

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

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groundsquirrelhollowcsd.org

MINUTES of the REGULAR MEETING of the BOARD OF DIRECTORS held on May 8, 2024

1. Call to Order, Flag Salute and Roll Call:

President McCamy called the regular meeting to order at 7:00 p.m. and led the Pledge of Allegiance. Roll Call: Directors McCamy, Martinson, Duckworth, Fulmer and Wilcox were in attendance. Manager Gilmore was also present.

2. Public Comment: None.

3. Old Business:

- A. Additional Pothole Repair 2023: Mitch Frederick Paving is expected to begin construction the 2nd week of June.
- B. Stagg Hill Crib Wall: No new information.
- C. Newsletter: Bulletin Board page of the District's web site can be used to post articles as they are developed.
- D. Encroachment Permit Policy/Developer's Guide update: Document edits need to be refined before bringing to the Board for approval.
- E. Secretary Recruitment: On hold for the time being. Board can revisit if the need or complications arise.

District "yard" needs to be weed-wacked.

The boat parked on Black Tail needs to be added to the list.

4. Consent Items:

A motion was made by Director Duckworth and seconded by Director Fulmer to accept and approve the consent items. These include agenda item 4A - the April Minutes, with corrections, 4B - the Treasurer's Report for April, and 4C - Invoices to be Paid from April. Motion passed by unanimous voice vote.

District Funds on hand include \$330,528 in the checking account (\$81,936 in the Chip Seal Acct.) and \$16,917 in the Reserve Account. The ending balance for all funds was \$429,000 resulting in an increase of just over \$124,000.

The following invoices were approved for payment:

Dan Gilmore	\$ 1,589.13	General Manager for April, Inv #96
Pam Fulmer	\$ 100.00	Board Stipend
Catherine Turner	\$ 200.00	Bookkeeping for April, Inv #110
Santa Cruz County Bank	\$23,802.12	Chip Seal Payment #27
13 Stars Media	\$ 315.16	Public Hearing Legal Ads
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Total	\$26,006.41	

5. General Manager Report:

GM received an unofficial copy of the FYE2023 Audit, which will allow him to complete the Financial Transactions Report for the State Controller and the Management Discussion and Analysis section of the Audit. Due to the lateness of the Audit, an account manager at Santa Cruz County Bank contacted the GM. One of the requirements of the District’s Chip Seal loan is to provide audited financial statements each year by a certain date. The bank rep recognizes that it is out of the District’s hands and will look into some form of waiver so that we are not in breach of our agreement.

GM passed along word from Cathy Turner that a new signature card is needed at the bank. Since Scott Simons is no longer on the Board, his name should not be on the card. A new card will need to be signed by the approved signers: President Kevin McCamy, Vice President Ed Martinson, Director Pam Fulmer, Director Allen Duckworth, and Director Bob Wilcox, and District Treasurer Cathy Turner. Each Boardmember will need to go to the bank in person with proper identification and sign the signature card.

6. Correspondence Received:

None.

7A. Permit Status Report:

New Permits:

5731 Lone Pine, GM was contacted by Owner, Cleve Robinson, about plans to build a pool. GM needs to review the plan and determine whether a Fee Waiver Agreement will apply.

Active Permits with ongoing work:

-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.

- 1850 Mulberry, 015-331-012, County PMTR2020-01065. Vollucci, owner. *Paid \$1,500 fee.*
- 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.
- 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 District’s right-of-way may not be suitable, due to topography; Release was sent 8/5/23 for permit issuance.
- 5640 Forked Horn, APN015-242-016, Van Luit residence, applicant has submitted site plan and sent \$1,500 permit deposit. Project has “Pre-App” status at the County.

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. CODE2019-00506 has been finialed. No new permits on County website.
- 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.

7B. Monthly Road Evaluations:

Winter weather has stalled the 2023 Pothole Repair Project. Construction expected to begin the 2nd week of June 2024. Additional potholes and increased materials are expected and will be made at the unit prices in the original bid.

Road Work Project Summary:

Projects in the 2023-24 Fiscal Year:

Mulberry Repair Project	<u>\$38,782.00</u>
	\$38,782.00

7C. Preliminary Budget for FY2024-25

Staff presented the preliminary budget for fiscal year 2024-25 for consideration by the Board. Most line items remained unchanged. The Board suggested shifting \$2,000 from the District Engineer line to the General Manager line, in recognition of the General Manager's involvement in District projects. On a motion by Director Martinson and second by President McCamy, the preliminary budget was unanimously approved, as amended, and a Public Hearing was set for June 12 to adopt the Final Budget for FY2024-25.

7D. Resolution 2024-02, Initiating the Road Maintenance Tax for FY2024-25

Staff presented Resolution 2024-02, which initiates the process of collecting the Road Maintenance Tax for FY2024-25. The amount of the tax was not expected to change, as the appropriations limit has been reached. The sale of the District's surplus lot may result in a small change. On a motion by Director Fulmer and a second by Director Wilcox, Resolution 2024-02 was unanimously approved and a Public Hearing was set for June 12 to finalize the Road Maintenance Tax for FY2024-25.

7E. Resolution 2024-03, Initiating the Chip Seal Assessment for FY2024-25

Staff presented Resolution 2024-03, which initiates the process of collecting the Chip Seal Assessment for FY2024-25. The amount of the assessment is \$155 per lot per year for those lots in the Assessment Area. On a motion by Director Fulmer and a second by Director Wilcox, Resolution 2024-03 was unanimously approved and a Public Hearing was set for June 12 to finalize the Chip Seal Assessment for FY2024-25.

8. Director/Manager Comments:

None.

9. Adjournment

A motion was made to adjourn the regular meeting by Director Fulmer, seconded by Director Martinson, and passed by unanimous voice vote, 5-0. The meeting was adjourned at 8:02pm. The next regular meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday, June 12th at 7:00 p.m. at Fire Station 50 in Creston.

Respectfully submitted by:



Dan Gilmore, General Manager
Acting Recording Secretary