

**Squire Canyon Community Services District**  
**Board of Directors**  
**1 Squire Canyon**  
**San Luis Obispo, CA 93401**  
**(805) 227-6392**

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

**April 1, 2014 Regular Meeting Minutes**

**Please Note:** The Board meets quarterly. It is the policy of the District to mail out draft Minutes prior to the next Board Meeting to provide information regarding issues and decisions made. **\*\*If you would prefer to have your copy of the minutes sent electronically (via email) instead of U.S. Mail, please contact the District Manager, John Eulberg at [john@sqirecanyoncsd.com](mailto:john@sqirecanyoncsd.com) and request to be added to the electronic distribution list. This will help the District save on the cost of printing and mailing. Thank you.**

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, **July 1, 2014** at 7:30 pm at the Avila Beach Community Center, 191 San Miguel in Avila Beach.

**Board Members present:** Mike Nunno, Tom Murphy, Steve Fiant, Chris Johnson and Lara Lehmer

**Board Members absent:** None

**Staff present:** John Eulberg, G/M

**Community:** Nancy Nielsen, Steve Budke, Hugh & Eva Brown and various others arriving after the meeting began.

President Mike Nunno called the meeting to order at 7:38 pm.

Public Comments

Hugh Brown expressed concern regarding a fallen tree that had been pushed off the road onto his property. Mike Nunno took the responsibility for undertaking the emergency removal of the tree so as to clear the road for through traffic and assured Mr. Brown that it would not be a regular occurrence. Mr. Nunno also informed everyone that he intends to step down as board president.

Consent Items

Approval of agenda.

Approval of Minutes for the January 7 regular meeting.

Approval of Financials and Warrant Register

Steve Fiant moved to approve, Mike Nunno seconded, motion carried.

Manager's Report

Mr. Eulberg reported that our web site is now completely up to date, our required audits have been completed and submitted to the County. They will also be put on the web site. The fraudulent check issue has been resolved. Rabobank has taken the responsibility after being contacted by our insurer's attorney, and six thousand dollars has been deposited to our account. There was a tree that came down mentioned earlier by Mr. Brown, and it was pushed off the side of the road. The General Manager will investigate better options for these situations and report back to the board.

Board Action Items

A. Change of Bank Accounts:

This item carried over from last meeting due to some confusion regarding information requested by Heritage Oaks Bank. Mr. Eulberg informed the board that Rabobank had continually been obstructive and uncooperative with both himself and Mr. Nunno and additionally would require all of the same paperwork and information required by Heritage Oaks. Mr. Eulberg also informed the board that he had past dealings with Heritage Oaks on behalf of other clients as well as himself and found them to be cooperative and helpful in solving problems. They

also maintain an excellent web site. Mike Nunno moved to renew our effort to change bank accounts to Heritage Oaks, Chris Johnson seconded and motion carried.

B. Audit Interval:

Squire Canyon CSD had in the past been granted an audit interval of every five years due to its lack of size and complexity. The annual budget at the time was approximately \$10,000.00. Squire Canyon CSD now operates with a budget of over \$30,000.00 and no longer qualifies for the five year interval, so the audit interval is at present every year. The general manager has inquired of the County as to what an appropriate audit interval would be for Squire Canyon given that it still lacks the size and complexity to warrant an annual audit. The County has suggested that every two years would be appropriate and would save the CSD some money. The General Manager presented the board with Resolution #040114-1 petitioning the County Board of Supervisors for permission to require an audit every two years. Mike Nunno moved to present that petition, Lara Lehmer seconded and motion carried unanimously.

C. Assessment Rates:

The General Manager presented the board with proposed assessment rates for the 2014/2015 fiscal year reflecting the normal 2% increase as in the past. Mike Nunno moved to establish the new rates, Tom Murphy seconded and motion carried. The new rates will be: Zone 1 = \$619.37, Zone 2 = \$309.68, Zone 3 = \$92.89.

D. Official Place of Business:

Discussion was then opened on this item tabled from the previous meeting. Since Squire Canyon CSD has, in fact, no physical address to call an official place of business, and since we now have an up to date web site available to all homeowners and the general public, the general manager presented for consideration by the board Resolution #040114-2 declaring the website at [www.squirecanyoncsd.com](http://www.squirecanyoncsd.com) to be the official place of business for SCCSD for purposes of any required government posting. SCCSD will also maintain its present mailing address at 1 Squire Canyon Rd. for mailing purposes. Steve Fiant moved to adopt Resolution #040114-2, Mike Nunno seconded and motion carried unanimously.

E. Elimination of Individual Mailing policy:

The General Manager informed the board that analysis shows that the cost of time, materials and postage to mail agendas to those homeowners not on the e-mail list exceeds \$200.00 per mailing, and that expense is disproportionate with the size and budget of Squire Canyon CSD. Since the web site is now up to date and completely functional, it would make sense to eliminate these mailings and encourage all homeowners to look to the web site for agendas and minutes since it will now be our official place of business. After discussion, Mike Nunno moved to eliminate individual mailings in favor of posting agendas and minutes to the web site. The move was seconded by Lara Lehmer and motion carried. The board instructed the general manager to send out one more letter to those on the mailing list informing them of this decision and encouraging them to be added to the existing e-mail list. Also, the general manager will come up with a sign to be posted at the entrance to Squire Canyon informing homeowners of mailing and contact information. There will be a box located near the sign into which will be put a few copies of meeting agendas for those with no computer access.

F. Road Repairs:

The board considered various bids submitted for road work. After discussion it became apparent that there was little continuity of requirements given to the bidding contractors and that the bids reflected varying methods of repair thus making comparisons difficult. The board then narrowed down the work as follows:

- Major repair of two lower portions of roadway consisting of a leveling coat, a layer of Petromat and two and one-half inch layer of asphalt over approximately 20,000 Sq. Ft.
- Clean, prep. And apply single coat of ACE commercial grade asphalt sealer with added sand (oil to be cut with no more than 20% water) over approximately 160,000 Sq. Ft.
- Separate quote for optional work on upper section of road that needs Petromat/asphalt fix.

Three bids from licensed and reputable contractors are to be presented to the board for consideration at the next meeting July 1.

Adjourn

There being no further business, the meeting was adjourned at 9:20 PM. The next regular meeting of the Squire Canyon Community Services District will be held on Tuesday, July 1, 2014 at 7:30 PM at the Avila Beach Community Center – 191 San Miguel, Avila Beach, CA.

APPROVED AS TO FORM:

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Michael Nunno  
President, Board of Directors  
Squire Canyon Community Services District

Respectfully submitted,

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John F. Eulberg  
General Manager/Secretary