



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

Spreckels Veterans Memorial District
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday January 3, 2024 5:30 pm
 Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

AGENDA

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

1. CALL TO ORDER:
2. PLEDGE OF ALLEGIANCE:
3. ROLL CALL & ESTABLISHMENT OF QUORUM:

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

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.

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.

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. Board Member Vacancy: Saren Pierson Resignation.
- b. New Dog Waste Station Locations.
- c. Spreckels 4th of July Celebration 2024.
- d. Election of Officers 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 February 7, 2024 5:30 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.

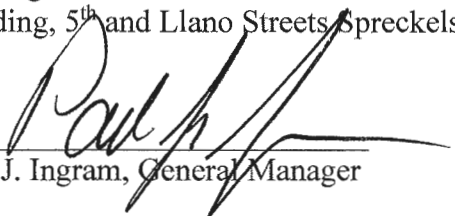
ADA COMPLIANCE

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

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

Certification

I, Paul J. Ingram, General Manager/Board Clerk for Spreckels Veterans Memorial District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the January 3, 2024 Regular Meeting of the District Board of Directors scheduled for 5:30 pm at Spreckels Veterans Memorial Building, 5th and Llano Streets, Spreckels, CA 93962



Paul J. Ingram, General Manager

Date 12/26/2023

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

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

Spreckels Veterans Memorial District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday December 6, 2023 5:30 pm
Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

1. CALL TO ORDER:

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

2. 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] 2nd [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] 2nd [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 DISTRICT FUND BALANCES AS OF 12/31/2023

| | |
|---------------------------------------|-------------------------|
| COUNTY FUND 668 | \$ 56,020.89 |
| FIVE STAR GENERAL CHECKING | \$ 20,420.44 |
| FIVE STAR PAYROLL CHECKING | \$ <u>43.44</u> |
| TOTAL | \$ 76,484.55 |

Spreckels Veteran's Memorial District
 Adopted Budget FYE 6/30/2024 FYTD to 12/31/2023

| Income | Budget | FYTD | | |
|----------------------------------|---------------------|--------------------|---------------------|---------------|
| July 4th | \$10,000.00 | \$2,421.12 | \$7,578.88 | 24.21% |
| Memorial Building & Park rent | \$35,000.00 | \$18,177.90 | \$16,822.10 | 51.94% |
| Sub Total | \$45,000.00 | \$20,599.02 | \$24,400.98 | 45.78% |
| Property Tax | \$235,000.00 | \$12,558.80 | \$222,441.20 | 5.34% |
| Special Assessment | \$44,500.00 | \$1,004.50 | \$43,495.50 | 2.26% |
| Interest on Pooled Investments | \$1,000.00 | | \$1,000.00 | 0.00% |
| Sub Total | \$280,500.00 | \$13,563.30 | \$266,936.70 | 4.84% |
| Total Income | \$325,500.00 | \$34,162.32 | \$291,337.68 | 10.50% |
| Expense | | | | |
| Salaries | | | | |
| Pay Roll Expenses | \$100,000.00 | \$49,609.31 | \$50,390.69 | 49.61% |
| Employee Benefits | | | | |
| Workers Comp | \$2,500.00 | \$2,185.97 | | 87.44% |
| Total Salary and Benefits | \$102,500.00 | \$51,795.28 | \$50,704.72 | 50.53% |
| Operations Budget | | | | |
| 4th of July | \$10,000.00 | \$2,765.78 | \$7,234.22 | 27.66% |
| Professional Services | | | | |
| Audits | \$1,000.00 | | \$1,000.00 | 0.00% |
| 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 | \$26.30 | -\$26.30 | #DIV/0! |
| Property Tax | \$450.00 | \$705.28 | -\$255.28 | 156.73% |
| Sub Total | \$11,325.00 | \$5,328.48 | \$5,996.52 | 47.05% |
| Education | | | | |
| 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% |
| Sub Total | \$3,300.00 | \$2,435.00 | \$865.00 | 73.79% |
| MAINTENANCE | | | | |
| 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 | \$1,450.99 | \$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 12/31/2023

| | | | | |
|--|---------------------|---------------------|---------------------|----------------|
| 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 | \$969.69 | \$2,030.31 | 32.32% |
| Equipment Maint & Repairs Park | \$1,000.00 | \$579.60 | \$420.40 | 57.96% |
| 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 | \$636.15 | \$563.85 | 53.01% |
| Pest Contol | \$400.00 | \$195.00 | \$205.00 | 48.75% |
| Landscape Maintenance Contract | \$25,500.00 | \$13,764.00 | \$11,736.00 | 53.98% |
| 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 | \$568.25 | \$831.75 | 40.59% |
| Sub Total | \$94,250.00 | \$46,693.86 | \$47,556.14 | 49.54% |
| Utilities | | | | |
| PG&E Park | \$4,000.00 | \$3,333.77 | \$666.23 | 83.34% |
| PG&E Hall | \$18,000.00 | \$6,845.90 | \$11,154.10 | 38.03% |
| Water / Park | \$20,000.00 | \$13,043.14 | \$6,956.86 | 65.22% |
| Water / Hall | \$4,000.00 | \$2,548.53 | \$1,451.47 | 63.71% |
| Sewer | \$2,000.00 | \$1,248.16 | \$751.84 | 62.41% |
| Telephone and Internet | \$4,000.00 | \$2,537.28 | \$1,462.72 | 63.43% |
| Sub Total | \$52,000.00 | \$29,556.78 | \$22,443.22 | 56.84% |
| Supplies | | | | |
| Janitorial Supplies | \$4,000.00 | \$2,838.05 | \$1,161.95 | 70.95% |
| Sub Total | \$4,000.00 | \$2,838.05 | \$1,161.95 | 70.95% |
| Office/Operating Expenses | | | | |
| 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% |
| Sub Total | \$1,810.00 | \$180.36 | \$1,629.64 | 9.96% |
| Insurance | | | | |
| General Liability / Property Insurance | \$11,000.00 | | \$11,000.00 | 0.00% |
| Sub Total | \$11,000.00 | \$12,904.28 | -\$1,904.28 | 117.31% |
| Total Operations | | | | |
| | \$290,185.00 | \$154,497.87 | \$135,687.13 | 53.24% |
| Capital Expense | | | | |
| Building | \$75,000.00 | | \$75,000.00 | 0.00% |
| Park | \$60,000.00 | 9060.46 | \$50,939.54 | 15.10% |
| Sub Total | \$135,000.00 | 9060.46 | | 6.71% |
| Emergency Reserve | | | | |
| | -\$99,685.00 | | | |
| Total Expense | \$325,500.00 | \$163,558.33 | \$161,941.67 | 50.25% |

| | | |
|-----------------------------------|---|--------------------|
| Report ID : MC-FIN-BS-0301 | County of Monterey | Page 1 of 4 |
| Run Date : 12/12/2023 | Trial Balance By Accounting Distribution | |
| Run Time : 02:08 PM | Fiscal Year 2024 / 5 through 5 | |

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,1110,0000040041 | | 11/06/2023 | ACH/EFT To record: November Payables | | 0.00 | (10,000.00) | |
| JV,1110,PTAX06_24_CU | | 11/10/2023 | Curr Uns - Jul-Sept 2023 | | 10,621.14 | 0.00 | |
| JV,1110,PTAX07_24_PRSEC | | 11/17/2023 | Prior Secured - Sep-Oct 2023 | | 1,479.58 | 0.00 | |
| JV,1110,PTAX08_24_PRSUPPL | | 11/17/2023 | Prior Suppl - Sep-Oct 2023 | | 121.53 | 0.00 | |
| Total for Sub-BSA No Sub-BSA Specified | | | | 99,730.76 | 12,222.25 | (10,000.00) | 101,953.01 |
| Total for B-1001 - Cash | | | | 99,730.76 | 12,222.25 | (10,000.00) | 101,953.01 |

| | | |
|----------------------------|---|-------------|
| Report ID : MC-FIN-BS-0301 | County of Monterey | Page 2 of 4 |
| Run Date : 12/12/2023 | Trial Balance By Accounting Distribution | |
| Run Time : 02:08 PM | Fiscal Year 2024 / 5 through 5 | |

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 |
|---|--------------------------------|------------------|-------------|-----------------------|-------------|-------------|-----------------------|
| | | | | | 0.00 | 0.00 | |
| Total for Sub-BSA 4010 - Current Secured | | | | (2,325,508.45) | 0.00 | 0.00 | (2,325,508.45) |

Sub BSA/Obj/Rev 4015 - Current Unsecured

| Transaction ID | Jrnl Doc Ref (Code,Dept,ID) | Transaction Date | Description | Beginning Balance | Debits | Credits | Ending Balance |
|---|--------------------------------|------------------|--------------------------|--------------------|-------------|--------------------|---------------------|
| JV,1110,PTAX06_24_CU | | 11/10/2023 | Curr Uns - Jul-Sept 2023 | | 0.00 | (10,621.14) | |
| Total for Sub-BSA 4015 - Current Unsecured | | | | (92,026.18) | 0.00 | (10,621.14) | (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 |
|---|--------------------------------|------------------|------------------------------|--------------------|-------------|-----------------|--------------------|
| JV,1110,PTAX07_24_PRSEC | | 11/17/2023 | Prior Secured - Sep-Oct 2023 | | 0.00 | (475.08) | |
| Total for Sub-BSA 4025 - Prior Secured | | | | (43,474.11) | 0.00 | (475.08) | (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 |
|----------------|--------------------------------|------------------|-------------|-------------------|--------|---------|----------------|
| | | | | | 0.00 | 0.00 | |

| | | | | | | | | |
|--|---|---------------------|----------------------------|----------------------|-------------|-----------------|--------------------|--|
| 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 | | | | | | | |
| Total for Sub-BSA 4035 - Current Supplemental | | | | (45,622.20) | 0.00 | 0.00 | (45,622.20) | |
| Sub BSA/Obj/Rev | 4040 - Prior Supplemental | | | | | | | |
| Transaction ID | Jrnl Doc Ref (Code,Dept,ID) | Transaction Date | Description | Beginning Balance | Debits | Credits | Ending Balance | |
| JV,1110,PTAX08_24_PRSUPPL | | 11/17/2023 | Prior Suppl - Sep-Oct 2023 | | 0.00 | (121.53) | | |
| Total for Sub-BSA 4040 - Prior Supplemental | | | | (2,701.44) | 0.00 | (121.53) | (2,822.97) | |
| Sub BSA/Obj/Rev | 4090 - Other Property Taxes | | | | | | | |
| Transaction ID | Jrnl Doc Ref (Code,Dept,ID) | Transaction Date | Description | Beginning Balance | Debits | Credits | Ending Balance | |
| | | | | | 0.00 | 0.00 | | |
| Total for Sub-BSA 4090 - Other Property Taxes | | | | (4,602.28) | 0.00 | 0.00 | (4,602.28) | |
| Sub BSA/Obj/Rev | 5030 - HOPTR | | | | | | | |
| Transaction ID | Jrnl Doc Ref (Code,Dept,ID) | Transaction Date | Description | Beginning Balance | Debits | Credits | Ending Balance | |
| | | | | | 0.00 | 0.00 | | |
| Total for Sub-BSA 5030 - HOPTR | | | | (12,161.18) | 0.00 | 0.00 | (12,161.18) | |
| 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 | | |
| Total for Sub-BSA 5325 - Other In Lieu Revenues | | | | (95,845.45) | 0.00 | 0.00 | (95,845.45) | |
| Sub BSA/Obj/Rev | 5415 - Special Assessments | | | | | | | |

| 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,PTAX07_24_PRSEC | | 11/17/2023 | Prior Secured - Sep-Oct 2023 | | 0.00 | (1,004.50) | |
| Total for Sub-BSA 5415 - Special Assessments | | | | (563,880.32) | 0.00 | (1,004.50) | (564,884.82) |
| 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,1110,0000040041 | | 11/06/2023 | ACH/EFT To record: November Payables | | 10,000.00 | 0.00 | |
| Total for Sub-BSA No Sub-BSA Specified | | | | 3,086,989.60 | 10,000.00 | 0.00 | 3,096,989.60 |
| Total for B-2530 - Assets Held as Agency for Others | | | | (99,730.76) | 10,000.00 | (12,222.25) | (101,953.01) |
| Total for Fund 668 - Spreckels Memorial District | | | | 0.00 | 22,222.25 | (22,222.25) | 0.00 |
| Grand Total | | | | 0.00 | 22,222.25 | (22,222.25) | 0.00 |

Deposit Summary

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 12/06/2023

| Chk No. | PmtMethod | Rcd From | Memo | Amount |
|------------------------|------------------|-----------------------|---------------|-----------------|
| | | Southwestern Stitches | Building Rent | 2,200.00 |
| | | Deloris Thompson | Deposit | 500.00 |
| Less Cash Back: | | | | |
| Deposit Total: | | | | 2,700.00 |

BUILDING EQUIPMENT INSPECTION:

INSPECT FOR PROPER OPERATION OF: DISHWASHER _____

REFRIGERATOR UNITS _____

OVENS _____

COOKTOPS _____

HOT WELLS _____

~~COFFEE URN~~ _____

PLUMBING FIXTURES _____

P A SYSTEM _____

BANQUET ROOM _____

| ✓ | date | ✓ | date | ✓ | date | ✓ | date | ✓ | date | ✓ | date |
|---|------|---|-------|---|-------|---|-------|---|-------|---|------|
| ✓ | 12-2 | ✓ | 12-10 | ✓ | 12-15 | ✓ | 12-16 | ✓ | 12-23 | | |
| ✓ | / | ✓ | / | ✓ | / | ✓ | / | ✓ | / | | |
| ✓ | / | ✓ | / | ✓ | / | ✓ | / | ✓ | / | | |
| ✓ | / | ✓ | / | ✓ | / | ✓ | / | ✓ | / | | |
| ✓ | / | ✓ | / | ✓ | / | ✓ | / | ✓ | / | | |
| ✓ | / | ✓ | / | ✓ | / | ✓ | / | ✓ | / | | |
| ✓ | / | ✓ | / | ✓ | / | ✓ | / | ✓ | / | | |
| ✓ | / | ✓ | / | ✓ | / | ✓ | / | ✓ | / | | |
| ✓ | / | ✓ | / | ✓ | / | ✓ | / | ✓ | / | | |
| ✓ | / | ✓ | / | ✓ | / | ✓ | / | ✓ | / | | |
| ✓ | / | ✓ | / | ✓ | / | ✓ | / | ✓ | / | | |
| ✓ | / | ✓ | / | ✓ | / | ✓ | / | ✓ | / | | |

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

Date 1-3-24

SCHEDULE OF MONTHLY BUILDING EQUIPMENT INSPECTION

| | | | | | | ✓ | Date |
|---|---|---|---|---|--------------|---|--------|
| CHECK FOR PROPER OPERATION ON AIR CONDITION UNIT FOR: | | | | | | | |
| | | | | | AUDITORIUM | ✓ | 1-3-24 |
| " | " | " | " | " | 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 | ✓ | |

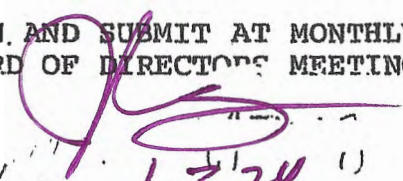
SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING

[Signature]
Date 1-3-24

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: 1-3-24

Earthquake Readiness

Did you know California averages 100 earthquakes a day? Nearly all of these are minor, but because of the elevated risk, everyone should know what to do in the event of an earthquake.

This Safety Talk reviews best practices to take before, during, and after an earthquake.

Source: Earthquake Ready.gov



WHAT'S YOUR RISK?

Let's first start with an understanding of your location-specific earthquake risk. Enter your work address in [California's Office of Emergency Services \(Cal/OES\) earthquake risk calculator](#) to discover the likelihood of an earthquake in your area.

The higher the risk, the more vigilance required.



BEFORE AN EARTHQUAKE

Most injuries and property damage occur when objects fall, tip over, or are shaken off shelves.

Reduce your injury risk by inspecting your work area to ensure:

- Shelves, bookcases, ladders, tools, equipment, and stored chemical products are secured or anchored. Pay special attention to items over 42" in height.
- Lips or seismic restraints are installed on open shelves containing chemical products, glassware, or other types of hazardous equipment.
- Emergency exit routes are kept clear with no combustible materials stored in the pathway (i.e., space under stairs).

Other risk mitigation best practices include:

- Knowing the location of gas shut off valves, first aid kits, and other emergency supplies.
- Ensuring fire extinguishers and emergency lighting are available and in good working condition.
- Reviewing your District's Emergency Action Plan.

DURING AN EARTHQUAKE



1. Wherever you are drop down to your hands and knees and hold onto something sturdy. If using a wheelchair, make sure your wheels are locked and remain seated.
2. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Crawl only if you can reach better cover without going through an area with more debris. Stay on your knees or bent over to protect vital organs.
3. If you are under a table or desk, hold on with one hand and be ready to move with it as it shakes. If seated and unable to drop to the floor, bend forward, cover your head with your arms and hold on to your neck with both hands.

Also...

- Stand away from windows and outside doors
- Do not use elevators
- Do not use matches, candles, or any flame as a gas leak precaution

If outdoors:

- Stand in the open; away from buildings, power lines, trees, and anything that might fall.
- If driving, stop the vehicle and stay inside until the shaking stops.



WHAT TO DO AFTER AN EARTHQUAKE

- Check yourself and others for injuries. Provide first aid, if trained.
- Expect aftershocks to occur. Be ready to once again Drop, Cover, and Hold On.
- If in a damaged building, go outside and quickly move away from potentially falling objects.
- Meet at your District's predesignated assembly area (refer to Emergency Action Plan).
- If trapped, send a text or bang on a pipe or wall.
- If you're able, check water, gas, and electric lines in your area for damage. If necessary, shut off valves.
- If a gas leak is detected, open all the windows and doors, leave immediately, and report to supervisor/authorities.

This *Safety Talk* provides awareness level training on what to do before, during, and after an earthquake. Refer to your District's Emergency Action Plan for additional information.

If this information is unclear or if you have any additional questions, please talk to your supervisor.

