

SQUIRE CANYON COMMUNITY SERVICES DISTRICT

1 Squire Road, San Luis Obispo, California 93401

(805) 835-3163

www.squirecanyoncsd.com

AGENDA FOR BOARD OF DIRECTORS SPECIAL MEETING

TUESDAY, OCTOBER 15, 2024, 7:30 PM

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

1. CALL TO ORDER:

- 2. ROLL CALL:**
- | Board Members | Staff |
|-----------------------------|-------------------|
| Mike Callahan, Director | Brad Hagemann, GM |
| Fernando Campos, Director | |
| Elizabeth Cziraki, Director | |
| Zack Scott, 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 act 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 9, 2024, Board Meeting
- B. Review and Approval of Warrant Register
- C. Financial Report

5. BUISINESS ITEMS:

- A. Provide a Recommendation to the County Board of Supervisors for filling Three, four-year positions on the District's Governing Board.

Possible Board Action

- B. Road Repair and Maintenance: Status Report on Repair and Maintenance Projects and Board Consideration of New Road Repair Projects. **Possible board action.**

6. ADJOURNMENT

The next Board meeting will be held on **Tuesday, January 14th, 2025, at 6:30 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) 835-3163
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July 9, 2024 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: Vice President Scott called the meeting to order at 6:05 PM.

2. Roll Call: **Board Members present:** Director Scott, Director Cziraki, and Director Campos
Board members absent: Director Callahan, one vacancy
Staff present: Brad Hagemann, General Manager.

3. Public Comments: Mr. Jeff Minnery introduced himself to the Board of Directors.

4. Consent Items:

- A. Approval of Minutes for the April 9, 2024, Special Board meeting
- B. Review and Approval of Warrant Register
- C. Review and Approval of the Financial Report

After some Board discussion, **Director Scott moved to approve the consent agenda, Director Cziraki seconded and motion carried unanimously 3-0, with one member absent and one vacancy.**

5. Business Items:

- A. **Resolution No. 2024-01:** Discuss and consider adopting FY 2024/2025 Assessment Rates and authorizing the special assessment for road maintenance and improvements within the District. **Director Scott moved to adopt Resolution No. 2024-01, Director Cziraki seconded and motion carried unanimously 3-0, with one member absent and one vacancy.**
- B. **Fiscal Year 2024/2025 Budget:** Discuss and consider adoption of the FY 2024/25 District Budget. **Director Scott moved to approve the FY 2024/25 Budget, Director Cziraki seconded and motion carried unanimously 3-0, with one member absent and one vacancy.**
- C. **Resolution No. 2024-02:** Discuss and consider adopting a Resolution requesting consolidation of SCCSD biennial Director election with the November 5, 2024, San Luis Obispo County Consolidated General Election. **Director Scott moved to adopt Resolution No. 2024-02, Director Cziraki seconded and motion carried unanimously 3-0, with one member absent and one vacancy.**

- D. Discuss and consider retaining JAM Law Group as the new District General Counsel:** JAM Law Group provided a proposal for General Legal Counsel Services and Principal Jeff Minnery summarized his background & experience and responded to Director questions. **Director Scott moved to retain JAM as the District's new General Counsel, Director Cziraki seconded and motion carried unanimously 3-0, with one member absent and one vacancy.**

- E. Road Repair and Maintenance:** Status Report on Repair and Maintenance Projects and Board Consideration of New Projects. **Director Scott moved to approve a minor repair project for an amount not to exceed \$1,000.00; Director Cziraki seconded and motion carried unanimously 3-0, with one member absent and one vacancy.**

6. Adjournment

There being no further business, the meeting was adjourned at approximately 8:00 PM.

The next regular meeting of the Squire Canyon Community Services District will be held on Tuesday October 8, 2024, at 6:00 PM.

APPROVED AS TO FORM:

Zach Scott
Vice President, Board of Directors
Squire Canyon Community Services District

Respectfully submitted,

Brad Hagemann
General Manager/Secretary

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager

DATE: October 15, 2024

SUBJECT: Recommendation to the County Board of Supervisors for filling three positions on the District's Governing Board

Recommendation:

Receive Staff Report and provide a Recommendation to the Board of Supervisors

Discussion:

Staff received a September 18th, 2024 letter from the County Clerk-Recorder's Office which states that no one filed Declarations of Candidacy for the three Board of Director positions that will become available at the end of the year (positions currently occupied by Director Scott, Director Cziraki and formerly by Director Fiant prior to his resignation). Therefore an election will not be held in the District for these positions. Instead, the County Board of Supervisors will appoint a qualified person to the positions based on a recommendation from the Community Services District. In addition, Director Fiant recently resigned from the Board, so that position may also be filled via an appointment from the Board of Supervisors.

Staff understands that both Director Scott and Director Cziraki are interested in continuing to serve on the District's Board of Directors. In addition, staff understands that Amanda Duda is also interested in serving on the Board. Staff recommends the Board consider a motion to recommend the Board of Supervisors appoint existing Directors Zachary Scott and Elizabeth Cziraki to fill their existing two positions and appoint Amanda Duda to fill the position formally held by Director Fiant.



COUNTY OF SAN LUIS OBISPO
OFFICE OF THE CLERK-RECORDER

Elaina Cano – *County Clerk-Recorder/Registrar of Voters*
Penny Boyd – *Deputy Director Registrar*

September 18, 2024

Squire Canyon CSD
1 Squire Canyon Rd
San Luis Obispo CA 93401

Dear General Manager,

The Squire Canyon Community Services District was scheduled to have its district election on November 5, 2024, for:

Two Directors, term beginning 12/6/2024 and ending 12/1/2028

As of the 83rd day prior to the election, no candidates have filed a declaration of Candidacy for these positions. The Clerk-Recorder's Office did not receive any petitions requesting the district election to be held in the district. Accordingly, a district election will not be held for these positions.

Pursuant to Elections Code section 10515(b), the Board of Supervisors will appoint qualified candidate(s) no later than November 5, 2024. If the Squire Canyon Community Services District intends to recommend qualified candidate(s), please submit recommendations in writing to our office **no later than October 16, 2024**. After the Board of Supervisors have 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 805-781-5228 or by email at candidateservices@co.slo.ca.us if you have any questions concerning this matter.

Thank you,

Tami Bisantz
Division Supervisor