

**GREENHORN CREEK COMMUNITY SERVICES DISTRICT**  
of the Board of Directors Meeting

**Special Meeting Minutes**  
**Thursday, February 27, 2014**  
**6:00 p.m. – Greenhorn Fire Station**

**Note: This special meeting was called in order to discuss the items listed on this Agenda only due to the Regular Agenda not being posted timely.**

**1. Roll Call**

Board—Janice Bishop, Gayle Higgins, and Candy Miller  
Staff and Accountant—Roy Carter and Susan Scarlett  
Public—Chuck Jarvi

**2. Approval of Minutes**

a. Minutes of January 16, 2014

Once the spelling and capitalization corrections are made the minutes are **Approved**. Candy made the motion and Gayle seconded.

**3. Public Comment Opportunity**

Any member of the public may address the Board on matters that are within the jurisdiction of the Board. **The Board is not allowed to comment or respond to public comments per the Brown Act.** 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. Please limit your comments to three minutes or less.

A request was made to have this above as an agenda item after Board members Have taken the Brown Act training offered by CSDA.

**4. Board Comment and Reports**

There is an offering of the Brown Act and Ethics training on March 8<sup>th</sup> in Quincy. The CSDA also is offering webinar training which is really good training. The Board members need to ensure that Roy is notified of the completed training as our CSD gets discounts with SDRMA.

**5. Finance Report**

a. Review monthly financial reports.

Our Liability insurance is not increasing in cost but our Disability/Workers Comp insurance is going up 10%. Roy brought up that the Fire department had A safety need of turnouts and special firefighting flashlights. The Board determined that this is a safety issue and came to a unanimous consensus to make an informal decision so that the fire department can go ahead and purchase these items and it will be put on the March agenda to be voted on formally.

b. Discussion and direction to staff regarding policies for overdue accounts.

Susan suggested that her office make follow up phone calls as needed for lot owners who agreed to make partial payments on overdue accounts. Candy made the motion to accept this proposal, Gayle seconded. **Approved** Shut off notices were also handed out, and a lot owner agreed to make partial payments and another paid off their overdue account.

6. **Water Department**

a. Update on Water systems.

No problems to report.

b. Discussion of current water policy and possible acceptance.

There are more edits to be made, hopefully at the March meeting it can be completed.

c. Discussion of Water Rate Study with Meters—Place Holder

d. Web page subscription—decision

There was discussion in regards to the Unit I & Unit II Road information on the Web page. Chuck and Janice will work on wording for the Road Associations as the community is use to going to the CSD web page for Road information. Motion was made by Candy to pay the web bill. Gayle seconded—**Approved**.

e. Drought Awareness—Discussion and possible action

Roy met with Jerry Sipes and discussed the “State Of Emergency” in regards to the drought that was called by Gov. Jerry Brown. It states that people and CSD’s are asked to voluntarily cut their water usage by 20% until April 30<sup>th</sup>. There is not any information as a date to use against the 20%. Jerry also recommended putting monitoring equipment on the wells for the summer due to it being the third year of drought. Roy would have to have a company such as Sierra Controls come out and give us an estimate for a cost for monitor and installation of these monitoring devices. Jerry S. is looking to see if the State of CA is going to give out grants for these monitors. Well #3 is not in service. The county believes it should be closed and abandoned. Well #3 is being kept open due to possible home expansion. Well #1 puts out 82 gallons a minute and Well#2 puts out 125 gallons a minute.

f. Discussion of contract modifications to staff contracts—possible action

Discussion regarding taking the Road duties out of the CSD contract with Susan. Candy made the motion to do so, Gayle seconded. **Approved**.

7. **Fire Department**

a. Update on Fire Department Activity

There were 3 medical calls and the Fire department had 2 training sessions.

b. Discussion and direction and/or update to staff regarding updates to fire fuels ordinance and possible acceptance--Tabled

c. Fire Safe Council update

Roy spoke to the Draft Assessment for Greenhorn Creek asked that the Board review it.

d. Firewise Community update

There are some typos that need corrected. Not all of Unit II’s utilities are underground. The Board is to contact Roy for anymore edits that need to be done, before March 13<sup>th</sup>. There is a training on April 29<sup>th</sup> for Firewise and Community Assessment. Harrison road evacuation route is passable and will be maintained by the county during fire season.

e. Fire Chief position update

No one has come forward.

f. Property Inventory

It was suggested that the Fire department come up with a Fire Property Equipment Listing and establish an auditing system, which could be as simple as each piece of equipment is signed off by two people each audit. The Fire department can come up with a plan and listing as a spread sheet. The Fire people have already been working on inventorying the misc equipment in the fire

hall.

**8. Road Department**

a. Any Close out business as needed to close it out

Susan gave copies of requested info to both Road Associations. The Roads can now be taken off of the Agenda's.

**9. Adjournment**

**Next Meeting will March 20<sup>th</sup>.**

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