

**SQUIRE CANYON COMMUNITY SERVICES DISTRICT**

1 Squire Road, San Luis Obispo, California 93401

(805) 835-3163

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

**AGENDA FOR BOARD OF DIRECTORS MEETING**

**Tuesday, October 6, 2020, 7:30 PM**

Avila Beach Community Services District Office, 100 San Luis Street, Avila Beach, California

**PURSUANT TO THE GOVERNOR'S EXECUTIVE ORDER N-29-20, MEMBERS OF THE BOARD OF DIRECTORS, STAFF AND PUBLIC MAY PARTICIPATE IN THIS MEETING VIA TELECONFERENCE AND/OR ELECTRONICALLY.**

**ZOOM MEETING: <https://us02web.zoom.us/j/81544460526>**

**Meeting ID: 815 4446 0526 Password: No Password Required**

**BY PHONE: 1-408-638-0968 Meeting ID # 815 4446 0526**

**1. CALL TO ORDER:**

**2. ROLL CALL:**

<b>Board Members</b>	<b>Staff</b>
Steve Fiant, President	Brad Hagemann, GM
Mike Nunno, Director	
Keith Falerios, Director	
Chris Johnson, Director	
Fernando Campos, Director	

**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 June 18, 2020 Special Meeting
- B. Review and Approval of Warrant Register
- C. Financial Report

**5. MANAGER'S REPORT: Oral Report**

**6. BUSINESS ITEMS:**

**A. Recommendation to the County Board of Supervisors to Fill Positions on the Governing Board of Directors:** As noted at the June 18<sup>th</sup> Board meeting, three Director terms (Fiant, Nunno and Johnson) will be expiring on December 2, 2020. On August 25, 2020, the County sent the attached letter advising that no one filed Declarations of Candidacy for the expiring terms. Therefore, an election will not be held. Instead, the County Board of Supervisors will appoint qualified persons to the positions based on a recommendation from the CSD Board of Directors. Director Fiant has expressed an interest in remaining on the Board. **Possible Board action.**

**B. 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, January 5, 2021, at 7:30 pm at the Avila Beach Community Services District office, 100 San Luis 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](http://www.squirecanyoncsd.com)

**June 18, 2020 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](mailto: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 7:06 PM.

**2. Roll Call: Board Members present:** President Fiant, Director Falerios, Director Campos and Director Johnson  
**Staff present:** Brad Hagemann, General Manager  
**Board members not present:** Vice President Nunno

**3. Public Comments:** None

**4. Consent Items:**

- A. Approval of Minutes for the January 7, 2020 Regular Board meeting and the March 3, 2020 Special Meeting
- B. Review and Approval of Warrant Register
- C. Financial Report

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 reminded the Directors that the terms of Directors Fiant, Johnson and Nunno will be expiring on December 2, 2020 and if they wished to run again for the Board of Directors, they needed to file a Candidacy Form with the County no later than August 7, 2020.

**6. Business Items:**

- A. **Resolution No. 2020-01:** Adopting fiscal year 2020/2021 assessment rates and authorizing the special assessment for road maintenance and improvements within the District. Motion by President Fiant to approve Resolution No. 2020-01; seconded by Director Johnson. Motion Passed 4-0.
- B. **Fiscal Year 2020/2021 Budget:** Consider adoption of the FY 2020/21 District Budget. Motion by President Fiant to adopt proposed FY 2020/2021 budget; seconded by Director Johnson. Motion Passed 4-0.
- C. **Resolution No. 2020-02:** Requesting consolidation of SCCSD biennial election with the November 3, 2020 Consolidated General Election. Motion by President Fiant to approve Resolution No. 2020-02; seconded by Director Johnson. Motion Passed 4-0.

- D. Resolution No. 2020-03:** District Support of Fire Safety Grant Project: The Fire Safety Council has awarded the community a Grant for six Private Hand Crew Days for clearing flora from the roadside with the community. The Grant Applicants and the FSC wish to coordinate with the District on the project. Motion by President Fiant to approve Resolution No. 2020-03; seconded by Director Johnson. Motion Passed 4-0.
- E. Update of General Manager Contract:** The existing contract with Hagemann & Associates provides for a monthly flat fee for General Manager services. Staff recommends the Board consider adopting a “time and materials” contract that will provide a more cost effective and equitable agreement for both parties. Motion by President Fiant to revise GM contract to “time & materials basis” seconded by Director Johnson. Motion Passed 4-0.
- F. Road Repair and Maintenance:** Board discussed the status of several previously approved road repair projects and reviewed the proposal from Mission Paving dated April 9, 2020. After considerable discussion the Board approved the following projects:
- Mission Paving, Asphalt Repair Pave Back 1,400 square feet (approx. 27 tons of asphalt) at various pre-marked areas within the District at a cost not to exceed of \$6,885
  - Mission Paving, top of Squire Canyon (“Fernando’s”) approx. 1,860 square feet, 3” thick paving at a cost not to exceed \$8,000 [Project Completed]
  - Hayward Construction, Complete previously approved retaining wall project on Indian Knob (materials have already been purchased) at a cost not to exceed \$10,000
  - Hayward Construction, earthwork to widen road and prepare road at top of Squire Canyon for paving by Mission at a cost not to exceed \$10,000 [Project Completed]

**7. Director Comments:** No further comments

**Adjourn**

There being no further business, the meeting was adjourned at 8:55 PM. The next regular meeting of the Squire Canyon Community Services District will be held on Tuesday October 6, 2020, at 7:30 PM at the Avila Beach Community Services District Office 100 San Luis Street, Avila Beach, CA.

APPROVED AS TO FORM:

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

Respectfully submitted,

  
Brad Hagemann  
General Manager/Secretary



**COUNTY OF SAN LUIS OBISPO**  
**OFFICE OF THE CLERK-RECORDER**

*Tommy Gong - County Clerk Recorder*

August 25, 2020

Squire Canyon Community Services District  
District Secretary  
1 Squire Canyon Rd  
San Luis Obispo, CA 93401

Dear District Secretary:

At the close of the nomination period for the November 3, 2020 Presidential General Election it was determined that no one filed Declarations of Candidacy for THREE four year positions to be filled on your district's governing board. Therefore an election will not be held in your district for this position.

Pursuant to Elections Code Section 10515, if no person has filed a Declaration of Candidacy for any office, the Board of Supervisors shall appoint any person to the office who is qualified on the date when the election would have been held.

If your district has any recommendations for this/these appointment(s), please notify our office in writing no later than September 30, 2020, so it may be presented to the Board of Supervisors.

After the Board of Supervisors has made the appointment(s), our office will send out the Certificate of Appointment and Oath of Office forms to this/these candidate(s).

Please feel free to contact our office by phone at 781-5144 or by email [hunn@co.slo.ca.us](mailto:hunn@co.slo.ca.us) if you have questions concerning this matter. Thank you.

Sincerely,

Helen Nunn  
Deputy Director Clerk-Recorder