

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

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groundsquirrelhollowcsd.org

MINUTES FOR JUNE 12, 2013 BOARD MEETING

Call to Order and Flag Salute:

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

Roll Call:

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

Public Comment

Mrs. Elaine Hagen from the organization PRO Water Equity, Inc. gave a brief introduction and explanation of what her organization represents. PRO Water Equity, Inc. will give a presentation at the next regular meeting on July 10, 2013 at 7:00 p.m. at the Meridian Fire Station on Branch Road in Paso Robles, California. More information is available at www.prowaterequity.org or any questions can be e-mailed to saveourwells@att.net.

A District resident mentioned that there is a lot of misinformation being published regarding the Water Situation in the County.

It was mentioned by Ms. Sue Williams that the "Forked Horn Place Chip Seal Project" is slowly collecting funds. There has been a new news letter published. An "Exempt Determination Letter" was received from the Franchise Tax Board which makes the project legally tax exempt.

Mrs. Hagen has volunteered her husband to fix the downed bulletin board at the end of Silverado if he can get some help from a Board member or another District resident.

Consent Items:

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

Beverly Giminez	\$ 492.85	Secretarial services thru 5/31/13 Inv. #25
John D’Ornellas	\$ 916.27	Gen Mgr. Consulting for May
Board Stipends	\$ 400.00	BOD Meeting 5/10/13
SDRMA	\$ 3783.14	Property/Liability ins. 2013/14
Scott Simons	\$ 29.14	Lowe's/Marker paint for road

General Manager Report

The GM worked on the chip seal bid packet and specification in an effort to reach more qualified contractors for the work. Historically, 88% of all Ground Squirrel Hollow CSD road work has been done by two companies.

The GM also work with Chris Giminez of Cyber Scriber to add a bulletin board with current news section to our website. A new bulletin board is being established that will have two sections. On section will allow the CSD to post current news and events on projects or any other items that we have and the other section will be used by other agencies or people.

Manager D'Ornellas will have several weeks off over the next several months that will impact the normal Friday Board packet publishing day. For the July, August and September meeting, Board packets will not be available until the Sunday/Monday before the meeting date. Agendas for these meeting will be published on time. The meeting dates can always be moved to later in the month or cancelled all together. Only one meeting per quarter is required for a CSD.

Correspondence Received

The Board received an Email from a resident on Forked Horn Place. She claimed that our garbage trucks were speeding down the road. It was explained to the resident that the trucks were from a garbage service that was not associated with the CSD. It was suggested that she call the garbage service to make a complaint. Manager D'Ornellas sent a note to the garbage company regarding the speeding truck.

Sue Williams noted that the ruts on Forked Horn Place were very bad. The CSD is waiting for bids to come in to determine the amount available funding to patch DG roads.

Director Simons noted that there was a change of driveway at 5355 Play Doe. This type of work must have an encroachment permit. Manager D'Ornellas will send a letter to the resident/owner stating that an encroachment permit is needed before any further work is performed.

Discussion Items:

1. **Permit Fee Policy for Small/No impact projects:**

The District has two basic fees that we collect when a project triggers a SLO County planning/building permit.

Developer Fees: Any new development or upgrade within the District boundaries that requires a County Building Permit will be required to submit a deposit of \$1,500 for each project to the District. This deposit provides reimbursement of the district expenses, with \$250 being non-refundable to offset administrative and processing costs and \$1,250 being a deposit toward engineering, inspection and testing costs, as well as any final repairs that need to be completed on projects of a minor nature with road rights of ways such as driveway connections and related drainage.

When actual costs exceed the deposit, payment shall be required in full before a Letter of Acceptance is issued to the County. When costs are less than this deposit, a refund is

made to the applicant. For larger projects, costs will be billed under a checking and inspection agreement as set forth in the district code and as determined by the District.

Encroachment Fees: An Encroachment Permit and payment of fees is required for work done within road rights of ways including such things as utility work. There are several encroachment permit fees including, \$306 for utility, \$537 for blanket utility, \$360 for Driveway, \$125 for curb, gutter and sidewalks and a \$109 permit appeal fee.

A fee waiver form was revised to provide language to recover District costs associated with processing these requests. Depending on the specifics of the waiver requests these costs can run from nothing to a few hundred dollars. The proposed revision of the permit fee waiver will now recover costs associated with any engineering review or administrative time to process the request.

After a brief discussion of the Board it was determined that some minor changes to the "AGREEMENT FOR REDUCTION IN DEVELOPER FEE FOR SMALL PROJECTS" would be accepted.

A motion to approve the "AGREEMENT FOR REDUCTION IN DEVELOPER FEE FOR SMALL PROJECTS" with recommended amendments was made by Director Simons and seconded by Director Turner and passed unanimously.

2. Fiscal Year 2013-14 Tax Roll:

Upon formation of the district in 2004, an assessment of \$240 was established for each parcel with the District service area. Under enabling state code, a 2% increase can, and has been, applied annually. At the May 8, 2013 meeting your Board initiated the process to increase the annual assessment by the 2%. Your Board adopted a proposed increase of 2% for Fiscal year 2013-14, resulting in an increase of \$5.60 per parcel, for a total annual assessment of \$285.80. If the number of parcels remains unchanged from last year, the total revenue would be \$150,902.40, for an increase in annual revenue of \$2,956.80. Annual assessment are currently the only source of revenue to maintain roads within the district.

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

The process for approving the annual assessments is addressed at three consecutive Board meetings in order to provide ample opportunity for consideration and public comment. Three resolutions are invoked to initiate, confirm and establish the assessment with public hearings held at the latter two.

Public Hearing on increase was opened. There was no disagreement on increase. Public hearing closed.

If Authorized, staff will perform the following tasks to implement the assessment:

*Acquire updated information from the county Assessor's Office for all parcels within the CSD service area.

*Update the CSD data base to reflect current assessor information including any necessary research for lot splits, mergers, etc.

*Pending Board approval, assign an amount due of \$285.80 for each parcel (a 2% increase).

*Forward Special Assessments Listings to the County Auditor-Controller with account codes in the required amount.

*Coordinate and respond to questions or requests for information from the County auditor-controller's office.

The Final special district assessment listings must be submitted to the auditor-Controller's office by July 19, 2013.

3. Fiscal Year 2013/14 Preliminary Budget:

Director Turner has prepared and will present the proposed Preliminary budget for fiscal Year 2013/14.

Director Turner reported that the GM and LAFCO budget was reduced leaving an approximate total of \$106K for the roads this year.

A motion to adopt the preliminary budget was made by Director Simons and seconded by Director Dougherty and past by unanimous voice vote.

The Board has directed secretary Giminez to publish the "Publication of Notice of Public Hearing" in the Paso Robles Press. The Notice and the proposed budget will also be posted onto the GSHCSD website at www.groundsquirrelhollowcsd.org.

4. Whitetail, Prancing Deer, Stag Hill Chip Seal Work/Bid Process:

Director Simons has put together a description of the roads proposed for chip sealing this year. The roads include:

1. White Tail Place from Maverick to the base section (1,400 feet x 16 feet).
2. Prancing deer from Ground Squirrel Hollow to 5714 Prancing Deer.
3. Stag Hill from Maverick to 5030 Stag Hill (2,335 feet x 18 feet) and the base section from 5030 Stag Hill to the end of road (252 feet x 18 feet).

A scope of work has also been prepared using the 2012 chip seal specification and we received comments and additions from the district engineer.

A bid packet and proposed contract have been prepared. Both of these documents have not changed much from what the district has used in the recent past for projects.

The District has not historically followed a formal bid process because the bidders are allowed to fax or email in their bids rather than requiring all submitted bids be delivered in a sealed envelope. By allowing fax or email, the project price of other bidders is known before the final due date of bids.

All public works projects over \$1,000 require prevailing wage be paid to the contractor and the bid process should have prevailing wage provisions. The District's contracts historically have a prevailing wage requirement but it is crossed out before contract award and prevailing wage is not required.

The District's contracts historically have a Faithful Performance Bond requirement but like prevailing wage, it is crossed out before contract award and a Faithful Performance Bond has not been required. This can be confusing to bidders because faithful performance bonds increase the cost of a project.

After Board discussion of bid packet and proposed contract it was determined that a few small changes would be made. Some of these changes include removing the prevailing wage and Faithful Performance Bond from the contract. The Board also agreed to remove the sweeping requirement after a chip seal job. It was also decided to leave the bid process as is because it worked well in the past for the District. RFP should include a requirement that all material tickets be presented to Director Turner prior to payment.

The Board will hire a sweeper and get a follow up bid to fog seal any new Chip Seal work.

It was suggested that work should not be performed on a Wednesday because of trash pickup.

A motion was made by Director Turner to direct Manager D'Ornellas to publish the bids and seconded by Director Dougherty and passed by unanimous voice vote.

The proposed timeline for work to be performed is as follows:

July 10th Board approval of publishing bids.

July 15 through 29th mandatory job walk with contractors.

Bids due Monday, August 12th.

August 14th Board awards project to lowest responsive bidder.

August 15, 16 sign contract, collect insurance, issue Notice to Proceed.

August 19th through October 19th Project must begin with 30 days of Notice to process and must be completed within 60 days of Notice to Proceed.

The above timeline could be moved up one month if the Board chooses to do so.

5. Permit Status Report:

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

There was no permit work completed in May 2013.

6. Annual Road Evaluations:

7. 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.

There are currently no road evaluations to report. The Chip seal projects will proceed as discussed earlier in this meeting. When Chip seal projects are complete the Board will evaluate the base roads for work to be performed as long as funding is available.

Directors/Managers Comments

None

Adjournment:

A motion was made to adjourn the regular meeting by Director Turner, seconded by Director Dougherty and passed by unanimous voice vote. The meeting was adjourned at 8:48 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 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