



*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, 5<sup>th</sup> & 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  
 Carl Christmore, 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 December 6, 2023.
  - b. SVMD Regular Board Meeting January 3, 2023.
6. GENERAL MANAGER'S REPORT:
  - a. Financial Reports November.
    1. Fund Balances as of 1/31/2023.
    2. Budget FY 2022 FYTD to 1/31/2023.

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. USE REQUESTS:

- |  |                            |
|--|----------------------------|
| a. Peter Torrez                        | Celebration of Life        |
| b. Native Sons of the Golden West      | Christmas Dinner           |
| c. David Gomez                         | Birthday Party             |
| d. Salinas Valley Teachers Association | End of Year Party          |
| e. Sandra Castellanos                  | Birthday Party             |
| f. Regina Harmon                       | 18 <sup>th</sup> Cotillion |
| g. Carmen                              | Quinceanera                |

9. FUNCTION RECAP:

10. CONTINUED BUSINESS:

- a. Future Projects: Racquetball Court: Derek Johnson of Central Coast Engineering to present recommendations based upon three options.
- b. Spreckels 4<sup>th</sup> of July Celebration 2024: Approve Contractor Services Agreement and \$750 contract 1<sup>st</sup> installment.

11. NEW BUSINESS:

- 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.***

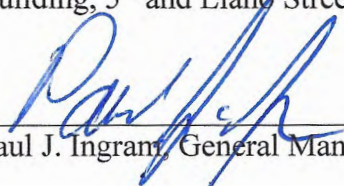
**ADA COMPLIANCE**

**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, 5<sup>th</sup> 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, 5<sup>th</sup> and Llano Streets Spreckels, CA 93962

  
 \_\_\_\_\_  
 Paul J. Ingram, General Manager

Date 1/30/2024

**To download the full agenda packet, please go to [www.spreckelsmd.specialdistrict.org](http://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, 5<sup>th</sup> & Llano, Spreckels, CA 93962

1. CALL TO ORDER:

*The meeting was called to order by President Magno at 5:30 pm.*

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

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

*Present: Magno, Chang, Pierson, Jorgensen*

*Absent: None*

**QUORUM ESTABLISHED**

4. PUBLIC COMMENTS:

5. APPROVAL OF MINUTES:

- a. SVMD Regular Board Meeting November 6, 2023.

*Motion to approve [Pierson] 2<sup>nd</sup> [Chang]*

*Ayes: Magno, Chang, Pierson, Jorgensen*

*Noes: None*

**MOTION CARRIED**

6. GENERAL MANAGER'S REPORT:

- 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] 2<sup>nd</sup> [Chang].***

***Ayes: Magno, Chang, Pierson, Jorgensen***

***Noes: None***

***MOTION CARRIED***

8. USE REQUESTS:

9. FUNCTION RECAP:

10. CONTINUED BUSINESS:

- a. Future Projects.  
b. Park Trees.  
c. Board Member Vacancy: Carl Christmore Appointment.

11. NEW BUSINESS:

- a. Meeting Dates CY 2024.

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

12. REGULAR MONTHLY FACILITIES REPORTS:

- 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  
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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, 5<sup>th</sup> & Llano, Spreckels, CA 93962

1. CALL TO ORDER:

*The meeting was called to order by President Magno at 5:30 pm.*

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

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

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

**QUORUM ESTABLISHED**

4. PUBLIC COMMENTS:

*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 7<sup>th</sup> regular meeting.*

*Carol Ann from the organization "River Road Musical Kids" wishes to plan their yearly musical and dance program for Sunday May 19<sup>th</sup>. 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<sup>th</sup> regular meeting.*

5. APPROVAL OF MINUTES:

- 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 7<sup>th</sup> regular meeting by directors who remain on the board.*

6. GENERAL MANAGER'S REPORT:

- 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. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

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

*Motion to approve [Chang] 2<sup>nd</sup> [Jorgensen].*

*Ayes: Magno, Chang, Jorgensen*

*Noes: None*

**MOTION CARRIED**

8. USE REQUESTS:

- a. Vanessa Sanchez Birthday Party

*Motion to approve [Jorgensen] 2<sup>nd</sup> [Chang].*

*Ayes: Magno, Chang, Jorgensen*

*Noes: None*

**MOTION CARRIED**

9. FUNCTION RECAP:

*The Facilities Manager reported the break in to the Park restroom on 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. CONTINUED BUSINESS:

- 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 23<sup>rd</sup> regular meeting. Christmore will be active as a board member for the February 7<sup>th</sup> regular meeting.*

11. NEW BUSINESS:

- 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 7<sup>th</sup> 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 4<sup>th</sup> 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 7<sup>th</sup> regular meeting to allow Appointee Christmore to be eligible.*

12. REGULAR MONTHLY FACILITIES REPORTS:

- 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



DRAFT



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

<b>COUNTY FUND 668</b>	<b>\$ 189,482.55</b>
<b>FIVE STAR GENERAL CHECKING</b>	<b>\$ 25,461.52</b>
<b>FIVE STAR PAYROLL CHECKING</b>	<b><u>\$ 1,930.85</u></b>
 <b>TOTAL</b>	 <b>\$ 216,874.92</b>

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

Income	Budget	FYTD		
July 4th	\$10,000.00	\$2,421.12	\$7,578.88	24.21%
Memorial Building & Park rent	\$35,000.00	\$24,477.90	\$10,522.10	69.94%
<b>Sub Total</b>	<b>\$45,000.00</b>	\$26,899.02	\$18,100.98	59.78%
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%
<b>Sub Total</b>	<b>\$280,500.00</b>	\$166,242.53	\$114,257.47	59.27%
<b>Total Income</b>	<b>\$325,500.00</b>	\$193,141.55	\$132,358.45	59.34%
<b>Expense</b>				
<b>Salaries</b>				
Pay Roll Expenses	\$100,000.00	\$57,663.49	\$42,336.51	57.66%
<b>Employee Benefits</b>				
Workers Comp	\$2,500.00	\$2,185.97		87.44%
<b>Total Salary and Benefits</b>	<b>\$102,500.00</b>	\$59,849.46	\$42,650.54	58.39%
<b>Operations Budget</b>				
4th of July	\$10,000.00	\$2,765.78	\$7,234.22	27.66%
<b>Professional Services</b>				
Audits	\$1,000.00		\$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	\$3,875.00	\$3,850.00	\$25.00	99.35%
Bank Fees	\$0.00	\$45.20	-\$45.20	#DIV/0!
Property Tax	\$450.00	\$705.28	-\$255.28	156.73%
<b>Sub Total</b>	<b>\$11,325.00</b>	\$5,347.38	\$5,977.62	47.22%
<b>Education</b>				
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%
<b>Sub Total</b>	<b>\$3,300.00</b>	\$2,630.90	\$669.10	79.72%
<b>MAINTENANCE</b>				
Building Materials	\$1,500.00	\$938.72	\$561.28	62.58%
Electrical Repairs Hall	\$1,000.00		\$1,000.00	0.00%
Electrical Repairs Park	\$4,000.00		\$4,000.00	0.00%
Equipment Purchase	\$25,000.00	\$1,450.99	\$23,549.01	5.80%
Equipment Rental	\$1,000.00		\$1,000.00	0.00%
Power Equipment Repairs	\$500.00	\$712.96	-\$212.96	142.59%
Plumbing Repairs Hall	\$250.00	\$4,945.00	-\$4,695.00	1978.00%

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

Plumbing Repairs Park	\$12,000.00		\$12,000.00	0.00%
HVAC	\$2,000.00	\$1,875.00	\$125.00	93.75%
Equipment Maint & Repairs Hall	\$3,000.00	\$2,819.69	\$180.31	93.99%
Equipment Maint & Repairs Park	\$1,000.00	\$1,018.92	-\$18.92	101.89%
Sprinkler Supplies	\$1,000.00	\$594.16	\$405.84	59.42%
Sprinkler System Repairs	\$2,000.00	\$910.00	\$1,090.00	45.50%
Park Plants	\$1,000.00	\$704.65	\$295.35	70.47%
Fuel	\$1,200.00	\$748.20	\$451.80	62.35%
Pest Contol	\$400.00	\$260.00	\$140.00	65.00%
Landscape Maintenance Contract	\$25,500.00	\$16,244.00	\$9,256.00	63.70%
Tree Maintenance	\$4,000.00	\$12,792.00	-\$8,792.00	319.80%
Turf Treatment	\$6,500.00	\$5,201.13	\$1,298.87	80.02%
Water Treatment	\$1,400.00	\$683.26	\$716.74	48.80%
<b>Sub Total</b>	<b>\$94,250.00</b>	\$51,898.68	\$42,351.32	55.06%
<b>Utilities</b>				
PG&E Park	\$4,000.00	\$3,331.76	\$668.24	83.29%
PG&E Hall	\$18,000.00	\$10,559.30	\$7,440.70	58.66%
Water / Park	\$20,000.00	\$14,348.98	\$5,651.02	71.74%
Water / Hall	\$4,000.00	\$2,953.77	\$1,046.23	73.84%
Sewer	\$2,000.00	\$1,435.76	\$564.24	71.79%
Telephone and Internet	\$4,000.00	\$2,960.79	\$1,039.21	74.02%
<b>Sub Total</b>	<b>\$52,000.00</b>	\$35,590.36	\$16,409.64	68.44%
<b>Supplies</b>				
Janitorial Supplies	\$4,000.00	\$2,838.05	\$1,161.95	70.95%
<b>Sub Total</b>	<b>\$4,000.00</b>	\$2,838.05	\$1,161.95	70.95%
<b>Office/Operating Expenses</b>				
Office Supplies	\$800.00	\$263.50	\$536.50	32.94%
Office Equipment	\$100.00	\$173.74	-\$73.74	173.74%
Post Office Box	\$250.00		\$250.00	0.00%
Website	\$600.00		\$600.00	0.00%
Postage and Delivery	\$60.00	\$57.90	\$2.10	96.50%
<b>Sub Total</b>	<b>\$1,810.00</b>	\$495.14	\$1,314.86	27.36%
<b>Insurance</b>				
General Liability / Property Insurance	\$11,000.00		\$11,000.00	0.00%
<b>Sub Total</b>	<b>\$11,000.00</b>	\$12,904.28	-\$1,904.28	117.31%
<b>Total Operations</b>	<b>\$290,185.00</b>	\$174,320.03	\$115,864.97	60.07%
<b>Capital Expense</b>				
Building	\$75,000.00		\$75,000.00	0.00%
Park	\$60,000.00	9060.46	\$50,939.54	15.10%
<b>Sub Total</b>	<b>\$135,000.00</b>	9060.46		6.71%
<b>Emergency Reserve</b>	<b>-\$99,685.00</b>			
<b>Total Expense</b>	<b>\$325,500.00</b>	\$183,380.49	\$142,119.51	56.34%

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

**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,INTALLOCCQ12024-07		12/18/2023	InterestAllocation 1st Qtr2023-24		782.43	0.00	
<b>Total for Sub-BSA No Sub-BSA Specified</b>				<b>101,953.01</b>	<b>153,461.66</b>	<b>(30,000.00)</b>	<b>225,414.67</b>
<b>Total for B-1001 - Cash</b>				<b>101,953.01</b>	<b>153,461.66</b>	<b>(30,000.00)</b>	<b>225,414.67</b>

**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 4010 - 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
					0.00	0.00	

**Total for Sub-BSA 4015 - 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 4025 - 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 4030 - Prior Unsecured** (898.75)      0.00      0.00      (898.75)

**Sub BSA/Obj/Rev** 4035 - Current Supplemental

Transaction ID	Jrnl 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)	

Fund 668 - Spreckels Memorial District  
 Account Type Liability  
 BSA/Obj/Rev B-2530 - Assets Held as Agency for Others  
 Sub BSA/Obj/Rev 4035 - Current Supplemental

<b>Total for Sub-BSA 4035 - Current Supplemental</b>	<b>(45,622.20)</b>	<b>0.00</b>	<b>(2,116.21)</b>	<b>(47,738.41)</b>
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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	

<b>Total for Sub-BSA 4040 - Prior Supplemental</b>	<b>(2,822.97)</b>	<b>0.00</b>	<b>0.00</b>	<b>(2,822.97)</b>
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Sub BSA/Obj/Rev 4090 - Other Property Taxes							
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	

<b>Total for Sub-BSA 4090 - Other Property Taxes</b>	<b>(4,602.28)</b>	<b>0.00</b>	<b>0.00</b>	<b>(4,602.28)</b>
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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_HOX		12/05/2023	HOPTR Nov 15%		0.00	(122.24)	

<b>Total for Sub-BSA 5030 - HOPTR</b>	<b>(12,161.18)</b>	<b>0.00</b>	<b>(122.24)</b>	<b>(12,283.42)</b>
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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 Balance
					0.00	0.00	

<b>Total for Sub-BSA 5325 - Other In Lieu Revenues</b>	<b>(95,845.45)</b>	<b>0.00</b>	<b>0.00</b>	<b>(95,845.45)</b>
--	--------------------	-------------	-------------	--------------------

Sub BSA/Obj/Rev 5415 - Special Assessments

<b>Fund</b>	668 - Spreckels Memorial District						
<b>Account Type</b>	Liability						
<b>BSA/Obj/Rev</b>	B-2530 - Assets Held as Agency for Others						
<b>Sub BSA/Obj/Rev</b>	5415 - Special Assessments						
<b>Transaction ID</b>	<b>Jrnl Doc Ref (Code,Dept,ID)</b>	<b>Transaction Date</b>	<b>Description</b>	<b>Beginning Balance</b>	<b>Debits</b>	<b>Credits</b>	<b>Ending Balance</b>
JV,1110,PTAX12_24_CS		12/14/2023	Curr Sec - Jul-Dec 13 2023		0.00	(25,206.83)	
<b>Total for Sub-BSA 5415 - Special Assessments</b>				<b>(564,884.82)</b>	<b>0.00</b>	<b>(25,206.83)</b>	<b>(590,091.65)</b>
<b>Sub BSA/Obj/Rev</b>	No Sub-BSA Specified						
<b>Transaction ID</b>	<b>Jrnl Doc Ref (Code,Dept,ID)</b>	<b>Transaction Date</b>	<b>Description</b>	<b>Beginning Balance</b>	<b>Debits</b>	<b>Credits</b>	<b>Ending Balance</b>
JV,1110,0000040258		12/11/2023	ACH/EFT To record:December Payables		30,000.00	0.00	
JVA,1110,INTALOCQ12024-07		12/18/2023	InterestAllocation 1st Qtr2023-24		0.00	(782.43)	
<b>Total for Sub-BSA No Sub-BSA Specified</b>				<b>3,096,989.60</b>	<b>30,000.00</b>	<b>(782.43)</b>	<b>3,126,207.17</b>
<b>Total for B-2530 - Assets Held as Agency for Others</b>				<b>(101,953.01)</b>	<b>30,000.00</b>	<b>(153,461.66)</b>	<b>(225,414.67)</b>
<b>Total for Fund 668 - Spreckels Memorial District</b>				<b>0.00</b>	<b>183,461.66</b>	<b>(183,461.66)</b>	<b>0.00</b>
<b>Grand Total</b>				<b>0.00</b>	<b>183,461.66</b>	<b>(183,461.66)</b>	<b>0.00</b>



## Deposit Summary

Spreckels Memorial District

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

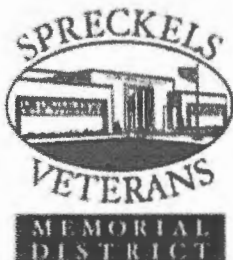
<b>Chk No.</b>	<b>PmtMethod</b>	<b>Rcd From</b>	<b>Memo</b>	<b>Amount</b>
		Dee Dee Davis	Building Rent	1,000.00
		Dee Dee Davis	Building Rent	500.00
		Victoria Sanchez	Deposit	500.00
		Maribel Jauregui	Building Rent	700.00
		Richard Lopez	Deposit	1,000.00
		Toro Bulls Football	Building Rent	100.00
		Sabor Latin Fusion	Kitchen Rent	400.00
<b>Less Cash Back:</b>				
<b>Deposit Total:</b>				<b>4,200.00</b>

## 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
<b>Less Cash Back:</b>				
<b>Deposit Total:</b>				<b>7,100.00</b>



Spreckels 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. All applicants please attach a letter describing 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.]*

NAME Darrin Bright

PRIMARY PHYSICAL RESIDENTIAL ADDRESS \_\_\_\_\_

119 3<sup>rd</sup> St

Spreckels, CA 93962

MAILING ADDRESS [IF DIFFERENT FROM ABOVE] \_\_\_\_\_

P.O. Box 7145

Spreckels, CA 93962

PHONE 831 682-4896 EMAIL darrin\_bright@hotmail.com

ARE YOU A REGISTERED VOTER IN MONTEREY COUNTY? yes

ARE YOU A MILITARY VETERAN? IF YES, PLEASE PROVIDE A COPY OF YOUR DD214

DISHARGE DOCUMENT. YES K NO \_\_\_\_\_

Board Member Qualifications and Expectations

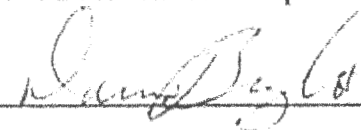
**District Information:**

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 reelection on the odd numbered years. Terms are staggered to have two or three board positions up for reelection every two years. According to the CA Military and Veteran's Code, 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 

Applicant Printed Name Darren Bright

Date 08 JAN 24



# SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 \* SPRECKELS, CA 93962

## USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

*PETER TORRES*

Organization Name \_\_\_\_\_ Contact Person - \_\_\_\_\_

327 Tapadero ST \_\_\_\_\_ Salinas, CA 93906 \_\_\_\_\_

Mailing Address \_\_\_\_\_ City & Zip Code \_\_\_\_\_

Work Telephone # \_\_\_\_\_ Home Telephone # 931.214.8778 \_\_\_\_\_ Cell Phone # \_\_\_\_\_

DATE OF FUNCTION: March 2nd 2024 \_\_\_\_\_

Day of Week, Date & Year \_\_\_\_\_

TYPE OF FUNCTION: Celebration of Life \_\_\_\_\_

Circle areas of use required:

<input checked="" type="checkbox"/> Kitchen	Barbeque Room	Bar Facilities: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Meeting Room	Banquet Room	Dancing: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Auditorium	Other _____	PA System: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

HOURS OF USE: 1pm to 5pm \_\_\_\_\_ NUMBER OF GUESTS 100 \_\_\_\_\_

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 Peter Torres \_\_\_\_\_ DATE 1-14-2024 \_\_\_\_\_

### FOR OFFICE USE ONLY:

Rental Fee	\$ <u>1000</u>	LD&C Deposit	\$ <u>1000</u>
Approval Date	_____	Disapproved on	_____
# of Security Required	<u>1</u>	Postponed	_____
DATE DEPOSIT RECEIVED	_____	CASH _____	CHECK # _____
DATE BALANCE RECEIVED	_____	CASH _____	CHECK # _____
DATE RETURNED LD&C MAILED	_____	AMOUNT \$ _____	CHECK # _____



# SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 \* SPRECKELS, CA 93962

## USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Native Sons of Golden West

Anthony P Bozzo

Organization Name

Contact Person

76 W Atisal

Salinas CA 93901

Mailing Address

City & Zip Code

831-710-2744

831 422-3227

Work Telephone #

Home Telephone #

Cell Phone #

DATE OF FUNCTION: 12-7-24

Day of Week, Date & Year

TYPE OF FUNCTION: Christmas Dinner raffle

Circle areas of use required:

Kitchen

Barbeque Room

Bar Facilities:  Yes  No

Meeting Room

Banquet Room

Dancing:  Yes  No

Auditorium

Other \_\_\_\_\_

PA System:  Yes  No

HOURS OF USE: 5:30 to 10:00pm NUMBER OF GUESTS 180

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 Anthony P Bozzo

DATE 1-17-24

### FOR OFFICE USE ONLY:

Rental Fee

\$ 1000

LD&C Deposit

\$ 1000

Approval Date

\_\_\_\_\_

Disapproved on

\_\_\_\_\_

# of Security Required

4

Postponed

\_\_\_\_\_

DATE DEPOSIT RECEIVED

1-17-24

CASH \_\_\_\_\_

CHECK # 3792

DATE BALANCE RECEIVED

\_\_\_\_\_

CASH \_\_\_\_\_

CHECK # \_\_\_\_\_

DATE RETURNED LD&C MAILED

\_\_\_\_\_

AMOUNT \$ \_\_\_\_\_

CHECK # \_\_\_\_\_

# SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 \* SPRECKELS, CA 93962

## USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

David Gonzalez David  
 Organization Name Contact Person

1306 Trisardo Ave 93904  
 Mailing Address City & Zip Code  
531-578-1126 578-1126 578-1126/3927216  
 Work Telephone # Home Telephone # Cell Phone #

DATE OF FUNCTION: July 20<sup>th</sup> 2024  
 Day of Week, Date & Year

TYPE OF FUNCTION: Birthday Party

Circle areas of use required:

Kitchen Barbeque Room Bar Facilities:  Yes  No  
 Meeting Room Sanquet Room Dancing:  Yes  No  
Auditorium Other \_\_\_\_\_ PA System: Yes  No

HOURS OF USE: 5 pm to 12 pm NUMBER OF GUESTS: 150

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 [Signature] DATE 2/1/24

FOR OFFICE USE ONLY:

Rental Fee \$ 1900 LD&C Deposit \$ 1000  
 Approval Date \_\_\_\_\_ Disapproved on \_\_\_\_\_  
 # of Security Required 3 Postponed \_\_\_\_\_  
 DATE DEPOSIT RECEIVED \_\_\_\_\_ CASH \_\_\_\_\_ CHECK # \_\_\_\_\_  
 DATE BALANCE RECEIVED \_\_\_\_\_ CASH \_\_\_\_\_ CHECK # \_\_\_\_\_  
 DATE RETURNED LD&C MAILED \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ CHECK # \_\_\_\_\_



# SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 \* SPRECKELS, CA 93962

## USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Steve S.V.F.T.

Steve McDougall

Organization Name

Contact Person -

Po Box 7014

Spreckels, CA 93962

Mailing Address

City & Zip Code

360 271 9289

Work Telephone #

Home Telephone #

Cell Phone #

DATE OF FUNCTION:

5/3/2014

Day of Week, Date & Year

TYPE OF FUNCTION:

End of School year celebration, Retirements

Circle areas of use required:

Kitchen

Barbeque Room

Bar Facilities:  Yes - No

Meeting Room

Banquet Room

Dancing:  Yes - No

Auditorium

Other \_\_\_\_\_

PA System:  Yes - No

HOURS OF USE: 12:00 to 9:00

NUMBER OF GUESTS 300

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 \_\_\_\_\_

DATE 5/30/23

### FOR OFFICE USE ONLY:

Rental Fee

\$ 1900

LD&C Deposit

\$ 1000

Approval Date \_\_\_\_\_

Disapproved on \_\_\_\_\_

# of Security Required

4

Postponed \_\_\_\_\_

DATE DEPOSIT RECEIVED \_\_\_\_\_

CASH \_\_\_\_\_

CHECK # \_\_\_\_\_

DATE BALANCE RECEIVED \_\_\_\_\_

CASH \_\_\_\_\_

CHECK # \_\_\_\_\_

DATE RETURNED LD&C MAILED \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_

CHECK # \_\_\_\_\_

# SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 \* SPRECKELS, CA 93962

## USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Organization Name \_\_\_\_\_ Contact Person Sandra Castellanos Soledad CA

Mailing Address 394 Entrada Dr City & Zip Code San Marcos CA 93940

Work Telephone # \_\_\_\_\_ Home Telephone # 831-578-1538 Cell Phone # 831-206-3464

DATE OF FUNCTION: Aug 16 2004  
Day of Week, Date & Year

TYPE OF FUNCTION: Birthday Party

Circle areas of use required:

<input checked="" type="checkbox"/> Kitchen	<input type="checkbox"/> Barbeque Room	Bar Facilities: <input checked="" type="checkbox"/> Yes - No
<input type="checkbox"/> Meeting Room	<input checked="" type="checkbox"/> Banquet Room	Dancing: <input checked="" type="checkbox"/> Yes - No
<input checked="" type="checkbox"/> Auditorium	<input type="checkbox"/> Other _____	PA System: <input type="checkbox"/> Yes - No

HOURS OF USE: 5pm to 12am NUMBER OF GUESTS 120

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 30 days prior to function.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### FOR OFFICE USE ONLY:

Rental Fee	\$ <u>1900</u>	LD&C Deposit	\$ <u>1000</u>
Approval Date	_____	Disapproved on	_____
# of Security Required	<u>2-3</u>	Postponed	_____
DATE DEPOSIT RECEIVED	_____	CASH _____	CHECK # _____
DATE BALANCE RECEIVED	_____	CASH _____	CHECK # _____
DATE RETURNED LD&C MAILED	_____	AMOUNT \$ _____	CHECK # _____

# SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 \* SPRECKELS, CA 93962

## USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Regina Harmon

Organization Name

Contact Person

57 Navajo Dr.  
Mailing Address

Salinas CA 93906  
City & Zip Code

Work Telephone # \_\_\_\_\_  
Home Telephone # (831) 837-5346

Call Phone # (831) 837-5346

DATE OF FUNCTION: 4/13/24  
Day of Week, Date & Year

TYPE OF FUNCTION: 18<sup>th</sup> Cotillion (Filipino Birthday Party)

Circle areas of use required:

- Kitchen
- Meeting Room
- Auditorium

- Barbeque Room
- Banquet Room
- Other \_\_\_\_\_

- Bar Facilities:  Yes - No
- Dancing:  Yes - No
- PA System:  Yes - No

HOURS OF USE: 5 pm to 12 am NUMBER OF GUESTS 150

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 Regina Harmon DATE 4/17/24

### FOR OFFICE USE ONLY:

Rental Fee	\$ <u>1900</u>	LD&C Deposit	\$ <u>1000</u>
Approval Date	_____	Disapproved on	_____
# of Security Required	<u>3-4</u>	Postponed	_____
DATE DEPOSIT RECEIVED	_____	CASH _____	CHECK # _____
DATE BALANCE RECEIVED	_____	CASH _____	CHECK # _____
DATE RETURNED LD&C MAILED	_____	AMOUNT \$ _____	CHECK # _____



# SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 \* SPRECKELS, CA 93962

## USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Carmen  
Organization Name

CARMEN  
(831) 208-7775  
Contact Person

1202 Cherokee Dr. 1  
Mailing Address

Salinas, 93906  
City & Zip Code

Work Telephone #

Home Telephone #

Cell Phone #

DATE OF FUNCTION:

Sat Aug 3<sup>rd</sup> 2024  
Day of Week, Date & Year

TYPE OF FUNCTION:

15 hr

Circle areas of use required:

Kitchen

Barbeque 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 pm

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

Carmen Viny

DATE

2/5/2024

### FOR OFFICE USE ONLY:

Rental Fee

\$ 1800

LD&C Deposit

\$ 1000

Approval Date

\_\_\_\_\_

Disapproved on

\_\_\_\_\_

# of Security Required

4

Postponed

\_\_\_\_\_

DATE DEPOSIT RECEIVED

\_\_\_\_\_

CASH \_\_\_\_\_

CHECK# \_\_\_\_\_

DATE BALANCE RECEIVED

\_\_\_\_\_

CASH \_\_\_\_\_

CHECK# \_\_\_\_\_

DATE RETURNED LD&C MAILED

\_\_\_\_\_

AMOUNT \$ \_\_\_\_\_

CHECK# \_\_\_\_\_

Johnny Bow

931-272-5719

Jose Security

931-240-9721

spreckelsmd.main@gmail.com

---

**From:** spreckelsmd.main@gmail.com  
**Sent:** Thursday, January 25, 2024 11:15 AM  
**To:** '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 SMD'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 will plan, direct and implement all aspects of the 4th of July event at Spreckels Memorial Park 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 entertainment 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].
10. Finally, an electronic copy of all vendor and participant registration forms and other



**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:
  - o Police and event security
  - o Temporary Restroom Facilities
  - o Public Work sanitary event maintenance
- Financial Management:
  - o 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:
  - o 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.

CONTRACTOR SERVICES AGREEMENT FOR JULY 4TH, 2023 EVENT COORDINATOR

**EXHIBIT C****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*, District  
Board of Directors by,



And agreed to by,

Za 2 \$ by the Spreckels Memorial

BUILDING EQUIPMENT INSPECTION:

INSPECT FOR PROPER OPERATION OF: DISHWASHER

*Clogged mens toilet*



	✓	date	✓	date	✓	date	✓	date	✓	date	✓	date
DISHWASHER	✓	1-6	✓	1-7	✓	1-13	✓	1-22				
REFRIGERATOR UNITS	✓		✓		✓		✓					
OVENS	✓		✓		✓		✓					
COOKTOPS	✓		✓		✓		✓					
HOT WELLS	✓		✓		✓		✓					
<del>COFFEE URN</del>												
PLUMBING FIXTURES	✓		✓		✓		✓					
P A SYSTEM	✓		✓		✓		✓					
BANQUET ROOM	✓		✓		✓		✓					

AFTER EACH FUNCTION

INSPECT CHAIR LEGS FOR MISSING LEG PADS  
 INSPECT TABLES FOR LOOSE SCREWS IN RAILS

ADDITIONAL SHEETS AS MAY BE REQUIRED

SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING

*[Signature]*  
 Date 2-7-2024


SCHEDULE OF MONTHLY BUILDING EQUIPMENT INSPECTION

CHECK FOR PROPER OPERATION ON AIR CONDITION UNIT FOR:						✓	Date
					AUDITORIUM	✓	2-7
"	"	"	"	"	BANQUET ROOM	✓	
"	"	"	"	"	KITCHEN	✓	
"	"	"	"	"	LOUNGE	✓	
"	"	"	"	"	MEETING ROOM	✓	

INSPECT ALL ROOF AIR CONDITION AND HEATER DUCTS

INSPECT EXHAUST FANS FOR PROPER OPERATION AND LUBRICATION ON:							
					KITCHEN HOOD	✓	
"	"	"	"	"	DISHWASHER	✓	
"	"	"	"	"	BATHROOM	✓	
"	"	"	"	"	OFFICE	✓	
					Banquet Room	✓	

SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING

  
Date 2-7-2024

SCHEDULE OF WEEKLY BUILDING EQUIPMENT INSPECTION

	Week #1	Week #2	Week #3	Week #4
INSPECT ALL (4) HOT WATER HEATERS FOR: LEAKS	✓	✓	✓	✓
" " PILOT LIGHTS	✓	✓	✓	✓
CHECK EMERGENCY LIGHTING BATTERY				

SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING

Date 2-7-2024



## 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

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 your supervisor.

