



**Regular Meeting of the Board of Directors  
Camp Meeker Recreation and Park District  
February 17, 2026, 7pm  
Anderson Hall, 101 Lakeside Ave., Camp Meeker, CA 95419**

Members of the public may attend the meeting in person or participate 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, requests for accommodation should be made to Katie Sherwin at (707) 874-9246 or [admin@campmeeker.org](mailto:admin@campmeeker.org) at least 48 hours in advance.*

**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 on the agenda. Comments are limited to three minutes per speaker. The Board cannot discuss or take action on items that are not on the agenda.

**6. CONSENT ITEMS (10 minutes)**

**A. Approval of Minutes – January 20, 2026**

**B. Payment of Claims**

**C. Financial and Administrative Reports**

1. Financial Report
2. Administrative Report

**PROPOSED ACTION:** Approve Consent Items A–C.

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

- A. System Operations

**8. ACTION ITEMS**

**A. FIRE SAFE CAMP MEEKER GROOM THE BROOM 2026** (*Fawn Nekton, 5 minutes*)

**DESCRIPTION:** Fire Safe Camp Meeker requests permission for placement of a temporary storage shed for tools and debris bins for collected vegetation on District property for the month-long Groom the Broom event in March.

**PROPOSED ACTION:** The Board will consider approving the location and placement of the temporary storage shed and debris bins to be used by Fire Safe Camp Meeker for the month of March.

**B. RESOLUTION 2026-001: MEMBERSHIP IN THE CSDA SONOMA NAPA BI-COUNTY CHAPTER**  
(*Directors, 5 minutes*)

**DESCRIPTION:** The Sonoma County Special Districts Association (SCSDA), affiliated with the California Special Districts Association (CSDA), provides a forum for collaboration, networking, and shared learning among special districts in Sonoma County. Resolution 2026-001 would authorize the District to become a member of SCSDA and designate a District representative to serve on the SCSDA Board in the role of Secretary, as well as selecting an alternate voting member.

**PROPOSED ACTION:** Adopt Resolution 2026-001 approving membership in the Sonoma County Special Districts Association (SCSDA) and authorizing Katie Sherwin to serve as the District's representative on the SCSDA Board as Secretary and nominate Director McDaniel as the alternate voting member.

**C. RESOLUTION 2026-002: ELECTION TO BECOME SUBJECT TO THE CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT (CUPCCAA)** (*Directors, 5 minutes*)

**DESCRIPTION:** The California Uniform Public Construction Cost Accounting Act (CUPCCAA) (Public Contract Code § 22000 et seq.) establishes alternative bidding procedures for public works projects under specified dollar thresholds. Election to become subject to CUPCCAA would allow the District to use informal bidding procedures for qualifying projects, improving administrative efficiency while remaining compliant with state law.

**PROPOSED ACTION:** Adopt Resolution No. 2026-002 electing the Camp Meeker Recreation and Park District to become subject to the California Uniform Public Construction Cost Accounting Act.

**D. NOMINATION AND REASSIGNMENT OF CAMP MEEKER FOREST SUBCOMMITTEE MEMBER**  
(*Directors, 5 minutes*)

**DESCRIPTION:** Consider reassignment of Director Bongardt to replace President Helfrich on the Camp Meeker Forest Subcommittee.

**PROPOSED ACTION:** Nominate and approve the appointment of Director Christy Bongardt to the Camp Meeker Forest Subcommittee, replacing President Gary Helfrich.

**E. PROPOSAL TO INSTALL TEMPORARY GATES AT PARK ENTRANCES** (*Director Almquist, 5 minutes*)

**DESCRIPTION:** Director Almquist will present three proposed locations for the installation of temporary gates at park entrances to prevent motorized vehicle access within the forest conservation easement.

**PROPOSED ACTION:** The Board will review the proposed locations and approve, deny, or provide direction regarding installation of temporary gates.

**F. CAMP MEEKER SOCIAL CLUB – PROPOSED 2026 EVENT DATES AND RENTAL FEE WAIVER REQUEST** (*Director Bell-Alper, 5 minutes*)

**DESCRIPTION:** Director Bell-Alper will present proposed 2026 dates for Camp Meeker Social Club community events to be held at Anderson Hall and request Board consideration of a waiver of the associated rental fees.

**PROPOSED ACTION:** The Board will consider approval of the proposed 2026 event dates for use of Anderson Hall and approve or deny the request to waive rental fees.

**G. UPDATE: CAMP MEEKER FOREST WEBSITE CONTENT** (*Director Almquist, Katie Sherwin, 5 minutes*)

**DESCRIPTION:** Ms. Sherwin will present the proposed content for a new section of the District’s website related to Camp Meeker Forest, including draft text, graphics, maps, and informational materials intended for public use.

**PROPOSED ACTION:** The Board may approve, deny, or provide direction regarding the proposed scope and substance of the Camp Meeker Forest website section.

**9. 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.

**10. 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**  
**January 20, 2026, 7pm**

Anderson Hall | 101 Lakeside Ave | Camp Meeker, CA 95419 | (707) 874-9246 | [www.campmeeker.org](http://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, and Almquist were present. All Directors were present in person.

**3. APPROVAL OF AGENDA**

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

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

Ayes: 4 Noes: 0 Abstain: 0 Absent: 0

The motion was approved.

**3. STATEMENTS OF ABSTENTION**

There were no statements of abstention.

**5. PUBLIC COMMENT**

Public comment was limited to items not on the agenda. Jacob Resneck informed the Board that the County currently has a survey for communities that might be interested in the installation of an EV charging station. He suggested it might be a good idea to install one in the parking area for the park, as the closest one is at Northwood Golf Club. He also withdrew his application for the interim Board position as he has recently joined CMVFD and doesn't feel that he has the capacity to do both.

**6. CONSENT ITEMS**

**A. APPROVAL OF MINUTES** – December 16, 2025

A motion was made by Director McDaniel and seconded by Director Bell-Alper to approve the minutes from December 16, 2025.

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

Ayes: 4 Noes: 0 Abstain: 0 Absent: 0  
The motion was approved.

**B. PAYMENT OF CLAIMS**

A motion was made by Director Bell-Alper and seconded by Director Almquist to authorize payment of claims in the amount of \$24,608.06.

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

Ayes: 4 Noes: 0 Abstain: 0 Absent: 0  
The motion was approved.

**C. FINANCIAL AND ADMINISTRATIVE REPORTS**

**1. FINANCIAL REPORT** – Victoria Mwangi reported that we have received a tax distribution and the District’s financial position is strong. There will be another distribution around April. Park and Rec funds are doing well, and our revenues are at around 53% of our budget halfway through the fiscal year, and our expenses are at 37%. The water fund revenues are at 55% of budget, while expenses are at 58%. Compared to last fiscal year, the District is slightly ahead in revenue, but the expenses are slightly more than they were at this point in the previous year. Our next debt payment for the USDA loan will be in March. We received a draft of the annual audit and submitted a few questions to the auditor and are awaiting a response.

**2. ADMINISTRATIVE REPORT** – Ms. Sherwin reported that she completed the Brown Act updates training. She noted that the most significant 2026 changes include the addition of SB 707, which requires public meetings to be accessible via two-way teleconferencing, and the requirement that the District adopt a disability accommodation policy. Board members may participate remotely no more than two times per year with just cause, and the minutes must reflect that a member participated remotely, including the specific provision

authorizing that participation. Ms. Sherwin will distribute the updated Brown Act PDF to Board members in the coming week. Accounts have been created for YouTube, the Anderson Hall Yelp page, and the Camp Meeker Forest Instagram account. The Fire Department lease has been signed and filed, and the 2025–26 invoice has been paid. A company has been contracted to clean the roof at Anderson Hall on February 1. Form 700 filings are due April 1. Directors Bell-Alper and Almquist are scheduled to tour the Alliance facility on Friday. Ms. Sherwin continues to work on scheduling the JP subcommittee. The Sonoma Water agreement renewal meeting is also scheduled for Friday.

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

Stephanie Voet reported that the new treatment facility at Alliance is working well, and the system is running smoothly. Director Helfrich asked if there had been any testing done on the water after the sewage spill in Guerneville Ms. Voet stated she was not aware of any testing at that time and would follow up.

**8. ACTION ITEMS**

**A. BOARD RECRUITMENT APPOINTMENT** (*Directors, 10 minutes*)

**DESCRIPTION:** The Board reviewed applicant qualifications and took public comment. The Oath of Office was then administered to Christy Bongardt.

**ACTION:** A motion was made by Director McDaniel, and seconded by Director Helfrich, to nominate Christy Bongardt to fill the interim seat on the Board.

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

Ayes: 4 Noes: 0 Abstain: 0 Absent: 0

The motion was approved.

**B. REDETERMINATION OF BOARD OFFICER POSITIONS AND TITLES** (*Directors, 5 minutes*)

**DESCRIPTION:** Following the appointment Christy Bongardt to fill the current vacancy, the Board reviewed Board officer positions to ensure proper organization and continuity of Board leadership.

**ACTION:** A motion was made by Director McDaniel, and seconded by Director Bell-Alper, to nominate Director Almquist as the Vice President. Director Helfrich will remain as the President, Director McDaniel will remain as the Secretary/Treasurer, and Directors Bongardt and Bell-Alper will serve as Directors at large.

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

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

The motion was approved

**C. EMERGENCY DAM MAINTENANCE** (*Director Almquist, 5 minutes*)

**DESCRIPTION:** Director Almquist described a rockslide at the reservoir in the last storm that is blocking the overflow spillway. A volunteer group cleared the spillway partially, however there is a need to hire a contractor to clear it more. John Green from Gold Ridge RCD has assessed the situation and provided his recommended course of action, which includes contracting a geotechnical engineer as well.

**ACTION:** Consensus directions were given for Director Almquist to research contractors and geotechnical engineers to engage with. The Board may call an emergency meeting to determine next steps and provide funding if needed. No formal action was taken.

**D. UPDATE: CAMP MEEKER SPEAKER SERIES – ANDERSON HALL FEE WAIVER REQUEST** (*Amy Lemmer, 5 minutes*)

**DESCRIPTION:** Amy Lemmer presented the second and fourth Thursdays in February from 4-7pm as the proposed dates for the Camp Meeker Historical Speaker Series and discussed some of the speakers she would like to engage with.

**ACTION:** A motion was made by Director Bell-Alper, and seconded by Director Almquist, to approve the usage of Anderson Hall on Thursday evenings for the Camp Meeker Historical Speaker series and waive the rental fees.

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

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

The motion was approved.

**E. PERMIT SONOMA PETITION FOR VACATION OF PUBLIC RIGHTS-OF-WAY** (*Director Almquist, 5 minutes*)

**DESCRIPTION:** Director Almquist presented an overview of the process for requesting public rights-of-way vacation from the County of Sonoma, including permitting requirements and associated costs. He described that the County still owns rights-of-way in some of the areas of the park, and that we need to acquire them in order to control access and restrict vehicles.

**ACTION:** Director Helfrich suggested reaching out to our contact at Supervisor Hopkins' office to request a fee waiver for the petition for the vacation of the rights-of-way. This item was informational only and no formal action was taken.

**F. UPDATE: CAMP MEEKER FOREST WEBSITE CONTENT** (*Katie Sherwin, 10 minutes*)

**DESCRIPTION:** Ms. Sherwin presented the proposed content for a new section of the District's website related to Camp Meeker Forest, including draft text, graphics, maps, and informational materials intended for public use.

**ACTION:** The Board and public made suggestions for revisions to the CMFOSP website page and directed Ms. Sherwin to bring back for final approval at the February meeting prior to publishing.

**9. DIRECTORS' REPORTS**

Description: Director Bell-Alper suggested keeping an eye out for native wildflowers that will begin emerging soon, such as Fetid Adler's Tongue, Milkmaids, Calypso Orchids, and Trillium. He also stated that Camp Meeker Social Club is in hibernation but will be reconvening soon to schedule the next event. More to come. No action was taken.

**10. ADJOURNMENT**

As there was no further business to be brought before the Board at this time, a motion was made by Director McDaniel, and seconded by Director Bongardt, that the January 20, 2026, meeting of the Camp Meeker Board of Directors be adjourned.

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

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

The meeting adjourned at 8:01 p.m.

Respectfully submitted,  
Katie Sherwin

**CAMP MEEKER RECREATION AND PARK DISTRICT**  
**WARRANT REQUEST # 2025-2026 - 08**  
**2/17/2026**

	<b>CHECK AMOUNT</b>	<b>10 R&amp;P FUND</b>	<b>40 WATER FUND</b>	<b>EXPLANATION</b>
<b>OPERATING ACCOUNT</b>				
<b>VENDOR</b>				
Abila	406.33	121.90	284.43	Leased Software (MIP)
CRMPD Water	108.86	108.86	-	Water
Sherwin Consulting	4,375.00	1,093.75	3,281.25	Administrative services
Russian River Utility	11,897.04		1,346.29	Electric Service
			10,550.75	Contract services
Brelje & Race Engineer	10,503.75	-	10,503.75	Tank Assessments
Sereno Del Mar	125.00	37.50	87.50	Postal Box
US Bank	495.14	151.18	236.05	Communications
		107.91	-	PG&E
Perry Johnson Andeson, etall	2,450.50	2,450.50	-	Legal Services
Blomberg & Griffin	950.00	475.00	475.00	State Special Distr. Report
VM Accounting Svcs	4,200.00	1,850.00	2,350.00	Accounting + Audit support
<b>TOTAL</b>	<b>35,511.62</b>	<b>6,396.60</b>	<b>29,115.02</b>	

**DIRECTOR APPROVAL**

Gary Helfrich \_\_\_\_\_

Bryan Almquist \_\_\_\_\_

John McDaniel \_\_\_\_\_

Max Bell Alper \_\_\_\_\_

Christy Bongardt \_\_\_\_\_

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

2/17/2026

**PARK & REC FUND**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	TOTAL	BUDGET	Actual Vs Budget S/B = 67%
<b>Revenue</b>											
4001 Property Taxes - CY Secured						66,042.36			66,042.36	130,000.00	54%
4020 Property Taxes - CY Supplemental						995.92			995.92		
4040 Property Taxes - CY Unsecured						3,508.09			3,508.09		
4092 State-Other in Lieu						2.05			2.05		
4110 Interest Earned - Wells Fargo Bank	214.62	204.46	183.04	170.14	123.46	165.40	194.82		1,255.94		
4210 Rental Fees - Anderson Hall										5,000	
4215 Rental Fees - Other	462.25	462.25		462.25	462.25	924.50			2,773.50	5,600	50%
4220 State - Home ownr property						74.87			74.87		
<b>Total Revenue</b>	676.87	666.71	183.04		585.71	71,713.19			74,652.73	140,600	53%
<b>Expenditures</b>											
5101 Communications - Tel/Web/Wif, etc		160.45	157.06		98.20	376.01	72.94	151.18	1,015.84	3,950	26%
5210 Insurance - Property & Liability	3,070.52								3,070.52	3,500	88%
5301 Maintenance - Beach and Parks				5,500.00					5,500.00	3,000	183%
5301 Memebership					615.60				615.60	600	103%
5410 Office Supplies		108.37				174.22			282.59	750	38%
5416 Lease - Accounting Software	121.90	121.90	121.90	121.90	121.90	121.90	121.90	121.90	975.20	1,350	72%
5425 Postage		29.70						37.50	67.20	350	19%
5426 Printing Services									-	750	0%
5520 Administrative Sevices	382.50	1,230.00	1,192.50	1,320.00	1,312.50	1,185.00	1,057.50	1,093.75	8,773.75	21,000	42%
5540 LAFCO Charges	262.20								262.20	650	40%
5550 Professional Legal Services		30.00	31.50		277.50	1,300.50	1,340.00	2,450.50	5,430.00	20,000	27%
5555 Professional Auditing						4,425.00		475.00	4,900.00	7,500	65%
5556 Professional Services - Accounting		1,551.00	892.50	1,477.50	1,035.00	750.00	750.00	1,850.00	8,306.00	15,000	55%
5575 Bank Service Fees	6.50			58.64					65.14	150	43%
5585 Public/ Legal Notices		-	119.40						119.40		
5590 Gas and Oil	325.27	160.74				71.01			557.02	1,500	37%
5592 Water and Sewer			228.72	108.38	108.30	108.30	108.68	108.86	771.24	1,750	44%
5594 Utilities		173.71				206.61	107.91	107.91	596.14	1,750	34%
<b>Total Expenditures</b>	4,168.89	3,565.87	2,743.58	8,586.42	3,569.00	8,718.55	3,558.93	6,396.60	41,307.84	83,550	49%

**TOTAL BUDGET**

**104,950**

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

2/17/2026

**WATER FUND**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	TOTAL	BUDGET	Actual Vs Budget S/B = 67%
<b>Revenue</b>											
4015 Direct Charge CY						68,007.11			68,007.11	} 124,000.00	56%
4061 Direct Charge PY						875.00			875.00		
4215 Rental Fees - Other									-		
4110 Interest Earned - Wells Fargo Bank	676.79	701.87	614.45	555.04	457.67	481.93	491.03		3,978.78	8,750.00	
4215 Rental Fees - Other									-		
4308 Water Connection Fees	4,150.00								4,150.00		
4310 Sales of Water - Residential	22,115.05	33,055.81	21,683.13	24,270.17	23,294.25	21,877.29	25,993.14	-	172,288.84	275,000.00	63%
<b>Total Revenue</b>	<b>26,941.84</b>	<b>33,757.68</b>	<b>22,297.58</b>	<b>24,825.21</b>	<b>23,751.92</b>	<b>91,241.33</b>	<b>26,484.17</b>	<b>-</b>	<b>249,299.73</b>	<b>407,750.00</b>	<b>61%</b>
<b>Expenditures</b>											
5101 Communications - Tel/Web/Wif, etc		217.15	249.78		112.45	643.96	-	236.05	1,459.39	5,500.00	27%
5210 Insurance - Property & Liability	7,164.55								7,164.55	9,500.00	75%
5304 Maintenance - Equipment			4,670.12		150.00			-	4,820.12	2,100.00	230%
5301 Memebership					1,436.40				1,436.40	1,500.00	96%
5410 Office Supplies	240.00	746.77				406.52	466.42		1,859.71	2,600.00	72%
5416 Lease - Accounting Software	284.43	284.43	284.43		284.43	284.43	284.43	284.43	1,991.01	2,700.00	74%
5425 Postage		69.32						87.50	156.82	200.00	78%
5426 Printing Services		836.12							836.12	750.00	111%
5515 Contract Services - Water Operations	10,367.52	10,367.52	10,367.52	10,367.52	10,365.52	10,367.52	11,963.95	10,550.75	84,717.82	127,500.00	66%
5520 Administrative Sevices	892.50	2,870.00	2,782.50	3,080.00	3,062.50	2,765.00	2,467.50	3,281.25	21,201.25	24,500.00	87%
5540 LAFCO Charges	611.80								611.80	1,250.00	49%
5550 Professional Legal Services			73.50						73.50	6,500.00	1%
5555 Professional Auditing						10,325.00		475.00	10,800.00	21,000.00	51%
5556 Professional Services - Accounting		3,619.00	2,082.50	3,447.50	2,415.00	1,750.00	1,750.00	2,350.00	17,414.00	17,500.00	100%
5560 Professional Services - Other						3,127.00			3,127.00	9,000.00	35%
5563 Property Tax - Direct Charges				700.00					700.00		0%
5567 SRCWB Agendy Fees							4,029.92		4,029.92	8,000.00	50%
5575 Bank Service Fees				242.32	191.90	302.24			736.46	350.00	210%
5585 Public/ Legal Notices		398.00	278.60						676.60	600.00	113%
5594 Utilities		2,024.15	3,959.75	2,696.51	1,930.79	1,689.46	41.63	1,346.29	13,688.58	16,500.00	83%
5596 Permit Fees - Local							359.60		359.60	4,500.00	8%
8511 Equipment								10,503.75	10,503.75	86,400.00	12%
7911 Long term debt Interest									-		
<b>Total Expenditures</b>	<b>19,560.80</b>	<b>21,432.46</b>	<b>24,748.70</b>	<b>20,533.85</b>	<b>19,948.99</b>	<b>31,661.13</b>	<b>21,363.45</b>	<b>29,115.02</b>	<b>188,364.40</b>	<b>348,450.00</b>	<b>54%</b>

**TOTAL BUDGET**

**351,900.00**

**CAMP MEEKER PARK & REC**  
**2/17/2026**

**CASH BALANCES**

**Checking/Savings**

1010. WF Operating xxx6492	\$ 416,412.00	
1015. WF Investment A/C xxx6500	1,159,083.00	
1030. BMO Water Acct	-	CLOSED
1033. WF Water Acct xxx4435	60,304.00	
1040. US Bank	3,275.48	
	<u>\$ 1,639,074.48</u>	

**LONG TERM DEBT BALANCE** \$ 899,500.00 Adjusted to match USDA records

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

**February 12, 2026**

RE: CAMP MEEKER PAST DUE ACCOUNTS

**Accounts 2 and 309 have payment arrangements in place.**

**Account 129: Service was locked off January 15, 2026.**

**Accounts 174 and 247 were locked off and have since paid and service was restored.**

**Accounts 59, 315: Payments are on hand.**

**Accounts 60, 70, 249, 290, 295: SB3 Shutoff letters were sent 1/29/26 for lock off on 3/3/26.**

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

<b>ACCT</b>	<b>CURRENT</b>	<b>1 - 30.</b>	<b>31 - 60</b>	<b>61+</b>	<b>LAST PAYMENT</b>	<b>TOTAL</b>
2	54.00	145.17	114.25	550.70	200.00 2/5/2026	864.12
12	71.30	67.77	62.79	61.82	461.99 10/21/2025	263.68
15	64.76	62.27	58.98		209.03 11/19/2025	186.01
23	51.96	85.69	59.01		55.70 12/16/2025	196.66
24	69.47	63.97	62.64	78.72	408.29 11/10/2025	274.80
27	62.51	59.54	56.70	54.00	170.24 10/31/2025	232.75
28	67.52	63.18	60.70	49.64	100.00 11/24/2025	241.04
43	65.01	61.53	61.45		60.23 12/11/2025	187.99
45	61.21	58.21	28.29		600.00 11/4/2025	147.71
52	73.48	68.93	75.03	61.54	381.76 11/5/2025	278.98
59	65.23	62.23	58.89	56.20	111.70 11/5/2025	242.55
60	98.36	93.13	90.31	577.39	465.43 11/20/2025	859.19
70	70.00	66.67	63.55	181.05	149.90 9/12/2025	381.27
90	61.99	57.90	55.10		55.72 12/5/2025	174.99
94	61.98	58.88	56.54	0.24	160.00 12/3/2025	177.64
97	61.80	58.76	56.06		55.56 12/4/2025	176.62
105	62.27	59.84	53.64		121.42 12/2/2025	175.75
129	116.96	146.39	106.09	1,041.78	120.00 11/4/2025	1,411.22
152	64.36	65.16	24.83		100.00 1/14/2026	154.35
182	67.86	64.78	61.08	58.44	465.11 10/24/2025	252.16
192	64.46	68.90	25.15		160.00 1/8/2026	158.51
202	67.14	64.40	59.96	56.48	57.18 10/28/2025	247.98
208	64.93	62.10	59.01	56.60	115.54 10/20/2025	242.64
220	85.10	78.45	2.00		76.23 1/5/2026	165.55
224	60.29	57.42	54.00	14.38	300.00 9/19/2025	186.09
226	65.94	63.47	60.22	57.90	117.46 10/29/2025	247.53
227	74.48	62.11	59.31	56.58	115.75 10/29/2025	252.48
240	(27.28)	304.61	132.58	1,323.71	98.00 6/30/2023	1,733.62
246	67.91	66.20	63.05	59.00	117.68 10/22/2025	256.16
249	71.66	68.27	64.73	36.60	116.00 2/10/2026	241.26
264	66.47	63.56	60.59	56.12	249.71 10/24/2025	246.74
290	91.24	86.63	81.82	482.70	75.00 11/20/2025	742.39
295	76.78	78.88	75.09	301.71	120.00 1/8/2026	532.46
298	64.37	61.12	58.47	56.24	243.75 11/6/2025	240.20
309	112.21	171.58	115.63	854.98	94.00 1/8/2026	1,254.40
315	54.48	79.32	48.06		120.00 12/29/2025	181.86
330	59.60	61.64	1.10		62.00 1/30/2026	122.34
337	69.60	64.92	59.26	68.71	193.82 11/20/2025	262.49
358	62.69	76.62	38.06		320.00 1/8/2026	177.37
	<b>2,624.10</b>	<b>3,110.20</b>	<b>2,384.02</b>	<b>6,253.23</b>	<b>7,204.20</b>	<b>14,371.55</b>



# CAMP MEEKER PARK AND RECREATION DISTRICT

## RESOLUTION NO. 2025-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CAMP MEEKER PARK AND RECREATION DISTRICT  
ELECTING TO BECOME SUBJECT TO THE  
CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

WHEREAS, the Camp Meeker Park and Recreation District (“District”) is a special district organized and existing under the laws of the State of California; and

WHEREAS, the California Uniform Public Construction Cost Accounting Act (“CUPCCAA”), set forth in Public Contract Code section 22000 et seq., establishes alternative bidding procedures for public construction projects of limited cost; and

WHEREAS, Public Contract Code section 22030 authorizes a public agency to elect to become subject to the CUPCCAA by resolution of its governing body; and

WHEREAS, adoption of CUPCCAA procedures will allow the District to more efficiently and cost-effectively perform public works projects while maintaining appropriate fiscal oversight and compliance with state law; and

WHEREAS, the Board of Directors desires to adopt the CUPCCAA and to direct staff to comply with all reporting and procedural requirements necessary to implement the Act.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Camp Meeker Park and Recreation District as follows:

1. The Board of Directors hereby elects to become subject to the California Uniform Public Construction Cost Accounting Act, Public Contract Code section 22000 et seq.
2. The District shall comply with all requirements of the CUPCCAA, including but not limited to the adoption of informal bidding procedures consistent with Public Contract Code section 22034.
3. The Board directs District staff to notify the State Controller’s Office of the District’s election to become subject to the CUPCCAA, as required by law.
4. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Board of Directors of the Camp Meeker Park and Recreation District at a regular/special meeting held on February 17, 2025, by the following vote:

AYES:                      NOES:                      ABSTAIN:                      ABSENT:

\_\_\_\_\_

ATTEST: \_\_\_\_\_

President, Board of Directors  
Camp Meeker Park and Recreation District

Secretary, Board of Directors

# CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

## FREQUENTLY ASKED QUESTIONS (FAQs)

These FAQs have been compiled to assist agencies that are participating in the California Uniform Public Construction Cost Accounting Act (the Act), as contained in Public Contract Code (PCC) Section 22000, et seq. All references are to PCC, unless otherwise stated.

### 1. What is the Uniform Public Construction Cost Accounting Act?

The Act is legislation that was enacted in 1983 to help promote “uniformity of the cost accounting standards and bidding procedures on construction work performed or contracted by public entities in the state” (Section 22001). The Act is a voluntary program available to all public entities in the State, but it applies only to those public agencies that have “opted in” to the provisions set forth by the Act using the processes outlined in the Act. The entirety of the Act is found at Sections 22000-22045.

### 2. What are some of the key provisions of the Act?

The Act allows for public project work in the amount of \$75,000 or less to be performed by a public agency’s force account using the public agency’s own resources, or by negotiated contract, or by purchase order (Section 22032(a)). Public projects in the amount of \$220,000 or less may use the informal or formal bidding procedures set forth in Section 22032(b), or (c) of the Act. Public projects at a cost of more than \$220,000 must use formal bidding procedures to let the contract pursuant PCC Section 22032(c), except as otherwise provided by statute.

### 3. What are the benefits of the program?

- Increased force account limit for public agencies;
- Simplified bidding for projects that are \$220,000 or less;
- Reduced number of formal bids based on project size; and
- Expedited contracting for projects under \$220,000.

Many participating agencies appreciate the program because it has given them more leeway in the execution of public works projects under a certain dollar amount; sped up the award process; expedited project delivery; reduced the time, effort, and expense associated with bidding projects under \$220,000; and simplified administration for those projects. Few agencies have experienced challenges with the accounting requirements and overhead provisions. Moreover, adjustments, when required, have been relatively simple; most required procedures were already in place, so there were few, if any, major changes to existing operations. The current Standard Accounting Codes Structure satisfies reporting requirements when used properly.

### 4. Is the Uniform Public Construction Cost Accounting Act mandatory for public agencies?

No. The Act is a voluntary program requiring a public agency to “opt in” using the process outlined in the Act.

**5. How does a public agency become subject to the Act?**

The governing body must elect by resolution to become subject to the Act and must file a copy of the approved resolution with the State Controller's Office (Section 22030). Sample documents are available at: [http://www.sco.ca.gov/ard\\_cuccac.html](http://www.sco.ca.gov/ard_cuccac.html). Once an agency has opted into the Act, it will remain a part of the program.

**6. May a public agency withdraw from the Act?**

Yes. An agency may withdraw from the Act by filing with the State Controller's Office an approved resolution of the agency's election to withdraw that was made during a public meeting of the agency's governing body.

**7. Must a participating agency "opt in" to the Act annually?**

No. Once a participating agency "opts in" to the Act, the agency remains subject to the Act until it "opts out" of the Act.

**8. What is the California Uniform Construction Cost Accounting Commission?**

The Commission was created to administer the Act, per Section 22010. It consists of 14 members: 13 members appointed by the State Controller and the License "A" member of the Contractors' State License Board. Seven members represent the public sector (counties, cities, school districts, and special districts). Six members represent the private sector (public works contractors and unions). The Commission members receive no salary, but are eligible for reimbursement of their direct expenses related to the Commission.

**9. What are the Uniform Public Construction Cost Accounting Procedures?**

These procedures are to be used for tracking costs for work performed by an Agency's own forces on a "project" as defined by the Act (Section 22002(c)). The procedures do not apply to operations or maintenance work, or any work that meets the criteria listed in Section 22002(d).

These procedures are intended to capture and record all direct and indirect labor, materials, equipment, subcontractors, and supervision costs, as well as the appropriate overhead costs for the public agency associated with each "project" it performs with its own forces. The procedures follow industry-standard accounting methods, and in many cases are not much different from those already in place at most agencies. Sample forms are available in the CUCCAC Cost Accounting Policies and Procedures Manual at [http://www.sco.ca.gov/Files-ARD-Local/CUCCAC\\_Manual.pdf](http://www.sco.ca.gov/Files-ARD-Local/CUCCAC_Manual.pdf)

School districts may use the Standard Accounting Code Structure to comply with tracking requirements.

**10. Are the cost accounting procedures applicable for agencies whose work forces perform only maintenance tasks as defined in the Act and that contract all of their public projects to third parties?**

No. The cost accounting procedures are applicable only for agencies that perform public project work such as construction and alteration by force account or otherwise. As maintenance does not constitute a "project" under the Act, the cost accounting procedures do not apply.

- 11.** When are participating agencies required to advertise if they choose to maintain a list of qualified contractors?

At least once per calendar year, each Public Agency that has elected to become subject to the Act and intends to use the notice provisions outlined in Section 22034(a) must establish a new list or update its existing list of qualified contractors by mailing, faxing, or emailing written notice to all construction trade journals designated for that Agency under Section 22036. The notice must invite all licensed contractors to submit the name of their firms to the Agency for inclusion on the Agency's list of qualified bidders for the following twelve (12) months. Effective January 1, 2016, a participating agency can choose a specific date of their choice in which to renew its list of qualified contractors.

- 12.** May an agency that chooses to maintain a list add a contractor to the list at any time during the year?

Yes.

- 13.** What is meant by the term "qualified contractors" as used in section 22034(a)(1) of the Act?

*Qualified contractors* are contractors licensed by the State to perform the subject work. The Commission has determined that nothing in the Act prohibits a participating agency from using additional objective pre-qualification standards in the formation and maintenance of their Qualified Contractors Lists if they so desire.

- 14.** How can a contractor get on an agency's list of contractors?

The California Uniform Public Construction Cost Accounting Commission's webpage has a list of agencies that are participating in the California Uniform Public Construction Cost Accounting Act (CUPCCAA). Please contact each agency directly to let them know you would like to be on their list of contractors. For a list of participating agencies, please see the "Participating Agency Lists" header at the following link:

[https://www.sco.ca.gov/ard\\_cuccac.html](https://www.sco.ca.gov/ard_cuccac.html)

More detailed instructions for contractors can be found in Section 1.04.01 of the Cost Accounting Policies and Procedures Manual

- 15.** Can a public agency disqualify or exclude certain contractors from the Qualified Contractors List required in Section 22034(a)(1)?

Agencies may disqualify contractors from Qualified Contractors Lists when the contractors fail to furnish information to meet the minimum criteria as established by the Commission.

- 16.** For agencies that do not maintain an informal bidders list, are they allowed to choose who would get notifications of projects?

No. Section 22034(a)(2) provides for notifications to construction trade journals and exchanges in lieu of sending notifications to contractors on an informal bidders list. An agency may send notices to selected contractors provided it has also met the advertisement requirements of Section 22034(a).

- 17.** What is the difference between “qualifying contractors” under the Act and “prequalification of contractors” by school districts under Section 20101?

Qualifying contractors is a process that allows contractors to register with a public agency for notification of public works opportunities. The prequalification process under Section 20101 is a more complex process that requires a standardized questionnaire and evaluation of contractors using standard scoring criteria. The prequalification process is applicable under the Local Agency Public Construction Act, and does not apply to the Uniform Public Construction Cost Accounting Act.

- 18.** Does a contractor have to be on an agency’s contractor list in order to perform projects less than \$75,000?

No, any public project less than the \$75,000 informal bidding threshold can be performed by employees of the public agency, by negotiated contract, or by purchase order. An agency’s list of contractors is only required to be alerted of projects that surpass the informal bidding threshold.

- 19.** Must a public agency a) notify contractors about public projects if the contractors are believed to not have the skills, credentials, or experience to perform the work required for the public project; and b) consider bids submitted by contractors that the public agency believes do not have the skills, credentials, or experience to perform the work?

a) Yes. If a contractor is on the Qualified Contractors List, the contractor must be notified by the agency of public projects for which he or she is licensed to perform (Section 22034(a)(1)).

b) All bids received must be considered, unless an agency makes appropriate legal findings that a contractor is not legally responsible or his or her bid is not responsive.

- 20.** Does the Act allow flexibility in cases of emergency and when repair or replacements are necessary to permit the continued conduct of a public agency’s operations or services?

Yes. For the purposes of the Public Contract Code, an “emergency” is defined at Section 1102 as “a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.”

The Act sets forth in Section 22035(a) how a governing body should proceed in case of emergency repairs or replacements. This section states:

In cases of emergency when repair or replacements are necessary, the governing body may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the governing body, by contractor, or by a combination of the two. Section 22050 et seq., provides the emergency contract procedures to be followed in these cases.

**21. Do the alternative bidding procedures apply only to public projects as defined in Section 22002(c)?**

The alternative bidding procedures apply only to work that constitutes a “public project” as defined in Section 22002(c) and has a construction cost within the limits described in Section 22032. The alternative bidding procedures are not required for the purchase of goods or materials that are not part of a “public project.”

However, as outlined in Section 22003, a participating agency may also use the alternative bidding procedures when contracting for maintenance or other work that does not fall within the definition of a “public project” if it so chooses.

**22. What will membership in the Act cost my agency?**

Nothing. There are no membership fees or dues. However, the Commission does accept grants to assist it in carrying out its duties (Section 22015(c)).

**23. What are the most common concerns addressed by the Act?**

These are:

- Cost accounting policies and procedures;
- Informal bidding procedures; and
- Accounting procedures review.

Cost accounting requirements for the Act follow those common to the construction industry. The informal bidding on public projects up to \$220,000 is seen by agencies as an effective tool to expedite completion of small projects. While an accounting procedures review could potentially hold up a project for a minimum of 45 days pursuant to Section 22043(c)(1), these types of reviews have been rare in the Commission’s history.

**24. Must an agency calculate an overhead rate to apply the accounting procedures?**

No. Cities with populations of less than 75,000 must assume an overhead rate equal to 20% of the total costs of the public project, including the costs of material, equipment, and labor (Section 22017(b)(1)). Cities with a population of more than 75,000 may either calculate an actual overhead rate or assume an overhead rate of 30% of the total costs of a public project including the costs of materials, equipment, and labor (Section 22017(b)(2)).

**25. When a public entity opts into the Act, does the Act supersede other contracting legal requirements such as statutory requirements for performance bonds, prevailing wages, and certificates of insurance, etc.?**

No. The Act supersedes only the bidding procedures used once a public agency has opted into the Act and has notified the Controller. All other contracting requirements of the PCC remain applicable.

**26.** Can a public agency claim to be to be exempt from following all of the requirements in Public Contract Code by claiming it only has to follow the language and procedures within the Act?

No. The Act is part of the Public Contract Code; therefore, if the Act is silent on a particular matter, then the Public Contract Code applies on that matter.

**27.** If public agencies are not following the advertising requirements in the Act, will the Commission address those agencies? Can a complaint be brought to the Commission?

Yes. Recent legislative changes have expanded the Commission’s authority to enforce provisions of the Act. The Commission may review complaints filed by interested parties when evidence is provided that:

- The participating agency performed work after rejecting all bids, claiming it could do the work less expensively (Section 22042(a)).
- The work performed exceeded the force account limits (Section 22032(a)).
- The work was improperly classified as maintenance (Section 22042(c)).
- The work has been split or separated into smaller work orders or projects (Section 22033).
- The work has exceeded the limits or otherwise not met the requirements set forth (Section 22032(b) and (c)).
- A public agency did not comply with the informal bidding procedures set forth at Section 22034 (Section 22042.5).

**28.** Section 20112 specifically requires school districts to advertise twice for a two-week period, while Section 22037 requires advertising once, 14 days in advance of the date of opening of bids. How do participating school districts reconcile this conflict?

When the Act is in conflict with any other section in the Public Contract Code, the Act shall supersede. The Act requires advertising once, 14 days in advance of the date of opening of bids. Districts participating in the Act may choose to maximize their outreach by advertising twice.

**29.** May a public agency contract separately for like work at the same site at the same time using the under \$75,000 Force Account method?

No. Section 22033 states:

It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of this article requiring work to be done by contract after competitive bidding.

Separating “like work” would be permitted only if the total of all the “like work” is less than \$75,000. If the work is more than \$75,000, it must be advertised and bid according to the provisions of the Act (i.e., bid informally if the total amount is less than \$220,000; bid formally if the total amount exceeds \$220,000).

- 30.** May a public agency bid out two separate projects that occur at the same time and site, but are different types of work?

Yes. There is no violation if the work is competitively bid. If an agency wishes to use the negotiated or informal bidding processes, it must apply the appropriate limits to each of the projects. Each project must be separate in scope. Projects may not be separated by trade to avoid bidding. If the total of all jobs is greater than \$75,000 then the informal or formal bid limits apply.

- 31.** May a public agency contract separately for like work performed at multiple sites at the same time using the under \$75,000 limit?

Yes. A public agency may contract for like work at separate locations with unique addresses. If the cost of the work is more than \$75,000 at any individual site, that work must be advertised and bid according to the provisions of the Act (i.e., bid informally, if the total amount is less than \$220,000; bid formally, if the total amount exceeds \$220,000).

- 32.** Can an agency separately bid out for the materials and supplies on a project to avoid contractor markup and then bid out for the installation labor or perform installation with its own forces?

An agency may separately procure the materials and supplies for a project; however, all costs (materials, supplies, labor) of a project must be included in the project cost estimate to determine whether the project falls within the force account, informal bid, or formal bid thresholds.

In addition, if installation is performed by force account, an overhead rate must be applied to all direct costs of the project and included in the cost estimate. For example, if materials/supplies cost \$50,000 to procure separately and the estimated labor cost to install is \$25,000, the project could not be performed with force account, but would fall within the informal bid threshold because the total cost estimate is \$75,000.

- 33.** Must a value be assigned to the volunteer labor when the California Conservation Corps or another volunteer organization provides labor on a public project?

No. Volunteer labor from volunteer organizations does not need to be included as a cost of a public project for bid limit purposes as long as no costs are associated with the volunteer labor.

- 34.** By opting into the Act, does a public agency automatically bring all of its component divisions or departments into the Act?

Yes. When a public agency elects to become subject to the uniform construction cost accounting procedures, the entire legal entity is considered subject to the Act and no divisions or departments are exempt.

- 35.** When a public agency opts into the Act, does it automatically bring all districts under control of its governing Board into the Act?

No. Special Districts, which are governed by a board of supervisors or city council, are subject only if a separate election is made for each special district.

- 36.** PCC 22034 requires that participating agencies adopt an Informal Bidding Ordinance. What do schools and special districts that cannot adopt Ordinances do to comply?  
Agencies that do not have the ability to adopt Ordinances should discuss Section 22034 compliance with their legal counsel.
- 37.** Are change orders allowed by the Act, and if so what is allowable? What if a change order goes over one of the allowed thresholds?  
The Act does not address change orders. Please consult with your agency’s legal counsel regarding any limitation on change orders that may apply to your agency.
- 38.** Is there any training related to the Act? If so, where can I find a list of where the training is offered?  
SCO has information regarding the Act on the SCO/CUCCAC website, including the current Cost Accounting and Procedures Manual. Often, commissioners are willing to provide training, answer questions, and/or give a presentation in order to assist agencies in getting the full benefits of participating in the Act.
- 39.** The Act states that public projects of sixty thousand dollars (\$60,000) or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order. However, the Department of Industrial Relations (DIR) states any project over \$1,000 has to pay prevailing wages. How do the Act and DIR guidance work together?  
The Act and DIR are completely separate and govern different aspects of public projects. The Act focuses on bidding related to public projects and DIR deals with wages paid by contractors on public projects. However, they may relate in that if prevailing wages are not paid on a public project, that could potentially impact the total cost of a project which would require a different bidding process utilized under the Act.

Additional inquiries and questions may be directed by email to [LocalGovPolicy@sco.ca.gov](mailto:LocalGovPolicy@sco.ca.gov), or by regular mail to:

State Controller's Office  
Local Government Programs and Services Division  
Local Government Policy Section  
P.O. Box 942850  
Sacramento, CA 94250

