

Spreckels Community Services District

REGULAR MEETING OF THE BOARD OF DIRECTORS

July 19, 2017

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.

Time Certain Item

Adoption of the Budget for FY 2017-2018 6:40 p.m.

*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 Regular Meeting of the Board of Directors May 25, 2017.

4. Business Manager’s Report: Monthly Financials

5. Unfinished Business Action Items

5.1 Second Reading of Proposed Budget for 2017-2018 and Adoption of Resolution No. 2017-03.

OPEN PUBLIC HEARING

5.1.1. Presentation and Second Review of Proposed Budget for FY 2017-2018

CLOSE PUBLIC HEARING5.2.1 Resolution No. 2017-03: Adoption of Budget for Fiscal Year 2017-18**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		\$ 196.59
e. PG&E	Streetlights	<u>\$ 463.44</u>
	TOTAL	\$ 1,809.21

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 Approve attendance for Business Manager and Board Members at the 2017 CSDA Annual Conference and Exhibitor Showcase, Monterey Conference Center

7. Unfinished Business Non Action Items

7.1 Status Report on Audits for FY's 2009 and 2010: Patricia Kaufman of McGilloway, Ray, Brown and Kaufman.

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

13. Next Meeting Dates:

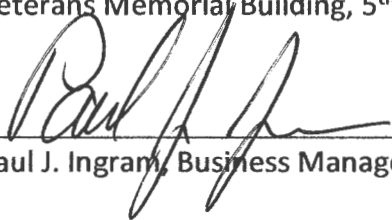
August 16, 2017-6:30 PM
September 20, 2017-6:30 PM

Agenda Items due August 10, 2017
Agenda Items due September 20, 2017

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 August 19, 2017 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

7/14/2017
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
June 21, 2017

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 at 6:32 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

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 [Henningsen] 2nd [Kramm]

Ayes: Eastwood, Riley, Kramm, Henningsen, McDougall

Noes: None

MOTION CARRIED

2. Communications

- 2.1 Correspondence:
- 2.2 Oral Comments from the Public

3. Consent Agenda

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 Regular Meeting of the Board of Directors May 25, 2017.

Motion to approve [Henningsen] 2nd [McDougall]
Ayes: Eastwood, Riley, Kramm, Henningsen, McDougall
Noes: None ***MOTION CARRIED***

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 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		\$ 57.87
e. PG&E	Streetlights	\$ 463.44
f. SDRMA	Property/Liability Ins.	\$ 1,518.54
g. Digital Deployment	Website	\$ 300.00
h. Roy Alsop Pump and Drilling, Inc.	Pump Repairs	<u>\$ 1,850.64</u>
	TOTAL	\$ 5,339.67

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.”

Motion to approve [Kramm] 2nd [Henningsen]
Ayes: Eastwood, Riley, Kramm, Henningsen, McDougall
Noes: None ***MOTION CARRIED***

6.3 Resolution No. 2017_02: Resolution Approving Interim Funding for Fiscal Year 2017-18.

Motion to approve [Henningsen] 2nd [Kramm]

Ayes: Eastwood, Riley, Kramm, Henningsen, McDougall

Noes: None

MOTION CARRIED

7. Unfinished Business Non Action Items

7.1 Update on Carmel Valley Recreation and Park District Prop 218 Maintenance Assessment District process: Public Hearing Thursday June 15, 2017.

Election was successful.

7.2 District Counsel Research on AB 2613 [audit relief] retroactivity.

District Counsel Mike Whilden reported the law is silent on retroactivity, but suggested going before the Board of Supervisors to petition for retroactive relief.

7.3 SCSD Reorganization: Informational Report

Board discussed email from Darren McBain at Monterey County LAFCO and researched presented.

7.4 Michelle Mazzuca: Zone 2 Tree Spraying.

Consensus of the board is the District cannot tell homeowners what they can or cannot do with trees in the sidewalk planting strip. Removal of trees is a county issue. Business Manager Ingram will respond to Ms. Mazzuca these findings.

8. New Business Non Action Items

8.1 Budget Session FY 2017-18

Board went through budget vs actuals to date and Director McDougall penciled in figures for BM Ingram to use in drafting a budget for approval at the August meeting.

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

Director Kramm reported a new concrete approach is under construction on Hatton & 2nd. No knowledge if encroachment permit was pulled for work. Director Henningsen reported the project was not sent to the Design Review Committee for approval.

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:

July 19, 2017-6:30 PM
 August 16, 2017-6:30 PM

Agenda Items due July 13, 2017
 Agenda Items due August 10, 2017

19. Adjournment

Meeting was adjourned at 8:17 pm.

Respectfully submitted,

Approval date _____

Paul J. Ingram, Business Manager

**SPRECKELS COMMUNITY SERVICES
DISTRICT FUND BALANCE AS OF 7/19/2017
AFTER TODAY'S ACCOUNTS PAYABLE**

COUNTY FUND 634

\$98,134.82

**Spreckels Community Services District
Proposed Budget Fiscal Year 7/1/2017 to 6/30/2018**

Income:		
Zone 1 Assessment [11% of assessment revenue]		\$ 4,200.00
Zone 2 Assessment [89% of assessment revenue]		\$33,700.00
Non-Assessment Revenue to Zone 1 Expense		\$ 8,869.50
Non-Assessment Revenue to Zone 2 Expense		\$10,380.50
Non-Assessment Revenue Reserve		<u>\$ 7,850.00</u>
	Total Income	\$65,000.00
Expense:		
Administrative Fees [Zone 1 11% of \$500.00]		\$ 55.00
	[Zone 2 89% of \$500.00]	\$ 445.00
Audit Expense [Zone 1 11% of \$17,750.00]		\$ 1,952.50
	[Zone 2 89% of \$17,750.00]	\$ 15,797.50
Board/Staff Education [Zone 1 11% of \$500.00]		\$ 55.00
	[Zone 2 89% of \$500.00]	\$ 445.00
Capital Improvements [Zone 1 11% of \$500.00]		\$ 55.00
	[Zone 2 89% of \$500.00]	\$ 445.00
Equipment Repair/Maintenance		
	[Zone 1]	\$ 5,000.00
	[Zone 2]	\$ 1,000.00
General Liability/Property Insurance		
	[Zone 1 11% of \$2000.00]	\$ 220.00
	[Zone 2 89% of \$2000.00]	\$ 1,780.00
Landscape Maintenance Contract		
	[Zone 2]	\$ 7,200.00
Legal Services		
	[Zone 1 11% of \$1,000.00]	\$ 110.00
	[Zone 2 89% of \$1,000.00]	\$ 890.00
Management Services/Special Projects		
	[Zone 1 11% of \$6,500.00]	\$ 715.00
	[Zone 2 89% of \$6,500.00]	\$ 5,785.00
Membership Fees/Dues		
	[Zone 1 11% of \$500.00]	\$ 55.00
	[Zone 2 89% of \$500.00]	\$ 445.00

Parcel Management		
	[Zone 1 11% of \$2300.00]	\$ 253.00
	[Zone 2 89% of \$2300.00]	\$ 2,047.00
Power		
	[Zone 1]	\$ 3,000.00
	[Zone 2]	\$ 3,000.00
Street Light Repairs		
	[Zone 2]	\$ 2,000.00
Sidewalk/ADA Repairs		
	[Zone 1]	\$ 1,000.00
Telephone/Internet		
	[Zone 1 11% of \$600.00]	\$ 66.00
	[Zone 2 89% of \$600.00]	\$ 534.00
Water		
	[Zone 1]	\$ 500.00
	[Zone 2]	\$ 2,000.00
Website Services		
	[Zone 1 11% of \$300.00]	\$ 33.00
	[Zone 2 89% of \$300.00]	\$ 267.00
Non-Assessment Revenue to Reserve		\$ <u>7,850.00</u>
	Total Expense	\$ 65,000.00

SPRECKELS COMMUNITY SERVICES DISTRICT
P.O. Box 7432
Spreckels, CA 93962

Resolution #2017-03

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, 2017 AND ENDING ON THE LAST DAY OF JUNE, 2018.

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

WHEREAS, the Budget Committee has submitted a proposed budget to this governing body on July 19, 2017 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 July 19, 2017, 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 Ron Eastwood, Board President and made a part of the public records of the Spreckels Community Services District.

ADOPTED, this 19th day of July 2017:

AYES:

NOES:

ABSTAIN:

Signed:

Ron Eastwood, Board President

Attested:

Paul J. Ingram, Business Manager/Board Clerk