

Santa Lucia Community Services District

MEETING AGENDA

Tuesday, November 19, 2025

9:00 AM

Santa Lucia Preserve, Forrest Park Corp Yard
121 Rancho San Carlos Rd, Carmel CA 93923

- I. Call to Order.
- II. Roll Call.
- III. Public Comment Period
- IV. Approval of minutes – Regular meeting of July 22, 2025, and Special meeting of September 17, 2025
- V. General Manager’s Report
 1. Financial Report
 - Quarterly Financial Update (Nick Santy, Shaw Pick)
 - FY 2026 SLPCO Proposed Budget
 2. Security Report
 - Quarterly Update – Phil Penko
- VI. Business Matters
 1. 2026 Elections Discussion (Roads & Fire Brush Dept.)
 2. Fee Allocations Committee Update
 3. Official Forrest Park Corp Yard Commemoration
 4. Preserve Board Liaison Report – Cary Whitfield
 5. Conservancy Update – Melissa Thorme
- VII Board Action
 - a. Adoption of Board Dates 2026
 1. January 20, 2026
 2. April 21, 2026
 3. July 21, 2026
 4. November 17, 2026
- VIII. Citizen’s Advisory Committee Comments
- IX. Closed Sessions
 - a. Pursuant to Government Code Section 54957
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: General Manager
 - b. Pursuant to Government Code Section 54957.6
CONFERENCE WITH LABOR NEGOTIATORS
Agency Designated Representative: District Counsel
Unrepresented Employee: General Manager

X. Recess and reconvene at 3:00 pm for a voluntary tour of the Monterey One Water Treatment Plant: 14811 Del Monte Boulevard, Marina, CA 93933. Members of the public may attend using their own transportation.

XI. Adjournment

This Notice was posted 72 hours in advance of this Board Meeting. This notice was posted on the community bulletin board at the Santa Lucia Preserve Company Offices, New Corporation Yard and at the Santa Lucia Preserve Gatehouse. Members of the public may attend this meeting by utilizing the Zoom meeting information below.

Additional Teleconference Location(s):

Director Boitano
86 Chamisal Pass
Carmel, CA 93923

Director Peat
2 Vista Cielo
Carmel, CA 93923

Director Whitfield
31 Pronghorn Run
Carmel, CA 93923

Director Thorne
3 San Clemente Trail
Carmel, CA 93923

Director Eastman
21 Vasquez Trail
Carmel, CA 93923

Aimee - Santa Lucia CSD is inviting you to a scheduled Zoom meeting.

Topic: SLCSO Board Meeting

Time: Nov 19, 2025 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81326644118?pwd=ppjNZHzabA1YyhNFauhahc9UyibhoA.1>

Meeting ID: 813 2664 4118

Passcode: 771244

One tap mobile

+16694449171,,81326644118#,,,,*771244# US

+16699006833,,81326644118#,,,,*771244# US (San Jose)

Join instructions

<https://us02web.zoom.us/join/81326644118/invitations?signature=nGoSmSbafgRh3IePquoKqMKqrBXblXcqAzbagMzqVZo>

MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
SANTA LUCIA COMMUNITY SERVICES DISTRICT
July 22, 2025

The regular meeting of the Board of Directors of the SANTA LUCIA COMMUNITY SERVICES DISTRICT was held via ZOOM and in person at the Hacienda Preserve Room, Santa Lucia Preserve, 68 Rancho San Carlos Road, Carmel, California, at 9:00 A.M. on Tuesday, July 22, 2025.

Call to Order. The meeting was called to order at 9:00 A.M. by Board Vice President Jack PEAT.

Roll Call. The following Directors were present in person: Jack PEAT, Cary WHITFIELD, Melissa THORME and Ron EASTMAN. Also present were Bob LATTA, Advisory Member; Carl SCHACHTER, Advisory Member; Shaw PICK, District General Manager; Karen BAXTER, Chief Executive Officer of Santa Lucia Preserve Company; Nick SANTY, Controller of Santa Lucia Preserve Company; Brian PIERIK, Legal Counsel for the District, Aimee DAHLE, District Executive Assistant; Aaron DULA, Director of Public Works; and Phil PENKO, Director of Security. Joining the meeting by ZOOM: John SHUPE, Advisory Member.

Public Comment. There were no members of the public present.

Approval of Minutes. The minutes for the special meeting of June 25, 2025, were presented. With no corrections requested, a motion was made by Director WHITFIELD and seconded by Director EASTMAN to approve the minutes as presented. The motion passed unanimously.

General Managers Report.

Security Report. Mr. PENKO presented the Security Report and answered questions regarding the alarm responses and reported events stating that requests decreased by 33% from the first to the second quarter. Mr. PENKO also highlighted the two mountain lion sightings and the addition of a pedestrian gate to the parking lot entrance by the gatehouse to deter bicyclists from trespassing. Use of cameras for security purposes was discussed by the Board during review of the Vasquez and Robinson Canyon fires, as well as discussions over dedicated Security and Gatehouse cell phones for use in the event the phone lines are down.

Financial Report. Mr. SANTY presented the quarterly financial packet for discussion. There being no questions on the report from the Board, Mr. PICK introduced the proposed draft budget for FY 2025-2026. A question was raised on the revenue showing \$196,000 in grants to which Mr. PICK explained that it was for the Grant the Fire & Brush Department received for the remote control masticator. Mr. PICK next highlighted the cost savings in various line items informing the Board of the

diligence done by the management team to identify spending inefficiencies to assist in cost saving efforts. Mr. DULA responded to a question about timing on the Potrero Treatment facility stating that final approvals are needed before the plant can go online and an increase in employees for operations will be needed. Mr. DULA also offered the Board a guided tour of the new facility. Mr. PICK updated the Board to the long-term solar plan in response to a question regarding solar possibilities for the new plant.

Mr. PICK next noted that there were significant savings in the road repair program due to approximately \$370,000 being held back pending the completion of the new pavement report. There was discussion of forming plans to address different major segments such as Rancho San Carlos and Chamisal. Mr. PICK proposed undertaking initial work on the first half of Rancho San Carlos Road to showcase the program for the upcoming road assessment vote. Mr. PICK also noted that the Fy 25-26 Budget shows an approximate 8.9% increase over the end of FY 2024-2025 actuals, however it is only a 2.9% increase over the 2024-2025 approved budget. The holdback of the road maintenance budget and two encumbered positions accounted for this difference.

Mr. PICK next presented a list of Capital projects, highlighting the prior year's performance including ongoing and new projects proposed for FY 2025-26. Mr. PICK noted that the Road Pavement Repair Program is undergoing a fee allocation study by the committee to review the fee structures and that it will present options at a future meeting. At this time, several questions were asked in regard to the specifics of the budget as presented. Mr. PICK answered the questions, and staff were thanked for their diligence.

Business Matters Mr. PICK presented the Septic Waiver Policy informing the Board that Monterey County has been increasing their permitting and inspection requirements for more complex septic systems. These systems require advanced monitoring that is performed by certified professionals, which tend to be outside contractors. The Policy Waiver would allow homeowners with these septic systems to present documentation to the Public Works Department to request waiver of the CSD septic fee. The waiver would release the district of liability to the septic system and will have negligible effect on revenues. After a brief discussion and questions, a motion was made by Director THORME and seconded by Director WHITFIELD to adopt the Septic Waiver Policy as presented. After a roll call vote, the policy passed unanimously.

Board Action. Resolution 25-05 to adopt the FY 2025-2026 Budget was presented to the Board. A motion was made by Director EASTMAN and seconded by Director THORME to adopt the Resolution as presented. Following a roll call vote, Resolution 25-05 passed unanimously. Resolution 25-06 was also introduced as "A Resolution Certifying Compliance with State Law with respect to Levying of General and Special Taxes, Assessments, and Property Related Fees and Charges". Upon motion by Director WHITFIELD and seconded by Director THORME, a roll call vote was held with Resolution 25-06 passing unanimously. Resolution 25-07 was presented before the Board to accept the Booster 2 Solar Project Bid by Applied Solar Energy. The motion was made by Director THORME and seconded by Director WHITFIELD, following a roll call vote, Resolution 25-07 passed unanimously. Ordinance 25-01 to approve the

continuation and implementation of the Cross-Connection Control Program was presented. Director PEAT made a motion to approve the ordinance as presented, followed by a second from Director THORME. With a vote of the Board, Ordinance 25-01 was passed unanimously.

CEO/Preserve Board Liaison Report. Ms. BAXTER updated the Board relating to work being done on SLPA Bylaw Changes and the Management Services Agreement review which will come up for review and input by the CSD.

Citizen's Advisory Committee Comment. None.

Adjournment. With no further business being brought before the Board, upon motion and second (THORME/WHITFIELD), the meeting was adjourned at 10:59 A.M.

Shaw Pick, Secretary

Jack Peat, Vice President

MINUTES OF THE SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
SANTA LUCIA COMMUNITY SERVICES DISTRICT
September 17, 2025

The special meeting of the Board of Directors of the SANTA LUCIA COMMUNITY SERVICES DISTRICT was held at the Forrest Park Corporation Yard at the Santa Lucia Preserve, 121 Rancho San Carlos Road, Carmel, California, at 9:00 a.m. on Wednesday, September 17, 2025.

Call to Order. The meeting was called to order at 9:01 a.m. by President Mark BOITANO.

Roll Call. The following Directors were present: Mark BOITANO, Melissa THORME, Cary WHITFIELD, Jack PEAT, and Ron EASTMAN. Also present were Shaw PICK, District General Manager; Aimee DAHLE, District Executive Assistant; Aaron DULA, Director of Public Works; Karen Baxter, Chief Executive Officer, Preserve Company; and Brian PIERIK, District Counsel. Joining via ZOOM: John SHUPE, Advisor, and Carl SCHACHTER, Advisor.

Public Comment. None.

Approval of Minutes. None.

General Manager's Report. Mr. PICK informed the Board that staff had placed a bid in the local paper, requesting bids a focused paving and repair plan for Rancho San Carlos to maximize impact within the current budget. Mr. PICK noted that the approved paving budget totals about \$380,000, targeting nearly four miles of road with 44 sections needing repair through grinding, cutouts, and micro surfacing. There was only one bid returned for both the repair work and the micro surfacing. Mr. PICK presented Resolution 25-08 to declare BOYD's ASPHALT SERVICES as sole responsible bidder for the road repair, at \$149,696. After a brief discussion, Director THORME made the motion to approve Resolution 25-08, followed by a second from Director PEAT. Roll call was conducted, and the resolution passed unanimously. Next, Mr. PICK presented Resolution 25-09 to declare GRAHAM CONTRACORS, INC as sole responsible bidder for the micro surfacing, at \$224,638. With no further discussion, Director PEAT made the motion to approve Resolution 25-09, followed by a second from Director THORME. Roll call was conducted, and the resolution passed unanimously. Mr. PICK informed the Board that work is scheduled to start within October and be completed by early November should the weather allow and traffic control plans will use one-lane controls, avoiding full road closures on Rancho San Carlos. Communications will inform residents and clubs in affected areas to coordinate driveway and parking lot work efficiently.

Fee Allocations Committee Update. Mr. PICK updated on the potential road assessment election stating the Board has flexibility on timing due to stable road conditions and budgeted maintenance. The latest Willdan report estimates capital needs at about \$17 million, with \$6 million already budgeted for preventative maintenance

over the next 10 years. Mr. PICK also noted the report indicated the road degradation rate is stable without signs of acceleration, providing time to plan but signaling that costs will rise over time due to inflation and deferred maintenance. Staff recommends the Board decide whether to proceed with a road assessment election by November 2025 to meet the county's election cycle for 2026, which offers lower election costs and a two-thirds voter approval threshold but noted the election mechanism via Mello-Roos district limits voter participation to registered voters only, creating a human dynamic challenge since many parcel owners do not get a vote but are assessed fees. After further discussion, the Board agreed to develop a comprehensive recommendation on funding allocation and election timing for the November meeting, including a community outreach plan linking costs to benefits like property value preservation.

Forrest Park Corporation Yard. Mr. PICK informed the Board the new Forest Park sign for the corporation yard is scheduled for installation before the November board meeting, with a photo opportunity and potential for a community article to raise awareness of the rebranding.

Citizen's Advisory Committee Comments. None.

Additional Items. Director EASTMAN recommended the agenda item of the General Managers evaluation and development plan be scheduled during the November meeting.

Adjournment. There being no further business to come before the Board, upon motion and second (THORME/PEAT), roll call, and a unanimous vote, the meeting was adjourned at 10:03 A.M.

Mark BOITANO, Chair

Shaw PICK, Secretary

SANTA LUCIA COMMUNITY SERVICES DISTRICT

EXHIBIT 5-01

Meeting Date: November 19, 2025
To: Santa Lucia Community Services District Board
From: Shaw Pick, General Manager

Project/Matter: Quarterly Financial Report

Background: The Board has requested staff to provide a Quarterly Report regarding the financial position of the District. A variance report will be brought before the Board quarterly of each calendar year.
The District is required to be audited on an annual basis.

Budget: None

Implementation: Ongoing

Justification: Update board on financial status of SLCS D

Recommendation: Board consideration regarding quarterly report

Exhibits:

5-01 a -	Statement of Net Position (ending Sept 30, 2025)
5-01 b -	Statement of Cash Flow (ending Sept 30, 2025)
5-01 c -	Statement of Rev's and Exp's (ending Sept 30, 2025)
5-01 d -	SLPC Proposed Budget
5-01 e -	SLPC Proposed Budget / SLCS D Portion

05 - SANTA LUCIA COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION

	<i>Unaudited</i>	<i>Unaudited</i>	<i>Audited</i>	<i>Unaudited</i>
	9/30/2025	06/30/2025	06/30/2024	9/30/2024
<u>ASSETS</u>				
CURRENT ASSETS:				
Cash and cash equivalents	2,880,361	2,887,040	2,467,473	953,930
Accounts receivable:				
Property related fees	2,373,220	282,204	580,525	2,209,745
Affiliate receivable	-	-	393,170	-
Other receivable	169,357	149,054	128,486	248,290
Prepaid expenses	253,614	355,049	114,520	268,900
Inventory	15,516	9,359	17,178	12,592
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Total current assets	5,692,068	3,682,706	3,701,352	3,693,456
CAPITAL ASSETS - NET	31,057,269	31,324,349	32,347,226	32,191,291
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TOTAL ASSETS	36,749,336	35,007,055	36,048,578	35,884,747
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<u>LIABILITIES</u>				
CURRENT LIABILITIES:				
Accounts payable	202,281	529,585	481,828	178,313
Affiliate payable	2,148,571	47,874	-	517,905
Accrued liabilities	233,182	188,434	291,294	215,078
Deferred Revenue - Property Related Fees	137,794	137,794	185,209	185,209
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Total current liabilities	2,721,827	903,686	958,331	1,096,505
NONCURRENT LIABILITIES:				
Accrued compensated absences	236,441	218,614	241,063	241,063
Long-term debt	478,259	478,259	781,005	647,428
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Total noncurrent liabilities	714,701	696,873	1,022,068	888,491
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TOTAL LIABILITIES	3,436,528	1,600,559	1,980,399	1,984,996
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<u>NET POSITION</u>				
Invested in net capital assets, less related debt	30,579,009	30,846,089	31,566,221	31,543,863
Unrestricted	2,733,799	2,560,406	2,501,958	2,355,888
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TOTAL NET POSITION	33,312,809	33,406,496	34,068,179	33,899,751
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TOTAL LIABILITIES and NET POSITION	36,749,336	35,007,055	36,048,578	35,884,747
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05 - SANTA LUCIA COMMUNITY SERVICES DISTRICT
STATEMENT OF CASH FLOW

	<u>Unaudited</u> 9/30/2025	<u>Unaudited</u> 9/30/2024
Statement of Cash Flows		
Cash Flow from Operating Activities		
Net Income	(93,687)	(142,685)
Adjustments to reconcile net income to net cash provided by operating activities:		
Depreciation and amortization	461,466	449,683
Changes in other accounts affecting operations:		
(Increase)/decrease in accounts receivable	(2,111,319)	(1,447,026)
(Increase)/decrease in prepaid expenses	101,435	(154,380)
(Increase)/decrease in inventories	(6,157)	4,586
(Increase)/decrease in notes receivable	-	-
Increase/(decrease) in accounts payable	(327,304)	(437,092)
Increase/(decrease) in accrued liabilities	44,748	(76,216)
Increase/(decrease) in deferred revenues	-	-
Increase/(decrease) in other liabilities	17,828	-
Increase/(decrease) in affiliate balance	2,100,697	611,075
Net cash provided by operating activities	187,706	(1,192,055)
Cash Flow from Investing Activities		
Capital expenditures	(194,385)	(293,748)
Proceeds from sales of equipment	-	-
Net cash provided by investing activities	(194,385)	(293,748)
Cash Flow from Financing Activities		
Payments of long-term debt	-	-
Net cash provided by financing activities	-	-
Increase (Decrease) in Cash	(6,679)	(1,485,803)
Cash at Beginning of Year	2,887,040	2,439,733
Cash at the period ending	2,880,361	953,930

The Santa Lucia Community Services District
Statement of Revenues & Expenses
September, 2025

	Year to Date	Budget YTD	Variance	Total Budget FYE 2025-2026	September, 2024 Year to Date	Variance
Revenue						
Tax Assessments - Road, Water & Security	\$ 1,779,772	\$ 1,779,852	\$ (80)	\$ 7,119,390	\$ 1,663,416	\$ 116,356
Tax Assessments - Wastewater(sewer & septic)	\$ 122,202	\$ 122,203	\$ (1)	\$ 488,811	\$ 114,210	\$ 7,992
Water Meter Charges	\$ 175,516	\$ 186,601	\$ (11,085)	\$ 521,369	\$ 190,939	\$ (15,423)
Security & Gate Ops Dept.(tags & fines)	\$ 6,869	\$ 4,281	\$ 2,588	\$ 19,014	\$ 4,281	\$ 2,588
Property Operations (Roads and Drainage Maint)	\$ 17,281	\$ 23,436	\$ (6,155)	\$ 97,008	\$ 23,436	\$ (6,155)
Brush Management & Fire Safety	\$ 113,968	\$ 120,468	\$ (6,500)	\$ 481,872	\$ 111,468	\$ 2,500
Trash Services	\$ 80,347	\$ 77,934	\$ 2,413	\$ 311,736	\$ 76,747	\$ 3,600
Fire/EMS	\$ 104,907	\$ 104,906	\$ 1	\$ 419,625	\$ 101,358	\$ 3,549
Housing Management Fee	\$ -	\$ -	\$ -	\$ -	\$ 1,800	\$ (1,800)
Total Revenue	\$ 2,400,862	\$ 2,419,681	\$ (18,819)	\$ 9,458,825	\$ 2,287,655	\$ 113,207
Operating Expenses by Department						
Water Service	\$ 529,653	\$ 552,735	\$ 23,082	\$ 2,122,763	\$ 509,097	\$ (20,556)
Wastewater Collection & Treatment	\$ 55,227	\$ 96,932	\$ 41,705	\$ 318,724	\$ 67,662	\$ 12,435
Road & Drainage Maintenance - (net of reimbursements)	\$ 329,566	\$ 732,363	\$ 402,797	\$ 1,653,325	\$ 243,275	\$ (86,291)
Security & Gate Operations	\$ 389,281	\$ 425,569	\$ 36,288	\$ 1,649,439	\$ 382,943	\$ (6,338)
Brush Management & Fire Safety	\$ 127,748	\$ 81,525	\$ (46,224)	\$ 415,259	\$ 157,363	\$ 29,615
Trash Services	\$ 78,598	\$ 87,469	\$ 8,870	\$ 324,042	\$ 80,366	\$ 1,768
Fire/EMS	\$ 97,853	\$ 104,580	\$ 6,726	\$ 418,318	\$ 94,065	\$ (3,788)
General & Administrative	\$ 420,577	\$ 485,744	\$ 65,167	\$ 1,943,911	\$ 453,910	\$ 33,333
Total Operating Expense	\$ 2,028,503	\$ 2,566,917	\$ 538,414	\$ 8,845,781	\$ 1,988,681	\$ (39,822)
Operating Surplus (Deficiency) - Before Loan Pmts	\$ 372,359	\$ (147,236)	\$ 519,595	\$ 613,044	\$ 298,974	\$ 73,385
Less: Loan Payments (Prin + Int)	\$ (39,951)	\$ (39,951)	\$ -	\$ (159,804)	\$ (39,938)	\$ (13)
Operating Surplus (Deficiency)	\$ 332,408	\$ (187,187)	\$ 519,595	\$ 453,240	\$ 259,036	\$ 73,372
Other Income (Expense)						
Plus: Interest Income	\$ 34,505	\$ 15,000	\$ 19,505	\$ 60,000	\$ 45,489	\$ (10,984)
Plus: Capital Grants Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plus: Miscellaneous Income	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -
Less: Depreciation Expense	\$ (458,993)	\$ (471,000)	\$ 12,007	\$ (1,884,000)	\$ (447,210)	\$ (11,783)
Less: Replacements and Reserves	\$ (1,608)	\$ -	\$ (1,608)	\$ -	\$ -	\$ (1,608)
Total Other Cash Flow (Use)	\$ (426,096)	\$ (456,000)	\$ 29,904	\$ (1,814,000)	\$ (401,721)	\$ (24,375)
Net Income	\$ (93,688)	\$ (643,187)	\$ 549,499	\$ (1,360,760)	\$ (142,685)	\$ 48,997
Other Cash Flow (Use)						
Plus: Depreciation Expense	\$ 458,993	\$ 471,000	\$ (12,007)	\$ 1,884,000	\$ 447,210	\$ 11,783
Less: Capital Expenditures	\$ (194,385)	\$ (177,750)	\$ (16,635)	\$ (711,000)	\$ (293,748)	\$ 99,363
Total Other Cash Flow (Use)	\$ 264,608	\$ 293,250	\$ (28,642)	\$ 1,173,000	\$ 153,462	\$ 111,146
Total Surplus (Deficiency)	\$ 170,920	\$ (349,937)	\$ 520,857	\$ (187,760)	\$ 10,777	\$ 160,143

Entity Name:	SLPC
Entity Number:	08
Dept Name:	General & Admin
Dept. No.:	90
Budget Period:	07/01/25-06/30/26

Actual Actual Actual Forecast Forecast Forecast Budget Budget Budget Budget Budget Budget

July 1, 2025 - June 30, 2026

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	25-26 Projected Total
23 Insurance - Prop / Liabs	37,613	37,613	37,613	37,613	37,613	37,613	39,446	39,446	39,446	39,446	39,446	39,446	462,353
24 Interest Expense	18	18	18	18	18	18	18	18	18	18	18	18	216
25 Insurance - Director/Officer	3,478	3,478	3,478	3,478	3,478	3,478	3,572	3,572	3,572	3,572	3,572	3,572	42,300
26 Legal	-	-	-	3,200	3,200	3,000	6,687	4,167	18,280	8,857	23,071	22,863	93,324
27 License & Permits	-	-	-	-	-	200	1,347	-	-	-	-	-	1,547
28 Other Expense	-	-	-	-	-	-	-	-	-	-	-	-	-
29 Equipment Lease	1,603	624	398	865	865	865	971	971	971	971	971	971	11,045
30 Office Expense	287	676	947	800	800	800	1,211	1,584	1,756	280	1,506	1,200	11,845
31 Operating Expense	512	408	497	150	150	150	150	150	150	150	150	150	2,767
32 Payroll Service Fees	6,924	6,288	7,794	8,000	8,000	8,000	7,800	7,800	6,800	7,800	7,800	7,800	90,806
33 Pension Plan Admin Fees	-	-	698	415	415	415	275	275	275	275	275	275	3,593
34 Postage	995	137	502	600	600	600	625	625	625	625	625	625	7,183
35 Printing & Stationary	-	-	-	-	-	-	-	-	-	-	-	-	-
36 Member Relations - Communications	-	-	-	70	70	70	70	70	70	70	70	70	630
37 Promotional	-	-	-	-	-	-	-	-	-	-	-	-	-
38 Recruitment Expense	57	95	76	100	100	100	125	125	125	125	125	125	1,278
39 Utilities - Refuse Removal	621	-	311	255	255	255	269	269	269	269	269	269	3,310
40 Repairs & Maintenance	785	743	743	518	801	867	787	755	779	734	783	827	9,124
41 Software Support	5,592	6,116	5,766	6,072	6,072	6,072	6,096	6,096	6,096	6,096	6,096	6,096	72,265
42 Taxes (FTB)	-	-	-	800	800	-	-	-	-	-	-	-	1,600
43 Telephone & Cellular	4,837	4,463	4,485	4,550	4,550	4,550	4,550	4,550	4,550	4,550	4,550	4,550	54,735
44 Travel, Entertainment & Meals	115	-	86	22	22	22	21	21	21	21	21	21	393
45 Uniform Expense	-	-	82	92	92	92	75	75	75	75	75	75	808
46 Fire Prevention	-	-	-	-	-	-	6,667	6,667	6,667	-	-	-	20,000
47 Housing	-	-	-	-	-	-	13,746	6,099	9,844	7,962	6,256	6,587	50,495

Operating Expenses	101,524	80,381	105,434	97,427	89,636	114,008	115,238	120,503	114,834	95,661	111,096	111,976	1,257,719
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Total Expenses	276,013	251,354	247,068	269,324	261,434	466,289	310,566	309,829	307,275	284,531	301,264	302,254	3,587,202
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Net Income	(276,013)	(251,354)	(247,068)	(269,324)	(261,434)	(466,289)	(310,566)	(309,829)	(307,275)	(284,531)	(301,264)	(302,254)	(3,587,202)
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Entity Name:	SLPC
Entity Number:	08
Dept Name:	General & Admin
Dept. No.:	90
Budget Period:	07/01/25-06/30/26

CSD Allocation of SLPC expenses at rate of: 24%

	Actual	Actual	Actual	Forecast	Forecast	Forecast	Budget	Budget	Budget	Budget	Budget	Budget	
	July 1, 2025 - June 30, 2026												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	25-26 Projected Total
Payroll & Benefits	41,877	41,033	33,992	41,255	41,232	84,547	46,879	45,438	46,186	45,329	45,640	45,667	559,076
Operating Expenses	24,366	19,291	25,304	23,382	21,513	27,362	27,657	28,921	27,560	22,959	26,663	26,874	301,852
Total Expenses	66,243	60,325	59,296	64,638	62,744	111,909	74,536	74,359	73,746	68,287	72,303	72,541	860,929

Payroll & Benefits

1	Salaries and Wages	35,508	34,949	28,084	35,127	35,127	76,344	38,500	37,837	38,500	38,224	38,500	38,224	474,923
2	Employee Meal Subsidy	647	621	641	639	639	639	692	688	692	690	692	690	7,969
3	Insurance - Health	1,878	1,987	1,717	1,916	1,916	1,916	2,160	2,160	2,160	2,160	2,160	2,484	24,614
4	Insurance - Dental, etc.	142	184	184	184	184	184	159	159	159	159	159	186	2,044
5	401k Match	1,190	840	831	665	661	984	1,335	1,318	1,335	1,328	1,335	1,328	13,150
6	Workers Comp	450	436	441	441	441	823	495	482	495	490	495	486	5,977
7	Payroll Taxes	2,062	2,016	2,095	2,282	2,263	3,657	3,538	2,795	2,845	2,279	2,300	2,269	30,400

Payroll & Benefits	41,877	41,033	33,992	41,255	41,232	84,547	46,879	45,438	46,186	45,329	45,640	45,667	559,076
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Operating Expenses

1	Office Cleaning	90	90	90	90	90	90	90	90	90	90	90	90	1,080
2	Audit & Tax Prep	4,533	-	5,525	3,360	480	-	-	4,763	-	-	-	585	19,246
3	Auto Expense	60	60	21	17	17	17	20	20	20	20	20	20	315
4	Auto Lease	-	-	-	-	-	-	-	-	-	-	-	-	-
5	Bank Charges	338	368	360	344	344	344	195	511	201	280	360	335	3,979
6	Board Meeting Expense	36	145	6	116	116	116	12	56	65	37	274	38	1,017
7	Computer Expenses	1,641	942	941	1,517	941	941	2,134	1,258	1,006	886	766	826	13,799
8	COVID19	-	350	-	-	-	60	36	36	36	36	36	36	626
9	Consulting Fees	132	132	132	132	132	132	139	139	139	139	139	139	1,624
10	Contract Services	-	-	-	77	77	77	20	20	20	20	20	20	350
11	Contract Labor - IT	624	624	624	612	612	612	636	636	636	636	636	636	7,524
12	Complimentary Food & Beverage	-	3	8	36	36	36	29	29	29	29	29	29	292
13	Finance Lease Amort Exp	48	48	48	48	48	48	48	48	48	48	48	48	581
14	Depreciation	96	96	96	96	96	96	96	96	96	96	96	96	1,155
15	Dry Cleaning Expense	90	77	64	84	84	84	84	84	84	84	84	84	987
16	Dues & Subscriptions	21	20	425	72	72	72	188	188	188	188	188	188	1,813
17	Education & Seminars	95	105	107	108	108	108	98	245	153	98	394	207	1,825
18	Employee Relations	890	1,565	1,481	70	1,589	8,034	648	101	91	96	10	70	14,647
19	First Aid & Safety	-	-	-	60	60	60	24	24	24	24	24	24	324
20	Flexible Benefit Plan Fees	297	-	-	126	126	126	120	120	120	120	120	120	1,395
21	Fuel	80	39	69	120	120	120	100	198	162	118	107	95	1,328
22	Internet / Web Expense	69	69	69	69	69	69	258	258	258	258	258	258	1,959

Entity Name:	SLPC
Entity Number:	08
Dept Name:	General & Admin
Dept. No.:	90
Budget Period:	07/01/25-06/30/26

CSD Allocation of SLPC expenses at rate of: 24%

		Actual	Actual	Actual	Forecast	Forecast	Forecast	Budget	Budget	Budget	Budget	Budget	Budget	
		July 1, 2025 - June 30, 2026												
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	25-26 Projected Total
23	Insurance - Prop / Liabs	9,027	9,027	9,027	9,027	9,027	9,027	9,467	9,467	9,467	9,467	9,467	9,467	110,965
24	Interest Expense	4	4	4	4	4	4	4	4	4	4	4	4	52
25	Insurance - Director/Officer	835	835	835	835	835	835	857	857	857	857	857	857	10,152
26	Legal	-	-	-	768	768	720	1,605	1,000	4,387	2,126	5,537	5,487	22,398
27	License & Permits	-	-	-	-	-	48	323	-	-	-	-	-	371
28	Other Expense	-	-	-	-	-	-	-	-	-	-	-	-	-
29	Equipment Lease	385	150	95	208	208	208	233	233	233	233	233	233	2,651
30	Office Expense	69	162	227	192	192	192	291	380	421	67	361	288	2,843
31	Operating Expense	123	98	119	36	36	36	36	36	36	36	36	36	664
32	Payroll Service Fees	1,662	1,509	1,871	1,920	1,920	1,920	1,872	1,872	1,632	1,872	1,872	1,872	21,793
33	Pension Plan Admin Fees	-	-	167	100	100	100	66	66	66	66	66	66	862
34	Postage	239	33	120	144	144	144	150	150	150	150	150	150	1,724
35	Printing & Stationary	-	-	-	-	-	-	-	-	-	-	-	-	-
36	Member Relations - Communications	-	-	-	17	17	17	17	17	17	17	17	17	151
37	Promotional	-	-	-	-	-	-	-	-	-	-	-	-	-
38	Recruitment Expense	14	23	18	24	24	24	30	30	30	30	30	30	307
39	Utilities - Refuse Removal	149	-	75	61	61	61	65	65	65	65	65	65	794
40	Repairs & Maintenance	188	178	178	124	192	208	189	181	187	176	188	198	2,190
41	Software Support	1,342	1,468	1,384	1,457	1,457	1,457	1,463	1,463	1,463	1,463	1,463	1,463	17,344
42	Taxes (FTB)	-	-	-	192	192	-	-	-	-	-	-	-	384
43	Telephone & Cellular	1,161	1,071	1,076	1,092	1,092	1,092	1,092	1,092	1,092	1,092	1,092	1,092	13,136
44	Travel, Entertainment & Meals	28	-	21	5	5	5	5	5	5	5	5	5	94
45	Uniform Expense	-	-	20	22	22	22	18	18	18	18	18	18	194
46	Fire Prevention	-	-	-	-	-	-	1,600	1,600	1,600	-	-	-	4,800
47	Housing	-	-	-	-	-	-	3,299	1,464	2,362	1,911	1,501	1,581	12,119

Operating Expenses	24,366	19,291	25,304	23,382	21,513	27,362	27,657	28,921	27,560	22,959	26,663	26,874	301,852
Total Expenses	66,243	60,325	59,296	64,638	62,744	111,909	74,536	74,359	73,746	68,287	72,303	72,541	860,929
Net Income	(66,243)	(60,325)	(59,296)	(64,638)	(62,744)	(111,909)	(74,536)	(74,359)	(73,746)	(68,287)	(72,303)	(72,541)	(860,929)

SANTA LUCIA COMMUNITY SERVICES DISTRICT

EXHIBIT 5-02

Meeting Date: November 19, 2025
To: Santa Lucia Community Services District Board
From: Shaw Pick, General Manager / Phil Penko, Director of Security

Project/Matter: Quarterly Report

Background: Quarterly report to the Board.

Budget: None

Implementation: The Board has requested a quarterly report on Security matters within the District.

Justification: Promote and monitor life, health and safety within the Preserve community and neighboring properties.

Recommendation: Board review and consideration of Quarterly Report and Emergency Responses.

Exhibits: Attached



THIRD QUARTER SECURITY REPORT

Executive Summary

With the increase in temperature and decrease in humidity, the threat of fire was very real. On Monday, July 7, 2025, there was a 2.5 acre vegetation fire adjacent to the jobsite located at 22 Vasquez Trail. A rapid response by SLP Security Officer Rogelio Ramirez, Miles Sumner (dozer), Clovis Sauerssig (water tender), and Monterey County Regional Fire Department (MCRFD) personnel extinguished the blaze 30 minutes after the initial dispatch.



On Monday, July 13, 2025, another fire broke out on Robinson Canyon approximately one mile north of the Penon Peak gate. Originally a vehicle fire, it soon spread to nearby vegetation. Security Deputy Director Erick Mendoza and Officers Heather Shirley, Antonio Garcia, and Rogelio Ramirez, who was off duty but still responded, assisted MCRFD personnel battle the fire. Specifically, Deputy Director Mendoza climb the hill to help a firefighter with his hose line and Officer Rodriguez helped layout hose. Once again, your Security team was first to respond and actively participated in the fire response.



THIRD QUARTER SECURITY REPORT



September 21, 2025 Wild Boar Damage at Sports Center:





THIRD QUARTER SECURITY REPORT

For more granular data, please review the tables below:

	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4
Average Speed	28	30.52/27.14*	30.25/30.9*		Burglar Alarms	19	13	13	
Total Radar Traffic	11,257	7418**	4761/2302**		Fire Alarms	8	5	5	
Contractor Citations	3	7	5		Other Alarms	1	5	2	
Contractor Warnings	7	5	4		Earthquakes	0	0		
Staff Citations	0	6	6		Owner Requests	90	67	98	
Staff Warnings	3	2	1		Storm Checks	0	0	0	
Guest Citations	0	0	2		Complaints	1	14	10	
Guest Warnings	0	3			Medical	1	8	10	
Owners Letters/Citations	1	0			Property Damage	3	2	7	
Owner Warnings	5	0			Traffic Collisions	1	3	8	
Vendor Citations	2	0	1		Trespass	4	9	6	
Vendor Warnings	5	3	2		Fires	0	1	4	

* RSC/CHAMISAL PASS

** RSC/ CHAMISAL PASS

EVENTS

Date	Event	Type/Location	Nature/Outcome
7/7/2025	Vegetation Fire	22 Vasquez Trail	2.5 acres
7/14/2025	Vehicle & Vegetation Fire	Robinson Canyon ¼ mile from the Penon Peak gate	Forward progress stopped at 2.5 acres. Citation issued.
7/26/2025	Missing eight-year-old	Polo Pools	Child found by parents
8/14/2025	Concourse & Cocktails	Hacienda	No Real issues
8/20/2025	Mountain Lion & two cubs	Rear of the Hacienda	Reported 30 mins late. Nothing found.
8/23/2025	Trespassers	Penon Peak	Noticed Robinson Cyn after they jumped gate.



THIRD QUARTER SECURITY REPORT

8/29/2025	Hit & Run	Hacienda	Vehicle struck fence & fled
9/20/2025	Boar Damage	Rear of the Sports Center	All gates locked prior to damage
9/21/2025	Boar Damage	Rear of Sports Center	All gates locked. Sow came from swamp. Was dispatched by eradicator.
9/22/2025	Mountain Lion	Gatehouse	Caught on video at 11:01 PM
9/23/2025	Reckless Vehicle	Main Gate Damage	Fuel driver bypassed gate attendant and entered SLP via the exit.
9/24/2025	Reckless Construction Vehicle	RSC from 45 to 15	Speeding & driving recklessly. Received four complaints. Claimed wife was pregnant but he lied. Banned permanently.
9/28/28	Smoldering Tree Branch	Hacienda	Mosquito repellent sticks

Respectfully Submitted,

Philip J. Penko
 Director of Security
 Santa Lucia Preserve

SANTA LUCIA COMMUNITY SERVICES DISTRICT

EXHIBIT 5-03

Meeting Date: November 19, 2025
To: Santa Lucia Community Services District Board
From: Shaw Pick, General Manager

2026 Elections Discussion

Multiple elections could be held in 2026. Two Board seats are up for reelection (Boitano and Whitfield) will be required. Optional elections for Board discussion include the Fuel & Fire Department election which is due to sunset July 31, 2026 per the first election; Mello-Roos election for the Road Paving Project. See attached documents for timeline and discussion.

Fee Allocations Committee Update

The CSD Fee Committee was asked to address how we allocate fees, especially regarding our upcoming roads improvement project. With a goal of determining whether and how to allocate part of the cost in the repair and/or replacement of the current roads to non-parcel owners. The Committee submits its findings to the Board for discussion.

Future Board Dates 2026

- January 20, 2026
- April 21, 2026
- July 21, 2026
- November 17, 2026



Fire & Brush Department Fee Renewal Timeline

(Fire & Brush Dept. Term Expires 1 JUL 2026)

Early DEC 2025	Send Community Letter announcing the Fire & Brush Dept Renewal (prior year performance report and proposed fee for next 5-Yr term)
5 JAN 2026	Mail Notice of Protest Hearing for Fire & Brush Fee
NET 24 FEB, 2026	Hold Protest Hearing – If No 50% Protest, Call Election
NET 10 APR, 2026	Hold Election- (Use APR Quarterly BM)

Road Paving Election

Mello-Roos CFD Formation — Monterey County (Nov 3 2026 Election)

<u>Timeframe</u>	<u>Key Tasks / Milestones</u>	<u>Responsible Parties</u>	<u>Notes / Dependencies</u>
Jan-Mar 2026	Conduct community outreach / stakeholder meetings ; begin drafting Engineer's Report . Identify registered voters within	Staff / Consultant / Elections	Early outreach builds understanding before the 2/3 vote campaign.

<u>Timeframe</u>	<u>Key Tasks / Milestones</u>	<u>Responsible Parties</u>	<u>Notes / Dependencies</u>
	boundaries (coordinate with County Elections).		
Jan-Mar 2026	Finalize draft Engineer's Report (cost estimates, tax formula, service plan). Prepare Resolution of Intention (ROI) and staff report templates.	Engineer / Counsel	Review by legal counsel for Mello-Roos Act compliance.
Jan-Mar 2026	Internal review and pre-hearing prep: update Board, finalize map and report, coordinate hearing schedule. Begin formal notice drafting .	Staff / Counsel / Clerk	Notices must be published and mailed before April hearing.
Apr 2026	First Public Hearing – Resolution of Intention adopted. Approve boundary map and set date for formation hearing. Publish Notice of Public Hearing (at least 7 days prior).	Board / Clerk	Target meeting early April to stay on schedule.
May-Jun 2026	Conduct Formation Hearing : consider protests; if none, adopt Resolution of Formation and Resolution Calling Election .	Board	Must be done early enough to meet county election deadlines (July-Aug).
Jul 2026	Submit ballot measure documents to Monterey County Elections Department for Nov 3 2026 ballot. Include ballot question, impartial analysis, full text.	Clerk / Counsel / Elections	County deadline typically ~88 days before election (\approx Aug 7 2026); confirm exact date.

<u>Timeframe</u>	<u>Key Tasks / Milestones</u>	<u>Responsible Parties</u>	<u>Notes / Dependencies</u>
Aug 2026	County verifies materials; optional ballot arguments due (pro/con). Continue public outreach and voter education.	Staff / Community committee	Voter Information Guide printing begins late Aug.
Sept–Oct 2026	Ballots mailed (~Oct 7). Conduct informational outreach (no advocacy using public funds). Ensure FAQs and factual info available.	District	Watch FPPC rules—no campaigning with district resources.
Nov 3 2026	Election Day — registered-voter election requiring 2/3 “yes” approval.	Monterey County Elections	Results certified within weeks.
Dec 2026–Jan 2027	If approved, adopt Ordinance Levying the Special Tax , record Notice of Special-Tax Lien , and set up annual levy administration.	Board / Counsel / County Recorder	Tax effective for FY 2027-28.



CSD Fee Committee Update to the CSD Board:

19 November, 2025

The CSD Fee Committee was asked to address how we allocate fees, especially regarding our upcoming roads improvement project.

Timing: On the one hand, we will not be going to the voters again with a fee allocation for at least six months from now when we are likely to request approval for an investment in our roads. On the other hand, voters have inquired, the issue needs attention and the roads project is a good test case. The Committee has met a few times, is beginning to unite around a strategy, and wishes to get the board's input before finalizing a recommendation.

Goal: Determine whether and how to allocate part of the cost of upgrading our roads to non-parcel owners.

Rationale: The Golf and Ranch Clubs have members who do not own land or houses on the Preserve and therefore do not vote on or pay CSD fees. However, they use our roads. Contractors, especially those working at construction sites, are demanding users of our roads. Again, they are not subject to CSD fees. Some parcel owners have rightly questioned whether these users should be paying their fair share.

Analysis: The Committee believes that, at least when it concerns the cost of upgrading our roads, any allocation should be based on usage. Working with Security and the Clubs, we can approximate usage as follows:

- Golf non-parcel owners played 6,657 rounds of golf in 2024 (40% of the 16,662 rounds of golf).
- Ranch non-parcel owners made 2,007 visits to the Preserve in 2024 (weddings and Concours).
- We currently have no way to estimate the usage by non-parcel owners going to construction sites.

Assuming the cost of upgrading the roads will be ~\$15 million or ~\$1.5 million a year over 10 years and given that there are currently 317 parcel owners, the upgrade will cost a parcel owner ~\$13 per day ($\$1,500,000/365 \text{ days}/317 \text{ parcel owners}$). If you also assume that a round of golf or a Ranch visit equates to 1 use day, then the non-parcel Golf and Ranch users should contribute the following:

- Golf: \$87,000 ($\$13 \times 6,657 \text{ rounds}$)
- Ranch: \$26,000 ($\$13 \times 2,007 \text{ visits}$)

That is, if use is our guide, Golf and Ranch non-parcel owners should be responsible for approximately \$113,000 or 7.5% of the planned \$1.5 million annual expense for upgrading the roads.

If we do not allocate part of the cost to the non-parcel owners who use our roads, the parcel owners would pay all \$1.5 million or \$4,732 per parcel per year. If \$113,000 is allocated to the Golf and Ranch non-parcel owners, the parcel owners would pay \$4,375 per parcel per year (\$357 less). Over the expected 10-year life of the upgrade, this would equate to a ~\$3,600 savings for parcel owners.

Considerations: The Committee has discussed the following considerations and offers the following:

- While our analysis is clearly an approximation, it is based on the best data available to us. We can look to improve our data collection going forward. In the meantime, while the use of our roads by non-parcel owners is clearly higher than we have estimated, it is **not** an order of magnitude higher. That is, a 7.5% allocation is modest and is unlikely to exceed 10%.
- The only practical way to allocate these costs would be to charge them directly to the Golf and Ranch Clubs. However, the clubs then must figure out how to allocate these costs to the appropriate users. This will be challenging.
- There is no question that road use for construction on the Preserve is meaningful and probably more damaging than regular parcel owner use. It therefore seems appropriate that an allocation be made to these users. However, we have no reliable data from which to estimate what the allocation should be to non-parcel owners traveling to and from construction sites. We could come up with methodology for this allocation like 20 construction sites x 3 vehicles per day x \$13 x 240 days per year.

That equates to \$187,200 or \$9,360 per construction site. That seems very high (even if it seems representative). Plus, this fee will ultimately be paid by the parcel owner (via SLPA/DRB fee) doing the construction and they will likely argue this is unfair given that parcel owners before them have not had to pay a use fee.

- We must ask ourselves, because if we don't others surely will, whether the benefits of an allocation outweigh the costs. Is there a clear rationale for the allocation? Sure - \$15 million is a lot of money and every user should pay their fair share. On the other hand, a savings of \$357 for each parcel owner a year is not a lot of money, and for the challenges and aggravation the allocation will cause, it may not be worth it in the long run.

The Committee looks forward to your thoughts on the above.