

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

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MINUTES FOR MAY 8, 2013 BOARD MEETING

Call to Order and Flag Salute:

Director Fulmer called the regular meeting to order at 7:03 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 April 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	\$ 400.00	Secretarial services thru 4/31/13 Inv. #24
John D’Ornellas	\$ 916.27	Gen Mgr. Consulting for April
Board Stipends	\$ 400.00	BOD Meeting 4/10/13
Catherine Turner	\$ 19.72	Postage
Ground Up	\$ 490.00	Invoice 1096 Engineering Services

General Manager Report

Manager D'Ornellas reviewed the process for implementing the annual road special tax to parcels within the Ground Squirrel Hollow District. Information was gathered from last year's tax collection process. The County has been updated with new contact information for the process and the GM has reviewed the timeline and requirements for assessing the special tax.

Correspondence Received

Manager D'Ornellas received a news letter from the Board members of the "Forked Horn Place Chip Seal Project". The Board members of this project are requesting that our Board post their news letter or a link to their news letter on the GSH Website. The Board has agreed to post the letter on the community bulletin board within the website. The GM will speak with Chris Giminez at Cyber Scriber Website Design to add a bulletin board to the website and post the news letter with a disclaimer stating that the "Forked Horn Place Chip Seal Project" is not in association with the Ground Squirrel Hollow Community Services District.

It was also mentioned by Manager D'Ornellas that LAFCO fee will increase by 6% and that increase will need to be added to the upcoming Budget.

Discussion Items:

1. Permit Fee Policy for Small/No impact projects:

The District has two basic fees that we collect when a project triggers a SLO County planning/building permit.

Developer Fees: Any new development or upgrade within the District boundaries that requires a County Building Permit will be required to submit a deposit of \$1,500 for each project to the District. This deposit provides reimbursement of the district expenses, with \$250 being non-refundable to offset administrative and processing costs and \$1,250 being a deposit toward engineering, inspection and testing costs, as well as any final repairs that need to be completed on projects of a minor nature with road rights of ways such as driveway connections and related drainage.

When actual costs exceed the deposit, payment shall be required in full before a Letter of Acceptance is issued to the County. When costs are less than this deposit, a refund is made to the applicant. For larger projects, costs will be billed under a checking and inspection agreement as set forth in the district code and as determined by the District.

Encroachment Fees: An Encroachment Permit and payment of fees is required for work done within road rights of ways including such things as utility work. There are several encroachment permit fees including, \$306 for utility, \$537 for blanket utility, \$360 for Driveway, \$125 for curb, gutter and sidewalks and a \$109 permit appeal fee.

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 Board discussion it was determined that the "Permit Fee Waiver" form name would be changed to "Agreement for Reduction Developer Fee for Small Projects". The Board would like to make it clear to applicants that the Board does not waive the right to collect fees or damage caused by applicant. The Board has the right to charge for any fees or damages incurred. The Board also requested that Staff add to the Form a signature page for applicant to confirm that they have received the "Developers Guide" and make the Guide available by mail or via the District website. The Board also directed Staff to include a Web address www.grounsquirrelhollowcsd.org on all stationary and correspondence sent to applicants. The revised copy for the Permit Fee policy will be presented at June meeting.

The Board always has the option to reduce fees or charge the full developers fee.

2. Permit Status Report:

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

It was noted that a house was being built on Reindeer.

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.

There were no new road evaluations done in the month of April.

A list of any other priority road projects can now be developed. Staff has begun to work on the chip sealing bid process. A draft of the road work bid packet and specification for roads will be presented to the Board at the June meeting. Bid packets will also be presented for Board approval for publishing at the June or July meeting with bids due for award by the July or August meeting. The discussed chip sealing work will be done in September.

4. Fiscal Year 3013-14 Tax Roll:

Annual assessments are currently the only source of revenue to maintain roads with the district. If your board chooses to adopt the proposed increase of 2% for Fiscal Year 2013-14, the result would be an increase of \$5.60 per parcel, for a total annual assessment of \$285.80. If the number of parcels remains unchanged from last year, the total revenue would be \$150,902.40, for an increase in annual revenue of \$2,956.80.

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

If Authorized, staff will perform the following tasks to implement the assessment:

- *Acquire updated information from the county Assessor's Office for all parcels within the CSD service area.

- *Update the CSD data base to reflect current assessor information including any necessary research for lot splits, mergers, etc.

- *Pending Board approval, assign an amount due of \$285.80 for each parcel (a 2% increase).

- *Forward Special Assessments Listings to the County Auditor-Controller with account codes in the required amount.

- *Coordinate and respond to questions or requests for information from the County auditor-controller's office.

The Final special district assessment listings must be submitted to the auditor-Controller's office by July 19, 2013.

A Motion was made by Director Turner to approve the 2013-14 Tax Roll Preparation to initiate Resolution 2013-01. The motion was seconded by Director Simons and passed unanimously by voice vote.

Director Fulmer-yea
Director Simons- yea
Director Dougherty-yea
Director Turner-yea

Directors/Managers Comments

It was mentioned that Mr. Jon Seitz passed away. Mr. Seitz was one of the people to help form Our CSD and many others. A reception for Jon will be held at 12:30 p.m. at the Madonna Inn. In lieu of flowers, memorials may be sent to Friends of Carrizo Plain, HCR69 Box 3078, Santa Margarita, CA 93453; or San Luis Obispo Lions Club Eye Exam Program (for 1st, 3rd and 5th grade school children), P.O. Box 3052, San Luis Obispo, CA 93403; or a memorial of your choice. Reis Family Mortuary 544-7400 San Luis Obispo.

Director Turner mentioned that carsonites need to be installed. Neighborhood kids are pulling them out.

It was mentioned that Debbie Arnold would be invited to a future meeting to discuss the Garbage Contract.

The GM mentioned that the Los Osos, Oceano, San Miguel and Templeton CSD's are currently running with no GM due to lack of qualified applicants.

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 7:55 p.m. The next regular meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday June 12, 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