

Spreckels Memorial District
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday March 1, 2023 5:30 pm
 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. PLEDGE OF ALLEGIANCE:

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

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

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

5. APPROVAL OF MINUTES:

a. SMD Regular Board Meeting February 1, 2022

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.

Spreckels Memorial District • P.O. Box 7266 • Spreckels, CA 93962
 Park & Memorial Building Rental (831) 455-2022 • District Business (831) 455-7855
 Email: spreckelsmd.main@gmail.com • www.spreckelsmd.specialdistrict.org

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.
- b. Authorize General Manager to change District public identification to Spreckels Veterans Memorial District in logos, images and public notices.
- c. Approve Proposal from Big Sky Creative Design to add descriptor “Veterans” to District name in all images and letterhead items: \$422.50
- d. Review and possible approval of updated Spreckels 4th of July Celebration Event Coordinator Contract to include Continuity Book requirements in the Exhibit A: Scope of Services.
- e. Possible awarding of Event Coordinator Contract to Danielle Parker for Spreckels 4th of July Celebration 2023: \$3000.00

8. USE REQUESTS:

9. FUNCTION RECAP:

10. CONTINUED BUSINESS:

- a. Kitchen Ovens Replacement.
- b. Future Projects:
 - Del Monte Glass: Front & Kitchen area black aluminum frames \$34,124, Milgard vinyl tan front only \$12,528.
 - Sal De Franco: Exterior painting \$32,400.
 - Replace sand in playground.
 - Replace 2 windbreaks at Park.
 - Replace tables and benches at Park. [\$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. 4th of July Celebration 2023
- d. District Name Change.
- e. Facility Manager Employment Agreement.
- f. Building Rental Contract Update.

11. NEW BUSINESS

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.

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.

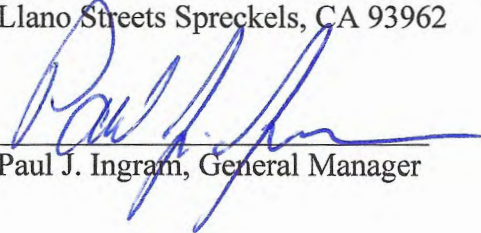
ADA COMPLIANCE

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, 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 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 March 1, 2023 Regular Meeting of the District Board of Directors scheduled for 5:30 pm at Spreckels Veterans Memorial Building, 5th and Llano Streets Spreckels, CA 93962


Paul J. Ingram, General Manager

Date 2/24/2023

To download the full agenda packet, please go to www.spreckelsmd.specialdistrict.org and click on the meeting date. Click on the link to the agenda.

Spreckels Memorial District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday February 1, 2023 5:30 pm
 Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

1. CALL TO ORDER:

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

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

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

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

QUORUM ESTABLISHED

Also present Associate County Counsel Shane Strong from Monterey County Counsel's office.

4. PUBLIC COMMENTS:

5. APPROVAL OF MINUTES:

- a. SMD Regular Board Meeting January 4, 2022

Chang asked that review of the Facility Rental Contract by a committee of Chang and Pierson be added to Future Agenda Items. GM Ingram will edit.

Motion to approve [Kuhlmann] 2nd [Pierson].
Ayes: Magno, Chang, Kuhlmann, Pierson.
Noes: None

MOTION CARRIED

6. GENERAL MANAGER'S REPORT:

- a. Financial Reports November.
 1. Fund Balances as of 1/31/2023
 2. Budget FY 2022 FYTD to 1/31/2023
 3. Review of Deposits: County Fund 668 December [Period 6]
 4. Review of Deposits: Five Star General Checking January.
 5. Review of Five Star Bank Statements/Reconciliations December 2022
 6. Review of Expenditures December 2022.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

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

Motion to approve [Pierson] 2nd [Kuhlmann].

Ayes: Magno, Chang, Kuhlmann, Pierson

Noes: None

MOTION CARRIED

- b. Board Member Vacancy: Appoint Shaheen Jorgensen to fill the position vacated by Jill Kramm.

Motion to appoint Jorgensen [Pierson] 2nd [Kuhlmann].

Ayes: Magno, Chang, Kuhlmann, Pierson

Noes: None

MOTION CARRIED

- c. CORE Surveillance: Estimate #2713 Building Network Overhaul. \$2,897.81

Motion to approve [Pierson] 2nd [Kuhlmann].

Ayes: Magno, Chang, Kuhlmann, Pierson

Noes: None

MOTION CARRIED

- d. CORE Surveillance: Estimate #2819 All building cameras with client servers and network switches. \$27,294.39

Motion to approve [Kuhlmann] 2nd [Pierson].

Ayes: Magno, Chang, Kuhlmann, Pierson

Noes: None

MOTION CARRIED

8. USE REQUESTS:

- | | |
|-----------------|-------------------|
| a. Saul Lopez | Baptism Party |
| b. Naomi Corona | Birthday Party |
| c. Paul Tran | Anniversary Party |

Motion to approve all [Pierson] 2nd [Chang].

Ayes: Magno, Chang, Kuhlmann, Pierson

Noes: None

MOTION CARRIED

9. FUNCTION RECAP:

- a. Monterey County Office of Emergency Services FEMA Disaster Application Center at Spreckels Veterans Memorial Building.
- b. District Employees help with Spreckels flood protection efforts.

Board consensus is that a Memorandum of Understanding [MOU] should be drafted between SMD and SCSD for use of SMD employees for SCSD needs.

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. 4th of July Celebration: Continuity Book: Language for Contract.
- d. District Name Change.

Associate County Counsel Strong presented a letter on the issue from District Counsel Whilden to which changing the District name is not allowed by the CA Military and Veterans Code. However, the District could use Spreckels Veterans Memorial District as its advertised name on all letterhead and communications.

- e. Facility Manager Employment Agreement.

11. NEW BUSINESS12. 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 March 1, 2023 5:30 PM. **6:34**

Respectfully submitted,

Approval date _____

**SPRECKELS MEMORIAL DISTRICT FUND
BALANCES AS OF 2/28/2023**

COUNTY FUND 668	\$ 198,757.96
FIVE STAR GENERAL CHECKING	\$ 14,238.86
FIVE STAR PAYROLL CHECKING	<u>\$ 45.63</u>
TOTAL	\$ 213,042.45

Spreckels Memorial District
 Adopted Budget FYE 6/30/2023 FYTD to 2/28/2023

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	\$30,960.00	\$4,040.00	88.46%
Sub Total	\$45,000.00	\$39,005.71	\$5,994.29	86.68%
Property Tax	\$235,000.00	\$152,643.71	\$82,356.29	64.95%
Special Assessment	\$44,500.00	\$25,763.07	\$18,736.93	57.89%
Interest on Pooled Investments	\$1,000.00	\$988.18	\$11.82	98.82%
Sub Total	\$280,500.00	\$179,394.96	\$101,105.04	63.96%
Total Income	\$325,500.00	\$218,400.67	\$107,099.33	67.10%
Expense				
Salaries				
Pay Roll Expenses	\$100,000.00	\$71,740.19	\$28,259.81	71.74%
Employee Benefits				
Workers Comp	\$2,500.00	-\$274.41		-10.98%
Total Salary and Benefits	\$102,500.00	\$71,465.78	\$31,034.22	69.72%
Operations Budget				
4th of July	\$10,000.00	\$7,717.82	\$2,282.18	77.18%
Professional Services				
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	\$271.25	\$728.75	27.13%
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	\$25.80	-\$25.80	#DIV/0!
Property Tax	\$450.00	\$464.22	-\$14.22	103.16%
Sub Total	\$11,325.00	\$5,770.07	\$5,554.93	50.95%
Education				
Board and Staff Education	\$800.00		\$800.00	0.00%
Dues and Subscriptions	\$2,500.00	\$1,567.93	\$932.07	62.72%
Sub Total	\$3,300.00	\$1,567.93	\$1,732.07	47.51%
MAINTENANCE				
Building Materials	\$1,500.00	\$157.66	\$1,342.34	10.51%
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 Memorial District
 Adopted Budget FYE 6/30/2023 FYTD to 2/28/2023

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	\$336.13	\$663.87	33.61%
Sprinkler Supplies	\$1,000.00	\$627.31	\$372.69	62.73%
Sprinkler System Repairs	\$2,000.00	\$300.00	\$1,700.00	15.00%
Park Plants	\$1,000.00		\$1,000.00	0.00%
Fuel	\$1,200.00	\$953.15	\$246.85	79.43%
Pest Control	\$400.00	\$260.00	\$140.00	65.00%
Landscape Maintenance Contract	\$25,500.00	\$18,435.00	\$7,065.00	72.29%
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	\$908.18	\$491.82	64.87%
Sub Total	\$94,250.00	\$122,154.23	-\$27,904.23	129.61%
Utilities				
PG&E Park	\$4,000.00	\$1,754.39	\$2,245.61	43.86%
PG&E Hall	\$18,000.00	\$12,540.50	\$5,459.50	69.67%
Water / Park	\$20,000.00	\$12,495.93	\$7,504.07	62.48%
Water / Hall	\$4,000.00	\$2,564.63	\$1,435.37	64.12%
Sewer	\$2,000.00	\$1,560.68	\$439.32	78.03%
Telephone and Internet	\$4,000.00	\$3,532.54	\$467.46	88.31%
Sub Total	\$52,000.00	\$34,448.67	\$17,551.33	66.25%
Supplies				
Janitorial Supplies	\$4,000.00	\$4,094.52	-\$94.52	102.36%
Sub Total	\$4,000.00	\$4,094.52	-\$94.52	102.36%
Office/Operating Expenses				
Office Supplies	\$800.00	\$875.06	-\$75.06	109.38%
Office Equipment	\$100.00	\$54.61	\$45.39	54.61%
Post Office Box	\$250.00		\$250.00	0.00%
Website	\$600.00		\$600.00	0.00%
Postage and Delivery	\$60.00	\$123.00	-\$63.00	205.00%
Sub Total	\$1,810.00	\$1,052.67	\$757.33	58.16%
Insurance				
General Liability / Property Insurance	\$11,000.00		\$11,000.00	0.00%
Sub Total	\$11,000.00	\$0.00	\$11,000.00	0.00%
Total Operations	\$290,185.00	\$248,271.69	\$41,913.31	85.56%
Capital Expense				
Building	\$75,000.00		\$75,000.00	0.00%
Park	\$60,000.00		\$60,000.00	0.00%
Sub Total	\$135,000.00	0	\$135,000.00	0.00%
Emergency Reserve	-\$99,685.00			
Total Expense	\$325,500.00	\$248,271.69	\$77,228.31	76.27%

Report ID : MC-FIN-BS-0301

Run Date : 02/10/2023

Run Time : 10:01 AM

County of Monterey
Trial Balance By Accounting Distribution
Fiscal Year 2023 / 7 through 7

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,1110,0000037207		01/09/2023	ACH/EFT To record: January Payables		0.00	(10,000.00)	
JV,1110,PTAX18_23_PT		01/04/2023	ROPS 22-23B Passthrough Payments		1,771.27	0.00	
JV, 1110,PTAX19_23_RESIDUALS		01/04/2023	ROPS 22-23B Residual Payments		6,759.57	0.00	
JV,1110,PTAX21_23_CS		01/09/2023	Curr Sec - Dec16-31 2022		1,951.86	0.00	
JV,1110,PTAX22_23_PRSUPPL		01/06/2023	Prior Suppl - November-December 2022		26.28	0.00	
JV,1110,PTAX24_23_PRSEC		01/05/2023	Prior Secured - Nov-Dec 2022		294.83	0.00	
JV,1110,PTAX25_23_HOX		01/05/2023	HOPTR Dec 35%		295.80	0.00	
JVA,1110,INTALLOCQ22023-07		01/31/2023	InterestAllocation 2nd Qtr2022-23		635.29	0.00	
Total for Sub-BSA No Sub-BSA Specified				229,344.85	11,734.90	(10,000.00)	231,079.75
Total for B-1001 - Cash				229,344.85	11,734.90	(10,000.00)	231,079.75

Report ID : MC-FIN-BS-0301	County of Monterey	Page 2 of 4
Run Date : 02/10/2023	Trial Balance By Accounting Distribution	
Run Time : 10:01 AM	Fiscal Year 2023 / 7 through 7	

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,PTAX21_23_CS		01/09/2023	Curr Sec - Dec16-31 2022		0.00	(1,809.72)	
Total for Sub-BSA 4010 - Current Secured				(2,226,134.07)	0.00	(1,809.72)	(2,227,943.79)

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	
Total for Sub-BSA 4015 - Current Unsecured				(92,145.24)	0.00	0.00	(92,145.24)

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,PTAX24_23_PRSEC		01/05/2023	Prior Secured - Nov-Dec 2022		0.00	(165.01)	
Total for Sub-BSA 4025 - Prior Secured				(40,887.76)	0.00	(165.01)	(41,052.77)

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	
Total for Sub-BSA 4030 - Prior Unsecured				(852.82)	0.00	0.00	(852.82)

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	4035 - Current Supplemental				
Total for Sub-BSA 4035 - Current Supplemental		(41,136.47)	0.00	0.00	(41,136.47)

Sub BSA/Obj/Rev	4040 - Prior Supplemental						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX22_23_PRSUPPL		01/06/2023	Prior Suppl - November-December 2022		0.00	(26.28)	
Total for Sub-BSA 4040 - Prior Supplemental				(2,454.98)	0.00	(26.28)	(2,481.26)

Sub BSA/Obj/Rev	4090 - Other Property Taxes						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	
Total for Sub-BSA 4090 - Other Property Taxes				(4,602.28)	0.00	0.00	(4,602.28)

Sub BSA/Obj/Rev	5030 - HOPTR						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX25_23_HOX		01/05/2023	HOPTR Dec 35%		0.00	(295.80)	
Total for Sub-BSA 5030 - HOPTR				(11,442.81)	0.00	(295.80)	(11,738.61)

Sub BSA/Obj/Rev	5325 - Other In Lieu Revenues						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX18_23_PT		01/04/2023	ROPS 22-23B Passthrough Payments		0.00	(1,771.27)	
JV,1110,PTAX19_23_RESIDUALS		01/04/2023	ROPS 22-23B Residual Payments		0.00	(6,759.57)	
Total for Sub-BSA 5325 - Other In Lieu Revenues				(83,018.20)	0.00	(8,530.84)	(91,549.04)

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,PTAX21_23_CS		01/09/2023	Curr Sec - Dec16-31 2022		0.00	(142.14)	
JV,1110,PTAX24_23_PRSEC		01/05/2023	Prior Secured - Nov-Dec 2022		0.00	(129.82)	
Total for Sub-BSA 5415 - Special Assessments				(544,845.39)	0.00	(271.96)	(545,117.35)
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,1110,0000037207		01/09/2023	ACH/EFT To record: January Payables		10,000.00	0.00	
JVA,1110,INTALLOQ22023-07		01/31/2023	InterestAllocation 2nd Qtr2022-23		0.00	(635.29)	
Total for Sub-BSA No Sub-BSA Specified				2,818,175.17	10,000.00	(635.29)	2,827,539.88
Total for B-2530 - Assets Held as Agency for Others				(229,344.85)	10,000.00	(11,734.90)	(231,079.75)
Total for Fund 668 - Spreckels Memorial District				0.00	21,734.90	(21,734.90)	0.00
Grand Total				0.00	21,734.90	(21,734.90)	0.00

Deposit Summary

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 02/07/2023

Chk No.	PmtMethod	Rcd From	Memo	Amount
		Ida Ramos	Building Rent	1,000.00
		Ida Ramos	Building Rent	500.00
		Jorge Rivera	Deposit	500.00
		Enrique Medina	Building Rent	1,500.00
			Deposit	500.00
Less Cash Back:				
Deposit Total:				4,000.00

September 25, 2022



PROPOSAL FOR 2 PROJECTS: Spreckels Veterans Memorial & Community Services Districts; revisions to both logos

CONTACT: Paul Ingram
 General Manager, Spreckels Community Services District (& MD)
 PO Box 7432, Spreckels, CA 93962
 spreckelscsd.main@gmail.com | 831-455-7855

PROJECTS:

1) Revise the Community Services district logo per the board's request and then incorporate that new logo in to all correspondence items. Correct the URL.

2) Add "Veterans" before "Memorial" on the SMD logo and then incorporate that new logo in to all correspondence items.

DELIVERABLES:

Spreckels Veterans Memorial District

- 1) Add the descriptor "Veterans" before "Memorial" to more specifically denote the district business. Final product is a single-color electronic file in various formats. 2 rounds of feedback/changes included.
- 2) Incorporate that logo and existing text to create a revised electronic signature file (JPG) for Paul's role as GM of SVMMD
- 3) Create DOC files for in-office printing of letterhead and #10 envelopes
- 4) Create a press-ready PDF to print new business cards for Paul, with each of his roles on one side of the card (SCSD and SVMMD)

Estimate: 6.5 hours @ \$65/hr = \$422.50

*Printing managed by Paul Ingram
 + Sales tax added if/when applicable*

THIS CONTRACT is made and entered into between Spreckels Memorial District, a Governmental Special District, ("SMD") and Danielle Parker ("Contractor").

Spreckels and Contractor agree as follows:

1. SCOPE AND STANDARDS:

A. CONTRACT. Contractor shall do all work, attend all meetings, produce all reports and carry out all activities necessary to complete the services described in the SCOPE OF WORK AND STANDARDS FOR SERVICES, attached hereto and incorporated herein by this reference as Exhibit A, as requested by the SMD. This Contract and its exhibits shall be known as the "Contract Documents." Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein.

2. EMPLOYMENT STATUS OF PERSONNEL:

A. INDEPENDENT CONTRACTOR; EMPLOYEES OF CONTRACTOR. Contractor enters into this Contract as, and shall at all times remain as to the SMD, an independent contractor and not as an employee of the SMD. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. Any persons employed by Contractor for the performance of services pursuant to this Contract shall remain employees of Contractor, shall at all times be under the direction and control of Contractor, and shall not be considered employees of SMD. All persons employed by Contractor to perform services pursuant to this Contract shall be entitled solely to the right and privileges afforded to Contractor employees and shall not be entitled, as a result of providing services hereunder, to any additional rights or privileges that may be afforded to SMD employees.

B. INDEPENDENT INVESTIGATION. The Contractor agrees and hereby represents it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Contract is based on such independent investigation and research.

C. COMPLIANCE WITH EMPLOYMENT LAWS. The Contractor shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work.

D. UNLAWFUL DISCRIMINATION PROHIBITED. Contractor shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship, sexual orientation or gender identification.

3. TIME OF PERFORMANCE:

The services of Contractor are to commence upon execution of this Contract by SMD, and shall be undertaken and completed in a prompt and timely manner, in accordance with the Scope of Work referenced in Exhibit A. The services to be provided by the SMD to commence upon execution of this Contract and undertaken and completed by SMD staff in cooperation with the Contractor are referenced in Exhibit B.

4. COMPENSATION:

A. TERMS. Compensation to the Contractor shall be as set forth in Exhibit C attached hereto and made a part hereof.

B. NO PAY FOR ADDITIONAL SERVICES WITHOUT WRITING. Contractor shall not be compensated for any services rendered in connection with its performance of this Contract, which are in addition to those set forth herein or listed in Exhibit A, unless such additional services are authorized in advance and in writing by the SMD Board President, General Manager or the General Manager's designee (hereinafter "Spreckels General Manager" shall include the Spreckels General Manager's designee). Contractor shall be compensated for any additional services in the amounts and in the manner as agreed to by SMD and Contractor at the time SMD's express written authorization signed by the Spreckels General Manager is given to Contractor for the performance of said services.

5. TERMINATION:

A. 30 DAYS NOTICE. The SMD, upon thirty (30) days written notice, may terminate this Contract, without cause, at any time. In the event of such termination, Contractor shall be compensated for non-disputed fees under the terms of this Contract up to the date of termination.

6. CHANGES:

The SMD or Contractor may, from time to time, request changes in the scope of the services of Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of Contractor's compensation and/or changes in the schedule must be authorized in advance by both Parties in writing. Mutually agreed changes shall be incorporated in written amendments to this Contract. The SMD General Manager must authorize any increase in the amount of Contractor's compensation and/or changes in Exhibit A and or Exhibit B in advance.

Approvals:

SMD Board President

Danielle Parker

Date

Date

EXHIBIT A Scope of Service

Contractor will plan, direct and implement all aspects of the 4th of July event at Spreckels Memorial Park on behalf of the Spreckels Memorial District in coordination with the Spreckels Memorial District designated Board Member "Committee Chairperson". Contractor will coordinate pre-event activities, manage race and programming, provide for music entrainment and coordinate all vendor activities.

Additional work shall include:

- Completion and submission of Application for Encroachment Permit with Monterey County Resource Management Agency to close Spreckels streets, including communication with various agencies for approvals of street closure plans and health and safety requirements.
- Day of event management.
- Work with Spreckels 4th of July Celebration steering committee to help with the production and logistics of the event.
- Propose program, solicit bands and manage contracts, invoices and payments. (Contractor cannot enter into contracts on the board's behalf).
- Source, select and manage run vendors and event vendors.
- Recruit and schedule volunteer groups and manage volunteer staff.
- Coordinate with the SMD the ordering of equipment.
- Design, copy, layout fliers as needed.
- Write and distribute Public Service Announcements, press releases and other marketing and advertising promotions as approved by Spreckels Memorial Board.
- Design and manage event web pages through Spreckels Memorial District website.
- Create Sponsorship Packet and work with the Board to solicit donations.
- Continuity Book: Event Coordinator will submit a Continuity Book for review and approval prior to receiving final payment for services. The Continuity Book is intended to be a "turn key" document that equips next year's Event Coordinator with all the information and documentation needed to organize and run the Celebration. The Continuity Book should include, but is not limited to, the following sections, each of which should have checklists of requirements/procedures, detailed contact information for each requirement/individual involved, and the additional requirements listed below:
 1. Calendar-Detailed event planning timeline and event day schedule.
 2. Permitting-Checklists for securing each permit/waiver/contract to hold the anticipated activities.
 3. Parade-Add this year's participant registration forms.
 4. Park Logistics- Entertainment, emcee, portable toilets, fencing/barricades, dumpsters, etc.
 5. Vendors-Add this year's signed contracts, detailed vendor contact info, and sketch of vendor space configuration and assignments.
 6. Car Show-Add participant registration forms and contact info.
 7. 5K/10K Run-Add this year's participants and contact info, if applicable.
 8. Volunteers/Donations- Add this year's list of volunteers and list of donations.
 9. Financial Report- Detailed budget, detailed accounting [all expenditures/revenue].
 10. Finally, and electronic copy of all vendor and participant registration forms and other documents used should be forwarded to the district as templates for the following year.

EXHIBIT B**Service to be provided by SMD**

The following items shall be provided by the SMD and are not the responsibility of the contractor:

- Contractual services:
 - Police and event security
 - Temporary Restroom Facilities
 - Public Work sanitary event maintenance
- Financial Management:
 - Spreckels General Manager shall be responsible for management of all income and payment of all expenses through Spreckels Memorial District accounts.
- Vendor Applications and Payments:
 - Spreckels General Manager shall be responsible to receive all vendor applications and payments and send proof of receipt to vendors. Spreckels General Manager shall scan and send applications to Contractor, and retain hard copies until event is completed.

EXHIBIT C
Compensation

Any Expenses exceeding such budgeted amounts must be pre-authorized, in writing by the SMD. Contractor represents and warrants that all services performed under this Agreement will be of professional quality conforming to generally accepted industry practices.

Event Coordination Fee: \$3,000

Schedule of Payment

\$750 upon approval of this contract February 1, 2023

\$750 April 5, 2023

\$1500 – Upon Final Report of Event (No later than August 2, 2023)

Approvals and Signatures:

Approved this day _____, _____ by the Spreckels Memorial District Board of Directors by,

Richard Magno, President

And agreed to by,

Danielle Parker, Contractor