

**SQUIRE CANYON COMMUNITY SERVICES DISTRICT**

1 Squire Road, San Luis Obispo, California 93401

(805) 835-3163

[www.squirecanyoncsd.com](http://www.squirecanyoncsd.com)

**AGENDA FOR BOARD OF DIRECTORS MEETING**

**Tuesday, July 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  
Zack Scott, Vice President  
Fernando Campos, Director  
Elizabeth Cziraki, 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 April 9, 2024 Special Board Meeting
- B. Review and Approval of Warrant Register
- C. Financial Report

**5. MANAGER'S REPORT:** On May 21, 2024, GM Hagemann filed the District's 2023 Government Compensation Report with the State Controller's Office. On May 31, 2024, GM Hagemann filed the District's FY 2023 Financial Transactions Report (FTR) with the State Controller's Office. The confirming email is attached. On June 27, 2024, GM Hagemann completed and submitted the District & Elected Official Information documents to the San Luis Obispo County Clerk-Recorder's Office. The documents are attached. GM Hagemann received an unsigned letter dated May 23, 2024, from a "former SCCSD Board Member". I am attaching the letter for the Board's information.

**6. BUSINESS ITEMS:**

- A. Resolution No. 2024-01:** Discuss and consider adopting FY 2024/2025 Assessment Rates and authorizing the special assessment for road maintenance and improvements within the District. **Board Action Required.**
- B. Fiscal Year 2024/2025 Budget:** Discuss and consider adoption of the FY 2024/25 District Budget. **Board Action Required.**
- C. Resolution No. 2024-02:** Discuss and consider adopting a Resolution requesting consolidation of SCCSD biennial Director election with the November 5, 2024, San Luis Obispo County Consolidated General Election. **Board Action Required.**
- D. Discuss and consider Retaining JAM Law Group as the new District General Counsel:** JAM Law Group provided the attached proposal for General Legal Counsel Services. **Possible board action.**
- E. Road Repair and Maintenance:** Status Report on Repair and Maintenance Projects and Board Consideration of New Projects. **Possible board action.**

**7. DIRECTOR/MANAGER COMMENTS:** Mr. Hagemann will be resigning from the SCCSD General Manager position effective as soon as the District retains a new General Manager, but no later than October 8, 2024.

**8. ADJOURNMENT**

The next Board of Director's meeting will be held on Tuesday, October 8th, 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](http://www.squirecanyoncsd.com)

**April 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](mailto: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 6:08 PM.

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

**3. Public Comments:** No public comment.

**4. Consent Items:**

- A. Approval of Minutes for the January 9, 2024, Special Board meeting
- B. Review and Approval of Warrant Register
- C. Review and Approval of the Financial Report

After some Board discussion, **President Fiant moved to approve the consent agenda, Director Cziraki seconded and motion carried unanimously 3-0, with two members absent.**

**5. Business Items:**

**A. Road Repair and Maintenance:** Directors discussed potential road maintenance repair projects. The Board approved some limited landscape maintenance work for an amount not to exceed \$200. The Board discussed the January 22, 2024, proposal (Estimate # 8671) from Mission Paving. The proposal included six separate road repair projects that added up to a total cost of \$31,460. **Director Fiant made a motion to approve the proposal and direct Mission Paving to begin the work as soon as feasible; Director Cziraki seconded the motion and the motion passed 3 – 0, with two members absent.**

**B. Discuss and provide direction to the GM regarding proposed Road Maintenance Assessment Rates for FY 2024/25.** The Board members directed the GM to prepare the Assessment Fee Resolution and the FY 2024/25 budget to include the typical 2% increase in the assessment fees. The Board directed the GM will bring this item back for discussion and consideration at the July 9, 2024 Board meeting.

**6. Adjournment**

There being no further business, the meeting was adjourned at approximately 7:30 PM.

The next regular meeting of the Squire Canyon Community Services District will be held on Tuesday July 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**

April 10 through July 9, 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>
<b>1000 · Cash Summary</b>				
<b>1004 · Checking-Heritage Oaks</b>				
04/30/2024			Service Charge	2.00
05/23/2024	905	Leobardo Hernandez	Inv # 002 for Brush Trimming SC Road	200.00
05/24/2024	906	Mission Paving Inc	Inv# 5326 dated 5/17/2024	31,460.00
05/31/2024			Service Charge	2.00
06/30/2024			Service Charge	2.00
07/09/2024	907	SDRMA	Ref #75554 24/25 Prop & Liability insurance	3,221.09
07/09/2024	908	LAFCO	LAFCO 2024-25	119.48
07/09/2024	909	Hagemann and Associates	GM Services, April, May June 2024; Inv # 1248	1,250.00
Total 1004 · Checking-Heritage Oaks				<u>36,256.57</u>
Total 1000 · Cash Summary				<u>36,256.57</u>
<b>TOTAL</b>				<b><u>36,256.57</u></b>

**Squire Canyon Community Services District**  
**Balance Sheet**  
As of July 9, 2024

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	<u>Jul 9, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Cash Summary	
1004 · Checking-Heritage Oaks	3,790.24
1005 · Savings-Heritage Oaks	19,285.05
	<hr/>
<b>Total 1000 · Cash Summary</b>	23,075.29
	<hr/>
<b>Total Checking/Savings</b>	23,075.29
	<hr/>
<b>Total Current Assets</b>	23,075.29
	<hr/>
<b>TOTAL ASSETS</b>	<b>23,075.29</b>
	<hr/> <hr/>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
3000 · Opening Balance Equity	38,686.94
3200 · Retained Earnings	-11,021.08
Net Income	-4,590.57
	<hr/>
<b>Total Equity</b>	23,075.29
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>23,075.29</b>
	<hr/> <hr/>

**Squire Canyon Community Services District**

**Profit & Loss**

April 10 through July 9, 2024

	<u>Apr 10 - Jul 9, 24</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · Income Summary	
4001 · Assessments Collected	9,367.95
4005 · Interest Income	3.93
	<hr/>
<b>Total 4000 · Income Summary</b>	<b>9,371.88</b>
	<hr/>
<b>Total Income</b>	<b>9,371.88</b>
<b>Expense</b>	
5000 · Administrative Overhead	
5002 · Bank Service Charges	12.00
5005 · Insurance	3,221.09
5010 · LAFCO Dues	119.48
5030 · Professional Fees	
5030.04 · Management	1,250.00
	<hr/>
<b>Total 5030 · Professional Fees</b>	<b>1,250.00</b>
	<hr/>
<b>Total 5000 · Administrative Overhead</b>	<b>4,602.57</b>
	<hr/>
5500 · Road Repair & Maintenance	
5520 · Weed & Brush Control	200.00
5500 · Road Repair & Maintenance - Other	31,460.00
	<hr/>
<b>Total 5500 · Road Repair &amp; Maintenance</b>	<b>31,660.00</b>
	<hr/>
<b>Total Expense</b>	<b>36,262.57</b>
	<hr/>
<b>Net Ordinary Income</b>	<b>-26,890.69</b>
	<hr/>
<b>Net Income</b>	<b><u><u>-26,890.69</u></u></b>

**Squire Canyon Community Services District**  
**Income & Expenditures**  
 April 10 through July 9, 2024

	1-ZONE 1, INDIAN KNOB	2-ZONE 2, SQUIRE CANY...	3-ZONE 3, ADMINISTRATI...	TOTAL
Ordinary Income/Expense				
Income				
4000 · Income Summary	3,466.14	3,747.18	2,154.63	9,367.95
4001 · Assessments Collected	0.00	0.00	3.93	3.93
4005 · Interest Income				
Total 4000 · Income Summary	3,466.14	3,747.18	2,158.56	9,371.88
Total Income	3,466.14	3,747.18	2,158.56	9,371.88
Expense				
5000 · Administrative Overhead				
5002 · Bank Service Charges	0.00	0.00	12.00	12.00
5005 · Insurance	0.00	0.00	3,221.09	3,221.09
5010 · LAFCO Dues	0.00	0.00	119.48	119.48
5030 · Professional Fees				
5030.04 · Management	0.00	0.00	1,250.00	1,250.00
Total 5030 · Professional Fees	0.00	0.00	1,250.00	1,250.00
Total 5000 · Administrative Overhead	0.00	0.00	4,602.57	4,602.57
5500 · Road Repair & Maintenance				
5520 · Weed & Brush Control	0.00	200.00	0.00	200.00
5500 · Road Repair & Maintenance - Ot...	23,500.00	7,960.00	0.00	31,460.00
Total 5500 · Road Repair & Maintenance	23,500.00	8,160.00	0.00	31,660.00
Total Expense	23,500.00	8,160.00	4,602.57	36,262.57
Net Ordinary Income	-20,033.86	-4,412.82	-2,444.01	-26,890.69
Net Income	-20,033.86	-4,412.82	-2,444.01	-26,890.69





Bradley Hagemann <hagemann.associates@gmail.com>

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**LGRS Online: E-Signature Cover Page Confirmation for Fiscal Year 2023 Special District of Squire Canyon Community Services District**

1 message

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**SDSupport@sco.ca.gov** <SDSupport@sco.ca.gov>  
To: hagemann.associates@gmail.com, SDSupport@sco.ca.gov

Fri, May 31, 2024 at 3:15 PM

This email confirms that you have electronically signed the cover page and verified the submission of the 2023 fiscal year Financial Transaction Reports for the Special District of Squire Canyon Community Services District.

If you did not sign this cover page or are not the legally-authorized fiscal officer for the Special District of Squire Canyon Community Services District, please contact us immediately at telephone number (916) 327 - 1017 or by email at [SDSupport@sco.ca.gov](mailto:SDSupport@sco.ca.gov)

May 23, 2024

Mr. Brad Hagemann.

I am writing you this letter as a former SCCSD Board member, while I have chosen not to attend meetings, I have been closely watching the goings on in the community and as a business owner I have been watching you and your management of this district, to say I am impressed would be a stretch. Recently I was approached by Director Campos, he is requesting help in ousting President Faint, he stated he has had several private conversations with you about this matter and has received limited help from you. This is most disturbing for many reasons. If this is true it is very unprofessional and most likely illegal. Campos has approached several other people in the community and made his intentions very clear. What is also very ironic is that Director Campos has for a couple years now tried to have you removed as General Manager and those efforts were stopped by President Faint. Now Campos is using you to do his dirty work, what a fool you are.

I have not always agreed with President Faint and I believe his personality could use a little tweak, but it is very obvious that no one has ever done what he has accomplished for Squire Canyon, and he has never stabbed you in the back like Campos is doing now.

I will be watching this development very closely and will not hesitate to contact the authorities and all the other CSD's that you Manage if necessary.

**RESOLUTION No. 2024-01**  
**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE**  
**SQUIRE CANYON COMMUNITY SERVICES DISTRICT TO**  
**CONFIRM THE 2024-2025 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): \$851.14 per parcel, Zone 2 (Squire Canyon) : \$481.00 per parcel, and Zone 3 (Admin): \$110.90 per parcel for Fiscal Year 2024/2025 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 9th day of July, 2024 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

### Proposed Assessment Rates for FY 2024-2025

Proposed Assessment Rates for FY 2024-2025				Proposed Assessment Rates for FY 2024-2025			
Zone 1 APN	Assessment Rate	General & Admin	Total Assessment	Zone 2 APN	Assessment Rate	General & Admin	Total Assessment
076-271-041	\$ 740.23	\$ 110.90	\$ 851.14	076-271-046	\$ 370.10	\$ 110.90	\$ 481.00
076-271-042	\$ 740.23	\$ 110.90	\$ 851.14	076-272-010	\$ 370.10	\$ 110.90	\$ 481.00
076-272-022	\$ 740.23	\$ 110.90	\$ 851.14	076-272-014	\$ 370.10	\$ 110.90	\$ 481.00
076-272-030	\$ 740.23	\$ 110.90	\$ 851.14	076-272-024	\$ 370.10	\$ 110.90	\$ 481.00
076-272-034	\$ 740.23	\$ 110.90	\$ 851.14	076-272-025	\$ 370.10	\$ 110.90	\$ 481.00
076-272-035	\$ 740.23	\$ 110.90	\$ 851.14	076-272-038	\$ 370.10	\$ 110.90	\$ 481.00
076-272-041	\$ 740.23	\$ 110.90	\$ 851.14	076-272-039	\$ 370.10	\$ 110.90	\$ 481.00
076-272-042	\$ 740.23	\$ 110.90	\$ 851.14	076-272-040	\$ 370.10	\$ 110.90	\$ 481.00
076-272-055	\$ 740.23	\$ 110.90	\$ 851.14	076-272-046	\$ 370.10	\$ 110.90	\$ 481.00
076-272-056	\$ 740.23	\$ 110.90	\$ 851.14	076-272-047	\$ 370.10	\$ 110.90	\$ 481.00
076-272-070	\$ 740.23	\$ 110.90	\$ 851.14	076-272-054	\$ 370.10	\$ 110.90	\$ 481.00
076-272-073	\$ 740.23	\$ 110.90	\$ 851.14	076-272-066	\$ 370.10	\$ 110.90	\$ 481.00
076-272-074	\$ 740.23	\$ 110.90	\$ 851.14	076-272-067	\$ 370.10	\$ 110.90	\$ 481.00
076-272-077	\$ 740.23	\$ 110.90	\$ 851.14	076-272-072	\$ 370.10	\$ 110.90	\$ 481.00
076-272-078	\$ 740.23	\$ 110.90	\$ 851.14	076-272-079	\$ 370.10	\$ 110.90	\$ 481.00
076-273-004	\$ 740.23	\$ 110.90	\$ 851.14	076-272-080	\$ 370.10	\$ 110.90	\$ 481.00
076-273-009	\$ 740.23	\$ 110.90	\$ 851.14	076-272-081	\$ 370.10	\$ 110.90	\$ 481.00
076-273-013	\$ 740.23	\$ 110.90	\$ 851.14	076-272-082	\$ 370.10	\$ 110.90	\$ 481.00
076-273-029	\$ 740.23	\$ 110.90	\$ 851.14	076-273-001	\$ 370.10	\$ 110.90	\$ 481.00
<b>19</b>	<b>Total</b>	<b>\$ 14,064.45</b>	<b>\$ 2,107.18</b>	<b>076-273-002</b>	<b>\$ 370.10</b>	<b>\$ 110.90</b>	<b>\$ 481.00</b>
				<b>076-273-007</b>	<b>\$ 370.10</b>	<b>\$ 110.90</b>	<b>\$ 481.00</b>
				<b>076-273-011</b>	<b>\$ 370.10</b>	<b>\$ 110.90</b>	<b>\$ 481.00</b>
				<b>076-273-012</b>	<b>\$ 370.10</b>	<b>\$ 110.90</b>	<b>\$ 481.00</b>
				<b>076-273-014</b>	<b>\$ 370.10</b>	<b>\$ 110.90</b>	<b>\$ 481.00</b>
				<b>076-273-017</b>	<b>\$ 370.10</b>	<b>\$ 110.90</b>	<b>\$ 481.00</b>
				<b>076-273-018</b>	<b>\$ 370.10</b>	<b>\$ 110.90</b>	<b>\$ 481.00</b>
				<b>076-273-019</b>	<b>\$ 370.10</b>	<b>\$ 110.90</b>	<b>\$ 481.00</b>
				<b>076-273-021</b>	<b>\$ 370.10</b>	<b>\$ 110.90</b>	<b>\$ 481.00</b>
				<b>076-273-022</b>	<b>\$ 370.10</b>	<b>\$ 110.90</b>	<b>\$ 481.00</b>
				<b>076-273-024</b>	<b>\$ 370.10</b>	<b>\$ 110.90</b>	<b>\$ 481.00</b>
				<b>076-273-025</b>	<b>\$ 370.10</b>	<b>\$ 110.90</b>	<b>\$ 481.00</b>
				<b>076-273-026</b>	<b>\$ 370.10</b>	<b>\$ 110.90</b>	<b>\$ 481.00</b>
				<b>076-273-027</b>	<b>\$ 370.10</b>	<b>\$ 110.90</b>	<b>\$ 481.00</b>
				<b>076-274-002</b>	<b>\$ 370.10</b>	<b>\$ 110.90</b>	<b>\$ 481.00</b>
				<b>076-274-003</b>	<b>\$ 370.10</b>	<b>\$ 110.90</b>	<b>\$ 481.00</b>
				<b>076-274-004</b>	<b>\$ 370.10</b>	<b>\$ 110.90</b>	<b>\$ 481.00</b>
				<b>076-274-005</b>	<b>\$ 370.10</b>	<b>\$ 110.90</b>	<b>\$ 481.00</b>
				<b>076-274-007</b>	<b>\$ 370.10</b>	<b>\$ 110.90</b>	<b>\$ 481.00</b>
				<b>076-274-008</b>	<b>\$ 370.10</b>	<b>\$ 110.90</b>	<b>\$ 481.00</b>
				<b>076-274-009</b>	<b>\$ 370.10</b>	<b>\$ 110.90</b>	<b>\$ 481.00</b>
				<b>076-274-010</b>	<b>\$ 370.10</b>	<b>\$ 110.90</b>	<b>\$ 481.00</b>
				<b>18</b>	<b>Total</b>	<b>\$ 1,996.28</b>	<b>\$ 1,996.28</b>

assessments increased 2% from FY 2023/24 approved rates

Totals for Each Zone	
Zone 1	\$ 16,171.64
Zone 2	\$ 19,721.06
Zone 3	\$ 1,996.28
<b>Total</b>	<b>\$ 37,888.97</b>

41      Total    \$ 15,173.98    \$ 4,547.08    \$ 19,721.06

**SQUIRE CANYON COMMUNITY SERVICES DISTRICT  
FISCAL YEAR 2024-2025 BUDGET**

	Total Balance	Indian Knob 37%	Squire Canyon 40%	Admin 23%	Proposed FY 24/25 Budget
Est. Ending Balance June 30, 2024	\$ 27,600	\$ 10,212	\$ 11,040	\$ 6,348	
<b>REVENUE</b>		Zone 1	Zone 2	Zone 3	
FY 24/25 Assessment Revenue		\$ 14,000	\$ 15,100	\$ 8,700	\$ 37,800
Interest Income					\$ 16
Total Revenue					\$ 37,816
<b>BUDGETED EXPENDITURES</b>					
General Manager					\$ 5,000
Legal					\$ 1,500
LAFCO Membership					\$ 120
CSDA Dues					\$ 250
Auditor					\$ 2,000
Election Fees					\$ 250
Postage					\$ 25
Webmaster & Web Site					\$ 250
Insurance (SDRMA)					\$ 3,225
Office Supplies/Misc					\$ 100
Total Admin Expenses					\$ 12,720
Difference Between Admin Rev and Admin Exp					\$ (4,020)
Total Admin Overhead					\$ 12,720
Professional Services					
FY 24/25 Proposed Repair		\$ 11,000	\$ 11,000		\$ 22,000
Paving Sinking Fund					
Total Expenditures					\$ 34,720
<b>ALLOCATION TO/FROM RESERVES FOR MAJOR REPAIRS</b>					\$ 3,080
Projected Year End Fund Balance	\$ 30,696				

NOTES:

## Squire Canyon Community Services District

## Profit &amp; Loss

July 2023 through June 2024

07/06/24

Accrual Basis

	<u>Jul '23 - Jun 24</u>
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4001 · Assessments Collected	36,422.24
4005 · Interest Income	16.94
Total 4000 · Income Summary	<u>36,439.18</u>
Total Income	36,439.18
Expense	
5000 · Administrative Overhead	
5002 · Bank Service Charges	88.00
5003 · CSDA	226.00
5004 · Election Costs	319.60
5005 · Insurance	3,973.75
5010 · LAFCO Dues	97.54
5030 · Professional Fees	
5030.03 · Legal Services	3,175.00
5030.04 · Management	6,125.00
5030 · Professional Fees - Other	3,500.00
Total 5030 · Professional Fees	<u>12,800.00</u>
Total 5000 · Administrative Overhead	17,504.89
5500 · Road Repair & Maintenance	
5510 · Tree Trimming & Removal	4,375.00
5520 · Weed & Brush Control	200.00
5500 · Road Repair & Maintenance - Other	31,460.00
Total 5500 · Road Repair & Maintenance	<u>36,035.00</u>
Total Expense	<u>53,539.89</u>
Net Ordinary Income	<u>-17,100.71</u>
Net Income	<u><u>-17,100.71</u></u>

## Squire Canyon Community Services District

## Balance Sheet

As of June 30, 2024

07/06/24

Accrual Basis

	<u>Jun 30, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1004 · Checking-Heritage Oaks	3,380.81
1005 · Savings-Heritage Oaks	24,285.05
<b>Total 1000 · Cash Summary</b>	<u>27,665.86</u>
<b>Total Checking/Savings</b>	<u>27,665.86</u>
<b>Total Current Assets</b>	<u>27,665.86</u>
<b>TOTAL ASSETS</b>	<u><b>27,665.86</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
3000 · Opening Balance Equity	38,686.94
3200 · Retained Earnings	6,079.63
Net Income	-17,100.71
<b>Total Equity</b>	<u>27,665.86</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>27,665.86</b></u>



# SQUIRE CANYON COMMUNITY SERVICES DISTRICT

## RESOLUTION No. 2024-02

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SQUIRE CANYON COMMUNITY SERVICES DISTRICT REQUESTING CONSOLIDATION OF THEIR BIENNIAL ELECTION WITH THE NOVEMBER 5, 2024 CONSOLIDATED GENERAL ELECTION

**WHEREAS**, the Squire Canyon Community Services District (hereinafter "District") is governed by a Board of Directors committed to effectively representing the interests of the district's beneficiaries; and

**WHEREAS**, the regular election of the members of the Board of Directors is scheduled to occur on November 5, 2024; and

**WHEREAS**, the consolidation of the District governing board election with the County of San Luis Obispo's general election is in the public interest as it promotes greater voter participation and reduces the overall cost of the election; and

**WHEREAS**, pursuant to California Government Code Section 57375 and following, the District is permitted to request the consolidation of its regular election with the statewide Presidential General Election; and

**WHEREAS**, pursuant to California Elections Code Section 10400, upon approval of such consolidation by the County, the District is obliged to reimburse the County for all costs incurred in conducting the consolidated election, thereby assuming financial responsibility for the related expenditures.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Squire Canyon Community Services District, County of San Luis Obispo, as follows:

**1. Election Consolidation:** The Board hereby requests the consolidation of its upcoming governing board election with the general election conducted by the County of San Luis Obispo on November 5, 2024, pursuant to California Government Code Section 57375 and California Elections Code Section 10400.

**2. Reimbursement of Costs:** The District commits to reimburse the County fully for all services provided and costs incurred in the conduct of the consolidated election, as mandated by California Elections Code Section 10400.

**3. Candidate Statement Costs:** The cost of printing, handling, and mailing candidates' statement of qualifications shall be charged to the candidate.

**PASSED AND ADOPTED** by the Board of Directors of the Squire Canyon Community Services District, County of San Luis Obispo, State of California, at a special meeting thereof held on the 9<sup>th</sup> day of July, 2024, by the following vote:

**ON MOTION** of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and on the following roll call vote to wit:

**AYES:**

**NOES:**

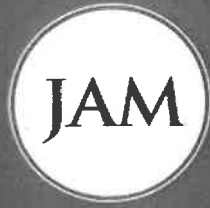
**ABSENT:**

The foregoing resolution is hereby adopted this 9th day of July, 2024.

\_\_\_\_\_  
Steve Fiant, President

Attest:

\_\_\_\_\_  
Brad Hagemann  
SECRETARY TO BOARD



**THE JAM LAW GROUP**  
INNOVATIVE. PRACTICAL. EXPERIENCED.

**SQUIRE CANYON**  
COMMUNITY SERVICES DISTRICT

**PROPOSAL FOR GENERAL LEGAL  
COUNSEL SERVICES**



July 1, 2024



**THE JAM LAW GROUP, APC**  
ATTORNEYS AT LAW

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1022 Mill Street • San Luis Obispo, California 93401  
T 805-543-0990 • F 805-543-0991

July 9, 2024

Squire Canyon Community Services District  
Atten: Board of Directors  
1 Squire Canyon Road  
San Luis Obispo, CA 93401

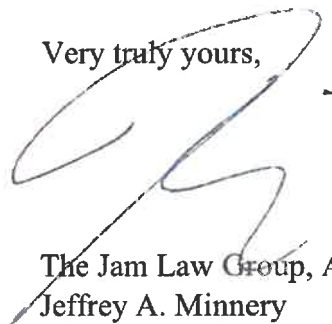
*Re: District Legal Counsel*

Dear Directors of the Board:

In April of 2023, I resigned from the law firm of Adamski Moroski Madden Cumberland & Green LLP (“AMMCG”). Pursuant to the California’s Rules of Professional Conduct, I am requesting Squire Canyon Community Services District (“District”) to consider engaging my new firm, The Jam Law Group, APC, as general legal counsel. Prior to my absence from your District, I served as the District’s legal counsel for several years.

I appreciate the District’s consideration of this proposal for general legal services, and please do not hesitate to contact us with any questions or a need for clarification.

Very truly yours,



The Jam Law Group, APC  
Jeffrey A. Minnery

# PROPOSAL FOR LEGAL SERVICES FOR THE LOS OSOS COMMUNITY SERVICES DISTRICT

## DESCRIPTION OF THE FIRM AND STATEMENT OF QUALIFICATIONS

**The Jam Law Group, APC** (the “Firm”) was founded in 2023, as a practice dedicated to public agencies and the communities they serve. The Firm’s attorneys have vast knowledge of the Brown Act, the Public Records Act, Election Law, the Public Contract Code, federal and state water law, grant regulations, solid waste management, tort claims, and public financing which enables them to provide quick responses to questions that routinely arise. The Firm was founded upon the philosophy of community giving as a core value modeled loosely after what is known as a California Benefit Corporation<sup>1</sup> where community service and philanthropic motives are considered as a first priority rather than just end-of-year after thought giving. Accordingly, the Firm passes a portion of its collected fees back into the community on a routine basis.

In addition to working with the District, Mr. Minnery has gained experience with other agencies that will benefit the SCCSD. For example, Mr. Minnery negotiated and drafted the Stipulation and Judgement for the adjudication of the Los Osos Valley Water Basin, which required attaining agreement among the four stakeholders (Los Osos Community Services District, Golden State Water Company, S&T Mutual Water Company, and the County of San Luis Obispo) regarding their individual water rights, which was an extremely “hot button” issue for all of them. By way of another example, Mr. Minnery recently united thirteen (13) agencies to execute a Joint Powers Agreement for the Integrated Waste Management Authority while gaining cooperation and approval of the California Department of Resources Recycling and Recovery in the process. This successful work effort was accomplished due to his ability to collaborate with local partners, his ability to draft complex agreements, and his ability to work with the State of California and San Luis Obispo County (“SLO County”) regulatory schemes.

Mr. Minnery has also demonstrated his ability to take on large-scale projects. From 2018 - 2021, Mr. Minnery negotiated a fifty (50) year development and lease agreement on behalf of his client, the Port San Luis Harbor District, for development of a recreational campground now known as “Flying Flags at Avila Beach.” This was an eighteen-million-dollar (\$18,000,000) project with significant regulatory oversight and a complex contractual structure. The project is nearing completion, and the campground is operating pursuant to the agreement and within budget.

Based upon the complex matters identified above, experience with the SCCSD directly, and over fifteen (15) years of local government representation generally, the *Role and Scope of General*

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<sup>1</sup> Created by the Corporate Flexibility Act of 2011, the California Benefit Corporation is a corporate form specifically designed for social enterprises to pursue both for-profit and non-profit objectives. Benefit Corporations allow corporate officers and directors to take into account the triple bottom line of profit, people, and planet when making business decisions.

*Counsel Services* section below reflects the Firm’s understanding of the requirements necessary to successfully serve the District on a routine basis and in special circumstance.

## THE ROLE AND SCOPE OF GENERAL COUNSEL SERVICES

**Role of District Counsel.** The role of District Counsel is to provide “around the clock” access and service to the General Manager and the Board of Directors. Availability and responsiveness to general District matters is an essential part of good communication and in addition to attendance at all District regular and special meetings. The Jam Law Group attorneys also strive to foster positive professional working relationships with the Board of Directors, the General Manager, and District staff to maximize effective representation.

**Scope of Services.** The Jam Law Group is experienced and prepared to provide consistent and reliable legal advice on routine matters, including but not limited to, the following:

- Providing clear and concise legal advice and consultation as requested or required, on matters pertaining to all aspects of local agency governance and public office.
- Providing legal counsel pertaining to compliance with State Regulations, Codes, State and Federal Acts, contracts, CEQA, the Brown Act, ethics, conflict of interest law, and intergovernmental relations.
- Researching and interpreting complex laws, court decisions, and other authorities necessary to advise the District on legal issues pertaining to matters of District business.
- Attending regular and special meetings of the Board of Directors and advising the District on matters on the agenda as well as procedural matters that may arise during and following the meeting(s).
- Coordination with the General Manager and staff to assist with the preparation of agenda materials to ensure compliance with the Brown Act and applicable law.
- Drafting, reviewing, commenting on and/or approving documents as requested or required to ensure legal compliance, including but not limited to resolutions, ordinances, District policies, administrative policies, contracts, correspondence, policy manuals, and other documents as requested.
- Guiding the District in all aspects of agency/employee relations including hiring, firing, and disciplining District employees.
- Investigating claims and complaints by and against the District and representing the District in legal proceedings, administrative proceedings, *Skelly* hearings, writ of mandate actions, and litigation as directed by the Board.
- Preparing reports and presenting information at public meetings as requested.

- Recommending and coordinating the work of outside legal counsel and coordinating with District insurance to ensure the prompt tender of claims and civil actions where appropriate.
- Proving insurance coverage analysis of claims and civil lawsuits to gain coverage of insurance where possible.
- Providing guidance and annual updates related to key statutes and changes in law, such as: the Ralph M. Brown Act, the California Public Records Act, the Political Reform Act, California Tort Claims Act, the California Code of Regulations, personnel and employment laws and requirements, contracts, and other legal requirements imposed by statute and common law.
- Assisting the District through ballot measures and elections.
- Conducting annual training of Board members on the Brown Act, elected official protocol, and matters of good governance.
- Coordinating the annual performance evaluation of the General Manager in conjunction with the direction of the Board of Directors.
- The performance of other duties as directed by the General Manager and/or Board of Directors.

## RELEVANT WORK EXPERIENCE

**Contracts.** The Jam Law Group has extensive experience drafting, negotiating, and reviewing all types of agreements. We have experience with documents related to real property acquisition, professional services agreements, construction and public works, leases and real property development agreements, and virtually any other document that may routinely come before the Board.

**Brown Act.** The Jam Law Group provides advice regarding the interpretation and application of the Ralph M. Brown Act to our public agency clients. Advice regularly pertains to the following:

- Requirements for agenda preparation, posting, and distribution
- Closed session topics and reporting
- Notices and agendas for special and emergency meetings
- Conducting meetings by teleconferencing
- Application of Brown Act to committees of official bodies
- Avoiding violations and penalties

**Litigation, Claims, and Risk Management.** The Jam Law Group is experienced in handling litigation and claims on behalf of and in defense of the District. Mr. Minnery has a track record of resolving matters quickly and efficiently and often in the very early stages of litigation.

Wherever possible, Mr. Minnery assists the District in tendering more complex legal matters to SDRMA (the District’s insurance carrier) to mitigate District costs in defending litigation and claims. Ms. Shokohi has substantial experience in insurance coverage analysis to ensure SDRMA acceptance of claims where appropriate.

**Conflicts of Interest.** The Jam Law Group provides advice and presentations to public officials regarding conflict-of-interest laws, the Political Reform Act, and general conflicts of interest. We stay current with decisions of the Fair Political Practices Commission (FPPC) and advise clients on FPPC concerns.

**Public Records Act.** The Jam Law Group advises clients on all aspects of California’s open government laws, including the Public Records Act. Mr. Minnery has prepared and provided your District staff with a “cheat sheet” to enable District staff to make routine disclosure determinations without constant reliance on legal counsel. The training of staff helps minimize legal fees.

**Election Law.** The Jam Law Group provides a wide range of advice to our clients on local, state, and federal election laws. We routinely assist clients during all stages of the elections process. We regularly provide advice to clients on the conduct of regular, special, and consolidated elections. We also advise clients on the California Voting Rights Act, voter registration issues, candidate qualification and nomination procedures, and ballot pamphlet issues. Mr. Minnery has extensive knowledge of the California Voting Rights Act due to his work with nearly a dozen agencies on the implementation of by-district elections in 2021 and 2022.

**Employee Relations and Labor Negotiations.** The Jam Law Group has experience with the collective bargaining process and conducting labor negotiations for public sector agencies. We also have substantial experience assisting agencies in responding to grievances and in grievance arbitration.

**Leases and other Property Transactions.** The Jam Law Group has substantial experience with leases, easements, and real property transactions.

## PROPOSED ATTORNEYS



Jeffery A. Minnery will be the attorney assigned as the SCCSD legal counsel. Mr. Minnery has extensive experience as general counsel to multiple local government entities including Community Services Districts, Special Districts, a Harbor District, an Air Pollution Control District, a Waste Management District, and a Healthcare District. In addition to acting as general counsel to local agencies, Mr. Minnery has successfully defended his clients in writ of mandate actions, government claims, and civil lawsuits. Mr. Minnery graduated *summa cum laude* from Santa Clara University School of Law, graduating 2<sup>nd</sup> in his class of 230 students. He became a member of the Order of the Coif upon graduation. Mr. Minnery is a member of the California State Bar, the San Luis Obispo County Bar Association Public Law Section, and the California Lawyers Public Law Section. Mr. Minnery’s curriculum vitae (“CV”) is enclosed with this submittal.





Nancy Shokohi is currently working on a contract basis for the Firm. Nancy is a former partner of the Los Angeles based firm Selman Breitman, LLP where she focused on insurance coverage, claims analysis, litigation, and real estate while serving as the head of the firm's Environmental Litigation Department. Nancy has significant experience with governing bodies in her role as legal counsel to numerous Homeowner Associations. She is skilled in claims handling, law and motion practice, mediation, and litigation. Nancy is a graduate of the University of California at Los Angeles (UCLA) and the Loyola School of Law, Los Angeles. She has served on the Board of Directors for the Rotary Club of San Luis Obispo, Festival Mozaic, Big Brothers Big Sisters, and Friends of Hearst Castle, and the Court Appointed Special Advocates of San Luis Obispo (CASA). Ms. Shokohi's curriculum vitae ("CV") is enclosed with this submittal.

## CONFLICTS OF INTEREST

As of the date of this submission, the Firm is general counsel for Port San Luis Harbor District, and the Heritage Ranch Community Services District, and water counsel for the Oceano Community Services District. None of these clients would create a conflict of interest with the Firm's representation of SCCSD. Should a potential or actual conflict ever arise, we would inform the District immediately and take appropriate action. The ethical rules for attorneys who practice law in California govern how conflicts must be addressed. Depending upon the particular issue, the State Bar Rules of Professional Conduct allow some conflicts to be resolved by advising the clients and obtaining their informed written consent to representation. Other conflicts cannot be waived by the clients. In those cases, we would advise the SCCSD immediately of the conflict and of our duty to refrain from representing the SCCSD with respect to that matter.

**Rates for Legal Counsel.** The Jam Law Group's 2024 rate for public agency clients is \$250 per hour for all services rendered. Although the law firm's normal hourly billing rates are substantially higher than the rate quoted, the Firm is willing to provide legal services to the District at a reduced rate. To the maximum extent possible, the law firm will endeavor to minimize its charges to the District.

**Fees for Clerical Staff.** The firm does not intend to charge for clerical staff in the ordinary course of business. However, if certain projects can be performed by firm paralegals in a manner that ensures the highest level of representation with a decreased cost to the District, the firm will do so at a rate of \$115.00 per hour.

**Reimbursable Expenses.** The firm will pass through costs to the District, with no upcharge, for mileage, legal research, registered/certified/overnight mail, third-party invoices, and litigation/court filing fees, as necessary.

**Charges and Expenses for Incidentals.** The firm will not charge the District for copying, telephone charges, or any other office-based charges incidental to the practice of law.

**Managing Legal Fees.** The Jam Law Group's billing statements will appear in the "block billing" format. While the work performed by firm attorneys on any given day will be stated in some detail, the time spent in performing those tasks will be aggregated and will appear as a single time entry on a 1/10<sup>th</sup> of an hour basis. The Firm's hourly rate may be adjusted following consultation with the General Manager, usually on an annual basis.

# JEFFREY A. MINNERY

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## PROFESSIONAL SUMMARY

Dedicated and experienced attorney with broad expertise in public agency governance, contracts and agreements, public contracting, private and public land use and development, public agency labor and employment, complex negotiations, civil litigation, and various business and transactional matters.

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## EXPERIENCE

**Partner, 2008 - 2023**

**Adamski Moroski Madden Cumberland & Green LLP**

- General Counsel to multiple government agencies including the San Luis Obispo County Air Pollution Control District, the Port San Luis Harbor District, the San Luis Obispo County Integrated Waste Management Authority, multiple Community Services Districts and Special Districts
- Negotiated a multi-million-dollar partnership and development agreement between a special district and private entity
- Restructured long term water supply contracts between the San Luis Obispo County Flood Control District, the Water Conservation District, and public agency State Water contractors
- Drafted and negotiated a Joint Powers Agreement between seven cities and thirteen special districts for the administration of solid waste diversion programs and regulatory compliance
- Represented public agencies in labor and employment matters including collective bargaining negotiations, disciplinary actions, workplace investigations, Skelly meetings, and the hiring and termination of executive officers
- Drafted employment contracts, purchase and sale agreements, security agreements, promissory notes, leases, easements, and public and private construction contracts
- Counseled agencies in regard to ballot measures, Proposition 218 protest hearings, and the transition to by-district elections
- Successfully defended multiple agencies in writ of mandate actions for various administrative challenges
- Managed on-going public agency litigation matters

**Litigation Associate, 09/2004 - 04/2008**

**Gibson, Dunn & Crutcher LLP**

- Practiced labor and employment litigation and federal securities litigation. Defended clients in wrongful termination civil actions

## CONTACT

**Phone:** (805) 503 – 8031

**Email:** jeff@thejamlawgroup.com

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## SKILLS / KNOWLEDGE

- Law Practice Management
  - Board Administration and Good Governance
  - The Brown Act, the California Public Records Act, the California Voter Rights Act, the Political Reform Act, Conflicts of Interest, and Elections
  - Drafting Resolutions and Ordinances
  - Client Development
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## EDUCATION

**J.D., 2004**

**Santa Clara University School of Law**

- Ranked 2nd among 230 students
- Graduated *summa cum laude*
- Order of the Coif
- Law Review Editor
- Certificate of Excellence in Legal Analysis and Writing
- Trial Team member (Winner of Outstanding Oral Advocate)
- Moot Court Finalist

**B.S., Journalism**

**University of Colorado at Boulder**

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## **ACTIVITIES AND HONORS**

Active member of the California State Bar and the San Luis Obispo County Bar Association. Admitted to practice in all Superior Courts and multiple Federal Courts in the State of California. Member of the San Luis Obispo Chamber of Commerce and a graduate of Chamber of Commerce Leadership SLO Program. Former member of the Arroyo Grande Community Hospital Foundation Board.

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## **ACKNOWLEDGEMENTS**

- Recognized as one of San Luis Obispo County's top "40 Under 40" in the Pacific Coast Times
- Recognition awards for pro bono service
- Keynote Speaker, San Luis Obispo County Bar Association presentation on the Ralph M. Brown Act (2020)
- Guest Lecturer on CEQA at California Polytechnic State University

**ADAMSKI MOROSKI MADDEN  
CUMBERLAND & GREEN LLP**

ATTORNEYS AT LAW

Post Office Box 3835 • San Luis Obispo, California 93403-3835  
T 805-543-0990 • F 805-543-0980 • [www.ammcglaw.com](http://www.ammcglaw.com)

June 4, 2024

**VIA EMAIL and U.S. MAIL**

Squire Canyon Community Services District  
c/o Steve Fiant, Board President  
1 Squire Canyon Rd  
San Luis Obispo, CA 93401  
Email: [sfpck@yahoo.com](mailto:sfpck@yahoo.com)

Bradley Hagemann, General Manager  
Squire Canyon Community Services District  
9372 Carmel Road  
Atascadero, CA 93422  
Email: [hagemann.associates@gmail.com](mailto:hagemann.associates@gmail.com)

Re: Resignation of District Counsel

To the Squire Canyon Community Services District Board of Directors:

This letter is to notify you that Adamski Moroski Madden Cumberland & Green, LLP (the “Firm”) intends to resign from our representation of the Squire Canyon Community Services District (“District”) with respect to all matters for which you have engaged the Firm. We intend for our resignation to take effect as soon as new counsel can be appointed, but no later than September 1, 2024. The board may discharge the Firm at any time. This letter is only to assure you that the Firm will honor its obligation to provide you with sufficient notice to retain other counsel and provide you with assistance through that transition.

Your next step is to begin the process of retaining new legal counsel. To that end we recommend releasing a Request for Proposals for legal services as soon as possible. After new counsel is hired, we will ensure that the transition is as efficient as possible.

Thank you for the opportunity to have served you.

Respectfully,

ADAMSKI MOROSKI MADDEN  
CUMBERLAND & GREEN LLP



CHASE W. MARTIN

CWM:tf