

# **Spreckels Community Services District**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**September 18, 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 spreckelscd.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 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

Mike McTighe, Secretary

Joe Garcia, 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 June 19, 2019.

### 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	\$	500.00
b. Clarke's Turf & Water	Landscape Services	\$	600.00
c. Spreckels Memorial Dist.	AT&T	\$	49.72
d. Spreckels Water Company		\$	530.42
e. PG&E	Streetlights & Pump	\$	<u>575.00</u>
	<b>TOTAL</b>	\$	2,255.14

- 6.2 Consider Appointment of Brian Amaral to Board Position vacated by Cathy McDougall

- 6.3 Consider Appointment of Amanda Fabi Pena Lane to Board Position vacated by Aaron Baucom

### 7. Unfinished Business Non Action Items

- 7.1 Pump Station Sump Cleaning
- 7.2 Zone 1 Assessment: Review of Proposal from SCI Consulting, Inc for Local Funding Measure.

7.3 Zone 2 Assessment.

7.4 Report from Spreckels Traffic Safety Enhancements Committee.

**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**

10.1 Proposed Future Agenda Items

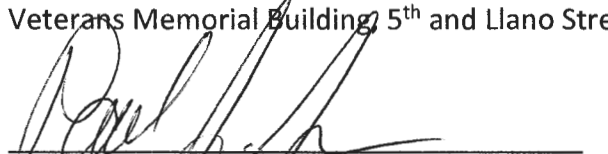
**11. Next Meeting Date:**

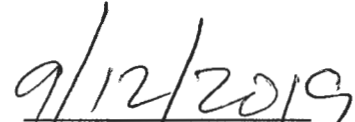
October 16, 2019-6:30 PM

**12. 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 September 18, 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  
*June 19, 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 6:33 pm.*

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

*Present: Kramm, Baucom, McTighe, Garcia*

*Absent: McDougall*

**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: Add to Accounts Payable: LAFCO Fees \$121.00, John Cerney Murals, \$3,000.00

1.4.2 Additions to the Agenda: Add SDRMA Board of Directors Election

1.4.3 Adoption of the Agenda

*Motion to adopt agenda with changes and additions [Baucom] 2<sup>nd</sup> [McTighe].*

*Ayes: Kramm, Baucom, McTighe, Garcia*

*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 May 15, 2019.

**Motion to approve [McTighe] 2<sup>nd</sup> [Garcia].**  
**Ayes: Kramm, Baucom, McTighe, Garcia**  
**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	\$	500.00
b. Clarke's Turf & Water	Landscape Services	\$	600.00
c. Spreckels Memorial Dist.	AT&T	\$	49.72
d. Spreckels Water Company		\$	225.41
e. PG&E	Streetlights & Pump	\$	530.42
f. Monterey County Counsel	Traffic Calming Consult	\$	188.46
g. Digital Deployment	Website	\$	300.00
h. SDRMA	Gen Liability Ins.	\$	1,816.20
i. Monterey County Auditor-Controller	LAFCO Fees	\$	121.00
j. John Cerney Murals	1/3 Cost Deposit	\$	<u>3,000.00</u>
	<b>TOTAL</b>	\$	<b>7,331.21</b>

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

**MOTION CARRIED**

6.2 Resolution 2019-03: Resolution to Adopt Budget FYE 6/30/2020

6.2 SDRMA Board of Directors Election.

**Motion to elect 3 candidates recommended by Business Manager [McTighe] 2<sup>nd</sup> [Garcia]**  
**Ayes: Kramm, Baucom, McTighe, Garcia**  
**Noes: None**

**MOTION CARRIED**

**7. Unfinished Business Non Action Items**

## 7.1 Pump Station Sump Cleaning

***Business Manager will contact Dave at Greenline Services.***

## 7.2 Zone 1 Assessment: Review of Proposal from SCI Consulting, Inc for Local Funding Measure.

## 7.3 Zone 2 Assessment.

## 7.4 Report from Spreckels Traffic Safety Enhancements Committee.

**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 ***Kramm will turn off breaker to emergency generator. BM Ingram will contact Quinn to schedule Load Bank Test and activation of generator for the first week in November.***
- 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**

## 10.1 Proposed Future Agenda Items

**11. Next Meeting Date:**

July 17, 2019-6:30 PM

**12. Adjournment** ***Meeting was adjourned at 7:19 pm.***

**SPRECKELS COMMUNITY SERVICES  
DISTRICT FUND BALANCE AS OF 9/18/2019  
AFTER TODAY'S ACCOUNTS PAYABLE.**

<b>COUNTY FUND 634</b>	<b>\$120,502.84</b>
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Spreckels Community Services District  
Proposed Budget FYE 6/30/2020

Income	Budget FYTD to 9/18/2019				
	Budget	FYTD	BALANCE	%	
Zone 1 Assessment 16.3%	<b>TOTAL</b>	\$6,700.00		\$6,700.00	\$0.00
Zone 2 Assessment 83.7%	<b>TOTAL</b>	\$34,000.00		\$34,000.00	\$0.00
Non-Assessment Prop Taxes		\$33,000.00		\$33,000.00	\$0.00
<b>Total Income</b>		<b>\$73,700.00</b>	<b>0</b>	<b>\$73,700.00</b>	<b>\$0.00</b>
<b>Expense</b>					
Administrative Fees Zone 1 16.3%		\$81.50		\$81.50	\$0.00
Administrative Fees Zone 2 83.7%		\$418.50		\$418.50	\$0.00
Audit Expense Zone 1 16.3%		\$733.50		\$733.50	\$0.00
Audit Expense Zone 2 83.7%		\$3,766.50		\$3,766.50	\$0.00
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		\$4,000.00		\$4,000.00	\$0.00
Equipment Repair/Maint. Zone 2		\$2,420.00		\$2,420.00	\$0.00
General Liability/Property Zone 1		\$300.00		\$300.00	\$0.00
General Liability/Property Zone 2		\$1,600.00		\$1,600.00	\$0.00
Landscape Maint. Zone 2		\$7,200.00	1800	\$5,400.00	\$0.25
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	244.5	\$815.50	\$0.23
Management Zone 2 83.7%		\$5,440.50	<b>1255.5</b>	\$4,185.00	\$0.23
Membership Fees Zone 1 16.3%		\$81.50		\$81.50	\$0.00
Membership Fees Zone 2 83.7%		\$418.50		\$418.50	\$0.00
Parcel Management Zone 1 16.3%		\$603.10	603.1	\$0.00	\$1.00
Parcel Management Zone 2 83.7%		\$3,096.90	<b>3096.9</b>	\$0.00	\$1.00
Power Zone 1		\$4,800.00	1001.96	\$3,798.04	\$0.21
Power Zone 2		\$3,800.00	1001.18	\$2,798.82	\$0.26
Property Taxes Zone 1		\$20.00		\$20.00	\$0.00
Property Taxes Zone 2		\$710.00		\$710.00	\$0.00
Streetlight Repairs Zone 2		\$1,000.00	115.71	\$884.29	\$0.12
Sidewalk ADA Repairs Zone 1		\$0.00		\$0.00	#DIV/0!
Telephone/Internet Zone 1 16.3%		\$100.00	24.3	\$75.70	\$0.24
Telephone/Internet Zone 2 83.7%		\$500.00	124.86	\$375.14	\$0.25
Water Zone 1		\$500.00	390.53	\$109.47	\$0.78
Water Zone 2		\$2,000.00	768.31	\$1,231.69	\$0.38
Website Zone 1 16.3%		\$48.90		\$48.90	\$0.00
Website Zone 2 83.7%		\$251.10		\$251.10	\$0.00
Emergency Reserve		\$25,749.50		\$25,749.50	\$0.00
<b>Total Expense</b>		<b>\$73,700.00</b>	<b>10426.85</b>	<b>\$63,273.15</b>	<b>\$0.14</b>

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

September 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>
7/31/2019	Management Services August		500.00	\$500.00

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

11  
**Invoice**

Clarke's Turf and Water  
 18939 Vierra Canyon Rd.  
 Prunedale, CA 93907

Date	Invoice #
7/30/2019	1569

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

P.O. No.	Terms	Project

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

Thank you for your business. 262-9800	<b>Total</b>	\$600.00
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Spreckels Community Services District  
P.O. Box 7432  
Spreckels, CA 93962  
[831] 455-7855  
spreckelscd.main@gmail.com  
www.scsd.specialdistrict.org

**Application for Appointment to fill Board Vacancy**

*[Instructions: Please fill in all applicable information, then read the “Board Member Qualifications and Expectations” section and sign at the bottom. All applicants please attach a letter describing their experience, qualifications and reason they wish to seek this appointment. Please mail all documents to the District address below or email scanned documents to the District email address.]*

NAME Brian Amaral

RESIDENTIAL ADDRESS 116 Spreckels Boulevard

MAILING ADDRESS [IF DIFFERENT FROM ABOVE] P.O. Box 7301  
Spreckels, CA 93962

PHONE (831) 229-7271 EMAIL brianamaral@taproduce.com

ARE YOU A REGISTERED VOTER IN MONTEREY COUNTY? Yes

**Board Member Qualifications and Expectations**

**District Information:**

1. Spreckels Community Services District is one of forty two Independent Special Districts of Monterey County. The purpose of the district is to manage infrastructure within district boundaries for the Town of Spreckels. Oversight of the District is by an elected Board of Directors, of which there are five positions. Directors serve terms of two or four years and are subject to reelection on the even numbered years. Terms are staggered to have two or three board positions up for reelection every two years.
2. District staff consists of a part-time contracted Business Manager/Board Clerk.

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

August 9, 2019

RE: Application for Appointment to Fill Board Vacancy

Dear Board of Directors:

I am interested in representing our Spreckels community as a Director on the Board and hope that you consider my request. My family and I have lived in Spreckels for almost 8 years and I currently work for Tanimura & Antle, Inc. I have been employed by Tanimura & Antle, Inc. for over 12 years as a Senior Sales Manager. I have 2 daughters, Isabella (7) and Gabriella (4). Isabella will be entering the 2<sup>nd</sup> grade at Spreckels Elementary this fall. My family and I are deeply connected to this community through our support of Spreckels Elementary and to the town of Spreckels. My daughter, Isabella, was recently selected to be one of two kids who were painted for the "slow down" project. We were honored and humbled to be apart of this great project and believe this will get driver's attention.

I am currently a board member of F.D.E.S. Portuguese Association of Monterey. I have served as a board member of this organization for over a year and volunteer for various events throughout the year. I have also been involved in special events that benefit our community over the years. Some examples are Rancho Cielo's Family Fun Day, and Tanimura & Antle's annual American Cancer Society Lobster Fest Fundraiser. I also served as the Head Coach of the Gonzales High School JV Football team for 2 years (2011 & 2012).

I understand and value the importance of a sense of community. I care about the Spreckels community and would like to get more involved. I believe this would be a great opportunity for me and I can provide value including a different perspective of a father of young children. Please consider my request to fill the current vacancy on the Spreckels Community Services District Board.

Sincerely,



Brian Amaral  
116 Spreckels Boulevard  
P.O. Box 7301  
Spreckels, California 93962  
(831) 229-7271

August 17, 2019

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

RE: Work Experience for consideration to fill Board Vacancy

To Whom It May Concern:

My name is Amanda Lane, I have been a residence in Spreckels for approximately 3 years now. I am interested in joining the Spreckels Community Services District board to see how I can better help my community and at the same time learn more how things are currently managed.

My experience comes from working for a builder, CreekBridge Homes & Stone Bridge Homes for the last 19 years. We build new homes, apartment complexes and commercial properties. I have worn many hats throughout the years but currently on the new homes side of the company, I am the Vice President of Sales and Marketing and I oversee everything from the planning stages, advertising, marketing all the way to selling and closing escrows on the new homes, I am also the broker for the company so I oversee every sales transaction. On the commercial side of the company, I am the Leasing/Property Manager responsible for the leasing and maintenance of the CreekBridge Shopping Center and the CreekBridge Office Center in north Salinas. I deal with Tenants from leasing to managing the maintenance of the common areas of the shopping center and office center. I am very familiar with budgets, scheduling, coordinating with vendors and subcontractors for the everyday maintenance and repairs necessary to maintain the commercial properties.

If I can be of any help to our community, I would be very interested in joining the board. If you have further questions, feel free to contact me via phone or email.

Sincerely,

Amanda Lane  
(831) 595-7528  
alane@stonebridge-homes.com  
P.O. Box 7643  
Spreckels, CA 93962

Spreckels Community Services District  
P.O. Box 7432  
Spreckels, CA 93962  
[831] 455-7855  
spreckelcsd.main@gmail.com  
www.scsd.specialdistrict.org

**Application for Appointment to fill Board Vacancy**

*[Instructions: Please fill in all applicable information, then read the "Board Member Qualifications and Expectations" section and sign at the bottom. All applicants please attach a letter describing their experience, qualifications and reason they wish to seek this appointment. Please mail all documents to the District address below or email scanned documents to the District email address.]*

NAME Amanda Lane

RESIDENTIAL ADDRESS 127 Third Street

Spreckels, CA 93962

MAILING ADDRESS [IF DIFFERENT FROM ABOVE] \_\_\_\_\_

P.O. Box 7643, Spreckels CA 93962

PHONE (831) 595-7528 EMAIL alane@stonebridge-home.com

ARE YOU A REGISTERED VOTER IN MONTEREY COUNTY? Yes

**Board Member Qualifications and Expectations**

**District Information:**

1. Spreckels Community Services District is one of forty two Independent Special Districts of Monterey County. The purpose of the district is to manage infrastructure within district boundaries for the Town of Spreckels. Oversight of the District is by an elected Board of Directors, of which there are five positions. Directors serve terms of two or four years and are subject to reelection on the even numbered years. Terms are staggered to have two or three board positions up for reelection every two years.
2. District staff consists of a part-time contracted Business Manager/Board Clerk.

**Applicant Qualifications and Expectations:**

1. Directors for SCSD are constitutional elected officials and are required to file the Form 700 Statement of Economic Interests with Monterey County on a yearly basis.
2. Directors must be registered voters and reside within district boundaries shown on the District map.
3. Regular SCSD board meetings are held the third Wednesday of every month at 6:30 pm at the Spreckels Veterans Memorial Building meeting room. Board members are expected to attend these and any Special Meetings called by the Board President. Meetings are held in accordance with the Brown Act for open governmental meetings.
4. The District makes board member training available through membership with the California Special Districts Association. Funding is budgeted to offset conference fees and travel expenses.
5. This is an unpaid position.

I have read and understand the information provided above.

Applicant Signature Amanda Lane