

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

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MINUTES FOR JULY 11, 2012 BOARD MEETING

Call to Order and Flag Salute:

Director Fulmer called the meeting to order at 7:01 p.m.

Roll Call:

Directors Fulmer, Simons, Turner, Bradley and Milbury were in attendance. Manager Lepore, and Secretary Giminez were also present.

Consent Items:

Director Turner made a motion to accept and approve the June Regular Meeting Minutes, the Treasurer's Report, payment of the outstanding invoices and Manager Lepore's report. Motion was seconded by Director Bradley and passed by roll call vote by Directors Fulmer, Turner, Milbury, Bradley and Simons. The following invoices were approved for payment.

Beverly Giminez	\$ 482.53	Secretarial services thru 6/30/12
Wallace Group	\$ 2191.87	Professional Services thru 5/31/12 Inv. #33523
Board Stipends	\$ 500.00	BOD Meeting 6/13/12
Shipsey & Seitz	\$ 80.00	Attorney Fees thru 5/31/12 Inv. #105487

The Board was honored to welcome our newly elected 5th District Supervisor Ms. Debbie Arnold. Ms. Arnold introduced herself to the Board and was happy to offer her services.

Public Comments on Agenda:

None

Board Action on Agenda Items:

1. Review of Grand Jury Report

Recently the Grand Jury completed a report titled "Managing Millions: Assessing the Transparency of Community Service Districts". The purpose of this investigation was to address how readily CSD residents can find information on the internet about how their CSDs are governed and how their budgets are allocated.

Ground Squirrel Hollow CSD was one of the agencies utilized in the investigation and is required to respond to one finding and recommendation. This item was the posting of the current budget. The District's response is due to the Presiding Judge of the San Luis

Obispo County Superior Court by September 20, 2012. Staff will formulate a response to this finding and provide a draft for review as recommended.

The Board mentioned that the San Luis Obispo County Web Site does not list the Ground Squirrel Hollow CSD. It has been requested that the SLO County Web site fix their links to include all CSD's.

GSH CSD has compiled all of the corrections for the Grand Jury and updated the website with all necessary current information.

A Motion was made by Director Bradley to Direct Staff to prepare a draft response to be reviewed, final and signed by the Board President responding to the findings and recommendation made on our District website. The motion was seconded by Director Simons and passed unanimously.

Public Comment

Mr. Dougherty commented that his last visit the GSHCSD website did not include an updated "completed road work" list. According to Manager Lepore that list has been recently updated.

2. Forked Horn Project

Ms. Williams was not present at this meeting. As reported by Mr. Duckworth," the progress is moving ahead at a snail's pace. They are currently working on bylaws to open a bank account".

3. Permit Status Report

There are currently eleven (11) active permits, five (5) permits on hold and sixty one (61) final permits. One new permit was pulled for 5080 White Tail Place. Staff is in contact with Mr. Chuck Clark at MHS regarding the deposit and inspection coordination. Staff will update the Board at next month's meeting regarding the progress of this project.

Palomar Homes has submitted a request to SLO County for a final inspection at 5696 Ground Squirrel Hollow.

4. Play Doe/Maverick Chip Seal Job

At the June regular meeting, the Board discussed the recent work on Play Doe and Maverick as completed by Viborg Sand & Gravel. There was concern regarding the final work product at the time of our last meeting, 6/13. At that time, it was explained by Director Simons that the final step of this project would be to "sweep" the chip once the initial chip seal has had a chance to compact and settle. That additional work was to be completed prior to our July meeting.

The residents reported that the condition of the road improved after the sweeping was completed. Director Simons explained that the road will wash after a rain this will also improve the road.

5. Bid Proposal Review

At the June regular meeting, Staff was directed to prepare and distribute a request for proposal (RFP) based on the finding and work completed by the District Road Evaluation teams, and Work Order prepared by Director Simons. This RFP included repair work on Forked Horn, Buck Way from Forked Horn to Blacktail Place, Blacktail, Morning Star, White Tail, Lone Pine from GSH to Geneseo, Silverado from Geneseo to GSH, Pepper Tree from Geneseo to Prancing Deer and Prancing Deer. The RFP was prepared and mailed to the recipients on the District’s Bidders List on June 22, 2012. The proposals were due by 2:00pm, July 6, 2012.

There were five bids received: Mitch Frederick Sealcoating and Paving. Viborg Sand & Gravel, David Crye, Dave Spurr Excavating. A response was also received from A-Jay excavating indication a not-bid, but requesting to remain on the District’s bidder list.

Bids are as follows:

Description	Mitch <u>Frederick</u>	Dave <u>Spurr</u>	David <u>Crye</u>	Viborg Sand & Gravel
1. Forked Horn	\$13,450.00	\$ 5,500.00	\$12,472.00	\$ 7,128.00
2. Buck Way From Forked Horn to Blacktail Place	\$ 2,750.00	\$ 2,000.00	\$ 2,300.00	\$ 1,368.00
3. Blacktail	\$ 3,680.00	\$ 3,500.00	\$ 4,600.00	\$ 3,228.00
4. Morning Star	\$ 9,950.00	\$ 7,000.00	\$ 9,200.00	\$ 5,640.00
5. Whitetail	\$ 2,350.00	\$ 3,500.00	\$ 2,300.00	\$ 1,440.00
6. Lone Pine from GSH To Geneseo	\$10,450.00	\$ 5,000.00	\$ 9,022.50	\$ 5,832.00
7. Silverado From Geneseo to GSH	\$13,850.00	\$ 5,000.00	\$13,622.50	\$ 6,480.00
8. Pepper Tree from Geneseo to Prancing Deer	\$ 8,950.00	\$ 3,500.00	\$ 4,600.00	\$ 2,604.00
9. Prancing Deer	<u>\$ 5,750.00</u>	<u>\$ 4,000.00</u>	<u>\$ 6,900.00</u>	<u>\$ 3,852.00</u>
TOTAL	\$71,180.00	\$39,000.00	\$65,017.00	\$37,572.00

The Board was concerned with the substantial difference in the bids. Director Simons explained that he did a job walk with all of the contractors and was sure that they all understood the job expectations. The awarded bid will be expected to be completed at the CSD work and code standards.

A Motion was made by Director Simons to award contract base on the lowest responsible bidder, Viborg Sand & Gravel. The Motion was seconded by Director Turner and passed by majority voice vote by Directors Simons – yea, Turner – yea, Bradley – yea, Milbury – nay, and Fulmer – yea.

Public Comment

Mr. & Mrs. Dobbie, residents of Peppertree raised their concern of a drainage problem on their road. Director Simons assured the homeowners that that problem was already addressed and it shouldn’t be a problem when the rains arrive. It was also asked by Mr. & Mrs. Dobbie if the

residents could work together to chip seal Peppertree themselves. Cathy explained that the Forked Horn residents were currently organizing the same project and that they should talk to Mr. Duckworth for more information.

6. Annual Road Evaluation

There were no road evaluations done in the month of July.

7. Fiscal Year 2012-13 Tax Roll

This item serves to conduct a public hearing for, and to confirm, parcel assessments to fund road maintenance and improvements.

Upon formation of the District in 2004, an assessment of \$240 was established for each parcel within the District service area. Under enabling state code, a 2% increase can, and has been, applied annually.

The rate of FY 2011-12 was approved at \$274.72. The number of parcels assessed last year was 528 for a total amount of \$145,052.16.

Annual assessments are currently the only source of revenue to maintain roads with the District. If the Board chooses to adopt the proposed increase of 2% for Fiscal Year 2012-13, the result would be an increase of \$5.48 per parcel, for a total annual assessment of \$280.20. If the number of parcels remains unchanged from last year, the total revenue would be \$147,945.60, for an increase in annual revenue of \$2,893.44.

As provided under state law, our District relied on our County Auditor-Controller's office to annually facilitate requisite parcel identification and assessment amounts for placement on the property tax roll for collection by our County Tax Collector and finally, dispersed to GSHCSD by the Auditor-Controller's office.

The process for approving the annual assessments is addressed at three consecutive Board meeting in order to provide ample opportunity for consideration and public comment. Three resolutions are invoked to initiate, confirm and establish the assessment with public hearings held at the latter two. The initiating resolution was adopted in May, the confirming resolution was adopted in June and the establishing resolution is to be considered tonight, along with a public hearing. This is the final step for approving the annual assessments.

The public hearing for the Fiscal Year 2012-13 parcel assessments was opened. The Board received the report and confirmed the above noted parcel increases. Public Hearing was closed.

A motion was made by Director Turner to adopt Resolution 2012-06. The motion was seconded by Director Milbury and passed by roll call vote by Directors Milbury – yea, Simons – yea, Bradley – yea, Fulmer – yea, and Turner – yea.

Public Comments

None

8. Review Draft RFP for GM Position

Manager Lepore submitted a letter of resignation to the District effective July 31, 2012, however, she has agreed to stay on as District Staff until such time as a replacement can be made, and then to help facilitate a smooth transition for the district once that replacement has been appointed.

At the June 13, 2012 meeting, staff was directed to develop a request for proposal (RFP) for Administrative and Engineering services.

The Board was presented with a draft RFP for Administrative and Engineering Services. It was also recommended that an ad-hoc Committee be appointed by the Board to review proposals, interview proposers, and provide recommendations to the Board on award of a contract. All proposals received will be forwarded to the Board with an analysis by the committee on their recommendations for award of a contract that best meets the District's needs.

A list of individuals that have provided engineering and/or administrative support to local special districts was provided to the Board. RFP's will be sent to these individuals.

A motion was made by Director Simons to appoint Directors Fulmer and Turner to create an ad-hoc committee to review proposals, interview proposers, and provide recommendations to the Board on award of a contract for the new GM Position. The motion was seconded by Director Milbury and passed unanimously.

9. 2012 Biennial Notice for Conflict-of-Interest Code

The Political Reform Act requires that all public agencies adopt a conflict of interest code. This code designates positions required to file Statements of Economic Interests (Form 700), and assigns disclosure categories specifying the types of interests to be reported. The Form 700 is a public document intended to alert public officials and members of the public to the types of financial interests that may cause conflicts of interest.

The Political Reform Act requires that every local government agency review its conflict-of-interest code biennially to determine if it is accurate or if the code must be amended. Once the Agency's determination has been made, a notice must be submitted to the County Board of Supervisors, the Code reviewing Body. The notice must be returned no later than October 1st, 2012.

After Review of the current Conflict of Interest Code it was determined by the Board that no changes would be made.

A motion was made by Director Turner to direct Staff to complete and return the 2012 Local Agency Biennial Notice form to the County Clerk. The Motion was seconded by Director Simons and passed unanimously.

10. CSDA Board Of Directors Election 2012

CSDA is a non-profit association that helps to ensure the continued existence of local independent special districts. This item covers their 2012 Board Elections.

As a member of CSDA, the Ground Squirrel Hollow CSD Board of Directors may select one (1) candidate to fill the CSDA Board of Directors, Region 4, Seat A.

One individual has been nominated for the seat, Mr. Steve Esselman from the North of the River Municipal Water District. All ballots must be sealed and received by mail or hand delivery in the provided self-addressed, envelope at CSDA on or before 5:00 pm, Friday, August 3, 2012.

A motion was made by Director Simons to direct Manager Lepore to abstain from nomination of Mr. Steve Esselman from the North of the River Municipal Water District. The motion was seconded by Director Milbury and passed unanimously.

The District biennial election will be held on Tuesday, November 6, 2012. Ground Squirrel Hollow CSD currently has three Full Term position up for election – Directors Bradley, Milbury and Simons. These terms begin 12/7/12 and continue through 12/2/16.

Director Turner has a copy of the paperwork necessary for Directors Milbury and Simons to file for their seats. Director Bradley will not be re-applying for her seat, leaving it open for anyone within the GSH District who may be interested. If there is more than one person interested than it will be placed on the ballot.

The Board Directed Secretary Giminez to post a notice of the available seat on the District Web site www.groundsquirrelhollowcsd.org and the bulletin boards.

Public Comment

It was brought to the attention of recently elected 5th District Supervisor, Debbie Arnold that a new development called Fox Hill, a subdivision of 250 parcels is planned to be built on the outskirts of our district. The plans for this subdivision show the use of our District roads for access. The Board explained that our District Roads are not built to take the amount of traffic that the Fox Hill subdivision will bring when completed. They also explained that there would be no other roads for fire exits. It was suggested that permits not be approved until they arrange for an entrance to the subdivision that does not include the GSH CSD Roads. Supervisor Arnold suggested that the Board contact her when the subdivision process comes to surface.

Mr. Bayus informed the Board that funding was secured to construct a bridge over the river at Geneseo by Eagle Oak Ranch for 2015/16.

Director Comments:

None

Adjournment:

A motion was made to adjourn the regular meeting by Director Turner, seconded by Director Simons and passed by unanimous voice vote. The meeting was adjourned at 8:20 p.m. The next regular meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday August 8, 2012 at 7:00 p.m. at the Meridian Fire Station on Branch Road in Paso Robles, California.

Respectfully Submitted by,

Beverly Giminez, Recording Secretary