

**Spreckels Community Services District**  
REGULAR MEETING OF THE BOARD OF DIRECTORS

*June 16, 2021*

**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 General 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, Director  
Amanda Lane, Vice-President  
Mike McTighe, President  
Brian Amaral, Secretary  
Dallen Coronel, 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 April 21, 2021.

## 4. Business Manager's Report

- 4.1 Monthly Financials

## 5. Unfinished Business Action Items

## 6. New Business Action Items

6.1	<u>Review of Current Accounts Payable:</u>		
a.	Paul J. Ingram Company	Management Services	\$ 700.00
b.	Spreckels Memorial Dist.	Office Rent	\$ 100.00
c.	Spreckels Water Company		\$ 288.35
d.	PG&E [estimate]	Streetlights & Pump	\$ 600.00
e.	SDRMA	Property/Liability	\$ 2,801.67
f.	Streamline	Website	\$ 300.00
		<b>TOTAL</b>	<b>\$ 4,790.02</b>

## 7. Unfinished Business Non Action Items

- a. Zone 1 Assessment: Engineer's Report Only

**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**

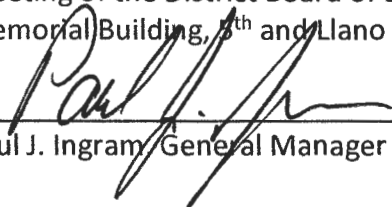
**11. Next Meeting Date:**

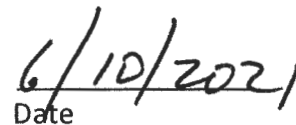
July 21, 2021-6:30 PM

**12. Adjournment**

**Certification**

I, Paul J. Ingram, General Manager for Spreckels Community Services District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the June 16, 2021 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, General Manager

  
 \_\_\_\_\_  
 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  
*April 21, 2021*  
 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 McTighe at 6:34 pm.*

1.2 Roll Call & Establishment of Quorum

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

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

**Absent: Coronel**

**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> [Kramm].**

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

**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 February 17, 2021, March 10, 2021.

**Motion to approve [Kramm] 2<sup>nd</sup> [Lane]**  
**Ayes: Kramm, Lane, McTighe, 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	\$	700.00
b. Spreckels Memorial Dist.	Office Rent	\$	100.00
c. Spreckels Water Company		\$	288.15
d. PG&E	Streetlights & Pump	\$	<u>600.00</u>
	<b>TOTAL</b>	\$	<b>1,688.15</b>

**With the addition of \$32.17 to ASAP Signs, Motion to approve [Lane] 2<sup>nd</sup> [Amaral].**

**Ayes: Kramm, Lane, McTighe, Amaral**  
**Noes: None**

**MOTION CARRIED**

6.2 Approve updated Levy Administration Services Agreement from SCI Consulting Group for Fiscal Years 2021-22, 2022-23, 2023-24, 2024-25.

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

**MOTION CARRIED**

7. Unfinished Business Non Action Items

8. New Business Non Action Items

a. Zone 1 Assessment: Updated Assessment Formation Proposal.

b. Zoom Conference: Chris Coulter Q&A Opportunity

**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**

**11. Next Meeting Date**

May 19, 2021 6:30 PM

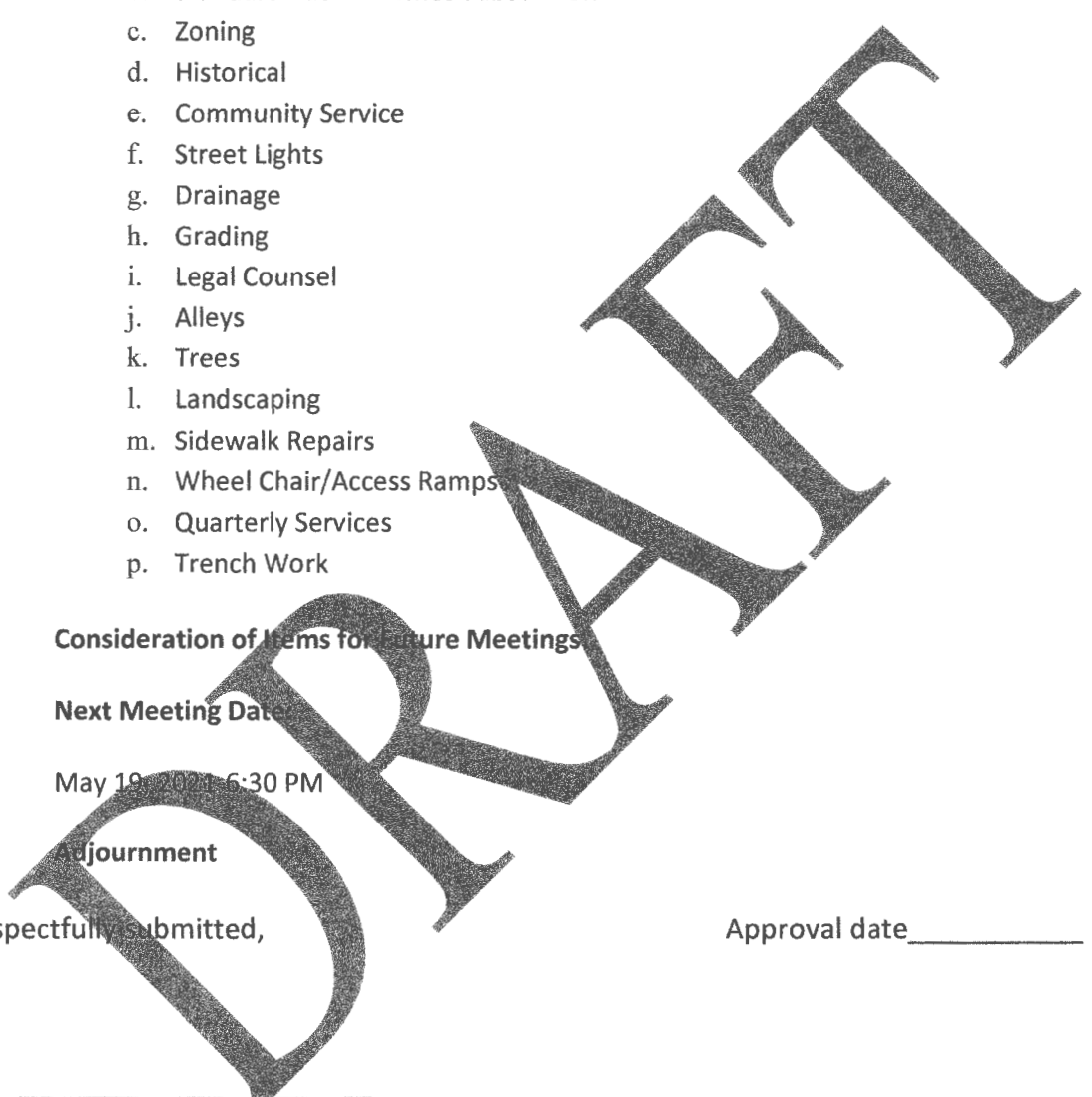
**12. Adjournment**

Respectfully submitted,

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

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Paul J. Ingram, General Manager



**SPRECKELS COMMUNITY SERVICES  
DISTRICT FUND BALANCE AS OF 6/16/2021  
AFTER TODAY'S ACCOUNTS PAYABLE.**

<b>COUNTY FUND 634</b>	<b>\$182,677.05</b>
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Spreckels Community Services District  
Adopted Budget FYTD 5/31/2021

	Proposed Budget FYE 6_30_2021				
Income		Budget	FYTD	BALANCE	%
Zone 1 Assessment 16.3%	<b>TOTAL</b>	\$6,700.00	6552.93	\$147.07	97.80%
Zone 2 Assessment 83.7%	<b>TOTAL</b>	\$34,000.00	33649.03	\$350.97	98.97%
Non-Assessment Prop Taxes		\$31,300.00	33590.82	-\$2,290.82	107.32%
Interest on Pooled Investments		\$1,700.00	1488.81	\$211.19	87.58%
<b>Total Income</b>		<b>\$73,700.00</b>	<b>73792.78</b>	<b>-\$1,581.59</b>	<b>100.13%</b>
Expense					
Administrative Fees Zone 1 16.3%		\$81.50	79.87	\$1.63	98.00%
Administrative Fees Zone 2 83.7%		\$418.50	410.13	\$8.37	98.00%
Audit Expense Zone 1 16.3%		\$2,445.00	2598.71	-\$153.71	106.29%
Audit Expense Zone 2 83.7%		\$12,555.00	13344.29	-\$789.29	106.29%
Board/Staff Education Zone 1 16.3%		\$392.00		\$392.00	0.00%
Board/Staff Education Zone 2 83.7%		\$2,008.00		\$2,008.00	0.00%
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		\$2,000.00	718	\$1,282.00	35.90%
Equipment Repair/Maint. Zone 2		\$800.00	527	\$273.00	65.88%
General Liability/Property Zone 1		\$500.00		\$500.00	0.00%
General Liability/Property Zone 2		\$2,600.00		\$2,600.00	0.00%
Landscape Maint. Zone 2		\$7,200.00	1907.25	\$5,292.75	26.49%
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	1238.8	-\$178.80	116.87%
Management Zone 2 83.7%		\$5,440.50	6361.2	-\$920.70	116.92%
Membership Fees Zone 1 16.3%		\$120.00	109.21	\$10.79	91.01%
Membership Fees Zone 2 83.7%		\$550.00	560.79	-\$10.79	101.96%
Office Rent Zone 1 16.3%		\$195.60	195.6	\$0.00	100.00%
Office Rent Zone 2 83.7%		\$1,004.40	1004.4	\$0.00	100.00%
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	4371.45	\$428.55	91.07%
Power Zone 2		\$5,000.00	4262.73	\$737.27	85.25%
Property Taxes Zone 1		\$20.00	18.82	\$1.18	94.10%
Property Taxes Zone 2		\$710.00	187.66	\$522.34	26.43%
Streetlight Repairs Zone 2		\$5,000.00	544.86	\$4,455.14	10.90%
Sidewalk ADA Repairs Zone 1		\$0.00		\$0.00	#DIV/0!
Water Zone 1		\$650.00	863.02	-\$213.02	132.77%
Water Zone 2		\$2,500.00	2783.82	-\$283.82	111.35%
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		\$11,049.50		\$11,049.50	0.00%
<b>Total Expense</b>		<b>\$73,700.00</b>	<b>46087.61</b>	<b>\$27,612.39</b>	<b>62.53%</b>

Property/Liability Package Program Invoice



Program Year 2021-22

Spreckels Community Services District

Post Office Box 7432
Spreckels, California 93962

Invoice Date: 06/03/2021
Invoice Number: 70566
Member Number: 6972

Table with 2 columns: Description and Amount. Rows include Property, Boiler/Machinery, Pollution, Cyber (\$153.61), Mobile/Contractors Equipment (0.00), General Liability\* (2,709.00), Auto Liability (50.00), Auto Comp / Collision (0.00), and Trailers (0.00).

Summary table with 2 columns: Description and Amount. Rows include Gross Package Contribution (\$2,912.61), Earned CIP Credits (5) (-110.94), Longevity Distribution Credit (0.00), MemberPlus Online RQ Bonus (0.00), Other Discounts (0.00), Subtotal (\$2,801.67), and 5% Multi-Program Discount (\$0.00).

Total Contribution Amount Due by July 15

\$2,801.67

\*Current Limit of Liability is \$2.5M for G/L, A/L and E&O (excluding outside excess liability limits)

Please pay in full by the due date. If not, a late charge of one percent (1%) per month, twelve percent (12%) per annum, will be assessed on all sums past due. Imposition of this charge does not extend the due date for payment.

For invoice questions call the SDRMA Finance Department.



# Streamline

# Invoice

United States  
+1 916-900-6619  
billing@getstreamline.com

Invoice number AE521DCA-0002  
Date of issue Jun 1, 2021  
Date due Jul 1, 2021

**Bill to**  
Paul Ingram - Spreckels Community Services  
District  
P.O. Box 7432  
Spreckels, California 93962  
United States  
831-455-7855  
spreckelscsd.main@gmail.com

## \$300.00 due July 1, 2021

Description	Qty	Unit price	Amount
JUN 1, 2021 – JUN 1, 2022			
Streamline Web Member 15k-50k	1	\$300.00	\$300.00
<b>Subtotal</b>			<b>\$300.00</b>
<b>Amount due</b>			<b>\$300.00</b>

Need our W-9 for tax purposes? You can download it at [www.getstreamline.com/w9](http://www.getstreamline.com/w9)

**Pay \$300.00 with ACH or wire transfer**  
Bank WELLS FARGO BANK, N.A.  
Routing 121000248  
Account 40630190973780713  
SWIFT WFBIUS6S

**Pay \$300.00 with mailed check**  
Payable to Streamline  
Memo AE521DCA-0002  
Mail to PO Box 207561  
Dallas, TX 75320-7561

Please include a copy of this PDF. Payment should be sent via USPS.

**Pay \$300.00 with card**  
Visit [https://invoice.stripe.com/i/acct\\_1H09sJF9K2W1OTWS/invst\\_JaW4SKhqcfp3oKtbXOq9wji7XTMAWg2](https://invoice.stripe.com/i/acct_1H09sJF9K2W1OTWS/invst_JaW4SKhqcfp3oKtbXOq9wji7XTMAWg2)

**Questions?** Contact Streamline at [billing@getstreamline.com](mailto:billing@getstreamline.com) or call at +1 916-900-6619.

**AGEE ELECTRIC, INC.**

1118 Greenwood Pl.  
 Salinas CA 93901  
 P: 831.753.2518  
 Lic.#: 538500

**JOB INVOICE**

DATE OF PROJECT	INVOICE #
6/15/2021	2458
P.O. NUMBER	JOB LOCATION
	4th Street Lights

Spreckels Community Services District  
 P.O. Box 7432  
 Spreckels, Ca. 93962

TERMS
Due Upon Receipt

QUANTITY	MATERIAL	UNIT PRICE	AMOUNT
1	Phillips 100W HPS Bulb Mogul	24.00	24.00T
1	Int-Mat 120-277V Twist-Lock Photo Control	22.00	22.00T
3	Phillips 100W HPS Bulb Mogul - P.G. E Employee who lives on 4th donated 3 bulbs		
3	Int-Mat 120-277V Twist-Lock Photo Control - P.G. E Employee who lives on 4th also donated 3 photocells		
	Subtotal-Material		46.00
2	Brian-Bucket Truck	234.00	468.00
	<p>Brian received a e-mail from Paul Ingram, stating they had a light that was intermittent and was out. Brian arrived on site and went up in the aerial bucket truck and ran a couple tests on the light at which point he Brian found the build and photocell needing to be replaced. At this time Brian was informed by Paul to go ahead and replace the items needing to be replaced. When completing the test on the fixture is when Brian spoke with a P.G. &amp; E employee whom lives on 4th street asked what Brian was doing. At this time Brian mentioned he was going to be replacing the bulb and photocell as the two units were no longer any good. The P.G. &amp; E employee offered three bulbs and three photocells to replace the rest on 4th street. Since P.G. &amp; E didn't have four to complete the street Brian had to go and pick up a bulb and photocell. After going to several supply houses in search of the 100W HPS bulb by the 3 supply house he was able to get one. Brian came back to the job site and installed the bulb and photocell on lamp post 30111. Also at this time Brian tested out the lamp and photocell once it was installed. At time of service everything checked out good and is working properly. Also at this time Brian cleaned the glass lens and sealed the fixture back up.</p> <p>Since the P.G. &amp; E employee donated the 3 bulbs and 3 photocells to complete the street. I went ahead and donated the remaining time to install the bulbs and photocells on lamp posts 30108; 30109 &amp; 30110. Those posts glass globes also got cleaned and thoroughly tested and also at time of service checked out good.</p> <p>My recommendation is though is considered switching the heads out to LED at some point as it is getting tougher to get the High Pressure Sodium Bulbs as everything starting to go to LED. It is more cost efficient and cheaper to run a LED fixture in comparison to the 100W HPS bulb, ignitor, and transformer.</p> <p>Thank you for choosing Agee Electric, Inc. on this project as there are so many choices for electrical companies. It is greatly appreciated</p>		

<b>Subtotal</b>	<b>\$514.00</b>	<b>Sales Tax (%) (9.25%)</b>	<b>\$4.26</b>	<b>Amount Due</b>	<b>\$518.26</b>
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## Spreckels Community Services District

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**From:** Brian Agee <bagee09@gmail.com>  
**Sent:** Tuesday, June 15, 2021 9:41 PM  
**To:** Spreckels Community Services District  
**Subject:** Re: Standard Pacific Subdivision Streetlights  
**Attachments:** Spreckels 4th Street Lighting.pdf

Good Evening Mr. Ingram,

I just wanted to take a moment and thank you for allowing us the opportunity to address the light situation on 4th Street here in Spreckels for you folks. As I mentioned in the invoice light pole 30111 was the issue pole but to the donation from a P.G. & E employee I was able to address all four fixtures on the street. So I was able to replace bulbs and photocells on light poles #30108; 30109, 30110. Then for the cost of the bulb and photocell we then addressed the issue at light pole 30111. For this once because of the donation of the three bulbs and the three photocells I went ahead and replaced all bulbs and photocells and didn't charge you the labor of the other 3 to be completed. So at this time all fixtures at time of service checked out good and are working properly.

I would also like to make this recommendation though as it was apparent to me that finding a bulb and possible replacement components is becoming more difficult to find since High Pressure Sodium units and or Metal Highlide Bulbs and equipment are becoming hard to get. With that being said I recommend to start considering replacing these units on the Standard Pacific subdivision side with LED units like are in the park. Now if residents don't want the LEDs as bright as in the park we can stay in the realm of the High Pressure Sodium which is the 2700K-3500K. Whereas the park LED's are in the 4000K-5000K realm. It's just something to thank about as these fixtures in the Standard Pacific portion will become harder to work on if the ignitor and transformer go out.

If you have any questions or concerns in regards to the invoice please feel free to give me a call. Thank you again as we at Agee Electric, Inc. greatly appreciate you giving us this opportunity to address the problem.

Thank you,  
*Brian Agee*

Agee Electric, Inc. - Vice President  
831.595.7423 cell  
831.753.2518 fax/office  
[bagee09@gmail.com](mailto:bagee09@gmail.com)

On Thu, Jun 10, 2021 at 11:56 AM Spreckels Community Services District <[spreckelscsd.main@gmail.com](mailto:spreckelscsd.main@gmail.com)> wrote:

Hi Brian,

This is Paul Ingram over at the Memorial Building. Along with Spreckels Memorial District I am also GM for Spreckels Community Services District. The CSD has two zones. Zone 1 is the old part of Spreckels. Zone 2 is the Standard Pacific subdivision between Llano and Nacional. Zone 1 pays for power for street lighting in Zone 1, which are the PG&E owned lights on the power poles. In the Zone 2 Standard Pacific subdivision, we pay for the power, as well as maintaining the SCSD owned street lights. From time to time they burn out and need repair.

Right now light pole #30111, Located on Fourth Street between Llano and Nacional, is out. It was reported intermittent so it may be the sensor as well as the bulb. If you could repair this please let me know. It would be nice to have local electrician who can get to these more quickly. Let me know if this works. My mobile is [831] 601-6518. You can just shoot me a text.

Thanks much,

Paul Ingram

*Paul J. Ingram*

General Manager

Spreckels Community Services District

P.O. 7432

Spreckels, CA 93962

[831] 455-7855

[spreckelscsd.main@gmail.com](mailto:spreckelscsd.main@gmail.com)

[www.spreckelscsd.specialdistrict.org](http://www.spreckelscsd.specialdistrict.org)

# Greg Messerli Electric

831 663-0990  
 License #668474  
 9650 South Prunedale Road  
 Salinas, CA 93907-8884

# Invoice

Date	Invoice #
3/19/2021	21080

Bill To
Spreckels Community Service District P.O. Box 7432 Spreckels, CA 93962

P.O. No.	Terms	Project
	Net 30	Spreckels 20-21

Quantity	Description	Rate	Amount
	Replace three bulbs on street lighting		
2	Labor hours 1 man	95.00	190.00
3	bulbs	26.50	79.50T
	Sales Tax	7.75%	6.16
<b>Total</b>			<b>\$275.66</b>