

**GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT**

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

**MINUTES DECEMBER 13, 2023**

**Call to Order and Flag Salute:**

Director McCamy called the regular meeting to order at 7:00 p.m.

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

**Public Comment:** S. Durian brought up the fact that he would like the minutes up on the website or a draft on the minutes prior to approval. Also, he is opposed to increasing the appropriations limit. The Board indicated that at this time they have no plans to pursue a vote to increase the appropriations limit.

C. Turner wants to thank Allen Duckworth for fixing the pot hole on Silverado.

**Old Business:**

Additional pothole repairs 2023- One proposal was received from Mitch Frederick Paving. Under evaluation.

Damaged/Missing signs: McCamy has replaced the missing or damaged signs that needed to be done. He has 3 left to finish.

Stagg Hill Crib Wall- Thinking about different options to use for the repair. There are several options in mind. GM needs to speak to different contractors to decide which repair would be the most cost efficient but also long lasting.

**Consent Items:**

A motion was made to accept and approve the consent items October/November minutes, with corrections, by Director Duckworth and seconded by Director Fulmer; Motion passed by unanimous voice vote. Roll call 4-0.

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

Sarah Switzer	\$ 892.22	Secretarial services thru Oct/Nov Inv# 92/93
Dan Gilmore	\$ 2,547.64	General Manager for Oct/Nov Inv# 90/91
Catherine Turner	\$ 400.00	Bookkeeping Oct/Nov Inv#104/105
Pam Fulmer	\$ 100.00	Board Stipends 10/10/21
Cyber Scriber	\$ 480.00	Website Maint 10/1/23-10/1/24
Kevin McCamy	\$ 331.28	Assoc Traffic Saftey #144743

CSDA \$1,244.00 2024 Membership Renewal

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Total \$ 5,995.14

**\*\*General Manager Report:**

Solid waste proposed rate increase 2.43% which is 50% of CPI increase.

Offer on vacant lot on forked horn but it didn't work out and the buyers ended up walking away before offer was officially accepted.

County has sent a notice regarding interest on buying a tax default lot.

Updating info on conflict-of-interest code. Attorney confirms that the COI is up to date.

**Correspondence Received:**

Christmas card from MTM

Scholarship investment board

CSDA Flyer

Special district Board member hand book

**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; Release was sent 8/5/23 for permit issuance. Project is at 15%**

**-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. Project is at 55%.**

**- 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. Permit is at 16%**

**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

**Monthly Road Evaluations:**

Request for bids were sent to list of contractors. Bids expected prior to meeting. GM recommends approving a superior responsive proposal and award the project to the company submitting the best proposal.

Mitch Fredrick was the only contractor that submitted a proposal for the road repairs at various locations. It contains a few options for the repair of upper Ground Squirrel Hollow.

The board chose to approve the bid to approve the bid from Mitch Fredrick Paving for a total of \$127,040. To make repairs to various roads including GSH, Forked Horn, Gunsmoke,

*Rather than preparing plans and requesting bids, the proposal process gives us more flexibility in who we choose to do the work. In addition, if the pothole work is less than \$25,000 we can choose whatever contractor we want to do the work, regardless whether it is a design/build or a traditional bid project.*

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

Projects in the 2022-23 Fiscal Year:

East Side Road Repairs (Play Doe, Maverick, Stag 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.

A motion was made to accept the bid and award the contract for the work to Mitch Fredrick by Director Wilcox and seconded by Director Duckworth.

**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.*

**Director/Manager Comments:**

C. Turner asked about getting a new printer. GM will be getting her a new one.

**Adjournment**

A motion was made to adjourn the regular meeting by Director Fulmer, seconded by Director Wilcox and passed by unanimous voice vote, 4-0. The meeting was adjourned at 8:28 p.m. The next regular meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday, January 10th at 7:00 p.m.

Respectfully Submitted by,

**Sarah Switzer**

Sarah Switzer, Recording Secretary