

Spreckels Memorial District  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Wednesday December 7, 2022 5:30 pm**  
 Spreckels Veterans Memorial Building, 5<sup>th</sup> & 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:
  - a. Notice of Resignation of Board Member Jill Kramm.

Rick Magno, President  
 Walan Chang, Vice-President  
 David Kuhlmann, 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 2, 2022
6. GENERAL MANAGER'S REPORT:
  - a. Financial Reports November.
    1. Fund Balances as of 11/30/2022
    2. Budget FY 2022 FYTD to 11/30/2022

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

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

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Transfer \$10,000 from County Fund 668 to Five Star General Checking.
- b. Election of Officers CY 2023.
- c. Set meeting dates CY 2023.

8. USE REQUESTS:

9. FUNCTION RECAP:

10. CONTINUED BUSINESS:

- a. Kitchen Ovens Replacement.
- b. Future Projects:
  - Del Monte Glass: Front & Kitchen area black aluminum frames \$34,124, Milgard vinyl tan front only \$12,528.
  - Sal De Franco: Exterior painting \$32,400.
  - Replace sand in playground.
  - Replace 2 windbreaks at Park.
  - Replace tables and benches at Park.
  - Carpet replacement Veterans bar/meeting room.
  - Demolish or Repurpose Racquetball Court: Preliminary planning.
- c. 4<sup>th</sup> of July Celebration: Continuity Book: Language for Contract.
- d. District Name Change.
- e. Facility Manager Employment Agreement.

11. NEW BUSINESS

- a. Board Member Vacancy.
- b. Video Surveillance and Internet Provider.

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 January 4, 2023 5:30 PM.

**2022 Meeting Dates: January 12, February 2, March 2, April 6, May 4, June 1, June 29, July 6, August 3, September 7, October 5, November 2, December 7.**

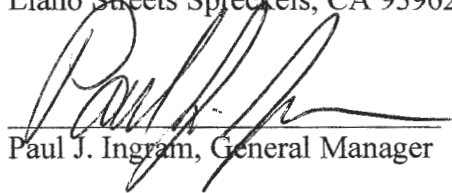
### ADA COMPLIANCE

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

**In Compliance with Government Code section 54957.5**, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at Spreckels Veterans Memorial Building, 5<sup>th</sup> 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

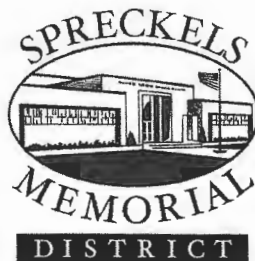
I, Paul J. Ingram, General Manager/Board Clerk for Spreckels Memorial District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the December 7, 2022 Regular Meeting of the District Board of Directors scheduled for 5:30 pm at Spreckels Veterans Memorial Building, 5<sup>th</sup> and Llano Streets Spreckels, CA 93962

  
Paul J. Ingram, General Manager

Date

12/1/2022

**To download the full agenda packet, please go to [www.spreckelsmd.specialdistrict.org](http://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 2, 2022 5:30 pm**  
 Spreckels Veterans Memorial Building, 5<sup>th</sup> & Llano, Spreckels, CA 93962

1. CALL TO ORDER:

*The meeting was called to order by President Magno at 5:30 pm.*

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

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

***Present: Magno, Chang, Kuhlmann, Kramm, Pierson***

***Absent: None***

**QUORUM ESTABLISHED**

4. PUBLIC COMMENTS:

*Aiden McFarland outlined his Eagle Scout project which will be painting the doors of the parking lot garages and restriping of the parking spaces. District will pay for paint materials.*

5. APPROVAL OF MINUTES:

a. SMD Regular Board Meeting July 6, 2022

***Motion to approve [Pierson] 2<sup>nd</sup> [Kuhlmann].***

***Ayes: Magno, Kuhlmann, Pierson***

***Noes: None***

***Abstain: Chang, Kramm [absent]***

**MOTION CARRIED**

b. SMD Regular Board Meeting October 5, 2022

***Motion to approve [Chang] 2<sup>nd</sup> [Kramm].***

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

*Noes: None*

**MOTION CARRIED**

6. GENERAL MANAGER'S REPORT:

a. Financial Reports April.

1. Fund Balances as of 10/31/2022
2. Budget FY 2022 FYTD to 10/31/2022
3. Review of Deposits: County Fund 668 September [Period 3]
4. Review of Deposits: Five Star General Checking October.
5. Review of Five Star Bank Statements/Reconciliations September 2022
6. Review of Expenditures September 2022.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

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

*Motion to approve [Chang] 2<sup>nd</sup> [Kuhlmann].*

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

*Noes: None*

**MOTION CARRIED**

8. USE REQUESTS:

a. Jose Loredo Quinceanera

*Motion to approve [Pierson] 2<sup>nd</sup> [Kuhlmann].*

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

*Noes: None*

**MOTION CARRIED**

9. FUNCTION RECAP:

a. Dia De Los Whitewalls

*Marge Callahan complained about the noise level of the band. Event will mitigate next year.*

10. CONTINUED BUSINESS:

a. Kitchen Ovens Replacement.

*Motion [Pierson] to approve quote from Traboh, Inc. DBA Hobart Sales and Service, not to exceed \$46,000 [2<sup>nd</sup> Chang].*

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

*Noes: None*

**MOTION CARRIED**

b. 4<sup>th</sup> of July Celebration: Continuity Book.

***Contract will be updated to include requirement for Continuity Book as part of tasks to be performed before final payment is made to Event Coordinator.***

- c. Update time allowance for District Utility Worker.

***Motion to approve [Pierson] 2<sup>nd</sup> [Chang]***

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

***Noes: None***

**MOTION CARRIED**

- d. District Name Change.  
e. Facility Manager Employment Agreement.  
f. CSDA logins for webinar access.

11. NEW BUSINESS

- a. Park Holiday Decorating.

***There will be no effort for Christmas 2022.***

- b. Troop 60 Eagle Scout Projects

***Scoutmaster Glenn Woodson gave an overview of Eagle Scout process and possible projects for SMD.***

12. REGULAR MONTHLY FACILITIES REPORTS:

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

13. FUTURE AGENDA ITEMS:

***Future projects with estimated costs will be added to monthly agenda so board members can determine which will be best to go forward with.***

***Election of Officers will occur at the December meeting.***

14. ADJOURN REGULAR MEETING: Next meeting Wednesday December 7, 2022 5:30 PM.  
***Meeting was adjourned at 7:16 pm.***  
***2022 Meeting Dates: January 12, February 2, March 2, April 6, May 4, June 1, June 29, July 6, August 3, September 7, October 5, November 2, December 7.***

Respectfully submitted,

Approval date \_\_\_\_\_

\_\_\_\_\_  
Paul J. Ingram, General Manager

**SPRECKELS MEMORIAL DISTRICT FUND  
BALANCES AS OF 11/30/2022**

<b>COUNTY FUND 668</b>	<b>\$ 60,449.24</b>
<b>FIVE STAR GENERAL CHECKING</b>	<b>\$ 25,099.36</b>
<b>FIVE STAR PAYROLL CHECKING</b>	<b><u>\$ 5,202.80</u></b>
<b>TOTAL</b>	<b>\$ 90,751.40</b>

Spreckels Memorial District  
Adopted Budget FYE 6/30/2023 FYTD to 11/30/2022

Income	Budget	FYTD	Remaining	Percent
July 4th	\$10,000.00	\$7,925.00	\$2,075.00	79.25%
Memorial Building & Park rent	\$35,000.00	\$20,960.00	\$14,040.00	59.89%
<b>Sub Total</b>	<b>\$45,000.00</b>	<b>\$28,885.00</b>	<b>\$16,115.00</b>	<b>64.19%</b>
Property Tax	\$235,000.00	\$733.35	\$234,266.65	0.31%
Special Assessment	\$44,500.00		\$44,500.00	0.00%
Interest on Pooled Investments	\$1,000.00	\$352.89	\$647.11	35.29%
<b>Sub Total</b>	<b>\$280,500.00</b>	<b>\$1,086.24</b>	<b>\$279,413.76</b>	<b>0.39%</b>
<b>Total Income</b>	<b>\$325,500.00</b>	<b>\$29,971.24</b>	<b>\$295,528.76</b>	<b>9.21%</b>
<b>Expense</b>				
<b>Salaries</b>				
Pay Roll Expenses	\$100,000.00	\$42,357.38	\$57,642.62	42.36%
<b>Employee Benefits</b>				
Workers Comp	\$2,500.00	-\$274.41		-10.98%
<b>Total Salary and Benefits</b>	<b>\$102,500.00</b>	<b>\$42,082.97</b>	<b>\$60,417.03</b>	<b>41.06%</b>
<b>Operations Budget</b>				
<b>4th of July</b>	<b>\$10,000.00</b>	<b>\$7,567.10</b>	<b>\$2,432.90</b>	<b>75.67%</b>
<b>Professional Services</b>				
Audits	\$1,000.00		\$1,000.00	0.00%
Administration Fees	\$3,000.00	\$506.00	\$2,494.00	16.87%
Advertising	\$1,000.00	\$193.75	\$806.25	19.38%
Legal Services	\$2,000.00	\$544.00	\$1,456.00	27.20%
Parcel Management	\$3,875.00	\$3,850.00	\$25.00	99.35%
Bank Fees	\$0.00	\$12.10	-\$12.10	#DIV/0!
Property Tax	\$450.00		\$450.00	0.00%
<b>Sub Total</b>	<b>\$11,325.00</b>	<b>\$5,105.85</b>	<b>\$6,219.15</b>	<b>45.08%</b>
<b>Education</b>				
Board and Staff Education	\$800.00		\$800.00	0.00%
Dues and Subscriptions	\$2,500.00	\$24.00	\$2,476.00	0.96%
<b>Sub Total</b>	<b>\$3,300.00</b>	<b>\$24.00</b>	<b>\$3,276.00</b>	<b>0.73%</b>
<b>MAINTENANCE</b>				
Building Materials	\$1,500.00	\$38.84	\$1,461.16	2.59%
Electrical Repairs Hall	\$1,000.00		\$1,000.00	0.00%
Electrical Repairs Park	\$4,000.00	\$3,605.38	\$394.62	90.13%
Equipment Purchase	\$25,000.00	\$523.31	\$24,476.69	2.09%
Equipment Rental	\$1,000.00		\$1,000.00	0.00%
Power Equipment Repairs	\$500.00		\$500.00	0.00%
Plumbing Repairs Hall	\$250.00		\$250.00	0.00%



Spreckels Memorial District  
 Adopted Budget FYE 6/30/2023 FYTD to 11/30/2022

Plumbing Repairs Park	\$12,000.00	\$11,325.00	\$675.00	94.38%
HVAC	\$2,000.00		\$2,000.00	0.00%
Equipment Maint & Repairs Hall	\$3,000.00	\$1,214.22	\$1,785.78	40.47%
Equipment Maint & Repairs Park	\$1,000.00	\$291.40	\$708.60	29.14%
Sprinkler Supplies	\$1,000.00	\$627.31	\$372.69	62.73%
Sprinkler System Repairs	\$2,000.00	\$300.00	\$1,700.00	15.00%
Park Plants	\$1,000.00		\$1,000.00	0.00%
Fuel	\$1,200.00	\$550.38	\$649.62	45.87%
Pest Control	\$400.00	\$130.00	\$270.00	32.50%
Landscape Maintenance Contract	\$25,500.00	\$11,695.00	\$13,805.00	45.86%
Tree Maintenance	\$4,000.00		\$4,000.00	0.00%
Turf Treatment	\$6,500.00	\$3,890.00	\$2,610.00	59.85%
Water Treatment	\$1,400.00	\$339.93	\$1,060.07	24.28%
<b>Sub Total</b>	<b>\$94,250.00</b>	<b>\$34,530.77</b>	<b>\$59,719.23</b>	<b>36.64%</b>
<b>Utilities</b>				
PG&E Park	\$4,000.00	\$1,169.36	\$2,830.64	29.23%
PG&E Hall	\$18,000.00	\$6,732.47	\$11,267.53	37.40%
Water / Park	\$20,000.00	\$9,584.02	\$10,415.98	47.92%
Water / Hall	\$4,000.00	\$1,460.97	\$2,539.03	36.52%
Sewer	\$2,000.00	\$943.84	\$1,056.16	47.19%
Telephone and Internet	\$4,000.00	\$2,770.81	\$1,229.19	69.27%
<b>Sub Total</b>	<b>\$52,000.00</b>	<b>\$22,661.47</b>	<b>\$29,338.53</b>	<b>43.58%</b>
<b>Supplies</b>				
Janitorial Supplies	\$4,000.00	\$1,910.36	\$2,089.64	47.76%
<b>Sub Total</b>	<b>\$4,000.00</b>	<b>\$1,910.36</b>	<b>\$2,089.64</b>	<b>47.76%</b>
<b>Office/Operating Expenses</b>				
Office Supplies	\$800.00	\$497.76	\$302.24	62.22%
Office Equipment	\$100.00	\$54.61	\$45.39	54.61%
Post Office Box	\$250.00		\$250.00	0.00%
Website	\$600.00		\$600.00	0.00%
Postage and Delivery	\$60.00	\$60.00	\$0.00	100.00%
<b>Sub Total</b>	<b>\$1,810.00</b>	<b>\$612.37</b>	<b>\$1,197.63</b>	<b>33.83%</b>
<b>Insurance</b>				
General Liability / Property Insurance	\$11,000.00		\$11,000.00	0.00%
<b>Sub Total</b>	<b>\$11,000.00</b>	<b>\$0.00</b>	<b>\$11,000.00</b>	<b>0.00%</b>
<b>Total Operations</b>				
	<b>\$290,185.00</b>	<b>\$114,494.89</b>	<b>\$175,690.11</b>	<b>39.46%</b>
<b>Capital Expense</b>				
Building	\$75,000.00		\$75,000.00	0.00%
Park	\$60,000.00		\$60,000.00	0.00%
<b>Sub Total</b>	<b>\$135,000.00</b>	<b>0</b>	<b>\$135,000.00</b>	<b>0.00%</b>
<b>Emergency Reserve</b>				
	<b>-\$99,685.00</b>			
<b>Total Expense</b>	<b>\$325,500.00</b>	<b>\$114,494.89</b>	<b>\$211,005.11</b>	<b>35.18%</b>

Report ID : MC-FIN-BS-0301

Run Date : 11/10/2022

Run Time : 10:47 AM

**County of Monterey**  
**Trial Balance By Accounting Distribution**  
**Fiscal Year 2023 / 4 through 4**

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**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,1110,0000036663		10/11/2022	ACH/EFT To record: October Payables		0.00	(15,000.00)	
JV,1110,PTAX04_23_PRSEC		10/04/2022	Prior Secured - Jul-Aug 2022		623.69	0.00	
JVA,1110,INTALLOCQ12023-07		10/31/2022	InterestAllocation 1st Qtr2022-23		352.89	0.00	
<b>Total for Sub-BSA No Sub-BSA Specified</b>				<b>111,794.45</b>	<b>976.58</b>	<b>(15,000.00)</b>	<b>97,771.03</b>
<b>Total for B-1001 - Cash</b>				<b>111,794.45</b>	<b>976.58</b>	<b>(15,000.00)</b>	<b>97,771.03</b>

## Deposit Summary

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 11/16/2022

<b>Chk No.</b>	<b>PmtMethod</b>	<b>Rcd From</b>	<b>Memo</b>	<b>Amount</b>
		Carmen Rosales	Building Rent	1,500.00
		Spreckels Community Services District	Office Rent	100.00
		Spreckels Community Services District	Printing for Slurry Seal Flyers	135.47
		Toro Bulls Football	Building Rent	200.00
		Rock Solid Jade	Deposit	600.00
		Mario Rhyans	Deposit	500.00
		Enrique Medina	Deposit	500.00
		Sign With Us 3	Building Rent	380.00
		Salinas Valley AA	Building Rent	800.00
		Angela Leal	Building Rent	1,500.00
		Southwestern Stitches	Deposit	500.00
		Southwestern Stitches	Buidling Rent	1,700.00
<b>Less Cash Back:</b>				
<b>Deposit Total:</b>				<b>8,415.47</b>



## HAND & POWER TOOL SAFETY

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

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

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

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

### HAND TOOLS

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



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

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

### POWER TOOLS

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



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

General precautions include:

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



**POWER TOOLS CONTINUED**

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

**GUARDS**

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

**ELECTRIC TOOLS**

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

**PNEUMATIC TOOLS**

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



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

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

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

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