

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

Tuesday, December 15, 2009, 7:00 pm
ANDERSON HALL, 101 LAKESIDE
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

The meeting was called to order by Jeffrey Fawcett, Board President, at 7:00 p.m.

II. ROLL CALL

Present were Directors Fawcett, Anderson, Ming, Murchison and Watson. District Counsel Malcolm Manwell was also in attendance.

III. APPROVAL OF AGENDA

A motion was made by Mike Ming, seconded by Cathie Anderson to approve the agenda as written.

The motion was unanimously approved.

IV. STATEMENTS OF ABSTENTION

There were no statements of abstention.

V. PUBLIC COMMENT

There was no public comment.

CONSENT ITEMS

A. Approval of minutes

As there were no additions, deletions or corrections to the minutes of November 17, 2009, a motion was made by Cathie Anderson, seconded by Seth Murchison to approve the minutes of the November 17, 2009 meeting of the Board of Directors.

The motion was unanimously approved.

B. Payment of claims

Jamie Dunton of Russian River Utility, advised a reduction to the Intertie-Union Park costs to \$985.56. After discussion, a motion was made by Mike Ming, seconded by Cathie Anderson to approve warrant requests G2009/2010-006 R&P (December) \$5,440.81, W2009/2010-006 Water (December) \$11,483.88, W2009/2010 Water (Alliance Hydrant) \$4,319.99, and D2009/2010-005 Dam/Creek \$345.00.

C. Administrative and financial report

Cheryl Doran-Girard advised that the final audit reports have been received and will be distributed to appropriate lenders and government agencies. Secondly, she informed the Board that correspondence had been received from the State Controller's Office regarding the non-receipt of the 6/30/2009 report. In the course of discussion of file transfer protocol process to the state, the Controller's office staff member, Perala Nolasco, disclosed that there had been a problem in the State's computer network for several days including 9/26/09--the District's date of submission. Documentation of electronic transmittal was provided as well as copies of the Federal Express signature for delivery of the confirmation documents. A confirming e-mail has been received from Ms. Nolasco at the State Controller's office reflecting receipt of the District's report and confirming information.

Ms. Doran-Girard informed the Board regarding other pending matters that include anticipated receipt of funds from the Bond Counsel for the tax payments, increase in the rate charged for waste removal, status of the Anderson Hall telephone problem, education and training materials and AB1234 Ethics training requirements, and the holiday schedule for the County of Sonoma offices.

VII. REPORT OF THE WATER SYSTEM OPERATOR

Jamie Dunton of Russian River Utility reported that systems operations are doing well despite the recent system break. Jeff Fawcett inquired as to whether the level of water delinquencies is higher than usual and discussion regarding the delinquent accounts receivable ensued.

VIII. UNFINISHED AND CONTINUING BUSINESS

A. UPDATE DAM PROJECT PROGRESS

DESCRIPTION: The Board reviewed of status of Dutch Bill Dam Project and it was agreed that Jeffry Fawcett would meet with Lisa Huelette of Gold Ridge Resource Conservation to discuss future tasks and activities.

ACTION: No action was taken.

B. ARMAND GIRARD GROVE AND ARBORIST FOR REDWOOD TREES

DESCRIPTION: Carolyn Risley provided the Board with a preliminary family address and advised that a sign has been placed in the remaining trees. She expressed her appreciation to the Board for their response to this situation. Cathie Anderson will remain as Board contact for the Armand Girard family. The Board will gather further information and continue to review arborist recommendation materials and discussions with the family of Armand Girard regarding an appropriate memorial replacement.

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

C. WATER MAIN REPAIR-TOWER BRIDGE

DESCRIPTION: Jeff Fawcett detailed the background/history of the needed repairs to the 8" pipe at the Tower Bridge for the Board. Board members and Jamie Dunton discussed the progress of the permanent repairs to the 8" pipe at the Tower Bridge. It was agreed that Russian River Utility should consult with the engineer to insure that appropriate replacement materials and action be taken.

ACTION: The Board did not take further action regarding the permanent repairs.

VIII. UNFINISHED AND CONTINUING BUSINESS (Continued)

D. ANDERSON HALL RENOVATIONS & DISTRICT OFFICE MAINTENANCE AND REPAIRS

DESCRIPTION: Cathie Anderson advised the Board regarding the progress of the kitchen renovations at Anderson Hall and the heating repair issues at the District office.

She stated that Tom Gonella has installed the grease trap and kitchen renovations continue.

Provider is waiting for county permits.

She is working on replacement of the heater at the District office.

ACTION: No action was taken.

E. PARKING LOT GUARDRAILS

DESCRIPTION: The Board reviewed the status of repairs to the Recreation & Park District parking lot guardrails and Mike Ming recommended that the log be planed to insure that it won't roll down the embankment.

ACTION: No action was taken.

IX. NEW BUSINESS

A. FIRE PREVENTION

DESCRIPTION: Director Ming presented a detailed overview of fire prevention issues. He discussed strategies and actions the District can be taken to reduce fire danger, in particular development of a fire management plan. It was agreed that this will be an ongoing agenda item and Director Ming will provide a list of action items to include an evacuation plan to define a fire management plan for Camp Meeker. Jeff Fawcett will be liaison with St. Dot's. Cathie Anderson asked that grant funding explored. District Counsel Malcolm Manwell cautioned that any action to be taken in this regard could apply only to property owned by the Recreation and Park District.

ACTION: No action was taken.

B. WATER LINE BREAK

DESCRIPTION: Director Fawcett explained the purpose of this item is a.) to determine technically what occurred; and, b.) to discuss the communications issues thereto. He advised that Brelje and Race, the engineers who designed the system, are in the process of preparing a written report that, when complete, will be sent to State agencies and the Camp Meeker Board. Jamie Dunton of Russian River Utility stated that there was a catastrophic failure of a 4" PVC pipe at Alliance Redwoods and described the ensuing impact on the system. There was discussion as to the financial responsibility for the failure on the part of the contractor that built the system. When advised of the repair cost, District Counsel Manwell informed the Board that the cost to recover including legal fees and possible litigation could be far in excess of the repairs. At the conclusion of this discussion, President Fawcett called for a motion to approve warrant request in payment of repair costs.

A motion was made by Cathie Anderson, seconded by Lynn Watson to approve warrant request W2009/2010-008 Water for Pipeline Repair in the amount of \$5,387.55.

The motion was unanimously approved.

Jamie Dunton then described the communications issues surrounding the event and after discussion, it was agreed that a meeting would be held with the water operator, engineers and board representative to discuss and develop a system to insure appropriate communication lines in the future.

ACTION: The Board directed that a follow-up meeting be held with the appropriate parties to report at the next regular Board meeting.

C. CAMP MEEKER SUPPER CLUB

DESCRIPTION: Seth Murchison presented an overview of the concept. Discussion of short term and long term plans, including possible test run in January 2010 to be put on as a private venture. District Counsel Manwell cautioned adequate review of jurisdiction, liability on the part of the District, and any conflict of interest issues.

ACTION: No action was taken.

D. BOHEMIA RANCH-WATERFALL PARK

DESCRIPTION: Presentation of letter of support addressed to Supervisor Carrillo for creating public land. Request for contribution by the District to fund for purchase the land.

ACTION: The Board tabled this item until the January 19, 2010 meeting.

E. FINANCIAL REPORTS

DESCRIPTION: Proposal to revamp financial reports to increase accessibility.

ACTION: This item was postponed until January 2010.

XI. 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.

Director Anderson informed the Board that a key for Anderson Hall is to be placed in the District Office for emergency purposes. She also stated that she felt Jamie Dunton explained the water event clearly and practically.

Director Fawcett informed the Board that the St. Dot's land purchase is complete.

XII. ADJOURNMENT

There being no further business to be addressed by the Board at this time, a motion was made by Seth Murchison, seconded by Cathie Anderson to adjourn the regular meeting of the Board of Directors of the Camp Meeker Recreation and Park District.

The meeting adjourned at 9:32 p.m.

Respectfully submitted,

Cheryl Doran-Girard