

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

Tuesday, December 16, 2008, 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
 - A. Approval of Minutes
 - 1. Minutes of November 18, 2008
 - B. Payment of Claims
 - C. Administrative and Financial Report
- VII. PUBLIC HEARING
 - A. PUBLIC HEARING

The Board will take and review public comment on Proposed Changes to the Water Code (Ordinance #7). The changes will include new provisions for suspension of service due to non use or illegal use, and provisions prohibiting resale of water.
 - B. CLOSE PUBLIC HEARING
- VIII. ACTION AGENDA
 - A. ADOPTION OF CHANGES TO THE WATER CODE—ORDINANCE #7

DESCRIPTION: Following the taking of Public Comment, as set forth above, the Board will review for adoption changes to its Water Code—Ordinance #7. The changes will include new provisions for suspension of service due to non use or illegal use, and provisions prohibiting the resale of water.
PROPOSED ACTION: The Board may/may not adopt changes to the Water Code—Ordinance #7. If adopted, the Board will direct staff to publish the change.

B. UPDATE: DAM REMOVAL/CREEK RESTORATION PROJECT

DESCRIPTION: A report on the progress of the Dam Removal/Creek Restoration Project will be presented.

PROPOSED ACTION: This is a report item only. No action will be taken.

C. APPROVAL OF DRAFT AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR ENDED JUNE 30, 2008.

DESCRIPTION: The Board Treasurer will present an overview of the draft financial statements and direct the auditor to make changes for clarification purposes.

PROPOSED ACTION: The Board may/may not approve the draft statements and direct the auditor to publish the District's audited financial statements for the fiscal year ended June 30, 2008.

D. REC & PARK DISTRICT POTENTIAL PROJECTS

DESCRIPTION: The Board will review the list of potential projects prepared at the November meeting, prioritize tasks and identify who is working on each project.

PROPOSED ACTION: None. This is a discussion item only.

E. CMRPD COMMUNITY COMMUNICATIONS

DESCRIPTION: The Board will continue the discussion of how to inform the community of CMRPD business. Discussion of possible updates to website and newsletter.

PROPOSED ACTION: None. This is a discussion item only.

VIII. MONTHLY REPORT OF WATER SYSTEM OPERATOR

DESCRIPTION: Water System Operator will report on operations for the current month.

IX. DIRECTORS REPORTS

XI. ADJOURNMENT

How to Get an Item on the Agenda

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 2nd 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. Be sure to include your name, address and phone number. Anonymous submissions will not be considered for discussion.

Regular Public Meeting
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Tuesday, November 18, 2008, 7:00 pm
ANDERSON HALL, 101 LAKESIDE
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- I. Call To Order
The meeting was called to order by President Crawford at 7:05 p.m.
- II. Roll Call
Directors Crawford, Helfrich, Meyer and Anderson were present. Director Lemmer was absent.
- III. Approval Of Agenda
A motion was made by Gary Helfrich, seconded by Cathie Anderson to approve the agenda as written.
The motion was approved. Ayes: 4 Noes: 0 Absent: 1
- 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. Minutes of October 21, 2008
A motion was made by Fred Meyer, seconded by Gary Helfrich to approve the minutes of the October 21, 2008 meeting as submitted.
The motion was approved. Ayes: 4 Noes: 0 Absent: 1
 - B. Payment of Claims
After discussion of an item for repairs to Anderson Hall by Ken Wason, a motion was made by Fred Meyer, seconded by Gary Helfrich to approve Warrant request G2008/2009-005 (R&P fund) \$7,687.81 and W2008/2009-005 (Water) \$14,149.88
The motion was approved. Ayes: 4 Noes: 0 Absent: 1

C. Administrative and Financial Report

Ms. Doran-Girard read a letter of opinion from District Counsel, Malcolm Manwell regarding Internet agenda posting – Brown Act vs. Bagley-Keene Act. Attorney Manwell stated that the applicable law for local agencies that applies to the CMRPD is the Brown Act (Govt. Code Section 54950 et seq.) Section 54957.5 relates to agenda distribution and clearly makes agenda posting to the Internet optional. The Board directed that a copy of this letter be attached to the minutes of this meeting.

Ms. Doran-Girard also advised that OCSD had been billed \$13,345.00 for the payments due on the loan of \$125K per the terms of Resolution 2005-003A. She further advised that per discussion with District Counsel Manwell, Hal Wood will handle discussions with OCSD Board regarding note signatures, etc. Additional miscellaneous correspondence was reviewed and the Board was advised that the yearly audit is still in process.

VII. ACTION AGENDA

A. UPDATE: DAM REMOVAL/CREEK RESTORATION PROJECT

DESCRIPTION: Gary Helfrich reported regarding the November 15 “Dam Walk” meeting and briefly reviewed the plans with GRRCD. The impact of construction on Anderson Hall rentals was discussed and communication has been initiated with the Lakeside and Front Street residents. Aimee Crawford reported that the NOAA grant is moving forward and funds will be received as soon as possible.

ACTION: No action was taken.

B. AMENDMENT TO THE CAMP MEEKER WATER CODE

DESCRIPTION: The Board reviewed the District Counsel’s final draft of an ORDINANCE amendment to ORDINANCE #7, to incorporate a policy for suspended connections and unauthorized water use.

ACTION: There were no recommended revisions at this meeting and the Board directed staff to arrange for the appropriate noticing and set the hearing date for a public hearing and adoption of the amendments for the December 16, 2008 Board meeting.

C. PROVIDE WATER TO COMMERCIAL WATER HAULERS/ENVIRONMENTAL BENEFITS.

DESCRIPTION: The Board discussed a report from Hal Wood relative to various aspects of providing water to commercial water haulers and contingent environmental benefits. Mr. Wood explained that this would preserve the Camp Meeker water right as this is a “use it or lose it” system and not using the CM allocation will make the District extremely vulnerable ten years down the line when the water right is reviewed. Hypothetically, If the district did not use it’s allocation, the allocated water could be reduced up to 60% and Camp Meeker might end up hauling water.

ACTION: No action was taken and Mr. Wood will discuss further with OCSD.

D. REC & PARK DISTRICT POTENTIAL PROJECTS

DESCRIPTION: The Board discussed a list of potential projects for organizational purposes.

ACTION: This was a discussion item only.

E. CMRPD COMMUNITY COMMUNICATIONS

DESCRIPTION: The Board discussed how to inform the community of CMRPD business. It was agreed that the present format of the newsletter is redundant as the minutes are available on the CM website. The present Board would prefer to have the newsletter announcement driven and perhaps be web-based. Aimee Crawford will further explore these issues and discussion will continue at the next meeting.

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

F. ANDERSON HALL CLEANING CONTRACT

DESCRIPTION: The Board considered a contract with Cleaning by Sally to provide cleaning services for Anderson Hall at a cost determined by type of event. It was agreed that the contract should be amended to reflect no late charges and that a cleaning fee will be added to rental costs.

ACTION: A motion was made by Gary Helfrich, seconded by Aimee Crawford that the Board authorize Fred Meyer, Board Secretary, to execute an agreement with Cleaning By Sally for cleaning services for Anderson Hall at a cost of determine by type of event. Payment for services will be due by the last day of the month following service. The agreement will reflect no late charges to be assessed.

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

VIII. MONTHLY REPORT OF WATER SYSTEM OPERATOR

DESCRIPTION: Hal Wood, Water System Operator reported regarding operations for the current month and advised that all has gone well.

IX. DIRECTORS REPORTS

Gary Helfrich reported that a new septic system has been installed at the firehouse.

XI. ADJOURNMENT

As there was no further business to be brought before the Board at this time, a motion was made by Gary Helfrich, seconded by Cathie Anderson to adjourn the regular meeting of the Board of Directors of the Camp Meeker Recreation and Park District.

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

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Cheryl Doran-Girard

Rev. 12/12/2008

Camp Meeker Recreation & Park DistrictWarrant # [G2008/2009-006](#)

Vendor #	Vendor	SubObj	Amount	Explanation
456160	AT&T	6040	73.54	11/08 Telephone
456478	McPhail's	7201	78.04	Propane-Anderson Hall
456112	Anderson, Cathie	5913	30.00	Dir Fee-December
456121	Larry Johnson, CPA	6630	1,610.00	6/30/08 Audit-Final
456181	AT&T	6040	35.10	11/08 LD
456010	PGE	7320	96.04	10/08 Electric
456011	Pacific Telemanagement	6040	53.00	Pay-And Hall
456020	Camp Meeker Water	7202	81.26	11/08 Wtr
456102	West Sonoma County Disposal	7202	243.87	Waste Removal
456171	Perry, Johnson, Anderson	6610	1,844.75	Legal-November 08
456480	Doran-Girard, Cheryl	6631	920.00	11/08 Consulting
456480	Doran-Girard, Cheryl	6400	15.04	Photocopies
456480	Doran-Girard, Cheryl	6410	7.56	Postage
456480	Doran-Girard, Cheryl	6400	21.88	Office Supplies
456180	Crawford, Aimee	5913	30.00	Nov Dir Fee
456168	Sonoma County Tax Collector	6300	350.00	Flat Chgs. Inc Prop

5,490.08

Camp Meeker Recreation & Park District**Warrant # W2008/2009-006**

Vendor #	Vendor	SubObj	Amount	Explanation
456167	Russian River Utility	6540	4,481.50	Contract-December
456121	Larry Johnson, CPA	6630	2,415.00	Audit 6/30/2008
456171	Perry, John, Anderson	6610	2,358.50	Legal-November
456480	Doran-Girard, Cheryl	6631	1,380.00	11/08 Consulting
456480	Doran-Girard, Cheryl	6430	22.55	Photocopy
456480	Doran-Girard, Cheryl	6400	32.81	Office Supplies
456480	Doran-Girard, Cheryl	6300	43.08	RRU-TY
456480	Doran-Girard, Cheryl	6800	313.40	Public Notice #7

11,046.84

Camp Meeker Recreation & Park--Water Operations			12/12/08		
BUDGETED FINANCIAL STATEMENT 6/30/2008					
Income		BUDGET	AMOUNT	BALANCE	%
1001	Flat Charges	126,000	-	126,000	0.00%
1007	Flat Charges-CY Secured -July	-	-	-	
1061	Flat Charges-Prior Year	-	-	-	
1700	Interest--Pooled Cash	750	1	749	0.14%
1460	Water Permit Fees	-	-	-	
2900	OCSD Note Payment	-	6,723	(6,722.50)	
4031	Sale-Water	-	-	-	
4032	Sale-Water Residential	123,660	56,025	67,635	45.31%
4106	Refunds	-	-	-	
4109	Outdate/Cancel Warrants	-	-	-	
4620	Transfer W/In Fund	-	2,135	(2,135)	
	Total Revenues	250,410	64,884	185,526	25.91%
Operating Expenditures		BUDGET	AMOUNT	BALANCE	%
5940	Worker Compensation	400	291	109	72.75%
6040	Communications	1,500	-	1,500	0.00%
6100	Insurance	5,000	-	5,000	0.00%
6140	Maintenance-Equipment	-	-	-	
6150	Maintenance-Hydrants	1,500	-	-	0.00%
6280	Memberships	300	-	300	0.00%
6300	Miscellaneous Expense	1,000	145	855	14.55%
6400	Office Expense	750	215	535	28.67%
6410	Postage Expense	150	8	142	5.33%
6430	Printing Services	150	114	36	75.74%
6461	Supplies/Expenses	150	-	150	0.00%
6521	County Services	3,950	-	3,950	0.00%
6530	Repairs	-	-	-	
6540	Contract Services	88,275	41,260	47,015	46.74%
6580	Conventions & Meetings	150	-	150	0.00%
6587	LAFCO Operating	600	393	207	65.45%
6610	Legal Services	20,000	5,937	14,063	29.68%
6630	Audit/Accounting Services	5,500	4,830	670	87.82%
6631	Bookkeeping Services	17,500	9,528	7,972	54.45%
6637	Administration Cost	650	-	650	0.00%
6800	Public Legal Notices	500	1,174	(674)	234.76%
7005	Election Expense	-	-	-	
7320	Utilities	6,500	3,544	2,956	54.52%
7335	Storm Damage	-	-	-	
	Total Services/Supplies	154,525	67,148	85,477	43.45%
Fixed Assets:		BUDGET	AMOUNT	BALANCE	%
8452	Damages	-	-	-	
8500	Land	-	-	-	
8511	Remodel/Rehab	-	-	-	
8515	Engineering Services	-	-	-	
8560	Equipment	15,000	3,266	11,734	21.77%
8620	Transfers W/I A Fund	126,000	-	126,000	0.00%
		-	-	-	
	Total Fixed Assets	141,000	3,266	137,734	2.32%
9000	Appropriation For Contingency	-	-	-	
	Total Budget	295,525	70,413	223,212	23.83%

Camp Meeker Recreation & Park District

Warrant # D2008/2009-001

Vendor #	Vendor	SubObj	Amount	Explanation
456171	PERRY, JOHNSON, ANDERSON	6610	125.00	Legal-Dam Restoration

125.00

CMRPD Water Code Proposed Changes

Section 4.8 Suspension of Connection

A connection shall be considered suspended if:

- a) Permits to reconstruct an existing use destroyed or otherwise rendered not usable by fire, wind, earthquake, landslide or other natural disaster are not applied for within 12 months of the loss, or;**
- b) The connection has been locked off for non-payment or unauthorized use for a period of 12 months or more.**

When the District finds that a connection has been suspended, the property owner shall be notified by registered mail and given 30 days to either apply for the appropriate permits, and/or pay in full any charges or fines due. Failure to comply will result in the connection being declared suspended, and the property removed from the tax rolls and customer list. Reconnection of a suspended connection shall require an application for new service under the provisions of Section 2.1.

Section 7.11 Conditions for Re-sale of Water

A property owner may take service from one or more meter connections for use of multiple domestic, commercial, or industrial services all within one property under similar ownership (i.e. shopping center, motels, hotels, park, condominium, business park). However, the charges attributed to water use on the rent or lease shall not exceed the then current District rates and charges, plus any reasonable administration charge for billing and collection. Any violation of this section is subject to discontinuance of service, after a hearing and determination by the Board of Directors.

The resale of water as a manufactured product, soft drink, processed water or other liquid product is not subject to this section.

Customers of the District may not provide or resell District water for use outside of the property served by their individual meter connection, even if owned by the same property owner. If the water system operator or any other party discovers evidence that district water is being provided in violation of this section, this evidence shall be provided to the District, and a notice of violation shall be sent by certified mail both the party providing water and the party receiving water. Both the party providing and receiving District water shall be subject to immediate discontinuance of water service, and a fine of up to \$50. for each day that water is provided in violation of this section.

CAMP MEEKER RECREATION AND PARK DISTRICT PROJECTS LIST
November 18, 2009

1. Bus Stop
2. Anderson Hall Kitchen
3. Water Conservation (Rates and Incentives)
4. Water Conservation
5. Water Hauling
6. Wastewater Subcommittee/Storm water
7. Maintenance List For Water System
8. Chipper Day
9. Disaster Evacuation Plan
10. 5-Year Capital Replacement Plan (Water System)
11. Dam/Creek Restoration
12. Electronic Document Management System
13. Outreach Planning
14. Tower Road Bridge-FEMA
15. DPW Liaison
16. District Office Organization and Management
17. Post Office Street Light
18. Parking Lot Guard Rail
19. Post Office Rental
20. Tax Sale Parcels
21. St. Dot's Chapel Property

