

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

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MINUTES FOR MARCH 13, 2013 BOARD MEETING

Call to Order and Flag Salute:

Director Simons called the regular meeting to order at 7:00 p.m.

Roll Call:

Directors Simons, Turner, Milbury, and Dougherty were in attendance. Manager D’Ornellas and Secretary Giminez were also present. Director Fulmer was absent.

Public Comment

None

Consent Items:

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

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|-----------------|-------------|--|
| Beverly Giminez | \$ 454.80 | Secretarial services thru 2/28/13 Inv. #23 |
| John D’Ornellas | \$ 1,073.45 | Gen Mgr. Consulting for February |
| Board Stipends | \$ 500.00 | BOD Meeting 2/13/13 |

General Manager Report

Manager D'Ornellas received an angry call from a realtor that said someone had vandalized her real estate signs that were placed around the mail box area and that "someone" had called her and told her that real estate signs cannot be place at that site. She was informed that the County does have a sign ordinance.

Generally, there are no off-site signs allowed. Small real estate signs are exempt as long as they follow the county ordinance. Temporary "for sale signs" indicating the property on which the sign is located is for sale, rent or lease. Only one sign is permitted to face each street adjacent to property. Signs may be a maximum of four square feet or less in residential categories and 32 square feet or less in nonresidential categories.

Model homes are allowed temporary signs, banners and decorations attracting attention to a model home and sales office within a new subdivision, provided that the aggregate area of each sign shall not exceed 32 square feet.

A temporary sign or banner may be displayed for an "Open House".

It was stated by a resident that at one time in the past the County pulled all realtor signs and sent a notice to the realtors that placed those signs.

Manager D'Ornellas also received a call from a resident of a nearby community that is unhappy about their road association and was asking about how a CSD operates. He was provided basic operational information on GSHCSD including the code of ordinances and brief background information on the Forked Horn Place Chip Seal Project Association.

Correspondence Received

It was reported by Director Turner that the Special Districts annual insurance will not increase in premium.

Discussion Items:

1. **Permit Fee Waiver:**

The District requires new construction projects to pay a \$1500 Developer Fee to offset costs to District (such as plan check & approval, inspections, administration, etc) associated with potential impacts on District maintained roads and drainages due to the construction of new improvements whether or not there are existing improvements on the property. \$250 of this fee is non-refundable, with the remaining fee used to offset our costs.

Mr. Paul Kanton of 5070 Stagg Hill has requested a fee waiver for his new project. Mr. Kanton is building a barn on his existing property and is going through the SLO County permit process. Mr. Kanton did receive an encroachment permit from us and paid \$360 in fees in 2010. Mr. Kanton indicated the new barn will be a pre-assembled metal barn structure that will be erected on site, will use the existing driveway, and not have any impact to the roads.

The District road inspector, Kyle Carnes, met with Mr. Kanton on March 8th to review his plans and walk the job site. The inspector believes the barn project will not have an impact to the roads. All materials will be delivered on a small truck and offloaded on the property.

Mr. Kanton has signed the fee Waiver Agreement. This agreement is required to protect the district in the event that actual improvements do, in fact, result in damage to District maintained roads and drainage (as determined solely by the District) irrespective of the original county building permit, in which case, the property owner will be held responsible for all requirements and costs set forth in the District's Developers Guide.

It was discussed by the Board that the inspection fee paid out by the Board comes at a fee of \$150.00. Manager D'Ornellas suggested that the "Fee Waiver Agreement" be changed to include a mandatory \$150 inspection fee should the Board choose to accept any future waiver agreements or some level of cost recovery to insure the District is paid its cost to process fee waivers. This would eliminate future precedence to future requestors. The Board directed Manager D'Ornellas to prepare revisions to the fee waiver process and bring changes back to the Board.

A motion was made by Director Simons to accept the Fee Waiver Agreement for 5070 Stagg Hill. The motion was seconded by Director Milbury and passed by roll call vote as follows: Director Turner-opposed, Director Dougherty-yea, Director Milbury-yea and Director Simons-yea.

2. **2013 Chip Seal Project:**

The Manager met with Director Simons and our road engineer/inspector, Rob and Kyle Carnes, to discuss the upcoming chip seal project. Prancing Deer, Stag Hill and Portions of White Tail have been designated for chip seal this year. the purpose of the meeting was to view the roads and discuss bidding practices. There has been Board discussion about making the bid process more specific to insure we get the road project done correctly. This can be achieved by raising our level of written specifications for the work and a more detailed contract. Since the inception of the District in 2005, approximately 88% of all road work has gone to two companies. And the District has been unhappy with some work of one of these companies.

Manager D'Ornellas said that currently bids are sent to a list of contractors and the contract must be given to the lowest bidder. He indicated the Board has sent bid requests to the current list of contractors but should open up the bids public by publishing the bid request. Publication has not been used by this CSD.

It was discussed by the Board that the timing of the chip seal application may be better scheduled at the end of summer or end of spring. Chip seal oil gets hot and early summer and fall will provide a more adequate temperature for curing without the interference of rain.

A draft new contract and scope of work for upcoming chip seal job will be presented at a future meeting.

3. Permit Status Report:

There are currently five (5) active permits, six (6) permits on hold and one (0) permits were finalized last month.

4. Annual Road Evaluations:

It is the practice of the Board to form teams who annually conduct field surveys of the entire road system, including culverts and drainage ways within the CSD service area, followed by discussion and prioritization of repairs and/or improvements based on available funds.

A list of priority road projects can be developed. Staff has begun to work on the chip sealing bid process. The first installment of the 2012/13 road assessments have been collected. The second installment will be paid in April.

Road evaluations will be performed in the next couple of months. This will allow the Board to decide which base roads will need touch ups. It was discussed that the end of Stag Hill 300 to 400 Ft, Prancing Deer extend to end, White Tail 300-600 ft. and Stag Hill finish 400 ft. may be considered in the upcoming chip seal project. These projects will be considered at the future Board meetings.

A Motion was made by Director Turner to purchase a carsonite driver. The motion was seconded by Director Simons and passed unanimously.

Directors/Managers Comments

Director Simons will be installing carsonites in the next few weeks. It was stated by Director Turner that kids were pulling up carsonites and using them to play with.

Adjournment:

A motion was made to adjourn the regular meeting by Director Simons, seconded by Director Dougherty 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 April 10, 2013 at 7:00 p.m. at the Meridian Fire Station on Branch Road in Paso Robles, California.

Respectfully Submitted by,

Beverly Giminez, Recording Secretary