

**GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT**

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

**MINUTES FOR JUNE 13, 2018 BOARD MEETING**

**Call to Order and Flag Salute:**

Director Martinson called the regular meeting to order at 7:03 p.m.

**Roll Call-** Martinson, Duckworth, McCamy and Simons were in attendance. Manager Gilmore and Secretary Switzer were also present. President Fulmer was absent. \*Director Simons arrived at 7:16 pm\*

**Public Comment**

Resident at 5920 Lone Pine Pl., talked about how his fence has been hit four times by construction equipment before the chip seal project on the road has been completed. The contractor will work with resident to repair any damages.

**Consent Items:**

A motion was made to accept and approve the consent items from June’s regular meeting, with corrections, by Director Duckworth and seconded by Director McCamy; Motion passed by unanimous vote.

The following invoices were approved for payment:

Sarah Switzer	\$ 400.00	Secretarial services thru 5/31/18 Inv#27
Dan Gilmore	\$ 2,503.32	General Manager for June 2018 Inv#25
Board Stipends	\$ 500.00	BOD Meeting 5/9/18
Catherine Turner	\$ 150.00	Invoice #42 Bookkeeping thru 5/31/18
Pam Fulmer	\$ 806.52	Statewide Signs, District signage Inv# 03010106
SDRMA	\$ 6,490.16	Property & Liability Insurance Inv# 64488
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Total	\$ 11,331.76	

**General Manager Report**

Newsletter was mailed out to the district and feedback has been positive from residents. AT&T fiberoptic installation is starting alongside GSH, GM has contacted contractor who was very helpful with information regarding installation. The contractor has sent in their check to cover work under the ‘blanket utility permit’, construction will be going up to a new tower on Prancing Deer Pl. Directors Fulmer and Martinson are up for re-election. Next months meeting the board will be reviewing the code of ethics.

**Correspondence Received**

- Positive feedback has been coming in on the chip seal project completion on Lone Pine Pl.

**Discussion Items:**

1. **Fiscal Year 2018-19 Tax Roll for Road Maintenance**

Upon formation in 2004, an assessment of \$240 was approved for each parcel within the district (525 parcels), under state code an increase of 2% can and has been applied annually. For the fiscal year 2018-19 the 2% increase will show an increase of \$6.18 per parcel for a total annual amount of \$315.54 plus the counties mandatory fee of \$2.00 is a total of \$317.54 for the year.

Director Simons made a motion to approve the resolution, Director Duckworth seconded, motion passed by a roll call vote 4-0 (Director Fulmer absent).

Martinson- Yes Simons- Yes Duckworth- Yes McCamy- Yes

No Public Comment

2. **Fiscal Year 2018-19 Special Assessment for Chip Seal Project**

Public hearing for resolution 2018-05 Chip seal project special tax collection. In 2015 the board approved the special assessment for the chip seal project of \$155/ parcel (269 parcels), due to delays in the project the assessment was not collected in 2016-17 but was collected in 2017-18 fiscal year. There is no escalation on this assessment and will remain \$155/parcel for maximum of 20 years. The county adds their \$2.00 collection fee for a total amount of \$157/parcel per year collected on owner's tax bill.

Director McCamy made a motion to approve the resolution, Director Simons seconded, motion was passed by a roll call vote 4-0 (Director Fulmer was absent)

Martinson- Yes Simons- Yes Duckworth- Yes McCamy- Yes

Public Comment:

Resident asked why some driveways got asphalt in their driveways while others did not.

It was explained by contractor's rep that they tied into existing asphalt where there was existing chip seal or asphalt already, or was for drainage correction. Some residents paid contracts directly to have asphalt improvements done to their driveways.

3. **Fiscal Year 2018-19 Final Budget**

At the May 2018 meeting the board approved the Districts preliminary budget for fiscal year 2018-19, at that time the board staff was advised to publish the notice for public hearing in the local paper. The notice was printed in the Atascadero News and Paso Robles Press on May 25, 2018 and June 1, 2018, it was also posted on the GSHCSD website. There were no written comments or complaints from the public.

Director Simons made a motion to approve the final budget and adopt the resolution 2018-06 and Director Duckworth seconded, motion was passed by a roll call vote 4-0 (Director Fulmer was absent)

Martinson- Yes Simons- Yes Duckworth- Yes McCamy- Yes

No Public Comment

4. **Community Chip Seal Project:**

The chip seal project is 100% complete, there are a couple minor repairs to be made and touch up in a few spots. There are a couple items that need to be done that are outside the chip seal project to address some run off and culvert issues. The cost to address these issues from Mitch Frederick

Paving is \$3,250, two other additional items need to be complete as well for a total of \$11,360.00. Director Simons made a motion to approve the completion of the chip seal project phases 1-3, in addition to the chip seal, approval of the invoices from Mitch Fredrick Paving for the extra work completed, Director Martinson seconded, the motion was passed by roll call vote 4-0 (Director Fulmer was absent)

Martinson- Yes Simons- Yes Duckworth- Yes McCamy- Yes

**Comments on Chip Seal Project:**

None

**5. Permit Status Report:**

**Nothing New**

Newapplication and deposit for 5975 Black Tail, (Castaneda/Schmidt)

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.

**6. Monthly Road Evaluations:**

The chip seal project is expected to be completed June 11, 2018. Plans have been completed to repair potholes on GSH, Gunsmoke and Impala. A subsequent project will likely be developed soon after to address bad sections of Mulberry, Blossom and Maverick.

\*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.

**Public Comment:**

None

**Director Comment:**

Director McCamy has around 30 misc road signs to be installed, the district should look into hiring someone to install signage.

**Adjournment**

A motion was made to adjourn the regular meeting by Director Duckworth, seconded by Director McCamy and passed by unanimous voice vote. The meeting was adjourned at 8:15p.m.

The next regular meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday, July 11th at 7:00 p.m. at the Meridian Fire Station on Branch Road in Paso Robles, California.

Respectfully Submitted by,

A handwritten signature in cursive script that reads "Sarah Switzer".

Sarah Switzer, Recording Secretary