

**GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT**

5915 Silverado Place  
Paso Robles, California 93446  
(805) 238-7040  
*groundsquirrelhollowcsd.org*

**MINUTES FOR JUNE 10, 2020 BOARD MEETING**

**Call to Order and Flag Salute:**

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

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

**Public Comment:**

None

**Consent Items:**

A motion was made to accept and approve the consent items from May’s meeting, with corrections, by Director Duckworth and seconded by Director Martinson; Motion passed by unanimous vote. 4-0 (Director Fulmer Absent)

The following invoices were approved for payment:

|                  |             |  |
|------------------|-------------|--|
| Sarah Switzer    | \$ 400.00   | Secretarial services thru 5/31/20 Inv#55 |
| Dan Gilmore      | \$ 1,640.94 | General Manager for May Inv#49           |
| Catherine Turner | \$ 200.00   | Invoice #66 Bookkeeping thru 5/31/20     |
| Board Stipends   | \$ 500.00   | BOD Meeting 5/13/20                      |
| SDRMA            | \$ 7,969.66 | Insurance 2020/21 Inv# 67973             |

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Total \$ 10,710.60

**General Manager Report**

There are currently 3 seats up for re-election on the board. The 3 members who are up for re-election are Director McCamy, Director Simons and Director Duckworth. If each run unopposed the process is simple and district cost is minimal and simple. If anyone in the district is interested in running for a seat they should contact the county clerk recorder’s office for info.

GM continues to receive updates regarding COVID numbers, there seems to be few changes and the numbers seem to remain about the same week to week.

**Correspondence Received**

None

1. **Permit Status Report:**

Nothing new.

**Active Permits:**

Michael Esser                      APN 015-292-031      5020 Stagg Hill                      N/A (district fee paid)

***\*Enforcement of District Encroachment Regulation:***

5095 White Tail, two attempts made to contact by mail regarding encroachment fee.

5105 White Tail, New construction, No district permit on file.

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

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.

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:**

Bids have been sent out for repairs to GSH. Mitch Fredrick has sent back their bid and it's the only bid that the CSD received back. The total for the bid from Mitch Fredrick is \$125,337.

A motion was made to accept the bid from Mitch Fredrick by Director Duckworth and seconded by Director Simons. Vote passed by 4-0 (Director Fulmer was absent).

*\*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:**

None

**Public Comment:**

None

**Preliminary Budget 2020/21**

Review and make any necessary changes before approval of the final budget for 2020/21.

Motion to accept preliminary budget and set a public hearing for July 8, 2020. Director Simons made the motion and Director Martinson seconded; motion passed with 4-0 voice vote (Director Fulmer was Absent). Published this month for next meeting, will run 6/18/2020 & 6/25/2020.

**Resolution 2020-02- Tax Roll Preparation:**

The resolution initiates the 2% tax increase for the special tax collection for the year. A 2% increase results in an increased total of \$6.44 per parcel for a total taxed amount of \$328.25 (plus the county adds a \$2 processing fee) for a final cost to each property owners tax bill would be \$330.28. Last year the number of assessed parcels was 525, if that number remains unchanged the total amount collected by the GSHCSD will be \$172,347.00, an increase of \$3,381.00 from last year. This is the primary source of revenue to maintain the roads withing the district. Director Simons made a motion to adopt Resolution 2020-02, public hearing for July 8, 2020, Director Duckworth seconded; motion passed with 4-0 voice vote (Director Fulmer was Absent).

**Resolution 2020-03: Initiating 2020/21 Tax Roll Preparation for the Special Chip-Seal Assessment**

This resolution initiates the tax collection for the special chip seal assessment. The amount of the assessment is \$155.00 per parcel, there are currently 269 parcels in the assessment area. At \$155 per parcel, the annual revenue expected is \$41,695. The county adds a \$2 per parcel collection fee for a final cost per property owner is \$157.00. Director Martinson made a motion to adopt Resolution 2020-03, Director Simons seconded; motion passed with 4-0 voice vote (Director Fulmer was absent).

**Review of Independent Auditor’s and Financial Statements for the Year Ending June 30,2019 by Moss, Levy & Harzheim LLP**

Got a new auditor to go over our annual audits and our audit came back clean. There are a few corrections that need to be made in the Quickbooks program.

Director Simons made a motion to approve the audit report and Director Duckworth seconded; motion passed 4-0 voice vote (Director Fulmer was absent).

**Adjournment**

A motion was made to adjourn the regular meeting by Director Martinson, seconded by Director Simons and passed by unanimous voice vote. The meeting was adjourned at 8:07 p.m. The next regular meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday, July 9<sup>th</sup>, at 7:00 p.m. via Zoom meeting due to COVID-19.

Respectfully Submitted by,



Sarah Switzer, Recording Secretary