

## Spreckels Community Services District

REGULAR MEETING OF THE BOARD OF DIRECTORS

**May 15, 2019**

**6:30 pm**

Spreckels Veterans Memorial Building, 5<sup>th</sup> & 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.*

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*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, 5<sup>th</sup> & Llano, Spreckels, CA 93962 during normal business hours.*

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#### 1. Opening Business

1.1 Call to Order

1.2 Roll Call & Establishment of Quorum

Otto Kramm, President

Cathy McDougall, Vice-President

Aaron Baucom, Director

Mike McTighe, Secretary

Joe Garcia, 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

## 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 April 17, 2019.

## 4. Business Manager's Report

- 4.1 Monthly Financials

## 5. Unfinished Business Action Items

## 6. New Business Action Items

### 6.1 Review of Current 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	\$	94.19
d. Spreckels Water Company		\$	139.66
e. PG&E	Streetlights & Pump	\$	502.62
f. Monterey County Counsel	Traffic Calming Consult	\$	<u>460.68</u>
	<b>TOTAL</b>	\$	<b>2,297.15</b>

- 6.2 Approval for Business Manager Paul Ingram to attend CSDA two day workshop, August 7<sup>th</sup> and 8<sup>th</sup>, 2019 on Financial Management and Human Resources at El Dorado Community Services District and travel August 6, 2019 to August 9, 2019.
- 6.3 Resolution 2019-02: Resolution certifying compliance with state law with respect to the levying of general and special taxes, assessments, and property-related fees and charges.

**7. Unfinished Business Non Action Items**

- 7.1 Pump Station Sump Cleaning
- 7.2 Zone 1 Assessment: Review of Proposal from SCI Consulting, Inc for Local Funding Measure.
- 7.3 Zone 2 Assessment.
- 7.4 Report from Spreckels Traffic Safety Enhancements Committee.

**8. New Business Non Action Items**

- 8.1 SCSD research on Residence Mail Delivery in Spreckels.

**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**

- 10.1 Proposed Future Agenda Items

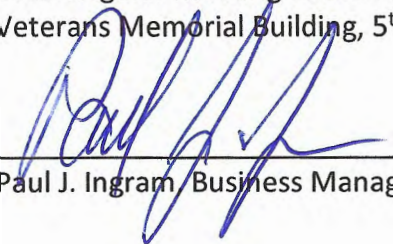
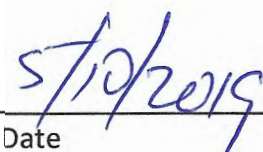
**11. Next Meeting Date:**

June 21, 2019-6:30 PM

**12. 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 May 15, 2019 Regular Meeting of the District Board of Directors scheduled for 6:30 pm at Spreckels Veterans Memorial Building, 5<sup>th</sup> 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](http://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  
*April 17, 2019*  
 6:30 pm  
 Spreckels Veterans Memorial Building, 5<sup>th</sup> & Llano, Spreckels, CA 93962

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**1. Opening Business**

1.1 Call to Order

*The meeting was called to order by President Kramm at 6:30 PM.*

1.2 Roll Call & Establishment of Quorum

Otto Kramm, President  
 Cathy McDougall, Vice-President  
 Aaron Baucom, Director  
 Mike McTighe, Secretary  
 Joe Garcia, Director  
 Paul Ingram, Business Manager & Clerk to the Board

*Present: Kramm, McDougall, Baucom, McTighe, Garcia*

*Absent: None*

**QUORUM ESTABLISHED**

*Note: Director Cathy McDougall was present by phone from her second home in Bremerton, Washington State. The address is:  
 6052 Osprey Circle NW  
 Bremerton, WA 98312*

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 approve [McDougall] 2<sup>nd</sup> [Baucom].*

*Ayes: Kramm, McDougall, Baucom, McTighe, Garcia*

*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 March 20, 2019.

**Motion to approve [McDougall] 2<sup>nd</sup> [McTighe].**  
**Ayes: Kramm, McDougall, Baucom, McTighe, Garcia**  
**Noes: None**

**MOTION CARRIED**

**4. Business Manager's Report**

4.1 Monthly Financials

**5. Unfinished Business Action Items**

5.1 Resolution No. 2019-01: Resolution of the Spreckels Community Services District Accepting Donation of Funds for Traffic Calming Solutions.

**Motion to approve [McTighe] 2<sup>nd</sup> [Baucom].**  
**Ayes: Kramm, Baucom, McTighe, Garcia**  
**Noes: McDougall**

**MOTION CARRIED**

**An Ad Hoc Committee of Mike McTighe and Joe Garcia was appointed to work with Spreckels resident Ron Eastwood to implement and oversee project.**

**6. New Business Action Items**

6.1 Review of Current Accounts Payable:

a. Paul J. Ingram Company	Management Services	\$	527.30
b. Clarke's Turf & Water	Landscape Services	\$	600.00
c. Spreckels Memorial Dist.	AT&T	\$	49.18
d. Spreckels Water Company		\$	157.85
e. PG&E	Streetlights & Pump	\$	<u>471.28</u>
	<b>TOTAL</b>	\$	<b>1,805.61</b>

**Motion to approve [McTighe] 2<sup>nd</sup> [Baucom].**  
**Ayes: Kramm, McDougall, Baucom, McTighe, Garcia**  
**Noes: None**

**MOTION CARRIED**

## 7. Unfinished Business Non Action Items

### 7.1 Pump Station Sump Cleaning

***Business Manager Ingram reported on research regarding drain cleaning. An email had been sent to the Special Districts Association of Monterey County email list for suggestions. Most respondents, including Monterey County Public Works recommend Greenline Septic Service.***

### 7.2 Zone 1 Assessment: Presentation by Chris Coulter of SCI Consulting Group of options to Increase Zone 1 Funding.

***Mr. Coulter made presentation and answered questions from the board and public. SCI Consulting will send a proposal and timeline for the board to consider at a future meeting.***

### 7.3 Zone 2 Assessment

## 8. New Business Non Action Items

## 9. Comments by Members of the Board

### 9.1 Board Members:

Cathy McDougall: Report on California Special Districts Association Special District Leadership Academy Conference in San Diego.

***Director McDougall highly recommended all board members attend this conference to become fully knowledgeable of their role as an elected official. BM Ingram made note of the next conference which will be held in July in Napa.***

- 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 ***El Gabilan Tree Service removed 3 dead trees during the Zone 2 tree service. Board will discuss replacing them at a later date.***
- l. Landscaping
- m. Sidewalk Repairs
- n. Wheel Chair/Access Ramps

- o. Quarterly Services
- p. Trench Work

**10. Consideration of Items for Future Meetings**

10.1 Proposed Future Agenda Items

*Board will plan another field trip to familiarize new board members with District infrastructure.*

**11. Next Meeting Date:**

May 15, 2019-6:30 PM

**12. Adjournment**

*Meeting was adjourned at 7:38 PM.*

Respectfully submitted,

Approval date \_\_\_\_\_

\_\_\_\_\_  
Paul J. Ingram, Business Manager

**DRAFT**



**SPRECKELS COMMUNITY SERVICES  
DISTRICT FUND BALANCE AS OF 5/15/2019  
AFTER TODAY'S ACCOUNTS PAYABLE.**

<b>COUNTY FUND 634</b>	<b>\$160,501.47</b>
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Spreckels Community Services District  
Budget Year-to-date to 5/15/2019

Income		Budget	YTD	Balance	%
Zone 1 Assessment 16.3%	<b>TOTAL</b>	\$6,560.00	\$6,620.93	-\$60.98	101%
Zone 2 Assessment 83.7%	<b>TOTAL</b>	\$33,700.00	\$33,998.36	-\$298.68	100.89%
Non-Assessment Prop Taxes		\$30,000.00	\$33,026.14	-\$3,026.14	110%
<b>Total Income</b>		<b>\$70,260.00</b>	<b>\$73,645.43</b>	<b>-\$3,385.80</b>	<b>104.81%</b>
<b>Expense</b>					
Administrative Fees Zone 1 16.3%		\$81.50	\$53.46	\$28.04	66%
Administrative Fees Zone 2 83.7%		\$418.50	\$274.54	\$143.96	66%
Audit Expense Zone 1 16.3%		\$2,240.00	\$568.71	\$1,671.29	25%
Audit Expense Zone 2 83.7%		\$4,760.00	\$2,920.29	\$1,839.71	61%
Board/Staff Education Zone 1 16.3%		\$392.00	\$4.89	\$387.11	
Board/Staff Education Zone 2 83.7%		\$2,008.00	\$25.11	\$1,982.89	
Capital Improvements Zone 1 16.3%		\$0.00	\$0.00	\$0.00	
Capital Improvements Zone 2 83.7%		\$0.00	\$0.00	\$0.00	
Equipment Repair/Maint. Zone 1	67%	\$2,450.00	\$5,126.77	-\$2,676.77	209.26%
Equipment Repair/Maint. Zone 2	33%	\$2,420.00	\$2,111.23	\$308.77	87%
General Liability/Property Zone 1		\$300.00		\$300.00	
General Liability/Property Zone 2		\$1,200.00		\$1,200.00	
Landscape Maint. Zone 2		\$7,200.00	\$6,600.00	\$600.00	92%
Legal Services Zone 1 16.3%		\$100.00			0%
Legal Services Zone 2 83.7%		\$500.00		\$500.00	0%
Management Zone 1 16.3%		\$1,060.00	\$896.50	\$163.50	85%
Management Zone 2 83.7%		\$5,440.50	\$4,603.50	\$837.00	85%
Membership Fees Zone 1 16.3%		\$81.50	\$126.82	-\$45.32	156%
Membership Fees Zone 2 83.7%		\$418.50	\$651.18	-\$278.00	156%
Parcel Management Zone 1 16.3%		\$603.10	\$603.10	\$0.00	100%
Parcel Management Zone 2 83.7%		\$3,096.90	\$3,096.90	\$0.00	100%
Power Zone 1		\$4,500.00	\$4,128.35	\$371.65	92%
Power Zone 2		\$3,500.00	\$3,437.46	\$62.54	98%
Property Taxes Zone 1		\$20.00	\$17.14	\$2.86	86%
Property Taxes Zone 2		\$710.00	\$697.26	\$12.74	98%
Streetlight Repairs Zone 2		\$1,000.00	\$570.47	\$429.53	57%
Sidewalk ADA Repairs Zone 1		\$0.00		\$0.00	
Telephone/Internet Zone 1 16.3%		\$100.00	\$95.54	\$4.46	96%
Telephone/Internet Zone 2 83.7%		\$500.00	\$490.45	\$9.55	98%
Water Zone 1		\$500.00	\$399.60	\$100.40	80%
Water Zone 2		\$2,000.00	\$1,573.87	\$426.13	79%
Website Zone 1 16.3%		\$48.90		\$48.90	
Website Zone 2 83.7%		\$251.10		\$251.10	
Emergency Reserve		\$22,359.50	\$9,995.00	\$12,364.50	45%
<b>Total Expense</b>		<b>\$70,260.00</b>	<b>\$49,068.14</b>	<b>\$32,497.69</b>	<b>70%</b>

Report ID : MC-FIN-BS-0301

Run Date : 05/10/2019

Run Time : 01:12 PM

**County of Monterey**  
**Trial Balance By Accounting Distribution**  
**Fiscal Year 2019 / 10 through 10**

**Cover Page**

**Parameters and Prompts**

Fiscal Year	2019
Accounting Period From	10
Accounting Period To	10
Fund	634
BSA	*

**Report Description**

PLEASE NOTE: Period 0 does not exist until the Annual Close of the Prior Year has completed. Do NOT use this report for Final Closing Balances.

The Trial Balance by Accounting Distribution shows the accounting trial balance at a detail level, by Fund and Account. Ending Balance is the calculated balance at the end of the Accounting Period To prompt. (Beginning Balance + Total Debits + Total Credits = Ending Balance). Beginning Balance is the sum of Period 0 and the transactions prior to the Accounting Period From prompt. If the prior year has not been closed, the prior year must be entered into the Prompt 'Fiscal Year Due to be Closed', otherwise enter 1900.

To retrieve year-to-date debit and credits: Select Accounting Period From as 1. It is not necessary to use 0 in the prompt Accounting Period From.

To retrieve one period worth of debit and credits, select Accounting Period From and Accounting Period To as the same period. Example: For Period 1, Accounting Period From and Accounting Period To is 1.

<b>Report ID</b> : MC-FIN-BS-0301	<b>County of Monterey</b>	<b>Page 1 of 4</b>
<b>Run Date</b> : 05/10/2019	<b>Trial Balance By Accounting Distribution</b>	
<b>Run Time</b> : 01:12 PM	<b>Fiscal Year 2019 / 10 through 10</b>	

**Fund** 634 - Spreckels Community Services  
**Account Type** Asset  
**BSA/Obj/Rev** B-1001 - Cash  
**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
CRS,9800,00000010245		04/25/2019	Spreckels Town Improvement		37,285.00	0.00	
JV,1110,PTAX33B19_CS		04/23/2019	Curr Sec - Mar - April 2019		27,938.80	0.00	
JV,1110,PTAX34B19_SUPPL		04/19/2019	Suppl - Dec-Apr 16 2019		255.48	0.00	
JVA,1110,INTALLOCQ32019-06		04/24/2019	InterestAllocation3rdQtr2018-19		727.03	0.00	
MDI,9800,SDWF000027065		04/22/2019	PAUL J INGRAM		0.00	(527.30)	
MDI,9800,SDWF000027066		04/22/2019	CLARKES TURF AND WATER		0.00	(600.00)	
MDI,9800,SDWF000027067		04/22/2019	SPRECKELS MEMORIAL DISTRICT		0.00	(49.18)	
MDI,9800,SDWF000027068		04/22/2019	PGE		0.00	(471.28)	
MDI,9800,SDWF000027069		04/22/2019	SPRECKELS WATER COMPANY		0.00	(157.85)	
MDI,9800,SDWF000027074		04/23/2019	PGE		0.00	(300.00)	
MDI,9800,SDWF000027075		04/23/2019	ELGABILAN TREE SERVICE		0.00	(9,995.00)	
<b>Total for Sub-BSA No Sub-BSA Specified</b>				<b>123,256.52</b>	<b>66,206.31</b>	<b>(12,100.61)</b>	<b>177,362.22</b>
<b>Total for B-1001 - Cash</b>				<b>123,256.52</b>	<b>66,206.31</b>	<b>(12,100.61)</b>	<b>177,362.22</b>

Fund 634 - Spreckels Community Services  
 Account Type Liability  
 BSA/Obj/Rev  
 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
					0.00	0.00	
<b>Total for Sub-BSA No Sub-BSA Specified</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total for B-2081 - Stale Dated Checks</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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
JV,1110,PTAX33B19_CS		04/23/2019	Curr Sec - Mar - April 2019		0.00	(10,753.95)	
<b>Total for Sub-BSA 4010 - Current Secured</b>				<b>(224,976.43)</b>	<b>0.00</b>	<b>(10,753.95)</b>	<b>(235,730.38)</b>

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	
<b>Total for Sub-BSA 4015 - Current Unsecured</b>				<b>(9,114.47)</b>	<b>0.00</b>	<b>0.00</b>	<b>(9,114.47)</b>

Sub BSA/Obj/Rev 4025 - Prior Secured

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	
<b>Total for Sub-BSA 4025 - Prior Secured</b>				<b>(5,341.55)</b>	<b>0.00</b>	<b>0.00</b>	<b>(5,341.55)</b>

Sub BSA/Obj/Rev 4030 - Prior Unsecured

**Fund** 634 - Spreckels Community Services  
**Account Type** Liability  
**BSA/Obj/Rev** B-2530 - Assets Held as Agency for Others  
**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	
<b>Total for Sub-BSA 4030 - Prior Unsecured</b>				<b>(89.62)</b>	<b>0.00</b>	<b>0.00</b>	<b>(89.62)</b>

**Sub BSA/Obj/Rev** 4035 - Current Supplemental

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX34B19_SUPPL		04/19/2019	Suppl - Dec-Apr 16 2019		0.00	(255.48)	
<b>Total for Sub-BSA 4035 - Current Supplemental</b>				<b>(3,407.61)</b>	<b>0.00</b>	<b>(255.48)</b>	<b>(3,663.09)</b>

**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	
<b>Total for Sub-BSA 4040 - Prior Supplemental</b>				<b>(202.12)</b>	<b>0.00</b>	<b>0.00</b>	<b>(202.12)</b>

**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	
<b>Total for Sub-BSA 5030 - HOPTR</b>				<b>(1,320.22)</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,320.22)</b>

**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,PTAX33B19_CS		04/23/2019	Curr Sec - Mar - April 2019		0.00	(17,184.85)	

<b>Fund</b>	634 - Spreckels Community Services								
<b>Account Type</b>	Liability								
<b>BSA/Obj/Rev</b>	B-2530 - Assets Held as Agency for Others								
<b>Sub BSA/Obj/Rev</b>	5415 - Special Assessments								
<b>Total for Sub-BSA 5415 - Special Assessments</b>						<b>(507,880.38)</b>	<b>0.00</b>	<b>(17,184.85)</b>	<b>(525,065.23)</b>
<b>Sub BSA/Obj/Rev</b>	No Sub-BSA Specified								
<b>Transaction ID</b>	<b>Jrnl Doc Ref (Code,Dept,ID)</b>	<b>Transaction Date</b>	<b>Description</b>	<b>Beginning Balance</b>	<b>Debits</b>	<b>Credits</b>	<b>Ending Balance</b>		
CRS,9800,00000010245		04/25/2019	Spreckels Town Improvement		0.00	(37,285.00)			
JVA,1110,INTALLOQC32019-06		04/24/2019	InterestAllocation3rdQtr2018-19		0.00	(727.03)			
MDI,9800,SDWF000027065		04/22/2019	PAUL J INGRAM		527.30	0.00			
MDI,9800,SDWF000027066		04/22/2019	CLARKES TURF AND WATER		600.00	0.00			
MDI,9800,SDWF000027067		04/22/2019	SPRECKELS MEMORIAL DISTRICT		49.18	0.00			
MDI,9800,SDWF000027068		04/22/2019	PGE		471.28	0.00			
MDI,9800,SDWF000027069		04/22/2019	SPRECKELS WATER COMPANY		157.85	0.00			
MDI,9800,SDWF000027074		04/23/2019	PGE		300.00	0.00			
MDI,9800,SDWF000027075		04/23/2019	ELGABILAN TREE SERVICE		9,995.00	0.00			
<b>Total for Sub-BSA No Sub-BSA Specified</b>						<b>629,075.88</b>	<b>12,100.61</b>	<b>(38,012.03)</b>	<b>603,164.46</b>
<b>Total for B-2530 - Assets Held as Agency for Others</b>						<b>(123,256.52)</b>	<b>12,100.61</b>	<b>(66,206.31)</b>	<b>(177,362.22)</b>
<b>Total for Fund 634 - Spreckels Community Services</b>						<b>0.00</b>	<b>78,306.92</b>	<b>(78,306.92)</b>	<b>0.00</b>
<b>Grand Total</b>						<b>0.00</b>	<b>78,306.92</b>	<b>(78,306.92)</b>	<b>0.00</b>

Paul J. Ingram Company  
P.O. Box 354  
Carmel Valley, CA 93924  
[831] 601-6518  
pauljingham93924@gmail.com

May 1, 2019

Invoice for: Spreckels Community Services District  
P.O. Box 7432  
Spreckels, CA 93962

<u>Date</u>	<u>Description</u>	<u>Hrs.</u>	<u>Rate</u>	<u>Total</u>
4/30/2019	Management Services April		500.00	\$500.00
		TOTAL		\$500.00

*Please make checks payable to Paul J. Ingram Company*



# Invoice

Clarke's Turf and Water

18939 Vierra Canyon Rd.  
Prunedale, CA 93907

Date	Invoice #
4/29/2019	1512

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Landscape Maintenance for April 2019	600.00	600.00
	Sales Tax	7.25%	0.00

Thank you for your business. 262-9800

**Total**

\$600.00

ACCOUNT NUMBER	DATE BILL MAILED
00144800	4/30/2019
PRESENT READING	SERVICE FROM
571	12/27/2018
PREVIOUS READING	SERVICE TO
491	4/30/2019
UNITS USED	DAYS USED
80	124
DESCRIPTION	AMOUNT
Last Billed Amount	
Last Paid Amount	\$41.62
Prev. Balance	\$0.00
Water Usage	\$92.30
Base	\$41.05
CPUC Tax	\$1.64
CURRENT BILL DUE DATE	AMOUNT DUE BY DUE DATE
5/29/2019	\$134.99
<b>AMOUNT DUE AFTER DUE DATE</b>	<b>\$134.99</b>

SERVICE ADDRESS:  
00 Second Street Lift

KEEP THIS STUB FOR YOUR RECORDS

RETURN THIS STUB WITH PAYMENT TO:

**Spreckels Water Company**  
P.O. Box 7187  
Spreckels, CA 93962  
(831) 758-7644



ACCOUNT NUMBER	DUE DATE	AMOUNT DUE AFTER DUE DATE	AMOUNT DUE BY DUE DATE
00144800	5/29/2019	\$134.99	\$134.99

**RETURN SERVICE REQUESTED**

Spreckels Community Srvc Dist  
P.O. Box 7432  
Spreckels, CA 93962



ACCOUNT NUMBER	DATE BILL MAILED
00129000	4/30/2019
PRESENT READING	SERVICE FROM
571	3/28/2019
PREVIOUS READING	SERVICE TO
567	4/30/2019
UNITS USED	DAYS USED
4	33
DESCRIPTION	AMOUNT
Last Billed Amount	\$4.67
Last Paid Amount	
Prev. Balance	\$0.00
Water Usage	\$4.61
CPUC Tax	\$0.06
CURRENT BILL DUE DATE	AMOUNT DUE BY DUE DATE
5/29/2019	\$4.67
<b>AMOUNT DUE AFTER DUE DATE</b>	<b>\$4.67</b>

SERVICE ADDRESS:  
00 2nd St Lift Sta

KEEP THIS STUB FOR YOUR RECORDS

RETURN THIS STUB WITH PAYMENT TO:

**Spreckels Water Company**  
P.O. Box 7187  
Spreckels, CA 93962  
(831) 758-7644

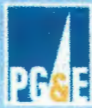


ACCOUNT NUMBER	DUE DATE	AMOUNT DUE AFTER DUE DATE	AMOUNT DUE BY DUE DATE
00129000	5/29/2019	\$4.67	\$4.67

**RETURN SERVICE REQUESTED**

Spreckels Community Service Di  
P.O. Box 7432  
Spreckels, CA 93962





# ENERGY STATEMENT

www.pge.com/MyEnergy

Account No: 7732644243-9  
Statement Date: 05/23/2019  
Due Date: 05/10/2019

## Service For:

SPRECKELS COMMUNITY SERVICES  
DISTRICT  
PO BOX 7432  
SPRECKELS, CA 93962

## Your Account Summary

Amount Due on Previous Statement	\$199.46
Payment(s) Received Since Last Statement	0.00
Previous Unpaid Balance	\$199.46
Current PG&E Electric Delivery Charges	\$160.58
Monterey Bay Community Power Electric Generation Charges	16.83

## Questions about your bill?

Monday-Friday 7 a.m.-9 p.m.  
Saturday 8 a.m.-6 p.m.  
Phone: 1-800-743-5000  
www.pge.com/MyEnergy

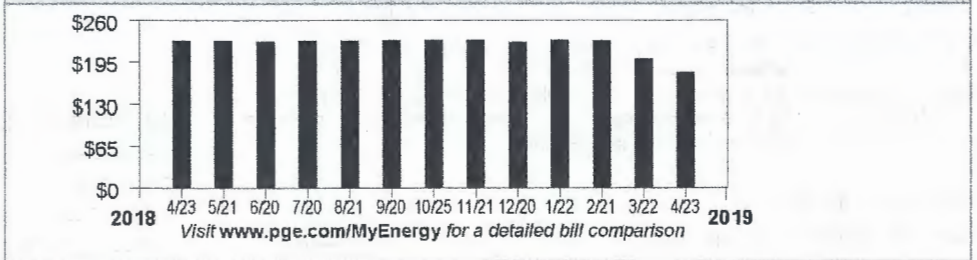
**Total Amount Due by 05/10/2019 \$376.87**

\$177.41

## Ways To Pay

www.pge.com/waystopay

## Electric Monthly Billing History



## Important Messages

**Streetlight rate adjustments** If there have been streetlight installs, removals or modifications in your area during your billing cycle, the total amount billed will include prorated charges based on these adjustments. If you have any questions or would like more information regarding your streetlight bill, please call 1-800-743-5000.

**Thank you for your timely payments** You have an excellent payment record with us, and we thank you for your prompt payments.

Please return this portion with your payment. No staples or paper clips. Do not fold. Thank you.

99907732644243900000177410000037687



Account Number: **7732644243-9** Due Date: **05/10/2019** Total Amount Due: **\$376.87**

Amount Enclosed:  
\$ [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

074750119821 01 AB 0.40 714 2984 13  
SPRECKELS COMMUNITY SERVICES DISTRICT  
PO BOX 7432  
SPRECKELS, CA 93962-7432

PG&E  
BOX 997300  
SACRAMENTO, CA 95899-7300



# ENERGY STATEMENT

www.pge.com/MyEnergy

Account No: 7510586845-1  
Statement Date: 05/23/2019  
Due Date: 05/10/2019

## Service For:

SPRECKELS COMMUNITY SERVICES DISTRICT  
SPRECKELS BLVD  
SPRECKELS, CA 93962

## Your Account Summary

Amount Due on Previous Statement	\$252.77
Payment(s) Received Since Last Statement	-221.56
Previous Unpaid Balance	\$31.21
Current PG&E Electric Delivery Charges	\$135.02
Monterey Bay Community Power Electric Generation Charges	122.25

## Questions about your bill?

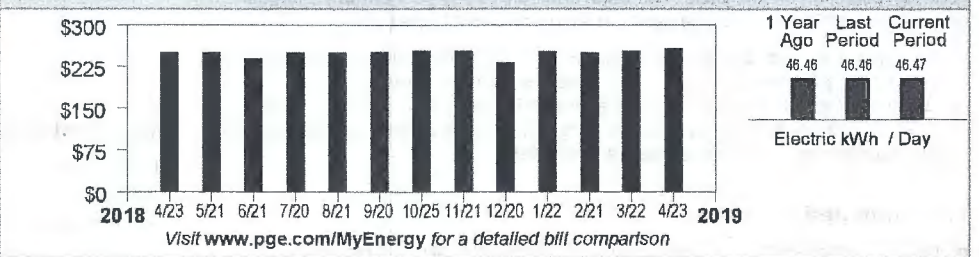
Monday-Friday 7 a.m.-9 p.m.  
Saturday 8 a.m.-6 p.m.  
Phone: 1-800-743-5000  
www.pge.com/MyEnergy

**Total Amount Due by 05/10/2019 \$288.48**

## Ways To Pay

www.pge.com/waystopay

## Electric Monthly Billing History



## Important Messages

**Streetlight rate adjustments** If there have been streetlight installs, removals or modifications in your area during your billing cycle, the total amount billed will include prorated charges based on these adjustments. If you have any questions or would like more information regarding your streetlight bill, please call 1-800-743-5000.

**Thank you for your timely payments** You have an excellent payment record with us, and we thank you for your prompt payments.

Please return this portion with your payment. No staples or paper clips. Do not fold. Thank you.

99907510586845100000257270000028848



Account Number: **7510586845-1** Due Date: **05/10/2019** Total Amount Due: **\$288.48**

Amount Enclosed:  
\$

074750122212 01 AB 0.40 728 5375 13  
SPRECKELS COMMUNITY SERVICES DISTRICT  
PO BOX 7432  
SPRECKELS, CA 93962-7432

PG&E  
BOX 997300  
SACRAMENTO, CA 95899-7300





# ENERGY STATEMENT

www.pge.com/MyEnergy

Account No: 7301464711-6  
Statement Date: 04/19/2019  
Due Date: 05/06/2019

## Service For:

SPRECKELS COMMUNITY SERVICE  
ASSOCIATION  
W/END OF 2ND ST  
SPRECKELS, CA 93962

## Your Account Summary

Amount Due on Previous Statement	\$19.05
Payment(s) Received Since Last Statement	0.00
Previous Unpaid Balance	\$19.05
Current PG&E Electric Delivery Charges	\$21.68
Monterey Bay Community Power Electric Generation Charges	0.00

## Questions about your bill?

Business Specialist available:  
Mon-Fri: 7am to 6pm  
1-800-468-4743  
www.pge.com/MyEnergy

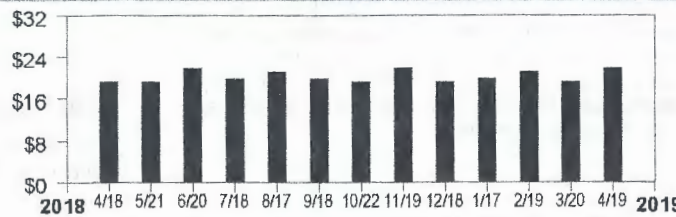
**Total Amount Due by 05/06/2019 \$40.73**

## Ways To Pay

www.pge.com/waystopay

## Electric Monthly Billing History

Daily Usage Comparison



1 Year Ago	Last Period	Current Period
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N/A N/A N/A

Electric kWh / Day

Visit [www.pge.com/MyEnergy](http://www.pge.com/MyEnergy) for a detailed bill comparison

## Important Messages

**Thank you for your timely payments** You have an excellent payment record with us, and we thank you for your prompt payments.

**Call 811 before you dig.** A common cause of pipeline accidents is damage from digging. If you plan on doing any digging, such as planting a tree or installing a fence, please call **811** at least two working days before you dig. One free call will notify underground utilities to mark the location of underground lines, helping you to plan a safe project.

Please return this portion with your payment. No staples or paper clips. Do not fold. Thank you.

99907301464711600000021680000004073



Account Number:	Due Date:	Total Amount Due:
<b>7301464711-6</b>	<b>05/06/2019</b>	<b>\$40.73</b>

Amount Enclosed:

\$

072410073325 01 AB 0.40 404 4028 9  
  
 SPRECKELS COMMUNITY SERVICE ASSOCIATION  
 PO BOX 7432  
 ATTN LEE SMITH  
 SPRECKELS, CA 93962-7432

PG&E  
BOX 997300  
SACRAMENTO, CA 95899-7300



Office of the County Counsel - County of Monterey

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

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INVOICE

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

Invoice Number: 19-000089  
Invoice Date: 4/16/2019  
Account #: A-708

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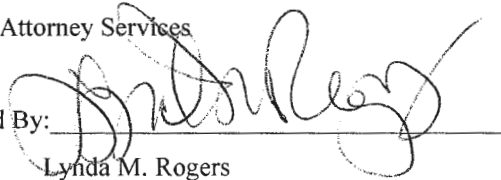
Hours	Description	Total
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For Legal Services Rendered  
Mar 01, 2019 thru Mar 31, 2019

2.20	Hours of Attorney Services	\$460.68
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Approved By: \_\_\_\_\_



Lynda M. Rogers  
Business Manager

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**All amounts due when rendered.**  
Make Checks Payable to: Treasurer -- County of Monterey  
or Generate Interdepartmental Fund Transfer

**Pay this amount: \$460.68**

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

**Office of the County Counsel - County of Monterey**  
**Billing Detail -- 3/1/2019 through 3/31/2019**

**Spreckels Community Services District**

File#		Date	Attorney Hours	Amount	Assistant Hours	Amount	Expenses	Total
Assignment								
A19-00360	Title: Spreckels Community Services District	3/18/2019	0.50	\$104.70				
	Staff: Whilden, Michael J.							
	Task: Communications - Telephone or Email							
	Contact: Whilden, Michael J.							
	Desc: Communications with client re traffic safety project and review authority.							
A19-00360	Title: Spreckels Community Services District	3/26/2019	1.70	\$355.98				
	Staff: Whilden, Michael J.							
	Task: Conferences and Meetings							
	Contact: Whilden, Michael J.							
	Desc: Meet with Ron Easwood, research and analysis.							
	A19-00360 Subtotal:		2.20	\$460.68	0.00	\$0.00	\$0.00	\$460.68
	Assignment Subtotal:		2.20	\$460.68	0.00	\$0.00	\$0.00	\$460.68
	Total		2.20	\$460.68	0.00	\$0.00	\$0.00	\$460.68

# HUMAN RESOURCES BOOT CAMP

*Earn SDRMA Credit Incentive Points*

**WEDNESDAY, APRIL 24, 2019**  
SIMI VALLEY

**WEDNESDAY, AUGUST 7, 2019**  
SACRAMENTO AREA

8:30 a.m. – 4:00 p.m.

Presented by Liebert Cassidy Whitmore

Are you prepared to face the important trends that are emerging now? CSDA is pleased to present a full day HR Boot Camp that will cover cutting edge information that HR professionals at special districts need to know. Divided into four segments: **Hiring, Performance Evaluation, Employee Discipline, and Legal Trends**, this day is designed to maximize your time and give you substantive information you can use at your district right away. Attendees will get answers to their burning HR questions, including best practices that other HR professionals are using, as well as covering mistakes that others have made that your agency should avoid.

# FINANCIAL MANAGEMENT

*Earn SDRMA Credit Incentive Points*

**THURSDAY, APRIL 25, 2019**  
SIMI VALLEY

**THURSDAY, AUGUST 8, 2019**  
SACRAMENTO AREA

8:30 a.m. – 4:00 p.m.

Money, money, money...It's on everyone's mind and on your job description. Make sure you understand the full scope of financial information affecting special districts today. **From budgeting and internal controls to long term planning and capital improvement plans.** Attendees will get the information they need to begin to assess the overall financial health of their district and steps needed to make positive changes.

#### Sessions include:

- Budgeting for the Short and Long-Term Needs of Your District
- Building a Solid Financial Foundation:
- Financial Policies and Internal Controls
- Financial Reporting: Effectively Communicating the Financials
- More Money - More Options: Investment Options for Special Districts
- The Doctor Will See You Now: Assessing Your District's Fiscal Health

## Important Information for Each Workshops

### Agenda:

**8:30 - 9:00 a.m.**  
**Registration with  
continental breakfast**

**9:00 a.m. - 4:00 p.m.**  
**Workshop  
(lunch provided)**

### Price:

\$150 SDRMA member  
\$225 CSDA member  
\$340 Non-member

### Locations:

Rancho Simi Recreation and Park District  
4201 Guardian Street  
Simi Valley, CA 93063

El Dorado Hills Community Services District  
1021 Harvard Way  
El Dorado Hills, CA 95762

### Sponsor:



*Registration and breakfast sponsored  
by Special District Risk Management  
Authority*



**Spreckels Community Services District**  
**P.O. Box 7432**  
**Spreckels, CA 93962**  
**[831] 455-7855**  
**spreckelscsd.main@gmail.com**  
**www.scsd.specialdistrict.org**

Conference: CSDA Workshops:		Cost
Location: El Dorado Hills Community Services District		
Human Resources Boot Camp [Wednesday August 7 <sup>th</sup> ] [Spreckels Memorial District Only]		\$150.00
Financial Management [Thursday August 8 <sup>th</sup> ] [Spreckels Memorial District and Spreckels Community Services Dist.]		\$150.00
2 nights lodging		\$360.60
Meals		50.00
Auto mileage	[480 miles @ \$.545]	<u>\$261.60</u>
	<b>Total</b>	<b>\$972.20</b>
Spreckels Memorial District Share [75%]		\$729.15
Spreckels Community Services District Share [25%]		\$243.05

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION CERTIFYING COMPLIANCE WITH STATE LAW WITH RESPECT TO THE LEVYING OF GENERAL AND SPECIAL TAXES, ASSESSMENTS, AND PROPERTY-RELATED FEES AND CHARGES**

WHEREAS, Spreckels Community Services District ("Public Agency") requests that the Monterey County Auditor-Controller enter those general or special taxes, assessments, or property-related Fees or charges identified in Exhibit "A" on the tax roll for collection and distribution by the Monterey County Treasurer-Tax Collector commencing with the property tax bills for fiscal year 2019-20

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Public Agency hereby certifies that it has, without limitation, complied with all legal procedures and requirements necessary for the levying and imposition of the general or special taxes, assessments, or property-related fees or charges identified in Exhibit "A", regardless of whether those procedures and requirements are set forth in the Constitution of the State of California, in State statutes, or in the applicable decisional law of the State of California.

2. The Public Agency further certifies that, except for the sole negligence or misconduct of the County of Monterey, its officers, employees, and agents, with regards to the handling of the Cd or electronic file identified as Exhibit "A", the Public Agency shall be solely liable and responsible for defending, at its sole expense, cost, and risk, each and every action, suit, or other proceeding brought against the County of Monterey, its officers, employees, and agents for every claim, demand, or challenge to the levying or imposition of the general or special taxes, assessments, or property-related fees or charges identified in Exhibit "A" and that it shall pay or satisfy any judgment rendered against the County of Monterey, its officers, employees, and agents on every such action, suit, or other proceeding, including all claims for refunds and interest thereon, legal fees and court costs, and administrative expenses of the County of Monterey to correct the tax rolls.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, upon motion of \_\_\_\_\_, seconded by \_\_\_\_\_, and carried by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: May \_\_\_\_, 2019

ATTEST:

\_\_\_\_\_

EXHIBIT "A"  
TO  
RESOLUTION CERTIFYING COMPLIANCE WITH STATE LAW WITH RESPECT  
TO THE LEVYING OF GENERAL AND SPECIAL TAXES, ASSESSMENTS, AND PROPERTY-RELATED  
FEES AND CHARGES  
FISCAL YEAR 2019-20

GENERAL TAXES:

SPECIAL TAXES:

ASSESSMENTS:

Reference Spreckels Community Services District Election of 1986 and Assessment for User Fees for secured parcels within the Spreckels Community Services District corresponding to District boundaries of the former County Service area No. 40. Spreckels Community Services District User Fees consist of \$15 per parcel in Zone 1 – Old Town. The maximum authorized assessment for parcels in Zone 2 – New Town is \$1476.52, though parcels have historically been assessed \$455.18, at discretion of the Board. Spreckels Community Services District is governed by the California Government code Section 61000-61936.

PROPERTY-RELATED FEES AND CHARGES:



May 6, 2019

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

**Re: Proposal for a Local Funding Measure Public Opinion Survey, Feasibility Analysis, Assessment Engineering, Proposition 218 Balloting, Outreach and Other Professional Consulting Services**

Dear Paul:

**SCI Consulting Group** ("SCI") is pleased to submit, for your review, this proposal to provide a Local Funding Measure Public Opinion Survey, Feasibility Analysis, Assessment Engineering, Proposition 218 Balloting, Outreach and Other Professional Consulting Services for the Spreckels Community Services District (the "District").

Our proposed first step is to gather property owner and current registered voter data for the District, collect and analyze relevant financial information, perform preliminary assessment engineering work, and perform other due diligence. Next, we will evaluate important attributes such as legal requirements, revenue alternatives, political viability, and procedural steps.

Based on the results of the preliminary data analysis and research, the District may decide to proceed with a public opinion survey to test community support for the proposed plan and associated approach.

If the response to the survey shows sufficient support, the District may decide to proceed with the final assessment engineering, Proposition 218 balloting services, and outreach services for a new Landscaping and Lighting/Storm Drainage Assessment.

Established in 1985, SCI is a widely recognized public finance consulting firm with leading expertise in assisting public agencies in California to fund new services and improvements. For local funding measures encompassing entire cities, counties or special districts, SCI has a success rate of about 90% with over 130 successful special tax and post-Proposition 218 assessment ballot measures. In fact, SCI has formed more successful agency-wide post-Proposition 218 benefit assessments than all other assessment engineering firms in California, combined. Our success is attributed to our unique capability of assisting public agencies in evaluating the feasibility of, and community support for, a local funding measure before an agency makes the crucial decision whether to proceed with a balloting.

We respectfully offer the following strengths, which differentiate our firm from others, for your consideration:

**SUCCESSFUL IMPLEMENTATION OF REVENUE MECHANISMS FOR LANDSCAPING AND LIGHTING** SCI has successfully implemented special taxes for landscaping and lighting services for the Cities of Folsom, Hayward, Moorpark, Palmdale, Placentia, San Diego, Vacaville, Vallejo, and for Ventura County and the Cosumnes CSD. Moreover, SCI has formed more balloted benefit assessments and special taxes than all other engineering firms in California, combined.

**PROPOSITION 218 AND STORM DRAIN FUNDING EXPERTISE** Through the process of designing and establishing new Proposition 218-compliant fees and benefit assessments and working on these projects with many of the leading Proposition 218 specialized attorneys in the State, we have gained unparalleled legal and Proposition 218 compliance expertise. SCI was a featured speaker at the EPA's

Stormwater Funding Forums in Alhambra and Oakland.

**STORM DRAIN AND SB 231 EXPERIENCE** SCI is recognized as California's leader in storm drain policy, funding, management and implementation. This means we understand and appreciate every aspect of the District's storm drain program and how funding can be leveraged to meet local infrastructure needs and to ensure compliance with the current NPDES permit.

SCI has been actively working in the specific field of storm drain management funding for over 13 years. For example, at the annual CASQA conference in 2006, SCI introduced the concept of non-balloted approaches including realignment of traditional NPDES services. In 2010, SCI promoted Senate Bill 310 and other emerging approaches at the same conference. SCI continues to explore, review and promote a wide variety of approaches at the same conference. SCI continues to explore, review and promote a wide variety of approaches to funding, while ensuring the clients do not incur unacceptable levels of risk.

SCI is an active member of Senator Hertzberg's SB 231 Working Group and is working with several municipalities considering SB 231 implementations (please see our webinar: "Opportunities for Funding Stormwater Management without a Ballot Measure: SB 231 Changes Everything!" at <https://sci-cg.com/webinars-workshops/past-webinars/>). The SCI Team has been actively developing funding sources on Green Infrastructure. Finally, the SCI Team continues to explore the important funding and outreach relationship between storm drain management, local flood control and storm drainage asset management, as well as with broader "one water" concepts.

SCI is one of the few firms possessing comprehensive storm drain fee and ballot experience in California. Below is a listing of some of our recent and current storm drain funding clients:

**SCI Storm Drain Clients**

City of Alameda  
 City of Berkeley  
 City of Cupertino  
 City of Los Altos  
 City of Sacramento  
 City of San Mateo  
 City of Santa Clara  
 City of South Lake Tahoe  
 El Dorado County  
 Placer County  
 San Joaquin County  
 San Mateo County  
 Town of Moraga

**SPECIAL TAX AND COMMUNITY FACILITIES DISTRICT EXPERTISE** SCI possesses industry leading expertise with the important legal and procedural requirements for the formation of special taxes and Community Facilities Districts. SCI has formed and annually administers over 850 special taxes, assessments and fees for over 140 public agencies throughout the State. This expertise and experience will ensure that your goals and objectives are met successfully, collaboratively, on schedule, and on budget.

**COMPREHENSIVE KNOWLEDGE OF MONTEREY COUNTY** We have worked extensively throughout Monterey County, and currently provide, or have provided, assessment engineering, special tax administration and other consulting services to numerous public agencies within Monterey County including:

- The Monterey Peninsula Regional Park District and North County Recreation and Park District
- The Monterey County Regional Fire District and the Norther Salinas Valley Mosquito Abatement District
- The Spreckels Memorial District

**CONTINUITY OF STAFF AND FIRM** SCI has been providing assessment engineering and levy administration services to public agencies for over 30 years. We are exclusively focused on these highly specialized services. Our staff and firm have unmatched continuity. In addition, SCI has retained the same service area focus for over 30 years of service.

**UNSURPASSED GROWTH AND FINANCIAL STABILITY** As a testament to our capabilities over years, we have enjoyed significant organizational growth, adding over 30 public agencies to our client list that previously used other firms for their assessment engineering and administration.

**LOW OVERHEAD/LOW COST PROVIDER** We understand levy administration services must provide cost effectiveness, particularly to keep the City's costs within budget constraints. For this reason, we maintain the lowest overhead and leanest structure in the industry. While other firms maintain multiple offices, hierarchical administration and much higher overhead costs, we operate more effectively and with much lower overhead out of one central office located in an economically favorable business area.

**UNMATCHED TECHNICAL CAPABILITIES** Aside from our administrative staff, every employee in our firm is a database expert. We have developed in-house, specialized programs to improve our levy administration services. We are also GIS and mapping experts. We invite you to compare our database and technical expertise with the staff from any other firm.

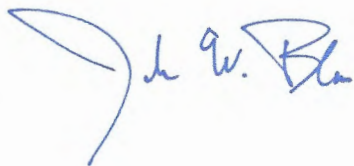
**UNMATCHED RESPONSIVENESS AND CUSTOMER SERVICE** We invite you to call our toll-free taxpayer inquiry line at (800) 273-5167 and compare our level of service and responsiveness with any other firm. We answer calls directly with knowledgeable levy administration staff, including available representatives who are fluent in Spanish. We also provide the highest level of service and responsiveness for all our clients, including responding to all our clients within the same day.

**OUR CLIENTS ARE OUR BEST REFERENCES** We sincerely encourage you to speak with any of our clients, not only the listed references. They will attest to the comprehensive nature of our services, our level of client responsiveness and our levy administration abilities.

This proposal is binding for 90 days from the submission deadline of Date, Year.

We look forward to this opportunity to assist the District with this important project and stand ready to proceed. If you have any questions or require additional information, please do not hesitate to contact me. I can be reached at (707) 430-4300 or via email at [john.bliss@sci-cg.com](mailto:john.bliss@sci-cg.com).

Sincerely,

A handwritten signature in blue ink that reads "John W. Bliss". The signature is stylized and written in a cursive-like font.

John W. Bliss, P.E.  
President

cc: Chris Coulter, SCI Consulting Group  
cc: Jerry Bradshaw, SCI Consulting Group

## **SCOPE OF WORK**

Based upon our current understanding of the requirements of the District, we propose the following scope of work and approach:

### **Research and Data Analysis**

1. Conduct a kick-off meeting with the project team to clarify the project objectives, review potential revenue alternatives, discuss the proposed timeline, ask questions of the District staff, and establish a more detailed work plan for the project.
2. Collect and analyze background and reference information including expenditures and sources of funding. This analysis will include a review of the current and projected expenditures by fiscal year, program elements, and funding source(s).
3. Conduct a preliminary benefit assessment engineering project designed to evaluate and determine special and any general benefits, as well as determine proportionality of special benefit derived from the proposed services among the properties involved. Other relevant issues associated with Proposition 218 requirements will also be addressed.

### **Public Opinion Survey and Feasibility Analysis (Optional)**

1. Identify issues, projects and arguments to be included in the survey.
2. Create the mail survey opinion research instrument to measure support of property owners for an annual benefit assessment.
3. Integrate the proportional weighted votes, assessments and typical response rates for each property owner to create a stratified, randomized sample of property owners to be surveyed.
4. Finalize the design of the surveys, informational items, outgoing and postage prepaid return envelopes.
5. Print, address and mail up to 300 surveys for property owners in the District.
6. Tabulate survey responses and develop cross-tabulations of the response data.
7. Using the survey response data, prepare projected outcome models for a weighted ballot benefit assessment measure.
8. Analyze the survey findings.
9. Review the survey findings and strategic recommendations with District staff.
10. Submit a Public Opinion Survey and Feasibility Analysis Report to the District.
11. Present the survey results to the District Board with recommendations regarding whether to proceed with a funding measure.

### **Assessment Engineering and Engineer's Report**

1. Conduct the final assessment engineering for a new Landscaping and Lighting/Storm Drainage assessment.
2. Prepare the Engineer's Report.
3. Review the Engineer's Report with District staff and District legal counsel, and, if necessary, incorporate revisions.
4. Finalize the assessment levies, assessment roll, assessment diagrams, and other information for preliminary approval by the District.
5. Prepare draft resolutions, notices and other materials and documents required or recommended for the proposed assessments. Such documents will be finalized in conjunction with District's legal counsel.
6. Present the findings, proposed assessment levies and the preliminary Engineer's Report to the District.

### **Proposition 218 Balloting Services**

1. Prepare the draft Proposition 218 notice and ballot for review and approval by the District and the District's legal counsel.
2. Print, address and mail the notice and assessment ballots to all owners of assessable property in the assessment district.
3. Issue replacement ballots as needed.

4. Prepare resolutions, documents and information for the public hearing.
5. Assist the District and its legal counsel in responding to property owner testimony at the public hearing, as needed.
6. SCI will provide tabulation services under direction of the District Clerk

#### **Informational Outreach Services**

1. Assist with public informational outreach strategies and property owner informational services.
2. Train District staff who may be responding to property owners or will be making presentations on the proposed assessments to the public.

#### **Annual Levy Administration**

1. Create a database including every parcel in the boundaries of the Assessment District, including the parcel attributes necessary for calculating the Assessments, and update it with new information for the upcoming year.
2. Obtain upcoming fiscal year estimated cost information from the District to use as a basis for the budget in the Engineer's Report. Calculate the proposed assessment for each parcel and prepare the preliminary assessment roll.
3. Update the Engineer's Report as necessary, including upgrades to improve compliance with Proposition 218 and other requirements and file the final Engineer's Report with the District.
4. Prepare any needed resolutions and staff reports for the Assessment. Prepare and assist with the publication of any notices for the continuation of the Assessment.
5. Obtain the July lien-date Assessor Roll from the County, identify new or changed parcels that may require an updated or new assessment calculation, and recalculate the final assessment on each parcel.
6. Finalize the Assessment Roll and supporting materials for the assessments, and submit with our toll-free phone number to the County. Verify Auditor's levy data prior to printing of tax bills.
7. Provide a full response, support and basis of the assessments to any person who questions them. In the event of any legal challenge against the assessments, provide professional, assessment engineering support of the assessments, in close collaboration with the District and District legal counsel.

#### **PROJECT TEAM**

If selected, Chris Coulter would serve as the project manager and John W. Bliss, P.E. would serve as the assessment engineer and oversee the work. Neither of us have any work commitments interfering with our responsiveness and ability to successfully complete the project within a reasonable timeframe.

##### **Chris Coulter**

Chris Coulter contributes experience in funding measure feasibility, data analysis, and financial analysis services for public, private and non-profit sector organizations to the SCI team. Mr. Coulter specializes in rate study analysis and Proposition 218 formation of benefit assessment districts, community facility districts and fee rate structures. In addition, Mr. Coulter is experienced in spatial and regional analysis, opinion research, public outreach, demographic studies and ballot measure development. Mr. Coulter is a graduate of the University of California at Berkeley with a Bachelor of Art degree in English Literature.

##### **John W. Bliss, P.E.**

John Bliss, President, continues to lead SCI Consulting Group as California's premier firm for public agency revenue mechanism implementation and administration. John has led the development and implementation of over 300 post-Proposition 218 assessments – more than all other assessment engineers in California, combined. John has a passion for quality public institutions that motivates his work at SCI and is demonstrated by his service on a variety of volunteer organizations in Oakland. John graduated from Brown University with a Bachelor of Science Degree in Engineering, and holds a Master's Degree in Civil Engineering from the University of California, Berkeley, where he was a Regent's Scholar. He is a licensed professional Civil Engineer in the State of California.



## PROJECT REFERENCES

Below are project descriptions and references for your review. Please do not hesitate to contact us if you would like to speak with any of the clients for projects listed below.

### **Bethel Island Municipal Improvement District**

3085 Stone Road

Bethel Island, CA 94511

Contact: Jeff Butzlaff, Executive Director

(925) 684-2210; [bimid@sbcglobal.net](mailto:bimid@sbcglobal.net)

Bethel Island is the most heavily populated Delta island and had suffered from severe property tax revenue deflation loss and local economic hardships. The local population had considerable skepticism toward the local governing agency, the Bethel Island Municipal Improvement District ("BIMID"). In fact, BIMID had proposed a special tax in 2010 which was soundly defeated. To complicate matters even more, there was a long-stalled development project (called Delta Cove) that was beginning to be revived and potentially include more than one-third of all the houses on the island. Negotiations between the developer and BIMID were difficult and the proposed assessment was a major point of contention. The community was distrustful of both BIMID and the developer.

SCI was hired to manage all aspects of a proposed new revenue mechanism to leverage Department of Water Resources grant funding by providing the required local funding share, and to fund inadequate maintenance. SCI realized that considerable effort would have to be made to regain credibility in the community. A comprehensive, multi-faceted community outreach plan was developed that included direct meetings with major property owners, as well as community meetings, wherein property owners could engage Board members and engineering experts. Several community meetings were conducted along with special one-on-one meetings with major property owners and developers.

SCI developed a Proposition 218 compliant engineering approach and Engineer's Report that captured the unique attributes of flood depths and housing stock (i.e., many houses are built on stilts) with a strict goal to create a fair, equitable, and easy-to-understand rate structure. The rate structure was well-accepted by the community and served to help it win widespread support.

SCI assisted the District and other project team members with outreach efforts with property owners and developers. The Assessment was ultimately approved with over 68% support, only four years after a similar tax (Measure X) managed by a different consultant, received only 41% support.

### **City of Folsom**

50 Natoma Street

Folsom, CA 95630

Contact: Lorraine Poggione, *Landscaping and Lighting* District Manager

(916) 355-7207 ext:220-3017; [lpoggione@folsom.ca.us](mailto:lpoggione@folsom.ca.us)

SCI was initially hired in 2003 to administer the 19 landscaping and lighting assessments in the City at that time. These assessments had previously been administered in-house. In the first year of our administration, we uncovered over \$24,000 in additional annual revenues due to previous under-assessments on certain parcels. In addition, we performed a comprehensive Proposition 218 compliance analysis that resulted in significant upgrades to the assessment engineering findings and special benefit analysis required under Proposition 218.

SCI has served as the City's Engineer of Record and assessment administrator since 2003. During this time, we have also assisted the City with many assessment ballot proceedings to increase existing assessment rates, or to establish new assessment districts. In addition, we assisted the City with a

comprehensive analysis of the expenditure and future capital improvement reserve needs for all the assessment districts in the City.

**City of San Mateo**

330 West 20th Avenue

San Mateo, CA 94403

Contact: Larry Patterson, City Manager

(650) 522-7303; [lpatterson@cityofsanmateo.org](mailto:lpatterson@cityofsanmateo.org)

As an initial phase, SCI conducted a scientific survey of property owners to measure the level of support for flood control improvements and a benefit assessment to fund these improvements. This survey found that property owners highly supported the proposed improvements and assessments, if they clearly understood the need for enhanced flood control and the benefits to their property. As a next phase, SCI assisted the City and other project team members with outreach efforts with property owners to build consensus for the proposed improvements and assessments. Thereafter, SCI prepared the Engineer's Report and conducted a successful assessment ballot proceeding that is generating ongoing annual revenues for the maintenance and improvement of levees and other flood control improvements.

**TENTATIVE TIMELINE**

Following is a proposed project schedule for this project. This schedule is based upon the timing required for a ballot measure to be decided prior to the deadline for levy submission in 2020 which would provide funding in the District's fiscal year 2020-2021. Please note the specific dates are preliminary and may be revised by the District if needed.

<b><u>DATE / PERIOD</u></b>	<b><u>TASK / EVENT</u></b>
May-June 2019	Approval of agreement for services
June - July 2019	Research and data analysis
July - August 2019	Preparation of survey instrument and informational item
September 15, 2019	Mail survey instrument and documents
September - October 2019	Receipt of returned surveys and analysis of survey results
November 20, 2019	Survey results presented to District Board; Board considers Resolution of Intention to conduct a ballot proceeding
Dec. 2019 to April 2020	Informational outreach
Dec. 2019 - Jan. 2020	Final assessment engineering and development of Engineer's Reports
February 19, 2020	Board considers two resolutions:  Resolution to preliminarily approve the budgets, assessment rates, Engineer's Reports, and call for the mailing of ballots;

	Resolution adopting Proposition 218 balloting procedures
March 2020	Develop ballot materials
April 6, 2019	Mail ballots (ballot period must be at least 45 days)
May 21, 2019	Public Hearing and close of ballot period
May 21 – 31	Tabulate Ballots
June 17, 2020	Tabulation results announced; if ballot measure passes, Board considers Resolution ordering levy of assessment for 2020-21

## FEE SCHEDULE

In consideration for the work accomplished, as outlined in this proposal, SCI will be compensated as detailed below:

<b>Phase of work</b>	
Research and Data Analysis	Included
Public Opinion Survey and Feasibility Analysis (Optional)	\$ 5,000
Assessment Engineering and Engineer's Report	\$ 22,500
Proposition 218 Balloting Services	Included
Informational Outreach Services	Included
First year levy submittal (FY 2020-21)*	\$ 6,000
Annual levy administration for fiscal years 2021-22*	\$ 6,100
Annual levy administration for fiscal years 2022-23*	\$ 6,100
Annual levy administration for fiscal years 2023-24*	\$ 6,100

\*including existing levy administration project

The scope of services includes up to three in-person meetings with the District for the first year survey, formation and levy submittal, and one meeting for each of the following years. Any additional meetings, if required, will be billed at the rate of \$1,050 per person per meeting.

Incidental costs incurred by SCI for the purchase of property data, maps, travel and other out-of-pocket expenses shall be reimbursed at actual cost with the total not to exceed \$1,000 without prior authorization from the District. Annual incidental costs for annual administration shall be reimbursed at actual cost with the total not to exceed \$750 per year. Publication of the legal notice of public hearing will be billed separately as incurred.

In the event the District elects to request optional, additive scope of work, SCI will work with the District to negotiate compensation for these additional tasks, and execute an Addendum to the agreement for these additional services.

It is important to note all costs associated with this the scope of services can be financed or refunded by the levies, if the District proceeds and is successful with a funding measure.

## ADDITIONAL INFORMATION

**Employment Policies**

SCI does not and shall not discriminate against any employee in the work place or against any applicant for such employment or against any other person because of race, religion, sex, color, national origin, handicap, or age or any other arbitrary basis. SCI Consulting Group insures compliance with all civil rights laws and other related statutes.

**Conflict of Interest Statements**

SCI has no known past, ongoing or potential conflicts of interest for working with the District, performing the Scope of Work or any other service for this Project.

**Insurance**

SCI carries professional Errors and Omissions insurance in the amount of \$2 million per occurrence and \$2 million aggregate. SCI also carries general liability insurance in the amount of \$2 million per occurrence and \$4 million aggregate.

**Independent Contractor**

If selected, SCI shall perform all services included in this proposal as an independent contractor.

## CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT is made on \_\_\_\_\_, 20\_\_\_, between the **Name of District**, ("District") and **SCI Consulting Group** ("Consultant" or "SCI"), a California Corporation, who agree as follows:

1. **Scope of Work ("Work").** Consultant shall perform the work and render the services described in this Proposal (the "Work"). The Consultant shall provide all labor, equipment, material and supplies required or necessary to properly and competently perform the Work, and determine the method, details and means of doing the Work.
2. **Payment.**
  - a. In exchange for the Work, District shall pay to the Consultant a fee for completed phases of the Work. The total fee for the Work shall not exceed amounts set forth in the Fee Schedule shown in this Proposal. There shall be no compensation for extra or additional work or services by the Consultant unless approved in advance in writing by District. The Consultant's fee shall include all the Consultant's costs and expenses related to the Work.
  - b. At the completion of each phase of the Work, the Consultant shall submit to the District an invoice for the Work performed. If the Work is satisfactorily completed and the invoice is accurately computed, the District shall pay the invoice within 30 days of its receipt.
3. **Term.** This Agreement shall take effect on the above date and shall continue in effect until completion of the Work.
4. **Insurance.**
  - a. **Types & Limits.** The Consultant, at its sole cost and expense, shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

Commercial General Liability	\$2,000,000 per occurrence \$4,000,000 aggregate
Automobile Liability	\$2,000,000 per accident
Workers' Compensation	Statutory limits
Professional Liability	\$2,000,000 per claim
Excess Liability (over General Liability & Auto Liability)	\$1,000,000 per occurrence & \$1,000,000 aggregate
  - b. **Other Requirements.** The general liability policy(ies) shall be endorsed to name the District, its officers and employees as additional insureds regarding liability arising out of the Work.
  - c. **Proof of Insurance.** Upon request, the Consultant shall provide to the District proof of insurance.

- 5. Indemnification.** The Consultant shall indemnify, defend, protect, and hold harmless the District, and its officers and employees from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) arising out of the Consultant's performance of the Work and caused by willful misconduct of or by the Consultant or its employees, agents and subcontractors.
- 6. Entire Agreement.** This writing represents the sole, final, complete, exclusive and integrated expression and statement of the terms of this contract between the parties concerning the Work, and supersedes all prior oral and/or written negotiations, representations or contracts. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.
- 7. Independent Contractor.** The Consultant's relationship to the District is that of an independent contractor.
- 8. Successors and Assignment.** This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, the Consultant shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of the District.
- 9. No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default.
- 10. Severability.** If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.
- 11. Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California.
- 12. Default.** In the event the Consultant defaults in the obligations of the Consultant under this Agreement, or the Consultant defaults in the performance of the terms and conditions of this Agreement, the District may, at its option, declare this Agreement to be in default and, at any time thereafter, may do any one or more of the following: a) enforce performance of the Agreement by the Consultant; or b) terminate this Agreement. In the event this Agreement is terminated payment shall still be due for all Work performed by the Consultant through the date of the termination.
- 13. Cancellation.** The District or the Consultant may cancel this Agreement without cause. The party desiring to cancel this Agreement shall notify the other party in writing. In the event this Agreement is cancelled payment shall still be due for all Work performed by the Consultant through the date of the notification of cancellation.
- 14. Attorney's Fees.** In the event, any legal action is brought to enforce or construe this Agreement, the prevailing party shall be entitled to an award of reasonable attorney's fees, expert witness and consulting fees, and litigation costs.

**15. Notice.** Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail or by commercial delivery service, addressed as follows:

**Public Agency:**

Spreckels Community Services District  
PO Box 7432  
Spreckels, CA 93962

**Consultant:**

SCI Consulting Group  
4745 Mangels Boulevard  
Fairfield, CA 94534

Any party may change its address by notifying the other party of the change in the manner provided below:

_____	_____
_____	_____
_____	_____
_____	_____

By signing below, we agree to the terms of this Agreement.

**Accepted:**

**Accepted:**

\_\_\_\_\_  
Paul Ingram  
Business Manager  
Spreckels Community Services District

\_\_\_\_\_  
John W. Bliss  
President  
SCI Consulting Group

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date