

SQUIRE CANYON COMMUNITY SERVICES DISTRICT

1 Squire Road, San Luis Obispo, California 93401

(805) 227-6392

www.squirecanyoncsd.com

AGENDA FOR REGULAR BOARD OF DIRECTORS MEETING

Tuesday, April 5, 2016, 7:30 PM

Avila Beach Community Center, 191 San Miguel Street, Avila Beach, California

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE:

- 2. ROLL CALL:** **Board Members**
Tim Tillman, President
Tom Murphy, Director
Lara Lehmer, Director
Steve Fiant, Director
Chris Johnson, Director

3. PUBLIC COMMENT:

Any member of the public may address the Board relating to any matter within the Board of Director's jurisdiction, provided that the matter is NOT on the Board's Agenda. Presentations are limited to three (3) minutes or otherwise at the discretion of the Board President. Please note that pursuant to the Brown Act, the Board of Directors can only take action on those items specifically listed on the Agenda.

4. CONSENT ITEMS:

These items are approved with one motion. Directors may briefly discuss any item, or may pull any item, which is then added to the business agenda.

- A. Approval of Minutes for January 5, 2016 meeting
- B. Review and Approval of Warrant Register
- C. Financial Report

- 5. MANAGER'S REPORT:** SDRMA reported that there would be no rate increase for FY 2016/17. I completed and submitted the on-line renewal questionnaire for FY 2016/17. Completing the questionnaire on-line and prior to March 15 qualifies the District to receive a \$150 discount on the FY 16/17 renewal invoice. In addition, the District will receive a \$104 longevity credit for insuring with SDRMA for the last 18 years.

6. BUSINESS ITEMS:

- A. **Road Safety Improvements:** Board Member Tim Tillman will present scope and cost for road improvements on upper Squire Canyon at Fernando Chillion's property. Possible Board Action.
- B. **Clearing and Disposal of Debris on Roads.** Refer to email from Directors Lehmer and Fiant. Possible Board Action.
- C. **Removal of Speed Bumps on Squire Canyon Road:** Discussion regarding the removal of the speed bumps on Squire Canyon Road. Possible Board Action
- D. **Follow-up on Surveying Bids from the October 2015 and January 2016 Board meetings.** Director Fiant will discuss results of discussions with potential surveying firms. Possible Board Action.
- E. **Hayward Construction Erosion Control Project:** Discussion and progress report on the project. Information Item

- 7. DIRECTOR/MANAGER COMMENTS:** This is the time for introduction of any items that the Directors may wish to consider for the next meeting or to ask questions of staff.

8. ADJOURNMENT

The next regular meeting will be held on Tuesday, July 5, 2016 at 7:30 pm at the Avila Beach Community Center, 191 San Miguel Street, Avila Beach, California.

Squire Canyon Community Services District
Board of Directors
1 Squire Canyon
San Luis Obispo, CA 93401
(805) 227-6392
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January 5, 2016 Regular Meeting Minutes

Please Note: The Board meets quarterly. It is the policy of the District to post draft minutes to our web site prior to the next Board Meeting to provide information regarding issues and decisions made. ****If you would like to have your copy of the agenda sent electronically (via email), please contact the District General Manager, Brad Hagemann at hagemann.associates@gmail.com and request to be added to the electronic distribution list. All residents should be aware that agendas, minutes and all other documents are now readily available on the web site.**

You are strongly encouraged to attend Board meetings in order to observe and participate first hand. These Minutes are in draft form therefore subject to Board approval at their next meeting: Tuesday, April 5, 2016 at 7:30 pm at the Avila Beach Community Center, 191 San Miguel in Avila Beach.

1. Call to Order: President Tillman called the meeting to order at 7:30 PM.

2. Roll Call: **Board Members present:** Tom Murphy, Steve Fiant, Lara Lehmer, and Tim Tillman. Board member Christopher Johnson arrived at approximately 7:45 PM.
Staff present: Brad Hagemann, General Manager.

3. Public Comments: Three members of the public were in attendance, but none spoke during Public Comment.

4. Consent Items: Board member Fiant moved to approve the consent agenda, Board member Lara seconded and motion carried unanimously.

5. Manager's Report: GM Hagemann reported that he had signed the room rental agreement with the Avila Beach Civic Association for use of the room for the quarterly 2016 Board meetings. There is no apparent charge for the use of the room again this year. Hagemann also stated that he had received the Certificate of Additional insured from the Hayward Construction insurance firm.

6. Business Items:

- A. **Road Conditions and Winter Proofing:** The Board members discussed the progress and the status of the maintenance work being conducted by Hayward Construction. Mr. Hayward was in attendance and he responded to some Board member questions and provided recommendations on the work in progress. The Board members also discussed additional measures that could be taken to improve visibility and safety, such as, location new mirrors on blind corners and adding more roadside reflectors. No formal Board action was taken.
- B. **Surveying and Easements:** Director Fiant stated that he would follow-up with potential surveying firms to obtain qualifications and cost estimates to survey portions of the District boundaries and associated easements. The other Board members agreed that it would be prudent to at least review the qualifications of the potential firms and the cost estimates. If the Board decides to move forward with surveying work it will require a formal Board Action at a future meeting.

Director Comments: With the potential for heavy El Nino storms and associated run-off, the Board members discussed several other road maintenance and potential safety issues within the District, specifically near a water tank. Members agreed to monitor the situation and call a special meeting, if necessary, to address any potential issues.

Adjourn

There being no further business, the meeting was adjourned at 8:05 PM. The next regular meeting of the Squire Canyon Community Services District will be held on Tuesday, April 5, 2016, at 7:30 PM at the Avila Beach Community Center, 191 San Miguel, Avila Beach, CA.

APPROVED AS TO FORM:

Tim Tillman
President, Board of Directors
Squire Canyon Community Services District

Respectfully submitted,


Brad Hagemann

General Manager/Secretary

10:27 PM

03/29/16

Accrual Basis

Squire Canyon Community Services District
Balance Sheet
As of March 31, 2016

	Mar 31, 16
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1004 · Checking-Heritage Oaks	7,852.88
1005 · Savings-Heritage Oaks	106,358.54
Total 1000 · Cash Summary	114,211.42
Total Checking/Savings	114,211.42
Other Current Assets	
1300 · Prepaid Expenses	62.91
Total Other Current Assets	62.91
Total Current Assets	114,274.33
TOTAL ASSETS	114,274.33
LIABILITIES & EQUITY	
Equity	
3000 · Opening Balance Equity	38,749.85
3200 · Retained Earnings	62,163.19
Net Income	13,361.29
Total Equity	114,274.33
TOTAL LIABILITIES & EQUITY	114,274.33

9:32 AM

03/30/16

Accrual Basis

Squire Canyon Community Services District

Profit & Loss

January 1 through March 30, 2016

	Jan 1 - Mar 30, 16
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4001 · Assessments Collected	3,338.57
4005 · Interest Income	33.99
Total 4000 · Income Summary	3,372.56
Total Income	3,372.56
Expense	
5000 · Administrative Overhead	
5003 · CSDA	149.00
5030 · Professional Fees	
5030.04 · Management	1,500.00
Total 5030 · Professional Fees	1,500.00
5035 · Web Site Expense	6.99
Total 5000 · Administrative Overhead	1,655.99
Total Expense	1,655.99
Net Ordinary Income	1,716.57
Net Income	1,716.57

9:34 AM

03/30/16

Squire Canyon Community Services District

Deposit Detail

January 1 through March 30, 2016

Type	Num	Date	Name	Account	Amount
Deposit		01/12/2016		1005 · Savings-Her...	48.37
			SLO County Tax Co...	4001 · Assessment...	-17.90
				4001 · Assessment...	-19.35
				4001 · Assessment...	-11.12
TOTAL					-48.37
Deposit		01/31/2016		1005 · Savings-Her...	17.45
				4005 · Interest Inco...	-17.45
TOTAL					-17.45
Deposit		02/09/2016		1005 · Savings-Her...	1,336.72
			SLO County Tax Co...	4001 · Assessment...	-494.59
				4001 · Assessment...	-534.69
				4001 · Assessment...	-307.44
TOTAL					-1,336.72
Deposit		02/12/2016		1005 · Savings-Her...	570.55
			SLO County Tax Co...	4001 · Assessment...	-211.10
				4001 · Assessment...	-228.22
				4001 · Assessment...	-131.23
TOTAL					-570.55
Deposit		02/29/2016		1005 · Savings-Her...	16.54
				4005 · Interest Inco...	-16.54
TOTAL					-16.54
Deposit		03/28/2016		1005 · Savings-Her...	1,382.93
			SLO County Tax Co...	4001 · Assessment...	-511.68
				4001 · Assessment...	-553.17
				4001 · Assessment...	-318.08
TOTAL					-1,382.93

9:30 AM

03/30/16

Squire Canyon Community Services District

Check Detail

January 6 through March 30, 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	753	02/01/2016	CSDA		1004 · Checking-...		-149.00
					5003 · CSDA	-149.00	149.00
TOTAL						-149.00	149.00