

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

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MINUTES FOR JULY 10, 2013 BOARD MEETING

Call to Order and Flag Salute:

Director Fulmer called the regular meeting to order at 7:30 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

It was asked by a concerned District resident if something could be done about people driving too fast on District roads. It was suggested that speed bumps be installed on GSH road. Director Turner has talked to the Sheriff’s department and the CHP in the past and there is nothing they will do to enforce the speed. It was also discussed that speed bumps would not slow down speeders.

Consent Items

Director Simons made a motion to accept and approve the June 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	\$ 567.60	Secretarial services thru 6/30/13 Inv. #26
John D’Ornellas	\$ 1344.23	Gen Mgr. Consulting for June
Board Stipends	\$ 400.00	BOD Meeting 6/12/13
Cyber Scriber	\$ 42.00	Invoice #4575
County of San Luis Obispo	\$ 508.10	LAFCO Budget allocations for 2013/14

General Manager Report

Most of the month of June was spent working to update the bid process and making changes to the contract for the chip seal project. This work helps to streamline the bid process. The chip seal project bid packet and contract was emailed to prospective bidders saving cost and time in mailing hard copies.

Last winter your Board discussed starting a dialogue with our County supervisor, Debbie Arnold, regarding activating the District's solid waste powers. The idea is to take the current solid waste powers away from the county and begin to administer the solid waste contracts as an active power of the GSHCSD. Our County Supervisor's approval is a necessity in this process but it will help and just makes good sense to keep her informed or what we are proposing. By administering solid waste for the community under a contract with the hauler, we will retain all the franchise fees that are now being paid to the County Auditor-Controller.

There are two ways we can start a dialogue with our County Supervisor regarding solid waste. The first is by inviting her to one of our monthly meetings and agendaize the item for discussion. Or the other method is to schedule a meeting with our Supervisor and go to her office to discuss the issue of GSHCSD performing solid waste services. This meeting would be attended by one or two Directors and the General Manager.

An election is not necessary to activate the District's solid waste powers. The current service would stay the same. The new contract could force service to everyone within the District.

The Board is interested in moving forward with this issue. The issue will be agendaized for a future meeting.

Correspondence Received

Director Turner reported that the Insurance Certificate has been received. The Board received an e-mail from a resident regarding cars parked at the end of Silverado. This caused a road block when people pulled onto Silverado to check their mail. Director Turner spoke with the resident and the problem has been resolved.

Public Hearings

A. 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, (529) the total revenue would be \$151,188.20, for an increase in annual revenue of \$2,962.40. Annual assessments are currently the only source of revenue to maintain roads within the District.

This meeting serves as the last hearing for the Fiscal Year 2013-14 tax roll. The approval of the Board will establish the resolution.

A motion was made by Director Turner to approve the adoption of Establishing Resolution No. 2013-03 for Fiscal Year 2013-14 Tax roll. The motion was seconded by Director Simons and past by roll call vote.

Director Dougherty - Yea
Director Turner - Yea
Director Simons - Yea
Director Fulmer - Yea
Director Milbury was absent

B. Fiscal Year 2013-14 Final Budget:

Your Board approved the Preliminary Budget for Fiscal Year 2013-14 at the June 12, 2013 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 June 21, 2013.

There have been no comments from the public regarding the budget as of the writing of this memo.

Director Turner presented the Final budget and any proposed changes from the Preliminary Budget. There were only minor changes made to the budget. The bulk of the budget is dedicated to Road improvements.

A motion was made by Director Turner to approve Resolution 2013-4 adopting the Fiscal Year 2013-14 Budget. The motion was seconded by Director Dougherty and passed by roll call vote.

Director Dougherty - Yea
Director Fulmer - Yea
Director Turner - Yea
Director Simons - Yea
Director Milbury was absent

Public hearing was closed.

Discussion Items:

1. Whitetail, Prancing Deer, Stagg Hill chip Seal Work/Bid Submittals:

The Board directed staff to advertise for bids on the chip seal project at the June 12th meeting. Your Board indicated that time was of the essence and the project should be completed during the warm summer months to gain the best chip seal project.

Director Simons performed a survey of the proposed roads for chip sealing and jointly prepared the specification with staff. The work includes the following locations:

- A. White Tail Place from Maverick to base section
- B. Prancing Deer from Ground Squirrel Hollow to 5714 Prancing Deer.
- C. Stagg Hill from Maverick to 5030 Stagg Hill. Base section from 5030 Stagg Hill to end of the road.

A request for Proposal/Invitation to Bid was published on June 14th to contractors. The Bid packet was sent to five contractors. A mandatory job conference was performed on June 24th at 3:30 p.m. Bids were due on July 8th at 2:00 p.m. There were three bid results.

Viborg Sand and Gravel, Paso Robles	\$69,247.00 total bid
Mitch Frederick, Atascadero	\$79,807.00 total bid
Michael Frederick Paving, Atascadero	\$87,162.00 total bid

After a long discussion the Board decided to award the contract to Viborg Sand and Gravel.

A motion was made by Director Simons to accept the bid of \$69,247.00 and award the contract to Viborg Sand and Gravel. The motion was seconded by Director Turner and passed by roll call vote.

Director Dougherty - Abstain
Director Fulmer - Yea
Director Simons - Yea
Director Turner - Yea

2. Permit Status Report:

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

A pre-project inspection was requested for 5538 Prancing Deer. The Developer Fee for this project was paid in 2010.

A letter was mailed to Mr. Donald Fuller of 5355 Play Doe regarding the need for an encroachment permit for driveway construction.

It was noted that the owner at 2075 is doing some minor grading which appears to be construction of a new driveway.

3. 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. This process starts in October of each year with the objective of "short listing" proposed projects by the following January - March, weather permitting. After the surveys are complete, the teams compare notes and provide a proposed work schedule based on preliminary budget estimates and the combined results of the road surveys.

A list of other priority road projects in addition to the chip sealing can now be developed with the remaining funds after completion of the chip sealing projects. The first installments of the 2013/14 road assessments will be paid in December 2013.

Directors/Managers Comments

Manager D'Ornellas regrettfully informed the Board that Director Milbury submitted his resignation. Director Milburys last day on the Board will be August 15, 2013. The Board is asking for a volunteer to fill the empty seat.

Adjournment

A motion was made to adjourn the regular meeting by Director Turner, seconded by Director Simons and passed by unanimous voice vote. The meeting was adjourned at 8:45 p.m. The next regular meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday August 14, 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