



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

April 17, 2019 6:30 pm Alleghany Firehouse 105 Plaza Court

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE
2. CONSENT CALENDAR
 - a) Approval of Agenda
 - b) Approval of Minutes for March 20, 2019
 - c) Approval of Treasurer's report for March 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
 7. Part 6 Special District non-profit research with correction to Part 5
5. ACTION ITEMS:
 - a) Unfinished business:
 1. Ongoing Bylaws & Policy review and/or update: Affirmative Action Policy # 3015.
 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. Accept letter of resignation Wayne Babros declare vacancy on the board.
 2. Resolution 2019-70 to Appoint Project Manager for Alleghany Firehouse Improvement Project
 3. Resolution 2019-71 to Apply to the USDA Community Facilities Grant Program
6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~
Ethics/Harassment Prevention training Sat. May 11th 9 am at the Pike Firehouse. Next Regular meeting May 15th at the Pike Firehouse 6:30 pm. Preliminary Budget to be presented for June adoption.
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.



**MINUTES of the Regular Meeting of the Pliocene Ridge CSD
Board of Directors
Date: Wednesday March 20, 2019
Location: Pike City Firehouse, 100 Pike City Road**

1. CALL TO ORDER: The meeting was called to order at 6:45 pm by Vice President Guyer. Board members present: Daniel Guyer, Bruce Coons and Chris Mills. Wayne Babros & Gracie Knowles notified the Secretary in advance that they could not make the meeting. Also present were Pike City Assistant Chiefs Jim Buckbee and Tom Starr, Alleghany Assistant Chiefs David Arbogast & Ned Cusato, AVFD Auxiliary Secretary Vicky Tenney and PCVFD Auxiliary President Roland Robertson. Pliocene Ridge CSD Secretary Rae Bell Arbogast was present and took the minutes. Flag Salute.

2. CONSENT CALENDAR: A motion was made by Bruce Coons to approve the consent calendar, 2nd by Chris Mills. **3 Ayes, 0 Nays, 2 Absent, 0 Abstain, 0 Vacant, Motion carried.**

3. PUBLIC COMMENT: None

4. INFORMATION/DISCUSSION ITEMS

a) Correspondence: Incoming: Notice of Public Hearing re: zone amendment from Sierra County

Outgoing: Get well card to Roland, thank you letter and payment request to AVFD Auxiliary for EMT equip/supply purchase reimbursement.

b) Committee/Member/Business Reports:

1. Alleghany Assistant Chiefs David Arbogast & Ned Cusato reported that they are back on schedule with their trainings, they have been training on the use and maintenance of the SCBA's recently, there was a joint training held at the Pike Firehouse the previous Thursday on Spinal Motion Restriction, basically backboards are mostly only used for moving patients now, the class was taught by Downieville Medic/Interim Chief Marty Creel and 16 people attended. Lee Brown notified Alleghany that both the back-up generator and battery charger that were requested would qualify for funding under the Homeland Security grant, as soon as the costs are established Rae will submit an application. AVFD did ask about getting an AED as well, but Lee suggested asking LeTina with Health and Human Services because it would be quicker. LeTina is working on getting one for Alleghany. This will make a total of 4 AED's in Alleghany, one on the ambulance and one on each vehicle except for engine 7180.

2. Pike City Assistant Chiefs Jim Buckbee & Tom Starr reported that they replaced both of the batteries on engine 6780, their training schedule will be switching to wildland training soon. Camptonville Fire is working on a Live Burn training and both PCVFD and AVFD plan on attending. The training will encompass three different Saturdays (3/30, 4/6 & 4/13) with the actual burn on the last one. This is assuming they are able to get the permit to do it. Tom is still trying to get payment from the Forest Service for the Minnesota fire and the Forest underburn. He will be working on scheduling a Yuba Chiefs meeting as soon as Graham Rice is back. They need to schedule the annual Basic 32 training. John Evans is the new OES coordinator. He recently requested an inventory update from all of the local fire departments.

3. *AVFD Auxiliary*: Secretary Vicky Tenney reported that Rae had made the EMT supply purchase and did a good job using almost exactly half of the TV raffle proceeds. [\$1,268.16] The remainder is for firefighting equip/supplies.

She also reported that the previous Friday there was a search & rescue call for a person missing from the Plumbago Mine. Station 1 in Alleghany was set up as the base station. Nevada County Search & Rescue responded with 4 tracked vehicles and a helicopter. They did an amazing job and found the person very quickly. Vicky wanted to remind everybody that the auxiliary is available to make coffee or provide other support anytime an incident like this occurs.

4. *PCVFD Auxiliary*: President Roland Robertson reported that he was happy to be there. It had been a rough past two months, thanks for the get well card. The gear for the CDF Fireman's assistant grant had been ordered and was on the way.

5. *Risk Manager Report*: Nothing to report

6. *Board Member/Staff reports*: Daniel Guyer reported that he was sorry to hear that Wayne Babros is planning on resigning due to health issues. There was a discussion about the need to find a new board member, with the preference being a person from Alleghany to keep the board balanced between Alleghany and Pike. Rae Bell explained that because Wayne had not been sworn in yet (since being reappointed in December when his term was up) she had inquired with the Recorder's office about how it should be handled, but hadn't heard back yet. Most likely it will be on the April agenda to accept his letter of resignation and then the County Clerk-Recorder is notified of the vacancy. A notice of the vacancy is published in the Mountain Messenger by the County Recorder. The board of supervisors appoints the new board member. Everybody was encouraged to try and think of people to ask. Chris Mills mentioned that maybe the vacancy could be published in the PCVFD Auxiliary's next newsletter.

Rae Bell reported that at the February meeting she forgot to mention that PRCSD received a notice from Sierra County in January about a public hearing for some proposed zoning amendments. One of the affected parcels is the County Yard in Alleghany. It is being rezoned from R1 (Rural Residential) to PS (Public Service). A further notice was received on March 6th that the Public Hearing would be held on Tuesday March 19th. Since it is a non-issue she did not notify the Board or Chief's about it in advance.

7. *Standing Committee Reports: Streetlights*:

Rae Bell reported that Geof Pollard with PG&E Streetlights called her on 2/27/19. As of that date he still had a job. [PG&E is filing for bankruptcy] He lives in Grass Valley now and as soon as the snow melts he is planning on coming to Alleghany and Forest City to work with her to get the lights straightened out.

8. *Non-profit/Special District Research*: Part 5 of the research was included in the meeting packet. Rae stated that she hoped the auxiliaries found it inspiring. There are a lot more examples of non-profit/gov agency partnerships but she kept it to one page.

5. ACTION ITEMS

a) *Unfinished Business*

1. Ongoing Policy & Procedure review/update: The packet of proposed P&P amendments that was distributed in February was gone over & discussed. A few minor changes were made. A motion to accept all of the proposed amendments with the minor changes was made by Bruce Coons, 2nd by Chris Mills **3 Ayes, 0 Nays, 2 Absent, 0 Abstain, 0 Vacant, Motion carried.**

2. Alleghany Firehouse project: Rae Bell had provided a summary in writing to the agenda packet email list earlier that day and brought copies to hand out (attached to the minutes). The board agreed by consensus that she should go ahead and start the application process for the USDA grant. There was also a general consensus that both the bathroom and stand-by generator should be included on the plans and building permit application. A decision about what should be included in the grant application will be made at the April meeting.

3. Pike Firehouse projects: Roland reported that the staircase is not quite finished but will be soon.

There was a discussion about the stand-by generator that had been donated. Roland wanted to know if the installation of this generator could be paid for by the Homeland Security grant, since it looks like the one for Alleghany will be. Rae explained that she did ask Lee Brown if this would be possible but he said that the grant will only cover the installation of equipment that is purchased with grant funds. However; she pointed out that The Pike Fire Dept. has reserve funds that could be used for the installation. Dan reported that he had left a message for the electrician for an installation quote but had not heard back yet. Dan, Roland and Jim are going to set up a meeting to start working on the permit application for the standby generator and to figure out the expected cost.

4. Dispatch Office in Alleghany: Nothing new to report.

5. Wayman Dam Project: Nothing new to report

d) *New Business*

1. Appoint Officers: After a brief discussion a motion was made by Chris Mills to appoint the following slate of officers: President Daniel Guyer, Vice President Bruce Coons, Secretary/Treasurer Rae Bell Arbogast. The motion was seconded by Daniel Guyer.

3 Ayes, 0 Nays, 2 Absent, 0 Abstain, 0 Vacant, Motion carried.

2. Letter of concern about Plumbago Mine Road: No action taken.

NEXT MEETING AGENDA ITEMS

The next regular meeting is scheduled for April 17, 2019 at the Alleghany Firehouse.

ANNOUNCEMENTS Reminder about Ethics class scheduled for Saturday May 11th

ADJOURNMENT:

There being no further business before the board the meeting was adjourned at 7:47 PM.

Respectfully submitted,

Rae Bell Arbogast
Secretary



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 March 2019

Beginning Checking Account Balance \$ 4,351.94

Date	From:	For:	Amount
3/26	Split		\$ 1,323.57
	AVFD Auxiliary	EMT Supplies reimburse	\$ 1,268.16
	Jim Buckbee	CC charges reimbursemer	\$ 55.41
Deposits Total			\$ 1,323.57

Ck #	Date	To:	For:	Amount
729	3/5	AT&T		\$ 38.52
			Phone Alleghany	\$ 19.26
			Phone Pike	\$ 19.26
730	3/20	Christ Dorn	reimbursement lodging for EMT ridealong	\$ 330.51
731	VOID			
EFT	3/20	WA Bank Credit Card	EMT Supplies \$141.47 less POINTS credit of \$86.44 booked to other income	\$ 55.03
		PG&E		
			PG&E Alleghany	
			PG&E Pike	
			Streetlights - Forest	
			Streetlights - Alleghany	

Expenditures Total \$ 424.06

Reserve Account	
Contingency	\$ 24,500.00
Alleghany Fire Unallocated	\$ 2,700.00
Pike City Fire Unallocated	\$ 6,700.00
Streetlights	\$ 3,718.40
Pike City Firehouse	\$ 2,308.14
Pike City Engines	\$ 3,107.91
Alleghany Firehouses	\$ 1,409.37
Alleghany Engines	\$ 7,446.25
Interest Earned	\$ 11.37
Reserve Account Total	\$ 51,901.44

Ending Checking Account Balance \$ 5,251.45

Starting Savings account balance \$ 21,158.41

interest earned \$ 1.61

transfer to checking

transfer to FUNDS

Ending Savings Account Balance \$ 21,160.02

General Fund (accounts listed above) Total \$ 26,411.47

Reserve account Starting Balance \$ 51,897.60

Interest \$ 3.84

transfer from savings

Reserve account Ending Balance \$ 51,901.44

Report prepared by Rae Bell, Treasurer

Total ALL FUNDS \$ 78,312.91

Verified against bank statement and QB balances by: X

Name Printed

Note: Savings and Fund accounts are reconciled quarterly.

title

Special District/Non-Profit Corp. Research

Prepared by Rae Bell for PRCS D meeting date 4/17/2019

Corrections to Part 5: - backtracking a bit.

It turns out that some of the information that was shared in Part 5 last month was incorrect. Upon further research and discussions with persons more directly involved with the Camptonville Fire Dept Auxiliary, I discovered that the non-profit auxiliary *was* formed as a fundraising auxiliary and has always functioned as such. It appears that the Non-profit North San Juan Fire Dept. Auxiliary also was formed as an auxiliary. As is often the case, institutional memory is quickly lost over time and I was misinformed. I had been advised to verify what I was told with others and I failed to do that *before* part 5 went out. (My bad)

Based on this new information it appears that the history of Pliocene Ridge CSD and the non-profit corporations is more *unique* than realized.

Part 6 Special District/Non-Profit Corp. Research

How, or even if, the word "auxiliary" can be added to the name of the non-profit corporations is a question that I have been trying to find an answer to for quite a while without any luck.

I ran into attorney Ingrid Larson at the EMT graduation in Downieville on March 30th. Thinking this was a simple "yes" or "no" type of question I asked her what it would take to either change the name of the non-profits or create a DBA (doing business as) name that would include the word "auxiliary". Of course this was not a simple "yes" or "no" question.

Ingrid had me email the articles of incorporation and bylaws for both non-profits to her and I sent my research as well. Ingrid was quick to say that she is not an "expert" in this field but she has taken a course specifically for non-profit attorneys and she has done quite a bit of work helping non-profits in Downieville become compliant and remain that way. She also pointed out to me that you can put 10 attorneys in a room and ask them a question and you very well might get 9 different answers!

Ingrid put in several hours doing her own research on this topic, and we talked on the phone a couple of times.

Amending the articles of incorporation would be one way to add the word "auxiliary" to the non-profits' names; but Ingrid cautioned against this, saying that it might open a "can of worms".

The text on the next page is from Ingrid; with her recommendation.

(My comments are added in italics, highlighted yellow)

~~Option 1:~~ Dissolve both non-profits and form new ones that are Auxiliaries. The cost is about \$1,000 per non-profit, the IRS fee being \$800. *(This option would void the latent "fire department powers" of the non-profits)*

Option 2: Amend the By-laws leaving the Articles the same, thereby avoiding the requirement of sending proposed Article Amendments to the Attorney General's Registry of Charitable Trusts. The By-Law amendments can include:

- a. elaborating on how the purpose will be carried out; *(in light of the formation of PRCSD)*
- b. creating a committee called the Auxiliary Committee, hereinafter the "Auxiliary". Define the committee members and the function of the committee.
- c. Amend the entire by-laws. Eliminate "commissioners"; *(replace with "directors")* eliminate membership (if you choose) and clean up the language, etc. *(this option keeps the latent "fire dept" powers in place)*

Then, in advertising, promoting, etc., for fundraising you can refer to the Alleghany Volunteer Fire Department "Auxiliary".

The same for Pike.

You asked about the filing of a fictitious business name instead (DBA). This requires recording a Fictitious Business Name Statement with the County Recorder and re-doing it every 5 years. You might then also have to change all bank information, etc. In my opinion, it is just one more technical task for volunteers to remember.

I recommend Option 2. Then a little bit of educating those involved to understand the corporate structure and purpose.

Hope this helps. Ingrid



NON-DISCRIMINATION/AFFIRMATIVE ACTION

The Pliocene Ridge Community Services District is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of the District that all employees and applicants shall receive equal consideration and treatment.

As a primarily volunteer based organization the District encourages participation by all community members at ALL times. Exceptions do apply when certain physical requirements are necessary for the safety of all involved.

Recruitment, hiring, placement, transfers and promotions shall be based on the qualifications of the individual for the position being filled regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, sexual-orientation, marital status, medical condition or physical handicap. (First Responders must meet certain physical requirements due to the nature of the job). All other personnel actions such as compensation, training, and social events are provided regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, sexual-orientation marital status, medical condition or physical handicap.

The objective of the District's nondiscrimination program is to ensure that all participants are treated equally and fairly and to encourage volunteerism from all segments of the community.

AFFIRMATIVE ACTION

All decisions on employment and promotion must be made solely on the individual's qualifications (merit) and bona fide occupational qualifications for the job in question and the feasibility of any necessary job accommodations.

To achieve the goals of the District's nondiscrimination program, it is necessary that each employee (volunteer) understand the importance of the program and his/her individual responsibility to contribute to its maximum fulfillment.

This policy is an integral part of the District's Personnel Policy Manual given to all volunteers and reviewed periodically by the crews of both the Alleghany and Pike Volunteer Fire Departments.

The District Board shall review and reaffirm this policy statement annually.



Resolution 2019-070

A RESOLUTION TO APPOINT A PROJECT
MANAGER FOR THE ALLEGHANY FIRE-
HOUSE IMPROVEMENT PROJECT

WHEREAS:

1. Pliocene Ridge Community Services District (PRCSD) owns the Alleghany Firehouse located at 105 Plaza Court, Alleghany.
2. A project to make repairs and improvements to the Firehouse has been initiated and has been named the Alleghany Firehouse Improvement Project (the "Project").
3. The Project is in need of an authorized project manager.

THEREFORE BE IT RESOLVED THAT:

The Board of Directors of PRCSD hereby elects to appoint Rae Bell Arbogast as the district's "Project Manager" to represent PRCSD with full authorization to sign and file, for and on behalf of the PRCSD, all documents related to the planning, design, and construction of The Alleghany Firehouse Improvement Project.

BE IT FURTHER RESOLVED THAT this Resolution shall take effect upon its adoption.

CERTIFICATION

The undersigned Clerk of the Board does hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a regular meeting of the Pliocene Ridge Community Services District held on April 17, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

VACANT: 1

DRAFT

Daniel Guyer, President
PRCSD Board of Directors

ATTEST:

Signature: _____

By: Rae Bell Arbogast
Secretary/Clerk of the Board



Resolution 2019-071

A RESOLUTION TO APPLY TO THE USDA FOR FUNDING UNDER THE COMMUNITY FACILITIES GRANT PROGRAM

WHEREAS:

1. Pliocene Ridge Community Services District (PRCSD) owns the Alleghany Firehouse located at 105 Plaza Court, Alleghany.
2. Said firehouse currently lacks safe pedestrian access (including ADA access) into the building when there is snow or ice on the ground.
3. The bathroom of said building is not wheelchair accessible nor ADA compliant.
4. The west side of the building lacks proper drainage.
5. The second exit of said building does not meet ADA standards and is blocked by snow shedding from the roof whenever it snows.
6. In addition to housing fire dept. vehicles and equipment, the building is also used for public meetings and events including the regular board meetings of PRCSD, Alleghany Volunteer Fire Dept. Auxiliary and Alleghany County Water District.
7. A plan to address the drainage/access problems listed above has been developed over the last few years with the assistance of many individuals including two engineers, an architect and a licensed contractor.
8. The project to implement this plan has been named the Alleghany Firehouse Improvement Project (The "Project").
9. PRCSD lacks the funds & resources to complete this project without assistance.

DRAFT

THEREFORE BE IT RESOLVED THAT:

The Board of Directors of PRCSD elects to apply to the USDA Rural Development Community Facilities Grant Program to facilitate the completion of the Project and hereby authorizes the Project Manager to prepare the USDA application packet and to submit it as-soon-as possible.

BE IT FURTHER RESOLVED THAT the funds to cover the district's share of the Project shall be obtained utilizing a combination of existing funds, budget allocations and fundraising efforts.

CERTIFICATION

The undersigned Clerk of the Board does hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at the regular meeting of the Pliocene Ridge Community Services District held on April 17, 2019 by the following vote:

AYES: NOES: ABSTAIN: ABSENT: VACANT: 1

ATTEST:

Daniel Guyer, President
PRCSD Board of Directors

Signature: _____
By: Rae Bell Arbogast
Secretary/Clerk of the Board