



Spreckels Memorial District  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
**Wednesday March 1, 2017 6:30pm**  
Spreckels Veterans Memorial Building, 5<sup>th</sup> & 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. ROLL CALL & ESTABLISHMENT OF QUORUM:  
  
Scott Henningsen, Rick Magno, Ron Eastwood, Cathy McDougall, Rich Foster
3. 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.*
4. APPROVAL OF MINUTES:
  - a. SMD Regular Board Meeting 2/1/2016
5. BUSINESS MANAGER'S REPORT:
  - a. Financial Reports February

6. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL
7. USE REQUESTS:
8. FUNCTION RECAP:
9. NEW BUSINESS:
10. CONTINUED BUSINESS:
  - a. Organ Grinder Painting: Letter to Salinas City Manager Ray Corpuz.
  - b. Spreckels 4<sup>th</sup> of July Celebration
  - c. Special District Leadership Academy Conference San Luis Obispo
11. REGULAR MONTHLY FACILITIES REPORTS:
  - a. Review of Building/Equipment Inspection Report.
  - b. Review of Park Operations and Safety Report
12. REVIEW OF DEPOSITS
13. REVIEW AND APPROVAL OF MONTHLY ACCOUNTS PAYABLE:
14. ADJOURN REGULAR MEETING: Next Regular Meeting: April 5, 2017.

#### ADA COMPLIANCE

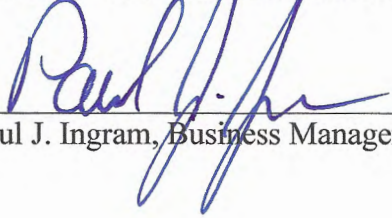
**In compliance with the American Disabilities Act (ADA), disabled individuals requiring special accommodations to access, attend, or participate in District Board meetings, should contact the District Administrative Office, [831] 455-7855. To ensure that your request is granted please notify this office 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 spreckelmd.main@gmail.com.

#### Certification

I, Paul J. Ingram, Business Manager/Board Clerk for Spreckels Memorial District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the March

1, 2017 Regular Meeting of the District Board of Directors scheduled for 6:30 pm at Spreckels Veterans Memorial Building, 5<sup>th</sup> and Llano Streets Spreckels, CA 93962

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

Date 2/24/2017



Spreckels Memorial District  
MINUTES OF THE REGULAR MEETING OF THE BOARD OF  
DIRECTORS

**Wednesday February 1, 2017 6:30pm**

Spreckels Veterans Memorial Building, 5<sup>th</sup> & Llano, Spreckels, CA 93962

1. CALL TO ORDER:

*The meeting was called to order by President Henningsen at 6:35 pm.*

2. ROLL CALL & ESTABLISHMENT OF QUORUM:

Scott Henningsen, Rick Magno, Ron Eastwood, Cathy McDougall, Rich Foster

*Present: Henningsen, Eastwood, McDougall*

*Absent: Magno, Foster*      **QUORUM ESTABLISHED**

3. PUBLIC COMMENTS:

*None*

4. APPROVAL OF MINUTES:

- a. SMD Regular Board Meeting 1/11/2016

*Minutes corrected to show McDougall was not present. Motion to approve [Eastwood] 2<sup>nd</sup> [McDougall].*

*Ayes: Henningsen, Eastwood, McDougall*

*Noes: None*      **MOTION CARRIED**

5. BUSINESS MANAGER'S REPORT:

- a. Financial Reports January

*Business Manager Ingram presented fund balances and Budget vs. Actual YTD report. Henningsen asked that copies of quarterly payroll tax reports be sent to the board for review.*

6. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

7. USE REQUESTS:

- |                                  |               |
|----------------------------------|---------------|
| a. North Salinas High School '65 | Reunion       |
| b. Tanimura and Antle            | Meeting       |
| c. Elias Family                  | Dinner/ Dance |
| d. Alissa Maravilla              | Wedding       |

*Motion to approve [McDougall] 2<sup>nd</sup> [Eastwood]*

*Ayes: Henningsen, Eastwood, McDougall*

*Noes: None*

**MOTION CARRIED**

8. FUNCTION RECAP:

9. NEW BUSINESS:

- a. Board Training Opportunities

*Details and costs for the upcoming Special Districts Leadership Academy conference April 23-26 in San Luis Obispo. Henningsen, Eastwood and McDougall expressed a desire to attend. BM Ingram will contact remaining directors for both SMD and SCSD to see if they would like to attend.*

10. CONTINUED BUSINESS: MEMORIAL BUILDING:

- a. Organ Grinder Painting: Letter to Salinas City Manager Ray Corpuz.

11. CONTINUED BUSINESS: MEMORIAL PARK:

- a. Spreckels 4<sup>th</sup> of July Celebration

*Henningsen will contact Gary Tanimura to see if 10 K race can use route through Tanimura and Antle property. BM Ingram will begin work on the encroachment permit Friday.*

12. REGULAR MONTHLY FACILITIES REPORTS:

- a. Review of Building/Equipment Inspection Report.

*New tankless water heater is not able to provide the volume of water to operate the dishwasher. Hutch's Plumbing is researching adjustments to correct.*

b. Review of Park Operations and Safety Report

*More sand is needed for playground equipment bed.*

13. REVIEW OF DEPOSITS

14. REVIEW AND APPROVAL OF MONTHLY ACCOUNTS PAYABLE:

*Motion to approve [McDougall] 2<sup>nd</sup> [Eastwood]  
Ayes: Henningsen, Eastwood, McDougall  
Noes: None* **MOTION CARRIED**

15. ADJOURN REGULAR MEETING; Next Regular Meeting: March 1, 2017.

*Meeting was adjourned at 7:19 pm.*

Respectfully submitted, \_\_\_\_\_ Approval Date \_\_\_\_\_

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

**DRAFT**

**SPRECKELS MEMORIAL DISTRICT FUND  
BALANCES AS OF 3/1/2016 AFTER TODAY'S  
DEPOSIT, PAYABLES AND TRANSFER OF  
\$20,000.00.**

<b>COUNTY FUND 668</b>	<b>\$251,564.35</b>
<b>RABOBANK CHECKING</b>	<b><u>\$ 24,564.35</u></b>
<b>TOTAL</b>	<b>\$275,959.78</b>

## Spreckels Memorial District Profit & Loss Budget vs. Actual July 1, 2016 through March 1, 2017

	Jul 1, '16 - Mar 1, 17	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>Memorial Building &amp; Park Rent</b>				
Building Income	13,410.36	0.00	13,410.36	100.0%
Park Income	0.00	0.00	0.00	0.0%
Memorial Building & Park Rent - Other	0.00	25,000.00	-25,000.00	0.0%
<b>Total Memorial Building &amp; Park Rent</b>	<b>13,410.36</b>	<b>25,000.00</b>	<b>-11,589.64</b>	<b>53.6%</b>
Check Reversal	0.00	0.00	0.00	0.0%
Donations	200.00	0.00	200.00	100.0%
<b>TAX INCOME</b>				
<b>Property Tax Revenue</b>				
County Revenue	106,898.44	0.00	106,898.44	100.0%
Property Tax Revenue - Other	0.00	168,500.00	-168,500.00	0.0%
<b>Total Property Tax Revenue</b>	<b>106,898.44</b>	<b>168,500.00</b>	<b>-61,601.56</b>	<b>63.4%</b>
AB15 4X Prop 1A Repayment	0.00	0.00	0.00	0.0%
5415-Special Assessments	25,744.36	43,700.00	-17,955.64	58.9%
EDD Refund	0.00	0.00	0.00	0.0%
Other User Fees	0.00	0.00	0.00	0.0%
TAX INCOME - Other	0.00	0.00	0.00	0.0%
<b>Total TAX INCOME</b>	<b>132,642.80</b>	<b>212,200.00</b>	<b>-79,557.20</b>	<b>62.5%</b>
<b>Total Income</b>	<b>146,253.16</b>	<b>237,200.00</b>	<b>-90,946.84</b>	<b>61.7%</b>
<b>Expense</b>				
AB15 X4 Transfer to SRAF	0.00	0.00	0.00	0.0%
Accounting Services	0.00	500.00	-500.00	0.0%
Administration Fees	361.00	2,200.00	-1,839.00	16.4%
Advertizing	308.00	1,000.00	-692.00	30.8%
Audit Costs	1,350.00	37,500.00	-36,150.00	3.6%
Bank Fees	47.00	0.00	47.00	100.0%
Board & Staff Education	128.22	300.00	-171.78	42.7%
Building Improvements	0.00	0.00	0.00	0.0%
Building Materials	229.74	1,200.00	-970.26	19.1%
Building Repairs	2,175.00	2,000.00	175.00	108.8%
Cable Reimbursement	0.00	0.00	0.00	0.0%
Cash Out	0.00	0.00	0.00	0.0%
Communications	0.00	0.00	0.00	0.0%
Dues & Subscriptions	1,512.00	1,400.00	112.00	108.0%
Election Costs	0.00	0.00	0.00	0.0%
Electrical Repairs	0.00	1,000.00	-1,000.00	0.0%
Equipment Purchase	1,199.31	2,500.00	-1,300.69	48.0%
Equipment Rental	0.00	0.00	0.00	0.0%
Equipment Repairs	1,121.20	300.00	821.20	373.7%
Gasoline	407.32	350.00	57.32	116.4%
General Liability/Property Ins.	0.00	4,000.00	-4,000.00	0.0%
HVAC	730.00	200.00	530.00	365.0%
IRS	0.00	0.00	0.00	0.0%
Janitorial Supplies	2,565.21	3,200.00	-634.79	80.2%
Legal Services	199.43	200.00	-0.57	99.7%
Licenses & Permits	0.00	0.00	0.00	0.0%
<b>Maintenance Equipment</b>				
Building	895.93	1,600.00	-704.07	56.0%
Park	519.00	2,000.00	-1,481.00	26.0%
Maintenance Equipment - Other	0.00	0.00	0.00	0.0%
<b>Total Maintenance Equipment</b>	<b>1,414.93</b>	<b>3,600.00</b>	<b>-2,185.07</b>	<b>39.3%</b>
Office Equipment	43.90	100.00	-56.10	43.9%
Office Supplies	317.39	500.00	-182.61	63.5%
Parcel Management	4,774.64	0.00	4,774.64	100.0%
Park Improvements	2,839.88	0.00	2,839.88	100.0%
Park Landscape Maintenance	18,720.00	25,000.00	-6,280.00	74.9%
Park Maintenance Contract	0.00	0.00	0.00	0.0%
Park Plants	0.00	0.00	0.00	0.0%
Park Repairs	4,907.50	0.00	4,907.50	100.0%
Park Supplies	35.43	0.00	35.43	100.0%
Payroll Expenses	44,756.88	62,000.00	-17,243.12	72.2%
Payroll Taxes	3,060.68	14,000.00	-10,939.32	21.9%
Pest Control	285.00	400.00	-115.00	71.3%
Petty Cash	0.00	0.00	0.00	0.0%
Plumbing Repairs	5,058.21	1,200.00	3,858.21	421.5%
Post Office Box	0.00	130.00	-130.00	0.0%
Postage & Delivery	53.47	147.00	-93.53	36.4%
Power & Gas	10,881.34	15,000.00	-4,118.66	72.5%
Printing	0.00	0.00	0.00	0.0%
Professional Fees	0.00	0.00	0.00	0.0%
Property Tax	385.24	400.00	-14.76	96.3%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Regular Building Expense	0.00	0.00	0.00	0.0%
Regular Park Maintenance	0.00	0.00	0.00	0.0%
Reimbursement	0.00	0.00	0.00	0.0%
Sewer	842.08	1,100.00	-257.92	76.6%
Special Building Maintenance	0.00	0.00	0.00	0.0%
Sprinkler Supplies	48.80	0.00	48.80	100.0%
Sprinkler System Repairs	1,160.00	500.00	660.00	232.0%
Tax Penalties & Interest	1,845.47	5,530.00	-3,684.53	33.4%
Tax Return 2007	0.00	0.00	0.00	0.0%
Telephone & Internet	1,185.05	1,900.00	-714.94	62.4%



3:10 PM

02/24/17

Cash Basis

### Spreckels Memorial District Profit & Loss Budget vs. Actual

July 1, 2016 through March 1, 2017

	Jul 1, '16 - Mar 1, 17	Budget	\$ Over Budget	% of Budget
Transportation	0.00	0.00	0.00	0.0%
Travel Expense	0.00	0.00	0.00	0.0%
Tree Maintenance	1,225.00	10,000.00	-8,775.00	12.3%
Turf Treatment	6,525.00	6,500.00	25.00	100.4%
Water	8,104.24	8,200.00	-95.76	98.8%
Water Treatment	1,028.75	1,400.00	-371.25	73.5%
Website	600.00	0.00	600.00	100.0%
Workers Compensation Insurance	111.54	500.00	-388.46	22.3%
<b>Total Expense</b>	<b>132,543.86</b>	<b>215,957.00</b>	<b>-83,413.14</b>	<b>61.4%</b>
<b>Net Income</b>	<b>13,709.30</b>	<b>21,243.00</b>	<b>-7,533.70</b>	<b>64.5%</b>

# Accts. Payable 3/1/2017

Spreckels Memorial District

Register: Rabobank Checking

From 03/01/2017 through 03/01/2017

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>
03/01/2017		Joseph Velasquez	-split-		2,709.87	
03/01/2017		Paul J Ingram	-split-		1,307.73	
03/01/2017		Paul Ingram	-split-		318.41	
03/01/2017		Clarke's Turf & Water	Park Landscape Mainte...		2,080.00	
03/01/2017		Quality Water Enterp...	Water Treatment		115.00	
03/01/2017		California American ...	Sewer		106.00	
03/01/2017		Spreckels Water Co...	Water		400.00	
03/01/2017		Premo Roofing	Building Repairs		2,175.00	

TOTAL \$ 9,212.01

See back of receipt for your chance  
to win \$1000

ID #: 7K2S3720BNPP

Microwave



( 831 ) 998 - 9080  
MANAGER MICHAEL REEVES  
1375 N DAVIS RD.  
SALINAS CA 93907

ST# 05751	OP# 001646	TE# 08	TR# 06522
LG 2.0 MW0	004823131923		149.00 X
2YR RPL PLAN	060588821997		14.00 N
	SUBTOTAL		163.00
TAX 1	8.875 %		13.22
	TOTAL		176.22
	DEBIT YEND		176.22
	CHANGE DUE		0.00

EFT DEBIT      PAY FROM PRIMARY  
 176.22 TOTAL PURCHASE  
 US DEBIT      \*\*\*\* \* 7667 I 0  
 REF # 703900310027  
 NETWORK ID. 0056 APPR CODE 505460

US DEBIT  
 AID 3000000980040  
 TC 43E4A51BC3863A23  
 \*Pin Verified  
 TERMINAL # SC010561

02/08/17 14:19:53  
 # ITEMS SOLD 2  
 TC# 7858 1786 2909 7182 8320 1



02/08/17 14:19:58

\*\*\*\*\*  
 You have purchased a Walmart Product  
 Care Plan administered by Asurion.  
 Your receipt is required to register  
 a plan or file a claim.  
 Registration options available:  
 \*Text a picture of the Savings Catcher  
 QR code to 40303 (\*Standard messaging  
 & data usage rates may apply),  
 visit [www.walmartcareplan.com](http://www.walmartcareplan.com)  
 or call 1-877-968-6391.  
 To file a claim, ask questions  
 regarding plan coverage or obtain a  
 copy of the terms and conditions  
 visit [www.walmartcareplan.com](http://www.walmartcareplan.com) or  
 call 1-877-968-6391. Full program  
 terms and conditions are available at  
 checkout registers in this store.  
 \*\*\*\*\*  
 Store receipts on your phone. Walmart P  
 ay.



# CVS/pharmacy

1140 S MAIN ST  
SALINAS, CA 93901  
831.422.8448

REG#01 TRN#5127 CSHR#1461553 STR#9506

Helped by: MONICA

ExtraCare Card #: \*\*\*\*\*5454

*stapler*

~~1 5 ASCENT GUM 15CT 1.77F~~  
1 CAL STAPLES EACH 2.87T

1 SWINGLINE VALU PAK KIT 11.29T

3 ITEMS

SUBTOTAL 15.93  
CA 8.875% TAX 1.26  
**TOTAL 17.19**  
DEBIT 17.19  
\*\*\*\*\*7377 CH

*\$ 15.42*

US DEBIT \*\*\*\*\*7377

REF# 011272  
AID: A000000980840  
TC: B7EC0543E1F9664B  
TERMINAL# 69069639  
PIN VERIFIED ONLINE  
CVM: 420000  
TVR(95): 8080048000  
TSI(9B): 6800

CHANGE .00



2509 5067 0555 1270  
RETURNS WITH RECEIPT

FEBRUARY 24, 20

THANK YOU.

F..



PO Box 7355, Spreckels, CA, 93962 • 831-443-3605 • Fax 831-443-6764 • PremoRoofing.com • Est. 1983 • License #436765

# INVOICE

February 1, 2017

**CUSTOMER:** Spreckels Veterans' Memorial Building  
**JOB ADDRESS:** 90 Fifth Street, Spreckels, CA 93962  
**INVOICE NUMBER:** #251-1515

**Description of Work:**

Clean and reseal ducting.  
Replace defective skylight.

18 man hours at \$85 per hour	\$1,530.00
Repair materials and skylight	<u>\$ 645.00</u>
Total billing amount	\$2,175.00

**Total Amount Due: \$2,175.00**

Premo Roofing Company would like to Thank You for your business. It is very much appreciated.

# Timesheet

Printed on: 02/24/2017

2/22/17

Name: Paul J Ingram

Jan 30 to Feb 5, 2017

Customer:Job	Service Item	Payroll Item	Notes	M	Tu	W	Th	F	Sa	Su	Total	Bill*
		Special Projects Hou...	4th of July: Work on Encroachment Permit application 35.1 miles round trip Carmel Valley to Spreckels. Research work on 4th of July encroachment permit.					3:00			3:00	N
		Special Projects Hou...					1:00					1:00
Totals				0:00	0:00	0:00	1:00	3:00	0:00	0:00	4:00	

Signature \_\_\_\_\_

# Timesheet

Printed on: 02/24/2017

2/4

Name: Paul J Ingram

Feb 6 to Feb 12, 2017

Customer:Job	Service Item	Payroll Item	Notes	M	Tu	W	Th	F	Sa	Su	Total	Bill*
		Special Projects Hou...	Meet with Steve McDougall			2:00					2:00	N
Totals				0:00	0:00	2:00	0:00	0:00	0:00	0:00	2:00	

Signature \_\_\_\_\_