



Post Office Box 461
Camp Meeker, CA 95419
707-874-9246
www.campmeeker.org

**REGULAR MEETING
OF THE BOARD OF DIRECTORS
LOCATION: TELECONFERENCE – SEE BELOW
APRIL 21, 2020 7:00 P.M.**

AGENDA

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in Executive Order N-25-20 and the Sonoma County Health Officer (Order C-19-02) to shelter in place and the guidance from the CDC to minimize the spread of the COVID-19, please note the following changes to the District's meeting procedures:

- The District office and Anderson Hall are not open to the public at this time.
- The meeting will be conducted via teleconferencing using Go To Meeting (See Executive Order N-29-20)
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling: 1-866-899-4679 or 1-571-317-3117.

Enter the meeting ID# 724-932-493

Computer: <https://www.gotomeet.me/CMRPD/april>

Mobile: Log in through the GoToMeeting mobile app on a smartphone

Enter meeting ID# 724-932-493

HOW TO SUBMIT PUBLIC COMMENTS:

Written/Read Aloud: Please email your comments to comments@campmeeker.org, write "Public Comment" in the subject line. In the body of the email include the agenda item number and title, as well as your comments. If you would like your comment read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before Monday, April 20, 2020 at 5:00 p.m. will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Board members at the meeting. Comments received after this time will be treated as telephonic/electronic comments.

Telephonic/Electronic Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. A short recess

(generally, less than two minutes) will take place during the time public comment is open to allow the comments to be collected. **All users will be unmuted during this time. If you are connected using a phone, or have a microphone on your computer, please state your name, and wait to be recognized. Alternatively, you may also type comments into the chat window, in GoToMeeting. These will be read aloud during the public comment period.**

ACCESSIBILITY INFORMATION:

Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting should contact the District's Administrator, at least 48 hours before the meeting at 707-874-9246 or admin@campmeeker.org. Advanced notification will enable the District to swiftly resolve such requests to insure accessibility.

PUBLIC RECORDS:

Public records that relate to any item on the open session agenda for a meeting are available for public inspections. Those records that are distributed after the agenda posting deadline for the meeting are available for public inspection at the same time, they are distributed to all or a majority of the members of the Board. The Board has designated the District's website located at <https://www.campmeeker.org> as the place for making those public records available for inspections. The documents may also be obtained by calling the District's Administrator at 707-874-9246.

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. March 17, 2020 Minutes
- B. Payment of Claims
- C. Journal Entry Approval
- D. Administrative and Financial Report

VII. REPORT OF THE WATER SYSTEM OPERATOR (Russian River Utility)

- A. Report of operations for the current month.

VIII. ACTION ITEMS

- A. UPDATE: WATER RIGHT 21198 PERMIT (Anthony Tominia)

DESCRIPTION: The District's approval of the TUCP for 2020 brought to light the need to address the permanency of the District's water right. The Board will discuss whether to apply for an extension of the existing permit or apply for a license. The application for a license impacts the amount of water used based on prior water usage records filed with the Department of Water Resources and could reduce the permanent allocation below the current 90-acre feet allowance. A permit would not reduce the current allowance while applying for a license would.

PROPOSED ACTION: The Board may/may not decide to apply to apply for a license or an extension of the existing permit.

- B. SOFT TRAC CONTRACT ELECTRONIC VENDOR PAYMENTS (Staff)

DESCRIPTION: The District currently writes checks to pay all vendors that require the physical signing by Board two Board members. The current COVID-19 emergency has brought attention to the possible need for electronic payments to alleviate the need for handling in close contact multiple pieces of paper by multiple individuals. At the direction of the Board, staff obtained an estimate from Soft Trac of the costs to add an EFT module (electronic payment) to the District's present Abila/MIP remote access software and training with respect to vendor bank access, setup and use.

PROPOSED ACTION: The Board may/may not approve the contract with Soft Trac for the addition of the EFT payment module services from Abila and appropriate training/setup services.

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 fourteen (14) calendar days before a 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. Items will be included in an agenda based on the number of issues to be discussed.

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

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

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

Tuesday, March 17, 2020 7:00 pm
ANDERSON HALL, 101 LAKESIDE
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by President Helfrich.

II. ROLL CALL

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

III. APPROVAL OF AGENDA

A motion was made by John McDaniel, and seconded Valery Larson to approve the agenda with the addition after Action Item B of:

DISTRICT RESPONSE TO COLVID-19 (Gary Helfrich, President)

DESCRIPTION: The Board will discuss virus protocols with respect to aspects of District functioning in the areas of: 1.) health and safety of water customers; 2.) Anderson Hall usage with respect to health and safety; and, 3.) Board function within the confines of County, State, and Federal protocols.

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

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

The motion was approved.

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. February 25, 2020 Minutes

A motion was made by Valery Larson, and seconded by John McDaniel to approve the February 25, 2020 minutes as recorded.

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

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

The motion was approved.

B. Payment of Claims

A motion was made by Anthony Tominia, and seconded by Valery Larson to approve the March 17, 2020 warrant request 2019/2020-009 as follows:

2019-2020-009	RP-March 2020	6,504.77
\$19,145.01	Water-March 2020	12,640.24

Wells Fargo Bank Checks 2044, 2045, 2050-2061, Bank of the West checks 663 and 664 in payment of expenses and water receipt transfers, and US Bank checks 1110-1113 client refund deposits and rental fee transfer.

Directors Helfrich, Larson, McDaniel, and Tominia voted yes. Director Watson was absent.
Ayes: 4 Noes: 0 Abstain: 0 Absent: 1
The motion was approved.

C. Journal Entry Approval

There were no journal entries beyond recurring interest and transfers.

D. Administrative and Financial Report

Ms. Doran-Girard reported that DWR payment has been made by the County and the audited Financial Statements for June 30, 2019 have been loaded to the District website. Additionally, she advised regarding several items of correspondence and that the 2020-2021 Budget will be in process in April and May 2020.

VII. REPORT OF THE WATER SYSTEM OPERATOR

- A. Russian River Utility staff were not in attendance; however, Director Tominia reported regarding individual payments after close of reporting.

VIII. PUBLIC HEARING ON ORDINANCE #13: INCREASE IN WATER SERVICE FEE

A. OPEN PUBLIC HEARING

President Helfrich opened the Public Hearing relative to Ordinance 13 at 7:09 p.m.

The Board review brief correspondence received from one Camp Meeker household and reviewed public comment on Proposed Ordinance No. 13, which proposes an increase of the water service fee from \$40.00 to 49.00 per connection per month. The rate increase is the result of increased costs in the ten-year period since 2010 as well as declining revenue due to consistently reduced consumption since 2005. The proposed rates are estimated to increase total revenue by \$38,664 per year and increase the monthly water bill by an estimated \$9.00.

B. CLOSE PUBLIC HEARING

As there was no further public comment regarding Ordinance 13, President Helfrich closed the public hearing at 7:12 p.m.

IX. ACTION ITEMS

A. WATER SERVICE FEE INCREASE: ADOPTION OF ORDINANCE NO. 13

DESCRIPTION: Ordinance 13 Proposes increase of the water service fee to \$49.00 per connection/ per month April 1, 2020. The rate increase is the result of increased costs and declining revenues due to consistent consumption since 2005. The proposed rates are estimated to increase total revenue by \$38,664.00 per year increase the average monthly bill by \$9.00.

ACTION: A motion was made by Anthony Tominia, and seconded by John McDaniel to adopt Ordinance 13 the water service fee to \$49.00 per connection effective April 1, 2020.

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

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

The motion was approved.

B. TEMPORARY URGENCY CHANGE PETITION: DUTCH BILL WATER RELEASE

DESCRIPTION: John Green of Gold Ridge Resource Conservation reported that funding would be available for TUCP (Temporary Urgency Change Petition) for the years 2020 and 2021 but not beyond that point and encouraged the Board to apply for a permanent change to the water right so that the augmentation of water for the fish will be part of the permitted right. This will allow future releases of raw water into Dutch Bill Creek to support endangered Coho salmon populations during the dry season. Over the past several years, Temporary Urgency Change Petitions have been filed with the State Water Resources Control Board for each year that water was released. The State Board has indicated their desire to see Fish and Wildlife added to the CMRPD water rights as a beneficial use.

ACTION: A motion was made by Anthony Tominia, and seconded by Valery Larson to authorize the Board President to sign TUCP documents for 2020 and 2021, if needed to augment the water for the fish. Director Tominia and staff will clarify the needed tasks with State Water Resources.

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

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

The motion was approved.

DISTRICT RESPONSE TO COVID-19, GOVERNOR'S EO N-25-20

DESCRIPTION: The Board discussed establishment of District protocols with respect to aspects of District functions in the following areas:

Water: 1. A motion was made by Anthony Tominia, and seconded by John McDaniel to suspend Disconnection processing and continue to evaluate as the emergency evolves and based on further State orders;
2. The District will not assess late charges to water customers during the declared emergency. Late charges to "sunset" at the end of the emergency.

Anderson Hall: A motion was made by John McDaniel and seconded by Valery Larson that no bookings will be taken for Anderson Hall for the duration of the emergency. Further, cancellations occurring for events that have been booked and paid and that fall within the declared emergency will be refunded in full.

Administration: While the emergency is in effect, the District will hold its meetings by teleconference service and stream with a publicly accessible media option.

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

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

The motion was approved.

C. WATER CUSTOMER REFUND POLICY

DESCRIPTION: Ms. Doran-Girard reviewed recent requests to write checks to water system customers that utilize property management companies and/or have tenants that made duplicate payments for water bills. District Counsel Martin Hirsch has advised that the District should NOT get involved in these situations as the District has no way of knowing what the legal arrangements are between a tenant/property management company and an owner. His recommendation is that the owner be advised to work through the process with their tenant/property management company and that the District allow the overpayment/credit to resolve through the process of future billing.

ACTION: After discussion, the Board adopted District Counsel Hirsch's recommendation that the District not get involved in this type of situation and the owner be advised to work through the process with their tenant/property management company and that the District allow the overpayment/credit to resolve through the process of reduction of the overpayment by future billings.

D. RESOLUTION 2020-001 TO IMPOSE A LIEN WATER ACCOUNT 224, NATHAN THIERFELDER, (Parcel 075-202-013) 52 FRONT STREET, CAMP MEEKER

DESCRIPTION: The Board will review and discuss authorization of a lien against Nathan

Theirfelder, the connection is located at 52 Front Street and has been locked off since September 12, 2017. The balance of Account 295 is \$777.82 and the last payment was made on August 4, 2018. The account continues to be billed for water services.

ACTION: The Board to authorize adoption of Resolution 2020-001 and authorize the Board President to sign and staff to file a lien for water services outstanding amounts against property at 52 Front Street, APN 075-202-013 Nathan Theirfelder.

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

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

The motion was approved.

E. POLICY FOR ORGANIZATIONS AFFILIATED WITH CAMP MEEKER VOLUNTEER FIRE DEPARTMENT

DESCRIPTION: The Board discussed at length how to identify organizations affiliated with Camp Meeker Volunteer Fire Department with regard to use of District Facilities and other resources.

Linnea Tennison informed the Board that the CMVFD supports the efforts of Fire Safe; however, has no affiliation with the group. She further advised that either the CMVFD Chief (Henry Baker) or the CMVFD Board President (Linnea) will address any request for use of District resources directly to the Board.

ACTION: The Board agreed that the present policy with regard to CMVFD affiliated organizations and the use of District Facilities and other resources will remain as previously stated and clarified that requests for use of District Facilities and other resources will come directly from the CMVFD Chief or Board President.

F. RESOLUTION 2020-002: FUNDS TRANSFER OF \$35,000 TO COVER WATER CASH SHORTFALL

DESCRIPTION: Since 2017 the District has consistently experienced a cash shortfall in the water fund to varying degrees from \$5000.00 to a recent \$31000.00. This is occurring due to reduced revenues and increasing costs over a ten-year period of no revenue increases. The District 2019-2020 Budget allocated \$98,500 to resolve shortfalls. This would be the first transfer in this fiscal year.

ACTION: A motion was made by John McDaniel, and seconded by Valery Larson to approve Resolution 2020-002: Funds Transfer of \$35000.00 to cover water shortfall per 2019-2020 Final budget.

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

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

The motion was approved.

G. UPDATE: POTENTIAL TRANSFER OF PARCELS FROM ST. DOROTHY'S TO THE DISTRICT

DESCRIPTION: Director Helfrich has been in discussions with the Sonoma Land Trust and St. Dorothy's Rest since August 2019 as these entities were interested in exploring opportunities for transferring parcels that are adjacent to the District's property or may have potential for recreational use. These discussions have now progressed to the point where the District's legal counsel, Martin Hirsch, may provide legal guidance. There was no further update since the February 25 Board meeting.

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

H. ANDERSON HALL OPERATIONS, MAINTENANCE & SECURITY

DESCRIPTION: Director McDaniel reviewed various issues with regard to operations, maintenance and security Anderson Hall including repairs, event cancellation fee of \$50.00, website adjustments, security of Anderson Hall and solutions for recent vandalism. He advised that there are ongoing trash issues at the hall and that an upgrade to the exterior lighting might be helpful. He is researching necessity of RFPs for contractors work on the deck and will review contract and Request for Proposal issues with Martin Hirsch. The event cancellation fee will be revisited at a future meeting.

ACTION: A motion was made by Anthony Tominia and seconded by John McDaniel to revisit the event cancellation fee at a future time.

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

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

The motion was approved.

I. DISTRICT POLICY HANDBOOK CSDA POLICY HANDBOOK

DESCRIPTION: Ms. Doran-Girard informed the Board that the California Special Districts Association offers a template for a policy handbook with over 100 sample policies for board and board meetings, administration and financial management, and personnel at a cost of \$225.00 for members. It is delivered on a USB drive in editable format to allow the District to customize policies. Purchase includes a subscription to receive on a quarterly basis a digital copy of any new or updated policies through 2020. Cost for non-CSDA members is \$340.00

ACTION: A motion was made by Anthony Tominia, and seconded by Valery Larson to purchase the CSDA Policy Handbook template for use in development of District Policy handbook at a cost of \$225.00.

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

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

The motion was approved.

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

Valery Larson reported that Katie Lee had placed a camera at the post office and is using the District's wi-fi. Additionally, she reported regarding tree cleanup.

XI. ADJOURNMENT

As there was no further business to be brought before the Board at this time, a motion was made by Valery Larson, and seconded by John McDaniel that the March 2020 meeting of the Camp Meeker Board of Directors is adjourned.

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

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

The motion was approved.

The meeting adjourned at 8:47 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

2020.03.17finalminscdg1.doc

**CHERYL DORAN GIRARD
CLIENT MEMORANDUM**

TO: CAMP MEEKER RECREATION & PARK DISTRICT BOARD MEMBERS
FROM: CHERYL DORAN GIRARD
SUBJECT: APRIL 21, 2020 WARRANTS AND FINANCIAL INFORMATION
DATE: APRIL 15, 2020

Financial Statements and Warrant Detail in the board packet following this memorandum provide information available through April 15, 2020.

2019/2020-010	RP-April 2020	4,647.59
\$17,417.69	Water-April 2020	12,770.10

The Financial statements included in the Board info packet represent revenue and expenses to date for the 2019-2020 fiscal year. The 2019-2020 Final Budget appears in the P&L for comparison.

All bank accounts reconciliations are not complete as statements have not at this writing been received.

Hopefully we will begin preparation for the 2020-2021 Preliminary Budget for adoption on June 16 in the coming weeks. Please advise any planned projects for the 2020-2021 fiscal year.

In the event that you need to contact me, I can be reached via cell phone 707-696-2876.



CAMP MEEKER RECREATION AND PARK DISTRICT

WARRANT REQUEST # 2019-2020-010

VENDOR	CHECK AMOUNT	R&P FUND	WATER FUND	EXPLANATION
Larson, Valery	30.00	30.00		Director Stipend-April 2020
Watson, Lynn	30.00	30.00		Director Stipend-April 2020
Camp Meeker Water	98.46	98.46		Water Service
Doran-Girard, Cheryl	6,340.14	1,890.00	1,890.00	Consulting-March/April
Doran-Girard, Cheryl		1,120.00	770.00	Consulting-March/April
Doran-Girard, Cheryl		315.00	315.00	Consulting-March/April
Doran-Girard, Cheryl		40.14	-	Hall Supplies-COVID 19
PGE	98.85	98.85	-	Electric Service
Russian River Utility	8,783.88	-	8,524.02	Contract Services
Russian River Utility			259.86	Electric Service
Soft Trac LLC	277.50	138.75	138.75	Backup/Audit Services
US Bank	1,233.86	153.19		Lighting Supplies
US Bank		121.00	21.00	Website & Communications
US Bank		50.20	50.19	Printing
US Bank			589.28	Translations-Disconnect Notice
US Bank		124.50	124.50	Accting Software Lease
Wavemaker Media	525.00	437.50	87.50	Website Changes/Revisions

Total	<u>17,417.69</u>	<u>4,647.59</u>	<u>12,770.10</u>	-
-------	------------------	-----------------	------------------	---

DIRECTOR APPROVAL:

DATE:

4/21/20

Camp Meeker Recreation & Parks District
Check/Voucher Register - CDG-Current Register
1010 - Cash In Wells Fargo Bank-Operating
From 3/18/2020 Through 4/21/2020

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
2063	System Generated Check/Vo...	Camp Meeker Wa...	4/21/2020	98.46
2064	System Generated Check/Vo...	Cheryl Doran-Girard	4/21/2020	6,340.14
2065	System Generated Check/Vo...	P G & E	4/21/2020	98.85
2066	System Generated Check/Vo...	Russian River Utility	4/21/2020	8,783.88
2067	System Generated Check/Vo...	Soft Trac LLC	4/21/2020	277.50
2068	System Generated Check/Vo...	US Bank	4/21/2020	1,233.86
2069	System Generated Check/Vo...	Wavemaker Medi...	4/21/2020	525.00
2070	Director Stipend-April 2020	Valery Larson	4/21/2020	30.00
2071	Director Stipend-April 2020	Lynn Watson	4/21/2020	30.00
		Total 1010 - Cash In Wells Fargo Bank-Operating		17,417.69

Camp Meeker Recreation & Parks District

Check/Voucher Register - CDG-Current Register

1030 - Cash in Bank of the West-Water

From 3/18/2020 Through 4/21/2020

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
665	Tfr USDA/Capital Funding fr...	Camp Meeker Rec...	4/21/2020	6,600.00
666	Water Receipts Tfr to Water...	Camp Meeker Rec...	4/21/2020	<u>10,650.00</u>
		Total 1030 - Cash in Bank of the West-Water		17,250.00

Camp Meeker Recreation & Parks District
Check/Voucher Register - CDG-Current Register
1040 - Cash in US Bank-Rental Deposits/PayPal
From 3/18/2020 Through 4/21/2020

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1112	Jose Enciso Rental Deposit r...		4/21/2020	500.00
1114	Matthew J. Kehoe COVID Ca...		4/21/2020	500.00
1115	Forest Unlimited COVID Can...		4/21/2020	950.00
1116	Azul Espinoza COVID Cancel...		4/21/2020	<u>2,000.00</u>
		Total 1040 - Cash in US Bank-Rental Deposits/PayPal		3,950.00
				<u> </u>
Report Total				<u><u>38,617.69</u></u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
10 - Recreation & Park - Operating
From 7/1/2019 Through 6/30/2020
(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
Revenue				
4001	Property Taxes-CY Secured	86,500	45,652	(40,848)
4020	Property Taxes-CY Supplemental	0	334	334
4040	Property Taxes-CY Unsecured	0	2,649	2,649
4041	Cost Reimbursement-Collect Delinquent CY Unsec	(100)	0	100
4101	Interest Pooled Cash -Sonoma County	0	3	3
4110	Interest Earned-Wells Fargo Bank	19	18	(1)
4210	Rental Fees-Anderson Hall	12,000	10,016	(1,984)
4215	Rental Fees-Other	1,848	1,583	(265)
4220	State-Home Owner Property Tax Relief	525	0	(525)
4221	State-Other In Lieu -Fish & Wildlife 18-19	500	2	(498)
4410	Revenues From Other Governments	5,000	0	(5,000)
4625	Transfers-Within Fund In	17,500	0	(17,500)
	Total Revenue	<u>123,792</u>	<u>60,258</u>	<u>(63,534)</u>
Expenditures				
5010	Director Stipend	800	570	230
5017	Worker Compensation Insurance	1,725	1,235	490
5101	Communications-Telephone	950	792	158
5105	Communications-ISP Website	450	581	(131)
5110	Communications-Website Other	375	937	(562)
5112	Communications-WiFi	1,100	0	1,100
5184	Janitorial Supplies	400	0	400
5185	Janitorial Services	1,750	1,310	440
5210	Insurance-Property & Liability	4,500	0	4,500
5301	Maintenance-Beach and Parks	1,150	0	1,150
5302	Maintenance-Bldgs & Improvements	2,500	269	2,231
5401	Memberships	250	234	17
5402	Marketing	100	0	100
5404	Miscellaneous-Auto Expense	100	0	100
5405	Miscellaneous	850	700	150
5410	Office Supplies	1,200	942	258
5415	Office Operations	300	0	300
5416	Lease-Accounting Software	1,650	996	654
5420	Training-Administrative	200	139	61
5425	Postage	225	42	183
5426	Printing Services	1,000	301	699
5427	Supplies	450	1,490	(1,040)
5428	Food	150	0	150
5501	Professional Fees-Web	4,000	607	3,393
5510	County Services	0	1,466	(1,466)
5520	Administrative Services	19,000	16,270	2,730
5530	Community Events	250	0	250
5531	Community Education	250	0	250
5540	LAFCO Charges	200	0	200
5550	Legal Services	4,000	3,136	864
5555	Professional Services-Auditor	9,000	8,198	802
5556	Professional Services-Accounting	20,000	13,432	6,568
5570	Service Fee-PayPal	300	192	108

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
10 - Recreation & Park - Operating
From 7/1/2019 Through 6/30/2020
(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
5575	Bank Service Fees	175	54	121
5585	Public/Legal Notices	0	494	(494)
5590	Gas and Oil	1,300	1,527	(227)
5591	Equipment Rentals	120	70	50
5592	Water and Sewer	1,500	1,009	491
5594	Utilities	1,250	846	404
5595	Waste Removal	500	30	470
8516	Maintenance & Repair	30,000	426	29,574
8565	Equipment 2	1,000	0	1,000
9001	Contingency	9,322	0	9,322
	Total Expenditures	<u>124,342</u>	<u>58,293</u>	<u>66,049</u>
	Excess of Income Over (Under) Expense	<u>(550)</u>	<u>1,964</u>	<u>2,514</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
40 - Recreation & Parks - Water Operations
From 7/1/2019 Through 6/30/2020
(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
Revenue				
4010	Direct Charges-Current Year	126,340	69,057	(57,283)
4061	Direct Charges -Prior Year	0	793	793
4101	Interest Pooled Cash -Sonoma County	0	9	9
4110	Interest Earned-Wells Fargo Bank	250	0	(250)
4310	Sales of Water-Residential	195,000	149,448	(45,552)
4625	Transfers-Within Fund In	90,000	46,842	(43,158)
	Total Revenue	<u>411,590</u>	<u>266,149</u>	<u>(145,441)</u>
Expenditures				
5017	Worker Compensation Insurance	0	500	(500)
5101	Communications-Telephone	500	412	88
5105	Communications-ISP Website	350	182	168
5115	Translation Services	0	3,903	(3,903)
5210	Insurance-Property & Liability	4,500	0	4,500
5401	Memberships	275	234	42
5405	Miscellaneous	350	12	338
5410	Office Supplies	950	678	272
5415	Office Operations	250	0	250
5416	Lease-Accounting Software	1,650	996	654
5420	Training-Administrative	150	139	11
5425	Postage	150	284	(134)
5426	Printing Services	500	438	62
5501	Professional Fees-Web	1,500	225	1,275
5515	Contract Services-Water Operations	110,000	72,853	37,147
5520	Administrative Services	18,000	15,758	2,242
5540	LAFCO Charges	750	0	750
5550	Legal Services	5,000	5,172	(172)
5555	Professional Services-Auditor	9,000	9,287	(287)
5556	Professional Services-Accounting	14,500	11,070	3,430
5571	Late Fees	0	25	(25)
5575	Bank Service Fees	100	78	22
5576	Property Tax Administration Fee	1,250	0	1,250
5585	Public/Legal Notices	450	298	152
5587	Water System Fees-State	2,500	2,643	(143)
5588	Testing-Water System	2,000	690	1,310
5594	Utilities	10,000	12,186	(2,186)
8516	Maintenance & Repair	20,000	(2,186)	22,186
8625	Tfr Within Fnd-Out	201,200	94,528	106,672
9001	Contingency	5,715	0	5,715
	Total Expenditures	<u>411,590</u>	<u>230,405</u>	<u>181,185</u>
	Excess of Income Over (Under) Expense	<u>0</u>	<u>35,743</u>	<u>35,743</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
50 - Recreation & Parks - Water Capital
From 7/1/2019 Through 6/30/2020
(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
	Revenue			
4110	Interest Earned-Wells Fargo Bank	312	203	(109)
4625	Transfers-Within Fund In	<u>6,000</u>	<u>5,000</u>	<u>(1,000)</u>
	Total Revenue	<u>6,312</u>	<u>5,203</u>	<u>(1,109)</u>
	Expenditures			
8625	Tfr Within Fnd-Out	<u>90,000</u>	<u>5,000</u>	<u>85,000</u>
	Total Expenditures	<u>90,000</u>	<u>5,000</u>	<u>85,000</u>
	Excess of Income Over (Under) Expense	<u>(83,688)</u>	<u>203</u>	<u>83,891</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
60 - Recreation & Parks-DWR E58237
From 7/1/2019 Through 6/30/2020
(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
	Revenue			
4101	Interest Pooled Cash -Sonoma County	125	896	771
4625	Transfers-Within Fund In	<u>103,500</u>	<u>57,317</u>	<u>(46,183)</u>
	Total Revenue	<u>103,625</u>	<u>58,213</u>	<u>(45,412)</u>
	Expenditures			
7910	Long Term Debt-Principal	83,576	45,012	38,564
7911	Long Term Debt-Interest	13,501	3,527	9,974
8625	Tfr Within Fnd-Out	<u>0</u>	<u>(11,312)</u>	<u>11,312</u>
	Total Expenditures	<u>97,077</u>	<u>37,226</u>	<u>59,851</u>
	Excess of Income Over (Under) Expense	<u>6,548</u>	<u>20,987</u>	<u>14,439</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
61 - Recreation & Park - Reserve DWR E58237
From 7/1/2019 Through 6/30/2020
(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
	Revenue			
4101	Interest Pooled Cash -Sonoma County	1,050	1,144	94
	Total Revenue	<u>1,050</u>	<u>1,144</u>	<u>94</u>
	Excess of Income Over (Under) Expense	<u>1,050</u>	<u>1,144</u>	<u>94</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
70 - Recreation & Park - USDA Debt Fund
From 7/1/2019 Through 6/30/2020
(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
	Revenue			
4625	Transfers-Within Fund In	<u>100,000</u>	<u>75,057</u>	<u>(24,943)</u>
	Total Revenue	<u>100,000</u>	<u>75,057</u>	<u>(24,943)</u>
	Expenditures			
7910	Long Term Debt-Principal	37,000	37,000	0
7911	Long Term Debt-Interest	51,205	56,177	(4,972)
8625	Tfr Within Fnd-Out	<u>0</u>	<u>61,000</u>	<u>(61,000)</u>
	Total Expenditures	<u>88,205</u>	<u>154,177</u>	<u>(65,972)</u>
	Excess of Income Over (Under) Expense	<u>11,795</u>	<u>(79,120)</u>	<u>(90,915)</u>

CAMP MEEKER RECREATION & PARK DISTRICT									
Allocation of Water Receipts Fiscal Year 7/1/2019 -6/30/2020									
Transfer Month	Allocation Month	Bank of West Stmt Balance	Total Amount Transferred	USDA-A&B WFB-Invest	Cap Improvements WFB-Invest	Operations WFB-Operating	Total		
August-19	July-19	20,614.37	20,500.00	6,100.00	500.00	13,900.00	20,500.00		
September-19	August-19	18,935.77	18,500.00	6,100.00	500.00	11,900.00	18,500.00		
October-19	September-19	20,976.57	20,500.00	6,100.00	500.00	13,900.00	20,500.00		
November-19	October-19	18,666.60	18,500.00	6,100.00	500.00	11,900.00	18,500.00		
December-19	November-19	16,816.57	16,500.00	6,100.00	500.00	9,900.00	16,500.00		
January-20	December-19	24,637.70	24,500.00	6,100.00	500.00	17,900.00	24,500.00		
February-20	January-20	16,904.84	16,500.00	6,100.00	500.00	9,900.00	16,500.00		
March-20	February-20	14,009.63	14,000.00	6,100.00	500.00	7,400.00	14,000.00		
April-20	March-20	17,574.09	17,250.00	6,100.00	500.00	10,650.00	17,250.00		
May-20	April-20					-	-		
June-20	May-20					-	-		
July-20	June-20					-	-		
YTD Totals		169,136.14	166,750.00	54,900.00	4,500.00	107,350.00	166,750.00		
2012-2013 Monthly									
2013-2014 Monthly				5,675.00	500.00				
2014-2015 Monthly				6,200.00	500.00				
2015-2016 Monthly				6,200.00	500.00				
2016-2017 Monthly				6,100.00	500.00				
2017-2018 Monthly				6,100.00	500.00				
2018-2019 Monthly				6,100.00	500.00				
4/14/20									

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

April 7, 2020

RE: CAMP MEEKER PAST DUE ACCOUNTS

- **Past Due Accounts:** Past due notices will be processed on April 7, 2020. Lock off date will be on April 21, 2020.
- **Accounts 190,223, 321:** Payments are in hand.
- **Accounts 6, 59:** Payment sent.
- **Account 36:** Previous owner still owes, she has been calling weekly to check in but still doesn't have the money.

PAST DUE LIST

CAMP MEEKER REC & PARK

ACCT #	RT NAME	CURRENT	1-30	31-60	61+	LAST PAYMENT	TOTAL
1		49.04	25.91			50.00 3/6/20	74.95
6		54.70	48.17	46.54		205.08 1/10/20	149.41
15		49.16	35.80			128.43 12/31/19	84.96
19		49.68	41.30	13.19		50.00 1/2/20	104.17
22		64.78	20.89			148.47 3/24/20	85.67
24		55.60	49.78	53.12		102.88 2/7/20	158.50
31		49.00	42.00	40.00		40.00 1/23/20	131.00
35		50.44	39.37			45.00 3/13/20	89.81
36		62.53	57.37	42.91		120.00 3/4/20	162.81
50		52.88	49.36	48.04	44.35	60.00 12/12/19	194.63
55		72.88	48.66			48.30 2/21/20	121.54
59		49.00	42.10	39.90		46.26 3/2/20	131.00
63		49.00	0.02			40.00 3/24/20	49.02
64		49.00	0.02			40.00 3/24/20	49.02
68		57.18	50.65	44.91		120.00 2/10/20	152.74
69		57.52	58.86			100.58 3/13/20	116.38
79		53.68	48.74			92.87 3/10/20	102.42
80		50.60	40.72			42.35 3/17/20	91.32
87		49.36	0.10			200.00 11/20/19	49.46
96		54.74	47.83	45.74		46.62 1/27/20	148.31
97		53.44	43.96			90.92 2/27/20	97.40
104		52.60	42.72			86.86 2/14/20	95.32
107		62.02	69.33	65.03	64.27	100.00 1/27/20	260.65
127		49.00	42.10	40.00		40.00 1/17/20	131.10
129		51.42	42.37	40.52		189.35 2/7/20	134.31
134		51.92	0.84			140.00 4/6/20	52.76
140		55.78	55.45	8.14		300.00 3/4/20	119.37
149		59.60	10.50			50.00 3/23/20	70.10
150		55.08	45.08			94.67 3/2/20	100.16
151		59.30	49.10			178.67 2/25/20	108.40
152		53.24	51.51	49.46	97.51	80.00 12/20/19	251.72
155		56.32	56.07			158.93 3/6/20	112.39
161		49.92	43.66	39.14		250.00 1/14/20	132.72
162		56.86	52.61	33.79		60.00 3/17/20	143.26
172		55.08	47.68			54.01 3/6/20	102.76
179		54.70	53.36	33.69		65.00 3/30/20	141.75
180		61.48	2.11			50.00 3/13/20	63.59
184		72.13	53.29	51.86	147.96	50.00 12/12/19	325.24
186		88.85	44.58			42.08 3/6/20	133.43
190		49.00	42.22	44.33		86.56 2/25/20	135.55
192		50.66	44.82	43.46	18.45	200.00 12/12/19	157.39
198		58.78	46.97	46.64		48.16 1/23/20	152.39
207		55.74	49.23			54.97 3/24/20	104.97

PAST DUE LIST

CAMP MEEKER REC & PARK

ACCT #	RT NAME	CURRENT	1-30	31-60	61+	LAST PAYMENT	TOTAL
213		53.76	49.83			46.94 3/10/20	103.59
217		49.00	40.00			218.08 2/21/20	89.00
220		80.20	86.67	103.04	180.71	184.00 12/12/19	450.62
223		49.00	42.21			44.13 3/10/20	91.21
224		49.00	75.13	71.56	631.13	400.00 8/14/18	826.82
226		49.96	47.88	49.32	29.91	50.00 3/19/20	177.07
227		54.82	50.77	49.42	37.60	50.00 3/19/20	192.61
244		50.56	43.60	41.52		84.25 1/31/20	135.68
245		52.08	42.48			95.28 3/2/20	94.56
247		52.32	45.47	43.25	1.32	80.00 1/10/20	142.36
249		51.72	42.06			86.52 3/2/20	93.78
253		49.00	40.15	3.08		83.30 2/14/20	92.23
261		50.92	43.44			33.95 3/10/20	94.36
268		53.40	37.05			50.00 3/6/20	90.45
269		55.92	2.75			42.38 3/23/20	58.67
276		58.58	47.30			46.88 2/21/20	105.88
279		53.86	44.28			86.77 2/25/20	98.14
287		55.26	35.14			100.00 2/21/20	90.40
293		52.34	42.00			48.32 2/21/20	94.34
295		49.74	42.51	44.29	5.47	80.00 2/4/20	142.01
297		52.12	45.08			42.20 2/27/20	97.20
298		53.08	45.28	44.42		45.88 1/17/20	142.78
303		49.06	25.01			88.66 12/12/19	74.07
304		51.56	6.46			300.00 12/3/19	58.02
305		49.02	0.18			74.06 3/13/20	49.20
307		56.42	46.06			46.84 2/25/20	102.48
309		58.06	51.50	48.15	57.88	211.59 1/7/20	215.59
315		53.68	44.88			46.24 2/25/20	98.56
317		57.54	50.00	47.67		54.00 1/31/20	155.21
318		64.14	71.10	39.52		170.00 1/2/20	174.76
320		51.86	44.67			40.00 3/17/20	96.53
321		57.00	45.16			45.88 2/21/20	102.16
322		53.34	49.05	46.94	88.42	44.30 11/27/19	237.75
323		65.82	69.80			65.52 3/6/20	135.62
325		53.16	44.64			90.75 2/19/20	97.80
326		55.58	45.30			97.52 2/7/20	100.88
329		49.30	47.37	47.88		107.15 2/10/20	144.55
330		54.02	46.64	41.66		50.00 2/4/20	142.32
333		50.94	43.78			42.68 2/21/20	94.72
334		49.04	42.06	40.00		40.04 12/27/19	131.10
337		53.70	46.31			46.52 3/17/20	100.01
338		50.52	42.25	18.63		100.00 2/27/20	111.40
339		49.00	41.61	32.16		400.00 2/21/20	122.77

PAST DUE LIST

CAMP MEEKER REC & PARK

ACCT #	RT NAME	CURRENT	1-30	31-60	61+	LAST PAYMENT	TOTAL
347		50.30	43.92			44.88 2/19/20	94.22
350		70.04	73.87	7.37		147.36 2/21/20	151.28
358		75.05	45.26			113.75 2/14/20	120.31
362		58.16	47.52			48.76 2/25/20	105.68
367		64.85	48.23	47.33		100.00 2/7/20	160.41
Total Receivables: 22,310.66		5,021.49		1,737.62			
Accounts Listed: 91			3,890.92		1,404.98		\$12,055.01

All Customers All Aged Accounts
Russian River Utility

**CAMP MEEKER RECREATION AND PARK DISTRICT
WATER SALES 2020**

METER	ACCT NO.	MONTH	TOTAL AMOUNT PUMPED GALLONS	AMOUNT PUMPED TO OCSD	NET AMOUNT PUMPED	AMT SOLD	% PUMPED TO CMR&PD	% LOSS	NOTES
Alliance Master Meter Union Park	363 369	JAN	1,441,580	490,200	951,380	859,640	66.00	10.00	
Alliance Master Meter Union Park	363 369	FEB	1,340,560	472,400	868,160	754,790	71.00	13.00	
Alliance Master Meter Union Park	363 369	MARCH	1,242,080	431,800	810,280	711,600	65.00	12.17	
Alliance Master Meter Union Park	363 369	APRIL							
Alliance Master Meter Union Park	363 369	MAY							
Alliance Master Meter Union Park	363 369	JUNE							
Alliance Master Meter Union Park	363 369	JULY							
Alliance Master Meter Union Park	363 369	AUG							
Alliance Master Meter Union Park	363 369	SEPT							
Alliance Master Meter Union Park	363 369	OCT							
Alliance Master Meter Union Park	363 369	NOV							
Alliance Master Meter Union Park	363 369	DEC							
	total 2020		4,024,220	1,394,400	2,629,820	2,326,030			

TOTAL PRODUCTION	LESS PUMPED OCSD	LESS CMRPD SALES	UNACCOUNTED WATER	YEARLY LOSS



Camp Meeker Recreation & Park District MIP Cloud Add-on EFT for AP

Mar 20, 2020

Cheryl Doran-Girard
admin@campmeeker.org
707 545-2108

Camp Meeker Recreation & Park District
5240 Bohemian Highway
Camp Meeker, CA 95436

Community Brands Account #:29447
Annual M&S Exp:
5-18-2020

Soft Trac Customer ID:7-CMRP-157
Proposal Number:
A 20072

Soft Trac LLC is pleased to submit our proposal to Camp Meeker Recreation & Park District for the MIP EFT for AP module subscription and associated professional services described herein.

	PRICE	QTY	SUBTOTAL
SOFTWARE MODULES - COMMUNITY BRANDS MIP FA			
EFT for AP	\$59.00	1	\$59.00
Monthly Subscription - To be billed by Community Brands			
SOFT TRAC PROFESSIONAL SERVICES			
Consulation and Training	\$200.00	2	\$400.00
EFT for AP Module - 2 hr			

NOTES*

Consultation & Training to include:

1. Assist with Setup of module, vendor records, voucher form, email vendor notifications;



2. Training of vendor record maintenance, voucher printing, EFT file creation;
3. Creation of a customized voucher form requires the Forms Designer module.

This proposal assumes remote services. If on site services are requested, then out of pocket and travel costs will be in addition to the above costs.

Purchase Agreement

Please sign below to accept this purchase agreement.

**Accepted on behalf of
Camp Meeker Recreation & Park District**

Cheryl Doran-Girard
admin@campmeeker.org

Accepted on behalf of Soft Trac, LLC

Moxie Schneider
Customer Account Manager

moxie@softtrac.com

Moxie Schneider

Mar 20, 2020

PAYMENT IS DUE ON ACCEPTANCE OF PROPOSAL

Please mail a check in the amount of \$400.00 to:

*Soft Trac, LLC
63 New Gloucester Rd
North Yarmouth, ME 04097*

Sales Tax Exempt Number:

State:

Billing Contact Name:

Email:

Phone Number:

Soft Trac, LLC

63 New Gloucester Road | North Yarmouth, ME 04097 | (207) 621-8556 | moxie@softtrac.com

Proposal Number: A 20072

Proposal Date: Mar 20, 2020

Page 30 of 30