

SQUIRE CANYON COMMUNITY SERVICES DISTRICT

1 Squire Road, San Luis Obispo, California 93401

(805) 835-3163

www.squirecanyoncsd.com

AGENDA FOR BOARD OF DIRECTORS MEETING

Tuesday, October 10, 2023, 7:30 PM

Avila Beach Community Services District Office, 100 San Luis Street, Avila Beach, California

**PUBLIC MAY PARTICIPATE IN THIS MEETING IN PERSON AND/OR 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 | Staff |
|-----------------------------|-------------------|
| Steve Fiant, President | Brad Hagemann, GM |
| Fernando Campos, Director | |
| Elizabeth Cziraki, Director | |
| Zack Scott, Director | |
| Mike Callahan, Director | |

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 July 11, 2023 Regular Board Meeting and September 14 Special Meeting
- B. Review and Approval of Warrant Register
- C. Financial Report

5. **MANAGER’S REPORT:** Oral Report

6. **BUSINESS ITEMS:**

A. **Road Repair and Maintenance:** Status Report on Repair and Maintenance Projects and Board Consideration of New Projects. Consider approval of proposal from Greenvale to trim trees and vegetation encroaching on District roads.
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 next Board meeting will be held on Tuesday, January 9th , 2024, at 6:30 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
(805) 227-6392
www.squirecanyoncsd.com

July 11, 2023 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 7:48 PM.

2. Roll Call: **Board Members present:** President Fiant, Director Cziraki, and Director Scott
Board members absent: Director Campos. One Director position vacant
Staff present: Brad Hagemann, General Manager.

3. Director Appointment: Consideration of the Appointment of Mike Callahan to the vacant Director position was moved down on the agenda to allow for Mr. Callahan to arrive to the meeting.

4. Announcement of Closed Session: Closed Session was cancelled

4. Public Comments: No public comments.

5. Consent Items:

- A. Approval of Minutes for the April 5, 2023, 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 Scott seconded and motion carried unanimously 3-0, with one vacancy and one absent.**

6. Manager's Report: GM Hagemann had no additional items to report

7. Business Items:

A. Consider Resolution No. 2023-02, adopting FY 2023/24 Assessment Rates and Authorizing the Special Assessment for Road Maintenance Within the District: Director Fiant made a motion to adopt Resolution No. 2023-02, Director Scott seconded the motion, and the motion passed 3-0 with one vacancy and one absent.

B. Consider FY 2023/24 Operations Budget for the District: Director Fiant made a motion to adopt Resolution No. 2023-02, Director Cziraki seconded the motion, and the motion passed 3-0 with one vacancy and one absent.

Item 3. Director Appointment: Mr. Mike Callahan arrived at the meeting at approximately 8:15 PM. The Board members reviewed Mr. Callahan's application to fill the vacancy on the Board of Directors. Mr. Callahan provided a summary of his experience and his desire to join the Board of Directors. Director Fiant made a motion to appoint Mr. Callahan to the vacant Director position, Director Scott seconded the motion, and the motion passed 3-0 with one vacancy and one absent.

GM Hagemann assisted and certified Mr. Callahan with taking the Oath of Office and both parties signed the Certification Form.

C. Road Repair and Maintenance: The Directors discussed several potential repair projects, including a proposal by Greenvale Tree Company to trim all trees along Squire Canyon Road and Indian Knob Road to 15 feet and clear trees and brush on the side of the roads. Director Fiant made a motion to accept Greenvale's proposal for an amount not to exceed \$4,375, Director Cziraki seconded the motion, and the motion passed 4-0 with one absent.

8. Director Comments: No further comments noted.

Adjourn

There being no further business, the meeting was adjourned at 9:15 PM.

The next regular meeting of the Squire Canyon Community Services District will be held on Tuesday October 10, 2023, 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
Board of Directors
1 Squire Canyon
San Luis Obispo, CA 93401
(805) 835-3163
www.squirecanyoncsd.com

September 14, 2023 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 6:05 PM.

2. Roll Call: Board Members present: President Fiant, Director Callahan, Director Campos, Vice President Scott, and Director Cziraki.

Board members absent: None

Staff present: Brad Hagemann, General Manager. Chase Martin, Legal Counsel

3. Announcement of Closed Session:

A. Public Comments on Closed Session – No public comments

B. Conference with Legal Counsel Pursuant to Govt. Code 54956.9(d)(1): Existing litigation Nielsen vs. SCCSD

Report out of Closed Session: Legal Counsel Martin summarized the August 22, 2023 Mediation process and Settlement Agreement. Director Callahan made a motion to approve the Settlement Agreement Reached Through Mediation dated August 22, 2023. Director Fiant seconded the motion, and the motion passed 5-0.

4. No Public Comments

Adjourn

There being no further business, the meeting was adjourned at 6:45 PM.

APPROVED AS TO FORM:

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

Respectfully submitted,

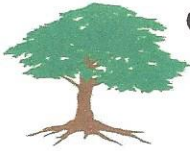
Brad Hagemann
General Manager/Secretary

Squire Canyon Community Services District

Warrant Register-Checking

July 12 through October 10, 2023

| Date | Num | Name | Memo | Credit |
|--------------------------------------|-----|----------------------------------|--|------------------------|
| 1000 - Cash Summary | | | | |
| 1004 - Checking-Heritage Oaks | | | | |
| 07/31/2023 | | | Service Charge | 12.00 |
| 08/31/2023 | | | Service Charge | 12.00 |
| 09/29/2023 | | | Service Charge | 12.00 |
| 10/10/2023 | 896 | Greenvale Tree Co. | Invoice # E-16143 Raise Trees to 15' over road & Sides | 4,375.00 |
| 10/10/2023 | 897 | Adam, Moroski, M, C & Green, LLP | Inv # 61786 | 375.00 |
| 10/10/2023 | 898 | Hagemann and Associates | GM Services, July, August and Sept 2023; Inv # 1226 | 2,000.00 |
| Total 1004 - Checking-Heritage Oaks | | | | <u>6,786.00</u> |
| Total 1000 - Cash Summary | | | | <u>6,786.00</u> |
| TOTAL | | | | <u>6,786.00</u> |



Greenvale Tree Company

PO Box 13234
San Luis Obispo, CA 93406

805.544.1124
info@greenvaletree.com
www.greenvaletree.com
Facebook & Instagram

Invoice

Invoice Date: 8/23/2023

Invoice #: E-16143

Due Date: 9/17/2023

Terms: Net 25

P.O. Number:

Sales Rep: Jim

Bill To:

Brad Hagemann
1 Squire Canyon Rd
San Luis Obispo, Ca 93401

Thank you so very much for choosing Greenvale Tree Company.

| Description | Job Site Location | Amount |
|---|---------------------|----------|
| Raise all trees along the road to 15', clear all trees from sides of road | SLO - Squire Canyon | 4,375.00 |
| Haul debris | | |
| Thanks for your business, Jim | | |
| <p>50% IK - \$ 2185</p> <p>50% Squire Canyon - \$ 2190</p> | | |

****Not responsible for damage to underground utilities or irrigation lines during stump grinding.****

Call the office to make a credit card payment.

There is a 3% fee added to all credit card payments.

805-489-8733

Total \$4,375.00

Payments/Credits \$0.00

Balance Due \$4,375.00

Please write the invoice number on your check.

Adamski Moroski Madden Cumberland & Green LLP

Post Office Box 3835
San Luis Obispo, CA 93403-3835

Phone: (805) 543-0990 Fax: (805) 543-0980

6052-001 CWM

July 28, 2023

TAX ID NO: 77-0579029

Squire Canyon Community Services District
Attn: Stephen W. Fiant, President
1 Squire Canyon Road
San Luis Obispo, CA 93401

VIA EMAIL ONLY
sfpck@yahoo.com
hagemann.associates@gmail.com

For Services Rendered and Costs Incurred Through June 30, 2023

In Reference To: General

Invoice #: 61786

PROFESSIONAL SERVICES

| | <u>Hours</u> | <u>Total</u> |
|---|--------------|-------------------|
| 5/20/2023 CWM Review and respond to email from board president regarding update on work around Nielsen property | 0.20 | |
| 5/31/2023 JBG Draft correspondence to LAFCO requesting determination related to powers and responsibilities | 0.50 | |
| 6/1/2023 CWM Finalize LAFCO letter and approve same to be sent to executive director | 0.30 | |
| 6/11/2023 CWM Review email with photos from opposing counsel regarding trimming along the roadway and the tree overhanging the roadway; forward email to client for review; draft response to email advising that the district is trimming throughout the roadway | 0.30 | |
| 6/12/2023 CWM Review email from Mr. Hagemann regarding bid for roadwork and trimming; draft email update to client regarding trimming in front of Nielsen residence and mediation date | 0.30 | |
| 6/27/2023 JBG Review and analysis of LAFCO response to client inquiry; respond to email from LAFCO Executive Officer; exchange emails with President of the Board | 0.30 | |
| Professional Services Rendered | 1.90 | \$375.00 |
| Previous Balance | | \$150.00 |
| 7/19/2023 Payment - thank you. Check No. 890 | | (\$150.00) |
| Total Payments and Adjustments | | (\$150.00) |
| BALANCE DUE | | \$375.00 |

Timekeeper Summary

| <u>Name</u> | <u>Hours</u> | <u>Rate</u> | <u>Total</u> |
|-------------------|--------------|-------------|--------------|
| Martin, Chase W. | 1.10 | 250.00 | \$275.00 |
| Grayson, Jennifer | 0.80 | 125.00 | \$100.00 |

Hagemann and Associates

9372 Carmel Road
Atascadero, CA 93422

Invoice

| Date | Invoice # |
|------------|-----------|
| 10/10/2023 | 1226 |

| Bill To |
|---|
| Squire Canyon CSD 1 Squire Canyon Road San Luis Obispo, CA 93401-8000 |

| Terms |
|--------|
| Net 15 |

| Item | Service date | Description | Quantity | Rate | Amount |
|-----------------|--------------|---|----------|--------|--------|
| General Manager | 7/31/2023 | General Manager July 2023 [Prep agenda package; attend July Bd Mtg; prep Assessments] | 7 | 125.00 | 875.00 |
| General Manager | 8/31/2023 | General Manager August 2023 [Nielsen mediation Mtg] | 5 | 125.00 | 625.00 |
| General Manager | 9/30/2023 | General Manager Sept 2023 [prepare documents for Oct 2023 Bd Mtg] | 4 | 125.00 | 500.00 |

Thank you for your business.

Total \$2,000.00

| | | | |
|---------|----------------|--------|-------------------------------|
| Phone # | (805) 835-3163 | E-mail | hagemann.associates@gmail.com |
|---------|----------------|--------|-------------------------------|

Squire Canyon Community Services District
Balance Sheet
As of October 10, 2023

| | <u>Oct 10, 23</u> |
|---------------------------------------|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1000 · Cash Summary | |
| 1004 · Checking-Heritage Oaks | 3,819.81 |
| 1005 · Savings-Heritage Oaks | 28,583.96 |
| | <hr/> |
| Total 1000 · Cash Summary | 32,403.77 |
| | <hr/> |
| Total Checking/Savings | 32,403.77 |
| | <hr/> |
| Total Current Assets | 32,403.77 |
| | <hr/> |
| TOTAL ASSETS | 32,403.77 |
| | <hr/> <hr/> |
| LIABILITIES & EQUITY | |
| Equity | |
| 3000 · Opening Balance Equity | 38,686.94 |
| 3200 · Retained Earnings | 6,079.63 |
| Net Income | -12,362.80 |
| | <hr/> |
| Total Equity | 32,403.77 |
| | <hr/> |
| TOTAL LIABILITIES & EQUITY | 32,403.77 |
| | <hr/> <hr/> |

Squire Canyon Community Services District Income & Expenditures

July 12 through October 10, 2023

| | 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 | 264.63 | 286.08 | 164.50 | 715.21 |
| 4005 · Interest Income | 0.00 | 0.00 | 4.88 | 4.88 |
| Total 4000 · Income Summary | <u>264.63</u> | <u>286.08</u> | <u>169.38</u> | <u>720.09</u> |
| Total Income | 264.63 | 286.08 | 169.38 | 720.09 |
| Expense | | | | |
| 5000 · Administrative Overhead | | | | |
| 5002 · Bank Service Charges | 0.00 | 0.00 | 42.00 | 42.00 |
| 5030 · Professional Fees | | | | |
| 5030.03 · Legal Services | 0.00 | 0.00 | 375.00 | 375.00 |
| 5030.04 · Management | 0.00 | 0.00 | 2,000.00 | 2,000.00 |
| Total 5030 · Professional Fees | <u>0.00</u> | <u>0.00</u> | <u>2,375.00</u> | <u>2,375.00</u> |
| Total 5000 · Administrative Overhead | 0.00 | 0.00 | 2,417.00 | 2,417.00 |
| 5500 · Road Repair & Maintenance | | | | |
| 5510 · Tree Trimming & Removal | 2,185.00 | 2,190.00 | 0.00 | 4,375.00 |
| Total 5500 · Road Repair & Maintenance | <u>2,185.00</u> | <u>2,190.00</u> | <u>0.00</u> | <u>4,375.00</u> |
| Total Expense | 2,185.00 | 2,190.00 | 2,417.00 | 6,792.00 |
| Net Ordinary Income | -1,920.37 | -1,903.92 | -2,247.62 | -6,071.91 |
| Net Income | <u><u>-1,920.37</u></u> | <u><u>-1,903.92</u></u> | <u><u>-2,247.62</u></u> | <u><u>-6,071.91</u></u> |