

Spreckels Community Services District
REGULAR MEETING OF THE BOARD OF DIRECTORS
August 17, 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

Spreckels Water Company backflow device notification.
American Transparency-Public Records Request

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 July 20, 2016

4. Business Manager’s Report: Monthly Financials

5. Unfinished Business Action Items

5.1 Business Manager/Board Clerk: Contract for Services/Employment Agreement: Proposed Contract from Spreckels Memorial District to provide Management Services to Spreckels Community Services District.

RECOMMENDATION/ACTION: At the Pleasure of the Board

"That the Board of Directors approves proposed contract from Spreckels Memorial District to provide Management Services to Spreckels Community Services District at the rate and under the conditions specified in attached Exhibit "A"."

6. New Business Action Items

6.1 Review of Accounts Payable:

a. Paul J. Ingram	Management Services	\$ 500.00
b. Salinas Valley Landscaping	Monthly Service	\$ 1,275.00
c. Spreckels Memorial Dist.	AT&T	\$ 46.76
d. Spreckels Water Company	Monthly Service	<u>\$ 284.32</u>
	TOTAL	\$2,106.08

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 July 2016."

7. Public Hearing

7.1 Resolution 2016_03: Adopt Budget for FYE 6/30/2017

RECOMMENDATION/ACTION: Paul Ingram, Business Manager

"That the Board of Directors of Spreckels Community Services District adopts Resolution 2016_03 Budget for FYE 6/30/2017, as presented in attached Exhibit "A"."

7. Unfinished Business Non Action Items

- 7.1 Review of Landscape Maintenance Contract
- 7.2 Letter to Parcel Holders & Constituents to be sent with assessment refund

8. New Business Non Action Items

- 8.1 Presentation of Annual Audits of Financial Statements for FY's 2006-07 and 2007-08 by Patricia Kaufman of McGilloway, Ray, Brown and Kaufman, Certified Public Accountants.

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

14. Next Meeting Dates:

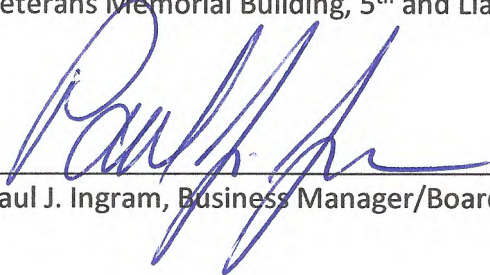
September 21, 2016 – 6:30 PM
October 19, 2016- 6:30 PM

Agenda Items due September 14, 2016
Agenda Items due October 13, 2016

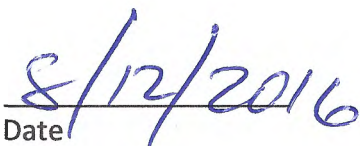
15. Adjournment

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 August 17, 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

August 5, 2016

American Transparency
P.O. Box 970999
Boca Raton, FL 33497-0999

Spreckels Community Services District
P.o. Box 7432
Spreckels, CA 93962

Dear Records Access Officer

Pursuant to the California Public Records Act, this is a request for a copy of the following record(s): An electronic copy of any and all active employee salaries for 2015. We are looking for the same data which is currently being reported to the California State Controller's Office by your agency (Data Dictionary: <http://publicpay.ca.gov/Reports/DataDictionary.aspx>), but we want the employee names to be included in the data dictionary. Here is a direct link to what your agency has already reported to the California State Controller's Office (<http://publicnav.ca.gov/Reports/RawExport.aspx>).

The principal purpose of this is to make this information more accessible to the public and to access and disseminate information regarding the health, safety, and welfare of the general public. This request is not principally for personal or commercial benefit. Our agency is just exercising the general rights of the public. For these reasons, we are requesting a waiver of fees. If there is a charge for this service, please obtain my approval in writing prior to proceeding with request.

All documents can be e-mailed to california@openthebooks.com or mailed in electronic format (preferred format would be .csv or .xls). If any documents are not provided in the format specified, please provide the state or federal statutes relied upon for that decision. If any record or portion of a record responsive to this request is contained in a record or portion of a record deemed unresponsive to the request, I would like to inspect the entire document. Under the Open Records Act/Freedom of Information Act, all non-exempt portions of any partially-exempt documents must be disclosed. If any records or portions of records are withheld, please state the exemption on which you rely, the basis on which the exemption is invoked, and the name of the individual responsible for the decision.

Thank you for your prompt consideration of my request. If you have any questions, or if I can be of any assistance, please e-mail me at california@openthebooks.com.

Sincerely,
Rachel Vogel
American Transparency
P.O. Box 970999
Boca Raton, FL 33497-0999

Spreckels Community Services District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
July 20, 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 at 6:30 pm by President Eastwood

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

The letter from President Eastwood to Monterey County Regional Fire District President Warren "Pete" Poitras was added.

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 the agenda with additions, [Riley], 2nd [Kramm]

Ayes: Eastwood, Riley, Kramm, Henningsen, McDougall

Noes: None Motion carried

2. Communications

2.1 Correspondence

President Eastwood Response Letter to MCRFD President Warren "Pete" Poitras re: SVFC assets.

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 Special Meeting of June 13, 2016

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

*3.2 Approval of the Minutes of the Regular Meeting of June 15, 2016

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

*3.3 Approval of the Minutes of the Special Meeting of July 6, 2016

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

4. Business Manager's Report: Monthly Financials

Fund balances, Profit & Loss for June 2016 and Profit & Loss for FY 2016 were presented

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."

Motion to approve, [McDougall] 2nd [Kramm].

Ayes: Eastwood, Riley, Kramm, Henningsen, McDougall

Noes: None

Motion carried

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."

Motion to approve, [Kramm] 2nd [Riley]

Ayes: Eastwood, Riley, Kramm, Henningsen, McDougall

Noes: None

Motion carried

7. Unfinished Business Non Action Items

8. New Business Non Action Items

8.1 Business Manager/Board Clerk: Contract for Services/Employment Agreement

Board reviewed draft agreement. Spreckels Memorial District had previously appointed Ron Eastwood to represent SMD on a two person committee to meet with Business Manager Paul Ingram and review the proposed Agreement/Contract. Scott Henningsen was appointed to represent Spreckels Community Services District on that committee. A meeting date of July 27th was set, after which each committee member would make a recommendation to their respective boards and action to approve will be taken at the August regular meetings.

8.2 Review of Landscape Maintenance Contract

In view of reduced revenue to district, Board reviewed current contract. Board also acknowledged trench planting would need to be thinned out.

8.3 Letter to Parcel Holders & Constituents to be sent with assessment refund.

Board discussed a letter to all parcel holders to explain the basis for the various assessments they pay on their property tax bills. Consensus was that a separate letter from the scheduled fire services refund check letter would better serve the purpose.

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

Director McDougall presented a draft budget. Business Manager Ingram will post a Notice of a Public Hearing 10 days before the regular meeting date of August 17th. Director McDougall will submit a proposed budget that will be available for viewing and posted to District website.

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

Meeting was adjourned at 7:55 pm.

Respectfully submitted,

Adopted _____

Paul J. Ingram, Business Manager

DRAFT



August 17, 2016

To: Spreckels Community Services District

Subject: Proposal to provide Contracted Managerial, Clerical and Bookkeeping Services

Spreckels Memorial District proposes to provide these services at the annual cost as detailed in Exhibit "A", attached, for the period of 7/1/2016 to 6/30/2017, renewable annually.

Spreckels Community Services District
P.O. Box 7432
Spreckels, CA 93962
(831) 455-7855
spreckelscsd.main@gmail.com
www.scsd.specialdistrict.org

**EXHIBIT A: BUSINESS MANAGER/BOARD CLERK
GENERAL DUTIES, JOB DESCRIPTION
AND SCHEDULE OF CONTRACTED CHARGES**

Place of Work:

1. District office and place of work shall be shared office space with Spreckels Memorial District at Spreckels Veteran's Memorial Building, 90 Fifth Street, Spreckels, CA 93962.

Chain of Command:

1. Business Manager shall report to the current Board President and to the rest of the Board of Directors as directed by the Board President.

Daily Tasks:

1. Monitor district phone voicemail by mobile phone application.
2. Monitor district email Inbox.
3. As a rule, response to messages shall wait until Business Manager is at work in district office. Business Manager shall use his discretion in deciding if messages need immediate response.

Weekly Tasks:

1. Check mail at Spreckels post office.
2. Review items received in mail and forward copies to Board Members as needed. Business Manager shall have authorization to open mail addressed to the Board President or specific board members.

Monthly Tasks:

1. Attendance at the regular meeting of the Board of Directors.
2. Drafting of regular meeting agenda for review by Board President.
3. Preparation of regular meeting agenda packet with minutes of previous meeting and supporting documents for circulation to Board Members and uploading to District website.
4. Posting of agenda without supporting documents at Post Office bulletin board.
5. Printing of full agenda packets for Board Members.
6. Recording of minutes for regular board meeting.
7. Preparing of monthly check request spreadsheet and transmittal for Monterey County Auditor-Controller's office check printing services.
8. Mailing of approved accounts payable and filing of checks and receipts by electronic media.
9. Recording of property tax income and special assessments from Monterey County Treasury Fund 634 Trial Balance Reports.

Yearly Tasks:

1. Preparation and transmittal of State Controller Government Compensation in California report.
2. Preparation and transmittal of State Controller Financial Transactions Report.
3. Assist Parcel Auditing firm with preparation and transmittal of Parcel Tax Resolution and parcel list Excel spreadsheet.
4. Preparation and transmittal of IRS Form 1099 to contractors and vendors.

Ongoing tasks:

1. Drafting and updating of mandatory District documents such as By-Laws, Conflict of Interest Code, [etc.].
2. Updating and adding features and information to District website.
3. Communication and assistance to accounting firm for the development of mandatory current and delinquent annual audits.

Compensation:

1. Yearly amount for contracted services be **\$6,000.00**, invoiced monthly in the amount of **\$500.00**.

Additional Charges: The following mandatory tasks shall be billed at the rate of **\$35.00** per hour, portal to portal. Automobile expense shall be reimbursed at current rates set by the Internal Revenue Service:

1. Specially called meetings of the Board of Directors.
2. Committee meetings.
3. Meetings with District Counsel.
4. Meetings with Accounting Firm.
5. Meetings with other governmental agencies.
[Exceptions to the above may be made for meetings held at Spreckels Veteran's Memorial Building during planned business hours.]
6. Preparation of Requests for Proposals, solicitation of contract bids and administration of bid selection process.

SPRECKELS COMMUNITY SERVICES DISTRICT

P.O. Box 7432

Spreckels, CA 93962

Resolution #2016-03

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, 2016 AND ENDING ON THE LAST DAY OF JUNE, 2017.

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 August 17, 2016 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 August 17, 2016, 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 17th day of August 2016:

AYES:

NOES:

ABSTAIN:

Signed:

Ron Eastwood, Board President

Attested:

Paul J. Ingram, Business Manager/Board Clerk

Spreckels Community Services District

P.O. BOX 7432

Spreckels, CA 93962

[831] 455-7855

spreckelscsd.main@gmail.com

www.scsd.specialdistrict.org

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the following public hearing will be held by the Spreckels Community Services District Board of Directors at Spreckels Veterans Memorial Building at 5th and Llano Streets in Spreckels, CA, sometime during their regular meeting, which will begin at 6:30 p.m., on Wednesday August 17, 2016 to consider the following:

Adoption of Resolution adopting Fiscal Year 2016-2017 Budget for the Spreckels Community Services District.

ANY AND ALL INTERESTED PERSONS ARE HEREBY invited to attend this public hearing for the purpose of being heard thereon. After a presentation of the Budget and questions by the hearing body, the public hearing will be opened for the public's presentation of oral and written testimony. After the public hearing is closed, the hearing body may deliberate and take action on the matter.

Copies of the Budget may be obtained on or after Friday, August 12, 2016 by calling Business Manager Paul Ingram at (831) 455-7855 or emailing spreckelscsd.main@gmail.com. The Budget will also be posted that same date on the District website, www.scsd.specialdistrict.org.

Paul J. Ingram
Business Manager

Posted August 3, 2016

**SPRECKELS COMMUNITY SERVICES DISTRICT
PROPOSED BUDGET**

Income	FY 2016-2017
Prop 172	\$0.00
Non Assessment Revenue	\$27,066.89
Special Assessment Zones 1 and 2 Combined	
Zone 1 Assessment	\$4,201.10
Zone 2 Assessment	\$33,683.32
Interest from Pooled Investments	
Total Income:	\$64,951.31
Funds from Reserve	\$111,048.69
Total Budget Income:	\$176,000.00
Expenses	
Administrative Fees	\$500.00
Audit Expense	\$35,500.00
Bank Fees	\$100.00
Board/Staff Education	\$801.88
Capital Improvement (Trees, etc)	\$500.00
Election Costs	\$0.00
Equipment Repair/Maintenance	\$4,500.00
Equipment Repair	\$1,500.00
Fire Protection Prop 172 Disbursement	\$62,857.42
Fire Protection SVFC Contract/Refunds to Parcel	\$13,629.70
General Liability/Property Insurance	\$2,000.00
Landscape Maintenance Contract	\$15,300.00
Legal Services	\$5,000.00
Management Services/Special Projects	\$9,000.00
Membership Fees/Dues	\$500.00
Parcel Management	\$8,325.00
PO Box Rental	\$86.00
Power	\$6,000.00
Street Light Repairs	\$500.00
Telephone/Internet	\$600.00
Tree Maintenance	\$5,000.00
Water	\$3,500.00
Website Services	\$300.00
Total Expenses	\$176,000.00
Net Income	\$0.00

SPRECKELS COMMUNITY SERVICES DISTRICT PROPOSED BUDGET VS ACTUALS FROM FY 2015-2016

Income	FY 2016-2017	Actuals FY 2015-2016
Prop 172	\$0.00	\$32,968.98
Non Assessment Revenue	\$27,066.89	\$26,665.24
Special Assessment Zones 1 and 2 Combined		\$58,079.45
Zone 1 Assessment	\$4,201.10	
Zone 2 Assessment	\$33,683.32	
Interest from Pooled Investments		\$931.16
Total Income:	\$64,951.31	\$118,644.83
Funds from Reserve	\$111,048.69	\$0.00
Total Budget Income:	\$176,000.00	\$118,644.83
Expenses		
Administrative Fees	\$500.00	\$455.00
Audit Expense	\$35,500.00	\$150.00
Bank Fees	\$100.00	\$100.00
Board/Staff Education	\$801.88	\$1,289.75
Capital Improvement (Trees, etc)	\$500.00	\$450.00
Election Costs	\$0.00	\$2,233.48
Equipment Repair/Maintenance	\$4,500.00	\$4,273.44
Equipment Repair	\$1,500.00	\$1,308.42
Fire Protection Prop 172 Disbursement	\$62,857.42	\$32,968.71
Fire Protection SVFC Contract/Refunds to Parcel	\$13,629.70	\$8,625.00
General Liability/Property Insurance	\$2,000.00	\$1,917.69
Landscape Maintenance Contract	\$15,300.00	\$15,300.00
Legal Services	\$5,000.00	\$857.55
Management Services/Special Projects	\$9,000.00	\$9,305.00
Membership Fees/Dues	\$500.00	\$522.00
Parcel Management	\$8,325.00	
PO Box Rental	\$86.00	\$86.00
Power	\$6,000.00	\$5,827.82
Street Light Repairs	\$500.00	\$358.20
Telephone/Internet	\$600.00	\$541.18
Tree Maintenance	\$5,000.00	\$6,025.00
Water	\$3,500.00	\$3,206.40
Website Services	\$300.00	\$300.00
Total Expenses	\$176,000.00	\$96,100.64
Net Income	\$0.00	\$22,544.19