

Spreckels Memorial District
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday January 12, 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 December 1, 2021

6. GENERAL MANAGER'S REPORT:

a. Financial Reports February.

1. Fund Balances as of 12/31/2021
2. Budget FY 2021 FYTD to 12/31/2021
3. Review of Deposits: County Fund 668 November [Period 5]

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

4. Review of Deposits: Wells Fargo General Checking December.
5. Review of Wells Fargo Bank Statements/Reconciliations November 2021.
6. Review of Expenditures November 2021

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Election of Officers Calendar Year 2022
- b. Set Meeting Dates Calendar Year 2022

8. USE REQUESTS:

9. FUNCTION RECAP:

10. NEW BUSINESS:

11. CONTINUED BUSINESS:

- a. Spreckels Memorial Park Restroom ADA Upgrade Project: Final Report
- b. Spreckels 4th of July Celebration 2022.
- c. Update Facilities Manager Employment Agreement.
- d. Upcoming 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:

- a. Repurpose Racquetball Court Structure.

14. ADJOURN REGULAR MEETING: Next meeting Wednesday February 2, 2022 5:30 PM.

2021 Meeting Dates: January 13, February 3, March 3, April 7, May 5, June 2, July 7, August 4, September 1, October 6, November 3, December 1

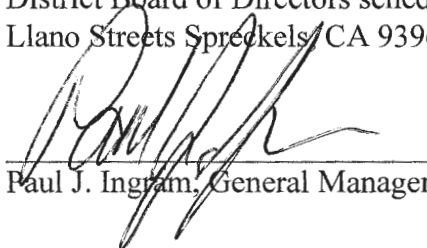
ADA COMPLIANCE

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.

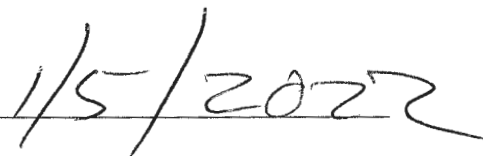
Certification

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 January 12, 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



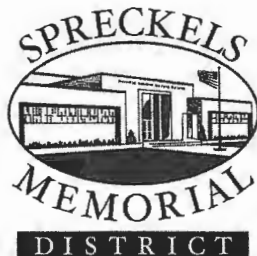
Paul J. Ingram, General Manager

Date



1/5/2022

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 December 1, 2021 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 5:33PM.

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, Kuhlmann, Kramm, Pierson
Absent: None

QUORUM ESTABLISHED

4. PUBLIC COMMENTS:

5. APPROVAL OF MINUTES:

a. SMD Regular Board Meeting November 3, 2021

Motion to approve [Kramm] 2nd [Kuhlmann].
Ayes: Magno, Chang, Kuhlmann, Kramm, Pierson
Noes: None

MOTION CARRIED

6. GENERAL MANAGER'S REPORT:

a. Financial Reports February.

1. Fund Balances as of 11/23/2021
2. Budget FY 2021 FYTD to 11/23/2021
3. Review of Deposits: County Fund 668 September [Period 4]
4. Review of Deposits: Wells Fargo General Checking November.
5. Review of Wells Fargo Bank Statements/Reconciliations October 2021.

6. Review of Expenditures October 2021

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Approve Transfer of \$60,000.00 from County Fund 668 to Wells General Checking.

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

Ayes: Magno, Chang, Kuhlmann, Kramm, Pierson

Noes: None

MOTION CARRIED

8. USE REQUESTS:9. FUNCTION RECAP:

Sabor Customs were present to recap the Dia De Los Whitewalls car show held November 6th. Event was deemed a success. Input was taken to resolve some minor issues. Preparations have begun to bring the event back in 2022. Date TBD.

10. NEW BUSINESS:11. CONTINUED BUSINESS:

- a. Spreckels Memorial Park Restroom ADA Upgrade Project: Review Invoices and Change Orders.
 b. Spreckels 4th of July Celebration 2022.
 c. Update Facilities Manager Employment Agreement.

12. REGULAR MONTHLY FACILITIES REPORTS:

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

Mapping of sprinkler system is needed for efficiency in finding leaks and inoperative components. Pump is also wearing out.

Dave also pointed out December is a 5 week month so he will be billing an additional man/day. He will be spraying at an additional cost of \$600.00

13. FUTURE AGENDA ITEMS:

- a. Repurpose Racquetball Court Structure.
 b. Park Lighting Repairs.
 c. Park Group Picnic Area Refurbishment.

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

Meeting was adjourned at 7:11 pm.

Respectfully submitted,

Approval date _____

Paul J. Ingram, General Manager

DRAFT

**SPRECKELS MEMORIAL DISTRICT FUND
BALANCES AS OF 12/31/2021**

COUNTY FUND 668	\$ -46,973.23
WELLS FARGO	
GENERAL CHECKING	\$ 33,866.49
WELLS FARGO	
PAYROLL CHECKING	<u>\$ 1,413.99</u>
TOTAL	\$ -11,692.75

Spreckels Memorial District
Adopted Budget FYTD to 12/31/2021

Income	Budget	FYTD		
July 4th	\$10,000.00		\$10,000.00	0.00%
Memorial Building & Park rent	\$20,000.00	\$16,455.00	\$3,545.00	82.28%
Sub Total	\$30,000.00	\$16,455.00	\$13,545.00	54.85%
Per Capita Grant	\$177,960.00	\$177,960.00	\$0.00	100.00%
Property Tax	\$235,000.00	\$10,666.28	\$224,333.72	4.54%
Special Assessment	\$44,500.00	\$281.21	\$44,218.79	0.63%
Interest on Pooled Investments	\$2,000.00	\$117.49	\$1,882.51	5.87%
Sub Total	\$459,460.00	\$10,947.49	\$448,512.51	2.38%
Total Income	\$489,460.00	\$27,402.49	\$462,057.51	5.60%
Expense				
Salaries				
Pay Roll Expenses	\$90,000.00	\$50,660.92	\$39,339.08	56.29%
Employee Benefits				
Workers Comp	\$2,500.00	-\$256.76		-10.27%
Total Salary and Benefits	\$92,500.00	\$50,404.16	\$42,095.84	54.49%
Operations Budget				
4th of July	\$10,000.00		\$10,000.00	0.00%
Professional Services				
Audits	\$8,000.00		\$8,000.00	0.00%
Administration Fees	\$3,000.00	\$423.00	\$2,577.00	14.10%
Advertising	\$1,200.00	\$232.50	\$967.50	19.38%
Legal Services	\$2,000.00	\$792.00	\$1,208.00	39.60%
Parcel Management	\$3,875.00	\$3,800.00	\$75.00	98.06%
Bank Fees	\$50.00		\$50.00	0.00%
Property Tax	\$450.00	\$444.80	\$5.20	98.84%
Sub Total	\$18,575.00	\$5,692.30	\$12,882.70	30.64%
Education				
Board and Staff Education	\$1,500.00	\$548.50	\$951.50	36.57%
Dues and Subscriptions	\$2,500.00	\$1,233.00	\$1,267.00	49.32%
Sub Total	\$4,000.00	\$1,781.50	\$2,218.50	44.54%
MAINTENANCE				
Building Materials	\$1,200.00	\$417.78	\$782.22	34.82%
Electrical Repairs Hall	\$1,000.00		\$1,000.00	0.00%
Electrical Repairs Park	\$250.00		\$250.00	0.00%
Equipment Purchase	\$1,000.00	\$700.02	\$299.98	70.00%
Equipment Rental	\$500.00	\$200.00	\$300.00	40.00%
Power Equipment Repairs	\$200.00		\$200.00	0.00%

Spreckels Memorial District
Adopted Budget FYTD to 12/31/2021

Plumbing Repairs Hall	\$250.00		\$250.00	0.00%
Plumbing Repairs Park	\$250.00		\$250.00	0.00%
HVAC	\$2,000.00		\$2,000.00	0.00%
Equipment Maint & Repairs Hall	\$1,000.00	\$1,925.00	-\$925.00	192.50%
Equipment Maint & Repairs Park	\$1,000.00	\$58.29	\$941.71	5.83%
Sprinkler Supplies	\$500.00	\$1,009.87	-\$509.87	201.97%
Sprinkler System Repairs	\$850.00	\$1,910.00	-\$1,060.00	224.71%
Park Plants	\$250.00	\$204.20	\$45.80	81.68%
Fuel	\$850.00	\$606.79	\$243.21	71.39%
Pest Contol	\$600.00	\$195.00	\$405.00	32.50%
Landscape Maintenance Contract	\$25,000.00	\$12,480.00	\$12,520.00	49.92%
Tree Maintenance	\$2,500.00		\$2,500.00	0.00%
Turf Treatment	\$6,500.00	\$4,831.00	\$1,669.00	74.32%
Water Treatment	\$1,400.00	\$659.65	\$740.35	47.12%
Sub Total	\$47,100.00	\$25,197.60	\$21,902.40	53.50%
Utilities				
PG&E Park	\$5,000.00	\$1,396.96	\$3,603.04	27.94%
PG&E Hall	\$12,000.00	\$6,942.58	\$5,057.42	57.85%
Water / Park	\$20,000.00	\$10,655.41	\$9,344.59	53.28%
Water / Hall	\$3,500.00	\$2,009.18	\$1,490.82	57.41%
Sewer	\$1,300.00	\$665.74	\$634.26	51.21%
Telephone and Internet	\$5,500.00	\$2,524.27	\$2,975.73	45.90%
Sub Total	\$47,300.00	\$24,194.14	\$23,105.86	51.15%
Supplies				
Janitorial Supplies	\$4,000.00	\$2,023.67	\$1,976.33	50.59%
Sub Total	\$4,000.00	\$2,023.67	\$1,976.33	50.59%
Office/Operating Expenses				
Office Supplies	\$500.00	\$241.92	\$258.08	48.38%
Office Equipment	\$100.00		\$100.00	0.00%
Post Office Box	\$225.00		\$225.00	0.00%
Website	\$600.00		\$600.00	0.00%
Postage and Delivery	\$55.00	\$58.00	-\$3.00	105.45%
Sub Total	\$1,480.00	\$299.92	\$1,180.08	20.26%
Insurance				
General Liability / Property Insurance	\$3,000.00	\$8,757.83	-\$5,757.83	291.93%
Sub Total	\$3,000.00	\$17,515.66	-\$14,515.66	583.86%
Total Operations	\$227,955.00	\$127,108.95	\$100,846.05	55.76%
Capital Expense				
Building		9800	-\$9,800.00	#DIV/0!
Park	\$370,000.00	356694.46	\$13,305.54	96.40%
Sub Total	\$370,000.00	366494.46		99.05%
Emergency Reserve	-\$108,145.00			
Total Expense	\$489,810.00	\$493,603.41	(\$3,793.41)	100.77%

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
					0.00	0.00	
Total for Sub-BSA 4010 - Current Secured				(1,883,182.35)	0.00	0.00	(1,883,182.35)

Sub BSA/Obj/Rev 4015 - Current Unsecured

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX07_22_CU		11/17/2021	Curr Unsec - July-September 2021		0.00	(9,125.44)	
Total for Sub-BSA 4015 - Current Unsecured				(72,936.17)	0.00	(9,125.44)	(82,061.61)

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,PTAX08_22_PRSEC		11/12/2021	Prior Secured - september-October 2021		0.00	(637.96)	
Total for Sub-BSA 4025 - Prior Secured				(37,945.48)	0.00	(637.96)	(38,583.44)

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				(764.46)	0.00	0.00	(764.46)

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	4035 - Current Supplemental								
Total for Sub-BSA 4035 - Current Supplemental						(33,196.92)	0.00	0.00	(33,196.92)
Sub BSA/Obj/Rev	4040 - Prior Supplemental								
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance		
JV,1110,PTAX09_22_PRSUPPL		11/15/2021	Prior Suppl - September-October 2021		0.00	(90.04)			
Total for Sub-BSA 4040 - Prior Supplemental						(2,061.14)	0.00	(90.04)	(2,151.18)
Sub BSA/Obj/Rev	4090 - Other Property Taxes								
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 4090 - Other Property Taxes						(4,602.28)	0.00	0.00	(4,602.28)
Sub BSA/Obj/Rev	5030 - HOPTR								
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 5030 - HOPTR						(10,442.76)	0.00	0.00	(10,442.76)
Sub BSA/Obj/Rev	5325 - Other In Lieu Revenues								
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 5325 - Other In Lieu Revenues						(67,703.80)	0.00	0.00	(67,703.80)
Sub BSA/Obj/Rev	5415 - Special Assessments								

Report ID : MC-FIN-BS-0301	County of Monterey	Page 4 of 4
Run Date : 01/03/2022	Trial Balance By Accounting Distribution	
Run Time : 03:12 PM	Fiscal Year 2022 / 5 through 5	

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,PTAX08_22_PRSEC		11/12/2021	Prior Secured - september-October 2021		0.00	(228.38)	
Total for Sub-BSA 5415 - Special Assessments				(475,203.47)	0.00	(228.38)	(475,431.85)
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
					0.00	0.00	
Total for Sub-BSA No Sub-BSA Specified				2,580,370.96	0.00	0.00	2,580,370.96
Total for B-2530 - Assets Held as Agency for Others				(7,667.87)	0.00	(10,081.82)	(17,749.69)
Total for Fund 668 - Spreckels Memorial District				(0.00)	10,081.82	(10,081.82)	(0.00)
Grand Total				(0.00)	10,081.82	(10,081.82)	(0.00)

Deposit Summary

Spreckels Memorial District

Summary of Deposits to Wells General Checking 2 on 12/07/2021

Chk No.	PmtMethod	Rcd From	Memo	Amount
		Eddie G. Real	Building Rent	1,000.00
		Naomie Veliz Garnica	Building Rent	1,500.00
Less Cash Back:				
Deposit Total:				2,500.00

Deposit Summary

Spreckels Memorial District

Summary of Deposits to Wells General Checking 2 on 12/15/2021

Chk No.	PmtMethod	Rcd From	Memo	Amount
		Sign With Us 3		350.00
Less Cash Back:				
Deposit Total:				350.00

THIS CONTRACT is made and entered into between Spreckels Memorial District, a Governmental Special District, ("SMD") and Danielle Parker ("Contractor").

Spreckels and Contractor agree as follows:

1. SCOPE AND STANDARDS:

A. CONTRACT. Contractor shall do all work, attend all meetings, produce all reports and carry out all activities necessary to complete the services described in the SCOPE OF WORK AND STANDARDS FOR SERVICES, attached hereto and incorporated herein by this reference as Exhibit A, as requested by the SMD. This Contract and its exhibits shall be known as the "Contract Documents." Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein.

2. EMPLOYMENT STATUS OF PERSONNEL:

A. INDEPENDENT CONTRACTOR; EMPLOYEES OF CONTRACTOR. Contractor enters into this Contract as, and shall at all times remain as to the SMD, an independent contractor and not as an employee of the SMD. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. Any persons employed by Contractor for the performance of services pursuant to this Contract shall remain employees of Contractor, shall at all times be under the direction and control of Contractor, and shall not be considered employees of SMD . All persons employed by Contractor to perform services pursuant to this Contract shall be entitled solely to the right and privileges afforded to Contractor employees and shall not be entitled, as a result of providing services hereunder, to any additional rights or privileges that may be afforded to SMD employees.

B. INDEPENDENT INVESTIGATION. The Contractor agrees and hereby represents it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Contract is based on such independent investigation and research.

C. COMPLIANCE WITH EMPLOYMENT LAWS. The Contractor shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work.

D. UNLAWFUL DISCRIMINATION PROHIBITED. Contractor shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship, sexual orientation or gender identification.

3. TIME OF PERFORMANCE:

The services of Contractor are to commence upon execution of this Contract by SMD, and shall be undertaken and completed in a prompt and timely manner, in accordance with the Scope of Work referenced in Exhibit A. The services to be provided by the SMD to commence upon execution of this Contract and undertaken and completed by SMD staff in cooperation with the Contractor are referenced in Exhibit B.

4. COMPENSATION:

A. TERMS. Compensation to the Contractor shall be as set forth in Exhibit c attached hereto and made a part hereof.

B. NO PAY FOR ADDITIONAL SERVICES WITHOUT WRITING. Contractor shall not be compensated for any services rendered in connection with its performance of this Contract, which are in addition to those set forth herein or listed in Exhibit A, unless such additional services are authorized in advance and in writing by the SMD Board President, Business Manager or the Business Manager's designee (hereinafter "Spreckels Business Manager" shall include the Spreckels Business Manager's designee). Contractor shall be compensated for any additional services in the amounts and in the manner as agreed to by SMD and Contractor at the time SMD's express written authorization signed by the Spreckels Business Manager is given to Contractor for the performance of said services.

5. TERMINATION:

A. 30 DAYS NOTICE. The SMD, upon thirty (30) days written notice, may terminate this Contract, without cause, at any time. In the event of such termination, Contractor shall be compensated for non-disputed fees under the terms of this Contract up to the date of termination.

6. CHANGES:

The SMD or Contractor may, from time to time, request changes in the scope of the services of Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of Contractor's compensation and/or changes in the schedule must be authorized in advance by both Parties in writing. Mutually agreed changes shall be incorporated in written amendments to this Contract. The SMD Business Manager must authorize any increase in the amount of Contractor's compensation and/or changes in Exhibit A and or Exhibit B in advance.

EXHIBIT A Scope of Service

Contractor will plan, direct and implement all aspects of the 4th of July event at Spreckels Memorial Park on behalf of the Spreckels Memorial District in coordination with the Spreckels Memorial District designated Board Member "Committee Chairperson". Contractor will coordinate pre-event activities, manage race and programming, provide for music entrainment and coordinate all vendor activities.

Additional work shall include:

- Completion and submission of Application for Encroachment Permit with Monterey County Resource Management Agency to close Spreckels streets, including communication with various agencies for approvals of street closure plans and health and safety requirements.
- Day of event management.
- Work with Spreckels 4th of July Celebration steering committee to help with the production and logistics of the event.
- Propose program, solicit bands and manage contracts, invoices and payments. (Contractor cannot enter into contracts on the board's behalf).
- Source, select and manage run vendors and event vendors.
- Recruit and schedule volunteer groups and manage volunteer staff.
- Coordinate with the SMD the ordering of equipment.
- Design, copy, layout fliers as needed.
- Write and distribute Public Service Announcements, press releases and other marketing and advertising promotions as approved by Spreckels Memorial Board.
- Design and manage event web pages through Spreckels Memorial District website.
- Create Sponsorship Packet and work with the Board to solicit donations.

EXHIBIT B**Service to be provided by SMD**

The following items shall be provided by the SMD and are not the responsibility of the contractor:

- Contractual services:
 - Police and event security
 - Temporary Restroom Facilities
 - Public Work sanitary event maintenance
- Financial Management:
 - Spreckels Business Manager shall be responsible for management of all income and payment of all expenses through Spreckels Memorial District accounts.
- Vendor Applications and Payments:
 - Spreckels Business Manager shall be responsible to receive all vendor applications and payments and send proof of receipt to vendors. Spreckels Business Manager shall scan and send applications to Contractor, and retain hard copies until event is completed.

EXHIBIT C
Compensation

Any Expenses exceeding such budgeted amounts must be pre-authorized, in writing by the SMD. Contractor represents and warrants that all services performed under this Agreement will be of professional quality conforming to generally accepted industry practices.

Event Coordination Fee: \$6,000

Schedule of Payment

\$3000 upon approval of this contract February 5, 2020

\$1500 – April 1st, 2020

\$1500 – Upon Final Report of Event (No later than August 5th 2020)

Approvals and Signatures:

Approved this day _____, _____ by the Spreckels Memorial
District Board of Directors by,

Richard Magno, President

And agreed to by,

Danielle Parker, Contractor