

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

5915 Silverado Place
Paso Robles, California 93446
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groundsquirrelhollowcsd.org

MINUTES JANUARY 12, 2022 BOARD MEETING

Call to Order and Flag Salute:

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

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

Public Comment: Mr. Stephen Bayus wanted to compliment the board on the work that has been done to the road, during the Christmas Ranger ride the roads were wonderful. Mr. Scott Durian “You know we voted to chip seal the roads have them swept and then sealed so when is that project going to be completed?”

Consent Items:

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

The following invoices were approved for payment:

Sarah Switzer	\$ 800.00	Secretarial services thru Nov/Dec Inv# 68/69
Dan Gilmore	\$ 1,400.00	General Manager for Nov/Dec Inv# 66/67
Board Stipends	\$ 400.00	BOD Meeting 11/10/21
Catherine Turner	\$ 403.36	Invoice #83/84 Bookkeeping Nov/Dec & Supplies
Kevin McCamy	\$ 200.12	Assoc Traffic Safety Street signs and brackets
Moss, Levy & Hartzheim	\$ 1,500.00	Audit to date Inv#29290
CSDA	\$ 1,197.00	2022 Dues Inc#27112
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Total	\$ 5,900.48	

General Manager Report

GM received notification that he used the wrong form and the incorrect census tract number on the (IWMA/SB 1383) Low Population Waiver Application. GM corrected and sent it new application. State Controller Financial Transactions Report. GM got notice that it was time for the yearly financial transactions report, was completed online. SDRMA is looking for districts report on internal controls which is part of the annual audit. There have been delays due to the holidays and the covid 19 impacts.

Correspondence Received:

SDRMA labor law poster.
CSDA ad for special district finance corporation.
Insurance info

Permit Status Report:

5686 Silverado, 015-324-026, Erickson, Driveway apron improvement. Staff is processing a standard encroachment permit for \$360.

NEW PERMITS:

5985 Blacktail 015-143-041, PMTR2019-02535m Michael Harrod Builder.
County directed him to us prior to them issuing them their permit. We have been in contact and have approved the county to issue him permit. Payment of \$1500 has been received.

Possible new building on Forked Horn (Possibly 015-143-037). Need to contact the new owner to find out plans.

5498 Forked Horn, owner Cullen Rodgers met with Manager Gilmore regarding a modification to their driveway. Work was completed on January 5, 2022.
5686 Silverado, 015-324-026, Erickson, driveway apron improvement. Staff processing standard encroachment permit for \$360

Active Permits with ongoing work:

5548 Reindeer, Fee Waiver Agreement issued to owner for accessory building (shop) that is not expected to affect District's roads. County permit PMTR 2019-02368 \$250 Paid
5895 Forked Horn 015-143-019 PMTR 2021-00184, Deb Stilson, Accessory Building (shed/barn) Issued fee waiver agreement, County PMTR2021-00184, deposit paid.
5820 Prancing Deer, 015-142-039, PMTR2020-00834, Wilhite, Guest house, issued fee waiver agreement, \$250 fee 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.

Other information:

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

5498 Forked Horn, owners are replacing their fence in-place. They plan to modify their driveway connection to allow better access when towing trailers. They will get a permit for the work in the right of way.

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.

1. **Monthly Road Evaluations:**

Cold winter weather had delayed the Gazelle/Reindeer project. It will be built when conditions are favorable in order to get the best result.

President McCamy and Director Duckworth repaired and re-set three street name signs that had been hit or needed to be straightened. The signs repaired were at the intersection of Lone Pine and Pepper Tree, at Lone Pine and Geneseo, and at Silverado and Ground Squirrel Hollow. Materials were reused as much as possible.

Recommendations or projects in the works:

Debris flow improvement at Pepper Tree at Lone Pine
Edge erosion repair, several locations.

Public Comment:

Getting a list together of additional work that needs to be done.

**All award of contracts for work should be done by motion, second and roll call vote*

**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.*

Director/Manager Comments:

Asking another Director to help our new board member Mr. Wilcox with the form 700.

Adjournment

A motion was made to adjourn the regular meeting by Director Duckworth, seconded by Director Martinson and passed by unanimous voice vote, 5-0. The meeting was adjourned at 7:57

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 9, at 7:00 p.m. via virtual Zoom meeting due to the COVID-19 pandemic.

Respectfully Submitted by,

Sarah Switzer

Sarah Switzer, Recording Secretary