

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

Tuesday, September 23, 2014, 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
- 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 on operations for the current month
- B. George Wenzlaff—Credit Computation
- C. Re-statement late fee date

VIII. ACTION ITEMS

- A. WATER ACCOUNT #225-50 VAN NESS AVENUE, NEKTON (Gary Helfrich, 10 mins)  
DESCRIPTION: Mr. and Mrs. Nekton have requested a the Board review a waiver of water charges for a one-month's bill amounting to \$4,049.46 and over 104K gallons of water.  
PROPOSED ACTION: The Board may/may not approve an adjustment based on current Board policy.
- B. CAMP MEEKER VOLUNTEER FIRE DEPARTMENT: UPDATE LEASE  
CONTRACT/UTILITIES (Cathie Anderson/Gary Helfrich 10 minutes)  
DESCRIPTION: The Board will review recent re-writing of the lease with the CMVFD relative to funding of Fire Department operating costs and related issues.  
PROPOSED ACTION: The Board may/may not take further action with respect to the CMVFD lease.
- C. RESOLUTION 2014-013: APPROVAL OF FINAL BUDGET FOR FISCAL YEAR  
ENDING 6/30/2015 (Cathie Anderson & Staff, 15 minutes)  
DESCRIPTION: The Board will review and approve the final budget for fiscal year 7/1/2014-6/30/2015 and affirm the previously approved Prop 4 limitation as required by law.

PROPOSED ACTION: Adopt Resolution 2014-013 and a Final Budget for the fiscal year ending June 30, 2015 as required by law.

D. RESOLUTION 2014-012: CONFLICT OF INTEREST POLICY (Staff, 5 minutes)

DESCRIPTION: The Sonoma County Board of Supervisors approved The Camp Meeker Recreation & Park District's Conflict of Interest Code in 1984. It was fairly simplistic and required Board members alone disclose financial interests on FPPC Annual Form 700. In the thirty years since the initial Code was adopted, the District acquired the water system; and, its projects/tasks are handled by consultants rather than by Board members (i.e., District Counsel, Engineers, Water Operator, CPA, and other consultants). After research and review by District Counsel and staff, the Board will review and amend the code to require filing requirements by individuals in addition to the Directors.

PROPOSED ACTION: The Board may/may not approve the revised Conflict of Interest Code and forward to the Sonoma County Board of Supervisors for review and approval.

E. PROPOSED ORDINANCE: DISTRICT PROPERTY PARKING USAGE (Anthony Tominia, 10 minutes)

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

PROPOSED ACTION: The Board may/may not proceed with approval of a parking ordinance.

F. GRAN FONDO EVENT (Anthony Tominia, 10 minutes)

DESCRIPTION: Funding for the Camp Meeker Gran Fondo event has been received and Director Tominia will present a plan and related costs for the proposed event.

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

G. SONOMA COUNTY FIRE & EMERGENCY SERVICES "CHIPPER" PROGRAM (Staff, 10 minutes)

DESCRIPTION: The District has received notification of free chipping services for residents at risk to wildfire. Caerleon Safford, County staff member, indicates that they are very interested in conducting the program in Camp Meeker. It is a high priority to due the fuel load, evacuation issues and difficulty in getting chipper to individual homes in the community. The District would be responsible for promotion as well as volunteers to assist in monitoring piles and spreading of chips. Estimated date would be an early November weekend.

PROPOSED ACTION: The Board may/may not decide to go forward with this County program.

H. SUNDAY BREAKFAST CLUB (Anthony Tominia, 10 minutes)

DESCRIPTION: Director Tominia would like to work with Seth Murchison to establish a Breakfast Club on Sundays at Anderson Hall featuring a jazz band, and serve-all-you-can eat brunch menu. The proposal would include some compensation to CMRPD, some compensation to the band. Seth and his chef would split the remaining amount.

PROPOSED ACTION: The Board may/may not decide to go forward with this project.

I. UPDATE: RENEWAL WATER AGREEMENT WITH THE SONOMA COUNTY WATER AGENCY (Gary Helfrich, 10 minutes)

DESCRIPTION: Renew existing agreement with the Sonoma County Water Agency. This agreement allows Camp Meeker Recreation and Park District to divert additional water over and above its current water rights entitlement through the State of California. Thus, the agreement provides additional back up protection should conditions warrant a limitation of the District's current Permit with the State. Approval or denial of the extension will not effect Camp Meeker's existing right to divert water.

PROPOSED ACTION: Authorize the Board President to sign the renewal agreement with the Sonoma County Water Agency on behalf of the District.

IX. DIRECTORS' REPORTS

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

PROPOSED ACTION: No action or discussion to take place.

X. ADJOURNMENT

HOW TO GET AN ITEM ON THE AGENDA

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

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

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

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

[http://www.campmeeker.org/wordpress/?page\\_id=224](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, August 19, 2014, 7:00 pm  
DISTRICT OFFICE (Next to the Fire Station)  
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

The meeting was called to order by President Watson at 7:11 p.m.

II. ROLL CALL

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

III. APPROVAL OF AGENDA

Ms. Doran-Girard advised that item VI required a correction. The proposed Resolution number is 2014-011.

A motion was made by Cathie Anderson, and seconded by Gary Helfrich to approve the agenda as corrected.

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

Ayes: 4      Noes: 0      Abstentions: 0      Absent: 0

The motion was approved.

IV. STATEMENTS OF ABSTENTION

There were no statements of abstention.

V. PUBLIC COMMENT

Rick Ruggierro of 95 Railroad stated that he is attending to obtain some information for the folks who own summer cabins in his area regarding various water system, sewer and other issues including putting the summer pool in the creek, street sign replacement, and waste collection. Gary Helfrich related the circumstances regarding Occidental's connection to the water system and allocation of the purchase funds to a capital reserve to provide for replacement of major assets and system maintenance. He went on to explain that Occidental Community Services is under contract to pay a percentage of the system operating costs. Additionally, he advised that due to Federally listed endangered species in Dutch Bill Creek, the flow cannot be impeded, issues regarding street signs should be addressed to Sonoma County Public Works and issues relating to individual properties cannot be addressed as the District has no jurisdiction over land use.

VI. PUBLIC HEARING: TAKE AND REVIEW PUBLIC COMMENT 2014-2015 ANNUAL FLAT CHARGE BILLING VIA PROPERTY TAXES

A. OPEN PUBLIC HEARING

President Watson opened the public hearing at 7:25 p.m.

The Board reviewed Proposed Resolution No. 2014-011 and the direct charge billing list, which proposes to approve the 2014-2015 annual direct charge billing via property taxes. Proposed Resolution No. 2014-011 is entitled:

"A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMP MEEKER RECREATION AND PARK DISTRICT OVERRULING PROTESTS AND CONFIRMING REPORT ON WATER CHARGES AND DELINQUENT WATER CHARGES FOR THE FISCAL YEAR 2014-2015."

B. CLOSE PUBLIC HEARING.

The public hearing was closed at 7:35 p.m.

C. ADOPTION OF RESOLUTION 2014-011: OVERRULING PROTESTS AND CONFIRMING REPORT ON WATER CHARGES AND DELINQUENT WATER CHARGES FOR THE FISCAL YEAR 2014-2015.

DESCRIPTION: Following the taking of Public Comment, as set forth above, the Board reviewed for adoption Proposed Resolution No. 2014-011 that Resolution proposes to over-rule protests and confirm the report on water charges and delinquent water charges for the year 2014-2015.

ACTION: A motion was made by Gary Helfrich, and seconded by Cathie Anderson to adopt Resolution No. 2014-011: Overruling Protests and Confirming the Report on Water Charges and Delinquent Water Charges for the Fiscal Year 2014-2015.

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

Ayes: 4 Noes: 0 Abstentions: 0 Absent: 0

The motion was approved.

VII. CONSENT ITEMS

A. Approval of minutes

As there were no additions, corrections or deletions to the minutes of July 15, 2014, a motion was made by Cathie Anderson, and seconded by Anthony Tominia to approve the minutes of July 15 as submitted.

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

Ayes: 4 Noes: 0 Abstentions: 0 Absent: 0

The motion was approved.

B. Payment of claims

The following claims were presented for August 2014:

G2014-2015-002: Recreation and Park (August 2014) \$ 6,972.89

W2014-2015-002: Water (August 2014) \$10,423.37

After clarification of detail of the warrant request for US Bank, a motion was made by Gary Helfrich, and seconded by Cathie Anderson to approve warrant requests for August 2014 as submitted.

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

Ayes: 4 Noes: 0 Abstentions: 0 Absent: 0

The motion was approved.

C. Journal Entry Approval

There were no journal entries presented.

D. Administrative and Financial Report

Ms. Doran-Girard briefly explained the new financial statement presentation and that the difference between the fund cash balances and the actual cash balances of \$211.94 is related to interest postings and wire transfer charges for last year-end cash balances from the County of Sonoma. She went on to advise that training continues regarding reports and other elements of the new accounting system that are somewhat more complicated than had been anticipated. The Board was informed that the change from an ATT landline to a Verizon cell line for the District has resulted in a \$90/month savings, that the District has not yet been advised as to the outcome of the State Compensation Insurance audit and various items of correspondence. Additional information relative to the insuring of volunteers was required.

## VII. REPORT OF THE WATER SYSTEM OPERATOR

### A. Report on operations for the current month

Jamie Dunton of Russian River Utility advised that system operations are going well. He suggested that it would be well to have the tanks inspected including a dive team to vacuum tank interiors. This is common practice and the County is required to do the same.

### B. Late Fee Assessment/District Terms

After discussion it was agreed that the late fee assessment date would be the 1<sup>st</sup> of the month henceforth.

### C. Discussion: District Diversion Report Submission

Mr. Dunton advised the report referenced in the Water Resources Control Board letter was submitted on August 8, 2014 electronically.

## VIII. ACTION ITEMS

### A. CAMP MEEKER VOLUNTEER FIRE DEPARTMENT: UPDATE LEASE CONTRACT/UTILITIES

DESCRIPTION: The Board reviewed recent information regarding various utility solutions such as individual propane tanks and a separate electric meter as well as re-negotiation of the lease with the CMVFD as the District cannot fund of Fire Department operating costs.

ACTION: A motion was made by Gary Helfrich and seconded by Cathie Anderson to direct District Counsel Manwell to prepare a lease document without a paragraph referencing the utilities and authorize the Board President to execute the lease on behalf of the District.

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

Ayes: 4      Noes: 0      Abstentions: 0      Absent: 1

The motion was approved.

### B. PROGRESS UPDATE: DISTRICT FINANCIAL SYSTEM

DESCRIPTION: The Board was advised that the accounting software is in place and working well.

Additional time will be spent writing policy and procedures as well as a small amount of training in report writing and administrative aspects of the software. Any further updates regarding the system will be included in the Administrative and Financial reports.

ACTION: No action was taken.

### C. ANDERSON HALL MARKETING MATERIALS & WEBSITE IMAGES

DESCRIPTION: Prospective renters of the District's Anderson Hall facility continue to request printed materials and/or the ability to view the facility via the District's website. In order to increase rental income that could cover maintenance costs at Anderson Hall, Director Anderson requested Wavemaker Media provide an estimate for development of a brochure and related Anderson Hall marketing materials. As the District's webmaster, Wavemaker would be responsible for insuring these materials were correctly loaded to the District's website. The Board reviewed the proposal and discussed the individual cost items.

ACTION: A motion was made by Anthony Tominia, and seconded by Cathie Anderson to approve the production costs for a marketing brochure for Anderson Hall rentals. Printing costs will be addressed at a later time.

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

Ayes: 4      Noes: 0      Abstentions: 0      Absent: 1

The motion was approved.

#### D. DISTRICT PROPERTY: PARKING FACILITY USE

DESCRIPTION: Director Tominia expressed concern regarding overnight parking and large vehicle parking in the lot as well as St. Dorothy's event parking. This adversely impacts the Anderson Hall renters and community use of the beach area. The basketball goal that was recently damaged by a large bus had to be replaced as a result. The Board discussed the issue of parking facility use, signage, tow away zones and related issues.

ACTION: A motion was made by Gary Helfrich and seconded by Anthony Tominia that two signs be prepared indicating that emergency vehicle parking. These signs are to be obtained by Director Helfrich from County Public Works; and, further, that Director Helfrich will prepare the draft of a towing ordinance.

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

Ayes: 4      Noes: 0      Abstentions: 0      Absent: 1

The motion was approved.

#### E. UPDATE: RENEWAL WATER AGREEMENT WITH THE SONOMA COUNTY WATER AGENCY

DESCRIPTION: Director Helfrich reviewed the recent discussions regarding renewal existing agreement with the Sonoma County Water Agency. This agreement allows Camp Meeker Recreation and Park District to divert additional water over and above its current water rights entitlement through the State of California. Thus, the agreement provides additional back up protection should conditions warrant a limitation of the District's current Permit with the State. Approval or denial of the extension will not effect Camp Meeker's existing right to divert water.

ACTION: A motion was made by Gary Helfrich, and seconded by Cathie Anderson to authorize the Board President to send a letter to the Sonoma County Water Agency stating that Camp Meeker will sign the agreement subject to the following charges in the proposed terms of the renewal agreement including: 1.) Camp Meeker shall not pay fees for water diverted under the Districts water permit; 2.) Agree in principle to the California Urban Water Conservation Council's Memorandum of Understanding Regarding Urban Water Conservation Practices while recognizing that the Camp Meeker Water System is unique and not all conservation practices are applicable. ; 3.) Given that Camp Meeker has already invested \$1 million in restoring Dutch Bill Creek, the watershed planning and restoration fee is not appropriate; 4.)

Camp Meeker is not served by a wastewater treatment plant and the Occidental wastewater plant does not treat water to standards necessary for reuse, therefore the recycled water fee is not applicable; 5.) Agree to pay liquidated damages per SCWA proposal. 6.) Agree to pay CEQA fees to file a Notice of Exemption for contract extension. 7. Will pay annual administration fee of \$1000 for water diverted under SCWA's water rights. 8.) Agree in principle however 100% of costs for additional equipment to be borne by SCWA. District has enough existing equipment to provide daily report; 9.) Monthly instead of daily reports; 10.) Agree; 11.) Agree; and, 12.) Agree.

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

Ayes: 4      Noes: 0      Abstentions: 0      Absent: 1

The motion was approved.

#### 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.

Cathie Anderson advised that she is looking into obtaining benches in the playground area.

Additionally she has contacted Jeff Rusch regarding his health and continuing on the Board. She also advised the Board that she is working part-time for St. Dorothy's.

Gary Helfrich advised that he be unable to attend the September 16 meeting. Other dates will be researched.

Tony Tominia inquired as to the responsibility of removal of weeds around the firehouse and hydrants.

#### X. ADJOURNMENT

#### 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 Cathie Anderson that the August 2014 meeting of the Camp Meeker Board of Directors be adjourned.

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

The motion was approved.

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

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

2014-08-19draftmins-cdg1



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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:** SEPTEMBER 19, 2014 WARRANTS AND FINANCIAL INFORMATION  
**DATE:** SEPTEMBER 14, 2014

Financial Statements and Warrant Detail are in the board packet following this memorandum. Financial data is based on the District's revenues & expenses received to date.

G2014/2015-003	R&P (September 2014)	4,701.31
W2014/2015-003	Water (September 2014)	16,218.23
AB2014/2015-001	USDA Loan Payment	61,906.63

Cash balances reflect reconciled amounts from all August 31 bank statements from Wells Fargo, Bank of the West US Bank, and held by Sonoma County plus funds received to date.

Financial statements contain data available through September 18, 2014. The detail of the warrant requests directly is following this memo so you will be able to review individual items for each warrant request. Cash in hand, check registers, water funds allocation, County memorandums of funds transfers and finally the financial statements are placed behind the individual warrant details.

Water transfer amounts are determined by actual debt requirements and other factors are noted on the allocation sheet. A deposit of \$13,661.42 will be made to the Wells Fargo checking account and \$6,700.00 will be deposited in the Wells Fargo Investment account for amounts allocated for capital replacement and USDA debt fund repayment.

The State Controller report processing has been somewhat problematic due to the State's download requiring additional software. The audit is in process and should be completed within the next two weeks.

In the event that you need to contact me, you can reach me at voicemail/office 707-545-2108, email at [admin@campmeeker.org](mailto:admin@campmeeker.org) or via cell phone 707-696-2876.



**Camp Meeker Recreation & Park District**Warrant # **G2014/2015-003**

<b>Vendor</b>	<b>G/L Acct</b>	<b>Amount</b>	<b>Explanation</b>
Anderson, Cathie	5010	30.00	Dir Stipend-September
AT&T	5101	63.92	Anderson Hall
Camp Meeker Wtr	5592	94.79	Water Service
Doran-Girard, Cheryl	5520	1,320.16	Consulting-Aug/September
Doran-Girard, Cheryl	5420	138.97	Consulting-Aug/September
Doran-Girard, Cheryl	5556	1,320.17	Consulting-Aug/September
Doran-Girard, Cheryl	5555	308.82	Consulting-Aug/September
Doran-Girard, Cheryl	5425	49.00	Postage
Doran-Girard, Cheryl	5415	141.50	Office Ops
Doran-Girard, Cheryl	5410	21.63	Office Supplies
Fedex Office	5426	67.77	Printing
Jessica Lopez	5185	200.00	District/Anderson Hall
PGE	5594	107.06	Electric Service
Perry Johnson	5550	187.50	Legal Services
Anthony Tominia	5304	48.94	BB Goal
US Bank-Visa	5184	74.16	Anderson Hall Supplies
US Bank-Visa	5416	149.00	Abila Lease
US Bank-Visa	5101	50.00	Anderson Hall-Payphone
US Bank-Visa	5101	110.57	Verizon Cell Service
US Bank-Visa	5105	116.70	Website ISP
Verizon Wireless	5101	70.65	Verizon Cell Service
Lynn Watson	5010	30.00	Dir Stipend-September

Total 4,701.31

DIRECTOR APPROVAL:

DATE: 9/23/14

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**Camp Meeker Recreation & Park District**Warrant # [W2014/2015-003](#)

Vendor	G/L Acct	Amount	Explanation
Doran-Girard, Cheryl	5520	1,320.17	Consulting-Aug/September
Doran-Girard, Cheryl	5420	138.97	Consulting-Aug/September
Doran-Girard, Cheryl	5556	1,320.16	Consulting-Aug/September
Doran-Girard, Cheryl	5555	308.82	Consulting-Aug/September
Doran-Girard, Cheryl	5415	141.50	Office Operations
Doran-Girard, Cheryl	5940	21.63	Supplies
Perry, Johnson, Anderson, Mill	5550	37.50	Legal Services
Russian River Utility	5515	10,625.80	Contract Services
Russian River Utility	5594	1,779.68	Electric Services
Sonoma Media LLC	5585	315.00	Public Notice-Dir Chg
Wavemaker Media	5501	60.00	Dir Chg Pgs-Website
US Bank-Visa	5416	149.00	Abila Lease
Total		16,218.23	

DIRECTOR APPROVAL:

DATE:

9/23/14

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**1010 - Cash In Wells Fargo Bank-Operating**

Check Number	Check Description	Vendor Name	Effective Date	Check Amount
1040	System Generated Check/Vi	Cathie Anderson	9/23/2014	30.00
1041	System Generated Check/Vi	AT&T	9/23/2014	63.92
1042	System Generated Check/Vi	Camp Meeker Water	9/23/2014	94.79
1043	System Generated Check/Vi	Cheryl Doran-Girard	9/23/2014	6,551.50
1044	System Generated Check/Vi	Fedex Office	9/23/2014	67.77
1045	System Generated Check/Vi	Jessica Lopez	9/23/2014	200.00
1046	System Generated Check/Vi	P G & E	9/23/2014	107.06
1047	System Generated Check/Vi	Perry Johnson Anderson	9/23/2014	225.00
1048	System Generated Check/Vi	Russian River Utility	9/23/2014	12,405.48
1049	System Generated Check/Vi	Sonoma Media Investments	9/23/2014	315.00
1050	System Generated Check/Vi	Anthony Tominia	9/23/2014	48.94
1051	System Generated Check/Vi	US Bank	9/23/2014	649.43
1052	System Generated Check/Vi	Verizon Wireless	9/23/2014	70.65
1053	System Generated Check/Vi	Lynn Watson	9/23/2014	30.00
1054	System Generated Check/Vi	Wavemaker Media	9/23/2014	60.00
Total				20,919.54

**1015 - Cash Wells Fargo Bank-Investments**

Check Number	Check Description	Vendor Name	Effective Date	Check Amount
1001	USDA Loan Payment	USDA Rural Dev	9/23/2014	61,906.63
Total				61,906.63

**1030 - Cash in Bank of the West-Water**

Check Number	Check Description	Vendor Name	Effective Date	Check Amount
528	Wtr Tfr--USDA & Capital	Camp Meeker Rec &	9/23/2014	6,700.00
529	Wtr Tfr--Water Operating F	Camp Meeker Rec &	9/23/2014	12,800.00
Total				19,500.00
Total Paid Out				102,326.17

CAMP MEEKER RECREATION AND PARK DISTRICT										
Allocation of Water Receipts Fiscal Year 7/1/2014 -6/30/2015										
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-14	July-14	18,637.13	18,500.00	6,200.00	500.00	11,800.00	18,500.00			
September-14	August-14	19,612.55	19,500.00	6,200.00	500.00	12,800.00	19,500.00			
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YTD Totals		38,249.68	38,000.00	12,400.00	1,000.00	24,600.00	38,000.00			
2012-2013 Monthly										
2013-2014 Monthly										

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
10 - Recreation & Park - Operating  
From 7/1/2014 Through 9/23/2014  
(In Whole Numbers)

		YTD Budget - Original	Current Year Actual	YTD Budget Variance - Original
	Revenue			
4001	Property Taxes-CY Secured	48,000	0	(48,000)
4041	Cost Reimbursement-Collect Delinquent CY Unsec	(1,000)	0	1,000
4101	Interest Pooled Cash -Sonoma County	250	0	(250)
4210	Rental Fees-Anderson Hall	7,500	2,785	(4,715)
4215	Rental Fees-Other	0	432	432
4220	State-Home Owner Property Tax Relief	500	0	(500)
4250	Donations	0	500	500
4625	Transfers-Within Fund In	17,000	0	(17,000)
	Total Revenue	72,250	3,717	(68,533)
	Expenses			
5010	Director Stipend	720	165	555
5017	Worker Compensation Insurance	1,400	468	932
5101	Communications-Telephone	2,310	504	1,806
5105	Communications-ISP Website	250	117	133
5184	Janitorial Supplies	400	74	326
5185	Janitorial Services	1,700	280	1,420
5210	Insurance-Property & Liability	1,656	0	1,656
5301	Maintenance-Beach and Parks	750	0	750
5302	Maintenance-Bldgs & Improvements	500	0	500
5304	Maintenance-Equipment	0	49	(49)
5401	Memberships	125	0	125
5410	Office Supplies	750	302	448
5415	Office Operations	0	166	(166)
5416	Lease-Accounting Software	1,935	149	1,786
5420	Training-Administrative	750	443	307
5425	Postage	400	56	344
5426	Printing Services	500	71	429
5427	Supplies	350	0	350
5501	Professional Fees-Web	750	75	675
5520	Administrative Services	19,800	2,710	17,090
5540	LAFCO Charges	150	0	150
5550	Legal Services	15,000	518	14,483
5555	Professional Services-Auditor	10,086	2,090	7,996
5556	Professional Services-Accounting	3,300	1,776	1,524
5570	Service Fee-PayPal	75	37	38
5590	Gas and Oil	1,750	0	1,750
5592	Water and Sewer	750	266	484
5594	Utilities	1,000	205	795
8516	Maintenance & Repair	5,000	0	5,000
9001	Contingency	93	0	93
	Total Expenses	72,250	10,520	61,730

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
40 - Recreation & Parks - Water Operations  
From 7/1/2014 Through 9/23/2014  
(In Whole Numbers)

		YTD Budget - Original	Current Year Actual	YTD Budget Variance - Original
	Revenue			
4010	Direct Charges-Current Year	122,000	0	(122,000)
4101	Interest Pooled Cash -Sonoma County	250	0	(250)
4110	Interest Earned-Wells Fargo Bank	0	234	234
4310	Sales of Water-Residential	220,000	37,971	(182,029)
4625	Transfers-Within Fund In	30,000	0	(30,000)
	Total Revenue	372,250	38,205	(334,045)
	Expenses			
5010	Director Stipend	0	15	(15)
5101	Communications-Telephone	990	0	990
5105	Communications-ISP Website	250	0	250
5210	Insurance-Property & Liability	3,862	0	3,862
5401	Memberships	125	0	125
5405	Miscellaneous	0	54	(54)
5410	Office Supplies	500	302	198
5415	Office Operations	500	166	334
5416	Lease-Accounting Software	1,935	149	1,786
5420	Training-Administrative	750	443	307
5425	Postage	150	0	150
5426	Printing Services	500	148	352
5501	Professional Fees-Web	750	60	690
5515	Contract Services-Water Operations	95,000	20,574	74,426
5520	Administrative Services	14,500	3,880	10,620
5540	LAFCO Charges	545	0	545
5550	Legal Services	15,000	83	14,917
5555	Professional Services-Auditor	11,004	2,090	8,914
5556	Professional Services-Accounting	7,700	1,776	5,924
5565	Fiscal Agent Fees	300	0	300
5575	Bank Service Fees	0	(15)	15
5585	Public/Legal Notices	500	315	185
5587	Water System Fees-State	2,500	0	2,500
5594	Utilities	3,000	1,807	1,193
8565	Equipment 2	5,000	0	5,000
8625	Tfr Within Fnd-Out	205,690	0	205,690
9001	Contingency	1,199	0	1,199
	Total Expenses	372,250	31,846	340,404



**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
50 - Recreation & Parks - Water Capital  
From 7/1/2014 Through 9/23/2014  
(In Whole Numbers)

		YTD Budget - Original	Current Year Actual	YTD Budget Variance - Original
		<u>                    </u>	<u>                    </u>	<u>                    </u>
	Revenue			
4110	Interest Earned-Wells Fargo Bank	0	235	235
4625	Transfers-Within Fund In	<u>15,000</u>	<u>0</u>	<u>(15,000)</u>
	Total Revenue	<u>15,000</u>	<u>235</u>	<u>(14,765)</u>
	Expenses			
8516	Maintenance & Repair	5,000	0	5,000
8625	Tfr Within Fnd-Out	<u>30,000</u>	<u>0</u>	<u>30,000</u>
	Total Expenses	<u>35,000</u>	<u>0</u>	<u>35,000</u>

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
60 - Recreation & Parks-DWR E58237  
From 7/1/2014 Through 9/23/2014  
(In Whole Numbers)

		YTD Budget - Original	Current Year Actual	YTD Budget Variance - Original
	Revenue			
4625	Transfers-Within Fund In	<u>97,077</u>	<u>0</u>	<u>(97,077)</u>
	Total Revenue	<u>97,077</u>	<u>0</u>	<u>(97,077)</u>
	Expenses			
7910	Long Term Debt-Principal	<u>76,888</u>	<u>0</u>	<u>76,888</u>
7911	Long Term Debt-Interest	<u>20,189</u>	<u>0</u>	<u>20,189</u>
	Total Expenses	<u>97,077</u>	<u>0</u>	<u>97,077</u>

**Camp Meeker Recreation & Parks District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
70 - Recreation & Park - USDA Debt Fund  
From 7/1/2014 Through 9/23/2014  
(In Whole Numbers)

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

**September 10, 2014**

**RE: CAMP MEEKER PAST DUE ACCOUNTS**

- **Accounts 2, 3, 4, 15, 22, 25, 26, 28, 48, 50, 55, 65, 70, 89, 103, 109, 111, 118, 129, 131, 133, 134, 139, 140, 146, 150, 155, 158, 161, 164, 178, 180, 181, 183, 185, 186, 190, 194, 202, 203, 207, 219, 220, 226, 227, 237, 244, 246, 249, 252, 264, 269, 271, 273, 287, 295, 297, 301, 315, 322, 326, 330, 338, 339 and 355:** Past due notices will be sent on September 24 and lock off will be scheduled for October 6, 2014.
- **Accounts: 68, 69, 152, and 276:** Payments are on their way or waiting to be deposited.
- **Account 225:** Customer will attend board meeting to discuss account. Emails were sent to the Board explaining the details.

CAMP MEEKER RECREATION AND PARK DISTRICT						
PAST DUE REPORT						
Sep-14						
ACCT #	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT	TOTAL
2	531.25	59.59			1,191.80	590.84
3	45.86	50.90			46.82	96.76
4	163.75	205.04	68.74		280.00	437.53
5	65.75	5.50			109.96	71.25
8	92.15	4.86			97.22	97.01
12	88.25	6.77			136.05	95.02
15	46.66	52.31	3.27		65.47	102.24
18	41.24	2.32			46.38	43.56
20	56.23	3.35			67.06	59.58
22	47.16	51.99	4.89		97.81	104.04
23	44.24	4.48			89.60	48.72
25	40.28	44.67			46.95	84.95
26	40.20	43.09	0.04		43.35	83.33
27	40.00	2.44			40.00	42.44
28	62.68	17.08			50.00	79.76
30	41.70	2.26			45.14	43.96
31	40.56	2.23			44.54	42.79
36	42.32	4.51			90.21	46.83
37	45.36	0.45			54.00	45.81
38	47.36	2.60			52.03	49.96
44	40.78	2.15			43.05	42.93
48	45.08	39.05			3.48	84.13
50	53.68	72.20	25.52		50.00	151.40
51	40.00	2.00			40.00	42.00
52	41.10	2.15			43.02	43.25
55	45.04	42.63			54.05	87.67
61	48.40	10.57			50.00	58.97
65	40.00	42.11	2.10		42.00	84.21
67	41.72	2.03			40.57	43.75
68	69.73	50.62	89.52	0.05	110.52	209.92
69	65.45	200.24	4.33		86.61	270.02
70	42.00	45.02	2.07		41.36	89.09
74	41.00	6.82			84.24	47.82
76	40.40	2.04			40.86	42.44
88	52.78	2.10			41.94	54.88
89	45.20	31.66			59.35	76.86
90	40.26	2.11			42.29	42.37
92	45.74	2.31			46.18	48.05
97	42.14	2.26			45.29	44.40
102	61.10	2.27			45.30	63.37
103	69.35	69.83			201.60	139.18
104	40.12	2.01			40.14	42.13
105	45.98	4.71			92.22	50.69
108	54.43	0.30			63.20	54.73
109	56.60	52.16			228.34	108.76
110	49.88	2.52			50.38	52.40
111	40.00	41.46			73.00	81.46
118	101.47	232.80			195.25	334.27
127	46.00	275.25	263.37	4,322.27	82.06	4,906.89
129	42.86	47.27			44.90	90.13
131	47.64	48.82	2.47		49.49	98.93
133	43.06	44.37	4.11		82.16	91.54
134	45.54	48.03			90.99	93.57
139	40.00	44.12			40.76	84.12
140	59.60	56.92			140.00	116.52
143	47.22	2.43			48.66	49.65
146	41.82	42.21			44.00	84.03
148	43.46	2.24			44.70	45.70
150	45.70	48.56	45.57		126.34	139.83
152	82.00	53.21	50.69	50.82	104.35	236.72
155	68.98	87.45	2.76		55.22	159.19

ACCT #	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT		TOTAL
157	40.00	2.00			40.00	8/26/14	42.00
158	49.26	47.25	16.87		200.00	5/7/14	113.38
159	40.00	2.11			42.10	8/29/14	42.11
161	46.62	47.15	4.33		100.00	8/8/14	98.10
162	40.00	2.00			40.00	8/26/14	42.00
164	81.73	45.65			101.88	8/12/14	127.38
165	43.20	2.38			47.66	8/26/14	45.58
172	49.96	49.29			46.34	7/15/14	99.25
173	48.92	2.36			47.24	8/26/14	51.28
175	61.94	3.25			65.08	8/26/14	65.19
178	45.22	46.43			53.13	7/18/14	91.65
180	89.90	43.70			60.00	8/26/14	133.60
181	41.08	42.32			42.91	7/22/14	83.40
183	56.23	58.80			115.46	8/7/14	115.03
185	47.46	47.56	0.67		105.00	8/15/14	95.69
186	42.54	46.22	2.17		43.42	7/29/14	90.93
187	49.00	2.89			57.73	8/26/14	51.89
189	40.00	2.00			40.06	8/26/14	42.00
190	49.06	42.00			86.94	8/15/14	91.06
194	46.50	50.96	36.44		60.00	7/8/14	133.90
196	46.96	2.33			46.58	8/26/14	49.29
198	48.66	2.31			46.28	8/26/14	50.97
202	42.72	46.11	24.30		100.00	7/8/14	113.13
203	63.95	77.71	31.60		85.00	8/5/14	173.26
204	44.02	1.43			45.00	9/9/14	45.45
207	42.56	46.10	43.43		83.49	6/13/14	132.09
208	44.36	2.16			43.14	9/5/14	46.52
210	46.22	2.20			44.00	8/26/14	48.42
213	47.10	2.35			46.92	8/26/14	49.45
216	40.00	2.00			40.00	8/26/14	42.00
218	84.33	3.46			69.28	8/26/14	87.79
219	40.00	45.78			86.09	7/15/14	85.78
220	99.93	87.17			180.00	8/5/14	187.10
222	70.03	3.33			66.50	9/5/14	73.36
223	41.68	2.34			46.86	9/9/14	44.02
224	40.92	1.50			150.00	7/11/14	42.42
225	45.68	4,013.78			50.00	8/29/14	4,059.46
226	44.54	48.52	49.68		48.63	8/1/14	142.74
227	41.70	43.49			88.97	8/8/14	85.19
230	46.26	2.51			50.29	8/26/14	48.77
231	46.42	2.19			43.88	8/26/14	48.61
232	44.42	2.29			45.77	8/26/14	46.71
233	45.06	2.49			49.75	9/5/14	47.55
236	43.06	0.05			41.93	8/15/14	43.11
237	46.06	33.82			100.00	8/7/14	79.88
242	41.34	2.14			42.76	8/26/14	43.48
244	47.80	35.61			100.00	7/1/14	83.41
245	42.12	4.41			88.11	8/29/14	46.53
246	47.00	50.16	34.17		60.00	6/27/14	131.33
249	47.48	23.40			120.00	8/12/14	70.88
250	47.08	2.30			45.90	9/5/14	49.38
252	45.54	53.48			106.12	9/9/14	99.02
253	43.76	2.10			42.04	9/5/14	45.86
254	45.10	2.25			45.06	8/29/14	47.35
261	46.02	2.29			45.84	8/29/14	48.31
263	42.78	2.05			43.00	8/26/14	44.83
264	44.96	48.32	7.11		45.80	8/15/14	100.39
265	63.28	4.37			87.35	9/9/14	67.65
267	47.80	2.01			47.50	9/5/14	49.81
269	43.82	46.74	2.32		46.46	8/5/14	92.88
271	41.24	43.13	2.01		40.14	7/29/14	86.38
273	44.82	46.96	2.21		44.26	8/1/14	93.99
276	45.78	48.87			65.95	7/15/14	94.65



METER	ACCT NO.	MONTH	TOTAL AMOUNT PUMPED IN GALLONS	AMOUNT PUMPED TO OCSD	NET AMOUNT PUMPED	AMT SOLD	% PUMPED TO CMR&PD	% LOSS	NOTES
Alliance Master Meter Union Park	363 369	JAN	1,393,600	456,600	937,000	828,140	67.24	11.61	
Alliance Master Meter Union Park	363 369	FEB	1,477,300	490,600	986,700	827,660	66.79	16.11	
Alliance Master Meter Union Park	363 369	MARCH	1,049,000	409,900	639,100	666,550	60.92	-4.29	
Alliance Master Meter Union Park	363 369	APRIL	1,399,000	435,000	964,000	761,740	68.91	20.98	
Alliance Master Meter Union Park	363 369	MAY	1,206,200	448,200	758,000	798,830	62.84	-5.38	
Alliance Master Meter Union Park	363 369	JUNE	1,844,200	684,500	1,159,700	955,680	62.90	17.59	
Alliance Master Meter Union Park	363 369	JULY	1,861,300	704,700	1,156,600	1,125,010	62.14	2.73	
Alliance Master Meter Union Park	363 369	AUG	2,347,900	773,200	1,574,700	1,425,260	67.07	10.12	
Alliance Master Meter Union Park	363 369	SEPT							
Alliance Master Meter Union Park	363 369	OCT							
Alliance Master Meter Union Park	363 369	NOV							
Alliance Master Meter Union Park	363 369	DEC							
	<b>TOTAL 2014</b>		<b>12,578,500</b>	<b>4,402,700</b>	<b>8,175,800</b>	<b>7,388,870</b>	<b>65.38</b>	<b>9.38</b>	
Total 2013			20,172,800	7044100	13,128,700	11,884,410	65.08	9.48	OCSD Loss 8.29% OCSD Loss 12.37% OCSD Loss 7.78% OCSD Loss 16.07% OCSD Loss 10.30%
Total 2012			20,424,200	6,667,800	13,756,400	12,470,220	67.35	9.35	
Total 2011			19,307,170	5,925,900	13,381,200	11,916,240	69.77	10.95	
Total 2010			20,013,990	6,461,400	13,552,500	12,579,240	67.77	7.18	
Total 2009			21,003,900	6,427,000	14,576,900	13,189,380	69.40	8.26	
Total 2008			23,183,499	9,129,300	14,054,199	13,184,640	60.62	6.19	
Total 2007			22,786,000	6,904,600	15,845,400	14,103,260	69.54	11.17	



August 19th, 2014

Camp Meeker Recreation & Parks District

Attn: Board of Directors

Re: 50 Van Ness Avenue, Camp Meeker

Account # 225

Dear Board of Directors,

As you may know, my husband and I recently received our monthly water bill with an amount due of \$3870.27 for usage of 104,160 gallons of water. Our usual use is around 2700-3200 gallons and we generally pay \$50 per month. We have a small home, and are very conscientious water users so there is clearly a problem. Because we'd been out of the Country from June 24<sup>th</sup> through July 30<sup>th</sup>, we assumed that there would be virtually no water used in our absence (the home was not occupied while we were away).

Upon hearing from Ronnie, the meter reader, that our meter was showing this incredibly high use, we shut the water off at the street. Thankfully, we knew there was no interior leak because the house would have been completely flooded had it happened while we were away with no one to attend to it. All of our non-interior pipes are exposed under the deck and in the crawl space so we were able to quickly ascertain that there was no leak from our pipes. We assumed a problem with the meter, but have since been told that a test of the meter shows it to be running fine, slow even.

We did discover that our hot water heater needs to be replaced as it was leaking water from the top vent area. This leak was very minor and the accumulation of the water dampened only the small footprint around the heater. The pan that the tank sits in was not filled with water and was only damp. 104,160 gallons of water could not have leaked from the hot water heater in a months time (it would have had to fill and empty 67 times a day for that to be the case).

Since replacing the hot water heater will involve an upgrade and different configuration to comply with current code we have had several contractors out to look at it and everyone is in agreement that it's not the cause of the 104,160 gallons of water use.

If there is no problem with the meter, and no leak at the home, I can't imagine what happened. Perhaps someone stole our water? It seems unlikely, but I have no other plausible explanation.

I understand that in situations where there's major water loss due to damaged pipes, or other one time occurrences, your Board has the discretion to waive the water use charge. I am asking that you do this in our case.

We can provide additional documentation (including a video) to verify the above information at your request. We're available to answer any questions you may have and would be happy to attend a meeting if that's helpful.

Thank you for the work you do and for your consideration of our request.

Regards,

Fawn & James Nekton

James cell: 707-888-0859

Fawn cell: 707-889-0589

Home: 707-827-3915

This is the information for Acct 225 who will be attending the meeting.

Stephanie

----- Original Message -----

Subject: NEKTON @ 50 Van Ness Avenue, Camp Meeker]

From: [rruwater@sonic.net](mailto:rruwater@sonic.net)

Date: Thu, August 21, 2014 10:18 am

To: "CM-Cheryl Doran-Girard" <[doran-girard@sbcglobal.net](mailto:doran-girard@sbcglobal.net)>

"CM-Gary Helfrich" <[Gary@Bikesonoma.org](mailto:Gary@Bikesonoma.org)>

"CM-lynn watson" <[petalumapoet@hotmail.com](mailto:petalumapoet@hotmail.com)>

All,

Please review and include the attached letter to September's Agenda.

It is our understanding that a leaking water heater could produce approximately 2.3 gallons per minute. At that rate, over the course of a month, 100,000 gallons could plausibly be lost. As far as there being no visible evidence of the leak, this is where it becomes very iffy. One would \*see\* 100,000 gallons.

2.3 gal = 3,312 gallons per day over a 24-hr period.

3,312 x 30 = 102,672 gal.

I do not know the layout of their land, nor who their neighbors are and if it would be feasible to steal this much water without being noticed.

Stephanie

**AMENDED AND RESTATED  
LAND LEASE AGREEMENT**  
*Camp Meeker Volunteer Fire Department*

THIS AMENDED AND RESTATED LAND LEASE ( "Lease") is made and entered into as of October 1, 2014, and supersedes and replaces in its entirety the Land Lease Agreement by the parties, dated October 1, 1999, and is by and between Landlord and Tenant, as described in the following basic lease information.

Landlord and Tenant hereby agree as follows:

**ARTICLE 1--BASIC LEASE INFORMATION**

1.1 Defined Terms. In addition to the terms, which are defined elsewhere in this Lease, the following terms shall have the following meaning:

(a) **LANDLORD: Camp Meeker Recreation and Park District**, an independent special district formed pursuant to the laws of the State of California.

(b) **LANDLORD'S ADDRESS:** 5250 Bohemian Highway P.O. Box 461  
Camp Meeker, CA 95419

(c) **TENANT: Camp Meeker Volunteer Fire Department Incorporated**, a 501(c)(3) corporation formed pursuant to the laws of the State of California.

(d) **TENANT'S ADDRESS:** 5250 Bohemian Highway P.O. Box 511  
Camp Meeker, CA 95419

(e) **LAND:** Approximately 2.87 acres of land, Assessors Parcel Number 075-300-011 which is described and depicted in Exhibit A attached hereto and incorporated herein by this reference, and which is real property owned by Landlord and located at 5250 Bohemian Highway, Camp Meeker, California ("Landlord's Property").

(f) **PERMITTED USE:** The Land may be used for the ongoing use of operating a fire department, including maintenance of an existing fire station building, expansion of the existing fire station building as needed, use of the basement area and attached generator shed of the recreation building adjacent to the fire station for storage of equipment, operate and maintain an on-site wastewater disposal system, and general use of the property for training exercises and fund raising activities. Tenant may, at its sole discretion, remove vegetation, improve drainage, improve water supply, and repair pavement as needed to protect, maintain, expand, and operate improvements owned by Tenant.

(g) **IMPROVEMENTS:** Improvements shall mean the existing fire station, generator shed and future expansion, remodel or upgrade of these structures. Tenant may not make any improvements, alterations, additions, or changes to the premises without first obtaining Landlord's prior written consent. Any such alterations shall be reasonable and relate to the needs and requirements of fire department operations. The Landlord shall not object to any such reasonable alterations.

(h) **TERM:** The term of the lease shall be thirty (30) years, commencing October 1, 1999, with an additional five (5) year automatic extension provided unless a party provides notice to the other party by the end of the twenty-ninth (29<sup>th</sup>) year (**i.e. by or before September 30, 2028**) of its intention not to extend the Lease; however, in the event that Tenant ceases using the Property for the permitted use as described in this Agreement the lease shall expire within ninety (90) days of written notice from Landlord to Tenant. The lease shall expire within ninety (90) days of written

notice from Landlord to Tenant, if Landlord and Tenant mutually agree to terminate this Agreement.

(i) COMMENCEMENT DATE: October 1, 2009 [.

(j) ANNUAL RENT: One Dollar (\$1) annually payable on or before July 1 of each year.

(k) SECURITY DEPOSIT: None

1.2 Exhibits. The following exhibits are attached to this Lease and are made part of this Lease:

Exhibit A: Description and Depiction of the Land with existing improvements.

## **ARTICLE 2--AGREEMENT AND USE**

2.1 Lease. Landlord hereby demises and leases to Tenant the Land, and Tenant shall lease the Land from Landlord, according to the terms and conditions of this Lease Agreement. The duration of this Lease will be for the Term described in section 1.1.(h).

2.2 Use. Tenant shall use the Land only for the Permitted Use. Tenant will not commit waste and will not create any nuisance. Use of sirens, lights, and other warning devices shall not be considered a nuisance, regardless of time of day or duration of use. Tenant will keep and maintain the Improvements in good condition and repair. Tenant will keep the Land free from all trash, debris, and waste. Landlord will provide Tenant with access to the Land twenty-four (24) hours per day, seven (7) days a week, three hundred sixty-five (365) days a year, subject to limitations set forth in Section 2.4 of this agreement.

2.3 Delivery of Possession. Landlord will deliver possession of the Land to Tenant on the Commencement Date, "AS-IS" in its present condition. Tenant acknowledges neither Landlord nor its agents or employees have made any representations or warranties as to the suitability or fitness of the Land for the conduct of Tenant's business or as to the physical condition of the Land, nor has Landlord or its agents or employees agreed to undertake any alterations or construct any improvements to the Land.

2.4 Access. Tenant shall be provided access to the Land, across Landlord's Property as more particularly depicted in Exhibit A (the "Parking Lot"). In accessing the Land, Tenant shall not interfere with Landlord's operations and Landlord shall not in any manner block access to the fire station or parking required for emergency response.

## **ARTICLE 3--RENT AND TAXES**

3.1 Rent. Annual Rent shall be in the sum of One Dollar (\$1) per year, paid annually on or before July 1 each year, with the first years' rent being paid by Tenant to Landlord concurrently with the signing of this lease. Annual Rent will be paid to Camp Meeker Recreation and Park District, P.O. Box 461, Camp Meeker, CA 95419, or to such other person, firm or place as Landlord may, from time to time, designated in writing.

3.2 Taxes. Landlord shall pay all property taxes.

3.3 Limitation on Liability. Landlord will not be in default under this Lease or be liable to Tenant or any other person, for direct or consequential damages, or otherwise, for any failure to supply any electricity, water, gas, security or other utilities, or for surges or interruptions of electricity, or other such services or utilities.

## **ARTICLE 4--INSURANCE**

4.1 Tenant's Insurance. At all times during the Term, Tenant will carry and maintain, at Tenant's expense, the following insurance in the amounts specified below or such other amounts as Landlord may from time to time reasonably request.

(a) Bodily injury and property damage liability insurance, with a combined single occurrence limit of not less than \$2,000,000. All such insurance will be equivalent to coverage offered by a Commercial General Liability form including, without limitation, personal injury, death of persons or damage to property occurring in, on, or about the Land, and contractual liability coverage for the performance by Tenant of the indemnity agreements set forth in this Lease;

(b) Insurance covering the Improvements, and any other personal property owned by Tenant located on or about the Land, and any leasehold improvements to the Land, in an amount not less than the full replacement cost. Property forms will provide coverage on a broad form basis insuring against "all risks of direct physical loss."

(c) Worker's compensation insurance insuring against and satisfying obligations and liabilities under the worker's compensation laws of the State of California.

4.2 Forms of the Policies. Certificates of Insurance, together with copies of endorsements, when applicable, listing Landlord and any others specified by Landlord as additional insureds, will be delivered to Landlord at least 10 days prior to the expiration of the term of each such policy. All Commercial General Liability or comparable policies maintained by Tenant will list Landlord and such other persons or entities as Landlord specifies from time to time as additional insured parties, entitling them to recover under such policies for any loss sustained by them, their agents and employees. All such policies maintained by Tenant will provide that they may not be terminated nor may coverage be reduced except after 30 days' prior written notice to Landlord. All Commercial General Liability and property policies maintained by Tenant will be written as primary policies, not contributing with and not supplemental to the coverage that Landlord may carry.

4.3 Waiver of Subrogation. Landlord and Tenant each waive any and all rights to recover against the other or against the officers, directors, shareholders, partners, joint ventures, employees, agents, customers, invitees or business visitors of such other party, for any loss or damage to such waiving party arising from any cause covered by any property insurance required to be carried by such party pursuant to this Article or any other property insurance actually carried by such party to the extent of the limits of such policy. Landlord and Tenant, from time to time, will cause their respective insurers to issue appropriate waiver of subrogation rights endorsements to all property insurance policies carried in connection with the Land or the contents of the Land.

## **ARTICLE 5--~~INDEMNIFICATION, WAIVER, AND RELEASE~~**

5.1 Tenant's Indemnification. From and after October 1, 1999, Tenant assumes all risks of its own operations. Tenant shall indemnify, defend and hold Landlord, its employees, directors, officers and agents harmless from and against, any and all demands, claims, causes of action, fines, penalties, damages (including consequential damages), liabilities, judgments, and expenses (including, without limitation, reasonable attorneys' fees and expert witness fees) which arise out of or relate to:

(a) Any activity, work, or thing done or permitted by Tenant in or about the Land;

(b) Any breach by Tenant or its employees, agents, contractors or invitees of this Lease; and

(c) Any injury, loss or damage to the person, property or business of Tenant, its employees, agents, or contractors or any invitees entering upon the Land under the express or implied invitation of Tenant.

5.2 Waiver and Release. Tenant, as a material part of the consideration to Landlord for this Lease, by this section waives and releases all claims against Landlord, its directors, officers, employees and agents with respect to all matters for which Landlord has disclaimed liability pursuant to the provisions of this Lease.

5.3 Survival of Indemnity. The obligations of Tenant to defend and indemnify the Landlord under this Lease survive the termination of the Lease by such reasonable period is necessary to fulfill any Tenant obligations that arose or were created by the Tenant during the Term of this Lease (or any extension thereof).

#### **ARTICLE 6--END OF TERM**

6.1 Surrender. Upon expiration or earlier termination of this Lease Agreement, Tenant shall surrender the Land to Landlord within sixty (60) days following the expiration or earlier termination of this Lease.

#### **ARTICLE 7--MAINTENANCE; REQUIREMENTS OF LAW**

7.1 Maintenance. Tenant shall at all times throughout the Term, at its sole cost and expense, maintain the Improvements of Tenant located thereon.

7.2 Compliance with Laws. For the purposes of this Section 7.2, "Applicable Laws" means all laws, statutes, ordinances and governmental rules, regulations, or requirements now in force or in force after the Commencement Date, the requirements of any board of fire underwriters or other similar body constituted now or after the Commencement Date, and any direction or permanent occupancy certificate issued pursuant to any law by any public officer or officers, as well as the provisions of all recorded documents affecting the Land. At its sole cost and expense, Tenant will promptly comply with Applicable Laws insofar as they relate to:

- (a) Tenant's use, occupancy, or alteration of the Land;
- (b) The condition of the Land resulting from Tenant's use, occupancy, or alteration of the Land; or
- (c) Alterations to the Land required as a result of Tenant's status under Applicable Laws.

7.3. Alterations Only On Consent of Landlord. Tenant may not make any improvements, alterations, additions, or changes to the premises (as opposed to routine maintenance) without first obtaining Landlord's prior written consent. Any such alterations shall be reasonable and relate to the needs and requirements of fire department operations. The Landlord shall not object to any such reasonable alterations.

#### **ARTICLE 8--DEFAULT**

8.1 Events of Default. The following events are referred to, collectively, as "Events of Default" or, individually, as an "Event of Default":

- (a) Tenant defaults in the due and punctual payment of Rent, Landlord provides written notice of default within ten (10) days of default, and such default continues for thirty (30) days after written notice from Landlord, and if after such written notice any Rent is not paid when due, an Event of Default will be considered to have occurred without further notice;

- (b) Tenant vacates or abandons the Premises;
- (c) This Lease or Tenant Improvements are taken upon execution or by other process of law directed against Tenant, or are taken upon or subject to any attachment by any creditor of Tenant or claimant against Tenant, and said attachment is not discharged or disposed of within thirty (30) days after its levy;
- (d) Voluntary or involuntary proceedings under any bankruptcy or insolvency or for reorganization or arrangement under the bankruptcy laws of the United States or insolvency act of any state or for the dissolution of Tenant are instituted against Tenant, or a receiver or trustee is appointed for all or substantially all of the property of Tenant, and such proceeding is not dismissed or such receivership or trusteeship vacated within sixty (60) days after such institution or appointment;
- (e) Tenant purports to assign this Lease, or sublet all or a portion of the Premises, in violation of the terms hereof;
- (f) Tenant breaches any of the other agreements, terms, covenants or conditions which this Lease requires Tenant to perform, and such breach continues for a period of sixty (60) days after written notice from Landlord to Tenant or, if such breach cannot be cured reasonably within such sixty (60)-day period, if Tenant fails to diligently commence to cure such breach within sixty (60) days after written notice from Landlord and to complete such cure within a reasonable time thereafter.

8.2 Replacement of Statutory Notice Requirements. When this Lease requires service of a notice, that notice shall replace rather than supplement any equivalent or similar statutory notice, including any notices required by California Code of Civil Procedure Section 1161 or any similar or successor statute. When a statute requires service of notice in a particular manner, service of that notice (or a similar notice required by this Lease) in the manner required by Section 10.6 shall replace and satisfy the statutory service of notice procedures, including those required by California Code of Civil Procedure Section 1162 or any similar or successor statute.

8.3 Landlord's Remedies. If any one or more Events of Default set forth in Section 8.1 occurs then Landlord has the right, at its election:

- (a) To terminate this Lease, in which case Tenant's right to possession of the Premises will cease and this Lease will be terminated as if the expiration of the Term fixed in such notice were the end of the Term. If this Lease is terminated, Landlord will be entitled to recover from Tenant:
  - (i) The unpaid rent that had been earned at the time of termination;
  - (ii) The unpaid rent that had been earned at the date of the judgment awarding damages to Landlord (the "Date of Judgment");
  - (iii) The unpaid rent for the balance of the Term of this Lease after the Date of Judgment; and
  - (iv) Any other amount necessary to compensate Landlord for all the detriment proximately caused by Tenant's failure to perform its obligations under this Lease or that in the ordinary course of things would be likely to result from that failure. The amount referred to in clauses (i) and (ii) is computed by allowing interest at the highest rate permitted by law. The amount referred to in clause (iii) is computed by discounting the amount at the discount rate of the Federal Reserve Bank of San Francisco at the time of award.
- (b) Landlord shall have the remedy described in California Civil Code Section 1951.4, which provides that, when a Tenant has the right to sublet or assign (subject only to reasonably



limitations), the Landlord may continue the Lease in effect after the Tenant's breach and abandonment, and recover rent as it becomes due. Accordingly, if Landlord does not elect to terminate this Lease Agreement on account of any default by Tenant, Landlord may enforce all of Landlord's rights and remedies under this Lease, including the right to recover all rent as it becomes due.

8.4 Remedies Cumulative. Landlord's rights hereunder shall be in addition to, and not in lieu of, every other right or remedy provided for herein or now or hereafter existing at law or in equity by statute or otherwise, including, but not limited to injunctive relief, specific performance and damages. The exercise or beginning of exercise by Landlord of any one or more rights or remedies, provided herein or now or hereafter existing at law or in equity by statute or otherwise, shall not preclude the simultaneous or later exercise by Landlord of any or all other rights or remedies provided for in this Lease or now or hereafter existing at law or in equity or by statute or otherwise. All such rights and remedies shall be considered cumulative and nonexclusive.

## **ARTICLE 9—GENERAL**

9.1 Quiet Enjoyment. As long as Tenant performs all covenants and obligations contained in this Lease, Landlord warrants quiet enjoyment of the Land by Tenant; provided that Landlord, its agents or representatives, and any other person authorized by Landlord, may enter upon the Land for the purpose of inspecting the Land and to exhibit the Land to prospective purchasers or lenders. Any entry onto or inspection of the Land shall not constitute eviction of Tenant in whole or in part.

9.2 Condemnation. In the event of a condemnation or other taking by any governmental agency of all or a portion of the Land necessary for Tenant's operation of its business thereon, this Lease will terminate when the condemning authority takes possession of the Land. Tenant shall not be entitled to any part of the condemnation award for the unexpired term of the Lease. In view of the favorable terms of use over the years, Tenant will not be compensated out of the condemnation proceeds for the value of its improvements.

9.3 Liens. Tenant will keep the Land free and clear of all mechanics' liens and other liens on account of work done for Tenant or persons claiming under Tenant.

9.4 Assignment and Subletting. Tenant shall not assign or sublet its interest in this Lease or the Land without the prior written approval of Landlord, which approval may be withheld in Landlord's sole and absolute discretion. This Lease shall otherwise inure to the benefit of and be binding upon the successors and assigns of the parties.

9.5 Limitation on Liability. Tenant specifically agrees to consider Landlord's interest in the Land for the recovery of any judgments from Landlord. It is agreed that Landlord (and its officers, directors and employees) will not be personally liable for any such judgments. The provisions contained in the preceding sentences are not intended to, and will not, limit any right that Tenant might otherwise have to obtain injunctive relief against Landlord.

9.6 Notices. All notices and other communications required or permitted under this Lease shall be in writing and shall be given

- (a) By United States first class mail, postage prepaid, registered or certified, return receipt requested;
- (b) By hand delivery (including by means of a professional messenger service); or
- (c) By delivery from a nationally recognized overnight delivery service that routinely issues receipts, which notice shall be addressed to the party to whom such notice is being given, at their address set forth in Section 1.1 above. Any such notice or other communication shall be deemed to

be effective when actually received or rejected. Either party may by similar notice given change the address to which future notices or other communications shall be sent.

9.7 No Waiver. The waiver by either Landlord or Tenant of any agreement, condition, or provision contained in this Lease will not be deemed to be a waiver of any subsequent breach of the same or any other agreement, condition, or provision contained in this Lease.

9.8 Authority. Tenant and the party executing this Lease on behalf of Tenant represent to Landlord that such party is authorized to do so by requisite action of the board of directors, and agree, upon request, to deliver to Landlord a resolution or similar document to that effect.

9.9 Governing Law. This Lease shall be governed by and construed pursuant to the laws of the State of California.

9.10 Captions. The captions of the various Articles and Sections of this Lease are for convenience only and do not necessarily define, limit, describe or construe the contents of such Articles or Sections.

9.11 Severability. If any provision of this Lease proves to be illegal, invalid or unenforceable, the remainder of this Lease shall not be affected by such finding, and in lieu of each provision of this Lease that is illegal, invalid or unenforceable, a provision will be added as a part of this Lease as similar in terms to such illegal, invalid or unenforceable provision as may be possible and be legal, valid and enforceable.

9.12 Entire Agreement; Amendment. This Lease contains the entire agreement between Landlord and Tenant. No amendment, alteration, modification of, or addition to the Lease will be valid or binding unless expressed in writing and signed by Landlord and Tenant.

9.13 Attorney's Fees - If any action is instituted by either party to this Lease Agreement to enforce any of the terms of this Lease or the License Agreement, the prevailing party shall be entitled to receive from Tenant its reasonable attorneys' fees, expert witness fees, costs, and expenses.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals as of the day and year first above written.

Executed on \_\_\_\_\_, 2014, at Camp Meeker,

LANDLORD:  
Camp Meeker Recreation and Park District,  
an independent special district

TENANT:  
Camp Meeker Volunteer Fire Dept,  
a 501(c)(3) corporation

By

By

Name

Name

Title

Title

Camp Meeker Recreation & Park District FINAL BUDGET 2014-2015 RECAP SHEET									
	R&P Operating	R&P Capital	R&P Development	Water Operations	Water Capital Replacement	Water USDA Debt	Water DWR Debt E58237	Water Debt Reserve E58237	
	10	16	15	40	50	70	60 (72154)	61 (72155)	
A- Analysis of Fund Balance:									
Actual Fund Balance 6/30/2014	31,567	17,670	32,934	10,826	903,019	163,057	62,327	99,934	
Encumbrances	-	-	-	-	-	-	-	-	
General	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	
Designations	42,994	12,551	17,713	-	752,358	54,054	195,141	165,021	
Fund Balance 6/30/13	(11,427)	5,119	15,221	10,826	150,661	109,003	(132,814)	(65,087)	
B-Summary of District Budget									
Fund Balance Unreserved/Undesignated	(11,427)	5,119	15,221	10,826	150,661	109,003	(132,814)	(65,087)	
Cancellation of Prior Year Reserves/Design	42,994	12,551	17,713	-	752,358	54,054	195,141	165,021	
Estimated Revenue	72,727	-	-	372,300	15,250	93,613	97,327	250	
Total Available Financing	104,294	17,670	32,934	383,126	918,269	256,670	159,654	100,184	
Appropriations	94,200	-	17,500	372,300	35,000	93,613	97,077	-	
Provisions for Reserves and/or Design	10,094	17,670	15,434	10,826	883,269	163,057	62,577	100,184	
Total Financing Requirements	104,294	17,670	32,934	383,126	918,269	256,670	159,654	100,184	
Catherine Anderson Director	Gary Helfrich Director	Lynn E. Watson Director	Jeffrey Rusch Director	Anthony Tominia Director					
Resolution 2014-013									
Final Budget Approved On:									
September 23, 2014									
Prop 4 Limit \$239,869 Adopted Resolution 2014-009									
District Fiscal Agent: Cheryl Doran-Girard	Address: 108 Salisbury Circle, Santa Rosa, CA 95401								
	Phone: 707-545-2108								

<b>CAMP MEEKER RECREATION &amp; PARK DISTRICT FINAL BUDGET 2014-2015</b>				
<b>RECREATION AND PARK OPERATING FUND</b>				
Fund	General Ledger	Event/Progr		Amount
10	4001	00	Property Taxes-CY Secured	48,000
10	4041	00	Cost Reimbursement-Collect Delinq CY	(1,000)
10	4110	00	Interest -Wells Fargo	250
10	4210	10	Rental Fees-Anderson Hall	5,750
10	4215	00	Rental Fees-Other	1,727
10	4220	00	State-Home Owner Property Tax Relief	500
10	4250	15	Donations	500
10	4625	00	Transfers-Within Fund In	17,000
	Total Revenue			72,727
10	5010	00	Director Stipend	720
10	5017	00	Worker Compensation Insurance	1,400
10	5101	00	Communications-Telephone	1,100
10	5101	10	Communications-Telephone Anderson	840
10	5105	00	Communications-ISP Website	250
10	5184	10	Janitorial Supplies	400
10	5185	10	Janitorial Services	1,700
10	5210	00	Insurance-Property & Liability	1,656
10	5301	00	Maintenance-Beach and Parks	750
10	5302	10	Maintenance-Bldgs & Improvements	500
10	5401	00	Memberships	125
10	5410	00	Office Supplies	750
10	5415	00	Office Operations	500
10	5416	00	Lease-Accounting Software	1,935
10	5420	00	Training-Administrative	750
10	5425	00	Postage	400
10	5426	00	Printing Services	500
10	5427	00	Supplies	350
10	5501	00	Professional Fees-Web	750
10	5520	00	Administrative Services	19,800
10	5530	15	Community Events-Gran Fondo	1,000
10	5540	00	LAFCO Charges	150
10	5550	00	Legal Services	13,000
10	5555	00	Professional Services-Auditor	10,086
10	5556	00	Professional Services-Accounting	4,000
10	5570	10	Service Fee-PayPal	150
10	5590	10	Gas and Oil-Anderson Hall	1,500
10	5590	00	Gas and Oil--Other	250
10	5592	00	Water and Sewer	600
10	5592	10	Water and Sewer--Anderson Hall	600
10	5594	00	Utilities	250
10	5594	10	Utilities--Anderson Hall	750
10	8516	00	Maintenance & Repair	5,000
10	9001	00	Contingency	215
	Total Expenses			72,727

<b>CAMP MEEKER RECREATION &amp; PARK DISTRICT FINAL BUDGET 2014-2015</b>					
<b>RECREATION AND PARK-RESTORATION &amp; DEVELOPMENT FUND</b>					
Fund	Account		Amount		
15	4101	Interest Pooled Cash -Sonoma	-		
15	4625	Transfers-Within Fund In	-		
		Total Revenue	-		
15	8625	Transfers Within A Fund	17,500		
		Total Expense	17,500		

<b>CAMP MEEKER RECREATION &amp; PARK DISTRICT FINAL BUDGET 2014-2015</b>					
<b>RECREATION AND PARK CAPITAL FUND</b>					
Fund	Account		Amount		
16	4110	Interest Earned-WFB	-		
16	4625	Transfers-Within Fund-In	-		
		Total Revenue	-		
16	8511	Repairs & Maintenance	-		
16	8625	Transfer Within Fund-Out	-		
		Total Expense	-		

<b>CAMP MEEKER RECREATION &amp; PARK DISTRICT FINAL BUDGET 2014-2015</b>				
<b>RECREATION AND PARK WATER OPERATING FUND</b>				
Fund	Account		Amount	
40	4010	Direct Charges-Current Year	122,000	
40	4101	Interest Pooled Cash -Sonoma County	300	
40	4110	Interest Earned-Wells Fargo Bank	-	
40	4310	Sales of Water-Residential	220,000	
40	4625	Transfers-Within Fund In	30,000	
		Total Revenue	372,300	
	Expenses			
40	5010	Director Stipend	-	
40	5101	Communications-Telephone	990	
40	5105	Communications-ISP Website	250	
40	5210	Insurance-Property & Liability	3,862	
40	5401	Memberships	125	
40	5405	Miscellaneous	-	
40	5410	Office Supplies	500	
40	5415	Office Operations	500	
40	5416	Lease-Accounting Software	1,935	
40	5420	Training-Administrative	750	
40	5425	Postage	150	
40	5426	Printing Services	500	
40	5501	Professional Fees-Web	750	
40	5515	Contract Services-Water Operations	95,000	
40	5520	Administrative Services	15,000	
40	5540	LAFCO Charges	545	
40	5550	Legal Services	14,250	
40	5555	Professional Services-Auditor	11,004	
40	5556	Professional Services-Accounting	8,000	
40	5565	Fiscal Agent Fees	300	
40	5585	Public/Legal Notices	500	
40	5587	Water System Fees-State	2,500	
40	5594	Utilities	3,000	
40	8565	Equipment 2	5,000	
40	8625	Tfr Within Fnd-Out	205,690	
40	9001	Contingency	1,199	
		Total Expenses	372,300	

<b>CAMP MEEKER RECREATION &amp; PARK DISTRICT FINAL BUDGET 2014-2015</b>						
<b>RECREATION AND PARK WATER CAPITAL FUND</b>						
Fund	Revenu		Amount			
50	4110	Interest Earned-Wells	250			
50	4625	Transfers-Within Fund	15,000			
		Total Revenue	15,250			
	Expens					
50	8516	Maintenance & Repair	5,000			
50	8625	Tfr Within Fnd-Out	30,000			
		Total Exoenses	35,000			



<b>CAMP MEEKER RECREATION &amp; PARK DISTRICT FINAL BUDGET 2014-2015</b>					
<b>RECREATION AND PARK DWR LOAN E58237 FUND</b>					
Fund	Account		Amount		
60	4101	Interest Pooled Cash -Sonoma	250		
60	4625	Transfers-Within Fund In	97,077		
		Total Revenue	97,327		
60	7910	Long Term Debt-Principal	76,888		
60	7911	Long Term Debt-Interest	20,189		
		Total Expense	97,077		

<b>CAMP MEEKER RECREATION &amp; PARK DISTRICT FINAL BUDGET 2014-2015</b>			
<b>RECREATION AND PARK DWR LOAN E58237 RESERVE FUND</b>			
Fund	Account		Amount
61	4101	Interest Pooled Cash -Sonoma County	250
61	4625	Transfers-Within Fund In	-
		Total Revenue	250
61	7910	Long Term Debt-Principal	-
61	7911	Long Term Debt-Interest	-
61	8625	Transfers Within A Fund	
		Total Expenses	-

<b>CAMP MEEKER RECREATION &amp; PARK DISTRICT FINAL BUDGET 2014-2015</b>					
<b>RECREATION AND PARK USDA LOAN FUND</b>					
Fund					
70	4290	Miscellaneous Revenues	93,613		
		Total Revenues	93,613		
70	7910	Long Term Debt-Principal	29,500		
70	7911	Long Term Debt-Interest	64,113		
		Total Expenses	93,613		

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**CHERYL DORAN GIRARD**  
**CLIENT MEMORANDUM**

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**TO:** LYNN WATSON, GARY HELFRICH & MALCOLM MANWELL

**FROM:** CHERYL DORAN GIRARD

**SUBJECT:** DRAFT CONFLICT OF INTEREST CODE

**DATE:** SEPTEMBER 01, 2014

In early July the Deputy Clerk of the Board of Supervisors forwarded a memorandum to all Agencies, Boards, Commissions, etc. regarding the Biennial Notice for each government agency's review of its Conflict of Interest Code. This material was included in the Board's July 15 Board information package along with the existing code and related materials provided by the County.

The FPPC Technical Assistance Division's memorandum entitled "Should You Amend Your Agency's Conflict of Interest Code?" supplies some questions for each Agency and suggests that if an Agency answers any of these questions in the affirmative, then the code will likely need to be amended. It seems to me that more than one of the questions posed by the FPPC can be answered in the affirmative.

Camp Meeker Recreation and Park District's code was approved in August of 1984. It was fairly simplistic in that it only required Board members to disclose financial interests Form 700. Things have changed since that adoption in 1984 as the District has acquired the water system and requires other projects and tasks to be completed by individuals other than the Board (i.e., District Counsel, Engineers, Water Operator, CPA, and Consultants, etc.). The County's process has also changed in the last couple of years. The District is charged with the tasks of handling, collection, follow-up and retention of this data. It is still necessary that the Board members' Forms 700 be sent to the County; but, according to the prior instructions, this must be done by the District. There also must be public availability of Board members, and contractors in the District's files. The County no longer holds this material.

Therefore, I think it would be well for the Board to consider amending the existing code or re-framing it to include specifically those individuals associated with the District who must file and to what the financial disclosures entail. As a point of information, Malcolm, Hal and I have filed Form 700 each year.

I've put together a draft based on some brief research for your review and attached it as well as the current code and materials from the County. This must be adopted and sent to the Board of Supervisors prior to October 1. In the event that you decide to go forward, please advise if it is necessary to hold a public hearing to change this code or can it be accomplished via Board action. I will place this issue on the September 23 agenda.

In the event that you need to contact me, you can reach me at voicemail/office 707-545-2108, email at [admin@campmeeker.org](mailto:admin@campmeeker.org) or via cell phone 707-696-2876.



**RESOLUTION NO. 2014-012**

**CAMP MEEKER RECREATION AND PARK DISTRICT**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CAMP MEEKER RECREATION AND PARK DISTRICT  
WITH RESPECT TO ITS  
CONFLICT OF INTEREST CODE ADOPTED AUGUST 12, 1984**

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WHEREAS, the Board of Directors of the Camp Meeker Recreation & Park District has conducted a biennial review of its existing Conflict of Interest Code adopted August 12, 1984 as required by the Political Reform Act, and,

WHEREAS, the Board has determined that the Code **does require revision** at this time;

NOW, THEREFORE, in accordance with the Political Reform Act, the Camp Meeker Recreation and Park District Board of Directors hereby authorizes the Board President to sign and submit appropriate notice to the Sonoma County Board of Supervisors attesting there is revision needed to the existing code and provide the proposed code as adopted by the Board and attached to this resolution.

It is hereby certified that the foregoing Resolution was duly introduced and legally adopted by the Board of Directors of the Camp Meeker Recreation and Park District during a meeting held on the 23<sup>rd</sup> day of September 2014.

**DIRECTORS**

WATSON \_\_\_\_\_ ANDERSON \_\_\_\_\_ HELFRICH \_\_\_\_\_ RUSCH \_\_\_\_\_

TOMINIA \_\_\_\_\_

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

**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 September 23, 2014.

\_\_\_\_\_  
Lynn E. Watson, President

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# CAMP MEEKER RECREATION AND PARK DISTRICT

## POLICY HANDBOOK

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### **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.

<b>Designated Positions</b>	<b>Disclosure Category</b>
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.

# 2014 Local Agency Biennial Notice

Name of Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**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:**

*(Mark all that apply.)*

- ☐ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete 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 more than five years old, amendments may be necessary.)

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## Verification

*This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of 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. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2014**, or by the date specified by your agency, if earlier, to:

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

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC**



## Parking Ordinance

### 1. Introduction-

CMRPD has a responsibility to protect and develop land under its jurisdiction for the use of the community as a place to rest and recreate. In addition to the District's apportioned property tax revenues, the main source of income to continue this practice is Anderson Hall. In order for Anderson Hall to remain an attractive venue, the District must institute the following Parking Regulations on the parcel of land associated with the Post Office at the entrance of Camp Meeker.

### 2. Overnight Parking-

a. There shall be no overnight parking of buses, travel trailers, R.V.s, Semi's or any other large-scale vehicle without written permission from CMRPD.

b. Overnight parking may be used by residential residents and their guests. However if residents plan to use a substantial portion of the marked parking spots they should consult with CMRPD to make sure this does not interfere with the renters of Anderson Hall. If residents plan to use the parking stalls for more than one night, written permission should be sought from CMRPD.

c. The first night any vehicle listed in section a, above, is found to be in violation, or excessive vehicle parking by residents as outlined in section b, above, a written warning will be issued to the offending vehicle(s). The second violation may result in the offending vehicle(s) being towed at the owner's expense.

### 3. Fire and Emergency Vehicle Access and Parking

a. No vehicles other than those operated by responding volunteer fireman and first responders should at anytime park on the basketball court adjacent to the District Office.

b. No vehicles at anytime will be permitted to park, idle or come to rest on the East side of the Post Office parking lot. This is a designated Fire Lane and shall always remain clear.

c. Offending vehicles may be towed at the owner's expense.

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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:** SONOMA COUNTY "CHIPPER" PROJECT  
**DATE:** SEPTEMBER 18, 2014

The District received notification from Sonoma County Fire and Emergency Services of a free chipping program to assist Sonoma County residents to comply with defensible space regulations. Some years ago the District made arrangements for this program in Camp Meeker by providing space for delivery of brush and subsequent chipping.

County staff advises that Camp Meeker is a high priority due to fuel load, and evacuation issues. There are, however, difficulties in the chipper reaching individual residences on Camp Meeker roads and the impact chipper equipment might have with respect to emergency fire access; therefore, Caerleon Safford suggests that the District consider providing space for residents to deliver brush and materials, and volunteers to "direct traffic" for the placement of materials to be chipped.

This is an extremely popular program and time is of the essence, if the Board wishes to participate. The District would not only arrange for space and volunteers, but also a venue for a community meeting to advise residents how the program would work and a mailing of fliers to promote dates. Director Tominia feels that the materials from the chipping could be used on the playground.

Ms. Safford estimates that the brush delivery days would be a Saturday and Sunday in early November with the chipper personnel would do the actual chipping the following day.

In the event that the Board feels the District's participation is not possible at this time, there will be the possibility of another program sometime in spring of 2015.

In the event that you need to contact me, you can reach me at voicemail/office 707-545-2108, email at [admin@campmeeker.org](mailto:admin@campmeeker.org) or via cell phone 707-696-2876.



***Free Chipping Program can help you prepare for Wildfire!***

To help County residents comply with defensible space regulations, Sonoma County Fire and Emergency Services is offering **FREE CHIPPING** for residents in areas at risk to wildfire.

***How does it work?***

First, contact us to learn more about the program, see the guidelines about what can go in the chipper piles and make sure you are eligible.

After we reserve your chipper time, cut and pile vegetation according to the guidelines. We will send a chipper and crew to chip it for free. The Chipper Program will be available until October 31, 2014, or until the maximum number of applicants is reached.

***CONTACT US SOON for further information and to reserve your space!***

***Website:*** <http://sonomacounty.ca.gov/FES/Chipper-Program/>

***Phone:*** (707) 565-6070



# County of Sonoma Fire and Emergency Services Department

FOR IMMEDIATE RELEASE

Released by: **Fire and Emergency Services Department**

## Road Side Chipper Program

**Santa Rosa, CA – May 31, 2014** – Sonoma County Fire is providing a free curbside chipper service to residents who are engaged in making their property more wildfire safe. In the event of a wildfire, having 100 feet or more of defensible space has been clearly demonstrated to help save homes. Likewise, thinning vegetation on access roads can make it safer for residents and firefighters.

We hope that free chipper service will help you dispose of woody debris and inspire you to create beautiful, healthy and “firewise” landscapes around your home and on roadsides.

The chipper will be operated by the Sonoma County Youth Ecology Corps.

This service will be available within specific geographical areas. The scheduled area for the month of June and July 2014 will be Fitch Mountain east of Healdsburg in the unincorporated fire area of Sotoyome.

For more information or to schedule, please contact the Fire Prevention Division at 707-565-6070 or Email.

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### Contact Information

#### Fire Prevention

Fire and Emergency Services Department

#### Office Hours

Monday – Friday

8:00 AM - 5:00 PM

#### Contact Us

Phone: (707) 565-1152

CA Relay: 711

Fax: (707) 565-1172

2300 County Center Drive  
Suite 220 B

Santa Rosa, CA 95403

[Google Maps™ Directions »](#)


[511 Public Transit Directions »](#)



The scheduled area for the month of June and July 2014 will be Fitch Mountain east of Healdsburg in the unincorporated fire area of Sotoyome.



Fire Prevention Services
Permits & Inspections
Curbside Chipper Program
Vegetation Management Services
Fire Prevention and Education
County Fire Code
Commercial Development
Residential Development
Fire Prevention Fees
Contact Us



Fire and Emergency Services Department  
Fire Prevention Division

## Curbside Chipper Pre-Application

**Note:** Messages received through this form are **not confidential**; they will be received by the County of Sonoma email system, which will be archived and reviewed by someone other than the recipient.

If you would like a response to this message, please enter your contact information: Email, Phone Number or Mail Address.

Thank you for your interest in Sonoma County's Free Chipping Program partially funded by a grant from PG&E. The following form will indicate to us that you are interested in an application for free chipping. We will fulfill as many requests as possible, with priority for chipping going to residents in areas at high or very high risk to wildfire, and for residents who are elderly or disabled.

This program has a limited number of spaces available and will be running until at least October 31st, or as long as funds are available. We will chip for a maximum of 3 hours at any one property, which would be a row roughly 100' long by 4 feet wide by 3 feet high. Once a maximum number of applications have been received projects will be placed on a "waiting list" and those sites will be chipped if we have the resources available.

As soon as possible, fill out the requested information below to get a spot on the list, and we will let you know if you are eligible for the program. For those eligible, we will send a GUIDELINES and APPLICATION for CHIPPING form for you to submit. Once we receive this form we will schedule your project for chipping.

Please do not start making your piles until you receive confirmation from us that you have been placed on the list unless you are prepared to dispose of your piles by some other means.

\* Message Field

### Contact Information

#### Fire Prevention

Fire and Emergency Services Department

#### Office Hours

Monday – Friday  
8:00 AM - 5:00 PM

Contact Us

Phone: (707) 565-1152

CA Relay: 711

Fax: (707) 565-1172

2300 County Center Drive

Suite 220 B

Santa Rosa, CA 95403

[Google Maps™ Directions »](#)

[511 Public Transit Directions »](#)

### Wildland Fire Links

#### Fire Safe Sonoma »

#### Hand out



Living With Fire  
Sonoma County

#### [Ready For Fire »](#)

Cal Fire Defensible Space  
Guide