

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

April 21, 2011

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

Lester Miller, Unit 1 Road Association

1. Approval of Minutes

Upon a motion made by David Schmid, seconded by Marlynn Jordan, and unanimously approved, the minutes from the special meeting on February 23, 2011, were approved as presented.

2. Public Comment Opportunity

There was no public comment.

3. Finance Report

Susan Scarlett presented the financial report. As of April 20, cash on hand was \$153,554. Water Department expenses were \$87,294 and income was \$118,707. Fire Department expenses were \$13,714 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, noting one correction to the entry for the USDA loan payment.

Susan Scarlett will provide budget projections at the May meeting, which will allow the District to hold a public hearing on the 2011-12 budget at the June meeting.

Candy Miller requested a review of check-signing procedures. Two signatures are required for every check. The signature card at the bank needs to be updated to reflect Susan Lake's resignation and Candy Miller's new position as president. Brian Morris will draft a letter to the bank as the District Secretary to confirm the change and transmit a copy of the Board minutes.

4. Water Department

Mr. Carter reported that there was a leak on Blackridge Trail at a location that has developed leaks twice before. Water use for April was down to 27,000 gallons per day, compared to past April usage in the range of 50,000 gallons per day. The amount of rain has reduced water use, but there are also fewer leaks in the water system.

Brian Morris presented a resolution to continue the water standby charge for unimproved parcels at the same rate as the previous year. Upon a motion made by Brian Morris, seconded by Candy Miller, and unanimously carried, the Board adopted **Resolution 2011-7460**, continuing the standby charge at \$80 per unimproved parcel, plus a \$2.50 administrative charge assessed by Plumas County to collect the standby charge on the property tax bills.

Mr. Carter presented Change Order No. 5 to the contract with Wilburn Construction for the USDA water tank project. The change order will add a variable frequency drive and new electric meter at Well No. 1 at a net cost of \$19,280. Brian Morris requested that the change order presented to the Board be updated to reflect the actual changes in the contract components. Upon a motion made by Candy Miller, seconded by David Schmid, and unanimously approved, the Board authorized the General Manager to sign Change Order No. 5 with Wilburn Construction following review and approval of the change order by Brian Morris.

Mr. Carter reported that the District's attorney was making good progress with the surety company responsible for completing the water meter project. The company has said it will pay the District's costs to rebid the remainder of work on the project. The District's attorney has requested written confirmation from the surety.

5. Fire Department Report

Fire Chief Carl McDonald reported that the Fire Department had responded to two calls in March and April. The Fire Department has four new volunteers who will be attending the fire academy in Quincy.

Parts of the Empire fuels management project have been repackaged into what is now called the Squirrel project, which will include fuel reduction in the wildland-urban interface to the south of Greenhorn.

Chief McDonald reported that the Fire Department had decided not to apply for a grant for personal protective equipment and communications equipment. The grant required a 50% cost share from the Fire Department and the application was extremely complicated.

6. Road Maintenance

Mr. Carter reported that he was considering a dustcoat application in mid May and he was also looking at options to improve Greenhorn Road as far as Blackridge Trail to address the constant problem of potholes.

The Board tabled discussion about the Running Springs Trail extension because the property owners were not present.

7. LAFCo

Brian Morris reported that there was renewed discussion about the special districts in Plumas County becoming part of the Local Agency Formation Commission. If a majority of the special districts vote to join LAFCo within a one-year period, then all special districts become permanent members of LAFCo. The special districts would receive two seats on a seven-member LAFCo board and become responsible for one-third of the cost of running LAFCo. Plumas County and the City of Portola would also each share one-third of the cost. The actual cost to Greenhorn CSD would be about \$360 per year based on the current LAFCo budget.

Following discussion, Brian Morris made a motion for the Board to express its intention to support the special districts joining LAFCo and to take further action upon receipt of notice from the LAFCo executive officer. The motion died for lack of a sufficient second.

Brian Morris also reported that an emergency services working group was looking at expanding fire protection across Plumas County. At this time the preference is for existing fire districts to look at annexing nearby territory that is not already in a fire district. Fire Chief Carl McDonald stated that the fire department was in favor of adding Spring Garden and the Greenhorn Guest Ranch to the District's service area. The District will continue to work with the emergency services working group, LAFCo, and Plumas County to work on plans for improved fire protection.

8. Closed Session

The Board met in closed session to conduct a performance review of the General Manager. When the Board reconvened in open session, there was no action to report from the closed session.

9. Adjournment

The meeting adjourned at 8:10 p.m. The next meeting is scheduled for Thursday, May 19, 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