



## Pliocene Ridge Community Services District

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

### Regular Meeting Wednesday, July 18, 2012, 6:30PM, Station 67 Pike City AGENDA

#### I ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE

At a regular meeting, the board may take action upon an item of business not appearing on the posted agenda if, *first*, the board publicly identifies the item, and, *second*, one or more of the following occurs:

- A. The board by a majority vote of the full board decides that an emergency as defined I government code section 54956.5 exists; or,
- B. Upon a decision by a two-thirds vote of the board or, if less than two thirds, of the board members present, a unanimous vote of those present, the board decides that there is a need to take immediate action and that the need for action came to the attention of the District after the agenda was posted; or
- C. The item was posted on the agenda of a prior meeting of the board occurring not more than five calendar days prior to the date of this meeting, and at the prior meeting the item was continued to this meeting.

Members of the public shall be afforded an opportunity to address the Board on any Agenda items except closed session items. Reasonable time limits may be established. Government Code Section 11125.7. If you have any questions or require reasonable accommodations due to a disability, please contact the Board Secretary at 530-288-3326.

#### II APPROVAL OF AGENDA

#### III ADJOURN TO CLOSED SESSION: Govt. Code 54957 (b) (1) Personnel RETURN TO OPEN SESSION: Report out if any action taken

#### IV PUBLIC COMMENT

#### V INFORMATION/DISCUSSION ITEMS

- A. Correspondence: Secretary
- B. Committee/Member/Business Reports:
  1. Station 71 Fire Chief: VIN # on Intl Loadstar differs from inventory listing, need correction; no VIN # on 1995 Jeep Grand Cherokee, need number.
  2. Station 67 Fire Chief
  3. Station 71 Auxiliary: Reports Due: Statement of Info., CA Sec. of State
  4. Station 67 Auxiliary: Reports Due: IRS 990-N E; Calif. Franchise Brd. 199N E postcard; CA Attorney General Registration Renewal Fee, Statement of Info.
  5. Risk Manager: Dan Guyer
  6. Board Member Reports  
Mandatory Training: Jim Buckbee, AB1825 Harassment; Tosha Buckbee, AB1234 Ethics; Tom Starr, AB1825 Harassment; AB1234 Ethics.

#### VI ACTION ITEMS

- A. Approval of Minutes June 20, 2012 Regular Meeting
- B. Approval of Treasurer's Report dated June 30, 2012  
Approval of Donations/Gifts in 2012  
Status of banking accounts
- C. Unfinished Business:
  1. Appoint Risk Management Safety Committee
  2. Status of Crown truck sale
- D. New Business
  1. Appointment of Pike City Fire Chief
  2. Loss Prevention Incentive Plan
  3. Discussion/ Action re refrigerator at Station 67
  4. Quarterly backup of records
  5. Update fire dept. Standard Operating Procedures Manual
  6. Consider canceling August 15, 2012 Regular Meeting due to lack business that can be conducted

#### VII NEXT MEETING AGENDA ITEMS: Budget Committee report, EOJ Budget Adjustments, Preliminary Budget, Physical Inventory, Facility Self Safety Inspections, Special Districts Financial Transactions Report due 9/20/12, status of Audit.

#### VIII ANNOUNCEMENTS: The next regular meeting of the PRCSD Board of Directors is scheduled for August 15, 2012, 6:30pm, Station 71, Alleghany.

#### IX ADJOURNMENT



## Pliocene Ridge Community Services District

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

### Regular Meeting Wednesday, July 18, 2012, Station 67 Pike City MINUTES

A quorum was established and the meeting called to order at 6:30PM by Pres. Wayne Babros. Board members present: W. Babros, T. Buckbee, D. Guyer, M. Womack, L. Vieira.

**ADJOURN TO CLOSED SESSION** at 6:30pm by Pres. Babros per Govt. Code 54957 (b) (1) Personnel.

**RETURN TO OPEN SESSION** at 6:31pm. At this time, the following staff joined the meeting: Co-chiefs Jim Buckbee and Tom Starr, Chief Bob Hale; also, District 1 Supervisor, L. Adams, and visitors. Treasurer Rae Bell Arbogast was absent. Pres. Babros reported that no action was taken in closed session. Flag salute.

**APPROVAL OF AGENDA** Moved by D. Guyer, seconded by L. Vieira to approve the agenda. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.**

**PUBLIC COMMENT** None.

#### **INFORMATION/DISCUSSION ITEMS**

***Correspondence:*** 7/10/12 recd GSRMA/ Alliant Sum. of coverage 2012/2013, copies sent to board; 7/10/12 recd Sierra Co. Waste Fee Info. agendized for 7/19/12 mtg; sent Sierra Co Clerk copy of Tosha's AB1825 Certificate; 6/30/12 recd GSRMA proof of insurance vehicle copies forwarded to each chief for placement in corresponding vehicles; 6/29/12 recd notice of PGE sewer/ water systems testing, msg to D. Hauck.

#### ***Committee/Member/Business Reports:***

***Station 71:*** Chief Hale reviewed the status of Station 71 vehicles; he noted in Rae's absence Downieville's ambulance policy is to dispatch from Downieville with Alleghany standing by. It will only roll if an EMT is available.

***Station 67:*** Per Co-chief Buckbee, re Sheriff's Office case #12-00898 the shattered glass door on station 67, S/O unable to determine cause. Bill Adasiewicz is getting steel to replace. Jim will check to make sure that double doors can be solid re safety issue. He noted 3 Pike and 2 Alleghany firefighters were in attendance at wildland fire training.

***Auxiliary 71:*** Chief Hale reported nominations sent out, State filings done.

***Auxiliary 67:*** Carol reported approximately \$395 profit on the Flea Market.

***Risk Manager:*** There was a Safety Committee meeting scheduled for today at 6pm but no one showed. Next meeting scheduled for October 17, 2012, 6pm in Alleghany. Possible topics to discuss: training, firehouse safety.

***Board Member Reports:*** ***Board training*** completed: J. Buckbee, AB1825; T. Starr, AB1825. To do: Tosha Buckbee, AB 1234; T. Starr, AB1234 ASAP. ***Solid Waste Fees:*** Maris reported we will file an appeal if needed after the August 7, 2012 protest deadline. The assessor will send the forms.

#### **ACTION ITEMS**

***Approval of Minutes:*** Moved L. Vieira, seconded by D. Guyer to approve the minutes of June 20, 2012 as corrected. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.**

***Approval of Treasurer's Report:*** Moved by L. Vieira, seconded by T. Buckbee to approve the Treasurer's Report of June 30, 2012. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.** New Chart of Accounts submitted.

**ACTION ITEMS (cont.)**

***Approval Donations Gifts 2011/2012:*** Moved by D. Guyer, seconded by L. Vieira to approve the list submitted by Treas. R. Arbogast. **Motion passed: 5 Ayes, 0 Nays, 0 Absent 0 Abstain, 0 Vacant.**

***Banking Status:*** Report attached. Due to lack of safety deposit boxes in Downieville and possible annual fee (might be waived the 1<sup>st</sup> year), would have to go to Downieville to conduct business and Grass Valley for safety box and the fact that we have a supply of checks and envelopes, Rae and I felt it was better to make no changes at this time.

**UNFINISHED BUSINESS**

***Appointment of Risk Management/Safety Committee:*** Dan Guyer, Chair; dept. chiefs; Mike Scholle, Pike City; Ned Causato, Alleghany; Wayne Babros, exofficio, recorder, Maris Womack.

***Status of Crown truck sale:*** No information.

**NEW BUSINESS**

***Appointment of Pike City Fire Chief:*** No action taken.

***Discussion/Action re refrigerator at Station 67:*** Need to purchase a new refrigerator so that water can be available for fire personnel when on official business. Moved by L. Vieira, seconded D. Guyer. Maris noted that in the past, Alleghany did a 50/50 with the district to purchase their refrigerator. **Motion passed: 4 Ayes, 1 Nays, 0 Absent 0 Abstain, 0 Vacant.**

***Quarterly backup of records:*** Done.

***Update fire depts. Standard Operating Procedures Manual:*** No report.

***Consider canceling August 15, 2012 Regular Meeting due to lack business to be conducted:*** Moved by L. Vieira, seconded by D. Guyer to cancel the 8/15/12 meeting. **Motion passed: 5 Ayes, 0 Nays, 0 Absent 0 Abstain, 0 Vacant.**

**NEXT MEETING AGENDA ITEMS** Final budget

**ANNOUNCEMENTS** The next regular meeting will be Wed., Sept. 19, 2012, 6:30pm, Station 67 Pike City.

**ADJOURNMENT** Moved by L. Vieira, seconded by D. Guyer and passed unanimously to adjourn the meeting. So ordered by President Babros at 7:31pm.

Respectfully submitted,



Maris Womack  
Secretary

Minutes adopted \_\_\_\_\_  
as submitted or changed \_\_\_\_\_  
Date 9-19-12  
Initial MW



## 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: June 30, 2012

Beginning Checking Account Balance \$ 5,538.85

### Deposits

Budget Line #	Date	From:	For:	Amount
	6/4	PCVFD	CDF Grant	\$ 3,599.00
4030.3		This portion donated by PCVFD	Donation Pike	\$ 1,799.50
4040.3		This portion will be reimbursed when CDF check arrives		\$ 1,799.50
4040.1		GRSMA	training grant	\$ 271.80
<b>Deposits Total</b>				<b>\$ 3,870.80</b>

### Expenditures

Budget Line #	Ck #	Date	To:	For:	Amount
6300.3	2115	6/4	Cascade Fire	Turn-outs for Pike	\$ 3,599.00
	2116	6/4	AT&T		\$ 32.87
6172.2				Phone Alleghany	\$ 18.62
6172.3				Phone Pike	\$ 14.25
	OL	6/14	PG&E		\$ 473.50
6170.2				PG&E Alleghany	\$ 43.44
6170.3				PG&E Pike	\$ 62.26
6171.4				Streetlights - Forest	\$ 40.35
6170.4				Streetlights - Alleghany	\$ 327.45
6350.2	2117	6/19	Sierra County Public Wks	Fuel - Alleghany	\$ 52.10
3270.1	21118	6/19	Rae Bell Arbogast	Bookkeeping	\$ 212.50
<b>Expenditures Total</b>					<b>\$ 4,369.97</b>

Ending Checking Account Balance \$ 5,039.68

Starting Savings account balance \$ 19,340.66

transfer from checking

interest earned \$ 2.14

transfer to FUNDS

Ending Savings Account Balance \$ 19,342.80

**Total Checking & Savings (general fund) \$ 24,382.48**

Fund account Starting Balance \$ 14,588.95

interest earned \$ 1.81

transfer to checking

**Fund account Ending Balance see budget sheet for detail \$ 14,590.76**

**Total ALL FUNDS \$ 38,973.24**

over →

current savings ? checking

3:37 PM

07/09/12

Accrual Basis

Pliocene Ridge Community Services District  
Account QuickReport  
As of July 31, 2012

Type	Date	Num	Name	Memo	Split	Amount	Balance	
<b>1001.1 - West America Savings</b>							19,342.80	
Transfer	7/3/2012			Funds Transfer	1000.1 - West ...	-6,000.00	13,342.80	
Total 1001.1 - West America Savings							-6,000.00	13,342.80
<b>TOTAL</b>							<b>-6,000.00</b>	<b>13,342.80</b>

3:36 PM

07/09/12

Accrual Basis

Pliocene Ridge Community Services District  
Account QuickReport  
As of July 31, 2012

Type	Date	Num	Name	Memo	Split	Amount	Balance	
<b>1000.1 - West America Checking</b>							5,039.68	
Check	7/3/2012	2120	GSRMA	6180.1	-SPLIT-	-9,423.00	-4,383.32	
Check	7/3/2012	2119	Maris Womack		6250.1 - Postag...	-5.75	-4,389.07	
Transfer	7/3/2012			Funds Transfer	1001.1 - West ...	6,000.00	1,610.93	
Total 1000.1 - West America Checking							-3,428.75	1,610.93
<b>TOTAL</b>							<b>-3,428.75</b>	<b>1,610.93</b>



## Pliocene Ridge Community Services District

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

July 16, 2012

To: PRCSD Board of Directors & Chiefs

From: Rae Bell Arbogast, Treasurer

Re: Preliminary budget & Changes to the chart of accounts

A motion was made at the last meeting to adopt last year's budget (Fiscal-year 2011-2012) as this year's preliminary budget. This caught me off-guard when it came up. I was under the impression that because our policies state that the previous year's budget will be used each year until a budget is adopted, that we didn't need to do a motion for this. Usually when we do a motion to adopt the preliminary budget at least a little "tweaking" has been done and it is on the agenda. This item was not on last month's agenda and none of us caught it.

The preliminary budget worksheet attached to this memo has two columns: the first column shows last year's adopted budget (before subsequent adjustments). Technically this IS the budget that was adopted at last month's meeting. However, I have added a second column with known changes for this fiscal year and without the FUND numbers because those are not accurate for this year. It is up to the board how they wish to proceed with this. Since a preliminary budget is not on this month's agenda either maybe it should be set for next month's meeting?

Lastly, I mentioned at last month's meeting that I was going to change the chart of accounts in order to be able to utilize the budget reporting feature in Quickbooks. This will ultimately save time. Here is a summary: Revenue accounts are the same, the number after the decimal point represents: .1 = Admin or Overhead, .2= Alleghany, .3 = Pike, with the exception of the streetlight accounts which have been moved to their own section. Both income and expense accounts for the streetlights now start with a 9. Also, interest income and other income now start with a 4 (previously they started with a 7). Overhead expenses are the same, but "other expenses" now starts with a 6 (previously it started with a 7). All Alleghany expense accounts are the same except that the first number was changed from a 6 to a 7 and the decimal has been dropped. All Pike expense accounts are the same except that the first number was changed from a 6 to an 8 and the decimal has been dropped. I still need to adjust the payroll expense accounts but that is more involved because they are linked to payroll items. A copy of the current chart of accounts is attached.

**Pliocene Ridge Community Services District**  
**Account Listing**  
 July 16, 2012

Account	Type	Description	Accnt...	T
1000.1 · West America Checking	Bank	Checking	1000.1	<
1001.1 · West America Savings	Bank	Savings Account	1001.1	<
1002.1 · PRCS Fund Account	Bank		1002.1	<
1003.2 · Chief 71 Petty Cash	Bank		1003.2	<
1003.3 · Chief 67 Petty Cash	Bank		1003.3	<
1004.1 · Suspense Account	Bank	In and Out Account	1004.1	<
1200.0 · Accounts Receivable	Accounts Receivable		1200.0	<
1499.0 · Undeposited Funds	Other Current Asset		1499.0	<
1300.1 · Property	Fixed Asset		1300.1	<
1300.1 · Property:1300.2 · Land Alleghany	Fixed Asset		1300.2	<
1300.1 · Property:1300.3 · Land Pike	Fixed Asset		1300.3	<
1300.1 · Property:1320.2 · Buildings Alleghany	Fixed Asset		1320.2	<
1300.1 · Property:1320.3 · Buildings Pike	Fixed Asset		1320.3	<
1350.1 · Equipment	Fixed Asset		1350.1	<
1350.1 · Equipment:1350.2 · Equipment Alleghany	Fixed Asset		1350.2	<
1350.1 · Equipment:1350.3 · Equipment Pike	Fixed Asset		1350.3	<
1370.1 · Vehicles	Fixed Asset		1370.1	<
1370.1 · Vehicles:1370.2 · Vehicles Alleghany	Fixed Asset		1370.2	<
1370.1 · Vehicles:1370.3 · Vehicles Pike	Fixed Asset		1370.3	<
1390.1 · Accumulated Depreciation	Fixed Asset		1390.1	<
1005.1 · Bonds & Deposits	Other Asset	PG&E Deposit	1005.1	<
2000.1 · Accounts Payable	Accounts Payable	Accounts Payable	2000.1	<
2100.1 · Payroll Liabilities	Other Current Liability		2100.1	<
2010.1 · Notes Payable	Long Term Liability		2010.1	<
2010.1 · Notes Payable:2010.2 · Note Payable Alleghany	Long Term Liability		2010.2	<
2010.1 · Notes Payable:2010.3 · Note Payable Pike	Long Term Liability		2010.3	<
3000.1 · Opening Bal Equity	Equity		3000.1	<
3010.1 · Investment in Fixed Assets	Equity		3010.1	<
3110.1 · Retained Earnings	Equity	Retained Earnings	3110.1	<
4020.1 · Tax Revenue Fire	Income	Funding	4020.1	<
4020.4 · Tax Revenue Street Lights-old	Income		4020.4	<
4030.1 · Donations Income District	Income		4030.1	<
4030.2 · Donations Alleghany	Income		4030.2	<
4030.3 · Donations Pike	Income		4030.3	<
4040.1 · Grants District	Income		4040.1	<
4040.2 · Grants Alleghany	Income		4040.2	<
4040.3 · Grants Pike	Income		4040.3	<
4050.1 · Rent Income District	Income		4050.1	<
4050.2 · Rent Income Alleghany	Income	Fire House Rental Income	4050.2	<
4050.3 · Rent Income Pike	Income	Fire House Rental	4050.3	<
4060.1 · Surplus Equip. Sales District	Income	Sales of Surplus Equipment	4060.1	<
4060.2 · Surplus Equip. Sales Allgny	Income		4060.2	<
4060.3 · Surplus Equip. Sales Pike	Income		4060.3	<
4070.1 · Emergency Services Income	Income	Services	4070.1	<
4071.2 · Mutual Aid Income- Alleghany	Income		4071.2	<
4071.3 · Mutual Aid Income- Pike	Income		4071.3	<
4080 · Interest Income	Income		4080	<
4082 · Other Income	Income		4082	<
6020 · Transition posting/suspense	Expense		6020	<
6040.1 · Amortization Expense	Expense	Amortization Expense	6040.1	<
6140.1 · Contributions	Expense	Contributions	6140.1	<
6160.1 · Dues and Subscriptions- Admin.	Expense	Dues and Subscriptions	6160.1	<
6170.1 · PG&E	Expense		6170.1	<
6170.1 · PG&E:6170.2 · PG&E Alleghany	Expense		6170.2	<
6170.1 · PG&E:6170.3 · PG&E Pike	Expense		6170.3	<
6172.1 · Telephone	Expense		6172.1	<
6172.1 · Telephone:6172.2 · Telephone Alleghany	Expense		6172.2	<
6172.1 · Telephone:6172.3 · Telephone Pike	Expense		6172.3	<
6174.1 · Water	Expense		6174.1	<
6174.1 · Water:6174.2 · Water Alleghany	Expense		6174.2	<
6176.1 · Propane	Expense		6176.1	<
6176.1 · Propane:6176.2 · Propane Alleghany	Expense		6176.2	<
6176.1 · Propane:6176.3 · Propane Pike	Expense		6176.3	<
6180.1 · Insurance	Expense	Insurance	6180.1	<
6180.1 · Insurance:6185.1 · Liability Insurance	Expense	Liability Insurance	6185.1	<
6180.1 · Insurance:6190.1 · Vehicle Insurance	Expense		6190.1	<
6180.1 · Insurance:6193.1 · Property Insurance	Expense		6193.1	<
6180.1 · Insurance:6195.1 · Work Comp	Expense	Workman's Compensation	6195.1	<
6230.1 · Fees/Compliance/Training	Expense	Licenses, Training etc.	6230.1	<
6235.1 · Bank Charges	Expense	Bank Charges	6235.1	<
6250.1 · Postage, copies & office supply	Expense	Postage and Delivery	6250.1	<
6265.1 · County Administration Fee	Expense		6265.1	<
6270.1 · Bookkeeping	Expense		6270.1	<
6272.1 · Legal Fees	Expense	Legal Fees	6272.1	<
6273.1 · Auditor Fees	Expense	Accounting Fees	6273.1	<
6275.1 · Board Development	Expense		6275.1	<
6280.1 · Property Assessments	Expense		6280.1	<
6280.1 · Property Assessments:6280.2 · Solid Waste Fee All...	Expense		6280.2	<

## Pliocene Ridge Community Services District Account Listing July 16, 2012

Account	Type	Description	Acctn...	T
6280.1 · Property Assessments:6280.3 · Solid Waste Fee Pike	Expense		6280.3	<
6285.1 · Sales Tax/Freight Expense	Expense		6285.1	<
6285.1 · Sales Tax/Freight Expense:6285.2 · Sales Tax/Frei...	Expense		6285.2	<
6285.1 · Sales Tax/Freight Expense:6285.3 · Sales Tax/Freig...	Expense		6285.3	<
6295.1 · Building Repairs & Maint.	Expense		6295.1	<
6295.1 · Building Repairs & Maint.:6295.2 · Building Rep & M...	Expense		6295.2	<
6295.1 · Building Repairs & Maint.:6295.3 · Buildings Rep. & ...	Expense		6295.3	<
6296.1 · Payroll Expense- Mutual Aide	Expense		6296.1	<
6296.1 · Payroll Expense- Mutual Aide:6296.2 · Payroll Expen...	Expense	Mutual Aid exp. Alleghany	6296.2	<
6296.1 · Payroll Expense- Mutual Aide:6296.3 · Payroll Expen...	Expense	Mutual Aid exp. Pike	6296.3	<
6700.1 · Depreciation	Expense	Depreciation	6700.1	<
6702 · Interest Expense	Expense		6702	<
6704 · Other Expenses	Expense		6704	<
7230 · Compliance Alleghany	Expense	Training & Op. Compliance	7230	<
7300 · Small Equipment Alleghany	Expense	Small Equip & Repairs	7300	<
7301 · Equip. repair/maint. Alleghany	Expense		7301	<
7350 · Fuel Alleghany	Expense		7350	<
7630 · Vehicle Rep. & Maint. Alleghany	Expense		7630	<
7630 · Vehicle Rep. & Maint. Alleghany:7631 · 7140 Repairs ...	Expense		7631	<
7630 · Vehicle Rep. & Maint. Alleghany:7632 · 7100 Repair &...	Expense		7632	<
7630 · Vehicle Rep. & Maint. Alleghany:7633 · 7145 Repairs ...	Expense		7633	<
7630 · Vehicle Rep. & Maint. Alleghany:7635 · 7150 Repairs ...	Expense		7635	<
7630 · Vehicle Rep. & Maint. Alleghany:7637 · 7180 Repairs ...	Expense		7637	<
7651 · Fixed Asset Expenditures Allgny	Expense		7651	<
7660 · Supplies Alleghany	Expense		7660	<
8230 · Compliance Pike	Expense	Training/Op. Compliance	8230	<
8300 · Small Equipment Pike	Expense		8300	<
8301 · Equip. repair/maint. Pike	Expense		8301	<
8350 · Fuel Pike	Expense		8350	<
8630 · Vehicle Rep. & Maint. Pike	Expense		8630	<
8630 · Vehicle Rep. & Maint. Pike:8631 · 6700 Repairs & Maint.	Expense		8631	<
8630 · Vehicle Rep. & Maint. Pike:8633 · 6765 Repairs & Maint.	Expense		8633	<
8630 · Vehicle Rep. & Maint. Pike:8635 · 6770 Repairs & Maint.	Expense		8635	<
8630 · Vehicle Rep. & Maint. Pike:8637 · 6780 Repairs & Maint.	Expense		8637	<
8630 · Vehicle Rep. & Maint. Pike:8639 · 6790 Repairs & Maint.	Expense		8639	<
8651 · Fixed Asset Expenditures Pike	Expense		8651	<
8660 · Supplies Pike	Expense		8660	<
9020.4 · Tax Revenue Street Lights	Other Income		9020.4	<
9030.4 · Donations Streetlight Fund	Other Income		9030.4	<
9170.4 · PG&E Streetlights Alleghany	Other Expense		9170.4	<
9171.4 · PG&E Streetlights Forest City	Other Expense		9171.4	<



Pliocene Ridge CSD - Preliminary Budget - Fiscal Year 2012/2013

PCVFD				
8230 Op Compliance/Training	\$ 500.00	\$ 500.00		
8296 Mutual Aid Payroll				
8300 Small Equipment	\$ 3,148.80	\$ 500.00		took CDF grant from previous year off of here.
8301 Equipment Repairs & Maint.	\$ 300.00	\$ 300.00		
8350 Fuel	\$ 1,000.00	\$ 1,000.00		
8630 Vehicle Repair & Maint.	\$ 1,500.00	\$ 500.00		this has been changed eliminating previous year's contingency fund addition.
8660 Supplies	\$ 100.00	\$ 100.00		
<b>Subtotal</b>	<b>\$ 6,548.80</b>	<b>\$ 2,900.00</b>		
<b>Lights</b>				
9020 Tax Revenue Streetlights	\$ 4,969.00	\$ 4,969.00		
9030 Donations Streetlights	\$ 120.00	\$ 120.00		
9170 Streetlight Expense Alleghany	\$ 3,960.00	\$ 3,960.00		
9171 Streetlight Expense Forest	\$ 492.00	\$ 492.00		
<b>Net income (expense) Lights</b>	<b>\$ 637.00</b>	<b>\$ 637.00</b>		
<b>P &amp; L</b>				
<b>Total Income Statement Expenses</b>	<b>\$ 28,116.70</b>	<b>\$ 23,737.90</b>		
<b>Income Statement net change</b>	<b>\$ 376.62</b>	<b>\$ 2,106.62</b>		
<b>Fixed Assets</b>				
1350.2 Equipment Alleghany				
1350.3 Equipment Pike				
1370.2 Vehicles Alleghany				
1370.3 Vehicles Pike				
<b>Fixed Assets Expenditures total</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>Balance Sheet</b>				
1200 Accounts Receivable	\$ (1,683.52)	\$ (1,683.52)		
2000.1 Accounts Payable				
<b>Details on Fund sheet</b>				
Fund Additions	\$ (637.00)			Funds not updated yet.
Fund Withdrawals	\$ 2,497.00			
(to) or taken from funds	\$ 1,860.00	\$ -		
<b>NET CHANGE -CASH FLOW</b>	<b>\$ 553.10</b>	<b>\$ 423.10</b>		
<b>Surplus to Contingency Fund</b>	<b>\$ 500.00</b>			
<b>Fund Balances</b>				
Contingency Fund		10/11 Year-end	Year-end proj.	Year-end proj.
Audit Fund	\$ (1,500.00)		\$ (1,500.00)	See FUND sheet for details (two exceptions listed below). Contingency fund addition listed separately (above) for budget purposes. Audit fund addition is listed under Overhead Expenses. move to fund at year-end.
Streetlight Fund	\$ 800.00		\$ 800.00	FUND SHEET WILL BE UPDATED WITH BUDGET WHEN HARD NUMBERS COME IN FOR BOTH LAST YEAR (FINAL) AND THIS YEAR.
PCVFD Building Fund	\$ 1,668.70		\$ 1,668.70	
PCVFD Vehicle Fund	\$ 8,199.27		\$ 8,199.27	
AVFD Building Fund	\$ 293.81		\$ 293.81	
AVFD Vehicle Fund	\$ 439.74		\$ 439.74	
AVFD Vehicle Fund	\$ 319.02		\$ 319.02	
<b>Total Funds</b>	<b>\$ -</b>	<b>\$ 10,220.54</b>	<b>\$ -</b>	

Pliocene Ridge CSD - Preliminary Budget - Fiscal Year 2012/2013

	11/12	12/13	
	Budget	Preliminary	
4202.1 Tax Revenue Fire	\$ 23,161.00	\$ 23,161.00	Streetlights moved to their own section for both income & expense
4030.1 Donations District			
4030.2 Donations Alleghany			
4030.3 Donations Pike	\$ 3,007.92	\$ 1,683.52	this changed to reflect truck payment only.
4040.1 Grants District	\$ 1,000.00	\$ 1,000.00	
4040.2 Grants Alleghany			
4040.3 Grants Pike	\$ 1,324.40		took CDF grant off for now.
4060.2 Surplus Sales Alleghany			
4060.3 Surplus Sales Pike			
4070.2 Mutual Aid Alleghany			
4070.3 Mutual Aid Pike			
<b>Revenue Total</b>	<b>\$ 28,493.32</b>	<b>\$ 25,844.52</b>	
<b>INCOME</b>			
6170.2 Electricity Alleghany	\$ 900.00	\$ 900.00	
6170.3 Electricity Pike	\$ 1,000.00	\$ 1,000.00	
6172.2 Telephone Alleghany	\$ 220.00	\$ 220.00	
6172.3 Telephone Pike	\$ 180.00	\$ 180.00	
6174.2 Water Alleghany	\$ 396.00	\$ 396.00	
6176.2 Propane Alleghany	\$ 800.00	\$ 800.00	
6180.1 Insurance	\$ 9,237.90	\$ 9,237.90	
6230.1 Compliance/Training	\$ 100.00	\$ 100.00	
6250.1 postage/copies/office supplies	\$ 200.00	\$ 200.00	
6265.1 County Mgmt Fee	\$ 3,000.00	\$ 3,000.00	
6270.1 Bookkeeping	\$ 750.00	\$ 750.00	
6273.1 Auditor Fee	\$ 800.00	\$ 1,600.00	Increased to \$1,600
6275.1 Board Development Fee			
6280.2 Solid Waste Fee Alleghany	\$ 408.00	\$ 123.00	decreased to \$123
6280.3 Solid Waste Fee Pike	\$ 313.00	\$ 68.00	decreased to \$68
6295.2 Building Maint. Alleghany			
6295.3 Building Maint. Pike			
6301.1 Training Equipment			
<b>Subtotal</b>	<b>\$ 18,304.90</b>	<b>\$ 18,574.90</b>	
<b>OVERHEAD EXPENSES</b>			
7230 Op Compliance/Training	\$ 500.00	\$ 500.00	
7296 Mutual Aid Payroll			
7300 Small Equipment	\$ 500.00	\$ 500.00	
7301 Equipment Repairs & Maint.	\$ 300.00	\$ 300.00	
7350 Fuel	\$ 500.00	\$ 500.00	
7630 Vehicle Repair & Maint.	\$ 1,500.00	\$ 500.00	this has been changed eliminating previous year's contingency fund addition.
7660 Supplies	\$ 600.00	\$ 600.00	
<b>Subtotal</b>	<b>\$ 3,900.00</b>	<b>\$ 2,900.00</b>	
<b>AVFD</b>			

From	Amount	For
AVFD & Residents	\$ 680.95	Door opener for Station 2
Alleghany/Forest residents	\$ 100.00	Streetlight fund
PCVFD	\$ 1,683.52	truck payment
PCVFD	\$ 750.00	vehicle repairs

Mario - I am going to check with the auditors about this. Originally we only approved donations that weren't run through the books (no \$ involved) for mismanage purposes. I don't understand why the donations involving \$ have to be approved since they have been purchased already by PRCSD.

i  
 Ran

Donations for approval at year end.xlsx

From	Amount	For
AVFD & Residents	\$ 680.95	Door opener for Station 2
Alleghany/Forest residents	\$ 100.00	Streetlight fund
PCVFD	\$ 1,683.52	truck payment
PCVFD	\$ 750.00	vehicle repairs

*Banking*

July 18, 2012

From 6/21-6/27 I was in contact with Mindy Strine, Downieville Branch Bank Manager, 289-3204; Anne, Glenbrook Bank Manager (?) Mindy advised the following:

- There are no safe deposit boxes in Downieville. We would have to go the Glenbrook Plaza Branch. There is an annual fee of \$35/year that she arranged to have waived for at least the first year.
- We would have to go to Downieville to conduct in bank business for Downieville to get credit.
- They offer a Golden Advantage checking/saving account, Market rate for savings. \$1,000.00 minimum balance to avoid a fee in checking account.

After several conversations with Rae, we were both of the same opinion—make no changes. She has a supply of checks, a box of window envelopes has been donated. We would have to pay for another supply of checks or abandon the convenience of using QuickBooks and go back to the bank checkbook, etc.

We both felt it was better to make no changes.

Maris



## Pliocene Ridge Community Services District

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

### Regular Meeting Wednesday, June 20, 2012, 6:30PM, Station 71 Alleghany AGENDA

#### I ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE

At a regular meeting, the board may take action upon an item of business not appearing on the posted agenda if, *first*, the board publicly identifies the item, and, *second*, one or more of the following occurs:

- A. The board by a majority vote of the full board decides that an emergency as defined I government code section 54956.5 exists; or,
- B. Upon a decision by a two-thirds vote of the board or, if less than two thirds, of the board members present, a unanimous vote of those present, the board decides that there is a need to take immediate action and that the need for action came to the attention of the District after the agenda was posted; or
- C. The item was posted on the agenda of a prior meeting of the board occurring not more than five calendar days prior to the date of this meeting, and at the prior meeting the item was continued to this meeting.

Members of the public shall be afforded an opportunity to address the Board on any Agenda items except closed session items. Reasonable time limits may be established. Government Code Section 11125.7. If you have any questions or require reasonable accommodations due to a disability, please contact the Board Secretary at 530-288-3326.

#### II APPROVAL OF AGENDA

#### III ADJOURN TO CLOSED SESSION: Govt. Code 54957 (b) (1) Personnel

RETURN TO OPEN SESSION: Report out if any action taken

#### III PUBLIC COMMENT

#### IV INFORMATION/DISCUSSION ITEMS

- A. Correspondence: Secretary
- B. Committee/Member/Business Reports:
  1. Station 71 Fire Chief
  2. Station 67 Fire Chief
  3. Station 71 Auxiliary: Reports Received: IRS 990-N E; Calif. Franchise Brd. 199N E postcard; CA Attorney General Registration Renewal.
  4. Station 67 Auxiliary: Reports Due: IRS 990-N E; Calif. Franchise Brd. 199N E postcard; CA Attorney General Registration Renewal Fee.
  5. Risk Manager: Dan Guyer
  6. Board Member Reports Mandatory Training:  
July 18, 2012 County Training AB 1825, Harassment  
Solid Waste Fees

#### V ACTION ITEMS

- A. Approval of Minutes April 18, 2012 Regular Meeting
- B. Approval of Treasurer's Report dated April 20, 2012  
Approval of Treasurer's Report dated May 31, 2012  
Approval of Budget Adjustments  
Debit Account with West America  
Approve opening account: AirGas  
2012/13 Insurance: \$9423.00
- C. Unfinished Business:
  1. Appoint Risk Management Safety Committee
  2. Personnel Safety Compliance/Evaluation: Rae
  3. Status of Crown truck sale
  4. CVFD vehicle donation: Chief Hale
- D. New Business
  1. Appointment of Pike City Fire Chief
  2. Loss Prevention Incentive Plan
  3. 12-046 Designation of signatory with CALFIRE
  4. 2012/13 Budget Committee
  5. Appointment of Risk Manager
  6. Mutual Aid distribution of funds in budget
  7. Fuel Reimbursement from Camptonville for Mutual Aid runs

VI NEXT MEETING AGENDA ITEMS: Risk Mgmt/Safety Comm. Quarterly Meeting July 18, 2012, 6pm; EOY Budget Adjustments; List donations/gifts in 2011/12;

VII ANNOUNCEMENTS: The next regular meeting of the PRCSD Board of Directors is scheduled for July 18, 2012, 6:30pm, Station 67 Pike City.

VIII ADJOURNMENT