

**GREENHORN CREEK COMMUNITY SERVICES DISTRICT**  
**MINUTES OF THE BOARD OF DIRECTORS**  
**JANUARY 17, 2008**

A meeting of the Board of Directors of the Greenhorn Creek Community Services District was held on January 17, 2008, 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, Carl McDonald, Susan Scarlett

**1. Approval of Minutes**

Upon a motion made by Candy Miller, seconded by Susan Lake, and unanimously carried, the minutes from the meeting of December 13, 2007, were approved with revisions.

**2. Public Comment Opportunity**

No public comments were received.

**3. Finance Report**

Susan Scarlett reported that all of the District's funds were received from Plumas County and that \$200,000 was placed in a liquid CD earning 3.75 percent interest.

Ms. Scarlett presented the financial reports to the board. As of January 17, Water Department Review was \$62,292 and expenditures were \$51,567; Fire Department revenue was \$14,406 and expenditures were \$7,742; cash on hand was \$258,302.

Ms. Scarlett reported that new 10-day and 48-hour shutoff notices were being printed.

Brian Morris reported that the District's new liability insurance was in place through the Special District Risk Management Authority, and that applications had been submitted for a crime policy and fidelity bond as well as workers compensation coverage. Roy Carter reported that the District's current workers compensation coverage through the Fire Agencies Self Insurance System would be terminated once new coverage was in place from SDRMA.

**4. Water System Report**

There was nothing notable to report on water system operations.

Roy Carter reported that the bid package for Phase 1 work was awaiting approval from Plumas County Public Works Director Bob Perreault. The board agreed to have a special meeting as soon as the bids are received for the Phase 1 work, so a contract can be awarded without delay.

For the USDA loan for the Phase 2 work, Roy Carter and Roy Mills had reviewed and approved an operating budget prepared by USDA, and the final paperwork was submitted to initiate the loan.

In response to an inquiry about stand-by power for emergency operation of the water system, Roy Carter reported that generators had been removed from the current budgets for water system repairs and improvements. Following discussion, it was the consensus of the board that generators should be included in the District's long-term capital improvement plan.

#### **5. Fire Department Report**

Carl McDonald reported that the Fire Department responded to six calls in the past month, including three vehicle accidents and three medical calls.

Mr. McDonald reported that a new First Responder course would begin on March 1, and that the Fire Department would be paying for two of its members to attend.

Mr. McDonald reported that a county-wide effort was underway to establish an agreement with Eastern Plumas Healthcare District to provide the periodically required fit testing for air masks. If a county-wide agreement is not put in place, the Fire Department will obtain its own services.

Roy Carter gave Candy Miller a brochure advertising reflective street number signs to revise the contact information to include Mr. Carter's phone number.

#### **6. District Communications**

Roy Mills suggested that the District create an e-mail and telephone directory for all property owners. Following discussion, upon a motion made by Candy Miller, seconded by Roy Mills, and unanimously carried, the board agreed to provide a sign-up sheet at future community meetings for anyone who wished to be included in the directory.

Following further discussion, upon a motion made by Roy Mills, seconded by Brian Morris, and unanimously carried, the board agreed to solicit volunteers to create and maintain a web page for the District.

Mr. Mills stated that the bulletin board at the mailboxes was dilapidated and needed to be replaced. Mr. Morris stated that notices had been removed from the bulletin board, and a new bulletin board needed a section that was lockable. Following discussion, upon a motion made by Brian Morris, seconded by Roy Mills, and approved on a vote of 3 to 0 (Candy Miller abstaining), the board directed Mr. Mills to prepare a design for a new bulletin board and determine the cost of materials and to report back to the board.

The board discussed the possibility of scheduling a community dinner, but action was tabled until the March meeting.

## **7. Transition Issues**

Mr. Morris reported that there were no applicants for the vacancy on the board of directors and that he would revise the vacancy notice.

Mr. Morris presented a mock-up of a seal for the District. Upon a motion made by Roy Mills, seconded by Susan Lake, and unanimously carried, the board adopted the seal for the District.

Mr. Morris reported that he received an invitation to join the Plumas County Special Districts Association. Mr. Carter stated that he would attend the next meeting of the association on February 2 and report back to the board.

Mr. Mills requested that everyone consider what the District should adopt as its mission statement and plan to have a discussion at the February meeting.

Mr. Mills noted that no term of office had been set for the District's officers. Following discussion, upon a motion made by Candy Miller, seconded by Roy Mills, and unanimously carried, the board agreed that officers would serve for a term of one year.

Mr. Morris presented the board and the General Manager with copies of FPPC Form 700 to report economic interests, as well as a resolution to adopt California's Model Conflict of Interest Code. Following discussion, it was the consensus of the board to table the resolution until the February meeting and to review and complete the Form 700s prior to the February meeting. If board members have any questions about the forms or what they are required to answer, there will be further discussion at the February meeting.

## **8. Adjournment**

The meeting adjourned at 9:05 p.m. The next meeting is scheduled for Wednesday, February 20, at 7:00 p.m.

Board Review and Approval Certified By:

/s/ Brian L. Morris

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Brian L. Morris, Secretary