

**GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT**

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

**MINUTES FOR FEBRUARY 10, 2016 BOARD MEETING**

**Call to Order and Flag Salute:**

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

**Roll Call:**

Directors Fulmer, Martinson, Duckworth, and Simons were in attendance. Manager D’Ornellas and Secretary Giminez were also present. Director Dougherty was absent.

**Public Comment**

None

**Consent Items**

Director Duckworth made a motion to accept and approve the January Regular Meeting Minutes and the January Treasurer’s Report and payment of the outstanding invoices, Motion was seconded by Director Martinson and passed by roll call vote by Directors Fulmer, Simons, Martinson and Duckworth. The following invoices were approved for payment.

John D’Ornellas	\$ 2,205.13	GM Through January 2016
Beverly Giminez	\$ 400.00	Secretarial services thru 1/31/16 inv. #55
Board Stipends	\$ 400.00	BOD Meeting 1/13/16
Cyber Scriber	\$ 43.75	Web site update thru 1/31/16
Catherine Turner	\$ 150.00	Invoice #14 bookkeeping thru 1/31/16
	<u>19.60</u>	Office supplies/Postage
Total	\$ 169.60	
Mitch Frederick	\$ 9,950.00	Forked Horn Inv. 011516
	<u>\$ 850.00</u>	Lone Pine Inv. 012516
Total	\$ 10,800.00	
KVC Keith Crowe	\$ 1,265.00	Inv. 20582 Peppertree/Forked Horn

**General Manager Report**

**Chip Seal Project – Finance and Engineering**

The chip seal project financing and engineering has dominated your GM’s time. Engineering has begun with firming up the cost estimate for the project for use in our loan and a review of the proposed scope of work and materials. Several site visits have been made by the engineer.

As directed by your Board at the January meeting the ad-hoc hiring committee made up of the Manager, GSHCSD Bookkeeper Turner, and Director Duckworth reviewed letters of interest/resumes that had been received and after some discussion, offered the position to Sarah Switzer. The decision was difficult and any of the top three candidates may have been successful in the job. Sarah has begun to train with our current secretary Beverly.

## **Correspondence Received**

Our Board members will need to renew Form 700 by April 2016. Director Fulmer stated that the Census bureau is doing a census for all public entities for 2017. We will receive notice in the mail.

### **Discussion Items:**

#### **1. Community Chip Seal Project Financing:**

The new assessment was approved at the December 9th meeting for the chip seal project.

Just hours prior to this meeting your GM received information from the Bond Council Attorney working with the CSD that a loan cannot be secured through a conventional loan unless the Board can provide proof that the roads are owned by the CSD. There will be no vote on this issue tonight because of the ownership issues. The ownership status is unclear.

Jeff Land from Brandis Tallman LLC was present at the meeting and presented the Board with another option if they would like to proceed.

This subject will be discussed at the next regular meeting after options have been explored. The Board may choose to pursue the USDA option.

#### **2. Permit Status Report:**

There are currently three (3) active permits. Of these, two have been active for several years. There are no new permits.

Changes from last two months:

None

Active Permits:

Clark - New development Permit - 5432 Blossom, received plans from owner, received \$1,500 permit fee, Initial inspection complete.

An encroachment permit application was sent to new owner of a new home on 5880 Silverado. This home is at the corner of Silverado and Pepper Tree. Owner wants to connect/circle the existing driveway back to the road. Application and fee has not been received yet.

A new road was installed on Maverick. An encroachment permit was not issued. The Board has directed your GM to send a letter to the owner and contractor to make them aware of future need of a permit prior to doing work.

It was reported that a car struck a pole at the corner of Maverick and Play Doe. A PG&E truck caused some damage to the road while repairing/replacing the pole. Your GM will contact PG&E to report damage.

#### **3. Monthly Road Evaluations:**

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.

Work was completed on Lone Pine and forked Horn.

There is concern from residents that dirt bikes/motorcycles have been damaging roads.

Directors/Managers Comments

Your Board will check with the USDA to ask if the non-ownership of roads will pose a problem in receiving a loan.

Adjournment

A motion was made to adjourn the regular meeting by Director Duckworth, seconded by Director Dougherty and passed by unanimous voice vote. The meeting was adjourned at 8:16 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 9, 2016 at 7:00 p.m. at the Meridian Fire Station on Branch Road in Paso Robles, California.

Respectfully Submitted by,

Beverly Giminez, Recording Secretary