

**CARMEL VALLEY RECREATION & PARK DISTRICT**

Proposition 68 Grants

February 2023

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**Administration**

1. Second Project Status Report – On February 1, State Parks sent the District (Director Gray) its second SRRI-27-003 status report, to be completed in 30 days. This report requires the District to prepare a comprehensive update on all aspects of the grant projects along with a forecast of future expenses by 6-month periods. On February 12, Director Gray provided the completed status report to State Parks.

**Financial**

1. Second Reimbursement Request – On February 20, RGS (Adams) submitted the District's second reimbursement request for \$19,317.88 to State Parks. On February 21, State Parks reviewed the second reimbursement request and forwarded it to the State Controller's Office for payment, with the amount rounded down to \$19,317. The District (Director Stone) should receive the reimbursement check in 8-10 weeks (late April to early May).

**Procurement**

1. Activity House – On February 1, RGS (Coggins) provided the District (Director Gray) with a proposal from PMS for 24' x 60' pre-owned modular structure. This proposal was reviewed at a Special Meeting of the Board of Directors on February 3. The Board determined the proposal would not meet the District's needs (e.g. floorplan, esthetics) and that a smaller new modular structure was not feasible due to cost. The Board authorized Luke Ingram Designs to do an initial feasibility study, not-to-exceed \$5,000, to determine which renovations can be made to the existing Activity House with a focus on asset preservation. After the Special Meeting, the District advised RGS to pursue no further work on a modular building option and Luke Ingram Designs commenced work on the Activity House feasibility study.

**Identification of Potential Risks**

1. None.

**Follow Up Items (alphabetical order)**

1. Interest-Bearing Sub-Accounts – Request for Change to Chart of Accounts' Elements form required by County of Monterey's Auditor Controller's Office to create interest bearing sub-accounts for RIRE grant funds is completed and ready to be filed at the appropriate time. Auditor Controller's Office requests the sub-accounts not be set up until a month or two before District plans to receive grant advanced funds. **(No change from November.)**

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2. Project Timeline – Work on the draft project timeline and grant advance schedule has paused while alternatives for the Activity House continue to be explored. **(No change from November.)**
  
3. Volunteer Hours – **As of February 28, Independent Sector had not posted the 2022 volunteer labor rate.** Independent Sector is the source specified in the grant guides for the value of volunteer labor. RGS has provided the District with the 2020 and 2021 timecard templates approved by State Parks to document grant related volunteer hours for those years. Timecards prepared for volunteer hours for those years should be provided to RGS. The 2022 template will be provided as soon as the 2022 volunteer hourly wage rate is available. Documenting volunteer hours is a critical component of the District’s required \$44,488 match required for the Per Capita grant.