

GREENHORN CREEK COMMUNITY SERVICES DISTRICT
MINUTES OF THE BOARD OF DIRECTORS
August 21, 2008

A meeting of the Board of Directors of the Greenhorn Creek Community Services District was held on August 21, 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, Susan Scarlett, Carl McDonald

1. Approval of Minutes

Upon a motion made by Candy Miller, seconded by Susan Lake, and unanimously approved, the minutes from the regular meeting of July 17, 2008, were approved with one correction. Upon a motion made by Susan Lake, seconded by Roy Mills, and unanimously carried, the minutes from the special meeting of August 6, 2008, were approved as presented.

2. Public Comment Opportunity

There were no comments from the public.

3. Road Maintenance

Brian Morris reported that he and Roy Carter attended the annual meeting of the Unit 1 road association and that Roy Mills and Mr. Morris attended the Unit 2 road association board of directors meeting. Both road associations were having difficulty finding volunteers to continue to perform the duties that were required, and both road associations were interested in the possibility of contracting with the CSD to administer road maintenance.

Norm Lambert was present at the meeting at the request of Mr. Mills, and Mr. Lambert provided a brief report based on his experience working on the road in Units 1 and 2. Mr. Lambert stated that the time required to plow each unit was virtually equal and that road maintenance needs in each unit were similar. The biggest differences in the two units were the culverts in Unit 1 needing more work than those in Unit 2 and the steeper grades in Unit 2 being more challenging for maintenance than in Unit 1.

Following discussion, it was the consensus of the board to look into the various issues involved in having the CSD administer road maintenance. Brian Morris agreed to attend the Unit 2 road association annual meeting to confirm that Unit 2 was interested in possibly contracting with the CSD. Mr. Mills and Mr. Lambert agreed to conduct an inventory of road conditions and needs to assist in preparing an RFP that would be issued to find contractors interested in snowplowing and road maintenance. Mr. Morris agreed to draft a road maintenance agreement for consideration by the CSD board and the road associations.

4. Finance Report

Susan Scarlett presented the monthly financial report. As of August 21, Water Department revenue was \$26,827 and expenditures were \$14,901. Fire Department revenue was \$1,788 and expenditures were \$7,944. Cash on hand was \$278,141.

Ms. Scarlett reported that accounts receivable were approximately \$6,000 and that Mr. Carter had been delivering 10-day shutoff notice to delinquent accounts.

Ms. Scarlett reported that the CSD's annual audit had been scheduled for November 10 and 11.

Mr. Morris presented a resolution continuing the water standby charge for unimproved lots at the same amount as previous years and a resolution requesting that the Plumas County Auditor continue to collect the standby charge and fire assessment as part of the property tax bills. Following discussion, upon a motion made by Candy Miller, seconded by Brian Morris, and unanimously carried, the Board adopted **Resolution 08-7443**, requesting that the Plumas County Auditor collect CSD charges with the property tax bills, and **Resolution 08-7444**, continuing the water standby charge for unimproved parcels at \$80 per parcel for fiscal year 2008-09 plus a \$2.50 collection charge assessed by Plumas County.

5. Water System Report

Mr. Carter reported that Phase 1 was being advertised for bids. For Phase 2, the engineer's cost estimate had been updated and the new cost estimate was \$385,000. Mr. Carter was going to review the new estimate with Steve Alfred and contact local contractors to determine whether the engineer's assumptions were accurate, as well as consider the project configuration and the total funding available between the USDA loan and the CSD's current funds.

6. Fire Department Report

Carl McDonald reported that five firefighters attended the Fire Department meeting on August 12 and that the Fire Department has responded to three calls in the past month, including two medical calls. Also, the FireSafe Council had issued the contract for thinning on CSD lots.

Candy Miller reported that she had been in contract with the Unit 1 and Unit 2 road associations and that all parties agreed that the water truck was available for use by the Fire Department whenever it was needed.

7. Staffing

Mr. Carter presented a proposed job description for a Water and Sewer Utility Technician. Mr. Carter proposed hiring an assistant at approximately \$15 per hour, with additional compensation for either a D-1 water distribution license or a Class B drivers license. Following discussion, upon a motion made by Roy Mills, seconded by Brian

Morris, and unanimously carried, the Board approved the proposed job description with the deletion of all references to sewer and road work. Following further discussion, upon a motion made by Brian Morris, seconded by Candy Miller, and unanimously carried, the Board adopted **Resolution 08-7445**, setting forth the CSD's position allocation and including a part-time Water Utility Technician in addition to the existing General Manager and the Fire Department's volunteer positions.

8. Adjournment

The meeting adjourned at 9:15p.m. The next meeting is scheduled for Thursday, September 18, at 7:00 p.m.

I, Brian L. Morris, Secretary of the Board of Directors, certify that the foregoing minutes of the Greenhorn Creek Community Services District Board of Directors are correct as recorded.

/s/ Brian L. Morris

Brian L. Morris, Secretary