

SQUIRE CANYON COMMUNITY SERVICES DISTRICT

1 Squire Road San Luis Obispo, California 93401

(805) 544-4011

www.squirecanyonsd.com

AGENDA FOR REGULAR BOARD OF DIRECTORS MEETING

Tuesday, January 4, 2011 7:30 p.m.

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

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE:

2. ROLL CALL: Board Members

Mike Nunno, President

Tom Murphy

Carol Capito

Steve Budke

Steve Fiant

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 5, 2010
- B. Review and Approval of Warrant Register
- C. Financial Report
- D. General Manager & District Engineer Report
- E. Board Subcommittee Reports

5. BUSINESS ITEMS:

- A. District Treasurer
(Action Required: Receive Report, Hold Discussion and provide further direction to Staff)
- B. Mid Year Budget Review – Fiscal Year 2010-11
(Action Required: Receive Report)
- C. Oath of Office
(Action Required: Receive Report and Administer Oath)
- D. Form 700's
(Action Required: Receive Report and Distribute Forms)
- E. 2011 Road Work
(Action Required: Receive Report)

6. INFORMATION AND DISCUSSION ITEMS

7. ADJOURNMENT

The next board of directors meeting will be held on Tuesday, April 5th, 2011 at 7:30pm at the Avila Beach Community Center, 191 San Miguel Street, Avila Beach, California.

Any writing or document pertaining to an open item on this agenda which is distributed to the Board of Directors after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review at the District Manager's office at 612 Clarion Court, San Luis Obispo, CA during normal business hours.

Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above reference public meeting by contacting the District Manager at 805-544-4011.

Squire Canyon Community Services District
Board of Directors
www.squirecanyoncsd.com
October 5, 2010 Meeting Minutes

Please Note: The Board meets quarterly. It is the policy of the District to mail out draft Minutes prior to the next Board Meeting to provide information regarding issues and decisions made. ****If you would prefer to have your copy of the minutes sent electronically (via email) instead of U.S. Mail, please contact the District Manager, Lonnie Lepore at lonniel@wallacegroup.us and request to be added to the electronic distribution list. This will help the District save on the cost of printing and mailing. Thank you.**

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 4, 2011** at 7:30 pm at the Avila Beach Community Center, 191 San Miguel in Avila Beach.

Board Members present: Mike Nunno, Carol Capito, Tom Murphy, Steve Fiant, Steve Budke

Board Members absent: None

Staff present: Lonnie Lepore, General Manager/Secretary, John Wallace, District Engineer

Community: Cliff Swanson

President Mike Nunno welcomed everyone and called the meeting to order at 7:32pm.

Public Comments:

Mr. Swanson commented on community participation and availability of information. The District website is a central location for District information. Residents are also welcome to contact President Nunno or Manager Lepore for additional information or clarification.

Consent Items

A motion was made by Director Capito to approve all consent items A-E as presented. The motion was seconded by Director Budke and passed unanimously.

Board Action Items

A. Fiscal Year 2007-08 & Fiscal Year 2008-09 Audits

Director Budke presented the audits to the Board. It was determined that the SCCSD complies with US GAAP and all relevant Governmental Accounting Standards. There were no further comments by directors or Staff.

A motion was made by Director Capito to approve the Fiscal Year 2007-08 & Fiscal Year 2008-09 Audits. The motion was seconded by Director Murphy and passed unanimously.

B. 2010 Road Work

President Nunno discussed possible projects, however no immediate repairs/improvements were anticipated at this time.

Closed Session:

The Board held a closed session to evaluate the performance of the District General Manger.

Reportable Action:

The Board delivered a favorable review to the District Manager and District Engineer. The Board has directed Manager Lepore to assume the bookkeeping duties for the District.

Adjourn

There being no further business, the meeting was adjourned at 9:10p.m. The next regular meeting of the Squire Canyon Community Services District will be held on Tuesday, January 4, 2011 at 7:30pm at the Avila Beach Community Center – 191 San Miguel, Avila Beach, CA.

APPROVED AS TO FORM:

Michael Nunno
President, Board of Directors
Squire Canyon Community Services District

Respectfully submitted,

Lonnie E. Lepore
Secretary, Board of Directors

DRAFT

Squire Canyon Community Services District Warrant Register

January 4, 2011

DATED	INV #	ISSUED TO	AMOUNT	WARRANT NO	Amount Paid
<i>PENDING</i>					
11/15/2010	2542	CSDA Membership Dues	\$ 109.00	634	\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
Total Pending to Date			\$ 109.00		\$ -
OUTSTANDING INVOICES TO DATE					\$ 109.00

We hereby certify that the demands numbered above together with the supporting evidence have been examined, and that they comply with the requirements of the SQUIRE CANYON COMMUNITY SERVICES DISTRICT. The demands are hereby approved by motion of the SQUIRE CANYON COMMUNITY SERVICES DISTRICT.

BOARD OF DIRECTORS DATE: _____

President: Michael Nunno

Board Member

General Manager: Lonnie E. Lepore

Squire Canyon Community Services District Financial Report

This report is for the month ending	<u>November 30, 2010</u>
The beginning balance for all funds was	<u>\$ 50,197.21</u>
The ending balance was	<u>\$ 50,088.21</u>
For a decrease of just over	<u>\$ 109.00</u>
Interest earnings reported in the period were	<u>\$ -</u>

This report was prepared in accordance with the District's Statement of Investment Policy. All investment activity was within policy limits. There are currently sufficient funds to meet the next 30 days' obligations.

Funds on Hand Include

Rabobank Checking	\$	36,832.22
Rabobank Savings	\$	13,364.99
Reserve Account	\$	-
Local Agency Investment Fund (LAIF)	\$	-

TOTAL FUNDS ON HAND	\$	50,197.21
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OUTSTANDING EXPENSES FROM WARRANT REGISTER	\$	109.00
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TOTAL CASH ON HAND	\$	50,088.21
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SQUIRE CANYON COMMUNITY SERVICES DISTRICT

1 Squire Road, San Luis Obispo, CA 93401

MEMORANDUM

TO: Board of Directors

FROM: Lonnie E. Lepore, General Manager

DATE: January 4, 2011

SUBJECT: General Manager/District Engineer's Report

Wallace Group Rate Increase

Wallace Group has been providing administrative and engineering services to the Squire Canyon Community Services District since April of 2008. The contract between the District and Wallace group provides for the right of Wallace Group to revise its schedule of fees on a semi-annual basis. The last time rates were increased was October 2008.

Wallace Group will not be raising their rates at this time.

SQUIRE CANYON COMMUNITY SERVICES DISTRICT
1 Squire Road
San Luis Obispo, California 93401

BOARD OF DIRECTORS MEETING, JANUARY 4, 2011

SUBJECT: District Treasurer

RECOMMENDATION:

Receive report, hold discussion and provide any further direction to Staff.

FUNDING:

The Fiscal Year 2010-11 Budget currently allocates \$800.00 for treasurer expenses.

DISCUSSION:

At the regular board meeting held on October 5, 2010, the board unanimously directed Manager Lepore to assume the bookkeeping/treasurer duties for the District. Staff was to return to this meeting with a budget amendment to reflect these new duties. The District Code Section 2.150 outlines the duties to be performed by the District Treasurer. At this time, the current Fiscal Year 2010-11 budget allocates \$800 toward treasurer expenses. It is Staff's recommendation to not revised the budget at this time. Based on the duties required, this budget allocation already adopted will be sufficient to cover the additional tasks associated with this role.

SQUIRE CANYON COMMUNITY SERVICES DISTRICT
1 Squire Road
San Luis Obispo, California 93401

BOARD OF DIRECTORS MEETING, JANUARY 4, 2011

SUBJECT: Mid Year Budget Review

RECOMMENDATION:

Receive report, hold discussion and provide any further direction to Staff.

FUNDING:

None required for this task.

DISCUSSION:

The Fiscal Year 2010-11 Budget was adopted at the July 6, 2010 regular board meeting after being publicly advertised and open to public comment (a copy of the final adopted FY 10-11 Budget is attached). It is recommended that public agencies review their budgets on a semi-annual basis to determine if any adjustments are required, and to show the public that they are being fiscally responsible with their funds. The attached reports show the districts financials in a year to date and budget to actual format. The District has received 51.54% of its projected revenue, and has spent 31.58% of its projected expenses. Based on these numbers, staff recommends no adjustments to the budget at this time.

**SQUIRE CANYON COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2010-11 BUDGET**

Revenue	# of Parcels	Cost/Parcel	Total Revenue	<i>Revenue Detail by Zone</i>		
				Zone 01-1	Zone 01-2	Zone 01-3
Zone 01-1 - Indian Knobb	19	\$ 572.22	\$ 10,872.18	\$ 10,872.18		
Zone 01-2 - Squire Canyon	41	\$ 286.10	\$ 11,730.10		\$ 11,730.10	
Zone 01-3 - General & Administration	79	\$ 85.82	\$ 6,779.78			\$ 6,779.78
Total Assessments			\$ 29,382.06			
Interest Income			\$ -			
Misc. Income			\$ -			
Total Revenue			\$ 29,382.06	\$ 10,872.18	\$ 11,730.10	\$ 6,779.78
Expenses				<i>Expense Detail by Zone</i>		
			Total Expenses	Zone 01-1	Zone 01-2	Zone 01-3
General Manager			\$ 4,200.00	\$ 1,350.00	\$ 1,350.00	\$ 1,500.00
Treasurer			\$ 800.00			\$ 800.00
Attorney			\$ 1,000.00			\$ 1,000.00
LAFCO fees			\$ 44.00			\$ 44.00
CSDA Dues			\$ 490.00			\$ 490.00
Auditor			\$ 1,000.00			\$ 1,000.00
Bookkeeping			\$ -			\$ -
Insurance - SDRMA			\$ 1,700.00			\$ 1,700.00
Office supplies			\$ -			\$ -
Postage			\$ 200.00	\$ 100.00	\$ 100.00	\$ -
Weed & brush control			\$ 1,700.00	\$ 850.00	\$ 850.00	\$ -
Crack Repairs			\$ 3,400.00	\$ 1,700.00	\$ 1,700.00	\$ -
Sand slurry			\$ -		\$ -	\$ -
Other road repairs			\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	\$ -
Total Expenses			\$ 17,534.00	\$ 5,500.00	\$ 5,500.00	\$ 6,534.00
Net Surplus (Deficiency)			\$ 11,848.06	\$ 5,372.18	\$ 6,230.10	\$ 245.78

SQUIRE CANYON COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2010-11 BUDGET
MID YEAR BUDGET REVIEW - AS OF DECEMBER 31, 2010

Revenue				BUDGET	ACTUAL	
	<u># of Parcels</u>	<u>Cost/Parcel</u>	<u>%</u>	<u>Total Revenue</u>	<u>Prop Tax Rev to Date</u>	<u>% of Budget</u>
Zone 01-1 - Indian Knobb	19	\$ 572.22	37.00%	\$ 10,872.18	\$ 5,603.68	51.54%
Zone 01-2 - Squire Canyon	41	\$ 286.10	39.92%	\$ 11,730.10	\$ 6,045.87	51.54%
Zone 01-3 - General & Administration	79	\$ 85.82	23.07%	\$ 6,779.78	\$ 3,494.40	51.54%
Total Assessments				\$ 29,382.06		
Interest Income				\$ -	0.18	
Misc. Income				\$ -	3.71	
Total Revenue			100.00%	\$ 29,382.06	\$ 15,147.84	51.54%
Expenses				BUDGET	ACTUAL	
				<u>Total Expenses</u>	<u>Expenses to Date</u>	<u>% of Budget</u>
General Manager				\$ 4,200.00	\$ 1,409.90	33.57%
Treasurer				\$ 800.00	\$ -	0.00%
Attorney				\$ 1,000.00	\$ -	0.00%
LAFCO fees				\$ 44.00	\$ -	0.00%
CSDA Dues				\$ 490.00	\$ -	0.00%
Auditor				\$ 1,000.00	\$ 3,145.50	314.55%
Bookkeeping				\$ -	\$ -	
Insurance - SDRMA				\$ 1,700.00	\$ -	0.00%
Office supplies				\$ -	\$ -	
Postage				\$ 200.00	\$ -	0.00%
Weed & brush control				\$ 1,700.00	\$ -	0.00%
Crack Repairs				\$ 3,400.00	\$ 3,600.00	105.88%
Sand slurry				\$ -	\$ -	
Other road repairs				\$ 3,000.00	\$ 1,124.40	37.48%
Total Expenses				\$ 17,534.00	\$ 9,279.80	31.58%
Net Surplus (Deficiency)				\$ 11,848.06	\$ 5,868.04	49.53%

SQUIRE CANYON COMMUNITY SERVICES DISTRICT
1 Squire Road
San Luis Obispo, California 93401

BOARD OF DIRECTORS MEETING, JANUARY 4, 2011

SUBJECT: Oath of Office & Election of Officers

RECOMMENDATION:

Staff recommends Directors Murphy, Capito, Budke and Nunno take their Oath of Office, and authorize Staff to file completed Oaths with SLO County, and to conduct an election for Board Officers.

FUNDING:

None required for this task.

DISCUSSION:

This item provides for Directors with new terms to take their Oath of Office and to elect Board Officers. New and returning Directors are required by law to take an oath of office even if their election is by acclimation. It would be appropriate at this time to also conduct an election for Board Officers including President, and Vice-President. Current officers are Mike Nunno: President; and Tom Murphy: Vice President.

Section 2.110 of the District Code provides for two-year terms (in concert with bi-annual elections for Directors) as follows: "The President and Vice President of the Board shall be elected by the members of the Board for a two-year term. The election shall be held at any time during the first regular meeting following the date members of the Board are eligible to assume office following the general District Election. The Manager, the Treasurer and the Secretary shall serve at the pleasure of the Board."

The election can be conducted by a sitting Director, Manager or Secretary to the Board.

SQUIRE CANYON COMMUNITY SERVICES DISTRICT
1 Squire Road
San Luis Obispo, California 93401

BOARD OF DIRECTORS MEETING, JANUARY 4, 2011

SUBJECT: Annual Statements of Economic Interest

EXECUTIVE SUMMARY:

The filing for the annual Statements of Economic Interests as established by the CSD is April 1, 2011. The period covered is January 1, 2010 through December 31, 2010.

DISCUSSION:

Please note that the deadline for filing annual Statements of Economic Interest is April 1, 2011. You can access the form and the reference manual, if necessary, at www.fppc.ca.gov. Blank forms will be distributed at tonight's meeting as well.

Statements may be returned by mail, hand delivered to the County, or delivered to your General Manager.

If mailing or hand delivering to **SLO County**, please send/deliver to:
Clerk-Recorder's Office
1055 Monterey St, D120
San Luis Obispo, CA 93408

If mailing or hand delivering to **Wallace Group**, please send/deliver to:
Wallace Group
Attn: Lonnie Lepore
612 Clarion Court
San Luis Obispo, CA 93401

Please note that all statements must be received in the County Clerks office or postmarked by **5:00pm, April 1, 2011**. All late filings are subject to an audit of the information contained in the statement. Late statements are also subject to a mandatory \$10.00 per day fine for *each day* the statement is late.

RECOMMENDATION:

Received Form and file before the April 1, 2011 deadline.

SQUIRE CANYON COMMUNITY SERVICES DISTRICT
1 Squire Road
San Luis Obispo, California 93401

BOARD OF DIRECTORS MEETING, JANUARY 4, 2011

SUBJECT: Road Work Report

EXECUTIVE SUMMARY

This report by President Nunno sets forth planned activities for 2011.

DISCUSSION

By President Nunno.

RECOMMENDATION

Move to approve the maintenance and improvements for 2011 as presented.