

# **Spreckels Community Services District**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**February 27, 2019**

**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 <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, 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  
Cathy McDougall, Vice-President  
Aaron Baucom, Director  
Mike McTighe, Secretary  
Joe Garcia, Director  
Paul Ingram, Business Manager & Clerk to the Board

***Note: Director Cathy McDougall will participate by phone from her second home in Bremerton, Washington State. The address is:  
6052 Osprey Circle NW  
Bremerton, WA 98312***

- 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 January 16, 2019.

**4. Business Manager’s Report**

- 4.1 Monthly Financials

**5. Unfinished Business Action Items**

- 5.1 Zone 2 Tree Maintenance: Review Bids and possible award of contract.

**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	\$ 49.18
d. Spreckels Water Company		\$ 219.75
e. PG&E	Streetlights & Pump	\$ 1,196.41
f. MCSI Water Systems Management	Backflow Device Testing	\$ 221.26
g. Monterey County Counsel	Research	<u>\$ 62.82</u>
	TOTAL	\$ 2,849.42

“That the Board of Directors of the Spreckels Community Services District approves the Accounts Payable for the period of December 2018”

**7. Unfinished Business Non Action Items**

7.1 Pump Station Sump Cleaning

**8. New Business Non Action Items**

8.1 Proposed receipt by District of Tanimura Family Fund settlement funds to serve as the agency for expending those funds for purchase and installation driver feedback signs and John Cerney’s murals.  
Presenter: Ron Eastwood

8.2 Possible District Action re: Spreckels Water Company Rate Increase.

**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
  - a. Monthly Agenda Item: Zone 1 Assessment
  - b. Monthly Agenda Item: Zone 2 Assessment

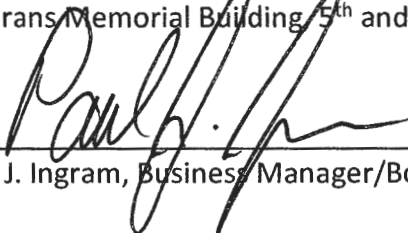
**13. Next Meeting Dates:**

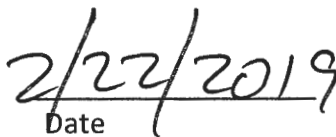
March 20, 2019-6:30 PM  
April 20, 2019-6:30 PM

**14. 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 February 27, 2019 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  
*January 16, 2019*  
**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 6:29 PM>*

1.2 Special Orders

- a. Swearing in of Otto Kramm to new term. Swearing in of Mike McTighe and Joe Garcia to appointed terms.

***Kramm, McTighe and Garcia took the oath of office.***

1.3 Roll Call & Establishment of Quorum

Otto Kramm, President  
Cathy McDougall, Vice-President  
Aaron Baucom, Director  
Mike McTighe, Secretary  
Joe Garcia, Director  
Paul Ingram, Business Manager & Clerk to the Board

***Present: Kramm, McDougall, McTighe, Garcia***  
***Absent: Baucom***

***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 [McDougall] 2<sup>nd</sup> [McTighe]**  
**Ayes: Kramm, McDougall, McTighe, Garcia**  
**Noes: None** **MOTION APPROVED**

**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 December 12, 2018.

**Motion to approve [McDougall] 2<sup>nd</sup> [Garcia].**  
**Ayes: Kramm, McDougall, McTighe, Garcia**  
**Noes: None** **MOTION CARRIED**

**4. Business Manager’s Report**

- 4.1 Monthly Financials
- Monthly financials presented.**

**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	\$	49.18
d. Spreckels Water Company		\$	175.87
e. PG&E	Streetlights & Pump	\$	1,063.00
f. Quinn Company	Annual Load Bank Test	\$	<u>1,332.80</u>
	TOTAL	\$	2,388.05

“That the Board of Directors of the Spreckels Community Services District approves the Accounts Payable for the period of December 2018”



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

**Ayes: Kramm, McDougall, McTighe, Garcia**

**Noes: None**

**MOTION CARRIED**

**7. Unfinished Business Non Action Items**

- 7.1 Pump Station Sump Cleaning
- 7.2 Zone 2 Tree Maintenance: Estimate from Gabilan Tree Service

***Bid form was created by Business Manager Ingram using schedule of services from El Gabilan Tree Service estimate not showing figures from El Gabilan. Some edits were suggested by board members and BM Ingram is instructed to seek estimates from several other tree contractors.***

**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

***President Kramm reported on inquiry from Spreckels Traffic Committee to us SCSD as a pass through for funds from the Tanimura Family Fund to purchase traffic improvements. Consensus is any agreement needs to be reviewed by District Counsel. Board wonders why Traffic Committee could not send funds directly to Monterey County.***

**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
  - a. Monthly Agenda Item: Zone 1 Assessment
  - b. Monthly Agenda Item: Zone 2 Assessment

**13. Next Meeting Dates:**

February 20, 2019-6:30 PM  
March 20, 2019-6:30 PM

**14. Adjournment**

*Meeting was adjourned at 7:10 PM*

Respectfully submitted,

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

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

**DRAFT**



**SPRECKELS COMMUNITY SERVICES  
DISTRICT FUND BALANCE AS OF 2/27/2019  
AFTER TODAY'S ACCOUNTS PAYABLE.**

<b>COUNTY FUND 634</b>	<b>\$109,107.39</b>
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Spreckels Community Services District  
Budget Year-to-date to 2/27/2019

Income		Budget	YTD	Balance	%
Zone 1 Assessment 16.3%	<b>TOTAL</b>	\$6,560.00	\$3,742.32	\$2,757.68	57%
Zone 2 Assessment 83.7%	<b>TOTAL</b>	\$33,700.00	\$19,216.71	\$14,483.29	57.02%
Non-Assessment Prop Taxes		\$30,000.00	\$19,170.00	\$10,830.00	64%
<b>Total Income</b>		<b>\$70,260.00</b>	<b>\$42,129.03</b>	<b>\$28,130.97</b>	<b>55.40%</b>
Expense					
Administrative Fees Zone 1 16.3%		\$81.50		\$81.50	0%
Administrative Fees Zone 2 83.7%		\$418.50		\$418.50	0%
Audit Expense Zone 1 16.3%		\$2,240.00	\$519.81	\$1,720.19	23%
Audit Expense Zone 2 83.7%		\$4,760.00	\$2,669.19	\$2,090.81	56%
Board/Staff Education Zone 1 16.3%		\$392.00	\$4.89	\$387.11	
Board/Staff Education Zone 2 83.7%		\$2,008.00	\$25.11	\$1,982.89	
Capital Improvements Zone 1 16.3%		\$0.00	\$0.00	\$0.00	
Capital Improvements Zone 2 83.7%		\$0.00	\$0.00	\$0.00	
Equipment Repair/Maint. Zone 1	67%	\$2,450.00	\$5,126.77	-\$2,676.77	209.26%
Equipment Repair/Maint. Zone 2	33%	\$2,420.00	\$2,111.23	\$308.77	87%
General Liability/Property Zone 1		\$300.00		\$300.00	
General Liability/Property Zone 2		\$1,200.00		\$1,200.00	
Landscape Maint. Zone 2		\$7,200.00	\$4,800.00	\$2,708.77	67%
Legal Services Zone 1 16.3%		\$100.00			0%
Legal Services Zone 2 83.7%		\$500.00		\$500.00	0%
Management Zone 1 16.3%		\$1,060.00	\$652.00	\$408.00	62%
Management Zone 2 83.7%		\$5,440.50	\$3,348.00	\$2,092.00	62%
Membership Fees Zone 1 16.3%		\$81.50	\$126.82	-\$45.32	156%
Membership Fees Zone 2 83.7%		\$418.50	\$651.18	-\$278.00	156%
Parcel Management Zone 1 16.3%		\$603.10	\$603.10	\$0.00	100%
Parcel Management Zone 2 83.7%		\$3,096.90	\$3,096.90	\$0.00	100%
Power Zone 1		\$4,500.00	\$3,164.35	\$1,335.65	70%
Power Zone 2		\$3,500.00	\$2,519.85	\$980.15	72%
Property Taxes Zone 1		\$20.00	\$17.14	\$2.86	86%
Property Taxes Zone 2		\$710.00	\$697.26	\$12.74	98%
Streetlight Repairs Zone 2		\$1,000.00	\$347.67	\$652.33	35%
Sidewalk ADA Repairs Zone 1		\$0.00		\$0.00	
Telephone/Internet Zone 1 16.3%		\$100.00	\$64.15	\$35.85	64%
Telephone/Internet Zone 2 83.7%		\$500.00	\$329.29	\$170.71	66%
Water Zone 1		\$500.00	\$377.91	\$122.09	76%
Water Zone 2		\$2,000.00	\$1,161.36	\$838.64	58%
Website Zone 1 16.3%		\$48.90		\$48.90	
Website Zone 2 83.7%		\$251.10		\$251.10	
Emergency Reserve		\$22,359.50		\$22,359.50	
<b>Total Expense</b>		<b>\$70,260.00</b>	<b>\$32,413.98</b>	<b>\$37,864.02</b>	<b>46%</b>

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

February 1, 2019

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>
1/31/2019	Management Services January		500.00	\$500.00

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

Clarke's Turf and Water

18939 Vierra Canyon Rd.  
Prunedale, CA 93907

# Invoice

Date	Invoice #
2/4/2019	1471

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Landscape Maintenance Jan. 2019	600.00	600.00
	Sales Tax	7.25%	0.00

Thank you for your business. 262-9800

**Total**

\$600.00

**Office of the County Counsel - County of Monterey**

168 West Alisal Street, 3rd Floor  
Attn: Lynda M Rogers (831) 755-5045  
Salinas, CA 93901-2680

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**INVOICE**

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**Spreckels Community Services District**  
Attn: Ron Eastwood, President  
PO Box 7432  
Spreckels, CA 93962

Invoice Number: **19-000035**  
Invoice Date: 2/15/2019  
Account #: A-708

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Hours	Description	Total
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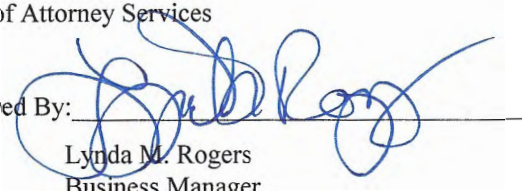
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For Legal Services Rendered

Jan 01, 2019 thru Jan 31, 2019

0.30	Hours of Attorney Services	\$62.82
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Approved By: \_\_\_\_\_

  
Lynda M. Rogers  
Business Manager

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**All amounts due when rendered.**

Make Checks Payable to: Treasurer -- County of Monterey  
or Generate Interdepartmental Fund Transfer

**Pay this amount: \$62.82**

Mail To: Office of the County Counsel - County of Monterey  
168 West Alisal Street, 3rd Floor  
Attn: Lynda M Rogers (831) 755-5045  
Salinas, CA 93901-2680

**Office of the County Counsel - County of Monterey  
Billing Detail -- 1/1/2019 through 1/31/2019**

**Spreckels Community Services District**

File#	Date	Attorney		Assistant		Expenses	Total
		Hours	Amount	Hours	Amount		
Assignment							
A19-00360	1/31/2019	0.30	\$62.82				
Title:	Spreckels Community Services District						
Staff:	Whilden, Michael J.						
Task:	Advise / Consultation						
Contact:	Whilden, Michael J.						
Desc:	Advise re settlement terms of volunteer fire case.						
	Total	0.30	\$62.82	0.00	\$0.00	\$0.00	\$62.82



## Spreckels Community Services District

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**From:** Chris Coulter <Chris.Coulter@sci-cg.com>  
**Sent:** Wednesday, January 23, 2019 3:01 PM  
**To:** Spreckels CSD  
**Subject:** RE: Zone 2 Assessment Increase

Good idea Paul, the \$455.18 with CPI applied rises to **\$626.87** for FY 19-20. Please let me know if you have any other questions.

Sincerely,

Chris Coulter, Senior Consultant

**SCIConsultingGroup**

4745 Mangels Boulevard  
Fairfield, CA 94534  
707.430.4300 x126 Phone  
707.430.4319 Fax

[chris.coulter@sci-cg.com](mailto:chris.coulter@sci-cg.com)

**34 Years of Service to Public Agencies**

**From:** Spreckels CSD <spreckelscsd.main@gmail.com>  
**Sent:** Wednesday, January 23, 2019 2:53 PM  
**To:** Chris Coulter <Chris.Coulter@sci-cg.com>  
**Subject:** Re: Zone 2 Assessment Increase

Chris,  
Could you use the same formula to determine what the CPI increase for all fiscal years would be on just the existing assessment of \$455.

Thanks,  
Paul

On Wed, Jan 23, 2019 at 1:47 PM Chris Coulter <[Chris.Coulter@sci-cg.com](mailto:Chris.Coulter@sci-cg.com)> wrote:

Hi Paul,

You are correct in that the rate for zone 2 can be increased by resolution, and that we can do it in May at the same time the Board approves the Monterey Co certification resolution. I will send you a draft resolution when May is approaching and we can finalize it with a new rate if the District decides to do the increase for FY 19-20. Since the ER set out a maximum rate of \$1,072.12 in FY 07/08, and parcels have been charged about \$455, any rate up to the maximum will not require a re-balloting. The ER also states that a CPI increase applies to the maximum rate. I applied the annual dec-dec CPI for all urban consumers (SF Bay Area) for each FY and calculated the maximum rate for FY 19/20 to be **\$1,476.52**. The best way to approach an increase, especially when one has not been made in the past, will be to have some budget figures developed that justify the new rate, which it sounds like you already have.

As far as calling in to your Board's meeting to go over the overall 218 process, either John or I would be more than happy to provide the overview and answer any questions – we do it all the time. Please let me know when and I will make the arrangement.

Sincerely,

Chris Coulter, Senior Consultant

**SCIConsultingGroup**

[4745 Mangels Boulevard](#)

[Fairfield, CA 94534](#)

707.430.4300 x126 Phone

707.430.4319 Fax

[chris.coulter@sci-cg.com](mailto:chris.coulter@sci-cg.com)

**34 Years of Service to Public Agencies**

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