

Independence Ranch Community Services District

6289 Hawk Ridge Place, San Miguel, CA 93451

www.iranchcsd.org

MINUTES OF REGULAR BOARD MEETING FOR:

Thursday, February 11, 2021

6:30 PM, Warbirds Meeting Hall

4251 Dry Creek Rd., Paso Robles, CA 93446

www.iranchcsd.org

SPECIAL NOTE RE: TELECONFERENCE/AUDIO CALL IN

THERE WILL BE NO ZOOM VIDEO OR AUDIO CALL IN AT THIS TIME. BOARD IS WORKING ON GETTING NEW ACCOUNT SET UP AND COORDINATING WITH WARBIRD TECHNOLOGY OPTIONS FOR FUTURE MEETINGS TO HAVE ELECTRONIC / PHONE ACCESS

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

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

Flag salute and roll call done. All Board Members were present.

Director Terry Leezer – present

Director Mark Kenyon – present

Director John Hunter – present

Director Patti Claude – present

Director Cinde Perkins - present

2. APPROVAL of AGENDA

Director Terry Leezer requested for approval of Agenda.

Director Mark Kenyon moved to approve the Agenda. Director Patti Claude seconded.

Unanimous approval of Agenda.

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.

During this period Director Mark Kenyon brought up discontentment of firing of the Interim GM without his approval, stating it violated the Brown Act. Other Director Board Members asked for where in the Brown Act is the violation. None could be found or offered up. After lengthy discussion it was explained that Director Mark Kenyon was contacted via email and phone

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messages by Director Terry Leezer with no response. There was an urgent need to not incur more costs when there was nothing being attended to by Interim GM. It was reminded that at Jan 2021 meeting the Interim GM, Dan Gilmore, self-admitted he had not opened anything he had received in Nov 2020 Meeting and said he had not had time to attend to our stuff appropriately. All Board members and some community members were present at that meeting in person. Mark Kenyon said he had not received any emails or calls. Everyone agreed to just move on in the meeting.

4. **APPROVAL of MINUTES FOR: Regular Meeting January 14, 2021**

Director Terry Leezer moved for approval of Jan 2021 Minutes and Director Cinde Perkins seconded. All Director Board Members Agreed.

5. **MANAGER REPORT:**

There was no Manager Report to approve or go over. However, Director Terry Leezer brought up at this point the fact that All Board Directors need to get their signatures verified at the Bank. It was Agreed that Director Terry Leezer could take action with the Pacific Premier Bank, Paso Robles, CA branch, to remove all old signatures and add all Board Members names, whereas each Board Director will need to go down and complete a signature card with them.

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

None available.

7. **APPROVAL OF WARRANT REGISTER**

Discussion of the Bank Register and Check Warrant Register with 4 outstanding items that were on the Warrant Register attachment to Feb 2021 Agenda. Director Mark Kenyon moved to approve. Director John Hunter seconded. All Director Board Members agreed and approved.

8. **DISCUSSION ITEMS (Board and Community)**

- A. **Road Maintenance:** On-going item to determine and prioritize road maintenance tasks and report on tasks completed to date. Discuss any known damages from current storm and appointing a date/time where 2 or more of us can do physical assessment of same.

Possible Board Action.

Director Terry Leezer opened discussion about Carol Noe's property issue at roadway. He asked for money to get supplies to work on erosion issues. Director Mark Kenyon moved for \$500.00 as top amount. Director John Hunter seconded. Motion approved and agreed to by all Director Board Members.

- B. **District Revenues:** Discussion of new ideas for Revenue such as Grants and approaching Businesses that travel our roads for share of cost, as well as discussion of ability to get some or all of previous road loan forgiven due to early breakdown in roads. Take community comments and input on revenue streamline ideas. **Possible Board Action.**

Director Terry Leezer requested tabling this item for next meeting when Jerry Gerber is present with explanation of his ideas and knowledge of same. All Director Board Members Agreed. Item tabled for next meeting.

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- C. **Applications for General Manager:** Discussion of details and action items for Applications for New General Manager for IRANCH CSD (i.e. creation of requirements for posting and review of Mark Kenyon's previous document, posting of same for next meeting, who will be contact to collect the Applications and process of allowing 5 minutes per Applicant to speak to the Community and Board Members on their reasons for applications and qualifications they would like to share at the next meeting, Allowing time for Q&A from community for each applicant equal or less than 3 minutes per question).

Possible Board Action.

Director Cinde Perkins proposed and provided to each Director Board Member a packet from Farrell Smyth Inc as a suggested option for new GM and Secretarial/Internet management team.

Director Terry Leezer addressed the possibility of Jerry Gerber helping us as either a Interim GM, Jerry is thinking about it, but Mr. Gerber did say in a conversation with Director Terry Leezer that he would assist with the items he had previous dealing with re: forgiveness of loan and other areas of Revenue via Grants and Share of Costs options. Will update as is available. Mr. Gerber will try to attend the next meeting to discuss with the Board if he can.

Director Terry Leezer called for an ADHOC Committee to address the GM position description, posting and advertising of same. Director John Hunter volunteered to work with Director Terry Leezer on this.

- D. **Secretarial / Website /ZOOM Assistance Short Term: (See Attachment for Zoom)** Discussion of hiring or ability to accept a community volunteer short term to assist in the Secretarial, website management, and setting up New Zoom account . Discussion of costs associated to this to have phone call-in ability until a new G.M. can be found/hired.

Possible Board Action

Director Patti Claude discussed her calls with the State and SLO County regarding the need of ZOOM meetings or not. It was stated to Director Patti Claude that this is not a mandate nor necessary to offer and it violates no State or County or Brown Act codes. Director Terry Leezer moved for motion of NO ZOOM being done/offered going forward. Director Cinde Perkins Seconded. Motion Approved and agreed to by all Directors.

Director Patti Claude brought up request to approve Dena Price to continue to assist in the Secretarial duties for Agenda's and website upload as a volunteer (Dena Price's request to be volunteer not paid). Director Mark Kenyon and Director John Hunter stated they did not want her to volunteer and felt she should be paid for her time. Director Mark Kenyon suggested \$15.00 per hour. Director Terry Leezer added a request for reimbursement for office supplies. Director Patti Claude moved for motion to approve. Director Terry Leezer seconded. Unanimous approval by Director Board Members.

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- E. **Community Requests:** Discussion of procedure and process of taking and acting on requests/complaints from Community Members. **Possible Board Action**
Director Patti Claude requested for a formal process for people to bring their requests/complaints to the Board via a form of some sort. Mark Kenyon suggested it just be brought up by Community in a casual manner by parties at the meetings and it will be discussed and handled that way or put on Agenda for next upcoming meeting. No vote was taken.
- F. **Mailer to Community:** Discussion on a Mailer/Letter going out to Community Property Owners about status of G.M., collection of contact information (phone and email specifically), giving notice of correct website address and general information on what we are trying to get straightened out in Board functions in the interim period and going forward. Assignment of preparing same. **Possible Board Action.**
Director Terry Leezer called for a Newsletter to be mailed to all property owners in District with goals and updates of current issues/actions and asked that all Board Members email him with their ideas prior to next meeting's Agenda. No vote taken, will discuss at next meeting again.
9. **DIRECTOR / MANAGER COMMENTS:** This is the opportunity for board members or staff to make brief comments or suggestions.
No other comments made
10. **ADJOURNMENT** The next regular board of directors meeting is scheduled for **Thursday, March 11, 2021.**
11. **CLOSED SESSION DISCUSSION ITEMS:**
These items were moved to Regular meeting discussion items
- A. **Tasks #4, #5, #6, #7 in Agenda:** Discussion of Who and Process of how we will handle said tasks while finding a new G.M. **Possible Board Action.**
Adhoc committee idea above addressed in #8 (C) above..
- B. **Bank Account Signors:** Discussion of who is the most available Board Member to be added to the Bank Signor Card. **Possible Board Action.**
This was handled in Item #5 above.
- C. **BY LAWS AND EXISTING CSD DOCUMENTATION:** Discussion of collecting and consolidating these documents for review and preparation of upload onto website as is needed. Possible setting of Special Closed Session Meeting and Notice of same for Board to go through them and organize. Discussion of Directors Hunter and Leezer consolidating the boxes they each had with all of this documentation. No action taken.
- D. **New Agenda Items Process:** Discuss and set process for new upcoming Agenda items to be gathered in timely fashion to accommodate posting to website.
Discussion and agreement by all Directors that proposed upcoming Agenda items to be submitted to Director Leezer by EOD the Thursday before meeting.
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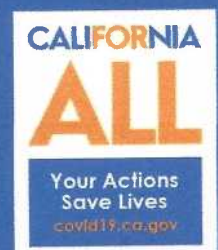


COVID-19 INDUSTRY GUIDANCE: Office Workspaces



July 29, 2020

covid19.ca.gov



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.¹ 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](#).

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Impound Acct Bank Ledger

Date	Vendor Name	Ck #	Amount Paid	Deposits	Balance	Memo
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Submitted Feb Statement from Pacific Premier Bank as Ledger for 03.11.2021 Meeting



PACIFIC PREMIER BANK

STATEMENT OF ACCOUNT ACTIVITY

866-353-1476

www.ppbi.com

**INDEPENDENCE RANCH
COMMUNITY SERVICES
6289 HAWK RIDGE PL
SAN MIGUEL CA 93451-9527**

Page 1 of 3
Branch 045
Account Number: [REDACTED]
Date 02/26/2021

EM

BASIC BUSINESS CHECKING

Acct [REDACTED]

Summary of Activity Since Your Last Statement

Beginning Balance	2/01/21	48,703.28
Deposits / Misc Credits	3	3,029.98
Withdrawals / Misc Debits	5	29,709.42
** Ending Balance	2/28/21	22,023.84 **
Service Charge		.00
Average Collected Balance		20,342
Enclosures		4

Deposits and Credits

Date	Deposits	Withdrawals	Activity Description
2/09	17.98		COUNTY OF SAN LU/VENDOR PAY RMR*OI*TCFFY21JANME**17.98*17.98*0.00\
2/17	1,004.00		INDEPENDENCE RANCH CSD COUNTY OF SAN LU/VENDOR PAY RMR*OI*F:0479A:0760**1004.00*1004.00*0.00\
2/26	2,008.00		INDEPENDENCE RANCH CSD COUNTY OF SAN LU/VENDOR PAY RMR*OI*F:0479A:0760**2008.00*2008.00*0.00\
			INDEPENDENCE RANCH CSD

Withdrawals and Debits

Date	Deposits	Withdrawals	Activity Description
2/01		28,720.00	USDA RD DCFO/PAYMENT 0000 INDEPENDENCE RANCH CSD

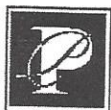
Checks in Check Number Order

Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
2/25	1532	55.00	2/25	1534	200.00			
2/19	1533	120.00	2/19	1535	614.42			

* indicates a break in check number sequence

Daily Balance Summary

Date	Balance	Date	Balance	Date	Balance
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PACIFIC PREMIER BANK

STATEMENT OF ACCOUNT ACTIVITY

866-353-1476
www.ppbi.com

**INDEPENDENCE RANCH
COMMUNITY SERVICES
6289 HAWK RIDGE PL
SAN MIGUEL CA 93451-9527**

Page 2 of 3
Branch 045
Account Number: [REDACTED]
Date 02/26/2021
EM

Daily Balance Summary

Date	Balance	Date	Balance	Date	Balance
2/01	19,983.28	2/17	21,005.26	2/25	20,015.84
2/09	20,001.26	2/19	20,270.84	2/26	22,023.84

02/25/2021	1532	\$55.00
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[illegible]

02/19/2021 1533 \$120.00

100-307434-1 Pgs. 36
 100-307434-2 Pgs. 37-40
 100-307434-3 Pgs. 41-42
 100-307434-4 Pgs. 43-44
 100-307434-5 Pgs. 45-46
 100-307434-6 Pgs. 47-48
 100-307434-7 Pgs. 49-50
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 100-307434-10 Pgs. 55-56
 100-307434-11 Pgs. 57-58
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 100-307434-142 Pgs. 319-320
 100-3

02/25/2021	1534	\$200.00
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PAY TO THE ORDER OF
Pacific Premier Bank
1000 WEST 6TH AVENUE
ESTHER K. STEVENS INC.
OPERATIONS
ASTORIA, OREGON 97103

027521 77460000275581-322225781- PPB 0121

02/19/2021	1535	\$614.42
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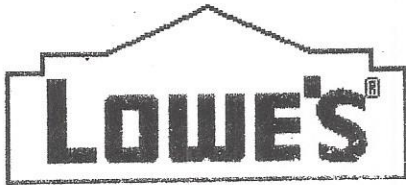
Independence Ranch Community Services District

6289 Hawk Ridge Place, San Miguel, CA 93451

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IMPOUND ACCT WARRANT REGISTER

Date	Vendor Name	Ck #	Amount	Deposits	Balance	Memo
2/28/2021					\$ 22,023.84	Beginning Balance
	Terry Leezer	1536	\$ (56.30)		\$ 21,967.54	Supply, Drop Box Reimbursements
	Carole Noe ?	1537	\$ (83.26)		\$ 21,884.28	Reimbursement for Cement Bags
				-	\$ 21,884.28	FUNDS AVAILABLE AFTER APPROVED DEBITS



LOWE'S HOME CENTERS, LLC
2445 GOLDEN HILL ROAD
PASO ROBLES, CA 93446 (805) 602-9051

- SALE -

SALES#: S2730FC2 3179340 TRANS#: 88855519 02-20-21

██████████ 3.76
2 @ 1.88
██████████ 3.76
2 @ 1.88
423272 A WHITE WHITMAN LOCKIG WA 36.98

CSD SUBTOTAL: *2.71* 44.50
TAX: *A* 3.45
INVOICE 01285 TOTAL: 47.95
39.75 N/C: 47.95

AMOUNT: 47.95 AUTHCD: 045322
CHIP REFID: 273001010877 02/20/21 13:12:02
APL: Mastercard TUR: 8000008000
AID: A00G0000041010 TSI: 6800
STORE: 2730 TERMINAL: 01 02/20/21 13:12:21
OF ITEMS PURCHASED: 5
EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS

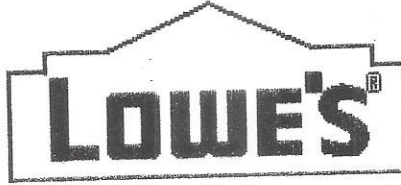


THANK YOU FOR SHOPPING LOWE'S.

FOR DETAILS ON OUR RETURN POLICY, VISIT
LOWES.COM/RETURNS
A WRITTEN COPY OF THE RETURN POLICY IS AVAILABLE
AT OUR CUSTOMER SERVICE DESK

STORE MANAGER: ERIC LOCKE

LOWE'S PRICE MATCH GUARANTEE
FOR MORE DETAILS, VISIT LOWES.COM/PRICEMATCH



LOWE'S HOME CENTERS, LLC
2445 GOLDEN HILL ROAD
PASO ROBLES, CA 93446 (805) 602-9051

- SALE -

SALES#: S2730FC2 3179340 TRANS#: 2503275 02-16-21

340258 HM #137 BRASS KEY 5.16
2 @ 2.58
SUBTOTAL: 5.16
TAX: 0.40
INVOICE 02130 TOTAL: 5.56
CASH: 6.00
CHANGE: 0.44

STORE: 2730 TERMINAL: 02 02/16/21 11:21:
OF ITEMS PURCHASED:
EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEM



THANK YOU FOR SHOPPING LOWE'S.
FOR DETAILS ON OUR RETURN POLICY, VISIT
LOWES.COM/RETURNS
A WRITTEN COPY OF THE RETURN POLICY IS AVAILABLE
AT OUR CUSTOMER SERVICE DESK

STORE MANAGER: ERIC LOCKE

LOWE'S PRICE MATCH GUARANTEE
FOR MORE DETAILS, VISIT LOWES.COM/PRICEMATCH

Give us feedback @ survey.walmart.com
Thank you! ID #: 70B25Z0QMTW

Walmart *

805-238-1212 Mgr: TBD
180 NIBLICK RD
PASO ROBLES CA 93446

ST# 02099 OP# 009036 TE# 36 TR# 01925
FILE BOX 007314918689 6.88 X
FILE FOLDER 007878744501 3.32 X
SUBTOTAL 10.20
TAX 1 7.75 % 0.79
TOTAL 10.99
WALMART CREDIT TEND 10.99

APPROVAL # 057251
REF # 1042000314
AID A0000000041010
AAC 73C43CA7B7A7876C
TERMINAL # SC010108
02/15/21 12:45:33
CHANGE DUE 0.00
ITEMS SOLD 2
TC# 9703 1154 2034 0444 7122



Introducing Walmart+

Join today at walmart.com/plus

Low Prices You Can Trust. Every Day.
02/15/21 12:45:33
CUSTOMER COPY

Cement

Carol Noe <carolcnoe@yahoo.com>

Sun 2/7/2021 6:59 PM

To: Terry.Leezer <terry.leezer@hotmail.com>

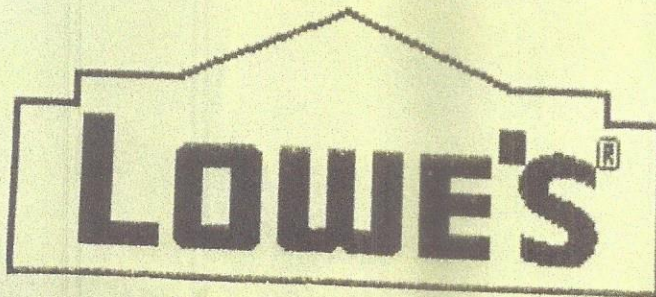
Hi Terry

I attached the 2 receipts for the cement bags. I wonder if you can reimburse me for the cement. I'll just pay for the sand bags myself.

I know we can add more cement bags but I wanted to check with you first. We can pick them up and place if you'd like.

Thanks

Carol



LOWE'S HOME CENTERS, LLC
2445 GOLDEN HILL ROAD
PASO ROBLES, CA 93446 (805) 602-9051

- MILITARY- PERSONAL USE SALE -
- SALE -

SALES#: S2730DH2 1608838 TRANS#: 88465315 02-04-21

10387 QUIKRETE 60-LB CONCRETE M	38.64
3.58 DISCOUNT EACH	-0.36
12 @ 3.22	

SUBTOTAL: 38.64

TAX: 2.99

INVOICE 01459 TOTAL: 41.63

DEBIT: 41.63

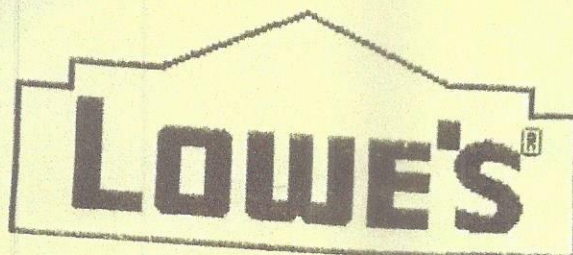
TOTAL DISCOUNT: 4.32

THANK YOU FOR YOUR
MILITARY SERVICE

HYLOWE'S CARD NUMBER: 481000140603018

DEBIT:XXXXXXXXXXXX7516 AMOUNT: 41.63 AUTHCD: 010229

\$41.63



LOVE'S HOME CENTERS, LLC
2445 GOLDEN HILL ROAD
PASO ROBLES, CA 93446 (805) 602-9051

- MILITARY- PERSONAL USE SALE -
- SALE -

SALES#: S2730SP1 3032126 TRANS#: 88546463 02-05-21

10387 QUIKRETE 60-LB CONCRETE M	38.64
3.58 DISCOUNT EACH	-0.36
12 @ 3.22	

SUBTOTAL: 38.64

TAX: 2.99

INVOICE 01614 TOTAL: 41.63

DEBIT: 41.63

TOTAL DISCOUNT: 4.32

THANK YOU FOR YOUR
MILITARY SERVICE

MYLOWE'S CARD NUMBER: 481000140603018

DEBIT:XXXXXXXXXXXX7516 AMOUNT:41.63 AUTHCD:093503

CHIP REFID:273001006307 02/05/21 09:34:26

*PIN Verified

TRACE:00009918

PURCHASE CASH BACK TOTAL DEBIT

Sent from my iPhone

Independence Ranch CSD General Manager

The independence ranch CSD is in the process of searching for a new general manager.

The independent ranch CSD is in the area of Hog Canyon outside a Paso Robles and San Miguel, CA. the Ranch consist of 125 lots within approximately 1200 acres with 9 miles of chip seal roadways. The independence ranch is a rural area consisting of mainly ten-acre parcels. We have a very limitedbudget to work with.

We are looking for a new General Manager to assist us with our CSD Board Duties/Meetings. We meet once a month to discuss issues with the road system and related items. Our only concerns are with the roads and repairs of the roads.

The Independent Ranch CSD is in need of a General Manager to assist us with the bookkeeping, County interactions and Compliance, State and CSD and LAFCO Compliance and management of the IRCSD meetings and paperwork and website for the same.

A GM would be responsible for doing bookkeeping and accounting, (knowledge of QuickBooks or other accounting system that QB can be integrated with to upload current database can be discussed), filing paperwork and POC with the government agencies as needed, responsible for overseeing the CSD meetings (Agendas Minutes and Financials) and working with the board members (5} to see that the IRCSD road system is kept up and maintained and to work on projects as point of contact for same. Knowledge of uploading to websites is preferable but can be discussed. Knowledge and/or research in obtaining grant monies and share of Cost with Businesses who use our roads is desirable but can be discussed and given a starting point to take over the research project on this.

Knowledge of road work repair would be desirable.

The independence ranch monthly meetings normally last about 1 1/2 to 2 hours on the average, withand an occasional special meeting.

If you are interested in applying for the position of general manager, please submit your resume and qualifications to terry.leezer@hotmail.com the IRCSD Board President.