

Spreckels Memorial District
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday December 1, 2021 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 November 3, 2021

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]

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 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 updated Facilities Manager Employment Agreement.

8. USE REQUESTS:

9. FUNCTION RECAP:

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.

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.
 - b. Park Lighting Repairs.
 - c. Park Group Picnic Area Refurbishment.

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

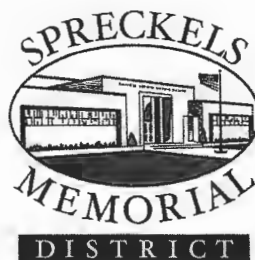
I, Paul J. Ingram, General Manager/Board Clerk for Spreckels Memorial District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the December 1, 2021 Regular Meeting of the District Board of Directors scheduled for 5:30 pm at Spreckels Veterans Memorial Building, 5th and Llano Streets Spreckels, CA 93962



 Paul J. Ingram, General Manager

Date 11/23/2021

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 November 3, 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 5:31 pm

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

Rick Magno, President
 Walan Chang, Vice-President
 David Kuhlmann, Director
 Jill Kramm, Director
 Saren Pierson, Secretary

Present: Magno, Chang, Kuhlmann, Kramm, Pierson

Absent: None

QUORUM ESTABLISHED

4. PUBLIC COMMENTS: APPROVAL OF MINUTES:

a. SMD Special Board Meeting September 21, 2021

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

Ayes: Chang, Kuhlmann, Pierson

Noes: None

MOTION CARRIED

b. SMD Regular Board Meeting October 6, 2021

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

Ayes: Magno, Chang, Kuhlmann, Kramm

Noes: None

MOTION CARRIED

5. GENERAL MANAGER'S REPORT:

a. Financial Reports February.

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

1. Fund Balances as of 11/3/2021
2. Budget FY 2021 FYTD to 10/28/2021
3. Review of Deposits: County Fund 668 September [Period 3]
4. Review of Deposits: Wells Fargo General Checking October.
5. Review of Wells Fargo Bank Statements/Reconciliations September 2021.
6. Review of Expenditures September 2021

6. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Approve updated Facilities Manager Employment Agreement.

Item tabled pending committee meeting.

7. USE REQUESTS:

- | | |
|--|---------------------------|
| a. David Reyes/Desiree Vasquez | Baby Shower |
| b. Laura & Mario Pineda | Quinceanera |
| c. The Western Stage [Melissa Chin-Parker] | Musical Review/Fundraiser |
| d. Lucy Serrano | Wedding Reception |
| e. Amanda Lee | Baby Shower |
| f. Jill Kramm | Baby Shower |

Motion to approve a. through f. with rent for Western Stage set at \$200.00 [Pierson] 2nd [Kuhlmann].

Ayes: Magno, Chang, Kuhlmann, Kramm, Pierson

Noes: None

MOTION CARRIED

- g. UCCE Monterey County 4-H Program: Possible approval final draft of MOU.

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

Ayes: Magno, Chang, Kuhlmann, Pierson, Kramm

Noes None

MOTION CARRIED

- h. Facilities MOU Sign With Us 3.

Motion to approve for 2 days per week and language added regarding smoking and drug use [Chang] 2nd [Kramm].

Ayes: Magno, Chang, Kuhlmann, Kramm, Pierson.

Noes: None

MOTION CARRIED

8. FUNCTION RECAP:

9. NEW BUSINESS:

10. CONTINUED BUSINESS:

- a. Spreckels Memorial Park Restroom ADA Upgrade Project: Review Invoices and Change Orders.
- b. Spreckels 4th of July Celebration 2022.

Event Coordinator Dani Parker will be present at the December 1st meeting.

11. REGULAR MONTHLY FACILITIES REPORTS:

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

12. FUTURE AGENDA ITEMS:

- a. Repurpose Racquetball Court Structure.

Consider refurbishment of Park lighting poles including sand blasting and powder coat where dog urine has corroded base.

Add Ad Hoc Committee to review Memorial Building Rental Contract.

13. ADJOURN REGULAR MEETING: Next meeting Wednesday December 1, 2021 5:30 PM.

The meeting was adjourned at 7:21 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

Respectfully submitted,

Approval date _____

Paul J. Ingram, General Manager

**SPRECKELS MEMORIAL DISTRICT FUND
BALANCES AS OF 11/23/2021**

| | |
|-------------------------|---------------------------|
| COUNTY FUND 668 | \$ 3,947.55 |
| WELLS FARGO | |
| GENERAL CHECKING | \$ 46,135.79 |
| WELLS FARGO | |
| PAYROLL CHECKING | <u>\$ 1,203.24</u> |
| TOTAL | \$ 51,286.58 |

Spreckels Memorial District
Adopted Budget FYTD to 11/23/2021

| Income | Budget | FYTD | | |
|----------------------------------|---------------------|--------------------|---------------------|---------------|
| July 4th | \$10,000.00 | | \$10,000.00 | 0.00% |
| Memorial Building & Park rent | \$20,000.00 | \$14,295.00 | \$5,705.00 | 71.48% |
| Sub Total | \$30,000.00 | \$14,295.00 | \$15,705.00 | 47.65% |
| Per Capita Grant | \$177,960.00 | \$177,960.00 | \$0.00 | 100.00% |
| Property Tax | \$235,000.00 | \$748.08 | \$234,251.92 | 0.32% |
| Special Assessment | \$44,500.00 | \$52.83 | \$44,447.17 | 0.12% |
| Interest on Pooled Investments | \$2,000.00 | \$117.49 | \$1,882.51 | 5.87% |
| Sub Total | \$459,460.00 | \$800.91 | \$458,659.09 | 0.17% |
| Total Income | \$489,460.00 | \$15,095.91 | \$474,364.09 | 3.08% |
| Expense | | | | |
| Salaries | | | | |
| Pay Roll Expenses | \$90,000.00 | \$36,725.59 | \$53,274.41 | 40.81% |
| Employee Benefits | | | | |
| Workers Comp | \$2,500.00 | -\$256.76 | | -10.27% |
| Total Salary and Benefits | \$92,500.00 | \$36,468.83 | \$56,031.17 | 39.43% |
| 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 | \$155.00 | \$1,045.00 | 12.92% |
| 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 | | \$450.00 | 0.00% |
| Sub Total | \$18,575.00 | \$5,170.00 | \$13,405.00 | 27.83% |
| Education | | | | |
| Board and Staff Education | \$1,500.00 | \$548.50 | \$951.50 | 36.57% |
| Dues and Subscriptions | \$2,500.00 | \$1,221.00 | \$1,279.00 | 48.84% |
| Sub Total | \$4,000.00 | \$1,769.50 | \$2,230.50 | 44.24% |
| MAINTENANCE | | | | |
| Building Materials | \$1,200.00 | \$345.70 | \$854.30 | 28.81% |
| 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 | \$549.52 | \$450.48 | 54.95% |
| Equipment Rental | \$500.00 | \$80.00 | \$420.00 | 16.00% |
| Power Equipment Repairs | \$200.00 | | \$200.00 | 0.00% |

Spreckels Memorial District
Adopted Budget FYTD to 11/23/2021

| | | | | |
|--|----------------------|---------------------|---------------------|----------------|
| 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 | | \$1,000.00 | 0.00% |
| 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 | \$1,610.00 | -\$760.00 | 189.41% |
| Park Plants | \$250.00 | \$204.20 | \$45.80 | 81.68% |
| Fuel | \$850.00 | \$472.05 | \$377.95 | 55.54% |
| Pest Contol | \$600.00 | \$195.00 | \$405.00 | 32.50% |
| Landscape Maintenance Contract | \$25,000.00 | \$10,400.00 | \$14,600.00 | 41.60% |
| 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 | \$551.21 | \$848.79 | 39.37% |
| Sub Total | \$47,100.00 | \$20,306.84 | \$26,793.16 | 43.11% |
| Utilities | | | | |
| PG&E Park | \$5,000.00 | \$1,233.46 | \$3,766.54 | 24.67% |
| PG&E Hall | \$12,000.00 | \$5,479.02 | \$6,520.98 | 45.66% |
| Water / Park | \$20,000.00 | \$8,762.62 | \$11,237.38 | 43.81% |
| Water / Hall | \$3,500.00 | \$1,367.74 | \$2,132.26 | 39.08% |
| Sewer | \$1,300.00 | \$442.26 | \$857.74 | 34.02% |
| Telephone and Internet | \$5,500.00 | \$1,603.42 | \$3,896.58 | 29.15% |
| Sub Total | \$47,300.00 | \$18,888.52 | \$28,411.48 | 39.93% |
| Supplies | | | | |
| Janitorial Supplies | \$4,000.00 | \$1,755.99 | \$2,244.01 | 43.90% |
| Sub Total | \$4,000.00 | \$1,755.99 | \$2,244.01 | 43.90% |
| 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 | \$102,175.26 | \$125,779.74 | 44.82% |
| Capital Expense | | | | |
| Building | | 9800 | -\$9,800.00 | #DIV/0! |
| Park | \$370,000.00 | 221697.91 | \$148,302.09 | 59.92% |
| Sub Total | \$370,000.00 | 231497.91 | | 62.57% |
| Emergency Reserve | -\$108,145.00 | | | |
| Total Expense | \$489,810.00 | \$333,673.17 | \$156,136.83 | 68.12% |

| | | |
|-----------------------------------|---|--------------------|
| Report ID : MC-FIN-BS-0301 | County of Monterey | Page 1 of 4 |
| Run Date : 11/10/2021 | Trial Balance By Accounting Distribution | |
| Run Time : 02:39 PM | Fiscal Year 2022 / 4 through 4 | |

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,1110,0000033619 | | 10/12/2021 | ACH/EFT To record: October Payables | | 0.00 | (60,000.00) | |
| JVA,1110,INTALLOQ12022-07 | | 10/31/2021 | InterestAllocation 1st Qtr2021-22 | | 117.49 | 0.00 | |
| Total for Sub-BSA No Sub-BSA Specified | | | | 67,550.38 | 117.49 | (60,000.00) | 7,667.87 |
| Total for B-1001 - Cash | | | | 67,550.38 | 117.49 | (60,000.00) | 7,667.87 |

Deposit Summary

Spreckels Memorial District

Summary of Deposits to Wells General Checking 2 on 11/03/2021

| Chk No. | PmtMethod | Rcd From | Memo | Amount |
|---------|-----------|-----------------|-----------------|----------|
| | | Sign With Us 3 | Building Rental | 380.00 |
| | Cash | Abe Mora | Building Renta | 400.00 |
| | Cash | David Reyes | LD&C Deposit | 500.00 |
| | Cash | Lucy Serrano | LD&C Deposit | 500.00 |
| | Cash | Abe Mora | LD&C Deposit | 500.00 |
| | | Rosa Rodriguez | Park Rent | 205.00 |
| | | Hilda Garcia | Park Rent | 160.00 |
| | | Mario Pineda | LD&C Deposit | 500.00 |
| | | Mario Pineda | Building Rent | 1,000.00 |
| | | Amanda Lee | LD&C Deposit | 500.00 |
| | Cash | Lillyana Garcia | LD&C Deposit | 500.00 |

Less Cash Back:**Deposit Total:****5,145.00**

Deposit Summary

Spreckels Memorial District

Summary of Deposits to Wells General Checking 2 on 11/23/2021

| Chk No. | PmtMethod | Rcd From | Memo | Amount |
|------------------------|------------------|------------------------|---------------|-----------------|
| | | Jerry Gonzales | Building Rent | 650.00 |
| | | Van Balen Living Trust | LD&C Deposit | 500.00 |
| | | Mark Diluba | LD&C Deposit | 500.00 |
| | | Anthony Salas | Park Rent | 120.00 |
| | | Antonio Ojeda | Building Rent | 250.00 |
| | | Naomie Veliz Garnica | LD&C Deposit | 500.00 |
| | | Guillermo Sepulveda | Building Rent | 800.00 |
| | | Mercyde Davis | LD&C Deposit | 500.00 |
| | Cash | | LD&C Deposit | 500.00 |
| Less Cash Back: | | | | |
| Deposit Total: | | | | 4,320.00 |