

Independence Ranch
Community Services District

REGULAR BOARD MEETING

Thursday, July 11, 2019

6:30 PM, Warbirds Meeting Hall

4251 Dry Creek Rd., Paso Robles, CA 93446

www.iranchcsd.org

A G E N D A

1. **6:30 PM OPEN SESSION / PLEDGE OF ALLEGIANCE / ROLL CALL**
2. **PUBLIC COMMENT**
Members of the public may address the Board on items other than those scheduled on the agenda. PLEASE BEGIN BY STATING YOUR NAME AND ADDRESS. **EACH PERSON AND SUBJECT IS LIMITED TO A 3-MINUTE DISCUSSION.** Any person or subject requiring more than three minutes or action by the Board may be scheduled for a future Board meeting. Those persons wishing to speak on any item scheduled on the agenda will be given an opportunity to do so at the time that item is being considered.
3. **APPROVAL of AGENDA**
4. **APPROVAL of MINUTES: [Regular Meeting May 9, 2019](#)**
5. **MANAGER REPORT**
The general manager will report on any items pertinent to the operation of the CSD and will update the board on any new or ongoing business. Review new Draft District maps; Review letter from Patti Claude, 2265 Rancho Lomas Way.
6. **APPROVAL OF TREASURER'S REPORT AND FINANCIALS: See addendums A & B**
7. **APPROVAL OF WARRANT REGISTER: Addendum C**
8. **DISCUSSION ITEMS**
 - A. **Road Maintenance Fees for FY 2019/20 - Resolution No. 2019-01:**
Consider Directing the County Tax Collector to assess each parcel \$500.00 for road maintenance fees for the 2019/2020 fiscal year. **Board action required. Roll call vote.**

Independence Ranch
Community Services District

- B. **Fiscal Year 2019/20 Budget:** Consider adoption of a budget for fiscal year 2019/2020. **Board action required.**

 - C. **Road Maintenance:** On-going item to determine and prioritize road maintenance tasks and report on tasks completed to date. Review road repair work completed by Ramsey Asphalt. Develop list of repair/maintenance projects and relative priority for FY 2019/20. **Possible Board Action.**

 - D. **Procedures and Schedule For Increasing Road Maintenance Fees For Fiscal Year 2020/2021:** Does the Board want to initiate the process for increasing road maintenance assessment rates in future years? **Possible Board Action.**
9. **DIRECTOR / MANAGER COMMENTS:** This is the opportunity for board members or staff to make brief comments or suggestions.
10. **ADJOURNMENT:** The next regular board of directors meeting is [Thursday, September 12, 2019.](#)

Independence Ranch
Community Services District
6289 Hawk Ridge Place, San Miguel, CA 93451
www.iranchcsd.org

REGULAR BOARD MEETING MINUTES

Thursday, May 9, 2019 6:30 PM

Warbirds Museum Meeting Hall

4251 Dry Creek Road, Paso Robles, CA 93446

1. 6:30 PM OPEN SESSION/ROLL CALL/PLEDGE OF ALLEGIANCE

Board members present: Carol Noe, Terry Leezer, John Hunter, Danny Meehan, and George Tracy
Members absent: None

2. PUBLIC COMMENT: None

3. APPROVAL OF AGENDA:

Motion to approve by Director Tracy, seconded by Director Leezer motion carried 5-0.

4. APPROVAL OF MINUTES: Regular Meeting March 14, 2019

Motion to approve by Director Leezer, seconded by Director Tracy, motion carried 5-0.

5. MANAGER'S REPORT: GM Hagemann stated that SDRMA insurance rates would be increasing approximately 5% for liability and 11% for property coverage. Hagemann also noted that he had talked with the owners of Cinquain cellars and they were willing to discuss an increase road maintenance assessment due to their commercial use of the roads.

6. TREASURER'S REPORT AND APPROVAL OF FINANCIALS:

GM Hagemann provided an updated Balance Sheet dated May 9, 2019, and the Profit and Loss statement for March 15 through May 9, 2019. **Motion to approve the Financial Reports by Director Meehan, seconded by Director Tracy, motion carried 5-0.**

7. APPROVAL OF WARRANT REGISTER: Directors briefly discussed the warrant register that included three warrants. **Motion to approve the Warrant Register by Director Tracy, seconded by Director Meehan, motion carried 5-0.**

8. DISCUSSION ITEMS:

A. Road Maintenance: As a follow-up to the March 2019 Board meeting the Board of Directors considered proposals from vendors for major road repair.

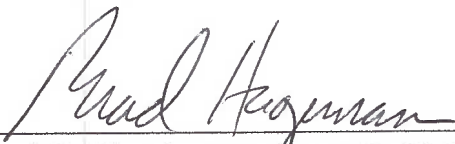
After considerable discussion and an opportunity for public comment Director Tracy made a motion to award a contract to Ramsey Construction to repair approximately 10,000 square feet of chip seal road at a cost of \$3.79 per square foot in accordance with Ramsey's Proposal. Director Noe seconded the motion. The motion carried 4 – 1 by the following roll call vote: Director Tracy – yes; Director Noe – yes; Director Meehan – yes; Director Hunter – yes; Director Leezer – No.

The Directors agreed to mark the highest priority repair areas with paint prior to the Notice to Proceed and Director Tracy agreed to lead the field coordination efforts. District resident Hamson also agreed to provide assistance to Director Tracy in coordination and/or construction management.

9. DIRECTOR/MANAGER COMMENTS: No further comments

10. ADJOURNMENT: The meeting was adjourned at approximately 7:55 PM. The next regularly scheduled meeting is July 11, 2019.

Note: These minutes are to be considered as a draft only until approved by the board at the next regular meeting and signed.



Submitted by Brad Hagemann, General Manager

3:35 PM

07/06/19

Accrual Basis

Independence Ranch CSD
Balance Sheet
As of July 11, 2019

| | <u>Jul 11, 19</u> |
|---------------------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1000 · Cash Summary | |
| 1020 · Checking-Heritage Oaks Bank | 32,541.23 |
| 1040 · HOB Savings RESTRICTED-USDA | 3,507.74 |
| Total 1000 · Cash Summary | <u>36,048.97</u> |
| Total Checking/Savings | 36,048.97 |
| Other Current Assets | |
| 1300 · Current Assets | |
| 1310 · Prepaid Expenses | 95.68 |
| Total 1300 · Current Assets | <u>95.68</u> |
| Total Other Current Assets | 95.68 |
| Total Current Assets | <u>36,144.65</u> |
| TOTAL ASSETS | <u>36,144.65</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Long Term Liabilities | |
| 2700 · USDA Rural Development Loan | 406,000.00 |
| Total Long Term Liabilities | <u>406,000.00</u> |
| Total Liabilities | 406,000.00 |
| Equity | |
| 3020 · Retained Earnings | -327,775.23 |
| Net Income | -42,080.12 |
| Total Equity | <u>-369,855.35</u> |
| TOTAL LIABILITIES & EQUITY | <u>36,144.65</u> |

3:37 PM

07/06/19

Accrual Basis

Independence Ranch CSD
Profit & Loss
May 10 through July 11, 2019

| | <u>May 10 - Jul 11, 19</u> |
|---|----------------------------|
| Income | |
| 4000 · Income Summary | |
| 4010 · Road Assessment Fees | 5,275.14 |
| Total 4000 · Income Summary | <u>5,275.14</u> |
| Total Income | 5,275.14 |
| Expense | |
| 5000 · Fees and Dues | |
| 5001 · LAFCO Fees | 239.05 |
| Total 5000 · Fees and Dues | 239.05 |
| 5100 · General Overhead Expenses | |
| 5105 · General Administrative Services | |
| 5105.01 · General Manager | 1,000.00 |
| Total 5105 · General Administrative Services | 1,000.00 |
| 5110 · Insurance | 1,212.83 |
| Total 5100 · General Overhead Expenses | 2,212.83 |
| 5200 · Operating Expenses/Road Work | |
| 5210 · Road Work, Materials & Services | 39,628.24 |
| Total 5200 · Operating Expenses/Road Work | <u>39,628.24</u> |
| Total Expense | <u>42,080.12</u> |
| Net Income | <u><u>-36,804.98</u></u> |

Independence Ranch CSD
Warrant Register
 May 10 through July 11, 2019

| <u>Num</u> | <u>Date</u> | <u>Name</u> | <u>Account</u> | <u>Paid Amount</u> |
|------------|-------------|-----------------------|--|--------------------|
| 1494 | 07/11/2019 | Ramsey Asphalt Inc | 1020 · Checking-Heritage Oaks Bank | |
| | | | 5210 · Road Work, Materials & Services | -39,628.24 |
| TOTAL | | | | -39,628.24 |
| 1495 | 07/11/2019 | SLOACTTC | 1020 · Checking-Heritage Oaks Bank | |
| | | | 5001 · LAFCO Fees | -239.05 |
| TOTAL | | | | -239.05 |
| 1496 | 07/11/2019 | SDRMA | 1020 · Checking-Heritage Oaks Bank | |
| | | | 5110 · Insurance | -1,212.83 |
| TOTAL | | | | -1,212.83 |
| 1497 | 07/11/2019 | Hagemann & Associates | 1020 · Checking-Heritage Oaks Bank | |
| | | | 5105.01 · General Manager | -500.00 |
| | | | 5105.01 · General Manager | -500.00 |
| TOTAL | | | | -1,000.00 |

RESOLUTION No. 2019-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE INDEPENDENCE RANCH COMMUNITY SERVICES DISTRICT ADOPTING SPECIAL ASSESSMENT AND AUTHORIZING THEIR COLLECTION ON THE TAX ROLL PURSUANT TO GOVERNMENT CODE SECTION 61115(b)

WHEREAS, the Independence Ranch Community Services District (“District”) became effective December 15, 1992, pursuant to an election and Resolution of the Board of Supervisors of the County of San Luis Obispo, and under the authority of the Government Code § 61110 et seq.; and under authority of the Cortese-Hertzberg Local Reorganization Act of 2000 (Government Code §56000 et seq.); and

WHEREAS, by said Resolution, the District, pursuant to Government Code §61100(l) is authorized to exercise the following services:

1. 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 other public agency gives its written consent

BE IT RESOLVED by the Board of Directors of the Independence Ranch Community Services District as follows:

1. The Board has heretofore adopted established annual road maintenance charges of \$500 for properties within the boundaries of the Independence Ranch Community Services District.
2. The Board has heretofore elected to collect on the County tax roll, in the same manner, the District's road maintenance charges for the 2019/2020 fiscal year.
3. A written report was prepared and filed with the Secretary of the District containing a description of each parcel of real property for which a road maintenance charge is imposed and of the amount of the charge for each parcel for the 2019/2020 fiscal year.
4. The Board of Directors of the Independence Ranch Community Services District will hold a public hearing on said written report at the time and place specified in said notice, and consider all objections and protests, if any, to said report. Any Board approved modifications will be forwarded to the County Auditor's Office prior to the 2019 final deadline.
5. The Board of Directors, based upon the findings here in above set forth, will adopt and finalize said written report and directs that copies of said written report be filed with the Auditor of San Luis Obispo County with a statement endorsed thereon that the same has been adopted by the Board of Directors of the Independence Ranch Community Services District.

6. In accordance with Government Code Section 61115(b) the Board of Directors upon adoption of the report will direct the Auditor of San Luis Obispo County to enter the amounts of the 2017/2018 fiscal year road maintenance charges of the Independence Ranch Community Services District against the respective parcels of land shown on said report, as they appear on the current assessment roll pursuant to Government Code Section 61115(b).
7. Said fees, including penalties, shall thereafter constitute a lien upon and be included on a bill for taxes levied against said parcels, shall be collected together with and not separately from taxes for the Independence Ranch Community Services District, and the levy, collection and enforcement of general taxes shall be applicable to such fees, all as more particularly set forth in Sections 61115(b) of the Government Code.

PASSED AND ADOPTED by the Board of Directors of the Independence Ranch Community Services District this 11th day of July, 2019.

AYES:

NOES:

ABSENT:

Carol Noe, Board President
Independence Ranch CSD

ATTEST:

Brad Hagemann, G/M & Board Secretary

INDEPENDENCE RANCH COMMUNITY SERVICES DISTRICT
PROPOSED BUDGET 2019/2020

**Checking Account Beginning Balance
7/1/19 (estimated)**

\$ 34,000

Anticipated Income

| | | |
|------------------|----|--------|
| Road Assessments | \$ | 63,000 |
| Interest | \$ | 10 |

Administrative & Fixed Expenses

| | | |
|--------------------------|----|-------|
| LAFCO Fees | \$ | 240 |
| CSDA Dues | \$ | 300 |
| Rent for Meeting Space | \$ | 300 |
| Biennial Audits | \$ | 2,000 |
| Bank Charges | \$ | - |
| Legal | \$ | 500 |
| Election Costs | \$ | 450 |
| Trade Shows and Seminars | \$ | - |
| General Manager | \$ | 6,000 |
| Secretary | \$ | 500 |
| Insurance | \$ | 1,215 |
| Internet Expense | \$ | 250 |
| Utilities | \$ | 160 |
| Office Expenses | \$ | 100 |

| | | |
|---------------|----|--------|
| Totals | \$ | 12,015 |
| | \$ | 97,010 |

| | | |
|--|----|--------|
| Reserve For Future Audit | \$ | 1,750 |
| Debt Service P&I Inc. Interim Interest | \$ | 36,000 |

| | | |
|------------------------|----|--------|
| Funds Available | \$ | 47,245 |
|------------------------|----|--------|

Expenditures To Consider

| | | |
|--------------------------|----|--------|
| Road Repairs/Maintenance | \$ | 30,000 |
| Total To Consider | \$ | 30,000 |

| | | |
|-------------------------------|----|--------|
| Funds To Carry Forward | \$ | 17,245 |
|-------------------------------|----|--------|