\_\_\_ ANTHONY TOMINIA \_\_\_\_\_

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

SO ORDERED

Attested

\_\_\_\_\_  
CATHERINE J. ANDERSON,  
SECRETARY

November 19, 2013



CB Richard Ellis, Inc.  
Brokerage Services

October 18, 2013

Camp Meeker Recreation and Park District  
P.O. Box 461  
Camp Meeker, CA 95419

**RE: USPS Camp Meeker, CA Ground Lease**

Dear Lessor:

On behalf of our client, The United States Postal Service, we are pleased to present the following proposal to renew its lease for space at the subject property for consideration. We appreciate your cooperation and look forward to working with you. Please see the proposed terms below.

<b>LANDLORD ENTITY:</b>	Corporation
<b>SITE ADDRESS:</b>	5240 Bohemian Hiway, Camp Meeker, CA 95419
<b>AREA:</b>	2,470 SITE SQUARE FOOTAGE
<b>LANDLORD TAX ID:</b>	Please confirm the tax id number ending in 1169
<b>TERM:</b>	Five (5) years
<b>COMMENCEMENT DATE:</b>	May 1, 2014
<b>BASE RENTAL RATE:</b>	Annual Base Rent shall be \$1,727.00/year or \$0.70/SF
<b>OPERATING EXPENSES:</b>	Per the terms of the current Lease.
<b>MAINTENANCE:</b>	Per the terms of the current Lease.
<b>TAXES:</b>	Per the terms of the current Lease.
<b>TERMINATION OPTION:</b>	Per the terms of the current Lease.

**OPTION RENT:** Annual Base Rent shall be \$1,900.00/year or \$0.77/SF for five (5) years.

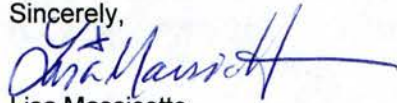
**LEASING COMMISSION:** In the event Landlord and Tenant fully execute a new Lease, Landlord agrees to pay Tenant's representative a leasing fee representing 3% payable at execution. A commission agreement will be enclosed with the new Lease.

**REQUIRED DOCUMENTATION:** USPS requires a new W-9 and an Enabling Resolution or signing authority for Camp Meeker Recreation and Park District.

**QUALIFICATION/ DISCLAIMER:** This proposal represents an outline of the basic terms and conditions by which Tenant is prepared to enter into a lease with Landlord, and which terms and conditions shall remain open for acceptance by Landlord until **November 1st, 2013** unless earlier terminated by Tenant. The general responsibilities of the parties shall remain the same as the current lease.

If the terms of this proposal are acceptable please sign where provided below. Upon receipt of this letter with your counter signature, the Postal Service will draft lease documents for your review. If you have any questions on this proposal please contact me at (303) 227-5613 or [lisa.massicotte@cbre.com](mailto:lisa.massicotte@cbre.com).

Sincerely,



Lisa Massicotte  
Transaction Manager

**Approved and Accepted:**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_



October 4, 2011

Dear Landlord:

USPS is continuing to streamline processes and drive initiatives that will result in more consistent and effective management of its real estate portfolio. As you may be aware, in order to effectively manage anticipated increased volume of transactions, USPS has engaged CBRE to provide transaction management services with regards to both leased and owned assets.

Commencing on or before October 15, CBRE will begin providing oversight of all USPS real estate activities, including dispositions and leasing. The transition will be phased-in over the next several months starting with all leases for properties located in the Southwest and Pacific, as well as, leases that are greater than \$50,000 per year on a national basis. All leases for other property locations will follow.

CBRE will be serving as the Exclusive Tenant Representative on behalf of USPS. The scope of work specific to leasing activities shall include, but may not be limited to the following services:

- Provide market data, including rental rates, TI's, commissions, etc.
- Survey of potential relocation alternatives with floor plans, asking rates and terms
- New lease and/or lease renewal negotiations
- Lease document coordination
- Build-out oversight to ensure space is delivered timely and per the terms stipulated with in the lease

Upon completing a lease transaction, it is anticipated that the lessor will pay a market rate commission based on that which is commercially reasonable and standard industry practice.

USPS expects that CBRE will be respectful and professional in representing USPS interests at all times.

If you have any questions, please contact Brian Murphy at 202-585-556 or John Chichester at 202-268-2680, who will serve as CBRE's Alliance Director.

Best Regards,

*Jane E. Bjork*

Jane E. Bjork, Manager, Facilities Real Estate & Assets

cc: Tom Samra, Vice President  
Paul Purcell, Manager, Real Estate Acquisitions  
Brian Murphy, CBRE  
John Chichester, CBRE  
Terry Phillips, AUSPL

## COMMUNICATIONS POLICY INFORMATION AND RECOMMENDATION

Camp Meeker Recreation and Park District is an Independent Special District with a Board of Directors elected by the residents of Camp Meeker. The District maintains and operates parks, recreation programs and a public water system within the context of the under the California Public Resources Code, Div. 5, Chapter 4, Section 5780 (et seq).

The Board recognizes its responsibility to provide clear, timely and accurate information to the community about its purpose, programs, and status of the water system, recreation areas and other public facilities operated by the District. As a government agency, District communications are regulated by a variety of state and federal laws, including the Ralph M. Brown Act and the California Public Records Act. The intent of these laws is to provide open and transparent local government, but significant problems can result when a local agency does not establish a policy regarding records and communications.

The Public Records Act applies to any information prepared, owned, used or kept by a state or local agency, regardless of the form in which the information is kept. The act is intended to cover every conceivable kind of record involved in the governmental process, including every new form of recordkeeping that is developed. All website content and background material is subject to the California Public Records Act.

The Brown Act governs noticing and participation in public meetings conducted by a legislative body.

One important purpose of a public agency website is to comply with these laws by providing members of the community with convenient access to District records as well as inform them of upcoming meetings and projects. It is important to remember that the Board, rather than individual members, establishes policy and direction for the District.

### **Policy recommendation:**

To avoid confusion, insure the District message is appropriate to its legal authority, reflects the position of the Board and operates within budget, the Board President shall assume responsibility of "communication officer" for the District. The President may delegate this authority to other Board members. The President will determine the contents of public communication to include; but, not be limited to, the District's newsletter, website, news releases, press interviews, and correspondence. The President will establish procedures for the handling of day-to-day communications as well as those that may be project or event related, assign responsibility for various communication tasks to administrative staff for completion including dealing with external sources and vendors providing

communications services. From time to time, the President may appoint a spokesperson for a particular issue or topic.

In the President's absence, the Board's Vice President will be responsible for District communications and the related decision-making.

The District's website has become the primary means of communication with the Camp Meeker community. As such, particular attention must be made that content conforms to legal requirements for a government website and reflects policy and decisions made by the Board in public meetings. In order to insure that the site continues to remain consistent, communication with contractors providing web-related services, including passwords, is restricted to the Board President and the District's administrative staff.