

GREENHORN CREEK COMMUNITY SERVICES DISTRICT
A FIRE WISE COMMUNITY
Minutes
Thursday, May 21, 6:00 p.m.
Greenhorn Fire Station

1. Roll Call

Board - Janice Bishop, President; Cecilia Williams, Secretary; Zeke Awbrey, Gayle Higgins
Staff - Tyson Rael, General Manager; Susan Scarlett, bookkeeper
Public – Chuck Jarvi, Darwin Barnes, Jerry Sipe, Danielle Jabbour, Peter and Anita Glibb,
Barbara Lockman, Mark Evans

2. Public Comment Opportunity

No comments were made.

3. Office of Emergency Services, Memo of Understanding

Jerry Sipe presented a Memo of Understanding between fire districts in our area. The memo formalizes procedures for use of the system for communication in an emergency. A motion was made by Cecilia Williams to authorize the president of the CSD board to sign the Memo of Understanding and was seconded by Gayle Higgins. Motion passed unanimously.

4. Board Comments and Reports

Required forms – Ethics training verification

5. Approval of Minutes

Minutes of April 16, 2015 – Gayle Higgins made a motion to approve the minutes as amended and was seconded by Zeke Awbrey. Motion passed unanimously.

6. Finance Report

- a. Review monthly financial reports – \$9,400 secured taxes, approved as read.
- b. Review 2015-2016 Draft budget – 10% of auditing and bookkeeping expenses were moved from the water department to the fire department. The cost of the heaters for the well house will be added to the 2015-2016 budget.
- c. Greenhorn CSD website - Additions, deletions and other changes. Gayle Higgins will provide a digital copy of the Firewise logo to Susan. Cheryl will do some redesign on the webpage, and Cecilia Williams will help, then it will be brought to the board for their approval.

7. Water Department

- a. Update on Water systems.- Changed chlorine solution, adjusted pump settings, repaired 3 leaks on Shooting Star Rd., another one to repair tomorrow.
- b. Winterizing – no action taken
- c. Water restrictions – The water restriction poster will be posted on the east facing side of the mailbox. The door hangers are ready, and will assist the General Manager to keep records on people who repeatedly violate the water restrictions.
- d. Purchase of pump house generators – We will not purchase a pump house generator.
- e. Water rates – A committee meeting will be held as soon as the software is purchased. Cecilia Williams will get it ordered, then contact the other members of the committee to review.
- f. Relocation of meters at 2223 and 2227 Greenhorn Ranch Road – There were no plans for meter placement. Wilburn construction was told to put them where the existing service valve was, and where they did not conflict with other utilities. Tyson Rael and Gayle Higgins will review the water policy to determine who owns the service valve, meters and lines. Cecilia Williams will review the minutes for 2012 to locate documentation verifying Peter Glibb's claim that the board agreed to move the location of the meters.
- g. Tenants rights re: Water bills – Susan was directed by the board to implement the owner/tenant billing agreement.

8. Fire Department

- a. Update on Fire Department Activity – Call outs – 1 fire, 1 medical aid and 4 trainings. Cal Fire is doing fire safety inspection on Greenhorn residential properties. Tyson is checking bylaws to see if CSD can enforce lot clean up on absentee owners.

- b. Fire Safe & Fire Wise Community update – We have new Greenhorn Creek Community Wildfire Evacuation Routes. Tyson Rael will supplement them with Plumas County Wildfire Preparation and Evacuation plan, then will distribute them door to door to have an opportunity to meet and discuss them with the residents.
- c. Office Space – We have a quote for \$3900 to complete the office space. No building permit is needed. Cecilia Williams moved to approve construction of the office space. Gayle Higgins seconded. Motion passed unanimously.
- d. Storage container – The General Manager will pursue purchasing a storage container under 200 sq. ft.

8. CSD business

Sale of CSD lot – the offer to purchase the lot was withdrawn.

9. Closed Session - Personnel Matter

In accordance with Government Code 54957(b), it is the intention of the Board to meet in closed session to discuss the Professional Service Contract of the Bookkeeper/Finance Officer.

10. Date of Next Meeting: June 18, 2015

Adjournment - 8:12 p.m.

Cecilia Williams

Secretary

Greenhorn Creek Community Services District

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