



*Spreckels Veterans Memorial Building
Home of Lt. Billy Paulson VFW Post 6849*

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

AGENDA

Agenda order may be adjusted by the 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
 Saren Pierson, Secretary
 Shaheen Jorgensen, Director

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. SVMMD Regular Board Meeting September 6, 2023.
 - b. SVMMD Regular Board Meeting October 10, 2023.
6. GENERAL MANAGER'S REPORT:
 - a. Financial Reports November.
 1. Fund Balances as of 10/31/2023.
 2. Budget FY 2022 FYTD to 10/31/2023.

3. Review of Deposits: County Fund 668 September [Period 3].
4. Review of Deposits: Five Star General Checking October.
5. Review of Five Star Bank Statements/Reconciliations September 2023.
6. Review of Expenditures September 2023.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Transfer \$10,000.00 from County Fund 668 to Five Star General Checking.
- b. Board Member Vacancy:

8. USE REQUESTS:

9. FUNCTION RECAP:

10. CONTINUED BUSINESS:

- a. Facility Manager Employment Agreement.
- b. Future Projects.

11. NEW BUSINESS:

- a. Park Trees

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 December 6, 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 1, 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.

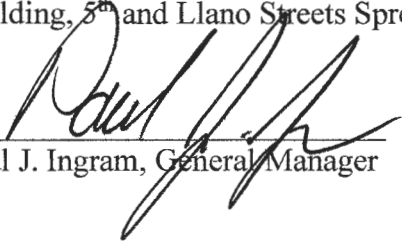
In Compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at Spreckels Veterans Memorial

Spreckels Veterans Memorial District • P.O. Box 7266 • Spreckels, CA 93962
 Park & Veterans Memorial Building Rental (831) 597-1189 • District Business (831) 455-7855
 Email: spreckelsmd.main@gmail.com • www.spreckelsmd.specialdistrict.org

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 Veterans Memorial District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the November 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 10/26/2023

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 Veterans Memorial Building
Home of Lt. Billy Paulson VFW Post 6849*

Spreckels Veterans Memorial District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday September 6, 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 5:42 pm.

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

Rick Magno, President
Walan Chang, Vice-President
Saren Pierson, Secretary
Shaheen Jorgensen, Director

Present: Magno, Chang, Jorgensen

Absent: Pierson

QUORUM ESTABLISHED

4. PUBLIC COMMENTS:

5. APPROVAL OF MINUTES:

a. SVMD Regular Board Meeting August 2, 2023.

Motion to approve [Jorgensen] 2nd [Chang].

Ayes: Magno, Chang, Jorgensen

Noes: None

MOTION CARRIED

6. GENERAL MANAGER'S REPORT:

a. Financial Reports November.

1. Fund Balances as of 8/30/2023
2. Budget FY 2022 FYTD to 8/30/2023
3. Review of Deposits: County Fund 668 June [Period 13] July [Period 1]
4. Review of Deposits: Five Star General Checking August.

5. Review of Five Star Bank Statements/Reconciliations July 2023.
6. Review of Expenditures July 2023.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

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

Motion to approve [Chang] 2nd [Jorgensen].

Ayes: Magno, Chang, Jorgensen

Noes: None

MOTION CARRIED

- b. Renew Facilities Use Agreement: Sign With Us 3.

Motion to renew agreement maintaining the rental cost at 10% of income [Chang] 2nd [Jorgensen].

Ayes: Magno, Chang, Jorgensen

Noes: None

MOTION CARRIED

8. USE REQUESTS:

9. FUNCTION RECAP:

10. CONTINUED BUSINESS:

- a. Budget FYE 6/30/2024

Draft budget session was completed. Proposed budget will be approved at the October 11th regular meeting.

- b. Facility Manager Employment Agreement.

General Manager will proof read and amend the draft agreement and have the final ready for approval at the October 11th regular meeting.

- c. Spreckels School Parking Lot MOU

School appears to have cancelled the MOU and informed the Facilities Manager to close both gates to prevent staff and parents from entering the parking lot.

- d. Future Projects.

Derek Johnson of Central Coast Engineering will attend the October 11th regular meeting to discuss options for repurposing or tearing down the racquetball court.

11. NEW BUSINESS:

a. Director Jorgensen: Report on CSDA Annual Conference and Exhibitors Showcase.

12. REGULAR MONTHLY FACILITIES REPORTS:

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

13. FUTURE AGENDA ITEMS:

Update on park equipment bids and evaluating planting a tree in the middle of the Annex lawn to replace cypress trees being removed due to disease.

14. ADJOURN REGULAR MEETING: Next meeting Wednesday October 11, 2023 5:30 PM.

The meeting was adjourned at 6:39 pm.

Respectfully submitted,

Approval date _____

Paul J. Ingram

*Spreckels Veterans Memorial Building
Home of Lt. Billy Paulson VFW Post 6849*

Spreckels Veterans Memorial District
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday October 11, 2023 5:30 pm
Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

AGENDA

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

1. CALL TO ORDER:

The meeting was called to order by Vice-President Chang at 5:34 pm.

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

Rick Magno, President
Walan Chang, Vice-President
Saren Pierson, Secretary
Shaheen Jorgensen, Director

*Present: Chang, Pierson, Jorgensen
Absent: Magno [Illness]*

QUORUM ESTABLISHED

4. PUBLIC COMMENTS:

5. APPROVAL OF MINUTES:

- a. SVMD Regular Board Meeting September 6, 2023.

Tabled due to lack of quorum of board members who were in attendance.

6. GENERAL MANAGER'S REPORT:

- a. Financial Reports November.
1. Fund Balances as of 9/30/2023
 2. Budget FY 2022 FYTD to 9/30/2023
 3. Review of Deposits: County Fund 668 June [Period 14] August [Period 2]

4. Review of Deposits: Five Star General Checking September.
5. Review of Five Star Bank Statements/Reconciliations August 2023.
6. Review of Expenditures August 2023.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Transfer \$30,000.00 from County Fund 668 to Five Star General Checking.

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

Ayes: Chang, Pierson, Jorgensen

Noes: None

MOTION CARRIED

- b. Resolution 2023-02: Adopt Budget for Fiscal Year 2023-24.

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

Ayes: Chang, Pierson, Jorgensen

Noes: None

MOTION CARRIED

- c. Board Member Vacancy: Application from Broderick Lance Cleaver.

Item died for lack of a motion to appoint applicant.

Motion to create ad hoc of Chang and Jorgensen for board vacancies [Pierson] 2nd [Jorgensen].

Ayes: Chang, Pierson, Jorgensen

Noes: None

MOTION CARRIED

8. USE REQUESTS:

- a. Rosalie Sanchez Anniversary
- b. Natalie Verba Birthday Party

Motion to approve a. & b. [Pierson] 2nd [Jorgensen].

Ayes: Chang, Pierson, Jorgensen

Noes: None

MOTION CARRIED

- c. Dia De Las Whitewalls Car Show

Motion to approve at the resident rate of \$700.00, LD&C \$500.00 and the requirement of 6 guards [Pierson] 2nd [Jorgensen]

Ayes: Chang, Pierson, Jorgensen

Noes: None

MOTION CARRIED

9. FUNCTION RECAP:

10. CONTINUED BUSINESS:

- a. Facility Manager Employment Agreement.

Agreement with final updates will be presented at the November 1st meeting.

- b. Future Projects.

Derek Johnson of Central Coast Engineering discussed options for the Racquetball Court.

11. NEW BUSINESS:

- a. Park Trees

Jorgensen presented printouts regarding various species to consider.

12. REGULAR MONTHLY FACILITIES REPORTS:

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

Park inspection showed all storm water drainpipes are clogged. Attempt to uncover a storm water grate will be attempted to see the difficulty in repairing all.

13. FUTURE AGENDA ITEMS:

14. ADJOURN REGULAR MEETING: Next meeting Wednesday November 1, 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 1, December 6.

Motion to adjourn at 7:22 pm [Jorgensen] 2nd [Pierson]

Ayes: Chang, Pierson, Jorgensen

Noes: None

MEETING IS ADJOURNED

Respectfully submitted,

Approval date _____

Paul J. Ingram, General Manager



SPRECKELS VETERANS MEMORIAL DISTRICT FUND BALANCES AS OF 10/31/2023

COUNTY FUND 668	\$ 83,795.64
FIVE STAR GENERAL CHECKING	\$ 26,303.57
FIVE STAR PAYROLL CHECKING	<u>\$ 1,214.04</u>
TOTAL	\$ 111,313.25

Spreckels Veteran's Memorial District
Proposed Budget FYE 6/30/2024

	Budget	FYTD		
Income				
July 4th	\$10,000.00	\$2,421.12	\$7,578.88	24.21%
Memorial Building & Park rent	\$35,000.00	\$9,740.00	\$25,260.00	27.83%
Sub Total	\$45,000.00	\$12,161.12	\$32,838.88	27.02%
Property Tax	\$235,000.00	\$1,338.05	\$233,661.95	0.57%
Special Assessment	\$44,500.00		\$44,500.00	0.00%
Interest on Pooled Investments	\$1,000.00		\$1,000.00	0.00%
Sub Total	\$280,500.00	\$1,338.05	\$279,161.95	0.48%
Total Income	\$325,500.00	\$13,499.17	\$312,000.83	4.15%
Expense				
Salaries				
Pay Roll Expenses	\$100,000.00	\$31,577.14	\$68,422.86	31.58%
Employee Benefits				
Workers Comp	\$2,500.00			0.00%
Total Salary and Benefits	\$102,500.00	\$31,577.14	\$70,922.86	30.81%
Operations Budget				
4th of July	\$10,000.00	\$2,765.78	\$7,234.22	27.66%
Professional Services				
Audits	\$1,000.00		\$1,000.00	0.00%
Administration Fees	\$3,000.00	\$459.00	\$2,541.00	15.30%
Advertising	\$1,000.00	\$155.00	\$845.00	15.50%
Legal Services	\$2,000.00	\$55.40	\$1,944.60	2.77%
Parcel Management	\$3,875.00		\$3,875.00	0.00%
Bank Fees	\$0.00		\$0.00	#DIV/0!
Property Tax	\$450.00	\$705.28	-\$255.28	156.73%
Sub Total	\$11,325.00	\$1,374.68	\$9,950.32	12.14%
Education				
Board and Staff Education	\$800.00	\$750.00	\$50.00	93.75%
Dues and Subscriptions	\$2,500.00	\$1,652.00	\$848.00	66.08%
Sub Total	\$3,300.00	\$2,402.00	\$898.00	72.79%
MAINTENANCE				
Building Materials	\$1,500.00	\$396.22	\$1,103.78	26.41%
Electrical Repairs Hall	\$1,000.00		\$1,000.00	0.00%
Electrical Repairs Park	\$4,000.00		\$4,000.00	0.00%
Equipment Purchase	\$25,000.00		\$25,000.00	0.00%
Equipment Rental	\$1,000.00		\$1,000.00	0.00%
Power Equipment Repairs	\$500.00	\$411.19	\$88.81	82.24%
Plumbing Repairs Hall	\$250.00	\$195.00	\$55.00	78.00%

Spreckels Veteran's Memorial District
Proposed Budget FYE 6/30/2024

Plumbing Repairs Park	\$12,000.00		\$12,000.00	0.00%
HVAC	\$2,000.00		\$2,000.00	0.00%
Equipment Maint & Repairs Hall	\$3,000.00	\$969.69	\$2,030.31	32.32%
Equipment Maint & Repairs Park	\$1,000.00		\$1,000.00	0.00%
Sprinkler Supplies	\$1,000.00	\$419.58	\$580.42	41.96%
Sprinkler System Repairs	\$2,000.00	\$910.00	\$1,090.00	45.50%
Park Plants	\$1,000.00	\$704.65	\$295.35	70.47%
Fuel	\$1,200.00	\$411.14	\$788.86	34.26%
Pest Contol	\$400.00	\$130.00	\$270.00	32.50%
Landscape Maintenance Contract	\$25,500.00	\$8,122.00	\$17,378.00	31.85%
Tree Maintenance	\$4,000.00	\$12,792.00	-\$8,792.00	319.80%
Turf Treatment	\$6,500.00	\$4,400.00	\$2,100.00	67.69%
Water Treatment	\$1,400.00	\$454.94	\$945.06	32.50%
Sub Total	\$94,250.00	\$30,316.41	\$63,933.59	32.17%
Utilities				
PG&E Park	\$4,000.00	\$2,578.96	\$1,421.04	64.47%
PG&E Hall	\$18,000.00	\$4,184.03	\$13,815.97	23.24%
Water / Park	\$20,000.00	\$10,898.28	\$9,101.72	54.49%
Water / Hall	\$4,000.00	\$1,866.99	\$2,133.01	46.67%
Sewer	\$2,000.00	\$832.48	\$1,167.52	41.62%
Telephone and Internet	\$4,000.00	\$1,690.82	\$2,309.18	42.27%
Sub Total	\$52,000.00	\$22,051.56	\$29,948.44	42.41%
Supplies				
Janitorial Supplies	\$4,000.00	\$1,942.46	\$2,057.54	48.56%
Sub Total	\$4,000.00	\$1,942.46	\$2,057.54	48.56%
Office/Operating Expenses				
Office Supplies	\$800.00	\$122.46	\$677.54	15.31%
Office Equipment	\$100.00		\$100.00	0.00%
Post Office Box	\$250.00		\$250.00	0.00%
Website	\$600.00		\$600.00	0.00%
Postage and Delivery	\$60.00	\$57.90	\$2.10	96.50%
Sub Total	\$1,810.00	\$180.36	\$1,629.64	9.96%
Insurance				
General Liability / Property Insurance	\$11,000.00		\$11,000.00	0.00%
Sub Total	\$11,000.00	\$12,904.28	-\$1,904.28	117.31%
Total Operations	\$290,185.00	\$105,514.67	\$184,670.33	36.36%
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		0.00%
Emergency Reserve	-\$99,685.00			
Total Expense	\$325,500.00	\$105,514.67	\$219,985.33	32.42%

Report ID : MC-FIN-BS-0301	County of Monterey	Page 2 of 4
Run Date : 10/12/2023	Trial Balance By Accounting Distribution	
Run Time : 08:56 AM	Fiscal Year 2024 / 3 through 3	

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
					0.00	0.00	
Total for Sub-BSA 4010 - Current Secured				(2,325,508.45)	0.00	0.00	(2,325,508.45)
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				(92,026.18)	0.00	0.00	(92,026.18)
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,PTAX03_24_PRSEC		09/19/2023	Prior Secured - Jul6-Aug 2023		0.00	(1,145.05)	
Total for Sub-BSA 4025 - Prior Secured				(42,329.06)	0.00	(1,145.05)	(43,474.11)
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				(898.75)	0.00	0.00	(898.75)
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	

Report ID : MC-FIN-BS-0301	County of Monterey	Page 3 of 4
Run Date : 10/12/2023	Trial Balance By Accounting Distribution	
Run Time : 08:56 AM	Fiscal Year 2024 / 3 through 3	

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	(45,622.20)	0.00	0.00	(45,622.20)
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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,PTAX02_24_PRSUPPL		09/19/2023	Prior Suppl - Jun-Aug 2023		0.00	(193.00)	

Total for Sub-BSA 4040 - Prior Supplemental	(2,508.44)	0.00	(193.00)	(2,701.44)
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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)
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Sub BSA/Obj/Rev 5030 - HOPTR

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 5030 - HOPTR	(12,161.18)	0.00	0.00	(12,161.18)
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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
					0.00	0.00	

Total for Sub-BSA 5325 - Other In Lieu Revenues	(95,845.45)	0.00	0.00	(95,845.45)
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Sub BSA/Obj/Rev 5415 - Special Assessments

Deposit Summary

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 10/11/2023

Chk No.	PmtMethod	Rcd From	Memo	Amount
		Linda Deruelle	Building Rent	150.00
		Bennett Family Trust	Building Rent	400.00
		Lt. Billy Paulson VFW Post 6849	Vendor Fee 4th of July 2023-Kitchen ...	200.00
Less Cash Back:				
Deposit Total:				750.00

Deposit Summary

10/31/2023 10:58 AM

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 10/31/2023

Chk No.	PmtMethod	Rcd From	Memo	Amount
		Comi-Con	Building Rent	1,000.00
		Comi-Con	Building Rent	500.00
		Paul Tran	Building Rent	750.00
		TABCOMP	Building Rent	200.00
		Sign With Us 3	Building Rent	180.00
		Pacific Service Employees Association	Building Rent	250.00
		Rock Solid Jade	Building Rent	600.00
		Margie Hernandez	Deposit	1,000.00
		Margie Hernandez	Building Rent	1,000.00
		California School Employees Associ...	Deposit	1,000.00
		Spreckels Community Services District	Office Rent	100.00
Less Cash Back:				
Deposit Total:				6,580.00

SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 * SPRECKELS, CA 93962

USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

(CSEA) California School Employee Association Chapter 149 Rosie Sanchez
Organization Name Contact Person

1431 Burgundy Way Gonzales CA 93926
Mailing Address City & Zip Code

831-320-6980 831 262 2782
Work Telephone # Home Telephone # Cell Phone #

DATE OF FUNCTION: Sat May 11th 2024
Day of Week, Date & Year

TYPE OF FUNCTION: Employee Awards Dinner/Dance

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: 4 to 11 NUMBER OF GUESTS 700

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 Rosie Sanchez DATE 10/20/23

FOR OFFICE USE ONLY:

Rental Fee \$ 1900 LD&C Deposit \$ 1000
Approval Date _____ Disapproved on _____
of Security Required 4 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 Margi Hernandez

Mailing Address 1988 Princeton CT City & Zip Code Salinas, 93906

Work Telephone # _____ Home Telephone # _____ Cell Phone # (831) 235-7875

DATE OF FUNCTION: Jan 6th 2024
Day of Week, Date & Year

TYPE OF FUNCTION: Baby Shower

Circle areas of use required:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Kitchen | <input type="checkbox"/> Barbeque Room | Bar Facilities: <input type="checkbox"/> Yes |
| <input type="checkbox"/> Meeting Room | <input checked="" type="checkbox"/> Banquet Room | Dancing: <input type="checkbox"/> Yes |
| <input checked="" type="checkbox"/> Auditorium | <input type="checkbox"/> Other _____ | PA System: <input type="checkbox"/> Yes |

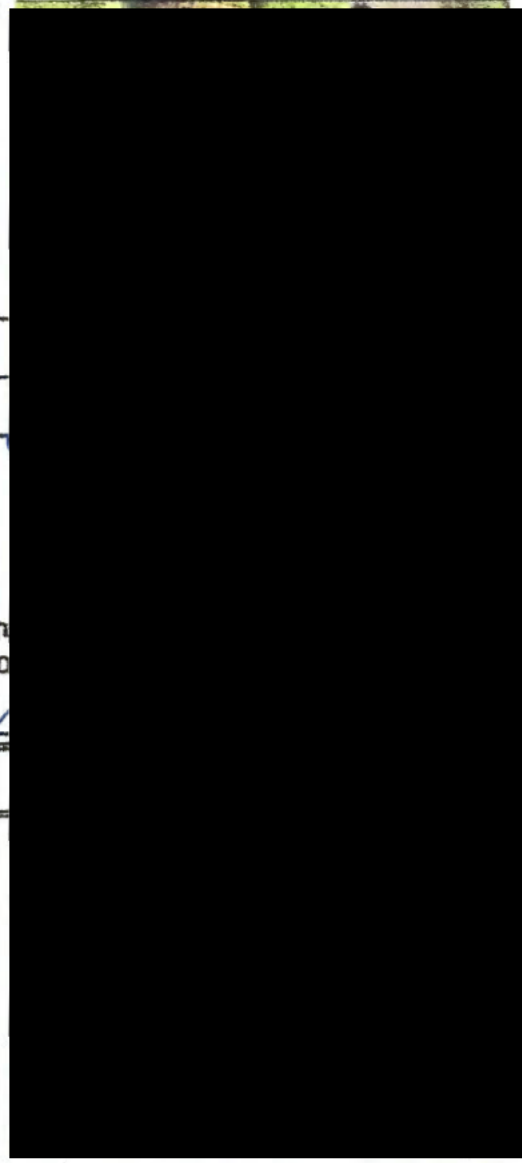
HOURS OF USE: 3pm to 7pm NUMBER OF GUESTS 90-100

PLEASE NOTE: No guests will be allowed in building until contract starting time. Deposit is due within 7 days after contract approval. Balance of rent is due 10 days before event.

SIGNATURE [Signature] DATE 10/24/23

FOR OFFICE USE ONLY:

Rental Fee	\$ <u>1000</u>	LD&C Deposit	\$ <u>1000</u>
Approval Date	_____	Disapproved on	_____
# of Security Required	<u>1</u>	Postponed	_____
DATE DEPOSIT RECEIVED	_____	CASH _____	CHECK # _____
DATE BALANCE RECEIVED	_____	CASH _____	CHECK # _____
DATE RETURNED LD&C MAILED	_____	AMOUNT \$ _____	CHECK # _____



BUILDING EQUIPMENT INSPECTION:

INSPECT FOR PROPER OPERATION OF: DISHWASHER _____

REFRIGERATOR UNITS _____

OVENS _____

COOKTOPS _____

HOT WELLS _____

COFFEE URN _____

PLUMBING FIXTURES _____

P A SYSTEM _____

BANQUET ROOM _____


	✓	date	✓	date	✓	date	✓	date	✓	date	✓	date
DISHWASHER	✓	10-18	✓	10-28	✓	10-29						
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	✓		✓		✓							

INSPECT CHAIR LEGS FOR MISSING LEG PADS _____

INSPECT TABLES FOR LOOSE SCREWS IN RAILS _____

ADDITIONAL SHEETS AS MAY BE REQUIRED

SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING


Date 10-31-2023

MONTHLY

SCHEDULE OF MONTHLY BUILDING EQUIPMENT INSPECTION

CHECK FOR PROPER OPERATION ON AIR CONDITION UNIT FOR:

" " " " " "
" " " " " "
" " " " " "
" " " " " "
" " " " " "

AUDITORIUM

BANQUET ROOM

KITCHEN

LOUNGE

MEETING ROOM

✓	Date
✓	10-31-2023
✓	
✓	
✓	
✓	
✓	
✓	
✓	
✓	
✓	

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 10-31-2023



KITCHEN RENTAL AGREEMENT

THIS SITE RENTAL AGREEMENT, hereinafter referred to as "Agreement," is made and entered into by and between the SPRECKELS MEMORIAL DISTRICT, a California special district, hereinafter referred to as "District," and David Estrada, hereinafter referred to as "Lessee." The Facility Manager or other staff will represent the district.

RECITALS

1: District is the owner of the real property, Spreckels Veterans Memorial Building, located at 90 Fifth Street, Spreckels CA 93962 (the "Site").

2: Lessee desires to use a portion of the Site for:

COLD KITCHEN (includes use of sinks, refrigerators, and prep space only)

HOT KITCHEN (includes Cold Kitchen access, as well as use of stoves/ovens,)

STORAGE SHELF SPACE

REFRIGERATOR STORAGE SPACE

NOW, THEREFORE, as full and complete consideration of the covenants and agreements hereinafter set forth, District and Lessee agree as follows:

AGREEMENT

A. **PREMISES:** District hereby rents to Lessee and Lessee hereby rents from District the "KITCHEN" for the term of 12 Months 365 Days beginning on Oct 2nd and terminating on Oct 1st 2024. Hours of use will be from 11 AM / PM to 3 AM / PM on Mon Tues Wed Thurs Fri Sat Sun. The kitchen use shall last no more than 4 hours per use session, including set up and clean up, and in no event, shall it end later than 5 pm.

B. **COMPLIANCE WITH GOVERNMENTAL REGULATIONS:** Lessee shall, at Lessee's expense, faithfully observe and comply with all Municipal, State, and Federal statutes, rules, regulations, ordinances, requirements, and orders (collectively referred to as "Rules"), as well as District policies, now in force or which may hereafter be in force pertaining to the Premises or Lessee's use thereof. The judgment of any court of competent jurisdiction, or the admission of Lessee in any action or proceeding against Lessee, whether District be a party thereto or not, that Lessee has violated any Rules shall be conclusive proof of that fact as between District and Lessee.

C. **RENTAL FEE:** Monthly rental fee will be calculated based on the District's fee schedule and the mutually agreed upon usage schedule. Lessee agrees to pay District the monthly Rental Fee for the Premises on the First day of each month, prior to use. Failure to make full payment by the due date may be grounds for immediate termination of this contract.

D. **FACILITY USE:** Facility Manager will provide Lessee with access to kitchen on scheduled use days. Use of any equipment or storage beyond agreement terms must be approved by the District in writing in advance. Any stored items must be in unopened sealed condition or if opened, placed in District-approved airtight containers. Any costs associated with repairing damage caused by the Lessee's activities will be the responsibility of the Lessee.

E. DAMAGE DEPOSIT: Lessee agrees to pay a deposit against loss or damage, arising from the rental covered under this agreement, to any facility or equipment located on premises, whether listed in this agreement or not, in the sum of \$ _____. All breakage, loss, or damage to Lessor property, whether accidental or not, during or in conjunction with the use of the building under this agreement shall be the responsibility of the Lessee. Lessee agrees to hold Lessor harmless from all said loss and damage. In the event of loss or damage from the use covered by this agreement, the replacement cost of any loss or the actual cost of repair for any damages to premises, facilities or equipment shall be deducted from the damage deposit and balance shall be returned to Lessee by the Lessor. Lessee further agrees that any such loss or damage in excess of the deposit made shall be paid by Lessee within five (5) business days of receiving the loss and/or damage statement of costs. Failure to comply with the rules of the SMD may be considered a loss or damage. Any extra cleaning necessitated by the activities of Lessee or Lessee's guests will be charged at a rate of \$75.00 per cleaner per hour.

 Lessee

F. FACILITY CLEANUP: At the end of each use session, Lessee shall properly clean and disinfect both horizontal and vertical surfaces, and all used equipment / items of the kitchen and ensure that the condition of the Premises is the same as Lessee found the Premises at the beginning of the use session. Sinks, counters, and floors need to be wiped down, any spills on / in kitchen equipment (i.e., stove, oven, refrigerator, etc) need to be cleaned promptly and properly to prevent damage. All trash bins shall be emptied at the end of use session. All equipment and utensils shall be returned to the designated storage area(s).

G. Alcohol: The handling, dispensing, serving, and consuming of alcoholic beverages in any form must be in strict compliance with and as prescribed by law. No alcohol shall be consumed anywhere on District property while using District facilities under the terms of this agreement. Persons under twenty-one (21) are not permitted to sit or loiter in the vicinity of the bar. Violations of alcohol laws may be grounds for immediate termination of this agreement and forfeiture of all fees and deposits.

 Lessee

H. Smoking: In compliance with state and local laws, and District policies, smoking and the use of any tobacco products are **prohibited** on SMD premises, both indoors and outdoors, at any time. The term "Smoking" includes inhaling, exhaling, burning, or carrying any lighted, heated, or ignited cigar, cigarette, cigarillo, pipe, hookah, electronic smoking device, or any plant product intended for human inhalation. Any smoking violation may be grounds for immediate termination of this agreement and forfeiture of all fees and deposits.

 Lessee

I. LIABILITY AND INDEMNITY: Lessee shall indemnify and hold harmless District, and its agents, employees, partners, shareholders, officers, directors, invitees, and independent contractors (collectively "Agents") of District against and from any and all claims, liabilities, judgments, costs, demands, causes of action and expenses (including, without limitation, reasonable attorneys' fees) arising from Lessee's use of the Premises or from any activity done, permitted or suffered by Lessee in or about the Premises. If any action or proceeding is brought against District by reason of any such claim, upon notice from District, Lessee shall defend the same at Lessee's expense by counsel reasonably satisfactory to District. The obligations of Lessee and District under this Section (I) shall survive any termination of this Agreement.

J. ATTORNEY'S FEES: In the event any legal action or proceeding, including arbitration and declaratory relief, is commenced for the purpose of enforcing any rights or remedies pursuant to this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party reasonable attorneys' fees, as well as costs of suit, in said action or proceeding, whether or not such action is prosecuted to judgment.

K. WAIVER: The waiver of any breach of any term, covenant or condition of this Agreement shall not be deemed to be a waiver of such term, covenant or condition or any subsequent breach of the same or any other term, covenant or condition herein contained. The subsequent acceptance of Rent by District shall not be deemed to be a waiver of any preceding breach by Lessee, other than the failure of Lessee to pay the particular rental so accepted, regardless of District's knowledge of such preceding breach at the time of acceptance of such Rent. No delay or omission in the exercise of any right or remedy of District on any Default by Lessee or in the exercise of any right or remedy of Lessee shall impair such a right or remedy or be construed as a waiver. Any waiver by District of any Default must be in writing and shall not be a waiver of any other Default concerning the same or any other provisions of this Agreement.

L. **CONSTRUCTION:** This Agreement shall be construed and interpreted in accordance with the laws of the State of California. If any provision of this Agreement shall be determined to be illegal or unenforceable, such determination shall not affect any other provision of this Agreement and all such other provisions shall remain in full force and effect.

Monthly fees due are as follows:
 \$ 10 per hour with estimated 4 hours per week

\$ 100 per month Shelf Storage

\$ 100 per month Refrigerated Storage

IN WITNESS WHEREOF, District and Lessee have executed this Agreement on Oct 2nd 2023

David Estrada
 Lessee Name

[Signature]
 Lessee Signature

10/27/23
 Date

Joseph Velasquez
 SMD Representative Name

[Signature]
 Signature

Oct 2nd 2023
 Date

Lessee Name: _____
 Lessee Address: _____
 Lessee Phone#: _____
 Lessee Email: _____

Documents due prior to execution of contract:

- Copy of Food Handlers Permit (Required for food handlers)
- Certificate of Insurance (Required)
- DD214 Discharge Document (Required for Veteran rate)
- Nonprofit status verification, if applicable.

	Total Due	Payment Received	Balance Due	Date Due	Check #
Deposit				At time of booking	
Rent	<u>200</u>				
Total	<u>200</u>				

Questions regarding this agreement should be directed to the Facilities Manager at (831) 756-2269, or email address; jvelasquez0608@gmail.com