



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, October 15, 2014, 6:30PM, Station 71 Alleghany 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 PUBLIC COMMENT

IV INFORMATION/DISCUSSION ITEMS

- A. Correspondence: GSRMA re training & response recd., to Clerk's Office re Biennial Conflict of Interest Review; Thank you to
- B. Committee/Member/Business Reports:
 - 1. Station 71 Fire Chief's Report
 - 2. Station 67 Fire Chief's Report
 - 3. Station 71 Auxiliary
 - 4. Station 67 Auxiliary
 - 5. Risk Manager: Dan Guyer 2015/16 GSRMA
 - 6. Board Member Reports

V ACTION ITEMS

- A. Approval of Minutes of September 17, 2014 Regular Meeting
- B. Approval of Treasurer's Report dated September 30, 2014
Debit Card:
- C. Unfinished Business:
 - 1. Crown Engine BID AWARD:
 - 2. Board Training Update: Maris
 - 3. ISO Status: Rae
 - 4. Community Wildland and Prevention Plan: Tom
 - 5. Accept Donations 7-1-2013 through 6-30-2014: Rae
 - 6. Status of PGE claim
- D. New Business
 - 1. Adopt 2014/15 Budget
 - 2. Policy re billing non residents for runs: Maris
 - 3. Inventory
 - 4. GSRMA Training: Creating/maintaining a safe, healthy, happy workplace.
 - 5. Rescind 14-056, Declare 7150 surplus (1975 Intl pumper):
 - 6. Firm Foundation Academy, Impact Statement
 - 7. Accept the 2013/14 Annual Audit Report
 - 8. Approve the "No Attorney Representation Letter"
 - 9. 2014/15 Audit Engagement Letter

VI NEXT MEETING AGENDA: Continue Review/Update of By Laws; Letter of Intent to Participate in LPIP due to GSRMA Dec. 8, 2014(2nd Mon. of Dec.), Adopt 2015 meeting schedule, election of officers.

VII ANNOUNCEMENTS The next regular meeting of the PRCSD Board of Directors is scheduled for November 19, 2014, Station 67 Pike City.

VIII ADJOURNMENT



Regular Meeting
Wednesday, October 15, 2014, 6:30PM, Station 71 Alleghany
MINUTES

A quorum was established and the meeting called to order at 6:32PM by Pres. Wayne Babros. Board members present: M. Womack, W. Babros, B. Coons, D. Guyer, T. Buckbee. Also present: Interim Alleghany Fire Chief David Arbogast, Pike City Co Fire Chiefs Jim Buckbee and Tom Starr, and Treasurer Rae Bell Arbogast. Supervisor Lee Adams was absent. Flag salute. (Sheriff Evans arrived after the Public Comment, asked for any input and left approximately 7:10pm.)

APPROVAL OF AGENDA: Moved by D. Guyer, seconded by T. Buckbee to approve the agenda. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.**

PUBLIC COMMENT: none

INFORMATION/DISCUSSION ITEMS

Correspondence: Thank you to Nicasio Vol. Fire Dept.; GSRMA re training & response recd.; to Clerk's Office re Biennial Conflict of Interest Review; letter from Sheriff Evans re FFA, Inc. Project(copies distributed to board/chiefs);2014/15 letter of engagement Boden Klein & Sneesby; audit findings of fact; no attorney of record statement;

Committee/Member/Business Reports:

Station 71: Chief Arbogast reported vehicles status mostly the same. New 7150 seems to be running well and equipment is being loaded. Low band antenna up & running—can call out on repeater but can't hear Downieville. David is checking it out.

Station 67: Chief Starr reports all vehicles up and running, no issues, "new vehicle works great!"

Auxiliary 71: Bob notes nothing new to report.

Auxiliary 67: Tom reports the Ghoul Stew is set for Sat. 10/18, 6pm at the Station 67's firehouse.

Risk Manager: Dan had no report.

Board Member Reports:

Streetlights: Bruce will work with Rae to get a letter out asking for donations as it appears the fund may go into the red this fiscal year.

CEQA meeting needed before 10/31/14. To be scheduled.

ACTION ITEMS

Approval of Minutes: Moved by B. Coons, seconded by D. Guyer to approve the minutes of Regular Meeting of September 17, 2014 as submitted.

Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.

Approval of Treasurer's Report: Moved by M. Womack, seconded by B. Coons to approve the Treasurer's Report of September 30, 2014. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.**

Debit Card: no report.

UNFINISHED BUSINESS

Status of Crown Truck Sale: Received one written bid from Jim Buckbee in the amount of \$100. Jim believes he will be able to sell the Crown and he plans to donate the money above \$100 to the district. Moved by B. Coons, seconded by T. Buckbee to accept the bid from Jim Buckbee for \$100. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.** *make a cash donation to the Dist. when he sells it. MW*

UNFINISHED BUSINESS (cont.)

Board Training Update: No dates to report yet.

ISO Status: Rae advised that Alleghany was rated "6" and Pike City was rated "7." The reports are to follow.

Community Wildland and Prevention Plan (CWPP): T. Starr talked to Barry— There will be a presentation to Fire District #1 before it goes to the Board of Supervisors. (It extends eastern boundary of PCVFD to Plum Valley.) We should have a copy for November 15, 2014 meeting.

Accept Donations 7/1/13 through 6/30/14 Listing: Moved by B. Coons, seconded by T. Buckbee. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.**

Status of PG&E Claim: PRCSD Inv. 1098, Aug. 4, 2014, PG&E, \$1,028.50: (Letter and invoice approved 8/20/14). Sent certified mail; lost by post office. Attempting contact with PG&E accts. payable. No contact. Maris to resend, 3rd time.

NEW BUSINESS

Adopt 2014/15 Budget: Budget distributed. Discussion. Moved by D. Guyer, seconded by T. Buckbee to accept the Budget as submitted.. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.**

Policy re billing non resident runs: Move to January.

Inventory: Rae to have for the November meeting.

GSRMA Annual Training: No one is available to attend. Maris will contact GSRMA.

Rescind 14-056, declare 7150 surplus (1975 Intl pumper): It was requested by AVFD that we hold on to the "old" one until the end of fire season. Moved by M. Womack, seconded by B. Coons to amend 14-056 to change the bid closing date from October 15, 2014 to January 21, 2015. **Amended motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.**

Firm Foundation Academy, Inc. Impact Statement: A packet of information asking for input was sent to Jim Buckbee by the Planning Dept. A copy was obtained for the PRCSD District. In a conversation with Brandon Pangman of the Planning Dept., they would like a written statement from the district. Jim Buckbee stated that Firm Foundation Academy, Inc. plans to have an EMT on site and train for a paramedic; a 26,000 gal. water tank for sprinkler and hydrant systems meets CalFire mandate will be included. No issues with access. Maris will draft a letter for the November meeting.

Accept the 2013/14 Annual Audit Report: Moved by M. Womack, seconded by D. Guyer to accept the report. . **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.**

Approve the "No Attorney Representation Letter": Moved by B. Coons, seconded by T. Buckbee to approve the letter. . **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.**

Approve the 2014/15 Engagement Letter with Boden Klein & Sneesby, CPAs: Moved by B. Coons, seconded by D. Guyer to approve the engagement letter which

provides service at the 2013/14 rate. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.**

NEXT MEETING AGENDA ITEMS: Continue review/update of By Laws; Policy re billing district services to January, PGE follow up; 2015 Meeting Calendar; election of 2015 officers.

ANNOUNCEMENTS: The next regular meeting of the PRCSD Board of Directors is scheduled for November 19, 2014, 6:30pm, Station 67 Pike City.

ADJOURNMENT: Moved by M. Womack, seconded by D. Guyer. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.** So ordered by President Babros at 7:32pm.

Respectfully submitted,

Maris Womack
Secretary

Minutes adopted 11-19-14
as submitted or changed MW
Date Initial



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: **September 30, 2014**

				Beginning Checking Account Balance	\$ 6,053.85
Deposits					
Budget Line #	Date	From:	For:		
				Deposits Total	\$ -
Expenditures					
Budget Line #	Ck #	Date	To:	For:	
	2279	9/3	AT&T		\$ 31.77
6172.2				Phone Alleghany	\$ 15.63
6172.3				Phone Pike	\$ 16.14
	2280	9/3	Solon Fire	Fire Extinguishers annual	\$ 273.61
7230				Alleghany	\$ 185.61
8230				Pike	\$ 88.00
		9/8	Transfer to Debit Card Account		\$ 474.76
		9/15	Transfer to Debit Card Account		\$ 1,000.00
	OL	9/26	PG&E		\$ 542.05
6170.2				PG&E Alleghany	\$ 49.94
6170.3				PG&E Pike	\$ 96.32
9171.4				Streetlights - Forest	\$ 42.29
9170.4				Streetlights - Alleghany	\$ 353.47
6250.1	685	9/17	Postmaster	Stamps	\$ 49.00
	686	9/17	Reibes		\$ 198.96
8639				6790	\$ 52.25
8632				6760	\$ 86.69
8631				6700	\$ 16.25
8660				firehouse	\$ 43.77
				Expenditures Total	\$ 2,570.15
				Ending Checking Account Balance	\$ 3,483.70
				Starting Savings account balance	\$ 11,459.61
				transfer to Debit card	\$ (561.95)
				interest earned	\$ 1.19
				(note bank lost .50 see below) transfer to FUNDS	\$ (857.83)
				Ending Savings Account Balance	\$ 10,041.02
				Balance on Prepaid Cards & Debit Card Account	\$ 2,005.02
				General Fund (accounts listed above) Total	\$ 15,529.74
				Restricted Fund account Starting Balance	\$ 22,050.00
				interest earned	\$ 2.23
				transfer from savings	\$ 857.33
				Fund account Ending Balance see budget sheet for detail	\$ 22,909.56
				Total ALL FUNDS	\$ 38,439.30

Chief 67 Card	\$ 500.00
Chief 71 Card	\$ 510.96
Treasurer Card	\$ 994.06
	\$ 2,005.02

Calculation of County Management Fee- pro-rated for Streetlights.
 Gross Tax Income \$ 29,654.87 (Total tax income for both fire and streetlights)
 Gross Fee \$ 2,594.77 County management fee charged to the district
 Percent 8.7% Percentage of total income, apply to streetlight income only, for pro-rated charge to fund

Streetlight Income	\$ 5,004.30	tax revenue only			
Streetlight Expense	\$ 5,033.74				
Net	(29.44)	Fund addition or (subtraction) for the fiscal year			
PORTION COUNTY FEE (TO BE PAID OUT)					
	437.87	\$5,004.30 @ 8.7%			
Streetlight Fund	Starting Balance	Over (under)	County Fee	End Balance	Net gain (loss)
	2,218.13	(29.44)	(437.87)	1,750.82	(467.31)

Pike Funds					
Gross Income Mutual Aid Pike	\$ 2,640.88				
Payroll expenses	\$ 693.81				
Net Mutual Aid Income	\$1,947.07				
	Additions	Starting Balance	Withdrawals	End Balance	
Pike Building Fund 20%	\$ 389.41	\$ 8,569.05	\$ (639.89)	\$ 8,318.57	
Pike Vehicle Fund 55%	\$ 1,070.89	\$ 1,310.70	\$	\$ 2,381.59	
General Fund 25%	\$ 486.77	(not added to total below, doesn't "go" anywhere)			

Alleghany Funds					
Gross Income Mutual Aid Allyn.	\$ 2,060.47				
Payroll expenses	\$ 960.68	(NOTE also ADDED \$950 to vehicle fund for sale of 7140)			
Net Mutual Aid Income	\$1,099.79	Vehicle fund addition = \$604.88 mutual aid plus \$950.			
	Additions	Starting Balance	Withdrawals	End Balance	
Allyn. Building Fund 20%	\$ 219.96	\$ 475.30	\$	\$ 695.26	
Allyn. Vehicle Fund 55%	\$ 1,554.88	\$ 416.82	\$	\$ 1,971.70	
General Fund 25%	\$ 274.95	(not added to total below, doesn't "go" anywhere)			

TOTALS					
Contingency addition not included below amount to general fund isn't added.					
Total Fund Additions for 13/14 FY	\$ 3,235.15				
Total Fund Withdrawals for 13/14 FY	\$ (1,107.20)				
NET CHANGE	\$ 2,127.94				

Contingency Fund			
Year	Addition	Withdrawal	Balance
10/11	\$ 3,300.00		\$ 3,300.00
11/12	\$ 1,800.00	\$ 2,000.00	\$ 3,100.00
12/13	\$ 5,000.00		\$ 8,100.00
			\$ 8,100.00
			\$ 8,100.00
			\$ 8,100.00

Pliocene Ridge CSD Budget Adopted 10/15/14

PRCSD Budget		13-14 Actual	14-15 Adopt
acc#	NAME		
INCOME	4202.1 Tax Revenue Fire	\$24,650.57	\$ 24,000.00
	4030.1 Donations District		
	4030.2 Donations Alleghany	\$11,536.94	\$ 11,725.67
	4030.3 Donations Pike	\$2,721.58	\$ 4,225.67
	4040.1 Grants District	\$1,492.52	\$ 1,000.00
	4040.2 Grants Alleghany	\$ 738.11	\$ 1,725.68
	4040.3 Grants Pike	\$ 1,440.29	\$ 1,725.68
	4060.2 Surplus Sales Alleghany	\$ 950.00	
	4060.3 Surplus Sales Pike		
	4070.2 Mutual Aid Alleghany	\$ 2,060.47	
	4070.3 Mutual Aid Pike	\$ 2,640.88	\$ 1,179.00
	4082.0 Other Income	(\$188.28)	
	Revenue Total	48,043.08	\$ 45,581.70
OVERHEAD EXPENSES	6170.2 Electricity Alleghany	\$793.73	\$ 800.00
	6170.3 Electricity Pike	\$1,411.76	\$ 1,500.00
	6172.2 Telephone Alleghany	\$189.53	\$ 190.00
	6172.3 Telephone Pike	\$193.12	\$ 200.00
	6174.2 Water Alleghany	\$432.00	\$ 432.00
	6176.2 Propane Alleghany	\$293.75	\$ 750.00
	6180.1 Insurance	\$5,714.00	\$ 7,275.00
	6230.1 Compliance/Training	\$156.69	\$ 150.00
	6250.1 postage/copies/office supplies	\$240.74	\$ 250.00
	6265.1 County Mgmt Fee	\$ 2,156.90	\$ 2,176.00
	6270.1 Bookkeeping	\$585.00	\$ 750.00
	6273.1 Auditor Fee	\$ 2,000.00	\$ 2,000.00
	6280.2 Solid Waste Fee Alleghany	\$77.94	\$ 78.00
	6280.3 Solid Waste Fee Pike	\$140.30	\$ 94.00
	6295.2 Building Maint. Alleghany	\$614.08	\$ 1,500.00
	6295.3 Building Maint. Pike	\$ 1,054.76	\$ 1,000.00
6704.0 Other Expenses		\$ 50.00	
	Overhead Expense Subtotal	\$16,054.30	\$ 19,195.00
AVFD	7230 Op Compliance/Training	\$442.50	\$ 600.00
	7296 Mutual Aid Payroll	\$ 960.68	
	7300 Small Equipment	\$ 2,993.86	\$ 3,951.00
	7301 Equipment Repairs & Maint.		\$ 500.00
	7350 Fuel	\$ 792.97	\$ 800.00
	7630 Vehicle Repair & Maint.	\$ 2,810.52	\$ 500.00
	7651 FIXED ASSET expenditures	\$ 10,000.00	\$ 10,000.00
	7660 Supplies	\$ 125.33	\$ 150.00
	AVFD Expense Subtotal	\$18,125.86	\$ 16,501.00

Pliocene Ridge CSD Budget Adopted 10/15/14

PRCSD Budget		13-14 Actual	14-15 Adopt	
acc#	NAME			
PCVFD	8230 Op Compliance/Training	\$724.61	\$ 800.00	
	8296 Mutual Aid Payroll	\$ 693.81	\$ 552.00	
	8300 Small Equipment	\$ 2,202.22	\$ 3,951.50	
	8301 Equipment Repairs & Maint.	\$ 279.23	\$ 500.00	
	8350 Fuel	\$ 525.74	\$ 800.00	
	8630 Vehicle Repair & Maint.	\$ 190.17	\$ 500.00	
	8651 FIXED ASSET expenditures		\$ 2,500.00	
	8660 Supplies	\$ 403.92	\$ 150.00	
PCVFD Expense Subtotal		\$5,019.70	\$ 9,753.50	
Lights	9020 Streetlight Tax Revenue	\$ 5,004.30	\$ 4,873.00	
	9030 Streetlight Donations		\$ 600.00	
	Streetlight Income Total		\$ 5,004.30	\$ 5,473.00
	9170 Streetlight Expense Alleghany	\$ 4,495.42	\$ 4,500.00	
	9171 Streetlight Expense Forest	\$ 538.32	\$ 500.00	
	Streetlight portion county management fe		\$ 437.87	\$ 424.00
	Streetlight Expense Total		\$ 5,471.61	\$ 5,424.00
Lights Net Income or (LOSS)		(\$467.31)	\$ 49.00	
P & L	Total Expenses (without lights)	\$39,199.86	\$ 45,449.50	
	INCOME LESS EXPENSES WITHOUT LIGHTS	\$8,843.22	\$ 132.20	
	Lights addition or (subtraction)	(\$467.31)	\$ 49.00	
	Income Statement net change	\$8,375.91	\$ 181.20	
CASH FLOW Adjustments				
CASH FLOW	(increase) decrease in Accounts Receivable	(\$1,447.58)		
	(decrease) increase in Account Payable	\$4,268.70	(\$1,493.32)	
	Retained Earnings CHANGE	\$317.84		
NET CHANGE CASH FLOW		\$11,514.87	\$ (1,312.12)	
Funds	Details on Fund sheet			
	Fund Additions	(\$3,235.15)	(\$519.00)	
	Fund Withdrawals	\$1,107.20	\$ 424.00	
	Contingency Fund withdraw or (add)		\$ 1,408.00	
	Net (moved to) or taken from funds	(\$2,127.95)	\$ 1,313.00	
General Fund NET-with cash flow adj. & fund Changes		\$9,069.08	\$0.88	
Fund Balances	Year end (June 30th)	13/14	Projected	
	Contingency Fund	\$ 8,100.00	\$ 6,692.00	
	Streetlight Fund	\$ 1,750.82	\$ 1,799.86	
	PCVFD Building Fund	\$ 8,318.57	\$ 8,443.97	
	PCVFD Vehicle Fund	\$ 2,381.59	\$ 2,726.44	
	AVFD Building Fund	\$ 695.26	\$ 695.26	
	AVFD Vehicle Fund	\$ 1,971.70	\$ 1,971.70	
Total Funds		\$ 23,217.94	\$ 22,329.23	

Streetlight Income	\$ 5,473.00	tax revenue plus 600 in donations
Streetlight Expense	\$ 5,000.00	
Net	\$ 473.00	Fund addition or (subtraction) for the fiscal year
PORTION COUNTY FEE (TO BE PAID OUT)	423.96	\$5,004.30 @ 8.7 %
Streetlight Fund		
Starting Balance	\$ 1,750.82	
NET INCOME	\$ 473.00	
County Fee	\$ (423.96)	
End Balance	\$ 1,799.86	
Net gain (loss)	49.04	

Gross Income Mutual Aid Pike	\$ 1,179.00
Payroll expenses	\$ 552.00
Net Mutual Aid Income (Split as allocated below)	\$627.00
Starting Balance	125.40
Pike Building Fund 20%	\$ 8,318.57
Pike Vehicle Fund 55%	\$ 2,381.59
General Fund 25%	\$ 156.75
	(not added to total below, doesn't "go" anywhere)

Gross Income Mutual Aid Allgny.	\$0.00
Payroll expenses	
Net Mutual Aid Income (Split as allocated below)	\$0.00
Starting Balance	695.26
Allgny. Building Fund 20%	\$ 695.26
Allgny. Vehicle Fund 55%	\$ 1,971.70
General Fund 25%	\$
	(not added to total below, doesn't "go" anywhere)

TOTALS	
Total Fund Additions for 13/14 FY	\$ 519.29
Total Fund Withdrawals for 13/14 FY	\$ (1,831.96)
NET CHANGE	(1,312.68)

Contingency Fund			
Year	Addition	Withdrawal	Balance
10/11	\$ 3,300.00		\$ 3,300.00
11/12	\$ 1,800.00	\$ 2,000.00	\$ 3,100.00
12/13	\$ 5,000.00		\$ 8,100.00
13/14			\$ 8,100.00
14/15		\$ 1,408.00	\$ 6,692.00
			\$ 6,692.00
			\$ 6,692.00
			\$ 6,692.00