

SQUIRE CANYON COMMUNITY SERVICES DISTRICT

1 Squire Road, San Luis Obispo, California 93401

(805) 835-3163

www.squirecanyoncsd.com

AGENDA FOR BOARD OF DIRECTORS SPECIAL MEETING

TUESDAY, APRIL 9, 2024, 6:00 PM

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

1. CALL TO ORDER:

2. ROLL CALL:

Board Members

Steve Fiant, President

Fernando Campos, Director

Elizabeth Cziraki, Director

Zack Scott, Director

Mike Callahan, Director

Staff

Brad Hagemann, GM

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 act 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 January 9, 2024, Special Meeting

B. Review and Approval of Warrant Register

C. Financial Report

5. BUSINESS ITEMS:

A. **Road Repair and Maintenance:** Status Report on Repair and Maintenance Projects and Board Consideration of New Projects. **Possible Board Action.**

B. **Road Maintenance Assessment Rates for FY 2024/25:** Establish assessment rates for FY 2024/25. General Manager recommends normal 2% increase. **Possible Board Action.**

6. ADJOURNMENT

The next Board meeting will be held on **Tuesday, July 9th, 2024, at 6:00 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) 835-3163
www.squirecanyoncsd.com

January 9, 2024 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 6:04 PM.

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

3. Public Comments: No members of the public were present.

4. Consent Items:

- A. Approval of Minutes for the October 10, 2023, Regular Board meeting and November 14, 2023 Special Meeting
- B. Review and Approval of Warrant Register
- C. Financial Report

After some Board discussion, **President Fiant moved to approve the consent agenda, Director Cziraki seconded and motion carried unanimously 4-0, with one absent.**

5. Business Items:

A. Road Repair and Maintenance: Directors discussed the scope of the road repairs approved at the November 14, 2023, meeting. Due to the recent and anticipated storms, **Director Fiant made a motion to allow for changes to the scope of work up to a maximum cost of \$20,000. Director Scott seconded the motion and the motion passed 4 – 0, with one absent.**

Adjourn

There being no further business, the meeting was adjourned at 7:40 PM.

The next regular meeting of the Squire Canyon Community Services District will be held on Tuesday April 9, 2024, at 6:00 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

January 10 through April 9, 2024

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Credit</u> |
|--------------------------------------|------------|----------------------------------|---|-------------------------------|
| 1000 · Cash Summary | | | | |
| 1004 · Checking-Heritage Oaks | | | | |
| 01/31/2024 | | | Service Charge | 2.00 |
| 02/29/2024 | | | Service Charge | 2.00 |
| 03/31/2024 | | | Service Charge | 2.00 |
| 04/09/2024 | 902 | Adam, Moroski, M, C & Green, LLP | Inv #s 63245, 63550, 63947 | 1,625.00 |
| 04/09/2024 | 903 | CSDA | ID: 2542 2024 Membership | 226.00 |
| 04/09/2024 | 904 | Hagemann and Associates | GM Services, Jan, Feb, March 2024; Inv # 1242 | 1,125.00 |
| Total 1004 · Checking-Heritage Oaks | | | | <u>2,982.00</u> |
| Total 1000 · Cash Summary | | | | <u>2,982.00</u> |
| TOTAL | | | | <u><u>2,982.00</u></u> |

Adamski Moroski Madden Cumberland & Green LLP

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

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

PAST DUE

6052-001 CWM

December 18, 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
sfpcck@yahoo.com
hagemann.associates@gmail.com

For Services Rendered and Costs Incurred Through November 30, 2023

In Reference To: General

Invoice #: 63245

PROFESSIONAL SERVICES

| | <u>Hours</u> | <u>Total</u> |
|---|--------------|-------------------|
| 11/20/2023 CWM Review email from client regarding easement documents being recorded with the county; brief review of Easement documents | 0.40 | |
| Professional Services Rendered | 0.40 | \$100.00 |
| Previous Balance | | \$1,025.00 |
| BALANCE DUE | | \$1,125.00 |

Timekeeper Summary

| <u>Name</u> | <u>Hours</u> | <u>Rate</u> | <u>Total</u> |
|------------------|--------------|-------------|--------------|
| Martin, Chase W. | 0.40 | 250.00 | \$100.00 |

Aged Balances

| <u>Current</u> | <u>30 Days</u> | <u>60 Days</u> | <u>90 Days</u> | <u>120+ Days</u> |
|----------------|----------------|----------------|----------------|------------------|
| \$450.00 | \$675.00 | \$0.00 | \$0.00 | \$0.00 |

**INVOICES ARE DUE UPON RECEIPT AND ARE SUBJECT TO
INTEREST CHARGES 30 DAYS FROM DATE OF INVOICE.**

PLEASE INDICATE INVOICE NUMBER ON YOUR REMITTANCE CHECK. THANK YOU.

Adamski Moroski Madden Cumberland & Green LLP

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

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

PAST DUE

6052-001 CWM

January 23, 2024

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 December 31, 2023

In Reference To: General

Invoice #: 63550

PROFESSIONAL SERVICES

| | <u>Hours</u> | <u>Total</u> |
|--|--------------|---------------------|
| 12/13/2023 CWM Correspond with client regarding description for the new easement with Ms. Nielsen and recording with the county; discussion with Maggie Boneso regarding drafting easement agreement | 0.30 | |
| 12/18/2023 MCB Review documents related to settlement; begin drafting grant of easement agreement | 1.30 | |
| 12/19/2023 MCB Continue drafting Grant of Easement Agreement | 2.00 | |
| 12/20/2023 CWM Review voicemail message from client regarding legal descriptions on the Nielsen matter and if any changes need to be made; begin review draft Easement Agreement | 0.40 | |
| MCB Finalize Grant of Easement Agreement; draft correspondence to Chase Martin regarding the same | 1.50 | |
| Professional Services Rendered | 5.50 | \$1,375.00 |
| Previous Balance | | \$1,125.00 |
| 1/15/2024 Payment - thank you. Check No. 899 | | (\$1,025.00) |
| Total Payments and Adjustments | | (\$1,025.00) |
| BALANCE DUE | | \$1,475.00 |

Timekeeper Summary

| <u>Name</u> | <u>Hours</u> | <u>Rate</u> | <u>Total</u> |
|-------------------|--------------|-------------|--------------|
| Martin, Chase W. | 0.70 | 250.00 | \$175.00 |
| Boneso, Maggie C. | 4.80 | 250.00 | \$1,200.00 |

Aged Balances

| <u>Current</u> | <u>30 Days</u> | <u>60 Days</u> | <u>90 Days</u> | <u>120+ Days</u> |
|----------------|----------------|----------------|----------------|------------------|
| \$1,375.00 | \$100.00 | \$0.00 | \$0.00 | \$0.00 |

Adamski Moroski Madden Cumberland & Green LLP

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

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

PAST DUE

6052-001 CWM

February 16, 2024

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
sfpcck@yahoo.com
hagemann.associates@gmail.com

For Services Rendered and Costs Incurred Through January 31, 2024

In Reference To: General

Invoice #: 63947

PROFESSIONAL SERVICES

| | | <u>Hours</u> | <u>Total</u> |
|---------------------------------------|---|--------------|-----------------|
| 1/2/2024 CWM | Correspond with Steve Fiant regarding update on new easement being filed with the County | 0.20 | |
| 1/3/2024 CWM | Correspond with client regarding signed settlement document from 8/22/23; discussion with Tammy Fairchild regarding forwarding fully executed settlement agreement to client; review Ms. Fairchild's transmittal email to client regarding same | 0.20 | |
| 1/4/2024 CWM | Review response email from client regarding forwarded 8/22/23 Settlement Agreement | 0.20 | |
| Professional Services Rendered | | 0.60 | \$150.00 |

Previous Balance **\$1,475.00**

BALANCE DUE **\$1,625.00**

Timekeeper Summary

| <u>Name</u> | <u>Hours</u> | <u>Rate</u> | <u>Total</u> |
|------------------|--------------|-------------|--------------|
| Martin, Chase W. | 0.60 | 250.00 | \$150.00 |

Aged Balances

| | Current | 30 Days | 60 Days | 90 Days | 120+ Days |
|--|------------|---------|----------|---------|-----------|
| | \$1,525.00 | \$0.00 | \$100.00 | \$0.00 | \$0.00 |

**INVOICES ARE DUE UPON RECEIPT AND ARE SUBJECT TO
INTEREST CHARGES 30 DAYS FROM DATE OF INVOICE.**

PLEASE INDICATE INVOICE NUMBER ON YOUR REMITTANCE CHECK. THANK YOU.



**California Special
Districts Association**
Districts Stronger Together

California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814
Phone: 877.924.2732 Fax: 916.520.2470
www.csda.net

2024 CSDA MEMBERSHIP RENEWAL

To:
Squire Canyon Community Services District
1 Squire Canyon Road
San Luis Obispo, CA 93401

Membership ID: 2542
Issue Date: October 1, 2023
Due Date: December 31, 2023

**PAST
DUE**

| | | |
|--|--|-----------------|
| RMS-Regular Member Annual Membership Dues Jan 1 - Dec 31, 2024 (Includes membership for all agency staff and elected/appointed officials as designated by agency) | | \$226.00 |
| Optional Add-Ons | | |
| \$225 CSDA Sample Policy Handbook (Already subscribed? Contact membership@csda.net for renewal) | | \$ |
| Donation to the Special District Leadership Foundation (SDLF), a 501(c)(3) organization that promotes the good governance and management of special districts. Learn more at www.sdlf.org | <input type="checkbox"/> \$50 Donation <input type="checkbox"/> \$100 Donation <input type="checkbox"/> \$500 Donation <input type="checkbox"/> Other | \$ |
| <i>Note: A donation from a special district or public agency must comply with any policy related to charitable donations adopted by the agency or be approved by the governing body of the agency.</i> | | |
| Total | | \$ |
| Credit Card Payment | | |
| Account Name: | Account Number: | |
| Expiration Date: | Auth Signature: | |

Payment options:

- A. By mail: Make check payable to CSDA and mail to 1112 I Street, Suite 200, Sacramento, CA 95814
- B. By fax: Complete the form with credit card information and fax it to 916.520.2470
- C. By phone: Call 877.924.2732 to pay with a credit card
- D. Online: Log into www.csda.net > go to your Profile > Manage My Agency > Pay Dues
- E. By ACH: contact membership@csda.net for more information

OBRA 1993 prohibits taxpayers from deducting, for federal income tax purposes, the portion of membership dues that are allocable to the lobbying activities of trade organizations. The nondeductible portion of your dues is estimated to be 8%. To view dues categories, please visit the CSDA transparency page at www.csda.net

Thank you for being a CSDA Member!

Hagemann and Associates

9372 Carmel Road
Atascadero, CA 93422

Invoice

| Date | Invoice # |
|----------|-----------|
| 4/4/2024 | 1242 |

| |
|---|
| 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 | 1/31/2024 | General Manager Jan 2024 [Prep agenda package; attend Jan Bd Mtg] | 5 | 125.00 | 625.00 |
| General Manager | 2/29/2024 | General Manager Feb 2024 [Respond to emails and SLO Co Assessor]] | 1 | 125.00 | 125.00 |
| General Manager | 3/31/2024 | General Manager March 2024 [Financials, Jan - March, Agenda prep]] | 3 | 125.00 | 375.00 |

| | | | | | |
|------------------------------|----------------|--------|-------------------------------|--|------------|
| Thank you for your business. | | | Total | | \$1,125.00 |
| Phone # | (805) 835-3163 | E-mail | hagemann.associates@gmail.com | | |

Squire Canyon Community Services District

Balance Sheet

04/04/24

As of April 9, 2024

Accrual Basis

| | <u>Apr 9, 24</u> |
|---------------------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1000 · Cash Summary | |
| 1004 · Checking-Heritage Oaks | 15,046.81 |
| 1005 · Savings-Heritage Oaks | 31,714.83 |
| | <u>46,761.64</u> |
| Total 1000 · Cash Summary | 46,761.64 |
| Total Checking/Savings | <u>46,761.64</u> |
| Total Current Assets | <u>46,761.64</u> |
| TOTAL ASSETS | <u>46,761.64</u> |
| LIABILITIES & EQUITY | |
| Equity | |
| 3000 · Opening Balance Equity | 38,686.94 |
| 3200 · Retained Earnings | 6,079.63 |
| Net Income | 1,995.07 |
| | <u>46,761.64</u> |
| Total Equity | 46,761.64 |
| TOTAL LIABILITIES & EQUITY | <u>46,761.64</u> |

Squire Canyon Community Services District
Income & Expenditures

January 10 through April 9, 2024

| | 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 | 688.32 | 744.13 | 427.87 | 1,860.32 |
| 4005 · Interest Income | 0.00 | 0.00 | 3.90 | 3.90 |
| Total 4000 · Income Summary | 688.32 | 744.13 | 431.77 | 1,864.22 |
| Total Income | 688.32 | 744.13 | 431.77 | 1,864.22 |
| Expense | | | | |
| 5000 · Administrative Overhead | | | | |
| 5002 · Bank Service Charges | 0.00 | 0.00 | 12.00 | 12.00 |
| 5003 · CSDA | 0.00 | 0.00 | 226.00 | 226.00 |
| 5030 · Professional Fees | | | | |
| 5030.03 · Legal Services | 0.00 | 1,375.00 | 250.00 | 1,625.00 |
| 5030.04 · Management | 0.00 | 0.00 | 1,125.00 | 1,125.00 |
| Total 5030 · Professional Fees | 0.00 | 1,375.00 | 1,375.00 | 2,750.00 |
| Total 5000 · Administrative Overhead | 0.00 | 1,375.00 | 1,613.00 | 2,988.00 |
| Total Expense | 0.00 | 1,375.00 | 1,613.00 | 2,988.00 |
| Net Ordinary Income | 688.32 | -630.87 | -1,181.23 | -1,123.78 |
| Net Income | 688.32 | -630.87 | -1,181.23 | -1,123.78 |

Squire Canyon Community Services District
Balance Sheet by Class
As of April 9, 2024

| | 1-ZONE 1, INDIAN KNOB | 2-ZONE 2, SQUIRE CANYON | 3-ZONE 3, ADMINISTRATIVE | Unclassified | TOTAL |
|---------------------------------------|-----------------------|-------------------------|--------------------------|---------------|------------------|
| ASSETS | | | | | |
| Current Assets | | | | | |
| Checking/Savings | | | | | |
| 1000 · Cash Summary | 30,660.75 | 5,138.43 | -21,506.34 | 753.97 | 15,046.81 |
| 1004 · Checking-Heritage Oaks | -21,103.38 | 55,407.27 | -2,589.06 | 0.00 | 31,714.83 |
| 1005 · Savings-Heritage Oaks | | | | | |
| Total 1000 · Cash Summary | 9,557.37 | 60,545.70 | -24,095.40 | 753.97 | 46,761.64 |
| Total Checking/Savings | 9,557.37 | 60,545.70 | -24,095.40 | 753.97 | 46,761.64 |
| Total Current Assets | 9,557.37 | 60,545.70 | -24,095.40 | 753.97 | 46,761.64 |
| TOTAL ASSETS | 9,557.37 | 60,545.70 | -24,095.40 | 753.97 | 46,761.64 |
| LIABILITIES & EQUITY | | | | | |
| Equity | | | | | |
| 3000 · Opening Balance Equity | 13,582.35 | 14,714.19 | 10,390.40 | 0.00 | 38,686.94 |
| 3200 · Retained Earnings | -625.14 | 57,324.54 | -51,373.74 | 0.00 | 5,325.66 |
| Net Income | 6,639.48 | 1,974.98 | -6,619.39 | 0.00 | 1,995.07 |
| Total Equity | 19,596.69 | 74,013.71 | -47,602.73 | 0.00 | 46,007.67 |
| TOTAL LIABILITIES & EQUITY | 19,596.69 | 74,013.71 | -47,602.73 | 0.00 | 46,007.67 |
| UNBALANCED CLASSES | -10,039.32 | -13,468.01 | 23,507.33 | 753.97 | -753.97 |