

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

Del Rey Oaks Council Chambers
650 Canyon Del Rey Road
Del Rey Oaks, California
Monday, June 6, 2016 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.)*

Public Employee Performance Evaluation of General Manager Pursuant to Government Code Section 54957(b)
- 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 May 2, 2016 Minutes *(S. Parker)*
- B. Approval of Summary of Payments *(K. McCullough)*
- C. Approval of Resolution #2016-09, Authorizing a State Habitat Conservation Fund Grant Application *(T. Jensen)*
- D. Approval of Resolution #2016-10, Authorizing the Application for Grant Funds for the Environmental Enhancement and Mitigation Program *(R. Payan)*
- E. Approval of Resolution #2016-11, Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election *(S. Parker)*
- F. Approval Term Extension for Design Workshop Contract for Palo Corona Regional Park General Development Plan Services *(T. Jensen)*
- G. Approval of Renewal for Turf Image Geospatial Contract for Geographical Information Systems *(T. Jensen)*
- H. Approval of Term Extension for Whitson Engineers Contract for Palo Corona Regional Park Parking Lot Services *(T. Jensen)*
- I. Approval of Term Extension for Nancy Isakson Contract for Cachagua Community Park Water System Services *(T. Jensen)*
- J. Approval of Legal Services Agreement with the County Counsel's Office of Monterey County, CA *(K. McCullough)*

11)Public Hearing – Review of the Parks, Open Space and Coastal Preservation District and Approval of Resolution #2016-12, Approving Engineer's Report, Confirming Diagram and Assessment and Ordering Levy of Assessments for Fiscal Year 2016-17 for the Parks, Open Space and Coastal Preservation District *(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) Special District Leadership Foundation District Transparency Certificate of Excellence *(K. McCullough)*

B. Environmental Education/Community Outreach

- 1) Wildflower Update *(J. Nelson)* – ORAL REPORT

C. Operations and Maintenance

- 1) Operations & Maintenance Division Update *(C. Camarillo)*

D. Planning and Conservation

- 1) No Report

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.

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**)

Del Rey Oaks Council Chambers
650 Canyon Del Rey Road
Del Rey Oaks, California

May 2, 2016
Monday, 6:00 p.m.

MINUTES

- 1) **6:00 p.m. Call to Order** – The meeting was called to order at 6:03 p.m.
- 2) **Roll Call** – Roll call was taken.
PRESENT: Directors Anderson; Lee; Pofahl and Sorenson
ABSENT: Director Dalessio
- 3) **Identification of Closed Session Items** – President Sorenson identified the Closed Session Items and welcomed public comment.

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)
- 4) **Public Comment on Closed Session Item** – None
- 5) **Adjourn to Closed Session** – Closed Session began at 6:05 and ended at 6:28 p.m.
- 6) **6:30 p.m. Regular Meeting** – The Regular Meeting resumed at 6:32 p.m.
- 7) **Report on Return from Closed Session** – President Sorenson announced that no reportable action was taken in Closed Session.
- 8) **Approval of Agenda** – Upon motion by Director Pofahl, seconded by Director Lee, the agenda was unanimously approved.
- 9) **Public Comments** – Thomas Barkley spoke to the Board about the Western Snowy Plover and announced that he and Emma Richardson continue to do research at Marina Dunes.

Emma Richardson gave a handout to the Board and reviewed data from additional surveys she and Mr. Barkley conducted about the impact of dogs on the Snowy Plover.

Kathy Biala read a letter to the Board about dogs and the Snowy Plover and urged Board action to protect the birds.

Ken Chrisman spoke to the Board about the closed session item and questioned whether the District should be taking on additional land when it appears the District does not have the resources to manage existing lands. He also again encouraged the Board to allow more mountain bike access at District parks and to install more bike racks at parks.

Darius Rike spoke about his recent experience riding his bike in District parks and encouraged the Board to allow park visitors to ride their bikes to the Visitor Center at Garland Ranch Regional Park and increase access for all types of park users.

Presentation – Curt Below of Fairbank, Maslin, Maullin, Metz & Associates, with the assistance of Jared Boigon of TBWB Strategies, reviewed results of the second public opinion poll, administered in April. Poll results continued to show an overall positive opinion of the District as well as encouraging data as it relates to the potential community facilities district measure. Mr. Boigon recommended that the Board continue with the course of action to place the CFD measure on the November 2016 ballot.

10) Consent Items – Upon motion by Director Lee, seconded by Director Anderson, all Consent Items were unanimously approved.

- A. Approval of April 4, 2016 Minutes (*S. Parker*)
- B. Approval of April 16, 2016 Minutes (*S. Parker*)
- C. Approval of Summary of Payments (*K. McCullough*)
- D. Quarterly Investment Report (*K. McCullough*)
- E. Approval of Resolution #2016-04, a Resolution of Intention to Levy Assessments for Fiscal Year 2016-17, Preliminarily Approving the Engineer's Report and Providing Notice of Hearing of the Monterey Peninsula Regional Park District's Parks, Open Space and Coastal Preservation Assessment District and Approval of Resolution #2016-05, a Resolution Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments and Property-Related Fees and Charges for the Monterey County Auditor (*R. Payan*)
- F. Receipt of Assessment District Citizens Oversight Committee Annual Report (*S. Parker*)
- G. Approval of Whitson Engineers Contract Amendment for Palo Corona Regional Park Parking Project Construction Management Services (*T. Jensen*)
- H. Reject all Bids for Pickup Truck Acquisitions and Authorize Staff to Pursue Purchase on the Open Market (*C. Camarillo*)

11) Discussion/Action Items – All Items were unanimously approved as noted below.

- A. Approval of Resolution #2016-06, a Resolution to Adopt Local Goals and Policies for the Formation of a Community Facilities District – LeeAnn McCabe of SCI Consulting Group answered Board questions about the resolution and explained next steps in the CFD process.

- After discussion and upon motion by Director Lee, seconded by Director Pofahl, Item 11A was unanimously approved.

B. Approval of Resolution #2016-07, a Resolution of Intention to Establish a Community Facilities District – LeeAnn McCabe of SCI Consulting Group also answered Board questions about this resolution and explained next steps in the CFD process.

- After discussion and upon motion by Director Pofahl, seconded by Director Lee, Item 11B was unanimously approved.

C. Consideration of Special District Candidates for Election as Local Agency Formation Commission (LAFCO) of Monterey County Alternate Member – The Board considered the two candidates for the LAFCO alternate member position.

- After discussion and upon motion by Director Lee, seconded by Director Pofahl, the Board unanimously approved casting the District’s ballot for Grant Leonard.

12) Public Hearing – Review of the MPRPD Proposed Fiscal Year 2016-17 Budget and Approval of Resolution #2016-08, Adopting the Budget for Fiscal Year 2016-17 – Shuran Parker, Administrative Services Manager reviewed highlights of the draft budget for Fiscal Year 2016-17 and answered Board questions.

President Sorenson opened the public hearing for comments and there being none, closed the public hearing.

Director Lee encouraged staff to focus more on capital expenditures and projects in the Fiscal Year 2017-18 budget.

After Board discussion, Director Anderson moved approval of Resolution #2016-08, seconded by Director Pofahl and the motion was unanimously approved, thereby adopting 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*)

B. Environmental Education/Community Outreach

- 1) Let's Go Outdoors! Spring/Summer 2016 Release (*J. Nelson*)
- 2) Community Events Fiscal Year 2016-17 (*J. Nelson*)

C. Operations and Maintenance

- 1) Operations and Maintenance Division Update (*C. Camarillo*)

D. Planning and Conservation

- 1) Palo Corona Regional Park Parking Project Summary (*T. Jensen*)
- 2) Cachagua Community Park Water System Summary (*T. Jensen*)
- 3) Marina Dunes Preserve Snowy Plover Conservation Update (*T. Jensen*)

14) Adjournment – The meeting was adjourned at 8:38 p.m.

Shuran Parker, Recording Secretary

Monterey Peninsula Regional Park District
Check Detail Report

May 2016

AGENDA ITEM NO. 10-B

Date	Num	Name	Memo	Amount
May 16				
05/06/2016		CalPers	Health Insurance	-26,651.70
05/16/2016		Gary Tate	Health Insurance	-366.40
05/10/2016		Anderson, Shane	April Board Compensation	-92.35
05/10/2016		Lee, Kathleen	April Board Compensation	-184.70
05/10/2016		Pofahl, Katherine A	April Board Compensation	-92.35
05/10/2016		Sorenson, Kelly J.	April Board Compensation	-184.70
05/10/2016		Cabrera-Larente, Elena M.	April Payroll	-1,210.19
05/10/2016		Camarillo, Frederick C.	April Payroll	-5,591.22
05/10/2016		de Paolo, Nicholas	April Payroll	-3,490.84
05/10/2016		Jensen, Timothy F.	April Payroll	-7,929.60
05/10/2016		McCullough, Kelly J.	April Payroll	-5,345.96
05/10/2016		Narvaez, Joseph P.	April Payroll	-4,127.45
05/10/2016		Nelson, Jacqueline D.	April Payroll	-5,236.53
05/10/2016		Niewenhuis, Jeffrey P	April Payroll	-3,586.80
05/10/2016		Palaniuk, John C.	April Payroll	-3,054.32
05/10/2016		Parker, Shuran J.	April Payroll	-6,420.98
05/10/2016		Payan, Rafael	April Payroll	-8,584.27
05/10/2016		Sanderson, Jacob D.	April Payroll	-4,211.43
05/10/2016		Trabucco, Raymond T.	April Payroll	-4,561.82
05/10/2016		Warcken, Deborah L.	April Payroll 1st-15th	-834.46
05/10/2016		Warcken, Deborah L.	April Payroll 16th-30th	-700.05
05/10/2016		Wyatt, Deborah J.	April Payroll	-4,423.44
05/10/2016		MPRPD Benefits Plan	Unreimbursed Medical	-767.34
05/10/2016		State Street Bank	Deferred Compensation	-6,726.98
05/13/2016		United States Treasury {2}	Federal Withholding	-19,135.06
05/13/2016		EDD	State Withholding	-5,335.58
05/13/2016		Public Employees' Retirement System	Retirement Contribution	-19,726.35
05/20/2016		CalPers	GASB 68 Census Data Reports	-1,300.00
05/27/2016		ADP, Inc.	Monthly Timekeeping Program	-57.50
05/01/2016	14822	El Monte Partners, LP	Monthly Admin Lease - May 2016	-5,987.62
05/10/2016	14823	Aflac	Supplemental Insurance	-789.51
05/10/2016	14824	Allianz Funds	Deferred Compensation	-369.84
05/10/2016	14825	Delta Dental	Dental Insurance	-1,456.46
05/10/2016	14826	Franchise Tax Board	Withholding Order 554940702	-115.00
05/10/2016	14827	Mutual of Omaha	Life/Acc/LTD/STD Insurance	-979.60
05/10/2016	14828	Vision Service Plan - (CA)	Vision Insurance	-398.48
05/10/2016	14829	Alhambra 33113556151585	Admin Bottled Water	-31.17
05/10/2016	14830	American Supply Company	Janitorial Supplies	-1,799.11
05/10/2016	14831	Anderson Pacific Engineering Construction	PCRP Parking Lot Improvements	-31,920.18
05/10/2016	14832	Archipelago Web	Computer Maintenance	-125.00
05/10/2016	14833	AT&T	Utilities	-273.07
05/10/2016	14834	Carmel Marina Corporation	Garland Dumpster	-326.52
05/10/2016	14835	Globalstar USA	Satellite Phone	-106.65
05/10/2016	14836	Gubernick, David J.	Professional Services	-225.00

Monterey Peninsula Regional Park District Check Detail Report May 2016

05/10/2016	14837	Konica Minolta Premier Finance	Copier Lease	-184.72
05/10/2016	14838	Monterey County Weekly	Legal Notice	-357.00
05/10/2016	14839	Office of the County Counsel - Monterey	Legal Services - March 2016	-2,433.05
05/10/2016	14840	Peninsula Welding & Medical Supply	Tank Rental	-9.00
05/10/2016	14841	Rayne Technology Solutions, Inc.	Computer Maintenance	-3,337.57
05/10/2016	14842	Staples Credit Plan	Supplies	-175.01
05/10/2016	14843	Target Pest Control	Garland Pest Control	-50.00
05/10/2016	14844	Victory Toyota	Vehicle Maintenance	-548.07
05/10/2016	14845	Voyager Fleet Systems, Inc.	Fuel	-1,300.43
05/10/2016	14846	Alliant Insurance Services	Crime Insurance	-725.00
05/10/2016	14847	U.S. Bank (CalCard)	Cal Card Charges	-6,992.46
05/10/2016	14848	Department of Justice	Fingerprinting	-32.00
05/11/2016	14849	US Postal Service	LGO Mailing Postage	-10,159.00
05/17/2016	14850	California American Water	Utilities	-467.38
05/17/2016	14851	Calle King Construction	PCRP Improvements	-4,500.00
05/17/2016	14852	Certifix Live Scan	Fingerprinting	-25.00
05/17/2016	14853	Dougherty Pump & Drilling, Inc.	Water Quality Testing & Chlorination	-1,330.84
05/17/2016	14854	First Alarm	Fire Alarm Monitoring	-148.32
05/17/2016	14855	Hopper, Tracy	Professional Services	-2,125.00
05/17/2016	14856	Labor Ready Southwest, Inc	Contract Services	-492.48
05/17/2016	14857	Lozano Smith, LLP	Legal Services	-4,415.00
05/17/2016	14858	Nancy Isakson Consultant	Professional Services	-1,196.25
05/17/2016	14859	PARS	Monthly Admin Fee	-885.04
05/17/2016	14860	Tri-County Fire Protection, Inc.	Fire Extinguisher Service	-48.00
05/17/2016	14861	Comcast	Utilities	-848.74
05/17/2016	14862	Wage Works	Monthly Admin Fee	-125.00
05/20/2016	14863	TBWB Strategies	Professional Services	-18,405.00
05/25/2016	14864	Casey Printing	LGO Spring/Summer 2016 Printing	-10,806.57
05/25/2016	14865	Custom Cellular	Satellite Phones	-120.00
05/25/2016	14866	Hemingway, Valentine	LGO Instructor	-100.00
05/25/2016	14867	Jarvis, Fay, Doport & Gibson, LLP	Legal Services	-2,875.00
05/25/2016	14868	Office of the County Counsel - Monterey	Legal Services - April 2016	-5,005.69
05/10/2016	14869	Peninsula Welding & Medical Supply	VOID: Tank Rental	0.00
05/25/2016	14870	PG&E	Utilities	-566.01
05/25/2016	14871	Star Sanitation Services	Porta Toilet Cleaning	-72.50
05/25/2016	14872	University Corporation at Monterey Bay	Resource Management - Marina Dunes	-4,576.82
05/25/2016	14873	Vanderbilt Certified Public Accountants	Professional Services	-135.00
05/25/2016	14874	Verizon Wireless	Utilities	-1,163.66
05/25/2016	14875	Born, Larry	Seasonal Contract Staff	-312.58
05/31/2016	14876	Design Workshop, Inc	Professional Services	-10,470.94
05/31/2016	14877	Turf Image, Inc.	Geodatabase Hosting & Mapping	-2,600.00
May 16				<u>-294,953.71</u>

MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING

DATE: June 6, 2016
TO: Board of Directors
FROM: Tim Jensen, Planning and Conservation Manager
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Approval of Resolution #2016-09, Authorizing a State Habitat Conservation Fund Application

RECOMMENDED ACTION

Staff recommends the Board move to approve Resolution #2016-09 (**ATTACHMENT 1**) in substantially the form submitted and authorize staff to execute all necessary grant application documents to secure the grant funds.

FISCAL IMPACT:

\$1,500,000.00 - revenue to be credited to FY2016-17 Budget Line Item 6550

FUNDING SOURCE:

State Proposition 117, California Wildlife Protection Act of 1990, Habitat Conservation Fund

FUNDING BALANCE:

\$0.00 - FY2015-16 Budget Line Item 6550

DISCUSSION

In December 2014 the district purchased the 851-acre former Aguajito Property from Pebble Beach Company. This \$7.5 million dollar purchase is being financed with State Proposition 117, California Wildlife Protection Act of 1990, Habitat Conservation Fund ("HCF") grant funds over six years.

Fulfilment of the purchase and sale agreement deed of trust payment schedule requires a \$1.5 million dollar payment in December 2016. To secure these funds from the HCF, staff must submit an application and authorizing resolution.

ATTACHMENT:

1. Resolution 2016-09

**MONTEREY PENINSULA REGIONAL PARK DISTRICT
RESOLUTION #2016-09
June 6, 2016**

**A RESOLUTION OF THE MONTEREY PENINSULA REGIONAL PARK DISTRICT
APPROVING THE APPLICATION FOR GRANT FUNDS FROM THE LOCAL AGENCY
GRANT PROGRAM, FY 2016-17, UNDER THE HABITAT CONSERVATION FUND
PROGRAM OF THE CALIFORNIA WILDLIFE PROTECTION ACT OF 1990 FOR THE
ACQUISITION OF AGUAJITO PROPERTY**

WHEREAS, the people of the State of California ("STATE") have enacted the California Wildlife Protection Act of 1990 that provides funds to the STATE for grants to local agencies to acquire/develop lands for public recreation and fish and wildlife habitat protection purposes; and

WHEREAS, the STATE through its Department of Parks and Recreation ("DEPARTMENT"), has been delegated the responsibility for the administration of the grant program, setting up necessary procedures for applications by local agencies; and

WHEREAS, said procedures established by the DEPARTMENT require the Monterey Peninsula Regional Park District ("DISTRICT") to certify by resolution the approval of the application before its submission to the DEPARTMENT; and

WHEREAS, said application contains assurances that the DISTRICT must comply with; and

WHEREAS, the DISTRICT has entered into a contract with the State for acquisition of the Aguajito Property in the northern Santa Lucia Mountains ("PROJECT");

NOW, THEREFORE BE IT RESOLVED that the DISTRICT Board of Directors hereby:

1. Approves the filing of a Habitat Conservation Fund Grant Program application Under the California Wildlife Protection Act of 1990 for local PROJECT grant assistance; and
2. Certifies that it understands the assurances and certification in the application form; and
3. Certifies that it has the required funding match and sufficient funds to operate and maintain the PROJECT; and
4. Appoints its Planning and Conservation Manager as agent to conduct all business and documentation necessary to complete the PROJECT.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Monterey Peninsula Regional Park District at Del Rey Oaks, California, this 6th day of June, 2016, by the following vote:

AYES: Directors

NOES: Directors

Kelly Sorenson, President
Board of Directors

Shane Anderson, Secretary/Treasurer
Board of Directors

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

DATE: June 6, 2016
TO: Board of Directors
FROM: Rafael Payan, General Manager
SUBJECT: Approval of Resolution #2016-10, Authorizing an Application for Grant Funds for the Environmental Enhancement and Mitigation Program

RECOMMENDED ACTION

Staff recommends the Board move to approve Resolution #2016-10 (**ATTACHMENT 1**) in substantially the form submitted and authorize staff to execute all necessary grant application documents to secure the grant funds.

FISCAL IMPACT

The proposed grant will bring \$500,000.00 of revenue in Fiscal Year 2016-17.

FUNDING SOURCE:

The proposed grant will be funded by the California Natural Resources Agency's Environmental Enhancement and Mitigation Program.

FUNDING BALANCE:

\$500,000.00 is being requested.

DISCUSSION

The Trust for Public Land (TPL) is in the process of completing its acquisition of a substantial portion of the Rancho Canada Golf Course. At this time, TPL is purchasing the property referred to as Subject Parcel A (**ATTACHMENT 2**). The estimated cost for this parcel's purchase is \$7.25 million. TPL intends to transfer the majority of this property to MPRPD in the near future. One or more lots, totaling 10 to 30 acres out of the total 140-acre property may however, be sold to generate capital for the acquisition.

The grant application will facilitate TPL's acquisition of this property and its subsequent transfer to MPRPD. To secure funds from this proposed funding source, staff must submit an application and authorizing resolution.

ATTACHMENT:

1. Resolution 2016-10
2. Rancho Canada Concept Plan

APPENDIX C – RESOLUTION

**MONTEREY PENINSULA REGIONAL PARK DISTRICT
RESOLUTION #2016-10
June 6, 2016**

**A RESOLUTION OF THE MONTEREY PENINSULA REGIONAL PARK DISTRICT
APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE ENVIRONMENTAL
ENHANCEMENT AND MITIGATION PROGRAM**

WHEREAS, the Legislature and Governor of the State of California have enacted Section 164.56 of the California Streets And Highways Code, which is intended to provide grant funds to local, state and federal agencies and nonprofit entities for projects to enhance and mitigate the environmental impacts of modified or new public transportation facilities; and

WHEREAS, the California Natural Resources Agency has been delegated the responsibility for the administration of this grant program, establishing necessary procedures and criteria, and is required to submit to the California Transportation Commission a list of recommended projects from which the grant recipients will be selected; and

WHEREAS, said procedures established by the California Natural Resources Agency require a resolution certifying the approval of an application by the Applicants governing board before submission of said application to the State; and

WHEREAS, the Applicant, if selected, will enter into an agreement with the State of California to carry out the Project

NOW, THEREFORE, BE IT RESOLVED that the Monterey Peninsula Regional Park District

1. Approves the filing of an application for the Carmel River Floodplain and Flow Enhancement Project; and
2. Certifies that Applicant understands the requirements in the Program Guidelines;
3. Certifies that Applicant or title holder will have sufficient funds to operate and maintain the project consistent with the land tenure requirements; or will secure the resources to do so; and
4. Certifies that Applicant will record a document against the real property that defines the State's interest in the property whether the Grantee owns the property or not; and
5. Certifies that Applicant will comply with the provisions of Section 1771.5 of the State Labor Code regarding payment of prevailing wages on Projects awarded EEM Program Funds; and

6. If applicable, certifies that the project will comply with any laws and regulations including, but not limited to, legal requirements for building codes, health and safety codes, disabled access laws, environmental laws and, that prior to commencement of construction, all applicable licenses and permits will have been obtained; and
7. Certifies that Applicant will work towards the Governor's State Planning Priorities intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety as included in Government Code Section 65041.1; and
8. Appoints the General Manager, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests etc., which may be necessary for the completion of the aforementioned project.

APPROVED AND ADOPTED the 6th day of June 2016. I, the undersigned, hereby certify that the foregoing Resolution Number 2016-10 was duly adopted by the Monterey Peninsula Regional Park District by the following roll call vote:

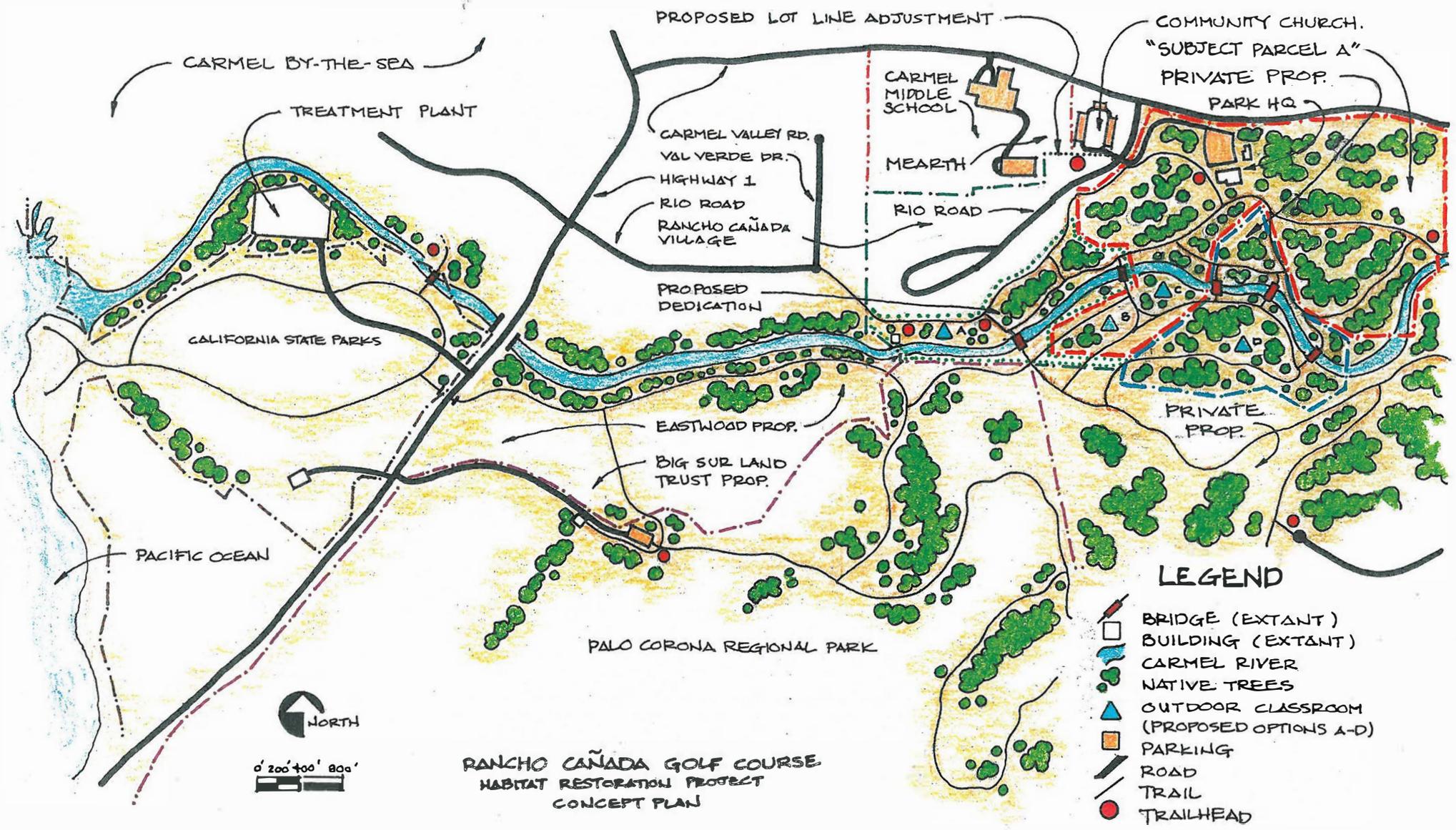
AYES:

NOES:

ABSENT:

Kelly Sorenson, President
Board of Directors

Shane Anderson, Secretary/Treasurer
Board of Directors



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

DATE: June 6, 2016
TO: Board of Directors
FROM: Shuran Parker, Administrative Services Manager
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Approval of Resolution #2016-11, Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election

RECOMMENDED ACTION:

That the Board approve Resolution #2016-11 (**ATTACHMENT 1**) and required Service Agreement (**ATTACHMENT 2**).

FISCAL IMPACT:

The District has allocated \$500,000 in the Fiscal Year (FY) 2016-17 Budget for potential elections for Board seats in Wards 1 and 2 and the proposed Community Facilities District. Estimated costs for Board seat elections could be between \$131,148 and \$174,864 per the Monterey County Elections office, if elections are held in both wards. As discussed at the May Board meeting, staff allocated the budgeted amount prior to receiving an estimate from the County, the budgeted amount may need to be adjusted.

FUNDING SOURCE:

Funding for potential elections comes from Elections, account number 6147.

FUNDING BALANCE:

\$500,000 budgeted in FY 2016-17 will be available July 1.

DISCUSSION:

Attached is Statement of Election Facts (**ATTACHMENT 3**), which will be completed and forwarded to the Election Department along with the resolution and service agreement. As noted, it has been District practice to have the candidates pay for their own ballot statement and to allow for up to 200 words on the statement. The Election Calendar (**ATTACHMENT 4**) is also enclosed for your information. July 18th is the earliest date candidates are allowed to pick up papers for circulation and they must be returned to the Election Department no later than August 12th.

ATTACHMENTS:

1. Resolution #2016-11
2. Service Agreement
3. Statement of Election Facts
4. Election Calendar

MONTEREY PENINSULA REGIONAL PARK DISTRICT
RESOLUTION #2016-11
June 6, 2016

A RESOLUTION ORDERING AN ELECTION, REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION, AND REQUESTING CONSOLIDATION OF THE ELECTION

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election; and

WHEREAS, the resolution of the governing body of the city or district shall specify the services requested; and

WHEREAS, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and

WHEREAS, pursuant to Elections Code Section 13307, whenever an election called by a district, city or other political subdivision has offices to be filled, it is required to fix and determine the number of words that a candidate may submit on the candidate's statement to be either 200 or 400 words and to determine if the candidate and/or the political subdivision will pay the cost of the statement; and

WHEREAS, Elections Code Section 15651 requires the city or district to determine the means and manner in which a tie vote is to be resolved in the event that two or more persons receive an equal number of votes and the highest number of votes (“tie votes”) for an office to be voted upon; and

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

WHEREAS, various district, county, state and other political subdivision elections may be or have been called to be held on November 8, 2016;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT THE governing body of the Monterey Peninsula Regional Park District hereby orders an election be called and consolidated with any and all elections also called to be held on November 8, 2016 insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the Monterey Peninsula Regional Park District, requests the Board of Supervisors of the County of Monterey to order such consolidation under Elections Code Section 10401 and 10403.

BE IT FURTHER RESOLVED AND ORDERED that said governing body hereby requests the Board of Supervisors to permit the Monterey County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services, and

BE IT FURTHER RESOLVED AND ORDERED that the Monterey County Elections Department conduct the election for the purpose of electing two (2) Members to this Governing Board on the November 8, 2016 ballot:

Seats Open	Office	Term Expires
Ward 1 (Marina, northern Ft. Ord)	Director	12/31/2016
Ward 2 (Seaside, northern Sand City, southern Ft. Ord)	Director	12/31/2016

BE IT FUTHER RESOLVED AND ORDERED that pursuant to Elections Code Section 13307 the Monterey Peninsula Regional Park District has resolved that all costs of the Candidate’s statement be paid by the Candidate and that no candidate may submit a statement of over 200 words.

BE IT FURTHER RESOLVED AND ORDERED that pursuant to Elections Code Section 15651 a tie vote shall be resolved by lot under applicable law.

PASSED AND ADOPTED by the Monterey Peninsula Regional Park District on this 6th day of June, 2016 by the following vote:

AYES: Directors
NOES: Directors
ABSTENTIONS: Directors
ABSENT: Directors

Attested:

Kelly Sorenson
Board President

Shane Anderson
Secretary/Treasurer

SERVICE AGREEMENT FOR THE PROVISION OF ELECTION
SERVICES BETWEEN _____ AND
District

MONTEREY COUNTY REGISTRAR OF VOTERS

ELECTION DATE – NOVEMBER 8, 2016

This Agreement, entered into this ____ day of _____ 2016, by and between
_____ and Monterey County Registrar of Voters (hereinafter referred to as
District
Registrar of Voters);

WHEREAS, it is necessary and desirable that the Registrar of Voters be retained for the purpose
of conducting an election hereinafter described for the _____
District
(hereinafter referred to as the District);

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

SERVICES TO BE PERFORMED BY THE DISTRICT:

- 1) No later than the 88th day prior to the election the District shall submit a board approved resolution which requests the Registrar of Voters for Monterey County to conduct an election for the District on _____, and requesting election related services of the Registrar of Voters.
- 2) The District shall submit to the Registrar of Voters in writing the exact number of offices to be voted on and/or the exact ballot wording to be voted by no later than the 88th day prior to the election, or by the 83rd day prior to the election if Elections Code §§ 10225, 10229, and 10407 are applicable.
- 3) The District shall prepare and deliver to the Registrar of Voters the Voter Guide information containing, as applicable, the ballot measure and tax rate statements. The last day for the submission of primary arguments (300 words) shall be no later than _____. The last day for the submission of rebuttal arguments (250 words) and impartial analysis is _____.

- 4) The District shall be responsible for reviewing and approving the language of the sample ballot and official ballot wording for candidates and measures.

SERVICES TO BE PERFORMED BY REGISTRAR OF VOTERS:

- 1) The Registrar of Voters shall publish the Notice of Election and the Notice to File Declarations of Candidacy for the District offices to be voted on, and/or the Notice to File Arguments for or against any measure.
- 2) The Registrar of Voters shall select and contract with the sample and official ballot printer(s) on behalf of the District.
- 3) The Registrar of Voters shall prepare and deliver to the printer the official ballot information.
- 4) The Registrar of Voters shall issue, receive and process all ballots on behalf of the District matters.
- 5) The Registrar of Voters shall procure all necessary and appropriate polling place locations, hire polling place workers, and conduct the election in accordance with all applicable state, federal and local laws.
- 6) The Registrar of Voters shall prepare a Canvass of Votes Cast and submit a Certificate of Registrar of Voters to the District regarding the District matters.
- 7) The Registrar of Voters shall conduct other various and miscellaneous election activities as required including but not limited to all those required as the District's Election Official other than those described under "Services to be Performed by the District".

TERMS:

This agreement shall be in effect for the performance of all services incident to the preparation and conduct of the election to be held on _____.

In the event the Registrar of Voters is unable to perform services required under this Agreement, as a result of employer/employee relation conditions, vendor conditions or other conditions beyond the control of the Registrar of Voters, the Registrar of Voters will be relieved of all obligations under this Agreement. The Registrar of Voters may terminate this agreement after giving 72 hours written notice and the Registrar of Voters will be relieved of all obligations.

This agreement can be mutually terminated upon a 30 days' advance written notice.

CONSIDERATION:

In consideration of the performance of services and supplies provided by the Registrar of Voters, the District shall pay to the Registrar of Voters a sum equal to the actual cost of such services, expenses, and supplies related to the work performed on behalf of District. In the event that this Agreement is terminated prematurely, the District shall pay to the Registrar a sum equal to the actual cost of such services performed or supplies/expenses incurred as of the effective date of the termination.

The District shall make payment within 30 days of receipt of invoice from Registrar of Voters.

DISTRICT:

Signature: _____ Date: _____

Print Name: _____

Title: _____

COUNTY:

Signature: _____ Date: _____

Print Name: _____

Title: _____

STATEMENT OF ELECTION FACTS

FULL LEGAL NAME OF DISTRICT AS IT SHOULD APPEAR ON ALL ELECTION DOCUMENTS:

MAIL SHOULD BE ADDRESSED TO: _____ TITLE: _____

MAILING ADDRESS: _____ TELEPHONE: _____

FAX: _____ E-MAIL: _____ WEBSITE: _____

MEMBERS OF THE GOVERNING BOARD

NAME	ADDRESS	DISTRICT WARD OR TRUSTEE (If applicable)	DATE ELECTED/AIL*, OR APPOINTED TO FILL A VACANCY	TERM ENDS (Please indicate full/short term)	IF APPOINTED TO FILL A VACANCY, WHO DID THIS MEMBER REPLACE?

*AIL= Appointed-in-lieu of Election

Name and Address of the Presiding Officer: _____
Name Address

Name and Address of the Secretary: _____
Name Address

Check the box which applies to your district:

- The District boundaries have changed since the last election. Enclosed is a new map to reflect those changes.
- There have been no boundary changes since the last election.

The limitation on the number of words in a candidate statement will be: 200 words 400 words

The entity charged for the candidate statement sent to each voter will be the: District Candidate

Signature of Presiding Officer

Date

MONTEREY COUNTY ELECTIONS

November 8, 2016

PRESIDENTIAL GENERAL ELECTION

# DAYS PRIOR	DATE	ACTION TAKEN
140	June 21, 2016	<p>Amended Candidate Intention Statement Last day to file an amended form 501 to accept the expenditure ceiling for the General Election. Candidates running for statewide office or state Senate or state Assembly GC §§85200, 85400, 85401, 85600, 85601</p>
131	June 30, 2016	<p>State Initiative Measure Qualification The last day for an initiative measure to qualify for the ballot. Cal. Const. Article II, §8(c) Also, the last day for the Legislature to adopt a constitutional amendment, bond measure or other legislative measure to appear on the ballot. EC §9040</p>
130	July 1, 2016	<p>Consolidation of School Elections By this date the County Superintendent of Schools shall notify the governing boards of all school districts under his or her jurisdiction that a consolidated election is required to be held. Ed Code 5340, 5342</p>
127 113	July 4, 2016 July 18, 2016	<p>Cities Publish Election Notice Between these dates, any city that is consolidating an election will publish a Notice of Election. EC §§12101, 12111</p>
125	July 6, 2016	<p>Special District Resolution Calling for Election Last date for a district secretary to deliver the Notice of Election to County Elections. County Elections to have mailed packet of sample resolutions, etc. to districts at least two months prior this date. The Notice is to contain elective offices to be filled, who is to pay cost of candidates' statements and word limitation plus current map or description of district boundaries. EC§10509, 10522, 10524</p>
123	July 8, 2016	<p>School Resolution to Superintendent By this date the school district governing boards shall have adopted their resolutions designating the election particulars and have delivered same to the County Superintendent having jurisdiction. Ed Code 5322 Statutory deadline for schools.</p>
120	July 11, 2016	<p>County Superintendent to Call Election Only the County Superintendent may formally call a regular school district election and must do so by this date, delivering the resolution to County Elections regardless of whether or not he has received all resolutions from the schools under his jurisdiction. Ed Code 5324, 5325</p>
120 90	July 11, 2016 August 10, 2016	<p>Notice of Election Between these dates, County Elections shall publish Notice of Election (date of election, offices to be filled, where nomination papers are available, and deadline for filing required forms). Notice of central counting place may be combined. EC §§12109, 12112; GC §6061; Ed.C §5363</p>
114	July 17, 2016	<p>City Vacancy Last day for the remaining Council to call an election to fill a vacancy. Clerk shall immediately publish Notice of Election. EC §§12101-02; GC §36512</p>

# DAYS PRIOR	DATE	ACTION TAKEN
113 88	July 18, 2016 August 12, 2016	Declarations of Candidacy/Nomination Papers Between these dates, eligible candidates for <u>all</u> offices may obtain and file required nomination forms, submit statement and payment. EC §§13, 100, 104, 333, 8020, 8024, 8028, 8040, 8041, 8061, 8067, 10220, 10224-10227, 10407, 10510-10516, 10602, 10705, 13107, 13307-13308, Code of Civil Procedure Section 2015.5, Govt Code 87200-87201
	August 1, 2016	Semi-Annual Campaign Statement Semi-Annual Campaign and Supplemental Independent Expenditure Statements due. GC §§84200.4(a), 84203.5
98	August 2, 2016	Change of Candidate's Ballot Designation Last day that any candidate may request in writing a different designation than used in the Primary. The request should be made to both SOS and ROV for state level candidates. The request shall be accompanied by a Ballot Designation Worksheet. Cal. Code Reg., Title 2 §20711(e); §13107(e)
88	August 12, 2016	Candidate Statement of Qualification - Runoff Election Last day for candidates in a runoff election to submit and pay for a candidate statement of qualifications to appear in the November voter guide. If a runoff election or general election occurs within 88 days of the primary or first election, the statement shall be filed with the elections official by the third day following the governing body's declaration of the results from the primary or first election. All other candidates may file a candidate statement of qualifications upon filing their Declaration of Candidacy. EC §13307(a)(2)
88	August 12, 2016	Candidate Filing Period Closes Last day for candidate whose filing period ends this day to withdraw declaration/nomination papers from the election. EC §§10224, 10510, 10603(b)
88	August 12, 2016	Last day for Local Jurisdiction to File a Measure Last day to file a resolution requesting a measure to appear on the ballot. EC § 10403
87	August 13, 2016	Public Examination Period 10-calendar day examination period begins at 8:00 a.m. for documents filed as of the 88th day prior to the election. Between these dates, any registered voter of the election jurisdiction, or the elections official, may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted. The request shall be filed no later than the end of the 10-calendar day public examination period at 5:00 p.m. Includes resolutions, ordinances, tax rate statements, declarations, and candidate statements. EC §§9190, 9295, 9380, 9509, 13313
77	August 23, 2016	
87 83	August 13, 2016 August 17, 2016	Extended Candidate Filing Period for Declarations of Candidacy/Nomination Papers If an <u>eligible</u> incumbent does not file or fails to qualify by 5:00 p.m. candidates other than the incumbent may obtain and file all required nomination forms. EC §§ 8022, 8024
85	August 15, 2016	Withdrawal of Candidate Statement Last day for a candidate whose filing period ended on the 88th day to withdraw candidate statement. EC §13307(a)(3)

# DAYS PRIOR	DATE	ACTION TAKEN
83	August 17, 2016	<p>Withdrawal of a Ballot Measure Last day for local jurisdiction to amend or withdraw ballot measure. EC §§9604-05</p> <p>Extended candidate filing period closes (non-incumbents only) Last day for candidate who filed during extended period to withdraw declaration/nomination papers from election. EC §§8022, 8024</p>
82	August 18, 2016	<p>Assignment of Letters to Measures Elections official will designate letters for local measures. EC §13116</p>
82	August 18, 2016	<p>Random Alpha Drawing To determine order of names on ballot. EC §§13111, 13112</p> <p>Last day for a candidate whose filing period ended on the 83rd day to withdraw candidate statement. EC §13307(a)(3)</p>
81	August 19, 2016	<p>Primary Arguments Last day to file arguments in favor of or against local ballot measures. EC §§9162-9164, 9281-9283, 9286, 9315-9316, 9501-9502, 9600-9601</p> <p>City Vacancy Last day for city to file certified list of candidates, includes names and ballot designations, with the county elections office. EC §10403</p>
80	August 20, 2016	<p>Public Review Period for Measure Arguments 10-calendar day review period - begins at 8:00 a.m. for primary arguments in favor of or against local ballot measures. Between these dates, any registered voter of the election jurisdiction, or the elections official, may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the 10-calendar day public examination period at 5:00 p.m. EC §§9190, 9295, 9380, 9509</p>
70	August 30, 2016	
71	August 29, 2016	<p>Last Day to File Rebuttal Arguments Last day to file rebuttal arguments in favor of or against local ballot measures. Impartial Analysis regarding local ballot measures due. EC §§9160, 9280, 9313, 9314, 9500, 9163-9164, 9167, 9281-9286, 9316-9317, 9502, 9504, 9600-9601</p>
70	August 30, 2016	<p>Public Review Period for Rebuttal Arguments 10-calendar day review period - begins at 8:00 a.m. for rebuttal arguments in favor of or against local ballot measures. Between these dates, any registered voter of the election jurisdiction, or the elections official, may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the 10-calendar-day public examination period. EC §§ 9190, 9295, 9380, 9509</p>
60	September 9, 2016	
60	September 9, 2016	<p>Registered Overseas Voter Federal Election - Between these dates, a Registered Overseas Voter may apply for a Special Vote by Mail (Absentee) Ballot. EC §§3302, 3304, 3306</p>
7	November 1, 2016	

# DAYS PRIOR	DATE	ACTION TAKEN
57 14	September 12, 2016 October 25, 2016	Statements of Write-in Candidacy Between these dates, any qualified person may obtain and file nomination forms to be a write-in candidate for public office. Filing fee is not required. Not applicable to Voter Nominated Offices and local runoff elections. EC §§8600-8605
40 10	September 29, 2016 October 29, 2016	Counties May Begin to Mail County Voter Guide Mail pamphlets to voters which provides for local issues and polling place notification. EC §§9094(c), 13303-13304
40	September 29, 2016	First Pre-Election Statement Due Last day to file campaign statements for candidates and committees participating in the Election. GC §§84200.4(b), 84203.5 Supplemental Independent Expenditure Reports Candidates or committees making independent expenditures of \$1,000 or more in a calendar year to support or oppose a candidate or measure shall file independent expenditure reports as if it were formed or existing primarily to support or oppose the candidate or measure. GC §84203.5
29 7	October 10, 2016 November 1, 2016	Vote by Mail Ballots Between these dates, any registered voter may obtain a Vote by Mail Ballot. EC §3001
16 1	October 23, 2016 November 7, 2016	Late Contribution/Independent Expenditure Report During this time late contribution/independent expenditure reports must be filed by FAX, online, guaranteed overnight mail or delivered in person. GC §§84203, 84204 24-Hour Statement of Organization Filing Requirement – Recipient Committees & Slate Mailer Organizations. During the 16 days immediately preceding an election, any person or entity that qualifies as a recipient committee or slate mailer organization must file a Form 410 within 24 hours by fax, online, guaranteed overnight mail, or by personal delivery. GC §§84101, 84108
15	October 24, 2016	Voter Registration Closes EC §§ 2102, 2107
14 0	October 25, 2016 November 8, 2016	New Citizens Registration Period A new citizen registering to vote after the close of registration shall provide the county elections official with proof of citizenship prior to voting, and shall declare they have established residency in California. New citizens vote a regular ballot. EC §§331, 3500, 3501
12	October 27, 2016	Second Pre-Election Statement Due Last day to file campaign statements for candidates and committees participating in the Election. GC §§84200.4(b), 84203.5 Supplemental Independent Expenditure Reports Candidates or committees making independent expenditures of \$1,000 or more in a calendar year to support or oppose a candidate or measure shall file independent expenditure reports as if it were formed or existing primarily to support or oppose the candidate or measure. GC §84203.5

# DAYS PRIOR	DATE	ACTION TAKEN
12	October 27, 2016	Second Pre-Election Statement Due Last day to file campaign statements for candidates and committees participating in the Election. GC §§ 84200, 84203.5
10	October 29, 2016	Last Day for County Elections to Mail Voter Guides EC §9094(c)
7	November 1, 2016	Notice of Polling Places Last day for County to publish polling a list of polling places and poll workers on their web site. EC §§12105, 12106
0	November 8, 2016	Election Day EC §§1000, 1001, 1100, 1200, 14212 Polls open at 7 a.m. and close at 8 p.m.
3	November 11, 2016	Last day for county elections office to receive Vote by Mail Ballots in the mail that are postmarked with the election date. Ballots must be turned in to the county where the voter is registered. EC §§3017, 3020, 3311
8	November 16, 2016	Last day to correct missing signature on vote by mail envelopes
0	November 8, 2016	Official Canvass The official 30 day canvass of precinct returns is to be completed during this time.
30	December 8, 2016	EC §§15300 - 15304, 15320, 15340 - 15342, 15350, 15360
	December 6, 2016	Last day for County to certify election results EC §15372

Footnotes

EC: California Elections Code Book

GC: California Government Code Book

EdC.: California Education Code Book

* the deadline falls on a weekend or holiday and has been moved to the next business day.

All above California Code Books may be referenced online at: www.leginfo.ca.gov/calaw.html

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

DATE: June 6, 2016
TO: Board of Directors
FROM: Tim Jensen, Planning and Conservation Manager
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Approval of Term Extension for Design Workshop Contract for Palo Corona Regional Park General Development Plan Services

RECOMMENDED ACTION

Staff recommends the Board move to approve the contract amendment with Design Workshop in substantially the form and content submitted and authorize staff to execute.

FISCAL IMPACT

None

FUNDING SOURCE:

6949

FUNDING BALANCE:

\$179,176

DISCUSSION

Design Workshop is the Palo Corona Regional Park General Development Plan consulting firm of record. The District's current contract with Design Workshop did not anticipate delays related to current closed session discussions and potential changes to the scope of work. The previously expected schedule and contract term are no longer realistic.

ATTACHMENT

1. Amendment 1



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

Contract for Services – Amendment 1

The Agreement originally made and effective as of December 7, 2015 between the Monterey Peninsula Regional Park DISTRICT, a special DISTRICT sub-division of the State of California, herein referred to as "DISTRICT", and Design Workshop, herein referred to as "CONSULTANT", is hereby amended and agreed to by both CONSULTANT and DISTRICT as follows:

1. TERM

This Agreement shall commence on 12/10/15 and shall remain and continue in effect until the tasks described herein are completed, but in no event later than June 30, 2017, unless terminated sooner pursuant to the provisions of this Agreement.

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

CONSULTANT

By: _____
Kelly Sorenson Date
President

By: _____
Steve Noll Date
Principal

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

DATE: June 6, 2016
TO: Board of Directors
FROM: Tim Jensen, Planning and Conservation Manager
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Approval of Renewal of Turf Image Geospatial Contract for Geographical Information System Services

RECOMMENDED ACTION

Staff recommends the Board move to approve the contract renewal with Turf Image Geospatial in substantially the form and content submitted and authorize staff to execute.

FISCAL IMPACT

\$30,000 to approved FY2016-17 Budget

FUNDING SOURCE:

6549

FUNDING BALANCE:

\$65,000 in approved FY2016-17 Budget

DISCUSSION

Turf Image Geospatial is the District's Geographical Information System Services consulting firm of record. Turf Image Geospatial is working closely with Design Workshop on the Palo Corona Regional Park General Development Plan and off-setting the more expensive in-house costs for this service originally proposed by Design Workshop.

Staff has consistently advertised requests for bids for this service and the Board has consistently approved contracts with Turf Image Geospatial based on staff recommendation that has consistently identified Turf Image Geospatial as the lowest bidder and, more importantly, the only firm that gives staff direct access to its Geographical Information System server. This latter benefit allows staff to work on and create basic maps and thus save the District the expense.

The District's current contract with Turf Image Geospatial has a renewal clause based on satisfactory performance and agreement by both parties.

Turf Image Geospatial has performed better than satisfactory and is agreeable to the renewal. Funding for this service is included in the recently approved FY2016-17 budget.

ATTACHMENT

1. Amendment 1



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

Contract for Services – Renewal

The Agreement originally made and effective as of August 7, 2015 by and between the Monterey Peninsula Regional Park DISTRICT, a special DISTRICT subdivision of the State of California, herein referred to as “DISTRICT”, and Turf Image Geospatial, herein referred to as “CONSULTANT”, is hereby renewed in its entirety and agreed to by both CONSULTANT and DISTRICT as provided therein:

1. TERM

This AGREEMENT shall commence on August 7, 2015, 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 June 30, 2016, unless terminated sooner pursuant to the provisions of this AGREEMENT. The terms and conditions of this AGREEMENT may be renewed in its entirety to June 30, 2017 by the District provided consultant has performed satisfactorily, consents to the extension of term, and there is sufficient funding in the budget.

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

CONSULTANT

By: _____
Kelly Sorenson Date
President

By: _____
John Schweisinger Date
Principal

MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING

DATE: June 6, 2016
TO: Board of Directors
FROM: Tim Jensen, Planning and Conservation Manager
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Approval of Term Extension for Whitson Engineers Contract
for Palo Corona Regional Park Parking Lot Services

RECOMMENDED ACTION

Staff recommends the Board move to approve the contract renewal with Whitson Engineers in substantially the form and content submitted and authorize staff to execute.

FISCAL IMPACT

None

FUNDING SOURCE:

6966

FUNDING BALANCE:

\$49,659

DISCUSSION

Whitson Engineers is the District's Engineering Services consulting firm of record. Whitson Engineers is the designated Storm Water Pollution Prevention Plan ("SWPPP") administrator for the Palo Corona Regional Park Parking Lot project and works closely with staff on technical issues related to construction.

Though the contractor has completed its work and has been paid and has vacated the site, the County has yet to issue its final sign-off to close-out the permit. Staff is still waiting for the soils engineer's final report and the state Water Resources Control Board closure of the SWPPP. Staff is also negotiating with the County on the requirement that the hydro-seed "green-up" before sign-off. The contractor applied the hydro-seed after the last major precipitation event and, with rains likely finished for the season, the likelihood of the hydro-seeding germinating now is remote.

The District's current contract with Whitson Engineers has a term of June 30, 2016. Staff believes it prudent to extend the term until County sign-off has been issued and the State SWPPP has been closed. This may require a site visit by Whitson Engineers for the final inspection. This work is within the existing scope and will not require a further amendment for additional funds.

ATTACHMENT

1. Amendment 1



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

Contract for Services – Amendment 8

The Agreement originally made and effective as of August 10, 2012 between the Monterey Peninsula Regional Park DISTRICT, a special DISTRICT sub-division of the State of California, herein referred to as "DISTRICT", and Whitson Engineers, herein referred to as "CONSULTANT", is hereby amended and agreed to by both CONSULTANT and DISTRICT as follows:

1. TERM

This Agreement shall commence on August 10, 2012 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 June 30, 2017 unless terminated sooner pursuant to the provisions of this Agreement.

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

CONSULTANT

By: _____
Kelly Sorenson Date
President

By: _____
Rich Weber Date
Principal

MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING

DATE: June 6, 2016
TO: Board of Directors
FROM: Tim Jensen, Planning and Conservation Manager
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Approval of Term Extension for Nancy Isakson Contract for Cachagua Community Park Water System Services

RECOMMENDED ACTION

Staff recommends the Board move to approve the contract renewal with Nancy Isakson in substantially the form and content submitted and authorize staff to execute.

FISCAL IMPACT

None

FUNDING SOURCE:

6975

FUNDING BALANCE:

\$5,000

DISCUSSION

Nancy Isakson is the District's Water Systems Permitting Services consultant of record. Nancy Isakson has been and is working closely with staff on the proposed and submitted water system design permit application and "*Boil Water Notice*" response.

Staff has not received a reply from the County Environmental Health Department on the plans/permit submission or the notice response.

The District's current contract with Nancy Isakson has a term of June 30, 2016. Staff believes it prudent to extend the term until County approvals for the water system permit and notice response have been issued.

ATTACHMENT

1. Amendment 3



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

Contract for Services – Amendment 3

The Agreement originally made and effective as of August 5, 2014 between the Monterey Peninsula Regional Park DISTRICT, herein referred to as “DISTRICT”, and N. Isakson, herein referred to as “CONTRACTOR”, is hereby amended and agreed to by both CONTRACTOR and DISTRICT as follows:

1. TERM

This Agreement shall commence on August 5, 2014 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 June 30, 2017, unless terminated sooner pursuant to the provisions of this Agreement.

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

CONSULTANT

By: _____
Kelly Sorenson Date
President

By: _____
Nancy Isakson Date

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

DATE: June 6, 2016
TO: Board of Directors
FROM: Kelly McCullough, Finance Manager
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Approval of Legal Services Agreement with the County Counsel's Office of Monterey County, CA

RECOMMENDED ACTION

Staff respectfully recommends approval of an additional one year Agreement for Professional Services (**ATTACHMENT 1**) authorizing an Agreement for Legal Services to be provided by the County Counsel's Office of Monterey County, CA to the Monterey Peninsula Regional Park District in substantially the form submitted, and authorizing staff to execute all necessary documents to execute the agreement.

FISCAL IMPACT:

Staff anticipates a status quo in cost compared to the current FY2015-16 budget, but will monitor closely to minimize fiscal impact. Increased costs should they be realized, shall be absorbed within the respective Board approved FY2016-17 budget. Average monthly costs through the month of March for FY2015-16 have been \$2,709.

FUNDING SOURCE:

6149 – Professional Services

FUNDING BALANCE:

This item is to approve a Professional Services Agreement for the next fiscal budget year. Budget line item 6149 has been approved for \$193,700.

DISCUSSION:

The District has been utilizing the services of County Counsel since March 2014.

In June 2015 the Board approved a Professional Services Agreement with County Counsel for the Office of the County Counsel, County of Monterey (County). The term of this agreement expires June 30, 2016 (**ATTACHMENT 1**).

A provision within the terms of the agreement allows for additional one-year terms upon written mutual agreement. Included in this report is a draft agreement (**ATTACHMENT 2**) staff is recommending the Board approve. It is anticipated, based on the current years' monthly average, that the expenses for County Counsel will exceed \$25,000. Therefore, according to the District Purchasing Policy, it is required that the Board President execute the agreement.

ATTACHMENTS:

1. Agreement for Professional Services ending June 30, 2015
2. Agreement for Professional Services ending June 30, 2016

AGREEMENT FOR PROFESSIONAL SERVICES

between the

MONTEREY PENINSULA REGIONAL PARK DISTRICT

and the

COUNTY COUNSEL'S OFFICE OF MONTEREY COUNTY

This Professional Services Agreement ("Agreement") is made and entered into by and between the Monterey Peninsula Regional Park District, a California special district ("District") and the Office of the County Counsel, County of Monterey ("Attorney").

In consideration of the mutual covenants and conditions set forth in this Agreement the Parties agree as follows:

1. SERVICES TO BE PROVIDED. District hereby engages Attorney, and Attorney hereby agrees to perform the services described in Exhibit B in conformity with the terms of this Agreement. These services are generally described as the provision of as-needed general legal services for the District.

2. PAYMENTS BY THE DISTRICT. The District shall pay Attorney in accordance with the payment provisions set forth in Exhibit A (Standard Provisions). Compensation shall be payable at an hourly rate as specified in Exhibit C.

3. TERM OF AGREEMENT. The term of this Agreement is from the effective date to June 30, 2016 unless sooner terminated pursuant to the terms of this Agreement. Upon written mutual agreement the contract term may be extended for additional one year terms.

4. ADDITIONAL PROVISIONS/EXHIBITS. The following attached exhibits are incorporated herein by reference and constitute a part of this Agreement.

Exhibit A	Standard Provisions
Exhibit B	Scope of Services
Exhibit C	Hourly Rates

5. CONTRACT ADMINISTRATORS.

FOR DISTRICT:

Rafael Payan, PhD, General Manager
Kelly J. McCullough, Finance Director
Monterey Peninsula Regional
Park District
60 Garden Court, Suite 325
Monterey, CA 93940
(831) 372-3196

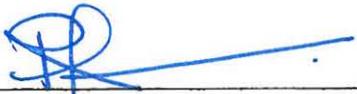
FOR ATTORNEY:

Charles J. McKee, County Counsel
Leslie J. Girard, Chief Asst. County Counsel
Office of the County Counsel
County of Monterey
168 W. Alisal Street, 3rd Floor
Salinas, CA 93901
(831) 755-5045

IN WITNESS WHEREOF, District and Attorney have executed this Agreement as of the last date opposite the respective signatures below.

MONTEREY PENINSULA REGIONAL
PARK DISTRICT

OFFICE OF THE COUNTY COUNSEL
COUNTY OF MONTEREY

By: 

Rafael Payan, PhD General Manager

By: 

Date: 07.01.2015

Date: 5-21-15

EXHIBIT A
STANDARD PROVISIONS

1. PERFORMANCE STANDARDS

Attorney warrants that Attorney and Attorney's employees performing services hereunder are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required under this agreement.

Attorney and its employees shall perform all work in a safe and skillful manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.

Attorney shall furnish, at its own expense, all materials equipment, and personnel necessary to carry out the terms of this Agreement, except as otherwise specified in this Agreement. Attorney shall not use District premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations under this Agreement.

2. PAYMENT CONDITIONS

Attorney shall submit to the District's Contract Administrator an invoice on a form acceptable to the District. Such invoice shall be submitted monthly. The invoice shall set forth the amounts claimed by Attorney for the previous month, together with an itemized basis for the amounts claimed, and such other information pertinent to the invoice as the District may require. The Contract Administrator or designee shall certify the invoice, either in the requested amount or in such other amount as the District approved in conformity with this Agreement. A check shall be issued in the certified amount, within 30 days of receiving the invoice, to Attorney.

Attorney shall not receive reimbursement for travel expenses unless set forth in Exhibit C.

3. TERMINATION

3.01. During the term of this Agreement, either party may terminate the Agreement by giving written notice of termination to the other party at least thirty (30) days prior to the effective date of termination. Such notice shall set forth the effective date of termination. In the event of such termination, the District shall pay to Attorney all sums due for services rendered prior to the date of termination.

3.02. The District may cancel and terminate this Agreement for good cause effective immediately upon written notice to Attorney. "Good cause" includes but is not

limited to the failure of Attorney to perform the required services at the time and in the manner provided herein. If the District terminates this Agreement for good cause, the District shall pay to Attorney all sums due for services rendered prior to the date of termination.

4. INDEMNIFICATION

Attorney shall indemnify, defend, and hold harmless the District and its officers, agents, and employees from and against the following:

(a) Any and all claims, liabilities, and losses whatsoever (together with any expenses related thereto, including but not limited to damages, court costs, and attorneys' fees) occurring or resulting to any person, firm or corporation for damage, injury or death, to the extent that such claims, liabilities, or losses arise out of, are alleged to arise of, or connected with the wrongful, willful, or negligent act or omission of Attorney, its officers, employees or agents in the performance of this Agreement.

5. INSURANCE

5.01. The District recognizes that Attorney is a constituent part of a public entity, the County of Monterey. The County maintains general liability coverage that will also provide coverage for professional negligence, with a self-insured retention of \$1.5 million per occurrence. Attorney shall inform the District of any changes in the insurance coverage.

6. RECORDS AND CONFIDENTIALITY

6.01. District Confidentiality. Attorney and its officers, employees and agents shall comply with any and all federal, state, and local laws which provide for the confidentiality of records and other information. Attorney shall not disclose any confidential records or other confidential information received from the District or prepared in connection with the performance of this Agreement, unless the District specifically permits Attorney in writing to disclose such records or information. Attorney shall promptly transmit to the District any and all requests for disclosure of any such confidential records or information. Attorney shall not use any confidential information gained by Attorney in the performance of this Agreement except for the sole purpose of carrying out Attorney's obligations under this Agreement.

6.02. District Records. When this Agreement expires or terminates, Attorney shall return to the District any records which Attorney utilized or received from the District to perform services under this Agreement.

6.03. Maintenance of Records. Attorney shall prepare, maintain, and preserve all reports and records that may be required by federal, state, county and District

rules and regulations related to services performed under this Agreement. Attorney shall maintain such records for a period of at least three-years after receipt of final payment under this Agreement. If any litigation, claim, negotiation, audit exception, or other action relating to this Agreement is pending at the end of the three-year period, then Attorney shall retain said records until such action is resolved.

- 6.04. Access to and Audit of Records. The District shall have the right to examine, monitor and audit all records, documents, conditions, and activities of the Attorney related to services provided under this Agreement. Pursuant to Government Code Section 8546.7, if this Agreement involved the expenditure of public funds in excess of \$10,000, the parties to this Agreement may be subject, at the request of the District or as part of any audit of the District, to the examination and audit of the State Auditor pertaining to matters connected with the performance of this Agreement for a period of three years after final payment under the Agreement.

7. INDEPENDENT CONTRACTOR

In the performance of work, duties, and obligations under this agreement, Attorney is at all times acting and performing as an independent contractor and not as an employee of the District. No offer or obligation of permanent employment with the District is intended in any manner, and Attorney shall not become entitled by virtue of this Agreement to receive from the District any form of employee benefits including but not limited to sick leave, vacation, retirement benefits, workers' compensation coverage, insurance or disability benefits. Attorney shall be solely liable for and obligated to pay directly all applicable taxes, including but not limited to federal and state income taxes and social security, arising out of Attorney's performance of this Agreement. In connection therewith, Attorney shall defend, indemnify, and hold the District harmless from any and all liability which the District may incur because of Attorney's failure to pay such taxes.

10. NOTICES

Notices required under this Agreement shall be delivered personally or by first-class, postage pre-paid mail to the District's and Attorney's Contract Administrators at the addresses listed at page 2 of this Agreement.

11. GENERAL PROVISIONS

- 11.01. Conflict of Interest. Attorney covenants that he or she presently has no financial interest and shall not acquire any financial interest during the term of this Agreement which would directly or indirectly conflict in any manner or to any

degree with the full and complete performance of the professional services required to be rendered under this Agreement.

The District acknowledges that Attorney represents other clients, including the County of Monterey, LAFCO of Monterey County, the Transportation Agency of Monterey County, the Water Resources Agency of Monterey County, and the Monterey Bay Unified Pollution Control Agency, which representation may, from time-to-time, present a conflict of interest with the representation of the District. Attorney shall promptly inform the District of any situation giving rise to a conflict of interest in the representation of the District, and the parties shall confer in good faith regarding a potential waiver of any conflict. Should any conflict not be waived, the District shall seek legal services from a different attorney of its choice regarding that matter.

- 11.02. Amendment. This Agreement may be amended or modified only by an instrument in writing signed by all the parties hereto.
- 11.03. Waiver. Any waiver of any terms and conditions hereof must be in writing and signed by the parties hereto. A waiver of any terms and conditions hereof must be in writing and signed by the parties hereto. A waiver of any of the terms and conditions hereof shall not be construed as a waiver of any other terms or conditions in this Agreement.
- 11.04. The term "Attorney" as used in this Agreement includes Attorney's officers, agents, and employees acting on Attorney's behalf in the performance of this Agreement.
- 11.05. Assignment and Subcontracting. Attorney shall not assign, sell, mortgage, hypothecate or otherwise transfer its interest or obligations in this Agreement without the prior written consent of the District. None of the services covered by this Agreement shall be subcontracted without the prior written approval of the District. Notwithstanding any such subcontract, Attorney shall continue to be liable for the performance of all requirements of this Agreement.
- 11.06. Successors and Assigns. This Agreement and the rights, privileges, duties, and obligations of the parties hereunder, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns, and heirs.
- 11.07. Compliance with Applicable Law. The parties shall comply with all applicable federal, state, and local laws and regulations in performing this Agreement.
- 11.08. Headings. The section and paragraph headings are for convenience only and shall not be used to interpret the terms of this Agreement.

- 11.09. Time is of the Essence. Time is of the essence in each and all of the provisions of this Agreement.
- 11.10. Governing Law. This Agreement shall be governed by and interpreted under the laws of the State of California.
- 11.11. Non-exclusive Agreement. This Agreement is non-Exclusive and both parties expressly reserve the right to contract with other entities for the same or similar services.
- 11.12. Construction of Agreement. The parties agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment hereto.
- 11.13. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.
- 11.14. Authority. Any individual executing this Agreement on behalf of an entity represents and warrants hereby that he or she has the requisite authority to enter into this Agreement on behalf of such entity and bind the entity to the terms and conditions of the same.
- 11.15. Integration. This Agreement, including the exhibits hereto, shall represent the entire Agreement between the parties with respect to the subject matter hereof and shall supersede all prior negotiations, representations, or agreements either written or oral, between the parties as of the effective date hereof.

END OF EXHIBIT A

EXHIBIT B

SCOPE OF SERVICES

- Serve as the District's general legal counsel on an as-needed basis, except where special counsel is required.
- Attend District regular and special meetings on an as needed basis.
- Attend in-person meetings with the District's officers and employees when requested, and maintain frequent telephone and e-mail contact.
- Provide general advice to the District's Board Members, officers and employees as requested.
- Review monthly agenda items and assist in preparation of agenda documents on an as needed basis (staff reports, resolutions, administrative items, etc.).
- Review CEQA documents and assist in preparation of environmental documents as requested.
- Prepare legal opinions as necessary.
- Provide labor and employment law advice.
- Prepare and/or review legal documents, communiques, contracts and indemnification agreements as requested.
- Prepare occasional reports and present information at public hearings as requested.
- Represent the District in litigation matters, unless the District retains special counsel for this purpose. Matters requiring litigation may require a separate agreement.

END OF EXHIBIT B

EXHIBIT C

HOURLY RATES

The hourly rates for all services provided pursuant to this Agreement are as follows:

Deputy County Counsel - \$199.43/hr

Senior Deputy County Counsel - \$224.84/hr

Chief Assistant County Counsel - \$278.51/hr

County Counsel - \$315.03/hr

Rates may be adjusted by Attorney yearly, and Attorney shall notify the District of any change in rates.

TRAVEL

If travel is required pursuant to any request for services by the District, travel rates shall be assessed as follows:

At the current IRS reimbursement rate as approved by the County Auditor-Controller

END OF EXHIBIT C

AGREEMENT FOR PROFESSIONAL SERVICES

between the

MONTEREY PENINSULA REGIONAL PARK DISTRICT

and the

COUNTY COUNSEL'S OFFICE OF MONTEREY COUNTY

This Professional Services Agreement ("Agreement") is made and entered into by and between the Monterey Peninsula Regional Park District, a California special district ("District") and the Office of the County Counsel, County of Monterey ("Attorney").

In consideration of the mutual covenants and conditions set forth in this Agreement the Parties agree as follows:

1. **SERVICES TO BE PROVIDED.** District hereby engages Attorney, and Attorney hereby agrees to perform the services described in Exhibit B in conformity with the terms of this Agreement. These services are generally described as the provision of as-needed general legal services for the District.

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FOR DISTRICT:

Rafael Payan, PhD, General Manager
Kelly J. McCullough, Finance Manager
Monterey Peninsula Regional
Park District
60 Garden Court, Suite 325
Monterey, CA 93940
(831) 372-3196

FOR ATTORNEY:

Charles J. McKee, County Counsel
Leslie J. Girard, Chief Asst. County Counsel
Office of the County Counsel
County of Monterey
168 W. Alisal Street, 3rd Floor
Salinas, CA 93901
(831) 755-5045

IN WITNESS WHEREOF, District and Attorney have executed this Agreement as of the last date opposite the respective signatures below.

MONTEREY PENINSULA REGIONAL
PARK DISTRICT

OFFICE OF THE COUNTY COUNSEL
COUNTY OF MONTEREY

By: _____
Kelly Sorenson, President

By: _____

Date: _____

Date: _____

EXHIBIT A
STANDARD PROVISIONS

1. PERFORMANCE STANDARDS

Attorney warrants that Attorney and Attorney's employees performing services hereunder are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required under this agreement.

Attorney and its employees shall perform all work in a safe and skillful manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.

Attorney shall furnish, at its own expense, all materials equipment, and personnel necessary to carry out the terms of this Agreement, except as otherwise specified in this Agreement. Attorney shall not use District premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations under this Agreement.

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The District acknowledges that Attorney represents other clients, including the County of Monterey, LAFCO of Monterey County, the Transportation Agency of Monterey County, the Water Resources Agency of Monterey County, and the Monterey Bay Unified Pollution Control Agency, which representation may, from time-to-time, present a conflict of interest with the representation of the District. Attorney shall promptly inform the District of any situation giving rise to a conflict of interest in the representation of the District, and the parties shall confer in good faith regarding a potential waiver of any conflict. Should any conflict not be waived, the District shall seek legal services from a different attorney of its choice regarding that matter.

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- 11.03. Waiver. Any waiver of any terms and conditions hereof must be in writing and signed by the parties hereto. A waiver of any terms and conditions hereof must be in writing and signed by the parties hereto. A waiver of any of the terms and conditions hereof shall not be construed as a waiver of any other terms or conditions in this Agreement.
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- 11.05. Assignment and Subcontracting. Attorney shall not assign, sell, mortgage, hypothecate or otherwise transfer its interest or obligations in this Agreement without the prior written consent of the District. None of the services covered by this Agreement shall be subcontracted without the prior written approval of the District. Notwithstanding any such subcontract, Attorney shall continue to be liable for the performance of all requirements of this Agreement.
- 11.06. Successors and Assigns. This Agreement and the rights, privileges, duties, and obligations of the parties hereunder, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns, and heirs.
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- 11.08. Headings. The section and paragraph headings are for convenience only and shall not be used to interpret the terms of this Agreement.

- 11.09. Time is of the Essence. Time is of the essence in each and all of the provisions of this Agreement.
- 11.10. Governing Law. This Agreement shall be governed by and interpreted under the laws of the State of California.
- 11.11. Non-exclusive Agreement. This Agreement is non-Exclusive and both parties expressly reserve the right to contract with other entities for the same or similar services.
- 11.12 Construction of Agreement. The parties agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment hereto.
- 11.13 Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.
- 11.14. Authority. Any individual executing this Agreement on behalf of an entity represents and warrants hereby that he or she has the requisite authority to enter into this Agreement on behalf of such entity and bind the entity to the terms and conditions of the same.
- 11.15. Integration. This Agreement, including the exhibits hereto, shall represent the entire Agreement between the parties with respect to the subject matter hereof and shall supersede all prior negotiations, representations, or agreements either written or oral, between the parties as of the effective date hereof.

END OF EXHIBIT A

EXHIBIT B

SCOPE OF SERVICES

- Serve as the District's general legal counsel on an as-needed basis, except where special counsel is required.
- Attend District regular and special meetings on an as needed basis.
- Attend in-person meetings with the District's officers and employees when requested, and maintain frequent telephone and e-mail contact.
- Provide general advice to the District's Board Members, officers and employees as requested.
- Review monthly agenda items and assist in preparation of agenda documents on an as needed basis (staff reports, resolutions, administrative items, etc.).
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- Represent the District in litigation matters, unless the District retains special counsel for this purpose. Matters requiring litigation may require a separate agreement.

END OF EXHIBIT B

EXHIBIT C

HOURLY RATES

The hourly rates for all services provided pursuant to this Agreement are as follows:

Deputy County Counsel - \$199.43/hr

Senior Deputy County Counsel - \$224.84/hr

Chief Assistant County Counsel - \$278.51/hr

County Counsel - \$315.03/hr

Rates may be adjusted by Attorney yearly, and Attorney shall notify the District of any change in rates.

TRAVEL

If travel is required pursuant to any request for services by the District, travel rates shall be assessed as follows:

At the current IRS reimbursement rate as approved by the County Auditor-Controller

END OF EXHIBIT C

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

DATE: May 2, 2016
TO: Board of Directors
FROM: Shuran Parker, Administrative Services Manager
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Review of the Parks, Open Space and Coastal Preservation District and Approval of Resolution #2016-12 Approving Engineer's Report, Confirming Diagram and Assessment and Ordering Levy of Assessment for Fiscal Year 2016-17 for the Parks, Open Space and Coastal Preservation District

RECOMMENDED ACTION:

It is the General Manager's recommendation that the Board hold a public hearing for the proposed continuation of the assessments for the Parks, Open Space and Coastal Preservation District. After the close of the public hearing to consider the ordering of services and improvements, and the levy of the assessments for fiscal year 2016-17, the General Manager recommends that the Board of Directors adopt Resolution #2016-12 approving the Engineer's Report, Confirming the Assessment Diagram and Assessment, and Ordering Levy of Assessments for The Fiscal Year 2016-17. **(ATTACHMENT 1)**.

FISCAL IMPACT:

Approval of the assessment district levy will result in estimated revenue to the District of approximately \$1,207,206 for FY 2016-17.

FUNDING SOURCE:

Not applicable.

FUNDING BALANCE:

Not applicable.

DISCUSSION:

In 2004, the District developed a proposal for funding the acquisition, maintenance, preservation and improvement of parks, open spaces, recreational facilities and other similar public resources within the District. This benefit assessment, the "Parks, Open Space and Coastal Preservation Assessment District", was approved by 55.4% of ballots received and this Board levied the first assessment in August 2004 effective the fiscal year 2004-05.

The assessments can be levied annually and can be increased by the change in the San Francisco Area Consumer Price Index, not to exceed 3% per year. In order to continue to levy the assessments, the Board, on March 7, 2016, directed SCI Consulting Group, the assessment engineer, to prepare an Engineer's Report for fiscal year 2016-17. This

Engineer's Report, which includes the proposed budget for the assessments for fiscal year 2016-17 and the updated proposed assessments for each parcel in the District, was completed and filed with the District on April 7, 2016. The Engineer's Report was reviewed by the Board and was adopted by Resolution #2016-04 at the May 2, 2016 Board meeting. The proposed assessments for fiscal year 2016-17 are \$25.26 per single-family equivalent benefit unit for Zone A and \$12.63 per single-family equivalent benefit unit for Zone B. The maximum allowable rate for Benefit Zone A is \$25.26 for fiscal year 2016-17. The total amount of revenues that would be generated by the assessments in fiscal year 2016-17 is approximately \$1,207,206.

The notice for the Public Hearing was published in the Monterey County Weekly on May 19, 2016.

It is recommended that the Board hold a Public Hearing on the proposed continuation of the assessments. After due consideration of any public comments regarding the proposed continuation of the assessments and the improvements and services funded by the assessments, it is recommended that the Board approve the resolution to continue the assessments for fiscal year 2016-17 and to direct additional actions related to the continuation of the assessments. District staff and a representative from SCI Consulting Group will be available at the Public Hearing to answer any questions.

ATTACHMENTS:

1. Resolution #2016-12, A Resolution Approving the Engineer's Report, Confirming Diagram and Assessment and Ordering Levy of Assessments for Fiscal Year 2016-17 for the Parks, Open Space and Coastal Preservation District

**MONTEREY PENINSULA REGIONAL PARK DISTRICT
RESOLUTION # 2016-12
June 6, 2016**

**A RESOLUTION OF THE MONTEREY PENINSULA REGIONAL PARK DISTRICT,
APPROVING ENGINEER'S REPORT, CONFIRMING DIAGRAM AND ASSESSMENT
AND ORDERING LEVY OF ASSESSMENT FOR FISCAL YEAR 2016-17 FOR THE
PARKS, OPEN SPACE AND COASTAL PRESERVATION DISTRICT**

WHEREAS, on August 2, 2004, by its Resolution No. 2004-13, after receiving a weighted majority of ballots in support of the proposed assessment, this Board ordered the formation of and levied the first assessment within the Parks Open Space and Coastal Preservation District (the "Assessment District") pursuant to the provisions of Article XIID of the California Constitution, and the Landscaping and Lighting Act of 1972 (the "Act"), Part 2 of Division 15 of the California Streets and Highways Code (commencing with Section 22500 thereof); and

WHEREAS, the purpose of the Assessment District is for the installation, maintenance and servicing of the Improvements described in the Engineer's Report; and

WHEREAS, by Resolution No. 2016-01, the Board ordered the preparation of an Engineer's Report for the Parks, Open Space and Coastal Preservation District (the "District") for fiscal year 2016-17; and

WHEREAS, pursuant to said Resolution, the Engineer's Report was prepared by SCI Consulting Group, Engineer of Work, in accordance with Section 22565, et seq. of the Streets and Highways Code (the "Report") and Article XIID of the California Constitution; and

WHEREAS, by Resolution No. 2016-04, the Board preliminarily approved the Engineer's Report for said District and set a date for a Public Hearing; and

WHEREAS, said report was duly made and filed with the Secretary of the Board of Directors of Monterey Peninsula Regional Park District, County of Monterey, California and duly considered by this Board and found to be sufficient in every particular, whereupon it was determined that the report should stand as the Engineer's Report for all subsequent proceedings under and pursuant to the aforesaid resolution, and that June 6, 2016, at the hour of 6:30 p.m. in the Del Rey Oaks City Hall, located at 650 Canyon Del Rey Road, Del Rey Oaks, California, were appointed as the time and place for a hearing by this Board on the question of the levy of the proposed assessment, notice of which hearing was given as required by law; and

WHEREAS, at the appointed time and place the hearing was duly and regularly held, and all persons interested and desiring to be heard were given an opportunity to be heard, and all matters and things pertaining to the levy were fully heard and considered by the Board, and all oral statements and all written protests or communications were duly

heard, considered and overruled, and this Board thereby acquired jurisdiction to order the levy and the confirmation of the diagram and assessment prepared by and made a part of the Engineer's Report to pay the costs and expenses thereof.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA REGIONAL PARK DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The public interest, convenience and necessity require that the levy be made.

SECTION 2. The Assessment District benefited by the improvements and assessed to pay the costs and expenses thereof, and the exterior boundaries thereof, are as shown by a map thereof filed in the office of the Board Clerk, which map is made a part hereof by reference thereto.

SECTION 3. The assessment is levied without regard to property valuation.

SECTION 4. The Engineer's Report as a whole and each part thereof, to wit:

(a) the Engineer's estimate of the itemized and total costs and expenses of maintaining the improvements and of the incidental expenses in connection therewith;

(b) the diagram showing the assessment district, plans and specifications for the improvements to be maintained and the boundaries and dimensions of the respective lots and parcels of land within the Assessment District; and

(c) the assessment of the total amount of the cost and expenses of the proposed maintenance of the improvements upon the several lots and parcels of land in the Assessment District in proportion to the estimated special benefits to be received by such lots and parcels, respectively, from the maintenance, and of the expenses incidental thereto;

are finally approved and confirmed.

SECTION 5. Final adoption and approval of the Engineer's Report as a whole, and of the plans and specifications, estimate of the costs and expenses, the diagram and the assessment, as contained in the report as hereinabove determined and ordered, is intended to and shall refer and apply to the report, or any portion thereof as amended, modified, or revised or corrected by, or pursuant to and in accordance with, any resolution or order, if any, heretofore duly adopted or made by this Board.

SECTION 6. That assessments for fiscal year 2016-17 shall be levied at the rate of twenty-five dollars and twenty-six cents (\$25.26) per single family equivalent benefit unit for Benefit Zone A for fiscal year 2016-17 and twelve dollars and sixty-three cents (\$12.63) per single family equivalent benefit unit for Benefit Zone B for fiscal year 2016-17 as

specified in the Engineer's Report for fiscal year 2016-17 with estimated total annual assessment revenues as set forth in the Engineer's Report; and

SECTION 7. The assessment to pay the costs and expenses of the maintenance of the improvements for fiscal year 2016-17 is hereby levied. For further particulars pursuant to the provisions of the Landscaping and Lighting Act of 1972, reference is hereby made to the Resolution Directing Preparation of Engineer's Report.

SECTION 8. Based on the oral and documentary evidence, including the Engineer's Report, offered and received at the hearing, this Board expressly finds and determines (a) that each of the several lots and parcels of land will be specially benefited by the maintenance of the improvements at least in the amount if not more than the amount, of the assessment apportioned against the lots and parcels of land, respectively, and (b) that there is substantial evidence to support, and the weight of the evidence preponderates in favor of, the aforesaid finding and determination as to special benefits.

SECTION 9. Immediately upon the adoption of this resolution, but in no event later than the third Monday in August following such adoption, the Secretary of this Board shall file a certified copy of the diagram and assessment and a certified copy of this resolution and the Certification Resolution with the Auditor of the County of Monterey. Upon such filing, the County Auditor shall enter on the County assessment roll opposite each lot or parcel of land the amount of assessment thereupon as shown in the assessment. The assessments shall be collected at the same time and in the same manner as County taxes are collected and all laws providing for the collection and enforcement of County taxes shall apply to the collection and enforcement of the assessments, after collection by the County, the net amount of the assessments, after deduction of any compensation due the County for collection, shall be paid to the Monterey Peninsula Regional Park District Parks, Open Space and Coastal Preservation District.

SECTION 10. Upon receipt of the moneys representing assessments collected by the County, the County shall deposit the moneys in the District Treasury to the credit of the improvement fund previously established under the distinctive designation of the Parks, Open Space and Coastal Preservation District. Moneys in the Parks, Open Space and Coastal Preservation District fund shall be expended only for the purchase of land, maintenance, servicing, construction or installation of the improvements.

SECTION 11. Secretary of this Board shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED at a regular Board Meeting this 6th day of June 2016, at Del Rey Oaks, California by the following vote:

AYES:

NOES:

ABSENT:

Kelly Sorenson, President

Shane Anderson, Secretary/Treasurer

CERTIFICATION

I, Shane Anderson, the undersigned Secretary/Treasurer of the Board of the Monterey Peninsula Regional Park District, a special district, hereby certify that I am the Secretary/Treasurer of said special district, that the foregoing is a full, true, and correct copy of the resolution duly passed by the Board at the meeting of said Board held on the day and at the place therein specified and that said resolution has never been revoked, rescinded, or set aside and is now in full force and effect.

Shane Anderson, Secretary/Treasurer
Board of Directors

MONTEREY PENINSULA REGIONAL PARK DISTRICT
STAFF REPORT

BOARD MEETING: June 6, 2016

SUBJECT: Monthly Financial Report

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 \$13,502,777 reflected in the total for Checking/Savings only \$11,165,743 can currently be used for the District's operating costs. The CalTrust Seawall Mitigation account in the amount of \$2,324,771 is restricted for use in acquiring beachfront/dune property for recreational use in the southern Monterey Bay area. The MPRPD-Benefit account consists of \$12,264 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.

Current (unassigned) fund balance reserve levels:

Annual Operating Budget (50%)	\$ 3,173,700
Accumulated Depreciation	1,009,213
Emergency Contingency	<u>1,000,000</u>
Total Board Designated Reserve	<u>\$ 5,182,913</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>\$ 960,000</u>
Total Board Assigned Reserve	<u>\$ 960,000</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>\$ 2,324,771</u>
Total Restricted fund balance	<u>\$ 2,324,771</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 April 30, 2016, this fiscal year, to April 30 of last fiscal year. The column labeled "Apr 30,16" lists this fiscal year's assets and liabilities. The column labeled "Apr 30, 15" lists last fiscal year's assets and liabilities.

The "\$ Change" column shows the difference in dollars between the two fiscal years as of April 30, 2016.

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 ten months of fiscal year activity (July 2015 through April 2016) 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 through April) of the current fiscal year with that of the same time period (July through April) last fiscal year.

The “Jul 15 - Apr 16 “ column reflects the current fiscal year revenue and expenditures for the months of July through April.

The “Jul 14 - Apr 15” column shows revenue and expenditures last fiscal year for the months of July through April.

The “\$ Change” shows the difference between the two fiscal years as of April 30.

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 April 30, 2016**

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

	<u>Apr 30, 16</u>	<u>Apr 30, 15</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1010 · MPRPD Checking	133,658.72	1,796,070.82	-1,662,412.10	-92.6% (1)
1020 · Rabobank PIMMA	2,005,661.14	1,819,565.67	186,095.47	10.2% (2)
1030 · MPRPD-Benefit	12,263.93	11,430.83	833.10	7.3%
1040 · CalTrust Fund	8,921,714.90	5,948,309.09	2,973,405.81	50.0% (3)
1050 · LAIF	104,707.87	104,332.62	375.25	0.4%
1060 · CalTrust Seawall Mitigation	2,324,770.86	2,314,710.76	10,060.10	0.4%
Total Checking/Savings	<u>13,502,777.42</u>	<u>11,994,419.79</u>	<u>1,508,357.63</u>	<u>12.6%</u>
Accounts Receivable				
1110 · Government Grants Receivable	0.00	50,000.00	-50,000.00	-100.0% (4)
1140 · Engineering/Administrative fee	2,702.61	4,092.01	-1,389.40	-34.0% (5)
Total Accounts Receivable	<u>2,702.61</u>	<u>54,092.01</u>	<u>-51,389.40</u>	<u>-95.0%</u>
Other Current Assets				
1160 · Retrospective Insurance Deposit	0.00	52,815.00	-52,815.00	-100.0% (6)
1163 · Deferred Outflow - Pensions	335,206.00	0.00	335,206.00	100.0% (7)
1165 · Pension Asset - PARS	47,475.00	0.00	47,475.00	100.0% (8)
1170 · Undeposited Funds	400.00	0.00	400.00	100.0% (9)
Total Other Current Assets	<u>383,081.00</u>	<u>52,815.00</u>	<u>330,266.00</u>	<u>625.3%</u>
Total Current Assets	<u>13,888,561.03</u>	<u>12,101,326.80</u>	<u>1,787,234.23</u>	<u>14.8%</u>
Fixed Assets				
1310 · GF Land & Improvements	60,188,215.39	53,204,751.27	6,983,464.12	13.1% (10)
1320 · Building and Improvements	1,642,347.17	1,638,647.17	3,700.00	0.2%
1330 · Vehicles and Machinery	852,326.60	737,624.40	114,702.20	15.6% (11)
1399 · Accumulated Depreciation	-990,956.00	-938,877.00	-52,079.00	5.5%
Total Fixed Assets	<u>61,691,933.16</u>	<u>54,642,145.84</u>	<u>7,049,787.32</u>	<u>12.9%</u>
Other Assets				
1210 · Prefunded OPEB	986,851.00	1,043,259.00	-56,408.00	-5.4%
1220 · Other Assets - Acquis. Deposits	300,000.00	240,000.00	60,000.00	25.0% (12)
1230 · Prepaid Insurance & Other	18,248.20	21,990.40	-3,742.20	-17.0% (13)
Total Other Assets	<u>1,305,099.20</u>	<u>1,305,249.40</u>	<u>-150.20</u>	<u>0.0%</u>
TOTAL ASSETS	<u><u>76,885,593.39</u></u>	<u><u>68,048,722.04</u></u>	<u><u>8,836,871.35</u></u>	<u><u>13.0%</u></u>

Monterey Peninsula Regional Park District Balance Sheet Prev Year Comparison

See footnotes for variances greater than 10%

As of April 30, 2016

	<u>Apr 30, 16</u>	<u>Apr 30, 15</u>	<u>\$ Change</u>	<u>% Change</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 - Accounts Payable	57,237.06	114,288.15	-57,051.09	-49.9% (14)
Total Accounts Payable	<u>57,237.06</u>	<u>114,288.15</u>	<u>-57,051.09</u>	<u>-49.9%</u>
Credit Cards				
2015 - Cal Card	6,992.46	7,990.55	-998.09	-12.5% (15)
Total Credit Cards	<u>6,992.46</u>	<u>7,990.55</u>	<u>-998.09</u>	<u>-12.5%</u>
Other Current Liabilities				
2020 - Payroll Liabilities	21,064.86	9,308.74	11,756.12	126.3% (16)
2030 - Rental/Security Deposit	2,700.00	1,516.07	1,183.93	78.1% (17)
2040 - Accrued Vacation	114,059.02	112,598.45	1,460.57	1.3%
Total Other Current Liabilities	<u>137,823.88</u>	<u>123,423.26</u>	<u>14,400.62</u>	<u>11.7%</u>
Total Current Liabilities	202,053.40	245,701.96	-43,648.56	-17.8%
Long Term Liabilities				
2052 - Note Payable - 2011 Tacoma	0.00	13,117.00	-13,117.00	-100.0% (18)
2053 - Note Payable - 2014 Sienna	0.00	29,925.00	-29,925.00	-100.0% (19)
2054 - Note Payable - 2014 Tundra	0.00	33,561.47	-33,561.47	-100.0% (20)
2057 - Note Payable - Pebble Beach Co.	5,450,000.00	0.00	5,450,000.00	100.0% (21)
2070 - Pension Liability - CalPERS	1,973,232.00	0.00	1,973,232.00	100.0% (22)
2073 - Deferred Inflow - Pensions	466,370.00	0.00	466,370.00	100.0% (23)
Total Long Term Liabilities	<u>7,889,602.00</u>	<u>76,603.47</u>	<u>7,812,998.53</u>	<u>10199.3%</u>
Total Liabilities	8,091,655.40	322,305.43	7,769,349.97	2410.6%
Equity				
3010 - Retained Earnings	9,471,123.09	6,582,338.71	2,888,784.38	43.9% (24)
3020 - Investment in Fixed Assets	50,426,792.29	50,426,792.29	0.00	0.0%
3030 - Equity - Pension Related	-2,056,921.00	0.00	-2,056,921.00	-100.0% (25)
3050 - Unreserved Fund Balance - GF	7,333,056.40	7,333,056.40	0.00	0.0%
Net Income	3,619,887.21	3,384,229.21	235,658.00	7.0%
Total Equity	<u>68,793,937.99</u>	<u>67,726,416.61</u>	<u>1,067,521.38</u>	<u>1.6%</u>
TOTAL LIABILITIES & EQUITY	<u><u>76,885,593.39</u></u>	<u><u>68,048,722.04</u></u>	<u><u>8,836,871.35</u></u>	<u><u>13.0%</u></u>

Monterey Peninsula Regional Park District Balance Sheet Prev Year Comparison

See footnotes for variances greater than 10%

As of April 30, 2016

<u>Apr 30, 16</u>	<u>Apr 30, 15</u>	<u>\$ Change</u>	<u>% Change</u>
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(#) Footnotes for variances greater than 10%

- (1) Operating account fluctuates based on cash flow requirements
- (2) Holding property tax until transfer to CalTrust, CalTrust has higher interest rate
- (3) Keeping more money in this account which has higher interest than Rabobank PIMMA account
- (4) District received final installment of a 3 year grant from City of Marina last fiscal year
- (5) District issued invoices that are still outstanding fewer than last year at this time
- (6) Expensed due to clarification from CJPIA as to the purpose of these premium deposits
- (7) New account for GASB 68 pension accounting
- (8) New account for GASB 68 pension accounting
- (9) More receipts on hand to deposit this year
- (10) Recording of Joyce Stevens Monterey Pine Forest Preserve (JSMPFP)
- (11) Recording of purchased vehicles and machinery
- (12) Payment toward Sherar Lease Acquisition
- (13) Premiums down from prior year, expensed monthly in current year
- (14) Fewer large payables on hand than prior year
- (15) Expenses depend on timing of projects
- (16) Additional costs of contract employees that we did not have last fiscal year & health premium increases
- (17) New security deposit on Kahn Ranch rental property
- (18) Payoff of note payable
- (19) Payoff of note payable
- (20) Payoff of note payable
- (21) New note payable for Joyce Stevens Monterey Pine Forest Preserve
- (22) New GASB 68 pension accounting
- (23) New GASB 68 pension accounting
- (24) Retained earnings is a Quickbooks closing account and changes with net income/loss
- (25) New GASB 68 pension accounting

**Monterey Peninsula Regional Park District
Budget vs. Actual
FY 2015-16**

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

	<u>Jul 15 - Apr 16 Actual Revenue & Expenditures</u>	<u>Adopted Budget</u>	<u>\$ Over/Under Budget</u>	<u>% of Budget</u>	
Ordinary Income/Expense					
Income					
4010 · Property Tax	3,399,546.82	3,277,200.00	122,346.82	103.7%	(1)
4015 · Interest Earnings	86,590.76	40,000.00	46,590.76	216.5%	(2)
4020 · Rental Income	27,614.00	33,000.00	-5,386.00	83.7%	
4030 · Donations	5,311.23	3,000.00	2,311.23	177.0%	(3)
4035 · Reimbursements	13,196.06	13,000.00	196.06	101.5%	(4)
4040 · Environ. Education Program	100.00	4,500.00	-4,400.00	2.2%	
4045 · Other Revenue	190,075.90	249,200.00	-59,124.10	76.3%	
4200 · Grant Income					
4213 · Prop. 117	1,500,000.00	1,500,000.00	0.00	100.0%	
4214 · BWET Grant	0.00	49,957.00	-49,957.00	0.0%	
Total 4200 · Grant Income	1,500,000.00	1,549,957.00	-49,957.00	96.8%	
4900 · Assessment Revenue	1,148,134.60	1,163,786.00	-15,651.40	98.7%	
Total Income	6,370,569.37	6,333,643.00	36,926.37	100.6%	
Expense					
6100 · Administration					
6101 · Board Compensation	5,200.00	7,000.00	-1,800.00	74.3%	
6102 · Salaries/Admin	246,020.02	330,200.00	-84,179.98	74.5%	
6103 Part-time Salaries	6,121.75	16,000.00	-9,878.25	38.3%	
6104 · Contract Staff	27,864.00	30,000.00	-2,136.00	92.9%	
6106 · Job Training & Education	1,537.00	5,000.00	-3,463.00	30.7%	
6107 · Admin Employee Benefits					
6107.01 · Health Insurance	64,546.12	83,000.00	-18,453.88	77.8%	
6107.02 · PERS	214,897.42	233,067.00	-18,169.58	92.2%	
6107.03 · Dental Insurance	1,902.24	3,300.00	-1,397.76	57.6%	
6107.04 · Vision Insurance	558.90	1,000.00	-441.10	55.9%	
6107.05 · Long Term Disabili	2,007.54	3,550.00	-1,542.46	56.6%	
6107.06 · PARS Fund	19,000.00	18,700.00	300.00	101.6%	(5)
6107.07 · OPEB	0.00	13,250.00	-13,250.00	0.0%	
Total 6107 · Admin Employee Beni	302,912.22	355,867.00	-52,954.78	85.1%	
6108 · Payroll Tax	2,539.38	0.00	2,539.38	100.0%	
6109 · Payroll Tax/Personnel	14,327.99	25,000.00	-10,672.01	57.3%	
6112 · Insurance/Comp	88,709.80	111,400.00	-22,690.20	79.6%	
6113 · Postage	8,083.89	8,500.00	-416.11	95.1%	
6114 · Office Supplies	5,125.49	6,500.00	-1,374.51	78.9%	

**Monterey Peninsula Regional Park District
Budget vs. Actual
FY 2015-16**

Note: These numbers are unaudited & subject to change

See footnotes for percentage of budget greater than 100%

	Jul 15 - Apr 16 Actual Revenue & Expenditures	Adopted Budget	\$ Over/Under Budget	% of Budget
6120 · Printing	18,163.45	18,300.00	-136.55	99.3%
6122 · Legal Notice	3,126.94	6,000.00	-2,873.06	52.1%
6124 · Publications & Membership	11,491.76	12,000.00	-508.24	95.8%
6126 · Advertising	19,182.50	31,800.00	-12,617.50	60.3%
6130 · Travel, Conference/Meeting	3,297.39	10,000.00	-6,702.61	33.0%
6134 · Computer Maintenance	10,840.49	12,000.00	-1,159.51	90.3%
6136 · Equipment Maintenance	0.00	500.00	-500.00	0.0%
6137 · Equipment Rental	6,715.45	5,500.00	1,215.45	122.1% (6)
6138 · Vehicle Maintenance	930.75	1,000.00	-69.25	93.1%
6140 · Office Lease	52,501.20	74,500.00	-21,998.80	70.5%
6141 · Bank Service Charges	165.00	300.00	-135.00	55.0%
6142 · Utilities	16,306.89	18,000.00	-1,693.11	90.6%
6148 · Property Taxes/Assessment	3,333.32	3,400.00	-66.68	98.0%
6149 · Prof/Special Services	136,334.17	282,000.00	-145,665.83	48.3%
6161 · Depreciation Expense	0.00	105.00	-105.00	0.0%
Total 6100 · Administration	990,830.85	1,370,872.00	-380,041.15	72.3%
6200 · Operations & Maintenance				
6202 · Salaries/Rangers	373,000.00	504,000.00	-131,000.00	74.0%
6203 · Seasonal/Contract Staff	3,435.86	0.00	3,435.86	100.0%
6204 · Seasonal/Contract Staff	0.00	10,000.00	-10,000.00	0.0%
6206 · Job Training & Education-C	7,327.26	8,000.00	-672.74	91.6%
6207 · Ranger Employee Benefits				
6207.01 · Health Insurance	99,535.79	133,000.00	-33,464.21	74.8%
6207.02 · PERS	69,225.43	97,000.00	-27,774.57	71.4%
6207.03 · Dental Insurance	4,846.16	8,000.00	-3,153.84	60.6%
6207.04 · Vision Insurance	1,424.00	3,200.00	-1,776.00	44.5%
6207.05 · Long Term Disability	3,857.09	6,700.00	-2,842.91	57.6%
6207.06 · PARS Fund / O&M	0.00	0.00	0.00	0.0%
6207.07 · OPEB	0.00	37,100.00	-37,100.00	0.0%
6207 · Ranger Employee Ben	0.00	0.00	0.00	0.0%
Total 6207 · Ranger Employee Ben	178,888.47	285,000.00	-106,111.53	62.8%
6208 · Uniforms-O&M	3,000.00	3,000.00	0.00	100.0%
6213 · Postage-O&M	3.94	150.00	-146.06	2.6%
6214 · Supplies	12,029.62	16,500.00	-4,470.38	72.9%
6216 · Tools-O&M	2,904.42	3,000.00	-95.58	96.8%
6220 · Printing-O&M	76.50	2,500.00	-2,423.50	3.1%
6224 · Publications/Memberships	170.00	350.00	-180.00	48.6%

Monterey Peninsula Regional Park District
Budget vs. Actual
FY 2015-16

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

	Jul 15 - Apr 16 Actual Revenue & Expenditures	Adopted Budget	\$ Over/Under Budget	% of Budget
6226 · Advertising	0.00	1,500.00	-1,500.00	0.0%
6230 · Travel, Conferences, Meetir	1,067.72	3,000.00	-1,932.28	35.6%
6234 · Computer Maint/Supplies	7,693.71	10,000.00	-2,306.29	76.9%
6236 · Equipment Maintenance-O&M	4,518.89	12,000.00	-7,481.11	37.7%
6237 · Equipment Rental-O&M	1,700.34	2,000.00	-299.66	85.0%
6238 · Vehicle Maint/Fuel	12,947.90	18,500.00	-5,552.10	70.0%
6241 · Janitorial Supplies	8,482.54	11,500.00	-3,017.46	73.8%
6242 · Utilities-O&M	39,288.97	45,000.00	-5,711.03	87.3%
6243 · Building Repairs	14,102.62	17,500.00	-3,397.38	80.6%
6245 · Resource Mgmt	4,537.52	5,000.00	-462.48	90.8%
6247 · Resource Mgmt. Trails	561.47	2,000.00	0.00	28.1%
6249 · Prof Svcs/Spec Svcs/Permit	490.00	500.00	0.00	98.0%
6260 · Equipment-O&M	1,621.56	2,000.00	-378.44	81.1%
6262 · Depreciation Expense	0.00	57,585.00	-57,585.00	0.0%
6263 · Park Signs	260.80	2,500.00	-2,239.20	10.4%
6264 · Parking Lot	4,309.52	5,000.00	-690.48	86.2%
Total 6200 · Operations & Mainten.	682,419.63	1,028,085.00	-344,216.84	66.4%
6300 · Environmental Ed./Com. Outreach				
6302 · Salaries/EE-CO	159,711.95	213,000.00	-53,288.05	75.0%
6304 · Seasonal/Contract Staff-Env	10,578.00	14,000.00	-3,422.00	75.6%
6306 · Job Training & Education-E	1,001.00	1,500.00	-499.00	66.7%
6307 · EE/CO Benefits				
6307.01 · Health Insurance	27,012.87	33,000.00	-5,987.13	81.9%
6307.02 · PERS	27,679.02	38,375.00	-10,695.98	72.1%
6307.03 · Dental Insurance	1,625.85	3,000.00	-1,374.15	54.2%
6307.04 · Vision Insurance	472.95	800.00	-327.05	59.1%
6307.05 · Long Term Disabiliti	1,550.97	2,100.00	-549.03	73.9%
6307.06 · PARS Fund - EE/CC	0.00	0.00	0.00	0.0%
6307.07 · OPEB	0.00	11,925.00	-11,925.00	0.0%
Total 6307 · EE/CO Benefits	58,341.66	89,200.00	-30,858.34	65.4%
6308 · Uniforms-Env. Ed	300.00	300.00	0.00	100.0%
6312 · Insurance - EE/CO	306.00	1,000.00	-694.00	30.6%
6313 · Postage-Env. Ed	10,765.00	21,500.00	-10,735.00	50.1%
6314 · Environmental Supplies	898.19	1,200.00	-301.81	74.8%
6316 · Publications & Membership	150.00	400.00	-250.00	37.5%
6320 · Printing-Env. Ed	10,267.13	22,000.00	-11,732.87	46.7%
6326 · Advertising- Env. Edu	986.00	4,000.00	-3,014.00	24.7%

**Monterey Peninsula Regional Park District
 Budget vs. Actual
 FY 2015-16**

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

	Jul 15 - Apr 16 Actual Revenue & Expenditures	Adopted Budget	\$ Over/Under Budget	% of Budget
6330 · Travel/Conf/Meetings	514.06	1,500.00	-985.94	34.3%
6334 · Computer Maint/Supplies-E	4,727.45	5,500.00	-772.55	86.0%
6337 · Equipment Rental/Leases	0.00	1,000.00	-1,000.00	0.0%
6338 · Vehicle Maint/Fuel-Env. Ed	969.88	2,000.00	-1,030.12	48.5%
6342 · Utilities-Env. Ed	8,000.31	10,000.00	-1,999.69	80.0%
6349 · Professional Services	4,725.33	12,000.00	-7,274.67	39.4%
6350 · Interpretive Programs(park	7,777.63	9,000.00	-1,222.37	86.4%
6352 · Environmental Education	778.66	3,000.00	-2,221.34	26.0%
6354 · Special Events	1,672.88	1,000.00	672.88	167.3% (7)
6356 · Docent/Friends Program	3,074.01	5,500.00	-2,425.99	55.9%
6359 · Depreciation - EECO	0.00	6,541.00	-6,541.00	0.0%
6360 · Equipment-Env.Ed	0.00	1,500.00	-1,500.00	0.0%
6363 · BWET Grant	19,981.63	49,957.00	-29,975.37	40.0%
Total 6300 · Environmental Ed./Co	305,526.77	476,598.00	-171,071.23	64.1%
6500 · Planning & Conservation				
6502 · Salaries-Land Cons./Res. M	137,004.95	182,700.00	-45,695.05	75.0%
6504 · Seasonal/Contract Staff (LC	1,154.35	35,000.00	-33,845.65	3.3%
6506 · Job Training & Education (L	1,870.24	2,000.00	-129.76	93.5%
6507 · Employee Benefits				
6507.01 · Health Insurance	19,290.61	23,000.00	-3,709.39	83.9%
6507.02 · PERS	23,011.48	33,000.00	-9,988.52	69.7%
6507.03 · Dental Insurance	1,381.59	2,000.00	-618.41	69.1%
6507.04 · Vision Insurance	385.11	675.00	-289.89	57.1%
6507.05 · Long Term Disabilit	1,102.50	1,600.00	-497.50	68.9%
6507.06 · PARS Fund - LC/RM	0.00		0.00	0.0%
6507.07 · OPEB	0.00	6,625.00	-6,625.00	0.0%
6507 · Employee Benefits - O	0.00	0.00	0.00	0.0%
Total 6507 · Employee Benefits	45,171.29	66,900.00	-21,728.71	67.5%
6514 · Supplies (LC/RM)	349.39	1,500.00	-1,150.61	23.3%
6530 · Conference & Travel (LC/RM	8.64	1,000.00	-991.36	0.9%
6534 · Computer Maint./Supplies (2,523.46	2,400.00	123.46	105.1% (8)
6538 · Vehicle Maint./Fuel	867.60	3,000.00	-2,132.40	28.9%
6542 · Utilities - (LC/RM)	3,058.98	3,500.00	-441.02	87.4%
6545.1 · Res.Mgt./Palo Corona	8,343.75	125,000.00	-116,656.25	6.7%
6545.4 · Res.Mgt./Marina Dunes	21,280.41	80,000.00	-58,719.59	26.6%
6545.5 · Res.Mgt./Frog Pond	0.00	0.00	0.00	0.0%
6545.6 · Res.Mgt./GRRP	0.00	35,000.00	-35,000.00	0.0%

**Monterey Peninsula Regional Park District
 Budget vs. Actual
 FY 2015-16**

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

	Jul 15 - Apr 16 Actual Revenue & Expenditures	Adopted Budget	\$ Over/Under Budget	% of Budget	
6549 · Professional Services-PCM	76,318.01	50,000.00	26,318.01	152.6%	(9)
6550 · PCM Land Acquisition	1,500,000.00	1,500,000.00	0.00	100.0%	
6561 · Depreciation - PCM	0.00	4,669.00	-4,669.00	0.0%	
Total 6500 · Planning & Conservat	1,797,951.07	2,092,669.00	-294,717.93	85.9%	
6900 · Assessment District					
6904 · Seasonal/Contract Staff-Ass	7,569.36	30,000.00	-22,430.64	25.2%	
6949 · Professional Services-Asse	20,823.51	200,000.00	-179,176.49	10.4%	
6950 · Garland Park Improvements	703.99	100,000.00	-99,296.01	0.7%	
6952 · Joyce Stevens Improvemen	0.00	0.00	0.00	0.0%	
6961 · Equipment/Capital Outlay	0.00	45,000.00	-45,000.00	0.0%	
6961 · Vehicle Acquisition	0.00	175,000.00	-175,000.00	0.0%	
6966 · Palo Corona Improvements	330,840.64	385,000.00	-54,159.36	85.9%	
6972 · Locke Paddon Improvemen	0.00	0.00	0.00	0.0%	
6974 · Comm./Neigh. Park Improv	105,502.54	150,000.00	-44,497.46	70.3%	
6975 · Cachagua Ctr. Play Equip.	0.00	5,000.00	-5,000.00	0.0%	
6976 · Trail Construction & Rehab.	8,621.08	20,000.00	-11,378.92	43.1%	
6980 · Land Acquisition	0.00	60,000.00	-60,000.00	0.0%	
6987 · Sherar Lease/Option Pmt.	60,000.00	60,000.00	0.00	100.0%	
6990 · Invasive Weed Mgmt.	0.00	35,000.00	-35,000.00	0.0%	
6991 · Parks Security Systems	369.50	5,000.00	-4,630.50	7.4%	
Total 6900 · Assessment District	534,430.62	1,270,000.00	-735,569.38	42.1%	
Employee Benefit Account					
199 · Sec. 125 (Med. Reimb.)	58.22				
Total Expense	4,311,217.16	6,238,224.00	-1,927,006.84	69.1%	
Net Ordinary Income	2,059,352.21	95,419.00	1,963,933.21	2158.2%	
Other Income/Expense					
Other Income					
9998 · Gain/Loss on Disposal of A:	535.00			100.0%	
Total Other Income	535.00				
Other Expense					
16550 · PCM Land Acquisition Cor	-1,500,000.00			100.0%	
10987 · Sherar Lease/Option Pmt.	-60,000.00			100.0%	
Total Other Income	-1,560,000.00				
Net Other Income	1,560,535.00				

**Monterey Peninsula Regional Park District
 Budget vs. Actual
 FY 2015-16**

Note: These numbers are unaudited & subject to change

See footnotes for percentage of budget greater than 100%

	<u>Jul 15 - Apr 16 Actual Revenue & Expenditures</u>	<u>Adopted Budget</u>	<u>\$ Over/Under Budget</u>	<u>% of Budget</u>
Net Income	<u>3,619,887.21</u>	<u>95,419.00</u>	<u>3,524,468.21</u>	<u>3793.7%</u>

Footnotes

- (1) Property tax greater than anticipated
- (2) Interest income greater than anticipated
- (3) Donations were greater than anticipated
- (4) Unanticipated reimbursements for mandated costs
- (5) Required PARS contribution slightly higher than budgeted
- (6) Copier lease printing overage charges
- (7) Outreach booth logo printed table covers needed
- (8) Computer maintenance needs greater than anticipated
- (9) Cachagua water system legal services

Monterey Peninsula Regional Park District Budget Vs. Actual Prev Year Comparison July 2015 through April 2016

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

	Jul 15 - Apr 16	Jul 14 - Apr 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
4010 · Property Tax	3,399,546.82	3,139,725.99	259,820.83	-8.3%
4015 · Interest Earnings	86,590.76	45,092.63	41,498.13	-92.0%
4020 · Rental Income	27,614.00	26,903.00	711.00	2.6%
4030 · Donations	5,311.23	2,461.56	2,849.67	115.8% (1)
4035 · Reimbursements	13,196.06	8,440.33	4,755.73	56.3%
4040 · Environ. Education Programs	100.00	13,518.00	-13,418.00	-99.3%
4045 · Other Revenue	190,075.90	57,170.25	132,905.65	232.5% (2)
4200 · Grant Income				
4211 · Coastal Cons.-Whisler Wilson	0.00	500,000.00	-500,000.00	-100.0%
4213 · Prop. 117	1,500,000.00	1,500,000.00	0.00	0.0%
Total 4200 · Grant Income	1,500,000.00	2,000,000.00	-500,000.00	-25.0%
4900 · Assessment Revenue	1,148,134.60	1,113,216.38	34,918.22	3.1%
Total Income	6,370,569.37	6,406,528.14	-35,958.77	0.6%
Expense				
10000 · Suspense	0.00	0.00	0.00	0.0%
6100 · Administration				
6101 · Board Compensation	5,200.00	4,500.00	700.00	15.6%
6102 · Salaries/Admin	246,020.02	227,543.79	18,476.23	8.1%
6103 · Part Time Salaries	6,121.75	20,476.50	-14,354.75	-70.1%
6104 · Contract Staff	27,864.00	14,739.50	13,124.50	89.0%
6106 · Job Training & Education	1,537.00	3,559.00	-2,022.00	-56.8%
6107 · Admin Employee Benefits				
6107.01 · Health Insurance	64,546.12	68,950.65	-4,404.53	-6.4%
6107.02 · PERS	214,897.42	62,749.82	152,147.60	242.5% (3)
6107.03 · Dental Insurance	1,902.24	2,312.17	-409.93	-17.7%
6107.04 · Vision Insurance	558.90	728.34	-169.44	-23.3%
6107.05 · Long Term Disability Ins.	2,007.54	2,843.79	-836.25	-29.4%
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	530.64	-530.64	-100.0%
Total 6107 · Admin Employee Benefits	302,912.22	157,115.41	145,796.81	92.8%
6108 · Payroll Tax	2,539.38	272.58	2,266.80	831.6% (4)
6108.01 · Payroll Expenses - Misc.	0.00	1,424.50	-1,424.50	-100.0%
6109 · Payroll Tax/Personnel	14,327.99	13,991.57	336.42	2.4%
6112 · Insurance/Comp	88,709.80	269,512.60	-180,802.80	-67.1%

Monterey Peninsula Regional Park District Budget Vs. Actual Prev Year Comparison July 2015 through April 2016

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

	Jul 15 - Apr 16	Jul 14 - Apr 15	\$ Change	% Change	
6113 · Postage	8,083.89	1,380.13	6,703.76	485.7%	(5)
6114 · Office Supplies	5,125.49	4,851.87	273.62	5.6%	
6120 · Printing	18,163.45	2.86	18,160.59	634985.7%	(6)
6122 · Legal Notice	3,126.94	3,463.76	-336.82	-9.7%	
6124 · Publications & Membership	11,491.76	10,595.00	896.76	8.5%	
6126 · Advertising	19,182.50	0.00	19,182.50	100.0%	
6130 · Travel, Conference/Meeting	3,297.39	1,686.57	1,610.82	95.5%	
6134 · Computer Maintenance	10,840.49	6,124.68	4,715.81	77.0%	
6136 · Equipment Maintenance	0.00	90.00	-90.00	-100.0%	
6137 · Equipment Rental	6,715.45	5,811.91	903.54	15.5%	
6138 · Vehicle Maintenance	930.75	519.85	410.90	79.0%	
6140 · Office Lease	52,501.20	56,720.07	-4,218.87	-7.4%	
6141- Bank Service Charges	165.00	205.00	-40.00	-19.5%	
6142 · Utilities	16,306.89	15,423.32	883.57	5.7%	
6148 · Property Taxes/Assessments	3,333.32	1,184.98	2,148.34	181.3%	(7)
6149 · Prof/Special Services	136,334.17	119,476.99	16,857.18	14.1%	
Total 6100 · Administration	990,830.85	940,672.44	50,158.41	5.3%	
6200 · Operations & Maintenance					
6202 · Salaries/Rangers	373,000.00	302,239.28	70,760.72	23.4%	
6204 · Seasonal/Contract Staff	3,435.86	11,456.04	-8,020.18	-70.0%	
6206 · Job Training & Education-O&M	7,327.26	5,161.83	2,165.43	42.0%	
6207 · Ranger Employee Benefits					
6207.01 · Health Insurance	99,535.79	73,681.44	25,854.35	35.1%	
6207.02 · PERS	69,225.43	102,796.79	-33,571.36	-32.7%	
6207.03 · Dental Insurance	4,846.16	3,976.48	869.68	21.9%	
6207.04 · Vision Insurance	1,424.00	1,199.06	224.94	18.8%	
6207.05 · Long Term Disability Insurance	3,857.09	3,315.74	541.35	16.3%	
6207.06 · PARS Fund /O&M	0.00	1,310.61	-1,310.61	-100.0%	
Total 6207 · Ranger Employee Benefits	178,888.47	186,280.12	-7,391.65	-4.0%	
6208 · Uniforms-O&M	3,000.00	3,000.00	0.00	0.0%	
6213 · Postage	3.94	0.00	3.94	100.0%	
6214 · Supplies	12,029.62	9,367.71	2,661.91	28.4%	
6216 · Tools-O&M	2,904.42	881.15	2,023.27	229.6%	(8)
6220 · Printing-O&M	76.50	3,334.40	-3,257.90	-97.7%	
6224 · Publications/Memberships	170.00	170.00	0.00	0.0%	
6230 · Travel, Conferences, Meetings	1,067.72	1,639.50	-571.78	-34.9%	
6232 · Mileage Reimbursement-O&M	0.00	48.72	-48.72	-100.0%	
6234 · Computer Maint/Supplies	7,693.71	5,366.78	2,326.93	43.4%	

Monterey Peninsula Regional Park District Budget Vs. Actual Prev Year Comparison July 2015 through April 2016

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

	Jul 15 - Apr 16	Jul 14 - Apr 15	\$ Change	% Change
6236 · Equipment Maintenance-O&M	4,518.89	3,752.76	766.13	20.4%
6237 · Equipment Rental-O&M	1,700.34	252.50	1,447.84	573.4% (9)
6238 · Vehicle Maint/Fuel	12,947.90	11,024.11	1,923.79	17.5%
6241 · Janitorial Supplies	8,482.54	6,636.84	1,845.70	27.8%
6242 · Utilities-O&M	39,288.97	30,186.70	9,102.27	30.2%
6243 · Building Repairs	14,102.62	18,975.09	-4,872.47	-25.7%
6245 · Resource Management	4,537.52	0.00	4,537.52	100.0%
6247 · Resource Mgmt. Trails	561.47	131.10	430.37	328.3% (10)
6249 · Prof Svcs/Spec Svcs/Permits	490.00	0.00	490.00	100.0%
6260 · Equipment-O&M	1,621.56	0.00	1,621.56	100.0%
6263 · Park Signs	260.80	1,542.23	-1,281.43	-83.1%
6264 · Parking Lot	4,309.52	5,181.78	-872.26	-16.8%
Total 6200 · Operations & Maintenance	682,419.63	606,628.64	75,790.99	12.5%
6300 · Environmental Ed./Com. Outreach				
6302 · Salaries/EE-CO	159,711.95	206,551.47	-46,839.52	-22.7%
6304 · Seasonal/Contract Staff-Env. Ed	10,578.00	25,133.70	-14,555.70	-57.9%
6306 · Job Training & Education-Env. E	1,001.00	912.00	89.00	9.8%
6307 · EE/CO Benefits				
6307.01 · Health Insurance	27,012.87	34,828.77	-7,815.90	-22.4%
6307.02 · PERS	27,679.02	61,286.25	-33,607.23	-54.8%
6307.03 · Dental Insurance	1,625.85	2,521.35	-895.50	-35.5%
6307.04 · Vision Insurance	472.95	768.13	-295.18	-38.4%
6307.05 · Long Term Disability Insurance	1,550.97	2,398.63	-847.66	-35.3%
Total 6307 · EE/CO Benefits	58,341.66	101,803.13	-43,461.47	-42.7%
6308 · Uniforms-Env. Ed	300.00	600.00	-300.00	-50.0%
6312 · Insurance - EE/CO	306.00	1,132.00	-826.00	-73.0%
6313 · Postage-Env. Ed	10,765.00	20,795.00	-10,030.00	-48.2%
6314 · Environmental Supplies	898.19	633.17	265.02	41.9%
6316 · Publications & Memberships	150.00	29.99	120.01	400.2% (11)
6320 · Printing-Env. Ed	10,267.13	15,183.47	-4,916.34	-32.4%
6326 · Advertising- Env. Edu	986.00	1,626.00	-640.00	-39.4%
6330 · Travel/Conf/Meetings	514.06	355.48	158.58	44.6%
6334 · Computer Maint/Supplies-Env. Ed	4,727.45	3,411.90	1,315.55	38.6%
6337 · Equipment Rental/Leases	0.00	910.16	-910.16	-100.0%
6338 · Vehicle Maint/Fuel-Env. Ed	969.88	1,417.58	-447.70	-31.6%
6342 · Utilities-Env. Ed	8,000.31	4,378.45	3,621.86	82.7%
6349 · Professional Services	4,725.33	10,924.76	-6,199.43	-56.7%
6350 · Interpretive Programs(parks)	7,777.63	1,131.61	6,646.02	587.3% (12)

Monterey Peninsula Regional Park District Budget Vs. Actual Prev Year Comparison July 2015 through April 2016

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

	Jul 15 - Apr 16	Jul 14 - Apr 15	\$ Change	% Change
6352 · Environmental Education	778.66	4,339.75	-3,561.09	-82.1%
6354 · Special Events	1,672.88	517.35	1,155.53	223.4% (13)
6356 · Docent/Friends Program	3,074.01	1,994.73	1,079.28	54.1%
6360 · Equipment-Env. Ed	0.00	619.60	-619.60	-100.0%
6363 · BWET Grant	19,981.63	0.00	19,981.63	100.0%
Total 6300 · Environmental Ed./Com. Outreach	305,526.77	404,401.30	-98,874.53	-24.5%
6500 · Planning & Conservation				
6502 · Salaries-Land Cons./Res. Mgmt.	137,004.95	132,679.47	4,325.48	3.3%
6504 · Seasonal/Contract Staff (LC/RM)	1,154.35	4,702.92	-3,548.57	-75.5%
6506 · Job Training & Education (LC/RM)	1,870.24	1,271.74	598.50	47.1%
6507 · Employee Benefits				
6507.01 · Health Insurance	19,290.61	16,998.99	2,291.62	13.5%
6507.02 · PERS	23,011.48	36,194.80	-13,183.32	-36.4%
6507.03 · Dental Insurance	1,381.59	1,381.59	0.00	0.0%
6507.04 · Vision Insurance	385.11	385.10	0.01	0.0%
6507.05 · Long Term Disability Insurance	1,102.50	1,232.50	-130.00	-10.5%
6507 · Employee Benefits - Other	0.00	0.00	0.00	0.0%
Total 6507 · Employee Benefits	45,171.29	56,192.98	-11,021.69	-19.6%
6514 · Supplies (LC/RM)	349.39	568.68	-219.29	-38.6%
6530 · Conference & Travel (LC/RM)	8.64	78.36	-69.72	-89.0%
6534 · Computer Maint./Supplies (LC/RM)	2,523.46	1,594.83	928.63	58.2%
6538 · Vehicle Maint./Fuel	867.60	3,662.02	-2,794.42	-76.3%
6542 · Utilities - (LC/RM)	3,058.98	539.44	2,519.54	467.1% (14)
6545.1 · Res.Mgt./Palo Corona	8,343.75	0.00	8,343.75	100.0%
6545.4 · Res.Mgt./Marina Dunes	21,280.41	9,992.29	11,288.12	113.0% (15)
6549 · Professional Services-PCM	76,318.01	19,866.00	56,452.01	284.2% (16)
6550 · PCM Land Acquisition	1,500,000.00	2,010,082.33	-510,082.33	-25.4%
Total 6500 · Planning & Conservation	1,797,951.07	2,241,231.06	-443,279.99	-19.8%
6900 · Assessment District				
6904 · Seasonal/Contract Staff-Asses	7,569.36	4,092.55	3,476.81	85.0%
6949 · Professional Services-Asses.	20,823.51	20,787.00	36.51	0.2%
6950 · Garland Park Improvements	703.99	6,425.00	-5,721.01	-89.0%
6960 · Equipment/Capital Outlay	0.00	1,717.69	-1,717.69	-100.0%
6961 · Vehicle Acquisition-Asses.	0.00	193,855.46	-193,855.46	-100.0%
6966 · Palo Corona Improvements	330,840.64	20,641.33	310,199.31	1502.8% (17)
6974 · Comm./Neigh. Park Improve.	105,502.54	109,491.34	-3,988.80	-3.6%
6976 · Trail Construction & Rehab.	8,621.08	3,243.44	5,377.64	165.8% (18)

Monterey Peninsula Regional Park District
Budget Vs. Actual Prev Year Comparison
July 2015 through April 2016

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

	<u>Jul 15 - Apr 16</u>	<u>Jul 14 - Apr 15</u>	<u>\$ Change</u>	<u>% Change</u>
6987 · Sherar Lease/Option Pmt.	60,000.00	60,000.00	0.00	0.0%
6991 · Parks Security Systems	369.50	2,209.13	-1,839.63	-83.3%
Total 6900 · Assessment District	534,430.62	422,462.94	111,967.68	26.5%
Employee Benefit Account				
199 · Sec. 125 (Med. Reimb.)	58.22	-4,428.32	4,486.54	-101.3%
Total Expense	4,311,217.16	4,610,968.06	-299,750.90	-6.5%
Net Ordinary Income	2,059,352.21	1,795,560.08	263,792.13	14.7%
Other Income/Expense				
Other Income				
10550 · PCM Land Acquisition	0.00	-500,000.00	500,000.00	100.0%
9998 · Gain/Loss on Disposal of Assets	535.00	0.00	535.00	100.0%
Total Other Income	535.00	-500,000.00	500,535.00	100.1%
Other Expense				
16550 · PCM Land Acquisition Contra	-1,500,000.00	-2,000,000.00	500,000.00	-25.0%
16961 · Vehicle Acq. - Asses. Contra	0.00	-28,669.13	28,669.13	100.0%
10987 · Sherar Lease/Option Pmt. Contra	-60,000.00	-60,000.00	0.00	0.0%
Total Other Expense	-1,560,000.00	-2,088,669.13	528,669.13	-25.3%
Net Other Income	1,560,535.00	1,588,669.13	-28,134.13	-1.8%
Net Income	3,619,887.21	3,384,229.21	235,658.00	7.0%

Monterey Peninsula Regional Park District Budget Vs. Actual Prev Year Comparison July 2015 through April 2016

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

Jul 15 - Apr 16	Jul 14 - Apr 15	\$ Change	% Change
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(#) Footnotes for variances greater than 100%

- (1) Received more donations than prior year at this time
- (2) Reimbursements for the BSLT Carmel River Parkway Grant for PCRP parking lot
- (3) Annual lump sum payment for pensions
- (4) Taxes for contract staff not part of CalPERS pension system
- (5) Postage for tax measure survey mailer
- (6) Printing Costs for tax measure survey mailer
- (7) Additional property taxes not required payment in previous year
- (8) Purchase of a viber plate
- (9) Compactor rental
- (10) Hazardous tree maintenance required this year
- (11) Association for Interpretation memberships
- (12) New interpretive display at Garland Visitor Center
- (13) Special event booth space & printed table covers
- (14) One half costs of agricultural well pump at PCRP
- (15) More habitat restoration cost than previous year at this time
- (16) Cachagua water system legal services
- (17) Construction of PCRP parking lot began
- (18) Lumber fo project work not done in previous year

MONTEREY PENINSULA REGIONAL PARK DISTRICT
STAFF REPORT

BOARD MEETING: June 6, 2016

SUBJECT: Special District Leadership Foundation District Transparency Certificate of Excellence

PRESENTER: Kelly McCullough, Finance Manager

REPORT: The District was notified May 19, 2016, that they had successfully completed the Special District Leadership Foundation District Transparency Certificate of Excellence program (**ATTACHMENT 1**).

The program was created by the Special District Leadership Foundation (SDLF) in an effort to promote transparency in the operations and governance of special districts to the public and to provide special districts with an opportunity to showcase their efforts in transparency.

The SDLF is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs. SDLF is supported through the California Special Districts Association (CSDA) and Special District Risk Management Authority (SDRMA).

After achieving the requirements of the certificate program, districts are recognized for two full years.

The SDLF District Transparency Certificate of Excellence checklist (**ATTACHMENT 2**) includes three main compliance categories which must be met: Basic Transparency Requirements, Website Requirements, and Outreach Requirements.

The District receives a certificate for display covering 2 years (**ATTACHMENT 3**), a press release template, recognition on the SDLF website, a letter to legislators within the District's boundaries announcing the achievement (**ATTACHMENTS 4 & 5**), and recognition in California Special District Magazine and the CSDA eNews.

Proof of completion of the checklist requirements is attached. These items were reviewed by California Legislator, Assemblymember Mark Stone's office (**ATTACHMENT 6**) and Monta Potter, President/CEO and Lee Larrew, Director of Operations at the Carmel Chamber of Commerce (**ATTACHMENT 7**). Review of the checklist items required substantial time on the part of the reviewers. The District is especially thankful to the reviewers for their time and effort.

A representative from the SDLF plans to formally present the certificate to the District at the Special District Association of Monterey County quarterly meeting on July 19, 2016.

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 information.

ATTACHMENTS:

1. Notification Letter
2. Transparency Checklist
3. Transparency Certificate
4. SDLF Letter to Assemblymember Stone
5. SDLF Letter to Senator Monning
6. Letter from Assemblymember Stone
7. Letter from Carmel Chamber of Commerce



**SPECIAL DISTRICT
LEADERSHIP
FOUNDATION**

1112 I Street, Suite 200
Sacramento, CA 95814
916.231.2939
www.sdlf.org

COPY

May 19, 2016

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

RE: District Transparency Certificate of Excellence Approval

Dear Mr. Payan:

Congratulations! The Monterey Peninsula Regional Park District has successfully completed the District Transparency Certificate of Excellence program through the Special District Leadership Foundation (SDLF).

On behalf of the SDLF Board of Directors, I would like to congratulate your district on achieving this important certificate. By completing the District Transparency Certificate of Excellence Program, the Monterey Peninsula Regional Park District has proven its dedication to being fully transparent as well as open and accessible to the public and other stakeholders.

Included with this letter is your press release template and a window cling so your district may showcase this important accomplishment.

Congratulations and thank you for your dedication to excellence in local government.

Most sincerely,

A handwritten signature in black ink, appearing to read "David Aranda", written in a cursive style.

David Aranda
SDLF Board President

cc: Kelly McCullough, Finance Manager

District Transparency Certificate of Excellence *checklist*

Showcase your district's commitment to transparency

BASIC REQUIREMENTS

- Current Ethics Training for all Board Members**
(Government Code Section 53235)
 - Provide copies of training certificates along with date completed
- Compliance with the Ralph M. Brown Act**
(Government Code Section 54950 et. al)
 - Provide copy of current policy related to Brown Act compliance
 - Provide copy of a current meeting agenda (including opportunity for public comment)
- Adoption of policy related to handling Public Records Act requests**
 - Provide copy of current policy
- Adoption of Reimbursement Policy, if district provides any reimbursement of actual and necessary expenses**
(Government Code Section 53232.2 (b))
 - Provide copy of current policy
- Annual disclosure of board member or employee reimbursements for individual charges over \$100 for services or products. This information is to be made available for public inspection. "Individual charge" includes, but is not limited to: one meal, lodging for one day, or transportation.** (Government Code Section 53065.5)
 - Provide copy of the most recent document and how it is accessible
- Timely filing of State Controller's Special Districts Financial Transactions Report - includes compensation disclosure.** (Government Code Section 53891)
 - Provide copy of most recent filing
SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'
- Conduct Annual Audits**
(Government Code Section 26909 and 12410.6)
 - Provide copy of most recent audit and management letter and a description of how/where documents were made available to the public
- Other Policies – have current policies addressing the following areas** (provide copies of each):
 - Conflict of Interest
 - Code of Ethics/Values/Norms or Board Conduct
 - Financial Reserves Policy

WEBSITE REQUIREMENTS

- Maintain a district website with the following items**
(provide website link; all are required)
 - Names of Board Members and their terms of office
 - Name of general manager and key staff along with contact information
 - Election procedure and deadlines
 - Board meeting schedule (Regular meeting agendas must be posted 72 hours in advance pursuant to Government Code Section 54954.2 (a) (1) and Government Code Section 54956 (a))
 - District's mission statement
 - Description of district's services/functions and service area
 - Authorizing statute/enabling act (Principle Act or Special Act)
 - Current district budget
 - Most recent financial audit
 - Archive of Board meeting minutes for at least the last 6 months
 - List of compensation of Board Members and staff and/or link to State Controller's webpage with the data
- Website also must include at least 4 of the following items:**
 - Post Board Member ethics training certificates
 - Picture, biography and email address of board members
 - Last 3 years of audits
 - Reimbursement and Compensation Policy
 - Financial Reserves Policy
 - Online/downloadable Public Records Act request form
 - Audio or video recordings of board meetings
 - Map of district boundaries/service area
 - Link to California Special Districts Association mapping program
 - Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)

Continued on reverse

shine
a light
on all of your
district's efforts



checklist continued

OUTREACH/BEST PRACTICES REQUIREMENTS

Must complete at least 2 of the following items:

- Regular district newsletter or communication** (*printed and/or electronic*) that keeps the public, constituents and elected officials up-to-date on district activities (*at least twice annually*)
 - Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom
- Community notification through press release to local media outlet announcing upcoming filing deadline for election and process for seeking a position on the district board, prior to that election** (*or prior to the most recent deadline for consideration of new appointments for those districts with board members appointed to fixed-terms*)
 - Provide copy of the press release (*and the printed article if available*)
- Complete salary comparison/benchmarking for district staff positions using a reputable salary survey** (*at least every 5 years*)
 - Provide brief description of the survey and process used as well as the general results
- Special Community Engagement Project**

Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)

 - Submit an overview of the community engagement project, reviewing the process undertaken and results achieved
- Hold annual informational public budget hearings that engage the public** (*outreach, workshops, etc.*) **prior to adopting the budget**
 - Provide copy of most recent public budget hearing notice and agenda
- Community Transparency Review**

The district would be required to obtain a completed overview checklist from at least 2 of the following individuals* (*the district may choose to conduct the overview with these individuals simultaneously or separately*):

 - Chair of the County Civil Grand Jury
 - Editor of a reputable local print newspaper (only one may count toward requirement)
 - LAFCo Executive Officer
 - County Auditor-Controller
 - Local Legislator (only one may count toward requirement)
 - Executive Director or President of local Chamber of Commerce
 - General Manager of a peer agency (special district, city or county)

* Provide proof of completion signed by individuals completing Community Transparency Review

How do I proceed?

- Step 1: Complete the requirement checklist
- Step 2: Send checklist and all supporting materials or contact the SDLF staff on how to submit all materials electronically:
 - SDLF
 - 1112 I Street, Suite 200
 - Sacramento, CA 95814
- Step 3: Approval process review performed by SDLF staff
- Step 4: Receive your certificate and recognition

.....

SDLF is supported by



SDRMA

The Special District Leadership Foundation (SDLF) is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs. SDLF is supported through the California Special Districts Association and Special District Risk Management Authority.

District Transparency Certificate of Excellence

May 2016 – May 2018

This 19th day of May 2016

The Special District Leadership Foundation is proud to present this
District Transparency Certificate of Excellence to

Monterey Peninsula Regional Park District

In recognition of the district's completion of all transparency program requirements
designed to promote transparency in their operations and governance
to the public and other stakeholders.



David Aranda, SDLF Board President



Neil McCormick, SDLF Chief Executive Officer



**SPECIAL DISTRICT
LEADERSHIP
FOUNDATION**

1112 I Street, Suite 200
Sacramento, CA 95814
916.231.2939
www.sdlf.org

COPY

May 19, 2016

The Honorable Mark Stone
Member, California State Assembly
99 Pacific Street, Room 575G
Monterey, CA 93940

Dear Assembly Member Stone:

On behalf of the Special Districts Leadership Foundation (SDLF), I am pleased to inform you that the Monterey Peninsula Regional Park District is the recipient of the SDLF District Transparency Certificate of Excellence, in recognition of the district's outstanding efforts to promote transparency and good governance. By receiving this Certificate, the Monterey Peninsula Regional Park District has demonstrated its commitment to being open and accessible to constituents and local stakeholders.

SDLF is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs. In order to receive the Certification, the Monterey Peninsula Regional Park District first had to complete eight essential governance transparency requirements, including conducting ethics training for all board members, properly conducting open and public meetings, and filing Financial Transactions and Compensation Reports to the State Controller in a timely manner.

The district also fulfilled fifteen website requirements, providing readily available information to the public, such as board agendas, past minutes, the current district budget, and the most recent financial audit. Finally, the district confirmed its commitment to public engagement through an annual informational public budget hearing and community transparency reviews.

The Monterey Peninsula Regional Park District is commended for its efforts to conduct business on behalf of its constituents in an open and transparent manner and serves as a model of best practices for other agencies in our state.

Sincerely,

A handwritten signature in cursive script that reads 'David Aranda'.

David Aranda
SDLF President

A handwritten signature in cursive script that reads 'Neil C. McCormick'.

Neil McCormick
SDLF Chief Executive Officer



**SPECIAL DISTRICT
LEADERSHIP
FOUNDATION**

1112 I Street, Suite 200
Sacramento, CA 95814
916.231.2939
www.sdlf.org

COPY

May 19, 2016

The Honorable William Monning
Member, California State Senate
99 Pacific St., Ste. 575-F
Monterey, CA 93940

Dear Senator Monning:

On behalf of the Special Districts Leadership Foundation (SDLF), I am pleased to inform you that the Monterey Peninsula Regional Park District is the recipient of the SDLF District Transparency Certificate of Excellence, in recognition of the district's outstanding efforts to promote transparency and good governance. By receiving this Certificate, the Monterey Peninsula Regional Park District has demonstrated its commitment to being open and accessible to constituents and local stakeholders.

SDLF is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs. In order to receive the Certification, the Monterey Peninsula Regional Park District first had to complete eight essential governance transparency requirements, including conducting ethics training for all board members, properly conducting open and public meetings, and filing Financial Transactions and Compensation Reports to the State Controller in a timely manner.

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The Monterey Peninsula Regional Park District is commended for its efforts to conduct business on behalf of its constituents in an open and transparent manner and serves as a model of best practices for other agencies in our state.

Sincerely,

David Aranda
SDLF President

Neil McCormick
SDLF Chief Executive Officer

COMMITTEES
BANKING AND FINANCE
HUMAN SERVICES
NATURAL RESOURCES

SELECT COMMITTEES
CHAIR: COASTAL PROTECTION
CHAIR: EXPANDING ACCESS TO
CALIFORNIA'S NATURAL RESOURCES

Assembly California Legislature



MARK STONE
CHAIR, JUDICIARY
ASSEMBLYMEMBER, TWENTY-NINTH DISTRICT

STATE CAPITOL
P.O. BOX 942849
SACRAMENTO, CA 94249-0029
(916) 319-2029
FAX (916) 319-2129

DISTRICT OFFICES
701 OCEAN STREET, SUITE 318B
SANTA CRUZ, CA 95060
(831) 425-1503
FAX (831) 425-2570

99 PACIFIC STREET, SUITE 575G
MONTEREY, CA 93940
(831) 649-2832
FAX (831) 649-2935

March 16, 2016

Monterey Peninsula Regional Park District
Attn: Kelly McCullough
60 Garden Court, Suite 325
Monterey, CA 93940

Dear Ms. McCullough:

I have reviewed the Special District Leadership Foundation's (SDLF) criteria for the District Transparency Certificate of Excellence on behalf of the Monterey Peninsula Regional Park District (MPRPD). In my opinion the MPRPD has far exceeded the requirements set forth by the SDLF.

I support MPRPD's application for the District Transparency Certificate of Excellence and greatly appreciate your work in our community.

Sincerely,

A handwritten signature in blue ink that reads "Mark Stone".

Mark Stone
Assemblymember
Twenty-Ninth District



CARMEL
Chamber of Commerce

Post Office Box 4444, Carmel California 93921
P 831 624-2522 / 800 550-4333 F 831 624-1329

WWW.CARMELCALIFORNIA.ORG

April 26, 2016

RECEIVED
MAY 02 2016

Monterey Peninsula Regional Park District
Attn: Kelly McCullough
60 Garden Court, Suite 325
Monterey, CA 93940

Dear Ms. McCullough,

The criteria for the Special District Leadership Foundation (SDLF) on behalf of the Monterey Peninsula Regional Park District (MPRPD) has been reviewed and the requirements set forth by SDLF have been fully met by MPRPD.

I appreciate your membership with the Carmel Chamber of Commerce and I support your application for the District Transparency Certificate. Thank you for your work in our community.

Sincerely,

Monta M. Potter
President/CEO Carmel Chamber of Commerce

**MONTEREY PENINSULA REGIONAL PARK DISTRICT
STAFF REPORT**

BOARD MEETING: June 6, 2016

SUBJECT: Operations and Maintenance Division Update

PRESENTER: Caine Camarillo, Supervising Ranger

REPORT: Operations and Maintenance Staff is currently brushing and mowing all District trail corridors, open spaces, and parking areas. Due to conditions, many areas will need to be addressed more than once this season. Staff is working with MPRPD volunteers and members of the California Native Plant Society to identify and avoid particular wildflowers of interest.

The dilapidated chicken coop at Garland Ranch Regional Park has been dismantled. The structure was extremely unstable and posed a safety hazard to the public. The chicken coop was originally constructed using redwood boards, which were salvaged and will be used as part of an exhibit at the GRRP Visitor Center.

Ranger staff worked with Cal-Fire inmate crews several days at Mill Creek Redwood Preserve conducting seasonal brushing and trail tread maintenance.

Staff met with members of the Point Blue Conservancy to discuss snowy plover preservation at Marina Dunes Preserve. PBC staff was extremely pleased with measures MPRPD has recently taken to minimize the impact to snowy plover habitat and nesting areas.

Ranger staff is preparing to begin the removal of the slide on Sage Trail following the completion of the seasonal brushing and mowing.

All seasonal footbridges in Garland Ranch Regional Park have been installed for the summer.

FISCAL IMPACT: N/A

FUNDING SOURCE: N/A

FUNDING BALANCE: N/A

RECOMMENDATION: Information Only