

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

Spreckels Veterans Memorial District REGULAR MEETING OF THE BOARD OF DIRECTORS *Wednesday February 7, 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. <u>PLEDGE OF ALLEGIANCE:</u>
- 3. ROLL CALL & ESTABLISHMENT OF QUORUM:

Rick Magno, President Walan Chang, Vice-President Shaheen Jorgensen, Director Carl Christmore, Director

4. <u>PUBLIC COMMENTS:</u> 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. <u>APPROVAL OF MINUTES:</u>

- a. SVMD Regular Board Meeting December 6, 2023.
- b. SVMD Regular Board Meeting January 3, 2023.

6. <u>GENERAL MANAGER'S REPORT:</u>

- a. Financial Reports November.
 - 1. Fund Balances as of 1/31/2023.
 - 2. Budget FY 2022 FYTD to 1/31/2023.

Spreckels Veterans Memorial District • P.O. Box 7266 • Spreckels, CA 93962 Park & Veterans Memorial Building Rental (831) 597-1189 • District Business (831) 455-7855 Email: spreckelsmd.main@gmail.com • www.spreckelsmd.specialdistrict.org

- 3. Review of Deposits: County Fund 668 December [Period 6].
- 4. Review of Deposits: Five Star General Checking January.
- 5. Review of Five Star Bank Statements/Reconciliations December 2023.
- 6. Review of Expenditures December 2023.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Transfer \$20,000.00 from County Fund 668 to Five Star General Checking.
- b. Appoint Darrin Bright to board position vacated by Saren Pierson.
- c. Election of Officers 2024.

8. <u>USE REQUESTS:</u>

- a. Peter Torrez b. Nativa Sana of the Goldon V
- b. Native Sons of the Golden West
- c. David Gomez
- d. Salinas Valley Teachers Association
- e. Sandra Castellanos
- f. Regina Harmon
- g. Carmen
- 9. <u>FUNCTION RECAP:</u>

10. <u>CONTINUED BUSINESS:</u>

- a. Future Projects: Racquetball Court: Derek Johnson of Central Coast Engineering to present recommendations based upon three options.
- b. Spreckels 4th of July Celebration 2024: Approve Contractor Services Agreement and \$750 contract 1st installment.
- 11. <u>NEW BUSINESS:</u>
 - a. Audits FY's 2022 and 2023.
- 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 March 13, 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.

Celebration of Life Christmas Dinner Birthday Party End of Year Party Birthday Party 18th Cotillion Quinceanera

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 February 7, 2024 Regular Meeting of the District Board of Directors scheduled for 5:30 pm at Spreckels Veterans Memorial Building, 5th and Llang Streets Spreckels, CA 93962

Paul J. Ingrand General Manager

Date 1/30/2024

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 December 6, 2023 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 5:30 pm.

- 2. <u>PLEDGE OF ALLEGIANCE:</u>
- 3. <u>ROLL CALL & ESTABLISHMENT OF QUORUM:</u>

Rick Magno, President Walan Chang, Vice-President Saren Pierson, Secretary Shaheen Jorgensen, Director

Present: Magno, Chang, Pierson, Jorgensen Absent: None

QUORUM ESTABLISHED

- 4. <u>PUBLIC COMMENTS:</u>
- 5. <u>APPROVAL OF MINUTES:</u>
 - a. SVMD Regular Board Meeting November 6, 2023.

Motion to approve [Pierson] 2nd [Chang] Ayes: Magno, Chang, Pierson, Jorgensen Noes: None

MOTION CARRIED

6. <u>GENERAL MANAGER'S REPORT:</u>

- a. Financial Reports November.
 - 1. Fund Balances as of 11/30/2023.
 - 2. Budget FY 2022 FYTD to 10/31/2023.
 - 3. Review of Deposits: County Fund 668 September [Period 4].
 - 4. Review of Deposits: Five Star General Checking November.
 - 5. Review of Five Star Bank Statements/Reconciliations October 2023.

6. Review of Expenditures October 2023.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

a. Transfer \$30,000.00 from County Fund 668 to Five Star General Checking.

Motion to approve [Jorgensen] 2nd [Chang]. Ayes: Magno, Chang, Pierson, Jorgensen Noes: None

MOTION CARRIED

- 8. <u>USE REQUESTS:</u>
- 9. <u>FUNCTION RECAP:</u>
- 10. <u>CONTINUED BUSINESS:</u>
 - a. Future Projects.
 - b. Park Trees.
 - c. Board Member Vacancy: Carl Christmore Appointment.
- 11. <u>NEW BUSINESS:</u>
 - a. Meeting Dates CY 2024.

January 6, February 7, Marck 6, April 3, May 1, June 5, June 26, August 7, September 4, October 2, November 6, December 4.

12. <u>REGULAR MONTHLY FACILITIES REPORTS:</u>

- a. Review of Building/Equipment Inspection Report.
- b. Review of Park Operations and Safety Report
- 13. FUTURE AGENDA ITEMS:

Board Member Vacancy: Saren Pierson Resignation.

14. ADJOURN REGULAR MEETING: Next meeting Wednesday January 3, 2023 5:30 PM.

2023 Meeting Dates: January 4, February 1, March 1, April 5, May 3, June 7, June 28, August 2, September 6, October 5, November 1, December 6.

Respectfully submitted,

Approval Date_____

Paul J. Ingram, General Manager

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 January 3, 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 5:30 pm.

- 2. <u>PLEDGE OF ALLEGIANCE:</u>
- 3. <u>ROLL CALL & ESTABLISHMENT OF QUORUM:</u>

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

Present: Magno, Chang, Jorgensen Absent: None

QUORUM ESTABLISHED

4. <u>PUBLIC COMMENTS:</u>

Susan Dakis appeared with two associates to announce the formation of a 501(c)(3) non profit called "Project Prom". The purpose is to assist homeless high school students in attending prom with the help of donated dresses, suits and accessories. They wish to open a center by which students make appointments to access a popup display with stations for trying on the various items. They are instructed to work with the Facilities Manager to come up with the details and present a formal use request at the February 7th regular meeting.

Carol Ann from the organization "River Road Musical Kids" wishes to plan their yearly musical and dance program for Sunday May 19th. She is also instructed to work with the Facilities Manager to come up with a formal use request for the event to be considered at the February 7^{th} regular meeting.

5. <u>APPROVAL OF MINUTES:</u>

a. SVMD Regular Board Meeting December 6, 2023.

Item is tabled due to Director Chang not being present. It is realized that a quorum of directors who were at the meeting is no longer present due to resignations. Items will be approved at the February 7th regular meeting by directors who remain on the board.

6. <u>GENERAL MANAGER'S REPORT:</u>

- a. Financial Reports November.
 - 1. Fund Balances as of 12/31/2023.
 - 2. Budget FY 2022 FYTD to 12/31/2023.
 - 3. Review of Deposits: County Fund 668 November [Period 5].
 - 4. Review of Deposits: Five Star General Checking December.
 - 5. Review of Five Star Bank Statements/Reconciliations November 2023.
 - 6. Review of Expenditures November 2023.

7. <u>ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL</u>

a. Transfer \$20,000.00 from County Fund 668 to Five Star General Checking.

Motion to approve [Chang] 2 nd [Jorgensen].	
Ayes: Magno, Chang, Jorgensen	
Noes: None	MOTION CARRIED

8. <u>USE REQUESTS:</u>

a. Vanessa Sanchez

Birthday Party

Motion to approve [Jorgensen] 2nd [Chang]. Ayes: Magno, Chang, Jorgensen Noes: None

MOTION CARRIED

9. <u>FUNCTION RECAP:</u>

The Facilities Manager reported the break in to the Park restroomon December 6th by homeless person who had tampered with the lock to cause it to open instead of locking at the end of the day. Law enforcement was notified. Locksmith was summoned to repair the lock. There have been no further incidents with this individual.

10. <u>CONTINUED BUSINESS:</u>

a. Future Projects.

General Manager presented a new spreadsheet using the information former Director Pierson had created in Google Sheets. Director Jorgensen presented a quote from Gourley Playground Design with details for the playground upgrades to be ADA accessible.

b. Park Trees. *Trees have been planted with no other comments from the public.* c. Board Member Vacancy: Carl Christmore Appointment.

Appointment will be approved by the Monterey County Board of Supervisors at their January 23rd regular meeting. Christmore will be active as a board member for the February 7th regular meeting.

11. <u>NEW BUSINESS:</u>

- a. Board Member Vacancy: Saren Pierson Resignation. Director Jorgensen presented Darrin Bright who is a veteran. He will submit an application for consideration at the February 7th regular meeting.
- b. New Dog Waste Station Locations. Dog training club are donating two new stations. Suggestions are to place them on the restroom side of the park and at the Annex.
- c. Spreckels 4th of July Celebration 2024. *Facilities Manager relayed that certain items, like barricades, were not put away after 2023 event. Board will consider contract penalties for incomplete work before 2024 contract is approved.*
- d. Election of Officers 2024. *Tabled to the February 7th regular meeting to allow Appointee Christmore to be eligible.*

12. <u>REGULAR MONTHLY FACILITIES REPORTS:</u>

- a. Review of Building/Equipment Inspection Report.
- b. Review of Park Operations and Safety Report All systems working. Suggested removal of the Holly at the Park. Hedges in the planters at the front of the Hall windows appear to be unhealthy.

13. FUTURE AGENDA ITEMS:

- a. "Project Prom" if use request submitted
- b. "River Road Musical Kids" if use request submitted.
- 14. ADJOURN REGULAR MEETING: Next meeting Wednesday February 7, 2024 5:30 PM.

The meeting was adjourned at 6:42 pm.

2024 Meeting Dates: January 3, February 7, March 6, 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



SPRECKELS VETERANS MEMORIAL DISTRICT FUND BALANCES AS OF 1/30/2023

COUNTY FUND 668	\$ 189,482.55
FIVE STAR GENERAL	
CHECKING	\$ 25,461.52
FIVE STAR PAYROLL	
CHECKING	<u>\$ 1,930.85</u>

TOTAL

\$ 216,874.92

Spreckels Veteran's Memorial District Adopted Budget FYE 6/30/2024 FYTD to 1/30/2023

·			1	
Income	Budget	FYTD		
income	Budget			
July 4th	\$10,000.00	\$2,421.12	\$7,578.88	24.21%
July 401	\$10,000.00	\$2,421.12	\$7,570.00	24.2170
Memorial Building & Park rent	\$35,000.00	\$24,477.90	\$10,522.10	69.94%
Sub Total	\$45,000.00	\$26,899.02	\$18,100.98	59.78%
	343,000.00	\$20,855.02	\$18,100.58	55.767
Property Tax	\$235,000.00	\$140,031.20	\$94,968.80	59.59%
Special Assessment	\$44,500.00	\$26,211.33	\$18,288.67	58.90%
Interest on Pooled Investments	\$1,000.00	\$782.43	\$217.57	78.24%
Sub Total	\$280,500.00	\$166,242.53	\$114,257.47	59.27%
-				
Total Income	\$325,500.00	\$193,141.55	\$132,358.45	59.34%
Expense				
Salaries				
Pay Roll Expenses	\$100,000.00	\$57,663.49	\$42,336.51	57.66%
Employee Benefits				N
Workers Comp	\$2,500.00	\$2,185.97		87.44%
Total Salary and Benefits	\$102,500.00	\$59,849.46	\$42,650.54	58.39%
Operations Budget				
4th of July	\$10,000.00	\$2,765.78	\$7,234.22	27.66%
Professional Services Audits	\$1,000.00		¢1.000.00	0.000
	······································		\$1,000.00	0.00%
Administration Fees	\$3,000.00	\$459.00	\$2,541.00	15.30%
Advertising	\$1,000.00	\$232.50	\$767.50	23.25%
Legal Services	\$2,000.00	\$55.40	\$1,944.60	2.77%
Parcel Management Bank Fees	\$3,875.00	\$3,850.00	\$25.00	99.35%
	\$0.00 \$450.00	\$45.20 \$705.28	-\$45.20 -\$255.28	#DIV/0! 156.73%
Property Tax Sub Total	\$450.00		\$5,977.62	
Education	\$11,525.00	\$5,347.38	\$5,977.02	47.22%
Board and Staff Education	\$800.00	\$750.00	\$50.00	93.75%
Dues and Subscriptions	\$2,500.00	\$1,880.90	\$619.10	75.24%
Sub Total	\$2,300.00	\$2,630.90		79.72%
MAINTENANCE	\$5,500.00	\$2,630.90	\$669.10	19.12%
Building Materials	\$1,500.00	\$938.72	\$561.28	62.58%
Electrical Repairs Hall	\$1,000.00	<i>φσσσσσσσσσσσσσ</i>	\$1,000.00	02.38%
Electrical Repairs Park	\$1,000.00		\$4,000.00	0.00%
Equipment Purchase	\$4,000.00	\$1,450.99	\$23,549.01	5.80%
Equipment Rental	\$1,000.00	<i>71,430.33</i>	\$1,000.00	0.00%
Power Equipment Repairs	\$1,000.00	\$712.96	-\$212.96	142.59%
Plumbing Repairs Hall	\$300.00	J/ 12.30	-\$4,695.00	1978.00%

Spreckels Veteran's Memorial District
Adopted Budget FYE 6/30/2024 FYTD to 1/30/2023

Total Expense	\$325,500.00	\$183,380.49	\$142,119.51	56.34%
Emergency Reserve	-\$99,685.00	/		
Sub Total	\$135,000.00	9060.46		6.71%
Park Sub Total	\$60,000.00	9060.46	\$50,939.54	15.10%
Building	\$75,000.00	0000.40	\$75,000.00	0.00%
Capital Expense	675 000 00		675 000 00	0.000
Total Operations	\$290,185.00	\$174,320.03	\$115,864.97	60.07%
Sub Total	\$11,000.00	\$12,904.28	-\$1,904.28	117.31%
General Liability / Property Insurance	\$11,000.00		\$11,000.00	0.00%
Insurance	+=,010100	φ.55.14	<i>ş</i> 2,011.00	27.0070
Sub Total	\$1,810.00	\$495.14	\$1,314.86	27.36%
Postage and Delivery	\$60.00	\$57.90	\$2.10	96.50%
Website	\$600.00		\$600.00	0.00%
Post Office Box	\$250.00	+ * * * * *	\$250.00	0.00%
Office Equipment	\$100.00	\$173.74	-\$73.74	173.74%
Office Supplies	\$800.00	\$263.50	\$536.50	32.94%
Office/Operating Expenses	+ 1,000.00	<i>\$2,000.00</i>	72,202.00	. 0.007
Sub Total	\$4,000.00	\$2,838.05	\$1,161.95	70.95%
Janitorial Supplies	\$4,000.00	\$2,838.05	\$1,161.95	70.95%
Supplies	<i>432,000.00</i>	<i>433,33</i> 0.30	\$10,405.04	00.4470
Sub Total	\$52,000.00	\$35,590.36	\$16,409.64	68.44%
Telephone and Internet	\$4,000.00	\$2,960.79	\$1,039.21	74.02%
Sewer	\$2,000.00	\$1,435.76	\$564.24	71.79%
Water / Hall	\$4,000.00	\$2,953.77	\$1,046.23	73.84%
Water / Park	\$18,000.00	\$14,348.98	\$5,651.02	71.74%
PG&E Hall	\$18,000.00	\$10,559.30	\$7,440.70	58.66%
PG&E Park	\$4,000.00	\$3,331.76	\$668.24	83.29%
Utilities	\$94,250.00	\$51,898.68	\$42,351.32	55.06%
Water Treatment Sub Total	\$1,400.00	\$683.26	\$716.74	48.80%
Turf Treatment	\$6,500.00	\$5,201.13	\$1,298.87	80.02%
Tree Maintenance	\$4,000.00	\$12,792.00	-\$8,792.00	319.80%
Landscape Maintenance Contract	\$25,500.00	\$16,244.00	\$9,256.00	63.70%
Pest Contol	\$400.00	\$260.00	\$140.00	65.00%
Fuel	\$1,200.00	\$748.20	\$451.80	62.35%
Park Plants	\$1,000.00	\$704.65	\$295.35	70.47%
Sprinkler System Repairs	\$2,000.00	\$910.00	\$1,090.00	45.50%
Sprinkler Supplies	\$1,000.00	\$594.16	\$405.84	59.42%
Equipment Maint & Repairs Park	\$1,000.00	\$1,018.92	-\$18.92	101.89%
Equipment Maint & Repairs Hall	\$3,000.00	\$2,819.69	\$180.31	93.99%
HVAC	\$2,000.00	\$1,875.00	\$125.00	93.75%
Plumbing Repairs Park	\$12,000.00		\$12,000.00	0.00%

Report ID : MC-FIN-BS-0301	County of Monterey	Page 1 of 4
Run Date : 01/11/2024	Trial Balance By Accounting Distribution	
Run Time : 01:05 PM	Fiscal Year 2024 / 6 through 6	
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Fund 668 - Spreckels Memorial District

Account Type Asset

BSA/Obj/Rev B-1001 - Cash

Sub BSA/Obj/Rev No Sub-BSA Specified

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,0000040258		12/11/2023	ACH/EFT To record:December Payables		0.00	(30,000.00)	
JV,1110,PTAX10_24_HOX		12/05/2023	HOPTR Nov 15%		122.24	0.00	
JV,1110,PTAX12_24_CS		12/14/2023	Curr Sec - Jul-Dec 13 2023		150,440.78	0.00	
JV,1110,PTAX13_24_SUPPL		12/14/2023	Current Sup - Jul-Dec 13 2023		2,116.21	0.00	
JVA,1110,INTALLOCQ12024-07		12/18/2023	InterestAllocation 1st Qtr2023-24		782.43	0.00	
Total for Sub-BSA No Sub-BSA	A Specified			101,953.01	153,461.66	(30,000.00)	225,414.67
Total for B-1001 - Cash				101,953.01	153,461.66	(30,000.00)	225,414.67

AMS infoAdvantage

Report ID : MC-FIN	-BS-0301		County of Monterey				Page 2 of 4
Run Date : 01/11/2	024		Trial Balance By Accounting Dist	ribution			
Run Time : 01:05 P	M		Fiscal Year 2024 / 6 through	6			
Fund	668 - Spreckels Memorial District						
Account Type	Liability						
BSA/Obj/Rev	B-2530 - Assets Held as Agency for (Others					
Sub BSA/Obj/Rev	4010 - Current Secured						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX12_24	_CS	12/14/2023	Curr Sec - Jul-Dec 13 2023		0.00	(125,233.95)	
Total for Sub-BSA 4	010 - Current Secured			(2,325,508.45)	0.00	(125,233.95)	(2,450,742.40)
Sub BSA/Obj/Rev	4015 - Current Unsecured						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
				алын талан алар талар алар алар алар алар алар ала	0.00	0.00	
Total for Sub-BSA 4	015 - Current Unsecured			(102,647.32)	0.00	0.00	(102,647.32)
Sub BSA/Obj/Rev	4025 - Prior Secured						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	
Total for Sub-BSA 4	025 - Prior Secured			(43,949.19)	0.00	0.00	(43,949.19)
Sub BSA/Obj/Rev	4030 - Prior Unsecured						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	
Total for Sub-BSA 4	030 - Prior Unsecured		·····	(898.75)	0.00	0.00	(898.75)
Sub BSA/Obj/Rev	4035 - Current Supplemental						
Transaction ID	Jrni Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX13_24	SUPPL	12/14/2023	Current Sup - Jul-Dec 13 2023		0.00	(2,116.21)	

AMS infoAdvantage

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Report ID : MC-FIN	N-BS-0301		County of Monterey	,			Page 3 of 4
Run Date : 01/11/2		Tria	I Balance By Accounting Distrib	bution			
Run Time : 01:05 F	PM		Fiscal Year 2024 / 6 through 6	j .			
Fund	668 - Spreckels Memorial District	ny <u>na sana ang ka</u> rang kana ang					
Account Type	Liability						
BSA/Obj/Rev	B-2530 - Assets Held as Agency for	Others					
Sub BSA/Obj/Rev	4035 - Current Supplemental						
Total for Sub-BSA 4	4035 - Current Supplemental			(45,622.20)	0.00	(2,116.21)	(47,738.41
Sub BSA/Obj/Rev	4040 - Prior Supplemental						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	
Total for Sub-BSA	4040 - Prior Supplemental			(2,822.97)	0.00	0.00	(2,822.97
Sub BSA/Obj/Rev	4090 - Other Property Taxes						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balanc
					0.00	0.00	
Total for Sub-BSA	4090 - Other Property Taxes		ang	(4,602.28)	0.00	0.00	(4,602.28
Sub BSA/Obj/Rev	5030 - HOPTR						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX10_24	4_HOX	12/05/2023 HOP	TR Nov 15%		0.00	(122.24)	
Total for Sub-BSA	5030 - HOPTR			(12,161.18)	0.00	(122.24)	(12,283.42
Sub BSA/Obj/Rev	5325 - Other In Lieu Revenues						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balanc
					0.00	0.00	
Total for Sub-BSA	5325 - Other In Lieu Revenues			(95,845.45)	0.00	0.00	(95,845.45
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Sub BSA/Obj/Rev 5415 - Special Assessments

AMS infoAdvantage

Report ID : MC-FIN	N-BS-0301		County of Monterey				Page 4 of 4
Run Date : 01/11/2	2024		Trial Balance By Accounting Distribut	tion			
Run Time : 01:05 F	PM		Fiscal Year 2024 / 6 through 6				
Fund	668 - Spreckels Memorial District	ter and and the second s					
Account Type	Liability						
BSA/Obj/Rev	B-2530 - Assets Held as Agency for C	Others					
Sub BSA/Obj/Rev	5415 - Special Assessments						
Transaction ID	Jrni Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX12_24	4_CS	12/14/2023	Curr Sec - Jul-Dec 13 2023		0.00	(25,206.83)	
Total for Sub-BSA	5415 - Special Assessments			(564,884.82)	0.00	(25,206.83)	(590,091.65)
Sub BSA/Obj/Rev	No Sub-BSA Specified						
Transaction ID	Jrni Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,0000040258	8	12/11/2023	ACH/EFT To record:December Payables		30,000.00	0.00	
JVA,1110,INTALLO	CQ12024-07	12/18/2023	InterestAllocation 1st Qtr2023-24		0.00	(782.43)	
Total for Sub-BSA	No Sub-BSA Specified	····		3,096,989.60	30,000.00	(782.43)	3,126,207.17
Total for B-2530 - A	ssets Held as Agency for Others			(101,953.01)	30,000.00	(153,461.66)	(225,414.67)
Total for Fund 668	- Spreckels Memorial District			0.00	183,461.66	(183,461.66)	0.00
Grand Total				0.00	183,461.66	(183,461.66)	0.00

Deposit Summary

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 01/03/2024

Chk No.	PmtMethod	Rcd From	Memo	Amount
		Dee Dee Davis	Building Rent	1,000.00
		Dee Dee Davis	Building Rent	500.00
		Victoria Sanchez	Deposit	500.00
		Maribel Jauregui	Building Rent	700.00
		Richard Lopez	Deposit	1,000.00
		Toro Bulls Football	Building Rent	100.00
		Sabor Latin Fusion	Kitchen Rent	400.00

Less Cash Back:

Deposit Total:

4,200.00

Deposit Summary

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 01/24/2024

Chk No.	PmtMethod	Rcd From	Memo	Amount
		Spreckels Community Services District	Office Rent	100.00
		Spreckels Community Services District	Office Rent	100.00
		David Hernandez	Building Rent	600.00
		Regina Harmon	Building Rent	500.00
		Regina Harmon	Building Rent	500.00
		Ray Rodriguez	Building Rent	1,800.00
		Native Sons	Deposit	1,000.00
		Salinas Valley Federation of Teachers	Deposit	1,000.00
		Marcos Torres	Deposit	500.00
		Peter Torres	Deposit	1,000.00

Less Cash Back:

Deposit Total:

7,100.00



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

Application for Appointment to fill Board Vacancy

[Instructions: Please fill in all applicable information, then read the "Board Member Qualifications and Expectations" section and sign at the bottom. <u>All applicants please attach a letter describing</u> their experience, qualifications and reason they wish to seek this appointment. Please mail all documents to the District address below or email scanned documents to the Districts email address.]

Darrin Bright NAME PRIMARY PHYSICAL RESIDENTIAL ADDRESS 119 322 Spreckels, (A 93962 MAILING ADDRESS [IF DIFFERENT FROM ABOVE] PO. Box 7145 sprechels, A 93962 bright chotmail.com 831 682-4896 EMAIL darrin_ PHONE ARE YOU A REGISTERED VOTER IN MONTEREY COUNTY? ARE YOU A MILITARY VETERAN? IF YES, PLEASE PROVIDE A COPY OF YOUR DD214 **DISHARGE DOCUMENT, YES**

Spreckels Veterans Memorial District • P.O. Box 7266 • Spreckels, CA 93962 Park & Veterans Memorial Building Rental (831) 597-1189 • District Business (831) 455-7855 Email: spreckelsmd.main@gmail.com • www.spreckelsmd.specialdistrict.org

Board Member Qualifications and Expectations

District Information:

- 1. Spreckels Veterans Memorial District is one of forty-two Independent Special Districts of Monterey County. The purpose of the district is to manage Spreckels Veterans Memorial Building and Spreckels Memorial Park under CA Military and Veterans Code, Sections 1170-1259, et seq.
- 2. Oversight of the District is by an elected Board of Directors, of which there are five positions. Three board positions must be reserved for military veterans. Directors serve terms of four years and are subject to reclection on the odd numbered years. Terms are staggered to have two or three board positions up for reelection every two years. <u>According to the CA Military and Veteran's Code</u>, three of the five board positions must be reserved for military veterans. If no veterans apply, the board may choose to appoint a non-veteran to the position.
- 3. SVMD is funded by a property tax benefit assessment of \$95 per parcel, totaling \$32,600 per year, and a share of the 1% property tax, totaling \$155,600. The district also receives \$15,000-\$20,000 per year in rental income from the Memorial Building.
- 4. District staff consists of a part-time General Manager/Board Clerk, Full Time Facilities Manager and Part Time District Utility Worker.

Applicant Qualifications and Expectations:

- 1. Directors for SVMD are constitutional elected officials and are required to file the Form 700 Statement of Economic Interests with Monterey County on a yearly basis.
- 2. Directors must be registered voters and their primary physical residence must be within district boundaries shown on the District map.
- 3. Regular SVMD board meetings are held the first Wednesday of every month at 5:30 pm at the Memorial Building meeting room. Board members are expected to attend these and any Special Meetings called by the Board President. Meetings are held in accordance with the Brown Act for open governmental meetings.
- 4. This is an unpaid position.

I have read and understand the information provided above.

Applicant Signature Nample.	51
Applicant Printed Name Sarah 35	rie lui
Date 08 3AN 24	

Sprockels Veterans Memorial District + P.O. Box 7266 + Spreckels, CA 93962 Park & Veterans Memorial Building Rental (831) 597-1189 • District Business (831) 455-7855 Email: spreckelsmd.main@gmail.com • www.spreckelsmd.specialdistrict.org

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P.O. BOX 7266 * SPRECKELS, CA 93962

USE REQUEST FOR SPRECKELS MELIORIAL BUILDING AND/OR FACILITES

	, and an an all an an all an all all all all
₩ *	· · ·
	PETER WRREN
Organization Name	Contact Person -
327 Tapadiro ST	Salinas, G. 93906

1.214. 8778

Home Telephone #

· City & Zip Code

Cell Phone #

Mailing Address

1 1

Work Telephone #

DATE OF FUNCTION:

Day of Week, Date & Year TYPE OF FUNCTION:

Circle areas of use required:

Kitchen	Barbeque Room	Bar Facilities:	Yes-No
Meeting Room	Sanquet Room	Dancing:	Yes-No
Audificium	Other	PA System:	Yes-No
)	-		-

HOURS OF USE: And to

TO NUMBER OF GUESTS

PLEASE NOTE: No guests will be allowed in building until contract starting time. Loss/Damage and Cleaning Deposit is due within, 7 days/after contract approval. Balance of rent is due 10 days prior to function.

14-2024 SIGNATURE DATE

FOR OFFICE USE ONLY:		~*	,	
Renial Fee 5_000	LD&C Deposit 5	<i></i>		
Approval Date	Disapproved on			
#of Security Required	Postponei	-		-
DATE DEPOSIT RECEIVED	CASH CHECK#		*	1
DATE BALANCERECEIVED	CASH CHECK #			
			**	
DATE RETURNED LO&C MAILED	AMOUNT\$CHECK#			-

P.O. BOX 7266 * SPRECKELS, CA 93962

USB REQUEST FOR SPI	RECKELS MELIORIAL B	UILDING AND/OR FAC	LITIES
Native Sons of Golden L	Nest Ant	-hony PBOZZO	-
Organization Name	Contact Perso	- m	-
76 W Alisal		Salmas CA	93901
Mailing Address		City & Zip Code	
831-710-2744 8	31 422-3227		
Work Telephone # Ho	ome Telephone #	Cell Phone #	
DATE OF FUNCTION: 12-7-2 Day of We	9 Bek, Date & Year	-	. •
TYPE OF FUNCTION: Christm	vas Dinner reff	<i>fel</i>	
Circle areas of use required:		~	•
(Kitchen) Sarbeque	Room Bar F	acilities: (Yes)-No	
Meeting Room (Sanquet R	Room Danc	ing Yas-No	
Auditorium Other	PAS	ystem: Yes-No	र्ष. २ २
HOURS OF USE: 5:30 to 10:00	NUMBER OF GUEST	5_180	
PLEASE NOTE: No guests will be all Deposit is due within 7 days after SIGNATURE SHITLE	centract approval. Balance		
FOR OFFICE USE ONLY:			/
	D&C Deposit \$ 1000		
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DATE DEPOSIT HELEIVED 1-17-24 C	ASH CHECK # 57	ry D	6) 1 25
DATE BALANCE RECEIVED	CASH CHECK #		
DATE RETURNED LD&C MAILED	AMOUNTŚCHE		-

P.O. BOX 7266 * SPRECKELS, CA 93962

USE REQUEST FO	R SPRECKELS MELIORI	AL BUILDING AND/OR	FACLITIES	
Jair Gowe	Elana I Contact	Person -	.	
1306 Triscale Mailing Address	Auc	9390 City & Zip Code	- Francisco - Contraction - Co	1
\$31-578-1124	And the second property of the second s	578-115	26/392721	2
Work Telephone #	Home Telephone #	Cell Phone #		
TYPE OF FUNCTION:	of Week, Date & Year	141	. •	
Circle areas of use required:	/ .			•
<u>Kiëchen</u> Bart	leque Room	Bar Facilities: (195) No		
Meeting Room	quet Roout	Dancing:	~	
Auditorium		PA System: Yes-No) [‡] .	
HOURS OF USE	12mes NUMBER OF G	SUESTS		
PLEASE NOTE: No guests wi Deposit is due within 7 days				ng
FOR OFFICE USE ONLY:		1757	~	
Rental Fee \$ 1000	LD&C Deposit S	<u>10</u> 0	محمد 41 [°]	
Approval Date	Disapproved an			-
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DATE BALANCERECEIVED	CASH CHECK	da St _{antifund datavistionuna}		
DATE RETURNED LOBC MAILED	AMIOUNT\$	CHECK #		-

P.O. BOX 7266 * SPRECKELS, CA 99962

USE REQUEST FOR	SPRECKELS MELIORIAI	BUILDING AND/OR FAI	CLITTES
Store S.V.F.T.	Ste	ve McDungald	
Organization Name	Contact Pe	erson - O,	
Po Box -= Joly		Sprecket (A 93962
Mailing Address		- City & Zip Code	
36077 9755		And the second s	
	Home Telephone #	Cell Phone #	
DATE OF FUNCTION:	3/2m4 ne		
	Neek, Date & Year	1 1)	
TYPE OF FUNCTION: Endo	t School year	<u>celebration</u> ,	let i reports
Circle areas of use required:			
(litchen) Barbequ	Le Rooin Ba	er Facilities: Yes-No	; .
Meeting Room	t Room Dr	incing: YES-No	
Auditorium Other	ļ.	System: Yes-No	
		~	
HOURS OF USE: 12:00 to 9:1	NUMBER OF GUI	ESTS 200	
PLEASE NOTE: No guests will be			
Deposit is due within Z days after	3		ior to ຈົນຄຸດນິດກ.
SIGNATURE	D.	ATE 5/30/25	
		* *	
FOR OFFICE USE ONLY:			
Rental Fee \$	LD&C Deposit \$		4
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and Security Required	Postponed		**:- *** *********
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DATE RETURNED LD&C MAILED	ANIÕUNTŚC	HECK #	

P.O. BOX 7266 * SPRECKELS, CA 99962

	tin an	Sandy	Lastel	Tanos,	
Organization Name		Contact Person		Solca	lad (
394 Entr	ada br		BACMACIANS	annan	939
Mailing Address			City & Zip Code		~
+	831-57	8-1538	831-20	6-3464	
Work Telephone 🛱	Home Teleph		Cell Phone #	-	
DATE OF FUNCTIONS	Aug 16th u	24			
TYPE OF FUNCTION:	Day of Week, Date &	Party	-	. *	
Circle areas of use req	uīred: /	/			
Hichen	Barbeque Room	Ber Fe	icilicies: 🚑 No		1 1
Meeting Room	Sanquet Rook	Danci	ns: 713-No		
Autorium	Other	PASy	stem: Yes-No	7.	
HOURS OF USE	17-4-	MBER OF GUEST	122		
HOURS OF LISE	uto Luna III	MBER OF GUEST	19		

PLEASE NOTE: No guests will be allowed in building until contract starting time. Loss/Damage and usa Deposit is due within 7 days after contract approval. Balance of rent is due 10 days prior to function.

SIGNATURE	DATE
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FOR OFFICE USE GNLY:			Int	~~ [*]	1	
Rental Fee	\$ [900)	LD&C Deposit	<u>s [000</u>	میر - مو		
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P.O. BOX 7266 * SPRECKELS, CA 93962

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USE REQU	JEST FOR SPRECKELS MELIORIA	L BUILDING AND/OR FACLITIES
	Regina	Harmon
Organization Name	Contact I	
57 Navajo	Dr.	Salinas CA 93906
Mailing Address		City & Zip Code
	(831) 837 -5346	(931) 887 - 5346
Work Telephone #	Home Telephone #	Cell Phone #
DATE OF FUNCTION	LANDay of Week, Date & Year	
TYPE OF FUNCTION:	1	pino Birthday Party)
Circle areas of use n	:quired:	
Kitchen	Sarbeque Room	Bar Facilities: (Yes) No ,
Meeting Room	Banquet Room	Dancing: Yes-No
Auditorium	Other	PA System: Yes-No
HOURS OF USE 5	pm to 12 am NUMBER OF G	UESTS 150
Deposit is due withi	in 7 days after contract approval. Bal	I contract starting time. Loss/Damage and Cleaning ance of rent is due 10 days prior to function. DATE $\frac{1}{17}$
OR OFFICE USE ONLY:		· ~

	. 0	100			
Rental Fee	\$ 1900	LD&C Deposit <u>\$ 1000</u>			
Approvel Date		Disapproved on			
#of Security Required	3-4 :-	Postponet	•		aline .
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DATE BALANCE RECEIVED	/.	CASH CHECK#			
	1			**	
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P.O. BOX 7266 * SPRECKELS, CA 93962

8 E						
USE REQUEST FOR SPRECKELS MELIORIAL BUILDING AND/OR FACILITIES						
CARMEN.						
CARLIEN (831) 208-7175						
Contact Person -						
12102 Citeroke Dr. 1 Salinos, 93206						
Mailing Address City & Zip Code						
(83) 2008-7175						
Work Telephone # Cell Phone #						
DATE OF FUNCTION: Dat Aced 3 327						
Day of Week, Date & Year						
TYPE OF FUNCTION: 15 15						
Circle areas of use required:						
Kitchen Barbeque Room Bar Facilities: Ves No						
Meeting Room Banquet Room Dancing: (TES-No						
Auditonium Other PA System: Yes-No						
HOURS OF USE: 5 10 10 10 NUMBER OF GUESTS 200						
PLEASE NOTE: No guests will be allowed in building until contract starting time. Loss/Damage and Cleaning Deposit is due within 7 days after contract approval. Balance of rent is due 10 days prior to function. SIGNATURE CAMMEN VING DATE 2/5/2020/						
SIGNATURE CAMMEN VING DATE 2/5/2020						
FOR OFFICE USE ONLY:						
FOR OFFICE USE GIVLY: Rental Fee \$ 1800 LD&C Deposit \$ 1000 John 44 Bar						
Approvel Date Disapproved an 97/- 272-57/9						
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DATE DEPOSIT RECEIVED CASH CHECK# JOSE Secur. hi/ DATE BALANCERECEIVED CASH CHECK# J31-21/0-9721						

spreckelsmd.main@gmail.com

From:	spreckelsmd.main@gmail.com
Sent:	Thursday, January 25, 2024 11:15 AM
То:	'derek centralcoastengineers.com'
Subject:	Raquetball Court

Hi Derek,

We had a meeting with Jim Reid of Breakaway concrete sawing to tell us what he thinks about tearing the whole structure down. From that we've narrowed it down to three possibilities.

- 1. Demo the walls and concrete roof and lay the pieces down in the sunken floor space, except for the wall which the outbuilding sheds are attached to. That would necessitate leaving the back wall facing the basketball court up and sawing that wall at a 45 degree angle to create a shear structure to support what's left of the shed bearing wall. It may also involve cutting that wall down to the roof to wall line above the sheds. After the slab pieces are laid in the sunken space, it could be backfilled to create a street level space for possible landscaping.
- 2. Leave all walls up but fill and pour a concrete floor at street level. Remove the screen mesh roof structure and replace it with a truss roof structure to tie all walls and concrete roof together. Remodel the street facing wall to install maybe two side by side rollup doors to create an equipment storage garage. There is one power pole that would probably have to be moved. The driveway would have to be remodeled for access.
- 3. Restore racquetball court usage by adding the truss roof system [perhaps with skylights]. The street facing wall would have to be remodeled to create ADA access, while maintaining the inside of that wall for a back wall for racquetball.

Breakaway doesn't want to give out any quotes until we come up with a direction and create bid plans for the process. I was wondering if you could come to the February 7th meeting and give us your opinion on the engineering and size of scope for each option. This doesn't require any engineering planning above just giving us your thoughts. I think after hearing that we could decide on a direction to go and later instruct you to begin creating plans for project that will go out to bid or negotiation if the projected cost is possibly under the \$45,000 maximum for avoiding a public works bid project. Thanks for your help. Sincerely,

Paul Ingram

THIS CONTRACT is made and ·entered into between Spreckels Memorial District, a Governmental Special District, ("SMD") and Danielle Parker ("Contractor").

Spreckels and Contractor agree as follows:

1. SCOPE AND STANDARDS:

A. CONTRACT. Contractor shall do all work, attend all meetings, produce all reports and carry out all activities necessary to complete the services described in the SCOPE OF WORK AND STANDARDS FOR SERVICES, attached hereto and incorporated herein by this reference as Exhibit A, as requested by the SMD. This Contract and its exhibits shall be known as the "Contract Documents." Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein.

2. EMPLOYMENT STATUS OF PERSONNEL:

A. INDEPENDENT CONTRACTOR; EMPLOYEES OF CONTRACTOR. Contractor enters into this Contract as, and shall at all times remain as to the SMD, an independent contractor and not as an employee of the SMD. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. Any persons employed by Contractor for the performance of services pursuant to this Contract shall remain employees of Contractor, shall at all times be under the direction and control of Contractor, and shall not be considered employees of SMD. All persons employed by Contractor to perform services pursuant to this Contract shall be entitled solely to the right and privileges afforded to Contractor employees and shall not be entitled, as a result of providing services hereunder, to any additional rights or privileges that may be afforded to SMD employees.

B. INDEPENDENT INVESTIGATION. The Contractor agrees and hereby represents it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Contract is based on such independent investigation and research.

C. COMPLIANCE WITH EMPLOYMENT LAWS. The Contractor shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work.

D. UNLAWFUL DISCRIMINATION PROHIBITED. Contractor shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship, sexual orientation or gender identification.

3. TIME OF PERFORMANCE:

The services of Contractor are to commence upon execution of this Contract by SMD, and shall be undertaken and completed in a prompt and timely manner, in accordance with the Scope of Work referenced in Exhibit A. The services to be provided by the SMD to commence upon execution of this Contract and undertaken and completed by SMD staff in cooperation with the Contractor are referenced in Exhibit B.

4. COMPENSATION:

A. TERMS. Compensation to the Contractor shall be as set forth in Exhibit C attached hereto and made a part hereof.

B. NO PAY FOR ADDITIONAL SERVICES WITHOUT WRITING. Contractor shall not be compensated for any services rendered in connection with its performance of this Contract, which are in addition to those set forth herein or listed in Exhibit A, unless such additional services are authorized in advance and in writing by the SMD Board President, General Manager or the General Manager's designee (hereinafter "Spreckels General Manager" shall include the Spreckels General Manager's designee). Contractor shall be compensated for any additional services in the amounts and in the manner as agreed to by SMD and Contractor at the time SM D's express written authorization signed by the Spreckels General Manager is given to Contractor for the performance of said services.

5. TERMINATION:

A. 30 DAYS NOTICE. The SMD, upon thirty (30) days written notice, may terminate this Contract, without cause, at any time. In the event of such termination, Contractor shall be compensated for non-disputed fees under the terms of this Contract up to the date of termination.

6. CHANGES:

The SMD or Contractor may, from time to time, request changes in the scope of the services of Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of Contractor's compensation and/or changes in the schedule must be authorized in advance by both Parties in writing. Mutually agreed changes shall be incorporated in written amendments to this Contract. The SMD General Manager must authorize any increase in the amount of Contractor's compensation and/or changes in Exhibit A and or Exhibit Bin advance.

EXHIBIT A Scope of Service

CONTRACTOR SERVICES AGREEMENT FOR JULY 4TH, 2023 EVENT COORDINATOR

Contractor will plan, direct and implement all aspects of the 4th of July event at Spreckels Memorial Park 32 on behalf of the Spreckels Memorial District in coordination with the Spreckels Memorial District designated Board Member "Committee Chairperson". Contractor will coordinate pre-event activities, manage race and programming, provide for music entrainment and coordinate all vendor activities.

Additional work shall include:

- Completion and submission of Application for Encroachment Permit with Monterey County Resource Management Agency to close Spreckels streets, including communication with various agencies for approvals of street closure plans and health and safety requirements. Day of event management.
- Work with Spreckels 4th of July Celebration steering committee to help with the production and logistics of the event.
- Propose program, solicit bands and manage contracts, invoices and payments. (Contractor cannot enter into contracts on the board's behalf).
- Source, select and manage run vendors and event vendors.
- Recruit and schedule volunteer groups and manage volunteer staff.
- Coordinate with the SMD the ordering of equipment.
- Design, copy, layout fliers as needed.
- Write and distribute Public Service Announcements, press releases and other marketing and advertising promotions as approved by Spreckels Memorial Board.
- Design and manage event web pages through Spreckels Memorial District website. •

Create Sponsorship Packet and work with the Board to solicit donations.

- Continuity Book: Event Coordinator will submit a Continuity Book for review and approval prior to receiving final payment for services. The Continuity Book is intended to be a "tum key" document, in hard copy or electronic form, that equips next year's Event Coordinator with all the information and documentation needed to organize and run the Celebration. The Continuity Book should include, but is not limited to, the following sections, each of which should have checklists of requirements/procedures, detailed contact information for each requirement/individual involved, and the additional requirements listed below:
 - 1. Calendar-Detailed event planning timeline and event day schedule.
 - 2. Permitting-Checklists for securing each permit/waiver/contract to hold the anticipated activities.
 - 3. Parade-Add this year's participant registration forms.

4. Park Logistics- Entertainment, emcee, portable toilets, fencing/barricades, dumpsters, etc. 5. Vendors-Add this year's signed contracts, detailed vendor contact info, and sketch of vendor space configuration and assignments.

- 6. Car Show-Add participant registration forms and contact info.
- 7. 5K/10K Run-Add this year's participants and contact info, if applicable.
- 8. Volunteers/Donations-Add this year's list of volunteers and list of donations.
- 9. Financial Report- Detailed budget, detailed accounting [all expenditures/revenue].
- TO Eincily an electronic copy of all vendor and participant registration forms and other

" " "na vogr.

CONTRACTOR SERVICES AGREEMENT FOR JULY 4TH, 2023 EVENT COORDINATOR

EXHIBIT B

Service to be provided by SMD

The following items shall be provided by the SMD and are not the responsibility of the contractor.

Contractual services;

Police and event security
 Temporary Restroom Facilities

Public Work sanitary event maintenance

Financial Management:

 Spreckels General Manager shall be responsible for management of all income and payment of all expenses through Spreckels Memorial District accounts.

Vendor Applications and Payments.

Spreckels General Manager shall be responsible to receive all vendor applications and payments and send proof of receipt to vendors. Spreckels General Manager shall scan and send applications to Contractor, and retain hard copies until event is completed.

CONSTRUCTOR MENDORS ADJOY/MENT FOR LDLT 47H, 2023 EVENT COORDINATION

EXHIBITC

Compensation

Any Expenses exceeding such budgeted amounts must be pre-authorized, in writing by the SMD. Contractor represents and warrants that all services performed under this Agreement will be of professional quality conforming to generally accepted industry practices.

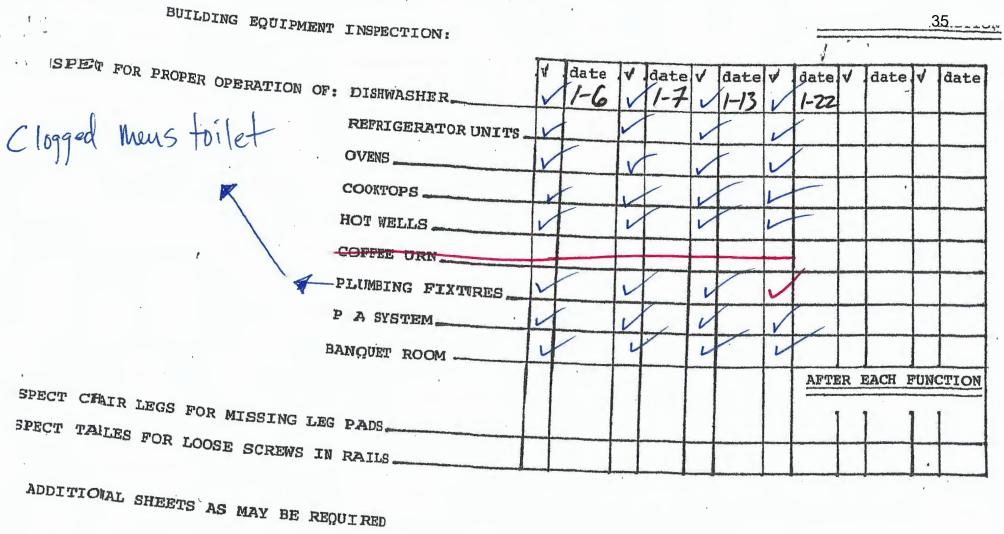
Event Coordination Fee: \$3500

Schedule of Payment \$1165 upon approval of this contract January 8, 2024 \$1165 April 3, 2024 \$1170 - Upon Final Report of Event (No later than August 7, 2024) Approvals and Signatures:

Approved this day ~n.cl,_ L , $\ {\rm District}$ Board of Directors by,

\mathbf{Z}

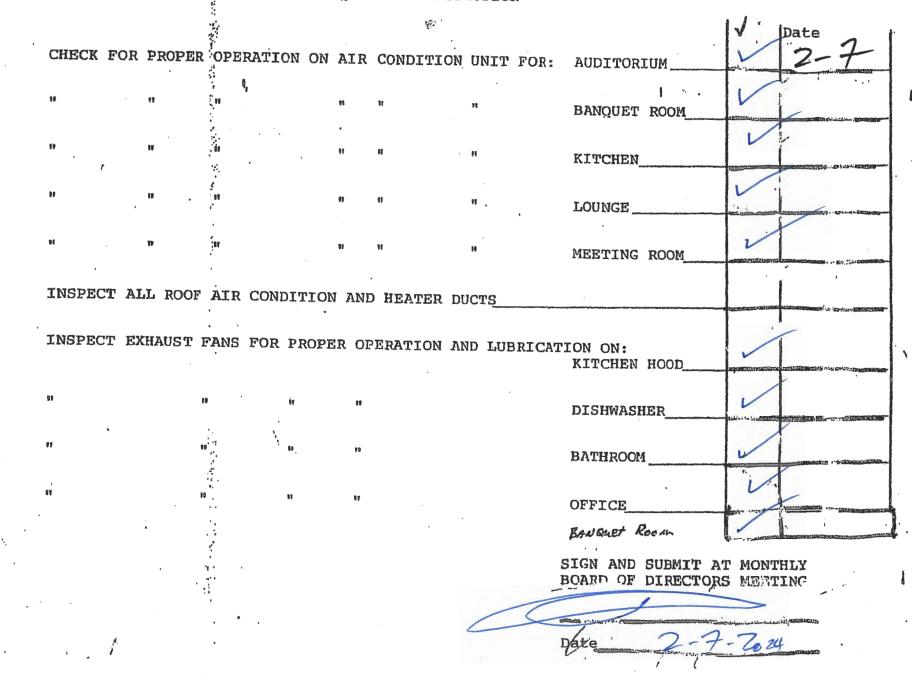
And agreed to by, $${\hbox{\rm Za}}\ 2\ \$$$ by the Spreckels Memorial



SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING Date 2-7-2024



SCHEDULE OF MONTHLY BUILDING EQUIPMENT INSPECTION



ħ.,

SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING

Date

SCHEDULE OF WEEKLY BUILDING EQUIPMENT INSPECTION

F

INSPECT ALL (4) HO	OT WATER HEATERS FOR:	LEAKS Week H	Week #2 Week #3	Week #4
f8	88	PILOT LIGHTS	TVV.	· · · · · ·
CHECK EMERGENCY LI	IGHTING BATTERY			

:B



DEFENSIVE DRIVING IN WET WEATHER



Defensive driving is especially important when roads are wet and slippery. The general response is to slow down, and while this is critical, let's also take a look at other factors to consider while driving in the rain.

BE PREPARED

- When it's raining always plan for longer travel times.
- Don't let your vehicle's condition contribute to the dangers.
 - Make sure your breaks are in good condition.
 - Clean your windshield and windows and make certain your front & rear defrosters work.
 - Check the wiper blades and level of your washer fluid.
 - Regularly check your headlights, taillights, turn signals, and tire tread.

STAY FOCUSED

- Turn on headlights to increase visibility.
- Avoid distractions (phone use, grooming, reading, eating & drinking).
- Be attentive to what's happening all around you.
- When changing lanes always check your blind spots.

SLOW DOWN

SAF

Always maintain a safe following distance and turn off cruise control. If you start to skid or hydroplane the cruise control could hamper your efforts to slow down.

Leave at least five seconds between you and the vehicle in front of you. This gives you more time to react to what's ahead.

USING YOUR BRAKES

Brake gently and early. Hard braking in wet conditions can cause your vehicle to slide. This is a primary reason for rear end collisions. Braking early will also alert the driver behind you that you are slowing down.

ROAD POSITION

- While driving on highways, try to drive in the middle lanes and avoid driving through large puddles where possible.
- Try to avoid large trucks, tire spray can reduce visibility.
- Be prepared for wind and keep a firm grip on the steering wheel.

HYDROPLANING

Hydroplaning occurs when a layer of water builds between the tires and the road surface. If you start to hydroplane do not brake or turn suddenly. Ease your foot off the gas until the

vehicle slows and you can feel traction on the road again. Turn your steering wheel in the direction of the skid. As you recover, straighten the wheels. If needed, brake gently.

This Safety Talk provides general awareness training on defensive driving in wet weather. If this information is unclear or if you have any additional questions, please talk to you supervisor.

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY • 800.537.7790 • WWW.SDRMA.ORG

SAFETY TRAINING SIGN-IN SHEET

Spreckels Mennorial District De fencise Driving in Wet Wegkur Jævetsauer Training Date: 2-7-202

Training Topic(s):

Trainer:

EMPLOYEE NAME	SIGNATURE
Joe Venseurez Timothy Pumphrey	9
limethy Pumphrey	Timothy Pumphery
	· ·