



**Regular Meeting of the Board of Directors
Camp Meeker Recreation and Park District
October 20, 2026, 7:00 p.m.
Anderson Hall, 101 Lakeside Ave., Camp Meeker, CA 95419**

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.

REMOTE PARTICIPATION: Director Bongardt is anticipated to participate remotely pursuant to the just-cause provisions of the Brown Act (Government Code § 54953.8.3).

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 (10 minutes)

A. Approval of Minutes – September 15, 2026

B. Payment of Claims

C. Financial and Administrative Reports

1. Financial Report

2. Administrative Report

7. REPORT OF THE WATER SYSTEM OPERATOR (*Russian River Utility, 5 minutes*)

A. System Operations Report

8. OATHS OF OFFICE

DESCRIPTION: Vice President Almquist will administer the Oaths of Office to President Helfrich and Director Bell-Alper for their upcoming four-year terms beginning December 4, 2026. Director Bongardt's oath will be administered at the November meeting.

9. ACTION ITEMS

A. MEASURE M – HARMONY UNION SCHOOL DISTRICT PRESENTATION *(Yuri Koslen, 5 minutes)*

DESCRIPTION: Harmony Union School District Board Member Yuri Koslen will provide an informational presentation on Measure M, a proposed parcel tax on the November 3, 2026 ballot to support local school programs and services.

PROPOSED ACTION: Informational only. No action will be taken.

B. PAYMENT PROCESSING PLATFORM PRESENTATION *(Staff, 10 minutes)*

DESCRIPTION: Staff will present alternative water payment processing platforms offering ACH and automatic payments, including features, costs, and implementation considerations.

PROPOSED ACTION: The Board may review the options presented and provide direction to staff regarding preferred payment processing options.

C. PARKING EASEMENTS WITHIN THE CAMP MEEKER CONSERVATION EASEMENT *(Director Almquist, 10 minutes)*

DESCRIPTION: Director Almquist will discuss Ag + Open Space's determination that private parking easements are prohibited under the Conservation Easement and review alternatives, including prescriptive parking rights and public parking.

PROPOSED ACTION: Discuss alternatives and provide direction on next steps.

D. HAMPTON FIRE ROAD FUEL REDUCTION CEQA EXEMPTION *(Director Almquist, 5 minutes)*

DESCRIPTION: The Board will consider a CEQA Notice of Exemption prepared by Gold Ridge RCD for the additional fuel reduction work on Hampton Fire Road.

PROPOSED ACTION: Consider the proposed CEQA exemption and authorize filing of the Notice of Exemption, as appropriate.

E. UPDATE: IPAOM PROJECT IMPLEMENTATION *(Director Almquist, Staff, 5 minutes)*

DESCRIPTION: Director Almquist will provide an update on implementation of the Camp Meeker Forest Open Space Preserve IPAOM and present four proposals for environmental review, surveying, right-of-way vacation, and Baumert Reservoir slide removal. The proposals have been reviewed under Sonoma County procurement guidelines, with project costs reimbursable through IPAOM funding administered by Ag + Open Space.

PROPOSED ACTION: Review the proposals, discuss project implementation, and authorize expenditures as necessary.

F. UPDATE: UNAUTHORIZED CAMPING AND RESTRICTED ACTIVITIES WITHIN CMFOSP *(Staff, 5 minutes)*

DESCRIPTION: Ms. Sherwin will provide an update on recent enforcement activity by the Sonoma County Sheriff's Office within the Preserve and guidance received regarding violations, including unauthorized camping, natural resource extraction, and motorized vehicle use.

PROPOSED ACTION: Informational only. No action will be taken.

10. 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.

PROPOSED ACTION: No action will be taken.

11. 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.



Meeting Minutes
September 15, 2026, 7:00 p.m.

Anderson Hall | 101 Lakeside Ave | Camp Meeker, CA 95419 | (707) 874-9246
www.campmeeker.org

1. CALL TO ORDER

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

2. ROLL CALL

Directors Helfrich, McDaniel, Bongardt, Bell-Alper, and Almquist were present.

3. APPROVAL OF AGENDA

A motion was made by Director Almquist and seconded by Director Bell-Alper to approve the agenda.

Ayes: Helfrich, McDaniel, Bell-Alper, Almquist, Bongardt

Noes: None

Abstentions: None

Absent: None

The motion was approved.

4. STATEMENTS OF ABSTENTION

There were no statements of abstention.

5. PUBLIC COMMENT

There was no public comment.

6. CONSENT CALENDAR

A. APPROVAL OF MINUTES – August 18, 2026

A motion was made by Director McDaniel and seconded by Director Bongardt to approve the minutes of August 18, 2026.

Ayes: Helfrich, Bell-Alper, McDaniel, Almquist, Bongardt

Noes: None

Abstentions: None

Absent: None

The motion was approved.

B. PAYMENT OF CLAIMS

A motion was made by Director Helfrich and seconded by Director Almquist to authorize payment of claims in the amount of \$104,653.71.

Ayes: Helfrich, Bell-Alper, McDaniel, Almquist, Bongardt

Noes: None

Abstentions: None

Absent: None

The motion was approved.

C. FINANCIAL AND ADMINISTRATIVE REPORTS

1. FINANCIAL REPORT – Ms. Mwangi presented the revenue and expenditures for the first quarter of FY 26/27. She also reviewed the cash balances of the District's accounts and explained the outstanding USDA loan balance and repayment schedule. She added that this year's audit is in progress and is anticipated to be completed by December.

2. ADMINISTRATIVE REPORT – Ms. Sherwin reported she had been notified by Sonoma County Registrar of Voters that the Board members whose terms are up are not being contested and there will not be an election for the District in November. She confirmed that the Board of Supervisors had approved the District's \$1.4m proposal for the Initial Public Access, Operations and Maintenance fund. She is currently working on adding resolutions and policies to the website, and the District 5 tour of the water system is scheduled for Thursday, September 17th. The Joint Powers subcommittee met Monday night to discuss the prioritization of repairing the Morelli tank and discussed payment for the project.

7. REPORT OF THE WATER SYSTEM OPERATOR

Ms. Voet reported that the water system is operating normally. RRU is working on adjusting the SCADA system to allocate more water to Alliance Redwoods Conference Grounds.

8. ACTION ITEMS

A. RESOLUTION NO. 2026-009: APPROVAL OF FINAL BUDGET FOR FISCAL YEAR 2026-2027

DESCRIPTION: The Board reviewed and considered adoption of the Final Budget for Fiscal Year 2026-2027, incorporating revisions to the Preliminary Budget adopted by the Board in June.

President Helfrich opened item for public comment.

- No public comment

ACTION: A motion was made by Director Bell-Alper and seconded by Director Bongardt to adopt Resolution No. 2026-009 and direct staff to submit the required documents to Sonoma County.

Ayes: Helfrich, McDaniel, Almquist, Bongardt, Bell-Alper
Noes: None
Abstentions: None
Absent: None
The motion was approved.

B. SENATE BILL 707 – BROWN ACT COMPLIANCE UPDATE

DESCRIPTION: Ms. Sherwin presented an update on Senate Bill 707 amendments to the Brown Act applicable to the District.

President Helfrich opened item for public comment.

- No public comment

ACTION: No action was taken.

C. IPAOM GRANT AGREEMENT – CAMP MEEKER FOREST OPEN SPACE PRESERVE

DESCRIPTION: The Board reviewed the Initial Public Access, Operation and Maintenance (IPAOM) Grant Agreement with the Sonoma County Agricultural Preservation and Open Space District for funding up to \$1,421,252 for improvements and initial public access to the Camp Meeker Forest Open Space Preserve.

President Helfrich opened item for public comment.

- No public comment

ACTION: A motion was made by Director McDaniel and seconded by Director Almquist to approve the IPAOM Grant Agreement and authorize the Board President to execute the agreement on behalf of the District.

Ayes: Helfrich, McDaniel, Almquist, Bongardt, Bell-Alper
Noes: None
Abstentions: None
Absent: None
The motion was approved.

D. IPAOM PROJECT IMPLEMENTATION AND PRIORITIES

DESCRIPTION: Director Almquist discussed the process for implementing individual projects funded through the IPAOM funding, including two priority projects.

President Helfrich opened item for public comment.

- No public comment

ACTION: A motion was made by Director Helfrich and seconded by Director McDaniel to authorize Director Almquist to sign contracts already authorized by the IPAOM workplan on behalf of the District.

Ayes: Helfrich, McDaniel, Almquist, Bongardt, Bell-Alper
Noes: None
Abstentions: None

Absent: None

The motion was approved.

E. STATEWIDE PARK PROGRAM GRANT OPPORTUNITY

DESCRIPTION: Ms. Sherwin presented the CA State Parks Grant opportunity to the Board and explained the complicated application process.

President Helfrich opened item for public comment.

- Public comment: Seth Minor

ACTION: No action was taken.

F. ALTERNATE WATER PAYMENT PROCESSING PLATFORMS

DESCRIPTION: Ms. Sherwin presented the Nexbill Pay proposal as an option for a new water payment platform and reported that she is still exploring other options.

President Helfrich opened item for public comment.

- No public comment

ACTION: Ms. Sherwin will bring additional options before the Board at the October meeting. No action was taken.

G. PARKING EASEMENT POLICY

DESCRIPTION: Director Helfrich presented proposed amendments to the CMRPD Easement and Real Property Sale Policy to address parking easements.

President Helfrich opened item for public comment.

Public comment: Seth Minor

ACTION: A motion was made by Director Almquist and seconded by Director Bell-Alper to rescind and replace Section 3 of the CMRPD Easement and Real Property Sale Policy with the parking easement amendment.

Ayes: Helfrich, Bell-Alper, McDaniel, Almquist, Bongardt

Noes: None

Abstentions: None

Absent: None

The motion was approved.

H. ANDERSON HALL FEE WAIVER REQUEST – BOHEMIAN COLLABORATIVE

DESCRIPTION: The Board considered a request from the Bohemian Collaborative to waive the Anderson Hall rental fee for their Tending the Land workshop on October 18, 2026.

President Helfrich opened item for public comment.

- No public comment

ACTION: A motion was made by Director Bell-Alper and seconded by Director Almquist to approve the fee waiver for the Bohemian Collaborative Tending the Land workshop on October 18, 2026.

Ayes: Helfrich, Bell-Alper, McDaniel, Almquist, Bongardt

Noes: None

Abstentions: None

Absent: None

The motion was approved.

I. UNAUTHORIZED CAMPING – CAMP MEEKER FOREST OPEN SPACE PRESERVE

DESCRIPTION: Director Almquist reported an ongoing issue with an individual who has set up a campsite in the creek bed leading up to the reservoir. The Board discussed enforcement options.

President Helfrich opened item for public comment.

- Public comment: Seth Minor, Fawn Nekton, Greg Erigeros

ACTION: No action was taken.

9. DIRECTORS' REPORTS

Director Almquist reported that discussions between CMRPD, Ag + Open Space, and Sonoma Land Trust have begun to move forward with the 88 Mizpah appraisal and acquisition. He also reported that there have been several vehicles observed driving in areas of the forest where it is prohibited and will be working on temporary gate installation in the near future.

10. ADJOURNMENT

As there was no further business to be brought before the Board at this time, a motion was made by Director Helfrich, and seconded by Director Bell-Alper, that the meeting be adjourned.

Ayes: Helfrich, Bell-Alper, McDaniel, Almquist, Bongardt

Noes: None

Abstentions: None

Absent: None

The motion was approved.

The meeting adjourned at 8:42 p.m.

Respectfully submitted,
Katie Sherwin

CAMP MEEKER RECREATON AND PARK DISTRICT
WARRANT REQUEST # 2026-2027 #4
10/20/2026

	CHECK AMOUNT	10 R&P FUND	40 WATER FUND	50 IPAOM FUND	EXPLANATION
OPERATING ACCOUNT					
VENDOR					
Occidental Community Svcs	280.00	280.00			Adrian Jimenez
CMRPD Water System	107.62	107.62			Water
Katie Sherwin Consulting	4,525.00	2,037.50	2,037.50	450.00	Adminstrative services
Russian River Utility	17,954.69		5,263.87		Electric Service
			200.00		Repairs
			12,435.82		Contract services
			55.00		Starlink
US Bank Corp. Pymt Svcs	1,719.42	151.36	236.54		Communications
		70.00	70.00		QBO-Quickbooks
		106.52	-		PG&E
		1,085.00	-		Training - Administrator
Sonoma Co. Tax Collector	700.00	700.00			Property Taxes
VM Accounting Svcs	2,650.00	1,300.00	1,300.00	50.00	Accounting
TOTAL	27,936.73	5,838.00	21,598.73	500.00	

DIRECTOR APPROVAL

Gary Helfrich

Bryan Almquist

John McDaniel

Max Bell Alper

Christy Bongardt

CAMP MEEKER PARK & REC
ACTUAL vs BUDGET YEAR-TO-DATE

	PARK & REC FUND					BUDGET	Actual Vs Budget S/B 33.33%
	July	Aug	Sept	Oct	TOTAL		
Revenue							
4001 Property Taxes						130,000.00	0%
4110 Interest Earned - Wells Fargo Bank	204.22	204.91	193.31		602.44	2,000.00	30%
4210 Rental Fees - Anderson Hall						5,000.00	0%
4215 Rental Fees - Other	462.25		924.50		1,386.75	5,500	25%
					-		
Total Revenue	666.47	204.91	1,117.81		1,989.19	142,500	
Expenditures							
5101 Communications - Tel/Web/Wif, etc	151.28	151.36	72.94		375.58	2,000	19%
5185 Janitorial	280.00	280.00		280.00	840.00	1,500	56%
5210 Insurance - Property & Liability	-				-	3,500	0%
5301 Maintenance - Beach and Parks					-	10,000	0%
5302 Maint - Building/Equip	21.38				21.38	25,000	0%
5401 Memebership					-	700	0%
5410 Office Supplies	49.60				49.60	800	6%
5416 Lease - Accounting Software	57.50	70.00	70.00		197.50	900	22%
5420 Training		1,085.00			1,085.00	2,650	41%
5425 Postage			41.00		41.00	100	41%
5426 Printing Services					-	100	0%
5501 Professional - Web					-	1,000	0%
5520 Administrative Sevices	2,137.50	1,950.00	2,125.00	2,037.50	8,250.00	25,000	33%
5540 LAFCO Charges					-	1,500	0%
5550 Professional Legal Services					-	8,000	0%
5555 Professional Auditing					-	9,000	0%
5556 Professional Services - Accounting	1,300.00	1,300.00	1,300.00	1,300.00	5,200.00	18,850	28%
5560 Professional Services - Others						22,500	0%
5575 Bank Service Fees	180.38	172.72	165.27		518.37	2,400	22%
5576 Property Tax - Admin Fee					-	1,500	0%
5585 Public/ Legal Notices		-	223.00		223.00	500	45%
5590 Gas and Oil					-	1,500	0%
5592 Water and Sewer	110.16	109.68	109.68	107.62	437.14	1,500	29%

5594 Utilities

167.75127.41106.52401.68

1,00040%

Total Expenditures

4,455.555,246.174,213.413,725.1217,640.25

141,50012%

CAMP MEEKER PARK & REC
ACTUAL vs BUDGET YEAR-TO-DATE

	WATER FUND						BUDGET	Actual Vs Budget S/B = 33%
	July	Aug	Sept	Oct	Nov	TOTAL		
Revenue								
4010 Direct Charges							124,000.00	0%
4110 Interest Earned - Wells Fargo Bank	506.32	509.33	503.67			1,519.32	5,000.00	30%
4215 Rental Fees - Other						-		
4260 Water Reimbursements	-	(150.00)				(150.00)		
4260 Reimbursement	3,281.42	3,281.42	2,835.58	2,835.58		12,234.00	61,200.00	20%
4310 Sales of Water - Residential	31,231.56	37,812.03	31,927.48			100,971.07	305,000.00	33%
Total Revenue	35,019.30	41,452.78	35,266.73	2,835.58	-	114,574.39		
Expenditures								
5101 Communications - Tel/Web/Wif, etc	236.32	236.54	53.54			526.40	3,000.00	18%
5210 Insurance - Property & Liability	-					-	7,500.00	0%
5304 Maintenance - Equipment	49.90		200.00			249.90	19,400.00	1%
5301 Memebership	300.00					300.00	1,500.00	20%
5410 Office Supplies	245.72	-				245.72	2,600.00	9%
5416 Lease - Accounting Software	57.50	70.00	70.00			197.50	900.00	22%
5420 Training							200.00	0%
5425 Postage		-	41.00			41.00	200.00	21%
5426 Printing Services		-				-	900.00	0%
5427 Supplies							500.00	0%
5501 Professional - Web							1,600.00	0%
5515 Contract Services - Water Operations	13,322.17	13,322.17	13,203.10	12,435.82		52,283.26	164,000.00	32%
5520 Administrative Sevices	2,137.50	1,950.00	2,125.00	2,037.50		8,250.00	25,000.00	33%
5540 LAFCO Charges	-					-	1,250.00	0%
5550 Professional Legal Services						-	500.00	0%
5555 Professional Auditing						-	9,000.00	0%
5556 Professional Services - Accounting	1,300.00	1,300.00	1,300.00	1,300.00		5,200.00	18,850.00	28%
5560 Professional Services - Other	1,610.00	1,610.00	1,610.00	1,610.00		6,440.00	31,000.00	21%
5563 Property Tax - Direct Charges				700.00		700.00	900.00	78%
5567 SWCA _ Water Agency Fees						-	5,000.00	0%
5575 Bank Service Fees	495.57	414.52	440.14			1,350.23	3,500.00	39%
5585 Public/ Legal Notices		-	223.00			223.00	900.00	25%
5587 Water System Fees						-	4,500.00	0%

5594 Utilities	55.00	2,774.10	3,003.33	2,643.48		8,475.91	42,000.00	20%
5596 Permits/Rights						-	500.00	0%
7911 Long term debt Interest			21,364.04			21,364.04	41,600.00	51%
Total Expenditures	19,809.68	21,677.33	43,633.15	20,726.80	-	105,846.96	386,800.00	27%

CAMP MEEKER PARK & REC
10/20/2025

CASH BALANCES

Checking/Savings

1010. WF Operating xxx6492	\$ 362,278.49
1015. WF Investment A/C xxx6500	1,262,884.50
1033. WF Water Acct xxx4435	32,437.57
1040. US Bank	4,638.88
	<u>\$ 1,662,239.44</u>

LONG TERM DEBT BALANCE \$ 847,500.00

TRANSFERS

Capital Allocation	50,000.00	Goal is to transfer \$50K each year
Operating Account		

**RUSSIAN RIVER UTILITY
PO BOX 730
FORESTVILLE, CA 95436
707-887-7735**

October 14, 2026

RE: CAMP MEEKER PAST DUE ACCOUNTS

Account 317: Payment is on hand.

Account 2: Property sold August 7, 2026. Previous owner's balance due is \$185.97. New owners have paid \$239.15.

Account 144: Meter was pulled July 15, 2026.

Account 339: Service was locked off on August 18, 2026.

Accounts 224 and 281: Lock off is scheduled for November 4, 2026.

Accounts 24, 60, 69, 75, 159, 279 and 318: SB3 letters will go out October 23, 2026 for lock off on December 3, 2026. Would have been scheduled for the week of Thanksgiving but will postpone until after the holiday.

10/14/2026

**CAMP MEEKER RECREATION & PARK DISTRICT
PAST DUE LIST**

ACCT	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT	TOTAL
2	169.81	201.78	394.94	28.40	200.00 8/5/2026	794.93
12	96.80	83.62	102.74		300.00 8/7/2026	283.16
24	65.85	62.85	59.61	84.21	500.00 4/15/2026	272.52
27	56.12	62.24	48.46		110.70 7/10/2026	166.82
28	69.63	81.68	41.65		300.00 9/18/2026	192.96
45	62.58	61.89	29.38		500.00 5/14/2026	153.85
60	64.45	61.86	57.47	61.72	384.19 7/6/2026	245.50
69	77.24	73.33	83.32	201.36	298.31 7/28/2026	435.25
75	62.22	60.25	56.41	46.99	100.00 5/11/2026	225.87
90	60.84	60.90	54.34		314.47 7/10/2026	176.08
94	60.19	61.80	11.23		100.00 9/24/2026	133.22
96	66.16	63.51	59.70		191.70 7/27/2026	189.37
140	62.23	59.50	59.54		125.00 8/17/2026	181.27
144	81.61	77.73	69.26	405.28	105.00 2/9/2026	633.88
151	67.16	64.31	62.12		263.49 8/5/2026	193.59
159	62.51	59.54	56.70	54.00	236.07 7/7/2026	232.75
174	60.63	67.12	41.13		200.00 9/17/2026	168.88
193	91.77	87.47	30.00		62.72 9/14/2026	209.24
224	65.62	62.49	59.52	110.33	36.00 6/16/2026	297.96
226	64.35	60.69	58.28		244.00 7/27/2026	183.32
227	62.85	59.61	56.96		244.07 7/27/2026	179.42
239	61.35	58.31	63.47		174.17 8/14/2026	183.13
246	61.79	65.70	56.48		290.00 8/5/2026	183.97
247	64.83	64.43	68.50		185.22 8/18/2026	197.76
264	64.39	61.76	58.76		253.49 8/5/2026	184.91
270	68.31	68.00	51.35		75.00 9/24/2026	187.66
279	66.72	63.22	59.31	38.20	75.00 7/2/2026	227.45
281	66.37	63.53	60.60	117.99	66.11 7/28/2026	308.49
299	108.72	141.06	130.82		200.00 9/10/2026	380.60
307	69.11	65.82	69.03	3.03	123.62 7/10/2026	206.99
317	70.66	68.67	66.39	60.96	195.03 7/2/2026	266.68
318	111.44	91.56	98.92	85.35	127.32 7/2/2026	387.27
332	61.91	59.04	32.77		196.00 5/4/2026	153.72
337	79.39	76.01	74.43	137.38	120.00 10/5/2026	367.21
338	63.74	60.99	58.26	12.43	400.00 7/16/2026	195.42
339	73.56	67.68	114.46	209.14	1,000.00 1/8/2026	464.84
366	61.12	57.08	4.42		75.00 11/3/2025	122.62
	2,684.03	2,667.03	2,560.73	1,656.77	8,371.68	9,568.56

**CAMP MEEKER RECREATION AND PARK DISTRICT
WATER SALES 2026**

[illegible]

Payment Processing Platforms | Summary Comparison

Camp Meeker Recreation and Park District • October 2026

Criteria	AllPaid (current)	MSB	Nexbillpay	Paystar
Customer card fee	\$2.99 minimum or 2.5%	\$2.99 flat OR 2.50%	\$1.50 up to \$150; \$2.75 to \$500; 2.75% above \$500	\$2.95 up to \$100; 2.95% above \$100
ACH / e-check fee	Not currently available	\$2.00	\$1.50 customer-paid; \$1.00 District-paid option	\$1.95
Balance-based ACH auto-pay	Not currently available; projected 2027	*Need to confirm	Auto-pay offered; variable-bill ACH	Auto Pay offered; variable-bill ACH
Customer payment experience	Existing online card payment portal; familiar to customers	Online portal and QR; IVR optional	Online portal; IVR; enrollment and notices	Online/mobile portal; IVR; wallet and reminders
Online bill viewing / eBilling	Not currently available	*Need to confirm	Optional paperless billing add-on	eBilling and bill presentment offered
RVS billing integration	Already integrated with RVS through RRU	One-way batch/API described; posting to confirm	RVS export/import described; staff posting still required	RVS-specific integration and posting
District ongoing cost	No agency fee	No monthly maintenance quoted; third-party fees extra	\$100 monthly minimum in draft contract; potential shortfall billed to District	\$50 per month
Setup / add-on fees	Existing system	Integration quoted included; third-party fees extra	RVS license \$995 waived; paperless add-on \$300 + \$0.10/account/month	\$0 setup, bill presentment and IVR quoted
Contract / cancellation	Current agreement; terms to verify	Early exit may trigger integration cost recovery	3-year draft term; \$495 early termination	1-year term; \$0 cancellation quoted



Katie Sherwin <katie@campmeeker.org>

AllPaid call follow up

2 messages

Kirby Dalton <Kirby.Dalton@allpaid.com>

Fri, Aug 28, 2026 at 8:56 AM

To: "katie@campmeeker.org" <katie@campmeeker.org>, Andy Cochran <andy.cochran@allpaid.com>

Happy Friday, Katie.

Thank you again for your time this morning- bright and early. Hope you are grabbing coffee ;-)

I am including our Sr Director of Partnership, @Andy Cochran. He has a great partnership with CSDA and will possibly be at the November CSDA event. Andy, do you know if you will be there?

I wanted to recap our call with some details and notes that will help you present AllPaid's value during your November Board Meeting. Please let me know if any additional details and resources are needed.

1. QR code needed for Water Bill PLC. I will let you know when this is ready and send your way.
2. Exploring AllPaid Capabilities: Katie, you expressed interest in exploring other AllPaid functionalities, noting that Camp Meeker is not fully utilizing the system and is seeking alternative payment options.
3. Upcoming Auto-Pay Feature: We discussed AllPaid's roadmap to release recurring payments with auto-pay (variable amounts) in Q1/Q2 next year, addressing a high-priority need for utility clients. This release will also include bill presentment as well! When we are closer to the release, let's demo this option and see the benefits of utilizing this piece.
4. Cost Structure for Agencies: AllPaid is free for agencies to use, with revenue generated from fees collected directly from payers, and no charges for add-ons or new features.
5. Evergreen Contract: Camp Meeker has an evergreen contract with AllPaid, meaning no annual renewal is required, and while amendments every few years is important due to language changes- amendments typically do not incur additional costs.
6. Expanding Payment Types: AllPaid can support various payment types beyond water bills, including event space rentals, permits, and fines, but not donations or fundraising. Did you want to consider adding a new PLC for now, for your rental fees? No pressure, but we can get that going if and when you are ready.

7. **Separate Bank Accounts:** Different payment types (e.g., water bills, event rentals) can be directed to separate bank accounts through additional bank authorization forms. If you decide to move forward with this new PLC for rental space, we can have you complete a Bank Authorization form so the revenue you collect will be deposited to the correct bank account.
8. **CSDA Preferred Pricing:** Camp Meeker benefits from CSDA preferred pricing, resulting in lower transaction fees (2.5% or \$2.99 minimum) compared to standard rates.
9. **Stripe Comparison:** You highlighted high fees and issues with Stripe for event rentals, including double charges for deposits and refunds, making AllPaid a more cost-effective alternative and less clunky/room for error due to manual requests for overpayments, duplicate payment refunds.
10. **Reservation Management Integration:** I suggested integrating AllPaid with a reservation management software (potentially a custom build by an independent developer) for event space bookings, offering to connect Katie with a relevant contact. This partner is one who worked closely with Isla Vista in CA who also uses AllPaid for Reservation Management. @Andy Cochran has details for One City give via Zac. We can introduce you if you would like.

Lots to take in. Please let me know what follow-up questions you have for me. Keep an eye out for your QR codes. Looking forward to working with you here at AllPaid. (still, too funny that I was your account manager with MIP Fund Accounting 😊)

Schedule time to connect- Click here

For the fastest assistance with system functionality, ProView access, plc changes, plc turn off/on, notifications, or payment issues/adjustments, please contact our Help Desk at support@allpaid.zendesk.com.

Thanks,

Kirby Dalton

Customer Success Manager

📞 317 427-6146

✉ kirby.dalton@allpaid.com

🌐 www.allpaid.com

www.linkedin.com/in/kirbydalton



Per your request, I have included a quote below for the new merchant services for across Camp Meeker Recreation and Park District for the Water District and Event Rentals on October 2, 2026.

Fees noted below may be paid by Customer through the assessment of Service Fees at the time of transaction, at Client's discretion. Fees noted below are inclusive of card association interchange, dues, and assessments. MSB collects all revenue from the services fees that are passed on to the end users.

No.	Transaction Type	Cost	Comment
1.	Visa Card Credit/Debit	2.50% or \$2.99 Flat Fee	Per item fee charged on all settled transactions
2.	Master Card Credit/Debit	2.50% or \$2.99 Flat Fee	Per item fee charged on all settled transactions
3.	American Express Credit/Debit	2.50% or \$2.99 Flat Fee	Per item fee charged on all settled transactions
4.	Discover Credit/Debit	2.50% or \$2.99 Flat Fee	Per item fee charged on all settled transactions
5.	E-check*	\$2.00	**If Offer; Per item fee charged on all settled transactions. Includes <i>verify ping</i>
6.	Chargebacks (Credit Cards)	\$15.00	Each; Not permitted to be passed through to Customer
7.	Bank Returns (ACH)	\$15.00	Each; Not permitted to be passed through to Customer
8.	Integration Fee	Included	MSB shall provide a one-way batch file or API integration to the Client at no cost. MSB shall not be responsible for any integration-related fees, expenses, or charges imposed by any third-party provider unless otherwise agreed to in writing by MSB. MSB reserves the right to recover the integration cost if contract is terminated early.
9.	Point of Sale Devices	NA	

Also included;

*URL set up for Web and QR codes; IVR and POS optional and can be added at any time

*Integration to RVS Software

* 48 deposit Funding

*ACH funded alongside Credit Card and Debit Transactions

*Free Integration to accept online payments

*Free Monthly Maintenance

*Free Custom Reporting

*Refund of Rental Fees included as they are not a chargeback.

Request for Proposal for Payment Processing Services

Prepared For: Camp Meeker Recreation and Park District
Software Vendor: RVS
Contact: Katie Sherwin
Number: 510-730-6501
Email: katie@campmeeker.org
Integration: Real Time
Card Readers: 2 USB Swipers provided

Nexbillpay
2416 Green Springs Hwy
Birmingham, Alabama 35209

09/15/2026

Ms. Sherwin,

It is Nexbillpay's intention to provide you with the bottom-line results that you demand along with the quality of service you expect. Additionally, Nexbillpay provides customized reporting that automatically gives your staff the tools needed in managing your payments 24 hours a day, 7 days a week in real time.

Nexbillpay is an Alabama company with its main office located in Birmingham, AL. Since starting the Municipal Division in 2009, Nexbillpay has been providing payment processing services for municipalities and utilities of all sizes.

Nexbillpay will utilize a full spectrum of options to help Camp Meeker Recreation and Park District meet business needs and goals. Advanced technology allows us to offer cloud-based bill presentment with credit card payment options for the utility and the consumer. Our platform is built to adapt to all third-party billing applications using the Nexbillpay Web Service API. This will enable billing software providers to access payment data in real-time increasing their software functionality and services. Nexbillpay has a large customer base, including more than 1,700 current municipality and utility accounts.

We are eager to prove the many ways that Nexbillpay can help your municipality control cost well into the future. Thank you again for your interest in Nexbillpay and for the opportunity to do business with Camp Meeker Recreation and Park District.

Thank you,

A handwritten signature in cursive script that reads "Beth Hepner".

Beth Hepner, Relationship Manager

2416 Green Springs Hwy.

Birmingham, AL 35209

659.799.8370 direct desk

I. Proposed Fee Schedule – EBPP (Online) Convenience Fee Model

[Online Payment Portal – Visa /MC/Discover/Amex]

Credit/Debit Card	\$0.01 - \$150.00
<i>Fee paid by Utility end user</i>	<i>\$1.50</i>
	\$150.01 – \$500.00
	\$2.75
	\$500.01 - \$5,000.00
	2.75%
E-Check	\$0.01 - \$5,000.00
<i>Fee paid by Utility end user</i>	<i>\$1.50</i>

II. Proposed Fee Schedule – IVR (Toll Free Phone) Convenience Fee Model

[Online Payment Portal – Visa /MC/Discover/Amex]

Credit/Debit Card	\$0.01 - \$150.00
<i>Fee paid by Utility end user</i>	<i>\$1.50</i>
	\$150.01 – \$500.00
	\$2.75
	\$500.01 - \$5,000.00
	2.75%
E-Check	\$0.01 - \$5,000.00
<i>Fee paid by Utility end user</i>	<i>\$1.50</i>

III. Proposed Fee Schedule – POS (Virtual Terminal) Conv. Fee Model

[Online Payment Portal – Visa /MC/Discover/Amex]

Credit/Debit Card	\$0.01 - \$150.00
<i>Fee paid by Utility end user</i>	<i>\$1.50</i>
	\$150.01 – \$500.00
	\$2.75
	\$500.01 - \$5,000.00
	2.75%
E-Check	\$0.01 - \$5,000.00
<i>Fee paid by Utility end user</i>	<i>\$1.50</i>

VII. Proposed Fee Schedule – EBPP (Online) Split Fee Model

[Online Payment Portal – Visa /MC/Discover/Amex]

Credit/Debit Card	\$0.01 - \$150.00
<i>Fee paid by Utility end user</i>	<i>\$1.50</i>
	\$150.01 – \$500.00
	\$2.75
	\$500.01 - \$5,000.00
	2.75%
E-Check	\$0.01 - \$5,000.00
<i>Fee paid by Utility</i>	<i>\$1.00</i>

VIII. Proposed Fee Schedule – IVR (Toll Free Phone) Split Fee Model

[Online Payment Portal – Visa /MC/Discover/Amex]

Credit/Debit Card	\$0.01 - \$150.00
<i>Fee paid by Utility end user</i>	<i>\$1.50</i>
	\$150.01 – \$500.00
	\$2.75
	\$500.01 - \$5,000.00
	2.75%
E-Check	\$0.01 - \$5,000.00
<i>Fee paid by Utility</i>	<i>\$1.00</i>

IX. Proposed Fee Schedule – POS (Virtual Terminal) Split Fee Model

[Online Payment Portal – Visa /MC/Discover/Amex]

Credit/Debit Card	\$0.01 - \$150.00
<i>Fee paid by Utility end user</i>	<i>\$1.50</i>
	\$150.01 – \$500.00
	\$2.75
	\$500.01 - \$5,000.00
	2.75%
E-Check	\$0.01 - \$5,000.00
<i>Fee paid by Utility</i>	<i>\$1.00</i>

IV. Proposed Fee Schedule – EBPP (Online) Fully Absorb Model

[Online Payment Portal – Visa /MC/Discover/Amex]

Credit/Debit Card	\$0.01 - \$150.00
<i>Fee paid by Utility</i>	<i>\$1.50</i>
	\$150.01 – \$500.00
	<i>\$2.75</i>
	\$500.01 - \$5,000.00
	<i>2.75%</i>
E-Check	\$0.01 - \$5,000.00
<i>Fee paid by Utility</i>	<i>\$1.00</i>

V. Proposed Fee Schedule – IVR (Toll Free Phone) Fully Absorb Model

[Online Payment Portal – Visa /MC/Discover/Amex]

Credit/Debit Card	\$0.01 - \$150.00
<i>Fee paid by Utility</i>	<i>\$1.50</i>
	\$150.01 – \$500.00
	<i>\$2.75</i>
	\$500.01 - \$5,000.00
	<i>2.75%</i>
E-Check	\$0.01 - \$5,000.00
<i>Fee paid by Utility</i>	<i>\$1.00</i>

VI. Proposed Fee Schedule – POS (Virtual Terminal) Fully Absorb Model

[Online Payment Portal – Visa /MC/Discover/Amex]

Credit/Debit Card	\$0.01 - \$150.00
<i>Fee paid by Utility</i>	<i>\$1.50</i>
	\$150.01 – \$500.00
	<i>\$2.75</i>
	\$500.01 - \$5,000.00
	<i>2.75%</i>
E-Check	\$0.01 - \$5,000.00
<i>Fee paid by Utility</i>	<i>\$1.00</i>



2416 Green Springs Highway
Birmingham, AL 35209
659.799.8370 **DIRECT PHONE** 866.561.3710 **FAX**
WWW.NEXBILLPAY.COM

Nexbillpay will provision up to two (2) USB swipers at no cost for in person payments.
Funding: Nexbillpay will deposit funding into all designated bank accounts for each department within 24-48 hours after each successful settlement.

OUTBOUND NOTIFICATION SYSTEM - NEXBILLPAY ALERTS

ALERT TYPE: Boil Water Notice, Water Main Breaks, Emergency Notifications		
SERVICE	USE	COST
NEXBILLPAY ALERT <i>Per SMS Text</i>	<i>UNLIMITED</i>	<i>\$0.10/USER</i>
NEXBILLPAY ALERT <i>Per Outbound Call</i>	<i>UNLIMITED</i>	<i>\$0.10/USER</i>
NEXBILLPAY ALERT <i>Per Email Sent</i>	<i>UNLIMITED</i>	<i>\$0.00/USER</i>
NEXBILLPAY ALERT <i>Setup Fee</i>		<i>WAIVED</i>
NEXBILLPAY ALERT <i>Monthly Fee</i>		<i>WAIVED</i>

ALERT TYPE: Bill Pay Reminder/Shut off/Disconnect Notice		
SERVICE	USE	COST
NEXBILLPAY ALERT <i>Per SMS Text</i>	<i>UNLIMITED</i>	<i>FREE</i>
NEXBILLPAY ALERT <i>Per Outbound Call</i>	<i>UNLIMITED</i>	<i>FREE</i>
NEXBILLPAY ALERT <i>Per Email Sent</i>	<i>UNLIMITED</i>	<i>FREE</i>
NEXBILLPAY ALERT <i>Setup Fee</i>		<i>WAIVED</i>
NEXBILLPAY ALERT <i>Monthly Fee</i>		<i>WAIVED</i>

There are no upfront set up fees from Nexbillpay nor annual support costs.

Above Order Accepted and Approved By:

Signature: _____ **Date:** _____

Please sign, date and email proposal to bhepner@nexbillpay.com

Nexbillpay, LLC By/Title: **Beth Hepner, Relationship Manager**

Proposal

Highlights



Customer Communication



Lower Fees Than Industry



No Customer Impact



Easy Transition

Customer Service Fee

	\$0.00 – \$100.00
Credit/ Debit Card	FEE : \$2.95
	\$100.01 – \$2,000.00
	FEE : 2.95%
ACH	FEE:\$1.95

Start Up Cost	\$0
Bill Presentment	\$0
Monthly Fee	\$50

Term	1 Year
Cancellation	\$0
IVR	\$0



Charles Hope Construction
PO BOX 431
Cazadero, CA 95421

ESTIMATE

Date	Estimate #
9/1/2026	222

Name / Address
Bryan Almquist bryanalmquist@gmail.com

Project
Camp Meeker Reservoir

Description	Qty	Rate	Total
Camp Meeker Reservoir - EMERGENCY REPAIR - collect all erosion control materials - have everything hauled to entrance of camp meeker - shuttle all equipment and materials to the job site - excavate top soil at fill site to sub soil to be set aside and used later - prep fill site - (clear and rip) - proceed with excavating slide in spillway - haul to spoils site - install and compact - re-install top soil and partially compact - install erosion control - Move Out			
Operator Labor	194	200.00	38,800.00
Equipment	8	2,760.00	22,080.00
Job Materials - straw / waddles / stakes / grass seed		3,500.00	3,500.00
P & O		6,438.00	6,438.00
***** PLEASE NOTE ***** WITHOUT KNOWING THE DEPTH OF THE TOP SOIL, IT IS HARD TO ESTIMATE, SO I AM TRYING TO ERROR ON THE SIDE OF SAFETY			
Thank you for your business.	Total		\$70,818.00



RAY CARLSON

AND ASSOCIATES, INC.

Mapping for a Better World™

Land Surveying • GIS • Planning • Research

Bryan Almquist
Camp Meeker Recreation & Park District
PO Box 461
Camp Meeker, CA 95419

September 23, 2026

TRANSMITTED BY EMAIL TO: bryan@campmeeker.org

APN: 074-130-008, 074-110-004, 074-160-034

Thank you for selecting Ray Carlson & Associates, Inc. for your land surveying and GIS needs.

Exhibit "A" within the attached Agreement for Professional Services reflects our scope of work for you on the above referenced property.

Please review and approve this Agreement for Professional Services by signing, initialing, and returning it to this office with the requested retainer. You can expedite the commencement of your work by signing and initialing Page 4 of the agreement and emailing back to my attention.

The retainer can follow separately with the signed original contract, or contact Dani for credit card payment at 707-528-7649.

Should you have any questions regarding this agreement or our scope of work, please contact me at 707-528-7649 or email me at Rayc@rcmaps.com. If field and office work are completed in less time than estimated, your costs for our services will be reduced proportionally.

We look forward to working with you on your project.

Sincerely yours,

RAY C. CARLSON, PLS 3890

President, Ray Carlson & Associates, Inc.

Licensed by the California Board for Professional Engineers,
Land Surveyors & Geologists

RC:dm
Enclosures

Professional Services between Client and Consultant

Project No: 2026-RFP_Camp Meeker

This Agreement is made and entered into at Santa Rosa, California effective
This 23rd day of September, 2026 by and between:

CONSULTANT:

Ray Carlson & Associates, Inc.
RAY C. CARLSON, PLS 3890
5330 Skyline Blvd.
Santa Rosa, CA 95403

707-528-7649

CLIENT:

Bryan Almquist
Camp Meeker Recreation & Park District
PO Box 461
Camp Meeker, CA 95419

707-872-5198

bryan@campmeeker.org

The property upon which the services hereinafter described are to be performed is located at

Assessor's Parcel No. 074-130-008, 074-110-004, 074-160-034 ("the property")

A. CLIENT AND CONSULTANT AGREE AS FOLLOWS:

Client agrees to engage Consultant according to the terms of this agreement ("the agreement").

Consultant agrees to perform the services set forth on Exhibit "A" attached hereto and incorporated herein by this reference ("services"). Client agrees to compensate Consultant for its services according to the schedule of payments attached hereto as Exhibit "A" and incorporated herein by the reference ("schedule").

Client agrees to provide consultant with any and all documents necessary to identify the ownership, location and condition of the property, including, but not limited to, deeds, maps, title information, and permits; and to obtain for consultant the authorization of the owner to enter upon the property for the purpose of conducting consultant's services thereon.

B. GENERAL PROVISIONS:

Client and Consultant agree that the following provisions shall be part of their agreement:

Ownership of Work Product. Client acknowledges that all original papers, documents, maps, surveys, and other work product of Consultant, and copies thereof, produced by Consultant pursuant to this agreement, except documents which are required to be filed with public agencies, shall remain the property of Consultant. Consultant shall have the unrestricted right to use any such work product for any purpose whatsoever without the consent of Client. Client further acknowledges that its right to utilize the services and work product performed pursuant to this agreement will continue only so long as Client is not in default pursuant to the terms and conditions of this agreement and Client has performed all obligations under this agreement.

Use of Work Product. Client agrees not to use or permit any other person to use final maps, exhibits, legal descriptions, surveys, or other work product ("work product") prepared by Consultant, which work product(s) are/is not final and which is not signed, and stamped or sealed by Consultant. Client agrees that Consultant is not responsible for any such use of non-final work product and waives any right to claim liability against Consultant.

Client further agrees that final work product is for the sole use of Client for the specific purpose described in this agreement. Such final work product may not be altered or reproduced in any way nor used on any other project or for any other purposes than as specifically authorized by Consultant in writing prior to any such use, alteration, or reproduction.

Changes in Work Product. In the event the Client agrees to permit or authorizes changes in the documents prepared by Consultant pursuant to this agreement, to which changes Consultant has not previously consented to in writing, Client acknowledges that such changes and the effects thereof are not the responsibility of Consultant and Client agrees that Consultant is automatically released from any and all liability arising therefrom and further agrees to defend, indemnify and hold harmless Consultant, its officers, directors, principals, agents and employees from and against all claims, demands, damages or costs arising therefrom.

Copyright. All work product identified in this agreement as within the scope of services of consultant, shall be deemed protected as if such work product was within the protections against third party use and disclosure of the general copyright law of the United States as well as California including common law and statutory law, whether or not such work product actually is so copyrighted and without regard to whether or not such copyright law actually applies to such work product.

Billing. All fees and other charges attributable to this agreement will be billed by Consultant in phases at consultant's discretion and shall be due and payable by Client at the time of billing unless otherwise specified in this agreement. Client agrees that all billings from Consultant to Client are correct, conclusive, and binding on Client unless Client, within ten (10) days from the date of such billing, notifies Consultant in writing of its objection stating the alleged inaccuracies, discrepancies, or errors in the billing. In the event Client so notifies Consultant of such objection, Client shall nevertheless pay the billed amount and address such objection thereafter.

Payment By Others. If payment for Consultant's services is to be made on behalf of Client by a third-party, including a lender, Client agrees that Consultant shall not be required to indemnify the third-party in the form of any endorsement or otherwise, as a condition to Consultant's right to receive payment for services.

Late Charges. Client agrees to pay in addition to the billed amount for any payment ten (10) or more days late, a monthly late payment charge of one and one-half percent (1.5%) per month on the unpaid balance specified in such billing. In the event the then legal rate for late charges is less than one and one-half percent (1.5%) per month, then Client agrees to pay the maximum rate permitted by law.

Suspension or Termination of Performance. In addition to any other rights Consultant may have for default of Client, if Client fails to pay Consultant within thirty (30) days after invoices are rendered, Client agrees Consultant shall have the right to consider such default in payment a material breach of this agreement, and upon written notice, the duties, obligations, and responsibilities of Consultant under this agreement may be suspended or terminated at Consultant's sole option.

Early Termination Release. Consultant has a right to complete all services agreed to be rendered pursuant to this contract. In the event this agreement is terminated by client before the completion of all services, unless Consultant is responsible for such early termination, Client agrees to pay Consultant the full contract price and that any such termination shall automatically release consultant from any liability for any work performed.

Government Changes. If consultant, pursuant to this agreement, produces work product and/or performs field work, and such work product and/or field work is/are required by one or more governmental agencies, and such governmental agency changes its ordinances, policies, procedures or requirement after the date of this agreement, any additional office or field work thereby required shall be paid for by Client as extra work.

Changed Conditions. In the event Client discovers or becomes aware of changed field or other conditions which necessitate clarification, adjustments, modifications or other changes, Client agrees to notify Consultant and engage Consultant to prepare the necessary clarifications, adjustments, modifications or other changes to Consultant's work before further activity proceeds. Further, Client agrees that any construction contracts for any project which involves Consultant's work product shall include a provision that requires the contractor to notify Client of any changed field or other conditions after which Client shall timely notify Consultant.

Additional Services. Client acknowledges that the services described in Exhibit "A" are based upon the numbered assumptions referenced within said Exhibit "A" and field or other conditions existing at the time of execution of this Agreement. Client further acknowledges that clarifications, adjustments, modifications and other changes may be necessary to reflect changed field or other conditions. If Consultant determines that changed field or other conditions reasonably require or otherwise justify the provision of services in addition to those specified in this Agreement (such services to be referred to hereafter as "Additional Services"), Consultant shall by whatever means Consultant deems reasonable under the circumstances attempt to notify client of the nature of such changed field or other conditions and the need for Additional Services. Regardless if Consultant successfully notifies Client of the changed field or other conditions and the need for Additional Services, Client authorizes Consultant to provide the Additional Services and agrees to pay for same at the hourly rates set forth within Consultant's current rate schedule, incorporated herein by this reference. Any such Additional Services shall be performed subject to the terms and conditions of this Agreement as if specifically provided for herein.

Re-staking. In the event that Consultant's staking is destroyed, damaged or disturbed by an act of God or parties other than Consultant, the cost of re-staking shall be paid for by Client as extra work. Client acknowledges that the work performed pursuant to this agreement is based upon field and other conditions existing at the time of preparation of Consultant's work. Client further acknowledges that field and other conditions may require clarification, adjustments, modifications and other changes necessary to reflect changed field or other conditions.

Payment of Costs. Client shall pay the costs of checking and inspection fees, zoning and annexation application fees, assessment fees, soils engineering fees, soils testing fees, aerial topographic fees, and all other fees, permits, bond premiums, title company charges, blueprints and reproductions, and all other charges not specifically covered by the terms of this agreement. In the event all or any portion of the work prepared or partially prepared by Consultant be suspended, and restarted, Client agrees to pay consultant on demand as extra work for any additional expense or services required by consultant as a result of suspension of the work.

Records of Survey. Client acknowledges and agrees that if Consultant provides surveying Services, which require the filing of a Record of Survey in accordance with Business and Professions Code Section 8762, all costs of preparation, examination and filing of such Record of Survey will be paid for by Client as extra work.

Governmental Actions. Consultant shall not be liable for damages resulting from the actions or inactions of governmental agencies including, but not limited to, permit processing, environmental impact reports, dedications, general plans and amendments thereto, zoning matters, annexations or consolidations, use or conditional use permits, project or plan approvals, and building permits.

Performance of Others. Client acknowledges that consultant is not responsible for the performance of work by third parties including, but not limited to, engineers, architects, contractors, subcontractors, or suppliers.

Delays. Consultant is not responsible for delay caused by activities or factors beyond Consultant's control, including but not limited to, delays caused by strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of Client to timely furnish information or approve or disapprove Consultant's work, faulty performance by Client or others, including contractors and governmental agencies. In the event such delays occur, Client agrees to save and hold Consultant harmless therefore.

Bankruptcy. Consultant shall be entitled to immediately, and without notice, suspend the performance of any and all of its obligations under this agreement if consultant receives notice that client has filed a voluntary petition for Bankruptcy or if an involuntary Bankruptcy petition is filed against Client, and such petition is not dismissed within fifteen (15) days of its filing. Any suspension of services made pursuant to the provisions of this paragraph shall continue until such time as this agreement has been fully and properly assumed in accordance with the applicable provisions of the United States Bankruptcy Code and in compliance with the final order or judgment issued by the Bankruptcy Court.

Lien Rights. This agreement shall not be construed to alter, affect or waive any lien or stop notice right or other remedy which Consultant may have for the performance of services pursuant to this agreement. Client agrees to separately provide to Consultant the present name and address of the record owner of the property on which Consultant is to perform services. Client also agrees to separately provide Consultant with the name and address of any and all persons, including lenders, who are entitled to receive a preliminary notice.

Hold Harmless. Client agrees to be solely and completely responsible for job site conditions during the course of Consultant's performance, including safety of all persons and property; that this requirement shall be made to apply continuously and not be limited to normal working hours; and Client further agrees to defend, indemnify and hold Consultant harmless from any and all liability, real or alleged, in connection therewith, except liability arising from the sole negligence or other willful misconduct of Consultant.

Liability Limits. Client agrees that Consultant's total liability to Client, its agents, employees, contractors, subcontractors, successors and assigns, for professional negligence, acts, errors or omissions of Consultant, shall be limited to \$100,000 or Consultant's fees, whichever is greater.

Estimates. Estimates of areas provided under this agreement are not to be considered precise unless Consultant specifically agrees in writing to provide the precise determination of such areas.

No Representations. Consultant makes no representation concerning any estimated quantities or calculated areas or costs made in connection with maps, documents or other work product other than that all such calculations and estimate are estimates only and Consultant shall not be responsible for fluctuations therein.

No Warranties. Consultant makes no warranty, either expressed or implied, as to its findings, recommendations, or professional advice except that the work was performed pursuant to generally accepted standards of practice in effect at the time of performance.

Cooperation. Client and Consultant agree to cooperate with each other in every way in the performance of this agreement.

Waiver. Waiver by Consultant of any term, condition, or covenant, or breach of any term, condition, or covenant, shall not constitute the waiver of any other term, condition, or covenant, or the breach of any other term, condition, or covenant, and any such waiver shall not constitute a continuing waiver thereof.

Other and Further Performance. Upon written request, client shall timely execute and deliver, or cause to be executed and delivered, such additional instruments, documents, and pay any governmental fees and charges necessary to this agreement.

Advisory Only. Consultant shall only act in an advisory capacity to Client in governmental relations. Client shall be responsible for all decision making activities therein.

Validity. If any term, condition, or covenant of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this agreement shall be valid and binding on Client and Consultant.

Jurisdiction. This agreement shall be governed by and construed in accordance with the laws of the State of California.

Venue. Client agrees that in the event Client institutes any action, litigation, arbitration or mediation to enforce or interpret the provisions of this agreement, such action shall be brought and adjudicated in the appropriate court in the county in which Consultant's principal place of business is located, and Client waives the right to bring, try or remove such action to any other county or judicial district.

Mediation. In an effort to resolve any conflicts that arise during this contract or following the completion of the consultant's work, the Client and Consultant agree that all disputes between them arising out of or relating to this Agreement shall be submitted to non-binding mediation, as a first priority for resolution, unless the parties mutually agree otherwise.

Assignment. This agreement shall not be assigned by either Client or Consultant without the prior written consent of the other.

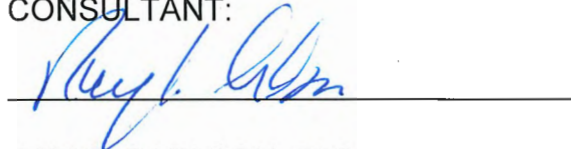
Inurement. This agreement shall inure to and be binding upon the heirs, executor administrator, successors and assigns of Client and Consultant.

Entire Agreement. This agreement contains the entire agreement between Client and Consultant relating to the project and the provision of services to the project. Any prior agreements, promises, negotiations or representations not expressly set forth in this agreement are of no force or effect. Subsequent modifications to this agreement shall be in writing and signed by both Client and Consultant.

Acceptance and Commencement. By execution of this agreement Client accepts the terms hereof, Acknowledges receipt of a copy hereof, including all exhibits, and authorizes consultant to proceed with the work. In the event Client is not the owner of the property, Client represents that Client has obtained permission from said owner for Consultant to proceed.

IN WITNESS WHEREOF, the parties hereby execute this agreement upon the terms and conditions stated above and on the date first above written.

CONSULTANT:



RAY C. CARLSON, PLS 3890
President, Ray Carlson & Associates, Inc.
Licensed by the California Board for
Professional Engineers, Land Surveyors
& Geologists

CLIENT:

x _____

Bryan Almquist

DATED: x _____

Exhibit "A" attached: x _____

Client's initial

Project Location: 074-130-008, 074-110-004, 074-160-034

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EXHIBIT "A"

Date: September 23, 2026

Project No: 2026-RFP_Camp Meeker

APN: 074-130-008, 074-110-004, 074-160-034

Client: Camp Meeker Recreation & Park District

Description of Work:

1. Research public records for previous Surveys & current Deeds in area; pull current Deeds for site and adjoiners.
2. Office preparation for Field.
3. Field Surveying to search and tie Record Monuments and physical evidence for Boundary solution.
4. Office analysis and CADD mapping for Record of Survey map to file with County Recorder.
5. Field to set corners not found.

Estimate: \$11,500

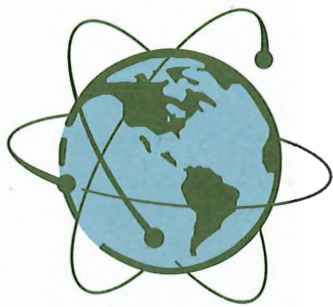
NOTES:

It is expressly understood this price of \$11,500 is an estimate only and is for items #1-5 above. This price does not include Agency, printing, Title Company, or other outside fees.

BOUNDARY:

This estimate is based on the following assumptions:

1. The property will be reasonably free of visually obstructing vegetation or objects.
2. The subject site will be open and readily available for our entry without delay.
3. Deed and record dimensions of the subject property, adjoining and record maps close mathematically to within one part in five thousand and are unambiguous in controlling calls.
4. One-hundred percent (100%) of controlling survey monuments of record will be available and in their proper locations.
5. Deed lines and lines of occupation coincide to the extent that prescriptive use or adverse possession is not an issue.
6. Any work related to prescriptive use or adverse possession will be invoiced to client as extra work not included within estimate provided herein.
7. Only those easements included in the Title Report (if provided by client) that are locatable from record (written) data will be shown.
8. Setting of monuments and filing of a Record of Survey Map with the County are included.
9. Horizontal and vertical datum basis will be chosen by the surveyor unless otherwise specified in writing.



RAY CARLSON

AND ASSOCIATES, INC.

Mapping for a Better World™

Land Surveying • GIS • Planning • Research

Bryan Almquist
Camp Meeker Recreation & Park District
PO Box 461
Camp Meeker, CA 95419

October 13, 2026

TRANSMITTED BY EMAIL TO: bryan@campmeeker.org

SUBJECT: Vacation Right of Way

Thank you for selecting Ray Carlson & Associates, Inc. for your land surveying and GIS needs.

Exhibit "A" within the attached Agreement for Professional Services reflects our scope of work for you on the above referenced property.

Please review and approve this Agreement for Professional Services by signing, initialing, and returning it to this office with the requested retainer. You can expedite the commencement of your work by signing and initialing Page 4 of the agreement and emailing back to my attention.

The retainer can follow separately with the signed original contract, or contact Dani for credit card payment at 707-528-7649.

Should you have any questions regarding this agreement or our scope of work, please contact me at 707-528-7649 or email me at Rayc@rcmaps.com. If field and office work are completed in less time than estimated, your costs for our services will be reduced proportionally.

We look forward to working with you on your project.

Sincerely yours,

RAY C. CARLSON, PLS 3890

President, Ray Carlson & Associates, Inc.

Licensed by the California Board for Professional Engineers,
Land Surveyors & Geologists

RC:dm
Enclosures

Professional Services between Client and Consultant

Project No: 2026-RFP_Camp Meeker-Vacation ROW

This Agreement is made and entered into at Santa Rosa, California effective
This 13 day of October, 2026 by and between:

CONSULTANT:

Ray Carlson & Associates, Inc.
RAY C. CARLSON, PLS 3890
5330 Skylane Blvd.
Santa Rosa, CA 95403

707-528-7649

CLIENT:

Bryan Almquist
Camp Meeker Recreation & Park District
PO Box 461
Camp Meeker, CA 95419

707-872-5198

bryan@campmeeker.org

The property upon which the services hereinafter described are to be performed is located
West of Plymouth St, Camp Meeker, CA ("the property")

A. CLIENT AND CONSULTANT AGREE AS FOLLOWS:

Client agrees to engage Consultant according to the terms of this agreement ("the agreement").

Consultant agrees to perform the services set forth on Exhibit "A" attached hereto and incorporated herein by this reference ("services"). Client agrees to compensate Consultant for its services according to the schedule of payments attached hereto as Exhibit "A" and incorporated herein by the reference ("schedule").

Client agrees to provide consultant with any and all documents necessary to identify the ownership, location and condition of the property, including, but not limited to, deeds, maps, title information, and permits; and to obtain for consultant the authorization of the owner to enter upon the property for the purpose of conducting consultant's services thereon.

B. GENERAL PROVISIONS:

Client and Consultant agree that the following provisions shall be part of their agreement:

Ownership of Work Product. Client acknowledges that all original papers, documents, maps, surveys, and other work product of Consultant, and copies thereof, produced by Consultant pursuant to this agreement, except documents which are required to be filed with public agencies, shall remain the property of Consultant. Consultant shall have the unrestricted right to use any such work product for any purpose whatsoever without the consent of Client. Client further acknowledges that its right to utilize the services and work product performed pursuant to this agreement will continue only so long as Client is not in default pursuant to the terms and conditions of this agreement and Client has performed all obligations under this agreement.

Use of Work Product. Client agrees not to use or permit any other person to use final maps, exhibits, legal descriptions, surveys, or other work product ("work product") prepared by Consultant, which work product(s) are/is not final and which is not signed, and stamped or sealed by Consultant. Client agrees that Consultant is not responsible for any such use of non-final work product and waives any right to claim liability against Consultant.

Client further agrees that final work product is for the sole use of Client for the specific purpose described in this agreement. Such final work product may not be altered or reproduced in any way nor used on any other project or for any other purposes than as specifically authorized by Consultant in writing prior to any such use, alteration, or reproduction.

Changes in Work Product. In the event the Client agrees to permit or authorizes changes in the documents prepared by Consultant pursuant to this agreement, to which changes Consultant has not previously consented to in writing, Client acknowledges that such changes and the effects thereof are not the responsibility of Consultant and Client agrees that Consultant is automatically released from any and all liability arising therefrom and further agrees to defend, indemnify and hold harmless Consultant, its officers, directors, principals, agents and employees from and against all claims, demands, damages or costs arising therefrom.

Copyright. All work product identified in this agreement as within the scope of services of consultant, shall be deemed protected as if such work product was within the protections against third party use and disclosure of the general copyright law of the United States as well as California including common law and statutory law, whether or not such work product actually is so copyrighted and without regard to whether or not such copyright law actually applies to such work product.

Billing. All fees and other charges attributable to this agreement will be billed by Consultant in phases at consultant's discretion and shall be due and payable by Client at the time of billing unless otherwise specified in this agreement. Client agrees that all billings from Consultant to Client are correct, conclusive, and binding on Client unless Client, within ten (10) days from the date of such billing, notifies Consultant in writing of its objection stating the alleged inaccuracies, discrepancies, or errors in the billing. In the event Client so notifies Consultant of such objection, Client shall nevertheless pay the billed amount and address such objection thereafter.

Payment By Others. If payment for Consultant's services is to be made on behalf of Client by a third-party, including a lender, Client agrees that Consultant shall not be required to indemnify the third-party in the form of any endorsement or otherwise, as a condition to Consultant's right to receive payment for services.

Late Charges. Client agrees to pay in addition to the billed amount for any payment ten (10) or more days late, a monthly late payment charge of one and one-half percent (1.5%) per month on the unpaid balance specified in such billing. In the event the then legal rate for late charges is less than one and one-half percent (1.5%) per month, then Client agrees to pay the maximum rate permitted by law.

Suspension or Termination of Performance. In addition to any other rights Consultant may have for default of Client, if Client fails to pay Consultant within thirty (30) days after invoices are rendered, Client agrees Consultant shall have the right to consider such default in payment a material breach of this agreement, and upon written notice, the duties, obligations, and responsibilities of Consultant under this agreement may be suspended or terminated at Consultant's sole option.

Early Termination Release. Consultant has a right to complete all services agreed to be rendered pursuant to this contract. In the event this agreement is terminated by client before the completion of all services, unless Consultant is responsible for such early termination, Client agrees to pay Consultant the full contract price and that any such termination shall automatically release consultant from any liability for any work performed.

Government Changes. If consultant, pursuant to this agreement, produces work product and/or performs field work, and such work product and/or field work is/are required by one or more governmental agencies, and such governmental agency changes its ordinances, policies, procedures or requirement after the date of this agreement, any additional office or field work thereby required shall be paid for by Client as extra work.

Changed Conditions. In the event Client discovers or becomes aware of changed field or other conditions which necessitate clarification, adjustments, modifications or other changes, Client agrees to notify Consultant and engage Consultant to prepare the necessary clarifications, adjustments, modifications or other changes to Consultant's work before further activity proceeds. Further, Client agrees that any construction contracts for any project which involves Consultant's work product shall include a provision that requires the contractor to notify Client of any changed field or other conditions after which Client shall timely notify Consultant.

Additional Services. Client acknowledges that the services described in Exhibit "A" are based upon the numbered assumptions referenced within said Exhibit "A" and field or other conditions existing at the time of execution of this Agreement. Client further acknowledges that clarifications, adjustments, modifications and other changes may be necessary to reflect changed field or other conditions. If Consultant determines that changed field or other conditions reasonably require or otherwise justify the provision of services in addition to those specified in this Agreement (such services to be referred to hereafter as "Additional Services"), Consultant shall by whatever means Consultant deems reasonable under the circumstances attempt to notify client of the nature of such changed field or other conditions and the need for Additional Services. Regardless if Consultant successfully notifies Client of the changed field or other conditions and the need for Additional Services, Client authorizes Consultant to provide the Additional Services and agrees to pay for same at the hourly rates set forth within Consultant's current rate schedule, incorporated herein by this reference. Any such Additional Services shall be performed subject to the terms and conditions of this Agreement as if specifically provided for herein.

Re-staking. In the event that Consultant's staking is destroyed, damaged or disturbed by an act of God or parties other than Consultant, the cost of re-staking shall be paid for by Client as extra work. Client acknowledges that the work performed pursuant to this agreement is based upon field and other conditions existing at the time of preparation of Consultant's work. Client further acknowledges that field and other conditions may require clarification, adjustments, modifications and other changes necessary to reflect changed field or other conditions.

Payment of Costs. Client shall pay the costs of checking and inspection fees, zoning and annexation application fees, assessment fees, soils engineering fees, soils testing fees, aerial topographic fees, and all other fees, permits, bond premiums, title company charges, blueprints and reproductions, and all other charges not specifically covered by the terms of this agreement. In the event all or any portion of the work prepared or partially prepared by Consultant be suspended, and restarted, Client agrees to pay consultant on demand as extra work for any additional expense or services required by consultant as a result of suspension of the work.

Records of Survey. Client acknowledges and agrees that if Consultant provides surveying Services, which require the filing of a Record of Survey in accordance with Business and Professions Code Section 8762, all costs of preparation, examination and filing of such Record of Survey will be paid for by Client as extra work.

Governmental Actions. Consultant shall not be liable for damages resulting from the actions or inactions of governmental agencies including, but not limited to, permit processing, environmental impact reports, dedications, general plans and amendments thereto, zoning matters, annexations or consolidations, use or conditional use permits, project or plan approvals, and building permits.

Performance of Others. Client acknowledges that consultant is not responsible for the performance of work by third parties including, but not limited to, engineers, architects, contractors, subcontractors, or suppliers.

Delays. Consultant is not responsible for delay caused by activities or factors beyond Consultant's control, including but not limited to, delays caused by strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of Client to timely furnish information or approve or disapprove Consultant's work, faulty performance by Client or others, including contractors and governmental agencies. In the event such delays occur, Client agrees to save and hold Consultant harmless therefore.

Bankruptcy. Consultant shall be entitled to immediately, and without notice, suspend the performance of any and all of its obligations under this agreement if consultant receives notice that client has filed a voluntary petition for Bankruptcy or if an involuntary Bankruptcy petition is filed against Client, and such petition is not dismissed within fifteen (15) days of its filing. Any suspension of services made pursuant to the provisions of this paragraph shall continue until such time as this agreement has been fully and properly assumed in accordance with the applicable provisions of the United States Bankruptcy Code and in compliance with the final order or judgment issued by the Bankruptcy Court.

Lien Rights. This agreement shall not be construed to alter, affect or waive any lien or stop notice right or other remedy which Consultant may have for the performance of services pursuant to this agreement. Client agrees to separately provide to Consultant the present name and address of the record owner of the property on which Consultant is to perform services. Client also agrees to separately provide Consultant with the name and address of any and all persons, including lenders, who are entitled to receive a preliminary notice.

Hold Harmless. Client agrees to be solely and completely responsible for job site conditions during the course of Consultant's performance, including safety of all persons and property; that this requirement shall be made to apply continuously and not be limited to normal working hours; and Client further agrees to defend, indemnify and hold Consultant harmless from any and all liability, real or alleged, in connection therewith, except liability arising from the sole negligence or other willful misconduct of Consultant.

Liability Limits. Client agrees that Consultant's total liability to Client, its agents, employees, contractors, subcontractors, successors and assigns, for professional negligence, acts, errors or omissions of Consultant, shall be limited to \$100,000 or Consultant's fees, whichever is greater.

Estimates. Estimates of areas provided under this agreement are not to be considered precise unless Consultant specifically agrees in writing to provide the precise determination of such areas.

No Representations. Consultant makes no representation concerning any estimated quantities or calculated areas or costs made in connection with maps, documents or other work product other than that all such calculations and estimate are estimates only and Consultant shall not be responsible for fluctuations therein.

No Warranties. Consultant makes no warranty, either expressed or implied, as to its findings, recommendations, or professional advice except that the work was performed pursuant to generally accepted standards of practice in effect at the time of performance.

Cooperation. Client and Consultant agree to cooperate with each other in every way in the performance of this agreement.

Waiver. Waiver by Consultant of any term, condition, or covenant, or breach of any term, condition, or covenant, shall not constitute the waiver of any other term, condition, or covenant, or the breach of any other term, condition, or covenant, and any such waiver shall not constitute a continuing waiver thereof.

Other and Further Performance. Upon written request, client shall timely execute and deliver, or cause to be executed and delivered, such additional instruments, documents, and pay any governmental fees and charges necessary to this agreement.

Advisory Only. Consultant shall only act in an advisory capacity to Client in governmental relations. Client shall be responsible for all decision making activities therein.

Validity. If any term, condition, or covenant of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this agreement shall be valid and binding on Client and Consultant.

Jurisdiction. This agreement shall be governed by and construed in accordance with the laws of the State of California.

Venue. Client agrees that in the event Client institutes any action, litigation, arbitration or mediation to enforce or interpret the provisions of this agreement, such action shall be brought and adjudicated in the appropriate court in the county in which Consultant's principal place of business is located, and Client waives the right to bring, try or remove such action to any other county or judicial district.

Mediation. In an effort to resolve any conflicts that arise during this contract or following the completion of the consultant's work, the Client and Consultant agree that all disputes between them arising out of or relating to this Agreement shall be submitted to non-binding mediation, as a first priority for resolution, unless the parties mutually agree otherwise.

Assignment. This agreement shall not be assigned by either Client or Consultant without the prior written consent of the other.

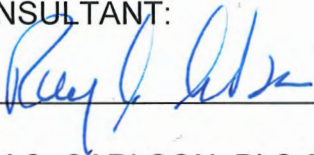
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Entire Agreement. This agreement contains the entire agreement between Client and Consultant relating to the project and the provision of services to the project. Any prior agreements, promises, negotiations or representations not expressly set forth in this agreement are of no force or effect. Subsequent modifications to this agreement shall be in writing and signed by both Client and Consultant.

Acceptance and Commencement. By execution of this agreement Client accepts the terms hereof, Acknowledges receipt of a copy hereof, including all exhibits, and authorizes consultant to proceed with the work. In the event Client is not the owner of the property, Client represents that Client has obtained permission from said owner for Consultant to proceed.

IN WITNESS WHEREOF, the parties hereby execute this agreement upon the terms and conditions stated above and on the date first above written.

CONSULTANT:



RAY C. CARLSON, PLS 3890
President, Ray Carlson & Associates, Inc.
Licensed by the California Board for
Professional Engineers, Land Surveyors
& Geologists

CLIENT:

x _____

Bryan Almquist

DATED: x _____

Exhibit "A" attached: x _____

Client's initial

Project Location:

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EXHIBIT "A"

Date: April 13, 2026

Project No: 2026-RFP_Camp Meeker-Vacation ROW

Client: Camp Meeker Recreation & Park District

Project Location: West of Plymouth St, Camp Meeker, CA

Description of Work:

1. Consulting as needed.
2. Prepare descriptions and Exhibits of the described streets for use to record the Vacation of unused streets.

Estimate: \$7,800

NOTES:

It is expressly understood this price of \$7,800 is an estimate only and is for items #1-2 above. This price does not include Agency, printing, Title Company, or other outside fees.



Camp Meeker Forest Road and Trail Upgrades

Scope of Work and Estimated Cost

PREPARED FOR:

Camp Meeker Recreation and Park District
ATTN: Bryan Almquist, Vice President
PO Box 461
Camp Meeker, CA 95419
Bryan@campmeeker.org

June 4, 2026

WRA PROJECT NO. 360133

PURPOSE

WRA, Inc. ("WRA"), is pleased to submit this proposal to provide professional consulting services to Camp Meeker Recreation and Park District ("District," "Client"). The purpose of this Scope of Work is to describe the anticipated level of effort and deliverables involved in preparing California Environmental Quality Act (CEQA) documentation for the proposed road and trail upgrades at Camp Meeker Forest Open Space Preserve ("Project").

PROJECT UNDERSTANDING

WRA understands that the District purchased a portion of land from St. Dorothy's Rest which is now included in the Camp Meeker Forest Open Space Preserve. In order to implement planned road and trail improvements at the Preserve, the District must conduct environmental review pursuant to CEQA, and will act as the CEQA Lead Agency. Based on WRA's understanding of the Project and a preliminary review of the background materials provided by the District, we believe that a program-level CEQA document is the appropriate pathway for the planned improvements.

The Project site includes a variety of existing roads and trails, including logging skids, fire roads, access roads, and hiking/multi-use trails. The District's long-term plan for road and trail improvements includes upgrades to existing roads/trails, decommissioning of existing roads/trails, and creation of new roads/trails.



For the purposes of the CEQA analysis, the study area should include all areas where improvements are proposed; therefore, the existing roads and trails not slated for improvements are excluded from the scope of the technical biological and cultural resources studies described below. Based on the data provided by the District, WRA calculates that there are approximately 8.5 miles of trails that are proposed to be upgraded, decommissioned, or created. Our proposed study area is shown below in Figure 1.

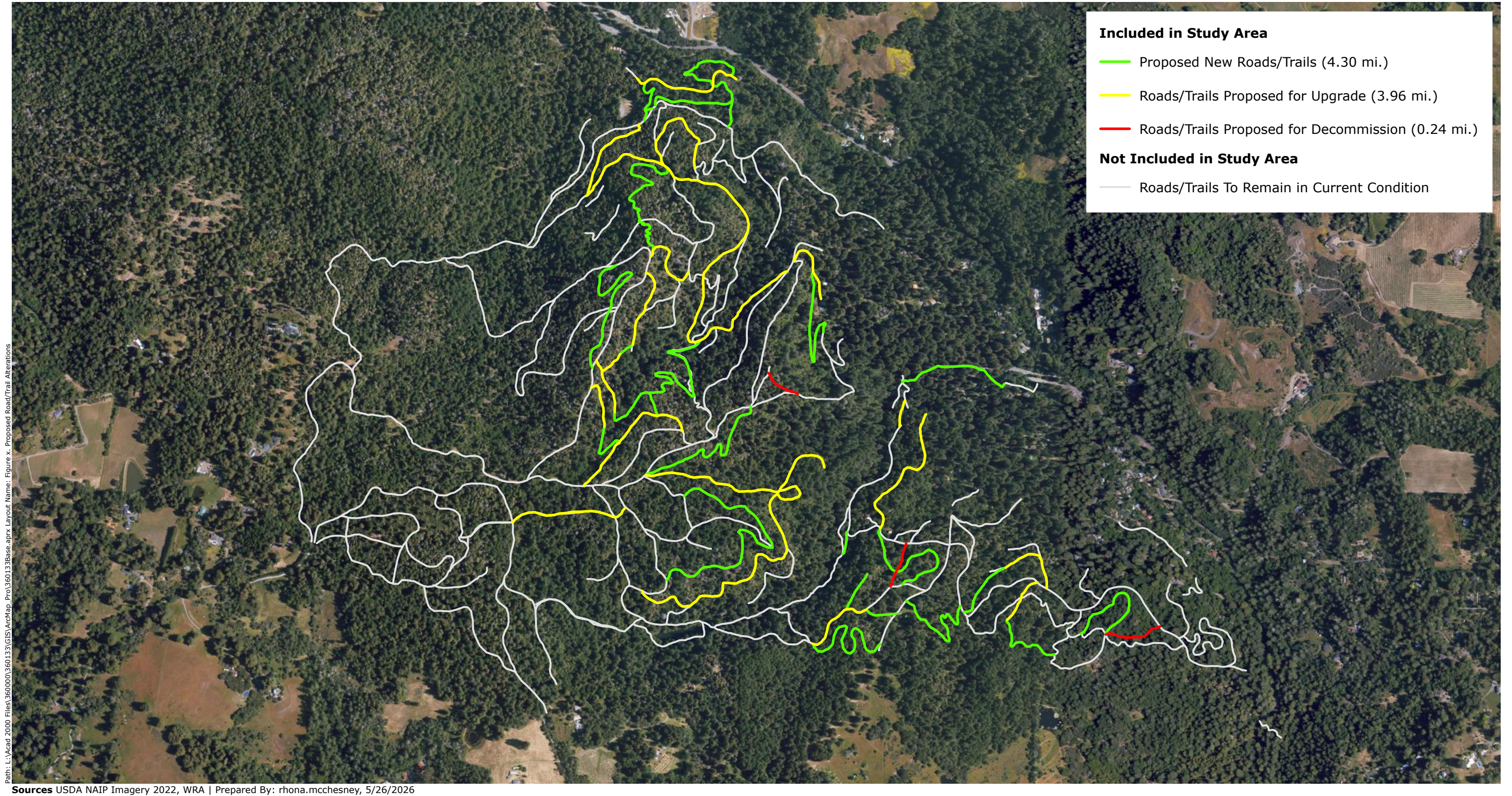


Figure 1. Proposed Road/Trail Alterations

WORK PRODUCTS

- Biological Resources Technical Report
- Archaeological Survey Report
- Administrative Draft IS/MND
- Screencheck Draft IS/MND
- Public Review Draft IS/MND, Notice of Intent, Notice of Completion
- Final IS/MND, including responses to public comments
- Mitigation Monitoring and Reporting Program

SCOPE OF WORK

Task 1: Kick-Off Meeting and Information Review

WRA proposes to kick-off the Project with the District by 1) collecting all relevant reports, drawings, and relevant background information; 2) discussing the proposed Project; 3) resolving issues regarding overall assumptions; 4) identifying other key requests for information; and 5) discussing overall communication protocols. WRA will review all relevant background information related to the Project to inform the preparation of the CEQA documentation, and will submit a Request for Information (RFI) to the District for any additional data needs.

Task 2. Prepare Project Description

Using relevant background information and Project plans and drawings provided by the District, WRA will prepare a draft Project Description for the IS/MND which will include discussions of the following: 1) Project area regional and local location; 2) Project objectives and goals; 3) Project elements and characteristics; and 4) a list of approvals and regulatory permits that may be required for the Project. WRA will prepare a draft CEQA Project Description to be submitted to the District within two weeks of receiving all background information needed from the District. WRA will revise the Project Description based on one round of comments from the District.

Task 3. Biological Resources Technical Report

A review of the physical environment of the Project site is necessary to observe habitat conditions and sensitivities for special-status species protected under federal, state, and/or local laws and ordinances that are or could be present and potentially be affected by the Project. The proposed Study Area includes existing areas that may be modified and/or areas that are proposed for improvement, plus a 50-foot buffer (25 feet on either side of the road/trail). The Study Area will also include access routes and staging areas.

Prior to the site visit, WRA will conduct a background review of relevant information in literature and databases to ascertain if any sensitive biological resources have the potential to be present on-site based on previous occurrences reported in the area. Background resources that will be reviewed include the Soil Survey of Sonoma County, geologic maps, USGS topographic maps, and aerial photographs. Species and habitat specific review will include searches of the California Natural Diversity Database (CNDDB) hosted by the California Department of Fish and Wildlife (CDFW), the California Native Plant Society's (CNPS) Electronic Inventory of Rare and Endangered Plants, and Consortium of California Herbaria (CCH) database. Additional resources for potentially occurring special-status wildlife species include the Breeding Bird Atlas of

Sonoma County, CDFW Wildlife Habitat Relations database, eBird online databases, and other published literature about fauna of Sonoma County.

WRA will conduct a site visit to document any natural communities within the Study Area and note the location of sensitive habitat areas, such as potential wetlands, wildlife corridors, or habitat that may support special-status species. Natural communities will be generally mapped, however any sensitive habitat present, such as wetlands, requiring detailed delineation procedures may require a separate scope of work. Special-status plants and/or sensitive natural communities that are observed will be recorded and mapped with a full description of location and quantity documented; however, due to seasonal timing this assessment is not considered a protocol-level survey for plant or wildlife species. These surveys may or may not be recommended in the assessment report and if such level of focus is required at some point, they can be conducted under a separate scope of work.

Following the field visit, WRA will prepare a Biological Resources Technical Report (BRTR) that addresses applicable environmental regulations. Inclusive in the BRTR will be sections regarding the purpose of the study, the regulatory background, assessment methodology, assessment results and potential impacts evaluation, and recommendations for avoidance or mitigation for potential adverse impacts to sensitive biological resources, if any. Supporting information required in the report are lists of special status species with a moderate or higher potential to be present with summaries of probability for presence based on site conditions and habitats present. Recommendations for future studies or in-depth analysis for sensitive natural resources that may be required will also be discussed, if needed.

Task 4: Cultural Resources Study (Alta Archaeological Consulting)

To support the CEQA documentation, Alta Archaeological Consulting (ALTA) will complete an Archaeological Survey Report (ASR) for the Project site. ALTA will complete the following tasks:

- Conduct a Project kick-off meeting to formally initiate the Project and ensure alignment between all key stakeholders. ALTA will also establish communication protocols, reporting structures, and collaboration expectations.
- Conduct a records search in the California Historical Resources Information System at the Northwest Information Center (NWIC) in order to identify previously conducted archaeological surveys or known archaeological sites located near the Project area. In addition, ethnographic and historical literature will be reviewed.
- Coordinate Native American outreach, including requesting a Sacred Lands File review to the Native American Heritage Commission (NAHC) and inviting a tribal representative to participate in the field survey.
- Conduct an on-site field reconnaissance of approximately 8.65 miles of roads and trails, extensively examining the Project area for cultural resources. Where applicable, a shovel will be used to expose mineral soil and examine sediments for evidence of cultural materials. If cultural resources are identified, approximate boundaries will be delineated, and their locations will be plotted on topographic maps.
- Prepare a written report of findings and recommendations pertaining to cultural resources.

Task 5: California Environmental Quality Act Documentation

We propose to prepare a program-level Initial Study to assess the Project's environmental impacts under the 21 topic areas defined in the CEQA Appendix G Guidelines. Tasks 5.1 – 5.4 below assume results of the Initial Study will indicate that Project impacts can be mitigated to a less-than-significant level with the incorporation of appropriate mitigation measures and ultimately support the filing of a Mitigated Negative Declaration (MND).

Task 5.1: Administrative Draft IS/MND

WRA will prepare an Administrative Draft Programmatic IS/MND that will include the finalized Project Description and completed environmental checklist form as outlined in the CEQA Appendix G Guidelines. WRA will utilize existing background documentation provided by the Client to the greatest extent feasible in preparing the IS/MND. WRA will utilize information from the BRTR, as described above in Task 3, to identify potential impacts to any special-status plant or wildlife species, jurisdictional waters, sensitive natural communities, or other biological resources on-site. WRA has retained ALTA to assist with an Archaeological Survey Report, which will identify potential impacts to cultural and historic resources. WRA will submit the Administrative Draft IS/MND to the District for review and will revise the IS/MND based on one round of review from the District.

As part of this task, WRA will draft project notification letters for the District to send to local tribes to initiate Native American consultation as required under Assembly Bill (AB) 52. WRA will prepare a draft letter that will describe the purpose of the Project, construction methods, and findings of the cultural resources study. WRA will send the letter to local Native American contacts on behalf of the District via email and mail and will participate in up to two (2) one-hour tribal consultation meetings, if needed.

Task 5.2: Screencheck Draft IS/MND and Publication of Draft IS/MND

After the District has approved the Administrative Draft IS/MND, WRA will prepare the Screencheck Draft IS/MND. As part of this task, WRA will also draft the Notice of Intent (NOI) and Notice of Completion (NOC), and all other required CEQAnet forms for the District's review and signature. WRA will coordinate with the District to determine the desired circulation method for the NOI (i.e., newspaper posting, on-site posting, radius mailing). This proposal assumes that the District will assist with a mailing list for the NOI, if needed, and will pay for the NOI to be posted in a local newspaper. WRA will file the IS/MND, NOI, and NOC with the State Clearinghouse via CEQAnet and will post the NOI with the Sonoma County Clerk.

Task 5.3: Final IS/MND, Response to Comments, and Mitigation Monitoring and Reporting Program

Once the public comment period for the IS/MND has ended, WRA will prepare a response to all public comments which will be included in the Final IS/MND. This scope of work includes enough budget for WRA to respond to up to fifteen district comments on the IS/MND. WRA will also prepare the Mitigation Monitoring and Reporting Plan (MMRP), which will be included in the Final IS/MND, and the Notice of Determination (NOD). WRA will submit the Final IS/MND with all supporting documentation and notices to the District, and revise the materials based on one round of review and comment.

Task 5.4: CEQA Project Management and Public Hearing

WRA will attend one public hearing for the adoption of the Final IS/MND, if requested. If needed, WRA will be available to attend additional hearings under a separate scope of work. In addition, WRA's project manager and/or principal will be available during the CEQA phase of the Project for up to four progress meetings with the District.

Task 6. Regulatory Permitting Strategy Memorandum

The Project will potentially require approval and/or permits from the National Marine Fisheries Service (NMFS), CDFW, Regional Water Quality Control Board (RWQCB) and United States Fish and Wildlife Service (USFWS). WRA reviewed the background information sent by the District, including the St. Dorothy's LandSmart Forest Management Plan (FMP), the St. Dorothy's Rest Road Inventory and Erosion Assessment (Appendix K to the FMP), and the Camp Meeker Forest Open Space Preserve Projects map to estimate permitting needs for the Project. While Appendix K provides useful information to devise a permitting strategy, WRA notes that it does not contain engineering specifications, which regulatory agencies will likely require in order to evaluate the Project.

Once the BRTR is finalized, WRA will prepare a memorandum that describes our recommended strategy for regulatory permitting for the Project. To assist the District in requesting funding from Sonoma County Agriculture and Open Space District, WRA put together a high-level cost estimate for regulatory permitting for the Project, which is estimated around \$180,000 to \$270,000. This estimate assumes 10 project areas, 3 staging areas, and that access to work areas will be achieved via existing roads.¹ This estimate assumes that NMFS consultation will require a "No Effect" letter, and that California red-legged frog may be present on-site, requiring Section 7 consultation with USFWS, and that Northern spotted owl may be present but can be avoided. This estimate also assumes work will occur mainly in dry streambeds and in the summer; therefore, no California Endangered Species Act Incidental Take Permit will be needed. This estimate does not include mitigation costs, permit application fees, construction compliance monitoring, or compliance reporting.

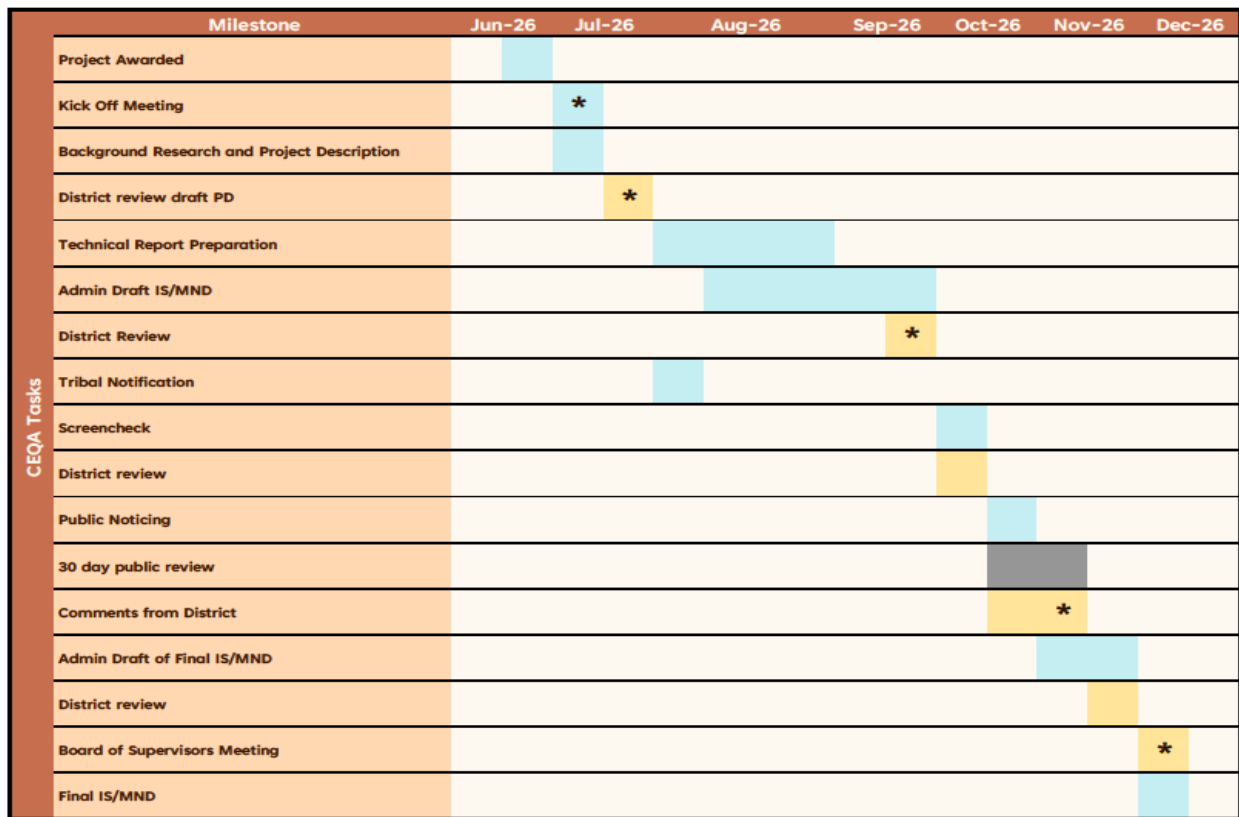
SCHEDULE

Work can begin upon execution of this Scope of Work. Tasks are estimated to be completed as presented in the schedule below.

¹ Appendix K only contains information regarding proposed road improvements; therefore, this estimate does not include permitting for trail projects. Trail improvements are anticipated to avoid stream crossings to the extent feasible and would generally avoid work within stream channels or other jurisdictional waters; accordingly, regulatory permitting for impacts to aquatic resources is expected to be limited or unnecessary for most trail improvements.

CAMP MEEKER FOREST OPEN SPACE PRESERVE ROAD AND TRAIL PROJECT CEQA Roadmap

 = WRA Team Document Production or Reviews
 = District Review
 * = Meeting



STAFFING

Crystal Mainolfi will be the principal in charge of the project. Liv Niederer will be the project manager. Other staff will be assigned to the project as necessary.

ASSUMPTIONS

The following assumptions have been made in the preparation of this Scope of Work:

- Client can provide the project design or property boundaries in digital format (such as AutoCAD or GIS), properly referenced to a geographic coordinate system.
- Any previous environmental reports for the project supplied to Client or the project owner will be provided to WRA.
- Any previous correspondence between Client or the project owner and government agencies that relates to WRA's proposed work will be provided to WRA.
- Any biological survey, assessment, or other reconnaissance is dependent on current conditions, and data obtained may not be accurate or applicable in subsequent years.
- WRA cannot guarantee schedules or costs for actions taken by regulatory and other third-party entities, which are outside of WRA's control.

- Client to coordinate payment of required fees for CEQA and environmental permitting submittals.
- This scope of work includes time for WRA to attend up to two (2) one-hour consultation meetings with local tribes. If additional coordination time is needed for WRA to assist the District with AB 52, a change order would be required.
- This scope of work includes enough time for WRA to respond to up to fifteen distinct comments on CEQA documentation (e.g., ten comment letters with two distinct comments each). If comments in excess of this threshold are submitted, a change order will be required to prepare a response to the remaining comments.
- This Scope of Work does not include costs for any Regulatory Permitting requirements for the Project. Costs for obtaining required permits can be provided under a separate scope of work.

ESTIMATED COST

The cost for the services described in this Scope of Work is provided below. This cost is based on the assumptions above and normal working conditions. Costs may be reallocated between tasks that are based on time and materials, but the total cost shown below will not be exceeded without authorization.

TASK	COST
1. Kick-off Meeting and Information Review	\$ 3,400
2. Prepare the Project Description	\$ 7,100
3. Biological Resources Technical Report	\$ 28,800
4. Cultural Resources Study	\$ 9,700
5. CEQA Review	
5.1. Administration Draft IS/MND	\$ 20,500
5.2. Screencheck Draft IS/MND and Publication of Draft IS/MND	\$ 4,600
5.3. Final IS/MND, Response to Comments, and Mitigation Monitoring and Reporting Program	\$ 6,900
5.4. CEQA Project Management and Public Hearing	\$ 7,000
6. Regulatory Permitting Strategy Memorandum	\$ 3,000
TOTAL:	\$91,000

TERMS & CONDITIONS

This Scope of Work is subject to WRA's Standard Terms and Conditions, which are attached hereto and incorporated herein as Exhibit A.

(Approval / Signature Page Follows)