

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

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MINUTES FOR FEBRUARY 13, 2018 BOARD MEETING

Call to Order and Flag Salute:

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

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

Public Comment

S. Durian- Asked about the boards plans to possibly cancel any unnecessary meetings to try and save the board money.

Consent Items:

A motion was made to accept and approve the consent items from January’s meeting, with 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 11/31/18 Inv#35
Dan Gilmore	\$ 1,440.94	General Manager for January 2019 Inv#33
Board Stipends	\$ 500.00	BOD Meeting 1/9/19
Catherine Turner	\$ 205.39	Invoice #50 Bookkeeping thru Jan. & supplies
Crosby Company	\$ 750.00	State controller Report 2017/18
Cyber Scriber	\$ 101.50	Website Updates Inv# 6236
Santa Cruz Bank	\$ 24,447.91	Payment on Chip Seal #6

Total \$ 27,845.74

General Manager Report

GM attended a kick off meeting regarding multi-jurisdictional local hazard plan, there were many representatives from the county and other local agencies. It laid out a plan of gathering information, the district won’t benefit from the GM’s attendance however he will sit down with the consultant at some point and draft a report for review by the board.

GM got a notice from SDRMA regarding a questionnaire, it was completed and turned back into SDRMA on February 5, 2019. With its completion the CSD will receive any discounts that the CSD is entitled too. Special District Financial Transactions Report, each year the district prepares an annual Financial Transactions report and submits it to the state controller’s office. GM completed and returned via certified mail.

Public/Board Comments-

Secretary needs to purchase a new printer. The printer is currently acting up and Secretary Switzer is unable to efficiently get the boards paperwork prepared for meetings and any other necessary jobs done.

Correspondence Received

California State controller compensation report reminder.
SDRMA board elections info.
SDRMA renewal packet
Ca. special district association board member hand books.
Insurance certification from Paso Robles Waste

Discussion Items:

1. **Permit Status Report:**

5110 Stag Hill -APN 15-292-027 -PMT 2013-00586- Ken Hoffert

County held up final until the permit fee is paid.

5890 Prancing Deer- APN 15-142-014- CODE 2018-00441

Very minor road damaged found, code enforcement code only showed up, no permit on file with the county.

5850 Black Tail- APN 015-144-14- PMT2018-02570

Grading has been done on property, permit referenced above is in 'review'.

Two new driveways were paved at 5095 White Tail and 5125 White Tail, there was no notice from the county to the district. Our responsibility is to take account of further action. The CSD needs to contact the owners of the property, on Prancing Deer (where the tower is), that the culvert needs to be cleaned.

Active Permits:

Robert Greene APN 015-324-037 5631 Lone Pine Pl *

(*Greens' paperwork shows an incorrect APN number. The correct APN is shown above.)

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:**

Current rain storm is causing erosion in several locations throughout the district, will need to address those issues as the weather clears and starts to dry out. GM is preparing a master repair/maintenance plan and road inventory sheet to figure out what needs to be done next. More formal master plan to be done in the near future.

Need to figure out what is eating away the road Reindeer Pl, will test for molds and fungus issues. The wet weather is causing big potholes on GSH, Director Duckworth has been working on filling and correcting what he can.

*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. **Sign Installation Project:**

This project is on hold due to the weather, board is planning on doing the project in house to save money. Can start marking areas where the posts will be installed for USA to be done. Need to install new roads signs on Forked Horn and Prancing Deer, they are faded and or non-reflective at GSH. Director Fulmer will order the signs

4. **Audit Report:**

Still have not received the Audit from Crosby as of the meeting time. Should have it for the March meeting and it will be put on the website when its available as well. Doesn't need to be approved by the board.

Board Comments:

Director Martinson asked if it's a requirement that the board members attend the sexual harassment seminar? GM says no, it's not a requirement.

Adjournment

A motion was made to adjourn the regular meeting by Director Simons, seconded by Director Martinson and passed by unanimous voice vote. The meeting was adjourned at 8:03 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 13th at 7:00 p.m. at the Meridian Fire Station on Branch Road in Paso Robles, California.

Respectfully Submitted by,



Sarah Switzer, Recording Secretary