

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

Tuesday, December 19, 2017 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

II. ROLL CALL

III. OATH OF OFFICE (Lynn Watson)

President Watson will administer the oath to Directors Helfrich, Larson & Tominia

IV. APPROVAL OF AGENDA

V. STATEMENTS OF ABSTENTION

VI. 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.

VII. CONSENT ITEMS (10 minutes)

A. Approval of Minutes

1. September 19, 2017 minutes
2. October 17, 2017 minutes
3. November 21, 2017 minutes

B. Payment of Claims

C. Journal Entry Approval

D. Administrative and Financial Report

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

A. Report of operations for the current month.

IX. ACTION ITEMS

A. WATER RATE STUDY (Gary Helfrich/Anthony Tominia, 10 minutes)

DESCRIPTION: Water rates have not been increased since early 2011 despite ongoing increases in costs. Brelje and Race staff and water sub-committee will present information relative to water rates, Prop 218 concerns, capital replacement program and costs for water rate study. This issue was tabled at the October Board meeting pending resolution of some questions.

PROPOSED ACTION: The Board may/may not move forward with a water rate study conducted by the Reed Group in conjunction with Brelje & Race.

B. REQUIRED ACTION WATER RIGHT PERMIT DEVELOPMENT SCHEDULE

(Gary Helfrich/Anthony Tominia & Russian River Utility, 10 minutes)

DESCRIPTION: The California Water Board has advised that District's water right permit development schedule will end on December 31, 2017. Per the State Water Resources Control Board letter of November 17, 2017 the District must take action to a.) request license; b.) petition for an extension of time; or c.) request a revocation of the permit if the project is abandoned or cannot be completed.

PROPOSED ACTION: The Board may/may not authorize notification to the State that the water project is complete and ready for licensing.

C. WATER CUSTOMER INFORMATION/PRIVACY CONCERNS

(Anthony Tominia/Staff, 5 minutes)

DESCRIPTION: Karen McBride of RCAC has requested names and addresses including mailing labels from the Board and also from Russian River Utility. To date the District staff has refused to provide that information due to privacy concerns and possibly setting a precedent with respect to providing customer information to anyone asking. The Board will discuss this issue with the intent to provide District staff with appropriate information. The District's Counsel may also provide an opinion.

PROPOSED ACTION: The Board may/may not direct District staff and Russian River Utility regarding this issue.

D. COUNTY OF SONOMA-IMPACT OF FIRES TO PROPERTY TAX REVENUES

(Staff, 5 minutes)

DESCRIPTION: The County of Sonoma Auditor-Controller-Treasurer-Tax Collector has advised that the fire damage will have an adverse effect on property tax revenues and has provided an estimate of revenue losses to each agency. The Board will discuss the impact of the loss of revenue on its budget and planned projects.

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

E. SONOMA COUNTY 2017 PAVEMENT PRESERVATION PROGRAM (Gary Helfrich, 5 minutes)

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.

PROPOSED ACTION: The Board may/may not take further action regarding the 2017 Pavement Preservation Program.

F. FIRE SAFETY AND NOTIFICATION (Lynn Watson, 10 minutes)

DESCRIPTION: At the November Board meeting, the Board directed staff to prepare a draft of a letter to the Sonoma County Board of Supervisors regarding emergency evacuation and community notification procedures for Camp Meeker.

PROPOSED ACTION: The Board may/may not take action with respect to the draft letter.

G. BOARD RECRUITMENT PROCESS (Lynn Watson, 10 minutes)

DESCRIPTION: The Board will discuss the recruitment process, draft materials and discuss the formal process for Board retirement including the timing of the recruitment.

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

H. DISTRICT POLICIES AND PROCEDURES-BOARD OFFICERS (Staff, 5 minutes)

DESCRIPTION: As a result of the April 2017 planning session, a draft of the District's policy and procedures manual is in the process of being written. The Board discussed rotation of officer terms at the planning session and a draft policy related to officer terms will be presented for approval and inclusion in the final policy and procedures manual.

PROPOSED ACTION: The Board may/may not approve the Board officers' policy.

I. RATE INCREASE ADMINISTRATIVE SERVICES (Cheryl Doran-Girard, 10 minutes)

DESCRIPTION: The District's administrative service is informing the Board of the necessity of an increase in its hourly rate. Presently, the District's audits, liaison and equipment usage needs are handled from the contractor's office site. Hourly rates have not been increased since 2010, and costs over the course of the more than twenty-year time period have increased 2-3% per year for office operations alone. A comparison of like functions discloses that hourly rates/salaries for similar positions in both the private and public sectors have far out-paced the current rate charged for highly experienced individuals. Ms. Doran-Girard is proposing a rate increase to \$60.00 hour.

PROPOSED ACTION: The Board may/may not approve the rate increase to \$60 per hour effective January 1, 2018.

J. DISTRICT PARKING (Cathie Anderson, 5 minutes)

DESCRIPTION: Director Anderson will discuss District parking.

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

X. DIRECTORS' REPORTS

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

PROPOSED ACTION: No action or discussion to take place

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, September 19, 2017 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

The meeting was called to order at 7:05 p.m.

II. ROLL CALL

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

III. APPROVAL OF AGENDA

A motion was made by Anthony Tominia, and seconded by Valery Larson to approve the agenda with the addition of authorization for signing of the OGALS contract for the Habitat Grant.

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

The motion was approved. Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

IV. STATEMENTS OF ABSTENTION

There were no statements of abstention.

V. PUBLIC COMMENT

Linnea Tennyson of 143 Madrone and CMVFD Board advised that 1.) CMVFD is exploring a new roof for the firehouse; 2.) Fire Department would like to have Anderson Hall for 11/11 for a fundraising event; and, further, 3.) clean up of the firehouse is being planned with exploration of a container for storage. As a Camp Meeker resident, she would like a cleanup of the roads before winter.

Kate Riza of Reza Environmental, a North Coast Resources partner, outlined a participation in DWR program for regional water systems and the need to conduct an in-depth needs assessment of Camp Meeker to determine eligibility for future grant funding as a disadvantaged community.

Charles Reed, North Coast Regional Quality Control staff member, stated that it had been determined eight months ago that Camp Meeker is not a disadvantaged community. He went on to outline his work with upgrading septic systems to meet requirements to reduce Russian River pathogens and work with Sonoma County for grants and loans to upgrade.

Karen McBride, Rural Community Assistance Corporation, a nonprofit corporation that works to provide funding for wastewater treatment and disposal. She is working with Charles Reed of NCRQC Board to setup community assistance to Monte Rio. She would like to offer a community workshop with the intent of conducting an income survey to determine what opportunities are available to Camp Meeker.

Director Helfrich thanked Ms. McBride for approaching the Board and stated that a community forum may be a way for Camp Meeker residents to obtain information and become comfortable with an income survey.

Director Tominia suggested that the Board go forward with a community meeting.

VI. CONSENT ITEMS

A. Approval of Minutes

1. August 15, 2017

A motion was made by Anthony Tominia, and seconded by Valery Larson to approve the August 15, 2017 minutes as written.

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

The motion was approved. Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

B. Payment of Claims

After discussion, a motion was made by Anthony Tominia, seconded by Valery Larson to approve the following warrant request 2017-2018-003 and the checks 1629-1642 (Wells Fargo Operating), check numbers 600/601 (Bank of the West-Water) for water receipts transfer, check 1010 (Wells Fargo Investment Account) in payment of USDA loan, and checks 1060-1064 US Bank for Anderson Hall refund of client deposits and transfer of Anderson Hall client rental fees.

G2017/2018-003	RP-September 2017	3,630.16
\$83,564.88*	Water-September 2017	15,752.64

*USDA Payment of \$64,182.08

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

The motion was approved. Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

President Watson entered the meeting at 8:04 p.m.

C. Journal Entry Approval

1. 2017-071, Payment DWR Loan, October 2016

A motion was made by Gary Helfrich, and seconded by Anthony Tominia to approve JV 2017-071 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

C. Administrative and Financial Report

Ms. Doran-Girard reported that the date of the District audit has been revised to November, that the oaths of office will be at the December meeting as well as the election of officers per discussions at the April 2017 planning session. Bank signature cards will have to be completed by the new officers. She went on to discuss booking/data entry and areas related to Anderson Hall recordkeeping as well as issues occurring with the website as upgrades are needed.

VII. REPORT OF THE WATER SYSTEM OPERATOR

Jamie Dunton of Russian River Utility reported that the Alliance Booster pump had failed and he estimates the cost to bring all back online is approximately \$3,000.00. The failed motor will be repaired and used as a spare.

He also advised that OCSD Water Permit 21214 has been approved and their well will activate on October 17. Director Tominia inquired as to the impact at the well site in the event that Alliance comes to fruition. Mr. Dunton advised that no water from the OCSD well would be used for that purpose.

Director Helfrich concurred and went on to advise that the Alliance upgrade would be for one well only. Rich Ingram stated that ideally it would be good to upgrade both. Discussion ensued.

VIII. ACTION ITEMS

AUTHORIZATION TO SIGN OGALS (Office of Grants and Local Services-State Parks) CONTRACT FOR HABITAT GRANT

DESCRIPTION: The District was awarded a Habitat Grant by State Parks. Funds are not made available by the State until after commencement of the new budget year on July 1, contracts for the grant funds are not forwarded until the funding is available. The District must sign the contract to obtain the funds.

ACTION: A motion was made by Anthony Tominia, and seconded by Valery Larson to authorize the Board President to sign the Habitat Grant Fund contract with State Parks.

Directors Helfrich, Larson, Tominia and Watson voted yes. Director Anderson was absent. The motion was approved. Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

A. RESOLUTION 2017-009: APPROVAL OF FINAL BUDGET FOR FISCAL YEAR ENDING 6/30/2018

DESCRIPTION: The Board reviewed the final budget for fiscal year 7/1/2017 through 6/30/2018 and affirmed the previously approved Prop 4 limitation as required by law.

ACTION: A motion was made by Valery Larson, and seconded by Anthony Tominia to adopt Resolution 2017-009 and a Final Budget for the fiscal year ending June 30, 2018 as required by law.

Directors Helfrich, Larson, Tominia and Watson voted yes. Director Anderson was absent. The motion was approved. Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

B. WATER RATE STUDY

DESCRIPTION: Water rates have not been increased since early 2011 despite ongoing increases in costs. Brelje and Race staff and water sub-committee presented information relative to water rates, Prop 218 concerns, capital replacement program and costs for water rate study. Director Helfrich stated that he felt tiered water rates are an effective incentive to conservation of water and he is concerned that there will be no environmental benefit without tiered rates. Rich Ingram concurred and went on to state that, given legal precedents at present, he would be concerned about legal challenge to a tiered rate structure. Discussion ensued.

ACTION: A motion was made by Gary Helfrich, and seconded by Valery Larson to defer approval of the Reed proposal until the October meeting, and, to direct Brelje and Race to provide a detailed estimate of costs to complete a Capital Improvement Study and present at the October Board meeting.

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. WATER ACCOUNT 296, 32 MCCLURE, KOLODGE PROPERTIES

DESCRIPTION: Frank Frederico, owner of 32 McClure, (Account 296) attended the August meeting to request a credit for high usage in May and June due to a toilet leak. He contends that while there was a leaking toilet that was repaired and doubts the accuracy of the meter reading. (Customer & Russian River Utility information included.)

ACTION: After discussion, a motion was made by Anthony Tominia, and seconded by Valery Larson to grant a one-time refund of charges less the cost of electricity.

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

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

D. DISTRICT MAINTENANCE

DESCRIPTION: At the June meeting, the Board discussed a proposal for hiring of an employee to perform various services for landscaping and maintenance. It was agreed each Director would research and provide, for discussion, a description of the maintenance and repair needs. Staff will research outsourcing to services.

ACTION: The Board agreed to table the issue of District maintenance until the October meeting therefore, no action was taken.

E. BASKETBALL COURT PAINTING

DESCRIPTION: Director Tominia advised that he has received basketball court stencils used for all courts and will purchase sealant and paint to complete the project.

ACTION: A motion was made by Gary Helfrich, and seconded by Lynn Watson to authorize Anthony Tominia to stencil the basketball court and to be reimbursed for the supplies to do so.

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

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

F. CAMP MEEKER SIGN

DESCRIPTION: Director Tominia advised that Director Anderson would attempt to contact A.J. Ford regarding the sign. Director Helfrich informed the Board that the cost of a public works encroachment permit is \$380.00. He advised that the permit would allow closure of the road with a safety plan and CHP.

ACTION: The Board will further discuss the moving forward regarding the Camp Meeker sign and proposed encroachment permitting and repairs at the October meeting.

G. STATE COMPENSATION INSURANCE AUDIT

DESCRIPTION: At the August Board meeting, staff advised that State Compensation is requiring an audit of actual payroll records and that the District will have to provide an inordinate amount of documents including providing contractor license and insurance copies as well as cancelled check copies despite no payroll or employees for the period specified. Staff will report on recent discussion with the SCIF auditor.

ACTION: Staff reported no change in the status of SCIF audit issues.

IX. DIRECTORS' REPORTS

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PROPOSED ACTION: No action or discussion to take place

Director Tominia suggested signage at the Madrone Avenue Park. Additionally, he stated that while no funding has been received from Gran Fondo, he has continued to plan an event and will keep costs low. He also spoke regarding Alliance diversion issues.

X. ADJOURNMENT

As there was no further business to be brought before the Board at this time, a motion was made by Anthony Tominia, and seconded by Valery Larson that the September 2017 meeting of the Camp Meeker Board of Directors is adjourned.

Directors Helfrich, Larson, Tominia and Watson voted yes. Director Anderson was absent. The motion was approved. Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

The meeting adjourned at 9:04 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

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

Tuesday, October 17, 2017 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

The meeting was called to order at 7:05 p.m.

II. ROLL CALL

Directors Anderson, Larson, Tominia and Watson were present. Director Helfrich was absent due to mandatory work required as a result of the Santa Rosa firestorms. Ms. Doran-Girard was not in attendance also.

III. APPROVAL OF AGENDA

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

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

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

IV. STATEMENTS OF ABSTENTION

There were no statements of abstention.

V. PUBLIC COMMENT

Kevin Cogliandro 1.) suggested CMVFD and CMRPD work to create an emergency evacuation plan, and 2.) is interested in whether or not the old water tank at Sequoia and Tower could be used for water storage in case of emergency.

VI. CONSENT ITEMS

A. Approval of Minutes

September 19, 2017 minutes were tabled due to issues related to firestorms in Santa Rosa.

B. Payment of Claims

After discussion, a motion was made by Valery Larson, seconded by Cathie Anderson to approve the following warrant request 2017-2018-004 and the checks 1643-1652 drawn on the Wells Fargo Bank checking account.

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

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

C. Journal Entry Approval

There were no journal entries presented.

D. Administrative and Financial Report

Ms. Doran-Girard was not in attendance due to family issues arising from the firestorms.

VII. REPORT OF THE WATER SYSTEM OPERATOR

- A. The meeting between the water subcommittee, Russian River Utility staff, and David Coleman of Brelje and Race at the treatment facility near Alliance Redwoods was discussed focusing on the following:
- The upgrade at the well site would only apply to the Camp Meeker well;
 - 4 (2 or Camp Meeker) new booster pumps and an upgrade to existing infrastructure would be provided by Alliance;
 - David Coleman and Jamie Dunton were to exchange emails and documents to extrapolate what costs would be, using a similar agreement for Alliance per year to that existing with Occidental for participation in the water system.

VIII. ACTION ITEMS

A. BRELJE AND RACE SCOPE OF ENGINEERING SERVICES AND COST ESTIMATE 5 YEAR CAPITAL IMPROVEMENT PLAN

DESCRIPTION: The Board discussed and reviewed the scope of engineering services and a cost estimate of \$22,200.00 for an evaluation of the water system capital facility improvements, repairs and maintenance including priority, anticipated schedule and estimated cost. The water system was constructed twenty (20) years ago and some facilities are requiring increasing maintenance for continued operations. The Plan is needed to determine appropriate water rates to offset costs of system operations.

ACTION: A motion was made by Anthony Tominia, and seconded by Valery Larson to approve preparation of a Capital Improvement Plan by Brelje and Race by March 2017 at a cost of \$22,200.00 and authorize President Watson to sign the appropriate documents related to the project.

Directors Anderson, Larson, Tominia, and Watson voted yes. Director Helfrich was absent. The motion was approved. Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

B. WATER RATE STUDY

DESCRIPTION: Water rates have not been increased since early 2011 despite ongoing increases in costs. Brelje and Race staff and water sub-committee will present information relative to water rates, Prop 218 concerns, capital replacement program and costs for water rate study.

ACTION: A motion was made by Anthony Tominia, and seconded by Valery Larson to table approval of the water rate study contingent upon completion of the Capital Improvement Plan by Brelje and Race.

Directors Anderson, Larson, Tominia, and Watson voted yes. Director Helfrich was absent. The motion was approved. Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

IX. DIRECTORS' REPORTS

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

PROPOSED ACTION: No action or discussion to take place

Director Anderson announced that she will be stepping down from the Board sometime after the next year and has discussed participation with a member of the Camp Meeker community. She will remain in place if needed for a smooth transition. In addition, she would like to see Anderson Hall remain so named permanently.

X. 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 Valery Larson that the October 2017 meeting of the Camp Meeker Board of Directors is adjourned.

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

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

The meeting adjourned at 8:38 p.m.

Respectfully submitted,

ANTHONY TOMINIA

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

Tuesday, November 21, 2017 7:00 pm
DISTRICT OFFICE (Next to the Fire Station)
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

The meeting was called to order at 7:05 p.m.

II. ROLL CALL

Directors Anderson, Helfrich, and Tominia were present. Director Watson was absent due to illness and Director Larson was not in attendance.

III. APPROVAL OF AGENDA

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

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

The motion was approved. Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

IV. STATEMENTS OF ABSTENTION

There were no statements of abstention.

V. PUBLIC COMMENT

There was no public comment.

VI. CONSENT ITEMS

A. Approval of Minutes

1. September 19, 2017 minutes
2. October 17, 2017 minutes

Approval of minutes for September 19 and October 17 was tabled until the December Board meeting.

There was not a sufficient quorum available and attending both meetings to vote.

B. Payment of Claims

After discussion, a motion was made by Cathie Anderson, seconded by Anthony Tominia to approve the following warrant request 2017-2018-005 and the checks 1653-1665 drawn on the Wells Fargo Bank checking account as well as Bank of the West checks 604 and 605 for transfer of water receipts required by allocation.

G2017/2018-005	RP-November 2017	4,154.27
\$17,752.42	Water-November 2017	13,598.15

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

The motion was approved. Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

C. Journal Entry Approval

A motion was made by Anthony Tominia, and seconded by Cathie Anderson to approve JV 2017-071 to record the September 2016 payment for DWR loan by the County of Sonoma.

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

The motion was approved. Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

D. Administrative and Financial Report

Ms. Doran-Girard reported regarding the scheduling of the District financial audit with Goranson and Associates and the SCIF audit. She provided updates relative to Gran Fondo funding, third quarter payroll tax returns, CSDA dues payment by VISA, and 2018 EDD rates. Additionally, the Board was informed that AB1479-Public Records Act requires the District to assign a Board member and/or District Counsel to review each public records act request. Other items reviewed were RCAC income survey and community privacy concerns, costs related to the County Pavement Preservation program, an award from SDRMA for five years without claims, and miscellaneous correspondence received.

VII. REPORT OF THE WATER SYSTEM OPERATOR

Jamie Dunton of Russian River Utility, water system operator, reported that the pump at the Tower site had failed and was replaced. He further advised regarding the District's permit and license to pump water could be best addressed with B&R. He informed the Board that all other operations are proceeding normally. Director Anderson inquired regarding water customer #339 delinquency.

VIII. ACTION ITEMS

A. BRELJE AND RACE SCOPE OF ENGINEERING SERVICES AND COST ESTIMATE 5 YEAR CAPITAL IMPROVEMENT PLAN

DESCRIPTION: At the October 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. The Board action, at the time, did not direct the Board President to sign the contract or source of funds for payment.

ACTION: A motion was made by Anthony Tominia to authorize Vice-President Helfrich to sign the contract with Brelje and Race to conduct a 5-Year Capital Improvement Plan and direct staff that the cost of \$22,200.00 be paid from the District's Water Capital fund.

Directors Anderson, Helfrich, and Tominia voted yes. Directors Larson and Watson were absent. The motion was approved. Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

A. WATER RATE STUDY

DESCRIPTION: Water rates have not been increased since early 2011 despite ongoing increases in costs. Brelje and Race staff and water sub-committee will present information relative to water rates, Prop 218 concerns, capital replacement program and costs for water rate study. This issue was tabled at the October Board meeting pending resolution of some questions.

ACTION: The Board tabled the Water Rate Study issue until its December meeting.

B. WEBSITE UPDATE WAVEMAKER MEDIA

DESCRIPTION: The District's website is its "home base" for residents and information about public meetings, District events, facilities management and to inform residents of upcoming public decisions. The current website is experiencing issues. It was developed in 2010 and while it has worked well for many years, it lacks the ability to be upgraded and is showing

problems with updating, posting and booking Anderson Hall rentals due to its outdated technology that lacks the ability to be upgraded past its current state. Wavemaker Media is proposing an upgrade that will be able to move into the future at a cost of \$3,000.

ACTION: A motion was made by Anthony Tominia, and seconded by Cathie Anderson to authorize Vice President Helfrich to sign the contract with Wavemaker Media to update to the District's website theme with Wavemaker Media at a cost of not to exceed \$3,300.00.

Directors Anderson, Helfrich, and Tominia voted yes. Directors Larson and Watson were absent. The motion was approved. Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

C. FIRE SAFETY AND NOTIFICATION

DESCRIPTION: At the October Board meeting, Kevin Cogliandro inquired regarding interest in creation of an emergency evacuation plan and whether the "old" water tank at Sequoia and Tower could be used for water storage in case of an emergency. The Board discussed an evacuation and community notification plan. Director Helfrich suggested that the Board draft a letter to the County Board of Supervisors and Linda Hopkins regarding establishment of effective means of notification to the Camp Meeker community.

ACTION: The Board directed staff to prepare a draft letter to the County regarding emergency evacuation and community notification to insure public safety.

D. BOARD RETIREMENT PROCESS

DESCRIPTION: The Board will discuss the process for Board retirement including the process for recruitment of a new Board member.

ACTION: It was agreed that the Board will send a postcard to the community in January and that Tom Austin will be contacted to promote in his column.

E. DISTRICT POLICIES AND PROCEDURES

DESCRIPTION: As a result of the April 2017 planning session, a draft of the District's policy and procedures manual is in the process of being written. The Board will discuss areas to be included in the manual that will, when completed and adopted by the Board, be added to the District's website. Director Helfrich requested that those rules and procedures used to develop the policies and procedures be provided to him.

ACTION: The Board took no further action.

IX. DIRECTORS' REPORTS

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

PROPOSED ACTION: No action or discussion to take place

Director Anderson expressed disappointment that there was no CMVFD spaghetti feed and commented in the basketball court.

Director Tominia related his plan for the Habitat grant and use of con crew and hopefully Sonoma State volunteers.

X. ADJOURNMENT

As there was no further business to be brought before the Board at this time, a motion was made by Cathie Anderson, and seconded by Anthony Tominia that the November 2017 meeting of the Camp Meeker Board of Directors is adjourned.

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

The motion was approved. Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

The meeting adjourned at 8:14 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

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**CHERYL DORAN GIRARD
CLIENT MEMORANDUM**

TO: CAMP MEEKER RECREATION & PARK DISTRICT BOARD MEMBERS
FROM: CHERYL DORAN GIRARD
SUBJECT: DECEMBER 19, 2017 WARRANTS AND FINANCIAL INFORMATION
DATE: DECEMBER 14, 2017

Financial Statements and Warrant Detail in the board packet following this memorandum provide updated information through December 13, 2017.

2017/2018-006	RP-December 2017	6,422.52
\$22,197.34	Water- December 2017	15,774.82

Financial data with the exception of data entry of the 17-18 Final Budget is updated to the server in Austin. The audit by State Comp is complete except for a final conversation with the auditor and the draft of District's audit will be presented in January. Writing of the draft policy and procedures manual is ongoing. All the District's records in my office for the audit will be organized and taken to the District office within the next few weeks. All bank accounts 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 # 2017-2018-006

VENDOR	CHECK AMOUNT	R&P FUND	WATER FUND	EXPLANATION
Anderson, Cathie	30.00	30.00		Director Stipend-December 2017
Larson, Valery	30.00	30.00		Director Stipend-December 2017
Watson, Lynn	30.00	30.00		Director Stipend-December 2017
Doran-Girard, Cheryl	5,759.88	850.50	850.50	Consulting-November/December 2017
Doran-Girard, Cheryl	-	850.50	850.50	Consulting-November/December 2017
Doran-Girard, Cheryl	-	850.50	850.50	Consulting-November/December 2017
Doran-Girard, Cheryl	-	283.50	283.50	Consulting-November/December 2017
Doran-Girard, Cheryl	-	41.62	48.26	Supplies & Postage
Camp Meeker Water	80.28	80.28		Water Services
PGE	78.03	78.03		Electric Service
Fedex Office	53.30	26.65	26.65	Board Packets -November
McPhail Fuel	123.44	123.44		District Office Propane
Perry Johnson	195.00	97.50	97.50	Legal Services
Keating Zoe	35.20	-	35.20	Water Services Refund
Goranson & Associates	6,000.00	3,000.00	3,000.00	Progress Pmt #1- Audit
Russian River Utility	9,732.21		8,391.23	Contract Services
Russian River Utility			907.46	Repairs & Maintenance
Russian River Utility			433.52	Electric Service
Wavemaker Media	50.00	50.00		Gran Fondo & Booking Issue

Total	<u>22,197.34</u>	<u>6,422.52</u>	<u>15,774.82</u>	-
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DIRECTOR APPROVAL:

DATE:

12/19/17

Camp Meeker Recreation & Parks District
Check/Voucher Register - CDG-Current Register
1010 - Cash In Wells Fargo Bank-Operating
From 11/22/2017 Through 12/19/2017

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1395	Water Rights Fee	California State B...	12/5/2017	154.86
1396	Website Upgrade & Revision	Wavemaker Medi...	12/5/2017	1,000.00
1670	System Generated Check/Vo...	Camp Meeker Wa...	12/19/2017	80.28
1671	System Generated Check/Vo...	Cheryl Doran-Girard	12/19/2017	5,759.88
1672	System Generated Check/Vo...	Fedex Office	12/19/2017	53.30
1673	System Generated Check/Vo...	Goranson and Ass...	12/19/2017	6,000.00
1674	System Generated Check/Vo...	McPhail Fuel Com...	12/19/2017	123.44
1675	System Generated Check/Vo...	P G & E	12/19/2017	78.03
1676	System Generated Check/Vo...	Perry Johnson An...	12/19/2017	195.00
1677	System Generated Check/Vo...	Russian River Utility	12/19/2017	9,732.21
1678	System Generated Check/Vo...	Wavemaker Medi...	12/19/2017	50.00
1679	Refund Water Account #38 ...		12/19/2017	35.20
1680	Stipend--December	Cathie Anderson	12/19/2017	30.00
1681	Director Stipend December ...	Valery Larson	12/19/2017	30.00
1682	Director Stipend December ...	Lynn Watson	12/19/2017	30.00
		Total 1010 - Cash In Wells Fargo Bank-Operating		23,352.20

Camp Meeker Recreation & Parks District

Check/Voucher Register - CDG-Current Register

1030 - Cash in Bank of the West-Water

From 11/22/2017 Through 12/19/2017

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
606	Tfr Wtr Receipts-Nov 2017	Camp Meeker Rec...	12/19/2017	6,600.00
607	Wtr Transfer--Wtr Operation...	Camp Meeker Rec...	12/19/2017	<u>9,400.00</u>
		Total 1030 - Cash in Bank of the West-Water		16,000.00

Camp Meeker Recreation & Parks District

Check/Voucher Register - CDG-Current Register

1040 - Cash in US Bank-Rental Deposits/PayPal

From 11/22/2017 Through 12/19/2017

<u>Check Number</u>	<u>Check Description</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
1065	Refund A. Hall Deposit--Sas...		12/11/2017	<u>150.00</u>
		Total 1040 - Cash in US Bank-Rental Deposits/PayPal		150.00
				<u> </u>
Report Total				<u>39,502.20</u>
				<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			
4210	Rental Fees-Anderson Hall	0	3,650	3,650
4215	Rental Fees-Other	0	864	864
	Total Revenue	0	4,514	4,514
	Expenditures			
5010	Director Stipend	0	540	(540)
5101	Communications-Telephone	0	468	(468)
5105	Communications-ISP Website	0	100	(100)
5110	Communications-Website Other	0	625	(625)
5184	Janitorial Supplies	0	258	(258)
5185	Janitorial Services	0	680	(680)
5301	Maintenance-Beach and Parks	0	106	(106)
5401	Memberships	0	140	(140)
5405	Miscellaneous	0	700	(700)
5410	Office Supplies	0	294	(294)
5416	Lease-Accounting Software	0	747	(747)
5425	Postage	0	69	(69)
5426	Printing Services	0	225	(225)
5428	Food	0	126	(126)
5501	Professional Fees-Web	0	113	(113)
5520	Administrative Services	0	4,891	(4,891)
5540	LAFCO Charges	0	116	(116)
5550	Legal Services	0	923	(923)
5555	Professional Services-Auditor	0	5,134	(5,134)
5556	Professional Services-Accounting	0	5,861	(5,861)
5570	Service Fee-PayPal	0	10	(10)
5575	Bank Service Fees	0	(20)	20
5590	Gas and Oil	0	707	(707)
5591	Equipment Rentals	0	227	(227)
5592	Water and Sewer	0	492	(492)
5594	Utilities	0	460	(460)
8565	Equipment 2	0	683	(683)
8625	Tfr Within Fnd-Out	0	835	(835)
	Total Expenditures	0	25,507	(25,507)
	Excess of Income Over (Under) Expense	0	(20,994)	(20,994)

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			
4310	Sales of Water-Residential	0	71,501	71,501
	Total Revenue	0	71,501	71,501
	Expenditures			
5101	Communications-Telephone	0	218	(218)
5105	Communications-ISP Website	0	100	(100)
5110	Communications-Website Other	0	500	(500)
5401	Memberships	0	140	(140)
5405	Miscellaneous	0	60	(60)
5410	Office Supplies	0	370	(370)
5416	Lease-Accounting Software	0	747	(747)
5425	Postage	0	7	(7)
5426	Printing Services	0	157	(157)
5501	Professional Fees-Web	0	88	(88)
5515	Contract Services-Water Operations	0	50,646	(50,646)
5520	Administrative Services	0	5,434	(5,434)
5540	LAFCO Charges	0	478	(478)
5550	Legal Services	0	920	(920)
5555	Professional Services-Auditor	0	5,090	(5,090)
5556	Professional Services-Accounting	0	6,401	(6,401)
5575	Bank Service Fees	0	25	(25)
5587	Water System Fees-State	0	155	(155)
5594	Utilities	0	4,130	(4,130)
8516	Maintenance & Repair	0	1,695	(1,695)
8565	Equipment 2	0	574	(574)
8625	Tfr Within Fnd-Out	0	4,076	(4,076)
	Total Expenditures	0	82,011	(82,011)
	Excess of Income Over (Under) Expense	0	(10,510)	(10,510)

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	133	133
4625	Transfers-Within Fund In	0	3,000	3,000
	Total Revenue	0	3,133	3,133
	Expenditures			
8625	Tfr Within Fnd-Out	0	3,000	(3,000)
	Total Expenditures	0	3,000	(3,000)
	Excess of Income Over (Under) Expense	0	133	133

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			
4625	Transfers-Within Fund In	0	4,076	4,076
	Total Revenue	0	4,076	4,076
	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	(44,462)	(44,462)

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>37,435</u>	<u>37,435</u>
	Total Revenue	<u>0</u>	<u>37,435</u>	<u>37,435</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>36,600</u>	<u>(36,600)</u>
	Total Expenditures	<u>0</u>	<u>100,782</u>	<u>(100,782)</u>
	Excess of Income Over (Under) Expense	<u>0</u>	<u>(63,347)</u>	<u>(63,347)</u>

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

December 11, 2017

RE: CAMP MEEKER PAST DUE ACCOUNTS

- **Accounts 8, 43, 45, 55, 60, 68, 79, 70, 84, 94, 96, 107, 108, 110, 111, 114, 130, 140, 164, 174, 177, 182, 184, 185, 186, 187, 190, 192, 193, 203, 212, 219, 221, 226, 231, 244, 248, 249, 253, 264, 268, 276, 290, 306, 307, 318, 322, 338, 355 AND 358:** Past due notices will be processed on December 26, 2017, and lock offs will be scheduled for January 15, 2017.*
- **Accounts 24, 59, 129, 152, 158, 161, 208, 220, 227, 249, 310 and 337:** Payments are on their way.
- **Account 247:** A payment was received which would clear the balance on this account, but it was made payable to the Russian River County Water District. There is no simple way to reach the company making the payment, but we are trying.

** Past due notices will be run a week later than normal due to staff vacation.*

	CAMP MEEKER RECREATION AND PARK DISTRICT						
	PAST DUE REPORT					Dec-17	
ACCT #	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT		TOTAL
8	99.51	81.20			89.15	10/31/17	180.71
24	47.74	44.38	45.27		84.59	10/16/17	137.39
43	50.46	49.64			73.78	10/31/17	100.10
45	42.87	41.08			40.10	10/31/17	83.95
55	48.68	47.24			44.32	11/7/17	95.92
59	46.12	43.73	41.46		90.31	10/16/17	131.31
60	67.49	64.74			130.68	10/24/17	132.23
61	40.02	0.23			40.00	11/21/17	40.25
68	54.70	77.31			124.64	11/7/17	132.01
69	51.77	60.20			55.10	10/31/17	111.97
70	41.70	13.96			30.00	11/28/17	55.66
77	40.00	0.15			40.00	11/21/17	40.15
84	45.10	44.37			42.68	11/21/17	89.47
88	42.46	0.40			46.00	11/28/17	42.86
94	47.88	30.49			50.00	12/5/17	78.37
96	42.22	44.33			86.52	11/9/17	86.55
101	44.52	0.10			43.00	11/21/17	44.62
107	67.89	63.36			136.29	10/31/17	131.25
108	40.70	12.04			200.00	9/18/17	52.74
110	47.97	42.65			85.00	11/9/17	90.62
111	49.34	51.92			97.95	11/6/17	101.26
114	65.07	98.75			173.56	10/24/17	163.82
123	56.90	0.40			58.24	11/21/17	57.30
129	45.94	43.68	45.63	1.18	84.18	10/24/17	136.43
130	46.98	47.56			44.40	10/31/17	94.54
134	42.14	0.06			46.00	12/5/17	42.20
140	50.03	105.65	0.19		140.00	11/14/17	155.87
152	48.91	44.95	42.86	0.05	169.50	9/18/17	136.77
158	46.87	47.95	54.65		135.81	10/31/17	149.47
161	51.63	48.50	43.62	21.20	100.00	9/11/17	164.95
164	47.56	51.22			97.00	11/7/17	98.78
172	48.75	3.76			50.00	11/28/17	52.51
174	52.06	43.12			84.32	10/24/17	95.18
177	42.00	40.02			41.52	10/20/17	82.02
182	49.11	53.49			102.64	11/6/17	102.60
184	313.45	83.93			52.00	11/6/17	397.38
185	43.69	46.57			90.16	11/7/17	90.26
186	46.42	36.83			100.00	10/16/17	83.25
187	48.46	45.14			50.00	11/28/17	93.60
190	42.21	44.22			84.43	11/9/17	86.43
192	44.87	42.77	9.75		200.00	9/11/17	97.39
193	47.65	48.10			46.38	11/6/17	95.75
203	40.50	40.78			39.41	10/30/17	81.28
208	46.45	44.81	35.42		100.00	10/16/17	126.68
212	47.17	50.21			96.23	11/6/17	97.38
219	44.90	45.15			44.94	11/6/17	90.05
220	94.04	77.37	13.34		138.00	11/14/17	184.75
221	49.10	48.30			47.06	10/31/17	97.40

226	48.29	44.98			89.69	10/24/17	93.27
227	44.34	42.59	16.20		87.35	10/3/17	103.13
231	45.76	44.78			44.12	10/20/17	90.54
244	46.53	40.22			50.00	10/30/17	86.75
247	74.71	71.15	67.76	555.29	42.13	11/23/16	768.91
248	70.46	10.15			50.00	11/14/17	80.61
249	44.69	44.54			43.96	10/30/17	89.23
253	42.30	42.35			41.84	11/9/17	84.65
264	45.89	47.87			88.90	11/7/17	93.76
268	46.29	10.18			50.00	11/14/17	56.47
276	52.71	63.35			49.94	10/20/17	116.06
290	46.46	49.22			49.50	10/20/17	95.68
295	122.22	116.40	110.86	1,417.21	150.00	4/8/16	1,766.69

ACCT #	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT		TOTAL
306	49.91	14.61			80.00	12/5/17	64.52
307	50.02	49.95			98.50	11/14/17	99.97
310	47.33	48.01	45.71		42.26	10/24/17	141.05
318	66.56	81.59			248.18	11/6/17	148.15
322	49.84	49.96			97.84	10/20/17	99.80
337	51.92	61.11	61.61		85.57	11/14/17	174.64
338	44.12	42.75			27.81	11/21/17	86.87
339	56.65	53.96	51.39	227.73	200.00	3/24/17	389.73
350	70.00	3.67			73.38	12/5/17	73.67
351	42.50	0.20			40.20	12/11/17	42.70
355	64.89	60.73			176.62	10/20/17	125.62
358	53.25	53.09			109.45	11/6/17	106.34
	4,039.64	3,244.22	685.72	2,222.66	6,163.13		10,192.24
			BILLING REGISTER INFORMATION NOVEMBER 30, 2017				
			WATER	\$ 2,695.46	CURRENT CHARGES		\$ 17,791.66
			SVC CHG	\$ 14,475.00	PAST DUE		\$ 3,696.37
			FIRE SVC	\$ 60.00	OVERPAY/PREPAY		\$ (13,271.24)
			RECONN				
			ADJ	\$ 41.63			
			LATE CHGS	\$ 469.57	TOTAL RECEIVABLES		\$ 8,216.79
			TOTAL RECEIVABLES:				\$19,927.28
			ACCOUNTS LISTED:				73

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	1,603,500	484,800	1,118,700	646,560	69.76	42.20			
Union Park	369										
Alliance Ma	363	FEB	1,353,800	483,600	870,200	797,210	64.27	8.38			
Union Park	369										
Alliance Ma	363	MARCH	1,154,200	345,200	809,000	494,320	70.09	38.89			
Union Park	369										
Alliance Ma	363	APRIL	1,425,510	496,000	956,510	773,310	67.09	19.15			
Union Park	369										
Alliance Ma	363	MAY	1,350,420	835,700	1,451,250	790,050	107.46	45.56			
Union Park	369										
Alliance Ma	363	JUNE	2,286,950	685,700	1,601,250	1,060,480	70.01	33.77			
Union Park	369										
Alliance Ma	363	JULY	1,735,190	784,100	951,090	981,360	54.81	3.18			
Union Park	369										
Alliance Ma	363	AUG	2,069,040	612,200	1,456,840	1,181,120	70.41	18.92			
Union Park	369										
Alliance Ma	363	SEPT	1,801,380	535,300	1,266,080	1,082,510	70.28	14.49			
Union Park	369										
Alliance Ma	363	OCT	2,034,400	665,600	1,368,800	892,080	67.28	34.82			
Union Park	369										
Alliance Ma	363	NOV	1,033,730	538,200	495,530	915,970	47.93	84.81			
Union Park	369										
Alliance Ma	363	DEC									
Union Park	369										
	TOTAL 2017										
	Total 2016		21,974,600	6,771,900	11,821,200	10,153,380	53.79	13.16			
	Total 2015		22,774,200	6,842,400	15,518,310	10,118,260	68.13	67.xx			
	Total 2014		19,271,400	7141400	12,130,000	10,964,120	65.38	9.38			
	Total 2013		20,172,800	7044100	13,128,700	11,884,410	65.08	9.48			
	Total 2012		20,424,200	6,667,800	13,756,400	12,470,220	67.35	9.35			
	Total 2011		19,307,170	5,925,900	13,381,200	11,916,240	69.77	10.95	OCSD Loss 8.29%		



August 31, 2017

Cheryl Doran-Girard
Camp Meeker Recreation and Park District
P.O. Box 461
Camp Meeker, CA 95419

Subject: Proposal to Conduct a Water Rate Study

Dear Ms. Doran-Girard,

As a follow-up to our recent conference call, The Reed Group, Inc. is pleased to offer assistance to the Camp Meeker Recreation and Park District in preparing a water rate study. This proposal letter includes a scope of services, schedule, cost estimate, and initial information request for the study based on the recent conversation with you and Anthony Tominia, as well as Richard Ingram and Dave Coleman from Brelje & Race Consulting Engineers (B&R). B&R will be a sub-consultant to The Reed Group for this study.

The study described herein includes the technical and financial analysis for preparing a 5-year financial plan for the District's water utility with consideration of ongoing operation and maintenance expenses, debt obligations, capital improvement needs, and financial reserves. The financial plan will be used to identify annual water rate revenue requirements. The study will also include the cost of service analysis and rate structure design resulting in proposed multi-year water rate schedules that meet the revenue needs of the utility. The study process includes (1) a presentation to the Board of Directors prior to the Proposition 218 notification process, and (2) a presentation during a public hearing to consider proposed water rates. If necessary, the study scope and schedule could be modified to accommodate any additional needs of the District, including adding additional public meetings.

The District provides water service to about 360 homes in Camp Meeker with a water supply from the Russian River. Water system operation is provided by Russian River Utilities (RRU), under an operating agreement. The District also wheels water through its distribution system to Occidental Community Services District (OCS). Water rates were last adjusted in 2011. Current water rates are comprised of a flat monthly charge and a tiered water usage rate structure. There is also a parcel charge on property tax bills. It is our understanding that costs are exceeding revenues, such that financial reserves are being gradually depleted. One of the purposes of the study is to provide water rates that will meet with utility's financial obligations for operation and maintenance, debt service, and rehabilitation of the water system.



Water rates must meet the requirements of California Constitution Article XIID (Proposition 218), which requires that water rates reflect the cost of providing service, and that cost be allocated to customers on a proportionate basis. A number of court cases have helped to clarify the requirements Proposition 218. One decision in particular – the *San Juan Capistrano*¹ decision – has had a significant impact on the requirements for justifying tiered water rates. Based on that decision and discussions regarding the District’s water supply and operations, at this time it is suggested that the District modify its water rate structure to eliminate the tiers, and instead provide a uniform water usage rate. However, the scope of services below includes an optional task to evaluate the potential for developing a tiered water usage rate structure consistent with the requirements of the recent decision, if that is the preference of the Board of Directors.

The proposal includes limited technical support from B&R including attend one Board meeting, attend the public hearing, review existing documentation regarding CMRPD’s capital improvement needs, prioritize identified projects and acquire additional information from the District. B&R may express an opinion on the adequacy of the CIP based on their limited review. If additional CIP development is deemed necessary, a contract amendment may be required or the District may elect to solicit additional engineering services directly.

Scope of Services

Specific tasks for the proposed water rate study include:

- *Develop 5-Year Financial Plan* – The financial plan will include consideration of annual operating and maintenance costs, current and potential future debt service obligations, capital improvement needs, prudent reserves, and revenues to the water utility. The financial plan will be used to identify the annual water rate revenues requirement. In developing the financial plan, consideration will be given to the District’s need to rehabilitate water system facilities as the system ages. We will also consider how reserve policies might help to reduce financial risk, reduce the need for future debt, and moderate annual rate adjustments. The revenue requirement is the amount needed to meet financial obligations and goals with consideration of reserves and reserve policies. Specific recommendations for establishing and maintaining operating and capital replacement reserves will be developed as part of this study.

The financial plan will be based on the current budget, existing debt obligations, CIP needs, the water system operating agreement with RRU, the water wheeling agreement with OCSD, and other relevant information. We will also examine recent water demand trends and the potential for a post-drought rebound in water demand.

¹ On April 20, 2015, the Fourth District Court of Appeal issued a decision in *Capistrano Taxpayers Association v. City of San Juan Capistrano* (235 Cal App. 4th 1493). The decision upheld that public agencies have the authority to design tiered water rate structures. However, the Court determined that agencies cannot justify any portion of a higher rate on a conservation basis alone. The Court determined that it is insufficient to merely balance its total costs of service with its total revenues; individual tier rates must be directly supported by higher costs incurred to provide water service at higher levels of water service.



B&R will assist in reviewing the District's multi-year capital improvement program and help prioritize projects, but not develop a new CIP.

- *Analyze the Costs of Service and Calculate Water Rates* – This task will include cost of service analyses and calculation of water rates. We will follow the requirements of Proposition 218 in determining water rates and in proportionately allocating costs to each customer. Rate analyses will be consistent with meeting the revenue needs identified through the financial plan. Consideration will be given to the current parcel charge (billed on the property tax bill), as well as the flat monthly charge and a uniform water usage rate.

This task will result in proposed water rate schedules with annual rate adjustments covering the 5-year planning period. Many utilities find it advantageous to adopt multi-year rate plans, and that option will be presented to the Board of Directors.

- *Evaluate Potential Suitability for Tiered Water Usage Rates (OPTIONAL)* – It is our understanding that the District established the current tiered water rates to help encourage water conservation. As an optional task, at the request of the Board of Directors, we will explore the potential suitability of a tiered water rate structure given the District's supply and operating characteristics and the requirements delineated in the *San Juan Capistrano* decision.
- *Prepare and Present Draft Rate Study Report* – Draft recommendations on the financial plan and water rates will be documented in a draft report including all underlying assumptions, proposed financial strategy, cost allocations, water rate calculations, and policy recommendations. Draft recommendations will be presented to the Board of Directors during a regular board meeting or in a workshop setting. This will provide an opportunity to describe how each of the key issues identified for this project were addressed and resolved, as well as provide an opportunity to address public comments and questions before the formal rate adoption process begins².
- *Finalize Rate Study and Recommendations* – Based on comments and direction received from staff and the Board of Directors, financial and rate analyses will be refined, as necessary, and study recommendations finalized. We will also work with staff to prepare the required public hearing notice in compliance with Proposition 218. A draft of the notice will be prepared for staff and legal review. The District will be responsible for printing and mailing the notices. This notice must be mailed to all customers/property owners at least 45 days prior to a public hearing.
- *Present Rate Recommendations at a Public Hearing* – The Reed Group will present final study recommendations to the Board of Directors during a public hearing to consider new water rates for adoption. Under the requirements of Proposition 218, if the District does not receive written protests on the proposed water rates from customers/property owners representing 50 percent of the affected parcels, the Board will be able to adopt and implement the proposed water rates.

² It is recommended that the District's legal counsel review the draft water rate study report and participate in the rate adoption process to ensure legal compliance with Proposition 218.



- *Conduct Additional Public Meeting/Workshop (OPTIONAL)* – Depending on the interests of the Board of Directors and the public, it may be advantageous to conduct one or more additional public meetings or workshops to ensure that all relevant issues are adequately addressed. An additional meeting could be added either during the development stage of the study (e.g., after a preliminary financial plan has been developed) or during the 45-day public review period prior to the public hearing. The former would provide an opportunity for greater input during the rate development process and the later would provide greater opportunity to explain proposed rates and address questions from the public in advance of the public hearing.

Cost and Schedule

It is estimated that water rate study, excluding optional tasks, can be performed for **\$24,550**, including expenses. This cost includes a presentation to the Board of Directors prior to initiating the Proposition 218 rate adoption process and a presentation at the public hearing to adopt rates. The optional task to evaluate the suitability of a tiered water rate structure is \$5,500. Additional public meetings/workshops can be added to the work plan for \$3,450 each, including expenses.

To save time and reduce costs for this project, all interim meetings with staff will be conducted via conference call, and draft and final reports will be provided in PDF format. Presentation materials will be provided in PowerPoint or PDF formats in advance of each public meeting.

It is our practice to bill clients monthly for actual time and expenses, subject to the not-to-exceed limit of the study. Payments are due within 30 days. My hourly billing rate for this study is \$275. It is anticipated that expenses will be limited to mileage reimbursement.

The Reed Group will be available to start this project at the beginning of November. An initial time line for the project is listed below. The timeline will be reviewed with staff at the outset of the study and, if necessary, adjusted to meet the District's needs. Adding either of the additional tasks would affect the timeline. The proposed timeline would enable the District to adopt new water rates before the end of the current fiscal year.

Authorization to proceed	Early November
Financial plan development	November
Water rate calculations	December
Prepare and submit draft report	Early January
Present draft report to Board of Directors	Late January
Prepare and submit final report	Early February
Prepare and mail Proposition 218 notice	Early February
Conduct public hearing on water rates	Late March

The schedule for the water rate study can be adjusted to meet the District's needs. We will work closely with staff to ensure that your needs are addressed throughout the study.



Initial Information Needs

Below is a list of the primary documents and information that will be needed to conduct the water rate study. Our proposal assumes that the District will be able to provide all requested documents and information within the first two weeks of an authorization to proceed.

1. FY 17-18 budgeted water system revenues and expenses
2. FY 16-17 actual water system revenues and expenses
3. Water fund/reserve balances as of June 30, 2017 (cash and cash equivalents)
4. Official statements or similar documents associated with existing long-term debt, including debt repayment schedules and security requirements (e.g., debt service coverage)
5. Multi-year capital improvement plan
6. Operating agreement with Russian River Utilities
7. Wheeling agreement with Occidental Community Service District
8. Monthly water deliveries to OCSD for FY 16-17
9. Monthly water production records for FY 12-13 through FY 16-17
10. Current water rate schedule
11. Summary of the current number of active customer accounts, including meter size
12. Summary of monthly billed water sales (dollars and volume) for FY 16-17
13. Any existing financial reserve policies
14. Any additional information that may be relevant for the study
15. If the optional tiered rate task is selected, detailed monthly water usage data from FY 16-17 for each water service connection, in Excel format.

If this information can be provided by early November the study will be off to a fast start.

* * * * *

Please let me know if you have any questions regarding this proposal. The Reed Group appreciates the opportunity to be of service to the Camp Meeker Recreation and Park District.

Sincerely,

Robert Reed
The Reed Group, Inc.

PCVD 11/20/17

State Water Resources Control Board

NOV 17 2017

CAMP MEEKER RECREATION & PARK DISTRICT
PO BOX 730
FORESTVILLE, CA 95436

Division Contact:
Arvin Chi
(916) 341-6969

Primary Owner: CAMP MEEKER RECREATION & PARK DISTRICT
Application No. 31055 **Permit No.** 21198

NOTICE OF REQUIRED ACTION DUE TO END OF WATER RIGHT PERMIT DEVELOPMENT SCHEDULE

Water right permits issued by the State Water Resources Control Board (State Water Board) specify a development schedule to complete construction and beneficial use of water. The State Water Board's Division of Water Rights (Division) records indicate that your water right permit development schedule will end on December 31, 2017. Prior to this, you should take one of the following actions. Each of the actions is described below in further detail.

- Request License – Notify the State Water Board that the permitted project is complete and ready for licensing;
- Petition for Extension of Time – File a petition for an extension of time to extend the development schedule if the construction and use of water under the permit has been diligently pursued and additional time is necessary to complete full anticipated beneficial use of water; or
- Request Revocation – Request revocation of the permit if the project has been abandoned or cannot be diligently completed due to personal or financial reasons.

Request License:

If you have completed construction and use of water, and have records of your water diversion available, you may request that your project be licensed. The Division can only issue a license for the amount of water that has been placed to beneficial use during the authorized period and in compliance with all terms and conditions of the permit. If you wish to license your project as is, please submit a request in writing to the Division. Water Code section 1605 requires the State Water Board to conduct a water right licensing inspection of the works constructed and the use of water as soon as practical after receiving notification that a permitted project is complete and ready for licensing. When possible, staff from the Division will schedule and conduct an inspection of the project, including: (1) taking measurements to determine the establishment of the permit's beneficial use of water and (2) confirming compliance with all permit terms and conditions. If appropriate, an offer for a license will be made and, if accepted by the Permittee, the Division will issue a license. The license is recorded in the County Recorder's Office and is the final confirmation of the water right. As long as the conditions on the license are fulfilled and beneficial use continues, it will remain in effect.

Due to limited resources, the Division is unable to promptly inspect all projects reported ready for licensing. To expedite the licensing process, for any permits that authorized diversion of water to a reservoir, you may retain a licensed land surveyor or civil engineer to: (1) survey the reservoir and submit the certified survey to the Division with your request for a license inspection; and (2) submit any records of diversion or calculations of beneficial use of water under the permit. Whenever possible, the Division will complete inspections for license based on the date that the survey and diversion/use information is submitted to the Division. More information regarding the process for water right licensing is available on the Division's website at http://www.waterboards.ca.gov/waterrights/water_issues/programs/applications/docs/licensing.pdf

Petition for Extension of Time:

If the use of water authorized under your permit has not commenced, has not been completed, and/or has not been documented properly according to your water right permit and you wish to continue to develop your water diversions, you must file a petition for extension of time pursuant to California Code of Regulations, title 23, section 842. Please note that the approval of a time extension is a discretionary action as defined by the California Environmental Quality Act and subject to public notice. You are responsible for all costs related to the environmental evaluation and the preparation of the environmental document. Petition forms are available on the Division's website at http://www.waterboards.ca.gov/waterrights/publications_forms/forms/. Petitions for extension of time shall be submitted to the Division with the appropriate fees (see fee schedule on the Division's website at http://www.waterboards.ca.gov/waterrights/water_issues/programs/fees/).

Request Revocation:

Revocation of the permit should be requested if the project has been abandoned or cannot be diligently completed due to personal or financial reasons. Revocation request forms are available on the Division's website at http://www.waterboards.ca.gov/waterrights/publications_forms/forms/

Request for Information:

Please submit the following on or before your permit development schedule end date: (1) written request for a license; (2) petition for extension of time with associated fees; or (3) request for revocation. Any additional development and diversion of water, unless covered by a valid basis of right, may be subject to civil liability of up to \$1,000 per day and \$2,500 for each acre-foot of water diverted or used in excess of that diverter's water right without further notice. (Wat. Code, §§ 1052, 1055.) Additionally, if the State Water Board issues a Cease and Desist Order against an unauthorized diversion or use of water, violation of any such order may result in civil liability of up to \$10,000 per day. (Wat. Code, §§ 1831, 1845.)

If you have any questions, please contact the Division Contact identified at the beginning of this notice. Written correspondence or inquiries should be addressed as follows: State Water Resources Control Board, Division of Water Rights, Attn: Arvin Chi, P.O. Box 2000, Sacramento, CA, 95812-2000.

Sincerely,



Sean Maguire, Manager
Petitions, Licensing and Registrations Section
Division of Water Rights

SMC/AC

SWRCB - DWR
17 DEC 7 AM 10:26

November 22, 2017

Arvin Chi
State Water Resources Control Board
Division of Water Rights
PO Box 2000
Sacramento, CA 95812-2000

Re: Application No. [REDACTED] Permit No. [REDACTED] your correspondence of Nov 17, 2017

Dear Mr. Chi,

Please accept this letter as our formal request for the issuance of a license in accordance with our Application No. [REDACTED] and Permit No. [REDACTED]

[REDACTED] has fulfilled all the requirements for the issuance of a license for the project. Our project has been in operation using all the water requested in our permit application for more than 25 years. Our requests for the issuance of a license have been ongoing for that period of time.

We have recorded our use of water and have reported to the FERC and all regulatory agencies. During that time we have had no infractions.

We have recorded the beneficial use of water and are in compliance with all permit terms and conditions.

We thank you in advance and would welcome any inspections of our records or facility. If there are any questions please feel free to call me at [REDACTED]

Very Truly



[REDACTED]

DEK:ssg
Enclosure

[REDACTED]

ERICK ROESER
AUDITOR-CONTROLLER
TREASURER-TAX COLLECTOR

**AUDITOR-CONTROLLER
TREASURER-TAX COLLECTOR**
585 FISCAL DRIVE, SUITE 100
SANTA ROSA, CA 95403
PHONE (707) 565-2631
FAX (707) 565-3489




JONATHAN KADLEC
ASSISTANT AUDITOR-CONTROLLER
TREASURER-TAX COLLECTOR

AMANDA THOMPSON
ASSISTANT AUDITOR-CONTROLLER
TREASURER-TAX COLLECTOR

Date: December 6, 2017

To: Prop 13 and Ad Valorem Taxing Agencies

From:  Erick Roeser, Sonoma County Auditor-Controller-Treasurer-Tax Collector

Subject: 2017 Sonoma Complex Fires – Impact to Property Tax Revenues

The Sonoma Complex Fires of 2017 caused tragic loss of life and property throughout many areas of our community. Approximately 5,300 parcels experienced some degree of fire damage, which will have an adverse impact on property tax revenues that support a wide range of services for citizens and visitors in Sonoma County. This letter is to inform affected taxing agencies of the disaster (calamity) reassessment process, provide an overview of the impact to property tax apportionments, and provide a preliminary estimate of revenue losses for each taxing agency.

Calamity Reassessment Process

Pursuant to Revenue and Taxation Code 170, property that incurred \$10,000 or more in real property damage from the State declared disaster is eligible for disaster relief. The County Assessor is applying large scale property value reductions based on the percentage of damage each parcel incurred from the fires. Value reductions can be applied to land, structure, and personal property values. To date, the Assessor has completed the reassessment review of 4,144 parcels, or 78% of known damaged parcels.

In the year of the disaster event, value reductions are prorated to determine the portion of taxes that would have been due had the disaster not occurred. For FY17-18, values will be prorated for nine months (October 2017 to June 2018). In FY18-19 and thereafter, properties will remain in a disaster value reduction status until property is rebuilt or sold to a new owner. Each January 1st lien date, the Assessor will determine the percentage of construction completed and re-enroll the applicable percentage of value on the tax roll.

Once the Assessor completes the initial reassessment process, the County Tax Collector will issue revised tax bills to property owners. The Assessor is processing reassessments in batches and the first round of revised tax bills will be issued by next week.

Impact to Property Tax Apportionments

FY17-18: Since the disaster occurred after the FY17-18 Equalized Roll was turned over to the Auditor and the FY17-18 Tax Roll was extended, all associated property tax reductions will be allocated to taxing agencies using the countywide AB8 apportionment factors. This is consistent

with Revenue and Taxation Code Sections 96.2 and 4707, which require all current secured and unsecured taxes - including adjustment from corrections, cancellations, or refunds - to be apportioned using the countywide AB8 factors. This means that, for FY17-18, property tax revenues will be reduced for all Prop 13 taxing agencies in the County based on the countywide AB8 apportionment factors, not just for those taxing agencies with damaged properties in their jurisdictional boundary.

FY18-19 and thereafter: Property tax reductions due to disaster relief will be included on the Equalized Roll and, therefore, will only affect taxing agencies that have damaged properties in their jurisdictional boundary. This will have a direct impact on Prop 13 tax revenues until parcels are rebuilt or sold.

The County Auditor will continue to "Teeter" Prop 13 (1%) and ad valorem taxes on the secured roll that remain unpaid each June 30th. This apportionment makes taxing agencies whole for unpaid taxes as though the taxes were paid timely.

Additionally, the County Auditor is working with the Governor's Office, State Legislators, and the Department of Finance to request a State backfill of lost property tax revenues to all Prop 13 and ad valorem (school bonds, etc.) taxing agencies. This has occurred with past disaster events for which the Governor declared a state of emergency. We are requesting a backfill for the current and future tax years and, if approved, the backfill will most likely be funded through the FY18-19 State Budget. There is a strong likelihood that the State will approve a backfill for at least the current year. However, we do not expect to receive backfill funds until next fiscal year or later. Lake County received a backfill for the 2015 Valley Fire in March 2017.

Preliminary Estimate of Property Tax Losses

Please refer to the attached FY17-18 and FY18-19 estimate of secured property tax losses by taxing agency. Estimated secured tax revenue losses were developed from the Assessor's analysis through November 30, 2017, which is based on preliminary FY17-18 and FY18-19 value reductions of \$1.6 billion and \$1.8 billion, respectively. The attached estimates include the impact to the VLF Swap (to County & City of Santa Rosa) and exclude impacts to unsecured and supplemental property tax revenues.

Please contact the Property Tax Division at ACTTC-PropertyTax@sonoma-county.org with questions.

Attachments:

- 1) Preliminary estimate of Prop 13 property tax losses by taxing agency
- 2) Preliminary estimate of ad valorem property tax losses by taxing agency

County of Sonoma
Estimated Prop 13 (1%) Property Tax Reduction - Secured Tax Only
Sonoma Complex Fires

Tax Code	Agency	17-18 Estimated Reduction	18-19 Estimated Reduction
01200	COUNTY GENERAL	(3,443,500)	(4,897,100)
01300	COUNTY LIBRARY	(361,900)	(398,200)
01700	EDUC REV AUGM TR (ERAF)	(2,093,600)	(389,700)
03000	GREEN VALLEY CEMETERY	(200)	-
03100	SHILOH CEMETERY	(8,800)	-
03400	CLOVERDALE FIRE	(14,000)	-
03600	BENNETT VALLEY FIRE	(12,400)	(41,600)
03700	BODEGA BAY FIRE	(5,500)	-
03900	FORESTVILLE FIRE	(23,400)	-
04000	GLEN ELLEN FIRE	(20,000)	(76,900)
04100	GRATON FIRE	(14,400)	-
04200	RUSSIAN RIVER FIRE PROTECTION DIST	(19,300)	-
04400	KENWOOD FIRE	(16,000)	(51,400)
04500	MONTE RIO FIRE	(8,500)	-
04700	RINCON VALLEY FIRE	(88,300)	(521,800)
04800	ROSELAND FIRE	(15,900)	-
04900	SHELL-VISTA FIRE	(17,200)	(8,000)
05100	VALLEY OF THE MOON FIRE	(83,700)	(500)
05200	WINDSOR FIRE	(25,000)	-
05400	GOLD RIDGE FIRE	(29,200)	-
05500	RANCHO ADOBE FIRE	(63,200)	(1,100)
05600	TIMBER COVE FIRE	(2,600)	-
05700	GEYSERVILLE FIRE	(17,300)	(1,800)
05800	NORTH SONOMA COAST FIRE	(24,200)	-
06000	GENERAL #1 WATER	(133,600)	(147,000)
06100	SPRING LAKE PARK WATER	(43,100)	(47,400)
06200	ZN 1A LAGUNA-MARK WEST WATER	(131,500)	(250,900)
06300	ZN 2A PETALUMA BASIN WATER	(37,100)	-
06400	ZONE 3A VALLEY OF MOON WATER	(23,100)	(19,900)
06500	ZN 5A LOWER RUSSIAN RIVER WATER	(4,400)	-
06600	ZONE 8A SOUTH COASTAL WATER	(3,300)	-
07000	CLOVERDALE HEALTH CARE DISTRICT	(700)	-
07600	TOWN OF WIND-BLUEBIRD (LGT)	(100)	-
09100	TOWN OF WIND-STARR VIEW (LGT)	(100)	-
10000	MARIN-SONOMA MOSQ & VECTOR CTRL	(50,400)	(58,600)
10500	BITTNER LAND-LAND PERM RDS	-	-
10600	MILL CREEK LAND-LAND PRM RDS	(300)	-
10700	MIRABEL HEIGHTS-LAND PERM RDS	-	-
10800	MONTE ROSA DIV #1-LND PERM RDS	(100)	-
10900	PEAKS PIKE - LAND PERM RDS	(100)	-
11500	BAY AREA AIR QUALITY MGMT	(28,600)	(39,100)
11600	N S C AIR POLL CNTRL	(2,800)	(200)
12000	CAMP MEEKER REC&PARK	(1,400)	-
12100	DEL RIO WOODS REC&PARK	(1,600)	-
12200	MONTE RIO REC&PARK	(4,000)	-
12300	RUSSIAN RIVER REC&PARK	(7,400)	-
13000	GOLD RIDGE - LAND RES CONS	(600)	-
13200	SONOMA RESOURCE CONSERV DIST	(2,600)	(2,500)
13500	CAZADERO COMM SVC	(4,900)	-

County of Sonoma
Estimated Prop 13 (1%) Property Tax Reduction - Secured Tax Only
Sonoma Complex Fires

Tax Code	Agency	17-18 Estimated Reduction	18-19 Estimated Reduction
34300	SONOMA COUNTY JC	(1,016,600)	(1,108,900)
34400	SCHOOL SERVICE	(360,300)	(402,800)
35200	SCHOOL EQUALIZATION AID	(58,600)	(65,500)
40000	LAGUNA JT GENERAL	(800)	(1,100)
40100	UNION JT GENERAL	(800)	(1,000)
40101	LINCOLN (MARIN) AWUF Only	(700)	(1,000)
40300	MARIN CO SCHOOL SVC ADMIN	(3,200)	-
40500	SHORELINE JT UNIF GEN	(62,400)	-
40600	POINT ARENA HI GENERAL	(36,600)	-
40601	MANCHESTER (MENDOCINO) AWUF Only	(5,400)	(7,200)
40602	POINT ARENA ELEM (MENDOCINO) AWUF Only	(23,300)	(30,900)
40700	MENDO CO SCHOOL SVC ADMIN	(2,200)	-
40900	CALISTOGA JT UNIF GEN	(28,100)	(143,500)
41200	NAPA JT JR COLL GEN	(4,900)	(24,100)
41300	NAPA CO SCHOOL SVC ADMIN	(1,800)	(9,300)
42500	CLOVERDALE CITY	(42,700)	-
42800	COTATI CITY	(23,100)	-
43100	HEALDSBURG CITY	(59,300)	-
43500	PETALUMA CITY	(215,900)	-
43800	ROHNERT PARK CITY	(110,200)	-
44500	SANTA ROSA CITY	(512,600)	(1,721,100)
44900	SEBASTOPOL CITY	(37,200)	-
45000	SONOMA CITY	(65,400)	-
45100	SONOMA CITY ANNEX AREA	(2,400)	-
45400	TOWN OF WINDSOR	(98,500)	-
		<u>(16,127,200)</u>	<u>(18,012,800)</u>

Notes:

- 1) Estimate based on the Assessor's review of approximately 78% of damaged parcels
- 2) FY17-18 disaster value reductions are prorated from the event date to end of fiscal year (October 2017 - June 2018)
- 3) Pursuant to Revenue & Taxation Code Sections 96.2 and 4707, the estimate for FY17-18 (year of event) is to be apportioned using countywide AB8 factors
- 4) FY18-19 estimate based on value reductions by tax rate area and is consistent with impacts to FY18-19 Assessor's Certified Values
- 5) Estimate includes VLF Swap and does not include Unsecured & Supplemental Revenue losses
- 6) School estimates include a reallocation of AWUF

Provided by: Sonoma County Auditor-Controller-Treasurer-Tax Collector
Date: December 7, 2017

County of Sonoma
Estimated Prop Ad Valorem Property Tax Reduction - Secured Tax Only
Sonoma Complex Fires

Tax Code	Ad Valorem Description	17-18 Estimated Reduction	18-19 Estimated Reduction
06700	WS DAM-RUSSIAN RIVER PROJ	(112,900)	(126,000)
07400	SONOMA VLY HCD G.O. BONDS	(32,100)	(35,800)
18300	SANTA ROSA ELEM 1997 BOND	(43,400)	(48,500)
18302	SANTA ROSA ELEM 2002 BOND	(65,200)	(72,700)
18303	SANTA ROSA ELEM 2014 BONDS	(146,600)	(163,600)
18700	OLD ADOBE ELEM 1995 BONDS	(100)	(100)
18701	OLD ADOBE ELEM 2012 #19	(100)	(100)
18800	PINER-OLIVET 1995 BONDS	(128,600)	(143,500)
18810	PINER-OLIVET 2010 BONDS	(41,000)	(45,800)
19100	BELLEVUE ELEM 1996 BONDS	(800)	(800)
19108	BELLEVUE ELEM 2008 BONDS	(200)	(300)
19111	BELLEVUE ELEM 2008 QSCB	(200)	(200)
19120	BELLEVUE ELEM 2014 BONDS	(200)	(300)
19400	BENNETT VLY EL 1995 BONDS	(7,900)	(8,800)
19410	BENNETT VLY EL 2010 BONDS	(11,800)	(13,200)
20603	MARK WEST ELEM 2002 BONDS	(123,000)	(137,300)
20610	MARK WEST ELEM 2010 BONDS	(49,200)	(54,900)
24004	RINCON VLY ELEM 2004 BOND	(32,300)	(36,100)
24010	RINCON VLY ELEM 2014 BOND	(43,100)	(48,100)
36500	PETALUMA HIGH 1992 BONDS	(100)	(100)
36510	PETALUMA HIGH 2014 BONDS	(100)	(100)
36700	SR HIGH DIST BOND 1991	(353,100)	(394,100)
36702	SR HIGH DIST BOND 2002	(220,700)	(246,300)
36703	SR HIGH DIST BOND 2014	(294,200)	(328,500)
38700	HBG UNIF 1994/2002 BONDS	(200)	(300)
38705	HEALDSBURG UNIF 2016 BOND	(300)	(300)
38800	GEYSERVILLE UN 1995 BONDS	(100)	(100)
38808	GEYSERVILLE UN 2008 BONDS	(500)	(500)
38900	WINDSOR UNIF 1994 BONDS	(1,300)	(1,400)
38908	WINDSOR UNIF 2008 BONDS	(900)	(1,000)
38910	WINDSOR UNIF 2008 QSCB	(200)	(200)
38911	WINDSOR UNIF 2016 BONDS	(1,000)	(1,100)
39700	SONOMA VLY UNIF 1994 BOND	(30,300)	(33,800)
39710	SONOMA VLY UNIF 2010 BOND	(12,500)	(14,000)
39711	SONOMA VLY UNIF 2016 BOND	(44,300)	(49,500)
39900	SOCO JR COLLEGE 2002 BOND	(221,700)	(247,400)
39901	SOCO JR COLLEGE 2014 BOND	(364,000)	(406,700)
41400	NAPA COLLEGE BONDS	(7,000)	(7,800)
41500	CALISTOGA JOINT UNIF #3	(1,800)	(2,100)
41510	CALISTOGA JOINT UNIF 2010	(9,400)	(10,500)
		<u>(2,402,400)</u>	<u>(2,681,900)</u>

Notes:

- 1) Estimate based on the Assessor's review of approximately 78% of damaged parcels
- 2) FY17-18 disaster value reductions are prorated from the event date to end of fiscal year (October 2017 - June 2018)

Provided by: Sonoma County Auditor-Controller-Treasurer-Tax Collector
Date: December 7, 2017



Integrated Waste
Northern Sonoma County Air Pollution Control District
Road & Bridge Operations
Sonoma County Airport
Sonoma County Transit

Susan R. Klassen, Director

Deputy Director, Road & Bridge Operations: John McCarthy

Deputy Director, Integrated Waste, Airport, Transit: Johannes J. Hoevertsz

July 19, 2017

Camp Meeker Water System
PO Box 461
Camp Meeker, CA 95419

Occidental Community Services District
PO Box 244
Occidental, CA 95465

RE: 2017 Pavement Preservation Program—Delayed Roads (C17051)

The Sonoma County Department of Transportation and Public Works is starting the preparation of base mapping and preliminary design for the 2017 Pavement Preservation Program paving project. This project will involve an asphalt concrete overlay for the following road:

Road Name	Limits	Length
Bohemian Highway	Graton Road to Main Street	4.81 miles

Please send any mapping you may have which shows the approximate location of your facilities located underground, above ground, or overhead within those limits shown in the table above. Please send the mapping by July 31, 2017 to keep the project on schedule.

If you have any questions or need more information, please contact me at 565-2857 (email: Olguin.Caban@sonoma-county.org). Thank you for your assistance.

Sincerely,

Olguin Caban
Assistant Engineer

cc: Janice Thompson

✓ the dates
post mail stamp - 7-24
" " 8-14
recd - 8-17



Please prepare on your Agency letterhead

September 19, 2017

Ms. Susan R. Klassen
Attention: Olguin Caban
Department of Transportation and Public Works
2300 County Center Drive, Suite B100
Santa Rosa, CA 95403

Re: 2017-18 Pavement Preservation Program - Chip Seals and Overlays Project, C17051

Dear Ms. Klassen,

We understand that the County of Sonoma, Department of Transportation and Public Works, is planning a 0.20' Asphalt Concrete Overlay on Bohemian Highway in Camp Meeker during the spring of 2018. We further understand that the work will be impacting 29 water valves, 2 water meters, and 1 utility box owned by Russian River Utility. This letter is to request that the County include the adjustment of our facility in its construction contract.

We understand that the County will award the contract to the lowest responsible bidder and will open bids in the fall 2017. Camp Meeker Recreation and Park District agrees to pay the County the bid price for the adjust water valve, adjust water meter, and adjust utility cover items plus 10% for construction engineering and contract administration, and 10% for construction contingencies, after presented with an invoice from the County.

Sincerely,

Please have this signed by someone authorized to approve this cost.

The Camp Meeker Recreation and Park District Board seeking volunteer candidates to fill an anticipated director opening on the Board. The initial commitment to the Board would be for a two-year term; and, as this individual is an elected official, the law requires that the District's directors be registered voters in Camp Meeker. The Board administers the recreation and rental facilities of the District that include programs of community recreation to improve the quality of life and management of the Camp Meeker Water System operations.

The Board is dedicated to transparency and seeing that the community's best interest is served. Additional information about the District is available at www.campmeeker.org. Interested individuals may submit a letter of application that includes a statement of how the individual will help contribute to the Board's guidance of the District. Applications can be mailed to P.O. Box 461, Camp Meeker, 95419 or submitted by email to: admin@campmeeker.org by March 1, 2018. The selection process will be completed at the March 20, 2018 Board meeting.

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2000 POLICY TITLE: BOARD OF DIRECTORS

2000.1 A legislative body known as the board of directors shall govern the District. The board of directors shall establish policies for the operation of the District. The board of directors shall provide for the faithful implementation of those policies.

2000.2 The board of directors consists of five members. No person shall be a candidate for or be appointed to the board of directors unless he or she is a voter in the district.

2000.3 The term of office of each member of a board of directors who has been elected or appointed to a fixed term of four years. Directors shall take office on the first Friday of December following their election.

2030 POLICY TITLE: BOARD OFFICERS

2030.1 The officers of the District shall be a President, a Vice President, and a Secretary-Finance Officer of the Board. To insure consistent District operations, Officers shall serve for a two-year period; and, shall rotate in a manner determined by the Board. The District may also, from time to time, appoint such other officers and agents, counsel and employees, permanent and temporary, as it may require, and fix and determine their qualifications, duties and compensation.

The officers of the District shall perform such duties, and functions as, may from time to time, be required by the District, or the Bylaws, or rules and regulations of the District, or by law.

Board-elect succession shall take place at the first regularly scheduled meeting after the County of Sonoma elections office certifies the election.

Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff before meetings. Information that is exchanged before meetings shall be distributed through District Staff or District Counsel and all Directors will receive all information being distributed.

2030.20 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

2030.30 Directors shall defer to the Board President for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda.

2030.40 Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting that the item is discussed (including, if desired, a position on abstention or dissenting vote).

2030.50 Directors shall recuse from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

2040 POLICY TITLE: BOARD PRESIDENT

2040.10 The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting; introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

2040.20 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

2040.30 The President, Vice President and Secretary-Finance Officer shall be elected every two- years at the first meeting in January.

2040.40 Should the offices of President or Vice President become vacant, the Board shall elect a successor at the next regular meeting or at a special meeting called for that purpose and such election shall be for the unexpired term of that office.

2040.50 The President shall preside over and conduct all meetings of the Board and hearings before the Board using the latest Robert's Rules of Order as a guideline for meeting protocol. The President shall carry out duties as required or imposed by law or a majority vote of the Board. In so doing, the President shall have the following powers and responsibilities:

- 1.) to assure that business of the Board is conducted in an orderly and businesslike manner and to enforce reasonable rules of decorum;
- 2.) to appoint committees as soon as practical following an election and modify appointments to internal or external committees or organizations at any time;
- 3.) to follow the prepared agenda unless the Board concurs to changes;
- 4.) to set reasonable limits upon the length of time a member of the public may speak at meetings;
- 5.) to recognize Board Members who wish to be heard and allow them the opportunity to speak without interruption, in order to completely convey their position.
- 6.) To restate, where necessary, and to put to a vote all questions properly before the Board and to announce the result of each vote;
- 7.) to request termination of debate after there has been reasonable opportunity for full discussion of any issue and further debate would be needlessly repetitive or otherwise not useful, and where proper, to put the matter to a vote;
- 8.) to rule out-of-order any comment by Board Members, staff, or members of the public not germane to the issue before the Board.
- 9.) To declare the meeting adjourned if in his/her judgment an emergency exists requiring adjournment;
- 10.) to authenticate by signature official records of the District and to sign letters of support or opposition to legislators when time does not allow for consideration by the full Board.

11.) The President's authority is granted by the full Board and he/she represents the full Board in any public announcements, and should speak on behalf of the Board only in support of the decisions of the full Board.

12.) When representing the Board at meetings or events other than ceremonial and those assigned as a committee representative, the President shall notify the full Board prior to the meeting or event;

13.) the President shall have the same rights as the other members of the Board to vote, introduce motions, and participate in discussion.

2040 POLICY TITLE: DUTIES OF VICE -PRESIDENT

2040.60 The Vice President shall exercise the duties of the President if the President is absent or unable to act.

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