

# Independence Ranch

Community Services District

## REGULAR BOARD MEETING

Thursday, December 12, 2019

6:30 PM, Warbirds Meeting Hall

4251 Dry Creek Rd., Paso Robles, CA 93446

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

### A G E N D A

1. **6:30 PM OPEN SESSION / PLEDGE OF ALLEGIANCE / 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 November 21, 2019**
5. **MANAGER REPORT**
6. **APPROVAL OF TREASURER'S REPORT AND FINANCIALS: See addendums A & B**
7. **APPROVAL OF WARRANT REGISTER: Addendum C**
8. **DISCUSSION ITEMS**
  - A. **Consider Approval of the Draft Financial Audits Prepared by Crosby Company for the Years Ending June 30, 2015, 2016, 2017 and 2018.**  
**Possible Board Action.**

# Independence Ranch

## Community Services District

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- B. Status of Increasing the Road Maintenance Fees for Fiscal Year 2020/21 Possible Board Action.** Review and provide comments on the draft Prop 218 Hearing Notice and Technical Report.
- C. 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, January 9, 2020](#).

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

**REGULAR BOARD MEETING MINUTES**

**Thursday, November 21, 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 meeting was called to Order at 6:35 PM. Board members present: Carol Noe, Terry Leezer, Mark Kenyon.

Members absent: John Hunter, and Danny Meehan

Newly appointed Director Mark Kenyon took the Oath of Office to replace Director Tracy.

**2. PUBLIC COMMENT:** Greg Hamson attended the meeting and commented that he was disappointed that he was not selected to replace Director George Tracy.

**3. APPROVAL OF AGENDA:**

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

**4. APPROVAL OF MINUTES: Regular Meetings October 17, 2019**

Motion to approve the October 17, 2019 meeting minutes by Director Noe, seconded by Director Leezer, motion carried unanimously.

**5. MANAGER'S REPORT:** GM Hagemann commented that the District's auditor, Crosby Company, has completed the draft financial audits for the years ending on June 30, 2015, 2016, 2017 and 2018. The Board will consider approval of the audits at the December 2019 Board meeting.

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

GM Hagemann provided an updated Balance Sheet dated November 18, 2019, and the Profit and Loss statement for October 17- November 18, 2019. The Balance Sheet reflected the District has \$32,564.39 in the checking account and \$3,507.74 in the USDA Loan Restricted Savings Account. **Motion to approve the Financial Reports by Director Noe, seconded by Director Leezer, motion carried 3-0.**

**7. APPROVAL OF WARRANT REGISTER:** Directors briefly discussed the warrant register that included two checks. **After Board discussion and an opportunity for public comment, Director Noe made a motion to approve the Warrant Register, the motion was seconded by Director Kenyon, motion carried 3-0.**

**8. DISCUSSION ITEMS:**

**A. Status of Implementing Measures to Increase the Road Maintenance Fees:** GM Hagemann provided the Board members and the public with a draft working report that provided the Background, Current Road Conditions, Proposed Road Maintenance Program and Estimated Costs, and two examples of how the Board could consider raising the maintenance fees over the next five years to

fund the Maintenance Program. The Board members reviewed and commented on the document and received public comment on the document.

The Board was concerned that not all Board members were present to provide comments on the document. However, they directed Hagemann to revise the document to include the comments from the Board members present and they requested an example of a Prop 218 Hearing Notice. Hagemann will provide an example from the Avila Beach CSD garbage rate increase. This item will be continued to the December Board meeting.

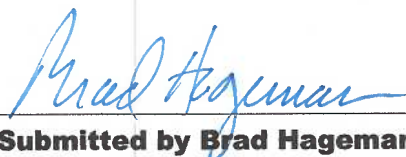
- B. Road Maintenance:** The Board members discussed the damage that may have been done to the road by power washing a sign painted on the road. The Directors discussed several other items but that may be considered for future maintenance. No action was taken.

**9. DIRECTOR/MANAGER COMMENTS:**

Items for the December Board meeting to include: Approval of draft Audit reports; Draft report regarding increasing Road Maintenance Fees; Road Maintenance projects; and follow-up on the Cal Fire sign that is proposed to be placed near the Ranch Entrance.

- 10. ADJOURNMENT:** The meeting was adjourned at approximately 8:00 PM. The next meeting will be on December 12, 2019.

**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**

9:04 AM

12/09/19

Accrual Basis

**Independence Ranch CSD**  
**Balance Sheet**  
**As of December 9, 2019**

	<u>Dec 9, 19</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1020 · Checking-Heritage Oaks Bank	32,315.39
1040 · HOB Savings RESTRICTED-USDA	3,507.74
Total 1000 · Cash Summary	<u>35,823.13</u>
Total Checking/Savings	35,823.13
Other Current Assets	
1300 · Current Assets	
1310 · Prepaid Expenses	95.68
Total 1300 · Current Assets	<u>95.68</u>
Total Other Current Assets	95.68
Total Current Assets	<u>35,918.81</u>
<b>TOTAL ASSETS</b>	<b><u>35,918.81</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
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	-327,775.23
Net Income	-42,305.96
Total Equity	<u>-370,081.19</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>35,918.81</u></b>

9:07 AM

12/09/19

Accrual Basis

**Independence Ranch CSD**  
**Profit & Loss**  
**November 19 through December 9, 2019**

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	<u>Nov 19 - Dec 9, 19</u>
<b>Income</b>	
4000 · Income Summary	
4010 · Road Assessment Fees	753.00
<b>Total 4000 · Income Summary</b>	<u>753.00</u>
<b>Total Income</b>	753.00
<b>Expense</b>	
5100 · General Overhead Expenses	
5105 · General Administrative Services	
5105.01 · General Manager	500.00
<b>Total 5105 · General Administrative Services</b>	500.00
5111 · Internet Expense	252.00
5125 · Printing and Reproduction	0.00
<b>Total 5100 · General Overhead Expenses</b>	<u>752.00</u>
5400 · Professional Fees	
5415 · Engineering	250.00
<b>Total 5400 · Professional Fees</b>	<u>250.00</u>
<b>Total Expense</b>	<u>1,002.00</u>
<b>Net Income</b>	<u><u>-249.00</u></u>

**Independence Ranch CSD  
Warrant Register**

November 19 through December 9, 2019

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
1506	11/21/2019	Hagemann & Associates	1020 · Checking-Heritage Oaks Bank	
			5111 · Internet Expense	-252.00
TOTAL				-252.00
1507	12/09/2019	Hagemann & Associates	1020 · Checking-Heritage Oaks Bank	
			5105.01 · General Manager	-500.00
			5415 · Engineering	-250.00
TOTAL				-750.00