

## Spreckels Community Services District

REGULAR MEETING OF THE BOARD OF DIRECTORS

**November 17, 2021**

**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.*

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*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 spreckelcsd.main@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 General Manager's Office located at the Spreckels Veterans Memorial Building, 5<sup>th</sup> & Llano, Spreckels, CA 93962 during normal business hours.*

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#### 1. Opening Business

1.1 Call to Order

1.2 Roll Call & Establishment of Quorum

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

## 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 20, 2021.

## 4. Business Manager's Report

- 4.1 Monthly Financials

## 5. Unfinished Business Action Items

## 6. New Business Action Items

6.1	<u>Review of Current Accounts Payable:</u>		
a.	Paul J. Ingram Company	Management Services	\$ 910.00
b.	Spreckels Memorial Dist.	Office Rent	\$ 100.00
c.	Spreckels Water Company		\$ 570.60
d.	MCSI Water Systems	Backflow Testing	\$ 345.00
e.	PG&E [estimate]	Streetlights & Pump	\$ 600.00
		<b>TOTAL</b>	<b>\$ 2,525.60</b>

## 7. Unfinished Business Non Action Items

- a. Zone 1 Assessment: Set calendar for moving forward.

**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. Consideration of Items for Future Meetings**

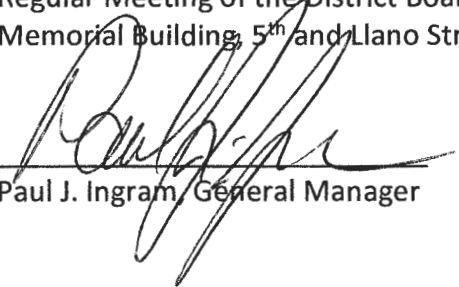
**11. Next Meeting Date:**

January 19, 2021-5:30 PM

**12. Adjournment**

**Certification**

I, Paul J. Ingram, General Manager for Spreckels Community Services District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the November 17, 2021 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

11/12/2021  
 Date

**To download the full agenda packet, go to [www.scsd.specialdistrict.org](http://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 20, 2021*  
 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. Opening Business**

1.1 Call to Order

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

1.2 Roll Call & Establishment of Quorum

Otto Kramm, Director  
 Amanda Lane, Vice-President  
 Mike McTighe, President  
 Brian Amaral, Secretary  
 Dallen Coronel, Director  
 Paul Ingram, General Manager & Clerk to the Board

*Present: McTighe, Lane, Amaral*

*Absent: Kramm, Coronel*

**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

*Motion to adopt agenda [Amaral] 2<sup>nd</sup> [Lane].*

*Ayes: McTighe, Lane, Amaral*

*Noes: None*

**MOTION CARRIED**

**2. Communications**

- 2.1 Correspondence:
- 2.2 Oral Comments from the Public

*Daniel Sgheiza reported sprinkler in planter strip in front of his home is down to a trickle due to constriction of water line by tree roots. Also tree is lifting up concrete sidewalk. Board informed him that water line is fed by his meter so it is his responsibility. He also asked if he and his neighbors could pay for an electric gate to close off the alley behind his house and block pedestrians. Board informed him that is a county planning issue and would probably not be approved. Also asked about tree trimming status. Board informed him about efforts to raise Zone 1 assessment, after which the District could look at the Zone 2 assessment and raise to allow tree maintenance.*

**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 15, 2021.

*Motion to approve [Amaral] 2<sup>nd</sup> [Lane].  
Ayes: McTighe, Lane, Amaral  
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	\$ 1,155.00
b. Spreckels Memorial Dist.	Office Rent	\$ 100.00
c. Spreckels Water Company		\$ 359.63
d. Monterey County Tax Collector	Property Taxes	\$ 208.06
e. Quinn Company	Annual Service	\$ 1,878.39
f. PG&E [estimate]	Streetlights & Pump	\$ <u>600.00</u>
	<b>TOTAL</b>	<b>\$ 4,301.08</b>

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

**MOTION CARRIED**

- 6.2 Don Cranford: Request for full or partial reimbursement for sidewalk concrete repairs Golz Construction, Inc. Estimate Cost \$4,400.00.

***The item died for lack of a motion or second.***

- 6.3 Estimate from Green Line Liquid Waste Company for cleaning of Pump Station vaults at 2<sup>nd</sup> Street and Nacional Avenue.

***Tabled until a special meeting.***

## **7. Unfinished Business Non Action Items**

- a. Zone 1 Assessment: Report on meeting with T&A CEO Kerry Varney re: Spreckels Industrial Park parcel.

***Directors McTighe and Amaral, along with GM Ingram met with Mr. Varney to discuss the proposal from SCI Consulting to conduct a Prop 218 election with engineering report to create a new maintenance assessment for Zone 1. The Tanimura and Antle parcel which holds the employee housing has the highest current assessment amount of all parcels in Zone 1. Reaction from Mr. Varney was positive and supportive.***

## **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. Consideration of Items for Future Meetings**

**11. Next Meeting Date:**

November 17, 2021-5:30 PM

**12. Adjournment**

*The meeting was adjourned at 6:45 pm.*

Respectfully submitted,

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

\_\_\_\_\_  
Paul J. Ingram, General Manager

DRAFT



**SPRECKELS COMMUNITY SERVICES  
DISTRICT FUND BALANCE AS OF  
11/17/2021 AFTER TODAY'S ACCOUNTS  
PAYABLE.**

<b>COUNTY FUND 634</b>	<b>\$171,838.99</b>
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Spreckels Community Services District  
Adopted Budget FYTD 11/17/2022

		Budget FYTD to 11/17/2021			
		Budget	FYTD	BALANCE	%
<b>Income</b>					
Zone 1 Assessment 16.3%	<b>TOTAL</b>	\$6,700.00	9.97	\$6,690.03	0.15%
Zone 2 Assessment 83.7%	<b>TOTAL</b>	\$34,000.00	51.2	\$33,948.80	0.15%
Non-Assessment Prop Taxes		\$31,500.00	803.82	\$30,696.18	2.55%
Interest on Pooled Investments		\$1,500.00	238.13	\$1,500.00	15.88%
<b>Total Income</b>		<b>\$73,700.00</b>	<b>1103.12</b>	<b>\$72,835.01</b>	<b>1.50%</b>
<b>Expense</b>					
Administrative Fees Zone 1 16.3%		\$81.50	26.41	\$55.09	32.40%
Administrative Fees Zone 2 83.7%		\$418.50	135.59	\$282.91	32.40%
Audit Expense Zone 1 16.3%		\$489.00		\$489.00	0.00%
Audit Expense Zone 2 83.7%		\$2,511.00		\$2,511.00	0.00%
Board/Staff Education Zone 1 16.3%		\$146.70	26.08	\$120.62	17.78%
Board/Staff Education Zone 2 83.7%		\$753.70	133.92	\$619.78	17.77%
Capital Improvements Zone 1 16.3%		\$0.00		\$0.00	#DIV/0!
Capital Improvements Zone 2 83.7%		\$0.00		\$0.00	#DIV/0!
Equipment Repair/Maint. Zone 1		\$3,350.00	1258.52	\$2,091.48	37.57%
Equipment Repair/Maint. Zone 2		\$1,650.00	619.87	\$1,030.13	37.57%
General Liability/Property Zone 1		\$500.00		\$500.00	0.00%
General Liability/Property Zone 2		\$2,600.00		\$2,600.00	0.00%
Landscape Maint. Zone 2		\$4,000.00		\$4,000.00	0.00%
Legal Services Zone 1 16.3%		\$100.00		\$100.00	0.00%
Legal Services Zone 2 83.7%		\$500.00		\$500.00	0.00%
Management Zone 1 16.3%		\$1,369.20	695.2	\$674.00	50.77%
Management Zone 2 83.7%		\$7,021.00	3569.8	\$3,451.20	50.84%
Membership Fees Zone 1 16.3%		\$120.00	114.59	\$5.41	95.49%
Membership Fees Zone 2 83.7%		\$550.00	588.41	-\$38.41	106.98%
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%		\$627.55	619.4	\$8.15	98.70%
Parcel Management Zone 2 83.7%		\$3,222.45	3180.6	\$41.85	98.70%
Power Zone 1		\$4,800.00	1801.46	\$2,998.54	37.53%
Power Zone 2		\$5,000.00	1938.79	\$3,061.21	38.78%
Property Taxes Zone 1		\$20.00	19.12	\$0.88	95.60%
Property Taxes Zone 2		\$710.00	188.94	\$521.06	26.61%
Streetlight Repairs Zone 2		\$1,000.00		\$1,000.00	0.00%
Sidewalk ADA Repairs Zone 1		\$0.00		\$0.00	#DIV/0!
Water Zone 1		\$900.00	474.88	\$425.12	52.76%
Water Zone 2		\$3,000.00	1479.86	\$1,520.14	49.33%
Website Zone 1 16.3%		\$48.90		\$48.90	0.00%
Website Zone 2 83.7%		\$251.10		\$251.10	0.00%
Emergency Reserve		\$26,759.40		\$26,759.40	0.00%
<b>Total Expense</b>		<b>\$73,700.00</b>	<b>17271.44</b>	<b>\$56,428.56</b>	<b>23.43%</b>

Report ID : MC-FIN-BS-0301

Run Date : 11/10/2021

Run Time : 02:33 PM

**County of Monterey**  
**Trial Balance By Accounting Distribution**  
**Fiscal Year 2022 / 4 through 4**

Page 1 of 5

**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,1110,0000033687		10/01/2021	To Correct FY18 MDI Check Disbursement		0.00	(2,391.04)	
JVA,1110,INTALLOCCQ12022-06		10/31/2021	InterestAllocation 1st Qtr2021-22		238.13	0.00	
MDI,9800,SDWF000027852		10/22/2021	PAUL J INGRAM		0.00	(1,155.00)	
MDI,9800,SDWF000027853		10/22/2021	SPRECKELS MEMORIAL DISTRICT		0.00	(120.00)	
MDI,9800,SDWF000027854		10/22/2021	PGE		0.00	(490.17)	
MDI,9800,SDWF000027855		10/22/2021	SPRECKELS WATER COMPANY		0.00	(72.21)	
MDI,9800,SDWF000027856		10/22/2021	MONTEREY COUNTY TAX COLLECTOR		0.00	(208.06)	
MDI,9800,SDWF000027857		10/22/2021	QUINN COMPANY		0.00	(1,878.39)	
MDI,9800,SDWF000027858		10/22/2021	CSDA		0.00	(703.00)	
MDI,9800,SDWF000027866		10/29/2021	PGE		0.00	(212.43)	
<b>Total for Sub-BSA No Sub-BSA Specified</b>				<b>184,426.26</b>	<b>238.13</b>	<b>(7,230.30)</b>	<b>177,434.09</b>
<b>Total for B-1001 - Cash</b>				<b>184,426.26</b>	<b>238.13</b>	<b>(7,230.30)</b>	<b>177,434.09</b>



Spreckels CSD &lt;spreckelscsd.main@gmail.com&gt;

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**SCSD Audit Relief Follow-up**

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**Spreckels Community Services District** <spreckelscsd.main@gmail.com>

Tue, Nov 9, 2021 at 11:56 AM

To: "Mousa, Burcu x5089" &lt;MousaB@co.monterey.ca.us&gt;

Cc: Craig Fechter &lt;cfechter@gmail.com&gt;, "Papurello, Maria x5084" &lt;PapurelloM@co.monterey.ca.us&gt;, "Shah, Rupa x5099" &lt;shahr@co.monterey.ca.us&gt;

Dear Burcu,

At long last the Fund 634 ending balance as of 6/30/2019 in our QuickBooks register is in agreement with the TBBAD for the end of Period 14 FY 2018-19. I had to go back to 7/1/2007 and check every transaction from every month of every year since then. I did find several incorrect entries, some with substantial amounts. I have used the register reconciliation tool for every month. I have a box full of reconciliation summaries attached to the balance page for each TBBAD.

At this point, do you need to have the Audited Financial Statement for FY 2018-19 amended or can we proceed with the process going from full audit to compilation engagement under AB 2613 based upon the attached reports? Thank you for your kind attention.

Sincerely,

Paul Ingram

*Paul J. Ingram*

General Manager

Spreckels Community Services District

P.O. 7432

Spreckels, CA 93962

[831] 455-7855

spreckelscsd.main@gmail.com

www.spreckelscsd.specialdistrict.org

**From:** Mousa, Burcu x5089 [mailto:MousaB@co.monterey.ca.us]**Sent:** Tuesday, March 30, 2021 1:47 PM**To:** spreckelscsd.main <spreckelscsd.main@gmail.com>**Cc:** Craig Fechter <cfechter@gmail.com>; Papurello, Maria x5084 <PapurelloM@co.monterey.ca.us>; Shah, Rupa x5099 <shahr@co.monterey.ca.us>**Subject:** RE: SCSD Audit Relief Follow-up

Mr. Ingram,



Spreckels CSD &lt;spreckelscsd.main@gmail.com&gt;

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**SCSD Audit Relief Follow-up**

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**Mousa, Burcu x5089** <MousaB@co.monterey.ca.us>

Fri, Nov 12, 2021 at 8:56 AM

To: "spreckelscsd.main" &lt;spreckelscsd.main@gmail.com&gt;

Cc: Craig Fechter &lt;cfechter@gmail.com&gt;, "Papurello, Maria x5084" &lt;PapurelloM@co.monterey.ca.us&gt;, "Shah, Rupa x5099" &lt;shahr@co.monterey.ca.us&gt;, "Lam, James x5493" &lt;LAMJ@co.monterey.ca.us&gt;, "Munckton, Kimberly x5971" &lt;MuncktonK@co.monterey.ca.us&gt;

Hi Paul,

Thank you for reaching out. Sounds like great news and progress. We appreciate the analysis and detailed work you undertook in reconciling the two balances together.

We will need to obtain an amended audited financial statements showing the revised balances. At that point, we can proceed forward with less stringent requirement such as a compilation.

Thank you again.

Sincerely,

**Burcu Mousa, CPA**

Assistant Auditor-Controller

Auditor-Controller's Office

County of Monterey

Tel: 831-755-5089

E-mail: mousab@co.monterey.ca.us

**From:** Spreckels Community Services District <spreckelscsd.main@gmail.com>**Sent:** Tuesday, November 9, 2021 11:57 AM**To:** Mousa, Burcu x5089 <MousaB@co.monterey.ca.us>**Cc:** 'Craig Fechter' <cfechter@gmail.com>; Papurello, Maria x5084 <PapurelloM@co.monterey.ca.us>; Shah, Rupa x5099 <shahr@co.monterey.ca.us>**Subject:** RE: SCSD Audit Relief Follow-up

11:08 AM  
11/09/21  
Cash Basis

**Spreckels Community Services District**  
**Balance Sheet**  
As of June 30, 2019

	Jun 30, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1001.00 · County Fund 634	152,963.50
<b>Total Checking/Savings</b>	152,963.50
<b>Other Current Assets</b>	
1020.00 · Payroll Clearing	383.88
1401.00 · County Taxes Receivable	1,265.00
1411.00 · County Fire Protection AR	37,547.00
<b>Total Other Current Assets</b>	39,195.88
<b>Total Current Assets</b>	192,159.38
<b>Fixed Assets</b>	
1501.00 · Machinery and Equipment	1,106.00
1025.00 · Office Equipment	413.67
1500.00 · Storm Drain System	472,110.00
<b>Total Fixed Assets</b>	473,629.67
<b>TOTAL ASSETS</b>	665,789.05
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000.00 · Accounts Payable	-20,384.00
<b>Total Accounts Payable</b>	-20,384.00
<b>Other Current Liabilities</b>	
1510.00 · Accumulated Depreciation	265,879.00
2010.00 · Payroll Liabilities	
2012.00 · Federal	335.95
2013.00 · FICA	2,034.80
2014.00 · Medi	645.25
2015.00 · SDI	269.66
2016.00 · State	6.49
2010.00 · Payroll Liabilities - Other	-1,493.01
<b>Total 2010.00 · Payroll Liabilities</b>	1,799.14
<b>Total Other Current Liabilities</b>	267,678.14
<b>Total Current Liabilities</b>	247,294.14
<b>Total Liabilities</b>	247,294.14
<b>Equity</b>	
3025.00 · Restricted-Other User Fees	103,383.00
3010.00 · Restricted-Public Safety	41,841.00
3020.00 · Restricted-Storm Drain Maint	32,732.00
3030.00 · Unassigned	264,037.50
3200.00 · Retained Earnings	-65,502.73
Net Income	42,004.14
<b>Total Equity</b>	418,494.91
<b>TOTAL LIABILITIES &amp; EQUITY</b>	665,789.05

Report ID : MC-FIN-BS-0301	County of Monterey	Page 1 of 4
Run Date : 09/16/2019	Trial Balance By Accounting Distribution	
Run Time : 03:14 PM	Fiscal Year 2019 / 14 through 14	

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,1110,0000027694		06/30/2019	Spreckels Community Service Dist FY19 Wells Fargo Check Printing Charge (93 Checks)		0.00	(9.30)	
JVA,1110,INTALLOCQ42019-06		06/30/2019	InterestAllocation4thQtr2018-19		954.33	0.00	
<b>Total for Sub-BSA No Sub-BSA Specified</b>				<b>152,018.47</b>	<b>954.33</b>	<b>(9.30)</b>	<b>152,963.50</b>
<b>Total for B-1001 - Cash</b>				<b>152,018.47</b>	<b>954.33</b>	<b>(9.30)</b>	<b>152,963.50</b>

6/30/2019

5:00 PM

10/22/21

**Spreckels Community Services District**  
**Reconciliation Summary**  
1001.00 · County Fund 634, Period Ending 06/30/2019

	<u>Jun 30, 19</u>
Beginning Balance	175,446.39
Cleared Transactions	
Checks and Payments - 13 items	-24,560.36
Deposits and Credits - 15 items	<u>2,077.47</u>
Total Cleared Transactions	<u>-22,482.89</u>
Cleared Balance	<u>152,963.50</u>
Register Balance as of 06/30/2019	<u>152,963.50</u>
New Transactions	
Checks and Payments - 202 items	-128,588.58
Deposits and Credits - 88 items	<u>152,188.14</u>
Total New Transactions	<u>23,599.56</u>
Ending Balance	<u><u>176,563.06</u></u>

June  
2019



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

November 1, 2021

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>
10/30/2021	Management Services October		\$700.00	\$700.00
10/22/2021	Work on Fund 634 Register for AB2613	6	\$35.00	<u>\$210.00</u>
		<b>Total</b>		<b>\$910.00</b>

*Please make checks payable to Paul J. Ingram Company*