



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 April 18, 2018 6:30 pm Alleghany Firehouse 105 Plaza Ct.

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE

2. CONSENT CALENDAR

1. Approval of Agenda
2. Approval of Minutes for March 21, 2018
3. Approval of Treasurer's report for March 2018

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. Standing Committee Reports: Streetlight, Budget, Safety

5. ACTION ITEMS:

- a) Unfinished business:
 1. Ongoing Bylaws & Policy review and/or update: Policy # 2000 & Policy 2550 proposed changes included in packets
 2. Alleghany Firehouse Project – ADA Compliance
 3. Pike City Firehouse Project – ADA Compliance
 4. Status of dispatch office in Alleghany
 5. Tree Removal at Station 1 in Alleghany
 6. CDF 50/50 grant application period open. Deadline to apply is May 11th
- b) New business
 1. Alleghany Firehouse March 1st Water Bill
 2. Candidates night. Do we want to hold one?

6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~

Next Regular meeting May 16, 2018 in Alleghany 6:30 pm.

7. ADJOURNMENT

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MINUTES of the Regular Meeting of the Pliocene Ridge CSD Board of Directors

Date: Wednesday March 21, 2018

Location: Pike City Firehouse 100 Pike City Road

1. Call to order: The meeting was called to order at 6:35 pm by President Wayne Babros. Board members present: Wayne Babros, Daniel Guyer, Gracie Knowles and Chris Mills. Director Bruce Coons was absent. Also present were Pike City Assistant Chiefs Jim Buckbee & Tom Starr and Alleghany Assistant Chiefs David Arbogast and Ned Cusato, PCVFD auxiliary President Roland Robertson and AVFD auxiliary Chairman Bob Hale & Secretary Vicky Tenney. Pliocene Ridge CSD Secretary Rae Bell Arbogast was present and took the minutes. Flag Salute.

2. APPROVAL OF THE AGENDA: A motion was made by Daniel Guyer to approve the agenda, 2nd by Chris Mills. **4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant, Motion carried.**

3. PUBLIC COMMENT: None

4. INFORMATION/DISCUSSION ITEMS

a) *Correspondence:* **Incoming** Form 700s sent by Sierra County Clerk Recorder's Office for Board Members and Officers to fill out, Tickets from Disney resort along with a letter explaining forms that would have to be filled out if the tickets were accepted **Outgoing** None.

b) *Committee/Member/Business Reports:*

1. Alleghany Assistant Chiefs Arbogast and Cusato reported that there were no emergency calls since the February meeting. The extrication training on March 11th was well-attended and went well. Engine 7181 was taken to Pike for the training and it was noted that one of the brake-light/turn signals was out. A new one has been purchased. Two firefighters from Alleghany are attending the Operator's 1A class in Camptonville. They are still doing the equipment inventory. On February 28th a person walking past Station 1 heard water running and reported it. David discovered that the faucet on the back of the West side of the building was wide open. The water usage for February was 22,000 gallons which added an extra \$42 to the monthly \$40 flat rate, for an \$82 bill. Wayne requested that the Secretary look into asking for debt forgiveness from the water district.

2. Pike City Assistant Chiefs Buckbee & Starr reported that the joint extrication training went really well. Jim requested that the Secretary send Sharon Dojiba a thank you card for donating the car that was used. They ended up cancelling a couple of their trainings in February due to the bad weather. They are not finished with the equipment inventory yet. They are getting ready to put the new light pole up outside the firehouse.

3. AVFD Auxiliary Chairman Bob Hale reported that their membership drive is ongoing.

4. PCVFD Auxiliary President Roland Robertson reported that the March newsletter is almost formulated. Things have been pretty quiet with all of the bad weather.

5. Risk Manager Report: Daniel Guyer reported that The Risk Management Assessment Program (RAMP) application was submitted timely. The insurance company has sent a follow-up request for documentation which will be completed ASAP.

6. *Board Member/Staff reports:* Rae Bell reported that she is in the process of scanning ALL of the district's minute books and has made a page on the district website to post them. This will provide off-site storage for all of the minutes and make them easy to access. Most of the minute books are currently in Alleghany in the Old School Gym where she is storing them while they are being scanned.

7. *Standing Committee Reports: Streetlights:* No further update since the last meeting.

5. ACTION ITEMS

a) *Approval of regular meeting minutes* dated February 21, 2018. Motion to approve the minutes with one correction made by Daneil Guyer 2nd Chris Mills. **4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant, Motion carried.**

b) *Approval of treasurer's report* for the month of February 2018: motion made by Gracie Knowles 2nd by Chris Mills. **4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant, Motion carried.**

c) *Unfinished Business*

1. *Ongoing Policy & Procedure review/update:* A mark-up copy of Policies 1000 through 1450 was included in the meeting packets with suggested changes and a mark-up Copy of Article II from the Bylaws was handed out at the meeting (both attached to these minutes). After going over the suggested changes it was decided to delete Policy 1200 Telecommunications and to come back to Policy 1350 Positions/Duties at a later date. A motion to make all suggested changes as included in the packet with the two exceptions noted above was made by Daniel Guyer 2nd Chris Mills **4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant, Motion carried.**

2. *Regarding the Alleghany Firehouse project:* Rae Bell reported that she had not heard back from the Health Dept. about the location of the Septic Tank. Wayne Babros reported that he helped put it in and he knows its approximate location.

Regarding the bathroom (not part of current project, but planned as a future project) Daniel Guyer reported that a 7'4" square area is enough room to create an ADA compliant bathroom. Since the last meeting Mark Jokerst was consulted on this topic and he stated that he is NOT an expert on ADA compliance for Public Buildings. Vicky Tenney reported that Burns Tenney is an expert and he is willing to act as a consultant regarding the ADA compliance for the bathroom. It was noted that even though the bathroom is not part of the current project it makes sense to look at the bathroom access in conjunction with the walkway project.

3. *Regarding the Pike Firehouse projects:* Roland Robertson reported that the welder has the staircase tacked together. It is so large that he cannot work on it inside so the bad weather has slowed progress. Once the weather clears up long enough it should not take long for them to finish it. Things will have to dry out before it can be installed. Grace Knowles asked when that would be and Roland stated "Five or six days after it quits raining and the sun comes out".

No report on the Lift Project.

4. *Dispatch Office in Alleghany:* No report.

5. *Tree removal at Station 1 in Alleghany:* Rae Bell reported that Tom Roth is waiting for the weather to improve and for the snow to melt before he can come cut the trees. The firefighter who was cutting the small trees along the side of the building requested that it be reported that he did have his fire dept. radio on his person at all times while he was working alone.

d) *New Business*

1. *CDF 50/50 Firefighter's Assistance Grant for FY 18/19* The application period is open. Applications are due by May 11th.

NEXT MEETING AGENDA ITEMS

The next regular meeting is scheduled for April 18, 2018 at the Alleghany Firehouse 6:30 pm.

ANNOUNCEMENTS None

ADJOURNMENT:

There being no further business before the board the meeting was adjourned at 7:25 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

Treasurers Report cut off date: March 31, 2018

			Beginning Checking Account Balance	\$	3,378.97
			Incoming		
			Outgoing	\$	745.04
			Ending Checking Account Balance	\$	2,633.93
			Starting Savings account balance	\$	19,792.62
			Incoming	\$	1.28
			Outgoing		
			Ending Savings Account Balance	\$	19,793.90
Reserve Balances			General Fund (accounts listed above) Total	\$	22,427.83
Unallocated	Contingency	\$ 24,500.00	Reserve account Starting Balance	\$	47,594.07
Unallocated	Alleghany Fire	\$ 2,700.00		Incoming	\$
Unallocated	Pike City Fire	\$ 5,100.00	Outgoing		
Allocated	Streetlights	\$ 1,809.40	Reserve account Ending Balance	\$	47,597.55
Allocated	Pike City Firehouse	\$ 2,308.14			
Allocated	Pike City Engines	\$ 3,107.91			
Allocated	Alleghany Firehouses	\$ 822.37			
Allocated	Alleghany Engines	\$ 7,446.25			
	Interest Earned	\$ 3.48			
	Total	\$ 47,597.55			
			Total ALL FUNDS	\$	70,025.38

Transaction Details are provided on Bank Reconciliation Detail and Journal Reports. (Savings and Fund accounts reconciled quarterly.)

WILL PROVIDE JOURNAL REPORT AT MEETING

**Pliocene Ridge Community Services District
Reconciliation Detail
1001.1 - West America Savings, Period Ending 03/31/2018**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						11,589.28
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	01/30/2018			X	-1,796.66	-1,796.66
Total Checks and Payments					-1,796.66	-1,796.66
Deposits and Credits - 2 items						
Transfer	01/30/2018			X	10,000.00	10,000.00
Deposit	03/31/2018			X	1.28	10,001.28
Total Deposits and Credits					10,001.28	10,001.28
Total Cleared Transactions					8,204.62	8,204.62
Cleared Balance					8,204.62	19,793.90
Register Balance as of 03/31/2018					8,204.62	19,793.90
Ending Balance					8,204.62	19,793.90



Account Statement

PLIOCENE RIDGE COMMUNITY SERVICES 150
DISTRICT
100 PIKE CITY RD
PIKE CA 95960

STATEMENT DATE
03/31/18

If you have any questions
about your account please call:
(800) 848-1088
CUSTOMER SERVICE

MAKE THE SWITCH TO FREE ESTATEMENTS! THEY'RE
SECURE, CONVENIENT, AND ENVIRONMENTALLY FRIENDLY.
GO TO WWW.WESTAMERICA.COM TO ENROLL TODAY!

* * * * * ANNUAL PERCENTAGE YIELD EARNED .000000% 0 DAYS THIS CYCLE
* * * * * SAVINGS * * * * *

ACCOUNT NUMBER [REDACTED]

Table with 3 columns: DATE, DESCRIPTION, AMOUNT. Rows include: 12/31 PREVIOUS BALANCE 11,589.28; 01/30 TELEPHONE TRANSFER CREDIT 10,000.00; 01/30 TELEPHONE TRANSFER DEBIT 1,796.66; 03/31 INTEREST CREDIT 1.28; 03/31 NEW BALANCE 19,793.90

YEAR-TO-DATE INTEREST 1.28

Pliocene Ridge Community Services District
Reconciliation Detail
1002.1 - PRCS Fund Account, Period Ending 03/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						45,797.41
Cleared Transactions						
Deposits and Credits - 2 items						
Transfer	01/30/2018			X	1,796.66	1,796.66
Deposit	03/31/2018			X	3.48	1,800.14
Total Deposits and Credits					<u>1,800.14</u>	<u>1,800.14</u>
Total Cleared Transactions					<u>1,800.14</u>	<u>1,800.14</u>
Cleared Balance					<u>1,800.14</u>	<u>47,597.55</u>
Register Balance as of 03/31/2018					<u>1,800.14</u>	<u>47,597.55</u>
Ending Balance					<u>1,800.14</u>	<u>47,597.55</u>



Account Statement

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PLIOCENE RIDGE COMMUNITY SERVICES 150
DISTRICT
(FUNDS ACCOUNT)
100 PIKE CITY RD
PIKE CA 95960

STATEMENT DATE
03/31/18
If you have any questions
about your account please call:
(800) 848-1088
CUSTOMER SERVICE

MAKE THE SWITCH TO FREE ESTATEMENTS! THEY'RE
SECURE, CONVENIENT, AND ENVIRONMENTALLY FRIENDLY.
GO TO WWW.WESTAMERICA.COM TO ENROLL TODAY!

* * * * *
ANNUAL PERCENTAGE YIELD EARNED .000000% 0 DAYS THIS CYCLE
* * * * * SAVINGS * * * * *

ACCOUNT NUMBER [REDACTED]

DATE	DESCRIPTION	AMOUNT
12/31	PREVIOUS BALANCE	45,797.41
01/30	TELEPHONE TRANSFER CREDIT	1,796.66
03/31	INTEREST CREDIT	3.48
03/31	NEW BALANCE	47,597.55
	YEAR-TO-DATE INTEREST	3.48

5:11 PM
04/02/18

Pliocene Ridge Community Services District
Reconciliation Detail
1000.1 - West America Checking, Period Ending 03/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						4,612.27
Cleared Transactions						
Checks and Payments - 6 items						
Bill Pmt -Check	02/27/2018	eft	Credit Card WA Bank	X	-265.51	-265.51
Bill Pmt -Check	02/28/2018	eft	PG&E	X	-547.72	-813.23
Bill Pmt -Check	02/28/2018	2473	Real Graphic	X	-281.88	-1,095.11
Bill Pmt -Check	02/28/2018	2472	House	X	-100.58	-1,195.69
Bill Pmt -Check	02/28/2018	2471	AT&T	X	-37.61	-1,233.30
Bill Pmt -Check	03/25/2018	eft	Credit Card WA Bank	X	-69.59	-1,302.89
Total Checks and Payments					-1,302.89	-1,302.89
Total Cleared Transactions					-1,302.89	-1,302.89
Cleared Balance					-1,302.89	3,309.38
Uncleared Transactions						
Checks and Payments - 1 item						
Check	03/30/2018	eft	PG&E		-675.45	-675.45
Total Checks and Payments					-675.45	-675.45
Total Uncleared Transactions					-675.45	-675.45
Register Balance as of 03/31/2018					-1,978.34	2,633.93
Ending Balance					-1,978.34	2,633.93

3,309.38
STATEMENT
Balance

2,633.93 = Actual
Balance
3/31/18



Account Statement

PLIOCENE RIDGE COMMUNITY SERVICES
DISTRICT
100 PIKE CITY RD
PIKE CA 95960

If you have any questions
about your account please call
800-848-1088
CUSTOMER SERVICE

ACCOUNT NUMBER
STATEMENT DATE CYCLE
03/30/18 31
ITEMS ENCLOSED PAGE
0 1
YEAR-TO-DATE INTEREST

Summary table with columns: PREVIOUS BALANCE, CHECKS AND WITHDRAWALS (NUMBER, AMOUNT), DEPOSITS AND CREDITS (NUMBER, AMOUNT), INTEREST MINUS CHARGES, NEW BALANCE.

ACCOUNT ACTIVITY

BALANCE SUMMARY

SMALL BUSINESS CHECKING

DATE BALANCE

30 DAYS THIS CYCLE

PREVIOUS BALANCE

Table of transactions: DATE, DESCRIPTION, AMOUNT. Includes entries for 03/01 and 03/27.

Balance summary table: DATE, BALANCE. Shows previous balance of 4,612.27 and current balance of 3,309.38.

Table of checks: ITEM, DATE, AMOUNT. Includes entries for 2471 and 2472.

NEW BALANCE
03/30 3,309.38

MOBILE CHECK DEPOSIT IS NOW AVAILABLE WITH
THE STARCONNECT PLUS MOBILE BANKING APP.
DOWNLOAD THE APP TO YOUR MOBILE DEVICE TODAY!

EXTRA CASH LINE OF CREDIT CUSTOMERS: YOUR ACCOUNT DETAILS ARE LISTED BELOW. LATE PAYMENT WARNING: IF YOUR
MINIMUM PAYMENT IS NOT RECEIVED BY THE PAYMENT DUE DATE YOU MAY BE CHARGED A LATE FEE OF \$5.

Summary table with columns: PREVIOUS BALANCE, ADVANCES AND DEBITS (NUMBER, AMOUNT), PAYMENTS AND CREDITS (NUMBER, AMOUNT), INTEREST CHARGED, FEES CHARGED, NEW BALANCE.

LINE OF CREDIT CREDIT AVAILABLE ANNUAL PERCENTAGE RATE DAILY PERIODIC RATE PAYMENT PAST DUE + PAYMENT THIS PERIOD = MINIMUM PAYMENT DUE DATE YEAR-TO-DATE INTEREST PAID

THANK YOU FOR BANKING WITH US. NOTICE: SEE 'BACK OF STATEMENT' TAB FOR IMPORTANT INFORMATION.

RISK MANAGEMENT/SAFETY

Risk Management is the process of minimizing losses. Safety is always the primary consideration for all district operations. The Pliocene Ridge Community Services District is an organization with PRCSD has considerable assets and is engaged in a wide range of activities. Risk exposure may include but is not limited to loss of assets, loss from adverse judgments at law, and loss from work-related injuries or illnesses. Fire/EMS services increase this exposure.

Effective risk management requires an appropriate balance of risk assumption and risk reduction. To minimize risk exposure the Pliocene Ridge Community Services District Board will develop and maintain a Risk Management Program and Injury & Illness Prevention Program that will identify exposures and develop programs Policies & Procedures, as well as specific projects to maintain safety and reduce risk.

A Risk Manager shall be appointed by the Board annually in June.

~~A Risk Management Committee shall be appointed by the Board annually in June to serve as an advisory committee to the board. The Risk Manager shall serve as committee Chairperson.~~

The Risk Manager shall regularly report to the Board any exposures it deems that require immediate action or long-term planning.

~~The Risk Management Committee shall develop and maintain a Risk Management Handbook.~~

~~Pliocene Ridge Community Services District — OPERATIONS — A.R. 2000~~

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RISK MANAGEMENT/SAFETY PROGRAM

Risk Manager shall:

- A. Serve as Chairperson of the Risk Management/Safety Committee and maintain records of meetings and forward copies to the Board Secretary.
- B. Serve as the contact between the District's insurer and the District's board, apprising each of the status of the Risk Management/Safety Program.
- C. Provide Risk Management Handbook to all District personnel. Assist staff with incorporating Risk Reduction/Safety Policies & Procedures into the Personnel handbook and promote its use and understanding.
- D. Communicate to the Board the procedures developed by this program.
- E. Work with District Staff to provide the District's insurer current, complete, and accurate information for appraisal of the insurable replacement cost values of all buildings, vehicles and contents covered by the insurer.
- F. Maintain records of all Risk Management Committee activities and inform the board when action is needed.
- G. Provide a copy of the Risk Management Handbook to the Board Secretary with updates as they occur. Ensure that the Injury & Illness Prevention Program is up-to-date and being implemented.

Mark-up copy for April 18, 2018 meeting date 1

Yellow = new

- H. ~~Serve as Chairperson, appoint members, and monitor the activities of a Safety Committee. Appoint and monitor the activities of a Safety Officer. Maintain records of committee meetings and forward copies to the Board Secretary.~~

Risk Management/Safety Committee shall:

- A. Consist of:
- 1) **At least one board member and no more than two board members**
 - 2) One member from the Allegheny Fire Department and/or community
 - 3) One member from the Pike City Fire Department and/or community
 - 4) ~~One member at large~~ The District Secretary
- B. Meet quarterly.
- C. Identify the risk exposures and develop programs that create and maintain a culture of safety and risk reduction.
- D. Identify the statutory and contractual obligations with regard to Insurance, Safety and Risk Management and develop programs that will assist the District in compliance with these obligations.
- E. Annually establish a list of objectives for the coming year.
- F. Function as an ongoing program that requires continual maintenance, updating, and dissemination of information.
- G. Annually in March prepare a written status report of all objectives for Board approval.

~~Safety Committee shall:~~

- ~~A. Consist of:~~
- ~~1. 4 members and one Safety Officer appointed by the Risk Manager~~
 - ~~2. The majority of the committee shall be district personnel.~~
- ~~B. Meet Quarterly.~~

~~Pliocene Ridge Community Services District OPERATIONS A. R. 2000~~
~~Page 2 of 2~~

~~III. Risk Management Committee Responsibilities~~

- ~~A. Develop and maintain the Risk Management Program Policy and maintain at least one complete copy with the Board Secretary. The program shall include a list of objectives for the coming year.~~
- ~~B. Appoint and monitor the activities of a Safety Committee.~~
- ~~1. Safety Committee Chairperson~~
 - ~~2. One board member~~
 - ~~3. Three district personnel~~
- ~~C. Meet regularly, maintain minutes of all meetings, and annually in March prepare a written Status Report to the board of all objectives for approval by the Board.~~



CONTRACTS

The Board recognizes that to maintain continuity in the expeditious negotiations of contracts for the District, a procedure of execution must be established.

The Board shall designate a Project Manager to oversee the development of contracts as needed.

When appropriate, an attorney shall review contract documents and comment on them to the Project Manager. All contractors are required to provide a certificate of insurance with a minimum of 1 million dollars in liability coverage, naming the district as additionally insured before commencing work.

The Project Manager shall have the responsibility for the finalization of the contract and presentation to the Board for final approval.

In the matter of Mutual Aid Contracts, the Fire Chiefs shall serve as Project Manager.

California Uniform Public Construction Cost Accounting Act

With the adoption of Resolution 2017-66 on June 21, 2017, PRCSD opted to become subject to the California Uniform Public Construction Cost Accounting Act. It is the Policy of PRCSD to comply with the act as it relates to construction work and projects performed by public agencies by utilizing the following procedures:

Informal Bid Procedures

Public projects, as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.

Contractors List

PRCSD shall comply with the requirements of Public Contract Code Section 22034 and shall develop a list of qualified contractors to be added as exhibit A.



Notice Inviting Informal Bids

Where a public project is to be performed which is subject to the provisions of this Policy, a notice inviting informal bids shall be circulated using one or both of the following alternatives:

1. Notices inviting informal bids may be mailed, faxed, or emailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with Section 22034 of the Public Contract Code.
2. Notices inviting informal bids may be mailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the district, provided however:

If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

If there is no list of qualified contractors maintained by PRCSD for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the Commission

Award of Contracts

Contracts shall be awarded by the Pliocene Ridge CSD Board of Directors or designee.