

Spreckels Community Services District
REGULAR MEETING OF THE BOARD OF DIRECTORS

October 18, 2017

6:30 pm

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

AGENDA

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

*If you will be attending a meeting and would like to request translation into a language other than English, including sign language interpretation, please notify the office at (831) 455-7855 or by email to <SpreckelsCSD@gmail.com> **at least 48 hours prior to the time of the meeting**. In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the Business Manager's Office at (831) 455-7855 for assistance. Notification of at least 48 hours before the meeting will enable the Spreckels Community Services District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids or services. Documents provided to a majority of the Board of Directors regarding an open session item on this agenda will be made available for public inspection in the Business Manager's Office located at the Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962 during normal business hours.*

1. Opening Business

1.1 Call to Order

1.2 Roll Call & Establishment of Quorum

Ron Eastwood, President
James Riley, Vice President
Scott Henningsen, Director
Otto Kramm, Director
Cathy McDougall, Director
Paul Ingram, Business Manager & Clerk to the Board

1.3 Pledge of Allegiance

1.4 Adoption of Agenda

Changes, additions and approval of the Agenda as presented. 2/3 vote required if any item is added to the Agenda.

1.4.1 Changes to the Agenda

1.4.2 Additions to the Agenda

1.4.3 Adoption of the Agenda

RECOMMENDATION/ACTION: Paul Ingram, Business Manager

“That the Board of Directors of the Spreckels Community Services District adopts the agenda as presented.”

2. Communications

2.1 Correspondence:

2.2 Oral Comments from the Public

(At this time any person may comment on any item 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.)

3. Consent Agenda

(Action Items included on the Consent Agenda are considered to be routine and are acted on by the Board of Directors in one motion. There is not discussion of these items before the Board vote unless a member of the Board, staff, or public requests specific items be discussed and/or removed from the Consent Agenda. It is understood that the Administration recommends approval on all Consent items. Each item on the Consent Agenda approved by the Board of Directors shall be deemed to have been considered in full and adopted as recommended.)

RECOMMENDATION/ACTION: At the Pleasure of the Board

“That the Board of Directors approves the Consent Agenda as presented.”

3.1 Approval of the Minutes of the Regular Meeting of the Board of Directors September 20, 2017.

4. Business Manager’s Report: Monthly Financials

5. Unfinished Business Action Items

6. New Business Action Items

6.1 Review of Accounts Payable:

a. Paul J. Ingram Company	Management Services	\$ 530.00
b. Clarke’s Turf & Water	Landscape Services	\$ 600.00

c. Spreckels Memorial Dist.	AT&T	\$ 49.18
d. Spreckels Water Company		\$ 217.60
e. PG&E	Streetlights & Pump	\$ 500.00
f. McGilloway, Ray, Brown & Kaufman	Audit FY 2009	\$ 2,300.00
g. Monterey County Counsel	Audit Legal Rep Letters	\$ 299.14
h. Monterey County Elections Department	Election Year Notification	\$ 55.87
i. Hutch's Plumbing	Backflow Device Replace	\$ 671.34
j. Ron Eastwood	SDAMC Meeting	\$ 30.00
k. James Riley	SDAMC Meeting	\$ 30.00
	TOTAL	\$ 5,283.13

RECOMMENDATION/ACTION: Paul Ingram, Business Manager

"That the Board of Directors of the Spreckels Community Services District approves the Accounts Payable for the period of October 2017."

6.3 Patricia Kaufman: Presentation of audits for FY's 2009 and 2010. Approval of audit for FY 2010.

6.4 Moving forward with application to Monterey-County Auditor Controller's office for audit relief under AB 2613. [Retroactive or not].

7. Unfinished Business Non Action Items

- a. Spreckels Water Company Backflow Testing
- b. School Zone Beacon
- c. Further Research County Tree Trimming Policy

8. New Business Non Action Items

- a. Report on conversation at CSDA Annual Conference with 30th Assembly District Member Anna Caballero re: Combining of Spreckels Memorial District and Spreckels Community Services District into one district.

9. Comments by Members of the Board

9.1 Board Members:

- a. Mitigation Fees
- b. Standard Pacific Homes Subdivision
- c. Zoning
- d. Historical
- e. Community Service
- f. Street Lights

- g. Drainage
- h. Grading
- i. Legal Counsel
- j. Alleys
- k. Trees
- l. Landscaping
- m. Sidewalk Repairs
- n. Wheel Chair/Access Ramps
- o. Quarterly Services
- p. Trench Work

10. Reports from Standing and Ad Hoc Committees

11. Community Member Recognition

12. Consideration of Items for Future Meetings

12.1 Proposed Future Agenda Items

13. Next Meeting Dates:

November 15, 2017-6:30 PM

Agenda Items due November 9, 2017

No meeting scheduled for December

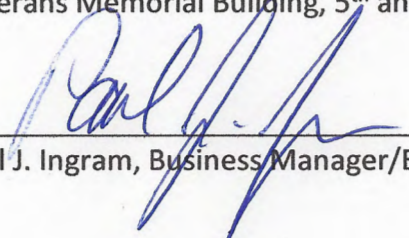
January 17, 2018-6:30 PM

Agenda Items due January 11, 2018

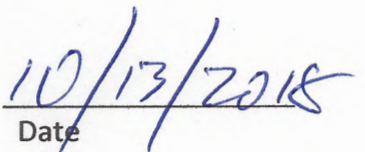
19. Adjournment

Certification

I, Paul J. Ingram, Business Manager/Board Clerk for Spreckels Community Services District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the October 18, 2017 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/Board Clerk



 Date

To download the full agenda packet, go to www.scsd.specialdistrict.org and click on the meeting date. A link to the agenda packet will appear as “Agenda” in smaller print.

Spreckels Community Services District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
September 20, 2017

6:30 pm

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

1. Opening Business

1.1 Call to Order

The meeting was called to order by President Eastwood at 6:32 PM.

1.2 Roll Call & Establishment of Quorum

Ron Eastwood, President
James Riley, Vice President
Scott Henningsen, Director
Otto Kramm, Director
Cathy McDougall, Director
Paul Ingram, Business Manager & Clerk to the Board

Present: Eastwood, Henningsen, McDougall

Absent: Riley, Kramm

QUORUM ESTABLISHED

1.3 Pledge of Allegiance

1.4 Adoption of Agenda

Changes, additions and approval of the Agenda as presented. 2/3 vote required if any item is added to the Agenda.

1.4.1 Changes to the Agenda

1.4.2 Additions to the Agenda

1.4.3 Adoption of the Agenda

RECOMMENDATION/ACTION: Paul Ingram, Business Manager

“That the Board of Directors of the Spreckels Community Services District adopts the agenda as presented.”

Motion to adopt agenda [McDougall] 2nd [Henningsen]

Ayes: Eastwood, Henningsen, McDougall

Noes: None

MOTION CARRIED

2. Communications

2.1 Correspondence:

2.2 Oral Comments from the Public

3. Consent Agenda

RECOMMENDATION/ACTION: At the Pleasure of the Board

“That the Board of Directors approves the Consent Agenda as presented.”

3.1 Approval of the Minutes of the Regular Meeting of the Board of Directors June 21, 2017. [July 19, 2017 and August 16, 2017 Meeting Cancelled for Lack of Quorum]

Motion to approve [Henningsen] 2nd [McDougall]
Ayes: Eastwood, Henningsen, McDougall
Noes: None **MOTION CARRIED**

4. Business Manager’s Report: Monthly Financials

Deferred to Budget Hearing.

5. Unfinished Business Action Items

5.1 Second Reading of Proposed Budget for 2017-2018 and Adoption of Resolution No. 2017-03.

OPEN PUBLIC HEARING

5.1.1 Presentation and Second Review of Proposed Budget for FY 2017-2018

CLOSE PUBLIC HEARING

5.2.1 Resolution No. 2017-03: Adoption of Budget for Fiscal Year 2017-18

With half of reserve funds adjusted to Emergencies, Motion to adopt [McDougall] 2nd [Henningsen].
Ayes: Eastwood, Henningsen, McDougall
Noes: None **MOTION CARRIED**

6. New Business Action Items

6.1 Review of Accounts Payable:

a.	Paul J. Ingram Company	Management Services	\$	500.00
b.	Clarke’s Turf & Water	Landscape Services	\$	600.00
c.	Spreckels Memorial Dist.	AT&T	\$	49.18
d.	Spreckels Water Company		\$	193.09
e.	PG&E	Streetlights & Pump	\$	709.25

f. McGilloway, Ray, Brown & Kaufman	Audit FY 2009	\$ 5,400.00
g. SCI Consulting Group	Parcel Tax Management	<u>\$ 3,700.00</u>
	TOTAL	\$11,151.52

RECOMMENDATION/ACTION: Paul Ingram, Business Manager

"That the Board of Directors of the Spreckels Community Services District approves the Accounts Payable for the period of September 2017."

Motion to approve [Henningsen] 2nd [McDougall]

Ayes: Eastwood, Henningsen, McDougall

Noes: None

MOTION CARRIED

7. Unfinished Business Non Action Items

8. New Business Non Action Items

a. School Zone Beacon Upgrade

Business Manager Ingram reported on cell service upgrades needed to reactivate beacon and their costs. He reported email exchange with Spreckels Union School District Superintendent Eric Tarallo regarding possible transfer of operation to SUSD. School district declined for liability purposes. Ingram will inquire of County Public Works if they would like to take over operation.

b. Spreckels Water Company Backflow Testing

Business Manager Ingram reported failure of one device at stormwater lift station eye washing device. Hutch's has been called to repair.

c. Board Retreat for Goal Setting

d. Add Business Manager as secondary on signature card.

Board consensus was this would be acceptable for emergencies when only two signers are available. A new signature card was started.

9. Comments by Members of the Board

9.1 Board Members:

- a. Mitigation Fees
- b. Standard Pacific Homes Subdivision
- c. Zoning
- d. Historical
- e. Community Service

- f. Street Lights
- g. Drainage
- h. Grading
- i. Legal Counsel
- j. Alleys
- k. Trees
- l. Landscaping
- m. Sidewalk Repairs
- n. Wheel Chair/Access Ramps
- o. Quarterly Services
- p. Trench Work

10. Reports from Standing and Ad Hoc Committees

11. Community Member Recognition

12. Consideration of Items for Future Meetings

12.1 Proposed Future Agenda Items

Further study of public works tree trimming. Timeline for paving of Spreckels streets. Further action on school beacon.

13. Next Meeting Dates:

October 18, 2017-6:30 PM

Agenda Items due October 12, 2017

November 15, 2017-6:30 PM

Agenda Items due November 9, 2017

19. Adjournment

Meeting was adjourned at 7:28 PM.

Respectfully submitted,

Approval Date _____

Paul J. Ingram, Business Manager

I, Paul J. Ingram, Business Manager/Board Clerk for Spreckels Community Services District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the September 20, 2017 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/Board Clerk

Date

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DRAFT

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

Invoice

Date	Invoice #
10/3/2017	1217

Bill To
Community Service District PO Box 7432 Spreckels, CA 93962

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Landscape Maintenance for September	600.00	600.00
	Sales Tax	7.25%	0.00

Thank you for your business. 262-9800

Total \$600.00

McGilloway, Ray, Brown & Kaufman

Phone: 831-373-3337
 Fax: 831-373-3437

2511 Garden Road, Suite A180
 Monterey, CA 93940

www.mcgilloway-ray.com
 allenep@mcgilloway-ray.com

ID: 217625

Date: 08/31/17

Invoice: 2,000,022,500

Amount: \$500.00

Spreckels Community Services District
 Paul Ingram
 P.O. Box 7432
 Spreckels, CA 93962

This invoice is for the following services rendered for Spreckels Community Services District.

Extra services rendered in connection with audit of financial statements for fiscal years ending June 30, 2008 and 2009:

Provide assistance to client in recording adjusting journal entries for fiscal years 2008 and 2009.	500.00
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Billed Amount	\$500.00
Invoice Total	\$500.00

Aged Balances:					
<u>08/31/2017</u>	<u>07/31/2017</u>	<u>06/30/2017</u>	<u>05/31/2017</u>	<u>04/30/2017+</u>	<u>Total</u>
500.00	5,400.00	0.00	0.00	0.00	\$5,900.00

Please return this portion with payment. Mail to - 2511 Garden Road, Suite A180, Monterey, CA 93940.

Invoice: 2000022500 Date: 08/31/2017 Due Upon Receipt.	Payment Amount: \$ _____ Payment Type: <input type="checkbox"/> Check <input type="checkbox"/> Cash	ID: 217625 Spreckels Community Services District 831-455-7855
Payments received after the Date above are not reflected in the Amount Due. Call 831-373-3337 for inquiries. Amount Due is payable upon receipt. Past due amounts will incur a monthly finance charge of 1%.	Offices: 2511 Garden Road, Suite A180, Monterey, CA 93940, (831) 373-3337 379 West Market Street, Salinas, CA 93901, (831) 424-2737 3478 Buskirk Avenue, Suite 1000, Pleasant Hill, CA 94523, (831) 373-3337	
Please make checks payable to McGilloway, Ray, Brown & Kaufman.		

McGilloway, Ray, Brown & Kaufman

Phone: 831-373-3337
 Fax: 831-373-3437

2511 Garden Road, Suite A180
 Monterey, CA 93940

www.mcgilloway-ray.com
 allenep@mcgilloway-ray.com

ID: 217625

Date: 08/31/17

Invoice: 2,000,022,501

Amount: \$1,800.00

Spreckels Community Services District
 Paul Ingram
 P.O. Box 7432
 Spreckels, CA 93962

This invoice is for the following services rendered for Spreckels Community Services District.

Audit of financial statements for the fiscal year ending June 30, 2009 . Report dated August 17, 2017.	9,000.00
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Less prior progress billing.	(7,200.00)
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Billed Amount	\$1,800.00
Invoice Total	\$1,800.00

Aged Balances:					
<u>08/31/2017</u>	<u>07/31/2017</u>	<u>06/30/2017</u>	<u>05/31/2017</u>	<u>04/30/2017+</u>	<u>Total</u>
1,800.00	5,400.00	0.00	0.00	0.00	\$7,200.00



Please return this portion with payment. Mail to - 2511 Garden Road, Suite A180, Monterey, CA 93940.

Invoice: 2000022501 Date: 08/31/2017 Due Upon Receipt.	Payment Amount: \$ _____ Payment Type: <input type="checkbox"/> Check <input type="checkbox"/> Cash	ID: 217625 Spreckels Community Services District 831-455-7855
Payments received after the Date above are not reflected in the Amount Due. Call 831-373-3337 for inquiries. Amount Due is payable upon receipt. Past due amounts will incur a monthly finance charge of 1%.	Offices: 2511 Garden Road, Suite A180, Monterey, CA 93940, (831) 373-3337 379 West Market Street, Salinas, CA 93901, (831) 424-2737 3478 Buskirk Avenue, Suite 1000, Pleasant Hill, CA 94523, (831) 373-3337	
Please make checks payable to McGilloway, Ray, Brown & Kaufman.		

Office of the County Counsel - County of Monterey

168 West Alisal Street, 3rd Floor
Attn: Lynda Campos (831) 755-5045
Salinas, CA 93901-2680

INVOICE

Spreckels Community Services District

Attn: Ron Eastwood, President
PO Box 7432
Spreckels, CA 93962

Invoice Number: **17-000421**

Invoice Date: 9/19/2017

Account #: A-708

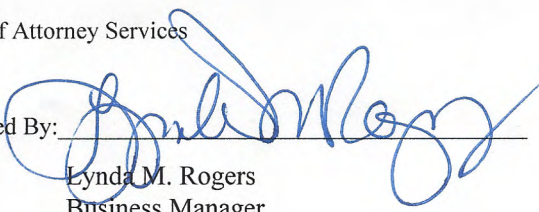
Hours	Description	Total
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For Legal Services Rendered

Aug 01, 2017 thru Aug 31, 2017

1.50	Hours of Attorney Services	\$299.14
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Approved By: _____


Lynda M. Rogers
Business Manager

All amounts due when rendered.

Make Checks Payable to: Treasurer -- County of Monterey
or Generate Interdepartmental Fund Transfer

Pay this amount: \$299.14

Mail To: Office of the County Counsel - County of Monterey
168 West Alisal Street, 3rd Floor
Attn: Lynda Campos (831) 755-5045
Salinas, CA 93901-2680

Office of the County Counsel - County of Monterey
Billing Detail -- 8/1/2017 through 8/31/2017

Spreckels Community Services District

File#		Date	Attorney Hours	Attorney Amount	Assistant Hours	Assistant Amount	Expenses	Total
Assignment A16-01496	Title: Spreckels Community Services District - General 2016 Staff: Whilden, Michael J. Task: Document Preparation Desc: Communications and prepare audit letter.	8/4/2017	1.50	\$299.14				
	Total		1.50	\$299.14	0.00	\$0.00	\$0.00	\$299.14



**MONTEREY COUNTY
ELECTIONS DEPARTMENT
1441 SCHILLING PL - N BLDG
SALINAS, CA 93901**

Phone: (831) 796-1499

Fax: (831) 755-5485

INVOICE TO:

Spreckels Community Services District
PO BOX 7432
SPRECKELS, CA 93962

Invoice Number: 170442
Invoice Date: 9/8/2017
Payment Due: 10/13/2017

Description of Charges for Odd to Even Notification	Amount
Postage	\$ 46.13
Mailer Printing	\$ 8.45
Staff	\$ 1.29
TOTAL AMOUNT DUE	\$ 55.87
Registered Voters	493
Cost Per Registered Voter	\$ 0.11

Please make remittance payable to MONTEREY COUNTY.
Please attach one copy of this invoice with payment.

Jurisdiction Copy

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

Invoice

Date	Invoice #
10/5/2017	1505

Bill To
Spreckels Memorial Park <i>SCSD</i> P.O.Box 7266 Spreckels, Ca. 93962

P.O. No.	Terms	Project
	Due on receipt	Spreckels Park

Quantity	Description	Rate	Amount
	Plumbing Materials	458.89	458.89
	Sales Tax	42.45	42.45
2	Labor, Hrs.	85.00	170.00
	Supply and install new 1 inch backflow		
		Total	\$671.34