



Meeting Minutes
April 21, 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, Bell-Alper, Bongardt, and Almquist were present. All Directors were present in person.

3. APPROVAL OF AGENDA

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

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

Noes: None

Abstain: None

Absent: None

The motion was approved.

4. STATEMENTS OF ABSTENTION

There were no statements of abstention.

5. PUBLIC COMMENT

Patrick Cox stated he is a new full-time resident of Camp Meeker but has been spending time here for 66 years. He is interested in possibly joining the Board in the future.

6. CONSENT ITEMS

A. APPROVAL OF MINUTES – March 17, 2026

A motion was made by Director Almquist and seconded by Director McDaniel to approve the minutes of March 17, 2026.

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

Noes: None

Abstain: None

Absent: None

The motion was approved.

B. PAYMENT OF CLAIMS

A motion was made by Director Helfrich and seconded by Director Bongardt to authorize payment of claims in the amount of \$30,374.14.

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

Noes: None

Abstain: None

Absent: None

The motion was approved.

C. FINANCIAL AND ADMINISTRATIVE REPORTS

1. FINANCIAL REPORT – Victoria Mwangi reported that the District received semi-annual tax revenues in the amount of \$105,833.76. Both the Park and Rec and Water funds are below budget: Park and Rec is at 51% and Water is 70% of the budget allocated for FY 25/26.

2. ADMINISTRATIVE REPORT – Ms. Sherwin reported:

- Brelje and Race estimate for the tank recoating has been received and will be reviewed at either the May or June Board meeting.
- The IPAO&M proposal has been received by Ag and Open Space, and we are waiting for feedback.
- JP Subcommittee met on 4/20/2026 to review updated apportionment ratios based on usage. The recommendations of the subcommittee will be reviewed by the CMRPD Board at the May meeting.
- Coordination with District 5 office, PRMD, and the Sonoma County Sheriff is ongoing to remove the homeless encampment on CM/Occidental Rd. There is another encampment on upper Mizpah that the Sheriff has been checking on regularly as well.
- Review of some additional grant opportunities to revitalize the park and possibly repave the parking lot.
- There are a few repairs needed at Anderson Hall prior to events that are beginning at the end of May.
- Director McDaniel, Ms. Mwangi, and Ms. Sherwin will meet in the upcoming month to begin working on the preliminary budget.

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

Mr. Rob Sherrod reported that the water system operates normally and usage is average. A repair was needed on Nob Ave. due to leakage from a fallen tree breaking the pipe, so there will be a loss in water that shows next month. A tour of the water system was given to some Board members in April. Director Helfrich asked if the house being rebuilt on Montgomery St. has a backflow prevention device on the street. Mr. Sherrod stated that he will look at it the following week. The resident is required to install a backflow device for fire regulations. If it is

located in the street, RRU will request they install a bollard. Mr. Sherrod then presented the SCADA reporting system and explained how it is utilized by RRU.

8. ACTION ITEMS

A. WATER LEAKAGE FORGIVENESS REQUEST- 136 REDWOOD AVE (*Grace and Ivan Lee, 5 minutes*)

DESCRIPTION: Property owner Grace Lee described the location of the leak and stated she did not know how the faucet had been turned on. The Lees do not reside at the property full time and were not present when the leak happened. The Lees requested relief from excess water charges totaling \$2,130.97. Mr. and Ms. Lee described the actions they will take to prevent unknown usage happening again.

ACTION: A motion was made by Director Helfrich and seconded by Director McDaniel to approve the credit to the Lees' account for the pumping cost (\$1,995.76), subject to proof of remediation by the Lees.

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

Noes: None

Abstain: None

Absent: None

The motion was approved.

B. TREE SAFETY CONCERN – 86 SYLVANIA

DESCRIPTION: Mr. Pat Cox described a tree that leans toward his house after PG&E trimmed one side of it. Mr. Cox provided an update that a PG&E arborist assessed the tree at the request of Ms. Sherwin and agreed to remove it completely.

ACTION: No action was taken.

C. EASEMENT REQUEST – REDWOOD AVE (*Carter Waite, 5 minutes*)

DESCRIPTION: The Board received an email from resident Mr. Carter Waite requesting consideration of a parking easement across from his recently purchased property on Redwood Ave. The area is within the Conservation Easement boundaries.

ACTION: By consensus, Director Almquist agreed to contact Ag and Open Space and report back at a future meeting. No formal Board action was taken.

D. CONFIRMATION OF RAY CARLSON & ASSOC. AS CMRPD SURVEYOR OF RECORD

DESCRIPTION: The Board reviewed the pay schedule submitted by Ray Carlson & Associates and discussed if the firm should be chosen as the surveyor of record for Camp Meeker Recreation and Park District.

ACTION: A motion was made by Director Bell-Alper and seconded by Director McDaniel to approve the selection of Ray Carlson and Assoc. as Camp Meeker Recreation and Park District's official Surveyor of Record.

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

Noes: None

Abstain: None

Absent: None

The motion was approved.

E. DRAFT PURCHASING POLICY

DESCRIPTION: Director Almquist presented a Draft Purchasing Policy that will protect the District from unauthorized contractual obligations and litigation risk.

ACTION: A motion was made by Director Helfrich and seconded by Director Bell-Alper to adopt the Purchasing Policy as written.

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

Noes: None

Abstain: None

Absent: None

The motion was approved.

F. CMRPD OWNERSHIP OF PG&E METER AT TOP OF MIZPAH

DESCRIPTION: Director Almquist discussed taking ownership of the PG&E meter on Camp Meeker Forest property at the top of Mizpah. The meter is not currently assigned to anyone and could support future recreational or maintenance infrastructure for Camp Meeker Forest.

ACTION: A motion was made by Director Helfrich and seconded by Director McDaniel to authorize Director Almquist to contact PG&E and take ownership of the meter located at 88 Mizpah.

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

Noes: None

Abstain: None

Absent: None

The motion was approved.

9. DIRECTORS' REPORTS

Director Helfrich informed the Board that he will be unavailable to attend the May Board meeting due to personal reasons.

Director Almquist reported that the IPAO&M proposal had been submitted to Ag and Open Space. He has been in communication with Gold Ridge RCD, Environmental Resource Solutions, and WRA Environmental Consultants to request estimates for upcoming CEQA and

other permitting obligations. The signs have been put up at all park entrances, and he will be working on putting gates up in the next few weeks.

Director Bell-Alper reported that the next CM Social Club potluck is scheduled for Saturday, June 13th.

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 McDaniel, that the meeting be adjourned.

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

Noes: None

Abstain: None

Absent: None

The motion was approved.

The meeting adjourned at 8:02 p.m.

Respectfully submitted,
Katie Sherwin