

Squire Canyon Community Services District
Board of Directors
1 Squire Canyon
San Luis Obispo, CA 93401
(805) 544-4011
www.squirecanyoncsd.com
July 3, 2012 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, Todd Smith at todds@cannoncorp.us 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, **October 2, 2012** at 7:30 pm at the Avila Beach Community Center, 191 San Miguel in Avila Beach.

Board Members present: Mike Nunno, Carol Capito, Tom Murphy, Steve Fiant, Steve Budke

Board Members absent: None

Staff present: Lonnie Lepore, General Manager/Secretary /Treasurer

Also Present: Larry Kraemer & Todd Smith, Cannon

Community: 7 members

President Mike Nunno welcomed everyone and called the meeting to order at 7:37 pm.

Public Comments

None

Consent Items

A motion was made by Director Fiant to approve all consent items A-E as presented. The motion was seconded by Director Budke and passed unanimously.

Board Action Items

A. Review of Grand Jury Report

Squire Canyon CSD was one of the agencies utilized in a recent Grand Jury report titled "Managing Millions: Assessing Transparency of Community Service Districts". The purpose of this investigation was to address how readily CSD residents can find information on the internet about how their CSDs are governed and how their budgets are allocated. New District Manager Todd Smith was tasked with preparing a response to the findings and recommendations presented in the report. This response is due by September 20, 2012.

B. Final Assessments for Fiscal Year 2012-13

At the April regular meeting, the board initiated an increase in assessments for this fiscal year (2012/13) of 2% for each zone of benefit. Annual assessments are currently the only source of revenue for the District. This 2% increase would generate an additional \$598.44 in revenue for District for the year. President Nunno opened the floor for public comment, no comments received. President Nunno closed the public comment period and the Board discussed the following 2% increase in assessments:

Zone 1: Indian Knob – increase of 2%, \$583.66 to \$595.32 per parcel, an increase of \$11.66 per parcel per year.

Zone 2: Squire Canyon - increase of 2%, \$291.82 to \$297.66 per parcel, an increase of \$5.84 per parcel per year.

Zone 3: Administration Fee – increase of 2%, \$87.54 to \$89.28 per parcel, an increase of \$1.74 per parcel per year.

A motion was made by Director Budke to adopt resolution No. 2012-02, confirming the Fiscal Year 2012-13 special taxes with a 2% increase. The motion was seconded by Director Murphy and passed unanimously.

Staff was directed to finalize and submit the Tax Roll to the County Auditor-Controller.

C. Fiscal Year 2012-13 Budget

A draft budget was prepared and presented at the April regular meeting. The notice of Public Hearing was published in the Tribune on June 8, 2012 as required by law. President Nunno opened the public hearing. No public comment was received. President Nunno closed the public hearing.

A motion was made by Director Capito to approve the Fiscal Year 2012-13 Budget. The motion was seconded by Director Murphy and passed unanimously.

D. General Election – November 6, 2012

Manager Lepore presented information from the San Luis Obispo County Clerk-Recorder's Office regarding the November 6, 2012 Consolidated General Election (the Districts Biennial election). According to Public record, three Full Term Positions (Capito, Murphy & Fiant) are up for election, with a term continuing through 12/2/16.

A motion was made by Director Capito to approve Resolution 2012-04 requesting consolidation with the November 6, 2012 Consolidated General Election. The motion was seconded by Director Murphy and passed unanimously.

Staff was directed to forward requested documentation to the County for processing.

E. 2012 Road Work & Maintenance

President Nunno discussed current and future projects within the District including potholes, crack repair, signage, mirrors and the overall slow deterioration of the road system. Minimal maintenance is scheduled at this time.

A motion was made by Director Murphy to purchase an additional mirror for Indian Knob. The Motion was seconded by Director Capito and passed unanimously.

F. Preventative Maintenance – Indian Knob

This item provided for an opportunity of District residents to discuss the existing conditions on Indian Knob, as well as consider some on-going preventative maintenance activities to help with the deterioration of the roadway. Photos were distributed to show the water flow during rain events, and its impact to the road. There was discussion regarding directing and channeling the water to avoid further damage, including culvert maintenance/repair. It was suggested that the board and/or community consider creating a master listing of perspective projects to help prioritize and identify areas of concern within the District.

A motion was made by Director Capito to hire a contractor to complete culvert and drainage work along Indian Knob at a cost not to exceed \$2,500.00. The motion was seconded by Director Murphy and passed unanimously.

Director Murphy was authorized to coordinate this work directly with the contractor.

G. Fire Safe Council Grant Application

Last year the District was awarded a \$5,000 in-kind grant to assist with wild land fire safety. The response from District residents was outstanding and the community raised over \$75,000 in in-kind donations. The District has been approached again this year to participate in the grant.

A motion was made by Director Murphy to participate in this year's program. The motion was seconded by Director Fiant and passed unanimously.

President Nunno was directed to pursue with Cal Fire and report as information becomes available.

H. CSDA 2012 Board Elections

As a member of CSDA, the Squire Canyon Board of Directors may select one candidate to fill the CSDA Board of Directors, Region 4, Seat A. One individual was nominated for this seat.

A motion was made by President Nunno to cast a ballot for the one candidate and to direct Staff to submit the ballot on behalf of the District. The motion was seconded by Director Capito and passed unanimously.

I. Contract for General Manager & Treasurer Services

At the April 3, 2012 regular meeting, Manager Lepore submitted a letter of resignation to the District. President Nunno has contacted various sources for a replacement and presented a proposal for services from Cannon, dated 5/10/12. Cannon has proposed to provide Management, Treasurer, and Secretarial services on a time and materials basis, as needed, at an hourly rate of \$125.00 for administrative services and \$140.00 for engineering services.

A motion was made by Director Capito to accept the proposal from Cannon and to Direct President Nunno to execute on behalf of the District. The motion was seconded by Director Murphy and passed unanimously.

Mr. Todd Smith of Cannon will be the District's General Manager, Secretary and Treasurer effective immediately.

Public Comment

None

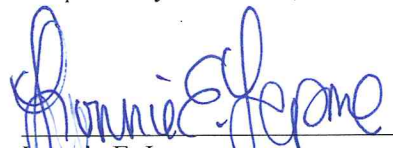
Adjourn

There being no further business, the meeting was adjourned at 9:20p.m. The next regular meeting of the Squire Canyon Community Services District will be held on Tuesday, October 2, 2012 at 7:30pm at the Avila Beach Community Center – 191 San Miguel, Avila Beach, CA.

APPROVED AS TO FORM:

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

Respectfully submitted,



Lonnie E. Lepore
Secretary, Board of Directors