

Spreckels Community Services District
REGULAR MEETING OF THE BOARD OF DIRECTORS
July 20, 2016

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

Ron Eastwood, President
James Riley, Vice President
Scott Henningsen, Director
Otto Kramm, Director
Cathy McDougall, 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. Consent Agenda

(Action Items included on the Consent Agenda are considered to be routine and are acted on by the Board of Directors in one motion. There is not discussion of these items before the Board vote unless a member of the Board, staff, or public requests specific items be discussed and/or removed from the Consent Agenda. It is understood that the Administration recommends approval on all Consent items. Each item on the Consent Agenda approved by the Board of Directors shall be deemed to have been considered in full and adopted as recommended.)

RECOMMENDATION/ACTION: At the Pleasure of the Board

“That the Board of Directors approves the Consent Agenda as presented.”

- *3.1 Approval of the Minutes of the Special Meeting of June 13, 2016
- *3.2 Approval of the Minutes of the Regular Meeting of June 15, 2016
- *3.3 Approval of the Minutes of the Special Meeting of July 6, 2016

4. Business Manager’s Report: Monthly Financials

5. Unfinished Business Action Items

6. New Business Action Items

6.1 Review of Accounts Payable:

a. Paul J. Ingram	Management Services	\$ 1,250.00
b. Salinas Valley Landscaping	Monthly Service	\$ 1,275.00
c. Spreckels Memorial Dist.	AT&T	\$ 46.76

d. Spreckels Water Company	Monthly Service	\$ 289.84
e. Quinn Company	2 nd St. Pump Station	\$ 284.33
f. McGilloway, Ray, Brown & Kaufman	Audit FY 2007	\$ 7,225.00
g. Monterey County Counsel	Legal	\$ 398.86
h. Monterey Peninsula Engineering	Railroad & 2 nd Repairs	<u>\$ 4,550.00</u>
	TOTAL	\$15,319.79

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 May 2016.”

6.2 Resolution 2016-02 to Enroll District Fund 634 into County of Monterey Check Writing Services.

RECOMMENDATION/ACTION: Paul Ingram, Business Manager

“That the Board of Directors adopts Resolution 2016-02 to enroll SCSD Fund 634 into the County of Monterey check writing system for the purpose of meeting criterion to go from full annual audit to annual financial review or financial compilation with County of Monterey Auditor-Controller’s office if AB 2613 [Achadjian] passes into law.”

7. Unfinished Business Non Action Items

8. New Business Non Action Items

- 8.1 Business Manager/Board Clerk: Contract for Services/Employment Agreement
- 8.2 Review of Landscape Maintenance Contract
- 8.3 Letter to Parcel Holders & Constituents to be sent with assessment refund.

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

10.1 Budget Development Committee

11. Community Member Recognition

12. Consideration of Items for Future Meetings

12.1 Proposed Future Agenda Items

14. Next Meeting Dates:

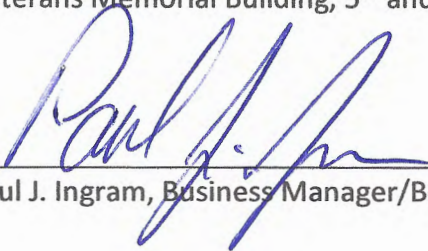
August 17, 2016 – 6:30 PM
September 21, 2016 – 6:30 PM

Agenda Items due August 11, 2016
Agenda Items due September 14, 2016

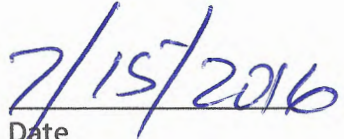
15. Adjournment

Certification

I, Paul J. Ingram, Business Manager/Board Clerk for Spreckels Community Services District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the July 20, 2016 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

Spreckels Community Services District
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF
DIRECTORS

June 13, 2016 5:30pm

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

1. CALL TO ORDER *Meeting was called to order at 5:30 pm.*

2. ROLL CALL & ESTABLISHMENT OF QUORUM

James Riley, Otto Kramm, Ron Eastwood, Scott Henningsen & Cathy McDougall

Present: Riley, Kramm, Henningsen, Mcdougall QUORUM ESTABLISHED

Absent: Eastwood

Also present: Business Manager Paul Ingram

3. PUBLIC COMMENTS:

4. ACTION ITEM:

a. Board Tour of District Infrastructure.

Board members took a familiarization tour of District infrastructure.

5. ANY OTHER BUSINESS:

6. ADJOURNEMENT: *Meeting was adjourned at 6:42 pm.*

a. Next Regular Meeting June 15, 2016

Respectfully submitted,

Approved: _____

Paul J. Ingram, Board Clerk

Spreckels Community Services District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
June 15, 2016

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 Eastwood at 6:31 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, Henningsen, McDougall [Quorum Established]

Absent: None

Also Present: SVFC Chief Rich Foster, Steve McDougall

1.2 Pledge of Allegiance

Pledge of Allegiance led by Chief Foster.

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

Business Manger Ingram asked for the addition of the bill from District Counsel to the Accounts Payable.

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.”

With the addition from BM Ingram, a motion to adopt was made [Kramm], 2nd [McDougall]

5. Unfinished Business Action Items

6. New Business Action Items

6.1 Review of Accounts Payable:

a. Paul J. Ingram	Management Services	\$ 830.00
b. Salinas Valley Landscaping	Monthly Service	\$ 1,275.00
c. Spreckels Memorial Dist.	AT&T	\$ 134.28
d. Spreckels Water Company	Monthly Service	\$ 285.78
e. Digital Deployment	Website	\$ 300.00
f. Monterey County Regional Fire District	FY 2016 3 rd Qtr. Prop 172	<u>\$10,989.66</u>
	TOTAL	\$13,814.72

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 May 2016.”

With the inclusion of the payment to Monterey County Counsel [District Counsel] of \$219.37, a motion to approve [Henningsen], 2nd [McDougall]

Ayes: Eastwood, Riley, Kramm, Henningsen, McDougall

Noes: None Motion carried

6.2 Resolution 2016-01 Resolution Certifying Compliance with State Law With Respect to Levying of General and Special Taxes, Assessments and Property-Related Fees and Charges.

RECOMMENDATION/ACTION: Paul Ingram, Business Manager

“That the Board of Directors adopts Resolution 2016-01 as written.”

Motion to approve [Kramm], 2nd [McDougall], with the assessment of \$15.00 per parcel for Zone 1 Old Town and \$455.18 for Zone 2, New Town.

Ayes: Eastwood, Riley, Kramm, Henningsen, McDougall

Noes: None Motion carried

6.3 PG&E Upgrade of Street Lights from High Pressure Sodium Vapor to LED.

Recommendation: Paul Ingram, Business Manager

“That the Board of Directors votes to opt-in to the PG&E upgrade program at no cost to the District.”

Motion to approve, [Riley], 2nd[Kramm] with BM Ingram to verify adequate coverage similar to current lights.

Ayes: Eastwood, Riley, Kramm, Henningsen, McDougall

Noes: None Motion carried

7. Unfinished Business Non Action Items

7.1 Spreckels Volunteer Fire Company: Final Distribution of Outstanding Prop 172 Funds.

A discussion was held regarding the state of payments. After a question from BM Ingram, Chief Foster asserted that SVFC does not have to account for historical expenditures for Prop 172 items.

8. New Business Non Action Items

8.1 School Flasher Upgrade

BM Ingram described the taking down of the 2G cellular network that require upgrading of equipment to work with the new 4G LTE network. Flasher can be programmed with a laptop using a USB port. Board directed BM Ingram to contact Spreckels School District to encourage them to take over management of the flasher.

8.2 LAFCO FY 2016-2017 Cost Allocation

The percentages to each special district were reviewed.

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:

Report of a tree dying at 115 4th Street. Owner will be contacted to check if irrigation is over watering tree.

- l. Landscaping
- m. Sidewalk Repairs
- n. Wheel Chair/Access Ramps
- o. Quarterly Services
- p. Trench Work

10. Reports from Standing and Ad Hoc Committees

10.1 Budget Development Committee

Director McDougall presented a spreadsheet with a proposed budget.

11. Community Member Recognition

12. Consideration of Items for Future Meetings

12.1 Proposed Future Agenda Items

14. Next Meeting Dates:

June 21, 2016 5:30 pm-Specially called meeting to tour District infrastructure	
July 20, 2016-6:30 PM	Agenda Items due July 14, 2016
August 17, 2016 – 6:30 PM	Agenda Items due August 11, 2016
September 21, 2016 – 6:30 PM	Agenda Items due September 14, 2016

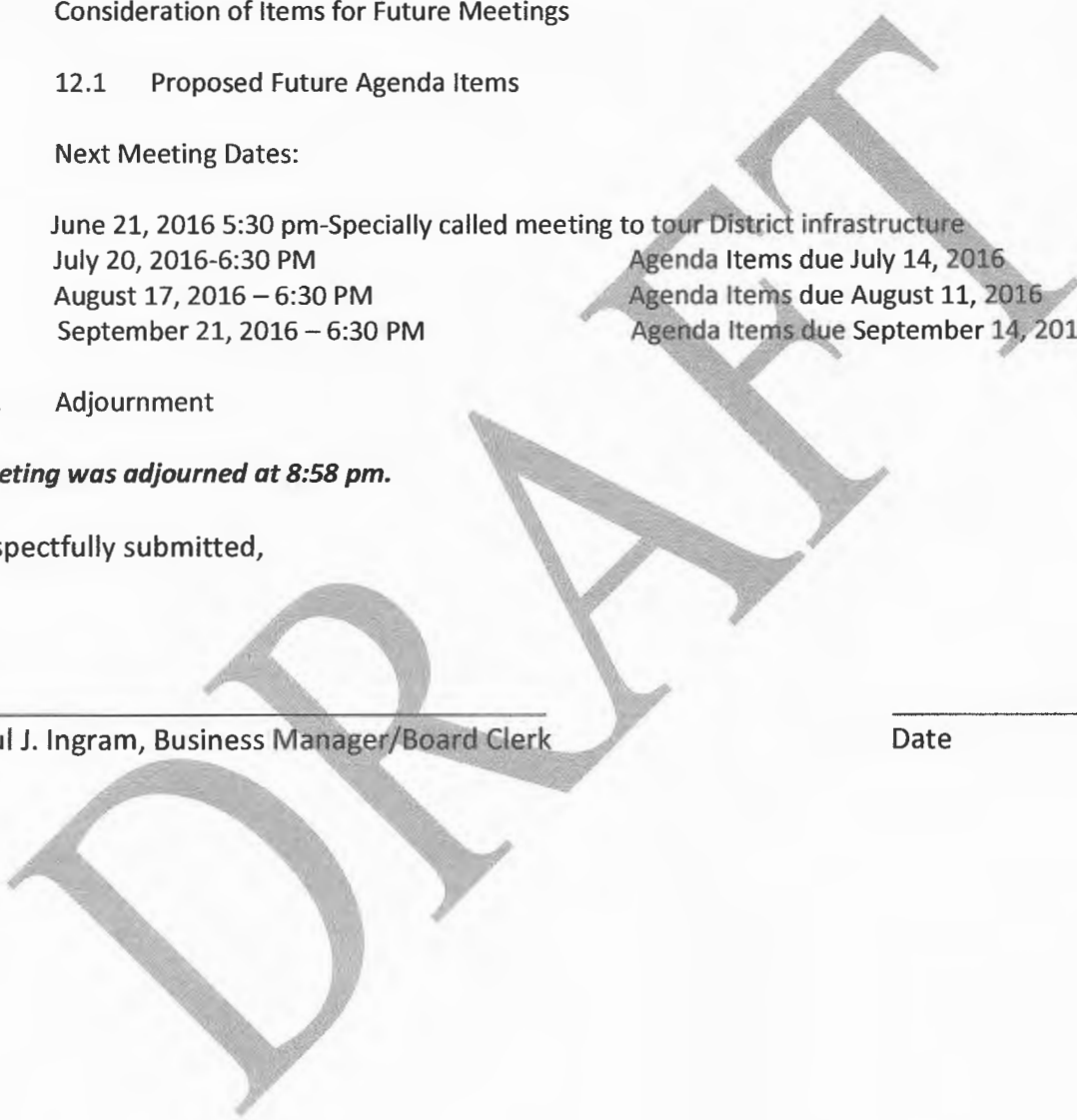
15. Adjournment

Meeting was adjourned at 8:58 pm.

Respectfully submitted,

Paul J. Ingram, Business Manager/Board Clerk

Date



Spreckels Community Services District
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
July 6, 2016
6:00 pm

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

1. Opening Business

1.1 Call to Order ***Meeting was called to order by President Eastwood at 6:00 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
Michael Whilden, District Counsel

Present: Eastwood, Riley, Kramm, Henningsen, McDougall

Absent: None QUORUM ESTABLISHED

Also present: Business Manager Paul Ingram, District Counsel Michael Whilden

1.3 Adoption of the 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. Public Comment Period

3. Adjourn to Closed Session

3.1 Conference with Legal Counsel regarding significant exposure to litigation.

4. Report from Closed Session

No reportable action.

5. **Adjournment:**

Meeting was adjourned at 6:40 pm.

Submitted by,

Approved: _____

Paul J. Ingram, Board Clerk

DRAFT

Paul J. Ingram Company
P.O. Box 354
Carmel Valley, CA 93924

Invoice

Date	Invoice #
7/1/2016	296

Bill To

P.O. No.	Terms	Project

Item	Quantity	Description	Rate	Serviced	Amount
Management Ser...			500.00	6/30/2016	500.00
Special Projects ...	4	Process Paper records FY 2013	30.00	6/8/2016	120.00
Special Projects ...	3	Bureau Veritas Analysis. Set up of New expense accounts.	30.00	6/9/2016	90.00
Special Projects ...	7	Box files and move to closet.	15.00	6/10/2016	105.00
Special Projects ...	5	Empty file cabinets, box files and move to closet.	15.00	6/14/2016	75.00
Special Projects ...	4	Finish moving file boxes to closet. Move file cabinets out to parking lot. Reorganize office.	15.00	6/16/2016	60.00
Special Projects ...	3	Meeting with MCRFD President Poitras. Meeting with District Counsel.	30.00	6/17/2016	90.00
Special Projects ...	1	Stop at MRBK office for quick review.	30.00	6/27/2016	30.00
Special Projects ...	2	Provide Items to MRBK for Audit FY 2007.	30.00	6/28/2016	60.00
Special Projects ...	4	Audit FY 2007 Work on items and phone call with Deanna Thomas.	30.00	6/30/2016	120.00
			Total		\$1,250.00

Invoice



P O Box 3680
Salinas, CA 93912
831-753-2632
svlcosg@aol.com

Date	Invoice #
6/30/2016	11832

Bill To
SPRECKELS COMMUNITY SERVICE DISTRICT C/O: OTTO KRAM P.O. BOX 7432 SPRECKELS, CA 93962

Month	Service
JUN16	MAINT

Terms	Customer P.O.
DUE UPON RECEIPT	MAINTENANCE

Quantity	Description	Rate	Amount
	LANDSCAPE MAINTENANCE SERVICES FOR - JUN 2016	1,275.00	1,275.00
THANK YOU!		Total	\$1,275.00



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: 37.0

BILL TO: SPRECKELS COMM SVC DIST
ATTN ACCOUNTS PAYABLE
P O BOX 7432
SPRECKELS CA 93962

Customer Contact: JIM RILEY

PLEASE MAKE REMITTANCE TO:	
QUINN COMPANY	
P O Box 849665, Los Angeles, CA 90084-9665	
Invoice Number	WON20003304
Invoice Date	06/16/2016
Payment Due Date	06/16/2016
Invoice Total	\$ 284.33
Payment Terms:	Cash/COD
Credit Memo Amount	
Customer Account No.	635600
Quinn Work Order No.	NS02721
Customer PO Number	CSA# 5008AA

Please use Remittance Advice on last page of this invoice.

SHIP TO:
SPRECKELS 2ND STREET PUMP STN
2ND STREET & LLANO
SPRECKELS, CA 93962
JIM RILEY
831-540-5653 / 831-540-5653
Quinn Product Support Rep: SAM VIZCARRA (831) 750-4072

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 QUARTERLY INSPECTION				266.00		266.00
02	OIL SAMPLE	16.80					16.80
	SUBTOTAL	16.80			266.00		282.80
	STATE SALES TAX 7.50			1.26			1.26
	SALINAS CITY TAX 1.5%			0.25			0.25
	MONTEREY CTY TX. 125%			0.02			0.02
	TOTAL	16.80		1.53	266.00		284.33

Go Paperless. To receive your invoices and statements electronically, please visit our website at 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 * Santa Maria * Sylmar * Tulare * Yuma, AZ

McGilloway, Ray, Brown & KaufmanPhone: 831-373-3337
Fax: 831-373-34372511 Garden Road, Suite A180
Monterey, CA 93940www.mcgilloway-ray.com
cpa@mcgilloway-ray.com**ID: 217625****Date: 05/31/16****Invoice: 2,000,018,571****Amount: \$6,375.00**Spreckels Community Services District
Paul Ingram
P.O. Box 7432
Spreckels, CA 93962

This invoice is for the following services rendered for Spreckels Community Services District.

Progress billing (75%) for audit of financial statements for the fiscal year ending June 30, 2007.	6,375.00
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Billed Amount	\$6,375.00
Invoice Total	\$6,375.00



Please return this portion with payment. Mail to - 2511 Garden Road, Suite A180, Monterey, CA 93940.

Invoice: 2000018571 Date: 05/31/2016 Due Upon Receipt.	Payment Amount: \$ _____ Payment Type: <input type="checkbox"/> Check <input type="checkbox"/> Cash	ID: 217625 Spreckels Community Services District 831-455-7855
Payments received after the Date above are not reflected in the Amount Due. Call 831-373-3337 for inquiries. Amount Due is payable upon receipt. Past due amounts will incur a monthly finance charge of 1%.	Offices: 2511 Garden Road, Suite A180, Monterey, CA 93940, (831) 373-3337 379 West Market Street, Salinas, CA 93901, (831) 424-2737 822 Alhambra Avenue, Suite 11, Martinez, CA 94553, (831) 998-9455	
Please make checks payable to McGilloway, Ray, Brown & Kaufman.		



Monterey Peninsula Engineering

P.O. Box 400
 Marina, CA 93933
 Ph:\ 831-384-4081
 Fax: 831-883-1372

INVOICE

Date 7/8/16
 Invoice # 06-32
 MPE # 116053
 LOG# 11444
 Terms: Due upon receipt

Bill To:

SPRECKLES MEMORIAL DISTRICT
 C/O SCOTT HENNINGSEN
 12 SPRECKLES LANE
 SALINAS, CA 93908

Ph:

Copy To:

Item	E#	DATE	DESCRIPTION	Quantity	Rate	Amount
1		CSD →	RAILROAD AVE/2ND SIDEWALK REPAIRS	1	\$4,550.00	\$ 4,550.00
2		MD →	SPRECKELS PARK SIDEWALK REPAIRS	1	\$4,800.00	\$ 4,800.00
3		MD →	DEMO FORM TRASH PADS	1	\$1,750.00	\$ 1,750.00
4		MD →	MOUNT GARBAGE CANS	1	\$542.63	\$ 542.63
					Sub-Total:	\$ 11,642.63
					Finance Charge:	\$ 11,642.63
					Unpaid Balance	\$ 11,642.63
					Current Invoice Total	\$ 11,642.63

Amounts Due from Previous Invoices

Over 30 days

Over 60 days

Over 90 days

Finance Rate 10%