

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

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MINUTES FOR JUNE 13, 2012 BOARD MEETING

Call to Order and Flag Salute:

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

Roll Call:

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

Consent Items:

Director Turner made a motion to accept and approve the May 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	\$ 425.73	Secretarial services thru 5/31/12
Wallace Group	\$ 3430.01	Professional Services thru 4/30/12 Inv. #33464
Board Stipends	\$ 500.00	BOD Meeting 5/9/12
Shipsey & Seitz	\$ 744.00	Attorney Fees thru 4/30/12 Inv. #105411
SDRMA	\$ 3973.28	Property/Liability Ins. For 2012/13
Paso Robles Press	\$ 72.10	Publication FY 12/13 Budget
Viborg	\$43,806.00	Road Work Performed

Manager Lepore reported that a letter of resignation from Wallace Group was presented to the Board. Wallace Group will be stepping down as of July 31, 2012. The Board will have to find a replacement for the General Managers position. It is possible that Wallace Group may provide engineering services on an as needed basis. Manager Lepore will provide a job description to help explain to new applicants what will be required if they were hired.

John D’Ornellas attended the meeting and introduced himself to the Board with some interest in filling the General Manager position. Mr. D’Ornellas is currently the General Manager for Heritage Ranch Community Services District.

Director Fulmer received a phone call from the Moon Valley Community with some interest of joining our Community Services District.

Public Comments on Agenda:

Mr. Steve Bayus reported that he personally invited our newly elected 5th District Supervisor Ms. Debbie Arnold to our next meeting. He reported that she planned to attend the meeting. He suggested that it would be a good time to discuss the exit roads for the new housing community that will be built on the outskirts of our District that will be using our roads for access.

Board Action on Agenda Items:

1. 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 did not attend this meeting. It was reported by Manager Lepore that there was no further update on the project at this time.

2. Permit Status Report

There are currently ten (10) active permits, five (5) permits on hold and sixty one (61) final permits. There was one final issued during the month of May, APN 015-292-072, 5005 White Tail Place.

The property owner at 5080 White Tail Place would like to bring in a small double wide modular for a 2nd home on the property and is requesting a permit fee waiver. The Board has directed Staff to send a plan set guide to the property owner. Staff will also check the existing width of road.

3. Play Doe/Maverick Chip Seal Job

The recent road work completed by Viborg Sand & Gravel has generated some discussion as to the extent of roadwork performed. Comments have been received from the public regarding this work and have been presented for the Board's review.

After a lengthy discussion of all reported concerns the Board decided to sweep the newly chip sealed roads in about a month and then review the subject at the next regular meeting.

A Motion was made by Director Turner to contract a sweeper to sweep the new chip seal at Play Doe and Maverick, this work is not to exceed \$2,000.00. The motion was seconded by Director Bradley and passed unanimously by voice vote.

Director Simons noted that our Community Services District does not have the funding to make the roads perfect and that our roads have improved tremendously in the last few years.

4. Contractor Evaluation

In August of 2011, the Board approved the Contractor Evaluation Form, and directed Staff to coordinate evaluations after District roadwork has been completed.

Contractor Evaluation Forms were distributed to the Board on June 4, 2012 in order to evaluate the recent road work performed on Play Doe from GSH to Maverick and Maverick from Play Doe to White Tail. Manager Lepore has asked that each Director complete the Evaluation Form based upon their individual observations to the recent work completed by Viborg. An overall average will be provided by Staff that will provide ranking criteria for the contractor.

There was concern from District owners that there was no notice given that the road work would be performed. It was requested that notice be given via e-mail, website or signage prior to the start of work. District Contracts require contractors to post a notice 7 days prior to start of work. This was not done prior to contracted work done by Viborg. The job evaluation will contain this concern.

5. Annual Road Evaluation

There were no road evaluations done in the month of May.

At the last regular meeting the Board reviewed Bids received from RFP's issued in April. Issued contract to Viborg Sand & Gravel for road repairs as follows:

Playdoe from GSH to Maverick, Maverick from Playdoe to White Tail \$43,806.00
Notice of award issued to Viborg Sand & Gravel on 5/9/12
Notice to proceed issued to Viborg Sand & Gravel on 5/16/12
Work completed by Viborg Sand & Gravel on 5/31/12.

It was discussed that Director Simons would evaluate some areas of Forked Horn, Morning Star, GSH and prepare work orders as needed.

A Motion was made by Director Simons to have Director Simons prepare work orders with necessary direction for staff to send RFP's out to bid. The Motion was seconded by Director Bradley and passed by unanimous voice vote.

6. Fiscal Year 2012-13 Final Budget

This item provides for a public hearing, discussion and adoption of the Fiscal Year 2013-13 Budget.

The Board approved the preliminary budget for Fiscal Year 2012-13 at the May 9, 2012 regular meeting. At that time, Secretary Giminez was authorized to publish the notice for a public hearing for the proposed final budget. This notice was printed in the Paso Robles Press on May 18, 2012.

The Board Opened comment for the Final Budget, Fiscal Year 2012-13 at 8:05 p.m.
There was no Board comment at this time.

A Motion was made by Director Turner to approve Resolution No 2012-13, adopting the fiscal Year 2012-13 Budget. The motion was seconded by Director Bradley and passed unanimously by roll Call Vote.

Public Comment

None

7. Fiscal Year 2012-13 Tax Roll

This item serves to conduct a public hearing for, and to confirm, 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 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.

Wallace Group is performing the following services:

1. Acquire updated information from the County Assessor's Office for all parcels within the CSD service area.
2. Update the CSD data base to reflect current assessor information including any necessary research for lot splits, mergers, etc.
3. Pending Board approval, assign an amount due to \$280.20 for each parcel (2% increase).
4. Forward Special Assessments Listings to the County Auditor-Controller with account codes in the required amount.
5. Coordinate and respond to questions or requests for information from the County Auditor-Controller's office.

At the July Board meeting, the board will receive a list of parcels and assessment amounts to be submitted to the Auditor along with an updated mailing database. At that time, a public hearing will be scheduled and the Board will adopt the final Fiscal year 2012-13 Tax roll.

There were no Board comments.

Public Comments

None

A motion was made by Director Turner to adopt Resolution 2012-04. The motion was seconded by Director Simons and passed unanimously by roll call vote.

8. SLO County General Elections

The Districts biennial election will be held on Tuesday, November 6, 2012.

Pursuant to California Elections Code Section 1303(b), the Districts biennial election will be held on Tuesday, November 6, 2012. Ground Squirrel Hollow CSD currently has three Full Term positions up for election – Directors Bradley, Milbury and Simons. These terms begin 12/7/12 and continue through 12/2/16. In connection with this election, there are items that must be acted upon by the Board of Directors and submitted to the County Clerk-Recorder’s office as follows:

- a. Notice to County elections Office – Elective Offices to be Filed (Due July 5, 2012)
- b. Current map of District’s boundaries (Due July 5, 2012)
- c. Resolution by the Board of Directors requesting consolidation with the November 6, 2012 Consolidated General Election. (Due July 16, 2012)

The Candidate-filing period opens July 16, 2012 and closes at 5:00 pm on August 10, 2012.

EXCEPTION: If any one of the incumbents has not filed by the deadline, the filing period is extended to 5:00 pm, August 15, 2012 for anyone other than the incumbents.

Director Bradley has informed the Board that she will not file for her seat in the new term. This seat will be available to anyone who is interested.

A motion was made by Director Turner to authorize President Fulmer to execute the Notice to County of Elections Official, and approve Resolution No. 2012-05 requesting consolidation with the November 6, 2012 Consolidated General Election. The Motion was seconded by Director Milbury and passed unanimously by roll call vote.

Public Comment

None

Director Comments:

None

Adjournment:

A motion was made to adjourn the regular meeting by Director Bradley, seconded by Director Simons and passed by unanimous voice vote. The meeting was adjourned at 8:20 p.m. The next regular meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday July 11, 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