



**MINUTES of the Regular Meeting of the Board of Directors of Pliocene Ridge CSD. Date: Wednesday January 17, 2018
Location: Station 67, 100 Pike City Rd.**

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

A motion was made to amend the orders of the day by Daniel Guyer, 2nd by Bruce Coons.
3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.

Tim Standley administered the oath of office to Chris Mills as the newest Pliocene Ridge CSD board member.

A motion was made to resume the orders of the day by Bruce Coons, 2nd Daniel Guyer.
4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant, Motion carried.

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

3. PUBLIC COMMENT: None

4. INFORMATION/DISCUSSION ITEMS

a) *Correspondence:* **Incoming** Letter from the California State Controller regarding changes to the timeline for the annual Financial Transaction Reporting system, notices from PG&E regarding scheduled power outages in January, customer update from Alleghany County Water District. **Outgoing** CDF Agreement for the 50/50 fireman's assistant grant with all required documents sent to CDF, Signed audit acceptance letters sent to Boden Klein & Sneesby CPA, Broadband survey sent to PUC, Letter of intent to participate in the Risk Management Accreditation Program sent to Golden State Risk Management Authority, three quarters worth of Continuing Quality Improvement reviews mailed to Norcal EMS, request for more information on the car donation program sent to Volunteer Firefighter Alliance, drawings of the Station 71 covered walkway concept sent to Mark Jokerst

b) *Committee/Member/Business Reports:*

1. *Alleghany Assistant Chiefs Arbogast and Cusato* reported that the purchases for the 50/50 CDF grant had been made except for the track phone which is no longer needed because DVFPD got a new cell phone for the ambulance, Sierra County OES contacted the district in December with a Homeland Security request form due by the end of the month. It was confirmed with Lee Brown that both the dispatch equipment and the siren for Alleghany would qualify. John with Banner Communications was contacted and came to Alleghany to work up quotes for both projects and an application was submitted timely. However; we won't know until probably October if the items will be funded or not and whether-or-not a match will be required. Another grant called the Firefighter's Assistance grant is being coordinated through Sierra County OES and Alleghany put in for some nozzles and a battery charger. Two rope harnesses were added to

the OES grant at Lee's suggestion rather than the Firefighters Assistance grant, the studded tires are back on the ambulance, 7180 is chained up but 7181 is not going to be chained up until it snows, there have been very few calls since October, there is a problem with the battery on the repeater losing its charge. A new trickle charger was purchased but it may be the battery.

2. *Pike City Assistant Chiefs Buckbee & Starr* reported that the concrete has been poured for the staircase. They recently responded to two medical calls (one in Pike and one in Alleghany) and an outbuilding fire. The Grass Valley command center paiged out Camptonville rather than Pike for the medical call at the Pike firehouse. All trucks are up and running, they are getting ready to order some rope rescue gear and the CDF 50/50 grant items. They did a HAZMAT training review recently and Jim is going to work on getting an instructor up to teach a class to certify all dept. personnel.

3. *Station 71 Auxiliary* Chairman Bob Hale reported that the Christmas party had a good turn-out and the drawing for the TV was done. It was profitable. Their next meeting will be in February (skipping January).

4. *Station 67 Auxiliary* President Roland Robertson reported that they also had their Christmas Party and Raffle. The turn-out was great and the net profit on the raffle was \$1,038. They also got a donation for \$1,200 from the Sierra County Grower's Association.

5. *Risk Manager Report*: None

6. *Board Member/Staff reports*: None

7. *Standing Committee Reports: Streetlights*: Bruce Coons reported that PG&E still has not come up to turn off the lights that should not have been upgraded and to upgrade the ones that they missed. The district is not being billed for the extra lights that are on in Forest City. PG&E is also supposed to install shields on 3 of the lights in Alleghany when they do come up,

5. ACTION ITEMS

a) *Approval of regular meeting minutes* dated October 18, 2017. Motion to approve the minutes with one correction made by Daniel Guyer 2nd Bruce Coons. **4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant, Motion carried.**

b) *Approval of treasurer's reports* for the months of October, November and December 2017: motion made by Daniel Guyer 2nd by Bruce Coons. **4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

c) *Unfinished Business*

1. *Wayman Dam project* – Bill Adasiewicz is still trying to get approval for the money from the Forest Service but they are not returning his phone calls.

2. *Ongoing Policy & Procedure review/update*: A mark-up copy of the District By-laws was mailed to all board members earlier in the month and included in the meeting packets. Rae Bell reported that she wanted to undo one "crossout" under authority. A motion to accept the proposed changes to the bylaws was made by Daniel Guyer 2nd by Wayne Babros. **4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant, Motion carried.**

3. Regarding the Alleghany Firehouse project: Rae Bell reported that she attended the AVFD November meeting and provided an update on the project. Their board made a motion to approve the ground work to address the drainage issue and the steps but cannot contribute any funds to the project. It was explained that AVFD has a little over \$2,000 in the bank that is not allocated so can't afford to help. PRCS D is moving forward with getting cost estimates and studying the feasibility for all proposed components: the dirt-work, concrete work and the cost of a covered walkway both with and without a footing for a storage room. (Note: the PRCS D board approved the project concept at their regular meeting on October 19, 2016.)

Mark Jokerst has offered to help with the engineering plans that will be needed for the cost estimate and is providing his expertise to analyze the options that are being considered. Engineering student Cory Peterman has also offered to help; with the idea that he would do the preliminary drawings for Mark. The engineer who is working on Alleghany County Water District's projects has volunteered to draw the required plot plan. The drawings that Daniel Guyer did can be used for the cost estimate on the above-ground work. Hopefully the engineering plans and cost estimates can be done at little or no cost to the district.

Michael Valdez with USDA Rural Development was sent a copy of the recent income survey that was done in Alleghany and given an update on the project. He said that based on the income survey USDA could pay for up to 75% of the cost IF they funded the project. Because the USDA is not funding capital improvement projects, this is a long-shot, but Mr. Valdez has encouraged the district to keep him apprised in case he can find funding for it.

There was a question about the tree removal that was done in October and why the trees between the firehouse and the cabin next door were not cut, as well as the limbs on the North side of the firehouse. It was explained that the helpers who were supposed to help on the day that the trees were cut did not show up. Since then one of them has been hired to cut all of the small trees between the buildings. There has been some back-and-forth with the owner of the cabin about some cherry trees. Tim Standley confirmed his understanding that anything that goes across the property line can be cut. Rae will follow-up with the property owner. After further discussion about limbing the larger trees, the board authorized management to hire a tree professional to limb the trees on the North (back) side of the firehouse. Chris Mills provided a name and phone number of a person that he has used for similar jobs and recommends.

4. Regarding the Pike Firehouse projects: Roland Robertson reported that they are waiting for the contractor to come and take measurements for the staircase; he is expected within a week. They are working on a light for the staircase. They are experimenting with different options and have not determined if additional wiring will be needed or not. There was a question about how the door would be keyed, if it would be the same as the other doors and the answer was "yes".

Roland also reported that after he and others petitioned the Sierra County Board of Supervisors to refund the \$700+ for the building permit, they voted to set up a fund for this purpose for all public agencies in the County. Most of the permit money was refunded to PRCS D by the County and Supervisor Lee Adams donated another \$100 to PCVFD for the project. PCVFD will make sure that PRCS D is reimbursed the balance after all is said and done. (The amount will be determined by the remaining dump vouchers)

5. *Dispatch Office in Alleghany*: Vickie Tenney reported that the AVFD board had approved doing the \$700 match with PRCSD for the needed equipment as long and a Memorandum of Understanding (MOU) with Downieville Fire Protection district was in place, but later it was decided to try for the OES Homeland Security grant. Everything is “on hold” to see what happens with that.

d) New Business

1. *Adopt 2018 meeting schedule*: A motion to adopt the 2018 meeting schedule as included in the meeting packets was made by Bruce Coons 2nd by Daniel Guyer **4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant, Motion carried.**

2. *District Identification/Contact information signs for buildings and vehicles*: After looking at the sample provided in the meeting packets and some discussion; a motion to have 18” square metal signs made for each firehouse and 6” diameter round reflective decals for the back of each district vehicle was made by Daniel Guyer, 2nd by Wayne Babros **4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant, Motion carried.** Vickey Tenney requested that it be recorded in the minutes that as a member of the public she was against the signage and felt that it was a waste of the taxpayer’s money.

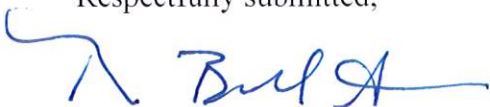
3. *Appoint Officers*: A motion to keep the current slate of officers: Wayne Babros, President Daniel Guyer Vice President and Rae Bell Arbogast Secretary/Treasurer was made by Bruce Coons, 2nd by Daniel Guyer **4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant, Motion carried.**

NEXT MEETING AGENDA ITEMS The next regular meeting is scheduled for February 21, 2018 at the Alleghany Firehouse 6:30 pm.

ANNOUNCEMENTS None

ADJOURNMENT: There being no further business before the board the meeting was adjourned at 7:30 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: 1/17/18

In the following location(s):

Alleghany Post Office Bulletin Board, The Alleghany Firehouse, plioceneridge.org, emailed to agenda list. Tom or Jim to post at Pike Firehouse - 1/12/18

On 1/14/18 (date)

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

Signed under penalty of perjury: X 
Rae Bell Arbogast



Pliocene Ridge Community Services District

100 Pike City Road
Pike City, CA 95960

plioceneridge.org

plioceneridge@gmail.com

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

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

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

7. ADJOURNMENT

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

Serving the Communities of Alleghany, Forest City and Pike City
 100 Pike City Road
 Pike City, CA 95960

Treasurers Report cut off date: October 31, 2017

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

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

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

**Pliocene Ridge Community Services District
Reconciliation Detail**

1000.1 - West America Checking, Period Ending 10/31/2017

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



Pliocene Ridge Community Services District

Serving the Communities of Alleghany, Forest City and Pike City
 100 Pike City Road
 Pike City, CA 95960

Treasurers Report cut off date: November 30, 2017

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

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

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

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



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: December 31, 2017

			Beginning Checking Account Balance	\$	1,997.84
			Incoming	\$	3,021.83
			Outgoing	\$	1,254.48
			Ending Checking Account Balance	\$	3,765.19
			Starting Savings account balance	\$	11,588.11
			Incoming	\$	1.17
			Outgoing		
			Ending Savings Account Balance	\$	11,589.28
Reserve Balances			General Fund (accounts listed above) Total	\$	15,354.47
Unallocated	Contingency	\$ 24,500.00	Reserve account Starting Balance	\$	45,794.07
Unallocated	Alleghany Fire	\$ 2,700.00	Incoming	\$	3.34
Unallocated	Pike City Fire	\$ 3,300.00	Outgoing		
Allocated	Streetlights	\$ 1,609.40	Reserve account Ending Balance	\$	45,797.41
Allocated	Pike City Firehouse	\$ 2,308.14			
Allocated	Pike City Engines	\$ 3,107.91			
Allocated	Alleghany Firehouses	\$ 822.37			
Allocated	Alleghany Engines	\$ 7,446.25			
	Interest Earned	\$ 3.34			
	Total	\$ 45,797.41	Total ALL FUNDS	\$	61,151.88

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

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

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

10:26 AM

01/13/18

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

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

10:34 AM

01/13/18

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

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

Pliocene Ridge Community Services District
Journal
 October through December 2017

10:44 AM
 01/13/18

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

Pliocene Ridge Community Services District
Journal

October through December 2017

10:44 AM
01/13/18

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

Pflocene Ridge Community Services District
Journal

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

Pliocene Ridge Community Services District Journal

October through December 2017

10:44 AM
01/13/18

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

Pliocene Ridge Community Services District
Journal

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

This interim financial report is for managerial purposes only. It may not include certain routine accruals and adjustments.

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

DEFINITIONS This was moved from article two to this spot.

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

Pliocene Ridge Community Services District BYLAWS Article Policy 0001

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

NAME

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

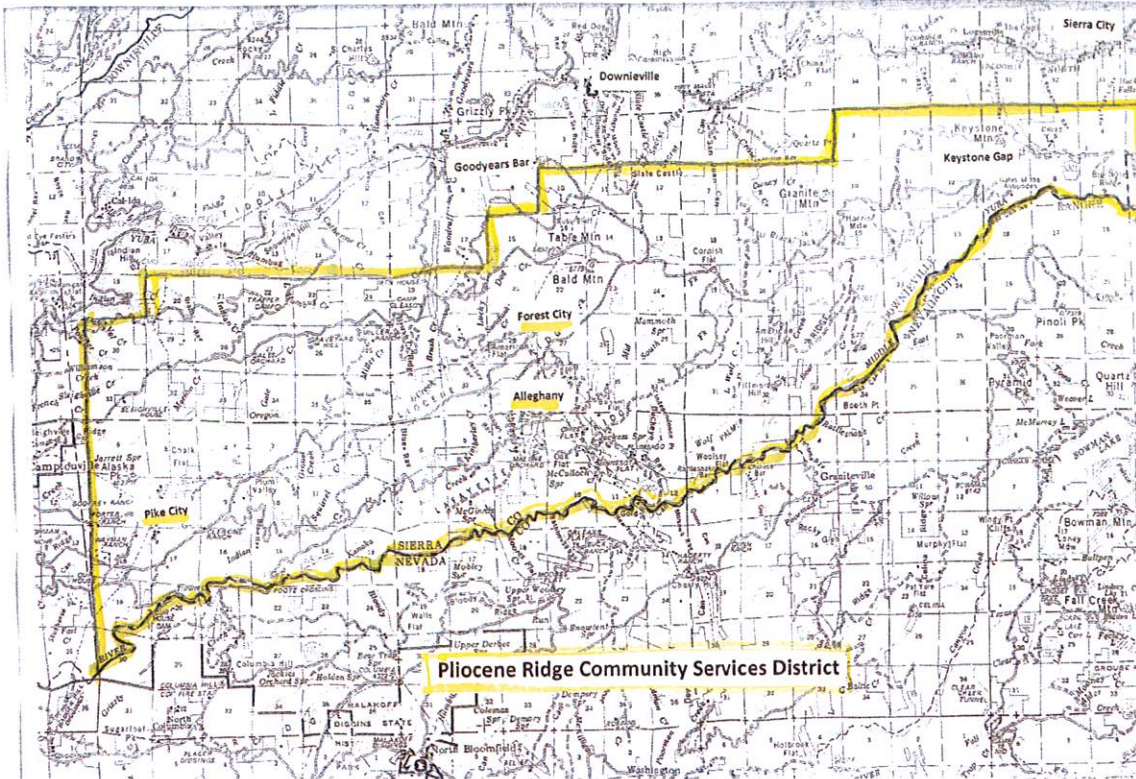
MAILING ADDRESS: PRCSD, 100 Pike City Road, Pike City, CA 95960

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

BOUNDARIES

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

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



CLASSIFICATION

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

AUTHORITY

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

POWERS

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

Pliocene Ridge Community Services District BYLAWS Article Policy 0002

DUTIES, RESPONSIBILITIES, DEFINITIONS, BOARD MEETINGS

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

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

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

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

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

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

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

DEFINITIONS

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

BOARD MEETINGS

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

I ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE

At a regular meeting the board may take action upon an item of business not appearing on the posted agenda if, *first* the board publicly identifies the item, and *second* one or more of the following occurs:

- A. the board by a majority vote of the full board, decides that an emergency as defined in government code section 54956.5 exists; or,
- B. upon a decision by a two-thirds vote of the board or if less than two-thirds of the board members are present a unanimous vote of those present the board decides that there is a need to take immediate action and that

the need for action came to the attention of the district after the agenda was posted; or

- C. the item was posted on the agenda of a prior meeting of the board occurring not more than five calendar days prior to the date of this meeting, and at the prior meeting the item was continued to this meeting.

II APPROVAL OF AGENDA

III PUBLIC COMMENT

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

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

V ACTION ITEMS

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

VI NEXT MEETING AGENDA ITEMS

VII ANNOUNCEMENTS

VIII ADJOURNMENT

IX EXECUTIVE SESSION WHEN CALLED

- A. Report out any action taken

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

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

Pliocene Ridge Community Services District

BYLAWS

Article Policy 0003

RECORDS, CORPORATE SEAL, VACANCIES, COMPENSATION

RECORDS

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

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

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

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

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

CORPORATE SEAL & DISTRICT LOGO

Corporate Seal shall be enclosed in a circle as follows:



VACANCIES

Should any member of the Board:

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

COMPENSATION

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

Pliocene Ridge Community Services District BYLAWS **Article** Policy 0004

ELECTION AND DUTIES OF OFFICERS, COMMITTEE APPOINTMENTS

ELECTION OF OFFICERS

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

DUTIES OF OFFICERS

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

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

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

TREASURER shall:

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

COMMITTEE APPOINTMENTS

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

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

DUTIES OF APPOINTED OFFICIALS

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

Pliocene Ridge Community Services District

BYLAWS

Article Policy 0005

CONFLICT OF INTEREST CODE

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

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

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

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

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

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

Appendix A

CONFLICT OF INTEREST CODE

DISCLOSURE CATEGORIES

Category 1

Designated employees assigned to this category must report:

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

DESIGNATED EMPLOYEES

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

ADOPTION/ AMENDMENT OF BYLAWS, POLICES & PROCEDURES

As Revised 4/19/17

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

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

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

Pliocene Ridge Community Services District

BYLAWS

Article Policy 0007
Page 1 of 1

ADMINISTRATIVE REGULATION

THIS IS OVERKILL IN MY OPINION.

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

Revised

Pliocene Ridge Community Services District

BYLAWS

Policy 0008
Page 1 of 1

ORIENTATION OF BOARD MEMBERS

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

GENERAL CONDUCT OF BOARD OF DIRECTORS

In the meeting process, Board members shall:

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

In personal interactions, Board members shall:

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

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

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

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

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

BOARD

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

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

OFFICERS

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

FIRE CHIEFS

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

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

What's what?

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

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

Bylaws:

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

Policies:

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

Procedures:

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

Ordinances:

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

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

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

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

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

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

Disclaimer:

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



Pliocene Ridge Community Services District

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Pike City, CA 95960

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AGENDAS, APPROVED MINUTES AND FINANCIAL INFO. POSTED ONLINE

2018 SCHEDULE OF REGULAR MEETINGS

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

* SCHEDULED SAFETY MTNG. 6:00 PM

IN CASE OF EMERGENCY DIAL 911



(530) 288-0624

plioceneridge@gmail.com

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

Pioecene Ridge Community Services District
 Profit & Loss Budget vs. Actual
 July 1, 2017 through January 15, 2018

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 Accrual Basis

	Jul 1, '17 - Jan 15,	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Fire Services Income				
4020.1 · Tax Revenue Fire	13,727.42	25,000.00	-11,272.58	54.91%
4030.1 · Donations Income	473.97	549.00	-75.03	86.33%
4030.2 · Donations Alleghany	0.00	3,246.00	-3,246.00	0.0%
4030.3 · Donations Pike City	473.97	3,795.00	-3,321.03	12.49%
Total 4030.1 · Donations Income				
4040.1 · Grant Income	0.00	549.00	-549.00	0.0%
4040.2 · Grants Alleghany	0.00	3,246.00	-3,246.00	0.0%
4040.3 · Grants Pike City	0.00	1,000.00	-1,000.00	0.0%
4040.1 · Grant Income - Other	0.00	4,795.00	-4,795.00	0.0%
Total 4040.1 · Grant Income				
4070 · EMS - Income	0.00	2,250.00	-2,250.00	0.0%
4071 · Mutual Aid Income	1,800.00	0.00	1,800.00	100.0%
4071.3 · Mutual Aid Income - Pike City	450.00	0.00	450.00	100.0%
4071 · Mutual Aid Income - Other	2,250.00	0.00	2,250.00	100.0%
Total 4071 · Mutual Aid Income	9.67	0.00	9.67	100.0%
4080 · Interest Income	16,461.06	35,840.00	-19,378.94	45.93%
Fire Services Income	16,461.06	35,840.00	-19,378.94	45.93%
Gross Profit				
Expense				
6000 · FIRE SERVICES OVERHEAD				
6170.1 · PG&E	344.28	856.00	-511.72	40.22%
6170.2 · PG&E Alleghany	367.07	1,500.00	-1,132.93	24.47%
6170.3 · PG&E Pike City	711.35	2,356.00	-1,644.65	30.19%
Total 6170.1 · PG&E				
6172.1 · Telephone	111.61	216.00	-104.39	51.67%
6172.2 · Telephone Alleghany	111.59	216.00	-104.41	51.66%
6172.3 · Telephone Pike	223.20	432.00	-208.80	51.67%
Total 6172.1 · Telephone				
6174.1 · Water	480.00	480.00	0.00	100.0%
6174.2 · Water Alleghany	480.00	480.00	0.00	100.0%
Total 6174.1 · Water	0.00	375.00	-375.00	0.0%
6176.1 · Propane	1,007.00	0.00	1,007.00	100.0%
6180.1 · Insurance	438.00	0.00	438.00	100.0%
6185.1 · Liability Insurance	1,037.00	0.00	1,037.00	100.0%
6190.1 · Vehicle Insurance	1,830.00	0.00	1,830.00	100.0%
6193.1 · Property Insurance	32.00	4,219.00	-4,187.00	0.76%
6195.1 · Work Comp	4,344.00	4,219.00	125.00	102.96%
6180.1 · Insurance - Other	219.50	150.00	69.50	146.33%
Total 6180.1 · Insurance	18.85	250.00	-231.15	7.54%
6230.1 · Fees/Compliance/Training	2,804.97	2,000.00	804.97	140.25%
6250.1 · Postage, copies & office supply	1,200.00	2,400.00	-1,200.00	50.0%
6265.1 · County Administration Fee	2,500.00	2,500.00	0.00	100.0%
6270.1 · Manager Secretary/Treasurer	300.00	430.00	-130.00	69.77%
6273.1 · Auditor Fees	116.90	117.00	-0.10	99.92%
6275.1 · Public Relations	140.28	141.00	-0.72	99.49%
6280.1 · Property Assessments	257.18	258.00	-0.82	99.68%
6280.2 · Solid Waste Fee Alleghany	0.00	1,000.00	-1,000.00	0.0%
6280.3 · Solid Waste Fee Pike City	7,277.32	7,000.00	277.32	103.96%
Total 6280.1 · Property Assessments				
6295.1 · Building Repairs & Maint.	7,277.32	8,000.00	-722.68	90.97%
6295.2 · Building Rep & Maint Alleghany				
6295.3 · Buildings Rep. & Maint. Pike Ci				
Total 6295.1 · Building Repairs & Maint.	20,336.37	23,850.00	-3,513.63	85.27%
Total 6000 · FIRE SERVICES OVERHEAD				

This interim financial report is for managerial purposes only. It may not include certain routine accruals and adjustments.

* Will be moved to asset account at year-end

Pliocene Ridge Community Services District
 Profit & Loss Budget vs. Actual
 July 1, 2017 through January 15, 2018

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 Accrual Basis

	Jul 1, '17 - Jan 15,	Budget	\$ Over Budget	% of Budget
7000 - ALLEGHANY FIRE OPERATIONAL				
7230 - Compliance Alleghany	198.50	600.00	-401.50	33.08%
7300 - Small Equipment Alleghany	415.01	2,398.00	-1,982.99	17.31%
7301 - Equip. repair/maint. Alleghany	381.37	800.00	-418.63	47.67%
7350 - Fuel Alleghany	127.39	750.00	-622.61	16.99%
7630 - Vehicle Rep. & Maint. Alleghany				
7632 - 7100 Repair & Maint.	128.52	0.00	128.52	100.0%
7630 - Vehicle Rep. & Maint. Alleghany - Other	0.00	1,000.00	-1,000.00	0.0%
7630 - Vehicle Rep. & Maint. Alleghany	128.52	1,000.00	-871.48	12.85%
Total 7630 - Vehicle Rep. & Maint. Alleghany	0.00	250.00	-250.00	0.0%
7660 - Supplies Alleghany	1,250.79	5,798.00	-4,547.21	21.57%
Total 7000 - ALLEGHANY FIRE OPERATIONAL				
8000 - PIKE CITY FIRE OPERATIONAL				
8230 - Compliance Pike City	275.35	600.00	-324.65	45.89%
8300 - Small Equipment Pike City	23.84	7,492.00	-7,468.16	0.32%
8301 - Equip. repair/maint. Pike City	-90.00	800.00	-890.00	-11.25%
8350 - Fuel Pike City	296.69	750.00	-453.31	39.56%
8630 - Vehicle Rep. & Maint. Pike City				
8639 - 6790 Repairs & Maint.	95.39	0.00	95.39	100.0%
8640 - 6740 Repairs and Maint	155.53	0.00	155.53	100.0%
8630 - Vehicle Rep. & Maint. Pike City - Other	11.99	1,000.00	-988.01	1.2%
Total 8630 - Vehicle Rep. & Maint. Pike City	262.91	1,000.00	-737.09	26.29%
8660 - Supplies Pike City	0.00	250.00	-250.00	0.0%
Total 8000 - PIKE CITY FIRE OPERATIONAL				
Total Expense	768.791	10,892.00	-10,123.21	7.06%
Net Ordinary Income	22,355.95	40,540.00	-18,184.05	55.15%
Other Income/Expense	-5,894.89	-4,700.00	-1,194.89	125.42%
Other Income	2,802.11	5,287.00	-2,484.89	53.0%
9020.4 - Tax Revenue Street Lights	2,802.11	5,287.00	-2,484.89	53.0%
Total Other Income				
Other Expense	569.72	4,400.00	-3,830.28	12.95%
9170.4 - PG&E Streetlights Alleghany	105.50	276.00	-170.50	38.23%
9171.4 - PG&E Streetlights Forest City	475.83	460.00	15.83	103.44%
9180.4 - County Management Fee SL	1,151.05	5,136.00	-3,984.95	22.41%
Total Other Expense	1,651.06	1,500.00	1,500.06	1,093.42%
Net Other Income	-4,283.83	-4,549.00	305.17	93.29%

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