

SQUIRE CANYON COMMUNITY SERVICES DISTRICT

1 Squire Road, San Luis Obispo, California 93401

(805) 835-3163

www.squirecanyoncsd.com

AGENDA FOR BOARD OF DIRECTORS MEETING

Tuesday, January 12, 2021, 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: 834 724 6822

1. CALL TO ORDER:

2. ROLL CALL:

Board Members	Staff
Steve Fiant, President	Brad Hagemann, GM
Keith Falerios, Director	
Fernando Campos, Director	
Elizabeth Cziraki, Director	
Janna Lloyd, Director	

Oath of Office for New or Renewing Board Members:

Steve Fiant for Term Expiring 12/6/24

Elizabeth Cziraki for Term Expiring 12/6/24

Janna Lloyd for Term Expiring 12/6/24

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, 2020 Board Meeting
- B. Review and Approval of Warrant Register
- C. Financial Report

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

6. **BUSINESS ITEMS:**

- A. **Election of Board President and Vice President for 2021:** The Board typically considers election of Board officers at the first meeting of the year. **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, April 5, 2021, at 7:30 pm at the Avila Beach Community Services District office, 100 San Luis Street, Avila Beach, California and/or via Zoom depending on the COVID-19 Governing Orders.

Squire Canyon Community Services District
Board of Directors
1 Squire Canyon
San Luis Obispo, CA 93401
(805) 835-3163
www.squirecanyoncsd.com

October 6, 2020 Board 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 7:36 PM.

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

3. Public Comments: None

4. Consent Items:

- A. Approval of Minutes for the June 18, 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 Falerios seconded and motion carried unanimously 3-0, with 2 absent

5. Manager's Report: GM Hagemann provided a brief oral report.

6. Business Items:

- A. Recommendation to the County Board of Supervisors to Fill Positions on Governing Board of Directors:** GM Hagemann noted that three Director terms (Fiant, Nunno and Johnson) will be expiring on December 2, 2020. On August 25, 2020, the County sent a 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 expressed an interest in remaining on the Board. Motion by Director Falerios to recommend the County appoint Steve Fiant to the Board; seconded by Director Campos. Motion Passed 3-0, with 2 absent. The Board also discussed potential candidates to fill the two remaining vacancies. If the candidates are interested, they will be directed to contact the County Clerk Recorder's Office to file an application.
- B. Road Repair and Maintenance:** The Directors discussed the need to install a mirror on Squire Canyon Road to help with the blind corner. Director Fiant made a motion to purchase and install a mirror at a cost not to exceed \$200; Director Falerios seconded and the motion passed unanimously 3-0, with 2 absent.

7. Director Comments: Directors briefly discussed the status of the Cal Fire Grant and agreed to check in with Cal Fire Chief Lee on the status; Directors also discussed the road repair work completed at the top of Squire Canyon Road.

Adjourn

There being no further business, the meeting was adjourned at 8:30 PM. The next regular meeting of the Squire Canyon Community Services District 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, CA and/or via Zoom depending on the COVID-19 Governing Orders.

APPROVED AS TO FORM:

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
Helen Nolan - Deputy Director Clerk Recorder

Dear District Secretary:

Enclosed are the Certificates of Election and Oaths of Office for the officials from your district who were elected, appointed in lieu of election, or appointed by the Board of Supervisors for the Consolidated General Election on November 3, 2020.

Each official must take his/her oath before you, a Notary Public, or a deputy in our office before he or she can assume the duties of his/her office.

After the Oath of Office has been taken, please return a copy to our office. The parchment copy is for the official and one copy is for your records.

The Statement of Vote pages pertaining to those contests that went to election are posted on our website.

NOTE: IF you have directors leaving office and/or assuming office, remember that those directors must file an Assuming Office or Leaving Office Form 700 Statement within 30 days of leaving or taking office. This will be filed with the County Administration Office. Also, please complete a Statement of Facts – Roster of Public Agencies Filing form as needed to reflect any changes to your governing board, including Chairman/President/Presiding Officer, Secretary/Clerk, or members/directors.

If you have any questions, please contact our office at 781-5228.

Thank you,

A handwritten signature in cursive script that reads "Helen Nolan".

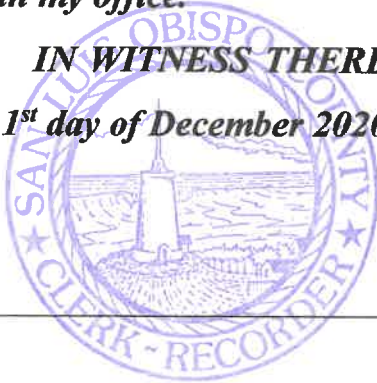
Helen Nolan
Deputy Director Clerk-Recorder

Encls.

Certificate of Appointment and Oath of Office

I, **TOMMY GONG**, County Clerk-Recorder of San Luis Obispo County, State of California, do hereby certify that **STEVE FLANT** was Appointed to the Office of **DIRECTOR, SQUIRE CANYON COMMUNITY SERVICES DISTRICT** for a term expiring 12/6/2024 as appears by the official record of the result of said election on file in my office.

IN WITNESS THEREOF, I have hereunto affixed my hand and official seal this 1st day of December 2020.





County Clerk-Recorder

Oath of Office

I, **STEVE FLANT**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

DIRECTOR
SQUIRE CANYON COMMUNITY SERVICES DISTRICT
For a term expiring 12/6/2024

Candidate Signature

Subscribed and sworn before me, this _____ day of _____

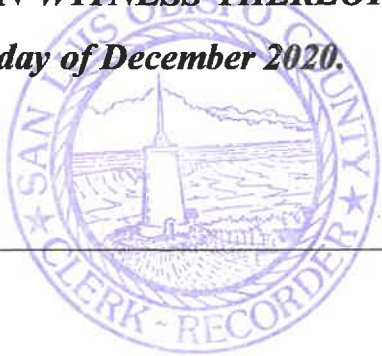
Signature of Person Administering Oath

Title

Certificate of Appointment and Oath of Office

I, **TOMMY GONG**, County Clerk-Recorder of San Luis Obispo County, State of California, do hereby certify that **ELIZABETH CZIRAKI** was Appointed to the Office of **DIRECTOR, SQUIRE CANYON COMMUNITY SERVICES DISTRICT** for a term expiring 12/6/2024 as appears by the official record of the result of said election on file in my office.

IN WITNESS THEREOF, I have hereunto affixed my hand and official seal this 1st day of December 2020.





County Clerk-Recorder

Oath of Office

I, **ELIZABETH CZIRAKI**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

DIRECTOR
SQUIRE CANYON COMMUNITY SERVICES DISTRICT
For a term expiring 12/6/2024

Candidate Signature

Subscribed and sworn before me, this _____ day of _____

Signature of Person Administering Oath

Title

Certificate of Appointment and Oath of Office

I, **TOMMY GONG**, County Clerk-Recorder of San Luis Obispo County, State of California, do hereby certify that **JANNA LLOYD** was Appointed to the Office of **DIRECTOR, SQUIRE CANYON COMMUNITY SERVICES DISTRICT** for a term expiring 12/6/2024 as appears by the official record of the result of said election on file in my office.

IN WITNESS THEREOF, I have hereunto affixed my hand and official seal this 1st day of December 2020.





County Clerk-Recorder

Oath of Office

I, **JANNA LLOYD**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

DIRECTOR
SQUIRE CANYON COMMUNITY SERVICES DISTRICT
For a term expiring 12/6/2024

Candidate Signature

Subscribed and sworn before me, this _____ day of _____

Signature of Person Administering Oath

Title

Squire Canyon Community Services District
Warrant Register-Checking
October 7, 2020 through January 12, 2021

Date	Num	Name	Memo	Credit
1000 - Cash Summary				
1004 - Checking-Heritage Oaks				
11/11/2020	843	Mission Paving Inc	Inv# 4377	6,885.00
11/11/2020	844	Adam, Moroski, M, C & Green, LLP	Inv #s 52145	50.00
01/12/2021	845	Adam, Moroski, M, C & Green, LLP	Inv #s 52348 & 52683	400.00
01/12/2021	846	CSDA	ID: 2542 2021 Membership	191.00
01/12/2021	847	NDIC Inc.	Invoice #23169	120.00
01/12/2021	848	Hagemann and Associates	General Mgr Oct, Nov Dec ...	1,500.00
Total 1004 - Checking-Heritage Oaks				9,146.00
Total 1000 - Cash Summary				9,146.00
TOTAL				9,146.00

Adamski Moroski Madden Cumberland & Green LLP

Post Office Box 3835
San Luis Obispo, CA 93403-3835

Phone: (805) 543-0990 Fax: (805) 543-0980

6052-001 JAM

December 29, 2020

TAX ID NO: 77-0579029

Squire Canyon Community Services District
Attn: Stephen W. Fiant, President
1 Squire Canyon Road
San Luis Obispo, CA 93401

VIA EMAIL ONLY
sfpcck@yahoo.com
hagemann.associates@gmail.com

For Services Rendered and Costs Incurred Through November 30, 2020

In Reference To: General

Invoice #: 52683

PROFESSIONAL SERVICES

		<u>Hours</u>	<u>Total</u>
11/10/2020	JAM Review email from S. Fiant regarding Ms. Nielsen; follow up regarding recommendations	0.20	
11/11/2020	JAM Review emails from General Manager and President related to Ms. Nielsen	0.30	
11/17/2020	JAM Further review of emails from General Manager and S. Fiant regarding response to Ms. Nielsen	0.30	NO CHARGE
11/18/2020	JAM Email to General Manager regarding correspondence regarding Ms. Nielson	0.20	
Professional Services Rendered		1.00	\$175.00
Previous Balance			\$225.00
BALANCE DUE			\$400.00

Timekeeper Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Minnery, Jeffrey	0.70	250.00	\$175.00
Minnery, Jeffrey	0.30	0.00	\$0.00

**INVOICES ARE DUE UPON RECEIPT AND ARE SUBJECT TO
INTEREST CHARGES 30 DAYS FROM DATE OF INVOICE.**

PLEASE INDICATE INVOICE NUMBER ON YOUR REMITTANCE CHECK. THANK YOU.

Adamski Moroski Madden Cumberland & Green LLP

Post Office Box 3835
San Luis Obispo, CA 93403-3835

Phone: (805) 543-0990 Fax: (805) 543-0980

6052-001 JAM

November 30, 2020

TAX ID NO: 77-0579029

Squire Canyon Community Services District
Attn: Stephen W. Fiant, President
1 Squire Canyon Road
San Luis Obispo, CA 93401

VIA EMAIL ONLY
sfpcck@yahoo.com
hagemann.associates@gmail.com

For Services Rendered and Costs Incurred Through October 31, 2020

In Reference To: General

Invoice #: 52348

PROFESSIONAL SERVICES

		<u>Hours</u>	<u>Total</u>
10/19/2020 JAM	Review email claim from N. Nielsen related to dirt movement and allegations of dumping on her property; follow up regarding same; review response email from Board President, Steve Fiant, related to claim	0.40	
10/20/2020 JAM	Telephone call with S. Fiant regarding status and strategy related to claim for property damage following road work; telephone call with attorney Greg Connell regarding same; follow up analysis of potential defenses and course to resolution	0.50	
Professional Services Rendered		0.90	\$225.00
			\$50.00
11/12/2020	Payment - thank you. Check No. 844		(\$50.00)
Total Payments and Adjustments			(\$50.00)
BALANCE DUE			\$225.00

Timekeeper Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Minnery, Jeffrey	0.90	250.00	\$225.00

**INVOICES ARE DUE UPON RECEIPT AND ARE SUBJECT TO
INTEREST CHARGES 30 DAYS FROM DATE OF INVOICE.**

PLEASE INDICATE INVOICE NUMBER ON YOUR REMITTANCE CHECK. THANK YOU.



**California Special
Districts Association**
Districts Stronger Together

California Special Districts Association
11121 Street, Suite 200
Sacramento, CA 95814
Phone: 877.924.2732 Fax: 916.520.2470
www.csda.net

2021 CSDA MEMBERSHIP RENEWAL

To:
Squire Canyon Community Services District
1 Squire Canyon Road
San Luis Obispo, CA 93401

Membership ID: 2542
Issue Date October 1, 2020
Due Date: December 31, 2020

RMS-Regular Member	\$191.00
Optional Purchases	
New Member Benefit! Participants receive CSDA Administrative Salary and Benefits Survey results FREE!	NOW FREE FOR CSDA MEMBERS!
\$225 CSDA Sample Policy Handbook	\$
Total	\$
PAYMENT	
Account Name:	Account Number:
Expiration Date	Auth Signature

Please return this form with payment to CSDA Member Services, 11121 Street, Suite 200, Sacramento, CA 95814, fax: 916.520.2470. To pay by ACH, please contact membership@csda.net.

OBRA 1993 prohibits taxpayers from deducting, for federal income tax purposes, the portion of membership dues that are allocable to the lobbying activities of trade organizations. The nondeductible portion of your dues is estimated to be 8%. To view dues categories, please visit the CSDA transparency page at www.csda.net

Thank you for being a CSDA Member!

New Directions In Computing, Inc.
3455 Catalina Place
Paso Robles, CA 93446
+1 8059628565
Accounting@ndic.com
www.ndic.com

Invoice 23169



BILL TO
Squire Canyon CSD

DATE 10/08/2020	PLEASE PAY \$60.00	DUE DATE 10/08/2020
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DESCRIPTION	QTY	RATE	AMOUNT
Update Agenda	0.50	120.00	60.00

TOTAL DUE	\$60.00
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THANK YOU.

+ 60.⁰⁰ for January uploads

*= 120.⁰⁰
BMA*

Hagemann and Associates

9372 Carmel Road
Atascadero, CA 93422

Invoice

Date	Invoice #
1/12/2021	1125

Bill To
Squire Canyon CSD 1 Squire Canyon Road San Luis Obispo, CA 93401-8000

Terms
Net 15

Item	Service date	Description	Quantity	Rate	Amount
General Manager	10/31/2020	General Manager Oct 2020	4	125.00	500.00
General Manager	11/30/2020	General Manager November 2020	2	125.00	250.00
General Manager	12/31/2020	General Manager December 2020	1	125.00	125.00
General Manager	1/31/2021	General Manager January 2021	5	125.00	625.00

Thank you for your business.

Total \$1,500.00

Phone #	(805) 835-3163	E-mail	hagemann.associates@gmail.com
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Squire Canyon Community Services District Income & Expenditures

October 7, 2020 through January 12, 2021

	1-ZONE 1, INDIAN KNOB	2-ZONE 2, SQUIRE CANY...	3-ZONE 3, ADMINISTRAT...	TOTAL
Ordinary Income/Expense				
Income				
4000 · Income Summary				
4001 · Assessments Collected	5,645.52	6,103.26	3,509.40	15,258.18
4005 · Interest Income	0.00	0.00	7.40	7.40
Total 4000 · Income Summary	5,645.52	6,103.26	3,516.80	15,265.58
Total Income	5,645.52	6,103.26	3,516.80	15,265.58
Expense				
5000 · Administrative Overhead				
5003 · CSDA	0.00	0.00	191.00	191.00
5030 · Professional Fees				
5030.03 · Legal Services	0.00	450.00	0.00	450.00
5030.04 · Management	0.00	0.00	1,500.00	1,500.00
Total 5030 · Professional Fees	0.00	450.00	1,500.00	1,950.00
5035 · Web Site Expense	0.00	0.00	120.00	120.00
Total 5000 · Administrative Overh...	0.00	450.00	1,811.00	2,261.00
5500 · Road Repair & Maintenance	3,400.00	3,485.00	0.00	6,885.00
Total Expense	3,400.00	3,935.00	1,811.00	9,146.00
Net Ordinary Income	2,245.52	2,168.26	1,705.80	6,119.58
Net Income	2,245.52	2,168.26	1,705.80	6,119.58

Squire Canyon Community Services District
Balance Sheet by Class
As of January 12, 2021

	1-ZONE 1, INDIAN KNOB	2-ZONE 2, SQUIRE CANYON	3-ZONE 3, ADMINISTRATIVE	TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1000 · Cash Summary				4,746.56
1004 · Checking-Heritage Oaks	20,873.79	-9,022.30	-7,104.93	62,938.27
1005 · Savings-Heritage Oaks	20,579.35	45,599.48	-3,240.56	
Total 1000 · Cash Summary	41,453.14	36,577.18	-10,345.49	67,684.83
Total Checking/Savings	41,453.14	36,577.18	-10,345.49	67,684.83
Total Current Assets	41,453.14	36,577.18	-10,345.49	67,684.83
TOTAL ASSETS	41,453.14	36,577.18	-10,345.49	67,684.83
LIABILITIES & EQUITY				
Equity				
3000 · Opening Balance Equity	13,582.35	14,714.19	10,390.40	38,686.94
3200 · Retained Earnings	35,045.88	55,161.02	-44,030.50	46,176.40
Net Income	2,864.23	-19,830.02	-212.72	-17,178.51
Total Equity	51,492.46	50,045.19	-33,852.82	67,684.83
TOTAL LIABILITIES & EQUITY	51,492.46	50,045.19	-33,852.82	67,684.83
UNBALANCED CLASSES	-10,039.32	-13,468.01	23,507.33	-0.00