

**MINUTES FOR
CARMICHAEL IMPROVEMENT DISTRICT, INC.**
Executive Committee Meeting
Friday, January 18, 2019 – 10:00 AM
Conference Room – 6855 Fair Oaks Boulevard

Attendance: Officers G. Hursh, J. Phillips, V. McCarthy-Olmstead, & B. Erickson

1. Call to Order

Erickson called to order at 10:00AM.

2. Discussion Items

a. Initial 2019 Budget, Recommendation.

B. Erickson discussed an essential model of our costs structure and provided a context to understand the range of impacts that various program resource commitment levels interplay with whatever compensation level is negotiated in our welcoming of a new manager . After discussion and consideration of various levels, it was decided that we would seek approval of an “initial” expense budget for 2019, which would be revised once we engage our new daily management. B. Erickson will craft the action item for board consideration.

b. Transition planning, Administration

i. Present status – Applications and their review.

B. Erickson updated that just over a dozen expressions have been received to-date. Former board member Gayle Dax-Conroy graciously volunteered to frame an evaluation metric grid to assist the review process. Applications continue to be accepted to mid-February. Ahead will be further planning on the next steps of the decision process.

ii. Direct hire / contract / hybrid options

B. Erickson advised that a prominent area BID executive has discussed their possible availability to assist and advise our board on the hire decision and offer occasional, short-term guidance to the manager, as needed, once underway. While understood as tentative at this point, the idea was favorably received. Committee discussed the present level of service rendered by incumbent contractor and decided to start the transition before the completion of a new engagement for management.

c. Committee Assignments, 2019 Program Year.

B. Erickson circulated a tabulation of responses from all board members which offered an overview of their interest and capacity in relation to the four current advisory committees of the Board. Specific committee assignments were discussed and determined. In addition, it was

concluded that we recommend that the Cleaning & Maintenance Committee be deactivated as it has never met over that last two years and is unnecessary given the good work of the Safety and Code committee. In considering our board meeting ahead, desire was expressed to offer a bit of orientation in our January meeting as a supplement to the typical agenda.

3. Public comment.

No members of the public were found in attendance.

4. Business items for future agendas.

5. Adjourn.

Committee adjourned at 11:28AM.

Next Meeting: **TBD**

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Brown Act Notice

Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. Action may not be taken on items not posted on the agenda.

ADA Notice

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* Attachments ^ Action Item