

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

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

I. CALL TO ORDER

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

II. ROLL CALL

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

III. APPROVAL OF AGENDA

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

The motion was unanimously approved.

IV. OFFICER ELECTION: BOARD PRESIDENT

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

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

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

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

V. STATEMENTS OF ABSTENTION

There were no statements of abstention.

VI. PUBLIC COMMENT

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

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

## VII. CONSENT ITEMS

### A. Approval of minutes

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

The motion was approved.

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

### B. Payment of claims

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

The motion was approved.

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

### C. Administrative and financial report

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

## VIII. REPORT OF THE WATER SYSTEM OPERATOR

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

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

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

## IX. UNFINISHED AND CONTINUING BUSINESS

### A. BOARD SUB-COMMITTEE ASSIGNMENTS

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

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

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

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

ACTION: Director Murchison will explore a quote to repair.

C. WEBSITE DEVELOPMENT

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

ACTION: The Board did not direct further action.

D. PORTABLE TOILET AT FIREHOUSE

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

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

The motion was approved.

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

E. DISTRICT OFFICE HEATER AND CLEANING

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

ACTION: The Board took no action.

IX. NEW BUSINESS

F. PAY PAL ACCOUNT

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

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

The motion was approved.

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

G. BOARD RESPONSIBILITIES AND TASK LIST

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

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

The motion was approved.

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

## H. HISTORY PROJECT: REQUESTS FOR ACTION

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

### DESCRIPTION:

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

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

The motion was approved.

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

## I. DISTRICT LIABILITY: INSTALLATION OF PARKING STOPS

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

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

## J. CHENOWETH LAND ACQUISITION

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

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

## XI. DIRECTORS’ REPORTS

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.

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

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

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

XII. ADJOURNMENT

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

The motion was approved.

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

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

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