



Spreckels Memorial District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF
DIRECTORS
Wednesday April 4, 2018 6:30pm
Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

1. CALL TO ORDER:

The meeting was called to order by President Henningsen at 6:28 pm.

2. ROLL CALL & ESTABLISHMENT OF QUORUM:

Scott Henningsen, Rick Magno, Ron Eastwood, Cathy McDougall

Present: Henningsen, Magno, McDougall

Absent: Eastwood

QUORUM ESTABLISHED

Also present: Business Manager Paul Ingram and Vacant Board Position Appointee Susan Morris. Waiting for Clerk of the Board of Supervisors to give her instructions on filing process to be approved by the Board of Supervisors.

3. PUBLIC COMMENTS:

4. APPROVAL OF MINUTES:

- a. SMD Regular Board Meeting 3/7/2018

Motion to approve [McDougall] 2nd [Magno]

Ayes: Henningsen, Magno, McDougall

Noes: None

MOTION CARRIED

5. BUSINESS MANAGER'S REPORT:

- a. Financial Reports March
1. Review of Fund Balances March 31, 2018
 2. Review of Expenditures March 2018

The previous month's paper checks, online bill pay check records and automatic payment records with copies of their respective invoices and bills are included for review in the agenda packet that is emailed to board members and posted on the District's website for public download. BM Ingram asked the board if it was further necessary to include these payments and receipts in the printed meeting agenda packet. Consensus of the board is that is not necessary. Board members are assumed to have reviewed all pages in the electronic agenda packet and may bring any questions on specific payments to the meeting for discussion during the Business Manager's Report.

3. Review of Deposits: Rabobank March 2018
4. Review of Deposits: County Fund 668 January 2018
5. Review of Budget Year-to-date.

Reports presented.

6. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Approve Transfer of \$10,000 from County Fund 668 to Rabobank Checking.

Motion to approve [Magno] 2nd [McDougall]

Ayes: Henningsen, Magno, McDougall

Noes: None

MOTION CARRIED

7. USE REQUESTS:

- | | |
|-----------------------------|-------------------------------------|
| a. Alison Dominguez | Park 4 th Birthday Party |
| b. Dee Dee Davis | Wedding |
| a. Sally Adams | 50 th Birthday |
| b. Christine Williams | College Graduation Party |
| c. Alisal High Class of '73 | Reunion |
| d. Bill Parker | Anniversary Party |

With rental fee for item c. reduced from \$900 to \$750, motion to approve all [McDougall] 2nd [Magno]

Ayes: Henningsen, Magno, McDougall

Noes: None

MOTION CARRIED

8. FUNCTION RECAP:

Alicia Rodriguez event: Building Caretaker Joe Velasquez reported band had brought their own beer to drink and left a mess in the alleyway behind the hall. \$100 is deducted from her deposit.

9. NEW BUSINESS:

- a. Joe Velasquez accrued vacation pay.

Business Manager Ingram gave a report on accrued vacation pay that was not paid to Velasquez. Research from past minutes shows that the previous Building Caretakers would request their accrued vacation pay at the end of each year. A motion was made to pay Velasquez all accrued vacation pay [McDougall] 2nd [Magno].

Ayes: Henningsen, Magno, McDougall

Noes: None

MOTION CARRIED

For the future, the Building Caretakers Employment Agreement requires that vacation pay will not accrue past the current year. BM Ingram will remind Velasquez to request his unused vacation pay at the end of each year.

- b. LAFCO Election: Special District Alternate Commissioner seat.

Candidates:

1. Herbert Cortez, Marina Coast Water District
2. Grant Leonard, North Monterey County Recreation and Park District
3. Graig Stephens, Soledad Community Health Care District

Motion to cast vote for Grant Leonard [McDougall] 2nd [Magno].

Ayes: Henningsen, Magno, McDougall

Noes: None

MOTION CARRIED

10. CONTINUED BUSINESS:

- a. Audits FY's 2009 to 2017: Business Manager Audit Progress Report

BM Ingram reported all of March was spent on audits for Spreckels Community Services District and that work is complete. He will now return to requests from the auditor for SMD. He estimates his work at 60% complete.

- b. 2018 Spreckels 4th of July Celebration: Progress Report

Contracted Event Manager Danielle Parker was present to give the board a report on progress. She had met with BM Ingram shortly before the meeting to review existing posted announcements on the District website. BM Ingram will provide her with the logins so that she can update all notices.

- c. Memorial Building Restroom ADA Improvements Project

1. Review Estimates from Contractors.

As of yet BC Velasquez has not received any completed estimates. Contractors have estimated two months per restroom for completion if building is allowed to be in use during construction. Velasquez is instructed to request alternate bids that will allow contractors full access to the job site by closing the building for use during the month of February. Velasquez is instructed to not receive reservations for the month of February until schedule is decided.

- d. Memorial Benches: Order Progress

BM Ingram presented a quote from Barco Products for three benches to be purchased. A motion to allow a total of \$5000 plus shipping costs was made [McDougall] 2nd [Magno].

Ayes: Henningsen, Magno, McDougall

Noes: None

MOTION CARRIED

BM Ingram and President Henningsen will work on final wording for engraved wording for bench back boards.

- e. Complete Wireless Systems cell tower to replace light pole.

There has been no further contact from Complete Wireless on alternative sites.

- f. Organ Grinder Painting.

President Henningsen and BM Ingram will seek a meeting with Salinas City Manager Jim Pia after April 15th.

11. REGULAR MONTHLY FACILITIES REPORTS:

- a. Review of Building/Equipment Inspection Report.

A new flagpole illumination light has been installed on the roof of the building. The refurbished ice maker was installed by Polar Service, Inc. Value of ice maker is being traded for building use for Polar Service training meetings. District is paying for labor to install.

- b. Review of Park Operations and Safety Report

New lattice is needed in BBQ area.

12. FUTURE AGENDA ITEMS:

13. ADJOURN REGULAR MEETING: Next meeting Wednesday May 2, 2018 6:30 PM. *The meeting was adjourned at 7:42 pm.*

Respectfully submitted

Approval date 5/2/2018

