

## Spreckels Community Services District

REGULAR MEETING OF THE BOARD OF DIRECTORS

*July 15, 2020*

**6:30 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 Business 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, President

Mike McTighe, Secretary

Amanda Lane, Director

Brian Amaral, 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

## 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 June 17, 2020.

## 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	\$ 955.00
b. Clarke's Turf & Water	Landscape Services	\$ 600.00
c. Spreckels Memorial Dist.	Office Rent	\$ 100.00
d. Spreckels Water Company		\$ 346.86
e. PG&E	Streetlights & Pump	\$ 600.00
f. Fechter and Company	Audits 85%	\$12,847.00
g. Monterey County Auditor-Controller	LAFCO Fees	<u>\$ 107.00</u>
	<b>TOTAL</b>	<b>\$15,555.86</b>

## 7. Unfinished Business Non Action Items

7.1 Report from Spreckels Traffic Safety Enhancements Committee.

7.4 Board Member Vacancy

7.5 Audits FY's 2016, 2017, 2018, 2019

**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**

10.1 Proposed Future Agenda Items

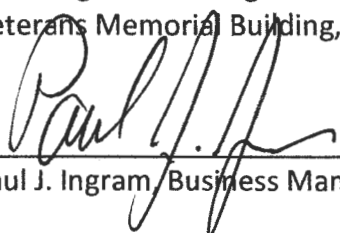
**11. Next Meeting Date:**

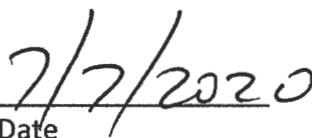
June 17, 2020-6:30 PM

**12. 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 July 17, 2020 Regular Meeting of the District Board of Directors scheduled for 6:30 pm at Spreckels Veterans Memorial Building, 5<sup>th</sup> and Llano Streets Spreckels, CA 93962.

  
\_\_\_\_\_  
Paul J. Ingram, Business Manager/Board Clerk

  
\_\_\_\_\_  
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  
*June 17, 2020*  
 6:30 pm

Spreckels Veterans Memorial Building, 5<sup>th</sup> & Llano, Spreckels, CA 93962

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**1. Opening Business**

1.1 Call to Order

*The meeting was called to order by President Kramm at 6:30 pm.*

1.2 Roll Call & Establishment of Quorum

Otto Kramm, President  
 Mike McTighe, Secretary  
 Amanda Lane, Director  
 Brian Amaral, Director  
 Paul Ingram, Business Manager / Clerk to the Board

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

**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 items 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 [Lane] 2<sup>nd</sup> [McTighe].**

**Ayes:** Kramm, McTighe, Lane, Amaral

**Noes:** None

**MOTION CARRIED**

**2. Communications**

2.1 Correspondence:

**Correspondence regarding slow sprinkler line to 'park strip' next to curb at 127 Fifth Street. Question of whether District is responsible if sidewalk and tree are compressing**

*line. Consensus of board is that park strip and sprinkler lines to it are responsibility of home owner. Director Lane will do research as to subdivisions she is involved with as part of her work. Business Manager Ingram will research documents provided by the successor developer.*

2.2 Oral Comments from the Public

**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 May 17, 2020.

*Motion to approve [Amaral] 2<sup>nd</sup> [Lane]  
Ayes: Kramm, 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	\$	500.00
b. Clarke's Turf & Water	Landscape Services	\$	600.00
c. Spreckels Memorial Dist.	AT&T	\$	49.72
d. Spreckels Water Company		\$	312.31
e. PG&E	Streetlights & Pump	\$	600.00
f. Digital Deployment	Website	\$	300.00
	<b>TOTAL</b>	<b>\$</b>	<b>2,362.03</b>

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

**MOTION CARRIED**

6.2 Public Hearing

- a. Discussion and adoption of budget, FYE 6/30/2021.
- b. Resolution 2020-01: Resolution to adopt budget.

*Motion to adopt budget [Lane] 2<sup>nd</sup> [McTighe].*

**Ayes: Kramm, McTighe, Lane, Amaral**

**Noes: None**

**MOTION CARRIED**

- c. Resolution 2020-02: RESOLUTION CERTIFYING COMPLIANCE WITH STATE LAW WITH RESPECT TO THE LEVYING OF GENERAL AND SPECIAL TAXES, ASSESSMENTS AND PROPERTY-RELATED FEES AND CHARGES.

**Motion to approve [McTighe] 2<sup>nd</sup> [Amaral].**

**Ayes: Kramm, McTighe, Lane, Amaral**

**Noes: None**

**MOTION CARRIED**

**7. Unfinished Business Non Action Items**

- 7.1 Report from Spreckels Traffic Safety Enhancements Committee.
- 7.4 Board Member Vacancy
- 7.5 Audits FY's 2016, 2017, 2018, 2019
- 7.6 Special Districts Leadership Academy

**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 Services
- f. Street Lighting
- 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**

10.1 Proposed Future Agenda Items

**11. Next Meeting Date:**

June 17, 2020-6:30 PM

**12. Adjournment: *The meeting was adjourned at 7:11 pm.***

Respectfully submitted

Approval Date \_\_\_\_\_

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

**DRAFT**



**SPRECKELS COMMUNITY SERVICES  
DISTRICT FUND BALANCE AS OF 7/15/2020  
AFTER TODAY'S ACCOUNTS PAYABLE.**

<b>COUNTY FUND 634</b>	<b>\$143,598.20</b>
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Spreckels Community Services District  
Proposed Budget FYE 6/30/2020

	Budget FYTD to 6/30/2020				
Income		Budget	FYTD	BALANCE	%
Zone 1 Assessment 16.3%	<b>TOTAL</b>	\$6,700.00	6478.15	\$221.85	96.69%
Zone 2 Assessment 83.7%	<b>TOTAL</b>	\$34,000.00	33265.1	\$734.90	97.84%
Non-Assessment Prop Taxes		\$33,000.00	32468.23	\$531.77	98.39%
<b>Total Income</b>		<b>\$73,700.00</b>	<b>72211.48</b>	<b>\$1,488.52</b>	<b>97.98%</b>
Expense					
Administrative Fees Zone 1 16.3%		\$81.50	53.3	\$28.20	65.40%
Administrative Fees Zone 2 83.7%		\$418.50	273.7	\$144.80	65.40%
Audit Expense Zone 1 16.3%		\$733.50	48.9	\$684.60	6.67%
Audit Expense Zone 2 83.7%		\$3,766.50	251.1	\$3,515.40	6.67%
Board/Staff Education Zone 1 16.3%		\$392.00	13.04	\$378.96	3.33%
Board/Staff Education Zone 2 83.7%		\$2,008.00	66.96	\$1,941.04	3.33%
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		\$4,000.00	1251.27	\$2,748.73	31.28%
Equipment Repair/Maint. Zone 2		\$2,420.00	616.29	\$1,803.71	25.47%
General Liability/Property Zone 1		\$300.00	492.75	-\$192.75	164.25%
General Liability/Property Zone 2		\$1,600.00	2530.28	-\$930.28	158.14%
Landscape Maint. Zone 2		\$7,200.00	7200	\$0.00	100.00%
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%		\$1,060.00	997.56	\$62.44	94.11%
Management Zone 2 83.7%		\$5,440.50	5122.44	\$318.06	94.15%
Membership Fees Zone 1 16.3%		\$81.50	106.44	-\$24.94	130.60%
Membership Fees Zone 2 83.7%		\$418.50	546.56	-\$128.06	130.60%
Parcel Management Zone 1 16.3%		\$603.10	603.1	\$0.00	100.00%
Parcel Management Zone 2 83.7%		\$3,096.90	3096.9	\$0.00	100.00%
Power Zone 1		\$4,800.00	4493.84	\$306.16	93.62%
Power Zone 2		\$3,800.00	4837.2	-\$1,037.20	127.29%
Property Taxes Zone 1		\$20.00	18.26	\$1.74	91.30%
Property Taxes Zone 2		\$710.00	185.38	\$524.62	26.11%
Streetlight Repairs Zone 2		\$1,000.00	115.71	\$884.29	11.57%
Sidewalk ADA Repairs Zone 1		\$0.00		\$0.00	#DIV/0!
Telephone/Internet Zone 1 16.3%		\$100.00	97.2	\$2.80	97.20%
Telephone/Internet Zone 2 83.7%		\$500.00	499.94	\$0.06	99.99%
Water Zone 1		\$500.00	630.72	-\$130.72	126.14%
Water Zone 2		\$2,000.00	2467.25	-\$467.25	123.36%
Website Zone 1 16.3%		\$48.90	48.9	\$0.00	100.00%
Website Zone 2 83.7%		\$251.10	251.1	\$0.00	100.00%
Emergency Reserve		\$25,749.50		\$25,749.50	0.00%
<b>Total Expense</b>		<b>\$73,700.00</b>	<b>36,916.09</b>	<b>\$36,783.91</b>	<b>50.09%</b>

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

July 1, 2020

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>
6/30/2020	Management Services June		\$500.00	\$500.00
6/1/2020	Audits FY's 2016-2019	1	\$ 35.00	\$ 35.00
6/16/2020	Audits FY's 2016-2019	7	\$ 35.00	\$245.00
6/23/2020	Audits FY's 2016-2019	2	\$ 35.00	\$ 70.00
6/25/2020	Audits FY's 2016-2019	1	\$ 35.00	\$ 35.00
6/30/2020	Audits FY's 2016-2019	2	\$ 35.00	<u>\$ 70.00</u>
			<b>TOTAL</b>	<b>\$955.00</b>

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

12  
**Invoice**

Clarke's Turf and Water  
 18939 Vierra Canyon Rd.  
 Prunedale, CA 93907

Date	Invoice #
6/30/2020	1724

<b>Bill To</b>
Community Service District PO Box 7432 Spreckels, CA 93962

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Labor to maintain Landscape June 2020	600.00	600.00
	Sales Tax	7.25%	0.00

Thank you for your business. 262-9800	<b>Total</b>	\$600.00
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ACCOUNT NUMBER	DATE BILL MAILED
00128900	6/30/2020
PRESENT READING	SERVICE FROM
1122	5/28/2020
PREVIOUS READING	SERVICE TO
1102	6/29/2020
UNITS USED	DAYS USED
20	32
DESCRIPTION	AMOUNT
Last Billed Amount	\$499.56
Last Paid Amount	\$499.56
Prev. Balance	\$0.00
Water Usage	\$57.80
Base	\$213.51
CPUC Tax	\$3.34
CURRENT BILL DUE DATE	AMOUNT DUE BY DUE DATE
7/29/2020	\$274.65
AMOUNT DUE AFTER DUE DATE	\$274.65

SERVICE ADDRESS:  
Lift Station 2 Meter

KEEP THIS STUB  
FOR YOUR RECORDS

RETURN THIS STUB WITH PAYMENT TO:

**Spreckels Water Company**  
P.O. Box 7187  
Spreckels, CA 93962  
(831) 758-7644

ACCOUNT NUMBER	DUE DATE	AMOUNT DUE AFTER DUE DATE	AMOUNT DUE BY DUE DATE
00128900	7/29/2020	\$274.65	\$ 274.65

**RETURN SERVICE REQUESTED**

Spreckels Community Service  
P.O. Box 7432  
Spreckels, CA 93962

ACCOUNT NUMBER	DATE BILL MAILED
00129000	6/30/2020
PRESENT READING	SERVICE FROM
602	5/28/2020
PREVIOUS READING	SERVICE TO
598	6/29/2020
UNITS USED	DAYS USED
4	32
DESCRIPTION	AMOUNT
Last Billed Amount	\$31.81
Last Paid Amount	\$31.81
Prev. Balance	\$0.00
Water Usage	\$4.61
Base	\$66.72
CPUC Tax	\$0.88
CURRENT BILL DUE DATE	AMOUNT DUE BY DUE DATE
7/29/2020	\$72.21
AMOUNT DUE AFTER DUE DATE	\$72.21

SERVICE ADDRESS:  
00 2nd St Lift Sta

KEEP THIS STUB  
FOR YOUR RECORDS

RETURN THIS STUB WITH PAYMENT TO:

**Spreckels Water Company**  
P.O. Box 7187  
Spreckels, CA 93962  
(831) 758-7644

ACCOUNT NUMBER	DUE DATE	AMOUNT DUE AFTER DUE DATE	AMOUNT DUE BY DUE DATE
00129000	7/29/2020	\$72.21	\$ 72.21

**RETURN SERVICE REQUESTED**

Spreckels Community Service Di  
P.O. Box 7432  
Spreckels, CA 93962

**FECHTER & COMPANY, CPAs**  
**3445 AMERICAN RIVER DRIVE SUITE A**  
**SACRAMENTO, CA 95864**  
**916-333-5360**  
**CFECHTER@FECHTERCPA.COM**  
**EIN: 20-8710580**

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**SPRECKELS COMMUNITY SERVICES DISTRICT**

INVOICE DATE: 01/24/2020

**PROFESSIONAL SERVICES RENDERED:**

2016 AND 2017 AUDITS - 85% COMPLETED, \$7,500 TOTAL FEE	\$ 6,375
2018 AND 2019 AUDITS - 85% COMPLETED, \$7,500 TOTAL FEE	6,375

**EXPENSES - \$1,000 MAX CONTRACT:**

ADMINISTRATIVE & PROCESSING	97
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TOTAL AMOUNT DUE	<u>\$ 12,847</u>
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Invoice payable upon receipt, accounts more than 60 days overdue will be assessed a \$10 administrative charge and be charged interest at 1.5% per month (18% per annum)

# MONTEREY COUNTY



## AUDITOR - CONTROLLER

(831) 755-5040 • FAX (831) 755-5098 • P.O. BOX 390 • SALINAS, CALIFORNIA 93902

**RUPA SHAH, CPA**  
AUDITOR-CONTROLLER

Paul Ingram  
General Manager  
Spreckels Community Services District  
P.O. Box 7432  
Spreckels, CA 93962

June 29, 2020

**Invoice #21-136**  
**LAFCO BUDGET ALLOCATION 2020-2021**

Pursuant to California State Code 56381, Section (b)(a) (c), each city and special district is required to pay LAFCO Administrative Charges. Your portion of these charges, based on LAFCO's Budget for Fiscal Year ended June 30, 2021, is \$107.00.

As per LAFCO Resolution 09-21 adopted December 7, 2009, if payment in full has not been received on or before September 31, 2020, the County Auditor will be directed to transfer the unpaid amount from your entity's revenues to LAFCO's fund.

Please make your check payable to Monterey County Auditor-Controller and send your remittance to:

Rupa Shah  
Monterey County Auditor-Controller  
P.O. Box 390  
Salinas, CA 93902  
Attn: General Accounting