

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

Tuesday, January 20, 2015, 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. December 16, 2014

B. Payment of Claims

C. Journal Entry Approval

D. Administrative and Financial Report

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

DESCRIPTION: President Watson will administer the oath of office to Valery Larson, the newly appointed director.

VIII. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Subdivision a., Government Code Section 54956.9)

CAMP MEEKER RECREATION AND PARK DISTRICT v. JEWEL E. CHENOWETH, ET AL;
PAT CHENOWETH AHO.

Sonoma Superior Court Case Number SCV 243172;

In re Bankruptcy of Pat Chenoweth Aho, US Bankruptcy Court, Northern District of California, Case
No.: 05-14608

IX. ADJOURN TO CLOSED SESSION

X. ANNOUNCE ACTIONS, IF ANY, BACK IN OPEN SESSION

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

A. Report on operations for the current month.

IX. ACTION ITEMS

- A. ACCOUNTING AND ADMINISTRATIVE PROCEDURES (Anderson/Staff)
DESCRIPTION: The Board will review current procedures followed for processing of mail, incoming vendor invoices, invoice payment approval and related matters.
PROPOSED ACTION: The Board may/may not take action.
- B. CAMP MEEKER VOLUNTEER FIRE DEPARTMENT: UPDATE LEASE SIGNING (Cathie Anderson/Gary Helfrich 10 minutes)
DESCRIPTION: The Board will review progress of the lease signing with the CMVFD relative to the Fire Department site.
PROPOSED ACTION: The Board may/may not take further action with respect to the CMVFD lease.
- C. ANDERSON HALL DEPOSIT & RENTAL RATE INCREASE (Cathie Anderson, 5 minutes)
DESCRIPTION: Director Anderson will present information regarding re-structure of Anderson Hall deposits and rates.
PROPOSED ACTION: The Board may/may not take further action with respect to this issue.
- D. DISTRICT PROPERTY PARKING USAGE POLICY (Anthony Tominia, 10 minutes)
DESCRIPTION: In accordance with the Board's discussion at the November Board meeting, the Board will review a proposed policy with respect to parking on District property, emergency services usage and overnight parking.
PROPOSED ACTION: The Board may/may not proceed to initiate the process of addressing the problems by the adoption of a parking policy.
- E. GRANT PROPOSAL CAL FIRE PEST CONTROL (Anthony Tominia, 10 minutes)
DESCRIPTION: The Board will receive an update regarding a proposal for a grant from Cal-Fire for Pest Control to "clean up" Camp Meeker. Director Tominia is suggesting the grant would be in partnership with CMVFD and St. Dorothy's Rest.
PROPOSED ACTION: The Board may/may not take further action with respect to this proposal.
- F. UPDATE: GRANT/ARTS EVENTS (Valery Larson, 5 minutes)
DESCRIPTION: The District received a grant of \$1,000 from the Web and Rose Meier Family Fund/Greater Cincinnati Foundation for the purpose of supporting the arts in Camp Meeker.
PROPOSED ACTION: The Board may/may not take further action on this matter.
- G. DISPOSAL OF UNWANTED HOUSEHOLD GOODS (Valery Larson, 10 minutes)
DESCRIPTION: Director Larson will review the disposal of unwanted household materials adjacent to the Creek. The Board will discuss possible solutions to this issue including but not limited to signage on District property.
PROPOSED ACTION: The Board may/may not take further action on this matter.
- H. DISTRICT TRAINING SESSION-MARCH (Staff, 5 minutes)

DESCRIPTION: The Board will select a date for a District training session that will encompass Brown Act and related governmental regulations affecting District operations, District finance and projects. Directors and staff will conduct the session.

PROPOSED ACTION: The Board will choose a date in March for the District training session.

XII. 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.

XIII. ADJOURNMENT

HOW TO GET AN ITEM ON THE AGENDA

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

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

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

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

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

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

Tuesday, December 16, 2014, 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

The meeting was called to order at 7:08 p.m. by President Watson.

II. ROLL CALL

Directors Anderson, Helfrich, Tominia and Watson were present.

III. APPROVAL OF AGENDA

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

Directors Anderson, Helfrich, Tominia and Watson voted yes.

The motion was approved. Ayes: 4 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

1. October 21, 2014

As there were no corrections to the minutes of October 21, 2014, a motion was made by Cathie Anderson, and seconded by Anthony Tominia to approve the minutes of October 21, 2014 as submitted.

Directors Anderson, Helfrich, Tominia and Watson voted yes.

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

2. November 18, 2014

As there were no corrections to the minutes of November 18, 2014, a motion was made by Cathie Anderson, and seconded by Gary Helfrich to approve the minutes of November 18, 2014 as submitted.

Directors Anderson, Helfrich, Tominia and Watson voted yes.

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

B. Payment of Claims

After discussion, a motion was made by Cathie Anderson, seconded by Anthony Tominia to approve the following warrant requests and the checks in payment thereof with the exception of check numbers 1092-1105 and check number 1120 that are void due to printer error.

Directors Anderson, Helfrich, Tominia and Watson voted yes.

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

C. Journal Entry Approval

There were no journal entries beyond recurring items for interest earned and water transfers.

D. Administrative and Financial Report

Ms. Doran-Girard advised that the audit report for 6/30/2014 and previous years are now loaded to the District's website, the Anderson Hall telephone bill has been reduced to \$35.00 month from \$65.00/month with the signing of a two year contract, a dividend has been received from State Compensation Insurance fund has been received. The Board was reminded that the February Board meeting has been re-scheduled for February 24, 2015. Lastly, staff recommended the Board consider Brown Act and related government training in March to assist the new Board director.

VII. BOARD MEMBER APPOINTMENT

- A. DESCRIPTION: Director Anderson recommended the appointment of Valery Larson to the open director seat. This recommendation was taken from applications previously received. Ms. Larson was unable to attend the meeting and take the oath as she has the flu.

ACTION: A motion was made by Cathie Anderson, and seconded by Gary Helfrich to appoint Valery Larson to the Camp Meeker Board of Directors. Ms. Larson will take the oath of office in January 2015. After administration of the oath at the January 2015 meeting, staff is to notify the Elections Officer accordingly.

Directors Anderson, Helfrich, Tominia and Watson voted yes.

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

B. OATH OF OFFICE

DESCRIPTION: President Watson will administer the oath of office to Valery Larson at the January 20, 2015 meeting.

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

- A. Jamie Dunton reported that the recent rainstorms and wind had no significant impact on the water system. The system is operating normally.

IX. ACTION ITEMS

A. CAMP MEEKER VOLUNTEER FIRE DEPARTMENT: UPDATE LEASE SIGNING

DESCRIPTION: The Board was advised that the signed lease with the CMVFD relative to the Fire Department site has not been received. Director Tominia suggested that this issue be addressed at the January meeting.

ACTION: The Board may/may not take further action with respect to the CMVFD lease at the January 20, 2015 meeting.

B. UPDATE: ANDERSON HALL MARKETING

DESCRIPTION: Director Anderson presented the final artwork for the Anderson Hall marketing brochure and rates were reviewed. The Board discussed deposit and rental rates for various events.

ACTION: Director Anderson will investigate rates of similar facilities and the Board will review Anderson Hall rates and deposit amounts at the January meeting.

C. WEBSITE MAINTENANCE SERVICE CONTRACT

DESCRIPTION: Wavemaker currently handles website maintenance issues (including site back-ups, security reviews, etc.) are currently dealt with by means of the Board approved contract on a case-by-case basis at the District's instruction with any costs in excess of \$200/month approved by the Board. Wavemaker is proposing that the maintenance aspects of the District's website (per the attached letter and agreement) be a Wavemaker responsibility at a subscription cost of \$40/month (\$30/month if billed to the District's credit card). The services are detailed in the agreement attached.

ACTION: A motion was made by Cathie Anderson, and seconded by Gary Helfrich to approve a subscription agreement with Wavemaker for website backup, security and maintenance to be billed directly to the District's Visa account at a cost of \$30/month.

Directors Anderson, Helfrich, Tominia and Watson voted yes.

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

D. DISTRICT PROPERTY PARKING USAGE POLICY

DESCRIPTION: In accordance with the Board's discussion at the November Board meeting, the Board will review a proposed policy with respect to parking on District property, emergency services usage and overnight parking.

ACTION: There was no action taken on this issue. Director Tominia advised that there is no report at this time.

E. FINAL REPORT: SONOMA COUNTY FIRE & EMERGENCY SERVICES "CHIPPER" PROGRAM

DESCRIPTION: Director Tominia reviewed the "Chipper Program" conducted in October and advised that the program will be available again in March 2015. The Board discussed additional options regarding supervised adult crews and "con" crews that would require the presence of a paid peace officer.

ACTION: The Board did not take further action regarding this program.

F. GRANT PROPOSAL CAL FIRE PEST CONTROL

DESCRIPTION: Director Tominia advised the Board that he had submitted a proposal for a grant from Cal-Fire for Pest Control to "clean up" Camp Meeker. The grant funds available are \$11 million dollars and he has requested for \$6 million dollars. He proposes the grant be in partnership with CMVFD and St. Dorothy's Rest. Discussion regarding this program touched on various aspects of grant administration, responsibility, issues related to District involvement and private property concerns.

ACTION: The Board took no further action with respect to this proposal.

G. COMMUNICATION ST. DOROTHY'S REST

DESCRIPTION: Director Tominia would like to establish a line of communications between St. Dorothy's rest staff and Cathie Anderson to make sure that District parking areas are not occupied by St. Dorothy's visitors/buses on days that events are scheduled at Anderson Hall. Discussion ensued regarding various aspects of the issue.

ACTION: Director Anderson will contact St. Dorothy's staff and provide an update in January Directors' reports.

H. UPDATE: GRANT/ARTS EVENTS

DESCRIPTION: The District received a grant of \$1,000 from the Web and Rose Meier Family Fund/Greater Cincinnati Foundation for the purpose of supporting the arts in Camp Meeker. Ms. Larson conducted the event in December at Anderson Hall. As she was not able to attend the meeting the financial report of grants funds was reviewed.

ACTION: The Board did not take further action on this matter.

XII. 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 suggested that as there will be a new director appointed in January, it would be well for the Board to consider a "training" session to include Brown Act review and other District related information. It was her feeling that Gary Helfrich should conduct the session relative to Brown Act and legal issues.

She went on to inform the Board that there have been a number of requests for the out-of-date calendar developed by the Historical group some years ago as it contains considerable information about Camp Meeker and the Board might consider another calendar sometime next spring.

Director Tominia advised that he is interested in partnering with CMVFD for the fall Gran Fondo event.

XIII. 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 December 2014 meeting of the Camp Meeker Board of Directors is adjourned.

Directors Anderson, Helfrich Tominia, and Watson voted yes.

The motion was approved.

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

The meeting adjourned at 8:29 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

2014-12-16finalmins-cdg1

CHERYL DORAN GIRARD
CLIENT MEMORANDUM

TO: CAMP MEEKER RECREATION & PARK DISTRICT BOARD MEMBERS
FROM: CHERYL DORAN GIRARD
SUBJECT: JANUARY 20, 2015 WARRANTS AND FINANCIAL INFORMATION
DATE: JANUARY 15, 2015

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.

G2014/2015-008	R&P (January 2015)	4,694.79
W2014/2015-008	Water (January 2015)	11,706.17

Cash balances are updated from all reconciled December 31 bank statements from Wells Fargo, Bank of the West and US Bank, plus funds received to date. All bank accounts and PayPal are reconciled and approved by the District's Fiscal Officer through the December 31.

Financial statements contain data available through January 14, 2015. 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, check registers, water funds allocation, County memorandums of funds transfers and finally the financial statements are placed behind the individual warrant details.

A deposit of \$12,393.92 will be made to the Wells Fargo checking account and \$18,297.07 will be deposited in the Wells Fargo Investment account for amounts allocated for capital replacement and USDA debt fund repayment. A rental deposit of \$125.00 will be deposited to the US Bank account. There are no funds on deposit with PayPal as of this writing. Direct Charge and Prop 13 tax revenues were wired to the Wells Fargo checking account on 12/23/2014 and checks have been written to distribute the direct charge dollars to appropriate loan funds. Interest on County funds amounted to \$161.95.

Year-end 2014 EDD tax reports have been filed and 1099s will be issued in the next two days. The process of report development and budget reporting from the accounting software will be further addressed under the "Silver Client Care" plan with Soft Trac upon my return from vacation. Appropriate forwarding of District email has been arranged for that time.

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



Camp Meeker Recreation & Park District

Warrant #

G2014/2015-008

Vendor	G/L Acct	Amount	Explanation
Anderson, Cathie	5010	30.00	Dir Stipend-January 2015
Valery Larson	5010	30.00	Dir Stipend-January 2015
Doran-Girard, Cheryl	5520	963.00	Consulting-Dec/Jan
Doran-Girard, Cheryl	5555	240.75	Consulting-Dec/Jan
Doran-Girard, Cheryl	5556	1,083.38	Consulting-Dec/Jan
Doran-Girard, Cheryl	5550	120.38	Consulting-Dec/Jan
Doran-Girard, Cheryl	5410	73.40	Supplies
Doran-Girard, Cheryl	5425	32.07	Postage
Fedex Office	5426	38.18	Printing
Camp Meeker Water System	5592	80.41	Water Services
Soft Trac LLC	5560	831.25	Database Services Per Contract
Jessica Lopez	5185	80.00	Anderson Hall Clean
PGE	5594	90.76	Electric Service
Perry Johnson	5550	240.00	Legal Fees
US Bank-Visa	5101	418.71	Abila/Verizon/ATT
Lynn Watson	5010	30.00	Dir Stipend-January 2015
Wavemaker	5501	312.50	Custom Dep Issues/Copyright/Admin

Total 4,694.79

DIRECTOR APPROVAL:

DATE:

1/20/15

Camp Meeker Recreation & Park District

Warrant #

W2014/2015-008

Vendor	G/L Acct	Amount	Explanation
Doran-Girard, Cheryl	5520	963.00	Consulting Dec/Jan
Doran-Girard, Cheryl	5550	120.37	Consulting Dec/Jan
Doran-Girard, Cheryl	5556	1,083.37	Consulting Dec/Jan
Doran-Girard, Cheryl	5555	240.75	Consulting Dec/Jan
Doran-Girard, Cheryl	5410	73.40	Supplies
Doran-Girard, Cheryl	5560	160.00	County VPN Security Install/Access
Doran-Girard, Cheryl	5425	32.08	Postage
US Bank	5416	298.00	Abila Contract
Russian River Utility	5515	7,843.99	Contract Services
Russian River Utility	5594	21.79	Electric
Fedex Office	5585	38.17	Printing
SoftTrac LLC	5560	831.25	Contract Payment

Total 11,706.17

DIRECTOR APPROVAL:

DATE:

1/20/15

Camp Meeker Recreation & Parks District
 Check/Voucher Register - Check Register-Current Month test
 1010 - Cash In Wells Fargo Bank-Operating
 From 1/1/2015 Through 1/31/2015

Check Number	Check Description	Vendor Name	Effective Date	Check Amount
1122	Dir Chg Tfr DWR Loan E58237	Camp Meeker Rec & Park Dist	1/20/2015	59,062.17
1123	Dir Chg Tfr--USDA Loan	Camp Meeker Rec & Park Dist	1/20/2015	12,097.07
1124	Director Stipend-January 2015	Cathie Anderson	1/20/2015	30.00
1125	Director Stipend-January 2015	Valery Larson	1/20/2015	30.00
1126	Director Stipend-January 2015	Lynn Watson	1/20/2015	30.00
1127	System Generated Check/Voucher	Camp Meeker Water System	1/20/2015	80.41
1128	System Generated Check/Voucher	Cheryl Doran-Girard	1/20/2015	5,185.95
1129	System Generated Check/Voucher	Fedex Office	1/20/2015	76.35
1130	System Generated Check/Voucher	Jessica Lopez	1/20/2015	80.00
1131	System Generated Check/Voucher	P G & E	1/20/2015	90.76
1132	System Generated Check/Voucher	Perry Johnson Anderson, Miller & Moskowitz	1/20/2015	240.00
1133	System Generated Check/Voucher	Russian River Utility	1/20/2015	7,865.78
1134	System Generated Check/Voucher	Soft Trac LLC	1/20/2015	1,662.50
1135	System Generated Check/Voucher	US Bank	1/20/2015	716.71
1136	System Generated Check/Voucher	Wavemaker Media Design	1/20/2015	312.50

Total Operating Checking \$ 87560.20
less: Tfr Dir Chg CKs 271159.247
Vendor Payments by warrant request \$ 16400.96

Check 1121 Void

Camp Meeker Recreation & Parks District
Check/Voucher Register - Check Register-Current Month test
1030 - Cash in Bank of the West-Water
From 1/1/2015 Through 1/31/2015

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
536	Water Transfer USDA & Capital	Camp Meeker Rec & Park Dist	1/20/2015	6,700.00
537	Water Transfer-Water Operations	Camp Meeker Rec & Park Dist	1/20/2015	12,250.00
				<hr/>
Report Total				106,510.20
				<hr/> <hr/>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
10 - Recreation & Park - Operating
From 7/1/2014 Through 1/20/2015
(In Whole Numbers)

		YTD Budget - Original	Current Year Actual	YTD Budget Variance - Original
Revenue				
4001	Property Taxes-CY Secured	48,000	27,615	(20,385)
4040	Property Taxes-CY Unsecured	0	1,663	1,663
4041	Cost Reimbursement-Collect Delinquent CY Unsec	(1,000)	(34)	966
4101	Interest Pooled Cash -Sonoma County	250	2	(248)
4210	Rental Fees-Anderson Hall	7,500	3,795	(3,705)
4215	Rental Fees-Other	0	1,007	1,007
4220	State-Home Owner Property Tax Relief	500	0	(500)
4250	Donations	0	1,500	1,500
4625	Transfers-Within Fund In	17,000	0	(17,000)
	Total Revenue	72,250	35,548	(36,702)
Expenses				
5010	Director Stipend	720	450	270
5017	Worker Compensation Insurance	1,400	414	986
5101	Communications-Telephone	2,310	1,326	984
5105	Communications-ISP Website	250	175	75
5184	Janitorial Supplies	400	313	87
5185	Janitorial Services	1,700	550	1,150
5210	Insurance-Property & Liability	1,656	0	1,656
5301	Maintenance-Beach and Parks	750	0	750
5302	Maintenance-Bldgs & Improvements	500	0	500
5304	Maintenance-Equipment	0	49	(49)
5401	Memberships	125	70	56
5402	Marketing	0	1,231	(1,231)
5405	Miscellaneous	0	710	(710)
5410	Office Supplies	750	613	137
5415	Office Operations	0	215	(215)
5416	Lease-Accounting Software	1,935	745	1,190
5420	Training-Administrative	750	443	307
5425	Postage	400	288	112
5426	Printing Services	500	791	(291)
5427	Supplies	350	0	350
5428	Food	0	216	(216)
5501	Professional Fees-Web	750	656	94
5520	Administrative Services	19,800	6,598	13,202
5535	Event Promotion/Advertising	0	306	(306)
5540	LAFCO Charges	150	0	150
5550	Legal Services	15,000	2,090	12,910
5555	Professional Services-Auditor	10,086	6,687	3,399
5556	Professional Services-Accounting	3,300	5,186	(1,886)
5560	Professional Fees-Other	0	1,028	(1,028)
5570	Service Fee-PayPal	75	55	20
5575	Bank Service Fees	0	15	(15)
5590	Gas and Oil	1,750	454	1,296
5591	Equipment Rentals	0	582	(582)
5592	Water and Sewer	750	601	149
5594	Utilities	1,000	589	411
8516	Maintenance & Repair	5,000	0	5,000
9001	Contingency	93	0	93

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
10 - Recreation & Park - Operating
From 7/1/2014 Through 1/20/2015
(In Whole Numbers)

	YTD Budget - Original	Current Year Actual	YTD Budget Variance - Original
Total Expenses	<u>72,250</u>	<u>33,446</u>	<u>38,804</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
40 - Recreation & Parks - Water Operations
From 7/1/2014 Through 1/20/2015
(In Whole Numbers)

		YTD Budget - Original	Current Year Actual	YTD Budget Variance - Original
	Revenue			
4010	Direct Charges-Current Year	122,000	71,006	(50,994)
4061	Direct Charges -Prior Year	0	1,223	1,223
4101	Interest Pooled Cash -Sonoma County	250	1	(249)
4110	Interest Earned-Wells Fargo Bank	0	234	234
4310	Sales of Water-Residential	220,000	111,315	(108,685)
4625	Transfers-Within Fund In	30,000	0	(30,000)
	Total Revenue	372,250	183,780	(188,470)
	Expenses			
5101	Communications-Telephone	990	0	990
5105	Communications-ISP Website	250	58	192
5210	Insurance-Property & Liability	3,862	0	3,862
5401	Memberships	125	70	56
5402	Marketing	0	19	(19)
5405	Miscellaneous	0	54	(54)
5410	Office Supplies	500	658	(158)
5415	Office Operations	500	166	334
5416	Lease-Accounting Software	1,935	745	1,190
5420	Training-Administrative	750	443	307
5425	Postage	150	43	107
5426	Printing Services	500	473	27
5501	Professional Fees-Web	750	104	646
5515	Contract Services-Water Operations	95,000	51,773	43,227
5520	Administrative Services	14,500	7,379	7,121
5540	LAFCO Charges	545	0	545
5550	Legal Services	15,000	1,394	13,606
5555	Professional Services-Auditor	11,004	6,687	4,317
5556	Professional Services-Accounting	7,700	4,573	3,127
5560	Professional Fees-Other	0	1,188	(1,188)
5565	Fiscal Agent Fees	300	0	300
5575	Bank Service Fees	0	(12)	12
5576	Property Tax Administration Fee	0	1,071	(1,071)
5585	Public/Legal Notices	500	315	185
5587	Water System Fees-State	2,500	2,369	131
5594	Utilities	3,000	2,921	79
8516	Maintenance & Repair	0	549	(549)
8565	Equipment 2	5,000	0	5,000
8625	Tfr Within Fnd-Out	205,690	0	205,690
9001	Contingency	1,199	0	1,199
	Total Expenses	372,250	83,039	289,211

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
50 - Recreation & Parks - Water Capital
From 7/1/2014 Through 1/20/2015
(In Whole Numbers)

		YTD Budget - Original	Current Year Actual	YTD Budget Variance - Original
		<u> </u>	<u> </u>	<u> </u>
	Revenue			
4110	Interest Earned-Wells Fargo Bank	0	1,137	1,137
4625	Transfers-Within Fund In	<u>15,000</u>	<u>0</u>	<u>(15,000)</u>
	Total Revenue	<u>15,000</u>	<u>1,137</u>	<u>(13,863)</u>
	Expenses			
8516	Maintenance & Repair	5,000	0	5,000
8625	Tfr Within Fnd-Out	<u>30,000</u>	<u>0</u>	<u>30,000</u>
	Total Expenses	<u>35,000</u>	<u>0</u>	<u>35,000</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
60 - Recreation & Parks-DWR E58237
From 7/1/2014 Through 1/20/2015
(In Whole Numbers)

		<u>YTD Budget - Original</u>	<u>Current Year Actual</u>	<u>YTD Budget Variance - Original</u>
	Revenue			
4101	Interest Pooled Cash -Sonoma County	0	85	85
4625	Transfers-Within Fund In	<u>97,077</u>	<u>0</u>	<u>(97,077)</u>
	Total Revenue	<u>97,077</u>	<u>85</u>	<u>(96,992)</u>
	Expenses			
7910	Long Term Debt-Principal	76,888	38,707	38,181
7911	Long Term Debt-Interest	<u>20,189</u>	<u>9,832</u>	<u>10,357</u>
	Total Expenses	<u>97,077</u>	<u>48,539</u>	<u>48,538</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
61 - Recreation & Park - Reserve DWR E58237
From 7/1/2014 Through 1/20/2015
(In Whole Numbers)

		<u>YTD Budget - Original</u>	<u>Current Year Actual</u>	<u>YTD Budget Variance - Original</u>
	Revenue			
4101	Interest Pooled Cash -Sonoma County	0	144	144
	Total Revenue	<u>0</u>	<u>144</u>	<u>144</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
70 - Recreation & Park - USDA Debt Fund
From 7/1/2014 Through 1/20/2015
(In Whole Numbers)

		<u>YTD Budget - Original</u>	<u>Current Year Actual</u>	<u>YTD Budget Variance - Original</u>
	Revenue			
4290	Miscellaneous Revenues	<u>93,613</u>	<u>0</u>	<u>(93,613)</u>
	Total Revenue	<u>93,613</u>	<u>0</u>	<u>(93,613)</u>
	Expenses			
7910	Long Term Debt-Principal	29,500	29,500	0
7911	Long Term Debt-Interest	<u>64,113</u>	<u>32,407</u>	<u>31,706</u>
	Total Expenses	<u>93,613</u>	<u>61,907</u>	<u>31,706</u>

CAMP MEEKER RECREATION & PARK DISTRICT JOURNAL ENTRY AND DOCUMENTATION

ENTRY NUMBER: JV0024

DATE: 12/23/14

FUND	ACCOUNT	EVENT	LATER	ACCOUNT DESCRIPTION	DEBIT	CREDIT	✓
10	1010	00	999	CASH-WELLS FARGO OPERATING	29,245.72		
10	4101	00	999	INTEREST-POOLED CASH COUNTY		2.32	
10	4040	00	999	PROPERTY TAXES-CY UNSECURED		1,662.76	
10	4041	00	999	COST REIM-COL DELINQ TAXES	34.15		
10	4001	00	999	PROPERTY TAXES-CY SECURED		27,614.79	
40	4101	00	999	INTEREST POOLED CASH-CTY		0.92	
40	4061	00	999	PRIOR YEAR DIRECT CHARGES		1,223.24	
40	4010	00	999	DIRECT CHARGES-CURRENT YEAR		71,006.00	
40	5576	00	999	PROPERTY TAX - ADMN FEE	1,070.92		
40	1010	00	999	CASH-WELLS FARGO OPERATING	71,159.24		
10	5575	00	999		15.00		
10	1010	00	999			15.00	

REASON FOR JOURNAL ENTRY:

RECORD TRANSFER OF TAX AND DIRECT
CHARGE PROCEEDS FROM SONOMA
COUNTY TAX COLLECTOR TO WELLS
FARGO BANK PER STATEMENT & COUNTY
DOCUMENTATION AS WELL AS WIRE
TRANSFER FEE CHARGED BY WFB.

PREPARED BY:

DATE POSTED:

FISCAL OFFICER APPROVAL:

Catherine Coleman

DATE:



PAID

Transaction Detail: 7/1/14 through 12/18/14

[illegible]

Balance Sheet

Parameters

Account Description	Beginning Balance Jul 1st	Debits Jul - Dec	Credits Jul - Dec	Ending Balance Dec 31st
72151 Camp Meeker Rec and Park Dist.				
00001 All Asset Accounts				
10000 Cash and Investments				
10100 - Equity in Pooled Cash	2,228.70	31,508.57	(4,491.55)	29,245.72
Total 10000 Cash and Investments	2,228.70	31,508.57	(4,491.55)	29,245.72
Total 00001 All Asset Accounts	2,228.70	31,508.57	(4,491.55)	29,245.72
00002 All Liability Accounts				
20000 Current Payables				
20100 - Vouchers Payable	0.00	2,228.70	(2,228.70)	0.00
Total 20000 Current Payables	0.00	2,228.70	(2,228.70)	0.00
Total 00002 All Liability Accounts	0.00	2,228.70	(2,228.70)	0.00
00003 Fund Balance and Net Position				
30000 Fund Balance				
30500 - FB - Unassigned	(2,228.70)	0.00	0.00	(2,228.70)
Total 30000 Fund Balance	(2,228.70)	0.00	0.00	(2,228.70)
Total 00003 Fund Balance and Net Position	(2,228.70)	0.00	0.00	(2,228.70)
Net YTD (Revenue) Expense	0.00	4,491.55	(31,508.57)	(27,017.02)
Total Fund Balance and Net Position	(2,228.70)	4,491.55	(31,508.57)	(29,245.72)
Total Liabilities and Fund Balance/Net Position	(2,228.70)	6,720.25	(33,737.27)	(29,245.72)
Total	0.00	38,228.82	(38,228.82)	0.00

Balance Sheet

Account Description	Beginning Balance Jul 1st	Debits Jul - Dec	Credits Jul - Dec	Ending Balance Dec 31st
72153 Camp Meeker - Water Operations				
00001 All Asset Accounts				
10000 Cash and Investments				
10100 - Equity in Pooled Cash	1,945.71	74,175.87	(4,962.34)	71,159.24
Total 10000 Cash and Investments	1,945.71	74,175.87	(4,962.34)	71,159.24
Total 00001 All Asset Accounts	1,945.71	74,175.87	(4,962.34)	71,159.24
00002 All Liability Accounts				
20000 Current Payables				
20100 - Vouchers Payable	0.00	1,945.71	(1,945.71)	0.00
Total 20000 Current Payables	0.00	1,945.71	(1,945.71)	0.00
Total 00002 All Liability Accounts	0.00	1,945.71	(1,945.71)	0.00
00003 Fund Balance and Net Position				
30000 Fund Balance				
30500 - FB - Unassigned	(1,945.71)	0.00	0.00	(1,945.71)
Total 30000 Fund Balance	(1,945.71)	0.00	0.00	(1,945.71)
Total 00003 Fund Balance and Net Position	(1,945.71)	0.00	0.00	(1,945.71)
Net YTD (Revenue) Expense	0.00	4,962.34	(74,175.87)	(69,213.53)
Total Fund Balance and Net Position	(1,945.71)	4,962.34	(74,175.87)	(71,159.24)
Total Liabilities and Fund Balance/Net Position	(1,945.71)	6,908.05	(76,121.58)	(71,159.24)
Total	0.00	81,083.92	(81,083.92)	0.00

Balance Sheet

Account Description	Beginning Balance Jul 1st	Debits Jul - Dec	Credits Jul - Dec	Ending Balance Dec 31st
72158 Camp Meeker - Restoration/Dev.				
00001 All Asset Accounts				
10000 Cash and Investments				
10100 - Equity in Pooled Cash	2,669.86	2,669.86	(5,339.72)	0.00
Total 10000 Cash and Investments	2,669.86	2,669.86	(5,339.72)	0.00
Total 00001 All Asset Accounts	2,669.86	2,669.86	(5,339.72)	0.00
00002 All Liability Accounts				
20000 Current Payables				
20100 - Vouchers Payable	0.00	2,669.86	(2,669.86)	0.00
Total 20000 Current Payables	0.00	2,669.86	(2,669.86)	0.00
Total 00002 All Liability Accounts	0.00	2,669.86	(2,669.86)	0.00
00003 Fund Balance and Net Position				
30000 Fund Balance				
30500 - FB - Unassigned	(2,669.86)	0.00	0.00	(2,669.86)
Total 30000 Fund Balance	(2,669.86)	0.00	0.00	(2,669.86)
Total 00003 Fund Balance and Net Position	(2,669.86)	0.00	0.00	(2,669.86)
Net YTD (Revenue) Expense	0.00	5,339.72	(2,669.86)	2,669.86
Total Fund Balance and Net Position	(2,669.86)	5,339.72	(2,669.86)	0.00
Total Liabilities and Fund Balance/Net Position	(2,669.86)	8,009.58	(5,339.72)	0.00
Total	0.00	10,679.44	(10,679.44)	0.00

CERTIFICATE OF APPOINTMENT AND OATH OF OFFICE

DISTRICT DIRECTOR

THIS CERTIFIES that at a regular meeting held on the 16th day of December 2014, the Camp Meeker Recreation & Park District appointed Valery Larson to hold the office of District Director of the above named district to hold the office for the completion of the term expiring December 4, 2015.

OATH OF OFFICE

STATE OF CALIFORNIA)

COUNTY OF SONOMA)

I, VALERY LARSON, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties upon which I am about to enter.

VALERY LARSON

(Address)

Subscribed and sworn to before me this 16TH day of DECEMBER, 2014 .

LYNN E. WATSON

PRESIDENT

January 13, 2015

RE: CAMP MEEKER PAST DUE ACCOUNTS

- **Accounts 6, 19, 50, 55, 65, 68, 69, 97, 103, 107, 110, 129, 134, 139, 146, 150, 154, 155, 158, 172, 178, 180, 185, 186, 203, 209, 224, 226, 227, 244, 264, 293, 297, 315, 322, 323, 332, 337, 338, 339 and 367:** Past due notices will be sent on January 26 and lock off is scheduled for February 8, 2105.
- **Accounts 4, 22, 24, 70, 94, 111, 182, 208, 245, 252, 270, 278, 295, 304, 311, 318, 321, 330, 355, 358:** Past dues are being processed with the January past dues.
- **Account 220:** Payment is on its way as of 1/13/15.

	CAMP MEEKER RECREATION AND PARK DISTRICT						
	PAST DUE REPORT			Jan-15			
ACCT #	CURRENT	1 - 30.	31 - 60	60+	LAST PAYMENT		TOTAL
4	114.58	155.81	56.17		250.00	12/23/14	326.56
6	45.08	43.66			300.00	11/25/14	88.74
19	53.61	49.10	0.47		163.00	12/2/14	103.18
22	49.93	46.31	45.88		103.13	11/18/14	142.12
24	46.78	42.95	41.02		88.28	11/18/14	130.75
50	46.17	42.95			100.00	12/16/14	89.12
53	43.32	2.08			42.90	12/30/14	45.40
55	51.05	48.99			41.00	11/14/14	100.04
65	42.44	44.40			43.51	12/12/14	86.84
68	94.66	77.23			102.95	12/2/14	171.89
69	54.89	54.26			71.68	12/16/14	109.15
70	46.89	45.06	43.12		83.74	10/24/14	135.07
94	120.77	96.66	58.67		150.00	12/30/14	276.10
97	44.56	45.95			86.12	12/9/14	90.51
103	54.68	47.38			119.03	1/6/15	102.06
107	65.47	62.52			62.90	11/21/14	127.99
110	47.65	50.60			110.82	12/12/14	98.25
111	44.08	41.98	39.53		126.00	10/14/14	125.59
124	41.34	0.45			41.03	12/23/14	41.79
129	44.20	42.38			44.37	12/23/14	86.58
133	50.56	0.37			134.00	1/9/15	50.93
134	49.15	45.72			93.11	11/21/14	94.87
135	40.15	3.05			85.91	12/12/14	43.20
139	47.62	44.22	0.52		41.00	10/28/14	92.36
141	45.62	4.47			135.68	12/30/14	50.09
145	40.38	7.59			35.41	12/16/14	47.97
146	45.93	40.20			74.11	12/23/14	86.13
149	48.90	0.14			42.00	12/16/14	49.04
150	42.17	41.00			91.77	12/12/14	83.17
154	61.62	432.00			40.16	11/21/14	493.62
155	47.21	45.46			105.69	12/12/14	92.67
158	43.52	41.83	4.17		200.00	10/21/14	89.52
172	48.26	41.19			50.00	12/23/14	89.45
178	44.62	45.14			104.62	11/18/14	89.76
180	77.06	43.17			50.00	12/30/14	120.23
182	52.33	51.50	44.70		43.00	12/9/14	148.53
185	46.96	34.08			70.00	12/30/14	81.04
186	47.66	39.61			50.00	1/9/15	87.27
203	61.78	20.01			91.00	1/9/15	81.79
208	48.12	45.94	43.16		91.53	10/31/14	137.22
209	45.62	43.12			95.19	12/9/14	88.74
220	101.62	92.49	91.72	80.49	200.00	10/14/14	366.32
224	42.86	41.10			137.35	12/5/14	83.96
226	45.81	48.26			88.47	12/9/14	94.07
227	43.71	42.14			89.51	12/12/14	85.85
244	46.86	27.22			200.00	10/24/14	74.08
245	45.89	43.86	42.78		95.74	11/14/14	132.53
252	55.84	51.16	48.26	45.28	53.97	10/14/14	200.54
264	46.31	50.62			89.96	12/23/14	96.93
270	63.70	64.52	47.42		159.00	11/7/14	175.64
278	44.11	42.01	40.00	0.11	84.10	10/21/14	126.23
293	47.52	45.28			148.72	11/21/14	92.80
295	44.32	42.21	44.20		106.82	10/24/14	130.73
297	45.54	12.82			44.38	10/16/14	58.36
304	51.62	48.95	57.08		89.04	11/14/14	157.65
311	44.22	42.15	40.18		86.97	10/24/14	126.55
315	43.52	42.40			83.45	11/21/14	85.92
318	71.82	74.92	71.43		279.77	10/21/14	218.17
321	48.73	46.67	47.09		44.91	11/4/14	142.49
322	49.24	45.11			105.00	12/9/14	94.35
323	65.94	62.86			132.14	12/2/14	128.80
325	45.98	1.28			98.04	12/9/14	47.26
330	50.34	64.63	45.04		134.67	10/24/14	160.01
332	45.28	45.12			42.76	12/9/14	90.40
337	52.42	94.77			103.31	12/12/14	147.19
338	42.42	12.36			100.00	12/12/14	54.78
339	40.63	12.68			200.00	10/9/14	53.31
349	40.10	0.03			83.33	12/23/14	40.13
350	60.00	0.06			60.00	12/9/14	60.06
355	49.97	47.44	48.07	1.93	55.80	12/2/14	147.41
358	59.72	53.66	66.51	8.24	100.00	11/25/14	188.13
367	49.72	45.20			45.00	12/2/14	94.92
	3,733.15	3,454.51	1,067.19	136.05			8,430.90
			BILLING REGISTER INFORMATION 12/31/14				
			WATER	\$2,331.19	CURRENT CHARGES		\$17,201.50
			SVC CHG	\$14,515.00	PAST DUE		\$2,175.83
			FIRE SVC	\$60.00	OVERPAY/PREPAY		-\$14,085.02
			RECONNECT				
			ADJ	-\$45.69			
			LATE CHGS*	\$341.00	TOTAL RECEIVABLES		\$5,292.31
			Total Receivables		18,576.66		
			Accounts Listed		72		

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	363	JAN	1,393,600	456,600	937,000	828,140	67.24	11.61	
Union Park	369								
Alliance Master Meter	363	FEB	1,477,300	490,600	986,700	827,660	66.79	16.11	
Union Park	369								
Alliance Master Meter	363	MARCH	1,049,000	409,900	639,100	666,550	60.92	-4.29	
Union Park	369								
Alliance Master Meter	363	APRIL	1,399,000	435,000	964,000	761,740	68.91	20.98	
Union Park	369								
Alliance Master Meter	363	MAY	1,206,200	448,200	758,000	798,830	62.84	-5.38	
Union Park	369								
Alliance Master Meter	363	JUNE	1,844,200	684,500	1,159,700	955,680	62.90	17.59	
Union Park	369								
Alliance Master Meter	363	JULY	1,861,300	704,700	1,156,600	1,125,010	62.14	2.73	
Union Park	369								
Alliance Master Meter	363	AUG	2,347,900	773,200	1,574,700	1,425,260	67.07	10.12	
Union Park	369								
Alliance Master Meter	363	SEPT	1,674,700	655,900	1,018,800	1,036,860	60.08	-0.01	
Union Park	369								
Alliance Master Meter	363	OCT	1,663,400	559,700	1,103,700	881,760	66.35	20.10	Loss @ Monte Rio
Union Park	369								Well - leak (well 01)
Alliance Master Meter	363	NOV	1,555,600	611,000	944,600	861,660	60.72	8.70	
Union Park	369								
Alliance Master Meter	363	DEC	1,799,200	912,100	887,100	794,970	49.31	10.38	
Union Park	369								
	TOTAL 2014		19,271,400	7,141,400	12,130,000	10,964,120	65.38	9.38	
	Total 2013		20,172,800	7044100	13,128,700	11,884,410	65.08	9.48	
	Total 2012		20,424,200	6,667,800	13,756,400	12,470,220	67.35	9.35	
	Total 2011		19,307,170	5,925,900	13,381,200	11,916,240	69.77	10.95	OCSD Loss 8.29%
	Total 2010		20,013,990	6,461,400	13,552,500	12,579,240	67.77	7.18	OCSD Loss 12.37%
	Total 2009		21,003,900	6,427,000	14,576,900	13,189,380	69.40	8.26	OCSD Loss 7.78%
	Total 2008		23,183,499	9,129,300	14,054,199	13,184,640	60.62	6.19	OCSD Loss 16.07%
	Total 2007		22,786,000	6,904,600	15,845,400	14,103,260	69.54	11.17	OCSD Loss 10.30%

CHERYL DORAN GIRARD
CLIENT MEMORANDUM

TO: CAMP MEEKER RECREATION & PARK DISTRICT BOARD MEMBERS

FROM: CHERYL DORAN GIRARD

SUBJECT: ACCOUNTING AND ADMINISTRATIVE PROCEDURES: DISTRICT EXPENSES

DATE: JANUARY 14, 2015

This memorandum is to clarify the procedures followed by the District's Finance Officer, Cathie Anderson, and Staff applicable to the approval process and various components of District administration including mail, vendor invoices, invoice processing, check writing and information provided to Directors relative to expenses.

MAIL PROCEDURES

1. The District's correspondence and mail is to be gathered weekly from the District's post office box at the Camp Meeker Post Office by the appointed District Finance Officer.
2. All mail is reviewed by the Finance Officer, and stamped with its date of receipt. As required by the District's Auditor, after review by the Finance Officer invoices are marked as "approved for payment" unless further research is necessary. The mail is then passed on to District staff for processing, data entry, or whatever task required.

STAFF ADMINISTRATIVE AND ACCOUNTING PROCEDURES:

1. General mail is scanned, if needed, held for discussion at the next Board meeting, passed on to appropriate individuals (i.e., Board President, District Counsel, Russian River Utility, etc.) for handling and/or responded to by District staff.
2. Invoices are received either by mail or via email attachment. All email attachments are printed, stamped with a date of receipt and passed to the District Finance Officer for approval prior to processing for data entry and subsequent payment.
3. Upon approval by the District Finance Officer, all invoices and/or statements are reviewed to insure that these were not previously paid, amounts billed are consistent with costs in approved contracts and/or open projects/grants or recurring District costs.
4. After approval and review, invoices are coded to appropriate cost centers (i.e., R&P, Water or other funds) including applicable open project/event designations. Data entry to the District's accounting system is then completed.
5. Ten days prior to a regular Board meeting, the District's amounts due vendors are reviewed and invoices are selected for payment in the District's accounting system and checks are written by the software program and check registers produced for each of the District's accounts reflecting total amounts written to each vendor. In this process, check register totals are compared to both warrant request totals and a total of all checks to be signed by the Board officers.
6. The Board is provided with the following reports via the Board monthly Board information package:

- a. Listing of Amounts paid to vendors by fund (cost center) that includes expense code, vendor name, brief explanation of cost, and total warrant request dollars to be approved;
 - b. Check registers for each checking account listing by check number, vendor, date written, and total dollar amount for each vendor. The total of the warrant requests and the check register must be in agreement prior to submittal to the Board for approval;
 - c. Expense and revenue statements for each fund and each District project;
 - d. Reconciliation of fund balances and District bank accounts and funds held at the County of Sonoma.
7. Printed checks are to be signed by two officers of the Board (assigned this task upon election) after warrant approval. Attached to all checks to be signed are original invoices evidencing Finance Director approval and review.
 8. Staff processes checks for mailing and makes deposits to the District bank accounts within two days of a Board meeting.

Further notes:

It has been suggested that all Board receipts and invoices be provided in the Board package which is loaded to the District's website as required by the Brown Act provision that information provided to Directors must be provided to the public within the 72 hour limit. Aside from the inherent risk of posting documents that include District account numbers and private vendor information, some invoices (i.e., Russian River Utility) have accompanying attachments that result in one invoice consisting of sometimes nine or ten pages. Placing these in the Board packet online or provided to Directors' packet will increase printing costs, as these must be provided to the public as well. In the event that a Director wishes to inspect original documents all invoices are available at the Board meeting.

Attachments:

Board Resolution 2014-002

Sample: Warrant Requests

Sample: Check Register

Camp Meeker Recreation & Park District

Warrant #

G2014/2015-008

Vendor	G/L Acct	Amount	Explanation
Anderson, Cathie	5010	30.00	Dir Stipend-January 2015
Valery Larson	5010	30.00	Dir Stipend-January 2015
Doran-Girard, Cheryl	5520	963.00	Consulting-Dec/Jan
Doran-Girard, Cheryl	5555	240.75	Consulting-Dec/Jan
Doran-Girard, Cheryl	5556	1,083.38	Consulting-Dec/Jan
Doran-Girard, Cheryl	5550	120.38	Consulting-Dec/Jan
Doran-Girard, Cheryl	5410	73.40	Supplies
Doran-Girard, Cheryl	5425	32.07	Postage
Fedex Office	5426	38.18	Printing
Camp Meeker Water System	5592	80.41	Water Services
Soft Trac LLC	5560	831.25	Database Services Per Contract
Jessica Lopez	5185	80.00	Anderson Hall Clean
PGE	5594	90.76	Electric Service
Perry Johnson	5550	240.00	Legal Fees
US Bank-Visa	5101	418.71	Abila/Verizon/ATT
Lynn Watson	5010	30.00	Dir Stipend-January 2015
Wavemaker	5501	312.50	Custom Dep Issues/Copyright/Admin

Total 4,694.79

DIRECTOR APPROVAL:

DATE:

1/20/15

Camp Meeker Recreation & Park District

Warrant #

W2014/2015-008

Vendor	G/L Acct	Amount	Explanation
Doran-Girard, Cheryl	5520	963.00	Consulting Dec/Jan
Doran-Girard, Cheryl	5550	120.37	Consulting Dec/Jan
Doran-Girard, Cheryl	5556	1,083.37	Consulting Dec/Jan
Doran-Girard, Cheryl	5555	240.75	Consulting Dec/Jan
Doran-Girard, Cheryl	5410	73.40	Supplies
Doran-Girard, Cheryl	5560	160.00	County VPN Security Install/Access
Doran-Girard, Cheryl	5425	32.08	Postage
US Bank	5416	298.00	Abila Contract
Russian River Utility	5515	7,843.99	Contract Services
Russian River Utility	5594	21.79	Electric
Fedex Office	5585	38.17	Printing
SoftTrac LLC	5560	831.25	Contract Payment

Total 11,706.17

DIRECTOR APPROVAL:

DATE:

1/20/15

Camp Meeker Recreation & Parks District
 Check/Voucher Register - Check Register-Current Month test
 1010 - Cash In Wells Fargo Bank-Operating
 From 1/1/2015 Through 1/31/2015

Check Number	Check Description	Vendor Name	Effective Date	Check Amount
1122	Dir Chg Tfr DWR Loan E58237	Camp Meeker Rec & Park Dist	1/20/2015	59,062.17
1123	Dir Chg Tfr--USDA Loan	Camp Meeker Rec & Park Dist	1/20/2015	12,097.07
1124	Director Stipend-January 2015	Cathie Anderson	1/20/2015	30.00
1125	Director Stipend-January 2015	Valery Larson	1/20/2015	30.00
1126	Director Stipend-January 2015	Lynn Watson	1/20/2015	30.00
1127	System Generated Check/Voucher	Camp Meeker Water System	1/20/2015	80.41
1128	System Generated Check/Voucher	Cheryl Doran-Girard	1/20/2015	5,185.95
1129	System Generated Check/Voucher	Fedex Office	1/20/2015	76.35
1130	System Generated Check/Voucher	Jessica Lopez	1/20/2015	80.00
1131	System Generated Check/Voucher	P G & E	1/20/2015	90.76
1132	System Generated Check/Voucher	Perry Johnson Anderson, Miller & Moskowitz	1/20/2015	240.00
1133	System Generated Check/Voucher	Russian River Utility	1/20/2015	7,865.78
1134	System Generated Check/Voucher	Soft Trac LLC	1/20/2015	1,662.50
1135	System Generated Check/Voucher	US Bank	1/20/2015	716.71
1136	System Generated Check/Voucher	Wavemaker Media Design	1/20/2015	312.50

Total Operating Checking \$ 87560.20
less: Tfr Dir Chg CKs < 71159.247
Vendor Payments by warrant request \$ 16400.96

Check 1121 Void

Camp Meeker Recreation & Parks District
Check/Voucher Register - Check Register-Current Month test
1030 - Cash in Bank of the West-Water
From 1/1/2015 Through 1/31/2015

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
536	Water Transfer USDA & Capital	Camp Meeker Rec & Park Dist	1/20/2015	6,700.00
537	Water Transfer-Water Operations	Camp Meeker Rec & Park Dist	1/20/2015	12,250.00
				<hr/>
Report Total				106,510.20
				<hr/> <hr/>

RESOLUTION NO. 2014-002

CAMP MEEKER RECREATION & PARK DISTRICT

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAMP MEEKER RECREATION & PARK DISTRICT ESTABLISHING
"BONDED TREASURER"

WHEREAS, the Camp Meeker Recreation and Park District Board of Directors has decided to establish a depository alternative to the County of Sonoma by its Resolution 2014-001 and,

WHEREAS, the California Public Resources Code 5784.9 (e) directs that that the Board appoint a person to be known as the District's finance officer who will serve at the pleasure of the Board, and,

WHEREAS, finance officer may be a member of the Board of Directors, and,

WHEREAS, the Board shall also fix the amount of and approve the finance officer's bond;

NOW, THEREFORE, the Camp Meeker Recreation and Park Board of Directors hereby directs that the Secretary/Treasurer shall hereafter serve as the District's finance officer;

FURTHER, that the finance officer's bond will be \$400,000.00 and will be satisfied through the Public Employee Dishonesty Coverage and Faithful Performance of Duty provisions of the District's insurance policy coverage with Special District Risk Management Authority;

CATHERINE J. ANDERSON, Treasurer, Camp Meeker Board of Directors is hereby authorized to perform the responsibilities of "Finance Officer" for the Camp Meeker Recreation and Park District.

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 29th day of April 2014.

DIRECTORS:

LYNN WATSON Ym GARY HELFRICH Ym JEFF RUSCH sb
CATHERINE J. ANDERSON sb ANTHONY TOMINIA Ym
AYES 3 NAYS _____ ABSTAIN _____ ABSENT 2

CERTIFICATION

The following hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a meeting of the Board of Directors of the Camp Meeker Recreation and Park District at a special meeting of the Board of Directors held on April 29, 2014.

Lynn E. Watson
Lynn E. Watson, President

ATTEST:

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

April 29, 2014

Greenhouse Gas Reduction Fund

➔ Greenhouse Gas Reduction Fund (GGRF) - Fuels Reduction



What – Grants and cost share agreements to landowners, Native American Tribes, public agencies, or 501 c (3) nonprofit organizations to treat (selectively remove) hazardous wildfire fuels (vegetation) and biomass utilization. Two CAL FIRE programs will be used to deliver funding: Fuel Reduction Project grants, and cost-share agreements delivered through the California Forest Improvement Program (CFIP). All projects shall be designed to meet greenhouse gas emission reduction objectives. These objectives include stabilizing or increasing carbon sequestration in trees retained on the project site, reduction of wildfire hazards to decrease wildfire emissions, utilization of biomass to offset use of fossil fuels, and use of solid wood materials to offset emissions resulting from removal of vegetation. Vegetation treatment forestry prescriptions will focus on treating understory trees and brush with a goal of reducing fire hazards, improving tree growth, stabilizing carbon in retained trees, and increasing forest resilience.

Why – Projects will reduce potential greenhouse gas emission from wildfires, stabilize forest carbon stocks through improved forest health and forest resilience, and reduce damage to carbon stocks and related forest values. With wildfires releasing large amounts of greenhouse gasses (GHG) into the atmosphere each year, reducing the amount of vegetation burned will reduce these emissions. Additionally, projects that result in a reduction of the size or severity of wildfire will have a corresponding reduction in GHG emissions from those fires. Lowering the fire severity allows more trees to survive the wildfire. These trees are then able to continue to sequester carbon and maintain the carbon stock into the future.

How–

- **Fuel Reduction Project Grants** - Grant agreements to Native American Tribes, public agencies or 501 c (3) nonprofit organizations for selective removal and utilization of vegetation to reduce wildfire hazards issued and administered by CAL FIRE.
- **CFIP Cost-share Agreements** - Cost share agreements to landowners for selective removal and utilization of vegetation to reduce wildfire hazards delivered through the California Forest Improvement Program.

Eligibility – Forestlands are eligible for funding. All projects will include a scientific methodology to calculate and quantify the GHG emission reductions resulting from the project. Priority shall be given to projects which utilize biomass and other solid wood products; projects which are included in a local Unit fire plan or Community Wildfire Protection Plan; and projects that have a documented assessment of need for providing wildfire protection of human infrastructure and watershed values, and provide other co-benefits (reduced forest pest damage, airshed improvements in non-attainment air basins, invasive weed control, improvement to wildlife habitat, etc.). Work must be completed prior to December 31, 2019.

Contact Persons – Tony Mediati, Vegetation Management Program Manager, CAL FIRE, Sacramento Headquarters at tony.mediati@fire.ca.gov or Stephen Smith, Forestry Assistance Program Manager, CAL FIRE, Sacramento Headquarters stephen.smith@fire.ca.gov.

⑧ Resource Management Links

- Forest Practice
- Forestry/Landowner Assistance
- Environmental Protection and Regulations Program
- State Forests
- Climate Change

➔ Climate Change Links

- Message from the Director
- Message from the Board of Forestry and Fire Protection
- Legislation and Policy
- Climate Mitigation
 - Greenhouse Gas Reduction Fund (GGRF) Forest Management Projects
- Climate Adaptation
- Partners and Links
- Science, Research and Reports
- Tools and Protocols
- Fact Sheets

⑧ GGRF External Links

- AB 32 Statute
- Air Resources Board AB 32 Overview
- AB 32 Climate Change Scoping Plan
- AB 32 Scoping Plan, Appendix C - Natural and Working Lands Working Paper
- Compliance Offset Protocol U.S. Forest Projects (Forest Offset Protocol)
- Forest Project Protocol

[GGRF/SRA Grants Contact List](#)

[Grants Workshop Announcements](#)

[GGRF/SRA Grant Workshop PowerPoint](#)

[GGRF Forest Management Programs Summary](#)