

MONTEREY PENINSULA REGIONAL PARK DISTRICT
60 Garden Court, Suite 325
Monterey, California 93940-5341



BOARD OF DIRECTORS

Kelly Sorenson (President) - Marina, Northern Fort Ord (**Ward 1**)
Shane Anderson - Seaside, Northern
Sand City, Southern Ft. Ord (**Ward 2**)
Katie Pofahl - Monterey, Del Rey Oaks,
Southwest Seaside, Southern Sand City (**Ward 3**)
Kathleen Lee - Pacific Grove, New Monterey,
Northern Pebble Beach (**Ward 4**)
John Dalessio - Carmel, Carmel Valley, Big Sur,
Southern Pebble Beach (**Ward 5**)

BOARD OF DIRECTORS AGENDA

***** NEW MEETING LOCATION *****

Oldemeyer Center, Blackhorse Room
986 Hilby Avenue
Seaside, California
Wednesday, April 12, 2017 at 6:00 p.m.

- 1) **6:00 p.m. Call to Order**
- 2) **Roll Call**
- 3) **Identification of Closed Session Items** *(Part or all of a meeting may be closed to the public under special conditions. The Board may only consider matters covered in the agenda descriptions.)*
 - A. Instructions to Real Property Negotiators Pursuant to Government Code Section 54956.8: A.P.N. 015-162-044, 015-162-045 and others (Negotiators: Payan and Sutton/Lem/Fischer)
 - B. Instructions to Real Property Negotiators Pursuant to Government Code Section 54956.8: Unspecified Coastal Property, A.P.N. TBD (Negotiators: Payan and TBD)
 - C. Public Employee Performance Evaluation of General Manager Pursuant to Government Code Section 54957(b)
 - D. Conference with Legal Counsel – Anticipated litigation. Significant exposure to litigation: 1 matter.
- 4) **Public Comment on Closed Session Item** *(The public may speak for a maximum of three minutes on any closed session item. Please complete a speaker form and give it to the Board Clerk.)*
- 5) **Adjourn to Closed Session**
- 6) **6:30 p.m. Regular Meeting**

7) Report on Return from Closed Session *(The Board shall publicly report any action taken in Closed Session pursuant to Government Code Section 54957.1(a).)*

8) Approval of Agenda

9) Public Comments *(The public may speak for a maximum of three minutes on any subject that is not on the agenda. Please complete a speaker form and give it to the Board Clerk.)*

10) Consent Items *(Items on the Consent Calendar are routine and for which a staff recommendation has been prepared. There is no discussion of these items prior to the Board vote and items will be acted on in one motion, unless a member of the Board, staff or public requests specific items be discussed and/or removed from the Consent Calendar. Public speakers are limited to three minutes.)*

- A. Approval of March 8, 2017 Minutes (S. Parker)
- B. Approval of Summary of Payments (K. McCullough)
- C. Approval of MPRPD Investment Policy (K. McCullough)
- D. Approval of Term Extension for American Conservation Experience Agreement (T. Jensen)

11) Discussion/Action Items

- A. Approve Authorization of Staff to approve Running Events at District Parklands on a Case-by-Case Basis under the Existing Special Use Permit Process (T. Jensen)
- B. Consideration of Hardship Request from Friends of Seaside Parks to Provide Payment of Grant Funds in Advance of Actual Expenditures (S. Parker)

12) Division Reports *(The General Manager and designated staff may provide reports on their activities or informational items and/or make brief announcements. They may also ask for clarification or direction from the Board.)*

A. Administration

- 1) Monthly Financial Report (K. McCullough)
- 2) Other Postemployment Benefits (OPEB) Prefunding Plan Progress (K. McCullough)

B. Environmental Education/Community Outreach

- 1) LGO Update & Activities – Oral Report (J. Nelson)

C. Operations and Maintenance

- 1) Division Update (C. Camarillo)

D. Planning and Conservation

- 1) Update on Cachagua Water System (T. Jensen)
- 2) Garland Ranch Regional Park Visitor Center Expansion Phase 2 (T. Jensen)

13) Adjournment

Agenda packets, with the exception of Closed Session and non-approved items are available at the Administration Office. Agendas are available at the Garland Park Visitor Center and Big Sur, Carmel, Carmel Valley, CSUMB, Marina, Monterey, Pacific Grove and Seaside Public Libraries. Materials related to an item on this Agenda submitted after distribution of the Agenda packet are available for public inspection at the Administration Office during normal business hours. The Agendas and Agenda packets may also be viewed on the District website at www.mprpd.org.

AMERICANS WITH DISABILITIES ACT (ADA) NOTICE: If you believe you possess any disability that would require special accommodation in order to attend and participate in this meeting, please contact the District Office at (831) 372-3196 at least 24 hours prior to the scheduled meeting.

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John Dalessio - Carmel, Carmel Valley, Big Sur, Southern Pebble Beach (**Ward 5**)

Oldemeyer Center, Blackhorse Room
986 Hilby Avenue
Seaside, California

March 8, 2017
Wednesday, 6:00 p.m.

MINUTES

- 1) **6:00 p.m. Call to Order** – The meeting was called to order at 6:06 p.m.
- 2) **Roll Call** – Roll call was taken.
PRESENT: Directors Anderson Lee and Sorenson
ABSENT: Dalessio and Pofahl
- 3) **Identification of Closed Session Items** – President Sorenson identified the Closed Session Items, announced that Item 3-C was being tabled, and welcomed public comment.
 - A. Instructions to Real Property Negotiators Pursuant to Government Code Section 54956.8: A.P.N. 015-162-044, 015-162-045 and others (Negotiators: Payan and Sutton/Lem/Fischer)
 - B. Instructions to Real Property Negotiators Pursuant to Government Code Section 54956.8: A.P.N. 103-071-013; 103-181-003; 259-091-007; 015-163-005, 006 & 007 and 015-441-003 (Negotiators: Payan and Holm)
 - C. Conference with Legal Counsel – Anticipated Litigation Pursuant to Government Code Section 54956.9(d)(2). One potential case.
 - D. Conference with Legal Counsel – Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2). One potential case.
- 4) **Public Comment on Closed Session Item** – Board Clerk Shuran Parker distributed a letter provided by The Monterey Pine Forest Watch, related to Item 3-B.
- 5) **Adjourn to Closed Session** – Closed Session began at 6:07 and ended at 6:33 p.m.

Due to a professional conflict, Legal Counsel Michael Whilden recused himself and left the room during discussions on Item 3-B.

- 6) **6:30 p.m. Regular Meeting** – The Regular Meeting resumed at 6:35 p.m.
- 7) **Report on Return from Closed Session** – President Sorenson announced that no reportable was taken in.
- 8) **Approval of Agenda** – Upon motion by Director Lee, seconded by Director Anderson, the agenda was unanimously approved.
- 9) **Presentation** – Melanie Beretti of the Monterey County Resource Management Agency and Sarah Hardgrave of the Big Sur Land Trust gave the Board an update on the Carmel River Floodplain Restoration and Environmental Enhancement project.

10) **Public Comments** – None

- 11) **Consent Items** – Upon motion by Director Lee, seconded by Director Anderson, Items 11-A, B, C, D and F were unanimously approved. Item 11-E was pulled for discussion and proposed modification by staff. After discussion and amendment as noted below, and upon motion by Director Anderson, seconded by Director Lee, Item 11-E was unanimously approved.
- A. Approval of February 8, 2017 Minutes (*S. Parker*)
 - B. Approval of Summary of Payments (*K. McCullough*)
 - C. Approval of Resolution #2017-02, Directing Preparation of the Engineer's Report for the Parks, Open Space and Coastal Preservation Assessment District for Fiscal Year 2017-18 (*R. Payan*)
 - D. Approval of Amendment to Contract with Whitson Engineers (*T. Jensen*)
 - E. Approval of Amendment to Contract with Turf Image Geospatial (*T. Jensen*)
 - *Tim Jensen announced that the report contained two errors, the account balance, which should be \$49,000 and the contract amendment amount should be \$15,000.*
 - F. Acceptance of Monterey Peninsula Water Management District Grant for Garland Ranch Regional Park Native Plant Demonstration Garden and Arboretum Interpretive Signage Project (*J. Nelson*)

12) **Discussion/Action Items**

- A. Shuran Parker reviewed the Fiscal Year 2016-17 Budget at mid-year and projected year-end estimates.
- B. Shuran Parker reviewed the recommended Fiscal Year 2016-17 adjustments. Upon motion by Director Anderson, seconded by Director Lee, Resolution #2017-03 was unanimously approved, authorizing the recommended adjustments to the Fiscal Year 2016-17 Budget.

13) **Division Reports** – All Division Reports are informational only and may be written or oral.

A. **Administration**

- 1) Monthly Financial Report (*K. McCullough*)
- 2) *Reminder of Required Board Ethics and Harassment Prevention Training (S. Parker) – ORAL REPORT*

B. **Environmental Education/Community Outreach**

- 1) No Report
- C. **Operations and Maintenance**
 - 1) No Report
- D. **Planning and Conservation**
 - 1) No Report

14) Adjournment – The meeting was adjourned at 7:56 p.m.

Shuran Parker, Recording Secretary

DRAFT

Monterey Peninsula Regional Park District

Check Detail Report

March 2017

Date	Num	Name	Memo	Amount
Mar 17				
03/15/2017	ACH	Gary Tate	Health Insurance	-246.00
03/10/2017	ACH	Anderson, Shane	February Board Compensation	-92.35
03/10/2017	ACH	Lee, Kathleen	February Board Compensation	-92.35
03/10/2017	ACH	Pofahl, Katherine A	February Board Compensation	-92.35
03/10/2017	ACH	Sorenson, Kelly J.	February Board Compensation	-92.35
03/10/2017	ACH	Cabrera-Larente, Elena M.	February Payroll	-1,333.71
03/10/2017	ACH	Camarillo, Frederick C.	February Payroll	-5,889.89
03/10/2017	ACH	de Paolo, Nicholas	February Payroll	-3,731.00
03/10/2017	ACH	Jensen, Timothy F.	February Payroll	-8,450.56
03/10/2017	ACH	McCullough, Kelly J.	February Payroll	-5,541.78
03/10/2017	ACH	Narvaez, Joseph P.	February Payroll	-4,135.22
03/10/2017	ACH	Nelson, Jacqueline D.	February Payroll	-5,353.51
03/10/2017	ACH	Niewenhuis, Jeffrey P	February Payroll	-3,891.64
03/10/2017	ACH	Palaniuk, John C.	February Payroll	-3,191.89
03/10/2017	ACH	Parker, Shuran J.	February Payroll	-6,562.14
03/10/2017	ACH	Payan, Rafael	February Payroll	-8,959.68
03/10/2017	ACH	Sanderson, Jacob D.	February Payroll	-4,337.13
03/10/2017	ACH	Trabucco, Raymond T.	February Payroll	-4,670.53
03/10/2017	ACH	Warcken, Deborah L.	February Payroll	-1,328.61
03/10/2017	ACH	Wyatt, Deborah J.	February Payroll	-4,505.87
03/08/2017	EFT	CalPers	Health Insurance	-26,123.32
03/10/2017	EFT	MPRPD Benefits Plan	Unreimbursed Medical	-700.32
03/10/2017	EFT	State Street Bank	Deferred Compensation	-6,906.84
03/15/2017	EFT	EDD	State Withholding	-5,674.73
03/15/2017	EFT	Public Employees' Retirement System	Retirement Contribution	-21,249.59
03/15/2017	EFT	United States Treasury {2}	Federal Withholding	-20,342.30
03/31/2017	EFT	ADP, Inc.	Monthly Timekeeping Program	-57.50
03/01/2017	15373	El Monte Partners, LP	Monthly Admin Lease	-6,327.12
03/01/2017	15374	Monterey County Recorder	CFD Recording Fees	-3,748.00
03/10/2017	15375	Aflac	Supplemental Insurance	-1,068.23
03/10/2017	15376	Allianz Funds	Deferred Compensation	-369.84
03/10/2017	15377	Delta Dental	Dental Insurance	-1,456.46
03/10/2017	15378	Mutual of Omaha	Life/Acc/LTD/STD Insurance	-982.19
03/10/2017	15379	Vision Service Plan - (CA)	Vision Insurance	-414.51
03/10/2017	15380	El Monte Partners, LP	Direct Expenses	-2,776.06
03/10/2017	15381	American Supply Company	Janitorial Supplies	-1,360.82
03/10/2017	15382	Archipelago Web	Website Maintenance	-425.00
03/10/2017	15383	AT&T	Utilities	-296.48
03/10/2017	15384	California American Water	Utilities	-123.19
03/10/2017	15385	Capital One Commercial/Costco	Supplies	-27.73
03/10/2017	15386	Carmel Marina Corporation	Garland Dumpster	-326.52
03/10/2017	15387	Carmel Valley Recreation & Park District	Community Neighborhood Parks	-3,780.07
03/10/2017	15388	City of Carmel By The Sea	Community Neighborhood Parks	-10,548.69
03/10/2017	15389	City of Pacific Grove	Community Neighborhood Parks	-20,000.00

Monterey Peninsula Regional Park District

Check Detail Report

March 2017

03/10/2017	15390	Dougherty Pump & Drilling, Inc.	Resource Management - PCRP	-420.00
03/10/2017	15391	Hope Services	Community Neighborhood Parks	-4,742.37
03/10/2017	15392	Lozano Smith, LLP	Legal Services	-68.72
03/10/2017	15393	Marina Tree & Garden Club	Community Neighborhood Parks	-2,751.22
03/10/2017	15394	Monterey County Weekly	Legal Notice	-357.00
03/10/2017	15395	Peninsula Welding & Medical Supply	Tank Rental	-9.90
03/10/2017	15396	Rayne Technology Solutions, Inc.	Computer Maintenance	-1,480.00
03/10/2017	15397	Staples Credit Plan	Supplies	-726.76
03/10/2017	15398	Target Pest Control	Garland Pest Control	-50.00
03/10/2017	15399	The Monterey County Herald	Legal Notice	-458.06
03/10/2017	15400	U.S. Bank Equipment Finance (Copier)	Copier Lease	-192.30
03/10/2017	15401	Voyager Fleet Systems, Inc.	Fuel	-958.64
03/10/2017	15402	Turf Image, Inc.	GIS Hosting & Mapping	-3,600.00
03/10/2017	15403	Thompson, Jeffrey	Vounteer Recognition	-1,082.00
03/10/2017	15404	U.S. Bank (CalCard)	Cal Card Charges	-7,566.99
03/20/2017	15405	Alhambra 46695809612283	O&M Bottled Water	-20.00
03/20/2017	15406	California American Water	Utilities	-203.90
03/20/2017	15407	Comcast	Utilities VC & GRRP	-568.15
03/20/2017	15408	Elliott, Bruce	LGO Instructor	-150.00
03/20/2017	15409	Faitel, Craig D.	Seasonal Contract Services	-985.00
03/20/2017	15410	Hollister Powersports	Equipment Maintenance	-333.13
03/20/2017	15411	Lozano Smith, LLP	Legal Services	-3,190.00
03/20/2017	15412	PARS	Monthly Admin Fee	-896.94
03/20/2017	15413	PG&E	Utilities	-654.96
03/20/2017	15414	Spencer's Tree Service	Seasonal/Contract Staff	-975.00
03/20/2017	15415	Wage Works	Monthly Admin Fee	-125.00
03/20/2017	15416	Whitson Engineers	PCRP Parking Lot	-1,102.50
03/20/2017	15417	Born, Larry	Contract Staff	-352.69
03/31/2017	15418	Alhambra 33113556151585	Admin Bottled Water	-32.57
03/31/2017	15419	Comcast	Admin Utilities	-281.80
03/31/2017	15420	Design Workshop, Inc	Professional Services	-6,441.84
03/31/2017	15421	Dougherty Pump & Drilling, Inc.	Water Quality Testing & Chlorination	-348.64
03/31/2017	15422	First Alarm	Park Security System	-275.00
03/31/2017	15423	Office of the County Counsel - Monterey	Legal Services	-3,868.94
03/31/2017	15424	Paddock Land & Cattle Company	Resource Management - PCRP	-700.00
03/31/2017	15425	Rayne Technology Solutions, Inc.	Computer Maintenance	-269.25
03/31/2017	15426	Star Sanitation Services	Porta Toilet Cleaning	-46.50
03/31/2017	15427	Superior Hydroseeding, Inc.	PCRP Parking Lot	-3,220.00
03/31/2017	15428	Tri-County Fire Protection, Inc.	Supplies	-180.00
03/31/2017	15429	Verizon Wireless	Utilities	-994.77
03/31/2017	15430	Whitson Engineers	PCRP Parking Lot	-1,260.00
Mar 17				-259,524.61



MONTEREY PENINSULA REGIONAL PARK DISTRICT
60 GARDEN COURT, SUITE 325
MONTEREY, CALIFORNIA 93940-5341

Purchase Request

Date: 2/15/2017

Vendor: City of Carmel

Vendor Address: PO Box CC, Carmel, CA 93921

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Community/Neighborhood Parks	6974	\$10,548.69
TOTAL		\$10,548.69

Purpose/Description:


To reimburse and close out FY2015-16 community grant

Is this a Contract-related purchase? ☐ Yes ☒ No **Contract No.:** _____
(No payments will be made until all required contract documents have been received.)

Is this a Grant expenditure? ☒ Yes ☐ No **Grant No.:** G201516-02

Is this a budgeted item? ☒ Yes ☐ No **If "No", explain below:**

Credit Card Charge? ☐ Yes ☒ No **Credit Card Name:** _____

Requested by: Shuran Parker  **Date:** 2/28/2017

Supervisor Approval: _____ **Date:** _____

Is this to be added to fixed asset/equipment inventory? ☐ Yes ☒ No

Manager Pre-approval: _____ **Est.:** \$ _____ **Date:** _____

Manager Final Approval:  **Date:** 03.08.17

Check No. 15388 **Date of Issue:** 3-10-17



MONTEREY PENINSULA REGIONAL PARK DISTRICT
60 GARDEN COURT, SUITE 325
MONTEREY, CALIFORNIA 93940-5341

Purchase Request

Date: 2/24/2017

Vendor: City of Pacific Grove

Vendor Address: 300 Forest Ave., Pacific Grove, CA 93950

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Community/Neighborhood Parks	6974	\$20,000.00
TOTAL		\$20,000.00

Purpose/Description:

To reimburse and close out FY2015-16 community grant

Is this a Contract-related purchase? ☐ Yes ☒ No Contract No.: _____
(No payments will be made until all required contract documents have been received.)

Is this a Grant expenditure? ☒ Yes ☐ No Grant No.: G201516-04

Is this a budgeted item? ☒ Yes ☐ No If "No", explain below:

Credit Card Charge? ☐ Yes ☒ No Credit Card Name: _____

Requested by: Shuran Parker  Date: 2/28/2017

Supervisor Approval: _____ Date: _____

Is this to be added to fixed asset/equipment inventory? ☐ Yes ☒ No

Manager Pre-approval: _____ Est.: \$ _____ Date: _____

Manager Final Approval:  Date: 03.08.17

Check No. 15389 Date of Issue: 3-10-17



MONTEREY PENINSULA REGIONAL PARK DISTRICT
60 GARDEN COURT, SUITE 325
MONTEREY, CALIFORNIA 93940-5341

Purchase Request

Date: 2/3/2017

Vendor: Hope Services

Vendor Address: 30 Las Colinas Lane, San Jose, CA 95119

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Community/Neighborhood Parks	6974	\$2,989.37
TOTAL		\$2,989.37

Purpose/Description:

To reimburse FY2015-16 community grant

Is this a Contract-related purchase? ☐ Yes ☒ No Contract No.: _____
(No payments will be made until all required contract documents have been received.)

Is this a Grant expenditure? ☒ Yes ☐ No Grant No.: G201516-05

Is this a budgeted item? ☒ Yes ☐ No If "No", explain below:

Credit Card Charge? ☐ Yes ☒ No Credit Card Name: _____

Requested by: Shuran Parker  Date: 2/28/2017

Supervisor Approval: _____ Date: _____

Is this to be added to fixed asset/equipment inventory? ☐ Yes ☒ No

Manager Pre-approval: _____ Est.: \$ _____ Date: _____

Manager Final Approval:  Date: 03-08-17

Check No. 15391 Date of Issue: 3-10-17



MONTEREY PENINSULA REGIONAL PARK DISTRICT
60 GARDEN COURT, SUITE 325
MONTEREY, CALIFORNIA 93940-5341

Purchase Request

Date: 3/7/2017

Vendor: Hope Services

Vendor Address: 30 Las Colinas Lane, San Jose, CA 95119

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Community/Neighborhood Parks	6974	\$1,753.00
TOTAL		\$1,753.00

Purpose/Description:

To reimburse FY2015-16 community grant

Is this a Contract-related purchase? ☐ Yes ☒ No Contract No.: _____
(No payments will be made until all required contract documents have been received.)

Is this a Grant expenditure? ☒ Yes ☐ No Grant No.: G201516-05

Is this a budgeted item? ☒ Yes ☐ No If "No", explain below:

Credit Card Charge? ☐ Yes ☒ No Credit Card Name: _____

Requested by: Shuran Parker  Date: 3/7/2017

Supervisor Approval: _____ Date: _____

Is this to be added to fixed asset/equipment inventory? ☐ Yes ☒ No

Manager Pre-approval: _____ Est.: \$ _____ Date: _____

Manager Final Approval:  Date: 03.08.17

Check No. 15391 Date of Issue: 3-10-17



MONTEREY PENINSULA REGIONAL PARK DISTRICT
60 GARDEN COURT, SUITE 325
MONTEREY, CALIFORNIA 93940-5341

Purchase Request

Date: 3/16/2017

Vendor: Design Workshop

Vendor Address: 1390 Lawrence #100, Denver 80204

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Professional Services	6949	\$6,441.84
TOTAL		\$6,441.84

Purpose/Description:

Task 01 Start-Up; Task 03 Plan Refinement/Draft GDP; Task 06 Project Mgt; Task 099 Reimbursables

Is this a Contract-related purchase? ☒ Yes ☐ No Contract No.: 201516-500-04
(No payments will be made until all required contract documents have been received.)

Is this a Grant expenditure? ☐ Yes ☒ No Grant No.: _____

Is this a budgeted item? ☒ Yes ☐ No If "No", explain below:

Invoice 56631

Credit Card Charge? ☐ Yes ☒ No Credit Card Name: _____

Requested by: T. Jensen *J* Date: 3/24/2017

Supervisor Approval: _____ Date: _____

Is this to be added to fixed asset/equipment inventory? ☐ Yes ☒ No

Manager Pre-approval: _____ Est.: \$ _____ Date: _____

Manager Final Approval: *[Signature]* Date: 03-29-17

Check No. 15420 Date of Issue: 3/31/17

**MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING**

DATE: April 12, 2017
TO: Board of Directors
FROM: Kelly McCullough, Finance Manager
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Annual Approval of District Investment Policy

RECOMMENDED ACTION

It is recommended that the Board complete the annual review and approval of the District's investment policy as previously adopted and described in **(ATTACHMENT 1)**.

FISCAL IMPACT

None

FUNDING SOURCE:

Not Applicable

FUNDING BALANCE:

Not Applicable

DISCUSSION

Pursuant to the California Government Code, the District's investment policy is to be annually reviewed and approved.


The District continues to conduct its investment activities in accordance with fiscally conservative standards and guidelines as endorsed by government finance and cash management professionals. The primary objectives continue to be safety, liquidity and yield, as described in the attached investment policy.

As of March 31 2017, the District's invested funds amount to \$13,400,304.13. Of this amount, \$105,188.50 is placed with the State of California Local Agency Investment Fund (LAIF), \$11,162,870.15 is placed with the CalTrust Fund and \$2,132,245.48 is placed with Rabobank, N.A. Public Investment Money Market Account (PIMMA). LAIF is a pooled money, multi-agency investment program administered by the State of California. Organized as a Joint Powers Authority ("JPA"), the Investment Trust of California (CalTrust) is a program established by public agencies in California for the purpose of pooling and investing local agency funds. A Board of Trustees supervises and administers the investment program of the Trust. The Board is comprised of experienced investment officers, and policy-makers from the participating public agencies. PIMMA account interest is paid monthly at a rate of 0.20% and the funds are collateralized at all times 110%.

These funds are conservatively managed, investing primarily in short term, liquid instruments such as certificate of deposits, treasury bills, government agency and bank notes. These investments are in compliance with Government Code regulations pertaining to investment of public funds and continue to be a secure place for the District to invest its reserve funds.

Staff recommends that the Board re-affirm the District's investment policy as hereby submitted. There have been no modifications to the existing policy.

Attachment 1: MPRPD Investment Policy

	<p style="text-align: center;">Monterey Peninsula Regional Park District Policy & Procedure Manual</p>	
Title:	Investment Policy	
Department:	Finance	Effective Date: April 7, 2014
Policy No:	3005	
Related Procedures:	None	Revisions: None

Introduction

The purpose of this document is to identify various policies and procedures that enhance opportunities for a prudent and systematic investment process and to organize and formalize investment-related activities. Related activities that comprise sound cash management include accurate cash flow projections, control of disbursements, expedient collection of revenues and cost effective banking relations. The ultimate goal is to enhance the economic status of Monterey Peninsula Regional Park District while protecting the pooled cash resources.

The investment policies and practices of the Monterey Peninsula Regional Park District are based on state law and prudent money management. All funds will be invested in accordance with the District's Investment Policy and the authority governing investments for local governments as set forth in the California Government Code, Sections 53601 through 53659.

Scope

It is intended that this policy cover all short-term operating funds and investment activities of the District. These funds are accounted for in the annual audit report, and include:

- General Fund
- Debt Service Fund
- Capital Projects Fund

This investment policy applies to all District transactions involving the financial assets and related activity of the above-mentioned funds. Any additional funds that may be created from time to time shall also be administered with the provisions of this policy and comply with current State Government Code.

Prudence (Standard of Care)

The Monterey Peninsula Regional Park District operates its pooled idle cash investments under the prudent man rule (Civil Code Section 2261, et. seq.). In addition, Government

Code Section 53600.3 provides that those persons to whom investment decisions have been delegated are trustees with a fiduciary responsibility to act as a prudent investor.

Investments shall be made with judgment and care – under prevailing circumstances – which persons of prudence, discretion and intelligence exercise in management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. All persons investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds shall act with care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.

Objectives

A. Investment Criteria:

Government Code Section 53600.5 states: “When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objective of the trustee shall be to safeguard the principal of funds under its control. The secondary objective shall be to meet the liquidity needs of the depositor. The third objective shall be to achieve a return on the funds under its control.”

Simply stated, safety of principal is the foremost objective, followed by liquidity and return on investment (known as yield). Each investment transaction shall seek to first ensure the capital losses are avoided, whether they are from market erosion or security defaults.

The primary objectives, in priority order, of the District’s investment activities shall be:

1. **Safety** – Safety of principal is the foremost objective of the investment program. The District’s investments shall be undertaken in a manner that seeks to ensure preservation of capital in the portfolio. The District shall seek to preserve principal by mitigating the two types of risk, credit risk and market risk. Investment decisions should not incur unreasonable credit or market risks in order to obtain current investment income.

- a. **Credit Risk:** Defined as the risk of loss due to failure by the issuer of a security.

- b. **Market Risk:** Defined as the risk of market value fluctuations due to overall changes in the general level of interest rates.

2. **Liquidity** – The District's investment portfolio will remain sufficiently liquid to enable the District to meet its cash flow requirements. A majority of the portfolio should be maintained in liquid short term securities which can be converted to cash and guarantee the District's ability to meet operating expenditures, as well as, other buying opportunities that may present themselves in acquiring additional park land and other capital outlay opportunities.

3. **Return on Investment (Yield)** – The District's investment portfolio shall be designed with the objective of attaining a market rate of return on its investments consistent with the constraints imposed by its safety objective and cash flow considerations. Yield is to be a consideration only after the basic requirement of adequate safety and liquidity are met.

B. Market Rate of Return

The investment portfolio shall be managed to attain a market average rate of return throughout budgetary and economic cycles. This takes into account the District's cash flow requirements and investment risk constraints, state and local laws and resolutions that restrict the placement of short term funds.

C. Public Trust

Public Trust – All participants in the investment process shall act responsibly as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

Delegation of Authority

The management and oversight responsibility for the investment program is hereby delegated to the General Manager who shall monitor and review all investments for consistency with this investment policy. The General Manager and the Board's Secretary/Treasurer shall jointly establish procedures to implement and monitor this investment policy. Such procedures shall include explicit delegation of persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the limits of this policy.

Ethics and Conflict of Interest

Officers, employees and other persons involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or that could impair their ability to make impartial decisions.

Permitted investment Instruments

Allowable investment instruments are defined in the California Government Code Section 53600 et. seq., as amended. If the Code is further revised to allow additional investments or is changed regarding the limits on certain categories of investments, the District is authorized to conform to these changes, excluding those changes that may be prohibited by this policy. Where the Government Code Section specifies a percentage limitation for a particular category of investments, that percentage is only applicable at the date of purchase.

Investments may be made in the following instruments:

- Government obligations pledged by the full faith and credit of the United States for the payment of principal and interest.
- Obligations issued by Agencies or Instrumentalities of the U.S. Government.
- FDIC insured or fully collateralized time certificates of deposit in financial institutions located in California, including United States branches of foreign banks licensed to do business in California. The maximum maturity of a time deposit shall not exceed 180 days. All time deposits must be collateralized in accordance with California Government Code, Sections 53651 and 53652.
- State of California's Local Agency Investment Fund (LAIF). Investment in LAIF may not exceed limits as set forth by the LAIF Board and adjusted from time to time.
- CLASS – the California Pooled Investment Authority – a statewide joint powers authority (JPA), locally controlled by municipal finance professionals. CLASS is a program provided through MBIA Municipal Investors Service Corporation, backed by a letter of credit, and limited to investment practice consistent with California State Government Code Section 53600 et.al.
- CalTRUST- the Investment Trust of California – a statewide joint powers authority established by the California State Association of Counties, the League of California Cities, the California Special Districts Association, and the Community College League of California for the purpose of pooling and investing local agency funds. CalTRUST invests in fixed income securities eligible for investment pursuant to California Government Code Sections 53601, et seq. and 53635, et seq. Investment guidelines adopted by the Board of Trustees may further restrict the types of investments held by the Trust. Leveraging within the Trust's portfolio is prohibited.

Ineligible Investments

Certain investments are prohibited under Government Code Section 53601.6 and 53631.5. Some of the security types which are prohibited include, but are not limited to: "Complex" derivative structures such as range notes, dual index notes, inverse floaters, leveraged or deleveraged floating rate notes, or any other complex variable rate or structured note, interest only strips that are derived from a pool of mortgages or any security that could result in zero interest accrual if held to maturity and Reverse Repurchase Agreements.


Purchasing these types of instruments does not coincide with this Policy's objectives and would require a thorough review and monitoring of the underlying security. Although some of these transactions are legal under the Government Code, they do not meet the objectives contained herein.

By virtue of the allowable investment in the State's LAIF, CalTrust Fund, or CLASS Pools, the District is investing idle cash with a large number of governmental agencies. The Pools are managed by outside administrators and are subject to the Government Codes as well as policies put in place by their governing boards. Either Pool's investment policy may allow for investment in some of the prohibitions noted. Investment in the State's LAIF or CLASS Pools is permitted, assuming only a diminutive portion of their portfolios (10% or less) is tied to the higher-risk products noted above.

Reporting Requirements

The General Manager of the District will present to the Board of Directors a quarterly financial report, which shall include a summary of all the investments the District has in its portfolio. The summary of investments shall include the type of investment instruments (i.e. LAIF, US Treasury Bill), purchase date, maturity date, par value, current interest rate, purchase price and the current market value.

The General Manager shall annually render to the Board a statement of investment policy, which the Board shall consider at a public meeting. The Board of Directors must approve any modifications to the investment policy.

	<p style="text-align: center;">Monterey Peninsula Regional Park District Policy & Procedure Manual</p>	
Title:	Investment Policy	
Department:	Finance	Effective Date: April 7, 2014
Policy No:	3005	
Related Procedures:	None	Revisions: None

Introduction

The purpose of this document is to identify various policies and procedures that enhance opportunities for a prudent and systematic investment process and to organize and formalize investment-related activities. Related activities that comprise sound cash management include accurate cash flow projections, control of disbursements, expedient collection of revenues and cost effective banking relations. The ultimate goal is to enhance the economic status of Monterey Peninsula Regional Park District while protecting the pooled cash resources.

The investment policies and practices of the Monterey Peninsula Regional Park District are based on state law and prudent money management. All funds will be invested in accordance with the District's Investment Policy and the authority governing investments for local governments as set forth in the California Government Code, Sections 53601 through 53659.

Scope

It is intended that this policy cover all short-term operating funds and investment activities of the District. These funds are accounted for in the annual audit report, and include:

- General Fund
- Debt Service Fund
- Capital Projects Fund

This investment policy applies to all District transactions involving the financial assets and related activity of the above-mentioned funds. Any additional funds that may be created from time to time shall also be administered with the provisions of this policy and comply with current State Government Code.

Prudence (Standard of Care)

The Monterey Peninsula Regional Park District operates its pooled idle cash investments under the prudent man rule (Civil Code Section 2261, et. seq.). In addition, Government

Code Section 53600.3 provides that those persons to whom investment decisions have been delegated are trustees with a fiduciary responsibility to act as a prudent investor.

Investments shall be made with judgment and care – under prevailing circumstances – which persons of prudence, discretion and intelligence exercise in management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. All persons investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds shall act with care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.

Objectives

A. Investment Criteria:

Government Code Section 53600.5 states: “When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objective of the trustee shall be to safeguard the principal of funds under its control. The secondary objective shall be to meet the liquidity needs of the depositor. The third objective shall be to achieve a return on the funds under its control.”

Simply stated, safety of principal is the foremost objective, followed by liquidity and return on investment (known as yield). Each investment transaction shall seek to first ensure the capital losses are avoided, whether they are from market erosion or security defaults.

The primary objectives, in priority order, of the District’s investment activities shall be:

1. **Safety** – Safety of principal is the foremost objective of the investment program. The District’s investments shall be undertaken in a manner that seeks to ensure preservation of capital in the portfolio. The District shall seek to preserve principal by mitigating the two types of risk, credit risk and market risk. Investment decisions should not incur unreasonable credit or market risks in order to obtain current investment income.

- a. **Credit Risk:** Defined as the risk of loss due to failure by the issuer of a security.

- b. **Market Risk:** Defined as the risk of market value fluctuations due to overall changes in the general level of interest rates.

2. **Liquidity** – The District’s investment portfolio will remain sufficiently liquid to enable the District to meet its cash flow requirements. A majority of the portfolio should be maintained in liquid short term securities which can be converted to cash and guarantee the District’s ability to meet operating expenditures, as well as, other buying opportunities that may present themselves in acquiring additional park land and other capital outlay opportunities.

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The General Manager shall annually render to the Board a statement of investment policy, which the Board shall consider at a public meeting. The Board of Directors must approve any modifications to the investment policy.

**MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING**

DATE: April 12, 2017
TO: Board of Directors
FROM: Tim Jensen, Planning and Conservation Manager
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Approval of Term Extension for American Conservation
Experience Agreement

RECOMMENDED ACTION

Staff recommends the board approve the amendment with American Conservation Experience ("ACE") in substantially the form submitted and authorize staff to execute.

FISCAL IMPACT

\$100,560 has previously been approved by the board. There is no additional fiscal impact with this amendment.

FUNDING SOURCE

6265 – Soberanes Fire

FUNDING BALANCE:

\$380,212.00

DISCUSSION

The Board approved an agreement with ACE at the November 2016 meeting (Attachment 1) that carried a term of May 31, 2017. Unfortunately, the opportunity to start and complete the trail repair project has been hampered by weather and road closure obstacles. Staff is requesting an extension of the term (Attachment 2) for additional time to complete this project. There is no change to the payment amount.

ATTACHMENT

1. Agreement
2. Amendment 1



SERVICE AGREEMENT

MPRPD1601

MILL CREEK REDWOODS PRESERVE TRAIL RECONSTRUCTION

Monterey Peninsula Regional Park District (MPRPD) hereby enters into this work contract (Contract) with the American Conservation Experience (ACE), a non-profit organization (Contractor), identified as follows, for the purpose of conducting trail re-construction work in Mill Creek Redwoods Preserve. ACE crew will conduct trail tread repair and re-construction and re-construction of trail support features like pedestrian bridges, puncheons, and crib-walls, and other related tasks as directed. These activities will be conducted as outlined and as discussed in greater detail in Exhibit A, the project proposal.

Contractor: American Conservation Experience
Address: 333 Soquel Avenue
Santa Cruz, CA 95062
Phone Number: 831.427.1091
Fax Number: 831.427.1047

The Parties agree as follows:

Effective Date and Duration: This contract shall become effective upon signing of both parties and shall continue in effect through May 30, 2017, unless otherwise terminated or amended as provided in this Contract. The actual project work is scheduled to take place during from contract execution until finished, but not to exceed May 30, 2017. However, various external variables may alter actual start and completion dates. In such case, dates will be mutually agreed upon by MPRPD and ACE.

Description of Work: Exhibit A (the work proposal) is intended to govern the timeline, tasks, and deliverables for the project, specifying those tasks that are covered under this contract. ACE bills only for time actually worked and for travel time and camp set up as described in Exhibit A. All ACE invoices are accompanied by *Weekly Accomplishment Reports* that present daily accomplishments and names and hours worked by all crew members.

Relationship of Parties: It is understood by the parties that the Contractor is an independent sub-contractor with respect to MPRPD, and not an employee of MPRPD. MPRPD will not provide training, fringe benefits including health insurance benefits, paid vacation, or any other employee benefit for the benefit of the Contractor. MPRPD will not provide support services, including office space and secretarial services, for the benefit of the Contractor.

Direction: The Contractor shall primarily receive technical and performance direction for the Contract project from Caine Camarillo. Oversight of the project activities under this Contract rests with Tim Jensen. Direction related to Contract payments shall come from Kelly McCullough.

Payment for Services: For its services described in Exhibit A, the Contractor shall be compensated a total amount not to exceed \$100,560, unless additional services are assigned in writing by MPRPD. All invoices will include the following: a brief description of work and tasks during the invoice period including staff time, hours expended, billing rates, materials, and expenses incurred as per the scope of work and budget in Exhibit A, attached.

Payments by MPRPD will be made to the Contractor within 30 days of receipt of payment from the Funding Source for this project. Payments shall be made on the basis of costs incurred according to the work plan (Exhibit A).

Right of Termination: Either party shall have the right to terminate this Contract at any time after written notice. Upon such notice from MPRPD, the Contractor shall immediately cease all work being performed hereunder. In the event of such termination, MPRPD shall pay all sums due the Contractor under this Contract for their work up to the date of termination, as that work is approved and payment is received from the Funding Sources. MPRPD shall have no liability to the Contractor.

Record Retention: The Contractor shall retain all project records for three years after final payment is made by MPRPD. The documents may be subject to examination and audit by the Funding Sources of this project.

Indemnity: The Parties agree to defend, indemnify and hold one another, their officers, employees and agents harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this Contract but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying Party.

Insurance: Before commencing any services hereunder on the project site, the Contractor shall submit to MPRPD a certificate of insurance evidencing insurance of the types and minimum amounts specified below, which insurance shall be procured and maintained at Contractor's expense. Such certificate shall provide that MPRPD is an additional insured and shall receive thirty (30) days advance notice of any material alteration, cancellation or non-renewal of such coverage. Such certificate shall certify that the following minimum coverage shall be in effect:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit; and
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage; and
3. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the California Labor Code and Employers Liability limits of \$1,000,000 per accident; coverage shall be endorsed to state carrier waives its rights of subrogation against the MPRPD, its officers, employees, agents and contractors; and
4. Professional Liability Errors & Omissions: \$1,000,000 per occurrence/aggregate limit.

Disputes: Any disputes that arise between parties with respect to the performance of this Contract that exceed \$5,000 in value shall be submitted to arbitration in accordance with the American Arbitration Association, to be determined and resolved by said association under its rules and procedures in effect at the time of submission. Any arbitration under this Contract shall be administered by the available regional office nearest to both parties. The procedure of the arbitration shall be decided by the arbitrators and the expense and costs including reasonable attorney's fees of the arbitration shall be borne by the Parties as assessed by the arbitrators. The final arbitration decision shall be enforceable through the courts of the State of California.

Nondiscrimination: The Contractor shall comply with all applicable federal state and local laws, rules and regulations in regard to non-discrimination in employment because of race, creed, color, gender, sexual orientation, age, marital status, physical or mental disability or national origin.

Merger: This writing is intended both as a final expression of the Contract between the parties hereto with respect to included terms and as a complete and exclusive statement of the terms of the Contract. No modification of this Contract shall be effective unless and until modification is evidenced by a writing signed by both parties.

Assignment and Delegation: Neither party hereto shall assign, sublet or transfer any interest in or duty under this Contract without written consent of the other, and no assignment shall be of any force or effect whatsoever unless and until the other party shall have so consented .

Independent Contractor: The Contractor shall perform the services hereunder as an independent contractor. The Contractor shall have no power or authority to act for, legally represent, or otherwise bind or legally commit MPRPD in any way unless specifically authorized in writing to do so by MPRPD.

Time: The Contractor shall perform its services with all possible dispatch and in a good workmanlike manner consistent with the degree of skill and care ordinarily exercised by practicing restoration professionals performing services of a similar nature.

Performance: The Contractor shall be solely liable and responsible for complying with all federal, state and local laws, rules and regulations related to performance of this Contract.

Monterey Peninsula Regional Park District

American Conservation Experience



Kelly Sorenson, President
Board of Directors



Sarah Miggins
Director, CA

Date: 11/12/2017

Date: 11.18.16

Monterey Peninsula Regional Park District
60 Garden Court #325
Monterey, CA 93940
831.372.3196

American Conservation Experience
333 Soquel Avenue
Santa Cruz, CA 95062
831.427.1091

Exhibit A: Work Proposal

Mill Creek Redwoods Preserve Trail Reconstruction

CONTRACT AGREEMENT MPRPD1601



American Conservation Experience

333 Soquel Ave, Santa Cruz, CA 95062

Mill Creek Trail Fire Damage Repairs

Project: Soberanes Fire Damage – Mill Creek Trail Repairs

Partner: Monterey Peninsula Regional Park District (MPRPD)

Services Offered:

- Extensive trail reconstruction and repairs along the Mill Creek Trail within the Mill Creek Redwood Preserve. This trail suffered severe damage during the Soberanes Fire during the summer of 2016 including the destruction of all bridges, puncheons and wood retaining structures. See Appendix 1 for summary of trail damage and repairs needed.
- ACE Crew consisting of 1 Crew Leader, and 7 Corpsmembers.
- ACE provides supervision, transportation to site, standard hand tools, and can provide specialized trail tools.
- ACE provides camping equipment (tents, stoves, etc.) and all project food.
- Ongoing project support from ACE Director of Operations and senior staff
- ACE provides Personal Protection Equipment, workers' compensation and commercial general liability insurance.

MPRPD Provisions:

- Full responsibility for identifying and communicating project objectives and priorities to administrative staff and crew supervisor.
- Full responsibility for identifying and providing camping location/barracks.
- Restroom or Porta Potty
- Full responsibility for providing project materials if needed. (i.e. lumber, cement, rock, rebar etc.)
- Full responsibility for transport of bridge materials/lumber to the worksites (inmate crews).
- Overview of ecological significance of work for corps members and educational opportunities as they arise in the course of project work.
- General project oversight (*Crew is scheduled for time; priorities may be adjusted within scope of work*).

Availability: Spring/Summer 2017. Exact project schedule to be determined by mutual agreement between ACE and MPRPD

Schedule of Crew Costs per 40-hour week:

8-person crew including leader	x	16wk	x	\$5,760 /week	=	\$92,160
Project Manager/Skills Trainer	x	6wk	x	\$1,400/week	=	\$8,400
Total					=	\$100,560

ACE Contact:

Patrick Parsel

National Trails Coordinator and Trainer

Email: pparsel@usaconservation.org

Phone: 530-220-2808

Eric Robertson

Director of Operations

Email: erobertson@usaconservation.org

Phone: 928-266-6078

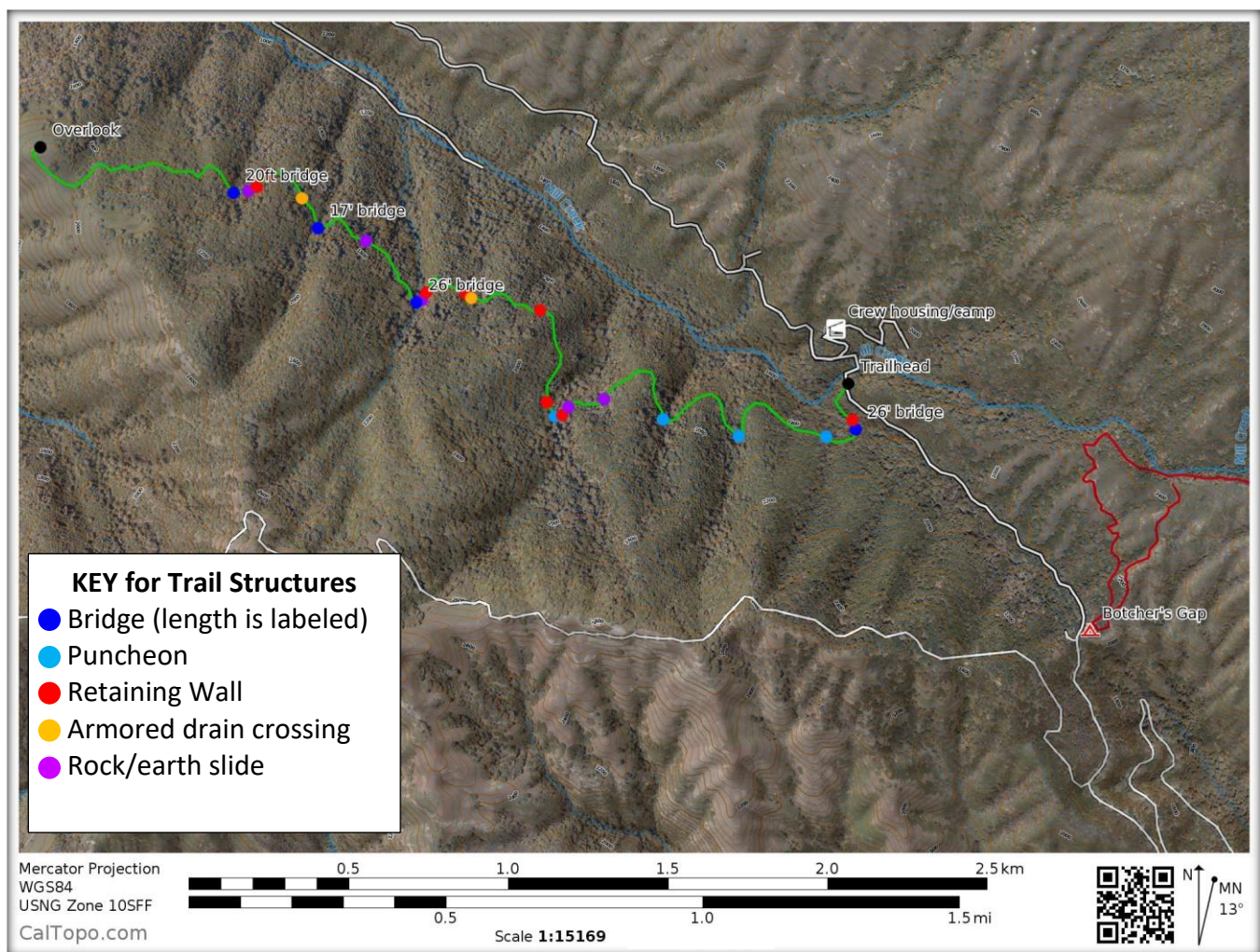
* NOTE: Roundtrip travel to ACE location in Santa Cruz is considered a billable expense and will occur once every 2 weeks. Crew will camp onsite for a two-week period to ensure maximum productivity.

Appendix 1: Summary of damage to the Mill Creek Trail due to the Soberanes Fire

On October 6th ACE and MPRPD staff conducted a site visit to the Mill Creek Trail. They walked the length of the trail twice during the visit; once (from trailhead to overlook) as a cursory overview to get an idea of the overall damage and the second time (overlook back to trailhead) a more detailed inventory and inspection was done. They stopped at key project sites to determine possible solutions and take measurements and photos. The following is a summary of the site visit conducted on October 6th. It is this field visit that is the basis for the above quote for ACE labor to make the required trail repairs.

It is critical to note that this site visit occurred before the winter months and that the trail damage could be significantly worse in the spring time after the winter storms. The quote does not take this potential damage into account as a reasonable estimate is not possible given the number of variables involved. It is recommended that extra funding be reserved to account for this potential damage.

Mill Creek Overview Map: All Structures shown require complete repair as of October 6, 2016. More damage (likely landslides) may occur during winter 2016/17.



Mill Creek Trail Work Log: The following is a detailed worklog of the Mill Creek Trail. The rows that are highlighted correspond in color to the map above. The non-highlighted rows are tasks that are associated with the highlighted projects. These include general trail maintenance, excavation of soil for bridges/walls, construction of abutments, gathering of native materials, and import/export of native materials.

BeginFeet	End Feet	Action	Feature	Feature Attribute	Size/Qty			Units	Total
					L/each	H	W		
0	13728	Perform	Trio Tread Maintenance		13728.0				13728.0
518		Construct	Retaining Wall Wood Cribbed Interlocking		20.0	4.0		sq ft	80.0
518		Gather	Rock Crush Fill	Distance <300'	20.0	4.0	0.5	cu ft	40.0
518		Import	Rock Crush Fill	Distance <300'	20.0	4.0	0.5	cu ft	40.0
518		Excavate	Soil	soil medium	20.0	4.0	1.0	cu ft	80.0
600		Construct	Bridge	Milled Wood	27.0			lin ft	27.0
600		Excavate	Soil	soil medium	12.0	2.0	2.0	cu ft	48.0
600		Remove	Soil from Drainage X	Distance <100	12.0	2.0	2.0	cu ft	48.0
1003		Construct	Puncheon	Pedestrain	16.0			lin ft	16.0
1003		Excavate	Soil	soil medium	10.0	1.0	1.0	cu ft	10.0
1003		Remove	Soil from Drainage X	Distance <100	10.0	1.0	1.0	cu ft	10.0
2323		Construct	Puncheon	Pedestrain	12.0			lin ft	12.0
2323		Excavate	Soil	soil medium	10.0	1.0	1.0	cu ft	10.0
2323		Remove	Soil from Drainage X	Distance <100	10.0	1.0	1.0	cu ft	10.0
3273		Construct	Puncheon	Pedestrain	12.0			lin ft	12.0
3273		Excavate	Soil	soil medium	10.0	1.0	1.0	cu ft	10.0
3273		Remove	Soil from Drainage X	Distance <100	10.0	1.0	1.0	cu ft	10.0
4488		Remove	Slide Debris	Debris rocky soil	200.0	1.0	2.0	cu ft	400.0
5068		Remove	Slide Debris	Debris rocky soil	40.0	1.0	2.0	cu ft	80.0
5121		Construct	Retaining Wall Rock Multi Tier		30.0	8.0	3.0	cu ft	720.0
5121		Gather	Rock	rock hard	30.0	8.0	2.0	cu ft	480.0
5121		Import	Rock Wall Rock	Distance >300'<800'	30.0	8.0	3.0	cu ft	720.0
5121		Gather	Rock Crush Fill	Distance <300'	30.0	8.0	0.5	cu ft	120.0
5121		Import	Rock Crush Fill	Distance <300'	30.0	8.0	0.5	cu ft	120.0
5174		Construct	Puncheon	Pedestrain	12.0			lin ft	12.0
5174		Excavate	Soil	soil medium	10.0	1.0	1.0	cu ft	10.0
5174		Remove	Soil from Drainage X	Distance <100	10.0	1.0	1.0	cu ft	10.0
5385		Construct	Retaining Wall Rock Multi Tier		30.0	8.0	2.0	cu ft	480.0
5385		Gather	Rock	rock hard	30.0	8.0	2.0	cu ft	480.0
5385		Import	Rock Wall Rock	Distance	30.0	8.0	3.0	cu ft	720.0

				>300'<800'					
5385		Gather	Rock Crush Fill	Distance <300'	30.0	8.0	0.5	cu ft	120.0
5385		Import	Rock Crush Fill	Distance <300'	30.0	8.0	0.5	cu ft	120.0
6388		Construct	Retaining Wall Rock Multi Tier		3.0	1.0	1.0	cu ft	3.0
6388		Gather	Rock	rock hard	3.0	1.0	1.0	cu ft	3.0
6388		Import	Rock Wall Rock	Distance >300'<800'	3.0	1.0	1.0	cu ft	3.0
6388		Gather	Rock Crush Fill	Distance <300'	3.0	1.0	0.5	cu ft	1.5
6388		Import	Rock Crush Fill	Distance <300'	3.0	1.0	0.5	cu ft	1.5
7286		Construct	Armored Swale Crossing		20.0	1.0	4.0	cu ft	80.0
7286		Gather	Rock	rock hard	20.0	1.0	5.0	cu ft	100.0
7286		Import	Rock Wall Rock	Distance >300'<800'	20.0	1.0	4.5	cu ft	90.0
7286		Gather	Rock Crush Fill	Distance <300'	20.0	0.5	2.0	cu ft	20.0
7286		Import	Rock Crush Fill	Distance <300'	20.0	0.5	2.0	cu ft	20.0
7339		Construct	Retaining Wall Rock Multi Tier		6.0	2.0	1.0	cu ft	12.0
7339		Gather	Rock	rock hard	6.0	2.0	1.5	cu ft	18.0
7339		Import	Rock Wall Rock	Distance >300'<800'	6.0	2.0	1.5	cu ft	18.0
7339		Gather	Rock Crush Fill	Distance <300'	6.0	2.0	0.5	cu ft	6.0
7339		Import	Rock Crush Fill	Distance <300'	6.0	2.0	0.5	cu ft	6.0
7814		Construct	Retaining Wall Rock Multi Tier		20.0	4.0	1.0	cu ft	80.0
7814		Gather	Rock	rock hard	20.0	4.0	1.5	cu ft	120.0
7814		Import	Rock Wall Rock	Distance >300'<800'	20.0	4.0	1.5	cu ft	120.0
7814		Gather	Rock Crush Fill	Distance <300'	20.0	4.0	0.5	cu ft	40.0
7814		Import	Rock Crush Fill	Distance <300'	20.0	4.0	0.5	cu ft	40.0
7867		Remove	Slide Debris	Debris rocky soil	35.0	1.0	2.0	cu ft	70.0
7920		Construct	Bridge	Milled Wood	26.0			lin ft	26.0
7920		Excavate	Soil	soil medium	12.0	2.0	2.0	cu ft	48.0
7920		Remove	Soil from Drainage X	Distance <100	12.0	2.0	2.0	cu ft	48.0
7920		Construct	Abutment	Wood Cribbed	10.0	5.0		sq ft	50.0
7920		Gather	Rock Crush Fill	Distance <300'	10.0	5.0	0.5	cu ft	25.0
7920		Import	Rock Crush Fill	Distance <300'	10.0	5.0	0.5	cu ft	25.0
7920		Excavate	Soil	soil medium	10.0	5.0	2.0	cu ft	100.0
7920		Remove	Soil from Drainage X	Distance <100	10.0	5.0	2.0	cu ft	100.0
7946		Construct	Abutment	Wood Cribbed	10.0	5.0		sq ft	50.0
7946		Gather	Rock Crush Fill	Distance <300'	10.0	5.0	0.5	cu ft	25.0
7946		Import	Rock Crush Fill	Distance <300'	10.0	5.0	0.5	cu ft	25.0
7946		Excavate	Soil	soil medium	10.0	5.0	2.0	cu ft	100.0
7946		Remove	Soil from Drainage X	Distance <100	10.0	5.0	2.0	cu ft	100.0
8764		Remove	Slide Debris	Debris rocky soil	35.0	1.0	2.0	cu ft	70.0
9398		Construct	Bridge	Milled Wood	17.0			lin ft	17.0
9398		Excavate	Soil	soil medium	12.0	2.0	2.0	cu ft	48.0
9398		Remove	Soil from Drainage	Distance <100	12.0	2.0	2.0	cu ft	48.0

			X						
9398		Construct	Abutment	Wood Cribbed	10.0	4.0		sq ft	40.0
9398		Gather	Rock Crush Fill	Distance <300'	10.0	4.0	0.5	cu ft	20.0
9398		Import	Rock Crush Fill	Distance <300'	10.0	4.0	0.5	cu ft	20.0
9398		Excavate	Soil	soil medium	10.0	4.0	2.0	cu ft	80.0
9398		Remove	Soil from Drainage X	Distance <100	10.0	4.0	2.0	cu ft	80.0
9415		Construct	Abutment	Wood Cribbed	10.0	4.0		sq ft	40.0
9415		Gather	Rock Crush Fill	Distance <300'	10.0	4.0	0.5	cu ft	20.0
9415		Import	Rock Crush Fill	Distance <300'	10.0	4.0	0.5	cu ft	20.0
9415		Excavate	Soil	soil medium	10.0	4.0	2.0	cu ft	80.0
9415		Remove	Soil from Drainage X	Distance <100	10.0	4.0	2.0	cu ft	80.0
9768		Construct	Armored Swale Crossing		20.0	1.0	4.0	cu ft	80.0
9768		Gather	Rock	rock hard	20.0	1.0	5.0	cu ft	100.0
9768		Import	Rock Wall Rock	Distance >300'<800'	20.0	1.0	4.5	cu ft	90.0
9768		Gather	Rock Crush Fill	Distance <300'	20.0	0.5	2.0	cu ft	20.0
9768		Import	Rock Crush Fill	Distance <300'	20.0	0.5	2.0	cu ft	20.0
10243		Construct	Retaining Wall Rock Multi Tier		12.0	3.0	1.0	cu ft	36.0
10243		Gather	Rock	rock hard	12.0	3.0	1.5	cu ft	54.0
10243		Import	Rock Wall Rock	Distance >300'<800'	12.0	3.0	1.5	cu ft	54.0
10243		Gather	Rock Crush Fill	Distance <300'	12.0	3.0	0.5	cu ft	18.0
10243		Import	Rock Crush Fill	Distance <300'	12.0	3.0	0.5	cu ft	18.0
10454		Construct	Retaining Wall Wood Cribbed Interlocking		20.0	5.0		sq ft	100.0
10454		Gather	Rock Crush Fill	Distance <300'	20.0	5.0	0.5	cu ft	50.0
10454		Import	Rock Crush Fill	Distance <300'	20.0	5.0	0.5	cu ft	50.0
10454		Excavate	Soil	soil medium	20.0	5.0	1.0	cu ft	100.0
10560		Remove	Slide Debris	Debris rocky soil	20.0	1.0	2.0	cu ft	40.0
10718		Construct	Bridge	Milled Wood	20.0			lin ft	20.0
10718		Excavate	Soil	soil medium	12.0	2.0	2.0	cu ft	48.0
10718		Remove	Soil from Drainage X	Distance <100	12.0	2.0	2.0	cu ft	48.0
10718		Construct	Abutment	Wood Cribbed	10.0	4.0		sq ft	40.0
10718		Gather	Rock Crush Fill	Distance <300'	10.0	4.0	0.5	cu ft	20.0
10718		Import	Rock Crush Fill	Distance <300'	10.0	4.0	0.5	cu ft	20.0
10718		Excavate	Soil	soil medium	10.0	4.0	2.0	cu ft	80.0
10718		Remove	Soil from Drainage X	Distance <100	10.0	4.0	2.0	cu ft	80.0
10738		Construct	Abutment	Wood Cribbed	10.0	4.0		sq ft	40.0
10738		Gather	Rock Crush Fill	Distance <300'	10.0	4.0	0.5	cu ft	20.0
10738		Import	Rock Crush Fill	Distance <300'	10.0	4.0	0.5	cu ft	20.0
10738		Excavate	Soil	soil medium	10.0	4.0	2.0	cu ft	80.0
10738		Remove	Soil from Drainage X	Distance <100	10.0	4.0	2.0	cu ft	80.0

Appendix 2: Work Descriptions

Trio Maintenance

This work includes removal of all organic debris from the trail bed, removal of soil and debris on the inboard hinge and the soil berm on the outboard hinge of the trail. Mineral soil from the slough on the inboard hinge and the berm on the outboard hinge is used to fill depressions in the trail tread. This includes decompacting; reshaping and compacting the entire trail bed to achieve proper outslope and sheet drainage. Finished trail tread shall be mineral soil, free of organics, uniformly smooth, compacted and without holes, rock/root protrusions and concave depressions that can trap water. It also includes brushing the trailway back to original construction standards. Levels of construction (light, medium and heavy) are based upon designed trail width, volume of soil to be reshaped and difficulty of soil excavation.

Retaining Wall - Rock Structural Multi-Tier Construction

Construction of rock retaining walls for stabilization of fills, cut banks, abutments, overlooks, campsites and picnic areas. This construction category refers to “structured” rock wall with proper foundation, batter and appropriate rock contact. Rock tiers will have broken joints. Site excavation, rock selection and transport of materials and backfill to work site is calculated under separate categories.

Rip Rap Tread armoring

Installation of large flat rocks into trail and pathway to harden the surface. Rip Rap can be used with armored drainage crossings, tread armoring and general surface armoring. The rocks shall be a minimum of 12” in height and a maximum of 12” in width. The exposed rock surface shall be at trail grade and be relatively flat but have a rough and irregular surface. Each rock shall be laid so that its top surface roughly follows the designed trail gradient. Site excavation, rock selection and transport of rocks to work site is calculated under separate categories.

Rock Gathering

The rock necessary for the various rock structures shall be gathered onsite from materials exposed during excavations, from adjacent slopes or at designated off site quarries and hauled to the worksite. This varies according to the gathering conditions. These conditions include gathering at a rock quarry site, gathering from surrounding hillsides adjacent to the project site and rock harvested from excavations on or adjacent to the project site. Hauling of the rock to the project site may require the use of wheel barrows, rock stretchers or motorized toters and is calculated under “Misc. Transport of Fill for Walls, Pads, Overlooks etc” by wheel barrow or toter.

Wood Retaining Wall/wood abutments

Installation and or construction wood structural retaining walls. These retaining walls can take the form of bridge abutments, fill slope containment, cut bank containment, overlooks, campsites and picnic areas. Each course of a multi tier retaining wall may consist of facers, wings and anchor post. Each wall course shall be interlocked through the use of notching and be notched so that there is a one inch gap between each facer and wing course. Upon the completion of each multi tier course, the area behind the wall shall be backfilled. Backfill material shall be of porous crush fill of sufficient size that it will not sift out between the gaps in the wall. Backfill will consist of permeable aggregate soils or drain rock. Extensive site excavation and transport of materials to work site is calculated under separate categories.

Puncheon Construction

This payment rate section covers the construction of a puncheon structures with mud sill. Construction shall begin by laying out, excavating and leveling structure foundations. Work to include the placement of the mudsills, anchors or piers, stringers and beams, placement of decking, installation of soil dams and if needed, bull rails. Transport of materials to work site and extensive excavations is calculated under separate categories.

Bridge Construction

Work includes construction of a standard milled wood, gluelam, pipe, steel and fiberglass stringer hiking bridges, to include securing stringers to the sills and abutments, ensuring levelness and plumbness of structures, installing diaphragms and tensioning rods or bridging to unitize and stiffen the bridge stringers, soil dams, post sills, decking and handrails and post braces if designated. Transport of materials to work site and extensive excavations are calculated under separate categories.

Hand Transport Bridge and/or Trail Structure Materials *(to be done by inmate crews/not ACE crews)*

Work includes hand packing or transporting bridge, retaining wall, or other wood or bulky materials via a trail cart or some other mechanical means of transportation. This includes but is not limited to bridge sills, stringers, post braces, diaphragms, tension rods, bridging, post, railing, decking, cement, dimensioned lumber and all associated fasteners and hardware.

Misc. Excavations

This item covers the excavation of native material such as soil or rock for installation of trail structures or trail construction not covered under "Hand Crew Trail Construction".

Export Spoils to New Location, Load/Haul/Spread

Work includes the excavation and exporting of soils from trail construction areas that are transported to other locations and dispersed on the natural hillside. These spoils can be developed within the influence of drainages, from excavations and sensitive areas of trail construction where side casting is not allowed. This includes transporting soils to a designated storage or construction site outside of the area generating the spoils.

Misc. Transport of Fill for Walls, Pads, Overlooks etc.

This unit covers the time to transport fill to project sites by wheel barrows or motorized toters. The rate is cubic feet of fill transported. The rates are weighted for distance and type transport (wheel barrow, toter, rock stretchers). The distances are broken into five categories; less the 300 feet, 300 feet to 800 feet, 800 feet to 1300 feet, 1300 feet to 1800 feet and 1800 feet to 2300.

Appendix 2: Photos. These photos are not exhaustive of all the project sites, but show the general conditions on the ground for a variety of repairs that are needed.



Figure 1: 27' bridge near the trailhead that needs a total replacement

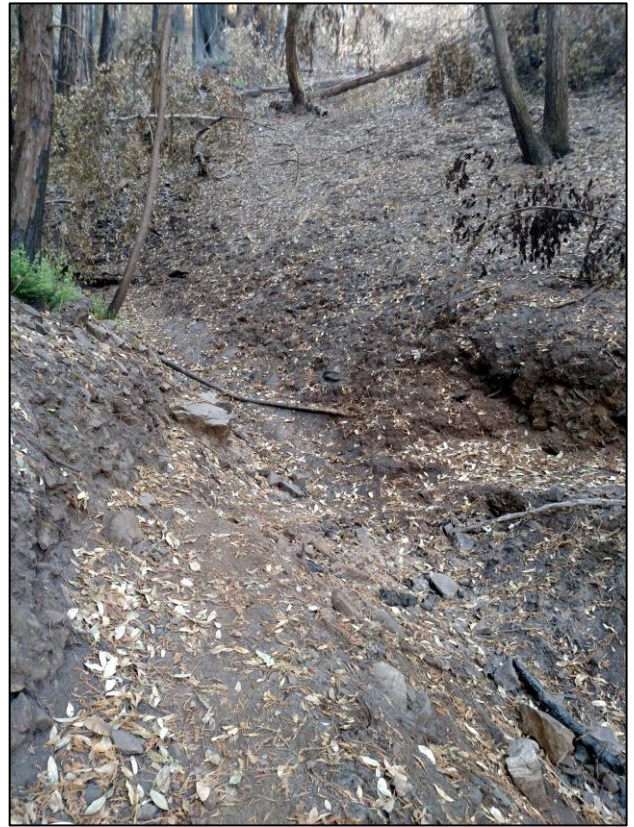


Figure 2: 12' Puncheon that was completely destroyed



Figure 3: This image shows an approximately 200' section that has suffered a landslide that has mostly obscured the trail.



Figure 4: A retaining wall has completely burned and has left the trail dangerously undermined.



Figure 5: A puncheon burned here, but it was determined that due to the availability of local rock and the low flow this crossing gets that a armored drain crossing would be the most suitable structure at this location.



Monterey Peninsula Regional Park District
60 Garden Court, Suite 325
Monterey, CA 93940-5341

Contract for Services – Amendment ____

The Agreement originally executed by and between Monterey Peninsula Regional Park ("DISTRICT"), and _____, ("CONSULTANT"), effective _____ is hereby amended in its entirety and agreed to by both CONSULTANT and DISTRICT as provided therein:

1. TERM

This AGREEMENT shall commence on _____, and shall remain and continue in effect until the tasks described herein under Scope of Work are completed and produced, but in no event later than _____, unless terminated sooner pursuant to the provisions of this AGREEMENT. The terms and conditions of this AGREEMENT may be renewed in its entirety to _____ by the District provided consultant has performed satisfactorily, consents to the extension of term, and there is sufficient funding in the budget.

5. PAYMENT

(a) The District agrees to pay CONSULTANT in accordance with payment rates and terms set forth herein. This amount shall not exceed _____ (\$_____) per annum for the entire term of the AGREEMENT unless additional payment is approved as provided in this AGREEMENT. Payment for any AGREEMENT renewal (Section 1, above) shall also renew at the original amount.

IN WITNESS, THEREOF, the parties hereto have caused this Amendment to be executed the day and year last written below.

MONTEREY PENINSULA REGIONAL
PARK DISTRICT

By: _____ Date _____ By: _____ Date _____
President Principal

**MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING**

DATE: April 12, 2017
TO: Board of Directors
FROM: Tim Jensen, Planning and Conservation Manager
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Approval of Authorization for Staff to Issue Special Use Permits for Running Events at District Parklands.

RECOMMENDED ACTION

Staff recommends the Board approve authorization for staff to issue Special Use Permits for Running Events at District parklands.

FISCAL IMPACT:

None at this time.

FUNDING SOURCE:

N/A

FUNDING BALANCE:

N/A

DISCUSSION:

BACKGROUND: There is a long history of staff issuing permits for running events at Garland Ranch Regional Park ("GRRP"). York School, Santa Catalina School, Carmel High School, Carmel Valley Kiwanis, and Pacific Coast Trail Runs ("PCTR") have all held successful running events in the past. However, in 2009 the Carmel Valley Kiwanis Fiesta Run ("CVFR") was plagued by a series of yellow-jacket encounters by runners. The result was that the board decided to prohibit all future running events in the park. In 2011, the board lifted the restriction on running in the park by authorizing staff to renew permitting of the CVFR based on a revised and robust permit (Attachment 1) that required involvement by local fire and EMS service providers (Attachment 1). Since then, CVFR has been held each August at the park without incident. This past August the run was cancelled due to the Soberanes Fire.

CURRENT: PCTR is requesting similar renewed use of the park for its prior running event. There is also growing interest for similar running events at Palo Corona Regional Park ("PCRP") that have been expressed at the General Development Plan forums. Big Sur International Marathon ("BSIM") is a leading advocate of public running events at PCRP. Renewed local high school interest has also been expressed for x-country meets.

Establishing community events, like public runs, are a good opportunity to build park-user-based constituencies, and even revenue. The Kiwanis, which is a community-based non-profit, pays a \$1,000 fee for the race. Pacific Coast Trail Runs is a for-profit organization that will engender a higher fee, which will be negotiated. The permit process requires full insurance coverage and on-site medical staff.

Attachment 1: Special Use Permit (Run Events)



Special Use Permit – GRRP Run

INFORMATION		APPLICANT	
EVENT		APPLICANT	
DATE		ORGANIZATION	
DAY		ADDRESS	
TIME		CDL No.	
PARK		PHONE	
RUNNER LIMIT		EMERGENCY	
GATES		E-MAIL	

GENERAL CONDITIONS

1. Approval of this Special Use Permit does not constitute any endorsement of, convey any support for, or any allegiance with the activity being conducted;
2. Permittee agrees to comply with all District ordinances, regulations, and state and federal laws;
3. Permittee agrees to limit the activity to no more than those participants listed herein;
4. Permittee agrees to repair or incur the cost for any and all damages to the park that occur as a result of the activity. The District will be the sole judge as to the extent of damage, necessary repairs, and adequacy of repairs;
5. Permittee agrees to comply with any special instructions issued by the District on the, or any, day of the permitted activity;
6. Permittee agrees to limit activities of permit participants to the stated purpose of the permit;
7. Permittee agrees that the permit is non-transferable and does not allow anyone not on the permit access to the park for purposes other than those stated;
8. Permit will not be issued or valid until proof of general liability and property damage insurance in an amount designated by MPRPD is received by MPRPD (i.e. *Third Party Certificate of Insurance naming MPRPD as an Additional Insured*);
9. Permittee agrees to indemnify and hold harmless the District, its directors, and employees, against all claims, costs (including attorney fees), suits, and demands of any and all persons for injury, including death, or damage sustained by any person(s) arising out of any act related to use of any District facilities;
10. Permittee agrees to be responsible for providing on-site first-aid resources for any and all accidents or injuries to permitted participants under this permit;
11. Permittee agrees that permission to conduct the activity or any subsequent event on MPRPD property shall be revoked if any condition herein is not met or is violated during the activity;
12. Permittee agrees to inform all participants of the terms and conditions of the permit.

SPECIAL CONDITIONS

1. Registration and Promotion

- a. All registration and promotional material must clearly identify potential event hazards (i.e. poison oak, uneven and steep terrain, wasp swarms, wildlife, etc.);
- b. No registration or promotional material shall be distributed until the Permit is approved;
- c. Only Event Registration Forms with a District approved *Hold Harmless* clause shall be issued and accepted by the Sponsor;
- d. Promotional material shall be reviewed by District staff prior to distribution for accuracy and representations related to the park and the District;
- e. Sponsor shall be responsible for posting signs and information, approved as to content and location by District staff, informing park users of the upcoming event no later than two-weeks prior to the date of the event;
- f. Sponsor shall be responsible for ensuring that signage and information is maintained in place for the 2-weeks prior to, and on the day of, the event;

2. Insurance and Fees

- a. Sponsor shall provide Insurance in the form of a *Third Party Certificate of Insurance* naming the District as an additional insured for up to \$2,000,000.00;
- b. Sponsor shall issue a non-refundable check in the amount of \$1000 (one thousand dollars) to cover basic permit administration costs. Supplemental fees may be billed in response to additional event costs incurred by the District to administer the permit and will be settled within 72-hrs after the event has concluded;
- c. Sponsor shall issue a refundable check of \$500 as a deposit for park resources damage;

3. Course Inspections

- a. Sponsor shall have a Course Marshal "sweep" the course no later than 2-days prior to the event to identify potential hazards (i.e. poison oak, wasp swarms, obstacles, wildlife, etc.). All identified potential hazards shall be reported to the Event Director and the District, and communicated to participants prior to the event start;
- b. Sponsor shall have a Course Marshal "sweep" the course following the last runner of the event to ensure no participant is left on the course or needs assistance;
- c. Sponsor shall have a Course Marshal "sweep" the course immediately after the close of the event to remove any and all event related material, litter, etc.

4. Event Management

- a. Sponsor agrees to use only cones or bio-degradable flagging ribbon to mark the approved trail route(s); Sponsor shall have a Course Marshal "sweep" the course following the last runner of the event to ensure no participant is left on the course or needs assistance;
- b. Sponsor agrees to be responsible for keeping participants to approved areas and routes at all times with the use of Course Marshals stationed along the course at locations designated and approved by the District;
- c. Sponsor agrees to be responsible for providing three (3) portable toilets situated at the Parking Lot and/or Visitor Center. District will provide one at the Mesa;
- d. Sponsor agrees to be responsible for providing potable water to participants at the start/finish and at designated stations along the route as approved by the District.

SPECIAL USE PERMIT APPROVAL REQUIREMENTS

(The following information is required for the application to be considered complete)

**MPRPD
Sign-off**

- 1. Course Map** _____
 - 2. Medical Emergency Response Plan (Attachment 1)** _____
 - 3. Traffic/Parking Plan (Attachment 2)** _____
 - 4. Communications Plan (Attachment 3)** _____
-

STAFF / EMERGENCY PH #	
Event Director	
Communication Coord.	
Traffic/Parking Coord.	
Course Marshal	
Mesa Aid Station	
Start/Finish Official 1	
Start/Finish Official 2	
Course Runner	
Course Aid 1	
Course Aid 2	
Course Aid 3	
Other Staff 1	
Other Staff 2	

I/we understand and agree with all of the above requirements and conditions for conducting a running event at Garland Ranch Regional Park and that the District will only deem the application complete and accept it when accompanied by (1) Requirements 1-4 above, (2) the Insurance Certificate, (3) the Permit Fees, and received by the District no later than 90-days prior to the date of the event.

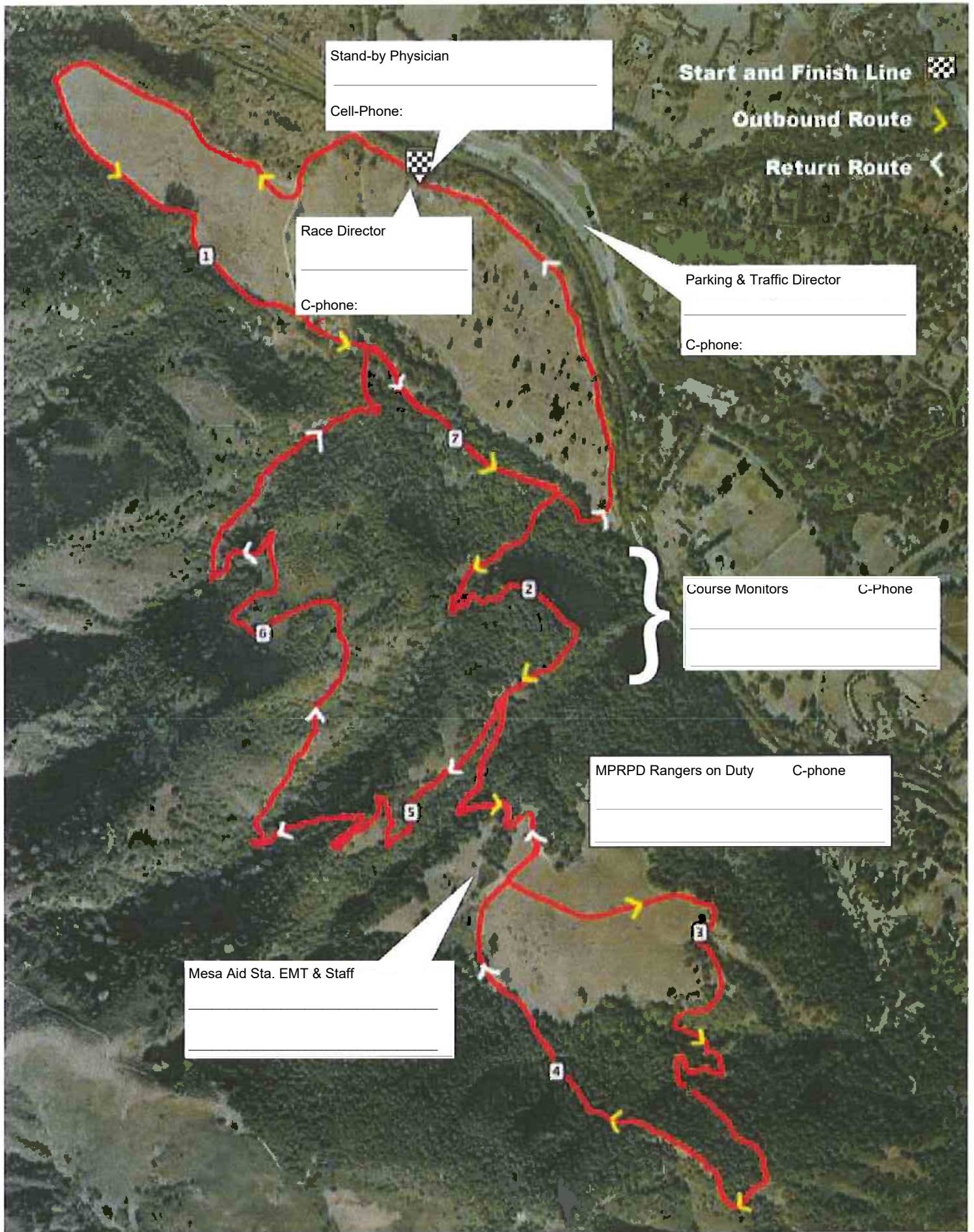
PERMITTEE: _____

Date: _____

Approved By: _____

Date: _____

2011 Carmel Valley Fiesta Map - Medical Staff Locations & Cell Phone #'s





Monterey Peninsula Regional Park District
Cross Country Running Event

Medical / Emergency Response Plan

1. EVENT INFORMATION (Attach MPRPD *Special Event Permit* Application)

a. Name of Event	
b. Date of Event	
c. Number of Participants	
d. Number of Spectators	

e. Event Director	
f. Phone Contact	
g. E-Mail / Fax Contact	

h. Event Description (please provide a narrative description of the course and event from start to finish)

2. PARTICIPANT MEDICAL RESPONSE PLAN

a. Medical Response Coordinator	
b. Title	
c. Phone Contact	
d. E-Mail / Fax Contact	

e. Radio Frequency EMS personnel will be using _____

- f. Potential medical hazards associated with the event and route (please provide a narrative description of the course and event from start to finish)

g. Sanctioning Organization	
h. Representative	
i. Phone Contact	
j. E-mail / Fax Contact	

- k. Requirements (if applicable, please provide a narrative description of the medical requirements of the Sanctioning Organization)

- l. Medical Stations (please provide the course map with locations of all medical stations.

m. Ambulance Co. / Type	
n. Contact Person	
o. Phone Contact	
p. E-mail / Fax Contact	
q. Location	
r. Coverage Time	
s. Replenishment System	

t. Air Ambulance Co. / Type	
u. Contact Person	
v. Phone Contact	
w. E-mail / Fax Contact	
x. Location	

3. EVENT MEDICAL COVERAGE (please provide a copy of the Sponsor's Event Insurance)

4. AGREEMENT WITH LOCAL POLICIES (Read and initial "a" through "d" in acknowledgment and agreement)

	Sponsor	Med. Coord
a. Private Physicians used for this event will be oriented to EMS Policy 400-20-84 (provided upon request)		
b. Non-County EMT II/P's used will only function under basic life support scope of practice		
c. EMS staff designated by the EMS Administrator will have all necessary access to review onsite medical response personnel and equipment		
d. This plan provides for emergency medical care for event participants, including ambulances. It is understood and agreed that the event sponsor and the ambulance company have a plan and procedure to redistribute the identified emergency medical resources to assure medical aid will not be withheld from any participant as a result of this plan or any other agreement.		

5. SIGNATURES

a. _____
Medical Response Coordinator

_____ Date

b. _____
Sponsor

_____ Date

6. EMS AGENCY APPROVAL

a. _____
EMS Director

_____ Date

b. _____
Chief, Carmel Valley Fire District

_____ Date



Monterey Peninsula Regional Park District
Cross Country Running Event

Communications Plan

1. EVENT INFORMATION (Attach MPRPD *Special Event Permit* Application)

a. Name of Event	Carmel Valley Fiesta Mountain Run
b. Date of Event	
c. Number of Participants	200
d. Number of Spectators	+/- 35
e. Communications Coord.	
f. Phone Contact	
g. E-Mail / Fax Contact	

2. STAFF (please provide a list of all event staff, their title, and the cell-phone numbers they will have for the event)

Name	Title	Number
a.	Sponsor	
b.	Event Director	
c.	Physician	
d.	EMT	
e.	Communications Coord.	
f.	Parking/Traffic Coord.	
g.	Race Marshal	
h.	Coarse Monitor 1	
i.	Coarse Monitor 2	
j.		
k.		
l.		
m.		

- 3. PROTOCOLS** (please provide a narrative of how event staff will be communicating during the event with each other, EMS personnel, and District staff, especially for medical/emergency situations will be detected and communicated to EMS personnel)

4. EMS PERSONNEL

Name	Title	Number
a.	EMS Director	
b.	Fire Chief or Designee	
c.		
d.		

5. DISTRICT

Name	Title	Number
a.	Supervising Ranger	
b.	On-Duty Ranger	
c.	On-Duty Ranger	
d.		

6. SIGNATURES

a. _____
Communications Coordinator

_____ Date

b. _____
Sponsor

_____ Date

7. MPRPD APPROVAL

a. _____
Supervising Ranger

_____ Date

[illegible]

- d. Notification (list the agencies, neighborhoods, persons provided with event and traffic notification)

Recipient of Notification	Mailed	Posted	Other

3. SIGNATURES

a. _____
Traffic/Parking Coordinator

Date

b. _____
Sponsor

Date

4. MPRPD APPROVAL

a. _____

Supervising Ranger

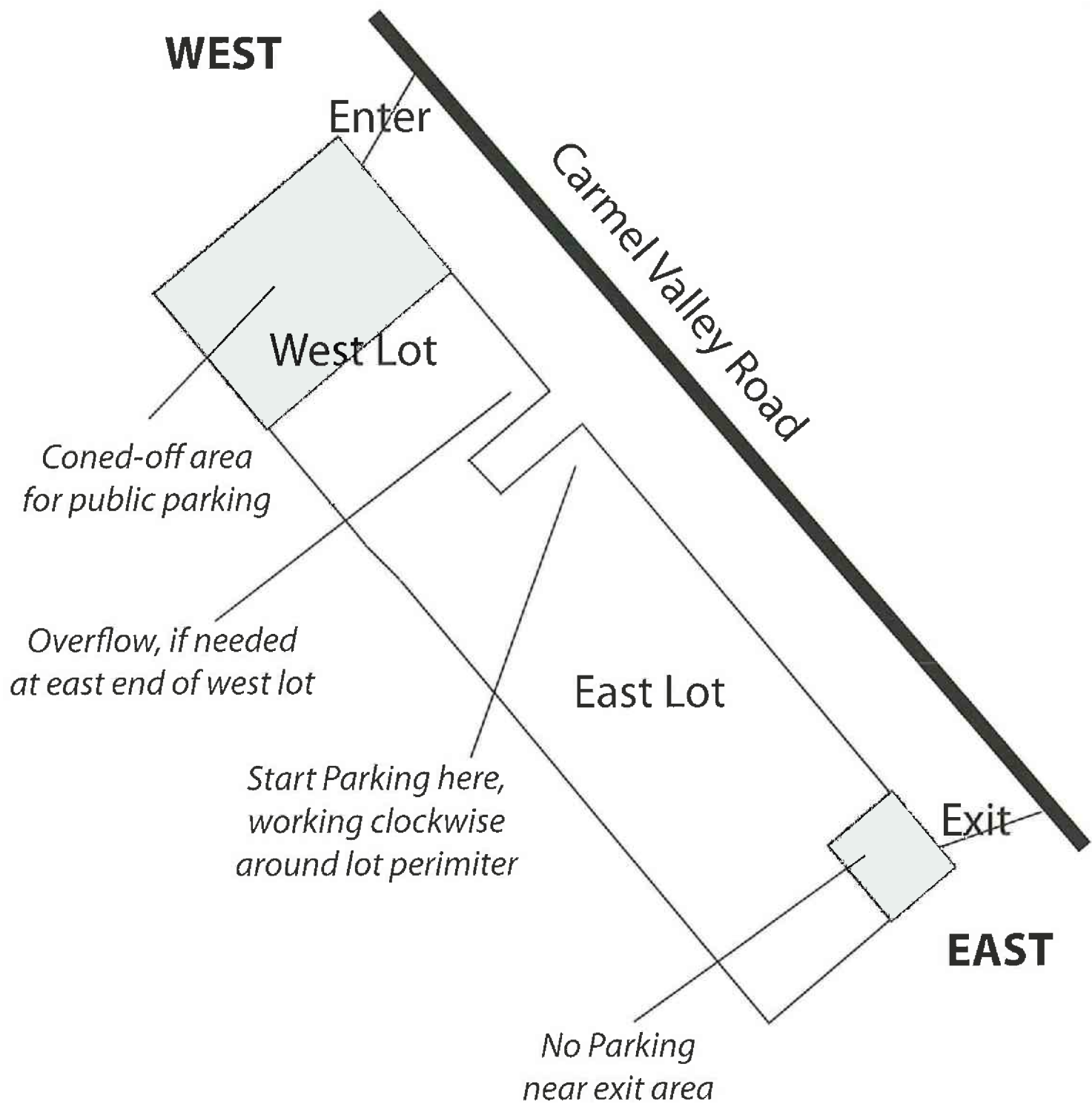
Date

b. _____

General Manager

Date

Carmel Valley Fiesta Run Parking Plan Map



**MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING**

DATE: April 12, 2017
TO: Board of Directors
FROM: Shuran Parker, Administrative Services Manager
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Consideration of Hardship Request from Friends of Seaside
Parks Association to Provide Payment of Grant Funds in
Advance of Actual Expenditures

RECOMMENDED ACTION:

That the Board of Directors provide direction to staff regarding the request from the Friends of Seaside Parks Association (FOSPA) to provide payment of grant funds in advance of actual expenditures (**ATTACHMENT 1**).

FISCAL IMPACT:

There is no additional fiscal impact from taking this action, beyond advancing funding of the \$17,862 previously awarded to the group.

FUNDING SOURCE:

Account #6974, Community/Neighborhood Grants

FUNDING BALANCE:

\$17,862 has been awarded for this grant project and all funds are available.

DISCUSSION:

In October 2016, FOSPA submitted a grant application (**ATTACHMENT 2**) to the District as part of the community grant program and was awarded \$17,862 for improvements to Durant Park (**ATTACHMENT 3**). On March 17, 2017 staff was contacted by FOSPA's Chairperson Emily Howard, requesting funds for this project in advance, as they did not have the cash on hand to complete the project. I reminded Ms. Howard that per the grant agreement, the group would be required to submit a hardship request to the Board for its consideration of the request.

At this time, staff is recommending that the Board provide direction to staff on how to respond to this grant request.

ATTACHMENTS:

1. Letter from Emily Howard outlining grant hardship request
2. FOSPA Grant Application
3. FOSPA Grant Agreement



March 17, 2017

Dear MPRPD Board,

The Friends of Seaside Park Association (FOSPA) is thrilled to have been funded for our Durant Park Upgrade Project (G201617-06), bringing much needed improvements to this Seaside City park! FOSPA is a young, volunteer-run organization with a tiny budget. They only funds in our bank account are restricted grant funds from the Monterey Peninsula Foundation for park improvements at Highland Otis Park and a small amount from board member donations. For this reason, in order to complete the Durant Project improvements we will need our grant funds upfront to cut checks to contractors and buy materials with FOSPA checks. We respectfully ask the board to approve FOSPA for payment of grant funds in advance of expenditure in the full amount of the grant \$17, 862.

Respectfully,

Emily Howard
FOSPA Board Chair
(831)238-2902
PO Box 2182
Seaside, CA 93955

**MONTEREY PENINSULA REGIONAL PARK DISTRICT
PARKS, OPEN SPACE AND COASTAL PRESERVATION
COMMUNITY/NEIGHBORHOOD GRANT PROGRAM APPLICATION FORM
FISCAL YEAR 2016-17**

SECTION ONE – EXECUTIVE SUMMARY

I. IDENTIFYING INFORMATION

Organization Name:

Friends of Seaside Parks Association

Project Name:

Durant Park Upgrade

Street/Mailing Address:

PO Box 2581

City, State, Zip Code:

Seaside, CA 93955

Website:

Contact Name:

Emily Howard

Contact Title:

FOSPA Chair

Contact Email:

Emilysmith831@gmail.com

Contact Phone:

831-238-2902

II. TAX INFORMATION

Tax Status:

☐ 501(c)3 Public Charity

☒ 501 (c)3 Private Foundation

☐ City

☐ School District

☐ Other Public Agency

☐ Other (DESCRIBE): _____

IRS Employer ID#: _____

III. MISSION STATEMENT

Briefly summarize the mission of your organization:

The mission of Friends of Seaside Parks Association is to coordinate and collaborate with neighborhood parks groups and associations to improve Seaside neighborhood parks. We encourage respectful interactions among neighbors and help foster a sense of pride and participation in the cleanliness, safety, health and beauty of our neighborhood parks. We are committed to restoring, preserving and protecting our neighborhood parks within the city through volunteer participation and the pursuit of sources of funding for improvements and renovation of our parks.

IV. WHO YOU SERVE (MUST BE OF BENEFIT TO OR LOCATED WITHIN MPRPD BOUNDARIES)

Which MPRPD Ward(s) and geographic area(s) does your project serve?

- ☐ Ward 1: Marina, northern Ft. Ord
- ☒ Ward 2: Seaside, northern Sand City, southern Ft. Ord
- ☐ Ward 3: Monterey, Del Rey Oaks, southwest Seaside, southern Sand City
- ☐ Ward 4: Pacific Grove, New Monterey, northern Pebble Beach
- ☐ Ward 5: Carmel, Carmel Valley, Cachagua, southern Pebble Beach, Big Sur

SECTION TWO – GRANT PROJECT

I. PROJECT NAME

Name of project for which requesting funding:

Durant Park Upgrade

II. PROJECT OBJECTIVES

Indicate which of the following objectives your project addresses:

- ☒ Increase the safety of park users, particularly young children:
- ☒ Enhance accessibility to park and recreation facilities pursuant to Americans with Disabilities Act guidelines
- ☒ Enhance public awareness and appreciation of parks, recreation, and open space
- ☒ Provide access to parks by youth in safe, positive and meaningful ways through education programs and other activities
- ☐ Enhance coastal preservation
- ☐ Other (DESCRIBE): _____

III. PROJECT SUMMARY (PROJECTS MUST BE COMPLETED WITHIN ONE YEAR OF AWARD.)

Briefly summarize: a) the project, b) implementation dates, c) and why you need grant support

Our goals are:
add additional play equipment for multiple play use
restore community use raised garden beds
provide ADA compliant seating
add drought-tolerant plantings and boulders

We hope to implement these goals within the next year and begin planting over the winter months. The City of Seaside is not financially able to provide what we need to improve Durant Park. We do have a large group of volunteers who are able to maintain the garden area as needed.

IV. PROJECT DESCRIPTION

1. Describe any safety, accessibility, and open space improvements included in the project:

We wish to add an eight-foot bench to an area that would be ADA compliant. This area is also adjacent to an ADA-compliant parking area. The three added play structures will be installed in an ADA accessible area.

This project will improve the open space areas with addition of native plants and boulders.

2. Explain how the project supports the priorities of MPRPD:

The native plant plantings will enhance coastal preservation efforts. We plan to include interpretive signage that will encourage others to use these plants in their own yards and thus conserve water. Having the bench accessible for all will allow people to sit and enjoy the fabulous view of Monterey Bay and our own open space, while children play. By installing additional play structures, we will be encouraging children to interact, spend time outdoors and get physical exercise.

3. Describe how the project is consistent with the landowner's General Plan, parks and open space goals and policies:

This project has passed the City of Seaside's Board of Architectural Review and has support from city staff for open space use.

4. Discuss relevant partnerships and collaborations for the project. NOTE: Community organizations (i.e., neighborhood associations) must have public agency or not-for-profit application co-sponsorship.

The City of Seaside and Friends of Seaside Parks Association work together to improve our parks. As a group, we have made improvements in Farallones Park, Highland-Otis Park, Pacchetti Dog Park, Beta Park and Capra Park.

V. PROJECT OUTCOMES

What are the main outcomes you expect to see from your project? Please be as specific as possible in describing tangible results.

Tangible outcomes:

- Three new play structures to the existing playground area.
- Three revitalized community planting beds.
- One ADA compliant seating bench.
- Native plant landscaping.
- 6 to 8 large decorative boulders.

We expect to see more children and families using this park. The local park group, Durant-Farallones Neighborhood Association, host park planting and cleanup events at this park. The additional play equipment and the new ADA accessible bench will benefit many park visitors.

VI. RECOGNITION SIGNAGE

Grant guidelines require permanently installed recognition signage for all awarded grant projects. Please describe how your organization will recognize MPRPD for the financial contribution toward the project, if a grant is awarded.

Monterey Peninsula Regional Parks District has granted improvements to this park through the Monterey Bay Charter School and a sign identifying that grant already exists on one entrance. We will be happy to place an additional sign at another entrance.

VII. OTHER INFORMATION - OPTIONAL

Include any other information that we might need, to understand your organization and/or the unique needs of the community that your project will serve:

This neighborhood is very diverse and the parks provide a community meeting space.

SECTION THREE – PROJECT FUNDING

I. PROJECT FUNDING

Projects with dedicated matching funds are not required, but may receive more favorable consideration. NOTE: Costs for normal maintenance and operations, administrative overhead, insurance and other ongoing costs are NOT eligible for grant funding. Reimbursement for staff time is permissible only for public agencies and not-for-profit organizations and supporting organizations as defined by the IRS.

Total Project Budget: Organization Contribution to Project: Other/Matching Funds Secured:

\$ 17,862

\$ in kind

\$ 0

Organization Annual Operating Budget:

Amount Requesting (Up to \$25,000):

\$ 45,100

\$ 17,862

List all funding sources (organizational and external), the amounts and whether secured or requested.

Funding Source:

Amount:

Funding Status:

Monterey Peninsula Foundation	\$ 20,000.00	<input checked="" type="checkbox"/> Funding secured <input type="checkbox"/> Funding requested
Community Foundation for Monterey County	\$ 4,000.00	<input checked="" type="checkbox"/> Funding secured <input type="checkbox"/> Funding requested
Monterey Pen. Regional Park District	\$ 20,000.00	<input checked="" type="checkbox"/> Funding secured <input type="checkbox"/> Funding requested
Monterey Bay Aquarium: Community Action Fund	\$ 1,000	<input checked="" type="checkbox"/> Funding secured <input type="checkbox"/> Funding requested

II. PROJECT BUDGET & ONGOING COSTS

Briefly describe the project budget. If partial funding is awarded, how will project successfully be implemented or phased? NOTE: Detailed project budget narrative with itemized costs must also be attached.

Our budget includes purchase and installation of 3 play structures, 1 ADA compliant bench, native plants and decorative boulders. Funding will also allow FOSPA to revitalize three community planting beds, placing them in a better location and amending the soil to allow new plants to be installed.

Discuss: a) long term maintenance costs, b) landowner's ability and commitment to maintain the project:

We do have a dedicated group of volunteers to maintain the plantings. The City of Seaside provides trash collection, some park maintenance and has installed a hose bib for watering as needed. In addition, Hope Services makes weekly cleanup visits.

SECTION FOUR – REQUIRED ATTACHMENTS

I. LIST OF GOVERNING BODY

Attach a list of the organization's governing body, including their affiliations.

II. ORGANIZATION FINANCIALS

Attach the most recent, audited financial statements OR the current operating budget.

III. PROJECT BUDGET NARRATIVE

Attach a descriptive project budget narrative that corresponds with your request.

For each line item in the budget, please provide a brief description of how the requested funds will be used. For example,
"Transportation: \$2,500 – will allow bus transportation for 35 students to attend a 7-day outdoor nature education program."
"Supplies: \$1,000 – purchase of native trees to be planted in neighborhood park."

APPLICATIONS SUBMITTED WITHOUT THE REQUIRED ATTACHMENTS WILL BE DEEMED INCOMPLETE AND
WILL NOT BE CONSIDERED.

ACKNOWLEDGEMENT

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL INFORMATION SUBMITTED ON THIS APPLICATION FORM AND ACCOMPANYING ATTACHMENTS IS TRUE AND CORRECT AND FILING OF THE APPLICATION HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE ORGANIZATION LISTED HEREIN.

I ACKNOWLEDGE RECEIPT AND UNDERSTANDING OF THE MONTEREY PENINSULA REGIONAL PARK DISTRICT PARKS, OPEN SPACE AND COASTAL PRESERVATION GRANT GUIDELINES AND THE APPLICANT ORGANIZATION WILL COMPLY WITH THE GUIDELINES IF A GRANT IS AWARDED.

I UNDERSTAND THAT SUBMITTING THIS APPLICATION DOES NOT GUARANTEE THAT A GRANT WILL BE AWARDED.

NAME OF INDIVIDUAL COMPLETING APPLICATION

DATE

Patty Kennedy Vice Chair, Ogarant- Farallones Park Association	Oct 3, 2016
---	-------------

SIGNATURE:

Patty Kennedy

**GRANT AGREEMENT BETWEEN
MONTEREY PENINSULA REGIONAL PARK DISTRICT
AND
FRIENDS OF SEASIDE PARKS**

FOR FY2016-17 PARKS, OPEN SPACE AND COASTAL PRESERVATION GRANT PROGRAM

This Grant Agreement ("Agreement") is made and entered into as of this date: January 25, 2017, by and between the Monterey Peninsula Regional Park District ("District"), a California Special District, and the Friends of Seaside Parks ("Grantee").

RECITALS

WHEREAS, the District has made funding available from proceeds of the Parks, Open Space and Coastal Preservation Assessment District Fund; and

WHEREAS, the Grantee has submitted an executed application ("Grantee Application") to the District for said grant funds for FY2016-17 which application is incorporated herein by reference as if fully set forth herein; and

WHEREAS, the District has approved the Grantee Application and now desires to make a grant of funds to the Grantee, pursuant to the terms of this Agreement, to carry out the project ("Project") as described in the Grantee Application; and

WHEREAS, any environmental, administrative and legal clearances required to be obtained prior to the District's release of grant funds to the Grantee, have been obtained.

NOW, THEREFORE, in consideration of these recitals, which are hereby fully incorporated into this Agreement, and the mutual covenants contained herein, the District and the Grantee agree as follows:

1. GRANT AMOUNT AND STATEMENT OF WORK

- A. Scope of Project -- The District has allocated grant funds to the Grantee in the maximum aggregate amount of \$17,862 to be used for the eligible costs associated with the project described as follows:
 - a. Playground equipment purchase, installation;
 - b. Native plants and boulder purchase and planter revitalization;
 - c. Bench and ADA improvements as outlined in the grant application and budget narrative
- B. Eligible costs include labor, materials, equipment and other related project costs that the District may deem appropriate for reimbursement. Costs for normal maintenance and operations, administrative overhead, insurance and other ongoing costs are not eligible. Staff time is permissible only for public agencies, not-for-profit organizations, and supporting organizations as defined by the IRS.
- C. MPRPD Objectives -- The Grantee certifies that the activities carried out with Grant funds provided by the District to the Grantee under this Agreement will meet one or more of the priority objectives as outlined in the District Grant Program Guidelines attached.
- D. Performance Monitoring - The District will monitor the performance of the Grantee in light of the project description, schedule and goals as outlined in the Grantee Application or as may be otherwise agreed by the District and the Grantee. Substandard performance, as determined by the District at its sole discretion, will constitute non-compliance with this Agreement. If action to correct such substandard

performance is not taken by the Grantee within a reasonable period of time, but no later than 60 days after being notified by the District, the District may suspend any pending disbursements of Grant funds or may, at its sole discretion, terminate this Agreement in the manner provided herein.

2. TERM OF AGREEMENT

The Grantee shall complete the Project as outlined in the Grantee Application on or before **January 31, 2018**. This agreement shall expire on the date the District remits the last reimbursement payment to the Grantee pursuant to this Agreement.

Every effort shall be made by the Grantee to complete the Project within the identified time frame. If the Grantee does not complete the Project within the identified time frame, or Grant funds are no longer needed for the project awarded, the District will have no further obligation to disburse Grant funds to the Grantee under this Agreement and may reallocate the Grant funds not yet drawn to another eligible project.

3. DISBURSEMENT OF FUNDS

The District shall reimburse the Grantee with grant funds for eligible Project costs. The District has no obligation to reimburse the Grantee for costs that are deemed to be beyond the scope of the Project as identified in the Grantee Application and/or this Agreement. In addition, the aggregate amount of the reimbursement paid to the Grantee shall not exceed the allocated Grant funds.

The Grantee shall submit a "Request for Disbursement" to the District to request reimbursement for eligible Project costs. Each request for reimbursement shall include documentation to verify that the expenditure of funds is consistent with the Grantee Application, as approved by the District. Prior to approving a request for reimbursement, the District will verify that the Grantee has met all applicable District regulations and guidelines. The District shall not provide any payments or reimbursement in advance of actual expenditures by the Grantee nor for any expenditures unrelated to the Project. (For certain hardship situations, the MPRPD Board may approve a Grantee's written request for payment of grant funds in advance of expenditure by the Grantee). Receipts, canceled checks, paid invoices including an itemized statement of all costs are samples of appropriate methods of reimbursement documentation.

The Grantee may request reimbursements on an as needed basis after this Agreement is approved and until the expiration date of this Agreement.

4. RECOGNITION SIGNAGE AND RETENTION

Ten percent (10%) of grant funds will be withheld from each request for disbursement. The final ten percent withheld will only be disbursed to the Grantee after permanently installed recognition signage, approved by the District, is in place. Where a project site exists, recognition signage shall be placed in a visible manner at that site. Where no project site exists, the Grantee will coordinate with the District to ensure that appropriate recognition is in place acknowledging the grant award.

Additionally, when possible, Grantee will recognize the District in collateral information and via broadcast. If broadcast or printed media is applicable and District recognition will be prominently posted on all related websites and social media.

5. NOTICES

Communication and correspondence related to this contract shall be directed to the following contract representatives:

DISTRICT:

Shuran Parker
60 Garden Court, Suite 325
Monterey, CA 93940
parker@mprpd.org

GRANTEE:

ECSPA
PO Box 2182
Seaside, CA 93955

6. LABOR, MATERIALS AND SUPPLIES

The Grantee shall furnish or coordinate the provision of all labor, materials and services and bear all expenses necessary to complete the Project as outlined in the Grantee Application. Under this Agreement, the District's only financial obligation to the Grantee is to disburse the Grant funds as allocated by the District to the Grantee under this Agreement.

7. RECORDS AND REPORTS

The Grantee shall, at a minimum, maintain the following records and reports to assist the District in complying with its record keeping requirements:

- A. Documentation of all Grant funds received from the District;
- B. Documentation of expenses as identified in the requests for reimbursement;
- C. Any such other related records as the District shall require or as are necessary to document eligible Grant funds expenditure.

The Grantee shall maintain appropriate accounting records for the Grant funds provided by the District. District representatives shall have access to all books, documents, papers and records maintained by the Grantee in connection with the Project for the purpose of audit, review and evaluation, and shall retain such records for a minimum of five (5) years past the expiration date for this Agreement.

8. CHANGE IN USE OF FUNDS

Changes in the use of Grant funds must be approved in advance by the District Board of Directors. If the Grantee desires a change in the use of the Grant funds following approval of this Agreement, a written request must be submitted to the District for review by the Board of Directors. No change in use of Grant funds will be permitted by the District without prior formal approval by the District.

9. NONDISCRIMINATION CLAUSE

The Grantee shall comply with all State and Federal laws regarding nondiscrimination in the provision of services and the equal opportunity employment of personnel.

10. SUSPENSION AND TERMINATION OF AGREEMENT

The District may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving said suspension or termination upon the Grantee with at least a ten (10) day prior written notice.

11. HOLD HARMLESS AND INDEMNITY AGREEMENT

The Grantee agrees to defend, indemnify, protect, and hold harmless the District, its officers, officials, employees, and volunteers from any third-party claims in connection with projects funded by the grant program and against any and all claims, demands, losses, defense costs or expenses, or liability of any kind or nature which the District, its officers, employees, and agents may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property arising out of Grantee's actions or negligent or wrongful acts or omissions in

performing or failing to perform under the terms of this Agreement, excepting only liability arising out of the sole negligence of the District.

12. ASSIGNMENT OF AGREEMENT

The Grantee shall not assign this Agreement or any monies due hereunder without the prior written consent of the District.

13. SUCCESSORS OR ASSIGNS

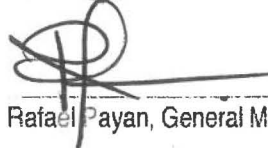
Subject to the provisions of the "Hold Harmless and Indemnity Agreement", all terms, conditions, and provisions hereof shall inure to and shall bind each of the parties hereto, and each of their respective heirs, executors, administrators, successors and assigns.

14. AUTHORITY TO EXECUTE THIS AGREEMENT


The person or persons executing this Agreement on behalf of the Grantee warrants and represents that he/she has the authority to execute this Agreement on behalf of the Grantee and has the authority to bind the Grantee to the performance of its obligations hereunder.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed as of the day and year first written above.

DISTRICT:

 03.20.17
Rafael Payan, General Manager / Date

GRANTEE:

 1/30/17
Emily Hank, Board Chair
[Executive, Title] / Date

List of Attachments:

1. Grantee Application
2. MPRPD Grant Guidelines

Please note new email
address -
emilyfospa@gmail.com

**MONTEREY PENINSULA REGIONAL PARK DISTRICT
STAFF REPORT**

BOARD MEETING: April 12, 2017

SUBJECT: Monthly Financial Report – February 2017

PRESENTER: Kelly McCullough, Finance Manager

REPORT: Attached for review are three reports: the Balance Sheet Previous Year Comparison (**ATTACHMENT 1**), Budget vs. Actual (**ATTACHMENT 2**) and Budget vs. Actual Previous Year Comparison (**ATTACHMENT 3**).

Balance Sheet Previous Year Comparison (**ATTACHMENT 1**): The Balance Sheet report summarizes the District's financial position at a given point in time, calculating how much the District is worth by subtracting all the money the District owes (liabilities) from everything it owns (assets). The result is what the District is worth. The District operates on a July 1 – June 30 fiscal year.

Assets include items of value that the District owns, such as land, buildings, equipment, accounts receivable, grants receivable, cash and investments.

The reader of this report should note that of the \$13,698,885 reflected in the total for Checking/Savings only \$11,345,950 can currently be used for the District's operating costs. The CalTrust Seawall Mitigation account in the amount of \$2,342,697 is restricted for use in acquiring beachfront/dune property for recreational use in the southern Monterey Bay area. The MPRPD-Benefit account consists of \$10,238 of employee funds withheld from employee salaries for supplemental insurance premiums paid for entirely by employees.

At the March 10, 2014 monthly Board meeting, the District established a General Fund (Unassigned) Reserve Policy for these funds to ensure that the District has adequate funds available to cover operating costs for a 6-month period, payment for pending land acquisitions and a contingency for emergencies and replacement needs.

As of this report which covers the period July 1, 2016 through February 28, 2017 the current (unassigned) fund balance reserve levels:

Annual Operating Budget (50%)	\$ 3,419,853
Accumulated Depreciation	1,066,942
Emergency Contingency	1,000,000
Total Board Designated Reserve	<u>\$ 5,486,795</u>

Assigned fund balances encompass the portion of net fund resources reflecting the District's intended use of the resources. Assignment of resources can be done by the highest level of decision making or by a committee or official designated for that purpose. The District's Board of Directors has the authority to assign fund balance.

Current (assigned) fund balance reserve levels:

Sherar land acquisition	<u>\$ 900,000</u>
Total Board Assigned Reserve	<u>\$ 900,000</u>

Restricted fund balances encompass the portion of net fund resources subject to externally enforceable legal restrictions. This includes externally imposed restrictions by creditors, such as through debt covenants, grantors, contributors, laws or regulations of other governments, as well as restrictions imposed by law through constitutional provisions or enabling legislation.

Current (restricted) fund balance:

Purchase of coastal property	<u>\$ 2,342,697</u>
Total Restricted fund balance	<u>\$ 2,342,697</u>

Liabilities include accounts payable (bills we haven't yet paid including Cal Card expenses), unpaid expenses that we owe, loans (notes payable), and future expenses.

The attached balance sheet compares the District's financial position as of February 28, 2017, this fiscal year, to February 29 of last fiscal year. The column labeled "Feb 28, 17" lists this fiscal year's assets and liabilities. The column labeled "Feb 29, 16" lists last fiscal year's assets and liabilities.

The “\$ Change” column shows the difference in dollars between the two fiscal years as of February 28, 2017.

The “% Change” column shows the amount as a percentage of change over the prior year. Any variance from last fiscal year to this fiscal year greater than 10% is footnoted with a corresponding explanation on the final page of the Balance Sheet.

Budget vs. Actual (**ATTACHMENT 2**): This report shows how well the District is meeting its budget for income and expenses in the current fiscal year. It is often referred to as a Profit & Loss report in the not-for-profit and for-profit business world. For each type of income or expense, the report compares the budgeted amounts to the actual income and expenses.

The “Actual Revenue & Expenditures” column reports the amount of revenue received or the expenditures made as of the date in the column. The attached report was prepared to compare eight months of fiscal year activity (July 2016 - February 2017) against the annual budget.

The “Adopted Budget” column reflects the Board approved budget for the fiscal year which runs from July 1 to June 30 each year. There may be amendments to the budget throughout the year. These upward or downward budget adjustments are reflected in the total of this column.

The “\$ Over/Under Budget” column shows the difference in dollars between the budgeted amount and the actual amount. A negative amount means that the District is under budget for the year; a positive amount means that it is over budget.

The “% of Budget” column shows the actual amount as a percentage of the budgeted amount. Less than 100% means that the District is under budget for the year; more than 100% means that it is over budget.

Government agencies use a double entry accounting method. The Other Income/Expense Contra Accounts section at the bottom of the report reflects a prior auditor request that we use contra accounts for our journal entry adjustments to assist the auditors in their review and examination of the financial statements.

Budget vs. Actual Previous Year Comparison
(ATTACHMENT 3): This report compares the District's actual revenue and expenditures for a particular time period (July - February) of the current fiscal year with that of the same time period (July - February) last fiscal year.

The "Jul '16 - Feb 17" column reflects the current fiscal year revenue and expenditures for the months of July through February.

The "Jul '15 – Feb 16" column shows revenue and expenditures last fiscal year for the months of July through February.

The "\$ Change" shows the difference between the two fiscal years as of February 28.

The "% Change" column shows the difference between the two fiscal years as a percentage.

Any percentage of change greater than 100% is footnoted on the last page of the report. The large variances between the two years can be the result of new projects, new and unexpected events, or seasonal timing of work.

Government agencies use a double entry accounting method. The Other Income/Expense Contra Accounts section at the bottom of the report reflects a prior auditor request that we use contra accounts for our journal entry adjustments to assist the auditors in their review and examination of the financial statements.

INCOME ACCOUNTS

Property and Assessment District Taxes

The Districts income consists mainly of property taxes and Assessment District revenue.

Interest

Interest earnings are derived from the District's investment accounts: a Rabobank Public Investment Money Market Account; CalTRUST; and LAIF.

The District prepares a quarterly investment report as required by Policy for the Boards review in November, February, May and August.

Rent

Rental income comes from housing that exists on District owned land. Currently there are four out of five properties being rented. Three are occupied by District employees and one is occupied by a member of the public. One property previously rented to the public is currently unoccupied and awaiting possible repairs pending county permitting approval. This vacancy has resulted in a decrease in the current fiscal year's rental income.

Donations

Donations are generally received from donations for maps and memorial benches.

Reimbursements

Reimbursements vary from year to year and may include items such as claims, rebates, and state mandated costs.

Environmental Education Programs

Revenue from Environmental Education Programs varies depending on whether the District is charging for Let's Go Outdoor programs.

Other Revenue

In addition other miscellaneous revenue, the District has at times offered partnership advertising opportunities in the LGO catalogue. When available this income is recorded in this category.

Grant Income

The District aggressively pursues grant funding opportunities. These grants which have been awarded and received are recorded in this category.

It is important to note that these reports are unaudited and the numbers are subject to and do change as the District closes

its books June 30 each fiscal year end and not on a monthly basis. In addition, these reports are due and prepared for inclusion in the Board packet prior to all activity for the month being received and recorded. Final adjusting accounting entries are made at the close of the annual audit which generally occurs in December.

FISCAL IMPACT: Not Applicable – Informational Only

FUNDING BALANCE: Not Applicable – Informational Only

RECOMMENDATION: It is recommended that the Board receive, review and file the attached financial transaction reports: Balance Sheet Previous Year Comparison (**ATTACHMENT 1**), Budget vs. Actual (**ATTACHMENT 2**), and Budget vs. Actual Previous Year Comparison (**ATTACHMENT 3**) as presented.

**Monterey Peninsula Regional Park District
Balance Sheet Prev Year Comparison
As of February 28, 2017**

NOTE: These numbers are unaudited and subject to change
See footnotes for variances greater than 10%

	Feb 28, 17	Feb 29, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · MPRPD Checking	47,193.32	14,264.28	32,929.04	230.9% (1)
1020 · Rabobank PIMMA	2,371,871.63	266,062.38	2,105,809.25	791.5% (2)
1030 · MPRPD-Benefit	10,237.99	12,882.72	-2,644.73	-20.5% (3)
1040 · CalTrust Fund	8,821,696.51	9,292,459.70	-470,763.19	-5.1%
1050 · LAIF	105,188.50	104,587.14	601.36	0.6%
1060 · CalTrust Seawall Mitigation	2,342,696.93	2,322,265.39	20,431.54	0.9%
Total Checking/Savings	13,698,884.88	12,012,521.61	1,686,363.27	14.0%
Accounts Receivable				
1110 · Government Grants Receivable	49,961.00	0.00	49,961.00	100.0% (4)
1140 · Engineering/Administrative fee	75.37	259.75	-184.38	-71.0% (5)
Total Accounts Receivable	50,036.37	259.75	-184.38	19163.3%
Other Current Assets				
1163 · Deferred Outflow - Pensions	678,320.00	335,206.00	343,114.00	102.4% (6)
1165 · Pension Asset - PARS	0.00	47,475.00	-47,475.00	-100.0% (7)
1170 · Undeposited Funds	60.39	2,728.44	-2,668.05	-97.8% (8)
Total Other Current Assets	678,380.39	385,409.44	292,970.95	76.0%
Total Current Assets	14,427,301.64	12,398,190.80	1,979,149.84	16.4%
Fixed Assets				
1310 · GF Land & Improvements	60,576,697.02	60,188,215.39	388,481.63	0.6%
1320 · Building and Improvements	1,657,642.17	1,642,347.17	15,295.00	0.9%
1330 · Vehicles and Machinery	1,006,750.54	852,326.60	154,423.94	18.1% (9)
1399 · Accumulated Depreciation	-1,066,942.00	-990,956.00	-75,986.00	7.7%
Total Fixed Assets	62,174,147.73	61,691,933.16	482,214.57	0.8%
Other Assets				
1210 · Prefunded OPEB	944,285.00	986,851.00	-42,566.00	-4.3%
1220 · Other Assets - Acquis. Deposits	360,000.00	300,000.00	60,000.00	20.0% (10)
1230 · Prepaid Insurance & Other	28,199.36	34,346.36	-6,147.00	-17.9% (11)
Total Other Assets	1,332,484.36	1,321,197.36	11,287.00	0.9%
TOTAL ASSETS	77,933,933.73	75,411,321.32	2,522,612.41	3.3%

Monterey Peninsula Regional Park District Balance Sheet Prev Year Comparison

See footnotes for variances greater than 10%

As of February 28, 2017

	Feb 28, 17	Feb 29, 16	\$ Change	% Change
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 - Accounts Payable	52,832.07	96,683.91	-43,851.84	-45.4% (12)
Total Accounts Payable	52,832.07	96,683.91	-43,851.84	-45.4%
Credit Cards				
2015 - Cal Card	7,566.99	5,356.81	2,210.18	41.3% (13)
Total Credit Cards	7,566.99	5,356.81	2,210.18	41.3%
Other Current Liabilities				
2020 - Payroll Liabilities	19,001.91	18,797.49	204.42	1.1%
2030 - Rental/Security Deposit	2,700.00	2,700.00	0.00	0.0%
2040 - Accrued Vacation	115,039.71	114,059.02	980.69	0.9%
Total Other Current Liabilities	136,741.62	135,556.51	1,185.11	0.9%
Total Current Liabilities	197,140.68	237,597.23	-40,456.55	-17.0%
Long Term Liabilities				
2057 - Note Payable - Pebble Beach Co.	3,950,000.00	5,450,000.00	-1,500,000.00	-27.5% (14)
2070 - Pension Liability - CalPERS	2,366,255.00	1,973,232.00	393,023.00	19.9% (15)
2073 - Deferred Inflow - Pensions	241,806.00	466,370.00	-224,564.00	-48.2% (16)
Total Long Term Liabilities	6,558,061.00	7,889,602.00	-1,331,541.00	-16.9%
Total Liabilities	6,755,201.68	8,127,199.23	-1,371,997.55	-16.9%
Equity				
3010 - Retained Earnings	12,966,429.01	9,471,123.09	3,495,305.92	36.9% (17)
3020 - Investment in Fixed Assets	50,426,792.29	50,426,792.29	0.00	0.0%
3030 - Equity - Pension Related	-1,929,741.00	-2,056,921.00	127,180.00	-6.2%
3050 - Unreserved Fund Balance - GF	7,333,056.40	7,333,056.40	0.00	0.0%
Net Income	2,382,195.35	2,110,071.31	272,124.04	12.9%
Total Equity	71,178,732.05	67,284,122.09	3,894,609.96	5.8%
TOTAL LIABILITIES & EQUITY	77,933,933.73	75,411,321.32	2,522,612.41	3.3%

Monterey Peninsula Regional Park District Balance Sheet Prev Year Comparison

See footnotes for variances greater than 10%

As of February 28, 2017

	Feb 28, 17	Feb 29, 16	\$ Change	% Change
(#) Footnotes for variances greater than 10%				
(1) Account fluctuates based on cash flow requirements & interest rates offered in other accounts				
(2) Holding property tax funds longer in PIMMA account due to volatile interest earnings in CalTrust				
(3) Account fluctuates based on employee benefit choices and claims				
(4) Recording of BWET Grant receivable				
(5) District issued invoices				
(6) Recorded the change in pension liability from prior year				
(7) Recorded the change in PARS defined benefit from prior year				
(8) Funds on hand that have yet to be deposited less than prior year				
(9) Recorded the purchase of (4) O&M vehicles				
(10) Recorded payment on Sherar Acquisition				
(11) Insurance costs down from prior year				
(12) Accounts payable fluctuate from year to year depending on timing of projects				
(13) Calcard charges fluctuate from year to year depending on timing of project & supply needs				
(14) Paydown of note payable on JSMPFP				
(15) Recorded change in pension liability from prior year				
(16) Recorded change in pension liability from prior year				
(17) Retained earnings is a Quickbooks closing account and changes with net income/loss				

Monterey Peninsula Regional Park District
Budget vs. Actual
FY 2016-17

Note: These numbers are unaudited & subject to change

See footnotes for percentage of budget greater than 100%

	<u>Jul '16 - Feb 17 Actual Revenue & Expenditures</u>	<u>Adopted Budget</u>	<u>\$ Over/Under Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4010 · Property Tax	2,054,751.68	3,375,500.00	-1,320,748.32	60.9%
4015 · Interest Earnings	5,438.66	50,000.00	-44,561.34	10.9%
4020 · Rental Income	21,177.00	33,000.00	-11,823.00	64.2%
4030 · Donations	2,314.66	4,000.00	-1,685.34	57.9%
4035 · Reimbursements	0.00	0.00	0.00	0.0%
4040 · Environ. Education Program	0.00	5,000.00	-5,000.00	0.0%
4045 · Other Revenue	4,619.17	6,000.00	-1,380.83	77.0%
4200 · Grant Income				
4213 · Prop. 117	1,500,000.00	1,500,000.00	0.00	100.0%
4214 · BWET Grant	49,961.00	63,396.38	-13,435.38	78.8%
4215 · CR Parkway	10,000.00	0.00	10,000.00	100.0%
Total 4200 · Grant Income	1,559,961.00	1,563,396.38	-3,435.38	99.8%
4900 · Assessment Revenue	726,491.99	1,207,200.00	-480,708.01	60.2%
Total Income	4,374,754.16	6,244,096.38	-1,869,342.22	70.1%
Expense				
6100 · Administration				
6101 · Board Compensation	2,200.00	7,000.00	-4,800.00	31.4%
6102 · Salaries/Admin	179,518.34	310,500.00	-130,981.66	57.8%
6103 Part-time Salaries	21,820.54	38,300.00	-16,479.46	57.0%
6106 · Job Training & Education	4,158.37	5,000.00	-841.63	83.2%
6107 · Admin Employee Benefits				
6107.01 · Health Insurance	51,633.02	72,000.00	-20,366.98	71.7%
6107.02 · PERS	224,294.26	253,515.00	-29,220.74	88.5%
6107.03 · Dental Insurance	1,264.55	2,500.00	-1,235.45	50.6%
6107.04 · Vision Insurance	390.30	1,000.00	-609.70	39.0%
6107.05 · Long Term Disabilit	1,389.92	3,000.00	-1,610.08	46.3%
6107.06 · PARS Fund	19,000.00	29,000.00	-10,000.00	65.5%
6107.07 · OPEB	0.00	8,985.00	-8,985.00	0.0%
6107 · Admin Employee Bene	0.00	0.00	0.00	0.0%
Total 6107 · Admin Employee Bene	297,972.05	370,000.00	-72,027.95	80.5%
6108 · Payroll Tax	945.26	0.00	945.26	100.0%
6108.01 · Payroll Tax - Misc.	467.20	0.00	467.20	100.0%
6109 · Payroll Tax/Personnel	12,552.16	25,000.00	-12,447.84	50.2%
6112 · Insurance/Comp	60,718.64	101,000.00	-40,281.36	60.1%

Monterey Peninsula Regional Park District

Budget vs. Actual

FY 2016-17

Note: These numbers are unaudited & subject to change

See footnotes for percentage of budget greater than 100%

	Jul '16 - Feb 17 Actual Revenue & Expenditures	Adopted Budget	\$ Over/Under Budget	% of Budget
6113 · Postage	8,872.94	15,000.00	-6,127.06	59.2%
6114 · Office Supplies	1,731.31	7,000.00	-5,268.69	24.7%
6120 · Printing	18,027.97	20,000.00	-1,972.03	90.1%
6122 · Legal Notice	4,512.11	8,000.00	-3,487.89	56.4%
6124 · Publications & Membership	12,677.99	13,000.00	-322.01	97.5%
6126 · Advertising	1,122.00	10,000.00	-8,878.00	11.2%
6130 · Travel, Conference/Meeting	7,281.48	10,000.00	-2,718.52	72.8%
6134 · Computer Maintenance	8,885.07	15,600.00	-6,714.93	57.0%
6136 · Equipment Maintenance	0.00	500.00	-500.00	0.0%
6137 · Equipment Rental	2,236.78	7,900.00	-5,663.22	28.3%
6138 · Vehicle Maintenance	272.76	1,200.00	-927.24	22.7%
6140 · Office Lease	44,616.96	78,300.00	-33,683.04	57.0%
6141 · Bank Service Charges	130.00	300.00	-170.00	43.3%
6142 · Utilities	12,423.58	18,000.00	-5,576.42	69.0%
6147 · Elections	0.00	500,000.00	-500,000.00	0.0%
6148 · Property Taxes/Assessment	1,804.16	4,000.00	-2,195.84	45.1%
6149 · Prof/Special Services	94,333.96	193,700.00	-99,366.04	48.7%
6161 · Depreciation Expense	0.00	105.00	-105.00	0.0%
Total 6100 · Administration	799,281.63	1,759,405.00	-960,123.37	45.4%
6200 · Operations & Maintenance				
6202 · Salaries/Rangers	319,966.55	571,800.00	-251,833.45	56.0%
6204 · Seasonal/Contract Staff	540.82	10,000.00	-9,459.18	5.4%
6206 · Job Training & Education-O	4,228.00	7,000.00	-2,772.00	60.4%
6207 · Ranger Employee Benefits				
6207.01 · Health Insurance	88,557.00	165,000.00	-76,443.00	53.7%
6207.02 · PERS	58,634.52	108,000.00	-49,365.48	54.3%
6207.03 · Dental Insurance	4,217.50	8,000.00	-3,782.50	52.7%
6207.04 · Vision Insurance	1,292.44	2,447.00	-1,154.56	52.8%
6207.05 · Long Term Disability	3,426.78	6,500.00	-3,073.22	52.7%
6207.06 · PARS Fund / O&M	0.00	10,000.00	-10,000.00	0.0%
6207.07 · OPEB	0.00	28,953.00	-28,953.00	0.0%
6207 · Ranger Employee Ben	0.00	0.00	0.00	0.0%
Total 6207 · Ranger Employee Ben	156,128.24	328,900.00	-172,771.76	47.5%
6208 · Uniforms-O&M	3,000.00	3,500.00	-500.00	85.7%
6213 · Postage-O&M	28.13	100.00	-71.87	28.1%
6214 · Supplies	13,687.86	16,000.00	-2,312.14	85.5%
6216 · Tools-O&M	343.61	3,000.00	-2,656.39	11.5%

Monterey Peninsula Regional Park District

Budget vs. Actual

FY 2016-17

Note: These numbers are unaudited & subject to change

See footnotes for percentage of budget greater than 100%

	Jul '16 - Feb 17 Actual Revenue & Expenditures	Adopted Budget	\$ Over/Under Budget	% of Budget
6220 · Printing-O&M	2,293.24	2,500.00	-206.76	91.7%
6224 · Publications/Memberships	313.00	350.00	-37.00	89.4%
6226 · Advertising	0.00	0.00	0.00	0.0%
6230 · Travel, Conferences, Meetir	0.00	5,000.00	-5,000.00	0.0%
6234 · Computer Maint/Supplies	5,637.11	10,000.00	-4,362.89	56.4%
6236 · Equipment Maintenance-O&	8,612.50	10,000.00	-1,387.50	86.1%
6237 · Equipment Rental-O&M	1,223.47	2,000.00	-776.53	61.2%
6238 · Vehicle Maint/Fuel	11,542.47	20,000.00	-8,457.53	57.7%
6241 · Janitorial Supplies	5,163.76	12,000.00	-6,836.24	43.0%
6242 · Utilities-O&M	22,936.74	50,000.00	-27,063.26	45.9%
6243 · Building Repairs	6,257.34	20,000.00	-13,742.66	31.3%
6245 · Resource Mgmt	448.04	4,500.00	-4,051.96	10.0%
6247 · Resource Mgmt. Trails	113.52	2,000.00	-1,886.48	5.7%
6249 · Prof Svcs/Spec Svcs/Permi	0.00	0.00	0.00	0.0%
6260 · Equipment-O&M	0.00	2,000.00	-2,000.00	0.0%
6262 · Depreciation Expense	0.00	66,700.00	-66,700.00	0.0%
6263 · Park Signs	1,463.50	2,000.00	-536.50	73.2%
6264 · Parking Lot	4,822.35	7,500.00	-2,677.65	64.3%
6265 · Soberanes Fire	21,246.52	0.00	21,246.52	100.0%
Total 6200 · Operations & Mainten.	589,996.77	1,156,850.00	-566,853.23	51.0%
6300 · Environmental Ed./Com. Outreach				
6302 · Salaries/EE-CO	146,434.82	220,500.00	-74,065.18	66.4%
6304 · Seasonal/Contract Staff-En	1,400.00	4,500.00	-3,100.00	31.1%
6306 · Job Training & Education-E	1,148.00	2,000.00	-852.00	57.4%
6307 · EE/CO Benefits				
6307.01 · Health Insurance	22,831.67	43,000.00	-20,168.33	53.1%
6307.02 · PERS	22,844.44	40,815.00	-17,970.56	56.0%
6307.03 · Dental Insurance	1,264.55	2,200.00	-935.45	57.5%
6307.04 · Vision Insurance	390.33	1,000.00	-609.67	39.0%
6307.05 · Long Term Disabili	1,206.31	3,000.00	-1,793.69	40.2%
6307.06 · PARS Fund - EE/CC	0.00	5,300.00	-5,300.00	0.0%
6307.07 · OPEB	0.00	8,985.00	-8,985.00	0.0%
Total 6307 · EE/CO Benefits	48,537.30	104,300.00	-55,762.70	46.5%
6308 · Uniforms-Env. Ed	600.00	600.00	0.00	100.0%
6312 · Insurance - EE/CO	0.00	1,500.00	-1,500.00	0.0%
6313 · Postage-Env. Ed	10,673.65	21,500.00	-10,826.35	49.6%
6314 · Environmental Supplies	1,693.16	1,200.00	493.16	141.1% (1)

Monterey Peninsula Regional Park District

Budget vs. Actual

FY 2016-17

Note: These numbers are unaudited & subject to change

See footnotes for percentage of budget greater than 100%

	Jul '16 - Feb 17 Actual Revenue & Expenditures	Adopted Budget	\$ Over/Under Budget	% of Budget	
6316 · Publications & Membership	508.00	400.00	108.00	127.0%	(2)
6320 · Printing-Env. Ed	10,781.54	22,000.00	-11,218.46	49.0%	
6326 · Advertising- Env. Edu	0.00	3,000.00	-3,000.00	0.0%	
6330 · Travel/Conf/Meetings	647.42	1,500.00	-852.58	43.2%	
6334 · Computer Maint/Supplies-E	4,020.34	5,500.00	-1,479.66	73.1%	
6337 · Equipment Rental/Leases	0.00	0.00	0.00	0.0%	
6338 · Vehicle Maint/Fuel-Env. Ed	2,634.22	2,000.00	634.22	131.7%	(3)
6342 · Utilities-Env. Ed	4,880.11	8,800.00	-3,919.89	55.5%	
6349 · Professional Services	2,423.80	8,500.00	-6,076.20	28.5%	
6350 · Interpretive Programs(parks	527.41	15,000.00	-14,472.59	3.5%	
6352 · Environmental Education	708.18	3,000.00	-2,291.82	23.6%	
6354 · Special Events	448.39	1,000.00	-551.61	44.8%	
6356 · Docent/Friends Program	868.12	7,000.00	-6,131.88	12.4%	
6359 · Depreciation - EECO	0.00	4,500.00	-4,500.00	0.0%	
6360 · Equipment-Env.Ed	0.00	2,000.00	-2,000.00	0.0%	
6363 · BWET Grant	12,947.11	63,396.38	-50,449.27	20.4%	
Total 6300 · Environmental Ed./Co	251,881.57	503,696.38	-251,814.81	50.0%	
6500 · Planning & Conservation					
6502 · Salaries-Land Cons./Res. M	110,580.51	189,300.00	-78,719.49	58.4%	
6504 · Seasonal/Contract Staff (LC	1,988.13	35,000.00	-33,011.87	5.7%	
6506 · Job Training & Education (L	199.00	2,000.00	-1,801.00	10.0%	
6507 · Employee Benefits					
6507.01 · Health Insurance	16,526.79	31,000.00	-14,473.21	53.3%	
6507.02 · PERS	18,899.55	34,608.00	-15,708.45	54.6%	
6507.03 · Dental Insurance	1,074.97	2,000.00	-925.03	53.7%	
6507.04 · Vision Insurance	311.93	1,000.00	-688.07	31.2%	
6507.05 · Long Term Disabiliti	857.50	2,000.00	-1,142.50	42.9%	
6507.07 · OPEB	0.00	4,992.00	-4,992.00	0.0%	
Total 6507 · Employee Benefits	37,670.74	75,600.00	-37,929.26	49.8%	
6514 · Supplies (LC/RM)	633.89	2,000.00	-1,366.11	31.7%	
6534 · Computer Maint./Supplies (1,115.93	1,500.00	-384.07	74.4%	
6538 · Vehicle Maint./Fuel	2,700.44	3,800.00	-1,099.56	71.1%	
6542 · Utilities - (LC/RM)	1,669.28	3,750.00	-2,080.72	44.5%	
6545.1 · Res.Mgt./Palo Corona	4,182.12	80,000.00	-75,817.88	5.2%	
6545.4 · Res.Mgt./Marina Dunes	7,125.00	22,500.00	-15,375.00	31.7%	
6545.5 · Res.Mgt./Frog Pond	0.00	0.00	0.00	0.0%	
6545.6 · Res.Mgt./GRRP	0.00	45,000.00	-45,000.00	0.0%	

Monterey Peninsula Regional Park District **Budget vs. Actual** **FY 2016-17**

Note: These numbers are unaudited & subject to change

See footnotes for percentage of budget greater than 100%

	Jul '16 - Feb 17 Actual Revenue & Expenditures	Adopted Budget	\$ Over/Under Budget	% of Budget
6549 · Professional Services-PCM	16,167.60	65,000.00	-48,832.40	24.9%
6550 · PCM Land Acquisition	1,500,000.00	1,500,000.00	0.00	100.0%
6561 · Depreciation - PCM	0.00	4,700.00	-4,700.00	0.0%
Total 6500 · Planning & Conservat	1,684,032.64	2,030,150.00	-346,117.36	83.0%
6900 · Assessment District				
6904 · Seasonal/Contract Staff-As	8,609.14	30,000.00	-21,390.86	28.7%
6949 · Professional Services-Asse	40,712.52	25,000.00	15,712.52	162.9% (4)
6950 · Garland Park Improvements	276.37	75,000.00	-74,723.63	0.4%
6951 · Mill Creek Improvements	0.00	65,000.00	-65,000.00	0.0%
6952 · Joyce Stevens Improvemen	0.00	35,000.00	-35,000.00	0.0%
6961 · Equipment/Capital Outlay	0.00	15,000.00	-15,000.00	0.0%
6961 · Vehicle Acquisition	129,282.01	135,000.00	-5,717.99	95.8%
6966 · Palo Corona Improvements	10,118.42	120,000.00	-109,881.58	8.4%
6972 · Locke Paddon Improvemen	0.00	0.00	0.00	0.0%
6974 · Comm./Neigh. Park Improv	99,664.09	155,000.00	-55,335.91	64.3%
6975 · Cachagua Ctr. Play Equip.	0.00	13,000.00	-13,000.00	0.0%
6976 · Trail Construction & Rehab.	3,247.61	20,000.00	-16,752.39	16.2%
6980 · Land Acquisition	55,968.00	700,000.00	-644,032.00	8.0%
6987 · Sherar Lease/Option Pmt.	60,000.00	60,000.00	0.00	100.0%
6990 · Invasive Weed Mgmt.	0.00	0.00	0.00	0.0%
6991 · Parks Security Systems	1,177.43	5,000.00	-3,822.57	23.5%
Total 6900 · Assessment District	409,055.59	1,453,000.00	-1,043,944.41	28.2%
Employee Benefit Account				
199 · Sec. 125 (Med. Reimb.)	3,560.62			
Total Expense	3,737,808.82	6,903,101.38	-3,165,292.56	54.1%
Net Ordinary Income	636,945.34	-659,005.00	1,295,950.34	-96.7%
Other Income/Expense				
Other Expense				
16550 · PCM Land Acquisition Cor	-1,500,000.00			
16961 · Vehicle Acq.-Asses. Contr	-129,282.01			
16980 · Land Acquisitions/Imprv. C	-55,968.00			
10987 · Sherar Lease/Option Pmt.	-60,000.00			
Total Other Expense	-1,745,250.01			

Monterey Peninsula Regional Park District **Budget vs. Actual** **FY 2016-17**

Note: These numbers are unaudited & subject to change

See footnotes for percentage of budget greater than 100%

	<u>Jul '16 - Feb 17 Actual Revenue & Expenditures</u>	<u>Adopted Budget</u>	<u>\$ Over/Under Budget</u>	<u>% of Budget</u>
Net Other Income	1,745,250.01			
Net Income	<u>2,382,195.35</u>	<u>-659,005.00</u>	<u>3,041,200.35</u>	<u>-361.48%</u>

(#) Footnotes for variances greater than 100%

- (1) Meeting room supplies & replacements needed
- (2) CPRS annual membership
- (3) Rodent damage repairs
- (4) PCRPP General Plan

Monterey Peninsula Regional Park District
Budget Vs. Actual Prev Year Comparison
July 2016 through February 2017

Note: These numbers are unaudited & subject to change

See footnotes for percentage of budget greater than 100%

	Jul '16 - Feb 17	Jul '15 - Feb 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
4010 · Property Tax	2,054,751.68	1,921,563.57	133,188.11	-6.9%
4015 · Interest Earnings	5,438.66	53,401.15	-47,962.49	89.8%
4020 · Rental Income	21,177.00	20,850.00	327.00	1.6%
4030 · Donations	2,314.66	2,723.22	-408.56	-15.0%
4035 · Reimbursements	0.00	12,866.44	-12,866.44	-100.0%
4040 · Environ. Education Programs	0.00	100.00	-100.00	-100.0%
4045 · Other Revenue	4,619.17	3,535.83	1,083.34	30.6%
4200 · Grant Income				
4213 · Prop. 117	1,500,000.00	1,500,000.00	0.00	0.0%
4214 · BWET Grant	49,961.00	0.00	49,961.00	100.0%
4215 · CR Parkway Grant	10,000.00	0.00	10,000.00	100.0%
Total 4200 · Grant Income	1,559,961.00	1,500,000.00	59,961.00	4.0%
4900 · Assessment Revenue	726,491.99	682,821.68	43,670.31	6.4%
Total Income	4,374,754.16	4,197,861.89	176,892.27	-4.2%
Expense				
6100 · Administration				
6101 · Board Compensation	2,200.00	4,100.00	-1,900.00	-46.3%
6102 · Salaries/Admin	179,518.34	190,782.90	-11,264.56	-5.9%
6103 · Part Time Salaries	21,820.54	0.00	21,820.54	100.0%
6104 · Contract Staff	0.00	27,864.00	-27,864.00	-100.0%
6106 · Job Training & Education	4,158.37	1,537.00	2,621.37	170.6% (1)
6107 · Admin Employee Benefits				
6107.01 · Health Insurance	51,633.02	49,537.09	2,095.93	4.2%
6107.02 · PERS	224,294.26	205,632.02	18,662.24	9.1%
6107.03 · Dental Insurance	1,264.55	1,479.52	-214.97	-14.5%
6107.04 · Vision Insurance	390.30	434.70	-44.40	-10.2%
6107.05 · Long Term Disability Ins.	1,389.92	1,561.42	-171.50	-11.0%
6107.06 · PARS Fund	19,000.00	19,000.00	0.00	0.0%
6107.07 · OPEB	0.00	0.00	0.00	0.0%
6107 · Admin Employee Benefits - Other	0.00	0.00	0.00	0.0%
Total 6107 · Admin Employee Benefits	297,972.05	277,644.75	20,327.30	7.3%
6108 · Payroll Tax	945.26	2,091.63	-1,146.37	-54.8%
6108.01 · Payroll Expenses - Misc.	467.20	0.00	467.20	100.0%
6109 · Payroll Tax/Personnel	12,552.16	11,350.46	1,201.70	10.6%
6112 · Insurance/Comp	60,718.64	71,886.64	-11,168.00	-15.5%

Monterey Peninsula Regional Park District

Budget Vs. Actual Prev Year Comparison

July 2016 through February 2017

Note: These numbers are unaudited & subject to change

See footnotes for percentage of budget greater than 100%

	Jul '16 - Feb 17	Jul '15 - Feb 16	\$ Change	% Change
6113 · Postage	8,872.94	8,076.22	796.72	9.9%
6114 · Office Supplies	1,731.31	4,589.56	-2,858.25	-62.3%
6120 · Printing	18,027.97	18,163.45	-135.48	-0.7%
6122 · Legal Notice	4,512.11	2,731.69	1,780.42	65.2%
6124 · Publications & Membership	12,677.99	7,117.76	5,560.23	78.1%
6126 · Advertising	1,122.00	12,912.50	-11,790.50	-91.3%
6130 · Travel, Conference/Meeting	7,281.48	1,726.96	5,554.52	321.6% (2)
6134 · Computer Maintenance	8,885.07	8,467.73	417.34	4.9%
6136 · Equipment Maintenance	0.00	0.00	0.00	0.0%
6137 · Equipment Rental	2,236.78	5,191.51	-2,954.73	-56.9%
6138 · Vehicle Maintenance	272.76	829.86	-557.10	-67.1%
6140 · Office Lease	44,616.96	42,025.96	2,591.00	6.2%
6141 · Bank Service Charges	130.00	140.00	-10.00	-7.1%
6142 · Utilities	12,423.58	12,537.36	-113.78	-0.9%
6147 · Elections	0.00	0.00	0.00	0.0%
6148 · Property Taxes/Assessments	1,804.16	3,333.32	-1,529.16	-45.9%
6149 · Prof/Special Services	94,333.96	117,029.82	-22,695.86	-19.4%
Total 6100 · Administration	799,281.63	832,131.08	-32,849.45	-3.9%
 6200 · Operations & Maintenance				
6202 · Salaries/Rangers	319,966.55	289,012.00	30,954.55	10.7%
6204 · Seasonal/Contract Staff	540.82	2,644.18	-2,103.36	-79.5%
6206 · Job Training & Education-O&M	4,228.00	7,317.26	-3,089.26	-42.2%
6207 · Ranger Employee Benefits				
6207.01 · Health Insurance	88,557.00	72,958.52	15,598.48	21.4%
6207.02 · PERS	58,634.52	53,472.42	5,162.10	9.7%
6207.03 · Dental Insurance	4,217.50	3,582.60	634.90	17.7%
6207.04 · Vision Insurance	1,292.44	1,046.08	246.36	23.6%
6207.05 · Long Term Disability Insurance	3,426.78	2,933.67	493.11	16.8%
6207.06 · PARS Fund /O&M	0.00	0.00	0.00	0.0%
Total 6207 · Ranger Employee Benefits	156,128.24	133,993.29	22,134.95	16.5%
 6208 · Uniforms-O&M	3,000.00	3,000.00	0.00	0.0%
6213 · Postage	28.13	3.94	24.19	614.0% (3)
6214 · Supplies	13,687.86	9,587.62	4,100.24	42.8%
6216 · Tools-O&M	343.61	2,634.12	-2,290.51	-87.0%
6220 · Printing-O&M	2,293.24	0.00	2,293.24	100.0%
6224 · Publications/Memberships	313.00	170.00	143.00	84.1%
6230 · Travel, Conferences, Meetings	0.00	1,057.72	-1,057.72	-100.0%
6232 · Mileage Reimbursement-O&M	0.00	0.00	0.00	0.0%

Monterey Peninsula Regional Park District

Budget Vs. Actual Prev Year Comparison

July 2016 through February 2017

Note: These numbers are unaudited & subject to change

See footnotes for percentage of budget greater than 100%

	Jul '16 - Feb 17	Jul '15 - Feb 16	\$ Change	% Change	
6234 · Computer Maint/Supplies	5,637.11	6,142.38	-505.27	-8.2%	
6236 · Equipment Maintenance-O&M	8,612.50	3,818.62	4,793.88	125.5%	(4)
6237 · Equipment Rental-O&M	1,223.47	1,354.03	-130.56	-9.6%	
6238 · Vehicle Maint/Fuel	11,542.47	10,542.13	1,000.34	9.5%	
6241 · Janitorial Supplies	5,163.76	6,683.43	-1,519.67	-22.7%	
6242 · Utilities-O&M	22,936.74	32,542.68	-9,605.94	-29.5%	
6243 · Building Repairs	6,257.34	8,476.98	-2,219.64	-26.2%	
6245 · Resource Management	448.04	4,269.42	-3,821.38	-89.5%	
6247 · Resource Mgmt. Trails	113.52	561.47	-447.95	-79.8%	
6249 · Prof Svcs/Spec Svcs/Permits	0.00	340.00	-340.00	-100.0%	
6260 · Equipment-O&M	0.00	482.08	-482.08	-100.0%	
6263 · Park Signs	1,463.50	260.80	1,202.70	461.2%	(5)
6264 · Parking Lot	4,822.35	4,176.58	645.77	15.5%	
6265 · Soberanes Fire	21,246.52	0.00	21,246.52	100.0%	
Total 6200 · Operations & Maintenance	589,996.77	529,070.73	60,926.04	11.5%	
6300 · Environmental Ed./Com. Outreach					
6302 · Salaries/EE-CO	146,434.82	124,203.45	22,231.37	17.9%	
6304 · Seasonal/Contract Staff-Env. Ed	1,400.00	10,278.00	-8,878.00	-86.4%	
6306 · Job Training & Education-Env. E	1,148.00	914.00	234.00	25.6%	
6307 · EE/CO Benefits					
6307.01 · Health Insurance	22,831.67	20,615.19	2,216.48	10.8%	
6307.02 · PERS	22,844.44	21,447.82	1,396.62	6.5%	
6307.03 · Dental Insurance	1,264.55	1,264.55	0.00	0.0%	
6307.04 · Vision Insurance	390.33	365.85	24.48	6.7%	
6307.05 · Long Term Disability Insurance	1,206.31	1,206.31	0.00	0.0%	
Total 6307 · EE/CO Benefits	48,537.30	44,899.72	3,637.58	8.1%	
6308 · Uniforms-Env. Ed	600.00	300.00	300.00	100.0%	
6312 · Insurance - EE/CO	0.00	0.00	0.00	0.0%	
6313 · Postage-Env. Ed	10,673.65	10,765.00	-91.35	-0.8%	
6314 · Environmental Supplies	1,693.16	773.49	919.67	118.9%	(6)
6316 · Publications & Memberships	508.00	0.00	508.00	100.0%	
6320 · Printing-Env. Ed	10,781.54	10,267.13	514.41	5.0%	
6326 · Advertising- Env. Edu	0.00	0.00	0.00	0.0%	
6330 · Travel/Conf/Meetings	647.42	264.06	383.36	145.2%	(7)
6334 · Computer Maint/Supplies-Env. Ed	4,020.34	3,518.10	502.24	14.3%	
6337 · Equipment Rental/Leases	0.00	0.00	0.00	0.0%	
6338 · Vehicle Maint/Fuel-Env. Ed	2,634.22	865.86	1,768.36	204.2%	(8)
6342 · Utilities-Env. Ed	4,880.11	6,764.74	-1,884.63	-27.9%	

Monterey Peninsula Regional Park District

Budget Vs. Actual Prev Year Comparison

July 2016 through February 2017

Note: These numbers are unaudited & subject to change
See footnotes for percentage of budget greater than 100%

	Jul '16 - Feb 17	Jul '15 - Feb 16	\$ Change	% Change
6349 · Professional Services	2,423.80	2,875.33	-451.53	-15.7%
6350 · Interpretive Programs(parks)	527.41	99.64	427.77	429.3% (9)
6352 · Environmental Education	708.18	740.98	-32.80	-4.4%
6354 · Special Events	448.39	601.51	-153.12	-25.5%
6356 · Docent/Friends Program	868.12	921.44	-53.32	-5.8%
6360 · Equipment-Env. Ed	0.00	0.00	0.00	0.0%
6363 · BWET Grant	12,947.11	19,981.63	-7,034.52	-35.2%
Total 6300 · Environmental Ed./Com. Outreach	251,881.57	239,034.08	12,847.49	5.4%
 6500 · Planning & Conservation				
6502 · Salaries-Land Cons./Res. Mgmt.	110,580.51	106,542.45	4,038.06	3.8%
6504 · Seasonal/Contract Staff (LC/RM)	1,988.13	1,154.35	833.78	72.2%
6506 · Job Training & Education (LC/RM)	199.00	1,870.24	-1,671.24	-89.4%
6507 · Employee Benefits				
6507.01 · Health Insurance	16,526.79	14,663.51	1,863.28	12.7%
6507.02 · PERS	18,899.55	17,804.04	1,095.51	6.2%
6507.03 · Dental Insurance	1,074.97	1,074.57	0.40	0.0%
6507.04 · Vision Insurance	311.93	299.53	12.40	4.1%
6507.05 · Long Term Disability Insurance	857.50	857.50	0.00	0.0%
6507 · Employee Benefits - Other	0.00	0.00	0.00	0.0%
Total 6507 · Employee Benefits	37,670.74	34,699.15	2,971.59	8.6%
 6514 · Supplies (LC/RM)	633.89	349.39	284.50	81.4%
6530 · Conference & Travel (LC/RM)	0.00	8.64	-8.64	-100.0%
6534 · Computer Maint./Supplies (LC/RM)	1,115.93	1,533.89	-417.96	-27.2%
6538 · Vehicle Maint./Fuel	2,700.44	447.66	2,252.78	503.2% (10)
6542 · Utilities - (LC/RM)	1,669.28	2,966.67	-1,297.39	-43.7%
6545.1 · Res.Mgt./Palo Corona	4,182.12	7,398.52	-3,216.40	-43.5%
6545.4 · Res.Mgt./Marina Dunes	7,125.00	21,280.41	-14,155.41	-66.5%
6549 · Professional Services-PCM	16,167.60	26,353.32	-10,185.72	-38.7%
6550 · PCM Land Acquisition	1,500,000.00	1,500,000.00	0.00	0.0%
Total 6500 · Planning & Conservation	1,684,032.64	1,704,604.69	-20,572.05	-1.2%
 6900 · Assessment District				
6904 · Seasonal/Contract Staff-Asses	8,609.14	7,569.36	1,039.78	13.7%
6949 · Professional Services-Asses.	40,712.52	20,823.51	19,889.01	95.5%
6950 · Garland Park Improvements	276.37	0.00	276.37	100.0%
6960 · Equipment/Capital Outlay	0.00	0.00	0.00	0.0%
6961 · Vehicle Acquisition-Asses.	129,282.01	0.00	129,282.01	100.0%
6966 · Palo Corona Improvements	10,118.42	161,159.58	-151,041.16	-93.7%

Monterey Peninsula Regional Park District

Budget Vs. Actual Prev Year Comparison

July 2016 through February 2017

Note: These numbers are unaudited & subject to change

See footnotes for percentage of budget greater than 100%

	Jul '16 - Feb 17	Jul '15 - Feb 16	\$ Change	% Change
6974 · Comm./Neigh. Park Improve.	99,664.09	85,502.54	14,161.55	16.6%
6976 · Trail Construction & Rehab.	3,247.61	8,621.08	-5,373.47	-62.3%
6980 · Land Acquisition/Improvements	55,968.00	0.00	55,968.00	100.0%
6987 · Sherar Lease/Option Pmt.	60,000.00	60,000.00	0.00	0.0%
6991 · Parks Security Systems	1,177.43	369.50	807.93	218.7% (11)
Total 6900 · Assessment District	409,055.59	344,045.57	65,010.02	18.9%
Employee Benefit Account				
199 · Sec. 125 (Med. Reimb.)	3,560.62	-560.57	4,121.19	-735.2% (12)
Total Expense	3,737,808.82	3,648,325.58	89,483.24	2.5%
Net Ordinary Income	636,945.34	549,536.31	87,409.03	15.9%
Other Income/Expense				
Other Income				
9998 · Gain/Loss on Disposal of Assets	0.00	535.00	-535.00	-100.0%
Total Other Income	0.00	535.00	-535.00	-100.0%
Other Expense				
16550 · PCM Land Acquisition Contra	-1,500,000.00	-1,500,000.00	0.00	0.0%
16961 · Vehicle Acq.-Asses. Contra	-129,282.01	0.00	-129,282.01	-100.0%
16980 · Land Acquisitions/Imprv. Contra	-55,968.00	0.00	-55,968.00	-100.0%
10987 · Sherar Lease/Option Pmt. Contra	-60,000.00	-60,000.00	0.00	0.0%
Total Other Expense	-1,745,250.01	-1,560,000.00	-185,250.01	11.9%
Net Other Income	-1,745,250.01	1,560,535.00	184,715.01	-211.8%
Net Income	2,382,195.35	2,110,071.31	272,124.04	12.9%

Monterey Peninsula Regional Park District
Budget Vs. Actual Prev Year Comparison
July 2016 through February 2017

Note: These numbers are unaudited & subject to change

See footnotes for percentage of budget greater than 100%

<u>Jul '16 - Feb 17</u>	<u>Jul '15 - Feb 16</u>	<u>\$ Change</u>	<u>% Change</u>
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(#) Footnotes for variances greater than 100%

- (1) Strategic Plan commitment for staff to acquire additional training
- (2) Strategic Plan commitment for staff to acquire additional training
- (3) More postage required than previous year
- (4) ATV Repair & Service, CAT Skid Service
- (5) Signs that needed replacing
- (6) Meeting room supplies & replacements needed this year
- (7) Strategic Plan commitment for staff to acquire additional training
- (8) Rodent damage repairs not required in previous year
- (9) Native plant purchases for arboretum
- (10) Servicing of ATV
- (11) Garland Gate Repair
- (12) Employee funds in FSA account, fluctuates depending on claims for reimbursement

**MONTEREY PENINSULA REGIONAL PARK DISTRICT
STAFF REPORT**

BOARD MEETING: April 12, 2017

SUBJECT: Other Postemployment Benefits (OPEB) Prefunding Plan Progress

PRESENTER: Kelly McCullough, Finance Manager

REPORT: Below you will find an annual summary of the District's Other Postemployment Benefits (OPEB) prefunding plan progress in the California Employer's Retirement Benefit Trust (CERBT) fund as of March 16, 2017.

Note that the data in this staff report is compiled from CERBT investment activities and an actuarial valuation. The District's OPEB actuarial valuation as of July 1, 2015 was the most recent valuation. The valuation is prepared on a biennial basis.

Account Summary as of March 31, 2017

Following is a summary account history for the Monterey Peninsula Regional Park District through March 31, 2017.

Monterey Peninsula Regional Park District	
Initial contributions (3/15/2013)	\$1,729,009
Additional contributions	\$67,056
Disbursements	(\$142,285)
CERBT expenses	(\$8,070)
Investment earnings	\$384,709
Total assets	\$2,030,419
Average annualized internal rate of return (3/15/2013-1/31/2017)	5.30%
Estimated funded level	106.04%

Funded Status Comparison

<u>Fiscal Year Ending</u>	<u>AAL</u>	<u>Market Value of Assets</u>	<u>Funded Ratio</u>
7/1/2013	\$1,808,181	\$1,694,591	93.72%
7/1/2015	\$1,889,108	\$2,003,161	106.04%

Cost of Program Operation

The annual cost for participation in the CERBT is 10 basis points. The CERBT program will continue to adjust, without advance notice, the cost charged to employers whenever it is appropriate to do so.

CERBT Investment Results (Time Weighted) for Periods Ended January 31, 2017

The CERBT offers employers the choice of one of three investment portfolios (strategies). Each strategy has a benchmark, which is a weighted composite of underlying asset class benchmarks. The strategies vary due to the weighting assigned to each asset class. Each strategy participates in all five asset classes. The District is invested in Strategy 1.

Below are the investment results for each of the three strategies and their respective benchmarks across five periods ended January 31, 2017. These results are published online monthly and are available at <https://www.calpers.ca.gov/docs/forms-publications/cerbt-strategy-1.pdf> (**ATTACHMENT 1**).

<u>Fund</u>	<u>Assets</u>	<u>1 Month</u>	<u>3 Months</u>	<u>FYTD</u>	<u>1 Year</u>	<u>3 Years</u>	<u>5 Years</u>	<u>ITD</u>
CERBT Strategy 1 (Inception June 1, 2007)	\$4,973,356,566	1.71%	2.84%	4.42%	13.44%	4.76%	7.26%	4.07%
Benchmark		1.67%	2.65%	3.99%	12.63%	4.33%	6.89%	3.61%

CERBT Strategy 2 (Inception October 1, 2011)	\$794,176,545	1.31%	1.32%	2.25%	10.79%	4.26%	6.01%	7.38%
Benchmark		1.29%	1.16%	1.83%	9.97%	3.92%	5.66%	7.10%
CERBT Strategy 3 (Inception January 1, 2012)	\$228,995,028	1.05%	0.16%	0.61%	8.39%	3.91%	4.84%	5.39%
Benchmark		0.99%	0.01%	0.21%	7.65%	3.53%	4.44%	5.03%

Time weighted return reports the performance of the investment vehicle, not of the employer assets. Returns are gross. Historical performance is not necessarily indicative of actual future investment performance or of future total program cost. Current and future performance may be lower or higher than the historical performance data reported here. Investment return and principal value may fluctuate so that the investment, when redeemed, may be worth more or less than the original cost. The value of an employer's CERBT fund shares will go up and down based on the performance of the underlying funds in which the assets are invested. The value of the underlying funds' assets will, in turn, fluctuate based on the performance and other factors generally affecting the securities market.

Governmental Accounting Standards Board (GASB) Update

The first of two new GASB standards for accounting and financial reporting by state and local governments for retiree health insurance and OPEB is now in effect for fiscal years beginning after June 15, 2016: Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, which replaces Statement No. 43, applies to OPEB plans that administer government employee benefits.

The other updated OPEB standard, Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, which addresses reporting by governments that provide OPEB to their employees and for governments that finance OPEB for employees of other governments. It replaces Statement No. 45 and takes effect one year later (for fiscal years beginning after June 15, 2017).

According to GASB, Statement No. 74 is designed to improve the usefulness of information about postemployment benefits other than pensions provided and Statement No. 75 is intended to improve accounting and financial reporting by state and local governments for OPEB. The net OPEB liability that must now be recognized in the

footnotes of the financial statements for plans soon will have to be recognized on governments' balance sheets.

GASB makes clear that the Statements relate only to how OPEB costs and liabilities are measured and reported in financial statements, and **not** how a government should fund its OPEB plan. GASB believes OPEB plan funding is a policy decision that should be determined by government officials.

Actuarial Valuation Summary

In December 2009, GASB issued Statement No. 57, requiring all employers participating in a multiple-employer trust, such as the CERBT, to prepare an OPEB cost report (actuarial valuation or Alternative Measurement Method [AMM]) on at least a biennial basis and to use the measurement date shared by all agencies participating in the trust. The District has completed the required actuarially determined valuation as of July 1, 2015 and will be reporting to the CERBT by July 28, 2017. The next valuation report will be as of July 1, 2017, and a draft should be ready for viewing by September 2017. The table below summarizes the current actuarial valuation information.

Valuation dated July 1, 2015 – Geoffrey Kischuk, Total Compensation Systems	
Actuarial Accrued Liability (AAL)*	\$1,889,108
Present Value of Benefits (PVB)*	\$2,272,445
Annual Required Contribution (ARC)**	\$53,344
Normal Cost**	\$50,294
Amortization of Unfunded Actuarial Accrued Liability**	\$3,050
Pay-as-you-go**	\$82,433
Total Covered Lives (Active & Retiree)*	20
Asset Allocation Strategy Selection	Strategy 1
Discount Rate	7.00%

*Amounts as of Valuation date, ** Amounts for FY2016-17

As presented to the Board during the FY2016-17 mid-year budget review, staff has retained an amount in the budget, which may be needed prior to year-end for an annual contribution. Staff will review the status of the account at the end of the next accounting period to determine if a contribution or disbursement request will be made. The term Annual Required Contribution (ARC) can be misleading as an annual contribution to the plan is not required. The only opportunity the District has to use these funds invested in the trust is to request them for retiree premium costs. The funds cannot be withdrawn for any other purpose. Staff expects changes in Actuarial Accrued Liability (AAL) and

Present Value of Benefits (PVB) due to the demographic changes which have occurred to appear in the next valuation.

FISCAL IMPACT: None at this time

FUNDING SOURCE: Not Applicable

FUNDING BALANCE: Not Applicable

RECOMMENDATION: None – Informational only

ATTACHMENTS: CERBT Strategy I Fund Fact Sheet – as of February 28, 2017

Objective

The objective of the CERBT Strategy 1 portfolio is to seek returns that reflect the broad investment performance of the financial markets through capital appreciation and investment income. There is no guarantee that the portfolio will achieve its investment objective.

Strategy

The CERBT Strategy 1 portfolio is invested in various asset classes in percentages approved by the CalPERS Board. The specific percentages of portfolio assets allocated to each asset class are shown under "Composition". Generally, equities are intended to help build the value of the employer's portfolio over the long term while bonds are intended to help provide income and stability of principal. Also, strategies invested in a higher percentage of equities seek higher investment returns (but assume more risk) compared with strategies invested in a higher percentage of bonds.

Compared with CERBT Strategy 2 and Strategy 3, this portfolio consists of a higher percentage of equities than bonds and other assets. Historically, equities have displayed greater price volatility and therefore this portfolio may experience greater fluctuation of value. Employers that seek higher investment returns, and are able to accept greater risk and tolerate more fluctuation in returns, may wish to consider this portfolio.

CalPERS Board may change the list of approved asset classes, in composition as well as targeted allocation percentages and ranges at any time.

Assets Under Management

As of the specified reporting month-end, the aggregate total of assets under management for all CERBT Strategies was

\$6,163,681,818.

Composition

Asset Class Allocations and Benchmarks

The CERBT Strategy 1 portfolio consists of the following asset classes and corresponding benchmarks:

Asset Class	Target Allocation ¹	Target Range	Benchmark
Global Equity	57%	± 2%	MSCI All Country World Index IMI (net)
Fixed Income	27%	± 2%	Barclays Capital Long Liability Index
Treasury Inflation-Protected Securities ("TIPS")	5%	± 2%	Barclays Capital Global: US TIPS Index
Real Estate Investment Trusts ("REITs")	8%	± 2%	FTSE EPRA/NAREIT Developed Liquid Index (net)
Commodities	3%	± 2%	S&P GSCI Total Return Index

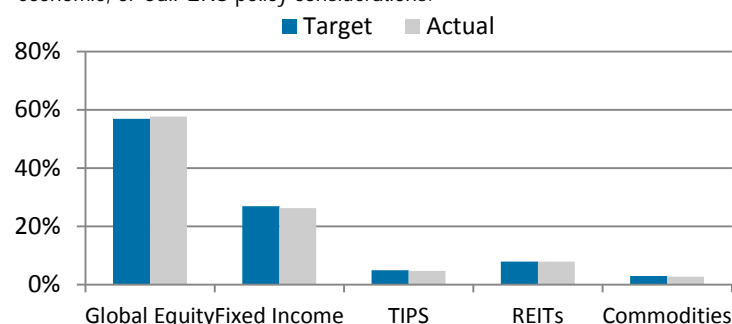
¹ Allocations approved by the Board at the October 2014 Investment Committee meeting

Portfolio Benchmark

The CERBT Strategy 1 benchmark is a composite of underlying asset class market indices, each assigned the target weight for the asset class it represents.

Target vs. Actual Asset Class Allocations

The following chart shows policy target allocations compared with actual asset allocations as of the specified reporting month-end. CalPERS may overweight or underweight an allocation to a particular asset class based on market, economic, or CalPERS policy considerations.



CERBT Strategy 1 Performance as of February 28, 2017

	1 Month	3 Months	Fiscal YTD	1 Year	3 Years*	5 Years*	Since Inception* (June 1, 2007)
Gross Return ^{1,3}	2.21%	5.76%	6.73%	15.80%	4.21%	6.96%	4.27%
Net Return ^{2,3}	2.20%	5.74%	6.67%	15.70%	4.11%	6.84%	4.20%
Benchmark returns	2.16%	5.59%	6.24%	14.98%	3.75%	6.60%	3.81%

Performance quoted represents past performance, which is no guarantee of future results that may be achieved by the fund.

*Returns for periods greater than one year are annualized.

¹ Gross performance figures are provided net of SSGA operating expenses.

² Net Performance figures deduct all expenses to the fund, including investment management, administrative and recordkeeping fees.

³ See the Expense section of this document.

General Information

Information Accessibility

The CERBT Strategy 1 portfolio consists of assets managed internally by CalPERS and/or external advisors. Since it is not a mutual fund, a prospectus is not available nor is information available from a newspaper source. This summary is designed to provide descriptive information. CalPERS provides a quarterly statement of the employer's account and other information about the CERBT. For total market value, detailed asset allocation, investment policy and current performance information, including performance to the most recent month-end, please visit our website at: www.calpers.ca.gov.

Portfolio Manager Information

The CalPERS Investment Committee and Board of Administration directs the investment strategy and investments of the CERBT. Under that direction, CalPERS Investment staff manages fixed income, treasury inflation-protected securities and commodities assets; and State Street Global Advisors (SSgA) manages the global equity and real estate investment trust assets.

Custodian and Record Keeper

State Street Bank serves as custodian for the CERBT. Northeast Retirement Services serves as record keeper.

Expenses

CERBT is a self-funded trust in which participating employers pay for all administrative and investment expenses. Expenses reduce the gross investment return by the fee amount. The larger the fee, the greater the reduction of investment return. Currently, CERBT expenses are 0.10% which consist of administrative expenses borne by CalPERS to administer and oversee the Trust assets, investment management and administrative fees paid to SSgA to manage the global equity and real estate trust assets, and recordkeeping fees paid to Northeast Retirement Services to administer individual employer accounts. The expenses described herein are reflected in the net asset value per share. CERBT's actual expenses may differ from the amount currently being accrued due to factors such as changes in average fund assets or market conditions. The expense accrual rate may change without notice in order to reflect changes in average portfolio assets or in expense amounts. The CalPERS Board annually reviews the operating expenses and changes may be made as appropriate. Even if the portfolio loses money during a period, the fee is still charged.

What Employers Own

Each employer choosing CERBT Strategy 1 owns a percentage of this portfolio, which invests in pooled asset classes managed by CalPERS and/or external advisors. Employers do not have direct ownership of the securities in the portfolio.

Price

The value of the portfolio changes daily, based upon the market value of the underlying securities. Just as prices of individual securities fluctuate, the portfolio's value also changes with market conditions.

Principal Risks of the Portfolio

The CalPERS CERBT Fund provides California government employers with a trust through which they may prefund retiree medical costs and other post-employment benefits. CERBT is not, however, a defined benefit plan. There is no guarantee that the portfolio will achieve its investment objectives nor provide sufficient funding to meet these employer obligations. Further, CalPERS will not make up the difference between actual health care premiums for payment of future benefits provided to retirees should CERBT assets not be sufficient to cover future obligations.

An investment in the portfolio is not a bank deposit, and it is not insured nor guaranteed by the Federal Deposit Insurance Corporation (FDIC), CalPERS, the State of California or any other government agency.

There are risks associated with investing, including possible loss of principal. The portfolio's risk depends in part on the portfolio's asset class allocations and the selection, weighting and risks of the underlying investments. For more information about investment risks, please see the document entitled "CERBT Principal Investment Risks" located at www.calpers.ca.gov.

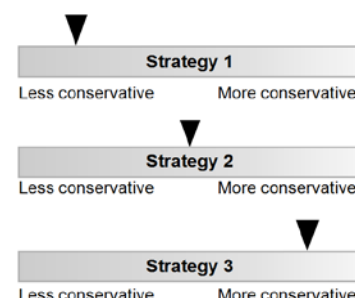
Fund Performance

Performance data shown on page 1 represents past performance and is no guarantee of future results. The investment return and principal value of an investment will fluctuate so that an employer's units, when redeemed, may be worth more or less than their original cost. Current performance may be higher or lower than historical performance data shown. For current performance information, please visit www.calpers.ca.gov and follow the links to California Employers' Retiree Benefit Trust.

CERBT Strategy Risk Levels

CalPERS offers employers the choice of one of three investment strategies. Risk levels among strategies vary, depending upon the target asset class allocations. Generally, equities carry more risk than fixed income securities.

Asset Class Target Allocations	Strategy 1	Strategy 2	Strategy 3
Global Equity	57%	40%	24%
Fixed Income	27%	39%	39%
Treasury Inflation-Protected Securities	5%	10%	26%
Real Estate Investment Trusts	8%	8%	8%
Commodities	3%	3%	3%



**MONTEREY PENINSULA REGIONAL PARK DISTRICT
STAFF REPORT**

BOARD MEETING: April 12, 2017

SUBJECT: Operations & Maintenance Division Update

PRESENTER: Caine Camarillo, Supervising Ranger

REPORT: Operations and Maintenance Staff continue to assess and repair damage caused by severe winter weather (please see updated storm damage report for details).

Trees weakened by winter storms continue to fall randomly throughout District parks and preserves. Recently, a very large eucalyptus fell completely blocking Rancho spur trail and damaging the neighbor's brick wall, as well as a cluster of 4 pine trees at Palo Corona, completely blocking Palo Corona road.

Ranger staff is monitoring landslides on Sage trail and Deer trail. Soils need to dry-out before attempts can be made to remove these hazards.

Palo Corona backcountry has sustained severe road damage. Park District staff is exploring the possibility of contracting through the County's public work department to expedite the process.

Staff is constructing a foundation for a storage shed to be installed at the Kahn ranch addition. This shed will provide valuable storage space for operations and maintenance division tools and equipment.

Seasonal mowing and brushing has commenced and will continue through spring.

FISCAL IMPACT: N/A

FUNDING SOURCE: N/A

FUNDING BALANCE: N/A

RECOMMENDATION: For information, only

MONTEREY PENINSULA REGIONAL PARK DISTRICT STAFF REPORT

BOARD MEETING: April 12, 2016

SUBJECT: Cachagua Community Park Water System Update

PRESENTER: Tim Jensen, Planning and Conservation Manager

REPORT:

- In February, the water system intake pipe was demolished by flooding and debris flow, however the infiltration gallery was not damaged and remains intact. CUSD will affect repairs when the river flows subside. Until that time, water is being delivered to the raw water tanks and the Child Care Facility remains in operation.
- Monterey County Environmental Health Department approved water delivery system plans in August. MPRPD staff and CUSD staff agreed that CUSD would contract for final design specifications that could then be solicited for a public works construction contract. The CUSD board ratified the final; design specifications in a January. CUSD staff has been unable to get the public works solicitation posted due to storm related workload.
- CUSD has expressed its interest in continuing to lease the property and not obtain or receive its fee title (Attachment 1).
- MPRPD and CUSD staff are working on a revised land lease as time permits.

ATTACHMENT: None

FISCAL IMPACT: None at this time

FUNDING SOURCE: NA

FUNDING BALANCE: NA

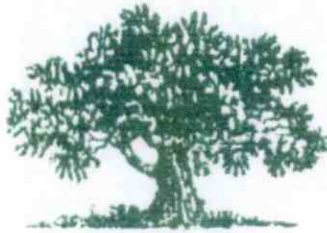
RECOMMENDATION: Staff recommends the Board receive and file the report

BOARD OF EDUCATION

John Ellison
Karl Pallastrini
Rita Patel
Mark Stilwell
Annette Yee Steck

INTERIM SUPERINTENDENT

Karen Hendricks



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Carmel Unified School District

March 23, 2017

Monterey Peninsula Regional Park District
Rafael Payan, General Manager
60 Garden Court, Suite 325
Monterey, CA 93940

Re: Cachagua Community Park

Dear Mr. Payan:

The Carmel Unified School District ("CUSD") has been informed by Park District staff that your Board of Directors contemplated a sale of the property known as Cachagua Community Park (the "Property") to CUSD. CUSD's Board of Education (the "Board") has determined Board meeting that CUSD is not interested in purchasing the property.

CUSD instead proposes that the parties enter into a ground lease with a 10-20 year term. We propose that CUSD and the Park District split equally any costs associated with bringing the water distribution system on the Property into compliance with Monterey Peninsula Water Management District requirements. We offer to split the costs of future construction, maintenance, or repair of the water distribution system. However, CUSD does not wish to be responsible for maintenance of the pre-existing water system, or any improvements thereto, from the point of connection to the filtration system. Alternatively, CUSD would be willing to enter into a short term lease for the property, until such time as the water issues are resolved, and then to negotiate a longer term lease.

Please contact me after reviewing the terms above to arrange a meeting to discuss the Park District's position regarding a long-term ground lease. I look forward to working with you to finalize a lease agreement.

Sincerely,

Karen Hendricks, Interim Superintendent

**MONTEREY PENINSULA REGIONAL PARK DISTRICT
STAFF REPORT**

BOARD MEETING: April 12, 2017

SUBJECT: Garland Ranch Regional Park Visitor Center Phase 2

PRESENTER: Tim Jensen, Planning and Conservation Manager

REPORT:

Staff has secured tentative verbal support from an anonymous donor for a matching grant to implement Phase 2 of the Garland Ranch Regional Park Visitor Center Expansion and Remodel (Attachment 1). There is no formal grant application or approval at this time. Staff will be obtaining a general pricing from a local architect to further the discussion.

If the Board is supportive, staff will proceed with a formalized application and begin work on the design plans. This item has been administratively identified for funding in the FY 2017-18 budget with an allocation of \$250,000 as the match.

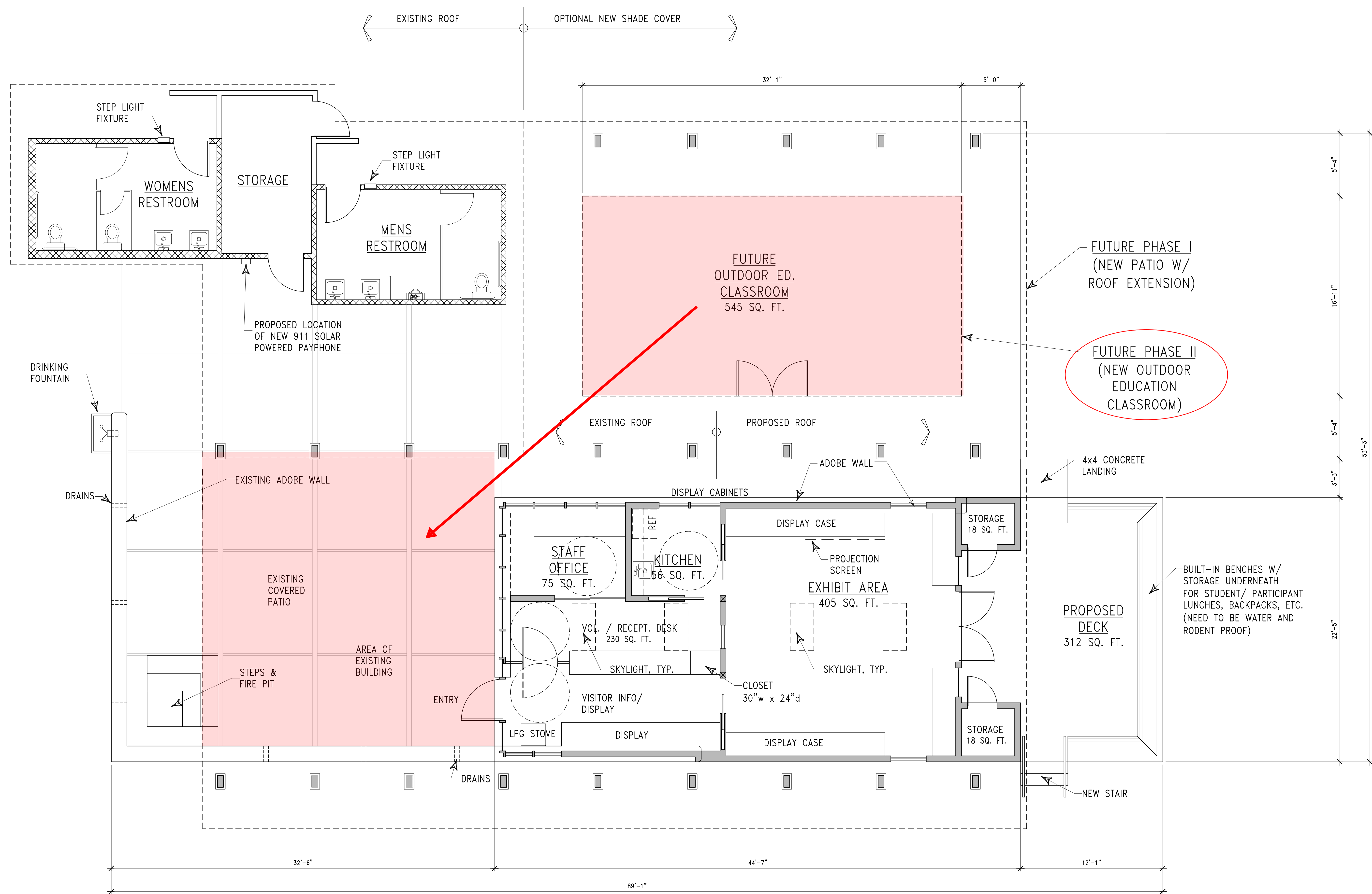
ATTACHMENT: GRRP Visitor Center Phase II Concept

FISCAL IMPACT: None at this time

FUNDING SOURCE: NA

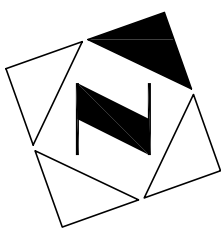
FUNDING BALANCE: NA

RECOMMENDATION: Staff recommends the Board receive and file the report



CONCEPTUAL FLOOR PLAN

SCALE: 1/4" = 1'-0"



Completion of Phase II: Educational Classroom

This additional space will compliment the new exhibit area by providing expanded use of the VC through regular/seasonal evening lecture series (mini TED talks by local experts), movie nights (i.e. "Cosmos" w/Carl Segan), post-exploratory science room for elementary and middle-School students (i.e Santa Barbara Museum of Natural History "Bug Science Day"), and a venue for other educational organizations like PG Museum of Natural History to convene and explore the park, return, and do natural science.

REVISIONS	BY

CRANE ARCHITECTURAL GROUP

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110 E. WILSHIRE AVE., SUITE 300
FULLERTON, CA 92632
TEL: 714.852.5885
FAX: 714.852.6035

CONCEPTUAL FLOOR PLAN

PROJECT: GARLAND RANCH VISITOR CEN.
700 W. CARMEL VALLEY RD.
CARMEL VALLEY, CA 93924
JOB NO. C09-123
SHEET A-1

DRAWN
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DATE
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AS NOTED
JOB NO.
C09-123
SHEET
A-1
OF SHEETS