

SQUIRE CANYON COMMUNITY SERVICES DISTRICT

1 Squire Road, San Luis Obispo, California 93401

(805) 227-6392

www.squirecanyoncsd.com

AGENDA FOR SPECIAL BOARD OF DIRECTORS MEETING

Thursday, June 18, 2020, 7:00 PM

Avila Beach Community Service 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:

Board Members	Staff
Steve Fiant, President	Brad Hagemann, GM
Mike Nunno, Director	Jeff Minnery, District Counsel
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 January 7, 2020 Regular Meeting
- B. Approval of Minutes for March 3, 2020 Special Meeting
- C. Review and Approval of Warrant Register
- D. Financial Report

5. MANAGER'S REPORT:

6. BUSINESS ITEMS:

- A. Resolution No. 2020-01:** Adopting fiscal year 2020/2021 assessment rates and authorizing the special tax for road maintenance and improvements within the District. **Board action required.**
- B. Fiscal Year 2020/2021 Budget:** Consider adoption of the FY 2020/21 District Budget. **Board action required.**
- C. Resolution No. 2020-02:** Requesting consolidation of SCCSD biennial election with the November 3, 2020 Consolidated General Election. Board action required.
- 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. **Possible Board Action.**
- 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. **Possible Board Action**
- F. 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 July 7th, 2020, Regular Meeting has been cancelled.

The next regular meeting will be held on Tuesday, October 6, 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

January 7, 2020 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, Vice President Nunno, Director Falerios, Director Campos
Director Johnson arrived at 7:36 PM
Staff present: Brad Hagemann, General Manager

3. Public Comments: Public member is concerned with the impacts from heavy equipment on the District roads. Board responded that they do not have the authority to limit the types of vehicles on District roads beyond existing Cal Trans/Highway Patrol limits.

4. Consent Items:

- A. Approval of Minutes for the July 2, 2019 Regular Board meeting and the July 31, 2019 Special Meeting
- B. Review and Approval of Warrant Register
- C. Financial Report

After some Board discussion and an opportunity for public comment, Vic President Nunno moved to approve the consent agenda, President Fiant seconded and motion carried unanimously 5-0.

5. Manager's Report: No comments

6. Business Items:

A. Election of Board Officers for 2020: By acclamation, the Board approved Director Fiant to serve another year as President and Director Nunno to serve another year as Vice President.

B. Report on Status of Fire Council Grant Application: Director Falerios stated that the Fire Council was recommending approval and if final approval is obtained the project would kick off in mid-2020. **Information Item Only**

C. Road Repair and Maintenance: The Board reviewed the projects that are approved and/or in progress including: Apodaca Paving approved to seal and paint speed bumps; Hayward Construction approved to move forward on Indian Knob projects, retaining wall project, and top of Squire Canyon project near Director Campos property. The Board directed the GM to include a "paving sinking fund" as part of the FY 20/21 budget.

7. Director Comments: No further comments

Adjourn

There being no further business, the meeting was adjourned at 8:25 PM. The next regular meeting of the Squire Canyon Community Services District will be held on Tuesday January 7, 2020, 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

March 3, 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 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 6:00 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, Director Faleros, Director Campos and Director Johnson.

Staff present: Brad Hagemann, General Manager;
Jeff Minnery, District Counsel

3. Announcement of Closed Session

A. Public Comment on Closed Session: None

B. Conference with legal counsel

C. Return to Open Session and Announce any Action Taken:
No reportable action taken.

4. Adjourn

There being no further business, the meeting was adjourned at 7:15 PM.

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

January 3 through June 18, 2020

Date	Num	Name	Memo	Credit
1000 - Cash Summary				
1004 - Checking-Heritage Oaks				
01/07/2020	824	Avila Beach Civic Association	2020 Civic Association Membership & Facility Use	100.00
03/03/2020	825	Adam, Moroski, M, C & Green, LLP	Inv # 49522	398.00
03/03/2020	826	NDIC Inc.	Invoice #21832	120.00
05/01/2020	827	Adam, Moroski, M, C & Green, LLP	Inv # 50268	81.67
05/01/2020	828	Apodaca Paving Inc.	Invoice # 4806	2,200.00
05/04/2020	829	NDIC Inc.	Invoice #22142	60.00
05/18/2020	830	Leobardo Hernandez	Inv # 001 for Brush Trimming Upper Squire Cany...	125.00
06/16/2020	831	SDRMA	Liability - Member # 7103 FY 2020_21	2,375.00
06/16/2020	832	Hagemann and Associates	General Mgr Jan - June 2020 Inv # 1097	2,800.00
06/17/2020	833	Hayward Construction	Invoice dated May 29, 2020	8,591.00
Total 1004 - Checking-Heritage Oaks				<u>16,850.67</u>
Total 1000 - Cash Summary				<u>16,850.67</u>
TOTAL				<u><u>16,850.67</u></u>

Squire Canyon Community Services District
Income & Expenditures
 January 3 through June 18, 2020

	1-ZONE 1, INDIAN KNOB	2-ZONE 2, SQUIRE CANY...	3-ZONE 3, ADMINISTRATI...	TOTAL
Ordinary Income/Expense				
Income				
4000 · Income Summary				
4001 · Assessments Collected	6,866.43	7,423.17	4,268.32	18,557.92
4005 · Interest Income	0.00	0.00	18.20	18.20
Total 4000 · Income Summary	6,866.43	7,423.17	4,286.52	18,576.12
Total Income	6,866.43	7,423.17	4,286.52	18,576.12
Expense				
5000 · Administrative Overhead				
5005 · Insurance	0.00	0.00	2,375.00	2,375.00
5017 · Miscellaneous Overheads	0.00	0.00	100.00	100.00
5030 · Professional Fees				
5030.03 · Legal Services	0.00	398.00	81.67	479.67
5030.04 · Management	0.00	0.00	2,800.00	2,800.00
Total 5030 · Professional Fees	0.00	398.00	2,881.67	3,279.67
5035 · Web Site Expense	0.00	0.00	180.00	180.00
Total 5000 · Administrative Overhead	0.00	398.00	5,536.67	5,934.67
5500 · Road Repair & Maintenance				
5510 · Tree Trimming & Removal	0.00	1,716.00	0.00	1,716.00
5515 · Other Road Repairs	1,100.00	1,100.00	0.00	2,200.00
5520 · Weed & Brush Control	0.00	125.00	0.00	125.00
5500 · Road Repair & Maintenance - Ot...	6,875.00	0.00	0.00	6,875.00
Total 5500 · Road Repair & Maintenance	7,975.00	2,941.00	0.00	10,916.00
Total Expense	7,975.00	3,339.00	5,536.67	16,850.67
Net Ordinary Income	-1,108.57	4,084.17	-1,250.15	1,725.45
Net Income	-1,108.57	4,084.17	-1,250.15	1,725.45

Squire Canyon Community Services District
Balance Sheet by Class
As of June 18, 2020

	1-ZONE 1, INDIAN KNOB	2-ZONE 2, SQUIRE CANYON	3-ZONE 3, ADMINISTRATIVE	TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1000 · Cash Summary	13,913.79	-1,620.14	-6,421.44	5,872.21
1004 · Checking-Heritage Oaks	-14,509.81	15,665.25	77,832.26	78,987.70
1005 · Savings-Heritage Oaks				
Total 1000 · Cash Summary	-596.02	14,045.11	71,410.82	84,859.91
Total Checking/Savings	-596.02	14,045.11	71,410.82	84,859.91
Total Current Assets	-596.02	14,045.11	71,410.82	84,859.91
TOTAL ASSETS	-596.02	14,045.11	71,410.82	84,859.91
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	-1,057.47	3,132.49	-14,006.30	-11,931.28
Total Equity	48,628.23	69,875.21	-33,643.53	84,859.91
TOTAL LIABILITIES & EQUITY	48,628.23	69,875.21	-33,643.53	84,859.91
UNBALANCED CLASSES	-49,224.25	-55,830.10	105,054.35	-0.00

**SPECIAL DISTRICT CALENDAR OF EVENTS
NOVEMBER 3, 2020, CONSOLIDATED GENERAL ELECTION**

DATE/DEADLINE	EVENT
July 1, 2020 E-125 days EC §10509, 10522	District Secretary completes and delivers to the County Elections Official, the Notice of Elective Offices to be filled, along with the map of the district's boundaries.
JULY 6 - AUG 5, 2020 E-120-90 Days EC Code §12112 EC §12113	County Elections Official shall publish the Notice of Election for each district containing: <ol style="list-style-type: none"> 1. The date of the election 2. The office for which candidates may file 3. The qualifications for office 4. Location where candidates may file for office and the deadlines 5. Statement regarding appointments EC §10515 <p>In addition, the County Election Official, shall, by a general press release, set forth the offices to be filled and a telephone number to call for information.</p> <p>County Elections Official shall deliver a copy of all published notices to the District Secretary for posting in the district office.</p>
JULY 13 - AUG 7, 2020 E-113-88 Days EC §10510, 10603 HNC §6053 EC §10515	Nomination Period - Candidates file declaration of candidacy forms and other related nomination documents with the County Elections Official. No person may file papers for more than one district office at the same election. Candidates for Harbor Commissioner must file nomination papers signed by 25 to 50 registered voters within the District. Insufficient Nominees - if by the close of nominations for a given office, there are insufficient or no nominees, and a petition requesting an election has not been filed, the district will not hold an election. Those candidates who filed Declarations of Candidacy will be appointed in-lieu of election by the Board of Supervisors. Upon recommendation of the District, the Board of Supervisors will make appointments where no candidates filed the requisite papers.
AUG 7, 2020 E-88 Days EC §10403, 10603b	Last day for districts to file their resolutions requesting consolidation of their election with the November 6, 2018, General Election with the County Elections Official. Last day for a candidate to withdraw their Declaration of Candidacy.
AUG 8 - AUG 12, 2020 E-87-83 Days EC §10604	Extended Filing Period - If an incumbent officer does not file a declaration of candidacy by August 10th, any person other than the incumbent , may file between these dates. The extension is not applicable if there is no incumbent to be elected.
AUG 10, 2020 E-85 Days EC §13307	Last Day for a candidate to withdraw their Statement of Qualifications. Once filed, the statement cannot be changed, only withdrawn. If the office has a filing extension, the last day to withdraw the statement of qualifications is August 15th.
DEC 4, 2020 EC §10554	Term of Office begins. Prior to taking office, each elective officer shall take the official Oath of Office.
JAN 4, 2021 HNC §6050, 6055, 6056	Term of Office for Harbor Commissioners begins at noon. Prior to taking office, each commissioner shall take the official oath and execute any bond required by the principal act.

* Denotes a date that falls on a County holiday or weekend. Deadline extends until the next business day.

EC = Election Code HNC = Harbors and Navigation Code (E-) = Election Day Minus

**NOTICE TO COUNTY ELECTIONS OFFICIAL
ELECTIVE OFFICES TO BE FILLED, MAP OF DISTRICT BOUNDARIES,
PAYMENT OF CANDIDATE STATEMENT OF QUALIFICATIONS**
Elections Code §10509 & 10522

Squive Canyon C.S.D.
Name of District

TO THE COUNTY ELECTIONS OFFICIAL OF SAN LUIS OBISPO COUNTY:

1. Notice is hereby given that the elective offices of the district to be filled at the Consolidated General Election on November 3, 2020, are as follows:

NUMBER OF DIRECTORS TO BE ELECTED OFFICE	TERM OF OFFICE
<u>3</u>	Four Year Term
<u>2</u>	Two Year Term

Name of Elected officials whose term will be expiring.

Stephen Fiant
Christopher Johnson
Mike Nunno

2. The qualifications of a nominee and of an elective office of the District are as follows:

SHALL BE A REGISTERED ELECTOR RESIDING IN THE DISTRICT

3. Pursuant to Elections Code §10522, a map showing the boundaries of the district is attached.

Have the boundaries changed since 2018?

YES _____ NO X

4. Please indicate whether the DISTRICT or the CANDIDATE will pay for the printing and handling of the Statement of Qualifications, per Elections Code §13307

DISTRICT X CANDIDATE _____

Signed: Brad Hagemann

Dated: 6/15/20

Print Name and Title: Brad Hagemann, G.M.

RESOLUTION No. 2020-01
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SQUIRE CANYON COMMUNITY SERVICES DISTRICT
TO CONFIRM THE 2019-2020 FISCAL YEAR SPECIAL ASSESSMENT FOR
ROAD MAINTENANCE WITHIN THE DISTRICT AND DIRECTING STAFF
TO FORWARD THE SPECIAL ASSESSMENT TO THE COUNTY AUDITOR
FOR COLLECTION

WHEREAS, the Squire Canyon Community Services District (“District”) became effective February 27, 1981 by election and Resolution of the Board of Supervisors of the County of San Luis Obispo, and under the authority of the Cortese-Knox-Hertzberg Local Reorganization Act of 2000 (Government Code § 56000 et seq.); and

WHEREAS, by said Resolution and the resulting election, the Squire Canyon Community Services District, pursuant to Government Code §61100(l) is authorized to exercise the following services:

Acquire, construct, improve, and maintain streets, roads, rights-of-way, bridges, culverts, drains, curbs, gutters, sidewalks, and any incidental works. A district shall not acquire, construct, improve or maintain any work owned by another public agency unless that public agency gives its written consent; and

WHEREAS, the residents within Squire Canyon Community Services District voted to establish a special assessment as part of the above referenced election to finance the services more particularly described in the above Recitals for each parcel upon formation of the District and shortly thereafter created three zones of benefit each with its own assessment, a policy which continues to the present. Under present state statutes, annual increases cannot exceed 2% unless approved by a majority of registered resident voters.

NOW THEREFORE, BE IT RESOLVED, DECLARED, DETERMINED
AND ORDERED BY THE BOARD OF DIRECTORS OF THE SQUIRE CANYON
COMMUNITY SERVICES DISTRICT AS FOLLOWS:

1. That the Recitals set forth hereinabove are true, correct and valid.
2. That the Squire Canyon Community Services District Board of Directors hereby confirms and imposes a special tax at the rate of Zone 1: \$786.40 per parcel, Zone 2: \$444.46 per parcel, and Zone 3: \$102.54 per parcel for Fiscal Year 2020/2021 as identified in Exhibit “A” attached hereto and incorporated herein by this reference.
3. That said special tax shall be collected at the same time and in the same manner as other taxes levied and collected by the County of San Luis Obispo pursuant to Government Code §61115(b).

4. The District to reimburse the County of San Luis Obispo its standard collection costs.

PASSED AND ADOPTED by the Board of Directors of the Squire Canyon Community Services District this 18th day of June, 2020 by the following roll call vote:

AYES: _____

NOES: _____

ABSENT: _____

APPROVED:

Steve Fiant, President
Board of Directors

ATTEST:

Brad Hagemann,
General Manager/Secretary

Squire Canyon Community Services District

Proposed Assessment Rates for FY 2020-2021

Zone 1 APN		Zone 2 APN		Zone 3 APN		Total	
Assessment Rate	General & Admin	Assessment	Rate	General & Admin	Assessment	Rate	Assessment
076-271-041	\$ 683.85	\$ 102.55	\$ 786.40	076-271-046	\$ 341.91	\$ 102.55	\$ 444.46
076-271-042	\$ 683.85	\$ 102.55	\$ 786.40	076-272-010	\$ 341.91	\$ 102.55	\$ 444.46
076-272-022	\$ 683.85	\$ 102.55	\$ 786.40	076-272-014	\$ 341.91	\$ 102.55	\$ 444.46
076-272-030	\$ 683.85	\$ 102.55	\$ 786.40	076-272-024	\$ 341.91	\$ 102.55	\$ 444.46
076-272-034	\$ 683.85	\$ 102.55	\$ 786.40	076-272-025	\$ 341.91	\$ 102.55	\$ 444.46
076-272-035	\$ 683.85	\$ 102.55	\$ 786.40	076-272-038	\$ 341.91	\$ 102.55	\$ 444.46
076-272-041	\$ 683.85	\$ 102.55	\$ 786.40	076-272-039	\$ 341.91	\$ 102.55	\$ 444.46
076-272-042	\$ 683.85	\$ 102.55	\$ 786.40	076-272-040	\$ 341.91	\$ 102.55	\$ 444.46
076-272-055	\$ 683.85	\$ 102.55	\$ 786.40	076-272-046	\$ 341.91	\$ 102.55	\$ 444.46
076-272-056	\$ 683.85	\$ 102.55	\$ 786.40	076-272-047	\$ 341.91	\$ 102.55	\$ 444.46
076-272-070	\$ 683.85	\$ 102.55	\$ 786.40	076-272-054	\$ 341.91	\$ 102.55	\$ 444.46
076-272-073	\$ 683.85	\$ 102.55	\$ 786.40	076-272-066	\$ 341.91	\$ 102.55	\$ 444.46
076-272-074	\$ 683.85	\$ 102.55	\$ 786.40	076-272-067	\$ 341.91	\$ 102.55	\$ 444.46
076-272-077	\$ 683.85	\$ 102.55	\$ 786.40	076-272-072	\$ 341.91	\$ 102.55	\$ 444.46
076-272-078	\$ 683.85	\$ 102.55	\$ 786.40	076-272-079	\$ 341.91	\$ 102.55	\$ 444.46
076-273-004	\$ 683.85	\$ 102.55	\$ 786.40	076-272-080	\$ 341.91	\$ 102.55	\$ 444.46
076-273-009	\$ 683.85	\$ 102.55	\$ 786.40	076-272-081	\$ 341.91	\$ 102.55	\$ 444.46
076-273-013	\$ 683.85	\$ 102.55	\$ 786.40	076-272-082	\$ 341.91	\$ 102.55	\$ 444.46
076-273-029	\$ 683.85	\$ 102.55	\$ 786.40	076-273-001	\$ 341.91	\$ 102.55	\$ 444.46
				076-273-002	\$ 341.91	\$ 102.55	\$ 444.46
				076-273-007	\$ 341.91	\$ 102.55	\$ 444.46
19	Total	\$ 12,993.13	\$ 1,948.47	\$ 14,941.59			\$ 1,948.28

Assessments increased 2% from FY 2019/20 rates

Totals for Each Zone	
Zone 1	\$ 14,941.59
Zone 2	\$ 18,223.06
Zone 3	\$ 1,948.28
Total	\$ 35,112.92

Proposed Assessment Rates for FY 2020-2021

Zone 3 APN		Total	
Assessment Rate	General & Admin	Assessment	Assessment
076-271-030	\$ 341.91	\$ 102.55	\$ 444.46
076-271-031	\$ 341.91	\$ 102.55	\$ 444.46
076-271-043	\$ 341.91	\$ 102.55	\$ 444.46
076-271-047	\$ 341.91	\$ 102.55	\$ 444.46
076-271-048	\$ 341.91	\$ 102.55	\$ 444.46
076-271-049	\$ 341.91	\$ 102.55	\$ 444.46
076-271-050	\$ 341.91	\$ 102.55	\$ 444.46
076-271-051	\$ 341.91	\$ 102.55	\$ 444.46
076-271-052	\$ 341.91	\$ 102.55	\$ 444.46
076-271-053	\$ 341.91	\$ 102.55	\$ 444.46
076-271-054	\$ 341.91	\$ 102.55	\$ 444.46
076-271-055	\$ 341.91	\$ 102.55	\$ 444.46
076-274-006	\$ 341.91	\$ 102.55	\$ 444.46
076-274-011	\$ 341.91	\$ 102.55	\$ 444.46
076-274-012	\$ 341.91	\$ 102.55	\$ 444.46
076-274-013	\$ 341.91	\$ 102.55	\$ 444.46
076-274-017	\$ 341.91	\$ 102.55	\$ 444.46
076-274-018	\$ 341.91	\$ 102.55	\$ 444.46
076-273-020	\$ 341.91	\$ 102.55	\$ 444.46
19	Total	\$ 1,948.28	

41	Total	\$ 14,018.47	\$ 4,204.58	\$ 18,223.06
----	-------	--------------	-------------	--------------

**SQUIRE CANYON COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2020-2021 BUDGET**

	Indian Knob	Squire Canyon	Administrative	FY 19/20 Budget	FY 19/20 Projected	Proposed FY 20/21 Budget
REVENUE						
	Zone 1	Zone 2	Zone 3			
Total Revenue	\$ 12,993	\$ 14,018	\$ 8,101	\$ 34,012	\$ 33,527	\$ 35,112
BUDGETED EXPENDITURES						
General Manager			\$ 6,000	\$ 6,000	\$ 5,800	\$ 6,000
Attorney			\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
LAFCO Membership			\$ 125	\$ 135	\$ 122	\$ 125
CSDA Dues			\$ 200	\$ 175	\$ 186	\$ 200
Auditor-Reserve			\$ 2,000	\$ 1,500	\$ 10,500	\$ 2,000
Election Fees			\$ 500	\$ 500	-	\$ 500
Postage			\$ 25	\$ 25	-	\$ 25
Webmaster & Web Site			\$ 400	\$ 350	\$ 900	\$ 400
Insurance (SDRMA)			\$ 2,375	\$ 1,215	\$ 1,355	\$ 2,375
Office Supplies/Misc			\$ 100	\$ 100	\$ 100	\$ 100
Total Admin Expenses			\$ 13,725	\$ 12,000	\$ 20,963	\$ 13,725
Total Admin Overhead				\$ 12,000	\$ 20,963	\$ 13,725
Professional Services				\$ -	\$ 342	\$ 500
Repair and Maintenance	15,000	6,750		\$ 21,750	\$ 21,782	\$ 17,000
Paving Sinking Fund						\$ 4,000
Total Expenditures			27,450.00	\$ 33,750	\$ 43,087	\$ 35,225
ALLOCATION TO RESERVES FOR MAJOR REPAIRS				\$ 262	\$ (9,560)	\$ (113)

NOTES:

Squire Canyon Community Services District
Profit & Loss
July 2019 through June 2020

	Jul '19 - Jun 20
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4001 · Assessments Collected	33,476.14
4005 · Interest Income	50.88
	<hr/>
Total 4000 · Income Summary	33,527.02
Total Income	33,527.02
Expense	
5000 · Administrative Overhead	
5003 · CSDA	186.00
5005 · Insurance	1,355.00
5010 · LAFCO Dues	122.39
5017 · Miscellaneous Overheads	100.00
5030 · Professional Fees	
5030.01 · Auditor	10,500.00
5030.03 · Legal Services	1,995.77
5030.04 · Management	5,800.00
5030 · Professional Fees - Other	342.50
	<hr/>
Total 5030 · Professional Fees	18,638.27
5035 · Web Site Expense	899.64
	<hr/>
Total 5000 · Administrative Overhead	21,301.30
5500 · Road Repair & Maintenance	
5510 · Tree Trimming & Removal	12,582.00
5515 · Other Road Repairs	2,200.00
5520 · Weed & Brush Control	125.00
5500 · Road Repair & Maintenance - Other	6,875.00
	<hr/>
Total 5500 · Road Repair & Maintenance	21,782.00
Total Expense	43,083.30
Net Ordinary Income	-9,556.28
Net Income	-9,556.28

SQUIRE CANYON COMMUNITY SERVICES DISTRICT

Resolution No. 2020-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SQUIRE CANYON COMMUNITY SERVICES DISTRICT REQUESTING CONSOLIDATION OF THEIR BIENNIAL ELECTION WITH THE NOVEMBER 3, 2020 CONSOLIDATED GENERAL ELECTION

WHEREAS, an election shall be conducted on November 3, 2020 for this District pursuant to the Uniform District Election Law commencing with Elections Code Section 10500; and

WHEREAS, pursuant to Elections Code Section 10555, said election may be consolidated with any other elections pursuant to Part 3,(commencing with Section 10400); and

WHEREAS, the Board of Directors requests the San Luis Obispo County Board of Supervisors consolidate this District's General District Election with any other election which may be held on the same day;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors, as follows: The Board of Supervisors of San Luis Obispo County is hereby requested to consolidate the General District Election of this District to be held on November 3, 2020, with all other elections held on the same date. This request is made pursuant to Section 10555 and 10400, et seq of the California Elections Code. The Board of Directors agrees to reimburse, upon presentation of a bill, the County of San Luis Obispo in full for the services performed relating to this election.

ON MOTION of Director _____, seconded by Director _____, and on the following roll call vote to wit:

AYES:

NOES:

ABSENT:

The foregoing resolution is hereby adopted this 18th day of June, 2020.

Steve Fiant, PRESIDENT

Attest:

Brad Hagemann
SECRETARY TO BOARD

RESOLUTION NO. 2020 – 03

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SQUIRE CANYON COMMUNITY SERVICES DISTRICT
IN SUPPORT OF FIRE SAFETY GRANT PROJECT**

WHEREAS, in 2019, a Fire Safety Grant was applied for by certain members of the community of Squire Canyon (“Grant Applicants”) on behalf of the community at large; and

WHEREAS, in May 2020, the Grant Applicants were awarded six (6) Private Hand Crew Days by the Fire Safe Council (“FSC”) for the clearing of flora from the roadside in Squire Canyon (“Project”); and

WHEREAS, the Project is beneficial for the fire and road safety in the Squire Canyon Community Services District (“District”); and

WHEREAS, the Grant Applicants and FSC wish to coordinate with the District, and the District wishes to support and coordinate with the Grant Applicants and FSC in the carrying out of the Project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Squire Canyon Community Services District that:

1. The District wishes to thank the Grant Applicants for their time and effort in applying for the Fire Safety Grant on behalf of the community of Squire Canyon and to congratulate them on their award.
2. The District supports the efforts of the CalFire Hand Crews in carrying out the Project within District boundaries. The District also gives permission to the CalFire Hand Crews to work on and along the roads within District boundaries.
3. The District will coordinate with the Grant Applicants and the FSC as they accomplish the Project.

PASSED AND ADOPTED this ____ day of _____ 2020, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Stephen W. Fiant, President
Squire Canyon Community Services District

Bradley Hagemann
General Manager and Clerk of the Board
Squire Canyon Community Services District

MANAGEMENT AND CONSULTING AGREEMENT

This Agreement is made effective as of ~~07/09/2015~~07/01/2020, by and between Squire Canyon Community Services District, of 1 Squire Canyon Rd., San Luis Obispo, CA 93401-8000, and Hagemann & Associates, 9372 Carmel Road, Atascadero, California 93422.

In this Agreement, the party who is contracting to receive services shall be referred to as "SCCSD", and the party who will be providing the services shall be referred to as "Hagemann & Associates".

Hagemann & Associates has a background in Management, Engineering and Accounting and is willing to provide services to SCCSD based on this background.

SCCSD desires to have services provided by Hagemann & Associates.

Therefore, the parties agree as follows:

1. DESCRIPTION OF SERVICES. Beginning on 07/07//2015, Hagemann & Associates will provide the following services (collectively, the "Services"): All bookkeeping including interface with auditors both private and public, general management services including, but not limited to, document review and analysis, interface with all public agencies, appropriate research tasks and communications with all board members, employees and the public, supervision of contractors as necessary.

2. PERFORMANCE OF SERVICES. The manner in which the Services are to be performed and the specific hours to be worked by Hagemann & Associates shall be determined by Hagemann & Associates. SCCSD will rely on Hagemann & Associates to work as many hours as may be reasonably necessary to fulfill Hagemann & Associate's obligations under this Agreement, but is generally assumed to be approximately 5 hours per month.

3. PAYMENT. Fees for services will be based on the time expended at the billing rate of One Hundred Twenty-Five Dollars (\$125) per hour, unless otherwise mutually agreed in writing. Payment for services is due and payable upon receipt. Invoicing will be sent at the first of each month, with an itemization of daily hours worked for SCCSD.

~~SCCSD will pay a fee to Hagemann & Associates for the Services based on \$500.00 per month. This fee shall be payable quarterly, no later than the fifteenth day of the month following the period during which the Services were performed.~~

4. EXPENSE REIMBURSEMENT. Hagemann & Associates shall be entitled to reimbursement from SCCSD for the following "out-of-pocket" expenses: postage, copying and Trade show registration, travel if authorized and required by SCCSD, office

supplies specific to SCCSD, small construction-related purchases authorized by the Board of Directors.

5. SUPPORT SERVICES. SCCSD will provide the following support services for the benefit of Hagemann & Associates: Web site support.

6. TERM/TERMINATION. This Agreement may be terminated by either party at will by notice per paragraph 14 of this agreement. Final payment of fees to Hagemann & Associates will be pro-rated by the number of days in the month of termination. This pro-rated share along with any funds or approved expenses advanced by Hagemann & Associates shall be tendered upon receipt of all materials per paragraph 13 of this agreement.

7. RELATIONSHIP OF PARTIES. It is understood by the parties that Hagemann & Associates is an independent contractor with respect to SCCSD, and not an employee of SCCSD. SCCSD will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of Hagemann & Associates.

8. EMPLOYEES. Hagemann & Associate's employees, if any, who perform services for SCCSD under this Agreement shall also be bound by the provisions of this Agreement.

9. ASSIGNMENT. Hagemann & Associate's obligations under this Agreement may not be assigned or transferred to any other person, firm, or corporation without the prior written consent of SCCSD.

10. INTELLECTUAL PROPERTY. The following provisions shall apply with respect to copyrightable works, ideas, discoveries, inventions, applications for patents, and patents (collectively, "Intellectual Property"):

a. Consultant's Intellectual Property. Hagemann & Associates does not personally hold any interest in any Intellectual Property.

11. CONFIDENTIALITY. SCCSD recognizes that Hagemann & Associates has and will have the following information:

- business affairs

and other proprietary information (collectively, "Information") which are valuable, special and unique assets of ~~Independence Ranch~~ Squire Canyon Community Services District and need to be protected from improper disclosure. In consideration for the disclosure of the Information, Hagemann & Associates agrees that Hagemann & Associates will not at any time or in any manner, either directly or indirectly, use any Information for Hagemann & Associate's own benefit, or divulge, disclose, or communicate in any manner any Information to any third party without the prior written consent of SCCSD. Hagemann & Associates will protect the Information and treat it as

strictly confidential. A violation of this paragraph shall be a material violation of this Agreement.

12. CONFIDENTIALITY AFTER TERMINATION. The confidentiality provisions of this Agreement shall remain in full force and effect after the termination of this Agreement.

13. RETURN OF RECORDS. Upon termination of this Agreement, Hagemann & Associates shall deliver all records, notes, data, memoranda, models, and equipment of any nature that are in Hagemann & Associate's possession or under Hagemann & Associate's control and that are SCCSD's property or relate to SCCSD's business as soon as is practicable, but not later than 30 days after termination. Any final payment due Hagemann & Associates may be withheld until return of all documents and property has been completed.

14. NOTICES. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

IF for SCCSD:

Squire Canyon Community Services District
1 Squire Canyon Road
San Luis Obispo, California 93401-8000

IF for HAGEMANN & ASSOCIATES:

Hagemann & Associates
Brad Hagemann, Owner
9372 Carmel Road
Atascadero, California 93422

Such address may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

15. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

16. AMENDMENT. This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

17. SEVERABILITY. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and

enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

18. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

19. APPLICABLE LAW. This Agreement shall be governed by the laws of the State of California.

Party receiving services:
Squire Canyon Community Services District

By: _____
Steve Fiant
President

Party providing services:
Hagemann & Associates

By: _____
Owner
Brad Hagemann