

**SQUIRE CANYON COMMUNITY SERVICES DISTRICT**

1 Squire Road, San Luis Obispo, California 93401

(805) 227-6392

[www.squirecanyonsd.com](http://www.squirecanyonsd.com)

**AGENDA FOR REGULAR BOARD OF DIRECTORS MEETING**

**Tuesday, January 3, 2017, 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

Ralph Gorton, Director

Lara Lehmer, Director

Steve Fiant, Director

Chris Johnson, Director

**Staff**

Brad Hagemann, GM

**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 October 4, 2016 meeting

B. Review and Approval of Warrant Register

C. Financial Report

**5. MANAGER'S REPORT:** Filing the Financial Transaction Report with State Controller's Office is due January 31, 2017; Oath of Office forms for Gorton, Johnson and Fiant; SDRMA Annual Report.

**6. BUSINESS ITEMS:**

**A. Coordination With Cal Fire Regarding Installation of Signage:** Several Board members noted that a new sign indicating "Evacuation Route" had been installed on a District road sign at the top of Indian Knob Road. President Tillman requested GM Hagemann coordinate with Cal Fire staff to confirm that they had installed the sign, and if so, request better coordination in the future. Hagemann will report on his findings.  
Possible Board Action

**B. Update/Adoption of District By-Laws:** Consider updating By-Laws for the District.  
Possible Board action.

- C. **Other Opportunities for Managing the Road District:** GM Hagemann had an informal conversation with LAFCO Executive Director Church regarding opportunities other than a formal CSD for managing the District Roads. At the Board's direction, Hagemann will follow-up with Church on a more formal basis to discuss the possibilities.  
Possible Board Action.
- D. **Meeting Schedule for Calendar Year 2017:** Review and approve the Board of Directors Meeting Schedule for 2017 and reserve the meeting room as appropriate.
- E. **Election of Board Officers:** Boards typically consider election of Board Officers on an annual basis at the first meeting of the calendar year. Staff recommends the Board members consider Officer Elections for 2017.  
Possible Board Action.

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, April 11, 2017 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**  
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**October 4, 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](mailto: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.**

These Minutes are in draft form therefore subject to Board approval at their next meeting: Tuesday, January 3, 2017 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:** Ralph Gorton, Steve Fiant, Lara Lehmer, and Tim Tillman.  
**Staff present:** Brad Hagemann, General Manager.

**3. Public Comments:** Three members of the public were in attendance. Mr. Brown thanked the Board members for their service and assistance the District provided with removing rock that fell on the Indian Knob road and could have potentially damaged his water tanks. There were no other public comments.

**4. Consent Items:** July 5th, 2016 Meeting Minutes: GM Hagemann noted a typo in the second paragraph regarding the date of the next meeting.

Financials: GM Hagemann reported that as of September 27, 2016, the District had \$131.02 in the checking account and \$104,359.39 in the savings account. There were no questions regarding the check register

Board member Fiant moved to approve the consent agenda, Board member Tillman seconded and motion carried unanimously.

**5. Manager's Report:** Hagemann noted that the assessment rates have been submitted and accepted by the County Clerk's office for Fiscal Year 2016/17. Hagemann is continuing to work with County staff to determine if/when the District needs to conduct a Prop 218 Protest Hearing if the Board of Directors recommend raising the future assessment rates. Board discussion ensued and Hagemann recommended that the Directors have a clear understanding prior to considering the FY 2017/18 assessment rates. Director Gorton may contact Supervisor Hill's office and Hagemann will consult with other CSD Manager's regarding their experience with Assessments.

**6. Business Items:**

- A. **Update/Adopt Revised District By-Laws:** GM Hagemann introduced the item and referenced the two versions of draft By-Laws that were circulated with the agenda materials. The Board members provided limited input on the two versions and requested that topic be brought back for further consideration at the January 2017 meeting.
- B. **Conflict of Interest Code:** Information Item - GM Hagemann reported that he had filed the necessary form with the County that indicated no amendment is required to the existing Code.



- C. **SDRMA Award:** Information Item – President Tillman reported that the District had received a Special Recognition Acknowledgement Award due to the fact that the District had no paid claims during the prior five consecutive years. The award also earned the District credit incentive points that will reduce the annual insurance premiums.
- D. **Recommendations for Two Vacant Board of Director Positions:** Hagemann referenced a letter in the agenda packet from the County Clerk's Office dated August 29, 2016, that notified the District that no one filed Declarations of Candidacy for TWO four year positions on the Board and therefore an election will not be held for those positions. Instead the Clerk's office was seeking recommendations from the Board to fill the positions. After discussion and an opportunity for public comment, Director Fiant moved to recommend the County Board of Supervisors appoint Ralph Gorton and Chris Johnson to fill the positions. Board member Lehmer seconded the motion. The motion carried on a 4 -0 vote.
- E. **Application of Weed Pre-Emergent:** The Board members briefly discussed this project and decided to table the project. The Board may discuss application of a herbicide at a future meeting.

**7. Director Comments:** The Board member briefly discussed the status of the Cal Fire grant project to clear and remove vegetation to help minimize fire hazards. Director Fiant mentioned that he thought Mr. Jeff Elmore and Mr. Tom Murphy are involved in coordinating with Cal Fire staff.

**Adjourn**


There being no further business, the meeting was adjourned at 8:15 PM. The next regular meeting of the Squire Canyon Community Services District will be held on Tuesday, January 3, 2017, at 7:30 PM at the Avila Beach Community Center, 191 San Miguel, Avila Beach, CA.

APPROVED AS TO FORM:

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

Respectfully submitted,

  
Brad Hagemann  
General Manager/Secretary

9:17 AM

12/27/16

## Squire Canyon Community Services District

## Check Detail

October through December 2016

| Type  | Num | Date       | Name              | Item | Account               | Paid Amount | Original Amount |
|-------|-----|------------|-------------------|------|-----------------------|-------------|-----------------|
| Check |     | 10/31/2016 |                   |      | 1004 · Checking-...   |             | -8.00           |
|       |     |            |                   |      | 5002 · Bank Servic... | -8.00       | 8.00            |
| TOTAL |     |            |                   |      |                       | -8.00       | 8.00            |
| Check |     | 11/30/2016 |                   |      | 1004 · Checking-...   |             | -8.00           |
|       |     |            |                   |      | 5002 · Bank Servic... | -8.00       | 8.00            |
| TOTAL |     |            |                   |      |                       | -8.00       | 8.00            |
| Check | 762 | 12/27/2016 | NK Builders       |      | 1004 · Checking-...   |             | -501.98         |
|       |     |            |                   |      | 5525 · Signage        | -501.98     | 501.98          |
| TOTAL |     |            |                   |      |                       | -501.98     | 501.98          |
| Check | 763 | 12/27/2016 | CSDA              |      | 1004 · Checking-...   |             | -159.00         |
|       |     |            |                   |      | 5003 · CSDA           | -159.00     | 159.00          |
| TOTAL |     |            |                   |      |                       | -159.00     | 159.00          |
| Check | 764 | 12/30/2016 | Hagemann and A... |      | 1004 · Checking-...   |             | -1,500.00       |
|       |     |            |                   |      | 5030.04 · Manage...   | -1,500.00   | 1,500.00        |
| TOTAL |     |            |                   |      |                       | -1,500.00   | 1,500.00        |
| Check | 765 | 12/30/2016 | Hagemann and A... |      | 1004 · Checking-...   |             | -568.99         |
|       |     |            |                   |      | 5035 · Web Site E...  | -568.99     | 568.99          |
| TOTAL |     |            |                   |      |                       | -568.99     | 568.99          |

9:07 AM

12/27/16

Accrual Basis

# Squire Canyon Community Services District

## Profit & Loss

October through December 2016

|  | Oct - Dec 16 |
|--|--------------|
| Ordinary Income/Expense                |              |
| Income                                 |              |
| 4000 · Income Summary                  |              |
| 4001 · Assessments Collected           | 20,059.33    |
| 4005 · Interest Income                 | 36.42        |
|  |              |
| Total 4000 · Income Summary            | 20,095.75    |
| Total Income                           | 20,095.75    |
| Expense                                |              |
| 5000 · Administrative Overhead         |              |
| 5002 · Bank Service Charges            | 16.00        |
| 5003 · CSDA                            | 159.00       |
| 5030 · Professional Fees               |              |
| 5030.04 · Management                   | 1,500.00     |
|  |              |
| Total 5030 · Professional Fees         | 1,500.00     |
| 5035 · Web Site Expense                | 568.99       |
|  |              |
| Total 5000 · Administrative Overhead   | 2,243.99     |
| 5500 · Road Repair & Maintenance       |              |
| 5525 · Signage                         | 501.98       |
|  |              |
| Total 5500 · Road Repair & Maintenance | 501.98       |
| Total Expense                          | 2,745.97     |
| Net Ordinary Income                    | 17,349.78    |
| Net Income                             | 17,349.78    |

9:04 AM

12/27/16

Accrual Basis

**Squire Canyon Community Services District**

**Balance Sheet**

**As of December 31, 2016**

|                                       | Dec 31, 16        |
|---------------------------------------|-------------------|
| <b>ASSETS</b>                         |                   |
| Current Assets                        |                   |
| Checking/Savings                      |                   |
| 1000 · Cash Summary                   |                   |
| 1004 · Checking-Heritage Oaks         | 1,385.05          |
| 1005 · Savings-Heritage Oaks          | 120,472.25        |
| Total 1000 · Cash Summary             | 121,857.30        |
| Total Checking/Savings                | 121,857.30        |
| Other Current Assets                  |                   |
| 1300 · Prepaid Expenses               | 62.91             |
| Total Other Current Assets            | 62.91             |
| Total Current Assets                  | 121,920.21        |
| <b>TOTAL ASSETS</b>                   | <b>121,920.21</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                   |
| Equity                                |                   |
| 3000 · Opening Balance Equity         | 38,749.85         |
| 3200 · Retained Earnings              | 70,438.96         |
| Net Income                            | 12,731.40         |
| Total Equity                          | 121,920.21        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>121,920.21</b> |