

# **Spreckels Community Services District**

## **REGULAR MEETING OF THE BOARD OF DIRECTORS**

**November 18, 2020**

**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 spreckelscsd.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  
Amanda Lane, Vice-President  
Mike McTighe, Secretary  
Brian Amaral, Director  
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 October 21, 2020.

**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                    |                     | \$ 330.46          |
| d.  | PG&E                                       | Streetlights & Pump | \$ 600.00          |
| e.  | CSDA                                       | Annual Dues         | <u>\$ 670.00</u>   |
|     |  | <b>TOTAL</b>        | <b>\$ 2,400.46</b> |

**7. Unfinished Business Non Action Items**

- a. Authorization by Spreckels Memorial District for SMD employees to perform occasional tasks for SCSD. Determine who will mow planter strip in front of 2<sup>nd</sup> Street Pump Station.

**8. New Business Non Action Items**

- a. Zone 1 assessment update.

**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**

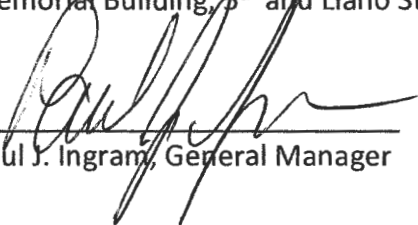
**11. Next Meeting Date:**

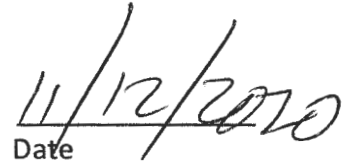
January 20, 2021-6:30 PM

**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 November 18, 2020 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  
*October 21, 2020*  
**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 Vice-President Lane at 6:30 pm.*

1.2 Roll Call & Establishment of Quorum

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

**Present: McTighe, Lane, Amaral, Coronel**

**Absent: Kramm**

**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 Addition to the Agenda

1.4.3 Adoption of the Agenda

**Motion to adopt agenda [Amaral] 2<sup>nd</sup> [McTighe].**

**Ayes: McTighe, Lane, Amaral, Coronel**

**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 September 16, 2020.

**Motion to approve [McTighe] 2<sup>nd</sup> [Amaral].**

**Ayes: McTighe, Lane, Amaral, Coronel**

**Noes: None**

**MOTION CARRIED**

**4. Business Manager's Report**

4.1 Monthly Financials

**5. Unfinished Business Action Items**

5.1 General Manager Contract for Services. Discussion and possible approval.

**Motion to approve [McTighe] 2<sup>nd</sup> [Amaral]**

**Ayes: McTighe, Lane, Amaral, Coronel**

**Noes: None**

**MOTION CARRIED**

**6. New Business Action Items**

6.1 Review of Current Accounts Payable:

|                                  |                     |           |                 |
|----------------------------------|---------------------|-----------|-----------------|
| a. Paul J. Ingram Company        | Management Services | \$        | 500.00          |
| b. Spreckels Memorial Dist       | Office Rent         | \$        | 100.00          |
| c. Spreckels Water Company       |                     | \$        | 283.72          |
| d. PG&E                          | Streetlights & Pump | \$        | 600.00          |
| e. Monterey County Tax Collector | Property Taxes      | \$        | 206.48          |
| f. Green Solutions               | Plant Removal       | \$        | <u>4,450.00</u> |
|                                  | <b>TOTAL</b>        | <b>\$</b> | <b>6,140.20</b> |

**Motion to approve [McTighe] 2<sup>nd</sup> [Amaral]**

**Ayes: McTighe, Lane, Amaral, Coronel**

**Noes: None**

**MOTION CARRIED**

**7. Unfinished Business Non Action Items**

**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

*2<sup>nd</sup> Street Pump Station Mowing: With the ending of the contract with Clarke's Turf and Water to maintain the landscaping along the agricultural barrier, the grass in the planter strip in front of the 2<sup>nd</sup> Street Pump Station is going unmowed, as reported by Dave Kuhlmann. GM Ingram suggests that Spreckels Memorial District be asked if District personnel can take responsibility for the mowing. If that is to happen, for workers compensation insurance purposes, SMD must approve district personnel to perform tasks for SCSO. Director McTighe will attend the upcoming November 4<sup>th</sup> regular meeting of SMD and ask that board to approve this arrangement.*

**10. Consideration of Items for Future Meetings**

**11. Next Meeting Date:**

November 18, 2020-6:30 PM

**12. Adjournment**

Respectfully submitted,

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

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Paul J. Ingram, General Manager

**SPRECKELS COMMUNITY SERVICES  
DISTRICT FUND BALANCE AS OF  
11/18/2020 AFTER TODAY'S ACCOUNTS  
PAYABLE.**

|                        |                     |
|------------------------|---------------------|
| <b>COUNTY FUND 634</b> | <b>\$126,332.85</b> |
|------------------------|---------------------|



Spreckels Community Services District  
Adopted Budget FYTD 10/31/2020

|                                    |              | Proposed Budget FYE 6_30_2021 |                 |                    |               |
|------------------------------------|--------------|-------------------------------|-----------------|--------------------|---------------|
| Income                             |              | 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          |              | \$31,300.00                   | 140.02          | \$31,159.98        | 0.45%         |
| Interest on Pooled Investments     |              | \$1,700.00                    |                 | \$1,700.00         | 0.00%         |
| <b>Total Income</b>                |              | <b>\$73,700.00</b>            | <b>140.02</b>   | <b>\$73,559.98</b> | <b>0.19%</b>  |
| Expense                            |              |                               |                 |                    |               |
| Administrative Fees Zone 1 16.3%   |              | \$81.50                       | 17.44           | \$64.06            | 21.40%        |
| Administrative Fees Zone 2 83.7%   |              | \$418.50                      | 89.56           | \$328.94           | 21.40%        |
| Audit Expense Zone 1 16.3%         |              | \$2,445.00                    | 2549.81         | -\$104.81          | 104.29%       |
| Audit Expense Zone 2 83.7%         |              | \$12,555.00                   | 13093.19        | -\$538.19          | 104.29%       |
| 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                    |                 | \$2,000.00         | 0.00%         |
| Equipment Repair/Maint. Zone 2     |              | \$800.00                      |                 | \$800.00           | 0.00%         |
| 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                    | 326             | \$734.00           | 30.75%        |
| Management Zone 2 83.7%            |              | \$5,440.50                    | 1674            | \$3,766.50         | 30.77%        |
| Membership Fees Zone 1 16.3%       |              | \$120.00                      |                 | \$120.00           | 0.00%         |
| Membership Fees Zone 2 83.7%       |              | \$550.00                      |                 | \$550.00           | 0.00%         |
| Office Rent Zone 1 16.3%           |              | \$195.60                      | 65.2            | \$130.40           | 33.33%        |
| Office Rent Zone 2 83.7%           |              | \$1,004.40                    | 334.8           | \$669.60           | 33.33%        |
| 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                    | 1270.28         | \$3,529.72         | 26.46%        |
| Power Zone 2                       |              | \$5,000.00                    | 1316.91         | \$3,683.09         | 26.34%        |
| 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                    | 269.2           | \$4,730.80         | 5.38%         |
| Sidewalk ADA Repairs Zone 1        |              | \$0.00                        |                 | \$0.00             | #DIV/0!       |
| Water Zone 1                       |              | \$650.00                      | 279.5           | \$370.50           | 43.00%        |
| Water Zone 2                       |              | \$2,500.00                    | 1002.05         | \$1,497.95         | 40.08%        |
| Website Zone 1 16.3%               |              | \$48.90                       |                 | \$48.90            | 0.00%         |
| Website Zone 2 83.7%               |              | \$251.10                      |                 | \$251.10           | 0.00%         |
| Emergency Reserve                  |              | \$11,049.50                   |                 | \$11,049.50        | 0.00%         |
| <b>Total Expense</b>               |              | <b>\$73,700.00</b>            | <b>28101.67</b> | <b>\$45,598.33</b> | <b>38.13%</b> |

Paul J. Ingram Company  
P.O. Box 354  
Carmel Valley, CA 93924  
[831] 601-6518  
paulj Ingram93924@gmail.com

November 1, 2020

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> |
|-------------|-----------------------------|-------------|-------------|--------------|
| 10/31/2020  | Management Services October |             | \$700.00    | \$700.00     |

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

| ACCOUNT NUMBER                   | DATE BILL MAILED              |
|----------------------------------|-------------------------------|
| 00128900                         | 10/30/2020<br>SAN JOSE CA 951 |
| PRESENT READING                  | SERVICE FROM                  |
| 1161                             | 9/26/2020                     |
| PREVIOUS READING                 | SERVICE TO                    |
| 1149                             | 10/28/2020                    |
| UNITS USED                       | DAYS USED                     |
| 12                               | 32                            |
| DESCRIPTION                      | AMOUNT                        |
| Last Billed Amount               | \$216.14                      |
| Last Paid Amount                 |                               |
| Prev. Balance                    | \$216.14                      |
| Water Usage                      | \$34.68                       |
| Base                             | \$213.51                      |
| CPUC Tax                         | \$3.05                        |
| CURRENT BILL DUE DATE            | AMOUNT DUE BY DUE DATE        |
| 11/25/2020                       | \$467.38                      |
| <b>AMOUNT DUE AFTER DUE DATE</b> | \$467.38                      |

SERVICE ADDRESS:  
Lift Station 2 Meter

KEEP THIS STUB FOR YOUR RECORDS  
43232

RETURN THIS STUB WITH PAYMENT TO:

**Spreckels Water Company**  
P.O. Box 7187  
Spreckels, CA 93962  
(831) 758-7644



| ACCOUNT NUMBER | DUE DATE   | AMOUNT DUE AFTER DUE DATE | AMOUNT DUE BY DUE DATE |
|----------------|------------|---------------------------|------------------------|
| 00128900       | 11/25/2020 | \$467.38                  | \$ 467.38              |

\$251.24

RETURN SERVICE REQUESTED



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

PAST DUE



| ACCOUNT NUMBER                   | DATE BILL MAILED       |
|----------------------------------|------------------------|
| 00129000                         | 11/30/2020             |
| PRESENT READING                  | SERVICE FROM           |
| 616                              | 9/26/2020              |
| PREVIOUS READING                 | SERVICE TO             |
| 606                              | 10/28/2020             |
| UNITS USED                       | DAYS USED              |
| 10                               | 32                     |
| DESCRIPTION                      | AMOUNT                 |
| Last Billed Amount               | \$67.58                |
| Last Paid Amount                 |                        |
| Prev. Balance                    | \$67.58                |
| Water Usage                      | \$11.54                |
| Base                             | \$66.72                |
| CPUC Tax                         | \$0.96                 |
| CURRENT BILL DUE DATE            | AMOUNT DUE BY DUE DATE |
| 11/25/2020                       | \$146.80               |
| <b>AMOUNT DUE AFTER DUE DATE</b> | \$146.80               |

SERVICE ADDRESS:  
00 2nd St Lift Sta

KEEP THIS STUB FOR YOUR RECORDS

RETURN THIS STUB WITH PAYMENT TO:

**Spreckels Water Company**  
P.O. Box 7187  
Spreckels, CA 93962  
(831) 758-7644



| ACCOUNT NUMBER | DUE DATE   | AMOUNT DUE AFTER DUE DATE | AMOUNT DUE BY DUE DATE |
|----------------|------------|---------------------------|------------------------|
| 00129000       | 11/25/2020 | \$146.80                  | \$ 146.80              |

79.22

RETURN SERVICE REQUESTED



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

PAST DUE



**California Special  
Districts Association**

*Districts Stronger Together*

California Special Districts Association  
1112 I Street, Suite 200  
Sacramento, CA 95814  
Phone: 877.924.2732 Fax: 916.520.2470  
www.csda.net

**2021 CSDA MEMBERSHIP RENEWAL**

To:

Spreckels Community Services District  
PO Box 7432  
Spreckels, CA 93962

Membership ID: 275

Issue Date October 1, 2020

Due Date: December 31, 2020

|   |                                   |
|---|-----------------------------------|
| RMS-Regular Member  | <b>\$670.00</b>                   |
| <b>Optional Purchases</b>   |                                   |
| New Member Benefit! Participants receive CSDA Administrative Salary and Benefits Survey results FREE! | <b>NOW FREE FOR CSDA MEMBERS!</b> |
| \$225 CSDA Sample Policy Handbook   | \$                                |
| Total   | \$                                |
| <b>PAYMENT</b>  |                                   |
| Account Name:   | Account Number:                   |
| Expiration Date   | Auth Signature                    |

Please return this form with payment to CSDA Member Services, 1112 I Street, Suite 200, Sacramento, CA 95814, fax: 916.520.2470. To pay by ACH, please contact [membership@csda.net](mailto:membership@csda.net).

OBRA 1993 prohibits taxpayers from deducting, for federal income tax purposes, the portion of membership dues that are allocable to the lobbying activities of trade organizations. The nondeductible portion of your dues is estimated to be 8%. To view dues categories, please visit the CSDA transparency page at [www.csda.net](http://www.csda.net)

***Thank you for being a CSDA Member!***