

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

February 23, 2011

A meeting of the Board of Directors of the Greenhorn Creek Community Services District was held on February 23, 2011, at the Greenhorn fire station. Persons in attendance included:

Board Members: Candy Miller, Brian Morris, Marlynn Jordan, David Schmid

District Staff and Volunteers: Roy Carter, Carl McDonald

No members of the public.

1. Approval of Minutes

Upon a motion made by David Schmid, seconded by Brian Morris, and unanimously approved, the minutes from the regular meeting on January 20, 2011, were approved as presented.

2. Public Comment Opportunity

No members of the public were present.

3. Finance Report

Roy Carter presented the financial report. As of February 15, cash on hand was \$168,896. Water Department expenses were \$73,837 and income was \$93,193. Fire Department expenses were \$11,539 and income was \$7,956. Upon a motion made by Brian Morris, seconded by Candy Miller, and unanimously approved, the Board accepted and filed the monthly finance report.

Mr. Carter reported that progress was being made on collecting overdue accounts. Twenty eight demand letters were mailed, and there were 20 responses with either payments or agreement to payment plans. Three of the accounts on payment plans missed their second payment and will be filed in small claims court.

Brian Morris presented an amendment to Susan Scarlett's contract to increase the hourly rate for special services to \$45 per hour. Upon a motion made by Candy Miller, seconded by David Schmid, and unanimously approved, the Board approved Amendment No. 4 to the professional services agreement with Susan Scarlett for bookkeeping and finance officer services.

Mr. Morris presented an amendment to Roy Carter's contract to clarify that work on the grant project under the Safe Drinking Water State Revolving Fund program was an increase in duties and that funding received for Mr. Carter's time on the project should increase his compensation. Upon a motion made by Brian Morris, seconded by

Marlynn Jordan, and unanimously approved, the Board approved Amendment No. 1 to Mr. Carter's employment agreement.

4. Water Department

Mr. Carter reported that a water sample from Well No. 2 reported the presence of total coliform, indicating dirt got into the well. Total coliform itself is not a problem, but it is used as an indicator that other contaminants may be present. Nothing else showed up in the test, and five other samples were all clean. The Plumas County Office of Environmental Health was notified, and they did not have any concerns. The water is chlorinated when it leaves the well, which means the water in the distribution system is safe.

Mr. Carter reported that the water tank project had used \$192,000 of the loan funding made available by USDA, and there was still \$58,000 available for work on Well No. 1. An electrical engineer has assessed Well No. 1 and submitted a report to Shaw Engineering. Consultation with Plumas-Sierra Rural Electric is needed on the power supply to the well.

Mr. Carter reported that on the water meter project he had worked with Shaw Engineering and the District's outside attorney to provide all the information requested by the bonding company.

5. Fire Department Report

Fire Chief Carl McDonald reported that the Fire Department had responded to six calls during the month and that four volunteers attended the monthly training meeting. The Fire Department needs volunteers and is actively recruiting.

Three Fire Department members completed firefighter training on the National Incident Management System.

For the Firewise Communities project, Roy Carter reported that he had received the funding agreement and budget from Plumas County and was ready to get to work. Chief McDonald reported that he was working on an evacuation and staging plan as part of the community wildfire protection plan.

6. Road Maintenance

Mr. Carter reported that the last snow storm had been the largest in quite awhile and delivered an overwhelming rate of snowfall. In the course of the storm, the road grader broke down three times. Mr. Carter requested that the Board add an urgency item to the agenda to authorize the purchase of a new tire for the grader. Upon a motion made by Candy Miller, seconded by David Schmid, and unanimously approved, the Board agreed to add the urgency item to the agenda. Upon a motion made by Candy Miller, seconded by David Schmid, and unanimously approved, the Board authorized Mr. Carter to purchase a new tire for the grader at a cost of approximately \$521.

7. Adjournment

The meeting adjourned at 7:55 p.m. The next meeting is scheduled for Thursday, March 24, 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