

Spreckels Community Services District

REGULAR MEETING OF THE BOARD OF DIRECTORS

September 15, 2021

5:30 pm

Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

AGENDA

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

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 spreckelcsd.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, 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, 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 July 21, 2021.

4. Business Manager's Report

- 4.1 Monthly Financials

5. Unfinished Business Action Items

6. New Business Action Items

6.1	<u>Review of Current Accounts Payable:</u>		
a.	Paul J. Ingram Company	Management Services	\$ 700.00
b.	Spreckels Memorial Dist.	Office Rent	\$ 100.00
c.	Spreckels Water Company		\$ 359.63
d.	SCI Consulting Group	Parcel Administration	\$ 3,800.00
e.	Monterey County Auditor-Controller	LAFCO Fees	\$ 162.00
f.	PG&E [estimate]	Streetlights & Pump	\$ 600.00
		TOTAL	\$ 5,721.63

- 6.2 Budget FY 2021-22: Adopt Budget Resolution

7. Unfinished Business Non Action Items

- a. Zone 1 Assessment: Engineer’s Report Only

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

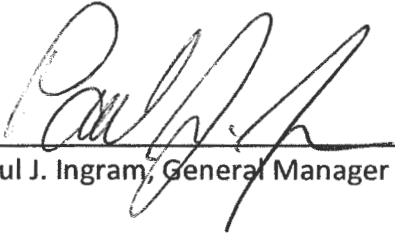
11. Next Meeting Date:

October 20, 2021-5:30 PM

12. 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 September 20, 2021 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, General Manager

9/9/2021
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
July 21, 2021
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 by President McTighe at 6:30 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, Coronel
Absent: Lane, Amaral

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 adopt agenda [Coronel] 2nd [Kramm].

Ayes: McTighe, Kramm, Coronel

Noes: None

MOTION CARRIED

2. Communications

2.1 Correspondence:

2.2 Oral Comments from the Public

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 June 16, 2021.

*Motion to approve [Kramm] 2nd [Coronel].
Ayes: McTighe, Kramm, Coronel
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	\$	720.00
b. Spreckels Memorial Dist.	Office Rent	\$	100.00
c. Spreckels Water Company		\$	323.45
d. PG&E [estimate]	Streetlights & Pump	\$	488.24
e. ASAP Signs and Printing	Mural light repair	\$	261.24
f. Dallen Coronel	SDAMC Dinner	\$	40.00
g. Amanda Kane	SDAMC Dinner	\$	40.00
h. Mike McHugh	SDAMC Dinner	\$	40.00
	TOTAL	\$	2,336.88

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

MOTION CARRIED

6.2 Resolution 2021-01: Resolution to Levy Special Taxes

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

MOTION CARRIED

7. Unfinished Business Non Action Items

- a. Zone 1 Assessment: Engineer’s Report Only

8. New Business Non Action Items

8.1 Budget FYE 6/30/2022

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:

August 18, 2021 6:30 PM

12. 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 July 21, 2021 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, General Manager

Date

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DRAFT

**SPRECKELS COMMUNITY SERVICES
DISTRICT FUND BALANCE AS OF 9/15/2021
AFTER TODAY'S ACCOUNTS PAYABLE.**

COUNTY FUND 634	\$162,416.95
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SCI Consulting Group

4745 Mangels Blvd.
Fairfield, CA 94534

(707) 430-4300

Invoice

DATE	INVOICE #
8/23/2021	SBS9834

BILL TO
Spreckels Community Services District P.O. Box 7432 Spreckels, CA 93962

PROJECT	
Parcel Tax Admin FY 2021-22	
P.O. #	

DESCRIPTION	AMOUNT
Levy Assessment Administration	3,800.00
Total	\$3,800.00

MONTEREY COUNTY

AUDITOR - CONTROLLER

(831) 755-5040 • FAX (831) 755-5098 • P.O. BOX 390 • SALINAS, CALIFORNIA 93902

RUPA SHAH, CPA
AUDITOR-CONTROLLER



Paul Ingram
General Manager
Spreckels Community Services District
P.O. Box 7432
Spreckels, CA 93962

August 25, 2020

~~Invoice #22-136~~
LAFCO BUDGET ALLOCATION 2021-2022

Pursuant to California State Code 56381, Section (b)(a) (c), each city and special district is required to pay LAFCO Administrative Charges. Your portion of these charges, based on LAFCO's Budget for Fiscal Year ended June 30, 2022, is \$162.00.

As per LAFCO Resolution 09-21 adopted December 7, 2009, if payment in full has not been received on or before September 31, 2020, the County Auditor will be directed to transfer the unpaid amount from your entity's revenues to LAFCO's fund.

Please make your check payable to Monterey County Auditor-Controller and send your remittance to:

Rupa Shah
Monterey County Auditor-Controller
P.O. Box 390
Salinas, CA 93902
Attn: General Accounting

Spreckels Community Services District
Proposed Budget FYE 6/30/2022

	Proposed Budget FYE 6/30/2022				
Income		Budget	FYTD	BALANCE	%
Zone 1 Assessment 16.3%	TOTAL	\$6,700.00		\$6,700.00	0.00%
Zone 2 Assessment 83.7%	TOTAL	\$34,000.00		\$34,000.00	0.00%
Non-Assessment Prop Taxes		\$31,500.00		\$31,500.00	0.00%
Interest on Pooled Investments		\$1,500.00		\$1,500.00	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%
Administrative Fees Zone 2 83.7%		\$418.50		\$418.50	0.00%
Audit Expense Zone 1 16.3%		\$489.00		\$489.00	0.00%
Audit Expense Zone 2 83.7%		\$2,511.00		\$2,511.00	0.00%
Board/Staff Education Zone 1 16.3%		\$146.70		\$146.70	0.00%
Board/Staff Education Zone 2 83.7%		\$753.70		\$753.70	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		\$3,350.00		\$3,350.00	0.00%
Equipment Repair/Maint. Zone 2		\$1,650.00		\$1,650.00	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		\$4,000.00		\$4,000.00	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%		\$1,369.20		\$1,369.20	0.00%
Management Zone 2 83.7%		\$7,021.00		\$7,021.00	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%		\$627.55		\$627.55	0.00%
Parcel Management Zone 2 83.7%		\$3,222.45		\$3,222.45	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		\$1,000.00		\$1,000.00	0.00%
Sidewalk ADA Repairs Zone 1		\$0.00		\$0.00	#DIV/0!
Water Zone 1		\$900.00		\$900.00	0.00%
Water Zone 2		\$3,000.00		\$3,000.00	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		\$26,759.40		\$26,759.40	0.00%
Total Expense		\$73,700.00	0	\$73,700.00	0.00%

SPRECKELS COMMUNITY SERVICES DISTRICT

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

Resolution #2021-02

RESOLUTION TO ADOPT BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE **SPRECKELS COMMUNITY SERVICES DISTRICT**, FOR THE FISCAL YEAR BEGINNING ON THE FIRST DAY OF JULY, 2021 AND ENDING ON THE LAST DAY OF JUNE, 2022.

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

WHEREAS, the Business Manager has submitted a proposed budget to this governing body on September 15, 2021 for its consideration, and;

WHEREAS, upon due and proper notice, published or posted accordance with the law, said budget was open for inspection by the public at a designated place, a public hearing was held on September 15, 2021, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

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

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

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

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

ADOPTED, this 15th day of September 2021, with a motion by _____, and seconded by _____:

AYES:

NOES:

ABSTAIN:

Signed:

Mike McTighe, Board President

Attested:

Paul J. Ingram, General Manager