

Spreckels Community Services District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
September 21, 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 6:31 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

Present: Eastwood, Riley, Kramm, Henningsen, McDougall
Absent: None ***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.”

With the addition of one bill from PG&E, motion to approve [Riley], 2nd [McDougall]
Ayes: Eastwood, Riley, Kramm, Henningsen, McDougall
Noes: None ***MOTION CARRIED***

2. Communications

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:

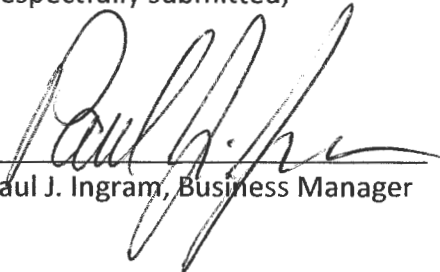
October 19, 2016- 6:30 PM
November 16, 2016-6:30 PM

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

15. Adjournment

Meeting was adjourned at 7:54 pm.

Respectfully submitted,



Paul J. Ingram, Business Manager

Approval Date 10/19/2016