

Independence Ranch
Community Services District

REGULAR BOARD MEETING

Thursday, March 14, 2019

6:30 PM

Warbirds Museum Meeting Hall

4251 Dry Creek Rd., Paso Robles, CA 93446

A G E N D A

1. **6:30 PM OPEN SESSION / 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 January 10, 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. Fill out annual Form 700 tonight if possible. GM will file with County.
6. **APPROVAL OF TREASURER'S REPORT AND FINANCIALS: See addendums A & B.**
7. **APPROVAL OF WARRANT REGISTER: Addendum C**
8. **DISCUSSION ITEMS**
 - A. **Road Repair – Consider Maintenance & Repair Items:** Discuss potential maintenance and repair projects; consider budget availability; and take action as appropriate. **Possible Board Action.**
 - B. **Discuss Procedures for Increasing Road Maintenance Fees:** **Possible Board Action.**
 - C. **Proposal for Updated District Road Maps:** **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 scheduled for Thursday, May 9, 2019.**

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

REGULAR BOARD MEETING MINUTES
Thursday, January 10, 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

The Board members opened the meeting in honor of Mr. Gene Miller. Mr. Miller was instrumental in establishing the Independence Ranch CSD and served on the Board of Directors for many years.

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

2. PUBLIC COMMENT: Mr. Greg Hamson attended the meeting and again offered to provide assistance with road repair and maintenance projects. Mr. Hamson also suggested the Board consider development of an updated map of the District Roads.

3. APPROVAL OF AGENDA:

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

4. APPROVAL OF MINUTES: Regular Meeting November 8, 2018

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

5. MANAGER'S REPORT: GM Hagemann reminded new board members that they needed to submit an "Entering Office" Form 700 and all Board members will need to submit their annual Form 700 by April. The county Clerk's office would likely be contacting them via email. The board also directed Hagemann to complete and submit the credit application for Sierra Pacific Materials.

6. TREASURER'S REPORT AND APPROVAL OF FINANCIALS:

GM Hagemann provided an updated Balance Sheet dated January 10, 2019, and the Profit and Loss statement for November 8, 2018 through January 10, 2019. **Motion to approve the Financial Reports by Director Tracy, seconded by Director Leezer, 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 Hunter, motion carried 5-0.**

8. DISCUSSION ITEMS:

A. Election of Board Officers for 2019: After some discussion the Board nominated Carol Noe to be Board President and John Hunter Vice President for 2019. The Board approved the nomination unanimously by acclamation.

B. Road Maintenance: The Board discussed several items under this item including: drafting a letter to District residents requesting that they maintain the culverts adjacent to the property and keep the weeds mowed along the District roads right-of-way. The Board directed Hagemann to draft a letter for Board consideration at the March 14, 2019 Board meeting.

The Board also discussed the idea of increasing the annual road maintenance fees over a 3 – 5 year period to a point where the District roads would be routinely maintained with an oil seal and/or chip seal every few years. The Board directed Hagemann to do some research on the process to increase the fees and continue this item on the next meeting agenda.

Fire Prevention Sign – The Board is interested in installing a Fire Prevention at the entrance to Ranch, in the vicinity of the mailboxes. Hagemann was directed to contact Cal Fire and see what the process is to get a sign made for the District.

9. DIRECTOR/MANAGER COMMENTS: No further comments

10. ADJOURNMENT: The meeting was adjourned in memory of Gene Miller at approximately 7:40 PM. The next regularly scheduled meeting is March 14, 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

9:28 AM

03/05/19

Accrual Basis

Independence Ranch CSD
Balance Sheet
As of March 14, 2019

	<u>Mar 14, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1020 · Checking-Heritage Oaks Bank	51,032.90
1040 · HOB Savings RESTRICTED-USDA	3,507.74
Total 1000 · Cash Summary	<u>54,540.64</u>
Total Checking/Savings	54,540.64
Other Current Assets	
1300 · Current Assets	
1310 · Prepaid Expenses	95.68
Total 1300 · Current Assets	<u>95.68</u>
Total Other Current Assets	<u>95.68</u>
Total Current Assets	<u>54,636.32</u>
TOTAL ASSETS	<u>54,636.32</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	-365,969.91
Net Income	14,606.23
Total Equity	<u>-351,363.68</u>
TOTAL LIABILITIES & EQUITY	<u>54,636.32</u>

9:30 AM

03/05/19

Accrual Basis

Independence Ranch CSD
Profit & Loss
January 11 through March 14, 2019

	<u>Jan 11 - Mar 14, 19</u>
Income	
4000 · Income Summary	
4010 · Road Assessment Fees	2,774.49
Total 4000 · Income Summary	<u>2,774.49</u>
Total Income	2,774.49
Expense	
5100 · General Overhead Expenses	
5105 · General Administrative Services	
5105.01 · General Manager	1,000.00
Total 5105 · General Administrative Services	1,000.00
5115 · Interest Expense	7,437.50
Total 5100 · General Overhead Expenses	<u>8,437.50</u>
5400 · Professional Fees	
5405 · Accounting	750.00
Total 5400 · Professional Fees	<u>750.00</u>
Total Expense	<u>9,187.50</u>
Net Income	<u><u>-6,413.01</u></u>

Independence Ranch CSD

Warrant Register

January 11 through March 14, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
	02/01/2019	USDA Rural Development	1020 · Checking-Heritage Oaks Bank	
			2700 · USDA Rural Development Loan	-20,000.00
			5115 · Interest Expense	-7,437.50
TOTAL				-27,437.50
1489	03/14/2019	Crosby Company	1020 · Checking-Heritage Oaks Bank	
			5405 · Accounting	-750.00
TOTAL				-750.00
1490	03/14/2019	Hagemann & Associates	1020 · Checking-Heritage Oaks Bank	
			5105.01 · General Manager	-500.00
			5105.01 · General Manager	-500.00
TOTAL				-1,000.00