

GREENHORN CREEK COMMUNITY SERVICES DISTRICT

Minutes

Thursday, January 15, 2015

6:00 p.m. – Greenhorn Fire Station

1. **Roll Call** -Cecilia Williams, Candy Miller, Zeke Aubrey, Janice Bishop, Gayle Higgens.
Staff -Tyson Rael, Susan Scarlett.
Public - Chuck Jarvi, Darwin Barnes
2. **Public Announcement on actions taken in closed session, January 5, 2015**
The General Manager was given a thirty day notice of termination.
3. **Public Comment Opportunity**
Any member of the public may address the Board on matters that are within the jurisdiction of the Board not exceeding 3 minutes. Pursuant to the Brown Act, no action or discussion shall be undertaken by the Board on any item not appearing on the posted agenda, except that the Board Members or their staff may briefly respond to statements made or questions posed by the public or they may ask questions for clarification related to such statements made or questions posed by the public. If you are addressing the Board regarding a matter listed on the agenda, you are requested to hold your comments until the Board takes up that matter.
4. **Board Comments and Reports**
Ownership of Lot 169 – Discussion was held on ownership of Lot 169. No decisions were made.
5. **Approval of Minutes**
Minutes of December 18, 2014 – The minutes were amended. Motion to approve the minutes was made by Candy Miller and approved unanimously.
6. **Finance Report**
 - a. Review monthly financial reports - Susan Scarlett reported that most of the expenses are in line, except for repairs. We've spent 100% of our repair budget, but we still have other budgets. She posted the balance on the loan. Ebills went out to the board to see if they're working, but the board members are the only ones who got ebills. Four accounts have signed up so far.
Correspondence – SDRMA – We have the most recent poster for labor. Tyson will post it. Cecilia Williams moved to accept the draft board reports and the motion passed unanimously.
 - b. Checks and balances – discussion and possible action - The board president will review the bank statements before each regularly scheduled board meeting.
7. **Water Department**
Update on Water systems. - No report.
8. **Fire Department**
 - a. Update on Fire Department Activity –
 1. Call outs - four calls
 2. Training – attended two training meetings in Quincy.
 - b. Replacement for 8325 – Cecilia Williams moved to amend the agenda for an urgency item to discuss replacement of the old engine. The motion passed unanimously. Tyson Rael is looking for grants to fund a replacement. Charlie will check out the engine for sale in Sierra Valley. We are authorizing Tyson Rael and Robbie Cassau, Quincy Fire Chief, to look at equipment in Sacramento and report back to us.
 - b. Fire Safe & Fire Wise Community update – It was decided to request 1,000 copies of the new evacuation map.
 - c. Office Space –discussion and possible action – Tyson Rael had a photo of an example for corner supports for the storage container.
 - d. Vehicle 8325 –possible replacement. Discussion and possible action. Tyson Rael brought several computer listings for reference and costs. He will look for a copy of the grant that purchased vehicle 8322. Janice Bishop and Cecilia Williams will work on writing a grant

proposal. Tyson Rael is going to research places to apply for grant money.

9. Personnel

a. Water operator job description – discussion and possible action – Cecilia Williams presented a draft job description for a General Manager/Water Operator. Zeke Awbrey suggested we meet January 22 at 6 p.m. to discuss it.

b. Sick leave accumulation for employees – There is a new law whereby we must accrue sick leave for all employees at 1 hour per 30 hours worked, up to 3 days. It goes into effect on July 1, 2015. We're not required to give vacation pay. CSDA offers a webinar on the 21st that will cover the new law.

10. Closed Session Pursuant to Government Code Section 54956.9(d)(2), one case

Conference Call with Attorney Steven Gross – Draft Water Policy

11. Public Announcement on actions taken in closed session – No reportable action

12. Date of Next Meeting: January 22, 2015

Adjournment – 8:32 p.m.

Cecilia Williams

Secretary,

Greenhorn Creek Community Services District