

Spreckels Memorial District
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday November 2, 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 July 6, 2022
 - b. SMD Regular Board Meeting October 5, 2022

6. GENERAL MANAGER'S REPORT:
 - a. Financial Reports April.
 1. Fund Balances as of 10/31/2022
 2. Budget FY 2022 FYTD to 10/31/2022

3. Review of Deposits: County Fund 668 September [Period 3]
4. Review of Deposits: Five Star General Checking October.
5. Review of Five Star Bank Statements/Reconciliations September 2022
6. Review of Expenditures September 2022.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Transfer \$25,000 from County Fund 668 to Five Star General Checking.

8. USE REQUESTS:

- a. Jose Loredo Quinceanera

9. FUNCTION RECAP:

- a. Dia De Los Whitewalls

10. CONTINUED BUSINESS:

- a. Kitchen Ovens Replacement.
- b. 4th of July Celebration: Continuity Book.
- c. Update time allowance for District Utility Worker.
- d. District Name Change.
- e. Facility Manager Employment Agreement.
- f. CSDA logins for webinar access.

11. NEW BUSINESS

- a. Park Holiday Decorating.
- b. Troop 60 Eagle Scout 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:

14. ADJOURN REGULAR MEETING: Next meeting Wednesday December 7, 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.

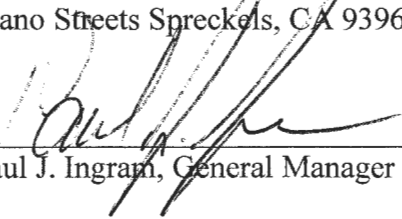
ADA COMPLIANCE

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.

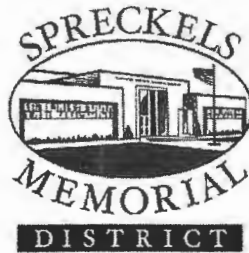
Certification

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 November 2, 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 10/27/2022

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 July 6, 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 5:30 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, Kuhlmann, Pierson

Absent: Chang, Kramm

QUORUM ESTABLISHED

4. PUBLIC COMMENTS:

5. APPROVAL OF MINUTES:

a. SMD Regular Board Meeting June 1, 2022

Motion to approve [Kuhlmann] 2nd [Pierson]

Ayes: Magno, Kuhlmann, Pierson

Noes: None

MOTION CARRIED

6. GENERAL MANAGER'S REPORT:

a. Financial Reports April.

1. Fund Balances as of 6/30/2022
2. Budget FY 2022 FYTD to 6/30/2022
3. Review of Deposits: County Fund 668 May [Period 11]
4. Review of Deposits: Wells Fargo Payroll Checking June

5. Review of Wells Fargo Bank Statements/Reconciliations May 2022.
6. Review of Five Star Bank Statements/Reconciliations May 2022
7. Review of Expenditures May 2022.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Approve increase in Memorial Hall rental rates for calendar year 2023.

Tabled due to changing economy and possible impact on rentals.

- b. Renew Agreement with SignWithUs3 for 2022-23 school year.

Motion to renew MOU at existing 10% of revenue rate with review end of 1st semester of the school year [Pierson] 2nd [Kuhlmann].

Ayes: Magno, Kuhlmann, Pierson

Noes: None

MOTION CARRIED

- c. Transfer \$20,000 from County Fund 668 to Five Star General Checking.

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

Ayes: Magno, Kuhlmann, Pierson

Noes: None

MOTION CARRIED

8. USE REQUESTS:

- a. Ida Ramos Birthday Party

Motion to approve [Kuhlmann] 2nd [Pierson]

Ayes: Magno, Kuhlmann, Pierson

Noes: None

MOTION CARRIED

9. FUNCTION RECAP:

Facilities Manager reported harassment from 8 people attending Quinceanera June 5th. Deposit is forfeited. Board discussed installing video cameras for future documentation of incidents. Suggested Sheriff's Deputy on patrol be asked to stop by the hall randomly during events.

10. NEW BUSINESS:

11. CONTINUED BUSINESS:

- a. Spreckels 4th of July Celebration 2022. [Further Recap]
- 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. Kitchen Ovens Replacement.
- g. Facilities Manager Employment Agreement Renewal.

For discussion of a possible raise, GM Ingram reported on the contract between the County of Monterey and the Service Employees International Union representing all non-exempt employees working for the County. The new contract will be for a period of three years. Negotiations for the next contract period occur during the second year of the current contract, which was Fiscal Year Ending 6/30/2021. Effective 7/1/2022, non-exempt County employees will receive a raise of 3% over the contract period. That will mean 1% on 7/1/2022, 1% on 7/1/2023 and 1% on 7/1/2024.

Using the precedent of a County Supervisor's salary matching a Superior Court Judge, GM Ingram recommended cost of living wage increases for non-exempt District employees match the raise negotiated between the County and SEIU.

Director Pierson gave the opinion that since the Facilities Manager had not received a raise for over three years that the cost-of-living increase for the period of 7/1/2022 to 6/30/2024 for all employees be 6%, or 2% for each fiscal year during the period. Thereafter, the increase for the period of 7/1/2024 to 6/30/2027 and future periods will match the raise given to County non-exempt employees. This wage increase structure could be adopted by resolution drafted by District Counsel. It would be automatically enacted and eliminate the need for yearly wage increase negotiations.

The item is assigned to the Employment Committee of Directors Chang and Kramm [appointed 10/6/2021] for final recommendation to the full board of directors at a regular meeting.

The nature of the Facilities Manager and General Manager's positions will be a separate item discussed by the Employment Committee.

12. REGULAR MONTHLY FACILITIES REPORTS:

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

13. FUTURE AGENDA ITEMS:

Video equipment for hall.

14. ADJOURN REGULAR MEETING: Next meeting Wednesday August 3, 2022 5:30 PM.

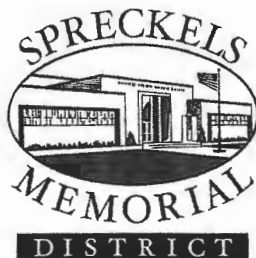
Meeting was adjourned at 6:20 pm.

Respectfully submitted,

Approval date _____

Paul J. Ingram, General Manager

DRAFT



Spreckels Memorial District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday October 5, 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 5:32 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:

Shaheen Jorgensen: Please set the park lights to stay on until 7:00 am for early morning walkers.

Rick Gutierrez: Proposed holiday decorating should be done in the park. Residents will begin planning and make presentation to the board at November 2nd regular meeting.

5. APPROVAL OF MINUTES:

a. SMD Regular Board Meeting July 6, 2022

Quorum of members present not at meeting so tabled further.

b. SMD Regular Board Meeting September 7, 2022

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

Ayes: Magno, Chang, Kramm, Pierson

Noes: None

MOTION CARRIED

6. GENERAL MANAGER'S REPORT:

a. Financial Reports April.

1. Fund Balances as of 9/30/2022
2. Budget FY 2022 FYTD to 9/30/2022
3. Review of Deposits: County Fund 668 August [Period 2]
4. Review of Deposits: Five Star General Checking September
5. Review of Five Star Bank Statements/Reconciliations August 2022
6. Review of Expenditures August 2022.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Transfer \$15,000 from County Fund 668 to Five Star General Checking

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

Ayes: Magno, Chang, Kramm, Pierson

Noes: None

MOTION CARRIED

- b. Resolution #2022-02: Resolution to Adopt Budget FYE 6/30/2023.

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

Ayes: Magno, Chang, Kramm, Pierson

Noes: None

MOTION CARRIED

8. USE REQUESTS:

9. FUNCTION RECAP:

10. NEW BUSINESS:

- a. Update time allowance for District Utility Worker.

General Manager presented possible increase in hours allowed to reflect hours Worker has been recording to cut down on special hours. Facilities Manager will meet with Worker to review timesheets.

- b. CSDA logins for webinar access.

All board member email addresses will be reported to CSDA so that board members can create their own logins and access webinars.

11. CONTINUED BUSINESS:

- a. 4th of July 2022: Continuity Book

Event Coordinator will present Continuity Book at November 2nd regular meeting and requirement will be added to scope of work in Event Coordinator contract.

- b. Upcoming Projects.
- c. Kitchen Ovens Replacement.

Estimate for installation received from Monterey Bay Restaurant Equipment but does not describe exact models to be installed. Facilities Manager will meet with Hobart when salesperson returns from vacation.

- d. Facilities Manager Employment Agreement.
- e. District Name Change.

Estimate of graphics changes received from Big Sky Creative. General Manager is instructed to go forward with seeking resolution from District Counsel so that board may adopt at November 2nd meeting.

12. REGULAR MONTHLY FACILITIES REPORTS:

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

Safety meeting downloaded from SDRMA website for Facilities Manager and District Utility Worker to hold a monthly safety meeting.

13. FUTURE AGENDA ITEMS:

14. ADJOURN REGULAR MEETING: Next meeting Wednesday November 2, 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 10/31/2022**

COUNTY FUND 668	\$ 84,363.00
FIVE STAR GENERAL CHECKING	\$ 17,347.18
FIVE STAR PAYROLL CHECKING	<u>\$ 82.18</u>
TOTAL	\$ 101,792.36

Spreckels Memorial District
 Adopted Budget FYE 6/30/2023 FYTD to 10/31/2022

Income	Budget	FYTD		
July 4th	\$10,000.00	\$7,925.00	\$2,075.00	79.25%
Memorial Building & Park rent	\$35,000.00	\$14,780.00	\$20,220.00	42.23%
Sub Total	\$45,000.00	\$22,705.00	\$22,295.00	50.46%
Property Tax	\$235,000.00		\$235,000.00	0.00%
Special Assessment	\$44,500.00		\$44,500.00	0.00%
Interest on Pooled Investments	\$1,000.00		\$1,000.00	0.00%
Sub Total	\$280,500.00	\$0.00	\$280,500.00	0.00%
Total Income	\$325,500.00	\$22,705.00	\$302,795.00	6.98%
Expense				
Salaries				
Pay Roll Expenses	\$100,000.00	\$35,318.91	\$64,681.09	35.32%
Employee Benefits				
Workers Comp	\$2,500.00	-\$274.41		-10.98%
Total Salary and Benefits	\$102,500.00	\$35,044.50	\$67,455.50	34.19%
Operations Budget				
4th of July	\$10,000.00	\$7,567.10	\$2,432.90	75.67%
Professional Services				
Audits	\$1,000.00		\$1,000.00	0.00%
Administration Fees	\$3,000.00	\$506.00	\$2,494.00	16.87%
Advertising	\$1,000.00	\$155.00	\$845.00	15.50%
Legal Services	\$2,000.00	\$544.00	\$1,456.00	27.20%
Parcel Management	\$3,875.00	\$3,850.00	\$25.00	99.35%
Bank Fees	\$0.00	\$12.10	-\$12.10	#DIV/0!
Property Tax	\$450.00		\$450.00	0.00%
Sub Total	\$11,325.00	\$5,067.10	\$6,257.90	44.74%
Education				
Board and Staff Education	\$800.00		\$800.00	0.00%
Dues and Subscriptions	\$2,500.00	\$24.00	\$2,476.00	0.96%
Sub Total	\$3,300.00	\$24.00	\$3,276.00	0.73%
MAINTENANCE				
Building Materials	\$1,500.00	\$38.84	\$1,461.16	2.59%
Electrical Repairs Hall	\$1,000.00		\$1,000.00	0.00%
Electrical Repairs Park	\$4,000.00	\$3,605.38	\$394.62	90.13%
Equipment Purchase	\$25,000.00	\$523.31	\$24,476.69	2.09%
Equipment Rental	\$1,000.00		\$1,000.00	0.00%
Power Equipment Repairs	\$500.00		\$500.00	0.00%
Plumbing Repairs Hall	\$250.00		\$250.00	0.00%

Spreckels Memorial District
 Adopted Budget FYE 6/30/2023 FYTD to 10/31/2022

Plumbing Repairs Park	\$12,000.00	\$11,325.00	\$675.00	94.38%
HVAC	\$2,000.00		\$2,000.00	0.00%
Equipment Maint & Repairs Hall	\$3,000.00	\$1,214.22	\$1,785.78	40.47%
Equipment Maint & Repairs Park	\$1,000.00	\$291.40	\$708.60	29.14%
Sprinkler Supplies	\$1,000.00	\$627.31	\$372.69	62.73%
Sprinkler System Repairs	\$2,000.00	\$300.00	\$1,700.00	15.00%
Park Plants	\$1,000.00		\$1,000.00	0.00%
Fuel	\$1,200.00	\$550.38	\$649.62	45.87%
Pest Contol	\$400.00	\$130.00	\$270.00	32.50%
Landscape Maintenance Contract	\$25,500.00	\$9,615.00	\$15,885.00	37.71%
Tree Maintenance	\$4,000.00		\$4,000.00	0.00%
Turf Treatment	\$6,500.00	\$3,890.00	\$2,610.00	59.85%
Water Treatment	\$1,400.00	\$339.93	\$1,060.07	24.28%
Sub Total	\$94,250.00	\$32,450.77	\$61,799.23	34.43%
Utilities				
PG&E Park	\$4,000.00	\$985.77	\$3,014.23	24.64%
PG&E Hall	\$18,000.00	\$5,105.78	\$12,894.22	28.37%
Water / Park	\$20,000.00	\$7,380.10	\$12,619.90	36.90%
Water / Hall	\$4,000.00	\$1,111.30	\$2,888.70	27.78%
Sewer	\$2,000.00	\$743.28	\$1,256.72	37.16%
Telephone and Internet	\$4,000.00	\$1,913.31	\$2,086.69	47.83%
Sub Total	\$52,000.00	\$17,239.54	\$34,760.46	33.15%
Supplies				
Janitorial Supplies	\$4,000.00	\$1,656.12	\$2,343.88	41.40%
Sub Total	\$4,000.00	\$1,656.12	\$2,343.88	41.40%
Office/Operating Expenses				
Office Supplies	\$800.00	\$497.76	\$302.24	62.22%
Office Equipment	\$100.00	\$54.61	\$45.39	54.61%
Post Office Box	\$250.00		\$250.00	0.00%
Website	\$600.00		\$600.00	0.00%
Postage and Delivery	\$60.00	\$60.00	\$0.00	100.00%
Sub Total	\$1,810.00	\$612.37	\$1,197.63	33.83%
Insurance				
General Liability / Property Insurance	\$11,000.00		\$11,000.00	0.00%
Sub Total	\$11,000.00	\$0.00	\$11,000.00	0.00%
Total Operations	\$290,185.00	\$99,661.50	\$190,523.50	34.34%
Capital Expense				
Building	\$75,000.00		\$75,000.00	0.00%
Park	\$60,000.00		\$60,000.00	0.00%
Sub Total	\$135,000.00	0	0.00%	0.00%
Emergency Reserve	-\$99,685.00			
Total Expense	\$325,500.00	\$99,661.50	\$225,838.50	30.62%

Deposit Summary

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 10/19/2022

Chk No.	PmtMethod	Rcd From	Memo	Amount
	Cash		Deposit	500.00
	Cash	Dia De Los Whitewalls	Deposit	500.00
	Cash	Dia De Los Whitewalls	Building Rent	800.00
	Check	Stanley Hurley	Building Rent	800.00
	Check	Class of 1955 Reunion	Building Rent	800.00
	Check	christine Martinez	Deposit	500.00
	Check	PG&E Retirees Club	Building Rent	250.00
	Check	AT&T	Refund	2.63
	Check	Spreckels Community Services District	Office Rent	100.00

Less Cash Back:**Deposit Total:****4,252.63**



Sales & Service

Quote

10/25/2022

Project:
Spreckels Memorial District
PO BOX 7266
Spreckels, Ca 93962

From:
Traboh Inc. dba Hobart Sales and
Service - Salinas
Maria Salgado
1536 -A Moffett St
Salinas, CA 93905
(831) 758-6646

Item	Qty	Description	Sell	Sell Total
1	1 ea	CONVECTION OVEN, ELECTRIC Vulcan Model No. VC55ED Convection Oven, electric, double-deck, standard depth, solid state controls, 5-hour timer with digital display enhancement, 150° to 500°F temperature range, (5) oven racks per deck, independently operated removable doors with double pane windows, porcelain on steel interior, interior light, stainless steel front, top, & sides, 8" stainless steel legs, (2) 1/2 HP blower motors, 25.0kW, NSF, UL, ENERGY STAR®	\$10,449.18	\$10,449.18
	1 ea	1 year limited parts & labor warranty, standard		
	2 ea	(2) 208v/60/3-ph, standard		
		Installation:	\$2,057.00	\$2,057.00
		ITEM TOTAL:		\$12,506.18
2	2 ea	RANGE, 36", 3 HOT TOPS Vulcan Model No. EV36S-3HT240 Restaurant Range, electric, 36", (3) hot tops, thermostatic controls, standard oversized oven, includes (1) rack, stainless steel front, sides, single-deck highshelf, 6" legs, cCSAus, NSF, 240v	\$13,805.32	\$27,610.64
	2 ea	1 year limited parts & labor warranty, standard		
	2 ea	240v/50-60/3-ph, 20.0kW, 54.1 amps, direct wire, standard		
	2 ea	Single deck stainless steel high shelf, standard		
		Installation:	\$1,234.00	\$2,468.00
		ITEM TOTAL:		\$30,078.64
		Merchandise		\$42,584.82
		Tax 9.25%		\$3,520.53
		Total		\$46,105.35

QUOTATION TERMS & CONDITIONS

1. This quotation is subject to acceptance within sixty days from the date issued or on effective date of a price increase, whichever is earlier.
2. All prices are F.O.B. Factory or Warehouse, with Installation by Others unless specified above.
3. All electrical, plumbing, wall/ceiling/floor penetrations, HVAC and other mechanical rough-ins &

OVENS

VULCAN**VC55E SERIES
DOUBLE DECK ELECTRIC CONVECTION OVENS**

Model VC55ED
Shown with optional casters

**SPECIFICATIONS**

Double section, electric convection oven, Vulcan Model No. (VC55ED). Stainless steel front, sides, top and legs. Independently operated stainless steel doors with double pane windows. Non-sag insulation applied to the top, rear, sides, bottom and doors. Porcelain enamel on steel oven interiors measure 29"w x 22 $\frac{1}{8}$ "d x 20"h. One interior oven lights per section. Five nickel plated oven racks per section measure 28 $\frac{1}{4}$ " x 20 $\frac{1}{2}$ ". Eleven position nickel plated rack guides with positive rack stops per section. Each section heated by electric solid sheath elements rated at 12 KW. Furnished with a two speed $\frac{1}{2}$ H.P. oven blower-motor per section. Oven cool switch for rapid cool down. 208 or 240 volt, 60 Hz, 1 or 3 phase.

Exterior Dimensions:

40.1"w x 40.0"d (includes motor & door handles) 37.75"d (includes motor only) x 70"h on 8" legs.

NSF listed. UL listed.

- VC55ED** Solid state temperature dial controls adjust from 150° to 500°F with digital display enhancement. 5-hour timer with audible alarm.

STANDARD FEATURES

- Independently operated removable stainless steel doors with double pane windows.
- Gentle Bake mode selector switch.
- On-board diagnostics for easy servicing
- Five nickel plated grab-and-go oven racks with eleven rack positions per section.
- Stainless steel front, sides, top and legs.
- 25 total KW.
- $\frac{1}{2}$ H.P. two speed oven blower-motor.
- Moisture vent.
- Oven cool switch for rapid cool down.
- Porcelain enamel on steel oven interiors.
- One year limited parts and labor warranty.

OPTIONS

- Casters.
- 480V/60 Hz/1 or 3 phase.
- Second year extended limited parts and labor warranty.

ACCESSORIES

- Stainless steel rear motor enclosure.
- Extra oven rack(s).
- Rack hanger(s).
- Stainless steel drip pan.
- Down draft flue diverter for direct vent connection.

VULCAN

a division of ITW Food Equipment Group LLC

P.O. Box 696 ■ Louisville, KY 40201 ■ Toll-free: 1-800-814-2028 ■ Local: 502-778-2791 ■ Quote & Order Fax: 1-800-444-0602

O V E N S



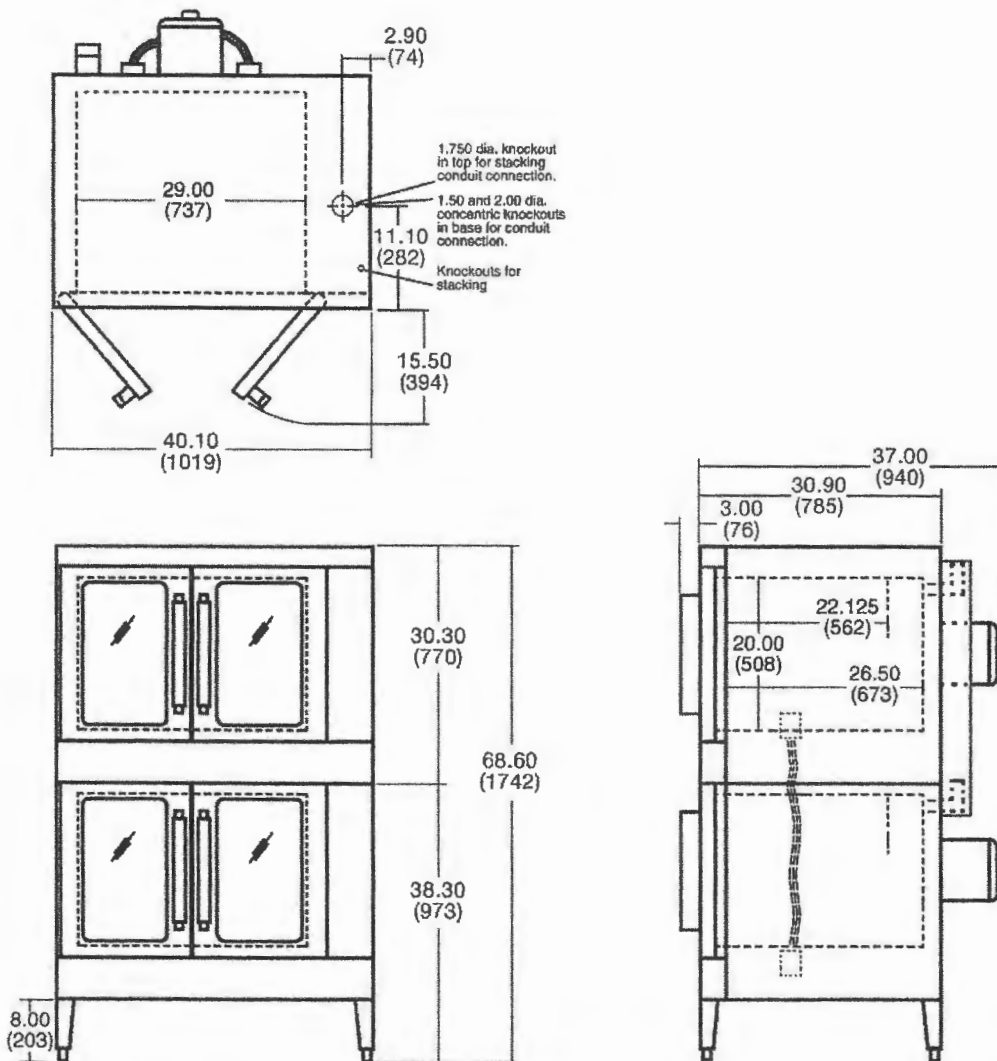
VC55E SERIES
DOUBLE DECK ELECTRIC CONVECTION OVENS

OPTIONAL VOLTAGES

480 volt, 60 Hz, 3 phase.

CLEARANCES

	Combustible	Non-Combustible
Rear	2"	2"
Right Side	4"	4"
Left Side	1"	1"



MODEL NO.	TOTAL CONN. KW	3 PHASE LOAD KW PER PHASE			NOMINAL AMPS PER LINE WIRE												WEIGHT			
					3 PHASE												1 PHASE		WITH SKIDS & PACKAGING	
		208 VOLT			240 VOLT			480 VOLT			208V	240V	LBS.	KG	LBS.	KG				
		X	Y	Z	X	Y	Z	X	Y	Z										
VC55E	25	8	8	9	70	66	70	66	58	66	28	30	30	120	104	674	306	572	260	



a division of ITW Food Equipment Group LLC

P.O. Box 696 ■ Louisville, KY 40201 ■ Toll-free: 1-800-814-2028 ■ Local: 502-778-2791 ■ Quote & Order Fax: 1-800-444-0602

NOTE: In line with its policy to continually improve its products, Vulcan reserves the right to change materials and specifications without notice.

RESTAURANT RANGES

VULCAN**36" ELECTRIC RESTAURANT RANGE
3 HOT TOPS**

Model EV36S-3HT208
shown with adjustable legs

**SPECIFICATIONS**

36" wide electric restaurant range, Vulcan Model No. EV36S-3HT208. Fully MIG welded aluminized steel frame for added durability. Stainless steel front, sides, back riser, plate shelf and 6" adjustable legs. Three 12" x 24" thermostatically controlled hot top sections, 5 KW input. Full width pull out stainless steel crumb tray located beneath the cooking top. Comes with one standard oversized oven. Oven interior measures 26½"w x 26⅜"d x 14"h. Comes with one oven rack and three rack positions. Oven door is heavy duty with an integrated door hinge / spring mechanism, requiring no adjustments. Top browning heat control. Thermostat adjusts from 200°F to 500°F. Oven controls are protected from heat in an insulated side compartment. Requires 208, 240 or 480 volt, 1 or 3 phase power supply. All ranges shipped in 3 phase and are field convertible to single phase.

Exterior Dimensions:

34"d x 36"w x 58"h on 6" adjustable legs

- EV36S-3HT208** 3 Hot Tops / Standard Oversized Oven / 208V
- EV36S-3HT240** 3 Hot Tops / Standard Oversized Oven / 240V
- EV36S-3HT480** 3 Hot Tops / Standard Oversized Oven / 480V

STANDARD FEATURES

- Fully MIG welded aluminized steel frame for added durability
- Stainless steel front, sides, back riser, shelf and legs
- Full width pull out stainless steel crumb tray
- Three 12" x 24" thermostatically controlled hot top sections
- 5 KW oven with top browning control
- One standard oversized oven, interior measures 26½"w x 26⅜"d x 14"h
- Thermostat adjusts from 200°F to 500°F
- Cool to the touch control knobs
- One oven rack and three rack positions
- 18" x 26" sheet pans fit side to side and front to back
- Requires 208, 240 or 480 volt, 1 or 3 phase power supply. (Ranges shipped in 3 phase and are field convertible to single phase)
- One year limited parts and labor warranty

ACCESSORIES (Packaged & Sold Separately)

- Extra oven rack with two rack guides
- Set of four casters (two locking)
- 10" stainless steel stub back
- Towel bar
- Cutting board
- Condiment rail
- Fryer shield

VULCAN

a division of ITW Food Equipment Group LLC

P.O. Box 696 ■ Louisville, KY 40201 ■ Toll-free: 1-800-814-2028 ■ Local: 502-778-2791 ■ Quote & Order Fax: 1-800-444-0602

RESTAURANT RANGES



**36" ELECTRIC RESTAURANT RANGE
3 HOT TOPS**

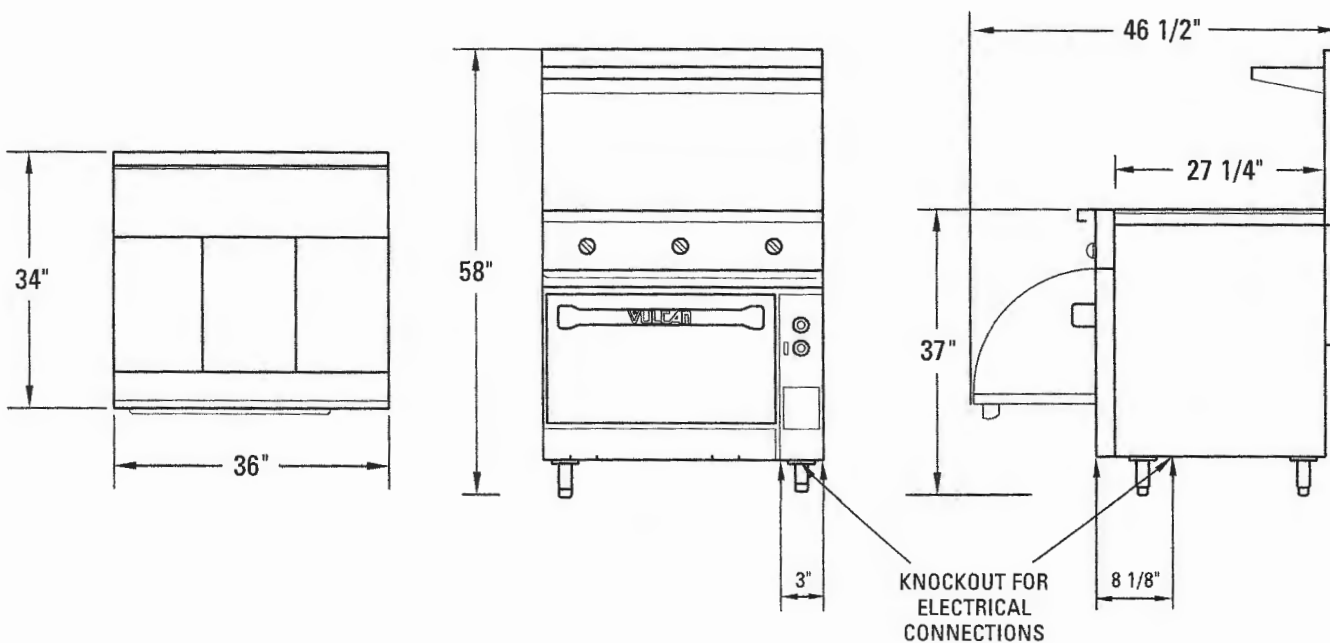
INSTALLATION INSTRUCTIONS

Clearances from Combustible Construction

Range with French Plates
Range with Griddle Tops
Range with Hot Tops

Rear 0" **Sides** 3"
0" 3"
0" 6"

Ranges with an ESB Salamander Broiler mounted above:
Refer to the ESB Salamander Broiler spec sheet for clearance specifications.



AVAILABLE VOLTAGES - 208, 240 OR 480 VOLT - 1 OR 3 PHASE									
3 PHASE LOADING						NOMINAL AMPS PER LINE WIRE			
MODEL NUMBER	VOLTAGE	TOTAL CONNECTING KW	KW PER PHASE			3 PHASE			1 PHASE
			X-Y	Y-Z	X-Z	X	Y	Z	
EV36S-3HT208	208	20.0	5.0	10.0	5.0	41.6	62.5	62.5	96.2
EV36S-3HT240	240	20.0	5.0	10.0	5.0	36.1	54.1	54.1	83.3
EV36S-3HT480	480	20.0	5.0	10.0	5.0	18.1	27.1	27.1	41.7

This appliance is manufactured for commercial use only and is not intended for home use.



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NOTE: In line with its policy to continually improve its products, Vulcan reserves the right to change materials and specifications without notice.



DISTRICT UTILITY WORKER TYPICAL WEEKLY SCHEDULE

DATE	DUTIES
MONDAY	Open park restrooms AM. Check restrooms and trash receptacles in park. Full restroom cleaning and maintenance. Close restrooms PM: [4 hours]
TUESDAY	Open park restrooms AM. Check restrooms and trash receptacles in park. Close restrooms PM. [3 hours]
WEDNESDAY	Open park restrooms AM. Check restrooms and trash receptacles in park. Close restrooms PM. [3 hours]
THURSDAY	Off
FRIDAY	Open park restrooms AM. Check restrooms and trash receptacles in park. Full restroom cleaning and maintenance. Close restrooms PM. [4 hours]
SATURDAY	Open park restrooms AM. Check restrooms and trash receptacles in park. Close restrooms PM. [3 hours]
SUNDAY	Open park restrooms AM. Check restrooms and trash receptacles in park. Close restrooms PM. [3 hours]

MAXIMUM HOURS PER WEEK: 20 [Report additional hours only if they exceed maximum per day or week at direction of Facilities Manager.]

Signed _____

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

Spreckels Memorial District

From: Spreckels Memorial District <spreckelsmd.main@gmail.com>
Sent: Thursday, October 27, 2022 12:06 PM
To: 'Whilden, Michael'
Subject: District Name Change

Dear Mike,

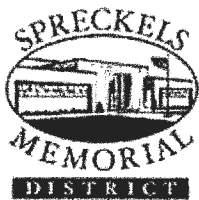
At the last California Special Districts Association Annual Conference that was held in Monterey, I had an opportunity to confer with board members and staff from several other Memorial Districts throughout the state. One issue that came up is often Memorial Districts are not automatically recognized as veterans related. In fact, for the last session of the conference they had Memorial Districts seated with Cemetery Districts. I have in the past actually received calls asking about burial plots. The solution some have implemented is to change their name from Memorial Districts to Veterans Memorial Districts. Clovis Veterans Memorial District is one example which made this change to attract more attention as a veterans related entity. Their General Manager Lorenzo Rios is someone with whom I confer often regarding how Memorial Districts should be run.

I have brought this matter before the SMD Board of Directors and there is consensus that we should also make this change. I have sought advice from LAFCO of Monterey County, as well as Monterey County Mosquito Abatement District [formerly North Salinas Valley Mosquito Abatement District], which changed their name in 2021. Their District Manager Ken Klemme has provided me with key documents related to their change and is available with any advice needed. Here is a list of tasks that need to be completed to implement this change:

- Adopt a Resolution changing the district name.
- Notify the CA Secretary of State-Registry of Public Agencies of the name change using their form SF-405.
- Letter to Internal Revenue Service of a name change to a governmental entity.
- Letter to the CA Employment Development Department of a name change to a governmental entity.
- Letter to the Monterey County Clerk's office announcing name change and asking that all County agencies and special districts be notified.
- Letter to LAFCO of Monterey County announcing name change.
- Updating of District logo and communication materials.
- Updating of District website.
- Providing name change to Five Star Bank which holds our operating accounts.

Where we will need your help is drafting the name change resolution and any other guidance you have for us. Ken Klemme has told me it will probably take a few months before all these items and perhaps others that come up to be checked off. I have asked Clovis VMD for a copy of the resolution they used. Our graphics designer is at work updating our logo and letterhead materials. Whatever timeline is good for you as we approach the end of the year. Thanks for your help.

Sincerely,
 Paul J. Ingram



Paul J. Ingram, General Manager

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

Spreckels Memorial District

From: Whilden, Michael <WhildenM@co.monterey.ca.us>
Sent: Thursday, October 27, 2022 12:59 PM
To: Spreckels Memorial District
Subject: RE: District Name Change

Paul—sounds like a good idea. I'm happy to help out. If you have sample resolutions form other districts that would help me as I haven't helped with a name change before. Mike

Michael J. Whilden
Deputy County Counsel
Office of the County Counsel

Confidentiality Notice: This communication and any accompanying document(s) are confidential and may be privileged. They are intended for the sole use of the addressee(s). If you receive this transmission in error, you are advised that any disclosure, copying, distribution or the taking of any action in reliance upon the communication is strictly prohibited. Moreover, any such inadvertent disclosure shall not compromise or waive the attorney-client privilege as to this communication or otherwise. If you have received this communication in error, please contact our office by telephone at 831-755-5045. Thank you.

BUILDING EQUIPMENT INSPECTION:

INSPECT FOR PROPER OPERATION OF:

2 ovens not working

COFFEE URN NOT WORK

Water leak

Hobart for repairs

	✓	date	✓	date	✓	date	✓	date	✓	date	✓	date
DISHWASHER	✓	10-1	✓	10-15	✓	10-22	✓	10-29				
REFRIGERATOR UNITS	✓		✓		✓		✓					
OVENS	✓		✓		✓		✓					
COOKTOPS	✓		✓		✓		✓					
HOT WELLS	✓		✓		✓		✓					
COFFEE URN	✓		✓		✓		✓					
PLUMBING FIXTURES	✓		✓		✓		✓					
P A SYSTEM	✓		✓		✓		✓					
BANQUET ROOM	✓		✓		✓		✓					
									AFTER EACH FUNCTION			
SPECT CHAIR LEGS FOR MISSING LEG PADS	✓		✓		✓		✓					
SPECT TAILLES FOR LOOSE SCREWS IN RAILS	✓		✓		✓		✓					

3 ADDITIONAL SHEETS AS MAY BE REQUIRED

SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING

Joe Velazquez
Date 11-2-2022

SCHEDULE OF MONTHLY BUILDING EQUIPMENT INSPECTION

						✓	Date
CHECK FOR PROPER OPERATION ON AIR CONDITION UNIT FOR:							
					AUDITORIUM	✓	11-2-22
"	"	"	"	"	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

Joe Velazquez
Date 11-2-2022

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

Joe Volney
Date 11-2-2022

HAND & POWER TOOL SAFETY

If you work with hand or power tools, it's critical for you to know how to use and work with them safely. This *Safety Talk* provides general awareness tool safety training.

Source: [OSHA Hand and Power Tools Booklet](#)

OSHA states these five basic safety rules can help prevent hazards associated with hand and power tools:

- 1) Keep all tools in good condition with regular maintenance.
- 2) Use the right tool for the job.
- 3) Examine each tool for damage before use and do not use damaged tools.
- 4) Operate tools according to the manufacturers' instructions.
- 5) Provide and use the right personal protective equipment.

HAND TOOLS

Hand tools are tools that are powered manually. The most significant hazards caused by hand tools are due to misuse and improper maintenance. Never use a tool with out prior training.



- Only use hand tools for their specific purpose.
- Conduct a pre-use tool inspection to identify any defects (damaged handle, dull blade, etc.).

- Don't use defective tools and immediately report it to your supervisor.
- Always keep hand tools clean.
- Wear the required eye and face personal protective equipment (PPE).
- Conduct proper housekeeping practices when the use of the hand tool generates waste (sawdust, metal filings, etc.).

POWER TOOLS

Power tools can be very hazardous when used improperly. They must be fitted with guards and safety switches.



Types of power tools include electric, pneumatic, hydraulic, powder-actuated, and liquid fuel. Review the OSHA booklet for additional training on the specific types of power tools.

General precautions include:

- Never use a tool if the safety guard is altered or removed. Remove all damaged tools from use.
- Don't carry a tool by the cord or hose and don't yank to disconnect.
- Keep cords/hoses away from heat, oil, and sharp edges.

POWER TOOLS CONTINUED

- Disconnect tools when not in use, when servicing, or when changing accessories.
- Keep others at a safe distance from work area.
- Secure work with clamps to free hands.
- Do not hold fingers on the switch button.
- Maintain good balance when operating.
- Avoid loose clothing, ties, jewelry, etc.

GUARDS

- Check to ensure the exposed moving parts of power tools are safe guarded (belts, gears, sprockets, flywheels, chains, etc.)
- Never remove guards when a tool is in use.

ELECTRIC TOOLS

- Operate within design limitations.
- Use gloves and safety footwear.
- Store tools in dry place when not in use.
- Do not use in damp or wet locations unless approved for that purpose.
- Keep work areas well lit and ensure cord placement does not present a tripping hazard.



PNEUMATIC TOOLS

Pneumatic tools are powered by compressed air and include chippers, drills, hammers, and sanders.



Pneumatic tools must be checked to ensure the tool is fastened securely to the air hose.

- The same precautions should be taken that are recommended for electric cord tools.
- Eye, head, and face protection should be utilized.
- Never point compressed air guns toward anyone.
- A chip guard must be used when compressed air is used for cleaning.

This *Safety Talk* provides awareness level tool safety training. Review the [OSHA Hand and Power Tools Booklet](#), for additional information on other types of power tools, such as liquid fuel tools, powder-actuated tools, and hydraulic power tools.

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