



Post Office Box 461  
Camp Meeker, CA 95419  
707-874-9246  
[www.campmeeker.org](http://www.campmeeker.org)

**REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
LOCATION: TELECONFERENCE – SEE BELOW  
JANUARY 18, 2022 7:00 P.M.  
AGENDA**

**IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:**

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

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

**HOW TO OBSERVE THE MEETING:**

Topic: Camp Meeker Board Meeting

Time: Jan 18, 2022 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89218254200?pwd=d0RrcWlQMVg1OGdRRW5ZR0p2MUVBQT09>

Meeting ID: 892 1825 4200

Passcode: 006855

One tap mobile

+16699006833,,89218254200#,,, \*006855# US (San Jose)

+12532158782,,89218254200#,,, \*006855# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

#### HOW TO SUBMIT PUBLIC COMMENTS:

**Written/Read Aloud:** Please email your comments to [comments@campmeeker.org](mailto:comments@campmeeker.org), write “Public Comment” in the subject line. In the body of the email include the agenda item number and title, as well as your comments. If you would like your comment read aloud at the meeting (not to exceed three minutes at staff’s cadence), prominently write “Read Aloud at Meeting” at the top of the email.

All comments received before Monday, January 17, 2022 at 5:00 p.m. will be included as an agenda supplement on the District’s website under the relevant meeting date and provided to the Board members at the meeting. Comments received after this time will be treated as telephonic/electronic comments.

**Telephonic/Electronic Comments:** During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. A short recess (generally, less than two minutes) will take place during the time public comment is open to allow the comments to be collected. **All users will be unmuted during this time. If you are connected using a phone, or have a microphone on your computer, please state your name, and wait to be recognized. Alternatively, you may also type comments into the chat window, in Zoom. These will be read aloud during the public comment period.**

#### ACCESSIBILITY INFORMATION:

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

#### PUBLIC RECORDS:

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

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. STATEMENTS OF ABSTENTION

V. PUBLIC COMMENT

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

VI. CONSENT ITEMS (10 minutes)

- A. Approval of Minutes
  - 1. December 14, 2021 Minutes
- B. Payment of Claims
- C. Journal Entry Approval
  - 1. JV2022-00 Tax/Direct Charge Transfer
- D. Administrative and Financial Report

VII. REPORT OF THE WATER SYSTEM OPERATOR (Russian River Utility, 5 minutes)

- A. System Operations
- B. Accounts Receivable

VIII. PRESIDENT'S MESSAGE

IX. ACTION ITEMS

- A. WATER LEAK AND METER RELOCATION WATER METER: ACCOUNT 133, 97/98 RAILROAD AVE, APN 075-143-005, WHITE, HORACE & CYNTHIA OWNERS, (Whites By Letter, 5 minutes)

DESCRIPTION: Horace and Cynthia White, owners of 97/98 Railroad (Account 133), APN 075-143-005, have experienced a major leak and are requesting relief AND relocation of the meter as they contend the location of the current meter is a problem. Mr. and Mrs. White are currently out of the country and have made the request by email.

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

- B. RESOLUTION 2022-001: CONTINUING LOCAL EMERGENCY (Anthony Tominia, 5 minutes)

DESCRIPTION: AB361 has provided the framework for the continuance of virtual meetings for local governments. Each local emergency must be reviewed every 30 days and a subsequent resolution approved for each thirty-day period.

PROPOSED ACTION: The Board may/may not approve Resolution 2022-001: "Proclaiming Local Emergency" and continuing virtual meetings for the period of February 1-28, 2022.

C. RESOLUTION 2022-002: OPEN BANK ACCOUNT: BANK OF AMERICA

(John McDaniel, 5 minutes)

DESCRIPTION: Director McDaniel will review the current banking situation with respect to US Bank access and, given the availability of Bank of America locations, recommend the opening of a small Bank of America account for the purpose, at present, of handling Anderson Hall deposit and fee transactions.

PROPOSED ACTION: The Board may/may not adopt Resolution 2022-002 authorizing the Board Treasurer John McDaniel to execute the appropriate documents to open a checking account with Bank of America for the purpose of handling Anderson Hall transactions and appropriate signatures.

D. ANNUAL WATER RATE REVIEW AND SUBCOMMITTEE REPORT

(Anthony Tominia, Gary Helfrich 10 minutes)

DESCRIPTION: The water subcommittee will conduct an annual review of the District's water service fee with respect need for an increase. Additionally, will report regarding progress of various ongoing tasks including a.) status of permit extension, and b.) signing of the public/private agreement by all parties, and other related water matters.

PROPOSED ACTION: The Board may/may not take further action regarding water subcommittee matters.

E. WATER CUSTOMER SHUT-OFF MORATORIUM END 12/31/2021

(Anthony Tominia/Gary Helfrich, 5 minutes)

DESCRIPTION: The State Water Resources Control Board established a moratorium on water shutoffs via the COVID-19 pandemic bill relief period. The period ended December 31, 2021. The Board will review and discuss next steps including the established SB998 process.

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

F. UPDATE: PLAYGROUND/PER CAPITA GRANT

(Anthony Tominia and John McDaniel, 10 minutes)

DESCRIPTION: The subcommittee will report regarding planning and issues related to the funding and grant ADA requirements for the use of the grant funds for a proposed playground.

PROPOSED ACTION: The Board may/may not take further action regarding these issues

G. UPDATE: COUNTY ELECTIONS POLLING REQUEST & ANDERSON HALL BOOKING

(John McDaniel, 5 minutes)

DESCRIPTION: The County Clerk/Recorder's office has inquired regarding the use of Anderson Hall as "Voting Centers" for the 2022 Election cycle. The Regional "Vote Centers" are required to be open for several days, possibly four days from 6:00 a.m. until 10:00 p.m., and allowing voters to vote at any open location. Several prospective clients have inquired regarding use of the hall and the District has received a deposit for June 3-5 for a wedding re-scheduled from 2020. The County also wants June 3-7 for elections. The Board will discuss Anderson Hall usage going forward.

PROPOSED ACTION: The Board may/may not take further action regarding Anderson Hall facilities usage.

H. ODD/EVEN YEAR ELECTIONS COMPLIANCE ADVISEMENT COUNTY ELECTIONS

DESCRIPTION: The County of Sonoma Registrar of Voters office has notified the District that it will need to comply with Voter Participation Act requirements by consolidating its elections cycle (odd years-all seats) with statewide elections (even years) as the District's participation rate falls far short of the required threshold to continue with odd-year elections. There may be some cost savings to the District as a result of consolidation. The change will require a resolution and approval by the Sonoma County Board of Supervisors. District Counsel Hirsch is reviewing may advise timelines and procedures.

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

I. AUDIT SERVICES GORANSON CLOSURE/REQUEST FOR PROPOSAL

(John McDaniel and staff, 10 minutes)

DESCRIPTION: Goranson and Associates has closed effective December 31, 2021 and will no longer provide any audit services. It will be necessary to conduct a search for a new audit firm for completion of the June 30, 2022 audit. The Board will review a draft Request for Proposal and timeline.

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

X. DIRECTORS' REPORTS

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

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

XI. ADJOURNMENT

HOW TO GET AN ITEM ON THE AGENDA

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

Regular meetings are held the 3rd Tuesday of each month. The District must receive submissions no later than fourteen (14) calendar days before a meeting.

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

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

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



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**REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
LOCATION: TELECONFERENCE – SEE BELOW  
DECEMBER 14, 2021 7:00 P.M.  
MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Tominia at 7:03 p.m.

**II. ROLL CALL**

Directors Helfrich, Larson, McDaniel, Tominia and Watson were present. Also attending were Cheryl Doran-Girard, District Administrator, Stephanie Voet, Robert Sherod, and Jamie Dunton of Russian River Utility Staff.

**III. APPROVAL OF AGENDA**

A motion was made by Anthony Tominia, and seconded by Valery Larson to approve the agenda with a revision for the auditors, Goranson and Associates staff, Blake Goranson, presentation after Public Comment.

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

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

The motion was approved

**IV. STATEMENTS OF ABSTENTION**

There were no 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.

**There was no public comment.**

**A. PRESENTATION: AUDITED FINANCIAL STATEMENTS FISCAL YEAR**

**END JUNE 30, 2021**

**DESCRIPTION:** Blake Goranson, Goranson and Associates, CPAs reviewed the draft of the audited financial statements for the fiscal year ended June 30, 2021. She noted that there were no major changes other than the payoff of the DWR note and no material changes. Further that the District's material resources, including water resources remain consistent year after year. Costs have increased over time. She informed the Board that the State Controller's report will be submitted by the end of the month.

**ACTION:** The Board took no action in this matter.

VI. CONSENT ITEMS (10 minutes)

A. Approval of Minutes

1. October 19, 2021 Minutes

A motion was made by Valery Larson, and seconded by Anthony Tominia to approve the October 19, 2021 minutes as recorded.

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

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

The motion was approved

2. November 16, 2021 Minutes

A motion was made by John McDaniel, and seconded by Anthony Tominia to approve the November 16, 2021 minutes as recorded.

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

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

The motion was approved.

B. Payment of Claims

A motion was made by Gary Helfrich, and seconded by Valery Larson to approve the December 14, 2021 warrant request 2021/2022-00 as follows:

2021-2022-006	RP-December 2021	3,165.43
\$14,925.76	Water-December 2021	11,760.33

Wells Fargo Bank Checks 2281-2289 and Bank of the West checks 738 and 739. in payment of expenses, and water receipts transfers.

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

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

The motion was approved

C. Journal Entry Approval

There were no journal entries other than those recurring bank costs and minor amounts of interest.

D. Administrative and Financial Report

Ms. Doran-Girard briefly reported that State Compensation Insurance Fund had forwarded a 10% dividend of \$169.00 for the current year, further than US Bank will increase its fees effective January 1.

VII. REPORT OF THE WATER SYSTEM OPERATOR

A. System Operations—Jamie Dunton reported that the water system is operating normally.

Additionally, he is working with Brelje and Race regarding an amendment relative to treatment changes arising from the Alliance connection.

B. Accounts Receivable

Stephanie Voet advised that lifting of the shut-off moratorium on past due accounts is anticipated to cease December 31. SB998 policies will be applied to past due accounts to promote collections.



## VIII. ACTION ITEMS

### B. RESOLUTION 2021-020: PUBLIC PRIVATE PARTNERSHIP AGREEMENT-ALLIANCE REDWOODS/OCCIDENTAL COMMUNITY SERVICES DISTRICT

DESCRIPTION: Director Tominia reviewed the final Alliance Redwoods Agreement between Alliance Redwoods Conference Grounds and Camp Meeker Recreation and Park District advising that there are two small clarifications to be flagged in Section 1.3 regarding booster pumps. Director Helfrich stated that he agrees with the flagging and corrections to Section 1.3.

ACTION: A motion was made by Anthony Tominia, and seconded by Gary Helfrich to approve the Public/Private Partnership agreement with the clarifications to Section 1.3 and authorize the Board President to The Board may/may not adopt Resolution 2021-020 authorizing the Board President and Board Secretary to execute the agreement with Alliance Redwoods Conference Grounds on behalf of the District. Revisions will be made to the agreement and it will be forwarded to Jim Blake at Alliance and Ray Lunardi at Occidental Community Services.

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

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

The motion was approved

### C. UPDATE: WATER SUBCOMMITTEE

DESCRIPTION: Director Tominia reported regarding progress of various ongoing tasks including a.) status of permit extension, and b.) review of annual customer service fee, and related matters including a proposed review of customer water service fees, water release conditions, etc. .

ACTION: The Board did not take action regarding water subcommittee matters.

### D. COUNTY ELECTIONS POLLING REQUEST & ANDERSON HALL BOOKING

DESCRIPTION: Director McDaniel related recent exchanges with the County Clerk/Recorder's office regarding the use of Anderson Hall as "Voting Centers" for the 2022 Election cycle. The Regional "Vote Centers" are required to be open for several days, possibly four days, from 6:00 a.m. until 10:00 p.m., and allowing voters to vote at any open location. Additionally, clients caught in the 2020 COVID cancellations have booked the hall online and the District received a deposit for June 3-5, 2021 for their re-scheduled wedding. The Board discussed various aspects of the elections proposal and usage of Anderson Hall going forward. Director McDaniel will continue discussions with County Elections.

ACTION: The Board took no action regarding Anderson Hall and/or elections facilities usage.



E. RESOLUTION 2021-019: CONTINUING LOCAL EMERGENCY

DESCRIPTION: Director Tominia advised AB361 continues to provide the framework for the continuance of virtual meetings for local governments. Each local emergency must be reviewed every 30 days and a subsequent resolution approved for each thirty-day period. Director Larson stated that with a surge anticipated in COVID activity it would be important to continue to meet virtually for January 2022 and review again at the January meeting.

ACTION: A motion was made by Gary Helfrich, and seconded by John McDaniel that the Board approve Resolution 2021-019: "Proclaiming Local Emergency" and continuing virtual meetings for the period of January 1-31, 2022.

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

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

The motion was approved

F. UPDATE: PLAYGROUND/PER CAPITA GRANT

DESCRIPTION: Director Tominia presented the prospective designs received for the Playground renovation and advised that CEQA and Notice of Exemption documents are required with the grant package. Director Helfrich will work on those items and provide in time for the timely grant submittal date of December 31. Directors Tominia and McDaniel will discuss the need for plans and equipment appropriate to the site and surrounding area esthetic.

ACTION: The Board took no action regarding these 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 Larson reported that she had inspected Anderson Hall and felt that the roof was too mossy.

Director Tominia advised that water rates will be re-visited in January per Board's December 2020 direction and, further, that Board progress and 2022 proposed projects will be on the agenda. He also advised that the proposed Tower Playground grant was not funded by the State.

Director McDaniel reported that banking issues are still in need of resolution including access to the Wells Fargo accounts online which has not yet been resolved.

X. ADJOURNMENT

As there was no further business to be brought before the Board at this time, a motion was made by Gary Helfrich, and seconded by Anthony Tominia that the December 2021 meeting of the Camp Meeker Board of Directors is adjourned.

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

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

The motion was approved

The meeting adjourned at 8:07 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

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**CHERYL DORAN GIRARD  
CLIENT MEMORANDUM**

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**TO:** CAMP MEEKER RECREATION & PARK DISTRICT BOARD MEMBERS  
**FROM:** CHERYL DORAN GIRARD  
**SUBJECT:** JANUARY 18, 2022 WARRANTS AND FINANCIAL INFORMATION  
**DATE:** JANUARY 14, 2022

Financial Statements and Warrant Detail in the board packet following this memorandum provide information available through January 14, 2022.

2021/2022-007	RP-January 2022	9,931.51
\$104,060.71*	Water-January 2022	21,703.71

\*Direct Charge Reallocation: \$72,425.49

The Financial statements included in the Board info packet represent revenue and expenses for the first six months of the 2021-2022 fiscal year.

The financial statements revenue and expenses are reflective of vendor invoices received through 01/10/2022. Check registers included in the financial packet include all checks written since the last warrant approval.

Year-end tax reporting and forwarding of financial statements to appropriate agencies and related filings will be complete prior to the January 31 deadlines. All bank accounts will be reconciled next week.

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

**CAMP MEEKER RECREATION AND PARK DISTRICT**

WARRANT REQUEST # 2021-2022-007

VENDOR	CHECK AMOUNT	R&P FUND	WATER FUND	EXPLANATION
Larson, Valery	30.00	30.00		Director Stipend-January 2022
Watson, Lynn	30.00	30.00		Director Stipend-January 2022
CMRPD Water System	197.50	197.50		Dec/Jan Water
Doran-Girard, Cheryl	6,540.00	1,144.50	1,144.50	Consulting-Dec 2021/Jan 2022
Doran-Girard, Cheryl		817.50	817.50	Consulting-Dec 2021/Jan 2022
Doran-Girard, Cheryl		817.50	817.50	Consulting-Dec 2021/Jan 2022
Doran-Girard, Cheryl		490.50	490.50	Consulting-Dec 2021/Jan 2022
Goranson & Associates	10,500.00	5,250.00	5,250.00	6/30/2021 Audit
McPhail Fuel	62.35	62.35		District Office Propane
PGE	91.20	91.20	-	Electric Service
Perry Johnson	285.00	45.00	-	Legal Services-Land Acquisition
Perry Johnson	-	-	60.00	Legal Services-Various Matters
Perry Johnson			180.00	Legal Services-Alliance
Russian River Utility	9,507.78		8,524.06	Contract Services
Russian River Utility			983.72	Electric Service Wtr System
State Water Resouces Control	2,969.04		2,969.04	Annual Water System Fee
US Bank	1,122.35	223.25	84.67	Communication Costs
US Bank		251.50	251.50	Annual CSDA Membership
US Bank	-	49.98		Office Supplies
US Bank		130.73	130.72	Accounting Software
John McDaniel	300.00	300.00		BOA Hall Account
CMRPD*	72,425.49			
	<u>104,060.71</u>	<u>9,931.51</u>	<u>21,703.71</u>	72,425.49

\*Direct Charge Transfer

DIRECTOR APPROVAL:

DATE:

1/18/22

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**Camp Meeker Recreation & Parks District**  
Check/Voucher Register - CDG-Current Register  
1010 - Cash In Wells Fargo Bank-Operating  
From 12/15/2021 Through 1/18/2022

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
2290	Direct Charge Transfer Dece...	Camp Meeker Rec...	1/18/2022	72,425.49
2291	System Generated Check/Vo...	Camp Meeker Wa...	1/18/2022	197.50
2292	System Generated Check/Vo...	Cheryl Doran-Girard	1/18/2022	6,540.00
2293	System Generated Check/Vo...	Goranson and Ass...	1/18/2022	10,500.00
2294	System Generated Check/Vo...	McPhail Fuel Com...	1/18/2022	62.35
2295	System Generated Check/Vo...	P G & E	1/18/2022	91.20
2296	System Generated Check/Vo...	Perry Johnson An...	1/18/2022	285.00
2297	System Generated Check/Vo...	Russian River Utility	1/18/2022	9,507.78
2298	System Generated Check/Vo...	State Water Reso...	1/18/2022	2,969.04
2299	System Generated Check/Vo...	US Bank	1/13/2022	1,122.35
2300	Director Stipend-January 2022	Valery Larson	1/18/2022	30.00
2301	Director Stipend-January 2022	Lynn Watson	1/18/2022	30.00
2302	Establish BOA Account	John McDaniel	1/15/2022	300.00
		Total 1010 - Cash In Wells Fargo Bank-Operating		104,060.71

**Camp Meeker Recreation & Parks District**

Check/Voucher Register - CDG-Current Register

1030 - Cash in Bank of the West-Water

From 12/15/2021 Through 1/18/2022

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
740	Wtr Transfer Operations De...	Camp Meeker Rec...	1/18/2022	18,500.00
741	Wtr Transfer December 202...	Camp Meeker Rec...	1/18/2022	<u>2,000.00</u>
		Total 1030 - Cash in Bank of the West-Water		<u>20,500.00</u>
Report Total				<u><u>124,560.71</u></u>

[illegible]



**Camp Meeker Recreation & Parks District**

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

10 - Recreation & Park - Operating

From 7/1/2021 Through 6/30/2022

(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
Revenue				
4001	Property Taxes-CY Secured	92,500	50,301	(42,199)
4020	Property Taxes-CY Supplemental	0	606	606
4040	Property Taxes-CY Unsecured	0	2,670	2,670
4101	Interest Pooled Cash -Sonoma County	0	1	1
4110	Interest Earned-Wells Fargo Bank	0	18	18
4210	Rental Fees-Anderson Hall	2,000	0	(2,000)
4215	Rental Fees-Other	1,900	1,108	(792)
4220	State-Home Owner Property Tax Relief	500	75	(425)
4221	State-Other In Lieu -Fish & Wildlife 18-19	0	2	2
4295	Grant Revenue	125,000	0	(125,000)
4625	Transfers-Within Fund In	25,000	0	(25,000)
	Total Revenue	<u>246,900</u>	<u>54,782</u>	<u>(192,118)</u>
Expenditures				
5010	Director Stipend	720	420	300
5017	Worker Compensation Insurance	1,500	(169)	1,669
5101	Communications-Telephone	1,100	627	473
5105	Communications-ISP Website	750	420	330
5110	Communications-Website Other	500	477	23
5112	Communications-WiFi	1,100	284	816
5184	Janitorial Supplies	500	0	500
5185	Janitorial Services	1,950	220	1,730
5210	Insurance-Property & Liability	8,000	0	8,000
5401	Memberships	300	252	49
5405	Miscellaneous	850	1,000	(150)
5410	Office Supplies	750	492	258
5416	Lease-Accounting Software	1,650	654	996
5420	Training-Administrative	150	0	150
5425	Postage	75	29	46
5426	Printing Services	1,000	0	1,000
5427	Supplies	750	53	697
5501	Professional Fees-Web	650	200	450
5520	Administrative Services	21,000	9,889	11,111
5531	Community Education	5,000	0	5,000
5540	LAFCO Charges	300	205	95
5550	Legal Services	15,000	5,220	9,780
5555	Professional Services-Auditor	9,500	2,822	6,678
5556	Professional Services-Accounting	14,000	11,905	2,095
5570	Service Fee-PayPal	250	0	250
5571	Late Fees	0	5	(5)
5575	Bank Service Fees	0	45	(45)
5576	Property Tax Administration Fee	1,000	0	1,000
5577	Recording-Filing Fees	0	50	(50)
5590	Gas and Oil	1,500	206	1,294
5591	Equipment Rentals	0	71	(71)
5592	Water and Sewer	1,500	542	958
5594	Utilities	1,450	520	930
8510	Remodel/Rehab/Renovate	110,000	0	110,000
8514	Maintenance & Repair-Major	25,000	0	25,000

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
10 - Recreation & Park - Operating  
From 7/1/2021 Through 6/30/2022  
(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
8516	Restoration	19,000	0	19,000
8521	Survey/Topography	0	5,870	(5,870)
9001	Contingency	<u>105</u>	<u>0</u>	<u>105</u>
	Total Expenditures	<u>246,900</u>	<u>42,310</u>	<u>204,590</u>
	Excess of Income Over (Under) Expense	<u>0</u>	<u>12,473</u>	<u>12,473</u>

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
16 - Recreation & Park - Capital Replacement  
From 7/1/2021 Through 6/30/2022  
(In Whole Numbers)

	<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
Expenditures			
8625      Tfr Within Fnd-Out	<u>25,000</u>	<u>0</u>	<u>25,000</u>
Total Expenditures	<u>25,000</u>	<u>0</u>	<u>25,000</u>
Excess of Income Over (Under) Expense	<u>(25,000)</u>	<u>0</u>	<u>25,000</u>

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
40 - Recreation & Parks - Water Operations  
From 7/1/2021 Through 6/30/2022  
(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
Revenue				
4010	Direct Charges-Current Year	124,000	73,106	(50,894)
4061	Direct Charges -Prior Year	0	396	396
4101	Interest Pooled Cash -Sonoma County	0	1	1
4260	Reimbursements	6,000	0	(6,000)
4310	Sales of Water-Residential	250,000	103,837	(146,163)
4625	Transfers-Within Fund In	150,000	0	(150,000)
	<b>Total Revenue</b>	<u>530,000</u>	<u>177,339</u>	<u>(352,661)</u>
Expenditures				
5017	Worker Compensation Insurance	1,200	0	1,200
5101	Communications-Telephone	500	277	223
5105	Communications-ISP Website	300	155	146
5110	Communications-Website Other	300	143	157
5210	Insurance-Property & Liability	5,000	0	5,000
5401	Memberships	250	252	(2)
5410	Office Supplies	850	687	163
5416	Lease-Accounting Software	1,750	654	1,096
5420	Training-Administrative	200	0	200
5425	Postage	300	238	62
5426	Printing Services	0	59	(59)
5427	Supplies	150	0	150
5501	Professional Fees-Web	200	225	(25)
5515	Contract Services-Water Operations	150,000	60,835	89,165
5520	Administrative Services	21,000	10,596	10,404
5540	LAFCO Charges	850	683	167
5550	Legal Services	16,500	6,870	9,630
5555	Professional Services-Auditor	12,100	2,822	9,278
5556	Professional Services-Accounting	16,800	12,471	4,329
5565	Fiscal Agent Fees	0	1,077	(1,077)
5567	SCWA-Water Agency Fees	6,000	0	6,000
5575	Bank Service Fees	10	30	(20)
5576	Property Tax Administration Fee	1,200	0	1,200
5585	Public/Legal Notices	575	398	177
5587	Water System Fees-State	2,750	2,969	(219)
5594	Utilities	12,500	7,397	5,103
8565	Equipment 2	125,000	0	125,000
8625	Tfr Within Fnd-Out	148,000	52,217	95,783
9001	Contingency	5,715	0	5,715
	<b>Total Expenditures</b>	<u>530,000</u>	<u>161,052</u>	<u>368,948</u>
	<b>Excess of Income Over (Under) Expense</b>	<u>0</u>	<u>16,287</u>	<u>16,287</u>

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
50 - Recreation & Parks - Water Capital  
From 7/1/2021 Through 6/30/2022  
(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
	Revenue			
4110	Interest Earned-Wells Fargo Bank	0	19	19
4625	Transfers-Within Fund In	<u>50,000</u>	<u>56,379</u>	<u>6,379</u>
	Total Revenue	<u>50,000</u>	<u>56,398</u>	<u>6,398</u>
	Expenditures			
8625	Tfr Within Fnd-Out	<u>150,000</u>	<u>38,625</u>	<u>111,375</u>
	Total Expenditures	<u>150,000</u>	<u>38,625</u>	<u>111,375</u>
	Excess of Income Over (Under) Expense	<u>(100,000)</u>	<u>17,773</u>	<u>117,773</u>

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
70 - Recreation & Park - USDA Debt Fund  
From 7/1/2021 Through 6/30/2022  
(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
	Revenue			
4290	Miscellaneous Revenues	1,500	0	(1,500)
4625	Transfers-Within Fund In	<u>103,972</u>	<u>82,264</u>	<u>(21,708)</u>
	Total Revenue	<u>105,472</u>	<u>82,264</u>	<u>(23,208)</u>
	Expenditures			
7910	Long Term Debt-Principal	41,000	41,000	0
7911	Long Term Debt-Interest	52,511	26,720	25,791
8625	Tfr Within Fnd-Out	<u>0</u>	<u>47,801</u>	<u>(47,801)</u>
	Total Expenditures	<u>93,511</u>	<u>115,520</u>	<u>(22,009)</u>
	Excess of Income Over (Under) Expense	<u>11,961</u>	<u>(33,256)</u>	<u>(45,217)</u>

CAMP MEEKER RECREATION & PARK DISTRICT									
Allocation of Water Receipts Fiscal Year 7/1/2021 -6/30/2022									
Transfer	Allocation	Bank of West	To USDA-A&B	Ca Operations	Total				
Month	Month	Stmt Balance	Transferred	WFB-Invest	WFB-Operating				
21-Aug	21-Jul	22,205.50	22,000.00	-	2,000.00	20,000.00	22,000.00		
21-Sep	21-Aug	21,168.22	21,000.00	-	2,000.00	19,000.00	21,000.00		
21-Oct	21-Sep	23,319.33	23,000.00	-	2,000.00	21,000.00	23,000.00		
21-Nov	21-Oct	20,534.01	20,000.00	-	2,000.00	18,000.00	20,000.00		
21-Dec	21-Nov	17,879.58	17,500.00	-	2,000.00	15,500.00	17,500.00		
22-Jan	21-Dec	20,910.63	20,500.00	-	2,000.00	18,500.00	20,500.00		
22-Feb	22-Jan		-	-	-	-	-		
22-Mar	22-Feb		-	-	-	-	-		
22-Apr	22-Mar		-	-	-	-	-		
22-May	22-Apr		-	-	-	-	-		
22-Jun	22-May		-	-	-	-	-		
22-Jul	22-Jun		-	-	-	-	-		
YTD Totals		126,017.27	124,000.00	-	12,000.00	112,000.00	124,000.00		
2022.01.11									



CAMP MEEKER RECREATION & PARK DISTRICT							
JOURNAL ENTRY AND DOCUMENTATION							
ENTRY	JV2022-019						
DATE:	12/21/21						
FUND	ACCOUNT	EVENT	LATER	ACCOUNT DESCRIPTION	DEBIT	CREDIT	
10	1010	0	999	CASH-WELLS FARGO OPERATING	53,656.27		
10	4001	0	999	PROPERTY TAXES-CY SECURED		50,301.09	
10	4020	0	999	PROPERTY TAXES-CY SUPPLEMENTAL		606.26	
10	4040	0	999	PROPERTY TAXES-CY UNSECURED		2,670.35	
10	4101	0	999	INTEREST POOLED CASH-CTY		1.31	
10	4220	0	999	STATE-HOPTR		75.34	
10	4221	0	999	STATE -OTHER IN LIEU TAX		-	
10	4221	0	999	FISH AND WILDLIFE		1.92	
40	4061	0	999	PRIOR YEAR DIRECT CHARGES		395.50	
40	4010	0	999	DIRECT CHARGES-CURRENT YEAR		73,106.00	
40	5565	0	999	DIRECT CHARGE FEE 2020-2021	1,076.87		
40	4101	0	999	INTEREST POOLED CASH-CTY		0.86	
40	1010	0	999	CASH-WELLS FARGO OPERATING	72,425.49		
REASON	RECORD TRANSFER OF TAX AND DIRECT						
				CHARGE PROCEEDS FROM SONOMA			
				COUNTY TAX COLLECTOR TO WELLS			
				FARGO BANK PER STATEMENT & COUNTY			
				DOCUMENTATION-DECEMBER 21, 2021			
PREPARED BY:	CDB		FISCAL OFFICER APPROVAL:		DATE:		
DATE POSTED:	1/2/2022						

Revenue and Expenditure Transactions

Criteria: Post On = 7/1/2021..12/31/2021; Fund = 72151, 72153; Transaction Type = Actual; Accounting Period = 1..12; Ledger = ACTUALS

Posted Date	Journal Date	Journal ID	Journal Header Description	Line Description	Business Unit	Fund	Department	Account	TCA	Amount
<b>Fund Code 72151 -- Camp Meeker Rec and Park Dist.</b>										
<b>Account Type 00004 -- All Revenues</b>										
<b>Account 40002 -- Prop Tax - CY,Secured</b>										
12/14/2021	12/14/2021	0000256876	CY Secured 7/1/21-12/13/21	Prop Tax - CY,Secured	SC002	72151	67010100	40002	T12000	59,247.29
12/14/2021	12/14/2021	0000256930	Reverse Journal 256876	Prop Tax - CY,Secured	SC002	72151	67010100	40002	T12000	(59,247.29)
12/15/2021	12/15/2021	0000256987	CY Secured 7/1/21-12/13/21	Prop Tax - CY,Secured	SC002	72151	67010100	40002	T12000	50,301.09
<b>Total Prop Tax - CY,Secured</b>										(50,301.09)
<b>Account 40101 -- Prop Taxes - CY, Unsecured</b>										
12/14/2021	12/6/2021	0000256112	CY Unsecured 7/1/21-11/30/21	Prop Taxes - CY, Unsecured	SC002	72151	67010100	40101	T12000	2,670.35
<b>Total Prop Taxes - CY, Unsecured</b>										(2,670.35)
<b>Account 40111 -- Supplemental Prop Taxes - CY</b>										
8/23/2021	8/9/2021	0000247028	CY Supplemental 7/1/21-8/1/21	Supplemental Prop Taxes - CY	SC002	72151	67010100	40111	T12000	75.02
9/9/2021	9/2/2021	0000248675	CY Supplemental 8/2/21-8/31/21	Supplemental Prop Taxes - CY	SC002	72151	67010100	40111	T12000	176.37
10/6/2021	10/1/2021	0000250964	CY Supplemental 9/1/21-9/30/21	Supplemental Prop Taxes - CY	SC002	72151	67010100	40111	T12000	82.86
11/16/2021	11/1/2021	0000253459	CY Supplemental 10/1/21-10/31/	Supplemental Prop Taxes - CY	SC002	72151	67010100	40111	T12000	103.03
12/8/2021	12/1/2021	0000255714	CY Supplemental 7/1/21-11/30/2	Supplemental Prop Taxes - CY	SC002	72151	67010100	40111	T12000	168.98
<b>Total Supplemental Prop Taxes - CY</b>										(606.26)
<b>Account 42111 -- State - Other In-Lieu Tax</b>										
12/15/2021	12/6/2021	0000256101	State Fish & Wildlife 21-22	State - Other In-Lieu Tax	SC002	72151	67010100	42111	T12000	1.92
<b>Total State - Other In-Lieu Tax</b>										(1.92)
<b>Account 42291 -- State Homeowners Prop Tax Relf</b>										
12/15/2021	12/8/2021	0000256346	HOPTR SecUns P13 1st 15% 21-22	State Homeowners Prop Tax Relf	SC002	72151	67010100	42291	T12000	74.45
12/15/2021	12/13/2021	0000256757	HOPTR SB813 P13 1st 15% 21-22	State Homeowners Prop Tax Relf	SC002	72151	67010100	42291	T12000	0.89
<b>Total State Homeowners Prop Tax Relf</b>										(75.34)
<b>Account 44002 -- Interest on Pooled Cash</b>										
10/12/2021	10/12/2021	IA00251696	1st Qtr Interest Apportionment	1st Qtr Interest Apportionment	SC002	72151	67010100	44002		1.31
<b>Total Interest on Pooled Cash</b>										(1.31)
<b>Total Camp Meeker Rec and Park Dist.</b>										(53,656.27)

Run: 12/16/2021 2:31 PM Data Last Updated: 12/16/2021 5:42:54 AM

Revenue and Expenditure Transactions

Criteria: Post On = 7/1/2021..12/31/2021; Fund = 72151, 72153; Transaction Type = Actual; Accounting Period = 1..12; Ledger = ACTUALS

Posted Date	Journal Date	Journal ID	Journal Header Description	Line Description	Business Unit	Fund	Department	Account	TCA	Amount
<b>Fund Code 72153 -- Camp Meeker - Water Operations</b>										
<b>Account Type 00004 -- All Revenues</b>										
<b>Account 40003 -- Direct Charges - CY</b>										
12/14/2021	12/14/2021	0000256876	CY Secured 7/1/21-12/13/21	Direct Charges - CY	SC002	72153	67010300	40003	T70300	73,106.00
12/14/2021	12/14/2021	0000256930	Reverse Journal 256876	Direct Charges - CY	SC002	72153	67010300	40003	T70300	(73,106.00)
12/15/2021	12/13/2021	0000256783	Direct Charge Fee 2021-22	Direct Charges - CY	SC002	72153	67010300	40003	T70300	(1,076.87)
12/15/2021	12/15/2021	0000256987	CY Secured 7/1/21-12/13/21	Direct Charges - CY	SC002	72153	67010300	40003	T70300	73,106.00
<b>Total Direct Charges - CY</b>										(72,029.13)
<b>Account 40202 -- Direct Charges - Prior Year</b>										
12/8/2021	12/2/2021	0000255953	PY Sec DC 07/01/21-11/30/21	Direct Charges - Prior Year	SC002	72153	67010300	40202	T70300	395.50
<b>Total Direct Charges - Prior Year</b>										(395.50)
<b>Account 44002 -- Interest on Pooled Cash</b>										
10/12/2021	10/12/2021	IA00251696	1st Qtr Interest Apportionment	1st Qtr Interest Apportionment	SC002	72153	67010300	44002		0.86
<b>Total Interest on Pooled Cash</b>										(0.86)
<b>Total Camp Meeker - Water Operations</b>										<b>(72,425.49)</b>

Run: 12/16/2021 2:31 PM Data Last Updated: 12/16/2021 5:42:54 AM

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

**January 10, 2022**

RE: CAMP MEEKER PAST DUE ACCOUNTS

**Accounts 35, 36, 103, 162, 193,** Payments on hand.

**Account 1:** There's a new person in charge. They will pay it.

**Account 6:** Sent a reminder.

**Account 24:** Voicemail full.

**Accounts 60:** Left messages. Someone was supposed to drop off a payment but they haven't yet.

**Account 107:** Left several messages.

**Account 110:** Left message.

**Accounts 127:** Will pay this week.

**Account 129:** Property manager will call tenant.

**Account 129:** Voicemail full.

**Account 134:** Paying in two weeks.

**Account 140:** We don't have a phone number. We posted a past due notice on 10/20/21.

**Account 149:** Still paying \$70 a month. Posted a past due notice on 10/20/21.

**Account 152:** Phone disconnected. Will post a late notice this week.

**Account 157 & 158:** Will mail payment tomorrow.

**Account 161:** No answer. No voicemail. Posted past due notice on 10/20/21.

**Account 174:** Will pay this week.

**Account 192:** Left messages.

**Account 226 & 227:** Left message.

**Account 220:** Left message.

**Account 249:** Roommate moved out and left bill to the current tenant. She is making every effort to get it paid down.

**Account 304:** Left messages.

**Past Due Accounts:** Past due notices were sent on January 7, 2022, final notices will go out January 14, 2022. No lock offs this month due to the Covid-19 virus.



# PAST DUE LIST

## CAMP MEEKER REC & PARK

ACCT #	RT NAME	CURRENT	1-30	31-60	61+	LAST PAYMENT		TOTAL
1		49.06	49.06	49.08	98.12	147.18	9/1/21	245.32
6		63.58	62.98	69.35	79.10	139.23	11/4/21	275.01
19		49.88	51.52	51.38		154.96	10/13/21	152.78
24		50.38	49.00	49.68	49.00	147.30	10/5/21	198.06
27		49.00	49.00	47.00		100.00	10/25/21	145.00
35		49.98	50.42	6.70		60.00	11/4/21	107.10
36		55.48	56.78	55.98	15.66	200.00	9/13/21	183.90
50		52.70	62.98	60.43	53.11	100.00	12/9/21	229.22
55		52.10	51.08	40.10		177.00	11/26/21	143.28
60		61.78	67.85	57.56	119.35	183.43	8/23/21	306.54
96		53.82	54.56	54.22		112.96	11/24/21	162.60
97		51.32	50.88	50.60		50.86	12/7/21	152.80
103		58.32	70.10	67.55		80.38	10/29/21	195.97
107		61.76	61.56	61.50	65.68	184.78	11/10/21	250.50
110		53.36	53.54	54.14	53.48	107.80	10/7/21	214.52
127		51.22	51.38	50.56	98.84	46.60	8/23/21	252.00
129		51.22	49.48	49.00	64.06	75.00	10/28/21	213.76
134		50.02	50.30	50.34	80.32	100.00	1/5/22	230.98
140		53.38	52.28	51.88	499.71	35.00	8/6/21	657.25
149		49.38	50.20	49.78	345.42	60.00	12/29/21	494.78
152		54.12	55.46	55.18	66.58	100.00	11/19/21	231.34
157		49.70	49.22	49.28	47.28	247.00	9/10/21	195.48
158		50.60	51.74	50.80	48.64	253.00	9/10/21	201.78
161		50.64	50.48	50.58	793.70	50.00	12/14/21	945.40
162		57.66	58.64	53.60		120.00	12/1/21	169.90
174		52.36	53.98	56.40	105.00	161.10	8/23/21	267.74
182		52.94	53.56	53.50	217.70	162.36	8/3/21	377.70
184		57.06	57.74	56.74	165.78	50.00	12/13/21	337.32
192		51.10	50.54	50.56	201.99	400.00	6/1/21	354.19
193		55.00	55.20	37.72		283.80	10/18/21	147.92
220		126.55	88.90	80.20		164.75	12/14/21	295.65
226		51.68	51.82	52.04	53.48	168.30	9/24/21	209.02
227		53.60	53.76	53.88	57.04	169.84	9/24/21	218.28
248		54.94	59.98	2.96		50.00	12/20/21	117.88
249		56.42	59.75	55.74	16.00	55.00	1/10/22	187.91
253		49.00	49.36	49.00		49.00	11/15/21	147.36
278		49.00	49.00	47.00		100.00	11/22/21	145.00
279		55.30	265.75	86.30		227.11	12/7/21	407.35
286		53.04	55.90	56.40		108.36	11/10/21	165.34
304		51.34	51.92	52.02	51.28	196.92	10/21/21	206.56
323		61.92	62.86	62.82		125.12	11/18/21	187.60
334		49.12	49.00	45.14		247.46	6/28/21	143.26
339		49.00	49.00	42.88		300.00	11/24/21	140.88

## PAST DUE LIST

**CAMP MEEKER REC & PARK**

ACCT #	RT NAME	CURRENT	1-30	31-60	61+	LAST PAYMENT	TOTAL
367		53.78	55.58	53.50		167.38 10/12/21	162.86
Total Receivables:		2,413.61		2,281.07			
Accounts Listed:			2,634.09		3,446.32		\$10,775.09

All Customers Age 2 Accounts

Russian River Utility

**CAMP MEEKER RECREATION AND PARK DISTRICT  
WATER SALES 2021**

METER	ACCT NO.	MONTH	TOTAL AMOUNT PUMPED GALLONS	AMOUNT PUMPED TO OCSD	NET AMOUNT PUMPED	AMT SOLD	% PUMPED TO CMR&PD	% LOSS	NOTES
Alliance Master Meter Union Park	363 369	JAN	1,203,030	543,710	659,320	760,130	54.80%	-15.28%	*Correction on amount pumped to OCSD
Alliance Master Meter Union Park	363 369	FEB	1,407,150	494,270	812,070	847,260	57.71%	-4.33%	*Correction on amount pumped to OCSD
Alliance Master Meter Union Park	363 369	MARCH	1,349,880	522,940	826,940	733,830	61.26%	11.25%	
Alliance Master Meter Union Park	363 369	APRIL	1,325,680	491,110	834,570	744,390	62.96%	10.81%	
Alliance Master Meter Union Park	363 369	MAY	1,529,860	719,310	810,550	896,430	52.99%	-10.60%	
Alliance Master Meter Union Park	363 369	JUNE	2,049,950	1,110,310	939,640	1,067,680	45.83%	-13.62%	
Alliance Master Meter Union Park	363 369	JULY	2,040,840	509,640	1,531,200	1,114,940	75.02%	27.18%	
Alliance Master Meter Union Park	363 369	AUG	1,918,410	835,830	1,082,580	1,103,030	56.43%	-1.88%	
Alliance Master Meter Union Park	363 369	SEPT	1,980,450	860,270	1,120,180	1,049,620	56.56%	6.29%	
Alliance Master Meter Union Park	363 369	OCT	1,567,850	658,380	909,470	840,360	58.00%	7.59%	
Alliance Master Meter Union Park	363 369	NOV	1,310,560	587,510	723,050	732,360	55.17%	-1.28%	
Alliance Master Meter Union Park	363 369	DEC	1,237,820	477,480	760,340	732,900	61.42%	3.60%	
	<b>total 2021</b>		18,921,480	7,810,760	11,110,720	10,622,930	58.72%	4.39%	

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





C Doran Girard &lt;cdgirard.work@gmail.com&gt;

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**Re: 97/98 Railroad Ave. Camp Meeker**

1 message

**rruwater@sonic.net** <rruwater@sonic.net>

Mon, Jan 10, 2022 at 8:56 AM

To: cynthia white &lt;cwhitemt@hotmail.com&gt;

Cc: CAMP MEEKER - Cheryl Doran-Girard &lt;cdgirard.work@gmail.com&gt;, CAMP MEEKER - John McDaniel &lt;jalfredmcdaniel@gmail.com&gt;, CAMP MEEKER - Tony Tominia &lt;tonytominia@gmail.com&gt;

Thank you, Cynthia and Horace,

I've forwarded this to the board for inclusion in this month's agenda.

Stephanie

> Re: 97/98 Railroad Ave. Camp Meeker  
> To: the Camp Meeker P&R Board  
> It has come to our attention that we have experienced yet another major water leak (3rd time) due to the water meter box at our above property being placed too close to Market Street, where traffic drives over or hits  
> the box. When the last leak occurred, Julian was willing only to install  
> a flexible plastic line and chose not to move the meter box out of harm's  
> way (a Band-Aid solution at best). This was despite our protests to come  
> up with a permanent solution so that water would not continue to be wasted  
> during these drastic drought conditions. Here we are, once again, faced with a 35,000 gallon leak. We are extremely upset about this, and we would urge you to allow a permanent solution of moving the water meter box  
> to a safer location ASAP. We do currently have a renter on the property who needs to have water. As we are currently out of the country, this letter serves to give you express permission to access our property as needed in order to remediate this untenable situation.  
> Respectfully, Horace and Cynthia White  
> Get Outlook for Android<<https://aka.ms/ghei36>>

Russian River Utility  
PO Box 730  
7131 Mirabel Road  
Forestville, CA 95436  
Tel: 707-887-7735  
Fax: 707-887-9445

RESOLUTION NO. 2022-001 (SUBSEQUENT)

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMP MEEKER RECREATION AND PARK DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CAMP MEEKER RECREATION AND PARK DISTRICT FOR THE PERIOD FEBRUARY 1, 2022 THRU FEBRUARY 28, 2022 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the CAMP MEEKER RECREATION AND PARK DISTRICT is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of CAMP MEEKER RECREATION AND PARK DISTRICT's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution, Number 2021-017 on October 19, 2021, Resolution Number 2021-018 on November 16, 2021, and Resolution Number 2021-019 on December 14, 2021, finding that the requisite conditions exist for the legislative bodies of CAMP MEEKER RECREATION AND PARK DISTRICT to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, A STATE OF EMERGENCY REMAINS ACTIVE – DESCRIBED IN GOVERNOR NEWSOM’S MARCH 4, 2020 PROCLAMATION HERE; and

WHEREAS, ORDERS FROM STATE OR SONOMA COUNTY OFFICIALS IMPOSING OR RECOMMENDING SOCIAL DISTANCING MEASURES DESCRIBE HOW MEETING IN PERSON WOULD PRESENT IMMINENT RISK TO HEALTH AND SAFETY OF ATTENDEES; and

WHEREAS, the Board of Directors does hereby find that THE MARCH 4, 2020 STATE OF EMERGENCY, **AND**, SOCIAL DISTANCING ORDERS **OR** CONDITIONS CAUSING IMMIMENT RISK TO ATTENDEES has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California RATIFY SONOMA COUNTY ORDERS FOR SOCIAL DISTANCING; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative bodies of CAMP MEEKER RECREATION AND PARK DISTRICT shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, MEETINGS WILL BE CONDUCTED UTILIZING THE ZOOM APPLICATION INCLUDING ACCESS TO INSURE ACCESS BOTH BY DIGITAL DEVICES INCLUDING TELEPHONE FOR THE PUBLIC.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE CAMP MEEKER RECREATION AND PARK DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and SOCIAL DISTANCING ORDERS established by the County of Sonoma and/or the State of California **and that meeting in person would present imminent risk to vulnerable individual members of the public increasing the likelihood of transmission of the COVID-19 virus** from those members of the public who have chosen to be unvaccinated.

Section 3. Re-ratification of Governor’s Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California’s Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The staff and Board members and legislative bodies of Camp Meeker Recreation and Park District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution and the following amendment shall take effect immediately upon its adoption and shall be effective until the earlier of (i) December 31, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Camp Meeker Recreation and Park District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

Amendment to the Declaration of the State of Emergency to include the **temporary** suspension of use of the District's indoor public facilities for any bookings other than what has already been contracted as of November 16, 2021 and to review the use of facilities on a monthly basis.

PASSED AND ADOPTED by the Board of Directors of Camp Meeker Recreation and Park District, this 18th day of January, 2022, by the following vote:

AYES:                      NOES: ABSENT:                      ABSTAIN:

\_\_\_\_\_

John McDaniel, Secretary/Treasurer

Vote	Yes	No
Tominia		
Helfrich		
McDaniel		
Larson		
Watson		

## RESOLUTION NO. 2022-002

### CAMP MEEKER RECREATION & PARK DISTRICT

#### RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMP MEEKER RECREATION & PARK DISTRICT AUTHORIZING OPENING OF A CHECKING ACCOUNT WITH BANK OF AMERICA

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WHEREAS, The Camp Meeker Recreation & Park District needs to establish banking services to act as a depository, paying agent for the holding and handling of its funds for Anderson Hall deposits and fees;

AND, whereas the District has determined Bank of America has advised that it will provide a business checking account and other services to meet the District's needs;

THEREFORE, be it resolved that the Board of Directors of the Camp Meeker Recreation & Park District do hereby authorize the Board Treasurer and Finance Officer, John A. McDaniel, to establish an account with Bank of America forthwith and arrange for appropriate signatures as follow:

Anthony E. Tominia, Board President  
Gary Helfrich, Vice President  
John A. McDaniel, Secretary/Treasurer

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 18th day of January 2022.

#### DIRECTORS:

ANTHONY TOMINIA \_\_\_\_\_ GARY HELFRICH \_\_\_\_\_ JOHN MCDANIEL \_\_\_\_\_

VALERY LARSON \_\_\_\_\_ LYNN E. WATSON \_\_\_\_\_

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

SO ORDERED,

#### CERTIFICATION

The following hereby certifies that the foregoing is a full, true, and correct copy of the resolutions duly and regularly adopted at a special meeting of the Board of Directors of the Camp Meeker Recreation and Park District held on January 18, 2022.

\_\_\_\_\_  
Anthony Tominia, President

January 18, 2022



This is a message from the State Water Resources Control Board.

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Many water systems have been reaching out with questions on water shutoffs now that the December 31, 2021 date has passed, and asking what that means for their system and customers. The law states that community water systems cannot discontinue water service due to nonpayment of past-due bills **before either of the following dates, whichever date is later** ([Health & Saf. Code, § 116773.4, subd. \(e\)\(2\).](#)):

- I. **December 31, 2021**
- II. For a customer that has been offered an opportunity to participate in a payment plan, the **date the customer misses the enrollment deadline for, or defaults on, the payment plan**. Note that **all** community water systems are required to notify customers of the opportunity to enter into a payment plan and that they have at least 30 days from the date of the notice to enroll in the payment plan. A community water system may not discontinue water service to a customer that remains current on a payment plan.

All community water systems regardless of size, whether participating in the Arrearage Program or not, must adhere to the Water Shutoff Protection Act ([Health & Saf. Code, § 116900 et. seq.](#)) notice and shutoff rules for discontinuing residential service due to arrearages accrued during the COVID-19 pandemic bill relief period.

If you have additional questions, please send them to [dfa-communitywatersystemscovidrelief@waterboards.ca.gov](mailto:dfa-communitywatersystemscovidrelief@waterboards.ca.gov). Thank you.

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## REQUEST FOR PROPOSAL AUDIT SERVICES

Release Date: January 19, 2022  
Submission Deadline: February 28, 2022  
Contact Person:  
Cheryl Doran-Girard, Administrator

Camp Meeker  
Recreation & Park District  
Post Office Box 461  
Camp Meeker, California 95419  
[www.campmeeker.org](http://www.campmeeker.org)



## REQUEST FOR PROPOSALS (RFP)

### Audit Services

Release Date: Wednesday, January 19, 2022

Closing Date: Monday, February 28, 2022, 3:00 PM  
(late proposals will not be considered)

Contact: Cheryl Doran-Girard, Administrator  
Email: [admin@campmeeker.org](mailto:admin@campmeeker.org)  
Phone: 707-874-9246

#### PURPOSE:

Camp Meeker Recreation and Park District (District) was formed by resolution of the Board of Supervisors of the County of Sonoma in September 1935 as a special district under and pursuant to provisions of the Public Resources Code, Div. 5, Chapter 4, Section 5780 (et seq) of the State of California. The District serves taxpayers and residents in a specific unincorporated area of the County of Sonoma, the boundaries of which are set by resolution of the Board of Supervisors. The District was further authorized as a “county water district” in April 1994 and was further awarded sewer powers in August 1999. The District’s governmental powers are exercised through an elected Board of Directors. Contract staff assists the Directors in administration of District business operations.

In addition, the District operates a [“county water district”](#) under provision 5787.22 for 350 water connections in the community of Camp Meeker. Water system physical operations are conducted by an independent water contractor. The District also contract by public/private agreements with respect to provision of water and operations.

The District requests proposal responses from highly-qualified and experienced independent certified public accounting firms (Proposing Firm) to audit and report regarding the financial position and internal controls of the District. Such firms must possess the required license(s) to practice in the State of California and regularly practice in local government audits (particularly special districts including water districts).

The District operates on a July 1 – June 30 fiscal year. The District anticipates a three-year audit service agreement, with the option to extend the agreement for two additional years, subject to annual review by the District beginning with the fiscal year ending June 30, 2022. Additional information about the District, including budgets and past audit reports can be found on the District’s website at [www.campmeeker.org](http://www.campmeeker.org). Please read this entire RFP package and include all requested information in your proposal.

#### SCOPE OF SERVICES: ANNUAL AUDIT

- 1.) Perform Audit of Financial Statements and Prepare Auditor’s Report
  - a. Audit the District’s financial statements in accordance with Generally Accepted Accounting Principles, as set forth by AICPA, GASB, and in accordance with the “Minimum Audit Requirements and Reporting Guidelines for California Special Districts”, as required by the California State Controller’s Office.
  - b. Prepare Auditor’s Report that includes the following:
    - i. Statement of Net Position
    - ii. Statement of Revenues, Expenses, and Changes in Net Position
    - iii. Statement of Cash Flows
    - iv. All Financial Statements to include prior year for comparative purposes
    - v. Required Footnotes to Financial Statements

## REQUEST FOR PROPOSALS (RFP)

### Audit Services

- vi. GASB 68 & 75 Required Supplementary Information
- vii. Auditor's opinion on the financial statements and required supplementary information

#### 2.) State Controller's Report:

- a. Pursuant to Government Code 53891, prepare Annual Audit Report of Financial Transaction of Special District and submit to the California State Controller's Office by State Deadline.

#### 3.) Management Letter

- a. Prepare letter that includes recommendations for improvements in internal controls, accounting procedures, and other significant observations that are non-reportable conditions. Management letter shall be addressed to the Board Treasurer.

#### 4.) Management Report

- a. Prepare a report of any reportable conditions, if any, discovered during the audit. A reportable condition shall be defined as a significant or material deficiency in the design or operation of the internal control structure that could materially adversely affect the District's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

#### 5.) Staff Presentation:

- a. Prior to the preparation of the final audit report, the Auditor will meet with District staff to discuss the results of the audit and to review significant findings, if any.

#### 6.) Board Presentation:

- a. Attend publicly noticed Board of Director's meeting and present the audit report and results of the audit

#### 7.) The audits performed under the RFP shall cover periods a through c, with an option to extend to cover periods d and e:

- a. July 1, 2021 – June 30, 2022
- b. July 1, 2022 – June 30, 2023
- c. July 1, 2023 – June 30, 2024
- d. July 1, 2024 – June 30, 2025
- e. July 1, 2025 – June 30, 2026

## ORGANIZATION OF PROPOSALS

District requests that Proposing Firm's proposals be organized consisting of two sections: 1) Technical Proposal and 2) Cost Proposal, and formatted as follows:

### Technical Proposal

- 1.) Introduction: Proposal will state Auditor's understanding of the work tasks and products to be produced as a part of the audit. Proposal will state the firm's general experience, capabilities and approach or approaches generally used in audits similar to those items addressed in this RFP.

## REQUEST FOR PROPOSALS (RFP)

### Audit Services

- 2.) Specific Audit Approach: The proposal should set forth a work plan, including an explanation of the audit methodology to perform the services required in this RFP. In developing the work plan, reference should be made to such sources of information as District's budget and related materials, organization chart, prior financial statements, etc.. The proposal should include the following information about the firm's audit approach:
  - ❖ Proposed phases of the audit and staff hours assigned to each phase of the engagements
  - ❖ Description of analytical procedures to be used in the engagement, including sampling
  - ❖ Approach to be taken to understand, review, and make recommendations regarding the District's internal controls
  - ❖ Description of any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be required of the District
  - ❖ Additional work tasks and products the Auditor recommends in addition to those specified in this RFP's Scope of Work
- 3.) Description of Firm's Experience: The Auditor shall provide a description of the audit firm's experience, including a brief history, types of services provided, and experience in providing similar services as those requested in this RFP. The description of experience shall include experience with local governments and special districts and shall highlight experience with agencies that are similar in size and structure to the District.
- 4.) Project Team: Identify key personnel assigned to the project and describe their respective role(s) and responsibilities. Provide resumes for all key personnel assigned to the project.
- 5.) License to Practice in California: Proposal must include an affirmative statement verifying that the firm and all assigned key professional staff are properly licensed to practice in California.
- 6.) Independence: Proposal must include an affirmative statement that the firm and all assigned key professional state are independent of the District as defined by auditing standards generally accepted in the United States and the General Accounting Office's Government Auditing Standards.
- 7.) References: This section shall consist of a list of at least three (3) current special district clients (include names of contact persons, email address, telephone numbers, and a brief description of the work performed) for whom the Consultant has performed services similar to those required in this RFP.
- 8.) Peer Review: Proposing Firm to submit copy of a report on its most recent external quality control review (peer review), including a statement as to whether the external quality control review included a review of specific government engagements (required by Government Audit Standards).
- 9.) List of all current public agency clients
- 10.) Other pertinent information

## REQUEST FOR PROPOSALS (RFP)

### Audit Services

#### Cost Proposal

The cost of the proposal should contain all detailed pricing information relative to performing the audit engagement as described in this RFP. For each year, and in total, the total all-inclusive maximum price is to contain all direct and indirect cost, including all out-of-pocket expenses.

#### General Terms and Conditions

- 1.) Consultant questions during Proposal Process: Proposing firms are encouraged to ask questions to strengthen proposals to the District. Please email your intention to respond and provide all inquiries in writing via email to Cheryl Doran-Girard, (admin@campmeeker.org). Questions will be accepted up to 3:00 pm Pacific Time on Friday, February 25, 2021. All inquiries and responses will be emailed to all Proposing Firms who indicate their intention to respond to the RFP. **Please email your intention to respond to admin@campmeeker.org.** You will receive confirmation of receipt of your email. Inquiry sources will remain anonymous.
- 2.) Limitation: The Request for Proposals (RFP) does not commit the District to award a contract, to pay any cost incurred in the preparation of the firm's RFP response or to procure or contract for services or supplies. The District reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with any/all qualified sources or to cancel all or part of this RFP.
- 3.) Award: The firm/entity chosen may be required to participate in negotiations and to submit such revisions of its proposals as may result from negotiations. The District reserves the right to award a contract/select a service provider without discussion based upon the initial proposals.
- 4.) Signature: The consultant's RFP response shall provide the following information: name, title, address and telephone number of individuals with authority to bind the service provider and who may be contacted during the period of proposal evaluation. The consultant's RFP response shall be signed by an official authorized to bind the consultant.

#### Special Terms and Conditions

- 1.) While District staff will be available during the audit to assist the audit firm with providing information, documentation and explanations, the past two audits have been conducted remotely due to COVID-19 conditions. To protect staff and audit personnel, the District suggests continuing this practice. Report preparation, editing, printing and binding shall be the responsibility of the auditor.
- 2.) All material submitted in response to this RFP shall be considered the property of the District and may be used by the District for any purpose.
- 3.) Proposals received by the District will not be returned to the Proposing Auditor.
- 4.) The District reserves the right to reject any and all proposals, to waive informalities and minor irregularities in the proposals received, to discuss proposal details with respondents, and to accept other than the lowest bid proposal.

## REQUEST FOR PROPOSALS (RFP)

### Audit Services

- 5.) Proposing Firms will not be compensated for any expenses incurred in the process for responding to this RFP or, if requested, in submitting further information or appearing for an interview.
- 6.) Proposing Firm must provide certificates for Worker's Compensation insurance and liability insurance for auditors performing onsite auditing services, to District standards.

#### Selection Criteria (not necessarily in order of priority)

- 1.) Experience and qualification of assigned staff
- 2.) References and relevant work performed (particularly public agencies/special districts)
- 3.) Firm/entity key personnel assigned to the engagement
- 4.) Demonstrated ability to competently implement the scope of services
- 5.) Demonstrated understanding of the issues raised by the District in this RFP and the completeness of addressing the scope of work
- 6.) Proposed Cost of Services

#### Selection Procedure

District Treasurer and staff will evaluate each proposal against the Selection Criteria and bring recommendations to the District's Directors. The Board of Directors, will in turn make a final decision on the selection of the Proposing Firm and authorize the District Treasurer's execution of a contract with the selected Proposing Firm to perform the requested services. District staff may choose to interview applicants as a part of the selection process.

District staff anticipates that the Proposing Auditor selection will be awarded at the April 19, 2022 Board of Directors meeting. The selection will be awarded to the respondent whose proposal conforms to this RFP and which will be, in the opinion of the District, the most advantageous to the District.

#### Selection Process and Time Frame:

Wednesday, January 19, 2022	Release of RFP
Friday, February 17, 2022	Written questions due (optional)
Friday, February 25, 2022	Responses from District
Monday, February 28, 2022	RFP responses due not later than 3:00pm Pacific
Monday, March 1 - March 25, 2022	RFP Evaluation by Staff and Committee Tuesday,
April 19, 2022	Selection of Auditor by Board of Directors
Monday, May 2, 2022	Auditor to provide draft engagement letter Monday,
May 29, 2022	District Treasurer to approve engagement letter
Tuesday, June 1, 2021	Services Begin (approximate)

#### Proposal Submittal

Email submission of proposals must be received by the District not later than 3:00 pm on Monday, February 28, 2022. Proposals and all inquiries relating to this RFP should be emailed to:

Cheryl Doran-Girard, Administrator  
admin@campmecker.org

## REQUEST FOR PROPOSALS (RFP)

### Audit Services

Addendum:

#### **ACCOUNTING PROCESSES**

The Camp Meeker Recreation and Park District's accounting processes are handled via Abila's MIP Fund Accounting (via hosted access) accounting software by the District's Administrator under oversight of the District's Fiscal Officer and direction of the District's Board of Directors. The exception to this process is the water utility billing and receipts that are handled by the District's water operator, Russian River Utility of Forestville. The District offers a credit card payment option to its customers with AllPaid Services established in June 2021.

The District has no employees; and, therefore, no payroll, personnel manual or retirement plan, or compensation policies. District Administrator, District Counsel and Water Operator are all independent contractors. Due to COVID-19 conditions, the audits for the periods ended 6/30/2020 & 6/30/2021 have been conducted remotely. In the event that COVID restrictions remain in effect, the District would require its audit to be conducted similarly.