

**CARMEL VALLEY RECREATION & PARK DISTRICT**

Proposition 68 Grants

August 2023

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**Administration**

1. Grant Contract Amendments – On August 11, State Parks (Thina Nguyen) sent the District (Director Gray) and RGS (Adams) contract amendments for the Per Capita and RIRE grants to extend the performance period from June 30, 2024 to June 30, 2028. On August 12, the District returned to signed contract amendments to State Parks. On August 14, State Parks provided the District and RGS with copies of the fully executed contract amendments.
2. Interest-Bearing Sub-Account – On August 25, the District (Director Gray) requested that RGS (Lazof) proceed with setting up an interest-bearing sub-account with the County of Monterey for a grant advance for the Phase 1 renovations of the Activity House (roof, roof supports, and exterior cosmetics). That same day, RGS contacted the Auditor-Controller's Office (William Houser) to determine how to complete the setup work on this, which had been started in July 2022. On August 28, the Auditor-Controller's Office responded with the necessary information. RGS completed the forms and sent them to Mr. Howser for review on August 29. Mr. Howser said he would review and respond. RGS also asked if the County could accept electronic payments, although it is unclear if the State is willing to do so or if this would expedite receiving the funds. RGS is awaiting County responses at month end.

**Financial**

1. Grant Advance – On August 28, RGS began researching the documentation and other requirements for the preparation of the RIRE grant advance request. RGS has submitted multiple requests to State Parks (Nguyen) on required information and documentation which must be included with the grant advance request, including following up with multiple (4) calls to Ms. Nguyen through month end. Likely, she is out of office until after the Labor Day holiday. Attempts to contact by phone will resume September 5. RGS also intends to ask about expedited processing, as normal payments take 6-8 weeks. When the answers are received, RGS will work with the District (Director Stone) on the preparation of the request.

**Procurement**

1. None.

**Construction**

1. Activity House – Newton Construction is scheduled to begin construction on the Phase 1 renovations of the Activity House on September 11, 2023. It is anticipated it will take six (6) weeks for Newton Construction to complete this work.

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**Identification of Potential Risks**

1. Activity House Roof – Heavy winter rains damaged the roof, which now has numerous leaks and must be replaced by September 2023, before the start of the next rainy season to mitigate any further damage to the building. **This risk has been addressed by the Board's July 14 action selecting Newton Construction to replace the Activity House's roof.**

**Follow Up Items**

1. None.