



Pliocene Ridge Community Services District
100 Pike City Road
Pike City, CA 95960

plioceneridge.org

plioceneridge@gmail.com

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

**March 20, 2019 6:30 pm Pike Firehouse 100 Pike City Rd
SAFETY COMM. MEETING AT 6:00 pm**

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE

2. CONSENT CALENDAR

- a) Approval of Agenda
- b) Approval of Minutes for February 20, 2019
- c) Approval of Treasurer's report for February 2019.

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
- b) Committee/Member/Business Reports:
 1. Station 71 Chief's report
 2. Station 67 Chief's report
 3. AVFD Auxiliary
 4. PCVFD Auxiliary
 5. Risk Manager Report
 6. Board Member/Staff Reports
 7. Standing Committee Reports: Streetlight, Budget
 8. Information/Discussion item: Part 5 Non-profit/Special District research

5. ACTION ITEMS:

- a) Unfinished business:
 1. Ongoing Bylaws & Policy review and/or update: PLEASE bring the packet handed out last month.
 2. Alleghany Firehouse Project
 3. Pike City Firehouse Project
 4. Status of dispatch office in Alleghany
 5. Wayman Dam project
- b) New business
 1. Appoint Officers (carried over from last month)
 2. Consider sending letter of concern regarding condition of Plumbago Mine Road (carried over from last month)

6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~

Next Regular meeting April 17, 2019 in Alleghany 6:30 pm. (LOOK AT SCHEDULE)

7. ADJOURNMENT

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MINUTES of the Regular Meeting of the Pliocene Ridge CSD

Board of Directors

Date: Wednesday February 20, 2019

Location: Alleghany Firehouse, 105 Plaza Court.

Prior to calling the meeting to order, Sierra County Supervisor Lee Adams administered the oath of office to Daniel Guyer.

1. CALL TO ORDER: The meeting was called to order at 6:35 pm by Vice President Guyer. Board members present: Daniel Guyer, Bruce Coons and Chris Mills. Wayne Babros & Gracie Knowles notified the Secretary in advance that they could not make the meeting. Also present were Pike City Assistant Chief Jim Buckbee and Alleghany Assistant Chiefs David Arbogast & Ned Cusato, AVFD auxiliary Secretary Vicky Tenney and Sierra County Supervisor Lee Adams. Pliocene Ridge CSD Secretary Rae Bell Arbogast was present and took the minutes. Flag Salute.

2. CONSENT CALENDAR: A motion was made by Bruce Coons to approve the consent calendar, 2nd by Chris Mills. **3 Ayes, 0 Nays, 2 Absent, 0 Abstain, 0 Vacant, Motion carried.**

3. PUBLIC COMMENT: Vicky Tenney had a question about funds that had previously been put aside for dispatch office equipment, why had they “disappeared?” It was explained that the budget cycle is closed-out at the end of each fiscal year and the allocation of \$700 was part of the previous year’s budget. She was assured that if it became necessary to come up with money for the dispatch office, it could be done in the current budget cycle.

Lee Adams reported that at their last meeting the board of supervisors voted to repeal the 1986 abandonment of Oregon Creek Road that was never completed. The section of road that has not been maintained will have signs posted and possibly also be gated. Tim Beals is researching what the options are for the unmaintained portion of the road.

4. INFORMATION/DISCUSSION ITEMS

a) Correspondence: Incoming: letter from Sierra County about public hearing for abandonment of Oregon Creek Road, Christmas cards from Streamline and Boden, Klein and Sneesby auditors, Certificates of appointment and Oath Papers for Wayne Babros and Daniel Guyer from Sierra County Clerk Recorder, Notice from Forest Service regarding the “Trapper Project” to treat approx. 30,943 acres to “improve public safety, reduce hazardous fuels, enhance habitat and recreational opportunities” it included a form to fill-out to be kept on the mailing list for the project, request from Yuba City Fire Dept. for letter of support for training center in Yuba City received in December with early Jan. due date, completed FY 17/18 audit, letter from Calif. Dept. of Health that the application for the Naloxone grant was incomplete because the “Standing Order” was not included, standing order received on Dec. 10th, letter of approval received shortly thereafter along with the Naloxone, letter from Fechter & Co CPA’s requesting to provide a quote for our audit and asking for a copy of our most recent audit, two letters from the State Controller’s office about the Gov. Compensation report both forwarded to Boden Klein and Sneesby (our auditor), notices of planned power outage from PG&E, Notice of special offer from Verizon wireless for first responders, call for nominations for board members for the Calif. Special Districts Association nominations due by April 17th,

Correspondence Outgoing: email sent to Public Works about Oregon Creek Road closure explaining that all four co-Chiefs did NOT want to see the entire road abandoned but prefer the original abandonment that was never completed (this email ended up going into the public record and there was no PRCSO meeting held before the public hearings), Thank you letter/receipt to Aaron Wallace for donation of back-up generator to the Pike Firehouse, Thank you letter/receipt to Maverick Gold for \$1,000 donation, Thank you letter/receipt to Hanson Bros for \$500 donation, Thank you letter to Underground Gold Miners Museum for \$587 donation for Alleghany Firehouse project, mail-list sign up for Trapper Project sent to Forest Service, letter of support for funding for training campus being planned in Yuba City sent to Senator Jim Nelson, Special Districts Financial Transactions Report cover sheet and audit sent to State Controller's office, application for standing order for naloxone sent to Dept. of health, copy of most recent audit sent to Fechter & Company with email welcoming them to provide a quote for our next audit, updated Rosters sent to Nor Cal EMS for AED agreement,

b) Committee/Member/Business Reports:

1. *Alleghany Assistant Chief David Arbogast (Ned Cusato arrived later)* reported that the new water tank for Alleghany was put online in late November. The fire hydrants are all back in service and there is even one new one. Alleghany responded to 16 emergency calls in 2018 of which 13 were medical and 3 were fire related. So far there have been three medical calls in 2019. They have mostly been dealing with the bad weather keeping things shoveled out. A few trainings fell on holidays and a few have had little or no attendance, most likely due to the bad weather. They got new brackets for the SCBA's and they have been mounted on engine 7181.

2. *Pike City Assistant Chief Jim Buckbee* Reported that they upgraded all of the light boxes on all of the engines. They have been training on structure fires and will be doing avalanche training, and looking at snow hazards in general. He attended the Sierra County Operational Area Emergency Council (OAEC) meeting on January 22nd. He asked the Western Sierra Medical Clinic Rep how the cost of putting the mobile clinic back into service would compare to the cost of the satellite clinics they are putting in places like Penn Valley, which resulted in Frank Lang offering to take it off of their hands since they have no plans to do anything with it. LeTina with Health and Human Services provided funds for replacement oxygen bottles for Downieville, Pike and Alleghany. Jim would like to see PRCSO get set up to have the bottles filled in Grass Valley as was done in the past [There was a problem with getting the required Doctor's order].

3. *AVFD Auxiliary:* Vicky Tenney reported that they cancelled their December meeting and have not had a quorum for the last couple of months due to illness and weather related issues. They are in a "holding pattern".

4. *PCVFD Auxiliary:* Jim Buckbee reported that they have started making the purchases for the Fireman's Assistance 50/50 grant which they applied for on their own this year. Denise Ruane has been provided with all of the measurements for the turn-outs and will be making the purchases.

5. *Risk Manager Report:* Daniel Guyer reported that the new Labor Compliance Posters for the firehouse arrived from the insurance company. The district did not apply for the risk management assessment program this year partly because no reminder was sent about the required letter of intent that was due in early December; and also because the amount of information/policies etc. that the insurance company asks for keeps increasing every year. For the approx. \$200 that the district gets back it is hardly worth all of the work required to get it done. It is geared towards districts that have more than one paid staff member.

6. Board Member/Staff reports:

Rae Bell reported that she, Jim Buckbee and Roland Robertson attended the Board of Supervisor's meeting in DV on Dec 4th to provide input on the proposed COMPLETE abandonment of Oregon Creek Road (public hearing). PRCSD did not have time to call a special meeting to discuss this, but was assured by Lee Adams that no action would be taken. Jim Buckbee provided a power-point presentation to show that the maintained portion of the road is a good road and important for access. The room was packed. Almost everybody who testified said the same thing: that they should stick with the original abandonment plan from 1986 which was for only a small portion of the road and NOT abandon the entire road. It was carried forward to their February 5th meeting in Downieville. (See "Public Comment" for update from Lee Adams)

- The district got an email from Lee Brown, Sierra County Office of Emergency Services on Dec. 13th announcing that the First Net Broad Band service for first responders WILL be coming to Sierra County in the next 2 to 3 years. A FAQ sheet about this is posted under "notices" on the PRCSD website.
- She is working on a medical supply order to be paid by AVFD Auxiliary from the TV raffle funds. The purchases are being run through PRCSD and will be billed to the AVFD Auxiliary once the order is completed.
- There is a new photo gallery feature on the district website in the center of the home page. Pictures of the Red Cross CPRO class held in Pike last November are posted there. People from 6 different fire departments attended the class which was paid for by a grant through health and human services. She (Rae) was the instructor.
- ALL 13 PRCSD audit reports are now posted on the website under financial information.
- The Insurance Services Office (ISO) Surveys are coming up in October of this year, the district got another call from an insurance co. in Pike (this time it was for Maris' old house) needing our ISO information and a few other things. A copy of the rating page from the last survey done in 2014 was provided. There was a discussion about how to be pro-active to possibly improve the ratings for Pike and Alleghany. Jim mentioned that a shelter for the water tender would help and some kind of insulated canopy type shelter is going to be looked at.
- A phone with an answering machine was purchased and installed at the Alleghany Firehouse. So far there have been NO messages, but it is a good thing to have in case anybody needs to contact the Fire Dept, such as insurance companies as noted above.
- The bi-annual ethics and sexual harassment prevention training is scheduled for Saturday May 11th at 9 am at the Pike Firehouse. This was JUST scheduled and Rae will make up flyers and invite all local agencies to attend.

7. Standing Committee Reports: Streetlights: Bruce reported that Rae Bell sent a follow-up inquiry to PG&E via email that day about the shield requests and the botched upgrade. It has been over a year now since PRCSD began asking about this. No response from PG&E as of the meeting time.

8. Non-profit/Special District Research: Part 4 of the research was included in the meeting packet. Additionally, Rae reported that PCVFD Auxiliary Treasurer Denise Ruane had provided some additional information about the IRS code as it applies to certain disclosure requirements for non-profits. It will be included in "part 5". There were no other comments.

5. ACTION ITEMS

a) *Unfinished Business*

1. Ongoing Policy & Procedure review/update: A large packet of proposed P&P changes was provided at the meeting and posted on the district website; to be discussed and voted on at the March meeting after everybody has had time to read them.

2. Alleghany Firehouse project: Rae Bell explained that even though the roof portion of the project is being referred to as a “free-standing” structure it will not appear that way. The roof-line will be continuous as was shown in the preliminary drawings prepared by Dan Guyer. The main difference is that there will be beams against the existing firehouse. She also reported that Mark Jokerst will be pulling together the feasibility study for the bathroom options with architect Bruce Boyd. Mark is also looking at the options for the “free standing” roof for the walkway. The goal is to have some ideas to bring to the board at the regular April meeting for a decision so that the permit application process can begin. Dan Guyer stated that it would be good to have everybody, including the AVFD Auxiliary board attend the meeting whenever the engineering drawings are completed so that everybody can get a good idea of what is actually being proposed and what the different options are.

3. Pike Firehouse projects: The permit for the stairway has not been signed-off yet. All that needs to be done is the installation of a door closer and a little painting. Dan Guyer will be doing this work soon.

Jim Buckbee reported that they need to get a permit to install the stand-by generator that was donated by firefighter Aaron Wallace in December. A slab needs to be poured to put it on first. Dan stated that he knows an electrician who will be perfect for the job. They also will need to install a propane tank.

There was a question about the propane furnace that is at the Pike Firehouse, if it was “ready to go” and the answer was “no”. There is one there but it will take some work to complete its installation. This will be a project for AFTER the generator is hooked up. This will lower the utility bill for the Pike Firehouse in the winter.

It was pointed out that ideally all of the firehouses should have stand-by power. Alleghany had sent an inquiry to OES to see if a stand-by generator would qualify the 2019 homeland security grant but had not heard back as of the meeting.

4. Dispatch Office in Alleghany: Vicky Tenney reported that she has not heard anything on the OES grant. Jim Buckbee reported that it was approved at the OAEC meeting he attended on January 22nd and as far as everybody knows the final step is approval by the Board of Supervisors. Rae reported that she recently sent an email to Banner Communications to give them a head’s up that it is getting close to being approved.

5. Wayman Dam Project: Dan Guyer reported that he was told that the new District Ranger is concerned about the liability of the holders of the Special Use Permit for the site. The water users, four landowners including Dan, formed a Water Users Association in 1975.

d) *New Business*

1. Appoint Officers: Tabled to next meeting since two directors were absent.

2. *Accept Audit for FY 17/18:* A motion was made to accept the independent audit report for fiscal year 17/18 by Bruce Coons, 2nd by Chris Mills

3 Ayes, 0 Nays, 2 Absent, 0 Abstain, 0 Vacant, Motion carried.

3. *Budget amendment:* Rae Bell explained that the County got new accounting software last year and as a result auditor Van Maddox was not able to provide the income figure for the streetlights in time for the Final Budget Adoption. Van had recently provided that number which is \$584 lower than the previous year. Vicky asked if the streetlights were going to be OK and the answer was “yes” there is still a positive \$360 projected after the expenses are accounted for. The budget adjustment also included the actual County Administration fee since it came out of a check received in December. The fee came in \$346 higher than projected but Rae pointed out that since it is a percentage, when the fee is higher the corresponding tax revenue is also higher. The difference was made up by taking \$173 out of “vehicle repair and maintenance” for each department, but there is fund money available if either department ends up short in that category. Also, Rae wanted to point out that the history column on the budget sheet for fiscal year 17/18 has been updated to reflect the actual audited results.

4. *Appoint PRCSD Representative to West Side Emergency Medical Services Committee.* Rae explained that this committee was formed in December, and that by request she attended their first meeting held on Jan 14th – The committee kindly agreed to hold the meeting on the same day as the monthly EMT class when she drives to Downieville anyway. The Downieville Fire Protection District had become concerned that they were losing money on the ambulance service. Conclusion: Van Maddox needs to interview their auditor and bookkeeper because the financial information as presented was inconsistent and nobody knew enough about the numbers to really explain them. Since then Rae has corresponded with Frank Lang who has been consulting with the DFPD bookkeeper and the cash situation does not appear to be as bad as he thought. Lee Adams was asked if he thought there would be another meeting and he said not for awhile. Dan Guyer asked if anybody else was interested in representing the district and there were no takers. A motion was made by Chris Mills 2nd by Bruce Coons to appoint Rae Bell to the committee as a representative of PRCSD. **3 Ayes, 0 Nays, 2 Absent, 0 Abstain, 0 Vacant, Motion carried.**

5. *Letter of concern about Plumbago Mine Road:* Tabled to next meeting when President Babros is present. Nothing can be done during the winter anyway.

6. *Request for exception to vehicle use Policy:* After a discussion it was decided to leave the Policy “as is” with the suggested changes to be considered for adoption in March.

NEXT MEETING AGENDA ITEMS

The next regular meeting is scheduled for March 20, 2019 at the Pike City Firehouse. There will be a safety meeting at 6pm

ANNOUNCEMENTS None

ADJOURNMENT:

There being no further business before the board the meeting was adjourned at 7:46 PM.

Respectfully submitted,

Rae Bell Arbogast
Secretary



Pliocene Ridge Community Services District

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

Treasurer's Report for February 2019

Beginning Checking Account Balance \$ 403.99

Date	From:	For:	Amount
2/11	Hanson Bros	donation	\$ 500.00
2/28	Maverick Gold	donation	\$ 1,000.00
2/28	transfer from savings		\$ 5,000.00
Deposits Total			\$ 6,500.00

Ck #	Date	To:	For:	Amount
727	2/6	Sierra County Public Works	Fuel Alleghany	\$ 47.42
728	2/27	Sierra County Public Works	Fuel Alleghany	\$ 47.86
			Fuel Pike	\$ 112.13
EFT	2/28	WA Bank Credit Card		\$ 1,614.17
		Life Assist	EMT supplies & equip Alleghany - donated by AVFD Auxiliary	\$ 1,165.09
		Amazon	Phone for station 1 Alleghany	\$ 60.66
		WS Darley	6 SCBA brackets 7181	\$ 295.69
		tractor supply	tire pressure guage Pike	\$ 11.79
		Amazon	to be reimbursed by Jim	\$ 26.47
		Lost Nugget	Fuel Pike	\$ 35.19
		Harbor Freight	Supplies Pike (gloves)	\$ 19.28
EFT	2/28	PG&E		\$ 718.47
			PG&E Alleghany	\$ 120.07
			PG&E Pike	\$ 256.84
			Streetlights - Forest	\$ 21.76
			Streetlights - Alleghany	\$ 319.80
EFT	2/14	returned deposit fee, first check from Maverick gold on closed acc.		\$ 12.00
Expenditures Total			\$ 2,552.05	

Reserve Account	
Contingency	\$ 24,500.00
Alleghany Fire Unallocated	\$ 2,700.00
Pike City Fire Unallocated	\$ 6,700.00
Streetlights	\$ 3,718.40
Pike City Firehouse	\$ 2,308.14
Pike City Engines	\$ 3,107.91
Alleghany Firehouses	\$ 1,409.37
Alleghany Engines	\$ 7,446.25
Interest Earned	\$ 7.53
Reserve Account Total	\$ 51,897.60

Ending Checking Account Balance \$ 4,351.94

Starting Savings account balance \$ 26,158.41

interest earned

transfer to checking \$ (5,000.00)

transfer to FUNDS

Ending Savings Account Balance \$ 21,158.41

General Fund (accounts listed above) Total \$ 25,510.35

Reserve account Starting Balance \$ 51,810.60

donation from museum for Alleghany FH \$ 87.00

transfer from savings

Reserve account Ending Balance \$ 51,897.60

Report prepared by Rae Bell, Treasurer

Total ALL FUNDS \$ 77,407.95

Verified against bank statement and QB balances by: X

Name Printed

title

Examples of Local Non-profit Corporations working with Special Districts

(Note: Fire Districts and Community Services Districts are both a type of Special District)

Camptonville Volunteer Fire Department was formed as a Public Benefit Non-Profit Corporation in the 1980s. The Camptonville Community Services District was formed in 1992 to secure tax-based funding for not only their Fire Dept. but also their Water District which was previously held privately.

Their fire department NOW operates under the authority of Camptonville Community Services District (CCSD) and continues to use the name: Camptonville Volunteer Fire Dept.

Similar to Pike and Alleghany, Camptonville decided to keep their non-profit VFD corporation in place as a fundraising auxiliary. Most of the auxiliary's efforts are focused on maintaining and improving their firehouse, but they also set money aside for equipment purchases via the CDF fireman's assistance grant (the 50/50 grant). Camptonville CSD provides insurance for the fundraising activities of the CVFD Auxiliary.

North San Juan Fire Protection District also had a previous incarnation as a Public Benefit Non-Profit Corporation and kept their non-profit corporation in place after the Fire District was formed. According to their district website (nsjfire.org) here is the description of what the NSJ fire Auxiliary:

They raise funds for special equipment, protective gear or to help equip the stations; help run the annual community Mother's Day Breakfast; arrange for meals or refreshments at emergency events of long duration; sometimes provide child care for firefighters with young children when an emergency incident requires such help; help with office and administrative tasks or with maintenance and repair tasks at District stations.

The Downieville Fire Protection District was formed in the 1960s. Two groups were formed in Downieville to provide support to the district. The Downieville Fireman's Association and the Downieville Fire Auxiliary. These two organizations obtained non-profit status in the last decade but have been around much longer than that. Both non-profits raise funds primarily for the purpose of purchasing equipment for the Fire Dept. The auxiliary also does the annual fireman's appreciation dinner and provides support during emergencies similar to the NSJ Auxiliary. Both non-profits are insured under the Fire District's insurance policy for fundraising events. (They have the same insurance carrier as Pliocene Ridge CSD)

The Nevada County Law Enforcement & Fire Protection Foundation is another non-profit organization that partners with government agencies. They raise money specifically for the purpose of purchasing equipment and providing training in Nevada County.

Addendum to Part 4

More on public disclosure requirements for Non-Profit Corporations

In Part 4 of this research it was explained that Non-Profit Corporations ONLY fall under the Calif. Public Records Act IF they also fall under the Brown Act, which, according to legal council is a “gray area”. It also was mentioned that “Oversight at the State Level is provided by the Attorney General’s Office”.

PCVFD Auxiliary Treasurer Denise Ruane reminded me that Non-Profit Corporations are also regulated at the federal level by the Internal Revenue Service. Even though the Calif. Public Records Act may or may not apply to them, there ARE other public disclosure requirements that DO apply to Non-Profit Corporations per the IRS. These disclosure requirements include the corporation’s application for exemption including all related correspondence from the IRS and all federal tax filings going back three years. In other words: non-profit corporations are required to provide these documents to members of the public upon request.

Under this same topic: Part 2 of the Calif. Nonprofit Public Benefit Corporations Code section 5160 states that copies of the articles of incorporation and bylaws shall be furnished upon the written request of any member (paraphrased).

A comparison of meeting requirements

Community Services Districts Boards are required to hold meetings a minimum of once every 3 months. (Gov code section 61044)

The code for Public Benefit Non-profit corporations simply states that the place and time of meetings shall be included in the bylaws, but there is no specified required meeting frequency.