Regular Meeting of the Board of Directors
Camp Meeker Recreation and Park District
November 17, 2026, 7:00 p.m.
Anderson Hall, 101 Lakeside Ave., Camp Meeker, CA 95419
www.campmeeker.org

AGENDA

Members of the public may participate in the meeting in person or via Zoom.
Zoom Meeting: https://us02web.zoom.us/j/81180080842
Meeting ID: 811 8008 0842
Dial-in (audio only): +1 (669) 444-9171 – Enter Meeting ID: 811 8008 0842
In compliance with the Americans with Disabilities Act, persons requiring disability-related accommodations or modifications may contact Katie Sherwin at (707) 874-9246 or admin@campmeeker.org. Requests made at least 48 hours in advance will help the District make reasonable accommodations.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **STATEMENTS OF ABSTENTION**
5. **PUBLIC COMMENT**
   Members of the public may address the Board on items not appearing on the agenda. Comments are limited to three minutes per speaker. The Board cannot discuss or act on items not appearing on the agenda except as permitted by law.

6. **CONSENT CALENDAR** *(5 minutes)*
   - **A. Approval of Minutes – October 20, 2026**
   - **B. Payment of Claims**

7. **FINANCIAL AND ADMINISTRATIVE REPORTS**
   - **A. Financial Report**
   - **B. Administrative Report**

8. **WATER SYSTEM OPERATOR REPORT** (*Russian River Utility, 5 minutes*)
   - **A. System Operations Report**

9. **OATH OF OFFICE**
   DESCRIPTION: President Helfrich will administer the Oath of Office to Director Bongardt for her upcoming four-year term beginning December 4, 2026.

10. INFORMATIONAL ITEMS

A. CDFW DROUGHT INITIATIVE - 2026 FLOW RELEASE UPDATE *(Shay Richardson, 10 minutes)*
DESCRIPTION: Shay Richardson, Water Rights Coordinator for the California Department of Fish and Wildlife (CDFW) Region 3, will present recent monitoring data, trends, and outcomes from the 2026 water release at the Alliance treatment facility. Conducted under the District's Voluntary Drought Agreement with CDFW, the release supplements streamflow in Dutch Bill Creek to support juvenile Coho salmon and Steelhead habitat during the dry season.

RECOMMENDED ACTION: Receive the presentation. No Board action required.

B. CSDA BOARD SECRETARY/CLERK CONFERENCE UPDATE *(Staff, 5 minutes)*
DESCRIPTION: Ms. Sherwin will provide an overview of the November 2026 CSDA Board Secretary/Clerk Conference, including key takeaways, best practices, and resources relevant to District administration.

RECOMMENDED ACTION: Receive the presentation. No Board action required.

11. ACTION ITEMS

A. WATER ACCOUNT NO. 133 – REQUEST FOR LEAK ADJUSTMENT (*Charlie Nickell, 5 minutes)*
DESCRIPTION: The Board will consider a request from Mr. Nickell for a one-time leak adjustment resulting from a broken water line on a neighboring property. The leak has been repaired, and the required documentation has been submitted in accordance with the District's Water Code. The requested credit is $2,878.80.

RECOMMENDED ACTION: Approve the one-time leak adjustment and authorize a credit of $2,878.80 to the water account.

B. ANDERSON HALL FEE WAIVER REQUEST – COMMUNITY GIFT EXCHANGE *(Cathy Tullysmith, 5 minutes)*
DESCRIPTION: The Board will consider a request for donated use of Anderson Hall for a free community gift exchange. Proposed dates are November 22, November 29, or December 4, 2026. The event would be open to all community members, with the organizer responsible for coordination, setup, cleanup, and removal of remaining items. Staff has confirmed Anderson Hall is available on all three proposed dates.

RECOMMENDED ACTION: Approve the Anderson Hall fee waiver for the community gift exchange and select an event date from the three proposed dates.

C. AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS – WATER RATE STUDY *(Ms. Sherwin, 10 minutes)*
DESCRIPTION: Ms. Sherwin will discuss the need for a comprehensive water rate study to evaluate the District's current water rates, long-term financial sustainability, and compliance with Proposition 218. Staff requests authorization to prepare and solicit proposals from qualified consultants to conduct the study.

RECOMMENDED ACTION: Authorize staff to prepare and issue a Request for Proposals (RFP) for a comprehensive water rate study.

D. WATER BILL PAYMENT PROCESSOR – STAFF RECOMMENDATION *(Ms. Sherwin, 10 minutes)*
DESCRIPTION: Ms. Sherwin will present a staff report evaluating water bill payment processing options and recommending a new payment platform to improve customer convenience and payment processing services.

RECOMMENDED ACTION: Approve the recommended water bill payment processor, authorize the Board Secretary/Treasurer to execute the service agreement, and direct staff to coordinate implementation.

E. BOARD MEETING RECORDINGS – WEBSITE PUBLICATION *(Ms. Sherwin, 5 minutes)*

DESCRIPTION: Ms. Sherwin will inform the Board that recordings of the District's open-session Board meetings have been posted on the District website in the interest of transparency and public accessibility. Staff requests Board authorization to continue this practice.

RECOMMENDED ACTION: Authorize the continued publication of open-session Board meeting recordings on the District website.

F. DISTRICT TITLES AND BUSINESS CARDS *(Ms. Sherwin, 10 minutes)*

DESCRIPTION: The Board will consider proposed changes to director officer titles from President and Vice President to Chair and Vice Chair, respectively, and the staff title from Administrator to General Manager to better reflect the position's current responsibilities. Ms. Sherwin will also present two proposed District business card designs. Staff will identify any District policies, agreements, or official documents requiring updates to reflect approved title changes.

RECOMMENDED ACTION: Approve the proposed director and staff title changes, select a business card design, authorize the purchase of District business cards, and direct staff to prepare necessary updates to District documents.

12. DIRECTORS' REPORTS

DESCRIPTION: This item is for informational reporting only. In accordance with the Brown Act, no Board discussion or action will occur on items raised under this section. If action is desired, the matter may be placed on a future agenda.

13. ADJOURNMENT

HOW TO SUBMIT ITEMS FOR FUTURE AGENDAS

Requests for future agenda items must be submitted in writing or through the District's website at least 14 calendar days prior to a scheduled meeting. Regular meetings are held on the third Tuesday of each month. Submit by mail to: Camp Meeker Recreation and Park District, P.O. Box 461, Camp Meeker, CA 95419

Or online at: https://www.campmeeker.org/submit-your-agenda-item

Submissions must include your name, address, and phone number. Anonymous submissions will not be considered.