

Spreckels Community Services District

REGULAR MEETING OF THE BOARD OF DIRECTORS

March 20, 2019

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

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 February 27, 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	\$	49.18
d. Spreckels Water Company		\$	136.69
e. PG&E	Streetlights & Pump	\$	899.27
f. Greg Messerli Electric	Streetlight Repair	\$	222.80
g. Fechter & Company, CPAs	SCO Financial Report	\$	<u>300.00</u>
	TOTAL	\$	2,707.94

7. Unfinished Business Non Action Items

- 7.1 Pump Station Sump Cleaning
- 7.2 Traffic Safety Enhancements Proposal
- 7.3 Spreckels Water Company Rate Increase
- 7.4 Zone 1 Assessment
- 7.5 Zone 2 Assessment

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

- 10.1 Proposed Future Agenda Items

11. Next Meeting Dates:

April 17, 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 March 20, 2019 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
February 27, 2019
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 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

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

Present [In person]: Kramm, Baucom, McTighe, Garcia

Present [By phone]: McDougall

Absent: None

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 [McTighe] 2nd [Baucom].
Ayes: Kramm, McDougall, Baucom, McTighe, Garcia
Noes: None

MOTION CARRIED

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 January 16, 2019.

Motion to approve [McDougall] 2nd [Garcia]
Ayes: Kramm, McDougall, Baucom, McTighe, Garcia
Noes: None

MOTION CARRIED

4. Business Manager's Report

- 4.1 Monthly Financials

Reports presented.

5. Unfinished Business Action Items

- 5.1 Zone 2 Tree Maintenance: Review Bids and possible award of contract.

Business Manager Ingram reported that invitations to bid were sent to five contractors in addition to the original bid provided by El Gabilan Tree Service. As of the agenda posting date of February 22nd, no additional bids had been received. A motion to award the contract to El Gabilan Tree Service [McTighe] 2nd [Baucom] was made.

Ayes: Kramm, McDougall, Baucom, McTighe, Garcia
Noes: None

MOTION CARRIED

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	\$	49.18
d. Spreckels Water Company		\$	219.75
e. PG&E	Streetlights & Pump	\$	1,196.41
f. MCSI Water Systems Management	Backflow Device Testing	\$	221.26
g. Monterey County Counsel	Research	\$	62.82
	TOTAL	\$	2,849.42

"That the Board of Directors of the Spreckels Community Services District approves the Accounts Payable for the period of December 2018"

Business Manager Ingram explained the invoice from Monterey County Counsel was for advice regarding the Settlement Agreement made with Monterey County Regional Fire District. BM Ingram, as a constituent of MCRFD living in Carmel Valley, asked what restrictions on him personally remained after the settlement agreement was approved in open session. District Counsel Michael Whilden explained that the settlement agreement is a public record and there would be no restrictions to BM Ingram or any SCSD Board Member on discussing the facts laid out in the settlement agreement. Discussions of the actual mediation process, however, remain under a non-disclosure agreement and cannot be discussed. BM Ingram has made a deposit to the SCSD General Fund to reimburse for this charge.

Motion to approve all payables [McDougall] 2nd [Garcia].

Ayes: Kramm, McDougall, Baucom, McTighe, Garcia

Noes: None

MOTION CARRIED

7. Unfinished Business Non Action Items

7.1 Pump Station Sump Cleaning

BM Ingram will contact Chuck from Eagle hauling to check on status of performance of work.

8. New Business Non Action Items

- 8.1 Proposed receipt by District of Tanimura Family Fund settlement funds to serve as the agency for expending those funds for purchase and installation driver feedback signs and John Cerney's murals.
Presenter: Ron Eastwood

Mr. Eastwood and several Spreckels residents on the proposed improvements and answered questions from the board. The consensus of the board was to have this

proposal reviewed by District Counsel before any action could be considered. BM Ingram will contact Counsel Michael Whilden.

8.2 Possible District Action re: Spreckels Water Company Rate Increase.

As the deadline to comment on this proposal was February 28th, the consensus of the board was to send some sort of a resolution to PUC. Director McTighe volunteered to draft the resolution and will forward to BM Ingram for final printing on District letterhead.

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

- a. Monthly Agenda Item: Zone 1 Assessment
- b. Monthly Agenda Item: Zone 2 Assessment

13. Next Meeting Dates:

March 20, 2019-6:30 PM

April 20, 2019-6:30 PM

14. Adjournment

The meeting was adjourned at 7:50 pm.

Respectfully submitted,

Approval date _____

Paul J. Ingram, Business Manager

DRAFT

Spreckels Community Services District
Budget Year-to-date to 3/20/2019

Income		Budget	YTD	Balance	%
Zone 1 Assessment 16.3%	TOTAL	\$6,560.00	\$3,790.54	\$2,769.46	58%
Zone 2 Assessment 83.7%	TOTAL	\$33,700.00	\$19,464.34	\$14,235.66	57.76%
Non-Assessment Prop Taxes		\$30,000.00	\$19,998.42	\$10,001.58	67%
Total Income		\$70,260.00	\$43,253.30	\$27,006.70	55.40%
Expense					
Administrative Fees Zone 1 16.3%		\$81.50		\$81.50	0%
Administrative Fees Zone 2 83.7%		\$418.50		\$418.50	0%
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	\$5,400.00	\$1,800.00	75%
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	\$733.50	\$326.50	69%
Management Zone 2 83.7%		\$5,440.50	\$3,766.50	\$1,674.00	69%
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	\$3,275.62	\$1,224.38	73%
Power Zone 2		\$3,500.00	\$2,691.28	\$808.72	77%
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	\$347.67	\$652.33	35%
Sidewalk ADA Repairs Zone 1		\$0.00		\$0.00	
Telephone/Internet Zone 1 16.3%		\$100.00	\$72.17	\$27.80	72%
Telephone/Internet Zone 2 83.7%		\$500.00	\$370.45	\$129.55	74%
Water Zone 1		\$500.00	\$381.42	\$118.58	76%
Water Zone 2		\$2,000.00	\$1,294.54	\$705.46	65%
Website Zone 1 16.3%		\$48.90		\$48.90	
Website Zone 2 83.7%		\$251.10		\$251.10	
Emergency Reserve		\$22,359.50		\$22,359.50	
Total Expense		\$70,260.00	\$34,282.55	\$35,832.10	49%

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

March 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>
2/28/2019	Management Services February		500.00	\$500.00

Please make checks payable to Paul J. Ingram Company

Clarke's Turf and Water

18939 Vierra Canyon Rd.
Prunedale, CA 93907

Invoice

Date	Invoice #
3/14/2019	1481

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Landscape Maintenance for the month of February	600.00	600.00
	Sales Tax	7.25%	0.00

Thank you for your business. 262-9800	Total	\$600.00
---------------------------------------	--------------	----------

Greg Messerli Electric

Invoice

831 663-0990
 License #668474
 9650 South Prunedale Road
 Salinas, CA 93907-8884

Date	Invoice #
3/11/2019	19039

Bill To
Spreckels Community Service District P.O. Box 7432 Spreckels, CA 93962

P.O. No.	Terms	Project
	Net 30	Spreckels 18-19

Quantity	Description	Rate	Amount
	Trouble shoot two street lights and replace bulbs		
2	Labor hours 02/28/19 1 man	85.00	170.00
2	100watt sodium bulbs	24.50	49.00T
	Sales Tax	7.75%	3.80
		Total	\$222.80

FECHTER & COMPANY, CPAs
3445 AMERICAN RIVER DRIVE SUITE A
SACRAMENTO, CA 95864
916-333-5360
CFECHTER@FECHTERCPA.COM
EIN: 20-8710580

SPRECKELS COMMUNITY SERVICES DISTRICT

INVOICE DATE: 03/04/2019

PROFESSIONAL SERVICES RENDERED:


2018 FINANCIAL TRANSACTION REPORT

\$ 300

TOTAL AMOUNT DUE

\$ 300

Invoice payable upon receipt, accounts more than 60 days overdue will be assessed a \$10 administrative charge and be charged interest at 1.5% per month (18% per annum)

ACCOUNT NUMBER	DATE BILL MAILED
00128900	2/28/2019
PRESENT READING	SERVICE FROM
970	1/31/2019
PREVIOUS READING	SERVICE TO
970	2/27/2019
UNITS USED	DAYS USED
0	27
DESCRIPTION	AMOUNT
Prev. Balance	\$133.18
Base	\$131.34
CPUC Tax	\$1.84
 PAST DUE	
CURRENT BILL DUE DATE	AMOUNT DUE BY DUE DATE
3/27/2019	\$266.36
AMOUNT DUE AFTER DUE DATE	\$266.36

SERVICE ADDRESS:
Lift Station 2 Meter

90962-743232
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
00128900	3/27/2019	\$266.36	\$ 266.36

\$133.18

RETURN SERVICE REQUESTED

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



ACCOUNT NUMBER	DATE BILL MAILED
00129000	2/28/2019
PRESENT READING	SERVICE FROM
564	1/31/2019
PREVIOUS READING	SERVICE TO
561	2/27/2019
UNITS USED	DAYS USED
3	27
DESCRIPTION	AMOUNT
Prev. Balance	\$86.57
Water Usage	\$3.46
CPUC Tax	\$0.05
 PAST DUE	
CURRENT BILL DUE DATE	AMOUNT DUE BY DUE DATE
3/27/2019	\$90.08
AMOUNT DUE AFTER DUE DATE	\$90.08

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	3/27/2019	\$90.08	\$ 90.08

\$31.51

RETURN SERVICE REQUESTED

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