

Spreckels Memorial District
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday June 1, 2022 5:30 pm
 Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

AGENDA

Agenda order may be adjusted by 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
 David Kuhlmann, Director
 Jill Kramm, Director
 Saren Pierson, Secretary

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. SMD Regular Board Meeting May 4, 2022

6. GENERAL MANAGER'S REPORT:

- a. Financial Reports April.
 1. Fund Balances as of 5/31/2022
 2. Budget FY 2021 FYTD to 5/31/2022
 3. Review of Deposits: County Fund 668 April [Period 10]

Spreckels Memorial District • P.O. Box 7266 • Spreckels, CA 93962
 Park & Memorial Building Rental (831) 455-2022 • District Business (831) 455-7855
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4. Review of Deposits: Wells Fargo Payroll Checking May
5. Review of Wells Fargo Bank Statements/Reconciliations April 2022.
6. Review of Expenditures April 2022.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Spreckels Unified School District Memorial Building Parking Lot MOU Renewal School Year 2022-23.
- b. Resolution 2022-01: Resolution Ordering an Election. [Elections 2022: Directors Magno and Chang. Filing Period July 18 to August 12]

8. USE REQUESTS:

9. FUNCTION RECAP:

10. NEW BUSINESS:

- a. Kitchen Ovens Replacement.
- b. Additional Trees in Park

11. CONTINUED BUSINESS:

- a. Spreckels 4th of July Celebration 2022.
- b. Report on Audit in Progress FY's 2020 & 2021
- c. New Accounts with Five-Star Bank
- d. Update on Park Sewer Lateral Repairs.
- e. Upcoming Projects.
- f. Facilities Manager Employment Agreement Renewal.

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 June 29, 2022 5:30 PM.

2022 Meeting Dates: January 12, February 2, March 2, April 6, May 4, June 1, June 29, July 6, August 3, September 7, October 5, November 2, December 7.

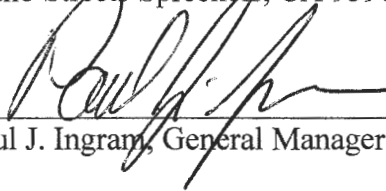
ADA COMPLIANCE

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 Memorial District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the June 1, 2022 Regular Meeting of the District Board of Directors scheduled for 5:30 pm at Spreckels Veterans Memorial Building, 5th and Llano Streets Spreckels, CA 93962

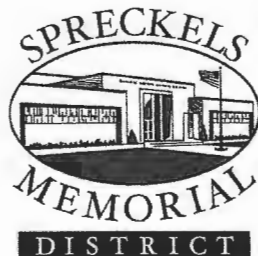


 Paul J. Ingram, General Manager

Date

5/26/2022

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 Memorial District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday May 4, 2022 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 5:34 pm.

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

Rick Magno, President
 Walan Chang, Vice-President
 David Kuhlmann, Director
 Jill Kramm, Director
 Saren Pierson, Secretary

Present: Magno, Chang, Kramm, Pierson

Absent: Kuhlmann

QUORUM ESTABLISHED

4. PUBLIC COMMENTS:

Representatives from Spreckels PTO gave a presentation regarding the color run that will be in the park on June 3rd. Will involve colored corn starch which will not stain. Item was approved pending submission of a use request form to the Facilities Manager and issuance of a Certificate of Insurance from Spreckels School District.

Motion to approve [Chang] 2nd [Pierson].

Ayes: Magno, Chang, Kramm, Pierson

Noes None

MOTION CARRIED

5. APPROVAL OF MINUTES:

a. SMD Regular Board Meeting April 6, 2022

Motion to approve [Kramm] 2nd [Chang].

Ayes: Magno, Chang, Kramm, Pierson

Noes: None

MOTION CARRIED

- b. SMD Special Board Meeting April 26, 2022

Motion to approve [Chang] 2nd [Pierson].

Ayes: Magno, Chang, Kramm, Pierson

Noes: None

MOTION CARRIED

6. GENERAL MANAGER'S REPORT:

- a. Financial Reports April.

1. Fund Balances as of 4/30/2022
2. Budget FY 2021 FYTD to 4/30/2022
3. Review of Deposits: County Fund 668 March [Period 9]
4. Review of Deposits: Wells Fargo Payroll Checking April
5. Review of Wells Fargo Bank Statements/Reconciliations March 2022.
6. Review of Expenditures March 2022.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Election of LAFCO Commissioner, Special District Alternate [Non-Voting] Member.
1. David Kong [Greenfield Public Recreation District, Greenfield Cemetery District.
 2. Gail Morton [Marina Coast Water District]

Motion to cast vote for Gail Morton [Chang] 2nd [Pierson].

Ayes: Magno, Chang, Kramm, Pierson

Noes: None

MOTION CARRIED

- b. Approve Transfer of \$30,000.00 to Five Star Bank General Checking.

Motion to approve [Chang] 2nd [Kramm].

Ayes: Magno, Chang, Kramm, Pierson

Noes: None

MOTION CARRIED

8. USE REQUESTS:

- | | |
|-------------------------------|-----------------------------------|
| a. Steve McDougall | End of Year Teacher's Recognition |
| b. Salinas High Class of 1955 | Class Reunion |

Motion to approve both [Chang] 2nd [Pierson].

Ayes: Magno, Chang, Kramm, Pierson

Noes: None

MOTION CARRIED

9. FUNCTION RECAP:

10. NEW BUSINESS:

11. CONTINUED BUSINESS:

- a. Spreckels 4th of July Celebration 2022.
- b. Report on Audit in Progress FY's 2020 & 2021
- c. New Accounts with Five-Star Bank
- d. Update on Park Sewer Lateral Repairs.
- e. Upcoming Projects.

12. REGULAR MONTHLY FACILITIES REPORTS:

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

13. FUTURE AGENDA ITEMS:

- a. Repurpose Racquetball Court Structure.
- b. Add Facilities Manager Employment Contract to future agenda.

14. ADJOURN REGULAR MEETING: Next meeting Wednesday June 1, 2022 5:30 PM.

Meeting was adjourned at 6:30 pm.

2022 Meeting Dates: January 12, February 2, March 2, April 6, May 4, June 1, June 29, July 6, August 3, September 7, October 5, November 2, December 7.

Respectfully submitted,

Approval date _____

Paul J. Ingram, General Manager

**SPRECKELS MEMORIAL DISTRICT FUND
BALANCES AS OF 5/31/2022**

COUNTY FUND 668	\$ 144,684.60
WELLS FARGO	
GENERAL CHECKING	\$ 8,119.48
WELLS FARGO	
PAYROLL CHECKING	\$ 22,730.56
FIVE STAR GENERAL	
CHECKING	\$ 26,320.49
FIVE STAR PAYROLL	
CHECKING	<u>\$ 2,381.28</u>
TOTAL	\$ 204,236.41
TOTAL	\$136,438.18

Spreckels Memorial District
Adopted Budget FYTD to 5/31/2022

Income	Budget	FYTD		
July 4th	\$10,000.00		\$10,000.00	0.00%
Memorial Building & Park rent	\$20,000.00	\$40,950.00	-\$20,950.00	204.75%
Sub Total	\$30,000.00	\$40,950.00	-\$10,950.00	136.50%
Per Capita Grant	\$177,960.00	\$177,960.00	\$0.00	100.00%
COVID Relief from CA		\$33,815.00		
Property Tax	\$235,000.00	\$237,754.23	-\$2,754.23	101.17%
Special Assessment	\$44,500.00	\$43,161.25	\$1,338.75	96.99%
Interest on Pooled Investments	\$2,000.00	\$311.84	\$1,688.16	15.59%
Sub Total	\$459,460.00	\$493,002.32	-\$33,542.32	107.30%
Total Income	\$489,460.00	\$533,952.32	-\$44,492.32	109.09%
Expense				
Salaries				
Pay Roll Expenses	\$90,000.00	\$89,203.59	\$796.41	99.12%
Employee Benefits				
Workers Comp	\$2,500.00	-\$256.76		-10.27%
Total Salary and Benefits	\$92,500.00	\$88,946.83	\$3,553.17	96.16%
Operations Budget				
4th of July	\$10,000.00	\$1,949.12	\$8,050.88	19.49%
Professional Services				
Audits	\$8,000.00	\$6,447.00	\$1,553.00	80.59%
Administration Fees	\$3,000.00	\$2,860.00	\$140.00	95.33%
Advertising	\$1,200.00	\$426.25	\$773.75	35.52%
Legal Services	\$2,000.00	\$792.00	\$1,208.00	39.60%
Parcel Management	\$3,875.00	\$3,800.00	\$75.00	98.06%
Bank Fees	\$50.00	\$12.00	\$38.00	24.00%
Property Tax	\$450.00	\$444.80	\$5.20	98.84%
Sub Total	\$18,575.00	\$14,782.05	\$3,792.95	79.58%
Education				
Board and Staff Education	\$1,500.00	\$588.50	\$911.50	39.23%
Dues and Subscriptions	\$2,500.00	\$2,106.99	\$393.01	84.28%
Sub Total	\$4,000.00	\$2,695.49	\$1,304.51	67.39%
MAINTENANCE				
Building Materials	\$1,200.00	\$537.14	\$662.86	44.76%
Electrical Repairs Hall	\$1,000.00	\$898.47	\$101.53	89.85%
Electrical Repairs Park	\$250.00	\$8,300.00	-\$8,050.00	3320.00%
Equipment Purchase	\$1,000.00	\$700.02	\$299.98	70.00%
Equipment Rental	\$500.00	\$2,861.34	-\$2,361.34	572.27%

Spreckels Memorial District
Adopted Budget FYTD to 5/31/2022

Power Equipment Repairs	\$200.00	\$548.62	-\$348.62	274.31%
Plumbing Repairs Hall	\$250.00	\$113.15	\$136.85	45.26%
Plumbing Repairs Park	\$250.00	\$5,117.25	-\$4,867.25	2046.90%
HVAC	\$2,000.00		\$2,000.00	0.00%
Equipment Maint & Repairs Hall	\$1,000.00	\$2,183.50	-\$1,183.50	218.35%
Equipment Maint & Repairs Park	\$1,000.00	\$4,201.80	-\$3,201.80	420.18%
Sprinkler Supplies	\$500.00	\$2,868.48	-\$2,368.48	573.70%
Sprinkler System Repairs	\$850.00	\$7,460.00	-\$6,610.00	877.65%
Park Plants	\$250.00	\$543.78	-\$293.78	217.51%
Fuel	\$850.00	\$926.78	-\$76.78	109.03%
Pest Control	\$600.00	\$390.00	\$210.00	65.00%
Landscape Maintenance Contract	\$25,000.00	\$23,380.00	\$1,620.00	93.52%
Tree Maintenance	\$2,500.00	\$675.00	\$1,825.00	27.00%
Turf Treatment	\$6,500.00	\$5,081.00	\$1,419.00	78.17%
Water Treatment	\$1,400.00	\$1,211.59	\$188.41	86.54%
Sub Total	\$47,100.00	\$67,997.92	-\$20,897.92	144.37%
Utilities				
PG&E Park	\$5,000.00	\$2,732.84	\$2,267.16	54.66%
PG&E Hall	\$12,000.00	\$17,689.59	-\$5,689.59	147.41%
Water / Park	\$20,000.00	\$14,800.00	\$5,200.00	74.00%
Water / Hall	\$3,500.00	\$3,389.73	\$110.27	96.85%
Sewer	\$1,300.00	\$1,343.56	-\$43.56	103.35%
Telephone and Internet	\$5,500.00	\$5,128.27	\$371.73	93.24%
Sub Total	\$47,300.00	\$45,083.99	\$2,216.01	95.31%
Supplies				
Janitorial Supplies	\$4,000.00	\$3,973.63	\$26.37	99.34%
Sub Total	\$4,000.00	\$3,973.63	\$26.37	99.34%
Office/Operating Expenses				
Office Supplies	\$500.00	\$687.28	-\$187.28	137.46%
Office Equipment	\$100.00		\$100.00	0.00%
Post Office Box	\$225.00		\$225.00	0.00%
Website	\$600.00		\$600.00	0.00%
Postage and Delivery	\$55.00	\$58.00	-\$3.00	105.45%
Sub Total	\$1,480.00	\$745.28	\$734.72	50.36%
Insurance				
General Liability / Property Insurance	\$3,000.00	\$8,757.83	-\$5,757.83	291.93%
Sub Total	\$3,000.00	\$17,515.66	-\$14,515.66	583.86%
Total Operations	\$227,955.00	\$243,689.97	-\$15,734.97	106.90%
Capital Expense				
Building		9800	-\$9,800.00	#DIV/0!
Park	\$370,000.00	357504.36	\$12,495.64	96.62%
Sub Total	\$370,000.00	367304.36		99.27%
Emergency Reserve	-\$108,145.00			
Total Expense	\$489,810.00	\$610,994.33	(\$121,184.33)	124.74%

Report ID : MC-FIN-BS-0301	County of Monterey	Page 1 of 4
Run Date : 05/12/2022	Trial Balance By Accounting Distribution	
Run Time : 08:50 AM	Fiscal Year 2022 / 10 through 10	

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,1110,0000034877		04/11/2022	ACH/EFT To record: April Payables		0.00	(50,000.00)	
JV,1110,0000034899		04/22/2022	Property Tax Admin Fees		0.00	(2,437.00)	
JV,1110,0000034931		04/22/2022	Property Tax Admin Fees		2,437.00	0.00	
JV,1110,0000034932		04/22/2022	Property Tax Admin Fees		0.00	(2,437.00)	
JV,1110,PTAX35_22_CS		04/21/2022	Curr Sec - April 2022		90,611.49	0.00	
JV,1110,PTAX36_22_SUPPL		04/18/2022	Suppl - April 2022		2,556.79	0.00	
JVA,1110,INTALLOQC32022-07		04/30/2022	InterestAllocation 3rd Qtr2021-22		121.33	0.00	
Total for Sub-BSA No Sub-BSA Specified				138,554.91	95,726.61	(54,874.00)	179,407.52
Total for B-1001 - Cash				138,554.91	95,726.61	(54,874.00)	179,407.52

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,PTAX35_22_CS		04/21/2022	Curr Sec - April 2022		0.00	(75,449.49)	
Total for Sub-BSA 4010 - Current Secured				(2,017,220.08)	0.00	(75,449.49)	(2,092,669.57)
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				(82,061.61)	0.00	0.00	(82,061.61)
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				(39,455.55)	0.00	0.00	(39,455.55)
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				(764.46)	0.00	0.00	(764.46)
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,PTAX36_22_SUPPL		04/18/2022	Suppl - April 2022		0.00	(2,556.79)	

Fund 668 - Spreckels Memorial District
 Account Type Liability
 BSA/Obj/Rev B-2530 - Assets Held as Agency for Others
 Sub BSA/Obj/Rev 5415 - Special Assessments

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX35_22_CS		04/21/2022	Curr Sec - April 2022		0.00	(15,162.00)	
Total for Sub-BSA 5415 - Special Assessments				(503,149.89)	0.00	(15,162.00)	(518,311.89)

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
Sub BSA/Obj/Rev No Sub-BSA Specified							
JV,1110,0000034877		04/11/2022	ACH/EFT To record: April Payables		50,000.00	0.00	
JV,1110,0000034899		04/22/2022	Property Tax Admin Fees		2,437.00	0.00	
JV,1110,0000034931		04/22/2022	Property Tax Admin Fees		0.00	(2,437.00)	
JV,1110,0000034932		04/22/2022	Property Tax Admin Fees		2,437.00	0.00	
JVA,1110,INTALLOQC32022-07		04/30/2022	InterestAllocation 3rd Qtr2021-22		0.00	(121.33)	
Total for Sub-BSA No Sub-BSA Specified				2,636,482.94	54,874.00	(2,558.33)	2,688,798.61
Total for B-2530 - Assets Held as Agency for Others				(138,554.91)	54,874.00	(95,726.61)	(179,407.52)
Total for Fund 668 - Spreckels Memorial District				0.00	150,600.61	(150,600.61)	0.00
Grand Total				0.00	150,600.61	(150,600.61)	0.00

Deposit Summary

Spreckels Memorial District

Summary of Deposits to Wells Payroll Checking on 05/04/2022

Chk No.	PmtMethod	Rcd From	Memo	Amount
	Cash	Francisco Haro	Building Rent	800.00
	Check	Loretta Salinas	Building Rent	400.00
	Check	Dallen Coronel	Building Rent	750.00
Less Cash Back:				
Deposit Total:				1,950.00

Deposit Summary

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 05/26/2022

Chk No.	PmtMethod	Rcd From	Memo	Amount
	Check	Tanimura & Antle	Building Rent	800.00
	Check	Rosa Ann Mills	Building Rent	300.00
	Check	Carmen Rosales	Building Deposit	500.00
	Check	Sign With Us 3	Buiding Rent	270.00
	Check	Spreckels Community Services District	Office Rent	100.00

Less Cash Back:**Deposit Total:** 1,970.00

Deposit Summary

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 05/26/2022

Chk No.	PmtMethod	Rcd From	Memo	Amount
	Check	Patriots of Freedom	Deposit	500.00
Less Cash Back:				
Deposit Total:				500.00

Spreckels Memorial District

PO Box 7266, Spreckels, CA 93962

Phone: (831) 455-7855

APPLICATION TO USE Spreckels Memorial Building Parking Lot**Requested by: Spreckels Union School District (SUSD)**

1. Facilities requested: Spreckels Memorial District Parking Lot
2. Dates of requested use: Ongoing Start date: April 9, 2021 End date: June 30, 2021
Day(s) of the week: Mon/Tue/Wed/Thur/Fri
3. Time facility needed: From 6:30 A.M. To 6:00 P.M.
4. Type of program or use: Staff Parking
Parent Parking for special school events
5. The undersigned certifies that he/she:
 - a. Will be responsible, on behalf of SUSD, for any damage or unnecessary abuse of the Spreckels Memorial District's facilities due to the occupancy of said premises by SUSD. SUSD agrees to abide by and enforce the rules and regulations of the Spreckels Memorial District governing the use of buildings, ground and equipment.
 - b. Understands that all SUSD Professional Standards are applicable to any employee, parent or persons affiliated with SUSD while on Spreckels Memorial District's property.
 - c. Understands that signing this application does not constitute approval for use of facilities until it has been approved by the Spreckels Memorial District and an approved copy has been returned to the applicant.
 - d. Understands that a current Certificate of Insurance listing Spreckels Memorial District as an additionally insured and showing minimum coverage of \$1,000,000/occurrence and \$2,000,000/general aggregate must be supplied before the request is approved.
6. I have read the regulations and stipulations on this form and agree to abide by them. I understand that failure to abide by the regulations may result in cancellation of the agreement.
7. The District agrees to the bullet points submitted by the Spreckels Memorial District on April 1, 2021

Eric Tarallo, Superintendent

Name and Title

etarallo@susd.net

E-mail Address

PO Box 7263, Spreckels, CA 93962

Mailing Address, City, Zip

831-455-2550 ext. 316

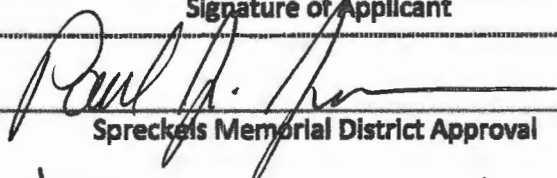
Telephone number



Signature of Applicant

April 7, 2021

Date of Application



Spreckels Memorial District Approval

4/29/2021

Approval Date

Paul J. Ingram, General Manager



April 1, 2021

**Spreckels Memorial Building Parking Lot
Bullet Points for Spreckels Elementary School Parent-Teacher
Parking**

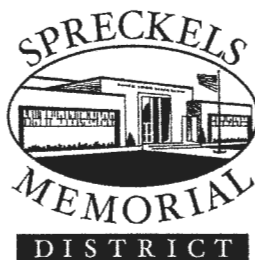
- **Automatic Openers will be installed at “A” gate [next to building] and “B” gate [middle of parking lot on 5th Street]. Both gates will have sensors to open gates for exiting of parking lot at all times.**
- **Default position for “A” gate will be closed and opened only by Facilities Manager’s in-car actuator or manually by control system.**
- **Default position for “B” gate will be open from 6:00 am to 6:00 pm on regular school days and closed from 6:00 pm to 6:00 am on all days. This will be programmed into gate control system.**
- **School calendar will include reminders to contact Facilities Manager to program both gates to be opened for special school events [Back to School night, etc.]**
- **Regular school days a portion of the parking lot will be cordoned off for daily Memorial Building use and off limits to parent-teacher parking.**
- **Memorial Building calendar will include reminders from Facilities Manager to School office when all or a large portion of the parking lot is needed for a Memorial Building event during school hours.**
- **School Crossing Guard crew will add 1 additional guard in position at “B” gate entrance as a deterrent to speeding and unsafe driving during drop-off and pickup hours. Guard will also monitor compliance with Handicap ADA parking space laws.**
- **Memorial Building will add signage stating that Handicap/ADA Parking Space violations are subject to enforcement by California Highway Patrol [verified that they will enforce if called, but signage needs to be in place.]**

Spreckels Memorial District • P.O. Box 7266 • Spreckels, CA 93962
Park & Memorial Building Rental (831) 455-2022 • District Business (831) 455-7855
Email: spreckelsmd.main@gmail.com • www.spreckelsmd.specialdistrict.org



LIABILITY CERTIFICATE OF COVERAGE REQUEST

Today's Date: April 5, 2021	
JPA: Monterey & San Benito Counties P/L JPA	
District: Spreckels Union School District	
Contact: Veronica Flournoy, CBO	Phone: 831-455-2550 ext. 311
Certificate Holder Name & Address	Spreckels Memorial District
	PO Box 7266
	Spreckels, CA 93962
	Attn: Email certificate to spreckelsmd.main@gmail.com
Description of Operations	Use of parking lot for staff parking and special school events April 9, 2021 through June 31, 2021
Is this a Special Event	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Event Date(s) & Time:
	Location:
	Sponsor
	Participants
	Provide Details of Event
Special Requirements:	
Cross-Out Endeavor Clause <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Additional Insured / Additional Covered Party <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Other Additional Insured / Covered Party <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	



Resolution No. 2022-01

RESOLUTION ORDERING AN ELECTION, REQUESTING THE COUNTY ELECTIONS DEPARTMENT TO CONDUCT THE ELECTION, AND REQUESTING CONSOLIDATION OF THE ELECTION

SPRECKELS MEMORIAL DISTRICT

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election; and

WHEREAS, the resolution of the governing body of the city or district shall specify the services requested; and

WHEREAS, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and

WHEREAS, pursuant to Elections Code Section 13307, whenever an election called by a district, city, or other political subdivision has offices to be filled, it is required to fix and determine the number of words that a candidate may submit on the candidate's statement to be either 200 or 400 words and to determine if the candidate and or the political subdivision will pay the cost of the statement; and

WHEREAS, Elections Code Section 15651 requires the city or district to determine the means and manner in which a tie vote is to be resolved in the event that two or more persons receive an equal number of votes and the highest number of votes (“tie votes”) for an office to be voted upon; and

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

WHEREAS, various district, county, state and other political subdivision elections may be or have been called to be held on a **NOVEMBER 8, 2022**

NOW THEREFORE, BE IT RESOLVED AND ORDERED that the governing body of the

SPRECKELS MEMORIAL DISTRICT

hereby orders an election be called and consolidated with any and all elections also called to be held on **NOVEMBER 8, 2022** insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the **SPRECKELS MEMORIAL DISTRICT** requests the Board of Supervisors of the County of Monterey to order such consolidation under Elections Code Section 10401 and 10403.

BE IT FURTHER RESOLVED AND ORDERED that said governing body hereby requests the Board of Supervisors to permit the Monterey County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services, and

BE IT FURTHER RESOLVED AND ORDERED that the Monterey County Elections Department conduct the election for the purpose of electing **Two [2]** Members to this Governing Board on the **November 8, 2022** ballot:

SEATS OPEN	OFFICE	TERM	DIST/DIV (if applicable)
Richard Magno Jr.	Director	4 Years	
Walan Chang	Director	4 Years	

BE IT FURTHER RESOLVED AND ORDERED that pursuant to Election Code Section 13307 the **SPRECKELS MEMORIAL DISTRICT** has resolved that all costs of the Candidate’s statement be paid by the **DISTRICT** and that no candidate may submit a statement of over **200** words.

BE IT FURTHER RESOLVED AND ORDERED that pursuant to code **\$15651**, a tie vote shall be resolved by **TIE BREAKING METHOD.**

BE IT FURTHER RESOLVED AND ORDERED that tie votes shall be determined by **COIN TOSS.**

PASSED AND ADOPTED by the **SPRECKELS MEMORIAL DISTRICT** on this **1ST** day of **JUNE, 2022** by the following vote:

AYES:

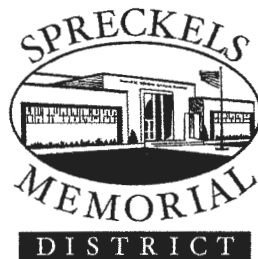
NOES:

ABSTENTIONS:

ABSENT:

SIGNED: _____
Chairperson of said Governing Board

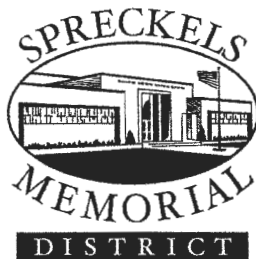
ATTEST: _____
Secretary



Facilities Manager Employment Agreement

This agreement is made and entered into March 2, 2022 between Spreckels Memorial District, a Public Agency, hereinafter called District, and Joseph Velasquez, Facilities Manager, hereinafter called Facilities Manager.

1. The purpose of this agreement is to state the terms and conditions under which the Facilities Manager will perform his duties at the Spreckels Veterans Memorial Building, located at 90 Fifth Street Spreckels, California 93962, and Spreckels Memorial Park and Annex, located at 60 Llano Avenue, Spreckels, California 93962, herein after referred to as "facilities".
2. Facilities Manager agrees that he will, during the term of this agreement, perform the following duties to the best of his ability:
 - a. All those general and specific job responsibilities set forth in that certain document, entitled **FACILITIES MANAGER JOB DESCRIPTION (Spreckels Veterans Memorial Building and Spreckels Memorial Park)**, amended September 8, 2021 by the Board of Directors of the District, a copy of which is attached hereto and made a part hereof.
 - b. Will live at the apartment within the Spreckels Veterans Memorial Building, 90 Fifth Street, Spreckels, CA 93962, as required by the District, subject to restrictions described in Paragraph 3. g. of this agreement.
3. District agrees to:
 - a. Furnish all equipment and supplies necessary for the performance of the work provided herein.
 - b. Pay Facilities Manager an hourly wage of **\$21.98**, paid weekly, and based upon a 40 hour work week.
 - c. Carry Worker's Compensation Insurance on behalf of Facilities Manager and pay the premiums as required by law.
 - d. Deduct from said salaries, all amounts required by law including, but not limited to, Federal Income Withholding Tax, State Income Withholding Tax, and Facilities Manager State Disability Insurance Contributions.
 - e. Facilities Manager will earn 3 days of sick leave per year. Accrued payment will not be awarded if sick leave is not taken.



**FACILITIES MANAGER JOB DESCRIPTION
(Spreckels Veterans Memorial Building and Spreckels Memorial Park)**

TITLE: FACILITIES MANAGER (designated "Manager" herein)

REPORTING TO: GENERAL MANAGER, FACILITIES CHAIR AND BOARD OF DIRECTORS

GENERAL JOB RESPONSIBILITIES:

- a. Spreckels Veterans Memorial Building: Perform general cleaning and upkeep of main building, garages parking lot and the surrounding areas. Manage building event rentals and non-rental uses of building by community and youth groups.
- b. Spreckels Memorial Park and Annex: Oversee park landscape maintenance by Park Landscape Maintenance Contractor. Oversee maintenance of park trash containers and janitorial tasks for park restrooms. Manage rental uses of group picnic areas in park.

SPECIFIC JOB RESPONSIBILITIES:

1. BUSINESS HOURS

- a. Manager shall be responsible for all District facilities 24 hours per day, 7 days per week. As a non-exempt employee, Manager shall be paid on an 8 hour per day, 40 hour per week basis. Facilities Manager shall use hours per day and week as needed to handle facilities needs at all hours. For extended hours worked to manage facilities rental events, as well as work performed on designated days off or legal holidays, Manager shall be paid overtime in accordance to CA State employment law.
- b. Manager must be on Memorial Building premises whenever building is occupied by anyone.

2. PUBLIC RELATIONS

The Manager:

- a. Must be courteous and act in a professional manner at all times.
- b. Must be dressed in a professional manner when interacting with users of the Facilities.
- c. Shall interview Facilities users and explain building and park rules, rental contracts, deposit and security requirements.
- d. Shall be in attendance during all Memorial Building functions.
- e. Shall prepare the Facilities and advise and assist users before and after all functions.
- f. Shall enforce all rental contract rules and regulations.
- g. Shall instruct all Memorial Building users in the proper use of kitchen equipment and enforce the user kitchen rules.
- h. Has the authority to call law enforcement or take other action needed with unruly users. This must be done in a courteous and diplomatic manner.
- i. Shall not consume alcoholic beverages while on duty.

3. PURCHASING

- a. Debit card for incidental purchases shall be kept in the General Manager's office. Manager shall use card as needed and return card with receipts for purchases to General Manager's office.

4. MEMORIAL BUILDING INTERIOR MAINTENANCE AND SETUP

The Manager shall:

- a. Prepare Meeting Room for monthly Spreckels Memorial District and Spreckels Community Services District board meetings including arranging of dais tables and chairs for board members and audience.
- b. Thoroughly re-clean kitchen area, including the kitchen floor after each usage.
- c. Return Auditorium and Banquet Room tables and chairs to proper location after cleaning and each usage.
- d. Keep garbage in proper containers and in proper place.
- e. Keep the Manager's apartment in reasonably neat, clean and orderly condition.
- f. Maintain all floors in a clean, waxed and buffed condition.
- g. Vacuum and clean all carpets, as necessary.
- h. Keep restrooms clean and properly supplied at all times.
- i. Keep windows clean.
- j. Wipe down walls, as necessary.
- k. Perform minor maintenance on building, building equipment and other minor duties, as needed.
- l. Keep storage areas neat and clean.

5. MEMORIAL BUILDING EXTERIOR MAINTENANCE

The Manager shall:

- a. Keep the exterior of the building in neat, clean and orderly condition.
- b. Maintain the garage, storage and dumpster enclosure in an orderly manner.
- c. Keep parking lot free of litter.
- d. Plant and maintain flower beds.

6. BUILDING SECURITY

The Manager shall:

- a. Be responsible for maintenance of all exterior illumination lights, including parking lot, rear alley and Building perimeter walls and be responsible that all lights are turned on and off at the proper times.
- b. Check all safety lights monthly.

7. MISCELLANEOUS

The Manager shall:

- a. Inspect the flag, flagpole and halyard daily. Replace flag as required and dispose of old flag in a proper manner.
- b. Make a security check of the building and grounds, including exit doors, lights and parking lot, immediately prior to retiring each evening and after any use of the building.
- c. Make building inspections and report to the Board on a monthly basis.

- d. Be responsible to receive telephone calls on the Memorial Building rental phone line and retrieving voicemail messages.

8. MEMORIAL PARK DUTIES

The Manager shall:

- a. Manage park usage at group picnic areas.
- b. Oversee Landscape Maintenance Contractor.
- c. Oversee the District Part Time Utility Worker in tasks assigned to him which include:
- d. Regular emptying of park trash containers.
- e. Regular janitorial service of Park restrooms.

Amended this _____ day of _____ in the year _____

Signed,

General Manager Date

Facilities Manager Date