

## **Spreckels Community Services District**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**May 25, 2022**

**5:30 pm**

Spreckels Veterans Memorial Building, 5<sup>th</sup> & 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.*

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*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 General Manager's Office located at the Spreckels Veterans Memorial Building, 5<sup>th</sup> & Llano, Spreckels, CA 93962 during normal business hours.*

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#### **1. Opening Business**

##### **1.1 Call to Order**

##### **1.2 Roll Call & Establishment of Quorum**

Otto Kramm, Director

Amanda Lane, Vice-President

Mike McTighe, President

Brian Amaral, Secretary

Dallen Coronel, Director

Paul Ingram, General 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 April 20, 2022.

## 4. Business Manager's Report

4.1 Monthly Financials

## 5. Unfinished Business Non-Action Items

5.1 Zone 1 Assessment: Engineer's Report Progress

- Zoom meeting with Chris Coulter

5.2 Election of LAFCO Special District Alternate Member Results

## 6. Unfinished Business Action Items

6.1 Big Sky Creative Kristin Calcaterra: Review District Logo submissions

## 7. New Business Action Items

7.1 Review of Current Accounts Payable:

a. Paul J. Ingram Company	Management Services	\$	700.00
b. Spreckels Memorial Dist.	Office Rent	\$	100.00
c. Spreckels Water Company		\$	287.64
d. PG&E	Streetlights & Pump	\$	551.58

e. MCSI Water Management Systems	Backflow Testing	\$ 308.75
f. Smith & Enright Landscaping, Inc.	Zone 2 Qtrly Maintenance	\$ <u>1,475.00</u>
<b>TOTAL</b>		<b>\$ 3,422.96</b>

**8. New Business Non Action Items**

8.1 Cal Am Sewer System: Email trail re: sewer main replacement engineering specs and permit process.

**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**

**11. Next Meeting Date:**

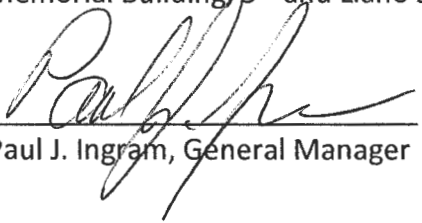
June 15, 2022-5:30 PM

**11. Adjournment**

**Certification**

I, Paul J. Ingram, General Manager for Spreckels Community Services District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the May 25, 2022 Regular

Meeting of the District Board of Directors scheduled for 5:30 pm at Spreckels Veterans Memorial Building, 5<sup>th</sup> and Llano Streets Spreckels, CA 93962.



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Paul J. Ingram, General Manager

5/17/2022  
Date

**To download the full agenda packet, go to [www.scsd.specialdistrict.org](http://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  
*April 20, 2022*  
 5:30 pm

Spreckels Veterans Memorial Building, 5<sup>th</sup> & Llano, Spreckels, CA 93962

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**1. Opening Business**

1.1 Call to Order

*The meeting was called to order by President McTighe at 5:28 pm.*

1.2 Roll Call & Establishment of Quorum

Otto Kramm, Director  
 Amanda Lane, Vice-President  
 Mike McTighe, President  
 Brian Amaral, Secretary  
 Dallen Coronel, Director  
 Paul Ingram, General Manager & Clerk to the Board

***Present: McTighe, Kramm, Lane***

***Absent: Amaral, Coronel***

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 adopt agenda [Kramm] 2<sup>nd</sup> [Lane]***

***Ayes: McTighe, Kramm, Lane***

***Noes: None***

**MOTION CARRIED**

**2. Communications**

2.1 Correspondence:

2.2 Oral Comments from the Public

*Shaheen Jorgensen provided a calendar and times of the day when sewer odor was strongest.*

**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 16, 2022.

*Motion to approve [Lane] 2<sup>nd</sup> [Kramm].*

*Ayes: McTighe, Kramm, Lane*

*Noes: None*

**MOTION CARRIED**

**4. Business Manager's Report**

4.1 Monthly Financials

**5. Unfinished Business Non-Action Items**

5.1 Zone 1 Assessment: Engineer's Report Progress

**6. Unfinished Business Action Items**

**7. New Business Action Items**

7.1 Review of Current Accounts Payable:

a. Paul J. Ingram Company	Management Services	\$ 700.00
b. Spreckels Memorial Dist.	Office Rent	\$ 100.00
c. Spreckels Water Company		\$ 287.64
d. PG&E	Streetlights & Pump	\$ 552.58
	<b>TOTAL</b>	<b>\$ 1,640.22</b>

*Motion to approve payables [Lane] 2<sup>nd</sup> [Kramm].*

*Ayes: McTighe, Kramm, Lane*

*Noes: None*

**MOTION CARRIED**

7.2 Election of LAFCO Commissioner: Special District Alternate Member:

1. David Kong [Greenfield Public Recreation District and Greenfield Cemetery District]
2. Gail Morton [Marina Coast Water District]

*Motion to cast ballot for David Kong [Kramm] 2<sup>nd</sup> [Lane].*

*Ayes: McTighe, Kramm, Lane*

*Noes: None*

**MOTION CARRIED**

7.3 Big Sky Creative [Kristin Calcaterra]: Estimate for creation of District Logo using Spreckels Sugar Factory Illustration: \$520.00

**Motion to approve [Kramm] 2<sup>nd</sup> [Lane].**

**Ayes: McTighe, Kramm, Lane**

**Noes: None**

**MOTION CARRIED**

**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**

**11. Next Meeting Date:**

May 25, 2022-5:30 PM

**11. Adjournment**

***The meeting was adjourned at 6:09 pm.***

Respectfully submitted,

Approval date \_\_\_\_\_

**SPRECKELS COMMUNITY SERVICES  
DISTRICT FUND BALANCE AS OF 5/17/2022  
AFTER TODAY'S ACCOUNTS PAYABLE.**

<b>COUNTY FUND 634</b>	<b>\$231,387.45</b>
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Spreckels Community Services District  
 Adopted Budget FYTD 5/17/2022

	Budget FYTD to 5/17/2022				
Income		Budget	FYTD	BALANCE	%
Zone 1 Assessment 16.3%	<b>TOTAL</b>	\$6,700.00	6465.75	\$234.25	96.50%
Zone 2 Assessment 83.7%	<b>TOTAL</b>	\$34,000.00	33201.45	\$798.55	97.65%
Non-Assessment Prop Taxes		\$31,500.00	35275.57	-\$3,775.57	111.99%
Interest on Pooled Investments		\$1,500.00	571.18	\$1,500.00	38.08%
<b>Total Income</b>		<b>\$73,700.00</b>	<b>75513.95</b>	<b>-\$1,242.77</b>	<b>102.46%</b>
Expense					
Administrative Fees Zone 1 16.3%		\$81.50	87.37	-\$5.87	107.20%
Administrative Fees Zone 2 83.7%		\$418.50	448.63	-\$30.13	107.20%
Audit Expense Zone 1 16.3%		\$489.00	48.9	\$440.10	10.00%
Audit Expense Zone 2 83.7%		\$2,511.00	251.1	\$2,259.90	10.00%
Board/Staff Education Zone 1 16.3%		\$146.70	26.08	\$120.62	17.78%
Board/Staff Education Zone 2 83.7%		\$753.70	133.92	\$619.78	17.77%
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		\$3,350.00	2170.07	\$1,179.93	64.78%
Equipment Repair/Maint. Zone 2		\$1,650.00	1068.84	\$581.16	64.78%
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		\$4,000.00	9793	-\$5,793.00	244.83%
Legal Services Zone 1 16.3%		\$100.00	81.6	\$18.40	81.60%
Legal Services Zone 2 83.7%		\$500.00		\$500.00	0.00%
Management Zone 1 16.3%		\$1,369.20	1379.8	-\$10.60	100.77%
Management Zone 2 83.7%		\$7,021.00	7085.2	-\$64.20	100.91%
Membership Fees Zone 1 16.3%		\$120.00	114.59	\$5.41	95.49%
Membership Fees Zone 2 83.7%		\$550.00	588.41	-\$38.41	106.98%
Office Rent Zone 1 16.3%		\$195.60	163	\$32.60	83.33%
Office Rent Zone 2 83.7%		\$1,004.40	837	\$167.40	83.33%
Parcel Management Zone 1 16.3%		\$627.55	619.4	\$8.15	98.70%
Parcel Management Zone 2 83.7%		\$3,222.45	3180.6	\$41.85	98.70%
Power Zone 1		\$4,800.00	4413.73	\$386.27	91.95%
Power Zone 2		\$5,000.00	4629.71	\$370.29	92.59%
Property Taxes Zone 1		\$20.00	19.12	\$0.88	95.60%
Property Taxes Zone 2		\$710.00	188.94	\$521.06	26.61%
Streetlight Repairs Zone 2		\$1,000.00	206.06	\$793.94	20.61%
Sidewalk ADA Repairs Zone 1		\$0.00		\$0.00	#DIV/0!
Water Zone 1		\$900.00	980.76	-\$80.76	108.97%
Water Zone 2		\$3,000.00	3133.15	-\$133.15	104.44%
Website Zone 1 16.3%		\$48.90		\$48.90	0.00%
Website Zone 2 83.7%		\$251.10		\$251.10	0.00%
Emergency Reserve		\$26,759.40		\$26,759.40	0.00%
<b>Total Expense</b>		<b>\$73,700.00</b>	<b>41648.98</b>	<b>\$32,051.02</b>	<b>56.51%</b>

<b>Report ID</b> : MC-FIN-BS-0301	<b>County of Monterey</b>	<b>Page 1 of 5</b>
<b>Run Date</b> : 05/12/2022	<b>Trial Balance By Accounting Distribution</b>	
<b>Run Time</b> : 08:49 AM	<b>Fiscal Year 2022 / 10 through 10</b>	

**Fund** 634 - Spreckels Community Services  
**Account Type** Asset  
**BSA/Obj/Rev** B-1001 - Cash  
**Sub BSA/Obj/Rev** No Sub-BSA Specified

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,0000034899		04/22/2022	Property Tax Admin Fees		0.00	(374.00)	
JV,1110,0000034931		04/22/2022	Property Tax Admin Fees		374.00	0.00	
JV,1110,0000034932		04/22/2022	Property Tax Admin Fees		0.00	(374.00)	
JV,1110,PTAX35_22_CS		04/21/2022	Curr Sec - April 2022		26,504.27	0.00	
JV,1110,PTAX36_22_SUPPL		04/18/2022	Suppl - April 2022		351.95	0.00	
JVA,1110,INTALLOQC32022-06		04/30/2022	InterestAllocation 3rd Qtr2021-22		169.78	0.00	
MDI,9800,SDWF000027996		04/21/2022			0.00	(700.00)	
MDI,9800,SDWF000027997		04/21/2022			0.00	(100.00)	
MDI,9800,SDWF000027998		04/21/2022			0.00	(552.58)	
MDI,9800,SDWF000027999		04/21/2022			0.00	(287.64)	
MDI,9800,SDWF000028000		04/28/2022			0.00	(207.64)	
<b>Total for Sub-BSA No Sub-BSA Specified</b>				<b>206,790.01</b>	<b>27,400.00</b>	<b>(2,595.86)</b>	<b>231,594.15</b>
<b>Total for B-1001 - Cash</b>				<b>206,790.01</b>	<b>27,400.00</b>	<b>(2,595.86)</b>	<b>231,594.15</b>

Fund	634 - Spreckels Community Services						
Account Type	Liability						
BSA/Obj/Rev							
Sub BSA/Obj/Rev	No Sub-BSA Specified						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	
<b>Total for Sub-BSA No Sub-BSA Specified</b>				<b>(225.41)</b>	<b>0.00</b>	<b>0.00</b>	<b>(225.41)</b>
<b>Total for B-2080 - Outlawed Welfare Warrant Suspense</b>				<b>(225.41)</b>	<b>0.00</b>	<b>0.00</b>	<b>(225.41)</b>
BSA/Obj/Rev							
Sub BSA/Obj/Rev	No Sub-BSA Specified						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	
<b>Total for Sub-BSA No Sub-BSA Specified</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total for B-2081 - Stale Dated Checks</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
BSA/Obj/Rev	B-2530 - Assets Held as Agency for Others						
Sub BSA/Obj/Rev	4010 - Current Secured						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX35_22_CS		04/21/2022	Curr Sec - April 2022		0.00	(11,580.65)	
<b>Total for Sub-BSA 4010 - Current Secured</b>				<b>(318,661.73)</b>	<b>0.00</b>	<b>(11,580.65)</b>	<b>(330,242.38)</b>
Sub BSA/Obj/Rev	4015 - Current Unsecured						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	

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Run Date : 05/12/2022	<b>Trial Balance By Accounting Distribution</b>	
Run Time : 08:49 AM	<b>Fiscal Year 2022 / 10 through 10</b>	

Fund 634 - Spreckels Community Services  
 Account Type Liability  
 BSA/Obj/Rev B-2530 - Assets Held as Agency for Others  
 Sub BSA/Obj/Rev 4015 - Current Unsecured

**Total for Sub-BSA 4015 - Current Unsecured (12,961.89) 0.00 0.00 (12,961.89)**

Sub BSA/Obj/Rev 4025 - Prior Secured

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	

**Total for Sub-BSA 4025 - Prior Secured (6,496.12) 0.00 0.00 (6,496.12)**

Sub BSA/Obj/Rev 4030 - Prior Unsecured

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	

**Total for Sub-BSA 4030 - Prior Unsecured (122.44) 0.00 0.00 (122.44)**

Sub BSA/Obj/Rev 4035 - Current Supplemental

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX36_22_SUPPL		04/18/2022	Suppl - April 2022		0.00	(351.95)	

**Total for Sub-BSA 4035 - Current Supplemental (5,171.35) 0.00 (351.95) (5,523.30)**

Sub BSA/Obj/Rev 4040 - Prior Supplemental

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	

**Total for Sub-BSA 4040 - Prior Supplemental (324.68) 0.00 0.00 (324.68)**

Sub BSA/Obj/Rev 5030 - HOPTR

<b>Report ID</b> : MC-FIN-BS-0301	<b>County of Monterey</b>	Page 4 of 5
<b>Run Date</b> : 05/12/2022	<b>Trial Balance By Accounting Distribution</b>	
<b>Run Time</b> : 08:49 AM	<b>Fiscal Year 2022 / 10 through 10</b>	

**Fund** 634 - Spreckels Community Services  
**Account Type** Liability  
**BSA/Obj/Rev** B-2530 - Assets Held as Agency for Others  
**Sub BSA/Obj/Rev** 5030 - HOPTR

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	
<b>Total for Sub-BSA 5030 - HOPTR</b>				<b>(1,724.55)</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,724.55)</b>

**Sub BSA/Obj/Rev** 5415 - Special Assessments

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX35_22_CS		04/21/2022	Curr Sec - April 2022		0.00	(14,923.62)	
<b>Total for Sub-BSA 5415 - Special Assessments</b>				<b>(631,209.72)</b>	<b>0.00</b>	<b>(14,923.62)</b>	<b>(646,133.34)</b>

**Sub BSA/Obj/Rev** No Sub-BSA Specified

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,0000034899		04/22/2022	Property Tax Admin Fees		374.00	0.00	
JV,1110,0000034931		04/22/2022	Property Tax Admin Fees		0.00	(374.00)	
JV,1110,0000034932		04/22/2022	Property Tax Admin Fees		374.00	0.00	
JVA,1110,INTALLOQ32022-06		04/30/2022	InterestAllocation 3rd Qtr2021-22		0.00	(169.78)	
MDI,9800,SDWF000027996		04/21/2022			700.00	0.00	
MDI,9800,SDWF000027997		04/21/2022			100.00	0.00	
MDI,9800,SDWF000027998		04/21/2022			552.58	0.00	
MDI,9800,SDWF000027999		04/21/2022			287.64	0.00	
MDI,9800,SDWF000028000		04/28/2022			207.64	0.00	
<b>Total for Sub-BSA No Sub-BSA Specified</b>				<b>770,107.88</b>	<b>2,595.86</b>	<b>(543.78)</b>	<b>772,159.96</b>