

Spreckels Memorial District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF
DIRECTORS
Wednesday August 1, 2018 6:30pm
Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

1. CALL TO ORDER:

The meeting was called to order by President Henningsen at 6:30 pm.

2. ROLL CALL & ESTABLISHMENT OF QUORUM:

Scott Henningsen, Rick Magno, Ron Eastwood, Cathy McDougall

Present: Henningsen, Magno, Eastwood, McDougall

Absent: None

QUORUM ESTABLISHED

3. PUBLIC COMMENTS:

Spreckels resident Rusty Cummings commented it was a successful 4th. He asked if possibly the portable toilets could be located somewhere else beside his house.

4. APPROVAL OF MINUTES:

- a. SMD Regular Board Meeting June 6, 2018

Motion to approve [Eastwood] 2nd [Magno]

Ayes: Henningsen, Magno, Eastwood, McDougall

Noes: None

MOTION CARRIED

5. BUSINESS MANAGER'S REPORT:

- a. Financial Reports March
1. Review of Fund Balances as of July 31, 2018
 2. Review of Expenditures June & July 2018

Board requested a print out of the check register be included with the copies of payments and receipts.

3. Review of Deposits: Rabobank June & July 2018
4. Rabobank New Account Progress.

Signature card for the new account will be generated from Rabobanks Treasury department and account will be shown as a public entity and not a non profit.

5. Review of Deposits: County Fund 668 May & June 2018
6. Review Timesheets, June & July 2018

Business Manager Ingram requested a board member be assigned to review the timesheets before the meetings and that report will be included in the agenda. Director McDougall volunteered to do the reviews.

6. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Approve Transfer of \$20,000 from County Fund 668 to Rabobank Checking.

Motion to approve [McDougall] 2nd [Magno]

Ayes: Henningsen, Magno, Eastwood, McDougall

Noes: None

MOTION CARRIED

- b. Approve Spreckels Memorial Building Restroom ADA Upgrade Project Bid Form/Contract Documents and Plans and Specifications and authorize solicitation of bids.

District Counsel Michael Whilden made a presentation to the board describing the process for putting a public works project out to bid.

Among items discussed:

- *Derek Johnson of Central Coast Engineers will serve as Project Manager. His time will be billed as extra to the contract for creating the plans and specs.*
- *A date will be set for the bid opening. Counsel will be present to conduct. No more than two board members may be present.*
- *A Public Notice of project will need to be published in a local paper.*
- *Contract must be awarded to the lowest responsible bidder. Counsel will review the bids to ensure compliance with bidding instructions.*

Motion to approve [Eastwood] 2nd [Magno]

Ayes: Henningsen, Magno, Eastwood, McDougall
Noes: None **MOTION CARRIED**

- c. Resolution No. 2018-02: A Resolution of the Spreckels Memorial District Approving Interim Funding for Fiscal Year 2018-19.

Motion to approve [Magno] 2nd [McDougall].
Ayes: Henningsen, Magno, Eastwood, McDougall
Noes: None **MOTION CARRIED**

- d. Resolution No. 2018-03: A Resolution Certifying Compliance With State Law With Respect To The Levying Of General And Special Taxes, Assessments, And Property-Related Fees And Charges.

Motion to approve [McDougall] 2nd [Magno]
Ayes: Henningsen, Magno, Eastwood, McDougall
Noes: None **MOTION CARRIED**

- e. Resolution No. 2018-04: Resolution Ordering An Election, Requesting The County Elections Department To Conduct The Election, And Requesting Consolidation Of The Election.

Motion to approve [Eastwood] 2nd [McDougall].
Ayes: Henningsen, Magno, Eastwood, McDougall
Noes: None **MOTION CARRIED**

- f. Clarke's Turf and Water: Approve Estimate #108 for Lawn Aeration, Over seed Park and Drag Labor, Fall Fertilizer Application.

Motion to approve [Magno] 2nd [McDougall].
Ayes: Henningsen, Magno, Eastwood, McDougall
Noes: None **MOTION CARRIED**

7. USE REQUESTS:

- | | |
|--------------------|-------------------------|
| a. New Arrivals | Reunion |
| b. Bobby Flores | Birthday Party |
| c. Vanessa Toscano | Birthday Party |
| d. Lesley Smith | Birthday Party [Park] |
| e. Ron Eastwood | Retirement Meet & Greet |
| f. Laura Esquivel | Birthday Party |

Motion to approve all [Magno] 2nd [McDougall].
Ayes: Henningsen, Magno, McDougall
Noes: None
Abstentions: Eastwood due to item [e]. **MOTION CARRIED**

8. FUNCTION RECAP:

9. NEW BUSINESS:

- a. Budget Session FY 2019.

Final budget year-to-date for FY 2018 was reviewed. Budget for FY 2019 will be adopted at the September 5th regular meeting.

- b. Review Policy on Bounce Houses in Park

Board will review and re-approve Park Reservation Form. Generators will not be allowed. Form will be available on District website.

10. CONTINUED BUSINESS:

- a. Audits FY's 2009 to 2017: Business Manager Audit Progress Report

All audits have been released. Craig Fecther from Fecther and Company CPA's will phone in to the September 5th regular meeting to give the board a report on audits.

- b. 2018 Spreckels 4th of July Celebration: Final Report

Among items reported by Event Coordinator Dani Parker:

- *Price for run should be lowered and include reduced charge to add family members. Possibly \$15 per additional child.*
- *Institute and early bird price.*
- *Do not open produce give away until all races are finished. Complaints about 5K participants taking all the produce.*
- *Julie Felice from County RMA recommended starting the encroachment permit application in October.*
- *Spreckels4thofJuly2018 email address will be eliminated and only spreckels4thofjuly@gmail.com address will be used to lower confusion.*
- *In future, BM Ingram will send an acknowledgment of vendor app receipt to both vendor and vendor app volunteer.*

- c. Memorial Benches: Order Progress

Benches have been received and assembled by Park Caretaker Velasquez. Schedule for placing benches and dedication will be determined.

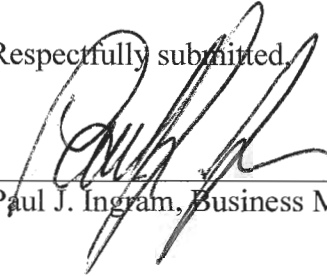
- d. Organ Grinder Painting.

BM Ingram will contact Salinas Assistant City Manager Jim Pia to schedule another appointment with President Henningsen before he leaves office at the end of the year.

- 11. REGULAR MONTHLY FACILITIES REPORTS:
 - a. Review of Building/Equipment Inspection Report.
 - b. Review of Park Operations and Safety Report
- 12. FUTURE AGENDA ITEMS:
- 13. ADJOURN REGULAR MEETING: Next meeting Wednesday September 5, 2018 6:30 PM.

Meeting was adjourned at 8:06 PM.

Respectfully submitted,



Paul J. Ingram, Business Manager

Approval date

9/5/2018