

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

5915 Silverado Place
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groundsquirrelhollowcsd.org

MINUTES MARCH 13, 2024

Call to Order and Flag Salute:

Vice President Martinson called the regular meeting to order at 7:00 p.m.

Roll Call- Directors Duckworth, Fulmer Martinson and Wilcox were in attendance. Manager Gilmore, Secretary Switzer were also present and Bookkeeper Turner. *McCamy was absent.

Public Comment: None

Old Business:

Additional pothole repairs 2023- One proposal was received from Mitch Frederick Paving. Under evaluation.

Damaged/Missing signs: McCamy has replaced the missing or damaged signs that needed to be done.

Stagg Hill Crib Wall- Nothing has happened with that just yet.

Newsletter- Nothing has happened quite yet, Director Martinson would like to work on a section in the newsletter, regarding the road work needing done from different sections/areas of the district regarding areas needing attention etc. Deadline to be end of April / first of May.

Encroachment Permit Policy/Developer Guide- Needs updated.

Consent Items:

A motion was made to accept and approve the consent items January/February minutes, with corrections, by Director Duckworth and seconded by Director Fulmer; Motion passed by unanimous voice vote. Roll call 4-0.

The following invoices were approved for payment:

Sarah Switzer	\$ 843.49	Secretarial services thru Jan/Feb Inv# 101
Dan Gilmore	\$ 1,587.86	General Manager for Jan/Feb Inv# 93/94
Catherine Turner	\$ 489.94	Bookkeeping Jan/Feb Inv#107/108
Pam Fulmer	\$ 100.00	Board Stipends 1/10/24
Santa Cruz County Bank	\$ 23,835.91	Chip Seal Payment # 26

Total \$ 26,857.20

General Manager Report:

Financial Reporting- Government compensation in California for the state controller's office. It's a simple process of supplying financial transaction reports and at least a draft of our annual audit report in order to complete.

Surplus Lot has an offer that the board is accepting and is now in escrow.

Correspondence Received:

CSDA Magazine and promo's

Cal Trust Postcard

Special Districts Info on special election

PR Waste insurance rider

Permit Status Report:

NEW PERMITS:

5731 Lone Pine Cleve Robinson wants to build a pool; \$250 fee waiver agreement will apply.

**** - 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 districts' right-of-way may not be suitable due to topography; Release was sent 8/5/23 for permit issuance. Project is at 15%**

-5275 Play Doe, Robert Cable, owner; project to pave existing driveway and connection to Play Doe. Fee Paid. Work done by Mitch Fredrick Paving.

- 5894 Black Tail, 015-144-023, PMT2022-00539, Staff is in communication with the project representative and county and we have received a site plan and provided comments. Still awaiting confirmation of payment of the districts permit fee. Project is at 55%.

- 5905 Forked Horn, APN 015-143-028, RBLD2002-00014, 00013; Staff is in contact with owners' rep and county, we have a site plan, waiting for permit fee. Permit is at 16%

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*.
- 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.
- 5802 Silverado, 015-151-002, PMTR2021-01523. Paul Maroney, Owner. Palomar builder. *Paid \$1,500 deposit. Driveway was paved on 6/8, inspected by GM. Drainage is good.*
- 1850 Mulberry, 015-331-012, County PMTR2020-01065. Vollucci, owner. *Paid \$1,500 fee.*
- 5771 Lone Pine Pl, 015-151-073 PMTR2022-000405: *fee waiver agreement for a pool project. Received and signed agreement and \$250.*
- 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.

***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.
- 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.

Other information:

- 5645 Forked Horn, owners Bill & Jordana Hug expected to submit permit application and fee for driveway approach improvements. Still nothing yet.
- Justin Sorrentino purchased a lot at 5685 Prancing Deer, wants to build.

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

Monthly Road Evaluations:

Waiting on the work to get started on the location that the bid was approved from Mitch Fredrick for the various locations that need work done. GSH, Forked Horn, Gun Smoke.

Rather than preparing plans and requesting bids, the proposal process gives us more flexibility in who we choose to do the work. In addition, if the pothole work is less than \$25,000 we can choose whatever contractor we want to do the work, regardless whether it is a design/build or a traditional bid project.

Road Work Project Summary:

Projects in the 2020/21 Fiscal Year:

GSH Road Repair Project	\$125,337.00
Additional pothole repairs on Prancing Deer and Pepper Tree	<u>\$4,500.00</u>
	<u>\$129,837.00</u>

Projects in the 2021/22 Fiscal Year:

Pepper Tree and Lone Pine speed control project	\$3,500.00
Morning Star and Maverick Intersection repair	\$10,932.00
Gazelle and Reindeer repair/resurface	\$60,490.00
Forked Horn culvert repair	<u>\$4,251.24</u>
	<u>\$79,173.24</u>

Projects in the 2022-23 Fiscal Year:

East Side Road Repairs (Play Doe, Maverick, Stag Hill, White Tail)	\$53,768.00
	<u>\$53,768.00</u>

Recommendation: Receive report and provide direction to staff regarding any current projects Or any needed or desired maintenance and/or repair work.

A motion was made to accept and award the contract for the work on the bid from Mitch Fredrick, by Director Wilcox and seconded by Director Duckworth.

Projects being developed, or otherwise not yet approved for construction are:

- Debris flow improvements- Pepper Tree / Lone Pine
- Edge erosion repair, several locations

**All award of contracts for work should be done by motion, second and 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.*

Director/Manager Comments:

Allen Duckworth brought to our attention Bruce Gibson divided the district lines between District 1 and District 5. So the line for District 1 now runs down the center of Forked Horn, Ground Squirrel and Play Doe.

Cathy Turner brought to our attention 7% of County property tax should come back to special districts. Need to look back into seeing if the district can get any of that 7%.

Adjournment

A motion was made to adjourn the regular meeting by Director Duckworth, seconded by Director Wilcox and passed by unanimous voice vote, 4-0. The meeting was adjourned at 8:05 p.m. The next regular meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday, March at 7:00 p.m.

Respectfully Submitted by,

Sarah Switzer

Sarah Switzer, Recording Secretary