

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

5915 Silverado Place
Paso Robles, California 93446
(805) 441-4428
groundsquirrelhollowcsd.org

MINUTES of the REGULAR MEETING of the BOARD OF DIRECTORS held on June 12, 2024

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: Directors McCamy, Martinson, Duckworth and Wilcox were in attendance. Manager Gilmore was also present. Director Fulmer arrived at 7:17 p.m., along with District Bookkeeper Cathy Turner.

2. Public Comment: Scott Durian requested a correction to the December Minutes that got lost during our adjustment to Sarah's leaving.

3. Old Business:

- A. Stagg Hill Crib Wall: President McCamy wants to move forward with an appropriate repair.
- B. Newsletter: Bulletin Board page of the District's web site can be used to post articles as they are developed. GM reports CyberScriber was authorized to modify the GM's access rights and associated programming to allow for direct upload of pdf articles.
- C. Encroachment Permit Policy/Developer's Guide update: Document edits still need to be refined before bringing to the Board for approval.
- D. Boat on Black Tail: Has power cord, no contact with any enforcement agency, to date. GM suggested it might be possible to report it as an abandoned vehicle.

(Director Fulmer and Cathy Turner arrived.)

4. Consent Items:

4A Minutes from May: Cathy Turner requested a correction to clearly indicate who needs to be added to the bank signature card and who needs to be removed.

4B Treasurer's Report: Cathy Turner discussed the District's reserve requirements. LAFCO requires \$15,000. Director Wilcox suggested increasing it to \$25,000. District Funds on hand include \$357,300 in the checking account (\$99,275 in the Chip Seal Acct.) and \$16,918 in the Reserve Account. The ending balance for all funds was \$473,000 resulting in an increase of just over \$44,000.

4C Invoices to be approved for payment:

Dan Gilmore	\$ 1,689.13	General Manager for May, Inv #97
Pam Fulmer	\$ 100.00	Board Stipend
Catherine Turner	\$ 200.00	Bookkeeping for May, Inv #111
Moss, Levy, Hartzheim	\$ 4,600.00	Inv#1-4471 for Audit
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Total	\$6,589.13	

A motion was made by Director Martinson and seconded by Director Wilcox to accept and approve the consent items. These include agenda item 4A - the May Minutes, with corrections, 4B - the Treasurer’s Report for May, and 4C - Invoices to be Paid from May. Motion passed by unanimous voice vote.

5. General Manager Report:

GM received an unofficial draft of the FYE2023 Audit, which allowed him to complete the Financial Transactions Report for the State Controller and the Management Discussion and Analysis section of the Audit. Once the Board accepts the audit and we receive a final report with the required letter attachments, it will be distributed to the Board and posted to the District website.

GM reports that Chris Giminez, from CyberScriber, is currently helping to post information to the District’s website. GM authorized \$750 for CyberScriber to modify the website to allow the GM to manage content on the Bulletin Board section of the website.

6. Correspondence Received:

Cathy distributed a CSDA magazine to the Board and staff.

7. PUBLIC HEARINGS

7A. 2024-25 Final Budget Approval: One change was requested at the last Board Meeting when the Preliminary Budget was presented. In response, \$2,000 was added to the GM line item and the District Engineer line item was reduced by the same \$2,000 resulting in no net effect to the bottom line.

GM provided a brief summary of the process and our approach to budget preparation, which is very much the same year after year.

Scott Durian suggested budgeting \$600 for election costs during election years. Cathy Turner suggested that the Staff and Director Training or the Miscellaneous line item often go unused and could be used for that purpose. GM pointed out that any costs that don’t fall into a budget category can be approved using a budget amendment, which the Board can do by motion at a meeting.

President McCamy made a motion to approve Resolution 2024-04, adopting the FY2024-25 Final Budget as presented, and Director Duckworth seconded. The motion passed on a 5-0 roll call vote.

7B. 2024-25 Road Maintenance Tax: GM described the process for approving the Road Maintenance Tax, which is done each year. Since the District’s surplus lot was sold, it was added back into the list of APN’s for collection of the tax by the County. GM explained that the Road Tax would actually go down by \$0.64 per parcel to keep from exceeding our appropriations limit of \$175,000. Resolution 2024-05 sets the Road Maintenance Tax at \$335.24 per parcel for FY2024-25 and directs the County to collect the tax on our behalf. The parcel listing was included, listing 522 lots for a total revenue of \$174,995.28. On a motion by President McCamy and second by Director Fulmer, Resolution 2024-05 was approved on a 5-0 roll call vote.

7C. 2024-25 Chip Seal Assessment: GM described the process for approving the Chip Seal Assessment for FY2024-25, which is the same year after year. The amount of the assessment is fixed at \$155.00 per parcel for those parcels in the Chip Seal Assessment Area. The total to be collected from the 267 lots in the Chip Seal Assessment Area is \$41,385. Resolution 2024-06 approves the assessment for FY2024-25 and directs the County to collect the assessment on our behalf.

On a motion by President McCamy and a second by Director Wilcox, Resolution 2024-06 was approved on a 5-0 roll call vote.

8. DISCUSSION ITEMS

8A. Permit Status Report: GM updated numbers relative to “percent complete” as reported on the County’s website. The Stilson project was completed and removed from the list. Cathy Turner noted substantial work occurring at 5993 and 5991 Silverado. GM will follow up. Cathy also requested that GM provide her with a settlement statement for 5894 Black Tail, so they can be refunded the balance of their permit deposit.

New Permits:

5731 Lone Pine, GM was contacted by Owner, Cleve Robinson, about plans to build a pool. GM needs to review the plan and determine whether a Fee Waiver Agreement will apply.

Active Permits with ongoing work:

-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.

-1850 Mulberry, 015-331-012, County PMTR2020-01065. Vollucci, owner. *Paid \$1,500 fee.*

-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.
- 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 District’s right-of-way may not be suitable, due to topography; Release was sent 8/5/23 for permit issuance.
- 5640 Forked Horn, APN015-242-016, Van Luit residence, applicant has submitted site plan and sent \$1,500 permit deposit. Project has “Pre-App” status at the County.

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. CODE2019-00506 has been finialed. 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 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.

8B. Monthly Road Evaluations: Construction expected to begin the end of June 2024. Additional potholes and increased materials are expected and will be made at the unit prices in the original bid. The contractor agreed to remark the areas to be repaired, mark any expanded areas of damage, and any new potholes. President McCamy volunteered to ride along during this effort.

Road Work Project Summary:

Projects in the 2023-24 Fiscal Year:

Mulberry Repair Project	<u>\$38,782.00</u>
	\$38,782.00

8C. FYE2023 Audit Report: GM presented a summary of the Audit Report for FYE2023, which contained no surprises and documents another year of responsible fiscal stewardship by the District.

A motion was made by Director Duckworth to receive the report, and Director Martinson seconded. The motion passed 5-0 on a roll call vote.

9. Director/Manager Comments:

President McCamy mentioned our need to get a working copy of Quickbooks. Cathy Turner explained how we use it to track money received from the County and payments we make. It also is very helpful in organizing information for our auditor each year. Director Wilcox has a 2016 copy of Quickbooks that does not require a subscription, and is willing to let us use it, if it works for us.

Director Fulmer suggested having outdoor meetings at her house. GM Gilmore reminded the Board that meeting location changes require a resolution and advance notice.

10. Adjournment

President McCamy made a motion to adjourn the regular meeting in memory of Diana Worthington Stroub, a Ground Squirrel Hollow resident who passed away recently. The motion was seconded by Director Fulmer and passed by unanimous voice vote, 5-0. The meeting was adjourned at 8:01pm.

The next regular meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday, July 10th at 7:00 p.m. at Fire Station 50 in Creston.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read 'Dan Gilmore', written in a cursive style.

Dan Gilmore, General Manager
Recording Secretary