



## Camp Meeker Recreation and Park District

Board Meeting Minutes  
November 18, 2025, 7pm

Anderson Hall, 101 Lakeside Ave • Camp Meeker, CA 95419 • (707) 874-9246 •  
[www.campmeeker.org](http://www.campmeeker.org)

### CALL TO ORDER

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

### ROLL CALL

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

### APPROVAL OF AGENDA

A motion was made by Director Helfrich and seconded by Director Almquist to strike item E and approve the agenda.

Director	Ayes	No	Absent
Bell-Alper	X		
Helfrich	X		
Larson	X		
McDaniel	X		
Almquist	X		

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

The motion was approved.

### STATEMENTS OF ABSTENTION

There were no statements of abstention.

### PUBLIC COMMENT

Cathie Anderson informed the Board that she scraped, swept, and blew off the stairs next to the Post Office, as well as the bridge.

## 6. CONSENT ITEMS

### A. APPROVAL OF MINUTES – October 21, 2025

A motion was made by Director Almquist and seconded by Director Bell-Alper to approve the minutes from October 21, 2025.

Director	Ayes	No	Absent
Bell-Alper	X		
Helfrich	X		
Larson	X		
McDaniel	X		
Almquist	X		

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

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 \$23,326.09.

Director	Ayes	No	Absent
Bell-Alper	X		
Helfrich	X		
Larson	X		
McDaniel	X		
Almquist	X		

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

The motion was approved.

### C. FINANCIAL AND ADMINISTRATIVE REPORTS

1. Financial Report – Director McDaniel presented the expenses vs. budget report as well as the long-term debt balance. Vicky Mwangi reported that if our expenses remain consistent, we should be able to meet our budgetary expectations. She stated that the BMO account needs to be closed, and the balance will be transferred to the WF deposit account.

2. Administrative Report – Katie Sherwin stated that the lien has been filed against 18 Hampton. Jamie Dunton added that there are new tenants in place who will be paying their

own account with no responsibility for the arrears. Ms. Sherwin explained that water credit card payments previously deposited into the BMO account have now been fully redirected into the Wells Fargo water deposit account. She also noted that the insurance questionnaire for 2026/2027 has been completed and has been working on compliance updates to the website. The pdfs on the website need ADA remediation and she has been working with Streamline to address the issue. Director Helfrich discussed different options to comply with accessibility guidelines. Ms. Sherwin will review the options available and determine the best way forward. The Board recruitment flyer has been posted with November 30<sup>th</sup> submission deadline. Joint Powers subcommittee needs to be reestablished and will be on the December agenda.

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

Jamie Dunton reported that the new tanks are online and Robert Sherrod has been working with the engineers to make sure they operate well. There is an additional XiO invoice for \$3600 to bring in the operations component of one of the chemical feeds. The invoice was sent to CMRPD and will need to be prorated by CMRPD and invoiced to Alliance and Occidental. Alliance has provided their annual production amount to RRU, and Jamie calculated the new ratios for water payment percentages. CM is roughly 50%, Occidental is 31%, and ARCG is 19%. Robert is willing to give tours of the Alliance facility for Board members. Stephanie has been working on collections for unpaid water bills and has gotten many overdue payments with phone calls.

8. ACTION ITEMS

A. BRELJE & RACE PROPOSAL AND CONTRACT REVIEW (Director Helfrich – 5 minutes)

DESCRIPTION: The Division of Drinking Water inspection identified deficiencies in the Morelli, Baumert, and Tower water storage tanks. Brelje & Race Consulting Engineers submitted a proposal to evaluate the condition of the tanks, perform a feasibility analysis for a new 50,000–100,000-gallon tank at the Morelli site, and provide maintenance recommendations.

ACTION: A motion was made by Director McDaniel, and seconded by Director Almquist, to approve the proposal from Brelje & Race Consulting Engineers to proceed with the evaluation and potential replacement of the Morelli storage tank.

Director	Ayes	No	Absent
Bell-Alper	X		
Helfrich	X		
Larson	X		
McDaniel	X		
Almquist	X		

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

The motion was approved.

**B. TEMPORARY ENTRY PERMIT – CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE (CDFW) (Director Helfrich – 5 minutes)**

DESCRIPTION: The California Department of Fish and Wildlife (CDFW), in partnership with California Sea Grant, Sonoma Water, and the U.S. Army Corps of Engineers, requests renewal of a Temporary Entry Permit granting access to District-owned parcels along Dutch Bill and Lancel Creeks. The permit allows monitoring and fish recovery activities in support of the Russian River Coho Salmon Recovery Program and remains in effect through December 31, 2030.

ACTION: A motion was made by Director Helfrich, and seconded by Director Almquist, to authorize the District President to execute the Temporary Entry Permit with CDFW and partner agencies.

Director	Ayes	No	Absent
Bell-Alper	X		
Helfrich	X		
Larson	X		
McDaniel	X		
Almquist	X		

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

The motion was approved.

**C. RESOLUTION 2025-006 – CLOSURE OF BMO BANK ACCOUNT (Director McDaniel – 5 minutes)**

DESCRIPTION: The Board considered the adoption of Resolution 2025-006, authorizing closure of the District’s BMO Bank checking account previously used for water payments, and directing the transfer of the remaining funds to the District’s Wells Fargo deposit account.

ACTION: A motion was made by Director Bell-Alper., and seconded by Director Helfrich, to adopt Resolution 2025-006 as presented, and authorize the Board President to close the BMO account and transfer the balance to the Wells Fargo deposit account.

Director	Ayes	No	Absent
Bell-Alper	X		
Helfrich	X		
Larson	X		
McDaniel	X		
Almquist	X		

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

The motion was approved.

D. INVESTMENT POLICY (Director McDaniel – 5 minutes)

DESCRIPTION: Director McDaniel discussed the District's outdated Investment Policy and provided insight into whether the policy should be updated or if revision is unnecessary at this time.

ACTION: Director McDaniel will provide an updated draft at the December Board meeting after working with the CMRPD government banking representative at Wells Fargo, and the Board will consider if the new policy should be implemented.

E. UPDATE: TREE LIABILITY ON CMRPD PROPERTY (Director Helfrich – 5 minutes)

The President struck this item from the agenda. No action taken. This item will be placed on the agenda for the next regular meeting.

F. UPDATE: CMVFD LEASE AGREEMENT (Director Helfrich – 5 minutes)

DESCRIPTION: The District President and staff met with the Camp Meeker Volunteer Fire Department (CMVFD) Board to discuss an amendment to the existing lease agreement. It was agreed to include a provision requiring CMVFD to inspect each fire hydrant within the Camp Meeker community at least once annually. Inspections will be documented using a District-provided checklist and a numbered map identifying all hydrant locations. During the initial inspection, CMVFD will spray-paint the corresponding number on each hydrant to match the map reference.

ACTION: The Board considered that the CMVFD Board is not authorized to direct the fire fighters in any action. Gold Ridge Fire Protection District manages the fire department staff and would need to approve the hydrant inspections being performed during drills. Tim Williams volunteered to speak with Chief Shepley Schroth-Cary of Gold Ridge regarding whether the inspection of hydrants would be permissible before moving forward with including the provision in the lease.

G. CAMP MEEKER FOREST ACCESS CONTROL – UNDEVELOPED RIGHTS-OF-WAY (Director Almquist – 5 minutes)

DESCRIPTION: Director Almquist presented maps of the undeveloped public rights-of-way located west of Plymouth Street and the undeveloped section of Woodland Avenue between Plymouth and California Streets, explaining that we can't control access to the areas because they are owned by the County. Establishing District control over these areas is necessary to manage and limit access to the Camp Meeker Forest Open Space Preserve as required by the Conservation Easement.

ACTION: A motion was made by Director Almquist and seconded by Director Helfrich to authorize Director Almquist to pursue the options of getting an encroachment permit to gain short-term, exclusive control of the areas, as well as the long-term solution of

requesting the County to transfer the rights to the undeveloped roads to CMRPD. He will also discuss the potential funding for the process with Ag & Open Space.

Director	Ayes	No	Absent
Bell-Alper	X		
Helfrich	X		
Larson	X		
McDaniel	X		
Almquist	X		

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

The motion was approved.

#### H. CAMP MEEKER FOREST VISION STATEMENT (Director Almquist – 5 minutes)

DESCRIPTION: The Camp Meeker Forest Subcommittee presented the following proposed Vision Statement for the Camp Meeker Forest Open Space Preserve.: “The Mission of the Camp Meeker Forest Open Space Preserve is to protect and restore the natural, scenic, recreational, cultural, and educational resources of the land while providing access to the local community and wider public.”

ACTION: A motion was made by Director Helfrich, and seconded by Director McDaniel, to accept the mission statement with the change of replacing the word “wider” with “the”.

Director	Ayes	No	Absent
Bell-Alper	X		
Helfrich	X		
Larson	X		
McDaniel	X		
Almquist	X		

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

The motion was approved.

#### 10. DIRECTORS’ REPORTS

Description: Directors provided updates on activities and meetings. Director Bell-Alper reported that around 50 people attended the first Camp Meeker Social Club event at Anderson Hall, and the community seemed grateful for the opportunity to gather. The next event will most likely be in early spring 2026.

Action: No action taken.

#### 12. ADJOURNMENT

As there was no further business to be brought before the Board at this time, a motion was made by Director Larson, and seconded by Director Helfrich, that the November 18, 2025 meeting of the Camp Meeker Board of Directors be adjourned.

Director	Ayes	No	Absent
Bell-Alper	X		
Helfrich	X		
Larson	X		
McDaniel	X		
Almquist	X		

Ayes: 5 Noes: 0 Abstain: 0 Absent: 0  
The motion was approved.

The meeting adjourned at 8:17 p.m.

Respectfully submitted,  
Katie Sherwin