

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

5915 Silverado Place
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groundsquirrelhollowcsd.org

MINUTES FOR FEBRUARY 10, 2021 BOARD MEETING

Call to Order and Flag Salute:

Director McCamy called the regular meeting to order at 7:02 p.m.

Roll Call- Directors Martinson, Duckworth, Fulmer, Simons, and McCamy were in attendance. Manager Gilmore and Secretary Switzer, Bookkeeper C. Turner were also present.

Public Comment:

None

Consent Items:

A motion was made to accept and approve the consent items from January meeting, with corrections, by Director Duckworth and seconded by Director Simons; Motion passed by unanimous voice vote. Roll call 5-0.

The following invoices were approved for payment:

Sarah Switzer	\$ 400.00	Secretarial services thru 1/31/21 Inv#59
Dan Gilmore	\$ 1,643.15	General Manager for January Inv#57
Board Stipends	\$ 500.00	BOD Meeting 1/13/21
Catherine Turner	\$ 281.15	Invoice #73 Bookkeeping thru Jan & Supplies
Moss, Levy & Hartzheim	\$ 4,085.00	2019/20 Audit
Santa Cruz County Bank	\$ 24,217.08	Chip Seal Payment #14

Total	\$ 31,126.38	
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General Manager Report

January the annual audit was completed. GM received a draft document to put on the CSD letterhead and sent back to auditor.

The GM also produced the management Discussion and Analysis section of the audit report. The auditor provided a couple supplemental letters, one letter was the ‘Report on Internal Controls’ which SDRMA was most interested in. GM emailed copies of the final audit to the county auditor, LAFCO, Holman Capital/Santa Cruz County Bank and the State Controller’s Office.

Regarding the ‘bubbling’ on Gazelle causing damage to the road. GM, President McCamy, Steve Bayus and some reps from Cal Portland looked at the road and took some samples to try and analyze and figure out what the cause is.

Property purchase, GM sent in the required documents to the county to agree to purchase the property at the tax default price.

Correspondence Received

Paso Robles Waste insurance certificate

1. **Permit Status Report:**

The permit status board has been updated to reflect only current permits, permits on hold and recently completed permits.

NEW PERMITS:

5820 Prancing Deer, 015-142-039, PMTR2020-00834, Whilwhite, Guest house, Issued Fee waiver agreement, \$250 fee paid.

Active Permits with ongoing work:

5895 Forked Horn 015-143-019 Deb Stilson Accessory Building (shed/barn)

Issued fee waiver agreement, deposit paid.

5602 Prancing Deer Herigstad Driveway Apron

Permit Paid

***Enforcement of District Encroachment Regulation:**

5020 White Tail has put in a well and roughed in a driveway but the CSD has not received any sort of permits or information from the county.

5175 White Tail, two attempts made to contact by mail regarding encroachment fee.

5105 White Tail, New construction, No district permit on file *Finialled with county w/o our sign off.*

5745 Silverado, county code enforcement action for early grading. Erosion control installed. owner expected to get county permit for further work.

5645 Forked Horn, Owners expected to submit permit application and fee for work to be done.

Other information:

5645 Forked Horn, owners Bill & Jordana Hug expected to submit permit application and fee for driveway approach improvements.

All active permits have paid their permit fee of \$1,500.00 and have received a Letter of Acceptance from the District for the county permit staff.

2. **Monthly Road Evaluations:**

Speed/Curve sign was knocked down at GSH and Play Doe. President McCamy and Director Duckworth replaced the post and mounted new sign.

Drainage on Forked Horn asphalt hill was clogged with debris and weeds, President McCamy shoveled out the drain to clear it. The old ‘mud corner’ is draining well so far and remains clear of mud and debris.

**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 GSCSD 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.*

3. **Audit Review-**

The Final Audit Report was completed. Our auditor came up with one ‘finding’ which was the same as one from last year. The finding was simply the transactions occurring around the end of the fiscal year.

Director Simons made a motion to approve the audit from Moss, Levy and Hartzheim LLP,

Director Martinson seconded the audit. Roll call vote 5-0

Director & Manager Comments:

Adjournment

A motion was made to adjourn the regular meeting by Director Fulmer, seconded by Director Duckworth and passed by unanimous voice vote, 5-0. The meeting was adjourned at 7:38 p.m. The next regular meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday, March 10th, at 7:00 p.m. via virtual Zoom meeting due to the COVID-19 pandemic.

Respectfully Submitted by,



Sarah Switzer, Recording Secretary