

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

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

MINUTES MAY 10 , 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 April Inv# 87
Dan Gilmore	\$ 1,650.00	General Manager for April Inv# 84
Catherine Turner	\$ 200.00	Bookkeeping April Inv# 95
Pam Fulmer	\$ 100.00	Board Stipends
13 Stars Media	\$ 354.75	Inv#11508 Legal Notice Publication
McElwin Real Estate	\$ 300.00	Inv# 23-0315CSD Lot Appraisal
Santa Cruz County Bank	\$ 23,935.34	Chip Seal Payment #23
SLO Clerk- Recorder	\$ 2,570.61	Nov 8, 2022 Election

Total \$29,510.70

General Manager Report:

GM continues to work on documenting the storm damage from the January storms. This information that FEMA is requesting is taking some time. It is looking like FEMA will not give the CSD enough money to make the time worth it and the GM may just withdraw the application.

The mudslide on GSH seems to be holding up just fine and new grass is growing and covering the bare dirt.

GM is looking into the tax default lot that we currently own and the one the county called GM about possibly purchasing. GM recommends putting together an ad hoc committee of board members to oversee the possible sale of our current lot. Martinson and Fulmer are available to help head up the ad hoc committee and that will be brought to the next meeting.

Stagg hill crib wall repair is still in the works and GM is talking to contractors and getting ideas on the best way to fix the failing wall.

Correspondence Received:

Email from SDRMA- liability renewal estimate

Permit Status Report:

NEW PERMITS:

- 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.***
- 5825 Black Tail, 015-143-010, RBLD2022-00276, same project rep as 5894 Black Tail, we have site plan and have made comments, no fees 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.**
- 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.***
- 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**

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.* **County put a hold on an auxiliary permit, requiring District clearance letter.**

-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:**

GM continuing to work with FEMA, likely not getting any funds from FEMA to repair or clean up the mudslide on GSH.

Contacted a foundation driller in Morro Bay to determine what is possible to repair Mulberry. Should go to bid sometime in May.

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	<u>\$4,500.00</u>
	<u>\$129,837.00</u>

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	<u>\$4,251.24</u>
	<u>\$79,173.24</u>

Projects in the 2022-23 Fiscal Year:

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

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.*

Preliminary Budget for FY2023/24:

Bookkeeper sent the GM the financial information for the yearly budget and GM was able to put together the preliminary draft budget for review and for directors to be able to incorporate any changes desired

A motion was made to approve the draft budget and set June 14 for the approval of final budget at public hearing, by Director Martinson and seconded by Director Duckworth; Motion passed by unanimous voice vote. Roll call 5-0.

Resolution 2023-01, Initiation 2023/23 Tax Roll Preparation:

Initiates the annual process for the districts special tax to fund the road maintenance and improvements. The GM is proposing an increase of just below 1% to each lot due to the district losing 6 total lots bringing the total taxable amount per lot is \$335.88. With 521 lots within the district that brings the total for the year to \$174,993.48 for the fiscal year 2023/24.

A motion was made to accept resolution 2023-01 initiating the collection of a special tax of \$335.88 per parcel for the maintenance of the district roads, direct staff to perform tax roll preparations for fiscal year 2023/24, and set a public hearing for June 14, 2023 to finalize the road maintenance special tax for fiscal year 2023/24. by Director McCamy and seconded by Director Wilcox; Motion passed by unanimous voice vote. Roll call 5-0.

Resolution 2023-02, Initiation 2023/23 Tax Roll Preparation for Special Chip Seal Assessment:

Initiates the annual process for the districts Special Chip Seal tax assessment fund for the improvements associates to the chip seal project. The Chip Seal Assessment is \$155.00 per parcel in the assessed area. There are currently 266 parcels in the assessment area. At \$155.00 per parcel the annual revenue is \$41,230. The county adds a fee of \$2.00 per parcel for collection for a final total bill per property owner of \$157.00.

A motion was made to accept resolution 2023-02 initiating the collection of a special tax of \$155.00 per parcel for the construction/maintenance of the Districts Chip Seal project, direct staff to perform tax roll preparations for fiscal year 2023/24, and set a public hearing for June 14, 2023 to finalize the Chip Seal Assessment for fiscal year 2023/24. by Director McCamy and seconded by Director Martinson; Motion passed by unanimous voice vote. Roll call 5-0.

Director/Manager Comments:

None

Adjournment

A motion was made to adjourn the regular meeting by Director Fulmer, seconded by Director Duckworth and passed by unanimous voice vote, 5-0. The meeting was adjourned at 8:03 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 14 at 7:00 p.m. via virtual Zoom meeting.

Respectfully Submitted by,

Sarah Switzer

Sarah Switzer, Recording Secretary