

**GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT**

5915 Silverado Place  
Paso Robles, California 93446  
(805) 238-7040  
*groundsquirrelhollowcsd.org*

**MINUTES JUNE 14, 2023**

**Call to Order and Flag Salute:**

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

**Roll Call-** Directors McCamy, Martinson, Duckworth, Fulmer and Wilcox were in attendance. Manager Gilmore, Secretary Switzer were also present and Bookkeeper Turner.

**Public Comment:** None

**Consent Items:**

A motion was made to accept and approve the consent items April minutes, with corrections, by Director Fulmer and seconded by Director Duckworth; Motion passed by unanimous voice vote. Roll call 5-0.

**The following invoices were approved for payment:**

|                  |             |                                       |
|------------------|-------------|---------------------------------------|
| Sarah Switzer    | \$ 400.00   | Secretarial services thru May Inv# 88 |
| Dan Gilmore      | \$ 1,400.00 | General Manager for May Inv# 85       |
| Catherine Turner | \$ 263.21   | Bookkeeping May Inv# 96               |
| Pam Fulmer       | \$ 100.00   | Board Stipends                        |
| MTM              | \$ 987.50   | Inv#10832 Emergency Work              |

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Total \$

**General Manager Report:**

GM spoke with a new FEMA rep over the phone and was encouraged to move forward with the application regarding the storm damage from January.

\*\*Audit FY22/23 report

Paper procurement with IWMA requesting information on any paper purchases with the district.

**Correspondence Received:**

FDRMA

CSDA electing a board member

FPPC Letter of complaint

**\*\*Public Hearing and adoption of Resolution 2023-03 establishing the Special Tax for Road Maintenance to be collected by the County with the FY2023-24 Tax Year**

Motion to approve resolution made by Director Fulmer 2023-03 Seconded by Duckworth Passed by roll call vote 5-0

**\*\*Public Hearing and adoption of Resolution 2023-04 establishing the Special Assessment for Chip Seal Project to be collected by the County with the FY2023-24 Tax Year**

Motion to approve resolution made by Director Wilcox 2023-04 Seconded by Martinson Passed by roll call vote 5-0

**\*\*Public Hearing and adoption of Resolution 2023-05 establishing the District's FY2023-24 Final Budget**

Motion to approve resolution made by Director Fulmer 2023-05 Seconded by Wilcox Passed by roll call vote 5-0

**Permit Status Report:**

**NEW PERMITS:**

- 5825 Black Tail, APN 015-143-010, RBLD2022-00276, Same project rep as 5894 Black Tail, we have site plan and have made comments, no fee received yet. This lot is at the easterly end of Black Tail. Other lots are developable and need access, but the Districts' right-of-way may not be suitable due to topography

-5815 Silverado, APN 015-143-010

-5275 Play Doe, Robert Cable, owner; project to pave existing driveway and connection to Play Doe. Fee Paid. Work done by Mitch Fredrick Paving.

- 5894 Black Tail, 015-144-023, PMT2022-00539, *Staff is in communication with the project representative and county and we have received a site plan and provided comments. Still awaiting confirmation of payment of the districts permit fee.*

- 5905 Forked Horn, APN 015-143-028, RBLD2002-00014, 00013; Staff is in contact with owners rep and county, we have a site plan, waiting for permit fee.

**Active Permits with ongoing work:**

-5548 Reindeer, Fee Waiver Agreement issued to owner for accessory building (shop) that is not expected to affect District's roads. County permit PMTR 2019-02368 \$250 Paid

- 5895 Forked Horn 015-143-019 PMTR 2021-00184, Deb Stilson, Accessory Building (shed/barn) Issued fee waiver agreement, County PMTR2021-00184, *deposit paid*.
- 5950 Black Tail, 015-143-036, Peter Lopez, PMTR2019-02432, *\$1,500 permit deposit paid*. Initial activity will be to rough grade a driveway so the well driller has access.
- 5880 Forked Horn, Peter Lopez, 015-143-022, County PMTR2019-02436, *\$1,500 permit deposit paid*. Initial activity will be to rough grade a drive a driveway so the well driller has access.
- 5802 Silverado, 015-151-002, PMTR2021-01523. Paul Maroney, Owner. Palomar builder. *Paid \$1,500 deposit. Driveway was paved on 6/8, inspected by GM. Drainage is good.*
- 1850 Mulberry, 015-331-012, County PMTR2020-01065. Vollucci, owner. *Paid \$1,500 fee.*
- 5771 Lone Pine Pl, 015-151-073 PMTR2022-000405: *fee waiver agreement for a pool project. Received and signed agreement and \$250.*
- 5894 Black Tail, 015-151-023, PMTR0200-00539, Staff is in communication with the project representative and county, and we have received a site plan and provided comments. Districts permit fee of \$1,500 paid.
- 5905 Forked Horn, APN 015-143-028, BBLD2022-00014, 00013; Staff is in contact with owner's rep and county, we have site plan, \$1,500 permit fee paid.

**\*Enforcement of District Encroachment Regulation:**

- 5020 White Tail, County PMTR2020-00553 has been finialed for what looks like rough driveway, well and utilities. District was not notified of County Permit.
- 5745 Silverado, county code enforcement action for early grading. Erosion control installed. owner expected to get county permit for further work. In recent road survey, noted extensive damage to the surface of Silverado. Appears to be deep trailer or equipment scrapes.
- 5858 Black Tail, 015-144-015, President McCamy noted substantial grading activity, County has not issued a permit. GM Filed a complaint in February. County website now indicates code enforcement action in progress; CODE2022-00055.

**East end of Black Tail, the trail at the end of the road has been providing access to an undeveloped lot that is otherwise landlocked. This access is outside any District Right of Way. Someone, presumably the owner, appears to be illegally living in an RV or other structure. Related to the project at 5825 Black Tail, the access issues to the landlocked parcel(s) will need to be resolved, likely through use of a common driveway agreement. This will also likely result in an enforcement action regarding the person living on undeveloped property.**

**Other information:**

- 5645 Forked Horn, owners Bill & Jordana Hug expected to submit permit application and fee for driveway approach improvements. Still nothing yet.
- Justin Sorrentino purchased a lot at 5685 Prancing Deer, wants to build.

All active permits have paid their permit fee of \$1,500.00 and have received a Letter of Acceptance from the District for the county permit staff.

1. **Monthly Road Evaluations:**

Improved coordination with FEMA regarding, got a new rep at FEMA, should have better communication from here on out. Made contact with Meyer Driller in Morro Bay and Case Pacific in Paso Robles, trying to arrange a site to discuss repairs to Stagg hill. Request for bid went out on the Mulberry Repair Project with bid due just prior to the board meeting.

Mulberry Bid from Mitch Fredrick Paving came back at \$32,980 awarded to Mitch Fredrick Paving.

\*\*Motion to approve bid for Mulberry by Martinson, second by Duckworth

Road Work Project Summary:

Projects in the 2020/21 Fiscal Year:

|   |                            |
|---|----------------------------|
| GSH Road Repair Project                                     | \$125,337.00               |
| Additional pothole repairs on Prancing Deer and Pepper Tree | \$4,500.00                 |
|   | <b><u>\$129,837.00</u></b> |

Projects in the 2021/22 Fiscal Year:

|   |                           |
|---|---------------------------|
| Pepper Tree and Lone Pine speed control project | \$3,500.00                |
| Morning Star and Maverick Intersection repair   | \$10,932.00               |
| Gazelle and Reindeer repair/resurface           | \$60,490.00               |
| Forked Horn culvert repair                      | \$4,251.24                |
|   | <b><u>\$79,173.24</u></b> |

Projects in the 2022-23 Fiscal Year:

|   |                           |
|---|---------------------------|
| East Side Road Repairs (Play Doe, Maverick, Stagg Hill, White Tail) | \$53,768.00               |
|   | <b><u>\$53,768.00</u></b> |

**Recommendation:** Receive report and provide direction to staff regarding any current projects Or any needed or desired maintenance and/or repair work.

**Award of contracts for work should be done by motion, second and roll-call vote.**

**Projects being developed, or otherwise not yet approved for construction are:**

- Debris flow improvements- Pepper Tree / Lone Pine
- Edge erosion repair, several locations

*\*All award of contracts for work should be done by motion, second and roll call vote*

*\*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 GSCSD service area, followed by discussion and prioritization of repairs and/or improvements based on available funds. This process starts in October of each year with the objective of "short listing" proposed projects by the following January through March, weather permitting. After the surveys are complete, the teams compare notes and*

*provide a proposed work schedule based on preliminary budget estimates and the combined results of the road surveys.*

**Appoint Ad Hoc Committee to Coordinate Sale of Surplus Lot:**

October 2019 the board of directors approved the precise of the tax default property APN 015-143-012 which the district currently owns.

Pam, Ed & Dan

\*\*Motion to approved this ad hoc committee to look into the sale of sale at APN 015-143-012 and potentially purchase the lot on buck; Duckworth made motion Wilcox second. Approve by roll call vote 5-0.

**Director/Manager Comments:**

None

**Adjournment**

A motion was made to adjourn the regular meeting by Director Fulmer, seconded by Director Wilcox and passed by unanimous voice vote, 5-0. The meeting was adjourned at 8:30 p.m. The next regular meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday, July 12th at 7:00 p.m. via virtual Zoom meeting.

Respectfully Submitted by,

**Sarah Switzer**

Sarah Switzer, Recording Secretary