

**GREENHORN CREEK COMMUNITY SERVICES DISTRICT  
A FIRE WISE COMMUNITY**

**Minutes**

**Thursday, March 19<sup>th</sup>, 6:00 p.m.  
Greenhorn Fire Station**

**1. Roll Call**

Board - Janice Bishop, President, Cecilia Williams, Zeke Awbrey, Gayle Higgins  
Staff - Susan Scarlett, Tyson Rael  
Public – none present

**2. 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.

**3. Board Comments and Reports**

**4. Approval of Minutes**

Minutes of February 19, 2015 – No changes were made, the minutes were approved as they stand.

**5. Finance Report**

- a. Review monthly financial reports – approved as presented. We have spent 72% of our budget in total expenses.
- b. Budget process for 2015-2016 – Budget worksheets for the 2015-2016 were presented by Susan Scarlett.
- c. Credit card policy – Cecilia Williams moved that the policy be accepted with discussed changes. Motion passed unanimously.
- d. Review information currently included on the website – Cecilia Williams moved that the Fire Auxiliary sponsorship be removed from the website. Motion passed unanimously. Fire Safety flyers will be posted on the website.

**6. Water Department**

- a. Update on Water systems – We have a new chronometer for accurately measuring chlorine content. Tyson Rael suggested we include a water restriction flyer in the next quarter's water bills.
- b. Limited amount credit card – no action taken.
- c. Purchase of pump house generators – Tyson Rael was directed to bring information to the next meeting about the total cost of purchasing and installing a generator in Pump house 1. We will also put this item into the 2015-2016 budget process.
- d. Well house 2 heater – This will be placed in the 2015-2016 budget process.
- e. Employment Agreement Clarification – The Employment Agreement states that the General Manager's salary is \$24,000/year.
- f. Drivers-Department/Own; SDRMA Policy Update – Cecilia Williams made a motion to accept the General Manager's recommendation that we add drivers to the "drivers" category in our policy so SDRMA will have it. Motion passed unanimously.
- g. Fuel Use – Zeke Awbrey made a motion that Tyson Rael receive a trial Automobile allowance for a period of 6 months in the amount of \$300/month, effective retroactively to March 1, 2015 to be split between the Fire department (25%) and the Water department (75%). Motion passed unanimously.

- h. Relocation of lateral lines and meters at 2223 and 2227 Greenhorn Ranch Rd. - Tyson Rael will do follow up research.

**7. Fire Department**

- a. Update on Fire Department Activity – There were two trainings and 5 call outs.
- b. Fire Safe & Fire Wise Community update – An interview of Janice Bishop and Tyson Rael was published in the Bulletin newspaper.
- c. Reflectorized address kit – An informative flyer will be placed in the next quarter's water bill. Gayle Higgins will create the flyer.
- d. Drivers- SDRMA Policy Update - Cecilia Williams made a motion to accept the General Manager's recommendation that we add drivers to the “drivers” category in our policy so SDRMA will have it.. Motion passed unanimously.

**8. Date of Next Meeting:** April 16<sup>th</sup>, 2015

**Adjournment** 7:15 p.m.