

SQUIRE CANYON COMMUNITY SERVICES DISTRICT

1 Squire Road, San Luis Obispo, California 93401

(805) 227-6392

www.squirecanyoncsd.com

AGENDA FOR REGULAR BOARD OF DIRECTORS MEETING

Tuesday, October 3, 2017, 7:00 PM

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

1. CALL TO ORDER:

2. ROLL CALL:

Board Members

Ralph Gorton, President
Steve Fiant, Vice President
Lara Lehmer, Director
Tim Tillman, Director
Chris Johnson, Director

Staff

Brad Hagemann, GM

3. ANNOUNCEMENT OF CLOSED SESSION ITEM

A. Public Comment on closed session item

B. CONFERENCE WITH LEGAL COUNSEL PURSUANT TO GOVT. CODE §54956.9:

1. Anticipated litigation - 1 case: **Discussion of Nielsen issues. Consult with counsel**

C. Return to open session and announcement regarding action taken if any.

4. 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.

5. 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 6, 2017 Regular Board meeting
- B. Review and Approval of Warrant Register
- C. Financial Report

6. MANAGER'S REPORT: Status of new web page development.

7. BUSINESS ITEMS:

- A. **Road Repair and Maintenance:** Status Report on Repair and Maintenance Projects and Board Consideration of New Projects. Reference email from Richard Carter to the Board President Gorton dated 9/17/17 (attached). Possible board action.
- B. **Proposed Meeting Schedule for Calendar Year 2018:** Consider regular Board meeting dates and location for Calendar year 2018. The Board of Directors has typically met on the first Tuesday in January, April, July and October at 7:30 PM at the Avila Beach Community Center. For 2018 those dates are: January 2, April 3, July 3 and October 2. Possible board action.

8. 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.

9. ADJOURNMENT

The next regular meeting will be held on Tuesday, January 2, 2018, 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.squirecanyonsd.com

July 6, 2017 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. GM Hagemann is working with a new company to host and update the webpage. The new webpage should be available by late October.**

These Minutes are in draft form therefore subject to Board approval at their next meeting: Tuesday, October 3, 2017 at 7:30 pm at the Avila Beach Community Center, 191 San Miguel in Avila Beach.

1. Call to Order: President Gorton called the meeting to order at 7:34 PM.

2. Roll Call: **Board Members present:** President Ralph Gorton, Vice President Steve Fiant, Director Lara Lehmer and Director Tim Tillman.

Staff present: Brad Hagemann, General Manager.

Director Chris Johnson was not able to attend the meeting.

3. Public Comments: No Public Comment

4. Consent Items:

- A. Approval of Minutes for April 26, 2017 Special Meeting and April 4, 2017 Regular Board meeting
- B. Review and Approval of Warrant Register
- C. Financial Report

Financials: GM Hagemann reported that as of June 30, 2017, the District had \$3,127.17.55 in the checking account and \$113,901.09 in the savings account. There were no questions regarding the check register

President Gorton moved to approve the consent agenda, Board member Fiant seconded and motion carried unanimously 4-0.

5. Manager's Report: GM Hagemann reported that the survey work on upper Squire Canyon Road by Twin Cities Surveying had been completed and that copies of the report were available.

6. Business Items:

- A. **Resolution No. 07-06-2017/1:** Adopting fiscal year 2017/2018 assessment rates and authorizing the special tax for street improvements within the district. GM Hagemann introduced the item and noted that the proposed Assessments had not changed from the previous year. The Board members and public discussed the assessment process and the fact that the District has three benefit zones that are assessed different amounts ranging from Zone 1 - \$741.04; Zone 2 - \$418.82; and Zone 3 - \$96.64. After an opportunity for public comment, Director Fiant made a motion to adopt Resolution No. 07-06-2017/1. Director Lehmer seconded the motion and the motion passed with a roll call vote 4-0.

- B. **Fiscal Year 2017/2018 Budget:** Consider adoption of the FY 2017/18 District Budget. GM Hagemann summarized the proposed budget and responded to questions from the Board. After an opportunity for public comment, Director Fiant made a motion to adopt the proposed FY 2017/18 budget. Director Tillman seconded the motion and the motion passed with a roll call vote 4-0.
- C. **Road Repair and Maintenance:** Status Report on Repair and Maintenance Projects and Board Consideration of New Projects. After some discussion on road repairs and crack sealing options, President Gorton made a motion to approve up to \$1000 for immediate road repair activities. Director Tillman seconded the motion and the motion passed on a 3-1 vote.

7. Director Comments: With input from the public, the Directors discussed initiating a project to seal the cracks in the roads and/or providing a more comprehensive repair such as seal coating or chip sealing. This item will be added as a possible action item to the October 3, 2017 agenda.

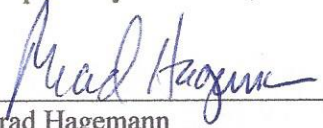
Adjourn

There being no further business, the meeting was adjourned at 9:05 PM. The next regular meeting of the Squire Canyon Community Services District will be held on Tuesday October 3, 2017, at 7:30 PM at the Avila Beach Community Center, 191 San Miguel Street, Avila Beach, CA.

APPROVED AS TO FORM:

Ralph Gorton
President, Board of Directors
Squire Canyon Community Services District

Respectfully submitted,



Brad Hagemann
General Manager/Secretary

Squire Canyon Community Services District
Warrant Register-Checking
July 7 through October 3, 2017

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>
1000 · Cash Summary				
1004 · Checking-Heritage Oaks				
08/08/2017	774	Twin Cities Survey Inc.	Squire Rd Survey Job# 171...	2,500.00
08/08/2017	775	SLOACTTC	LAFCO 2017-18	122.34
08/08/2017	776	Shipsey & Seitz	Acct. 10097-01M; 109020 ...	1,126.40
10/03/2017	777	Shipsey & Seitz	Acct. 10097-01M; #109108	704.00
10/03/2017	778	Greenvale Tree Co.	Invoice # 10496 Raise Tree...	2,100.00
10/03/2017	779	Hagemann and Associates	General Mgr July - Sept 2017	1,523.48
Total 1004 · Checking-Heritage Oaks				8,076.22
Total 1000 · Cash Summary				8,076.22
TOTAL				8,076.22

6:36 PM

09/20/17

Accrual Basis

Squire Canyon Community Services District

Balance Sheet

As of October 3, 2017

Oct 3, 17

ASSETS

Current Assets

Checking/Savings

1000 · Cash Summary

1004 · Checking-Heritage Oaks

1005 · Savings-Heritage Oaks

2,175.47

103,926.17

Total 1000 · Cash Summary

106,101.64

Total Checking/Savings

106,101.64

Other Current Assets

1300 · Prepaid Expenses

62.91

Total Other Current Assets

62.91

Total Current Assets

106,164.55

TOTAL ASSETS

106,164.55

LIABILITIES & EQUITY

Equity

3000 · Opening Balance Equity

38,749.85

3200 · Retained Earnings

78,341.32

Net Income

-10,926.62

Total Equity

106,164.55

TOTAL LIABILITIES & EQUITY

106,164.55

6:37 PM

09/20/17

Accrual Basis

Squire Canyon Community Services District

Profit & Loss

July 1 through October 3, 2017

Jul 1 - Oct 3, 17

Ordinary Income/Expense	
Income	
4000 · Income Summary	
4001 · Assessments Collected	1.75
4005 · Interest Income	23.33
Total 4000 · Income Summary	25.08
Total Income	25.08
Expense	
5000 · Administrative Overhead	
5005 · Insurance	1,252.00
5010 · LAFCO Dues	122.34
5030 · Professional Fees	
5030.03 · Legal Services	1,830.40
5030.04 · Management	3,100.00
5030 · Professional Fees - Other	2,500.00
Total 5030 · Professional Fees	7,430.40
5035 · Web Site Expense	46.96
Total 5000 · Administrative Overhead	8,851.70
5500 · Road Repair & Maintenance	
5510 · Tree Trimming & Removal	2,100.00
Total 5500 · Road Repair & Maintenance	2,100.00
Total Expense	10,951.70
Net Ordinary Income	-10,926.62
Net Income	-10,926.62



Bradley Hagemann <hagemann.associates@gmail.com>

Fwd: CSD Agenda Item

1 message

Ralph Gorton <pq444@aol.com>

Mon, Sep 18, 2017 at 2:21 PM

To: sfpck@yahoo.com, ttillman@nkbuildersinc.com, hagemann.associates@gmail.com, slolara@gmail.com, cwjny@yahoo.com

Sent from my iPhone

Begin forwarded message:

From: Richard Carter <rcarterkaiaua@gmail.com>
Date: September 17, 2017 at 10:34:15 PM PDT
To: pq444@aol.com
Subject: CSD Agenda Item

Ralph-

Your CSD email address is not on the CSD site under "Contacts." I had to go to Lara then Carrie to be able to write this.

I'm going out on a limb here, but I always assumed the mission of the CSD is the roads. Asphalt.

I mentioned it at the last meeting, but here goes. I walk the loop, so I am keenly aware of the road conditions.

There are sections of the roads that are beyond slurry coating. There are places where the sandstone is showing through. IKrd is a good case in point. For years, water in the gutter/swale at Lorraine's driveway (340) was diverting 100% out onto the roadway. She refused to cooperate with a pipe under her driveway and Nunno put a scupper and pipe under the roadway immediately on the upside of her driveway. From her driveway down, however, the damage has been done. Particularly bad is the dip section just before 268. Lorraine is history, btw.

I do not believe any of the road needs to be chewed up and repaved, though. There are already numerous patches on the section that have stood up for years. Half the road going past my house is one giant patch. This summer I pounded down some cold patch asphalt on two places on IKrd where the asphalt was worn through to sandstone, and months later they are very sound. My spin on asphalt contractors is they are quite eager to pass on faulty information to line their pockets. I had a tenant for three years who was an asphalt guy. Shady. Someone with a truckload of asphalt, a generator, diamond saw, and compactor could do wonders. We do NOT want one of the major asphalt contractors, save for slurry coating.

Speaking of, much of the road needs to be slurry coated to protect what's left. Not all of it, but much of it. This cannot be put off for another winter. And if it was staged so residents/shippers do not drive through it until it cures, the CSD would not be wasting its money.

Could we get this on the agenda, seeing it is the mission of the CSD?

Thanks.

-richard

320 IKrd.

650-649-9762 M