

CARMEL VALLEY RECREATION & PARK DISTRICT

Proposition 68 Grants

December 2022

Administration

1. CEQA – CEQA Notice of Exemption, Resolution No. 2022-08, was adopted at the Board Meeting on December 14 (date on Resolution is noted as November 14) and filed on December 21 with the County Clerk, as required by the grants. RGS (Adams) provided the District with the completed CEQA Compliance Certification form on December 21 for the Board President to sign. When it has been signed, this form and the filed copy of the Notice of Exemption will be provided to State Parks, allowing the District to seek reimbursement and advances for construction expenditures.

Financial

1. First Reimbursement Request – State Parks approved the District’s first reimbursement request for \$19,132.10 on November 17 and forwarded it to the State Controller’s Office for payment. State Parks advised that a paper check would be mailed within 8-10 weeks. With the holidays, it is anticipated that the District will receive the check toward the end of January.

Procurement

1. Activity House – After meeting on November 16 with Director Gray to discuss various options to attempt to reduce the cost of replacing the Activity House, RGS (Coggins) sent a request to Newton Construction to take on the entire project for \$400,000 while complying with the Public Contract Code and grant procurement requirements. Newton Construction sought pricing proposals from alternative modular building providers but was not able to achieve the costs savings needed by the District. On December 30, RGS requested PMS to provide a scaled down proposal so the District can evaluate potential cost savings options from the PMS proposal provided in October.
2. Stage Renovation Project – Director Thatcher obtained three informal bids for the project materials, in compliance with the County of Monterey and Public Contract Code procurement requirements for public projects between \$4,000 and \$10,000 (PCC Section 20150.4). The District awarded the purchase to the low bidder at the Board Meeting on December 14. Materials were delivered and the renovation project completed over two days, December 17-18, by a volunteer team of Eagle Scouts, their parents, and two District Directors. Volunteer labor hours for this project have been tracked by Director Stone and time records will be prepared when the 2022 volunteer rate is available.

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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.)**
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 Time Records – 2022 volunteer rate has not been released so the priority, while tracking 2022 hours volunteered, continues be the completion of time cards for 2020 and 2021. It appears the 2022 volunteer rate is not going to be released until 2023. Completed time cards for 2020 and 2021 should be sent to RGS for Per Capita grant reporting purposes. With estimates coming in high for the Activity House portion of the project is it important to document every volunteer hour possible. **(No change from November.)**