

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

Tuesday, March 20, 2018 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. STATEMENTS OF ABSTENTION

V. PUBLIC COMMENT

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

VI. CONSENT ITEMS (10 minutes)

- A. Approval of Minutes
 - 1. February 20, 2018 minutes
- B. Payment of Claims
- C. Journal Entry Approval
- D. Administrative and Financial Report

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

- A. Report of operations for the current month.

IX. ACTION ITEMS

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

DESCRIPTION: At the October 2017 meeting, the Board approved going forward with the scope of engineering services and cost estimates for an evaluation of the water system capital facility improvements, repairs and maintenance including priority, anticipated schedule and an estimated cost of \$22,200.00.

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

- B. HABITAT GRANT CONTRACT: NORTH BAY CONSERVATION

DESCRIPTION: The Board will review the proposed contract with the North Bay Conservation Corps that will provide services for vegetation removal planned under the Habitat Grant from State Parks. District Counsel Manwell has reviewed the contract, made revisions and the revisions have been approved and included in the contract.

PROPOSED ACTION: The Board will/will not authorize the Board President to sign the services contract with North Bay Conservation Corps.

- C. UPDATE: BOARD RECRUITMENT PROCESS (Lynn Watson/Anthony Tominia, 5 minutes)
DESCRIPTION: The Board will review the applications submitted and interview the applicants in open session at the April 17 meeting. The Board members will vote on the final selection at the April 17 meeting as well. Applications will remain open.
PROPOSED ACTION: The Board may/may not take further action.
- D. RESOLUTION 2018-001: ELECTION OF OFFICERS AND BANK SIGNATORS FOR THE 2018 YEAR. (Staff, 5 minutes)
DESCRIPTION: The Board will review election officers for the 2018 calendar year. Those individuals will be signatures for the District's accounts with Bank of the West for its water, Wells Fargo accounts and rental revenue bank accounts.
PROPOSED ACTION: The Board will adopt resolution 2018-001.
- E. RESOLUTION 2018-002: ESTABLISHING BANK OF THE WEST WATER ACCOUNT SIGNERS (Staff, 5 minutes)
DESCRIPTION: The Board will establish signers for the Bank of the West account in Forestville subsequent to the election of officers.
PROPOSED ACTION: The Board will adopt resolution 2018-002.
- F. RESOLUTION 2018-003: APPOINTMENT OF BONDED TREASURER (Staff, 5 minutes)
DESCRIPTION: The Board will review Resolution 2018-003 proposes that the District's Secretary/Treasurer serve as the "Bonded Treasurer" as required by 5784.9(e) of the Public Resource Code; and, further that the District's bonding coverage of \$400,000.00 under its insurance policy with Special Districts Risk Management Authority satisfies the bonding requirement required by the code.
PROPOSED ACTION: The Board may/may not adopt Resolution 2018-003.
- G. RESOLUTION 2018-004: AUTHORIZING BANKING SIGNERS WITH WELLS FARGO BANK (Staff, 5 minutes)
DESCRIPTION: The Board will review Resolution 2018-004 authorizing Board signatures with Wells Fargo Bank.
PROPOSED ACTION: The Board may adopt Resolution 2018-004.

X. DIRECTORS' REPORTS

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

XI. ADJOURNMENT

HOW TO GET AN ITEM ON THE AGENDA

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

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

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

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

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

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

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

Tuesday, February 20, 2018 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

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

II. ROLL CALL

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

III. APPROVAL OF AGENDA

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

Directors Anderson, Helfrich, Larson, Tominia, and Watson voted yes. The motion was approved.

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

IV. STATEMENTS OF ABSTENTION

There were no statements of abstention.

V. PUBLIC COMMENT

Michael Johnson of Camp Meeker inquired about Community Advisory Group for Wastewater and was advised that this item will be discussed as it is on the agenda.

VI. CONSENT ITEMS

A. Approval of Minutes

1. January 23, 2018 minutes

A motion was made by Gary Helfrich, and seconded by Valery Larson to approve the January 23, 2018 minutes as recorded.

Directors Helfrich, Larson, and Watson voted yes. Directors Tominia were absent from the January 23, meeting and abstained. Director Anderson is absent at this time.

The motion was approved. Ayes: 3 Noes: 0 Abstain: 1 Absent: 1

B. Payment of Claims

A motion was made by Anthony Tominia, and seconded by Valery Larson to approve the Warrant Request 2017/2018-008 in the amount of \$30,221.80 representing Wells Fargo Bank checks 1697-1711 (checks 1697 & 1698 transferred direct charges to appropriate funds), Bank of the West checks 611-612 (water receipts transfer) and US Bank check 1071 refunding of Anderson Hall deposit to rental client.

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

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

C. Journal Entry Approval

1. 2018-034 Tax Proceeds 1/26/18

A motion was made by Gary Helfrich, and seconded by Anthony Tominia to approve the Journal entry 2018-034 as presented.

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

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

At 7:07 p.m. Director Anderson entered the meeting.

C. Administrative and Financial Report

Ms. Doran-Girard advised that all California and Federal Payroll & Tax forms have been filed, SWRCB letter re; application for water license, and the California State Controller's Report for 2017 have been filed. The SDRMA insurance renewal has been completed and the District will receive a \$75 credit for filing online and before the due date. The State Controller's Government Compensation report for 2017 will be submitted prior to the April 1 due date. Ms. Doran-Girard advised of impending surgery dates.

VII. REPORT OF THE WATER SYSTEM OPERATO

- A. Robert Sherrod of Russian River Utility reported that all operations for the current month are proceeding normally. Director Tominia initiated a brief conversation regarding tank cleaning DVD transmittal to B&R. The Board agreed that a segment of the footage should be added to the District's website.

IX. ACTION ITEMS

A. REVIEW OF 6/30/2017 DRAFT FINANCIAL AUDIT

DESCRIPTION: Blake Goranson, senior account for Sue Goranson, CPAs provided an over-view of the District's draft financial statements for the fiscal year ended June 30, 2017 and 2016.

ACTION: A motion was made by Gary Helfrich, and seconded by Cathie Anderson to approve the draft financial documents for the fiscal year ended June 30, 2017 and direct distribution and uploading to the District's website.

Directors Anderson, Helfrich, Larson, Tominia, and Watson voted yes. The motion was approved.

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

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

DESCRIPTION: At the October 2017 meeting, the Board approved going forward with the scope of engineering services and cost estimates for an evaluation of the water system capital facility improvements, repairs and maintenance including priority, anticipated schedule and an estimated cost of \$22,200.00. Director Tominia reported that he and Mr. Dunton had met with Dave Colman at Brelje; however, there was not a great deal to report. He did advise that due to the contract arrangements with OCSD there would have to be shared costs for the CIP Plan and a buy-in on the rate increase. Discussion ensued regarding the contract agreement with OCSD and their interest sharing proceeds from potential Alliance buy-in to the system.

ACTION: The Board no further action was taken in regard to the CIP.

C. CAMP MEEKER SIGN

DESCRIPTION: Director Anderson reviewed quote letter received from A.J. Ford for the Camp Meeker sign maintenance and proposed repair. Mr. Ford would like to see the sign finished and secured. Director Helfrich reviewed the Public Works permit requirement to close the road and estimates the permit fee would be \$800. The County may require community notification of road closure.

ACTION: The Board took no further action in regard to the sign.

D. UPDATE: SONOMA COUNTY 2017 PAVEMENT PRESERVATION PROGRAM

DESCRIPTION: The County of Sonoma has advised that the asphalt concrete overlay on Bohemian Highway will impact 29 water valves, 2 water meters and a utility box. The Board will discuss necessity, payment and other issues related to the 2017 Pavement Preservation Program. The County will award the contract to the lowest responsible bidder and wants Camp Meeker to agree to pay the bid price plus a percentage for other items. Director Helfrich and Robert Sherrod of Russian River Utility updated the Board regarding this issue.

ACTION: The Board did not take further action regarding the 2017 Pavement Preservation Program.

E. UPDATE: FIRE SAFETY AND NOTIFICATION

DESCRIPTION: Director Helfrich reported regarding current activities at the County with respect to emergency notification issues and evacuation plans.

ACTION: The Board did not take action with respect to this issue.

F. BOARD RECRUITMENT PROCESS

DESCRIPTION: The Board discussed the lack of progress in the recruitment process. Chris Norberg asked if his application had been received and was advised it had not. Director Helfrich stated that the District has been kept alive by community participation and that Camp Meeker is lucky to have local government, as many other locations do not. Discussion ensued. President Watson and Director Tominia will review the applications received and make recommendations to the Board.

ACTION: The Board appointed President Watson and Director Tominia to review candidate applications and report back to the Board.

G. DISTRICT POLICIES AND PROCEDURES-BOARD OFFICERS

DESCRIPTION: After discussion of the draft Board Officer Policy it was agreed that Director Watson would review and upgrade the policies and procedures.

ACTION: The Board appointed Director Watson to review and revise, if needed, the Board officers' policy.

H. NOMINATION AND ELECTION OF BOARD OFFICERS

DESCRIPTION: Cathie Anderson and Anthony Tominia nominated Gary Helfrich to serve as Board President, Cathie Anderson and Gary Helfrich nominated Valery Larson to serve as Board Vice-President, and Gary Helfrich and Cathie Anderson nominated Anthony Tominia to serve as Board Secretary/Treasurer.

ACTION: The nominated slate of officers: Gary Helfrich, President; Valery Larson, Vice-President, and Anthony Tominia, Secretary/Treasurer were elected by acclamation of the entire Board.

I. RATE INCREASE ADMINISTRATIVE SERVICES

DESCRIPTION: After review of the description of duties written at the direction of the Board, and review of similar compensation of the rates paid to administrators in similar districts with similar skills and experience, Gary Helfrich moved to increase the administrator contract rate to \$60.00/hour retroactive to the December 2017 billing.

ACTION: Directors Anderson, Helfrich, Larson, Tominia, and Watson voted yes. The motion was approved.

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

J. COMMUNITY ADVISORY GROUP-WASTEWATER

DESCRIPTION: The Board discussed the proposed Community Advisory Group and its purpose to coalesce around decision making for long-term community solutions for onsite wastewater systems to meeting with requirements and standards to be considered for adoption later this year. Rural Community Assistance Corporation (RCAC) serves as the nexus of community engagement, state, regional and local governments and alliances.

It was the Board's feeling that discussions should be held with local governments.

ACTION: The Board took no further action in this regard.

X. DIRECTORS' REPORTS

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PROPOSED ACTION: No action or discussion to take place

Director Tominia reported that regarding discussions with Dave Colman relative to OCSD contention that they are a co-owner in the water system and the need to include in the Alliance conversation.

Additionally, he advised that the Habitat grant project contract be on the March agenda.

Director Anderson reported she has been attempting to reach Chief Williams and additionally Anderson Hall parking lot maintenance.

XI. 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 February 2018 meeting of the Camp Meeker Board of Directors is adjourned.

Directors Anderson, Helfrich, Larson, Tominia and Watson voted yes. The motion was approved.

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

The meeting adjourned at 8:48 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

2017-02-20finalminutes.doc

CHERYL DORAN GIRARD
CLIENT MEMORANDUM

TO: CAMP MEEKER RECREATION & PARK DISTRICT BOARD MEMBERS
FROM: CHERYL DORAN GIRARD
SUBJECT: MARCH 20, 2018 WARRANTS AND FINANCIAL INFORMATION
DATE: MARCH 15, 2018

Financial Statements and Warrant Detail in the board packet following this memorandum provide updated information through March 15, 2018.

2017/2018-009	RP-March 2018	9,287.83
\$26,441.13	Water- March 2018	17,153.30

Financial data including data entry of the 17-18 Final Budget is updated to the server in Austin. The audit by State Comp is complete in that the District has provided all information required. Notification of completion from State Comp has been sent in the form of an invoice for 1365.00 that notes final 2016 Audit. The District's audited financial statements are in the process of being loaded to the website.

Writing of the draft policy and procedures manual is ongoing. All the District's records in my office have been taken to the District office and files will be updated. Bank accounts with the exception of the US Bank rental have been reconciled; and, as is usual, invoices relating to the checks written will be on hand for review.

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



CAMP MEEKER RECREATION AND PARK DISTRICT

WARRANT REQUEST # 2017-2018-009

VENDOR	CHECK AMOUNT	R&P FUND	WATER FUND	EXPLANATION
Anderson, Cathie	30.00	30.00		Director Stipend-March 2018
Larson, Valery	30.00	30.00		Director Stipend-March 2018
Watson, Lynn	30.00	30.00		Director Stipend-March 2018
Doran-Girard, Cheryl	5,028.33	962.31	962.31	Consulting-February 2018/March 2018
Doran-Girard, Cheryl	-	271.43	271.43	Consulting-January 2018/February 2018
Doran-Girard, Cheryl	-	1,110.38	1,110.38	Consulting-January 2018/February 2018
Doran-Girard, Cheryl	-	123.38	123.38	Consulting-January 2018/February 2018
Doran-Girard, Cheryl	-	43.34	43.34	Supplies
Doran-Girard, Cheryl	-	-	6.65	Postage
Doran-Girard, Cheryl	4,837.50	2,418.75	2,418.75	Retro Adjustment Approved 2/20/18
Camp Meeker Water	80.86	80.86		Water Services
PGE	72.98	72.98		Electric Service
Fedex Office	144.96	72.48	72.48	Board Packets -January/Postcard
Brelje & Race	820.00	-	820.00	Anderson Hall Clean
McPhail Fuel	195.82	195.82	-	District Office Propane
Goranson & Associates	4,000.00	2,000.00	2,000.00	6/30/2017 Audit
US Bank	457.04	276.22	180.82	Various Recurring charges
Russian River Utility	8,649.89		8,391.29	Contract Services
Russian River Utility			258.60	Electric Service
Perry Johnson	210.00	195.00	15.00	Legal Services
Soft Trac LLC	138.75	69.38	69.37	Software Issues
Sonoma County Tax	350.00	350.00		Direct Chg A. Hall & PO
State Compensation	1,365.00	955.50	409.50	

Total	<u>26,441.13</u>	<u>9,287.83</u>	<u>17,153.30</u>	-
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DIRECTOR APPROVAL:

DATE:

3/20/18

Camp Meeker Recreation & Parks District
Check/Voucher Register - CDG-Current Register
1010 - Cash In Wells Fargo Bank-Operating
From 2/21/2018 Through 3/20/2018

Check Number	Check Description	Vendor Name	Effective Date	Check Amount
1667	Retro Active Rate Increase	Cheryl Doran-Girard	2/21/2018	4,837.50
1712	System Generated Check/Vo...	Brelje & Race Con...	3/20/2018	820.00
1713	System Generated Check/Vo...	Camp Meeker Wa...	3/20/2018	80.86
1714	System Generated Check/Vo...	Cheryl Doran-Girard	3/20/2018	5,028.33
1715	System Generated Check/Vo...	Fedex Office	3/20/2018	144.96
1716	System Generated Check/Vo...	Goranson and Ass...	3/20/2018	4,000.00
1726	System Generated Check/Vo...	McPhail Fuel Com...	3/20/2018	195.82
1727	System Generated Check/Vo...	P G & E	3/20/2018	72.98
1728	System Generated Check/Vo...	Perry Johnson An...	3/20/2018	210.00
1729	System Generated Check/Vo...	Russian River Utility	3/20/2018	8,649.89
1730	System Generated Check/Vo...	Soft Trac LLC	3/20/2018	138.75
1731	System Generated Check/Vo...	Sonoma Co Tax C...	3/20/2018	350.00
1732	System Generated Check/Vo...	State Compensati...	3/20/2018	1,365.00
1733	System Generated Check/Vo...	US Bank	3/20/2018	457.04
1734	Director Stipend-March 2018	Cathie Anderson	3/20/2018	30.00
1735	Director Stipend	Valery Larson	3/20/2018	30.00
1736	Director Stipend March 2018	Lynn Watson	3/20/2018	30.00
Total 1010 - Cash In Wells Fargo Bank-Operating				26,441.13

Checks 1718-1725 Void Printer Error

Camp Meeker Recreation & Parks District

Check/Voucher Register - CDG-Current Register

1030 - Cash in Bank of the West-Water

From 2/21/2018 Through 3/20/2018

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
613	USDA & Capital Funds Trans...	Camp Meeker Rec...	3/20/2018	6,600.00
614	Tfr Feb 2018 Wtr Receipts	Camp Meeker Rec...	3/20/2018	<u>8,700.00</u>
		Total 1030 - Cash in Bank of the West-Water		15,300.00
				<u> </u>
Report Total				<u><u>41,741.13</u></u>

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

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
Revenue				
4001	Property Taxes-CY Secured	75,000	46,649	(28,352)
4020	Property Taxes-CY Supplemental	0	531	531
4040	Property Taxes-CY Unsecured	0	2,035	2,035
4041	Cost Reimbursement-Collect Delinquent CY Unsec	(950)	(35)	915
4101	Interest Pooled Cash -Sonoma County	75	12	(63)
4210	Rental Fees-Anderson Hall	8,300	5,750	(2,550)
4215	Rental Fees-Other	1,727	1,295	(432)
4220	State-Home Owner Property Tax Relief	525	253	(272)
4295	Grant Revenue	5,500	0	(5,500)
	Total Revenue	90,177	56,490	(33,687)
Expenditures				
5010	Director Stipend	1,080	810	270
5017	Worker Compensation Insurance	1,000	956	45
5101	Communications-Telephone	900	727	173
5105	Communications-ISP Website	600	160	440
5110	Communications-Website Other	1,500	625	876
5184	Janitorial Supplies	250	354	(104)
5185	Janitorial Services	2,000	880	1,120
5210	Insurance-Property & Liability	3,000	0	3,000
5301	Maintenance-Beach and Parks	750	241	509
5302	Maintenance-Bldgs & Improvements	550	0	550
5401	Memberships	200	140	61
5402	Marketing	250	0	250
5405	Miscellaneous	1,500	700	800
5410	Office Supplies	1,150	529	621
5415	Office Operations	300	0	300
5416	Lease-Accounting Software	1,500	1,175	325
5420	Training-Administrative	0	69	(69)
5425	Postage	200	186	14
5426	Printing Services	775	349	426
5427	Supplies	675	0	675
5428	Food	275	126	149
5501	Professional Fees-Web	1,200	113	1,088
5502	Professional Fees-Consultants	1,795	0	1,795
5520	Administrative Services	12,500	8,843	3,657
5540	LAFCO Charges	150	116	34
5550	Legal Services	3,250	1,484	1,766
5555	Professional Services-Auditor	7,500	8,083	(583)
5556	Professional Services-Accounting	12,000	9,961	2,039
5570	Service Fee-PayPal	150	33	117
5571	Late Fees	50	0	50
5575	Bank Service Fees	180	(20)	200
5576	Property Tax Administration Fee	1,000	0	1,000
5590	Gas and Oil	1,100	966	134
5591	Equipment Rentals	150	227	(77)
5592	Water and Sewer	1,700	734	966
5594	Utilities	1,500	683	817

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

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
8515	Renovate/Replacement	1,500	0	1,500
8516	Maintenance & Repair	2,500	0	2,500
8565	Equipment 2	2,500	683	1,817
8625	Tfr Within Fnd-Out	12,500	835	11,665
9001	Contingency	167	0	167
	Total Expenditures	<u>81,847</u>	<u>40,766</u>	<u>41,081</u>
	Excess of Income Over (Under) Expense	<u>8,330</u>	<u>15,724</u>	<u>7,394</u>

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

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4010	Direct Charges-Current Year	125,000	79,406	(45,594)
4061	Direct Charges -Prior Year	0	198	198
4101	Interest Pooled Cash -Sonoma County	0	17	17
4310	Sales of Water-Residential	205,000	122,276	(82,724)
4625	Transfers-Within Fund In	73,000	0	(73,000)
	Total Revenue	403,000	201,896	(201,104)
	Expenditures			
5017	Worker Compensation Insurance	700	410	291
5101	Communications-Telephone	500	327	173
5105	Communications-ISP Website	350	160	190
5110	Communications-Website Other	0	500	(500)
5185	Janitorial Services	150	0	150
5210	Insurance-Property & Liability	3,000	0	3,000
5401	Memberships	100	140	(40)
5405	Miscellaneous	125	60	65
5410	Office Supplies	800	562	238
5415	Office Operations	100	0	100
5416	Lease-Accounting Software	1,600	1,175	425
5420	Training-Administrative	300	69	231
5425	Postage	75	122	(47)
5426	Printing Services	500	281	219
5501	Professional Fees-Web	1,500	88	1,413
5515	Contract Services-Water Operations	107,500	75,820	31,680
5520	Administrative Services	15,000	9,386	5,614
5540	LAFCO Charges	750	478	272
5550	Legal Services	5,000	1,301	3,699
5555	Professional Services-Auditor	7,500	8,039	(539)
5556	Professional Services-Accounting	12,000	10,501	1,499
5565	Fiscal Agent Fees	0	1,068	(1,068)
5575	Bank Service Fees	100	125	(25)
5576	Property Tax Administration Fee	1,250	0	1,250
5580	Elections Cost	2,663	0	2,663
5585	Public/Legal Notices	450	0	450
5587	Water System Fees-State	2,500	2,279	221
5594	Utilities	6,500	5,222	1,278
5595	Waste Removal	500	0	500
8516	Maintenance & Repair	15,000	7,991	7,009
8520	Engineering Services	0	820	(820)
8565	Equipment 2	0	574	(574)
8625	Tfr Within Fnd-Out	219,300	82,612	136,688
	Total Expenditures	405,813	210,109	195,704
	Excess of Income Over (Under) Expense	(2,813)	(8,212)	(5,399)

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

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4110	Interest Earned-Wells Fargo Bank	0	211	211
4625	Transfers-Within Fund In	0	4,500	4,500
	Total Revenue	0	4,711	4,711
	Expenditures			
8625	Tfr Within Fnd-Out	0	4,500	(4,500)
	Total Expenditures	0	4,500	(4,500)
	Excess of Income Over (Under) Expense	0	211	211

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

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4101	Interest Pooled Cash -Sonoma County	0	382	382
4625	Transfers-Within Fund In	0	69,261	69,261
	Total Revenue	0	69,643	69,643
	Expenditures			
7910	Long Term Debt-Principal	0	42,376	(42,376)
7911	Long Term Debt-Interest	0	6,163	(6,163)
	Total Expenditures	0	48,539	(48,539)
	Excess of Income Over (Under) Expense	0	21,104	21,104

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

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4101	Interest Pooled Cash -Sonoma County	0	635	635
	Total Revenue	0	635	635
	Excess of Income Over (Under) Expense	0	635	635

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

		Current Period Budget - Final	Current Year Actual	Current Period Budget Variance - Final
	Revenue			
4625	Transfers-Within Fund In	<u>0</u>	<u>69,086</u>	<u>69,086</u>
	Total Revenue	<u>0</u>	<u>69,086</u>	<u>69,086</u>
	Expenditures			
7910	Long Term Debt-Principal	0	34,000	(34,000)
7911	Long Term Debt-Interest	0	30,182	(30,182)
8625	Tfr Within Fnd-Out	<u>0</u>	<u>54,900</u>	<u>(54,900)</u>
	Total Expenditures	<u>0</u>	<u>119,082</u>	<u>(119,082)</u>
	Excess of Income Over (Under) Expense	<u>0</u>	<u>(49,996)</u>	<u>(49,996)</u>

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

March 9, 2018

RE: CAMP MEEKER PAST DUE ACCOUNTS

- **Accounts 6, 8, 22, 32, 36, 39, 59, 60, 68, 76, 83, 94 and 95:** Past due notices will be processed on March 26, 2018, and lock offs will be scheduled for April 5, 2018.
- **March 8 lock-offs were postponed to March 16. Final notices were sent to accounts:** 15, 23, 24, 43, 45, 70, 96, 127, 182, 217, 220, 226, 227, 249, 261, 278, 307 and 358.
- **Accounts 50, 72, 89, 92, 129, 132, 144, 212, 253, 279, 305, 318, 329 and 342:** Payments are in hand or on their way.
- **Account 184:** Customer paying over the course of a few months.
- **Account 337:** Payment plan in effect – customer paying \$85.00/month until paid off.

	CAMP MEEKER RECREATION AND PARK DISTRICT						
	PAST DUE LIST						
					Mar-18		
ACCT #	CURRENT	1 - 30.	31 - 60	60+	LAST PAYMENT	TOTAL	
6	51.43	45.93	21.07		200.00	12/5/17	118.43
15	46.55	30.63			156.66	8/16/17	77.18
23	46.33	44.95			47.76	1/12/18	91.28
24	45.17	40.54			139.37	12/19/17	85.71
28	47.00	8.33			60.00	1/16/18	55.33
36	43.21	1.79			42.96	1/30/18	45.00
43	47.53	45.48			100.10	12/26/17	93.01
45	42.89	44.64			83.95	1/12/18	87.53
50	72.18	57.95	51.04		110.00	12/11/17	181.17
55	46.45	49.04			95.92	1/12/18	95.49
60	71.68	1.56			130.13	2/2/18	73.24
69	52.71	0.52			102.00	2/13/18	53.23
70	42.87	40.68			56.00	1/4/18	83.55
72	43.07	43.08			40.00	1/12/18	86.15
94	53.87	51.00	28.37		50.00	1/30/18	133.24
95	45.98	40.00			46.87	2/8/18	85.98
96	42.00	40.00			90.88	1/25/18	82.00
97	45.41	43.46	33.60		90.00	11/21/17	122.47
107	73.64	70.26	67.89	63.36	136.29	10/31/17	275.15
108	42.87	42.68			52.74	1/16/18	85.55
111	48.60	45.90			101.26	1/4/18	94.50
114	51.39	47.32			163.82	12/26/17	98.71
115	42.88	40.76			42.83	12/26/17	83.64
118	63.40	64.00			129.56	12/26/17	127.40
120	42.50	41.10			43.19	12/26/17	83.60
121	46.82	45.62			49.42	12/26/17	92.44
122	46.01	44.62			47.68	12/26/17	90.63
124	43.19	41.02			43.38	12/26/17	84.21
125	42.00	40.00			42.10	12/26/17	82.00
126	45.93	42.26			44.03	12/26/17	88.19
127	42.00	40.00			48.55	11/28/17	82.00
129	43.82	43.14			42.43	1/12/18	86.96
141	68.48	48.50			48.76	12/19/17	116.98
152	50.81	46.18	43.52		93.25	12/19/17	140.51
155	49.81	46.13	32.11		120.00	12/8/17	128.05
161	48.82	48.29	51.63	13.32	100.00	12/22/17	162.06
162	50.68	49.29	7.43		97.18	12/11/17	107.40
164	44.28	4.44			90.00	2/2/18	48.72
176	44.92	28.70			100.00	11/28/17	73.62
178	47.91	48.15			45.42	1/12/18	96.06
179	44.64	41.98			45.00	1/26/18	86.62
182	46.18	49.18			102.61	1/5/18	95.36
184	40.91	92.24	169.43		100.00	1/25/18	302.58
185	41.82	0.30			44.51	1/26/18	42.12
186	47.80	31.57			100.00	12/19/17	79.37
190	42.22	44.32			86.43	1/12/18	86.54
212	51.42	48.08	47.17		50.21	12/19/17	146.67
217	42.37	40.36	7.10		200.00	11/6/17	89.83

218	79.31	87.18			12.85	12/19/17	166.49
220	71.80	63.11			200.00	1/16/18	134.91
226	45.78	50.74			93.27	1/16/18	96.52
227	44.41	42.72	3.13		100.00	12/19/17	90.26
237	49.68	49.94			47.82	1/4/18	99.62
247	47.66	78.45	74.71		694.20	1/25/18	200.82

ACCT #	CURRENT	1 - 30.	31 - 60	60+	LAST PAYMENT		TOTAL
248	64.37	45.72			50.00	1/16/18	110.09
249	46.99	46.90			89.23	1/5/18	93.89
261	43.84	43.56			35.94	1/12/18	87.40
263	42.80	0.04			42.00	1/25/18	42.84
264	46.73	49.75			93.76	1/12/18	96.48
278	42.10	42.00			40.00	1/26/18	84.10
281	49.99	22.58			50.00	1/30/18	72.57
287	45.05	3.06			86.00	1/5/18	48.11
293	47.28	45.60	44.75		44.52	12/8/17	137.63
295	134.75	128.33	122.22	1,644.47	150.00	4/8/16	2,029.77
307	47.73	42.53			110.00	2/2/18	90.26
310	49.38	46.84	87.64		100.00	12/19/17	183.86
314	50.96	48.02			48.34	12/19/17	98.98
318	67.57	71.41			148.15	1/5/18	138.98
320	45.21	45.09			42.28	1/26/18	90.30
322	63.85	54.27	49.84	49.96	97.84	10/20/17	217.92
323	110.68	108.61			98.65	1/16/18	219.29
334	42.39	40.08	0.46		80.02	10/24/17	82.93
337	53.27	49.10	51.92	33.24	85.00	12/19/17	187.53
340	46.20	40.34			40.34	1/4/18	86.54
350	70.00	73.68	3.68		73.67	12/26/17	147.36
355	59.41	54.58			125.62	1/4/18	113.99
358	50.03	46.18			111.66	1/16/18	96.21
365	73.26	68.02			74.01	12/26/17	141.28
366	48.76	45.24			48.29	12/26/17	94.00
367	50.15	48.29	45.47		100.00	12/8/17	143.91
	4,155.84	3,627.93	1,044.18	1804.35	7,266.71		10,632.30
			BILLING REGISTER INFORMATION FEBRUARY 28, 2018				
			WATER	\$ 1,831.22	CURRENT CHARGES		\$ 17,054.36
			SVC CHG	\$ 14,475.00	PAST DUE		\$ 4,565.47
			FIRE SVC	\$ 60.00	OVERPAY/PREPAY		\$ (13,088.07)
			RECONN	\$ 70.00			
			ADJ	\$ 158.57			
			LATE CHGS	\$ 409.57	TOTAL RECEIVABLES		\$ 8,531.76
			TOTAL RECEIVABLES		21,756.13		
			ACCOUNTS LISTED		104		

CAMP MEEKER RECREATION AND PARK DISTRICT										
WATER SALES 2017										
METER	ACCT NO.	MONTH	TOTAL AMOUNT PUMPED GALLON S	AMOUNT PUMPED TO OCSD	NET AMOUNT PUMPED	AMT SOLD	% PUMPED TO CMR&PD	% LOSS	NOTES	
Alliance Ma	363	JAN	1,478,090	440,500	1,037,590	739,450	70.19	28.73		
Union Park	369									
Alliance Ma	363	FEB	1,297,640	396,900	900,740	745,570	42.54	17.22		
Union Park	369									
Alliance Ma	363	MARCH								
Union Park	369									
Alliance Ma	363	APRIL								
Union Park	369									
Alliance Ma	363	MAY								
Union Park	369									
Alliance Ma	363	JUNE								
Union Park	369									
Alliance Ma	363	JULY								
Union Park	369									
Alliance Ma	363	AUG								
Union Park	369									
Alliance Ma	363	SEPT								
Union Park	369									
Alliance Ma	363	OCT								
Union Park	369									
Alliance Ma	363	NOV								
Union Park	369									
Alliance Ma	363	DEC								
Union Park	369									
TOTAL 2018			2,775,730	837,400	1,938,330	1,485,020	70.19	28.73		

Contract Agreement

Conservation Corps North Bay
27 Larkspur Street, San Rafael, CA 94901

and

Camp Meeker Recreation and Park District
Post Office Box 461, Camp Meeker, CA 95419
Cheryl Doran-Girard – 707-545-2108 – admin@campmeeker.org
Cc to: Anthony Tominia tonytominia@gmail.com

CCNB Job Number – COT188

THIS AGREEMENT is between **Camp Meeker Recreation and Park District**, hereinafter referred to as the "**Sponsor**," and the **Conservation Corps North Bay**, hereinafter referred to as "**CCNB**".

WITNESSETH

In consideration of the mutual promises and covenants hereinafter contained, the Parties hereto agree as follows:

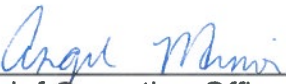
1. CCNB agrees to provide services to Sponsor as specified in the Scope of Work, attached hereto and incorporated herein, in return for which services the Sponsor agrees to pay CCNB time and materials as specified in the Scope of Work. Invoices will be submitted on a monthly basis or upon completion of work. Invoices unpaid after 30 days will be charged 1-1/2% interest monthly.
2. The Parties hereto hereby agree that CCNB is an independent contractor and neither it nor any of its employees as contemplated hereunder shall be deemed for purposes of this Agreement, or for any purpose, as employees of the Sponsor.
3. The Sponsor and CCNB agree that CCNB is solely responsible for the recruiting, training, and supervision of its employees in the manner in which they perform the project. The crew working on the Sponsor lands will be directly supervised by the CCNB through its Site Supervisors, Field Operations Coordinator, and Executive Director.

4. CCNB agrees to indemnify, defend with counsel selected by Sponsor and hold Sponsor, its agents, officers and employees harmless against any claims, liability, damages, losses, expenses, and attorney's fees arising out of this Contract or the performance of the project by CCNB or its subcontractors, affiliates, subsidiaries, agents, officers, employees, volunteers or other corps members. This indemnity obligation is unqualified with the single exception that it shall not apply to that portion of any claim, liability damage or loss that arises out of the Sponsor's active negligence, sole passive negligence, or willful misconduct, but shall apply without limitation to all other claims, damages, or losses including those that arise out of passive concurrent negligence of Sponsor or its agents, officers, and employees. Sponsor may, at its election, withhold any monies payable hereunder and apply same to the payment of any charges or expenses arising from this paragraph. CCNB shall incorporate this clause into its subcontracts.

In connection, and without limitation to the foregoing, CCNB maintains on behalf of itself insurance for liability during the term of this agreement in the amount of One Million Dollars (\$1,000,000.00) bodily injury and property damage combined single limit. CCNB will furnish proof of said coverage to the Sponsor if requested to do so. CCNB shall provide Sponsor with a liability insurance policy endorsement from its liability carrier, showing that the Sponsor has been added to the policy as an additional insured, containing a mutual waiver of subrogation.

5. CCNB further agrees to obtain and maintain in full force and effect during the term of this agreement Worker's Compensation Insurance as is required by law and will furnish proof of said coverage to Sponsor if requested to do so.

IN WITNESS WHEREOF, the Parties have set their hands the day and year first written above.



Chief Operating Officer
Conservation Corps North Bay

Date: 3/7/18

Board President
Camp Meeker Recreation & Park District

Date: _____

SCOPE OF WORK

February 8, 2018
CONSERVATION CORPS NORTH BAY
CONTRACTORS LIC. #690064
27 Larkspur Street, San Rafael, CA 94901

and
Camp Meeker Recreation and Park District
Post Office Box 461, Camp Meeker, CA 95419
Cheryl Doran-Girard – 707-545-2108 – admin@campmeeker.org

Scope of Work

Conservation Corps North Bay (CCNB) will supply to **Camp Meeker Recreation and Park District** a supervised crew of 8 Corpsmembers to perform an invasive species removal project along Dutch Bill Creek in Camp Meeker, CA.

CCNB crews will: 1) Cut back English Ivy and Himalayan Blackberry growing along Dutch Bill Creek, 2) Remove remaining underground root systems from Himalayan Blackberry and English Ivy, and 3) Drag all cut vegetation to a designated location in the parking lot for the Camp Meeker Post Office. CCNB crews will not be responsible for transport or disposal of removed materials.

Labor (3 days @ \$ 2534.00 per day)	\$7602.00
Labor (1 day @ 2280.00 per day)	\$2280.00
Materials (poison oak suits)	<u>\$100.00</u>
Subtotal:	\$9,982.00

Fiscal Display

Charges are based on a labor rate and materials and equipment expenses as follows and as required: Dump truck, \$300; Bobcat, \$200; Extra vehicle, \$150 per day; Chipper, \$350. Disposal costs and materials are billed at cost plus 10% handling. The hourly labor rate is \$31.75 per Corpsmember hour and \$ 62.75 per Supervisor hour. A crew of **8 Corpsmembers and 1 Supervisor is \$2534.00 per day** plus expenses and a crew of **7 Corpsmembers and 1 Supervisor is \$2280.00 per day** plus expenses. Billing includes travel time to and from the CCNB Center.

Labor and services will be provided until total costs equal contract total or the scope of the work is completed, whichever comes first. Actual daily costs may vary due to attendance. This proposal is valid for two months.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/8/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Vantreo Insurance Brokerage 100 Stony Point Rd, Suite 160 Santa Rosa CA 95401		CONTACT NAME: Rebecca Rountree PHONE (A/C, No, Ext): 707-546-2300 E-MAIL ADDRESS: certs@vantreo.com		FAX (A/C, No): 707-546-2915
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: QBE Insurance Corporation		
		INSURER B: Nonprofits' Insurance Alliance of California		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** 796340988**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		2017-09837	9/4/2017	9/4/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			2017-09837	9/4/2017	9/4/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			2017-09837-UMB	9/4/2017	9/4/2018	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Directors and Officers			2017-09837-DO-NPO	9/4/2017	9/4/2018	Limit 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Camp Meeker Recreation and Park District are included as additional insured in regards to general liability, per form attached.

CERTIFICATE HOLDER**CANCELLATION**Camp Meeker Recreation and Park District
Post Office Box 461
Camp Meeker CA 95419

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED
PRIMARY AND NON-CONTRIBUTORY ENDORSEMENT
FOR PUBLIC ENTITIES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

- A. SECTION II – WHO IS AN INSURED** is amended to include any public entity as an additional insured for whom you are performing operations when you and such person or organization have agreed in a written contract or written agreement that such public entity be added as an additional insured(s) on your policy, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” arising out of, in whole or in part, by:

1. Your negligent acts or omissions; or
2. The negligent acts or omissions of those acting on your behalf; in the performance of your ongoing operations.

No such public entity is an additional insured for liability arising out of the “products-completed operations hazard” or for liability arising out of the sole negligence of that public entity.

- B.** With respect to the insurance afforded to these additional insured(s), the following additional exclusions apply.

This insurance does not apply to “bodily injury” or “property damage” occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of “your work” out of which injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

- C.** The following is added to **SECTION III – LIMITS OF INSURANCE**:

The limits of insurance applicable to the additional insured(s) are those specified in the written contract between you and the additional insured(s), or the limits available under this policy, whichever are less. These limits are part of and not in addition to the limits of insurance under this policy.

- D.** With respect to the insurance provided to the additional insured(s), **Condition 4. Other Insurance** of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS** is replaced by the following:

4. Other Insurance

a. Primary Insurance

This insurance is primary if you have agreed in a written contract or written agreement:

- (1) That this insurance be primary. If other insurance is also primary, we will share with all that other insurance as described in **c.** below; or
- (2) The coverage afforded by this insurance is primary and non-contributory with the additional insured(s)' own insurance.

Paragraphs (1) and (2) do not apply to other insurance to which the additional insured(s) has been added as an additional insured or to other insurance described in paragraph **b.** below.

b. Excess Insurance

This insurance is excess over:

1. Any of the other insurance, whether primary, excess, contingent or on any other basis:
 - (a) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";
 - (b) That is fire, lightning, or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;
 - (c) That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises temporarily occupied by you with permission of the owner; or
 - (d) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion **g.** of **SECTION I – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE.**
 - (e) That is any other insurance available to an additional insured(s) under this Endorsement covering liability for damages arising out of the premises or operations, or products-completed operations, for which the additional insured(s) has been added as an additional insured by that other insurance.
- (1) When this insurance is excess, we will have no duty under Coverages **A** or **B** to defend the additional insured(s) against any "suit" if any other insurer has a duty to defend the additional insured(s) against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the additional insured(s)' rights against all those other insurers.
- (2) When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:
 - (a) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
 - (b) The total of all deductible and self-insured amounts under all that other insurance.
- (3) We will share the remaining loss, if any, with any other insurance that is not described in this **Excess Insurance** provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Methods of Sharing

If all of the other insurance available to the additional insured(s) permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any other the other insurance available to the additional insured(s) does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

Subject: **Board Opening**

From: christophernorberg@gmail.com

To: admin@campmeeker.org

Date: Tuesday, February 20, 2018, 9:19:28 PM PST

Hello,

I would like to submit my application to participate on the board. I attended the meeting tonight, and found that my previous application did not get through.

At last month's meeting, I was excited to hear about upcoming Camp Meeker projects, including evacuation signage and redoing the playground. I am also concerned about the future waste water project.

I am an artist and industrial designer, my professional work can be viewed on my website:

<http://cnorbergdesign.com/>

I have designed and managed projects ranging from interiors for wineries, signage & wayfinding for shopping centers and parking garages, and space planning for commercial offices. I have worked with planning & building departments across the country to obtain the required permits and to follow local codes. I think that my skillset would be a valuable addition to the group.

My partner and I bought our home (The Melody Lodge on Washington St) in Camp Meeker in the summer of 2015, and love living here. I look forward to the opportunity to get involved with our community.

Thank you,
Chris

415-264-7980

Subject: Letter of Interest for Directors Opening

From: Patrick-Stanley@comcast.net

To: admin@campmeeker.org

Cc: oliversomuchone@netzero.net; andersoncathie@ymail.com

Date: Tuesday, February 13, 2018, 6:45:28 PM PST

Camp Meeker Recreation and Parks District
February 13, 2018

Dear CMRPD,

I read about the open board position in your recent Public mailing to all Camp Meeker residents, and I am submitting a letter of interest as per the requirements released in this public notice.

At H&R Block and with earlier companies, I led award-winning operations and revenue growth. Prepared and administered the annual budgets and operating financials, supervised all aspects of District Human Resources and Recruiting, trained and evaluated all staff and management. Regional Marketing and Advertising Buys all fell under my direct supervision. But beyond my financial experience, I have over 20 years of Operations Management expertise. In my current role as Food Service Director and Assistant Operations Director at Alliance Redwoods, I oversee the day to day food service operations of a 450 bed resort.

Taking on one of the most important responsibilities of the Water District issues and operations, as well as helping to plan Camp Meeker's Parks and Recreation events, development and community outreach--is not something I take lightly. These are critical times for our community and our area. However, although our area of Sonoma County is growing and developing, it is fraught with challenges. I personally find satisfaction in enthusiastically confronting tough challenges and working together with my team members to overcome them. In addition to meeting the minimum requirements to hold this seat, I feel I can bring many other valuable attributes to this position.

In my many years of Operations and Retail Management, I led my team's efforts through volatile and dynamic times. Senior management counted on me for creative and concise

leadership. My resume is available for additional information on my background and qualifications. I would welcome the chance to share more about my experiences and talents.

As I know you are busy, I appreciate your time and will look forward to our next communication. Thank you in advance for consideration.

Regards,

Patrick Stanley

Regional Sales | Operations Management

91 Market Street Camp Meeker, CA 95473

707.210.7037

Patrick-Stanley@comcast.net

www.linkedin.com/in/PatrickJStanley

RESOLUTION NO. 2018-001

CAMP MEEKER RECREATION & PARK DISTRICT

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAMP MEEKER RECREATION & PARK DISTRICT ESTABLISHING
BOARD OFFICERS FOR THE CALENDAR YEAR 2018

Be it resolved that the Board of Directors of the Camp Meeker Recreation & Park District does hereby elect the following Directors to serve in the capacity of Board officers for the calendar year 2018.

President: Gary Helfrich

Vice-President: Valery Larson

Secretary-Treasurer: Anthony Tominia

It is hereby certified that the foregoing Resolution was duly introduced and legally adopted by the Board of Directors of the Camp Meeker Recreation & Park District during a meeting held on the 20th day of March 2018.

DIRECTORS:

ANDERSON _____ HELFRICH _____ LARSON _____

TOMINIA _____ WATSON _____

CERTIFICATION

The following hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a meeting of the Board of Directors of the Camp Meeker Recreation and Park District at a regular meeting of the Board of Directors held on March 20, 2018.

Gary R. Helfrich, President

ATTEST:

Anthony N. Tominia, Secretary/Treasurer

March 20, 2018

RESOLUTION NO. 2018-002

CAMP MEEKER RECREATION & PARK DISTRICT

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAMP MEEKER RECREATION & PARK DISTRICT ESTABLISHING SIGNERS
FOR THE BANK OF THE WEST CHECKING ACCOUNT

WHEREAS, The Camp Meeker Recreation & Park District holds the following account: 177-001351 with Bank of the West, 22 Front Street, Forestville, California for the purpose of receiving funds collected from its water customers by the water operator, Russian River Utilities.

AND, as Bank of the West has requested confirmation of signers to comply with current federal banking requirements;

THEREFORE, be it resolved that the Board of Directors of the Camp Meeker Recreation & Park District do hereby authorize two Board officers to sign each check. Board officers are defined as the Board President, Board Vice-President and Secretary-Treasurer. For the period ending December 31, 2018, these offices are held as follows:

President: GARY R. HELFRICH

Vice President: VALERY L. LARSON

Secretary-Treasurer: ANTHONY N. TOMINIA

It is hereby certified that the foregoing Resolution was duly introduced and legally adopted by the Board of Directors of the Camp Meeker Recreation & Park District during a meeting held on the 20th day of March 2018.

DIRECTORS:

CATHIE ANDERSON _____ GARY HELFRICH _____ VALERY LARSON _____
ANTHONY TOMINIA _____ LYNN WATSON _____

AYES _____ NAYS _____ ABSTAIN _____ ABSENT _____

CERTIFICATION

The following hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a meeting of the Board of Directors of the Camp Meeker Recreation and Park District at a regular meeting of the Board of Directors held on March 20, 2018.

Gary R. Helfrich, President

ATTEST:

Anthony N. Tominia, Secretary/Treasurer

March 20, 2018

RESOLUTION NO. 2018-003

CAMP MEEKER RECREATION & PARK DISTRICT

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAMP MEEKER RECREATION & PARK DISTRICT ESTABLISHING
“BONDED TREASURER”**

WHEREAS, the Camp Meeker Recreation and Park District Board of Directors has decided to establish a depository alternative to the County of Sonoma by its Resolution 2014-001 and,

WHEREAS, the California Public Resources Code 5784.9 (e) directs that that the Board appoint a person to be known as the District's finance officer who will serve at the pleasure of the Board, and,

WHEREAS, finance officer may be a member of the Board of Directors, and,

WHEREAS, the Board shall also fix the amount of and approve the finance officer's bond;

NOW, THEREFORE, the Camp Meeker Recreation and Park Board of Directors hereby directs that the Secretary/Treasurer shall hereafter serve as the District's finance officer;

FURTHER, that the finance officer's bond will be \$400,000.00 and will be satisfied through the Public Employee Dishonesty Coverage and Faithful Performance of Duty provisions of the District's insurance policy coverage with Special District Risk Management Authority;

ANTHONY N. TOMINIA, Treasurer, Camp Meeker Board of Directors is hereby authorized to perform the responsibilities of "Finance Officer" for the Camp Meeker Recreation and Park District.

It is hereby certified that the foregoing Resolution was duly introduced and legally adopted by the Board of Directors of the Camp Meeker Recreation & Park District during a meeting held on the 20th day of March 2018.

DIRECTORS:

CATHERINE J. ANDERSON _____ GARY HELFRICH _____ VALERY LARSON _____

ANTHONY TOMINIA _____ LYNN WATSON _____

AYES _____ NAYS _____ ABSTAIN _____ ABSENT _____

CERTIFICATION

The following hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a meeting of the Board of Directors of the Camp Meeker Recreation and Park District at a regular meeting of the Board of Directors held on March 20, 2018.

Gary R. Helfrich, President

ATTEST:

Anthony N. Tominia, Secretary/Treasurer

March 20, 2018

RESOLUTION NO. 2018-004

CAMP MEEKER RECREATION & PARK DISTRICT

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAMP MEEKER RECREATION & PARK DISTRICT AUTHORIZING
SIGNATORIES WITH WELLS FARGO BANK**

WHEREAS, The Camp Meeker Recreation & Park District has established banking services to act as a depository, paying agent for the holding and handling of its funds;

AND, whereas the District established accounts with Wells Fargo Bank that provide its business checking account 1357586492 and Market Rate Public Fund Account 1357586500 as well as other services to meet the District's needs;

THEREFORE, be it resolved that the Board of Directors of the Camp Meeker Recreation & Park District do hereby authorize the Board Treasurer and Finance Officer, Anthony N. Tominia to advise of the election of new officers Wells Fargo Bank forthwith and arrange for appropriate signatures as follow:

Gary R. Helfrich, Board President
Valery L. Larson, Vice President
Anthony N. Tominia, Secretary/Treasurer

It is hereby certified that the foregoing Resolution was duly introduced and legally adopted by the Board of Directors of the Camp Meeker Recreation & Park District during a meeting held on the 20th day of March 2018.

DIRECTORS:

CATHERINE ANDERSON _____ GARY HELFRICH _____ VALERY LARSON _____

ANTHONY TOMINIA _____ LYNN WATSON _____

AYES _____ NAYS _____ ABSTAIN _____ ABSENT _____

CERTIFICATION

The following hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a meeting of the Board of Directors of the Camp Meeker Recreation and Park District at a regular meeting of the Board of Directors held on March 20, 2018.

Gary R. Helfrich, President

ATTEST:

Anthony N. Tominia, Secretary/Treasurer

March 20, 2018