

Spreckels Community Services District
REGULAR MEETING OF THE BOARD OF DIRECTORS
August 15, 2018

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

James Riley, President
Cathy McDougall, Vice-President
Otto Kramm, Secretary
Scott Henningsen, 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. 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 20, 2018.

3.2 July 18, 2018: Quorum was not established.

4. Business Manager’s Report

4.1 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	\$ 590.00
b. Clarke’s Turf & Water	Landscape Services	\$ 600.00
c. Spreckels Memorial Dist.	AT&T	\$ 49.18
d. Spreckels Water Company		\$ 197.03
e. PG&E	Streetlights & Pump	\$ 600.00
f. Fechter & Company	Audits	\$ 3,189.00
g. Monterey County Tax Collector	Prop Taxes FY 2015	<u>\$ 515.58</u>
	TOTAL	\$ 5,740.79

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 August 2018”

6.2 Resolution 2018-03: Resolution to adopt budget

7. Unfinished Business Non Action Items

7.1 Audits FY's 2011-2015: Phone conference with Craig Fechter of Fechter and Company CPA's.

7.2 Pump Station Sump Cleaning

8. New Business Non Action Items

8.2 Elections Nov. 6, 2018

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 Date:

September 19, 2018-6:30 PM

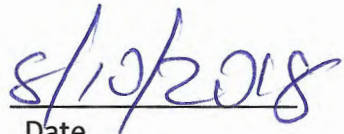
19. Adjournment

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 15, 2018 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

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 20, 2018

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 by President Riley at 6:34 pm.

1.2 Roll Call & Establishment of Quorum

James Riley, President
Cathy McDougall, Vice-President
Otto Kramm, Secretary
Scott Henningsen, Director
Paul Ingram, Business Manager & Clerk to the Board

Present: Riley, Kramm, Henningsen

Absent: McDougall

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 agenda [Henningsen] 2nd [Kramm].

Ayes: Riley, Kramm, Henningsen

Noes: None

MOTION CARRIED

2. Communications

- 2.1 Correspondence:
- 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 April 18, 2018.

Motion to approve [Henningsen] 2nd [Kramm].

Ayes: Riley, Kramm, Henningsen

Noes: None

MOTION CARRIED

4. Business Manager's Report

- 4.1 Monthly Financials

Fund balance and budget YTD presented. In order to pay the 2nd Street Pump Station PG&E bill in a timely manner and avoid delinquency, Business Manager Ingram requested that the board sign a second check request submittal for each month. The board requested that the form have "PG&E Acct. # 4386822711-7 Only" written at the top so it cannot be used for any other expenditure. The board signed the second check request submittal.

- 4.2 Audit Progress

Business Manager Ingram reported he will be having a phone conversation with Craig Fechter of Fechter and Company on Thursday, February 21st to discuss completion of audits to FY 2015. Final audits are expected to be issued by August 31st. Once completed, District will contact the Monterey County Auditor-Controller's office to begin the process of implementing audit relief provided by AB 2613.

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. Hutch's Plumbing	Remove Backflow Dvc.	\$	132.96
d. SDRMA	Property/Liability Ins.	\$	1,492.96
e. Digital Deployment	Website	\$	300.00
f. Spreckels Memorial Dist.	AT&T	\$	49.18
g. Spreckels Water Company		\$	194.68

h. PG&E	Streetlights & Pump	\$ 797.32
	TOTAL	\$ 4,067.10

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 April 2018”

Motion to approve [Henningsen] 2nd [Kramm].

Ayes: Riley, Kramm, Henningsen

Noes: None

MOTION CARRIED

6.2 Resolution 2018-01: Ordering An Election, Requesting The County Elections Department To Conduct The Election, And Requesting Consolidation Of The Election.

Motion to approve [Kramm] 2nd [Henningsen].

Ayes: Riley, Kramm, Henningsen

Noes: None

MOTION CARRIED

6.3 Resolution 2018-02: 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 [Henningsen] 2nd [Kramm].

Ayes: Riley, Kramm, Henningsen

Noes: None

MOTION CARRIED

7. Unfinished Business Non Action Items

7.1 LAFCO Research on combining Spreckels Community Services District and Spreckels Memorial District.

The report was received by the board. There is no action on any recommendation at this time. There may be a joint session planned with Spreckels Community Services District and Spreckels Memorial District boards present to ask questions of LAFCO staff recommendations.

7.2 Complete Wireless Consulting, Inc.: New Verizon Cell Tower in Agricultural Buffer parcel.

7.3 Pump Station Sump Cleaning

Eagle Hauling has determined the proper facility to dump the sludge and will pull a permit to do so after giving an estimate of costs.

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

President Riley will purchase a plaque in recognition of the services of former Director Ron Eastwood.

12. Consideration of Items for Future Meetings

12.1 Proposed Future Agenda Items

Business Manager Ingram will prepare a budget to be adopted at the July 18th regular meeting.

13. Next Meeting Date:

July 18, 2018-6:30 PM

19. Adjournment: *The meeting was adjourned at 7:30 pm.*

Respectfully submitted

Approval date _____

Paul J. Ingram, Business Manager

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

August 1, 2018

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>
7/31/2018	Management Services July		500.00	\$500.00
7/17/2018	Special Projects: Final Audit Requests	3	30.00	<u>\$ 90.00</u>
	Total			\$590.00

Please make checks payable to Paul J. Ingram Company

Clarke's Turf and Water

18939 Vierra Canyon Rd.
Prunedale, CA 93907

Invoice

Date	Invoice #
8/7/2018	1375

Bill To
Community Service District PO Box 7432 Spreckels, CA 93962

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Labor to maintain landscape for July	600.00	600.00
	Sales Tax	7.25%	0.00
Thank you for your business. 262-9800		Total	\$600.00



ENERGY STATEMENT

www.pge.com/MyEnergy

Account No: 4386822711-7
Statement Date: 07/26/2018
Due Date: 08/13/2018

Service For:

SPRECKELS COMMUNITY SERVICES DISTRICT
105 2ND AVE
SPRECKELS, CA 93962

Your Account Summary

Amount Due on Previous Statement	\$24.59
Payment(s) Received Since Last Statement	-24.59
Previous Unpaid Balance	\$0.00
Current PG&E Electric Delivery Charges	\$85.96
Monterey Bay Community Power Electric Generation Charges	32.43

Total Amount Due by 08/13/2018 \$118.39

Questions about your bill?

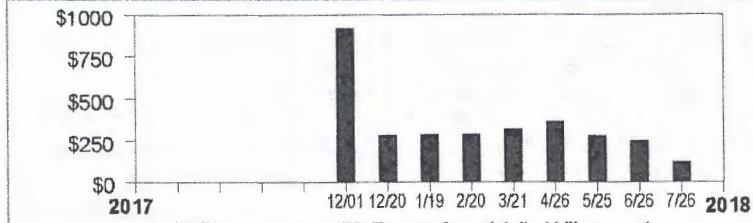
Monday-Friday 7 a.m.-9 p.m.
Saturday 8 a.m.-6 p.m.
Phone: 1-866-743-0335
www.pge.com/MyEnergy

Local Office Address

356 E ALISAL ST
SALINAS, CA 93901

Electric Monthly Billing History

Daily Usage Comparison



1 Year Ago	Last Period	Current Period
N/A	34.86	14.45
Electric kWh / Day		

Visit www.pge.com/MyEnergy for a detailed bill comparison

Important Messages

Call 811 before you dig. A common cause of pipeline accidents is damage from digging. If you plan on doing any digging, such as planting a tree or installing a fence, please call **811** at least two working days before you dig. One free call will notify underground utilities to mark the location of underground lines, helping you to plan a safe project.

Please return this portion with your payment. No staples or paper clips. Do not fold. Thank you.

99904386822711700000118390000011839



Account Number: 4386822711-7 Due Date: 08/13/2018 Total Amount Due: \$118.39

Amount Enclosed:

\$

126470034758 01 AB 0.40 192 2834 5
SPRECKELS COMMUNITY SERVICES DISTRICT
PO BOX 7432
SPRECKELS, CA 93962-7432

PG&E
BOX 997300
SACRAMENTO, CA 95899-7300



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

SPRECKELS COMMUNITY SERVICES DISTRICT

INVOICE DATE: 03/16/2018

PROFESSIONAL SERVICES RENDERED:

06/30/2011 AND 2012 FY FINANCIAL STATEMENT AUDIT - 100% COMPLETED (\$7,500 TOTAL FEE), \$6,375 PREVIOUSLY BILLED	\$ 1,125
06/30/2013 AND 2014 FY FINANCIAL STATEMENT AUDIT - 100% COMPLETED (\$7,500 TOTAL FEE), \$6,375 PREVIOUSLY BILLED	1,125.00
06/30/2015 FY FINANCIAL STATEMENT AUDIT - 100% COMPLETED (\$5,000 TOTAL FEE), \$4,250 PREVIOUSLY BILLED	750.00

EXPENSES (\$3,000 CONTRACT MAX), \$1,196.27 PREVIOUSLY BILLED

REPORT PRODUCTION	<u>\$ 189.00</u>
TOTAL AMOUNT DUE	<u><u>\$ 3,189.00</u></u>



MONTEREY COUNTY 2018 - 2019 DELINQUENT TAX NOTICE

MARY A. ZEEB, Treasurer-Tax Collector

P.O. BOX 891 Salinas, CA 93902 (831) 755-5057

DELINQUENT SECURED TAX ROLL FOR FISCAL YEAR JULY 1, 2018 THROUGH JUNE 30, 2019

PROPERTY INFORMATION		IMPORTANT MESSAGES
ASMT NUMBER: 177-071-027-000	TAX RATE AREA: 057-010	<p>*** DELINQUENT TAXES Exist-CALL for payoff *** Default #DEF150000822, default date 06/30/2015</p> <p>2018-2019</p> <p>Pay Taxes by Credit Card or E-Check 1-800-491-8003 or www.co.monterey.ca.us/taxcollector</p>
FEE NUMBER: 177-071-027-000	ACRES: 1.44	
LOCATION:		
LIEN DATE OWNER: SPRECKELS COMMUNITY SERVICES DISTRICT		
SPRECKELS COMMUNITY SERVICES DISTRICT PO BOX 7432 SPRECKELS CA 93962		

DEFAULT NUMBER / DATE	ASMT NUMBERS	ROLL YEAR	TAXES	PENALTIES	COST	TOTAL
DEF150000822 06/30/2015	177-071-027-000	2014	100.18	9.96	20.00	130.14
	177-071-027-000	2015	196.92	19.62	20.00	236.54

DELINQUENT TAX NOTICE

TOTALS 297.10 29.58 40.00 366.68

SUMMARY OF CHARGES		LESS SUMMARY OF CREDITS		BALANCE
Total taxes, penalties & cost	366.68	Prior pymt plan pymts		FULL PAYMENT MUST BE MADE BY 8/31/2018
Redemption interest/penalties	133.90	Curr pymt plan pymts		
Redemption fee	15.00			
Other fees				
Total charges	515.58	Total credits		Full payment 515.58

PAY BY 08/31/2018 TO AVOID ADDITIONAL PENALTIES.

County of Monterey COUNTY DELINQUENT SECURED PROPERTY TAXES - FULL PAYMENT STUB

ASMT NUMBER: 177-071-027-000 2014
 FEE NUMBER: 177-071-027-000
 LOCATION:
 CURRENT OWNER: SPRECKELS COMMUNITY SERVICES DISTRICT
 PO BOX 7432
 SPRECKELS CA 93962

MAKE CHECK PAYABLE TO:
 Monterey County Tax Collector
 P.O. Box 891
 Salinas, CA 93902-0891

2018-2019 Full Payment

THERE ARE DELINQUENT TAXES AGAINST YOUR PROPERTY. THE BELOW SCHEDULE SHOWS THE AMOUNT DUE ACCORDING TO THE MONTH IN WHICH PAYMENT IS RECEIVED BY THE TAX COLLECTOR'S OFFICE.

IF PAID BY 8/31/2018 \$515.58

JULY	511.12	NOV	528.96	MAR	546.80
AUG	515.58	DEC	533.42	APR	551.26
SEPT	520.04	JAN	537.88	MAY	555.72
OCT	524.50	FEB	542.34	JUNE	560.18

SCSD FYE 6/30/2019 Budget Highlights

1. Budgeted audit expense total is \$7000, which includes balance of Fechter bill and \$3,500 budgeted for FY 2016 under Financial Review, which is one step under full audit. Possible in Spring 2019 after consult with Auditor-Controller's office and approval by Board of Supervisors.
2. Under Board & Staff Education, \$2400 in lodging costs for board members to attend Special District Leadership Conference.
3. No anticipated Capital Improvements.
4. Equipment Repair/Maintenance includes diesel purchase by Otto that is shared Zone 1 66% and Zone 2 33%.
5. Power anticipates lower cost for block heater account [also shared 66/33%]
6. Budget surplus is \$22,359.50, which will be budgeted as Emergency Reserve so it can be accessed.
7. Total budgeted expense minus emergency reserve is \$47,900.50.

Fund Balance 6/30/2018: \$98,939.87

Anticipated Fund Balance 6/30/2019: \$121,299.37, barring emergencies.

Observation:

According to this budget, Zone 1 assessment meets only 52.7% of it's expenses. Zone 2 assessment meets 95% of it's epenses.

Balance for both comes from Non-Assessment Revenue.

Spreckels Community Services District
Draft Budget FYE 6/30/2019

Income		Budget
Zone 1 Assessment 16.3%	TOTAL	\$6,560.00
Zone 2 Assessment 83.7%	TOTAL	\$33,700.00
Non-Assessment Prop Taxes		\$30,000.00
Total Income		\$70,260.00
Expense		
Administrative Fees Zone 1 16.3%		\$81.50
Administrative Fees Zone 2 83.7%		\$418.50
Audit Expense Zone 1 16.3%		\$2,240.00
Audit Expense Zone 2 83.7%		\$4,760.00
Board/Staff Education Zone 1 16.3%		\$392.00
Board/Staff Education Zone 2 83.7%		\$2,008.00
Capital Improvements Zone 1 16.3%		\$0.00
Capital Improvements Zone 2 83.7%		\$0.00
Equipment Repair/Maint. Zone 1		\$2,450.00
Equipment Repair/Maint. Zone 2		\$2,420.00
General Liability/Property Zone 1		\$300.00
General Liability/Property Zone 2		\$1,200.00
Landscape Maint. Zone 2		\$7,200.00
Legal Services Zone 1 16.3%		\$100.00
Legal Services Zone 2 83.7%		\$500.00
Management Zone 1 16.3%		\$1,060.00
Management Zone 2 83.7%		\$5,440.50
Membership Fees Zone 1 16.3%		\$81.50
Membership Fees Zone 2 83.7%		\$418.50
Parcel Management Zone 1 16.3%		\$603.10
Parcel Management Zone 2 83.7%		\$3,096.90
Power Zone 1		\$4,500.00
Power Zone 2		\$3,500.00
Property Taxes Zone 1		\$20.00
Property Taxes Zone 2		\$710.00
Streetlight Repairs Zone 2		\$1,000.00
Sidewalk ADA Repairs Zone 1		\$0.00
Telephone/Internet Zone 1 16.3%		\$100.00
Telephone/Internet Zone 2 83.7%		\$500.00
Water Zone 1		\$500.00
Water Zone 2		\$2,000.00
Website Zone 1 16.3%		\$48.90
Website Zone 2 83.7%		\$251.10
Emergency Reserve		\$22,359.50
Total Expense		\$70,260.00

SPRECKELS COMMUNITY SERVICES DISTRICT

**P.O. Box 7432
Spreckels, CA 93962**

Resolution #2018-03

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, 2018 AND ENDING ON THE LAST DAY OF JUNE, 2019.

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 15, 2018 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 15, 2018, 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 15th day of August 2018, with a motion by _____, and seconded by _____:

AYES:

NOES:

ABSTAIN:

Signed:

James Riley, Board President

Attested:

Paul J. Ingram, Business Manager/Board Clerk