



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

Date: Thursday January 20, 2022 6:30 pm

Station 2 in Alleghany

**1. CALL TO ORDER:** The meeting was called to order at 6:40 pm by Vice President Bruce Coons. Board members present Bruce Coons, Larry Allen, and Chris Mills. Director Grace

Knowles had informed the Secretary that she could not attend. Also in attendance: Alleghany Assistant Chiefs David Arbogast & Ned Cusato, Pike Community Support Foundation President Roland Robertson and Treasurer Denise Ruane, member of the public Vicky Tenney and PRCSD Secretary Rae Bell Arbogast who took the minutes. Flag Salute.

### **2. CONSENT CALENDAR:**

**Agenda, Minutes and Treasurer's report**

**A motion was made to approve the consent calendar as presented by Larry Allen, 2<sup>nd</sup> by Chris Mills**

**Ayes: Allen, Coons, Mills Nays: none Absent: Knowles Abstain: none ~ Motion carried.**

**3. PUBLIC COMMENT:** Denise Ruane wanted to know about the letter regarding water supply issues in Alleghany that was listed on the correspondence. Rae Bell explained that the 150,000 gallon water storage tank that normally supplies the town's water had to be taken out of service because of leaks. The tank is only 3 years old and is under warranty. The town is currently on two smaller tanks that provide 12,000 gallons of water storage. During the last cold snap some customers had frozen pipes that caused leaks once the temperatures rose and the 12,000 gallon tanks were drained between normal pump times. She offered to forward the letter to Denise.

### **4. INFORMATION/DISCUSSION ITEMS**

a) *Correspondence* See Staff report for list.

b) *Committee/Member/Business Reports:*

1. *Chiefs Report* ~ Chief Dorn was sick and could not attend the meeting.

2. *Assistant Chief's report:* Assistant Chiefs Arbogast & Cusato reported that they have been busy dealing with the snow, power outages and downed power lines and falling trees. Trainings were cancelled during this time. Alleghany held a training on Monday for the first time since before Christmas. Alleghany had a medical call the day before that was a transport to Sierra Nevada Memorial Hospital.

3. *AVFD Inc. Non-Profit Corp:* ~ No board representatives were present, but Vicky Tenney reported that their Chairman has been seriously ill and in and out of the hospital. They are still waiting on the paperwork for the board of equalization audit and name change.

4. *Pike Community Support Foundation* ~ Roland reported that they formalized their name change with a resolution at their last board meeting. They are still working on getting the banking under the new name. They cancelled the Christmas Party due to a lack of interest. They are working with members trying to get everyone's dues up to date. They have received some nice donations.

5. *Firewise Community Projects* ~ Provided in writing on Staff report. Roland stated that some people have been mailing their hours to him and he has been forwarding them to Rae. He wanted to know if anyone had followed up with Cai Sorlien and Rae confirmed that she had, along with another resident who requested a site visit. Chief Dorn will perform the requested inspections once the weather has improved.

Roland also mentioned seeing news about lots of grant \$ being available for wildfire clearing and was wondering if any of this is being pursued. The response was: “yes, but so far every grant application that has been looked at has requirements that the district has not been able to meet.” Rae needs to follow-up with the Nevada County Firesafe council on this topic because they had offered to help with grants for residents. Nevada County is dialed-in better than Sierra County. Rae also reported that there is a Nevada County Coalition of Firewise communities, and she has been attending their meetings via zoom.

6. *Board Member/Staff reports:* A report was provided in writing. Additionally, Streetlight Manager Bruce Coons reported that a streetlight was out in Forest City and he had called it in to PG&E.

7. *Firehouse Projects & ADA Compliance:* Written report provided. There was further discussion about the possible need for bathroom plans for the engine bay at the Pike firehouse.

Regarding the Alleghany Firehouse Station 1 project Rae is going to try and get an idea of what it would cost to build a new firehouse of a similar size so that the cost of the proposed project can be compared to that.

9. *Pending Grants:* Report provided in writing.

## **5. ACTION ITEMS**

### **a) Unfinished Business**

1. *Bylaws-Policies* – A draft record retention policy was provided in the meeting documents for adoption in February.

2. *MOU between the District and the non-profit corporations:* Nothing new to report, still waiting for the Alleghany non-profit to change their name.

Roland wanted to know about the plan to put together an information packet showing the evolution of the issue. This was discussed prior to the receipt of the draft MOU back from the attorney. Rae stated her opinion that the MOU as adopted explains why it was necessary to adopt it. She was not sure what other documentation would be helpful in the future.

Denise voiced concern over the fact that google searches for Pike City Volunteer Fire Department still bring up the district’s website. Rae stated that she had gone through the website and removed the word volunteer from the name of both departments several months ago. She will see what else can be done.

### **b) New Business**

1. *Consider motion to rescind resolution 2021-086 to administer the wayman dam project:* Written report provided explaining why the terms of the permit are not feasible. **A motion to rescind Resolution 2021-086 was made by Larry Allen, 2<sup>nd</sup> by Chris Mills Ayes: Allen, Coons, Mills Nays: none Absent: Knowles Abstain: none ~ Motion carried.**

No action was taken on the proposed alternative project to install two 5,000 gallon water tanks at the Pike Firehouse because it was not properly agendized. It was mentioned that the title III money can be used for other things besides water storage. Staff was instructed to move forward with getting a quote for the tanks.

2. *Resolution 2022-087:* A draft resolution to allow remote meetings based on the template provided by the California Special District’s Association was provided before the meeting. **A motion to adopt Resolution 2022-087 was made by Larry Allen, 2<sup>nd</sup> by Chris Mills Ayes: Allen, Coons, Mills Nays: none Absent: Knowles Abstain: none ~ Motion carried.**

3. *Adopt meeting calendar for 2022: A motion to adopt the meeting calendar as presented was made by Larry Allen, 2<sup>nd</sup> by Chris Mills Ayes: Allen, Coons, Mills Nays: none Absent: Knowles Abstain: none ~ Motion carried.*

4. *Approve Sierra County Agreement # 2021-125 MOU to forward funds for the use of Station 2 in Alleghany to the district. The agreement as approved by the Sierra County board of supervisors was read out loud. The agreement restricts the district's use of the funds to repair and maintenance of Station 2 only. It was agreed by consensus that the original deal discussed with the county was to allow the money to be used for the maintenance and repair of either firehouse in Alleghany. The Secretary was instructed to send a letter to the Board of Supervisors to see if they would consider making this change to the agreement.*

Roland wanted to know if any money was ever given to the district for the outside community resource center that was set up in Pike over a year ago. The answer was: "no" Rae will look into it.

5. *Appoint Officers Tabled until next month.*

6. *Accept Daniel Guyer's letter of resignation: Tabled until next month to see if he might consider resuming his board seat now that the district has absolved itself from overseeing or funding the Wayman Dam project.*

7. *Discussion of generators given to the district by Sierra County OES: It was reported that PG&E had given generators for residential use to Sierra County OES to distribute during the recent storm event. OES then gave four generators to Pliocene Ridge CSD: two for Pike and two for Alleghany. After discussion: A motion to have the fire chiefs maintain the generators and lend them out at their discretion was made by Larry Allen, 2<sup>nd</sup> by Chris Mills Ayes: Allen, Coons, Mills Nays: none Absent: Knowles Abstain: none ~ Motion carried.*

#### **ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS**

The next regular meeting is scheduled for February 17, 2022. It was decided by consensus to hold a remote meeting.

Agenda items: Adopt records retention policy, adopt follow-up resolution to resolution 2022-087 to extend remote meeting authorization.

#### **ADJOURNMENT:**

There being no further business before the board, the meeting was adjourned at 7:35 PM.

Respectfully submitted,

  
Rae Bell Arbogast  
Secretary



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

plioceneridge.org

plioceneridge@gmail.com

### CERTIFICATE OF POSTING

I, Rae Bell Arbogast certify that the following document was posted on behalf of Pliocene Ridge CSD, Sierra County California:

Regular Meeting Agenda Meeting date: 1/20/2022

In the following location(s):

Alleghany Post Office Bulletin Board, The Alleghany Firehouse, plioceneridge.org, emailed to agenda list. ~~Jim~~ <sup>Posted</sup> to post at Pike Firehouse

On 1/16/2022 (date)

A copy of which is attached hereto and by reference made a part hereof.

Signed under penalty of perjury: X

Rae Bell Arbogast



## Pliocene Ridge Community Services District

100 Pike City Road  
Pike City, CA 95960

[plioceneridge.org](http://plioceneridge.org)

[plioceneridge@gmail.com](mailto:plioceneridge@gmail.com)

### NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday January 20, 2022 6:30 pm

Location: Station 2 in Alleghany (County Yard) 514 Miners Street

ALL MEETING DOCUMENTS ARE POSTED ONLINE [plioceneridge.org](http://plioceneridge.org)

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE
2. CONSENT CALENDAR
  - a) Approval of Agenda, b) Approve Minutes for regular meeting held October 21, c) Ratify Treasurer's report & bill payments for October, November and December 2021
3. PUBLIC COMMENT: Complaints about individuals are to be submitted in writing per Article II section 15 of the bylaws. The public may be heard before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Directors, and not on the posted agenda, provided that no action shall be taken by the board unless the matter is deemed urgent by a 2/3 vote.
4. INFORMATION/DISCUSSION ITEMS, STAFF &/OR COMMITTEE REPORTS
  - a) Correspondence since last meeting
  - b) Committee/Member/Business Reports:
    1. District Chief's report
    2. Assistant Chiefs' report
    3. AVFD Inc. non-profit corporation
    4. Pike Community Support Foundation
    5. Board Member/Staff Reports
    6. Firewise Communities
    7. Firehouse Projects & ADA Compliance –
    8. Pending Grants – Homeland Security, CDF 50/50
5. DISCUSSION and POSSIBLE ACTION ITEMS:
  - a) Unfinished business:
    1. Ongoing Bylaws & Policy review and/or update: New policy # 1021 record retention draft presented to be considered for adoption at the February 17<sup>th</sup> meeting.
    2. Memorandum of understanding status, per the terms of the MOU once both non-profits have adopted new names, an addendum is to be attached to the MOU stating the new legal name of each entity.
  - b) New business
    1. Consider motion to rescind resolution 21-086 Wayman Dam Project along with alternative request.
    2. Resolution 21-087 to allow remote meetings in compliance with AB 361.
    3. Adopt meeting calendar for 2022.
    4. Approve agreement 2021-125 regarding Public Safety Power Shut-Off revenues related to Community Resource Center Activities
    5. Appoint Officers 6. Accept Dan Guyer letter of resignation? 7. Discuss generators given to district.
6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~ Next meeting date February 17, 2022, location TBD. Agenda Items: Policy # 1021, Adopt follow-up resolution to extend remote meeting authorization
7. ADJOURNMENT

Upon request, agendas will be made available in alternative formats to accommodate persons with disabilities. Please make your request to District Secretary, 100 Pike City Rd, Pike CA 95960 or [plioceneridge@gmail.com](mailto:plioceneridge@gmail.com) specifying your disability and the format in which you would like to receive this agenda and future agendas. SEND AN EMAIL TO [plioceneridge@gmail.com](mailto:plioceneridge@gmail.com) to be added to the email list for meeting notices.



# Piocene Ridge Community Services District

Serving the Communities of Alleghany, Forest City and Pike City

100 Pike City Road

Pike City, CA 95960

plioceneridge.org

## Treasurer's Report for October 2021

| DEPOSITS              |               |                   |  | Beginning Checking Account Balance | \$ 2,877.73     |
|-----------------------|---------------|-------------------|--|------------------------------------|-----------------|
| Date                  | From:         | For:              |  |                                    | Amount          |
| 10/4                  | CDF           | 50/50 grant       |  | \$                                 | 4,957.00        |
| 10/27                 | Sierra County | COVID 19 donation |  | \$                                 | 5,000.00        |
| <b>Deposits Total</b> |               |                   |  | <b>\$</b>                          | <b>9,957.00</b> |

| EXPENDITURES |       |                             |  |    |        |
|--------------|-------|-----------------------------|--|----|--------|
| Ck #         | Date  | To:                         | For:   |    |        |
| EFT          | 10/5  | PG&E                        | (detail below)   | \$ | 422.53 |
|              |       |                             | PG&E Alleghany Firehouse Station 1   | \$ | 57.57  |
|              |       |                             | PG&E Pike Firehouse  | \$ | 80.89  |
|              |       |                             | Streetlights - Forest  | \$ | 17.25  |
|              |       |                             | Streetlights - Alleghany   | \$ | 266.82 |
| 2599         | 10/8  | Sierra County Tax Collector | dump fees Alleghany \$91.90 Pike \$110.28                                  | \$ | 202.18 |
| 2600         | 10/8  | Rae Bell Arbogast           | 3 months district admin & 7.50 reimburse for ID cards                      | \$ | 607.50 |
| 2601         | 10/8  | VOIDED                      |  |    |        |
| 2602         | 10/8  | AT&T                        | phones at firehouses split between Pike and Alleghany FD                   | \$ | 44.41  |
| 2603         | 10/8  | ACWD                        | water bill Station 1 in Alleghany for remainder of FY 21-22 + \$4 late fee | \$ | 404.00 |
| 2604         | 10/29 | AT&T                        | phones at firehouses split between Pike and Alleghany FD                   | \$ | 42.77  |
| 2605         | 10/29 | CSDA                        | Annual membership dues   | \$ | 200.00 |
| 2606         | 10/29 | Suburban Propane            | tank rental Pike   | \$ | 65.00  |
| 769          | 10/8  | Postmaster                  | Audit documents sent to auditors   | \$ | 16.25  |

| Reserve Account Detail                        |           |                  | Expenditures/transfers Total                      | \$ 2,004.64         |
|---|-----------|------------------|---|---------------------|
| Contingency                                   | \$        | 24,500.00        | <b>Ending Checking Account Balance</b>            | <b>\$ 10,830.09</b> |
| Alleghany Fire Unallocated                    | \$        | 3,000.00         | <b>Starting Savings account balance</b>           | <b>\$ 15,695.51</b> |
| Alleghany Dispatch Office                     | \$        | 700.00           | transfer to checking                              |                     |
| Pike City Fire Unallocated                    | \$        | 10,000.00        | interest earned                                   |                     |
| Streetlights                                  | \$        | 5,195.48         | <b>Ending Savings Account Balance</b>             | <b>\$ 15,695.51</b> |
| Pike City Firehouse                           | \$        | 3,064.76         |   |                     |
| Pike City Engines                             | \$        | 3,964.06         | <b>General Fund (accounts listed above) Total</b> | <b>\$ 26,525.60</b> |
| Alleghany Firehouse                           | \$        | 1,409.37         | <b>Reserve account Starting Balance</b>           | <b>\$ 63,737.70</b> |
| Alleghany Engines *                           | \$        | 14,879.35        | donation from Top Cop via Zack Kostik             | \$ 3,000.00         |
| Interest Earned                               | \$        | 24.68            | interest earned                                   |                     |
| <b>Reserve Account Total</b>                  | <b>\$</b> | <b>66,737.70</b> | <b>Reserve account Ending Balance</b>             | <b>\$ 66,737.70</b> |
| * \$8,000 for Alleghany vehicle purchase only |           |                  |   |                     |

NOTE: Funds were updated for FY 20/21 in November.

Updated figures will be on next month's report.

Report prepared by Rae Bell, Treasurer

|                        |                     |
|------------------------|---------------------|
| <b>Total ALL FUNDS</b> | <b>\$ 93,263.30</b> |
|------------------------|---------------------|

Verified against bank statement and QB balances by: X

Name Printed

Note: Savings and Reserve account reconciled quarterly.

title



# Pliocene Ridge Community Services District

Serving the Communities of Alleghany, Forest City and Pike City

100 Pike City Road

Pike City, CA 95960

plioceneridge.org

## Treasurer's Report for November 2021

Beginning Checking Account Balance \$ 10,830.09

### DEPOSITS

| Date                  | From: | For: | Amount      |
|-----------------------|-------|------|-------------|
| <b>Deposits Total</b> |       |      | <b>\$ -</b> |

### EXPENDITURES

| Ck # | Date  | To:                   | For:  | Amount             |
|------|-------|-----------------------|---|--------------------|
| EFT  | 11/15 | PG&E                  | (detail below)  | \$ 399.31          |
|      |       |                       | PG&E Alleghany Firehouse Station 1                                      | \$ 48.30           |
|      |       |                       | PG&E Pike Firehouse   | \$ 66.95           |
|      |       |                       | Streetlights - Forest   | \$ 17.25           |
|      |       |                       | Streetlights - Alleghany  | \$ 266.81          |
| EFT  | 11/1  | WA Bank credit card   |   | \$ 576.44          |
|      |       | Banner Communications | deep cell battery and power supply for repeter                          | \$ 482.63          |
|      |       | Mountain Messenger    | Publication of notice re: budget hearing                                | \$ 45.00           |
|      |       | Riebes auto parts     | fuel filter for engine 6770   | \$ 48.81           |
| 770  | 11/15 | postmaster            | postage for package to auditor  | \$ 4.33            |
| EFT  | 11/30 | WA Bank credit card   |   | \$ 99.66           |
|      |       | Reibes auto parts     | LED lights for ambulance  | \$ 86.66           |
|      |       | CVS Pharmacy          | batteries for Alleghany FD  | \$ 13.00           |
|      | 11/30 | Fund account          | transfer to funds for year ended 6/30/2021 (see FUND sheet for details) | \$ 1,003.87        |
|      |       |                       | <b>Expenditures/transfers Total</b>                                     | <b>\$ 2,083.61</b> |

| Reserve Account Detail       |                     |
|------------------------------|---------------------|
| Contingency                  | \$ 24,500.00        |
| Alleghany Fire Unallocated   | \$ 3,000.00         |
| Alleghany Dispatch Office    | \$ 700.00           |
| Pike City Fire Unallocated   | \$ 10,000.00        |
| Streetlights                 | \$ 6,224.03         |
| Pike City Firehouse          | \$ 3,064.76         |
| Pike City Engines            | \$ 3,964.06         |
| Alleghany Firehouse          | \$ 1,409.37         |
| Alleghany Engines *          | \$ 14,879.35        |
| Interest Earned              |                     |
| <b>Reserve Account Total</b> | <b>\$ 67,741.57</b> |

\* \$8,000 for Alleghany vehicle purchase only

Ending Checking Account Balance \$ 8,746.48

Starting Savings account balance \$ 15,695.51  
transfer to checking

interest earned  
Ending Savings Account Balance \$ 15,695.51

General Fund (accounts listed above) Total \$ 24,441.99

Reserve account Starting Balance \$ 66,737.70

to update funds for year end \$ 1,003.87

interest earned

Reserve account Ending Balance \$ 67,741.57

Report prepared by Rae Bell, Treasurer

Total ALL FUNDS \$ 92,183.56

Verified against bank statement and QB balances by: X

Name Printed

Note: Savings and Reserve account reconciled quarterly.

title



# Pliocene Ridge Community Services District

Serving the Communities of Alleghany, Forest City and Pike City

100 Pike City Road

Pike City, CA 95960

plioceneridge.org

## Treasurer's Report for December 2021

|                 |               |   |  |   |                    |
|-----------------|---------------|---|--|---|--------------------|
| <b>DEPOSITS</b> |               |   |  | <b>Beginning Checking Account Balance</b> | <b>\$ 8,746.48</b> |
| <b>Date</b>     | <b>From:</b>  | <b>For:</b>                               |  |   | <b>Amount</b>      |
| 12/24           | Tim Alexander | Donation of appreciation for EMS services |  | \$  | 50.00              |

|                     |             |                   |  |                       |                 |
|---------------------|-------------|-------------------|--|-----------------------|-----------------|
| <b>EXPENDITURES</b> |             |                   |  | <b>Deposits Total</b> | <b>\$ 50.00</b> |
| <b>Ck #</b>         | <b>Date</b> | <b>To:</b>        | <b>For:</b>  |                       | <b>Amount</b>   |
| EFT                 | 12/2        | PG&E              | (detail below)   | \$                    | 413.07          |
|                     |             |                   | PG&E Alleghany Firehouse Station 1                                   | \$ 47.34              |                 |
|                     |             |                   | PG&E Pike Firehouse  | \$ 81.68              |                 |
|                     |             |                   | Streetlights - Forest  | \$ 17.24              |                 |
|                     |             |                   | Streetlights - Alleghany   | \$ 266.81             |                 |
| 2607                | 12/7        | AT&T              | \$47.42 Alleghany 21.40 Pike, Alleghany higher due to dispatch needs | \$                    | 68.82           |
| 2608                | 12/7        | Jorgensen Company | fire ext. annual Alleghany FD \$200 Pike FD 144                      | \$                    | 344.00          |
| 2609                | 12/7        | Suburban Propane  | Alleghany FH 204.66 Pike FH 516.33                                   | \$                    | 720.99          |
| 771                 | 12/9        | Postmaster        | Roll of stamps   | \$                    | 58.00           |

| Reserve Account Detail       |                     |
|------------------------------|---------------------|
| Contingency                  | \$ 24,500.00        |
| Alleghany Fire Unallocated   | \$ 3,000.00         |
| Alleghany Dispatch Office    | \$ 700.00           |
| Pike City Fire Unallocated   | \$ 10,000.00        |
| Streetlights                 | \$ 6,224.03         |
| Pike City Firehouse          | \$ 3,064.76         |
| Pike City Engines            | \$ 3,964.06         |
| Alleghany Firehouse          | \$ 1,409.37         |
| Alleghany Engines *          | \$ 14,879.35        |
| Interest Earned              | \$ 5.04             |
| <b>Reserve Account Total</b> | <b>\$ 67,746.61</b> |

\* \$8,000 for Alleghany vehicle purchase only

|   |  |                     |
|---|--|---------------------|
| <b>Expenditures/transfers Total</b>               |  | <b>\$ 1,604.88</b>  |
| <b>Ending Checking Account Balance</b>            |  | <b>\$ 7,191.60</b>  |
| <b>Starting Savings account balance</b>           |  | <b>\$ 15,695.51</b> |
| transfer to checking                              |  |                     |
| interest earned                                   |  | \$ 1.21             |
| <b>Ending Savings Account Balance</b>             |  | <b>\$ 15,696.72</b> |
| <b>General Fund (accounts listed above) Total</b> |  | <b>\$ 22,888.32</b> |
| <b>Reserve account Starting Balance</b>           |  | <b>\$ 67,741.57</b> |
| to update funds for year end                      |  |                     |
| interest earned                                   |  | \$ 5.04             |
| <b>Reserve account Ending Balance</b>             |  | <b>\$ 67,746.61</b> |
| <b>Total ALL FUNDS</b>                            |  | <b>\$ 90,634.93</b> |

Report prepared by Rae Bell, Treasurer

Verified against bank statement and QB balances by: X  
 Note: Savings and Reserve account reconciled quarterly.

Name Printed \_\_\_\_\_ title \_\_\_\_\_





|              |                     |  |                    |
|--------------|---------------------|--|--------------------|
| Streetlights | Streetlight Income  | Tax Revenue  |                    |
|              | Streetlight Expense | Donations  |                    |
|              | Net \$              | Expense (Includes 9% County management fee)        |                    |
|              |                     | Fund addition or (subtraction) for the fiscal year |                    |
|              |                     | <b>Starting BANET INCOME</b>                       | <b>End Balance</b> |
|              |                     | \$6,224.03   | \$ 6,224.03        |
|              |                     |  | 0.00               |

|   |                              |
|---|------------------------------|
| MUTUAL AID  |                              |
| Gross Income Mutual Aid Pike                            |                              |
| Payroll expenses  |                              |
| <b>Net Mutual Aid Income (Split as allocated below)</b> |                              |
|   | <b>Starting Balance</b>      |
| Pike Building Fund 20%                                  | \$ 3,064.76                  |
| Pike Vehicle Fund 55%                                   | \$ 3,964.06                  |
| Unallocated Pike City Fund (ER INCOME & donations)      | \$ 7,000.00                  |
|   | <b>Additions</b>             |
|   | <b>Withdrawals</b>           |
|   | <b>End Balance</b>           |
|   | \$ 3,064.76                  |
|   | \$ 3,964.06                  |
|   | \$ 10,000.00                 |
|   | top cop donation Zack Kostik |

|   |                         |
|---|-------------------------|
| Allegheny Funds   |                         |
| Gross Income Mutual Aid Allgny.                         |                         |
| Payroll expenses  |                         |
| <b>Net Mutual Aid Income (Split as allocated below)</b> |                         |
|   | <b>Starting Balance</b> |
| Allgny. Building Fund 20%                               | \$ 1,409.37             |
| Allgny. Vehicle Fund 55% Added AVFD Inc. Allocation     | \$ 14,879.35            |
| equipment AVFD Inc. Allocation                          | \$ 1,261.84             |
| dispatch office AVFD Inc. Allocation                    | \$ 700.00               |
| Unallocated Allegheny Fund (ER INCOME & donations)      | \$ 3,000.00             |
|   | <b>Additions</b>        |
|   | <b>Withdrawals</b>      |
|   | <b>End Balance</b>      |
|   | \$ 1,409.37             |
|   | \$ 14,879.35            |
|   | \$ (1,261.84)           |
|   | \$ 700.00               |
|   | \$ 3,000.00             |

|  |                       |
|--|-----------------------|
| EMERGENCY RESPONSE   |                       |
| Calls billed per Ordinance #1 Non-resident calls billed at \$750 each, \$150 to admin \$600 to depts. split if both respond for \$300 each |                       |
| <b>Total Calls billed</b>  | Gross \$ -            |
| Calls for Both Depts x \$300 per call to each dept.  | \$ -                  |
| Allegheny only \$600 per call  | \$ -                  |
| Pike City only \$600 per call  | \$ -                  |
| Pike City Total  | \$ -                  |
| Allegheny Total  | \$ -                  |
| Admin Total  | \$ -                  |
|  | double check formulas |
|  | Gross                 |
|  | \$ -                  |

|                                |                           |                     |  |  |
|--------------------------------|---------------------------|---------------------|--|--|
| Reserve Funds                  |                           |                     |  |  |
| Unallocated                    | Contingency Fund          | \$ 24,500.00        |  |  |
| Unallocated                    | Allegheny Fire            | \$ 3,000.00         |  |  |
| Unallocated                    | Pike City Fire            | \$ 10,000.00        |  |  |
| Allocated                      | Allegheny Equipment       | \$ -                |  |  |
| Allocated                      | Allegheny Dispatch office | \$ 700.00           |  |  |
| Allocated                      | Streetlight Fund          | \$ 6,224.03         |  |  |
| Allocated                      | Pike City Firehouse       | \$ 3,064.76         |  |  |
| Allocated                      | Pike City Engines         | \$ 3,964.06         |  |  |
| Allocated                      | Allegheny Firehouse       | \$ 1,409.37         |  |  |
| Allocated                      | Allegheny Engines*        | \$ 14,879.35        |  |  |
| *8,000 for purchase only       |                           |                     |  |  |
| <b>Total Funds at year-end</b> |                           | <b>\$ 67,741.57</b> |  |  |

|                       |                    |
|-----------------------|--------------------|
| <b>TOTALS</b>         |                    |
| Additions for 21/22   | \$ 3,000.00        |
| Withdrawals for 21/22 | \$ (1,261.84)      |
| <b>NET CHANGE</b>     | <b>\$ 1,738.16</b> |

Master Sheet Funds



|                      |                     |             |  |                 |
|----------------------|---------------------|-------------|--|-----------------|
| <b>Streetslights</b> | Streetlight Income  | \$ 4,978.00 | Tax Revenue  |                 |
|                      | Streetlight Expense | \$ 3,949.45 | Donations  |                 |
|                      | Net                 | \$ 1,028.55 | Expense (Includes 9% County management fee)        |                 |
|                      |                     |             | Fund addition or (subtraction) for the fiscal year |                 |
|                      | Starting Balance    | \$ 5,195.48 | NET INCOME   | \$ 1,028.55     |
|                      |                     |             | other expenses                                     | \$ 6,224.03     |
|                      |                     |             | End Balance  | Net gain (loss) |
|                      |                     |             |  | \$ 1,028.55     |

|                   |  |             |           |               |                        |
|-------------------|--|-------------|-----------|---------------|------------------------|
| <b>Pike Funds</b> | <b>MUTUAL AID</b>                                  |             |           |               |                        |
|                   | Gross Income Mutual Aid Pike                       |             |           |               |                        |
|                   | Payroll expenses                                   |             |           |               |                        |
|                   | Net Mutual Aid Income (Split as allocated below)   |             |           |               |                        |
|                   |  |             |           |               |                        |
|                   | Pike Building Fund 20%                             | \$ 3,064.76 | Additions | Withdrawals   | End Balance            |
|                   | Pike Vehicle Fund 55%                              | \$ 5,188.60 | -         | \$ (1,224.54) | \$ 3,064.76            |
|                   | Unallocated Pike City Fund (ER INCOME & donations) | \$ 7,000.00 |           |               | \$ 3,964.06            |
|                   |  |             |           |               | \$ 7,000.00            |
|                   |  |             |           |               | paid tax and fees 6760 |

|                        |  |              |           |             |              |
|------------------------|--|--------------|-----------|-------------|--------------|
| <b>Alleghany Funds</b> | Gross Income Mutual Aid Alleghny                     |              |           |             |              |
|                        | Payroll expenses                                     |              |           |             |              |
|                        | Net Mutual Aid Income (Split as allocated below)     |              |           |             |              |
|                        |  |              |           |             |              |
|                        |  |              |           |             |              |
|                        | Alleghny Building Fund 20%                           | \$ 1,409.37  | Additions | Withdrawals | End Balance  |
|                        | Alleghny Vehicle Fund 55% Added AVFD Inc. Allocation | \$ 15,770.39 |           | \$ (891.04) | \$ 14,879.35 |
|                        | equipment AVFD Inc. Allocation                       | \$ 1,261.84  |           |             | \$ 1,261.84  |
|                        | dispatch office AVFD Inc. Allocation                 | \$ 700.00    |           |             | \$ 700.00    |
|                        | Unallocated Alleghany Fund (ER INCOME & donations)   | \$ 3,000.00  |           |             | \$ 3,000.00  |

|                           |  |      |       |       |              |                    |
|---------------------------|--|------|-------|-------|--------------|--------------------|
| <b>EMERGENCY RESPONSE</b> | Calls billed per Ordinance #1 Non-resident calls billed at \$750 each, \$150 to admin \$600 to depts. split if both respond for \$300 each |      |       |       |              |                    |
|                           | <b>Total Calls billed</b>  |      | Gross |       |              |                    |
|                           | Calls for Both Depts x \$300 per call to each dept   | \$ - |       | Year  | Withdrawal   | Cont. Fund Balance |
|                           | Alleghany only \$600 per call  | \$ - |       | 10/11 | \$ 3,300.00  | \$ 3,300.00        |
|                           | Pike City only \$600 per call  | \$ - |       | 11/12 | \$ 1,800.00  | \$ 2,000.00        |
|                           | Pike City Total  | \$ - |       | 12/13 | \$ 5,000.00  | \$ 8,100.00        |
|                           | Alleghany Total  | \$ - |       | 13/14 | \$ 2,400.00  | \$ 8,100.00        |
|                           | Admin Total  | \$ - |       | 14/15 | \$ 4,000.00  | \$ 10,500.00       |
|                           |  |      |       | 15/16 | \$ 4,000.00  | \$ 14,500.00       |
|                           |  |      |       | 16/17 | \$ 10,000.00 | \$ 24,500.00       |
|                           |  |      |       |       |              |                    |
|                           |  |      |       |       |              |                    |
|                           |  |      |       |       |              |                    |
|                           |  |      |       |       |              |                    |

|                      |                                     |                     |  |  |  |
|----------------------|-------------------------------------|---------------------|--|--|--|
| <b>Reserve Funds</b> | <b>BALANCES</b>                     |                     |  |  |  |
|                      | Unallocated Contingency Fund        | \$ 24,500.00        |  |  |  |
|                      | Unallocated Alleghany Fire          | \$ 3,000.00         |  |  |  |
|                      | Unallocated Pike City Fire          | \$ 7,000.00         |  |  |  |
|                      | Allocated Alleghany Equipment       | \$ 1,261.84         |  |  |  |
|                      | Allocated Alleghany Dispatch office | \$ 700.00           |  |  |  |
|                      | Allocated Streetlight Fund          | \$ 6,224.03         |  |  |  |
|                      | Allocated Pike City Firehouse       | \$ 3,064.76         |  |  |  |
|                      | Allocated Pike City Engines         | \$ 3,964.06         |  |  |  |
|                      | Allocated Alleghany Firehouse       | \$ 1,409.37         |  |  |  |
|                      | Allocated Alleghany Engines*        | \$ 14,879.35        |  |  |  |
|                      | *8,000 for purchase only            |                     |  |  |  |
|                      | <b>Total Funds at year-end</b>      | <b>\$ 66,003.41</b> |  |  |  |

|               |                              |                      |
|---------------|------------------------------|----------------------|
| <b>TOTALS</b> | <b>Additions for 20/21</b>   | <b>\$ 1,028.55</b>   |
|               | <b>Withdrawals for 20/21</b> | <b>\$ (2,115.58)</b> |
|               | <b>NET CHANGE</b>            | <b>\$ (1,087.03)</b> |



## Pliocene Ridge Community Services District

100 Pike City Road  
Pike City, CA 95960

[plioceneridge.org](http://plioceneridge.org)

[plioceneridge@gmail.com](mailto:plioceneridge@gmail.com)

AGENDAS, APPROVED MINUTES AND FINANCIAL INFO. POSTED ONLINE  
AT [plioceneridge.org](http://plioceneridge.org) email [plioceneridge@gmail.com](mailto:plioceneridge@gmail.com) to be added notification list.

### **2022 SCHEDULE OF REGULAR MEETINGS**

|           |            |                    |         |
|-----------|------------|--------------------|---------|
| JANUARY   | Thursday   | January 20, 2022   | 6:30pm  |
| FEBRUARY  | Thursday   | February 17, 2022  | 6:30pm  |
| MARCH     | Thursday   | March 17, 2022     | 6:30pm  |
| APRIL     | Thursday   | April 21, 2022     | 6:30pm  |
| MAY       | Thursday   | May 19, 2022       | 6:30pm  |
| JUNE      | Thursday   | June 16, 2022      | 6:30pm  |
| JULY      | No meeting |                    |         |
| AUGUST    | Thursday   | August 18, 2022    | 6:30 pm |
| SEPTEMBER | Thursday   | September 15, 2022 | 6:30pm  |
| OCTOBER   | Thursday   | October 20, 2022   | 6:30pm  |
| NOVEMBER  | Thursday   | November 17, 2022  | 6:30pm  |
| DECEMBER  | No meeting |                    |         |

LOCATION TO BE POSTED ON MEETING AGENDAS.

December 7, 2021

Lee Adams:

Re: Wayman Pond

I am working in an area without phone or internet service today. Because this is not a timed item, I am not sure if I can catch it. If I am not on the line, please read the following into the record for today's BOS meeting.

Thank you.

#### RESPONSE TO PUBLIC COMMENTS RECEIVED DURING 45-DAY PERIOD

1. It is true that Pliocene Ridge CSD has gotten conflicting information regarding whether-or-not the pond has historically been used for fire suppression. Currently, there is a fire hydrant attached to the water source that is being used by the fire department to fill trucks. If the pond becomes a newly expanded water source, it is a moot point whether-or-not it has been used in the past for fire suppression.
2. The development of water sources for fire protection IS within the legal scope of Special Districts formed for the purpose of fire protection. Pliocene Ridge CSD is essentially a Fire Protection District for the entire southwest corner of Sierra County.
3. It is incorrect to say that the water of the Wayman Pond is not available to the public, the water is in fact available in the event of a fire as are all water bodies. The pond sits on federal land.
4. District Fire Chief Dorn estimates that any wildfire in the Pike area over 50 acres would require water to be trucked in. Water for the use of fire suppression is a public benefit. Whether that benefit should be considered primary or secondary is up for debate. To-date, I have not seen the legal code regarding this, but will search for it as time allows.

#### UPDATE ON PERMIT TO DREDGE OUT POND

The Forest Service issued a draft permit in early November. I spoke to Heather Newell shortly after that, and she explained that the permit to dredge out the pond is part and parcel with the special use permit. The two cannot be separated.

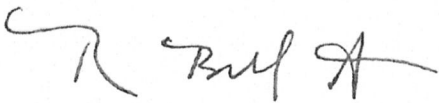
There are many requirements in the new permit that will be very costly, such as an initial and ongoing engineering studies.

#### SUMMARY

The PRCSD board has not met since the draft permit was issued. It will be on the January 20<sup>th</sup> agenda to discuss this further. My recommendation, to my board, will be to rescind the resolution to administer the Wayman Dam Project due to the terms of the permit. It is up to them to decide.

I would like to see that \$20,000 committed to PRCSD. Today's BOS resolution is only an earmark. Another water storage use for the Pike Community might be requested if the Wayman Pond project doesn't work out.

Thank you for your time,



Rae Bell Arbogast  
Pliocene Ridge CSD



**Pliocene Ridge Community Services District**  
**County of Sierra, State of California**  
**Resolution No. 21-087**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
PLIOCENE RIDGE COMMUNITY SERVICES DISTRICT  
PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE  
PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR OF  
CALIFORNIA AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE  
PLIOCENE RIDGE CSD BOARD FOR THE PERIOD JANUARY 20, 2022 THROUGH  
FEBRUARY 19, 2022 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS,

1. The PLIOCENE RIDGE COMMUNITY SERVICES DISTRICT “the district” is committed to preserving and nurturing public access and participation in meetings of the Board of Directors;
2. All meetings of District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business;
3. The Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions;
4. A required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558;
5. Proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters;
6. It is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and
7. Such conditions now exist in the District, specifically, a state of emergency due to the COVID Pandemic as declared by the Governor on March 4, 2020 that has not been lifted.
8. Continued local rates of transmission of the virus and variants are causing a surge of cases making in person meetings risky to the health of attendees.
9. As a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of the district MAY conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and
10. All remote meetings are accessible by telephone to the Board and General Public with notice posted within the time-frame required by the Brown Act.



## RECORD RETENTION

It is the Policy of Pliocene Ridge CSD to comply with State requirements for the storage, accessibility, reproduction, and destruction of public records and documents. State law ensures that permanent public records remain permanent, that legal records are not altered, that historic documents are not lost or destroyed, and that local agencies do not retain nonpermanent materials unnecessarily.

Unofficial and non-records are not subject to formal retention and destruction procedures nor disclosure, and may be destroyed when no longer needed. Unofficial records include drafts, works in progress, electronic records used to create a final version, copies of records, hand-written notes, and materials that are in a preliminary state and do not yet reflect the official position of the District. Non-records include library/research materials, publications, blank forms and other material generally available to the public that does not reflect the position of the District.

The District Secretary is responsible for the maintenance of the District's record keeping system and is authorized to destroy records per this policy.

### **Procedures:**

Sensitive or Confidential documents should be shredded before discarding. These are defined as any document that contains any of the following: Patient records, Personnel private information such as performance reviews, social security numbers, dates of birth etc., bank account numbers and other information deemed to be confidential by district Staff. Staff is advised to err on the side of caution while determining if a document is sensitive in nature or not.

Non-sensitive documents can be placed in the recycle bin or thrown away. Non-sensitive documents are all documents that are normally accessible to the public.

Any record not expressly required by law to be filed and preserved in original form may be destroyed at any time after it is electronically stored on the District's back-up file and/or website. For the purposes of this section, every reproduction shall be deemed to be an original record. The exceptions to this section are Minute Books and Legal Documents as listed on the attached schedule. A hard copy of all Minute Books and Legal Documents shall be retained.

Any duplicate record, paper or document, the original or a permanent photographic copy of which is in the files of the District, may be destroyed after confirmation that such original or permanent photographic copy remains on file in the District.

All records, papers and documents not listed may be scanned as archival records or destroyed so long as such disposal is consistent with the recommendations of the Local Government Records Management Guidelines as set forth by the Secretary of State.

**Per the Local Government Records Management Guidelines as set forth by the Secretary of State PRCSD is prohibited from destroying or disposing of a record that is any of the following:**

- 1) Relates to the formation, change of organization, or reorganization of the District.
- 2) A District ordinance unless it has been repealed or is invalid or unenforceable in which case it can be destroyed after five years after it was repealed or became invalid or unenforceable.
- 3) Minutes of any meeting of the District's legislative body.
- 4) Relates to a pending claim or litigation or any settlement or other disposition of litigation within the past two years.
- 5) Records that are subject of a pending Public Records Act request, whether or not the District maintains that the record is exempt from disclosure, until the request is granted or two years have passed since denial.
- 6) Relates to construction that the District has not accepted, or as to which a stop notice claim legally may be presented.
- 7) Relates to any non-discharged debts of the District.
- 8) Relates to the title to real property to which the District has an interest.
- 9) Relates to any non-discharged contract to which the District is a party.
- 10) Has not fulfilled its administrative, fiscal, or legal purpose for which it was created or received.
- 11) Is an unaccepted bid or proposal, which is less than two years old, for the construction or installation of any building, structure, or other public work.
- 12) Specifies the amount of compensation paid to District employees or officers or to independent contractors, or relates to expense reimbursement to District Directors or employees, or the use of District credit cards or travel compensation. These records may be destroyed seven years after the audit for that period is completed.

The attached table represents PRCSD's official Record Retention schedule.

| Record Series Title  | Retention Period (Years) | Citations / Remarks / Descriptor   |
|--|--------------------------|--|
| <i>BOARD</i>   |                          |  |
| Board member applications  | Closed + 7               | County Clerk Recorder keeps these documents for us   |
| Board Compensation   | Audit + 7                |  |
| Fair Political Practices Commission (FPPC) Statements and Conflict of Interest | Current Year + 5         | FPPC Opinions  |
| Oath of Office (Elected Officials)   | 2                        | The County Recorder keeps these on file.   |
| Statement and Conflict of Interest   | 1                        | Form 700 County Recorder keeps these for us.   |
| Training Records   | Current + 4              | Ethics Training & any others that board members attend   |
| <i>HUMAN RESOURCES</i>   |                          |  |
| Action Requests / Grievances   | Permanent                |  |
| Applications   | 5                        |  |
| Employee Records   | Permanent                | Active until employee leaves/terminates.   |
| Negotiation  | Permanent                | Notes, notebooks, correspondence, contracts, and Memorandums of Agreements   |
| Payroll Records  | Audit +7                 |  |
| Personnel Records (copies)   | Current Year + 2         | Attendance; evaluations; drafts; worksheets; postings.   |
| Training Records   | Current Year + 7         | Staff training records   |
| <b>LEGAL</b>   |                          |  |
| Agendas & Notices  | Permanent                | Original agenda and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Boards. |
| Articles of Incorporation  | Permanent                |  |
| Deeds  | Permanent                | Property deeds   |
| Contracts and Agreements   | Termination + 7          | Includes leases, equipment, services or supplies   |
| Grants   | 25 Years*                | *Funding source will usually specify retention requirement   |
| Legal Documents/Lawsuits   | Permanent                | Includes any legal filings or opinions rendered  |
| Minutes  | Permanent                | Official minutes and hearing proceedings of governing body or board, commission or committee.  |
| Ordinances   | Active                   | Active plus most recent rescinded version  |
| Resolutions  | Permanent                |  |
| <i>Policies &amp; Procedures</i>   | Active                   | Active plus most recent rescinded version  |
| <i>Public Records Requests</i>   | Closed + 5               |  |
| <i>Meeting Recordings</i>  | N/A                      |  |
| <i>INSURANCE</i>   |                          |  |
| Accident/Incident Reports  | Permanent                | Reports and related records  |
| Bonds, Insurance Certificates, Insurance Policies                              | Permanent                | Bonds and insurance policies insuring property & other assets including Liability insurance.   |
| Workers Compensation Insurance   | Permanent                | Claim Files, Reports, Incidents (working files) originals filed with Administrator.  |



| Record Series Title                                    | Retention Period (Years) | Citations / Remarks / Descriptor                                    |
|--|--------------------------|---|
|  |                          |   |
| <i>ACCOUNTING</i>                                      |                          |   |
| Accounts Payable                                       | Audit + 7                | Invoices, check copies, supporting documents.                       |
| Accounts Receivable                                    | Audit + 7                | Customer payment records  |
| Audit Reports  | Permanent                |   |
| Bank Reconciliation (checks, payroll, cancelled, void) | Audit + 7                | Statements, summaries for receipts, disbursements & reconciliation. |
| Budget   | Audit + 2                | Permanently kept as part of Audit report                            |
| Budget adjustments, journal entries                    | Audit + 2                | Account transfers.  |
| Deposits, Receipts                                     | Audit + 7                | Checks, coins, currency.  |
| Inventory Lists  | Current + 2              |   |
| Fixed Assets   | Current +2               | Documentation re: purchases & disposals                             |
| Fixed Assets Ledger                                    | Permanent                |   |
| General Ledger Reports                                 | Audit + 7                |   |
| Vendor Information                                     | Active                   |   |
| <i>REPORTS</i>   |                          |   |
|  |                          |   |
| Independent Audit Reports                              | Permanent                |   |
| Run Reports  | Permanent                |   |
|  |                          |   |
|  |                          |   |



Staff report for meeting date 1/20/2022

Prepared by Rae Bell – *disclaimer: any opinions expressed in this document belong to the author and do not represent the official stance of the district.*

#### Agenda item 4. a) Correspondence

Incoming: Certificate of insurance coverage from Golden State Risk Management Authority, Letter from State Controller re 20-21 Special District's Financial Transactions Report – forwarded to PRCSD auditor, Letter from Alleghany County Water District re: recent water supply issues, thank you letter with \$50 donation from Tim Alexander in appreciation of EMS services rendered last summer, request from radio tech for Downieville Fire Protection District for a letter to the FCC authorizing DFPD to use the frequency of the Pike repeater owned by PRCSD.

Outgoing: Abatement for OSHA citation for propane tank at Pike Firehouse mailed via certified mail on November 15, 2021, Letter of authorization to the FCC allowing DFPD to use Pike's radio frequency, Letter to Sierra County Board of Supervisors to address public comments received about the Wayman Dam project, Nineteen New Year's/Thank you cards sent to all Pike and Alleghany first responders on the rosters with a memo about upcoming title 22 first aid for public safety personnel training, updated Rosters for the Pike City and Alleghany Fire Departments sent to Downieville Fire Dispatch.

#### Agenda item 4. b) 5 Board member/Staff reports

- Website updates: I created a page named "Agreements" that can be found on the Policy and Procedure page. I am posting copies of all MOUs and other agreements there to help us keep track of them and so that anyone who needs to can access them. This is a "work in progress"
- Audit for Fiscal Year ended 6/30/2021 – The management's discussion and analysis (MD&A) should be done today (1/20/22) and we should have the audit report in time for next month's meeting.
- As reported last October: *"In June the district declared 3 firetrucks as surplus property and authorized staff to sell them. Staff is currently working on figuring out values for the trucks and looking at optional ways to sell them in compliance with the rules for Special Districts. One option that we are looking at is an online auction site called govdeals.com."* There has been little progress on this item. There is a glut of older used firetrucks on the market. The exception is 7180 which is in excellent shape and is a collector's item. If anybody has time to research good places to advertise it, the help would be appreciated!
- NFIRS (National FIRE Incident Reporting System) as reported last summer, fire districts are required by state law to report all fire incidents in this system. Last summer I spent a half a day communicating with CDF about the program and getting the district set up on their online interface. In early December I spent another four to six hours watching tutorials about the system but I have yet to enter the runs. The system can be used to track all runs, trainings, apparatus etc. and I can see that it is a really good tool. Utilizing it will also streamline the grant application process for several federal grants. One issue that I came across is whether we should report for each fire department separately or report as a district. In some ways it would be better to set up an account for each fire department, but because of our lack of staffing we are opting to report for both departments as PRCSD for now. This can always be changed in the future. The state is OK either way.

- I have been researching many grant opportunities and have attended a few webinars. I have hit a few brick walls, but I learn something from each “wall”. Some of what I am learning ties into our need for an organizational chart for the district. I have been in communication with other CSD’s that provide fire protection to see how they are organized. The NFIRS question above is another issue that I ran into. Next webinar is the day of our meeting:  
CDF will host an informational webinar from **10-11am on Thursday, January 20th** to introduce the regulations and application process for the forthcoming Fire Risk Reduction Communities List.

**Agenda item 4. b) 6 Firewise Communities** – It was reported in October that the committees would be meeting soon for both communities. I panicked in late October when I got notice from firewise USA that we had to submit the 2021 community work by November. I logged into the online portal and discovered that because both Pike and Alleghany were granted firewise recognition in early 2021 we are GOOD for 2021. We don’t have anything due until Nov of 2022 and it is ok to enter all work done after the initial work was submitted for 2021. Because firewise USA works on a CALENDAR year it behooves us to wait until 2022 to do the required community outreach etc.

I am working on a mail-out/survey to all residents of Pike and Alleghany that will include both firewise questions but also things like: are you dependent upon electricity for medical needs? Things of that nature. Input is welcome. I will be sending for an updated address list from the County Assessor’s office soon.

**Agenda item 4. b) 7 Firehouse Projects and ADA compliance** –

This topic needs to be moved up on the district’s priority list. The reason that the proposed 2022 meeting calendar does not include locations is because we do not have an ADA accessible space in Pike to hold meetings as required. Station 2 in Alleghany is the only ADA compliant building in either community. The fact that we know of at least one community member who cannot attend meetings, tells me that there might be more. There are people who make a living suing government agencies for this very thing.

The PRCSD Board did approve moving forward with the plan for the Pike firehouse developed by ADA architect Bruce Boyd several months ago but nothing has happened. The plan is to build an ADA compliant bathroom in the bay where the rescue truck is parked and install a heater in that room as well. The truck will be pulled out for meetings. We need to get moving on this. WHO CAN HELP?

Re: the project for Station 1 in Alleghany: Ever since we got the estimate of \$200,000 for the ADA project for that building several people have made comments that: “we could build a new firehouse for that” This is NOT TRUE! Not if it is built by a contractor under the prevailing wage and other rules that are in place for public buildings. I will place this on a future agenda for further discussion. I will get an estimate of what it would cost to build a new firehouse so that we have something to compare it to.

SUGGESTED SHORT TERM PLAN FOR ALLEGHANY STATION 1: move propane tank further from the building and get Dave Jeffries with Josh’s excavator to do some grading to fix the drainage, repair the wall that is rotted out. The entire roof needs to be screwed down again (it was last done when the front of the building was rebuilt several years ago).

LONG-TERM PLAN: Keep looking for grants.

Neither Pike nor Alleghany have a community hall. The firehouses essentially do double-duty and I hope that we can find funding to help us address the problems with both buildings. A long-term plan to add a wheelchair lift to the Pike Firehouse should still be considered if we can find funding. (In my opinion)

This is a "non-action" item because I forgot that it was supposed to be moved to action items. It will be under action items next month.

#### **Agenda item 4. b) 8 Pending Grants**

- ❖ CDF 50/50 grant for Fiscal year 20/21 has been completed, everything was purchased and CDF reimbursed the district for half of the cost.
- ❖ CDF 50/50 grant for Fiscal year 21/22 - The authorization to make purchases was received last fall and the 10 rolls of structure hose have been ordered, Kevin Trent with Cascade fire is coming to do a fitting for the two sets of turn-outs on Feb. 7<sup>th</sup>, it is yet to be determined if we have bodies for the wildland gear that was requested.
- ❖ Homeland Security Grants  
SIREN FOR STATION 2 IN ALLEGHANY nothing to report  
LIFT KITS & THERMAL IMAGING CAMERA FOR PIKE FIRE nothing to report

#### **Agenda item 5. b) 1 Wayman Dam Project**

The draft special use permit was finally issued last October. It has many onerous requirements, such as: initial and ongoing engineering studies. The Forest Service representative for the project told me that the permit to dredge out the pond is part-and-parcel with the special use permit, the two cannot be separated. Possibly, there is a way that the Pipeline association could contract Pliocene Ridge CSD to do the work. However, there is no way this work could be done within the title 22 budget and time restrictions. Considering these facts, my recommendation is to rescind resolution 21-086 to administer the project.

I shared this information with the Board of Supervisors in December and they held off on allocating the title 22 money until after the PRCSD board meets to discuss it. Lee Adams did convince the board to keep the money "set aside" for now rather than putting it back into the pool of unallocated money.

PRCSD staff has come up with an alternative project to install two 5,000 gallon water storage tanks above the Pike firehouse. Camptonville Fire recently did the same thing at their firehouse. They used Peter Well Drilling for the work and the total cost was around \$15,500. Staff suggests that if the PRCSD board does rescind resolution 21-086, the board should pass a motion to request title 22 money from the Board of Supervisors for the installation of two 5,000 gallon water storage tanks at the Pike City firehouse as an alternative project. We spoke to Peter's Well Drilling about getting an updated quote but decided to wait until after tonight's meeting before proceeding.



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

## Resolution No. 21-087 ← corrected 2/17

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
PLIOCENE RIDGE COMMUNITY SERVICES DISTRICT  
PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE

PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR OF  
CALIFORNIA AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE  
PLIOCENE RIDGE CSD BOARD FOR THE PERIOD JANUARY 20, 2022 THROUGH  
FEBRUARY 19, 2022 PURSUANT TO BROWN ACT PROVISIONS.

5/6  
22-087

### WHEREAS,

1. The Pliocene Ridge Community Services District “the district” is committed to preserving and nurturing public access and participation in meetings of the Board of Directors;
2. All meetings of District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business;
3. The Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions;
4. A required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558;
5. Proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters;
6. It is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and
7. Such conditions now exist in the District, specifically, a state of emergency due to the COVID Pandemic as declared by the Governor on March 4, 2020 that has not been lifted.
8. Continued local rates of transmission of the virus and variants are causing a surge of cases making in person meetings risky to the health of attendees.
9. As a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of the district MAY conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and
10. All remote meetings are accessible by telephone to the Board and General Public with notice posted within the time-frame required by the Brown Act.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF PLIOCENE RIDGE CSD DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and the County Health Department and Board of Supervisors are recommending that in person meetings be held only as necessary with masks and physical distancing in place.

Section 3. Ratification of Governor’s Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California’s Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The District is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) February 19, 2022 or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Pliocene Ridge CSD may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Pliocene Ridge Community Services District this 20th day of January, 2022 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN: None

\_\_\_\_\_  
Bruce Coons, Vice President

ATTEST

\_\_\_\_\_  
Rae Bell Arbogast, Secretary

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE COUNTY OF SIERRA  
AND  
PLIOCENE RIDGE COMMUNITY SERVICES DISTRICT  
AUTHORIZING TRANSFER OF PGE-PSPS CRC REVENUES**

This Memorandum of Understanding (“MOU”) is made and entered into this 5TH day of October 2021, between the County of Sierra, a political subdivision of the State of California (“County”), and Pliocene Ridge Community Services District a California Special District (“PRCSD”).

WHEREAS, County has authorized Pacific Gas and Electric Company (PGE) to rent the Public Services portion of the Alleghany Public Services Building for a Community Resource Center (CRC) at times throughout a given year as part of serving the community during Public Safety Power Shutdown (PSPS) events and an agreement executed between PGE and the County provides for the payment by PGE of rental fees to County; and,

WHEREAS, County desires to transfer funds received from PGE for the rental fees of the Alleghany Public Services Building to PRCSD for exclusive use by PRCSD on maintenance and improvements to the Alleghany Public Services Building; and,

NOW, THEREFORE, the parties agree as follows:

**I. TRANSFER OF FUNDS AND ACCEPTANCE**

- a. County authorizes the County Auditor to transfer to PRCSD, rental fees received from PGE for the rental of the Alleghany Public Services Building when it is used for a Community Resource Center as part of a Public Safety Power Shutdown (PSPS) event.
- b. County will transfer to PRCSD rental fees collected from PGE within thirty (30) days of deposit in the County Treasury.
- c. PRCSD hereby accepts periodic transfers of rental fees from County and agrees to maintain an account of the income and expenses of the transferred revenues and hold and administer the funds in accordance with the terms and conditions of this agreement.

**II. DESIGNATION AND USE OF FUNDS TRANSFERRED BY COUNTY**

- a. The transfer of funds from County to PRCSD is restricted to use by PRCSD to offset the ongoing costs to PSCSD for maintenance, janitorial services, and minor improvements to the Alleghany Public Services Building.
- b. PRCSD shall make use of the transferred funds for the purposes identified herein and shall not change the use thereof without County’s prior written consent.
- c. In the event that the transfer of funds to PRCSD is no longer practical or the PRCSD is removed from or ceases to be responsible for the maintenance and rental of the Alleghany Public Services Building, PRCSD agrees that the balance of funds received from County shall be returned to County, unless otherwise authorized in writing by County.

III. GENERAL PROVISIONS

- a. Neither party may assign their rights or obligations under this MOU.
- b. This MOU constitutes the entire agreement between the parties with respect to the subject matter hereof, and all prior or contemporaneous agreements, understandings, and representations, oral or written, are superseded. The provisions of this MOU may not be modified, except by a written instrument signed by both parties.
- c. All notices, demands, requests or other communication required or permitted to be given hereunder shall be in writing and sent by First Class United States Mail, postage prepaid to the following address:

To County:

Chairman, Sierra County Board of Supervisors  
PO Drawer D  
Downieville, California 95936

To PRCSD:

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

[signature page to follow]



IN WITNESS WHEREOF, the parties have executed this MOU effective as of the date first written above.

**COUNTY OF SIERRA:**

**PLIOCENE RIDGE COMMUNITY  
SERVICES DISTRICT:**

By \_\_\_\_\_  
Lee Adams, Chairman  
Board of Supervisors

By \_\_\_\_\_  
Name:  
Title.: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_  
David Prentice  
County Counsel

Attest:

By: \_\_\_\_\_  
Heather Foster  
Clerk of the Board