

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

Tuesday, January 21, 2020 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. STATEMENTS OF ABSTENTION

V. PUBLIC COMMENT

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

VI. CONSENT ITEMS (10 minutes)

- A. Approval of Minutes
 - 1. December 17, 2019 Minutes
- B. Payment of Claims
- C. Journal Entry Approval
 - JV2020-030: Tax Transfer
- 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.
- B. Towing: Account 140, 88 Market Street, Shelley Mueller
Russian River Utility, the District's water operator, has been unable to read the meter
For account 140 for at least three months as there is a derelict automobile parked over the
meter at 88 Market. There is an outstanding balance due the District of \$248.19 and \$94.22
over that balance is sixty or more days past due. Russian River staff are requesting permission
to tow the derelict auto so that the meter can be read.

VIII. ACTION ITEMS

- A. UPDATE: PROPOSED CMVFD CONTRACT (Jim Stephens, 5 minutes)
DESCRIPTION: The Board will discuss the possibility of an administrative contract with
Sonoma County on the part of CMVFD.
PROPOSED ACTION: None anticipated.

B. UPDATE: POTENTIAL TRANSFER OF PARCELS FROM ST. DOROTHY'S TO THE DISTRICT (Gary Helfrich/Martin Hirsch, 10 minutes)

DESCRIPTION: Director Helfrich has been in discussions with the Sonoma Land Trust and St. Dorothy's Rest since August 2019 as these entities were interested in exploring opportunities for transferring parcels that are adjacent to the District's property or may have potential for recreational use. These discussions have now progressed to be point where the District's legal counsel, Martin Hirsch, may provide legal guidance.

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

C. SB998-WATER SHUTOFF PROTECTION ACT (Gary Helfrich/Martin Hirsch 15 minutes)

DESCRIPTION: SB998's purpose is to provide additional procedural protections for delinquent residential water customers before the discontinuation of water service. It is applicable to public water systems supplying water to more than 200 water connections and requires a written policy on the discontinuation of water service to certain types of residences for nonpayment available on the District's website in prescribed languages (English, Spanish, Chinese, Tagalog, Vietnamese, and Korean) and any others spoken in 10% of the service area. Said policy states that the water cannot be turned off for no sooner than sixty (60) days and requires certain procedures for deferred or reduced payments, alternative payment schedules and a formal mechanism to contest and appeal bill. The District's updated policy must be adopted at the January 21, 2020 meeting, provided to the public on the website and in effect by February 1, 2020.

PROPOSED ACTION: The Board will adopt a policy that meets the standards of SB998 to be implemented by the District's Water Operator, Russian River Utility in the administration of water customer accounts on February 1, 2020 as required by law.

D. WATER SERVICE CHARGE ADJUSTMENT (Anthony Tominia/Staff)

DESCRIPTION: The Camp Meeker Recreation and Park Board is responsible for the sound business and financial management of the Camp Meeker water system utility. Water revenues pay for the transport and delivery of safe, high quality and reliable water to Camp Meeker customers. The Board has reviewed water system operating costs, projected repair and capital replacement costs and determined that an increase in the water service fee is necessary to maintain and operate the system. There has been no service fee or usage rate increase since 2011 despite increasing operational costs.

PROPOSED ACTION: The Board will/will not recommend adoption of a service fee increase at a public meeting on March 17, 2020 that will become effective April 1, 2020.

X. DIRECTORS' REPORTS

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

PROPOSED ACTION: No action or discussion to take place

XI. ADJOURNMENT

HOW TO GET AN ITEM ON THE AGENDA

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

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

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

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

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

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

Tuesday December 17, 2019 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

The meeting was called to order at 7:01 p.m. by President Helfrich.

II. ROLL CALL

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

III. APPROVAL OF AGENDA

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

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

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

The motion was approved.

IV. STATEMENTS OF ABSTENTION

There were no statements of abstention.

V. PUBLIC COMMENT

Richard Seaman informed that he has ended his involvement with Fire Safe Camp Meeker and went on to state that he is working on a plan for a Camp Meeker Volunteer Fire Department Enhanced Operations Plan. He distributed a copy of his plan to the Directors

VI. CONSENT ITEMS

A. Approval of Minutes

1. November 19, 2019 Minutes

A motion was made by John McDaniel, and seconded by Lynn Watson to approve the November 19, 2019 minutes as recorded.

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

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

The motion was approved.

B. Payment of Claims

A motion was made by John McDaniel, and seconded by Lynn Watson to approve the December 17, 2019 warrant request 2019/2020-006 as follows:

2019-2020-006	RP-Dec 2019	6,385.25
\$18,586.60	Water-Dec 2019	12,201.35

Wells Fargo Bank Checks 2007-2017, Bank of the West checks 657 and 658 in payment of expenses and water receipt transfers, and US Bank checks 1107 client rental fees.

C. Journal Entry Approval

There were no journal entries beyond the recurring bank charges and interest.

D. Administrative and Financial Report

Ms. Doran-Girard advised the Board that there was an inadvertent Brown Act violation as a result of the attorney's use of "reply all" in an email regarding the draft agenda for December 2019. She further informed the Board of the re-schedule of the audit to January, holiday scheduling and voicemail message.

VII. REPORT OF THE WATER SYSTEM OPERATOR

- A. Russian River Utility staff advised that the water system is operating well and no issues are anticipated.

VIII. ACTION ITEMS

A. UPDATE: PROPOSED CMVFD CONTRACT

DESCRIPTION: The Board will discuss the possibility of an administrative contract with Sonoma County on the part of CMVFD.

ACTION: As there was no one reporting this item was tabled.

B. CAMP MEEKER VOLUNTEER FIRE WATER TO FIRE DEPARTMENT

DESCRIPTION: The Board will discuss the circumstances regarding the recent increase in the water bill for use of water for private purposes and impact of the release of treated water into Dutch Bill Creek as well as review the draft letter authorized at the September meeting.

ACTION: The Board tabled this item until January 2020.

C. UPDATE: POTENTIAL TRANSFER OF PARCELS FROM ST. DOROTHY'S TO THE DISTRICT

DESCRIPTION: Director Helfrich advised at the August meeting that the Sonoma Land Trust and St. Dorothy's Rest were interested in exploring opportunities for transferring parcels that are adjacent to the District's property or may have potential for recreational use. He provided a parcel map and a brief update of discussions with Sonoma Land Trust, Open Space District and St. Dorothy's.

ACTION: No action was taken.

D. SB998-WATER SHUTOFF PROTECTION ACT

DESCRIPTION: SB998's purpose is to provide additional procedural protections for delinquent residential water customers before the discontinuation of water service. It is applicable to public water systems supplying water to more than 200 water connections and requires a written policy on the discontinuation of water service to certain types of residences for nonpayment available on the District's website in prescribed languages (English, Spanish, Chinese, Tagalog, Vietnamese, and Korean) and any others spoken in 10% of the service area. Said policy states that the water cannot be turned off for no sooner than sixty (60) days and requires certain procedures for deferred or reduced payments, alternative payment schedules and a formal mechanism to contest and appeal bill. The District's updated policy must be adopted at the January 21, 2020 meeting, provided to the public on the website and in effect by February 1, 2020.

ACTION: The Board review a policy that meets the standards of SB998 for adoption at the January 21, 2020 meeting to be implemented by the District's Water Operator, Russian River Utility in the administration of water customer accounts on February 1, 2020.

E. ANDERSON HALL OPERATIONS AND MAINTENANCE (John McDaniel, 5 minutes)

1. OPERATIONS UPDATE

DESCRIPTION: Director McDaniel reported regarding Anderson Hall operations, possible maintenance projects and related matters.

ACTION: The Board no action was taken regarding this issue.

X. DIRECTORS' REPORTS

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

PROPOSED ACTION: No action or discussion to take place

There were no director reports.

XI. ADJOURNMENT

As there was no further business to be brought before the Board at this time, a motion was made by Valery Larson, and seconded by Lynn Watson that the December 2019 meeting of the Camp Meeker Board of Directors is adjourned.

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

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

The motion was approved.

The meeting adjourned at 7:30 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

2019-12-17finalminscdg1.doc

**CHERYL DORAN GIRARD
CLIENT MEMORANDUM**

TO: CAMP MEEKER RECREATION & PARK DISTRICT BOARD MEMBERS
FROM: CHERYL DORAN GIRARD
SUBJECT: JANUARY 21, 2020 WARRANTS AND FINANCIAL INFORMATION
DATE: JANUARY 15, 2020

Financial Statements and Warrant Detail in the board packet following this memorandum provide updated information through January 15, 2020.

2019/2020-007	RP-January 2020	5,615.40
\$89,945.30**	Water-January 2020	15,272.79

**Direct Charge Transfers \$69,057.11

The Financial statements included in the Board info packet represent revenue and expenses to date for the 2019-2020 fiscal year. The 2019-2020 Final Budget appears in the P&L for comparison.

All bank accounts reconciliations are in process.

The audit is in process with the on-site work scheduled for Friday, January 17, 2020. The prep work has been ongoing since shortly after the holidays.

I continue to write instruction and policy books for the District when time is available.

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 # 2019-2020-007

VENDOR	CHECK AMOUNT	R&P FUND	WATER FUND	EXPLANATION
Larson, Valery	30.00	30.00		Director Stipend-December
Watson, Lynn	30.00	30.00		Director Stipend-December
Camp Meeker Water	80.60	80.60		Water Service
Doran-Girard, Cheryl	7,854.81	1,716.00	1,560.00	Consulting-December/January
Doran-Girard, Cheryl		1,017.00	842.00	Consulting-December/January
Doran-Girard, Cheryl		100.00	300.00	Consulting-December/January
Doran-Girard, Cheryl		1,190.00	1,075.00	Consulting-December/January
Doran-Girard, Cheryl		27.41	27.40	Supplies/Printing
McPhail Fuel	814.19	814.19		Propane Hall/Office
North Bay Prop Mgmt	148.80		148.80	Customer Refund Overpay
PGE	107.05	107.05	-	Electric Service
Perry Johnson	495.00	142.50	352.50	Legal Services
Russian River Utility	8,450.71	-	8,450.71	Contract Services
State Water Resources	2,336.40		2,336.40	Wtr System Fee
US Bank	540.63	360.65	179.98	Website & Communications
Dir Chg Tfr-DWR	57,317.40			
Dir Chg Tfr-USDA	11,739.71			

Total	<u>89,945.30</u>	<u>5,615.40</u>	<u>15,272.79</u>	69,057.11
-------	------------------	-----------------	------------------	-----------

*Added After close

DIRECTOR APPROVAL:

DATE:

1/21/20

Camp Meeker Recreation & Park District												
Monthly Cash Balance Report 2019-2020												
	Rec & Park Operating	Rec & Park Capital	Restoration Development	Water Operations	A&B Water Debt	Capital Repmnt	County of Sonoma Water Debt DWR E58236	County of Sonoma Water Debt Reserve Res E58237	Totals			
FUNDS➔	10	16	15	40	70	50	60 (750521)*	61 (750539)*				
Cash at 12/17/2019	65,706.71	27,934.22	12,669.86	(27,007.69)	149,775.56	827,099.26	65,510.59	106,485.65	1,228,174.16			
Deposits 1/21/2020	158.33			17,900.00	6,100.00	500.00			24,658.33			
Warrants 1/21/2020	(5,615.40)			(15,272.79)					(20,888.19)			
Transfers In-County	48,640.66	-		69,859.14				-	118,499.80			
Transfer Out-DWR USDA				(69,057.11)	11,739.71		57,317.40		-			
					-				-			
Fund Totals	108,890.30	27,934.22	12,669.86	(23,578.45)	167,615.27	827,599.26	122,827.99	106,485.65	1,350,444.10			
Wells Fargo Bank-Checking:												
Balance At 12/31/2019	169,100.83				1,013,727.81							
Deposits 1/21/2020	18,058.33				18,339.71							
R&P Warrants	(5,615.40)				(10,297.93)							
Water Warrants	(15,272.79)											
Outstanding Checks	(8,548.95)											
Dep Error 12/17	10,297.93											
TFR DWR/USDA	(69,057.11)											
Checking Account Balance	98,962.84				1,021,769.59							
Bank of the West-Water												
Balance At 12/31/2019	24,637.30				7,556.16							
Checks 659/660	(24,500.00)				(179.60)							
BOW-Account Balance	137.30				-							
Cash on Hand All Accounts	1,128,246.29											
DWR Loan Cash-County	229,313.64											
Total Cash	1,357,559.93											
*Held at the County Treasurer												
**Unreconciled												
1/21/20												

Camp Meeker Recreation & Parks District
Check/Voucher Register - CDG-Current Register
1010 - Cash In Wells Fargo Bank-Operating
From 12/18/2019 Through 1/21/2020

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
2018	Direct Chg Tfr--DWR Loan C...	Camp Meeker Rec...	1/21/2020	57,317.40
2019	Direct Chg Tfr--USDA Invest...	Camp Meeker Rec...	1/21/2020	11,739.71
2020	System Generated Check/Vo...	Camp Meeker Wa...	1/15/2020	80.60
2021	System Generated Check/Vo...	Cheryl Doran-Girard	1/15/2020	7,854.81
2022	System Generated Check/Vo...	McPhail Fuel Com...	1/15/2020	814.19
2023	System Generated Check/Vo...	Northbay Property...	1/15/2020	148.80
2024	System Generated Check/Vo...	P G & E	1/15/2020	107.05
2025	System Generated Check/Vo...	Perry Johnson An...	1/15/2020	495.00
2026	System Generated Check/Vo...	Russian River Utility	1/15/2020	8,450.71
2027	System Generated Check/Vo...	State Water Reso...	1/15/2020	2,336.40
2029	System Generated Check/Vo...	US Bank	1/21/2020	540.63
2030	Director Stipend-January 2020	Valery Larson	1/21/2020	30.00
2031	Director Stipend-January 2020	Lynn Watson	1/21/2020	30.00
		Total 1010 - Cash In Wells Fargo Bank-Operating		89,945.30

Check 2028-Void Print Error

Camp Meeker Recreation & Parks District

Check/Voucher Register - CDG-Current Register

1030 - Cash in Bank of the West-Water

From 12/18/2019 Through 1/21/2020

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
659	Wtr Tfr Dec Receipts--USDA...	Camp Meeker Rec...	1/21/2020	6,600.00
660	Wtr Tfr Dec Receipts--Water...	Camp Meeker Rec...	1/21/2020	<u>17,900.00</u>
		Total 1030 - Cash in Bank of the West-Water		24,500.00

Camp Meeker Recreation & Parks District

Check/Voucher Register - CDG-Current Register

1040 - Cash in US Bank-Rental Deposits/PayPal

From 12/18/2019 Through 1/21/2020

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1108	Sherri Phillips-Refund 12/25...		1/10/2020	<u>125.00</u>
		Total 1040 - Cash in US Bank-Rental Deposits/PayPal		<u>125.00</u>
Report Total				<u><u>114,570.30</u></u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
10 - Recreation & Park - Operating
From 7/1/2019 Through 6/30/2020
(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
Revenue				
4001	Property Taxes-CY Secured	86,500	45,652	(40,848)
4020	Property Taxes-CY Supplemental	0	334	334
4040	Property Taxes-CY Unsecured	0	2,649	2,649
4041	Cost Reimbursement-Collect Delinquent CY Unsec	(100)	0	100
4101	Interest Pooled Cash -Sonoma County	0	3	3
4110	Interest Earned-Wells Fargo Bank	19	12	(7)
4210	Rental Fees-Anderson Hall	12,000	7,391	(4,609)
4215	Rental Fees-Other	1,848	1,108	(740)
4220	State-Home Owner Property Tax Relief	525	0	(525)
4221	State-Other In Lieu -Fish & Wildlife 18-19	500	2	(498)
4310	Sales of Water-Residential	0	(100)	(100)
4410	Revenues From Other Governments	5,000	0	(5,000)
4625	Transfers-Within Fund In	17,500	0	(17,500)
	Total Revenue	<u>123,792</u>	<u>57,052</u>	<u>(66,740)</u>
Expenditures				
5010	Director Stipend	800	390	410
5017	Worker Compensation Insurance	1,725	1,235	490
5101	Communications-Telephone	950	498	452
5105	Communications-ISP Website	450	156	294
5110	Communications-Website Other	375	596	(221)
5112	Communications-WiFi	1,100	0	1,100
5184	Janitorial Supplies	400	0	400
5185	Janitorial Services	1,750	840	910
5210	Insurance-Property & Liability	4,500	0	4,500
5301	Maintenance-Beach and Parks	1,150	0	1,150
5302	Maintenance-Bldgs & Improvements	2,500	0	2,500
5401	Memberships	250	234	17
5402	Marketing	100	0	100
5404	Miscellaneous-Auto Expense	100	0	100
5405	Miscellaneous	850	700	150
5410	Office Supplies	1,200	526	674
5415	Office Operations	300	0	300
5416	Lease-Accounting Software	1,650	623	1,028
5420	Training-Administrative	200	0	200
5425	Postage	225	32	193
5426	Printing Services	1,000	139	861
5427	Supplies	450	1,297	(847)
5428	Food	150	0	150
5501	Professional Fees-Web	4,000	144	3,856
5520	Administrative Services	19,000	12,294	6,706
5530	Community Events	250	0	250
5531	Community Education	250	0	250
5540	LAFCO Charges	200	0	200
5550	Legal Services	4,000	2,023	1,977
5555	Professional Services-Auditor	9,000	2,073	6,927
5556	Professional Services-Accounting	20,000	9,686	10,314
5570	Service Fee-PayPal	300	148	152

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
10 - Recreation & Park - Operating
From 7/1/2019 Through 6/30/2020
(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
5575	Bank Service Fees	175	44	131
5590	Gas and Oil	1,300	1,271	29
5591	Equipment Rentals	120	70	50
5592	Water and Sewer	1,500	745	755
5594	Utilities	1,250	563	687
5595	Waste Removal	500	30	470
8516	Maintenance & Repair	30,000	426	29,574
8565	Equipment 2	1,000	0	1,000
9001	Contingency	9,322	0	9,322
	Total Expenditures	<u>124,342</u>	<u>36,783</u>	<u>87,559</u>
	Excess of Income Over (Under) Expense	<u>(550)</u>	<u>20,269</u>	<u>20,819</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
40 - Recreation & Parks - Water Operations
From 7/1/2019 Through 6/30/2020
(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
	Revenue			
4010	Direct Charges-Current Year	126,340	69,057	(57,283)
4061	Direct Charges -Prior Year	0	793	793
4101	Interest Pooled Cash -Sonoma County	0	9	9
4110	Interest Earned-Wells Fargo Bank	250	0	(250)
4310	Sales of Water-Residential	195,000	118,728	(76,272)
4625	Transfers-Within Fund In	90,000	11,842	(78,158)
	Total Revenue	<u>411,590</u>	<u>200,429</u>	<u>(211,161)</u>
	Expenditures			
5017	Worker Compensation Insurance	0	500	(500)
5101	Communications-Telephone	500	268	232
5105	Communications-ISP Website	350	120	230
5210	Insurance-Property & Liability	4,500	0	4,500
5401	Memberships	275	234	42
5405	Miscellaneous	350	12	338
5410	Office Supplies	950	429	521
5415	Office Operations	250	0	250
5416	Lease-Accounting Software	1,650	623	1,028
5420	Training-Administrative	150	0	150
5425	Postage	150	42	108
5426	Printing Services	500	139	361
5501	Professional Fees-Web	1,500	38	1,463
5515	Contract Services-Water Operations	110,000	50,272	59,728
5520	Administrative Services	18,000	11,316	6,684
5540	LAFCO Charges	750	0	750
5550	Legal Services	5,000	1,899	3,101
5555	Professional Services-Auditor	9,000	3,162	5,838
5556	Professional Services-Accounting	14,500	8,667	5,833
5575	Bank Service Fees	100	63	37
5576	Property Tax Administration Fee	1,250	0	1,250
5585	Public/Legal Notices	450	298	152
5587	Water System Fees-State	2,500	2,643	(143)
5588	Testing-Water System	2,000	690	1,310
5594	Utilities	10,000	10,527	(527)
8516	Maintenance & Repair	20,000	(3,457)	23,457
8625	Tfr Within Fnd-Out	201,200	94,528	106,672
9001	Contingency	5,715	0	5,715
	Total Expenditures	<u>411,590</u>	<u>183,012</u>	<u>228,578</u>
	Excess of Income Over (Under) Expense	<u>0</u>	<u>17,417</u>	<u>17,417</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
50 - Recreation & Parks - Water Capital
From 7/1/2019 Through 6/30/2020
(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
	Revenue			
4110	Interest Earned-Wells Fargo Bank	312	153	(159)
4625	Transfers-Within Fund In	<u>6,000</u>	<u>3,500</u>	<u>(2,500)</u>
	Total Revenue	<u>6,312</u>	<u>3,653</u>	<u>(2,659)</u>
	Expenditures			
8625	Tfr Within Fnd-Out	<u>90,000</u>	<u>3,500</u>	<u>86,500</u>
	Total Expenditures	<u>90,000</u>	<u>3,500</u>	<u>86,500</u>
	Excess of Income Over (Under) Expense	<u>(83,688)</u>	<u>153</u>	<u>83,841</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
60 - Recreation & Parks-DWR E58237
From 7/1/2019 Through 6/30/2020
(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
	Revenue			
4101	Interest Pooled Cash -Sonoma County	125	0	(125)
4625	Transfers-Within Fund In	<u>103,500</u>	<u>57,317</u>	<u>(46,183)</u>
	Total Revenue	<u>103,625</u>	<u>57,317</u>	<u>(46,308)</u>
	Expenditures			
7910	Long Term Debt-Principal	83,576	45,012	38,564
7911	Long Term Debt-Interest	13,501	3,527	9,974
8625	Tfr Within Fnd-Out	<u>0</u>	<u>(11,312)</u>	<u>11,312</u>
	Total Expenditures	<u>97,077</u>	<u>37,226</u>	<u>59,851</u>
	Excess of Income Over (Under) Expense	<u>6,548</u>	<u>20,091</u>	<u>13,543</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
61 - Recreation & Park - Reserve DWR E58237
From 7/1/2019 Through 6/30/2020
(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
	Revenue			
4101	Interest Pooled Cash -Sonoma County	1,050	0	(1,050)
	Total Revenue	<u>1,050</u>	<u>0</u>	<u>(1,050)</u>
	Excess of Income Over (Under) Expense	<u>1,050</u>	<u>0</u>	<u>(1,050)</u>

Camp Meeker Recreation & Parks District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
70 - Recreation & Park - USDA Debt Fund
From 7/1/2019 Through 6/30/2020
(In Whole Numbers)

		<u>Total Budget - Final</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Final</u>
	Revenue			
4625	Transfers-Within Fund In	<u>100,000</u>	<u>56,757</u>	<u>(43,243)</u>
	Total Revenue	<u>100,000</u>	<u>56,757</u>	<u>(43,243)</u>
	Expenditures			
7910	Long Term Debt-Principal	37,000	37,000	0
7911	Long Term Debt-Interest	51,205	28,531	22,674
8625	Tfr Within Fnd-Out	<u>0</u>	<u>42,700</u>	<u>(42,700)</u>
	Total Expenditures	<u>88,205</u>	<u>108,231</u>	<u>(20,026)</u>
	Excess of Income Over (Under) Expense	<u>11,795</u>	<u>(51,474)</u>	<u>(63,269)</u>

CAMP MEEKER RECREATION & PARK DISTRICT									
Allocation of Water Receipts Fiscal Year 7/1/2019 -6/30/2020									
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-19	July-19	20,614.37	20,500.00	6,100.00	500.00	13,900.00	20,500.00		
September-19	August-19	18,935.77	18,500.00	6,100.00	500.00	11,900.00	18,500.00		
October-19	September-19	20,976.57	20,500.00	6,100.00	500.00	13,900.00	20,500.00		
November-19	October-19	18,666.60	18,500.00	6,100.00	500.00	11,900.00	18,500.00		
December-19	November-19	16,816.57	16,500.00	6,100.00	500.00	9,900.00	16,500.00		
January-20	December-19	24,637.70	24,500.00	6,100.00	500.00	17,900.00	24,500.00		
February-20	January-20					-	-		
March-20	February-20					-	-		
April-20	March-20					-	-		
May-20	April-20					-	-		
June-20	May-20					-	-		
July-20	June-20					-	-		
YTD Totals		120,647.58	119,000.00	36,600.00	3,000.00	79,400.00	119,000.00		
2012-2013 Monthly				5,675.00	500.00				
2013-2014 Monthly				6,200.00	500.00				
2014-2015 Monthly				6,200.00	500.00				
2015-2016 Monthly				6,100.00	500.00				
2016-2017 Monthly				6,100.00	500.00				
2017-2018 Monthly				6,100.00	500.00				
2018-2019 Monthly				6,100.00	500.00				
1/14/20									

CAMP MEEKER RECREATION & PARK DISTRICT									
JOURNAL ENTRY AND DOCUMENTATION									
ENTRY NUMBER:		JV2020-030							
DATE:		12/18/19							
FUND	ACCOUNT	EVENT	LATER	ACCOUNT DESCRIPTION	DEBIT	CREDIT			
10	1010	00	999	CASH-WELLS FARGO OPERATING	48,640.66				
10	4001	00	999	PROPERTY TAXES-CY SECURED		45,652.14			
10	4020	00	999	PROPERTY TAXES-CY SUPPLEMENTAL		334.14			
10	4040	00	999	PROPERTY TAXES-CY UNSECURED		2,649.30			
10	4041	00	999	COST REIM COLL DELINQUENT UNSEC	-	-			
10	4101	00	999	INTEREST POOLED CASH-CTY		3.13			
10	4221	00	999	STATE -OTHER IN LIEU TAX		1.95			
10	4223	00	999	WILDFIRE TAX LOSS-STATE BACKFILL		-			
40	4061	00	999	PRIOR YEAR DIRECT CHARGES		792.75			
40	4010	00	999	DIRECT CHARGES-CURRENT YEAR		69,057.11			
40	5565	00	999	DIRECT CHARGE FEE 2017-2018	-				
40	4101	00	999	INTEREST POOLED CASH-CTY		9.28			
40	1010	00	999	CASH-WELLS FARGO OPERATING	69,859.14				
REASON FOR JOURNAL ENTRY:									
				RECORD TRANSFER OF TAX AND DIRECT					
				CHARGE PROCEEDS FROM SONOMA					
				COUNTY TAX COLLECTOR TO WELLS					
				FARGO BANK PER STATEMENT & COUNTY					
				DOCUMENTATION					
PREPARED BY:									
				FISCAL OFFICER APPROVAL:		DATE:			
DATE POSTED:									

Revenue and Expenditure Transactions

Criteria: Post On = 7/1/2019..12/31/2019; Fund = 72151, 72153; Transaction Type = Actual; Accounting Period = 1..12; Ledger = ACTUALS

Posted	Date	Journal	Journal ID	Journal Header Description	Line Description	Business Unit	Fund	Department	Account	Tax Code	Amount
Fund Code 72151 -- Camp Meeker Rec and Park Dist.											
Account Type 00004 -- All Revenues											
Account 40002 -- Prop Tax - CY, Secured											
	12/16/2019	12/16/2019	0000194472	CY Secured 7/1/19-12/12/19	Prop Tax - CY, Secured	SC002	72151	67010100	40002	T12000	45,652.14
Total Prop Tax - CY, Secured											45,652.14
Account 40101 -- Prop Taxes - CY, Unsecured											
	12/4/2019	12/4/2019	0000193465	CY Unsecured 7/1/19-12/11/19	Prop Taxes - CY, Unsecured	SC002	72151	67010100	40101	T12000	2,649.30
Total Prop Taxes - CY, Unsecured											2,649.30
Account 40111 -- Supplemental Prop Taxes - CY											
	8/8/2019	8/7/2019	0000184205	CY Supplemental 7/6/19-7/31/19	Supplemental Prop Taxes - CY	SC002	72151	67010100	40111	T12000	124.51
	9/4/2019	9/3/2019	0000186167	CY Supplemental 8/1/19-9/2/19	Supplemental Prop Taxes - CY	SC002	72151	67010100	40111	T12000	(4.77)
	12/4/2019	12/3/2019	0000193426	CY Supplemental 9/3/19-12/1/19	Supplemental Prop Taxes - CY	SC002	72151	67010100	40111	T12000	214.40
Total Supplemental Prop Taxes - CY											334.14
Account 42111 -- State - Other In-Lieu Tax											
	12/6/2019	12/5/2019	0000193632	State Fish & Wildlife 19-20	State - Other In-Lieu Tax	SC002	72151	67010100	42111	T12000	1.95
Total State - Other In-Lieu Tax											1.95
Account 44002 -- Interest on Pooled Cash											
	10/11/2019	10/11/2019	IA00189458	1st Qtr Interest Apportionment	1st Qtr Interest Apportionment	SC002	72151	67010100	44002		3.13
Total Interest on Pooled Cash											3.13
Total Camp Meeker Rec and Park Dist.											(48,640.66)

Run: 12/17/2019 11:08 AM Data Last Updated: 12/17/2019 5:07:25 AM

Revenue and Expenditure Transactions

Criteria: Post On = 7/1/2019..12/31/2019; Fund = 72151, 72153; Transaction Type = Actual; Accounting Period = 1..12; Ledger = ACTUALS
Business

Posted Date	Journal Date	Journal ID	Journal Header Description	Line Description	Unit	Fund	Department	Account	Tax Code	Amount
Fund Code 72153 -- Camp Meeker - Water Operations										
Account Type 00004 -- All Revenues										
Account 40003 -- Direct Charges - CY										
12/16/19	12/16/19	0000194435	Direct Charge Fee 2019-20	Direct Charges - CY	SC002	72153	67010300	40003	T70300	(1,073.89)
12/16/19	12/16/19	0000194472	CY Secured 7/1/19-12/12/19	Direct Charges - CY	SC002	72153	67010300	40003	T70300	70,131.00
Total Direct Charges - CY										69,057.11
Account 40202 -- Direct Charges - Prior Year										
12/6/19	12/6/19	0000193736	PY Sec DC 7/1/19-12/1/19	Direct Charges - Prior Year	SC002	72153	67010300	40202	T70300	792.75
Total Direct Charges - Prior Year										792.75
Account 44002 -- Interest on Pooled Cash										
10/11/19	10/11/19	IA00189458	1st Qtr Interest Apportionment	1st Qtr Interest Apportionment	SC002	72153	67010300	44002		9.28
Total Interest on Pooled Cash										9.28
Total Camp Meeker - Water Operations										(69,859.14)

Run: 12/17/2019 11:08 AM Data Last Updated: 12/17/2019 5:07:25 AM



TO THE TREASURER OF THE
COUNTY OF SONOMA
SANTA ROSA, CALIFORNIA

Payment Advice

18 December 2019 15:00:13 PM
Page 1 of 1

To:

Vendor Name:
Vendor Address:

CAMP MEEKER REC AND PARK DISTRICT
P O Box 461

Camp Meeker CA, 95419
USA

Reference Information

Pay Cycle: M,W
Pay Cycle Seq Number: 27

Payment Information

Payment Reference: 00014512
Payment Date: 12/18/2019
Payment Method: Automated Clearing House

Bank ID Bank Name
121042882 WELLS FARGO BANK

Bank To Information:
Bank To Account:

Branch ID Branch Name

Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Taken	Late Charge	Paid Amt
Property Tax Rev Dec 2019	12/09/2019	00079373	118,499.80	0.00	0.00	118,499.80
Property Tax Rev Dec 2019			118,499.80	0.00	0.00	118,499.80 USD
Total:						

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

January 8, 2020

RE: CAMP MEEKER PAST DUE ACCOUNTS

- **Past Due Accounts:** Disconnect notices will be processed on January 23, 2020, and lock offs will be scheduled for February 6, 2020.
- **Accounts 23, 142, 155, 162, 245, 264:** Payments are in hand.
- **Account 167:** Customer is very sick and trying to pay.
- **Accounts 107 & 293:** Customer sent payment
- **Account 224:** Locking off Thursday, January 9, 2020.

PAST DUE LIST

CAMP MEEKER REC & PARK

ACCT #	RT NAME	CURRENT	1-30	31-60	61+	LAST PAYMENT	TOTAL
188		40.00	0.02			40.00 12/17/19	40.02
190		42.22	44.34			86.77 12/23/19	86.56
193		52.48	78.78	59.65		66.95 11/18/19	190.91
203		44.10	1.54			42.88 1/7/20	45.64
206		44.08	1.56			45.00 12/23/19	45.64
208		44.48	17.94			100.00 12/3/19	62.42
209		45.19	43.44			44.90 11/25/19	88.63
212		44.78	5.65			43.00 12/20/19	50.43
217		48.49	49.10	57.56	22.45	40.64 1/7/20	177.60
220		86.06	94.65			184.00 12/12/19	180.71
223		42.03	40.51			10.14 12/10/19	82.54
224		68.15	64.90	61.81	436.27	400.00 8/14/18	631.13
226		47.88	32.03			100.00 12/31/19	79.91
227		46.78	40.82			100.00 12/31/19	87.60
240		44.72	43.92			42.38 11/25/19	88.64
243		48.00	0.18			85.00 12/23/19	48.18
244		43.69	40.56			42.24 11/25/19	84.25
245		49.49	44.63	48.69		94.23 11/7/19	142.81
247		45.36	35.96			100.00 12/10/19	81.32
264		45.43	44.67			49.70 12/3/19	90.10
274		55.40	53.90			48.20 11/27/19	109.30
281		40.69	8.14			50.00 12/20/19	48.83
293		140.66	181.18			168.52 12/10/19	321.84
295		42.17	43.30			84.00 12/17/19	85.47
299		48.08	48.82			44.56 11/27/19	96.90
301		41.02	0.09			42.20 12/20/19	41.11
305		42.12	41.24			45.00 12/10/19	83.36
320		43.88	44.09			89.00 12/5/19	87.97
322		45.60	42.82			44.30 11/27/19	88.42
329		48.76	53.29			100.92 12/3/19	102.05
337		47.19	46.55			50.22 12/10/19	93.74
338		42.91	31.04			100.00 12/9/19	73.95
339		57.64	54.90	52.28	245.64	(85.07) 8/6/19	410.46
350		70.00	3.68			73.68 12/20/19	73.68
357		44.30	42.02	40.00		40.02 10/22/19	126.32
358		60.73	0.99			185.00 12/23/19	61.72
367		51.74	46.38			193.99 11/20/19	98.12

Total Receivables: 17,239.27

Accounts Listed: 80

4,167.49

851.89

3,336.43

1,152.19

\$9,508.00

All Customers All Aged Accounts
Russian River Utility

PAST DUE LIST

CAMP MEEKER REC & PARK

ACCT #	RT NAME	CURRENT	1-30	31-60	61+	LAST PAYMENT		TOTAL
6		55.37	50.44	49.95	49.32	107.69	9/20/19	205.08
22		60.57	29.71			50.00	12/17/19	90.28
23		46.12	47.98			98.82	12/10/19	94.10
24		50.69	52.19			102.90	12/3/19	102.88
36		52.92	42.44	40.62	0.93	42.00	10/22/19	136.91
45		43.67	3.06			200.00	10/7/19	46.73
46		45.52	44.39			43.72	12/3/19	89.91
52		58.72	54.33			111.40	12/10/19	113.05
63		40.00	0.02			40.00	12/27/19	40.02
68		56.29	53.80			115.50	12/5/19	110.09
70		42.70	38.30			45.00	12/9/19	81.00
76		43.59	43.13	1.87		36.73	12/17/19	88.59
79		46.71	43.70			43.82	11/27/19	90.41
80		42.35	40.22			41.00	11/20/19	82.57
88		43.24	0.42			46.00	12/20/19	43.66
89		53.51	52.18			62.08	12/10/19	105.69
92		50.22	50.41	2.77		47.42	12/9/19	103.40
94		53.45	58.78	51.02		120.00	12/9/19	163.25
107		71.91	69.51	66.20	60.00	150.42	9/27/19	267.62
114		50.18	50.45			60.58	11/18/19	100.63
129		47.67	46.96	45.20	40.50	47.00	12/3/19	180.33
130		49.66	51.20			46.46	12/9/19	100.86
131		46.41	1.78			92.08	12/5/19	48.19
134		43.58	4.06			123.00	12/20/19	47.64
140		57.44	47.18	49.35	94.22	97.51	9/10/19	248.19
142		51.13	60.53	59.08	56.90	54.50	9/20/19	227.64
143		49.89	48.33	0.29		50.00	12/5/19	98.51
144		60.22	39.48			40.00	12/27/19	99.70
145		108.17	65.30			50.00	12/23/19	173.47
147		71.79	3.74			200.00	11/27/19	75.53
151		56.12	66.84			102.84	12/10/19	122.96
152		49.35	48.16			80.00	12/20/19	97.51
155		54.92	51.18	51.08	49.24	159.23	9/20/19	206.42
159		42.00	40.00			40.00	11/27/19	82.00
161		53.32	49.52	46.46	96.72	90.00	10/2/19	246.02
162		53.00	98.30			50.00	12/10/19	151.30
164		47.76	44.42			100.00	12/27/19	92.18
167		46.49	46.88	25.00		25.33	12/3/19	118.37
172		66.39	54.72			70.00	12/17/19	121.11
179	2	67.64	33.17			60.00	1/7/20	100.81
181	2	42.00	40.02			40.74	11/18/19	82.02
182	2	47.37	47.76			100.00	12/10/19	95.13
184	2	51.14	53.81	43.01		50.00	12/12/19	147.96

**CAMP MEEKER RECREATION AND PARK DISTRICT
WATER SALES 2019**

METER	ACCT NO.	MONTH	TOTAL AMOUNT PUMPED GALLONS	AMOUNT PUMPED TO OCSD	NET AMOUNT PUMPED	AMT SOLD	% PUMPED TO CMR&PD	% LOSS	NOTES
Alliance Mas Union Park	363 369	JAN	1,359,080	459,700	899,380	774,110	0.66	29.88	
Alliance Mas Union Park	363 369	FEB	1,186,900	499,400	687,500	687,500	0.58	1.99	correction
Alliance Mas Union Park	363 369	MARCH	811,430	29,340	518,030	597,730	0.63	15.40	correction
Alliance Mas Union Park	363 369	APRIL	1,709,500	385,200	1,324,300	738,020	77.46	44.27	
Alliance Mas Union Park	363 369	MAY	1,065,810	540,500	525,310*	705,450	49.28	34.42	*CORRECTION ON NET AMT PUMPED
Alliance Mas Union Park	363 369	JUNE	1,463,350	674,100	789,250	694,070	53.93	12.05	
Alliance Mas Union Park	363 369	JULY	1,768,450	942,300	826,150	1,155,780	46.71	-39.89	
Alliance Mas Union Park	363 369	AUG	2,322,580	769,500	1,553,080	1,287,830	66.86	17.07	
Alliance Mas Union Park	363 369	SEPT	1,987,250	821,900	1,165,350	1,104,700	58.64	5.20	
Alliance Mas Union Park	363 369	OCT	1,635,570	720,300	915,270	894,580	55.96	2.26	
Alliance Mas Union Park	363 369	NOV	1,959,600	494,900	1,464,700	994,830	74.74	32.07	
Alliance Mas Union Park	363 369	DEC	1,439,800	612,600	827,200	993,910	57.45	-21.00	
	total 2018		18,709,320	6,949,740	10,970,210	10,628,510	0.57		

TOTAL PRODUCTION	LESS PUMPED OCSD	LESS CMRPD SALES	UNACCOUNTED WATER	YEARLY LOSS
18,709,320	6,949,740	10,628,510	341,700	3.11%

**CAMP MEEKER RECREATION AND PARK DISTRICT
WATER SALES 2019**

METER	ACCT NO.	MONTH	TOTAL AMOUNT PUMPED GALLONS	AMOUNT PUMPED TO OCSD	NET AMOUNT PUMPED	AMT SOLD	% PUMPED TO CMR&PD	LOSS	NOTES
Alliance Mas Union Park	363 369	JAN	1,359,080	459,700	899,380	774,110	0.66	29.88	
Alliance Mas Union Park	363 369	FEB	1,186,900	499,400	687,500	687,500	0.58	1.99	correction
Alliance Mas Union Park	363 369	MARCH	811,430	29,340	518,030	597,730	0.63	15.40	correction
Alliance Mas Union Park	363 369	APRIL	1,709,500	385,200	1,324,300	738,020	77.46	44.27	
Alliance Mas Union Park	363 369	MAY	1,065,810	540,500	525,310*	705,450	49.28	34.42	*CORRECTION ON NET AMT PUMPED
Alliance Mas Union Park	363 369	JUNE	1,483,350	674,100	789,250	694,070	53.93	12.05	
Alliance Mas Union Park	363 369	JULY	1,788,450	942,300	826,150	1,155,780	46.71	-39.89	
Alliance Mas Union Park	363 369	AUG	2,322,580	769,500	1,553,080	1,287,830	66.86	17.07	
Alliance Mas Union Park	363 369	SEPT	1,987,250	821,900	1,165,350	1,104,700	58.64	5.20	
Alliance Mas Union Park	363 369	OCT	1,635,570	720,300	915,270	894,580	55.96	2.26	
Alliance Mas Union Park	363 369	NOV	1,959,600	494,900	1,464,700	994,830	74.74	32.07	
Alliance Mas Union Park	363 369	DEC	1,439,800	612,600	827,200	993,910	57.45	-21.00	
	total 2018		18,709,320	6,949,740	10,970,210	10,628,510	0.57		

Camp Meeker Recreation and Park District (the "District"), as an agency of the County of Sonoma and an urban or community water system that supplies water to more than 200 service connections, the District is governed, effective by law February 1, 2020, by Senate Bill No. 998. The District hereby adopts the following Resolution for the discontinuation of residential service due to nonpayment, which shall amend in its entirety Section 4.0 of the District Code.

Delinquent Account:

Delinquent accounts are hereafter defined as any account with charges for service that remain unpaid (and without having made arrangements for deferred or reduced payments, established an alternative payment schedule, or submitted to contest or appeal the past due bill) by close of business twenty-eight (28) days after issuance of the bill on which the unpaid charges were established. The following rules apply to the collection of delinquent accounts:

1. Small Balance Accounts: Any balance on a delinquent account of \$20 or less may be carried over, and added to, the next billing period without incurring a late fee or further collection action. Such action may be taken in the District's discretion.
2. Alternative Payment Arrangements: Any customer who is unable to pay for service within the normal payment period may request an alternative payment arrangement to avoid a late fee or disruption of service. The District will consider all circumstances surrounding the request and make a determination as to whether the payment arrangement is warranted.

The following shall constitute bases upon which the District will grant a request for an alternative payment arrangement:

- a. Certification by Primary Care Provider: Certification by a Primary Care Provider (General Practitioner, Obstetrician/Gynecologist, Pediatrician, Family Practice Physician, Primary Care Clinic, Hospital, or Outpatient Clinic) who certifies that the termination of service will be life-threatening or pose a serious threat to the health and safety of any resident of the premises where service is provided.
- b. Financially Unable to Pay: The customer demonstrates that he or she is financially unable to pay for service within the District's normal billing cycle. The customer shall be deemed financially unable to pay for service within the District's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.
- c. The customer is willing to enter into an amortization agreement, alternative payment schedule, or a plan for deferred or reduced payment, consistent with the written policies herein, with respect to all delinquent charges.

Customers may contact the District at (707) 874-9246 to discuss options to avoid discontinuation of service. Requests for Alternative payment arrangements should be submitted to the District in writing at 5240 Bohemian Hwy, Camp Meeker, CA.

Alternative payment arrangements may include any of the following accommodations:

- a. Amortization of the unpaid balance.
- b. Participation in an alternative payment schedule.
- c. A partial or full reduction of the unpaid balance financed without additional charges to other ratepayers.
- d. A temporary deferral of payment.

Alternative payment arrangements must be in writing and signed by the customer and a District representative. The District may choose which of the above options the customer undertakes and may set the parameters of that payment option. Ordinarily, the repayment option offered should result in repayment of any remaining outstanding balance within 12 months. The District may grant a longer repayment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case. Customers may not request an alternative payment arrangement for any subsequent unpaid charges while an alternative payment arrangement is in place. Failure to comply with the terms of an alternative payment arrangement will result in the issuance of a written disconnection notice, which will be issued no less than five (5) days prior to discontinuation of service.

3. Additional Notifications: As a courtesy, the District will make a reasonable, good faith effort to notify the customer that the account remains past due and further collection action will be forthcoming approximately 60 days after bill issuance. The means of notification will be based upon the notification preference (text, phone, or email) selected by the customer. Customers who have not selected a means of notification may be notified by door-hanger, phone, or email. The District assumes no responsibility for phone or email contact information that has not been kept up-to-date by the customer.
4. Written Disconnection Notice: The District shall not discontinue water service for non-payment until payment by the customer has been delinquent for at least 60 days. The District shall contact the customer in writing at least 7 business days before discontinuation of water service for non-payment. The written disconnection notice will be mailed to the mailing address designated on the account. If the mailing address and the address of the property to which water service is provided are different, a second notice will be mailed to the service address and addressed to "Occupant". The written disconnection notice will include:
 - Customer's name and address
 - Amount that is past due
 - Date by which payment or payment arrangements are required to avoid discontinuation of service
 - Description of the process to apply for an amortization plan
 - Description of the process to dispute or appeal a bill
 - District phone number and a web link to the District's written collection policy
- a. Notice to Residential Tenants/Occupants in an Individually Metered Residence: The District will make a reasonable, good faith effort to inform the occupants, by means of

written notice, when the water service account is in arrears and subject to disconnection at least 10 days before water service is shut off. The written notice will advise the tenant/occupant that they have the right to become customers of the District without being required to pay the amount due on the delinquent account, as long as they are willing to assume financial responsibility for subsequent charges for water service at that address. In order for the amount due on the delinquent account to be waived, the tenant/occupant must provide verification of tenancy in the form of a rental agreement or proof of rent payments.

- b. Notice to Tenants/Occupants in a Multi-Unit Complex Served Through a Master Meter: The District will make a reasonable, good faith effort to inform the occupants, by means of written notice hung on the door of each residence, when the water service account is in arrears and subject to disconnection at least 10 days before water service is shut off. The written notice will advise the tenant/occupant that they have the right to become customers of the District without being required to pay the amount due on the delinquent account, as long as they are willing to assume financial responsibility for subsequent charges for water service at the address(es) served by the master meter. If one or more of the occupants are willing and able to assume responsibility for the subsequent charges for water service to the satisfaction of the District, or if there is a physical means, legally available to the District, of selectively terminating service to those occupants who have not met the requirements for service, the District will make service available to the occupants who have met those requirements.
5. Disconnection Deadline: All delinquent water service charges and associated fees must be received by the District by 5:00 p.m. on the day specified in the written disconnection notice.
6. Disconnection of Water Service for Non-Payment: The District will disconnect water service by turning off, and in some cases locking off, the meter. Before service is disconnected, the customer will be notified by a written disconnection notice at least 7 business days prior to termination. The customer will be charged a fee to re-establish service in the billing system regardless of whether the meter has physically been turned off. The meter will be locked in the off position if payment is not received within 7 days of initial termination and a disconnection fee will be assessed.
7. Re-establishment of Service: In order to resume or continue service that has been disconnected for non-payment, the customer must pay a re-establishment fee. The District will endeavor to reconnect service as soon as practicable but, at a minimum, will restore service before the end of the next regular working day following payment of any past due amount and delinquent fees attributable to the termination of service. Water service that is turned on by any person other than District personnel or without District authorization may be subject to fines or additional charges or fees. Any damages that occur as a result of unauthorized restoration of service are the responsibility of the customer. Information on how to re-establish service will be provided at or before the time service is disconnected.

8. Re-establishment of Service After Business Hours: Service restored after 5:00 pm Monday through Friday, weekends, or holidays will be charged an after-hours re-establishment fee. Service will not be restored after regular business hours unless the customer has been informed of the after-hours re-establishment fee and has signed an agreement acknowledging the fee and agreeing to contact the District's billing department no later than noon the following business day to pay the subject fee. The after-hours reestablishment fee is in addition to the regular re-establishment fee and the late fee for a past due account. District staff responding to service calls are not permitted to collect payment but will instruct the customer to contact the billing department before noon the following business day. Services that are off and locked cannot be re-established after hours.

Sometimes water service is discontinued because the service is a new account and the District has not received a request to establish service. If service is being restored after regular business hours because the customer has yet to establish service, the customer must agree to contact the billing department to establish service the next business day and the after-hours reestablishment will be waived. If service is discontinued for any reason not identified above, the service should be restored as quickly as possible and the customer advised to contact the billing department to resolve the issue. No after-hours re-establishment fee will be charged in this instance.

9. Notification of Disposition of Returned Check: Upon receipt of a returned check taken as payment of water service or other charges, the District will consider the account not paid. The District will make a reasonable, good faith effort to notify the customer by phone or email of the returned check. A 48-hour notice of termination of service due to a returned check will be generated. The means of notification will be based upon the notification preference (text, phone or email) selected by the customer. Customers who have not selected a means of notification will be notified by phone. If the District is unable to make contact by text, phone, or email, a good faith effort will be made to visit the residence and leave a notice of termination of service.

Water service will be disconnected if the amount of the returned check and the returned check charge are not paid on or before the date specified in the notice of termination. All amounts paid to redeem a returned check and to pay the returned check charge must be in cash, credit card or certified funds.

10. Returned Checks for Previously Disconnected Service: In the event a customer tenders a non-negotiable check as payment to restore water service previously disconnected for non-payment and the District restores service, the District may promptly disconnect service without providing further notice. No 48-hour notice of termination will be given in the case of a non-negotiable check tendered for payment of water charges that were subject to discontinuance.

Any customer issuing a non-negotiable check as payment to restore service turned off for nonpayment will be required to pay cash, credit card or certified funds to restore future service disconnections for a period of 12 months from the date of the returned payment.

11. Disputed Bills: If a customer disputes the bill and exercises their right to appeal to the Board of Directors, the District will not disconnect water service for non-payment while the appeal is pending.

ORDINANCE NO. 13

ORDINANCE OF THE CAMP MEEKER RECREATION AND PARK DISTRICT RE: WATER SERVICE CHARGE RATE

The Board of Directors of the CAMP MEEKER RECREATION AND PARK DISTRICT, Sonoma County, does ordain as follows:

Section 1. The Board of Directors finds and determines as follows:

- A. The Camp Meeker Recreation and Park District's water utility is an operation which is required to meet its operating, maintenance and replacement costs through use fees and charges. The Board has reviewed its operations costs, projected capital outlay costs, as the system is aging, and water usage data. It has determined that as a result increased costs incurred by the District since 2011 and declining revenue due to consistently reduced consumption since 2005, an increase in the water service charge is necessary to maintain and operate the water system.
- B. The fixed "service charge" portion of the water bill will be changed by this Ordinance.
- C. At a properly noticed public hearing on Tuesday, March 17, 2020, the Board of Directors considered the recommendation to adopt increases for water service charge and heard public comment on the issue.
- D. The Board of Directors has determined that the increase in water service charge is in the best interest of the Camp Meeker Recreation and Park District and in keeping with sound business and financial management of the water system.
- E. This increase in the water rates is for the purposes of meeting operating expenses of the District water service and obtaining funds for capital costs to maintain the water system. Accordingly, the Board of Directors determines that this rate increase is exempt from environmental review under the California Environment Quality Act and CEQA guidelines.

Section 2: For the purposes of providing funds for payment of the cost of maintenance and operation of the water system, the monthly water service charge is hereinafter set forth as \$47.00.

Previously established rates for the water furnished or available to such premises by the water system remain as adopted November 16, 2010, Ordinance 10.

Section 3: Upon adoption, this Ordinance shall be entered in the Minutes of the Board and shall take effect immediately following its adoption. The increased water rates shall become effective with all meter readings taken after April 1, 2020.

Section 4. The provisions of this ordinance are severable, and the invalidity, unenforceability or unconstitutionality of any section, portion or part of this ordinance shall not affect the validity of the remainder of the ordinance.

Section 5. The Water District Secretary shall cause this Ordinance to be published or posted as required by law.

PASSED AND ADOPTED by the Board of Directors of the Camp Meeker Recreation and Park District on this 17th Day of March 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

SO ORDERED.

_____, President

ATTESTED:

_____, Board Secretary