

SQUIRE CANYON COMMUNITY SERVICES DISTRICT

1 Squire Road, San Luis Obispo, California 93401

(805) 835-3163

www.squirecanyonsd.com

AGENDA FOR REGULAR BOARD OF DIRECTORS MEETING

Tuesday, October 1, 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 July 2, 2019 Regular Meeting and July 31 Special Meeting
- B. Review and Approval of Warrant Register
- C. Financial Report

5. MANAGER'S REPORT: Crosby Company has completed the Financial Audits for FYs 2013/14; 2014/15; 2015/16; 2016/17; and 2017/18. Staff has provided copies of the audits to the SLO County Auditor Controller and to LAFCO. The Audits will also be posted to the District's web site. SDRMA Insurance Coverage Documents for FY 2019/20

6. BUSINESS ITEMS:

- A. **Road Repair and Maintenance:** Status Report on Repair and Maintenance Projects and Board Consideration of New Projects. **Possible board action.**
- B. **Meeting Dates and Location for 2020:** The Board of Directors typically meet on the first Tuesday of January, April, July and October at 7:30 PM at the Avila Beach Community Center. The fee for use of Community Center is \$50/hr or about \$200 for the year. With the Board's concurrence staff will renew the rental agreement for calendar 2020 with Regular Meetings on the following dates: January 7, April 7, July 7 and October 6.

7. DIRECTOR 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, January 7, 2020, 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

July 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 7:32 PM.

2. Roll Call: Board Members present: President Fiant, Director Faleros, Director Campos, and Director Johnson
Vice President Nunno was absent
Staff present: Brad Hagemann, General Manager

3. Public Comments: None

4. Consent Items:

- A. Approval of Minutes for the April 2, 2019 Regular Board meeting
- B. Review and Approval of Warrant Register
- C. Financial Report

Financials: GM Hagemann referred to the attached April 2, 2019 draft minutes, warrant register and financial reports and reported that as of July 2, 2019, the District had \$7330.51 in the checking account and \$89,024.21 in the savings account.

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

5. Manager's Report: GM Hagemann summarized the SDRMA Board of Direction election materials and candidates. The Board directed Hagemann to submit the District's ballot materials. The Board also directed Hagemann to submit the CSDA election materials in support of incumbent candidate Jeff Hodge.

Hagemann also provided an update on the Nielsen Settlement Agreement. The Board was concerned that the settlement process is taking too long and directed Hagemann to schedule a Special Meeting to include a Closed Session to discuss options for concluding the settlement process, including Board review of the District's legal counsel contract.

6. Business Items:

A. Adoption of Assessment Rates for FY 2019/20, Resolution No. 2019-01: GM Hagemann summarized the proposed Zone Assessment rates for FY 2019/20. The proposed rates included a 2% increase from the FY 2018/19 rates to help keep up with Consumer Price Index of materials and labor. The draft Resolution would impose an annual special tax for the Zones as follows: Zone 1 \$770.98; Zone 2 \$435.74; and Zone 3 \$100.54. After Board discussion and an opportunity for public comment, President Fiant moved to approve Resolution No. 2019-01; Director Johnson seconded and via a roll call vote the motion carried unanimously 4- 0.

B. Adoption of FY 2019/20 Budget: GM Hagemann summarized the proposed FY 2019/20 District budget. After Board discussion and an opportunity for public comment, President Fiant moved to approve the FY 2019/20 budget; Director Johnson seconded and via a roll call vote the motion carried unanimously 4- 0.

C. Road Repair and Maintenance Projects: President Fiant discussed a project proposal from Hayward Construction dated March 29, 2018, to complete some drainage work on Indian Knob Road. The work has not been completed to date and President Fiant recommended the work should be completed before the 2019 wet season. After Board discussion and an opportunity for public comment, Director Johnson moved to approve the contract with Hayward Construction for a not to exceed amount of \$5,000; Director Falerios seconded and via a roll call vote the motion carried unanimously 4- 0.

7. Director Comments: President Fiant mentioned that he had received a complaint from a member in the District regarding heavy equipment being parked on members property. Fiant reported that parking heavy equipment does not appear to violate any County Codes and is outside of the District's road maintenance jurisdiction/responsibilities.

Director Falerios reported that he had submitted the Fire Safe Grant application to Cal Fire. The scope of grant application includes cutting brush along the roadway, removing some of the tree branch canopy over the roadways, and improving the designated Temporary Refuse Area at the top of the canyon. The Fire Safe Council will review the application and get back to the District within the next 3 – 6 months.

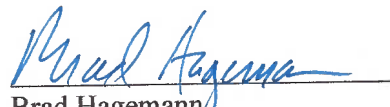
Adjourn

There being no further business, the meeting was adjourned at 8:40 PM. The next regular meeting of the Squire Canyon Community Services District will be held on Tuesday October 1, 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
Board of Directors
1 Squire Canyon
San Luis Obispo, CA 93401
(805) 227-6392
www.squirecanyoncsd.com

July 31, 2019 Special 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 6:20 PM at the Avila Beach Community Services District Office, 100 San Luis Street, Avila Beach, CA.

2. Roll Call: Board Members present: President Fiant, Vice President Nunno, and Director Faleros
Director Campos and Director Johnson were absent

Staff present: Brad Hagemann, General Manager

3. Announcement of Closed Session

A. Public Comment on Closed Session: None

B. Legal Counsel Contract Review

C. Return to Open Session and Announce any Action Taken:

The Directors discussed the existing legal counsel's performance relative to an existing legal dispute regarding road maintenance right of way. The Director's decided to seek additional legal advice to support the work already completed. President Fiant made a motion to retain additional legal counsel to support on-going potential litigation at a cost not to exceed \$2,500; Director Faleros seconded the motion and the motion passed via roll call vote unanimously 3-0.

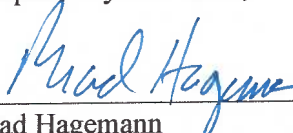
4. Adjourn

There being no further business, the meeting was adjourned at 7:30 PM. The next regular meeting of the Squire Canyon Community Services District will be held on Tuesday October 1, 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
 July 3 through September 30, 2019

Date	Num	Name	Memo	Credit
1000 - Cash Summary				
1004 - Checking-Heritage Oaks				
09/30/2019	812	Shipsey & Seitz	Statement # 109870 Nielsen Set...	633.60
09/30/2019	813	NDIC Inc.	Invoice #20587	120.00
09/30/2019	814	Crosby Company, CPA	Inv #1497	10,500.00
09/30/2019	815	Hagemann and Associates	General Mgr Jul - Sept 2019 Inv ...	1,500.00
09/30/2019	816	Wallace Group	Inv # 48744	342.50
Total 1004 - Checking-Heritage Oaks				13,096.10
Total 1000 - Cash Summary				13,096.10
TOTAL				13,096.10

Squire Canyon Community Services District
Income & Expenditures

July 3 through September 30, 2019

	2-ZONE 2, SQUIRE CANYON	3-ZONE 3, ADMINISTRATIVE	TOTAL
Ordinary Income/Expense			
Income			
4000 · Income Summary			
4001 · Assessments Collected	0.00	7.13	7.13
4005 · Interest Income	0.00	15.20	15.20
Total 4000 · Income Summary	0.00	22.33	22.33
Total Income	0.00	22.33	22.33
Expense			
5000 · Administrative Overhead			
5030 · Professional Fees			
5030.01 · Auditor	0.00	10,500.00	10,500.00
5030.03 · Legal Services	633.60	0.00	633.60
5030.04 · Management	0.00	1,500.00	1,500.00
5030 · Professional Fees - Ot...	0.00	342.50	342.50
Total 5030 · Professional Fees	633.60	12,342.50	12,976.10
5035 · Web Site Expense	0.00	120.00	120.00
Total 5000 · Administrative Overh...	633.60	12,462.50	13,096.10
Total Expense	633.60	12,462.50	13,096.10
Net Ordinary Income	-633.60	-12,440.17	-13,073.77
Net Income	-633.60	-12,440.17	-13,073.77

Squire Canyon Community Services District
Balance Sheet by Class
As of September 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	15,514.79	-4,798.64	-5,959.13	4,757.02
1004 · Checking-Heritage Oaks	-15,053.34	15,077.66	77,458.69	77,483.01
1005 · Savings-Heritage Oaks				
Total 1000 · Cash Summary	461.45	10,279.02	71,499.56	82,240.03
Total Checking/Savings	461.45	10,279.02	71,499.56	82,240.03
Total Current Assets	461.45	10,279.02	71,499.56	82,240.03
TOTAL ASSETS	461.45	10,279.02	71,499.56	82,240.03
LIABILITIES & EQUITY				
Equity				
3000 · Opening Balance Equity	13,582.35	14,714.19	10,390.40	38,686.94
3200 · Retained Earnings	36,103.35	52,028.53	-30,027.63	58,104.25
Net Income	0.00	-633.60	-13,917.56	-14,551.16
Total Equity	49,685.70	66,109.12	-33,554.79	82,240.03
TOTAL LIABILITIES & EQUITY	49,685.70	66,109.12	-33,554.79	82,240.03
UNBALANCED CLASSES	-49,224.25	-55,830.10	105,054.35	-0.00

MEMBER'S CERTIFICATE OF COVERAGE

Issue Date
7/1/2019

Provider Special District Risk Management Authority
1112 'I' Street, Suite 300
Sacramento, California 95814
800.537.7790 www.sdrma.org



Member **Squire Canyon Community Services District**
1 Squire Canyon Road
San Luis Obispo, California 93401

Member Number: 7103

This is to certify that coverages listed below have been issued to the Member named above for the period indicated. This certificate is not an insurance policy or an agreement of coverage and does not amend, extend or alter the coverage afforded by the agreements listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage described herein is subject to all the terms, exclusions, and conditions of the specific coverage document. This certificate of coverage evidences the limits of liability in effect at the inception of the agreements shown; limits shown may have been reduced by paid claims. This certificate is issued as a matter of information only and confers no rights upon the certificate holder.

Type of Coverage	Policy Number	Effective Date	Expiration Date	Limits
General Liability	LCA-SDRMA-201920	7/1/2019	7/1/2020	Per Occurrence
Bodily Injury				\$ 2,500,000
Property Damage				\$ 2,500,000
Public Officials Personal				\$ 500,000
Employment Benefits				\$ 2,500,000
Employee/Public Officials E & O				\$ 2,500,000
Employment Practices Liability				\$ 2,500,000
Employee/Public Officials Dishonesty	EDC-SDRMA-201920			\$ 1,000,000
Auto Liability	LCA-SDRMA-201920	7/1/2019	7/1/2020	Per Occurrence
Auto Bodily Injury				\$ 2,500,000
Auto Property Damage				\$ 2,500,000
Uninsured Motorist	UMI-SDRMA-201920			Limits on File

Laura S. Gill

Laura S. Gill - Chief Executive Officer

Description: All listed coverage is in effect only for the time period specified.