

# **GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT**

5915 Silverado Place  
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*groundsquirrelhollowcsd.org*

## **MINUTES of the REGULAR MEETING of the BOARD OF DIRECTORS held on April 10, 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 and Bookkeeper Turner were also present.

### **2. Public Comment:** None.

### **3. Old Business:**

- A. Additional Pothole Repair 2023: Awarded to Mitch Frederick Paving. Project holding for weather.
- B. Stagg Hill Crib Wall: Area is holding well through this winter. GM is still investigating options and contractors. David Crye and Twisselman Construction were recommended.
- C. Newsletter: Article ideas were discussed. GM suggested using the Bulletin Board page of the District's web site to post articles as they are developed. Director Fulmer mentioned that she maintains a GSH Facebook page, which could be used for information outreach, as well.
- D. Encroachment Permit Policy/Developer's Guide update: Process started. Document edits need to be refined before bringing to the Board for approval.

On Wednesday, April 10, President McCamy, Director Wilcox, and Director Duckworth filled potholes on Forked Horn, Silverado (2), Ground Squirrel Hollow, and Lone Pine (2 large).

The street name sign at Silverado and Pepper Tree was reportedly stolen again.

### **4. Consent Items:**

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

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

Dan Gilmore	\$ 1,194.84	General Manager for March, Inv #95
Catherine Turner	\$ 200.00	Bookkeeping for March, Inv #109
Pam Fulmer	\$ 100.00	Board Stipend
Sarah Switzer	\$ 400.00	Secretarial Services

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Total \$ 1,894.84

**5. General Manager Report:**

GM has been getting emails from the State Controller’s Office, the County Auditor’s Office, Santa Cruz County Bank, and others regarding the lateness of our Audit report for FY2022-23.

GM was able to get access to the website for updates after having CyberScriber fix a minor glitch. GM reports that uploading agendas, minutes, and bulletin board items is very easy to do.

GM reported that Sarah Switzer has resigned from her position as Secretary to the Board. GM is willing to absorb the duties as allowed by the District Code. VP Martinson sees value in having a second note-taker at the Board Meetings. President McCamy would like GM to develop Secretary job description. The situation with Quickbooks needs to be resolved. The subscription was canceled, and we have not located any disks from older versions. Director Wilcox and President McCamy both have their own versions. GM will look into stand-alone versions for District purchase. Scott Durian commented on whether the District needs a secretary. He also questioned the justification for road work and expressed displeasure with the minutes.

**6. Correspondence Received:**

SDRMA publications re: Special District Leadership Foundation, upcoming Legislative Days

**7A. 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 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.

**5731 Lone Pine, I was contacted by Owner, Cleve Robinson, about plans to build a pool. I need to review his plan and determine whether a Fee Waiver Agreement will apply.**

### **Active Permits with ongoing work:**

-5895 Forked Horn 015-143-019 PMTR 2021-00184, Deb Stilson, Accessory Building (shed/barn) Issued fee waiver agreement, County PMTR2021-00184, deposit paid. **Project is complete and owner has requested a refund of any remaining funds. Usually, there aren't any funds left from the \$250 deposit.**

-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.

### **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.

Road Work Project Summary:

Projects in the 2022-23 Fiscal Year:

East Side Road Repairs

(Play Doe, Maverick, Stagg Hill, White Tail)

\$53,768.00

**\$53,768.00**

Projects in the 2023-24 Fiscal Year:

Mulberry Repair Project

\$38,782.00

**\$38,782.00**

**7C. Approval of Sale of Surplus District Owned Property**

The Board had previously approved the sale of the District’s surplus lot. The ad hoc committee listed the property, found a buyer, and negotiated a purchase agreement. This item brought the details of the agreement to the full Board for approval. The purchase price is \$225,000, with \$100,000 to be financed by the District for up to 12 months at 8% interest. The Board briefly discussed what to do with the money; pay down the Chip Seal Project balloon payment (when the time comes) or use the money to improve the roads. Director Fulmer feels the proceeds should benefit everyone, and that paying down the chip seal loan only benefits the assessment area. Vice President Martinson was not concerned about the need to finance the balloon payment. He felt the reserve should be brought up to \$25,000.

**8. Director/Manager Comments:**

None.

**9. 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 8:08pm. The next regular meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday, May 8th at 7:00 p.m. at Fire Station 50 in Creston.

Respectfully submitted by:



Dan Gilmore, General Manager  
Acting Recording Secretary