

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

Tuesday, November 16, 2010, 7:00 pm  
ANDERSON HALL, 101 LAKESIDE  
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 name and where you are from so that this information can be entered into the minutes.

VI. CONSENT ITEMS (10 minutes)

- A. Approval of minutes
- B. Payment of claims
- C. Administrative and financial report
- D. Board Action List

VII. REPORT OF THE WATER SYSTEM OPERATOR (10 minutes)

Report on operations for the current month.

VIII. PUBLIC HEARING ON ORDINANCE #10: INCREASE IN WATER RATES

A. OPEN PUBLIC HEARING

The Board will take and review public comment on Proposed Ordinance No. 10, which proposes to an increase of water rates. The rate increase is the result of declining revenue due to consistently reduced consumption since 2005. The proposed rates are estimated to increase total revenue by \$21,680 per year and increase the average monthly water bill by an estimated \$4.99.

B. CLOSE PUBLIC HEARING.

IX. UNFINISHED AND CONTINUING BUSINESS

A. WATER RATE INCREASE: ADOPTION OF ORDINANCE NO. 10 (10 minutes; Fawcett)

DESCRIPTION: Proposed increase of water rates as shown in the table below, effective December 1, 2010. The rate increase is the result of declining revenues due to consistently reduced consumption since 2005. The proposed rates are estimated to increase total revenue by \$21,680 per year and increase the average monthly bill by \$4.99.

CURRENT WATER RATES	
Consumption Block (in units = 1,000 gallons)	Rate per Unit
0	\$2.00
4	\$3.00
10	\$6.00
15	\$12.00
30	\$24.00

PROPOSED WATER RATES	
Consumption Block (in units = 1,000 gallons)	Rate per Unit
0	\$2.00
5	\$7.50
10	\$15.00
15	\$25.00
30	\$45.00

PROPOSED ACTION: The Board will decide whether to adopt resolution 2010-010.

**B. ROUNABOUT AND PLAY EQUIPMENT REPAIR (10 minutes; Murchison)**

DESCRIPTION: The Board has been advised of a hazard condition on the children's roundabout at the beach area and will discuss progress of repair/replacement of this equipment.

PROPOSED ACTION: The Board may/may not direct further action on this matter including directing repairs and/or replacement of the roundabout.

**C. WEBSITE: RESOLUTION 2010-011**

**BANK OF THE WEST SAVINGS ACCOUNT (10 Minutes; Fawcett)**

DESCRIPTION: In order to establish a business savings account at Bank of the West to accommodate use of PayPal services as discussed at the October Board meeting, the Board must adopt an appropriate resolution to establish the account.

PROPOSED ACTION: The Board will decide whether to adopt Resolution 2010-011.

**X. NEW BUSINESS**

**D. CAL CARD CREDIT CARD ACCOUNT (10 minutes; Fawcett)**

DESCRIPTION: A feature of the new website will enable online payments for District events and activities, rental of Anderson Hall in particular. Some of the software to accomplish this requires a small recurring charge to a credit card. The District presently has no credit card account. Purchases are funded via staff credit cards and reimbursed. Two credit cards will be issued by US Bank with a \$1500 limit each: one to the Board President and one to the Board Treasurer. Staff will administrate and review the bills prior to payment and all purchases will be submitted to the District's administrator. This program was developed by the State and is used by a number of other Districts including OCSD.

PROPOSED ACTION: The Board will decide whether to apply for a Cal Card account and assign signatures and staff responsibilities.

- E. WATER SYSTEM: SYSTEM EVALUATION (10 minutes; Fawcett)  
DESCRIPTION: The Board, upon recommendation from Counsel, will discuss the wear and tear to the water system equipment.  
PROPOSED ACTION: The Board will decide whether to conduct an evaluation of water system equipment needs and implement an appropriate planning process.

- F. REQUEST FOR FUNDING: VOLUNTEER FIRE DEPARTMENT SPAGHETTI FEED.  
(5 minutes; Watson)  
DESCRIPTION: The Board will review a request to fund proposed raffle and kids prizes at the Volunteer Fire Department Spaghetti Feed scheduled for November 13. The District has previously donated \$400 to this cause.  
PROPOSED ACTION: The Board whether to donate \$400 to the CMVFD Spaghetti Dinner.

- XI. UPDATE ACTION ITEM LIST (10 minutes; Fawcett)  
DESCRIPTION: The Board maintains an Action Item List with due dates and assigned responsibilities. This is a routine review and update.  
PROPOSED ACTION: The Board will add to the Action Item List and assign responsibilities.

- XII. 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.

### XIII. 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. 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 to: Camp Meeker Recreation and Park District, Post Office Box 461, Camp Meeker, CA 95419 or [admin@campmeeker.org](mailto:admin@campmeeker.org). Be sure to include your name, address and phone number. Anonymous submissions will not be considered for discussion.

2010-11-16cdg-rev4

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

Tuesday, October 19, 2010, 7:00 pm  
ANDERSON HALL, 101 LAKESIDE  
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

The meeting was called to order by Seth Murchison, Vice-President at 7:00 p.m.

II. ROLL CALL

Directors Anderson, Fawcett, Murchison Ming, and Watson were present when the meeting was called to order. District Counsel, Malcolm Manwell was also in attendance.

III. APPROVAL OF AGENDA

Director Fawcett requested that one item be addressed earlier on the agenda. A motion was made by Michael Ming and seconded by Lynn Watson that New Business-Item J: Board Responsibilities and Task List be discussed after New Business-Item F: Pay Pal Account.

The motion was unanimously approved.

IV. OFFICER ELECTION: BOARD PRESIDENT

DESCRIPTION: Director Fawcett advised that he is no longer able to serve as Board President; therefore, the Board discussed a director to fulfill President's duties.

ACTION: After discussion motion was made by Jeff Fawcett, and seconded by Seth Murchison to elect Lynn Watson as Board President. The motion was unanimously approved.

As Director Watson will be vacating the post of Secretary/Treasurer a motion was made by Michael Ming, and seconded by Seth Murchison to elect Jeff Fawcett as Treasurer. The motion was unanimously approved.

As both directors are presently signers on the District's bank accounts, no changes will be made at this time.

V. STATEMENTS OF ABSTENTION

There were no statements of abstention.

VI. PUBLIC COMMENT

Dani Sheehan asked that the Board include a request for funding for raffle and children's items for the Camp Meeker Volunteer Fire Department Spaghetti feed on November 13 on the Board agenda. Ms. Sheehan expressed displeasure at the lack of liaison with the Fire Department and her perception of lack of commitment on the part of the Board evidenced by Board officer changes.

Gary Helfrich explained that Ms. Sheehan's comments regarding the Board are her personal opinion and not reflective of the Fire Board's opinion or his personal view. He went on to advise that one quarter of the proceeds from the Spaghetti Feed are to go to Ben at the Bodega Fire Department to assist while he recovers from injuries incurred in a recent wildfire.

## VII. CONSENT ITEMS

### A. Approval of minutes

As there were no corrections to the minutes of September 21, 2010 a motion was made by Cathie Anderson and seconded by Michael Ming to approve the minutes of the September 21, 2010 Board meeting as written.

The motion was approved.

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

### B. Payment of claims

After discussion, motion was made by Michael Ming, and seconded by Cathie Anderson to approve warrant requests G2010-2011-004 (R&P-October) \$3,285.10, and W2010-2011-004 (Water-September) \$12,972.61.

The motion was approved.

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

### C. Administrative and financial report

Ms. Doran-Girard related various items of correspondence, the progress of the 2009-2010 audit and postings related to the water rates increase.

## VIII. REPORT OF THE WATER SYSTEM OPERATOR

Jamie Dunton of Russian River Utility reported on operations for the current month including the Morelli event. Discussion was initiated regarding various ways to prevent these events including installation of float switches. Malcolm Manwell stated that he found that two incidents within a short period of time are of concern and wondered if the construction was faulty. He suggested it might be a good time to inventory the health of the system. Mr. Dunton stated that he expressed no opinion on the quality of the system. Counsel Manwell asked if it was Mr. Dunton's opinion that the District is facing problems in the future. Mr. Dunton replied that he felt these issues are merely a "streak of bad luck."

Director Fawcett stated that a water system evaluation be a discussion item on the November agenda.

Merle Whitburn inquired regarding the raising of rates when there is a high percentage of past due accounts. Discussion ensued this this issue and establishment of late charges. It was agreed that late penalties would be added to as an agenda item in November.

## IX. UNFINISHED AND CONTINUING BUSINESS

### A. BOARD SUB-COMMITTEE ASSIGNMENTS

DESCRIPTION: The Board discussed and agreed there was no need to revise committee responsibilities.

ACTION: The Board did not take action on this matter.

### B. ROUNDABOUT AND PLAY EQUIPMENT INSPECTION AND REPAIR

DESCRIPTION: The Board has been advised of a need for repairs on the children's roundabout at the beach area and discussed progress of inspection and repair/replacement of all District-owned equipment.

ACTION: Director Murchison will explore a quote to repair.

C. WEBSITE DEVELOPMENT

DESCRIPTION: Director Fawcett described the process and gave a progress report regarding upgrading of the completion of the new District website, reviewed new features to the website, direct review of the website, and called for the assignment of responsibilities for the various content areas of the website.

ACTION: The Board did not direct further action.

D. PORTABLE TOILET AT FIREHOUSE

DESCRIPTION: The Board discussed “no action either to remove or retain this equipment at the September 21 meeting” and directed staff to retain it.

ACTION: A motion was made by Cathie Anderson and seconded by Lynn Watson to extend the contract of the portable toilet.

The motion was approved.

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

E. DISTRICT OFFICE HEATER AND CLEANING

DESCRIPTION: The Board previously allocated \$1,200.00 to provide heat to the District Office. Director Fawcett expressed concern that the lack of heat in the District office has been ongoing for over a year. Director Anderson advised that the cleaning has been put off until the installation of the heater. Tom Gonella is in the process of getting the permit to install the heater.

ACTION: The Board took no action.

IX. NEW BUSINESS

F. PAY PAL ACCOUNT

DESCRIPTION: A feature of the new website will enable online payments for District events and activities, rental of Anderson Hall in particular. Director Fawcett proposed setting up a PayPal account for this purpose. No cost will be incurred, but the District will have to open a bank account for the purpose, which will require a minimum deposit not to exceed \$300. Director Fawcett informed the Board that Bank of the West offers a business savings account that could serve this function.

ACTION: A motion was made by Jeff Fawcett, and seconded by Michael Ming to open a PayPal account and associated bank account at Bank of the West. The bank account will, as with other District bank accounts, require two officer signatures. A process will be established for transfer of funds to the County of Sonoma accounts and the minimum deposit not to exceed \$300.

The motion was approved.

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

G. BOARD RESPONSIBILITIES AND TASK LIST

DESCRIPTION: The Board will discuss development of a task list to keep track of current assignments. This list will be updated at monthly meetings and assist in development of agenda items and insure Board actions are implemented and completed. Director Fawcett proposed that the Board create an Action Item List with due dates and assigned responsibilities that is routinely reviewed and updated under Ongoing and Unfinished Business.

ACTION: A motion was made by Jeff Fawcett and seconded by Michael Ming to maintain an Action Item List and update/review monthly at regular Board meetings.

The motion was approved.

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

## H. HISTORY PROJECT: REQUESTS FOR ACTION

1. REMOVAL OF CMVFD TABLES/CHAIRS
2. FUNDRAISER SEED MONEY

### DESCRIPTION:

- 1.) The Board discussed plans for display of the History Project research and proposed request to CMVFD to remove their tables, chairs and any related equipment to other storage so that space is available in the District office for this phase of the project. Captain Gary Helfrich of the CMVFD agreed and stated that all CMVFD items will be removed from the District office to the storage unit by January 1, 2011.
- 2.) The History Group proposed issuance a 2011 calendar comprised of “old” and “new” photographs of various sites in Camp Meeker and sell this memento to the community at large in order that the group contribute to expenses incurred in the project. The group requested \$300 in seed money for this purpose.

ACTION: A motion was made by Michael Ming and seconded by Lynn Watson to allot the History group \$300 as seed money for a “Camp Meeker” calendar to be sold to the public.  
The motion was approved.

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

## I. DISTRICT LIABILITY: INSTALLATION OF PARKING STOPS

DESCRIPTION: The Board further discussed the installation of parking stops in the parking area adjacent to the Post Office and PRMD requirements for this project.

ACTION: The Board directed staff to complete the tasks needed to satisfy any PRMD requirements to move this project forward.

## J. CHENOWETH LAND ACQUISITION

DESCRIPTION: Director Murchison related that he had spoken with Wendy Elliot of the Sonoma Land Trust and the Open Space District regarding the acquisition of Chenoweth properties that are currently on the market for \$1.6 million dollars. He is hoping that, in light of the mission statement developed at the elective process, that perhaps collaboration with St. Dot’s or other entity’s would be possible. He will continue to research and update next month.

ACTION: This was a discussion item only. No action was taken.

## XI. DIRECTORS’ REPORTS

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Cathie Anderson reported that she had received a complaint that the stove at Anderson Hall was not working. An inspection by a repair service disclosed that users had turned the gas off. She will post a note by the valve to leave it alone.

Michael Ming reported that he would meet with Malcolm and review the materials Hal Wood has provided regarding the contract with SCWA to insure that the contract is completed properly.

Seth Murchison reported that there would be no supper club in November and December due to the holiday season. It will begin again in January 2011.

## XII. ADJOURNMENT

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

The motion was approved.

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

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

2010-11-09cdg-rev3



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**CHERYL DORAN GIRARD  
CLIENT MEMORANDUM**

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**TO:** CAMP MEEKER RECREATION & PARK DISTRICT BOARD MEMBERS

**FROM:** CHERYL DORAN GIRARD

**SUBJECT:** NOVEMBER 2010 WARRANTS AND FINANCIAL INFORMATION

**DATE:** NOVEMBER 16, 2010

Financial Statements and Warrant Detail are in the board packet attached to this email.  
Financial data is based on reviewed October 31 FAMIS data plus this month's expenses.

G2010/2011-005	R&P Monthly (November)	4,838.73
W2010/2011-005	Water-Monthly (November)	11,513.72

Cash balances are updated from FAMIS balances at 10/31 and funds received to date.

FAMIS is, of course, reviewed to insure that the warrants prepared are properly posted to the appropriate expense and revenue categories by the Sonoma County Auditor's office.

Financial statements are through November 16 financial data. By placing the detail of the warrant requests directly following this memo, you will be able to review individual items comprising each warrant request. Cash in hand, water funds allocation and finally the financial statements are placed behind the individual warrant details.

Russian River Utility has forwarded the October bank statement. The transfer checks are prepared for signature at the meeting. The allocation of funds (in accordance with the "pie chart" formula) is reflected in Monthly Cash Balances sheet of your financials and the moneys are directly deposited to each fund each month. Percentages of transfer are noted on the allocation sheet.

In the event that you need to contact me, you can reach me through my cell phone at 707-696-2876 or 707-545-2108. Fax line is 707-545-2158.



Vendor #	Vendor	SubObj	Amount	Explanation
456112	Anderson, Cathie	5913	30.00	Dir Fee-November
456142	Fawcett, Jeffry	5913	30.00	Dir Fee-November
456151	Murchison, Seth	5913	30.00	Dir Fee-November
456480	Doran-Girard, Cheryl	6631	2,276.00	October-November Consulting
456480	Doran-Girard, Cheryl	6430	16.52	Photocopy
456480	Doran-Girard, Cheryl	6410	6.60	Postage
456480	Doran-Girard, Cheryl	6400	11.50	Office Supplies
456102	Redwood Empire Disposal	7202	252.11	Waste Removal
456111	United Site Services	6820	77.91	Porta-Let
456010	PGE	7320	98.58	Electric
456020	CMRP	7202	95.48	Water
456011	Pacific Telemanagement	6040	53.00	PayPhone-PO
456152	Watson, Lynn E.	5913	30.00	Dir Fee-November
456160	AT&T	6040	119.87	Telephone
456171	Perry Johnson Anderson	6610	251.25	Legal-October
456476	Food Equipment Repair Service	6530	212.50	Stove
456112	Anderson, Cathie	6084	63.35	A. Hall-Supplies
456112	Anderson, Cathie	6235	100.00	Trash Removal
456112	Anderson, Cathie	6410	4.40	Postage
456478	McPhail Fuel Company	7201	379.66	A. Hall-Propane
456168	Sonoma County Tax Collector	6400	700.00	Flat Charges

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4,838.73

**Camp Meeker Recreation & Park District****Warrant # W2010/2011-005**

<b>Vendor #</b>	<b>Vendor</b>	<b>SubObj</b>	<b>Amount</b>	<b>Explanation</b>
456167	Russian River Utility	6540	7,464.22	Contract
456167	Russian River Utility	7320	430.64	Electric
456416	Press Democrat	6800	433.08	Wtr Rate Notice
456171	Perry, Johnson	6610	933.75	Legal-October
456153	Brelje & Race	6166	240.00	Bridge Repair
456480	Doran-Girard, Cheryl	6631	1,984.00	Consulting-Oct/Nov
456480	Doran-Girard, Cheryl	6430	16.52	Photocopy
456480	Doran-Girard, Cheryl	6400	11.51	Postage

11,513.72



[illegible]

Page 13 of 32

Camp Meeker Recreation & Park--Operations					
BUDGETED FINANCIAL STATEMENT					
Income		PRELIMINARY	AMOUNT	BALANCE	%
		BUDGET			
1000	Property Tax CY Secured	68,500	-	68,500	0.00%
1001	Flat Charges--Current Year	-	-	-	
1007	Flat Charges-CY Secured	-	-	-	
1010	CY Miscellaneous	-	-	-	
1011	SB 2557 Prop Tax Admin	-	-	-	
1012	Property Tax Shift Adj	-	-	-	
1013	Prop 1A Suspension	-	-	-	#DIV/0!
1020	Property Tax CY Supp	-	-	-	#DIV/0!
1040	Property Tax CY Unsecured	-	-	-	#DIV/0!
1042	Cost Reim-Col Del Cy UNS	(100)	-	(100)	0.00%
1060	Prop Tax-PY Secured	-	-	-	
1061	Flat Charges-Prior Year	-	-	-	
1080	Prop Tax-Py Supp	-	-	-	
1100	Property Taxes--PY Unsecured	-	-	-	
1700	Interest--Pooled Cash	500	-	500	0.00%
1801	Rent-Real Estate	8,500	2,531	5,969	29.77%
2080	St-Other In Lieu	-	-	-	
2440	ST. Hopter	600	-	600	0.00%
2580	ST-Grant	-	-	-	
3660	Charges For Services	-	-	-	
3980	Revnue Applic To Prior Yr	-	-	-	
4040	Miscellaneous Revenues	-	-	-	
4102	Reimburse/Donations	-	-	-	
4106	Refunds	-	-	-	
4109	Outdated/Cancelled Warrants	-	-	-	
4620	Fund Transfers	-	-	-	
	<b>Total Revenues</b>	<b>78,000</b>	<b>2,531</b>	<b>75,469.40</b>	<b>3.24%</b>
<b>Personnel Expenditures</b>		<b>BUDGET</b>	<b>AMOUNT</b>	<b>BALANCE</b>	<b>%</b>
5911	Extra Help	250	-	250.00	0.00%
5913	Boards/Commissions-LOC Bds	1,080	480	600.00	44.44%
5922	FICA-Retirement	75	-	75.00	0.00%
5924	Medicare	25	-	25.00	0.00%
5935	Unemployment Insurance	25	-	25.00	0.00%
5940	Workers Compensation Ins.	200	-	200.00	0.00%
	Total Salaries/Benefits	1,655	480	1,175.00	29.00%

<b>Camp Meeker Recreation &amp; Park--Operations</b>					
<b>BUDGETED FINANCIAL STATEMENT</b>					
<b>Operating Expenditures</b>					
6040	Communication	4,865	1,705	3,160.20	35.04%
6060	Food	-	-	-	
6080	Household Expense	-	-	-	
6084	Janitorial Supplies	500	100	399.77	20.05%
6085	Janitorial Service	1,500	750	750.00	50.00%
6100	Insurance	1,950	-	1,950.00	0.00%
6150	Maintenance-Hydrants	-	-	-	
6180	Maintenance-Bldgs	3,000	-	3,000.00	0.00%
6235	Maintenance-Local Projects	-	425	(425.00)	
6280	Memberships	150	-	150.00	0.00%
6300	Miscellaneous Expense	1,500	1,494	6.07	99.60%
6400	Office Expense	500	-	500.00	0.00%
6410	Postage Expense	400	246	153.87	61.53%
6430	Printing Services	300	618	(318.39)	
6461	Supplies/Expenses	500	-	500.00	0.00%
6463	Resource Material	-	-	-	
6500	Professional/Special	-	-	-	
6521	County Services	4,200	-	4,200.00	0.00%
6582	Events	800	-	800.00	
6530	Repairs	-	213	(212.50)	
6587	LAFCO Operating Costs	250	105	145.00	42.00%
6591	Planning	1,000			
6610	Legal Services	16,250	541	15,708.75	3.33%
6630	Audit/Accounting Services	4,410	1,360	3,050.00	30.84%
6631	Bookkeeping	13,400	8,876	4,524.00	66.24%
6637	Property Tax Administration	525	-	525.00	0.00%
6700	Contri-Vol Firemens'	800	-	800.00	0.00%
6800	Public/Legal Notices	400	-	400.00	
6820	Rents/Leases-Equipments	1,100	390	710.45	35.41%
7000	Special Expense	2,000	268	1,732.17	
7005	Election Expense	-	-	-	
7070	Fish & Game Permits	-	-	-	
7201	Gas & Oil	1,240	563	676.69	45.43%
7202	Water & Sewer	1,000	1,744	(743.50)	174.35%
7320	Utilities	4,150	376	3,773.92	9.06%
7910	Debt Interest	-	-	-	
	Total Services/Supplies	66,690	19,774	45,916.50	29.65%
<b>Fixed Assets:</b>					
8510	Buildings/Improvements	1,200	-	1,200.00	
8511	Remodel/Rehab/Renovate	7,500	-		0.00%
8515	Engineering Services	-	-	-	#DIV/0!
8517	Administrative	-	-	-	
8560	Equipment--Current Year	-	-	-	
8620	OT --W/In Fund	7,000	-	7,000.00	0.00%
	Total Fixed Assets	15,700	-	15,700.00	0.00%
9000	Appropriation For Contingency	-	-	-	
	Total Budget	84,045	20,254	63,791.50	24.10%
cdg/11/16/2010					

Camp Meeker Recreation & Park--Water Operations				11/16/2010	
BUDGETED FINANCIAL STATEMENT					
Income		BUDGET	AMOUNT	BALANCE	%
1001	Flat Charges	127,040	-	127,040	0.00%
1007	Flat Charges-CY Secured -July	-	-	-	
1061	Flat Charges-Prior Year	-	-	-	
1700	Interest--Pooled Cash	100	-	100	0.00%
1460	Water Permit Fees	-	-	-	
2900	OCSD Note Payment	6,673	-	6,673.00	
4031	Sale-Water	-	-	-	
4032	Sale-Water Residential	115,500	48,870	66,630	42.31%
4106	Refunds	-	-	-	
4109	Outdate/Cancel Warrants	-	-	-	
4620	Transfer W/In Fund	100,000	55,000	45,000	
	<b>Total Revenues</b>	<b>349,313</b>	<b>103,870</b>	<b>245,443</b>	<b>29.74%</b>
Operating Expenditures				BALANCE	%
5940	Worker Compensation	400	140	260	35.01%
6040	Communications	2,085	225	1,860	10.79%
6100	Insurance	4,550	-	4,550	0.00%
6150	Maintenance-Hydrants	1,500	-		0.00%
6166	Bridge Repair	60,000	12,152		20.25%
6280	Memberships	123	-	123	0.00%
6300	Miscellaneous Expense	2,700	79	2,621	2.94%
6400	Office Expense	500	12	488	2.30%
6410	Postage Expense	250	-	250	0.00%
6430	Printing Services	300	244	56	81.18%
6461	Supplies/Expenses	200	-	200	0.00%
6521	County Services	2,475	-	2,475	0.00%
6540	Contract Services	90,000	34,459	55,541	38.29%
6580	Conventions & Meetings	-	-	-	#DIV/0!
6587	LAFCO Operating	250	350	(100)	140.00%
6610	Legal Services	15,500	1,234	14,266	7.96%
6630	Audit/Accounting Services	6,615	1,680	4,935	25.40%
6631	Bookkeeping Services	20,100	10,984	9,116	54.65%
6637	Administration Cost	650	-	650	0.00%
6800	Public Legal Notices	1,200	704	496	58.71%
7005	Election Expense	-	-	-	
7320	Utilities	6,500	1,905	4,595	29.30%
7335	Storm Damage				
	Total Services/Supplies	215,898	64,168	102,122	29.72%
Fixed Assets:		BUDGET	AMOUNT	BALANCE	%
8452	Damages	-	-	-	
8500	Land	-	-	-	
8511	Remodel/Rehab	-	-	-	
8515	Engineering Services	-	165	(165.00)	
8521	Repairs/Maintenance	-	-	-	
8560	Equipment	10,000	-	10,000	0.00%
8620	Transfers W/I A Fund	126,000	1,400	124,600	1.11%
		-	-	-	
		-			
	Total Fixed Assets	136,000	1,565	134,435	1.15%
9000	Appropriation For Contingency	-	-	-	
	Total Budget	351,898	65,733	236,557	18.68%



# Invoice

Camp Meeker Park and Recreation District  
Post Office Box 461  
Camp Meeker, CA 95419

## Customer

Occidental Community Services  
PO Box 244  
Occidental, CA 95465

Date	Invoice No.	P.O. Number	Terms	Project
11/10/10	CM/OC-31		Upon Receipt	

Item	Description	Quantity	Rate	Amount
Deferred Revenue-Water	Per Water Agreement--Extended Note Payment Due Deember 2010	1	6,672.50	6,672.50

Your prompt attention to this invoice is appreciated.Thank You!!

Total \$6,672.50

**CAMP MEEKER RECREATION & PARK DISTRICT  
BOARD ACTION ITEM LIST  
November 16, 2010**

<b>Action Item</b>	<b>Responsible</b>	<b>Open</b>
Newsletter	Watson/Doran-Girard	11/16/2010
Website	Fawcett	11/16/2010
Parking Lot Guard Rail	Watson/Doran-Girard	11/16/2010
Round-About Repair	Murchison	11/16/2010
Anderson Hall-Stove	Anderson	11/16/2010
District Office-Heater	Anderson	11/16/2010
Customer Late Charges	Fawcett	11/16/2010
SCWA/OCSD Amendment	Ming	11/16/2010
System Evaluation	Fawcett	11/16/2010
Tables for Girard Grove	Anderson	11/16/2010
Anderson Hall-Maintenance & Repair Review		
Projector Purchase	Murchison	11/16/2010
History Group Hard Drive	Murchison	11/16/2010

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

November 9, 2010

**RE: CAMP MEEKER PAST DUE ACCOUNTS**

- **Accounts 1, 6, 15, 23, 27, 33, 36, 41, 55, 91, 92, 97, 100, 103, 107, 116, 132, 137, 140, 142, 143, 148, 150, 155, 179, 182, 183, 186, 190, 190, 196, 202, 203, 211, 212, 213, 214, 215, 219, 220, 226, 231, 264, 297, 301, 310, 311, 321, 325, 326, 335, 373:** Past due notices will be sent on November 24 and lock off will be scheduled for December 5.
- **Account 4:** I have a post-dated check in the amount of \$89 to deposit on November 15.
- **Account 129:** Foreclosed. Locked off October 4, 2010.
- **Account 166:** Tenant moved out September 9 and left the bill unpaid. Owner and I have discussed payment, which will be sent in full.
- **Account 180:** Tenant passed away. Owner will be paying in installments. Service will not be disconnected.
- **Account 193:** Service was locked off October 5, 2010.
- **Account 200:** This is a common late-payer. No one lives nor uses water at the property. Customer will pay.
- **Account 209:** See last month's note. **UPDATE:** RRU attempted to lock off service on November 4, but customer has cut a ring valve on meter rendering it unable to be locked. I will prepare a letter to be posted on property stating the following points:
  1. **Account is over 60 days past due and scheduled for disconnection;**
  2. **we were unable to disconnect due to the ring valve being cut;**
  3. **a fee of \$\_\_\_\_\_ is due, in addition to the \$35 lock off fee and the full balance owing, for tampering with water company property;**
  4. **there has been a leak on the property for several months that must be repaired;**
  5. **a notice will be prepared giving the owner 7 days to repair the leak and pay all fees and penalty charges in full or the meter will be removed. The notice will be posted on the property.**

If you have any procedural information you would like me to know, please contact Stephanie at 707-887-7735 on Wednesday November 10 or Friday November 12, or by email at rruwater@sonic.net.

- **Account 224:** Customer is out of state and will pay in full upon return.
- **Account 296:** Previous tenant is paying final balance of \$45.71. New tenant is receiving first invoice this month, which consists of 2 month's worth of charges.
- **Account 298:** Property appears to be vacant. Owner has/had congestive heart failure. Telephone # rings and rings and there has been no response to my email request. No water has been used. Will lock off Wednesday November 10.

[illegible]

[illegible]

335	45.98	45.48		47.10	9/28/10	91.46
373	60.00	60.00		60.00	10/5/10	120.00
	3,466.95	3,300.74	591.78	5,049.97		12,409.44
	27.94%	26.60%	4.77%	40.69%		100%

11/12/2010

METER	ACCT NO.	MONTH	TOTAL AMOUNT PUMPED IN GALLONS	AMOUNT PUMPED TO OCSD	NET AMOUNT PUMPED	AMT SOLD	% PUMPED TO CMR&PD	% LOSS	NOTES
Alliance Master Meter Union Park	363 369	JAN	1,521,600	450,100	1,071,500	903,740	70.42	15.65	
Alliance Master Meter Union Park	363 369	FEB	1,384,300	462,600	921,700	855,160	66.58	7.22	
Alliance Master Meter Union Park	363 369	MARCH	1,137,100	417,700	719,400	831,930	63.27	-15.64	
Alliance Master Meter Union Park	363 369	APRIL	1,605,500	426,300	1,179,200	949,270	73.44	19.49	
Alliance Master Meter Union Park	363 369	MAY	1,334,900	410,000	924,900	836,270	81.50	9.58	
Alliance Master Meter Union Park	363 369	JUNE	1,832,400	556,100	1,276,300	1,166,560	69.65	8.59	
Alliance Master Meter Union Park	363 369	JULY	1,941,100	587,900	1,353,200	1,237,720	69.71	8.53	
Alliance Master Meter Union Park	363 369	AUG	1,931,000	626,300	1,304,700	1,304,810	67.56	-0.08	
Alliance Master Meter Union Park	363 369	SEPT	2,403,990	837,100	1,566,800	1,366,670	65.17	12.77	
Alliance Master Meter Union Park	363 369	OCT	1,810,800	527,600	1,283,200	1,126,500	70.86	12.21	
Alliance Master Meter Union Park	363 369	NOV							
Alliance Master Meter Union Park	363 369	DEC							
	TOTAL 2010		16,902,690	5,301,700	11,600,900	10,578,630		8.81	
	Total 2009		21,003,900	6,427,000	14,576,900	13,189,380	69.40	8.26	OCSD Loss 7.78%
	Total 2008		23,183,499	9,129,300	14,054,199	13,184,640	60.62	6.19	OCSD Loss 16.07%
	Total 2007		22,786,000	6,904,600	15,845,400	14,103,260	69.54	11.17	OCSD Loss 10.30%



## **ORDINANCE NO. 10**

### **ORDINANCE OF THE CAMP MEEKER RECREATION AND PARK DISTRICT RE: WATER RATES**

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 the budget and water usage data and determined that as result of declining revenue due to consistently reduced consumption since 2005, an increase in the water rates is necessary to maintain and operate the water system.
- B. With regard to "water rates" as used in this Ordinance, this Ordinance will increase the monthly water charge that based upon the water usage of the customer. The fixed "service charge" portion of the water bill has not been changed by this Ordinance.
- C. At a properly noticed public hearing on Tuesday, November 16, 2010, the Board of Directors considered the recommendation to adopt increases for water rates and heard public comment on the issue.
- D. The Board of Directors has determined that the increases in water rates are 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 related capital costs. 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 charges hereinafter are set forth for the water furnished or available to such premises by the water system:

CURRENT WATER RATES	
Consumption Block (in units = 1,000 gallons)	Rate per Unit
0	\$2.00
4	\$3.00
10	\$6.00
15	\$12.00
30	\$24.00

PROPOSED WATER RATES	
Consumption Block (in units = 1,000 gallons)	Rate per Unit
0	\$2.00
5	\$7.50
10	\$15.00
15	\$25.00
30	\$45.00

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 December 1, 2010.

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 16<sup>th</sup> Day of November 2010 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

SO ORDERED.

\_\_\_\_\_, President

ATTESTED:

\_\_\_\_\_  
Board Secretary

RESOLUTION NO. 2010-011

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 an account with Bank of the West, 22 Front Street, Forestville, California for the purpose of handling funds collected through Internet transactions services provided by PayPal.

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, 2010, these offices are held as follows:

President: Lynn Watson  
Vice President: Seth Murchison  
Secretary-Treasurer: Jeffry Fawcett

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 9<sup>th</sup> day of December 2009

DIRECTORS:

CATHIE ANDERSON \_\_\_\_\_ JEFFRY FAWCETT \_\_\_\_\_ MICHAEL MING \_\_\_\_\_

SETH MURCHISON \_\_\_\_\_ LYNN WATSON \_\_\_\_\_

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

SO ORDERED

Attested

\_\_\_\_\_  
November 16, 2010

# CAL-Card ® Request to Participate Form

CAMP MEEKER RECREATION & PARK DISTRICT

*(Insert Name of California Tax Funded Agency)*

The person designated below will serve as the initial point of contact for establishing an account or accounts with U. S. Bank.

Tax ID Number: 94-2371169

*(Cities, Counties, School Districts, and Special Districts ONLY)*

## Agency Point of Contact:

CHERYL DORAN-GIRARD –CMRP DIST 11/16/2010  
*(Name)* *(Date)*

PO BOX 461 707-874-9246  
*(Mailing Address)* *(Phone)*  
CAMP MEEKER, CA 95419 [admin@campmeeker.org](mailto:admin@campmeeker.org)

*(City, State, ZIP)* *(Email address)*

# 2 \$ 3000.00  
*Estimated Number of Cards* *Estimated Monthly Spend*

Upon receipt of this Request to Participate and other required documentation as listed below, U.S. Bank will contact your agency within 3 business days.

- State agencies are required to complete a [Std. 213](#), this Request to Participate form and mail *together* to U.S. Bank.
- Local agencies; cities, counties, special districts, schools districts and other non-state agencies, are required to complete a [Local Agency Addendum](#), this Request to Participate form, and provide three years of audited financials. The Request to Participate form and the local agency addendum must be mailed. Financial statements may be submitted to U.S. Bank by one of the following options. Please indicate the option you will be using.
  - Paper copy enclosed with original documents
  - Document format, please list email address for US Bank to contact [admin@camp meeker.org](mailto:admin@campmeeker.org)
  - Web Address for financials

*If your agency requires that you have original signature documents on file at your agency, please send more than one set of the above documents to U.S. Bank.*

Please send completed documents to: WSCA Sales Coordinator  
U.S. Bank Government Services  
1025 Connecticut Ave Suite 510  
Washington, DC 20036

**QUESTIONS?** Email us at: [cpsmidmarketsalescoordinator@usbank.com](mailto:cpsmidmarketsalescoordinator@usbank.com)

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***For U.S. Bank Use Only***

Date Submitted

IPM  AM

ADDENDUM TO STATE OF CALIFORNIA PURCHASE CARD PROGRAM  
MASTER SERVICES AGREEMENT (DGS MSA 5-06-99-01)

This Addendum ("**Addendum**") to the State of California Purchase Card Program Master Services Agreement (DGS MSA 5-06-99-01) (the "**Agreement**") between the Department of General Services ("**DGS**") on behalf of the State of California, and U.S. Bank National Association ND ("**U.S. Bank**"), is made this 16th day of November, 2002010 by the Camp Meeker Recreation & Park District ("**Participating Agency**") for the purpose of becoming a "Participating Agency" as that term is defined in the Agreement. The Master Services Agreement DGS MSA 5-06-99-01 and its amendments are incorporated by reference and made a part of this Addendum.

RECITALS:

- A. DGS has entered into the Agreement for the purpose of making available for Participating Agency's use a purchase card program as described in the Agreement; and
- B. The Agreement contemplates the inclusion of Participating Agencies by a process of voluntary execution of an addendum; and
- C. The Participating Agency has received a copy of the Agreement and after thorough review of the Agreement desires to become Participating Agency as that term is defined in the Agreement.

AGREEMENT:

NOW THEREFORE, in consideration of the foregoing Recitals, which are incorporated herein by reference, the mutual promises and covenants set forth in the Agreement, which is incorporated herein by reference, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Participating Agency, and U.S. Bank agree as follows:

- 1. The Participating Agency agrees to accept and perform all duties, responsibilities and obligations required of Participating Agency as set forth in the Agreement. CAL-Cards shall be issued to employees of the Participating Agency upon execution of this Addendum by the Participating Agency and U.S. Bank. U.S. Bank shall submit invoice(s) to the Participating Agency at the address indicated herein.
- 2. U.S. Bank is authorized to place the seal or logo of the Participating Agency on the CAL-Cards issued to employees of the Participating Agency for the sole purpose of identifying the card for official use only. Such seal or logo shall be subject to use limitations as apply to the State seal on Page 3 of the Agreement.
- 3. The Participating Agency shall make monthly payments as provided in the Agreement to U.S. Bank of the full amount of the official monthly invoice by causing a check or checks or a warrant or warrants to be issued payable to the order of U.S. Bank on demand or by use of an Automated Clearing House or Electronic Data Interchange to make such payment to U.S. Bank.
- 4. The Participating Agency shall provide U.S. Bank with a copy of its audited financial statements within sixty (60) days of completion and, upon request of U.S. Bank, such other financial information as may be reasonably requested.
- 5. Either party may terminate this Addendum at any time by giving a thirty (30) days written notice to the other party, whether or not such other party is in default.
- 6. The Participating Agency declares that CAL-Cards shall be used for official Participating Agency purchases only, and shall not be used for individual or consumer purchases nor to incur consumer debt. The Participating Agency warrants that it possesses the financial capacity to perform all of its obligations under the Agreement and this Addendum and the Participating Agency will not allow purchases to be made with CAL-Cards or incur any other financial obligation hereunder or under the Agreement prior to determining that existing appropriations available therefore are sufficient in amount to pay for such purchases or such other financial obligations.

7. The contact notice address for the Participant is:

Program Manager Name	Cheryl Doran-Girard
Participating Agency Name	Camp Meeker Recreation & Park District
Mailing Address	Post Office Box 461
City, State, Zip	Camp Meeker, CA 95419
Email Address	admin@campmeeker.org

8. The agreements of the Participating Agency set forth in this Addendum and the Agreement constitute valid, binding and enforceable agreements of the Participating Agency and all extensions of credit made pursuant to this Addendum and the Agreement to the Participating Agency will be valid and enforceable obligations of the Participating Agency in accordance with the terms of the Agreement and this Addendum. The execution of this Addendum and the performance of the obligations hereunder and under the Agreement are within the powers of the Participating Agency, have been authorized by all necessary action and do not constitute a breach of any agreement to which the Participating Agency is a party or is bound. The signer of this Addendum further represents and warrants that he or she is duly authorized by an applicable constitution, charter, code, law resolution or other governmental authority to enter into transactions of this nature. Participating Agency represents and warrants that this transaction is within the scope of the normal course of business and does not require further authorization for Participating Agency to be duly bound by this Addendum. This Addendum requires approval as to form by the Attorney for the Participating Agency. If this Addendum is not approved as to form by the Attorney for Participating Agency, the completion of the attached Certificate of Authority is required and must accompany this Addendum.

Camp Meeker Recreation & Park  
Legal Name of Participating Agency

U.S. Bank National Association ND

(Signature of Authorized Individual)

(Signature of Authorized Individual)

Lynn E. Watson,  
(Printed Name of Authorized Individual)

Jeffrey A. Rankin  
(Printed Name of Authorized Individual)

President  
(Printed Title of Authorized Individual)

Senior Vice President  
(Printed Title of Authorized Individual)

Approved as to form:

(Signature of Attorney for Participating Agency)

Malcolm T. Manwell  
(Printed Name of Attorney)

## CERTIFICATE OF AUTHORITY

1. **Government Entity Information.** This Certificate of Authority has been completed on behalf of the following government entity (the “**Government Entity**”):

Government Entity Name: Camp Meeker Recreation & Park District  
Federal Tax Identification Number: 94-2371169

2. **Authorized Persons.** In accordance with the governance rules relating to the Government Entity, the following individuals (the “**Authorized Person(s)**”) are authorized, on behalf of the Government Entity, to execute and deliver to U.S. Bank National Association ND (“**U.S. Bank**”) the applicable U.S. Bank commercial card program agreement(s), any applicable addenda and/or amendment thereto and any other documents or writings required by U.S. Bank (collectively, the “**Documents**”) for the purpose of establishing one (1) or more commercial card programs, extending credit and providing related services to the Government Entity with U.S. Bank in the United States (collectively, the “**Services**”):

Name	Title	Signature
Lynn E. Watson	President	
Jeffry Fawcett	Secretary/Treasurer	

3. **Execution Requirements.** The governance rules relating to the Government Entity require the following number of Authorized Persons to sign the Documents for the Services (choose only one):

- ☒ One (1) Authorized Person  
☐ Two (2) Authorized Persons

4. **Execution.** By signing the Documents, each individual signing in his or her capacity as an authorized signing officer of the Government Entity and not in his or her personal capacity, certifies and warrants that (a) all action required by Government Entity’s organizational documents to authorize the signer(s) to act on behalf of the Government Entity in all actions taken under the Documents, including but not limited to, the authority to incur debt on behalf of the Government Entity, has been taken, (b) each signer is empowered in the name of and on behalf of the Government Entity to enter into all transactions and Services contemplated in the Documents and (c) the signatures appearing on all supporting documents of authority are authentic.

5. **Certification.** I certify that I am the Board Vice-President and I am acting in my official capacity as an authorized officer who has been given the authority by the Government Entity to certify that the Authorized Person(s) has/have the full power and authority under applicable law and the governance rules relating to the Government Entity to execute and deliver to U.S. Bank, on behalf of the Government Entity, and to bind the Government Entity under, the Documents for the purpose of establishing and extending the Services. I also certify that the name(s) and title(s) of the Authorized Person(s) set forth above are correct and that the signature appearing beside each name is a true and genuine specimen of his/her signature.

**Camp Meeker Recreation & Park District**

↑ Printed Name of the \_\_\_\_\_ of the Government Entity ↑

↑ Signature of Individual Signing Above ↑ (**Cannot** be an Authorized Person listed in Section 2) \_\_\_\_\_ Date

I certify that I am an officer of the Government Entity, and as such, I certify that the above-named \_\_\_\_ is acting in such capacity on behalf of the Government Entity, the signature below is my genuine signature and the signature above is the genuine signature of such \_\_\_\_.

Catherine Anderson, Director

↑ Printed Name & Title of Individual Signing Below ↑

Attested by One Other Individual of Government Entity ↑ Signature ↑ (**Cannot** be an Authorized Person listed in Section 2) \_\_\_\_\_ Date

**INSTRUCTIONS FOR COMPLETING THE  
CERTIFICATE OF AUTHORITY (COA)**

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**NOTE THAT AT LEAST THREE DIFFERENT INDIVIDUALS MUST SIGN THIS DOCUMENT-  
ONE IN SECTION 2, TWO IN SECTION 5**

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**Section 1      Governmental Entity Information**

Enter the entity/agency name and the tax ID number on the document.

Note that the entity/agency name must match exactly the name on the Participation Addendum and it must be the legal name of the entity. An exact match is required. If you do not know the *legal name* please consult with your legal department.

**Section 2      Authorized Persons**

The individual who signed the Participation Addendum must complete and sign Section 2.

**Section 3      Execution Requirement**

Check one box in Section 3 to indicate how many individuals (either 1 or 2) at your entity/agency are required to sign legal documents on behalf of entity/agency.

**Section 4      Execution**

No action required.

**Section 5      Certification**

The individual authorized to certify as to the Authorized Signers authority is required to sign this section. One other officer of the entity must sign below the signature attesting to the signature of the authorized individual.

**Note:** *Two individuals must sign this section  
The individual(s) who signed in Section 2 cannot sign in Section 5 or this document is invalid.*

**QUESTIONS? CALL YOUR U.S. BANK REPRESENTATIVE!**