

**GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT**

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*groundsquirrelhollowcsd.org*

**MINUTES FOR AUGUST 8, 2012 BOARD MEETING**

**Call to Order and Flag Salute:**

Director Fulmer called the meeting to order at 7:02 p.m.

**Roll Call:**

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

**Consent Items:**

Director Bradley made a motion to accept and approve the July Regular Meeting Minutes after directing Secretary Giminez to make two small corrections, the Treasurer's Report, payment of the outstanding invoices and Manager Lepore's report. Motion was seconded by Director Simons and passed by roll call vote by Directors Fulmer, Turner, Bradley and Simons. The following invoices were approved for payment.

Beverly Giminez	\$ 450.40	Secretarial services thru 7/31/12
Wallace Group	\$ 1869.33	Professional Services thru 6/30/12 Inv. #33655
Board Stipends	\$ 500.00	BOD Meeting 7/11/12
County of San Luis Obispo	\$ 469.32	LAFCO Budget Allocation 2012/13

Manager Lepore reported that the Grand Jury Report was received. No further comments have been received at this time.

**Public Comments on Agenda:**

None

**Board Action on Agenda Items:**

1. Forked Horn Project  
Ms. Williams reported that all is moving forward and there was nothing new to report at this time.
2. Permit Status Report  
There are currently eleven (11) active permits, five (5) permits on hold and sixty one (61) final permits. A deposit was received for APN 015-293-5070 White Tail Place. An

Initial inspection was completed the first week in August. Construction for this project is expected to be minimal.

3. Contractor Evaluation

In August of 2011, the Board approved the use of a Contractor Evaluation form, and directed Staff to coordinate evaluations after District roadwork has been completed.

The Board discussed the recent work performed on District roads by Viborg Sand and Gravel. The Board had some concerns regarding the recent work performed and felt that Viborg should be held responsible for correcting any work that falls below Board standards and not performed as described in the Job walk with Director Simons prior to bid proposal.

Manager Lepore has asked that each director complete the provided forms based upon their individual observations to the recent work completed by Viborg Sand and Gravel. Staff will prepare an overall average that will provide ranking criteria for the contractor. This average will be based upon the individual responses received from each director, The District Manager, as well as discussion held during the meeting.

Director Turner suggested that the Board provide Viborg Sand and Gravel with a list of areas that are not to Board Standards, this will give them the opportunity to perform the corrections.

Director Turner made a motion to direct Manager Lepore to complete an on-site evaluation with Director Simons to review recent road work performed by Viborg. Manager Lepore was directed to contact Viborg with the Board's concerns. The motion was seconded by Director Fulmer and passed unanimously.

As of this meeting the Board has not received invoices from Viborg Sand and Gravel.

Public Comment

Mr. Bayus commented that Viborg needs to know that we are not happy with his job performance and that his work is not acceptable. He needs to correct the areas that are not up to Board standards.

4. Annual Road Evaluations

There were no Road Evaluations done in August. In July a review of Bids received from RFP's issued in June. The Board issued contract to Viborg Sand and Gravel for road repair as follows:

Work orders WO-006-12 through WO-014-12 \$37,572.00. Notice of award issued to Viborg Sand and Gravel on 7/12/12.

Notice to proceed issued to Viborg Sand and Gravel on 7/30/12.

Work completed by Viborg Sand and Gravel on 7/31/12.

There was a brief Board discussion on this issue. This discussion will continue at the next regular meeting.

Public Comment

Mr. Sandusky reported that Ground Squirrel Hollow is in need of some patch work and that there were pot holes starting in front of Director Fulmers' property. The Board reminded residents that the stockpile of cold patch and DG are accessible if anyone would like to patch areas of concern on District roads.

5. District Website

After responding to the Grand Jury report, it was noticed that there are some areas of the website listed as "Under Construction". The Board may want to consider updating these sections as well as a general update and review of the current information posted on the site, as the website is a great tool for reaching residents in the community and is a reflection of the CSD.

The District's website has been a beneficial tool for residents with the community. It should be reviewed annually as to be sure the website reflects the most current and accurate information available. Staff has reviewed the website in detail and is making the following suggestions for areas to be updated:

- Building Permit Info*
- Permit Fee*
- Road Standards*
- Document Library*
- Update to include all Resolutions to date*
- Updated District Map*

Suggested Changes: List the District code as one pdf file, as opposed to multiple files.  
Suggested Additions: Update the history and give explanation of the annual tax assessment.

The Board directed Staff to send a list of updates to Cyber Scriber Web Site design and have him submit a bid to the Board with his yearly or hourly fee to complete all of the outlined work. This bid will be reviewed at the next regular meeting.

6. GM Proposal Update

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. This RFP was approved at the July regular meeting, and distributed to potential candidates on July 13, 2012.

Responses to the RFP for Administrative and Engineering Services were due to the District Manager by 4:00 pm on August 3, 2012. At that time there were three proposals received: John Eulberg, John D'Ornellas and Eric Gobler.

An ad-hoc committee chaired by Director Fulmer, Director Turner and Manager Lepore was appointed by your Board at the July regular meeting 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 to award a contract that best meets the District's needs. The successful proposer will enter into a contract for services that details the scope of work and fees for services.

The ad-hoc committee will be meeting directly after this regular meeting and a report and recommendation will be presented at the September regular meeting.

Public Comment

Mr. John Eulberg attended the meeting to take the opportunity to introduce himself to The Board.

Mr. Bayus asked if the Contractor Evaluations could be included as public record on the District website. Manager Lepore stated that this type of information should be made available upon request, but not posted on a public website.

Director Comments:

President Fulmer reported that Mr. Don Dougherty wanted to attend this meeting but regretfully could not. Mr. Dougherty will be filing for the upcoming Board seat.

**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 8:00 p.m. The next regular meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday September 12, 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