

SQUIRE CANYON COMMUNITY SERVICES DISTRICT

1 Squire Road, San Luis Obispo, California 93401

(805) 227-6392

www.squirecanyonsd.com

AGENDA FOR REGULAR BOARD OF DIRECTORS MEETING

Tuesday, January 5, 2016, 7:30 PM

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

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE:

- 2. ROLL CALL:**
- Board Members**
Tim Tillman, President
Tom Murphy, Director
Lara Lehmer, Director
Steve Fiant, Director
Chris Johnson, 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 October 6, 2015 meeting
- B. Review and Approval of Warrant Register
- C. Financial Report

5. MANAGER'S REPORT:

6. BUSINESS ITEMS:

- A. **Road Conditions and Winter Proofing:** Status of contract with Julian Hayward to provide maintenance to culverts and drainage ways. Possible Board Action.
- B. **Surveying and Easements:** Follow-up and status report regarding scope of work to retain a professional services contractor to survey portions of the District boundaries and associated easements. 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, April 5, 2016 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
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October 6, 2015 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. All residents should be aware that agendas, minutes and all other documents are now readily available on the web site.**

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, January 5, 2016 at 7:30 pm at the Avila Beach Community Center, 191 San Miguel in Avila Beach.

1. Call to Order: The president called the meeting to order at 7:33 PM.

2. Roll Call: **Board Members present:** Tom Murphy, Steve Fiant, Lara Lehmer, Tim Tillman and Christopher Johnson.
Staff present: Brad Hagemann, Interim General Manager.

3. Public Comments: Board member Fiant read a letter dated October 5, 2015 from Carl Lee in to the Public Comment record. District member Mr. Braunte, commented that rain run-off from private property should be kept on private property to the greatest extent possible in order to minimize damage to the District roads.

4. Consent Items: Board member Fiant moved to approve the consent agenda, Board member Johnson seconded and motion carried unanimously.

5. Manager's Report: GM Hagemann reported that the District had provided a response to the Grand Jury request for past financial audits. Hagemann also reported that a check in the amount of \$238.63 payable to Board member Fiant had been drafted as reimbursement for an outdoor mirror located on a District roadway.

6. Business Items:

- A. **Interim General Manager:** The Board considered, discussed and approved a contract to retain Hagemann & Associates as the District's General Manager. The contract is similar to the contract for the previous District GM, John Eulberg. Director Fiant moved to approve, Director Tillman seconded, motion carried unanimously.
- B. **Road Conditions and Winter Proofing:** This Item was deferred to later in the Agenda.
- C. **Surveying and Easements:** Director Fiant recently re-surveyed his property and noted a couple encroachment issues. He assumes other property owners may have similar issues and was questioning whether the District should retain a professional surveyor to more accurately define District easements. Mr. Peter Moreci, from Praxis Engineering, San Luis Obispo, was invited to attend the meeting and briefly addressed the Board on the issue. The Board members discussed the pros and cons of re-surveying the District easements and a member of public commented on the concept of "prescriptive easements". Board member Fiant made a motion that the Board prepare a scope of work that includes surveying the Districts easements that will be circulated to several surveying firms to obtain a budget estimate for the project, Board member Johnson seconded, motion carried unanimously.
- D. **Storm Related Street Sweeping:** President Tillman requested this item to determine the Board's interest in retaining a contractor to conduct periodic street sweeping, especially before and after storm events. After

discussion President Tillman moved and Director Johnson seconded a motion to obtain quotes for routine street sweeping and bring quotes back to the Board. Motion carried unanimously.

- E. **District Insurance & Costs:** GM Hagemann reminded Board members that the District was insured by Special District Risk Management Authority (SDRMA) and provided a copy of the District's coverage for FY 2015/16. Board members inquired as to whether SDRMA provided an "umbrella policy". Staff will look in to this during the next renewal cycle in March/April of 2016.
- F. **Regular District Meeting Schedule:** GM Hagemann provided the Board with a proposed meeting schedule for calendar year 2016. The tentative quarterly meeting dates will be the first Tuesday of January, April, July and October.
- G. **Deferred Item B.** Director Fiant reported that he had driven the District road boundaries and suggested that the District consider retaining a contractor to clean out the culverts in preparation for this year's rainy season. Other Directors agreed that it would be prudent to conduct some cleanout work, especially in light of the predicted El Nino storm events. After Board discussion, Director Johnson moved and Director Murphy seconded a motion to obtain quotes from qualified contractors and award a contract the lowest qualified contractor to clean out road culverts and drainage ways at an amount not to exceed \$10,000.

Director Comments: No further Director comments were noted.

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, January 5, 2016, at 7:30 PM at the Avila Beach Community Center, 191 San Miguel, Avila Beach, CA.

APPROVED AS TO FORM:

Tim Tillman
President, Board of Directors
Squire Canyon Community Services District

Respectfully submitted,


Brad Hagemann

General Manager/Secretary

9:24 AM

12/31/15

Accrual Basis

Squire Canyon Community Services District

Balance Sheet

As of December 31, 2015

	Dec 31, 15
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1004 · Checking-Heritage Oaks	9,501.88
1005 · Savings-Heritage Oaks	97,126.25
Total 1000 · Cash Summary	106,628.13
Total Checking/Savings	106,628.13
Other Current Assets	
1300 · Prepaid Expenses	76.89
Total Other Current Assets	76.89
Total Current Assets	106,705.02
TOTAL ASSETS	106,705.02
LIABILITIES & EQUITY	
Equity	
3000 · Opening Balance Equity	38,749.85
3200 · Retained Earnings	62,163.19
Net Income	5,791.98
Total Equity	106,705.02
TOTAL LIABILITIES & EQUITY	106,705.02

Squire Canyon Community Services District

Deposit Detail

October through December 2015

Type	Num	Date	Name	Account	Amount
Deposit		10/16/2015		1005 · Savings-Her...	1,747.14
			SLO County Tax Co...	4001 · Assessment...	-646.44
				4001 · Assessment...	-698.86
				4001 · Assessment...	-401.84
TOTAL					-1,747.14
Deposit		10/27/2015		1005 · Savings-Her...	1,966.34
			SLO County Tax Co...	4001 · Assessment...	-727.55
				4001 · Assessment...	-786.54
				4001 · Assessment...	-452.25
TOTAL					-1,966.34
Deposit		10/31/2015		1005 · Savings-Her...	15.96
				4005 · Interest Inco...	-15.96
TOTAL					-15.96
Deposit		11/06/2015		1005 · Savings-Her...	1,967.24
			SLO County Tax Co...	4001 · Assessment...	-727.88
				4001 · Assessment...	-786.90
				4001 · Assessment...	-452.46
TOTAL					-1,967.24
Deposit		11/10/2015		1005 · Savings-Her...	1,966.30
			SLO County Tax Co...	4001 · Assessment...	-727.53
				4001 · Assessment...	-786.52
				4001 · Assessment...	-452.25
TOTAL					-1,966.30
Deposit		11/30/2015		1005 · Savings-Her...	16.27
				4005 · Interest Inco...	-16.27
TOTAL					-16.27
Deposit		12/08/2015		1005 · Savings-Her...	5,206.03
			SLO County Tax Co...	4001 · Assessment...	-1,926.23
				4001 · Assessment...	-2,082.41
				4001 · Assessment...	-1,197.39
TOTAL					-5,206.03
Deposit		12/14/2015		1005 · Savings-Her...	2,014.65
			SLO County Tax Co...	4001 · Assessment...	-745.42
				4001 · Assessment...	-805.86
				4001 · Assessment...	-463.37
TOTAL					-2,014.65

9:30 AM

12/31/15

Squire Canyon Community Services District

Check Detail

October through December 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	746	10/06/2015	Don Duke		1004 · Checking-...		-50.00
					5035 · Web Site E...	-50.00	50.00
TOTAL						-50.00	50.00
Check	747	10/06/2015	Shipsey & Seitz		1004 · Checking-...		-166.00
					5030.03 · Legal Se...	-166.00	166.00
TOTAL						-166.00	166.00
Check	748	10/06/2015	Hagemann and A...		1004 · Checking-...		-1,250.00
					5030.04 · Manage...	-1,250.00	1,250.00
TOTAL						-1,250.00	1,250.00
Check	749	10/06/2015	LAFCO		1004 · Checking-...		-107.26
					5010 · LAFCO Dues	-107.26	107.26
TOTAL						-107.26	107.26
Check	750	10/07/2015	Stephen Fiant		1004 · Checking-...		-238.63
					5525 · Signage	-238.63	238.63
TOTAL						-238.63	238.63
Check	751	11/30/2015	Greenvale Tree Co.		1004 · Checking-...		-1,985.00
					5510 · Tree Trimmi...	-1,985.00	1,985.00
TOTAL						-1,985.00	1,985.00