

GREENHORN CREEK COMMUNITY SERVICES DISTRICT
MINUTES OF THE BOARD OF DIRECTORS
DECEMBER 13, 2007

A meeting of the Board of Directors of the Greenhorn Creek Community Services District was held on December 13, 2007, at the Greenhorn fire station. Persons in attendance included:

Board Members: Susan Lake, Candy Miller, Roy Mills, Brian Morris
District Staff and Volunteers: Roy Carter, Tim Mannies, Carl McDonald
Other Agencies: David Keller, Plumas County Community Development Commission
Marcy DeMartile, Plumas County Deputy County Clerk

1. Swearing-In and Organization of New Board of Directors

Marcy DeMartile, Deputy County Clerk, administered the oath of office to the four newly elected members of the Board of Directors and the board was seated.

Upon a motion made by Brian Morris, seconded by Candy Miller, and unanimously carried, the following officers were elected:

President/Chair: Roy Mills
Vice-Chair: Susan Lake
Secretary: Brian Morris

2. Receipt of Minutes

Upon a motion made by Brian Morris, seconded by Roy Mills, and unanimously carried, the board received and filed the minutes of the Greenhorn Creek CSD Advisory Board meeting of November 15, 2007.

3. Public Comment Opportunity

No public comments were received.

4. General Manager – Employment Agreement

Brian Morris presented a contract for Roy Carter to serve as General Manager of the CSD. Following discussion, upon a motion made by Brian Morris, seconded by Candy Miller, and unanimously carried, the board approved the contract for Mr. Carter and authorized the President to sign the contract.

5. Finance Report

Roy Carter presented the financial report from Susan Scarlett. As of December 6, Water Department Review was \$41,362 and expenditures were \$27,120; Fire Department revenue was \$0 and expenditures were \$4,812; cash on hand was \$227,133; and water system facility fees were \$22,593.

Roy Carter reported that there were a number of leaks were recently repaired and that there was about \$4,000 worth of outstanding contractor bills, but that the maintenance budget was on track for the year. Mr. Carter also reported that fuel costs were running

higher due to response to the Moonlight fire and a two-day fire department training exercise in Meadow Valley.

Brian Morris presented a draft resolution required by Government Code Section 61053 to move the CSD's funds out of the Plumas County treasury and into accounts at Bank of America. As described in the resolution, the purpose of the change was to increase the efficiency and expeditiousness of conducting CSD business. Following discussion, upon a motion made by Candy Miller, seconded by Susan Lake, and unanimously carried, the board adopted Resolution 07-7435 designating the Bank of America as the CSD alternative depository.

Brian Morris reported that the CSD was required to appoint a treasurer in conjunction with establishing its own bank accounts. Upon a motion made by Brian Morris, seconded by Candy Miller, and unanimously carried, the board appointed Roy Carter to serve as the CSD's treasurer.

Brian Morris reported that the CSD had secured new liability and property insurance from the Special District Risk Management Authority, but that applications still needed to be filed for a crime policy and fidelity bond as well as workers compensation coverage.

Following discussion, upon a motion made by Brian Morris, seconded by Candy Miller, and unanimously carried, the board authorized Roy Carter to file an application with Great American Insurance for a crime policy and fidelity bond.

Following further discussion, upon a motion made by Brian Morris, seconded by Roy Mills, and unanimously carried, the board adopted Resolution 07-7436, authorizing an application to the State of California to self insure for workers compensation as part of the Special District Risk Management Association joint powers authority.

Brian Morris presented a contract amendment and revised scope of work for Susan Scarlett to serve as the CSD's bookkeeper and finance officer. Mr. Morris reported that Ms. Scarlett quoted a price of \$950 per month for the new scope of work, or \$1,250 per month if the CSD changed from quarterly billing to monthly billing. Following discussion, upon a motion made by Brian Morris, seconded by Roy Mills, and unanimously carried, the board approved the contract amendment for Susan Scarlett with a continuation of quarterly billing.

Following further discussion, it was the consensus of the board to include a notice with the January water bills advising customers of the option of making monthly payments even though they will only receive a statement quarterly and encouraging them to consider options for scheduling electronic bill payment through services offered by their banks.

6. Water System Report

Roy Carter reported that a lien was filed on the Surber property based on outstanding water bills. Mr. Carter also reported that road repairs were completed following water system work and that road base borrowed from the Road Association had been replenished. Water use for 2007 will be at about the same level as 2006, even with a higher number of connections, which is attributable to location of leaks and repairs to the water system. The Guest Ranch used 400,000 gallons less CSD water than last year. There were 13 leaks in 2007 compared to 18 leaks in 2005. The Shaw Engineering estimates of water demand are holding up. Meetings have been held with Shaw Engineering and Plumas County Public Works Directors Bob Perreault, and the Phase 1 water system work will go out to bid after the holidays.

David Keller reported that he was working with USDA Rural Development to finalize the loan for Phase 2 water system work. Mr. Keller stated that it is a good time to go out to bid due to the slowdown in the economy.

7. Fire Department Report

Carl McDonald reported that the Fire Department participated in a two-day training in Meadow Valley with other agencies. Mr. McDonald also reported that the department had responded to the Moonlight Fire and was seeking reimbursement of expenses through Janice Bishop at the Forest Service.

Roy Carter reported that he was working on brochures for residents to order reflective street number signs.

It was reported that background checks are now required for firefighters to receive first responder certificates. Carl McDonald and Tim Mannies are the only two firefighters currently certified as first responders.

Roy Carter will attend the next Plumas County fire chiefs meeting. As General Manager of the CSD, Mr. Carter will be assuming the "station chief" duties previously performed by Tim Mannies. Also, as General Manager, Mr. Carter has overall responsibility for the Fire Department as well as the Water Department.

The white fire engine that was previously declared as surplus property has still not been sold. The previous offer from Ralph Wilburn will be confirmed, the truck will be advertised for sale, and an e-mail will be sent to the fire chiefs advising that the truck is being sold as surplus.

8. Adjournment

The meeting adjourned at 9:10 p.m. The next meeting is scheduled for Thursday, January 17, at 7:00 p.m.

Board Review and Approval Certified By:

/s/ Brian L. Morris

Brian L. Morris, Secretary