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**REGULAR MEETING
CAMP MEEKER RECREATION AND PARK DISTRICT
OF THE BOARD OF DIRECTORS
MEETING AT 101 LAKESIDE, CAMP MEEKER
May 20, 2025 MINUTES**

I. CALL TO ORDER

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

II. ROLL CALL

Directors Helfrich, Larson, McDaniel, and Almquist were present. Director Bell-Alper was absent.

III. APPROVAL OF AGENDA

The motion was made by Director McDaniel, and seconded by Director Val Larson to approve the agenda as posted.

Director	Ayes	No	Abstain	Absent
Bell-Alper				x
Helfrich	x			
Larson	x			
McDaniel	x			
Almquist	x			

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

The motion was approved.

IV. STATEMENTS OF ABSTENTION

There were no statements of abstention.

V. PUBLIC COMMENT

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. Cathy Anderson stated that she did not receive the agenda via email and that she had difficulty accessing the information online. The Board acknowledged the issues and committed to improving packet distribution.

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VI. CONSENT ITEMS

A. Approval of Minutes

1. April 15, 2025 Minutes

A motion was made by Director McDaniel, and seconded by Director Larson to approve the minutes of April 15, 2025 as written.

Directors voted yes.

Director	Ayes	No	Abstain	Absent
Bell-Alper				X
Helfrich	X			
Larson	X			
McDaniel	X			
Almquist	X			

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

The motion was approved.

B. Payment of Claims

A motion was made by Director Larson, and seconded by Director Almquist to approve the May 20, 2025 warrant request 2024/2025- as follows:

2024-2025-11	RP-April 2025	\$3,731.63
\$38,757.60	Water-April 2025	\$35,025.97

Checks issued: Wells Fargo Bank Operating Checks 2663-2667 in payment of District expenses for the current month. Check 1043 issued to RRU for SCADA.

Director	Ayes	No	Abstain	Absent
Bell-Alper				X
Helfrich	X			
Larson	X			
McDaniel	X			
Almquist	X			

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

The motion was approved.

C. Administrative and Financial Report

Katie Sherwin reported that she is still in the process of learning how the administrative operations function and is open to all input. There was a private event at Anderson Hall over the prior weekend which was successful, and also an opportunity to see where the rental processes need improvement.

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VIII. REPORT OF THE WATER SYSTEM OPERATOR

A. System Operations.

Stephanie of Russian River Utility staff reported that the water system is functioning as normally and noted that fire fuel management and abatement had been completed at the tanks. In the future, invoices will have a clearer description. XiO system is up and running (although not at Alliance yet). RRU will provide an update when we can access the information.

IX. ACTION ITEMS

VIII. ACTION ITEMS

A. CROSS CONNECTION CONTROL POLICY – Russian River Utility
(Gary Helfrich/John McDaniel, 10 minutes)

DESCRIPTION: The Cross-Connection Control Policy Handbook requires that all public water systems submit a Cross-Connection Control Plan to their local District or LPA office by July 1, 2025, to protect drinking water from backflow hazards. Russian River Utility (RRU) has prepared a draft ordinance to help meet these requirements, including a hazard assessment, backflow prevention rules, a community questionnaire, and a plan submission.

ACTION: Director Helfrich proposes modifying the questionnaire prepared by RRU for Camp Meeker. A motion was made by Director McDaniel, and seconded by Val Larson, that Director Helfrich modify the questionnaire provided by RRU and create a draft of the CCCP for the next Board meeting. RRU would like to have it in place by 7/1/25.

B. DDW SANITARY SURVEY (Gary Helfrich, 5 minutes)

DESCRIPTION: Review the findings of the Division of Drinking Water's Sanitary Survey conducted on October 15, 2024 by the State Water Resources Control Board.

ACTION: A motion was made by Director McDaniel, and seconded by Director Almquist, to authorize RRU to engage Bell and Race to start preliminary investigations of processes involved with resurfacing the tank, and explore adding a second tank at Morelli to ensure that water flow is not interrupted.

C. HORACE WHITE, PARCELS 075-143-003-000 AND 075-143-002-000 WATER

CONNECTION DESCRIPTION: Horace White is requesting water hook ups for two lots at 98 and 102 Market St, adjacent to the property he owns.

ACTION: The board advised that the water code prohibits the installation of water meters on undeveloped lots and that Mr White would need to present the board with a building permit in order to qualify for the installation of a meter.

D. VANESSA APODACA - REQUEST TO INSTALL GROUP MAILBOXES ON
CMRPD PROPERTY

DESCRIPTION: Vanessa Apodaca has requested review of her proposal to install group

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mailboxes on CMRPD property that will be easily accessible for the post carrier.

ACTION: The Board would like to see the information of a possible external mail box system more broadly disseminated. They may or may not take further action.

E. CMRPD BOARD OF DIRECTORS STUDY SESSION (John McDaniel, 5 minutes)

DESCRIPTION: The Board will discuss and consider scheduling an open study session to review and discuss internal administrative functions, workflow processes, and potential enhancements to board operations.

ACTION: A motion was made by Director McDaniel, and seconded by Director Almquist to have the Administrator coordinate with Board members and schedule the Study Session.

F. ESTABLISH FOREST MANAGEMENT PLAN SUBCOMMITTEE

(Gary Helfrich/Staff, 5 minutes)

DESCRIPTION: As a condition of the funding and subsequent purchase and transfer of the Camp Meeker Forest Open Space Preserve, Sonoma County Agricultural Preservation and Open Space District requires a Forest Management Plan to be developed by the Camp Meeker Recreation and Park District and submitted for approval within the first year following acquisition. The Board will establish a subcommittee to develop a Forest Management Plan to be submitted to Ag & Open Space.

ACTION: A motion was made by Director Helfrich, and seconded by Director McDaniel, to create a subcommittee consisting of Director Helfrich and Director Almquist to develop the forest management plan, submit and report on grant administration, and perform community outreach.

G. DISTRICT ACCOUNTING SERVICES (Staff, 5 minutes)

DESCRIPTION: Victoria Mwangi of VM Accounting Services has submitted a preliminary proposal to assume the administration of the District's bookkeeping functions. Victoria would like to introduce herself and outline her professional qualifications

ACTION: Director McDaniel made a motion, which was seconded by Director Helfrich, to enter into a 90-day agreement with Victoria. The intention is to allow a period for all necessary details to be finalized, after which the contract will be revisited and revised accordingly.

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. Wonderland Radio Hour live from the Monte Rio Theater on 5/31, dedicated to Camp Meeker. There will be a discussion on our land acquisition with Dewey Watson and Director John McDaniel

PROPOSED ACTION: No action or discussion to take place

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XI. ADJOURNMENT

As there was no further business to be brought before the Board at this time, a motion was made by Director Valery Larson, and seconded Director Gary Helfrich that the May 20, 2025 meeting of the Camp Meeker Recreation and Park District Board of Directors be adjourned.

Director	Ayes	No	Abstain	Absent
Bell-Alper				X
Helfrich	X			
Larson	X			
McDaniel	X			
Almquist	X			

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

The meeting adjourned at 7:51 p.m.

Respectfully submitted,

Katie Sherwin