

Carmel Valley Recreation and Park District
 REGULAR MEETING OF THE BOARD OF DIRECTORS
 29 Ford Road, Carmel Valley, CA 93924
 Minutes – January 12, 2022

1. Call to Order: The meeting was called to order by President Hertlein @ 6:30 p.m.
2. Board Members Present: Bill Buffalo, Steve Goodman, Joe Hertlein, Karolyn Stone and Mike Thatcher, quorum is met.
3. Moment of Silence & Pledge of Allegiance
4. Public Comments: None

5. Consent Agenda

a) Financials – Balance \$133,969.57

b) January 2022 Accounts Payable

1. Aqua Flow Landscape	\$3,925.00	
Labor	\$ 180.00	(Labor)
2. CalAm	\$ 409.41	
3. Carmel Marina, Waste Management	\$ 430.92	
4. PG&E	\$ 237.50	
5. Comcast	\$ 159.44	
6. MJ Murphy	\$ 33.09	
7. Martins' Irrigation	\$ 188.40	
8. American Supply	\$1,591.74	
9. Office of County Counsel	\$ 170.00	
10. Karolyn Stone	\$ 35.64	(reimburse UPS)
11. USPS	\$ 58.00	
12. Joe Hertlein	\$ 43.14	(reimburse materials)

c) Minutes

December 8, 2021 - Regular Meeting

Motion made by Mike Thatcher, seconded by Steve Goodman to approve January 2022 Consent Agenda which was unanimously approved.

6. Public Hearings: None
7. New Business:
 - a) Financial Reviews & CPA Services: Karolyn reviewed firms for both CPA services and Financial Reviews. Of the firms contacted her recommendation for CPA services was Jason Russell CPAs in Sacramento. Their services initially would be reconciliation of Warranty Register to QB. After consideration a motion was made by Bill Buffalo, seconded by Steve Goodman to begin this work to authorize expenditures of up to \$2,000.00 which was unanimously approved. Karolyn then reviewed Financial Review CPA firms and discussed companies contacted and recommended Craig Fechter of Fechter & Company, CPAs located in Sacramento. His estimate was to do Financial Reviews from FY endings 2018 to 2021 for \$10,000.00. The consensus was to retain Fechter & Company and ask for a written proposal.

- b) Roof Repairs to Activity House: In order to avoid damages to the office, it was decided to put a tarp over that area. Mike Thatcher agreed to do this.
 - c) Cleaning of Activity House: After discussion an expenditure of up to \$150/month to retain cleaning services was approved.
 - d) Review of Park Goals and Priorities for 2022: Review of elements discussed and incorporated into action items 8a & b. Board did decide to go forward with design of remodel of the Activity House. Luke Ingram's services were discussed as well as a firm that works on floor plans. Joe will contact the latter firm.
 - e) Consideration of Part Time Administrative Assistant Services: Tabled
8. Action Items:
- a) State of CA Per Capita and (ii) RIRE – Approval of Deed Restrictions: Bill Buffalo presented a Certificate of Election reciting the results of officer elections for 2022. After review and motion made by Bill Buffalo, seconded by Steve Goodman and unanimously approved to authorize President of the Board to sign both RIRE and Per Capita contracts and to sign before a Notary Public, the Deed Restrictions.
 - b) State of CA Per Capita and (ii) RIRE – Projects: Bill Buffalo reviewed both RIRE and Per Capita grants and described the process required to work to comply with their requirements. He told members of his discussions with Regional Government Services Agency (RGSA) and its resources available for contract management and administrative services to the District. The various elements of both contracts and the best way to manage and administer the elements of the contracts were discussed. It was asked that Bill look for other sources and Karolyn talk with Kelly McCullough, Finance Manager of the MP Regional Park District for possible firms they know to present to the Board.
9. Operations:
- a) Park Activities: The parent of a child injured by a dog after the child was able to leave the fenced CVCYC playground expressed concern about proximity of dogs when children go to the park after school. The parent suggested limiting dog activities from 2 to 4 pm. The board discussed restricting dogs from or requiring leash restraint in the area near the CVCYC playground between 2 to 4 pm, but no decision was made. President Hertlein will talk to CVCYC about making the gate from the playground into the park secure enough to prevent small children from opening it.
 - b) Small Fire in West Restroom: Small damage to paint. Mike will repair.
10. Informational Reports: None
11. Written Communications:
- a) Letter from Karen Kiker: Her offer to volunteer and help the Board with fundraising or other activities. Currently she is heading a second year of asking dog owners to donate for doggie bags. President Hertlein will write a reply.
12. Adjourned: 8:20 p.m.
14. Next General Meeting: Wednesday, February 9, 2022

Respectively submitted,
Karolyn Stone,
Director