

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, April 3, 2018, 7:30 PM

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

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

- 2. ROLL CALL:**
- | Board Members | Staff |
|-------------------------------|-------------------|
| Steve Fiant, President | Brad Hagemann, GM |
| Lara Lehmer, Director | |
| Tim Tillman, Director | |
| Christopher Johnson, Director | |
| Mike Nunno, Director | |

Director Nunno Take Oath of Office

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.

6. 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. Approval recommended.

- A. Approval of Minutes for Special Meeting, March 6, 2018
- B. Review and Approval of Warrant Register
- C. Approval of Financial Reports

7. MANAGER'S REPORT:

8. BUSINESS ITEMS:

- A. **Election of Board Officers:** Board elected President at January 25, 2018 meeting, but deferred election of Vice President to later meeting. Staff recommends the Board Consider election of Vice President position for 2018. Possible Board Action.
- B. **Assessment Rates for FY 2018/19:** Establish assessment rates for Fiscal Year 2018/2019. General Manager recommends normal 2% increase. Possible Board Action.
- C. **Review District Code:** The District adopted the District Code in January 2010. It is prudent for the Board to review the Code on a regular basis and make changes/updates as

appropriate. Staff recommends the Board review the Code and consider changes/updates at the April meeting or at a future Regular Board Meeting. Possible board action

- D. **Suggested Road Repair/Maintenance Items:** At the March 6, 2018, Special Meeting, the Board members suggested several possible maintenance/repair projects. The Board members were going to conduct further site assessment(s) and associated cost estimates and bring a potential project list to the meeting for Board consideration. Possible board action.
- E. **Formal District Participation in County Building Permit Review Process:** At the March 6, 2018, Special Meeting, the Board requested that this item be added to the next Board agenda for discussion. Possible board action.

9. **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.

10. **ADJOURNMENT**

The next regular meeting will be held on Tuesday, July 10, 2018 at 7:30pm 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
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March 6, 2018 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 7:33 PM.

2. Roll Call: Board Members present: President Steve Fiant, Director Chris Johnson, Director Lehmer and Director Tim Tillman.

Staff present: Brad Hagemann, General Manager; Mike Seitz, Legal Counsel

President Fiant made a motion to move Business Item 7.A. Appointment of Director to Fill Vacancy, up in the agenda. Director Lehmer seconded the motion and the motion passed 4-0.

7.A. Appointment of Director to Fill Vacancy: Only one applicant (Mr. Mike Nunno) had submitted an interest in filling the vacant Director Position. After some discussion and an opportunity for public comment, President Fiant made a motion to appoint Mr. Mike Nunno to fill the Director vacancy. Director Johnson seconded the motion and the motion passed 4-0. Mr. Nunno provided GM Hagemann a copy of his completed form 700 for submission to the County Clerk's office.

3. Announcement of Closed Session – Legal Counsel Seitz announced the Board would be going in to closed session to discuss one matter as presented on the meeting agenda and provided an opportunity for public comment.

A. Public Comment on Closed Session – No comments.

B. Legal Counsel Seitz led the closed session discussion.

C. Return to Open Session – The Board returned to Open Session at approximately 8:02 PM. Legal Counsel Seitz announced that there was no reportable action taken during closed session.

Open Session

4. Public Comments: No Public comments.

5. Consent Items:

A. Approval of Minutes for January 25, 2018 Board meeting

After an opportunity for public comment, President Fiant moved to approve the consent agenda, Board member Tillman seconded and motion carried unanimously 4-0; with newly appointed Director Nunno abstaining, since he was not at the January Board meeting.

6. Manager's Report: No Comments

7. Business Items:

A. Appointment to Fill Vacancy was moved up in the Agenda.

8. Director Comments: The Directors introduced several items that they wished to be included in the next meeting agenda including: Review of District Code adopted in 2010; Requesting the County Building and Planning Department to include the CSD as a formal entity on reviewing future proposed projects within the District's sphere of Influence; and drainage maintenance/repair work in the vicinity of the driveway on 340 Indian Knob Road. The Directors also discussed the FY 2018/19 Assessment process and requested staff bring a preliminary proposed assessment amount to the April meeting for discussion.

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 July 10, 2018, 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
Warrant Register-Checking
 January 3 through March 31, 2018

Date	Num	Name	Memo	Credit
1000 - Cash Summary				
1004 - Checking-Heritage Oaks				
02/28/2018			Service Charge	10.00
03/29/2018	784	Shipsey & Seitz	Statement # 109327...	1,672.00
03/31/2018	785	Hagemann and Associat...	General Mgr Jan - M...	1,523.48
Total 1004 - Checking-Heritage Oaks				<u>3,205.48</u>
Total 1000 - Cash Summary				<u>3,205.48</u>
TOTAL				<u>3,205.48</u>

Squire Canyon Community Services District
Income & Expenditures

January 3 through March 31, 2018

	1-ZONE 1, INDIAN KNOB	2-ZONE 2, SQUIRE CANYON	3-ZONE 3, ADMINISTRATIVE	TOTAL
Ordinary Income/Expense				
Income				
4000 · Income Summary				
4001 · Assessments Collected	2,008.00	2,170.81	1,248.21	5,427.02
4005 · Interest Income	0.00	0.00	16.44	16.44
Total 4000 · Income Summary	2,008.00	2,170.81	1,264.65	5,443.46
Total Income	2,008.00	2,170.81	1,264.65	5,443.46
Expense				
5000 · Administrative Overhead				
5002 · Bank Service Charges	0.00	0.00	10.00	10.00
5030 · Professional Fees				
5030.03 · Legal Services	0.00	0.00	1,672.00	1,672.00
5030.04 · Management	0.00	0.00	1,500.00	1,500.00
Total 5030 · Professional Fees	0.00	0.00	3,172.00	3,172.00
5035 · Web Site Expense	0.00	0.00	23.48	23.48
Total 5000 · Administrative Overhead	0.00	0.00	3,205.48	3,205.48
Total Expense	0.00	0.00	3,205.48	3,205.48
Net Ordinary Income	2,008.00	2,170.81	-1,940.83	2,237.98
Net Income	2,008.00	2,170.81	-1,940.83	2,237.98

Squire Canyon Community Services District

03/29/18

Balance Sheet

Accrual Basis

As of March 31, 2018

	<u>Mar 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1004 · Checking-Heritage Oaks	2,061.99
1005 · Savings-Heritage Oaks	98,201.02
Total 1000 · Cash Summary	<u>100,263.01</u>
Total Checking/Savings	100,263.01
Other Current Assets	
1300 · Prepaid Expenses	62.91
Total Other Current Assets	<u>62.91</u>
Total Current Assets	<u>100,325.92</u>
TOTAL ASSETS	<u>100,325.92</u>
LIABILITIES & EQUITY	
Equity	
3000 · Opening Balance Equity	38,749.85
3200 · Retained Earnings	78,341.32
Net Income	<u>-16,765.25</u>
Total Equity	<u>100,325.92</u>
TOTAL LIABILITIES & EQUITY	<u>100,325.92</u>

Squire Canyon Community Services District
Balance Sheet by Class
As of March 31, 2018

	1-ZONE 1, INDIAN KNOB	2-ZONE 2, SQUIRE CANYON	3-ZONE 3, ADMINISTRATIVE	Unclassified	TOTAL
ASSETS					
Current Assets					
Checking/Savings					
1000 - Cash Summary					
1001 - Rabobank Checking - 2013	18,592.42	22,920.21	-41,512.63	0.00	0.00
1002 - Rabobank Savings 2013	30,448.42	32,985.79	-63,434.21	0.00	0.00
1004 - Checking-Heritage Oaks	-7,194.96	-42,477.04	-6,258.01	57,992.00	2,061.99
1005 - Savings-Heritage Oaks	14,127.74	46,624.73	95,446.80	-57,998.25	98,201.02
Total 1000 - Cash Summary	55,973.62	60,053.69	-15,758.05	-6.25	100,263.01
Total Checking/Savings	55,973.62	60,053.69	-15,758.05	-6.25	100,263.01
Other Current Assets					
1300 - Prepaid Expenses	0.00	0.00	62.91	0.00	62.91
Total Other Current Assets	0.00	0.00	62.91	0.00	62.91
Total Current Assets	55,973.62	60,053.69	-15,695.14	-6.25	100,325.92
TOTAL ASSETS	55,973.62	60,053.69	-15,695.14	-6.25	100,325.92
LIABILITIES & EQUITY					
Equity					
3000 - Opening Balance Equity	13,582.35	14,714.19	10,453.31	0.00	38,749.85
3200 - Retained Earnings	50,958.92	43,608.53	-16,218.13	-8.00	78,341.32
Net Income	-8,384.24	1,655.07	-10,037.83	1.75	-16,765.25
Total Equity	56,157.03	59,977.79	-15,802.65	-6.25	100,325.92
TOTAL LIABILITIES & EQUITY	56,157.03	59,977.79	-15,802.65	-6.25	100,325.92
UNBALANCED CLASSES	-183.41	75.90	107.51	0.00	-0.00

Proposed Assessment Rates for FY 2017-2018

Zone 1 APN		Owner	Assessment Rate	General & Admin	Zone 2 APN	Owner	Assessment Rate	General & Admin
076-271-041	Brink		\$ 644.40	\$ 96.64	076-271-046	Lea	\$ 322.18	\$ 96.64
076-271-042	Heryford		\$ 644.40	\$ 96.64	076-272-010	Cziraki	\$ 322.18	\$ 96.64
076-272-022	Girolo-Hoffman		\$ 644.40	\$ 96.64	076-272-014	Bowles	\$ 322.18	\$ 96.64
076-272-030	Weiss		\$ 644.40	\$ 96.64	076-272-024	Allen	\$ 322.18	\$ 96.64
076-272-034	Laurin		\$ 644.40	\$ 96.64	076-272-025	Hughes	\$ 322.18	\$ 96.64
076-272-035	Swanson		\$ 644.40	\$ 96.64	076-272-038	Nielsen	\$ 322.18	\$ 96.64
076-272-041	Sundquist		\$ 644.40	\$ 96.64	076-272-039	Riggs	\$ 322.18	\$ 96.64
076-272-042	Carter		\$ 644.40	\$ 96.64	076-272-040	Cziraki	\$ 322.18	\$ 96.64
076-272-055	Johnson		\$ 644.40	\$ 96.64	076-272-046	Hedgepeth	\$ 322.18	\$ 96.64
076-272-056	Bronite		\$ 644.40	\$ 96.64	076-272-047	Markoff	\$ 322.18	\$ 96.64
076-272-070	Lehmer		\$ 644.40	\$ 96.64	076-272-054	Elmore	\$ 322.18	\$ 96.64
076-272-073	Brunken		\$ 644.40	\$ 96.64	076-272-066	Boone	\$ 322.18	\$ 96.64
076-272-074	Saleh		\$ 644.40	\$ 96.64	076-272-067	Heintz	\$ 322.18	\$ 96.64
076-272-077	Button-Cantu		\$ 644.40	\$ 96.64	076-272-072	Altermatt	\$ 322.18	\$ 96.64
076-272-078	Gorton		\$ 644.40	\$ 96.64	076-272-079	Tillman	\$ 322.18	\$ 96.64
076-273-004	Mattson		\$ 644.40	\$ 96.64	076-272-080	Yount	\$ 322.18	\$ 96.64
076-273-009	Harrigan		\$ 644.40	\$ 96.64	076-272-081	Bollay	\$ 322.18	\$ 96.64
076-273-013	Gerard		\$ 644.40	\$ 96.64	076-272-082	Bollay	\$ 322.18	\$ 96.64
076-273-029	Beath/Leutz		\$ 644.40	\$ 96.64	076-273-001	Murphy	\$ 322.18	\$ 96.64
19	Total		\$ 12,243.60	\$ 1,836.16	076-273-002	Perkins	\$ 322.18	\$ 96.64
					076-273-007	Packard	\$ 322.18	\$ 96.64
					076-273-011	Spaulding	\$ 322.18	\$ 96.64
					076-273-012	Hawthorne	\$ 322.18	\$ 96.64
					076-273-014	Dannecker	\$ 322.18	\$ 96.64
					076-273-017	Kokkonen	\$ 322.18	\$ 96.64
					076-273-018	Martin	\$ 322.18	\$ 96.64
					076-273-019	Dixon	\$ 322.18	\$ 96.64
					076-273-021	Small	\$ 322.18	\$ 96.64
					076-273-022	Mattina	\$ 322.18	\$ 96.64
					076-273-024	Brown	\$ 322.18	\$ 96.64
					076-273-025	Moyer	\$ 322.18	\$ 96.64
					076-273-026	McDonald	\$ 322.18	\$ 96.64
					076-273-027	Nunno	\$ 322.18	\$ 96.64
					076-274-002	Renard	\$ 322.18	\$ 96.64
					076-274-003	Emmons	\$ 322.18	\$ 96.64
					076-274-004	Rippner	\$ 322.18	\$ 96.64
					076-274-005	Doherty	\$ 322.18	\$ 96.64
					076-274-007	Lock	\$ 322.18	\$ 96.64
					076-274-008	Schug Nordin	\$ 322.18	\$ 96.64
					076-274-009	Lane	\$ 322.18	\$ 96.64
					076-274-010	Sances	\$ 322.18	\$ 96.64
					41	Total	\$ 13,209.38	\$ 3,962.24

Totals for Each Zone	
Zone 1	\$ 14,079.76
Zone 2	\$ 17,171.62
Zone 3	\$ 1,836.16
Total	\$ 33,087.54

Proposed Assessment Rates for FY 2017-2018

Zone 3 APN	Owner	Assessment rate
076-271-030	Nelson	\$ 96.64
076-271-031	Nelson	\$ 96.64
076-271-043	Royse	\$ 96.64
076-271-047	Federer	\$ 96.64
076-271-048	Bellis	\$ 96.64
076-271-049	Howell	\$ 96.64
076-271-050	Floyd	\$ 96.64
076-271-051	Gibson	\$ 96.64
076-271-052	McCain	\$ 96.64
076-271-053	Lombardi	\$ 96.64
076-271-054	Bailey	\$ 96.64
076-271-055	Bailey	\$ 96.64
076-274-006	Ford	\$ 96.64
076-274-011	Miller	\$ 96.64
076-274-012	Zundel	\$ 96.64
076-274-013	Brewster	\$ 96.64
076-274-017	Kritz	\$ 96.64
076-274-018	Betan	\$ 96.64
076-273-020	Harrigan	\$ 96.64
19	Total	\$ 1,836.16

Proposed Assessment Rates for FY 2018-2019

Zone 1 APN	Owner	Assessment Rate	General & Admin	Zone 2 APN	Owner	Assessment Rate	General & Admin
076-271-041	Brink	\$ 657.29	\$ 98.57	076-271-046	Lea	\$ 328.62	\$ 98.57
076-271-042	Heryford	\$ 657.29	\$ 98.57	076-272-010	Cziraki	\$ 328.62	\$ 98.57
076-272-022	Girolo-Hoffman	\$ 657.29	\$ 98.57	076-272-014	Bowles	\$ 328.62	\$ 98.57
076-272-030	Weiss	\$ 657.29	\$ 98.57	076-272-024	Allen	\$ 328.62	\$ 98.57
076-272-034	Laurin	\$ 657.29	\$ 98.57	076-272-025	Hughes	\$ 328.62	\$ 98.57
076-272-035	Swanson	\$ 657.29	\$ 98.57	076-272-038	Nielsen	\$ 328.62	\$ 98.57
076-272-041	Sundquist	\$ 657.29	\$ 98.57	076-272-039	Riggs	\$ 328.62	\$ 98.57
076-272-042	Carter	\$ 657.29	\$ 98.57	076-272-040	Cziraki	\$ 328.62	\$ 98.57
076-272-055	Johnson	\$ 657.29	\$ 98.57	076-272-046	Hedgepeth	\$ 328.62	\$ 98.57
076-272-056	Bronte	\$ 657.29	\$ 98.57	076-272-047	Markoff	\$ 328.62	\$ 98.57
076-272-070	Lehmer	\$ 657.29	\$ 98.57	076-272-054	Elmore	\$ 328.62	\$ 98.57
076-272-073	Brunken	\$ 657.29	\$ 98.57	076-272-066	Boone	\$ 328.62	\$ 98.57
076-272-074	Saleh	\$ 657.29	\$ 98.57	076-272-067	Heintz	\$ 328.62	\$ 98.57
076-272-077	Button-Cantu	\$ 657.29	\$ 98.57	076-272-072	Altermatt	\$ 328.62	\$ 98.57
076-272-078	Gorton	\$ 657.29	\$ 98.57	076-272-079	Tillman	\$ 328.62	\$ 98.57
076-273-004	Mattson	\$ 657.29	\$ 98.57	076-272-080	Yount	\$ 328.62	\$ 98.57
076-273-009	Harrigan	\$ 657.29	\$ 98.57	076-272-081	Bollay	\$ 328.62	\$ 98.57
076-273-013	Gerard	\$ 657.29	\$ 98.57	076-272-082	Bollay	\$ 328.62	\$ 98.57
076-273-029	Beath/Leutz	\$ 657.29	\$ 98.57	076-273-001	Murphy	\$ 328.62	\$ 98.57
				076-273-002	Perkins	\$ 328.62	\$ 98.57
				076-273-007	Packard	\$ 328.62	\$ 98.57
19	Total	\$ 12,488.47	\$ 1,872.88	076-273-011	Spaulding	\$ 328.62	\$ 98.57
				076-273-012	Hawthorne	\$ 328.62	\$ 98.57
				076-273-014	Dannecker	\$ 328.62	\$ 98.57
				076-273-017	Kokkonen	\$ 328.62	\$ 98.57
				076-273-018	Martin	\$ 328.62	\$ 98.57
				076-273-019	Dixon	\$ 328.62	\$ 98.57
				076-273-021	Small	\$ 328.62	\$ 98.57
				076-273-022	Mattina	\$ 328.62	\$ 98.57
				076-273-024	Brown	\$ 328.62	\$ 98.57
				076-273-025	Moyer	\$ 328.62	\$ 98.57
				076-273-026	McDonald	\$ 328.62	\$ 98.57
				076-273-027	Nunno	\$ 328.62	\$ 98.57
				076-274-002	Renard	\$ 328.62	\$ 98.57
				076-274-003	Emmons	\$ 328.62	\$ 98.57
				076-274-004	Rippner	\$ 328.62	\$ 98.57
				076-274-005	Doherty	\$ 328.62	\$ 98.57
				076-274-007	Lock	\$ 328.62	\$ 98.57
				076-274-008	Schug Nordin	\$ 328.62	\$ 98.57
				076-274-009	Lane	\$ 328.62	\$ 98.57
				076-274-010	Sances	\$ 328.62	\$ 98.57
				41	Total	\$ 13,473.57	\$ 4,041.48

Totals for Each Zone	
Zone 1	\$ 14,361.36
Zone 2	\$ 17,515.05
Zone 3	\$ 1,872.88
Total	\$ 33,749.29

Proposed Assessment Rates for FY 2018-2019

Zone 3 APN	Owner	Assessment rate
076-271-030	Nelson	\$ 98.57
076-271-031	Nelson	\$ 98.57
076-271-043	Royse	\$ 98.57
076-271-047	Federer	\$ 98.57
076-271-048	Bellis	\$ 98.57
076-271-049	Howell	\$ 98.57
076-271-050	Floyd	\$ 98.57
076-271-051	Gibson	\$ 98.57
076-271-052	McCain	\$ 98.57
076-271-053	Lombardi	\$ 98.57
076-271-054	Bailey	\$ 98.57
076-271-055	Bailey	\$ 98.57
076-274-006	Ford	\$ 98.57
076-274-011	Miller	\$ 98.57
076-274-012	Zundel	\$ 98.57
076-274-013	Brewster	\$ 98.57
076-274-017	Kritz	\$ 98.57
076-274-018	Betan	\$ 98.57
076-273-020	Harrigan	\$ 98.57
19	Total	\$ 1,872.88