

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

5915 Silverado Place
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groundsquirrelhollowcsd.org

MINUTES FOR DECEMBER 11, 2019 BOARD MEETING

Call to Order and Flag Salute:

Director McCamy called the regular meeting to order at 7:01 p.m.

Roll Call- Directors Martinson, Duckworth, Simons, and McCamy were in attendance. Manager Gilmore and Secretary Switzer were also present.

Director Fulmer was absent.

Public Comment:

None

Consent Items:

A motion was made to accept and approve the consent items from November’s meeting, with corrections, by Director Duckworth and seconded by Director Martinson; Motion passed by unanimous vote.

The following invoices were approved for payment:

Sarah Switzer	\$ 400.00	Secretarial services thru 11/31/19 Inv#45
Dan Gilmore	\$ 1,681.43	General Manager for Nov Inv#43
Board Stipends	\$ 500.00	BOD Meeting 11/13/19
Catherine Turner	\$ 150.00	Invoice #60 Bookkeeping thru Nov 2019
Mitch Fredrick Paving	\$ 50,973.00	Forked Horn Hill Paving Project Inv# 112119-1

Total \$ 53,704.43

General Manager Report

GM still working on the Multi-Jurisdictional Hazard Mitigation plan, GM forwarded an email to all board members from the SLO county staff member who is heading up the project. The draft plan has been submitted. GM is looking out for any grant opportunities to help if need be, towards a possible meeting location or yard for material storage and/or construction and/or road repair costs.

GM was able to log into the “SAM” systems and will be able to get updates there.

Routing numbers on the bank accounts were changed by the bank and that held up the updates from the auditor.

Correspondence Received

- State controller financial report.
- County waste & Recycle Re: rate increase
- Scholarship request
- Memo from Dept. Parks and Rec, re: Grants
- Holiday card from SDRMA staff

1. **Permit Status Report:**

GM drafted up a templet letter to send to anyone who has not paid their permits fees, he will send a letter to 5095 White Tail, 5175 White Tail and 5745 Silverado Pl.

NEW permit applications:

5020 Stagg Hill- Michael Esser (no permit needed; District fee has been paid.)

5745 Silverado Pl., New driveway was roughed in, code enforcement was notified, the owner is required to have an engineered erosion control plan.

5645 Forked Horn- Bill and Jordana Hugg; expected to submit permit application and district fee for new driveway.

Active Permits:

Robert Greene APN 015-324-037 5631 Lone Pine Pl * PMT2016-05948

(*Greens' paperwork shows an incorrect APN number. The correct APN is shown above.)

Michael Esser APN 015-292-031 5020 Stagg Hill N/A (district fee paid)

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.

2. **Monthly Road Evaluations:**

Forked Horn hill project completed, and final invoice came in \$7,500 under bid. GM and BOD need to look at Pepper Tree for possible repairs. There is a culvert on Silverado that needs to be addressed due to erosion issues.

Ground Squirrel Hollow has lots of cracking that needs to be addressed before the road fully come apart, in places.

GM looked at several options to address mud corner on GSH; a culvert, cross gutter across GSH, or maybe a culvert under the neighbor's driveway so the two culverts could meet together and flow smoothly. GM asked the directors if they want to get a formal bid from the contractors on our contractor list or possibly just have Mitch Fredrick do the work; they have already given us and estimate bid of \$30,000-\$40,000; Do a solo source bid or sent to out to bid? Getting the area USA marked to locate the utilities lines before making a final decision on which option to go with.

**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.*

3. **Audit Services:**

The GM and Bookkeeper have decided to look for a new Auditor after receiving less than quality customer service from Crosby and Company this last year. Also, its recommended to changed auditors every five years.

GM contacted some other area CSD's for recommendations for a new auditor, Mrs. Turner and GM both spoke with several companies that were recommended, one that came highly recommended was Adam Guise with Moss, Levy & Hartzheim LLP of Santa Mari, Adam Guise also gave the best price of all the companies and Mrs. Turner felt they would be a very good fit for our small CSD.

A motion was made by Director Simon's to accept Moss, Levy & Hartzheim LLP, Adam Guise, as the new auditor, Director Duckworth seconded the motion and it was passed by roll call vote, 4-0 (Director Fulmer was absent).

Director & Manager Comments:

Director Duckworth mentioned that the Linne Community Services District (Sandy Creek area) has a notice posted about trying to pass a closed gate, gated community. Just a heads up. Don't know the outcome or any other updates at this time.

Adjournment

A motion was made to adjourn the regular meeting by Director Martinson, seconded by Director Simons and passed by unanimous voice vote. The meeting was adjourned at 8:09 p.m. The next regular meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday, February 12, at 7:00 p.m. at a NEW location, Creston Fire Station 50, 6055 Webster Rd in Creston, California.

Respectfully Submitted by,



Sarah Switzer, Recording Secretary