

# Independence Ranch Community Services District

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## **REGULAR BOARD MEETING**

**Thursday, November 12, 2020**

6:30 PM, Warbirds Meeting Hall

4251 Dry Creek Rd., Paso Robles, CA 93446

[www.iranchcsd.org](http://www.iranchcsd.org)

**PURSUANT TO THE GOVERNOR'S EXECUTIVE ORDER N-29-20, MEMBERS OF THE BOARD OF DIRECTORS AND PUBLIC MAY PARTICIPATE IN THIS MEETING VIA TELECONFERENCE AND/OR ELECTRONICALLY. THE PUBLIC IS ENCOURAGED TO ACCESS VIA ZOOM MEETING OR PHONE.**

**THOSE ATTENDING THE MEETING IN PERSON ARE REQUESTED TO COMPLY WITH STATE AND LOCAL GUIDANCE FOR OFFICE WORKSPACES FOR WEARING A FACE COVERING (ATTACHED)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/8347246822>**

**Meeting ID: 834 724 6822**

**BY PHONE CALL: +1 669 900 6833 US No Password Required**

**Meeting ID: 834 724 6822**

## **A G E N D A**

### **1. 5:30 PM ANNOUNCEMENT OF CLOSED SESSION ITEM**

- A. Public Comment on closed session item**
- B. Personnel – Recruitment for New General Manager**
- C. Report Out Any Actions From Closed Session**

### **2. 6:30 PM OPEN SESSION / PLEDGE OF ALLEGIANCE / ROLL CALL**

### **3. 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.

### **4. APPROVAL of AGENDA**

### **5. APPROVAL of MINUTES: [Regular Meeting October 15, 2020](#)**

# Independence Ranch Community Services District

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6. **MANAGER REPORT** – On November 3, 2020, the San Luis Obispo Board of Supervisors Appointed Patti Claud and Cindi Stark to the Board of Directors. Their terms begin in December 2020 and end on December 6, 2024. New entry sign has been installed at mailboxes. Ramsey Asphalt completed road repair work approved at the September 18, 2020 Board meeting.
7. **APPROVAL OF TREASURER’S REPORT AND FINANCIALS: See addendums A & B**
8. **APPROVAL OF WARRANT REGISTER: Addendum C**
9. **DISCUSSION ITEMS**
  - A. **Road Maintenance:** On-going item to determine and prioritize road maintenance tasks and report on tasks completed to date. **Possible Board Action.**
  - B. **Recruitment for New General Manager:** **Possible Board Action**
10. **DIRECTOR / MANAGER COMMENTS: This is the opportunity for board members or staff to make brief comments or suggestions.**
11. **ADJOURNMENT: The next regular board of directors meeting is scheduled for Thursday, December 10, 2020.**

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

**REGULAR BOARD MEETING MINUTES**

**Thursday, October 15, 2020 6:30 PM**

**6:30 PM, Warbirds Meeting Hall**

**4251 Dry Creek Road, Paso Robles, CA**

**Pursuant to State and Local Orders Directors and Public Members had the option to participate in the meeting via teleconference and/or electronically**

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

The meeting was called to Order at approximately 6:33 PM. Board members present: President Carol Noe, Vice President Danny Meehan, Director Mark Kenyon, Director Terry Leezer and Director John Hunter.

Members absent: None

**2. PUBLIC COMMENT:** No Public Comment

**3. APPROVAL OF AGENDA:** Director Meehan made a motion to approve the agenda. Motion was seconded by Director Noe and motion passed 5-0.

**4. APPROVAL OF MINUTES: Regular Meeting September 18, 2020**

Motion to approve the September 18, 2020 meeting minutes by Director Noe, seconded by Director Kenyon, motion passed 5-0.

**5. MANAGER'S REPORT:** GM Hagemann reported that he had sent a letter to the County Clerk's Office regarding the Board's recommendation from the September 18, 2020, meeting to appoint Director Noe and Director Meehan to the Board for a term that expires December 2024.

**6. TREASURER'S REPORT AND APPROVAL OF FINANCIALS:**

GM Hagemann provided an updated Balance Sheet dated October 15, 2020, and the Profit and Loss statement for September 19, through October 15, 2020. **Motion to approve the Financial Reports by Director Meehan, seconded by Director Noe, motion carried 5-0.**

**7. APPROVAL OF WARRANT REGISTER:** Director Meehan made a motion to approve the Warrant Register, the motion was seconded by Director Hunter. The motion carried 5-0.

**8. DISCUSSION ITEMS:**

**A. Road Maintenance:** The Board briefly discussed scheduling and construction management for the Ramsey road repair project approved at the September 18, 2020 Board meeting. Several of the Board Directors agreed to oversee and coordinate the project. No other action was taken.

**B. Recruitment for New General Manager:** The Board discussed the recruitment process and progress to date. GM Hagemann noted that he had contacted two potential candidates and provided their contact information to the Board members. Director Kenyon agreed to take the lead in the recruitment process and line up interviews with potential candidates for next Board meeting.

**9. DIRECTOR/MANAGER COMMENTS:** The Board requested that the Memo dated 10/14/2020 from the District legal counsel regarding Increasing Road Maintenance Assessment Fees be posted to the District's website.

**10. ADJOURNMENT:** At the consensus of the Board, the meeting was adjourned at approximately 7:22 PM. The next regular meeting is scheduled to be on November 12, 2020.

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



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**Submitted by Brad Hagemann, General Manager**





## COUNTY OF SAN LUIS OBISPO

TO: Board of Supervisors

FROM: Clerk-Recorder / Helen Nunn, 805-781-5144

DATE: 11/3/2020

SUBJECT: Request to: 1) approve appointments in lieu of election to schools and special districts as shown in Attachment 1; and 2) appoint two positions to fill two seats on the Independence Ranch Community Services District board as shown in Attachment 2. All Districts.

### **RECOMMENDATION**

It is recommended that the Board:

1. Approve appointments in lieu of election to schools and special districts, as shown in Attachment 1; and
2. Appoint two positions to fill two seats on the Independence Ranch Community Services District board as shown in Attachment 2.

### **DISCUSSION**

The close of the nomination period was August 7, 2020 for the November 3, 2020 Consolidated General Election and August 12, 2020 was the end of the extension period for anyone other than the incumbents to file for office. After the close of the filing period, it was determined that the number of candidates filing for the respective district offices did not exceed the number to be elected. District offices include positions for local school districts, community college trustees, community services districts and for community fire protection and water districts.

Per Elections Code 10515, districts are not required to hold an election unless a petition requesting that the general election be held is presented to the elections official. No such petition was filed for any district. Further, Elections Code 10515 does not specify that the recommendation for appointment needs to come from the seated district board. One special district, Independence Ranch Community Services District, has four (4) names for your consideration to fill two positions (Attachment 2). The Board of Supervisors has the authority to make appointments for those candidates who filed nomination/Declaration of Candidacy papers and for those persons whose names were submitted as nominees by their district boards or by individual request for appointment. Persons appointed by the Board in this manner will serve as though elected at a general district election.

### **OTHER AGENCY INVOLVEMENT/IMPACT**

The County coordinated with all districts requesting appointments to offices in lieu of election.

### **FINANCIAL CONSIDERATIONS**

The districts which are not required to hold elections will reimburse the County only for the nominal costs of conducting the nomination process and will save the costs associated with conducting an election. This will increase the cost per registered voter for all other districts on the General Election ballot and may result in an insignificant reduction in election related revenue for the County Clerk-Recorder.

### **RESULTS**

This process is to complete of the appointment of those persons who filed the necessary nomination/Declaration of Candidacy papers for election to various district offices in the November 3, 2020 General Election and of those persons who were either submitted as nominees by various districts or submitted individual applications for appointment.

### **ATTACHMENTS**

1. List of Appointments and Nominees by Various Districts.
2. List of Nominees and Applicants for Independence Ranch Community Services District.

## ATTACHMENT 1

For the following districts, nominees filed Declarations of Candidacy, and are to be appointed in-lieu of election to the following positions and terms:

<b>San Luis Obispo County Board of Education, Trustee Area #1</b>	<b>Term Ends</b>
<b>Full Term</b>	12-06-2024
Diane A. Ward	
<b>San Luis Obispo County Board of Education, Trustee Area #3</b>	<b>Term Ends</b>
<b>Full Term</b>	12-06-2024
Joel Peterson	
<b>SLO County Community College District, Trustee Area #1</b>	<b>Term Ends</b>
<b>Full Term</b>	12-06-2024
Danna Stroud	
<b>SLO County Community College District, Trustee Area #4</b>	<b>Term Ends</b>
<b>Full Term</b>	12-06-2024
Debra A. Stakes	
<b>Coast Unified School District</b>	<b>Term Ends</b>
<b>Full Terms</b>	12-06-2024
Samuel Shalhoub	12-06-2024
Gary L. Stephenson	12-06-2024
Tiffany Silva	
<b>Coast Unified School District</b>	<b>Term Ends</b>
<b>Short Term</b>	12-06-2024
Jack Mettier	
<b>Lucia Mar Unified School District, Trustee Area #4</b>	<b>Term Ends</b>
<b>Full Terms</b>	12-06-2024
Dee Santos	12-06-2024
Don Stewart	
<b>Lucia Mar Unified School District, Trustee Area #5</b>	<b>Term Ends</b>
<b>Full Term</b>	12-06-2024
Vicki Meagher	
<b>San Luis Coastal Unified School District, Trustee Area #2</b>	<b>Term Ends</b>
<b>Full Term</b>	12-06-2024
Chris Ungar	
<b>Pleasant Valley Joint Union School District</b>	<b>Terms End</b>
<b>Full Terms</b>	12-06-2024
Dora Kathleen Denning	12-06-2024
Rebecca New	

**California Valley Community Services District** **Terms End**  
**Full Terms**  
Roberta A. Petersen 12-06-2024  
Ruth J. Legaspi 12-06-2024

**Heritage Ranch Community Services District** **Terms End**  
**Full Terms**  
Daniel Burgess 12-06-2024  
Devin Capps 12-06-2024

**Independence Ranch Community Services District** **Term Ends**  
**Full Term**  
Terry D. Leezer 12-06-2024

**Independence Ranch Community Services District** **Term Ends**  
**Short Term**  
Mark Kenyon 12-2-2022

**Linne Community Services District** **Term Ends**  
**Full Term**  
Brian Stack 12-06-2024

**Los Osos Community Services District** **Terms End**  
**Full Terms**  
Troy Gatchell 12-06-2024  
Marshall Ochylski 12-06-2024

**Los Osos Community Services District** **Terms End**  
**Short Term**  
Christine Mary Womack 12-2-2022

**San Miguel Community Services District** **Term Ends**  
**3 Full Terms**  
Anthony "Bear" Kalvans 12-06-2024  
Raynette Gregory 12-06-2024  
Ward Roney 12-06-2024

**San Simeon Community Services District** **Term Ends**  
**2 Full Terms**  
Gwen Kellas 12-06-2024  
Will Carson 12-06-2024

**San Simeon Community Services District** **Term Ends**  
**1 Short Term**  
Bill Maurer 12-2-2022



**ATTACHMENT 2**

**For the following positions, no nomination papers were filed. The districts submitted nominees and have requested that these persons be appointed to the following positions and terms:**

**Independence Ranch Community Services District**  
**2 Full Terms**  
Carol Noe  
Danny Meehan

**Terms End**

12-06-2024

**Independent Applicants:**

Cinde Stark  
Greg Hamson

*Patti Claud added @ meeting (B.H.)*

# Memo

To: Independence Ranch Community Services District  
From: Jeffrey A. Minnery  
Date: 10/14/2020  
Re: Increasing Road/Street Maintenance Assessment

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## Introduction

Before increasing its road maintenance assessment, Independence Ranch Community Services District (the "District") must first identify all parcels that will receive a special benefit from the proposed services for which the assessment is proposed to be levied. The assessments must be supported by a detailed engineer's report prepared by a registered professional engineer certified by the State of California.

The assessment engineer's report must quantify the proportionate special benefit derived by each identified parcel subject to the proposed assessment in relationship to the entirety of the capital cost of the public improvements or services being provided, and must calculate the amount of the assessment to be imposed on each identified parcel. Additionally, no assessment may be imposed that exceeds the reasonable cost of the proportional special benefit that is conferred on a parcel.

## Compliance with the procedural requirements of Article XIII D, Section 4(b)

In order to impose an assessment, a special district must hold a public hearing, mail advance notice of the public hearing to the record owner of each parcel proposed to be assessed and conduct a ballot protest proceeding. The assessment ballot protest proceeding is not an election or a vote for purposes of California Constitution Article II, nor is it subject to the limitations and requirements of the California Elections Code governing elections.

## Notice Requirements

The notice must be mailed not less than forty-five calendar days prior to the public hearing, and must include the following information:

1. the amount of the proposed assessment to be imposed on the identified parcel;
2. the total amount to be imposed in the entire assessment district;
3. the duration of the assessment;
4. the reason for the assessment;
5. the basis upon which the assessment was calculated;
6. the date, time, and location of the public hearing on the proposed assessment;
7. a ballot; and
8. a summary of the procedures applicable to the completion, return, and tabulation of the ballots, including a disclosure statement that if the ballots opposing the proposed assessment exceed the ballots submitted in favor of the assessment (referred to as a majority protest), the assessment may not be imposed.

### The Ballot

Because an assessment is imposed on property, only property owners are entitled to submit a ballot. The face of the envelope mailed to the property owner with the ballot and notice must contain, in at least sixteen-point type, the following statement in substantially the following form: "OFFICIAL BALLOT ENCLOSED." The ballot must include the special district's address for the receipt of any completed ballot and a place for the property owner to indicate his or her name, a reasonable identification of the parcel subject to the proposed assessment, and his or her opposition to or support for the proposed assessment. The ballot must be in a form that conceals its contents once it is sealed and delivered by the person submitting the ballot.

### Public Hearing

The public hearing must be conducted on the date and time stated in the notice and must not be held less than forty-five calendar days after the notice of the proposed assessment and public hearing is mailed to the record owner(s) of each identified parcel. At the public hearing, the District must consider all objections or protests to the proposed assessments but should consider only valid ballots when determining whether a majority protest exists. The District's Board may also continue the tabulation of the ballots to a different time and location accessible to the public, provided that the Board announces the time and location of the continued tabulation at the public hearing.

### Does a Majority Protest Exist?

At the conclusion of the public hearing, an impartial person designated by the District (clerk or secretary)—someone who does not have a vested interest in the outcome of the proposed assessment—must tabulate the ballots that were submitted and not withdrawn.

All interested persons must have an opportunity to meaningfully monitor the tabulation process.

The tabulation of the assessment ballots may be continued to a different time or location accessible to the public if the Board announces the time and location at the public hearing. The person tabulating the ballots may use technological methods such as punch cards or optically readable (e.g., bar-coded) ballots.

A **majority protest exists** if, at the conclusion of the public hearing, the ballots submitted and not withdrawn opposing the assessment exceed the ballots submitted in favor of the assessment. The ballots must be weighted according to the proportional financial obligation of each affected property. By way of example, if property owner A's assessment is \$10 and he submits a ballot in opposition to the proposed assessment, and property owner B's assessment is \$1 and she submits a ballot in support of the assessment, property owner A's ballot would be weighted ten times more than property owner B's ballot.

If a majority protest exists, the assessment may not be imposed. If a majority protest does not exist, the Board can vote to impose (by resolution or ordinance) the increased assessment.

### **After the Hearing**

During and after the tabulation, assessment ballots and the information used to determine their weight are considered to be disclosable public records. The ballots must be preserved for a minimum of two years, after which they may be destroyed. In the event of a challenge to the validity of an assessment, the burden is on the public agency to demonstrate compliance with the substantive and procedural requirements of Article XIII D, section 4.

1:02 PM

11/08/20

Accrual Basis

**Independence Ranch CSD**  
**Balance Sheet**  
As of November 12, 2020

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	<u>Nov 12, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Cash Summary	
1020 · Checking-Heritage Oaks Bank	16,323.43
1040 · HOB Savings RESTRICTED-USDA	3,507.74
<b>Total 1000 · Cash Summary</b>	<u>19,831.17</u>
<b>Total Checking/Savings</b>	19,831.17
<b>Other Current Assets</b>	
1300 · Current Assets	
1310 · Prepaid Expenses	109.46
<b>Total 1300 · Current Assets</b>	<u>109.46</u>
<b>Total Other Current Assets</b>	<u>109.46</u>
<b>Total Current Assets</b>	<u>19,940.63</u>
<b>TOTAL ASSETS</b>	<u><u>19,940.63</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Long Term Liabilities</b>	
2700 · USDA Rural Development Loan	385,000.00
<b>Total Long Term Liabilities</b>	<u>385,000.00</u>
<b>Total Liabilities</b>	385,000.00
<b>Equity</b>	
3020 · Retained Earnings	-340,605.33
Net Income	-24,454.04
<b>Total Equity</b>	<u>-365,059.37</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>19,940.63</u></u>



1:20 PM  
11/08/20  
Accrual Basis

Independence Ranch CSD  
**Profit & Loss**  
October 16 through November 12, 2020

	<u>Oct 16 - Nov 12, 20</u>
<b>Income</b>	
4000 · Income Summary	
4010 · Road Assessment Fees	1,004.00
<b>Total 4000 · Income Summary</b>	<u>1,004.00</u>
<b>Total Income</b>	1,004.00
<b>Expense</b>	
5000 · Fees and Dues	
5005 · CSDA Dues	289.00
<b>Total 5000 · Fees and Dues</b>	289.00
5100 · General Overhead Expenses	
5105 · General Administrative Services	
5105.01 · General Manager	500.00
<b>Total 5105 · General Administrative Services</b>	<u>500.00</u>
<b>Total 5100 · General Overhead Expenses</b>	500.00
5200 · Operating Expenses/Road Work	
5210 · Road Work, Materials & Services	14,996.00
<b>Total 5200 · Operating Expenses/Road Work</b>	<u>14,996.00</u>
<b>Total Expense</b>	<u>15,785.00</u>
<b>Net Income</b>	<u><u>-14,781.00</u></u>

**Independence Ranch CSD**  
**Warrant Register**  
October 16 through November 12, 2020

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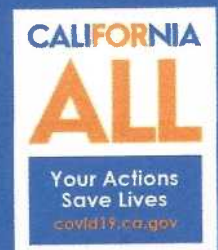
<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
1528	11/12/2020	California Special District Ass...	1020 · Checking-Heritage Oaks...	
			5005 · CSDA Dues	-289.00
TOTAL				-289.00
1529	11/12/2020	Ramsey Asphalt Inc	1020 · Checking-Heritage Oaks...	
			5210 · Road Work, Materials & S...	-14,996.00
TOTAL				-14,996.00
1530	11/12/2020	Hagemann & Associates	1020 · Checking-Heritage Oaks...	
			5105.01 · General Manager	-500.00
TOTAL				-500.00



# COVID-19 INDUSTRY GUIDANCE: Office Workspaces

July 29, 2020

[covid19.ca.gov](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/industry-guidance-office-workspaces.aspx)



## OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact or in a poorly ventilated area with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include hospitals, long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:

- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by workers (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training workers on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

## PURPOSE

This document provides guidance for businesses operating in office workspaces to support a safe, clean environment for workers. The guidance is not intended to revoke or repeal any worker rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.<sup>1</sup> Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on their [Cal/OSHA Guidance on Requirements to Protect Workers from COVID-19 webpage](#). CDC has additional guidance [for businesses and employers](#).



## Required Use of Face Coverings

On June 18, CDPH issued [Guidance on the Use of Face Coverings](#), which broadly requires the use of face coverings for both members of the public and workers in all public and workplace settings where there is a high risk of exposure.

People in California must wear face coverings when they are engaged in work, whether at the workplace or performing work off-site, when:

- Interacting in-person with any member of the public;
- Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
- Working in any space where food is prepared or packaged for sale or distribution to others;
- Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
- In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance;
- Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.

Complete details, including all requirements and exemptions to these rules, can be found in the [guidance](#). Face coverings are strongly encouraged in other circumstances, and employers can implement additional face covering requirements in fulfilling their obligation to provide workers with a safe and healthful workplace. Employers must provide face coverings to workers or reimburse workers for the reasonable cost of obtaining them.

Employers should develop an accommodation policy for any worker who meets one of the exemptions from wearing a face covering. If a worker who would otherwise be required to wear a face covering because of frequent contact with others cannot wear one due to a medical condition, they should be provided with a non-restrictive alternative, such as a face shield with a drape attached to the bottom edge, if feasible, and if the medical condition permits it.

Businesses that are open to the public should be cognizant of the exemptions to wearing face coverings in the [CDPH Face Covering Guidance](#) and may not exclude any member of the public for not wearing a face covering if that person is complying with the [guidance](#). Businesses will need to develop policies for handling these exemptions among customers, clients, visitors, and workers.