

**GREENHORN CREEK COMMUNITY SERVICES DISTRICT**  
**Minutes**

**Thursday, August 21st, 2014**  
**6:00 p.m. – Greenhorn Fire Station**

**1. Roll Call**

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

Staff—Susan Scarlett, Roy Carter and Tyson Rael

Public—Darwin Barnes, Kris Parton, Chuck & Pat Jarvi, Mark Evans & Barbara Lockman, Scott Mickelson, Danielle Jabbour

**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.

Chuck Jarvi stated a concern of the trailers and motor homes that are parked on the roads especially on Greenhorn Road and that emergency vehicles would not have be able to get by these parked vehicles. He is thinking that this is something that CSD and/or the Fire Department should address. It will be added to September's agenda.

**3. Board Comments and Reports**

Candy wanted to state as an acknowledgement for the CSD that the handling of Unit 1 Road funds in that they turned over \$51,000 to Unit 1, the most since 1994 that Road 1 has had in its budget.

Gayle commented on the Firewise Community BBQ as being a disappointment as only 22 people showed up. She wanted us for next year to look into ways to publicize it more and more planning to help to get people to attend.

**4. Approval of Minutes**

Minutes of July 17<sup>th</sup>, 2014— Gayle made the motion and Zeke seconded.  
Approved.

**5. Finance Report**

**a. Review monthly financial reports.**

Susan handed out copies of correspondence of CSDA looking for Board Members to be on a committee. She also reported that the year end is Being finished up for the audit. Plumas County just sent us the last of last Years tax portion from the stand-by fees. Tyson, our Fire chief has a new Computer. Susan voiced concerns over the CSD getting credit cards or debit cards for needed purchases. Several other CSD's have gotten into financial trouble with the mis-use of credit cards. Comments were made that other organizations have checks and balances to help ensure that there are not any problems.

- b. Resolution 2014-7073 requesting the collection of charges on the tax roll—consider adoption of Resolution 2014-7073  
Candy made the motion to approve. Gayle seconded—Approved.
- c. Resolution 2014-7074 continuing the water standby assessment at the same rate for 2014-2015. Consider adoption of Resolution 2014-7074  
Gayle made the motion to approve. Candy seconded—Approved.
- d. GovPayNet Agreement-update and possible decision  
Susan's office has received all of the information, but GovPayNet is not Ready for us to start using them. As soon as they are able to put us in the system then notices will be sent out.
- e. Water billing, email and the use of return envelopes—discussion and possible action and/or direction to staff  
The discussion was whether to continue with mailing out self addressed return envelopes with the water billing. It was decided to order 1 more box of envelopes so we can see what the usage is by lot owners of the return envelopes once the GovPayNet is on line for paying of bills. Right now out of 144 bills 73 use the envelopes and 44 do not. The left over are un-paid bills.
- f. Update on Checks and Balances  
On the agenda to ensure that that this item is completed. Janice and Candy will be checking with Susan on a regular basis, with Gayle and the others responding as needed.
- g. Conflict of Interest Code-Discussion and possible action to amend or update  
Candy made the motion to sign and send in. Gayle seconded. Approved.

**6. Water Department**

- a. Update on Water systems.  
One leak on Greenhorn Road had to be repaired twice. Roy attended an online Harassment Training with RSDMA. The water levels in Well 1 are still at the static level as in 2009. We are down in overall use about 11% in compared to this time last year. We have had 3 leaks this calendar year.
- b. Discussion of Draft water policy and possible acceptance.  
Tabled
- c. Water policy-- update and possible agreement on the part of the water policy that addresses billing and water charges and approves the payment agreement.  
Susan handed out the Payment Agreement portion of the draft water policy. Candy made the motion to approve this so that we can start using it. Gayle seconded it. Approved
- d. Cost of watering roads for Unit I and Unit II—discussion and possible action  
So far there has not been any response from the County Counsel.
- e. Board members Tour of well houses and tanks  
Set date for those who have not gone.  
Gayle and Candy stated that it was an excellent tour and a lot of improvements . Janice, Zeke, and Cecilia will schedule with Roy for a tour.
- f. State Mandated water conservation—discussion and possible action  
Roy handed us a water policy notice that the State of CA says we have to comply with since the Drought has been declared A State of Emergency. The comment was made by Candy that she did not like it because it still allows people to fill swimming pools across the state. This notice will need to be posted on the website, and in the newspaper, and also enclosed in the billing. It will be effective September 5, 2014. Susan volunteered to put this on our letterhead.

**7. Fire Department**

**a. Update on Fire Department Activity**

Tyson informed us that there was 1 vehicle accident with 5 firefighters responding. There was also 1 medical with 2 firefighters responding. The Fire Department is working on setting up a quarterly training for residents to attend if they would like to. An example given was a community CPR class.

There was a training on 7/22 with 6 attendees. At the business meeting there were 6 attendees, and 6 attended the Low Angle Repelling Training. There was also a Live Fire training starring Propane tanks and using the shut off valves with 5 attending.

**b. Purchasing by the Fire department—Discussion and possible action**  
Tabled.

**c. Firewise Assessment and Application—Discussion and possible action**

We as a community have done everything required to be a Firewise Community. We have invested \$2,398.52 to date. Roy is ready to submit our application. Kris spoke up and claimed that her using FireSafe to be part of a Firewise Community was a ripoff. Roy explained the difference of them to her. A motion was put forth to submit our application.

Candy made the motion. Gayle seconded. Approved.

**d. Office Space—Discussion and possible action**  
Tabled until September meeting.

**e. Firewise Sub Committee—formation and possible action**

Roy is going to do more research on this sub-committee.

**8. Adjournment**

**Next meeting date: September 18<sup>th</sup> at 6pm.**