

Carmel Valley Recreation and Park District  
 SPECIAL MEETING OF THE BOARD OF DIRECTORS  
 29 Ford Road, Carmel Valley, CA 93924  
 Minutes February 16, 2024

1. Call to Order: The meeting was called to order by President Alex Gray @ 5:00 p.m.
2. Board Members Present: Steve Goodman, Alex Gray, Karolyn Stone and Mike Thatcher, quorum is met.  
Absent: Brad Boghosian.
3. Public Comments: None

4. CONSENT AGENDA

a) January 2024 - Accounts Payable #1

1. Aqua Flow Landscape	\$ 4,327.25	
2. Cal Am	\$ 554.55	
3. Carmel Marina, Waste Management	\$ 532.88	
4. PG&E	\$ 219.48	
5. Comcast	\$ 277.81	
6. MJ Murphy Lumber	\$ 14.05	
7. Regional Government Services	\$ 156.38	(Grant, December)
8. Newton Construction & Management	\$21,508.15	(Grant, 4 <sup>th</sup> inv.)
9. Halliday & Company, CPAs	\$ 5,326.00	(FR)
10. American Supply	\$ 2,003.55	
11. Karolyn Stone	\$ 50.39	(Reimbursement)

b) Minutes

1. January 10, 2024 – Regular Meeting

Motion made by Mike Thatcher, seconded by Steve Goodman to approve January 10, 2024 Consent Agenda with addition of item 11 was unanimously approved.

5. NEW BUSINESS:

- a) Swartz Park – Graffiti on Concrete Bench: Consensus was to paint the bench. Discussion on railing.
- b) AH Exterior Lights: Consensus was to find to reduce brightness. Suggestions were made.
- c) Ivy Around Trimmed Oak Trees by Carmel Valley Road: Park patron pointed out the ivy if left unchecked would damage trees. Karolyn will talk to Mark.

6. FORMER BUSINESS:

- a) Notice on Kiosks: No Action

7. ACTION ITEMS:

- a) RGS Monthly Report: Review
- b) 2018-2022 Financial Reviews: Karolyn presented the completed financial reviews.
- c) Fiscal Year Ending 2023 – Audit Engagement Letter: Karolyn presented the Halliday & Company engagement letter dated February 9, 2024 to perform the 2022-2023 audit for the estimated sum of \$15,750. Motion made by Alex Gray, seconded by Brad Boghosian to request Halliday & Company to consider reducing the estimated fee of \$15,750 by 10%, with the agreement if they could not, the engagement letter was approved as written which unanimously approved.

- d) 2024-2025 Benefit Assessment: Karolyn presented the Francisco and Associates proposal for fiscal year 2024-2025. It was noted the fee is the same as the current fiscal year. Motion made by Mike Thatcher, seconded by Steve Goodman to accept the Francisco and Associates proposal dated January 27, 2024 for \$5,000 with any additional services and reimbursable expenses noted in the proposal which was unanimously approved.
- e) Replacement Gazebo Roof: Bids from Premo Roofing and Bob Denison Roofing were reviewed. Motion made by Brad Boghosian, seconded by Mike Thatcher to accept the Bob Denison Roofing proposal dated January 25, 2024 with the requirement to add a second drainage downspout which was unanimously approved.
- f) Activity House Renovation:
  - (i) Status of Activity House Renovation: Nearly complete. Remaining items are HVAC installation, approved window replacements and foundation work.
  - (ii) Roof Warranty: Newton 1 Year and Premo 10 Years
  - (iii) State Parks Reimbursement: Will proceed for third reimbursement under RIRE grant.
- g) Next State Park Grants Projects: Board discussed (i) east wall project, (ii) gazebo drainage, and (iii) park area electrical improvements. There was discussion on the condition of the east restroom roof.
- h) Next Non State Park Project(s): None

8. OPERATIONS REPORT: None

9. INFORMATIONAL REPORTS: Steve asked the board to consider trimming of oak trees in large BBQ picnic site. Motion made by Mike Thatcher, seconded by Brad Boghosian for Steve Goodman to contact Bazarat Landscape Tree Service to trim and lift canopy of trees in BBQ picnic site up to a maximum cost of \$2,500 which was unanimously approved.

10. WRITTEN COMMUNICATION: None

11. ADJOURNMENT: 6:30 p.m.

12. NEXT REGULAR MEETING: March 13, 2024

Respectively submitted,

Karolyn Stone,

Director