

Spreckels Veterans Memorial Building
Home of Lt. Billy Paulson VFW Post 6849

Spreckels Veterans Memorial District
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday December 4, 2024 5:30 pm
Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

AGENDA

Agenda order may be adjusted by the Chair for purposes of meeting flow and to be respectful of the time concerns of guests present.

1. CALL TO ORDER:

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

Rick Magno, President
Walan Chang, Vice-President
Shaheen Jorgensen, Director
Darrin Bright, Director

4. PUBLIC COMMENTS: *At this time any person may comment on any item which is not on the agenda. Please state your name and address for the record. Action will not be taken on any item that is not on the agenda. If it requires action, it will be referred to staff and/or placed on the next agenda. Board members may briefly respond to statements made or questions posed as permitted by Government Code Section 54954.2. In order that all interested parties have an opportunity to speak, please limit comments to a maximum of five (5) minutes. Any member of the public may comment on any matter listed on this agenda at the time the matter is being considered by the Board of Directors.*

5. APPROVAL OF MINUTES:

- a. SVMD Regular Board Meeting September 4, 2024.
- b. SVMD Regular Board Meeting November 13, 2024

6. GENERAL MANAGER'S REPORT:

- a. Financial Reports April.
 - 1. Fund Balances as of 11/30/2024.
 - 2. Budget FY 2025 FYTD to 11/30/2024.

3. Review of Deposits: County Fund 668 June [FY 2024-25 Period 4].
4. Review of Deposits: Five Star General Checking November.
5. Review of Five Star Bank Statements/Reconciliations October 2024.
6. Review of Expenditures September 2024.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

a. Discussion and Possible Approval:

1. Transfer \$20,000 from County Fund 668 to Five Star General Checking.
2. Central Coast Engineering: Proposal-Spreckels Memorial Park Demolition Permit. Cost \$10,300.00.
3. Central Coast Engineering: Proposal-Basketball Court Ramp-ADA Accessibility. Cost \$9,300.00.
4. Central Coast Engineering: Proposal-Retaining Wall Rebuild. Cost \$7,600.00.
5. Willoughby Stainless Fountains [Qty. 3] [additional 2 units]
6. Green Construction Services: Planter Boxes at Tennis Court Bleachers. Cost \$29,000.
7. Wallace Memorial, Inc.: 6 Loose Bronze Emblems Military Service Branches: \$2,130.38
8. VORTEX: ADA Low Energy Door Closers for Park Restrooms. Cost \$29,289.00.
9. CORE Surveillance: Wifi Relay to Park: Cost \$3390.94.

8. USE REQUESTS:

9. FUNCTION RECAP:

10. CONTINUED BUSINESS:

- a. Grant Writing Service.
- b. Spreckels 4th of July Celebration 2024: Review and final payment to Event Coordinator. Discuss new Event Coordinator process.
- c. SCSO Contract for General and Facilities Management Services.

11. NEW BUSINESS:

12. REGULAR MONTHLY FACILITIES REPORTS:

- a. Review of Building/Equipment Inspection Report.
- b. Review of Park Operations and Safety Report

13. FUTURE AGENDA ITEMS:

14. ADJOURN REGULAR MEETING: Next meeting Wednesday December 4, 2024 5:30 PM.

2024 Meeting Dates: January 3, February 7, March 13, April 3, May 1, June 5, June 26, August 7, September 4, October 2, November 6, December 4.

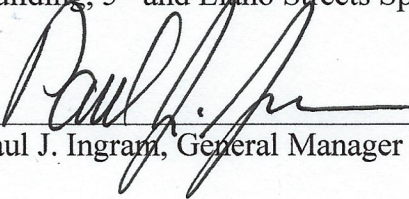
ADA COMPLIANCE

In compliance with the American Disabilities Act (ADA), disabled individuals requiring special accommodations to access, attend, or participate in District Board meetings, should contact the District Administrative Office, [831] 455-7855. To ensure that your request is granted please notify this office at least one business day prior to the scheduled public meeting.

In Compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at Spreckels Veterans Memorial Building, 5th and Llano Streets, Spreckels, CA 93962, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the District during normal business hours. Email requests please use spreckelsmd.main@gmail.com.

Certification

I, Paul J. Ingram, General Manager/Board Clerk for Spreckels Veterans Memorial District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the December 4, 2024 Regular Meeting of the District Board of Directors scheduled for 5:30 pm at Spreckels Veterans Memorial Building, 5th and Llano Streets Spreckels, CA 93962.



 Paul J. Ingram, General Manager

Date 11/25/2024

To download the full agenda packet, please go to www.spreckelsmd.specialdistrict.org and click on the meeting date. Click on the link to the agenda.



Spreckels Veterans Memorial Building
Home of Lt. Billy Paulson VFW Post 6849

Spreckels Veterans Memorial District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday November 13, 2024 5:30 pm
Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

1. CALL TO ORDER:

The meeting was called to order by President Magno at 5:33 pm.

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

Rick Magno, President
Walan Chang, Vice-President
Shaheen Jorgensen, Director
Darrin Bright, Director
Present: Magno, Jorgensen, Bright
Absent: Chang

4. PUBLIC COMMENTS:

Becky Friedman spoke regarding Operation Giveback which sponsors 300 children from local schools for a holiday gift giveaway. They wish to have a gift-wrapping event on Wednesday December 4th. Motion to approve event from 1:00 pm to 10:00 pm for rent of \$100 [Jorgensen] 2nd [Bright].
Ayes: Magno, Jorgensen, Bright
Noes: None

MOTION CARRIED

5. APPROVAL OF MINUTES:

a. SVMD Regular Board Meeting June 26, 2024.
Motion to approve [Bright] 2nd [Jorgensen].
Ayes: Magno, Jorgensen, Bright
Noes: None

MOTION CARRIED

b. SVMD Regular Board Meeting September 4, 2024.
Quorum of board members who were present at the meeting not present for this vote.
Item tabled.

- c. SVMD Regular Board Meeting October 2, 2024
Motion to approve [Bright] 2nd [Jorgensen]
Ayes: Magno, Jorgensen, Bright
Noes: None

6. GENERAL MANAGER'S REPORT:

- a. Financial Reports April.
1. Fund Balances as of 10/31/2024.
 2. Budget FY 2025 FYTD to 10/31/2024.
 3. Review of Deposits: County Fund 668 June [FY 2024-25 Period 3].
 4. Review of Deposits: Five Star General Checking October.
 5. Review of Five Star Bank Statements/Reconciliations September 2024.
 6. Review of Expenditures September 2024.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Discussion and Possible Approval:
1. Transfer \$20,000 from County Fund 668 to Five Star General Checking.
Motion to approve [Jorgensen] 2nd [Bright]
Ayes: Magno, Jorgensen, Bright
Noes: None ***MOTION CARRIED***
 2. Resolution 2024-02: Resolution to Adopt Budget FYE 6/30/2025.
Motion to approve [Jorgensen] 2nd [Bright].
Ayes: Magno, Jorgensen, Bright.
Noes: None ***MOTION CARRIED***
 3. Appointment of Ricard Mojica to the Board Vacancy due to the resignation of Carl Christmore.
Motion to approve [Jorgensen] 2nd [Bright].
Ayes: Magno, Jorgensen, Bright
Noes: None ***MOTION CARRIED***
 4. Approval of SVMD Landscaping Contract with Clarke's Turf & Water effective July 1, 2024 and expiring 6/30/2025.
Motion to approve renewal of contract with monthly invoices to include copies of material receipts [Jorgensen] 2nd [Bright].
Ayes: Magno, Jorgensen, Bright
Noes: None ***MOTION CARRIED***
 5. Onboard of E Griffin-Ortiz as a volunteer for grant writing services.
Motion to approve [Jorgensen] 2nd [Bright].
Ayes: Magno, Jorgensen, Bright
Noes: None ***MOTION CARRIED***
 6. Central Coast Engineering: Proposal-Spreckels Memorial Park Demolition Permit.
 Cost \$10,300.00.

7. Central Coast Engineering: Proposal-Basketball Court Ramp-ADA Accessibility. Cost \$9,300.00.
8. Central Coast Engineering: Proposal-Retaining Wall Rebuild. Cost \$7,600.00.
9. Willoughby Stainless Fountains [Qty. 3] [additional 2 units]
10. Green Construction Services: Planter Boxes at Tennis Court Bleachers. Cost \$29,000.
11. El Gabilan Tree Service: Estimate for Palm Trees.

Motion to approve at cost of \$7,260.00 [Jorgensen] 2nd [Bright].

Ayes: Magno, Jorgensen, Bright

Noes: None

MOTION CARRIED

12. Wallace Memorial, Inc.: 6 Loose Bronze Emblems Military Service Branches: \$2,130.38
13. VORTEX: ADA Low Energy Door Closers for Park Restrooms. Cost \$29,289.00.
14. CORE Surveillance: Wifi Relay to Park: Cost \$3390.94.

8. USE REQUESTS:

9. FUNCTION RECAP:

10. CONTINUED BUSINESS:

- a. Grant Writing Service.

Motion to approve subscription to California Grant Watch at \$200 per year [Bright] 2nd [Jorgensen].

Ayes: Magno, Jorgensen, Bright

Noes: None

MOTION CARRIED

- b. Spreckels 4th of July Celebration 2024: Review and final payment to Event Coordinator. Discuss new Event Coordinator process.
- c. SCSD Contract for General and Facilities Management Services.

11. NEW BUSINESS:

- a. Monterey Bay Regional Air Resources District: LEEP Landscape Equipment Reimbursement Program.

Motion to approve purchase of Greenworks 48" Zero Turn electric mower with mulch kit and HD mulch blade. Total cost of \$23,123.58 [Jorgensen] 2nd [Bright].

Ayes: Magno, Jorgensen, Bright

Noes: None

MOTION CARRIED

12. REGULAR MONTHLY FACILITIES REPORTS:

- a. Review of Building/Equipment Inspection Report.
- b. Review of Park Operations and Safety Report

13. FUTURE AGENDA ITEMS:

14. ADJOURN REGULAR MEETING: Next meeting Wednesday December 4, 2024 5:30 PM.
The meeting was adjourned at 7:33 pm.
2024 Meeting Dates: January 3, February 7, March 13, April 3, May 1, June 5, June 26, August 7, September 4, October 2, November 6, December 4.

Respectfully submitted,

Approval date _____

Paul J. Ingram, General Manager

DRAFT



SPRECKELS VETERANS MEMORIAL DISTRICT FUND BALANCES AS OF 12/4/2024

COUNTY FUND 668	\$ 14,107.02
FIVE STAR GENERAL CHECKING	\$ 16,172.60
FIVE STAR PAYROLL CHECKING	<u>\$ 13.48</u>
TOTAL	\$ 30,293.10

Spreckels Veteran's Memorial District
 Adopted Budget FYE 6/30/2025 FYTD To 12/4/2024

Income	Budget	FYTD		
July 4th	\$10,000.00	\$192.53	\$9,807.47	1.93%
Memorial Building & Park rent	\$35,000.00	\$21,375.00	\$13,625.00	61.07%
Sub Total	\$45,000.00	\$14,775.00	\$30,225.00	32.83%
Property Tax	\$235,000.00	\$887.22	\$234,112.78	0.38%
Special Assessment	\$44,500.00	\$160.62	\$44,339.38	0.36%
Interest on Pooled Investments	\$1,000.00		\$1,000.00	0.00%
Sub Total	\$280,500.00			
Donation	\$20,000.00	\$20,000.00	\$0.00	
Sub Total	\$20,000.00	\$20,000.00	\$0.00	100.00%
Total Income	\$345,500.00	\$34,775.00	\$310,725.00	10.07%
Expense				
Salaries				
Pay Roll Expenses	\$100,000.00	\$40,360.90	\$59,639.10	40.36%
Employee Benefits				
Workers Comp	\$2,500.00	\$2,057.03	\$442.97	82.28%
Total Salary and Benefits	\$102,500.00	\$42,417.93	\$60,082.07	41.38%
Operations Budget				
4th of July	\$10,000.00	\$700.00	\$9,300.00	7.00%
Professional Services				
Audits	\$1,000.00		\$1,000.00	0.00%
Administration Fees	\$3,000.00		\$3,000.00	0.00%
Advertising	\$1,000.00	\$264.61	\$735.39	26.46%
Legal Services	\$2,000.00	\$55.40	\$1,944.60	2.77%
Parcel Management	\$3,875.00		\$3,875.00	0.00%
Bank Fees	\$0.00	\$27.14	-\$27.14	#DIV/0!
Property Tax	\$450.00	\$722.50	-\$272.50	160.56%
Sub Total	\$11,325.00	\$1,069.65	\$10,255.35	9.45%
Education				
Board and Staff Education	\$800.00	\$160.00	\$640.00	20.00%
Dues and Subscriptions	\$2,500.00	\$2,131.00	\$369.00	85.24%
Sub Total	\$3,300.00	\$2,291.00	\$1,009.00	69.42%
MAINTENANCE				
Building Materials	\$1,500.00	\$1,463.40	\$36.60	97.56%
Electrical Repairs Hall	\$1,000.00	\$440.00	\$560.00	44.00%
Electrical Repairs Park	\$4,000.00	\$481.31	\$3,518.69	12.03%

Spreckels Veteran's Memorial District
 Adopted Budget FYE 6/30/2025 FYTD To 12/4/2024

Equipment Purchase	\$25,000.00	\$23,123.58	\$1,876.42	92.49%
Equipment Rental	\$1,000.00		\$1,000.00	0.00%
Power Equipment Repairs	\$500.00	\$982.65	-\$482.65	196.53%
Plumbing Repairs Hall	\$250.00	\$3,110.87	-\$2,860.87	1244.35%
Plumbing Repairs Park	\$12,000.00		\$12,000.00	0.00%
HVAC	\$2,000.00		\$2,000.00	0.00%
Equipment Maint & Repairs Hall	\$3,000.00		\$3,000.00	0.00%
Equipment Maint & Repairs Park	\$1,000.00	\$982.65	\$17.35	98.27%
Sprinkler Supplies	\$1,000.00	\$1,462.11	-\$462.11	146.21%
Sprinkler System Repairs	\$2,000.00	\$2,093.00	-\$93.00	104.65%
Park Plants	\$1,000.00	\$545.00	\$455.00	54.50%
Fuel	\$1,200.00	\$368.23	\$831.77	30.69%
Pest Contol	\$400.00	\$195.00	\$205.00	48.75%
Landscape Maintenance Contract	\$25,500.00	\$14,136.00	\$11,364.00	55.44%
Tree Maintenance	\$4,000.00	\$2,028.00	\$1,972.00	50.70%
Turf Treatment	\$6,500.00	\$6,605.00	-\$105.00	101.62%
Water Treatment	\$1,400.00	\$566.55	\$833.45	40.47%
Sub Total	\$94,250.00	\$58,583.35	\$35,666.65	62.16%
Utilities				
PG&E Park	\$4,000.00	\$9,672.27	-\$5,672.27	241.81%
PG&E Hall	\$18,000.00	\$9,672.27	\$8,327.73	53.73%
Water / Park	\$20,000.00	\$14,668.27	\$5,331.73	73.34%
Water / Hall	\$4,000.00	\$2,059.44	\$1,940.56	51.49%
Sewer	\$2,000.00	\$934.30	\$1,065.70	46.72%
Telephone and Internet	\$4,000.00	\$2,452.80	\$1,547.20	61.32%
Sub Total	\$52,000.00	\$39,459.35	\$12,540.65	75.88%
Supplies				
Janitorial Supplies	\$4,000.00	\$2,812.94	\$1,187.06	70.32%
Sub Total	\$4,000.00	\$2,812.94	\$1,187.06	70.32%
Office/Operating Expenses				
Office Supplies	\$800.00	\$303.70	\$496.30	37.96%
Office Equipment	\$100.00		\$100.00	0.00%
Post Office Box	\$250.00		\$250.00	0.00%
Website	\$600.00		\$600.00	0.00%
Postage and Delivery	\$60.00	\$73.00	-\$13.00	121.67%
Sub Total	\$1,810.00	\$376.70	\$1,433.30	20.81%
Insurance				
General Liability / Property Insurance	\$11,000.00		\$11,000.00	0.00%
Sub Total	\$11,000.00	\$0.00	\$11,000.00	0.00%
Total Operations	\$290,185.00	\$147,710.92	\$142,474.08	50.90%
Capital Expense				
Building	\$75,000.00		\$75,000.00	0.00%
Park	\$60,000.00		\$60,000.00	0.00%
Sub Total	\$135,000.00	0		0.00%
Emergency Reserve	-\$99,685.00			

Spreckels Veteran's Memorial District
Adopted Budget FYE 6/30/2025 FYTD To 12/4/2024

Total Expense	\$325,500.00	\$147,710.92	\$177,789.08	45.38%

Deposit Summary

12/3/2024 4:09 PM

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 11/13/2024

Chk No.	PmtMethod	Rcd From	Memo	Amount
		Norra Madson	Building Rent	500.00
		Genoveva Tombo	Deposit	500.00
		Peter Waligora	Building Rent	800.00
		PG&E Retirees Club	Building Rent	250.00
		Linda Deruelle	Building Rent	100.00
		Church Brothers LLC	Building Rent	1,000.00
		Church Brothers LLC	Deposit	1,000.00
		Armando Castellanos	Deposit	500.00
		Alexander Medina	Building Rent	500.00
		Southwestern Stitches	Building Rent	1,650.00
		Southwestern Stitches	Deposit	550.00
		Armando Castellanos	Deposit	500.00
		Marissa Alvarado	Building Rent	1,800.00
Less Cash Back:				
Deposit Total:				9,650.00