

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

Tuesday, November 21, 2017 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. STATEMENTS OF ABSTENTION

V. PUBLIC COMMENT

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

VI. CONSENT ITEMS (10 minutes)

A. Approval of Minutes

1. September 19, 2017 minutes

2. October 17, 2017 minutes

B. Payment of Claims

C. Journal Entry Approval

D. Administrative and Financial Report

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

A. Report of operations for the current month.

VIII. ACTION ITEMS

A. BRELJE AND RACE SCOPE OF ENGINEERING SERVICES AND COST ESTIMATE 5 YEAR CAPITAL IMPROVEMENT PLAN (Anthony Tominia, Gary Helfrich and Brelje and Race, 5 minutes)

DESCRIPTION: At the October meeting, the Board approved going forward with the scope of engineering services and cost estimates for an evaluation of the water system capital facility improvements, repairs and maintenance including priority, anticipated schedule and an estimated cost of \$22,200.00. The Board action, at the time, did not direct the Board President to sign the contract or source of funds for payment.

PROPOSED ACTION: The Board may/may not authorize President Watson to sign the contract with Brelje and Race to conduct a 5-Year Capital Improvement Plan and direct the costs be paid from the District's Capital fund.

B. WATER RATE STUDY (Rich Ingram-Brelje & Race and
Gary Helfrich/Anthony Tominia, 15 minutes)

DESCRIPTION: Water rates have not been increased since early 2011 despite ongoing increases in costs. Brelje and Race staff and water sub-committee will present information relative to water rates, Prop 218 concerns, capital replacement program and costs for water rate study. This issue was tabled at the October Board meeting pending resolution of some questions.

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

C. WEBSITE UPDATE WAVEMAKER MEDIA (Staff, 10 minutes)

DESCRIPTION: The District's website is its "home base" for residents and information about public meetings, District events, facilities management and to inform residents of upcoming public decisions. The current website is experiencing issues. It was developed in 2010 and while it has worked well for many years, it lacks the ability to be upgraded and is showing problems with updating, posting and booking Anderson Hall rentals due to its outdated technology that lacks the ability to be upgraded past its current state. Wavemaker Media is proposing an upgrade that will be able to be move into the future at a cost of \$3,000.

PROPOSED ACTION: The Board may/may not approve going forward with an update to the District's website theme with Wavemaker Media at a cost of approximately \$3,000.00.

D. FIRE SAFETY AND NOTIFICATION

DESCRIPTION: At the October Board meeting, Kevin Cogliandro inquired regarding interest in creation of an emergency evacuation plan and whether the "old" water tank at Sequoia and Tower could be used for water storage in case of an emergency. The Board will discuss these issues as well as community notification.

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

E. BOARD RETIREMENT PROCESS (Lynn Watson, 10 minutes)

DESCRIPTION: The Board will discuss the process for Board retirement including the process for recruitment of a new Board member.

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

F. DISTRICT POLICIES AND PROCEDURES (Staff, 5 minutes)

DESCRIPTION: As a result of the April 2017 planning session, a draft of the District's policy and procedures manual is in the process of being written. The Board will discuss areas to be included in the manual that will, when completed and adopted by the Board, be added to the District's website.

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

IX. DIRECTORS' REPORTS

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

PROPOSED ACTION: No action or discussion to take place

X. ADJOURNMENT

HOW TO GET AN ITEM ON THE AGENDA

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

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

Submit your agenda items in writing to: Camp Meeker Recreation and Park District, Post Office Box 461, Camp Meeker, CA 95419.

Be sure to include your name, address and phone number. Anonymous submissions will not be considered for discussion.

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

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

2017-11-21finalagendacd3.doc

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

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

I. CALL TO ORDER

The meeting was called to order at 7:05 p.m.

II. ROLL CALL

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

III. APPROVAL OF AGENDA

A motion was made by Anthony Tominia, and seconded by Valery Larson to approve the agenda with the addition of authorization for signing of the OGALS contract for the Habitat Grant.

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

The motion was approved. Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

IV. STATEMENTS OF ABSTENTION

There were no statements of abstention.

V. PUBLIC COMMENT

Linnea Tennyson of 143 Madrone and CMVFD Board advised that 1.) CMVFD is exploring a new roof for the firehouse; 2.) Fire Department would like to have Anderson Hall for 11/11 for a fundraising event; and, further, 3.) clean up of the firehouse is being planned with exploration of a container for storage. As a Camp Meeker resident, she would like a cleanup of the roads before winter.

Kate Riza of Reza Environmental, a North Coast Resources partner, outlined a participation in DWR program for regional water systems and the need to conduct an in-depth needs assessment of Camp Meeker to determine eligibility for future grant funding as a disadvantaged community.

Charles Reed, North Coast Regional Quality Control staff member, stated that it had been determined eight months ago that Camp Meeker is not a disadvantaged community. He went on to outline his work with upgrading septic systems to meet requirements to reduce Russian River pathogens and work with Sonoma County for grants and loans to upgrade.

Karen McBride, Rural Community Assistance Corporation, a nonprofit corporation that works to provide funding for wastewater treatment and disposal. She is working with Charles Reed of NCRQC Board to setup community assistance to Monte Rio. She would like to offer a community workshop with the intent of conducting an income survey to determine what opportunities are available to Camp Meeker.

Director Helfrich thanked Ms. McBride for approaching the Board and stated that a community forum may be a way for Camp Meeker residents to obtain information and become comfortable with an income survey.

Director Tominia suggested that the Board go forward with a community meeting.

VI. CONSENT ITEMS

A. Approval of Minutes

1. August 15, 2017

A motion was made by Anthony Tominia, and seconded by Valery Larson to approve the August 15, 2017 minutes as written.

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

The motion was approved. Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

B. Payment of Claims

After discussion, a motion was made by Anthony Tominia, seconded by Valery Larson to approve the following warrant request 2017-2018-003 and the checks 1629-1642 (Wells Fargo Operating), check numbers 600/601 (Bank of the West-Water) for water receipts transfer, check 1010 (Wells Fargo Investment Account) in payment of USDA loan, and checks 1060-1064 US Bank for Anderson Hall refund of client deposits and transfer of Anderson Hall client rental fees.

G2017/2018-003	RP-September 2017	3,630.16
\$83,564.88*	Water-September 2017	15,752.64

*USDA Payment of \$64,182.08

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

The motion was approved. Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

President Watson entered the meeting at 8:04 p.m.

C. Journal Entry Approval

1. 2017-071, Payment DWR Loan, October 2016

A motion was made by Gary Helfrich, and seconded by Anthony Tominia to approve JV 2017-071 as presented.

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

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

C. Administrative and Financial Report

Ms. Doran-Girard reported that the date of the District audit has been revised to November, that the oaths of office will be at the December meeting as well as the election of officers per discussions at the April 2017 planning session. Bank signature cards will have to be completed by the new officers. She went on to discuss booking/data entry and areas related to Anderson Hall recordkeeping as well as issues occurring with the website as upgrades are needed.

VII. REPORT OF THE WATER SYSTEM OPERATOR

Jamie Dunton of Russian River Utility reported that the Alliance Booster pump had failed and he estimates the cost to bring all back online is approximately \$3,000.00. The failed motor will be repaired and used as a spare.

He also advised that OCSD Water Permit 21214 has been approved and their well will activate on October 17. Director Tominia inquired as to the impact at the well site in the event that Alliance comes to fruition. Mr. Dunton advised that no water from the OCSD well would be used for that purpose.

Director Helfrich concurred and went on to advise that the Alliance upgrade would be for one well only. Rich Ingram stated that ideally it would be good to upgrade both. Discussion ensued.

VIII. ACTION ITEMS

AUTHORIZATION TO SIGN OGALS (Office of Grants and Local Services-State Parks) CONTRACT FOR HABITAT GRANT

DESCRIPTION: The District was awarded a Habitat Grant by State Parks. Funds are not made available by the State until after commencement of the new budget year on July 1, contracts for the grant funds are not forwarded until the funding is available. The District must sign the contract to obtain the funds.

ACTION: A motion was made by Anthony Tominia, and seconded by Valery Larson to authorize the Board President to sign the Habitat Grant Fund contract with State Parks.

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

A. RESOLUTION 2017-009: APPROVAL OF FINAL BUDGET FOR FISCAL YEAR ENDING 6/30/2018

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

ACTION: A motion was made by Valery Larson, and seconded by Anthony Tominia to adopt Resolution 2017-009 and a Final Budget for the fiscal year ending June 30, 2018 as required by law.

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

B. WATER RATE STUDY

DESCRIPTION: Water rates have not been increased since early 2011 despite ongoing increases in costs. Brelje and Race staff and water sub-committee presented information relative to water rates, Prop 218 concerns, capital replacement program and costs for water rate study. Director Helfrich stated that he felt tiered water rates are an effective incentive to conservation of water and he is concerned that there will be no environmental benefit without tiered rates. Rich Ingram concurred and went on to state that, given legal precedents at present, he would be concerned about legal challenge to a tiered rate structure. Discussion ensued.

ACTION: A motion was made by Gary Helfrich, and seconded by Valery Larson to defer approval of the Reed proposal until the October meeting, and, to direct Brelje and Race to provide a detailed estimate of costs to complete a Capital Improvement Study and present at the October Board meeting.

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

C. WATER ACCOUNT 296, 32 MCCLURE, KOLODGE PROPERTIES

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

ACTION: After discussion, a motion was made by Anthony Tominia, and seconded by Valery Larson to grant a one-time refund of charges less the cost of electricity.

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

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

D. DISTRICT MAINTENANCE

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

ACTION: The Board agreed to table the issue of District maintenance until the October meeting therefore, no action was taken.

E. BASKETBALL COURT PAINTING

DESCRIPTION: Director Tominia advised that he has received basketball court stencils used for all courts and will purchase sealant and paint to complete the project.

ACTION: A motion was made by Gary Helfrich, and seconded by Lynn Watson to authorize Anthony Tominia to stencil the basketball court and to be reimbursed for the supplies to do so.

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

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

F. CAMP MEEKER SIGN

DESCRIPTION: Director Tominia advised that Director Anderson would attempt to contact A.J. Ford regarding the sign. Director Helfrich informed the Board that the cost of a public works encroachment permit is \$380.00. He advised that the permit would allow closure of the road with a safety plan and CHP.

ACTION: The Board will further discuss the moving forward regarding the Camp Meeker sign and proposed encroachment permitting and repairs at the October meeting.

G. STATE COMPENSATION INSURANCE AUDIT

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

ACTION: Staff reported no change in the status of SCIF audit issues.

IX. DIRECTORS' REPORTS

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

PROPOSED ACTION: No action or discussion to take place

Director Tominia suggested signage at the Madrone Avenue Park. Additionally, he stated that while no funding has been received from Gran Fondo, he has continued to plan an event and will keep costs low. He also spoke regarding Alliance diversion issues.

X. ADJOURNMENT

As there was no further business to be brought before the Board at this time, a motion was made by Anthony Tominia, and seconded by Valery Larson that the September 2017 meeting of the Camp Meeker Board of Directors is adjourned.

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

The meeting adjourned at 9:04 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

2017-09-19finalminscdg1.doc

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

Tuesday, October 17, 2017 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

The meeting was called to order at 7:05 p.m.

II. ROLL CALL

Directors Anderson, Larson, Tominia and Watson were present. Director Helfrich was absent due to mandatory work required as a result of the Santa Rosa firestorms. Ms. Doran-Girard was not in attendance also.

III. APPROVAL OF AGENDA

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

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

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

IV. STATEMENTS OF ABSTENTION

There were no statements of abstention.

V. PUBLIC COMMENT

Kevin Cogliandro 1.) suggested CMVFD and CMRPD work to create an emergency evacuation plan, and 2.) is interested in whether or not the old water tank at Sequoia and Tower could be used for water storage in case of emergency.

VI. CONSENT ITEMS

A. Approval of Minutes

September 19, 2017 minutes were tabled due to issues related to firestorms in Santa Rosa.

B. Payment of Claims

After discussion, a motion was made by Valery Larson, seconded by Cathie Anderson to approve the following warrant request 2017-2018-004 and the checks 1643-1652 drawn on the Wells Fargo Bank checking account.

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

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

C. Journal Entry Approval

There were no journal entries presented.

D. Administrative and Financial Report

Ms. Doran-Girard was not in attendance due to family issues arising from the firestorms.

VII. REPORT OF THE WATER SYSTEM OPERATOR

- A. The meeting between the water subcommittee, Russian River Utility staff, and David Coleman of Brelje and Race at the treatment facility near Alliance Redwoods was discussed focusing on the following:
- The upgrade at the well site would only apply to the Camp Meeker well;
 - 4 (2 or Camp Meeker) new booster pumps and an upgrade to existing infrastructure would be provided by Alliance;
 - David Coleman and Jamie Dunton were to exchange emails and documents to extrapolate what costs would be, using a similar agreement for Alliance per year to that existing with Occidental for participation in the water system.

VIII. ACTION ITEMS

A. BRELJE AND RACE SCOPE OF ENGINEERING SERVICES AND COST ESTIMATE 5 YEAR CAPITAL IMPROVEMENT PLAN

DESCRIPTION: The Board discussed and reviewed the scope of engineering services and a cost estimate of \$22,200.00 for an evaluation of the water system capital facility improvements, repairs and maintenance including priority, anticipated schedule and estimated cost. The water system was constructed twenty (20) years ago and some facilities are requiring increasing maintenance for continued operations. The Plan is needed to determine appropriate water rates to offset costs of system operations.

ACTION: A motion was made by Anthony Tominia, and seconded by Valery Larson to approve preparation of a Capital Improvement Plan by Brelje and Race by March 2017 at a cost of \$22,200.00 and authorize President Watson to sign the appropriate documents related to the project.

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

B. WATER RATE STUDY

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

ACTION: A motion was made by Anthony Tominia, and seconded by Valery Larson to table approval of the water rate study contingent upon completion of the Capital Improvement Plan by Brelje and Race.

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

IX. DIRECTORS' REPORTS

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

PROPOSED ACTION: No action or discussion to take place

Director Anderson announced that she will be stepping down from the Board sometime after the next year and has discussed participation with a member of the Camp Meeker community. She will remain in place if needed for a smooth transition. In addition, she would like to see Anderson Hall remain so named permanently.

X. 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 Valery Larson that the October 2017 meeting of the Camp Meeker Board of Directors is adjourned.

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

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

The meeting adjourned at 8:38 p.m.

Respectfully submitted,

ANTHONY TOMINIA

2017-10-17finalminscdg1.doc

**CHERYL DORAN GIRARD
CLIENT MEMORANDUM**

TO: CAMP MEEKER RECREATION & PARK DISTRICT BOARD MEMBERS
FROM: CHERYL DORAN GIRARD
SUBJECT: NOVEMBER 21, 2017 WARRANTS AND FINANCIAL INFORMATION
DATE: NOVEMBER 16, 2017

Financial Statements and Warrant Detail in the board packet following this memorandum provide updated information through November 16, 2017.

2017/2018-005	RP-November 2017	4,154.27
\$17,752.42	Water- November 2017	13,598.15

Financial data with the exception of data entry of the 17-18 Final Budget is updated to the server in Austin. Preparation for the audit by State Comp and the District's auditor is ongoing as is writing of the draft policy and procedures manual. All the District's records removed to the District office have been transported back to my Santa Rosa location as the audits will be conducted in my office.

All bank accounts have been reconciled; and, as is usual, invoices relating to the checks written will be on hand for review.

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



WARRANT REQUEST # 2017-2018-005

Page 13 of 40

[illegible][illegible]

Camp Meeker Recreation & Parks District
Check/Voucher Register - CDG-Current Register
1010 - Cash In Wells Fargo Bank-Operating
From 10/18/2017 Through 11/21/2017

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1653	System Generated Check/Vo...	Camp Meeker Wa...	11/21/2017	80.28
1654	System Generated Check/Vo...	Cheryl Doran-Girard	11/21/2017	5,021.52
1655	System Generated Check/Vo...	Jessica Lopez	11/21/2017	206.63
1656	System Generated Check/Vo...	McPhail Fuel Com...	11/21/2017	70.28
1657	System Generated Check/Vo...	P G & E	11/21/2017	104.67
1658	System Generated Check/Vo...	Perry Johnson An...	11/21/2017	30.00
1659	System Generated Check/Vo...	Russian River Utility	11/21/2017	10,871.70
1660	System Generated Check/Vo...	Sonoma Co Tax C...	11/21/2017	350.00
1661	System Generated Check/Vo...	Anthony Tominia	11/21/2017	282.86
1662	System Generated Check/Vo...	US Bank	11/16/2017	644.48
1663	Director Stipend-November ...	Cathie Anderson	11/21/2017	30.00
1664	Director Stipend-November ...	Valery Larson	11/21/2017	30.00
1665	Director Stipend	Lynn Watson	11/21/2017	30.00
Total 1010 - Cash In Wells Fargo Bank-Operating				17,752.42

Camp Meeker Recreation & Parks District

Check/Voucher Register - CDG-Current Register

1030 - Cash in Bank of the West-Water

From 10/18/2017 Through 11/21/2017

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
604	Water Receipts Tfr-USDA & ...	Camp Meeker Rec...	11/21/2017	6,600.00
605	Water Receipts Tfr-Water O...	Camp Meeker Rec...	11/21/2017	<u>13,900.00</u>
		Total 1030 - Cash in Bank of the West-Water		20,500.00
				<u> </u>
Report Total				<u><u>38,252.42</u></u>

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

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4210	Rental Fees-Anderson Hall	0	3,650	3,650
4215	Rental Fees-Other	0	720	720
	Total Revenue	0	4,370	4,370
	Expenditures			
5010	Director Stipend	0	450	(450)
5101	Communications-Telephone	0	381	(381)
5105	Communications-ISP Website	0	100	(100)
5110	Communications-Website Other	0	125	(125)
5184	Janitorial Supplies	0	258	(258)
5185	Janitorial Services	0	680	(680)
5301	Maintenance-Beach and Parks	0	106	(106)
5405	Miscellaneous	0	700	(700)
5410	Office Supplies	0	253	(253)
5416	Lease-Accounting Software	0	623	(623)
5425	Postage	0	69	(69)
5426	Printing Services	0	198	(198)
5428	Food	0	126	(126)
5501	Professional Fees-Web	0	63	(63)
5520	Administrative Services	0	4,040	(4,040)
5540	LAFCO Charges	0	116	(116)
5550	Legal Services	0	542	(542)
5555	Professional Services-Auditor	0	1,284	(1,284)
5556	Professional Services-Accounting	0	5,011	(5,011)
5575	Bank Service Fees	0	(20)	20
5590	Gas and Oil	0	584	(584)
5591	Equipment Rentals	0	227	(227)
5592	Water and Sewer	0	412	(412)
5594	Utilities	0	382	(382)
8565	Equipment 2	0	683	(683)
8625	Tfr Within Fnd-Out	0	835	(835)
	Total Expenditures	0	18,225	(18,225)
	Excess of Income Over (Under) Expense	0	(13,855)	(13,855)

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

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4310	Sales of Water-Residential	<u>0</u>	<u>55,493</u>	<u>55,493</u>
	Total Revenue	<u>0</u>	<u>55,493</u>	<u>55,493</u>
	Expenditures			
5101	Communications-Telephone	0	181	(181)
5105	Communications-ISP Website	0	100	(100)
5405	Miscellaneous	0	60	(60)
5410	Office Supplies	0	329	(329)
5416	Lease-Accounting Software	0	623	(623)
5426	Printing Services	0	131	(131)
5501	Professional Fees-Web	0	88	(88)
5515	Contract Services-Water Operations	0	42,255	(42,255)
5520	Administrative Services	0	4,584	(4,584)
5540	LAFCO Charges	0	478	(478)
5550	Legal Services	0	539	(539)
5555	Professional Services-Auditor	0	1,240	(1,240)
5556	Professional Services-Accounting	0	5,550	(5,550)
5575	Bank Service Fees	0	20	(20)
5594	Utilities	0	3,697	(3,697)
8516	Maintenance & Repair	0	788	(788)
8565	Equipment 2	0	574	(574)
8625	Tfr Within Fnd-Out	<u>0</u>	<u>4,076</u>	<u>(4,076)</u>
	Total Expenditures	<u>0</u>	<u>65,311</u>	<u>(65,311)</u>
	Excess of Income Over (Under) Expense	<u>0</u>	<u>(9,818)</u>	<u>(9,818)</u>

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

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4110	Interest Earned-Wells Fargo Bank	0	108	108
4625	Transfers-Within Fund In	0	2,500	2,500
	Total Revenue	0	2,608	2,608
	Expenditures			
8625	Tfr Within Fnd-Out	0	2,500	(2,500)
	Total Expenditures	0	2,500	(2,500)
	Excess of Income Over (Under) Expense	0	108	108

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

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

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

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4625	Transfers-Within Fund In	<u>0</u>	<u>31,335</u>	<u>31,335</u>
	Total Revenue	<u>0</u>	<u>31,335</u>	<u>31,335</u>
	Expenditures			
7910	Long Term Debt-Principal	0	34,000	(34,000)
7911	Long Term Debt-Interest	0	30,182	(30,182)
8625	Tfr Within Fnd-Out	<u>0</u>	<u>30,500</u>	<u>(30,500)</u>
	Total Expenditures	<u>0</u>	<u>94,682</u>	<u>(94,682)</u>
	Excess of Income Over (Under) Expense	<u>0</u>	<u>(63,347)</u>	<u>(63,347)</u>

CAMP MEEKER RECREATION AND PARK DISTRICT									
Allocation of Water Receipts Fiscal Year 7/1/2017 -6/30/2018									
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-17	July-17	17,964.78 *	17,500.00	6,100.00	500.00	10,900.00	17,500.00		
September-17	August-17	17,832.96	17,500.00	6,100.00	500.00	10,900.00	17,500.00		
October-17	September-17	17,910.96	17,500.00	6,100.00	500.00	10,900.00	17,500.00		
November-17	October-17	20,877.98 **	20,500.00	6,100.00	500.00	13,900.00	20,500.00		
December-17	November-17		-	-	-	-	-		
January-18	December-17		-	-	-	-	-		
February-18	January-18		-	-	-	-	-		
March-18	February-18		-	-	-	-	-		
April-18	March-18		-	-	-	-	-		
May-18	April-18		-	-	-	-	-		
June-18	May-18		-	-	-	-	-		
July-18	June-18		-	-	-	-	-		
YTD Totals		74,586.68	73,000.00	24,400.00	2,000.00	46,600.00	73,000.00		
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				
				6,100.00	500.00				
*By telephone									
**Uncleared Checks									
11/15/17									

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

November 13, 2017

RE: CAMP MEEKER PAST DUE ACCOUNTS

- **Accounts 14, 23, 24, 47, 50, 59, 72, 84, 89, 92, 94, 97, 98, 109, 115, 118, 120, 121, 122, 124, 125, 126, 129, 148, 151, 152, 155, 158, 162, 187, 207, 208, 209, 222, 227, 245, 270, 278, 299, 306, 310, 317, 323, 325, 329, 338, 340, 365, 366, and 367:** Past due notices will be processed on November 27, 2017, and lock offs will be scheduled for December 7, 2017.
- **Accounts 1, 6, 161, 220, 304, 307 and 337:** Payments are in hand or on the way.
- **Accounts 140:** This service was locked off on September 7, 2017. Customer paid \$147.00 on September 15, 2017. This did not clear the balance in full, so water service was not restored. Customer has cut lock and has been using water. A \$50 tampering fee has been added to the account. Attempt to pull the meter on November 9, 2017 was unsuccessful as there was a car parked over the meter. Attempts to reach customer by knocking on the door were also unsuccessful.

On November 13, a cash payment of \$140 was dropped off before open office hours. The customer did call the office at 2:00pm and asked what the remaining balance was. It was brought to customer's attention that a \$50 tampering fee had been assessed.

- **Account 247:** Lien property? A call was received requesting information on where to send payment for any outstanding balances. The property is going into foreclosure. It is unclear when/if payment will be sent.

Customer Detail

Account Number 247

CAMP MEEKER	CA
95419-0110	(650)315-1981
Months On System	232
Total Usage	345.060
Average Usage	1,487
Sequence Number	870
Meter Serial Number	99828475
Route Number	2
Last Read Date	11/7/2017
12 Month Average	595
Last Year Average	910
Previous Year Average	1.580
Last "Paid On Time" Date	11/23/2016
Last Late Charge Date	11/7/2017
Number Of Late Months	41
Next Due Date	12/2/2017
Year To Date Charges	\$579.20

Deposit Information

Deposit Amount	\$0.00	Deposit Date		Certificate Number	0
Deposit Amount 2	\$0.00	Deposit 2 Date		Services	Current Balance
0					
Usage		Charges	Read Date	Reading	
January	490	43.17	1/4/2017	34702 L	SERVICE CHARGI \$40.00
February	30	44.41	2/8/2017	34705 L	
March	0	81.57	3/2/2017	34705 L R	Late Charge \$31.15
April	0	48.90	4/4/2017	34705 L	
May	0	53.10	5/5/2017	34705 L	
June	0	55.75	6/6/2017	34705 L	
July	0	58.54	7/6/2017	34705 L	
August	0	61.46	8/7/2017	34705 L	
September	0	64.54	9/7/2017	34705 L	
October	0	67.76	10/5/2017	34705 L	
November	1,250	44.63 Est	11/9/2016	34592 L	Previous Charges \$623.05
December	610	41.35	12/8/2016	34653 L	
Last Payment	11/23/2016	\$42.13	Check Number	223	Current Balance 694.20
Age 1	\$67.76	Age 2	\$64.54	Age 3	\$490.75

		PAST DUE LIST					
	CAMP MEEKER RECREATION AND PARK DISTRICT						
						Nov-17	
ACCT	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT		TOTAL
1	44.47	42.31	45.43		84.26	9/11/2017	132.21
6	52.47	51.13	61.48		94.55	9/11/2017	165.08
14	43.08	40.84			41.54	9/21/2017	83.92
23	46.36	43.98			89.67	10/3/2017	90.34
24	44.38	45.27			84.59	10/16/2017	89.65
44	43.47	2.80			41.00	11/7/2017	46.27
47	50.28	48.04			57.35	9/26/2017	98.32
50	53.47	48.49			105.00	9/15/2017	101.96
59	43.73	41.46			90.31	10/16/2017	85.19
61	40.18	0.05			40.00	10/20/2017	40.23
72	42.00	40.00			82.15	9/26/2017	82.00
77	40.00	0.15			40.00	10/20/2017	40.15
84	44.79	42.26			43.38	9/21/2017	87.05
89	47.34	44.36			44.90	9/21/2017	91.70
92	57.58	53.97			61.40	10/16/2017	111.55
94	46.44	34.05			100.00	10/20/2017	80.49
97	43.04	38.78			86.42	8/16/2017	81.82
98	42.67	44.50			45.58	10/3/2017	87.17
99	44.84	0.06			42.80	10/20/2017	44.90
109	51.87	52.11			79.85	10/16/2017	103.98
115	42.53	40.28			40.40	9/26/2017	82.81
118	190.23	84.65			66.50	9/26/2017	274.88
120	43.78	40.80			40.52	9/26/2017	84.58
121	84.78	46.06			44.08	9/26/2017	130.84
122	46.75	44.10			43.98	9/26/2017	90.85
124	43.55	40.90			41.16	9/26/2017	84.45
125	42.00	40.00			44.74	9/26/2017	82.00
126	47.84	44.34			45.02	9/26/2017	92.18
129	43.68	45.63	1.18		84.18	10/24/2017	90.49
140	105.65	49.27	90.92		147.00	9/15/2017	245.84
145	44.30	2.48			91.47	10/20/2017	46.78
148	45.74	42.30			42.38	10/3/2017	88.04
150	47.86	0.06			93.24	9/21/2017	47.92
151	74.46	69.21			69.13	10/16/2017	143.67
152	44.95	42.86	0.05		169.50	9/18/2017	87.86
155	52.42	48.31			200.00	10/30/2017	100.73
158	47.95	54.65			135.81	10/31/2017	102.60
161	48.50	43.62	21.20		100.00	9/11/2017	113.32
162	49.03	4.18			93.00	10/31/2017	53.21
187	49.60	45.54			100.61	9/15/2017	95.14
192	42.77	9.75			200.00	9/11/2017	52.52
207	44.52	40.40	5.68		130.57	9/11/2017	90.60
208	44.81	35.42			100.00	10/16/2017	80.23
209	44.41	43.76			45.71	10/3/2017	88.17
220	77.37	74.59	76.75		172.24	9/15/2017	228.71
222	67.74	60.72			128.83	10/5/2017	128.46

ACCT	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT		TOTAL
227	42.59	16.20			87.35	10/3/2017	58.79
245	43.92	47.24			88.75	10/5/2017	91.16
247	71.15	67.76	64.54	490.75	42.13	11/23/2016	694.20
268	59.83	0.35			50.00	9/18/2017	60.18
270	52.89	52.42	2.32		60.00	10/3/2017	107.63
278	42.00	40.00			86.10	10/16/2017	82.00
295	116.40	110.86	105.58	1,311.63	150.00	4/8/2016	1,644.47
299	44.72	42.34			92.67	10/3/2017	87.06
304	51.82	47.91	80.02	26.93	150.00	9/7/2017	206.68
306	47.97	46.64			50.00	10/3/2017	94.61
307	49.95	48.14	50.36		109.61	9/11/2017	148.45
310	48.01	45.71			42.26	10/24/2017	93.72
317	48.06	44.72			98.30	10/3/2017	92.78
323	107.20	109.35			419.33	10/16/2017	216.55
325	48.40	47.43	1.70		105.19	9/7/2017	97.53
329	59.43	52.05			50.68	10/30/2017	111.48
330	44.26	0.26			50.19	10/20/2017	44.52
337	61.11	61.61	85.57		100.00	10/5/2017	208.29
338	42.75	27.81			100.00	9/7/2017	70.56
339	53.96	51.39	82.27	145.46	200.00	3/24/2017	333.08
340	42.33	41.42			82.42	10/3/2017	83.75
350	70.00	3.38			67.63	10/31/2017	73.38
365	72.95	68.90			68.18	9/26/2017	141.85
366	47.71	44.64			44.24	9/26/2017	92.35
367	48.62	46.06			107.62	9/21/2017	94.68
	3,857.71	2,973.08	775.05	1974.77	6,327.47		9,580.61
BILLING REGISTER INFORMATION OCTOBER 31, 2017							
WATER	\$ 3,370.46	CURRENT CHARGES		\$ 17,024.26			
SVC CHG	\$ 14,475.00	PAST DUE		\$ 5,650.38			
FIRE SVC	\$ 60.00	OVERPAY/PREPAY		\$ (16,206.98)			
RECONN							
ADJ	\$ (1,584.10)						
LATE CHGS	\$ 652.90	TOTAL RECEIVABLES		\$ 6,467.66			
TOTAL RECEIVABLES:				\$19,985.17			
ACCOUNTS LISTED:				71			

CAMP MEEKER RECREATION AND PARK DISTRICT									
WATER SALES 2017									
METER	ACCT NO.	MONTH	TOTAL AMOUNT PUMPED GALLON S	AMOUNT PUMPED TO OCSD	NET AMOUNT PUMPED	AMT SOLD	% PUM PED TO CMR &PD	% LOSS	NOTES
Alliance Master Meter	363	JAN	1,603,500	484,800	1,118,700	646,560	69.76	42.20	
Union Park	369								
Alliance Master Meter	363	FEB	1,353,800	483,600	870,200	797,210	64.27	8.38	
Union Park	369								
Alliance Master Meter	363	MARCH	1,154,200	345,200	809,000	494,320	70.09	38.89	
Union Park	369								
Alliance Master Meter	363	APRIL	1,425,510	496,000	956,510	773,310	67.09	19.15	
Union Park	369								
Alliance Master Meter	363	MAY	1,350,420	835,700	1,451,250	790,050	107.46	45.56	
Union Park	369								
Alliance Master Meter	363	JUNE	2,286,950	685,700	1,601,250	1,060,480	70.01	33.77	
Union Park	369								
Alliance Master Meter	363	JULY	1,735,190	784,100	951,090	981,360	54.81	3.18	
Union Park	369								
Alliance Master Meter	363	AUG	2,069,040	612,200	1,456,840	1,181,120	70.41	18.92	
Union Park	369								
Alliance Master Meter	363	SEPT	1,801,380	535,300	1,266,080	1,082,510	70.28	14.49	
Union Park	369								
Alliance Master Meter	363	OCT	2,034,400	665,600	1,368,800	892,080	67.28	34.82	
Union Park	369								
Alliance Master Meter	363	NOV							
Union Park	369								
Alliance Master Meter	363	DEC							
Union Park	369								
	TOTAL 2017								
	Total 2016		21,974,600	6,771,900	11,821,200	10,153,380	53.79	13.16	
	Total 2015		22,774,200	6,842,400	15,518,310	10,118,260	68.13	67.xx	
	Total 2014		19,271,400	714,1400	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%



August 31, 2017

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

Subject: Proposal to Conduct a Water Rate Study

Dear Ms. Doran-Girard,

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

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

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



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

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

Scope of Services

Specific tasks for the proposed water rate study include:

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

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

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



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

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

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

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

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



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

Cost and Schedule

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

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

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

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

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

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



Initial Information Needs

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

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

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

* * * * *

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

Sincerely,

Robert Reed
The Reed Group, Inc.



Camp Meeker Website Theme Update 2017

This project involves the creation of a custom designed theme for the campmeeker.org website. This new theme is to replace the current theme that was created in 2010 by the Wordpress team. While that theme has served Camp Meeker well for many years, it lacks the ability to be upgraded past its current state and is now showing issues due to the outdated technology.

Camp Meeker will now have a modern theme that has great support and will be able to be upgraded into the future. The advanced theme will be designed to appear and work correctly on mobile devices as well as computers. It will offer state of the art features that will make the site easier for visitors to navigate and use. Search engines will also navigate the site easier too. This will help with increasing search engine rank.

The graphic design of the site will capture the spirit of the Camp Meeker district. It will be sophisticated in it's simplicity, and suitable for a community governmental organization. Kari and I would be happy to stop by to take photographs to use within the site's design or anywhere else. If you approve, we'd like to make a simple slide show on the home page with a few beautiful shots of Camp Meeker. Occasionally updating the slides over time will be easy to do so we can keep the site looking fresh.

The design phase occurs in steps with a primary sketch that is shown for approval and revisions before the website construction begins. During construction, you will be able to view the prototype website as it is developed. The current Camp Meeker site will remain online until the new site is complete. Once it is approved for launch, we can then replace the current site with the new site.

The current website contains 30 pages of content that will need to be migrated to the new site. This usually involves a certain amount of re-layout work for most pages. We also migrate all archives of Agenda's, Minutes, Public Notices, Audit Reports, and blog posts, to the new site. There's about 30 plugins that need to be re-installed and set up. The internal workings of the new theme may make some plugins not needed anymore, and they can be eliminated. The MailPoet newsletter app also gets upgraded to the latest version, and Kari will design a new Camp Meeker newsletter template that will complement the appearance of the site.

There's a considerable amount of work involved with this upgrade. We are happy to honor our current \$50 per hour arrangement in order to keep costs at the estimated amount. To do this, we will be planning to keep the graphic design as simple as possible while still providing a rich experience to the visitor.

The new site will be a joy for the Camp Meeker community to use. We should expect that it will see more activity than ever before. The Wordpress admin will continue to be easy to use, and to train others to use. And, Wavemaker is always nearby to continue to help where we are most needed.

Please let me know if you have any questions.

Thank you! -Steve & Kari



WAVEMAKER MEDIA DESIGN

company: Camp Meeker Recreation & Park District
contact: Cheryl Doran Girard
address: PO Box 461, Camp Meeker, CA 95419

date: 10.17.17
e-mail: cdgirard1945@yahoo.com
phone: 707.545.2108

project description:

Custom design of the new Camp Meeker Wordpress theme. The state of the art theme will give the site an upgrade path into the future, and will be able to accommodate features found on website's of today. The theme is the part of the site that the public uses (the front end), and so this upgrade will make a dramatic improvement to the visitor's experience, especially on mobile devices. Search engines will also look at the site in a more favorable light.

1. Creation of custom designed theme. Responsive website format will adapt to a range of display sizes including; desktop computers, mobile pads & phones.
2. Migrate content of all (30) pages to new website (see attached sitemap). Layout adjustments as needed.
3. Migrate archives of all Agendas, Minutes, Public Notices & Audit Reports, including PDF archives to new website.
4. Installation and setup of all needed plugins (approx (30) plugins are used in the current site).
5. Location photography shoot at Camp Meeker for beauty shots.
6. Home page slideshow with up to (5) slides created.
7. Install MailPoet newsletter app. Create custom designed newsletter template. Import contact list.
8. Search Engine Optimization of page titles & tags. Submission to Google, Bing, & more.
9. Google Analytics tracking code installed to all pages. Google Visitor Statistics Reports setup.
10. Upload to client's host account. Testing.


client will provide:

1. All content (contained in current site).
2. Single point of contact for consultations, meetings, reviews, sign-offs, response to emails, etc.,.

website development estimate: \$3,000.00 - deposit: \$1,000.00

The fees and expenses shown are minimum estimates only. Final fees and expenses shall be shown when invoice is rendered. The Client's approval shall be obtained for any increases in fees or expenses that exceed the original estimate by 10% or more. Revisions or additional work beyond estimated time will be at a hourly rate of \$50. All work is covered by Wavemaker's terms & conditions: wavemakermediadesign.com/terms-conditions.

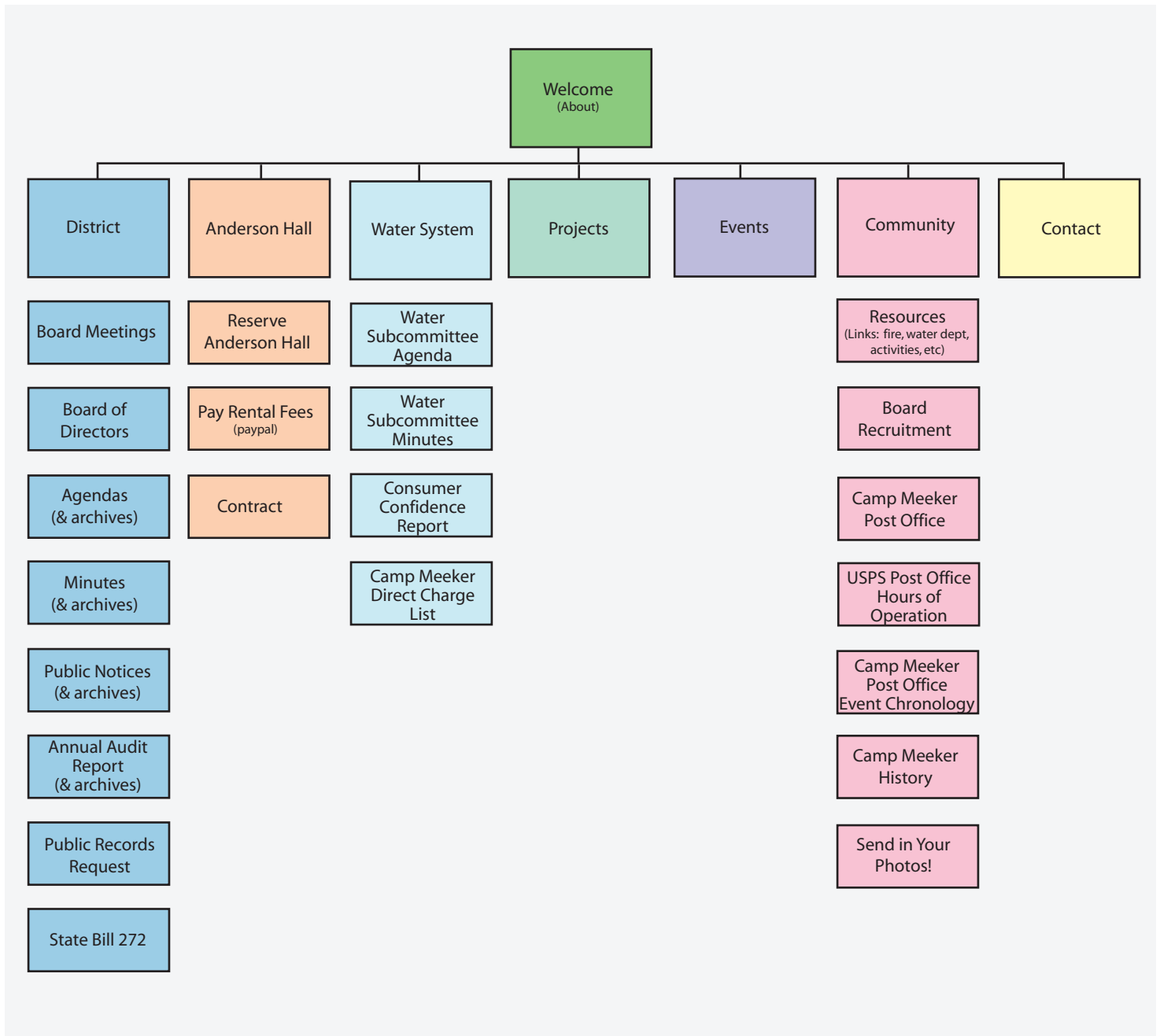
 client signature / date



 wavemaker rep / date

10.17.17

To proceed with project, please return signed Estimate **and** Terms & Conditions on following page.





WAVEMAKER MEDIA DESIGN

Camp Meeker

Cancellation and Delays: In the event of cancellation of this assignment, a cancellation fee for work completed, based on the contract price and expenses already incurred, shall be paid by the Client. Delays to project due to client that exceed 30 consecutive days, will incur a fee of an additional 10% of total cost for rescheduling and start-up of project.

Costs: Estimates for project costs are valid for 30 days from the date of the estimate. Production costs shall not exceed estimate by more than 10% without notification to the Client. Wavemaker will make all reasonable attempts to satisfy project requirements within the constraints of the Clients budget. Work requested by Client that requires additional time, materials or services that is beyond the scope of the project described in the contract will be billed on an hourly basis at \$75 per hour. Schedules accelerated by client are subject to rush charges to be billed out at \$90 per hour. Hourly cost may be higher for work done by sub-contractors that may be employed by Wavemaker.

Payment Terms: Payment terms are to be agreed upon before work begins. Final payment made before release of completed project. A 1.5% per month charge will be applied to all overdue accounts. Client agrees to pay actual expenditures in any attempt to collect the amount due, including reasonable attorney's fees for necessary court process.

Warranty and Liability: While Wavemaker makes every attempt to ensure that the Client's website, scripts, programs, and setup of outside services are free of errors, Wavemaker is not responsible for any losses incurred due to errors that occur within the website or any service associated to the website. While Wavemaker makes every attempt to recommend adequate ISP's, domain registrars, print shops and other services when needed, Wavemaker is not responsible for problems and associated costs due to outside services. In no event will Wavemaker be held liable by the Client or any 3rd party for any damages including; loss of profits or other incidental, consequential, or special damages arising out of the operation or inability to operate their business in part or in full. Wavemaker shall exercise reasonable care and diligence in the handling of customers materials. Wavemaker shall not be liable for consequential damages. The liability of Wavemaker for any damage or loss whatsoever arising from handling, shall be limited to the replacement of raw materials. No other warranty is expressed or implied. Storage of materials at Wavemaker's facility is at customers risk.

Indemnity: The Client agrees to indemnify and holds Wavemaker harmless from any loss, damage or liability for infringement of copyrights arising from the use or sale of materials created by Wavemaker. The Client is solely responsible for complying with all laws, taxes and tariffs that may be involved, or become involved, with doing business on the internet and will hold harmless, protect and defend Wavemaker and its subcontractors from any claim, suit, penalty, tax or tariff arising from the Client's exercise of internet electronic commerce.

Rights: Wavemaker grants usage rights to the Client of the finished product for use on the internet & print. Wavemaker retains ownership of all original artwork, whether preliminary or final. Wavemaker reserves the right to utilize finished designs for promotional purposes, for example, but not limited to Wavemaker promotional materials. The rights to photographs, graphics and any third party items such as source code, always remain the property of their respective owners. The Client is responsible for obtaining copyrights for all materials that they supply to Wavemaker for use in the Clients' production. Wavemaker reserves the right to display a small line of text at the bottom of the Client's website that will link to Wavemaker's website. Wavemaker reserves the right to update these terms & conditions at any time. Wavemaker's failure to enforce any right or provision of these terms & conditions will not be considered a waiver of those rights. These terms & conditions constitute the entire agreement between the Client & Wavemaker, and supersede and replace any prior agreements between the Client & Wavemaker.

10.17.17

client signature / date

Please sign and return with estimate to proceed with project.

CAMP MEEKER RECREATION AND PARK DISTRICT POLICY AND PROCEDURES MANUAL 2017

PREFACE

The Camp Meeker Recreation and Park District is an independent Special District organized in 1931 under the California Public Resources Code, Div. 5, Chapter 4, Section 5780 (et seq).

The District's purpose is to organize, promote, and conduct programs of community recreation including parks and open space, and other related services that improve the community's quality of life. The Board of Directors is committed to setting standards of excellence in public service.

The District's areas of operation include Anderson Hall and related areas; Dutch Bill Creek beach (and areas adjacent to it) and the parking area; the Post Office trailer site; the District's "office" and basketball court; Fire station land and other parcels throughout the community.

The District was authorized to operate a ["county water district"](#) under provision 5787.22 in April 1994; and, LAFCO Resolution 2339 gave the District authority to develop and operate a wastewater system in August 1999. From time to time, a sub-committee consisting of two Camp Meeker and two Occidental board members meet to discuss areas of mutual concern.

TABLE OF CONTENTS

<u>Policy #</u>	<u>Policy Title</u>
1000	General
1000	Purpose of Board Policies
1010	Adoption/Amendment of Policies
1020	Conflict of Interest
1030	Public Records Act Requests
1050	Informational Mailings-Requests from External Entities
2000	Board of Directors
2010	Code of Ethics
2020	Attendance at Meetings
2030	Board Officers (Check signers?)
	Board President (Communication Policy here?)
	Board Vice President
	Board Secretary/Treasurer
	District Credit Card Policy
2040	Board Member Compensation & Expense
3000	Board Meetings
	Board Meetings
	Compliance With Brown Act
	Board Meeting Agenda
	Board Meeting Conduct
	Board Actions and Decisions
	Minutes of Board Meetings
	Rules of Order and Committee Meetings
	Electronic Communications-Ethics and Security

4000

Administration and Finance

District Administration
District Website
Membership in Associations
Financial Recordkeeping
 Preliminary Budget
 Final Budget
 Petty Cash Policy
 District Safe
 Financial Audit
Records Retention
Investment Policy
Grant Policy
District Reserves-Recreation & Park

5000

Purchasing and Contracts

6000

Facilities and Land Management

Park and Facilities Naming Policy
Anderson Hall
 Property Management
Beaches and Park Lands
Park Facilities-Signage

7000

Water Operations

Water System
Customer Privacy
Water Bill Waivers
Water System Operations-Contract RRU
Water System Operations-Partners: OCSD (Alliance?)
Water Code
Water Rates
Direct Charges
Drought Contingency Plan
Capital Improvement Plan

9000

Personnel (For Future Use?)