



Spreckels Community Services District  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Thursday October 20, 2022 5:30 pm**  
 Spreckels Veterans Memorial Building, 5<sup>th</sup> & Llano, Spreckels, CA 93962

**AGENDA**

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

1. CALL TO ORDER:

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

Mike McTighe, President  
 Amanda Lane, Vice-President  
 Brian Amaral, Secretary  
 Otto Kramm, Director  
 Dallen Coronel, Director

4. ADDITIONS, CHANGES AND ADOPTION OF THE AGENDA:

5. CORRESPONDENCE:

6. PUBLIC COMMENTS: *At this time any person may comment on any item which is 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.*

7. APPROVAL OF MINUTES:

a. SCSD Regular Board Meeting September 21, 2022

8. GENERAL MANAGER'S REPORT:

- a. Financial Reports.
  - 1. Fund Balance as of 10/20/2022
  - 2. Budget FYTD to 10/20/2022
  - 3. Review of County Fund 634 Trial Balance Report: Period 3.
  - 4. Review of Expenditures September 2022.

9. UNFINISHED BUSINESS NON-ACTION ITEMS:

- a. Zone 1 Assessment: Engineer's Report Progress. Revenue projections FYE 6/30/2024.
- b. Estimate from Big Sky Creative: Further adjustments to District logo.

10. UNFINISHED BUSINESS ACTION ITEMS:

11. NEW BUSINESS ACTION ITEMS:

a. Review and Approval of Accounts Payable:

1. Paul J. Ingram Company	Management Services	\$700.00
2. Spreckels Memorial District	Office Rent/Printing	\$235.47
3. Spreckels Water Company	Water	\$293.57
4. PG&E	Streetlights & Pump Stations	\$478.66
5. SCI Consulting Group	Parcel Administration	\$3,850.00
6. Boyd's Asphalt Services	Alley Slurry Seal	\$8,390.10
7. Monterey County Tax Collector	Property Taxes	\$ 213.20
	<b>TOTAL</b>	<b>\$14,161.00</b>

12. NEW BUSINESS NON-ACTION ITEMS:

13. ZONES 1 AND 2 SYSTEMS REPORT:

14. FUTURE AGENDA ITEMS:

15. ADJOURN REGULAR MEETING:

- a. Next meeting Wednesday November 16, 2022 5:30 PM.

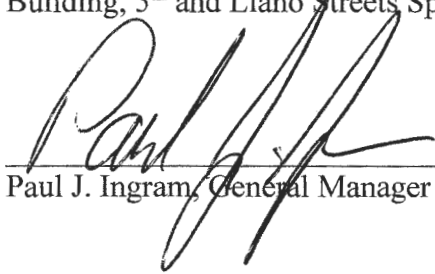
**ADA COMPLIANCE**

**In compliance with the American Disabilities Act (ADA), disabled individuals requiring special accommodations to access, attend, or participate in District Board meetings, should contact the District Administrative Office, [831] 455-7855. To ensure that your request is granted please notify this office at least one business day prior to the scheduled public meeting.**

**In Compliance with Government Code section 54957.5**, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed on the District website [www.scsd.specialdistrict.org](http://www.scsd.specialdistrict.org).

**Certification**

I, Paul J. Ingram, General Manager/Board Clerk for Spreckels Community Services District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the October 20, 2022 Regular Meeting of the District Board of Directors scheduled for 5:30 pm at Spreckels Veterans Memorial Building, 5<sup>th</sup> and Llano Streets Spreckels, CA 93962

  
Paul J. Ingram, General Manager

Date 10/12/2022

**To download the full agenda packet, please go to  
[www.scsd.specialdistrict.org](http://www.scsd.specialdistrict.org) and click on the meeting date.  
Click on the link to the agenda.**



Spreckels Community Services District  
**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Wednesday September 21, 2022 5:30 pm**  
 Spreckels Veterans Memorial Building, 5<sup>th</sup> & Llano, Spreckels, CA 93962

1. CALL TO ORDER:

*The meeting was called to order at 5:30 pm.*

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

Mike McTighe, President  
 Amanda Lane, Vice-President  
 Brian Amaral, Secretary  
 Otto Kramm, Director  
 Dallen Coronel, Director

*Present: McTighe, Lane, Kramm, Coronel*  
*Absent: Amaral*

**QUORUM ESTABLISHED**

4. ADDITIONS, CHANGES AND ADOPTION OF THE AGENDA:

5. CORRESPONDENCE:

6. PUBLIC COMMENTS:

7. APPROVAL OF MINUTES:

a. SCSD Regular Board Meeting August 17, 2022

*Motion to approve [Lane] 2<sup>nd</sup> [Coronel].*  
*Ayes: McTighe, Lane, Kramm, Coronel*  
*Noes: None*

**MOTION CARRIED**

8. GENERAL MANAGER'S REPORT:

a. Financial Reports.  
 1. Fund Balance as of 9/21/2022

2. Review of County Fund 634 Trial Balance Report: Period 2.
3. Review of Expenditures August 2022.

9. UNFINISHED BUSINESS NON-ACTION ITEMS:

- a. Zone 1 Assessment: Engineer's Report Progress. Revenue projections FYE 6/30/2024.
- b. Audit FY 2020

10. UNFINISHED BUSINESS ACTION ITEMS:

- a. Resolution 2022-02: Resolution to Adopt Budget.

***Motion to approve [Kramm] 2<sup>nd</sup> [Lane].  
Ayes: McTighe, Lane, Kramm, Coronel  
Noes: None***

***MOTION CARRIED***

11. NEW BUSINESS ACTION ITEMS:

- a. Review and Approval of Accounts Payable:

1. Paul J. Ingram Company	Management Services	\$700.00
2. Spreckels Memorial District	Office Rent	\$100.00
3. Spreckels Water Company	Water	\$296.54
4. PG&E	Streetlights & Pump Stations	\$546.81
5. Smith & Enright Landscaping	Qrtly Maintenance	\$1,475.00
	<b>TOTAL</b>	<b>\$3,118.35</b>

***Motion to approve [Lane] 2<sup>nd</sup> [Coronel].  
Ayes: McTighe, Lane, Kramm, Coronel  
Noes: None***

***MOTION CARRIED***

- b. Zone 2 Alley Slurry Seal.

***Motion to approve Contract from Boyd's Asphalt Services at the price of \$8,390.10  
[Kramm] 2<sup>nd</sup> [Coronel].  
Ayes: McTighe, Lane, Kramm, Coronel  
Noes: None***

***MOTION CARRIED***

12. NEW BUSINESS NON-ACTION ITEMS:

13. ZONES 1 AND 2 SYSTEMS REPORT:

14. FUTURE AGENDA ITEMS:

15. ADJOURN REGULAR MEETING: Meeting was adjourned at 6:25 pm.

- a. Next meeting Wednesday October 19, 2022 5:30 PM.

Respectfully submitted,

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



**SPRECKELS COMMUNITY SERVICES DISTRICT  
FUND 634 BALANCE AS OF 10/20/2022 AFTER  
TODAY'S ACCOUNTS PAYABLE.**

<b>COUNTY FUND 634</b>	<b>\$203,065.58</b>
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Spreckels Community Services District  
Adopted Budget FYE 6/30/2023 FYTD to 10/20/2022

Income		Budget	FYTD	BALANCE	%
Zone 1 Assessment 16.3%	<b>TOTAL</b>	\$6,700.00		\$6,700.00	0.00%
Zone 2 Assessment 83.7%	<b>TOTAL</b>	\$34,000.00		\$34,000.00	0.00%
Non-Assessment Prop Taxes		\$36,500.00		\$36,500.00	0.00%
Interest on Pooled Investments		\$750.00		\$750.00	0.00%
<b>Total Income</b>		<b>\$77,950.00</b>		<b>\$77,950.00</b>	0.00%
Expense					
Administrative Fees Zone 1 16.3%		\$114.10		\$114.10	0.00%
Administrative Fees Zone 2 83.7%		\$585.90		\$585.90	0.00%
Audit Expense Zone 1 16.3%		\$570.50		\$570.50	0.00%
Audit Expense Zone 2 83.7%		\$2,929.50		\$2,929.50	0.00%
Board/Staff Education Zone 1 16.3%		\$65.20	6.52	\$58.68	10.00%
Board/Staff Education Zone 2 83.7%		\$334.80	33.48	\$301.32	10.00%
Capital Improvements Zone 1 16.3%		\$0.00		\$0.00	#DIV/0!
Capital Improvements Zone 2 83.7%		\$9,000.00	8525.57	\$474.43	94.73%
Equipment Repair/Maint. Zone 1		\$4,690.00	591.68	\$4,098.32	12.62%
Equipment Repair/Maint. Zone 2		\$2,310.00	291.43	\$2,018.57	12.62%
General Liability/Property Zone 1		\$570.50		\$570.50	0.00%
General Liability/Property Zone 2		\$2,929.50		\$2,929.50	0.00%
Landscape Maint. Zone 2		\$6,000.00	1475	\$4,525.00	24.58%
Legal Services Zone 1 16.3%		\$1,000.00	163.2	\$836.80	16.32%
Legal Services Zone 2 83.7%		\$300.00		\$300.00	0.00%
Management Zone 1 16.3%		\$2,369.20	456.4	\$1,912.80	19.26%
Management Zone 2 83.7%		\$7,600.00	2343.6	\$5,256.40	30.84%
Membership Fees Zone 1 16.3%		\$114.10		\$114.10	0.00%
Membership Fees Zone 2 83.7%		\$585.90		\$585.90	0.00%
Office Rent Zone 1 16.3%		\$195.60	65.2	\$130.40	33.33%
Office Rent Zone 2 83.7%		\$1,004.40	334.8	\$669.60	33.33%
Parcel Management Zone 1 16.3%		\$25,500.00	627.55	\$24,872.45	2.46%
Parcel Management Zone 2 83.7%		\$3,500.00	3222.45	\$277.55	92.07%
Power Zone 1		\$5,000.00	1836.39	\$3,163.61	36.73%
Power Zone 2		\$6,000.00	1715.31	\$4,284.69	28.59%
Property Taxes Zone 1		\$20.00	20.04	-\$0.04	100.20%
Property Taxes Zone 2		\$710.00	193.16	\$516.84	27.21%
Streetlight Repairs Zone 2		\$500.00		\$500.00	0.00%
Sidewalk ADA Repairs Zone 1		\$0.00		\$0.00	#DIV/0!
Water Zone 1		\$1,100.00	309.52	\$790.48	28.14%
Water Zone 2		\$3,500.00	876.64	\$2,623.36	25.05%
Website Zone 1 16.3%		\$48.90		\$48.90	0.00%
Website Zone 2 83.7%		\$251.10		\$251.10	0.00%
Emergency Reserve		-\$11,449.20		#####	0.00%
<b>Total Expense</b>		<b>\$77,950.00</b>	<b>23087.94</b>	<b>\$54,862.06</b>	29.62%

## Spreckels Community Services District

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**From:** Kristen Calcaterra <calcaterra@comcast.net>  
**Sent:** Sunday, September 25, 2022 4:08 PM  
**To:** Spreckels Community Services District; Spreckels Memorial District  
**Subject:** Estimates for logo revisions to both COMMUNITY and MEMORIAL services  
**Attachments:** PROPOSAL\_Spreckels-Community+Memorial-Services-Districts\_092522.pdf; Untitled attachment 00239.htm

Hi Paul,

Attached are the estimates for both the VETERANS MEMORIAL logo changes and the COMMUNITY SERVICES DISTRICT logo changes. I kept the estimates separate, although the last item (your 2-sided business card) is shared.

On the Community Services Logo: I can both enlarge and reposition the TYPE for this logo to improve readability. I cannot darken the illustration, unless you'd like me to recreate it from scratch. The clarity, detail and size of original digital file supplied (from the button) does not lend itself to much further manipulation.

If you feel this illustration needs to serve you in to the future, and you'd like to be able to enlarge it, I can give you an estimate for hand-rendering a copy of it. As an original digital file, the version I draw would reproduce sharp and clear regardless of size. For best use as a logo, the detail would be simplified. We can discuss this separately.

Check your digital signature for the Community Services District. It differs from the URL you've recently provided as correct. Just want to ensure the correct use in all instances. (Your digital signature includes [www.spreckelsscscsd.specialdistrict.org](http://www.spreckelsscscsd.specialdistrict.org))

I've sent an estimate for the CSD revisions, as we wrapped up this project in July. If you feel differently about this, let's discuss.

I have not included business card templates for additional board members in this proposal. If you'd like me to do so, just say the word.

My estimates continue to be based on time, and I'm becoming more accurate in those determinations. I was a bit low on both of these projects' time estimates previously (but not by much). I hope that my time logging and maximum cost guarantee retains your confidence in my desire to be straightforward and fair.

I'll wait to hear from you. Please verify receipt, so I'll know this message got to you. Thanks!

-Kristen

ATTACHMENT:



September 25, 2022



PROPOSAL FOR 2 PROJECTS: Spreckels Veterans Memorial & Community Services Districts; revisions to both logos

CONTACT: Paul Ingram  
General Manager, Spreckels Community Services District (& MD)  
PO Box 7432, Spreckels, CA 93962  
spreckelscsd.main@gmail.com | 831-455-7855

**PROJECTS:**

- 1) Revise the Community Services district logo per the board's request and then incorporate that new logo in to all correspondence items. Correct the URL.
- 2) Add "Veterans" before "Memorial" on the SMD logo and then incorporate that new logo in to all correspondence items.

**DELIVERABLES:**

**Spreckels Veterans Memorial District**

- 1) Add the descriptor "Veterans" before "Memorial" to more specifically denote the district business. Final product is a single-color electronic file in various formats. 2 rounds of feedback/changes included.
- 2) Incorporate that logo and existing text to create a revised electronic signature file (JPG) for Paul's role as GM of SVMD
- 3) Create DOC files for in-office printing of letterhead and #10 envelopes
- 4) Create a press-ready PDF to print new business cards for Paul, with each of his roles on one side of the card (SCSD and SVMD)

Estimate: 6.5 hours @ \$65/hr = \$422.50

*Printing managed by Paul Ingram  
+ Sales tax added if/when applicable*

**Spreckels Community Services District**

- 1) Revise the Spreckels Community Services District Logo per Paul's most recent request. Final product is a single-color electronic file in various formats. 2 rounds of feedback/changes included.
- 2) Incorporate that logo and supplied text (including corrected URL) to create a revised electronic signature file (JPG) for Paul's role as GM of SCSD
- 3) Create DOC files for in-office printing of letterhead and #10 envelopes
- 4) Create a press-ready PDF to print new business cards for Paul, with each of his roles on one side of the card (SCSD and SVMD) (included above)

Estimate: 8 hours @ \$65/hr = \$520.00

*Printing managed by Paul Ingram  
+ Sales tax added if/when applicable.*

*\*This estimate is based on a time projection. If the actual time spent is **less** than estimated, the invoice will reflect those lesser costs. I keep detailed time logs, which are included on each invoice for your review. If the scope of the project shifts while we are working together, we can agree beforehand on any changes/additional costs. Thank you for the opportunity to submit this proposal. I look forward to hearing from you!*

Spreckels Community Services District  
Proposed Revenue FYE 6/30/2024

Income	Proposed Revenue 6/30/2024				
	Current	Proposed			
T&A Parcels	\$3,000.00				
Zone 1 Town Parcels	\$3,700.00	\$ 44,400.00	1200%	Av per: \$195.00	
Zone 2 Parcels	\$34,000.00	\$ 40,800.00	20%	Av per: \$546.22	
Non-Assessment Prop Taxes	\$36,500.00	\$ 36,500.00			
Interest on Pooled Investments	\$750.00	\$ 750.00			
<b>Total Income</b>	<b>\$77,950.00</b>	<b>\$ 122,450.00</b>			