

**MINUTES of the Regular Meeting of the Board of Directors of Pliocene Ridge CSD. Held Wednesday April 19, 2017 at Station 71, 105 Plaza Court, Alleghany.**

**1. Call to order:** The meeting was called to order at 6:32 pm by President Wayne Babros. Board members present: Wayne Babros, Daniel Guyer, Bruce Coons and Gracie Knowles. Also present were Pike assistant chiefs Jim Buckbee & Tom Starr and Alleghany assistant chiefs David Arbogast & Ned Cusato, AVFD auxiliary Chairman Bob Hale and Secretary Vickie Tenney, PCVFD auxiliary President Roland Robertson and Pliocene Ridge CSD Secretary Rae Bell Arbogast who took the minutes. Members of the Public Present: Sierra County Supervisor Lee Adams and Frank and Bette Jo Lang. Flag Salute.

**2. APPROVAL OF THE AGENDA:** A motion was made by Bruce Coons to approve the agenda, 2<sup>nd</sup> by Gracie Knowles. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

**3. PUBLIC COMMENT:** Frank Lang gave a presentation about the effort underway to bring Advanced Life Support Services to Western Sierra County. This effort is being spearheaded by Sierra Frontier Medical Resources an all volunteer non-profit organization dedicated to improving medical care in Western Sierra County. He gave a brief history of coverage in the area and explained the difference between Basic Life Support Services (BLS) and Advanced Life Support Services (ALS). They recently ran a donation drive to hire a seasonal medic to be stationed in Downieville and the response was overwhelming. They are now advertising for the position. Currently the idea of floating a \$100 per parcel fee as a ballot measure is being considered by both the Downieville FPD and the Sierra City FPD. A community forum will be held on May 3<sup>rd</sup> in Downieville to educate the public and to get community input and ideas. Pliocene Ridge CSD may want to consider floating a similar ballot measure which could be modified to suit our needs. Sierra Frontier Medical Resources is doing all of the work to prepare the ballot measures and is paying for the election. If passed, the property fee revenue would be used to help create a year-round sustainable ALS program for Western Sierra County. The goal is to have a special election in June of 2018. This topic will be added to the next Pliocene Ridge CSD agenda for board consideration.

**4. INFORMATION/DISCUSSION ITEMS**

**a) Correspondence: Incoming** Signed AirMed group agreement, customer update and 2016 Consumer Confidence report from Alleghany County Water District **Outgoing** Updated Roster & Forms 700 sent to the Sierra County Clerk Recorder, Thank you card sent to Dan Linn for the donation of a brand new wheelchair for the Alleghany Firehouse “community lending equipment”.

**b) Committee/Member/Business Reports:**

*1. Alleghany Assistant Chiefs Arbogast & Cusato* reported that they found a loose bolt in the transfer case on the ambulance and it is now working better. They still need to take the chains off of engine 7180 but don't want to jinx the weather and make it snow. All equipment is up and running.

*2. Pike City Assistant Chiefs Buckbee & Starr* reported that everything is up and running. The stair chair was recently used on a call in Pike involving a large patient. It was very useful for moving him across a muddy area. Their basic 32 refresher is ongoing, they need to follow-up on the rope rescue kits that were supposed to come in through the homeland security grant. A company rep. is coming to take measurements for turn-outs.

3. *Station 71 Auxiliary* Bob Hale reported that they recently reviewed their bylaws and made a few changes. They bought a 60" TV and are selling tickets. Tickets are \$5 each and only 1,000 will be sold. The raffle will take place at the Christmas Party Scheduled for December 16<sup>th</sup> need not be present to win.

4. *Station 67 Auxiliary* Roland reported that Pike resident Chris Mills has volunteered for their vacancy and will be sworn in at the next meeting.

5. *Risk Manager Report:* It was reported that the additional back-up documentation requested by the insurance co. for the Loss Prevention Incentive award was submitted timely. They will make the awards at their May meeting.

6. *Board Member/Staff reports:* None

7. *Standing Committee Reports:* Streetlight manager Bruce Coons reported that all of the lights are working. A PG&E rep. contacted the district and they are going to upgrade all of the lights to LED bulbs. This will save approx. \$2.00 per month per light, but the amount will vary depending upon what is already in place and what options are selected for the replacements. The first step is an inventory to verify that the bills match what is on the ground. This is in the works and we should hear back from them by mid-May to verify their findings. The rep. stated that there are several different options for the new lights and the best approach will be to get the community involved in helping to decide what we want for each pole.

## **5. ACTION ITEMS**

a) *Approval of regular meeting minutes* dated 3/15/17 One correction to the minutes was provided by Roland Robertson. Motion to approve the minutes as corrected made by Wayne Babros 2<sup>nd</sup> Daniel Guyer. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

b) *Approval of treasurer's report* dated 3/31/17 Moved by Bruce Coons 2<sup>nd</sup> by Daniel Guyer. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

c) *Unfinished Business*

1. Wayman Dam project – Bill Adasiewicz forwarded an email update from the Forest Service stating that they are waiting to hear from their wildlife biologist.
2. Draft changes to Bylaw Policy 0006 as attached to these minutes. A motion to accept the changes as proposed was made by Gracie Knowles 2<sup>nd</sup> by Bruce Coons. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**
3. Regarding the Alleghany Firehouse project: Bob Hale stated that he had been under the impression that the project was on hold. His board has given him full authority to move forward however he thinks is best. The committee which consists of Bob Hale and Rae Bell will meet again soon to continue with a plan to address the structural problems that currently exist. It was pointed out that the Pliocene Ridge Board approved the basic concept last October. Ned looked at the tree that needs to be taken out and it should not hit the neighboring fence if it is felled in one piece. As soon as things calm down from all of the winter storm damage he will talk to the county about having their tree faller fall it.

4. Regarding the Pike Firehouse project: Roland reported that more work was done since the last PRCSD meeting to get a better cost estimate for the staircase. Dan Guyer has been studying the building code for public buildings and this pushed the price up. They found a local manufacturer who can deliver a built-to-code staircase (made of powder-coated steel) for \$13,420. The door with all of the required hardware will be another approximately \$2,000. These amounts are based on using volunteer labor to install everything. So the total is a little over \$15,000 now.

It was noted that Pliocene Ridge CSD currently has \$7,300 in the Pike City Firehouse Fund and \$3,300 in the Pike City unallocated fund. It is up to the Chiefs to commit any portion of this money that they choose. Current-year money should also be available with the new budget adoption. It was suggested that the PCVFD board get with the Chief(s) and bring a request to the budget committee meeting to be held on May 17th at 5:30 pm.

5. Vickie Tenney reported that she was working directly with Lee Brown to get the dispatch office back up and running. He is currently on vacation so May will be the earliest that this can get done. She also reported that she is brushing up on her dispatching skills and is planning on becoming an active dispatcher again.

**d) New Business**

1. The application period is now open for the CDF Volunteer Fire Dept. Assistance Grant. Applications must be submitted by May 22<sup>nd</sup>. Pike City is planning on purchasing turn-outs. Alleghany needs to decide if they are applying or not. It was requested that both departments get back to Rae Bell no later than the second week of May so the application can be prepared by the deadline.

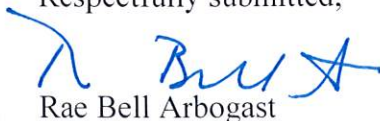
**ANNOUNCEMENTS** An Ethics AB 1234 and Workplace Harassment Prevention AB1825 workshop will be held on Sat. May 13<sup>th</sup> at the Pike Firehouse beginning at 9am Pike is having their cemetery clean-up on May 20<sup>th</sup>.

**NEXT MEETING AGENDA ITEMS** The next regular meeting is scheduled for May 17<sup>th</sup> at the Pike City Firehouse at 6:30 PM. The budget committee will meet the same day at 5:30 to start the preliminary budget for Fiscal-Year 17/18. (It has to be adopted by June 30<sup>th</sup>)

Items for next meeting agenda: Parcel Fee Proposal for ALS services, Review Rae Bell's contract for services.

**ADJOURNMENT:** There being no further business before the board the meeting was adjourned at 8:25 PM

Respectfully submitted,



Rae Bell Arbogast  
Secretary



## 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**

**Wednesday April 19, 2017 6:30 pm Alleghany Firehouse 105 Plaza Court**

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE
2. APPROVAL OF AGENDA
3. PUBLIC COMMENT Presentation by Frank Lang of Frontier Medical Resources Inc. re: Paramedic Program.
4. INFORMATION/DISCUSSION ITEMS, STAFF &/OR COMMITTEE REPORTS
  - a) Correspondence
  - b) Committee/Member/Business Reports:
    1. Station 71 Chief's report
    2. Station 67 Chief's report
    3. Station 71 Auxiliary
    4. Station 67 Auxiliary
    5. Risk Manager Report
    6. Board Member Report –
    7. Standing Committee Reports: Streetlight, Budget, Safety
5. ACTION ITEMS:
  - a) Approval of Minutes of March 15, 2017
  - b) Approval of Treasurer's report dated March 31, 2017
  - c) Unfinished business:
    1. Wayman Dam Project
    2. Ongoing Bylaws & Policy review and/or update: BYLAWS Policy # 0006 RE: adoption or amendment of Bylaws and Policies. Draft proposed changes attached.
    3. Alleghany Firehouse Project –
    4. Pike Firehouse Project – including discussion of potential budget impact for next fiscal year
    5. Status of dispatch office in Alleghany
  - d) New business
    1. Fiscal year 2017-2018 50/50 CDF Grant application period open
6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~ Ethics training May 13<sup>th</sup> Pike, Next regular meeting May 17<sup>th</sup> in Pike.

### **7. ADJOURNMENT**

Upon request, Agendas will be made available in alternative formats to accommodate persons with disabilities. Please make your request to District Secretary, 100 Pike City Rd, Pike CA 95960 specifying your disability and the format in which you would like to receive this Agenda and future Agendas as well.



## Pliocene Ridge Community Services District

100 Pike City Road  
Pike City, CA 95960

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### CERTIFICATE OF POSTING

I, Rae Bell Arbogast certify that the following document was posted on behalf of Pliocene Ridge CSD, Sierra County California:

Regular Meeting Agenda Meeting date: 4/19/17

In the following location(s):

Alleghany Post Office Bulletin Board At the Alleghany Firehouse Online, emailed to agenda list.  
Tom to post at Pike Firehouse

On 4/15/17 (date)

A copy of which is attached hereto and by reference made a part herof.

Signed under penalty of perjury: X

Rae Bell Arbogast



## Pliocene Ridge Community Services District

Serving the Communities of Alleghany, Forest City and Pike City  
 100 Pike City Road  
 Pike City, CA 95960

Treasurers Report cut off date: March 31, 2017

		Beginning Checking Account Balance		\$	2,303.53
<b>Deposits</b>					
<b>Budget</b>	<b>Date</b>	<b>From:</b>	<b>For:</b>		<b>Amount</b>
<b>Line #</b>					
	3/23	Savings	Bank Transfer	\$	2,000.00
	3/13	Jim Buckbee	CC charge reimburse for item kept	\$	29.99
				<b>Deposits Total</b>	<b>\$ 2,029.99</b>
<b>Expenditures</b>					
<b>Budget</b>	<b>Ck #</b>	<b>Date</b>	<b>To:</b>	<b>For:</b>	
<b>Line #</b>					
	2417	3/13	AT&T	Oct thru Feb phone bills	\$ 187.37
6172.2				Phone Alleghany	\$ 92.39
6172.3				Phone Pike	\$ 94.98
6176.2	2418	3/13	Suburban Propane	Propane Alleghany Station 1	\$ 469.40
	2419		VOID		
	2420		VOID		
7296	2421	3/15	Ned Cusato	German Fire	\$ 212.67
8296	2422	3/15	Jim Buckbee	German Fire	\$ 212.67
	EFT	3/23	Credit Card		\$ 449.01
7300			Staples	Computer Alleghany	\$ 377.45
6250.1			Staples	Office Supplies	\$ 13.04
7660			B&C	Supplies Alleghany	\$ 51.56
8660			Dollar Store	Supplies Pike	\$ 6.96
	OL	3/27	PG&E		\$ 723.97
6170.2				PG&E Alleghany	\$ 142.18
6170.3				PG&E Pike	\$ 200.79
9171.4				Streetlights - Forest	\$ 22.17
9170.4				Streetlights - Alleghany	\$ 358.83
				<b>Expenditures Total</b>	<b>\$ 2,255.09</b>
				<b>Ending Checking Account Balance</b>	<b>\$ 2,078.43</b>
				<b>Starting Savings account balance</b>	<b>\$ 26,120.35</b>
				transfer from checking	
				transfer to checking	\$ (2,000.00)
				transfer to FUNDS	\$ (10,000.00)
				<b>Ending Savings Account Balance</b>	<b>\$ 14,120.35</b>
				<b>General Fund (accounts listed above) Total</b>	<b>\$ 16,198.78</b>
				<b>Reserve account Starting Balance</b>	<b>\$ 40,246.94</b>
				interest earned	\$ 2.56
				transfer from savings	
				<b>Reserve account Ending Balance</b>	<b>\$ 40,249.50</b>
				<b>Total ALL FUNDS</b>	<b>\$ 56,448.28</b>

Funds not updated for German Fire yet.

Pliocene Ridge Community Services District  
Profit & Loss Budget vs. Actual  
July 1, 2016 through April 15, 2017

Jul 1, '16 - Apr 15, 17 Actual	Budget	\$ Over Budget	% of Budget	
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4020.1 · Tax Revenue Fire	13,788.42	25,000.00	-11,211.58	55.15%
4030.1 · Donations Income District	25.00	0.00	25.00	100.0%
4030.2 · Donations Alleghany	2,660.62	2,667.50	-6.88	99.74%
4030.3 · Donations Pike	864.14	250.00	614.14	345.66%
4040.1 · Grants District	0.00	1,000.00	-1,000.00	0.0%
4040.2 · Grants Alleghany	2,660.62	2,667.50	-6.88	99.74%
4040.3 · Grants Pike	864.15	250.00	614.15	345.66%
4070 · EMS - Income				
4070.1 · EMS - Income Admin	1,350.00	0.00	1,350.00	100.0%
4070.2 · EMS - Alleghany	2,400.00	0.00	2,400.00	100.0%
4070.3 · EMS-Pike	3,000.00	0.00	3,000.00	100.0%
Total 4070 · EMS - Income	6,750.00	0.00	6,750.00	100.0%
4071 · Mutual Aide Income				
4071.1 · Mutual Aid Income Admin	117.20	0.00	117.20	100.0%
4071.2 · Mutual Aid Income- Alleghany	824.90	0.00	824.90	100.0%
4071.3 · Mutual Aid Income- Pike	347.05	0.00	347.05	100.0%
Total 4071 · Mutual Aide Income	1,289.15	0.00	1,289.15	100.0%
4080 · Interest Income	10.44	0.00	10.44	100.0%
<b>Total Income</b>	<b>28,912.54</b>	<b>31,835.00</b>	<b>-2,922.46</b>	<b>90.82%</b>
<b>Gross Profit</b>				
	28,912.54	31,835.00	-2,922.46	90.82%
<b>Expense</b>				
<b>6000 · OVERHEAD EXPENSE CATEGORY</b>				
6170.1 · PG&E				
6170.2 · PG&E Alleghany	699.80	800.00	-100.20	87.48%
6170.3 · PG&E Pike	1,358.17	1,500.00	-141.83	90.55%
Total 6170.1 · PG&E	2,057.97	2,300.00	-242.03	89.48%
6172.1 · Telephone				
6172.2 · Telephone Alleghany	158.31	190.00	-31.69	83.32%
6172.3 · Telephone Pike	98.36	200.00	-101.64	49.18%
Total 6172.1 · Telephone	256.67	390.00	-133.33	65.81%
6174.1 · Water				
6174.2 · Water Alleghany	480.00	480.00	0.00	100.0%
Total 6174.1 · Water	480.00	480.00	0.00	100.0%
6176.1 · Propane				
6176.2 · Propane Alleghany	472.41	375.00	97.41	125.98%
Total 6176.1 · Propane	472.41	375.00	97.41	125.98%
6180.1 · Insurance				
6185.1 · Liability Insurance	1,033.00	1,033.00	0.00	100.0%
6193.1 · Property Insurance	1,010.00	1,010.00	0.00	100.0%
6195.1 · Work Comp	1,842.00	1,842.00	0.00	100.0%
6180.1 · Insurance - Other	28.00	28.00	0.00	100.0%
Total 6180.1 · Insurance	3,913.00	3,913.00	0.00	100.0%
6230.1 · Fees/Compliance/Training	159.00	150.00	9.00	106.0%
6235.1 · Bank Charges	31.15	0.00	31.15	100.0%
6250.1 · Postage, copies & office supply	60.04	250.00	-189.96	24.02%
6265.1 · County Administration Fee	2,819.46	2,400.00	419.46	117.48%
6270.1 · Bookkeeping	528.75	2,400.00	-1,871.25	22.03%
6273.1 · Auditor Fees	2,000.00	2,000.00	0.00	100.0%
6275.1 · Public Relations	300.00	320.00	-20.00	93.75%
6280.1 · Property Assessments				
6280.2 · Solid Waste Fee Alleghany	116.90	78.00	38.90	149.87%
6280.3 · Solid Waste Fee Pike	140.28	94.00	46.28	149.23%
Total 6280.1 · Property Assessments	257.18	172.00	85.18	149.52%
6295.1 · Building Repairs & Maint.				
6295.2 · Building Rep & Maint Alleghany	280.00	1,375.00	-1,095.00	20.36%
6295.3 · Buildings Rep. & Maint. Pike	322.44	1,375.00	-1,052.56	23.45%
Total 6295.1 · Building Repairs & Maint.	602.44	2,750.00	-2,147.56	21.91%
6296.1 · Payroll Expense- Mutual Aide	613.16	0.00	613.16	100.0%
6704 · Other Expenses	78.72	0.00	78.72	100.0%
<b>Total 6000 · OVERHEAD EXPENSE CATEGORY</b>	<b>14,629.95</b>	<b>17,900.00</b>	<b>-3,270.05</b>	<b>81.73%</b>

Pliocene Ridge Community Services District  
**Profit & Loss Budget vs. Actual**  
 July 1, 2016 through April 15, 2017

Jul 1, '16 - Apr 15, 17 Actual	Budget	\$ Over Budget	% of Budget	
<b>7000 · STATION 71 EXPENSES</b>				
7230 · Compliance Alleghany	342.88	600.00	-257.12	57.15%
7300 · Small Equipment Alleghany	6,000.58	5,835.00	165.58	102.84%
7301 · Equip. repair/maint. Alleghany	136.42	800.00	-663.58	17.05%
7350 · Fuel Alleghany	50.76	800.00	-749.24	6.35%
7630 · Vehicle Rep. & Maint. Alleghany	50.64	1,000.00	-949.36	5.06%
7660 · Supplies Alleghany	165.22	250.00	-84.78	66.09%
<b>Total 7000 · STATION 71 EXPENSES</b>	<b>6,746.50</b>	<b>9,285.00</b>	<b>-2,538.50</b>	<b>72.66%</b>
<b>8000 · STATION 67 EXPENSES</b>				
8230 · Compliance Pike	290.91	800.00	-509.09	36.36%
8300 · Small Equipment Pike	2,236.94	1,000.00	1,236.94	223.69%
8301 · Equip. repair/maint. Pike	50.00	800.00	-750.00	6.25%
8350 · Fuel Pike	261.92	800.00	-538.08	32.74%
8630 · Vehicle Rep. & Maint. Pike				
8631 · 6700 Repairs & Maint.	80.40	0.00	80.40	100.0%
8635 · 6770 Repairs & Maint.	108.43	0.00	108.43	100.0%
8639 · 6790 Repairs & Maint.	44.46	0.00	44.46	100.0%
8640 · 6740 Repairs and Maint	119.21	0.00	119.21	100.0%
8630 · Vehicle Rep. & Maint. Pike - Other	28.96	1,000.00	-971.04	2.9%
<b>Total 8630 · Vehicle Rep. &amp; Maint. Pike</b>	<b>381.46</b>	<b>1,000.00</b>	<b>-618.54</b>	<b>38.15%</b>
8660 · Supplies Pike	22.81	250.00	-227.19	9.12%
<b>Total 8000 · STATION 67 EXPENSES</b>	<b>3,244.04</b>	<b>4,650.00</b>	<b>-1,405.96</b>	<b>69.76%</b>
<b>Total Expense</b>	<b>24,620.49</b>	<b>31,835.00</b>	<b>-7,214.51</b>	<b>77.34%</b>
<b>Net Ordinary Income</b>	<b>4,292.05</b>	<b>0.00</b>	<b>4,292.05</b>	<b>100.0%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
9020.4 · Tax Revenue Street Lights	2,682.42	5,061.17	-2,378.75	53.0%
<b>Total Other Income</b>	<b>2,682.42</b>	<b>5,061.17</b>	<b>-2,378.75</b>	<b>53.0%</b>
<b>Other Expense</b>				
9170.4 · PG&E Streetlights Alleghany	2,912.36	4,400.00	-1,487.64	66.19%
9171.4 · PG&E Streetlights Forest City	132.84	300.00	-167.16	44.28%
9180.4 · County Management Fee SL	0.00	460.00	-460.00	0.0%
<b>Total Other Expense</b>	<b>3,045.20</b>	<b>5,160.00</b>	<b>-2,114.80</b>	<b>59.02%</b>
<b>Net Other Income</b>	<b>-362.78</b>	<b>-98.83</b>	<b>-263.95</b>	<b>367.08%</b>
<b>Net Income</b>	<b>3,929.27</b>	<b>-98.83</b>	<b>4,028.10</b>	<b>-3,975.79%</b>





# Pliocene Ridge Community Services District

BYLAWS Policy 0006

## ADOPTION/ AMENDMENT OF BYLAWS AND POLICIES REGULATIONS & PROCEDURES

Consideration by the Board to adopt or amend these Bylaws and Polices, Regulations & Procedures may be initiated by any Board member, Officer or Staff member and must be submitted to the Secretary in writing for agendizing.

A three fifths (3/5) affirmative vote of all members of the Board at a properly posted regular or special meeting shall be required to add or change the policies, regulations, and bylaws of the District.

Copies of all Bylaws, Policies, Regulations & Procedures shall be placed in an Administrative Procedures Manual and distributed to all Board members and Department Heads.

As adopted 2007 with proposed changes presented 4/19/17 (additions) highlighted yellow (deletions)crossed out