

**Independence Ranch**  
Community Services District

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B O A R D M E E T I N G

**Wednesday, December 17<sup>th</sup>, 2008**

7:00 p.m. at 6285 Hawk Ridge Place, San Miguel, CA.

**DRAFT Minutes Shown in *Blue Italics***

**1. 7:00 PM OPEN SESSION / PLEDGE OF ALLEGIANCE / ROLL CALL**

*Present: Mark Kenyon, George Tracy, Jill Kenyon, Gene Miller, Loch Dreizler, Sandy and Joan Silva*

*Absent: Cyndi Harper*

**2. PUBLIC COMMENT**

Members of the public may speak regarding items not on the agenda. The Board may not take action on any matter that is not on the agenda. The public will be offered an opportunity to comment on agenda discussion items when these items are presented.

*Sandy and Joan Silva talked about Rancho Lomas, a culvert on Hawk Ridge and other roads in the general vicinity of Rancho Lomas and we decided to continue the discussion further in the Agenda.*

*Also, Jill Kenyon was approved as a new director and George Tracy was appointed to fill vacancy left by Kanda Kenyon, one vacancy is still available for appointment.*

**3. Approval Minutes from **November 2008****

*No minutes available for November 2008*

**4. CONSENT ITEMS**

**A. Payables:** Approval of Warrant Register for **November 2008**  
General Manager, Treasurer, Misc.

*Payable were approved unanimously*

**B. Treasurer's Report:** Receive / file report for **November 2008**

*Treasurer's Report was approved unanimously \$\_\_\_\_\_current balance with no statement reconciliation.*

**5. DISCUSSION ITEMS**

**A. Board**

- a. Appointing New Officer to fill Vacancies

*Some discussion about new officers – no decision*

- b. Oath of Office for New Board Members

*Given to Jill Kenyon and George Tracy during Public Comment*

- c. Changing Board Officers?

*Decision made to wait for future appointment*

- d. Master List – Committees?

*Loch Dreizler, General Manager discussed the possibility of splitting the repetitive duties required to run the I-Ranch and wanted to create committees or assignments to directors to help spread the responsibilities – No decision was made*

**B. Finance**

- a. Signature Cards

*George Tracy obtained a signature card and discussion revolved around getting old names off the signature card and adding Cyndi Harper.*

- b. Statements Online

*Getting statement online is paramount to reporting accurate balances at the monthly meeting for the Treasurer's Report. Will need further commitment from Board Members to activate with Santa Lucia.*

- c. Missing Checks for Audit

*Loch Dreizler, GM obtained the missing checks from Santa Lucia Bank and will send to Auditors*

- d. Minutes for Audit – *Loch Dreizler, GM has contacted Denise Conte, former board secretary about getting 2 years of minutes.*

- e. Treasurer's Raise - *Loch Dreizler, GM discussed the treasurer's current pay and suggested the board pay the treasurer \$50 per hour with a guaranteed \$100 per month in line with other small districts.*

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*The board offered to pay \$40 an hour and suggested she bill in increments of 15 minutes.*

*Post Meeting Note: The treasurer resigned her position and the board currently needs a treasurer.*

**C. Road Projects:**

- a. Simplified Procedures for Road Contracts
  - i. Request Bids
  - ii. Accept Bids
  - iii. Contract
    - 1. Liability
    - 2. Workman's Comp
- b. Next Road Project

*Loch Dreizler, GM reemphasized the need to follow procedures for public works contracts and to get proper paper work prior to letting contracts out.*

*General discussion ensued related to road work and the Silvas and Board Members strategize on the best way to get some road work completed ASAP – Directors were going to review the road work proposed and have a meeting to discuss priorities.*

*Independence from Hawk to Ojas Azules  
Rancho Lomas – 1877 Presidio Way  
Falcon Way  
Culvert @ Hawk Ridge  
Avenida Trinidad  
Culvert @ Ojas Azules (3 lots up from I Ranch Road)  
6195 Ojas Azules – Culvert @ Driveway*

**6. DIRECTOR / MANAGER COMMENTS**

This item is the opportunity for Board Members or Staff to make brief announcements or reports, ask questions related to District business and for Directors to request Staff to report back on a particular matter or place an item on the agenda.

*George Tracy inquired about GM meeting with the Road Engineer – Loch Dreizler explained that the engineer suggested that we determine road Usage by starting at the beginning of the road map and placing an IR on the lots that access IR road, as you get to Hawk Ridge you would continue on with placing an IR on the lot and now an additional HR (Hawk Ridge) until you fill the entire map. Then you would count how many IR there are and how many HR there are etc... At the end of the exercise you would have a road usage map.*

*Mark Kenyon suggested that we use an Excel Spreadsheet to outline this process and then GM suggested that we add lot frontage to this data base.*

*Jill Kenyon graciously volunteered for this task.*

*This could prove to be a great resource for making road maintenance decisions.*

**7. ADJOURNMENT**

The next regular Board of Directors meeting is **Wednesday, January 14th 2009, at 7:00 p.m.**

*Motion made and approved*