

Spreckels Community Services District

REGULAR MEETING OF THE BOARD OF DIRECTORS

June 15, 2022

5:30 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.main@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 General 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

Otto Kramm, Director

Amanda Lane, Vice-President

Mike McTighe, President

Brian Amaral, Secretary

Dallen Coronel, Director

Paul Ingram, General 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

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. Approval of the Minutes

RECOMMENDATION/ACTION: At the Pleasure of the Board

3.1 Approval of the Minutes of the Regular Meeting of the Board of Directors May 25, 2022.

4. Business Manager's Report

4.1 Monthly Financials

5. Unfinished Business Non-Action Items

5.1 Zone 1 Assessment: Engineer's Report Progress

a. Review Zone 1 Assessment Work Sheet from Chris Coulter

5.2 Cal Am Sewer System: Email trail re: sewer main replacement engineering specs and permit process.

6. Unfinished Business Action Items

6.1 Big Sky Creative Kristin Calcaterra: Review District Logo revisions

7. New Business Action Items

7.1 Review of Current Accounts Payable:

a. Paul J. Ingram Company	Management Services	\$	700.00
b. Spreckels Memorial Dist.	Office Rent	\$	100.00

c. Spreckels Water Company		\$ 287.64
d. PG&E	Streetlights & Pump	\$ 542.86
e. SDRMA	Property/Liability Ins.	\$ 3,013.93
f. Streamline	Website	\$ 300.00
g. Monterey County Auditor-Controller	LAFCO Fees	\$ <u>122.00</u>
	TOTAL	\$ 5,066.43

8. New Business Non Action Items

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. Consideration of Items for Future Meetings

11. Next Meeting Date:

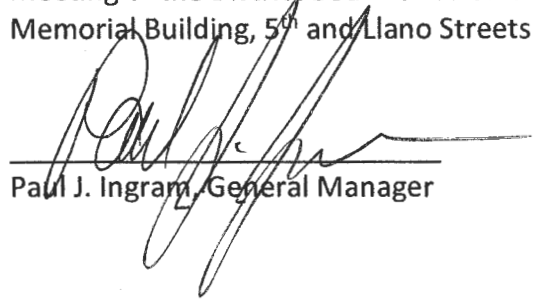
July 20, 2022-5:30 PM

11. Adjournment

Certification

I, Paul J. Ingram, General Manager for Spreckels Community Services District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the June 15, 2022 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 6/8/2022

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
May 25, 2022
 5:30 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 McTighe at 5:30 pm.

1.2 Roll Call & Establishment of Quorum

Otto Kramm, Director
 Amanda Lane, Vice-President
 Mike McTighe, President
 Brian Amaral, Secretary
 Dallen Coronel, Director
 Paul Ingram, General Manager & Clerk to the Board

Present: McTighe, Lane, Amaral

Absent: Kramm, Coronel

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

Motion to adopt agenda [Lane] 2nd [Amaral].

Ayes: McTighe, Lane, Amaral

Noes: None

MOTION CARRIED

2. Communications

2.1 Correspondence:

2.2 Oral Comments from the Public

3. Approval of the Minutes

RECOMMENDATION/ACTION: At the Pleasure of the Board

3.1 Approval of the Minutes of the Regular Meeting of the Board of Directors April 20, 2022.

Motion to approve [Amaral] 2nd [Lane].

Ayes: McTighe, Lane, Amaral

Noes: None

MOTION CARRIED

4. Business Manager's Report

4.1 Monthly Financials

5. Unfinished Business Non-Action Items

5.1 Zone 1 Assessment: Engineer's Report Progress

- Zoom meeting with Chris Coulter

Chris will create a worksheet by which GM and Board will start to quantify items that will need funding in Zone 1.

5.2 Election of LAFCO Special District Alternate Member Results

David Kong is elected as the Special District Alternate Commissioner.

6. Unfinished Business Action Items

6.1 Big Sky Creative Kristin Calcaterra: Review District Logo submissions

Edits to the image will be discussed with Kristin.

7. New Business Action Items

7.1 Review of Current Accounts Payable:

a. Paul J. Ingram Company	Management Services	\$	700.00
b. Spreckels Memorial Dist.	Office Rent	\$	100.00
c. Spreckels Water Company		\$	287.64
d. PG&E	Streetlights & Pump	\$	551.58
e. MCSI Water Management Systems	Backflow Testing	\$	308.75
f. Smith & Enright Landscaping, Inc.	Zone 2 Qtrly Maintenance	\$	1,475.00
	TOTAL	\$	3,422.96

Motion to approve [Lane] 2nd [Amaral]

Ayes: McTighe, Lane, Amaral

Noes: None

MOTION CARRIED

8. New Business Non Action Items

- 8.1 Cal Am Sewer System: Email trail re: sewer main replacement engineering specs and permit process.

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. Consideration of Items for Future Meetings

11. Next Meeting Date:

June 15, 2022-5:30 PM

11. Adjournment

Meeting was adjourned at 6:34 pm.

Respectfully submitted,

***Approval date* _____**

**SPRECKELS COMMUNITY SERVICES
DISTRICT FUND BALANCE AS OF 6/15/2022
AFTER TODAY'S ACCOUNTS PAYABLE.**

COUNTY FUND 634 \$228,042.13

Spreckels Community Services District
Adopted Budget FYTD 6/22/2022

Income		Budget	FYTD	BALANCE	%
Zone 1 Assessment 16.3%	TOTAL	\$6,700.00	6465.75	\$234.25	96.50%
Zone 2 Assessment 83.7%	TOTAL	\$34,000.00	33201.45	\$798.55	97.65%
Non-Assessment Prop Taxes		\$31,500.00	35358.67	-\$3,858.67	112.25%
Interest on Pooled Investments		\$1,500.00	571.18	\$1,500.00	38.08%
Total Income		\$73,700.00	75597.05	-\$1,325.87	102.57%
Expense					
Administrative Fees Zone 1 16.3%		\$81.50	107.26	-\$25.76	131.61%
Administrative Fees Zone 2 83.7%		\$418.50	550.74	-\$132.24	131.60%
Audit Expense Zone 1 16.3%		\$489.00	48.9	\$440.10	10.00%
Audit Expense Zone 2 83.7%		\$2,511.00	251.1	\$2,259.90	10.00%
Board/Staff Education Zone 1 16.3%		\$146.70	26.08	\$120.62	17.78%
Board/Staff Education Zone 2 83.7%		\$753.70	133.92	\$619.78	17.77%
Capital Improvements Zone 1 16.3%		\$0.00		\$0.00	#DIV/0!
Capital Improvements Zone 2 83.7%		\$0.00		\$0.00	#DIV/0!
Equipment Repair/Maint. Zone 1		\$3,350.00	2170.07	\$1,179.93	64.78%
Equipment Repair/Maint. Zone 2		\$1,650.00	1068.84	\$581.16	64.78%
General Liability/Property Zone 1		\$500.00	491.27	\$8.73	98.25%
General Liability/Property Zone 2		\$2,600.00	2522.66	\$77.34	97.03%
Landscape Maint. Zone 2		\$4,000.00	11268	-\$7,268.00	281.70%
Legal Services Zone 1 16.3%		\$100.00	81.6	\$18.40	81.60%
Legal Services Zone 2 83.7%		\$500.00		\$500.00	0.00%
Management Zone 1 16.3%		\$1,369.20	1493.9	-\$124.70	109.11%
Management Zone 2 83.7%		\$7,021.00	7671.1	-\$650.10	109.26%
Membership Fees Zone 1 16.3%		\$120.00	114.59	\$5.41	95.49%
Membership Fees Zone 2 83.7%		\$550.00	588.41	-\$38.41	106.98%
Office Rent Zone 1 16.3%		\$195.60	179.3	\$16.30	91.67%
Office Rent Zone 2 83.7%		\$1,004.40	920.7	\$83.70	91.67%
Parcel Management Zone 1 16.3%		\$627.55	619.4	\$8.15	98.70%
Parcel Management Zone 2 83.7%		\$3,222.45	3180.6	\$41.85	98.70%
Power Zone 1		\$4,800.00	4753.06	\$46.94	99.02%
Power Zone 2		\$5,000.00	5015.92	-\$15.92	100.32%
Property Taxes Zone 1		\$20.00	19.12	\$0.88	95.60%
Property Taxes Zone 2		\$710.00	188.94	\$521.06	26.61%
Streetlight Repairs Zone 2		\$1,000.00	206.06	\$793.94	20.61%
Sidewalk ADA Repairs Zone 1		\$0.00		\$0.00	#DIV/0!
Water Zone 1		\$900.00	1049.24	-\$149.24	116.58%
Water Zone 2		\$3,000.00	3352.31	-\$352.31	111.74%
Website Zone 1 16.3%		\$48.90		\$48.90	0.00%
Website Zone 2 83.7%		\$251.10		\$251.10	0.00%
Emergency Reserve		\$26,759.40		\$26,759.40	0.00%
Total Expense		\$73,700.00	48073.09	\$25,626.91	65.23%

Report ID : MC-FIN-BS-0301

Run Date : 06/10/2022

Run Time : 01:48 PM

County of Monterey
Trial Balance By Accounting Distribution
Fiscal Year 2022 / 11 through 11

Page 3 of 5

Fund 634 - Spreckels Community Services
Account Type Liability
BSA/Obj/Rev B-2530 - Assets Held as Agency for Others
Sub BSA/Obj/Rev 4015 - Current Unsecured

Total for Sub-BSA 4015 - Current Unsecured (12,961.89) 0.00 0.00 (12,961.89)

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,PTAX40_22_PRSEC		05/10/2022	Prior Secured - Mar-Apr 2022		0.00	(36.32)	

Total for Sub-BSA 4025 - Prior Secured (6,496.12) 0.00 (36.32) (6,532.44)

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 (122.44) 0.00 0.00 (122.44)

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	

Total for Sub-BSA 4035 - Current Supplemental (5,523.30) 0.00 0.00 (5,523.30)

Sub BSA/Obj/Rev 4040 - Prior Supplemental

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 4040 - Prior Supplemental (324.68) 0.00 0.00 (324.68)

Sub BSA/Obj/Rev 5030 - HOPTR

Report ID : MC-FIN-BS-0301

Run Date : 06/10/2022

Run Time : 01:48 PM

County of Monterey
Trial Balance By Accounting Distribution
Fiscal Year 2022 / 11 through 11

Page 4 of 5

Fund 634 - Spreckels Community Services
 Account Type Liability
 BSA/Obj/Rev B-2530 - Assets Held as Agency for Others
 Sub BSA/Obj/Rev 5030 - HOPTR

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX38_22_HOX		05/04/2022	HOPTR 35%		0.00	(46.78)	
Total for Sub-BSA 5030 - HOPTR				(1,724.55)	0.00	(46.78)	(1,771.33)

Sub BSA/Obj/Rev 5415 - Special Assessments

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 5415 - Special Assessments				(646,133.34)	0.00	0.00	(646,133.34)

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
MDI,9800,SDWF000028011		05/18/2022			700.00	0.00	
MDI,9800,SDWF000028012		05/18/2022			100.00	0.00	
MDI,9800,SDWF000028013		05/18/2022			551.58	0.00	
MDI,9800,SDWF000028014		05/18/2022			287.64	0.00	
MDI,9800,SDWF000028015		05/18/2022			308.74	0.00	
MDI,9800,SDWF000028027		05/31/2022			182.68	0.00	
MDI,9800,SDWF000028028		05/31/2022			1,475.00	0.00	
Total for Sub-BSA No Sub-BSA Specified				772,159.96	3,605.64	0.00	775,765.60

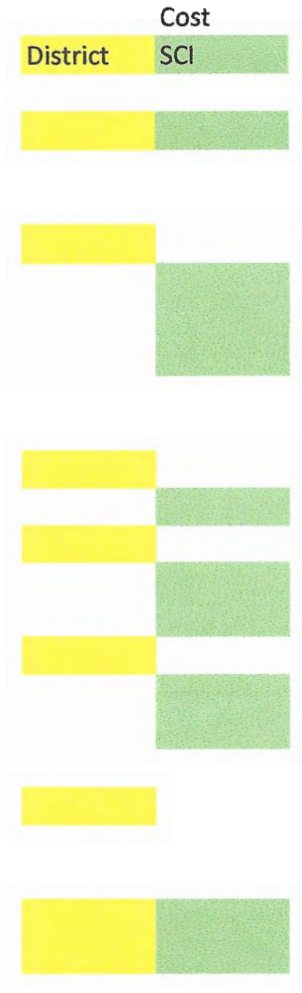
Total for B-2530 - Assets Held as Agency for Others

(231,368.74) 3,605.64 (83.10) (227,846.20)

Total for Fund 634 - Spreckels Community Services

0.00 3,688.74 (3,688.74) 0.00

Spreckels CSD Assessment
Zone1



Tree maintenance plan:

Approx. # of trees under district maintenance

Curb planting improvements

Approx. sq. footage of curb planting area

Installation cost

maintenance cost

replacement cost

Curb & sidewalk repair

Bad/dangerous buckling sidewalk - approx. linear length

replacement cost

Moderate sidewalk damage - approx. linear length

repair cost

replacement cost

Curb damage - approx. linear length

repair cost

replacement cost

of alleys to be paved

Catch basin cleaning

of catch basins

of pump sumps

Spreckels CSD Assessment
Zone2

Cost	
District	SCI

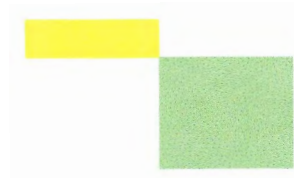
Tree maintenance plan:

Approx. # of trees under district maintenance



Curb planting improvements

Approx. sq. footage of curb planting area
Installation cost
maintenance cost
replacement cost

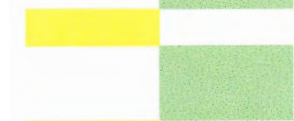


Curb & sidewalk repair

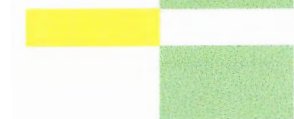
Bad/dangerous buckling sidewalk - approx. linear length
replacement cost



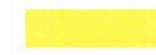
Moderate sidewalk damage - approx. linear length
repair cost
replacement cost



Curb damage - approx. linear length
repair cost
replacement cost



of alleys to be paved



Catch basin cleaning

of catch basins
of pump sumps





Month, Day and Year

Greeting,

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