

# Independence Ranch

## Community Services District

### **REGULAR BOARD MEETING**

**Thursday, January 10, 2019**

6:30 PM, Warbirds Meeting Hall

4251 Dry Creek Rd., Paso Robles, CA 93446

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

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

**Oath of Office for New Board Members**

**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 November 8, 2018**

**5. MANAGER REPORT:** Form 700s due for any new incoming Board members; annual forms due in April. Credit Application for Sierra Pacific Materials.

**6. APPROVAL OF TREASURER'S REPORT AND FINANCIALS: See addendums A & B**

**7. APPROVAL OF WARRANT REGISTER: Addendum C**

**8. DISCUSSION ITEMS**

**A. ELECTION OF BOARD OFFICERS:** The Board members may want to consider election of Board Officer (President and Vice-President). **Possible Board Action.**

**B. ROAD MAINTENANCE:** On-going item to determine and prioritize road maintenance tasks and report on tasks completed to date. **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, March 14, 2019**

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

**REGULAR BOARD MEETING MINUTES**

**Thursday, November 8, 2018 6:30 PM**

**Warbirds Museum Meeting Hall**

**4251 Dry Creek Road, Paso Robles, CA 93446**

**1. 6:33 PM OPEN SESSION/ROLL CALL**

Board members present: Terry Leezer, George Tracy and John Hunter  
Members absent: Carol Noe, Danny Meehan

**2. PUBLIC COMMENT:** Mr. Greg Hamson attended the meeting and offered to provide assistance with road repair and maintenance projects. Greg used to own and operate a road maintenance company located in Santa Ynez. The Board briefly discussed the pros and cons of establishing a routine road maintenance program where-in the District is divided up in to sections and each section receives a chip seal coat on a regular basis (every five years or so); higher traffic areas could receive more frequent maintenance. A program of this type would better maintain the integrity of the roads but would require the annual maintenance assessment to increase. The Board thanked Mr. Hamson for his offer to assist and will contact him as maintenance projects are implemented. The Board agreed to continue the discussion of establishing a routine maintenance program to a future meeting.

**3. APPROVAL OF AGENDA:**

Motion to approve by Director Tracy, seconded by Director Hunter motion carried 3-0.

**4. APPROVAL OF MINUTES: Regular Meeting September 13, 2018**

Motion to approve by Director Leezer, seconded by Director Hunter, motion carried 3-0.

**5. MANAGER'S REPORT:** GM Hagemann advised the Board that in accordance with the Board's direction at the September meeting he had submitted a letter to the County Clerk's office recommending the Board of Supervisors appoint George Tracy and John Hunter to the Board of Directors. The Board of Supervisors took action at their November meeting to appoint Mr. Tracy and Mr. Hunter. On November 19, Hagemann met with a representative from the War Birds Museum and subsequently executed a contract with the War Birds Museum for the 2019 regular meeting schedule. Hagemann signed the contract and paid the \$150 fee.

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

GM Hagemann provided an updated Balance Sheet dated November 7, 2018, and the Profit and Loss statement for September 11, 2018 through November7, 2018. **Motion to approve the Financial Reports by Director Tracy, seconded by Director Leezer, motion carried 3-0.**

**7. APPROVAL OF WARRANT REGISTER:** Directors briefly discussed the warrant register that included three warrants. **Motion to approve the Warrant Register by Director Leezer, seconded by Director Tracy, motion carried 3-0.**

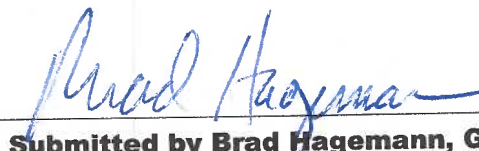
## 8. DISCUSSION ITEMS:

- A. Road Maintenance:** As a follow-up to the September meeting discussion, Director Leezer stated that he had received cost estimates for placing material to repair upper Lazy Hill Road. After some discussion, Director Leezer made a motion to purchase and place recycled road base material on Lazy Hill Rd for an amount not to exceed \$4,000. Director Tracy seconded the motion and the motion passed 3-0.
- Director Leezer initiated a discussion on the pros and cons of applying an oil seal coat or "fog coat" to the roads in order to seal the roads and extend their life. Director Leezer had obtained cost estimates from a couple vendors. Costs were on the order of six cents per square foot, which came out to approximately \$5,000 per mile of road. The Board deferred making any decisions on applying a seal coat.
- B. 2019 Board Meeting Schedule, Time and Location:** Director Tracy made a motion to continue to meet at the Warbirds Museum on the second Thursday of January, March, May, July, September, and November. Director Leezer seconded the motion and the motion carried 3-0. The Board directed GM Hagemann to execute a contract with the War Birds Museum for the meetings.
- C. Letter from Retiring County Auditor-Controller James Erb:** The Board received and filed the letter from Mr. Erb and directed GM Hagemann to continue to seek an auditor to complete on the annual financial audits.

## 9. DIRECTOR/MANAGER COMMENTS: No further comments

## 10. ADJOURNMENT: The meeting was adjourned at approximately 7:50 PM. The next regularly scheduled meeting is January 10, 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

Independence Ranch CSD  
**Balance Sheet**  
As of January 10, 2019

	<u>Jan 10, 19</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Cash Summary	77,445.91
1020 · Checking-Heritage Oaks Bank	3,507.74
1040 · HOB Savings RESTRICTED-USDA	<u>                    </u>
Total 1000 · Cash Summary	80,953.65
Total Checking/Savings	80,953.65
Other Current Assets	
1300 · Current Assets	
1310 · Prepaid Expenses	210.48
Total 1300 · Current Assets	<u>210.48</u>
Total Other Current Assets	210.48
Total Current Assets	<u>81,164.13</u>
<b>TOTAL ASSETS</b>	<b><u>81,164.13</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Long Term Liabilities	
2700 · USDA Rural Development Loan	426,000.00
Total Long Term Liabilities	<u>426,000.00</u>
Total Liabilities	426,000.00
Equity	
3020 · Retained Earnings	-365,895.50
Net Income	21,059.63
Total Equity	<u>-344,835.87</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>81,164.13</u></b>

1:12 PM

01/06/19

Accrual Basis

**Independence Ranch CSD**  
**Profit & Loss**  
**November 8, 2018 through January 10, 2019**

	<u>Nov 8, '18 - Jan 10, 19</u>
<b>Income</b>	
4000 · Income Summary	
4010 · Road Assessment Fees	28,993.40
<b>Total 4000 · Income Summary</b>	<u>28,993.40</u>
<b>Total Income</b>	28,993.40
<b>Expense</b>	
5100 · General Overhead Expenses	
5105 · General Administrative Services	
5105.01 · General Manager	1,000.00
<b>Total 5105 · General Administrative Services</b>	1,000.00
5126 · Rent-Meeting Facilities	150.00
<b>Total 5100 · General Overhead Expenses</b>	<u>1,150.00</u>
5200 · Operating Expenses/Road Work	
5210 · Road Work, Materials & Services	1,691.26
<b>Total 5200 · Operating Expenses/Road Work</b>	<u>1,691.26</u>
<b>Total Expense</b>	<u>2,841.26</u>
<b>Net Income</b>	<u><u>26,152.14</u></u>

**Independence Ranch CSD  
Warrant Register**

November 7, 2018 through January 10, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
1487	11/29/2018	Kritz Excavating & aTrucking, Inc.	1020 · Checking-Heritage Oaks Bank	
			5210 · Road Work, Materials & Services	-1,691.26
TOTAL				-1,691.26
1488	01/10/2019	Hagemann & Associates	1020 · Checking-Heritage Oaks Bank	
			5105.01 · General Manager	-500.00
			5105.01 · General Manager	-500.00
			5126 · Rent-Meeting Facilities	-150.00
TOTAL				-1,150.00