

GREENHORN CREEK COMMUNITY SERVICES DISTRICT
MINUTES OF THE BOARD OF DIRECTORS
January 21, 2010

A meeting of the Board of Directors of the Greenhorn Creek Community Services District was held on January 21, 2010, at the Greenhorn fire station. Persons in attendance included:

Board Members: Susan Lake, Candy Miller, Brian Morris

District Staff and Volunteers: Roy Carter, Carl McDonald

District Secretary Brian Morris administered the oath of office to Susan Lake, who was appointed in lieu of election to a four-year term following the November 2009 special district elections.

1. Approval of Minutes

Upon a motion made by Candy Miller, seconded by Brian Morris, and unanimously approved, the minutes from regular meeting on December 17, 2009, were approved as presented.

2. Public Comment Opportunity

There was no public comment.

3. Finance Report

Roy Carter presented the financial report. As of January 19, cash on hand was \$198,927, including \$36,467 in a construction account for the water tank and \$31,233 in facility fees. Water Department expenses through January 19 were \$71,816 and income was \$95,641. Fire Department expenses were \$13,532 and income was \$8,226. Upon a motion made by Candy Miller, seconded by Brian Morris, and unanimously approved, the Board accepted and filed the monthly finance report.

It was the consensus of the Board that the overdue accounts for the Road Associations needed to be reviewed to determine whether new liens needed to be filed.

4. Water Department

Roy Carter reported that water use was running at 50,000 gallons per month, which was higher than usual. The reasons could be undetected leaks in the system or people letting their faucets run during cold weather.

For Phase 1 water system work, including water meters, controls, and well rehabilitation, the first claim was submitted to the state Department of Public Health for reimbursement out of federal stimulus funds. The contractor is on site and materials have been delivered, although some parts did not meet made-in-America requirements and had to be rejected. Roy Carter is closely inspecting all materials that will be used

on the project to make sure they meet the requirements of the District's grant agreement.

For Phase 2 work, including the water tank, the new pressure reducing valve has been installed on Greenhorn Road, the road to the tank site has been completed, the pipeline connecting the new tank to the water system has been installed, and earthwork and compaction at the tank site are complete. Work has been suspended for winter. The water tank itself will be installed as soon as weather allows, which will probably be late April or early May. The coating for the interior of the tank cannot be applied during cold weather.

5. Road Maintenance

Roy Carter reported that the road grader was out of service due to problems with its hydraulic system, but it has been repaired.

The Board discussed the status of the Road Maintenance Agreement with the road associations and the goals in the agreement to assess permanent transition of road maintenance responsibility to the District. The primary thing needed to facilitate the transfer is to establish the authority of the District to collect money in place of the Road Association dues. An election is required to establish a special assessment. Brian Morris agreed to research the process and timeline for such an election.

Roy Carter reported that a new sign post was installed for the street sign at Rideout Trail.

6. Fire Department Report

Fire Chief Carl McDonald reported that Charlie Reed had done six hours of maintenance on the fire engines. Roy Carter stated that Mr. Reed does not receive enough thanks for all of the work he does for the fire department. Chief McDonald told the Board that he had a proposed "automatic mutual aid" agreement with Long Valley Fire Department. Under such an agreement, both departments are dispatched whenever there is a call in either District. The Board will review the agreement at the February meeting.

The Board tentatively scheduled a community meeting for June. The emphasis will be a Fire Department open house.

Brian Morris reported that Plumas County had funds available to certify Greenhorn as a FireWise Community. The certification requires development of a community fire plan, which would be done in coordination with the Plumas County FireSafe Council. Upon a motion made by Brian Morris, seconded by Susan Lake, and unanimously carried, the Board authorized the General Manager to submit an application to Plumas County the next time project proposals are solicited.

The Board reviewed the processes for access across Sierra Pacific Industries' property in the event of a fire evacuation through the Squirrel Creek route. The Greenhorn Fire

Department has protocols with SPI, CalFire, and the Forest Service to ensure the SPI gates are open when necessary.

7. General Items

In response to a recommendation from the District's outside auditor, Susan Lake presented a record retention schedule compiled by the Secretary of State for use by local agencies. Following discussion, upon a motion made by Brian Morris, seconded by Susan Lake, and unanimously carried, the Board adopted the record retention schedule. Brian Morris stated that the District needed to put together a records inventory, particularly since records are maintained at different locations, including the Fire Department, Susan Scarlett's office, and the Courthouse in Quincy.

Brian Morris reported that the District had received an invoice for annual dues for the Plumas County Special Districts Association. The minimum dues were \$20, but the suggested contribution for a District with Greenhorn's budget was \$100. Mr. Morris stated that the association was actively negotiating with Plumas County and the City of Portola for the special districts to have representation on LAFCo, and that the association was also active in seeking a fair tax exchange policy with Plumas County. Upon a motion made by Candy Miller, seconded by Brian Morris, and unanimously carried, the Board approved renewal of the District's membership with a contribution of \$100.

8. Adjournment

The meeting adjourned at 8:00 p.m. The next meeting is scheduled for Thursday, February 18 at the fire station.

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