Spreckels Memorial District

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday February 1, 2017 6:30pm

Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

AGENDA

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

1. CALL TO ORDER:

2. 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 1/11/2016

5. BUSINESS MANAGER'S REPORT:

   a. Financial Reports December

6. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

7. USE REQUESTS:

8. FUNCTION RECAP:

9. NEW BUSINESS:

   a. Board Training Opportunities

10. CONTINUED BUSINESS: MEMORIAL BUILDING:

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

11. CONTINUED BUSINESS: MEMORIAL PARK:

    a. Spreckels 4th of July Celebration

12. REGULAR MONTHLY FACILITIES REPORTS:

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

13. REVIEW OF DEPOSITS

14. REVIEW AND APPROVAL OF MONTHLY ACCOUNTS PAYABLE:

15. ADJOURN REGULAR MEETING: Next Regular Meeting: March 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, 5th and Llano Streets, Spreckels, CA 93962, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the District during normal business hours. Email requests please use 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 February 1, 2017 Regular Meeting of the District Board of Directors scheduled for 6:30 pm at Spreckels Veterans Memorial Building, 5th and Llano Streets Spreckels, CA 93962

Paul J. Ingram, Business Manager

Date 1/27/2017

Spreckels Memorial District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday January 11, 2017 6:30pm

Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

DRAFT

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:

   None

4. APPROVAL OF MINUTES:

   a. SMD Regular Board Meeting 12/7/2016

   Motion to approve [Eastwood] 2nd [Foster]
   Ayes: Henninsen, Eastwood, McDougall, Foster
   Noes: None MOTION CARRIED

5. BUSINESS MANAGER'S REPORT:

   a. Financial Reports December

   Fund balances and Budget YTD were presented. Foster asked that the current budget would be included as well for reference.

b. Form 700

Form 700's are due April 3rd. BM Ingram will forward link to online portal.

c. EDD Assessment

Final settlement of assessment was reviewed. EDD abated PIT that was due as a result of reclassifying David Rader as an employee.

d. Audits FY's 2007 & 2008

BM Ingram reported all items requested have been provided and audits are under way.

6. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

a. Set meeting dates Calendar Year 2017

Meeting dates scheduled: January 4, February 1, March 1, April 5, May 3, June 7, August 2, September 6, October 4, November 1. Meetings will not be scheduled for July and December. BM will prepare A/P for two months approval at the June and November meetings.

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	50th Birthday
g.	Karen DeWitt	Meeting

Motion to approve all [Foster] 2nd [Eastwood]
Ayes: Henningsen, Eastwood, McDougall, Foster
Noes: None MOTION CARRIED

8. FUNCTION RECAP:

9. NEW BUSINESS:

10. CONTINUED BUSINESS: MEMORIAL BUILDING:

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

DRAFT

Assistant City Manager Jim Pia has communicated a desire to have another committee meeting to discuss negotiations for purchase of the painting by SMD. BM Ingram and President Henningsen will schedule meeting.

b. Hutch's Plumbing Estimate #130 Tankless Water Heater In BBQ Area.

In progress.

11. CONTINUED BUSINESS: MEMORIAL PARK:

a. Spreckels 4th of July Celebration

While waiting to contract with and event planner to oversee event, a motion [Eastwood] 2nd [Foster] was made to authorize up to $1,000 special project compensation for BM Ingram to begin legwork on securing various permits that are time sensitive.

Ayes: Henningsen, Eastwood, McDougall, Foster
Noes: None MOTION CARRIED

12. REGULAR MONTHLY FACILITIES REPORTS:

a. Review of Building/Equipment Inspection Report.

Presented and reviewed. Caretaker Velasquez reported working with Staley's to learn to reset breakers for HVAC.

b. Review of Park Operations and Safety Report

13. REVIEW OF DEPOSITS

BM Ingram will specify in memo whether a deposit is LD&C or rent.

14. REVIEW AND APPROVAL OF MONTHLY ACCOUNTS PAYABLE:

Motion to approve [Foster] 2nd [Eastwood]
Ayes: Henningsen, Eastwood, McDougall, Foster
Noes: None MOTION CARRIED

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

Meeting adjourned 7:25 pm.

Respectfully submitted, Approval date_____

DRAFT

SPRECKELS MEMORIAL DISTRICT FUND BALANCES AS OF 2/1/2016 AFTER TODAY'S PAYABLES.

COUNTY FUND 668	$270,756.29
RABOBANK CHECKING	$ 10,064.21
TOTAL	$280,820.50

Spreckels Memorial District
Profit & Loss Budget vs. Actual
July 1, 2016 through February 1, 2017

	Jul 1, '16 - Feb 1, 17	Budget	$ Over Budget	% of Budget
Income				
Memorial Building & Park Rent				
Building Income	12,410.36	0.00	12,410.36	100.0%
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%
Total Memorial Building & Park Rent	12,410.36	25,000.00	-12,589.64	49.6%
Check Reversal	0.00	0.00	0.00	0.0%
Donations	200.00	0.00	200.00	100.0%
TAX INCOME				
Property Tax Revenue				
County Revenue	98,347.06	0.00	98,347.06	100.0%
Property Tax Revenue - Other	0.00	168,500.00	-168,500.00	0.0%
Total Property Tax Revenue	98,347.06	168,500.00	-70,152.94	58.4%
AB15 4X Prop 1A Repayment	0.00	0.00	0.00	0.0%
5415-Special Assessments	25,365.31	43,700.00	-18,334.69	58.0%
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%
Total TAX INCOME	123,712.37	212,200.00	-88,487.63	58.3%
Total Income	136,322.73	237,200.00	-100,877.27	57.5%
Expense				
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%
Advertizing	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	730.00	200.00	530.00	365.0%
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%
Maintence Equipment				
Building	895.93	1,600.00	-704.07	56.0%
Park	519.00	2,000.00	-1,481.00	26.0%
Maintence Equipment - Other	0.00	0.00	0.00	0.0%
Total Maintence Equipment	1,414.93	3,600.00	-2,185.07	39.3%
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 Maintenence	16,640.00	25,000.00	-8,360.00	66.6%
Park Maintenence 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	39,540.27	62,000.00	-22,459.73	63.8%
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	10,164.23	15,000.00	-4,835.77	67.8%
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	1,845.47	5,530.00	-3,684.53	33.4%
Tax Return 2007	0.00	0.00	0.00	0.0%
Telephone & Internet	810.47	1,900.00	-1,089.53	42.7%

Spreckels Memorial District
Profit & Loss Budget vs. Actual
July 1, 2016 through February 1, 2017

	Jul 1, '16 - Feb 1, 17	Budget	$ Over Budget	% of Budget
Transportation	0.00	0.00	0.00	0.0%
Travel Expense	0.00	0.00	0.00	0.0%
Tree Maintenance	1,225.00	10,000.00	-8,775.00	12.3%
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	913.75	1,400.00	-486.25	65.3%
Website	600.00	0.00	600.00	100.0%
Workers Compensation Insurance	111.54	500.00	-388.46	22.3%
Total Expense	116,503.89	215,957.00	-99,453.11	53.9%
Net Income	**19,818.84**	**21,243.00**	**-1,424.16**	**93.3%**

Spreckels Memorial District
Proposed Budget Fiscal Year 2016-2017

INCOME		
Memorial Building & Park Rent		$ 25,000
Property Tax Revenue		$168,500
Special Assessment Revenue		$ 43,700
	TOTAL INCOME	**$237,200**
EXPENSE		
Audit Expense		$ 37,500
Accounting Services		$ 500
Administration Fees		$ 2,200
Advertising		$ 1,000
Board & Staff Education		$ 300
Building Materials		$ 1,200
Building Repairs		$ 2,000
Dues & Subscriptions		$ 1,400
Electrical Repairs		$ 1,000
Equipment Purchase		$ 2,500
Equipment Repairs		$ 300
Fuel		$ 350
General Liability/Property Insurance		$ 4,000
HVAC Repairs		$ 200
Janitorial Supplies		$ 3,200
Legal Services		$ 200
Maintenance Equipment Building		$ 1,600
Maintenance Equipment Park		$ 2,000
Office Equipment		$ 100
Office Supplies		$ 500
Park Landscape Maintenance		$ 25,000
Payroll Expenses		$ 62,000
Payroll Taxes		$ 14,000
Pest Control		$ 400
Plumbing Repairs		$ 1,200
Post Office Box Rental		$ 130
Postage & Delivery		$ 147
Power & Gas		$ 15,000
Property Tax		$ 400
Sewer		$ 1,100
Sprinkler System Repairs		$ 500
Tax Penalties & Interest		$ 5,530
Telephone & Internet		$ 1,900
Tree Maintenance		$ 10,000
Turf Treatment		$ 6,500
Water		$ 8,200
Water Treatment		$ 1,400
Workers Compensation Insurance		$ 500
Funds To Reserve		$ 20,243
	TOTAL EXPENSE	**$237,200**