

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

Spreckels Veterans Memorial District  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Wednesday December 6, 2023 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  
Saren Pierson, Secretary  
Shaheen Jorgensen, 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 November 6, 2023.
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 \$20,000.00 from County Fund 668 to Five Star General Checking.
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.
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 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.*

### 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.**

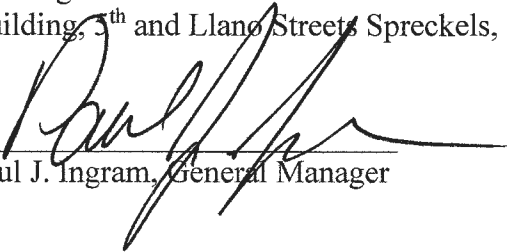
**In Compliance with Government Code section 54957.5**, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at Spreckels Veterans Memorial Building, 5<sup>th</sup> and Llano Streets, Spreckels, CA 93962, or at the scheduled meeting. In addition, if you

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 Email: spreckelsmd.main@gmail.com • www.spreckelsmd.specialdistrict.org

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 December 6, 2023 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 11/28/2023

**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 November 1, 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 5:33 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: *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. SVMMD Regular Board Meeting September 6, 2023.

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

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

***Noes: None***

***Abstain: Pierson***

**MOTION CARRIED**

- b. SVMD Regular Board Meeting October 10, 2023.

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

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

***Noes: None***

***Abstain: Magno***

***MOTION CARRIED***

6. GENERAL MANAGER’S REPORT:

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

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Transfer \$10,000.00 from County Fund 668 to Five Star General Checking.

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

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

***Noes: None***

***MOTION CARRIED***

- b. Board Member Vacancy:

***Motion to appoint Carl Christmore to the vacant position [Jorgensen] 2<sup>nd</sup> [Pierson]***

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

***Noes: None***

***MOTION CARRIED***

8. USE REQUESTS:

- a. CSEA Awards Dinner/Dance
- b. Margie Hernandez Baby Shower

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

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

***Noes: None***

***MOTION CARRIED***

9. FUNCTION RECAP:

10. CONTINUED BUSINESS:

- a. Facility Manager Employment Agreement.

***Motion to approve [Chang] 2<sup>nd</sup> [Pierson]. Document will be signed by Facilities Manager and General Manager and copies sent to the board.***

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

***Noes: None***

***MOTION CARRIED***

- b. Future Projects.

11. NEW BUSINESS:

- a. Park Trees

12. REGULAR MONTHLY FACILITIES REPORTS:

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

***Jorgensen has researched a product to repair cracks in sidewalks. Product will cost \$170 per gallon and will require ¼ yard of pea gravel.***

13. FUTURE AGENDA ITEMS:

***VFW Calendar. Possible use of Big Sky Creative for web page describing hall facilities for rental.***

14. ADJOURN REGULAR MEETING: Next meeting Wednesday December 6, 2023 5:30 PM.

***Meeting was adjourned at 7:06 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 DISTRICT FUND BALANCES AS OF 11/30/2023**

<b>COUNTY FUND 668</b>	<b>\$ 73,795.64</b>
<b>FIVE STAR GENERAL CHECKING</b>	<b>\$ 10,208.49</b>
<b>FIVE STAR PAYROLL CHECKING</b>	<b><u>\$ 147.51</u></b>
<b>TOTAL</b>	<b>\$ 84,151.64</b>

Spreckels Veteran's Memorial District  
Adopted Budget FYE 6/30/2024 FYTD to 11/30/2023

Income	Budget	FYTD		
July 4th	\$10,000.00	\$2,421.12	\$7,578.88	24.21%
Memorial Building & Park rent	\$35,000.00	\$15,977.90	\$19,022.10	45.65%
<b>Sub Total</b>	<b>\$45,000.00</b>	<b>\$18,399.02</b>	<b>\$26,600.98</b>	<b>40.89%</b>
Property Tax	\$235,000.00	\$1,338.05	\$233,661.95	0.57%
Special Assessment	\$44,500.00		\$44,500.00	0.00%
Interest on Pooled Investments	\$1,000.00		\$1,000.00	0.00%
<b>Sub Total</b>	<b>\$280,500.00</b>	<b>\$1,338.05</b>	<b>\$279,161.95</b>	<b>0.48%</b>
<b>Total Income</b>	<b>\$325,500.00</b>	<b>\$19,737.07</b>	<b>\$305,762.93</b>	<b>6.06%</b>
Expense				
<b>Salaries</b>				
Pay Roll Expenses	\$100,000.00	\$38,635.53	\$61,364.47	38.64%
<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>	<b>\$40,821.50</b>	<b>\$61,678.50</b>	<b>39.83%</b>
<b>Operations Budget</b>				
<b>4th of July</b>	<b>\$10,000.00</b>	<b>\$2,765.78</b>	<b>\$7,234.22</b>	<b>27.66%</b>
<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	\$193.75	\$806.25	19.38%
Legal Services	\$2,000.00	\$55.40	\$1,944.60	2.77%
Parcel Management	\$3,875.00		\$3,875.00	0.00%
Bank Fees	\$0.00	\$26.30	-\$26.30	#DIV/0!
Property Tax	\$450.00	\$705.28	-\$255.28	156.73%
<b>Sub Total</b>	<b>\$11,325.00</b>	<b>\$1,439.73</b>	<b>\$9,885.27</b>	<b>12.71%</b>
<b>Education</b>				
Board and Staff Education	\$800.00	\$750.00	\$50.00	93.75%
Dues and Subscriptions	\$2,500.00	\$1,685.00	\$815.00	67.40%
<b>Sub Total</b>	<b>\$3,300.00</b>	<b>\$2,435.00</b>	<b>\$865.00</b>	<b>73.79%</b>
<b>MAINTENANCE</b>				
Building Materials	\$1,500.00	\$795.28	\$704.72	53.02%
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	\$1,238.56	\$23,761.44	4.95%
Equipment Rental	\$1,000.00		\$1,000.00	0.00%
Power Equipment Repairs	\$500.00	\$411.19	\$88.81	82.24%
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 11/30/2023

Plumbing Repairs Park	\$12,000.00		\$12,000.00	0.00%
HVAC	\$2,000.00		\$2,000.00	0.00%
Equipment Maint & Repairs Hall	\$3,000.00	\$969.69	\$2,030.31	32.32%
Equipment Maint & Repairs Park	\$1,000.00		\$1,000.00	0.00%
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	\$411.14	\$788.86	34.26%
Pest Control	\$400.00	\$130.00	\$270.00	32.50%
Landscape Maintenance Contract	\$25,500.00	\$8,122.00	\$17,378.00	31.85%
Tree Maintenance	\$4,000.00	\$12,792.00	-\$8,792.00	319.80%
Turf Treatment	\$6,500.00	\$4,400.00	\$2,100.00	67.69%
Water Treatment	\$1,400.00	\$454.94	\$945.06	32.50%
<b>Sub Total</b>	<b>\$94,250.00</b>	<b>\$36,878.61</b>	<b>\$57,371.39</b>	<b>39.13%</b>
<b>Utilities</b>				
PG&E Park	\$4,000.00	\$2,578.96	\$1,421.04	64.47%
PG&E Hall	\$18,000.00	\$4,184.03	\$13,815.97	23.24%
Water / Park	\$20,000.00	\$10,898.28	\$9,101.72	54.49%
Water / Hall	\$4,000.00	\$1,866.99	\$2,133.01	46.67%
Sewer	\$2,000.00	\$832.48	\$1,167.52	41.62%
Telephone and Internet	\$4,000.00	\$1,690.82	\$2,309.18	42.27%
<b>Sub Total</b>	<b>\$52,000.00</b>	<b>\$22,051.56</b>	<b>\$29,948.44</b>	<b>42.41%</b>
<b>Supplies</b>				
Janitorial Supplies	\$4,000.00	\$1,942.46	\$2,057.54	48.56%
<b>Sub Total</b>	<b>\$4,000.00</b>	<b>\$1,942.46</b>	<b>\$2,057.54</b>	<b>48.56%</b>
<b>Office/Operating Expenses</b>				
Office Supplies	\$800.00	\$122.46	\$677.54	15.31%
Office Equipment	\$100.00		\$100.00	0.00%
Post Office Box	\$250.00		\$250.00	0.00%
Website	\$600.00		\$600.00	0.00%
Postage and Delivery	\$60.00	\$57.90	\$2.10	96.50%
<b>Sub Total</b>	<b>\$1,810.00</b>	<b>\$180.36</b>	<b>\$1,629.64</b>	<b>9.96%</b>
<b>Insurance</b>				
General Liability / Property Insurance	\$11,000.00		\$11,000.00	0.00%
<b>Sub Total</b>	<b>\$11,000.00</b>	<b>\$12,904.28</b>	<b>-\$1,904.28</b>	<b>117.31%</b>
<b>Total Operations</b>	<b>\$290,185.00</b>	<b>\$121,419.28</b>	<b>\$168,765.72</b>	<b>41.84%</b>
<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>	<b>9060.46</b>		<b>6.71%</b>
<b>Emergency Reserve</b>	<b>-\$99,685.00</b>			
<b>Total Expense</b>	<b>\$325,500.00</b>	<b>\$130,479.74</b>	<b>\$195,020.26</b>	<b>40.09%</b>

# Deposit Summary

11/28/2023 2:34 PM

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 11/21/2023

<b>Chk No.</b>	<b>PmtMethod</b>	<b>Rcd From</b>	<b>Memo</b>	<b>Amount</b>
		Ray Rodriguez	Deposit	1,000.00
		Albert Villa	Building Rent	1,000.00
		Delia Losoya	Deposit	500.00
		Green Valley Industrial Supply	Refund Double Payment	174.58
		Adrian Luna	Building Rent	1,500.00
		Spreckels Community Services District	Office Rent and Postage Reimbursement	157.90
<b>Less Cash Back:</b>				
<b>Deposit Total:</b>				<b>4,332.48</b>