



Pliocene Ridge Community Services District

100 Pike City Road
Pike City, CA 95960

plioceneridge.org

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NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday Nov 21, 2024, 6:30 pm

Location: Alleghany Firehouse Station 2

VIA Phone Conference available for non-board members call 978-990-5144 Access code 6919768#

ALL MEETING DOCUMENTS ARE POSTED ONLINE plioceneridge.org

1. ESTABLISH QUORUM, CALL TO ORDER, ~~FLAG SALUTE~~ Moment of Silence for Chief Dorn.
2. CONSENT CALENDAR
 - a) Approval of Agenda b) Approve Minutes for regular meeting held October 14, 2024 c) Ratify Treasurer's reports & bill payments for October 2024 d) Ratify transfers from Contingency fund \$2,000 in October plus another \$2,000 beginning of November. This was listed as part of the budget adoption.
3. PUBLIC COMMENT: 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' reports
 3. Alleghany Fire Department Auxiliary
 4. Pike Community Support Foundation
 5. Board Member/Staff Reports ~
 6. Firewise Communities –
 7. Firehouse Projects & ADA Compliance ~ Both Departments- One item under new business.
 8. Pending Grants – One item under unfinished business. No other pending grants.
5. DISCUSSION and POSSIBLE ACTION ITEMS:
 - a) Unfinished business:
 1. Authorize staff to purchase a new rescue truck for the Pike City Fire Department and determine a spending cap. USDA has awarded \$22,300 towards the purchase
 - b) New business
 1. Consider Updates to Policy 2030 Purchasing
 2. Accept FY 23/24 Audit Report
 3. Consider hiring a contractor to perform repair work at Station 1 in Alleghany and appoint a project manager.
 4. Accept letter of resignation Pam Davis.
 5. Resolution #24-094 to update Safety Deposit box access. (#25-094 if this gets tabled).
 6. Adopt 2025 meeting calendar.
6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~ The next regular meeting is scheduled for January 16, 2025 in Pike. Agenda items: Secretary Job Listing, Establishment of a vehicle marking policy (Agenda item requested by Chief Dorn but staff not ready. Includes revisiting district logo).
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 or plioceneridge@gmail.com specifying your disability and the format in which you would like to receive this agenda and future agendas. SEND AN EMAIL TO plioceneridge@gmail.com to be added to the email list for meeting notices.



**MINUTES of the Regular Meeting of the
Pliocene Ridge CSD Board of Directors
Date: Monday October 14, 2024 Time: 6:30 pm
Location: Pike City Firehouse**

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE: The meeting was called to order at 6:32 pm by President Chris Mills. **Flag Salute.** Present: Board members, Grace Lundeen, Bruce Coons, Chris Mills and Burns Tenney. Director Pam Davis was absent. Also in attendance: District Fire Chief Chris Dorn, Pike City Assistant Chief Jim Buckbee, Alleghany Assistant Chiefs David Arbogast and Ned Cusato, Firefighters: Ryan McCoy, Ethan Esch, Zack Kostik, and Tim Standley. Public: none Pliocene Ridge CSD Secretary Rae Bell Arbogast was present and took the minutes.

2. CONSENT CALENDAR:

Approval of current Agenda, Minutes for regular meeting held September 19, 2024, and the Treasurer's report for September 2024. There was one question about the streetlights. The treasurer confirmed an additional streetlight has been added to the billing for Forest City. **A motion was made to approve the consent calendar by Burns Tenney and seconded by Chris Mills Ayes: Coons, Lundeen, Mills, Tenney Noes: none Absent: Davis Abstain: none ~ Motion carried.**

3. PUBLIC COMMENT: None.

4. INFORMATION/DISCUSSION ITEMS

a) Correspondence Incoming From Golden State Risk Management (GSRMA), they are looking for a fire district representative for their board. Notice of GSRMA annual conference Oct. 24th and 25th. **Outgoing:** Signed Biennial Notice of Conflict of Interest code review sent to Sierra County Clerk-Recorders Office.

b) Committee/Member/Business Reports:

1. *Chief's Report* ~ Chief Dorn reported that call volume was light the last month with two medical aids that both required helicopters. Fire activity has slowed down, but we are still in high fire danger with no end in sight. He got the district one more stand-by assignment since the last meeting (36 hours) and is hoping to get one more. There was a question about the status of rescue 6740 and he responded that it still needs to have the valves adjusted, needs some new hoses and some fine tuning.

2. *Assistant Chiefs' Report:* None.

3. *Alleghany Fire Department Auxiliary:* ~ No report.

4. *Pike Community Support Foundation* ~ No report.

5. *Board Member/Staff Reports* ~ Secretary/Treasurer Rae Bell Arbogast reported that she and Risk Manager Cameron Shay were scheduled to meet Jake Dickman of GSRMA on October 18th. This is to "kick-off" the district's participation in the Risk Management Accreditation Program.

6. *Firewise Community Projects* ~ Rae Bell reported that she had been contacted by the Sierra County Firesafe counsel and their forester should be in Pike and Alleghany soon to get the fuels reduction planning grant application started.

7. *Firehouse Projects & ADA Compliance:*~ **Re: Pike Firehouse Project:** A preliminary cost comparison of the two different options for adding larger bays in Pike was received from the architect. (Option 1, bring existing firehouse into ADA compliance and add two-bay structure next to it. Option 2, tear down existing firehouse and build a new one). The committee met by conference call on August 30th to go over the estimates. [Option 1 \$870,137 and Option 2 \$4,218,362] There were many things in

the plans for both options that the committee felt should be removed to lower the costs. Denise Ruane was to provide committee feedback to the architect for a revised cost comparison.

Engine Bay ADA compliant bathroom Pike FH: Project manager Ned Cusato reported that he hadn't had a chance to start the permit application.

Alleghany Firehouse Station 1: Rae Bell suggested that the district may need to consider hiring a contractor to put the siding on the firehouse in Alleghany. It has been sitting in the county yard for over two years. Director Tenney requested that an action item for this be placed on next month's meeting agenda.

8. *Pending Grants* – The district finally got word that it was not awarded the Rural Capacity 50/50 Grant for radio equipment. The person who has been administering that grant forever retired. A new person is handling it, and it was difficult to get a clear answer from him.

USDA Vehicle Grant for a new rescue truck for Pike: All requested documents were submitted on very short notice on Sept. 27th. Rae Bell followed up the 2nd week of October and the USDA rep said that PRCS D must meet the letter of conditions, they aren't raising amount. She acted like she didn't remember suggesting that we might get the full amount after September 30th. Everything that can be done for the letter of conditions has been done. A few things listed don't take place until the process is started.

5. ACTION ITEMS

a) *Unfinished Business*

1. *Further discussion re: Chief Dorn use of command vehicle.* Rae Bell was happy to report that the district's insurance pool GSRMA provides free HR Legal counsel to its members! Both the district's insurance pool representative and the Human Resources Attorney weighed in on the vehicle use topic. Conclusion: Response time is critical and allowing the Chief to use the vehicle in this manner while he is on call as duty-officer is a good idea and is very common. It should be written into either his job-description, or a policy or both. Also, on days when there is no emergency he should pay for gas. [He had already suggested this].

2. *Further Discussion re: new employment terms of Secretary/Treasurer position.* There was a question in October about whether-or-not the conversion from Independent Contractor to Employee triggered a job posting requirement. The HR Attorney said "no", her opinion was provided in writing by email to all directors. She also said that if the position is split, only the portion that the district is recruiting for will require a job posting.

Rae Bell also stated that she had a hard time communicating by speaker phone the previous month and wanted to clarify that her new rate of minimum wage is not a straight across increase in pay. Her old contract was for \$200 per month plus hourly pay at \$20 per hour for work that generates income. It is not an "apples to apples comparison". For the hourly work she will be paid \$4.00 per hour less than under the old contract. Payroll taxes of around 11% is part of the projected increase in costs to the district. The HR Attorney confirmed that minimum wage is preferable over flat rate pay for a non-exempt employee.

b) *New Business*

1. *Consider creating a Capital Improvement Reserve Fund:* Treasurer Rae Bell explained that while the district does have a policy to prioritize the existing reserve funds for Capital Expenditures it is not required. [Does not apply to the contingency fund and the streetlight fund]. The district does not have a fund designated specifically for Capital Improvements. District Policy 2040 Capitalization was reviewed.

She went on to explain that having a Capital Improvement Fund is looked upon favorably by many funding sources. The idea is to have a Capital Improvement Fund that is not tied to a specific fire department. It will be used for whatever is determined to be the district's highest need. Chief Dorn emphasized that this is key to his goal of elevating the district to a more professional level. He stated that we need to move away from thinking in terms of two fire departments, towards viewing the district as a single entity.

Burns Tenney asked why the reserve funds are divided like they are. Rae Bell explained that some of it is based on historical policy, such as dividing mutual aid income (no longer in place) and current policies, such as honoring the wishes of donors who wish to contribute to a specific fire department. There is also a policy to put the net revenue from excess vehicle sales into the vehicle fund for the department that housed the vehicle.

A motion was made to create a Capital Improvement Fund by Bruce Coons and seconded by Burns Tenney. Ayes: Coons, Lundeen, Mills, Tenney Noes: none Absent: Davis Abstain: none ~ Motion carried. [Money will be placed in the fund by the board after the stand-by assignments are paid. Exact amount to be determined.]

6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS:

Chief Dorn stated that he wanted to have a board meeting with the first responders present and he thought that it should be done once per year. He stated that it is important for us to know each other. He asked everyone to introduce themselves, state where they live and how long they have been involved. Ryan McCoy stated that he moved to Pike in July and has been attending weekly trainings since. Ethan Esch stated that he has been living in Pike and attending trainings for four years. David Arbogast stated that he has lived in Alleghany for a long time and has been on the fire department for a long time. Jim Buckbee stated that he has lived in Pike since 1986 and has been involved with the Fire Department the entire time. Zack Kostik stated that he has lived in Pike since 1991. Tim Standley stated that he moved to Alleghany in 1965 and has lived in either Pike or Alleghany since then, currently in Pike. Chris Dorn stated that he has lived in Pike for 11 years and joined the department right away. He has been chief for five years. Burns Tenney stated that he moved to Alleghany in 1989 and was involved with the fire department when it was AVFD. He worked out of the area for 22 years and recently moved back full time. He joined the board and is here to help. Chris Mills stated that he moved to Pike in 1989 and has been on the board for about 6 years. Grace Lundeen stated that she moved to Pike in 1973 and joined the board about 7 years ago, but that she won't be renewing her term because she is 90 years old! Bruce Coons stated that he moved to Alleghany in 2004. He is a retired firefighter and currently runs the water system in Alleghany. Rae Bell Arbogast stated that she moved to the area with her family in 1975 and joined AVFD in 1996 as an EMT and as a board member.

The next regular meeting is scheduled for November 21, 2024 in Alleghany at Station 2.

Next Meeting Agenda items: Consider hiring a contractor for Alleghany Station 1 repairs.

7. ADJOURNMENT: There being no further business before the board, the meeting was adjourned at 7:11 PM.

Respectfully submitted,

Rae Bell Arbogast, Secretary

Pliocene Ridge CSD ~ Treasurer's Report for October 2024

Beginning Checking Account Balance \$ 4,959.49

DEPOSITS

Date	From:	For:	Amount
10/3	Savings		\$ 500.00
10/4	Sierra County Service Area 2	Medical supplies	\$ 1,000.00
10/16	Contingency Fund	To help cover expenses per budget authorization in June Another \$2,000 was transferred on 11/2/2024.	\$ 1,000.00
Deposits Total			\$ 2,500.00

EXPENDITURES

Ck #	Date	To:	For:	Amount
EFT	10/1	PG&E	details below	\$ 633.75
			Alleghany Firehouse	\$ 70.64
			Pike Firehouse	\$ 226.31
			Alleghany Streetlights	\$ 299.49
			Forest City Streetlights	\$ 37.31
EFT	10/1	West America Bank CC Card	details below	\$ 4,637.63
			Food for Standby Assignments	\$ 949.44
			Streamline annual webhosting package	\$ 504.00
			USPS, Postage to ship docs to Auditors	\$ 18.40
			Paint job C67 Rig	\$ 2,799.45
			Fuel For assignments	\$ 76.86
			Lodging Park Fire	\$ 289.48
2721	10/1	Mountain Messenger	Budget hearing notice	\$ 17.29
2722	10/1	Sierra County Public Works	Fuel Pike Standby assignments	\$ 74.05
2723	10/1	AT&T	Phones	\$ 75.09
2724	10/16	Banner Communications	Cell phone booster for C67 Rig	\$ 793.45
2725	10/16	Sierra County Public Works	Fuel Alleghany \$42.66 Fuel Pike \$48.98	\$ 91.64
EFT	10/16	Boyette Petroleum	Fuel Pike payment on fuel card account	\$ 82.92
EFT	10/31	PGE	details below	\$ 424.03
			Alleghany Firehouse	\$ 71.28
			Pike Firehouse	\$ 123.97
			Alleghany Streetlights	\$ 301.46
			Forest City Streetlights	\$ 37.66
			PGE Credit posted to "other income"	\$ (110.34)
	10/29	EFT	EDD State Payroll taxes for quarter ending 9/30/2024	48.22
2726	10/29	IRS	Federal payroll taxes for quarter ending 9/30/2024	210.76

Expenditures/transfers Total \$ 7,088.83

Reserve Account Detail	
Contingency	\$ 23,500.00
Alleghany Fire Unallocated	\$ 8,000.00
Pike City Fire Unallocated	\$ 17,950.00
Alleghany Firehouses	\$ 11,409.37
Pike City Firehouse	\$ 3,064.76
Alleghany Fleet	\$ 4,588.78
Pike City Fleet	\$ 1,202.95
Alleghany Dispatch Office	\$ 700.00
Streetlights	\$ 9,018.15
EMS Vehicle Fund	\$ 250.00
Interest Earned	\$ 5.79
Reserve Account Total	\$ 79,689.80

Ending Checking Account Balance \$ 370.66

Starting Savings account balance \$ 1,641.47
tr to checking \$ (500.00)

interest earned
Ending Savings Account Balance \$ 1,141.47

General Fire Fund Total \$ 1,512.13

All Fire Funds (including reserves) \$ 72,183.78

Note: Current year streetlight income/expense is comingled with general fire fund.

Reserve account Starting Balance \$ 80,689.80

Interest earned
TR to Checking from Contingency fund \$ (1,000.00)
Reserve account Ending Balance \$ 79,689.80

Total All Funds \$ 81,201.93

Report prepared by Rae Bell Arbogast, Treasurer

Verified against bank statement and QB balances by: X
Note: Savings and Reserve account reconciled quarterly.

Name Printed

title





PURCHASING & BILL PAYMENT

Definitions

Management: ~~Fire Chiefs~~, Chief Officers and Board Officers Treasurer/Secretary

Emergency Expenditure: Unexpected purchases and/or labor that are necessary to keep the district operational AND that cause a specific expense category to exceed the adopted budget.

Ratification: Approval after the fact.

POLICY

It is the Policy of PRCSD to ensure that all purchases and bill payments are conducted in a transparent manner to prevent fraud. PRCSD's minimal staffing makes the separation of duties found in larger organizations unattainable.

ADMINISTRATION

The annual budget adoption by the Board of Directors provides the authorization for management to purchase equipment and supplies necessary for the day-to-day operation of the district.

The Fire Chiefs are or designated Chief Officer is granted the authority to re-allocate funds within their department's the "fire operations" budget categories. The treasurer shall be notified of re-allocations and the treasurer shall inform the board at the next regular meeting. Such re-allocations do NOT require adoption of a formal budget amendment. ~~The Chiefs are authorized to draw on their department's reserve accounts, but must ask for board approval if the expenditure is outside of the adopted budget.~~

The district treasurer is responsible for paying bills in a timely manner but shall not be a signor on any of the district's bank accounts. A minimum of three district directors shall be signors on the district's bank accounts. The district treasurer is authorized to transfer funds between bank accounts.



PURCHASING & BILL PAYMENT

PROCEDURES

1. Purchasing

Management shall verify that all expenditures are within the scope of the adopted budget.

Purchases may be made by the Treasurer, ~~Fire Chiefs~~ Chief Officers or individuals delegated by management for specific purchases.

~~Credit Cards shall be issued to the Fire Chiefs with a credit limit of \$1,000. Credit card charges over \$1,000 must be made on the District Credit Card via the Treasurer.~~ may be issued to management with board approval. Credit limits are to be established by the board.

Receipts for all purchases shall be turned-in to the Treasurer on a monthly basis with a notation explaining what they are for (if it is not obvious).

Expenditures for Public Works projects defined as construction, alteration, demolition, installation or repair work paid for in whole or in part by public funds shall conform with Policy #2550 "Contracts".

2. Emergency expenditures

The Fire Chiefs ~~are~~ or designee is authorized to make emergency expenditures deemed necessary for the continued operation of the fire department not to exceed \$5,000. The Treasurer shall be notified as-soon-as-possible of the emergency. The treasurer shall notify the President. The expense shall be brought before the Board at the next regular meeting for ratification as-well-as, identification of how the expense shall be covered (for example: budget re-allocation or the use of existing funds).



PROCEDURES CONTINUED

For emergency expenditures in excess of \$5,000 an emergency meeting shall be called for advance approval if possible. If it is not possible to hold an emergency meeting the Treasurer shall be consulted to identify potential sources of the needed funding. The treasurer or Fire Chief shall apprise the President or Vice President in the absence of the President of the situation.

PURCHASING & BILL PAYMENT

3. Capital Expenditures Expenditures for fixed assets as defined in *Policy #2040 Capitalization* **and** not included in the adopted budget shall be approved in advance by a vote of the Board of Directors.

4. Bill Payment

All bill payments must be matched to an invoice or hand-written receipt. The Treasurer shall write the check number and date of payment on each invoice at the time of payment or staple the check stub to the invoice.

~~Checks written over the amount of \$1,000 shall require two signatures. (This was removed a while ago by a vote of the board, but the policy was not updated)~~

5. Record Keeping

~~All bookkeeping documentation shall be filed by month and kept for a period of seven years after it is audited. After seven years the documents should be destroyed. The exception is financial documentation related to projects funded by the State or other government agencies; these records must be retained per the terms of the funding agreement.~~

Record Keeping shall be done in compliance with *Policy #1021 Record Retention*.

November 21, 2024

Boden Klein & Sneesby
3005 Douglas Blvd, Suite 115
Roseville, California 95661

This representation letter is provided in connection with your audit of the financial statements of Pliocene Ridge Community Services District , which comprise the statements of financial position of the governmental activities as of June 30, 2024 , and the respective changes in financial position for the period then ended and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of quantitative factors.

We confirm to the best of our knowledge and belief, as of October 21, 2024, the following representations made to you during your audit.

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 5, 2024.
- The financial statements referred to above are fairly presented in conformity with U.S. generally accepted accounting principles.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

- Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the District's accounts.
- The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- Guarantees whether written or oral, under which the organization is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.

Information Provided

- We have provided you with:
 - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - Additional information that you have requested from us for the purpose of the audit.
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - Minutes of the meetings of Pliocene Ridge Community Services District or summaries of actions of recent meetings for which minutes have not yet been prepared.
- All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

- We have no knowledge of any fraud or suspected fraud that affects the organization and involves; management; employees who have significant roles in internal control, or; others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud or suspected fraud affecting the organization's financial statements communicated by employees, former employees, grantors, regulators, or others.
- We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing the financial statements.
- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- We have disclosed to you the identity of the organization's related parties and all the related party relationships and transactions of which we are aware.

Government—specific

- There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- We have taken timely and appropriate steps to remedy fraud, violations of laws, regulations, contracts, or grant agreements, or abuse that you have reported to us.
- We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- The District has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.

- There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- As part of your audit, you assisted with preparation of the financial statements and related notes. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have assumed all management responsibilities. We have reviewed, approved, and accepted responsibility for those financial statements and related notes
- The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
- The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- The financial statements properly classify all funds and activities.
- All funds that meet the quantitative criteria in [GASBS Nos. 34](#) and [37](#) for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
- Provisions for uncollectible receivables have been properly identified and recorded.
- Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.

- Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

We understand that as part of your audit, you prepared the adjusting journal entries necessary to convert our cash basis records to the accrual basis of accounting and acknowledge that we have reviewed and approved those entries. No events, including instances of noncompliance, have occurred subsequent to the statement of financial position date and through the date of this letter that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.

Signed: _____

Title: _____
Pliocene Ridge Community Services District