

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

Spreckels Veterans Memorial District
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday May 1, 2024 5:30 pm
 Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

AGENDA

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

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

Rick Magno, President
 Walan Chang, Vice-President
 Shaheen Jorgensen, Director
 Carl Christmore, Director
 Darrin Bright, Director

4. PUBLIC COMMENTS: *At this time any person may comment on any item which is not on the agenda. Please state your name and address for the record. Action will not be taken on any item that is not on the agenda. If it requires action, it will be referred to staff and/or placed on the next agenda. Board members may briefly respond to statements made or questions posed as permitted by Government Code Section 54954.2. In order that all interested parties have an opportunity to speak, please limit comments to a maximum of five (5) minutes. Any member of the public may comment on any matter listed on this agenda at the time the matter is being considered by the Board of Directors.*

5. APPROVAL OF MINUTES:

a. SVMMD Regular Board Meeting April 3, 2024.

6. GENERAL MANAGER'S REPORT:

- a. Financial Reports April.
 1. Fund Balances as of 4/24/2024.
 2. Budget FY 2022 FYTD to 4/24/2024.

3. Review of Deposits: County Fund 668 March [Period 9].
4. Review of Deposits: Five Star General Checking April.
5. Review of Five Star Bank Statements/Reconciliations March 2024.
6. Review of Expenditures February 2024.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

a. Discussion and Possible Approval:

1. Central Coast Engineering: Proposal-Spreckels Memorial Park Demolition Permit. Cost \$10,300.00.
2. Central Coast Engineering: Proposal-Preliminary/Schematic Design Phase. Estimate \$9,400.00.
3. Central Coast Engineering: Proposal-Basketball Court Ramp-ADA Accessibility. Cost \$9,300.00.
4. Central Coast Engineering: Proposal-Retaining Wall Rebuild. Cost \$7,600.00.
5. Willoughby Stainless Fountains [Qty. 3] [additional 2 units]
6. Resolution 2024-01: Resolution restricting \$20,000 donation from Spreckels Town Improvement Fund to Playground Poured in Place Rubber Surfacing project.

8. USE REQUESTS:

- a. Hilda Z. Nazario 50th Wedding Anniversary

9. FUNCTION RECAP:

10. CONTINUED BUSINESS:

- a. Racquetball Court: Derek Johnson of Central Coast Engineering Proposals:
- b. Park Equipment.
- c. Grant Writing Service.
- d. Spreckels 4th of July Celebration 2024.

11. NEW BUSINESS:

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 June 5, 2024 5:30 PM.

2024 Meeting Dates: January 3, February 7, March 13, April 3, May 1, June 5, June 26, August 7, September 4, October 2, November 6, December 4.

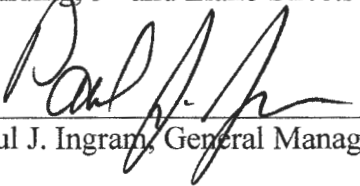
ADA COMPLIANCE

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

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

Certification

I, Paul J. Ingram, General Manager/Board Clerk for Spreckels Veterans Memorial District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the May 1, 2024 Regular Meeting of the District Board of Directors scheduled for 5:30 pm at Spreckels Veterans Memorial Building, 5th and Llano Streets Spreckels, CA 93962



 Paul J. Ingram, General Manager

Date 4/24/2024

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

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

Spreckels Veterans Memorial District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday April 3, 2024 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 6:30 pm.

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

Rick Magno, President
Walan Chang, Vice-President
Shaheen Jorgensen, Director
Carl Christmore, Director
Darrin Bright, Director
Present: Magno, Chang, Jorgensen, Christmore
Absent: None

QUORUM ESTABLISHED

4. PUBLIC COMMENTS:

5. APPROVAL OF MINUTES:

- a. SVMMD Regular Board Meeting March 13, 2024.
With correction of the name of LAFCO candidate Chad Lindley, motion to approve [Chang] 2nd [Jorgensen].
Ayes: Magno, Chang, Jorgensen, Christmore
Noes: None

MOTION CARRIED

6. GENERAL MANAGER'S REPORT:

- a. Financial Reports April.
1. Fund Balances as of 3/31/2024.
 2. Budget FY 2022 FYTD to 3/31/2024.
 3. Review of Deposits: County Fund 668 February [Period 8].
 4. Review of Deposits: Five Star General Checking March.
 5. Review of Five Star Bank Statements/Reconciliations February 2024.

6. Review of Expenditures February 2024.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Transfer \$90,000.00 from County Fund 668 to Five Star General Checking.

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

Ayes: Magno, Chang, Jorgensen, Christmore

Noes: None

MOTION CARRIED

- b. Discussion and Possible Approval:

1. Scott Hamilton, PLS8065: Proposal-CCE Llano Avenue Site Survey. Cost \$6,640.00.

Motion to approve [Jorgensen] 2nd [Christmore].

Ayes: Magno, Chang, Jorgensen, Christiansen

MOTION CARRIED

2. Central Coast Engineering: Proposal-Spreckels Memorial Park Demolition Permit. Cost \$10,300.00.

Item tabled.

3. Central Coast Engineering: Proposal-Preliminary/Schematic Design Phase. Estimate \$9,400.00.

Item tabled.

4. Central Coast Engineering: Proposal-Basketball Court Ramp-ADA Accessibility. Cost \$9,300.00.

Item tabled.

5. Central Coast Engineering: Proposal-Retaining Wall Rebuild. Cost \$7,600.00.

Item tabled.

6. Pacific Playground Design: Estimate #4493 Poured In Place Rubber Surfacing to replace sand. Total Cost \$61,884.00.

In attendance representing the Spreckels Town Improvement Fund were residents Jill Kramm and Kerry Varney. They announced a commitment of \$20,000 from the Fund towards the purchase of the rubber surfacing. With that, motion to approve [Chang] 2nd [Jorgensen].

Ayes: Magno, Chang, Jorgensen, Christmore

Noes: None

MOTION CARRIED

7. American Recycled Products Picnic Tables Quote 14947: \$18,822.26.

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

Ayes: Magno, Chang, Jorgensen, Christmore

Noes: None

MOTION CARRIED

8. Willoughby Stainless Fountains [Qty. 3] Quote: \$14,571.89.

Motion to approve the purchase of one fountain at the cost not to exceed \$5,500 [Chang] 2nd [Jorgensen].

Ayes: Magno, Chang, Jorgensen, Christmore

Noes: None

MOTION CARRIED

8. USE REQUESTS:

- a. Marissa Alvarado Sweet 16

Motion to approve [Jorgensen] 2nd [Christmore].

Ayes: Magno, Chang, Jorgensen, Christmore

Noes: None

MOTION CARRIED

In addition, Carolyn Sallachi appeared representing the Salinas High School Mountain Bike Team to inquire about holding an awards banquet. The board inquired whether any of the adult leaders of the team would qualify for the veteran rental rates. Upon confirming that, the board instructed Carolyn to have the Facilities Manager submit a Use Request to be considered at the May 1st regular meeting at the veteran rate. A DD 214 form from the qualifying veteran must also be submitted.

9. FUNCTION RECAP:

10. CONTINUED BUSINESS:

- a. Racquetball Court: Derek Johnson of Central Coast Engineering Proposals:
b. Park Equipment.
c. Grant Writing Service.

Jorgensen reported Spreckels would not qualify for CalFire tree service funding. Grant writing service proposal is tabled.

- d. Spreckels 4th of July Celebration 2024.

11. NEW BUSINESS:

12. REGULAR MONTHLY FACILITIES REPORTS:

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

13. FUTURE AGENDA ITEMS:

Hall floor and lighting lenses. Ceiling paint. Park Plants.

14. ADJOURN REGULAR MEETING: Next meeting Wednesday May 1, 2024 5:30 PM.

The meeting was adjourned at 6:58 pm.

Respectfully submitted,

Approval date _____

Paul J. Ingram, General Manager

**SPRECKELS VETERANS MEMORIAL DISTRICT
FUND BALANCES AS OF 4/24/2024**

COUNTY FUND 668	\$ 95,342.38
FIVE STAR GENERAL CHECKING	\$ 66,645.56
FIVE STAR PAYROLL CHECKING	<u>\$ 93.00</u>
TOTAL	\$ 162,080.94

Spreckels Veteran's Memorial District
 Adopted Budget FYE 6/30/2024 FYTD to 4/24/2024

Income	Budget	FYTD		
July 4th	\$10,000.00	\$2,421.12	\$7,578.88	24.21%
Memorial Building & Park rent	\$35,000.00	\$35,477.90	-\$477.90	101.37%
Sub Total	\$45,000.00	\$40,796.10	\$4,203.90	90.66%
Property Tax	\$235,000.00	\$152,069.07	\$82,930.93	64.71%
Special Assessment	\$44,500.00	\$29,311.96	\$15,188.04	65.87%
Interest on Pooled Investments	\$1,000.00	\$1,503.76	-\$503.76	150.38%
Sub Total	\$280,500.00	\$181,381.03	\$99,118.97	64.66%
Total Income	\$325,500.00	\$222,177.13	\$103,322.87	68.26%
Expense				
Salaries				
Pay Roll Expenses	\$100,000.00	\$81,097.03	\$18,902.97	81.10%
Employee Benefits				
Workers Comp	\$2,500.00	\$2,185.97		87.44%
Total Salary and Benefits	\$102,500.00	\$83,283.00	\$19,217.00	81.25%
Operations Budget				
4th of July	\$10,000.00	\$5,095.78	\$4,904.22	50.96%
Professional Services				
Audits	\$1,000.00	\$500.00	\$500.00	50.00%
Administration Fees	\$3,000.00	\$459.00	\$2,541.00	15.30%
Advertising	\$1,000.00	\$276.50	\$723.50	27.65%
Legal Services	\$2,000.00	\$55.40	\$1,944.60	2.77%
Parcel Management	\$3,875.00	\$3,850.00	\$25.00	99.35%
Bank Fees	\$0.00	\$62.30	-\$62.30	#DIV/0!
Property Tax	\$450.00	\$705.28	-\$255.28	156.73%
Sub Total	\$11,325.00	\$5,908.48	\$5,416.52	52.17%
Education				
Board and Staff Education	\$800.00	\$750.00	\$50.00	93.75%
Dues and Subscriptions	\$2,500.00	\$1,916.90	\$583.10	76.68%
Sub Total	\$3,300.00	\$2,666.90	\$633.10	80.82%
MAINTENANCE				
Building Materials	\$1,500.00	\$1,218.48	\$281.52	81.23%
Electrical Repairs Hall	\$1,000.00	\$255.00	\$745.00	25.50%
Electrical Repairs Park	\$4,000.00	\$264.64	\$3,735.36	6.62%
Equipment Purchase	\$25,000.00	\$3,143.49	\$21,856.51	12.57%
Equipment Rental	\$1,000.00		\$1,000.00	0.00%
Power Equipment Repairs	\$500.00	\$964.08	-\$464.08	192.82%
Plumbing Repairs Hall	\$250.00	\$6,510.00	-\$6,260.00	2604.00%

Spreckels Veteran's Memorial District
 Adopted Budget FYE 6/30/2024 FYTD to 4/24/2024

Plumbing Repairs Park	\$12,000.00	\$365.00	\$11,635.00	3.04%
HVAC	\$2,000.00	\$1,875.00	\$125.00	93.75%
Equipment Maint & Repairs Hall	\$3,000.00	\$3,203.82	-\$203.82	106.79%
Equipment Maint & Repairs Park	\$1,000.00	\$1,018.92	-\$18.92	101.89%
Sprinkler Supplies	\$1,000.00	\$951.04	\$48.96	95.10%
Sprinkler System Repairs	\$2,000.00	\$1,344.00	\$656.00	67.20%
Park Plants	\$1,000.00	\$895.56	\$104.44	89.56%
Fuel	\$1,200.00	\$964.08	\$235.92	80.34%
Pest Contol	\$400.00	\$325.00	\$75.00	81.25%
Landscape Maintenance Contract	\$25,500.00	\$24,552.00	\$948.00	96.28%
Tree Maintenance	\$4,000.00	\$20,917.00	-\$16,917.00	522.93%
Turf Treatment	\$6,500.00	\$5,951.01	\$548.99	91.55%
Water Treatment	\$1,400.00	\$1,316.50	\$83.50	94.04%
Sub Total	\$94,250.00	\$76,034.62	\$18,215.38	80.67%
Utilities				
PG&E Park	\$4,000.00	\$4,053.83	-\$53.83	101.35%
PG&E Hall	\$18,000.00	\$14,848.18	\$3,151.82	82.49%
Water / Park	\$20,000.00	\$15,773.29	\$4,226.71	78.87%
Water / Hall	\$4,000.00	\$3,747.69	\$252.31	93.69%
Sewer	\$2,000.00	\$1,996.34	\$3.66	99.82%
Telephone and Internet	\$4,000.00	\$4,246.47	-\$246.47	106.16%
Sub Total	\$52,000.00	\$44,665.80	\$7,334.20	85.90%
Supplies				
Janitorial Supplies	\$4,000.00	\$4,417.37	-\$417.37	110.43%
Sub Total	\$4,000.00	\$4,417.37	-\$417.37	110.43%
Office/Operating Expenses				
Office Supplies	\$800.00	\$545.78	\$254.22	68.22%
Office Equipment	\$100.00	\$173.74	-\$73.74	173.74%
Post Office Box	\$250.00		\$250.00	0.00%
Website	\$600.00		\$600.00	0.00%
Postage and Delivery	\$60.00	\$176.10	-\$116.10	293.50%
Sub Total	\$1,810.00	\$895.62	\$914.38	49.48%
Insurance				
General Liability / Property Insurance	\$11,000.00		\$11,000.00	0.00%
Sub Total	\$11,000.00	\$12,904.28	-\$1,904.28	117.31%
Total Operations				
	\$290,185.00	\$235,871.85	\$54,313.15	81.28%
Capital Expense				
Building	\$75,000.00		\$75,000.00	0.00%
Park	\$60,000.00	34125.61	\$25,874.39	56.88%
Sub Total	\$135,000.00	34125.61		25.28%
Emergency Reserve				
	-\$99,685.00			
Total Expense	\$325,500.00	\$269,997.46	\$55,502.54	82.95%

Report ID : MC-FIN-BS-0301	County of Monterey	Page 1 of 4
Run Date : 04/16/2024	Trial Balance By Accounting Distribution	
Run Time : 11:21 AM	Fiscal Year 2024 / 9 through 9	

Fund 668 - Spreckels Memorial District
Account Type Asset
BSA/Obj/Rev B-1001 - Cash
Sub BSA/Obj/Rev No Sub-BSA Specified

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,0000040941		03/18/2024	ACH/EFT FOR MARCH PAYABLES		0.00	(10,000.00)	
JV,1110,PTAX30_24_PRSEC		03/06/2024	Prior Secured - Feb 2024		230.08	0.00	
JV,1110,PTAX31_24_CS		03/07/2024	Curr Sec - Feb 2024		6,345.68	0.00	
Total for Sub-BSA No Sub-BSA Specified				216,708.38	6,575.76	(10,000.00)	213,284.14
Total for B-1001 - Cash				216,708.38	6,575.76	(10,000.00)	213,284.14

Report ID : MC-FIN-BS-0301	County of Monterey	Page 2 of 4
Run Date : 04/16/2024	Trial Balance By Accounting Distribution	
Run Time : 11:21 AM	Fiscal Year 2024 / 9 through 9	

Fund 668 - Spreckels Memorial District
Account Type Liability
BSA/Obj/Rev B-2530 - Assets Held as Agency for Others
Sub BSA/Obj/Rev 4010 - Current Secured

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX31_24_CS		03/07/2024	Curr Sec - Feb 2024		0.00	(5,161.15)	
Total for Sub-BSA 4010 - Current Secured				(2,461,020.18)	0.00	(5,161.15)	(2,466,181.33)

Sub BSA/Obj/Rev 4015 - Current Unsecured

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	
Total for Sub-BSA 4015 - Current Unsecured				(102,647.32)	0.00	0.00	(102,647.32)

Sub BSA/Obj/Rev 4025 - Prior Secured

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX30_24_PRSEC		03/06/2024	Prior Secured - Feb 2024		0.00	(114.47)	
Total for Sub-BSA 4025 - Prior Secured				(44,444.85)	0.00	(114.47)	(44,559.32)

Sub BSA/Obj/Rev 4030 - Prior Unsecured

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	
Total for Sub-BSA 4030 - Prior Unsecured				(898.75)	0.00	0.00	(898.75)

Sub BSA/Obj/Rev 4035 - Current Supplemental

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	

Fund	668 - Spreckels Memorial District						
Account Type	Liability						
BSA/Obj/Rev	B-2530 - Assets Held as Agency for Others						
Sub BSA/Obj/Rev	5415 - Special Assessments						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX30_24_PRSEC		03/06/2024	Prior Secured - Feb 2024		0.00	(115.61)	
JV,1110,PTAX31_24_CS		03/07/2024	Curr Sec - Feb 2024		0.00	(1,184.53)	
Total for Sub-BSA 5415 - Special Assessments				(591,892.14)	0.00	(1,300.14)	(593,192.28)
Sub BSA/Obj/Rev	No Sub-BSA Specified						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,0000040941		03/18/2024	ACH/EFT FOR MARCH PAYABLES		10,000.00	0.00	
Total for Sub-BSA No Sub-BSA Specified				3,155,485.84	10,000.00	0.00	3,165,485.84
Total for B-2530 - Assets Held as Agency for Others				(216,708.38)	10,000.00	(6,575.76)	(213,284.14)
Total for Fund 668 - Spreckels Memorial District				(0.00)	16,575.76	(16,575.76)	(0.00)
Grand Total				(0.00)	16,575.76	(16,575.76)	(0.00)

Deposit Summary

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 04/03/2024

Chk No.	PmtMethod	Rcd From	Memo	Amount
		Spreckels Community Services District	Office Rent	100.00
		Spreckels Community Services District	Office Rent	118.20
		Spreckels Community Services District	Office Rent	100.00
		Hilda Navario	Deposit	1,000.00
		Comi-Con	Building Rent	500.00
		Comi-Con	Building Rent	1,000.00
		La Cuesta Spanish JW Congregation	Building Rent	800.00
		William Massa	Deposit	1,000.00
		Regina Harmon	Building Rent	800.00
		Regina Harmon	Building Rent	1,000.00
		Marissa Alvarado	Deposit	1,000.00
		Salinas Valley AA	Building Rent	900.00
Less Cash Back:				
Deposit Total:				8,318.20

Central Coast Engineers, Inc.

P.O. Box 2503, Salinas, CA 93902

Tel (831) 757-5554, Fax (831) 757-2226

February 27, 2024

Spreckels Veterans Memorial District
P.O. Box 7266
Spreckels, CA 93962

RE: Spreckels Memorial Park – Racquetball Court
Demolition Permit
Spreckels, CA 93962

Dear Spreckels Veterans Memorial District Representatives,

Please find attached a copy of the proposed “An Agreement for the Provision of Limited Professional Services between Client and *Central Coast Engineers, Inc.*”, for the construction documents for “Spreckels Memorial Park – Racquetball Court Demolition Permit”.

If you find this agreement acceptable, please sign it, initial the “Terms and Conditions”, and return a copy of each to our office. If you have any questions regarding this matter, please feel free to contact our office at your convenience.

Yours Truly,



Derek Johnson, P.E.
Secretary

Central Coast Engineers, Inc.

**An Agreement for the Provision of Limited Professional Services
between Client and *Central Coast Engineers, Inc.***

Date: February 27, 2024

Job No. 24-014

Firm: ***Central Coast Engineers, Inc.***
P.O. Box 2503
Salinas, CA 93902

Client: Spreckels Veterans Memorial District
P.O. Box 7266
Spreckels, CA 93962

Project: Spreckels Memorial Park – Racquetball Court
Demolition Plan
Spreckels, CA 93962

Description: The project consists of the demolition of the upper portion (street level and above) walls and roof of the racquet ball court. Also, the demolition of the attached storage building.

The Scope of Services: The Firm will provide the following services.

Construction Documents:

- Title Sheet / Project Data
- Existing Site Plan
- Demolition Plan
- Structural Details
- Planning & Building Department Submittals (All fees to be paid by others).
- Construction Administration

A site survey is required prior to the start of work. (All fees to be paid by others).

Fee Arrangement: The Client, in consideration for the services rendered will pay the Firm, in accordance with “Terms and Conditions” the amount of :

• Building Department Submittal	\$8,100.00
• Construction Administration	+ \$2,200.00
	<u>\$10,300.00</u>

Terms and Conditions

Rate Schedule

Senior Engineer	180.00 / hour
Project Engineer	160.00 / hour
Staff Engineer	140.00/ hour
Assistant Project Engineer	120.00 / hour
Drafter I	120.00 / hour
Drafter II	100.00 / hour
Clerical	60.00 / hour

Rates subject to change.

Additional Services: Additional services will only be performed at the specific request of the client and will be charged at the appropriate rate above.

Reimbursables: Cost of reimbursable items such as prints, reproducible documents, mileage, etc. will be charged to the Client with a 10% additional mark-up fee.

Duplication/Prints: 24"x36" sheets @ \$2.00 per sheet, for in-house prints greater than 20 sheets.

Billings/Payments: Invoices for the Firm's services shall be submitted, at the Firm's option, either upon completion of such services or on a monthly basis ending on the 25th day of each month. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, the Firm may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.

Late Payments: Accounts unpaid 30 days after the invoice date may be subject to a monthly service charge of 1.5% on the then unpaid balance. In the event any portion or all account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

Access To Site: Unless otherwise stated, the Firm will have access to the site for activities necessary for the performance of the services. The Firm will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.

Dispute Resolution: Any claims or disputes made during design, construction or post-construction between the Client and Firm shall be submitted to non-binding mediation. Client and Firm agree to include a similar mediation agreement with all contractors, subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties.

Indemnification: The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Firm, his or her officers, directors, employees, agents and subconsultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance by any of the parties above named of the services under this agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Firm.

Certifications: Guarantees and Warranties: The Firm shall not be required to execute any document that would result in its certifying, guaranteeing or warranting the existence of conditions whose existence the Firm cannot ascertain.

Limitation of Liability: In recognition of the relative risks, rewards and benefits of the project to both the Client and the Firm, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Firm's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed three times the fee, nor \$120,000 (dollars). Such causes include, but are not limited to, the Firm's negligence, errors, omissions, strict liability, and breach of contract or breach of warranty.

Termination of Services: This agreement may be terminated by the Client or the Firm should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay the Firm for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

Ownership of Documents: All documents produced by the Firm under this agreement shall remain the property of the Firm and may not be used by the Client for any other endeavor without the written consent of the Firm.

Project No. 24-014 Firm Initials [Signature] Client Initials _____ Date _____ Effective 1/1/2022

Central Coast Engineers, Inc.

P.O. Box 2503, Salinas, CA 93902

Tel (831) 757-5554, Fax (831) 757-2226

February 27, 2024

Spreckels Veterans Memorial District
P.O. Box 7266
Spreckels, CA 93962

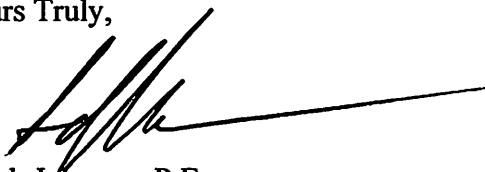
RE: Spreckels Memorial Park – Preliminary / Schematic Design Phase
Spreckels, CA 93962

Dear Spreckels Veterans Memorial District Representatives,

Please find attached a copy of the proposed “An Agreement for the Provision of Limited Professional Services between Client and *Central Coast Engineers, Inc.*”, for the construction documents for “Spreckels Memorial Park – Preliminary / Schematic Design Phase”.

If you find this agreement acceptable, please sign it, initial the “Terms and Conditions”, and return a copy of each to our office. If you have any questions regarding this matter, please feel free to contact our office at your convenience.

Yours Truly,



Derek Johnson, P.E.

Secretary

Central Coast Engineers, Inc.

**An Agreement for the Provision of Limited Professional Services
between Client and *Central Coast Engineers, Inc.***

Date: February 27, 2024

Job No. 24-014

Firm: ***Central Coast Engineers, Inc.***

P.O. Box 2503

Salinas, CA 93902

Client: Spreckels Veterans Memorial District

P.O. Box 7266

Spreckels, CA 93962

Project: Spreckels Memorial Park – Preliminary / Schematic Design Phase
Spreckels, CA 93962

Description: The project consists of the Preliminary / Schematic design phase for the re-build of a new structure at the previous racquetball court site.

The Scope of Services: The Firm will provide the following services.

Preliminary / Schematic Architectural design to include:

- A. Site Plan
- B. Driveway Approach
- C. Floor Plan
- D. Elevations
- E. Roof Plan
- F. Building Sections
- G. Coordination / Meetings with Landscape Architect
- H. Coordination with Spreckels Memorial Park District Board

Fee Arrangement: The Client, in consideration for the services rendered will pay the Firm, accordance with “Terms and Conditions” on a “Time and Materials” basis. The time will be charged at the appropriate rate per the attached “Rate Schedule”. An estimate of \$9,400.00 is provided for budget purposes only and is **NOT** to be considered a “Not-to-exceed” amount.

Exclusions: This agreement excludes the following items:

- Permit Documents
- Landscape Design
- Civil Engineering – Grading / Drainage & Storm Water Design
- Redesign of all or part of the structures due to design changes.
- The structural design and/or review of any structure not specifically included in “Description”.
- Retaining and any other site structures beyond the building footprints.
- Any items not specifically included in the “Scope of Services”.


Additional services will only be performed at the specific request of the client or its authorized representative.

Prepared by: Derek Johnson, P.E.

The attached “Terms and Conditions” are a part of this Agreement.

Offered by:

Accepted by:


3/1/2024

Signature Date
Derek Johnson, Secretary
Civil Engineer, No. C66027 (Exp. 6/30/2024)
Central Coast Engineers, Inc.

Signature Date

Printed Name / Title

Terms and Conditions

Rate Schedule

Senior Engineer	180.00 / hour
Project Engineer	160.00 / hour
Staff Engineer	140.00/ hour
Assistant Project Engineer	120.00 / hour
Drafter I	120.00 / hour
Drafter II	100.00 / hour
Clerical	60.00 / hour

Rates subject to change.

Additional Services: Additional services will only be performed at the specific request of the client and will be charged at the appropriate rate above.

Reimbursables: Cost of reimbursable items such as prints, reproducible documents, mileage, etc. will be charged to the Client with a 10% additional mark-up fee.

Duplication/Prints: 24"x36" sheets @ \$2.00 per sheet, for in-house prints greater than 20 sheets.

Billings/Payments: Invoices for the Firm's services shall be submitted, at the Firm's option, either upon completion of such services or on a monthly basis ending on the 25th day of each month. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, the Firm may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.

Late Payments: Accounts unpaid 30 days after the invoice date may be subject to a monthly service charge of 1.5% on the then unpaid balance. In the event any portion or all account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

Access To Site: Unless otherwise stated, the Firm will have access to the site for activities necessary for the performance of the services. The Firm will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.

Dispute Resolution: Any claims or disputes made during design, construction or post-construction between the Client and Firm shall be submitted to non-binding mediation. Client and Firm agree to include a similar mediation agreement with all contractors, subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties.


Indemnification: The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Firm, his or her officers, directors, employees, agents and subconsultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance by any of the parties above named of the services under this agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Firm.

Certifications: Guarantees and Warranties: The Firm shall not be required to execute any document that would result in its certifying, guaranteeing or warranting the existence of conditions whose existence the Firm cannot ascertain.

Limitation of Liability: In recognition of the relative risks, rewards and benefits of the project to both the Client and the Firm, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Firm's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed three times the fee, nor \$120,000 (dollars). Such causes include, but are not limited to, the Firm's negligence, errors, omissions, strict liability, and breach of contract or breach of warranty.

Termination of Services: This agreement may be terminated by the Client or the Firm should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay the Firm for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

Ownership of Documents: All documents produced by the Firm under this agreement shall remain the property of the Firm and may not be used by the Client for any other endeavor without the written consent of the Firm.

Project No. 24-014 Firm Initials  Client Initials _____ Date _____
 Effective 1/1/2022

Central Coast Engineers, Inc.

P.O. Box 2503, Salinas, CA 93902

Tel (831) 757-5554, Fax (831) 757-2226

February 27, 2024

Spreckels Veterans Memorial District
P.O. Box 7266
Spreckels, CA 93962

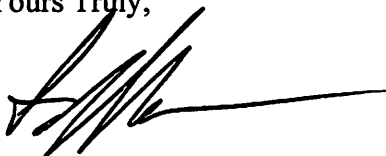
RE: Spreckels Memorial Park – Retaining Wall Re-Build
Spreckels, CA 93962

Dear Spreckels Veterans Memorial District Representatives,

Please find attached a copy of the proposed “An Agreement for the Provision of Limited Professional Services between Client and *Central Coast Engineers, Inc.*”, for the construction documents for “Spreckels Memorial Park –Retaining Wall Re-Build”.

If you find this agreement acceptable, please sign it, initial the “Terms and Conditions”, and return a copy of each to our office. If you have any questions regarding this matter, please feel free to contact our office at your convenience.

Yours Truly,



Derek Johnson, P.E.

Secretary

Central Coast Engineers, Inc.

**An Agreement for the Provision of Limited Professional Services
between Client and *Central Coast Engineers, Inc.***

Date: February 27, 2024

Job No. 24-014

Firm: *Central Coast Engineers, Inc.*
P.O. Box 2503
Salinas, CA 93902

Client: Spreckels Veterans Memorial District
P.O. Box 7266
Spreckels, CA 93962

Project: Spreckels Memorial Park –Retaining Wall Re-Build
Spreckels, CA 93962

Description: The project consists of construction documents for the re-build of a wooden retaining wall on the south-easterly side of the tennis court.

The Scope of Services: The Firm will provide the following services.

1. Site Plan
2. Structural Notes
3. Retaining Wall and Drainage Details
4. Structural Calculations
5. Building Department Submittal (All fees to be paid by others).
6. Construction Administration

Fee Arrangement: The Client, in consideration for the services rendered will pay the Firm, accordance with “Terms and Conditions” the amount of:

• Building Department Submittal	\$6,400.00
• Construction Administration	<u>+ \$1,200.00</u>
	\$7,600.00

Exclusions: This agreement excludes the following items:

- Retaining and any other site structures beyond the building footprints.
- Any items not specifically included in the "Scope of Services".


Additional services will only be performed at the specific request of the client or its authorized representative.

Prepared by: Derek Johnson, P.E.

The attached "Terms and Conditions" are a part of this Agreement.

Offered by:

Accepted by:



Signature Date
2/28/2024
Derek Johnson, Secretary
Civil Engineer, No. C66027 (Exp. 6/30/2024)
Central Coast Engineers, Inc.

Signature Date

Printed Name / Title

Terms and Conditions

Rate Schedule

Senior Engineer	180.00 / hour
Project Engineer	160.00 / hour
Staff Engineer	140.00/ hour
Assistant Project Engineer	120.00 / hour
Drafter I	120.00 / hour
Drafter II	100.00 / hour
Clerical	60.00 / hour

Rates subject to change.

Additional Services: Additional services will only be performed at the specific request of the client and will be charged at the appropriate rate above.

Reimbursables: Cost of reimbursable items such as prints, reproducible documents, mileage, etc. will be charged to the Client with a 10% additional mark-up fee.

Duplication/Prints: 24"x36" sheets @ \$2.00 per sheet, for in-house prints greater than 20 sheets.

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Dispute Resolution: Any claims or disputes made during design, construction or post-construction between the Client and Firm shall be submitted to non-binding mediation. Client and Firm agree to include a similar mediation agreement with all contractors, subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties.


Indemnification: The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Firm, his or her officers, directors, employees, agents and subconsultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance by any of the parties above named of the services under this agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Firm.

Certifications: Guarantees and Warranties: The Firm shall not be required to execute any document that would result in its certifying, guaranteeing or warranting the existence of conditions whose existence the Firm cannot ascertain.

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Ownership of Documents: All documents produced by the Firm under this agreement shall remain the property of the Firm and may not be used by the Client for any other endeavor without the written consent of the Firm.

Project No. 24-014 Firm Initials  Client Initials _____ Date _____
Effective 1/1/2022



American Recycled Products

American Recycled Products
12 East Place, Monterey, TN 38574
Tel: 888-256-3699 / 931-322-0303

QUOTATION

DATE	QUOTE#
March 22, 2024	14947-1

NAME/ ADDRESS

Shaheen Jorgensen
Town of Spreckels
831-776-8167

QTY	DESCRIPTION	TERMS	REP	FOB
		Net 30	Deb Fox	Origin
		UNIT PRICE	TOTAL	
1	HAWS Fountain – includes bottle filler, people fountain and dog bowl. Color: green #3611FR, #3670	6,950.00	6,950.00	
1	HAWS Fountain – includes dog bowl, hose spigot, and people fountain. Color: green #3670, #3661, #3601FR	6,400.00	6,400.00	
1	HAWS Fountain – includes dog bowl, hose spigot, and side mount fountain for children. Color: green #3670, #3661, #3601FR	6,400.00	6,400.00	
1	Prepaid shipping including lift gate service	302.98	302.98	
		TOTAL	\$20,052.98	

This Quote is for 15 days
FEIN 83-2541656

Email: deb@americanrecycledproducts.com

www.americanrecycledproducts.com

SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 * SPRECKELS, CA 93962

USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Organization Name _____ Contact Person Hilda C. Nazario

Mailing Address 400 Tierra Del Sol

City & Zip Code Hollister, CA 95023

Work Telephone # 831-754-1431

Home Telephone # _____

Cell Phone # 831-998-2899

DATE OF FUNCTION: 3/22/2025
 Day of Week, Date & Year

TYPE OF FUNCTION: 50th Wedding Anniversary

Circle areas of use required:

- | | | |
|------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Kitchen | <input 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 | <input type="checkbox"/> Other _____ | PA System: <input checked="" type="checkbox"/> Yes - <input type="checkbox"/> No |

HOURS OF USE: 4pm 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 Hilda C. Nazario DATE 3/4/2024

FOR OFFICE USE ONLY:

Rental Fee	\$ <u>1400</u>	LD&C Deposit	\$ <u>1000</u>
Approval Date	_____	Disapproved on	_____
# of Security Required	<u>3-1</u>	Postponed	_____
DATE DEPOSIT RECEIVED	<u>3-5-24</u>	CASH <input checked="" type="checkbox"/>	CHECK # _____ <u>16000</u>
DATE BALANCE RECEIVED	_____	CASH _____	CHECK # _____
DATE RETURNED LD&C MAILED	_____	AMOUNT \$ _____	CHECK # _____



A Proposal for the Veterans Memorial District and Spreckels Community Service District

History

Founded in 2004, California Consulting has an excellent reputation for hard work and a commitment to success for our clients. California Consulting is the largest grant writing firm in California. With offices in Southern California, Northern California, and Central California, we have over 100 clients statewide. We have 45 members of our team from Chico in the North, to San Diego in the South. California Consulting has developed an expertise in representing public agencies, and non-profit organizations. We have secured over \$1.6 billion for our clients since inception. The California Consulting team boasts approximately 30 grant writers. Through years of experience, our grant writers have a proven track record of success and have mastered their skills of identifying, researching, and obtaining funding for significant projects at every level of government. California Consulting grant writers have written over 1,450 competitive grant applications that have been funded. Our aggressive, hard-working, and results-oriented style has translated into success for our clients. Our professional grant writers are diligent and stay current on every Federal and State grant available on a myriad of different topics and public policy areas. Whether it is recreation, education, parks, or public safety our grants team knows where to locate grant funds and how to successfully write the applications.

References

California Consulting references include key leaders from around the State. Our relationships are bipartisan and we have references from major figures and leaders in both political parties. California Consulting currently represents over 50 cities across California, almost 40 School Districts, non-profits, and others. We have also been retained to work for agencies including Chevron Corporation and academic institutions including the California Institute of Technology in Pasadena, as well as several private sector clients. A full client list can be obtained at www.californiaconsulting.org.

Grant Writing

California Consulting is a full-service grant writing and management firm. We are experts in the fields of grant research and identification, preparing comprehensive and concise grant application packages, submitting grants in a timely fashion, following through after the grant has been submitted to determine the status of the grant, and post-award compliance and administration. California Consulting has a fundamental business philosophy founded on open communication and tailoring the grants we go after to fit our client's needs.

1. **Needs Assessment (Meetings with Department Heads to review priorities and funding needs):** We learn about the client at the outset of the contract by conducting an in-depth Needs Assessment. Each client is assigned a lead Project Manager. The Project Manager communicates regularly with the client on an ongoing basis. This relationship-building is the key to keeping the grants pursued on target with the client's overall goals.
Sample questions asked during the Needs Assessment:
 - List and describe any program initiatives or priority projects.
 - What needs, projects, or content areas would you like to target for funding? You can list specific projects or general areas in which you have funding needs.
 - List any grants for which you are considering applying or have decided to apply. In addition, please list what kind of grant-writing support would be helpful for each grant.
 - List past grants that have been funded.
 - List past grant applications you would like to revise and submit again.
2. **Facilitation of Department Decision-Making Processes:** Our Project Managers are experts on grant identification. With years of experience, your Project Manager will be able to assist your Staff in deciding which grants make the most sense in meeting the funding needs identified.
3. **Grant Research and Identification:** Our Project Manager conducts thorough research on an ongoing basis. We track current and upcoming grants in order to let our clients know what is available and what we recommend would fit their situation. By regularly tracking grant announcements we are able to present these grant opportunities to our clients as soon as they are released. California Consulting will provide you with a Grant Activity Report monthly detailing the grants available, grants in progress, and grants submitted. You will also be provided with available grant opportunities on an ongoing basis.
4. **Client Commitment:** When identifying grants that meet your needs and funding priorities, your Project Manager will advise you of the estimated time commitment required from your staff.
5. **Grant Preparation Process:** When your staff and California Consulting agree to pursue a grant, we will develop a checklist and schedule. The checklist and schedule will include what things you will be responsible for and when we will need them submitted. We need your staff involved in the grant preparation process to provide the required information we don't have access to. The Project Manager will provide you with grant portions along the way to review for content accuracy. The more engaged you are able to be in this process, the higher the quality of the application will be. California Consulting retains copies of all grants we've submitted. If the application is successful, we use it as a guide for future grants.

Below is a list of general tasks for our grant process:

- a. Create a task timeline with due dates
- b. Ensure the proposed project meets the grant agency's requirements
- c. Review similar successful grant applications and apply where possible
- d. Collect information on the project
- e. Meet with staff to create an accurate scope of work, budget, timeline, narratives, and cost analysis
- f. Obtain letters of support when necessary
- g. Draft proposals and send to staff for review
- h. Incorporate staff edits in final drafts
- i. Submit completed application timely

6. **Quality Assurance:** California Consulting takes pride in our impeccable grant applications. We are successful in this area due to our thorough quality assurance measures. Our Grant managers conduct group meetings with all Project Managers regularly. In addition, our Grant Managers meet individually with each Project Manager to review each client. These meetings thoroughly discuss each client's needs, what grants are being worked on and what additional grants may be a good fit. Our Grant Managers review grant applications prior to submission. This ensures the best quality product before the grant application is submitted.
7. **Facilitation of Partnership Meetings:** Our Project Managers will arrange and schedule meetings with key personnel to review all grants prior to submission to ensure application accuracy.
8. **Timely Submission:** We create a precise timeline to ensure the grant is submitted on time. This timeline not only captures the submission deadline, but we create other deadlines in order to obtain the information needed for a quality submission. We believe if everyone is on the same page and is aware of what needs to be done, we can limit scrambling at the last minute.
9. **Funding Agency Monitoring:** California Consulting will monitor the Funding Agency until grant awards are announced.
10. **Grant Administration:** Some grants require post-award compliance, reporting, and administration. California Consulting will prepare the required agency reports and submit them by the required due date. We propose that to the extent legally allowed, the Client hire California Consulting as grant administrators when dollars are available from within the grant (at no additional cost to you). When grant dollars from the grant are not available for administration, reporting, and evaluation purposes we will provide these services to the Client for a monthly fee, or a one-time fee based on the Client's preference. If the Client chooses the monthly retainer option, grant administration services are included.
11. **Monthly Progress Reporting:** California Consulting will prepare a monthly report reflecting grants in progress, grants submitted, and grants awarded. This will provide you and your Team with a clear return on investment.

Scope of Services and Pricing

In-Depth Needs Assessment and Report

1. California Consulting will conduct an in-depth Needs Assessment on-site in which all relevant staff members involved with grants should be present to provide their input.
2. Utilizing the information gathered, California Consulting will prioritize the needs established and conduct thorough research identifying available funding opportunities.
3. Within 15 days of the Needs Assessment, California Consulting will provide the Client with an in-depth report summarizing and prioritizing funding needs identified. The report will provide current and future funding opportunities available that meet the Client's needs.
4. The cost for the In-depth Needs Assessment and Report is **\$3,000.00 (not to exceed 20 hours @\$150.00 hourly rate)**.

Sample questions asked during the Needs Assessment:

- List and describe any program initiatives or priority projects.
- What needs, projects, or content areas would you like to target for funding? You can list specific projects or general areas in which you have funding needs.
- List any grants for which you are considering applying or have decided to apply. In addition, please list what kind of grant-writing support would be helpful for each grant.
- List past grants that have been funded.
- List past grant applications you would like to revise and submit again.

A Proposal for the Veterans Memorial District and Spreckels Community Service District

History

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Grant Funding Services

California Consulting is a full-service grant writing firm. We are experts in the fields of grant research and identification. We prepare comprehensive and concise grant application packages. We submit grants in a timely fashion and follow through after the grant has been submitted to determine the status of the grant. We also conduct post-award compliance and administration. California Consulting has a fundamental business philosophy founded on open communication and tailoring the grants we pursue to fit our client's needs.

References

California Consulting references include key leaders from around the State. All of our current clients are references. California Consulting currently has contracts with over 50 cities across California, almost 40 School Districts, Non-Profits, and others. A full client list can be obtained at www.californiaconsulting.org.

Pricing

We propose an agreement for a Per Grant basis, plus reimbursement of out-of-pocket expenses.

The following is a breakdown of the cost per grant:

Grant Amount Request	Cost
Up to \$10,000	\$1,500
\$10,001 - \$50,000	\$4,000
\$50,001 - \$100,000	\$5,500
\$100,001 - \$250,000	\$7,500
*Over \$250,000	\$9,000 - \$12,000

**Cost will be determined based on the complexity of grant preparation
for grant requests exceeding \$250,000*

Grant research, grant identification, and grant administration can be provided at an hourly rate of \$150.00. For research completed at an hourly rate, the client may specify a “not to exceed” amount.

BUILDING EQUIPMENT INSPECTION:

INSPECT FOR PROPER OPERATION OF: DISHWASHER _____

REFRIGERATOR UNITS _____

OVENS _____

COOKTOPS _____

HOT WELLS _____

~~COFFEE URN _____~~

PLUMBING FIXTURES _____

P A SYSTEM _____

BANQUET ROOM _____

	✓	date	✓	date	✓	date	✓	date	✓	date	✓	date
DISHWASHER	✓	4-6	✓	4-13	✓	4-20	✓	4-27				
REFRIGERATOR UNITS	✓		✓		✓		✓					
OVENS	✓		✓		✓		✓					
COOKTOPS	✓		✓		✓		✓					
HOT WELLS	✓		✓		✓		✓					
COFFEE URN	✓		✓		✓		✓					
PLUMBING FIXTURES	✓		✓		✓		✓					
P A SYSTEM	✓		✓		✓		✓					
BANQUET ROOM	✓		✓		✓		✓					
									<u>AFTER EACH FUNCTION</u>			
SPECT CHAIR LEGS FOR MISSING LEG PADS	✓		✓		✓		✓		✓		✓	
SPECT TAILS FOR LOOSE SCREWS IN RAILS	✓		✓		✓		✓		✓		✓	

SPECT CHAIR LEGS FOR MISSING LEG PADS _____

SPECT TAILS FOR LOOSE SCREWS IN RAILS _____

ADDITIONAL SHEETS AS MAY BE REQUIRED

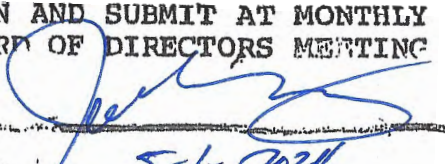
SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING

Date 5-1-2024

SCHEDULE OF MONTHLY BUILDING EQUIPMENT INSPECTION

						✓	Date	
CHECK FOR PROPER OPERATION ON AIR CONDITION UNIT FOR:						AUDITORIUM	✓	5-1-2024
"	"	"	"	"	"	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


 Date 5-1-2024