

Spreckels Community Services District
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday October 18, 2023 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 September 20, 2023.
8. GENERAL MANAGER’S REPORT:
- a. Financial Reports.
 - 1. Fund Balance as of 10/18/2023
 - 2. Budget FYTD to 10/18/2023
 - 3. Review of County Fund 634 Trial Balance Report: FY 2023 Period 14. FY 2024 Period 2.
 - 4. Review of Expenditures August 2023.
9. UNFINISHED BUSINESS NON-ACTION ITEMS:
- a. Parking space painting at Post Office and Emporium. Turning Lane painting Spreckels Boulevard and Hatton Avenue.
 - b. Farm Bureau River Mitigation Letter.
10. UNFINISHED BUSINESS ACTION ITEMS:
11. NEW BUSINESS ACTION ITEMS:
- a. Review and Approval of Accounts Payable:

1. Paul J. Ingram Company	Management Services	\$875.00
2. Spreckels Memorial District	Office Rent & Storm Labor	\$100.00
3. Spreckels Water Company	Water	\$293.57
4. PG&E	Streetlights & Pump Stations	\$289.30
5. Monterey County Tax Collector	Property Tax	\$218.72
6. Smith & Enright Landscaping	3 rd Qtr. Maintenance	<u>\$1,650.00</u>
	TOTAL	\$3,726.59
 - b. Possible approval of new Zone 2 Landscape Contract.
 - c. Resolution 2023-07: Resolution to Adopt Budget FY 2024
12. NEW BUSINESS NON-ACTION ITEMS:
- a. Zone 1 Curb and Sidewalks Repair Project Financing.
 - b. Annual Stormwater Drainage Facility Engineer’s Inspection
13. ZONES 1 AND 2 SYSTEMS REPORT:
- a. 2nd Street Pump Station Storm Damage Repairs.
 - b. FEMA Reimbursement
 - c. Smith & Enright Quarterly Maintenance Review.
14. FUTURE AGENDA ITEMS:
15. ADJOURN REGULAR MEETING:

Next meeting Wednesday October 18, 2023 5:30 PM.

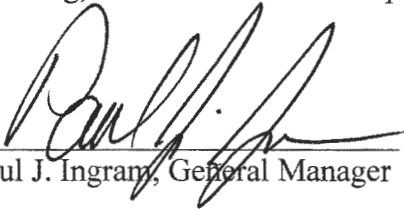
ADA COMPLIANCE

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 October 18, 2023 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

10/11/2023

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 September 20, 2023 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, Kramm, Coronel

Absent: Amaral

QUORUM ESTABLISHED

4. ADDITIONS, CHANGES AND ADOPTION OF THE AGENDA:

5. CORRESPONDENCE:

6. PUBLIC COMMENTS:

Resident Rick Gutierrez reported the speed limit flashing light at Harkins leading in to the school is not working. Suggested street sweeping before Thanksgiving to prevent Fall leaves from clogging storm drainage system.

7. APPROVAL OF MINUTES:

- a. SCSD Regular Board Meeting July 19, 2023.

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

Ayes: McTighe, Lane, Kramm, Coronel

Noes: None

MOTION CARRIED

b. SCSD Special Board Meeting 8/24/2023

Motion to approve [Lane] 2nd [Kramm].
Ayes: McTighe, Lane, Kramm, Coronel
Noes: None

MOTION CARRIED

8. GENERAL MANAGER'S REPORT:

a. Financial Reports.

1. Fund Balance as of 9/20/2023
2. Budget FYTD to 9/20/2023
3. Review of County Fund 634 Trial Balance Report: FY 2023 Period 13.
4. Review of Expenditures July 2023.

9. UNFINISHED BUSINESS NON-ACTION ITEMS:

a. Parking space painting at Post Office and Emporium. Turning Lane painting Spreckels Boulevard and Hatton Avenue.

Kramm reported CHP officer warned him about parking at the entry curb in front of the old fire station garage door.

10. UNFINISHED BUSINESS ACTION ITEMS:

11. NEW BUSINESS ACTION ITEMS:

a. Review and Approval of Accounts Payable:

1. Paul J. Ingram Company	Management Services	\$875.00
2. Spreckels Memorial District	Office Rent & Storm Labor	\$100.00
3. Spreckels Water Company	Water	\$293.57
4. PG&E	Streetlights & Pump Stations	\$900.00
5. County Counsel	7/19 Prop 218 Meeting	<u>\$664.80</u>
	TOTAL	\$2,833.37

Motion to approve [Lane] 2nd [Coronel].
Ayes: McTighe, Lane, Kramm, Coronel
Noes: None

MOTION CARRIED

b. Possible approval of new Zone 2 Landscape Contract.

Tabled.

c. Resolution 2023-07: Cal OES DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES.

Motion to approve [Kramm] 2nd [Coronel].
Ayes: McTighe, Lane, Kramm, Coronel
Noes: None

MOTION CARRIED

12. NEW BUSINESS NON-ACTION ITEMS:

- a. Budget Session FYE 6/30/2024.
- b. Zone 1 Curb and Sidewalks Repair Project Financing.
- c. Annual Stormwater Drainage Facility Engineer’s Inspection

13. ZONES 1 AND 2 SYSTEMS REPORT:

- a. 2nd Street Pump Station Storm Damage Repairs.

Motion to authorize McTighe to sign Farm Bureau River Mitigation Letter [Kramm] 2nd [Coronel].

Ayes: McTighe, Lane, Kramm, Coronel

Noes: None

MOTION CARRIED

- b. FEMA Reimbursement
- c. Smith & Enright Quarterly Maintenance Review.

14. FUTURE AGENDA ITEMS:

15. ADJOURN REGULAR MEETING:

The meeting was adjourned at 7:18 pm.

Next meeting Wednesday October 18, 2023 5:30 PM.

Respectfully submitted,

Approval date _____

Paul J. Ingram, Board Clerk



**SPRECKELS COMMUNITY SERVICES DISTRICT
FUND 634 BALANCE AS OF 10/18/2023 AFTER
TODAY'S ACCOUNTS PAYABLE.
COUNTY FUND 634 \$171,672.13**



Smith & Enright Landscaping, Inc

540 Work St Suite C | Salinas, CA 93901
(831) 758-6766 | info@smithenright.com | smithenright.com

RECIPIENT:

Spreckels Board

Spreckels, California

Estimate #2115

Sent on 08/15/2023

Total \$7,760.00

PRODUCT / SERVICE	DESCRIPTION	TOTAL
Quarterly Maintenance Spring & Summer Cleanup	Raising tree canopy for pedestrian clearance to 8' Trimming vegetation from curb Trimming plant material Weed abatement, removal & herbicide application Note: A few trees need to be restaked for proper growth. This would be an extra charge. Irrigation repairs, extra	\$3,790.00
Quarterly Maintenance Fall & Winter Cleanup	Raising tree canopy for pedestrian clearance to 8' Trimming vegetation from curb Trimming plant material Weed abatement, removal & herbicide application Note: A few trees need to be restaked for proper growth. This would be an extra charge. Irrigation repairs, extra	\$3,190.00
Quarterly Maintenance of 111 Second St	Includes: Trimming of plant material outside fence. Weed abatement and weed removal inside fence. Herbicide application. Does not include regular mowing of parkstrip turf.	\$780.00
Dump Fees Not Included - will bill for cost		

Total \$7,760.00

Thank you for the opportunity to provide you a quote. Please do let us know if you have any questions.

Pricing is based on today's cost of fuel and materials from our suppliers. Any price increase of 10% or more over today's cost will result in surcharges when those materials and fuel are used on a job.

Signature: _____ Date: _____

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

Income	Budget	FYTD	BALANCE	%
Zone 1 Assessment 60.3%	\$55,673.13		\$55,673.13	0.00%
Zone 2 Assessment 39.7%	\$33,683.32		\$33,683.32	0.00%
Non-Assessment Prop Taxes	\$37,549.01		\$37,549.01	0.00%
Interest on Pooled Investments	\$2,378.76		\$750.00	0.00%
Total Income	\$129,284.22		#####	0.00%
Expense				
Administrative Fees Zone 1 60.3%	\$114.10		\$114.10	0.00%
Adminstrative Fees Zone 2 39.7%	\$585.90		\$585.90	0.00%
Audit Expense Zone 1 60.3%	\$570.50		\$570.50	0.00%
Audit Expense Zone 2 39.7%	\$2,929.50		\$2,929.50	0.00%
Board/Staff Education Zone 1 60.3%	\$65.20		\$65.20	0.00%
Board/Staff Education Zone 2 39.7%	\$334.80		\$334.80	0.00%
Capital Improvements Zone 1	\$0.00		\$0.00	#DIV/0!
Capital Improvements Zone 2	\$9,000.00		\$9,000.00	0.00%
Equipment Repair/Maint. Zone 1 67%	\$4,690.00		\$4,690.00	0.00%
Equipment Repair/Maint. Zone 2 33%	\$2,310.00		\$2,310.00	0.00%
General Liability/Property Zone 1 60.3%	\$570.50		\$570.50	0.00%
General Liability/Property Zone 2 39.7%	\$2,929.50		\$2,929.50	0.00%
Lanscape Maint. Zone 2	\$6,000.00		\$6,000.00	0.00%
Legal Services Zone 1 60.3%	\$1,000.00		\$1,000.00	0.00%
Legal Services Zone 2 39.7%	\$300.00		\$300.00	0.00%
Management Services Zone 1 60.3%	\$2,369.20		\$2,369.20	0.00%
Management Services Zone 2 39.7%	\$7,600.00		\$7,600.00	0.00%
Membership Fees Zone 1 60.3%	\$114.10		\$114.10	0.00%
Membership Fees Zone 2 39.7%	\$585.90		\$585.90	0.00%
Office Rent Zone 1 60.3 %	\$195.60		\$195.60	0.00%
Office Rent Zone 2 39.7%	\$1,004.40		\$1,004.40	0.00%
Parcel Management Zone 1 60.3%	\$25,500.00		\$25,500.00	0.00%
Parcel Management Zone 2 39.7%	\$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%
Sidewall/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 60.3%	\$48.90		\$48.90	0.00%
Website Zone 2 39.7%	\$251.10		\$251.10	0.00%
Emergency Reserve	\$39,885.02		\$39,885.02	0.00%
Total Expense	\$129,284.22	0	#####	0.00%

Resolution #2023-07**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, 2023 AND ENDING ON THE LAST DAY OF JUNE, 2024.

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 October 18, 2023 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 October 18, 2023, 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 18th day of October 2023, with a motion by _____, and seconded by _____:

AYES:

NOES:

ABSTAIN:

Signed:

Mike McTighe, Board President

Attested:

Paul J. Ingram, General Manager