

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

5915 Silverado Place
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groundsquirrelhollowcsd.org

MINUTES FOR JANUARY 9, 2018 BOARD MEETING

Call to Order and Flag Salute:

Director McCamy called the regular meeting to order at 7:04 p.m.

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

Public Comment

C. Turner- Let the board know that any complaints that need to be made within the district regarding dogs, animals etc, is not related to the GSHCSD. The resident needs to call the county or sheriffs to make a complaint.

D.Gilmore- There was a question as to posting draft minutes to the public for review, they can be posted as long as they are marked with a watermark of some sort saying they are ‘draft’ copies.

S. Bayus- Wanted to know if or how a member of the public would be able to make any request for changes to the minutes if they did not come to that meeting (not including grammar or punctuation type corrections).

Consent Items:

A motion was made to accept and approve the consent items from December’s meeting, with corrections, by Director Martinson and seconded by Director Simons; Motion passed by unanimous vote.

The following invoices were approved for payment:

Sarah Switzer	\$ 400.00	Secretarial services thru 12/31/18 Inv#34
Dan Gilmore	\$ 935.37	General Manager for December 2018 Inv#32
Board Stipends	\$ 500.00	BOD Meeting 12/12/18
Catherine Turner	\$ 150.00	Invoice #49 Bookkeeping thru December
Kristi Castaneda	\$ 1,150.00	Permit Refund for 5975 Black Tail

Total \$ 3,135.37

General Manager Report

GM spoke with Scott Milner from the County regarding several questions of liability and how it might affect our obligations. Mr. Milner said that the identification of hazards is seen as being proactive. The first meeting should be rescheduled for late January.

The annual audit report will be filed electronically, due to its size it should be fairly simple to complete. GM was able to log in and complete the report.

Director Comments: None

Correspondence Received

SDRMA notice regarding an employee's ability to access DMV records.
Notice from our bank regarding fee changes.
Prelim notice from contractors (standard practice)
Christmas Cards
Promo stuff and magazines.

Discussion Items:

1. **Permit Status Report:**
No New Permits

Greene's permit is shown as being finalized on 5/21/2018, the GM will call the Greene's to verify the status. Checking to see if a refund is to be issued.
Castaneda permit has been finalized and a refund has been issued.

Active Permits:

Robert Greene APN 015-324-037 5631 Lone Pine Pl *
(*Greene's paperwork shows an incorrect APN number. The correct APN is shown above.)

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.

Director Comments: Mr. McCamy asked if there were permits pulled for a manufactured home placed on Prancing Deer and if so, what is the status. There was some minor damage done to the road upon home being placed.

2. **Monthly Road Evaluations:**

No changes from last month. GM is putting together a maintenance plan and will see what else, if anything, needs to be addressed or corrected.

Director Comments: K. McCamy mentioned that Forked Horn's first entrance hill needs some pothole repairs as well as Gazelle and Reindeer. On Gazelle and Reindeer, the GM and BOD's are working to see if they can find someone who can see what is eating away those roads, there appears to be a fungus or some kind of foreign substance eating away the asphalt/chip seal material. This must be addressed before new material is laid down. There is a culvert that is blocked on Impala and Playdoe. Need to address the drainage issue on the corner of GSH.

*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 issue has been discussed multiple times, the GM has quotes as well as looked into rental equipment for the BOD's to get a team together to do the work in order to save the board money. At this point the GM and BOD's has decided to order the materials and work together to do this project in house.

4. **Audit Report:** Continue to the next meeting due to the audit not being available at time of meeting.

Public Comment- Bookkeeper C. Turner will be cleaning files and shredding excess paperwork that is 10 years old or older. GM asked her to wait until next meeting so we can discuss what should be saved and what can be discarded.

Adjournment

A motion was made to adjourn the regular meeting by Director Fulmer, seconded by Director Duckworth and passed by unanimous voice vote. The meeting was adjourned at 8:17 p.m.

The next regular meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday, February 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