



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

Thursday August 19, 2021 6:30 pm

VIA Phone Conference call 978-990-5144 Access code 6919768

ALL MEETING DOCUMENTS ARE POSTED ONLINE plioceneridge.org

1. ESTABLISH QUORUM, CALL TO ORDER

2. CONSENT CALENDAR

- a) Approval of Agenda,
- b) Approve Minutes for regular June 17, 2021 meeting & Special meeting held July 6, 2021
- c) Ratify Treasurer's reports & bill payments for June & July 2021

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 since last meeting
- b) Committee/Member/Business Reports:
 1. District Chief's report
 2. Assistant Chiefs' report
 3. AVFD Inc. non-profit corporation
 4. Pike Community Support Foundation
 5. Firewise projects
 6. Board Member/Staff Reports – staff or board member reports on non-action items
 7. Firehouse Projects & ADA Compliance –
 8. Pending Grants – Homeland Security, CDF 50/50, USDA Alleghany firehouse project- in item 7 above.

5. ACTION ITEMS:

- a) Unfinished business:
 1. Ongoing Bylaws & Policy review and/or update: Public Record Requests new policy #1022 to replace old policy #2350, draft to be considered for September adoption.
 2. Memorandum of understanding status, per the terms of the MOU once the non-profits have adopted new names an addendum is to be attached to the MOU stating the new legal name of each entity.
 3. Status of Ethics and Harassment prevention training.

b) New business

1. None

6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~

Next meeting date Sept 16, 2021. Agenda item: adoption of FY 21/22 budget & policy 1022.

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.

SEND AN EMAIL TO plioceneridge@gmail.com to be added to the email list for meeting notices.



MINUTES of the Regular Meeting of the Pliocene Ridge CSD

Board of Directors

Date: Thursday June 17, 2021 6:30 pm

Held by conference call

1. CALL TO ORDER: The meeting was called to order at 6:34 pm by President Guyer. Board members present Daniel Guyer, Bruce Coons, Grace Knowles and Chris Mills. Larry Allen had reported that he could not attend. District Chief Chris Dorn also had reported that he could not attend. Alleghany Assistant Chiefs David Arbogast and Ned Cusato were in attendance as was PCVFD non-profit President Roland Robertson & Treasurer Denise Ruane. Public present: None. Secretary Rae Bell Arbogast was present and took the minutes.

2. CONSENT CALENDAR:

Agenda, Minutes and Treasurer's report

A motion was made to approve the consent calendar as presented by Grace Knowles, 2nd by Bruce Coons Ayes: Coons, Guyer, Knowles, Mills Nays: none Absent: Allen Abstain: none ~ Motion carried.

3. PUBLIC COMMENT: None

4. INFORMATION/DISCUSSION ITEMS

a) *Correspondence* Incoming: Notice from CDF received via email about their incident reporting system that all fire districts are required to use.

Outgoing: Statement of facts re-sent to the State adding Larry Allen as a board member

b) *Committee/Member/Business Reports:*

1. *Chiefs Report* ~ Ned Cusato reported for both fire departments because Chief Dorn was at a North Yuba Chief's meeting and Assistant Chief Arbogast was out of the area for an extended period. Ned reported that there had been two calls since the last board meeting: one to set up a landing zone on Henness Pass Road for Downieville FPD Ambulance. This was for an incident at the Triple Pocket Mine. The other call was a request for a water tender. The water tender had to be taken out of service for repairs after the call but was back in service thanks to Jim and Sandie Buckbee. Kudos to Vicky Tenney for dispatching the other day when the phones were out. "She did a good job."

2. *Assistant Chief's report:* None

3. *AVFD Inc. Non-Profit Corp:* ~ Bruce Coons reported for the non-profit that they had a successful bake sale in Forest City the previous weekend.

4. *PCVFD Non-Profit Corp: report* ~ Roland Robertson reported that they are going through the process of changing their name. The new name is: "Pike Community Support Foundation".

5. *Firewise Community Certification Project* ~ Ned reported that he has sent pictures to the County with the proposed location of the firewise signs but has not heard back yet.

6. *Board Member/Staff reports:* Rae Bell reported that the Brown Act is scheduled to go back to normal on Sept. 30th. Most likely this will mean that no remote meetings will be allowed.

7. *Firehouse Projects & ADA Compliance: Alleghany Firehouse:* Matt Roth the job estimator for BRCO Constructors (the contractor who did the water tank construction project in Alleghany a few years ago) offered to put together an estimate for the entire job at prevailing wage. He is doing it pro-bono. *Pike Firehouse:* Nothing new to report.

8. *Pending Grants: OES SIREN FOR ALLEGHANY* Ned sent pictures to Lee Brown of a possible location for the control panel and is answering questions to help Lee fill out the required paperwork. *OES AIR BAGS & CAMERA FOR PIKE* Chris Dorn met with Lee Brown since the last PRCS D board meeting. Rae stated that she thought that he needed to provide some quotes to Lee for him to process the paperwork. *CDF FIREMANS 50/50* Nothing new to report since last meeting.

5. ACTION ITEMS

a) Unfinished Business

1. *Bylaws-Policies* – Nothing was prepared in time for the meeting.

2. *MOU between the District and the non-profit corporations:* All parties have signed the MOU.

3. *Status of signature card at bank:* Dan Guyer is the only director who still needs to sign it.

4. *Status of Ethics and Harassment Training:* Ned can provide copies of his and Chris Dorns certs as they did it for their County jobs. Chris Mills and Larry Allen have done the training. Everyone else still needs to do it.

5. *Adopt preliminary budget:* A version of the documents from May with a few minor changes was included in the meeting packets. **A motion to adopt the preliminary budget as presented was made by Bruce Coons, 2nd by Grace Knowles Ayes: Coons, Guyer, Knowles, Mills Nays: none Absent: Allen Abstain: none ~ Motion carried.**

b) New Business

1 & 2. *Adopt resolutions 21-080 and 21-081.* **A motion was made to adopt both resolutions as presented. Motion made by Bruce Coons 2nd by Chris Mills Ayes: Coons, Guyer, Knowles, Mills Nays: none Absent: Allen Abstain: none ~ Motion carried.**

3. *Adopt resolution 21-082 to declare surplus vehicles* **A motion was made to adopt the resolution as presented. Motion made by Grace Knowles 2nd by Chris Mills Ayes: Coons, Guyer, Knowles, Mills Nays: none Absent: Allen Abstain: none ~ Motion carried.**

ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS The next regular meeting is scheduled for August 19th at Station 2 in Alleghany.

ADJOURNMENT:

There being no further business before the board, the meeting was adjourned at 6:51 PM.

Respectfully submitted,

Rae Bell Arbogast
Secretary



MINUTES of the Special Meeting of the Pliocene Ridge CSD

Board of Directors

Date: Tuesday July 6, 2021 6:30 pm

Held by conference call

1. CALL TO ORDER: The meeting was called to order at 6:36 pm by President Guyer. Board members present Daniel Guyer, Bruce Coons, and Chris Mills. Larry Allen and Grace Knowles had reported that they could not attend. PCVFD non-profit President Roland Robertson was present as was AVFD non-profit commissioner Lyn Russel. Public present: Vicky Tenney. Secretary Rae Bell Arbogast was present and took the minutes. Chief Dorn phoned in towards the end of the meeting.

2. Adopt changes to policy # 3020 Payment of wages after a discussion, a motion was made to accept the changes as presented. **Motion made by Bruce Coons, 2nd by Chris Mills Ayes: Coons, Guyer, & Mills Nays: none Absent: Allen & Knowles Abstain: none ~ Motion carried.**

3. Adopt resolution # 21-083: after a discussion, a motion was made to adopt resolution 21-083 as presented. **Motion made by Bruce Coons, 2nd by Chris Mills Ayes: Coons, Guyer, & Mills Nays: none Absent: Allen & Knowles Abstain: none ~ Motion carried.**

ADJOURNMENT:

There being no further business before the board, the meeting was adjourned at 6:40 PM.

Respectfully submitted,

Rae Bell Arbogast
Secretary



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 June 2021

Beginning Checking Account Balance \$ 3,354.41

DEPOSITS

Date	From:	For:	Amount
6/18	Savings		\$ 6,000.00
6/30	Savings		\$ 3,000.00

Deposits Total \$ 9,000.00

EXPENDITURES

Ck #	Date	To:	For:	Amount
EFT	6/3	PG&E	(detail below)	\$ 455.89
			PG&E Allegheny Firehouse Station 1	\$ 68.37
			PG&E Pike Firehouse	\$ 103.79
			Streetlights - Forest	\$ 17.23
			Streetlights - Allegheny	\$ 266.50
2590	6/30	Banner Communications	Radio tech Pike	\$ 173.08
2591	6/30	Golden State RM Authori	Insurance for Fiscal Year 21-22	\$ 6,513.00
			Dividend	\$ (177.00)
			Workers Comp	\$ 2,317.00
			Liability	\$ 1,984.00
			Property	\$ 2,008.00
			Vehicle	\$ 301.00
			Crime Bond	\$ 80.00
2592	6/30	Suburban Propane	Propane Pike Firehouse	\$ 57.20
EFT	6/30	WA Bank Credit Card		\$ 2,898.59
			Food & water for trucks Allegheny FD	\$ 55.90
			US POSTAL SERVICE	\$ 1.05
			DMV registration new 6760	\$ 1,224.54
			DMV registration for 7180	\$ 891.04
			Lost Nugget fuel Pike FD	\$ 77.41
			Radio programming cable	\$ 49.74
			Replacement refrigerator for Station 1 Allegheny	\$ 598.91

Expenditures/transfers Total \$ 10,097.76

Reserve Account Detail	
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	\$ 3,964.06
Allegheny Firehouse	\$ 1,409.37
Allegheny Engines *	\$ 14,879.35
Interest Earned	\$ 19.85
Reserve Account Total	\$ 64,994.71

* \$8,000 for Allegheny vehicle purchase only

Ending Checking Account Balance \$ 2,256.65

Starting Savings account balance \$ 33,430.37
 transfer to checking \$ (9,000.00)

interest earned \$ 2.02

Ending Savings Account Balance \$ 24,432.39

General Fund (accounts listed above) Total \$ 26,689.04

Reserve account Starting Balance \$ 64,989.77

interest earned \$ 4.94

Reserve account Ending Balance \$ 64,994.71

Report prepared by Rae Bell, Treasurer

Total ALL FUNDS \$ 91,683.75

Verified against bank statement and QB balances by: X

Name Printed

Note: Savings and Reserve account 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 July 2021

Beginning Checking Account Balance \$ 2,256.65

DEPOSITS

Date	From:	For:	Amount
7/12	Savings		\$ 8,738.16
7/12	Reserve Funds	to zero out Allegheny Equip. fund used to help pay for turnouts on 50/50 grant	\$ 1,261.84

Deposits Total \$ 10,000.00

EXPENDITURES

Ck #	Date	To:	For:	Amount
EFT	7/6	PG&E	(detail below)	\$ 415.95
			PG&E Allegheny Firehouse Station 1	\$ 46.44
			PG&E Pike Firehouse	\$ 85.77
			Streetlights - Forest	\$ 17.23
			Streetlights - Allegheny	\$ 266.51
2593	7/15	Cascade Fire	50/50 grant 3 sets turnouts Allegheny, plus one pair of boots for Pike. still have 1 pair of boots coming. Will be reimbursed half by CDF	\$ 9,521.19
2594	7/15	Rae Bell Arbogast	3 mos district admin plus \$26.99 reimburse for office supplies	\$ 626.99
2595	7/30	Cascade Fire	50/50 grant 1 pair of boots half to be reimbursed by CDF	\$ 448.55
EFT	7/30	WA bank CC card	Parts for water-tender 6760	\$ 242.90

Expenditures/transfers Total \$ 11,255.58

Reserve Account Detail	
Contingency	\$ 24,500.00
Allegheny Fire Unallocated	\$ 3,000.00
Allegheny Dispatch Office	\$ 700.00
Allegheny equipment	
Pike City Fire Unallocated	\$ 7,000.00
Streetlights	\$ 5,195.48
Pike City Firehouse	\$ 3,064.76
Pike City Engines	\$ 3,964.06
Allegheny Firehouse	\$ 1,409.37
Allegheny Engines *	\$ 14,879.35
Interest Earned	\$ 19.85
Reserve Account Total	\$ 63,732.87

* \$8,000 for Allegheny vehicle purchase only

Ending Checking Account Balance \$ 1,001.07

Starting Savings account balance \$ 24,432.39

transfer to checking \$ (8,738.16)

transfer from reserve acc. for DMV fees interest earned

Ending Savings Account Balance \$ 15,694.23

General Fund (accounts listed above) Total \$ 16,695.30

Reserve account Starting Balance \$ 64,994.71

To zero out Allegheny Equip Fund used for turn-outs on 50/50 grant interest earned \$ (1,261.84)

Reserve account Ending Balance \$ 63,732.87

Report prepared by Rae Bell, Treasurer

Total ALL FUNDS \$ 80,428.17

Verified against bank statement and QB balances by: X

Name Printed

Note: Savings and Reserve account reconciled quarterly.

title



PUBLIC INSPECTION OF DISTRICT DOCUMENTS
PUBLIC RECORD REQUESTS

~~All Board meeting minutes and documents from open meetings, as well as all official documents requiring the signature of the Secretary of the Board of Directors, shall be available for public inspection.~~

~~These documents can be examined in the Administrative Offices of the District by written request and prior arrangement with the board Secretary. The documents may not leave the Administrative Offices, but upon request, duplicate copies will be provided at a cost equal to cost of copying and mailing to be paid in advance.~~

~~Anyone wishing to regularly receive copies of Board Meeting Agendas must submit a check to the district in the amount established by Board Resolution. This will cover the cost of duplication, envelope addressing, and postage to mail agendas (12 regular meetings) for one year.~~

~~For purposes of posting and public notice, copies of agendas will be posted, at the Station 67 in Pike City, Station 71 in Alleghany and the bulletin board in Forest City.~~

It is the policy of the district to comply with the State of California Public Records Act (Government Code section 6250 -6276.48) ensuring that the public has access to all records of the district that fall under the definition of "Public Records".

Definition: "Records" include all communications related to public business, including any writing, picture, sound or symbol, whether paper, magnetic or other media.

Record Request Procedures:

Requests to inspect documents: Because the district does not have regular office hours, persons wishing to inspect district records shall contact the district by either phone 530-288-0624 OR email plioceneridge@gmail.com to set up an appointment. Requests may also be made in writing using Attachment A incorporated into this Policy.

The secretary or designee shall verify that the request falls under the definition of "Public Records" and shall respond within 10-days to the person making the request to either set an appointment or explain why the request does not fall under the Public Records Act.

Full code available online at <https://leginfo.legislature.ca.gov>

Requests for Copies of documents: Once district staff has verified that the request falls under the definition of "Public Records" they shall respond to the person making the request and either provide the record requested or explain why the request does not fall under the Public Records Act.

Copies of ten pages or more shall be provided at a rate of 10 cents per sheet for black & white copies and 25 cents per sheet for color copies. There shall be no charge for copies of documents under ten pages in length or for PDF files sent via email or by transferring such files to a digital storage device provided by the person making the request.

DRAFT COPY AUGUST 2021 NOTES: All text is new. All old text is ~~deleted~~. The new text is based upon research conducted a few years ago. Evidently it is not legal to require that requests be in writing....

PUBLIC RECORDS REQUEST

Attachment A PLIOCENE RIDGE COMMUNITY SERVICES DISTRICT REQUEST FOR PUBLIC RECORDS

The California Public Records Act (the "Act") was enacted to ensure public access to public records. You may request copies of specific information or materials and the District will provide this information, or an explanation of why it cannot be disclosed within 10-days of receiving the request.

This form is optional and may be submitted by mailing it to: PRCSD, 100 Pike City Road, Pike, CA 95960 or via email to: plioceneridge@gmail.com

Requests can be made in person at a district board meeting, via phone 530-288-0624 or email: plioceneridge@gmail.com There is no charge for making an appointment to view documents, copies are charged at a rate of 10 cents per page black & white or 25 cents per page color. Postage shall be charged for mailing documents. There is no charge for files that can be sent via email. A digital storage device may be provided to PRCSD for the transfer of files if preferred.

When Submitting your request, Please be as specific as possible (ie., provide dates of reports or actions, resolution and ordinance numbers, etc.).

NAME:

ADDRESS:

PHONE: _____ **EMAIL:**

IDENTIFICATION OF DOCUMENTS

SPECIFIC NAME/DATE OF DOCUMENT

TYPE OF DOCUMENT

SPECIFIC NAME/DATE OF DOCUMENT	TYPE OF DOCUMENT

Requestor Signature: _____ Date: _____

This area for Staff use only

Date Received: _____ Date of Response: _____

Est. Cost: _____ Amount of Deposit: _____

Refund/Additional Payment: _____ Disposition: _____