

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

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MINUTES FOR FEBRUARY 21, 2018 *SPECIAL* BOARD MEETING

Call to Order and Flag Salute:

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

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

Public Comment

None

Member of the public in attendance:

Cathy Turner
Mr. Bayus
Mr. Durian
Mrs. Reyes
Mr. Reyes
Mr. Glau

Consent Items:

Corrections made to the minutes; page 3, two public attendees names were misspelled. A motion was made to accept and approve the consent items from January’s regular meeting with the mentioned corrections, by Director Simons and seconded by Director Duckworth; Motion passed by unanimous vote.

The following invoices were approved for payment:

Sarah Switzer	\$ 400.00	Secretarial services thru 1/31/17 Inv#23
Dan Gilmore	\$ 1,712.93	General Manager for Jan. 2018 Inv#21
Board Stipends	\$ 500.00	BOD Meeting 1/10/18
Catherine Turner	\$ 150.00	Invoice #38 Bookkeeping thru 1/31/18
Pam Fulmer	\$ 1,903.70	Signage from Statewide
SDRMA	\$ 1,506.50	Additional Insurance
Santa Cruz County Bank	\$ 22,500.00	#2 Payment on Chip Seal Project

Total \$ 28,673.13

General Manager Report

Government compensation report, the GM has to log into and fill out the file government compensation report, the report is required each year to show the districts compensation paid to any employees or board members. The GSHCSD does not have employees, only part time independent contractors, in addition the board members are only paid a small stipend for attending the monthly meetings. The report was identical to last years and was reported online and done prior to March's deadline.

Every year in January our Insurance provider (SDRMA) sends out a renewal questionnaire and if filled out the board is given a \$150 discount on the premium for the year. The questioner was completed and returned online and it was done on time.

Correspondence Received

- CA Special Districts educational materials
- SDRMA advertisement
- Notice from state controller, get government compensation report done.
- SDRMA (Insurance) Notice of a 6% increase on premium.
- Certification of Liability insurance from Paso Robles Waste Co.

Discussion Items:

1. Community Chip Seal Project:

Phase II is complete. The final cost was a bit more than the original estimate, final was for additional width on roads and some additional grading that was needed.

Phase III consists of the remaining roads, Lone Pine, Morning Star and White Tail, S. Pepper Tree. There are signs being placed throughout the district to advise residents of work being done. Phase III was awarded to the lowest bidder, Mitch Frederick on January 9th, weather will determine when this phase will begin, chip sealing requires we avoid rainy and very cold weather.

The insurance claim regarding drainage swell from the car that caught fire; The insurance company settled and paid the claim. It is now at the board member discretion as to whether they replace/repair the drainage swell right away or to put the funds in the general fund towards other projects, or keep it put away incase there is a future failure to the drainage swell. The GM met with the attorney regarding any potential legal issues, the attorney advised that the board may use the funds in any way the board would like. As the agreement was between the insurance company and the contractor, not an agreement with the CSD and the insurance company.

Comments on Chip Seal Project:

Director Simons feels that we should put the money aside and wait to make sure the swell material doesn't fail during the summer heat and temperature changes. He also recommends that all the roads that are done being chip sealed get swept to removed excess rocks now that it has had time to cure.

Mr. Steven Bayus feels there is not a need to sweep as the roads will gradually sweep themselves over time and use.

GM recommends we do a finish seal of some kind to try and lengthen the life of the roads.

Director Martinson was concerned if the board waits to long to replace the swell it may cost more for materials and labor to have it replaced or repaired in a couple years.

Mr. Robert Reyes introduced himself as a new resident and asked for a brief update on the CSD and the chip seal project.

Director Simons recommends we accept the damage swell as is from the contractor and put the insurance funds into the general fund account so we can approach possible replacement this summer if the need arises.

2. **Permit Status Report:**

5895 Blacktail has been completed. Needs to be inspected to make sure the driveway approach is done correctly as to not damage the new chip seal road, prior to returning the deposit.

5675 GSH- Raper- Cut a driveway and needs to pay encroachment permit.

Active Permits:

Robert Greene	APN 015-324-037	5631 Lone Pine Pl
Vince Vanderlip	APN 015-143-025	5895 Black Tail Pl

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

3. **Monthly Road Evaluations:**

The chip seal project is ongoing.

The Director Simons and GM Gilmore looked at some of the other roads that need repairs. GM generated a report to give the Directors an estimated idea of what the chip seal has cost to date as well as an estimate of what the overall cost should be. The GM has suggested that the loan not be paid off early as it will short change some residents and won't be fairly split to all residents who are part of this project.

Options for paying off the loan early still need to be discussed further, as well as what to do with all the funds. GM is still working on the numbers and what type of money is left and what to do with any remaining roads that need maintenance or improvements outside the chip seal project. 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.

4. **District Signage:**

GM thanked the ad-hoc committee for their help making this happen. The committee met on Feb 9th to finalize the sign project. The committee decided to go with the 20-mph speed limit for the entire district. Determined where exactly the speed limit signs should be placed, they decided on only installing 13 speed limit signs throughout the entire district. There are a few cross gutters/swells that need 'dip' signs installed and a few other signs still being determined.

The ad-hoc committee consists of 4 members, Kevin McCamy, Ed Martinson, Mr. Durian and Dan Gilmore. *Mr. Durian was absent for the February meeting.

A motion was made to accept the ad-hoc committee's concept for district signage, Director McCamy made the motion and Director Duckworth seconded the motion. A roll call vote was taken and passed 3-1.

Director Simons- No, Director Duckworth -Yes, Director McCamy -Yes, Director Martinson -Yes.

Public Comment:

Mr. Glau expressed concern about posting speed limit signs, afraid that it would welcome confrontation because other residents may think ‘it’s the law’ since its posted.

5. **Designation of Appicates Agent Resolutions 2018-1:**

District is looking to get 75% reimbursement from FEMA for emergency repairs. GM got an email from CalOES that a form needs to be filled out to designate a contact person to sign documents. They will not move forward without this form being filled out and signed. The designation is valid for 3 years. A motion was made to approve our manager Mr. Gilmore as designated signee, Resolutions 2018-1 appointing our manager Dan Gilmore as designated signee was approved, by motion from Director Simons and Director McCamy seconded the motion, passed by a roll call vote 4-0.

Director/Manager Comments

Director Simons wanted to know if the board is notifying the residents on Impala about when the repairs will be done to that road. The GM will draft up a letter to let those residents know that the repairs will be made to their road and any other roads outside the chip seal project that need repairs, to be made after the winter months.

Director Duckworth completed and submitted his Form 700 for the year and reminded the other Directors to be sure they complete theirs as well.

Bookkeeper Turner has been approved by the bank to continue to use the checks with the previous bank account number, for 3 more months. (as the bank was sold and changed names.)

Adjournment

A motion was made to adjourn the regular meeting by Director Simons, seconded by Director Duckworth 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, March 14th at 7:00 p.m. at the Meridian Fire Station on Branch Road in Paso Robles, California.

Respectfully Submitted by,



Sarah Switzer, Recording Secretary