



Spreckels Community Services District
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday September 21, 2022 5:30 pm
 Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

AGENDA

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

1. CALL TO ORDER:

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

Mike McTighe, President
 Amanda Lane, Vice-President
 Brian Amaral, Secretary
 Otto Kramm, Director
 Dallen Coronel, Director

4. ADDITIONS, CHANGES AND ADOPTION OF THE AGENDA:

5. CORRESPONDENCE:

6. PUBLIC COMMENTS: *At this time any person may comment on any item which is 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.*

7. APPROVAL OF MINUTES:

a. SCSD Regular Board Meeting August 17, 2022

8. GENERAL MANAGER'S REPORT:

- a. Financial Reports.
 - 1. Fund Balance as of 9/21/2022
 - 2. Review of County Fund 634 Trial Balance Report: Period 2.
 - 3. Review of Expenditures August 2022.

- 9. UNFINISHED BUSINESS NON-ACTION ITEMS:
 - a. Zone 1 Assessment: Engineer's Report Progress. Revenue projections FYE 6/30/2024.
 - b. Audit FY 2020

- 10. UNFINISHED BUSINESS ACTION ITEMS:
 - a. Resolution 2022-02: Resolution to Adopt Budget.

- 11. NEW BUSINESS ACTION ITEMS:
 - a. Review and Approval of Accounts Payable:

| | | |
|--------------------------------|------------------------------|-------------------|
| 1. Paul J. Ingram Company | Management Services | \$700.00 |
| 2. Spreckels Memorial District | Office Rent | \$100.00 |
| 3. Spreckels Water Company | Water | \$296.54 |
| 4. PG&E | Streetlights & Pump Stations | \$546.81 |
| 5. Smith & Enright Landscaping | Qrtly Maintenance | <u>\$1,475.00</u> |
| | TOTAL | \$3,118.35 |
 - b. Zone 2 Alley Slurry Seal.

- 12. NEW BUSINESS NON-ACTION ITEMS:

- 13. ZONES 1 AND 2 SYSTEMS REPORT:

- 14. FUTURE AGENDA ITEMS:

- 15. ADJOURN REGULAR MEETING:
 - a. Next meeting Wednesday October 19, 2022 5:30 PM.

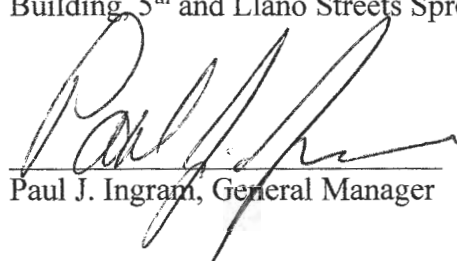
ADA COMPLIANCE

In compliance with the American Disabilities Act (ADA), disabled individuals requiring special accommodations to access, attend, or participate in District Board meetings, should contact the District Administrative Office, [831] 455-7855. To ensure that your request is granted please notify this office at least one business day prior to the scheduled public meeting.

In Compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed on the District website www.scsd.specialdistrict.org.

Certification

I, Paul J. Ingram, General Manager/Board Clerk for Spreckels Community Services District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the September 21, 2022 Regular Meeting of the District Board of Directors scheduled for 5:30 pm at Spreckels Veterans Memorial Building, 5th and Llano Streets Spreckels, CA 93962


Paul J. Ingram, General Manager

Date 9/14/2022

To download the full agenda packet, please go to www.scsd.specialdistrict.org and click on the meeting date. Click on the link to the agenda.



Spreckels Community Services District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday August 17, 2022 5:30 pm
 Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

1. CALL TO ORDER:

The meeting was called to order by President McTighe at 5:30 pm.

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

Mike McTighe, President
 Amanda Lane, Vice-President
 Brian Amaral, Secretary
 Otto Kramm, Director
 Dallen Coronel, Director

Present: McTighe, Lane, Amaral, Coronel

Absent: Kramm

QUORUM ESTABLISHED

4. ADDITIONS, CHANGES AND ADOPTION OF THE AGENDA:

5. CORRESPONDENCE:

Email received regarding Supervisor Lopez' upcoming listening session meeting.

6. PUBLIC COMMENTS:

7. APPROVAL OF MINUTES:

a. SCSD Regular Board Meeting July 20, 2022

Motion to approve [Lane] 2nd [Coronel]

Ayes: McTighe, Lane, Amaral, Coronel

Noes: None

MOTION CARRIED

8. GENERAL MANAGER'S REPORT:

a. Financial Reports.

1. Fund Balance as of 8/17/2022
2. Budget FY 2022 FYTD to 6/30/2022
3. Review of County Fund 634 Trial Balance Report(s): FY 2022 Periods 12, 13 FY Period 1.
4. Review of Expenditures July 2022.

9. UNFINISHED BUSINESS NON-ACTION ITEMS:

- a. Zone 1 Assessment: Engineer's Report Progress.

More data collected and sent to SCI Consulting.

- b. Audit FY 2020

10. UNFINISHED BUSINESS ACTION ITEMS:

11. NEW BUSINESS ACTION ITEMS:

- a. Review and Approval of Accounts Payable:

| | | |
|--------------------------------|------------------------------|-------------------|
| 1. Paul J. Ingram Company | Management Services | \$700.00 |
| 2. Spreckels Memorial District | Office Rent | \$100.00 |
| 3. Spreckels Water Company | Water | \$290.61 |
| 4. PG&E | Streetlights & Pump Stations | \$543.20 |
| 5. Dallen Coronel | Replacement Check | \$ 40.00 |
| | TOTAL | \$1,673.81 |

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

Ayes: McTighe, Lane, Amaral, Coronel

Noes: None

MOTION CARRIED

- b. Precision Concrete Cutting: Survey of Zone 1 & 2 sidewalk damage. Zone 1 planter strip total square footage.

There was no motion to approve paying for the survey. Ballpark figures will suffice for the preparation of the engineer's report for the new assessment. Board went over Google Earth sidewalk survey performed by Director Lane.

12. NEW BUSINESS NON-ACTION ITEMS:

- a. Budget FYE 6/30/2023.

Preliminary figures discussed by Board. Final budget will be adopted at the September 21st meeting.

13. ZONES 1 AND 2 SYSTEMS REPORT:

14. FUTURE AGENDA ITEMS:

15. ADJOURN REGULAR MEETING:

a. Next meeting Wednesday September 21, 2022 5:30 PM.

The meeting was adjourned at 6:26 pm.

Respectfully submitted,

Approval date _____

Paul J. Ingram, General Manager

DRAFT



**SPRECKELS COMMUNITY SERVICES DISTRICT
FUND 634 BALANCE AS OF 9/21/2022 AFTER
TODAY'S ACCOUNTS PAYABLE.**

COUNTY FUND 634 \$217,505.79

Spreckels Community Services District
Proposed Revenue FYE 6/30/2024

| Income | Proposed Revenue 6/30/2024 | | | |
|--------------------------------|----------------------------|----------------------|-------|------------------|
| | Current | Proposed | | |
| T&A Parcels | \$3,000.00 | | | |
| Zone 1 Town Parcels | \$3,700.00 | \$ 44,400.00 | 1200% | Av per: \$195.00 |
| Zone 2 Parcels | \$34,000.00 | \$ 40,800.00 | 20% | Av per: \$546.22 |
| Non-Assessment Prop Taxes | \$36,500.00 | \$ 36,500.00 | | |
| Interest on Pooled Investments | \$750.00 | \$ 750.00 | | |
| Total Income | \$77,950.00 | \$ 122,450.00 | | |

Spreckels Community Services District
Proposed Budget FYE 6/30/2023

| | Proposed Budget FYE 6/30/2023 | | | | |
|------------------------------------|-------------------------------|--------------------|----------|--------------------|---------|
| | Income | Budget | FYTD | BALANCE | % |
| Zone 1 Assessment 16.3% | TOTAL | \$6,700.00 | | \$6,700.00 | 0.00% |
| Zone 2 Assessment 83.7% | TOTAL | \$34,000.00 | | \$34,000.00 | 0.00% |
| Non-Assessment Prop Taxes | | \$36,500.00 | | \$36,500.00 | 0.00% |
| Interest on Pooled Investments | | \$750.00 | | \$750.00 | 0.00% |
| Total Income | | \$77,950.00 | | \$77,950.00 | 0.00% |
| Expense | | | | | |
| Administrative Fees Zone 1 16.3% | | \$114.10 | | \$114.10 | 0.00% |
| Administrative Fees Zone 2 83.7% | | \$585.90 | | \$585.90 | 0.00% |
| Audit Expense Zone 1 16.3% | | \$570.50 | | \$570.50 | 0.00% |
| Audit Expense Zone 2 83.7% | | \$2,929.50 | | \$2,929.50 | 0.00% |
| Board/Staff Education Zone 1 16.3% | | \$65.20 | | \$65.20 | 0.00% |
| Board/Staff Education Zone 2 83.7% | | \$334.80 | | \$334.80 | 0.00% |
| Capital Improvements Zone 1 16.3% | | \$9,000.00 | | \$9,000.00 | 0.00% |
| Capital Improvements Zone 2 83.7% | | \$0.00 | | \$0.00 | #DIV/0! |
| Equipment Repair/Maint. Zone 1 | | \$4,690.00 | | \$4,690.00 | 0.00% |
| Equipment Repair/Maint. Zone 2 | | \$2,310.00 | | \$2,310.00 | 0.00% |
| General Liability/Property Zone 1 | | \$570.50 | | \$570.50 | 0.00% |
| General Liability/Property Zone 2 | | \$2,929.50 | | \$2,929.50 | 0.00% |
| Landscape Maint. Zone 2 | | \$6,000.00 | | \$6,000.00 | 0.00% |
| Legal Services Zone 1 16.3% | | \$1,000.00 | | \$1,000.00 | 0.00% |
| Legal Services Zone 2 83.7% | | \$300.00 | | \$300.00 | 0.00% |
| Management Zone 1 16.3% | | \$2,369.20 | | \$2,369.20 | 0.00% |
| Management Zone 2 83.7% | | \$7,600.00 | | \$7,600.00 | 0.00% |
| Membership Fees Zone 1 16.3% | | \$114.10 | | \$114.10 | 0.00% |
| Membership Fees Zone 2 83.7% | | \$585.90 | | \$585.90 | 0.00% |
| Office Rent Zone 1 16.3% | | \$195.60 | | \$195.60 | 0.00% |
| Office Rent Zone 2 83.7% | | \$1,004.40 | | \$1,004.40 | 0.00% |
| Parcel Management Zone 1 16.3% | | \$25,500.00 | | \$25,500.00 | 0.00% |
| Parcel Management Zone 2 83.7% | | \$3,500.00 | | \$3,500.00 | 0.00% |
| Power Zone 1 | | \$5,000.00 | | \$5,000.00 | 0.00% |
| Power Zone 2 | | \$6,000.00 | | \$6,000.00 | 0.00% |
| Property Taxes Zone 1 | | \$20.00 | | \$20.00 | 0.00% |
| Property Taxes Zone 2 | | \$710.00 | | \$710.00 | 0.00% |
| Streetlight Repairs Zone 2 | | \$500.00 | | \$500.00 | 0.00% |
| Sidewalk ADA Repairs Zone 1 | | \$0.00 | | \$0.00 | #DIV/0! |
| Water Zone 1 | | \$1,100.00 | | \$1,100.00 | 0.00% |
| Water Zone 2 | | \$3,500.00 | | \$3,500.00 | 0.00% |
| Website Zone 1 16.3% | | \$48.90 | | \$48.90 | 0.00% |
| Website Zone 2 83.7% | | \$251.10 | | \$251.10 | 0.00% |
| Emergency Reserve | | -\$11,449.20 | | ##### | 0.00% |
| Total Expense | | \$77,950.00 | 0 | \$77,950.00 | 0.00% |



Projected Fund Balances

| | |
|-----------------------------------|------------------------------------|
| County Fund 634 6/30/2022: | \$226,673.52 |
| FY 2023 Projected Income: | <u>\$ 77,950.00</u> |
| Total | \$304,623.52 |
| FY 2023 Projected Expense: | <u><\$ 89,399.32></u> |
| County Fund 634 6/30/2023: | \$215,224.32 |



Resolution #2022-02

RESOLUTION TO ADOPT BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE **SPRECKELS COMMUNITY SERVICES DISTRICT**, FOR THE FISCAL YEAR BEGINNING ON THE FIRST DAY OF JULY, 2022 AND ENDING ON THE LAST DAY OF JUNE, 2023.

WHEREAS, the Board of Directors of Spreckels Community Services District has directed the Business Manager to prepare and submit a proposed budget to this governing body at the proper time, and;

WHEREAS, the Business Manager has submitted a proposed budget to this governing body on September 21, 2022 for its consideration, and;

WHEREAS, upon due and proper notice, published or posted accordance with the law, said budget was open for inspection by the public at a designated place, a public hearing was held on September 21, 2022, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance as required by law.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the Spreckels Community Services District of Spreckels, California:

Section 1. That the budget as submitted, amended and summarized by fund, hereby is approved and adopted as the budget of the Spreckels Community Services District for the year stated above.

Section 2. That the budget hereby approved and adopted shall be signed by Mike McTighe, Board President, and made a part of the public records of the Spreckels Community Services District.

ADOPTED, this 21th day of September 2022, with a motion by _____, and seconded by _____:

AYES:

NOES:

ABSTAIN:

Signed:

Mike McTighe, Board President

Attested:

Paul J. Ingram, General Manager



Smith & Enright
 Landscaping, Inc
 540 Work St Suite C
 Salinas, CA 93901

Invoice

| Date | Invoice # |
|----------|-----------|
| 9/2/2022 | 38902 |

| |
|---|
| Bill To |
| Spreckels Community Servies District PO Box 7432 Spreckels, CA 93962-7432 |

| Due Date | Terms |
|-----------|--------|
| 10/2/2022 | Net 30 |

| Description | Qty | Rate | Amount |
|--|-----|----------|----------|
| Spreckels Community Service District: 8/30/22 - Quarterly Maintenance for Spreckels and 111 2nd St | | 1,475.00 | 1,475.00 |

| | | |
|---|-------------------------|------------|
| Thank you for your business. For any questions, please reach us with the information below. | Total | \$1,475.00 |
| | Payments/Credits | \$0.00 |
| | Balance Due | \$1,475.00 |

| | |
|----------------|-------------------------|
| Phone # | E-mail |
| (831) 758-6766 | selena@smithenright.com |