



Spreckels Community Services District  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Wednesday February 28, 2024 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. 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

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 January 17, 2024.

8. GENERAL MANAGER’S REPORT:

a. Financial Reports.

1. Fund Balance as of 2/28/2024
2. Budget FYTD to 2/28/2024
3. Review of County Fund 634 Trial Balance Report: FY 2024 Period 7.
4. Review of Expenditures January 2024.
5. Input of Transaction Class Codes.

9. UNFINISHED BUSINESS NON-ACTION ITEMS:

a. Strategic Planning Session March 9, 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	\$100.00
3. Spreckels Water Company	Water	\$287.64
4. PG&E	Streetlights & Pump Stations	\$768.70
5. Smith & Enright Landscaping Inc.	Retention Pond Cleanup	\$125.00
6. Greg Messerli Electric	Streetlight Repair	\$253.88
7. MCSI Water Management Systems		\$324.19
	<b>TOTAL</b>	<b>\$2,559.41</b>

12. NEW BUSINESS NON-ACTION ITEMS:

- a. Resignation of Dallen Coronel.
- b. New Storm Water Outflow Pipe Failure.

13. ZONES 1 AND 2 SYSTEMS REPORT:

a. FEMA Reimbursement

14. FUTURE AGENDA ITEMS:

15. ADJOURN REGULAR MEETING:

Next meeting Wednesday March 20, 2024 5:30 PM.

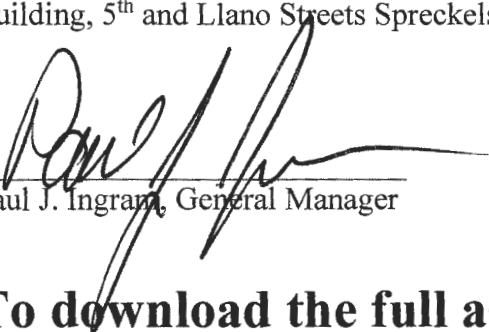
**ADA COMPLIANCE**

**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](http://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 February 28, 2024 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

Date 2/21/2024

**To download the full agenda packet, please go to [www.scsd.specialdistrict.org](http://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 January 17, 2024 5:30 pm**  
 Spreckels Veterans Memorial Building, 5<sup>th</sup> & 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, Lane, Kramm.*

*Absent: Amaral, Coronel*

**QUORUM ESTABLISHED**

4. ADDITIONS, CHANGES AND ADOPTION OF THE AGENDA:

5. CORRESPONDENCE:

6. PUBLIC COMMENTS:

7. APPROVAL OF MINUTES:

- a. SCSD Regular Board Meeting November 15, 2023.

*Motion to approve [Lane] 2<sup>nd</sup> [Kramm].*

*Ayes: McTighe, Lane, Kramm*

*Noes: None*

**MOTION CARRIED**

8. GENERAL MANAGER'S REPORT:

- a. Financial Reports.
1. Fund Balance as of 1/17/2024
  2. Budget FYTD to 1/17/2024

3. Review of County Fund 634 Trial Balance Report: FY 2024 Periods 4, 5 & 6.
4. Review of Expenditures November & December 2023.
5. Input of Transaction Class Codes.

9. UNFINISHED BUSINESS NON-ACTION ITEMS:

- a. Zone 1 Curb and Sidewalks Repair Project.  
*Remove from agenda.*
- b. Farm Bureau River Mitigation Letter.  
*Remove from agenda.*
- c. Annual Stormwater Drainage System Engineer's Inspection.  
*Remove from agenda.*

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	\$287.64
4. PG&E	Streetlights & Pump Stations	\$691.58
5. Smith & Enright Landscaping Inc.	Retention Pond Cleanup	\$4,112.00
6. Mayflower Environmental Svcs.	Storm Drain Cleaning	\$4,042.50
7. Alsop & Muller Water Solutions	New Pump	<u>\$52,795.67</u>
	<b>TOTAL</b>	<b>\$62,729.39</b>

*Motion to approve [Kramm] 2<sup>nd</sup> [Lane].*

*Ayes: McTighe, Lane, Kramm*

*Noes: None*

**MOTION CARRIED**

b. Election of Officers 2024.

*Motion to approve slate of: McTighe as President, Lane as Vice-President and Amaral as Secretary [Kramm] 2<sup>nd</sup> [Lane].*

*Ayes: McTighe, Lane, Kramm*

*Noes: None*

**MOTION CARRIED**

c. Setting of Meeting Dates 2024.

*January 17, February 28, March 20, April 17, May 15, June 19, July 17, August 21, September 18, October 10, November 20. [No meeting December]*

12. NEW BUSINESS NON-ACTION ITEMS:

a. Schedule Strategic Planning Session.

*Tentatively scheduled for March 2<sup>nd</sup>.*

13. ZONES 1 AND 2 SYSTEMS REPORT:

- a. 2<sup>nd</sup> Street Pump Station Storm Damage Repairs.  
*Need hose bib off of meter to provide for hosing off floor of pump station. Storm damage repairs are complete so remove from agenda.*
- b. FEMA Reimbursement  
*When received remove from agenda.*

14. FUTURE AGENDA ITEMS:

15. ADJOURN REGULAR MEETING: Meeting adjourned at 6:07 pm.

Next meeting Wednesday January 17, 2024 5:30 PM.

Respectfully submitted,

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

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



**SPRECKELS COMMUNITY SERVICES DISTRICT  
FUND 634 BALANCE AS OF 2/28/2024 AFTER  
TODAY'S ACCOUNTS PAYABLE.**

<b>COUNTY FUND 634</b>	<b>\$168,596.15</b>
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Spreckels Community Services District  
Proposed Budget FYTD to 2/28/2024

Income	Budget	FYTD	BALANCE	%
Zone 1 Assessment 60.3%	\$55,673.13	28642.47	\$27,030.66	51.45%
Zone 2 Assessment 39.7%	\$33,683.32	18857.48	\$14,825.84	55.98%
Non-Assessment Prop Taxes	\$37,549.01	23223.14	\$14,325.87	61.85%
Interest on Pooled Investments	\$2,378.76	882.1	\$750.00	37.08%
<b>Total Income</b>	<b>\$129,284.22</b>	<b>71605.19</b>	<b>\$56,932.37</b>	<b>55.39%</b>
Expense				
Administrative Fees Zone 1 60.3%	\$422.10	115.26	\$306.84	27.31%
Adminstrative Fees Zone 2 39.7%	\$277.90	69.74	\$208.16	25.10%
Audit Expense Zone 1 60.3%	\$2,110.50	301.5	\$1,809.00	14.29%
Audit Expense Zone 2 39.7%	\$1,359.50	198.5	\$1,161.00	14.60%
Board/Staff Education Zone 1 60.3%	\$241.70		\$241.70	0.00%
Board/Staff Education Zone 2 39.7%	\$158.80		\$158.80	0.00%
Capital Improvements Zone 1	\$0.00		\$0.00	#DIV/0!
Capital Improvements Zone 2	\$0.00		\$0.00	#DIV/0!
Equipment Repair/Maint. Zone 1 67%	\$5,360.00	35373.1	-\$30,013.10	659.95%
Equipment Repair/Maint. Zone 2 33%	\$2,640.00	17422.57	-\$14,782.57	659.95%
General Liability/Property Zone 1 60.3%	\$1,900.40	1900.4	\$0.00	100.00%
General Liability/Property Zone 2 39.7%	\$1,150.00	1150	\$0.00	100.00%
Lanscape Maint. Zone 2	\$8,000.00	7472	\$528.00	93.40%
Storm Drain Maintenance Zone 1		2640		
Storm Drain Maintenance Zone 2		1402.5		
Legal Services Zone 1 60.3%	\$603.00	664.8	-\$61.80	110.25%
Legal Services Zone 2 39.7%	\$397.00		\$397.00	0.00%
Management Services Zone 1 60.3%	\$5,427.00	3488.8	\$1,938.20	64.29%
Management Services Zone 2 39.7%	\$3,573.00	2111.2	\$1,461.80	59.09%
Membership Fees Zone 1 60.3%	\$422.10	494.66	-\$72.56	117.19%
Membership Fees Zone 2 39.7%	\$277.90	299.34	-\$21.44	107.72%
Office Rent Zone 1 60.3 %	\$723.60	498.4	\$225.20	68.88%
Office Rent Zone 2 39.7%	\$476.40	301.6	\$174.80	63.31%
Parcel Management Zone 1 60.3%	\$7,788.60	10776.77	-\$2,988.17	138.37%
Parcel Management Zone 2 39.7%	\$2,461.40	2299.7	\$161.70	93.43%
Power Zone 1	\$6,000.00	3370.44	\$2,629.56	56.17%
Power Zone 2	\$7,000.00	3960.24	\$3,039.76	56.57%
Property Taxes Zone 1	\$20.00	21.04	-\$1.04	105.20%
Property Taxes Zone 2	\$710.00	197.68	\$512.32	27.84%
Streetlight Repairs Zone 2	\$500.00	253.88	\$246.12	50.78%
Sidewall/ADA Repairs Zone 1	\$0.00		\$0.00	#DIV/0!
Water Zone 1	\$1,200.00	691.49	\$508.51	57.62%
Water Zone 2	\$3,600.00	1969.41	\$1,630.59	54.71%
Website Zone 1 60.3%	\$180.90		\$180.90	0.00%
Website Zone 2 39.7%	\$119.10		\$119.10	0.00%
Emergency Reserve	\$64,182.32		\$64,182.32	0.00%
<b>Total Expense</b>	<b>\$129,283.22</b>	<b>99445.02</b>	<b>\$29,838.20</b>	<b>76.92%</b>



Report ID : MC-FIN-BS-0301

Run Date : 02/12/2024

Run Time : 11:54 AM

**County of Monterey**  
**Trial Balance By Accounting Distribution**  
**Fiscal Year 2024 / 7 through 7**

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**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,PTAX20_24_PRSUPPL		01/17/2024	Prior Suppl - Nov-Dec 2023		15.39	0.00	
JV,1110,PTAX21_24_CS		01/04/2024	Curr Sec - Dec 14-31 2023		2,472.34	0.00	
JV,1110,PTAX23_24_PRSEC		01/09/2024	Prior Secured - Nov-Dec 2023		40.45	0.00	
JV,1110,PTAX24_24_HOX		01/10/2024	HOPTR Dec 35%		45.15	0.00	
MDI,9800,SDWF000028514		01/02/2024			0.00	(395.65)	
MDI,9800,SDWF000028529		01/18/2024			0.00	(700.00)	
MDI,9800,SDWF000028530		01/18/2024			0.00	(100.00)	
MDI,9800,SDWF000028531		01/18/2024			0.00	(691.58)	
MDI,9800,SDWF000028532		01/18/2024			0.00	(287.64)	
MDI,9800,SDWF000028533		01/18/2024			0.00	(4,112.00)	
MDI,9800,SDWF000028534		01/18/2024			0.00	(4,042.50)	
MDI,9800,SDWF000028535		01/18/2024			0.00	(52,795.67)	
<b>Total for Sub-BSA No Sub-BSA Specified</b>				<b>230,561.53</b>	<b>2,573.33</b>	<b>(63,125.04)</b>	<b>170,009.82</b>
<b>Total for B-1001 - Cash</b>				<b>230,561.53</b>	<b>2,573.33</b>	<b>(63,125.04)</b>	<b>170,009.82</b>

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	
<b>Total for Sub-BSA No Sub-BSA Specified</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Total for B-2080 - Outlawed Welfare Warrant Suspense

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	
<b>Total for Sub-BSA No Sub-BSA Specified</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total for B-2081 - Stale Dated Checks</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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,PTAX21_24_CS		01/04/2024	Curr Sec - Dec 14-31 2023		0.00	(952.07)	
<b>Total for Sub-BSA 4010 - Current Secured</b>				<b>(386,533.04)</b>	<b>0.00</b>	<b>(952.07)</b>	<b>(387,485.11)</b>

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	

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							
<b>Total for Sub-BSA 4015 - Current Unsecured</b>					<b>(16,203.72)</b>	<b>0.00</b>	<b>0.00</b>	<b>(16,203.72)</b>
Sub BSA/Obj/Rev	4025 - Prior Secured							
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance	
JV,1110,PTAX23_24_PRSEC		01/09/2024	Prior Secured - Nov-Dec 2023		0.00	(40.45)		
<b>Total for Sub-BSA 4025 - Prior Secured</b>					<b>(7,192.05)</b>	<b>0.00</b>	<b>(7,232.50)</b>	
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		
<b>Total for Sub-BSA 4030 - Prior Unsecured</b>					<b>(143.43)</b>	<b>0.00</b>	<b>(143.43)</b>	
Sub BSA/Obj/Rev	4035 - Current Supplemental							
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance	
					0.00	0.00		
<b>Total for Sub-BSA 4035 - Current Supplemental</b>					<b>(7,017.10)</b>	<b>0.00</b>	<b>(7,017.10)</b>	
Sub BSA/Obj/Rev	4040 - Prior Supplemental							
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance	
JV,1110,PTAX20_24_PRSUPPL		01/17/2024	Prior Suppl - Nov-Dec 2023		0.00	(15.39)		
<b>Total for Sub-BSA 4040 - Prior Supplemental</b>					<b>(415.13)</b>	<b>0.00</b>	<b>(430.52)</b>	
Sub BSA/Obj/Rev	5030 - HOPTR							

Report ID : MC-FIN-BS-0301	<b>County of Monterey</b>	Page 4 of 5
Run Date : 02/12/2024	<b>Trial Balance By Accounting Distribution</b>	
Run Time : 11:54 AM	<b>Fiscal Year 2024 / 7 through 7</b>	

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,PTAX24_24_HOX		01/10/2024	HOPTR Dec 35%		0.00	(45.15)	
<b>Total for Sub-BSA 5030 - HOPTR</b>				<b>(1,942.69)</b>	<b>0.00</b>	<b>(45.15)</b>	<b>(1,987.84)</b>

**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,PTAX21_24_CS		01/04/2024	Curr Sec - Dec 14-31 2023		0.00	(1,520.27)	
<b>Total for Sub-BSA 5415 - Special Assessments</b>				<b>(733,047.01)</b>	<b>0.00</b>	<b>(1,520.27)</b>	<b>(734,567.28)</b>

**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,SDWF000028514		01/02/2024			395.65	0.00	
MDI,9800,SDWF000028529		01/18/2024			700.00	0.00	
MDI,9800,SDWF000028530		01/18/2024			100.00	0.00	
MDI,9800,SDWF000028531		01/18/2024			691.58	0.00	
MDI,9800,SDWF000028532		01/18/2024			287.64	0.00	
MDI,9800,SDWF000028533		01/18/2024			4,112.00	0.00	
MDI,9800,SDWF000028534		01/18/2024			4,042.50	0.00	
MDI,9800,SDWF000028535		01/18/2024			52,795.67	0.00	
<b>Total for Sub-BSA No Sub-BSA Specified</b>				<b>921,932.64</b>	<b>63,125.04</b>	<b>0.00</b>	<b>985,057.68</b>
<b>Total for B-2530 - Assets Held as Agency for Others</b>				<b>(230,561.53)</b>	<b>63,125.04</b>	<b>(2,573.33)</b>	<b>(170,009.82)</b>

**spreckelscsd.main@gmail.com**

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**From:** Dallen Coronel <dalcor1983@gmail.com>  
**Sent:** Wednesday, February 14, 2024 6:52 PM  
**To:** Spreckels CSD  
**Subject:** Resignation

Hello Paul,

First of all, I would like to thank you and the Spreckels Community Service District for the opportunity you have given me. I have learned a lot and appreciate my friends and neighbors on the board for making our town a better place for our children to grow up in.

With that said, I am resigning from the board. I hope to be able to serve our town again in the future. Please let me know if there is anything else I have to do or if I have to let anyone else know.

Thank you for all you do.

Respectfully,

Dallen Coronel