

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

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MINUTES FOR DECEMBER 11, 2013 BOARD MEETING

Call to Order and Flag Salute:

Director Fulmer called the regular meeting to order at 7:05 p.m.

Roll Call:

Directors Simons, Turner, Fulmer, Duckworth and Dougherty were in attendance. Manager D’Ornellas and Secretary Giminez were also present.

Public Comment

None

Consent Items

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

Beverly Giminez	\$ 400.00	Secretarial services thru 11/30/13 inv. #31
John D’Ornellas	\$ 963.77	Gen Mgr. Consulting for November
Board Stipends	\$ 500.00	BOD Meeting 11/13/13
CSDA	\$ 675.00	Effective Board Member Conf.
Crosby Co. CPA	\$ 3,500.00	Inv. #440

General Manager Report

Directors Fulmer, Dougherty and Duckworth signed up to attend the January 16th educational workshop in Templeton; "How to be an Effective Board Member". Your GM applied for a \$675 grant to fund this workshop through the Special District Leadership Foundation. If we are awarded the funds for January they will reimburse us our cost of attending the workshop.

Most of the month was spent preparing the application and resolution for submittal to LAFCO to activate our solid waste powers. Your GM spoke with the LAFCO executive officer and he said we can expect a two to three month process to evaluate the submittal and get it on their agenda for review by their Board. LAFCO is requiring us to hold a public hearing with notice in the newspaper at least 21 days before the hearing to adopt a resolution on intent to file the application. We will conduct this hearing in January 2014.

Your GM spoke with a director and manager of the Independence Ranch CSD. This neighboring CSD has recently entered into an agreement with the United States Department of Agriculture for their Rural Development loan program. This program provides low interest rate loans to communities for many public facility projects, including road construction/improvements. There is a formal application and engineering/bidding requirements for these loans. Annual road

assessments are used to pay back the loan but some assessment funds are retained annually for small repairs. This could be a way to get all of the roads repaired at one time.

Correspondence Received

The Board received a Christmas card from the SDRMA.

Your GM distributed CSDA handbooks to the Board members.

Discussion Items:

1. Annual Audit:

The annual audit was performed by Bob Crosby, Certified Public Accountant with assistance from Director Turner. Bob Crosby was able to provide an opinion that the District's financial statements fairly represent the financial position of the District. The State Controller's report has been filed and your GM sent the completed audit to the County Auditor-Controller as required.

Last fiscal year the district received income of \$156,760 and had expenses of \$85,323. This is an increase of \$8,870 in income and a reduction of \$62,567 in expenses from the budget amounts. The reduction in expenses was a result of timing of the major chip seal project until August 2013.

Of the \$85,323 in expenses, 56% was directly spent on road repairs and maintenance. Your GM expense has decreased by 35%.

2. Permit Status Report:

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

An active permit at 5538 Prancing Deer began construction during the month. The \$1,500 new development deposit on this project was paid some time ago.

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 can now be developed. Limited funds are still available for projects until the first installment of the 2013/14 road assessments are paid this month. A list of repairs on some base roads can be developed and scheduled pending the first rain of the season.

After Board Discussion it was determined that Director Simons would inspect DG roads and fill out RFP's to send out to bid after the first rains. Repairs on forked Horn, Prancing Deer, Morning Star, Loan Pine and Silverado would be a priority. The Board directed your GM to include specific equipment to be used on RFP's for future jobs.

Closed Session

The Board Reconvened to Open session at 8:39. The Board announced that they evaluated the performance of the GM and their consensus was that he is doing a good job managing the GSHCSD.

Directors/Managers Comments

None

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 8:40 p.m. The next regular meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday January 8, 2014 at 7:00 p.m. at the Meridian Fire Station on Branch Road in Paso Robles, California.

Respectfully Submitted by,

Beverly Giminez, Recording Secretary