

**GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT**

5915 Silverado Place  
Paso Robles, California 93446  
(805)238-7040  
*groundsquirrelhollowcsd.org*

**MINUTES FOR JULY 13, 2011 BOARD MEETING**

**Call to Order and Flag Salute:**

Vice-President Simons called the meeting to order at 7:00 p.m.

**Roll Call:**

Directors, Simons, Turner, Bradley and Milbury were in attendance. Director Fulmer was absent. Manager Lepore and Secretary Giminez were also present.

**Consent Items:**

Director Bradley made a motion to accept and approve the June Minutes, the Treasurer’s Report, payment of the outstanding invoices and Manager Lepore’s report. Motion was seconded by Director Turner and passed by unanimous vote. The following invoices were approved for payment.

Beverly Giminez	\$	400.00	Secretarial services thru 6/30/11
Board Stipends	\$	300.00	For June 8, 2011 meeting attendance
Wallace Group	\$	2658.25	Professional Services thru 5/31/11 Inv. #31777
Shipsey & Seitz	\$	368.00	Attorney Fees thru 5/31/11 Inv. #104598
Paso Robles Press	\$	80.00	2011/12 Budget Publication Invoice #3193
SLO LAFCO	\$	467.41	Budget Allocations for 2010-11
Catherine Turner	\$	62.39	Ink, postage, paper & envelopes
SDRMA	\$	3848.28	2011-12 Liability Insurance Inv. #36212

**Public Comments on Agenda:**

None

**Board Action on Agenda Items:**

1. GSH/Geneseo Mailbox Area – Offer of Dedication

At the May Board meeting the Board passed a motion to authorize Staff to complete the Outside Users Agreement Application and forward to LAFCO for processing. On June 16, 2011 Manager Lepore presented the GSHCSD Outside Users Application at the LAFCO hearing.

After discussion and consideration by the commission, it was unanimously voted to approve the Outside User Agreement for road maintenance between the GSHCSD and the Lauridsen/Stroud Trust, with the condition that the OUA be limited to serving GSH

Road at the intersection of Geneseo Road and the Lauridsen/Stroud Trust Offer of Dedication only.

Director Bradley made a motion to tentatively approve the Grant of Easement and Agreement Affecting Real Property and to Direct Staff to return to the August meeting with a resolution to accept the agreement executed by the grantors. Director Turner seconded the motion and passed by unanimous vote.

2. Permit Status Report

There are currently twenty four (24) active permits, five (5) permits on hold and forty one (41) final permits. There were no inspections made during the month of June.

*PENDING SITUATIONS*

APN 015-292 – 5005 White Tail

An initial inspection was completed on January 31, 2011. Staff will continue to follow up with the SLO County building Department weekly and CAL Fire regarding the improvements as they pertain to this project. The Board has directed staff to issue a letter of guidelines in regards to encroachment permit requirements. Staff will send correspondence within two (2) weeks of this meeting.

3. Fiscal Year 2011-12 Tax Roll

This item is to conduct a public hearing for, and to establish resolution, parcel assessments to fund road maintenance and improvements. Upon formation of the District in 2004, an assessment of \$240 was established for each parcel within the District service area. Under enabling state code, a 2% increase can, and has been, applied annually. The proposed 2% increase for 2011-12 would be \$5.38 for a per parcel assessment of \$274.72. This should generate approximately \$145,052.16 in annual revenue for the District.

Director Turner made a motion to adopt resolution 2011-05 and Direct Staff to submit final tax roll to the County. Director Simons seconded the motion and the motion was passed unanimously by roll call vote. Director Fulmer was absent.

4. Annual Road Evaluations

The Board briefly discussed areas of concern in the District. It was determined that further evaluations and RFP's would be issued for all base roads. RFP's for road repairs and installation of culvers will be sent out to bid and reviewed by the Board at the August meeting. Director Simons has clearly marked all areas of concern with paint to aid contractors with their bids.

5. District Contract for Road Work & Contractor Performance Evaluation

As with any legal document, the contract which the District utilizes for road work should be reviewed and modified, on a case by case basis. Certain items can be added to the overall process to strengthen the protection to the District. At the June meeting the Board made several comments and suggestions. Staff had requested that the Board and any interested members of the community submit their comments and/or suggestions for

consideration in writing. The following items will be carried to the August meeting so that these items can be incorporated into a final draft for Board review and consideration. Invitation to Bid, Instruction to Bidders, Proposal, Notice of Award, Contract Agreement, Notice to proceed, Notice of Completion and contractor/Project evaluation.

The Board has directed Staff to return to the August meeting with a final draft for Board review and consideration.

6. CSDA Proposed Bylaws Amendments

CSDA is a non-profit association that helps to ensure the continued existence of local independent special districts. The CSDA Board of Directors has approved the attached recommended changes to its' Bylaws. The District is a member of CSDA and therefore entitled as a voting member to consider the attached recommended changes. A full version of the current CSDA bylaws can be found online at [www.csda.net/bylaws](http://www.csda.net/bylaws).

Director Turner made a motion to adopt the proposed CSDA bylaws amendments and direct Manager Lepore to submit and forward completed ballot on or before the July 29<sup>th</sup> deadline. Director Simons seconded the motion and passed by unanimous vote.

7. CSDA 2011 Elections

As a member of CSDA, the Ground Squirrel Hollow Board of directors may select (1) candidate to fill the CSDA Board of Directors, Region 4, Seat 3.

Four individuals have been nominated for the seat. The Board held a discussion and review of each candidate.

Director Turner made a motion to cast a vote for Steve A. Perez for the CSDA Board of Directors Seat 3, in Region 4, and directed Manager Lepore to submit and forward a completed ballot on or before 5:00 p.m., Friday August 5, 2011. Director Simons seconded the motion and passed unanimously by voice vote. Director Fulmer was absent.

8. Lafco Alternate Special District Member

The commission is comprised of seven (7) Regular Members (two county, two city, two special district and one public member) and four (4) alternate Members (one county, one city, one special district and one public member), each serving four-year terms.

LAFCO has distributed a ballot to fill the position of Alternate Special District Members, to serve with a term expiring in December 2013. Four individuals have been nominated for the vacant special district position. The district may vote for one nominee.

Director Simons made a motion to nominate Brian Kreowski for the LAFCO Alternate Special district Member seat and direct Manager Lepore to complete the ballot and forward to LAFCO for processing on or before the August 12, 2011 deadline. Director

Milbury seconded the motion and passed by unanimously voice vote. Director Fulmer was absent.

**Board Discussion Items:**

Public Comments:

None

Director Comments:

Director Turner stated that two garbage trucks passed each other going different directions at an unsafe hill on Silverado. Garbage pick-up has been sloppy. On the good side there have been some good comments from the public regarding our road improvements in the last year.

**Adjournment:**

A motion was made to adjourn the meeting by Director Turner, seconded by Director Bradley and passed by unanimous voice vote. The meeting was adjourned at 8:30 p.m. The next meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday August 10, 2011 at 7:00 p.m. at the Meridian Fire Station on Branch Road in Paso Robles, California.

Respectfully Submitted by,

Beverly Giminez, Recording Secretary