

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

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MINUTES FOR MAY 12, 2021 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, Fulmer, and McCamy were in attendance. Manager D. Gilmore, Secretary S. Switzer and Bookkeeper C. Turner were also present.

Public Comment:

None

Consent Items:

A motion was made to accept and approve the consent items from April meeting, with corrections, by Director Duckworth and seconded by Director Fulmer; Motion passed by unanimous voice vote. Roll call 5-0.

The following invoices were approved for payment:

Sarah Switzer	\$ 400.00	Secretarial services thru 4/30/21 Inv#62
Dan Gilmore	\$ 1,150.00	General Manager for April Inv#60
Board Stipends	\$ 400.00	BOD Meeting 4/14/21
Catherine Turner	\$ 202.75	Invoice #76 Bookkeeping thru April-plus postage
Santa Cruz County Bank	\$ 24,186.96	Chip Seal Payment # 15
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Total	\$ 26,339.71	

General Manager Report

GM took some samples of the road material on Rein Deer and Gazelle and sent to a lab to see if we can get an answer as to what the cause of the failing material is. Also reached out the Caltrans contacts asking about any possible pre-treatment that might help prevent the road failure again, prior to resurfacing.

GM met with supervisor Arnold and David Church along with President McCamy, Director Duckworth, Regarding control of the CSD district borders with Fox Hills development. LAFCO staff will look into the information they have and initiate a Sphere of Influence Study that will reinforce the districts need to restrict access to our roads by the properties that lie outside our boundaries.

SB1383 is a new bill regarding greenhouse gas emissions through organic waste management. Lots of info online and the GM skimmed through some of it; not sure how or if it will affect the CSD as its mostly directed towards the waste management companies.

Correspondence Received

Emails regarding the out of the district lots (Fox Hill Development area).

1. **Permit Status Report:**

The permit status board has been updated to reflect only current permits, permits on hold and recently completed permits.

NEW PERMITS:

5820 Prancing Deer, 015-142-039, PMTR2020-00834, Whilwhite, Guest house, Issued Fee waiver agreement, \$250 fee paid.

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.

5602 Prancing Deer Herigstad Driveway Apron Permit Paid

5820 Prancing Deer, 015-142-039, PMTR2020-00834, Wilwhite, Guest house, issued fee waiver agreement, \$250 fee paid.

***Enforcement of District Encroachment Regulation:**

5020 White Tail has put in a well and roughed in a driveway but the CSD has not received any sort of permits or information from the county.

5175 White Tail, two attempts made to contact by mail regarding encroachment fee.

5105 White Tail, New construction, No district permit on file *Finialled with county w/o our sign off.*

5745 Silverado, county code enforcement action for early grading. Erosion control installed. owner expected to get county permit for further work.

Other information:

5645 Forked Horn, owners Bill & Jordana Hug expected to submit permit application and fee for driveway approach improvements.

5498 Forked Horn, owners are replacing their fence in-place. They plan to modify their driveway connection to allow better access when towing trailers. They will get a permit for the work in the right of way.

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:**

The board held off on acting on two proposals from last month in order to investigate the needed repairs for Gazelle and Rein Deer and the cost for all projects and their priorities. Also looked into

traffic concerns at Silverado and Pepper Tree hill, determined to be of high priority. Mitch Frederick Paving was asked to provide a proposal for a speed hump and three signs at Silverado and Pepper Tree and a speed hump and two signs at Lone Pine. May also be getting a proposal to resurface Gazelle and Rein Deer. Board will determine what projects are priority and check to see the funding availability.

Director Martinson made a motion to accept the bid for Morning Star and Maverick intersection repair Director Duckworth seconded the motion, Passed with a 5-0 roll call vote.

Director Martinson made a motion to accept the bid to install speed humps on Lone Pine and uphill on Peppertree; Director Simons seconded the motion, Passed with a 5-0 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.*

3. **Preliminary 2021-22 Budget:**

Each year the board reviews the proposed budget for the next fiscal year and make necessary changes. Taking into account the spending and expenses of the past years and estimate expenses that might be different the coming year.

Staff tries to keep administrative costs as small as possible in order to maximize funding for the preservation and improvement of the district's roads.

Staff will incorporate any necessary changes as directed by the board. Need to set a public hearing for June 9th 2021.

Director Duckworth made a motion to approve the preliminary budget and set a public hearing June 9th 2021, Director Simons seconded the motion, Passed with a 5-0 roll call vote.

4. **Resolution 2021-01, Initiating 2021/22 Tax Roll Preparation:**

Annual process for the Districts special Tax to fund road maintenance and improvements. Under enabling state code, a 2% increase can be and routinely has been applied annually. The rate for FY2021/22 was approved at \$328.28. The number of parcels assessed last year was 525 for a total amount of \$172,347.00

The appropriation limit is \$175,000. Increasing the special tax by a full 2% this year would exceed that limit. The board can approve an increase of just over 1.5% to bring us up to the \$175,000 limit. This would make the new rate \$333.32 per parcel (plus \$2 county fee). This rate will be fixed for this year and the years to come, unless there is a new vote approved by the residents to increase this amount. This is the money used for road maintenance and repairs. If number of parcels remained unchanged, the annual revenue at the new rate will increase by \$2,646.00 for a total of \$174,993.00. There was a motion to adopt, Resolution 2021-01, made by Director Duckworth and seconded by Director Fulmer, Motion passed by unanimous voice vote. Roll call 5-0.

5. **Resolution 2021-02: Initiating 2021/22 Tax Roll Preparation for the Special Chip-Seal**

Assessment:

The item initiates the process for collection of the Chip Seal Special Assessment to fund improvements associated with the Chip Seal Project. The assessment amount is \$155.00 (plus a \$2 county fee) per parcel in the assessed area. This assessment has no escalation cause and has a lifetime of twenty (20) years, or until the loan is paid off, whichever comes first.

There are 269 parcels in the assessed area, at \$155/ parcel the annual revenue us \$41,695. With the \$2 county fee the total cost per property owner is \$157.

There was a motion to adopt, Resolution 2021-02, made by Director Fulmer and seconded by Director Martinson, Motion passed by unanimous voice vote. Roll call 5-0.

Director & Manager Comments:

McCamy- Can we go back to in person meetings starting next month.

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 8:11 p.m. The next regular meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday, June 9th, at 7:00 p.m. via virtual Zoom meeting due to the COVID-19 pandemic.

Respectfully Submitted by,

Sarah Switzer

Sarah Switzer, Recording Secretary