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Spreckels Memorial District
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday September 7, 2016 6:30pm
Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

AGENDA

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

1. CALL TO ORDER:

2. ROLL CALL & ESTABLISHMENT OF QUORUM:

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

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

4. APPROVAL OF MINUTES:

- a. SMD Special Board Meeting 8/2/2016

4-7

5. BUSINESS MANAGER'S REPORT:

- a. Financial Reports August

8-9

6. PUBLIC HEARING:

- a. Resolution 2016-02: Adopt Budget for FY 2016-17

10-12

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Approval of Business Manager/Board Clerk Employment Agreement.

13-14

8. USE REQUESTS:

15-21

- a. Premo Roofing Christmas Party
- b. Veronica Delgadillo Baptism
- c. Rick Losoya Birthday Party
- d. Roberto Neri Social Gathering
- e. Maribel Menchaca Sweet 15
- f. Dida Losoya Dinner Dance
- g. Cindy Avalos Wedding

9. FUNCTION RECAP:

- a. Stephanie Garcia
- b. Velasquez Wedding

22-23

10. NEW BUSINESS:

- a. Steve McDougall: 4th of July Tradition in Spreckels for 2017
- b. Clarke's Turf & Water: Estimate #102-Weed Control
- c. Clarke's Turf & Water: Estimate #103-Lawn Aeration

24
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11. CONTINUED BUSINESS: MEMORIAL BUILDING:

- a. Organ Grinder Painting: Letter to Salinas City Manager Ray Corpuz.

12. CONTINUED BUSINESS: MEMORIAL PARK:

- a. Park Reservation Form & Deposit

26-27

13. REGULAR MONTHLY FACILITIES REPORTS:

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

14. REVIEW OF DEPOSITS

28

15. REVIEW AND APPROVAL OF MONTHLY ACCOUNTS PAYABLE:

29-30

16. ADJOURN REGULAR MEETING: Next Regular Meeting: October 5, 2016.

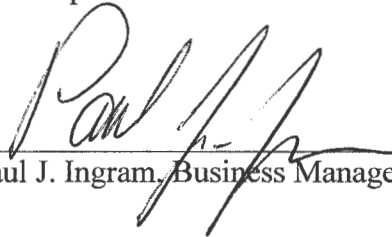
ADA COMPLIANCE

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

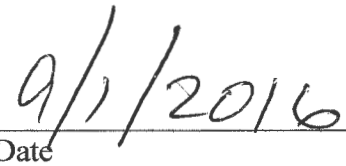
In Compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at Spreckels Veterans Memorial Building, 5th and Llano Streets, Spreckels, CA 93962, or at the scheduled meeting. In addition, if you would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

Certification

I, Paul J. Ingram, Business Manager/Board Clerk for Spreckels Memorial District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the September 7, 2016 Regular Meeting of the District Board of Directors scheduled for 6:30 pm at Spreckels Veterans Memorial Building, 5th and Llano Streets Spreckels, CA 93962



Paul J. Ingram, Business Manager/Board Clerk



Date

Spreckels Memorial District
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF
DIRECTORS

Tuesday August 2, 2016 6:30pm

Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

1. CALL TO ORDER:

Meeting was called to order by President Henningsen at 6:31 pm.

2. SPECIAL ORDERS:

a. Installation of Richard Foster to the Board of Directors.

Director Foster presented his Certificate of Appointment from the Clerk of the Board of Supervisors and certificate of completion of AB 1234 Ethics Training for CV 2016.

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

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

Present: Henningsen, Eastwood, Foster

Absent: Magno, McDougall

Quorum established

4. PUBLIC COMMENTS:

5. APPROVAL OF MINUTES:

a. SMD Regular Board Meeting 7/6/2016

Motion to approve, [Eastwood], 2nd [Foster]

Ayes: Henningsen, Eastwood, Foster

Noes: None

Motion carried

6. BUSINESS MANAGER'S REPORT:

- a. Financial Reports July.

Fund balances, P&L for July and P&L for FY 2015-16 were presented.

7. PUBLIC HEARING:

8. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Approval of Business Manager/Board Clerk Employment Agreement.

President Henningsen gave an overview of the meeting that took place August 27th between himself, Spreckels Community Services District President Eastwood and Business Manager Paul Ingram to discuss a new Employment Description and Agreement. It was the recommendation of this committee that the draft agreement would be approved at the salary of \$1,750 per month. The committee further gave the recommendation that Spreckels Community Services District contract with Spreckels Memorial District for management services at the rate of \$500.00 per month and that Business Manager Ingram be paid as an employee through Spreckels Memorial District only. Director Foster recommended that the final approval of the Employment Agreement be tabled until the full board can consider the issue at the September 7, 2016 Regular Meeting. Business Manager Ingram will be paid \$500.00 salary for July, with \$500.00 of the balance of \$1,250.00 to be paid at the August 17, 2016 Spreckels Community Services District regular meeting and \$750.00 to be paid at the September 7, 2016 Spreckels Memorial District regular meeting upon the approval of the full board.

Business Manager will draft a proposal contract for services between Spreckels Memorial District and Spreckels Community Services District to be presented for approval at the August 17, 2016 Spreckels Community Services District regular meeting.

9. USE REQUESTS:

- a. Jess Roland Wedding
- b. Mick Mechel Celebration of Life

Motion to approve, [Foster], 2nd [Eastwood]

Ayes: Henningsen, Eastwood, Foster

Noes: None

Motion carried

10. FUNCTION RECAP:

- a. Fourth of July in the Park.

Director Foster described the event as running very well, despite a smaller crowd. Landscape Contractor Dave Clarke said there were no problems with burns in the lawn.

11. NEW BUSINESS:

- a. New Window in Business Manager's Office.

Business Manager Ingram is directed to seek bids for the work and check to see if a permit is required to install a window.

12. CONTINUED BUSINESS: MEMORIAL BUILDING:

- a. Organ Grinder Painting: Letter to Salinas City Manager Ray Corpuz.

There has been no response as of the date of this meeting.

- b. Budget Development Committee.

Director Foster was appointed to the committee. He will contact Director McDougall for further discussion. Business Manager Ingram will provide financial information from last fiscal year. Notice of a Public Hearing for the adoption of the proposed budget for Fiscal Year 2016-17 will be posted by July 29, 2016. Adoption of the proposed budget will take place at the September 7, 2016 regular meeting.

13. CONTINUED BUSINESS: MEMORIAL PARK:

- a. Park Reservation Form & Deposit

14. REGULAR MONTHLY FACILITIES REPORTS:

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

15. REVIEW OF DEPOSITS

16. REVIEW AND APPROVAL OF MONTHLY ACCOUNTS PAYABLE:

With payment for July for Business Manager Ingram changed from \$1,600.37 to \$457.25, Motion to approve, [Foster], 2nd [Eastwood]

Ayes: Henningsen, Eastwood, Foster

Noes: None

Motion carried

17. ADJOURN REGULAR MEETING: Next Regular Meeting: September 7, 2016.

Meeting was adjourned at 7:55 pm.

DRAFT

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**SPRECKELS MEMORIAL DISTRICT FUND
BALANCES AS OF 9/7/2016 AFTER TODAY'S
PAYABLES, DEPOSIT AND TRANSFER OF
\$15,000.00**

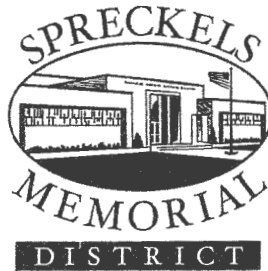
COUNTY FUND 668	\$202,445.07
RABOBANK CHECKING	<u>\$ 11,151.09</u>
TOTAL	\$213,596.15

2:31 PM
09/07/16
Cash Basis

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Spreckels Memorial District
Profit & Loss
August 2016

	<u>Aug 16</u>
Income	
Building Income	
LD&C Refund	-700.00
Rent	1,047.00
Total Building Income	<u>347.00</u>
Total Income	347.00
Expense	
Advertizing	38.50
Gasoline	28.30
Legal Services	159.54
Park Improvements	2,292.63
Park Landscape Maintenance	2,080.00
Park Repairs	4,800.00
Payroll Expenses	4,144.53
Pest Control	45.00
Power & Gas	1,082.22
Sewer	104.70
Telephone & Internet	150.35
Water	1,211.37
Water Treatment	115.17
Total Expense	<u>16,252.31</u>
Net Income	<u><u>-15,905.31</u></u>



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Resolution #2016-02

RESOLUTION TO ADOPT BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE **SPRECKELS MEMORIAL DISTRICT**, FOR THE FISCAL YEAR BEGINNING ON THE FIRST DAY OF JULY, 2016 AND ENDING ON THE LAST DAY OF JUNE, 2017.

WHEREAS, the Board of Directors of Spreckels Memorial District has appointed a Budget Committee to prepare and submit a proposed budget to this governing body at the proper time, and;

WHEREAS, the Budget Committee has submitted a proposed budget to this governing body on September 7, 2016 for its consideration, and;

WHEREAS, upon due and proper notice, published or posted accordance with the law, said budget was open for inspection by the public at a designated place, a public hearing was held on September 7, 2016, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance as required by law.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the Spreckels Memorial District of Spreckels, California:

Section 1. That the budget as submitted, amended and summarized by fund, hereby is approved and adopted as the budget of the Spreckels Memorial District for the year stated above.

Section 2. That the budget hereby approved and adopted shall be signed by Scott Henningsen, Board President and made a part of the public records of the Spreckels Memorial District.

ADOPTED, this 7th day of September 2016:

AYES:

NOES:

ABSTAIN:

Signed:

Scott Henningsen, President

Attested:

Paul Ingram, Clerk

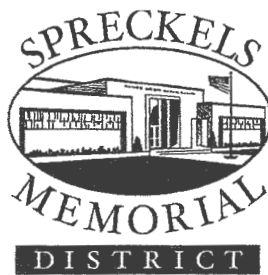
Spreckels Memorial District
Proposed Budget Fiscal Year 2016-2017

INCOME

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

EXPENSE

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



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**BUSINESS MANAGER/BOARD CLERK
GENERAL DUTIES, JOB DESCRIPTION
AND EMPLOYMENT AGREEMENT**

Place of Work:

1. District office and place of work shall be shared office space with Spreckels Community Services District at Spreckels Veteran's Memorial Building, 90 Fifth Street, Spreckels, CA 93962.

Chain of Command:

1. Business Manager shall report to the current Board President and to the rest of the Board of Directors as directed by the Board President.

Daily Tasks:

1. Monitor district phone voicemail.
2. Monitor district email Inbox.
3. As a rule, response to messages shall wait until Business Manager is at work in district office. Business Manager shall use his discretion in deciding if messages need immediate response.

Weekly Tasks:

1. Check mail at Spreckels post office.
2. Review items received in postal mail or email and forward copies to Board Members as needed. Business Manager shall have authorization to open mail addressed to the Board President or specific board members.

Monthly Tasks:

1. Attendance at the regular meeting of the Board of Directors.
2. Drafting of regular meeting agenda for review by Board President.
3. Preparation of regular meeting agenda packet with minutes of previous meeting and supporting documents for circulation to Board Members and uploading to District website.
4. Posting of agenda without supporting documents at Post Office bulletin board.
5. Printing of full agenda packets for Board Members
6. Recording of minutes for regular board meeting.
7. Preparing and printing checks for accounts payable.
8. Electronic payment of IRS Form 941 payroll taxes.
9. Preparing and printing of payroll checks.
10. Mailing of approved accounts payable and filing copies of checks and receipts by electronic media.
11. Recording of property tax income and special assessments from Monterey County Treasury Fund 634 Trial Balance Reports.
12. Reconciliation of check register against bank statements.

Quarterly Tasks:

1. Preparation, payment and transmittal of Employment Development Department Form DE-9 payroll tax reports and taxes due.
2. Preparation, payment and transmittal of IRS Form 941 payroll tax reports and taxes due.

Yearly Tasks:

1. Preparation and transmittal of State Controller Government Compensation in California report.
2. Preparation and transmittal of State Controller Financial Transactions Report.
3. Assist Parcel Auditing firm with preparation and transmittal of yearly Parcel Tax Resolution and parcel list Excel spreadsheet.
4. Preparation and transmittal of IRS Employee Forms W-2 and W-3.
5. Preparation and transmittal of IRS Form 1099 to contractors and vendors.
6. Preparation of District Annual Budget.

Ongoing tasks:

1. Drafting and updating of mandatory District documents such as By-Laws, Conflict of Interest Code, [etc.].
2. Updating and adding features and information to District website.

Communication and assistance to accounting firm for the development of mandatory current and delinquent annual audits.

Compensation:

1. Annual salary for the above shall be **\$21,000.00** in monthly payments of **\$1,750.00**. Payment shall be made on the regular monthly meeting date and shall be for the previous month's pay period.

Additional Compensation: The following mandatory tasks shall be compensated at the rate of **\$30.00** per hour, portal to portal. Automobile expense shall be reimbursed at current rates set by the Internal Revenue Service. All additional compensation shall be approved by the Board President.

1. Specially called meetings of the Board of Directors.
2. Committee meetings.
3. Meetings with District Counsel.
4. Meetings with Accounting Firm.
5. Meetings with other governmental agencies.
[Exceptions to all of the above may be made for meetings held at Spreckels Veteran's Memorial Building during planned work days.]
6. Preparation of Requests for Proposals, solicitation of contract bids and administration of bid selection process.

Yearly Review:

1. This employment agreement shall be subject to yearly revue at the request of the Board of Directors.

Approved this _____ day of _____, in the year of _____.

Scott Henningsen, Board President

Paul J. Ingram, Business Manager

USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Premco Roofing Co Jeff Premo
Organization Name Contact Person

P.O. Box 7355 Spreckels 93962
Mailing Address City & Zip Code

831. 443. 3605 831. 455. 1610 831. 241. 4811
Work Telephone # Home Telephone # Cell Phone #

DATE OF FUNCTION: Dec 23rd 2016
Day of Week, Date & Year

TYPE OF FUNCTION: Christmas Party

Circle areas of use required:

Kitchen Barbeque Room
Meeting Room Banquet Room
Auditorium Other

NEED SECURITY COMPANY GUARDS
Bar Facilities: Yes - No
Dancing: Yes - No
PA System: Yes - No

* we can provide Security Company.

HOURS OF USE: 3 to 11 ? NUMBER OF GUESTS 50

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

SIGNATURE Ronnie Premo DATE 8.29.16

FOR OFFICE USE ONLY:

Rental Fee \$300 ^{Resident Rate} LD&C Deposit \$300
Approval Date _____ Disapproved on _____
of Security Required _____ Postponed _____
DATE DEPOSIT RECEIVED _____ CASH _____ CHECK # _____
DATE BALANCE RECEIVED _____ CASH _____ CHECK # _____

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

SPRECKELS MEMORIAL DISTRICT

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P.O. BOX 7266 * SPRECKELS, CA 93962

USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Organization Name _____ Contact Person Veronica Delgadillo
Mailing Address 1111 W Alisal St Salinas CA 93901
Work Telephone # 831-449-2494 Home Telephone # _____ Cell Phone # 831-240-3706

DATE OF FUNCTION: Sat. Oct 15, 2016
 Day of Week, Date & Year

TYPE OF FUNCTION: Baptism

Circle areas of use required:

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

HOURS OF USE: 5pm to 12am NUMBER OF GUESTS 200

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 Veronica Delgadillo DATE 9/6/16

FOR OFFICE USE ONLY:

Rental Fee	\$ <u>300</u>	LD&C Deposit	\$ <u>300</u>	<i>Approved 9/23/16</i>
Approval Date	_____	Disapproved on	_____	
# of Security Required	_____	Postponed	_____	
DATE DEPOSIT RECEIVED	_____	CASH _____	CHECK # _____	
DATE BALANCE RECEIVED	_____	CASH _____	CHECK # _____	
DATE RETURNED LD&C MAILED	_____	AMOUNT \$ _____	CHECK # _____	

SPRECKELS MEMORIAL DISTRICT

17

P.O. BOX 7266 * SPRECKELS, CA 93962

USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Organization Name _____ Contact Person Rick Losoya
Mailing Address 1234 Traxade Ave Salinas, CA 93906
Work Telephone # 831-262-4283 Home Telephone # _____ Cell Phone # 262-4283

DATE OF FUNCTION: 3/25/17
Day of Week, Date & Year

TYPE OF FUNCTION: 80th Birthday Party

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 type="checkbox"/> Banquet Room	Dancing: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Auditorium	Other _____	PA System: <input type="checkbox"/> Yes <input type="checkbox"/> No

HOURS OF USE: 5 to 12 NUMBER OF GUESTS 225

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

SIGNATURE [Signature] DATE 8/18/14

FOR OFFICE USE ONLY:

Rental Fee	\$ <u>600</u>	LD&C Deposit	\$ <u>300</u>
Approval Date	_____	Disapproved on	_____
# of Security Required	<u>2</u>	Postponed	_____
DATE DEPOSIT RECEIVED	_____	CASH _____	CHECK # _____
DATE BALANCE RECEIVED	_____	CASH _____	CHECK # _____
DATE RETURNED LD&C MAILED	_____	AMOUNT \$ _____	CHECK # _____

SPRECKELS MEMORIAL DISTRICT

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P.O. BOX 7266 * SPRECKELS, CA 93962

USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Organization Name _____ Contact Person ROBERTO NERI

1819 BRADBURY _____ SALINAS 93906

Mailing Address _____ City & Zip Code _____

(831) 262-3149 _____ (831) 262-3149

Work Telephone # _____ Home Telephone # _____ Cell Phone # _____

DATE OF FUNCTION: SATURDAY, OCT. 22, 2016
 Day of Week, Date & Year

TYPE OF FUNCTION: SOCIAL GATHERING

Circle areas of use required:

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

HOURS OF USE: 3pm to 10pm NUMBER OF GUESTS 120

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

SIGNATURE [Signature] DATE Aug 22 2016

FOR OFFICE USE ONLY:

Rental Fee	\$ <u>600</u>	LD&C Deposit	\$ <u>300</u>
Approval Date	_____	Disapproved on	_____
# of Security Required	<u>1</u>	Postponed	_____
DATE DEPOSIT RECEIVED	_____	CASH _____	CHECK # _____
DATE BALANCE RECEIVED	_____	CASH _____	CHECK # _____
DATE RETURNED LD&C MAILED	_____	AMOUNT \$ _____	CHECK # _____

SPRECKELS MEMORIAL DISTRICT

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P.O. BOX 7266 * SPRECKELS, CA 93962

USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Organization Name _____ Contact Person Maribel Menchaca
Mailing Address 1433 Adams St City & Zip Code Salinas, CA 93906
Work Telephone # 831-796-2874 Home Telephone # 831-594-7076 Cell Phone # 831-595-4437 * Text

DATE OF FUNCTION: 7-15-2017
Day of Week, Date & Year

TYPE OF FUNCTION: Sweet 15th

Circle areas of use required:

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

HOURS OF USE: 3 to 10 NUMBER OF GUESTS 200

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 Maribel Menchaca DATE 8/25/16

FOR OFFICE USE ONLY:

Rental Fee \$ 700 LD&C Deposit \$ 500
Approval Date _____ Disapproved on _____
of Security Required 45 Postponed _____
DATE DEPOSIT RECEIVED _____ CASH _____ CHECK # _____
DATE BALANCE RECEIVED _____ CASH _____ CHECK # _____
DATE RETURNED LD&C MAILED _____ AMOUNT \$ _____ CHECK # _____

SPRECKELS MEMORIAL DISTRICT

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P.O. BOX 7266 * SPRECKELS, CA 93962

USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Dida Cosoya →

Organization Name

Contact Person

17 3rd Street

Mailing Address

SPRECKELS CA 93962

City & Zip Code

Work Telephone #

Home Telephone #

Cell Phone #

455-0458

DATE OF FUNCTION:

Nov 26th 2016

Day of Week, Date & Year

TYPE OF FUNCTION:

Dinner Dance

Circle areas of use required:

Kitchen

Barbeque Room

Bar Facilities: Yes - No

Meeting Room

Banquet Room

Dancing: Yes - No

Auditorium

Other _____

PA System: Yes - No

HOURS OF USE: 5pm to 12am

NUMBER OF GUESTS 200

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

SIGNATURE

DATE

8-30-16

FOR OFFICE USE ONLY:

Rental Fee

\$ 300

LD&C Deposit

\$ 300

Approval Date

Disapproved on

of Security Required

4

Postponed

DATE DEPOSIT RECEIVED

CASH

CHECK # _____

DATE BALANCE RECEIVED

CASH

CHECK # _____

DATE RETURNED LD&C MAILED

AMOUNT \$

CHECK #

Specials Resident

SPRECKELS MEMORIAL DISTRICT

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P.O. BOX 7266 * SPRECKELS, CA 93962

USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Organization Name _____ Contact Person Cindy Avalos

Mailing Address 1543 Partridge St. City & Zip Code Salinas 93905

Work Telephone # _____ Home Telephone # _____ Cell Phone # (831) 998-1225

DATE OF FUNCTION: June 3, 2017
Day of Week, Date & Year

TYPE OF FUNCTION: Wedding

Circle areas of use required:

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

HOURS OF USE: 5 to 12 NUMBER OF GUESTS 200

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 Cindy Avalos DATE 9/6/16

FOR OFFICE USE ONLY:

Rental Fee	\$ <u>725</u>	LD&C Deposit	\$ <u>400</u>
Approval Date	_____	Disapproved on	_____
# of Security Required	<u>4</u>	Postponed	_____
DATE DEPOSIT RECEIVED	_____	CASH _____	CHECK # _____
DATE BALANCE RECEIVED	_____	CASH _____	CHECK # _____
DATE RETURNED LD&C MAILED	_____	AMOUNT \$ _____	CHECK # _____

SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 * SPRECKELS, CA 93962

USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Organization Name _____ Contact Person Jess Roland
Mailing Address 103 Hatten Ave / P.O. Box 7551 City & Zip Code SPRECKELS 93962
Work Telephone # _____ Home Telephone # _____ Cell Phone # 831-272-9585

DATE OF FUNCTION: Dec 11th 2016
Day of Week, Date & Year

TYPE OF FUNCTION: Wedding Reception

Circle areas of use required:

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

HOURS OF USE: 4 to 11pm NUMBER OF GUESTS 100

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

SIGNATURE [Signature] DATE 8-1-16

FOR OFFICE USE ONLY:

Rental Fee \$ 300 LD&C Deposit \$ 300
Approval Date _____ Disapproved on _____
of Security Required 2 Postponed _____
DATE DEPOSIT RECEIVED _____ CASH _____ CHECK # _____
DATE BALANCE RECEIVED _____ CASH _____ CHECK # _____
DATE RETURNED LD&C MAILED _____ AMOUNT \$ _____ CHECK # _____

Spreckels Resident

FUNCTION RECAP, EVALUATED & SUBMITTED BY CARETAKER.

ORGANIZATION: Stephanie Garcia FUNCTION DATE: Aug 6th 2016

TIMELINESS OF PAYMENTS:

Good

COOPERATION:

Good

CLEANUP OF AUDITORIUM AND BANQUET ROOM:

Good

CLEANUP OF KITCHEN AND BARBEQUE ROOM:

Good

LOSS & DAMAGE:

No Deposit Return -\$300^{car}

TROUBLE:

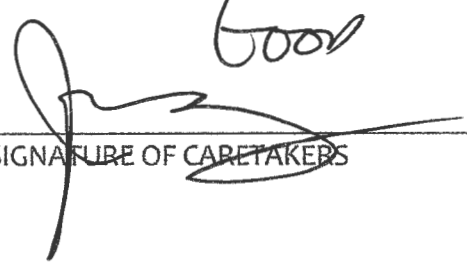
Alcohol

Alcohol found in kitchen Modelo 24 pack in kitchen

CHILDREN:

Good

SECURITY:

Good


9-6-16
DATE

SIGNATURE OF CARETAKERS

FUNCTION RECAP, EVALUATED & SUBMITTED BY CARETAKER.

ORGANIZATION: Velasquez Wedding FUNCTION DATE: 8-13-16

TIMELINESS OF PAYMENTS:

Good

COOPERATION:

Good

CLEANUP OF AUDITORIUM AND BANQUET ROOM: Good

CLEANUP OF KITCHEN AND BARBEQUE ROOM: Good

LOSS & DAMAGE:

NO DEPOSIT RETURN - \$400⁰⁰

TROUBLE:

YES - ALCOHOL WAS CAUGHT AT THE DOOR. Found Bottle under table. Drinking in parking lot.

CHILDREN:

Good

SECURITY:

Good

[Signature]
SIGNATURE OF CARETAKERS

9-6-16
DATE

24

Estimate

Clarke's Turf and Water
18939 Vierra Canyon Rd.
Prunedale, CA 93907

Date	Estimate #
9/1/2016	102

Name / Address
Spreckels Memorial Park

Project

Description	Qty	Rate	Total
Sprayable wetting agents, Kikuyu control, weed control, fertilizers and growth regulators	2	500.00	1,000.00

Thank you for your business. 262-9800	Subtotal	\$1,000.00
	Sales Tax (7.5%)	\$0.00
	Total	\$1,000.00

25

Estimate

Clarke's Turf and Water
 18939 Vierra Canyon Rd.
 Prunedale, CA 93907

Date	Estimate #
9/1/2016	103

Name / Address
Spreckels Memorial Park

Project

Description	Qty	Rate	Total
Lawn aeration	75	35.00	2,625.00
over seed 750 lbs of Rye seed	75	20.00	1,500.00
		Subtotal	\$4,125.00
		Sales Tax (7.5%)	\$0.00
		Total	\$4,125.00

76



Spreckels Memorial Park USE AGREEMENT

Note: A Cleanup/Damage fee will be charged if the park is not left clean and trash hauled away or put in receptacles immediately following the event, or if damage occurs to the park. The fee will be taken from the Deposit.

Note: All reservations can be made on a first come, first serve basis. Residents can make their reservation at any time in advance however **all areas become available to non-residents 59 days in advance. Residents should secure their reservation 60 days in advance to insure availability.**

Date of Event: _____ Time (including setup & cleanup) _____
Responsible party: _____ Organization: _____
Fax/Email: _____ Telephone: _____

Renter agrees to pay the following reservation fee per day:

AREA	RESIDENT FEE	NON-RESIDENT	DEPOSIT (ALL)
(1) Large Rotunda Area	\$25	\$75	\$100
(2) Smaller Area/playground	\$15	\$45	\$100



All other areas in the park are open to the general public and cannot be reserved. They are useable on a first-come, first-serve basis.

JUMP HOUSE FEE (per unit)	\$10	\$30
Electricity Fee	\$10	\$30

Spreckels Memorial Park USE AGREEMENT

Area reserved: _____ Fee: _____
 Deposit _____ Deposit: \$100
 # of Jump Houses: _____ Fee: _____
 Will you require electricity: _____ Fee: _____
 Total Charged: _____ Check # Received: _____ Date Received: _____
 Responsible Party (Signature): _____ Date signed: _____

Residents must provide proof of residency at time of rental. Acceptable proof of residency is **driver's license, utility bill or tax bill** within the **SPRECKELS MEMORIAL DISTRICT**. The rental of a PO BOX in Spreckels is **NOT** proof of residency.

Proof of residency provide (Yes and type provided or No): _____
 Resident Address: _____
 Mailing Address for deposit refund: _____

- Blocking off parking space / placing barricades / cones are prohibited. Blocking residential driveways is also prohibited.
- **NO AMPLIFIED MUSIC** is allowed.
- **NO INTOXICANTS OF ANY TYPE INCLUDING ALCOHOL** are allowed per county ordinance section 11.30.010.
- **RENTER** agrees to bag and remove all refuse created by the use of the facility. While there are refuse receptacles in the park, the **RENTER** agrees not to overfill receptacles or leave bagged refuse at **SPRECKELS MEMORIAL PARK**. **RENTER** agrees to clean the facility, if necessary, and to return the facility in the same condition as it was prior to the rental period.
- **RENTER** agrees to reimburse the **SPRECKELS MEMORIAL DISTRICT** for any costs which result from any damage done to the facility during the rental period. The **SPRECKELS MEMORIAL DISTRICT** will provide an itemized cost of repairing damage, or the cost to replace **SPRECKELS MEMORIAL DISTRICT** property.
- **SPRECKELS MEMORIAL DISTRICT** will not be held responsible for loss, theft or damage to equipment or articles.
- Repeat reservations of any given group will be contingent upon care of property and observance of rules and general policies, and availability of the park.
- Owners of pets must clean-up after them.

Renter acknowledges these rules (signature/date): _____

Office use: _____ Explanation: _____
 Damage fee: _____
 Clean up fee: _____
 Deposit refund amount: _____ Date: _____ Park Personnel signature: _____

Deposit Summary

9/7/2016 2:23 PM

Summary of Deposits to Rabobank Checking on 09/07/2016

Chk No.	PmtMethod	Rcd From	Memo	Amount
		Spreckels Community Services District		46.76
		Premo Roofing		300.00
		Salinas Valley AA		975.00
		Wanda Hickman		725.00
		Salinas Kushikino		100.00
		Leticia Livian		250.00
	Cash	Stephanie Garcia		600.00

Less Cash Back:

Deposit Total: 2,996.76

Accts Payable

Spreckels Memorial District

29

Register: Rabobank Checking
 From 09/07/2016 through 09/07/2016
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C
09/07/2016		Paul J Ingram	-split-		2,228.36	
			Payroll Expenses		-2,500.00	
			Payroll Expenses		0.00	
			Payroll Liabilities		0.00	
			Payroll Liabilities		0.00	
			Payroll Liabilities		44.00	
			Payroll Expenses		-155.00	
			Payroll Liabilities		155.00	
			Payroll Liabilities		155.00	
			Payroll Expenses		-36.25	
			Payroll Liabilities		36.25	
			Payroll Liabilities		36.25	
			Payroll Liabilities		13.89	
			Payroll Liabilities		22.50	
			Payroll Expenses		0.00	
			Payroll Liabilities		0.00	
09/07/2016	4109	Joseph Velasquez	-split-		2,705.86	
			Payroll Expenses		-3,350.00	
			Payroll Expenses		0.00	
			Payroll Liabilities		0.00	
			Payroll Liabilities		0.00	
			Payroll Liabilities		284.00	
			Payroll Expenses		-207.70	
			Payroll Liabilities		207.70	
			Payroll Liabilities		207.70	
			Payroll Expenses		-48.57	
			Payroll Liabilities		48.57	
			Payroll Liabilities		48.57	
			Payroll Liabilities		73.72	
			Payroll Liabilities		30.15	
			Payroll Expenses		0.00	
			Payroll Liabilities		0.00	
09/07/2016	4111	Joe Velasquez	Janitorial Supplies		86.10	
09/07/2016	4112	Paul Ingram	Office Equipment		26.71	
09/07/2016	4113	Hydro-Turf	-split-		372.06	
			Equipment Purchase	Husqvarna Lea...	-218.24	

30

Spreckels Memorial District

Register: Rabobank Checking
From 09/07/2016 through 09/07/2016
Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>
			Equipment Repairs	Gravely Mower...	-153.82	
09/07/2016	4114	SCI Consulting Group	Parcel Management		4,774.64	
09/07/2016	4115	Quality Water Enterp...	Water Treatment		115.17	
09/07/2016	4116	American Supply Co...	Janitorial Supplies		37.56	
09/07/2016	4117	Spreckels Water Co...	Water		1,312.91	
09/07/2016	4118	Clarke's Turf & Water	Park Landscape Mainte...		2,080.00	
09/07/2016	4119	Clarke's Turf & Water	-split-		1,237.89	
			Sprinkler System Repairs	Invoice #1006 ...	-1,160.00	
			Gasoline		-42.46	
			Park Supplies	Rubberized Sa...	-35.43	
09/07/2016	4120	Carlton's Fire	Maintence Equipment:...		23.67	
09/07/2016	4121	California American ...	Sewer		105.06	
09/07/2016	4122	Monterey County Au...	Administration Fees		361.00	
09/07/2016	4123	SDRMA	Workers Compensation...		111.54	
09/07/2016	4124	Target Pest Control	Pest Control		65.00	
09/07/2016	4125	Elizabeth Williams	Building Income:LD&...		600.00	

TOTAL \$16,253.53

Joe's Reimbursement 31
9/7

THANK YOU FOR SHOPPING AT
SALINAS ACE HARDWARE
(831) 775-0523

THANK YOU FOR SHOPPING AT
SALINAS ACE HARDWARE
(831) 775-0523

YOUR CONVENIENT HARDWARE STORE
MON - SAT 8:00 - 7:00 SUNDAY 8:00 - 7:00
08/20/16 8:56AM JY 63 SALE

YOUR CONVENIENT HARDWARE STORE
MON - SAT 8:00 - 7:00 SUNDAY 8:00 - 7:00
08/20/16 1:51PM JC 60 SALE

4396057	1	EA	11.99	EA
FILTER 1 MICRON 2PK				11.99
4369880	1	EA	4.99	EA
LONG REACH MATCH 75CT				4.99
4050548	1	EA	6.49	EA
LEVER FLUSH SURE FIT CHR				6.49
7142573	1	EA	7.99	EA
ATLAS NITRILE GLOVE MED				7.99
800724	1	EA	5.99	EA
WONDER GLOVE - LATEX PALM				5.99
4172565	1	EA	8.99	EA
FLAPPER TOILET RIALTO				8.99
5392006	1	EA	8.49	EA
COMMAND VALUE PACK				8.49
4001277	1	EA	8.99	EA
UTILITY LIGHTER 2PK				8.99

4306221	1	EA	4.99	EA
FLAPPER 10 YEAR GUARANTE				4.99
4394763	1	EA	9.99	EA
FLAPPER SHARK FIN KOHLER				9.99

SUB-TOTAL:\$ 14.98 TAX:\$ 1.32
TOTAL:\$ 16.35
DB AMT: 16.35

DEBIT/ATM: 16.35
DEBIT/ATM: XXXXXXXXXXXX2497
MID: 191200702661
AUTH: 971357 AMT: 16.35
Debit network id:28
Host reference #:958158 Bat#
Trace# 479758

SUB-TOTAL:\$ 63.92 TAX:\$ 5.83
TOTAL:\$ 69.75
DB AMT: 69.75

Chip Read
CARD TYPE:DEBIT EXPR: XXXX
AID : A0000000980840
TVR : 8080048000
IAD : 06010A03600000
TSI : 6800
ARC : 00
MODE : Issuer
CVM : Verified by PIN
Name : US DEBIT

DEBIT/ATM: 69.75
DEBIT/ATM: XXXXXXXXXXXX2497
MID: 191200702881
AUTH: 680551 AMT: 69.75
Debit network id:28
Host reference #:957927 Bat#
Trace# 478987

Total Items: 2

Chip Read
CARD TYPE:DEBIT EXPR: XXXX
AID : A0000000980840
TVR : 8080048000
IAD : 06010A03600000
TSI : 6800
ARC : 00
MODE : Issuer
CVM : Verified by PIN
Name : US DEBIT



==>> JRNL#J58158 <<==
CUST NO:*7

THANK YOU JOSEPH VELASQUEZ
FOR YOUR PATRONAGE
Customer Copy

Total Items: 8

32

Office DEPOT OfficeMax

OfficeMax STORE 6260
1241 N. Davis Rd.
Salinas, CA. 93907
(831) 755-0990

08/03/2016 16.4.2 9:36 AM
STR 6260 REG 1 TRN 9064 EMP 788948

SALE

Product ID	Description	Total
188347	BRD,D/E,18X24,	19.99 SS
738618	MRKR, DRY, 6PK, A	4.49 SS
Subtotal:		24.48
Sales Tax:		2.23
Total:		26.71
Debit Card 8714		26.71

TDS Chip Read
AID A000000980840 US DEBIT
TVR 8000048000
CVS PIN Verified

INGRAM PLASTERING INC. 1335689194
Please create your online rewards
account at officedepot.com/rewards.
You must complete your account to
claim your rewards and view your
status.
Shop online at www.officedepot.com

WE WANT TO HEAR FROM YOU!

Paul's Reimbursement
9/7

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



33

Remit to:
 750 Work Street
 Salinas, CA 93901

PAGE: 1 OF 1

INVOICE

Invoice Date	Invoice#
08/09/16	1667079

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

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

Customer#	P.O. Number	Sales Code	Terms of Sale	Require Date	Order Date	Shipping Method
10084	DAVE CLARK	36 ROB ALIOTTI	NET 30	08/09/16	08/09/16	1 WILL CALL

Special Instructions:
 GRAVELY SERVICE

Qty Ord	Qty Shp	Qty B/O	U/M	Product Code / Description	List Prc	Price/PU	PU	Extention	Tx
1	1		QH	ELABOR / EQUIPMENT SHOP LABOR CHANGES MADE FROM THE ORIGINAL MANUFACTURERS SPECS ARE THE RESPONSIBILTY OF THE OWNER/OPERATOR AND HTI SHALL BE HELD HARMLESS FOR ANY DECISION MADE BY THE OWNER/OPERATOR ON ANY EQUIPMENT REPAIRED OR SOLD BY HTI.	18.25	18.250	QH	18.25	N
1	1		EA	PICKUP/DELIVERY / PICKUP AND DELIVERY CHARGE	0.00	90.000	EA	90.00	N
2	2		QRT	K999696081 / KAWASAKI 10W30 4 CYCLE OIL, QUART	6.99	6.990	QRT	13.98	Y
1	1		EA	K490657007 / KAWASAKI OIL FILTER, SHORT,FS541V-651V	16.53	16.530	EA	16.53	Y
1	1		EA	K02505021S / KOHLER FUEL FILTER INLINE	11.25	11.250	EA	11.25	Y

PAID BY: CHARGE TO THE ACCOUNT	SALE AMOUNT:	150.01
	CASH DISCOUNT:	0.00
	FREIGHT CHARGE:	0.00
	SALES TAX:	3.81
	RESTOCKING FEE:	
	TOTAL INVOICE:	153.82
	PMNT RECEIVED:	0.00
BALANCE DUE:		153.82

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



34

Remit to:
 750 Work Street
 Salinas, CA 93901

PAGE: 1 OF 1

INVOICE

Invoice Date	Invoice#
08/12/16	1667278

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

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

Customer#	P.O. Number	Sales Code	Terms of Sale	Require Date	Order Date	Shipping Method
10084	JOE	36 ROB ALIOTTI	NET 30	08/12/16	08/12/16	1 WILL CALL

Special Instructions:

Qty Ord	Qty Shp	Qty B/O	U/M	Product Code / Description	List Prc	Price/PU	PU	Extention	Tx
1	1		EA	H125B / HUSQVARNA 125B HANDHELD BLOWER,425CFM SERIAL#: 20154401048	199.99	199.990	EA	199.99	Y

PAID BY: CHARGE TO THE ACCOUNT

SALE AMOUNT:	199.99
CASH DISCOUNT:	0.00
FREIGHT CHARGE:	0.00
SALES TAX:	18.25
RESTOCKING FEE:	
TOTAL INVOICE:	218.24
PMNT RECEIVED:	0.00
BALANCE DUE:	218.24

35

SCI Consulting Group

4745 Mangels Blvd.
Fairfield, CA 94534

(707) 430-4300

Invoice

DATE	INVOICE #
8/19/2016	C6655

BILL TO
Spreckels Memorial District P.O. Box 7266 Spreckels, CA 93962

PROJECT	
Parcel Tax Admin FY 2016-17	
P.O. #	

DESCRIPTION	AMOUNT
Tax Consulting Services: Annual Administration, Fiscal Year 2016-17	4,625.00
Verify Parcels in District and Calculate Parcel Taxes Quality Control and Levy Re-Verification Levy Administration Services and Parcel Tax Report Annual Accountability Reporting Responding to Public Inquiries and Appeals	
Payment due upon submittal of data to the County	
<hr/>	
Total Reimbursable Expenses	149.64
<hr/>	
Total	\$4,774.64

36

Invoice

Clarke's Turf and Water
18939 Vierra Canyon Rd.
Prunedale, CA 93907

Date	Invoice #
9/1/2016	1006

Bill To
Spreckels Memorial Park

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
29	Annex irrigation replacement to match park and Veterans Hall	40.00	1,160.00
	Sales Tax	7.50%	0.00
Thank you for your business. 262-9800		Total	\$1,160.00

37

Invoice

Clarke's Turf and Water
18939 Vierra Canyon Rd.
Prunedale, CA 93907

Date	Invoice #
9/1/2016	1008

Bill To
Spreckels Memorial Park

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Gas	42.46	42.46T
1	Bucket of rubberized sand for filling expansion joints	30.00	30.00T
	Sales Tax	7.50%	5.43

Thank you for your business. 262-9800	Total	\$77.89
---------------------------------------	--------------	---------

Computation of Annual Reconciliation Workers' Compensation Contribution



Program Year 2015-16
Annual (July 1 - June 30)

Invoice Date: 08/31/2016
Member Number: 6942

Spreckels Memorial District

Class Code	Classification Description	Reported Payroll	Manual Rate per \$100	Annual Contribution
8810	Clerical	\$56,335	\$0.57	\$321.11

Total Audited Contribution Based on Rates ***	\$1,100.00
Contribution as Adjusted by the Experience Modification Factor of 78%	\$858.00
Less: *2% Credit Incentive Program Discount	(\$17.16)
Audited Contribution Adjusted	\$840.84
Less: Longevity Distribution Credit	(\$440.00)
Less: 5% Multi-Program Discount	(\$14.47)
Net Audited Contribution Adjusted	\$386.38
Less: Estimated Contribution Billed	(\$274.84)
Total Due:	\$111.54

*** Contribution Adjusted to a minimum premium of \$1100

* 15% CIP is advanced for purposes of calculating estimated annual invoices, actual CIP earned has been applied to year end audit.

BUILDING EQUIPMENT INSPECTION:

	✓	date	✓	date	✓	date	✓	date	✓	date	✓	date
INSPECT FOR PROPER OPERATION OF: DISHWASHER _____	✓	8-6	✓	8-13	✓	8-20	✓	8-27				
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 TABLES FOR LOOSE SCREWS IN RAILS _____	✓											

3 ADDITIONAL SHEETS AS MAY BE REQUIRED

SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING

Date 9-6-16

SCHEDULE OF WEEKLY BUILDING EQUIPMENT INSPECTION

		Week #1	Week #2	Week #3	Week #4
INSPECT ALL (4) HOT WATER HEATERS FOR:	LEAKS ✓	8-6	8-13	8-20	8-27
"	"				
	PILOT LIGHTS ✓				
CHECK EMERGENCY LIGHTING BATTERY	✓ DONE				

When guests BBQ
 the water heater pilot
 light goes out everytime

SIGN AND SUBMIT AT MONTHLY
 BOARD OF DIRECTORS MEETING

Date: 9-6-16

SCHEDULE OF MONTHLY BUILDING EQUIPMENT INSPECTION

CHECK FOR PROPER OPERATION ON AIR CONDITION UNIT FOR:

" " " " " "

" " " " " "

" " " " " "

" " " " " "

AUDITORIUM

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

	✓	Date
AUDITORIUM	✓	8-27
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	✓	
<i>BANQUET ROOM</i>	✓	

SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING

[Signature]

Date 9-6-16