



## 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, October 26, 2011, 6:30PM, Station 71 Alleghany MINUTES

A quorum was established and the meeting called to order at 6:30PM by Pres. Wayne Babros. Board members present: L. Vieira, M. Womack, W. Babros, D. Guyer; absent: L. Szakacs. Also present: Chief Hale, Chief MacLennan, Treasurer Rae Bell Arbogast, PCVFD Board of Directors President Carol Wenger, Sup. Adams. Flag salute.

**APPROVAL OF AGENDA** Moved by L. Vieira, seconded by D. Guyer to approve the agenda as submitted. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

**PUBLIC COMMENT.** None.

#### **INFORMATION/DISCUSSIONS ITEMS**

***Correspondence: Received:*** 9/26 NOR CAL request for confirmation of certification, forwarded to R. Bell Arbogast for action; file Correspondence. 10/6/11 e-mail from Lilla Szakacs resigning her position as PRCSD Director due to school schedule conflict. It was noted that her resignation is accepted. file Correspondence. 10/10/11 Bank Recon dated 9/30/11, file Minutes of 10/26/11. 10/10/11 Bookkeeping invoice, file Minutes of 10/26/11. ***Sent:*** Memo to file re phone poll to change regular meeting date from 10/19/11 to 10/26/11 to accommodate the dedication of the new building housing the ambulance.

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

***Station 71:*** Chief Hale reported chief's rig is still being serviced, other rigs are ok. Going to notify CAL FIRE to stop vehicle search—all they are turning up are rigs as old or older than we have. No new grants in progress.

***Station 67:*** Chief MacLennan reported the chief's rig finally has the key out of the ignition and is capable of being locked. He noted the training is transitioning to structure fire training. Chief Ryan submitted his resignation to the PCVFD on Oct. 12, 2011. He commented that his needs to be able to be out of the area to tend to personal business and activities is in conflict with the demands of the Chief's position. He intends to continue as a fire fighter and in any other capacity he can assist.

***Auxiliary 71:*** Chief Hale reported the smoke detector program is temporarily on hold. They have resolved the check signing requirements with the bank.

***Auxiliary 67:*** PCVFD Board Pres. Carol Wenger reported on the Ghoul Stew on 10/29, 6pm at the firehouse and the Xmas Potluck scheduled for Dec. 10<sup>th</sup>, 6pm.

***Risk Manager:*** "No new risks" but training to be held Oct. 27 in Corning. And, we are looking for any (risks).

***Board Member Reports:*** Pres. Babros/Larry Vieira/Rae Bell Arbogast report all scheduled lights are working in Alleghany and Forest City. Rae is working to get credit for time off due to electrical outages. PGE bills on a per diem for the street lights.

Rae reported that response to a community 1<sup>st</sup>Aid/CPR class was zero. She is scheduling another class Jan. 13 and it is just for lay people. There will be more information circulated closer to the date of the class.

**ACTION ITEMS**

**Approval of Minutes:** Moved D. Guyer, seconded by L. Vieira to approve the minutes of September 21, 2011 as submitted. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

**Approval of Treasurer's Report:** Moved by D. Guyer, seconded by L. Vieira to approve the Treasurer's Reports of September 30, 2011 as submitted. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.** Rae indicated in the future she will cut off the treasurer's report as of the last day of the month.

**UNFINISHED BUSINESS**

**AVFD Annual AG financial report.** Copy received and filed.

**Personnel Safety Compliance/Evaluation:** Each chief needs to list personnel and training, copies to Secretary and Risk Manager. Rae will coordinate and forward copies to Secretary and Risk Manager. Updated information also needed for other reporting functions. Rae asked this be moved to the November agenda.

**Appointment of Risk Management/Safety Committee:** *No action.*

**NEW BUSINESS**

**Budget 2011/2012:** Moved by M. Womack, seconded by L. Vieira to approve the 2011/12 Budget. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

**Hire CPA for 2012 Audit:** Rae will follow up. She has only had response from one firm. She will contact Maris with information to formulate a resolution. The need to increase the amount budgeted annually to pay for the audit was discussed. Rae will increase the amount to \$1000 annually.

**Resolution 11-041 Rescind:** Moved by D. Guyer, seconded by L. Vieira to approve resolution 11-041. Need to rescind due to the resignation of the PCVFD Fire Chief. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

**Resolution 11-042 Recognition of Service, Ryan MacLennan:** Moved by M. Womack, seconded by D. Guyer. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

**Resolution 11-043 VFA Grant CDF #7FG11145, name executor:** Moved by D. Guyer, seconded by L. Vieira. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

**NEXT MEETING AGENDA ITEMS:** cancel December meeting, set 2012 regular meeting calendar, election of officers, auditor designation, fire chief appointment.

**ANNOUNCEMENTS**

**ADJOURNMENT** Moved by L. Vieira, seconded by D. Guyer and passed unanimously to adjourn the meeting. So ordered by President Babros at 7:10 pm.

Respectfully submitted,



Maris Womack  
Secretary

Minutes adopted  
as submitted or changed  
11-16-11  
Date  
Initial



# 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: September 30, 2011

					Beginning Checking Account Balance	\$ 2,770.11
<b>Deposits</b>						
Budget Line #	Date	From:	For:		Amount	
.....						
.....						
					Deposits Total	\$ -
<b>Expenditures</b>						
Budget Line #	Ck #	Date	To:	For:		
	652	9/20/21	Solon Fire			\$ 521.18
6230.2				Fire Ext. recert Alleghany	\$ 258.05	
6230.3				Fire Ext. recert Pike	\$ 67.71	
6300.2				New Ext. Alleghany	\$ 195.42	
6230.3	653	9/21/11	North San Juan Fire	SCBA recert Pike	\$ 51.96	
	OL	9/13/11	PG&E		\$ 462.73	
6170.2				PG&E Alleghany	\$ 51.71	
6170.3				PG&E Pike	\$ 47.47	
6171.4				Streetlights - Forest	\$ 39.99	
6170.4				Streetlights - Alleghany	\$ 323.56	
.....						
.....						
AT & T						
6172.2				Phone Alleghany		
6172.3				Phone Pike		
					Expenditures Total	\$ 1,035.87
					Ending Checking Account Balance	\$ 1,734.24
					Starting Savings account balance	\$ 9,905.29
					transfer to checking	
					interest earned	\$ 2.10
					transfer to FUNDS	\$ (2,369.16)
					Ending Savings Account Balance	\$ 7,538.23
					Total Cash	\$ 9,272.47
					Fund account Starting Balance	\$ 12,111.42
					interest earned	\$ 3.21
					transfer from savings	\$ 2,369.16
					Fund account Ending Balance see budget sheet for detail	\$ 14,483.79

Pliocene Ridge CSD - Budget - Fiscal Year 2011/2012

		11/12 Budget	
<b>INCOME</b>	4202.1 Tax Revenue Fire	\$ 23,161.00	Income figure per County Auditor Van Maddox
	4020.4 Tax Revenue Streetlights	\$ 4,969.00	Income figure per County Auditor Van Maddox
	4030.1 Donations District		
	4030.2 Donations Allegheny		
	4030.3 Donations Pike	\$ 3,007.92	Truck Payment Pike- 50% CDF (FY10/11) Grant
	4030.4 Donations Streetlights	\$ 120.00	Streetlight fund pledges reduced by \$40 to be conservative
	4040.1 Grants District	\$ 1,000.00	GRSMA Training Grant
	4040.2 Grants Allegheny		
	4040.3 Grants Pike	\$ 1,324.40	FY 10/11 CDF grant, final bill submitted after 7/1/11
	4060.2 Surplus Sales Allegheny		
	4060.3 Surplus Sales Pike		
	4070.2 Mutual Aid Allegheny		
	4070.3 Mutual Aid Pike		
7030.1 Other Income			
	<b>Revenue Total</b>	<b>\$ 33,582.32</b>	
<b>OVERHEAD EXPENSES</b>	6170.2 Electricity Allegheny	\$ 900.00	
	6170.3 Electricity Pike	\$ 1,000.00	
	6172.2 Telephone Allegheny	\$ 220.00	
	6172.3 Telephone Pike	\$ 180.00	
	6174.2 Water Allegheny	\$ 396.00	
	6176.2 Propane Allegheny	\$ 800.00	
		\$ 9,237.90	
	6180.1 Insurance		
	6230.1 Compliance/Training	\$ 100.00	
	6250.1 postage/copies/office supplies	\$ 200.00	
	6265.1 County Mgmt Fee	\$ 3,000.00	
	6270.1 Bookkeeping	\$ 750.00	
	6273.1 Auditor Fee	\$ 800.00	
	6275.1 Board Development Fee		
	6280.2 Solid Waste Fee Allegheny	\$ 408.00	
	6280.3 Solid Waste Fee Pike	\$ 313.00	
	6295.2 Building Maint. Allegheny		
	6295.3 Building Maint. Pike		
	6301.1 Training Equipment		
	Other Expenses		
	<b>Subtotal</b>	<b>\$ 18,304.90</b>	
<b>AVFD</b>	6230.2 Op Compliance/Training	\$ 500.00	
	6296.2 Mutual Aid Payroll		
	6300.2 Small Equipment	\$ 500.00	
	6301.2 Equipment Repairs & Maint.	\$ 300.00	
	6350.2 Fuel	\$ 500.00	
	6630.2 Vehicle Repair & Maint.	\$ 1,500.00	\$1,000 taken from contingency fund added here.
	6660.2 Supplies	\$ 600.00	
	<b>Subtotal</b>	<b>\$ 3,900.00</b>	

over →

Pliocene Ridge CSD - Budget - Fiscal Year 2011/2012

		11/12 Budget		
PCVFD	6230.3 Op Compliance/Training	\$ 500.00		
	6296.3 Mutual Aid Payroll			
	6300.3 Small Equipment	\$ 3,148.80	\$500 plus \$2648.81 CDF grant (FY10/11 final billing submitted after 7/1/11)	
	6301.3 Equipment Repairs & Maint.	\$ 900.00		
	6350.3 Fuel	\$ 1,000.00		
	6630.3 Vehicle Repair & Maint.	\$ 1,500.00	\$1,000 taken from contingency fund added here.	
	6660.3 Supplies	\$ 100.00		
	<b>Subtotal</b>	<b>\$ 6,548.80</b>		
Lights	6170.4 Streetlight Expense Alleghany	\$ 3,960.00		
	6171.4 Streetlight Expense Forest	\$ 492.00		
	<b>Lights Total</b>	<b>\$ 4,452.00</b>		
P & L	<b>Total Income Statement Expenses</b>	<b>\$ 33,205.70</b>		
	<b>Income Statement net change</b>	<b>\$ 376.62</b>		
Fixed Assets	1350.2 Equipment Alleghany			
	1350.3 Equipment Pike			
	1370.2 Vehicles Alleghany			
	1370.3 Vehicles Pike			
	<b>Fixed Assets Expenditures total</b>	<b>\$ -</b>		
Balance Sheet	1200.0 Accounts Receivable			
	2000.1 Accounts Payable	\$ (1,683.52)		
Funds	<b>Details on Fund sheet</b>			
	Fund Additions	\$ (637.00)	Streetlight income less expense - goes into streetlight fund	
	Fund Withdrawals	\$ 2,497.00	\$2,000 from contingency and \$497 from Streetlights ( add to budget)	
	to) or taken from funds	\$ 1,860.00		
<b>NET CHANGE -CASH FLOW</b>		<b>\$ 553.10</b>		
<b>Surplus to Contingency Fund</b>		<b>\$ 500.00</b>		
Fund Balances		<b>10/11 Year-end</b>	<b>Year-end proj.</b>	
	Contingency Fund	\$ 3,300.00	\$ 1,800.00	See FUND sheet for details (two exceptions listed below). Contingency fund addition listed seperately (above) for budget purposes.
	Audit Fund	\$ 2,400.00	\$ 3,200.00	Audit fund addition is listed under Overhead Expenses, move to fund at year-end.
	Streetlight Fund	\$ 1,528.74	\$ 1,668.70	
	PCVFD Building Fund	\$ 8,199.27	\$ 8,199.27	
	PCVFD Vehicle Fund	\$ 293.81	\$ 293.81	
	AVFD Building Fund	\$ 439.74	\$ 439.74	
AVFD Vehicle Fund	\$ 319.02	\$ 319.02		
<b>Total Funds</b>	<b>\$ 16,480.58</b>	<b>\$ 15,920.54</b>		

Calculation of County Management Fee- pro-rated for Streetlights (Fiscal year 10/11 Actual - used 10% for budget purposes)  
 Gross Tax Income \$ 28,586.02 (Total tax income for both fire and streetlights)  
 Gross Fee \$ 2,709.53 County management fee charged to the district  
 Percent 9.5% Percentage of total income, apply to streetlight income only, for pro-rated charge to fund

<b>Streetlight Income</b>	\$ 5,089.00	<b>\$4,969 taxes + \$120 Donations</b>			
<b>Streetlight Expense</b>	\$ 4,452.00				
<b>Net</b>	<b>\$ 637.00</b>	Fund addition for the fiscal year			
<b>PORTRION COUNTY FEE</b>	497.00	\$4,969 @ 10 %			
<b>Streetlight Fund</b>	<b>Starting Balance</b>	<b>Additions</b>	<b>Withdrawals</b>	<b>End Balance</b>	<b>Net gain (loss)</b>
	\$ 1,528.70	\$ 637.00	\$ (497.00)	\$ 1,668.70	140.00

**NO CHANGE**

<b>Pike Funds</b>					
Gross Income Mutual Aid Pike					
Payroll expenses					
<b>Net Mutual Aid Income</b>	<b>\$0.00</b>				
Pike Building Fund 37.5%		<b>Starting Balance</b>	<b>Withdrawals</b>	<b>End Balance</b>	
	\$	\$ 8,199.27		\$ 8,199.27	
Pike Vehicle Fund 37.5%					
	\$	\$ 293.81		\$ 293.81	
General Fund 25%					

**NO CHANGE**

<b>Alleghany Funds</b>					
Gross Income Mutual Aid Allgny.					
Payroll expenses					
<b>Net Mutual Aid Income</b>	<b>\$0.00</b>				
Allgny. Building Fund 37.5%		<b>Starting Balance</b>	<b>Withdrawals</b>	<b>End Balance</b>	
	\$	\$ 241.45		\$ 241.45	
Allgny. Vehicle Fund 37.5%					
	\$	\$ 120.73		\$ 120.73	
General Fund 25%					

<b>Audit Fund</b>					
08-09 Budget addition	\$ 800.00				
09-10 Budget addition	\$ 800.00				
10-11 Budget Addition	\$ 800.00				
11-12 Budget Addition	\$ 800.00				
Year-end balance	\$ 3,200.00				

<b>TOTALS</b>					
Contingency & audit fund additions not included below.					
<b>Total Fund Additions for 11/12 FY</b>	<b>\$ 637.00</b>				
<b>Total Fund Withdrawals for 11/12 FY</b>	<b>\$ (2,497.00)</b>				
<b>NET CHANGE</b>	<b>\$ (1,860.00)</b>				

<b>Contingency Fund</b>	<b>Year</b>	<b>Addition</b>	<b>Withdrawal</b>	<b>Balance</b>
	10/11	\$ 3,300.00		\$ 3,300.00
	11/12	\$ 500.00	\$ 2,000.00	\$ 1,800.00
				\$ 1,800.00
				\$ 1,800.00
				\$ 1,800.00

Calculation of County Management Fee- pro-rated for Streetlights  
 Gross Tax Income \$ 28,586.02 (Total tax income for both fire and streetlights)  
 Gross Fee \$ 2,709.53 County management fee charged to the district  
 Percent 9.5% Percentage of total income, apply to streetlight income only, for pro-rated charge to fund

<b>Streetlights</b>	Streetlight Income	\$ 5,283.00	<b>\$5,123 taxes + \$160 Donations</b>	
	Streetlight Expense	\$ 4,356.26		
	<b>Net</b>	<b>927.74</b>	Fund addition for the fiscal year	
	<b>PORTION COUNTY FEE</b>	486.69	\$5,123 @ 9.5%	
	<b>Streetlight Fund</b>	<b>Starting Balance</b>	<b>Additions</b>	<b>Withdrawals</b>
		1,087.68	927.74	(486.69)
				<b>End Balance</b>
				1,528.74
				<b>Net gain (loss)</b>
				441.06

**NO CHANGE**

<b>Pike Funds</b>	Gross Income Mutual Aid Pike			
	Payroll expenses			
	<b>Net Mutual Aid Income</b>	<b>\$0.00</b>		
	<b>Additions</b>		<b>Starting Balance</b>	<b>Withdrawals</b>
	Pike Building Fund 37.5%	-	8,199.27	
	Pike Vehicle Fund 37.5%	-	293.81	
	General Fund 25%	-		
				<b>End Balance</b>
				8,199.27
				293.81

**NO CHANGE**

<b>Alleghany Funds</b>	Gross Income Mutual Aid Aligny.			
	Payroll expenses			
	<b>Net Mutual Aid Income</b>	<b>\$0.00</b>		
	<b>Additions</b>		<b>Starting Balance</b>	<b>Withdrawals</b>
	Aligny Building Fund 37.5%	-	241.45	
	Aligny Vehicle Fund 37.5%	-	120.73	
	General Fund 25%	-		
				<b>End Balance</b>
				241.45
				120.73

<b>Audit Fund</b>	08-09 Budget addition	\$ 800.00		
	09-10 Budget addition	\$ 800.00		
	10-11 Budget Addition	\$ 800.00		
	Year-end balance	\$ 2,400.00		
	Contingency additions not included below.			
	Total Fund Additions for 10/11 FY	\$ 1,727.74		
	Total Fund Withdrawals for 10/11 FY	\$ (486.69)		
	<b>NET CHANGE</b>	<b>\$ 1,241.06</b>		

  

<b>Contingency Fund</b>	Year	Addition	Withdrawal	Balance
	10/11	3300		3300
				3300
				3300
				3300
				3300
				3300
				3300
				3300

Rae Bell Arbogast  
P.O. Box 919  
Alleghany, CA 95910  
530-287-3454

Date	Invoice #
10/10/11	R2011-13

Bill To
Pliocene Ridge CSD 100 Pike City Rd. Pike City, CA 95960

ck# 656  
10/10/11

6270.1

Quantity	Description	Price Each	Amount
19	Bookkeeping hours 6/15/11 to 9/30/11 <b>First Quarter Billing FY 11/12</b> 9 hours donated for same period.	\$15.00	\$285.00
<b>Total</b>			<b>\$285.00</b>

10-26-11  
mw



quarterly billing - Rae

Date	Start	Stop	Hours	donated	Notes
6/15/2011	8:15	9:15	1	1	
7/8/2011	10:00	11:30	1.5		bookkeeping catchup
7/18/2011	2:30	3:30	1		PG&E pay, transfer funds, format and print preliminary budget
8/7/2011	11:30	12:00	0.5		July Bank reconciliation
8/30/2011	7:00	8:00 PM	1	1	1 bills, catch-up PG&E re: streetlights
9/5/2011	3:00PM	4:00	1		year-end close, t.reports
	4:15	5:15	1		
	6:00	8:00	2		3 mos. worth
	9:00 PM	10:00:00PM	1		
9/6/2011				1	1 copies and correspondence & streetlights
9/19/2011	9:30	11:30 AM	2		
	12:30	5:30	4		1 Budget close and new budget revised, streetlight letter.
9/21/2011					5 meeting prep and meeting
9/23/2011	9:00	12:00	3		1 State controller reports
			19		First Quarter FY 11/12 Billing

9 donated



## 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, October 26, 2011, 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 PUBLIC COMMENT

#### IV INFORMATION/DISCUSSION ITEMS

- A. Correspondence: M. Womack
- B. Committee/Member/Business Reports:
  1. Station 71 Fire Chief Hale
  2. Station 67 Fire Chief MacLennan
  3. Station 71 Auxiliary
  4. Station 67 Auxiliary
  5. Risk Manager: Dan Guyer
  6. Board Member Reports

#### V ACTION ITEMS

- A. Approval of Minutes 09/21/11 Regular Meeting
- B. Approval of Treasurer's Report dated September 30, 2011
- C. Unfinished Business:
  1. AVFD copy of AG report. Copy received and filed.
  2. Personnel Safety Compliance/Evaluation: Rae
- D. New Business
  1. Appointment of Risk Management/Safety Committee
  2. Approve end of year budget adjustments to include reimbursements
  3. Budget 2011/2012
  4. Hire CPA for 2012 Audit: Rae to make recommendation
  5. Resolution 11-041 Rescind
  6. 11-042 Recognition of Service, Ryan MacLennan
  7. Resolution 11-043 VFA Grant CDF #7FG11145, name executor
  - 8.

VI NEXT MEETING AGENDA ITEMS: Cancel Dec. 21, 2011 meeting, Adopt 2012 meeting schedule

#### VII ANNOUNCEMENTS

The next regular meeting will be Wed., October 19, 2011, 6:30pm, Station 71 Alleghany.

#### VIII ADJOURNMENT