

Spreckels Community Services District
REGULAR MEETING OF THE BOARD OF DIRECTORS
May 16, 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 April 18, 2018.

4. Business Manager’s Report

4.1 Monthly Financials

4.2 Audit Progress

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. Spreckels Memorial Dist.	AT&T	\$ 49.18
d. Spreckels Water Company		\$ 174.80
e. PG&E	Streetlights & Pump	\$ <u>497.29</u>
	TOTAL	\$ 1,646.47

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”

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

7. Unfinished Business Non Action Items

- 7.1 LAFCO Research on combining Spreckels Community Services District and Spreckels Memorial District.
- 7.2 Complete Wireless Consulting, Inc.: New Verizon Cell Tower in Agricultural Buffer parcel.
- 7.3 Pump Station Sump Cleaning

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

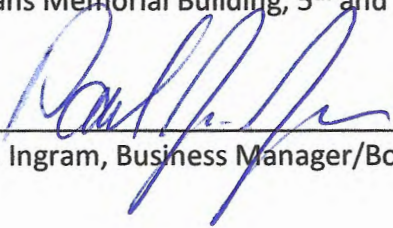
10. Reports from Standing and Ad Hoc Committees

11. **Community Member Recognition**
12. **Consideration of Items for Future Meetings**
 - 12.1 Proposed Future Agenda Items
13. **Next Meeting Date:**

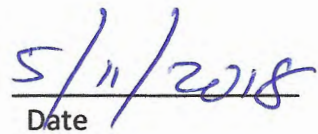
June 20, 2018-6:30 PM
19. **Adjournment**

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 May 16, 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
April 18, 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 6:36 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, McDougall

Absent: Henningsen

Also present: Board Member Appointee Susan Morris

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."

2. Communications

2.1 Correspondence:

2.2 Oral Comments from the Public

Spreckels resident Rick Gutierrez gave a report on completion of the alleyway repairs which were done with other volunteers. He presented an expense report for which he will be seeking donations.

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 March 18, 2018.

Motion to approve [McDougall] 2nd [Kramm]

Ayes: Riley, Kramm, McDougall

Noes: None

MOTION CARRIED

4. Business Manager's Report

4.1 Monthly Financials

Fund balance and budget YTD were presented.

4.2 Audit Progress

BM reported no further extra work in response to requests from auditors for supporting documentation. Project is a 85% completion. There has been no further requests from auditor. Anticipate final audit issue to occur in May.

5. Unfinished Business Action Items

5.1 Approval of Spreckels Community Services District Board Policies document.
[Continued]

6. New Business Action Items

6.1 Review of Accounts Payable:

a. Paul J. Ingram Company	Management Services	\$ 2,120.00
b. Clarke's Turf & Water	Landscape Services	\$ 1,150.00
c. Spreckels Memorial Dist.	AT&T	\$ 49.18
d. Spreckels Water Company		\$ 174.80
e. PG&E	Streetlights & Pump	\$ 995.64
	TOTAL	\$ 4,489.62

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 March 2018"

With the addition of \$21.48 to PG&E in additional costs for the new streetlight installation, motion to approve [McDougall] 2nd [Kramm].

Ayes: Riley, Kramm, McDougall

Noes: None

MOTION CARRIED

6.2 LAFCO of Monterey County Election: LAFCO Commissioner-Special District Alternate Member [Non-Voting].

Candidates:	Herbert Cortez	Marina Coast Water District
	Grant Leonard	North Monterey County Recreation & Park District
	Graig Stephens	Soledad Community Health Care District

Motion to cast vote for Grant Leonard [McDougall] 2nd [Kramm].

Ayes: Riley, Kramm, McDougall

Noes: None

MOTION CARRIED

7. Unfinished Business Non Action Items

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

BM Ingram gave a report of communications from LAFCO Executive Kate McKenna. Consensus of board is that findings should be presented in joint public meeting with board members from both SCSD and SMD present. Meeting would be open to the public and would be informational in nature

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

BM Ingram gave a report that a new project manager is taking over project. They still need to do an engineering study of the cell signal at the site and will report at the May meeting on their findings.

7.3 Pump Station Sump Cleaning

President Riley reported that he is working with County RMA Public Works on where to take the silt removed from the sump for correct dumping. Eagle Hauling will perform work once that question is answered.

8. New Business Non Action Items

8.1 Contract with Spreckels Memorial District for Business Manager Services.

BM Ingram presented a schedule of monthly hours if contract is adopted. There was no motion to give further direction on moving forward. BM Ingram will continue to operate as a 1099 independent contractor.

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

There was a discussion on presenting a plaque to former board member Ron Eastwood in recognition of his service. A motion was made to fund a plaque up to \$50 [Kramm] 2nd [McDougall].

Ayes: Riley, Kramm, McDougall

Noes: None

MOTION CARRIED

12. Consideration of Items for Future Meetings

12.1 Proposed Future Agenda Items

13. Next Meeting Date:

May 16, 2018-6:30 PM

19. Adjournment

The meeting was adjourned at 7:30 pm.

Respectfully submitted,

Approval date _____

Paul J. Ingram, Business Manager

**SPRECKELS COMMUNITY SERVICES
DISTRICT FUND BALANCE AS OF 5/16/2018
AFTER TODAY'S ACCOUNTS PAYABLE.**

COUNTY FUND 634

\$102,259.35

Spreckels Community Services District
Budget Year-to-date to 5/16/2018

Income		Budget	YTD	Balance	%
Zone 1 Assessment 16.3%	TOTAL	\$6,560.00	\$6,492.03	\$67.97	99%
Zone 2 Assessment 83.7%	TOTAL	\$33,700.00	\$33,336.38	\$363.62	98.92%
Non-Assessment Prop Taxes		\$30,000.00	\$29,984.78	\$15.22	100%
Fire Services Refund			\$1,133.77		100%
Total Income		\$70,260.00	\$70,946.96	-\$686.96	100.98%
Expense					
Administrative Fees Zone 1 16.3%		\$81.50	\$80.53	\$0.97	99%
Administrative Fees Zone 2 83.7%		\$418.50	\$413.47	\$5.03	99%
Audit Expense Zone 1 16.3%		\$2,893.25	\$5,709.35	-\$2,816.10	197%
Audit Expense Zone 2 83.7%		\$14,856.75	\$29,332.75	-\$24,476.00	197%
Board/Staff Education Zone 1 16.3%		\$81.50		\$81.50	
Board/Staff Education Zone 2 83.7%		\$418.50		\$418.50	
Capital Improvements Zone 1 16.3%		\$81.50	\$1,310.60	-\$1,229.10	1608%
Capital Improvements Zone 2 83.7%		\$418.50		\$418.50	
Equipment Repair/Maint. Zone 1		\$5,000.00	\$1,402.05	\$3,597.95	28.00%
Equipment Repair/Maint. Zone 2		\$1,000.00	\$1,634.55	-\$634.55	163%
General Liability/Property Zone 1		\$326.00		\$326.00	
General Liability/Property Zone 2		\$1,674.00		\$1,674.00	
Landscape Maint. Zone 2		\$7,200.00	\$6,600.00	\$600.00	93%
Legal Services Zone 1 16.3%		\$163.00	\$123.51	\$39.49	76%
Legal Services Zone 2 83.7%		\$837.00	\$634.32	\$202.68	76%
Management Zone 1 16.3%		\$1,059.50	\$896.50	\$163.00	85%
Management Zone 2 83.7%		\$5,440.50	\$4,603.50	\$837.00	85%
Membership Fees Zone 1 16.3%		\$81.50	\$95.68	-\$14.18	117%
Membership Fees Zone 2 83.7%		\$418.50	\$491.32	-\$72.82	117%
Parcel Management Zone 1 16.3%		\$603.10	\$603.10	\$0.00	100%
Parcel Management Zone 2 83.7%		\$3,096.90	\$3,096.30	\$0.00	100%
Power Zone 1		\$3,000.00	\$5,245.05	-\$2,245.05	174%
Power Zone 2		\$3,000.00	\$2,810.97	\$189.03	94%
Streetlight Repairs Zone 2		\$2,000.00		\$2,000.00	
Sidewalk ADA Repairs Zone 1		\$1,000.00		\$1,000.00	
Telephone/Internet Zone 1 16.3%		\$97.80	\$80.03	\$17.77	82%
Telephone/Internet Zone 2 83.7%		\$502.20	\$411.78	\$90.42	82%
Water Zone 1		\$500.00	\$457.19	\$42.81	92%
Water Zone 2		\$2,000.00	\$1,572.61	\$427.39	79%
Website Zone 1 16.3%		\$48.90		\$48.90	
Website Zone 2 83.7%		\$251.10		\$251.10	
Emergencies		\$5,855.00		\$5,855.00	
Non-Assessment to Reserve		\$5,855.00		\$5,855.00	
Total Expense		\$70,260.00	\$67,605.16	\$2,654.84	96%

Spreckels Community Services District
Profit & Loss
 April 2018

	Apr 18
Income	
4005.00 · County Revenue	
Non Assesment Revenue	
5040.00 · Interest in Pooled Investments	388.10
4035.00 · Current Supplemental	208.69
4010.05 · Current Secured	8,859.84
Total Non Assesment Revenue	9,456.63
5415.00 · Special Assessments	
5415.20 · Zone 1 Old Town	2,739.32
5415.25 · Zone 2 New Town	14,066.30
Total 5415.00 · Special Assessments	16,805.62
Total 4005.00 · County Revenue	26,262.25
Total Income	26,262.25
Expense	
6078.25 · Landscape Maintenance Contract	1,150.00
6079.05 · Management Services	
6087.25 · Management Svcs. Zone 2	418.50
6086.20 · Management Svcs. Zone 1	81.50
6081.05 · Special Projects Hourly	1,620.00
Total 6079.05 · Management Services	2,120.00
6105.00 · Power	
6105.20 · Power Zone 1	510.78
6105.25 · Power Zone 2	389.22
Total 6105.00 · Power	900.00
6150.05 · Telephone/Internet	
6152.25 · Telephone/Internet Zone 2	41.17
6151.20 · Telephone/Internet Zone 1	8.02
Total 6150.05 · Telephone/Internet	49.19
6300.00 · Water	
6300.20 · Water Zone 1	41.62
6300.25 · Water Zone 2	133.18
Total 6300.00 · Water	174.80
8000.05 · Capital Improvements	
8020.05 · Streetlighting	21.48
Total 8000.05 · Capital Improvements	21.48
Total Expense	4,415.47
Net Income	21,846.78

Resolution No. 2018-01

RESOLUTION ORDERING AN ELECTION, REQUESTING THE COUNTY ELECTIONS DEPARTMENT TO CONDUCT THE ELECTION, AND REQUESTING CONSOLIDATION OF THE ELECTION

Spreckels Community Services District

Name of City or Special District

EXACTLY AS IT WILL APPEAR ON THE BALLOT

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election; and

WHEREAS, the resolution of the governing body of the city or district shall specify the services requested; and

WHEREAS, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and

WHEREAS, pursuant to Elections Code Section 13307, whenever an election called by a district, city, or other political subdivision has offices to be filled, it is required to fix and determine the number of words that a candidate may submit on the candidate's statement to be either 200 or 400 words and to determine if the candidate and or the political subdivision will pay the cost of the statement; and

WHEREAS, Elections Code Section 15651 requires the city or district to determine the means and manner in which a tie vote is to be resolved in the event that two or more persons receive an equal number of votes and the highest number of votes ("tie votes") for an office to be voted upon; and

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

WHEREAS, various district, county, state and other political subdivision elections may be or have been called to be held on a ENTER DATE;

NOW THEREFORE, BE IT RESOLVED AND ORDERED that the governing body of the

Spreckels Community Services District

[ENTER NAME OF CITY OR DISTRICT]

hereby orders an election be called and consolidated with any and all elections also called to be held on [DATE OF ELECTION] insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the [ENTER NAME OF CITY OR SPECIAL DISTRICT] Board of Supervisors of the County of Monterey to order such consolidation under Elections Code Section 10401 and 10403.

BE IT FURTHER RESOLVED AND ORDERED that said governing body hereby requests the Board of Supervisors to permit the Monterey County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services, and

BE IT FURTHER RESOLVED AND ORDERED that the Monterey County Elections Department conduct the election for the purpose of electing [ENTER #] Members to this Governing Board on the [ENTER DATE OF ELECTION] ballot:

SEATS OPEN	OFFICE	TERM	DIST/DIV (if applicable)
------------	--------	------	--------------------------

BE IT FURTHER RESOLVED AND ORDERED that pursuant to Election Code Section 13307 the [ENTER NAME OF CITY OR SPECIAL DISTRICT] has resolved that all costs of the Candidate's statement be paid by the [SELECT ONE: CANDIDATE OR DISTRICT] and that no candidate may submit a statement of over [ENTER #] words.

BE IT FURTHER RESOLVED AND ORDERED that pursuant to code [], a tie vote shall be resolved by [].

BE IT FURTHER RESOLVED AND ORDERED that tie votes shall be determined by [].

PASSED AND ADOPTED by the [ENTER NAME OF CITY OR SPECIAL DISTRICT] on this _____ day of _____, 2016 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

SIGNED: _____
Chairperson of said Governing Board

ATTEST: _____
Secretary

RESOLUTION NO. _____

RESOLUTION CERTIFYING COMPLIANCE WITH STATE LAW WITH RESPECT
TO THE LEVYING OF GENERAL AND SPECIAL TAXES, ASSESSMENTS, AND
PROPERTY-RELATED FEES AND CHARGES

WHEREAS, Spreckels Community Services District ("Public Agency") requests that the Monterey County Auditor-Controller enter those general or special taxes, assessments, or property-related Fees or charges identified in Exhibit "A" on the tax roll for collection and distribution by the Monterey County Treasurer-Tax Collector commencing with the property tax bills for fiscal year 2018-19

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Public Agency hereby certifies that it has, without limitation, complied with all legal procedures and requirements necessary for the levying and imposition of the general or special taxes, assessments, or property-related fees or charges identified in Exhibit "A", regardless of whether those procedures and requirements are set forth in the Constitution of the State of California, in State statutes, or in the applicable decisional law of the State of California.

2. The Public Agency further certifies that, except for the sole negligence or misconduct of the County of Monterey, its officers, employees, and agents, with regards to the handling of the Cd or electronic file identified as Exhibit "A", the Public Agency shall be solely liable and responsible for defending, at its sole expense, cost, and risk, each and every action, suit, or other proceeding brought against the County of Monterey, its officers, employees, and agents for every claim, demand, or challenge to the levying or imposition of the general or special taxes, assessments, or property-related fees or charges identified in Exhibit "A" and that it shall pay or satisfy any judgment rendered against the County of Monterey, its officers, employees, and agents on every such action, suit, or other proceeding, including all claims for refunds and interest thereon, legal fees and court costs, and administrative expenses of the County of Monterey to correct the tax rolls.

PASSED AND ADOPTED this _____ day of _____, 20____, upon motion of _____, seconded by _____, and carried by the following vote, to wit:

AYES:

NOES:

ABSENT:

EXHIBIT "A"
TO
RESOLUTION CERTIFYING COMPLIANCE WITH STATE LAW WITH RESPECT
TO THE LEVYING OF GENERAL AND SPECIAL TAXES, ASSESSMENTS, AND
PROPERTY-RELATED FEES AND CHARGES

FISCAL YEAR 2018-19

GENERAL TAXES:

SPECIAL TAXES:

ASSESSMENTS:

Reference Spreckels Community Services District Election of 1986 and Assessment for User Fees for secured parcels within the Spreckels Community Services District corresponding to District boundaries of the former County Service area No. 40. Spreckels Community Services District User Fees consist of \$15 per parcel in Zone 1 - Old Town. The maximum authorized assessment for parcels in Zone 2 - New Town is \$1072.12, though parcels have historically been assessed \$455.18, at discretion of the Board. Spreckels Community Services District is governed by the California Government code Section 61000-61936.

PROPERTY-RELATED FEES AND CHARGES: