



Pliocene Ridge Community Services District

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

Regular Meeting

Wednesday, February 20, 2013, 6:30PM, Station 71 Allegheny

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 SUSPEND THE ORDERS OF THE DAY – Bruce Coons to take oath of office

IV RETURN TO THE ORDERS OF THE DAY

V PUBLIC COMMENT

VI INFORMATION/DISCUSSION ITEMS

- A. Correspondence Received: Suburban Propane Class Action, no action taken as we are not a residence. Sent SC Clerk, Oath of Office M. Womack & T. Buckbee; PRCSD Board Member application. Documents filed in Minutes/Correspondence. statements for all accounts copy filed with minutes; Treasurer's Invoice 1031, 1/5/13, \$277.50 file with minutes
- B. Committee/Member/Business Reports:
 1. Station 71 Fire Chief Hale
 2. Station 67 Fire Chief
 3. Station 71 Auxiliary
 4. Station 67 Auxiliary
 5. Risk Manager Dan Guyer
 6. Board Member Reports: Bruce needs training information

VII ACTION ITEMS

- A. Approval of Minutes of January 16, 2013 Regular Meeting
Approval of Minutes of November 28, 2012 Emergency Meeting
- B. Approval of Treasurer's Report dated January 31, 2013
Debit Card Expenses Report
- C. Unfinished Business:
 1. Status of Crown truck sale
- D. New Business
 1. Update fire dept. Standard Operating Procedures Manual
 2. Audit/Special Districts Transaction Report
 3. Bad Debt Write off:
 4. Quarterly data backup, Oct., Nov., Dec. 2012
 5. Annual Log300 Injury Report
 6. 13-050 Designate District Treasurer/Banking

VIII NEXT MEETING AGENDA ITEMS: Annual Risk Management Loss Prevention & Incentive Program; Form700;

IX ANNOUNCEMENTS The next regular meeting of the PRCSD Board of Directors is scheduled for March 20, 2013, 6:30pm Station 67 Pike City.

X 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, February 20, 2013, Station 71 Alleghany MINUTES

A quorum was established and the meeting called to order at 6:38pm by Pres. Wayne Babros. Board members present: M. Womack, W. Babros, D. Guyer; absent: Tosha Buckbee. Vacancy: one. Also present: Chief Hale, Co Chief Buckbee, Co Chief Starr, Treasurer Rae Bell Arbogast. Supervisor Lee Adams was absent. Flag salute.

APPROVAL OF AGENDA Moved by D. Guyer, seconded by M. Womack to approve the agenda without the suspension of the orders of the day due to B. Coons absence.
Motion passed: 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant.

PUBLIC COMMENT None.

INFORMATION/DISCUSSION ITEMS

Correspondence: Received: Suburban Propane Class Action, no action taken as we are not a residence. Sent SC Clerk, Oath of Office M. Womack & T. Buckbee; PRCSD Board Member application. Documents filed in Minutes/Correspondence. statements for all accounts copy filed with minutes; Treasurer's Invoice 1031, 1/5/13, \$277.50 filed with minutes.

Committee/Member/Business Reports:

Station 71: Chief Hale reported 7100 ok, 7140 ok, 7150 in service, 7180 heater core hooked up; drivers current with DMV requirements. He is still checking on cost to refill bottles--\$40.00 in Nevada. Need to check with other agencies for a Sacramento vendor. Grants in progress. Problem with PGE parking in front of ambulance door. Need to post the area as a fire lane/do not block. Rae has located a Type III engine, 4WD, from Forest Service. Need to add to next agenda with details for district to accept. Chief Hale is discussing acquiring a rig from Downieville and selling 7382. A formal proposal for the board is needed before taking any action. Having problems with the life of the batteries. Bob is checking for other vendors. Will need a credit app if a new company. AKC

Station 67: Per Co Chief Buckbee, the metal for the front doors is ready. Maris noted she spoke with Lee Adams who was advised by Tim Beals that there is no requirement that the door be see through. Pam Davis is going to haul trash on side of firehouse to the dump. Co Chief Starr reported that the radios are in transit.

Auxiliary 71: They are going to provide the meal for the 16 to 1 shareholders meeting and a bake sale. It is the biggest annual fund raiser for them.

Auxiliary 67: No report.

Risk Manager: No report.

Board Member Reports: Need to discuss training. Add to next agenda.

ACTION ITEMS

Approval of Minutes: Moved D. Guyer, seconded by M. Womack to approve the Emergency Meeting Minutes of January 16, 2013 as submitted. **Motion passed: 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant.** Moved D. Guyer, seconded by M. Womack to approve the Emergency Meeting Minutes of November 28, 2012 as submitted. **Motion passed: 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant.**

Approval of Treasurer's Report: Moved by M. Womack, seconded by D. Guyer to approve the Treasurer's Report of January 31, 2013. **Motion passed: 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant.**

Workers Compensation: Rae asked that the charges as a result of overstating Workers Compensation be reviewed by the insurance company for a possible credit. She noted that there are two years in question. Maris will contact Golden State.

Debit Card: No charges.

UNFINISHED BUSINESS

Status of Crown truck sales: No report.

NEW BUSINESS

Update fire dept. Standard Operating Procedures Manual. No report.

Bad Dept Write off: Chief Hale has been unable to locate the receipts for and balance of petty cash. He supplied a handwritten listing totaling \$188.00 of the \$200.00 petty cash. Moved by M. Womack, seconded by D. Guyer to accept this detail and assign the petty cash balance as a bad debt to be written off. **Motion passed: 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant.**

Quarterly data backup: Need to check the safe deposit box for Rae's flash drive. Add to April agenda, back up through March 31, 2013.

Annual Log 300 Injury Report: Rae will get copies for posting at each firehouse and copy to the Secretary.

13-050: Annual designate treasurer. Since Bruce is not present, the resolution will be held for a special meeting to be scheduled as soon as he is available. Maris will contact the board members.


NEXT MEETING AGENDA ITEMS letter to Lee Adams re "fee" for Sierra County, Annual Risk Management Loss Prevention & Incentive Program, Form 700.

ANNOUNCEMENTS

The next regular meeting will be Wed., March 20, 2013, 6:30pm, Station 67 Pike City.

ADJOURNMENT Moved by D. Guyer, seconded by M. Womack and passed unanimously to adjourn the meeting. So ordered by President Babros at 7:39PM.

Respectfully submitted,


Maris Womack
Secretary

Minutes adopted 4-17-13
~~as submitted or changed~~ Date MW
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: January 31, 2013

Beginning Checking Account Balance \$ 2,501.70

Deposits

Budget Line #	Date	From:	For:	Amount
	1/9	Sierra County Auditor	approx 53% FY 12/13 revenue	\$ 11,675.62
9020			Streetlight revenue	\$ 2,694.41
			Fire revenue	\$ 8,981.21
Deposits Total				\$ 11,675.62

Expenditures

Budget Line #	Ck #	Date	To:	For:	Amount
8230	2151	1/5	NSJ Fire Dept	SCBA's restat	\$ 264.89
7301	2152	1/5	Banner Communications	Repair to repeater Alleghany	\$ 103.22
7350	2153	1/5	Sierra County Public Works	Fuel Alleghany	\$ 57.11
	2154	1/5	AT&T		\$ 32.97
6172.2				Phone Alleghany	\$ 18.50
6172.3				Phone Pike	\$ 14.47
6270.1	2155	1/5	Rae Bell Arbogast	Bookking 2nd quarter	\$ 277.50
	OL		PG&E		\$ 616.00
6170.2				PG&E Alleghany	\$ 91.38
6170.3				PG&E Pike	\$ 156.69
9171.4				Streetlights - Forest	\$ 40.37
9170.4				Streetlights - Alleghany	\$ 327.56
7301	2156	1/5	David Arbogast-Reimburse	new surge protector for repeater	\$ 34.43
8296	2157-2162	1/5	See reverse for details		\$ 575.03
6250.1	675	1/5	postmaster	stamps	\$ 45.00
8296	2163	1/13	US Treasury	2012 Federal payroll taxes	\$ 104.28
8350	2164	1/29	Sierra County Public Works	Fuel Pike October	\$ 46.16
7637	2165	1/29	Service Center Radiator & Auto	Heater core 7180	\$ 145.13
		1/11	Transfer to Fund account		\$ 891.28
		1/11	Transfer to Savings		\$ 5,000.00
Expenditures & Transfers Total					\$ 8,193.00

Ending Checking Account Balance \$ 5,984.32

Starting Savings account balance	\$ 1,697.85
transfer from checking	\$ 5,000.00
interest earned	
transfer to FUNDS	
Ending Savings Account Balance	\$ 6,697.85

Balance on Prepaid Cards & Debit Card Account \$ 1,400.00

General Fund (accounts listed above) Total \$ 14,082.17

Fund account Starting Balance	\$ 14,741.51
interest earned	
transfer from checking	\$ 891.28
Fund account Ending Balance see budget sheet for detail	\$ 15,632.79

Total ALL FUNDS \$ 29,714.96

Jan. 5, 2015 Payroll

Name	Chaik Flat	Nugget	Total Hours	Rate	Gross	Net	Check #
Chris Buckbee		3.0	3.0	\$ 24.66	\$ 73.98	\$ 51.24	2157
Jim Buckbee		7.0	7.0	\$ 24.66	\$ 172.62	\$ 159.42	2159
Wayne Delisle		4.0	4.0	\$ 24.66	\$ 98.64	\$ 68.32	2160
Tom Starr		4.5	7.5	\$ 24.66	\$ 184.95	\$ 170.80	2161
Dawn Daw		4.5	4.5	\$ 24.66	\$ 110.97	\$ 102.48	2158
State of Calif. Franchise Tax Board						\$ 22.77	2162
Total						\$ 575.03	

**Plocene Ridge Community Services District
Profit & Loss Budget vs. Actual YTD only
July 1, 2012 through February 5, 2013**

	Jul 1, '12 - Feb 5, 13	Budget	\$ Over Budget	% of Budget
.1 - Tax Revenue Fire	11,520.86	22,806.43	-11,285.57	50.52%
4030.1 - Donations Income District	0.00	0.00	0.00	0.0%
4030.2 - Donations Alleghany	0.00	1,006.24	-1,006.24	0.0%
4030.3 - Donations Pike	1,655.68	2,648.00	-992.32	62.53%
4040.1 - Grants District	480.00	1,000.00	-520.00	48.0%
4040.2 - Grants Alleghany	0.00	1,006.24	-1,006.24	0.0%
4040.3 - Grants Pike	0.00	1,006.24	-1,006.24	0.0%
4071.3 - Mutual Aid Income- Pike	1,903.32	1,903.32	0.00	100.0%
4082 - Other Income	0.00	0.00	0.00	0.0%
	15,559.86	31,376.47	-15,816.61	49.59%
6000 - OVERHEAD EXPENSE CATEGORY				
6170.1 - PG&E				
6170.2 - PG&E Alleghany	388.85	800.00	-411.35	48.58%
6170.3 - PG&E Pike	622.00	900.00	-278.00	69.11%
Total 6170.1 - PG&E	1,010.85	1,700.00	-689.35	59.45%
6172.1 - Telephone				
6172.2 - Telephone Alleghany	150.22	185.00	-34.78	81.2%
6172.3 - Telephone Pike	115.35	145.00	-29.65	79.55%
Total 6172.1 - Telephone	265.57	330.00	-64.43	80.48%
6174.1 - Water				
6174.2 - Water Alleghany	396.00	396.00	0.00	100.0%
Total 6174.1 - Water	396.00	396.00	0.00	100.0%
6176.1 - Propane				
6176.2 - Propane Alleghany	156.62	700.00	-543.38	22.37%
Total 6176.1 - Propane	156.62	700.00	-543.38	22.37%
6180.1 - Insurance				
6185.1 - Liability Insurance	2,896.00	2,896.00	0.00	100.0%
6190.1 - Vehicle Insurance	460.00	460.00	0.00	100.0%
6193.1 - Property Insurance	684.00	684.00	0.00	100.0%
6195.1 - Work Comp	5,383.00	5,383.00	0.00	100.0%
6180.1 - Insurance - Other	0.00	0.00	0.00	0.0%
Total 6180.1 - Insurance	9,423.00	9,423.00	0.00	100.0%
6200.1 - Postage, copies & office supply	107.75	150.00	-42.25	71.83%
6265.1 - County Administration Fee	2,539.65	2,780.00	-240.35	91.35%
6270.1 - Bookkeeping	525.00	750.00	-225.00	70.0%
6273.1 - Auditor Fees	5,693.95	5,500.00	193.95	103.53%
6280.1 - Property Assessments				
6280.2 - Solid Waste Fee Alleghany	67.94	67.94	0.00	100.0%
6280.3 - Solid Waste Fee Pike	122.30	122.30	0.00	100.0%
6280.1 - Property Assessments - Other	0.00	0.00	0.00	0.0%
Total 6280.1 - Property Assessments	190.24	190.24	0.00	100.0%
6295.1 - Building Repairs & Maint.				
6295.3 - Buildings Rep. & Maint. Pike	38.64	1,239.00	-1,200.36	3.12%
Total 6295.1 - Building Repairs & Maint.	38.64	1,239.00	-1,200.36	3.12%
6296.1 - Payroll Expense- Mutual Aide				
6296.2 - Payroll Expense Alleghany	0.00	0.00	0.00	0.0%
6296.3 - Payroll Expense Pike	712.01	718.00	-5.99	99.17%
6296.1 - Payroll Expense- Mutual Aide - Other	0.00	0.00	0.00	0.0%
Total 6296.1 - Payroll Expense- Mutual Aide	712.01	718.00	-5.99	99.17%
Total 6000 - OVERHEAD EXPENSE CATEGORY	21,059.08	23,876.24	-2,817.16	88.2%

**Pliocene Ridge Community Services District
Profit & Loss Budget vs. Actual YTD only
July 1, 2012 through February 5, 2013**

	Jul 1, '12 - Feb 5, 13	Budget	\$ Over Budget	% of Budget
7000 - STATION 71 EXPENSES				
7230 - Compliance Alleghany	521.48	701.48	-180.00	74.34%
7300 - Small Equipment Alleghany	0.00	2,012.47	-2,012.47	0.0%
7301 - Equip. repair/maint. Alleghany	267.78	500.00	-232.22	53.56%
7350 - Fuel Alleghany	251.20	800.00	-548.80	31.4%
7630 - Vehicle Rep. & Maint. Alleghany	0.00	1,000.00	-1,000.00	0.0%
7660 - Supplies Alleghany	0.00	200.00	-200.00	0.0%
Total 7000 - STATION 71 EXPENSES	1,040.46	5,213.95	-4,173.49	19.96%
8000 - STATION 67 EXPENSES				
8230 - Compliance Pike	466.73	201.84	264.89	231.24%
8300 - Small Equipment Pike	639.06	2,468.99	-1,829.93	25.88%
8301 - Equip. repair/maint. Pike	0.00	500.00	-500.00	0.0%
8350 - Fuel Pike	348.45	800.00	-451.55	43.56%
8630 - Vehicle Rep. & Maint. Pike	98.48	1,000.00	-901.52	9.85%
8660 - Supplies Pike	38.71	200.00	-161.29	19.36%
Total 8000 - STATION 67 EXPENSES	1,591.43	5,170.83	-3,579.40	30.78%
	23,690.97	34,261.02	-10,570.05	69.15%
	-8,131.11	-2,884.55	-5,246.56	281.89%
9020.4 - Tax Revenue Street Lights	2,694.41	5,083.79	-2,389.38	53.0%
9030.4 - Donations Streetlight Fund	0.00	0.00	0.00	0.0%
	2,694.41	5,083.79	-2,389.38	53.0%
9170.4 - PG&E Streetlights Alleghany	2,288.88	3,900.00	-1,611.12	58.69%
9171.4 - PG&E Streetlights Forest City	282.07	485.00	-202.93	58.16%
	2,570.95	4,385.00	-1,814.05	58.63%
	123.46	698.79	-575.33	17.67%
	-8,007.65	-2,185.76	-5,821.89	366.36%

PRCSD Balance Sheet
BUDGET

NAME	BUDGET	YTD	NOTES
------	--------	-----	-------

Income Statement net change	\$ (2,185.76)	\$ (8,007.66)	
------------------------------------	----------------------	----------------------	--

1360.2	Equipment Allegheny		
1350.3	Equipment Pike		
1370.2	Vehicles Allegheny		
1370.3	Vehicles Pike		
	Fixed Assets Expenditures total		

Balance Sheet			
1200.0	Accounts Receivable		
2000.1	Accounts Payable	\$ (1,641.76)	\$ (1,641.76)

Details on Fund sheet			
	Fund Additions	\$ (3,201.99)	\$ (2,443.48)
	Fund Withdrawals	\$ 7,247.38	\$ 5,500.00
	Net (moved to) or taken from funds	\$ 4,045.39	\$ 3,056.52

NET CHANGE - CASH FLOW	\$ 217.87	\$ (6,592.90)	
-------------------------------	------------------	----------------------	--

Surplus to Contingency Fund

Fund Balances			
YTD TOTAL			
	Contingency Fund	\$ 3,100.00	
	Audit Fund	\$ -	
	Streetlight Fund	\$ 1,760.92	
	PCVFD Building Fund	\$ 8,569.05	
	AVFD Building Fund	\$ 1,310.70	
	AVFD Vehicle Fund	\$ 475.30	
	AVFD Vehicle Fund	\$ 416.82	
	Total Funds	\$ 15,632.79	



**Pliocene Ridge Community Services District
County of Sierra, State of California**

Resolution No. 13-050

WHEREAS, it is necessary in the conduct of its business to annually define banking services with Westamerica Bank and designate the District Treasurer;

NOW, THEREFORE BE IT RESOLVED, that Rae Bell Arbogast is designated Treasurer for the term of July 1, 2012 through June 30, 2013 and shall maintain a District checking account and such other accounts as may be directed by the District Board at Westamerica Bank in Grass Valley, CA; and,

FURTHER, BE IT RESOLVED, that the Treasurer is authorized to receive any and all financial data and transfer funds between Pliocene Ridge Community Services District's accounts: 0150 568061; 2150 1751152; 2150 180426; ~~150-58732~~. *cmw*

FURTHER, BE IT RESOLVED, that the signature authorization card shall require the signature of any two of the following board members authorized to sign checks for the fiscal year July 1, 2011 through June 30, 2012:

- Wayne Babros, President
- Tosha Buckbee, Director
- Dan Guyer, Vice President
- Bruce Coons, Director
- Maris Womack, Secretary

nm
*cost spec. for
Debit card only*

Adopted this 20th day of February, 2013 at the regular meeting of the Pliocene Ridge Community Services District Board of Directors by the following vote:

AYES: _____
 NAYS: _____
 ABSENT: _____
 ABSTAIN: _____
 VACANT: _____

Maris Womack, Secretary

Date

Help Protect Justice and vote for

CHARLES ERVIN

for Sierra County Superior Court Judge

Chief TV June 8, 2010
cash found

- 6 VOLT BATT'S 4-\$5
 - CASE of OIL = \$55
 - SNOW SHUVE \$21.00
 - BAY Door Rollers \$15
 - Air Fittings for Air Bag Setup. — \$7.00
 - ~~30~~ GAS — \$30.00
 - 4 Magnets for MAP \$5.00
- Hold downs.

Bob Hal \$187.00

Paid for by Committee to Elect Charles Ervin to Office of
Sierra County Superior Court Judge 2010. Registration No. 1324115
211 Main Street, P.O. Box 290, Sierra City, CA 96125 ☎ (530) 862-1173
308 First Street, P.O. Box 240, Loyalton, CA 96118 ☎ (530) 993-1999
Ervin4Judge@yahoo.com

*Male need to
sign both*

*Aug to Rae
Copy to 2/20/13
minutes*

5.00 +
188.00 *

ce