

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

5915 Silverado Place
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groundsquirrelhollowcsd.org

MINUTES FOR OCTOBER 21, 2015 BOARD MEETING

Call to Order and Flag Salute:

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

Roll Call:

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

Public Comment

Director Martinson requested that the next regular meeting be canceled or postponed because it will land on Veterans Day. Mr. Anthony Kalvans from San Miguel CSD and Vice President of the North San Luis Obispo County Advisory Council attended the meeting to remind the Board of an upcoming Advisory Council meeting on December 18th.

Consent Items

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

John D’Ornellas	\$ 2,453.55	September 2015 statement
	108.16	Associated Traffic Safety- signs
	<u>100.00</u>	SLO Tax List
Total	\$ 2,661.71	
Beverly Giminez	\$ 400.00	Secretarial services thru 9/30/15 inv. #52
Board Stipends	\$ 400.00	BOD Meeting 8/31/15
Cyber Scriber	\$ 70.00	Web site update Inv. #5273
	<u>360.00</u>	Annual Server Maintenance Inv. #5281
Total	\$ 430.00	
Catherine Turner	\$ 150.00	Invoice #10 bookkeeping for Sep. 2015
	<u>168.43</u>	Office supplies/Postage
Total	\$ 318.43	
Pam Fulmer	\$ 143.86	Staples/Office Supplies
Keith V. Crowe, PE	\$ 4,225.00	Topo survey Peppertree, Forked Horn
		Invoice #20561
Keven Bennett Excavating	\$ 12,092.00	Misc. DG Road Repairs Invoice #9698

General Manager Report

A letter from the SLO County Grand Jury addressed to your GM and your Board President Pam Fulmer was received on September 29th. The letter requested the last five years of completed audits be sent to them electronically. The Grand Jury actually sent letter to all SLO County CSD's, not just GSHCSD. The Grand Jury investigates anything they want with local government. They then make recommendations to the agency on anything they feel is not right. The Grand Jury is not an enforcement agency but their recommendations must be responded to by the local agency. Your GM sent the last five years of our audits over to the Grand Jury. There are no problems with our audit reports.

Your GM received a Public Record Request for all our accounting data, in an electronic format, for everything from vendors, to the check registers of each check written. The company requesting it is some sort of government bid/purchasing records collection agency probably serving private companies selling products to government. Your GM responded to the request notifying them that we do not have electronic records of the requested records. Their request was withdrawn.

Correspondence Received

The county was planning an expansion of the fire station where we currently hold our meetings. They estimated a cost of \$588,000 for this expansion but the bids came back higher than estimated so the expansion has been canceled.

Shawn Alexander and employee of Lowe's has requested a bill to cover the damage done by their delivery truck at 5920 Silverado. As soon as the bill is submitted they will pay the balance.

Discussion Items:

1. Community Chip Seal Project Update:

At the September 9th meeting your Board approved and provided the following direction:

1. Final project newsletter for mail out to property owners in September.
2. Mail out ballot to property owners no later than October 23rd.
3. Public hearing and counting of ballots at the December 9th meeting.

Summary of the project is as follows: Chip seal all base roads using a new assessment that funds half of the construction cost and one loan. Use annual GSHCSD reserves to fund the other half of the debt and all soft costs (engineering, bidding, legal/bond, etc.).

- a. Construction cost estimate: \$1,140,400.
- b. Debt: USDA loan at 20 year, 4% rate. Annual payment of \$84,000.
- c. Assessment: \$155/year for 20 years for 274 property owners (\$42,470).
- d. GSHCSD Cost: Half of the debt \$41,530 and all soft costs.

The recent news letter generated several phone calls and emails. Many property owners were confused and thought they had already officially voted they were advised that the "vote" had not yet occurred and they received a survey to gather public opinion on the project.

Your GM is still working on the USDA pre-application phase, More information and paperwork is being requested by the USDA. It is unknown how long this process will take and what type of documentation will be needed for the final loan application.

Your GM also met with some private lenders at the recent CSDA conference regarding the GSHCSD financing needs. The terms and conditions were very similar to those we are planning for with the USDA loan. The biggest advantage to private lending is the efficient administration of the debt and how fast money can be received.

The timeline for the project is still to reach the construction phase by late summer. But there is a chance if we go with a private lender we would have funds by the spring of 2016 and start the project earlier. It is recommended that we continue with the USDA loan process.

Your Board reviewed the Ballot and approved it for mailing. The ballot will be mailed out before October 23, 2015. The ballot can be mailed by enclosed envelope to the District office located at 5915 Silverado Place, Paso Robles, CA 93446. The completed ballot may also be returned to the GSHCSD Board Secretary on the day of the public hearing not later than 7:00 p.m. All returned ballots will be kept sealed in the envelope until the public hearing on December 9, 2015 at 7:00 p.m. at the GSHCSD meeting room, Meridian Fire Station, 4050 Branch Road, Paso Robles, CA 93446. At that time ballots will be publicly opened and tabulated. The assessment shall not be imposed if the ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment.

2. Advisory Council:

A letter was submitted to the Board from Anthony Kalvans of the San Miguel CSD and provides direction on how to proceed with the request of forming/joining a SLO North County Association of Unincorporated Areas.

It is proposed the Association would only be made up of volunteers rather than paid staff of the participating agencies. If (once) paid staff get involved in the Association matters, this would get expensive and divert staff resources from the other agency projects.

There are eleven formal, county recognized/approved Advisory Councils in San Luis Obispo. Community Advisory Councils are made up of residents from the area covered by the advisory groups. They volunteer their time to represent community interests within the County processes. The councils only "advise" the County, they have no final decision making and their advice is not binding on the County.

The meetings are held every other month and there is no financial commitment. There have been no meetings as of this date. The Board discussed the advantages of this type of Association and felt it may be a good idea to further investigate representation. Director Fulmer has agreed to attend the first meeting with no obligation to continue.

3. Permit Status Report:

There are currently four (4) active permits. Of these, two have been active for several years. There were no changes from last month.

Active Permits:

Clark - New development Permit - 5432 Blossom, received plans from owner, received \$1,500 permit fee, Initial inspection complete.

Vanderlip - New Development Permit - 5880 Silverado, received plans from owner, received \$1,500 permit fee. Initial inspection complete.

4. Monthly 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 through 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.

Road repairs on various based roads was performed. This work also included some minor repairs to the S curve as discussed at the last meeting. A sign was purchased for this curve and will be installed.

Waiting for engineering on Peppertree and Forked Horn. When the engineering report is received this work will go out to bid.

Your GM has been requested to send a letter to homeowners at end of White Tail to uncover culvert prior to the rains. A letter will also be sent to homeowners on GSH requesting them to install some erosion control to stop mud run off from rains.

Several roads in need of emergency repair were discussed by your Board.

A motion was made by Director Dougherty to do emergency repairs not to exceed \$2,500. The motion was seconded by Director Duckworth and passed unanimously.

Directors/Managers Comments

A motion was made by Director Martinson to cancel the GSHCSD regular meeting scheduled for November 11, 2015. The Motion was seconded by Director Dougherty and passed by unanimous voice vote. **The regular Meeting for November 11, 2015 has been canceled in order to observe Veterans Day.** We would like to thank our Veterans for their service.

Adjournment

A motion was made to adjourn the regular meeting by Director Martinson, seconded by Director Duckworth and passed by unanimous voice vote. The meeting was adjourned at 7:49 p.m. The next regular meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday, December 9, 2015 at 7:00 p.m. at the Meridian Fire Station on Branch Road in Paso Robles, California.

The regular Meeting for November 11, 2015 has been canceled in order to observe Veterans Day.

Respectfully Submitted by,

Beverly Giminez, Recording Secretary