



Pliocene Ridge Community Services District

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

Regular Meeting

Wednesday, January 16, 2013, 6:30PM, Station 67 Pike City

AGENDA

I ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE

At a regular meeting, the board may take action upon an item of business not appearing on the posted agenda if, *first*, the board publicly identifies the item, and, *second*, one or more of the following occurs:

- A. The board by a majority vote of the full board decides that an emergency as defined I government code section 54956.5 exists; or,
- B. Upon a decision by a two-thirds vote of the board or, if less than two thirds, of the board members present, a unanimous vote of those present, the board decides that there is a need to take immediate action and that the need for action came to the attention of the District after the agenda was posted; or
- C. The item was posted on the agenda of a prior meeting of the board occurring not more than five calendar days prior to the date of this meeting, and at the prior meeting the item was continued to this meeting.

Members of the public shall be afforded an opportunity to address the Board on any Agenda items except closed session items. Reasonable time limits may be established. Government Code Section 11125.7. If you have any questions or require reasonable accommodations due to a disability, please contact the Board Secretary at 530-288-3326.

II APPROVAL OF AGENDA

III SUSPEND THE ORDERS OF THE DAY

Swearing in of Tosha Buckbee and Maris Womack

IV RETURN TO THE ORDERS OF THE DAY

V PUBLIC COMMENT

VI INFORMATION/DISCUSSION ITEMS

- A. Correspondence Sent: 1/5/13 Franchise Tax Board. Received: Bank statements for all accounts copy filed with minutes; Treasurer's Invoice 1031, 1/5/13, \$277.50 file with minutes
- B. Committee/Member/Business Reports:
 1. Station 71 Fire Chief Hale
 2. Station 67 Fire Chief
 3. Station 71 Auxiliary
 4. Station 67 Auxiliary
 5. Risk Manager Dan Guyer
 6. Board Member Reports

VII ACTION ITEMS

- A. Approval of Minutes of November 21, 2012 Regular Meeting
- B. Approval of Treasurer's Report dated December 31, 2012
- C. Unfinished Business:
 1. Status of Crown truck sale
- D. New Business
 1. Update fire dept. Standard Operating Procedures Manual
 2. Election of 2013 Officers:
 - President
 - Vice President
 - Secretary
 3. Appointment of Standing Committees: Streetlights, Budget, Safety
 4. Audit/Special Districts Transaction Report
 5. Bad Debt Write off:
 6. Quarterly data backup, Oct., Nov., Dec. 2012

VII NEXT MEETING AGENDA ITEMS: RM Annual Log 300 Injury Report; RM prep for LPIP report due at March meeting.

IX ANNOUNCEMENTS The next regular meeting of the PRCSD Board of Directors is scheduled for February 20, 2013, 6:30pm Station 71 Alleghany.

The PRCSD Board has a vacancy for a director. Application available online.

X ADJOURNMENT



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Regular Meeting Wednesday, January 16, 2013, Station 67 Pike City MINUTES

A quorum was established and the meeting called to order at 6:37pm by Pres. Wayne Babros. Board members present: M. Womack, T. Buckbee, W. Babros, D. Guyer; Vacancy: one. Also present: Chief Hale, Co Chief Buckbee, Co Chief Starr. Absent: Treasurer Rae Bell Arbogast, Supervisor Lee Adams. Flag salute.

APPROVAL OF AGENDA Moved by D. Guyer, seconded by T. Buckbee to approve the agenda. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

SUSPEND THE ORDER OF THE DAY So moved by M. Womack, seconded by D. Guyer. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.** Maris Womack and Tosha Buckbee took the Oath of Office. It was noted that Larry Vieira did not refile.

RETURN TO THE ORDERS OF THE DAY So moved by M. Womack, seconded by D. Guyer. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

PUBLIC COMMENT None.

INFORMATION/DISCUSSION ITEMS

Correspondence Sent: 1/5/13 Franchise Tax Board. Received: Bank statements for all accounts copy filed with minutes; Treasurer's Invoice 1031, 1/5/13, \$2877.50 filed with minutes.

Committee/Member/Business Reports:

Station 71: Chief Hale reported chief's rig front end needs work, 7140 continuing problem with short, 7150 radiator problems—needs to do road test, 7180 core heater leak needs to go to shop. AVFD engaged in search for an engine. SCB apparatus bottles need servicing and we need an agent—either Sacramento or Reno.

Station 67: All trucks running. Got CDF grant approval on radios. Tom requested to get a copy to Maris/Rae. Maris asked if a clean up could be scheduled to get the debris in the side yard removed. Jim said Pam Davis was going to things to the dump.

Auxiliary 71: Nothing new to report.

Auxiliary 67: No report.

Risk Manager: Got posters to put up in each firehouse.

Board Member Reports: Wayne noted that there is one streetlight out in Alleghany. It takes 2 weeks to get lights back up and he is keeping an eye on it.

ACTION ITEMS

Approval of Minutes: Moved D. Guyer, seconded by T. Buckbee to approve the minutes of November 21, 2012, as corrected. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

Approval of Treasurer's Report: Moved by M. Womack, seconded by D. Guyer to approve the Treasurer's Report of December 31, 2012. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**



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Treasurers Report cut off date: December 31, 2012

Beginning Checking Account Balance \$ 1,706.94

Deposits

Budget Line #	Date	From:	For:	Amount
	12/3	Transfer from FUNDS account for AUDIT		\$ 5,500.00
4071.3	12/19	CDF	Nugget Fire Mutual Aid-Pike	\$ 260.93
4071.3	12/24	CDF	Chalk Flat Fire Mutual Aid- Pike	\$ 1,642.39
Deposits Total				\$ 7,403.32

Expenditures

Budget Line #	Ck #	Date	To:	For:	Amount
7350	2145	12/3	Sierra County Public Works	Fuel Alleghany	\$ 46.23
8660	2146	12/3	Northern Home Medical	Oxygen Pike	\$ 18.00
6273	2147	12/3	Bouden Klein & Sneesby	5 year audit	\$ 5,693.95
2303	2148	12/6	Riebes Auto	parts for 7150 & case of oil	\$ 72.53
	2149	12/16	AT&T		\$ 32.86
6172.2				Phone Alleghany	\$ 18.39
6172.3				Phone Pike	\$ 14.47
8230	2150	12/16	N. S. J. Fire District	VOIDED	
	OL	12/18	PG&E		\$ 499.99
6170.2				PG&E Alleghany	\$ 67.53
6170.3				PG&E Pike	\$ 65.37
9171.4				Streetlights - Forest	\$ 40.27
9170.4				Streetlights - Alleghany	\$ 326.82
7630	674	12/27	Service Center Radiator	Repair on 7150	\$ 245.00
Expenditures Total					\$ 6,608.56

Ending Checking Account Balance \$ 2,501.70

Starting Savings account balance \$ 3,247.60

transfer from checking

interest earned \$ 0.25

transfer to FUNDS \$ (1,550.00)

Ending Savings Account Balance \$ 1,697.85

Balance on Prepaid Cards & Debit Card Account \$ 1,400.00

General Fund (accounts listed above) Total \$ 5,599.55

Fund account Starting Balance \$ 18,689.31

transfer from savings +2.20 interest \$ 1,552.20

transfer to checking \$ (5,500.00)

Fund account Ending Balance see budget sheet for detail \$ 14,741.51

Total ALL FUNDS \$ 20,341.06



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Treasurers Report cut off date: November 30, 2012

					Beginning Checking Account Balance	\$ 2,491.44
Deposits						
Budget Line #	Date	From:	For:	Amount		
4040.1	11/27	Golden State Risk Management	CPRO training- Grant	\$		480.00
					Deposits Total	\$ 480.00
Expenditures						
Budget Line #	Ck #	Date	To:	For:	Amount	
	2141	11/3	AT&T		\$	32.93
6172.2				Phone Alleghany	\$	18.46
6172.3				Phone Pike	\$	14.47
	2142	11/3	Sierra County Public Works		\$	210.16
7350			JULY FUEL	Fuel Alleghany	\$	40.96
8350			JULY FUEL	Fuel Pike	\$	169.20
	OL	11/23	PG&E		\$	490.45
6170.2				PG&E Alleghany	\$	42.28
6170.3				PG&E Pike	\$	81.09
9171.4				Streetlights - Forest	\$	40.28
9170.4				Streetlights - Alleghany	\$	326.80
6176.2	2143	11/13	Brown's Gas Co	Propane Alleghany	\$	120.96
	2144	11/21	CASH - made out to Rae Bell	Prepaid cards + fees for chiefs	\$	410.00
					Expenditures Total	\$ 1,264.50
					Ending Checking Account Balance	\$ 1,706.94
					Starting Savings account balance	\$ 4,247.60
					transfer from checking	
					interest earned	
					transfer to New Debit card account	\$ (1,000.00)
					Ending Savings Account Balance	\$ 3,247.60
					Balance on Prepaid Cards & Debit Card acc.	\$ 1,400.00
					General Fund (accounts listed above)	\$ 6,354.54
					Fund account Starting Balance	\$ 18,689.31
					interest earned	
					transfer to checking	
					Fund account Ending Balance see budget sheet for detail	\$ 18,689.31
					Total ALL FUNDS	\$ 25,043.85

Pliocene Ridge Community Services District
Profit & Loss Budget vs. Actual YTD only
July 1, 2012 through January 5, 2013

	Jul 1, '12 - Jan 5, 13	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4020.1 - Tax Revenue Fire	0.00	22,806.43	-22,806.43	0.0%
4030.1 - Donations Income District	0.00	0.00	0.00	0.0%
4030.2 - Donations Alleghany	0.00	1,006.24	-1,006.24	0.0%
4030.3 - Donations Pike	1,655.68	2,648.00	-992.32	62.53%
4040.1 - Grants District	480.00	1,000.00	-520.00	48.0%
4040.2 - Grants Alleghany	0.00	1,006.24	-1,006.24	0.0%
4040.3 - Grants Pike	0.00	1,006.24	-1,006.24	0.0%
4071.3 - Mutual Aid Income- Pike	1,903.32	1,903.32	0.00	100.0%
4082 - Other Income	0.00	0.00	0.00	0.0%
Total Income	4,039.00	31,376.47	-27,337.47	12.87%
Expense				
6000 - OVERHEAD EXPENSE CATEGORY				
6170.1 - PG&E				
6170.2 - PG&E Alleghany	297.27	800.00	-502.73	37.16%
6170.3 - PG&E Pike	465.31	900.00	-434.69	51.7%
Total 6170.1 - PG&E	762.58	1,700.00	-937.42	44.86%
6172.1 - Telephone				
6172.2 - Telephone Alleghany	131.78	185.00	-53.22	71.23%
6172.3 - Telephone Pike	100.86	145.00	-44.14	69.56%
Total 6172.1 - Telephone	232.64	330.00	-97.36	70.5%
6174.1 - Water				
6174.2 - Water Alleghany	396.00	396.00	0.00	100.0%
Total 6174.1 - Water	396.00	396.00	0.00	100.0%
6176.1 - Propane				
6176.2 - Propane Alleghany	156.62	700.00	-543.38	22.37%
Total 6176.1 - Propane	156.62	700.00	-543.38	22.37%
6180.1 - Insurance				
6185.1 - Liability Insurance	2,896.00	2,896.00	0.00	100.0%
6190.1 - Vehicle Insurance	460.00	460.00	0.00	100.0%
6193.1 - Property Insurance	684.00	684.00	0.00	100.0%
6195.1 - Work Comp	5,383.00	5,383.00	0.00	100.0%
6180.1 - Insurance - Other	0.00	0.00	0.00	0.0%
Total 6180.1 - Insurance	9,423.00	9,423.00	0.00	100.0%
6250.1 - Postage, copies & office supply	62.75	150.00	-87.25	41.83%
6265.1 - County Administration Fee	0.00	2,780.00	-2,780.00	0.0%
6270.1 - Bookkeeping	525.00	750.00	-225.00	70.0%
6273.1 - Auditor Fees	5,693.95	5,500.00	193.95	103.53%
6280.1 - Property Assessments				
6280.2 - Solid Waste Fee Alleghany	67.94	67.94	0.00	100.0%
6280.3 - Solid Waste Fee Pike	122.30	122.30	0.00	100.0%
6280.1 - Property Assessments - Other	0.00	0.00	0.00	0.0%
Total 6280.1 - Property Assessments	190.24	190.24	0.00	100.0%
6295.1 - Building Repairs & Maint.				
6295.3 - Buildings Rep. & Maint. Pike	38.64	1,239.00	-1,200.36	3.12%
Total 6295.1 - Building Repairs & Maint.	38.64	1,239.00	-1,200.36	3.12%
6296.1 - Payroll Expense- Mutual Aide				
6296.2 - Payroll Expense Alleghany	0.00	0.00	0.00	0.0%
6296.3 - Payroll Expense Pike	712.01	718.00	-5.99	99.17%
6296.1 - Payroll Expense- Mutual Aide - Other	0.00	0.00	0.00	0.0%
Total 6296.1 - Payroll Expense- Mutual Aide	712.01	718.00	-5.99	99.17%
Total 6000 - OVERHEAD EXPENSE CATEGORY	18,193.43	23,876.24	-5,682.81	76.2%

Pliocene Ridge Community Services District
Profit & Loss Budget vs. Actual YTD only
July 1, 2012 through January 5, 2013

	Jul 1, '12 - Jan 5, 13	Budget	\$ Over Budget	% of Budget
7000 - STATION 71 EXPENSES				
7230 - Compliance Alleghany	521.48	701.48	-180.00	74.34%
7300 - Small Equipment Alleghany	0.00	2,012.47	-2,012.47	0.0%
7301 - Equip. repair/maint. Alleghany	267.78	500.00	-232.22	53.56%
7350 - Fuel Alleghany	251.20	800.00	-548.80	31.4%
7630 - Vehicle Rep. & Maint. Alleghany	0.00	1,000.00	-1,000.00	0.0%
7660 - Supplies Alleghany	0.00	200.00	-200.00	0.0%
Total 7000 - STATION 71 EXPENSES	1,040.46	5,213.95	-4,173.49	19.96%
8000 - STATION 67 EXPENSES				
8230 - Compliance Pike	466.73	201.84	264.89	231.24%
8300 - Small Equipment Pike	639.06	2,468.99	-1,829.93	25.88%
8301 - Equip. repair/maint. Pike	0.00	500.00	-500.00	0.0%
8350 - Fuel Pike	302.29	800.00	-497.71	37.79%
8630 - Vehicle Rep. & Maint. Pike	98.48	1,000.00	-901.52	9.85%
8660 - Supplies Pike	38.71	200.00	-161.29	19.36%
Total 8000 - STATION 67 EXPENSES	1,545.27	5,170.83	-3,625.56	29.88%
Total Expense	20,779.16	34,261.02	-13,481.86	60.65%
Net Ordinary Income	-16,740.16	-2,884.55	-13,855.61	580.34%
Other Income/Expense				
Other Income				
9020.4 - Tax Revenue Street Lights	0.00	5,083.79	-5,083.79	0.0%
9030.4 - Donations Streetlight Fund	0.00	0.00	0.00	0.0%
Total Other Income	0.00	5,083.79	-5,083.79	0.0%
Other Expense				
9170.4 - PG&E Streetlights Alleghany	1,961.32	3,900.00	-1,938.68	50.29%
9171.4 - PG&E Streetlights Forest City	241.70	485.00	-243.30	49.84%
Total Other Expense	2,203.02	4,385.00	-2,181.98	50.24%
Net Other Income	-2,203.02	698.79	-2,901.81	-315.26%
Net Income	-18,943.18	-2,185.76	-16,757.42	866.66%

PRCSD Balance Sheet BUDGET		NAME	BUDGET	YTD	NOTES
Income Statement net change			\$ (2,185.76)	\$ (18,943.18)	
1350.2	Equipment Allegheny				
1350.3	Equipment Pike				
1370.2	Vehicles Allegheny				
1370.3	Vehicles Pike				
	Fixed Assets Expenditures total				
1200.0	Accounts Receivable				
2000.1	Accounts Payable		\$ (1,641.76)	\$ (1,641.76)	
Funds		Details on Fund sheet	Budget	YTD	
		Fund Additions	\$ (3,201.99)	\$ (2,443.48)	
		Fund Withdrawals	\$ 7,247.38	\$ 5,500.00	
		Net (moved to) or taken from funds	\$ 4,045.39	\$ 3,056.52	
		NET CHANGE -CASH FLOW	\$ 217.87	\$ (17,528.42)	
		Surplus to Contingency Fund			
Fund Balances		YTD TOTAL			
	Contingency Fund	\$	3,100.00		
	Audit Fund	\$	-		
	Sireelght Fund	\$	1,760.92		
	PCVFD Building Fund	\$	8,569.05		
	PCVFD Vehicle Fund	\$	1,310.70		
	AVFD Building Fund	\$	475.30		
	AVFD Vehicle Fund	\$	416.82		
	Total Funds	\$	15,632.79		

Treasurer's report presented at this meeting is only through Dec. 31st
Fund balance difference is due to mutual aid additions booked in January