

**GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT**

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*groundsquirrelhollowcsd.org*

**MINUTES FOR MAY 9, 2012 BOARD MEETING**

**Call to Order and Flag Salute:**

Director Simons called the meeting to order at 7:01 p.m.

**Roll Call:**

Directors Simons, Turner, Bradley and Milbury were in attendance. Director Fulmer arrived directly after start of meeting. Manager Lepore, and Secretary Giminez were also present.

**Consent Items:**

Director Turner made a motion to accept and approve the April Regular Meeting Minutes, the Treasurer’s Report, payment of the outstanding invoices and Manager Lepore’s report. Motion was seconded by Director Bradley and passed by roll call vote by Directors Fulmer, Turner, Milbury, Bradley and Simons. The following invoices were approved for payment.

Beverly Giminez	\$ 425.72	Secretarial services thru 4/30/12
Wallace Group	\$ 4693.13	Professional Services thru 3/31/12
Board Stipends	\$ 500.00	BOD Meeting 4/11/12
Shipsey & Seitz	\$ 200.00	Attorney Fees thru 3/31/12 Inv. #105320

**Public Comments on Agenda:**

None

**Board Action on Agenda Items:**

1. 5005 White Tail Place

Troy Schneidewind (Palomar Homes Project Superintendent) was present. Mr. Weaver (property owner) was not present. This report is a carry-over item from the Wednesday, March 14, March 21 and April 11<sup>th</sup> Board Meetings. During those meetings, Ground Squirrel Hollow Community Services District Board of Directors reviewed the status of recent road improvements leading to property at 5005 White Tail Place and provided a proposed acceptable alternative to address existing District concerns relating to final acceptance of said work. Since the April meeting, correspondence has been received from Palomar Homes indicating that they have been instructed by Mr. Weaver, property owner at 5005 White Tail Place, to complete the repairs as proposed.

On Friday, April 27, 2012, District Inspector met with Troy Schneidewind (Palomar Homes Project Superintendent), Tim Roberts, PE (Project Engineer of Record), and

Jeremy Santoro (Santoro Excavating) to address road construction deficiencies noted on White Tail Place at the Weaver Project). A memorandum outlining this meeting provides a summary as to the expectations and understanding for final repairs to be made to White Tail Place was distributed to all District Board Members, Property Owner (Mr. Weaver), Palomar Homes and Roberts Engineering on April 30<sup>th</sup>, with a request for comments or concerns to be brought to Manager Lepore's attention immediately. No comments were received from any party that questioned the final proposed repair work.

Repair work began on Monday, April 30<sup>th</sup>, and final inspection of the improvement/repair work was completed on Friday, May 4, 2012. At that time, it was noted that all conditions for approval were met, including an additional rip rap catch basin at the edge of District property to prevent erosion off site. It was noted that all work was completed in a professional manner.

A motion was made by Director Bradley to Adopt Resolution No. 2012-01 to accept the easterly portion of White Tail Place road improvements into the District's road maintenance program. Motion was seconded by Director Simons and passed by roll call vote by Directors Fulmer, Turner, Milbury, Bradley and Simons.

#### PUBLIC COMMENT ON 5005 WHITE TAIL PLACE

None

#### 2. Forked Horn Project

Ms. Sue Williams has approached the Board regarding a possible project on Forked Horn funded specifically by the residents along that portion of roadway.

Ms. Sue Williams has reported that a meeting was held on Sunday, May 6<sup>th</sup> to further outline the history of the project and the progress made so far to contact homeowners to determine their willingness to contribute toward the double chip seal of Forked Horn Place. The group discussed an appropriate name and determined that the committee would be called the FHP Paving officers and by-laws. The following were elected to hold these positions:

President:	Alan Duckworth
Treasurer:	Sue Williams
Recording Secretary:	Janie Marlborough
Board Member:	Geoff Betzing

The committee agreed to establish an interest-free saving account with two authorized signers who will be the President and the Board Member. The account will be opened at Mission Community Bank, Atascadero branch and will use the Secretary's P.O. Box and SSN.

The Committee understands that the FHP Paving Project is a separate entity from the GSHCSD. The GSHCSD is obligated to maintain the road once it is Chip sealed.

The estimated amount per homeowner to complete the project discussed would be about \$1000 per property.

The GSHCSD Board members clearly told Ms. Williams that the District could not be involved in, nor could they co-mingle funds for the project. All collections of funds will be done by the FHP Paving Project.

The Board also advised Ms. Williams to correct the wording for the project. The actual name for the type of work to be performed is called a “double chip seal” and not a “paving” project. The Board suggested that they make the difference clear to the homeowners of Forked Horn.

Any necessary encroachment permit fees apply to any homeowners seeking their personal driveway to be paved or seal coated. Each property must be inspected and have separate encroachment permits. All Board and County guidelines will be followed.

3. Permit Status Report

There are currently eleven (11) active permits, five (5) permits on hold and sixty (60) final permits. There was one final issued during the month of April, the ATT encroachment Permit. There were several on-going inspections and coordination of White Tail Place improvements.

**Status of On-Going Permits**

**APN 015-292-072 – 5005 White Tail Place**

On the agenda for discussion at tonight meeting.

4. Annual Road Evaluations

There were no road evaluations performed in the Month of May Prior to this meeting.

5. Bid Proposal Review

At the April regular meeting, staff was directed to prepare and distribute a request for proposal (RFP) based on the findings and work completed by the District Road Evaluation teams, and Work Order prepared by Director Simons. This RFP included repair work on Playdoe from Ground Squirrel Hollow to Maverick and Maverick from Playdoe to White Tail. The RFP was prepared and mailed to the recipients on the District’s Bidders List on April 20, 2012. The proposals were due by 2:00 PM, May 4, 2012.

There were three bids received: Mitch Frederick Sealcoating and Paving, Michael Frederick Paving Corp. and Ole Viborg. A response was also received from Dave Spurr Excavating and A-Jay Excavating indicating a no-bid, but requesting to remain on the district’s bidder list.

The District must notify the successful bidder in writing within 14 days, or by May 18<sup>th</sup> 2012.

The Bid Proposals: Playdoe from GSH to Maverick, Maverick from Playdoe to White Tail (see below):

Mitch Frederick: \$43,750.00  
Michael Frederick: \$47,500.00  
Viborg Sand & Gravel: \$40,936.00

Bid Proposals for additional 25 tons of 3/8 A/C:

Mitch Frederick: \$2,900.00  
Michael Frederick: \$2,950.00  
Viborg Sand & Gravel: \$2,870.00

A Motion was made by Director Simmons to award contracts for road work to be performed at Playdoe from GSH to Maverick and Maverick from Playdoe to White Tail to Viborg Sand and Gravel. This contract will also include the additional 25 tons of 3/8 A/C. The Motion was seconded by Director Milbury. All in favor, motion carried.

The Board has directed staff to assign Aaron Yonker to oversee job performance at specific points of job to measure accuracy of materials used.

6. Fiscal Year 2012-13 Preliminary Budget

Director Turner presented the preliminary budget for fiscal year 2012-13.

A motion was made by Director Simons to approve the Fiscal Year 2012-13 Preliminary Budget and directed staff to publish a notice to adopt the Final Budget in June, in the Paso Robles Press. Motion was seconded by Director Bradley and passed by roll call vote by Directors Fulmer, Turner, Milbury, Bradley and Simons.

7. Fiscal Year 2012-13 Tax Roll

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 rate of FY 2011-12 was approved at \$274.72. The number of parcels assessed last year was 528 for a total amount of \$145,052.16.

Annual assessments are currently the only source of revenue to maintain roads with the District. If the Board chooses to adopt the proposed increase of 2% for Fiscal Year 2012-13, the result would be an increase of \$5.48 per parcel, for a total annual assessment of \$280.20. If the number of parcels remains unchanged from last year, the total revenue would be \$147,945.60, for an increase in annual revenue of \$2,893.44.

As provided under state law, our District relied on our County Auditor-Controller's office to annually facilitate requisite parcel identification and assessment amounts for placement on the property tax roll for collection by our County Tax Collector and finally, dispersed to GSHCSD by the Auditor-Controller's office.

A motion was made by Director Turner to adopt Resolution 2012-02 to initiate an assessment of \$280.20 per parcel and to direct Staff to perform tax roll preparations for Fiscal year 2012-13. Motion was seconded by Director Simons and passed by roll call vote by Directors Fulmer, Turner, Milbury, Bradley and Simons.

**Board Discussion Items:**

**Public Comments:**

“Chip seal” was used on Reindeer and if anyone is curious how it looks they should refer to Reindeer for an example. It is a layer of oil than chip, very durable. “Paving” is asphalt and it is much more expensive. “Forked Horn Paving Project” should be changed to “Chip Seal Project” in order to not mislead the homeowner’s expectations. It was also mentioned that a letter be sent to a homeowner on GSH to control the erosion on owner property that causes mud to accumulate onto GSH.

**Director Comments:**

Director Fulmer reported that a pole on GSH was hit by a truck. She than observed a split in the pole from top to bottom. It is suggested that PG&E evaluate, remove and replace the pole back from the road within the easement line.

**Adjournment:**

A motion was made to adjourn the regular meeting by Director Turner, seconded by Director Milbury and passed by unanimous voice vote. The meeting was adjourned at 8:29 p.m. The next regular meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday June 13, 2012 at 7:00 p.m. at the Meridian Fire Station on Branch Road in Paso Robles, California.

Respectfully Submitted by,

Beverly Giminez, Recording Secretary