

**GREENHORN CREEK COMMUNITY SERVICES DISTRICT
MINUTES OF THE BOARD OF DIRECTORS**

May 20, 2010

A meeting of the Board of Directors of the Greenhorn Creek Community Services District was held on May 20, 2010, at the Greenhorn fire station. Persons in attendance included:

Board Members: Susan Lake, Candy Miller, Brian Morris

District Staff and Volunteers: Roy Carter, Susan Scarlett, David Schmid

1. Approval of Minutes

Upon a motion made by Candy Miller, seconded by Brian Morris, and unanimously approved, the minutes from regular meeting on April 15, 2010, were approved as presented.

2. Public Comment Opportunity

Susan Lake presented a letter from Gayle Higgins regarding reimbursement for installation of a water meter. Mrs. Lake will respond with a letter explaining the CSD's policies.

3. Finance Report

Susan Scarlett presented the financial report. As of May 18, cash on hand was \$163,936, including \$25,949 in a construction account for the water tank. Water Department expenses through May 18 were \$97,552 and income was \$131,509. Fire Department expenses were \$17,068 and income was \$12,008. Upon a motion made by Candy Miller, seconded by Brian Morris, and unanimously approved, the Board accepted and filed the monthly finance report.

Susan Scarlett reported that shut-off notices had been prepared for all water accounts that were overdue. Ms. Scarlett distributed a consumer guide on how to choose a collections company, and it was the consensus of the Board to agendaize that issue for discussion at the June meeting.

Roy Carter and Susan Scarlett presented a proposed budget for fiscal year 2010-2011. The Fire Department budget was in balance, but the Water Department budget was in the negative by more than \$10,000. The Board asked Mr. Carter to review the allocation of his salary costs across the water, fire and road functions to make sure the allocation was appropriate based on the time required to address each function. The Board agreed to eliminate garbage service for the fire station and to look at consolidating phone lines. Mr. Carter and Ms. Scarlett agreed to continue to work on

the budget to bring it into balance, and the Board agreed to have a special meeting on June 1 for further review of the budget.

4. Water Department

Roy Carter reported that the level of water use was about 43,000 gallons per day, which was lower than last year as a result of the wet weather.

The Phase 1 water system work continues to be in suspension. The contractor returned uninstalled parts to the supplier, and Mr. Carter and Shaw Engineering are in discussions with the supplier to purchase the parts directly. Shaw has completed an inspection report on the percentage of work complete and forwarded the report to the contractor for review and comment.

For the Phase 2 project, the new water tank is currently being fabricated at the end of Summit Trail. Once the tank is fabricated, it will be coated and painted, which will take about two weeks.

5. Fire Department Report

Assistant Fire Chief David Schmid reported that there was good participation in the open house at the Guest Ranch and that everyone enjoyed seeing the Fire Department. There were two medical call during the month.

6. Road Maintenance

Roy Carter reported that we would be requesting \$20,000 from each road association to pay for road repairs, dust coat, and road watering.

The Board reviewed the history of a lot at 2343 Buckhorn Trail, which was still showing up on Plumas County records under the name of the CSD but which had a mailing address for Lawrence Baxter in Reno. After reviewing the history of transactions involving the lot, the Board concluded that it was not a CSD lot and that it should be added to the list of lots for the fire assessment and water standby charge.

The Board also noted that the mailing addresses for the CSD lots were still under the name of the Plumas County Counsel. Brian Morris agreed to talk with the Assessor's Office and determine what needed to be done to update the contact information.

7. General Matters

The Board tabled discussion of additional sales of CSD lots.

Brian Morris reported that a claim was submitted to the state in the amount of \$7,343 as mandate reimbursement for compliance with the Brown Act. Based on the typical payment schedule for mandate reimbursement, it may be years before the CSD actually receives payment.

8. Adjournment

The meeting adjourned at 8:40 p.m. A special meeting is scheduled for Monday, June 1, 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