

Carmel Valley Recreation and Park District
SPECIAL MEETING OF THE BOARD OF DIRECTORS
29 Ford Road, Carmel Valley, CA 93924
Minutes – July 13, 2022

1. Call to Order: Due to Absence of President Steve Goodman, the Board of Directors designated Karolyn Stone as Pro Tem President for the Public Hearing and Regular Board Meeting. The meeting was called to order at 6:30 pm.
2. Board Members Present: Brad Boghosian, Alex Gray, Karolyn Stone and Mike Thatcher, quorum is met. Attendee. Les Girard, Counsel. Counsel left the meeting at 7:40 pm
3. Moment of Silence
4. Public Comments: None
5. Public Hearing: Benefit Assessment FY 2022-2023
 - a) Final Engineer’s Report Dated 7-13-22 was reviewed. No public comment. The board moved forward with the following resolutions.
 - b) Resolution 2022-05 –Order the Levy and Collection of the Annual Assessment of the Carmel Valley Recreation & Park Maintenance Assessment District. Motion made by Mike Thatcher, seconded by Alex Gray to approve Resolution 2022-05 which was unanimously approved.
 - c) Resolution 2022-06 – Certifying Compliance with State Law with Respect to the Levying of the Assessment for the Carmel Valley Recreation and Park Maintenance Assessment District. Motion made by Alex Gray, seconded by Mike Thatcher to approve Resolution 2022-06 which was unanimously approved.
 - d) Adjournment – 6:45 pm.
6. CONSENT AGENDA
 - a) Financials: Ending Fiscal Year 2021-2022 - \$140,449.22
 - b) July 2022 - Accounts Payable

1. Aqua Flow Landscape	\$4,125.00	
	\$ 350.00	(Labor)
2. Cal Am	\$ 493.68	
3. Carmel Marina, Waste Management	\$ 449.48	
4. PG&E	\$ 500.00	(estimate)
5. Comcast	\$ 164.80	
6. MJMurphy’s	\$ 4.11	
7. American Supply Company	\$ 121.54	
8. Streamline Website Domain	\$ 720.00	(Annual Fee)
9. Office of County Counsel	\$1,031.00	(May & June 2022)
10. Regional Government Services	\$2,500.00	(estimate)
11. Lavorato & Darling, Inc. CPAs	\$2,566.25	
12. SDRMA – Insurance Premium	\$6,240.73	
13. Carmel Pine Cone	\$ 286.00	

c) Minutes

- (1) May 11, 2022 – Regular Meeting
- (2) May 18, 2022 – Special Meeting
- (3) May 31, 2022 – Special Meeting
- (4) June 08, 2022 – Regular Meeting, Cancelled
- (5) June 14, 2022 – Special Meeting

Motion made by Mike Thatcher, seconded by Alex Gray to approve July 2022 Consent Agenda which was unanimously approved.

- 7. **NEW BUSINESS:** Skateboard Park – After discussing a request from Jacob Dorn for Youth Recreation of a Skatepark in the park, it was the consensus that it was not appropriate for the Park District. The board will reply this to Jacob Dorn.
- 8. **FORMER BUSINESS:**
 - a) New Memorial Benches: The board decided there are adequate number of benches. Instead of adding more, those without names or no longer claimed will be available for new memorial benches. Motion made by Brad Boghosian, seconded by Alex Gray to establish a policy to make existing unnamed benches or benches no longer claimed by family or friends available, the district will refurbish and maintain the benches for \$500 for five years and the family or friends are responsible to purchase a bronze or brass plaque, and the memorial bench can be renewed at the end of the five years for an additional five years at the same cost and if not renewed the plaque can be removed and the bench then becomes available as a new memorial bench which was unanimously approved.
 - b) Maintenance of Existing Memorial Benches: The family and friends of existing memorial benches will be contacted re. their desire to continue to have the bench. If they do and it needs to be refurbished, they would be asked to do so. The bench would then be grandfathered from the cost of \$500 and people would be contacted in five years to renew their decision. If they cannot be contacted, the bench would be available as a new memorial bench.
- 9. **ACTION ITEMS:**
 - a) Tree Trimming Between Village Green and Park Property and Trimming Two Trees by the Office: One bid was received from Quezada Tree Care. Other companies contacted had not responded. Quezada quoted \$1,800 for trimming trees along fence line of Village Greens and park property and \$1,200 for trimming a pepper tree and elm tree by the office. Motion made by Mike Thatcher, seconded by Brad Boghosian to do tree trimming for \$1,800 between park property and Village Greens fence line and for \$1,200 trim the elm and pepper trees by the office which was unanimously approved.
 - b) Well – Purchase of Booster Pump and Motor: The present booster pump and motor were installed in 2014 and there is no back-up equipment. Due to the wear and tear on this equipment, lengthy time to purchase the equipment, and increasing price the board discuss the \$3,471.72 proposal from Carmel Valley Pump & Backflow Service. Motion made by Mike Thatcher, seconded by Alex Gray to request a follow up proposal from the vendor and order the equipment not to exceed \$4,000 which was unanimously approved.
 - c) Resolution 2022-07: Ordering an Election, Requesting County Elections Dept. to Conduct Election and Requesting Consolidation of Election. Motion made by Mike Thatcher, seconded by Brad Boghosian to approve Resolution 2022-07 for election to be held on November 8, 2022 which was unanimously approved.

- d) Randy's Garden: The memorial plaque wording was approved along with the photo of Randy Randazzo to be embossed on a 12" x 16" either bronze or brass plaque. Mike Thatcher will research quotes on both and bring them to the August board meeting.
- e) Reconciliation of CVRPD Fund 671 with the County's Auditor-Controller's office: Karolyn gave the update that fiscal years ending 2015 and 2016 are reconciled. She requested it be continued to the current date. The consensus of the board was to continue the reconciliation until it is current.
- f) Election of Vice President: No Action
- g) Capital Projects Under Per Capita and RIRE: Update and Discussion:
 - (1) Alex Gray discussed his conversations with Regional Government Services (RGS) for their services of grant administration. His (Alex) recommendation was to continue to work with RGS.
 - (2) One sign is required by State Parks before to any construction begins and be kept for four years. Alex Gray will procure this sign.
 - (3) RGS recommended registering with Sourcewell. It is a non-profit nationwide cooperative purchasing agency that serves government entities at no cost. They (Sourcewell) are not actual contractors. Instead, they streamline the process by providing competitively solicited contracts which can eliminate the bidding process and thereby save considerable time. The closest responsible vendor is recommended to contract for projects.
 - (4) CA Environment Quality Act (CEQA) – Les Girard will review the projects to determine if CEQA review is needed for the projects or if a negative determination is possible. He will need photos and details of all projects.
 - (5) Design of Activity House Project – Mike and Alex will select and meet with architects to begin conceptual design.
 - (6) Initial projects to include stage, Activity House, parking lot, ADA walkways to restrooms and electrical improvements to restrooms.

10. OPERATIONS REPORT: None

11. INFORMATIONAL REPORTS: Alex Gray agreed to be the lead on the district website at this time. The board thanked him for his help with this important communication tool.

12. WRITTEN COMMUNICATION: See item 7 above.

13. ADJOURNMENT: 8:45 p.m.

14. NEXT REGULAR MEETING: August 10, 2022

Respectively submitted,

Karolyn Stone,

Director