

Independence Ranch

Community Services District

REGULAR BOARD MEETING

Thursday, May 9, 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 March 14, 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.**
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, July 11, 2019.**

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

REGULAR BOARD MEETING MINUTES

Thursday, March 14, 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

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

2. PUBLIC COMMENT: Mr. Greg Hamson attended the meeting and provided a quote from Ramsey Asphalt to do chip seal patching on the District roads. The Board thanked Mr. Hamson for the quote and decided they would seek additional quotes and bring the item back for possible Board action at the May meeting.

3. APPROVAL OF AGENDA:

Motion to approve by Director Tracy, seconded by Director Leezer motion carried 4-0.

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

Motion to approve by Director Leezer, seconded by Director Tracy, motion carried 4-0.

5. MANAGER'S REPORT: GM Hagemann reminded board members that they needed to submit their annual Form 700 as soon as possible. Hagemann offered to assist with filing the forms.

6. TREASURER'S REPORT AND APPROVAL OF FINANCIALS:

GM Hagemann provided an updated Balance Sheet dated March 14, 2019, and the Profit and Loss statement for January 11 through March 14, 2019. **Motion to approve the Financial Reports by Director Noe, seconded by Director Meehan, motion carried 4-0.**

7. APPROVAL OF WARRANT REGISTER: Directors briefly discussed the warrant register that included three warrants. **Motion to approve the Warrant Register by Director Noe, seconded by Director Tracy, motion carried 4-0.**

8. DISCUSSION ITEMS:

A. Road Maintenance: All Board members agreed that the relatively heavy rains this year have taken a significant toll on the District roads. Director Tracy completed a survey of the District roads and noted pot-holes and areas that are in need of repair. District member Hamson had also completed a survey and provided a summary of his findings. Both gentlemen came up with approximately 6000 square feet of repair/patching work. Director Tracy also suggested Board members stay on the lookout for concrete rubble to use to fill eroded drainage areas. The Directors were going to seek additional bids for road repair/patching and bring the item back to the May meeting for possible action.

B. Procedures for Increasing Road Maintenance Fees: GM Hagemann briefly summarized the public notice and Prop 218 voting/hearing process for increasing road maintenance assessments in the District. The process included:

1. Preparing an annual cost estimate for District operations including road maintenance fees, administrative fees and the District's on-going loan payment fees;
2. Using the annual cost estimate, the District then proposes an annual assessment to cover the annual fees;
3. The proposed assessment packet is then circulated to all members of the District for public comment at a regular Board meeting of a Special Board Workshop;
4. After receiving public comment, the board prepares a final recommended assessment fee and holds a "protest public hearing".

The assessment fees are adopted via Resolution if no more than 50% plus one of the District members oppose the new assessment.

The Board also discussed options for assessing "special fees" for commercial operations within the District since these commercial operations typically have increased traffic and use heavier vehicles that cause more "wear and tear" on the District roads. The Board directed Hagemann to reach out to known commercial operations within the District to discuss options.

C. Proposal for Updating District Road Maps: GM Hagemann discussed the proposal from Wallace Group to update the District Road maps. After some discussion a majority of the Board directed Hagemann to execute a contract with Wallace Group to update the maps for a cost not to exceed \$450.

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 May 9, 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 May 9, 2019

	<u>May 9, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1020 · Checking-Heritage Oaks Bank	69,650.21
1040 · HOB Savings RESTRICTED-USDA	3,507.74
Total 1000 · Cash Summary	<u>73,157.95</u>
Total Checking/Savings	73,157.95
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>73,253.63</u>
TOTAL ASSETS	<u>73,253.63</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	33,223.54
Total Equity	<u>-332,746.37</u>
TOTAL LIABILITIES & EQUITY	<u>73,253.63</u>

Independence Ranch CSD
Profit & Loss
March 15 through May 9, 2019

	<u>Mar 15 - May 9, 19</u>
Income	
4000 · Income Summary	
4010 · Road Assessment Fees	18,700.00
Total 4000 · Income Summary	<u>18,700.00</u>
Total Income	18,700.00
Expense	
5100 · General Overhead Expenses	
5105 · General Administrative Services	
5105.01 · General Manager	1,000.00
Total 5105 · General Administrative Services	<u>1,000.00</u>
5125 · Printing and Reproduction	86.69
Total 5100 · General Overhead Expenses	<u>1,086.69</u>
Total Expense	<u>1,086.69</u>
Net Income	<u><u>17,613.31</u></u>

Independence Ranch CSD
Warrant Register
March 15 through May 9, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
1491	04/23/2019	Accurate Mailing Service	1020 · Checking-Heritage Oaks Bank	
			5125 · Printing and Reproduction	-86.69
TOTAL				-86.69
1492	05/09/2019	Hagemann & Associates	1020 · Checking-Heritage Oaks Bank	
			5105.01 · General Manager	-500.00
			5105.01 · General Manager	-500.00
TOTAL				-1,000.00



RAMSEY ASPHALT
CONSTRUCTION

Proposal
15311

Customer
Independence Ranch Community
Service
1860 Ranch Lomas Way
San Miguel, CA 93415
Ph: 896-4699 Attn: Greg

Company Rep.
John

Payment Terms
Due Upon Completion

Date
3/14/2019

Project
1860 Ranch Lomas Way Paving 2019

DESCRIPTION	QTY	UNIT	COST	TOTAL
We will complete job as follows:				
Option #1 Remove existing chip seal and asphalt 3" in depth & install new asphalt 3.75" of hot asphalt is to be placed and roller compacted for a final thickness of 3.0".	7,000	Sq.Ft.	4.285	29,995.00
Option #2 Remove existing chip seal and asphalt 3" in depth & install new asphalt 3.75" of hot asphalt is to be placed and roller compacted for a final thickness of 3.0".	10,000	Sq.Ft.	3.79	37,900.00
<p>Preserve, Protect & beautify is what we do best. Ramsey Asphalt Construction provides all customers with a 3 YEAR WARRANTY on all work. This warranty does not include oil spots, cracks or structurally damaged areas. As for paving projects warranty is void if any other company does any kind of work or repairs to new paving other than RACC. RAMSEY ASPHALT IS TO BE NOT HELD RESPONSIBLE FOR WATER PIPES, ELECTRICAL LINE, GAS LINES OR ANY BURIED UTILITY THAT IS NOT INSTALLED PER CODE A MINIMUM 18" IN DEPTH.</p> <p>We hereby propose to furnish labor & materials to complete in accordance with the above specifications.</p>				

The Paving & Maintenance Specialist.

TOTAL

We are not responsible for acts of nature, weather, or damage caused by animals, people, or vehicles before, during or after any project. Permits are to be handled by the owner or prime contractor. All invoices are due upon receipt and will be assessed a finance charge of 1.5% per month. This agreement may be amended or modified only by an instrument in writing, stating the amendment or modification, executed by the parties hereto. All Work in excess of the work described herein shall be subject to a written and executed change order, and shall be billed in addition to the figures noted herein. This agreement shall be governed by and construed in accordance with the laws of the state of California. In the event that it is necessary to initiate any action to enforce any right granted herein or to redress an alleged breach hereof, then the exclusive venue for such action shall be the Superior Court for the County of Santa Barbara, Santa Maria Branch.

If any action or proceeding is brought for the enforcement of this Agreement, or for a declaration of rights and duties hereunder, or because of an alleged dispute, breach, default, or misrepresentation in connection with any provision of this agreement, the successful or prevailing Party shall be entitled to recover a malpractice fee and other costs incurred in connection with that action or proceeding, in addition to any other relief to which the Party may be entitled. Work delays or damages caused by property owners, tenants, property managers, property employees, or other third parties may cause the total cost stated in this agreement to increase ("Additional Fees") due to any number of factors including, but not limited to, the need for additional equipment, additional work, or other additional cost of material. Customer agrees to pay these additional fees as they arise upon presentation of invoice.

Contractor's Signature

Date

Customer's Signature

Date of Acceptance

3/14/2019

Print Signer's Name ▶

Ramsey Asphalt

805.928.9583

ramseyasphalt.com

This proposal is good for
30 DAYS

Ferravanti Grading and Paving

California State
Contractor's License # 833407

Phone (805) 238-9560
Fax (805) 227-6638

395 Hunter Place
Paso Robles, CA 93446

PROPOSAL/CONTRACT

Date: April 17, 2019

Proposal No. 0419-07

To: Greg Hamson, Attn: GREGHAMSON57@GMAIL.COM
Job: Independence Ranch Community Road Repairs

I hereby submit the following:

Bid #1: Remove approx. 7,000 SF at numerous locations to a depth of 3", haul-off material, compact base/subgrade to accept Tack Coat on edges and 3" compacted Asphalt.
Price: \$49,000.00

Bid #2: Remove approx. 10,000 SF at numerous locations to a depth of 3", haul-off material, compact base/subgrade to accept Tack Coat on edges and 3" compacted Asphalt.
Price: \$67,000.00

DUE TO VOLITOLE OIL MARKET, MATERIAL AND TRUCKING PRICES SUBJECT TO CHANGE WITHOUT NOTICE
FGP *NOT* responsible for warranty of work where job specifications are determined by owners.
FGP *NOT* responsible for sub-standard grade staking or unsuitable sub-grade.
FGP *NOT* responsible for concrete that has not cured for at least 30 days.
Prime contractor and/or owner to supply all water for job.
FGP *NOT* responsible for water puddles caused by grades less than 2%
Cracking will occur due to expansive ground. Owner's responsibility to maintain asphalt.
All grading done to within 1/10' +/- unless additional fine grade estimated or charged hourly.

EXCLUDES: permits; engineering; survey and grade staking; any testing; unsuitable sub-soils conditions including ground water, structures, utility lines not shown on plans; any field changes required by any agency, owner, engineer or authorized agent; hazardous materials; hydro seeding, erosion control; surveying: "Acts of God".

This bid may be withdrawn by us if not accepted within 30 days.

Thank you for allowing us the opportunity to supply this bid.

Please call (805) 227-6694 if you have any further questions.

Respectfully Submitted,
Gary Ferravanti

ACCEPTANCE

The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified.
Payment is due and payable upon completion of the above described work.

SIGNATURE

As soon as we receive this signed proposal, we will put your job on the schedule.
You will be notified at least 24 hours prior to commencement of work, unless an opening appears unexpectedly, then notice may be as few as 12 hours in advance. Thank you.



◆PROPOSAL & CONTRACT◆

To: Independence Ranch Road Association
 Re: Grind Out And Asphalt Patch
 Email: greghamson57@gmail.com
 Billing Address:

Date: 04/17/2019
 Contact: Greg Hamson
 Phone: 805-896-4699
 Site Address:

We propose to:

Grind out 3" of existing potholes, compact subgrade. Oil tack the edges and asphalt pave 3" thick. In addition we will oil seal the new asphalt. Estimate is based on the handout of 7,000 sq. ft. minimum. To be measured once patching is complete

Price----\$7.00 sq. ft. . ~~ft.~~ ^{\$} 49,000.⁰⁰

Additional- 3,000 sq. ft. as per handout 10, 000 sq. ft.

+++
 Price----\$6.90 sq. ft. . ~~ft.~~ 20,700.⁰⁰

Traffic control if needed. Two man crew with signage, barricades, radio dispatch

Price----\$ 1,600.00 per hour/day.

All the above work to be completed in a substantial and workmanlike manner according to standard practices for the sum of: TBD.

Exclusions if needed:

- ◆ Permits/Fees.
- ◆ Compaction Tests.
- ◆ Surveying.
- ◆ Existing utilities not currently deep enough for construction.
- ◆ Increase in raw material prices due to the volatile fuel market.
- ◆ Erosion and Environmental Control Measures

The entire amount of the contract to be paid within ten 10 days after completion. Any alterations or deviations from the above specifications, involving extra cost of material, will only be executed upon written orders from the contractor and will become an extra charge over the sum stated in this contract. Any and all over due contract sums shall accrue to interest at the rate of 1.5% monthly. All agreements/changes must be made in writing. In the event any dispute arise as to any of the above stated terms, the prevailing party shall be entitled to reasonable attorney's fees and costs.

7,000^{sq. ft.} = 49,000⁰⁰
 10,000^{sq. ft.} = 69,700⁰⁰