



## AGENDA FOR CARMICHAEL IMPROVEMENT DISTRICT

Executive Committee Meeting  
Tuesday, February 08 2021 - 2:30 PM

Location: **ZOOM** <https://us02web.zoom.us/j/9164813015v>

### Notice to the Public

You are welcomed and encouraged to participate in this meeting. Public comment is taken (3-minute maximum per person) on items on the Agenda when they are called. Public Comment on items not listed on the Agenda will be heard in the meeting when noted on the agenda. Comments on controversial items may be limited and large groups are encouraged to select one or two speakers to represent the opinion of the group.  
The order of the Agenda items is listed for reference and may be taken in any order deemed appropriate by the Executive Committee. The Agenda provides a general description and, as available, staff recommendations; however, the Committee may take any action, whether or not it is recommended, or no action.

- |                  |         |
|------------------|---------|
| 1. WELCOME       | ANDREWS |
| 2. Call to Order | ANDREWS |

### **CALENDAR**

- |   |         |
|---|---------|
| 3. Discussion on 2022 ADMIN CALENDAR.                       | ANDREWS |
| 4. ANNUAL BOARD REVIEW AND RETREAT - Target possible dates. | ANDREWS |

### **ACCOUNTING**

- |  |        |
|--|--------|
| 5. REVENUE-Non Assessed Funds - Review accounts                    | BLOISE |
| 6. ASSETS - Non Assed Funds and Roll Over Assets - Review accounts | BLOISE |

### **STANDING COMMITTEES**

- |  |         |
|--|---------|
| 7. SAFETY & PROPERTY - Andrews to Chair for time being | ANDREWS |
| 8. CLEANING & MAINTENANCE - Cleaning Vendor RFQ Status | ANDREWS |
| 9. COMMITTEE MEMBERS PROPOSED BY CHAIRS - EC review?   | ANDREWS |

### **POLICIES**

- |  |         |
|--|---------|
| 10. BOARD RESOURCE BINDER CONTENTS - Table of Contents | ANDREWS |
| 11. REVISION PROCEDURE GENERAL TO ALL CID DOCS         | BLOISE  |
| 12. BOARD & COMMITTEE HANDBOOK - Approved version      | ANDREWS |
| 13. COMMITTEE CHAIR QUALIFICATIONS -                   | BLOISE  |
| 14. FOOD, DRINK, ALCOHOL GIFT CARDS, ETC               | BLOISE  |
| 15. CID INSURANCE REGARDING ALCOHOL AT EVENTS          | EVANS   |
| 16. PUBLIC COMMENT                                     | PUBLIC  |

17. Adjourn.

Next Meeting: MARCH 8, 2021, 2:30 PM

### 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

Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify [info@discovercarmichael.com](mailto:info@discovercarmichael.com) least 48 hours prior to the meeting.

**Executive Director****Executive Committee****Board of Directors****Carmichael Improvement District, Inc.  
Administrative Calendar**

CARMICHAEL

In addition to the regular program action and reporting of management and committee, good practice calls for a unified, routine flow of items requiring administrative attention at specific times over the course of a service program year.

	<b>Executive Director</b>	<b>Executive Committee</b>	<b>Board of Directors</b>
<b>JANUARY</b>	<ol style="list-style-type: none"> <li>Orient new board members individually or in small group.</li> <li>Assure outgoing officers orient new officers.</li> <li>See that any Form 1099's are prepared for prior year.</li> </ol>	<ol style="list-style-type: none"> <li>Confirm Administrative Calendar</li> <li>Update bank signature card for Treasurer, President, and Secretary.</li> <li>Review priority expectations of E.D. for first-half and last-half of the year ahead.</li> </ol>	<ol style="list-style-type: none"> <li>Receive Administrative Calendar.</li> <li>Welcome new leaders/ Binder Updates or new member binders.</li> <li>Circulate conflicts policy, receive signed conflicts disclosure from each member.</li> </ol>
<b>FEBRUARY</b>	<ol style="list-style-type: none"> <li>Mail Form 1099s to IRS.</li> <li>Review voids in MailChimp list against parcel owners.</li> <li>Plans/conducts annual board workshop, e.g. strategic planning, study best practice in other districts, hear from experts, etc.</li> </ol>	<ol style="list-style-type: none"> <li>Review service impacts and consider assessment rate change availability for next year.</li> <li>Review Security Contract performance</li> <li>Review Bookkeeping service Contract performance.</li> </ol>	<ol style="list-style-type: none"> <li>Report of conflicts disclosures not received.</li> <li>E.D. to present near and long-term program goals and objectives to align board and E.D.</li> <li>Board development workshop. (Strategic Vision, etc).</li> </ol>
<b>MARCH</b>	<ol style="list-style-type: none"> <li>Draft annual report to County of Sacramento.</li> <li>For prior year, see that EOY workpapers and provided to tax.</li> </ol>	<ol style="list-style-type: none"> <li>E.D.'s semi-annual report of unreached owners (MailChimp against parcel analysis).</li> <li>Internally start E.D. annual performance review.</li> </ol>	<ol style="list-style-type: none"> <li>Except 2021, Consider and determine by action rate adjustments. (PBID Levy)</li> </ol>
<b>APRIL</b>	<ol style="list-style-type: none"> <li>Provide Annual Report and Rate Adjustment Letter to County.</li> </ol>	<ol style="list-style-type: none"> <li>Internally review E.D. annual performance—Self-evaluation./ Start written review.</li> </ol>	<ol style="list-style-type: none"> <li>Advise Board to participate in Annual Business Walk in May.</li> </ol>
<b>MAY</b>	<ol style="list-style-type: none"> <li>Frame and attract Fourth of July participation.</li> </ol>	<ol style="list-style-type: none"> <li>Meet with E.D. annual performance review.</li> </ol>	<ol style="list-style-type: none"> <li>Advise of E.D. Annual Review.</li> </ol>
<b>JUNE</b>	<ol style="list-style-type: none"> <li>Presents annual report to Board of Supervisors with other PBIDs.</li> <li>Post Annual Report to web.</li> </ol>	<ol style="list-style-type: none"> <li>Reviews and set priorities for last-half of new year.</li> </ol>	<ol style="list-style-type: none"> <li>Provide Annual Report and update on meeting with Board of Supervisors.</li> <li>Half-day board workshop. (CID Strategic Vision, etc)</li> </ol>

	<b>Executive Director</b>	<b>Executive Committee</b>	<b>Board of Directors</b>
<b>JULY</b>	1. Lead annual Fourth of July public engagement effort.	1. Consider Bylaw changes. Prepare recommendations. 2. Requests comments on clean and safe contractor performance.	1. Receive draft Form 990 for review and comment. 2. Annual review of insurance coverages, limits, and deductibles.
<b>AUGUST</b>	1. Reviews voids in MailChimp list against parcel owners.	1. Conduct Annual clean & safe contractor performance evaluations	1. Action, Bylaw changes, as needed. 2. Receive clean & safe contractor performance evaluations.
<b>SEPTEMBER</b>	1. File Form 990 and post to web.	1. Considers and selects Ad Hoc nominating task force for officer and new directors. 2. E.D.'s semi-annual report of unreached owners (MailChimp analysis).	1. Receive as-filed Form 990.
<b>OCTOBER</b>	1. Mail form letter by First Class US Mail to owners advising of Board service opportunities. 2. Seek committee discretionary budget requests for the new year. 3. Engages/facilitates budget preparation.	1. Review CID various Administrative Policies on file for updates/amendments.	1. Appoints Ad Hoc nominating task force.
<b>NOVEMBER</b>	1. Create Board Binders for new Board members. Update sheets for current members	1. Plans for February board development workshop. 2. Reviews Annual Budget by E.D. 3. Incoming Chair to set up Committees/ Chairs for next year.	1. Adjust Board meeting to week prior to Thanksgiving.
<b>DECEMBER</b>	1. Call for 1-page committee work summary for closing year for annual reporting needs. 2. Assure outgoing officers orient new officers.	1. Reviews and set priorities for first-half of new year. 2. Review Ad Hoc Nominating Recommendations before Board meeting.	1. Elect Officers and Directors for year ahead. 2. Approve operating budget for year ahead.



Name of Board Member	Term Out	1st committee	2nd committee	Executive Committee:		Safety & Property Committee:	Task Force	Development & Advancement Committee		Outreach & Communication Committee		Cleaning & Maintenance			
				BOD Execs Only	4	BOD Interested	5	BOD Interested	6	BOD Interested	3	BOD Interested	3		
<b>PROPOSED CHAIRS</b>				Todd Andrews	<b>Chair</b>	<b>Gary Hursch</b>	<b>Chair</b>	Nick Bloise	<b>Chair</b>	Rosie Buck	<b>Chair</b>	Curt Pearson	<b>Chair</b>		
<b>PROPOSED VICE CHAIRS</b>				Nick Bloise	<b>Vice Chair</b>	Gregg Jones	<b>Vice Chair</b>	<b>Ron Greenwood</b>	<b>Vice Chair</b>	James Eowan	<b>Vice Chair</b>	Mike Blondino	<b>Vice Chair</b>		
See Board & Committee Handbook Page 35 under the heading <b>STANDING COMMITTEES:</b>															
<b>Committee Chairs and Vice Chairs are appointed by the President (BOD Chair) after consultation with other directors and Executive Director</b>															
See Board & Committee Handbook Page 36 under the heading <b>COMMITTEE MEMBERS:</b>															
<b>Committee members are selected by the Committee Chair and are recommended for approval to the Board of Directors</b>															
1	Todd Andrews	23	E.C	None/EC Only	Todd Andrews	1	<b>Chair</b>								
2	Nick Bloise	24	E.C	DAC-Chair	Nick Bloise	1	<b>Vice Chair</b>		Nick Bloise	1	<b>Chair</b>				
3	Joe Covington	22	E.C	None/EC Only	Joe Covington	1	Treasurer								
4	Esmail Lorestany	22	E.C	DAC	Esmail Lorestany	1	Secretary		Esmail Lorestany	1	2nd Choice				
5	Vanessa McCarthy-Olmstead	22	S&P	None/County Supervisor Rep			Vanessa McCarthy-Olmstead	1 only	Vanessa McCarthy-Olmstead	1 only					
6	Juiie DePrada-Schott	23	OCC	None/Chamber of Commerce Rep						Juiie DePrada-Schott	1	1st & Only			
7	Rosie Buck	24	OCC	None/Chair OCC						Rosie Buck	1	1st & Only			
8	Gregg Jones	23	S&P	C&M			Gregg Jones	1	1st Choice			Gregg Jones	1	2nd choice	
9	Mike Blondino	24	S&P	C&M			Mike Blondino	1	1st Choice			Mike Blondino	1	2nd choice	
10	Curt Pearson	22	C&M	S&P			Curt Pearson	1	<b>need confirmation</b>						
11	James Eowant	24	DAC	OCC					James Eowan	1	1st Choice	James Eowan	1	2nd choice	
12	Ron Greenwood	24	DAC	M&B			Ron Greenwood	1	1st Choice	Ron Greenwood	1	1st Choice	Ron Greenwood	1	2nd choice
13	<b>Mark Ruiz</b>	24	DAC	None/EC Only					Mark Ruiz	1	<b>1st Choice and only</b>				
14	Gary Hursch		<b>Emeritus</b>				Gary Hursch		<b>Chair</b>						