

Spreckels Memorial District  
MINUTES OF THE REGULAR MEETING OF THE BOARD OF  
DIRECTORS  
**Wednesday October 3, 2018 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 6:28 pm.*

2. ROLL CALL & ESTABLISHMENT OF QUORUM:

Scott Henningsen, Rick Magno, Ron Eastwood, Cathy McDougall

*Present: Henningsen, Magno, Eastwood, McDougall*

*Absent: None*

**QUORUM ESTABLISHED**

3. PUBLIC COMMENTS:

*Alex Hue of BSA Troop 66 wishes to clean up and resurface 10 benches in the park in disrepair as his Eagle Scout Service Project. The board instructed him to present his scope of work at the November 7<sup>th</sup> regular board meeting for approval.*

4. APPROVAL OF MINUTES:

a. SMD Regular Board Meeting September 5, 2018

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

*Ayes: Henningsen, Magno, Eastwood, McDougall*

*Noes: None*

**MOTION CARRIED**

5. BUSINESS MANAGER'S REPORT:

a. Financial Reports September

1. Review of Fund Balances as of September 30, 2018
2. Review Budget Year to Date to 9/30/2018.
3. Review of Expenditures August 2018
4. Review of Deposits: Rabobank September 2018
5. Rabobank New Account Progress.
6. Review of Deposits: County Fund 668 August 2018
7. Review Timesheets, August 2018

*All items presented.*

6. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Approve Transfer of \$15,000 from County Fund 668 to Rabobank Checking.

*Amended to \$20,000, Motion to approve [McDougall] 2<sup>nd</sup> [Magno]*

*Ayes: Henningsen, Magno, Eastwood, McDougall*

*Noes: None*

**MOTION CARRIED**

- b. Review Bids For Spreckels Memorial Building ADA Upgrade Project And Consider Award Of Contract To PRS, Inc.

*District Counsel Michael Whilden reported to the board the bid results. The contractor that submitted the lowest bid was determined to be non-responsive to requests for clarification of their holding the appropriate contractor's license for asbestos abatement. Therefore, the lowest bid was disqualified. Property Restoration Services, Inc. was determined to be the new lowest bidder and was recommended by Whilden to be awarded the contract.*

*A motion [Eastwood] was made to award Property Restoration Services, Inc. at the contract at the price of \$152,000. [2<sup>nd</sup> McDougall]*

*Ayes: Henningsen, Magno, Eastwood, McDougall*

*Noes: None*

**MOTION CARRIED**

*A further discussion was held to consider additional projects while the contractor is on site. Projects would include removal and replacement of asbestos laden flooring in the adjacent hallway, and adding a new window and painting at the Business Manager's office. Counsel Whilden instructed that if these projects are not directly related to the ADA Upgrade Project and if they are under the state threshold of \$25,000 requiring competitive bidding, they may be added as separate projects with their own contracts. PRS, Inc. will seek to have estimates for these projects for board consideration at the November 7<sup>th</sup> regular meeting.*

7. USE REQUESTS:

*None.*

8. FUNCTION RECAP:

9. NEW BUSINESS:

- a. Memorial Building Caretaker as Exempt Employee.

*Business Manager Ingram presented research that shows the Building and Park Caretaker could be considered and exempt employee, not having to keep a time card. After discussion, the consensus was to keep the Caretaker as an hourly employee.*

10. CONTINUED BUSINESS:

- a. Memorial Benches: Placement and dedication  
b. Review Policy on Bounce Houses in Park  
c. Elections November 6, 2018: Candidate filings.  
d. Organ Grinder Painting.

11. REGULAR MONTHLY FACILITIES REPORTS:

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

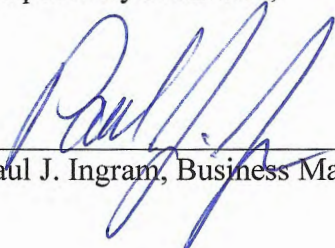
12. FUTURE AGENDA ITEMS:

*1. Review of estimates for additional projects by PRS, Inc. 2. Consideration of Alex Hue Eagle Scout Project.*

13. ADJOURN REGULAR MEETING: Next meeting Wednesday November 7, 2018 6:30 PM.

*Meeting was adjourned at 7:22 pm.*

Respectfully submitted,

  
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Paul J. Ingram, Business Manager

Approval date 11/7/2018