

**MINUTES of the Regular Meeting of the Board of Directors of Pliocene Ridge CSD
Held Wednesday September 21, 2016 at Station 67 100 Pike City Rd. Pike.**

1. A quorum was established and the meeting called to order at 6:31 pm by President Wayne Babros. Board members present: Wayne Babros, Daniel Guyer, Bruce Coons and Gracie Knowles. Also present were Pike assistant chiefs Jim Buckbee and Tom Starr and Alleghany assistant chiefs David Arbogast and Ned Cusato, Pike auxiliary member Roland Robertson, and community member Lance Baldwin. Interim Secretary Rae Bell was present and took the minutes. Flag Salute.

2. PUBLIC COMMENT: None.

3. INFORMATION/DISCUSSION ITEMS

a) *Correspondence:* None other than what is covered elsewhere on the agenda.

b) *Committee/Member/Business Reports:*

1. *Alleghany Assistant Chief Arbogast* reported that there were two medical calls this month, one ALS rendezvous in Pike and one ALS transport from Alleghany due to no EMT's in the area when the call went out. The ambulance was taken to Banner Electronics in late August to fix problems with the radio antennas. Two people (one from Alleghany and one from Pike) are planning on taking the upcoming EMT class in Downieville, this will double our number of EMT's if they complete the course. Recently 9 people attended a training which is great.

2. *Pike Assistant Chiefs Buckbee and Starr* reported that they got the antennas on the command rig replaced. They are looking at getting a surplus slip-in tank for the rescue truck from the Forest Service. This will be a donation to the dept. Tristan Grew donated a 3" trash pump to the department, this is a portable piece of equipment that can pump up to 16,000 gallons an hour. It was requested that the Secretary send him a thank you letter. The tree that currently has a light on it at the Pike Firehouse is going to be replaced with a pole. There was a discussion about switching to LED lights. It was explained that board approval was not needed for this since there is \$1,350 in the budget for the Pike Firehouse and the Asst. Chief's are authorized by the budget adoption to use this money as they see fit.

3. *Station 71 Auxiliary* No Report

4. *Station 67 Auxiliary* Roland reported that he's been "out fishing" and most of the items in his report are covered elsewhere on the agenda. They will be sending out their quarterly newsletter soon. They are setting a date in October for "Hamburger night". The exact date will be in the newsletter.

5. *Risk Manager Report:* Golden State Risk Management is having their annual meeting on October 20th and 21st at Rolling Hills Casino in Corning. It is a two-day event and the district gets Loss Prevention points for attending. Dan is willing to attend one-day if somebody else will go with him. He can drive.

6. *Board Members:* Rae Bell reported that the auditors have everything they need to complete the annual audit and it is underway.

7. *Standing Committee Reports: Streetlights:* Rae Bell reported to the Streetlight Manager that even though a particular light has been shut-off at the request of the nearby home-owner (as is

mentioned in the July minutes) it is still being billed to the district. Individual home owners do not have the authority to shut off a light. The district needs a policy to address how or even if, residents can request having a light shut-off. She also reported that only two lights are being billed for Forest City and the light that was approved for shut-off in Alleghany last November is still on. The streetlights did not bring in enough revenue to meet expenses last fiscal-year and the balance was pulled from the streetlight fund. The lights are projected to run at a deficit again this year. It was suggested that a community meeting be called to address the issue, and/or a mail-out be done requesting donations as has been done in the past.

Budget Committee: Meeting held just prior to this meeting.

4. ACTION ITEMS

a) *Approval of regular meeting minutes dated 7/20/16* Tabled to the next meeting.

b) *Approval of treasurer's reports dated 7/30/16 and 8/31/16.* Moved by Daniel Guyer 2nd by Bruce Coons. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

c) *Unfinished Business*

1. On the Wayman Dam project Roland reported that Bill Adasiewicz sent a few emails to Rae Bell over the last month, but she had not gotten them as he used an old email address. Bill has worked up some estimates for the work and estimates 160 man-hours. PRCSD can collect 5% for administration of the funds, the Forest Service has indicated that the project is "moving up in the queue" but probably won't be approved until next year. Rae said that she will go over the emails and see if any action is needed in time for the next meeting.
2. A revised draft of the Firehouse Rental Policy was handed out to be approved at the next regular meeting.
3. Regarding the Alleghany Firehouse: Bob Hale and Rae Bell are the "committee" to work on getting a project lined up for possible funding. Roland said the best we can hope for from USDA Rural Development will be a 75% grant and 25% loan.
4. Regarding the Pike Firehouse project: Roland reported that everything is ready for the USDA Rural Development application except the cost estimate. He has been in communication with the ADA people and they may have to try and do the project in two phases, as the ADA requirements will be extremely expensive to meet. Phase 1 would be the wall and fire escape, Phase 2 which would build on phase 1 would be to put in the road and finish the ramp.
5. The CDF 50/50 grant resolution 16-064 was adopted. Moved by Bruce Coons 2nd by Daneil Guyer. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**
6. The proposed final budget was reviewed. It was decided to move \$1,200 to the Secretary/Treasurer's contract as this job will be advertised soon and \$300 was added to Equipment Repair and Maintenance for each dept. making the total in that category \$800 each. It was noted that the district's by-laws state that public hearing will be held for budget adoption. The posting requirements are being researched and this will be added to the district's calendar. Motion to adopt the final budget as amended: Moved by Daniel Guyer 2nd by Bruce Coons. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

d) *New Business*

1. A request was received from Alleghany County Water District to put a free-standing mail box near the Alleghany Station 1 on land that the district owns in order to make it easier for water customers to make their payments. It was noted that the road dept. (Ned Cusato) needs to be involved in the decision of where to place the box so that the snow plow does not wipe it out. A motion to approve ACWD's request was made by Bruce Coons and 2nd by Dan Guyer. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**
2. There was a discussion about possibly adopting a policy for splitting up money earned under ordinance #1; similar to the existing policy for mutual aid calls. Assistant Chief Starr suggested that \$150 per call go into the general fund and the balance go to whichever dept. is on the call, if both departments are on the call the money will be split between them. An unallocated account for each dept. named "contingency" would be added to the existing fund accounts and this is where the money earned by each department would go. The board was in agreement with this idea and a policy will be drafted for the next regular meeting.
3. There was a discussion about posting for the Secretary/Treasurer position. A list of job duties was provided. Wayne Babros, Dan Guyer and Rae Bell will be on the committee to post the add and screen applicants. The position should be advertised in the Mountain Messenger, The Grass Valley Union, The district Website and on Craig's list if possible. The deadline to apply will be November 11th.

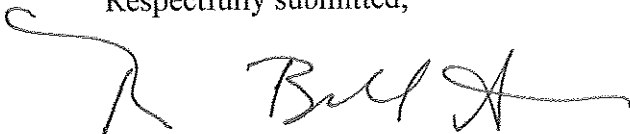
NEXT MEETING AGENDA ITEMS The next regular meeting is scheduled for October 19th at the Alleghany Firehouse.

ANNOUNCEMENTS (reminders)

PCVFD hamburger night date TBD.

ADJOURNMENT: There being no further business before the board the meeting was adjourned at 8:00 PM

Respectfully submitted,



Rae Bell Arbogast
Interim 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: **July 31, 2016**

				Beginning Checking Account Balance	\$	9,415.92
Deposits						
Budget						
Line #	Date	From:	For:		Amount	
4070.3	7/26	CDF	Mutual Aid 4/26 Moonshine fire	\$	745.01	
				Deposits Total	\$	745.01
Expenditures						
Budget						
Line #	Ck #	Date	To:	For:		
6180	2388	7/1	Golden State RMA	Insurance FY16-17	\$	3,913.00
6174.2	2389	7/5	Alleghany Water Dist	Water Station 71 FY 16-17	\$	480.00
	2390	7/5	AT&T		\$	97.77
6172.2			paid 3 mos.	Phone Alleghany	\$	49.02
6172.3			paid 3 mos.	Phone Pike	\$	48.75
6270.1	2391	7/5	Rae Bell	quarterly invoice admin.	\$	277.50
6275.1	2392	7/5	Streamline	website June + FY 16-17	\$	325.00
	OL		PG&E		\$	498.74
6170.2				PG&E Alleghany	\$	43.65
6170.3				PG&E Pike	\$	75.80
9171.4				Streetlights - Forest	\$	22.06
9170.4				Streetlights - Allegha	\$	357.23
8350	2393	7/18	Sierra County PW	Fuel Pike March usage	\$	20.21
8660	EFT	7/16	WA Credit Card	Supplies Pike	\$	94.28
				Expenditures Total	\$	5,706.50
				Ending Checking Account Balance	\$	4,454.43
Reserve Balances				Starting Savings account balance	\$	19,224.71
Unallocated	Contingency	\$	10,500.00	transfer from checking		
Allocated	Streetlights	\$	1,768.44	interest earned		
Allocated	PCVFD Building	\$	7,209.39	transfer to FUNDS		
Allocated	PCVFD Vehicle	\$	2,836.34			
Allocated	AVFD Building	\$	695.26	Ending Savings Account Balance	\$	19,224.71
Allocated	AVFD Vehicle	\$	7,096.70			
	Interest Earned	\$	8.97			
	Total	\$	30,115.10	General Fund (accounts listed above) Total	\$	23,679.14
				Reserve account Starting Balance	\$	30,115.10
				interest earned		
				transfer to checking		
				Reserve account Ending Balance	\$	30,115.10
				Total ALL FUNDS	\$	53,794.24

Note: reserves not updated for FY 15/16



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: **August 31, 2016**

Deposits					Beginning Checking Account Balance	\$	4,454.43
Budget Line #	Date	From:	For:			Amount	
	8/15	Sierra County Auditor	Final payment FY 15/16		\$	3,595.80	
9020			Streetlight portion	\$ 472.00			
			Fire portion	\$ 3,123.80			
Deposits Total					\$	3,595.80	

Expenditures					Ending Checking Account Balance		\$	7,541.04
Budget Line #	Ck #	Date	To:	For:				
	OL	8/24/16	PG&E			\$	509.19	
6170.2				PG&E Alleghany	\$	50.12		
6170.3				PG&E Pike	\$	79.78		
9171.4				Streetlights - Forest	\$	22.05		
9170.4				Streetlights - Allegha	\$	357.24		
Expenditures Total					\$	509.19		

Reserve Balances			Starting Savings account balance		\$	19,224.71
Unallocated	Contingency	\$ 10,500.00		transfer from checking		
Allocated	Streetlights	\$ 1,768.44		interest earned		
Allocated	PCVFD Building	\$ 7,209.39		transfer to FUNDS		
Allocated	PCVFD Vehicle	\$ 2,836.34				
Allocated	AVFD Building	\$ 695.26				
Allocated	AVFD Vehicle	\$ 7,096.70				
	Interest Earned	\$ 8.97				
	Total	\$ 30,115.10				
			Ending Savings Account Balance		\$	19,224.71
			General Fund (accounts listed above) Total		\$	26,765.75

Note: reserves not updated for FY 15/16

Reserve account Starting Balance	\$	30,115.10
interest earned		
transfer to checking		
Reserve account Ending Balance	\$	30,115.10

Total ALL FUNDS	\$	56,880.85
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Info on Title 3 charges

What information is needed for charging people or insurance for services rendered? IE: Names, Addresses, Type of Assistance or Run. If multiple people, do all get charged?

What is needed as far as a run report? Do we need to create a page for gathering info to attach to our run sheets?

When do the charges need to be charged to the county?

How often is PRCSD reimbursed?,

Is it possible to split the income to a fund for each department, IE: \$150 to PRCSD for paperwork, then the difference to what ever dept responded or split between each department if both were on the call?



**Pliocene Ridge Community Services District
County of Sierra, State of California**

Resolution No. 16-064

Approving the Department of Forestry and Fire Protection Agreement #7FG16093 for services from the date of last signatory on page 6 of the Agreement to June 30, 2017 under the Volunteer Fire Assistance Program of the Cooperative Forestry Assistance Act of 1978.

BE IT RESOLVED by the Board of Directors of Pliocene Ridge Community Services District that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 6 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Assistance Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2016-17 up to and no more than the amount of \$3,667.50.

BE IT FURTHER RESOLVED that Wayne Babros, President of said Board be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of Pliocene Ridge Community Services District.

Adopted this 21st day of September 2016 at a Regular Meeting of the Pliocene Ridge Community Services District Board of Directors by the following vote:

AYES: _____
NAYES: _____
ABSENT: _____
ABSTAIN: _____
VACANT: _____

Wayne C Babros, President

Date

ATTEST:

Rae Bell Arbogast, Interim Secretary

PRCSO FY 16-17 FINAL

	acc#	NAME	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Actual	16-15 Actual Unaudited	16-17 proposed final
INCOME	4020.1	Tax Revenue Fire	\$22,921.22	\$26,280.67	\$24,650.57	\$24,872.47	\$25,253.54	\$ 25,000.00
	4030.1	Donations District				\$509.00	\$200.98	
	4030.2	Donations Alleghany	\$680.95	\$1,077.05	\$11,536.94	\$10,000.00		\$ 2,667.50
	4030.3	Donations Pike	\$5,932.22	\$2,866.60	\$2,721.58	\$2,500.00	\$2,157.99	\$ 250.00
	4040.1	Grants District	\$921.80	\$1,000.00	\$1,492.52	\$1,000.00	\$1,388.00	\$ 1,000.00
	4040.2	Grants Alleghany		\$ 714.77	\$ 738.11	\$ -		\$ 2,667.50
	4040.3	Grants Pike	\$ 3,123.70	\$ 736.26	\$ 1,440.29	\$ -	\$ 1,995.00	\$ 250.00
	4060.2	Surplus Sales Alleghany			\$ 950.00	\$ 5,125.00		
	4060.3	Surplus Sales Pike				\$ 100.00		
	4070.1	Emergency Services Income					\$ 750.00	
	4070.2	Mutual Aid Alleghany	\$ 333.96		\$ 2,060.47	\$ -		
	4070.3	Mutual Aid Pike	\$ 1,390.12	\$ 1,903.32	\$ 2,640.88	\$ 1,178.76	\$ 745.01	
4082.0	Other Income	\$130.07	\$11.57	(\$188.28)	\$12.75	\$14.79		
	Revenue Total	35,434.04	34,590.24	48,043.08	45,297.98	32,503.31	\$ 31,835.00	
OVERHEAD EXPENSES	6170.2	Electricity Alleghany	\$701.13	\$736.73	\$793.73	\$620.65	\$901.14	\$ 800.00
	6170.3	Electricity Pike	\$891.72	\$1,028.70	\$1,411.76	\$1,144.04	\$1,258.49	\$ 1,500.00
	6172.2	Telephone Alleghany	\$181.23	\$226.78	\$189.53	\$186.22	\$182.83	\$ 190.00
	6172.3	Telephone Pike	\$142.47	\$187.35	\$193.12	\$193.48	\$211.76	\$ 200.00
	6174.2	Water Alleghany	\$396.00	\$441.00	\$432.00	\$432.00	\$444.00	\$ 480.00
	6176.2	Propane Alleghany	\$527.39	\$908.68	\$293.75	\$333.70	\$723.91	\$ 375.00
	6180.1	Insurance	\$9,237.90	\$8,113.00	\$5,714.00	\$7,275.00	\$3,864.00	\$ 3,913.00
	6230.1	Compliance/Training	\$113.22		\$156.69	\$6.00	\$304.00	\$ 150.00
	6250.1	postage/copies/office supplies	\$97.00	\$171.31	\$240.74	\$143.25	\$70.33	\$ 250.00
	6265.1	County Mgmt Fee	\$2,780.02	\$2,539.65	\$ 2,156.90	\$ 2,310.20	\$2,362.30	\$ 2,400.00
	6270.1	Bookkeeping	\$730.00	\$750.00	\$585.00	\$427.50	\$ 900.00	\$ 1,200.00
	6273.1	Auditor Fee		\$ 5,693.95	\$ 2,000.00	\$ 2,000.00	\$2,000.00	\$ 2,000.00
	6275.1	Public Relations - website					\$ 185.16	\$ 320.00
	6280.2	Solid Waste Fee Alleghany	\$407.70	\$67.94	\$77.94	\$77.94	\$96.00	\$ 78.00
	6280.3	Solid Waste Fee Pike	\$312.56	\$122.30	\$140.30	\$93.54	\$115.20	\$ 94.00
	6295.2	Building Maint. Alleghany	\$680.95	\$15.00	\$614.08		\$469.73	\$ 1,375.00
6295.3	Building Maint. Pike		\$ 49.35	\$ 1,054.76	\$ 1,238.19	\$ 253.96	\$ 1,375.00	
6704.0	Other Expenses	30.00	23.00		12.72	118.86		
	Overhead Expense Subtotal	\$17,229.29	\$21,074.74	\$16,054.30	\$16,494.43	\$14,461.67	\$ 16,700.00	
AVFD	7230	Op Compliance/Training	\$708.05	\$521.48	\$442.50	\$983.61	\$637.00	\$ 600.00
	7296	Mutual Aid Payroll	\$ 156.15		\$ 960.68	\$ -		
	7300	Small Equipment	\$675.32	\$ 2,802.69	\$ 2,993.86	\$ 592.15	\$ 1,260.10	\$ 5,835.00
	7301	Equipment Repairs & Maint.		\$670.49		\$ 134.75		\$ 500.00
	7350	Fuel	\$726.45	\$787.92	\$ 792.97	\$ 361.65	\$ 176.85	\$ 800.00
	7630	Vehicle Repair & Maint.	\$1,050.28	\$654.39	\$ 2,810.52	\$ 77.68	\$ 545.63	\$ 1,000.00
	7651	FIXED ASSET expenditures			\$ 10,000.00	\$ 10,000.00		\$ -
	7660	Supplies	\$ 443.63	\$ 144.00	\$ 125.33	\$ -	\$ 638.10	\$ 250.00
	AVFD Expense Subtotal	\$3,759.88	\$5,580.97	\$18,125.86	\$12,149.84	\$3,257.68	\$ 8,985.00	
PCVFD	8230	Op Compliance/Training	\$391.28	\$615.80	\$724.61	\$1,111.03	\$683.51	\$ 800.00
	8296	Mutual Aid Payroll	\$ 732.54	\$ 712.01	\$ 693.81	\$ 533.72	\$ 291.75	
	8300	Small Equipment	\$6,852.79	\$2,361.24	\$ 2,202.22	\$ 3,387.51	\$ 5,015.95	\$ 1,000.00
	8301	Equipment Repairs & Maint.			\$ 279.23	\$ 713.31	\$ 710.57	\$ 500.00
	8350	Fuel	\$509.10	\$623.07	\$ 525.74	\$ 601.98	\$ 468.86	\$ 800.00
	8630	Vehicle Repair & Maint.	\$2,670.17	\$368.05	\$ 190.17	\$ 550.32	\$ 836.28	\$ 1,000.00
	8651	FIXED ASSET expenditures				\$ 2,500.00		
	8660	Supplies	\$ 80.00	\$ 38.71	\$ 403.92	\$ 334.66	\$ 560.35	\$ 250.00
	PCVFD Expense Subtotal	\$11,235.88	\$4,718.88	\$5,019.70	\$9,732.53	\$8,567.27	\$ 4,350.00	

PRCSD FY 16-17 FINAL

acc#		NAME	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Actual	16-15 Actual Unaudited	16-17 proposed final
Lights	9020	Streetlight Tax Revenue	\$ 4,969.00	\$ 5,083.79	\$ 5,004.30	\$ 4,873.00	\$ 4,873.00	\$ 5,061.17
	9030	Streetlight Donations	\$ 100.00	\$ -		\$ 465.00		
	Streetlight Income Total		\$ 5,069.00	\$ 5,083.79	\$ 5,004.30	\$ 5,338.00	\$ 4,873.00	\$ 5,061.17
	9170	Streetlight Expense Alleghany	\$ 3,878.29	\$ 3,733.83	\$ 4,495.42	\$ 4,288.25	\$ 4,342.87	\$ 4,400.00
	9171	Streetlight Expense Forest	\$ 481.59	\$ 486.05	\$ 538.32	\$ 513.06	\$ 273.49	\$ 300.00
	9172	Streetlight Admin. Expenses				\$ 80.50		
	Streetlight portion county management fee				\$ 437.87	\$ 438.57	\$ 458.06	\$ 460.00
Streetlight Expense Total		\$ 4,359.88	\$ 4,219.88	\$ 5,471.61	\$ 5,320.38	\$ 5,074.42	\$ 5,160.00	
Lights Net Income or (LOSS)		\$709.12	\$863.91	(\$467.31)	\$17.62	(\$201.42)	\$ (98.83)	
P & L	Total Expenses (without lights)		\$32,225.05	\$31,374.59	\$39,199.86	\$38,376.80	\$26,286.62	\$ 30,035.00
	FIRE SERVICES ONLY NET CHANGE		\$3,208.99	\$3,215.65	\$8,843.22	\$6,921.18	\$6,216.69	\$ 1,800.00
	Lights addition or (subtraction)		\$709.12	\$863.91	(\$467.31)	\$17.62	(\$201.42)	\$ (98.83)
	Income Statement net change		\$3,918.11	\$4,079.56	\$8,375.91	\$6,938.80	\$6,015.27	\$ 1,701.17
CASH FLOW ADDITIONS AND DELETIONS								
CASH FLOW	(Increase) decrease in Accounts Receivable			(\$5,003.16)	(\$1,447.58)	\$3,462.38	(\$1,132.68)	
	(decrease) increase in Account Payable			(\$2,623.62)	\$4,268.70	(\$3,225.66)	(\$422.71)	
	Retained Earnings CHANGE				\$317.84			
	NET CHANGE CASH FLOW			(\$3,547.22)	\$11,514.87	\$7,175.52	\$4,459.88	\$ 1,701.17
Funds	Fund sheet done with final budget							
	Fund Additions			(\$8,307.39)	(\$3,235.15)	(\$5,726.38)	(\$339.95)	
	Fund Withdrawals			\$5,906.70	\$1,107.20	\$1,238.19	\$201.42	\$ 98.83
	Contingency Fund withdraw or (add)					(\$2,400.00)		
Net (moved to) or taken from funds			(\$2,400.69)	(\$2,127.95)	(\$6,888.19)	(\$138.53)	\$ 98.83	
NET CHANGE WITH CASH FLOW ADJUSTMENTS & FUNDS		\$3,918.11	(\$5,947.91)	\$9,069.08	\$287.33	\$4,321.35	\$1,800.00	
Fund Balances	Year end (June 30th)		11/12	12/13	13/14	14/15	15/16	
	Contingency Fund		\$3,100.00	\$ 8,100.00	\$ 8,100.00	\$ 10,500.00	\$ 10,500.00	
	Audit Fund		\$3,950.00	\$ -				
	Streetlight Fund		\$1,760.92	\$ 2,218.13	\$ 1,750.82	\$ 1,768.44	\$ 1,567.02	
	PCVFD Building Fund		\$8,330.79	\$ 8,569.05	\$ 8,318.57	\$ 7,209.39	\$ 7,300.04	
	PCVFD Vehicle Fund		\$655.48	\$ 1,310.70	\$ 2,381.59	\$ 2,836.34	\$ 3,085.63	
	AVFD Building Fund		\$475.30	\$ 475.30	\$ 695.26	\$ 695.26	\$ 695.26	
	AVFD Vehicle Fund		\$ 416.82	\$ 416.82	\$ 1,971.70	\$ 7,096.70	\$ 7,096.70	
Interest will move to general fund								
Total Funds		\$18,689.31	\$ 21,090.00	\$ 23,217.94	\$ 30,106.13	\$ 30,244.65		

PRCSD FY 16-17 FINAL

acc#	NAME	16-17 proposed final	NOTES
4020.1	Tax Revenue Fire	\$ 25,000.00	Van Meadox said to use previous year for projection.
4030.1	Donators District	\$ 2,667.50	16/17 CDF grant
4030.2	Donators Allegheny	\$ 250.00	16/17 CDF grant
4030.3	Donators Pike	\$ 1,000.00	
4040.1	Grants District	\$ 2,667.50	16/17 CDF grant
4040.2	Grants Allegheny	\$ 250.00	16/17 CDF grant
4040.3	Grants Pike		
4060.2	Surplus Sales Allegheny		
4060.3	Surplus Sales Pike		
4070.1	Emergency Services Income		
4070.2	Mutual Aid Allegheny		
4070.3	Mutual Aid Pike		
4082.0	Other Income		
	Revenue Total	\$ 31,835.00	
INCOME			
6170.2	Electricity Allegheny	\$ 800.00	
6170.3	Electricity Pike	\$ 1,500.00	
6172.2	Telephone Allegheny	\$ 190.00	
6172.3	Telephone Pike	\$ 200.00	
6174.2	Water Allegheny	\$ 480.00	
6176.2	Propane Allegheny	\$ 375.00	
6180.1	Insurance	\$ 3,913.00	16/17 is the actual figure, lower than we anticipated! YAY
6230.1	Compliance/Training	\$ 150.00	
6250.1	postage/copies/office supplies	\$ 250.00	
6265.1	County Mgmt Fee	\$ 2,400.00	
6270.1	Bookkeeping	\$ 1,200.00	
6273.1	Auditor Fee	\$ 2,000.00	
6275.1	Public Relations - website	\$ 320.00	
6280.2	Solid Waste Fee Allegheny	\$ 78.00	
6280.3	Solid Waste Fee Pike	\$ 94.00	
6295.2	Building Maint. Allegheny	\$ 1,375.00	
6295.3	Building Maint. Pike	\$ 1,375.00	
6704.0	Other Expenses		
	Overhead Expense Subtotal	\$ 16,700.00	Streetlight portion of admin fee needs to be subtracted here
OVERHEAD EXPENSES			
7230	Op Compliance/Training	\$ 600.00	
7296	Mutual Aid Payroll	\$ 5,835.00	FY 16-17 includes CDF grant \$5,335 for pagers
7300	Small Equipment	\$ 500.00	
7301	Equipment Repairs & Maint.	\$ 800.00	
7350	Fuel	\$ 1,000.00	
7630	Vehicle Repair & Maint.	\$ 250.00	
7651	FIXED ASSET expenditures	\$ -	
7660	Supplies	\$ 8,985.00	
	AVFD Expense Subtotal	\$ 8,985.00	
AVFD			
8230	Op Compliance/Training	\$ 800.00	
8296	Mutual Aid Payroll	\$ 1,000.00	This category includes CDF grant expenditures of \$500 for wildland shelters
8300	Small Equipment	\$ 500.00	
8301	Equipment Repairs & Maint.	\$ 800.00	
8350	Fuel	\$ 1,000.00	
8630	Vehicle Repair & Maint.	\$ 250.00	
8651	FIXED ASSET expenditures	\$ 4,350.00	
8660	Supplies	\$ -	
	PCVFD Expense Subtotal	\$ 4,350.00	
PCVFD			

Pg 3 of 4

Lights			
9020	Streetlight Tax Revenue	\$	5,061.17
9030	Streetlight Donations		
	Streetlight Income Total	\$	5,061.17
9170	Streetlight Expense Allegheny	\$	4,400.00
9171	Streetlight Expense Forest	\$	300.00
9172	Streetlight Admin. Expenses		
	Streetlight portion county management fee	\$	460.00
	Streetlight Expense Total	\$	5,160.00
	Lights Net Income or (LOSS)	\$	(98.83)
	Streetlight portion of county management fee has to be subtracted from overhead account # 6265.1 to balance with P&L AND show the right net result on the lights. Corrected as of FY 13-14 Fund Sheet is accurate for lights.		
P & L			
	Total Expenses (without lights)	\$	30,035.00
	FIRE SERVICES ONLY NET CHANGE	\$	1,800.00
	Lights addition or (subtraction)	\$	(98.83)
	Income Statement net change	\$	1,701.17
	This line will match Quickbooks Income Statement Net profit or (loss)		
CASH FLOW			
	CASH FLOW ADDITIONS AND DELETIONS		
	(increase) decrease in Accounts Receivable		
	(decrease) increase in Account Payable		
	Retained Earnings CHANGE		
	NET CHANGE CASH FLOW	\$	1,701.17
	THIS IS THE ACTUAL CHANGE IN OUR CASH BALANCE FOR THE YEAR		
	Fund Sheet done with final budget.		
Funds			
	Fund Additions	\$	98.83
	Fund Withdrawals	\$	
	Contingency Fund withdraw or (add)	\$	98.83
	Net (moved to) or taken from funds	\$	98.83
	Fund additions is \$ that is added to the FUND account so it comes out here.		
	Fund withdrawals is \$ pulled from the FUND account so it is added here.		
	Money added to contingency is subtracted here, if it is Used (taken out) it is added rounded for budget purposes		
	NET CHANGE WITH CASH FLOW ADJUSTMENTS & FUNDS	\$1,800.00	NET CHANGE WITH CASH FLOW INCLUDED
Fund Balances			
	Year end (June 30th)		
	Contingency Fund		
	Audit Fund		
	Streetlight Fund		
	PCVFD Building Fund		
	PCVFD Vehicle Fund		
	AVFD Building Fund		
	AVFD Vehicle Fund		
	Interest will move to general fund		
	Total Funds		
	FUND BALANCES GET UPDATED WITH FINAL BUDGET (See Treasurer's report for current balances.)		

Piociene Ridge Community Services District
Profit & Loss Budget vs. Actual
July 2015 through June 2016

Ordinary Income/Expense	Jul '15 - Jun '16	Budget	\$ Over Budget	% of Budget
Income				
4020.1 - Tax Revenue Fire	25,253.54	24,000.00	1,253.54	105.22%
4030.1 - Donations Income District	200.98			
4030.3 - Donations Pike	2,157.99	1,995.00	162.99	108.17%
4040.1 - Grants District	1,386.00	1,000.00	386.00	138.6%
4040.3 - Grants Pike	1,995.00	1,995.00	0.00	100.0%
4070.1 - Emergency Services Income	750.00			
4071.3 - Mutual Aid Income- Pike	745.01			
4080 - Interest Income	14.79			
Total Income	32,503.31	28,990.00	3,513.31	112.12%
Expense				
6000 - OVERHEAD EXPENSE CATEGORY				
6170.1 - PG&E				
6170.2 - PG&E Alleghany	901.14	800.00	101.14	112.64%
6170.3 - PG&E Pike	1,258.49	1,500.00	-241.51	83.9%
Total 6170.1 - PG&E	2,159.63	2,300.00	-140.37	93.9%
6172.1 - Telephone				
6172.2 - Telephone Alleghany	182.83	190.00	-7.17	96.23%
6172.3 - Telephone Pike	211.76	200.00	11.76	105.88%
Total 6172.1 - Telephone	394.59	390.00	4.59	101.18%
6174.1 - Water				
6174.2 - Water Alleghany	444.00	480.00	-36.00	92.5%
Total 6174.1 - Water	444.00	480.00	-36.00	92.5%
6176.1 - Propane				
6176.2 - Propane Alleghany	723.91	750.00	-26.09	96.52%
Total 6176.1 - Propane	723.91	750.00	-26.09	96.52%
6180.1 - Insurance				
6190.1 - Vehicle Insurance	365.00	365.00	0.00	100.0%
6193.1 - Property Insurance	1,816.00	1,816.00	0.00	100.0%
6195.1 - Work Comp	1,683.00	1,683.00	0.00	100.0%
Total 6180.1 - Insurance	3,864.00	3,864.00	0.00	100.0%
6230.1 - Fees/Compliance/Training	304.00	150.00	154.00	202.67%
6235.1 - Bank Charges	101.10			
6250.1 - Postage, copies & office supply	70.33	250.00	-179.67	28.13%
6265.1 - County Administration Fee	2,362.30	2,176.00	186.30	108.56%
6270.1 - Bookkeeping	900.00	1,200.00	-300.00	75.0%
6273.1 - Auditor Fees	2,000.00	2,000.00	0.00	100.0%
6275.1 - Public Relations	185.16			
6280.1 - Property Assessments				
6280.2 - Solid Waste Fee Alleghany	96.00	78.00	18.00	123.08%
6280.3 - Solid Waste Fee Pike	115.20	94.00	21.20	122.55%
Total 6280.1 - Property Assessments	211.20	172.00	39.20	122.79%
6295.1 - Building Repairs & Maint.				
6295.2 - Building Rep & Maint Alleghany	469.73	1,500.00	-1,030.27	31.32%
6295.3 - Buildings Rep. & Maint Pike	253.96	1,000.00	-746.04	25.4%
Total 6295.1 - Building Repairs & Maint.	723.69	2,500.00	-1,776.31	28.95%
6296.1 - Payroll Expense- Mutual Aide				

Pliocene Ridge Community Services District
Profit & Loss Budget vs. Actual
 July 2015 through June 2016

1:12 PM
 09/18/16
 Accrual Basis

	Jul '15 - Jun '16	Budget	\$ Over Budget	% of Budget
6296.3 · Payroll Expense Pike	291.75	0.00	291.75	100.0%
Total 6296.1 · Payroll Expense- Mutual Aide	291.75	0.00	291.75	100.0%
6704 · Other Expenses	17.76	50.00	-32.24	35.52%
Total 6000 · OVERHEAD EXPENSE CATEGORY	14,753.42	16,282.00	-1,528.58	90.61%
7000 · STATION 71 EXPENSES				
7230 · Compliance Alleghany	637.00	600.00	37.00	106.17%
7300 · Small Equipment Alleghany	1,260.10	1,000.00	260.10	126.01%
7301 · Equip. repair/maint. Alleghany	0.00	500.00	-500.00	0.0%
7350 · Fuel Alleghany	176.85	800.00	-623.15	22.11%
7630 · Vehicle Rep. & Maint. Alleghany				
7638 · 7181 Repairs & Maint.	545.63			
7630 · Vehicle Rep. & Maint. Alleghany - Other	0.00	500.00	-500.00	0.0%
Total 7630 · Vehicle Rep. & Maint. Alleghany	545.63	500.00	45.63	109.13%
7660 · Supplies Alleghany	638.10	150.00	488.10	425.4%
Total 7000 · STATION 71 EXPENSES	3,257.68	3,550.00	-292.32	91.77%
8000 · STATION 67 EXPENSES				
8230 · Compliance Pike	683.51	800.00	-116.49	85.44%
8300 · Small Equipment Pike	5,015.95	4,990.00	25.95	100.52%
8301 · Equip. repair/maint. Pike	710.57	500.00	210.57	142.11%
8350 · Fuel Pike	468.86	800.00	-331.14	58.61%
8630 · Vehicle Rep. & Maint. Pike				
8635 · 6770 Repairs & Maint.	379.58			
8639 · 6790 Repairs & Maint.	147.65			
8640 · 6740 Repairs and Maint	216.12			
8630 · Vehicle Rep. & Maint. Pike - Other	92.93	500.00	-407.07	18.59%
Total 8630 · Vehicle Rep. & Maint. Pike	836.28	500.00	336.28	167.26%
8660 · Supplies Pike	560.35	150.00	410.35	373.57%
Total 8000 · STATION 67 EXPENSES	8,275.52	7,740.00	535.52	106.92%
Total Expense	26,286.62	27,572.00	-1,285.38	95.34%
Net Ordinary Income	6,216.69	1,418.00	4,798.69	438.41%
Other Income/Expense				
Other Income				
9020.4 · Tax Revenue Street Lights	4,873.00	4,873.00	0.00	100.0%
Total Other Income	4,873.00	4,873.00	0.00	100.0%
Other Expense				
9170.4 · PG&E Streetlights Alleghany	4,342.87	4,400.00	-57.13	98.7%
9171.4 · PG&E Streetlights Forest City	273.49	320.00	-46.51	85.47%
9180.4 · County Management Fee SL	458.06	424.00	34.06	108.03%
Total Other Expense	5,074.42	5,144.00	-69.58	98.65%
Net Other Income	-201.42	-271.00	69.58	74.33%
Total	6,015.27	1,147.00	4,868.27	524.44%



Pliocene Ridge Community Services District
100 Pike City Road
Pike City, CA 95960

NOTICE

SAFETY COMMITTEE MEETING

WEDNESDAY SEPTEMBER 21, 2016

STARTING AT 6:00 PM TO 6:30 PM

**AT THE PIKE FIREHOUSE
100 PIKE CITY ROAD
PIKE**

**MINUTES of the Risk Management/Safety Committee of Pliocene Ridge CSD
Held Wednesday May 18, 2016 6:00 PM Station 67 100 Pike City Rd, Pike.**

The meeting was called to order by Risk Manager Daniel Guyer at 6:15 pm. Present were Alleghany Assistant Chiefs David Arbogast and Pike Assistant Chiefs Jim Buckbee and Tom Starr. Wayne Babros was there as was Interim Secretary Rae Bell who took the minutes. Also present was Pike Auxiliary member Roland Robertson.

Dan Guyer noted that it is tick season and suggested getting DEET for the department rigs. Tom Starr will order some.

It was also noted that Rattlesnakes will be out soon with the heat. Bite treatment: keep bite level with or lower than the heart, avoid exertion, immediately go to the hospital. Do not put ice on bites or suck them. Do not take the snake to the hospital. Do let the hospital know ASAP that a bite victim is coming in.

New medical bags have been put together for 6740 and 7150 (two newer trucks).

The Pike Assistant Chiefs recently bought no parking signs for Station 67's parking lot as there have been problems with people leaving vehicles there in recent months. The signs seem to be helping.

It was noted that it is time to do our annual heat stress prevention training.

The safety meeting was adjourned at 6:28 pm.

Respectfully submitted,

Rae Bell Arbogast
Interim Secretary

**NOTICE OF REGULAR MEETING OF
THE BOARD OF DIRECTORS
OF
Pliocene Ridge CSD**

Wednesday September 21, 2016 6:30 pm Pike City Firehouse 100 Pike City Rd. Pike

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE

2. APPROVAL OF AGENDA

3. PUBLIC COMMENT The public may be heard on an item 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 on any item not appearing on the agenda. The Board cannot take action on any unscheduled items unless it is declared by a vote of at least two-third (2/3) of the Board that there is an urgent need to take immediate action, and the need for action came to the attention of the District after the agenda was posted.

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 – status of annual audit for FY 15/16
7. Standing Committee Reports
 - Streetlights
 - Budget – under “unfinished business”

5. ACTION ITEMS:

a) Approval of Minutes of July 20, 2016 – postponed to next regular meeting.

b) Approval of Treasurer's report dated July 30, 2016 and August 31, 2016

c) Unfinished business:

1. Wayman Dam Project
2. Ongoing bylaws & Policy review and/or update: **Firehouse rental policy, tort claims.**
3. Alleghany Firehouse Project –
4. Pike Firehouse Project –
5. CDF grant application status – Adoption of Resolution # 16-064
6. Final Budget Adoption – due Sept. 30th BUT Recently discovered that we are supposed to have a public hearing for this and it is supposed to be posted at least 10 days in advance. Draft final budget included in packets.

d) New business

1. Request from Alleghany County Water District to put a free-standing locking mail box on the parcel where the firehouse is. This box would be used as a drop box for water bill payments.
2. Request for board consideration of a policy for dividing up the revenues from Ordinance #1 the recently adopted non-resident billing ordinance.
3. Posting for Secretary/Treasurer (General Administrator) position.

6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS

7. ADJOURNMENT

Upon request, Agendas will be made available in alternative formats to accommodate persons with disabilities. Please make your request to District Secretary, 100 Pike City Rd, Pike CA 95960 specifying your disability and the format in which you would like to receive this Agenda and future Agendas as well.



Pliocene Ridge Community Services District

100 Pike City Road
Pike City, CA 95960

plioceneridge.org

plioceneridge@gmail.com

Qualifications

Successful candidate shall have their own office and Internet connection to facilitate services and communication. Applicant shall have necessary skills and expertise to prepare mandated monthly, quarterly, and annual financial reports; possess knowledge of accepted accounting principles and procedures, maintain support documents and records in an appropriate manner for auditing; work well with District personnel and Board members; operate ten key, computer, quick books, or other financial software approved by the District; ability to perform work and meet schedules, observe confidentiality be dependable and trustworthy. Further, Applicant shall be able to sit at computer for required periods of time, lift up to ten pounds of binders of data. Applicant shall be able to attend at minimum one board meeting per month and other meetings as needed.

Independent Contractor Position

This position is an independent contractor position and requires possession of all software and equipment to perform the job duties listed herein.

DUTIES SHALL INCLUDE

1. Receive and deposit all monies to the District's Checking or savings accounts and keep an accurate and balanced report of account activity.
2. Receive and pay all invoices presented (noting check number, date of payment, amount of payment on the invoice, General Ledger account number) and verify expenditure is within available budgeted funds.
3. Process payroll up to four (4) times per year and pay quarterly payroll taxes.
4. Serve as Chairperson of the standing Budget Committee.
5. Establish adequate controls through a Bookkeeping Manual to insure all expenditures are consistent with the budget and policies and procedures of the District, state and federal statutes.
6. 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. Book revenues/expenses monthly. Prepare, in writing, any budget transfers for Board approval.
7. Provide copy of monthly bank statement reconciliation to Board President or other designated board member.
 8. Require two Board member signatures on all checks.
 9. Confirm department purchases are within the approved budget.
 10. Strive to make purchases on 30 day accounts billable to the District.
 11. Verify all accounts opened are authorized by the Board.
 12. Prepare annual Preliminary Budget in June with Fire Chiefs and Budget Committee for Board approval.
 13. Submit Final Budget in September to the Board for approval.
 14. Annually: book year-end accruals, donations, fixed assets, process year-end payroll taxes, prepare report of budget versus actual end-of-year results , update reserve fund balances, facilitate the Audit and the annual State Controller Special Districts Financial Transactions Report by the Auditor and other reports as may be required by government code and monitor deadlines.
 15. Annually, in July, prepare a list of all donations/monetary and non-monetary gifts for the fiscal year to the Board for acceptance.
 16. Submit a quarterly electronic backup of all files for offsite storage and hard copy of all records for District storage.
 17. Record and monitor all allocated fund balances per district policy.
 18. Act as Secretary and Clerk of the Board which duties include recording minutes for all meetings and maintaining district files.
 19. Ensure that all meetings are posted and carried out in compliance with the Brown act and other applicable laws.
 20. Maintain and update the districts website: ie post all agendas and notices, update board positions etc.
 21. Be responsible for Accounts Receivable including invoicing for non-resident emergency responses per Ordinance #1 and mutual aid billings per CDF contract.
 22. Administer grants.
 23. Maintain a calendar of due dates and deadlines for all district personnel and required tasks.
 24. Maintain a list of all vital account numbers and registrations.
 25. Maintain radio license renewals and other account renewals and registrations
 26. Maintain district files with PDF back-up of permanent records such as minutes, resolutions and ordinances.
 27. Verify that both non-profit entities AVFD and PCVFD are in compliance with State and Federal tax filing requirements and Attorney General and Secretary of State filings. (Request a copy of these reports annually and maintain them in the district files)
 28. Be responsible for other such duties as may be directed by the Board.