

Post Office Box 461
Camp Meeker, CA 95419
707-874-9246
www.campmeeker.org

**REGULAR MEETING
CAMP MEEKER RECREATION AND PARK DISTRICT
OF THE BOARD OF DIRECTORS
MEETING AT 101 LAKESIDE, CAMP MEEKER
OCTOBER 21, 2025
AGENDA**

Members of the public can watch or listen to the meeting via Zoom

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Dial +1 (669) 444-9171, enter meeting password: 811 8008 0842

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. STATEMENTS OF ABSTENTION
5. PUBLIC COMMENT
The public may address the Board of topics NOT covered by this agenda. Testimony is limited to three minutes. Please state your first and last names clearly so that it can be correctly entered in the minutes.
6. CONSENT ITEMS (10 minutes)
 - A. Approval of Minutes
 1. September 16, 2025 Minutes
 - B. Payment of Claims
 - C. Administrative and Financial Report
 1. Administration Report
 2. Financial Report
7. REPORT OF THE WATER SYSTEM OPERATOR (Russian River Utility, 5 minutes)
 - A. System Operations
8. ACTION ITEMS
 - A. PARCEL PURCHASE REQUEST FOR APN: 075-300-010 (Douglas Dietz, 10 minutes)
DESCRIPTION: Mr. Dietz requests to purchase the lot adjoining his property at 5300 Bohemian Highway (formerly the site of the old post office) from the District in order to maintain the existing side yard and driveway from Morelli Lane, mitigate fire hazards, and preserve the natural state of the parcel.

PROPOSED ACTION: The Board will review the value of the property to the community and decide the appropriate action to take in accordance with the Surplus Land Policy.

B. LOT LINE ADJUSTMENT REQUEST APN 075-155-007 (Lynn Watson, 5 minutes)

DESCRIPTION: Ms. Watson requests a lot line adjustment to subsume APN 075-155-007 into her parcel APN 075-155-007.

PROPOSED ACTION: The Board may/may not take further action.

C. UPDATE: LIABILITY FOR FALLEN TREES ON DISTRICT PROPERTY (Director Helfrich, 5 minutes)

DESCRIPTION: Director Helfrich will provide an update on legal counsel's review regarding the District's potential risk exposure and liability in the event that a tree originating from CMRPD property causes damage to adjacent properties or assets.

PROPOSED ACTION: The Board may/may not take further action.

D. BOARD RECRUITMENT STRATEGY (John McDaniel, Staff, 5 minutes)

DESCRIPTION: Director McDaniel will discuss the next steps in the recruitment process and outreach strategies to fill Director Larson's vacancy January 1, 2026.

PROPOSED ACTION: The Board will determine the recruitment timeline, outreach, and selection process to fill the vacancy by the January Board meeting.

10. DIRECTORS' REPORTS

DESCRIPTION: This item is for information reporting only. In conformance with the Brown Act, there shall be no discussion or actions taken by the Board on any such report. No public testimony shall take place. If discussion and/or action is desired, the matter may be placed on a future agenda, notice thereof duly given, and action/discussion had at the future meeting.

PROPOSED ACTION: No action or discussion to take place

11. ADJOURNMENT

HOW TO GET AN ITEM ON THE AGENDA

Requests for items for the agenda of the regular meetings of the Camp Meeker Recreation and Park District must be submitted to the District in writing or through the District's website. Regular meetings are held the 3rd Tuesday of each month. The District must receive submissions no later than fourteen (14) calendar days before a meeting.

Submit your agenda items in writing to: Camp Meeker Recreation and Park District, Post Office Box 461, Camp Meeker, CA 95419. Be sure to include your name, address and phone number.

Anonymous submissions will not be considered for discussion. Items will be included in an agenda based on the number of issues to be discussed.

Submit your agenda items using the District's website at the following address:

<https://www.campmeeker.org/submit-your-agenda-item>



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**REGULAR MEETING
CAMP MEEKER RECREATION AND PARK DISTRICT
OF THE BOARD OF DIRECTORS
MEETING AT 101 LAKESIDE, CAMP MEEKER
SEPTEMBER 16, 2025
MINUTES**

1. CALL TO ORDER

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

2. ROLL CALL

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

3. APPROVAL OF AGENDA

The motion was made by Director Larson and seconded by Director Almquist to approve the agenda as posted.

Director	Ayes	No	Abstain	Absent
Bell-Alper	x			
Helfrich	x			
Larson	x			
McDaniel	x			
Almquist	x			

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

4. STATEMENTS OF ABSTENTION

There were no statements of abstention.

5. . PUBLIC COMMENT

The public may address the Board of topics NOT covered by this agenda. Testimony is limited to three minutes. Please state your first and last names clearly so that they can be correctly entered in the minutes. Amy Lemmer has been talking with people about doing a speaker series at Anderson Hall. She would like to put an item on the agenda and was instructed to communicate with Katie. She is thankful that the Board has been inclusive. Christy Bongardt asked if Biswell is going to come back to finish the Hampton Road project. Director Helfrich stated that they will be coming back two more times but said that in the meantime neighbors are welcome to take firewood. Kris Ri requested if neighbors have access to woodchips produced, and it was advised by Directors McDaniel and Helfrich that they may take chips from FSCM’s work, however, there may be poison oak and other undesirable materials mixed in.

6. CONSENT ITEMS (10 minutes)

A. Approval of Minutes

1. August 19, 2025 Minutes

A motion was made by Director McDaniel and seconded by Director Almquist to approve the minutes from August 19, 2025.

B. Payment of Claims – A motion was approved by Director Bell- Alper and seconded by Director Larson to authorize the payment.

D. Administrative and Financial Report

1. Financial Report – Vicky Mwangi discussed the payment for the USDA loans and stated that the 40-year loans were taken out in 1998, and there is still \$804,000 outstanding left to pay. She also discussed that we are continuing to transition from MIP to QuickBooks. We will continue to have a subscription for MIP until we are finished with the audit process at the end of October. Our cash balance at the end of August is rounded to \$1.5m.

2. Katie Sherwin reported that the Direct Charges have been filed, and the Final Budget and Prop 4 resolution will be submitted to the County by the end of the week. She also learned that AB 1234 Ethics training is required for Board members in Special Districts biennially and will be sending the link to the Board members following the meeting. Upon completion, the certificates will be uploaded to our website and our CSDA profile. In the coming month, we will be working on our Investment policy and we will continue streamlining our financial processes. Anderson Hall marketing will be addressed in the coming months. There is an APOSD Initial Public Opening and Access Fund available, and we will host APOSD team members for a site visit on 9/24 to see how much money can be provided. She is connecting with the Patterson Point Preserve Board to discuss their processes in opening their preserve. Finally, she reached out to OSD and has a contact for Alliance to begin the conversation to form a sub-committee for shared water usage. Gary will give Katie the old CMRPD phone so that she can get a new phone activated.

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

A. System Operations.

Stephanie Voet reported that the treatment plant is good to go, however we are waiting for a change order for programming of the new pumps and a permit to be issued by the Division of Drinking Water. The Water Code looks good to everyone at RRU and reports that everything is operating normally. Director Bell-Alper noted that the past due report looks shorter than it has been and Stephanie replied that she has been working vigorously on collecting.

8. PUBLIC HEARING: UPDATED CAMP MEEKER WATER CODE (Board, 10 minutes)

A. OPEN PUBLIC HEARING

The Board President opened the public hearing to receive comments regarding the proposed final draft of the updated Camp Meeker Recreation & Park District Water Code.

B. CLOSE PUBLIC HEARING

Following the conclusion of public comment, the Board President closed the public hearing.

C. ADOPTION OF RESOLUTION 2025-004

DESCRIPTION: A motion was made by Director Almquist and seconded by Director Bell-Alper to adopt Resolution No. 2025-004, formally approving the updated Camp Meeker Recreation & Park District Water Code. The Water Code establishes the regulatory framework for water service operations, customer responsibilities, and compliance requirements within the District.

Director	Ayes	No	Abstain	Absent
Bell-Alper	x			
Helfrich	x			
Larson	x			
McDaniel	x			
Almquist	x			

9. ACTION ITEMS

A. COHO SALMON WATER RELEASE (John Greene, 10 minutes)

DESCRIPTION: John Greene, of Gold Ridge Resource Conservation District, explained the 2025 Baumert Reservoir water release agreement with CMRPD. GRRCD secured CDFW funding to monitor releases supporting endangered Coho salmon and Steelhead; CDFW requires an annual Voluntary Drought Initiative agreement with the landowner, formerly St. Dorothy’s Rest and now CMRPD, to authorize releases.

ACTION: A motion was made by Director Helfrich and seconded by Director Bell-Alper to authorize the Board President to sign the updated Voluntary Drought Initiative agreement and approve coordination of releases from Baumert Reservoir.

B. COMMUNITY SUBMISSION: MAUREEN DOOLEY TREE REMOVAL (5 minutes)

DESCRIPTION: Camp Meeker resident, Maureen Dooley, submitted a letter to the Board on August 25, 2025, requesting further discussion regarding the cost of tree removal on Camp Meeker property and the potential risk posed to nearby homes. Director Helfrich reiterated that approval was given for removal of the tree, however now the question is posed whether the community should pay for the tree removal.

ACTION: Director Helfrich will bring the question of CMRPD risk exposure to our attorney and clarify what our liability is. It will be re-addressed at the October Board meeting. Director Almquist will reach out to PGE to request a map of at-risk trees.

C. FIREHOUSE LEASE REVISION (Director Helfrich, 5 minutes)

DESCRIPTION: The CMVFD declined to sign the proposed lease agreement due to not having the manpower or equipment to test the hydrant system. Historically, the FD maintained the area of the hydrant system and ensured that they were operating normally.

ACTION: A motion was made by Director McDaniel and seconded by Director Bell-Alper to defer signing of the lease pending contact with Gold Ridge to request assistance in finalizing the lease to include inspection of the hydrants and report to CMRPD if issues need to be addressed or fixed.

D. RESOLUTION 2025-005: FINAL BUDGET FOR FY 2025–2026 (Director McDaniel, 5 minutes)

DESCRIPTION: The Board reviewed the District’s Final Budget for the Fiscal Year ending June 30, 2026.

ACTION: A motion was made by Director Helfrich and seconded by Director Larson to approve Resolution 2025-005: District Final Budget for Fiscal Year ending June 30, 2026.

E. CMRPD EASEMENT POLICY (Director Helfrich, 10 minutes)

DESCRIPTION: The Board reviewed the draft policy for granting easements and lot line adjustments of District property. Director Helfrich explained the distinctions between lot line adjustments and easements, as well as the sale of legally separate available parcels. St. Dorothy's Certificate of Compliance document PLP14-0080A was referenced as a document that should be posted on our website as a resource for the community to understand if parcels in question are eligible to be sold.

ACTION: A motion was made by Director McDaniel and seconded by Director Almquist to adopt the CMRPD Easement Policy with an edit in the last paragraph changing "shall" to "must".

F. UPDATE: COMMUNITY OUTREACH (Director Bell-Alper, 5 minutes)

DESCRIPTION: Update on outreach efforts, including engagement of community liaisons and potential event planning at Anderson Hall. He reported that 81 surveys have been completed, with many community members replying that they utilize the trails more than once per week and are concerned with land restoration and fire safety. Director Bell-Alper suggested that a community event be held at Anderson Hall on October 25th with acoustic music and storytelling. Targeted outreach will be done to engage members of the community on all sides of the neighborhood.

ACTION: A motion was made by Director Bell-Alper and seconded by Director Larson to hold a community event at Anderson Hall on October 25.

G. CMRPD ENCAMPMENT ENGAGEMENT POLICY (Director Bell-Alper, 5 minutes)

DESCRIPTION: Director Bell-Alper presented a draft standardized procedure for addressing incidents on District property, including reporting, investigation, and law enforcement coordination. The policy takes a holistic, three-tiered approach to addressing illegal encampments in the forest and provides resources for County homeless outreach.

ACTION: A motion was made by Director Helfrich and seconded by Director McDaniel to adopt the CMRPD Encampment Engagement Policy.

H. UPDATE: HAMPTON FIRE ROAD JUNK REMOVAL (Katie Sherwin, 5 minutes)

DESCRIPTION: Staff update on additional cost estimates and coordination for debris removal. Katie presented the updated proposal from 1-800-JUNK as well as the proposal from Trash Talkers.

ACTION: A motion was made by Director Bell-Alper and seconded by Director Helfrich to approve the Trash Talker proposal and schedule the project to be completed as soon as possible.

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860 pounds of PVC that had been remnants of our old water system were gathered, with much remaining. A second creek clean up event is scheduled for October 5th.

PROPOSED ACTION: No action or discussion to take place

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 Director Almquist that the September 16, 2025 meeting of the Camp Meeker Recreation and Park District Board of Directors be adjourned.

Director	Ayes	No	Abstain	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 9:07 p.m.

Respectfully submitted,

Katie Sherwin

CAMP MEEKER RECREATON AND PARK DISTRICT
WARRANT REQUEST # 2025-2026 - 04
10/21/25

	CHECK AMOUNT	10 R&P FUND	40 WATER FUND	EXPLANATION
OPERATING ACCOUNT				
VENDOR				
Abila	406.33	487.60	1,137.72	Leased Software (MIP)
CRMPD Water	108.38	108.38	-	Water
Sherwin Consulting	4,400.00	1,192.50	2,782.50	Adminstrative services
New Level Ventures, LLC	5,500.00	5,500.00		Maint. - Trash removal
Perry, Johnson, et al	105.00	105.00	-	Legal
Press Democrat	398.00	119.40	278.60	Public Noticing
Russian River Utility	18,997.39		3,959.75	Electric Service
			4,670.12	Maint . Equip
			10,367.52	Contract services
So. Co Tax Collector	700.00		700.00	Direct Charges
US Bank	406.84	122.05	284.79	Communications
VM Accounting Svcs	4,925.00	1,477.50	3,447.50	Accounting
TOTAL	<u>35,946.94</u>	<u>9,112.43</u>	<u>27,628.50</u>	

DIRECTOR APPROVAL

Gary Helfrich _____

Bryan Almquist _____

John McDaniel _____

Max Bell Alper _____

Valery Larson _____

Camp Meeker Recreation & Park District Statement of Activity

July 1 - October 22, 2025

	10-R&P Fund	40-Water Fund	70-USDA	TOTAL
Revenue				
4110 Interest Earned - Wells Fargo Bank	1,277.49	1,338.72		2,616.21
4215 Rental Fees - Other	924.50			924.50
4308 Water Connection Fees		4,150.00		4,150.00
4310 Sales of Water - Residential		48,680.68		48,680.68
Total Revenue	\$ 2,201.99	\$ 54,169.40	\$ 0.00	\$ 56,371.39
Expenditures				
5101 Communications - Telephone	217.10	273.20		490.30
5110 Communications - Website Other	39.67	92.56		132.23
5112 Communications - Wifi	68.55	119.38		187.93
5210 Insurance - Property & Liability	3,070.52	7,164.55		10,235.07
5301 Maintenance - Beach and Parks	5,500.00			5,500.00
5304 Maintenance - Equipment		4,670.12		4,670.12
5410 Office Supplies	108.37	986.77		1,095.14
5416 Lease - Accounting Software	365.70	853.29		1,218.99
5425 Postage	29.70	69.32		99.02
5426 Printing Services		836.12		836.12
5515 Contract Services - Water Operations		44,131.00		44,131.00
5520 Administrative Sevices	2,805.00	6,545.00		9,350.00
5540 LAFCO Charges	262.20	611.80		874.00
5550 Professional Legal Services	61.50	73.50		135.00
5556 Professional Services - Accounting	4,953.50	7,591.50		12,545.00
5563 Property Tax - Direct Charges		700.00		700.00
5585 Public/ Legal Notices	517.40	278.60		796.00
5590 Gas and Oil	486.01			486.01
5592 Water and Sewer	337.10			337.10
5594 Utilities	173.71	6,019.49		6,193.20
7911 Long term debt Interest			22,539.66	22,539.66
Total Expenditures	\$ 18,996.03	\$ 81,016.20	\$ 22,539.66	\$ 122,551.89
Net Operating Revenue	\$ (16,794.04)	\$ (26,846.80)	\$ (22,539.66)	\$ (66,180.50)

CASH BALANCES

Checking/Savings

1010. WF Operating xxx6492	\$ 352,657.09
1015. WF Investment A/C xxx6500	1,107,167.00
1030. BMO Water Acct	35,264.29
1033. WF Water Acct xxx4435	22,965.97
1040. US Bank	3,288.48
	<u>\$ 1,521,342.83</u>

LONG TERM DEBT BALANCE

\$ 807,500.00

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

October 15, 2025

RE: CAMP MEEKER PAST DUE ACCOUNTS

Accounts 2 and 129 have payment arrangements in place.

Accounts 12, 24, 28, 45, 67, 127, 174, 249, 281, 298, 311 and 339: SB3 Shutoff letters mailed on 10/15/25.

Account 309: Is the lien process underway?

**CAMP MEEKER RECREATION AND PARK
PAST DUE LIST**

ACCT	CURRENT	1 - 30.	31 - 60	61+	LAST PAYMENT	TOTAL
2	122.35	678.04	729.64		200.00 10/6/2025	1,530.03
12	96.95	112.41	100.70	151.93	400.00 5/28/2025	461.99
24	74.21	72.87	67.38	188.83	57.50 6/30/2025	403.29
27	59.54	56.70	54.00		308.91 7/22/2025	170.24
28	85.08	82.46	91.75	349.87	300.00 8/18/2025	609.16
45	83.45	76.22	71.79	281.83	400.00 9/24/2024	513.29
52	76.33	74.24	69.60	161.59	287.19 7/29/2025	381.76
67	68.35	65.78	63.14	116.87	400.00 2/14/2025	314.14
75	58.26	55.48	29.27		400.00 7/17/2025	143.01
92	57.91	58.28	0.78		56.75 9/9/2025	116.97
108	62.59	59.84	59.63		56.54 8/11/2025	182.06
115	63.48	60.59	57.40		57.58 7/24/2025	181.47
118	72.03	67.93	64.62		79.68 7/24/2025	204.58
120	60.82	57.43	55.00		54.62 7/24/2025	173.25
121	62.38	57.68	62.00		54.24 7/24/2025	182.06
122	68.13	70.25	60.32		61.24 7/24/2025	198.70
124	61.05	58.24	56.74		55.36 7/24/2025	176.03
125	67.98	57.49	55.38		54.05 7/24/2025	180.85
126	158.52	169.11	1,535.20		78.55 7/24/2025	1,862.83
127	65.42	62.93	60.68	32.72	600.00 2/19/2025	221.75
129	393.19	333.35	140.91	13.84	45.69 10/7/2025	881.29
140	72.71	84.28	50.00		341.66 8/18/2025	206.99
148	59.61	59.28	2.08		56.76 8/29/2025	120.97
152	77.38	140.90	37.06		100.00 10/7/2025	255.34
159	59.96	57.12	62.00		1,457.55 8/15/2025	179.08
174	72.38	68.93	65.69	232.98	661.76 3/17/2025	439.98
182	79.48	76.55	88.05	221.03	350.00 8/14/2025	465.11
197	58.83	56.72	0.36		60.00 9/5/2025	115.91
198	57.24	54.52	0.20		62.44 8/29/2025	111.96
240	54.00	197.66	121.78	1,144.18	98.00 6/30/2023	1,517.62
248	68.02	66.13	63.88		128.99 7/30/2025	198.03
264	68.52	63.66	61.67	55.86	335.68 7/9/2025	249.71
270	70.83	76.18	63.68		90.00 8/22/2025	210.69
276	82.24	84.61	88.27		165.77 8/12/2025	255.12
281	66.75	76.66	74.20	3.38	241.33 4/30/2025	220.99
290	82.89	85.22	111.56	194.18	250.00 8/14/2025	473.85
295	75.16	71.33	67.93	278.64	175.00 7/24/2025	493.06
298	65.59	62.79	59.51	55.86	242.80 6/26/2025	243.75
307	69.54	67.33	73.43		138.96 8/12/2025	210.30
309	106.15	196.38	155.74	651.56	175.00 9/16/2025	1,109.83
311	126.13	63.40	45.15		600.00 12/24/2024	234.68
318	98.75	145.83	135.60		341.33 7/24/2025	380.18
332	63.49	60.94	65.22		122.00 8/11/2025	189.65
337	65.29	63.99	64.54		59.12 8/19/2025	193.82
339	75.96	72.34	68.90	297.97	432.00 3/5/2025	515.17
358	68.63	67.15	85.37		545.03 8/19/2025	221.15
365	82.39	77.82	87.13		75.00 7/24/2025	247.34
378	63.02	60.02	0.02		183.00 7/24/2025	123.06
	3,908.96	4,645.06	5,284.95	4433.12	11,497.08	18,272.09

BY RUSSIAN RIVER UTILITY

Request Agenda item for purchase of Property 5300 Bohemian Highway

APN: 075-300-010, 1.54 acres

This property is vacant. The last structure on it was the old Post Office which was razed several years ago by St. Dorothy's at the County's request. The stone steps that led to the Old Post Office at the corner of Bohemian Highway and Morelli Lane remain and will remain under our ownership.

When we bought our property in 2010 a site survey indicated that the prior owners had utilized a portion of the subject parcel for many years which included fencing, gardens, a pool, driveway access from Morelli Lane and a septic system drain field for the house. The septic system was demolished during the County Permitted renovation of the home at 81 Sylvania Avenue. The new County Approved septic system is now in operation on our parcel located on the northwest side of the house.

Over the years we were in contact with the parcel owners (Chenoweth, Episcopal Bishop of California and locally St. Dorothy's Rest and now CMP&RD) requesting to purchase the parcel.

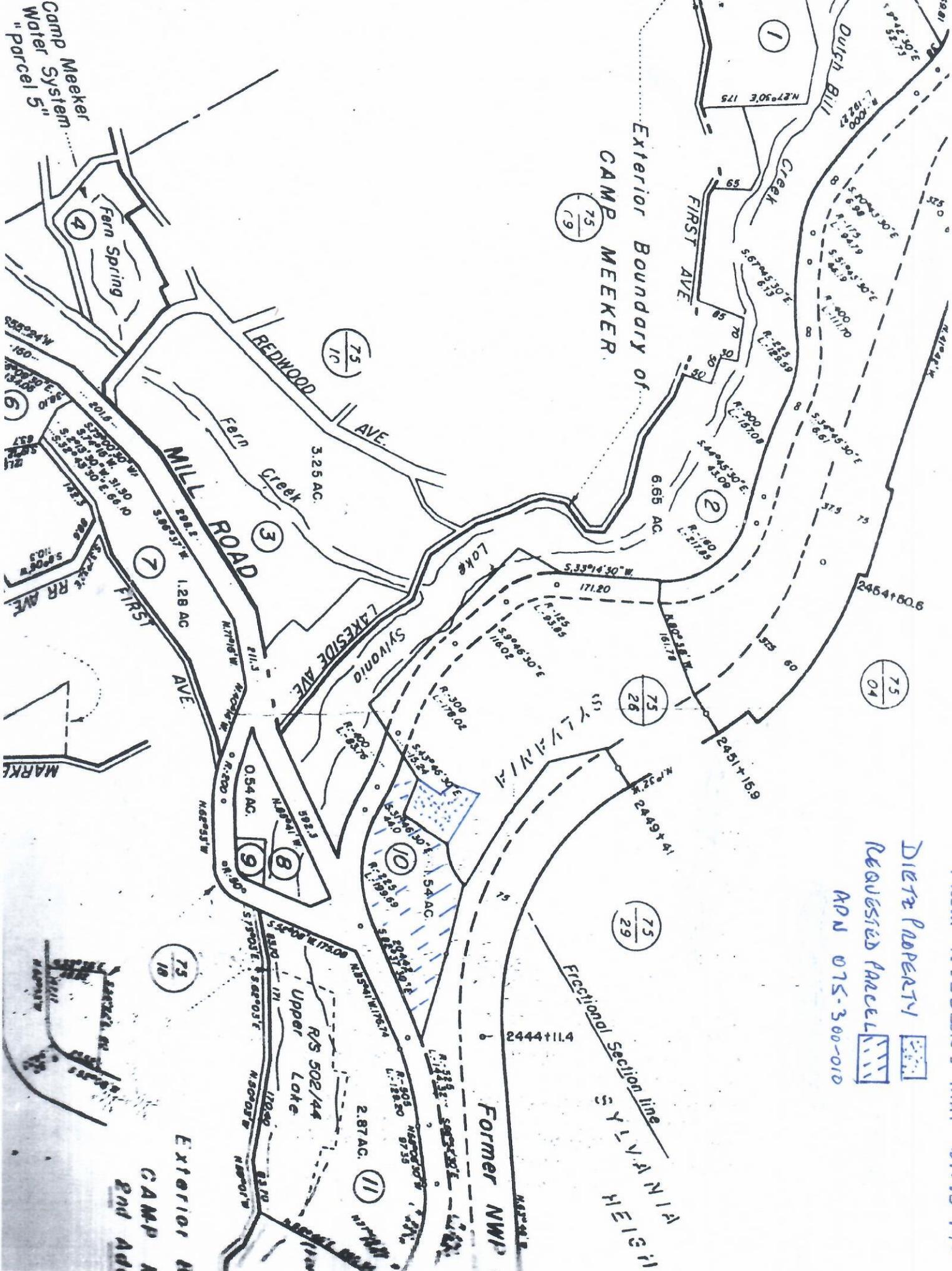
Though the parcel is listed as 1.54 acres, none of the maps that I have found over the years identifies neither the presence of nor the dimensions of Morelli Lane that connects to the Bohemian Highway, which cuts the parcel in approximately half, or the northeastern leg of Sylvania Avenue which also connects to the Bohemian Highway. These 'right of ways' decrease any usable area of the parcel.

Our intentions are to maintain the existing side yard and driveway from Morelli Lane, mitigate any ongoing fire hazards (as we have done since 2010) and keep the areas adjacent to the house in their natural state.

From Assessor's MAP Bk 75 P 30

DIETZ PROPERTY
REQUESTED PARCEL

APN 075-300-010



Camp Meeker
Water System
"parcel 5"

Fern Spring
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