



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 January 17, 2018 6:30 pm Pike City Firehouse 100 Pike City Rd

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE
(Suspend the orders of the day to Administer Oath of Office to Chris Mills)
2. APPROVAL OF AGENDA
3. PUBLIC COMMENT
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. Station 71 Auxiliary
 4. Station 67 Auxiliary
 5. Risk Manager Report
 6. Board Member Report –
 7. Standing Committee Reports: Streetlight, Budget, Safety
5. ACTION ITEMS:
 - a) Approval of Minutes for meeting date October 18, 2017
 - b) Approval of financial reports and bank reconciliations for October, November & December 2017.
 - c) Unfinished business:
 1. Wayman Dam Project
 2. Ongoing Bylaws & Policy review and/or update: Mark-up copy of by-laws provided.
 3. Alleghany Firehouse Project – ADA Compliance
 4. Pike City Firehouse Project – ADA Compliance
 5. Status of dispatch office in Alleghany
 - d) New business
 1. Adopt 2018 Meeting Schedule
 2. Consideration of placing signs identifying the district on the Firehouses as well as small identification decals for the back of all district vehicles. This would not replace any of the current signage or vehicle markings, but would be in addition to it.
 3. Appoint Officers
6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~
Next Regular meeting February 21, 2018 in Alleghany 6:30 pm

7. ADJOURNMENT

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**MINUTES of the Regular Meeting of the Board of Directors of Pliocene Ridge CSD.
Date: Wednesday October 18, 2017 Location: Station 71, 105 Plaza Court.**

1. Call to order: The meeting was called to order at 6:35 pm by President Wayne Babros. Board members present: Wayne Babros, Bruce Coons and Daniel Guyer. Gracie Knowles notified the Secretary in advance that she could not make it. 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 and Secretary Vickie Tenney. Public present Nova Arbogast. 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 Bruce Coons to approve the agenda, 2nd by Daniel Guyer. **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

3. PUBLIC COMMENT: None

4. INFORMATION/DISCUSSION ITEMS

a) Correspondence: Incoming Letter from the California State Controller welcoming PRCSD to the California Uniform Construction Cost Accounting Program, letter from Frontier Medical Resources re: ALS property tax fee proposal, letter from State Controller re: changes to the annual Financial Transactions report with a new January due date, information from the Volunteer Firefighter's assistance program re: vehicle donation program, Audit report for fiscal year 16/17 posted on website and copies given to all directors, two requests for shields on streetlights from Alleghany residents **Outgoing** Hold Harmless Agreement for donation of SCBAs sent to Camptonville Fire Dept. SB272 compliance completed and posted on district website (list of software programs used by the district that collect, store and use personal data), billing for 3 calls sent to the Sierra County Board of Supervisors under ordinance 1, requesting payment via title III funds.

b) Committee/Member/Business Reports:

1. *Alleghany Assistant Chiefs Arbogast and Cusato* reported that there haven't been many emergency calls since the last meeting held in July which is good. They finally got the rope gear requested on the 15/16 OES homeland security grant, including 600 feet of new rope and pulleys, they are now training on it. Some work was done on the ambulance over the summer, exhaust leak, air conditioning and the radio were fixed. Thanks to Bruce and Ned for taking it down to the mechanic and Banner Electronics.

2. *Pike City Assistant Chiefs Buckbee & Starr* reported that they've had a few calls since the last meeting. They responded to the Pleasant Fire near Peterson's corner. The Grass Valley command center dispatchers referred to them as "Pike County". Just an engine was requested but they had the tender ready to roll as well. They also got paiged out during the recent windstorm for a tree across a power line, mutual aid to Camptonville but got cancelled.

3. *Station 71 Auxiliary Chairman Bob Hale* reported that they've been updating the phone tree for Alleghany. They changed their meeting time and date to the 2nd Wednesday of the month at 6pm. They are planning for the Christmas party in December. Vickie Tenney reported that she thinks it would a good idea to install a second siren in Alleghany at Station 2. It was suggested that the sound might carry better from higher up, such as the pumphouse. A cost estimate will be obtained from Banner Communications and the best location will be decided upon when more information is gathered. Everybody agreed that this is a good idea.

4. *Station 67 Auxiliary* President Roland Robertson reported that they are gathering prizes for their Christmas raffle. They did a mailing to potential donors and are planning on doing follow-up phone calls. A few nice things have been donated. They had their regular meeting last Wednesday at 2pm (early due to the scheduled power outage which did not happen)

5. *Risk Manager Report:* None

6. *Board Member/Staff reports:* None

7. *Standing Committee Reports: Streetlights:* Bruce Coons reported that PG&E did not contact him in advance as they had promised when they came over to upgrade the streetlights in Forest City and Alleghany. Also, they came up Galloway Road in a big van. They were only here for half-a-day. They missed three lights in Alleghany and only did two in Forest City and one of them was not supposed to be upgraded. Rae Bell reported that PG&E credited \$1,100 to the district's PG&E bill because they think they were charging for one extra light but according to PRCSD's database this is not the case. PG&E's database is all messed up because they are relying on google maps to locate the lights and it is not accurate for this area. Ned stated that the light in the County Yard was not upgraded (this light is not paid by the district).

5. ACTION ITEMS

a) *Approval of regular meeting minutes* dated July 19, 2017 Motion to approve the minutes as submitted made by Daniel Guyer 2nd Bruce Coons. **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

b) *Approval of treasurer's reports and accounting information* for the months of July, August and September: motion made by Daniel Guyer 2nd by Bruce Coons. **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

c) *Unfinished Business*

1. *Wayman Dam project* – No report

2. *Ongoing Policy & Procedure review/update:* A motion to adopt one change as presented for Policy #3100 Purchasing & Bill Payment was made by Daniel Guyer 2nd by Bruce Coons. **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

3. *Regarding the Alleghany Firehouse project:* Ned Cusato reported that the two trees were removed that day. Rae Bell questioned if it might be better to move the propane tank in conjunction with the dirt work that needs to happen rather than before. It was decided that it might be better to wait which means putting off moving the propane tank until spring or early summer. In the meantime cost estimates for the engineering and ground work could be put together. Rae said that she will get with Bob Hale and the AVFD auxiliary in an attempt to get everybody on the "same page" about the project so that it can keep moving forward.

4. *Regarding the Pike Firehouse projects:* Roland Robertson reported that they have a signed contract in place with Ace Welding who is building the staircase and a certificate of insurance was given to the district. Ace Welding wants the slab to be poured before they take the measurements to build it. The contract says that they will have the staircase done within 30 days of starting it. Roland is hopeful that it will be done in time for their Christmas Party.

The lift project is on hold until next year.

5. *Dispatch Office in Alleghany*: Vickie Tenney reported that she attended Downieville Fire Protection District's (DVPFD) meeting last month. After lots of "back and forth" it was clear that they currently do not have the money to purchase the equipment needed to get the office operational. Vickie suggested that possibly PRCS and AVFD could go 50/50 on the equipment. The cost estimate is \$1,000. She suggested that the district should give the equipment to DVPFD after it is purchased and put them in charge of maintaining it. DVPFD did express a desire to put a Memorandum of Understanding (MOU) in place regarding the dispatch office. After further discussion a motion was made by Bruce Coons to approve a withdrawal of up to \$700 for dispatch equipment out of the contingency fund 2nd by Wayne Babros. **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

6. *Frontier Medical Resources Advance Life Support Property Fee Proposal* Both the letter sent by PRCS and the return letter were included in the meeting packets. In summary: Frontier Medical Resources decided to float a measure for Downieville and Sierra City only. They offered to assist PRCS if it decides to float a tax measure in the future.

d) New Business

1. *Appoint a Project Manager/Authorized Agent for the Pike City Firehouse Project*: A motion to approve Resolution 2017-67 appointing Daniel Guyer as the project manager for the staircase project was made by Bruce Coons 2nd by Daniel Guyer **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

2. *CDF Volunteer Assistance Grant approval*: A motion to adopt Resolution 2017-68 to approve Agreement #7FG1711 was made by Wayne Babros, 2nd by Bruce Coons **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

3. *Public Hearing and Approval of the Final Budget for FY 17/18*: A motion to adopt the final budget as presented with one change: taking up to \$700 out of the contingency fund, was made by Daniel Guyer 2nd by Bruce Coons **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

4. *Vehicle Donation Letter*: A request will be sent for more information.

5. *Request for Streetlight Shields*: Two letters were received requesting shields on 3 streetlights. The cost is \$200 each. It was suggested that this could be paid for out of the streetlight fund and it appears the lights will be running under budget in the near future thanks to the recent upgrade. A motion to approve having three shields installed as requested was made by Bruce Coons 2nd by Daniel Guyer **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

6. *Audit report for Fiscal Year 16/17*: A motion to accept the audit was made by Daniel Guyer 2nd by Bruce Coons **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

NEXT MEETING AGENDA ITEMS The next regular meeting is scheduled for November 15, 2017 at the Pike City Firehouse 6:30 pm.

ANNOUNCEMENTS None

ADJOURNMENT: There being no further business before the board the meeting was adjourned at 7:40 PM

Respectfully submitted,
Rae Bell Arbogast
Secretary



Pliocene Ridge Community Services District

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 100 Pike City Road
 Pike City, CA 95960

Treasurers Report cut off date: October 31, 2017

Beginning Checking Account Balance			\$	3,945.14
Incoming			\$	10,000.00
Outgoing			\$	11,197.83
Ending Checking Account Balance			\$	2,747.31
Starting Savings account balance			\$	26,712.29
Incoming				
Outgoing			\$	15,124.18
Ending Savings Account Balance			\$	11,588.11
Reserve Balances				
Unallocated	Contingency	\$ 24,500.00	General Fund (accounts listed above) Total	
Unallocated	Alleghany Fire	\$ 2,700.00	\$	14,335.42
Unallocated	Pike City Fire	\$ 3,300.00	Reserve account Starting Balance	
Allocated	Streetlights	\$ 1,609.40	\$	40,669.89
Allocated	Pike City Firehouse	\$ 2,308.14	\$	5,124.18
Allocated	Pike City Engines	\$ 3,107.91	Reserve account Ending Balance	
Allocated	Alleghany Firehouses	\$ 822.37	\$	45,794.07
Allocated	Alleghany Engines	\$ 7,446.25	Total ALL FUNDS	
	Interest Earned		\$	60,129.49
	Total	\$ 45,794.07		

16/17 Transfers done, plus took \$5,000 out of Pike City Firehouse fund for stairway project.

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

Pliocene Ridge Community Services District
Reconciliation Detail
1000.1 - West America Checking, Period Ending 10/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,945.14
Cleared Transactions						
Checks and Payments - 7 items						
Bill Pmt -Check	10/12/2017	2446	Boden	X	-2,500.00	-2,500.00
Bill Pmt -Check	10/12/2017	2447	Rae Bell Arbogast	X	-618.85	-3,118.85
Bill Pmt -Check	10/12/2017	2448	Sierra County Tax C...	X	-257.18	-3,376.03
Bill Pmt -Check	10/12/2017	2445	AT&T	X	-36.91	-3,412.94
Bill Pmt -Check	10/17/2017	2450	Sierra Bldng	X	-732.39	-4,145.33
Bill Pmt -Check	10/17/2017	2449	Mountain Mess	X	-52.50	-4,197.83
Bill Pmt -Check	10/20/2017	2451	PCVFD vendor	X	-7,000.00	-11,197.83
Total Checks and Payments					-11,197.83	-11,197.83
Deposits and Credits - 1 item						
Transfer	10/19/2017			X	10,000.00	10,000.00
Total Deposits and Credits					10,000.00	10,000.00
Total Cleared Transactions					-1,197.83	-1,197.83
Cleared Balance					-1,197.83	2,747.31
Register Balance as of 10/31/2017					-1,197.83	2,747.31
Ending Balance					-1,197.83	2,747.31



Pliocene Ridge Community Services District

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 100 Pike City Road
 Pike City, CA 95960

Treasurers Report cut off date: November 30, 2017

			Beginning Checking Account Balance	\$	2,747.31
			Incoming		
			Outgoing	\$	749.47
			Ending Checking Account Balance	\$	1,997.84
			Starting Savings account balance	\$	11,588.11
			Incoming		
			Outgoing		
			Ending Savings Account Balance	\$	11,588.11
Reserve Balances			General Fund (accounts listed above) Total	\$	13,585.95
Unallocated	Contingency	\$ 24,500.00			
Unallocated	Alleghany Fire	\$ 2,700.00			
Unallocated	Pike City Fire	\$ 3,300.00	Reserve account Starting Balance	\$	45,794.07
Allocated	Streetlights	\$ 1,609.40	Incoming		
Allocated	Pike City Firehouse	\$ 2,308.14	Outgoing		
Allocated	Pike City Engines	\$ 3,107.91	Reserve account Ending Balance	\$	45,794.07
Allocated	Alleghany Firehouses	\$ 822.37			
Allocated	Alleghany Engines	\$ 7,446.25			
	Interest Earned				
	Total	\$ 45,794.07	Total ALL FUNDS	\$	59,380.02

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

**Pliocene Ridge Community Services District
Reconciliation Detail
1000.1 - West America Checking, Period Ending 11/30/2017**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,747.31
Cleared Transactions						
Checks and Payments - 4 items						
Check	11/14/2017	EFT	Credit Card WA Bank	X	-41.12	-41.12
Bill Pmt -Check	11/15/2017	2453	Banner Communicat...	X	-227.10	-268.22
Bill Pmt -Check	11/15/2017	2454	Sierra Co. Public W...	X	-112.92	-381.14
Bill Pmt -Check	11/15/2017	2452	AT&T	X	-37.36	-418.50
Total Checks and Payments					-418.50	-418.50
Deposits and Credits - 2 items						
Bill Pmt -Check	09/26/2017		PG&E	X	0.00	0.00
Bill Pmt -Check	10/16/2017		PG&E	X	0.00	0.00
Total Deposits and Credits					0.00	0.00
Total Cleared Transactions					-418.50	-418.50
Cleared Balance					-418.50	2,328.81
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	11/30/2017	eft	PG&E		-330.97	-330.97
Total Checks and Payments					-330.97	-330.97
Total Uncleared Transactions					-330.97	-330.97
Register Balance as of 11/30/2017					-749.47	1,997.84
New Transactions						
Checks and Payments - 5 items						
Bill Pmt -Check	12/14/2017	2457	Sierra Co. Public W...		-250.33	-250.33
Bill Pmt -Check	12/14/2017	2456	CSDA		-167.00	-417.33
Bill Pmt -Check	12/14/2017	2455	AT&T		-37.38	-454.71
Bill Pmt -Check	12/17/2017	eft	Credit Card WA Bank		-258.39	-713.10
Bill Pmt -Check	12/29/2017	eft	PG&E		-541.38	-1,254.48
Total Checks and Payments					-1,254.48	-1,254.48
Total New Transactions					-1,254.48	-1,254.48
Ending Balance					-2,003.95	743.36



Pliocene Ridge Community Services District

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 100 Pike City Road
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Treasurers Report cut off date: December 31, 2017

			Beginning Checking Account Balance	\$	1,997.84
			Incoming	\$	3,021.83
			Outgoing	\$	1,254.48
			Ending Checking Account Balance	\$	3,765.19
			Starting Savings account balance	\$	11,588.11
			Incoming	\$	1.17
			Outgoing		
			Ending Savings Account Balance	\$	11,589.28
Reserve Balances			General Fund (accounts listed above) Total	\$	15,354.47
Unallocated	Contingency	\$ 24,500.00	Reserve account Starting Balance	\$	45,794.07
Unallocated	Alleghany Fire	\$ 2,700.00	Incoming	\$	3.34
Unallocated	Pike City Fire	\$ 3,300.00	Outgoing		
Allocated	Streetlights	\$ 1,609.40	Reserve account Ending Balance	\$	45,797.41
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	\$ 3.34			
	Total	\$ 45,797.41	Total ALL FUNDS	\$	61,151.88

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

Pliocene Ridge Community Services District
Reconciliation Detail
1000.1 - West America Checking, Period Ending 12/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,328.81
Cleared Transactions						
Checks and Payments - 5 items						
Bill Pmt -Check	11/30/2017	eft	PG&E	X	-330.97	-330.97
Bill Pmt -Check	12/14/2017	2457	Sierra Co. Public W...	X	-250.33	-581.30
Bill Pmt -Check	12/14/2017	2456	CSDA	X	-167.00	-748.30
Bill Pmt -Check	12/14/2017	2455	AT&T	X	-37.38	-785.68
Bill Pmt -Check	12/17/2017	eft	Credit Card WA Bank	X	-258.39	-1,044.07
Total Checks and Payments					-1,044.07	-1,044.07
Deposits and Credits - 2 items						
Deposit	12/18/2017			X	2,931.83	2,931.83
Deposit	12/22/2017			X	90.00	3,021.83
Total Deposits and Credits					3,021.83	3,021.83
Total Cleared Transactions					1,977.76	1,977.76
Cleared Balance					1,977.76	4,306.57
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	12/29/2017	eft	PG&E		-541.38	-541.38
Total Checks and Payments					-541.38	-541.38
Total Uncleared Transactions					-541.38	-541.38
Register Balance as of 12/31/2017					1,436.38	3,765.19
Ending Balance					1,436.38	3,765.19

10:26 AM

01/13/18

**Pliocene Ridge Community Services District
Reconciliation Detail
1001.1 - West America Savings, Period Ending 12/31/2017**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						26,712.29
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	10/19/2017					
Transfer	10/30/2017			X	-10,000.00	-10,000.00
				X	-5,124.18	-15,124.18
Total Checks and Payments					-15,124.18	-15,124.18
Deposits and Credits - 1 item						
Deposit	12/31/2017					
Total Deposits and Credits					1.17	1.17
Total Cleared Transactions					1.17	1.17
Cleared Balance					-15,123.01	-15,123.01
Register Balance as of 12/31/2017					-15,123.01	11,589.28
Ending Balance					-15,123.01	11,589.28
					-15,123.01	11,589.28

10:34 AM

01/13/18

**Pliocene Ridge Community Services District
Reconciliation Detail
1002.1 - PRCSD Fund Account, Period Ending 12/31/2017**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						40,669.89
Cleared Transactions						
Deposits and Credits - 2 items						
Transfer	10/30/2017					
Deposit	12/31/2017			X	5,124.18	5,124.18
				X	3.34	5,127.52
Total Deposits and Credits					5,127.52	5,127.52
Total Cleared Transactions					5,127.52	5,127.52
Cleared Balance					5,127.52	45,797.41
Register Balance as of 12/31/2017					5,127.52	45,797.41
Ending Balance					5,127.52	45,797.41

Pliocene Ridge Community Services District Journal

October through December 2017

10:44 AM
01/13/18

Type	Date	Num	Name	Memo	Account	Debit	Credit
Bill Pmt -Check	10/12/2017	2445	AT&T	6172.2 or 3	1000.1 · West America Checking	36.91	36.91
			AT&T	6172.2 or 3	2000.1 · Accounts Payable	36.91	36.91
Bill Pmt -Check	10/12/2017	2446	Boden		1000.1 · West America Checking	2,500.00	2,500.00
			Boden		2000.1 · Accounts Payable	2,500.00	2,500.00
Bill Pmt -Check	10/12/2017	2447	Rae Bell Arbogast	6270.1	1000.1 · West America Checking	618.85	618.85
			Rae Bell Arbogast	6270.1	2000.1 · Accounts Payable	618.85	618.85
Bill Pmt -Check	10/12/2017	2448	Sierra County Tax Collector	6280	1000.1 · West America Checking	257.18	257.18
			Sierra County Tax Collector	6280	2000.1 · Accounts Payable	257.18	257.18
Bill	10/17/2017		Sierra Bldg		2000.1 · Accounts Payable	732.39	732.39
			Sierra Bldg		6295.3 · Buildings Rep. & Maint. Pike Ci	732.39	732.39
Bill	10/17/2017	00017395	Mountain Mess	Budget hearing publishing	2000.1 · Accounts Payable	52.50	52.50
			Mountain Mess		6230.1 · Fees/Compliance/Training	52.50	52.50
Bill Pmt -Check	10/17/2017	2449	Mountain Mess		1000.1 · West America Checking	52.50	52.50
			Mountain Mess		2000.1 · Accounts Payable	52.50	52.50
Bill Pmt -Check	10/17/2017	2450	Sierra Bldg		1000.1 · West America Checking	732.39	732.39
			Sierra Bldg		2000.1 · Accounts Payable	732.39	732.39
Bill	10/18/2017	101817	PCVFD vendor	5000 from building fund	2000.1 · Accounts Payable	7,000.00	7,000.00
			PCVFD vendor		6295.3 · Buildings Rep. & Maint. Pike Ci	7,000.00	7,000.00
Bill Pmt -Check	10/20/2017	2451	PCVFD vendor		1000.1 · West America Checking	7,000.00	7,000.00
			PCVFD vendor		2000.1 · Accounts Payable	7,000.00	7,000.00
Transfer	10/19/2017			Funds Transfer	1001.1 · West America Savings	10,000.00	10,000.00
				Funds Transfer	1000.1 · West America Checking	10,000.00	10,000.00
Transfer	10/30/2017			Funds Transfer	1001.1 · West America Savings	5,124.18	5,124.18
				Funds Transfer	1002.1 · PROSD Fund Account	5,124.18	5,124.18
Bill	11/10/2017	6749	Banner Communications	11 pager batteries, to be paid by Volunteer Assistance 50/50 grant	2000.1 · Accounts Payable	227.10	227.10
			Banner Communications		7301 · Equip. repair/maint. Alleghany	227.10	227.10

Pliocene Ridge Community Services District
Journal

October through December 2017

10:44 AM
01/13/18

Bill	10/20/2017	10408812	AT&T			2000.1 · Accounts Payable 6172.2 · Telephone Alleghany	227.10	227.10	37.36
			AT&T			6172.3 · Telephone Pike	18.68	18.68	
			AT&T				37.36	37.36	40.40
Bill	10/30/2017	16014	Sierra Co. Public Works			2000.1 · Accounts Payable 7350 · Fuel Alleghany	40.40	40.40	40.40
			Sierra Co. Public Works				40.40	40.40	72.52
Bill	10/30/2017	16015	Sierra Co. Public Works			2000.1 · Accounts Payable 8350 · Fuel Pike City	72.52	72.52	72.52
			Sierra Co. Public Works				72.52	72.52	37.36
Bill Pmt -Check	11/15/2017	2452	AT&T	6172.2 or 3		1000.1 · West America Checking 2000.1 · Accounts Payable	37.36	37.36	37.36
			AT&T	6172.2 or 3			37.36	37.36	227.10
Bill Pmt -Check	11/15/2017	2453	Banner Communications	PLIOCENE		1000.1 · West America Checking 2000.1 · Accounts Payable	227.10	227.10	227.10
			Banner Communications	PLIOCENE			227.10	227.10	112.92
Bill Pmt -Check	11/15/2017	2454	Sierra Co. Public Works			1000.1 · West America Checking 2000.1 · Accounts Payable	112.92	112.92	112.92
			Sierra Co. Public Works				112.92	112.92	41.12
Check	11/14/2017	JEFT	Credit Card WA Bank	CVS Pharmacy batteries		1000.1 · West America Checking 7301 · Equip. repair/maint. Alleghany	41.12	41.12	41.12
			Credit Card WA Bank				41.12	41.12	41.37
Bill	11/20/2017	16030	Sierra Co. Public Works			2000.1 · Accounts Payable 7350 · Fuel Alleghany	41.37	41.37	41.37
			Sierra Co. Public Works				41.37	41.37	134.64
Bill	11/20/2017	16031	Sierra Co. Public Works			2000.1 · Accounts Payable 8350 · Fuel Pike City	134.64	134.64	134.64
			Sierra Co. Public Works				134.64	134.64	39.64
Bill	11/20/2017	16046	Sierra Co. Public Works			2000.1 · Accounts Payable 7350 · Fuel Alleghany	39.64	39.64	39.64
			Sierra Co. Public Works				39.64	39.64	34.68
Bill	11/20/2017	16047	Sierra Co. Public Works			2000.1 · Accounts Payable 8350 · Fuel Pike City	34.68	34.68	34.68
			Sierra Co. Public Works				34.68	34.68	34.68
Bill	11/20/2017	10547263	AT&T			2000.1 · Accounts Payable 6172.2 · Telephone Alleghany	18.69	18.69	37.38
			AT&T			6172.3 · Telephone Pike	18.69	18.69	37.38
			AT&T				37.38	37.38	37.38

Pliocene Ridge Community Services District
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10:44 AM
01/13/18

Bill	11/06/2017 39814-18	CSDA	Annual membership	2000.1 · Accounts Payable 6230.1 · Fees/Compliance/Training	167.00	167.00
Bill Pmt -Check	12/14/2017 2455	AT&T	6172.2 or 3	1000.1 · West America Checking 2000.1 · Accounts Payable	37.38	37.38
Bill Pmt -Check	12/14/2017 2456	CSDA	6172.2 or 3	1000.1 · West America Checking 2000.1 · Accounts Payable	167.00	167.00
Bill Pmt -Check	12/14/2017 2457	Sierra Co. Public Works Sierra Co. Public Works		1000.1 · West America Checking 2000.1 · Accounts Payable	167.00	167.00
Bill	10/16/2017 101617	PG&E		2000.1 · Accounts Payable	250.33	250.33
		PG&E		6170.2 · PG&E Allegheny	40.73	442.11
		PG&E		6170.3 · PG&E Pike City	56.92	
		PG&E		9170.4 · PG&E Streetlights Allegheny	322.21	
		PG&E		9171.4 · PG&E Streetlights Forest City	22.25	
Bill Pmt -Check	10/16/2017	PG&E	QuickBooks generated zero amount transaction for bill payment stub	1000.1 · West America Checking	442.11	442.11
		PG&E	QuickBooks generated zero amount transaction for bill payment stub	2000.1 · Accounts Payable	0.00	0.00
Credit	10/16/2017 credit adj	PG&E		2000.1 · Accounts Payable	0.00	0.00
		PG&E		9170.4 · PG&E Streetlights Allegheny	48.36	48.36
Bill	11/14/2017 111417	PG&E		2000.1 · Accounts Payable	48.36	48.36
		PG&E		6170.2 · PG&E Allegheny	58.98	457.26
		PG&E		6170.3 · PG&E Pike City	61.70	
		PG&E		9171.4 · PG&E Streetlights Forest City	21.64	
		PG&E		9170.4 · PG&E Streetlights Allegheny	314.94	
Credit	11/14/2017 111417c	PG&E		2000.1 · Accounts Payable	457.26	457.26
		PG&E		9171.4 · PG&E Streetlights Forest City	12.70	12.70
Bill	12/14/2017 121417	PG&E		2000.1 · Accounts Payable	12.70	12.70
		PG&E		6170.2 · PG&E Allegheny	134.92	541.38
		PG&E		6170.3 · PG&E Pike City	69.84	
		PG&E		9170.4 · PG&E Streetlights Allegheny	314.97	
		PG&E		9171.4 · PG&E Streetlights Forest City	21.65	
					541.38	541.38

Piociene Ridge Community Services District
Journal
October through December 2017

10:44 AM
01/13/18

Bill Pmt -Check	12/29/2017 eft	PG&E	1000.1 · West America Checking	541.38	541.38
		PG&E	2000.1 · Accounts Payable	541.38	541.38
Invoice	10/16/2017 2017-1	Sierra County Auditor	1200.0 · Accounts Receivable	2,250.00	450.00
		Sierra County Auditor	4071 · Mutual Aide Income	1,800.00	1,800.00
		Sierra County Auditor	4071.3 · Mutual Aid Income- Pike City	2,250.00	2,250.00
Payment	12/01/2017	Sierra County Auditor	1499.0 · Undeposited Funds	2,250.00	2,250.00
		Sierra County Auditor	1200.0 · Accounts Receivable	2,250.00	2,250.00
Deposit	12/18/2017	Sierra County Auditor	1000.1 · West America Checking	2,931.83	2,250.00
			1499.0 · Undeposited Funds	681.83	2,250.00
			6295.3 · Buildings Rep. & Maint. Pike Ci	2,931.83	2,931.83
Deposit	12/22/2017		1000.1 · West America Checking	90.00	90.00
			8301 · Equip. repair/maint. Pike City	90.00	90.00
Bill	12/05/2017 120517	Credit Card WA Bank	2000.1 · Accounts Payable	258.39	258.39
		Credit Card WA Bank	7300 · Small Equipment Alleghany	258.39	258.39
Bill Pmt -Check	12/17/2017 eft	Credit Card WA Bank	1000.1 · West America Checking	258.39	258.39
		Credit Card WA Bank	2000.1 · Accounts Payable	258.39	258.39
Bill Pmt -Check	11/30/2017 eft	PG&E	1000.1 · West America Checking	330.97	330.97
		PG&E	2000.1 · Accounts Payable	330.97	330.97
Bill	12/31/2017 1299	Rae Bell Arbogast	2000.1 · Accounts Payable	600.00	724.01
		Rae Bell Arbogast	6270.1 · Manager Secretary/Treasurer	124.01	724.01
		Rae Bell Arbogast	7300 · Small Equipment Alleghany	724.01	724.01
Bill	12/29/2017 778122	Riebes Auto	2000.1 · Accounts Payable	32.61	32.61
		Riebes Auto	7300 · Small Equipment Alleghany	32.61	32.61
Bill	12/15/2017 6853	Banner Communications	2000.1 · Accounts Payable	113.15	113.15
		Banner Communications	7301 · Equip. repair/maint. Alleghany	113.15	113.15
Bill	12/20/2017 10686227	AT&T	2000.1 · Accounts Payable	18.64	37.27
		AT&T	6172.2 · Telephone Alleghany	18.64	37.27
		AT&T	6172.3 · Telephone Pike	18.63	37.27

Pliocene Ridge Community Services District
Journal

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Deposit	12/31/2017	Interest	1001.1 - West America Savings	37.27	37.27
		Interest	4080 - Interest Income	1.17	1.17
Deposit	12/31/2017	Interest	1002.1 - PRCSD Fund Account	1.17	1.17
		Interest	4080 - Interest Income	3.34	3.34
				3.34	3.34
				47,136.52	47,136.52

Yellow = Suggested new text ~~Crossed-out~~ = suggested deletions Blue = Rae Bell's comments

DEFINITIONS This was moved from article two to this spot.

- The Pliocene Ridge Community Services District will, hereafter, be referred to as the "District."
- The Pliocene Ridge Community Services District board of Directors will, hereafter, be referred to as the "Board."
- The fiscal year of the District shall commence on the first day of July and end on the last day of June of the following year.
- The firehouse in Alleghany shall be known as Station 71; the firehouse in Pike City shall be known as Station 67. (not sure if we need to define station 2 in Alleghany?)

Pliocene Ridge Community Services District BYLAWS Article Policy 0001

NAME, MAILING ADDRESS, BOUNDARIES, CLASSIFICATION, AUTHORITY, POWERS

NAME

The district established by the Sierra County Board of Supervisors on February 3, 2004, Resolution 04-013 as approved by Sierra Local Agency Formation Commission (LAFCO) on February 26, 2004, Resolution 2004-01, and California State Board of Equalization notice of formation dated December 1, 2004 shall be named *Pliocene Ridge Community Services District* and hereinafter be referred to as the District or PRCSD.

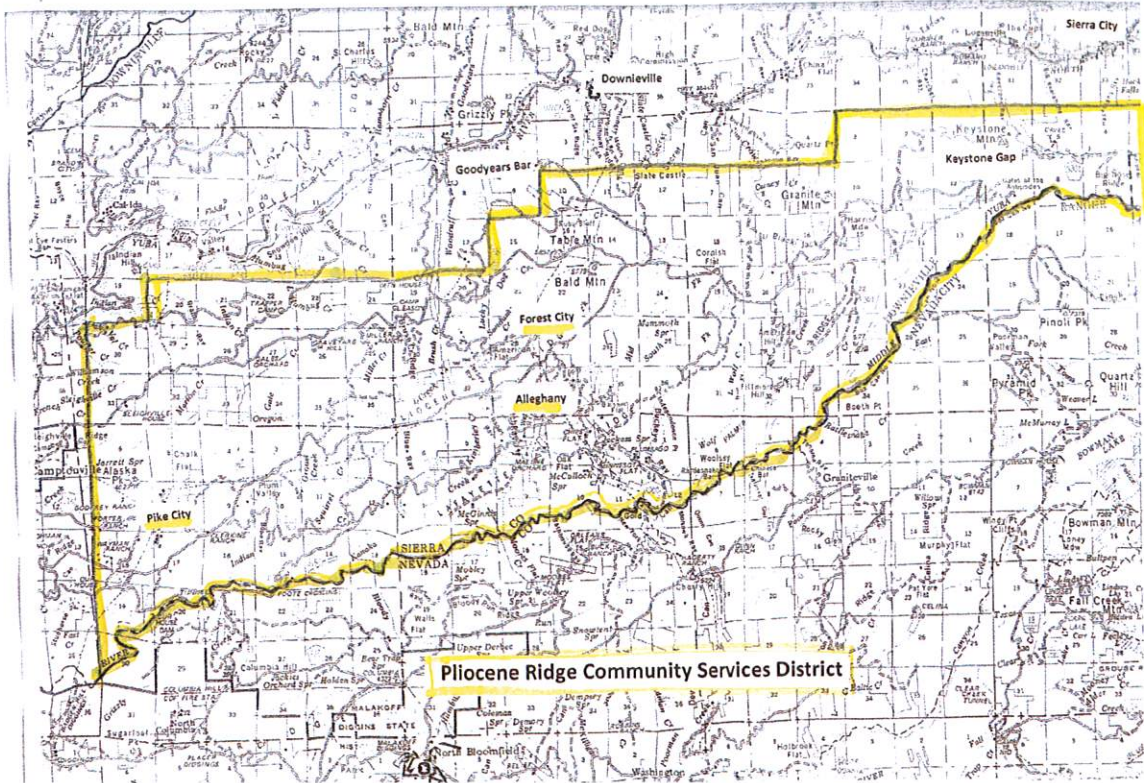
MAILING ADDRESS: PRCSD, 100 Pike City Road, Pike City, CA 95960

PHONE: 530-288-0624 **WEBSITE:** plioceneridge.org **EMAIL:** plioceneridge@gmail.com

BOUNDARIES

The Pliocene Ridge Community Services District shall comprise all areas as ~~noted in~~ established by its formation documents and referred to as "EXHIBIT '1. illustrated below:

When the document is reformatted the map will be on the same page as the text. I suggest moving "Authority" "Powers" & "Classification" above "Boundaries" so it will fit better.



CLASSIFICATION

The Pliocene Ridge Community Services District shall be limited to the following services as declared in the formation documents: A) Fire protection, emergency medical services, emergency response search and rescue and related services; B) Parks and Recreation services; and, C) Street lighting.

AUTHORITY

The Pliocene Ridge Community Services District shall be supervised by a governing board herein after referred to as Board of Directors or the Board. The Board of Directors shall derive its authority from its formation documents and the enabling legislation for Community Services Districts specifically: California Code Title 6 Division 3 sections 61000-61250 and applicable Government and State of California Codes and statues in order to carry out its responsibilities.

POWERS

The Board of Directors has the power to establish its own policies and regulations procedures consistent with applicable law. These policies and regulations procedures supersede all other written or implied policies and regulations procedures, and if any policy or regulation procedure is in conflict with any public agency having authority over the District, said policy or regulations procedure shall prevail.

Pliocene Ridge Community Services District **BYLAWS** **Article Policy 0002**

DUTIES, RESPONSIBILITIES, DEFINITIONS, BOARD MEETINGS

The Board of Directors shall be comprised of five residents residing within the boundaries of voters of the District and appointed by the Sierra County Board of Supervisors. (State of Calif.

CSD code section 61040(b) sets this as the only requirement to be a director, there is no residency requirement)

Each Director shall be appointed to a term of four years unless appointed to serve a remaining term.

The Board of Directors is responsible for the formulation and approval of the policies for the operation, control, administration and planning of the District's facilities and activities. It is the duty of the board to govern the district by setting policies and procedures in place for the day-to-day operations of the district. The board is responsible for delegating authority to the district officers and Fire Chiefs or individual board members as necessary, in order to facilitate efficient day-to-day operations of the district

The Board is also responsible for setting policies in place that provide the means for sound fiscal management, transparency and accountability; including adoption of an annual budget.

In the discharge of their duties, Board members act as a Board and not as individuals. The individual Board member has no more authority over District policy or personnel than any other citizen. A Board member has no legal or moral right to speak for the Board unless specifically authorized to do so by these Bylaws, Policies, and Regulations Procedures or action of the Board.

Board members are specifically charged to adopt an annual Budget that provides the best facilities, programs and services within the limits of the District's fiscal responsibility, and maintain comprehensive Board Policies and Regulations to govern the operation of the district.

DEFINITIONS

- ~~The Pliocene Ridge Community Services District will, hereafter, be referred to as the "District."~~
- ~~The Pliocene Ridge Community Services District board of Directors will, hereafter, be referred to as the "Board."~~
- ~~The fiscal year of the District shall commence on the first day of July and end on the last day of June of the following year.~~
- ~~The firehouse in Alleghany shall be known as Station 71; the firehouse in Pike City shall be known as Station 67.~~ (moved to beginning of document)

BOARD MEETINGS

1. **Monthly meetings** alternating between Alleghany and Pike City shall be held at the designated Station House.
2. **A meeting schedule** shall be adopted annually and posted throughout the District.
3. **The agenda format is as follows:**

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 in 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 are 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.

II APPROVAL OF AGENDA

III PUBLIC COMMENT

IV INFORMATION/DISCUSSION ITEMS, STAFF AND/OR COMMITTEE REPORTS

- A. Correspondence
 - 1. Committee/Member/Business Reports:
 - 2. Fire Chief Station 71
 - 3. Fire Chief Station 67
 - 4. Station 71 Auxiliary
 - 5. Station 67 Auxiliary
 - 6. Risk Manager
 - 7. Board Members

V ACTION ITEMS

- A. Approval of Minutes
- B. Approval of Treasurer's Report
- C. Unfinished Business
- D. New Business

VI NEXT MEETING AGENDA ITEMS

VII ANNOUNCEMENTS

VIII ADJOURNMENT

IX EXECUTIVE SESSION WHEN CALLED

- A. Report out any action taken

- 4. **All agenda items** must be received by the Secretary 10 days prior to the scheduled meeting date.
- 5. **All Board meetings are open to the public** except during executive session, consistent with the requirements of the "Brown Act." All Board actions shall be conducted in open meetings.
- 6. **Board meeting minutes will be available on the district website and in the agenda packets.** ~~during regular Board meetings or by arrangement with the Secretary.~~ Copies of Board minutes are available at a cost equal to the expense of duplication and postage. (Refer to Policy #2350). ~~must be requested of the Secretary in writing.~~
- 8. **Notice of meetings** stating the time, place and agenda shall be provided to Board members and posted in Alleghany, Forest City, and Pike City in accordance with the "Brown Act" requirements; **including utilization of the district website.**
- 9. **Special Meetings** may be called by the President, Secretary or any two Board members.
- 10. **Closed or Executive meetings** may be called by any Board member during the course of any regular or special meeting or for a future regular or special meetings as defined by the "Brown Act."
- 11. **Rules of Order** except as they conflict with the California Government Code shall be Robert's **Rosenburg's** Rules of Order and shall govern all questions of procedures not otherwise provided in this document.
- 12. **Quorum** shall be three Board members. If no quorum is present, the attending Board members shall adjourn the meeting to a time that a quorum is obtained.

13. **Notification of absence** shall be made to the Secretary and shall be the individual responsibility of each Board member.
14. **Board Voting** shall be verbal unless a written ballot is requested by one or more Board members. Ayes and nays shall be recorded upon the passage of all motions. ~~and upon the proposition to: create any legal liability; expend or appropriate money; and at the request of any member of the Board.~~ **We do this for all motions.** The results of all votes shall be recorded in the meeting's minutes. The act of a majority of Board members present at the meeting at which a quorum is present shall constitute an act of the Board. However, if the government Code or state statute should set different requirements on the voting of any matter, the vote required by the code or statute shall prevail.
15. **Public Comment.** Board members are prohibited from addressing any items not previously included on the agenda **except to provide simple answers to basic questions.** The Board may receive testimony and set the matter for a subsequent meeting.
16. **Suspension of Rules.** To suspend a rule to change the order of business, a two-thirds vote of the members of the board shall be required.

Pliocene Ridge Community Services District

BYLAWS

Article Policy 0003

RECORDS, CORPORATE SEAL, VACANCIES, COMPENSATION

RECORDS

The Board recognizes the necessity to keep adequate and appropriate district records to fulfill legal requirements and maintain/develop the proper administrative functions.

All documents of the District shall be in writing ~~and kept in a regular book of records open to public inspection at all reasonable and proper times as prescribed by the "Brown Act,"~~ **and made available to the public per District policy #2350.**

The Secretary and Treasurer shall oversee the development and maintenance of an appropriate record keeping system that:

1. meets all of the requirements of the state and county laws;
2. provides data required for the audit;
3. secures all deeds, title, and such other designated documents in a safe deposit box;.

~~Copies of all public documents are available at a cost equal to the expense of duplication and must be requested of the Secretary in writing.~~

CORPORATE SEAL & DISTRICT LOGO

Corporate Seal shall be enclosed in a circle as follows:



VACANCIES

Should any member of the Board:

a. die; b. resign; c. be declared mentally or physically unable to perform duties by a qualified professional; d. cease to be a legal voter in the district; e. be convicted of any felony offense; f. refuse or neglect to take the oath of office; g. neglect to attend the duties of the office; h. neglect to attend three regular meetings of the Board in a calendar year except by permission of the Board, said office shall be declared vacant by the Board at its next regularly scheduled meeting and shall be filled by appointment of the Sierra County Board of Supervisors. Any person so appointed shall hold office until the expiration of the term of the vacancy.

COMPENSATION

1. Board members shall serve as unpaid volunteers.
2. Board members may receive reimbursement of expenses incurred representing the District as directed by the Board.

Pliocene Ridge Community Services District BYLAWS Article Policy 0004

ELECTION AND DUTIES OF OFFICERS, COMMITTEE APPOINTMENTS

ELECTION OF OFFICERS

1. Election of Officers shall be conducted annually at the January meeting.
2. The Officers shall be: President, Vice President, Secretary, Treasurer.
3. The Term of Office of each elected officer shall be one year and shall begin upon election in January and shall continue through December.
4. A vacancy in any office shall be filled at the next regular meeting by a vote of the Board to fill the unexpired term.
5. ~~The Board may by vote elect a non board member as Treasurer and, enter into a contracted service to provide for the Treasurer's duties.~~

DUTIES OF OFFICERS

1. **PRESIDENT** shall:
 - a. be the chief executive officer of the Board;
 - b. preside at all meetings;
 - c. sign all contracts and other papers authorized by the Board;
 - d. ensure all orders and policies of the Board are executed;
 - e. have the right to vote on all matters coming before the Board; and
 - f. be responsible for other such duties as may be directed by the Board.
2. **VICE PRESIDENT** shall:
 - a. assume the duties of the president as may be required; and
 - b. be responsible for other such duties as may be directed by the Board.
3. **SECRETARY** shall:

~~keep a complete record of all proceedings ;~~ Serve as the clerk-of-the board performing all duties incidental to that position. See section ___ of the personnel policy manual for a detailed job description. ~~serve as official custodian of minutes and all records of the District; maintain a current and accurate list of Safe Deposit contents; sign official documents as directed; be empowered to administer oaths and affirmations; prepare and distribute meeting agendas and materials as directed under the "Brown Act;" be responsible for other such duties~~

as may be directed by the Board; and maintain a file with a copy of valid California driver's license for each certified operator of equipment/vehicles.

TREASURER shall:

- a. Serve as the fiscal officer for the district, performing all duties incidental to that position. See section ___ of the personnel policy manual for a detailed job description. Per Calif. Code Section 61040 a director SHALL NOT also be the treasurer. receive and deposit all monies to the District's checking or savings accounts and keep an accurate and balanced report of account activity; receive and pay all invoices presented (noting check number, date of payment, amount of payment on the invoice, fund account) and verify expenditure is within available budgeted funds; Secretary to perform this duty in the absence of the Treasurer. Process payroll up to four (4) times per year and pay quarterly payroll taxes serve as chairperson of the standing Budget Committee; establish adequate controls through a Budget Manual to insure all expenditures are consistent with the budget and policies and procedures of the District, state and federal statutes. prepare a monthly written report to the Board to become a part of the minutes with support documents showing beginning bank balance, itemized list of expenditures for previous month, deposits and ending bank balance for previous month, a list of current month expenditures, and a list of non monetary donations, to be approved by the Board; book revenues/expenses monthly; prepare, in writing, any budget transfers for Board approval and notify the Secretary 10 days in advance for agendaizing the item(s); maintain current bank account signature cards for all accounts; require two Board member signatures on all checks excluding the Treasurer; confirm department purchases are within the approved budget; strive to make purchases on 30 day accounts billable to the District; verify all accounts opened are authorized by the Board; maintain a \$200 petty cash fund to each Fire Chief for authorized and budgeted expenditures for which written receipts and written invoices shall be submitted to the Treasurer monthly; provide emergency funds up to \$1000 as requested by the Fire Chiefs upon due diligence to contact the President for review and submit to the Board at its next regularly scheduled meeting; with input from Fire Chiefs and Budget Committee, prepare annual Preliminary Budget in June; prepare the Chart of Accounts for distribution with the Final budget; submit Final Budget in September to the Board for final approval; Annually book yearend accruals, donations, fixed assets, process year end payroll taxes, prepare State controller report, prepare report of expenses by category, EOY recap, facilitate the Audit and prepare and submit annual Special Districts Financial Transactions Report and other reports as may be required by government code. be responsible for other such duties as may be directed by the Board. Annually, in July, prepare a list of all donations/gifts monetary and non monetary for the prior fiscal year to the Board for acceptance. Submit quarterly electronic backup of all files for offsite storage and hard copy of all records for District storage to Board Secretary. Record and monitor Streetlight funds, per policy 6000, as separate account.

COMMITTEE APPOINTMENTS

1. Following the election of officers, the President shall appoint committees. These committees shall be ratified by a majority vote of the Board.

2. Committees are:
 - A. Standing:
 - 1) Budget
 - 2) Street Lights
 - 3) Risk Management/Safety
 - B. Others as needed

DUTIES OF APPOINTED OFFICIALS

1. The Board may fix reasonable compensation where they deem appropriate.
 - A. Attorney - At the request of the Board, the attorney shall provide guidance in legal matters.
 - B. Auditor - The auditor shall audit the District's financial records in accordance with the laws of the State of California using generally accepted auditing practices.

Pliocene Ridge Community Services District

BYLAWS

Article Policy 0005

CONFLICT OF INTEREST CODE

This revised version of the District's Conflict of Interest Code was approved by the PRCSB board on 4/18/16 and submitted to the Sierra County Board of Supervisors for approval. They approved it at their 5/17/16 regular meeting.

The Political Reform Act, government code Section 87100, *et seq.*, requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contain the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the fair Political Practices commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the Conflict of Interest code of the Pliocene Ridge community Services District.

Each action taken by a Board member and/or employee in the course of their duties will be motivated by the District's best interests and will be free of outside influence and self interests. In addition, board members shall not in any way directly or indirectly financially benefit from any aspect of the district's operations.

In accordance with this policy, Board and employees shall comply with the following:

1. Board members must abstain from voting on any action in which they have a financial interest.
2. No board member shall accept any remuneration in money or services from the district, except as allowed for by Government Code Section 61207.
3. Board members and designated employees, as described in Appendix A of the Pliocene Ridge Community Services District's Conflict of Interest Policy and Procedure, shall file

a Statement of Economic Interests, Form 700 annually with the Clerk of the County of Sierra who shall retain copies and make the statements available for public inspection and reproduction. (Government Code Section 81008)

Appendix A

CONFLICT OF INTEREST CODE

DISCLOSURE CATEGORIES

Category 1

Designated employees assigned to this category must report:

- a. Interest in real property located within the jurisdiction including property located within a two-mile radius of any property owned or used by the agency.
- b. Investments, business positions, and income from sources located in or doing business in the jurisdiction.
- c. Investments and business positions in any business entity or income from any source of the business entity or source of income manufactures sells supplies, machinery or equipment of the type utilized by the district.
- d. Investments and business positions in any business entity or income from any source if the business entity or source of income is a contractor or subcontractor engaged in the performance of work or services of the type utilized by the District.
- e. Investments, business positions, and sources of income of the type, which engage in land development, construction, or the acquisition or sale of real property.
- f. Investments, business positions, and sources of income of the type which manufacture, sell or distribute medical equipment or services of type leased or loaned by the District to ambulance services, medical services such as police, sheriff and fire rescue units, trauma centers and emergency rooms.
- g. Investments, business positions, and sources of income of the type that provides training for persons engaged in medical service programs.

DESIGNATED EMPLOYEES

<u>POSITION</u>	<u>DISCLOSURE CATEGORY</u>
Board Members or Candidates	1
District Officers (Treasurer, Secretary)	1
Station Fire Chiefs	1

ADOPTION/ AMENDMENT OF BYLAWS, POLICES & PROCEDURES

As Revised 4/19/17

Consideration by the Board to adopt or amend these Bylaws, Polices and Procedures may be initiated by any Board member, Officer or Staff member and must be submitted to the Secretary in writing for agendaing.

A three fifths (3/5) affirmative vote of all members of the Board at a properly posted regular or special meeting shall be required to add or change the policies, regulations, and bylaws of the District.

Copies of all Bylaws, Policies & Procedures shall be placed in an Administrative Procedures Manual and distributed to all Board members and Department Heads.

Pliocene Ridge Community Services District

BYLAWS

Article Policy 0007

Page 1 of 1

ADMINISTRATIVE REGULATION

THIS IS OVERKILL IN MY OPINION.

- ~~1. Administrative Regulation is any plan or course of action formulated, developed, implemented and approved by the Board to facilitate day to day District operations with the respective policy guidelines.~~
- ~~2. Administrative Regulations guide staff in providing efficient and effective services by detailing the specific course of action to be taken within the general framework of policy.~~
- ~~3. The Fire Chiefs shall have the function and responsibility of developing Standard Operation Procedures specifying the action required and designing the detailed arrangements under which the District will operate fire protection services, emergency medical services and said procedures shall be consistent in every respect with the policies formulated and adopted by the Board #3 is to be incorporated into the job descriptions and organizational structure policy (now a placeholder)~~
- ~~4.~~

Revised

Pliocene Ridge Community Services District

BYLAWS

Policy 0008

Page 1 of 1

ORIENTATION OF BOARD MEMBERS

- ~~1. New Board members shall be given selected materials on the duties and responsibilities associated with Board membership, to include the: PRCSD HANDBOOK OF BYLAWS, POLICIES, and PROCEDURES~~
- ~~2. As soon as practical after the new Board member assumes office and prior to the next regular Board meeting, an orientation meeting with the Fire Chief's, Risk Manager and President shall be held to review details and answer questions.~~

GENERAL CONDUCT OF BOARD OF DIRECTORS

In the meeting process, Board members shall:

1. avoid making individual pronouncements and public conjecture outside of official Board meetings about district matters not yet decided by the Board;
2. speak or act for the Board only when specifically authorized to do so by action of the Board;
3. arrive on time for meetings;
4. stay focused;
5. raise concerns about ground rules as soon as possible;
6. don't take things personally;
7. after the motion and second, encourage discussion and strive for consensus;
8. address the issue;
9. allow for minority point of view;
10. not repeat what has been said, be concise;
11. be recognized by the chair before speaking;
12. come prepared, ready to ask questions and make decisions, do what is agreed upon;
13. follow the agenda;
14. respect confidentiality of Executive Session;
15. accept the principle of board unity or consensus by supporting majority decisions of the Board.

In personal interactions, Board members shall:

1. disagree without being disagreeable;
2. be honest; sensitive, trustworthy, use humor, be tolerant;
3. respect the opinion of others;
4. not intentionally cause anyone embarrassment;
5. act with integrity and credibility;
6. represent the people of the District and make decisions based on factual information.

ROLE OF THE BOARD, OFFICERS AND FIRE CHIEFS, AND VOLUNTEERS

This section was edited and then upon further study I decided that it should be deleted completely for a couple of reasons. 1. The Roles of the board and officers are already covered under Articles 0002 & 0003. 2. Staff descriptions (in this case the Fire Chiefs and volunteers) do not belong in by-laws. Normally by-laws pertain only to the Board and the Officers of the Board as defined in the enabling legislation of the entity.

The Board recognizes the importance of defining the respective roles of the Board, Fire Chiefs, and Volunteers, as well as to distinguish the relationship between each. The role of the Board of Directors is to provide guidelines and chart a general course of action for the District by formulating and approving the policies for the operation, administration and implementation of District plans. The Fire Chiefs, appointed by and directly responsible to the Board of Directors, provide the data, information and professional counsel to the Board of Directors while serving as liaison between policy formulation and implementation of administrative procedures. The

Fire Chiefs are responsible for administering the delegated operations and functions of the District as established by the Board in the District Policies and Procedures. The volunteers of the District are those employees engaged in the programs and/or services that directly meet the needs of the residents of the District. The primary function of the volunteer is to perform under the direction of the Fire Chiefs and or the Board, as appropriate, the various duties and responsibilities required to provide the services of the District.

BOARD

It is the duty of the Board to govern the district by setting policies and procedures in place for the day to day operations of the district. The board is responsible for delegating authority to the district officers (Fire Chiefs, Treasurer and Secretary) or individual board members as necessary, in order to facilitate efficient day to day operations of the district

The Board is also responsible for setting policies in place that provide sound fiscal management, transparency and accountability.

OFFICERS

It is the responsibility of the district officer(s) to perform the administrative duties as outlined in their job descriptions and to support the Board & Fire Chiefs in fulfilling their duties.

FIRE CHIEFS

The Fire Chiefs shall act as the General Managers for their respective departments and be responsible for developing and implementing Standard Operation Procedures for fire protection and emergency response services consistent with District Policy and applicable laws. Said Standard Operating Procedures shall be incorporated into the employee handbook.

(In the first edit the portion that is crossed out WITHOUT yellow-highlights was eliminated and changed to the text with yellow-highlights.) I left the yellow-highlights here because some of this text can later be incorporated into Policy.)

What's what?

Bylaws, Policies, Procedures, Ordinances, Motions, Resolutions,

All six of these things are ways that the Board of Directors of a Public Entity can take action and/or give direction. If you are confused by these terms you are not alone!

Bylaws:

- Pertain specifically to the organization itself.
- Define the organization: what it is, its authority, what it does in the broadest terms.
- Lay-out the governing rules of the organization and method of proceedings.
- Explain the roles and duties of the Directors and Officers.
- May also include such things as: code of conduct and conflict of interest code.

Policies:

- Chart a course of action or define specific goals and objectives.
- Allows the board and management to operate efficiently by making a single decision (policy) that applies across time, situations and individuals.
- Provide guidance regarding applicable laws and mandated requirements.
- May pertain to specific duties or situations defining a required course of action.
- Delegate responsibility/authority or the means to do so.

Procedures:

- Procedures explain how the corresponding policy will be implemented.
- In other words: Procedures are the “instructions” that go with the Policy.

Ordinances:

- Formal regulations that pertain to the residents/customers and/or constituents of the Public Entity.
- Carry more weight than Policies, as they are “law” (violation is a misdemeanor in most cases).
- Similar to policies they often contain “procedures” or instructions as to how they will be carried out.
- The process for adoption and repeal requires two meetings and public postings. (Requirements vary by the type of entity and may also vary depending on the subject of the ordinance. For example Calif. prop. 218 regulates changes to water rates).
- They require two signatures and document the vote of the board similar to resolutions.

All four things listed above are important because they help a Public Entity establish consistency and fairness both within the organization and in its dealings with the public.

Motion: A motion is the process by which a Board Member submits a proposed action for deliberation and voting during a board meeting.

Resolution: "A formal expression of the opinion or will of an official body" *Black's Law Dictionary*. A resolution provides documentation as to why the action is necessary or desired in addition to documenting the action itself. They usually require the signature of both the Presiding Officer and the Clerk-of-the-Board. Legal council may sign as well.

Resolutions are often required in specific situations such as: signing leases or executing contracts. They are also often used for things such as showing appreciation, making an appointment, adopting policies or amending bylaws.

A resolution provides a stand-alone document; whereas, motions are incorporated into the entity's meeting minutes.

Disclaimer:

This document is based on my current understanding and is subject to change. It is not intended as legal advice. ~ Rae Bell



Pliocene Ridge Community Services District

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AGENDAS, APPROVED MINUTES AND FINANCIAL INFO. POSTED ONLINE

2018 SCHEDULE OF REGULAR MEETINGS

JANUARY	Wednesday	January 17, 2018	6:30pm	Pike City
FEBRUARY	Wednesday	February 21, 2018	6:30pm	Alleghany
*MARCH	Wednesday	March 21, 2018	6:30pm	Pike City
APRIL	Wednesday	April 18, 2018	6:30pm	Alleghany
MAY	Wednesday	May 16, 2018	6:30pm	Pike City
*JUNE	Wednesday	June 20, 2018	6:30pm	Alleghany
JULY	Wednesday	July 18, 2018	6:30pm	Pike City
AUGUST	Wednesday	August 15, 2018	6:30pm	Alleghany
*SEPTEMBER	Wednesday	September 19, 2018	6:30pm	Pike City
OCTOBER	Wednesday	October 17, 2018	6:30pm	Alleghany
*NOVEMBER	Wednesday	November 21, 2018	6:30pm	Pike City
DECEMBER	No Meeting			

* SCHEDULED SAFETY MTNG. 6:00 PM

IN CASE OF EMERGENCY DIAL 911



(530) 288-0624

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*Suggested sign for firehouses
metal 12" x 12" ?*