

1

Spreckels Memorial District  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
**Wednesday January 11, 2017 6:30pm**  
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. 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 Regular Board Meeting 12/7/2016

4-6

- 5. BUSINESS MANAGER'S REPORT:

- a. Financial Reports December
- b. Form 700

7-9

- c. EDD Assessment
- d. Audits FY's 2007 & 2008

10-11

6. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Set meeting dates Calendar Year 2017

12

7. USE REQUESTS:

- |                        |                           |
|------------------------|---------------------------|
| a. Narcotics Anonymous | Men's Breakfast           |
| b. Girl Scouts         | World Thinking Day        |
| c. Maria Macias        | Quinceanera               |
| d. Oliva Castros       | Wedding                   |
| e. Reyes               | Sweet 16                  |
| f. Mercyde Davis       | 50 <sup>th</sup> Birthday |

13-18

8. FUNCTION RECAP:

9. NEW BUSINESS:

10. CONTINUED BUSINESS: MEMORIAL BUILDING:

- a. Organ Grinder Painting: Letter to Salinas City Manager Ray Corpuz.
- b. Hutch's Plumbing Estimate #130 Tankless Water Heater In BBQ Area.

11. CONTINUED BUSINESS: MEMORIAL PARK:

- a. Spreckels 4<sup>th</sup> of July Celebration

12. REGULAR MONTHLY FACILITIES REPORTS:

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

19-21

13. REVIEW OF DEPOSITS

22

14. REVIEW AND APPROVAL OF MONTHLY ACCOUNTS PAYABLE:

23-29

15. ADJOURN REGULAR MEETING: Next Regular Meeting: February 1, 2017.

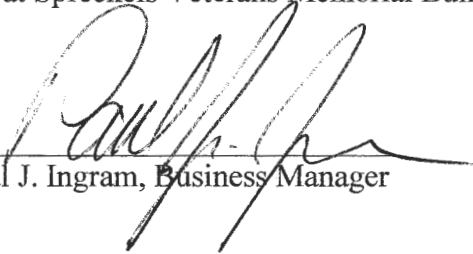
**ADA COMPLIANCE**

**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.**

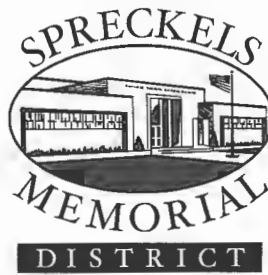
**In Compliance with Government Code section 54957.5**, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at Spreckels Veterans Memorial Building, 5<sup>th</sup> and Llano Streets, Spreckels, CA 93962, or at the scheduled meeting. In addition, 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 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 January 11, 2017 Regular Meeting of the District Board of Directors scheduled for 6:30 pm at Spreckels Veterans Memorial Building, 5<sup>th</sup> and Llano Streets Spreckels, CA 93962

  
Paul J. Ingram, Business Manager

Date 1/6/2017



Spreckels Memorial District  
MINUTES OF THE REGULAR MEETING OF THE BOARD OF  
DIRECTORS  
**Wednesday December 7, 2016 6:30pm**  
Spreckels Veterans Memorial Building, 5<sup>th</sup> & Llano, Spreckels, CA 93962

1. CALL TO ORDER:

*The meeting was called to order by President Henningsen at 6:30 pm.*

2. ROLL CALL & ESTABLISHMENT OF QUORUM:

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

*Present: Henningsen, Eastwood, McDougall, Foster*

*Absent: Magno*

**QUORUM ESTABLISHED**

3. PUBLIC COMMENTS:

*Peter Becker of Time Value Investments gave a presentation on Certificates of Deposit and their interest values for board consideration with reserve funds available.*

4. APPROVAL OF MINUTES:

- a. SMD Regular Board Meeting 11/2/2016

*Motion to approve [McDougall] 2<sup>nd</sup> [Foster].*

*Ayes: Henningsen, Eastwood, McDougall, Foster*

*Noes: None*

**Motion carried.**

5. BUSINESS MANAGER'S REPORT:

- a. Financial Reports November

*Budget YTD and fund balances were presented.*

6. PUBLIC HEARING:

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Approve Biennial Conflict of Interest Notice

*President Henningsen will sign the Biennial Notice marked "the code is currently under review by the code reviewing body."*

8. USE REQUESTS:

- |                   |                      |
|-------------------|----------------------|
| a. Nina Van Vleck | Birthday Celebration |
| b. Lisa Silver    | Wedding Reception    |
| c. Edgar Baeza    | Wedding Reception    |
| d. Maria Macias   |                      |

*Motion to approve [McDougall] 2<sup>nd</sup> [Eastwood]*

*Ayes: Henningsen, Eastwood, McDougall, Foster*

*Noes: None*

**MOTION CARRIED**

9. FUNCTION RECAP:

- a. Native American Art Show

*Building Caretaker Velasquez reported on messy and unsanitary restrooms after event. Plumber was called to clear drain in Women's. Caretaker instructed to withhold deposit.*

10. NEW BUSINESS:

- a. Election of Officers Calendar Year 2017.

*A motion was made [McDougall] 2<sup>nd</sup> [Eastwood] to elect a slate of Scott Henningsen, President, Cathy McDougall, Vice-President, Ron Eastwood, Clerk of the Board, Scott Henningsen, Park Manager and Cathy McDougall, Building Manager.*

*Ayes: Henningsen, Eastwood, McDougall, Foster*

*Noes: None*

**MOTION CARRIED**

11. CONTINUED BUSINESS: MEMORIAL BUILDING:

- a. Organ Grinder Painting: Letter to Salinas City Manager Ray Corpuz.  
b. Hutch's Plumbing Estimate #130 Tankless Water Heater In BBQ Area.

*Henningsen presented itemized estimate from Hutch's. Amount has already been approved.  
Building Caretaker Velasquez reported display cases now have the same key from SMO-KEY.*

12. CONTINUED BUSINESS: MEMORIAL PARK:

- a. Spreckels 4<sup>th</sup> of July Celebration

13. REGULAR MONTHLY FACILITIES REPORTS:

- a. Review of Building/Equipment Inspection Report.

*Hobart came to repair doors on ovens. Reported parts are no longer available for these models. Board will consider replacing as part of a facilities upgrade process.*

- b. Review of Park Operations and Safety Report

*Resident brought condition of large magnolia to the attention of Park Contractor Dave Clarke. He will call an arborist to assess risk.*

14. REVIEW OF DEPOSITS

15. REVIEW AND APPROVAL OF MONTHLY ACCOUNTS PAYABLE:

*Motion to approve [Foster] 2<sup>nd</sup> [McDougall]  
Ayes: Henningsen, Eastwood, McDougall, Foster  
Noes: None **MOTION CARRIED***

16. ADJOURN REGULAR MEETING: Next Regular Meeting: January 4, 2017.

*Meeting was adjourned by President Henningsen at 7:40 pm.*

Respectfully submitted,

Approval Date \_\_\_\_\_

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

**SPRECKELS MEMORIAL DISTRICT FUND  
BALANCES AS OF 1/11/2016 AFTER  
TODAY'S PAYABLES, DEPOSIT AND  
TRANSFER OF \$20,000.00**

<b>COUNTY FUND 668</b>	<b>\$154,415.33</b>
<b>RABOBANK CHECKING</b>	<b><u>\$ 17,009.78</u></b>
<b>TOTAL</b>	<b>\$171,425.11</b>

11:04 AM

01/10/17

Cash Basis

## Spreckels Memorial District Profit & Loss Budget vs. Actual

July 1, 2016 through January 11, 2017

	Jul 1, '16 - Jan 11, 17	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>Memorial Building &amp; Park Rent</b>				
<b>Building Income</b>				
LD&C	0.00	0.00	0.00	0.0%
LD&C Refund	0.00	0.00	0.00	0.0%
Rent	11,119.40	0.00	11,119.40	100.0%
Building Income - Other	0.00	0.00	0.00	0.0%
<b>Total Building Income</b>	<b>11,119.40</b>	<b>0.00</b>	<b>11,119.40</b>	<b>100.0%</b>
Park Income	0.00	0.00	0.00	0.0%
Memorial Building & Park Rent - Other	0.00	25,000.00	-25,000.00	0.0%
<b>Total Memorial Building &amp; Park Rent</b>	<b>11,119.40</b>	<b>25,000.00</b>	<b>-13,880.60</b>	<b>44.5%</b>
Check Reversal	0.00	0.00	0.00	0.0%
Donations	200.00	0.00	200.00	100.0%
<b>TAX INCOME</b>				
Property Tax Revenue	7,212.93	168,500.00	-161,287.07	4.3%
AB15 4X Prop 1A Repayment	0.00	0.00	0.00	0.0%
5415-Special Assessments	158.48	43,700.00	-43,541.52	0.4%
EDD Refund	0.00	0.00	0.00	0.0%
Other User Fees	0.00	0.00	0.00	0.0%
TAX INCOME - Other	0.00	0.00	0.00	0.0%
<b>Total TAX INCOME</b>	<b>7,371.41</b>	<b>212,200.00</b>	<b>-204,828.59</b>	<b>3.5%</b>
<b>Total Income</b>	<b>18,690.81</b>	<b>237,200.00</b>	<b>-218,509.19</b>	<b>7.9%</b>
<b>Expense</b>				
AB15 X4 Transfer to SRAF	0.00	0.00	0.00	0.0%
Accounting Services	0.00	500.00	-500.00	0.0%
Administration Fees	361.00	2,200.00	-1,839.00	16.4%
Advertising	231.00	1,000.00	-769.00	23.1%
Audit Costs	1,350.00	37,500.00	-36,150.00	3.6%
Bank Fees	47.00	0.00	47.00	100.0%
Board & Staff Education	128.22	300.00	-171.78	42.7%
Building Improvements	0.00	0.00	0.00	0.0%
Building Materials	229.74	1,200.00	-970.26	19.1%
Building Repairs	0.00	2,000.00	-2,000.00	0.0%
Cable Reimbursement	0.00	0.00	0.00	0.0%
Cash Out	0.00	0.00	0.00	0.0%
Communications	0.00	0.00	0.00	0.0%
Dues & Subscriptions	1,512.00	1,400.00	112.00	108.0%
Election Costs	0.00	0.00	0.00	0.0%
Electrical Repairs	0.00	1,000.00	-1,000.00	0.0%
Equipment Purchase	898.09	2,500.00	-1,601.91	35.9%
Equipment Rental	0.00	0.00	0.00	0.0%
Equipment Repairs	1,121.20	300.00	821.20	373.7%
Gasoline	363.76	350.00	13.76	103.9%
General Liability/Property Ins.	0.00	4,000.00	-4,000.00	0.0%
HVAC	300.00	200.00	100.00	150.0%
IRS	0.00	0.00	0.00	0.0%
Janitorial Supplies	2,565.21	3,200.00	-634.79	80.2%
Legal Services	199.43	200.00	-0.57	99.7%
Licenses & Permits	0.00	0.00	0.00	0.0%
<b>Maintenance Equipment</b>				
Building	895.93	1,600.00	-704.07	56.0%
Park	519.00	2,000.00	-1,481.00	26.0%
Maintenance Equipment - Other	0.00	0.00	0.00	0.0%
<b>Total Maintenance Equipment</b>	<b>1,414.93</b>	<b>3,600.00</b>	<b>-2,185.07</b>	<b>39.3%</b>
Office Equipment	26.71	100.00	-73.29	26.7%
Office Supplies	273.04	500.00	-226.96	54.6%
Parcel Management	4,774.64	0.00	4,774.64	100.0%
Park Improvements	2,839.88	0.00	2,839.88	100.0%
Park Landscape Maintenance	14,560.00	25,000.00	-10,440.00	58.2%
Park Maintenance Contract	0.00	0.00	0.00	0.0%
Park Plants	0.00	0.00	0.00	0.0%
Park Repairs	4,907.50	0.00	4,907.50	100.0%
Park Supplies	35.43	0.00	35.43	100.0%
Payroll Expenses	34,330.78	62,000.00	-27,669.22	55.4%
Payroll Taxes	3,060.68	14,000.00	-10,939.32	21.9%
Pest Control	285.00	400.00	-115.00	71.3%
Petty Cash	0.00	0.00	0.00	0.0%
Plumbing Repairs	1,158.21	1,200.00	-41.79	96.5%
Post Office Box	0.00	130.00	-130.00	0.0%
Postage & Delivery	53.47	147.00	-93.53	36.4%
Power & Gas	9,760.64	15,000.00	-5,239.36	65.1%
Printing	0.00	0.00	0.00	0.0%
Professional Fees	0.00	0.00	0.00	0.0%
Property Tax	385.24	400.00	-14.76	96.3%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Regular Building Expense	0.00	0.00	0.00	0.0%
Regular Park Maintenance	0.00	0.00	0.00	0.0%
Reimbursement	0.00	0.00	0.00	0.0%
Sewer	630.08	1,100.00	-469.92	57.3%
Special Building Maintenance	0.00	0.00	0.00	0.0%
Sprinkler Supplies	48.80	0.00	48.80	100.0%
Sprinkler System Repairs	1,160.00	500.00	660.00	232.0%
Tax Penalties & Interest	1,844.67	5,530.00	-3,685.33	33.4%



11:04 AM

01/10/17

Cash Basis

**Spreckels Memorial District  
Profit & Loss Budget vs. Actual**

July 1, 2016 through January 11, 2017

	Jul 1, '16 - Jan 11, 17	Budget	\$ Over Budget	% of Budget
Tax Return 2007	0.00	0.00	0.00	0.0%
Telephone & Internet	857.37	1,900.00	-1,042.63	45.1%
Transportation	0.00	0.00	0.00	0.0%
Travel Expense	0.00	0.00	0.00	0.0%
Tree Maintenance	750.00	10,000.00	-9,250.00	7.5%
Turf Treatment	6,525.00	6,500.00	25.00	100.4%
Water	7,337.90	8,200.00	-862.10	89.5%
Water Treatment	806.19	1,400.00	-593.81	57.6%
Website	600.00	0.00	600.00	100.0%
Workers Compensation Insurance	111.54	500.00	-388.46	22.3%
<b>Total Expense</b>	<b>107,844.35</b>	<b>215,957.00</b>	<b>-108,112.65</b>	<b>49.9%</b>
<b>Net Income</b>	<b>-89,153.54</b>	<b>21,243.00</b>	<b>-110,396.54</b>	<b>-419.7%</b>

Letter ID: L0822298144  
Issued Date: December 1, 2016  
Mail Date: December 8, 2016  
Account ID: 117-4039-6  
2035867648\_P46\_E12

SPRECKELS MEMORIAL DISTRICT  
PO BOX 7266  
SPRECKELS CA 93962-7266

### NOTICE OF ASSESSMENT

This Notice of Assessment (Assessment #22) is for the period beginning January 1, 2011, and ending December 31, 2014. The daily interest for this liability has been calculated through December 8, 2016. Payment may be submitted online through our secure web site or by mail using the attached payment.

<u>Liability</u>	<u>Amount</u>
Unemployment Insurance (UI)	\$1,029.00
Employment Training Tax (ETT)	\$28.00
State Disability Insurance (SDI)	\$2,003.68
Personal Income Tax (PIT)	\$7,901.29
<b>Subtotal:</b>	<b>\$10,961.97</b>
Less Credits and Payments	\$0.00
<b>Subtotal:</b>	<b>\$10,961.97</b>
1127 Assessment Penalty	\$1,135.98
Interest	\$1,512.01
<b>Total Amount Due</b>	<b>13,609.96</b>

#### Assessment Explanation

- This assessment is issued in accordance with Section(s) 1127 of the California Unemployment Insurance Code.
- Wages which are subject to the code were not reported
- Employees subject to the code, whom you treated as independent contractors, were not reported.

#### California Unemployment Insurance Code (CUIC) Explanation

- 1127 Assessment Penalty: Due to negligence or intentional disregard of filing the incorrect amounts of employer or worker contributions, a penalty of 15% (10% for periods prior to the 3rd quarter 2014) based on the deficient amount has been charged pursuant to Section 1127 of the CUIC.

#### Important Information Regarding Assessments

- An additional penalty amounting to 15% (10% for periods prior to the 3rd quarter 2014) of any unpaid assessed contributions will be added to your account if payment is not postmarked or received within 30 days from the mail date of this notice pursuant to Section 1135 of the CUIC.
- This Notice of Assessment contains liability with petition rights, please see final page for petition rights.

If you have any questions regarding this Notice of Assessment, you can review your employer account on the Employment Development Department's (EDD) e-Services for Business at [edd.ca.gov/e-Services\\_for\\_Business](http://edd.ca.gov/e-Services_for_Business).

SPRECKELS MEMORIAL DISTRICT  
PO BOX 7266  
SPRECKELS CA 93962-7266

Letter ID: L0298941984  
Issued Date: December 2, 2016  
Mail Date: December 9, 2016  
Account ID: 117-4039-6  
1066143744\_P1003\_E692

## NOTICE OF ADJUSTMENT

This Notice of Credit Adjustment is for the period beginning January 1, 2011, and ending December 31, 2015. Below is the detail of the adjusted liability due. Interest has been calculated through December 9, 2016.

<u>Liability</u>	<u>Amount</u>
Unemployment Insurance (UI)	\$1,029.00
Employment Training Tax (ETT)	\$28.00
State Disability Insurance (SDI)	\$2,003.68
Personal Income Tax (PIT)	\$0.00
<b>Subtotal:</b>	<b>\$3,060.68</b>
Less Credits and Payments	\$0.00
<b>Subtotal:</b>	<b>\$3,060.68</b>
1127 Assessment Penalty	\$1,135.98
Interest	\$687.43
<b>Total Adjusted Amount Due</b>	<b>\$4,884.09</b>

### Explanation:

The original *Notice of Assessment* (DE 6517) has been adjusted to reflect additional information provided to the Employment Development Department. The adjustment is a result of processing the *Claim for Adjustment or Refund of Personal Income Tax* (DE 938P), the *Declaration* (DE 6028P), and/or additional information provided after the close of the audit.

Note: The amounts indicated above do not reflect penalties under Section 1135 of the California Unemployment Insurance Code (CUIC). A 15% (10% for periods prior to the 3rd quarter 2014) penalty under Section 1135 of the CUIC is charged if the assessment is not paid in full within 30 days of issuance.

If you have any questions, please contact Karen Friedmann at 408-277-9442.



## Meeting Dates Calendar Year 2017

January 11

February 1

March 1

April 5

May 3

June 7

July 5

August 2

September 6

October 4

November 1

December 6

# SPRECKELS MEMORIAL DISTRICT

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

Peter

USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Narcotics Anonymous Chad Stewart  
Organization Name Contact Person

1172 S. MAIN ST #110  
Mailing Address

SALINAS CA 93901  
City & Zip Code

N/A  
Work Telephone #

N/A  
Home Telephone #

831 277-1118  
Cell Phone #

DATE OF FUNCTION: 5/13/16  
Day of Week, Date & Year

TYPE OF FUNCTION: MEN'S BREAKFAST

Circle areas of use required:

- Kitchen
- Meeting Room
- Auditorium

- Barbeque Room
- Banquet Room
- Other \_\_\_\_\_

- Bar Facilities: Yes - No
- Dancing: Yes - No
- PA System: Yes - No

HOURS OF USE: 6:00 AM to 1:00

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 12/12/16

### 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 # _____

Asking for discount  
non-profit  
90

# SPRECKELS MEMORIAL DISTRICT

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

USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Girl Scouts  
Organization Name

Lanet Sandoval  
Contact Person

10605 Seymour St.  
Mailing Address

Castroville, 95012  
City & Zip Code

Work Telephone #

Home Telephone #

(831) 512-6636  
Cell Phone #

DATE OF FUNCTION: Sunday, Feb. 19<sup>th</sup>, 2017  
Day of Week, Date & Year

TYPE OF FUNCTION: World Thinking Day

Circle areas of use required:

- Kitchen
- Barbeque Room
- Meeting Room
- Banquet Room
- Auditorium
- Other \_\_\_\_\_

Bar Facilities: Yes - No

Dancing: Yes - No

PA System: Yes - No

HOURS OF USE: 11am to 2:30pm 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 12/30/16

### FOR OFFICE USE ONLY:

Rental Fee \$ 0 LD&C Deposit \$ \_\_\_\_\_

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

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

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

Organization Name \_\_\_\_\_ Maria Macias Contact Person

Mailing Address 916 W. Alisal St Apt. 17 City & Zip Code Salinas 93901

Work Telephone # \_\_\_\_\_ Home Telephone # \_\_\_\_\_ Cell Phone # (831) 269-4370

DATE OF FUNCTION: November 18, 2017  
 Day of Week, Date & Year

TYPE OF FUNCTION: Quinceañera

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	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 Maria Macias DATE 12-07-2017

### FOR OFFICE USE ONLY:

Rental Fee	\$ <u>900</u>	LD&C Deposit	\$ <u>500</u>
Approval Date	_____	Disapproved on	_____
# of Security Required	<u>3-4</u>	Postponed	_____
DATE DEPOSIT RECEIVED	<u>12-9-16</u>	CASH _____	CHECK # <u>17-493572987</u> <u>\$500<sup>00</sup></u>
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 Olivia Castro

Mailing Address 20 Box 7644 City & Zip Code Spreckels, CA 93962

Work Telephone # (831) 594-9991 Home Telephone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

DATE OF FUNCTION: June 17, 2017  
Day of Week, Date & Year

TYPE OF FUNCTION: Wedding

Circle areas of use required:

- Kitchen
- Barbeque Room
- Meeting Room
- Banquet Room
- Auditorium
- Other \_\_\_\_\_

Bar Facilities: Yes  No

Dancing: Yes  No

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 [Signature] DATE 1/10/17

### FOR OFFICE USE ONLY:

Rental Fee	\$ <u>550</u>	LD&C Deposit	\$ <u>500</u>	<u>Resident Rate</u>
Approval Date	_____	Disapproved on	_____	
# of Security Required	<u>4-5</u>	Postponed	_____	
DATE DEPOSIT RECEIVED	<u>1-10-17</u>	CASH _____	CHECK # <u>1936</u>	<u>500</u>
DATE BALANCE RECEIVED	_____	CASH _____	CHECK # _____	
DATE RETURNED LD&C MAILED	_____	AMOUNT \$ _____	CHECK # _____	



Contact Person

1287 Via Paraiso

Salinas, 93901

(831) 757-5324

(831) 757-1735

(831) 261-6930

DATE OF FUNCTION: May 13 2017

TYPE OF FUNCTION: Sweet 16

Circle areas of use required:

- Kitchen
- Barbeque Room
- Meeting Room
- Banquet Room
- Auditorium
- Other \_\_\_\_\_

Bar Facilities: Yes - No  
 Dancing:  Yes - No  
 PA System: Yes - No

HOURS OF USE: \_\_\_\_\_ to \_\_\_\_\_ NUMBER OF GUESTS 100-150

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 *J Reyes*

DATE 12-30-16

FOR OFFICE USE ONLY:

Rental Fee	\$ 900	LD&C Deposit	\$ 500
Approval Date	_____	Disapproved on	_____
# of Security Required	3-4	Postponed	_____
DATE DEPOSIT RECEIVED	1-6-17	CASH _____	CHECK # X 1844
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 Mercyde Davis  
Mailing Address 632 Donner way Salinas 93906  
Work Telephone # 877-405-9781 Home Telephone # \_\_\_\_\_ Cell Phone # 831-682-4950

DATE OF FUNCTION: Saturday, April 1, 2017  
Day of Week, Date & Year

TYPE OF FUNCTION: 50th 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: 5 to 12 NUMBER OF GUESTS 75-100

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 Mercyde Davis DATE 1/5/17

FOR OFFICE USE ONLY:

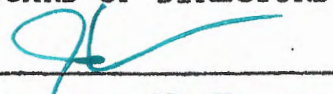
Rental Fee \$ 600 LD&C Deposit \$ 300  
 Approval Date \_\_\_\_\_ Disapproved on \_\_\_\_\_  
 # of Security Required 1-2 Postponed \_\_\_\_\_  
 DATE DEPOSIT RECEIVED 1-5-17 CASH \_\_\_\_\_ CHECK # 1445 \$300  
 DATE BALANCE RECEIVED \_\_\_\_\_ CASH \_\_\_\_\_ CHECK # \_\_\_\_\_  
 DATE RETURNED LD&C MAILED \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ CHECK # \_\_\_\_\_

BUILDING EQUIPMENT INSPECTION:

	✓	date	✓	date	✓	date	✓	date	✓	date	✓	date
INSPECT FOR PROPER OPERATION OF: DISHWASHER	✓	12-4	✓	12-9	✓	12-10	✓	12-11	✓	12-17	✓	12-23
REFRIGERATOR UNITS	3		3		2		3		3		3	
OVENS												
COOKTOPS												
HOT WELLS												
COFFEE URN												
PLUMBING FIXTURES												
P A SYSTEM												
BANQUET ROOM												
									<u>AFTER EACH FUNCTION</u>			
INSPECT CHAIR LEGS FOR MISSING LEG PADS												
INSPECT TABLES FOR LOOSE SCREWS IN RAILS												

3 ADDITIONAL SHEETS AS MAY BE REQUIRED

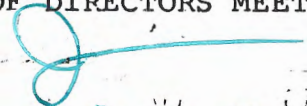
SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING

  
 Date 12-30-16

SCHEDULE OF WEEKLY BUILDING EQUIPMENT INSPECTION

	Week #1	Week #2	Week #3	Week #4
INSPECT ALL (4) HOT WATER HEATERS FOR: LEAKS	✓	✓	✓	✓
" " PILOT LIGHTS	✓	✓	✓	✓
CHECK EMERGENCY LIGHTING BATTERY				

SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING

  
Date 12.30.16

SCHEDULE OF MONTHLY BUILDING EQUIPMENT INSPECTION

							✓	Date		
CHECK FOR PROPER OPERATION ON AIR CONDITION UNIT FOR:										
							✓	12-30-16		
"	"	"	"	"	"	"				
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										

SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING

[Signature]  
Date 12-30-16



## Deposit Summary

1/11/2017 10:37 AM

Summary of Deposits to Rabobank Checking on 01/11/2017

<u>Chk No.</u>	<u>PmtMethod</u>	<u>Rcd From</u>	<u>Memo</u>	<u>Amount</u>
		Valentin Reyes		500.00
		Aaron Parker		300.00
		Rosalie Yulich		200.00
		Crop Production Services		225.00
		Maria Macras		500.00
		Lisa Siler		500.00
		Bernardo Castro		500.00
		Mercyde Davis		300.00
		Spero School LLC		400.00
		Spreckels Community Services District		46.90
		Michael Holland DBA Jazzercise		165.96

**Less Cash Back:****Deposit Total:****3,637.86**

# Accts. Payable

Spreckels Memorial District

Register: Rabobank Checking  
 From 01/11/2017 through 01/11/2017  
 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>
01/11/2017	4175	Clarke's Turf & Water	Gasoline		91.21	
01/11/2017	4176	California American ...	Sewer		106.00	
01/11/2017	4177	Quality Water Enterp...	Water Treatment		115.17	
01/11/2017	4178	American Supply Co...	Janitorial Supplies		1,160.26	
01/11/2017	4179	McGilloway, Ray, Br...	Audit Costs		1,350.00	
01/11/2017	4180	Hutch's Plumbing, Inc.	Plumbing Repairs		467.92	
01/11/2017	4181	Staley's Heating & S...	HVAC		300.00	
01/11/2017	4183	Spreckels Water Co...	Water		394.33	
01/11/2017	4184	Salinas Valley Feder...	LD&C Deposits		300.00	
01/11/2017	4185	Montessori Learning ...	LD&C Deposits		300.00	
01/11/2017	4186	Employment Develo...	-split-		4,890.89	
			Payroll Taxes	UI & ETT 1/1/...	-3,060.68	
			Tax Penalties & Interest	1127 Assessme...	-1,830.21	
01/11/2017	4187	Employment Develo...	-split-	117-4039-6	345.36	
			Payroll Liabilities		-124.20	
			Payroll Liabilities		-221.16	

**TOTAL \$9,821.14**

**STATEMENT**

24

- ★ HOTEL, RESTAURANT, BAR SUPPLIES & EQUIPMENT
- ★ JANITORIAL, PAPER & SANITATION SUPPLIES
- ★ COMPLETE LINE OF FLOOR, CARPET CARE PRODUCTS & EQUIPMENT



P.O. BOX 2026 SALINAS, CA 93902  
130 WEST MARKET STREET SALINAS, CALIFORNIA 93901

SALINAS (831) 424-1928  
MONTEREY (831) 372-1928  
FAX (831) 424-5251

PAGE: 1

CUSTOMER NUMBER 1176

STATEMENT DATE 12/31/2016

SPRECKELS MEMORIAL DIST.  
PO BOX 7266  
SPRECKELS, CA 93962

AMOUNT BEING PAID \$ \_\_\_\_\_  
**ALL INVOICES ARE DUE 30 DAYS FROM DATE OF INVOICE.  
PLEASE PAY PROMPTLY TO AVOID FINANCE CHARGES.**

PLEASE RETURN THIS TOP PORTION WITH YOUR REMITTANCE TO: P.O. BOX 2026 • SALINAS, CA 93902

INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT	PAYMENT DATE	PAYMENT REFERENCE	PAYMENT AMOUNT	BALANCE DUE
11/10/16	2746821	150.25	12/09/16	0004165	150.25	.00
12/12/16	2750184	1160.26				1160.26

*Thank You!*

**TERMS:** ALL INVOICES ARE DUE 30 DAYS FROM DATE OF INVOICE.  
A FINANCE CHARGE OF 1 1/2% PER MONTH (18% PER ANNUM)  
WILL BE CHARGED ON PAST DUE INVOICES OVER 60 DAYS.  
*There will be a \$25 charge on all returned checks.*

**AMERICAN SUPPLY COMPANY**  
P.O. BOX 2026  
SALINAS, CA 93902

SALINAS (831) 424-1928  
MONTEREY (831) 372-1928  
FAX (831) 424-5251

CURRENT	OVER 30 DAYS	OVER 60 DAYS	OVER 90 DAYS	OVER 120 DAYS	TOTAL DUE
1160.26	.00	.00	.00	.00	1160.26
	<b>OVERDUE</b>	<b>PAST DUE</b>	<b>MUST PAY NOW</b>	<b>PLEASE CONTACT OUR CREDIT DEPARTMENT</b>	

PAY THIS AMOUNT  ↑





**american supply company**

Janitorial • Paper • Restaurant Supplies

**TWO LOCATIONS TO SERVE YOU**

130 West Market St.  
Salinas, CA 93901  
(831) 424-1928  
(831) 424-5251 Fax

1033 Broadway<sup>25</sup> Ave.  
Seaside, CA 93955  
(831) 394-1445  
(831) 394-1448 Fax

Remit to: P.O. Box 2026, Salinas, CA 93902

PAGE: 4  
FOR CHEMICAL EMERGENCY CALL: 831-424-1928

DATE: 12/12/2016  
TIME: 4:17 PM  
INVOICE NO: 8750154

TERMS: NET 30

**BILL TO:**  
SPRECKELS MEMORIAL DIST.  
PO BOX 7266  
SPRECKELS, CA 93962

**SHIP TO:**  
SPRECKELS MEMORIAL DIST.  
5TH & LLANO AVE  
SPRECKELS, CA  
PO# REQUIRED!

CUSTOMER ACCOUNT NO.	CUSTOMER ORDER NO.	SOLD BY	MERCHANDISE RETURNED	PAID OUT	MISCELLANEOUS
1176	JOE	02 62			
QUANT.	U/M	ITEM CODE	DESCRIPTION	UNIT PRICE	AMOUNT
3	CASE	100-45507	LIVI WH CENTER PULL TWL 6/600	34.90	104.70
1	PKG	191-10100BX	S/S SPONGE 12/PKG	26.40	26.40
2	CASE	012-11702B	H2ORANGE2 CONC SPOT RMVR 2/1B	100.10	200.20
1	CASE	063-9112	LOTION HAND CLEANER 12/800ML	87.35	87.35
6	CASE	283-18127	23X17X4.5 2ML GREEN LINER 100/C	51.85	311.10
1	CASE	086-19027	ROLLMASTER 2PLY T.TISS 48/750	73.65	73.65
2	EACH	022-CP166ASCE	WILD BERRY DRY DEOD 10oz	7.35	14.70
4	EACH	192-5361	36"X5"DUST MOP REFILL		
			DISCOUNT PERCENT: 10.00	20.85	75.06
3	CASE	086-23501	JUNIOR JUMBO 2PLY T.TISS 12/1M	29.95	89.85
10	PKG	278-8644LP	BLUE DSP NITRLE GLV-LB 100/PKG	9.50	95.00
			SALES TAX:		82.20
PO # REQUIRED! DRIVER DELIVER TO REAR DOOR BEFORE 12:00 PM add 455-202 (BOB)					

**TERMS & CONDITIONS:** Title to above listed merchandise shall not pass to purchaser but will remain with vendor until all sums due on this invoice are fully paid. All bills are net 30 days. The buyer hereby acknowledges responsibility for payment of all collection costs and/or attorney's fees if legal action is necessary for collection. A service charge of 1 1/2% per month (which is 18% per annum) will be added to all accounts 60 days past due. There will be a \$25 charge on all returned checks.

**TOTAL → 1160.26**

CHECKER: [Signature] DRIVER: [Signature] DATE: [Signature] RECEIVED BY: [Signature] ACKNOWLEDGE RETURN: [Signature]

**PLEASE PAY THIS AMOUNT**

ALL CLAIMS AND REFUNDS MUST BE ACCOMPANIED BY THIS INVOICE WITHIN 10 DAYS AFTER DATE OF PURCHASE

STATEMENT COPY

**McGilloway, Ray, Brown & Kaufman**

Phone: 831-373-3337

Fax: 831-373-3437

2511 Garden Road, Suite A180

Monterey, CA 93940

www.mcgilloway-ray.com

cpa@mcgilloway-ray.com

**ID: 217630****Date: 11/30/16****Invoice: 2,000,019,638****Amount: \$1,350.00**

Spreckels Memorial District  
 Paul Ingram  
 P.O. Box 7266  
 Spreckels, CA 93962

This invoice is for the following services rendered for Spreckels Memorial District.

Progress billing (15%) for audit of financial statements for the fiscal year ending June 30, 2007.	1,350.00
--	----------

Billed Amount	\$1,350.00
---------------	------------

<b>Invoice Total</b>	<b>\$1,350.00</b>
----------------------	-------------------

 Please return this portion with payment. Mail to - 2511 Garden Road, Suite A180, Monterey, CA 93940.

**Invoice: 2000019638**

Date: 11/30/2016

Due Upon Receipt.

**Payment Amount: \$** \_\_\_\_\_**Payment Type:**  Check  Cash**ID: 217630**

Spreckels Memorial District

831-455-7855

Payments received after the Date above are not reflected in the Amount Due. Call 831-373-3337 for inquiries. Amount Due is payable upon receipt. Past due amounts will incur a monthly finance charge of 1%.

**Offices:**

2511 Garden Road, Suite A180, Monterey, CA 93940, (831) 373-3337

379 West Market Street, Salinas, CA 93901, (831) 424-2737

822 Alhambra Avenue, Suite 11, Martinez, CA 94553, (831) 998-9455

Please make checks payable to McGilloway, Ray, Brown &amp; Kaufman.

**Invoice**

Hutch's Plumbing, Inc.  
 551 Brunken Ave.  
 Salinas, Ca. 93901  
 Ph. 831-754-3740  
 Fx. 831-754-3751

Date	Invoice #
12/8/2016	1165

Bill To
VFW 6849, Lt. Billy Paulsen Jr. PO Box 7025 Spreckels, CA 93962

P.O. No.	Terms	Project
	Due on receipt	Spreckels Hall

Quantity	Description	Rate	Amount
1	Plumbing Materials	18.90	18.90
2	Labor, 2 Hrs. Replaced hot and cold stems at bar faucet P Pfister Stems Cleaned out women floor drain	85.00	170.00
1	Sales Tax	1.72	1.72
<b>Total</b>			\$190.62

**Invoice**

Hutch's Plumbing, Inc.  
 549-B Brunken Ave.  
 Salinas, Ca. 93901  
 Ph. 831-754-3740  
 Fx. 831-754-3751

Date	Invoice #
1/5/2017	1183

Bill To
VFW 6849, Lt. Billy Paulsen Jr. PO Box 7025 Spreckels, CA 93962

P.O. No.	Terms	Project
	Due on receipt	Spreckels hall

Quantity	Description	Rate	Amount
1	Plumbing Materials	20.48	20.48
1	Sales Tax	1.82	1.82
3	Labor, 3 Hrs.	85.00	255.00
	Found water leak by Backflow =1 1/4 black cap installed on copper male adaptor, replaced with brass cap and rubberized		
		<b>Total</b>	\$277.30

**Staley's Htg & SM, Inc.**  
**433 Echo Valley Road**  
**Prunedale, CA 93907**  
**(831) 633-3399 Fax (831) 633-0121**

**CUSTOMER #:** 00737 29  
**INVOICE #:** 69164  
**INVOICE DATE:** 12/06/16  
**DUE DATE:** 01/05/17

**BILL TO:**  
Spreckles Memorial District  
PO Box 7266  
Spreckles, CA 93962

**LOCATION:** 5THLN  
Spreckles Hall  
5th Llano  
Spreckles, CA 93962

**WORK ORDER NUMBER:** 69164

**YOUR REFERENCE NUMBER:**

DESCRIPTION	QUANTITY	PRICE	AMOUNT	TAX
-------------	----------	-------	--------	-----

REQUEST: PLEASE CHECK (2) UNITS NOT WORKING

RESOLUTION: PK FOUND (2) UNITS NO HEAT

(1) UNIT FOUND TRIPPED HIGH WIND LIMIT ON HALLWAY UNIT, PK RESET & CYCLED & FOUND OK

(1) PK FOUND LOCKOUT ON MEETING ROOM UNIT & PROBABLE POWER ISSUES.

12/06/16 Kennedy, Patrick S.	1.25 hrs	100.0000	125.00	N
		<b>TOTAL:</b>	125.00	