

# **East Garrison Community Services District**

*Monterey County Regional Fire District  
East Garrison Station  
Community Meeting Room  
13630 Sherman Blvd.  
East Garrison, CA 93933*

## **Meeting Agenda**

**Wednesday, March 11, 2020**

**6:00 PM**

### **Advisory Committee**

*Teri Short, Chair  
Brian Nelson, Vice Chair  
Efrem Valentin, Member  
Kadidia Cooper, Member  
Neil Poling, Member*

*Therese Kollerer, Alternate*

**6:00 PM CALL TO ORDER****ROLL CALL****ADDITIONS AND CORRECTIONS TO THE AGENDA****ANNOUNCEMENTS****PUBLIC COMMENT**

The public may address the Committee on any matter not on this agenda but still within the oversight of the EGCSD Advisory Committee.

**COMMENTS, REQUESTS & ITEMS FROM COMMITTEE MEMBERS****REGULAR AGENDA**

1. SELECTION OF OFFICERS  
Select EGCSD Advisory Committee officers for the time period of March 2020 to March 2021, in accordance with EGCSD Advisory Committee By-Laws, Section 6.
  2. APPROVAL OF MINUTES
    - a. Approve the EGCSD Advisory Committee Draft Action Minutes.  
*Attachment 1 – EGCSD Advisory Committee Draft Action Minutes for January 21, 2020*
  3. PENDING ISSUES AND FUTURE AGENDA ITEMS
    - a. Receive a status update on items requested from Advisory Committee members and future agenda items; and
    - b. Provide input to staff, as appropriate.  
*Attachment 1 – Pending Issues/Request Tracking Sheet*  
*Attachment 2 – Future Agenda Tracking Sheet*
  4. AD HOC COMMITTEE VERBAL UPDATES
    - a. Consider EGCSD-Sponsored Yard Sale Event Date – June 13, 2020; and
    - b. Consider EGCSD-Sponsored Fourth of July Parade Date – July 4, 2020; and
    - c. Consider Special Events Formal Ad Hoc Committee; and
    - c. Receive update from the Special Events Ad Hoc Committee; and
    - d. Receive update from the Parks Ad Hoc Committee; and
    - e. Provide input to staff, as appropriate.
  5. EGCSD FINANCIAL UPDATE
    - a. Receive verbal update regarding Mello-Roos taxes Annual Revenues and Expenditures as of February 29, 2019 for East Garrison Community Services District (Fund 181) and East Garrison Community Facility District (Funds 180 & 510);
    - b. Provide input to staff, as appropriate.
-

6. EGCSD THREE-YEAR FORECAST AND FY21 BASELINE BUDGET
  - a. Receive report from staff regarding three-year forecast;
  - b. Consider FY21 baseline budget; and
  - b. Provide input to staff, as appropriate.

*Attachment 1 – Budget Three-Year Forecast*  
*Attachment 2 – FY21 Draft Baseline Budget*  
*Attachment 3 – FY Compensation Work Sheet*  
*Attachment 4 – Operation and Maintenance Summary*
7. SUCCESSOR AGENCY REDEVELOPMENT OF THE COUNTY OF MONTEREY OVERVIEW
  - a. Receive a presentation from staff regarding the Successor Agency Redevelopment of the County of Monterey; and
  - b. Provide input to staff, as appropriate.
8. EGCSD DEPARTMENTAL UPDATE
  - a. Receive a departmental update regarding EGCSD staffing and facilities operations and maintenance; and
  - b. Provide input to staff, as appropriate.

### **ADJOURNMENT**

### **NEXT REGULAR MEETING**

**WEDNESDAY, MAY 13, 2020**

**6:00 PM, EAST GARRISON FIRE STATION**

# MONTEREY COUNTY RESOURCE MANAGEMENT AGENCY

Carl P. Holm, AICP, Director



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## MEMORANDUM

**DATE:** March 4, 2020

**TO:** East Garrison Community Services District Advisory Committee

**FROM:** Dawn Yonemitsu, RMA Special Districts Management Analyst, (831) 755-5304

**SUBJECT:** Approval of Minutes

**PROPOSED ACTION RECOMMENDED:** It is recommended that the East Garrison Community Services District Advisory Committee, take the following actions:

- a. Approve the EGCSA Advisory Committee Draft Action Minutes for January 21, 2020

**ATTACHMENT:**

Attachment 1 – EGCSA Advisory Committee Action Minutes for January 21, 2020

# **East Garrison Community Services District**

*Monterey County Regional Fire District  
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13630 Sherman Blvd.  
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## **Action Minutes - Draft**

**Tuesday, January 21, 2020**

**6:00 PM**

### **Advisory Committee**

*Teri Short, Chair  
Brian Nelson, Vice Chair  
Richard Nieuwstad, Secretary  
Phil Sakakihara, Member  
Efrem Valentin, Member*

*Neil Poling, Alternate  
Kadidia Cooper, Alternate  
Ray Brown, Alternate*

**6:00 P.M. - CALL TO ORDER**

The meeting was called to order at 6:07 PM

**ROLL CALL**

Present:

Teri Short, Chair

Phil Sakakihara, Member

Efrem Valentin, Member

Kadidia Cooper, Alternate

Neil Poling, Alternate

Kristi Markey, District 4 – Supervisor Jane Parker’s office

Dawn Yonemitsu, RMA Special Districts Management Analyst I

Jessica Cordiero-Martinez, RMA Finance Manager II

Lori Woodle, RMA Finance Manager I

Absent:

Brian Nelson, Vice Chair

Richard Nieuwstad, Secretary

**ADDITIONS & CORRECTIONS TO THE AGENDA**

It was moved by Chair Short, seconded by Member Valentin and passed by the following vote to remove Agenda Items #5 - #7 and request a Special Meeting.

**AYES:** Short, Sakakihara, Valentin, Cooper, and Poling

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

**ANNOUNCEMENTS**

Supervisor Parker presented proclamation to Phil Sakakihara for his service on the East Garrison Community Services District Advisory Committee.

Proclamation for Richard Nieuwstad kept by District 4 staff to give him later.

Staff provided information regarding the Sierra Club Service Trip Work Plan Ice Plant removal at the Former Fort Order Travel Camp in March 2020.

**PUBLIC COMMENT**

Public comment regarding financials of CSD, open space between West Camp and Lincoln Park appears unfinished, HOA Social Committee created, HOA Landscape Committee created, Park maintenance and HOA fees, Parking issue/Signs and no response from Public Works and compare agenda with questions remaining.

**COMMENTS, REQUESTS & ITEMS FROM COMMITTEE MEMBERS**

None

## 1. APPROVAL OF MINUTES

a. Approve the EGCSD Advisory Committee Draft Action Minutes.

*Attachment 1 – EGCSD Advisory Committee Draft Action Minutes for Nov. 19, 2019*

**It was moved by Alternate Cooper, seconded by Member Sakakihara and passed by the following vote to approve the November 19, 2019 EGCSD Advisory Committee Regular Meeting Minutes.**

**AYES:** Short, Sakakihara, Cooper and Poling

**NOES:** None

**ABSENT:** Nelson, Nieuwstad

**ABSTAIN:** Valentin

## 2. PENDING ISSUES AND FUTURE AGENDA ITEMS

a. Receive a status update on items requested from Advisory Committee members and future agenda items; and

b. Provide input to staff, as appropriate.

*Attachment 1 – Pending Issues/Request Tracking Sheet*

*Attachment 2 – Future Agenda Tracking Sheet*

**Advisory Committee would like the Pending Issues/Request Tracking Sheet to be numbered. Update Park Rules “Cheat Sheet” to include 1) Post Signs on adopted rules; 2) Develop rules for Lincoln Park, Ph3, and Dog Parks; 3) Summary of rules for posting. Correct date in bond subject from 2006 to 2016.**

**Discussion regarding Mello-Roos calculations.**

**Discussion regarding Special Meeting to be scheduled either February 5, 2020 or February 13, 2020. Small group meeting on January 27, 2020 with RMA staff regarding budget issues.**

## 3. EGCSD ADVISORY COMMITTEE MEETING SCHEDULE

a. Adopt the 2020 calendar of EGCSD Advisory Committee meetings.

*Attachment 1 – 2020 Calendar*

**Staff mentioned that the November 11, 2020 meeting can be changed to November 10, 2020. November 11, 2020 is a holiday.**

**It was moved by Member Poling, seconded by Member Valentin and passed by the following vote to adopt the 2020 meeting calendar for EGCSD Advisory Committee with the November date changed to November 10, 2020.**

**AYES:** Short, Sakakihara, Valentin, Cooper and Poling

**NOES:** None

**ABSENT:** Nelson, Nieuwstad

**ABSTAIN:** None

**4. AD HOC COMMITTEE VERBAL UPDATES**

- a. Receive update from the Special Events Ad Hoc Committee; and
- b. Receive update from the Parks Ad Hoc Committee.

**Special Events Ad Hoc Committee Report postponed to March 2020.  
Parks Ad Hoc Committee Report postponed to March 2020.**

**5. SHERIFF CALCULATION, METHODOLOGY AND COSTS**

- a. Receive a report regarding the Sheriff Calculation, Methodology and Costs; and
  - b. Provide input to staff, as appropriate.
- Attachment 1 – Sheriff Calculation Comparative Analysis*

**Postponed to February 2020 Special Meeting.**

**6. FINANCIAL UPDATE**

- a. Receive status update regarding Mello-Roos taxes Annual Revenues and Expenditures as of December 31, 2019 for East Garrison Community Services District (Fund 181) and East Garrison Community Facility District (Funds 180 & 510);
- b. Receive report from staff regarding FY20 Current Year Estimates for Funds 181, 180 and 510;
- c. Consider support that the EGCSD Board of Directors approve budget appropriations to cover the estimated Fund 181 FY20 budget shortfall of approximately \$1,300,000; and
- d. Provide input to staff, as appropriate.

*Attachment 1 – Balance Sheet*

*Attachment 2 – Income Statement*

*Attachment 3 – Year to Date Revenue*

*Attachment 4 – Year to Date Expenditure Detail*

*Attachment 5 – FY20 Current Year Estimates*

**Postponed to February 2020 Special Meeting.**

**7. EGCSD THREE-YEAR FORECAST AND FY21 BASELINE BUDGET**

- a. Receive report from staff regarding three-year forecast;
- b. Consider FY21 baseline budget; and
- b. Provide input to staff, as appropriate.

*Attachment 1 – Budget Three-Year Forecast*

*Attachment 2 – FY21 Draft Baseline Budget*

*Attachment 3 – Operation and Maintenance Summary*

**Postponed to February 2020 Special Meeting.**



## 8. DOG PARK SUBSTRATE

- a. Receive the results of the Community Dog Park Substrate Survey; and
- b. Provide input to staff, as appropriate.

**Advisory Committee provided survey results from Survey Monkey: 172 Responses, Pea Gravel 39.46%, Decomposed Granite 41.5%, and Playground Mulch 21.77%.**

**Discussion regarding survey and development of dog park. Chair Short provided verbal update of 180 Responses (including written ones), Pea Gravel 39.11% Decomposed Granite 39.11%, and Playground Mulch 21.77%.**

**Staff gave recommendation of pea gravel based on cleanliness, drainage and soft on dog paws.**

**It was moved by Member Sakakihara, seconded by Alternate Poling and passed by the following vote to recommend replacing the material with Pea Gravel.**

|                 |                                                        |
|-----------------|--------------------------------------------------------|
| <b>AYES:</b>    | <b>Short, Sakakihara, Valentin, Cooper and Poling.</b> |
| <b>NOES:</b>    | <b>None</b>                                            |
| <b>ABSENT:</b>  | <b>Nelson, Nieuwstad</b>                               |
| <b>ABSTAIN:</b> | <b>None</b>                                            |

## 9. EGCSD DEPARTMENTAL UPDATE

- a. Receive a departmental update regarding EGCSD staffing and facilities operations and maintenance; and
- b. Provide input to staff, as appropriate.

**Advisory Committee asked about Reservation Road guard rail repair and stop sign down at Sherman and Inter-Garrison. Staff will look into these.**

## 10. ADJOURNMENT

**It was moved by Chair Short, seconded by Member Sakakihara and passed by the following vote to adjourn the meeting at 8:13 PM.**

|                 |                                                       |
|-----------------|-------------------------------------------------------|
| <b>AYES:</b>    | <b>Short, Sakakihara, Valentin, Cooper and Poling</b> |
| <b>NOES:</b>    | <b>None</b>                                           |
| <b>ABSENT:</b>  | <b>Nelson, Nieuwstad</b>                              |
| <b>ABSTAIN:</b> | <b>None</b>                                           |

### **Attachments:**

**Sierra Club Service Trip Work Plan Ice Plant removal at the Former Fort Order Travel Camp in March 2020**

**East Garrison Community Services District Dog Park Survey**

# MONTEREY COUNTY RESOURCE MANAGEMENT AGENCY

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## MEMORANDUM

**DATE:** March 4, 2020

**TO:** East Garrison Community Services District Advisory Committee

**FROM:** Dawn Yonemitsu, RMA Special Districts Management Analyst, (831) 755-5304

**SUBJECT:** EGCSO Pending Issues and Future Agenda Items

**PROPOSED ACTION RECOMMENDED:** It is recommended that the East Garrison Community Services District Advisory Committee, take the following actions:

- a. Receive a status update on items requested from Advisory Committee members and future agenda items;
- b. Provide input to staff, as appropriate.

**ATTACHMENT:**

Attachment 1 – EGCSO Pending Issues/Requests Tracking Sheet  
Attachment 2 – EGCSO Future Agenda Tracking Sheet

## EGCSD Advisory Committee Pending Issues/Requests Calendar Year 2020

|    | <b>Date Requested</b> | <b>Subject</b>                                                                                                                     | <b>Status</b>                                                                                                        | <b>Date Completed</b> |
|----|-----------------------|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------|
| 1  | 7/19/2019             | Dog Park Substrate                                                                                                                 | On calendar for 1/21/2020                                                                                            | 1/21/2020             |
| 2  | 11/19/2019            | Verify if Paid in Full Mello-Roos CFD residents eligible for refund due to bond interest rate lower than anticipated               | Response from Miram Adamec and provided at the 1/21/2020 Meeting                                                     | 1/21/2020             |
| 3  | 11/19/2019            | Special Election - What is Candidates cost for?                                                                                    | Response from Claudio Valenzuela and provided at 1/21/2020 Meeting                                                   | 1/21/2020             |
| 4  | 1/21/2020             | Stop Sign down at Sherman and Intergarrison                                                                                        | Repaired                                                                                                             | 1/22/2020             |
| 5  | 1/21/2020             | Reservation Road guard rail repair                                                                                                 | On Public Works list of repairs needed                                                                               | 1/22/2020             |
| 6  | 3/21/2018             | Traffic / Parking Enforcement                                                                                                      | PW to compare CC&R to vehicle code and review with County Counsel                                                    |                       |
| 7  | 7/12/2019             | Landscaping RFP Scope and Services Discussion                                                                                      | Tentatively scheduled for May 2020 Meeting                                                                           |                       |
| 8  | 7/19/2019             | Overview of Successor Agency Redevelopment of the County of Monterey                                                               | Tentatively scheduled for March 2020 Meeting                                                                         |                       |
| 9  | 9/17/2019             | Park Rules "Cheat Sheet" - 1) Post Signs w/adopted rules 2) Develop Park Rules Lincoln Park, Ph3, Dog Parks 3) Summary for posting | Staff working with RMA Parks                                                                                         |                       |
| 10 | 9/17/2019             | Sheriff Calculation; Methodology and Costs                                                                                         | On calendar for 3/4/2020                                                                                             |                       |
| 11 | 11/19/2019            | What interest rate was on bond issued in 2016 and then 2019 versus what was anticipated?                                           | Response from CFD bond financial administration consultant and tentatively schedule to provided at 3/11/2020 Meeting |                       |
| 12 | 11/19/2019            | Bulletin Board at Lincoln Park                                                                                                     | New board has been ordered                                                                                           |                       |
|    |                       |                                                                                                                                    |                                                                                                                      |                       |
|    |                       |                                                                                                                                    |                                                                                                                      |                       |
|    |                       |                                                                                                                                    |                                                                                                                      |                       |

| EGCSD Advisory Committee Future Agenda Items<br>Calendar Year 2020 |                                                                |                          |                          |
|--------------------------------------------------------------------|----------------------------------------------------------------|--------------------------|--------------------------|
| <u>Subject</u>                                                     | <u>Contact</u>                                                 | <u>Anticipated Date*</u> | <u>Status/Notes</u>      |
| <b>May 13, 2020 - Regular Meeting</b>                              |                                                                |                          |                          |
| <b>Approval of Minutes - March 11, 2020</b>                        | RMA Special Districts                                          |                          | Semi - Monthly Receiving |
| <b>Review Pending Issues and Future Agenda Items</b>               | RMA Special Districts                                          |                          | Semi - Monthly Receiving |
| <b>Ad Hoc Committee Verbal Updates</b>                             | Parks Rules Ad Hoc Committee / Special Events Ad Hoc Committee |                          | Semi - Monthly Receiving |
| <b>Financial Update (Fund 180 &amp; 510; Fund 181 EGCSD )</b>      | RMA Special Districts / RMA Finance                            |                          | Semi - Monthly Receiving |
| <b>EGCSD Departmental Update</b>                                   | RMA Special Districts                                          |                          | Semi - Monthly Receiving |
| Landscaping RFP Scope and Services Discussion                      | RMA Special Districts                                          |                          |                          |
|                                                                    |                                                                |                          |                          |
|                                                                    |                                                                |                          |                          |
|                                                                    |                                                                |                          |                          |
|                                                                    |                                                                |                          |                          |

\*NOTE: Anticipated meeting dates and topics are based on current information and subject to change; staff will update as needed.

# MONTEREY COUNTY RESOURCE MANAGEMENT AGENCY

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## MEMORANDUM

**DATE:** March 5, 2020

**TO:** East Garrison Community Services District Advisory Committee

**FROM:** Dawn Yonemitsu, RMA Special Districts Management Analyst, (831) 755-5304

**SUBJECT:** EGCSO Budget Three-Year Forecast and FY21 Draft Baseline Budget

**PROPOSED ACTION RECOMMENDED:** It is recommended that the East Garrison Community Services District Advisory Committee, take the following actions:

- a. Receive report from staff regarding budget three-year forecast;
- b. Consider FY21 baseline budget; and
- c. Provide input to staff, as appropriate.

**SUMMARY:** The EGCSO Advisory Committee has requested to see the three-year forecast and be a part of the budget process.

**EGCSO Budget Three Year Forecast:** Reflected in Attachment #1.

Revenue is based on Special Assessments from the prior year increasing each year by 15% for the first two years and 10% the third year. The investment income is interest on the account balance prior to expenditures.

Expenditures are based on Administration – Internal, Operations and Maintenance – Internal, and Operations and Maintenance – External. The following expenses are budgeted with an increase each year.

Administration – Internal is based on expenses for RMA staff and increases each year by 3%.

Sheriff’s Allocation is based on the projected growth and estimated CPI each year of 4%.

Utilities is based on Marina Coast Water District and PG&E bills and increases each year by 3%.

**EGCSD FY21 Draft Baseline Budget:** Reflected in Attachment #2.

As of 3/5/2020 the total estimated revenue for FY20 is \$1,867,350. Special Assessments is a 15% increase over prior year and an estimated \$40,000 in investment income.

Expenditures:

6609 – Other Personnel Services (RMA Staff) Estimate is \$314,458

These estimates are based on assumption of 0.9 Full-Time Equivalent (FTE) of a Management Analyst, 0.25 FTE of a Project Manager, 0.05 FTE of a Finance Manager, 0.20 FTE Civil Engineer, and 0.05 FTE of an RMA Service Manager, see Attachment #3

6607 – Legal Services (County Counsel) Estimate is \$12,000

7614 – Sheriff’s Allocation Estimate is \$488,367

This estimate is based on the prior year per resident expense and increases by an estimated CPI of 4%.

6613 – Other Professional & Special Services Estimate is \$828,500

- \$700,000 of this estimate is based on the Temporary Maintenance Agreement with the Developer. Services covered under this agreement correspond with the East Garrison Development Operations and Maintenance Plan. Summary of schedule tasks are attached as Attachment 4.
- An estimate of no more than \$10,000 of this expense is based Environmental/Biological Services for a consultant TBD.
- An estimate of no more than \$80,000 of this expense is based on an updated EGCSD Operation & Maintenance Plan for a consultant TBD.
- An estimate of no more than \$30,000 of this expense is based on a Reserve Study, if not completed during FY20.
- \$8,500 of this estimate is for annual tax administration by Goodwin Consulting Group.

6835 – Other Special Dept. Estimate is \$50,000

This is a reserve of money set aside to cover possible unanticipated expenditures or emergency work.

6881 – Utilities Estimate is \$390,000

- \$240,000 of this estimate is based on water used from Marina Coast Water District in the amount of approximately \$20,000 per month.
- \$50,000 of this estimate is based on electricity used from PG&E in the amount of approximately \$4,167 per month.
- \$100,000 of this estimate is for retroactive PG&E bills paid by the Developer from 2017 to 2019

7121 – Tax & Assessments Estimate is \$1,500

**ATTACHMENTS:**

- Attachment 1 – Budget Three-Year Forecast
- Attachment 2 – FY21 Draft Baseline Budget
- Attachment 3 – FY21 Compensation Work Sheet
- Attachment 4 – EGCSD Facilities Operation and Maintenance Tasks

East Garrison Community Services District  
Fund 181-3000-8522  
Fiscal Year 2021-21 Draft Baseline Budget

| Description                                           |                                                    | Forecast           |                    |                    |
|-------------------------------------------------------|----------------------------------------------------|--------------------|--------------------|--------------------|
|                                                       |                                                    | FY 2020-21         | FY 2021-22         | FY 2022-23         |
| <b>ESTIMATED BEGINNING FUND BALANCE</b>               |                                                    | <b>\$2,499,487</b> | <b>\$2,196,503</b> | <b>\$2,337,662</b> |
| <b>REVENUE</b>                                        |                                                    |                    |                    |                    |
| 5415                                                  | Special Assessments                                | <b>\$1,827,350</b> | <b>\$2,101,453</b> | <b>\$2,311,598</b> |
| 4600                                                  | Investment Income                                  | <b>\$40,000</b>    | <b>\$40,000</b>    | <b>\$40,000</b>    |
| 5730                                                  | Park & Recreation (Fees)                           | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |
|                                                       | Miscellaneous Income                               | \$0                | \$0                | \$0                |
| <b>Total Revenue</b>                                  |                                                    | <b>\$1,867,350</b> | <b>\$2,141,453</b> | <b>\$2,351,598</b> |
| <b>Total Available Funds (Fund Balance + Revenue)</b> |                                                    | <b>\$4,366,837</b> | <b>\$4,337,955</b> | <b>\$4,689,260</b> |
| <b>EXPENDITURES</b>                                   |                                                    |                    |                    |                    |
| <b>Administration - Internal</b>                      |                                                    |                    |                    |                    |
| 6609                                                  | Other Personnel Services - (RMA Staff)             | <b>\$314,458</b>   | <b>\$323,892</b>   | <b>\$333,609</b>   |
| 6607                                                  | Legal Services - (County Counsel)                  | <b>\$12,000</b>    | <b>\$12,000</b>    | <b>\$12,000</b>    |
| 6266                                                  | Insurance - Property                               | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |
| 7121                                                  | Taxes & Assessments - (MCWRA/Mosq.Abatement)       | <b>\$509</b>       | <b>\$509</b>       | <b>\$509</b>       |
| <b>Administration - Internal Subtotal</b>             |                                                    | <b>\$326,967</b>   | <b>\$336,401</b>   | <b>\$346,118</b>   |
| <b>Operations and Maintenance - Internal</b>          |                                                    |                    |                    |                    |
| 6312                                                  | Improvements & Maintenance - Internal              | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |
|                                                       | Roadways                                           | \$0                | \$0                | \$0                |
|                                                       | Drainage                                           | \$0                | \$0                | \$0                |
|                                                       | Parks & Open Space                                 | \$0                | \$0                | \$0                |
| 7614                                                  | Operating Transfers Out                            | <b>\$488,367</b>   | <b>\$574,192</b>   | <b>\$690,128</b>   |
|                                                       | Sheriff's Allocation                               | \$488,367          | \$574,192          | \$690,128          |
| <b>Operations and Maintenance - Internal Subtotal</b> |                                                    | <b>\$488,367</b>   | <b>\$574,192</b>   | <b>\$690,128</b>   |
| <b>Operations and Maintenance - External</b>          |                                                    |                    |                    |                    |
| 6311                                                  | Improvements & Maintenance - External              | \$0                | \$0                | \$0                |
| 6613                                                  | Other Professional & Special Services <sup>4</sup> | <b>\$828,500</b>   | <b>\$739,500</b>   | <b>\$761,130</b>   |
|                                                       | Roadways                                           | \$119,000          | \$122,570          | \$126,247          |
|                                                       | Drainage                                           | \$84,000           | \$86,520           | \$89,116           |
|                                                       | Parks & Open Space                                 | \$497,000          | \$511,910          | \$527,267          |
|                                                       | Environmental/Biological Services                  | \$10,000           | \$10,000           | \$10,000           |
|                                                       | EGCSD Operation & Maintenance Plan                 | \$80,000           | \$0                | \$0                |
|                                                       | Reserve Study                                      | \$30,000           | \$0                | \$0                |
|                                                       | Annual Tax Administration                          | \$8,500            | \$8,500            | \$8,500            |
| 6835                                                  | Other Special Dept Expenses                        | <b>\$135,000</b>   | <b>\$50,000</b>    | <b>\$50,000</b>    |
|                                                       | Contingency                                        | \$135,000          | \$50,000           | \$50,000           |
| 6881                                                  | Utilities                                          | <b>\$390,000</b>   | <b>\$298,700</b>   | <b>\$307,661</b>   |
|                                                       | Marina Coast Water District                        | \$240,000          | \$247,200          | \$254,616          |
|                                                       | Pacific Gas & Electric (PG&E) Current              | \$50,000           | \$51,500           | \$53,045           |
|                                                       | Pacific Gas & Electric (PG&E) Retroactive          | \$100,000          | \$0                | \$0                |
| 7121                                                  | Taxes & Assessments                                | \$1,500            | \$1,500            | \$1,500            |
| <b>Operations and Maintenance - External Subtotal</b> |                                                    | <b>\$1,355,000</b> | <b>\$1,089,700</b> | <b>\$1,120,291</b> |
| <b>Total Expenditures</b>                             |                                                    | <b>\$2,170,334</b> | <b>\$2,000,293</b> | <b>\$2,156,537</b> |
| <b>FUND BALANCE</b>                                   |                                                    |                    |                    |                    |
| <b>ESTIMATED END OF YEAR FUND BALANCE</b>             |                                                    | <b>\$2,196,503</b> | <b>\$2,337,662</b> | <b>\$2,532,723</b> |

**NOTES**

FY21 15% increase over prior; FY22 15%; FY23 10%.

Removed Park and Rec Fees - No more fees to be charged

FY21 MA, PM, FM, CE, Service Manager; FY22-FY23 Assume 3% increase each year.

Increase each year based on 4% CPI and estimated housing occupancy available

Temporary Maintenance Agreement with Developer (increase by 3% yearly)

Consultant TBD

Consultant TBD

Consultant TBD

Goodwin Consulting Group

10% of Operations & Maintenance External

All Parks and Open Space (increase by 3% yearly)

(increases by 3% yearly)

2017 to 2019 paid by Developer

East Garrison Community Services District  
Fund 181-3000-8522  
Fiscal Year 2021-21 Draft Baseline Budget

| Description                                           |                                                    | Forecast<br>FY 2020-21 |
|-------------------------------------------------------|----------------------------------------------------|------------------------|
| <b>ESTIMATED BEGINNING FUND BALANCE</b>               |                                                    | <b>\$2,499,487</b>     |
| <b>REVENUE</b>                                        |                                                    |                        |
| 5415                                                  | Special Assessments                                | <b>\$1,827,350</b>     |
| 4600                                                  | Investment Income                                  | <b>\$40,000</b>        |
| 5730                                                  | Park & Recreation (Fees)                           | <b>\$0</b>             |
|                                                       | Miscellaneous Income                               | \$0                    |
| <b>Total Revenue</b>                                  |                                                    | <b>\$1,867,350</b>     |
| <b>Total Available Funds (Fund Balance + Revenue)</b> |                                                    | <b>\$4,366,837</b>     |
| <b>EXPENDITURES</b>                                   |                                                    |                        |
| <b>Administration - Internal</b>                      |                                                    |                        |
| 6609                                                  | Other Personnel Services - (RMA Staff)             | <b>\$314,458</b>       |
| 6607                                                  | Legal Services - (County Counsel)                  | <b>\$12,000</b>        |
| 6266                                                  | Insurance - Property                               | <b>\$0</b>             |
| 7121                                                  | Taxes & Assessments - (MCWRA/Mosq.Abatement)       | <b>\$509</b>           |
| <b>Administration - Internal Subtotal</b>             |                                                    | <b>\$326,967</b>       |
| <b>Operations and Maintenance - Internal</b>          |                                                    |                        |
| 6312                                                  | Improvements & Maintenance - Internal              | <b>\$0</b>             |
|                                                       | Roadways                                           | \$0                    |
|                                                       | Drainage                                           | \$0                    |
|                                                       | Parks & Open Space                                 | \$0                    |
| 7614                                                  | Operating Transfers Out                            | <b>\$488,367</b>       |
|                                                       | Sheriff's Allocation                               | \$488,367              |
| <b>Operations and Maintenance - Internal Subtotal</b> |                                                    | <b>\$488,367</b>       |
| <b>Operations and Maintenance - External</b>          |                                                    |                        |
| 6311                                                  | Improvements & Maintenance - External              | \$0                    |
| 6613                                                  | Other Professional & Special Services <sup>4</sup> | <b>\$828,500</b>       |
|                                                       | Roadways                                           | \$119,000              |
|                                                       | Drainage                                           | \$84,000               |
|                                                       | Parks & Open Space                                 | \$497,000              |
|                                                       | Environmental/Biological Services                  | \$10,000               |
|                                                       | EGCSD Operation & Maintenance Plan                 | \$80,000               |
|                                                       | Reserve Study                                      | \$30,000               |
|                                                       | Annual Tax Administration                          | \$8,500                |
| 6835                                                  | Other Special Dept Expenses                        | <b>\$135,000</b>       |
|                                                       | Contingency                                        | \$135,000              |
| 6881                                                  | Utilities                                          | <b>\$390,000</b>       |
|                                                       | Marina Coast Water District                        | \$240,000              |
|                                                       | Pacific Gas & Electric (PG&E) Current              | \$50,000               |
|                                                       | Pacific Gas & Electric (PG&E) Retroactive          | \$100,000              |
| 7121                                                  | Taxes & Assessments                                | \$1,500                |
| <b>Operations and Maintenance - External Subtotal</b> |                                                    | <b>\$1,355,000</b>     |
| <b>Total Expenditures</b>                             |                                                    | <b>\$2,170,334</b>     |
| <b>FUND BALANCE</b>                                   |                                                    |                        |
| <b>ESTIMATED END OF YEAR FUND BALANCE</b>             |                                                    | <b>\$2,196,503</b>     |

NOTES

FY21 15% increase over prior

Removed Park and Rec Fees - No more fees to be charged

FY21 MA, PM, FM, CE, Service Manager

Increase each year based on 4% CPI and estimated housing occupancy available

Temporary Maintenance Agreement with Developer

Consultant TBD

Consultant TBD

Consultant TBD

Goodwin Consulting Group

10% of Operations & Maintenance External

All Parks and Open Space

2017 to 2019 paid by Developer



## Compensation Work Sheet

| Description                                 | Fully<br>Loaded<br>Hourly<br>Rate | Work<br>Hours | Annual<br>Compensation |
|---------------------------------------------|-----------------------------------|---------------|------------------------|
| <b>RMA - Administration/Finance</b>         |                                   |               |                        |
| Management Analyst                          | \$ 126.39                         | 1540.8        | \$ 194,741.71          |
| Program Manager                             | \$ 83.72                          | 428           | \$ 35,832.16           |
| Financial Manager                           | \$ 182.80                         | 85.6          | \$ 15,647.68           |
| Service Manager                             | \$ 192.00                         | 85.6          | \$ 16,435.20           |
|                                             |                                   |               | \$ -                   |
| <b>Subtotal RMA- Administration/Finance</b> |                                   |               | <b>\$ 262,656.75</b>   |
| <b>RMA - Planning</b>                       |                                   |               |                        |
| Employee A                                  |                                   |               | \$ -                   |
| Employee B                                  |                                   |               | \$ -                   |
| Employee C                                  |                                   |               | \$ -                   |
| Employee D                                  |                                   |               | \$ -                   |
|                                             |                                   |               | \$ -                   |
| <b>Subtotal TMA - Planning</b>              |                                   |               | <b>\$ -</b>            |
| <b>RMA - Public Works</b>                   |                                   |               |                        |
| Civil Engineer                              | \$ 151.29                         | 342.4         | \$ 51,801.70           |
| Employee B                                  |                                   |               | \$ -                   |
| Employee C                                  |                                   |               | \$ -                   |
| Employee D                                  |                                   |               | \$ -                   |
|                                             |                                   |               | \$ -                   |
| <b>Subtotal RMA - Public Works</b>          |                                   |               | <b>\$ 51,801.70</b>    |
|                                             |                                   |               | <b>\$ 314,458.45</b>   |

## East Garrison Community Services District Facilities Operation and Maintenance Tasks for Fiscal Year 2020/21

East Garrison Community Services District (EGCSD) facilities operation and maintenance is funded by East Garrison Community Facilities District (EGCFD) special taxes and is based on the East Garrison Development Operations and Maintenance Plan (O&M Plan) developed by ENGEIO Incorporated in 2012. The O&M Plan defines activities, schedules and budgets for each EGCSD facility.

The full O&M Plan can be found at: <https://www.co.monterey.ca.us/government/departments-i-z/resource-management-agency-rma-/planning/current-major-projects/east-garrison>.

The Fiscal Year 2020/21 budget for EGCSD facilities operations and maintenance is anticipated to be approximately \$700,000; Roads \$119,000 (17%), Drainage \$84,000 (12%) and Parks/Open Space \$497,000 (71%).

EGCSD is responsible for the operation and maintenance of:

- Perimeter roads and rights-of-way (owned by County of Monterey)
- Drainage, stormwater and flood control in public rights-of-way and easements
- Lincoln Park, Town Center Park, neighborhood parks, dog parks, open space not owned by HOA and Whitcher Family Cemetery
- Travel Camp fencing along West Camp Street

### **Public Perimeter Roads and Rights-of-Way East Garrison O&M Plan pgs. 6-9**

Public perimeter roads are owned by the County of Monterey and maintained by EGCSD and include Watkins Gate Road, West Camp Street and portions of Sherman Boulevard and Inter-Garrison Road. Operation and maintenance activities for the public perimeter roads include but are not limited to:

- Pavement sweeping along streets, bicycle lanes, shoulders and sidewalks
- Pavement repair including overlays, slurry seals and patching
- Curb-and-gutter, inlet, manhole and storm drain inspection of and debris removal
- Sidewalk and curb-and-gutter inspection and repair
- Street lighting bulb and fixture replacement
- Landscaping and irrigation along public road medians
- Signage repair and replacement
- Pavement marking replacement (thermostripping) or repainting
- Traffic signal inspections, repair and replacement (Reservation Road at Watkins Gate Road, East Garrison Drive and Inter-Garrison Road)

### **On-Site Drainage, Stormwater and Flood Control Facilities**

#### **East Garrison O&M Plan pgs. 9-14 and Appendix B – Balance Hydrologics O&M Manual**

Drainage facilities within public rights-of-way and easements are owned by EGCSD with the exception of Retention Basins 1A and 1B which are owned by the County of Monterey but maintained by EGCSD. There are a total of six (6) drainage basins in EGCSD: Retention Basins

1A and 1B at the intersection of Inter-Garrison and Reservation Roads, Detention Basin 2A west of Lincoln Park, Detention Basin 2B Lincoln Park field, Detention Basin 3 adjacent to Bluff Courts Park, Detention Basin 4 at intersection of Watkins Gate and Reservation Roads. With the exception of Retention Basins 1A and 1B and Detention Basin 4, all drainage is gravity fed to Detention Basin 3, where it is pumped to Retention Basin 1A. Operation and maintenance activities for the drainage facilities include but are not limited to:

- Inspection and monitoring of drainage facilities, routine and pre/post event
- Debris and sediment removal from structures and basins
- Erosion control of basin banks and perimeters
- Vegetation and vector control (i.e. invasive species, rodents and mosquitos)
- Detention Basin 2B junction box monitoring and repair
- Detention Basin 3 geosynthetic liner integrity and performance testing
- Fencing and signage repair and replacement
- Detention Basin 3 stormwater pump and emergency generator permitting, monitoring, repair and replacement
- Emergency repairs and rentals
- Annual basin operation reports and Stormwater Management Plan (SWMP) update (every five years)

## **Parks and Open Space**

### **East Garrison O&M Plan pages 14-18 and 21-22 (formerly HOA owned parks)**

Within East Garrison, all parks and most open space areas are owned by EGCSO; Eleanor Roosevelt Park, Cordell Hull Park, West Camp Park, Douglas MacArthur Park, Arts Park, Bluff Courts Park, Town Center Park, Witcher Family Cemetery and approximately thirty (30) acres of open space. Operation and maintenance activities include but are not limited to:

- Landscaping, irrigation and arborist services
- Mulch and plant replacement
- Potable and non-potable water system repair and replacement
- Sports facilities inspections, repair and replacement
- Playground equipment inspections, repair and replacement
- Structure inspection and repair
- Janitorial services for garbage collection and cleaning
- Wildfire fuel abatement
- Vector control including rodents and invasive species
- Fencing and signage repair and replacement
- Lighting repair and replacement
- Witcher Family Cemetery fencing, bench and plaque repair and replacement
- Travel Camp fencing painting, repair and replacement

\*Note- The Phase 1 and 2 Neighborhood Parks were transferred to EGCSO on July 16, 2019. The 2012 O&M Plan does not reflect this change in ownership; operations and maintenance tasks not impacted.

# MONTEREY COUNTY RESOURCE MANAGEMENT AGENCY

Carl P. Holm, AICP, Director

LAND USE & COMMUNITY DEVELOPMENT | PUBLIC WORKS & FACILITIES | PARKS

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## MEMORANDUM

**DATE:** March 6, 2020

**TO:** East Garrison Community Services District Advisory Committee

**FROM:** Bryan Flores, RMA Special Districts Project Manager, (831) 796-6425

**SUBJECT:** EGCSO Departmental Update

**PROPOSED ACTION RECOMMENDED:** It is recommended that the East Garrison Community Services District Advisory Committee, take the following actions:

- a. Receive a departmental update regarding EGCSO facilities operations and maintenance; and
- b. Provide input to staff, as appropriate.

### **SUMMARY/DISCUSSION:**

RMA Special Districts staff, the Developer (UPC East Garrison LLC/Century Communities) and the Contractor (landscaping maintenance vendor) continue to conduct monthly coordination meetings and are in close communication about Temporary Maintenance Agreement tasks and future property and infrastructure transfers to the EGCSO.

### Temporary Maintenance Agreement (TMA)

Task 1: Public Roads – Streetscape areas along Reservation Road, Inter-Garrison Road, Sherman Boulevard (from Inter-Garrison to West Camp), West Camp Street and Watkins Gate Road currently maintained under the TMA. Replacement of dead, dying or missing plants and trees continues.

Task 2: Stormwater – All stormwater facilities are functioning as designed with the exception of slow percolation in Basin 2A.

Repairs are currently underway for the Basin 3 stormwater pump and generator auto-dialer. The ATT cellular auto-dialer modem is obsolete and no longer supported by ATT. Developer is installing a landline to the pump station.

Task 3: Parks & Open Space – On February 25, 2020, RMA Special Districts staff conducted an in-depth inspection of the EGCSO parks and open space to identify needed maintenance. Staff then walked the parks and open space with the Developer and Contractor to develop a timeline for addressing maintenance needs.

Facilities currently maintained under the TMA include:

- Lincoln Park
- Phase 1, 2 and 3 Neighborhood Parks (excluding the incomplete Town Center Park)
- Phase 3 Dog Parks
- Inter-Garrison Open Space (Monterey County owned-EGCSD maintained)
- Phase 1 and 3 Open Space (excluding parcels Z1.11 and Z3.1-Z3.4, which have not yet transferred to EGCSD)
- Whitcher Family Cemetery

Replacement of dead, dying or missing plants and trees continues throughout the facilities currently owned and/or maintained by EGCSD. These are plants that have become unhealthy or died for various reasons. Loss rates are minimal and are consistent with general landscaping plant replacement.

The black powder-coated barbeque pits at Cordell Hull Park will be replaced with stainless steel pits to avoid corrosion issues that current pits are succumbing to. As pits age out at the parks, they will be replaced with the stainless steel ones.

The West Camp Park volleyball net replacement equipment has been ordered and will be installed as soon as possible.

Quotes are currently being obtained for safety signage at the Phase 3 bluffs. A quote is also being obtained for Phase 3 bluff “post and rope” fencing.

Development of scope and services for a landscaping Request for Proposal (RFP) is anticipated to be discussed at the May 2020 EGCSD Advisory Committee meeting.

### Utilities

PG&E utilities have been transferred from Developer to EGCSD.

Developer has been directed to remove the temporary irrigation in Phase 3, as all the plants have established; EGCSD should see decreased water costs.

Third-party irrigation analysis continues; recommendation will be made to Developer and EGCSD once complete.

A malfunctioning master valve caused a portion of the Lincoln Park turf and no-mow irrigation to not function as designed causing browning of the grass in both locations. The valve has been repaired and Contractor has been directed to increase watering until grass is healthy.

With the exception of the irrigation issue at Lincoln Park that has been resolved, all water and electrical systems are functioning as designed and the bills are within the budgeted amounts.