



Spreckels Memorial District
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday May 3, 2017 6:30pm
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. 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 4/5/2017
5. BUSINESS MANAGER'S REPORT:
 - a. Financial Reports April

6. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL
- a. Spreckels 4th of July Celebration: Agreement with First Night Monterey Order of Proceedings:
 - 1. Intro [Board President]
 - 2. Report on Encroachment and Special Event Permit [Business Manager]
 - 3. Board Members discussion and questions to Ellen Martin of FNM.
 - 4. Public Comment.
 - 5. Possible Board Action
 - b. Sun Coast Awning Estimate
7. USE REQUESTS:
- | | |
|------------------------------|--|
| a. Tina Hua | Wedding Reception |
| b. Mary Ellen Purro | 70 th Birthday Party |
| c. Buena Vista Middle School | 8 th Grade Graduation Dance |
| d. Lisa Varney | Chalk Art in Park |
| e. Spreckels PTO | 1 Mile Color Run in Park |
8. FUNCTION RECAP:
9. NEW BUSINESS:
10. CONTINUED BUSINESS:
- a. Organ Grinder Painting: Letter to Salinas City Manager Ray Corpuz.
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: June 7, 2017.

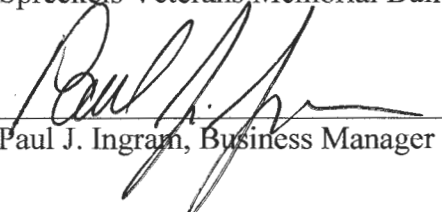
ADA COMPLIANCE

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.

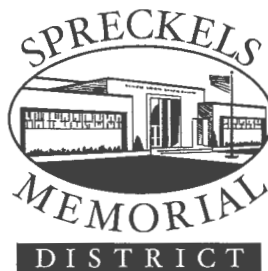
In Compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at Spreckels Veterans Memorial Building, 5th and Llano Streets, Spreckels, CA 93962, or at the scheduled meeting. In addition, if you would 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 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 May 3, 2017 Regular Meeting of the District Board of Directors scheduled for 6:30 pm at Spreckels Veterans Memorial Building, 5th and Llano Streets Spreckels, CA 93962


Paul J. Ingram, Business Manager

Date 4/27/2017



Spreckels Memorial District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday April 5, 2017 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 6:31 pm.

2. ROLL CALL & ESTABLISHMENT OF QUORUM:

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

Present: Henningsen, Magno, Eastwood, McDougall, Foster
Absent: None **QUORUM ESTABLISHED**

3. COMMUNICATIONS:

a. Email from Jill Kramm

The board reviewed Jill's email and will take action on items as they come through the agenda.

4. PUBLIC COMMENTS:

5. APPROVAL OF MINUTES:

a. SMD Regular Board Meeting 3/1/2017

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

6. BUSINESS MANAGER'S REPORT:

- a. Financial Reports March

Fund balances and Budget YTD presented. Report on progress of FY 2007 audit. Appraisal report from 2009 presented. Will be used as basis for a depreciation schedule to be developed by McGilloway, Ray, Brown and Kaufman.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Approval of Landscaping Maintenance Contract with Clarke's Turf and Water.

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

8. USE REQUESTS:

- | | |
|--|---------------------|
| a. Jehovah's Witnesses | Meeting |
| b. Lila M. Vezzolo | Class Reunion |
| c. Sergio Gomez | Birthday Party |
| d. VFW | Outreach Fair |
| e. Salinas Valley Federation of Teachers | Retiree Celebration |

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

California Highway Patrol wishes to land their helicopter in the Park on April 9th as part of a picnic for a retiring officer. BM Ingram inquired of SDRMA as to insurance ramifications. Chief Risk Officer Dennis Timoney replied that CHP would be insured under the State of California and District is covered for that event. BM Ingram shared his knowledge of CA Department of Transportation regulations on helicopter landings.

9. FUNCTION RECAP:

10. NEW BUSINESS:

11. CONTINUED BUSINESS:

- a. Organ Grinder Painting: Letter to Salinas City Manager Ray Corpuz.
b. Spreckels 4th of July Celebration

Ellen Martin, Lisa Claussen and Nina Paris from First Night Monterey [a 501 (c) (3) Public Value Corporation] appeared to discuss overall coordination of the celebration. They asked several questions and presented a spreadsheet of the components of the event as they see it. A public meeting is scheduled for April 27th at 6:30 pm in the Memorial Hall to meet with volunteers. Ellen is also conferring with her board as to what would be the cost to have them as coordinator. It is anticipated that after the public meeting, the SMD Board will be able to take action at the May 3rd regular meeting.

c. Special District Leadership Academy Conference San Luis Obispo

President Henningsen and Director Eastwood will give a report upon their return.

12. REGULAR MONTHLY FACILITIES REPORTS:

a. Review of Building/Equipment Inspection Report.

Messerli will begin work soon on the emergency lighting in the hall. Further adjustment of the tankless water heater to make the dishwasher work correctly has been done.

b. Review of Park Operations and Safety Report

Landscape Contractor Dave Clarke gave an estimate from Hydro Turf for a pole edger to pollard park trees. \$661. Caretaker Velasquez asked for five more rubber trash cans.

13. REVIEW OF DEPOSITS

BM Ingram reviewed deposits, including three from Tanimura and Antle for checks from past years that did not clear.

14. REVIEW AND APPROVAL OF MONTHLY ACCOUNTS PAYABLE:

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

15. ADJOURN REGULAR MEETING: Next Regular Meeting: May 5, 2017.

The meeting was adjourned at 7:54 pm.

Respectfully submitted,

Approval Date _____

**SPRECKELS MEMORIAL DISTRICT FUND
BALANCES AS OF 5/3/2017 AFTER TODAY'S
DEPOSIT, PAYABLES AND TRANSFER OF
\$5,000.00.**

COUNTY FUND 668	\$251,751.92
RABOBANK CHECKING	<u>\$ 16,049.12</u>
TOTAL	\$267,801.04

3:59 PM

05/03/17

Cash Basis

Spreckels Memorial District Profit & Loss Budget vs. Actual

July 1, 2016 through May 3, 2017

	Jul 1, '16 - May 3, 17	Budget	\$ Over Budget	% of Budget
Income				
Memorial Building & Park Rent				
Building Income				
LD&C	0.00	0.00	0.00	0.0%
LD&C Refund	0.00	0.00	0.00	0.0%
Rent	21,435.36	0.00	21,435.36	100.0%
Building Income - Other	0.00	0.00	0.00	0.0%
Total Building Income	21,435.36	0.00	21,435.36	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%
Total Memorial Building & Park Rent	21,435.36	25,000.00	-3,564.64	85.7%
Check Reversal	0.00	0.00	0.00	0.0%
Donations	200.00	0.00	200.00	100.0%
TAX INCOME				
Property Tax Revenue				
County Revenue	114,665.30	0.00	114,665.30	100.0%
Property Tax Revenue - Other	0.00	168,500.00	-168,500.00	0.0%
Total Property Tax Revenue	114,665.30	168,500.00	-53,834.70	68.1%
AB15 4X Prop 1A Repayment	0.00	0.00	0.00	0.0%
5415-Special Assessments	28,165.07	43,700.00	-15,534.93	64.5%
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%
Total TAX INCOME	142,830.37	212,200.00	-69,369.63	67.3%
Total Income	164,465.73	237,200.00	-72,734.27	69.3%
Expense				
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%
Advertising	385.00	1,000.00	-615.00	38.5%
Audit Costs	4,500.00	37,500.00	-33,000.00	12.0%
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	446.26	1,200.00	-753.74	37.2%
Building Repairs	3,150.96	2,000.00	1,150.96	157.5%
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	1,794.05	1,400.00	394.05	128.1%
Election Costs	0.00	0.00	0.00	0.0%
Electrical Repairs	0.00	1,000.00	-1,000.00	0.0%
Equipment Purchase	2,079.38	2,500.00	-420.62	83.2%
Equipment Rental	693.14	0.00	693.14	100.0%
Equipment Repairs	1,186.18	300.00	886.18	395.4%
Gasoline	553.62	350.00	203.62	158.2%
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	2,858.31	3,200.00	-341.69	89.3%
Legal Services	199.43	200.00	-0.57	99.7%
Licenses & Permits	500.00	0.00	500.00	100.0%
Maintenance Equipment				
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%
Total Maintenance Equipment	1,414.93	3,600.00	-2,185.07	39.3%
Office Equipment	42.13	100.00	-57.87	42.1%
Office Supplies	824.86	500.00	324.86	165.0%
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	20,800.00	25,000.00	-4,200.00	83.2%
Park Maintenance Contract	2,080.00	0.00	2,080.00	100.0%
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	55,098.43	62,000.00	-6,901.57	88.9%
Payroll Taxes	3,060.68	14,000.00	-10,939.32	21.9%
Pest Control	415.00	400.00	15.00	103.8%
Petty Cash	0.00	0.00	0.00	0.0%
Plumbing Repairs	5,545.11	1,200.00	4,345.11	462.1%
Post Office Box	132.00	130.00	2.00	101.5%
Postage & Delivery	102.47	147.00	-44.53	69.7%
Power & Gas	15,083.53	15,000.00	83.53	100.6%
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	37.36	0.00	37.36	100.0%
Sewer	1,046.84	1,100.00	-53.16	95.2%

3:59 PM

05/03/17

Cash Basis

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

July 1, 2016 through May 3, 2017

	Jul 1, '16 - May 3, 17	Budget	\$ Over Budget	% of Budget
Special Building Maintenance	0.00	0.00	0.00	0.0%
Sprinkler Supplies	63.47	0.00	63.47	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	1,419.38	1,900.00	-480.62	74.7%
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	9,256.99	8,200.00	1,056.99	112.9%
Water Treatment	1,230.73	1,400.00	-169.27	87.9%
Website	600.00	600.00	0.00	100.0%
Workers Compensation Insurance	111.54	500.00	-388.46	22.3%
Total Expense	161,676.16	215,957.00	-54,280.84	74.9%
Net Income	2,789.57	21,243.00	-18,453.43	13.1%

Spreckels Memorial District
Proposed Budget Fiscal Year 2016-2017

INCOME

Memorial Building & Park Rent	\$ 25,000
Property Tax Revenue	\$168,500
Special Assessment Revenue	<u>\$ 43,700</u>
TOTAL INCOME	\$237,200

EXPENSE

Audit Expense	\$ 37,500
Accounting Services	\$ 500
Administration Fees	\$ 2,200
Advertising	\$ 1,000
Board & Staff Education	\$ 300
Building Materials	\$ 1,200
Building Repairs	\$ 2,000
Dues & Subscriptions	\$ 1,400
Electrical Repairs	\$ 1,000
Equipment Purchase	\$ 2,500
Equipment Repairs	\$ 300
Fuel	\$ 350
General Liability/Property Insurance	\$ 4,000
HVAC Repairs	\$ 200
Janitorial Supplies	\$ 3,200
Legal Services	\$ 200
Maintenance Equipment Building	\$ 1,600
Maintenance Equipment Park	\$ 2,000
Office Equipment	\$ 100
Office Supplies	\$ 500
Park Landscape Maintenance	\$ 25,000
Payroll Expenses	\$ 62,000
Payroll Taxes	\$ 14,000
Pest Control	\$ 400
Plumbing Repairs	\$ 1,200
Post Office Box Rental	\$ 130
Postage & Delivery	\$ 147
Power & Gas	\$ 15,000
Property Tax	\$ 400
Sewer	\$ 1,100
Sprinkler System Repairs	\$ 500
Tax Penalties & Interest	\$ 5,530
Telephone & Internet	\$ 1,900
Tree Maintenance	\$ 10,000
Turf Treatment	\$ 6,500
Water	\$ 8,200
Water Treatment	\$ 1,400
Workers Compensation Insurance	\$ 500
Funds To Reserve	<u>\$ 20,243</u>
TOTAL EXPENSE	\$237,200

Spreckles 4th of July Celebration 2017
Status on 05/03/17

The following are the steps, requirements and conditions in obtaining a Special Event Encroachment Permit.

1. Permittee shall fill out an Encroachment permit application signed and dated completed application and submit signed original to County of Monterey – Resources Management Agency (RMA) website or can be obtained from the Department of Public Works office at 168 West Alisal Street 2nd Floor – Salinas Ca 93901. (Submitted)
2. Submit a brief summary of the Event to include place, time & dates, approximate number of participants, routes and maps. (Submitted)
3. Submit the Certificate of Liability Insurance (minimum \$1,000,000) and Certificate of Additional Insured naming the County of Monterey, its officers, agents and employees as Additional Insured. (Amended Certificate of Liability Insurance should read as follows: Certificate of Additional Insured naming the County of Monterey, its officers, agents and employees as additional insured).
4. Submit CHP contract for Traffic Control and approval from the County Sheriff's Department. (Not submitted)
5. Submit Control Plan showing locations of warning signs, direction signs, barricades, detours, routes as needed for the Event. (Not submitted)
6. Contract or letter from AMR or Fire Departments providing emergency services. (Not submitted) ✓
7. Notification to Property Owners. (Not submitted)
8. Location Map. (Submitted – difficult to read)
9. Require Fee: \$500.00 per Event. (Not submitted)

If you have any questions, please call Julie Filice at (831) 755-4932 on Monday thru Friday between 7:00a.m. to 3:00p.m.

Spreckels Community Services District

From: dpriolomc@gmail.com on behalf of Dorothy Priolo <dpriolo@mcrfd.org>
Sent: Wednesday, May 3, 2017 2:17 PM
To: Paul Ingram
Cc: Escobar, Freda x5689; Domi Hernandez; Michael Urquides, Fire Chief; 5503 Miles Schuler, Division Chief/Fire Marshal; David Sargenti, Division Chief
Subject: 4th of July

Paul:

Chief Urquides forwarded to me the message you sent today regarding the fire district's procedures for the 4th of July Celebration at the Spreckels Memorial Park.

In addition to the operational response plan, I would like to outline the procedures for the special event and fire prevention elements of the event.

1. **Special Event permit from Monterey County RMA** - This permission is obtained for the event to include, besides Public Works' permit, the coordination of fire, health, planning, and, if applicable, building services. Please contact Freda Escobar and Domi Hernandez, who work together to coordinate the special event request submittals. This process includes all special events of this magnitude, whether they are new or recurring, private or public. I have included Freda and Domi on the "cc" distribution of this message. You can review the special events page of the RMA website: <http://www.co.monterey.ca.us/government/departments-i-z/resource-management-agency-rma/special-events>

2. **Event Layout Site Plan** - Please provide a copy of the event layout, including the vendor booths at the park, identifying the types of vendors (merchandise, prepared food, cooking, etc.)

3. Inspection Schedule - Typically, with events with smaller vendor booths, we conduct inspections on the morning of the event as the vendors are setting up. Please let me know who would be on site to coordinate with for the event. For the individual vendors, we can interact with them directly so they can be responsible for their own fire-safe setup.

I look forward to working with you on this matter. If you would like to meet to discuss this information and the event layout, please let me know.

Dorothy Priolo
Deputy Fire Marshal
Monterey County Regional Fire District
19900 Portola Drive
Salinas, CA 93908
(831) 455-1828
fax (831) 455-0646
www.mcrfd.org

Confidentiality Notice:

This is a transmission from Monterey County Regional Fire District. This message and any attached documents may be confidential and contain information protected by state and federal medical privacy statutes. They are intended only for the use of the addressee. If you are not the intended recipient, any disclosure, copying, or distribution of this information is strictly prohibited. If you received this transmission in error, please accept our apologies and notify the sender.

Begin forwarded message:

From: "Spreckels Memorial District" <spreckelsmd.main@gmail.com>
Date: May 3, 2017 at 12:00:53 PM PDT
To: <murquides@mcrfd.org>, "Dave Sargenti" <dsargenti@mcrfd.org>
Subject: 4th of July Encroachment Permit

Good Morning Chiefs,

For the first time, Spreckels Memorial District is taking over sponsorship of the 4th of July Celebration. I am currently working on the encroachment permit from County public works. I have just received their list of conditions for the closure of Spreckels streets. Please see the highlighted condition regarding fire and medical response. I don't know how MCRFD wants to handle this, whether you are on site or responding as normal from the Portola station. Also, please advise

Special Events

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With its natural beauty, reputation for world-class sporting and cultural experiences, and access to discerning and varied clientele, Monterey County is the perfect place to host your special event, large or small. As a special event host, there are a number of important aspects to consider and plan for to ensure that everything goes smoothly, and most importantly, safely.

This page is designed to give you an overview of permitting process from all angles and agencies involved, from land use and construction permits, to waste management, traffic and fire safety, food, and alcohol. Fortunately, Monterey County has a Permit Coordinator whose role is to help you navigate the many twists and turns of the permitting process and to be your advocate while you work your way through the various public agencies involved, each of which ensure that Monterey County remains the naturally beautiful and safe venue that people the world over have come to know for premier gatherings of all sizes.

How do I get started?

Your first step in planning your event in Monterey County should begin with Monterey County's Permit Coordinator. This person serves as part of the Resource Management Agency, the County's centralized agency for public and private land use and development, including zoning permits, construction permits and traffic permits. The Resource Management Agency has several regulatory roles related to special events designed to uphold the Building Code and Monterey County ordinances related to land use and encroachment into the public right of way. The Permit Coordinator serves as a central point of contact to help you understand which permits you need and which agencies you need to contact.

What will the Permit Coordinator do for me?

The Permit Coordinator will assess the scope of your event to determine which permits are required. The Permit Coordinator will meet with you, in person or over the phone, to collect a number of pieces of important information which will clarify the need for Resource Management Agency (RMA) and partner agency permits.

How much time do I need to budget?

For events taking place on private property, where a zoning permit may be required, the Permit Coordinator recommends budgeting at least six months. Construction permit applications must be submitted at least 60 days prior to the event to avoid additional fees. Late construction permit applications may result in construction delays or event occupancy restrictions. Processing times for traffic encroachment, waste management, food and alcohol permits fall within a 45 day range.

To Contact the Permit Coordinator, Freda Escobar, call (831) 755-5027 or email Escobar@co.monterey.ca.us

Special Event Permitting Process

START: Applicant at Inquires at Counter or via RMA Permit Coordinator

Does applicant need to apply for a land use permit?

NO

YES

Is this a new event?

NO

YES

Is project scope large, complex?
(assessed by RMA Permit Coordinator)

NO

YES

Budget 6 months for completion. Land use permit required before event proceeds.

Submit plans as done in past

Submit plans as directed by RMA Permit Coordinator

Applicant is directed to DRC where following questions are addressed

Do plans include portable toilets, waste management plan?

Will event affect public roads?

Will structures (tents, stages, etc) be built?

Will food be served?

Will alcohol be served?

Apply for permit with Environmental Health Bureau

Apply for Encroachment Permit with RMA Public Works Dept (co roads) OR Cal-Trans (state hwy)

Is structure more than 400 sq ft or does it include mechanical, electrical or plumbing?

Apply for Temporary Food Facility Permit with Health Dept

Apply for Special Event Alcohol Permit from ABC/Sheriff AND Verify zoning with RMA Planning Dept

Budget at least 14 days for completion

Budget at least 45 days for completion

NO

YES

Budget at least 14 days for completion

Budget at least ?? days for completion

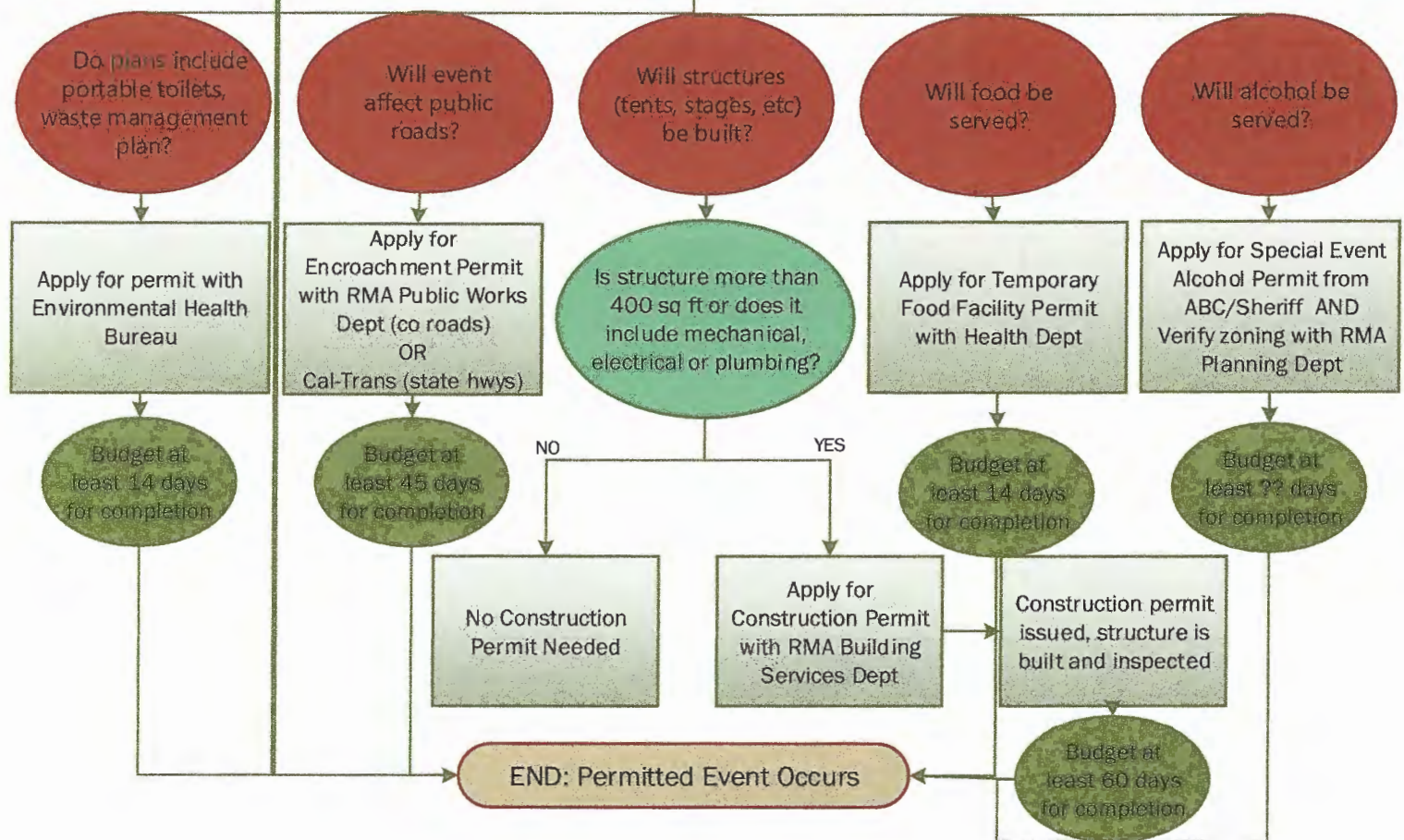
No Construction Permit Needed

Apply for Construction Permit with RMA Building Services Dept

Construction permit issued, structure is built and inspected

Budget at least 60 days for completion

END: Permitted Event Occurs



SunCoast Awning
 907 River St
 Santa Cruz, CA 95060
 (831)423-7918
 Rob@suncoastawning.com
 www.suncoastawning.com



ADDRESS

Joe Velasquez
 Spreckels Memorial
 P. O. Box 7266
 Sprickels, Ca 93962

ESTIMATE 2227

DATE 04/20/2017

ACTIVITY	QTY	AMOUNT
Fixed Awning Fabricate one (1) lean-to style fixed awning. Approximate dimensions are 32' wide with a 40" drop (height) and 32" projection from the face of the building. Sides not included. No valance. Roof to be 1-2" tall 29 gauge corrugated metal roofing material. Frame to be constructed with galvanized Gatorshield steel tubing. All welds to be primed with cold galvanizing compound and entire frame painted with spray on enamel - color TBD.	1	1,785.58T
Installation Installation	1	960.00
CA CONTRACTOR LICENSE #1012197 * Unless mentioned above, the "Total Cost" does not include graphics, submitting drawings or engineering. * To begin your project please sign and return this proposal with a 50% deposit of the manufactured product. The remaining balance is due the day of project completion. Proposal expire 60 days from date submitted. Any alterations or deviations from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above original proposal. I have read and approve this proposal in its entirety. The prices, specifications and conditions are satisfactory and hereby accepted. SunCoast Awning is authorized to do the work as specified.	SUBTOTAL TAX (8.875%)	2,745.58 158.47
TOTAL		\$2,904.05

Accepted By

Accepted Date

Contractor License #1012197

SunCoast Awning
 907 River St
 Santa Cruz, CA 95060
 (831)423-7918
 Rob@suncoastawning.com
 www.suncoastawning.com

**ADDRESS**

Joe Velasquez
 Spreckels Memorial
 P. O. Box 7266
 Sprickels, Ca 93962

ESTIMATE 2235

DATE 04/21/2017

ACTIVITY**QTY AMOUNT****Drop Arm Awning**

Furnish one (1) Onyx® by Durasol - Drop arm retractable awning. Dimensions to be 32' 9" wide with a 3' 3" projection from building. Awning to be wall mounted. Operation to be motorized and controlled with a hand-held RTS (radio) transmitter. Fabric to be Sunbrella 100% solution dyed acrylic - color TBD. Valance - TBD. Frame color - TBD. Braid-binding color - TBD.
 Price excludes all electrical work

1 3,709.00T

Shipping

1 349.00

Installation

1 1,200.00

CA CONTRACTOR LICENSE #1012197

* Unless mentioned above, the "Total Cost" does not include graphics, submitting drawings or engineering.

* To begin your project please sign and return this proposal with a 50% deposit of the manufactured product. The remaining balance is due the day of project completion. Proposal expire 60 days from date submitted.

Any alterations or deviations from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above original proposal.

I have read and approve this proposal in its entirety. The prices, specifications and conditions are satisfactory and hereby accepted. SunCoast Awning is authorized to do the work as specified.

SUBTOTAL

5,258.00

TAX (8.875%)

329.17

TOTAL**\$5,587.17**

Accepted By

Accepted Date

Contractor License #1012197

SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 * SPRECKELS, CA 93962

USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Organization Name _____ Contact Person Tina Hua

Mailing Address 3187 melanie Rd City & Zip Code Marina 93933

Work Telephone # _____ Home Telephone # _____ Cell Phone # 917-1797

DATE OF FUNCTION: 8-12-17
 Day of Week, Date & Year

TYPE OF FUNCTION: Wedding Reception

Circle areas of use required:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Kitchen | <input checked="" type="checkbox"/> Barbeque Room | Bar Facilities: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Meeting Room | <input checked="" type="checkbox"/> Banquet Room | Dancing: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <input checked="" type="checkbox"/> Auditorium | Other _____ | PA System: Yes <input checked="" type="checkbox"/> No |

HOURS OF USE: 5 to 11pm NUMBER OF GUESTS 150

PLEASE NOTE: No guests will be allowed in building until contract starting time. Loss/Damage and Cleaning Deposit is due within 7 days after contract approval. Balance of rent is due 10 days prior to function.

SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY:

Rental Fee	\$ <u>900</u>	LD&C Deposit	\$ <u>500</u>
Approval Date	_____	Disapproved on	_____
# of Security Required	<u>2-3</u>	Postponed	_____
DATE DEPOSIT RECEIVED	_____	CASH _____	CHECK # _____
DATE BALANCE RECEIVED	_____	CASH _____	CHECK # _____
DATE RETURNED LD&C MAILED	_____	AMOUNT \$ _____	CHECK # _____

SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 * SPRECKELS, CA 93962

USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Organization Name _____ Contact Person Mary Ellen Purro

Mailing Address: P.O. Box 7001 City & Zip Code: Spreckels CA 93962

Work Telephone # _____ Home Telephone # _____ Cell Phone #: 831-214-4101

DATE OF FUNCTION: Sept 10th 2016
Day of Week, Date & Year

TYPE OF FUNCTION: 70th Birthday Party

Circle areas of use required:

- Kitchen
- Barbeque Room
- Bar Facilities: Yes - No
- Meeting Room
- Banquet Room
- Dancing: Yes - No
- Auditorium
- Other _____
- PA System: Yes - No

HOURS OF USE: 1 to 6 NUMBER OF GUESTS: 220-?

PLEASE NOTE: No guests will be allowed in building until contract starting time. Loss/Damage and Cleaning Deposit is due within 7 days after contract approval. Balance of rent is due 10 days prior to function.

SIGNATURE Mary Ellen Purro DATE 4/28/17

FOR OFFICE USE ONLY:

Rental Fee \$ 450 LD&C Deposit \$ 500 Resident
 Approval Date _____ Disapproved on _____ RATE
 # of Security Required 2-3 Postponed _____
 DATE DEPOSIT RECEIVED _____ CASH _____ CHECK # _____
 DATE BALANCE RECEIVED _____ CASH _____ CHECK # _____
 DATE RETURNED LD&C MAILED _____ AMOUNT \$ _____ CHECK # _____

SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 * SPRECKELS, CA 93962

USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Buena Vista MS. 8th grade

Eric Tarallo

Organization Name

Contact Person

18250 Tara Dr

Salinas, CA 93908

Mailing Address

City & Zip Code

455-8936

521-7038

Work Telephone #

Home Telephone #

Cell Phone #

DATE OF FUNCTION:

Thurs, June 8, 2017

Day of Week, Date & Year

TYPE OF FUNCTION:

8th grade graduation dance

Circle areas of use required:

Kitchen

Barbeque Room

Bar Facilities: Yes - No

Meeting Room

Banquet Room

Dancing: Yes - No

Auditorium

Other _____

PA System: Yes - No

HOURS OF USE: 6:00 to 10:30

NUMBER OF GUESTS ~ 150 students + chaperones

* will need to set up earlier in day (2:10 am)

PLEASE NOTE: No guests will be allowed in building until contract starting time. Loss/Damage and Cleaning Deposit is due within 7 days after contract approval. Balance of rent is due 10 days prior to function.

SIGNATURE [Signature]

DATE 5/2/17

FOR OFFICE USE ONLY:

Rental Fee

\$ 6000

LD&C Deposit

\$ 300

Approval Date _____

Disapproved on _____

of Security Required 1-2

Postponed _____

DATE DEPOSIT RECEIVED _____

CASH _____

CHECK # _____

DATE BALANCE RECEIVED _____

CASH _____

CHECK # _____

DATE RETURNED LD&C MAILED _____

AMOUNT \$ _____

CHECK # _____

SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 * SPRECKELS, CA 93962

PARK

USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Lisa Varney (same)
Organization Name Contact Person

P.O. Box 7151 Spreckels, Ca. 93962
Mailing Address City & Zip Code

(831) 455-0912 (831) 809-3029
Work Telephone # Home Telephone # Cell Phone #

DATE OF FUNCTION: Sat. May 13, 2017
Day of Week, Date & Year

TYPE OF FUNCTION: Chalk Art (Families) & BBQ (we'll wash the chalk off when we're done.)

Circle areas of use required:

Kitchen	Barbeque Room	Bar Facilities:	Yes - No
Meeting Room	Banquet Room	Dancing:	Yes - No
Auditorium	Other _____	PA System:	Yes - No

HOURS OF USE: 10 to 2 NUMBER OF GUESTS Approx. 45-50

PLEASE NOTE: No guests will be allowed in building until contract starting time. Loss/Damage and Cleaning Deposit is due within 7 days after contract approval. Balance of rent is due 10 days prior to function.

SIGNATURE Lisa Varney DATE 4-29-17

FOR OFFICE USE ONLY:

Rental Fee	\$ _____	LD&C Deposit	\$ _____
Approval Date	_____	Disapproved on	_____
# of Security Required	_____	Postponed	_____
DATE DEPOSIT RECEIVED	_____	CASH _____	CHECK # _____
DATE BALANCE RECEIVED	_____	CASH _____	CHECK # _____

For PARK
MAY 3rd 2017
6:30pm

DATE RETURNED LD&C MAILED _____ AMOUNT \$ _____ CHECK # _____

SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 * SPRECKELS, CA 93962

PARK

USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Spreckels PTO

Organization Name

Darin Bright * Alissa Jwillet

Contact Person

P.O. Box 7308

Mailing Address

Spreckels, CA 93962

City & Zip Code

831 682-4896

Cell Phone #

Work Telephone #

Home Telephone #

DATE OF FUNCTION:

Friday, May 26, 2017

Day of Week, Date & Year

TYPE OF FUNCTION:

1 mile Color Run

Circle areas of use required:

~~Kitchen~~

~~Barbeque Room~~

~~Bar Facilities: Yes - No~~

~~Meeting Room~~

~~Banquet Room~~

~~Dancing: Yes - No~~

~~Auditorium~~

~~Other _____~~

~~PA System: Yes - No~~

HOURS OF USE: _____ to _____

NUMBER OF GUESTS 650

PLEASE NOTE: No guests will be allowed in building until contract starting time. Loss/Damage and Cleaning Deposit is due within 7 days after contract approval. Balance of rent is due 10 days prior to function.

SIGNATURE

[Signature]

DATE

4-25-17

FOR OFFICE USE ONLY:

Rental Fee \$ _____

LD&C Deposit \$ _____

Approval Date _____

Disapproved on _____

of Security Required _____

Postponed _____

DATE DEPOSIT RECEIVED _____

CASH _____

CHECK # _____

DATE BALANCE RECEIVED _____

CASH _____

CHECK # _____

DATE RETURNED LD&C MAILED _____

AMOUNT \$ _____

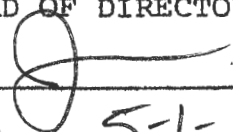
CHECK # _____

BUILDING EQUIPMENT INSPECTION:

	✓	date	✓	date	✓	date	✓	date	✓	date	✓	date
INSPECT FOR PROPER OPERATION OF: DISHWASHER	✓	4-1	✓	4-2	✓	4-9	✓	4-11	✓	4-26	✓	4-29
REFRIGERATOR UNITS	✓		✓		✓		✓		✓		✓	
OVENS	✓		✓		✓		✓		✓		✓	
COOKTOPS	✓		✓		✓		✓		✓		✓	
HOT WELLS	✓		✓		✓		✓		✓		✓	
COFFEE URN	✓		✓		✓		✓		✓		✓	
PLUMBING FIXTURES	✓		✓		✓		✓		✓		✓	
P A SYSTEM	✓		✓		✓		✓		✓		✓	
BANQUET ROOM	✓		✓		✓		✓		✓		✓	
									<u>AFTER EACH FUNCTION</u>			
INSPECT CHAIR LEGS FOR MISSING LEG PADS	✓		✓		✓		✓		✓		✓	
INSPECT TABLES FOR LOOSE SCREWS IN RAILS	✓		✓		✓		✓		✓		✓	

3 ADDITIONAL SHEETS AS MAY BE REQUIRED

SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING


 Date 5-1-17

SCHEDULE OF MONTHLY BUILDING EQUIPMENT INSPECTION

						✓	Date
CHECK FOR PROPER OPERATION ON AIR CONDITION UNIT FOR:							
					AUDITORIUM	✓	5-1-17
"	"	"	"	"	BANQUET ROOM	✓	
"	"	"	"	"	KITCHEN	✓	
"	"	"	"	"	LOUNGE	✓	
"	"	"	"	"	MEETING ROOM	✓	
INSPECT ALL ROOF AIR CONDITION AND HEATER DUCTS						✓	5-1-17
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

Date 5-1-17

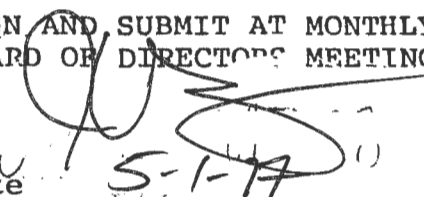
SCHEDULE OF WEEKLY BUILDING EQUIPMENT INSPECTION

	Week #1	Week #2	Week #3	Week #4
INSPECT ALL (4) HOT WATER HEATERS FOR: LEAKS	✓	✓	✓	✓
" " PILOT LIGHTS	✓	✓	✓	✓
CHECK EMERGENCY LIGHTING BATTERY				



Waiting on Greg to fix ?
Replace battery

SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING


 Date 5-1-17

Deposit Summary

5/3/2017 4:12 PM

Summary of Deposits to Rabobank Checking on 05/03/2017

<u>Chk No.</u>	<u>PmtMethod</u>	<u>Rcd From</u>	<u>Memo</u>	<u>Amount</u>
		Pacific Service Employees Association	Building Rent	225.00
		Cindy Avalos	Building Rent	725.00
		Tina Hua	Deposit	500.00
		Val Verde Jehovah's Witnesses	Building Rent	300.00
		Salinas Valley AA	Building Rent	600.00
		Spreckels Community Services District	Telephone & Internet	46.82

Less Cash Back:**Deposit Total:** 2,396.82

Accounts Payable

Spreckels Memorial District

Register: Rabobank Checking

From 05/03/2017 through 05/03/2017

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>
05/03/2017	4232	Joseph Velasquez	-split-		2,709.87	
05/03/2017	4233	Paul J Ingram	-split-		1,317.47	
05/03/2017	4234	Paul Ingram	-split-		86.36	
			Postage & Delivery		-49.00	
			Reimbursement	Mileage CV to ...	-37.36	
05/03/2017	4235	Clarke's Turf & Water	Park Maintenance Cont...		2,080.00	
05/03/2017	4236	Clarke's Turf & Water	-split-		62.90	
			Gasoline		-48.23	
			Sprinkler Supplies		-14.67	
05/03/2017	4237	Hydro-Turf	Equipment Purchase		730.67	
05/03/2017	4238	Quality Water Enterp...	Water Treatment		105.32	
05/03/2017	4239	Spreckels Water Co...	Water		820.19	
05/03/2017	4240	California American ...	Sewer		102.38	
05/03/2017	4241	Postmaster	Post Office Box		132.00	
05/03/2017	4242	Mercyde Davis	LD&C Deposits		300.00	
05/03/2017	4243	Treasurer-County of ...	Licenses & Permits		500.00	

TOTAL \$ 8,947.16

*Paul Ingram
Reimburse*

=====
SPRECKELS
40 SPRECKELS BLVD
SALINAS
CA
93908-9800
0567020321
04/07/2017 (800)275-8777 11:17 AM
=====

Table with 3 columns: Product Description, Sale Qty, Final Price. Row 1: US Flag Coil/1 00, 1, \$49.00. Total: \$49.00.

Debit Card Remit'd \$49.00
(Card Name: Debit Card)
(Account #:XXXXXXXXXXXX9365)
(Approval #:)
(Transaction #: 915)
(Receipt #: 004432)
(Debit Card Purchase: \$49.00)
(Cash Back: \$0.00)

Order stamps at usps.com/shop or call 1-800-Stamp24. Go to usps.com/clicknship to print shipping labels with postage. For other information call 1-800-ASK-USPS.

Get your mail when and where you want it with a secure Post Office Box. Sign up for a box online at usps.com/poboxes.

All sales final on stamps and postage
Refunds for guaranteed services only
Thank you for your business

HELP US SERVE YOU BETTER
TELL US ABOUT YOUR RECENT POSTAL EXPERIENCE

Go to:
https://postalexperience.com/Pos
840-5950-0155-002-00009-93024-01

or scan this code with your mobile device:



869 ABBOTT STREET
 SALINAS CA 93901
 831-975-5022
 831-975-5058 (Fax)



Remit to:
 750 Work Street
 Salinas, CA 93901

PAGE: 1 OF 1

INVOICE

Invoice Date	Invoice#
04/06/17	1676532

Bill to: SPRECKELS MEMORIAL DISTR
 P.O.BOX 7266
 SPRECKLES, CA 93962

Ship to: SPRECKELS MEMORIAL DISTR
 P.O.BOX 7266
 SPRECKLES, CA 93962

Customer#	P.O. Number	Sales Code	Terms of Sale	Require Date	Order Date	Shipping Method
10084	DAVE CLARKE	36 ROB ALIOTTI	END OF MONTH	04/06/17	04/06/17	1 WILL CALL

Special Instructions:

Qty Ord	Qty Shp	Qty B/O	U/M	Product Code / Description	List Prc	Price/PU	PU	Extention	Tx
1	1		EA	EOAH2542C / SHINDAIWA 24.55CC SHAFT HEDGE TRIMMER W/ARTL	589.49	589.490	EA	589.49	Y
1	1		EA	ST752500 / STENS FLUID FILM 12OZ LUB FOR HEDGER BLADES	13.05	0.000	EA	0.00	Y

PAID BY: CHARGE TO THE ACCOUNT

SALE AMOUNT:	589.49
CASH DISCOUNT:	0.00
FREIGHT CHARGE:	0.00
SALES TAX:	54.53
RESTOCKING FEE:	
TOTAL INVOICE:	644.02
PMNT RECEIVED:	0.00
BALANCE DUE:	644.02

869 ABBOTT STREET
 SALINAS CA 93901
 831-975-5022
 831-975-5058 (Fax)



Remit to:
 750 Work Street
 Salinas, CA 93901

INVOICE

PAGE: 1 OF 1

Invoice Date	Invoice#
04/13/17	1677250

Bill to: SPRECKELS MEMORIAL DISTR
 P.O.BOX 7266
 SPRECKLES, CA 93962

Ship to: SPRECKELS MEMORIAL DISTR
 P.O.BOX 7266
 SPRECKLES, CA 93962

Customer#	P.O. Number	Sales Code	Terms of Sale	Require Date	Order Date	Shipping Method
10084	DAVE	59 JOSE VARGAS	NET 30	04/13/17	04/13/17	1 WILL CALL

Special Instructions:

Qty Ord	Qty Shp	Qty B/O	U/M	Product Code / Description	List Prc	Price/PU	PU	Extention	Tx
15	15		EA	SEB28HD / STICK EDGE TRIMMER BLADE 2"X8" 1"CENTER HOLE HD	5.30	5.300	EA	79.50	Y

PAID BY: CHARGE TO THE ACCOUNT

SALE AMOUNT:	79.50
CASH DISCOUNT:	0.00
FREIGHT CHARGE:	0.00
SALES TAX:	7.35
RESTOCKING FEE:	
TOTAL INVOICE:	86.85
PMNT RECEIVED:	0.00
BALANCE DUE:	86.85

Timesheet

Printed on: 05/03/2017

Name: Paul J Ingram

Apr 17 to Apr 23, 2017

Customer:Job	Service Item	Payroll Item	Notes	M	Tu	W	Th	F	Sa	Su	Total	Bill*
		Special Projects Hou...	4th of July Encroachment Permit: Meet with Ellen Martin and assistant. Redraft Operations Plan.				2:00				2:00	N
Totals				0:00	0:00	0:00	2:00	0:00	0:00	0:00	2:00	

Signature _____

Timesheet

Printed on: 05/03/2017

Name: Paul J Ingram

Apr 24 to Apr 30, 2017

Customer:Job	Service Item	Payroll Item	Notes	M	Tu	W	Th	F	Sa	Su	Total	Bill*
		Special Projects Hou...	4th of July Celebration Community Meeting. Work on Encroachment Permit.				3:00				3:00	N
		Special Projects Hou...	Prepare email communication to T&A for Liz Weldon-Smith					2:00			2:00	N
		Special Projects Hou...	Work on 4th of July Encroachment Permit. Mileage CV to Spreckels Round Trip		3:00						3:00	N
Totals				0:00	3:00	0:00	3:00	2:00	0:00	0:00	8:00	

Signature _____