



## Pliocene Ridge Community Services District

100 Pike City Road  
Pike City, CA 95960

plioceneridge.org

plioceneridge@gmail.com

### **NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Thursday October 20, 2022 6:30 pm**

**Location: Alleghany Firehouse Station 2 514 Miners Street AND**

**VIA Phone Conference call 978-990-5144 Access code 6919768#**

**ALL MEETING DOCUMENTS ARE POSTED ONLINE [plioceneridge.org](http://plioceneridge.org)**

#### 1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE

#### 2. CONSENT CALENDAR

**a) Approval of Agenda, b) Approve Minutes for regular meeting held September 15, 2022 c) Ratify Treasurer's report & bill payments for September 2022**

**3. PUBLIC COMMENT:** Complaints about individuals are to be submitted in writing per Article II section 15 of the bylaws. The public may be heard before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Directors, and not on the posted agenda, provided that no action shall be taken by the board unless the matter is deemed urgent by a 2/3 vote.

#### 4. INFORMATION/DISCUSSION ITEMS, STAFF &/OR COMMITTEE REPORTS

- a) Correspondence since last meeting
- b) Committee/Member/Business Reports:
  - 1. District Chief's report
  - 2. Assistant Chiefs' report
  - 3. Alleghany Volunteer Fundraising District
  - 4. Pike Community Support Foundation
  - 5. Board Member/Staff Reports
  - 6. Firewise Communities
  - 7. Firehouse Projects & ADA Compliance ~
  - 8. Pending Grants –

#### 5. DISCUSSION and POSSIBLE ACTION ITEMS:

- a) Unfinished business:
  - 1. Ongoing Bylaws & Policy review and/or update: Proposed amendment to streetlight portion of Policy # 2010 Reserve Funds (see staff report for more info.).
  - 2. MOU with non-profits still needs addendum with new names, waiting to hear from Alleghany non-profit.
  - 3. Use of funds to pay for New Fire Truck in Alleghany, paid for in April and July. (written report provided)
- b) New business
  - 1. Resolution # 22-091 Rural Capacity Grant Agreement (50/50 CDF)
  - 2. Accept Donation of electronic sign from the Pike Community Support Foundation cost \$3,049.58.
  - 3. Confirm withdrawal of up to \$3,030 from Alleghany Firehouse Fund for roof screw replacement on Station 1

#### 6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~ Next meeting date November 17, 2022. Agenda Items:

#### 7. ADJOURNMENT

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## MINUTES of the Regular Meeting of the Pliocene Ridge CSD Board of Directors

**Date: Thursday September 15, 2022 Time: 6:30 pm**

**Location: Pike City Firehouse and by conference call.**

**1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE:** The meeting was called to order at 6:33 pm by President Larry Allen. **Flag Salute.** Present:

Board members, Larry Allen, Bruce Coons, Pamela Davis and Chris Mills. Director Grace Lundeen was absent. Also in attendance: Alleghany Assistant Chiefs Ned Cusato and David Arbogast. Pike Community Support Foundation President Roland Robertson and Treasurer Denise Ruane. Public present: None. PRCSD Secretary Rae Bell Arbogast was on the conference call and took the minutes. (Others on the conference call were Bruce Coons and David Arbogast)

### **2. CONSENT CALENDAR:**

Approval of Agenda, Minutes for regular meeting held June 16, 2022 and Treasurer's reports for June, July and August 2022. **A motion was made to approve the consent calendar by Chris Mills, seconded by Pam Davis Ayes: Allen, Coons, Davis, Mills Noes: none Absent: Lundeen Abstain: none ~ Motion carried.**

**3. PUBLIC COMMENT:** none

### **4. INFORMATION/DISCUSSION ITEMS**

*a) Correspondence:*

**Incoming:** biannual conflict of interest code review docs from Sierra County, \$50 donation from James Blanton, Jr., Notice of credit increase from credit card company (was \$15,000 now is \$17,400), building permit for electrical installation for sign at Pike Firehouse

**Outgoing:** get well card to VP Bruce Coons, signed biannual conflict of interest code review doc returned to Sierra County, electronic sign building permit fee waiver request sent to Sierra County BOS, Thank you card to James Blanton Jr. for \$50 donation, USFA Fire Dept. registry annual update submitted, updated Salary Survey sent to State OES, thank you letter and receipt to AK & CM Jennings Foundation for \$3,000 donation to the Pike City Fire Department, Letter of Support CA Resilience Challenge Sierra Business Council & Sierra County.

*b) Committee/Member/Business Reports:*

*1. & 2. Chief's Reports* ~ Chief Dorn was on vacation. Alleghany Assistant Chief Ned Cusato provided the following update for both fire departments:

**Calls:** On the previous Saturday they found a car that had crashed into a tree near squirrel creek, they've had two preposition assignments for CDF within the district. One was for possible thunder strikes and the other was due to the extreme heat and fire danger. They also had a call for a fire on Lafayette Ridge which turned out to be for a fire on the Nevada County side of the Middle Yuba.

*3. AVFD Inc. Non-Profit Corp:* ~ No report. Roland asked if anybody had heard anything from them and Bruce Coons reported that his wife is on their board, and they should be meeting soon. Roland asked if the non-profit could please send a representative to the next PRCSD meeting to provide an update, since the MOU has been in limbo for months waiting to hear from them. Bruce said that his wife would come to the next PRCSD board meeting.

4. *Pike Community Support Foundation* ~ Roland Robertson reported that the bake sale on July 16<sup>th</sup> was a little disappointing but they earned \$391 in sales and donations. He wanted to thank Jim and Sandie Buckbee for setting up the tent and helping out.

The craft sale that was being planned for December has been cancelled due to a lack of interest. Board Member Grace Knowles retired, and they have two new board members: Hillary Alexander who will also be the secretary and Terry Neubert.

The electronic sign has been installed at the Pike Firehouse. Thanks to everyone who helped on that, especially Ned Cusato and Jim Buckbee.

5. *Board Member/Staff Reports* ~ written report provided, attached to these minutes.

6. *Firewise Community Projects* ~ Rae Bell reported that the Sierra County Board of Supervisors have a resolution on their next agenda to move forward with a fuels reduction grant application for Forest City.

7. *Firehouse Projects & ADA Compliance:*

Alleghany Station 1: No report.

Pike City Firehouse: Roland was concerned about the letter to the USDA regarding the Alleghany Firehouse Improvement Project, that possibly some planning had been done for the Pike City Firehouse, or that something was in the works that he did not know about. Rae Bell explained that the main purpose of the letter was to terminate the agreement for the funding for the Alleghany Firehouse Project and to explain why the district is not pursuing that project. Nothing specific has been planned for the Pike City Firehouse at this time, an alternatives analysis will be the first step. It will probably take years to develop a “shovel ready” project and grant funding will be needed to complete the project.

Regarding the short-term Pike City Firehouse project under consideration to convert the rescue engine bay into an ADA compliant meeting space: Rae Bell reported that she had sent a couple of emails to Christina Dorn but had not heard back. Christina is currently on vacation. Ned pointed out that the engine bay had been cleaned out and that was one of the first steps. Roland stated that the Planning Committee needs to hold another meeting.

7. *Pending Grants:* Report provided in writing.

## **5. ACTION ITEMS**

### **a) *Unfinished Business***

1. *Bylaws-Policies* – The proposed amendment to the Streetlight Portion of the policy #2010 Reserve Funds was tabled until all board members have more time to read it.

2. *MOU between the District and the non-profit corporations:* Nothing new to report.

3. *Surplus truck sales:* Report provided in writing.

**b) New Business**

*1. Adopt final budget for Fiscal Year 22-23:* Public hearing opened at 6:56, no public comment, Roland wanted to know what the public hearing was and how it is advertised. Rae Bell explained that a notice is published in the Mountain Messenger a minimum of 10 days before the meeting per the enabling legislation for CSDs. Larry pointed out that it is also included on the agenda which is posted at least 72 hours in advance, with all information is on the district website. Public hearing closed at 6:58 pm.

**Motion made by Bruce Coons to adopt the final budget as presented, seconded by Chris Mills Ayes: Allen, Coons, Davis, Mills Noes: none Absent: Lundeen Abstain: none ~ Motion carried.**

*2. Independent audit engagement letter.* The quote for the audit is \$3,100 barring any unforeseen circumstances. It was noted that this amount was included in the budget that was just adopted. **A motion was made to authorize Rae Bell Arbogast to execute the letter. Motion made by Chris Mills, seconded by Pam Davis Ayes: Allen, Coons, Davis, Mills Noes: none Absent: Lundeen Abstain: none ~ Motion carried.**

*3. Letter to USDA Rural Development re: cancelling agreement for Alleghany Firehouse Improvement Project.* **A motion was made to authorize Rae Bell Arbogast to execute the letter as presented. Motion made by Chris Mills, seconded by Pam Davis Ayes: Allen, Coons, Davis, Mills Noes: none Absent: Lundeens Abstain: none ~ Motion carried.**

*4. Attempted fraud on district's banking account:* It was reported that an attempt had been made by an unknown party to withdraw a little over \$8,000 from the district's bank account for a home depot credit card payment. After a discussion of the options it was decided by the board to change the bank account number, keeping all the signors and other information the same. It was explained that the bank requires a resolution and the next resolution number is 22-090. **A motion to adopt resolution #22-090 to change the bank account number on the district's checking account without changing the signors was made by Chris Mills, seconded by Pam Davis Ayes: Allen, Coons, Davis, Mills Noes: none Absent: Lundeen Abstain: none ~ Motion carried.**

**6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS**

The next regular meeting is scheduled for October 20, 2022.

**7. ADJOURNMENT:**

There being no further business before the board, the meeting was adjourned at 7:07 PM.

Respectfully submitted,

Rae Bell Arbogast  
Secretary



# Pliocene Ridge Community Services District

Serving the Communities of Alleghany, Forest City and Pike City

100 Pike City Road

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## Treasurer's Report for Sept 2022

Beginning Checking Account Balance \$ 6,922.29

### DEPOSITS

Date	From:	For:	Amount

Deposits Total \$ -

### EXPENDITURES

Ck #	Date	To:	For:	Amount
EFT	9/2	WA credit card	breakdown below:	\$ 606.81
fuel Pike City FD				\$ 201.11
parts for electronic sign				\$ 351.90
part for well pump at pike firehouse				\$ 10.80
Red Cross Cert fee (additional student)				\$ 43.00

NOTE: The account number on the checking account was changed at the end of Sept. (see minutes)

PG&E was paid with the credit card.

Expenditures/transfers Total \$ 606.81

Reserve Account Detail				
Contingency	\$	24,500.00	Ending Checking Account Balance	\$ 6,315.48
Alleghany Fire Unallocated	\$	3,000.00	Starting Savings account balance	\$ 11,989.63
Alleghany Dispatch Office	\$	700.00		
Pike City Fire Unallocated	\$	13,000.00	Ending Savings Account Balance	\$ 11,990.61
Streetlights	\$	7,126.30		
Pike City Firehouse	\$	3,064.76	interest earned	\$ 0.98
Pike City Engines	\$	11,202.95	General Fund (accounts listed above) Total	\$ 18,306.09
Alleghany Firehouses	\$	14,409.37	Reserve account Starting Balance	\$ 81,592.16
Alleghany Engines	\$	4,588.78		
Interest Earned	\$	5.75	interest earned	\$ 5.75
<b>Reserve Account Total</b>	<b>\$</b>	<b>81,597.91</b>	<b>Reserve account Ending Balance</b>	<b>\$ 81,597.91</b>

FUNDS caught up through 8/31/2022 see spreadsheets

Report prepared by Rae Bell, Treasurer

Total ALL FUNDS \$ 99,904.00

Verified against bank statement and QB balances by: X

Name Printed

Note: Savings and Reserve account reconciled quarterly.

title



## Pliocene Ridge Community Services District

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### **PLANNING COMMITTEE MEETING March 12, 2022**

#### **Pike Firehouse, 6 pm MEETING NOTES (amended 10/16/2022 with note at the bottom)**

Attendance: David and Rae Bell Arbogast, Bruce Coons, Ned Cusato, Chris & Christina Dorn, Daniel Guyer, Roland Robertson, Denise Ruane.

- **Purpose of planning:** Short-term and long-term, to prioritize the dedication of resources (time and money) and to guide the pursuit of grant funding. Also, to work towards stability and improvement of ability to provide basic services.
- **Areas of responsibility:** Personnel, Buildings, Fleet, Organization of District.

#### **Assess current status and needs in each area of responsibility.**

- **Personnel**

Safety highest priority, doing well in that area with upgraded PPE for all active volunteers and weekly trainings. Training attendance is a problem. Recruitment and retention are also problems.

- **Fleet**

Short-term priorities: Alleghany upgrade structure truck, Pike upgrade water tender and rescue.

Longer-term: Pike needs an upgraded type III 4x4 looking to get from Forest Service, but housing is an issue due to size. Also, current loaner from Forest Service 6770 is parked outside in violation of agreement, need to return it in Chief Dorn's opinion.

- **Buildings**

Longer-term: Pike needs two more larger engine bays, one for tender and one for modern type III engine. Chris Dorn & Rae Bell to look at plot plan and see what might be doable. Possibly request alternatives analysis. Previous plans developed by Mark Jokerst should be looked at.

Short-term: Need ADA accessible space in Pike to hold meetings. **Plan to use rescue bay already approved by PRCSD board.\*** (see note below) Christina Dorn to work on getting permit. Chris, Christina, Ned, Dan, Rae and David to do the work.

Mini-split heat pump identified as best heating option. Rae mentioned energy audit going on now, might be able to tie that in. It was suggested as best heating option for both the Pike and Alleghany firehouses.

Alleghany station 1 -short term plan, stabilize west wall and re-side it with metal roofing for increased water impermeability (also is fire resistant). Move propane tank away from the building, excavate for better drainage. Rae to check into permit for moving propane tank. Chris, Christina, Ned, Dan, Rae and David to do the work.

Front needs to be repainted AND roof needs to be screwed back down. Nobody wants to get on roof. Rae to get estimate to have a roofer do it.

Long-term plan for Station1 in Alleghany was not discussed

It was noted that the district qualifies for 75% funding from USDA for buildings or vehicles but it is on a reimbursement basis.

- **Organization of district** not discussed.

### **Meeting adjourned at 7:15 pm**

\* **October 2022:** There was a question about this recently, and so much time has passed that I had to look back through the board meeting minutes to see when it was discussed. My recollection was that it was decided to select the engine bay bathroom conversion as the simplest way to create an ADA accessible meeting space at the Pike Firehouse. In looking back at the minutes, it was discussed on April 15, 2022 and the consensus at that time was to move forward with Chris Dorn figuring the best heating option for the rescue truck bay. The minutes note that this is the “first step”.

Staff will be working to come up with cost estimates for the materials in time for the November 2022 regular board meeting for further discussion and possible board action.

## Summary of Alleghany Firetruck Purchase for Fiscal Year 21/22

A question has arisen about the withdrawal (or lack thereof) of reserve funds for the purchase of the engine in Alleghany that took place in Fiscal Year 21/22. In doing a lookback for this summary, I do see that additional board input is warranted and an item will be placed on the October agenda for further discussion. The language from February is not as clear as one would hope.

Excerpt from the minutes of 2/17/2022 (emphasis added)

*5. Consider authorizing Chief Dorn to spend up to \$20,000 for a new firetruck for Alleghany. **Written report provided.*** A motion to authorize the purchase of engine E257 from the Peardale Fire Protection District for up to \$20,000 was made by Larry Allen, seconded by Grace Knowles Ayes: Allen, Coons, Knowles, Mills Nays: none Absent: none Abstain: none Vacant: one~ Motion carried

Excerpt from written report referenced in the resolution above:

“Funds would come out of the Alleghany vehicle fund (current balance \$14,879.35) and the remainder could come out of savings and/or Alleghany Fire “unallocated” (balance \$3,000).”

Peardale FPD released the truck in April and the agreed upon sale price was \$17,500. This was paid for with check # 2623 on April 28<sup>th</sup>. The entire balance of the Alleghany Vehicle Fund (\$14,879.35) was transferred to the checking account and the remaining \$2,620.65 was covered by a transfer from the savings account also done on April 28<sup>th</sup> (total transfer \$4,000.) April treasurer’s report attached. At the end of April the balance in the Alleghany Vehicle Fund was zero, and the saving’s account balance was \$20,048.11

DMV Fees for taxes and registration in the amount of \$1,321.72 for the new truck were paid using the district’s credit card in May. The corresponding credit card bill was not due until July. (See July Treasurer’s report). The total purchase price for the truck with all fees and taxes came to: \$18,821.72.

Per the discussion and motion made in February \$14,879.35 was to be paid from the Alleghany Vehicle Fund and the remaining amount (unknown in February) could come out of the “savings and/or Alleghany unallocated fund”. The remaining amount came to \$3,942.37 and it was paid for as follows: \$2,620.65 came out of savings and \$1,321.72 came out of the Alleghany Vehicle Fund (rather than “unallocated”). This was possible because at the end of June the offer of \$6,000 for Alleghany’s old engine 7180 had been accepted and the check was deposited in July. This money, minus advertising expenses (net \$5,910.50) was transferred to the Alleghany Vehicle Fund per district Policy.

**SUMMARY Total truck price of \$18,821.72 was paid for as follows: \$16,201.07 paid for from Alleghany Vehicle Reserve Fund and \$2,620.65 paid from savings (general fund).** It will be on next month’s agenda for the board to either ratify the transaction “as is” or change it.

It has been on my list for several years to reformat the FUND master sheet. It was developed piece-meal over the years and it is not as easy to follow as it should be. Recently, management has also been discussing possibly simplifying the way that the mutual aid income is handled. This also has been developed piece-meal over the years. Chief Dorn asked me to hold off until after fire season before putting this on the agenda, and I also do not have time to work on this right now. Hopefully, an item will be on the November agenda with draft changes to the fund policy. A simplified fund sheet will be one of the goals and board ratification of the fund sheet once it is completed for each fiscal year should also be added to the policy. (suggestions welcome)





# Pliocene Ridge Community Services District

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## Treasurer's Report for April 2022

Beginning Checking Account Balance \$ 3,104.81

### DEPOSITS

Date	From:	For:	Amount
4/4			\$ 1,200.00
	GSRMA	Training Grant for Red Cross Class	\$ 1,000.00
	Steven Zumalt	Donation	\$ 200.00
4/15	savings	funds transfer	\$ 2,000.00
4/19	Sierra County Auditor	\$13,000 for PG&E resource center \$91.90 fire tax revenue.	\$ 13,091.90
4/23	Henry Pardini	Donation	\$ 100.00
4/28	FUND Account	Funds transfer to zero out Allegheny engine fund	\$ 14,879.35
4/28	savings	Funds transfer	\$ 4,000.00
<b>Deposits Total</b>			<b>\$ 35,271.25</b>

### EXPENDITURES

Ck #	Date	To:	For:	Amount
EFT	4/4	PG&E	(detail below)	\$ 576.87
			PG&E Allegheny Firehouse Station 1	\$ 169.42
			PG&E Pike Firehouse	\$ 108.86
			Streetlights - Forest	\$ 18.04
			Streetlights - Allegheny	\$ 280.55
EFT	4/1	WA Credit Card		\$ 334.16
			Fuel Pike	\$ 164.84
			Anti Freeze for 6700	\$ 21.65
			ACCIDENTAL amazon charges to be paid back by Rae Bell!!	\$ 78.78
			B&C whisk broom, dust pan and key for Station 2 Allegheny	\$ 26.33
			Quill 1 case (10 reams) of paper	\$ 42.56
2621	4/7	Rae Bell Arbogast		\$ 1,151.22
			Inv 1416 firewise \$630 reimbursed by County plus Inv 1419 1/4 billing \$600 minus \$78.78	
2622	4/15	ABC supply	Special order, metal siding for repair job on Station 1 in Allegheny	\$ 2,306.26
			includes delivery to Allegheny	
transfer	4/20	Fund Account	For Allegheny Firehouse Fund (PG&E resource center \$)	\$ 13,000.00
2623	4/28	Chicago Park Peardale FPD	New Fire engine for Allegheny!	\$ 17,500.00
2624		VOID		

Expenditures/transfers Total \$ 34,868.51

Reserve Account Detail	
Contingency	\$ 24,500.00
Allegheny Fire Unallocated	\$ 3,000.00
Allegheny Dispatch Office	\$ 700.00
Pike City Fire Unallocated	\$ 10,000.00
Streetlights	\$ 6,224.03
Pike City Firehouse	\$ 3,064.76
Pike City Engines	\$ 3,964.06
Allegheny Firehouse	\$ 14,409.37
Allegheny Engines	
Interest Earned	\$ 10.05
<b>Reserve Account Total</b>	<b>\$ 65,872.27</b>

Ending Checking Account Balance \$ 3,507.55

Starting Savings account balance \$ 26,048.11

4/15 transfer to Checking \$ (2,000.00)

4/28 transfer to checking \$ (4,000.00)

interest earned

Ending Savings Account Balance \$ 20,048.11

General Fund (accounts listed above) Total \$ 23,555.66

Reserve account Starting Balance \$ 67,751.62

Transfer into Allegheny Firehouse fund for PGE resource center \$ 13,000.00

Transfer out of Allegheny Engine fund for fire truck purchase \$ (14,879.35)

Reserve account Ending Balance \$ 65,872.27

Report prepared by Rae Bell, Treasurer

Total ALL FUNDS \$ 89,427.93

Verified against bank statement and QB balances by: X

Name Printed

Note: Savings and Reserve account reconciled quarterly.

title

**Agenda item 5. a)1 Policies and Procedures: Proposed changes to Policy 2010 FUNDS (This was presented in September but was tabled, to give everyone time to read it.)**

For the first 12 years of the district's existence the county management fee ran 9% (this is the amount that the County charges per State Law for collecting & dispersing the district's tax revenue). A few years ago, in an attempt to simplify the district's accounting process, the procedure for calculating the Streetlight portion of the County management fee was changed to a flat 9% of the total revenue.

Well, wouldn't you know it? When I was preparing the FY 22-23 budget documents, I noticed that the fee was 14% for FY 19/20 and 13% for FY 21/22. I did a look-back and the 9% was steady through FY 17/18, then for FY 18/19 it went to 10% and FY 19/20 = 12%. SO we need to revert back to the old method.

**FROM** (current language)

The streetlight fund shall also pay its fair share of the County Management fee (the amount that the County charges per State Law for collecting & dispersing the district's tax revenue) The amount charged to the Streetlight fund to cover its share of the County Management fee shall be 9% of the total streetlight revenue for the corresponding year.

**TO**

The streetlight fund shall also pay its fair share of the County Management fee (the amount that the County charges per State Law for collecting & dispersing the district's tax revenue) At the closing of each fiscal year, the district treasurer or designee shall determine the percentage charged on the total tax revenue and apply that percentage to the streetlight tax revenue. This amount shall be charged to the streetlight fund as its share of the County Administrative fee for the corresponding fiscal year.