

Spreckels Memorial District
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday February 4, 2018 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

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 1/3/2018

5. BUSINESS MANAGER'S REPORT:

- a. Financial Reports January.

6. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL
 - a. Cast vote for LAFCO Special District Commissioner [Voting Member]:
Herbert Cortez [Marina Coast Water District]
Mary Ann Leffel [Monterey Regional Airport District]
Grant Leonard [North Monterey County Regional Park District]
Graig Stephens [Soledad Community Health Care District]
 - b. Spreckels 4th of July Celebration: Contract for Event Coordination Services with Danielle Parker.
 - c. Spreckels 4th of July Celebration: Review Draft Budget.

7. USE REQUESTS:

a. Toro Baseball	Baseball
b. Lauren Lopez	Birthday Party
c. Anthony Mazzuca	Baseball/Softball
d. Manual Estrada	Birthday Party
e. Letty Sandoval	Quincenera

8. FUNCTION RECAP:

9. NEW BUSINESS:
 - a. Employee Review Committee
 - b. Board Member Resignation: Begin Appointment Process

10. CONTINUED BUSINESS:
 - a. Audits FY's 2009 to 2017: Business Manager additional hours for audit request lists response.
 - b. 2018 Spreckels 4th of July Celebration: Progress Report
 - c. Memorial Building Restroom ADA Improvements Project
 - d. Memorial Benches: Finalize model, size and color.
 - e. Revised Resolution against Cannabis Operation at Former McShane's Nursery.
 - f. Organ Grinder Painting.

11. REGULAR MONTHLY FACILITIES REPORTS:
 - a. Review of Building/Equipment Inspection Report.
 - b. Review of Park Operations and Safety Report

12. REVIEW OF DEPOSITS

13. REVIEW AND APPROVAL OF MONTHLY ACCOUNTS PAYABLE:

a. February

14. FUTURE AGENDA ITEMS:

15. ADJOURN REGULAR MEETING: Next meeting Wednesday March 7, 2018
6:30 PM.

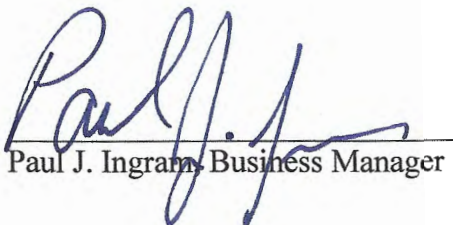
ADA COMPLIANCE

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.

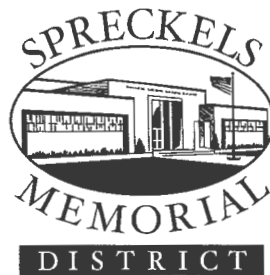
Certification

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 7, 2018 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 2/2/2018

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 January 3, 2018 6:30pm

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

1. CALL TO ORDER:

The meeting was called to order by President Henningsen at 6:27 pm.

2. ROLL CALL & ESTABLISHMENT OF QUORUM:

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

Present: Henningsen, Magno, McDougall

Absent: Eastwood, Foster

QUORUM ESTABLISHED

3. PUBLIC COMMENTS:

4. APPROVAL OF MINUTES:

SMD Regular Board Meeting 11/1/2017

Motion to approve [McDougall] 2nd [Magno]

Ayes: Henningsen, Magno, McDougall

Noes: None

MOTION CARRIED

5. BUSINESS MANAGER'S REPORT:

a. Financial Reports December and January.

Fund balances and budget year to date to 12/31/2017 were presented.

6. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Report on activating online bill pay and review of internal controls.
- b. Delegate Administrative Authority for Rabobank online bill pay to Business Manager Paul J. Ingram.

*Motion to approve [McDougall] 2nd [Magno]
Ayes: Henningsen, Magno, McDougall
Noes: None*

MOTION CARRIED

- c. Add Paul J. Ingram and Joe Velasquez as signers for paper checks.

There was no motion to approve. Item does not move forward.

- d. Authorization for Direct Deposit of Monthly Payroll

*Motion to approve [Magno] 2nd [McDougall]
Ayes: Henningsen, Magno, McDougall
Noes: None*

MOTION CARRIED

7. USE REQUESTS:

- | | |
|--|--------------------------------------|
| a. Frank Yasin | Engagement Party |
| b. Alfred Diaz-Infante | 60 th Wedding Anniversary |
| c. Gabby Santiago | Sweet 16 |
| d. Ray Benitez-Veronica Gutierrez | Wedding Reception |
| e. Girl Scouts | Daddy Daughter Bake-Off |
| f. Salinas Valley Federation of Teachers | Dinner/Dance |

*Motion to approve all [McDougall] 2nd [Magno]
Ayes: Henningsen, Magno, McDougall
Noes: None*

MOTION CARRIED

8. FUNCTION RECAP:

- a. Ron Seratos

Building Caretaker Joe Velasquez reported on incident where a guest refused to leave bar area at the end of the event and became abusive toward Caretaker, prompting action by paid security guards. Guest was notified that Monterey County Sheriff's Department would be called. Family members also became abusive. Party also did not follow instructions on moving of chairs, resulting in damage to floors. Building Caretaker recommended retaining \$50 for guest problems and \$50 for floor damage. President Henningsen suggested holding

the entire \$300 LD&C deposit. Board Concurred. Business Manager will draft a letter to Mr. Seratos for President to sign.

9. NEW BUSINESS:

- a. CSDA Special District Leadership Academy, Embassy Suites, Seaside, Sunday April 15th to Wednesday April 18th.
- b. Resolution 2018_01: Declaring Board Members and Volunteers to be Employees for purposes of Worker's Compensation Coverage.

*This is a resolution required by Special District Risk Management Authority. Motion to approve [McDougall] and [Magno]
Ayes: Henningsen, Magno, McDougall
Noes: None*

MOTION CARRIED

- c. Estimate from Associated Services for Memorial Building HVAC upgrades.

Item was judged to be essential to efficient operation of building HVAC. In addition to restroom ADA upgrades, amount will exceed budget for capital improvements. Director Foster will be consulted on action to amend budget.

*Motion to approve [McDougall] and [Magno]
Ayes: Henningsen, Magno, McDougall
Noes: None*

MOTION CARRIED

10. CONTINUED BUSINESS:

- a. Audits FY 2009 to 2011 Fechter & Company revised engagement letter.

No action needed. President will sign.

- b. 2018 Spreckels 4th of July Celebration: Progress Report

Director McDougall will work on an organizational chart to be presented at the February meeting. Business Manager is instructed to begin work on the encroachment permit to close Spreckels streets.

- c. Memorial Building Restroom ADA Improvements Project

Derek Johnson of Central Coast Engineers presented preliminary plans for remodel. He will work on a fixture list for bid purposes. Board will consider a special meeting if bids are ready to consider. Business Manger also asked if a window in the office could be

considered as part of the project. Derek will look at office and specify the window needed.

d. Memorial Benches

Business Manager Ingram is instructed to order two of the benches recommended by Director McDougall. BM will research communications and create the order.

Motion to go forward [Magno] 2nd [McDougall]

Ayes: Henningsen, Magno, McDougall

Noes: None

MOTION CARRIED

e. Revised Resolution against Cannabis Operation at Former McShane's Nursery.

Business Manager reported no application on Planning Department website. President Henningsen reported consulting with Supervisor Salinas' aid Chris Lopez and learning proposal will go forward. District will prepare for opposition when that occurs.

f. Organ Grinder Painting

11. REGULAR MONTHLY FACILITIES REPORTS:

a. Review of Building/Equipment Inspection Report.

Door closers will be upgraded by Vortex company.

b. Review of Park Operations and Safety Report

Replacement part for slide is on order.

12. REVIEW OF DEPOSITS

13. REVIEW AND APPROVAL OF MONTHLY ACCOUNTS PAYABLE:

a. January

Motion to approve [McDougall] 2nd [Magno]

Ayes: Henningsen, Magno, McDougall

Noes: None

MOTION CARRIED

14. FUTURE AGENDA ITEMS:

Board will consider a Farmer's Market to be held in the parking lot. Business Manager will provide Building Caretaker with a contact for West Coast Farmer's Markets.

15. ADJOURN REGULAR MEETING: Next meeting Wednesday February 7, 2018 6:30 PM.

Meeting was adjourned at 7:49 pm.

Respectfully submitted,

Approval date _____

Paul J. Ingram, Business Manager

DRAFT

**SPRECKELS MEMORIAL DISTRICT FUND
BALANCES AS OF 1/30/2018.**

COUNTY FUND 668	\$325,962.54
RABOBANK CHECKING	<u>\$ 22,579.78</u>
TOTAL	\$348,542.32

Spreckels Memorial District Budget
YTD to 1/30/2018

Income	Budget	FYTD		
GL Payment	\$2,150.00	\$2,139.32	99.50%	
July 4th	\$18,000.00	\$18,174.12	100.97%	
Memorial Building & Park rent	\$25,000.00	\$13,674.20	54.70%	
Sub Total	\$45,150.00	\$33,987.64	75.28%	
Property Tax	\$168,500.00	\$101,840.42	60.44%	
Special Assessment	\$43,700.00	\$24,935.57	57.06%	
Sub Total	\$212,200.00	\$126,775.99	59.74%	
Total Income	\$257,350.00	\$160,763.63	62.47%	
Expense				
Salaries				
Pay Roll Expenses	\$62,000.00	\$37,984.78	61.27%	
Empolyee Benefits				
Workers Comp	\$800.00	\$81.51	10.19%	
Total Salary and Benefits	\$62,800.00	\$38,066.29	60.62%	
Operations Budget				
4th of July	\$19,000.00	\$11,973.69	63.02%	
Professional Services				
Audits	\$10,000.00	\$13,925.00	139.25%	
Administration Fees	\$2,500.00	\$442.00	17.68%	
Advertising	\$500.00	\$269.50	53.90%	
Legal Services	\$1,000.00	\$179.49	17.95%	
Parcel Management	\$2,500.00	\$3,700.00	148.00%	
Bank Fees	\$50.00	\$25.00	50.00%	
Property Tax	\$400.00	\$396.44	99.11%	
Sub Total	\$16,950.00	\$18,937.43	111.73%	
Education				
Board and Staff Education	\$1,000.00	\$1,323.52	132.35%	
Dues and Subscriptions	\$2,000.00	\$1,025.00	51.25%	
Sub Total	\$3,000.00	\$2,348.52	78.28%	
MAINTENANCE				
Building Materials	\$1,200.00	\$253.85	21.15%	
Building Repairs	\$5,000.00	\$2,904.05	58.08%	
Electrical Repairs	\$1,000.00		0.00%	
Equipment Purchase	\$2,500.00		0.00%	
Equipment Rental	\$1,500.00		0.00%	
Power Equipment Repairs	\$1,000.00		0.00%	
Plumbing Repairs	\$1,200.00	\$1,692.55	141.05%	

Spreckels Memorial District Budget
YTD to 1/30/2018

HVAC		\$800.00	\$325.00	40.63%
Building Maintenance & Repairs		\$3,000.00	\$3,029.05	100.97%
Sprinkler Supplies		\$500.00	\$348.86	69.77%
Sprinkler System Repairs		\$1,500.00	\$215.00	14.33%
Park Maintenance & Repairs		\$3,000.00	\$141.21	4.71%
Park Plants		\$100.00	\$46.25	46.25%
Equipment Maintenance & Repairs		\$1,000.00	\$235.00	23.50%
Fuel		\$600.00	\$268.63	44.77%
Pest Control		\$500.00	\$165.00	33.00%
Park Maintenance Contract		\$25,000.00	\$14,560.00	58.24%
Tree Maintenance		\$5,000.00	\$1,975.00	39.50%
Turf Treatment		\$6,500.00	\$5,024.36	77.30%
Water Treatment		\$1,400.00	\$742.80	53.06%
Sub Total		\$62,300.00	\$31,926.61	51.25%
Utilities				
PG&E		\$18,000.00	\$13,432.68	74.63%
Water / Park		\$8,000.00	\$6,057.30	75.72%
Water / Hall		\$2,400.00	\$1,414.55	58.94%
Cal Am		\$1,100.00	\$316.74	28.79%
Telephone and Internet		\$1,900.00	\$1,622.12	85.37%
Sub Total		\$31,400.00	\$22,843.39	72.75%
Supplies				
Janitorial Supplies		\$4,800.00	\$3,040.08	63.34%
Sub Total		\$4,800.00	\$3,040.08	63.34%
Office/Operating Expenses				
Office Supplies		\$800.00	\$269.86	33.73%
Office Equipment		\$300.00	\$366.43	122.14%
Post Office Box		\$130.00		0.00%
Website		\$600.00	\$600.00	100.00%
Postage and Delivery		\$150.00	\$96.00	64.00%
Park Supply		\$100.00	\$62.08	62.08%
Sub Total		\$2,080.00	\$1,394.37	67.04%
Insurance				
General Liability / Property Insurance		\$5,000.00		0.00%
Sub Total		\$5,000.00		0.00%
Total Operations		\$144,530.00	\$130,530.38	90.31%
Capital Expense				
Building		\$25,000.00		0.00%
Park		\$25,000.00		0.00%
Sub Total		\$50,000.00		0.00%
Total Expense		\$257,330.00	\$130,530.38	50.72%
Net Balance				
Fund Balance 7/1/2017		\$319,671.48		
Final Net Balance		\$319,671.48		

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

2018 Commissioners

Chair

Simón Salinas
County Member

Vice Chair

Warren E. Poitras
Special District Member

Luis Alejo
County Member, Alternate

Sherwood Darington
Public Member

Matt Gourley
Public Member, Alternate

Joe Gunter
City Member

Maria Orozco
City Member, Alternate

Jane Parker
County Member

Ralph Rubio
City Member

Vacant
*Special District Member
Alternate*

Graig R. Stephens
Special District Member

Counsel

Leslie J. Girard
General Counsel

Executive Officer

Kate McKenna, AICP


132 W. Gabilan Street, #102
Salinas, CA 93901

P. O. Box 1369
Salinas, CA 93902

Voice: 831-754-5838
Fax: 831-754-5831

www.monterey.lafco.ca.gov

MEMORANDUM

DATE: February 2, 2018
TO: Independent Special District General Managers, Fire Chiefs, and CEOs
FROM: Kate McKenna, AICP, Executive Officer 
SUBJECT: Ballot for Election of LAFCO Commissioner – Special District
Regular Member (Due March 15, 2018)

This memorandum transmits a ballot, voting instructions and candidate information for the election of one Independent Special District Regular Member to serve a four-year term on the Local Agency Formation Commission of Monterey County. Please forward the ballot and information to the legislative body of your District for voting and signature by the presiding officer (Board President) or designee. Vote for one of the four candidates. The deadline to return the ballot is March 15. LAFCO may extend this deadline if more time is needed to obtain ballots from a majority of Districts.

A second ballot, for election of one Special District Alternate Member, will be issued after the election of a Regular Member. Sequential balloting is in accordance with adopted procedures to ensure diversity in representation.

Thank you for participating in the election process. Please contact me if you have any questions.

Enclosures:
Ballot and Voting Instructions
Candidate Information

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

February 2, 2018

OFFICIAL BALLOT OF THE
INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

FOR ELECTION OF ONE REGULAR SPECIAL DISTRICT REPRESENTATIVE TO LAFCO

Voting Instructions:

1. The presiding officer of the legislative body of the District or the legislative body's alternate officer is authorized to vote. Please vote for one candidate. A majority of Districts must return ballots in order to conclude the election. The candidate receiving the most votes will be elected to a Regular Member seat.
2. Please return this ballot to **LAFCO of Monterey County** at P.O. Box 1369, Salinas, CA 93902 or at 132 W. Gabilan Street, Suite 102, Salinas, CA 93901, or by FAX at 831-754-5831.
3. **Deadline** - Ballots must be received in the LAFCO office by **March 15, at 5:00 p.m.** LAFCO may extend this deadline if more time is needed to obtain ballots from a majority of Districts.

PLEASE VOTE FOR 1 CANDIDATE (REGULAR MEMBER SEAT):

- Herbert Cortez (Marina Coast Water District)
- Mary Ann Leffel (Monterey Regional Airport District)
- Grant Leonard (North Monterey County Recreation and Park District)
- Graig Stephens (Soledad Community Health Care District)

VOTING MEMBER SIGNATURE: _____

INDEPENDENT SPECIAL DISTRICT: _____

DATE: _____

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

KATE McKENNA, AICP
Executive Officer

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

NOMINATION FORM TO DECLARE CANDIDACY AND REQUEST NAME AND STATEMENT ON BALLOTS FOR ONE REGULAR POSITION AND ONE ALTERNATE POSITION ON THE LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

Due Date: February 1, 2018

Nominations will be considered to fill the four-year term for one Regular seat (expiring May 2022) and the remaining term for one Alternate seat (expiring May 2020) for Independent Special District Commissioners on the Local Agency Formation Commission of Monterey County.

Nomination Deadline and Process:

Nominations must be received in the LAFCO Office by **February 1, 2018** at 5:00 p.m. Qualified persons may submit their own nominations using this form (no Board action is needed). You may email the completed form to mckennak@monterey.lafco.ca.gov OR mail it to P.O. Box 1369, Salinas, CA 93902 OR hand-deliver it to 132 W. Gabilan Street, Suite 102 in Salinas.

Nomination Statement:

"I, Herbert Cortez, hereby declare myself a candidate for the election to the position of Regular or Alternate Commissioner of the LAFCO of Monterey County. I am an elected or appointed Monterey County Independent Special District board member or trustee residing within the county and not a member of a legislative body of a city or county. I request my name be placed on the official ballot and, if elected, I will qualify and accept the office of Regular or Alternate LAFCO Commissioner for which I am selected and serve to the best of my ability."

Nominee Information:

Name: Herbert Cortez
Address: 221 Mortimer Ln, Marina CA 93933
Phone and e-mail: 646-419-0423 and hcortez@hartnell.edu
District represented: Marina Coast Water District
Your position with the District: Board Member
Number of years as a District Board Member or Trustee: 1-2

Candidate Statement for the Ballot:

Please give reasons for wanting to be an elected LAFCO Commissioner and briefly summarize qualifications and background:

As a proud member of the Marina Coast Water District and my service to the Democratic Central Committee, I have first hand knowledge of the importance of orderly growth and the impact it has to our surrounding communities. I have a Master's in Public Policy from Pepperdine University and a Bachelor's from Cornell University which have been instrumental in my decision making of local water sustainability policies and promote policies to deliver effective government services

Signed: _____



Name (Print): _____

Herbert Cortez

Date: _____

2/1/18

Thank you for your interest in serving on LAFCO of Monterey County.

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

KATE McKENNA, AICP
Executive Officer

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

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Nomination Statement:

"I, Mary Ann Leffel, hereby declare myself a candidate for the election to the position of Regular or Alternate Commissioner of the LAFCO of Monterey County. I am an elected or appointed Monterey County Independent Special District board member or trustee residing within the county and not a member of a legislative body of a city or county. I request my name be placed on the official ballot and, if elected, I will qualify and accept the office of Regular or Alternate LAFCO Commissioner for which I am selected and serve to the best of my ability."

Nominee Information:

Name: **Mary Ann Leffel**
Address: **117 Cuesta Vista Drive, Monterey CA 93940**
Phone and e-mail: **(831) 402-4616** **mal@leffelconstruction.com**
District represented: **Monterey Regional Airport District**
Your position with the District: **Board Member**
Number of years as a District Board Member or Trustee: **10**

Candidate Statement for the Ballot:

Please give reasons for wanting to be an elected LAFCO Commissioner and briefly summarize qualifications and background:

I have a deep appreciation for the size and diversity of our County and respect everything the districts accomplish as they work together for efficiency, innovation and cash savings for our citizens. I would like to further these efforts through my representation.

Signed: 

Name (Print): Mary Ann Leffel

Date: January 31, 2018

Thank you for your interest in serving on LAFCO of Monterey County.

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

KATE McKENNA, AICP
Executive Officer

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

NOMINATION FORM TO DECLARE CANDIDACY AND REQUEST NAME AND STATEMENT ON BALLOTS FOR ONE REGULAR POSITION AND ONE ALTERNATE POSITION ON THE LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

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Nomination Statement:

"I, Grant Leonard, hereby declare myself a candidate for the election to the position of Regular or Alternate Commissioner of the LAFCO of Monterey County. I am an elected or appointed Monterey County Independent Special District board member or trustee residing within the county and not a member of a legislative body of a city or county. I request my name be placed on the official ballot and, if elected, I will qualify and accept the office of Regular or Alternate LAFCO Commissioner for which I am selected and serve to the best of my ability."

Nominee Information:

Name: Grant Leonard, AICP
Address: 11261 Crane Street, Castroville, CA 95012
Phone and e-mail: 408-332-1412, leonardgt@yahoo.com
District represented: North Monterey County Recreation and Park District
Your position with the District: Board Chair
Number of years as a District Board Member or Trustee: Three+


Candidate Statement for the Ballot:

Please give reasons for wanting to be an elected LAFCO Commissioner and briefly summarize qualifications and background:

I am interested in serving on LAFCO to provide a strong voice for special districts, especially as it relates to service reviews and applications that affect special districts. I am also interested in

working with the other LAFCO members to build consensus and find solutions to the issues that come to the LAFCO Board.

See Below for background and qualifications.

Signed: 

Name (Print): Grant Leonard

Date: 1/12/18

Thank you for your interest in serving on LAFCO of Monterey County.

Background: My experience with Special Districts starts with the North Monterey County Recreation and Park District, where's I've been a director since 2014, but I also serve on Citizen Oversight Committees for Hartnell College and the Salinas Valley Solid Waste Authority. Professionally, I work for the Transportation Agency for Monterey County (TAMC) in the fields of project development, project management, long range planning, and environmental review. Finally, I have Masters in Urban and Regional Planning and am a member of the American Institute of Certified Planners (AICP).

LAFCO of Monterey County

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

KATE McKENNA, AICP
Executive Officer

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

NOMINATION FORM TO DECLARE CANDIDACY AND REQUEST NAME AND STATEMENT ON BALLOTS FOR ONE REGULAR POSITION AND ONE ALTERNATE POSITION ON THE LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

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Nominations must be received in the LAFCO Office by February 1, 2018 at 5:00 p.m. Qualified persons may submit their own nominations using this form (no Board action is needed). You may email the completed form to mckennak@monterey.lafco.ca.gov OR mail it to P.O. Box 1369, Salinas, CA 93902 OR hand-deliver it to 132 W. Gabilan Street, Suite 102 in Salinas.

Nomination Statement:

"I, Graig R. Stephens, hereby declare myself a candidate for the election to the position of Regular or Alternate Commissioner of the LAFCO of Monterey County. I am an elected or appointed Monterey County Independent Special District board member or trustee residing within the county and not a member of a legislative body of a city or county. I request my name be placed on the official ballot and, if elected, I will qualify and accept the office of Regular or Alternate LAFCO Commissioner for which I am selected and serve to the best of my ability."

Nominee Information:

Name: Graig R. Stephens
Address: 1120 Walker Dr.
Phone and e-mail: 831-678-3504 graigstephens@yahoo.com
District represented: Soledad Health Care District
Your position with the District: Board Member
Number of years as a District Board Member or Trustee: 8

Candidate Statement for the Ballot:

Please give reasons for wanting to be an elected LAFCO Commissioner and briefly summarize qualifications and background:

I am currently a board member of the Soledad Health Care District. Previously, I was on the Soledad City Council a mayor, served on Ambag

and was its president in 1984. I served 25 yrs as a volunteer firefighter and for 5 years as Chief and worked with the Mission Fire Protection District. I am currently on Lafo, and I am very interested in how County and municipal decisions impact special districts.

Signed: Graig R. Stephens
Name (Print): Graig R. Stephens
Date: 1/26/2018

Thank you for your interest in serving on LAFCO of Monterey County.

THIS CONTRACT is made and entered into between Spreckels Memorial District, a Governmental Special District, ("Spreckels") 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 Spreckels. 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 Spreckels, an independent contractor and not as an employee of the Spreckels. 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 Spreckels. 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 Spreckels 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 Spreckels , 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 Spreckels to commence upon execution of this Contract and undertaken and completed by Spreckels 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 Spreckels Manager or the Spreckels Manager's designee

(hereinafter "Spreckels Manager" shall include the Spreckels Manager's designee). Contractor shall be compensated for any additional services in the amounts and in the manner as agreed to by Spreckels and Contractor at the time Spreckels' express written authorization signed by the Spreckels Manager is given to Contractor for the performance of said services.

5. TERMINATION:

A. 30 DAYS NOTICE. The Spreckels, 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 Spreckels 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 Spreckels Manager must authorize any increase in the amount of Contractor's compensation and/or changes in Exhibit A and or Exhibit B in advance.

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:

Additional work shall include:

- Day of event management including working with Board in soliciting volunteers.
- Work with Spreckels 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 Spreckels the ordering of equipment and oversee day of event duties.
- 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.
- Create Sponsorship Packet and work with the Board to solicit donations

EXHIBIT B

Service to be provided by Spreckels

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

- Special Event Permits with County, permitting and coordinating
- Contractual services:
 - Police and event security
 - Temporary Restroom Facilities
 - Public Work sanitary event maintenance

Event Coordination Fee: \$2,000

Schedule of Payment

\$500 upon approval of this contract

\$500 – April 1st, 2018

\$500 – June 1st, 2018

\$500 – Upon Final Report of Event (August Board Meeting, Scheduled August 1st, 2018)

EXHIBIT C

Compensation

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

Proposed Budget 2018 Spreckels Fourth of July

Income	
Run Income	\$15,000.00
Vendor Fees	\$3,000.00
Donations	\$5,000.00
Total Income	\$23,000.00

Expenses	
Event Coordinator	\$2,000.00
Band	\$2,000.00
Security	\$1,000.00
Radio Rental	\$200.00
Business Manager and Caretaker Extra Hours	\$3,000.00
Equipment Rental if not donated	\$2,000.00
Tshirts for volunteers and Runners	\$3,000.00
Run Timing and Administration	\$2,500.00
Recycling and Trash Pickup	\$1,500.00
Office Supplies	\$500.00
Volunteer Food/Beverage	\$1,000.00
Volunteer Group Donations	\$2,000.00
Miscellaneous/Permitting/Facebook Boosts/Advertising	\$750.00
Total Expenses	\$21,450.00

Needed In Kind Donations	
Bathrooms	
Farmers Market for Runners	
Prizes for Runners	
Skip Loader	
Gators	
Dumpsters	
Water	

4th of July Plan of Action Organized by Date

Date	Action	Category	Responsible Party
Various	Resident Flyers/Post to Facebook soliciting Volunteers	Volunteers	
Various	Solicit Donation of equipment (skip loader, gators)	Donations	
Various	Develop Facebook Page for Event/Volunteers	Administration	
Various	Community Notices	Administration	
Saturday, February 10, 2018	Flyer for First Meeting (Tentatively Scheduled for 2/20/2018)	Volunteers	
Thursday, February 15, 2018	Develop 2018 Run Logo and Advertising Banners for Facebook	Administration	
Thursday, February 15, 2018	Develop Budget	Administration	
Thursday, February 15, 2018	Develop Donation Letter	Administration	
Thursday, February 15, 2018	Establish 2018 email or get login and password	Administration	
Thursday, February 15, 2018	Create Volunteer Letter to go out to different organizations	Volunteers	
Tuesday, February 20, 2018	Set Status Meeting Schedule	Administration	
Tuesday, February 20, 2018	Set Volunteer Meeting Schedule	Volunteers	
Tuesday, February 20, 2018	Develop Prospective Volunteer List	Volunteers	
Tuesday, February 20, 2018	Develop Prospective Business List to Contact for Donations	Donations	
Tuesday, February 20, 2018	Develop Fee Schedule Based on Requirements for Vendors	Vendors	
Tuesday, February 20, 2018	Develop Fee Schedule for Run (Early, Late, Day of Event)	Run	
Wednesday, February 28, 2018	Submit for Permits	Administration	
Wednesday, February 28, 2018	Establish Event Schedule	Administration	
Thursday, March 1, 2018	Solicit quotes for Bands and make Selection	Entertainment	
Thursday, March 1, 2018	Contact Local Schools for Volunteers	Volunteers	
Thursday, March 1, 2018	Contact DLI for Volunteers using their process	Volunteers	
Thursday, March 1, 2018	Get Active.com account	Run	
Thursday, March 1, 2018	Investigate online volunteer sign up	Volunteers	
Thursday, March 1, 2018	Contact Past Food Vendors	Vendors	
Thursday, March 1, 2018	Contact Past Craft Fair Vendors	Vendors	
Thursday, March 1, 2018	Determine Veterans Group that Parade Registration Donations will be Donated To	Parade	
Thursday, March 15, 2018	Contact T&A for permission for run	Run	
Tuesday, March 20, 2018	Go Live with Active.com	Run	
Saturday, March 31, 2018	Select Chairs for Committees	Administration	
Sunday, April 1, 2018	Develop Necessary Equipment List	Safety	
Sunday, April 15, 2018	Marching Band for Parade	Parade	
Tuesday, May 1, 2018	Bathrooms (Donation or Rent)	Safety	
Tuesday, May 1, 2018	Inventory Delineators and solicit donation for more	Safety	
Tuesday, May 15, 2018	Finalize Volunteer Numbers	Volunteers	
Friday, June 1, 2018	Design Parking Permit	Administration	
Friday, June 1, 2018	Acquire PA System for Parade if Band cannot provide	Parade	
Friday, June 1, 2018	Order Dumpsters (or get donation of dumpsters)	Safety	
Friday, June 1, 2018	Announcer for Event	Entertainment	
Friday, June 1, 2018	Radio Station	Entertainment	
Friday, June 1, 2018	Develop Food Booth and Vendor Map	Vendors	

4th of July Plan of Action Organized by Date

Friday, June 1, 2018	Event Advertising Signage Update	Administration	
Friday, June 1, 2018	Notice to Runners (NO DOGS)	Run	
Friday, June 1, 2018	Farmer's Market Design	Run	
Date	Action	Category	Responsible Party
Friday, June 8, 2018	Final Day for Sponsors so T-shirt Design can be completed	Administration	
Thursday, June 14, 2018	Print Parking Permit	Administration	
Friday, June 15, 2018	Determine Security Guard Augmentation Requirements	Safety	
Friday, June 15, 2018	Rent Radios for Communication	Safety	
Friday, June 15, 2018	Parade Procedures and Safety Requirements (order of marchers)	Parade	
Friday, June 15, 2018	Event Advertising Signage Posting	Administration	
Friday, June 15, 2018	First Aid Stations and Staffing	Safety	
Friday, June 15, 2018	Run Maps	Run	
Friday, June 15, 2018	Run Awards	Run	
Friday, June 15, 2018	Water Stations	Run	
Friday, June 15, 2018	Kid's Participation Ribbons	Run	
Monday, June 25, 2018	Distribute Parking Passes	Administration	
Tuesday, June 26, 2018	Vendor Passes	Vendors	
Wednesday, June 27, 2018	Notice to TA regarding Traffic for Employees	Run	
Wednesday, June 27, 2018	Bunting Spreckels Blvd	Administration	
Wednesday, June 27, 2018	Notice to St Joseph's	Run	
Sunday, July 1, 2018	Course Marshal verify Course	Run	
Tuesday, July 3, 2018	No Parking Signage	Safety	
Tuesday, July 3, 2018	No Fireworks Signs	Safety	
Tuesday, July 3, 2018	Foodbooth Vendor booth Setup	Vendors	
Tuesday, July 3, 2018	Chalk Vendor Spots	Vendors	
Tuesday, July 3, 2018	Set Up	Administration	
Wednesday, July 4, 2018	Signage for 10k	Run	
Wednesday, July 4, 2018	Steps for Bus Stop	Administration	
Wednesday, July 4, 2018	Breakfast for Volunteers	Volunteers	
Wednesday, July 4, 2018	Dinner for Volunteers	Volunteers	
Wednesday, July 4, 2018	Flags on day of event	Administration	
Wednesday, July 4, 2018	Barricades	Safety	
Wednesday, July 4, 2018	Runner Registration	Run	
Wednesday, July 4, 2018	Clean Up	Administration	

PARK

SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 * SPRECKELS, CA 93962

USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Toro Baseball

Dyan Hernandez

Organization Name

Contact Person

48 Nacional Ave

Salinas CA

Mailing Address

City & Zip Code

831 970 7264

831 -970-7264

Work Telephone #

Home Telephone #

Cell Phone #

DATE OF FUNCTION:

Wen 5-6pm

Day of Week, Date & Year

TYPE OF FUNCTION:

Baseball

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: _____ to _____ NUMBER OF GUESTS _____

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 _____ DATE _____

FOR OFFICE USE ONLY:

Rental Fee	\$ _____	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

PARK

USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Organization Name

Contact Person Lauren Lopez

Mailing Address 56 First St

City & Zip Code Spreckels CA 93962

Work Telephone #

Home Telephone #

Cell Phone #

DATE OF FUNCTION: March 3rd 2018
Day of Week, Date & Year

TYPE OF FUNCTION: Birthday Party

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: 10 to 5

NUMBER OF GUESTS 50

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 Lopez

DATE 2/2/18

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 # _____

Resident

SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 * SPRECKELS, CA 93962

USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Organization Name _____ Contact Person Anthony Mazzuca

Mailing Address Po Box 7074 City & Zip Code Spreckels, CA 93962

Work Telephone # _____ Home Telephone # 831-902-6059 Cell Phone # _____

DATE OF FUNCTION: Thursday
Day of Week, Date & Year

TYPE OF FUNCTION: Baseball / Softball

Circle areas of use required:

<input type="checkbox"/> Kitchen	<input type="checkbox"/> Barbeque Room	Bar Facilities: Yes - No
<input type="checkbox"/> Meeting Room	<input type="checkbox"/> Banquet Room	Dancing: Yes - No
<input type="checkbox"/> Auditorium	<input type="checkbox"/> Other _____	PA System: Yes - No

HOURS OF USE: _____ to _____ NUMBER OF GUESTS _____

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 AM Mazzuca DATE 2/6/17

FOR OFFICE USE ONLY:

Rental Fee	\$ <u>X</u>	LD&C Deposit	\$ <u>X</u>	<u>Resident Rate</u>
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

Contact Person

Manuel Estrada

Mailing Address

City & Zip Code

P.O. Box 3643

Salinas, CA 93912

Work Telephone #

Home Telephone #

Cell Phone #

(831) 776-5920

" "

DATE OF FUNCTION:

May 5th 2018

Day of Week, Date & Year

TYPE OF FUNCTION:

Birthday Party

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 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

[Signature]

DATE

2-7-18

FOR OFFICE USE ONLY:

Rental Fee

\$ 1100

LD&C Deposit

\$ 500

Approval Date

Disapproved on

of Security Required

2-3

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 _____ Contact Person Letty Sandoval

Mailing Address 1571 Boyie Ct. City & Zip Code 93906

Work Telephone # _____ Home Telephone # _____ Cell Phone # (661) 345-0149

DATE OF FUNCTION: Sept 15th 2018
Day of Week, Date & Year

TYPE OF FUNCTION: 15th Quinceañera

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: 5pm to 12am NUMBER OF GUESTS 180+

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 1-15-18

FOR OFFICE USE ONLY:

Rental Fee \$ 1100 LD&C Deposit \$ 500
Approval Date _____ Disapproved on _____
of Security Required 3-4 Postponed _____
DATE DEPOSIT RECEIVED _____ CASH _____ CHECK # _____
DATE BALANCE RECEIVED _____ CASH _____ CHECK # _____
DATE RETURNED LD&C MAILED _____ AMOUNT \$ _____ CHECK # _____

Timesheet

Printed on: 02/02/2018

Name: Paul J Ingram

1/9

Jan 8 to Jan 14, 2018

Customer:Job	Service Item	Payroll Item	Notes	M	Tu	W	Th	F	Sa	Su	Total	Bill*
		Special Projects Hou...	Audit Client Response Document FY's 2009 & 2010		4:00						4:00	N
Totals				0:00	4:00	0:00	0:00	0:00	0:00	0:00	4:00	

Signature _____

Timesheet

Printed on: 02/02/2018

Name: Paul J Ingram

1/23 1/24 1/25

Jan 22 to Jan 28, 2018

Customer:Job	Service Item	Payroll Item	Notes	M	Tu	W	Th	F	Sa	Su	Total	Bill*
		Special Projects Hou...	Audit Client Response Document FY's 2011 & 2012		4:00						4:00	N
		Special Projects Hou...	Audit Client Response document FY's 2011, 2012 and 2013, 2014			6:00					6:00	N
		Special Projects Hou...	Complete audit request lists FY's 2013 & 2014, 2015 & 2016				6:00				6:00	N
Totals				0:00	4:00	6:00	6:00	0:00	0:00	0:00	16:00	

Signature _____

Timesheet

Printed on: 02/02/2018

Name: Paul J Ingram

1/30

Jan 29 to Feb 4, 2018

Customer:Job	Service Item	Payroll Item	Notes	M	Tu	W	Th	F	Sa	Su	Total	Bill*
		Special Projects Hou...	4th of July. Phone call with Ellen to arrange for Items to be picked up. Reset gmail account.		1:00						1:00	N
		Special Projects Hou...	Audit Request List FY 2017.		3:00						3:00	N
Totals				0:00	4:00	0:00	0:00	0:00	0:00	0:00	4:00	

Signature _____

BUILDING EQUIPMENT INSPECTION:

	✓	date	✓	date	✓	date	✓	date	✓	date	✓	date
INSPECT FOR PROPER OPERATION OF: DISHWASHER _____	✓	1-6	✓	1-13	✓	1-20	✓	1-27				
REFRIGERATOR UNITS _____												
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

Fixed the sink in kitchen
 Heater in Banquet Room is working
 Waiting on duct work ? Roof unit.

SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING

Date 1-31-18

SCHEDULE OF MONTHLY BUILDING EQUIPMENT INSPECTION

						✓	Date
CHECK FOR PROPER OPERATION ON AIR CONDITION UNIT FOR:							
					AUDITORIUM	✓	1-31-18
"	"	"	"	"	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

Date 1-31-18

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 1-31-18

Deposit Summary

2/7/2018 1:57 PM

Spreckels Memorial District

Summary of Deposits to Rabobank Checking on 02/08/2018

Chk No.	PmtMethod	Rcd From	Memo	Amount
		Spreckels Community Services District	Building Rent	49.18
		Eduardo Chacon	LD&C Deposits	300.00
		Griselda Reyes	Building Rent	900.00
		Christina Nuno	Building Rent	1,100.00
		Eunice Kimber	Park Rent	100.00
		Alfred Diaz-Infante	Buiding Rent	1,100.00
		SVFT Local #1020	Building Rent	450.00
		SVFT Local #1020	LD&C Deposits	500.00
Less Cash Back:				
Deposit Total:				4,499.18

Accts Payable 2/7/2018

Spreckels Memorial District

Register: Rabobank Checking

From 02/07/2018 through 02/07/2018

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment
02/07/2018	4391	Employment Develo...	-split-	117-4039-6	336.30
02/07/2018	4392	Joseph Velasquez	-split-		2,768.47
02/07/2018	4393	Paul J Ingram	-split-		1,069.28
02/07/2018	4394	Paul Ingram	-split-		51.87
02/07/2018	4395	Clarke's Turf & Water	Park Maintenance Cont...		2,080.00
02/07/2018	4396	Clarke's Turf & Water	-split-		238.28
02/07/2018	4397	California American ...	Sewer		107.60
02/07/2018	4398	Fechter & Company, ...	Audit Costs		3,697.00
02/07/2018	4399	Quality Water Enterp...	Water Treatment		106.30
02/07/2018	4400	Carlson's Fire	Equipment Maintenanc...		212.79
02/07/2018	4401	Hutch's Plumbing, Inc.	Plumbing Repairs		2,857.69
02/07/2018	4402	San Lorenzo Lumber	Building Materials		112.59
02/07/2018	4403	American Supply Co...	Janitorial Supplies		955.39
02/07/2018	4404	Hydro-Turf	Power Equipment Rep...		52.61
02/07/2018	4405	Target Pest Control	Pest Control		65.00
02/07/2018	4406	Vortex	Building Repairs		399.00
02/07/2018	4407	Staley's Heating & S...	HVAC		225.00
02/07/2018	4408	Spreckels Water Co...	Water		470.09
02/07/2018	4409	County of Monterey	4th of July Expense:Pe...		500.00
02/07/2018	4410	Alfred Diaz-Infante	LD&C Deposits		500.00
02/07/2018	4411	Greg Messerli Electric	Electrical Repairs		2,316.30

19,030.56

Clarke's Turf and Water
 18939 Vierra Canyon Rd.
 Prunedale, CA 93907

Invoice

Date	Invoice #
2/5/2018	1265

Bill To
Spreckels Memorial Park

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Labor for park maintenance January	2,080.00	2,080.00
	Sales Tax	7.50%	0.00
Thank you for your business. 262-9800		Total	\$2,080.00

Clarke's Turf and Water

18939 Vierra Canyon Rd.
Prunedale, CA 93907

Invoice

Date	Invoice #
12/4/2017	1245

Bill To
Spreckels Memorial Park

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Gas expense	49.35	49.35
1	Expense to find lost valve at park	65.00	65.00
1	tree stakes and mulch to repair knocked over tree	25.00	25.00
	Sales Tax	7.50%	0.00

Thank you for your business. 262-9800

Total

\$139.35

Clarke's Turf and Water
 18939 Vierra Canyon Rd.
 Prunedale, CA 93907

Invoice

Date	Invoice #
12/27/2017	1254

Bill To
Spreckels Memorial Park

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Gas	49.58	49.58
	Sales Tax	7.50%	0.00

Thank you for your business. 262-9800

Total \$49.58

Clarke's Turf and Water
 18939 Vierra Canyon Rd.
 Prunedale, CA 93907

Invoice

Date	Invoice #
2/5/2018	1266

Bill To
Spreckels Memorial Park

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Gas	49.35	49.35
	Sales Tax	7.50%	0.00
Total			\$49.35

FECHTER & COMPANY, CPAs
3445 AMERICAN RIVER DRIVE SUITE A
SACRAMENTO, CA 95864
916-333-5360
CFECHTER@FECHTERCPA.COM
EIN: 20-8710580

SPRECKELS MEMORIAL DISTRICT

INVOICE DATE: 01/31/2018

PROFESSIONAL SERVICES RENDERED:

06/30/2009 AND 2010 FY FINANCIAL STATEMENT AUDIT - 10% COMPLETED	\$ 750.00
06/30/2011 AND 2012 FY FINANCIAL STATEMENT AUDIT - 10% COMPLETED	750.00
06/30/2013 AND 2014 FY FINANCIAL STATEMENT AUDIT - 10% COMPLETED	750.00
06/30/2015 AND 2016 FY FINANCIAL STATEMENT AUDIT - 10% COMPLETED	750.00
06/30/2017 FINANCIAL STATEMENT AUDIT - 10% COMPLETED	550.00

EXPENSES (\$1,500 CONTRACT MAX)

TYPING & ADMINISTRATIVE	<u>147.00</u>
TOTAL AMOUNT DUE	<u><u>\$ 3,697.00</u></u>

Invoice payable upon receipt, accounts more than 60 days overdue will be assessed a \$10 administrative charge and be charged interest at 1.5% per month (18% per annum)

Carlton's Fire Extinguisher

P.O Box 4548
 Salinas, CA 93912-4548
 Phone: 831-424-6152
 Fax: 831-424-1079

Invoice

Date	Invoice #
1/16/2018	174972

Bill To
SPRECKELS MEMORIAL DIST P.O. BOX 7266 SPRECKELS, CA 93962-7266

Ship To
5TH ST SPRECKELS CA 93962

P.O. Number	Terms	Rep	Project
	30 DAYS NET	LS&...	

Quantity	Item Code	Description	Price Each	Amount
1	HT	HYDROSTATIC TEST & SERVICE	35.00	35.00
1	RECHARGE	RECHARGE EXTINGUISHER, INCLUDES CHEMICALS	165.00	165.00T
		Sales Tax	7.75%	12.79

Total	\$212.79
Payments/Credits	\$0.00
Balance Due	\$212.79

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

Invoice

Date	Invoice #
1/10/2018	1596

Bill To
Spreckels Memorial District P.O.Box 7266 Spreckels, Ca. 93962

P.O. No.	Terms	Project
		Spreckels Park

Quantity	Description	Rate	Amount
	Plumbing Materials	370.90	370.90
	Sales Tax	34.29	34.29
5	Labor, Hrs. Cleaned and removed drinking fountain-removed sand Supply and install new head for drinking fountain	85.00	425.00
		Total	\$830.19

Balance Due	\$830.19
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Hutch's Plumbing, Inc.
 549-B Brunken Ave.
 Salinas, Ca. 93901
 Ph. 831-754-3740
 Fx. 831-754-3751

Invoice

Date	Invoice #
1/25/2018	1613

Bill To
Spreckels Memorial District P.O.Box 7266 Spreckels, Ca. 93962

P.O. No.	Terms	Project
		Hall

Quantity	Description	Rate	Amount
	Flat Rate Water Heater Change Out Change Out 75 gallon natural gas water heater	1,900.00	1,900.00
	Snake floor sink at Bar (Labor only)	127.50	127.50
		Total	\$2,027.50

Balance Due	\$2,027.50
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869 ABBOTT STREET
 SALINAS CA 93901
 831-975-5022
 831-975-5058 (Fax)



Remit to:
 750 Work Street
 Salinas, CA 93901

PAGE: 1 OF 1

INVOICE

Invoice Date	Invoice#
12/28/17	1691650

Bill to: SPRECKELS MEMORIAL DISTR
 P.O.BOX 7266
 SPRECKLES, CA 93962

Ship to: SPRECKELS MEMORIAL DISTR
 P.O.BOX 7266
 SPRECKLES, CA 93962

Customer#	P.O. Number	Sales Code	Terms of Sale	Require Date	Order Date	Shipping Method
10084	dave clarke	36 ROB ALIOTTI	NET 30	12/28/17	12/28/17	1 WILL CALL

Special Instructions:
 weedeater repair

Qty Ord	Qty Shp	Qty B/O	U/M	Product Code / Description	List Prc	Price/PU	PU	Extention	Tx
1	1		QH	elabor / EQUIPMENT SHOP LABOR	20.00	20.000	QH	20.00	N
				CHANGES MADE FROM THE ORIGINAL MANUFACTURERS SPECS ARE THE RESPONSIBILTY OF THE OWNER/OPERATOR AND HTI SHALL BE HELD HARMLESS FOR ANY DECISION MADE BY THE OWNER/OPERATOR ON ANY EQUIPMENT REPAIRED OR SOLD BY HTI.					
1	1		EA	sha050000180 / SHINDAIWA RECOIL STARTER ASSY T344	29.85	29.850	EA	29.85	Y

PAID BY: CHARGE TO THE ACCOUNT

SALE AMOUNT:	49.85
CASH DISCOUNT:	0.00
FREIGHT CHARGE:	0.00
SALES TAX:	2.76
RESTOCKING FEE:	
TOTAL INVOICE:	52.61
PMNT RECEIVED:	0.00
BALANCE DUE:	52.61



CORP. I.D. #95-2761304

REMIT TO:

Vortex Industries, Inc.
File 1095
1801 W. Olympic Blvd., Pasadena, CA 91199-1095

PLEASE PAY FROM THIS INVOICE. NO STATEMENT SENT.

1-800-698-6783
SERVICE CENTERS

- Ventura, CA (805) 988-2255
Van Nuys, CA (818) 786-4215
Commerce, CA (323) 721-5545
Industry, CA (909) 594-1901
Riverside, CA (951) 369-1220
West L.A., CA (310) 645-0941
Long Beach, CA (310) 323-2960
Anaheim, CA (714) 224-0306
Irvine, CA (949) 333-3744
San Marcos, CA (760) 471-7744
San Diego, CA (858) 560-1507
Las Vegas, NV (702) 222-9185
East Phoenix, AZ (480) 598-1515
West Phoenix, AZ (623) 936-5705
Seattle, WA (425) 251-0225
Portland, OR (503) 643-3384

INVOICE

44 - 1205306-1

- Salt Lake City, UT (801) 467-6113
Fort Worth, TX (817) 840-2905
Dallas, TX (214) 459-6042
Houston, TX (713) 996-7166
No. Denver, CO (303) 287-0801
So. Denver, CO (720) 529-8600
Sacramento, CA (916) 920-3667
Central Valley, CA (559) 233-0050
San Leandro, CA (510) 352-3800
San Jose, CA (408) 588-0890
So. San Francisco, CA (650) 246-3667

Sold To: SPRECKELS MEMORIAL BLDG
JOE VELASQUEZ
90 5TH STREET
SALINAS, CA 93962

Job: SPRECKELS MEMORIAL BLDG
JOE
90 5TH STREET
SPRECKLES, CA 93962

CUSTOMER ORDER NO.

Customer No. 194126

DATE: 01/04/18

FOR REPAIRS TO YOUR HOLLOW METAL DOORS

PLEASE REFER TO REPAIR WORK ORDER(S) FOR DETAILS OF WORK PERFORMED

INCLUDES MATERIAL AND LABOR:

\$399.00

RECOMMENDATIONS:

- 1. PREVENTIVE MAINTENANCE EVERY 6 MONTHS TO CHECK SAFE AND PROPER OPERATION.
VORTEX IS NOT LIABLE UNLESS DOOR IS MAINTAINED ON SCHEDULE.
2. REPLACE CLOSERS ON SIDE ENTRY DOORS

COMPLETE DOOR SERVICE SINCE 1937

TERMS: NET DUE AND PAYABLE UPON PRESENTATION

The relationship between VORTEX and Customer shall be subject to the additional terms and conditions set forth on the reverse side hereof.

Warranty void if invoice is not paid within 30 days & causes products to be sold as is with all faults.

NOTICE TO PROPERTY OWNER: If bills are not paid in full for the labor, services, equipment, or materials furnished or to be furnished, a mechanics lien leading to the loss, through court foreclosure proceedings, of all or part of your property being so improved may be placed against the property even though you have paid your contractor in full. You may wish to protect yourself against this consequence by (1) requiring your contractor to furnish a signed release by the person or firm giving you this notice before making payment to your contractor or (2) any other method or device which is appropriate under the circumstances.

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

CUSTOMER #: 00737
INVOICE #: 69812
INVOICE DATE: 12/07/17
DUE DATE: 01/06/18

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

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

WORK ORDER NUMBER: 69812

YOUR REFERENCE NUMBER:

DESCRIPTION	QUANTITY	PRICE	AMOUNT	TAX
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REQUEST: PLEASE CHECK HEATER/ NO HEAT

RESOLUTION: PK FOUND LOOSE INSULATION BLEW UP AGAINST HEAT EXCHANGER & AUSING SMOKE
 PK REGLUED INSULATION & CYCLED AND FOUND OK ON 12-05-2017

PK FOUND 2 UNITS TIED TO 15 AMP BREAKER, PK WIRED TO UNUSED BREAKER & JOE WILL HAVE ELECTRICIAN
 REPLACE IF CONTINUES TO 20 AMP BREAKER ON 12-07-2017

12/05/17 Kennedy, Patrick S.	1.25 hrs	100.0000	125.00	N
12/07/17 Kennedy, Patrick S.	1.00 hrs	100.0000	100.00	N
		TOTAL:	<u>225.00</u>	

Greg Messerli Electric

Invoice

831 663-0990
 License #668474
 9650 South Prunedale Road
 Salinas, CA 93907-8884

Date	Invoice #
1/23/2018	18016

Bill To
Spreckels Memorial District P.O. Box 7432 Spreckels, CA 93962

P.O. No.	Terms	Project
	Net 30	Spreckels memorial 16-17

Quantity	Description	Rate	Amount
	Install new ballast kits and bulbs in tennis court lights, replace 16 colored lamps in bar, install one shorting cap on parking lot lamp.		
8	Labor hours 01/23/18 2 men 4 hours each	85.00	680.00
4	ballast kits	195.00	780.00T
16	colored light bulbs	7.95	127.20T
1	shorting cap	36.00	36.00T
	Scissor lift rental	620.00	620.00
	Sales Tax	7.75%	73.10
		Total	\$2,316.30