

**MINUTES of the Regular Meeting of the Board of Directors of Pliocene Ridge CSD
Held Wednesday March 16, 2016 6:30 PM Station 67 100 Pike City Rd. Pike.**

1. A quorum was established and the meeting called to order at 6:36 pm by President Wayne Babros. Board members present: Wayne Babros, Daniel Guyer and Bruce Coons. Also present were Pike assistant chiefs Jim Buckbee and Tom Starr and Alleghany assistant chiefs David Arbogast and Ned Cusato, Interim Secretary Rae Bell was present and took the minutes. Pike auxiliary members present: Roland Robertson, Denise Ruane and Gracie Knowles. Flag Salute.

2. PUBLIC COMMENT: None.

3. INFORMATION/DISCUSSION ITEMS

a) Correspondence: Incoming: Letter from The State Controller's office re: delinquent financial transactions report (it was stuck in cyberspace and the auditor took care of it), update from ACWD explaining why their planning project is looking at drilling a well instead of rehabbing the Ram Spring, Request for Cal Fire for copy of insurance for 1991 Ford. Outgoing Thank you letter to Camptonville fire for the donation of the rescue truck.

b) Committee/Member/Business Reports:

1. *Alleghany Assistant Chiefs Arbogast and Cusato* reported one medical call since last meeting, patient was transported to the hospital. There was an AED/CPR refresher training held with Pike on Feb. 22nd. They have been training on ropes, practicing knots. Alleghany needs more rope equipment, they are working with Jim Buckbee to get a list together.

2. *Pike Assistant Chiefs Buckbee and Starr* reported that they have a new rope winch unit on loan from North San Juan Fire. It has been mounted on the back of the new rescue truck 6740. There was a large water leak in the office due to water following an underground cable and up a pipe that comes up through the floor. There was a bucket in place to catch the drips but it overflowed with the heavy rain.

3. *Station 71 Auxiliary* No report.

4. *Station 67 Auxiliary* They are doing research on the wheelchair ramp project to determine if it will be feasible for them to move forward. There may be an easement issue and they need to track down the neighboring property owner to see if they are willing to work with the dept. They decided not to have a Chili cook-off since there seemed to be little interest. They might have a "Cabin Fever Chili Feed" instead.

Roland talked to the postal service about putting a mail slot at the Pike Firehouse and it can be done as long as the mail carrier can drive-by and drop the mail in without having to get out of the vehicle.

5. *Risk Manager Report:* Daniel Guyer reported that the Loss Prevention Incentive Program application was completed by the deadline and submitted to the insurance company.

6. *Board Members:* Wayne Babros suggested that as a safety measure the seat in the new Pike Rescue truck 6740 should be recovered and rubber mats put on the floor. Possibly this could be taken out of the Pike vehicle fund or we can see if the budget will cover it when the year-end results are in. This might require a budget adjustment.

7. *Standing Committee Reports: Streetlights:* Bruce Coons reported that the lights are back on in Forest City that had been turned off by mistake. There was some question about whether or not the one by the bridge had been shut-off or not, but Bruce was confident that it had. Rae Bell pointed out that the one near her house is still on.

Budget Committee: Needs to meet in May.

4. ACTION ITEMS

a) *Approval of regular meeting minutes dated 2/17/16* Moved to approve as read by Daniel Guyer 2nd by Bruce Coons. **Motion passed: 3 Ayes, 0 Nays, 0 Absent, 0 Abstain, 2 Vacant.**

b) *Approval of treasurer's report dated 2/29/16.* Moved by Daniel Guyer 2nd by Bruce Coons. **Motion passed: 3 Ayes, 0 Nays, 0 Absent, 0 Abstain, 2 Vacant.**

c) Unfinished Business

On the Wayman Dam Project it was reported that it has been overflowing for three days even with the bottom open. Roland Robertson reported that he spoke to Bill Adasiewicz for an update and Bill said that he is working on a drawing of the project for Heather of the Forest Service. The proposed project needs to be under 1 acre in size.

On the Public Relations mail-out and website project Rae Bell reported that upon doing further research she would like to recommend that the board approve registration of a domain name that the district would own. She estimated that would cost from \$8.00 to \$16.00 per year. This would ensure the district has the option to move to a different server without having to change the domain name. A motion to register PlioceneRidge.org was made by Bruce Coons, 2nd Daniel Guyer. **Motion passed: 3 Ayes, 0 Nays, 0 Absent, 0 Abstain, 2 Vacant.**

She also reported that the new website has been started and that she can't do the mail-out until the website goes public. She has had very little time to work on it, but hopefully by the next meeting it will be done.

The Conflict of Interest code was reviewed with an eye towards eliminating any extra reporting other than what the State Requires on Form 700. (Attached to these minutes) Motion to make the changes made by Bruce Coons, 2nd Daniel Guyer. **Motion passed: 3 Ayes, 0 Nays, 0 Absent, 0 Abstain, 2 Vacant.**

Regarding the Alleghany Firehouse Project Rae Bell reported that she had not spoken to Faris about possibly using his excavator for the drainage project.

The Pike Firehouse Project was covered under the auxiliary report.

d) New Business

Regarding signage for Alleghany Station 2, Ned Cusato volunteered to work on ordering two signs, one to face Miners Street and one for above the bay doors. They will be made of reflective red metal with white reflective letters: Alleghany Volunteer Fire Dept. Station 2. Estimated cost \$200 each to be covered with the Alleghany Firehouse budget line item.

It was also noted that this is a prime time to work with PG&E on getting more space for pulling in and out of the bay doors at Station 2 before they rebuild the new transfer station. Ned said that he had spoken to a PG&E rep about it awhile ago. Rae requested contact info. so that she can follow-up.

Regarding the March 22nd Alleghany County Water District Public Hearing for a rate change proposal: It was pointed out that because the firehouse already pays \$40 per month and usually uses under 100 gallons per month, the cost increase will be very minimal, less than fifty cents a month. No action was taken.

PRCSD recently became aware that three board members does NOT constitute an entire board when there are two vacancies as was previously thought. Under these circumstances the entire board is needed in order have a majority vote. The following decisions were made without a full quorum.

Voted on at the 8/19/15 meeting (Daniel Guyer absent)

Approval of minutes from 7/15/15 and treasurer's report dated 7/30/15

Motion to move \$2,400 to contingency fund for FY ended 6/30/15

Voted on at the 9/16/15 meeting (Wayne Babros absent)

Approval of minutes from 8/19/15 and treasurer's report dated 8/31/15

Motion to pass budget for FY 15/16

Resolution #15-062 for CDF grant

Motion to re-affirm the above decisions made by Bruce Coons second by Daniel Guyer.

Ayes: 3 Absent: 0 Vacant: 2 Abstain: 0

NEXT MEETING AGENDA ITEMS

ANNOUNCEMENTS (reminders)

The Layperson First Aid/CPR class is still scheduled for April 23rd. So far eight people have signed up.

Alleghany County Water District is hosting a Board Roles and Responsibilities workshop on May 3rd. RSVP by April 15th. The public is welcome to attend.

ADJOURNMENT: There being no further business before the board the meeting was adjourned at 7:20 PM

Respectfully submitted,



Rae Bell Arbogast
Interim Secretary

**NOTICE OF REGULAR MEETING OF
THE BOARD OF DIRECTORS
OF
Pliocene Ridge CSD**

**Wednesday March 16, 2016 6:30 pm
Pike City Firehouse 100 Pike City Rd. Pike**

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE

2. PUBLIC COMMENT The public may be heard on an item 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 on any item not appearing on the agenda. The Board cannot take action on any unscheduled items unless it is declared by a vote of at least two-third (2/3) of the Board that there is an urgent need to take immediate action, and the need for action came to the attention of the District after the agenda was posted.

3. INFORMATION/DISCUSSION ITEMS, STAFF &/OR COMMITTEE REPORTS

- a) Correspondence
- b) Committee/Member/Business Reports:
 - 1. Station 71 Chief's report
 - 2. Station 67 Chief's report
 - 3. Station 71 Auxiliary
 - 4. Station 67 Auxiliary
 - 5. Risk Manager Report
 - 6. Board Member Report
 - 7. Standing Committee Reports
 - Streetlights
 - Budget

4. ACTION ITEMS:

- a) Approval of Minutes of February 17, 2016
- b) Approval of Treasurer's reports dated February 29, 2016.
- c) Unfinished business:
 - 1. Vacancies on the board
 - 2. Wayman Dam Project
 - 3. Public Relations mail-out - website
 - 4. Ongoing bylaws & Policy review and/or update: Conflict of interest code review.
 - 5. Alleghany Firehouse Project
 - 6. Pike Firehouse Project
- d) New business
 - 1. Signage for Station 2 in Alleghany
 - 2. ACWD Public hearing re: proposed new water rates 3-22-16
 - 3. Motion to re-affirm all decisions made on 8/19/15 and 9/16/15 when full board was not present.

9. ANNOUNCEMENTS

10. NEXT MEETING DATE & AGENDA ITEMS

11. ADJOURNMENT

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



Pliocene Ridge Community Services District

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

Treasurers Report cut off date: February 29, 2016

Beginning Checking Account Balance \$ 2,151.09

Deposits

Budget Line #	Date	From:	For:	Amount
Deposits Total				\$ -

Expenditures

Budget Line #	Ck #	Date	To:	For:	Amount
	2367	2/6	IRS	Payroll taxes form 940	\$ 73.52
	2368		VOID Printer problems		
	2369		VOID Printer problems		
	688	2/17	Sierra County Public Works		\$ 38.96
				Fuel Pike	\$ 33.58
				Fuel Alleghany	\$ 5.38
	689	2/17	AT&T		\$ 33.22
6172.2				Phone Alleghany	\$ 16.90
6172.3				Phone Pike	\$ 16.32
	690		Void		
	OL	2/8	PG&E	(two months worth)	\$ 1,329.93
6170.2				PG&E Alleghany	\$ 224.39
6170.3				PG&E Pike	\$ 338.23
9171.4				Streetlights - Forest	\$ 43.34
9170.4				Streetlights - Alleghany	\$ 723.97
	691	2/17	Sandy Buckbee reimburse	matheson graphics 6740	\$ 50.00
	EFT	2/21	Credit card	6740 new rescue truck stuff	\$ 144.12
Expenditures Total					\$ 1,669.75

Chief 71 Card	\$ 29.01
	\$ 29.01

Ending Checking Account Balance \$ 481.34

Starting Savings account balance \$ 24,241.42

transfer from checking
 interest earned
 transfer to FUNDS

Ending Savings Account Balance \$ 24,241.42

Balance on Prepaid Cards \$ 29.01

General Fund (accounts listed above) Total \$ 24,751.77

Reserve account Starting Balance \$ 30,110.60

interest earned
 transfer to checking

Reserve account Ending Balance see reverse for details \$ 30,110.60

Total ALL FUNDS \$ 54,862.37

Reserve BALANCES	
Unallocated	Contingency Fund \$ 10,500.00
Allocated	Streetlight Fund \$ 1,768.44
Allocated	PCVFD Building Fund \$ 7,209.39
Allocated	PCVFD Vehicle Fund \$ 2,836.34
Allocated	AVFD Building Fund \$ 695.26
Allocated	AVFD Vehicle Fund \$ 7,096.70
	Interest earned \$ 4.47
	Total Funds \$ 30,110.60

Pliocene Ridge Community Services District
Profit & Loss Budget vs. Actual

July 1, 2015 through March 9, 2016

	Jul 1, '15 - Mar 9, 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4020.1 - Tax Revenue Fire	13,383.25	24,000.00	-10,616.75	55.8%
4030.3 - Donations Pike	2,157.99	1,995.00	162.99	108.2%
4040.1 - Grants District	0.00	1,000.00	-1,000.00	0.0%
4040.3 - Grants Pike	1,995.00	1,995.00	0.00	100.0%
4080 - Interest Income	7.00	0.00	7.00	100.0%
Total Income	17,543.24	28,990.00	-11,446.76	60.5%
Expense				
6000 - OVERHEAD EXPENSE CATEGORY				
6160.1 - Dues and Subscriptions- Admin.	214.00	0.00	214.00	100.0%
6170.1 - PG&E				
6170.2 - PG&E Alleghany	557.37	800.00	-242.63	69.7%
6170.3 - PG&E Pike	800.30	1,500.00	-699.70	53.4%
Total 6170.1 - PG&E	1,357.67	2,300.00	-942.33	59.0%
6172.1 - Telephone				
6172.2 - Telephone Alleghany	100.78	190.00	-89.22	53.0%
6172.3 - Telephone Pike	97.70	200.00	-102.30	48.9%
Total 6172.1 - Telephone	198.48	390.00	-191.52	50.9%
6174.1 - Water				
6174.2 - Water Alleghany	444.00	480.00	-36.00	92.5%
Total 6174.1 - Water	444.00	480.00	-36.00	92.5%
6176.1 - Propane				
6176.2 - Propane Alleghany	121.84	750.00	-628.16	16.2%
Total 6176.1 - Propane	121.84	750.00	-628.16	16.2%
6180.1 - Insurance				
6190.1 - Vehicle Insurance	365.00	365.00	0.00	100.0%
6193.1 - Property Insurance	1,816.00	1,816.00	0.00	100.0%
6195.1 - Work Comp	1,683.00	1,683.00	0.00	100.0%
Total 6180.1 - Insurance	3,864.00	3,864.00	0.00	100.0%
6230.1 - Fees/Compliance/Training	0.00	150.00	-150.00	0.0%
6235.1 - Bank Charges	101.10	0.00	101.10	100.0%
6250.1 - Postage, copies & office supply	25.24	250.00	-224.76	10.1%
6285.1 - County Administration Fee	2,820.36	2,176.00	644.36	129.6%
6270.1 - Bookkeeping	352.50	1,200.00	-847.50	29.4%
6273.1 - Auditor Fees	2,000.00	2,000.00	0.00	100.0%
6280.1 - Property Assessments				
6280.2 - Solid Waste Fee Alleghany	96.00	78.00	18.00	123.1%
6280.3 - Solid Waste Fee Pike	115.20	94.00	21.20	122.6%
Total 6280.1 - Property Assessments	211.20	172.00	39.20	122.8%
6295.1 - Building Repairs & Maint.				
6295.2 - Building Rep & Maint Alleghany	0.00	1,500.00	-1,500.00	0.0%
6295.3 - Buildings Rep. & Maint. Pike	140.52	1,000.00	-859.48	14.1%
Total 6295.1 - Building Repairs & Maint.	140.52	2,500.00	-2,359.48	5.6%
6704 - Other Expenses	17.76	50.00	-32.24	35.5%
Total 6000 - OVERHEAD EXPENSE CATEGORY	11,868.67	16,282.00	-4,413.33	72.9%
7000 - STATION 71 EXPENSES				
7230 - Compliance Alleghany	217.00	600.00	-383.00	36.2%
7300 - Small Equipment Alleghany	362.22	1,000.00	-637.78	36.2%
7301 - Equip. repair/maint. Alleghany	0.00	500.00	-500.00	0.0%
7350 - Fuel Alleghany	65.24	800.00	-734.76	8.2%
7630 - Vehicle Rep. & Maint. Alleghany				
7638 - 7181 Repairs & Maint.	545.63	0.00	545.63	100.0%
7630 - Vehicle Rep. & Maint. Alleghany - Other	0.00	500.00	-500.00	0.0%
Total 7630 - Vehicle Rep. & Maint. Alleghany	545.63	500.00	45.63	109.1%
7660 - Supplies Alleghany	234.72	150.00	84.72	156.5%
Total 7000 - STATION 71 EXPENSES	1,424.81	3,550.00	-2,125.19	40.1%
8000 - STATION 67 EXPENSES				
8230 - Compliance Pike	256.07	800.00	-543.93	32.0%
8300 - Small Equipment Pike	4,790.71	4,990.00	-199.29	96.0%
8301 - Equip. repair/maint. Pike	278.07	500.00	-221.93	55.6%
8350 - Fuel Pike	127.91	800.00	-672.09	16.0%
8630 - Vehicle Rep. & Maint. Pike				
8639 - 6790 Repairs & Maint.	59.91	0.00	59.91	100.0%
8640 - 6740 Repairs and Maint	194.12	0.00	194.12	100.0%
8630 - Vehicle Rep. & Maint. Pike - Other	92.93	500.00	-407.07	18.6%
Total 8630 - Vehicle Rep. & Maint. Pike	346.96	500.00	-153.04	69.4%

**Pliocene Ridge Community Services District
Profit & Loss Budget vs. Actual**

July 1, 2015 through March 9, 2016

	Jul 1, '15 - Mar 9, 16	Budget	\$ Over Budget	% of Budget
8660 · Supplies Pike	30.29	150.00	-119.71	20.2%
Total 8000 · STATION 67 EXPENSES	5,830.01	7,740.00	-1,909.99	75.3%
Total Expense	19,123.49	27,572.00	-8,448.51	69.4%
Net Ordinary Income	-1,580.25	1,418.00	-2,998.25	-111.4%
Other Income/Expense				
Other Income				
9020.4 · Tax Revenue Street Lights	2,826.34	4,873.00	-2,046.66	58.0%
Total Other Income	2,826.34	4,873.00	-2,046.66	58.0%
Other Expense				
9170.4 · PG&E Streetlights Alleghany	2,515.37	4,400.00	-1,884.63	57.2%
9171.4 · PG&E Streetlights Forest City	185.42	320.00	-134.58	57.9%
9180.4 · County Management Fee SL	0.00	424.00	-424.00	0.0%
Total Other Expense	2,700.79	5,144.00	-2,443.21	52.5%
Net Other Income	125.55	-271.00	396.55	-46.3%
Net Income	-1,454.70	1,147.00	-2,601.70	-126.8%



CONFLICT OF INTEREST CODE

The Political Reform Act, government code Section 87100, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contain the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the fair Political Practices commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the Conflict of Interest code of the Pliocene Ridge community Services District.

Each action taken by a Board member and/or employee in the course of their duties will be motivated by the District's best interests and will be free of outside influence and self interests. In addition, board members shall not in any way directly or indirectly financially benefit from any aspect of the district's operations.

In accordance with this policy, Board and employees shall comply with the following:

1. ~~Board members must disclose all memberships or financial interests in companies or organizations doing business with the district.~~
2. Board members must abstain from voting on any action in which they have a financial interest.
3. ~~No board member shall accept any remuneration in money or services from any vendor or organization doing business with the district.~~
4. No board member shall accept any remuneration in money or services from the district, except as allowed for by Government Code Section 61207.
5. Board members and designated employees, as described in Appendix A of the Pliocene Ridge Community Services District's Conflict of Interest Policy and Procedure, shall file a Statement of Economic Interests, Form 700 annually with the Clerk of the County of Sierra who shall retain copies and make the statements available for public inspection and reproduction. (Government Code Section 81008)



CONFLICT OF INTEREST CODE

DISCLOSURE CATEGORIES

Category 1

Designated employees assigned to this category must report:

- a. Interest in real property located within the jurisdiction including property located within a two-mile radius of any property owned or used by the agency.
- b. Investments, business positions, and income from sources located in or doing business in the jurisdiction.
- c. Investments and business positions in any business entity or income from any source of the business entity or source of income manufactures sells supplies, machinery or equipment of the type utilized by the district.
- d. Investments and business positions in any business entity or income from any source if the business entity or source of income is a contractor or subcontractor engaged in the performance of work or services of the type utilized by the District.
- e. Investments, business positions, and sources of income of the type, which engage in land development, construction, or the acquisition or sale of real property.
- f. Investments, business positions, and sources of income of the type which manufacture, sell or distribute medical equipment or services of type leased or loaned by the District to ambulance services, medical services such as police, sheriff and fire rescue units, trauma centers and emergency rooms.
- g. Investments, business positions, and sources of income of the type that provides training for persons engaged in medical service programs.

DESIGNATED EMPLOYEES

<u>POSITION</u>	<u>DISCLOSURE CATEGORY</u>
Board Members or Candidates	1
District Officers (Treasurer, Secretary)	1
Station Fire Chiefs	1

Submitted to Sierra County Board of Supervisors for approval: _____ (date)
 Approved by the Sierra County Board of Supervisors: _____ (date)

Board Roles and Responsibilities
Presented by: California Rural Water Association

1) The Big Picture

- a) What is my job?
- b) How do I do my job?

2) Doing My Part

- a) Good meetings are a must
- b) Officers are special people
- c) Overseeing the supt/operator/manager (S/O/M)
- d) Budgets and audits: do we have to?
- e) The key to communications is U
- f) Ignorance is no excuse
- g) What in the world do we do with the experts?

3) Getting Ready for the Future

- a) Emergency plans
- b) The next generation

Sample Rules and Regulations table of contents

Sample Policy Manual table of contents

Key points concerning parliamentary procedure

Preparing Job descriptions

Performance evaluations: comments and samples

Sample board / council member notebook

Tuesday May 3, 2016 6pm
Alleghany Firehouse 105 Plaza Court
Please RSVP by April 15th to alleghanywater@gmail.com