

**GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT**

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

**MINUTES FOR DECEMBER 14, 2016 BOARD MEETING**

**Call to Order and Flag Salute:**

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

**Roll Call:**

Directors Simons, Duckworth, Martinson and McCamy were in attendance. Manager Gilmore was also present. Director Fulmer and Secretary Switzer were absent.

Oath of office was conducted for newly appointed and returning directors Scott Simons, Allen Duckworth and Kevin McCamy for a 4 year term, to expire in 2020.

**Public Comment**

Steve Bayus stated that the Operation Mailbox is really coming together, with funding and volunteering time. There were 15-20 men working to set form, even some who didn't receive mail in the area. There will be a work party for the concrete pour Saturday December 17<sup>th</sup> at 7:00 am. GM will provide work waivers to be signed. Neighbors are really showing community pride. Nextdoor Geneseo is working well to get the messages out regarding the project.

Silverado Resident, Scott Durian asked about board teams doing road survey for future road maintaince and if residents could be part of the team. Director Simons stated residents would be a great help in relating back to the board trouble spots on the roads. He also asked what construed an emergency on our roads. Director Simons stated that when a problem arises, GM or Board member can look at the problem and make a primary decision, it is then the board who makes the decision for the repair and costs. Director Simons explained that one year repairs are made to Chip Seals roads and the second year, repairs are made to DG. The CSD is now looking into funding for the Chip Seal project.

No major repairs have been made in the past year.

**Consent Items:**

There were a couple errors on November minutes there were addressed and corrected.

A motion was made to accept and approve the consent items from November regular Meeting by Director Martinson and seconded by Director Simons; Motion passed by unanimous vote.

The following invoices were approved for payment.

Sarah Switzer	\$ 400.00	Secretarial services thru 11/30/16 Inv# 9
Dan Gilmore	\$ 1,355.76	General Manager for November 2016 Inv#7
Board Stipends	\$ 500.00	BOD Meeting 11/16/2016

Catherine Turner	\$ 311.05	Invoice #24 Bookkeeping thru 11/30/16 and File Cabinet, Mailbox lock
CSDA	\$ 872.00	2017 Membership Dues ID# 27112
Mitch Frederick	\$ 1,327.50	Inv# 120116 Prancing Deer Repair
	\$ 1,717.50	Silverado Repairs
	\$ 585.00	Inv# 120516 Forked Horn Repair
Allen Duckworth	\$ 119.55	Operation Mailbox
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Total	\$ 7,188.36	

### **General Manager Report**

Early rains are good for the ground water but bad for the roads, we are supposed to have a severe storm this week. GM is asking the board and all the residents to watch out for any problems on the roads and to contact the GM as they may arise.

GM is working with the county on the setup for the assessment collection of funds for the Chip Seal project.

GSHCSD has received the Draft audit for 2015/2016 from Crosby, CPA. Asked board to look over their copies of the audits and if they see any discrepancies to get back to the GM. Audit will be on the agenda for January 2017. Crosby said that the CSD is over the \$150,000.00 funding limit and we will be subject to more reports to the state.

### **Correspondence Received**

SDRMA- Annual report, works well with CSDS.

Western Alliance (private lender) sent a memo for issuance of a 20 year loan, financing for 10 years and balloon payment at the end of 10 years, information for the board to look at for the future.

Meridian Cal Fire has received complaints about the tree overhanging at GSH at Geneseo, asking for an agency to trim the trees. It has become a safety issue. Homeowner refuses to allow anyone to trim the trees. Cal Fire to contact Clint Bullard of Cal Fire about the problem.

### **Discussion Items:**

#### 1. Community Chip Seal Project Financing:

GM looked into another source of funding. He contacted the county of SLO and spoke with Jim Erb. There are no resources or funds from the county at this time for our project. GM will meet with the SLO county auditor to get the fund setup and the funding number. Need to verify that all is set up legally with the election and assessment. Lenders lawyer needs to know that all things are setup and in place for the collection of funds.

There are concerns of being able to keep up and maintain the roads during the duration of the loan. Construction type loan could be better for the District to do separate projects as the district would award projects money would be given to the CSD.

2. Permit Status Report:

There were no changes from last month.

Active Permits:

Robert Greene	APN 015-324-037	5631 Lone Pine Pl
Chad Austin	APN 015-142-006	5758 Prancing Deer
Larry Betschart	APN 015-143-030	5901 Blacktail
Richard Raper	APN 015-323-063	5675 Ground Squirrel Hollow

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

3. Monthly Road Evaluations:

Sand was delivered to the storage area for the residents for sand bags by the county of SLO. This sand is to be used by residents to make sand bags to protect their property from damage and run off. Cold mix has been delivered for repair of pot holes. The board will be looking for a community work party to do these repairs on the chip seal roads. There were three emergency repairs completed, 5950 Silverado to correct the drainage and un-clog culvert and 5695-5715 Forked Horn re-grade and compact hill. Received a proposal from MTM to install culverts for property drainage on Morning Star. Install DG and grading could correct the problems and further damage on the road, save us from a major problem down the road. Director Martinson made a motion for Director Simons to look at the proposed work area and will get back to GM and other board members. Director Simons seconded the motion. All the board was in agreement if this is said to be and emergency repair, Director Simons will contact GM and board for phone approval.

Bids have been received for the two paving projects for Peppertree and Forked Horn from Viborg, Frederick and Switzer. All three were on the job walk and submitted bids by e-mail. All the contractors received the results for the bids. All had a reasonable price spread. There was discussion on the project and open to the public for comment. Mr. Durian voiced his opinion, stating that he felt that it was not necessary for the Forked Horn repair, that the board should continue to do grading in this area. All comments were taken under consideration and explained why the project needed to be done before voting. Director Duckworth made a motion to award the Forked Horn project to Mitch Frederick for \$26,393.00 and the Pepper Tree project to Switzer for \$42,943.36. Motion was seconded by Director Martinson, Motion carried by roll call vote; Simons - Yes, Martinson - Yes, Duckworth - Yes, McCamy- Yes.

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 CSD 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**

None

**Adjournment**

A motion was made to adjourn the regular meeting by Director McCamy, seconded by Director Simons and passed by unanimous voice vote. The meeting was adjourned at 9:10 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 11<sup>th</sup> at 7:00 p.m. at the Meridian Fire Station on Branch Road in Paso Robles, California.

Minutes recorded by Catherine Turner.

Respectfully Submitted by,

A handwritten signature in cursive script that reads "Sarah Switzer".

Sarah Switzer, Recording Secretary