

**MINUTES OF THE BERKELEY PARK DISTRICT  
SPECIAL BOARD MEETING  
WEDNESDAY, MAY 8, 2024**

**Call to Order and Roll Call**

The meeting was called to order by President Larem at 6:30 pm at the Lind Building. All present recited the Pledge of Allegiance.

Commissioners Present: M Carpenter, T Laren, P Smith, R Sudduth

Commissioners Not Present: G Sada

Others Present: Interim Executive Director C Szoke, Director P Graham, Attorney M Mack

Public Present: Lori Garcia Graham, Caleb Neal, Andre Whitt

**Old/Unfinished Business**

Following a request from the District, Legat Architects reduced their proposal for a first phase of work to produce bid drawings and specifications to re-roof the building and associated building envelope work by \$1,100, from \$9,000 to \$7,900. They did not recommend reducing site visits during the construction process, and no other scope reductions to their proposal will be made. A motion was made by Commissioner Smith to accept the revised proposal from Legat Architects in the amount of \$7,900 plus reimbursables. Voting "Aye" were Commissioners Carpenter, Larem, Smith and Sudduth. Motion carried 4-0.

**New Business**

The Board reviewed information from Interim Executive Director Szoke on District staffing. Four elements were suggested for Board feedback:

1. Hire an agency head with the title of Executive Director or District Administrator.
2. Adjust the current part time Director's responsibilities to no more than recreational programming and special events.
3. Hire a facility/maintenance position, on a part-time basis.
4. Hire an administrative secretary or clerical position, on a part-time basis.

Board Members questioned duties, budget capacity, and logging time worked. Following additional discussion, a motion was made by Commissioner Smith and second by Commissioner Sudduth to continue planning for a District Administrator position on a 30 hour per week basis, with salary, benefits and a job description to be developed. Voting "Aye" were Commissioners Carpenter, Larem, Smith and Sudduth. Motion carried 4-0.

MINUTES OF THE BERKELEY PARK DISTRICT  
SPECIAL BOARD MEETING  
WEDNESDAY, MAY 8, 2024  
Page 2

**Public Comment**

Comments were shared with the Board to work to increase public awareness on the District; Status of memorial trees at the former Victoria Park; survey residents program ideas; and could data on web visits be posted.

**Adjournment**

A motion was made by Commissioner Larem and seconded by Commissioner Carpenter to adjourn the meeting at 7:02pm. Motion carried 4-0 on a voice vote.

/s/ Rolanda Sudduth  
Board Secretary

/s/ Teresa Larem  
President