

SQUIRE CANYON COMMUNITY SERVICES DISTRICT

1 Squire Road, San Luis Obispo, California 93401

(805) 835-3163

www.squirecanyonsd.com

AGENDA FOR BOARD OF DIRECTORS MEETING

Tuesday, January 4, 2022, 7:30 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: 815 4446 0526 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

Keith Falerios, Director

Fernando Campos, Director

Elizabeth Cziraki, Director

Zack Scott, Director

Staff

Brad Hagemann, GM

Jeff Minnery, Legal Counsel

3. ANNOUNCEMENT OF CLOSED SESSION ITEM

A. Public Comment on closed session item

B. CONFERENCE WITH LEGAL COUNSEL PURSUANT TO GOVERNMENT CODE §54956.9(d)(1):

Existing Litigation - Nielsen v. Squire Canyon CSD

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 October 5, 2021 Board Meeting
- B. Review and Approval of Warrant Register
- C. Financial Report

6. **MANAGER'S REPORT:** Oral Report

7. **BUSINESS ITEMS:**

- A. **Election of Board President and Vice President for 2022:** The Board typically considers election of Board officers at the first meeting of the year. **Possible board action.**
- B. **Road Repair and Maintenance:** Status Report on Repair and Maintenance Projects and Board Consideration of New Projects. **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, April 12, 2022, at 7:30 pm at the Avila Beach Community Services District office, 100 San Luis Street, Avila Beach, California and/or via Zoom depending on the COVID-19 Governing Orders.

Squire Canyon Community Services District
Board of Directors
1 Squire Canyon
San Luis Obispo, CA 93401
(805) 835-3163
www.squirecanyoncsd.com

October 5, 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, Director Campos, Director Scott and Director Cziraki.

Board members absent: None

Staff present: Brad Hagemann, General Manager, Jeff Minnery, Legal Counsel

3. Closed Session

- A. No public comment on Closed Session
- B. Board adjourned to Closed Session to discuss anticipated litigation.
- C. No Reportable Action from Closed Session, Board moved back to Open Session

4. Public Comments on Items not on the Regular Agenda: Richard Carter provided a comment regarding the work on Indian Knob Road, at the Moyer property.

5. Consent Items:

- A. Approval of Minutes for the June 15, 2021 Regular Board 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 Falerios seconded and motion carried unanimously 5-0.

6. Manager's Report: GM Hagemann provided a brief oral report.

7. Business Items:

A. Resolution No. 2021-02: After discussion and an opportunity for public comment, Director Fiant made a motion to adopt Resolution No. 2021-02, the motion was seconded by Director Falerios and the motion passed 5-0.

B. Road Repair and Maintenance: The Board discussed the need to repair the section of Indian Knob Road where a tree recently fell down. Hayward Construction was requested and provided a bid for the emergency repair work. Director Fiant made a motion to accept the bid contingent upon requesting bids from at least two other qualified contractors. The motion was seconded by Director Falerios and the motion passed 5-0. Director No other action was taken.

8. Director Comments: The Directors inquired if there was any remaining time/money left with the Cal Fire work crew grant project. President Fiant stated he would contact Cal Fire Chief Paul Lee on this issue.

Adjourn

There being no further business, the meeting was adjourned at 8:55 PM. The next regular meeting of the Squire Canyon Community Services District is scheduled for Tuesday January 4, 2022, 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

Squire Canyon Community Services District
Warrant Register-Checking
October 6, 2021 through January 4, 2022

Date	Num	Name	Memo	Credit
1000 - Cash Summary				
1004 - Checking-Heritage Oaks				
10/29/2021			Service Charge	12.00
11/29/2021			Service Charge	2.00
12/01/2021	864	Adam, Moroski, M, C & Green, ...	Inv # 55929	1,025.00
12/01/2021	865	Hayward Construction	Invoice dated January 29, 2021, Trim oak tree...	3,500.00
12/29/2021			Service Charge	2.00
01/04/2022	866	CSDA	ID: 2542 2022 Membership	200.00
01/04/2022	867	Hagemann and Associates	General Mgr Oct, Nov & Dec 2021 Inv # 1172	1,000.00
Total 1004 - Checking-Heritage Oaks				5,741.00
Total 1000 - Cash Summary				5,741.00
TOTAL				5,741.00

Squire Canyon Community Services District
Balance Sheet
As of January 4, 2022

	<u>Jan 4, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1004 · Checking-Heritage Oaks	4,914.05
1005 · Savings-Heritage Oaks	62,437.56
	<u>67,351.61</u>
Total 1000 · Cash Summary	67,351.61
Total Checking/Savings	67,351.61
Total Current Assets	67,351.61
TOTAL ASSETS	<u>67,351.61</u>
LIABILITIES & EQUITY	
Equity	
3000 · Opening Balance Equity	38,686.94
3200 · Retained Earnings	9,649.28
Net Income	19,015.39
	<u>67,351.61</u>
Total Equity	67,351.61
TOTAL LIABILITIES & EQUITY	<u>67,351.61</u>

Squire Canyon Community Services District
Balance Sheet by Class
As of January 4, 2022

	1-ZONE 1, INDIAN KNOB	2-ZONE 2, SQUIRE CANYON	3-ZONE 3, ADMINISTRATIVE	Unclassified	TOTAL
ASSETS					
Current Assets					
Checking/Savings					
1000 - Cash Summary	9,517.00	-3,353.59	-7,003.33	5,753.97	4,914.05
1004 - Checking-Heritage Oaks	20,388.67	45,393.29	-3,344.40	0.00	62,437.56
1005 - Savings-Heritage Oaks					
Total 1000 - Cash Summary	29,905.67	42,039.70	-10,347.73	5,753.97	67,351.61
Total Checking/Savings	29,905.67	42,039.70	-10,347.73	5,753.97	67,351.61
Total Current Assets	29,905.67	42,039.70	-10,347.73	5,753.97	67,351.61
TOTAL ASSETS	29,905.67	42,039.70	-10,347.73	5,753.97	67,351.61
LIABILITIES & EQUITY					
Equity					
3000 - Opening Balance Equity	13,582.35	14,714.19	10,390.40	0.00	38,686.94
3200 - Retained Earnings	20,648.13	33,953.52	-45,706.34	0.00	8,895.31
Net Income	5,714.51	6,840.00	1,460.88	0.00	14,015.39
Total Equity	39,944.99	55,507.71	-33,855.06	0.00	61,597.64
TOTAL LIABILITIES & EQUITY	39,944.99	55,507.71	-33,855.06	0.00	61,597.64
UNBALANCED CLASSES	-10,039.32	-13,468.01	23,507.33	5,753.97	-5,753.97

Squire Canyon Community Services District
Profit & Loss
October 6, 2021 through January 4, 2022

	<u>Oct 6, '21 - Jan 4, 22</u>
Ordinary Income/Expense	
Income	
4009 · Donations	5,000.00
4000 · Income Summary	
4001 · Assessments Collected	20,398.13
4005 · Interest Income	2.56
	<u>20,400.69</u>
Total 4000 · Income Summary	20,400.69
Total Income	25,400.69
Expense	
5000 · Administrative Overhead	
5002 · Bank Service Charges	22.00
5003 · CSDA	200.00
5030 · Professional Fees	
5030.03 · Legal Services	1,025.00
5030.04 · Management	1,000.00
	<u>2,025.00</u>
Total 5030 · Professional Fees	2,025.00
Total 5000 · Administrative Overhead	2,247.00
5500 · Road Repair & Maintenance	
5510 · Tree Trimming & Removal	3,500.00
	<u>3,500.00</u>
Total 5500 · Road Repair & Maintenance	3,500.00
Total Expense	5,747.00
Net Ordinary Income	19,653.69
Net Income	<u>19,653.69</u>

Squire Canyon Community Services District Income & Expenditures

October 6, 2021 through January 4, 2022

	1-ZONE 1, INDIAN ...	2-ZONE 2, SQUIRE ...	3-ZONE 3, ADMINI...	TOTAL
Ordinary Income/Expense				
Income				
4009 · Donations	5,000.00	0.00	0.00	5,000.00
4000 · Income Summary				
4001 · Assessments Collected	7,547.30	8,159.24	4,691.59	20,398.13
4005 · Interest Income	0.00	0.00	2.56	2.56
Total 4000 · Income Summary	7,547.30	8,159.24	4,694.15	20,400.69
Total Income	12,547.30	8,159.24	4,694.15	25,400.69
Expense				
5000 · Administrative Overhead	0.00	0.00	22.00	22.00
5002 · Bank Service Charges	0.00	0.00	200.00	200.00
5003 · CSDA				
5030 · Professional Fees				
5030.03 · Legal Services	0.00	0.00	1,025.00	1,025.00
5030.04 · Management	0.00	0.00	1,000.00	1,000.00
Total 5030 · Professional Fees	0.00	0.00	2,025.00	2,025.00
Total 5000 · Administrative Overhead	0.00	0.00	2,247.00	2,247.00
5500 · Road Repair & Maintenance				
5510 · Tree Trimming & Removal	2,000.00	1,500.00	0.00	3,500.00
Total 5500 · Road Repair & Maintenance	2,000.00	1,500.00	0.00	3,500.00
Total Expense	2,000.00	1,500.00	2,247.00	5,747.00
Net Ordinary Income	10,547.30	6,659.24	2,447.15	19,653.69
Net Income	10,547.30	6,659.24	2,447.15	19,653.69

Squire Canyon Community Services District
Profit & Loss
January through December 2021

	<u>Jan - Dec 21</u>
Ordinary Income/Expense	
Income	
4009 · Donations	5,000.00
2099 · Sale of Surplus Materials	753.97
4000 · Income Summary	
4001 · Assessments Collected	39,878.82
4005 · Interest Income	22.67
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Total 4000 · Income Summary	39,901.49
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Total Income	45,655.46
Expense	
5000 · Administrative Overhead	
5002 · Bank Service Charges	26.00
5003 · CSDA	191.00
5004 · Election Costs	417.04
5005 · Insurance	2,698.06
5010 · LAFCO Dues	90.30
5030 · Professional Fees	
5030.03 · Legal Services	1,972.50
5030.04 · Management	5,000.00
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Total 5030 · Professional Fees	6,972.50
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5035 · Web Site Expense	270.00
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Total 5000 · Administrative Overhead	10,664.90
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5500 · Road Repair & Maintenance	
5510 · Tree Trimming & Removal	3,500.00
5525 · Signage	283.79
5500 · Road Repair & Maintenance - Other	32,156.79
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Total 5500 · Road Repair & Maintenance	35,940.58
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Total Expense	46,605.48
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Net Ordinary Income	-950.02
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Net Income	<u>-950.02</u>

Squire Canyon Community Services District Income & Expenditures

January through December 2021

	1-ZONE 1, INDIAN ...	2-ZONE 2, SQUIRE ...	3-ZONE 3, ADMINI...	TOTAL
Ordinary Income/Expense				
Income				
4009 · Donations	5,000.00	0.00	0.00	5,000.00
2099 · Sale of Surplus Materials	753.97	0.00	0.00	753.97
4000 · Income Summary				
4001 · Assessments Collected	14,755.17	15,951.49	9,172.16	39,878.82
4005 · Interest Income	0.00	0.00	22.67	22.67
Total 4000 · Income Summary	14,755.17	15,951.49	9,194.83	39,901.49
Total Income	20,509.14	15,951.49	9,194.83	45,655.46
Expense				
5000 · Administrative Overhead				
5002 · Bank Service Charges	0.00	0.00	26.00	26.00
5003 · CSDA	0.00	0.00	191.00	191.00
5004 · Election Costs	0.00	0.00	417.04	417.04
5005 · Insurance	0.00	0.00	2,698.06	2,698.06
5010 · LAFCO Dues	0.00	0.00	90.30	90.30
5030 · Professional Fees				
5030.03 · Legal Services	0.00	947.50	1,025.00	1,972.50
5030.04 · Management	0.00	0.00	5,000.00	5,000.00
Total 5030 · Professional Fees	0.00	947.50	6,025.00	6,972.50
5035 · Web Site Expense	0.00	0.00	270.00	270.00
Total 5000 · Administrative Overhead	0.00	947.50	9,717.40	10,664.90
5500 · Road Repair & Maintenance				
5510 · Tree Trimming & Removal	2,000.00	1,500.00	0.00	3,500.00
5525 · Signage	0.00	283.79	0.00	283.79
5500 · Road Repair & Maintenance - Other	24,156.79	8,000.00	0.00	32,156.79
Total 5500 · Road Repair & Maintenance	26,156.79	9,783.79	0.00	35,940.58
Total Expense	26,156.79	10,731.29	9,717.40	46,605.48
Net Ordinary Income	-5,647.65	5,220.20	-522.57	-950.02
Net Income	-5,647.65	5,220.20	-522.57	-950.02