

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

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MINUTES of the REGULAR MEETING of the BOARD OF DIRECTORS held on January 8, 2025

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: President McCamy, Vice President Martinson, Director Fulmer, Director Duckworth, and Director Wilcox were in attendance. Manager Gilmore was also present, along with District Bookkeeper Cathy Turner, and Scott Durian.

Also under this agenda item was the administration of the Oath of Office for the three board members elected in November. GM Gilmore administered the Oath of Office for re-elected board members Kevin McCamy, Allen Duckworth, and Bob Wilcox.

Next, the election of President and Vice-President was conducted for the new term. Kevin McCamy was nominated by Director Martinson to continue as President, and Bob Wilcox seconded the nomination. The motion carried 5-0. Bob Wilcox was nominated by Director Martinson to be Vice President for the new term, and the nomination was seconded by Director Duckworth. Director Wilcox was elected as Vice President by a vote of 5-0.

2. Public Comment: District Bookkeeper, Cathy Turner urged the Board to consider hiring a District Secretary to help with the posting of agendas, banking, and Quickbooks. President directed the GM to agendize the item.

3. Old Business:

- A. Stagg Hill Crib Wall: GM presented a proposal by Twisselman and Fernandez to make the needed repairs and reinforcement using welded oil field pipe. The approach has been used many times by the contractor in similar situations with great success. The cost of the proposal was \$57,232.22. Director Wilcox noted that the proposal included certain items that would result in additional cost, like water for compaction, etc. The Board took action to approve the project, but it was determined that the approval should take place under agenda item 7B Monthly Road Evaluations.
- B. Entry Signs: GM indicated no progress on new signs. The Board discussed who made the existing signs. GM has that information and will get the signs made as time permits.
- C. Possible New Ordinances: Director Fulmer and Vice President Wilcox thought it would be a mistake to adopt a new ordinance for various reasons. Bookkeeper Turner believes a direct mailer would reach people better and would also allow the opportunity to promote the District website. Vice

President Wilcox agreed that a mailer is the best way to reach residents and owners, and promote the website. There was consensus by the Board that the website is a good place for appealing to residents to keep vehicles and trash containers off the right-of-way and to encourage property owners to cut their weeds and tree limbs that encroach on the roadways. The Board agreed to drop this item from the list.

4. Consent Items:

4A Minutes from November 13, 2024: No corrections noted.

4B Treasurer’s Report: GM presented summary reports for the months of November and December, as well as for the quarter. District Funds on hand at the end of November include \$169,776 in the checking account (\$31,236 in the Chip Seal Acct.) and \$16,923 in the Reserve Account. District Funds on hand at the end of December include \$181,477 in the checking account (\$44,634 in the Chip Seal Acct.) and \$16,923 in the Reserve Account. The ending balance for all funds was \$243,000 resulting in an increase of just over \$25,000 from the prior month. Funds remaining for road work is estimated to be \$160,487. Vice President Wilcox cautioned the Board that the bank’s insistence on us acknowledging their collateralization of deposits by investing in a San Francisco real estate fund may be signaling their impending collapse. This would put any accounts higher than \$200,000 at greater risk.

4C Invoices to be approved for payment from November:

Dan Gilmore	\$1100.43	GM Services for November, Inv. #103
Catherine Turner	\$200.00	Bookkeeping Services for November Inv. #117
Total	\$1,300.43	

4C (cont’d) Invoices to be approved for payment from December:

Dan Gilmore	\$400.00	GM Services for December, Inv. #104
Catherine Turner	\$243.00	Bookkeeping Services for December Inv. #118
CSDA Membership	\$1312.00	Renewal Invoice #27112
<u>Pam Fulmer</u>	<u>\$17.50</u>	<u>Reimburse Quickbooks Expense (added at mtg.)</u>
Total	\$1,972.50	

Total for both November and December was \$3,272.93

A motion was made by Director Fulmer and seconded by Director Martinson to accept and approve the consent items. These include agenda item 4A - the Minutes from November 13, 4B - the Treasurer’s Reports for November and December, and 4C - Invoices to be Paid from both November and December 2024. Motion passed by unanimous voice vote (5-0).

5. General Manager Report:

GM responded to a questionnaire by the consultant team regarding any needed changes to the Multi-Jurisdictional Local Hazard Mitigation Plan. While there were no additions needed for GSH, the GM again made a point of emphasizing to the County and the consultant team that GSHCSD only does road

maintenance and manages the solid waste franchise, with all other responsibilities belonging to the County.

GM noted that new State legislation went into effect on January 1, 2025 increasing limits for informal bidding procedures. The California Uniform Public Construction Cost Accounting Act (CUPCCAA) would allow informal bidding procedures to be used on projects up to \$200,000 in value. It would require that the District adopt an ordinance or resolution, and could result in additional reporting and oversight by the State Controller's Office. President McCamy directed the GM to bring the proposed resolution back at the next meeting with more information.

6. Correspondence Received:

President McCamy received a letter from Supervisor Dawn Addis congratulating the board members who were recently elected. GM announced receipt of some typical mailings from the CSDA and a holiday greeting from MTM Construction.

7. DISCUSSION ITEMS

7A. Permit Status Report:

New Permits:

5731 Lone Pine, GM was contacted by owner Cleve Robinson, about plans to build a pool. GM will review plans to see if a fee waiver agreement would apply.

5991-3 Silverado, APN 015-142-036, RBLD2022-00332, new construction occurring. County shows permit for 2nd residence, with garage and "workshop". County notified that they need District permit. County placed hold on permit until it is cleared.

5707 Reindeer Place, APN 015-242-022, RBLD2024-00464, Kevin Kahn, owner. He is building a new residence and accessory dwelling. We received his permit fee of \$1,500.

5255 Maverick, APN 015-293-039, RBLD2024-00178, Dennis Schmidt, owner's rep. New modular home, GM has site plan. **Invoice for \$1500 permit deposit was sent to the owners, and a permit issuance release letter was sent to the County.**

Active Permits with ongoing work:

5895 Forked Horn, 015-143-019, Deb Stilson, accessory building (barn/shed), issued Fee Waiver Agreement, County PMTR2021-00184, deposit paid. Project still at 50%, Status indicated as "on hold".

5950 Black Tail, 015-143-036, Peter Lopez, PMTR2019-02432, \$1,500 permit deposit paid. Project still shown as 65%.

5880 Forked Horn, Peter Lopez, 015-143-022, County PMTR2019-02436, \$1,500 permit deposit paid. Initial activity will be to rough grade a driveway so the well driller has access. Project at 51%.

1850 Mulberry, 015-331-012, County PMTR2020-01065. Vollucci, owner. Paid \$1500 fee. Project is at 70%. **Vice President Wilcox reported that he observed a 5th-wheel trailer and some other equipment/materials were delivered to the site.**

5905 Forked Horn, APN 015-143-028, RBLD2022-00014, 00013; Staff is in contact with owner's rep and County, we have site plan, \$1,500 permit fee paid. Permit issue release sent to County. Project includes new residence and new secondary residential unit. Main house is at 21%, accessory dwelling is at 11%.

5825 Black Tail, APN 015-143-010, RBLD2022-00276, Same project rep as 5894 Black Tail, we have site plan and have made comments, \$1,500 permit fee/deposit was received in May. Release was sent 8/5/23 for permit issuance. 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. Project will include paved extension within the District right-of-way. Project is at 24% completion.

5640 Forked Horn, APN 015-242-016, Van Luit residence, applicant has submitted site plan for new residence and sent \$1,500 permit deposit. Project has "Pre-App" status at County.

Enforcement of District Encroachment Regulation:

-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 finalized. 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 District Right of Way. Someone appears to be illegally living in an RV or other structure.

7B. Monthly Road Evaluations: The Board took action to approve the proposal by Twisselman and Fernandez and award the project to repair the Stag Hill Crib Wall using welded oil field pipe set in concrete. On a motion by Director Fulmer and second by Vice President Wilcox, the proposal was approved 5-0.

The discussion then moved to the next area of focus for road repair/improvements. President McCamy and Vice President Wilcox agreed that the middle section of Ground Squirrel Hollow Road had the greatest need of repair. There was consensus by the Board that this should be our next project. Director Duckworth mentioned the Forked Horn hill at the east end needs attention. Director Fulmer mentioned portions of White Tail need attention, but felt it was a lower priority than GSH. President McCamy identified the need to document culverts and inspect them, and assess the need to clean out any that are clogged or filling with sediment/debris. Bookkeeper Turner mentioned the culvert on Silverado that runs South to North. Also, the hole next to the power pole at the east end of Silverado was brought up again. Director Fulmer suggested contacting PG&E to repair/fill the hole. The cause of the erosion appears to

be a roadside curb that stops short of the power pole. GM will contact PG&E to address the need to fill/compact the eroded area, and the District will consider extending the AC curb to prevent it from recurring. Scott Durian suggested waiting on the GSH project until there was enough money to do a more substantial repair. The Board determined that our current balance, plus expected tax revenues and the proceeds of the surplus lot sale should be adequate to do a full and proper repair of GSH Road.

8. Director/Manager Comments:

Director Duckworth reminded the Board that Form 700's will be due for the new year. Vice President Wilcox again reminded the Board of the risk of having more than \$200,000 in our account, as a result of their investment in a San Francisco real estate fund, especially in light of the District receiving an additional \$100,000 from the sale of the surplus lot on Forked Horn last year.

9. Adjournment

Director Duckworth made a motion to adjourn the regular meeting. The motion was seconded by Director Fulmer and passed by unanimous voice vote (5-0). The meeting was adjourned at 8:16pm.

The next regular meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday, February 12th at 7:00 p.m. at Fire Station 50 in Creston.

Respectfully submitted by:



Dan Gilmore, General Manager
Recording Secretary