

**GREENHORN CREEK COMMUNITY SERVICES DISTRICT**  
**MINUTES OF THE BOARD OF DIRECTORS**  
**February 19, 2009**

A meeting of the Board of Directors of the Greenhorn Creek Community Services District was held on February 19, 2009, at the Greenhorn fire station. Persons in attendance included:

Board Members: Susan Lake, Candy Miller, Brian Morris (Roy Mills absent)  
District Staff and Volunteers: Roy Carter, Susan Scarlett, Carl McDonald

**1. Approval of Minutes**

Upon a motion made by Brian Morris, seconded by Candy Miller, and unanimously approved, the minutes from January 15, 2009, were approved with one correction.

**2. Public Comment Opportunity**

There were no comments from the public.

**3. Finance Report**

Susan Scarlett presented the monthly financial report. As of February 17, Water Department revenue was \$101,999 and expenditures were \$95,488. Fire Department revenue was \$14,653 and expenditures were \$15,412. Cash on hand was \$309,390, including Road funds. Upon a motion made by Brian Morris, seconded by Candy Miller, and unanimously carried, the Board accepted the transaction report detailing the past month's expenditures.

Upon a motion made by Candy Miller, seconded by Brian Morris, and unanimously carried, the Board directed staff to provide a "Delinquency Report" each month showing past-due accounts and to dispense with a complete aging report for all accounts with balances.

Upon a motion made by Brian Morris, seconded by Candy Miller, and unanimously approved, the Board accepted and filed the annual audit that was presented and discussed at the January meeting.

In response to one of the audit recommendations, Susan Scarlett presented a proposed Fixed Asset Policy. Following discussion and suggestion of certain revisions, it was the consensus of the Board that the final version of the policy should be presented for approval at the March meeting.

In response to another one of the audit recommendations, Roy Carter and Susan Scarlett agreed to prepare a form to record donations.

The Board reviewed the procedures for adopting an annual budget. A preliminary budget will be presented at the May meeting, and there will be a public hearing and final adoption of the budget at the June meeting.

#### **4. Road Maintenance**

Roy Carter reported that he had been receiving diverse complaints about snow plowing, including complaints received on the same day about calling in the snow plow too early and calling it in too late. Mr. Carter reported that he had been looking at options for dealing with ice, including applying "Snowmelt" to the worst intersections before the ice has a chance to freeze into the roadway. Mr. Carter had not been able to locate a contractor with a sand box, and he was consulting with the Road Association boards of directors about the possibility of purchasing a surplus sand truck from CalTrans at a cost of about \$8,500.

#### **5. Water System Report**

Mr. Carter reported the California Department of Public Health was soliciting applications for federal "stimulus" funds for water system projects. Upon a motion made by Candy Miller, seconded by Brian Morris, and unanimously carried, the Board directed Mr. Carter to submit a pre-application for funding for all pending water system improvements, including installing water meters.

Mr. Carter reported that the water system was current in filing all of its reports with Plumas County. The Environmental Health Department has directed that the entire Consumer Confidence Report be mailed to every water customer, instead of providing a summary of the technical information as the District has done in the past. A copy of the full 2007 Consumer Confidence Report will be mailed with the April water bills.

Mr. Carter reported that Tibbedeaux Surveying began work for installation of the new water tank. Also, USDA Rural Development had questioned one provision in the contract with Shaw Engineering for construction-phase engineering services. Mr. Carter was working to finalize the Shaw contract and submit survey information to Shaw for preparation of the bid package.

Mr. Carter reported that the Running Springs water main extension was awaiting a set of improvement plan from the developer. Once the plans are received, they will be reviewed by Shaw Engineering and Plumas County Environmental Health.

Upon a motion made by Susan Lake, seconded by Candy Miller, and unanimously approved, the Board authorized payment in the amount of \$70 to renew the certification from the Department of Public Health for the water system operator.

Upon a motion made by Candy Miller, seconded by Susan Lake, and unanimously approved, the Board adopted Resolution 09-7446, a resolution approving the Joint Exercise of Powers Agreement for the Feather River Water & Watershed Authority.

Mr. Carter reported that he had hired temporary help and spent about \$1,000. The budget proposal for 2009-2010 will include payroll for a part-time water utility technician.

## **6. Fire Department Report**

Chief Carl McDonald reported that the Fire Department has responded to one medical call in the past month and had conducted a training on February 10. The Plumas County Planning Department has provided new maps of the District for the fire station and the fire engines. Chief McDonald worked with John Sheehan from Plumas Corporation and Steve Tolen from Plumas District Hospital to submit a county-wide grant application to purchase 38 automated external defibrillators (AEDs).

Chief McDonald reported that the fire department only had three volunteers who were qualified to go into a fire and only two certified first responders for medical calls. A recruitment notice will be circulated in the community asking for new volunteers.

Chief McDonald reported that a repeater was needed on one of the fire engines to relay signals from the Fire Department's hand-held radios to Plumas County dispatch, and that he would work with Mike Grant at the Plumas County Sheriff's Department to obtain and install the needed equipment.

## **7. General Matters**

Brian Morris reviewed the independent district transition plan from 2007 and reported that almost all of the identified needs had been addressed. The District is still in need of a formal record retention policy and a procedure for accepting claims.

The Board discussed the need to continue to review long-term goals and to set priorities. Some priorities to consider are Fire Department staffing, installation of water meters, a groundwater assessment and long-term management plan, and the addition of another water tank.

## **8. Adjournment**

The meeting adjourned at 9:30 p.m. The next meeting is scheduled for Thursday, March 19, 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