

Spreckels Community Services District

REGULAR MEETING OF THE BOARD OF DIRECTORS

October 19, 2016

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

Ron Eastwood, President
James Riley, Vice President
Scott Henningsen, Director
Otto Kramm, Director
Cathy McDougall, 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. Adjourn to Closed Session

3.1 Conference with Legal Counsel regarding significant exposure to litigation.

4. Report from Closed Session

5. Consent Agenda

(Action Items included on the Consent Agenda are considered to be routine and are acted on by the Board of Directors in one motion. There is not discussion of these items before the Board vote unless a member of the Board, staff, or public requests specific items be discussed and/or removed from the Consent Agenda. It is understood that the Administration recommends approval on all Consent items. Each item on the Consent Agenda approved by the Board of Directors shall be deemed to have been considered in full and adopted as recommended.)

RECOMMENDATION/ACTION: At the Pleasure of the Board

“That the Board of Directors approves the Consent Agenda as presented.”

5.1 Approval of the Minutes of the Regular Meeting of September 21, 2016

5.2 Approval of the Minutes of the Special Meeting of September 28, 2016

6. Business Manager’s Report: Monthly Financials

7. Unfinished Business Action Items

8. New Business Action Items

8.1 Review of Accounts Payable:

a. Paul J. Ingram	Management Services	\$ 657.83
b. Salinas Valley Landscaping	Monthly Service	\$ 1,275.00
c. Spreckels Memorial Dist.	AT&T	\$ 46.90
d. Spreckels Water Company	Monthly Service	\$ 284.31
e. Monterey County Counsel	Legal Services	\$ 179.49
f. McGilloway, Ray, Brown & Kaufman	Audit FY's 2007 & 2008	\$ 443.00
g. Monterey County Tax Collector	Property Taxes	\$ 194.40
h. California Special Districts Assoc.	Board/Sec Conference	\$ <u>262.50</u>
	TOTAL	\$ 3,343.43

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 July 2016."

9. Public Hearing

10. Unfinished Business Non Action Items

- 10.1 Review of Landscape Maintenance Contract
- 10.2 Letter to Parcel Holders & Constituents to be sent with assessment refund
- 10.3 Report on 10/14 Meeting at McGilloway, Ray, Brown & Kaufman Re: Audits
- 10.4 Review Draft Audits for Fiscal Years 2009 and 2010.

11. New Business Non Action Items

- 11.1 Review of District Policies for purposes of inclusion and updating.

12. Comments by Members of the Board

12.1 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: Requests for Tree Service
- l. Landscaping

- m. Sidewalk Repairs
- n. Wheel Chair/Access Ramps
- o. Quarterly Services
- p. Trench Work

13. Reports from Standing and Ad Hoc Committees

14. Community Member Recognition

15. Consideration of Items for Future Meetings

15.1 Proposed Future Agenda Items

16. Next Meeting Dates:

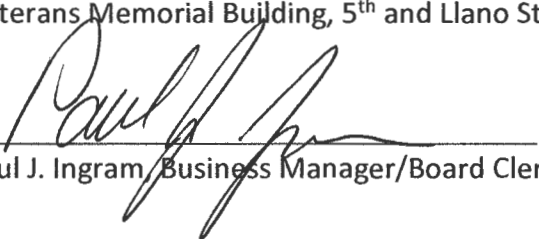
November 16, 2016-6:30 PM
December 21, 2016-6:30 PM

Agenda Items due November 10, 2016
Agenda Items due December 15, 2016

17. 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 October 19, 2016 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

10/14/2016
Date

2.1 Correspondence

- a. Letter from Monterey County Regional Fire District

Business Manager Ingram is instructed to assemble as many quarterly draw requests from Spreckels Volunteer Fire Company as possible. A meeting will be convened with SVFC to understand their position in the hopes of seeking a resolution to the issue. President Eastwood appointed a committee of Directors Riley and Henningsen to seek this meeting. President Eastwood instructed BM Ingram to schedule a Special Meeting for Wednesday, September 28th at 6:30 pm. District Counsel Michael Whilden will be invited to attend.

2.2 Oral Comments from the Public

3. Consent Agenda

(Action Items included on the Consent Agenda are considered to be routine and are acted on by the Board of Directors in one motion. There is not discussion of these items before the Board vote unless a member of the Board, staff, or public requests specific items be discussed and/or removed from the Consent Agenda. It is understood that the Administration recommends approval on all Consent items. Each item on the Consent Agenda approved by the Board of Directors shall be deemed to have been considered in full and adopted as recommended.)

RECOMMENDATION/ACTION: At the Pleasure of the Board

“That the Board of Directors approves the Consent Agenda as presented.”

3.1 Approval of the Minutes of the Regular Meeting of August 17, 2016

*Motion to approve [Henningsen], 2nd [McDougall]
Ayes: Eastwood, Riley, Kramm, Henningsen, McDougall
Noes: None MOTION CARRIED*

4. Business Manager’s Report: Monthly Financials

BM Ingram reported on training he received from McGilloway, Ray, Brown and Kaufman to help input budget figures into QuickBooks in order to create desired monthly reports. BM Ingram presented Fund Balances and Budget Year to Date reports.

5. Unfinished Business Action Items

- 5.1 Business Manager/Board Clerk: Contract for Services: Proposed Contract from Paul J. Ingram to provide Management Services to Spreckels Community Services District.

RECOMMENDATION/ACTION: At the Pleasure of the Board

"That the Board of Directors approves proposed contract from Paul J. Ingram to provide Management Services to Spreckels Community Services District at the rate and under the conditions specified in attached Exhibit "A"."

Motion to approve, [Riley], 2nd [Henningsen]

Ayes: Eastwood, Riley, Kramm, Henningsen

Noes: McDougall

MOTION CARRIED

5.2 Approve Final Drafts of Annual Audits of Financial Statements for FY's 2006-07 and 2007-08.

RECOMMENDATION/ACTION: At the Pleasure of the Board

"That the Board of Directors approves the Annual Audits of Financial Statements for FY's 2006-07 and 2007-08."

Motion to approve [Henningsen], 2nd [Riley]

Ayes: Eastwood, Riley, Kramm, Henningsen, McDougall

Noes: None

MOTION CARRIED

5.3 Discussion and possible approval of Letter of Engagement with McGilloway, Ray, Brown & Kaufman for Annual Audits, Fiscal Years 2009 & 2010, not-to-exceed \$18,000.

RECOMMENDATION/ACTION: Business Manager Paul Ingram

"That the Board of Directors approves the Letter of Engagement with McGilloway, Ray, Brown & Kaufman to perform audits of the financial statements for fiscal years 2008-09 and 2009-10 not-to-exceed \$18,000."

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

Ayes: Eastwood, Riley, Kramm, Henningsen, McDougall

Noes: None

MOTION CARRIED

6. New Business Action Items

6.1 Review of Accounts Payable:

a. Paul J. Ingram	Management Services	\$ 500.00
b. Salinas Valley Landscaping	Monthly Service	\$ 1,275.00
c. Spreckels Memorial Dist.	AT&T	\$ 47.09
d. Spreckels Water Company	Monthly Service	\$ 287.82
e. PG&E	Power	\$ 239.92
f. Monterey County Counsel	Legal Services	\$ 518.52
g. SCI Consulting Group	Parcel Audit	\$ 4,786.20
h. McGilloway, Ray, Brown & Kaufman	Audit FY's 2007 & 2008	\$ 9,400.00
i. Monterey County Auditor-Controller	LAFCO Fees	\$ 143.00

j. Frank Bettencourt	Backflow Device Testing	\$ 225.00
	TOTAL	\$ 17,422.55

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 July 2016."

Motion to approve [McDougall], 2nd [Kramm]

Ayes: Eastwood, Riley, Kramm, Henningsen, McDougall

Noes: None

MOTION CARRIED

7. Public Hearing

8. Unfinished Business Non Action Items

8.1 Review of Landscape Maintenance Contract

8.2 Letter to Parcel Holders & Constituents to be sent with assessment refund

9. New Business Non Action Items

10. Comments by Members of the Board

10.1 Board Members:

- a. Mitigation Fees
- b. Standard Pacific Homes Subdivision
- c. Zoning
- d. Historical
- e. Community Service
- f. Street Lights

Director Riley reported the new LED streetlights have been installed and have been received well by residents. He suggested another streetlight be added at the corner of Hatton and Spreckels Blvd. BM Ingram will research.

BM Ingram reported on research of district's PG&E accounts. Findings are that meter at 2nd Street Pump Station has not been read for several years. Existing accounts are all for power to the street lights.

- g. Drainage
- h. Grading
- i. Water

BM Ingram reported on research of district's water hook ups. It appears one hook up only provides water to the Cal Am sewer lift station. BM Ingram will contact sewer operator Cal Am to have the account put into their name.

j. Legal Counsel

- k. Alleys
- l. Trees:
- m. Landscaping
- n. Sidewalk Repairs
- o. Wheel Chair/Access Ramps
- p. Quarterly Services
- q. Trench Work

11. Reports from Standing and Ad Hoc Committees

12. Community Member Recognition

13. Consideration of Items for Future Meetings

15.1 Proposed Future Agenda Items

14. Next Meeting Dates:

October 19, 2016- 6:30 PM
November 16, 2016-6:30 PM

Agenda Items due October 13, 2016
Agenda Items due November 10, 2016

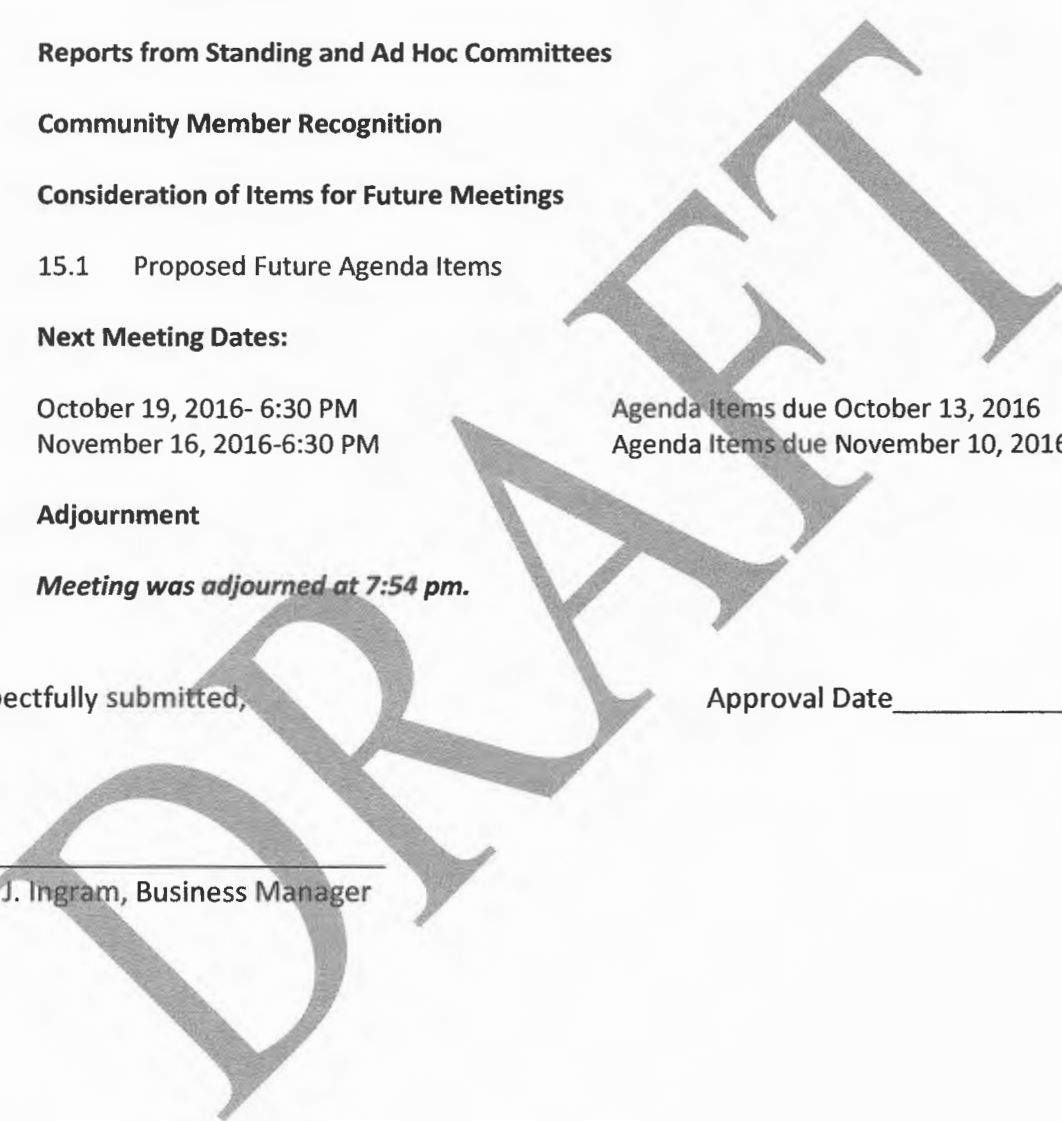
15. Adjournment

Meeting was adjourned at 7:54 pm.

Respectfully submitted,

Approval Date _____

Paul J. Ingram, Business Manager



Spreckels Community Services District
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
September 28, 2016

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 Eastwood at 6:30 pm.

1.2 Roll Call & Establishment of Quorum

Ron Eastwood, President
James Riley, Vice President
Scott Henningsen, Director
Otto Kramm, Director
Cathy McDougall, Director
Paul Ingram, Business Manager & Clerk to the Board
Michael Whilden, District Counsel

Present: Eastwood, Riley, Kramm, Henningsen, McDougall

Absent: None

QUORUM ESTABLISHED

Also present: District Counsel Whilden, Business Manager Ingram

1.3 Adoption of the 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 the agenda [Henningsen], 2nd [Riley]

Ayes: Eastwood, Riley, Kramm, Henningsen, McDougall

Noes: None

MOTION CARRIED

2. Public Comment Period

3. Adjourn to Closed Session

3.1 Conference with Legal Counsel regarding significant exposure to litigation.

4. Report from Closed Session

No reportable action.

5. Adjournment

Meeting was adjourned at 7:25 pm.

Respectfully submitted,

Approval Date _____

Paul J. Ingram, Business Manager/Board Clerk

DRAFT