

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

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MINUTES FOR FEBRUARY 13, 2013 BOARD MEETING

Call to Order and Flag Salute:

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

Roll Call:

Directors Simons, Turner, Milbury, Fulmer and Dougherty were in attendance. Manager D’Ornellas and Secretary Giminez were also present.

Oath of Office Elected Board Members

Director Milbury received the Oath of Office and will continue as a Director on the GSHCSD Board until his term ends on December 2, 2016.

Public Comment

Ms. Sue Williams the Vice-Chair/Treasurer of the Forked Horn Place Chip Seal Project presented the Board with a news letter that was sent to the owners of Forked Horn Place. It was reported that a bank account was opened at Mission Community Bank and that many options for payment into the fund were made available to the property owners. The Board suggested that a board be installed to show each resident the progress of money collected.

Consent Items:

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

Beverly Giminez	\$ 400.00	Secretarial services thru 1/31/13
John D’Ornellas	\$ 1,004.34	Gen Mgr. Consulting for January
Board Stipends	\$ 300.00	BOD Meeting 1/9/13
Ground Up	\$ 87.50	Correction check #1677 Inv. #1057
Catherine Turner	\$ 14.99	File Folders
Mitch Frederick	\$ 1,500.00	Repairs to DG Roads Inv. #011813-1
Shipsey & Seitz	\$ 64.00	Attorney Fees for Jan. Inv. #105908
SLO County Clerk-Recorder	\$ 144.20	Election Publications for 11/6/12
Definitely Design Inc.	\$ 53.75	Sign updates Inv. #264

It was reported by Manager De’Ornellas that the Form 700 was due to be updated by each member of the Board, Secretary and himself. This form is due by April 2, 2013 for the January 1, 2012 through December 31, 2012 filing period. This State requirement is for all officers of the District. The Form 700 must be filed annually and whenever an official leaves or assumes office. A filer must declare if

they have any economic interest within their jurisdiction. The State economic interest code is complex and very detailed. There are many potential economic interests that an official of a local agency may have. For example, owning a home for a primary residence is not an economic interest but owning a rental property is.

After trading several emails with GSH resident Mr. Dave Muehlhausen, Manager De'Ornellas has stopped the email correspondence. It seems that no matter what was provided him it created more questions and confusion on his part as to what the role and responsibilities of the GSHCSD is for the community. Every invitation to attend a monthly meeting and speak directly to his elected representative (your Board) was turned down. Mr. Muehlhausen has a dispute between neighbors on Impala regarding their driveway approaches. The District was interested in helping to find a resolution but it is not our role to mitigate a private property dispute. This does not mean that we the Board are not "concerned" about the community. It is just the fact of our minimal budget and single power of road maintenance/improvement as a small community services district. The driveway in conflict was constructed prior to forming the GSHCSD and cannot be changed by the district as is the case for many of the driveways within the District.

Director Fulmer received correspondence regarding a sign stating "road ends in 1400 ft." at the end of Forked Horn. Director Fulmer sought an agreement from the Board that a sign saying "Not a through Road" can replace the current sign installed by residents.

Director Fulmer also received a phone call from a concerned resident that someone was driving off of the road at the top of Impala and shortcutting over to Lower Impala. This is causing the road to cave in. Director Simons will inspect the road and try to resolve the problem.

Director Fulmer made a suggestion in regards to number 5, Consent items on the Monthly Board Meeting Agenda. Director Fulmer would like Manager De'Ornellas to delete 5E (Sub/Ad-Hoc Committee Report) from the Consent items and move 5D (General Manager Report) and 5F (Correspondence Received) to the Discussion items. These items do not need a motion and this would allow the Consent items to be passed more quickly.

Discussion Items:

1. Silverado Place Road Work:

Your Board directed staff to advertise for bids of a small project on Silverado Place to mitigate drainage problems on the roadway and complete the work as emergency repairs. Your Board indicated that time was of the essence and the project must be completed soon to prevent further drainage damage on the roadway. This work was estimated to cost less than \$5,000.

Director Simons performed a survey of Silverado Place and prepared a scope of work to improve the drainage on the roadway. A request for proposal/invitation to bid was published on January 25th to contractors. Bids were due on February 12th at 1:00 pm. The Board received two bids; these bids are outlined as follows:

Mitch Frederick	\$6,195.00
A-Jay excavating	\$5,740.00

After a brief Board discussion of details the Board decided on a contractor.

A motion was made by Director Simons to award the contract of installing A/C berm from 5900 Silverado Place to 5950 Silverado Place to A-Jay Excavating at the bid amount of \$5,740.00. The Contractor must perform the work according to previously outlined specifications and the work must be completed within 30 days of Notice of Award. The motion was seconded by Director Milbury and passed by roll call vote as follows:

Director Milbury/A-Jay Excavating
Director Dougherty/A-Jay Excavating
Director Simons/A-Jay Excavating
Director Fulmer/Mitch Frederick
Director Turner/Abstain

Director Turner mentioned that the recent work done at the end of Silverado by Mitch Frederick has held up better than the work previously done by Viborg Sand and Gravel just months prior.

2. Permit Status Report:

There are currently five (5) active permits, six (6) permits on hold and one (0) permits were finalized last month.

Construction of a home on 5660 Ground Squirrel Hollow is underway. This Palomar Home project was issued a permit on November 13, 2012. One customer complaint was received for the contractor tracking mud and debris on the road. The Manager spoke to the contractor and notified the County on this violation. A re-inspection was done by the district engineer that showed the roadway adjacent to the project clean. However, no barrier is in place to prevent track out of material to the roadway. Contractor was notified again of this. The contractor said that he would comply with any erosion problems. It is unclear if the County has done an inspection in regards to the complaint.

It was reported by Manager De'Ornellas that the property owned by Kirk Gaspar APN #015-143-032 has defaulted and the lot is going up for bid. It was stated that the Board can purchase the property prior to going up for bid if it so chooses.

3. Annual 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.

A list of priority road projects can be developed. The first installments of 2012/13 road assessments have been collected. Your Board currently has approximately \$94,000 in the budget to complete road repairs. This amount will last until about June of 2013. More assessments will be collected in April of 2013.

A road evaluation was completed by Director Turner and Dougherty. After a long discussion and review of roads inspected it was determined that first priorities in order as listed would be Prancing Deer to bottom of Hill, Stag Hill, White tail and Impala.

It was decided that the Board would research old bids and work with the road inspector to tighten up bid specifications with detail on material needs. Once the format is set than it will

be carried over to future bid packages. In the future the contractors will be informed that our inspector will be on site to check that work is being done to the County, Board and bid specifications. Further Board discussion of road maintenance/work will be carried to the next regular meeting.

Director Simons noted that the culvert was smashed at 5580 Forked Horn. Director Simons has purchased a jack to fix the culvert. It was also mentioned that 5445 Ground Squirrel Hollow culvert is smashed. There was a complaint that dirt is filling culvert at 5570 forked Horn.

Directors/Managers Comments

Director Turner mentioned that only 18 of the letters sent to District property owners were returned.

Adjournment:

A motion was made to adjourn the regular meeting by Director Turner, seconded by Director Milbury and passed by unanimous voice vote. The meeting was adjourned at 8:15 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 13, 2013 at 7:00 p.m. at the Meridian Fire Station on Branch Road in Paso Robles, California.

Respectfully Submitted by,

Beverly Giminez, Recording Secretary