

**CARMEL VALLEY RECREATION & PARK DISTRICT**

Proposition 68 Grants

June 2023

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**Administration**

1. Updated Grant Documents – On June 28, RGS (Adams) provided the District (Directors Gray and Stone) with updated grant documents reclassifying the Activity House from a “Replace existing” to “Renovate existing” project. The Board needs to authorize the Board President to sign these documents before they are submitted to State Parks for approval.

**Financial**

1. None.

**Procurement**

1. Activity House – On June 8, the District (Director Gray and Director Thatcher) had a productive on-site meeting with Newton Construction (Kellen McMickle) and its subcontractors (roofing and painting) to review Activity House Scope of Work (issued by the District on May 11) and inspect the building.

On June 13, Newton Construction indicated the Detailed Scope of Work (DSOW) should be completed by June 15 and then provided to Gordian (Garrett Rempher) for pricing. It will include spot abatement for the black mastic on the penetrations identified at recent on-site meeting. On June 14, Luke Ingram provided Newton Construction with the Activity House preliminary plans to assist with developing the interior paint estimate.

On June 15, Gordian assigned the Project Job Order (118500.00 – PARK ACTIVITY HOUSE – Roofing Replacement) and advised Newton Construction the line-item cost proposal work could begin as soon as the DSOW has been confirmed. On June 19, Newton Construction sent the DSOW to the District, Gordian and Luke Ingram for confirmation. On June 20, the District (Director Gray) provided comments on the DSOW.

On June 23, Newton Construction provided the updated DSOW and Luke Ingram provided information on obtaining an over-the-counter roofing permit from the County of Monterey. On June 26, the District and Newton Construction agreed to exclude the cost of the roofing permit from the complete proposal since the District will obtain the permit with assistance from Luke Ingram. Also on June 26, Newton Construction advised the District it would take two weeks to prepare the complete proposal for the project, which would be July 10 so costing information should be available for the July 12 Board Meeting.

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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. **(No change from May.)**

**Follow Up Items (alphabetical order)**

2. 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.)**
3. 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.)**