

Spreckels Community Services District

REGULAR MEETING OF THE BOARD OF DIRECTORS

April 18, 2018

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

James Riley, President

Cathy McDougall, Vice-President

Otto Kramm, Secretary

Scott Henningsen, Director

Paul Ingram, Business Manager & Clerk to the Board

1.3 Pledge of Allegiance

1.4 Adoption of Agenda

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

1.4.1 Changes to the Agenda

1.4.2 Additions to the Agenda

1.4.3 Adoption of the Agenda

RECOMMENDATION/ACTION: Paul Ingram, Business Manager

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

2. Communications

- 2.1 Correspondence:
- 2.2 Oral Comments from the Public

(At this time any person may comment on any item not on the agenda. Please state your name and address for the record. Action will not be taken on any item that is not on the agenda. If it requires action, it will be referred to staff and/or placed on the next agenda. Board members may briefly respond to statements made or questions posed as permitted by Government Code Section 54954.2. In order that all interested parties have an opportunity to speak, please limit comments to a maximum of five (5) minutes. Any member of the public may comment on any matter listed on this agenda at the time the matter is being considered by the Board of Directors.)

3. 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 18, 2018.

4. Business Manager's Report

- 4.1 Monthly Financials
- 4.2 Audit Progress

5. Unfinished Business Action Items

- 5.1 Approval of Spreckels Community Services District Board Policies document.
[Continue]

6. New Business Action Items

6.1 Review of Accounts Payable:

a. Paul J. Ingram Company	Management Services	\$ 2,120.00
b. Clarke's Turf & Water	Landscape Services	\$ 1,150.00
c. Spreckels Memorial Dist.	AT&T	\$ 49.18
d. Spreckels Water Company		\$ 174.80

e. PG&E	Streetlights & Pump	\$ 995.64
	TOTAL	\$ 4,489.62

RECOMMENDATION/ACTION: Paul Ingram, Business Manager

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

6.2 LAFCO of Monterey County Election: LAFCO Commissioner-Special District Alternate Member [Non-Voting].

Candidates:	Herbert Cortez	Marina Coast Water District
	Grant Leonard	North Monterey County Recreation & Park District
	Graig Stephens	Soledad Community Health Care District

7. Unfinished Business Non Action Items

- 7.1 LAFCO Research on combining Spreckels Community Services District and Spreckels Memorial District.
- 7.2 Complete Wireless Consulting, Inc.: New Verizon Cell Tower in Agricultural Buffer parcel.
- 7.3 Pump Station Sump Cleaning

8. New Business Non Action Items

- 8.1 Contract with Spreckels Memorial District for Business Manager Services.

9. Comments by Members of the Board

- 9.1 Board Members:
 - a. Mitigation Fees
 - b. Standard Pacific Homes Subdivision
 - c. Zoning
 - d. Historical
 - e. Community Service
 - f. Street Lights
 - g. Drainage
 - h. Grading
 - i. Legal Counsel
 - j. Alleys
 - k. Trees
 - l. Landscaping
 - m. Sidewalk Repairs

- n. Wheel Chair/Access Ramps
- o. Quarterly Services
- p. Trench Work

10. Reports from Standing and Ad Hoc Committees

11. Community Member Recognition

12. Consideration of Items for Future Meetings

12.1 Proposed Future Agenda Items

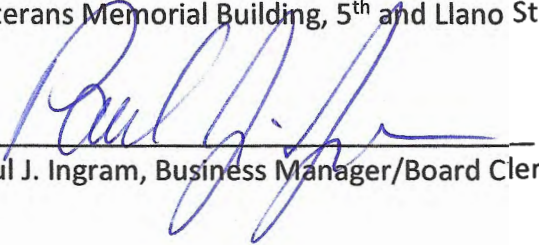
13. Next Meeting Date:

May 16, 2018-6:30 PM

19. Adjournment

Certification

I, Paul J. Ingram, Business Manager/Board Clerk for Spreckels Community Services District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the April 18, 2018 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
March 21, 2018
 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 Riley at 6:31 pm.

1.2 Roll Call & Establishment of Quorum

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

Present: Riley, Kramm, Henningsen, MrDougall

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."

2. Communications

2.1 Correspondence:

2.2 Oral Comments from the Public

Spreckels resident Rick Gutierrez spoke of his ongoing efforts to assemble a volunteer group to perform needed maintenance of the alleyway behind his home. His previous appearance during Public Comment was to seek funding for building materials needed for the project. The board had informed him that though maintenance of alleyways was voted in as a responsibility of the District, the accompanying ballot measure to fund this responsibility failed. Thus, the District does not have funds to use for the purposes described by Mr. Gutierrez. In his appearance at this meeting, he asked if the District had any control over the Tanimura Family Fund funds settlement for the Standard Pacific subdivision [Zone 2-New Town]. The board informed him that these funds were managed by a committee over which the District has no influence. The board suggested he find out who the committee is and petition them for funding needed for his project.

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 17, 2018.

Motion to approve [Henningsen] 2nd [Kramm]

Ayes: Riley, Kramm, Henningsen, McDougall

Noes: None

MOTION CARRIED

4. Business Manager's Report

4.1 Monthly Financials

Fund balance and budget year-to-date were presented.

4.2 Audit Progress

BM Ingram described the audit procedure and presented samples of the type of requests and documentation that are making the audit process time consuming. BM Ingram expressed confidence in the auditors and how they perform their responsibilities.

5. Unfinished Business Action Items

5.1 Approval of Spreckels Community Services District Board Policies document. [Continue]

5.2 Board Member Vacancy: Possible Appointment

a. Susan Morris

BM Ingram reported that as of the closing of the application period, Susan Morris was the only applicant.

Motion to appoint Susan Morris [Henningsen] 2nd [Kramm]
Ayes: Riley, Kramm, Henningsen, McDougall
Noes: None **MOTION CARRIED**

Ms. Morris was then asked to sit at the dais and participate in the meeting, but she could not vote until her appointment is ratified by the Monterey County Board of Supervisors. BM Ingram will contact the Clerk to the Board of Supervisors and inform them of the appointment.

6. New Business Action Items

6.1 Review of Accounts Payable:

a. Paul J. Ingram Company	Management Services	\$ 1,088.13
b. Clarke's Turf & Water	Landscape Services	\$ 50.00
c. Spreckels Memorial Dist.	AT&T	\$ 49.18
d. Spreckels Water Company		\$ 174.80
e. Quinn Caterpillar	Maintenance	\$ 1,843.36
f. Fechter & Company, CPA's	Audits	\$18,196.27
g. PG&E	Streetlights & Pump	<u>\$ 995.64</u>
	TOTAL	\$23,397.38

RECOMMENDATION/ACTION: Paul Ingram, Business Manager

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

After a review of invoices presented for the A/P, a motion to approve [McDougall] 2nd [Henningsen]

Ayes: Riley, Kramm, Henningsen, McDougall
Noes: None

MOTION CARRIED

6.2 LAFCO of Monterey County Election: LAFCO Commissioner-Special District Regular Member [Voting].

Candidates:	Herbert Cortez	Marina Coast Water District
	Mary Ann Leffel	Monterey Regional Airport District
	Grant Leonard	North Monterey County Recreation & Park District
	Graig Stephens	Soledad Community Health Care District

Motion to cast vote for Mary Ann Leffel [McDougall] 2nd [Kramm]
Ayes: Riley, Kramm, Henningsen, McDougall
Noes: None

MOTION CARRIED

7. Unfinished Business Non Action Items

- 7.1 LAFCO Research on combining Spreckels Community Services District and Spreckels Memorial District.

8. New Business Non Action Items

- 8.2 Pump Station Pump Cleaning

President Riley has spoken with Eagle Hauling owner Chuck Dollard about performing this maintenance and reported they are willing. Last performed approximately three years ago. Riley will secure and estimate for the work.

- 8.3 Complete Wireless Consulting, Inc.: New Verizon Cell Tower in Agricultural Buffer parcel.

Board reviewed the proposal. BM Ingram gave the history of the proposal first presented to Tanimura and Antle to be located at the well yard on 5th Street, then the proposal made to Spreckels Memorial District to be located at the Memorial Building, and now this proposal that would be located possibly at the corner of Nacional and Spreckels Boulevard. The consensus of the board is the proposal is worth considering. BM Ingram is instructed to have Complete Wireless representatives at the April 18th Regular Meeting to describe the proposal further. BM Ingram is also instructed to ask District Counsel if the proposed rental amount shown in the Letter of Intent is binding or negotiable. No planning or studies by Complete Wireless will be attempted until Letter of Intent and Letter of Authorization are signed by District.

9. Comments by Members of the Board

- 9.1 Board Members

- a. Mitigation Fees
- b. Standard Pacific Homes Subdivision
- c. Zoning
- d. Historical
- e. Community Service
- f. Street Lights
- g. Drainage
- h. Grading
- i. Legal Counsel
- j. Alleys
- k. Trees
- l. Landscaping
- m. Sidewalk Repairs
- n. Wheel Chair/Access Ramps
- o. Quarterly Services

p. Trench Work

President Riley informed the board that vegetation needs to be cleared from the drain into the lift station at the end of the trench on Nacional so that water level can be observed visually. Landscape Contractor Dave Clarke will be consulted to that issue and a larger project to cut back vegetation at the south end of the Agricultural Buffer.

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

BM Ingram is instructed to create a plaque for former board member and President Ron Eastwood in recognition of his service. A presentation will be made during the Community Member Recognition at a future meeting.

13. Next Meeting Date:

April 18, 2018-6:30 PM

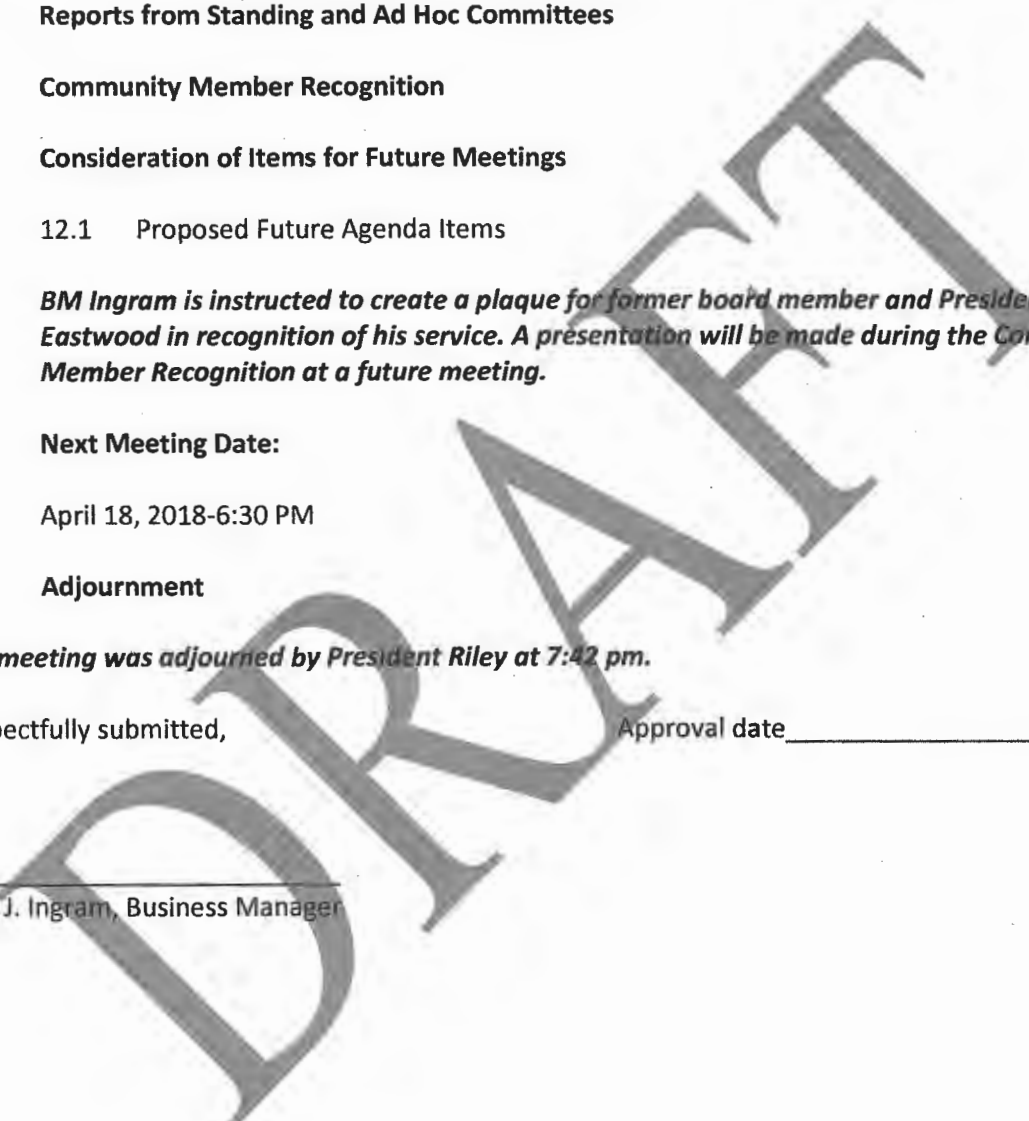
19. Adjournment

The meeting was adjourned by President Riley at 7:42 pm.

Respectfully submitted,

Approval date _____

Paul J. Ingram, Business Manager



**SPRECKELS COMMUNITY SERVICES
DISTRICT FUND BALANCE AS OF 4/18/2018
AFTER TODAY'S ACCOUNTS PAYABLE.**

COUNTY FUND 634	\$77,839.85
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Spreckels Community Services District
Budget YTD to 4/18/2018

Income		Budget	YTD	Balance	%
Zone 1 Assessment 16.3%	TOTAL	\$6,560.00	\$3,752.71	\$2,807.29	57%
Zone 2 Assessment 83.7%	TOTAL	\$33,700.00	\$19,270.08	\$14,429.92	57.00%
Non-Assessment to Zone 1		\$8,457.55	\$5,042.39	\$3,415.16	59.62%
Non-Assessment to Zone 2		\$9,832.45	\$5,042.39	\$4,790.06	51.28%
Non-Assessment to Emergencies		\$5,855.00	\$5,042.39	\$812.61	86%
Non-Assessment to Reserve		\$5,855.00	\$5,042.39	\$812.61	86%
Fire Services Refund			\$1,133.77		100%
Total Income		\$70,260.00	\$44,326.12	\$25,933.88	63.09%
Expense					
Administrative Fees Zone 1 16.3%		\$81.50	\$80.53	\$0.97	99%
Administrative Fees Zone 2 83.7%		\$418.50	\$413.47	\$5.03	99%
Audit Expense Zone 1 16.3%		\$2,893.25	\$6,071.20	-\$3,177.95	210%
Audit Expense Zone 2 83.7%		\$14,856.75	\$31,190.91	-\$16,334.16	210%
Board/Staff Education Zone 1 16.3%		\$81.50		\$81.50	
Board/Staff Education Zone 2 83.7%		\$418.50		\$418.50	
Capital Improvements Zone 1 16.3%		\$81.50	\$1,310.60	-\$1,229.10	1608%
Capital Improvements Zone 2 83.7%		\$418.50		\$418.50	
Equipment Repair/Maint. Zone 1		\$5,000.00	\$1,402.05	\$3,597.95	28.00%
Equipment Repair/Maint. Zone 2		\$1,000.00	\$1,634.55	-\$634.55	163%
General Liability/Property Zone 1		\$326.00		\$326.00	
General Liability/Property Zone 2		\$1,674.00		\$1,674.00	
Landscape Maint. Zone 2		\$7,200.00	\$6,000.00	\$1,200.00	83%
Legal Services Zone 1 16.3%		\$163.00	\$123.51	\$39.49	76%
Legal Services Zone 2 83.7%		\$837.00	\$634.32	\$202.68	76%
Management Zone 1 16.3%		\$1,059.50	\$815.00	\$244.50	77%
Management Zone 2 83.7%		\$5,440.50	\$4,185.00	\$1,255.50	77%
Membership Fees Zone 1 16.3%		\$81.50	\$95.68	-\$14.18	117%
Membership Fees Zone 2 83.7%		\$418.50	\$491.32	-\$72.82	117%
Parcel Management Zone 1 16.3%		\$603.10	\$603.10	\$0.00	100%
Parcel Management Zone 2 83.7%		\$3,096.90	\$3,096.30	\$0.00	100%
Power Zone 1		\$3,000.00	\$4,783.29	-\$1,783.29	159%
Power Zone 2		\$3,000.00	\$2,775.44	\$224.56	93%
Streetlight Repairs Zone 2		\$2,000.00		\$2,000.00	
Sidewalk ADA Repairs Zone 1		\$1,000.00		\$1,000.00	
Telephone/Internet Zone 1 16.3%		\$97.80	\$72.01	\$25.79	74%
Telephone/Internet Zone 2 83.7%		\$502.20	\$370.62	\$131.50	74%
Water Zone 1		\$500.00	\$415.57	\$84.43	83%
Water Zone 2		\$2,000.00	\$1,439.43	\$560.57	72%
Website Zone 1 16.3%		\$48.90		\$48.90	
Website Zone 2 83.7%		\$251.10		\$251.10	
Emergencies		\$5,855.00		\$5,855.00	
Non-Assessment to Reserve		\$5,855.00		\$5,855.00	

Spreckels Community Services District
Budget YTD to 4/18/2018

Total Expense		\$70,260.00	\$68,003.90	\$2,256.10	97%
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Paul J. Ingram Company
P.O. Box 354
Carmel Valley, CA 93924
[831] 601-6518
pauljingham93924@gmail.com

April 1, 2018

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>
3/31/2018	Management Services March		\$500.00	\$500.00
3/6/2018	Audits: Audit preparation FY 2011-15 Client Questionnaires.	4	\$30.00	\$120.00
3/9/2018	Audits: Work on Client Participation Schedules and Internal Control Questionnaires.	7	\$30.00	\$210.00
3/12/2018	Audits: Work with Auditors on site.	8	\$30.00	\$240.00
3/13/2018	Audits: Work with Auditors on site.	8	\$30.00	\$240.00
3/14/2018	Audits: Work with Auditors on site.	4	\$30.00	\$120.00
3/20/2018	Audits: Disbursement Testing and Subsequent Disbursement Testing FY 2014.	7	\$30.00	\$210.00
3/22/2018	Audits: Subsequent Disbursement Testing and Disbursement Testing FY 2015.	2	\$30.00	\$ 60.00
3/23/2018	Audits: Disbursement and Subsequent Disbursement Testing FY 2015 and Preliminary Analytical Inquiries Responses All Fiscal Years.	7	\$30.00	\$210.00
3/27/2018	Audits: Missing Disbursement Documentation all Fiscal Years	2	\$30.00	\$ 60.00
3/28/2018	Audits: Finish Missing Disbursement Documentation All Fiscal Years. Respond to individual email requests	5	\$30.00	\$150.00
	TOTALS	54		\$2,120.00

Please make checks payable to Paul J. Ingram Company

Invoice

Clarke's Turf and Water

18939 Vierra Canyon Rd.
Prunedale, CA 93907

Date	Invoice #
3/28/2018	1291

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Augmented labor for February	550.00	550.00
	Sales Tax	7.25%	0.00

Thank you for your business. 262-9800

Total \$550.00

Proposed Combined Monthly Business Manager Hours for both Spreckels Memorial District and Spreckels Community Services District.

[Based on time estimate of 48 hrs. used as basis for establishing monthly compensation in meetings held September of 2016 between Scott Henningsen, Ron Eastwood and Business Manager Paul Ingram]

Week 1	1st Wednesday Meeting Day	10 hrs.
	1 more office day	5 hrs.
Week 2	2 office days @ 5 hrs. each	10 hrs.
Week 3	3rd Wednesday Meeting Day	10 hrs.
	1 more office day	5 hrs.
Week 4	2 office days @ 5hrs. each	<u>10 hrs.</u>
	TOTAL	50 hrs.

Current combined compensation both Districts:	SMD	\$1,312.50
	SCSD	<u>\$ 500.00</u>
	TOTAL	\$1,812.50

Business Manager would be compensated by SMD.

SCSD would contract with SMD for services of Business Manager and Building and Park Caretaker. [Monitor SCSD systems]

Business Manager Hourly wage: $\$1,812.50 \div 50 \text{ hrs.} = \36.25 per hour. BM would turn in a time sheet of 25 hours two times a month.

Payday for Business Manager and Building and Park Caretaker would be on the 1st & 15th.

Advantages:

- 1. SCSD and Business Manager would avoid concerns over independent contractor eligibility. All hours would be paid through SMD with no need to keep separate time record.**
- 2. SMD Building and Park Caretaker would be available to monitor SCSD systems and be covered by Worker's Compensation insurance through SMD.**

Spreckels Community Services District

From: Carrillo, Sandra <SMC3@pge.com>
Sent: Wednesday, April 18, 2018 3:04 PM
To: spreckelscsd.main@gmail.com
Subject: FW: NW CORNER HATTON AVE AND SPRECKELS BLVD - Add'l itcc due
Attachments: ITCC 2018 Billing Letter.docx

Paul,

Sorry for this delay, I should have sent right away in January. I think I was on vacation this week so the email could have got buried in my pile of work. I hope to get this finished up real soon.

Send this letter, or copy to CFM/PPC Department, PO Box 997340, West Sacramento, CA 95899-7340
 Let me know when it is sent so I can look for posting and move into construction.

Thank you,

Sandi Carrillo
 Sr. New Business Rep
 Pacific Gas & Electric Company 831-784-3427
www.pge.com/newconstruction to visit website
www.pge.com/cc to login to your account
www.pge.com/projectpayments to make payments for invoices
www.pge.com/mybusiness/customerservice/otherrequests/newconstruction/greenbook/ for service requirements
 1 877 743-7782 to apply by phone
 Don't forget to contact Telephone and/or Cable TV for service if they are to be included in your project

From: Towne, Nadine M
Sent: Friday, January 26, 2018 12:30 PM
To: Carrillo, Sandra
Subject: NW CORNER HATTON AVE AND SPRECKELS BLVD - Add'l itcc due

FYI – The contract and payment for nn 112625482, pm 31327152 was received on 1/23/18 but I'm unable to process at this time. Additional payment of \$21.48 is required due to the itcc increase. A letter request will be mailed to the customer.

Thank you,
 Nadine Towne
 Customer Fund Management



Pacific Gas and Electric Company
Customer Fund Management
PO Box 997340
Sacramento, CA 95899-7340

January 26, 2018

SPRECKELS COMMUNITY SERVICES DISTRICT
PO Box 7432
Spreckels, CA 93962

Re: Notification 112625482, Contract 1233614, PM(s) 31327152 E

Tax Rate on Property Contributed To PG&E Increased Effective January 1, 2018

Dear Customer:

Effective January 1, 2018 there was an adjustment in the Income Tax Component of Contribution (ITCC) that applies to all property contributed to PG&E. PG&E's tariff requires that it collect the applicable ITCC on all property contributed to PG&E. (See PG&E's Gas Preliminary Statement Part P and Electric Preliminary Statement Part J, <http://www.pge.com/tariffs/>)

In accordance with federal law, property contributed to PG&E is subject to the new ITCC tax rate of 24% for electric and 24% for gas. PG&E is required to apply the higher ITCC rate to all new business contracts that are received or postmarked on or after January 1, 2018. The payment of any amount less than the full amount of the applicable ITCC rate then in effect will be deposited by PG&E, but PG&E will not begin work on this project until full amount is received.

The balance due for your contract is **\$21.48** based on the current ITCC tax rate now in effect. Please return your payment in the enclosed envelope with a copy of this letter.

If you have any questions, please call please your local PG&E representative assigned to your project or you can call our Customer Fund Management Helpline at 1-800-422-0436, Monday through Friday, between 7:00 A.M. to 3:30 P.M.

Sincerely,

Customer Fund Management
Pacific Gas and Electric Company



112625482E