

**MINUTES of the Regular Meeting of the Board of Directors of Pliocene Ridge CSD  
Held Wednesday October 19, 2016 at Station 71 105 Plaza Court, Alleghany.**



**1. A quorum** was established and the meeting called to order at 6:35 pm by President Wayne Babros. Board members present: Wayne Babros, Daniel Guyer, and Bruce Coons. Gracie Knowles was absent. Also present were Pike assistant chief Tom Starr and Alleghany assistant chiefs David Arbogast and Ned Cusato, Alleghany auxiliary member Bob Hale and Pike auxiliary member Roland Robertson. Interim Secretary Rae Bell was present and took the minutes. Flag Salute.

**2. APPROVAL OF THE AGENDA:** A motion was made by Bruce Coons to approve the agenda, 2<sup>nd</sup> by Daniel Guyer. **Motion passed: 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant.**

**3. PUBLIC COMMENT:** None

**4. INFORMATION/DISCUSSION ITEMS**

a) *Correspondence:* A thank you letter was sent to Tristan Grew for the donation of a pump to the Pike Dept.

b) *Committee/Member/Business Reports:*

1. *Alleghany Assistant Chiefs Arbogast & Cusato* reported that everything is running, training has had good attendance, no medical calls but there was a fire at the German Bar. The road was very bad on both the Sierra County side and the Nevada County Side. A bulldozer was sent to work on the Nevada County side, but only made the road worse and they had to walk in two miles to the fire. Only smaller vehicles could get in. Pike and Alleghany were not paiged out for the fire which seems odd since they are the closest departments to the location. Jim contacted the Forest Service and offered assistance, Tom Starr is working on getting payment.

2. *Pike Assistant Chief Starr* reported that all the vehicles are OK, a TV was donated to the dept. to become part of their security system. He requested that a Thank you letter be sent.

3. *Station 71 Auxiliary Bob Hale* reported that they are working on fundraising ideas and are reviewing their by-laws.

4. *Station 67 Auxiliary Roland* reported that “Hamburger Night” has been scheduled for November 12<sup>th</sup>.. They sent out a newsletter on the 18<sup>th</sup> and another one will be going out in December, since they got a little behind on the last one.

5. *Risk Manager Report:* No report.

6. *Board Members:* Rae Bell reported that the auditors have everything they need to complete the annual audit and it is underway.

7. *Standing Committee Reports:* None

**4. ACTION ITEMS**

a) *Approval of regular meeting minutes* dated 7/20/16 & 9/21/16 Motion to approve made by Daniel Guyer 2<sup>nd</sup> Bruce Coons. **Motion passed: 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant.**

b) *Approval of treasurer’s report* dated 9/30/16. Moved by Daniel Guyer 2<sup>nd</sup> by Bruce Coons. **Motion passed: 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant.**

c) *Unfinished Business*

1. Wayman Dam project – No report, on hold until Spring.
2. A motion to adopt changes to Policy #3000 as presented was made by Daneil Guyer, 2<sup>nd</sup> by Bruce Coons. **Motion passed: 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant.** No action was taken on Firehouse Rental Policy, as the documents not prepared in time for the meeting.
3. Regarding the Alleghany Firehouse: The Committee met on October 12<sup>th</sup>, report attached. A motion to move forward with the plan as presented ( pending AVFD's approval) was made by Bruce Coons, 2<sup>nd</sup> by Daniel Guyer. **Motion passed: 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant.** The same report and a copy of the drawings will be provided to AVFD at their next meeting.
4. Regarding the Pike Firehouse project: Roland reported that they got the cost estimates done and it looks like the project will need to be split into two phases because it will be cost prohibitive to do it all at once. The grant application was submitted to the USDA last week and they are reviewing it. They are thinking of asking SPI for a donation towards the project.
5. The CDF 50/50 grant approval to purchase was just received. Tom Starr and Rae Bell will be making the purchases.
6. Regarding the Secretary/Treasurer job posting Rae Bell reported that a 5 day add was run in the Grass Valley Union Classified section on Oct. 4<sup>th</sup> and submitted to the Mountain Messenger for a 2 week run. The complete job description is on the District's website. So far there have been no inquiries. The deadline to apply is Nov. 11<sup>th</sup>.

d) *New Business*

1. Rae Bell was contacted by West America Bank regarding updating the signature card. A motion to pass resolution #16-065 to update the signor information with the bank was made by Daniel Guyer 2<sup>nd</sup> by Bruce Coons. **Motion passed: 3Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant.**
2. Rae Bell requested that her contract which expired on Sept. 30<sup>th</sup> be extended until such time as a replacement for the position is found. A motion to extend the contract "as is" at a rate of \$15 per hour, was made by Wayne Babros, 2<sup>nd</sup> by Bruce Coons. **Motion passed: 3Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant.**

. **NEXT MEETING AGENDA ITEMS** The next regular meeting is scheduled for November 16<sup>th</sup> at the Pike Firehouse. A safety meeting needs to be held the same night at 6pm.

**ANNOUNCEMENTS (reminders)**

The quarterly Continuing Quality Improvement (CQI) review is due. Scheduled for Thursday October 27<sup>th</sup> at the Pike Firehouse. Hamburger Night is scheduled for November 12<sup>th</sup>.

**ADJOURNMENT:** There being no further business before the board the meeting was adjourned at 7:30 PM

Respectfully submitted,



Rae Bell Arbogast  
Interim Secretary



## 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

**Wednesday October 19, 2016 6:30 pm Alleghany Firehouse 105 Plaza Court Alleghany**

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE
2. APPROVAL OF AGENDA
3. PUBLIC COMMENT
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. Station 71 Auxiliary
    4. Station 67 Auxiliary
    5. Risk Manager Report
    6. Board Member Report – status of annual audit for FY 15/16
    7. Standing Committee Reports: Streetlight, Budget, Safety
5. ACTION ITEMS:
  - a) Approval of Minutes of July 20th & Sept. 21<sup>st</sup> 2016
  - b) Approval of Treasurer's report dated September 30, 2016
  - c) Unfinished business:
    1. Wayman Dam Project
    2. Ongoing bylaws & Policy review and/or update: **Firehouse rental policy, Ord. #1 fund allocation update to policy 3000.**
    3. Alleghany Firehouse Project –
    4. Pike Firehouse Project –
    5. CDF grant application status –
    6. Secretary/Treasurer (General Administrator) position. update
  - d) New business
    1. Signature card update for WA Bank resolution #16-065 (copy not provided due to acc. info)
    2. Request for extension of Rae Bell's contract "as is" from Sept. 30<sup>th</sup> until position is filled.
6. ANNOUNCEMENTS, NEXT MEETING DATE & 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 specifying your disability and the format in which you would like to receive this Agenda and future Agendas as well.



William F. Adasiewicz  
121 Poplar Lane  
Pike, CA 95960

September 15, 2016

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

Attn: Rae Bell Arbogast

RE: Pike Pond Clean out

Good morning Rae,

I wanted to bring you up to date on the status of the project.

Initial drawings were submitted to Heather Newell at the USFS over 3 months ago and I have been requesting status of the permit and the responses I get is the same **“I'm checking with our facilities engineer.”**

So I am in the dark about what is going on I have received no response.

I have received from John Jaynes a price for the excavation and hauling away of the silt and it is for \$35,008.00.

I have estimated that we will need a crew of 4 persons to the brushing and tree cutting for 5 days. That would be 160 manhours at a cost of \$20.00 per hour or \$3200.00

Bringing the total to \$38,208.00

I would expect that the Pliocene CSD would get 5% for managing the project \$1910.40

Bringing the total cost to \$40118.40

I will be transmitting this information to Tim Beals and Lee Adams for their response and their help to get the USFS to move forward in the permitting process.

Respectfully

William F Adasiewicz

billadas@mac.com

# PIKE CITY POND PROJECT

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**August 18, 2016**

WILLIAM ADASIEWICZ  
533 AIRPORT BLVD STE 400  
BURLINGAME CA 94010

• SET UP EQUIP/TRANSPORT EQUIPMENT	250.00
• EXCAVATOR (2 ½ HOURS)	250.00
• SKIP LOADER (2 ½ HOURS)	250.00
• EXCAVATE POND DIRT (70 HOURS)	9,450.00
• DIG STUMPS	
• TWO 10 WHEELERS (60 HOURS)	12,000.00
• BENCH IN WEST SIDE (DOZER 5 HOURS)	675.00
• BENCH IN WEST SIDE OF POND (PART OF 50 HOURS)	
• 1 ½ X ¾ ROAD ROCK (4 TRANSFERS)	2,600.00
• RIP RAP DAM FACE 4 X 8 RIP RAP (8 TRANSFERS)	5,200.00
• 1000 FEET STRAW WADDLES FOR EROSION CONTROL	1,200.00

TREES WILL BE SLASHED AND CHIPPED BY PIKE CITY POND CREW. REMAINING LOGS WILL BE USED ON POND WALLS FOR BARRIER. ALL HAND LABOR WORK WILL BE DONE BY PIKE CITY POND CREW.

TOTAL 35,008.00 (includes 10% unforeseen exp.)

Sincerely,

JOHN JAYNES  
POB 929  
NORTH SAN JUAN CA 95960  
(530) 292-9315  
FJAYNES@OUTLOOK.COM

## Alleghany Firehouse Improvement Project

On Wednesday October 12<sup>th</sup> at 4 PM David and Rae Bell Arbogast, Daniel Guyer and Bob Hale met at Station 1.

Notes:

We crawled under the back room at the north end of building and happily found that everything looks really good under there. The concrete retaining wall that abuts the main floor slab is plum and looks great. All of the wooden floor supports and floor joists are in good shape. No dirt has touched wood in any place and the foundation is sound all around. The lower siding on the east side is warped and ready to fall off but otherwise the lower end of the back room is in good condition.

The east side of the building is in pretty good shape other than that one piece of siding mentioned above. The rest of the siding needs to be re-nailed and stained.

The front of the building is great!

One main problem is that the roof has no overhang.

There is plenty of room on the west side of the building to create a covered walkway which would serve several purposes: **It would abate the drainage problem, protect it from the elements, make the direct entrance into the backroom more accessible and create storage space.**

Current Concept:

East side: Install 2 foot roof overhang. Replace loose siding on bottom of north end with either wood siding or concrete blocks. Secure existing siding and stain it.

West side: Move propane tank. Remove two trees. Install retaining wall or revetment on the end closest to the plaza (South end). Excavate the entire length of the building approximately 10 feet out so that it slopes slightly away from the building. Pour a concrete slab in this area including a foundation for a possible storage area at the north end. Create 8 foot overhang over concrete slab. New outside wall would be sided  $\frac{1}{2}$  to  $\frac{2}{3}$  of the way up from the bottom with metal roofing and clear fiberglass roofing to let light in on the top. Build 8 x \_\_\_\_ storage room under the overhang at the North end of the walkway. The room would need to be wired and would have a window facing North. (If this is too expensive it could be done at a later date)

Dan Guyer has offered to prepare an initial drawing of the concept. **After we make sure both the Pliocene Ridge Board and the AVFD board are OK with the concept** Mark Jokerst will be approached about doing the engineering for the retaining wall and the slab. Dan has offered to draw up the plans once everybody is on the same page. Once we have a set of plans we can get a cost estimate together. Once we have some cost estimates we will have to figure out what we think we can afford based on how much we can get from USDA. **At that phase both the PRCSD board and the AVFD board will need to be consulted again to figure out how to cover our share of the grant.**



## BUDGET PROCESS

The Board recognizes the statutory need for a comprehensive annual financial plan indicating expected revenues and expenditures for all the District's funds.

A Budget Operations Manual shall be developed and maintained by the Treasurer to document the procedure for budget preparation and adoption. It shall contain the Chart of Accounts, list of charge accounts, timelines, procedures and forms for all financial business of the District.

The Treasurer chairs the Budget Committee. The Budget Committee shall have overall responsibility for the compilation of the initial annual budget document. The budget shall outline resources and indicate the authority for expenditures necessary to carry out activities consistent with goals and objectives set by the Board. The budget shall be accompanied by related text describing significant changes from the prior year.

In July, the Budget Committee meets. In August the Treasurer submits the Preliminary Budget, Chart of Accounts, and List of Charge Accounts to the Board for review and changes. A Public Hearing is held in August. In September, the Board adopts the final Budget. A copy of the final adopted budget shall be certified by the Secretary and filed with the County of Sierra, Auditor's Office.

All unbudgeted funds received after the final budget adoption and all unanticipated expenditures after the final budget adoption shall be submitted to the board for appropriation and/or payment by Resolution or motion.

All procedures of the Budget Committee, the Treasurer and the Board shall be in compliance with the District Policy, Government Code, State Controller's Manual Accounting Standards and Procedures.

Revenues generated by Mutual Aid contracts and Ordinance #1 shall be budgeted allocated to the station generating the funds.

1. ~~Separate accounts shall be set up for each station and funds shall be allocated by the station that generated the funds as follows.~~ Mutual Aid revenue shall be allocated as follows:
  - a) Payment of employee/volunteer wages as directed in Policy 3450;
  - b) Net funds after payment of wages shall be allocated at 20% to Building Fund; 55% to Station vehicle maintenance fund; 25% to the District general fund.
2. Emergency Response Revenue (per incident) shall be allocated as follows:
  - a) \$150 to the District general fund. \$600 to a "contingency fund" assigned to the responding dept. \$300 to each dept.'s contingency fund if both respond.