

SQUIRE CANYON COMMUNITY SERVICES DISTRICT

1 Squire Road, San Luis Obispo, California 93401

(805) 835-3163

www.squirecanyoncsd.com

AGENDA FOR SPECIAL BOARD OF DIRECTORS MEETING

Tuesday, June 15, 2021, 7:00 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/8347246822>

Meeting ID: 834 724 6822 Password: No Password Required

BY PHONE: 1-408-638-0968 Meeting ID # 834 724 6822

1. CALL TO ORDER:

2. ROLL CALL:

Board Members

Steve Fiant, President
Elizabeth Cziraki, Director
Keith Falerios, Director
Fernando Campos, Director
Zach Scott, Director

Staff

Brad Hagemann, GM
Jeff Minnery, District Counsel

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 April 6, 2021 Regular Meeting
- B. Review and Approval of Warrant Register
- C. Financial Report

5. MANAGER'S REPORT: Oral Report

6. BUSINESS ITEMS:

- A. Resolution No. 2021-01:** Adopting fiscal year 2021/2022 assessment rates and authorizing the special assessment for road maintenance and improvements within the District. **Board Action Required.**
- B. Fiscal Year 2021/2022 Budget:** Consider adoption of the FY 2021/22 District Budget. **Board Action Required.**
- C. Discuss and Consider Updates to District Purchasing Policy:**
Possible Board Action.
- D. 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 July 6th, 2021, Regular Meeting has been cancelled.

The next regular meeting will be held on Tuesday, October 5, 2021, at 7:30 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
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April 6, 2021 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.**

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 7:34 PM.

2. Roll Call: Board Members present: President Fiant, Director Falerios, and Director Cziraki.

Board members absent: Director Campos, one Vacancy

Staff present: Brad Hagemann, General Manager

3. Public Comments: No Public comments.

4. Consent Items:

- A. Approval of Minutes for the January 12, 2021 Regular Board meeting and March 19, 2021 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 Cziraki Fiant seconded and motion carried unanimously 3-0, with one Board member absent.

5. Manager's Report: GM Hagemann provided a brief oral update reminding Board members to complete their Form 700s for calendar year 2020 and/or their entering office.

6. Business Items:

A. Consider appointment to fill Director Vacancy and Election of Board President and Vice President for 2021: GM Hagemann explained that Ms. Janna Lloyd was appointed by the Board Supervisors to fill a Board vacancy. However, Ms. Lloyd moved out of state in January 2021 (prior to taking the oath of office). The Board requested applications to fill Ms. Lloyd's vacancy and received an application for Mr. Zach Scott. Mr. Scott was in attendance at the meeting and briefly addressed the Board. Director Fiant made a motion to appoint Mr. Scott to the vacancy. Ms. Cziraki seconded the motion and the motion passed 3-0, with one Board member absent. Mr. Scott's term will be a two term that expires in December 2022.

Mr. Scott took the Oath of Office.

President Fiant was nominated to serve another year as Board President. By acclamation the Board agreed to elect Director Fiant as the Board President for 2021

B. Road Repair and Maintenance: The Directors briefly discussed several repair projects that were in progress and the plans to get them completed. Mr. Richard Carter commented that he would like to see the project below the Mattson property completed as soon as possible. President Fiant noted that one of the “fish eye” mirrors that helps seeing around tight corners needs to be replaced. The Board agreed and President Fiant stated that he would seek to purchase and install the new mirror.

C. Road Assessment Rates for FY 2021/22: GM Hagemann requested direction regarding the assessment fees for next fiscal year. He noted that he had been the Board’s practice to increase the rates 2% per year in order to keep up with the consumer price index and costs associated with road maintenance and repair. The Board agreed, and directed Hagemann to prepare the assessment Resolution and FY 2021/22 budget to include a 2% increase and bring it back for Board consideration at the next Board meeting.

7. Director Comments: Oral reports

Adjourn

There being no further business, the meeting was adjourned at 8:20 PM. The next regular meeting of the Squire Canyon Community Services District is scheduled for Tuesday July 6, 2021, at 7:30 PM.

APPROVED AS TO FORM:

Steve Fiant
President, Board of Directors
Squire Canyon Community Services District

Respectfully submitted,

Brad Hagemann
General Manager/Secretary

RESOLUTION No. 2021-01
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SQUIRE CANYON COMMUNITY SERVICES DISTRICT
TO CONFIRM THE 2021-2022 FISCAL YEAR SPECIAL ASSESSMENT FOR
ROAD MAINTENANCE WITHIN THE DISTRICT AND DIRECTING STAFF
TO FORWARD THE SPECIAL ASSESSMENT TO THE COUNTY AUDITOR
FOR COLLECTION

WHEREAS, the Squire Canyon Community Services District (“District”) became effective February 27, 1981 by election and Resolution of the Board of Supervisors of the County of San Luis Obispo, and under the authority of the Cortese-Knox-Hertzberg Local Reorganization Act of 2000 (Government Code § 56000 et seq.); and

WHEREAS, by said Resolution and the resulting election, the Squire Canyon Community Services District, pursuant to Government Code §61100(l) is authorized to exercise the following services:

Acquire, construct, improve, and maintain streets, roads, rights-of-way, bridges, culverts, drains, curbs, gutters, sidewalks, and any incidental works. A district shall not acquire, construct, improve or maintain any work owned by another public agency unless that public agency gives its written consent; and

WHEREAS, the residents within Squire Canyon Community Services District voted to establish a special assessment as part of the above referenced election to finance the services more particularly described in the above Recitals for each parcel upon formation of the District and shortly thereafter created three zones of benefit each with its own assessment, a policy which continues to the present.

NOW THEREFORE, BE IT RESOLVED, DECLARED, DETERMINED AND ORDERED BY THE BOARD OF DIRECTORS OF THE SQUIRE CANYON COMMUNITY SERVICES DISTRICT AS FOLLOWS:

1. That the Recitals set forth hereinabove are true, correct and valid.
2. That the Squire Canyon Community Services District Board of Directors hereby confirms and imposes a special tax at the rate of Zone 1(Indian Knob): \$802.14 per parcel, Zone 2: \$453.36 per parcel, and Zone 3: \$104.60 per parcel for Fiscal Year 2021/2022 as identified in Exhibit “A” attached hereto and incorporated herein by this reference.
3. That said special tax shall be collected at the same time and in the same manner as other taxes levied and collected by the County of San Luis Obispo pursuant to Government Code §61115(b).

4. The District to reimburse the County of San Luis Obispo its standard collection costs.

PASSED AND ADOPTED by the Board of Directors of the Squire Canyon Community Services District this 15th day of June, 2021 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

APPROVED:

Steve Fiant, President
Board of Directors

ATTEST:

Brad Hagemann,
General Manager/Secretary

**SQUIRE CANYON COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2021-2022 BUDGET**

	Indian Knob	Squire Canyon	Administrative	FY 20/21 Budget	FY 20/21 Projected	Proposed FY 21/22 Budget
Ending Balance June 30, 2021	\$ 32,000.00	\$ 31,000.00	\$ -			
REVENUE						
Assessment Revenue	Zone 1 \$ 13,253	Zone 2 \$ 14,300	Zone 3 \$ 8,263	\$ 34,012	\$ 35,500	\$ 35,816
Interest Income					\$ 31	\$ 30
Total Revenue					\$ 35,531	\$ 35,846
BUDGETED EXPENDITURES						
General Manager				\$ 6,000	\$ 6,000	\$ 6,000
Legal				\$ 2,000	\$ 2,222	\$ 1,000
LAFCO Membership				\$ 135	\$ 88	\$ 100
CSDA Dues				\$ 175	\$ 191	\$ 200
Auditor-Reserve				\$ 1,500	-	\$ 2,000
Election Fees				\$ 500	\$ 417	\$ -
Postage				\$ 25	-	\$ 25
Webmaster & Web Site				\$ 350	\$ 420	\$ 500
Insurance (SDRMA)				\$ 1,215	\$ 2,375	\$ 2,700
Office Supplies/Misc				\$ 100	\$ 100	\$ 100
Total Admin Expenses				\$ 12,000	\$ 11,813	\$ 12,625
Difference Between Admin Rev and Admin Exp						\$ (4,362)
Total Admin Overhead				\$ 12,000	\$ 11,813	\$ 12,625
Professional Services				\$ -	\$ -	
Repair and Maintenance (actual)	\$ 15,570	\$ 33,786		\$ 21,750	\$ 49,356	
Repair and Maintenance (proposed)	\$ 12,000	\$ 7,000				\$ 19,000
Paving Sinking Fund						\$ 4,000
Total Expenditures			0.00	\$ 33,750	\$ 61,169	\$ 35,625
ALLOCATION TO /FROM RESERVES FOR MAJOR REPAIRS				\$ 262	\$ (25,669)	\$ 191

NOTES: