

SQUIRE CANYON COMMUNITY SERVICES DISTRICT

1 Squire Road, San Luis Obispo, California 93401

(805) 835-3163

www.squirecanyoncsd.com

AGENDA FOR REGULAR BOARD OF DIRECTORS MEETING

Tuesday, July 2, 2019, 7:30 PM

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

1. CALL TO ORDER:

2. ROLL CALL:

Board Members

Steve Fiant, President
Mike Nunno, Vice President
Fernando Campos, Director
Keith Faleros, 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 April 2, 2019 Regular Meeting
- B. Review and Approval of Warrant Register
- C. Financial Report

5. MANAGER'S REPORT: FY 2017/18 SDRMA Annual Report is available for review in hard copy and on-line. SDRMA is also having elections for their Board of Directors. Staff will bring the voluminous election materials to the meeting and the Board can provide direction to staff on which 3 candidates they support for the SDRMA Board of Directors.

Staff received the attached letter from Jeff Hodge requesting the District vote for him for the CSDA Board of Directors. Staff supports Hodge's request and if the Board has no opposition will electronically vote for Hodge via the on-line voting system.

Staff is working with NDIC to update the information on the District web page. Staff met with District auditor Bob Crosby on June 6, 2019 to continue with the preparation of the District financial audits. Staff is optimistic the audits will be completed by mid-July.

Finally, staff continues to meet and coordinate with District legal counsel regarding finalizing Nielsen Agreement. Ms. Nielsen and her attorney have not been responsive to District Counsel's requests.

6. **BUSINESS ITEMS:**

- A. **Resolution No. 2019-01:** Adopting fiscal year 2019/2020 assessment rates and authorizing the special tax for street improvements within the District. **Board action required.**
- B. **Fiscal Year 2019/2020 Budget:** Consider adoption of the FY 2019/20 District Budget. **Board action required.**
- C. **Road Repair and Maintenance:** Status Report on Repair and Maintenance Projects and Board Consideration of New Projects. **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, October 1, 2019, 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
www.squirecanyoncsd.com

April 2, 2019 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.**

These Minutes are in draft form and subject to Board approval at their next meeting.

1. Call to Order: President Fiant called the meeting to order at 7:31 PM.

2. Roll Call: **Board Members present:** President Steve Fiant, Vice President Mike Nunno, Director Faleros, Director Campos.

Director Johnson was absent.

Staff present: Brad Hagemann, General Manager

3. Public Comments: District member John Hedgepeth commented that he is opposed to the use of any herbicides on the road boundaries.

4. Consent Items:

- A. Approval of Minutes for January 8, 2019 Regular Board meeting
- B. Review and Approval of Warrant Register
- C. Financial Report

Financials: GM Hagemann referred to the attached January 8, 2019 draft minutes, warrant register and financial reports and reported that as of January 8, 2019, the District had \$789.71 in the checking account and \$88,385.30 in the savings account.

After some discussion and an opportunity for public comment, Director Nunno moved to approve the consent agenda, Board member Fiant seconded and motion carried unanimously 4-0.

5. Manager's Report: GM Hagemann noted that the Directors needed to file their 2018 Form 700s with the County clerk's office by mid-April 2019. The forms can be completed on-line or filed in person at the Clerk's office. Hagemann requested confirmation that the Board would like to move forward with updating the District boundary maps with Wallace Group. Hagemann provided a handout on the status of the Nielsen Settlement Agreement and was directed to follow-up with District legal counsel to get the agreement counter-signed by Ms. Nielsen and/or her legal counsel.

6. Business Items:

A. Cal Fire Grant Opportunities: Cal Fire Battalion Chief Paul Lee attended the meeting and provided the Board direction on applying for grant funding for brush/clearing and other projects that provide fire protection for District members. Chief Lee noted that the Fire Counsel favors projects that benefits the "greater good" of the District as opposed to only a smaller number of homes/residences. Lee recommended putting together a 3 – 5 person team that could develop the project scope and then support the project through the application and implementation process. The Board thanked Chief Lee for his time and looked forward to working with him on the grant project. Director Faleros volunteered to take the lead on the project.

B. Road Repair/Maintenance Items: The Board noted that they had approved \$15,000 last year for retainer repair work on Indian Knob road. Director Fiant noted that he had purchased material for the job and was working with Hayward Construction to install the material. The Board concurred and wanted to move ahead with the repair project. The Board also discussed painting the speed bumps and edge of road within the District boundaries. The Board concluded that they would like to paint the road side boundaries and re-paint the speed bumps. Funding had already been approved for this project.

C. Proposed Assessment Rates for FY 2019/20: GM Hagemann requested direction on preparing the assessments for FY 2019/20, noting that the Board typically increases the assessments by 2% per year to help keep up with the consumer price index. Hagemann noted that with a 2% increase the total rates by zone for next fiscal year would be: Zone 1 (Indian Knob) – \$770.98; Zone 2 (Squire Canyon) - \$435.74; and Zone 3 (Admin only) - \$100.54. The Board concurred and directed Hagemann to prepare the assessment table and resolution accordingly for approval at the July 2, 2019 Board meeting.

7. Director Comments: No additional comments

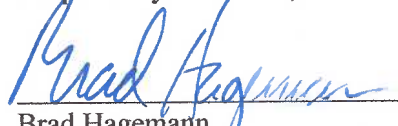
Adjourn

There being no further business, the meeting was adjourned at 8:45 PM. The next regular meeting of the Squire Canyon Community Services District will be held on Tuesday Jul 2, 2019, at 7:30 PM at the Avila Beach Community Center, 191 San Miguel Street, Avila Beach, CA.

APPROVED AS TO FORM:

Steve Fiant
President, Board of Directors
Squire Canyon Community Services District

Respectfully submitted,



Brad Hagemann
General Manager/Secretary

Squire Canyon Community Services District
Warrant Register-Checking
April 3 through July 2, 2019

Date	Num	Name	Memo	Credit
1000 · Cash Summary				
1004 · Checking-Heritage Oaks				
05/28/2019	806	Hayward Construction	Invoice dated 5/19/19 IK emergency Rd Repair	1,172.00
06/23/2019	810	NDIC Inc.	Invoice # 20257	60.00
06/30/2019	807	Shipsey & Seitz	Statement # 109738 Nielsen Settlement	545.60
06/30/2019	811	Hagemann and Associates	General Mgr Apr - Jun 2019 Inv # 1060	1,500.00
07/02/2019	808	SDRMA	Liability - Member # 7103 FY 2019_20	1,355.00
07/02/2019	809	SLOACTTC	LAFCO Fees 2019-20	122.39
Total 1004 · Checking-Heritage Oaks				4,754.99
Total 1000 · Cash Summary				4,754.99
TOTAL				4,754.99

Squire Canyon Community Services District
Balance Sheet by Class
As of June 30, 2019

	1-ZONE 1, INDIAN KNOB	2-ZONE 2, SQUIRE CANYON	3-ZONE 3, ADMINISTRATIVE	TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1000 · Cash Summary				
1004 · Checking-Heritage Oaks	11,074.79	-8,965.04	5,220.76	7,330.51
1005 · Savings-Heritage Oaks	-10,772.14	19,705.98	80,090.37	89,024.21
Total 1000 · Cash Summary	302.65	10,740.94	85,311.13	96,354.72
Total Checking/Savings	302.65	10,740.94	85,311.13	96,354.72
Total Current Assets	302.65	10,740.94	85,311.13	96,354.72
TOTAL ASSETS	302.65	10,740.94	85,311.13	96,354.72
LIABILITIES & EQUITY				
Equity				
3000 · Opening Balance Equity	13,582.35	14,714.19	10,390.40	38,686.94
3200 · Retained Earnings	40,582.78	48,515.60	-28,782.23	60,316.15
Net Income	-4,638.23	3,341.25	-1,351.39	-2,648.37
Total Equity	49,526.90	66,571.04	-19,743.22	96,354.72
TOTAL LIABILITIES & EQUITY	49,526.90	66,571.04	-19,743.22	96,354.72
UNBALANCED CLASSES	-49,224.25	-55,830.10	105,054.35	-0.00

Squire Canyon Community Services District Income & Expenditures

April 3 through July 2, 2019

	1-ZONE 1, INDIAN KNOB	2-ZONE 2, SQUIRE CANYON	3-ZONE 3, ADMINISTRATIVE	TOTAL
Ordinary Income/Expense				
Income				
4000 · Income Summary				
4001 · Assessments Collected	3,928.35	4,246.88	2,441.97	10,617.20
4005 · Interest Income	0.00	0.00	14.22	14.22
Total 4000 · Income Summary	3,928.35	4,246.88	2,456.19	10,631.42
Total Income	3,928.35	4,246.88	2,456.19	10,631.42
Expense				
5000 · Administrative Overhead				
5005 · Insurance	0.00	0.00	1,355.00	1,355.00
5010 · LAFCO Dues	0.00	0.00	122.39	122.39
5030 · Professional Fees				
5030.03 · Legal Services	0.00	545.60	0.00	545.60
5030.04 · Management	0.00	0.00	1,500.00	1,500.00
Total 5030 · Professional Fees	0.00	545.60	1,500.00	2,045.60
5035 · Web Site Expense	0.00	0.00	60.00	60.00
Total 5000 · Administrative Overhead	0.00	545.60	3,037.39	3,582.99
5500 · Road Repair & Maintenance	1,172.00	0.00	0.00	1,172.00
Total Expense	1,172.00	545.60	3,037.39	4,754.99
Net Ordinary Income	2,756.35	3,701.28	-581.20	5,876.43
Net Income	2,756.35	3,701.28	-581.20	5,876.43

SANTA YNEZ COMMUNITY SERVICES DISTRICT

Mailing Address: P.O. Box 667, Santa Ynez, CA 93460-0667 • (805) 688-3008

June 12, 2019

Re: Vote for Jeff Hodge Seat B Coastal Network, CSDA Board of Directors

Good day,

I am Jeff Hodge, General Manager of the Santa Ynez CSD. My Board has nominated me to run for another term for the Coastal Network Seat B CSDA Board of Directors to represent your district and our Region. I have also been endorsed by the Santa Barbara Chapter CSDA. In 2016, I was elected to the Coastal Network and has served as your representative for the last three years. During this time, I have served as the Secretary and I am currently the Vice President of CSDA. I have also served as the Vice Chair of the Legislative Committee for the last three years.

I have over 20 years of experience representing and managing special districts.

Thank you for taking the time to place this matter on your agenda and voting for me as your representative on the CSDA Board.

The CSDA ballot will be sent electronically to the designated main contact of the District.

Please return your ballot no later than **August 9, 2019** per the instructions received from CSDA.

Thank You for your vote.



Jeff Hodge
General Manager



RESOLUTION No. 2019-01
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SQUIRE CANYON COMMUNITY SERVICES DISTRICT
TO CONFIRM THE 2019-2020 FISCAL YEAR SPECIAL TAX FOR STREET
IMPROVEMENTS WITHIN THE DISTRICT AND DIRECTING STAFF TO
FORWARD THE SPECIAL TAXES TO THE COUNTY AUDITOR FOR
COLLECTION

WHEREAS, the Squire Canyon Community Services District ("District") became effective February 27, 1981 by election and Resolution of the Board of Supervisors of the County of San Luis Obispo, and under the authority of the Cortese-Knox-Hertzberg Local Reorganization Act of 2000 (Government Code § 56000 et seq.); and

WHEREAS, by said Resolution and the resulting election, the Squire Canyon Community Services District, pursuant to Government Code §61100(l) is authorized to exercise the following services:

Acquire, construct, improve, and maintain streets, roads, rights-of-way, bridges, culverts, drains, curbs, gutters, sidewalks, and any incidental works. A district shall not acquire, construct, improve or maintain any work owned by another public agency unless that public agency gives its written consent; and

WHEREAS, the residents within Squire Canyon Community Services District voted to establish a special assessment as part of the above referenced election to finance the services more particularly described in the above Recitals for each parcel upon formation of the District and shortly thereafter created three zones of benefit each with its own assessment, a policy which continues to the present. Under present state statutes, annual increases cannot exceed 2% unless approved by a majority of registered resident voters.

NOW THEREFORE, BE IT RESOLVED, DECLARED, DETERMINED AND ORDERED BY THE BOARD OF DIRECTORS OF THE SQUIRE CANYON COMMUNITY SERVICES DISTRICT AS FOLLOWS:

1. That the Recitals set forth hereinabove are true, correct and valid.
2. That the Squire Canyon Community Services District Board of Directors hereby confirms and imposes a special tax at the rate of Zone 1: \$770.98 per parcel, Zone 2: \$435.74 per parcel, and Zone 3: \$100.54 per parcel for Fiscal Year 2019/2020 as identified in Exhibit "A" attached hereto and incorporated herein by this reference.

3. That said special tax shall be collected at the same time and in the same manner as other taxes levied and collected by the County of San Luis Obispo pursuant to Government Code §61115(b).

4. The District to reimburse the County of San Luis Obispo its standard collection costs.

PASSED AND ADOPTED by the Board of Directors of the Squire Canyon Community Services District this 2nd day of July, 2019 by the following roll call vote:

AYES: _____

NOES: _____

ABSENT: _____

APPROVED:

Steve Fiant, President
Board of Directors

ATTEST:

Brad Hagemann,
General Manager/Secretary

Squire Canyon Community Services District

Proposed Assessment Rates for FY 2019-2020					Proposed Assessment Rates for FY 2018-2019				
Zone 1 APN		Assessment Rate	General & Admin	Total Assessment	Zone 2 APN		Assessment Rate	General & Admin	Total Assessment
076-271-041		\$ 670.44	\$ 100.54	\$ 770.98	076-271-046		\$ 335.20	\$ 100.54	\$ 435.74
076-271-042		\$ 670.44	\$ 100.54	\$ 770.98	076-272-010		\$ 335.20	\$ 100.54	\$ 435.74
076-272-022		\$ 670.44	\$ 100.54	\$ 770.98	076-272-014		\$ 335.20	\$ 100.54	\$ 435.74
076-272-030		\$ 670.44	\$ 100.54	\$ 770.98	076-272-024		\$ 335.20	\$ 100.54	\$ 435.74
076-272-034		\$ 670.44	\$ 100.54	\$ 770.98	076-272-025		\$ 335.20	\$ 100.54	\$ 435.74
076-272-035		\$ 670.44	\$ 100.54	\$ 770.98	076-272-038		\$ 335.20	\$ 100.54	\$ 435.74
076-272-041		\$ 670.44	\$ 100.54	\$ 770.98	076-272-039		\$ 335.20	\$ 100.54	\$ 435.74
076-272-042		\$ 670.44	\$ 100.54	\$ 770.98	076-272-040		\$ 335.20	\$ 100.54	\$ 435.74
076-272-055		\$ 670.44	\$ 100.54	\$ 770.98	076-272-046		\$ 335.20	\$ 100.54	\$ 435.74
076-272-056		\$ 670.44	\$ 100.54	\$ 770.98	076-272-047		\$ 335.20	\$ 100.54	\$ 435.74
076-272-070		\$ 670.44	\$ 100.54	\$ 770.98	076-272-054		\$ 335.20	\$ 100.54	\$ 435.74
076-272-073		\$ 670.44	\$ 100.54	\$ 770.98	076-272-066		\$ 335.20	\$ 100.54	\$ 435.74
076-272-074		\$ 670.44	\$ 100.54	\$ 770.98	076-272-067		\$ 335.20	\$ 100.54	\$ 435.74
076-272-077		\$ 670.44	\$ 100.54	\$ 770.98	076-272-072		\$ 335.20	\$ 100.54	\$ 435.74
076-272-078		\$ 670.44	\$ 100.54	\$ 770.98	076-272-079		\$ 335.20	\$ 100.54	\$ 435.74
076-273-004		\$ 670.44	\$ 100.54	\$ 770.98	076-272-080		\$ 335.20	\$ 100.54	\$ 435.74
076-273-009		\$ 670.44	\$ 100.54	\$ 770.98	076-272-081		\$ 335.20	\$ 100.54	\$ 435.74
076-273-013		\$ 670.44	\$ 100.54	\$ 770.98	076-272-082		\$ 335.20	\$ 100.54	\$ 435.74
076-273-029		\$ 670.44	\$ 100.54	\$ 770.98	076-273-001		\$ 335.20	\$ 100.54	\$ 435.74
					076-273-002		\$ 335.20	\$ 100.54	\$ 435.74
					076-273-007		\$ 335.20	\$ 100.54	\$ 435.74
					076-273-011		\$ 335.20	\$ 100.54	\$ 435.74
					076-273-012		\$ 335.20	\$ 100.54	\$ 435.74
					076-273-014		\$ 335.20	\$ 100.54	\$ 435.74
					076-273-017		\$ 335.20	\$ 100.54	\$ 435.74
					076-273-018		\$ 335.20	\$ 100.54	\$ 435.74
					076-273-019		\$ 335.20	\$ 100.54	\$ 435.74
					076-273-021		\$ 335.20	\$ 100.54	\$ 435.74
					076-273-022		\$ 335.20	\$ 100.54	\$ 435.74
					076-273-024		\$ 335.20	\$ 100.54	\$ 435.74
					076-273-025		\$ 335.20	\$ 100.54	\$ 435.74
					076-273-026		\$ 335.20	\$ 100.54	\$ 435.74
					076-273-027		\$ 335.20	\$ 100.54	\$ 435.74
					076-274-002		\$ 335.20	\$ 100.54	\$ 435.74
					076-274-003		\$ 335.20	\$ 100.54	\$ 435.74
					076-274-004		\$ 335.20	\$ 100.54	\$ 435.74
					076-274-005		\$ 335.20	\$ 100.54	\$ 435.74
					076-274-007		\$ 335.20	\$ 100.54	\$ 435.74
					076-274-008		\$ 335.20	\$ 100.54	\$ 435.74
					076-274-009		\$ 335.20	\$ 100.54	\$ 435.74
					076-274-010		\$ 335.20	\$ 100.54	\$ 435.74
19	Total	\$ 12,738.28	\$ 1,910.29	\$ 14,648.57	19	Total	\$ 1,910.29	\$ 1,910.29	\$ 1,910.29

Totals for Each Zone	
Zone 1	\$ 14,648.57
Zone 2	\$ 17,865.50
Zone 3	\$ 1,910.29
Total	\$ 34,424.36

41	Total	\$ 13,743.31	\$ 4,122.20	\$ 17,865.50
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SQUIRE CANYON COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2019-2020 BUDGET

	Indian Knob	Squire Canyon	Administrative	FY 18/19 Budget	FY 18/19 Projected	Proposed FY 19/20 Budget
REVENUE	Zone 1	Zone 2	Zone 3			
Total Revenue	\$ 12,730	\$ 13,740	\$ 7,942	\$ 33,749	\$ 32,660	\$ 34,412
BUDGETED EXPENDITURES						
General Manager			\$ 6,000	\$ 6,200	\$ 6,000	\$ 6,000
Attorney			\$ 1,000	\$ 2,000	\$ 6,700	\$ 2,000
LAFCO Membership			\$ 115	\$ 135	\$ 120	\$ 125
CSDA Dues			\$ 150	\$ 175	\$ 180	\$ 175
Auditor-Reserve			\$ 1,750	\$ 1,500	\$ 750	\$ 1,500
Election Fees			\$ -	\$ 500	\$ 304	\$ -
Postage			\$ -	\$ 25	\$ -	\$ 25
Webmaster & Web Site			\$ 300	\$ 350	\$ 270	\$ 350
Insurance (SDRMA)			\$ 1,200	\$ 1,215	\$ 1,250	\$ 1,355
Office Supplies/Misc			\$ 200	\$ 100	\$ 100	\$ 100
Total Admin Expenses				\$ 12,200	\$ 15,674	\$ 11,630
Total Admin Overhead				\$ 12,200	\$ 15,674	\$ 11,630
Professional Services				\$ -	\$ 3,000	\$ 1,000
Repair and Maintenance	15,000	6,750		\$ 21,750	\$ 16,700	\$ 20,000
Total Expenditures			10,715.00	\$ 33,950	\$ 35,374	\$ 32,630
ALLOCATION TO RESERVES FOR MAJOR REPAIRS				\$ (201)	\$ (2,714)	\$ 1,782

NOTES:

Squire Canyon Community Services District Income & Expenditures

July 2018 through June 2019

	1-ZONE 1, INDIAN KNOB	2-ZONE 2, SQUIRE CANYON	3-ZONE 3, ADMINISTRATIVE	TOTAL
Ordinary Income/Expense				
Income				
4000 · Income Summary				
4001 · Assessments Collected	12,052.02	13,029.25	7,495.52	32,576.79
4005 · Interest Income	0.00	0.00	82.44	82.44
Total 4000 · Income Summary	12,052.02	13,029.25	7,577.96	32,659.23
Total Income	12,052.02	13,029.25	7,577.96	32,659.23
Expense				
5000 · Administrative Overhead				
5003 · CSDA	0.00	0.00	177.00	177.00
5004 · Election Costs	0.00	0.00	304.00	304.00
5005 · Insurance	0.00	0.00	1,215.00	1,215.00
5010 · LAFCO Dues	0.00	0.00	113.35	113.35
5017 · Miscellaneous Overheads	0.00	0.00	100.00	100.00
5030 · Professional Fees				
5030.01 · Auditor	0.00	0.00	750.00	750.00
5030.03 · Legal Services	0.00	6,688.00	0.00	6,688.00
5030.04 · Management	0.00	0.00	6,000.00	6,000.00
5030 · Professional Fees - Other	0.00	3,000.00	0.00	3,000.00
Total 5030 · Professional Fees	0.00	9,688.00	6,750.00	16,438.00
5035 · Web Site Expense	0.00	0.00	270.00	270.00
Total 5000 · Administrative Overhead	0.00	9,688.00	8,929.35	18,617.35
5500 · Road Repair & Maintenance	16,690.25	0.00	0.00	16,690.25
Total Expense	16,690.25	9,688.00	8,929.35	35,307.60
Net Ordinary Income	-4,638.23	3,341.25	-1,351.39	-2,648.37
Net Income	-4,638.23	3,341.25	-1,351.39	-2,648.37

1:08 PM

06/23/19

Accrual Basis

Squire Canyon Community Services District
Profit & Loss
 July 2018 through June 2019

	Jul '18 - Jun 19
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4001 · Assessments Collected	32,576.79
4005 · Interest Income	82.44
Total 4000 · Income Summary	32,659.23
Total Income	32,659.23
Expense	
5000 · Administrative Overhead	
5003 · CSDA	177.00
5004 · Election Costs	304.00
5005 · Insurance	1,215.00
5010 · LAFCO Dues	113.35
5017 · Miscellaneous Overheads	100.00
5030 · Professional Fees	
5030.01 · Auditor	750.00
5030.03 · Legal Services	6,688.00
5030.04 · Management	6,000.00
5030 · Professional Fees - Other	3,000.00
Total 5030 · Professional Fees	16,438.00
5035 · Web Site Expense	270.00
Total 5000 · Administrative Overhead	18,617.35
5500 · Road Repair & Maintenance	16,690.25
Total Expense	35,307.60
Net Ordinary Income	-2,648.37
Net Income	-2,648.37