

# **Spreckels Community Services District**

## **REGULAR MEETING OF THE BOARD OF DIRECTORS**

**March 21, 2018**

**6:30 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 <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, 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

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 January 17, 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]

5.2 Board Member Vacancy: Possible Appointment

a. Susan Morris

**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		\$ 174.41
e. Quinn Caterpillar	Maintenance	\$ 1,843.36
f. Fechter & Company, CPA's	Audits	\$18,196.27
g. PG&E	Streetlights & Pump	<u>\$ 500.00</u>
	TOTAL	\$21,901.35

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 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

## 7. Unfinished Business Non Action Items

- 7.1 LAFCO Research on combining Spreckels Community Services District and Spreckels Memorial District.
- 7.2 Pump Station Sump Cleaning.

## 8. New Business Non Action Items

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

## 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:**

April 18, 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 March 21, 2018 Regular Meeting of the District Board of Directors scheduled for 6:30 pm at Spreckels Veterans Memorial Building, 5<sup>th</sup> 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](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  
*January 17, 2018*  
*6:30 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 Eastwood at 6:30 pm.*

1.2 Roll Call & Establishment of Quorum

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

*Present: Eastwood, Riley, Kramm, McDougall*  
*Absent: Henningsen*

**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."

*Motion to adopt [McDougall] 2<sup>nd</sup> [Kramm]*  
*Ayes: Eastwood, Riley, Kramm, McDougall*  
*Noes: None*

**MOTION CARRIED**

**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.)*

***Richard and Marsha Lind were present to inquire about the district's policy on maintenance of trees and repair of concrete sidewalks in the planter strip in front of their home. They had concerns regarding a trip hazard that is presented by the uplifted concrete. The board explained to them that though the CSD has powers to maintain and repair the above, the funding mechanism was not approved by the voters. They asked if it would be possible for them to fund the repairs needed. The board's response was that it would need to be done under County Resource Management Agency oversight. Consensus was that the district should communicate this information to the rest of the residents and what the policy is. Director Riley will check current regulations and report back to the board.***

### 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 November 17, 2017.

***Motion to approve [Riley] 2<sup>nd</sup> [Kramm].  
Ayes: Eastwood, Riley, Kramm, McDougall  
Noes: None***

**MOTION CARRIED**

### 4. Business Manager's Report

- 4.1 Monthly Financials

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

### 5. Unfinished Business Action Items

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

***Motion to approve [McDougall] 2<sup>nd</sup> [Riley]  
Discussion: The consensus of the board was that it is a good document that satisfies State Law and best practices by special districts. Concerns were raised over Article III. Board of Directors and Meetings: Officers and Rotation of Officers. It was thought that***

*a draw of cards to set the initial order of succession would not allow for flexibility when new board members are elected. It is also thought that changing officers at the December meeting would not allow for newly elected board members to participate. The motion was withdrawn by Director McDougall. Director Kramm asked to review the existing By-Laws at the February meeting. Business Manager Ingram will edit the document to better reflect the consensus of the board and present at the February meeting.*

5.2 Selection of Officers CY 2018.

*President: Motion to install Jim Riley [Eastwood] 2<sup>nd</sup> [McDougall]*

*Vice-President: Motion to install Cathy McDougall [Kramm] 2<sup>nd</sup> [Eastwood]*

*Secretary: Motion to install Otto Kramm [McDougall] 2<sup>nd</sup> [Eastwood]*

*Ayes: Eastwood, Riley, Kramm, McDougall*

*Noes: None*

**MOTION CARRIED**

*President elect Riley took over as chair of the meeting.*

5.3 Approval of contract for installation of new streetlight at NE corner of Hatton Avenue and Spreckels Boulevard.

*Motion to approve [McDougall] 2<sup>nd</sup> [Eastwood]*

*Ayes: Riley, Kramm, Eastwood, McDougall*

*Noes: None*

**MOTION CARRIED**

5.4 Authorize Plumber to cap water service from defective backflow prevention device at 2<sup>nd</sup> Street Pump House for closed account in order to prevent backflow prevention device testing cost in future years.

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

*Ayes: Riley, Kramm, Eastwood, McDougall*

*Noes: None*

**MOTION CARRIED**

**6. New Business Action Items**

6.1 Review of 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	\$ 49.18
d. Spreckels Water Company		\$ 174.41
e. PG&E	New Streetlight	\$ 1,310.60
f. PG&E	Streetlights & Pump	\$ 775.00
	TOTAL	\$ 3,409.19

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 January 2018."

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

**Ayes: Riley, Kramm, Eastwood, McDougall**

**Noes: None**

**MOTION CARRIED**

6.2 Comparison/analysis of proposals for audit services

6.2.A Possible approval of Letter of Engagement with McCallaway, Ray, Brown and Kaufman for audits of fiscal years 2011, 2012, 2013, 2014.

6.2.B Possible approval of Proposal for Fiscal Auditing Service with Fechter & Company for audits of FY's 2011, 2012, 2013, 2014 and 2015.

**Motion to approve proposal from Fechter and Company [McDougall] 2<sup>nd</sup> [Eastwood]**

**Ayes: Riley, Kramm, Eastwood, McDougall**

**Noes: None**

**MOTION CARRIED**

6.3 Approve Business Manager 4 hours additional time for each two-year audit for delinquent years for Audit Request List preparation and research.

**Motion to approve [Eastwood] 2<sup>nd</sup> [McDougall]**

**Ayes: Riley, Kramm, Eastwood, 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.

**No report from LAFCO.**

8. New Business Non Action Items

8.1 Form 700: Statement of Economic Interest Deadline April 2, 2018

**Board informed of individual responsibility to complete mandatory form.**

8.2 Research on possible additional PG&E accounts for service to pump stations.

**Business Manager Ingram reported on meeting with Technician Tim Smith of Quinn Caterpillar regarding power use at 2<sup>nd</sup> St. pump station. Discovered meter on back interior wall of pump house. Meter matches account costing approximately \$20 per month. Meter is for an abandoned service that originally powered pumps. PG&E has recently informed district of an account that has not been paid for several years. Speculation is that the account was held by the County of Monterey before the CSD was formed and Spreckels was under CSA 43. PG&E**



*can only bill back 6 months on this account and costs for that period are approximately \$270 per month. These are dry months where pumps would not be in use. Speculation is that power costs are for the emergency generator block heater and battery charger. Tim Scott will reset block heater to not be in operation during dry months. He also recommended the fuel tank be at full capacity to prevent deterioration of fuel by bacteria due to the presence of air.*

- 8.3 Research on original documentation for Zone 2 Standard Pacific assessment received from CalAtlantic Homes.

*Business Manager Ingram has received copies of all original documents from the formation of the assessment district for Zone 2 which was built by Standard Pacific Homes. The documents confirm percentages of responsibility for the Zone 1 pumps and emergency generator.*

## 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

*President Riley discussed the need to clean sumps for the two pump stations. He and BM Ingram will contact Star Sanitation to see if they would be able to perform the service.*

- 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 Dates:**

February 28, 2018-6:30 PM  
March 21, 2018-6:30 PM

Agenda Items due February 18, 2018  
Agenda Items due March 15, 2018

**19. Adjournment**

*The meeting was adjourned at 8:06 pm.*

Recorded by,

\_\_\_\_\_  
Paul J. Ingram, Business Manager

Attested by,

\_\_\_\_\_  
Otto Kramm, Secretary

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

**DRAFT**

# Paul J. Ingram Co.

P.O. Box 354

[831] 601-6518

paulj Ingram93924@gmail.com

Carmel Valley, CA 93924

Spreckels Community Services District  
PO Box 7432 E

Phone:  
Fax:  
Email:

Invoice #: 27  
Invoice Date: 2/28/2018

Invoice For:

Item #	Description	Qty	Unit Price	Discount	Price
2/28/2018	Management Services February	1	\$500.00		\$ 500.00
2/9/2018	Audits: Prepare disk with QBR file and district records. To UPS store. Send to Forster	2	\$30.00		\$ 60.00
2/13/2018	Audits: Request list preparation	8	\$30.00		\$ 240.00
3/2/2018	Reimbursement: Pay Pump Station PG&E Bill.	1	\$288.13		\$ 288.13
Invoice Subtotal					\$ 1,088.13
Tax Rate					
Sales Tax					\$ -
Other					
Deposit Received					
<b>TOTAL</b>					<b>\$ 1,088.13</b>

Make all checks payable to Paul J. Ingram Co..

**CHASE** *for* BUSINESS

Printed from Chase for Business

## BUSINESSSELECT CHKG (...1574) &gt;

Available balance	Present balance	Available credit	Available plus credit
<b>\$93.06</b>	<b>\$93.06</b>	<b>\$0.00</b>	<b>\$93.06</b>

SHOWING All transactions

Date	Description	Type	Amount	Balance
Pending	POS DEBIT AT&T*BILL PAYMENT DALLAS TX Misc. debit (...9365)	Misc. debit	-\$116.24	--
Mar 15, 2018	QuickPay with Zelle payment to Lexi 6983924288 QuickPay debit	QuickPay debit	-\$50.00	\$209.30
Mar 12, 2018	SHELL Service Station CARMEL CA 012262 03/10 Debit card transaction (...9365)	Debit card transaction	-\$75.00	\$259.30
	MONTEREY REGIONAL WAST 831-3845313 CA 03/10 Debit card transaction (...9365)	Debit card transaction	-\$44.80	\$334.30
Mar 9, 2018	WASH N DASH VALERO SALINAS CA 032039 03/09 Debit card transaction (...9365)	Debit card transaction	-\$42.15	\$379.10
Mar 8, 2018	WASH N DASH EXPRESS CA SALINAS CA 03/07 Debit card transaction (...9365)	Debit card transaction	-\$14.00	\$421.25
Mar 6, 2018	QuickPay with Zelle payment to Lexi 6959297413 QuickPay debit	QuickPay debit	-\$30.00	\$435.25
Mar 5, 2018	SHELL Service Station CARMEL CA 074887 03/05 Debit card transaction (...9365)	Debit card transaction	-\$65.79	\$465.25
	QuickPay with Zelle payment to Lexi 6957353722 QuickPay debit	QuickPay debit	-\$40.00	\$531.04
	CARMEL VALLEY ACE CARMEL VALLEY CA 03/03 Debit card transaction (...9365)	Debit card transaction	-\$4.95	\$571.04
Mar 2, 2018	PG&E/EZ-PAY 800-743-5000 CA 03/01 Debit card transaction (...9365)	Debit card transaction	-\$288.13	\$575.99
Mar 1, 2018	QuickPay with Zelle payment to Lexi 6945457821 QuickPay debit	QuickPay debit	-\$108.00	\$864.12
		ATM deposit	\$506.93	\$972.12

Clarke's Turf and Water  
 18939 Vierra Canyon Rd.  
 Prunedale, CA 93907

# Invoice

Date	Invoice #
2/21/2018	1277

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Landscape Maintenance for February 2018	50.00	50.00
	Sales Tax	7.25%	0.00

Thank you for your business. 262-9800	<b>Total</b>	\$50.00
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10006 Rose Hills Road  
City of Industry, CA 90601  
(562) 463-4000  
www.quinncompany.com

## SERVICE INVOICE

Make: CATERPILLAR
Model: C9
Serial No: CAT00000CC9E00865
Equipment No:
Machine ID No: CE09727      Meter Reading: 80.0

PLEASE MAKE REMITTANCE TO: <b>QUINN COMPANY</b> P O Box 849665, Los Angeles, CA 90084-9665	
<b>Invoice Number</b>	<b>WON20005513</b>
Invoice Date	02/28/2018
Payment Due Date	02/28/2018
<b>Invoice Total</b>	<b>\$ 1,050.00</b>
Payment Terms:	Cash/COD
Credit Memo Amount	
Customer Account No.	635600
Quinn Work Order No.	NS04529
<b>Customer PO Number</b>	<b>CSA# 5008AA</b>

*Please use Remittance Advice on last page of this invoice.*

**BILL TO:** SPRECKELS COMMUNITY SERVICES  
ATTN ACCOUNTS PAYABLE  
P O BOX 7432  
SPRECKELS CA 93962

**SHIP TO:**  
SPRECKELS 2ND STREET PUMP STN  
2ND STREET & LLANO  
SPRECKELS, CA 93962  
PAUL INGRAHM  
831-455-7855

Customer Contact: PAUL INGRAHM

Quinn Product Support Rep: VAL KING (408) 315-9704

**Quinn Store Location: SALINAS INDUSTRIAL SERVICE, 1300 Abbott Street, Salinas, CA 93901 (831) 758-8461**

### INVOICE SUMMARY

SEG	DESCRIPTION	PARTS	LABOR	MISC	FLAT RATE	ADJUSTMENT	TOTAL
01	ANNUAL LOAD BANK ENGINE & GENERATOR		1,050.00				1,050.00
	<b>SUBTOTAL</b>		<b>1,050.00</b>				<b>1,050.00</b>
	<b>TOTAL</b>		<b>1,050.00</b>				<b>1,050.00</b>

Paperless. To receive your invoices and statements electronically, please visit our website at [quinncompany.com](http://quinncompany.com).

A FINANCE CHARGE OF 1.5% PER MONTH (18% PER ANNUM) will be charged on the past due balance. The past due balance represents all charges remaining unpaid on the closing date of the month following the invoice date. In the event of default in the payment of any amount due, and if the account is placed in the hands of any agency or attorney for collection or legal action, the purchaser agrees to pay finance charges equal to the cost of collection (as permitted by laws governing these transactions). When necessary, Quinn will invoke its repairman's lien pursuant to Sections 3051 and 3051a of the California Civil Code. Acceptance by the customer of the parts, service or equipment listed above is the customer's agreement to be bound by the credit and collection terms set forth above.

Bakersfield \* City of Industry \* Corcoran \* Firebaugh \* Foothill Ranch \* Fresno \* Lancaster \* Oxnard \* Paso Robles \* Pomona  
Salinas \* Riverside \* Victorville \* Murrieta \* Indio \* Santa Maria \* Sylmar \* Tulare \* Yuma, AZ



10006 Rose Hills Road  
 City of Industry, CA 90601  
 (562) 463-4000  
 www.quinncompany.com

Make: CATERPILLAR  
 Model: C9  
 Serial No: CAT00000CC9E00865  
 Equipment No:  
 Machine ID No: CE09727      Meter Reading: 80.0

**SERVICE INVOICE**

BILL TO: SPRECKELS COMMUNITY SERVICES  
 ATTN ACCOUNTS PAYABLE  
 P O BOX 7432  
 SPRECKELS CA 93962

SHIP TO:  
 SPRECKELS 2ND STREET PUMP STN  
 2ND STREET & LLANO  
 SPRECKELS, CA 93962  
 PAUL INGRAHM  
 831-455-7855

Customer Contact: PAUL INGRAHM

Quinn Product Support Rep: VAL KING (408) 315-9704

Quinn Store Location: SALINAS INDUSTRIAL SERVICE, 1300 Abbott Street, Salinas, CA 93901 (831) 758-8461

**INVOICE DETAIL**

Work Order No. NS04529

Invoice No. WON20005513

Invoice Date: 02/28/2018

QTY	PART NUMBER	DESCRIPTION	STK/ONSTK	UNIT PRICE	EXTENDED PRICE
PERFORMED 2 HOUR LOAD BANK TEST.					
MS					
ANNUAL LOAD BANK ENGINE & GENERATOR					
5008AA SPRECKELS COMMUNITY, 2ND & LLANO STREET, SP					
				F/R LBR	1050.00 *
				SEGMENT 01 TOTAL	1050.00 T
				TOTAL PARTS DISCOUNT	.00
				INVOICE TOTAL	1,050.00

**THANK YOU FOR YOUR BUSINESS.**  
 HOW DID WE DO? YOUR COMPLETE SATISFACTION IS VERY IMPORTANT TO US.  
 IF THERE IS ANYTHING WE COULD HAVE DONE BETTER,  
 PLEASE LET US KNOW AS SOON AS POSSIBLE!  
 SHOULD YOU HAVE ANY QUESTIONS REGARDING THIS INVOICE, PLEASE CONTACT  
 RYAN JEFFERSON, SALINAS PRODUCT SUPPORT MANAGER, AT (831) 789-8842.

\* \* \* C A S H \* \* \*

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CUT HERE AND RETURN WITH REMITTANCE

SPRECKELS COMMUNITY SERVICES  
 ATTN ACCOUNTS PAYABLE  
 P O BOX 7432  
 SPRECKELS CA 93962

Invoice No: WON20005513  
 Invoice Date: 02/28/2018  
 Due Date: 02/28/2018

Please send your  
 Payment to:

Account Number: 635600  
 Purchase Order No: CSA# 5008AA  
 Payment Terms: Cash/COD  
 Work Order No: NS04529

Invoice Total:	<b>\$ 1,050.00</b>
Amount Paid:	

QUINN COMPANY  
 P O Box 849665  
 Los Angeles, CA 90084-9665

Place this coupon in the return envelope  
 with the mailing addresses clearly visible.



10006 Rose Hills Rd, City of Industry, CA 90601 (562) 463-4000

**STATEMENT**  
 PLEASE MAKE REMITTANCE TO:  
**QUINN COMPANY**  
 P O Box 849665  
 Los Angeles, CA 90084-9665

CREDIT INQUIRIES:  
 CENTRAL CALIFORNIA CUSTOMERS CALL 559-891-6680  
 SOUTHERN CALIFORNIA CUSTOMERS CALL 562-463-4020

SPRECKELS COMMUNITY SERVICES DISTRICT  
 ATTN ACCOUNTS PAYABLE  
 P O BOX 7432  
 SPRECKELS CA 93962 US

635600	02	28	18
CUSTOMER NUMBER	CLOSING DATE		

Page 1 of 1

INVOICE DATE			INVOICE NUMBER	REFERENCE	AMOUNTS
MO.	DAY	YR.			
02	28	2018	WON20005513	NS04529	1,050.00
				Total	\$1,050.00

FRESNO \* OXNARD \* SALINAS \* BAKERSFIELD \* LANCASTER \* SANTA MARIA \* CORCORAN \* FOOTHILL RANCH \* FIREBAUGH

TERMS: NET DUE BY THE 10TH OF THE MONTH FOLLOWING PURCHASE. TO AVOID FINANCE CHARGES, PAYMENT MUST BE RECEIVED BY THE CLOSING DATE SHOWN ABOVE. ACCOUNTS HAVING AN UNPAID PREVIOUS BALANCE ON THE CLOSING DATE WILL BE ASSESSED A FINANCE CHARGE OF 1-1/2% PER MONTH (18% PER ANNUM). IN THE EVENT OF DEFAULT IN THE PAYMENT OF ANY AMOUNT DUE, AND IF THE ACCOUNT IS PLACED IN THE HANDS OF ANY AGENCY OR ATTORNEY FOR COLLECTION OR LEGAL ACTION, THE PURCHASER AGREES TO PAY FINANCE CHARGES AND CHARGES EQUAL TO THE COST OF COLLECTION (AS PERMITTED BY LAWS GOVERNING THESE TRANSACTIONS).

PLEASE  
 REMIT  
 THIS  
 AMOUNT

1,050.00

PLEASE RETURN STUB WITH YOUR REMITTANCE

PAY BEFORE NEXT CLOSING DATE  
 TO AVOID FINANCE CHARGE.

MONTHLY AGING OF UNPAID INVOICES

1,050.00	0.00	0.00	0.00	0.00
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**QUINN COMPANY** **SPRECKELS COMMUNITY SERVICES DISTRICT** Page 1 of 1  
**635600** **022818**

PD	DATE	INV#	REFERENCE	AMOUNTS	PD	DATE	INV#	REFERENCE	AMOUNTS
	02.28.2018	WON20005513	NS04529	1,050.00					
			Total	\$1,050.00					

1,050.00 REMITTANCE AMOUNT





10006 Rose Hills Road  
City of Industry, CA 90601  
(562) 463-4000  
www.quinncompany.com

## SERVICE INVOICE

Make: CATERPILLAR
Model: C9
Serial No: CAT00000CC9E00865
Equipment No:
Machine ID No: CE09727      Meter Reading: 80.0

PLEASE MAKE REMITTANCE TO: <b>QUINN COMPANY</b> P O Box 849665, Los Angeles, CA 90084-9665	
Invoice Number	<b>WON20005537</b>
Invoice Date	03/06/2018
Payment Due Date	03/06/2018
<b>Invoice Total</b>	<b>\$ 793.36</b>
Payment Terms:	Cash/COD
Credit Memo Amount	
Customer Account No.	635600
Quinn Work Order No.	NS04528
<b>Customer PO Number</b>	<b>CSA# 5008AA</b>

Please use Remittance Advice on last page of this invoice.

BILL TO: SPRECKELS COMMUNITY SERVICES  
ATTN ACCOUNTS PAYABLE  
P O BOX 7432  
SPRECKELS CA 93962

SHIP TO:  
SPRECKELS 2ND STREET PUMP STN  
2ND STREET & LLANO  
SPRECKELS, CA 93962  
PAUL INGRAHM  
831-455-7855

Customer Contact: PAUL INGRAHM

Quinn Product Support Rep: VAL KING (408) 315-9704

Quinn Store Location: SALINAS INDUSTRIAL SERVICE, 1300 Abbott Street, Salinas, CA 93901 (831) 758-8461

### INVOICE SUMMARY

SEG	DESCRIPTION	PARTS	LABOR	MISC	FLAT RATE	ADJUSTMENT	TOTAL
01	PERFORM ANNUAL SERVICE		452.00				452.00
02	ANNUAL SERVICE PARTS	294.01					294.01
	ENV/RECYCLE FEE			24.00			24.00
	<b>SUBTOTAL</b>	<b>294.01</b>	<b>452.00</b>	<b>24.00</b>			<b>770.01</b>
	STATE SALES TAX 7.25			21.84			21.84
	MONTEREY CNTY TX .5%			1.51			1.51
	<b>TOTAL</b>	<b>294.01</b>	<b>452.00</b>	<b>47.35</b>			<b>793.36</b>

Go Paperless. To receive your invoices and statements electronically, please visit our website at [quinncompany.com](http://quinncompany.com).

A FINANCE CHARGE OF 1.5% PER MONTH (18% PER ANNUM) will be charged on the past due balance. The past due balance represents all charges remaining unpaid on the closing date of the month following the invoice date. In the event of default in the payment of any amount due, and if the account is placed in the hands of any agency or attorney for collection or legal action, the purchaser agrees to pay finance charges equal to the cost of collection (as permitted by laws governing these transactions). When necessary, Quinn will invoke its repairman's lien pursuant to Sections 3051 and 3051a of the California Civil Code. Acceptance by the customer of the parts, service or equipment listed above is the customer's agreement to be bound by the credit and collection terms set forth above.

Bakersfield \* City of Industry \* Corcoran \* Firebaugh \* Foothill Ranch \* Fresno \* Lancaster \* Oxnard \* Paso Robles \* Pomona  
Salinas \* Riverside \* Victorville \* Murrieta \* Indio \* Santa Maria \* Sylmar \* Tulare \* Yuma, AZ



10006 Rose Hills Road  
 City of Industry, CA 90601  
 (562) 463-4000  
 www.quinncompany.com

Make: CATERPILLAR  
 Model: C9  
 Serial No: CAT00000CC9E00865  
 Equipment No:  
 Machine ID No: CE09727      Meter Reading: 80.0

**SERVICE INVOICE**

**BILL TO:** SPRECKELS COMMUNITY SERVICES  
 ATTN ACCOUNTS PAYABLE  
 P O BOX 7432  
 SPRECKELS CA 93962

**SHIP TO:**  
 SPRECKELS 2ND STREET PUMP STN  
 2ND STREET & LLANO  
 SPRECKELS, CA 93962  
 PAUL INGRAHM  
 831-455-7855

Customer Contact: PAUL INGRAHM

Quinn Product Support Rep: VAL KING (408) 315-9704

Quinn Store Location: SALINAS INDUSTRIAL SERVICE, 1300 Abbott Street, Salinas, CA 93901 (831) 758-8461

**INVOICE DETAIL**

Work Order No. NS04528

Invoice No. WON20005537

Invoice Date: 03/06/2018

QTY	PART NUMBER	DESCRIPTION	STK/NONSTK	UNIT PRICE	EXTENDED PRICE
PERFORMED ANNUAL SERVICE PM2.					
MS					
PERFORM ANNUAL SERVICE					
5008AA SPRECKELS COMMUNITY, 2ND & LLANO STREET, SP					
				F/R LBR	452.00 *
		SEGMENT 01 TOTAL			452.00 T
-----					
ANNUAL SERVICE PARTS					
1	15608	BRAK/PARTS CLEANERS		6.38	6.38
1	QLAB 17	OIL SAMPLE-SHOP S		16.80	16.80
1	1R-0762	FILTER A-FUE S		27.65	27.65
1	1R-1808	FILTER AS-ENG OIL S		32.50	32.50
1	262-5194	ELEMENT AS N		64.25	64.25
1	267-6532	TOWELS S		5.44	5.44
1	326-1644	FILTER AS,FWS S		33.89	33.89
42	5153957	CAT DEO ULS 15W-40S		2.55	107.10
		TOTAL PARTS	SEG. 02		294.01 *
		SEGMENT 02 TOTAL			294.01 T
-----					
		TOTAL PARTS DISCOUNT		.00	
		ENV/RECYCLE FEE			24.00 T
		STATE SALES TAX 7.25			21.84 T
		MONTEREY CNTY TX .5%			1.51 T
		INVOICE TOTAL			793.36

**THANK YOU FOR YOUR BUSINESS.**  
 HOW DID WE DO? YOUR COMPLETE SATISFACTION IS VERY IMPORTANT TO US.  
 IF THERE IS ANYTHING WE COULD HAVE DONE BETTER,  
 PLEASE LET US KNOW AS SOON AS POSSIBLE!  
 SHOULD YOU HAVE ANY QUESTIONS REGARDING THIS INVOICE, PLEASE CONTACT  
 RYAN JEFFERSON, SALINAS PRODUCT SUPPORT MANAGER, AT (831) 789-8842.

\* \* \* C A S H \* \* \*

**FECHTER & COMPANY, CPAs**  
**3445 AMERICAN RIVER DRIVE SUITE A**  
**SACRAMENTO, CA 95864**  
**916-333-5360**  
**CFECHTER@FECHTERCPA.COM**  
**EIN: 20-8710580**

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**SPRECKELS COMMUNITY SERVICES DISTRICT**

INVOICE DATE: 03/16/2018

**PROFESSIONAL SERVICES RENDERED:**

06/30/2011 AND 2012 FY FINANCIAL STATEMENT AUDIT - 85% COMPLETED (\$7,500 TOTAL FEE)	6,375.00
06/30/2013 AND 2014 FY FINANCIAL STATEMENT AUDIT - 85% COMPLETED (\$7,500 TOTAL FEE)	6,375.00
06/30/2015 FY FINANCIAL STATEMENT AUDIT - 85% COMPLETED (\$5,000 TOTAL FEE)	4,250.00

**EXPENSES (\$3,000 CONTRACT MAX)**

TYPING & ADMINISTRATIVE	\$ 147.00
TRAVEL (409.00 MILES @ \$0.545 cents)	222.91
HOTEL (2 rooms for 3 nights)	667.44
LUNCH AND DINNERS	153.92
TOLL FEES	<u>5.00</u>
<b>TOTAL AMOUNT DUE</b>	<b><u><u>\$ 18,196.27</u></u></b>

Invoice payable upon receipt, accounts more than 60 days overdue will be assessed a \$10 administrative charge and be charged interest at 1.5% per month (18% per annum)

# LAFCO *of Monterey County*

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## LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

### 2018 Commissioners

**Chair**  
Simón Salinas  
*County Member*

**Vice Chair**  
Warren E. Poitras  
*Special District Member*

Luis Alejo  
*County Member, Alternate*

Sherwood Darington  
*Public Member*

Matt Gourley  
*Public Member, Alternate*

Joe Gunter  
*City Member*

Maria Orozco  
*City Member, Alternate*

Jane Parker  
*County Member*

Ralph Rubio  
*City Member*

Vacant  
*Special District Member  
Alternate*

Graig R. Stephens  
*Special District Member*

### Counsel

Leslie J. Girard  
*General Counsel*

### Executive Officer

Kate McKenna, AICP

132 W. Gabilan Street, #102  
Salinas, CA 93901

P. O. Box 1369  
Salinas, CA 93902

Voice: 831-754-5838  
Fax: 831-754-5831

[www.monterey.lafco.ca.gov](http://www.monterey.lafco.ca.gov)

## MEMORANDUM

DATE: February 2, 2018

TO: Independent Special District General Managers, Fire Chiefs, and CEOs

FROM: Kate McKenna, AICP, Executive Officer 

SUBJECT: Ballot for Election of LAFCO Commissioner – Special District  
Regular Member (Due March 15, 2018)

This memorandum transmits a ballot, voting instructions and candidate information for the election of one Independent Special District Regular Member to serve a four-year term on the Local Agency Formation Commission of Monterey County. Please forward the ballot and information to the legislative body of your District for voting and signature by the presiding officer (Board President) or designee. Vote for one of the four candidates. The deadline to return the ballot is March 15. LAFCO may extend this deadline if more time is needed to obtain ballots from a majority of Districts.

A second ballot, for election of one Special District Alternate Member, will be issued after the election of a Regular Member. Sequential balloting is in accordance with adopted procedures to ensure diversity in representation.

Thank you for participating in the election process. Please contact me if you have any questions.

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### Enclosures:

Ballot and Voting Instructions  
Candidate Information

# LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

February 2, 2018

## OFFICIAL BALLOT OF THE INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

### FOR ELECTION OF ONE REGULAR SPECIAL DISTRICT REPRESENTATIVE TO LAFCO

#### Voting Instructions:

1. The presiding officer of the legislative body of the District or the legislative body's alternate officer is authorized to vote. Please vote for one candidate. A majority of Districts must return ballots in order to conclude the election. The candidate receiving the most votes will be elected to a Regular Member seat.
2. Please return this ballot to LAFCO of Monterey County at P.O. Box 1369, Salinas, CA 93902 or at 132 W. Gabilan Street, Suite 102, Salinas, CA 93901, or by FAX at 831-754-5831.
3. **Deadline** - Ballots must be received in the LAFCO office by **March 15, at 5:00 p.m.** LAFCO may extend this deadline if more time is needed to obtain ballots from a majority of Districts.

#### PLEASE VOTE FOR 1 CANDIDATE (REGULAR MEMBER SEAT):

- Herbert Cortez (Marina Coast Water District)
- Mary Ann Leffel (Monterey Regional Airport District)
- Grant Leonard (North Monterey County Recreation and Park District)
- Graig Stephens (Soledad Community Health Care District)

-----  
VOTING MEMBER SIGNATURE: \_\_\_\_\_

INDEPENDENT SPECIAL DISTRICT: \_\_\_\_\_

DATE: \_\_\_\_\_

# LAFCO *of Monterey County*

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## LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

**KATE McKENNA, AICP**  
**Executive Officer**

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

**NOMINATION FORM**  
**TO DECLARE CANDIDACY AND REQUEST NAME AND STATEMENT ON BALLOTS**  
**FOR ONE REGULAR POSITION AND ONE ALTERNATE POSITION ON**  
**THE LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY**

Due Date: February 1, 2018

Nominations will be considered to fill the four-year term for one Regular seat (expiring May 2022) and the remaining term for one Alternate seat (expiring May 2020) for Independent Special District Commissioners on the Local Agency Formation Commission of Monterey County.

**Nomination Deadline and Process:**

Nominations must be received in the LAFCO Office by **February 1, 2018** at 5:00 p.m. Qualified persons may submit their own nominations using this form (no Board action is needed). You may email the completed form to [mckennak@monterey.lafco.ca.gov](mailto:mckennak@monterey.lafco.ca.gov) OR mail it to P.O. Box 1369, Salinas, CA 93902 OR hand-deliver it to 132 W. Gabilan Street, Suite 102 in Salinas.

**Nomination Statement:**

"I, Herbert Cortez, hereby declare myself a candidate for the election to the position of Regular or Alternate Commissioner of the LAFCO of Monterey County. I am an elected or appointed Monterey County Independent Special District board member or trustee residing within the county and not a member of a legislative body of a city or county. I request my name be placed on the official ballot and, if elected, I will qualify and accept the office of Regular or Alternate LAFCO Commissioner for which I am selected and serve to the best of my ability."

**Nominee Information:**

Name: Herbert Cortez  
Address: 221 Mortimer Ln, Marina CA 93933  
Phone and e-mail: 646-419-0423 and hcortez@hartnell.edu  
District represented: Marina Coast Water District  
Your position with the District: Board Member  
Number of years as a District Board Member or Trustee: 1-2

**Candidate Statement for the Ballot:**

Please give reasons for wanting to be an elected LAFCO Commissioner and briefly summarize qualifications and background:

---

As a proud member of the Marina Coast Water District and my service to the Democratic Central Committee, I have first hand knowledge of the importance of orderly growth and the impact it has to our surrounding communities. I have a Master in Public Policy from Pepperdine University and a Bachelor's from Cornell University which have been instrumental in my decision making of local water sustainability policies and promote policies to deliver effective government services

Signed: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your interest in serving on LAFCO of Monterey County.

# LAFCO of Monterey County

## LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

KATE McKENNA, AICP  
Executive Officer

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

### NOMINATION FORM TO DECLARE CANDIDACY AND REQUEST NAME AND STATEMENT ON BALLOTS FOR ONE REGULAR POSITION AND ONE ALTERNATE POSITION ON THE LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

Due Date: February 1, 2018

Nominations will be considered to fill the four-year term for one Regular seat (expiring May 2022) and the remaining term for one Alternate seat (expiring May 2020) for Independent Special District Commissioners on the Local Agency Formation Commission of Monterey County.

#### Nomination Deadline and Process:

Nominations must be received in the LAFCO Office by **February 1, 2018** at 5:00 p.m. Qualified persons may submit their own nominations using this form (no Board action is needed). You may email the completed form to [mckennak@monterey.lafco.ca.gov](mailto:mckennak@monterey.lafco.ca.gov) OR mail it to P.O. Box 1369, Salinas, CA 93902 OR hand-deliver it to 132 W. Gabilan Street, Suite 102 in Salinas.

#### Nomination Statement:

"I, Mary Ann Leffel, hereby declare myself a candidate for the election to the position of Regular or Alternate Commissioner of the LAFCO of Monterey County. I am an elected or appointed Monterey County Independent Special District board member or trustee residing within the county and not a member of a legislative body of a city or county. I request my name be placed on the official ballot and, if elected, I will qualify and accept the office of Regular or Alternate LAFCO Commissioner for which I am selected and serve to the best of my ability."

#### Nominee Information:

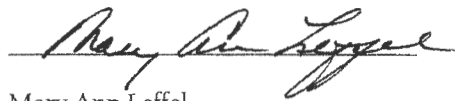
Name: Mary Ann Leffel  
Address: 117 Cuesta Vista Drive, Monterey CA 93940  
Phone and e-mail: (831) 402-4616 mal@leffelconstruction.com  
District represented: Monterey Regional Airport District  
Your position with the District: Board Member  
Number of years as a District Board Member or Trustee: 10

#### Candidate Statement for the Ballot:

Please give reasons for wanting to be an elected LAFCO Commissioner and briefly summarize qualifications and background:



I have a deep appreciation for the size and diversity of our County and respect everything the districts accomplish as they work together for efficiency, innovation and cash savings for our citizens. I would like to further these efforts through my representation.

Signed: 

Name (Print): Mary Ann Leffel

Date: January 31, 2018

Thank you for your interest in serving on LAFCO of Monterey County.

# LAFCO *of Monterey County*

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## LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

KATE McKENNA, AICP  
Executive Officer

### INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

#### NOMINATION FORM TO DECLARE CANDIDACY AND REQUEST NAME AND STATEMENT ON BALLOTS FOR ONE REGULAR POSITION AND ONE ALTERNATE POSITION ON THE LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

Due Date: February 1, 2018

Nominations will be considered to fill the four-year term for one Regular seat (expiring May 2022) and the remaining term for one Alternate seat (expiring May 2020) for Independent Special District Commissioners on the Local Agency Formation Commission of Monterey County.

#### Nomination Deadline and Process:

Nominations must be received in the LAFCO Office by February 1, 2018 at 5:00 p.m. Qualified persons may submit their own nominations using this form (no Board action is needed). You may email the completed form to [mckennak@monterey.lafco.ca.gov](mailto:mckennak@monterey.lafco.ca.gov) OR mail it to P.O. Box 1369, Salinas, CA 93902 OR hand-deliver it to 132 W. Gabilan Street, Suite 102 in Salinas.

#### Nomination Statement:

"I, Grant Leonard, hereby declare myself a candidate for the election to the position of Regular or Alternate Commissioner of the LAFCO of Monterey County. I am an elected or appointed Monterey County Independent Special District board member or trustee residing within the county and not a member of a legislative body of a city or county. I request my name be placed on the official ballot and, if elected, I will qualify and accept the office of Regular or Alternate LAFCO Commissioner for which I am selected and serve to the best of my ability."

#### Nominee Information:

Name: Grant Leonard, AICP  
Address: 11261 Crane Street, Castroville, CA 95012  
Phone and e-mail: 408-332-1412, leonardgt@yahoo.com  
District represented: North Monterey County Recreation and Park District  
Your position with the District: Board Chair  
Number of years as a District Board Member or Trustee: Three+

#### Candidate Statement for the Ballot:

Please give reasons for wanting to be an elected LAFCO Commissioner and briefly summarize qualifications and background:

I am interested in serving on LAFCO to provide a strong voice for special districts, especially as it relates to service reviews and applications that affect special districts. I am also interested in

working with the other LAFCO members to build consensus and find solutions to the issues that come to the LAFCO Board.

See Below for background and qualifications.

Signed:



Name (Print): Grant Leonard

Date:

1/12/18

Thank you for your interest in serving on LAFCO of Monterey County.

Background: My experience with Special Districts starts with the North Monterey County Recreation and Park District, where's I've been a director since 2014, but I also serve on Citizen Oversight Committees for Hartnell College and the Salinas Valley Solid Waste Authority. Professionally, I work for the Transportation Agency for Monterey County (TAMC) in the fields of project development, project management, long range planning, and environmental review. Finally, I have Masters in Urban and Regional Planning and am a member of the American Institute of Certified Planners (AICP).

Feb 01 2018

# LAFCO of Monterey County

## LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

KATE McKENNA, AICP  
Executive Officer

### INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

### NOMINATION FORM TO DECLARE CANDIDACY AND REQUEST NAME AND STATEMENT ON BALLOTS FOR ONE REGULAR POSITION AND ONE ALTERNATE POSITION ON THE LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

Due Date: February 1, 2018

Nominations will be considered to fill the four-year term for one Regular seat (expiring May 2022) and the remaining term for one Alternate seat (expiring May 2020) for Independent Special District Commissioners on the Local Agency Formation Commission of Monterey County.

#### Nomination Deadline and Process:

Nominations must be received in the LAFCO Office by February 1, 2018 at 5:00 p.m. Qualified persons may submit their own nominations using this form (no Board action is needed). You may email the completed form to [mckennak@monterey.lafco.ca.gov](mailto:mckennak@monterey.lafco.ca.gov) OR mail it to P.O. Box 1369, Salinas, CA 93902 OR hand-deliver it to 132 W. Gabilan Street, Suite 102 in Salinas.

#### Nomination Statement:

"I, Graig R. Stephens, hereby declare myself a candidate for the election to the position of Regular or Alternate Commissioner of the LAFCO of Monterey County. I am an elected or appointed Monterey County Independent Special District board member or trustee residing within the county and not a member of a legislative body of a city or county. I request my name be placed on the official ballot and, if elected, I will qualify and accept the office of Regular or Alternate LAFCO Commissioner for which I am selected and serve to the best of my ability."

#### Nominee Information:

Name: Graig R. Stephens  
Address: 1120 Walker Dr.  
Phone and e-mail: 831-678-3504 graisstephens@yahoo.com  
District represented: Soledad Health Care District  
Your position with the District: Board Member  
Number of years as a District Board Member or Trustee: 8

#### Candidate Statement for the Ballot:

Please give reasons for wanting to be an elected LAFCO Commissioner and briefly summarize qualifications and background:

I am currently a board member of the Soledad Health Care District. Previously, I was on the Soledad City Council a mayor, served on Ambag

and was its president in 1984. I served 25 yrs as a volunteer firefighter and for 5 years as Chief and worked with Fire Mission Fire Protection District. I am currently on LaFCO, and I am very interested in how County and municipal decisions impact special districts

Signed: Craig R. Stephens

Name (Print): Craig R. Stephens

Date: 1/26/2018

Thank you for your interest in serving on LAFCO of Monterey County.

March 13, 2018

Attn: Board  
Spreckels Community Services District  
P.O. Box 7432  
Spreckels, CA 93962



Re: Verizon Wireless Letter of Intent  
Spreckels Harkins Rd

Dear Board:

On behalf of Verizon Wireless I am pleased to present this non-binding letter to you as Lessor. This letter is intended to outline the basic business terms and conditions upon which Verizon Wireless would be willing to enter into an Agreement with you on your property located at Spreckels, CA 93962 on Nacional Ave. and Spreckels Blvd.

There is no cost to you in the development of this facility. I ask that you review these terms, and if you are in agreement, sign this letter and return it to me. Should you have any questions or concerns, please do not hesitate to contact me.

- Location:** Spreckels, CA 93962. Assessor's parcel number 177-071-027-000.
- Premises:** 40' x 40' ground space lease area for equipment and antennas mounted to a tower structure. Exact locations to be surveyed and mutually agreed upon.
- Utilities:** At Verizon Wireless' expense, utilities will be brought to the Premises and Lessor will grant Verizon Wireless the necessary easements to do so.
- Term:** Five years, with options to extend the term for four (4) additional five (5) year terms.
- Rent:** Rent shall be \$16,800 per year, paid in monthly installments of \$1,400.
- Option:** One 12-month option to obtain necessary government approvals. First option payment of \$10 is payable within 60 days of contract execution. One additional 12-month option at \$10, if necessary.
- Access:** 24 hours a day, 7 days a week during the lease term.
- Commencement:** The rent commencement date shall be the first day of the month in which notice of the exercise of the option is effective.

This letter does not address all material or essential terms that may become part of a formal land lease agreement. It is a letter of intent demonstrating a willingness by both parties to enter into an agreement based on the general terms outlined above.

AGREED:

---

Date

Complete Wireless Consulting - 2009 V Street - Sacramento, CA 95818  
Paulo Lopez  
(916) 955-2792 phone  
(916) 313-3730 fax  
plopez@completewireless.net

Site Name: Spreckels Harkins Rd

**LETTER OF AUTHORIZATION**

**This authorization is not a commitment of any kind.** All land-use approvals obtained will be subject to the successful completion of lease negotiations and the approval of site configuration by an authorized representative.

In order to determine the viability and permit the use of a wireless antenna facility on the real property ("Property") at the address stated below, the undersigned authority hereby grants, consents, and agrees with Verizon Wireless as follows:

1. Entry. Owner or authorized agent consents that approved Verizon Wireless representatives may enter upon the Property to conduct and perform the following permitted activities upon at least 24-hour notice to Owner: boundary and positioning surveys, radio propagation studies, soils boring/report, power and telephone existing service capacity, subsurface boring tests, an environmental site assessment, visual inspections of the Property, and other activities as Verizon Wireless may deem necessary. Verizon Wireless agrees to be responsible for all costs related to these surveys and investigations.

2. Filings. Owner or authorized agent consents that Verizon Wireless may make and file applications for the proposed wireless antenna facility on the Property to such local, state and federal governmental entities whose approval may be necessary for this type of use. Submittals and approvals include zoning applications, variances, land use descriptions, and other submittals necessary for this type of use. Verizon Wireless agrees to be responsible for all costs related to the governmental approvals for this project.

3. Telco. Owner or authorized agent consents that Verizon Wireless may order, coordinate, and install upgraded telephone connectivity to the site. Verizon Wireless agrees to be responsible for any and all costs related to this installation. Owner or authorized agent understands that the upgrade of telephone connectivity does not constitute construction start.

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Phone number: \_\_\_\_\_

Dated: \_\_\_\_\_

Assessor's Parcel Number: 177-071-027-000

Property Address: Recorded as:  
Spreckels, CA 93962

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

**Application for Appointment to fill Board Vacancy**

*[Instructions: Please fill in all applicable information, then read the “Board Member Qualifications and Expectations” section and sign at the bottom. All applicants please attach a letter describing their experience, qualifications and reason they wish to seek this appointment. Please mail all documents to the District address below or email scanned documents to the Districts email address.]*

NAME Susan Morris

RESIDENTIAL ADDRESS 67 Second Street, Spreckels CA 93962

MAILING ADDRESS [IF DIFFERENT FROM ABOVE] \_\_\_\_\_

PO Box 7511, Spreckels CA 93962

PHONE (310) 418 - 5315 EMAIL ibysmart@gmail.com

ARE YOU A REGISTERED VOTER IN MONTEREY COUNTY? yes

**Board Member Qualifications and Expectations**

**District Information:**

- 1. Spreckels Community Services District is one of forty two Independent Special Districts of Monterey County. The purpose of the district is to manage infrastructure within district boundaries for the Town of Spreckels. Oversight of the District is by an elected Board of Directors, of which there are five positions. Directors serve terms of four years and are subject to reelection on the even numbered years. Terms are staggered to have two or three board positions up for reelection every two years.**
- 2. District staff consists of a part-time contracted Business Manager/Board Clerk.**



**Applicant Qualifications and Expectations:**

- 1. Directors for SCSD are constitutional elected officials and are required to file the Form 700 Statement of Economic Interests with Monterey County on a yearly basis.**
- 2. Directors must be registered voters and reside within district boundaries shown on the District map.**
- 3. Regular SCSD board meetings are held the third Wednesday of every month at 6:30 pm at the Spreckels Veterans Memorial Building meeting room. Board members are expected to attend these and any Special Meetings called by the Board President. Meetings are held in accordance with the Brown Act for open governmental meetings.**
- 4. This is an unpaid position.**

**I have read and understand the information provided above.**

**Applicant Signature**\_\_\_\_\_

3/16/18

To: Spreckels Community Services District

From: Susan Morris

RE: Board Member Position

To Whom It May Concern:

As a local business owner, Realtor and 20 year resident of Spreckels my interest in the Park, VFW Hall and their continued good care are important to myself and my neighbors. I have a desire to become more involved in Spreckels because it is my home.

My experience and qualifications would be many. I have served on committees at various work places, been charged with creating budgets, implementing and overseeing crews through to completion of 100's of projects. Please see my attached CV for reference.

I look forward to meeting with you and answering any questions you might have.

I hope to be of good service SCSD.

Sincerely

Susan Morris  
PO Box 7511  
67 Second St  
Spreckels, CA 93962  
(310) 418- 5315

CV  
Susan Morris  
(310) 418-5315  
ibysmart@gmail.com

2003 – current  
**Business Owner**  
www.warmitupwear.com

1998 - 2003  
**Art Director**  
Freelance Hollywood CA  
Sony Pictures / Rosenthal Productions  
Guthy Renker / Real to Reel Productions

1995 – 1998  
**Set Decorator**  
Freelance Hollywood CA

1994 - 1995  
**Commercial Production Manager**  
KCCN TV  
1990 – 1994  
**Production / News and Commercial**

1976 – 1990  
**Construction, Real Estate Sales, development and property management**

Education:  
Glendale Community College  
Pierce College Woodland Hills CA  
I studied Color, Architecture and drawing.

References available