



Spreckels Community Services District
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday January 18, 2023 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.

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 November 16, 2022
- b. SCSD Special Board Meeting December 14, 2022

8. GENERAL MANAGER'S REPORT:

- a. Financial Reports.
 1. Fund Balance as of 1/18/2023
 2. Budget FYTD to 1/18/2023
 3. Review of County Fund 634 Trial Balance Report: Period 6.
 4. Review of Expenditures November & December 2023.

9. UNFINISHED BUSINESS NON-ACTION ITEMS:
 - a. Zone 1 Assessment: Engineer's Report Progress.
 - b. Enhanced Broadband in Spreckels: David Witkowski of Oku Solutions, LLC.

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	\$100.00
3. Spreckels Water Company	Water	\$293.57
4. PG&E	Streetlights & Pump Stations	\$550.95
5. Quinn Company	Block Heater Repair	\$406.22
6. SCI Consulting Group	Progress ER	<u>\$19,600.00</u>
	TOTAL	\$21,650.74

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 February 15, 2023 5:30 PM.

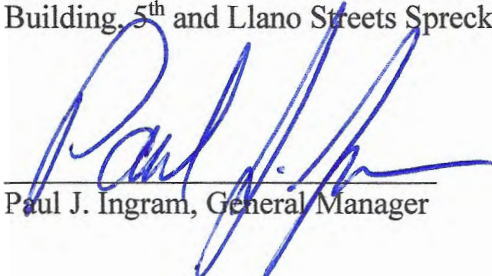
ADA COMPLIANCE

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.

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 January 18, 2023 Regular Meeting of the District Board of Directors scheduled for 5:30 pm at Spreckels Veterans Memorial Building, 5th and Llano Streets Spreckels, CA 93962



Paul J. Ingram, General Manager

Date

1/13/2023

To download the full agenda packet, please go to 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 November 16, 2022 5:30 pm
 Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

1. CALL TO ORDER:

The meeting was called to order by President McTighe 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, Amaral, Kramm, Coronel

Absent: Lane

QUORUM ESTABLISHED

4. ADDITIONS, CHANGES AND ADOPTION OF THE AGENDA:

5. CORRESPONDENCE:

6. PUBLIC COMMENTS:

7. APPROVAL OF MINUTES:

a. SCSD Regular Board Meeting October 20, 2022

Motion to approve [Amaral] 2nd [Coronel].

Ayes: McTighe, Amaral, Kramm, Coronel

Noes: None

MOTION CARRIED

8. GENERAL MANAGER'S REPORT:

a. Financial Reports.

1. Fund Balance as of 11/16/2022
2. Budget FYTD to 11/16/2022

- 3. Review of County Fund 634 Trial Balance Report: Period 4.
- 4. Review of Expenditures October 2022.

9. UNFINISHED BUSINESS NON-ACTION ITEMS:

- a. Zone 1 Assessment: Engineer’s Report Progress. Revenue projections FYE 6/30/2024.

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	\$100.00
3. Spreckels Water Company	Water	\$293.57
4. PG&E	Streetlights & Pump Stations	\$518.57
	TOTAL	\$1,558.14

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

MOTION CARRIED

b. Election of Officers CY 2023

A slate consisting of:

*President: **Mike McTighe**
 Vice-President: **Amanda Lane**
 Secretary: **Brian Amaral***

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

MOTION CARRIED

12. NEW BUSINESS NON-ACTION ITEMS:

- a. Enhanced Broadband in Spreckels: David Witkowski of Oku Solutions, LLC.

13. ZONES 1 AND 2 SYSTEMS REPORT:

14. FUTURE AGENDA ITEMS:

15. ADJOURN REGULAR MEETING:

- a. Next meeting Wednesday January 18, 2023 5:30 PM. **Adjourned 6:40 pm.**

Respectfully submitted,

Approval date _____



Spreckels Community Services District
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
Wednesday December 14, 2022 5:30 pm
 Spreckels Veterans Memorial Building, 5th & 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. NEW BUSINESS:

- a. Review Draft Engineering Report: Spreckels Community Services District Landscaping, Lighting and Drainage Assessment District.

Item reviewed and merging of Word doc comments will be sent to Chris Coulter.

8. ADJOURN REGULAR MEETING:

- a. Next meeting Wednesday January 18, 2023 5:30 PM. **6:23 pm.**

Respectfully submitted,

Approval date _____



**SPRECKELS COMMUNITY SERVICES DISTRICT
FUND 634 BALANCE AS OF 1/18/2023 AFTER
TODAY'S ACCOUNTS PAYABLE.**

COUNTY FUND 634 \$221,489.70

Spreckels Community Services District
Adopted Budget FYE 6/30/2023 FYTD to 11/16/2022

Income		Budget	FYTD	BALANCE	%
Zone 1 Assessment 16.3%	TOTAL	\$6,700.00	3551.35	\$3,148.65	53.01%
Zone 2 Assessment 83.7%	TOTAL	\$34,000.00	18236.08	\$15,763.92	53.64%
Non-Assessment Prop Taxes		\$36,500.00	22167.51	\$14,332.49	60.73%
Interest on Pooled Investments		\$750.00	556.8	\$750.00	74.24%
Total Income		\$77,950.00	44511.74	\$33,995.06	57.10%
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	1825	\$4,175.00	30.42%
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	815	\$1,554.20	34.40%
Management Zone 2 83.7%		\$7,600.00	4185	\$3,415.00	55.07%
Membership Fees Zone 1 16.3%		\$114.10	123.23	-\$9.13	108.00%
Membership Fees Zone 2 83.7%		\$585.90	632.77	-\$46.87	108.00%
Office Rent Zone 1 16.3%		\$195.60	97.8	\$97.80	50.00%
Office Rent Zone 2 83.7%		\$1,004.40	502.2	\$502.20	50.00%
Parcel Management Zone 1 16.3%		\$25,500.00	20227.55	\$5,272.45	79.32%
Parcel Management Zone 2 83.7%		\$3,500.00	3222.45	\$277.55	92.07%
Power Zone 1		\$5,000.00	2794.89	\$2,205.11	55.90%
Power Zone 2		\$6,000.00	2851.78	\$3,148.22	47.53%
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	538.69	\$561.31	48.97%
Water Zone 2		\$3,500.00	1534.12	\$1,965.88	43.83%
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%
Total Expense		\$77,950.00	49175.56	\$28,774.44	63.09%

Report ID : MC-FIN-BS-0301

Run Date : 01/12/2023

Run Time : 09:42 AM

County of Monterey
Trial Balance By Accounting Distribution
Fiscal Year 2023 / 6 through 6

Page 1 of 4

Fund 634 - Spreckels Community Services
Account Type Asset
BSA/Obj/Rev B-1001 - Cash
Sub BSA/Obj/Rev No Sub-BSA Specified

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX11_23_HOX		12/02/2022	HOPTR Nov 15%		19.79	0.00	
JV,1110,PTAX14_23_CS		12/16/2022	Curr Sec - July-Dec 15 2022		41,922.67	0.00	
JV,1110,PTAX15_23_SUPPL		12/19/2022	Current Sup - Jul-Dec15 2022		302.02	0.00	
MDI,9800,SDWF000028190		12/09/2022			0.00	(700.00)	
MDI,9800,SDWF000028191		12/09/2022			0.00	(100.00)	
MDI,9800,SDWF000028192		12/09/2022			0.00	(299.51)	
MDI,9800,SDWF000028198		12/15/2022			0.00	(850.00)	
Total for Sub-BSA No Sub-BSA Specified				200,907.23	42,244.48	(1,949.51)	241,202.20
Total for B-1001 - Cash				200,907.23	42,244.48	(1,949.51)	241,202.20

Report ID : MC-FIN-BS-0301	County of Monterey	Page 2 of 4
Run Date : 01/12/2023	Trial Balance By Accounting Distribution	
Run Time : 09:42 AM	Fiscal Year 2023 / 6 through 6	

Fund 634 - Spreckels Community Services

Account Type Liability

BSA/Obj/Rev

Sub BSA/Obj/Rev No Sub-BSA Specified

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	
Total for Sub-BSA No Sub-BSA Specified				(225.41)	0.00	0.00	(225.41)
Total for B-2080 - Outlawed Welfare Warrant Suspense				(225.41)	0.00	0.00	(225.41)

BSA/Obj/Rev

Sub BSA/Obj/Rev No Sub-BSA Specified

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	
Total for Sub-BSA No Sub-BSA Specified				0.00	0.00	0.00	0.00
Total for B-2081 - Stale Dated Checks				0.00	0.00	0.00	0.00

BSA/Obj/Rev B-2530 - Assets Held as Agency for Others

Sub BSA/Obj/Rev 4010 - Current Secured

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX14_23_CS		12/16/2022	Curr Sec - July-Dec 15 2022		0.00	(20,135.24)	
Total for Sub-BSA 4010 - Current Secured				(330,983.96)	0.00	(20,135.24)	(351,119.20)

Sub BSA/Obj/Rev 4015 - Current Unsecured

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	

Report ID : MC-FIN-BS-0301	County of Monterey	Page 3 of 4
Run Date : 01/12/2023	Trial Balance By Accounting Distribution	
Run Time : 09:42 AM	Fiscal Year 2023 / 6 through 6	

Fund	634 - Spreckels Community Services				
Account Type	Liability				
BSA/Obj/Rev	B-2530 - Assets Held as Agency for Others				
Sub BSA/Obj/Rev	4015 - Current Unsecured				
Total for Sub-BSA 4015 - Current Unsecured		(14,538.63)	0.00	0.00	(14,538.63)

Sub BSA/Obj/Rev	4025 - Prior Secured						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	
Total for Sub-BSA 4025 - Prior Secured				(6,717.63)	0.00	0.00	(6,717.63)

Sub BSA/Obj/Rev	4030 - Prior Unsecured						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	
Total for Sub-BSA 4030 - Prior Unsecured				(136.36)	0.00	0.00	(136.36)

Sub BSA/Obj/Rev	4035 - Current Supplemental						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX15_23_SUPPL		12/19/2022	Current Sup - Jul-Dec15 2022		0.00	(302.02)	
Total for Sub-BSA 4035 - Current Supplemental				(5,753.48)	0.00	(302.02)	(6,055.50)

Sub BSA/Obj/Rev	4040 - Prior Supplemental						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	
Total for Sub-BSA 4040 - Prior Supplemental				(363.39)	0.00	0.00	(363.39)

Sub BSA/Obj/Rev	5030 - HOPTR			
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Report ID : MC-FIN-BS-0301	County of Monterey	Page 4 of 4
Run Date : 01/12/2023	Trial Balance By Accounting Distribution	
Run Time : 09:42 AM	Fiscal Year 2023 / 6 through 6	

Fund 634 - Spreckels Community Services
Account Type Liability
BSA/Obj/Rev B-2530 - Assets Held as Agency for Others
Sub BSA/Obj/Rev 5030 - HOPTR

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX11_23_HOX		12/02/2022	HOPTR Nov 15%		0.00	(19.79)	
Total for Sub-BSA 5030 - HOPTR				(1,791.38)	0.00	(19.79)	(1,811.17)
Sub BSA/Obj/Rev 5415 - Special Assessments							
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX14_23_CS		12/16/2022	Curr Sec - July-Dec 15 2022		0.00	(21,787.43)	
Total for Sub-BSA 5415 - Special Assessments				(646,932.61)	0.00	(21,787.43)	(668,720.04)
Sub BSA/Obj/Rev No Sub-BSA Specified							
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
MDI,9800,SDWF000028190		12/09/2022			700.00	0.00	
MDI,9800,SDWF000028191		12/09/2022			100.00	0.00	
MDI,9800,SDWF000028192		12/09/2022			299.51	0.00	
MDI,9800,SDWF000028198		12/15/2022			850.00	0.00	
Total for Sub-BSA No Sub-BSA Specified				806,535.62	1,949.51	0.00	808,485.13
Total for B-2530 - Assets Held as Agency for Others				(200,681.82)	1,949.51	(42,244.48)	(240,976.79)
Total for Fund 634 - Spreckels Community Services				0.00	44,193.99	(44,193.99)	0.00
Grand Total				0.00	44,193.99	(44,193.99)	0.00

SCI Consulting Group

4745 Mangels Blvd.
Fairfield, CA 94534

(707) 430-4300

Invoice

DATE	INVOICE #
12/8/2022	SBS10536

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

PROJECT	
Survey & Funding Implementation	
P.O. #	

DESCRIPTION	AMOUNT
Assessment Engineering & Engineer's Report - progress fee	19,600.00
Total	
	\$19,600.00

15. **Notice.** Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail or by commercial delivery service, addressed as follows:


Public Agency:
Spreckels Community Services District
PO Box 7432
Spreckels, CA 93962

Consultant:
SCI Consulting Group
4745 Mangels Boulevard
Fairfield, CA 94534

Any party may change its address by notifying the other party of the change in the manner provided below:

_____	_____
_____	_____
_____	_____
_____	_____

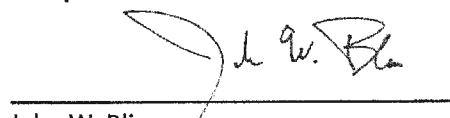
By signing below, we agree to the terms of this Agreement.

Accepted:


 Paul Ingram
 General Manager
 Spreckels Community Services District

2/2/2020

 Date

Accepted:


 John W. Bliss
 President
 SCI Consulting Group

12-22-2021

 Date

only the phases of work authorized by the District.

Phase of work	
1. Research and Data Analysis	Included
2. Assessment Engineering and Engineer's Report	\$ 23,650
3. Public Opinion Survey and Feasibility Analysis (Optional)*	\$ 5,350
4. Proposition 218 Balloting Services	\$ 2,600
5. Informational Outreach Services	Included
6. First year levy submittal (FY 2023-24)*	\$ 6,100
7. Annual levy administration for fiscal years 2024-25*	\$ 6,200
Annual levy administration for fiscal years 2025-26*	\$ 6,200
Annual levy administration for fiscal years 2026-27*	\$ 6,200

*including existing levy administration project

The scope of services includes up to three in-person meetings with the District for the first year survey, formation and levy submittal, and one meeting for each of the following years. Any additional meetings, if required, will be billed at the rate of \$1,050 per person per meeting.

Incidental costs incurred by SCI for the purchase of property data, maps, travel and other out-of-pocket expenses shall be reimbursed at actual cost with the total not to exceed \$1,000 without prior authorization from the District. Annual incidental costs for annual administration shall be reimbursed at actual cost with the total not to exceed \$750 per year. Publication of the legal notice of public hearing will be billed separately as incurred.

In the event the District elects to request optional, additive scope of work, SCI will work with the District to negotiate compensation for these additional tasks, and execute an Addendum to the agreement for these additional services.

It is important to note all costs associated with this the scope of services can be financed or refunded by the levies, if the District proceeds and is successful with a funding measure.

ADDITIONAL INFORMATION

Employment Policies

SCI does not and shall not discriminate against any employee in the work place or against any applicant for such employment or against any other person because of race, religion, sex, color, national origin, handicap, or age or any other arbitrary basis. SCI Consulting Group insures compliance with all civil rights laws and other related statutes.

Conflict of Interest Statements

SCI has no known past, ongoing or potential conflicts of interest for working with the District, performing the Scope of Work or any other service for this Project.

Insurance

SCI carries professional Errors and Omissions insurance in the amount of \$2 million per occurrence and \$2 million aggregate. SCI also carries general liability insurance in the amount of \$2 million per occurrence and \$4 million aggregate.