

Spreckels Community Services District

REGULAR MEETING OF THE BOARD OF DIRECTORS

June 17, 2020

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 spreckelscd.main@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

Mike McTighe, Secretary

Amanda Lane, Director

Brian Amaral, 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 May 17, 2020.

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	\$	49.72
d. Spreckels Water Company		\$	312.31
e. PG&E	Streetlights & Pump	\$	600.00
f. Digital Deployment	Website	\$	300.00
	TOTAL	\$	2,362.03

6.2 Public Hearing

- a. Discussion and adoption of budget, FYE 6/30/2021.
- b. Resolution 2020-01: Resolution to adopt budget.

- c. Resolution 2020-02: 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 Report from Spreckels Traffic Safety Enhancements Committee.
- 7.4 Board Member Vacancy
- 7.5 Audits FY's 2016, 2017, 2018, 2019
- 7.6 Special Districts Leadership Academy

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

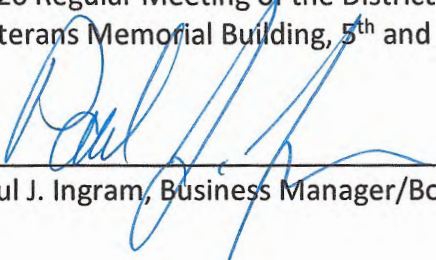
11. Next Meeting Date:

June 17, 2020-6:30 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 July 17, 2020 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
May 20, 2020
 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 at 6:30 pm.

1.2 Roll Call & Establishment of Quorum

Otto Kramm, President
 Mike McTighe, Secretary
 Amanda Lane, Director
 Brian Amaral, Director
 Paul Ingram, Business Manager & Clerk to the Board

Present: Kramm, McTighe, Lane, Amaral

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

Motion to approve [McTighe] 2nd [Amaral]

Ayes: Kramm, McTighe, Lane, Amaral

Noes: None

MOTION CARRIED

2. Communications

2.1 Correspondence:

2.2 Oral Comments from the Public

Shelby Lemon expressed concern over garbage cans left in the street. Resident is deliberately leaving cans in street to prevent parking in front of their house. Board will consider communicating with garbage company.

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 15, 2020.

Motion to approve [Amaral] 2nd [McTighe].

Ayes: Kramm, McTighe, Lane, Amaral

Noes: None

MOTION CARRIED

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	\$	620.00
b. Clarke's Turf & Water	Landscape Services	\$	600.00
c. Spreckels Memorial Dist.	AT&T	\$	49.72
d. Spreckels Water Company		\$	219.06
e. PG&E	Streetlights & Pump	\$	700.00
f. SDRMA	Gen. Liability/Property	\$	<u>3,023.03</u>
	TOTAL	\$	5,211.81

Motion to approve [McTighe] 2nd [Amaral].

Ayes: Kramm, McTighe, Lane, Amaral

Noes: None

MOTION CARRIED

7. Unfinished Business Non Action Items

7.1 Zone 1 Assessment: Review of Proposal from SCI Consulting, Inc for Local Funding Measure.

Item will be tabled until FY 2022 and will be removed from the agenda.

7.2 Zone 2 Assessment.

Item will be removed from the agenda.

- 7.3 Report from Spreckels Traffic Safety Enhancements Committee.
- 7.4 Board Member Vacancy
- 7.5 Audits FY's 2016, 2017, 2018, 2019

8. New Business Non Action Items

- 8.1 Office Rental Agreement with Spreckels Memorial District

Business Manager reported for auditing purposes he would like District to enter into a rental agreement with Spreckels Memorial District for rental of office to establish District physical address. Spreckels Memorial District board would like rent in the amount of \$100 per month. Business Manager will draft a rental agreement to be in effect 7/1/2020.

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

Board would like to have Landscape Contractor Dave Clarke to be present at the June meeting to discuss changes to Zone 2 Landscape Maintenance Contract.

11. Next Meeting Date:

June 17, 2020-6:30 PM

12. Adjournment

The meeting was adjourned at 7:29 pm.

Respectfully submitted,

Approval date _____

Paul J. Ingram, Business Manager

DRAFT

Spreckels Community Services District
Proposed Budget FYE 6/30/2020

Income	Budget FYTD To 6/17/2020				%
		Budget	FYTD	BALANCE	
Zone 1 Assessment 16.3%	TOTAL	\$6,700.00	6478.15	\$221.85	96.69%
Zone 2 Assessment 83.7%	TOTAL	\$34,000.00	33265.1	\$734.90	97.84%
Non-Assessment Prop Taxes		\$33,000.00	32468.23	\$531.77	98.39%
Total Income		\$73,700.00	72211.48	\$1,488.52	97.98%
Expense					
Administrative Fees Zone 1 16.3%		\$81.50	81.5	\$0.00	100.00%
Administrative Fees Zone 2 83.7%		\$418.50	418.5	\$0.00	100.00%
Audit Expense Zone 1 16.3%		\$733.50	48.9	\$684.60	6.67%
Audit Expense Zone 2 83.7%		\$3,766.50	251.1	\$3,515.40	6.67%
Board/Staff Education Zone 1 16.3%		\$392.00	13.04	\$378.96	3.33%
Board/Staff Education Zone 2 83.7%		\$2,008.00	66.96	\$1,941.04	3.33%
Capital Improvements Zone 1 16.3%		\$0.00		\$0.00	#DIV/0!
Capital Improvements Zone 2 83.7%		\$0.00		\$0.00	#DIV/0!
Equipment Repair/Maint. Zone 1		\$4,000.00	1251.27	\$2,748.73	31.28%
Equipment Repair/Maint. Zone 2		\$2,420.00	616.29	\$1,803.71	25.47%
General Liability/Property Zone 1		\$300.00	492.75	-\$192.75	164.25%
General Liability/Property Zone 2		\$1,600.00	2530.28	-\$930.28	158.14%
Landscape Maint. Zone 2		\$7,200.00	7200	\$0.00	100.00%
Legal Services Zone 1 16.3%		\$100.00		\$100.00	0.00%
Legal Services Zone 2 83.7%		\$500.00		\$500.00	0.00%
Management Zone 1 16.3%		\$1,060.00	997.56	\$62.44	94.11%
Management Zone 2 83.7%		\$5,440.50	5122.44	\$318.06	94.15%
Membership Fees Zone 1 16.3%		\$81.50	106.44	-\$24.94	130.60%
Membership Fees Zone 2 83.7%		\$418.50	546.56	-\$128.06	130.60%
Parcel Management Zone 1 16.3%		\$603.10	603.1	\$0.00	100.00%
Parcel Management Zone 2 83.7%		\$3,096.90	3096.9	\$0.00	100.00%
Power Zone 1		\$4,800.00	4493.84	\$306.16	93.62%
Power Zone 2		\$3,800.00	4837.2	-\$1,037.20	127.29%
Property Taxes Zone 1		\$20.00	18.26	\$1.74	91.30%
Property Taxes Zone 2		\$710.00	185.38	\$524.62	26.11%
Streetlight Repairs Zone 2		\$1,000.00	115.71	\$884.29	11.57%
Sidewalk ADA Repairs Zone 1		\$0.00		\$0.00	#DIV/0!
Telephone/Internet Zone 1 16.3%		\$100.00	97.2	\$2.80	97.20%
Telephone/Internet Zone 2 83.7%		\$500.00	499.94	\$0.06	99.99%
Water Zone 1		\$500.00	630.72	-\$130.72	126.14%
Water Zone 2		\$2,000.00	2467.25	-\$467.25	123.36%
Website Zone 1 16.3%		\$48.90	48.9	\$0.00	100.00%
Website Zone 2 83.7%		\$251.10	251.1	\$0.00	100.00%
Emergency Reserve		\$25,749.50		\$25,749.50	0.00%
Total Expense		\$73,700.00	28032.07	\$36,610.91	38.04%

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

June 12, 2020

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the following public hearing will be held by the Spreckels Community Services District Board of Directors at Spreckels Veterans Memorial Building at 5th and Llano Streets in Spreckels, CA, sometime during their regular meeting, which will begin at 6:30 p.m., on Wednesday, June 17, 2020 to consider the following:

Adoption of Resolution adopting Fiscal Year 2020-2021 Budget for the Spreckels Community Services District.

ANY AND ALL INTERESTED PERSONS ARE HEREBY invited to attend this public hearing for the purpose of being heard thereon. After a presentation of the Budget and questions by the hearing body, the public hearing will be opened for the public's presentation of oral and written testimony. After the public hearing is closed, the hearing body may deliberate and take action on the matter.

Copies of the Proposed Budget will be available on Friday, July 12, 2020 and may be obtained by emailing Business Manager Paul Ingram at spreckelcsd.main@gmail.com or calling (831) 455-7855. The proposed budget will also be posted to the District website which is www.scsd.specialdistrict.org.

Paul J. Ingram

Business Manager

Posted June 12, 2020

Spreckels Community Services District
Proposed Budget FYE 6/30/2021

Income	Proposed Budget FYE 6_30_2021				
	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		\$33,000.00		\$33,000.00	0.00%
Total Income		\$73,700.00	0	\$73,700.00	0.00%
Expense					
Administrative Fees Zone 1 16.3%		\$81.50		\$81.50	0.00%
Adminstrative Fees Zone 2 83.7%		\$418.50		\$418.50	0.00%
Audit Expense Zone 1 16.3%		\$2,445.00		\$2,445.00	0.00%
Audit Expense Zone 2 83.7%		\$12,555.00		\$12,555.00	0.00%
Board/Staff Education Zone 1 16.3%		\$392.00		\$392.00	0.00%
Board/Staff Education Zone 2 83.7%		\$2,008.00		\$2,008.00	0.00%
Capital Improvements Zone 1 16.3%		\$0.00		\$0.00	#DIV/0!
Capital Improvements Zone 2 83.7%		\$0.00		\$0.00	#DIV/0!
Equipment Repair/Maint. Zone 1		\$2,000.00		\$2,000.00	0.00%
Equipment Repair/Maint. Zone 2		\$800.00		\$800.00	0.00%
General Liability/Property Zone 1		\$500.00		\$500.00	0.00%
General Liability/Property Zone 2		\$2,600.00		\$2,600.00	0.00%
Landscape Maint. Zone 2		\$7,200.00		\$7,200.00	0.00%
Legal Services Zone 1 16.3%		\$100.00		\$100.00	0.00%
Legal Services Zone 2 83.7%		\$500.00		\$500.00	0.00%
Management Zone 1 16.3%		\$1,060.00		\$1,060.00	0.00%
Management Zone 2 83.7%		\$5,440.50		\$5,440.50	0.00%
Membership Fees Zone 1 16.3%		\$120.00		\$120.00	0.00%
Membership Fees Zone 2 83.7%		\$550.00		\$550.00	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%		\$603.10		\$603.10	0.00%
Parcel Management Zone 2 83.7%		\$3,096.90		\$3,096.90	0.00%
Power Zone 1		\$4,800.00		\$4,800.00	0.00%
Power Zone 2		\$5,000.00		\$5,000.00	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		\$5,000.00		\$5,000.00	0.00%
Sidewalk ADA Repairs Zone 1		\$0.00		\$0.00	#DIV/0!
Water Zone 1		\$650.00		\$650.00	0.00%
Water Zone 2		\$2,500.00		\$2,500.00	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		\$11,049.50		\$11,049.50	0.00%
Total Expense		\$73,700.00		\$73,700.00	0.00%

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Budget Summary FYE 6/30/2021

Fund 634 Balance 6/30/2019:	\$137,995.45
Fund 634 Balance 6/30/2019:	\$156,714.06
Projected Income FY 2021:	\$ 73,700.00
Projected Expense FY 2021:	\$ 62,550.50

Fund 634 Projected Balance	
6/30/2021:	\$167,863.56

SPRECKELS COMMUNITY SERVICES DISTRICT

**P.O. Box 7432
Spreckels, CA 93962**

Resolution #2020-01**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, 2020 AND ENDING ON THE LAST DAY OF JUNE, 2021.

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 June 17, 2020 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 June 17, 2020, 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 Otto Kramm, Board President and made a part of the public records of the Spreckels Community Services District.

ADOPTED, this 17th day of June 2020, with a motion by _____, and seconded by _____:

AYES:

NOES:

ABSTAIN:

Signed:

Otto Kramm, Board President

Attested:

Paul J. Ingram, Business Manager/Board Clerk

RESOLUTION NO. 2020-02

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 20-21

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: June ____, 2020

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 2020-21

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: