

Spreckels Memorial District  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
**Wednesday August 3, 2016 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. SPECIAL ORDERS:
  - a. Installation of Richard Foster to the Board of Directors.
3. ROLL CALL & ESTABLISHMENT OF QUORUM:

Scott Henningsen, Rick Magno, Ron Eastwood, Cathy McDougall, Rich Foster
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 7/6/2016
6. BUSINESS MANAGER'S REPORT:
  - a. Financial Reports July.
7. PUBLIC HEARING:
8. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL
  - a. Approval of Business Manager/Board Clerk Employment Agreement.

9. USE REQUESTS:
10. FUNCTION RECAP:
  - a. Fourth of July in the Park.
11. NEW BUSINESS:
  - a. New Window in Business Manager's Office.
12. CONTINUED BUSINESS: MEMORIAL BUILDING:
  - a. Organ Grinder Painting: Letter to Salinas City Manager Ray Corpuz.
  - b. Budget Development Committee.
13. CONTINUED BUSINESS: MEMORIAL PARK:
  - a. Park Reservation Form & Deposit
14. REGULAR MONTHLY FACILITIES REPORTS:
  - a. Review of Building/Equipment Inspection Report.
  - b. Review of Park Operations and Safety Report
15. REVIEW OF DEPOSITS
16. REVIEW AND APPROVAL OF MONTHLY ACCOUNTS PAYABLE:
17. ADJOURN REGULAR MEETING: Next Regular Meeting: September 7, 2016.

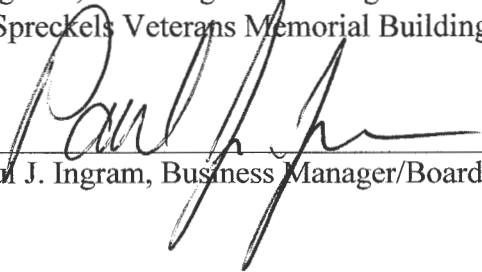
#### ADA COMPLIANCE

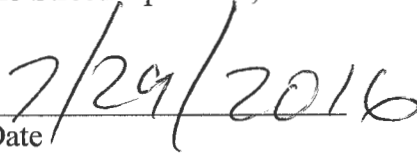
**In compliance with the American Disabilities Act (ADA), disabled individuals requiring special accommodations to access, attend, or participate in District Board meetings, should contact the District Administrative Office, [831] 455-7855. To ensure that your request is granted please notify this office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

**In Compliance with Government Code section 54957.5**, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at Spreckels Veterans Memorial Building, 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 August 3, 2016 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/Board Clerk

  
\_\_\_\_\_  
Date

Spreckels Memorial District  
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
**Wednesday July 6, 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 6:41pm*

2. ROLL CALL & ESTABLISHMENT OF QUORUM:

Scott Henningsen, Rick Magno, Ron Eastwood, Cathy McDougall

*Present: Henningsen, Magno, Eastwood, McDougall [Quorum Established]*

*Absent: None*

*Also Present: Joe Velasquez, James Riley, Elizabeth Williams, Rich Foster, Walan Chang, Dave Clarke*

3. PUBLIC COMMENTS:

*SVFC Chief Rich Foster thanked the board and the community for a successful 4<sup>th</sup> of July event and expressed hope the community could take over the event from SVFC for the future.*

*Liz Williams brought to attention the purchase of the POW/MIA flags for the Park and Memorial Building.*

*James Riley expressed the desire to donate a 6 to 7 foot palm tree to be placed in the park. If the board approves, he would make provision to have it dug up, transported and planted in the park. Board will consider as an action item for next meeting.*

4. APPROVAL OF MINUTES:

- a. SMD Regular Board Meeting 6/1/2016

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

*Ayes: Henningsen, Magno, Eastwood, McDougall*

*Noes: None*

*Motion carried.*

5. BUSINESS MANAGER'S REPORT:

- a. Financial Reports June.

*Presented P&L's for last fiscal year and month of June.*

6. PUBLIC HEARING:

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Board Vacancy: Appointment to fill vacancy from resignation of Jill Kramm.

Applicants [In order of applications received]

Richard Foster, Walan Chang

*Applicant Elizabeth Williams expressed the opinion that her name should have appeared on the agenda. Business Manager Ingram offered an apology.*

*Because of legal opinion received from District Counsel that appointment must be made to a military veteran a motion [McDougall], was made to void the previous appointment of Elizabeth William at the June 1<sup>st</sup> regular meeting [2<sup>nd</sup> Eastwood].*

*Ayes: Henningsen, Magno, Eastwood, McDougall*

*Noes: None Motion carried*

*Director McDougall asked applicants Foster and Chang if they would be able to serve at least until December 31, 2017. Both said they would.*

*A motion [McDougall] was made to appoint Walan Chang. [2<sup>nd</sup> by Eastwood]*

*Ayes: McDougall, Eastwood*

*Noes: Henningsen, Magno*

*For lack of three votes, motion did not carry.*

*A motion [Magno] was made to appoint Rich Foster [2<sup>nd</sup> by Eastwood]*

*Ayes: Magno, Eastwood, Henningsen*

*Noes: McDougall*

*Motion carried and Foster is appointed to the position. BM Ingram will notify the Clerk of the Board of Supervisors and County Elections.*

*Director Eastwood expressed that it was a hard decision and thanked all applicants.*

8. USE REQUESTS:

- a. Mollie Mendoza Birthday Party  
b. Montessori Learning Center School Holiday Celebration

*Motion to approve all [Eastwood], 2<sup>nd</sup> [Magno]*

*Ayes: Henningsen, Magno, Eastwood, McDougall*

*Noes: None Motion carried*

9. FUNCTION RECAP:

10. NEW BUSINESS:

- a. Hutch's Plumbing Estimate for Park Restroom Fixtures

*Board reviewed rough estimate. Since estimate was over \$25,000, project would have to go out to bid. BM Ingram suggested hiring a professional to create a sheet of specifications and bid documents. Director Henningsen will contact General Contractor or other professional to ask about bid specifications and documents.*

- b. Liz Williams: VFW Women's Auxiliary Closet

*After a presentation by Liz, a motion was made [Magno], 2<sup>nd</sup> [Eastwood] to allow Auxiliary to place their charters on the wall in the meeting room and use the two glass cabinets next to the Organ Grinder painting to display casket flags belonging to veterans who have passed.*

*Ayes: Henningsen, Magno, Eastwood, McDougall*

*Noes: None Motion carried*

- c. Business Manager: Employment Agreement

*Business Manager Ingram informed the board that special projects hours work has ceased as of June 31<sup>st</sup>. Remaining file cabinets have been emptied and documents not scanned have been labeled, placed in document boxes and stored in the closet room.*

*He informed the board that he has drafted Employment Agreements for both SMD and SCSD. He asked that a committee of two SMD and two SCSD board members meet on Wednesday July 27<sup>th</sup> to review the agreements and discuss permanent compensation.*

*The board agreed that one board member from each district would be adequate. President Henningsen appointed Director Eastwood to represent SMD.*

*SCSD will appoint its representative at their July 20<sup>th</sup> regular meeting. Finished agreements and recommendations from the committee will be presented to SMD at the August 3<sup>rd</sup> regular meeting and SCSD at the August 17<sup>th</sup> regular meeting.*

*As the normal payment schedule is for the previous month, agreed upon compensation will be retroactive to July 1<sup>st</sup>.*

11. CONTINUED BUSINESS: MEMORIAL BUILDING:

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

*Board reviewed letter drafted by Director Eastwood and approved President Henningsen to sign and mail by a motion [Magno] and 2<sup>nd</sup> [McDougall]*

*Ayes: Henningsen, Magno, Eastwood, McDougall*

*Noes: None Motion carried*

- b. Budget Development Committee

*BM Ingram will provide Director McDougall with a P&L for FY 2015-16 and she will begin to draft a budget for the upcoming fiscal year.*

12. CONTINUED BUSINESS: MEMORIAL PARK:

- a. Park Signage
- b. Park Reservation Form & Deposit

13. REGULAR MONTHLY FACILITIES REPORTS:

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

*Caretaker Velasquez reported flagpole light at Annex needs to be adjusted to properly illuminate flag at night. Will require a lift vehicle.*

14. REVIEW OF DEPOSITS

15. REVIEW AND APPROVAL OF MONTHLY ACCOUNTS PAYABLE:

*With the exception of payment to Monterey Peninsula Engineering, a motion to approve was made [Magno], 2<sup>nd</sup> [McDougall].*

*Ayes: Henningsen, Magno, Eastwood, McDougall*

*Noes: None*

*Motion carried*

16. ADJOURN REGULAR MEETING: Next Regular Meeting: August 3, 2016.

*Meeting was adjourned at 7:50 pm.*

Respectfully submitted,

Approved: \_\_\_\_\_

\_\_\_\_\_  
Paul J. Ingram, Board Clerk



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

**Place of Work:**

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

**Chain of Command:**

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

**Daily Tasks:**

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

**Weekly Tasks:**

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

**Monthly Tasks:**

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



Quarterly Tasks:

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

Yearly Tasks:

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

Ongoing tasks:

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

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

Compensation:

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

Additional Compensation: The following mandatory tasks shall be compensated at the rate of **\$30.00** per hour, portal to portal. Automobile expense shall be reimbursed at **\$0.53** per mile. All additional compensation shall be approved by the Board President.

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

Yearly Review:

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

Approved this \_\_\_\_\_ day of \_\_\_\_\_, in the year of \_\_\_\_\_.

\_\_\_\_\_  
Scott Henningsen, Board President

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

# Accounts Payable

Spreckels Memorial District

Register: Rabobank Checking

From 08/03/2016 through 08/03/2016

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>
08/03/2016		Joseph Velasquez	-split-		2,705.85	
08/03/2016		Paul J Ingram	-split-		1,600.37	
08/03/2016		Clarke's Turf & Water	Park Landscape Mainte...		2,080.00	
08/03/2016		Quality Water Enterp...	Water Treatment		115.17	
08/03/2016		Target Pest Control	Pest Control		45.00	
08/03/2016		Spreckels Water Co...	Water		800.00	
08/03/2016		Monterey Peninsula ...	-split-		7,092.63	
08/03/2016		Treasurer-County of ...	Legal Services		159.54	
08/03/2016	EFT	United States Treasury	-split-	95-1352295	923.52	

\$15,522.08