

Spreckels Community Services District

REGULAR MEETING OF THE BOARD OF DIRECTORS

November 28, 2018

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 <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, 5th & Llano, Spreckels, CA 93962 during normal business hours.*

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
Aaron Baucom, 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 October 17, 2018.

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	\$	49.18
d. Spreckels Water Company		\$	179.47
e. PG&E	Streetlights & Pump	\$	786.25
f. Greg Messerli Electric	Streetlights Repair	\$	276.50
g. Eagle Hauling	Sump & Drains Cleaning	\$	<u>2440.00</u>
	TOTAL	\$	4,831.40

“That the Board of Directors of the Spreckels Community Services District approves the Accounts Payable for the period of November 2018”

- 6.2 Possible Appointments of Joe Garcia and Mike McTighe to two [2] board positions expiring 12/31/2018.

7. Unfinished Business Non Action Items

- 7.1 Pump Station Sump Cleaning
- 7.2 Zone 2 Tree Maintenance: Estimate from Gabilan Tree Service

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. Reports from Standing and Ad Hoc Committees

11. Community Member Recognition

12. Consideration of Items for Future Meetings

- 12.1 Proposed Future Agenda Items
 - a. December Meeting: Election of Officers 2019

13. Next Meeting Dates:

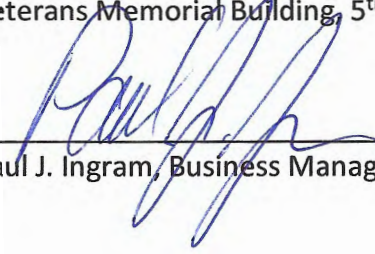
December 19, 2018-6:30 PM

January 16, 2019-6:30 PM

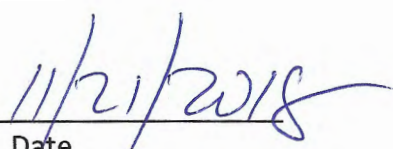
19. Adjournment

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 November 28, 2018 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
October 17, 2018
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 Riley at 6:30 pm.

1.2 Roll Call & Establishment of Quorum

James Riley, President
Cathy McDougall, Vice-President
Otto Kramm, Secretary
Scott Henningsen, Director
Aaron Baucom, Director
Paul Ingram, Business Manager & Clerk to the Board

Present: Riley, Kramm, Henningsen, McDougall, Baucom
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

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 agenda [McDougall] 2nd [Henningsen]

Ayes: Riley, Kramm, Henningsen, McDougall, Baucom

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 September 19, 2018.

Motion to approve [McDougall] 2nd [Henningsen]
Ayes: Riley, Kramm, Henningsen, McDougall, Baucom
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	\$	500.00
b. Clarke’s Turf & Water	Landscape Services	\$	600.00
c. Spreckels Memorial Dist.	AT&T	\$	49.18
d. Spreckels Water Company		\$	192.35
e. PG&E	Streetlights & Pump	\$	760.64
f. Quinn Company	Pump Station Generator	\$	992.46
g. California Special District Association	Dues	\$	<u>622.00</u>
	TOTAL	\$	3,716.63

- 6.2 Approve November Accounts Payable Not to Exceed \$3000.00.

RECOMMENDATION/ACTION: Paul Ingram, Business Manager

“That the Board of Directors of the Spreckels Community Services District approves the Accounts Payable for the periods of October and November 2018”

Motion to approve October accounts payable [Henningsen] 2nd [McDougall]
Ayes: Riley, Kramm, Henningsen, McDougall, Baucom
Noes: None

MOTION CARRIED

Note: With November meeting date postponed to November 28th, there was no motion to approve November payables in lieu of November meeting cancellation.

7. Unfinished Business Non Action Items

7.1 Pump Station Sump Cleaning

Motion to approve Eagle Hauling estimate not to exceed \$2,440.00 [McDougall] 2nd [Baucome]

Ayes: Riley, Kramm, Henningsen, McDougall, Baucom

Noes: None

MOTION CARRIED

7.2 Zone 2 Tree Maintenance

Director Kramm will seek an estimate from Gabilan Tree Service to be reviewed at the November 28th regular meeting.

8. New Business Non Action Items

8.1 Seasonal activation of Pump Station Emergency Generator.

Business Manager Ingram will contact Quinn Caterpillar to perform annual load bank testing and activate block heater during November.

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

November: Review estimate from Gabilan Tree Service. Appoint two new members to fill seats for Jim Riley and Scott Henningsen that expire December 31st.

13. **Next Meeting Dates:**

November 21, 2018-6:30 PM [Cancel for Thanksgiving Eve.]

Not cancelled. Postponed to November 28th.

December 19, 2018-6:30 PM

19. **Adjournment**

Meeting was adjourned at 7:22 pm.

Respectfully submitted,

Approval date _____

Paul J. Ingram, Business Manager

**SPRECKELS COMMUNITY SERVICES
DISTRICT FUND BALANCE AS OF
11/28/2018 AFTER TODAY'S ACCOUNTS
PAYABLE.**

COUNTY FUND 634	\$76,224.75
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Spreckels Community Services District

Profit & Loss

July 1 through November 28, 2018

	Jul 1 - Nov 28, 18
Income	
4005.00 · County Revenue	
Non Assesment Revenue	
5040.00 · Interest in Pooled Investments	471.08
4040.00 · Prior Supplemental	12.50
4030.05 · Prior Unsecured	93.73
Total Non Assesment Revenue	<u>577.31</u>
Total 4005.00 · County Revenue	<u>577.31</u>
Total Income	577.31
Expense	
6086.05 · Property Taxes	
6089.25 · Property Taxes Zone 2	697.26
6088.20 · Property Taxes Zone 1	17.14
Total 6086.05 · Property Taxes	<u>714.40</u>
6015.05 · Audit Expense	
6017.25 · Audit Expense Zone 2	2,669.19
6016.20 · Audit Expense Zone 1	519.81
Total 6015.05 · Audit Expense	<u>3,189.00</u>
6025.05 · Board/Staff Education	30.00
6030.05 · Equipment Maintenance	
6030.25 · Equipment Maint. Zone 2 33%	1,560.78
6030.20 · Equipment Maint. Zone1 67%	4,123.16
Total 6030.05 · Equipment Maintenance	<u>5,683.94</u>
6078.25 · Landscape Maintenance Contract	3,000.00
6079.05 · Management Services	
6087.25 · Management Svcs. Zone 2	2,092.50
6086.20 · Management Svcs. Zone 1	407.50
Total 6079.05 · Management Services	<u>2,500.00</u>
6084.05 · Membership Fees/Dues	
Membership Fees/Dues Zone 2	651.18
Membership Fees/Dues Zone 1	126.82
Total 6084.05 · Membership Fees/Dues	<u>778.00</u>
6085.05 · Office Supplies	50.80
6105.00 · Power	
6105.20 · Power Zone 1	1,521.25
6105.25 · Power Zone 2	1,208.17
Total 6105.00 · Power	<u>2,729.42</u>
6150.05 · Telephone/Internet	
6152.25 · Telephone/Internet Zone 2	205.81
6151.20 · Telephone/Internet Zone 1	40.09
Total 6150.05 · Telephone/Internet	<u>245.90</u>
6300.00 · Water	
6300.20 · Water Zone 1	208.10
6300.25 · Water Zone 2	752.46
Total 6300.00 · Water	<u>960.56</u>
6300.05 · Special Projects Hourly	
Special Projects Hourly Zone 2	75.33
Special Projects Hourly Zone 1	14.67
Total 6300.05 · Special Projects Hourly	<u>90.00</u>
6400.25 · Street Light Repairs Zone 2	276.50

2:53 PM

11/21/18

Cash Basis

Spreckels Community Services District

Profit & Loss

July 1 through November 28, 2018

	<u>Jul 1 - Nov 28, 18</u>
8000.05 · Capital Improvements	
8020.05 · Streetlighting	-21.48
Total 8000.05 · Capital Improvements	-21.48
9091.05 · Parcel Management	
9093.25 · Parcel Management Zone 2	3,111.97
9092.20 · Parcel Management Zone 1	606.03
Total 9091.05 · Parcel Management	3,718.00
Total Expense	23,945.04
Net Income	-23,367.73

Spreckels Community Services District
Budget Year-to-date to 11/28/2018

Income		Budget	YTD	Balance	%
Zone 1 Assessment 16.3%	TOTAL	\$6,560.00	\$0.00	\$6,560.00	0%
Zone 2 Assessment 83.7%	TOTAL	\$33,700.00	\$0.00	\$33,700.00	0.00%
Non-Assessment Prop Taxes		\$30,000.00	\$577.31	\$29,422.69	2%
Total Income		\$70,260.00	\$577.31	\$69,682.69	0.00%
Expense					
Administrative Fees Zone 1 16.3%		\$81.50		\$81.50	0%
Administrative Fees Zone 2 83.7%		\$418.50		\$418.50	0%
Audit Expense Zone 1 16.3%		\$2,240.00	\$519.81	\$1,720.19	23%
Audit Expense Zone 2 83.7%		\$4,760.00	\$2,669.19	\$2,090.81	56%
Board/Staff Education Zone 1 16.3%		\$392.00	\$4.89	\$387.11	
Board/Staff Education Zone 2 83.7%		\$2,008.00	\$25.11	\$1,982.89	
Capital Improvements Zone 1 16.3%		\$0.00	\$0.00	\$0.00	
Capital Improvements Zone 2 83.7%		\$0.00	\$0.00	\$0.00	
Equipment Repair/Maint. Zone 1		\$2,450.00	\$4,213.16	-\$1,763.16	171.97%
Equipment Repair/Maint. Zone 2		\$2,420.00	\$1,560.78	\$859.22	64%
General Liability/Property Zone 1		\$300.00		\$300.00	
General Liability/Property Zone 2		\$1,200.00		\$1,200.00	
Landscape Maint. Zone 2		\$7,200.00	\$3,000.00	\$4,200.00	42%
Legal Services Zone 1 16.3%		\$100.00		\$100.00	0%
Legal Services Zone 2 83.7%		\$500.00		\$500.00	0%
Management Zone 1 16.3%		\$1,060.00	\$407.50	\$652.50	38%
Management Zone 2 83.7%		\$5,440.50	\$2,092.50	\$3,348.00	38%
Membership Fees Zone 1 16.3%		\$81.50	\$126.82	-\$45.32	156%
Membership Fees Zone 2 83.7%		\$418.50	\$651.18	-\$278.00	156%
Parcel Management Zone 1 16.3%		\$603.10	\$603.10	\$0.00	100%
Parcel Management Zone 2 83.7%		\$3,096.90	\$3,096.90	\$0.00	100%
Power Zone 1		\$4,500.00	\$1,521.25	\$2,978.75	34%
Power Zone 2		\$3,500.00	\$1,208.17	\$2,291.83	35%
Property Taxes Zone 1		\$20.00	\$17.14	\$2.86	86%
Property Taxes Zone 2		\$710.00	\$697.26	\$12.74	98%
Streetlight Repairs Zone 2		\$1,000.00	\$276.50	\$723.50	28%
Sidewalk ADA Repairs Zone 1		\$0.00		\$0.00	
Telephone/Internet Zone 1 16.3%		\$100.00	\$40.09	\$59.91	40%
Telephone/Internet Zone 2 83.7%		\$500.00	\$205.81	\$294.19	41%
Water Zone 1		\$500.00	\$208.10	\$291.90	42%
Water Zone 2		\$2,000.00	\$752.46	\$1,247.54	38%
Website Zone 1 16.3%		\$48.90		\$48.90	
Website Zone 2 83.7%		\$251.10		\$251.10	
Emergency Reserve		\$22,359.50		\$22,359.50	
Total Expense		\$70,260.00	\$23,897.72	\$35,738.56	34%

Paul J. Ingram Company
P.O. Box 354
Carmel Valley, CA 93924
[831] 601-6518
pauljingham93924@gmail.com

November 1, 2018

Invoice for: Spreckels Community Services District
P.O. Box 7432
Spreckels, CA 93962

<u>Date</u>	<u>Description</u>	<u>Hrs.</u>	<u>Rate</u>	<u>Total</u>
10/31/2018	Management Services October		500.00	\$500.00

Please make checks payable to Paul J. Ingram Company

Clarke's Turf and Water

18939 Vierra Canyon Rd.
Prunedale, CA 93907

Invoice

Date	Invoice #
11/5/2018	1437

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Labor for landscape maintenance October 2018	600.00	600.00
	Sales Tax	7.25%	0.00
Thank you for your business. 262-9800		Total	\$600.00



Spreckels CSD <spreckelscsd.main@gmail.com>

Fwd: EL GABILAN TREE SERVICE - BID FOR SPRECKELS COMMUNITY SERVICE DIST.

1 message

Otto Kramm <krammoc@gmail.com>

Thu, Nov 15, 2018 at 6:49 PM

To: "Paul J. Ingram" <pauljingham93924@gmail.com>, Spreckels Community Services District <spreckelscsd.main@gmail.com>

FYI, Otto
Otto C Kramm
krammoc@gmail.com
831-809-8100

----- Forwarded message -----

From: **Craig Campbell** <elgabilantreeservice@hotmail.com>

Date: Mon, Nov 5, 2018 at 11:18 PM

Subject: EL GABILAN TREE SERVICE - BID FOR SPRECKELS COMMUNITY SERVICE DIST.

To: krammoc@gmail.com <krammoc@gmail.com>

Hi Otto ,

Here is the bid for the street trees as specified . Let me know

if there are any questions concerning the proposal . Thanks

for the opportunity to bid on the work . Hope the price is right

and we can service the trees for the association.

Craig-262-6979



ESTIMATE.docx OTTO KRAHM - SPRECLELS H O A TREES 11-1-18.docx
102K



Craig Campbell, Owner
 Certified Arborist WC-5967
 Bonded and Insured (P.L. and P.D.)
 State Contractors License Number 570104
(831) 771-9751 (Salinas) (831) 375-1475 (Monterey)
 1172 South Main St. #223, Salinas, CA 93901
 elgabilantreeservice@hotmail.com www.elgabilantreeservice.com



ESTIMATE		
Name SPRECLELS COMMUNITY SERVICE DIST.	Date 10 -28 - 18	
Phone 1	Phone 2	Fax
Address <i>1st - 5th Streets & National</i>		
DESCRIPTION OF WORK PERFORMED		

- I. NATIONAL ST. - 15 Siberian Elms , 21 Raywood Ash Trees : (Large ,Medium and Small Trees)**
 1) *Thin out canopy of trees, tip, skirt and shape for development of trees and clearance for street & sidewalk.*
 2) *Clean up and haul debris.* _____ **\$4,220.00**
- II. 1ST ST. - 12 Pistachio Trees : (Small)**
 1) *Thin, skirt and tip for shape and development of trees & clearance for street & sidewalk.*
 2) *Clean up and haul debris.* _____ **\$575.00**
- III. 2ND ST. - 15 Siberian Elm Trees: (Small & Medium)**
 1) *Thin, tip, skirt & shape for development of trees & clearance for street and sidewalk.*
 2) *Clean up and haul debris.* _____ **\$1,250.00**
- IV. 3RD ST. - 8 Liquidambar Trees, 10 Pistachio Trees 1 Large Sycamore Tree.**
 1) *Thin, tip, skirt and shape for development of trees and clearance for street & sidewalk.*
 2) *Clean up and haul debris.* _____ **\$1,650.00**
- V. 4TH ST. - 13 Siberian Elm, 4 Bradford Pear, 1 Liquidambar Tree.**
 1) *Thin, tip, skirt & shape for development of trees and clearance for street & sidewalk.*
 2) *Clean up and haul debris.* _____ **\$750.00**
- VI. 5TH ST. 15 Raywood Ash Trees : (Medium & Small Trees)**
 1) *Thin, tip, skirt & shape trees for development of trees and clearance to street & sidewalk.*
 2) *Clean up and haul debris.* _____ **\$1,550.00**
50.00

TOTAL = \$9,995.00