

# **Greenhorn Creek Community Services District**

## **History**

The Greenhorn Creek Community Services District (“CSD”) is located east of Quincy, California in Plumas County and is a special district operating under the Community Services District Law of the State of California. The CSD was formed in 1971 to provide water to the western portion of the Greenhorn Creek housing development known as Greenhorn 2. In 1975, the CSD was consolidated with the Estray Creek Community Services District. The consolidation empowered the CSD to provide domestic water for fire protection and to collect, treat, and dispose of sewage. In 1989, Greenhorn Creek Volunteer Fire Department was formed, and in 1995 the fire department became part of the CSD. The CSD took over the responsibilities of the Greenhorn Ranch Company in 1995 and began providing water to the east side of the development, known as Greenhorn 1, as well as the Greenhorn Guest Ranch.

In 2003, the citizens of Greenhorn Creek voted to become an independent special district with a directly elected five-member Board of Directors. However, no candidates filed to run in the 2005 district election, and the Board of Supervisors continued to serve as the governing board of the CSD. In December of 2007 the District officially became independent and is governed by a elected Board of Directors.

The Greenhorn Board normally meets on the third Thursday of the month at 6:00 p.m. at the Greenhorn Fire Station located at 2049 Red Bluff Circle.

## **Water Department**

The Greenhorn Creek CSD Water Department is charged with providing a safe and reliable water supply to the community. The Water Department is funded through water service charges, standby fees, facility fees, and other fees and charges. The department is operated as an “enterprise fund,” which means the fees collected from water customers and property owners must cover all costs of operating, maintaining, repairing, and updating the water system. The water department has two part-time employees, one who is a licensed water distribution operator and acts as the manager. To contact the operator, call 530-283-4588.

### **Water System**

The water system has two active wells capable of pumping 210 gallons per minute, three storage tanks with a combined storage capacity of 208,000 gallons, piping, pumps, valves, fire hydrants, and other system components. The water system is treated with a small amount of chlorine bleach used as a disinfectant. The water system is checked daily by the water operators and monthly tests are performed by an outside laboratory.

All residences and facilities using water for human consumption are required to connect to the CSD water system. (Resolution 77-1)

## **New Construction**

1. The first step in new construction at Greenhorn is to obtain approval of building plans by the community's Architectural Control Committee ("ACC"). When building plans are approved, the ACC provides written notice to the CSD. Upon receipt of the ACC approval, the CSD sends a "will-serve" application for the property owner to request water service. The owner must submit a completed application along with payment of \$4,320 for the Capital Facility Fee and \$400 for the Water Connection Fee. The Water Department manager will review the request for water service and determine if water service can be provided to the property. The Water Manager will make the determination in a timely manner; however the determination may involve engineering studies, contractor evaluation and Department of Health Services review. The physical water connection will not be put in place until the general manager/water operator receives a copy of the county's building permit and gives approval to connect to the distribution system. The water department will choose a contractor or allow the owner's contractor if qualified, to install the new service and meter. Actual costs associated with the service installation and connection to the CSD water system are the responsibility of the owner, including but not limited to contractor costs for excavation, piping, valves, meter and other equipment required to provide service. The piping, valves, and other equipment from the water main to and including the meter shall become the property and responsibility of the water department. The property owner is responsible for the maintenance of any portion of the water system from meter to residence. The owner's contractor is required to contact USA Locators (800-227-2600) two working days prior to digging in the road or easement. Contractors working in the roads or easements must carry a minimum of \$1,000,000 in liability insurance and workmen's compensation insurance. A certificate of insurance is required by the CSD. All excavations must be compacted and roads restored to their original condition. (Resolution 06-7279)

2. A will-serve letter is a commitment to serve a lot with water, and it is not specific to an individual applicant or owner. When a lot is sold, the "will-serve" letter transfers with the lot to the new owner.

a. When a lot with a current "will-serve" letter is purchased, any new building plans must be approved by the Architectural Control Committee prior to any construction and water connection.

b. A new owner must keep their account current and in good standing in order to keep the "will-serve" letter active. If the new owner's water bill becomes delinquent, the "will-serve" letter will be revoked. In this case, the customer would need to re-apply for service and pay all applicable application fees, hook-up fees, facilities fees, or other applicable fees or charges.

c. Any new owner may choose to voluntarily forfeit the "will-serve" letter by making a written request to the CSD and returning the original "will-serve" letter. Surrendering the "will-serve" letter eliminates the quarterly water service charge (currently \$177.60 per quarter) and returns the parcel to "standby" status (currently \$80.00 per year plus a \$2.50 collection fee charged by the County of Plumas). If a "will-serve" letter is surrendered, any future water connection will require a new "will-serve" letter. The property owner will have to re-apply for service and pay the then-current application fees, facility fees, connections fees, and any other fees required for a new connection.

3. New residences must have an approved water meter and meter pit installed in the easement (as stated in New Construction, paragraph 1). Contact the water department manager (530-283-4588) for a copy of the specifications. The owner or the contractor must contact the water department manager to schedule the connection to the water system. Please allow two weeks for scheduling the work. The water department manager needs to be present on-site when the water meter pit is installed or a new service connection is made. (Resolution 06-7279)

4. All new residences must have a domestic water supply pressure reducer/regulator installed in the residence's service line. The pressure reducer/regulator shall be installed to minimize the risk of possible high water pressure damage to plumbing fixtures in the house and auxiliary systems, such as irrigation systems or frost-free hydrants/hose bibs connected to the domestic water service line.

5. Property owners are responsible for all lines, valves, and other components beyond the discharge side of the CSD water valve (curb stop). If a water meter is installed, the property owner is responsible for all water lines, valves, and other components beyond the water meter pit. All water that registers on the water meter (if installed) shall be subject to the current water rates.

### **Cross Connections**

Cross connections are sources of bacteriological contamination to the public water supply. The water operator annually inspects horse troughs, pools, irrigation systems, ornamental ponds, and other sources of bacteriological contamination for cross connections. All cross connections must include a backflow prevention device approved by the water service manager. You may obtain a copy of the requirements from the CSD. (Ordinance 02-970)

### **Water Conservation**

All water customers are encouraged to conserve water to reduce water system costs and ensure adequate supplies are available for peak use and fire fighting. The CSD has a water conservation ordinance with increasing levels of mandatory conservation depending on the available water supply and water system demands. Water alerts with any conservation requests or requirements will be posted at the mailboxes located at the corner of Greenhorn Road and Harrison Road, and all water customers are required to adhere to any mandatory conservation measures in effect. A copy of the ordinance is available from the CSD. (Ordinance 06-1050)

### **Water Charges**

1. Billing for water service starts upon issuance of a "will-serve" letter. Water customers are mailed a payment coupon every calendar quarter for water service charges. Also, each unimproved parcel is required to pay an annual water standby fee which is collected on the owner's property tax bill.

All water service charges are due and payable by the end of the quarter for each quarterly billing. An account with a returned check from the bank will be charged a fee of \$25.00. An account is delinquent if payment in full is not postmarked by the last day of the quarter in which it was due. Each delinquent account will be charged a delinquent payment processing fee in the amount of \$25.00 per quarter until paid in full. Delinquent payments shall also accrue interest from the date the payment is delinquent at a quarterly rate of 2.5%. Should payment on a delinquent account not be received by the 20<sup>th</sup> of the month following the end of the delinquent

quarter, a 10-day shutoff notice shall be delivered to the property, with a copy to be mailed to the owner of record. Should payment not be made within 10 calendar days of delivery of the 10-day shutoff notice to the property, a 48-hour shutoff notice shall be delivered to the property, with a copy to be mailed to the owner of record. Non-payment shall be cause for termination of water service with a padlock placed at the water meter, and a shutoff fee of \$50.00 will be incurred. No water service shall be reconnected until all outstanding bills, fees, and/or charges are brought current. Should the required payment not be made within 60 days of the shutoff, a lien shall be placed on the property and a \$30.00 lien fee will be incurred. A reconnection fee of \$50.00 will be charged to turn on the water. Service fees for call outs are \$25.00 per hour during business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.) and \$50.00 per hour after working hours. (Resolutions 77-1 and 06-7284).

In the event a delinquent property owner wishes to make payments on a past due account, the owner shall make a down payment of at least 20% of the total balance due and then sign an agreement as to when the payments will be received at the CSD office by mail to 2049 Red Bluff Circle, Quincy, CA 95971. Payments will be due in equal monthly installments, with the final payment to be made no more than 5 months from the date of the Payment Agreement. Should the payment agreement extend beyond the next quarterly billing cycle, the water charges for the next billing cycle will be added to the payment agreement for purposes of calculating the down payment and additional payments due. Payments will be due on the same date each month until such time as the past due and any current amounts are paid in full. Should the delinquent owner fail to make the payment when due, a 48-hour notice shall be immediately delivered to the property with a copy mailed to the owner of record. Should payment still not be delivered to the CSD office, 2049 Red Bluff Circle, within 48 hours of the delivery of the notice, water service will be terminated with a padlock placed at the water meter.

2. Property owners are responsible for all charges and fees. Customers must notify the CSD and request a final billing upon sale of a residence. The account remains the responsibility of the seller until a sale is complete and the CSD is notified of the sale. For billing inquiries, please contact the CSD bookkeeper at (530) 283-4588.

3. All assessments and water charges shall be a lien upon lands on which the assessments or water charges are made from the time such assessments or water charges become due and payable, and if such assessments or charges become delinquent, such lien may be enforced by the following:

- (a) In the manner provided by law for foreclosure of mortgages of real property; or
- (b) By judicial action against the member who is delinquent in payment of such assessments or water charges.

(Resolution 77-1)

## **Fire Department**

### **History**

Greenhorn Creek relied on the Quincy Fire Department in the 1960s. In the early 1970s, a contractor working on the roads provided a 1942 Chevrolet water truck to the ranch. The truck (still in use by the guest ranch) was a World War II Army truck converted after the war to the current configuration. The truck was able to draft water from the pond and was used for dust control and for firefighting if needed. In 1980, Ralph Wilburn purchased a larger water truck for the ranch use and

in 1988 we obtained our first real fire engine. At that time the fire engine was stored in Mr. Orenstein's garage.

In 1989, construction began on the Fire Station, and in 1990 the Volunteer Fire Department was formalized. Greenhorn obtained various fire trucks over the years, including a 1943 Chevrolet obtained from Long Valley Fire Department. The 1943 was retired in 2006 when it was replaced with Greenhorn's first new fire engine. The Federal Emergency Management Agency (FEMA) provided a \$225,000 grant to purchase the new engine, and fire department funds paid for the remaining \$25,000.

The Greenhorn Creek Fire Department is made up of volunteers from the community. The Fire Department meets on the second Wednesday of the month at the Fire Station located at 2049 Red Bluff Circle.

### **Funding**

The Fire Department is funded through a voter-approved assessment as well as a portion of the CSD's share of Plumas County property taxes. The special tax for fire fighting was approved in 1990 in the amount of \$50 per improved parcel, \$35 per unimproved parcel, and \$50 per acre for non-residential property (for example, the Guest Ranch). The special tax is collected on the Plumas County property tax bill. There is also a Greenhorn Fire Department Auxiliary group that receives some revenue through donations for lot clearing and other fundraising activities.

### **Fire Prevention**

Residents of Greenhorn Creek are required to follow the laws and regulations of the CSD and the State of California with regard to fire prevention and protection. The CSD requires the removal of all "dead" fuels (except cut firewood) within 100 feet of each structure. Residents are also encouraged to clear brush and ladder fuels to provide defensible space around homes and prevent ground fires from reaching the forest canopy. (Ordinance 90-736)

As a resident that decides to burn leaves or brush around your property, you must be aware of and follow current burning restrictions by calling the phone number below for the Northern Sierra Air Quality Management District. An alternative choice to burning yard debris in your own yard is the community burn pile which is provided and maintained by the Greenhorn Fire Department volunteers. The location of the burn pile is on Blackridge Trail about one-third mile up the road from the last residence. The burn pile is for residential use only. Commercial waste (clearing your lot for building or other contractor waste) or residential trash is not allowed. The burn pile is fired in the winter time when the fire danger is at a minimum.

For more information on Fire Safety, please contact the following:

Fire Prevention & Burn Days - Information Recording	530-283-3602
Greenhorn Creek Volunteer Fire Department	530-283-4588
CALFIRE (formerly CDF) - Area Forester	530-283-1792
Plumas National Forest	530-283-2050
Northern Sierra Air Quality Management District	530-283-4654

*Note: This document is intended to be a summary and compilation of CSD ordinances, resolutions, and policies, as well as statutory and regulatory requirements. This document does not clarify, amend, or modify any laws, rules, or requirements, and it is not to be used for the legal interpretation or determination of intent of CSD ordinances or resolutions.*