



**MINUTES of the Regular Meeting of the Pliocene Ridge CSD  
Board of Directors  
Date: Thursday January 21, 2021 6:30 pm  
Held via conference call due to Covid-19 concerns**

**1. CALL TO ORDER:** The meeting was called to order at 6:30 pm by President Guyer. Board members present Daniel Guyer, Larry Allen, Grace Knowles and Chris Mills. Director Bruce Coons joined the meeting after the consent calendar was approved. Also present were District Chief Chris Dorn and Alleghany Assistant Chief David Arbogast, PCVFD non-profit President Roland Robertson & Treasurer Denise Ruane, Public present: Vicky Tenney. Secretary Rae Bell Arbogast was present and took the minutes.

[Note: the three board members with terms that expired in December of 2020 were reappointed by the Board of Supervisors on December 15, 2020. All three (Bruce Coons, Grace Knowles and Chris Mills) took their oath of office prior to the meeting. Larry Allen was appointed on January 19, 2021 by the Board of Supervisors to fill the vacant seat last occupied by Wayne Babros. Larry was sworn in by the Sierra County Clerk's office on Jan 21st.]

President Guyer welcomed Larry Allen to the board.

**2. CONSENT CALENDAR: A motion was made to approve the consent calendar by Grace Knowles 2<sup>nd</sup> by Chris Mills Ayes: Guyer, Knowles, Mills Nays: none Absent: Coons Abstain: Allen (minutes only) Motion carried.**

**3. PUBLIC COMMENT:** None

**4. INFORMATION/DISCUSSION ITEMS**

**a) *Correspondence***

Incoming: Christmas cards from NSJ Fire District, Golden State Risk Management Authority and Boden Kleen & Sneesby, letter from NORCAL EMS re: Approval to Provide AED services, Audit opinion letter from Boden, Kleen & Sneesby.

Outgoing: Request to the Calif. Dept of Health for Naloxone (nasal spray) via a grant program that they administer, thank you letter to Cindy Gustafson and Wally Auerboch for the donation of a Stop the Bleed Kit valued at \$1,025 to be used for firefighter training, letter to Yuba Water Agency requesting a surplus vehicle.

**b) *Committee/Member/Business Reports:***

*1. Station 71 Chief's report:* ~ David Arbogast reported that there had been 3 medical calls since the last board meeting. One was a transport to meet with SNMH ambulance, one was a stand-by and one was cancelled. The ambulance was taken to the mechanic because of difficulty with getting it out of 4-wheel drive. The mechanic was able to get it out and explained that it is just difficult and provided a few suggestions. They did check the front end and replaced the sway bar bushings which made a noticeable improvement when driving. They also did an oil change and lube while it was there.

*2. Station 67 Chief's report* ~ Chief Dorn reported that in addition to the calls mentioned by David, the Pike Fire Dept. had been on several mutual aid calls to Camptonville and North San Juan. He is working on the purchase of a vehicle from North San Juan and it is looking promising.

3. *AVFD Inc. Non-Profit Corp:* ~ Vicky Tenney stated that she had attended their last meeting and they are in a holding pattern waiting on the MOU to come back from the attorney.

4. *PCVFD Non-Profit Corp: report* ~ President Roland Robertson reported that they also are waiting for the MOU and not much else has been going on.

5. *Firewise Community Certification Project* ~ Rae Bell reported that she needs to follow up with the Nevada County Firewise people to see where they are with the application. She did talk to a CDF forester about the rules for tree removal around structures and along roadways. Trees can be removed within 150 feet of a structure for fire clearance without requiring a permit. Tree removal along roadways does not require a permit if the trees are not to be sold or traded. Dan Guyer is knowledgeable about the requirements if the trees are going to a mill and explained the process which is not too difficult provided the quantity is under 25,000 board feet. Otherwise, a timber harvest plan is required.

6. *Risk Manager Report:* No report.

7. *Board Member/Staff reports:* Rae Bell reported that she had tallied the 2020 runs and there were 45 calls for the year. Of those 45 calls 20 were mutual aid calls outside of the district's boundaries. (25 within the district's boundaries for the year)

Twelve of the 45 calls were medical or trauma calls and the rest were either vegetation fires, smoke checks, power lines down or things of that nature.

The breakdown by fire department is as follows: the Pike Fire Department responded to 41 calls and Alleghany Fire Dept responded to 12 (both responded to 8 of the 45 calls).

She also reported that on Dec. 29<sup>th</sup> 7 of the district's first responders were vaccinated for Covid-19 and one other person was vaccinated the following week. The second doses will be starting next week. (it is a two dose vaccine)

## **5. ACTION ITEMS**

### **a) Unfinished Business**

1. *Bylaws-Policies* After a brief discussion it was decided to go with the bylaw clarification that adds a stand-alone item about complaints to Article II. **The motion was made by Bruce Coons 2<sup>nd</sup> by Grace Knowles Ayes: Allen, Coons, Guyer, Knowles, Mills Nays: none Absent: none Abstain: none Motion carried.**

2. *Firehose projects and ADA compliance:* There was no new information on either project (Pike or Alleghany) since the last meeting. Rae will follow up with Bruce Boyd about the Pike Firehouse project.

3. *Pending grants:* Fireman's assistance grant PCVFD non-profit: Roland and Denise reported that they are ready to make the purchase of two sets of turn-outs but need measurements. Chris Dorn stated that a Cascade Fire rep. was coming on the following Monday to take measurements.

Rae Bell reported that the district is ready to make the purchase of four sets of turn-outs for Alleghany via the same grant (CDF Fireman's assistant grant).

She also reported that she recently discovered that the rope harnesses from the 2016 Homeland security grant administered by the County had not been received. She will follow-up with Lee Brown on that.

She did follow-up with Lee Brown on the Homeland Security grant for the additional siren in Allegheny and Lee needs to know exactly where it is going to go to complete the federal paperwork. Lee suggested that a test be conducted to figure out the best place for it.

Vicky Tenney wanted to know if there was a way to make sure that dispatch could turn the new siren on and off. She stated that the siren at Station 1 in the Plaza does not turn off by itself. Rae will check with Banner communications to see if they can fix it. Dispatch is supposed to be able to both start and stop the sirens remotely.

4. *Status of attorney consult re: MOU and request for clarification on procedures for communicating with the attorney.* Rae Bell explained that a request had been made for all MOU committee members be cc'd on all attorney email correspondence in November. She did not think that she has the authority to decide to do that. After discussion it was decided by consensus that once the attorney returns something the committee will reconvene to discuss whatever he provides and go from there. She is authorized to include all MOU committee members on all attorney correspondence related to the MOU. Future questions for the attorney will be decided by the committee and/or boards.

**b) New Business**

1. *Appoint Officers for 2021* After a discussion it was decided to keep the existing slate of Officers for another year: Daniel Guyer, President, Bruce Coons Vice President, Rae Bell Arbogast Secretary & Treasurer. **The motion was made by Chris Mills 2<sup>nd</sup> by Larry Allen Ayes: Allen, Coons, Guyer, Knowles, Mills Nays: none Absent: none Abstain: none Motion carried.**

2. *Accept donation of equipment from PCVFD non-profit for insurance purposes.* Total value \$9,256.30 [purchased via the CDF Fireman's Assistance 50/50 grant]. Dan Guyer stated that the board gratefully accepts this donation and wanted to thank Roland and Denise for their efforts. **The motion was made by Chris Mills 2<sup>nd</sup> by Larry Allen Ayes: Allen, Coons, Guyer, Knowles, Mills Nays: none Absent: none Abstain: none Motion carried.**


3. *Review and accept audit results and opinion letter from auditors for fiscal year 19-20* **The motion to accept the audit results was made by Larry Allen 2<sup>nd</sup> by Grace Knowles Ayes: Allen, Coons, Guyer, Knowles, Mills Nays: none Absent: none Abstain: none Motion carried.**

**ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS** The next regular meeting is scheduled for February 18, 2021. The location will be determined based upon the COVID-19 situation and health department mandates.

**ADJOURNMENT:**

There being no further business before the board, the meeting was adjourned at 7:16 PM.

Respectfully submitted,



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: 1/21/21


In the following location(s):

Alleghany Post Office Bulletin Board, The Alleghany Firehouse, plioceneridge.org, emailed to agenda list. ~~Jim to post at Pike Firehouse~~

On 1/18/21 (date)

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

Signed under penalty of perjury: X

  
\_\_\_\_\_  
Rae Bell Arbogast



## 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

**January 21, 2021 6:30 pm**

**Conference call 978-990-5144 Access code 6919768**

Administer Oath of Office to Larry Allen, Bruce Coons, Grace Knowles and Chris Mills (if they haven't already done so with the County Clerk)

#### 1. ESTABLISH QUORUM, CALL TO ORDER

#### 2. CONSENT CALENDAR

- a) Approval of Agenda
- b) Approval of Minutes for November 19, 2020
- c) Approval of Treasurer's reports for November and December 2020

3. **PUBLIC COMMENT:** Complaints about individuals are to be submitted in writing per Article II section 15 of the bylaws. 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 Inc. non-profit corporation
  4. PCVFD non-profit corporation
  5. Firewise projects
  6. Risk Manager Report
  7. Board Member/Staff Reports

#### 5. ACTION ITEMS:

- a) Unfinished business:
  1. Ongoing Bylaws & Policy review and/or update: Review Bylaws Article II sections 4 to 15 and consider changes to section 15 – draft provided in packets.
  2. Firehouse Projects & ADA Compliance
  3. Pending Grants
  4. Status of attorney consult re MOU between the District and the non-profit corporations. Discussion regarding the of sharing all attorney correspondence related to the MOU with all committee members and procedures for asking additional questions.
- b) New business
  1. Appoint Officers for 2021
  2. Accept donations of equipment from PCVFD non-profit for insurance purposes.
  3. Review and accept audit results and opinion letter from auditors for fiscal year 19-20.

#### 6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~

Next meeting date February 18th location TBD Next meeting agenda items:

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 December 2020

Beginning Checking Account Balance \$ 4,019.24

### DEPOSITS

Date	From:	For:	Amount
12/29	Fire Extinguisher recert	reimburse historical church and museum in Alleghany	\$ 26.00
<b>Deposits Total</b>			<b>\$ 26.00</b>

### EXPENDITURES

Ck #	Date	To:	For:	Amount
EFT	12/1	PG&E	(detail below)	\$ 401.75
			PG&E Alleghany Firehouse	\$ 53.59
			PG&E Pike Firehouse	\$ 64.42
			Streetlights - Forest	\$ 17.23
			Streetlights - Alleghany	\$ 266.51
2570	12/4	Jorgenson	Annual fire ext. maint/inspection \$140 Alleghany \$219.73 Pike \$26 billed out	\$ 385.73
2571	12/4	CSDA	Annual membership dues Calif. Special Dist. Assoc.	\$ 191.00
2572	12/4	AT&T	telephone Pike and Alleghany firehouses	\$ 44.38
EFT	12/29	WA bank Credit Card	Details below	\$ 154.68
			Batteries (regular and for suction unit) Alleghany	\$ 103.07
			Fuel Pike	\$ 51.61
2573	12/30	Cascade Fire Equip	Boots Pike	\$ 388.68
<b>Expenditures Total</b>				<b>\$ 1,566.22</b>

Reserve Account	
Contingency	\$ 24,500.00
Alleghany Fire Unallocated	\$ 3,000.00
Alleghany Dispatch Office	\$ 700.00
Alleghany equipment	\$ 1,261.84
Pike City Fire Unallocated	\$ 7,000.00
Streetlights	\$ 5,195.48
Pike City Firehouse	\$ 3,064.76
Pike City Engines	\$ 5,188.60
Alleghany Firehouse	\$ 1,409.37
Alleghany Engines *	\$ 15,770.39
Interest Earned	\$ 9.94
<b>Reserve Account Total</b>	<b>\$ 67,100.38</b>

\* \$8,000 for Alleghany vehicle purchase only

Ending Checking Account Balance \$ 2,479.02

Starting Savings account balance \$ 17,312.00  
 transfer to checking

interest earned \$ 1.32

Ending Savings Account Balance \$ 17,313.32

General Fund (accounts listed above) Total \$ 19,792.34

Reserve account Starting Balance \$ 67,095.31

interest earned \$ 5.07

Reserve account Ending Balance \$ 67,100.38

Report prepared by Rae Bell, Treasurer

**Total ALL FUNDS** \$ **86,892.72**

Verified against bank statement and QB balances by: X

Name Printed

Note: Savings and Fund accounts are reconciled quarterly.

title



# Pliocene Ridge Community Services District

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

## Treasurer's Report for November 2020

Beginning Checking Account Balance \$ 5,202.44

### DEPOSITS

Date	From:	For:	Amount
<b>Deposits Total</b>			<b>\$ -</b>

### EXPENDITURES

Ck #	Date	To:	For:	Amount
EFT	11/2	PG&E	(detail below)	\$ 398.88
			PG&E Allegheny	\$ 50.92
			PG&E Pike	\$ 64.33
			Streetlights - Forest	\$ 17.22
			Streetlights - Allegheny	\$ 266.41
2563	11/5	AT&T	Telephone	\$ 24.01
2564		VOID		
2565	11/5	Sierra County Tax Collect	Firehouse Dump Fees Pike \$110.28 Allegheny \$91.90	\$ 202.18
2566	11/5	Suburban Propane	Allegheny Firehouse	\$ 246.43
2567	11/5	Suburban Propane	Allegheny Firehouse tank rental	\$ 65.00
2568	11/30	McMurchi Law Firm	Conflict of interest question re serving on non-profit AND district board	\$ 243.00
2569	11/30	Suburban Propane	late fee October	\$ 3.70
<b>Expenditures Total</b>			<b>\$ 1,183.20</b>	

Reserve Account	
Contingency	\$ 24,500.00
Allegheny Fire Unallocated	\$ 3,000.00
Allegheny Dispatch Office	\$ 700.00
Allegheny equipment	\$ 1,261.84
Pike City Fire Unallocated	\$ 7,000.00
Streetlights	\$ 5,195.48
Pike City Firehouse	\$ 3,064.76
Pike City Engines	\$ 5,188.60
Allegheny Firehouse	\$ 1,409.37
Allegheny Engines *	\$ 15,770.39
Interest Earned	\$ 4.87
<b>Reserve Account Total</b>	<b>\$ 67,095.31</b>

\* \$8,000 for Allegheny vehicle purchase only

<b>Ending Checking Account Balance</b>	<b>\$ 4,019.24</b>
<b>Starting Savings account balance</b>	<b>\$ 17,312.00</b>
transfer to checking	
interest earned	
<b>Ending Savings Account Balance</b>	<b>\$ 17,312.00</b>
<b>General Fund (accounts listed above) Total</b>	<b>\$ 21,331.24</b>
<b>Reserve account Starting Balance</b>	<b>\$ 67,095.31</b>
interest earned	
<b>Reserve account Ending Balance</b>	<b>\$ 67,095.31</b>

Report prepared by Rae Bell, Treasurer

**Total ALL FUNDS \$ 88,426.55**

Verified against bank statement and QB balances by: X

Name Printed \_\_\_\_\_

Note: Savings and Fund accounts are reconciled quarterly.

title \_\_\_\_\_



# Pliocene Ridge Community Services District BYLAWS

## ARTICLE II BOARD MEETINGS CONTINUED

4. **All agenda items** must be received by the Secretary 10 days prior to the scheduled meeting date.
5. **All Board meetings are open to the public** except during executive session, consistent with the requirements of the "Brown Act." All Board actions shall be conducted in open meetings.
6. **Board meeting minutes will be available** on the district website and in the agenda packets. Copies of Board minutes are available at a cost equal to the expense of duplication plus postage. (Refer to Policy #2350).
7. **Notice of meetings** stating the time, place and agenda shall be provided to Board members and posted in accordance with the "Brown Act" requirements; including utilization of the district website.
8. **Special Meetings** may be called by the President, Secretary or any two Board members.
9. **Closed or Executive meetings** may be called by any Board member during the course of any regular or special meeting or for a future regular or special meetings as defined by the "Brown Act."
10. **Rules of Order** except as they conflict with the California Government Code shall be Rosenberg's Rules of Order and shall govern all questions of procedures not otherwise provided in this document.
11. **Quorum** shall be three Board members. If no quorum is present, the attending Board members shall adjourn the meeting to a time that a quorum is obtained.
12. **Notification of absence** shall be made to the Secretary and shall be the individual responsibility of each Board member.
13. **Board Voting** shall be verbal unless a written ballot is requested by one or more Board members. Ayes and nays shall be recorded upon the passage of all motions. The results of all votes shall be recorded in the meeting's minutes. The act of a majority of Board members present at the meeting at which a quorum is present shall constitute an act of the Board. However, if the government Code or state statute should set different requirements on the voting of any matter, the vote required by the code or statute shall prevail.
14. **Suspension of Rules.** To suspend a rule to change the order of business, a two-thirds vote of the members of the board shall be required.
15. **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. Board members are prohibited from addressing any items not previously included on the agenda except to provide simple answers to basic questions. The Board may receive testimony and set the matter for a subsequent meeting.





# Pliocene Ridge Community Services District BYLAWS

## ARTICLE II Item 15 Public Comment Continued

No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under Public Comment.

No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination by the Chairperson of person's privilege to remain within the hearing, meeting, or workshop.

No oral presentation shall include charges or complaints against any District employee, or director regardless of whether the ~~employee~~ person is identified in the presentation by name or by another reference which tends to identify. All complaints shall be directed to the Board in writing.

New text ~~deleted text~~

*Notes from Rae Bell: Possibly the board should consider a new section that specifically addresses complaints? Complaints are addressed in the employee handbook as well, but the bylaws are specifically referring to complaints at board meetings. It seems to me that the complaint procedure should apply to all attendees of board meetings (not just the public).*

*There are legal reasons why complaints against employees should not be aired in public, but there are also practical reasons why complaints in general should not be brought forward at board meetings: 1. The person with the complaint should not have to wait a month or more (depending upon the meeting schedule) to air their complaint and have it addressed. 2. The board can more thoroughly address the complaint if it is submitted in writing. 3. Nobody has to "think on their feet" or feel like they are being put on the spot.*

**Alternate revision to the one above. The last paragraph becomes #16 so that it is not confined to public comment only:**

16. No oral presentation by any person in attendance shall include charges or complaints against any District employee, or director regardless of whether the ~~employee~~ person is identified in the presentation by name or by another reference which tends to identify. All complaints shall be directed to the Board in writing.



3005 Douglas Blvd., Ste. 115

Roseville, CA 95661

(916) 774-1040

(916) 774-1177 Fax

December 17, 2020

Board of Directors  
Pliocene Ridge Community Services District

We have audited the financial statements of the governmental activities of the Pliocene Ridge Community Services District for the year ended June 30, 2020. Professional standards require that we provide you with the following information about our responsibilities under generally accepted auditing standards and Government Auditing Standards as well as certain information related to the planned scope timing and scope of our audit. We have communicated such information in our letter dated October 5, 2020. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Pliocene Ridge Community Services District are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year 2019-2020, we noted no transactions entered into by the governmental unit during the years for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of the useful lives of capital assets is based on prior experience. We evaluated the key factors and assumptions used to develop the estimated useful lives of capital assets in determining that it is reasonable in relation to the financial statements taken as a whole.

##### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole. We have attached a copy of the adjustments.

*Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated December 17, 2020.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management of the Pliocene Ridge Community Services District and is not intended to be and should not be used by anyone other than those specified parties.

Very truly yours,

  
BODEN KLEIN & SNEESBY  
A Professional Corporation

**PLIOCENE RIDGE CSD**  
**AJE'S**  
**JUNE 30, 2020**

W/P Ref.	Acct Num	Description	Posted	Dr.	Cr.
		1			
	1390.1	Accumulated depreciation			12,366.74
	3010.1	Invest in F/A		4,550.50	
		Equip - Pike (F/A)		3,908.12	
		F/A expenses - Pike		3,908.12	
Adjust F/A & donated property at 6/30/20					
				12,366.74	12,366.74