

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

Tuesday, July 17, 2018 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. June 19, 2018 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. INTRODUCTION: MARTIN HIRSCH, PERRY JOHNSON DISTRICT COUNSEL:

DESCRIPTION: Malcolm Manwell, the District's former counsel, retired effective June 30 and moved out of state. Mr. Manwell trained Mr. Hirsch as his replacement. Mr. Hirsch's attendance is his formal introduction to the Board.

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

B. REQUEST FOR PAYMENT PROGRAM: FATIMA MARTINEZ, TRUSTEE-L&T RASSO TRUST, ACCOUNT 295, 34 MCCLURE AVENUE

DESCRIPTION: The Board approved a "suspension of connection" notice at its May meeting for the Rasso Trust, Account 295-34 McClure account. The amount currently owed is \$2,811.58 and there is an existing lien against the property in favor of the District. Ms. Martinez is asking for an extension of the time to resolve the debt and an exemption from late charge billing.

PROPOSED ACTION: The Board may/may not approve an extended payment program for account 295, 34 McClure.

- C. UPDATE: DAVE WOOD, GOLD RIDGE RESOURCE CONSERVATION, LOWER RUSSIAN RIVER OMBUDSMAN (Dave Wood, GRRCD, 5 minutes)
DESCRIPTION: Mr. Wood will be attending the meeting to offer specific information relative to the Camp Meeker community relative to on-site wastewater treatment systems. Mr. Wood is a non-regulatory, informational source for residents.
PROPOSED ACTION: The Board may/may not take further action on this item.
- D. UPDATE: BOARD RECRUITMENT PROCESS (Gary Helfrich/Staff, 15 minutes)
DESCRIPTION: The Board will interview individuals who have submitted applications since the June 19 meeting in open session. The Board members will interview most recent candidates and a new Director will be appointed at the August 21 meeting.
PROPOSED ACTION: No action will be taken.
- E. REVIEW DISTRICT CONFLICT OF INTEREST CODE 2016 (Staff, 2 minutes)
DESCRIPTION: The Political Reform Act requires every local government agency to review its conflict of interest code every two years. The conflict of interest code tells public officials, governmental employees & consultants who must disclose financial interests on Statement of Economic Interests (Form 700). The District last reviewed and revised its conflict of interest code in 2016.
PROPOSED ACTION: The Board may authorize the Board President to sign the 2018 Local Agency Biennial Notice confirming review of the District's current code.
- F. CSDA BOARD OF DIRECTORS ELECTION-VOTING (Staff, 2 minutes)
DESCRIPTION: The District is a regular member of CSDA (California Special Districts Association) and has received an official electronic ballot to cast one vote in CSDA's 2018 Board of Director's election for Seat A in the BAY AREA NETWORK. A candidate will be selected from those running for the seat (see candidate information following).
PROPOSED ACTION: The Board will select a candidate for Seat A in the Bay Area Network of CSDA and authorize staff to file the electronic vote per CSDA instructions.
- G. REPORT OF THE CAMP MEEKER FIRE DRILL TEMPORARY SUB-COMMITTEE AND RELATED CONCERNS (Anthony Tominia and Lynn Watson, 10 minutes)
DESCRIPTION: At the June 19 meeting, the Board established a temporary sub-committee to research a proposal for the organization of a Camp Meeker Evacuation Fire Drill.
PROPOSED ACTION: The Board may/may not take further action in this regard.
- H. REPORT OF THE WATER SUB-COMMITTEE (Gary Helfrich, Anthony Tominia, 10 minutes)
DESCRIPTION: The Water Sub-committee will report on its recent discussions with Occidental Community Service District water representatives and issues related to the water system.
PROPOSED ACTION: The Board may/may not take further action in this regard.

J. UPDATE: CAMP MEEKER SIGN (Gary Helfrich, 5 minutes)

DESCRIPTION: The Board will discuss the progress of the Camp Meeker sign and proposed repair tentatively scheduled for May 19 and 20. Areas to address include road closure, equipment needs, volunteer labor and miscellaneous concerns.

PROPOSED ACTION: The Board may/may not approve further action in regard to the sign.

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 ten (10) calendar days before the meeting.

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

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

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

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

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

Tuesday, June 19, 2018 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

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

II. ROLL CALL

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

III. APPROVAL OF AGENDA

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

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

The motion was approved.

IV. STATEMENTS OF ABSTENTION

There were no statements of abstention.

V. PUBLIC COMMENT

There was no public comment.

VI. CONSENT ITEMS

A. Approval of Minutes

1. May 15, 2018 minutes

A motion was made by Cathie Anderson, and seconded by Anthony Tominia to approve the May 15 2018 minutes as recorded.

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

The motion was approved.

B. Payment of Claims

A motion was made by Anthony Tominia, and seconded by Cathie Anderson to approve the June warrant request 2017/2018-012 as follows:

2017-2018-012	RP-June 2018	7,658.01
\$33,975.81	Water-June2018	26,317.80

Wells Fargo Bank Checks 1764-1780, Bank of the West checks 619 and 620 in payment of expenses and water receipt transfers, and US Bank check 1075 and 1076 transferring rental fees the operating account and refunding client deposits.

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

The motion was approved

C. Journal Entry Approval

There were no journal entries beyond those of water receipts entry and investment account interest.

D. Administrative and Financial Report

Ms. Doran-Girard reported regarding the 2018-2019 Direct Charge billing process, a 6% increase in SDRMA insurance costs, a 7.4% increase in LAFCO costs, the initiation of CSDA's electronic voting process and various items of correspondence. Additionally, she advised that District Counsel Manwell will retire on June 30, 2018 and will be moving to Washington State.

VII. REPORT OF THE WATER SYSTEM OPERATOR

- A. Robert Sherrod of Russian River Utility reported that a SCADA telemetry system issue resulted in a raw water discharge into Dutch Bill Creek. Jamie Dunton explained that the system is running well; but SCADA is twenty years old. He went on to state that control of the system is key to operations, that telemetry systems produced current are far more advanced, and replacement of the SCADA equipment should be foremost in the consideration of capital outlay programs. Vegetation and Spanish moss also contributed to the interruption of radio signals in the recent event. Director Anderson expressed concern for the increasing number of past due accounts. Eighty-one customers were past due in June far more than in the past. Discussion ensued regarding replacement of water meters.

VIII. ACTION ITEMS

A. SETH MURCHISON: ORGANIZATION OF CAMP MEEKER FIRE DRILL AND RELATED CONCERNS

DESCRIPTION: Mr. Murchison detailed his proposal for the organization of a Camp Meeker Evacuation Fire Drill and for the formation of a subcommittee for this purpose. Director Helfrich recommended that Mr. Murchison contact the County to ascertain what the process would be in this regard. It could involve public works and other County departments. Discussion ensued.

ACTION: A motion was made by Anthony Tominia, and seconded by Cathie Anderson to form a temporary (5 months) sub-committee to research the issues of a Camp Meeker fire drill. Directors Tominia and Watson will serve on the temporary sub-committee.

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

The motion was approved.

B. WATER WAIVER: ACCOUNT 367, 5600 BOHEMIAN HIGHWAY, (APN 075-050-006), JAMES SCHWEIZER

DESCRIPTION: The Board tabled this request at their May meeting and the property owner has sent an email advising their inability to attend a Board meeting as he lives out of the area and continuing his request for a waiver on behalf of his tenant as RRU staff discovered at burst pipe upon meter reading. Jamie Dunton advised that the issues with account 367 are truly an accident and the leak has been repaired. Director Helfrich responded that the Board's continuation of these requests is to insure that repair work is complete and to reduce water losses. Mr. Dunton suggested that these requests waste a goodly amount of Board time and that RRU could handle in-house.

James Nekton suggested that the customers take pictures of the repairs and submit with requests.

ACTION: A motion was made by Cathie Anderson, and seconded by Anthony Tominia to approve that a water waiver for account 367, 5600 Bohemian Highway be approved less energy costs.

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

The motion was approved.

- C. WATER WAIVER: ACCOUNT 79, 135 LINCOLN, (APN 075-110-002), ARNOLD ADVOCATE
DESCRIPTION: Mr. Advocate explained that he is requesting a waiver for a water bill of \$342.57 due to cracked PVC fitting outside his house located in an area of the property where he seldom goes. He has since replaced the fitting. He further advised that he is a retired plumber and made the repairs himself.

ACTION: A motion was made by Anthony Tominia, and seconded by Cathie Anderson to approve a water waiver for account 79, 135 Lincoln be approved less energy costs.

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

The motion was approved.

- D. UPDATE: BOARD RECRUITMENT PROCESS

DESCRIPTION: Director Helfrich advised that the Board would continue to interview and evaluate individuals to appoint to the Board. Ms. Anderson will continue to serve.

ACTION: The Board took no further action.

- E. UPDATE: COMMUNITY CONCERNS: FIRE ACCESS AND WATER TANK SIGNAGE

DESCRIPTION: The Board continued discussion of the concerns of residents of the fire/evacuation and health hazard concerns with respect to RVs blocking the streets of Camp Meeker and adjacent to one of the water tanks. Members of the public stated that in contacting St. Dorothy's they had been advised that staff is too busy to deal with this issue resulting in increasing numbers of RVs. Director Helfrich stated that, at the end of the day, private property owners such as St. Dorothy's have to be motivated to deal with this issue. He went on to explain that community members could contact County Code Enforcement that may make the property owner respond. He cautioned that one should be mindful of safety and balanced approach. Discussion ensued.

ACTION: The Board took no further action.

- F. UPDATE: BRELJE AND RACE SCOPE OF ENGINEERING SERVICES AND COST
ESTIMATE 5 YEAR CAPITAL IMPROVEMENT PLAN

DESCRIPTION: The Board reviewed a draft of the Capital Improvement Plan developed by Brelje and Race and will review and discussed the draft report with respect to going forward. Jamie Dunton advised that he felt the replacement costs were slightly exaggerated on some items, that some items are more critical than the priorities assigned; however, by and large he felt it was a good evaluation.

Discussion ensued regarding the inclusion of Occidental Community Services District in the capital replacement cost process to clarify what aspects of the system are solely the responsibility of Camp Meeker and those that to be jointly handled. Additionally, any inclusion

of Alliance could impact cost distribution. It was agreed that Russian River Utility in conjunction with the water subcommittee members would provide a comparative list ranking urgency of projects as well as estimated costs.

ACTION: The Board agreed that a meeting with the Occidental Community Services subcommittee is in order prior to approval of the draft of the report. Staff will arrange and appropriately Brown Act notice the meeting date, time and place. Russian River Utility in conjunction with the water subcommittee members will provide a comparative list ranking the urgency of projects as well as estimated costs.

- G. CPA ENGAGEMENT FOR FINANCIAL AUDIT 6/30/2018, GORANSON & ASSOCIATES
DESCRIPTION: The District has engaged Goranson and Associates to complete the State required fiscal audit for the 6/30/2017 and prior fiscal years. The estimated cost for 6/30/2018 is \$10,000.00 and has no increase over 6/30/2017.
ACTION: A motion was made by Cathie Anderson, and seconded by Anthony Tominia to engage Goranson and Associates, Inc. to conduct the 6/30/2018 financial audit at a cost of \$10,000. Directors Helfrich, Anderson, and Tominia, voted yes. Directors Larson and Watson were absent. Ayes: 3 Noes: 0 Abstain: 0 Absent: 2
The motion was approved.
- H. RESOLUTION 2018-007: APPROVAL OF PRELIMINARY BUDGET FOR FISCAL YEAR COMMENCING JULY 1, 2018 AND ENDING JUNE 30, 2019.
DESCRIPTION: The Board reviewed the proposed preliminary budget, which California law requires adopted by June 30, 2018.
ACTION: A motion was made by Cathie Anderson, and seconded by Anthony Tominia to approve Resolution 2018-007, Approval of Preliminary Budget for the fiscal year ending June 30, 2019. Directors Helfrich, Anderson, and Tominia, voted yes. Directors Larson and Watson were absent. Ayes: 3 Noes: 0 Abstain: 0 Absent: 2
The motion was approved.
- I. RESOLUTION 2018-008: APPROVAL OF DISTRICT APPROPRIATION LIMIT JULY 1, 2018 THROUGH JUNE 30, 2019.
DESCRIPTION: California State law requires the District, annually, to choose an appropriations (spending) limit and the method by which the limit is determined. This law was adopted by the California voters through the Initiative Process in 1979. It was known as Prop 4, and it basically adds further limits on taxation limits under Prop 13. The way the annual Appropriations Limit law works, a District may not levy taxes greater than the prior year, adjusted for a cost of living factor. Since Camp Meeker never spends more than its allowed Appropriations Limit [i.e. your District runs on less tax dollars than otherwise allowed], this Annual Appropriations Limit process is largely a formality for the District and its Board. The Appropriations Limit does, however, serve as the maximum amount of tax dollar generated money that can be spent by the District. Traditionally, the District has used the standardized appropriations limit calculations provided by the County of Sonoma auditor's office. Note that this limit applies only to the District's tax dollars, and does not set a limit on the "enterprise" sourced revenues (i.e. the dollars you pay for water). The County of Sonoma Auditor recommends that the District's limit be established at \$286,748 for the fiscal year ending June 30, 2019.

ACTION: A motion was made by Anthony Tominia, and seconded by Cathie Anderson that the Board approve Resolution 2018-008 establishing the District's appropriation's limit for the fiscal year ending June 30, 2019 as \$286,748 as calculated by the County of Sonoma. Directors Helfrich, Anderson, and Tominia, voted yes. Directors Larson and Watson were absent.
Ayes: 3 Noes: 0 Abstain: 0 Absent: 2
The motion was approved.

J. RESOLUTION 2018-009: TRANSFER OF FUNDS RECREATION AND PARK OPERATING FUND TO WATER OPERATIONS FUND FOR FISCAL YEAR ENDING JUNE 30, 2018.

DESCRIPTION: The Board adopted Resolution 2015-007 on June 23, 2015 regarding the disposition of \$23,887.00 owed the water fund by the capital fund and determined that the amount owed would be allowed to "float" and subject to review 2017. Over the last two fiscal years, the amount owed the water fund has been reduced to \$13,887. The District's fiscal officer is proposing a transfer from the Recreation and Park Operating fund of \$7,000.00 to reduce the total amount due and review prior to the close of the 2019 fiscal year.

ACTION: A motion was made by Anthony Tominia, and seconded by Cathie Anderson to approve the transfer of \$7,000.00 from Recreation and Park funds to the Water Operations fund reducing the total amount due to \$6,887.00 at June 30, 2019.

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

The motion was approved.

K. RESOLUTION 2018-010: TRANSFER OF FUNDS FROM THE WATER CAPITAL FUND TO THE WATER OPERATIONS FUND FOR THE FISCAL YEAR ENDING JUNE 30, 2018.

DESCRIPTION: State law does not allow the District funds to be in deficit at fiscal year end. The water fund revenues have not been sufficient to cover operating costs for some years, and the \$22,200.00 cost of completing a Capital Improvement Plan necessary to establish a basis for a water rates study have resulted in a projected deficit at year-end June 30, 2018. Therefore, the Board reviewed a transfer of funds to cover the Capital Improvement Plan costs and the projected deficit.

ACTION: A motion was made by Cathie Anderson, and seconded by Anthony Tominia to adopt Resolution 2018-010: Transfer of Funds From the Water Capital Fund to the Water Operations Fund in the amount of \$22,000 for the fiscal year-end June 30, 2018.

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

The motion was approved.

L. UPDATE: CAMP MEEKER SIGN (Gary Helfrich/Anthony Tominia, 5 minutes)

DESCRIPTION: The Board will discuss the progress of the Camp Meeker sign and proposed repair tentatively scheduled for May 19 and 20. Areas to address include road closure, equipment needs, volunteer labor and miscellaneous concerns.

ACTION: No action was taken.

X. DIRECTORS' REPORTS

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

PROPOSED ACTION: No action or discussion to take place.

Director Anderson advised that there are issues with the Anderson Hall deck that require repair and maintenance.

XI. ADJOURNMENT

As there was no further business to be brought before the Board at this time, a motion was made by Cathie Anderson, and seconded by Anthony Tominia that the June 2018 meeting of the Camp Meeker Board of Directors is adjourned.

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

The motion was approved.

The meeting adjourned at 8:50 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

2018-06-19finalminscdg1.doc

CHERYL DORAN GIRARD
CLIENT MEMORANDUM

TO: CAMP MEEKER RECREATION & PARK DISTRICT BOARD MEMBERS
FROM: CHERYL DORAN GIRARD
SUBJECT: JULY 17, 2018 WARRANTS AND FINANCIAL INFORMATION
DATE: JULY 11, 2018

Financial Statements and Warrant Detail in the board packet following this memorandum provide updated information through July 11, 2018.

2018/2019-001	RP-July 2018	4,200.71
\$22812.64	Water- July 2018	18,611.93

The Financial statements included in the Board info packet this month are as far as possible through 6/30/2018 fiscal year end. There is some information not yet available for the County of Sonoma accounts and final revenue receipts. Additionally, there may be invoices that are for the 6/30/2018 fiscal year end that are not yet received.

Please be aware that the 18-19 Final Budget will be in preparation during August for approval at the September Board meeting per legal requirements. Any adjustments to financial data can be incorporated at that time. Please let me know so that these can be included in the Final Budget for 2018-2019. I am happy to talk with Board members about the Budget and what the estimates take into account.

Bank accounts have been reconciled. I am hopeful we can resolve the Anderson Hall/Paypal deposit account movement from US Bank to Wells Fargo where all our current accounts are held before the August meeting. As is usual, invoices relating to the checks written will be on hand for review.

The County will not have data for assessor files for direct charge billing until July 31. The District has been awarded an extension to August 22 as the Board must hold a public meeting after the data the District submits has been processed at the County and this can be accomplished at the August meeting.

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



CAMP MEEKER RECREATION AND PARK DISTRICT

WARRANT REQUEST # 2018-2019-001

VENDOR	CHECK AMOUNT	R&P FUND	WATER FUND	EXPLANATION
Anderson, Cathie	30.00	30.00		Director Stipend-July 2018
Larson, Valery	30.00	30.00		Director Stipend-July 2018
Watson, Lynn	30.00	30.00		Director Stipend-July 2018
Doran-Girard, Cheryl	5,895.98	859.50	859.50	Consulting-June 2018/July 2018
Doran-Girard, Cheryl	-	1,146.00	1,146.00	Consulting-June 2018/July 2018
Doran-Girard, Cheryl	-	429.75	429.75	Consulting-June 2018/July 2018
Doran-Girard, Cheryl		429.75	429.75	Consulting-June 2018/July 2018
Doran-Girard, Cheryl	-	82.99	82.99	Postage and Envelopes
Lopez, Jessica	220.00	220.00		Anderson Hall Cleaning
Camp Meeker Water	85.78	85.78		Water Service: Beach/Hall (2 months)
Fedex Office	91.18	45.59	45.59	Printing
PGE	97.10	97.10		Electric Service
McPhail Fuel	325.59	325.59	-	A. Hall Propane
Brelje & Race	1,848.75	-	1,848.75	Engineering 5-Year Capital Plan
Russian River Utility	13,051.95	-	8,499.57	Contract Services
Russian River Utility			1,097.83	Electric Service
Russian River Utility			3,454.55	Scada Telekey
US Bank	411.31	230.66	180.65	Various Recurring charges
Sonoma County LAFCO	695.00	158.00	537.00	18-19 Fiscal Year

Total	<u>22,812.64</u>	<u>4,200.71</u>	<u>18,611.93</u>	-
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DIRECTOR APPROVAL:

DATE:

7/17/18

Camp Meeker Recreation & Parks District
Check/Voucher Register - CDG-Current Register
1010 - Cash In Wells Fargo Bank-Operating
From 6/20/2018 Through 7/17/2018

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1781	System Generated Check/Vo...	Brelje & Race Con...	7/17/2018	1,848.75
1782	System Generated Check/Vo...	Camp Meeker Wa...	7/17/2018	85.78
1783	System Generated Check/Vo...	Cheryl Doran-Girard	7/17/2018	5,895.98
1784	System Generated Check/Vo...	Fedex Office	7/17/2018	91.18
1785	System Generated Check/Vo...	Jessica Lopez	7/17/2018	220.00
1786	System Generated Check/Vo...	McPhail Fuel Com...	7/17/2018	325.59
1787	System Generated Check/Vo...	P G & E	7/17/2018	97.10
1788	System Generated Check/Vo...	Russian River Utility	7/17/2018	13,051.95
1789	System Generated Check/Vo...	Sonoma County	7/17/2018	695.00
1790	System Generated Check/Vo...	US Bank	7/17/2018	411.31
1791	Stipend-July 2018	Cathie Anderson	7/17/2018	30.00
1792	Stipend-July 2018	Valery Larson	7/17/2018	30.00
1793	Stipend July 2018	Lynn Watson	7/17/2018	30.00
		Total 1010 - Cash In Wells Fargo Bank-Operating		22,812.64

Camp Meeker Recreation & Parks District
Check/Voucher Register - CDG-Current Register
1015 - Cash in Wells Fargo Bank-Investments
From 6/20/2018 Through 7/17/2018

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1013	Transfer Funds Per Resoluti...	Camp Meeker Rec...	6/30/2018	<u>22,000.00</u>
		Total 1015 - Cash in Wells Fargo Bank-Investments		22,000.00

Camp Meeker Recreation & Parks District

Check/Voucher Register - CDG-Current Register

1030 - Cash in Bank of the West-Water

From 6/20/2018 Through 7/17/2018

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
621	Tfr Water Receipts-June 2018	Camp Meeker Rec...	7/17/2018	6,600.00
622	Tfr Water Operations-June 2...	Camp Meeker Rec...	7/17/2018	<u>11,900.00</u>
		Total 1030 - Cash in Bank of the West-Water		18,500.00

Camp Meeker Recreation & Parks District
Check/Voucher Register - CDG-Current Register
1040 - Cash in US Bank-Rental Deposits/PayPal
From 6/20/2018 Through 7/17/2018

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1077	Refund Korte deposit 6/16/1...		7/2/2018	150.00
1078	Transfer Cole Event Fees to ...	Camp Meeker Rec...	7/10/2018	<u>485.20</u>
		Total 1040 - Cash in US Bank-Rental Deposits/PayPal		635.20
				<u>63,947.84</u>
Report Total				<u><u>63,947.84</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				
4001	Property Taxes-CY Secured	75,000	69,131	(5,869)
4020	Property Taxes-CY Supplemental	0	980	980
4040	Property Taxes-CY Unsecured	0	2,035	2,035
4041	Cost Reimbursement-Collect Delinquent CY Unsec	(950)	(35)	915
4101	Interest Pooled Cash -Sonoma County	75	14	(61)
4210	Rental Fees-Anderson Hall	8,300	7,325	(975)
4215	Rental Fees-Other	1,727	1,727	0
4220	State-Home Owner Property Tax Relief	525	253	(272)
4295	Grant Revenue	5,500	0	(5,500)
4625	Transfers-Within Fund In	0	5	5
	Total Revenue	90,177	81,435	(8,742)
Expenditures				
5010	Director Stipend	1,080	1,080	0
5017	Worker Compensation Insurance	1,000	1,169	(169)
5101	Communications-Telephone	900	1,035	(135)
5105	Communications-ISP Website	600	240	360
5110	Communications-Website Other	1,500	625	876
5184	Janitorial Supplies	250	368	(118)
5185	Janitorial Services	2,000	1,320	680
5210	Insurance-Property & Liability	3,000	3,364	(364)
5301	Maintenance-Beach and Parks	750	10,153	(9,403)
5302	Maintenance-Bldgs & Improvements	550	329	221
5401	Memberships	200	140	61
5402	Marketing	250	0	250
5405	Miscellaneous	1,500	700	800
5410	Office Supplies	1,150	673	477
5415	Office Operations	300	0	300
5416	Lease-Accounting Software	1,500	1,424	76
5420	Training-Administrative	0	69	(69)
5425	Postage	200	186	14
5426	Printing Services	775	522	253
5427	Supplies	675	0	675
5428	Food	275	126	149
5501	Professional Fees-Web	1,200	138	1,063
5502	Professional Fees-Consultants	1,795	0	1,795
5520	Administrative Services	12,500	12,903	(403)
5540	LAFCO Charges	150	274	(124)
5550	Legal Services	3,250	3,080	170
5555	Professional Services-Auditor	7,500	8,365	(865)
5556	Professional Services-Accounting	12,000	13,198	(1,198)
5570	Service Fee-PayPal	150	86	64
5571	Late Fees	50	0	50
5575	Bank Service Fees	180	0	180
5576	Property Tax Administration Fee	1,000	932	68
5590	Gas and Oil	1,100	1,523	(423)
5591	Equipment Rentals	150	227	(77)
5592	Water and Sewer	1,700	979	721

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
5594	Utilities	1,500	1,036	464
8515	Renovate/Replacement	1,500	0	1,500
8516	Maintenance & Repair	2,500	0	2,500
8565	Equipment 2	2,500	683	1,817
8625	Tfr Within Fnd-Out	12,500	4,071	8,429
9001	Contingency	167	0	167
	Total Expenditures	81,847	71,021	10,826
	Excess of Income Over (Under) Expense	8,330	10,414	2,084

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				
4010	Direct Charges-Current Year	125,000	117,065	(7,935)
4061	Direct Charges -Prior Year	0	198	198
4101	Interest Pooled Cash -Sonoma County	0	19	19
4310	Sales of Water-Residential	205,000	192,759	(12,241)
4625	Transfers-Within Fund In	73,000	3,236	(69,764)
	Total Revenue	403,000	313,277	(89,723)
Expenditures				
5017	Worker Compensation Insurance	700	410	291
5101	Communications-Telephone	500	435	65
5105	Communications-ISP Website	350	240	110
5110	Communications-Website Other	0	500	(500)
5185	Janitorial Services	150	0	150
5210	Insurance-Property & Liability	3,000	3,364	(364)
5401	Memberships	100	140	(40)
5405	Miscellaneous	125	60	65
5410	Office Supplies	800	646	154
5415	Office Operations	100	0	100
5416	Lease-Accounting Software	1,600	1,424	176
5420	Training-Administrative	300	69	231
5425	Postage	75	131	(56)
5426	Printing Services	500	454	46
5501	Professional Fees-Web	1,500	88	1,413
5515	Contract Services-Water Operations	107,500	100,994	6,506
5520	Administrative Services	15,000	13,447	1,553
5540	LAFCO Charges	750	1,015	(265)
5550	Legal Services	5,000	2,602	2,398
5555	Professional Services-Auditor	7,500	8,321	(821)
5556	Professional Services-Accounting	12,000	13,738	(1,738)
5565	Fiscal Agent Fees	0	1,068	(1,068)
5575	Bank Service Fees	100	155	(55)
5576	Property Tax Administration Fee	1,250	0	1,250
5580	Elections Cost	2,663	0	2,663
5585	Public/Legal Notices	450	0	450
5587	Water System Fees-State	2,500	2,282	218
5594	Utilities	6,500	6,183	317
5595	Waste Removal	500	0	500
8511	Maintenance & Repair	0	1,436	(1,436)
8516	Maintenance & Repair	15,000	7,991	7,009
8520	Engineering Services	0	820	(820)
8565	Equipment 2	0	574	(574)
8567	Engineering Services	0	21,098	(21,098)
8625	Tfr Within Fnd-Out	219,300	120,276	99,024
	Total Expenditures	405,813	309,961	95,852
	Excess of Income Over (Under) Expense	(2,813)	3,316	6,129

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	318	318
4625	Transfers-Within Fund In	0	6,000	6,000
	Total Revenue	0	6,318	6,318
	Expenditures			
5410	Office Supplies	0	55	(55)
8625	Tfr Within Fnd-Out	0	28,000	(28,000)
	Total Expenditures	0	28,055	(28,055)
	Excess of Income Over (Under) Expense	0	(21,737)	(21,737)

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			
4101	Interest Pooled Cash -Sonoma County	0	382	382
4625	Transfers-Within Fund In	0	69,261	69,261
	Total Revenue	0	69,643	69,643
	Expenditures			
7910	Long Term Debt-Principal	0	85,426	(85,426)
7911	Long Term Debt-Interest	0	11,652	(11,652)
	Total Expenditures	0	97,077	(97,077)
	Excess of Income Over (Under) Expense	0	(27,435)	(27,435)

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
61 - Recreation & Park - Reserve 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			
4101	Interest Pooled Cash -Sonoma County	0	635	635
	Total Revenue	0	635	635
	Excess of Income Over (Under) Expense	0	635	635

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>93,788</u>	<u>93,788</u>
	Total Revenue	<u>0</u>	<u>93,788</u>	<u>93,788</u>
	Expenditures			
7910	Long Term Debt-Principal	0	34,000	(34,000)
7911	Long Term Debt-Interest	0	59,573	(59,573)
8625	Tfr Within Fnd-Out	<u>0</u>	<u>73,200</u>	<u>(73,200)</u>
	Total Expenditures	<u>0</u>	<u>166,773</u>	<u>(166,773)</u>
	Excess of Income Over (Under) Expense	<u>0</u>	<u>(72,985)</u>	<u>(72,985)</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	16,485.51	16,000.00	6,100.00	500.00	9,400.00	16,000.00			
January-18	December-17	18,157.82	18,000.00	6,100.00	500.00	11,400.00	18,000.00			
February-18	January-18	17,906.75	17,750.00	6,100.00	500.00	11,150.00	17,750.00			
March-18	February-18	15,465.89	15,300.00	6,100.00	500.00	8,700.00	15,300.00			
April-18	March-18	18,801.83	18,750.00	6,100.00	500.00	12,150.00	18,750.00			
May-18	April-18	16,520.29	16,000.00	6,100.00	500.00	9,400.00	16,000.00			
June-18	May-18	17,505.20	17,250.00	6,100.00	500.00	10,650.00	17,250.00			
July-18	June-18	18,618.68	18,500.00	6,100.00	500.00	11,900.00	18,500.00			
YTD Totals		195,429.97	192,050.00	67,100.00	5,500.00	119,450.00	192,050.00			
2012-2013 Monthly										
2013-2014 Monthly				5,675.00	500.00					
2014-2015 Monthly				6,200.00	500.00					
2015-2016 Monthly				6,200.00	500.00					
2016-2017 Monthly				6,100.00	500.00					
2017-2018 Monthly				6,100.00	500.00					
*By telephone										
7/11/18										

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

July 10, 2018

RE: CAMP MEEKER PAST DUE ACCOUNTS

- **Accounts 1, 4, 6, 22, 23, 24, 32, 36, 37, 43, 45, 49, 50, 59, 68, 73, 80, 97, 101, 104, 105, 129, 134, 142, 145, 151, 152, 161, 164, 167, 178, 181, 182, 1085, 186, 192, 196, 197, 207, 208, 218, 219, 220, 221, 222, 224, 225, 227, 230, 232, 240, 242, 245, 246, 264, 274, 276, 278, 293, 307, 310, 318, 322, 323, 338, 350, 358:** Past due notices will be processed on July 24, 2018, and lock offs will be scheduled for August 8, 2018.
- **Accounts 127 and 217:** Locked off March 28, 2018.
- **Accounts 15, 96, 115, 118, 120, 121, 1022, 124, 125, 126, 140, 365, 366:** Payments are in hand or on their way.
- **Acct 339:** Customer paid; meter reinstalled.

	CAMP MEEKER RECREATION AND PARK DISTRICT						
		PAST DUE REPORT					
						Jul-18	
ACCT #	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT		TOTAL
1	42.27	44.14			82.04	6/6/18	86.41
4	102.47	89.76			40.00	6/15/18	192.23
6	64.14	71.15			165.28	6/6/18	135.29
15	47.05	45.04	32.44		180.00	3/26/18	124.53
22	48.51	45.48			103.29	6/19/18	93.99
23	50.45	42.61			94.82	5/24/18	93.06
24	44.21	49.42			138.43	6/6/18	93.63
32	46.55	44.52			44.02	5/15/18	91.07
36	45.96	42.82			42.58	5/24/18	88.78
37	70.47	73.33			41.74	5/24/18	143.80
43	54.15	84.65			46.42	6/11/18	138.80
45	45.01	41.30			132.57	6/11/18	86.31
49	44.73	43.49			42.62	6/11/18	88.22
50	45.24	51.56			150.00	6/11/18	96.80
59	43.49	41.44			89.48	5/31/18	84.93
61	42.94	0.47			40.00	6/15/18	43.41
68	61.54	41.70			120.00	6/19/18	103.24
73	43.25	40.28			40.00	5/24/18	83.53
80	42.06	33.28			45.00	5/7/18	75.34
96	49.36	48.26	42.01	35.99	122.58	3/26/18	175.62
97	45.79	42.56			44.14	5/15/18	88.35
101	45.63	45.02			42.25	5/24/18	90.65
104	45.01	42.54			42.52	5/24/18	87.55
105	59.19	51.51	45.34	0.01	43.23	5/31/18	156.05
115	42.69	38.66			42.47	6/15/18	81.35
118	82.79	96.12			67.42	6/15/18	178.91
120	43.28	43.18			44.02	6/15/18	86.46
121	66.28	46.68			51.19	6/15/18	112.96
122	46.78	47.19			46.60	6/15/18	93.97
124	43.25	43.39			43.45	6/15/18	86.64
125	1,063.49	1,141.71			42.11	6/15/18	2,205.20
126	133.84	47.70			49.28	6/15/18	181.54
127	53.60	51.05	48.62	172.41	48.55	11/28/17	325.68
129	42.43	35.80			47.00	5/24/18	78.23
134	44.37	44.19			75.00	6/6/18	88.56
140	49.83	44.81	49.92	0.61	137.00	5/3/18	145.17
142	60.75	48.48			115.60	5/15/18	109.23
145	45.80	45.54			45.12	6/11/18	91.34
151	72.83	54.67			160.00	6/11/18	127.50
152	46.78	23.26			70.00	6/15/18	70.04
161	49.05	45.68	44.04		140.00	5/14/18	138.77
164	48.72	33.20			50.00	6/19/18	81.92
167	48.14	46.44			42.54	5/18/18	94.58
178	49.01	46.52			45.64	5/31/18	95.53

179	42.06	2.03			40.00	6/15/18	44.09
181	44.02	40.02			41.24	5/15/18	84.04
182	50.82	52.07			137.36	6/6/18	102.89
184	44.50	0.46			44.00	6/26/18	44.96
185	43.78	45.94			89.55	6/15/18	89.72
186	50.03	49.31			100.00	6/11/18	99.34
192	102.29	22.73			60.00	6/15/18	125.02
193	47.08	1.90			95.60	6/26/18	48.98
196	50.88	48.80			47.05	5/18/18	99.68
197	44.48	33.24			40.00	6/11/18	77.72
198	40.04	0.50			41.63	6/21/18	40.54
207	44.77	42.50			134.10	5/31/18	87.27
208	44.83	49.30			132.49	6/6/18	94.13
217	55.83	51.50	84.05	181.04	200.00	11/6/17	372.42

ACCT #	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT		TOTAL
218	76.06	76.28			74.67	6/21/18	152.34
219	44.09	42.28			42.14	5/18/18	86.37
220	96.57	165.09	40.80		100.00	6/15/18	302.46
221	51.87	50.24			49.19	6/26/18	102.11
222	56.29	62.76			60.13	6/15/18	119.05
224	44.02	41.92	38.47		500.00	10/31/17	124.41
225	49.49	46.26			45.06	5/24/18	95.75
226	54.56	9.17			110.00	7/6/18	63.73
227	45.78	43.83	23.79		200.00	3/27/18	113.40
230	49.30	50.45			43.36	5/18/18	99.75
232	45.24	43.12			42.88	5/18/18	88.36
240	44.34	44.79			42.92	6/19/18	89.13
242	43.76	40.82			40.84	5/24/18	84.58
245	45.50	43.14			87.95	5/18/18	88.64
246	49.81	46.65	32.68		140.00	4/11/18	129.14
261	46.06	5.62			90.34	4/25/18	51.68
264	50.71	46.28	44.38		48.80	4/30/18	141.37
269	46.41	7.82			42.38	6/15/18	54.23
274	43.71	15.87			120.00	4/3/18	59.58
276	52.59	48.74			93.91	5/31/18	101.33
278	42.00	40.00			82.00	5/24/18	82.00
287	45.50	1.11			94.00	6/15/18	46.61
293	45.07	42.66			134.97	5/24/18	87.73
295	171.98	163.79	155.99	2,319.82	150.00	4/8/16	2,811.58
307	53.46	49.41			47.45	7/6/18	102.87
310	50.54	41.97			125.00	5/31/18	92.51
317	49.98	0.02			100.88	6/15/18	50.00
318	98.94	11.77			173.41	6/6/18	110.71
322	42.06	40.02			40.94	5/31/18	82.08
323	126.00	115.00			103.15	5/31/18	241.00
338	44.25	41.86			69.40	5/15/18	86.11
350	70.00	77.58	3.89		77.75	6/26/18	151.47
358	88.57	58.86			159.27	6/6/18	147.43
365	77.62	75.66			74.71	6/15/18	153.28
366	46.81	47.01			46.65	6/15/18	93.82
	6,157.53	5,358.75	686.42	2709.88	7,953.17		14,912.58
			BILLING REGISTER INFORMATION JUNE 30, 2018				
			WATER	\$ 4,070.69	CURRENT CHARGES		\$ 18,025.46
			SVC CHG	\$ 14,475.00	PAST DUE		\$ 4,335.87
			FIRE SVC	\$ 60.00	OVERPAY/PREPAY		\$ 14,845.35
			RECONN	\$ 70.00			
			ADJ	\$ (1,214.08)			
			LATE CHGS	\$ 513.85	TOTAL RECEIVABLES		\$ 7,515.98
				Total Receivables			\$25,069.34

CAMP MEEKER RECREATION AND PARK DISTRICT										
WATER SALES 2018										
METER	ACCT NO.	MONTH	TOTAL AMOUNT PUMPED GALLON S	AMOUNT PUMPED TO OCSD	NET AMOUNT PUMPED	AMT SOLD	% PUMPE D TO CMR&P D	% LOSS	NOTES	
Alliance Ma	363	JAN	1,478,090	440,500	1,037,590	739,450	70.19	28.70		
Union Park	369									
Alliance Ma	363	FEB	1,297,640	396,900	900,740	745,570	69.41	17.22		
Union Park	369									
Alliance Ma	363	MARCH	1,168,980	425,800	743,180	653,010	63.57	12.13		
Union Park	369									
Alliance Ma	363	APRIL	1,182,270	490,500	691,770	751,110	58.51	-8.57		
Union Park	369									
Alliance Ma	363	MAY	1,256,890	537,800	719,090	735,950	57.21	-2.34		
Union Park	369									
Alliance Ma	363	JUNE	1,615,710	655,500	960,210	969,420	59.42	-0.90		
Union Park	369									
Alliance Ma	363	JULY								
Union Park	369									
Alliance Ma	363	AUG								
Union Park	369									
Alliance Ma	363	SEPT								
Union Park	369									
Alliance Ma	363	OCT								
Union Park	369									
Alliance Ma	363	NOV								
Union Park	369									
Alliance Ma	363	DEC								
Union Park	369									
	total 2018		7,999,580	2,947,000	5,052,580	4,594,510	63.16%			



P.O. Box 461 Camp Meeker, California 95419-0461
Telephone: 707-874-9246

Email: admin@campmeeker.org

June 19, 2018

CERTIFIED MAIL

Rasso Trust
512 Moscow Street
San Francisco, CA 94112

RE: PRELIMINARY NOTICE OF SUSPENSION OF WATER CONNECTION
Account 295
34 McClure, Camp Meeker, CA
APN: 075-242-007

To Whom It May Concern:

Your water service was locked off on January 26, 2016. You have failed to pay the \$40/month service charge and subsequent late fees and currently owe \$2,319.82. The District filed a lien on all real property owned by August 16, 2016 in the amount of \$375.83 (ongoing).

The District finds that your water connection has been locked off for non-payment for a period of 12 months or more.

This **Notice of Suspension** is submitted to notify you that within 30 days of receipt of this notice, you shall pay in full all charges and fines.

Failure to comply will result in the connection being declared suspended and the property removed from the tax rolls and customer list. Reconnection of a suspended connection shall require an application for a new service under the provisions of Section 2.1 of Ordinance #7.

Thank you for your prompt attention to this matter.



Gary Helfrich

President, Board of Directors

Subject: [Contact Camp Meeker Admin]

From: admin@campmeeker.org

To: admin@campmeeker.org

Date: Monday, July 9, 2018, 8:16:28 PM PDT

From: L&T Rasso Trust C/O Fatima Martinez Act#295 <B.brasso52@gmail.com>

Subject: [Contact Camp Meeker Admin]

Message Body:

Hello,

*****ACTION ITEM*****

My name is Fatima Martinez, I am the care taker for the 34 McClure Ave residence. My children Brett and Braelyn Rasso are great grandchildren of Louie and Theresa Rasso. My partner Brett Rasso (Grandson) passed away unexpectedly the same year as gramma and grampa(2012) in 2011.

I am a single parent and was unable to cover the monthly water bill and have received a lien on the property. I would like to resolve the payment but am asking if the late charges can be stopped as they are making it very difficult to pay. I respectfully ask if my account can be added to a board packet or to the Agenda.

Please feel free to contact me at 415.756.0440 or email address B.brasso52@gmail.com

Kind Regards,

Fatima Martinez

APPLICATION TO A MEMBER
OF THE CAMP MEYER RECREATION
PARK BOARD

MY QUALIFICATIONS ARE:
I AM RELIABLE, I HAVE
ATTENDED THE BOARD MEETINGS
ON A REGULAR BASIS AND
WILL CONTINUE TO DO.

AS A LONGTIME RESIDENT (727945)
I UNDERSTAND OF MAINTENANCE
OF THE WATER SYSTEM

Yours truly,
Michael Johnson

John Mc Daniel
60 Montgomery Street
Camp Meeker CA, 95419
jalfredmcdaniel@gmail.com
415.238.2895

June 29, 2018

Camp Meeker Recreation and Parks District Board of Directors
PO Box # 461
Camp Meeker, CA 95419

RE: Board of Directors Open Position

Dear CMRP Board of Directors,

I would like to submit my letter of intent for your consideration to join the Camp Meeker Recreation and Park District Board of Directors. As a Camp Meeker property owner for the past 10 years, I have developed a deep appreciation for both the unique community in which we live and the commitment and dedication of the Board who administers the Districts business.

I believe that my professional background, commitment to the Camp Meeker community and understanding of the Boards responsibility and scope of authority to govern will contribute to the CMRPD's ongoing success. As a hospitality professional, I have managed both day to day and long term planning and development of several multi-million dollar operations while maintaining a balance between the interests of ownership, brand representatives and organized labor unions. Throughout my career, I have balanced leadership and interpersonal relations with fiduciary planning and analytical skills resulting in a strong track record of operational success driven by empowered, top performing teams. I believe that my collaborative approach to business management will add value in a collective decision making environment such as the CMRPD Board of Directors.

My personal involvement with various community service organizations supports my belief that it is the responsibility of those who are able to serve, to serve those who are in need. At present, I am on the Board of Directors of Primed and Prepped; an organization working in conjunction to the Hunters Point YMCA that provides at-risk youths the opportunity to learn culinary skills and provide a pathway to career development. I am an active member of the San Francisco Hotel Council Sustainability Committee focused on environmentally responsible operating practices as well as a founding member of the Urban Bee Project which provides safe habitats for the diminishing honey bee population. Additionally, I have been a an active participant with Project Homeless Connect which works in conjunction with the Hotel Council to provide a myriad of social services to the San Francisco homeless population.

As a confirmed dendrophile (i.e. tree hugger), I recognize the unique environment in which we reside and the challenges we face in maintaining the delicate balance between the needs of our community and the forces of nature around us. It is my hope that I may be of service to the community to help navigate through those challenges to the benefit of all. Thank you for your consideration as well as your dedication and commitment to our community.

John Mc Daniel

2018 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☐ **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2018**, or by the date specified by your agency, if earlier, to:

(*PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE*)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

CAMP MEEKER RECREATION AND PARK DISTRICT

POLICY HANDBOOK

POLICY TITLE: CONFLICT OF INTEREST CODE

POLICY NUMBER: 101

The Political Reform Act (Government Code § 81000, et seq., hereinafter referred to as the Act) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission ("FPPC") has adopted a regulation (2 California Code of Regulations § 18730) which contains the terms of standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearings, it may be amended by the FPPC to conform to the amendments in the Act. Therefore, the terms of § 18730 and amendments to it adopted by the FPPC are hereby incorporated by reference. This regulation and text here designating officials and employees and establishing disclosure categories shall constitute the conflict of interest code of the Camp Meeker Recreation and Park District ("District").

The full text of Section 18730, together with any amendment thereto, may be found at: <http://www.fppc.ca.gov/legal/regs/current/18730.pdf>

Designated positions shall file statements of economic interests with the District. Upon receipt of the statements, the District shall make and retain a copy and forward the original of this statement to the Sonoma County Clerk of the Board of Supervisors. Statements of Economic Interests are public records available for inspection.

DESIGNATED POSITIONS: The designated positions listed below are required to file Form 700 Statements of Economic Interests disclosing certain personal financial interests. These positions are required to file the applicable individual schedules to report investments, business positions, sources of income and interests in real property located in the District's jurisdiction. The applicable schedules to be filed for each position are based on the disclosure category assigned to the designated position.

Designated Positions	Disclosure Category
Board Member	1
General Manager	1
Consultants	2

DISCLOSURE CATEGORIES:

Disclosure Category 1: Persons in this category shall disclose:

- A. Interests in real property located entirely or partly within District boundaries or within two miles of District boundaries, or of any landed owned or used by the District.
- B. Investments or business positions in or income (including gifts, loans and travel payments) from sources that provide, plan to provide, or have provided in the last two years facilities, goods, software, hardware, or services including consulting services, to the District, or are engaged in the acquisition of real property within the District.

Disclosure Category 2: Persons in this category shall disclose:

- A. Consultants shall disclose pursuant to the broadest disclosure category in the conflict of interest code subject to the following limitation: the District may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and, thus, is not required to comply with the full disclosure requirements described above, but instead must comply with more tailored disclosure requirements specific to that consultant. Such a determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of the disclosure requirements.

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Electronic Ballot - 2018 CSDA Board of Directors Election, (Seat A) Bay Area Network

Please vote for your choice

Choose one of the following candidates:

- Robert Silano (Incumbent)
- Catharine Benediktsson
- Chad Davisson, SDA
- Akintunde Okupe
- Jan Palajac

☐ Robert Silano [\[view details\]](#)

☐ Catharine Benediktsson [\[view details\]](#)

☐ Chad Davisson [\[view details\]](#)

☐ Akintunde Okupe [\[view details\]](#)

☐ Jan Palajac [\[view details\]](#)

**Robert Silano, Director
Menlo Park Fire Protection District**

A public safety professional, Mr. Silano has over 45 years of combined law enforcement and emergency management experience. Presently, Mr. Silano is an Intelligence Officer as a Senior National Security Intelligence Analyst for the Northern California Regional Intelligence Center in San Francisco, CA. In the past, he served as the Chief of Threat Intelligence assigned to the Northern California Regional Intelligence Center, representing the California Emergency Management Agency. The NCRIC is one of 77 DHS Fusion Centers specializing in research involving the terrorism threat and emergency management situations as it relates to law enforcement, fire, public health, emergency services and the private industry.

Currently holds a "TOP SECRET" Federal Government Clearance.

As an elected official, Director Silano serves on the Menlo Park Fire Protection District in San Mateo County. In that capacity, he serves on the Communications and Emergency Preparedness Committees. Additional duties include, being a voting member of the Board of Directors for the California Special Districts Association, Bay Area Network, serving on their Legislative and Financial Committees.

As a private safety professional, Mr. Silano has served in various capacities within Emergency Management, Loss Prevention, Security Operations and Corporate Investigations. He holds positions on three (3) company boards of directors.

In the past, Mr. Silano has had experience in domestic and international operations as a former U.S. Department of Justice Special Agent with the Drug Enforcement Administration. Former Special Agent Silano has held positions as a City of Miami Police Officer, Task Force Commander, Police Instructor, Supervisory Special Agent, and a Senior Manager with the U.S. Department of Justice, DEA. He holds a Baccalaureate and Master's Degrees, and is a graduate of the FBI National Academy Session 158.



California Special
Districts Association
Districts Stronger Together

2018 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Robert Silano
District/Company: menlo fire Protection District
Title: Director
Elected/Appointed/Staff: (prior Elected)
Length of Service with District: 2011

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2017 - Current Board of Directors
Committee(s): Financial and Legislative

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

NO

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

LAFCo representative for Fire District

4. List civic organization involvement:

- FBI National Academy Associates
- Association of Former Federal Narcotics Agents

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot.**



California Special
Districts Association
Districts Stronger Together

2018 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information MUST accompany your nomination form and Resolution/minute order:

Name: Catharine Benediktsson
District/Company: Sanitary District #5, Marin County
Title: Director
Elected/Appointed/Staff: Elected by the district board
Length of Service with District: 17 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

no, taken courses in past /workshops.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

not recently - was head of nationwide
environmental group for FAA, Chief of Alaska
Environment

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

have worked with LAFCo.

4. List civic organization involvement:

none - except homeowners association

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot.**

**Chad Davisson, SDA, General Manager
Ironhouse Sanitary District**

My name is Chad Davisson and I am the General Manager of Ironhouse Sanitary District. I am running for the California Special District Association (CSDA) Director, Seat A – Bay Area Network.

I am very proud to have dedicated my 30-year career in water and wastewater to serving my local community through special districts and local government. I began my career at a special district and have since have earned a degree in Public Administration and an MBA from Saint Mary's College of California. I am fortunate to have had the opportunity to work in several special districts throughout California.

Through my background with special districts, I recognize the importance and value of supporting CSDA. I have a vast understanding of special district needs and as a CSDA Board Member, I will use my experience and expertise to further enrich services that benefit CSDA members.

My goal as General Manager is to provide Ironhouse Sanitary District and its constituents with complete and open public transparency utilizing best management practices. Under my leadership, the District was awarded District of Distinction (Platinum Level) accreditation and the District Transparency Certificate of Excellence. I have received the CSDA Special District Administrator certification and completed the SDLF Leadership Academy.

I actively attend and mentor special district professionals at CSDA's General Manager Leadership Summit coaching events. I am proud to say that Ironhouse staff members have received CSDA awards for their outstanding performance. I am also proud to support CSDA's local (Contra Costa County) chapter.

If elected, I will work diligently to ensure CSDA's continued success. I will apply my experience, commitment and leadership to be effective, efficient, and responsive to special district needs.

Please consider me for the upcoming election for Director, Seat A - Bay Area Network.



California Special
Districts Association
Districts Stronger Together

2018 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Chad Davisson

District/Company: Ironhouse Sanitary District

Title: General Manager

Elected/Appointed/Staff: Executive Staff

Length of Service with District: 3-years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

On behalf of the District I am very involved with CSDA. Attend annual conferences, received SDA certification, completed the SDLF Leadership Academy, obtained District of Distinction (Platinum Level), Excellence in Transparency, provide local chapter program committee support. I attend the GM Leadership Conferences and volunteer as a mentor at the "so... you want to be a GM" coaching events. Participate in the CSDA Awards program.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I am very involved with California Association of Sanitation Agencies (CASA) participating on the State Legislative Committee, member of the WaterReuse Association, member of the Water Environment Federation (WEF). Highly active in California Water Environment Association (CWEA), speaking at events, receiving several awards and attending local and state conferences.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Support Contra Costa LAFCo, provide assistance on technical matters and municipal service reviews. Chair of the East CC County Water Management Association. Participate in the Western Recycled Water and the Bay Area Biosolids Coalitions.

4. List civic organization involvement:

Provide leadership to the Bay Area Consortium of Waster/Wastewater Education (BACWWE) to address career development and industrywide succession planning. I teach a variety of water and wastewater courses. On the planning committee of General Manager Roundtable group across the Bay Area. Member of Community Advisory Group for Water Rate Setting in Vallejo.

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot.**



California Special
Districts Association
Districts Stronger Together

2018 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Akintunde Okupe

District/Company: East Palo Alto Sanitary District

Title: General Manager

Elected/Appointed/Staff: Akintunde Okupe

Length of Service with District: 6 months

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Workshops & conferences

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

No

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

LAFCO

4. List civic organization involvement:

None

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot.**

Jan Palajac, Director
Livermore Area Recreation and Park District



I am very interested in becoming a member of the CSDA Board of Directors. I am in my first term (2016-2020) as an elected Director of the Livermore Area Recreation and Park District. During my first year in office, I attended the Special District Leadership Academy, the CSDA Annual Conference, and the California Association of Parks and Recreation District (CARPD) Annual Conference. I also received a Recognition in Special District Governance certificate from CSDA.

After 17 years as a landscape architect managing park and trail projects for the City of San Jose, I retired last year. While at San Jose, I successfully worked very closely with a number of municipal, county, state and federal agencies as well as other stakeholders to construct nationally recognized trail projects. To stay current with the latest professional practices, I attended and was a speaker at several state and nationwide professional conferences.

I believe the communication skills I developed while at San Jose, my enthusiasm, and my commitment to CSDA's mission to promote good governance through professional development, advocacy and other services for special districts will enable me to effectively represent you on the Bay Area Network. Thank you for your support.



California Special
Districts Association
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2018 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Jan Palajac

District/Company: Livermore Area Recreation and Park District (LARPD)

Title: Director of the Board

Elected/Appointed/Staff: Elected

Length of Service with District: Elected November 2016 to a 4 yr Term

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Special District Leadership Academy Graduate (Spring 2017)

Certificate of Recognition in Special District Governance (Fall 2017)

CSDA Annual Conference (2017 & 2018); CSDA Legislative Days (2018)

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

CARPD Annual Conference (2017 & 2018)

CPRS (California Parks and Recreation Society), member over 15 yrs

ASLA (American Society of Landscape Architects), Northern California Chapter, member 25 yrs

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Livermore Downtown Inc (2017 & 2018)

Key to the City (Livermore) (Spring 2018)

4. List civic organization involvement:

Sr. Landscape Architect, City of San Jose (2000-2017)

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot.**