

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

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MINUTES FOR APRIL 10, 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, Fulmer, and Dougherty were in attendance. Manager D’Ornellas and Secretary Giminez were also present. Director Milbury was absent.

Public Comment

None

Consent Items:

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

Beverly Giminez	\$ 437.58	Secretarial services thru 3/31/13 Inv. #23
John D’Ornellas	\$ 1,025.04	Gen Mgr. Consulting for March
Board Stipends	\$ 400.00	BOD Meeting 3/13/13
A-J Excavating	\$ 5,740.00	Silverado repair & Berm inv. #12180
Ground Up	\$ 187.50	Track out, SWPP 5660 GSH Inv. #1085

General Manager Report

Manager D’Ornellas spoke with District road engineer, Rob Carnes, to gather more information on improving our bid and contract process to insure the District is getting the most competitive and best road bids for future projects. He provided the General Manager with chip seal specifications and standard practices for the work. The updated bid specification changes are moving forward and a draft will be provided to the Board within the next couple of months.

The Local Agency Formation Commission (LAFCO) is conducting a sphere of influence and municipal service review for all the larger North County community service districts. These reviews are required by law and generally provide both the agency and LAFCO an opportunity to update service issues with the communities. Examples of issues reviewed include:

- Annual Budget for the last 3 years.
- Capital Improvement Plans and or Programs.
- Possible Sphere Boundaries and Study Areas-Areas Agency Plants to Serve.

Location and Conditions of Service Infrastructure-Maintenance Program.

LAFCO will do the SOI/MSR for the smaller North County CSDs in 2014. That might be a good time to determine the service issued with adjacent properties of GSH that might develop in the future and access the GSH road system.

A discussion of private vs. County road status was addressed. It was said by the General Manager that it is his understanding that the County considers our district roads public. It was said by Director Fulmer that no offers of dedication for roads to the CSD were formed. During the formation of the GSHCSD acceptance of dedication was refused. The CSD did not give up private rights. This issue may be a benefit in the future to include the Fox Hill development or exclude their right to use the District roads as part of the permit process.

Correspondence Received

Manager D'Ornellas presented certificates to Directors Dougherty and Fulmer for completing the Ethics Training. Director Turner received a complaint from a homeowner regarding the new berm installed on Silverado. He was concerned that the curb extended to far into his driveway and that when large trucks turn in their wheels bounce over the newly installed curb. He does not want to take responsibility for any damage done to the curb. There was also concern from another homeowner in the same area that small cars may get hung up on the bump. Director Turner observed cars turning into mentioned driveways and noted no problems.

Discussion Items:

1. Permit Fee Waiver Policy:

The District requires new construction projects to pay a \$1500 Developer Fee to offset costs to District (such as plan check & approval, inspections, administration, etc) associated with potential impacts on District maintained roads and drainages due to the construction of new improvements whether or not there are existing improvements on the property. \$250 of this fee is non-refundable, with the remaining fee used to offset our costs.

A waiver of the Developer Fee was requested at the March meeting by Paul Kanton of 5070 Stagg Hill for building a modular barn on his existing property. Your Board approved this fee waiver but instructed staff to revise the waiver process to recover staff cost to process fee waivers.

A fee waiver form was revised to provide language to recover District costs associated with processing these requests. Depending on the specifics of the waiver requests these costs can run from nothing to a few hundred dollars.

The proposed revision of the permit fee waiver will now recover costs associated with any engineering review or administrative time to process the request.

After a lengthy discussion of the "Permit Fee Waiver" form, it was determined that the opinion of the Board was split. The Board directed the General Manager to change the

name of the "Permit Fee Waiver" to not include the word "waiver" because of the fear of liability. One suggested name change is "Minimal Developers Fee". Manager D'Ornellas will make necessary revisions/changes to the current form and present the suggested revised form to the Board at the next regular meeting.

2. Contractor Evaluation:

In August of 2011, your Board approved the use of the Contractor Evaluation Form, and directed Staff to coordinate evaluations after district roadwork has been completed.

A.J. Excavating completed the Silverado work on March 15th. Each Board member has been provided with an Evaluation Form to be completed and returned to the General Manager so that an average score can be determined by the Board. A copy of this evaluation will be sent to the contractor used for that particular job.

It is unclear if these Contractor Evaluations have any legal weight in actual award of future contracts. Legal counsel has advised the only safe method for not awarding public works contracts is if the bidder did not meet the specification of qualification for the work. Past performance has minimal legal weight on future contracts. It is all about the published specifications and required qualifications for the work.

3. Permit Status Report:

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

4. 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.

In March A-Jay excavating completed the drainage work on Silverado. The Board directed staff to build upon the current bidding and contract process for the next large road project. The Board directed staff to time the chip sealing work for the end of summer.

A list of any other priority road projects can now be developed. Staff has begun to work on the chip sealing bid process. The first installment of the 2012/13 road assessments have been collected. The second installment will be paid in mid April.

The specifications for work to be performed on Stag Hill, White Tail and Prancing deer are currently in process and will soon be ready to present for bid.

5. LAFCO Nomination:

The Local Agency formation Commission (LAFCO) is an independent local government agency that has planned and growth powers over all cities, counties, and special districts. San Luis Obispo County Special districts have two representatives on the LAFCO Board. the current special district LAFCO regular member is Muril Clifton of Cambria CSD. Ed Eby of Nipomo CSD was the other regular special district member but was not re-elected in November 2012, thus his seat must be filled. If any of the regular members are not in attendance at a meeting, the alternate member takes the seat. The special district alternate seat is held by Marshal Ochylski of Los Osos CSD. Mr. Ochylski has been acting as the regular member since last November. The other LAFCO representatives include two elected officials from cities, two from the County, and one member of the general public. Special district members on LAFCO do not represent their agencies but rather all County special districts.

There are three nominations for the open special district seat on LAFCO:

 Anthonyn Kalvans, Director San Miguel CSD
 Brian Kreowski, Commissioner Port San Luis Harbor District
 Marshal Ochylski, Director Los Osos CSD

All three candidates submitted a statement of qualifications.

The Board welcomed the Director of the San Miguel CSD, Mr. Anthony Kalvans. Mr. Kalvans introduce himself to the Board by giving some information about himself and welcomed any questions that the Board may have for him.

Mr. Kalvans briefly discussed the County water management plan and that some small communities are not properly represented. In some cases the water agencies and big farmers are present at the meetings and representation of small communities are not. Mr. Kalvans stated that if he was elected, he would attend our local meetings when necessary to update our CSD in regards to changes in water management and other local changes.

A motion was made by Director Simons to elect Anthony Kalvans for the open special district seat on LAFCO. The motion was seconded by Director Turner and past by unanimous voice vote as follows.

 Director Fulmer - Yea
 Director Dougherty - Yea
 Director Turner - Yea
 Director Simons - Yea

The Board requested that Mr. Anthony Kalvans contact them regarding upcoming proposals to the water management plan. Mr. Kalvans confirmed that he would be more than happy to bring information to the Board.

Directors/Managers Comments

Director Simons will purchase a carsonite pounder. This purchase was approved at the last regular meeting. Director Turner mentioned that the bulletin board at the end of Silverado is down.

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 8:10 p.m. The next regular meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday May 8, 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