



Spreckels Veterans Memorial District  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Wednesday April 5, 2023 5:30 pm**  
 Spreckels Veterans Memorial Building, 5<sup>th</sup> & Llano, Spreckels, CA 93962

### AGENDA

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

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

Rick Magno, President  
 Walan Chang, Vice-President  
 David Kuhlmann, Director  
 Saren Pierson, Secretary  
 Shaheen Jorgensen, Director

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

5. APPROVAL OF MINUTES:

a. SMD Regular Board Meeting March 2, 2023

6. GENERAL MANAGER'S REPORT:

a. Financial Reports November.

1. Fund Balances as of 3/31/2023
2. Budget FY 2022 FYTD to 3/31/2023
3. Review of Deposits: County Fund 668 December [Period 8]
4. Review of Deposits: Five Star General Checking March.

Spreckels Veterans Memorial District • P.O. Box 7266 • Spreckels, CA 93962  
 Park & Veterans Memorial Building Rental (831) 597-1189 • District Business (831) 455-7855  
 Email: spreckelsmd.main@gmail.com • www.spreckelsmd.specialdistrict.org

5. Review of Five Star Bank Statements/Reconciliations February 2023.
6. Review of Expenditures February 2023.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Transfer \$20,000.00 from County Fund 668 to Five Star General Checking.
- b. Park Landscape Contract: Appoint committee to review contract and negotiate with Clarke's Turf and Water for increase in contract cost.

8. USE REQUESTS:

- |                       |                                 |
|-----------------------|---------------------------------|
| a. Lonzo & Toni Dsuna | 50 <sup>th</sup> Birthday Party |
| b. Melissa Tovar      | Birthday Party                  |
| c. Angie Ramirez      | Birthday Party                  |
| d. Roberta Urquidez   | 18 <sup>th</sup> Birthday       |
| e. Don Domalaog       | Birthday/Class Reunion          |
| f. Josiah Santiago    | Birthday Party                  |
| g. Albert Villa       |                                 |

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. [\$1500 per unit x (total #) Assembly and installation \$2,500]
  - Carpet replacement Veterans bar/meeting room.
  - Demolish or Repurpose Racquetball Court: Preliminary planning.
  - Video Surveillance System. [Range: \$16,000-\$23,800]
- c. 4<sup>th</sup> of July Celebration 2023
- d. Facility Manager Employment Agreement.
- e. Building Rental Contract Update.

11. NEW BUSINESS

- a. Boy Scout Troop 60 and Cub Scout Pack 60 effort to sponsor volunteer repainting of Spreckels Veterans Memorial Hall in conjunction with Home Depot and Behr Paints.

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 May 3, 2023 5:30 PM.

***2023 Meeting Dates: January 4, February 1, March 1, April 5, May 3, June 7, June 28, August 2, September 6, October 5, November 4, December 6.***

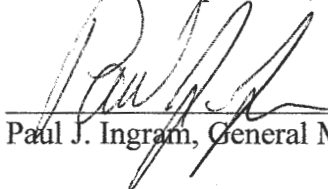
### ADA COMPLIANCE

**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.

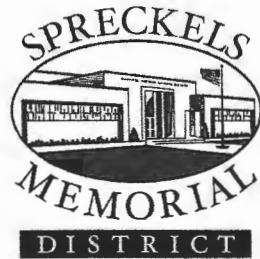
### Certification

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 April 5, 2023 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 3/31/2023

**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**  
**Thursday March 2, 2023 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 5:33 pm.*

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

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

*Present: Magno, Chang [via Zoom], Kuhlmann, Pierson*  
*Absent: None*

**QUORUM ESTABLISHED**

4. PUBLIC COMMENTS:

5. APPROVAL OF MINUTES:

a. SMD Regular Board Meeting February 1, 2022

*Motion to approve [Kuhlmann] 2<sup>nd</sup> [Pierson]*  
*Ayes: Magno, Chang, Kuhlmann, Pierson*  
*Noes: None*

**MOTION CARRIED**

6. GENERAL MANAGER'S REPORT:

a. Financial Reports November.

1. Fund Balances as of 2/28/2023
2. Budget FY 2022 FYTD to 2/28/2023
3. Review of Deposits: County Fund 668 December [Period 7]
4. Review of Deposits: Five Star General Checking February.
5. Review of Five Star Bank Statements/Reconciliations January 2023.

## 6. Review of Expenditures January 2023.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Transfer \$20,000.00 from County Fund 668 to Five Star General Checking.

*Motion to approve [Chang] 2<sup>nd</sup> [Kuhlmann].  
Ayes: Magno, Chang, Kuhlmann, Pierson  
Noes: None*

**MOTION CARRIED**

- b. Authorize General Manager to change District public identification to Spreckels Veterans Memorial District in logos, images and public notices.

*Motion to approve [Kuhlmann] 2<sup>nd</sup> [Pierson].  
Ayes: Magno, Chang, Kuhlmann, Pierson.  
Noes: None*

**MOTION CARRIED**

- c. Approve Proposal from Big Sky Creative Design to add descriptor "Veterans" to District name in all images and letterhead items: \$422.50

*Motion to approve [Pierson] 2<sup>nd</sup> [Chang].  
Ayes: Magno, Chang, Kuhlmann, Pierson.  
Noes: None*

**MOTION CARRIED**

- d. Review and possible approval of updated Spreckels 4
- <sup>th</sup>
- of July Celebration Event Coordinator Contract to include Continuity Book requirements in the Exhibit A: Scope of Services

*Motion to approve [Chang] 2<sup>nd</sup> [Kuhlmann].  
Ayes: Magno, Chang, Kuhlmann, Pierson.  
Noes: None*

**MOTION CARRIED**

- e. Possible awarding of Event Coordinator Contract to Danielle Parker for Spreckels 4
- <sup>th</sup>
- of July Celebration 2023: \$3000.00

*Motion to approve [Chang] with the requirement of providing the Continuity Book for Spreckels 4<sup>th</sup> of July Celebration 2022 before initial \$750.00 payment is made 2<sup>nd</sup> [Pierson].  
Ayes: Magno, Chang, Kuhlmann, Pierson.  
Noes: None*

**MOTION CARRIED**

*[Director Chang will make contact with Event Coordinator to finalize agreement.]*

8. USE REQUESTS:

- |                     |                           |
|---------------------|---------------------------|
| a. Don Domalaog     | Birthday/Class Reunion    |
| b. Josiah Santiago  | Birthday Party            |
| c. Roberta Urquidez | 18 <sup>th</sup> Birthday |
| d. Gabriela Alvarez | Quinceanera               |

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

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

***Noes: None***

***MOTION CARRIED***

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. [\$1500 per unit x (total #) Assembly and installation \$2,500]
  - Carpet replacement Veterans bar/meeting room.
  - Demolish or Repurpose Racquetball Court: Preliminary planning.
  - Video Surveillance System. [Range: \$16,000-\$23,800]
- c. 4<sup>th</sup> of July Celebration 2023
- d. District Name Change.
- e. Facility Manager Employment Agreement.
- f. Building Rental Contract Update.

11. NEW BUSINESS

- a. Clarke's Turf & Water: Increase in contract price for Park Maintenance.

***GM Ingram provided estimate of cost increase based upon the Consumer Price Index from 2017 to present date. A committee to evaluate Park maintenance conditions and negotiate with Landscape Contractor will be appointed at the April 5<sup>th</sup> regular meeting.***

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 April 5, 2023 5:30 PM.

*The meeting was adjourned at 6:42 PM.*

*2023 Meeting Dates: January 4, February 1, March 1, April 5, May 3, June 7, June 28, August 2, September 6, October 5, November 4, December 6.*

Respectfully submitted,

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

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

DRAFT



## SPRECKELS VETERANS MEMORIAL DISTRICT FUND BALANCES AS OF 3/31/2023

<b>COUNTY FUND 668</b>	<b>\$ 185,075.68</b>
<b>FIVE STAR GENERAL CHECKING</b>	<b>\$ 18,928.30</b>
<b>FIVE STAR PAYROLL CHECKING</b>	<b>\$ <u>31.05</u></b>
 <b>TOTAL</b>	 <b>\$ 204,035.03</b>



Spreckels Veterans Memorial District  
Adopted Budget FYE 6/30/2023 FYTD to 3/31/2023

Income	Budget	FYTD	Remaining	Percent
July 4th	\$10,000.00	\$8,045.71	\$1,954.29	80.46%
Memorial Building & Park rent	\$35,000.00	\$32,200.00	\$2,800.00	92.00%
<b>Sub Total</b>	<b>\$45,000.00</b>	<b>\$40,245.71</b>	<b>\$4,754.29</b>	<b>89.43%</b>
Property Tax	\$235,000.00	\$158,108.55	\$76,891.45	67.28%
Special Assessment	\$44,500.00	\$26,615.93	\$17,884.07	59.81%
Interest on Pooled Investments	\$1,000.00	\$988.18	\$11.82	98.82%
<b>Sub Total</b>	<b>\$280,500.00</b>	<b>\$185,712.66</b>	<b>\$94,787.34</b>	<b>66.21%</b>
<b>Total Income</b>	<b>\$325,500.00</b>	<b>\$225,958.37</b>	<b>\$99,541.63</b>	<b>69.42%</b>
Expense				
<b>Salaries</b>				
Pay Roll Expenses	\$100,000.00	\$81,844.43	\$18,155.57	81.84%
<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>\$81,570.02</b>	<b>\$20,929.98</b>	<b>79.58%</b>
<b>Operations Budget</b>				
<b>4th of July</b>	<b>\$10,000.00</b>	<b>\$7,717.82</b>	<b>\$2,282.18</b>	<b>77.18%</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	\$771.25	\$228.75	77.13%
Legal Services	\$2,000.00	\$652.80	\$1,347.20	32.64%
Parcel Management	\$3,875.00	\$3,850.00	\$25.00	99.35%
Bank Fees	\$0.00	\$32.35	-\$32.35	#DIV/0!
Property Tax	\$450.00	\$464.22	-\$14.22	103.16%
<b>Sub Total</b>	<b>\$11,325.00</b>	<b>\$6,276.62</b>	<b>\$5,048.38</b>	<b>55.42%</b>
<b>Education</b>				
Board and Staff Education	\$800.00		\$800.00	0.00%
Dues and Subscriptions	\$2,500.00	\$1,597.93	\$902.07	63.92%
<b>Sub Total</b>	<b>\$3,300.00</b>	<b>\$1,597.93</b>	<b>\$1,702.07</b>	<b>48.42%</b>
<b>MAINTENANCE</b>				
Building Materials	\$1,500.00	\$342.13	\$1,157.87	22.81%
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	\$78,192.20	-\$53,192.20	312.77%
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 Veterans Memorial District  
 Adopted Budget FYE 6/30/2023 FYTD to 3/31/2023

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	\$2,564.22	\$435.78	85.47%
Equipment Maint & Repairs Park	\$1,000.00	\$461.13	\$538.87	46.11%
Sprinkler Supplies	\$1,000.00	\$670.31	\$329.69	67.03%
Sprinkler System Repairs	\$2,000.00	\$540.00	\$1,460.00	27.00%
Park Plants	\$1,000.00		\$1,000.00	0.00%
Fuel	\$1,200.00	\$1,055.47	\$144.53	87.96%
Pest Contol	\$400.00	\$325.00	\$75.00	81.25%
Landscape Maintenance Contract	\$25,500.00	\$20,515.00	\$4,985.00	80.45%
Tree Maintenance	\$4,000.00	\$600.00	\$3,400.00	15.00%
Turf Treatment	\$6,500.00	\$3,890.00	\$2,610.00	59.85%
Water Treatment	\$1,400.00	\$1,134.80	\$265.20	81.06%
<b>Sub Total</b>	<b>\$94,250.00</b>	\$125,220.64	-\$30,970.64	132.86%
<b>Utilities</b>				
PG&E Park	\$4,000.00	\$1,867.13	\$2,132.87	46.68%
PG&E Hall	\$18,000.00	\$15,185.72	\$2,814.28	84.37%
Water / Park	\$20,000.00	\$12,875.79	\$7,124.21	64.38%
Water / Hall	\$4,000.00	\$2,816.42	\$1,183.58	70.41%
Sewer	\$2,000.00	\$1,560.68	\$439.32	78.03%
Telephone and Internet	\$4,000.00	\$3,813.99	\$186.01	95.35%
<b>Sub Total</b>	<b>\$52,000.00</b>	\$38,119.73	\$13,880.27	73.31%
<b>Supplies</b>				
Janitorial Supplies	\$4,000.00	\$4,094.52	-\$94.52	102.36%
<b>Sub Total</b>	<b>\$4,000.00</b>	\$4,094.52	-\$94.52	102.36%
<b>Office/Operating Expenses</b>				
Office Supplies	\$800.00	\$875.06	-\$75.06	109.38%
Office Equipment	\$100.00	\$440.07	-\$340.07	440.07%
Post Office Box	\$250.00		\$250.00	0.00%
Website	\$600.00		\$600.00	0.00%
Postage and Delivery	\$60.00	\$123.00	-\$63.00	205.00%
<b>Sub Total</b>	<b>\$1,810.00</b>	\$1,438.13	\$371.87	79.45%
<b>Insurance</b>				
General Liability / Property Insurance	\$11,000.00		\$11,000.00	0.00%
<b>Sub Total</b>	<b>\$11,000.00</b>	\$0.00	\$11,000.00	0.00%
<b>Total Operations</b>	<b>\$290,185.00</b>	\$266,035.41	\$24,149.59	91.68%
<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>	0	\$135,000.00	0.00%
<b>Emergency Reserve</b>	<b>-\$99,685.00</b>			
<b>Total Expense</b>	<b>\$325,500.00</b>	\$266,035.41	\$59,464.59	81.73%

Report ID : MC-FIN-BS-0301

Run Date : 03/10/2023

Run Time : 11:32 AM

**County of Monterey**  
**Trial Balance By Accounting Distribution**  
**Fiscal Year 2023 / 8 through 8**

Page 1 of 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,1110,0000037425		02/06/2023	ACH/EFT To record: February Payables		0.00	(20,000.00)	
JV,1110,PTAX27_23_PRSEC		02/13/2023	Prior Secured - Jan 2023		95.18	0.00	
JV,1110,PTAX28_23_CS		02/23/2023	Curr Sec - Jan 2023		6,222.54	0.00	
<b>Total for Sub-BSA No Sub-BSA Specified</b>				<b>231,079.75</b>	<b>6,317.72</b>	<b>(20,000.00)</b>	<b>217,397.47</b>
<b>Total for B-1001 - Cash</b>				<b>231,079.75</b>	<b>6,317.72</b>	<b>(20,000.00)</b>	<b>217,397.47</b>

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

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX28_23_CS		02/23/2023	Curr Sec - Jan 2023		0.00	(5,369.68)	
<b>Total for Sub-BSA 4010 - Current Secured</b>				<b>(2,227,943.79)</b>	<b>0.00</b>	<b>(5,369.68)</b>	<b>(2,233,313.47)</b>

Sub BSA/Obj/Rev 4015 - Current Unsecured

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	
<b>Total for Sub-BSA 4015 - Current Unsecured</b>				<b>(92,145.24)</b>	<b>0.00</b>	<b>0.00</b>	<b>(92,145.24)</b>

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,PTAX27_23_PRSEC		02/13/2023	Prior Secured - Jan 2023		0.00	(95.18)	
<b>Total for Sub-BSA 4025 - Prior Secured</b>				<b>(41,052.77)</b>	<b>0.00</b>	<b>(95.18)</b>	<b>(41,147.95)</b>

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	
<b>Total for Sub-BSA 4030 - Prior Unsecured</b>				<b>(852.82)</b>	<b>0.00</b>	<b>0.00</b>	<b>(852.82)</b>

Sub BSA/Obj/Rev 4035 - Current Supplemental

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

Fund 668 - Spreckels Memorial District  
 Account Type Liability  
 BSA/Obj/Rev B-2530 - Assets Held as Agency for Others  
 Sub BSA/Obj/Rev 5415 - Special Assessments

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX28_23_CS		02/23/2023	Curr Sec - Jan 2023		0.00	(852.86)	
<b>Total for Sub-BSA 5415 - Special Assessments</b>				<b>(545,117.35)</b>	<b>0.00</b>	<b>(852.86)</b>	<b>(545,970.21)</b>
<b>Sub BSA/Obj/Rev No Sub-BSA Specified</b>							
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,0000037425		02/06/2023	ACH/EFT To record: February Payables		20,000.00	0.00	
<b>Total for Sub-BSA No Sub-BSA Specified</b>				<b>2,827,539.88</b>	<b>20,000.00</b>	<b>0.00</b>	<b>2,847,539.88</b>
<b>Total for B-2530 - Assets Held as Agency for Others</b>				<b>(231,079.75)</b>	<b>20,000.00</b>	<b>(6,317.72)</b>	<b>(217,397.47)</b>
<b>Total for Fund 668 - Spreckels Memorial District</b>				<b>0.00</b>	<b>26,317.72</b>	<b>(26,317.72)</b>	<b>0.00</b>
<b>Grand Total</b>				<b>0.00</b>	<b>26,317.72</b>	<b>(26,317.72)</b>	<b>0.00</b>

## Deposit Summary

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 03/01/2023

<b>Chk No.</b>	<b>PmtMethod</b>	<b>Rcd From</b>	<b>Memo</b>	<b>Amount</b>
		Josiah Santiago	Deposit	500.00
		Roberta Urquidez	Deposit	500.00
			Deposit	500.00
<b>Less Cash Back:</b>				
<b>Deposit Total:</b>				<b>1,500.00</b>

## Deposit Summary

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 03/22/2023

<b>Chk No.</b>	<b>PmtMethod</b>	<b>Rcd From</b>	<b>Memo</b>	<b>Amount</b>
		Spreckels Community Services District	Office Rent	100.00
		Spreckels Community Services District	Joe and Tim Service for SCSD	452.50
			Building Rent	800.00
		Albert Villa	Deposit	500.00
		Sign With Us 3	Building Rent	340.00
<b>Less Cash Back:</b>				
<b>Deposit Total:</b>				<b>2,192.50</b>

# SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7265 \* SPRECKELS, CA 93962

## USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Lirio & Toni Dsina

Organization Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Mailing Address: 18938 Northridge Dr City & Zip Code: Salinas, CA 93906

Work Telephone #: \_\_\_\_\_ Home Telephone #: \_\_\_\_\_ Cell Phone #: 831-809-8696

DATE OF FUNCTION: Saturday September 9th 2023  
Day of Week, Date & Year

TYPE OF FUNCTION: 50th Birthday Party

Circle areas of use required:

<input checked="" type="checkbox"/> Kitchen	<input type="checkbox"/> Barbaque Room	Bar Facilities: <input checked="" type="checkbox"/> Yes - <input type="checkbox"/> No
<input type="checkbox"/> Meeting Room	<input checked="" type="checkbox"/> Banquet Room	Dancing: <input checked="" type="checkbox"/> Yes - <input type="checkbox"/> No
<input checked="" type="checkbox"/> Auditorium	Other _____	PA System: <input type="checkbox"/> Yes - <input type="checkbox"/> 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 Deposits due within 7 days after contract approval. Balance of rent is due 10 days prior to function.

SIGNATURE: Toni Dsina DATE: 3/30/23

FOR OFFICE USE ONLY:

Rental Fee	\$ <u>1500</u>	LD&C Deposit	\$ <u>500</u>
Approval Date	<u>4</u>	Disapproval on	_____
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

Melissa TOVAR

Organization Name

Contact Person

259 Winnham St

Salinas CA 93901

Mailing Address

City & Zip Code

831 225 4179

Work Telephone #

Home Telephone #

Cell Phone #

DATE OF FUNCTION:

Sat Nov. 25<sup>th</sup> 2023

Day of Week, Date & Year

TYPE OF FUNCTION:

Birthday Party

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

M Miller

DATE

03/24/23

### FOR OFFICE USE ONLY:

Rental Fee

\$ 1500

LD&C Deposit

\$ 500

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 #

Johnny (Bar)  
931-272-5719

# SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 \* SPRECKELS, CA 93962

## USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Organization Name \_\_\_\_\_ Contact Person Angie Ramirez

Mailing Address 22 Riverton ave City & Zip Code 93905

Work Telephone # \_\_\_\_\_ Home Telephone # 831-5941527 Cell Phone # same

DATE OF FUNCTION: Sat May 10<sup>th</sup> 2023  
Day of Week, Date & Year

TYPE OF FUNCTION: Birthday Party

Circle areas of use required:

- Kitchen
- Barbecue Room
- Bar Facilities: Yes - No
- Meeting Room
- Banquet Room
- Dancing: Yes - No
- Auditorium
- 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 Angie Ramirez DATE 3/17/2023

### FOR OFFICE USE ONLY:

Rental Fee \$ 1500 LD&C Deposit \$ 500

Approval Date \_\_\_\_\_ Disapproved on \_\_\_\_\_

# of Security Required 4 Postponed \_\_\_\_\_

DATE DEPOSIT RECEIVED \_\_\_\_\_ CASH \_\_\_\_\_ CHECK # \_\_\_\_\_

DATE BALANCE RECEIVED \_\_\_\_\_ CASH \_\_\_\_\_ CHECK # \_\_\_\_\_

Maria Decorations  
931-206-9216

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

They can clean if still ppl

# SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 \* SPRECKELS, CA 93962

USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

ROBERTA URQUIDEZ

Organization Name

Contact Person -

1824 Cherokee Dr #3

93900

Mailing Address

City & Zip Code

Work Telephone #

Home Telephone #

Cell Phone #

DATE OF FUNCTION:

8/12/23

Day of Week, Date & Year

TYPE OF FUNCTION:

18<sup>th</sup> Birthday

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 12pm

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

Roberta Urquidez

DATE

2/25/23

## FOR OFFICE USE ONLY:

Rental Fee

\$ 1500

LD&C Deposit

\$ 500

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 #

# SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 \* SPRECKELS, CA 93962

## USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

AHS-81

Don DOMALAGA

Organization Name

Contact Person -

P.O. Box 612

SPRECKEL CA 93962

Mailing Address

City & Zip Code

210-3726

210-2904

210-3726

Work Telephone #

Home Telephone #

Cell Phone #

DATE OF FUNCTION:

July 22, 2023

Day of Week, Date & Year

TYPE OF FUNCTION:

Birthday / Class Reunion

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: 1700 to 2300

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 2-15-2023

### FOR OFFICE USE ONLY:

Rental Fee

\$750

LD&C Deposit

\$500

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 # \_\_\_\_\_

Resident Rate

Johany Bot

272-5719

Maria security

210-7475

# SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 \* SPRECKELS, CA 93962

## USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Organization Name \_\_\_\_\_ Contact Person Josiah Santiago

Mailing Address 14 Railroad Ave City & Zip Code Spreckels

Work Telephone # \_\_\_\_\_ Home Telephone # 831 578-4578 Cell Phone # (831) 737-0344

DATE OF FUNCTION: June 17<sup>th</sup>  
 Day of Week, Date & Year

TYPE OF FUNCTION: Brothel Party

Circle areas of use required:

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

HOURS OF USE: 4 to 8 NUMBER OF GUESTS 60-75

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 2/26/23

FOR OFFICE USE ONLY:

Rental Fee \$ 400 *Resident Rate* LD&C Deposit \$ 500

Approval Date \_\_\_\_\_ Disapproved on \_\_\_\_\_

# of Security Required 500 Postponed \_\_\_\_\_

DATE DEPOSIT RECEIVED 2-26-23 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

AUBENT VILVA  
 Organization Name Contact Person

1941 Glendora Way Salinas, CA 93906  
 Mailing Address City & Zip Code

831-240-9103 831-758-8906 \_\_\_\_\_  
 Work Telephone # Home Telephone # Cell Phone #

DATE OF FUNCTION: 11-18-2023  
Day of Week, Date & Year

TYPE OF FUNCTION: 5-12 midnight

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

HOURS OF USE: 5 to 12M 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 Albert Jr DATE 3-6-2023

### FOR OFFICE USE ONLY:

Rental Fee	\$ <u>1500</u>	LD&C Deposit	\$ <u>500</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 # _____



SCHEDULE OF MONTHLY BUILDING EQUIPMENT INSPECTION

						✓	Date
CHECK FOR PROPER OPERATION ON AIR CONDITION UNIT FOR:							
					AUDITORIUM	✓	4-5-2023
"	"	"	"	"	BANQUET ROOM	✓	
"	"	"	"	"	KITCHEN	✓	
"	"	"	"	"	LOUNGE	✓	
"	"	"	"	"	MEETING ROOM	✓	
INSPECT ALL ROOF AIR CONDITION AND HEATER DUCTS							
INSPECT EXHAUST FANS FOR PROPER OPERATION AND LUBRICATION ON:							
					KITCHEN HOOD	✓	
"	"	"	"	"	DISHWASHER	✓	
"	"	"	"	"	BATHROOM	✓	
"	"	"	"	"	OFFICE	✓	
					BANQUET ROOM	✓	

SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING

Date

4-5-2023





## HEAT ILLNESS PREVENTION

When outdoor temperatures exceed 80° Cal/OSHA requires employers to have additional prevention measures in place to protect employees from heat illnesses. Everyone can be susceptible to heat illness because it is about temperature, acclimatization, exertion, and hydration. This Safety Talk will help you understand the four types of heat illness and proactive measures you can take to prevent heat illness.

### HEAT RASH

Heat rash is typically red clusters of small blisters/pimples on the skin. Usually on the neck, chest, groin, or in elbow creases.

**What to do** – Take a recovery break in a shady, cool area. Drink slightly cool water and keep rash dry.

### HEAT CRAMPS

Cramps, muscle pain, or spasms are felt most in the arms and legs and can even occur after the work has stopped.

**What to do** – Take a recovery break in a shady, cool area. Drink slightly cool water. Wait for cramps to stop before doing any physical activity. Seek medical help if cramps last more than (1) hour or if you're on a low sodium diet or have heart problems.



### HEAT EXHAUSTION

The body becomes overly stressed with symptoms such as:

- Cool, pale, clammy skin
- Heavy sweating
- Fatigue or weakness
- Shortness of breath
- Headache, dizziness, or fainting
- Nausea or vomiting
- Rapid heartbeat and breathing
- Thirst

**What to do** - Get out of the heat immediately. Loosen/remove clothing. Apply cool water/ice packs to the body. Drink slightly cool water and electrolytes. *Seek medical help.*

### HEAT STROKE

This is the most serious stage of heat illness. Symptoms may include:

- Red, hot, dry skin with very little sweating
- High body temperature, 105° F or higher
- Headache, dizziness, confusion
- Nausea or vomiting
- Rapid pulse

### **What to do**

#### **CALL 911 IMMEDIATELY**

- ✓ Get to a shady cool area and remove unnecessary clothing
- ✓ Drink slightly cool water if possible
- ✓ Fan vigorously
- ✓ Apply cool water to clothing or skin
- ✓ Apply ice packs under arms, to the neck, back, and groin area

## How can you prevent heat illness?

### DRINK WATER

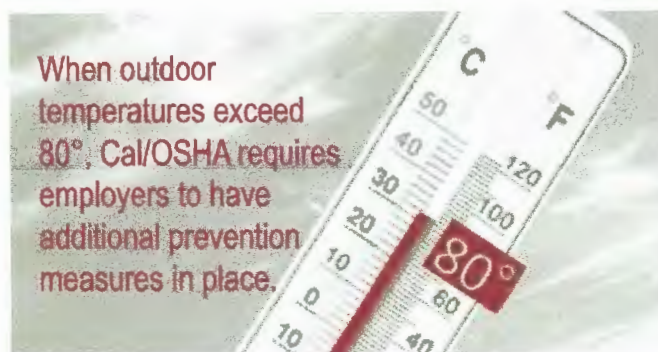
The most important thing you can do to prevent heat illness is drink plenty of water!!! The key is to drink water throughout your shift, even when you don't feel thirsty. When working in temperatures of 80° or more, Cal/OSHA requires employers to have one quart of water (4 cups) per hour available for each employee during their shift. Employees should encourage each other to drink water every hour.

### ACCLIMATE

Acclimatization is a process where the body needs time to adjust to increased heat exposure. Cal/OSHA requires employers to observe and check in with employees during the acclimatization timeframe (4-14 days).

### TAKE RECOVERY BREAKS IN THE SHADE

When working in temperatures of 80° or more, take regular breaks in the shade and drink water. Employees who wait until symptoms appear before seeking shade and recovery are at a higher risk of developing heat illness.



### ADDITIONAL PREVENTION CONSIDERATIONS

- If possible, wear long sleeves and pants to keep the radiant heat of the sun away from your skin.
- When wearing heavy personal protective equipment, respirators, or when conducting significant exertion pay extra attention to symptoms of heat illness you may be experiencing.
- Check the effects of your medications
- Avoid heavy meals, your body generates heat through digestion
- If you have a chronic disease, such as heart disease or diabetes, check with your doctor for heat illness prevention guidance.

#### Additional Resources:

- SDRMA Model Heat Illness Prevention Program Template
- Cal/OSHA [§3395](#), Heat Illness Prevention Regulation
- Cal/OSHA [Heat Illness Prevention Resources](#)

This *Safety Talk* provides awareness level training on heat illness prevention. If this information is unclear or if you have any additional questions, please talk to you supervisor.