



MINUTES of the Regular Meeting of the Pliocene Ridge CSD

Board of Directors

Date: Wednesday May 15, 2019

Location: Pike City Firehouse, 100 Pike City Road



1. CALL TO ORDER: The meeting was called to order at 6:37 pm by President Guyer. Board members present: Daniel Guyer, Bruce Coons, Gracie Knowles and Chris Mills. Also present was Pike City Assistant Chief Jim Buckbee, Alleghany Assistant Chiefs David Arbogast & Ned Cusato. PCVFD Auxiliary President Roland Robertson and Public present: Vicky Tenney. Pliocene Ridge CSD Secretary Rae Bell Arbogast was present and took the minutes. Flag Salute.

2. CONSENT CALENDAR: A motion was made by Chris Mills to approve the consent calendar, 2nd by Gracie Knowles. **4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant, Motion carried.**

3. PUBLIC COMMENT: None

4. INFORMATION/DISCUSSION ITEMS

a) Incoming: Proposition 68 survey, notice from PG&E that there is a shut-off scheduled for Sunday May 19th.

Outgoing: None

b) Committee/Member/Business Reports:

1. *Alleghany Assistant Chiefs David Arbogast & Ned Cusato* reported that everything was quiet until the previous Friday night when there were two back-to-back calls, first a burning barricade across Henness Pass Road near the intersection of Hells Half Acre road with a potentially violent suspect recently on scene. Then there was a medical call related to the same incident. Engine 7150 responded to the fire and it was discovered that a leak in the tank overflow had caused the tank to drain. They were able to use the hand tools on the engine to break up the barricade and when 6700 arrived on scene he used a foam pack to put the fire completely out. The Alleghany Crew had been working on fixing the leak in the tank on engine 7150 the last few nights and it was almost fixed, but they needed a spanner wrench which had been ordered to tighten things up. The engine could be used if needed.

There was a question from Vicky about how to get burn permits, since Sierra County is not in the online system yet. Bob Hale still has the book and has been authorized by the assistant chiefs to issue burn permits.

2. *Pike City Assistant Chief Jim Buckbee* reported that they have been very busy. They responded to an escaped burn pile in Camptonville and cut a line around it. They were on scene for about three hours. They also helped with the two calls mentioned in the Alleghany report. One of their firefighters attended the recent active shooter class held in Camptonville. All officers/managers and directors had attended an Ethics and Harassment Prevention training the previous Saturday.

[It also should have been reported that the live burn in Camptonville that was mentioned in April had been postponed until after fire season is over].

3. *AVFD Auxiliary*: Vicky Tenney [no longer on the board] reported that they have a mostly new board and they are still getting their feet under them. Rae reported that they will be hosting a taco bar on Sat and Sun June 15th and 16th in conjunction with the museum's gold show.

4. *PCVFD Auxiliary*: Roland reported that they got their spring newsletter out. They delivered safety glasses to the firefighters. They are working on applying to the CDF Firemans Assistant Grant again. They rescheduled their cemetery clean-up to June 1st because of the weather forecast.

5. *Risk Manager Report*: Nothing to report

6. *Board Member/Staff reports*: Rae Bell reported that Chris Dorn recently took his EMT exam, so there is a new EMT on the ridge. She also contacted Geoff Pollard of PG&E Streetlights and he is planning on coming to Alleghany and Forest City to look at the streetlights on May 22nd. She asked Cheryl Durret of Forest City if she could meet with them and she said "yes".

Dan Guyer wanted to bring up the idea of doing a mail-out to the all of the property owners introducing the district and requesting donations. Rae explained that it could be done, but she does not have time to put one together anytime soon. A mail-out along these lines was done a few years ago, but it focused mainly on explaining the role of the district; donations were requested but not as the primary purpose of the mailing.

5. ACTION ITEMS

a) Unfinished Business

1. *Ongoing Policy & Procedure review/update*: A draft revision of Policy #1055 Construction Projects was included in the meeting packets. After a brief discussion, a motion was made to adopt the Policy revision as presented. Motion made by Bruce Coons, 2nd by Chris Mills **4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant, Motion carried.**

2. *Alleghany Firehouse project*: Rae Bell reported that the application for funding had been submitted to the USDA earlier that day. A copy of the budget was handed out. The total project cost is estimated at \$38,000 with up to \$28,500 being requested from the USDA and the remaining \$9,500 the responsibility of the district. Mike Vukas the USDA rep. said that it usually takes between 30 and 40 days to be notified if your project is approved for funding.

There was a question about how the funds are dispersed by the USDA, if milestones are set so that the entire project does not have to be finished before payment is made. Rae thought so, but wasn't sure and will confirm this.

3. *Pike Firehouse*: Roland reported that he and Danny are going to get together to finish the stairs, so they can get it signed off. Jim Buckbee reported that he and Dan Guyer had met with the building inspector and looked at the back-up generator location. The issue of the lack of ADA access for the building came up with the inspector. The fact that back-up power would be used for any kind of lift that is installed was brought up. The permit application is being prepared by Jim and Dan.

Rae Bell mentioned that if the USDA application for the Alleghany Firehouse is approved, it will get our "foot in the door" for possibly getting a grant for a Pike Firehouse ADA access project in the future. It was noted that an income survey of the Pike residents will be needed to determine the level of funding eligibility. Possibly the upcoming US Census would suffice since it has an income question on it. Rae will look into this. It was explained that the income survey has to be done by an independent 3rd party (not the funding agency or Pliocene Ridge CSD).

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4. *Dispatch Office in Alleghany*: Vicky Tenney reported that Lee Brown should be getting the equipment in the next couple of months and then will be up to install it. She requested that Lee Brown and not John Evans do the installation since Lee is more familiar with Alleghany. [We forgot to report that since the last meeting, it was confirmed that the Board of Supervisor had done the final approval for the grant and it was also confirmed that OES takes care of everything (purchase and installation of the equipment).]

5. *Wayman Dam Project*: Nothing new to report

d) *New Business*

1. *Proposition 68 Funding Survey*: Rae Bell explained that Prop. 68 provides funding for parks and recreational infrastructure improvements. Since Pliocene Ridge CSD has never chosen to activate its “Parks & Recreation” component, it was decided by consensus to report no desire to participate. The survey is supposed to be returned by June 1st and is being used to help the state divvy up the funds.

2. *Preliminary Budget*: A draft preliminary budget was included in the meeting packets. Rae suggested increasing line item 6297.2 “Fixed Asset Expenditures Alleghany” from \$5,000 to \$10,000 since the cost of the steel for the walkway frame alone is expected to cost a little over \$5,000. Since the goal is to start the project in the spring of 2020 most of the walkway expenses should fall in the next fiscal year (20/21) but it would be good to buy as many materials as we can store once (if) funding is approved, as costs may change. This budget change results in needing to pull \$9,178 out of the reserve fund account. It was asked which fund this would come from and Rae explained that it would most likely be a combination from the Contingency, Alleghany Unallocated and the Alleghany Firehouse funds but she did not think it was necessary to specify the exact withdrawals on the preliminary budget. Eventually 75% would be paid back by the USDA. She also noted that the savings account which is part of the general fund has built up over the years and the district could draw from that and/or move part of the savings balance to the reserve fund account. She also mentioned that she forgot to ask the PCVFD Auxiliary if they had any input per the recently adopted budget policy. Roland said that anything they contribute will be a donation so he did not think there was anything to change on PCVFD’s account on the budget.

3. *Adopt resolution 2019-0072 to appoint a project manager for the back-up generator installation at the Pike Firehouse*: A motion to adopt the resolution appointing Daneil Guyer was made by Gracie Knowles 2nd by Chris Mills. **4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant, Motion carried**

4. *Antique Stove in Alleghany Firehouse*: It was on the agenda to discuss authorizing the AVFD auxiliary to sell the stove as a fundraising effort, but Vicky Tenney reported that the stove does not belong to the district. Most others in the room thought otherwise; that when the firehouse was deeded to the district, the appliances were included. Vicky also stated that the Auxiliary had already decided they did not want to get rid of the stove. Rae explained that in order for items to be insured they need to be under the ownership of the district. A concern was also raised about the safety of the stove and the fact that the oven does not work. The item was tabled.

Rae stated that the issue with the antique stove is another example of why Memorandums of Understanding (MOUS) need to be worked out between the non-profits and the district. The confusion is a real problem. She suggested that a committee of herself and both non-profit Presidents: Roland Robertson and Jan Sticha plus any other interested parties be formed to hammer out draft memorandums which would then be brought to all three boards for input and consideration. Roland was agreeable to the idea but is very busy right now as is Rae. Rae will approach Jan Sticha about the idea and possibly they can meet in September.

NEXT MEETING AGENDA ITEMS

The next regular meeting is scheduled for June 19, 2019 at the Alleghany Firehouse. The preliminary budget adoption and renewal of Rae Bell's contract will be on the agenda. A safety meeting is scheduled at 6:00 before the regular meeting.

ANNOUNCEMENTS

ADJOURNMENT:

There being no further business before the board the meeting was adjourned at 7:38 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Rae Bell Arbogast', with a long horizontal flourish extending to the right.

Rae Bell Arbogast
Secretary



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

plioceneridge.org

plioceneridge@gmail.com

CERTIFICATE OF POSTING

I, Rae Bell Arbogast certify that the following document was posted on behalf of Pliocene Ridge CSD, Sierra County California:

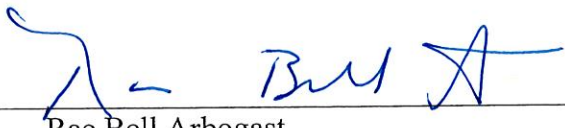
Regular Meeting Agenda Meeting date: 5/15/19

In the following location(s):

Alleghany Post Office Bulletin Board, The Alleghany Firehouse, plioceneridge.org, emailed to agenda list. ~~Tom or Jim to post at Pike Firehouse~~ - 5/11/19 RA

On 5/10/19 (date)

A copy of which is attached hereto and by reference made a part herof.

Signed under penalty of perjury: X 
Rae Bell Arbogast



Pliocene Ridge Community Services District

100 Pike City Road
Pike City, CA 95960

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plioceneridge@gmail.com

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

May 15, 2019 6:30 pm Pike City Firehouse 100 Pike City Rd

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE

2. CONSENT CALENDAR

- a) Approval of Agenda
- b) Approval of Minutes for April 17, 2019
- c) Approval of Treasurer's report for April 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

5. ACTION ITEMS:

- a) Unfinished business:
 1. Ongoing Bylaws & Policy review and/or update: Policy # 1055 Construction proposed ADA language addition.
 2. Alleghany Firehouse & ADA Compliance
 3. Pike City Firehouse & ADA Compliance
 4. Status of dispatch office in Alleghany
 5. Wayman Dam project
- b) New business
 1. Prop 68 Funding Survey
 2. Preliminary Budget draft provided for input. To be adopted at the June meeting.
 3. Appoint project manager for back-up generator project at Pike Firehouse if needed.
 4. Antique stove in Alleghany Firehouse, request for approval to let the AVFD Auxiliary sell it and put the funds into their bank account.

6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~

Next meeting date June 19th at the Alleghany Firehouse 6:30 pm. Risk Management/Safety Meeting at 6 pm
Agenda item(s): Preliminary Budget adoption. Rae Bell Contract renewal.

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 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
 plioceneridge.org

Treasurer's Report for April 2019

Beginning Checking Account Balance \$ 5,251.45

DEPOSITS

Date	From:	For:	Amount
Deposits Total			\$ -

EXPENDITURES

Ck #	Date	To:	For:	Amount
732	4/2	Rae Bell Arbogast		\$ 637.43
			Quarterly billing admin.	\$ 600.00
			Reimburse batteries for AVFD	\$ 37.43
733	4/2	Suburban Propane	Propane Alleghany	\$ 323.57
734	4/2	AT&T		\$ 38.36
			Phone Alleghany	\$ 19.18
			Phone Pike	\$ 19.18
EFT	4/23	WA Bank Credit Card		\$ 891.53
			Go Daddy domain renewal	\$ 31.16
			Go Daddy new domains 5yrs	\$ 148.72
			Riebes new batteries for 6780	\$ 517.66
			Custom patches Pike Fire	\$ 193.99
EFT	4/8	PG&E		\$ 808.70
			PG&E Alleghany	\$ 150.50
			PG&E Pike	\$ 352.72
			Streetlights - Forest	\$ 19.02
			Streetlights - Alleghany	\$ 286.46
Expenditures Total				\$ 2,699.59

Reserve Account	
Contingency	\$ 24,500.00
Alleghany Fire Unallocated	\$ 2,700.00
Alleghany Dispatch Office	\$ 700.00
Alleghany equipment	\$ 1,261.84
Pike City Fire Unallocated	\$ 6,700.00
Streetlights	\$ 3,718.40
Pike City Firehouse	\$ 2,308.14
Pike City Engines	\$ 3,107.91
Alleghany Firehouse	\$ 1,409.37
Alleghany Engines *	\$ 15,403.25
Interest Earned	\$ 11.37
Reserve Account Total	\$ 61,820.28

* \$8,000 is for vehicle purchase only

Ending Checking Account Balance	\$ 2,551.86
Starting Savings account balance	\$ 21,160.02
interest earned	
transfer to checking	
transfer to FUNDS	
Ending Savings Account Balance	\$ 21,160.02
General Fund (accounts listed above) Total	\$ 23,711.88
Reserve account Starting Balance	\$ 51,901.44
Donation from AVFD Aux.	\$ 9,918.84
transfer from savings	
Reserve account Ending Balance	\$ 61,820.28

Report prepared by Rae Bell, Treasurer

Total ALL FUNDS \$ 85,532.16

Verified against bank statement and QB balances by: X

Note: Savings and Fund accounts are reconciled quarterly.

David Guyer
 title President



CONSTRUCTION PROJECTS CONTINUED (THIS PAGE IS NEW)

CONSTRUCTION PROJECTS AND ADA COMPLIANCE

It is the Policy of Pliocene Ridge CSD to comply with the American with Disabilities Act wherever possible. For all construction projects with a cost of \$30,000 or more, a minimum of 20% of the overall project cost shall go towards ADA compliance in the following order of priority:

1. Accessible building entrance.
2. Accessible paths of travel from all exits.
3. Accessible bathroom(s).
4. Accessible telephones.
5. Accessible drinking fountains.
6. Accessible elements such as parking, signs, storage and alarms.



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MEMO

Date: 5/10/19

To: Everybody

From: Rae Bell Arbogast

RE: Fiscal Year 19/20 Preliminary Budget Worksheet

There are only a few out-of-the-ordinary things on the preliminary budget:

Line item 6297.2 Fixed Asset Expenditures Alleghany shows \$5,000 for the Alleghany firehouse project

Line item 6297.3 Fixed Asset Expenditures Pike shows \$3,000 for the installation of the back-up generator in Pike

On page 3 of the budget worksheet under "Funds" it shows \$4,178 being taken out of the reserve fund account to cover these expenses.

The Alleghany Firehouse figure may be adjusted next month depending on the status of the USDA grant application.