

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

**Minutes**

**Thursday, December 18, 2014  
6:00 p.m. – Greenhorn Fire Station**

**1. Roll Call**

Board-Cecilia Williams, Janice Bishop, Zeke Awbrey, Gayle Higgins and Candy Miller

Staff-Roy Carter, Susan Scarlett, and Tyson Rael

Public-Guy and Debbie Senter, Mark Evans and Barbara Lockman, and David Lowry

**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.

Guy Senter was directed to hold his comment until we reached #8 and the public dismissed that he would be given time to make his comments..

**3. Board Comments and Reports**

Gayle was told to wait until #6 e.

**4. Approval of Minutes**

Minutes of November 20, 2014

Cecilia made the motion to approve as amended and Zeke seconded. Approved.

**5. Finance Report**

**a.** Review monthly financial reports.

Cecilia made the motion to approve and Candy seconded. Approved.

**b.** Review the draft letter and associated paperwork to implement e-bills -discussion and possible action or direction to staff

Gayle made the motion to approve with the addition to the letter of quarterly billing, that payments can also be made as usual (check, cash, or money order) or residents can use gov.pay. Cecilia seconded. Motion approved. The Board will be the trial group for the January billing.

**c.** Review Fiscal year 2013-2014 Audit - discussion and possible action

Discussion that this should be changed to Review and Accept. Cecilia made the motion and Zeke seconded. Approved.

**d. Checks and balances—Discussion and possible action.**

Cecilia spoke of the PCSDA meeting that she had attended and brought forth the visiting CPA's recommendations for small CSD's protection from money mismanagement. From what she heard ours is doing well, because we have created an infra structure to ensure checks and balances. Cheryl (at Susan's office) accepts payments and enters it into the database. Susan balances the bank accounts, and the Board signs all checks, which has to have 2 board member signatures. Roy and Tyson approve the invoices. This in turn has set up checks and balances for our CSD. The Board decided to leave things as they are. Cecilia will send this information out to the Board.

**6. Water Department**

**a. Update on Water systems.**

Roy reported that it was a busy month. During the last storm we had several power outages, that crashed our computer and then caused the other computer to crash. So our system had to go to manual. John is fully trained to handle the system in manual mode. The heater died in Well #2. Roy put a portable heater up there until he gets a Board decision as whether to replace or repair. Roy brought in a estimate for a replacement and installation of a new heater from Heat Transfer for \$1,095. Candy made the motion to replace the heater and Cecilia seconded. Approved.

**b. Discussion of Draft water policy and possible acceptance.**

This item will be postponed until January 15<sup>th</sup>, 2015 in the hopes that we will be able to have a teleconference with the attorney. Susan will work on setting this up with the attorney for 6:15pm on January 15<sup>th</sup>. Susan will send out a draft policy to all of the Board members so that we can all be set with our questions for the attorney.

**c. Review and Signing of the IRWM MOU—Discussion and possible action**

This MOU is an agreement to cooperate with the Plumas County Flood Control and Water Conservation District. It is non-binding to our CSD. The meetings are held quarterly. Cecilia made the motion for Janice to sign and execute the agreement. Candy seconded it. Approved.

**d. Lot 169 in Unit II—Discussion and possible action**

Candy reported that she is still waiting for responses from the Unit II Road Board members. She is hoping to be able to report out at the January meeting.

**e. Draft Greenhorn CSD Employee Evaluation Process—Discussion and possible action**

Gayle read a statement that she had wrote up on this

To the Greenhorn Creek Community Service District Board of Directors:

To be recorded in the 12/18/14 minutes that the 11/20/14 Employee Evaluation of Roy Carter was presented without the prior consensus of the majority of the board.

The evaluation critique should have been discussed by the entire board prior to the presentation. All five members should have been made been aware of the implications and complaints so they could perform their "due diligence" to provide a unified evaluation and then present it to Roy at a future meeting. This was not done.

As stated in the California Special Districts Board Member Handbook under “Components of the Effective Governance Model” on page three, that all members are to be perceived equally legitimate – no matter how different or difficult an individual may be and the board should strive to maintain a “no secrets, no surprises” operating norm. We are to work as a team.

This kind of exclusive treatment of board members creates distrust and dissension. The board members should be a cohesive, cooperative group designed to benefit Greenhorn CSD. “Backroom” politics or personal agendas have no place here.

Candy asked that we come up with a policy/procedure for doing employee evaluations. She had sent out a draft “starting place” for the Board to use or not as the board decided.

Draft Greenhorn CSD Employee Performance Evaluation Process

1. Employee has a copy of the agreement/contract of expected performance
  2. Each employee will have a position description.
  3. Each element/number of performance and description will also show how the performance of each can and will be measured, to be reviewed by Board and Employee once a calendar year.
  4. The Board will have a special meeting or closed session in order that all Board members are involved with the Evaluation of the employee. No hearsays will be used (third parties) only witness’s and facts to be used. Witness’s can come and speak to the Board or give a Board member a written statement, be it good or bad for the employee.
  5. If employee is deficit in any of the elements/numbers, the employee will be counseled in a closed Board meeting at the next meeting. If the employee is to be dismissed due to illegal activity in doing the duties of their position they will be dismissed immediately with the CSD board calling a special meeting just for this item. In the counseling it will be explained how the employee is deficit and given time to improve their actions (a date to improve by the employee will be given). Once the employee has improved the Board will also notify the employee of such improvement, with the expectation that this will not be a deficit for the rest of the employee’s employment. Janice will forward Water Operator job descriptions to the other board members and they will work on it together. This is to be a topic of the January meeting.
- f. Change of Board Members duties and Responsibilities –Discussion and action  
The Board members responsibilities for 2015 are:  
President—Janice Bishop  
Vice President—Zeke Awbrey  
Secretary—Cecilia Williams  
Board Members--Gayle Higgins and Candy Miller

## **7. Fire Department**

### **a. Update on Fire Department Activity**

Tyson reported on the Fire department trainings:

11-18-14 Cold Water Emergency-4 attendees

11-25-14 Shake and Bake Training—4 attendees

12-2-14 Medical Training 5 attendees

12-9-14 Chimney Fires and Winter Safety 5 attendees

Department responded to:

Motor vehicle accident-4 respondent

Motor vehicle accident 2<sup>nd</sup> one –4 respondents

Propane incident in Quincy—3 respondents

Medical response-2 respondents

Structure Fire-2 respondents

Fire Truck 8322 was entered in the Sparkle parade in Quincy. Some pictures will be posted on the web page.

The Emmazen Foundation is donating \$300 for animal rescue to the Greenhorn Fire Department for their animal rescue efforts. The picture was in the local Quincy paper.

**b. Fire Safe & Fire Wise Community update**

There was a meeting on December 11<sup>th</sup>. Sue McCourt will be updating our evacuation map again with instructions. Janice is working with Sue McCourt about us being a Fire Wise Community.

**c. Office Space –Discussion and possible action**

Tyson brought the quote for a container that was painted and delivered. Zeke checked on some state containers, but those would have to go to a state auction. The container should be on a base and maybe even some type of a rise with skirting of some type to keep critters from being or living underneath. Tyson is going back to the company and see what our options are and suggestions for a base. Also he brought a bid for the electrical work for the container, which does not include the trenching for the electrical line. He will try to get more electrical bids.

**d. Vehicle 8351 –possible replacement. Discussion and possible action.**

Tyson is still looking for one.

**e. Letter authorizing Code 3 vehicle - Discussion and possible action.**

Janice wrote up a letter to give Tyson authorization to do this as emergency responder and Greenhorn Volunteer Fire Chief. Tyson stated that if there was any damage to the equipment bought for this that his personal insurance would cover it. Zeke made the motion for authorization for Janice to sign the letter and Gayle seconded. Approved.

**8. Personnel**

Before the board closed the meeting Guy presented the Board with nine letters of support for Roy. Guy stated that he feels that Roy is a huge asset to the community, he also brought up how bad things were before Roy started working on the water system. He had to take baths in the creek several times due to being out of water at his residence.

Closed session personnel matter. It is the intention of the Board to meet in closed session to:

Consider Public Employee Performance Evaluation for the position of General Manager.

**8. Adjournment**

**Date of Next Meeting:** Special Meeting on January 5<sup>th</sup> to continue the closed session. Starts at 6pm at the Fire Hall.