



Spreckels Memorial District
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday December 13, 2021 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.

Zoom Access: To participate in this meeting by Zoom, please contact the General Manager by email at spreckelsmd.main@gmail.com

1. CALL TO ORDER:
2. PLEDGE OF ALLEGIANCE:
3. ROLL CALL & ESTABLISHMENT OF QUORUM:

Rick Magno, President
Walan Chang, Vice-President
David Kuhlmann, 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. SMD Regular Board Meeting December 2, 2020

6. BUSINESS MANAGER'S REPORT:
 - a. Financial Reports September.
 1. Fund Balances as of 12/31/2020
 2. Budget FY 2021 FYTD to 12/31/2020
 3. Review of Deposits: County Fund 668 September [Period 5]
 4. Review of Deposits: Wells Fargo General Checking December
 5. Review of Mechanics Bank Statements/Reconciliations November 2020
 6. Review of Wells Fargo Bank Statements/Reconciliations November 2020
 7. Review of Expenditures November 2020
 8. Status: Wells Fargo New Accounts

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL
 - a. Approve Spreckels Memorial Park Restroom ADA Upgrade Project Bid Form/Contract Documents and Plans and Specifications and authorize solicitation of bids.
 - Establish Derek Johnson of Central Coast Engineers as Project Manager.
 - Set date for bid opening with consultation with District Counsel.
 - b. Transfer \$20,000 from County Fund 668 to Wells Fargo General Checking.
 - c. Election of Officers Calendar Year 2021.
 - President
 - Vice-President
 - Secretary
 - Facilities Committee

8. USE REQUESTS:

9. FUNCTION RECAP:

10. NEW BUSINESS:

11. CONTINUED BUSINESS:
 - a. Spreckels 4th of July Celebration 2021.
 - b. Per Capita Grant.
 - c. Board Member Meeting Stipend.

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 February 3, 2021 6:30 PM.

2021 Meeting Dates: January 13, February 3, March 3, April 7, May 5, June 2, July 7, August 4, September 1, October 6, November 3, December 1

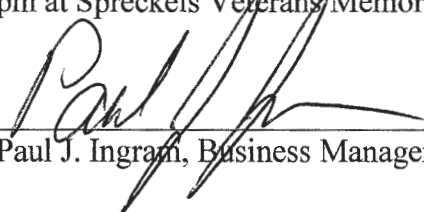
ADA COMPLIANCE

In compliance with the American Disabilities Act (ADA), disabled individuals requiring special accommodations to access, attend, or participate in District Board meetings, should contact the District Administrative Office, [831] 455-7855. To ensure that your request is granted please notify this office at least one business day prior to the scheduled public meeting.

In Compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at Spreckels Veterans Memorial Building, 5th and Llano Streets, Spreckels, CA 93962, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the District during normal business hours. Email requests please use spreckelsmd.main@gmail.com.

Certification

I, Paul J. Ingram, Business Manager/Board Clerk for Spreckels Memorial District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the January 13, 2021 Regular Meeting of the District Board of Directors scheduled for 6:30 pm at Spreckels Veterans Memorial Building, 5th and Llano Streets Spreckels, CA 93962


Paul J. Ingram, Business Manager

Date 1/7/2021

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 December 2, 2020 6:30 pm
Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

1. CALL TO ORDER:

The meeting was called to order by President Magno at 6:31 pm.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

Rick Magno, President
Ron Eastwood, Secretary
Jill Kramm, Director
Waihan Chang, Vice President
David Kuhlmann, Director

Present: Magno, Eastwood, Kramm, Chang, Kuhlmann

Absent: None

QUORUM ESTABLISHED

4. PUBLIC COMMENTS:

5. APPROVAL OF MINUTES:

a. SMD Regular Board Meeting November 4, 2020

Motion to approve [Kramm] 2nd [Eastwood].

Ayes: Magno, Eastwood, Kramm, Chang, Kuhlmann

Noes: None

MOTION CARRIED

6. BUSINESS MANAGER'S REPORT:

- a. Financial Reports September.
 - 1. Fund Balances as of 11/30/2020
 - 2. Budget FY 2021 FYTD to 11/30/2020
 - 3. Review of Deposits: County Fund 668 September [Period 4]
 - 4. Review of Deposits: Wells Fargo General Checking November
 - 5. Review of Mechanics Bank Statements/Reconciliations October 2020
 - 6. Review of Wells Fargo Bank Statements/Reconciliations October 2020
 - 7. Review of Expenditures October 2020
 - 8. Status: Wells Fargo New Accounts

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Reappoint Jill Kramm to Board Position Expiring 12/31/2020.

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

Ayes: Magno, Eastwood, Chang, Kuhlmann

Noes: None

Abstain: Kramm

MOTION CARRIED

- b. Appoint Saren Pierson to Board Position held by Ron Eastwood expiring 12/31/2020.

Motion to approve [Eastwood] 2nd [Kramm].

Ayes: Magno, Eastwood, Kramm, Chang, Kuhlmann

Noes: None

MOTION CARRIED

- c. General Manager Employment Agreement.

Motion to approve [Kramm] 2nd [Eastwood].

Ayes: Magno, Eastwood, Kramm, Chang, Kuhlmann

Noes: None

MOTION CARRIED

- d. Transfer \$20,000 from County Fund 668 to Wells Fargo General Checking.

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

Ayes: Magno, Eastwood, Kramm, Chang, Kuhlmann

Noes: None

MOTION CARRIED

- e. Valley Saw Invoice for repairs to Billy Goat leaf vacuum owned by Rick Gutierrez.

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

Discussion

Ayes: None

Noes: Magno, Eastwood, Kramm, Chang, Kuhlmann

MOTION FAILS

- f. Continue Existing Officers until January 13th Regular Meeting.

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

Ayes: Magno, Eastwood, Kramm, Chang, Kuhlmann

Noes: None

MOTION CARRIED

- g. Set Meeting Dates Calendar Year 2021.

*January 13, February 3, March 3, April 7, May 5, June 2, July 7,
August 4, September 1, October 6, November 3, December 1.*

8. USE REQUESTS:

9. FUNCTION RECAP:

10. NEW BUSINESS:

- a. Board Member Meeting Stipend

Item will remain on agenda under continued business.

11. CONTINUED BUSINESS:

- a. Spreckels Memorial Park Restroom ADA Upgrade, Picnic Bench Replacement and Screen Enclosure Reconstruction Project.

Approval of Bid Form documents will take place at the January 13th regular meeting. A legal address will need to be obtained for the Park in order for Fire Marshall to sign off on plans.

- b. Spreckels 4th of July Celebration 2021.

General Manager will contact Dani Parker to request she attend January 13th meeting in order to review her contract for services and establish contingencies for payment should event be cancelled due to COVID-19.

- c. Per Capita Grant.

Full application has been submitted to Project Officer. General Manager will begin work on expenditures spreadsheet.

12. REGULAR MONTHLY FACILITIES REPORTS:

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

Precision Concrete should be coming for estimate December 10th or 17th.

13. FUTURE AGENDA ITEMS:

- a. *Contact DeFranco Painting to revise estimate for Hall painting.*
- b. *Consider using display cases for Spreckels artifacts. Contact Ken Dhursa and Jim Riley of Monterey County Historical Society for input.*
- c. *District apparel with logos and names: Jill will work toward determining styles.*

Motion to approve expense not to exceed \$1000.00 [Chang] 2nd [Kuhlmann].

Ayes: Magno, Eastwood, Kramm, Chang, Kuhlmann

Noes: None

MOTION CARRIED

14. SPECIAL ORDERS:

- a. Recognition of the service of retiring Board Member Ron Eastwood.

An invitation was made by President Magno to have Ron serve as Grand Marshall for the 2021 Spreckels 4th of July Celebration Parade.

15. ADJOURN REGULAR MEETING: Next meeting Wednesday January 13, 2021 6:30 PM.

Meeting was adjourned at 7:58 pm.

Respectfully submitted,

Approval date _____

Paul J. Ingram, General Manager

**SPRECKELS MEMORIAL DISTRICT FUND
BALANCES AS OF 12/31/2021**

COUNTY FUND 668	\$110,548.79
WELLS FARGO	
GENERAL CHECKING	\$ 10,776.31
WELLS FARGO	
PAYROLL CHECKING	<u>\$ 201.20</u>
TOTAL	\$121,526.30

Spreckels Memorial District
Budget FYTD to 12/31/2020

Income	Budget	FYTD		
July 4th	\$10,000.00	-\$75.00	\$10,075.00	-0.75%
Memorial Building & Park rent	\$20,000.00	\$400.00	\$19,600.00	2.00%
Sub Total	\$30,000.00	\$325.00	\$29,675.00	1.08%
Property Tax	\$215,000.00	\$8,340.01	\$206,659.99	3.88%
Special Assessment	\$43,700.00	\$176.97	\$43,523.03	0.40%
Interest on Pooled Investments	\$3,000.00	\$765.16	\$2,234.84	25.51%
Sub Total	\$261,700.00	\$8,516.98	\$253,183.02	3.25%
Total Income	\$291,700.00	\$8,841.98	\$282,858.02	3.03%
Expense				
Salaries				
Pay Roll Expenses	\$85,000.00	\$43,441.94	\$41,558.06	51.11%
Empolyee Benefits				
Workers Comp	\$2,000.00			0.00%
Total Salary and Benefits	\$87,000.00	\$43,441.94	\$43,558.06	49.93%
Operations Budget				
4th of July	\$10,000.00	\$1,136.20	\$8,863.80	11.36%
Professional Services				
Audits	\$350.00		\$350.00	0.00%
Administration Fees	\$2,500.00	\$434.00	\$2,066.00	17.36%
Advertising	\$500.00	\$193.75	\$306.25	38.75%
Legal Services	\$5,000.00	\$861.72	\$4,138.28	17.23%
Parcel Management	\$3,700.00	\$3,700.00	\$0.00	100.00%
Bank Fees	\$300.00	\$933.33	-\$633.33	311.11%
Property Tax	\$450.00		\$450.00	0.00%
Sub Total	\$12,800.00	\$6,122.80	\$6,677.20	47.83%
Education				
Board and Staff Education	\$5,000.00		\$5,000.00	0.00%
Dues and Subscriptions	\$2,500.00	\$1,214.75	\$1,285.25	48.59%
Sub Total	\$7,500.00	\$1,214.75	\$6,285.25	16.20%
MAINTENANCE				
Building Materials	\$500.00	\$831.12	-\$331.12	166.22%
Electrical Repairs Hall	\$4,000.00		\$4,000.00	0.00%
Electrical Repairs Park	\$4,000.00		\$4,000.00	0.00%
Equipment Purchase	\$500.00	\$437.00	\$63.00	87.40%
Equipment Rental	\$500.00		\$500.00	0.00%
Power Equipment Repairs	\$200.00		\$200.00	0.00%
Plumbing Repairs Hall	\$2,000.00	\$95.00	\$1,905.00	4.75%

Spreckels Memorial District
Budget FYTD to 12/31/2020

Plumbing Repairs Park	\$0.00		\$0.00	#DIV/0!
HVAC	\$4,600.00		\$4,600.00	0.00%
Equipment Maint & Repairs Hall	\$1,000.00	\$2,585.06	-\$1,585.06	258.51%
Equipment Maint & Repairs Park	\$1,000.00	\$596.66	\$403.34	59.67%
Sprinkler Supplies	\$500.00	\$417.11	\$82.89	83.42%
Sprinkler System Repairs	\$500.00	\$373.75	\$126.25	74.75%
Park Plants	\$1,000.00	\$185.14	\$814.86	18.51%
Fuel	\$650.00	\$349.29	\$300.71	53.74%
Pest Contol	\$600.00	\$195.00	\$405.00	32.50%
Landscape Maintenance Contract	\$25,000.00	\$12,480.00	\$12,520.00	49.92%
Tree Maintenance	\$5,000.00		\$5,000.00	0.00%
Turf Treatment	\$6,500.00	\$5,450.00	\$1,050.00	83.85%
Water Treatment	\$1,400.00	\$761.07	\$638.93	54.36%
Sub Total	\$59,450.00	\$24,756.20	\$34,693.80	41.64%
Utilities				
PG&E Park	\$5,000.00	\$2,131.11	\$2,868.89	42.62%
PG&E Hall	\$12,000.00	\$7,109.94	\$4,890.06	59.25%
Water / Park	\$11,000.00	\$11,717.26	-\$717.26	106.52%
Water / Hall	\$3,000.00	\$1,785.74	\$1,214.26	59.52%
Sewer	\$1,500.00	\$662.48	\$837.52	44.17%
Telephone and Internet	\$3,500.00	\$2,839.25	\$660.75	81.12%
Sub Total	\$36,000.00	\$26,245.78	\$9,754.22	72.90%
Supplies				
Janitorial Supplies	\$4,000.00	\$1,695.96	\$2,304.04	42.40%
Sub Total	\$4,000.00	\$1,695.96	\$2,304.04	42.40%
Office/Operating Expenses				
Office Supplies	\$500.00	\$585.32	-\$85.32	117.06%
Office Equipment	\$100.00		\$100.00	0.00%
Post Office Box	\$160.00		\$160.00	0.00%
Website	\$600.00	\$600.00	\$0.00	100.00%
Postage and Delivery	\$150.00		\$150.00	0.00%
Sub Total	\$1,510.00	\$1,185.32	\$324.68	78.50%
Insurance				
General Liability / Property Insurance	\$8,000.00		\$8,000.00	0.00%
Sub Total	\$8,000.00	\$0.00	\$8,000.00	0.00%
Total Operations	\$226,260.00	\$105,798.95	\$120,461.05	46.76%
Capital Expense				
Building	\$15,000.00	2750	\$12,250.00	18.33%
Park	\$100,000.00	16898.39	\$83,101.61	16.90%
Sub Total	\$115,000.00	19648.39		17.09%
Emergency Reserve	-\$49,560.00			
Total Expense	\$291,700.00	\$125,447.34	\$166,252.66	43.01%

Report ID : MC-FIN-BS-0301

Run Date : 12/14/2020

Run Time : 06:19 AM

County of Monterey
Trial Balance By Accounting Distribution
Fiscal Year 2021 / 5 through 5

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				(1,680,740.85)	0.00	0.00	(1,680,740.85)

Sub BSA/Obj/Rev 4015 - Current Unsecured

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX06_21_CU		11/04/2020	Curr Unsec -July-Sept 2020		0.00	(6,883.63)	
Total for Sub-BSA 4015 - Current Unsecured				(65,335.94)	0.00	(6,883.63)	(72,219.57)

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,PTAX08_21_PRSEC		11/10/2020	Prior Secured - September-October 2020		0.00	(475.97)	
Total for Sub-BSA 4025 - Prior Secured				(35,187.28)	0.00	(475.97)	(35,663.25)

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				(656.30)	0.00	0.00	(656.30)

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

Run Date : 12/14/2020

Run Time : 06:19 AM

County of Monterey
Trial Balance By Accounting Distribution
Fiscal Year 2021 / 5 through 5

Page 3 of 4

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 (28,540.27) 0.00 0.00 (28,540.27)

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,PTAX07_21_PRSUPPL		11/04/2020	Prior Suppl - September-October 2020		0.00	(66.03)	

Total for Sub-BSA 4040 - Prior Supplemental (1,778.88) 0.00 (66.03) (1,844.91)

Sub BSA/Obj/Rev 4090 - Other Property Taxes

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	

Total for Sub-BSA 4090 - Other Property Taxes (4,602.28) 0.00 0.00 (4,602.28)

Sub BSA/Obj/Rev 5030 - HOPTR

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	

Total for Sub-BSA 5030 - HOPTR (9,588.62) 0.00 0.00 (9,588.62)

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 (52,403.01) 0.00 0.00 (52,403.01)

Sub BSA/Obj/Rev 5415 - Special Assessments

Report ID : MC-FIN-BS-0301

Run Date : 12/14/2020

Run Time : 06:19 AM

County of Monterey
Trial Balance By Accounting Distribution
Fiscal Year 2021 / 5 through 5

Page 4 of 4

Fund 668 - Spreckels Memorial District
Account Type Liability
BSA/Obj/Rev B-2530 - Assets Held as Agency for Others
Sub BSA/Obj/Rev 5415 - Special Assessments

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX08_21_PRSEC		11/10/2020	Prior Secured - September-October 2020		0.00	(71.31)	
Total for Sub-BSA 5415 - Special Assessments				(430,683.09)	0.00	(71.31)	(430,754.40)
Sub BSA/Obj/Rev No Sub-BSA Specified							
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,0000031367		11/20/2020	ACH/EFT To record: November Payables		10,000.00	0.00	
Total for Sub-BSA No Sub-BSA Specified				2,169,551.33	10,000.00	0.00	2,179,551.33
Total for B-2530 - Assets Held as Agency for Others				(139,965.19)	10,000.00	(7,496.94)	(137,462.13)
Total for Fund 668 - Spreckels Memorial District				(0.00)	17,496.94	(17,496.94)	(0.00)
Grand Total				(0.00)	17,496.94	(17,496.94)	(0.00)

Deposit Summary

1/7/2021 11:25 AM

Spreckels Memorial District

Summary of Deposits to Wells General Checking on 11/03/2020

Chk No.	PmtMethod	Rcd From	Memo	Amount
		Spreckels Community Services District	Building Rent	100.00
Less Cash Back:				
Deposit Total:				100.00