

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

Wednesday July 20, 2016 6:30 pm Pike City Firehouse 100 Pike City Rd. Pike

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE
2. APPROVAL OF AGENDA (Added back to agenda because our by-laws specify the agenda format. Also this allows a spot to consider if any urgent matters need to be added, or the order changed)
2. PUBLIC COMMENT The public may be heard on an item before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Directors, and not on the posted agenda, provided that no action shall be taken on any item not appearing on the agenda. The Board cannot take action on any unscheduled items unless it is declared by a vote of at least two-third (2/3) of the Board that there is an urgent need to take immediate action, and the need for action came to the attention of the District after the agenda was posted.
3. 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
 - Streetlights
 - Budget – final budget adoption due by Sept. 30th
4. ACTION ITEMS:
 - a) Approval of Minutes of May 18, 2016
 - b) Approval of Treasurer's report dated May 31, 2016 and June 30, 2016 **also** a correction to the April report.
 - c) Unfinished business:
 1. Wayman Dam Project
 2. Ongoing bylaws & Policy review and/or update: **Firehouse rental policy, tort claims.**
 3. Alleghany Firehouse Project – See Rae's written report on this topic.
 4. Pike Firehouse Project – Approve letter of support for PCVFD to move forward with USDA app.
 5. CDF grant application status – approval received July 15th but slide-in tank not approved. Cannot make purchases until resolution is adopted, has to be done by December. Will prepare for next meeting. (Last year we had to re-do it, they are very particular about the format etc.)
 - d) New business
 1. Solid Waste Fee –The new Grand Jury Report visited this topic, suggesting special rates for public service entities. The protest form must be received by Aug. 16th. Wayne has the forms.
5. ANNOUNCEMENTS
6. NEXT MEETING DATE & AGENDA ITEMS
11. 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.

**MINUTES of the Regular Meeting of the Board of Directors of Pliocene Ridge CSD
Held Wednesday May 18, 2016 at Station 67 100 Pike City Rd. Pike.**

1. A quorum was established and the meeting called to order at 6:31 pm by President Wayne Babros. Board members present: Wayne Babros, Daniel Guyer and Gracie Knowles. Director Bruce Coons was absent. Also present were Pike assistant chiefs Jim Buckbee and Tom Starr and Alleghany assistant chief David Arbogast, Alleghany auxiliary treasurer Burns Tenney; Pike auxiliary members present: Roland Robertson, Denise Ruane and Gracie Knowles. Interim Secretary Rae Bell was present and took the minutes. Flag Salute.

A request was made to add an emergency item the agenda that came up after the agenda was posted. This was in regards to the insurance coverage provided to the Pike and Alleghany non-profit auxiliaries. A motion was made to amend the agenda adding item d)4 under "new business" Insurance for non-profits and 2nd by Wayne Babros. **Motion passed: 3 Ayes, 0 Nayses, 1 Absent, 0 Abstain, 1 Vacant.**

2. PUBLIC COMMENT: None.

3. INFORMATION/DISCUSSION ITEMS

a) *Correspondence:* Memorandum from Nor-Cal EMS providing clarification on the scope of practice for Emergency Medical Responders and First Responders. Ballot from California Special Districts association.

b) *Committee/Member/Business Reports:*

1. *Alleghany Assistant Chief Arbogast* reported that there was one medical transport to Sierra Nevada Memorial Hospital since the last meeting. That happened to be the day that the radios went down and the ambulance had no communication capability. Ned picked up the new signs for Station 2 and they are reinforcing them with ply-wood before hanging them but they should be up soon. The new pager has been ordered from Banner Electronics.

2. *Pike Assistant Chiefs Buckbee and Starr* reported that the printer at the firehouse needs ink. They bought a ladder for rescue truck 6740. They've had three calls since the last meeting including the medical call mentioned above. One call was for the Moonshine Fire on April 17th. which was an escaped debris burn. The dept. will be able to get paid for that, they just need to have the activity report signed. The other call was for a structure fire in Camptonville. An updated agreement was signed with the Forest Service and the rates are a little higher.

A North Yuba Chief's meeting was held on May 1st in Camptonville. Assistant Chief's Arbogast, Buckbee and Starr attended. The annual wildland drill with all of the area departments will be held on Saturday June 25th.

The new Captain 32 is Graham Price (Forest Service Ranger Station).

3. *Station 71 Auxiliary* No Report

4. *Station 67 Auxiliary* They had a great turn-out for their cemetery clean-up with 25 people attending and a nice potluck afterwards. They are planning to have a taco night in June date to-be-determined. Their newsletter will go out the last week of May because they have some by-law changes to propose for their annual membership meeting also to be held in June.

5. *Risk Manager Report:* None

6. *Board Members:* None

7. *Standing Committee Reports: Streetlights:* None

Budget Committee: Meeting held just prior to this meeting.

4. ACTION ITEMS

a) *Approval of regular meeting minutes dated 4/20/16* Moved to approve as read by Daniel Guyer 2nd by Gracie Knowles. **Motion passed: 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant.**

b) *Approval of treasurer's report dated 4/30/16.* Moved by Daniel Guyer 2nd by Gracie Knowles. **Motion passed: 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant.**

c) *Unfinished Business*

1. On the Wayman Dam project Roland reported that the plans have not been completed. Fall will probably be the best time to get going on it.
2. Rae Bell reported that the public relations mail-out has not been done yet, but she is still working on adding more information to the website. She did get help with the address list recently and is about ready to print the mailing labels.
3. The committee working on the firehouse rental policy met twice since the last meeting and put together a draft proposal as-well-as a list of things that need to be addressed before the firehouses can be rented to the public. The lack of a second exit at the Pike Firehouse being a major concern. It was requested that everybody look over the proposal/issues and it be further discussed at the next regular meeting. Daniel Guyer presented a draft tort-claim policy. This is something that our insurance company wants us to have and they provided the "boiler-plate" for it. It was requested that the board review it in order to consider adoption at the next regular meeting.
4. Regarding the Alleghany Firehouse: a work party to at least finish caulking and painting the front is scheduled for Sat. June 4th at 9 am. The Arbogasts will get the needed supplies in advance. There was a question asked about the land next to the firehouse, as to whether-or-not there were any restrictions placed on its use. This was in regards to possibly moving the propane tank further from the building onto what used to be Rohrig Park. There has not been a park there for over 20 years. Rae Bell confirmed that there is only one lot there with the firehouse on it. She was not aware of any restrictions on its use. President Babros said that he would check into it.
5. Regarding the Pike Firehouse project: Roland reported that the ramp project has been staked out. The neighbor who needs to grant the encroachment is out of town but he will be following up with him. He wants to see it staked out before deciding anything. An approximately 3 foot tall retaining wall will be needed to hold the bank back. If the entire project is beyond their means they may consider doing just a fire escape for now.
6. The CDF 50/50 grant application was submitted on May 2nd

d) *New Business*

1. A motion to approve the Calif. Special Districts Assoc. ballot measure to change their bylaws allowing electronic voting was made by Daniel Guyer and 2nd by Gracie Knowles. **Motion passed: 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant.**
2. A motion to adopt the preliminary budget as recommended by the budget committee and attached to these minutes was made by Daniel Guyer and 2nd by Gracie Knowles. **Motion passed: 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant.**
3. Rae Bell's annual contract for bookkeeping and secretarial services has a June 30th expiration date. She stated that she wished to renew only through Sept 30th in the hopes that another person can be found to do the job. A mark-up copy showing proposed changes to her contract is attached to these minutes. After some discussion including a request that she update her job description in time for the July regular meeting a motion was made by Daniel Guyer to accept the contract as amended at a rate of \$15 per hour with a cap of \$600 placed on the contract period of July 1st through Sept. 30th. 2nd by Wayne Babros: **Motion passed: 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant.**
4. Regarding insurance coverage for the non-profits, Rae Bell reported that she had made an inquiry with the insurance company to verify that the two non-profits are covered under the districts policy. It was set up this way from the beginning but she wanted to make sure since nobody had checked on it in a long time. The insurance carrier claimed to be unaware that both entities were non-profits. Dan Berry who set up our policy is not longer with the firm. Long story short: Golden State Risk Management needed a letter verifying that no claims had been filed by either non-profit since the district's policy began in 2005 and a resolution from PRCSD accepting responsibility for the two non-profits. The insurance co. was very apologetic that this had not been set up correctly and they waived their normal fee of \$1,200 per non-profit. A motion to adopt resolution 16-063 as attached to these minutes was made by Daniel Guyer and 2nd by Gracie Knowles. **Motion passed: 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant.**

NEXT MEETING AGENDA ITEMS Tort claim policy, firehouse rental policy, updated job description for Secretary/Treasurer position. Rae Bell mentioned that the week of the next regular meeting on June 15th is extremely busy for her and she asked if the board could either meet without her, or cancel the meeting. A motion to cancel the June meeting was made by Gracie Knowles and 2nd by Daniel Guyer. **Motion passed: 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant.** The next regular meeting is scheduled for July 20th at the Pike Firehouse.

ANNOUNCEMENTS (reminders)

PCVFD taco night, date TBD. Work party at Alleghany Firehouse June 4th.

ADJOURNMENT: There being no further business before the board the meeting was adjourned at 7:30 PM

Respectfully submitted,

DRAFT DRAFT

Rae Bell Arbogast
Interim Secretary



Pliocene Ridge Community Services District

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

Treasurers Report cut off date: **April 30, 2016**

					Beginning Checking Account Balance	\$ 268.74
Deposits						
Budget Line #	Date	From:	For:		Amount	
	4/14	transfer from savings			\$ 2,000.00	
	4/30	transfer from savings			\$ 2,000.00	
					Deposits Total	\$ 4,000.00
Expenditures						
Budget Line #	Ck #	Date	To:	For:		
	2373	4/18	AT&T		\$ 32.82	
6172.2				Phone Alleghany	\$ 16.28	
6172.3				Phone Pike	\$ 16.54	
8301	2374	4/18	Banner Communications	Radio batteries Pike	\$ 432.50	
7660 & 8660	2375	4/18	Bound Tree Medical	medical supplies 7150 and 6740 split 50/50	\$ 156.85	
	2376	4/18	Rae Bell Arbogast		\$ 292.00	
8630				reimburse DMV for 6740	\$ 22.00	
6270.1				3rd quarter bookkeeping	\$ 270.00	
8630	2377	4/18	Riebies Auto	6770	\$ 248.69	
6275.1	2378	4/18	Streamline	monthly web fee	\$ 25.00	
	OL	4/25	PG&E		\$ 592.39	
6170.2				PG&E Alleghany	\$ 81.48	
6170.3				PG&E Pike	\$ 120.61	
9171.4				Streetlights - Forest	\$ 22.06	
9170.4				Streetlights - Alleghany	\$ 368.24	
	EFT	4/16/16	Credit cards		\$ 151.99	
			Amazon	Alleghany medical bag	\$ 49.10	
			Amazon	Pike medical bag	\$ 49.09	
6295.3			Harbor Freight	Station 67	\$ 32.24	
6275.1			go daddy	domain registration	\$ 16.16	
6295.3			B&C	Station 67	\$ 5.40	
8630	2379	4/20	Reibies Auto		\$ 87.74	
8350	2380	4/20	Sierra County Public Works	Fuel Pike	\$ 70.74	
293	6275.1	4/20	Postmaster	public relations mail-out	\$ 94.00	
294	8230	4/20	Kyle Carey- corrected	Reimburse EMT book for Sandy	\$ 27.44	
					Expenditures Total	\$ 2,212.16
					Ending Checking Account Balance	\$ 2,056.58
					Starting Savings account balance	\$ 23,243.18
					transfers to checking	\$ (4,000.00)
					interest earned	
					transfer to FUNDS	
					Ending Savings Account Balance	\$ 19,243.18
					Balance on Prepaid Cards	\$ 29.01
					General Fund (accounts listed above) Total	\$ 21,328.77
					Reserve account Starting Balance	\$ 30,112.85
					interest earned	
					transfer to checking	
					Reserve account Ending Balance see reverse for details	\$ 30,112.85
					Total ALL FUNDS	\$ 51,441.62

Chief 71 Card	\$ 29.01
	\$ 29.01

← corrected amount was \$18.54



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: **May 31, 2016**

Deposits		Beginning Checking Account Balance		\$ 2,056.58
Budget Line #	Date	From:	For:	Amount
	5/5	Sierra County Auditor + \$60 cash donation		\$ 10,381.15
9020			Streetlight portion tax revenue	\$ 1,895.51
4020			tax revenue fire	\$ 8,425.64
4030.1		Tristan Grew	donations district	\$ 60.00
4040.1	5/19	Golden State Risk Management	training grant offsets Red Cross classes	1000
Deposits Total				\$ 11,381.15
Expenditures		For:		
Budget Line #	Ck #	Date	To:	
	2381	5/2	Rae Bell Arbogast	Red Cross classes reimbursed by grant \$ 820.00
7238			Compliance Alleghany	\$ 420.00
8238			Compliance Pike	\$ 400.00
	EFT	5/12	WA credit card	\$ 1,058.26
7660			vendor life assist medical supplies 7150	\$ 215.80
8660			vendor life assist medical supplies 6740	\$ 215.80
6295.2			vendor zap signs for station 2 in Alleghany	\$ 419.74
8350			vendor Robinson Ent. diesel	\$ 100.00
6295.3			vendor smart sign fire-lane signs for Station 67	\$ 75.80
8660			vendor B&C batteries	\$ 31.12
	2382	5/18	AT&T	\$ 32.55
6172.2			Phone Alleghany	\$ 16.31
6172.3			Phone Pike	\$ 16.24
7300	2383	5/18	Banner Communications hand-held w/ xtra battery + paiger	\$ 848.78
6176.2	2384	5/18	Browns Gas Co. propane Alleghany	\$ 211.81
	2385	5/18	Riebes	\$ 154.74
8630			6770 maint	\$ 130.89
8660			supplies firehouse	\$ 23.85
6275.1	2386	5/18	Streamline web site	\$ 25.00
	OL	5/23	PG&E	\$ 525.29
6170.2			PG&E Alleghany	\$ 62.33
6170.3			PG&E Pike	\$ 83.68
9171.4			Streetlights - Forest	\$ 22.06
9170.4			Streetlights - Alleghany	\$ 357.22
6250.1	EFT	5/17	West America Bank Deposit slips	\$ 17.00
Expenditures Total				\$ 3,693.43
Chief 71 Card \$ 29.01		Ending Checking Account Balance		\$ 9,744.30
\$ 29.01		Starting Savings account balance		\$ 19,243.18
		transfer from checking		
		interest earned		
		transfer to FUNDS		
		Ending Savings Account Balance		\$ 19,243.18
		Balance on Prepaid Cards		\$ 29.01
General Fund (accounts listed above) Total				\$ 29,016.49
		Reserve account Starting Balance		\$ 30,112.85
		interest earned		
		transfer to checking		
		Reserve account Ending Balance see reverse for details		\$ 30,112.85
Total ALL FUNDS				\$ 59,129.34

Closing date

Reserve BALANCES		
Unallocated	Contingency Fund	\$ 10,500.00
Allocated	Streelight Fund	\$ 1,768.44
Allocated	PCVFD Building Fund	\$ 7,209.39
Allocated	PCVFD Vehicle Fund	\$ 2,836.34
Allocated	AVFD Building Fund	\$ 695.26
Allocated	AVFD Vehicle Fund	\$ 7,096.70
	Interest earned	\$ 6.72
	Total Funds	\$ 30,112.85



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: **June 30, 2016**

Beginning Checking Account Balance \$ **9,744.30**

Deposits					
Budget Line #	Date	From:	For:		Amount
4030.1	6/13	Stephanie Wolters	Donation	\$	100.00
	6/30			\$	406.00
4040.1		GSRMA	LPIP Award	\$	386.00
4030.1		Cai Sorlien	Donation	\$	20.00
Deposits Total				\$	506.00

Expenditures					
Budget Line #	Ck #	Date	To:	For:	Amount
	2387	6/23	AT&T		\$ 32.49
6172.2				Phone Alleghany	\$ 16.30
6172.3				Phone Pike	\$ 16.19
	OL	6/24	PG&E		\$ 524.89
6170.2				PG&E Alleghany	\$ 64.62
6170.3				PG&E Pike	\$ 80.97
9171.4				Streetlights - Forest	\$ 22.06
9170.4				Streetlights - Alleghany	\$ 357.24
	OL	6/22	Credit card pmnt		\$ 277.00
8300			Harbor Freight tools	Ladder for 6770	\$ 128.99
8660			Tractor Supply	Hose for Station 67	\$ 7.51
7660 & 8660			Gemplers	bug spray split 50/50	\$ 112.41
6250.1			Staples	Ink for printer at S67	\$ 28.09
Expenditures Total				\$	834.38

Reserve Balances			Ending Checking Account Balance	
Unallocated	Contingency	\$ 10,500.00		\$ 9,415.92
Allocated	Streetlights	\$ 1,768.44	Starting Savings account balance	\$ 19,243.18
Allocated	PCVFD Building	\$ 7,209.39	transfer from checking	
Allocated	PCVFD Vehicle	\$ 2,836.34	interest earned	\$ 1.53
Allocated	AVFD Building	\$ 695.26	transfer to FUNDS	
Allocated	AVFD Vehicle	\$ 7,096.70	Ending Savings Account Balance	\$ 19,244.71
	Interest Earned	\$ 8.97		
	Total	\$ 30,115.10	General Fund (accounts listed above) Total	\$ 28,660.63

NOTE: Reserves not updated for year end yet.
 Applied C71 pre-paid card to paint for station 71
 Donated the rest

Reserve account Starting Balance	\$	30,112.85
interest earned	\$	2.25
transfer to checking		
Reserve account Ending Balance	\$	30,115.10

Total ALL FUNDS \$ **58,775.73**



Pliocene Ridge Community Services District

100 Pike City Road
Pike City, CA 95960

plioceneridge.org

plioceneridge@gmail.com

July 20, 2016

Michael A. Velez
USDA Rural Development
11661 Blocker Dr., Suite 120
Auburn, CA 95603

Subject: Pike City Volunteer Fire Department funding application

Dear Mr. Velez:

Pliocene Ridge Community Services District (PRCSD) ardently supports Pike City Volunteer Fire Department's application for funding to install a fire escape and handicap ramp at the Pike Firehouse.

It should be noted that this building is the ONLY publicly owned building located within the Pike Community. In addition to housing the fire department's vehicles and equipment the building is also used for community gatherings and various trainings including: weekly fire department trainings, joint fire dept. trainings with other nearby departments and Red Cross Classes for both Emergency Responders and the general public.

PRCSD primarily acts as a Fire District for the communities of Pike City, Alleghany and Forest City and is the owner of the Pike Firehouse. The lack of a legal fire-escape for the upstairs room is a huge concern and creates a liability for the District. It has kept us from making the building available for non-department functions. Our annual budget of approx. \$35,000 is not sufficient to pursue this task without assistance.

PRCSD covers an area of approximately 130 square miles and serves a population of approximately 250 putting this application clearly within the demographics of the USDA Rural Development Community Facilities Loan/Grant program.

If any other documentation is needed from PRCSD; or if you have any questions please contact the district at the email address listed above.

Sincerely,

Wayne C. Babros
President, Pliocene Ridge CSD

Correspondence PRCSO Regular meeting July 20,2016

Incoming: Thank you note and donation for \$100 from Stephanie Wolters, Thank you letter for our services and donation from Cai Sorlein for \$20 (both triggered by PR mail-out), Letter from State of Calif. EDD re new SIDES program for electronic reporting, certificate of coverage from GSRMA, customer update from Alleghany County Water District explaining governor's drought mandate is still in place and asking everybody to conserve water, Public Records Act request for specific employee information from American Transparency (confirmed with our insurance co's legal council that this was a legitimate request and they said "yes". Provided names and pay but no other info. (we only had one payroll in 2015 and it was minimal), Letter from GSRMA along with check for \$386 for loss incentive program award, ballot for CSDA board membership open seat, copy of FIRM academy special use permit, update from Alleghany County Water District regarding new rates (will not impact PRCSO Alleghany firehouse account) with list of current board members and staff, Consumer Confidence Report also from Alleghany County Water District, final copy of Grand Jury Report, they still got Alleghany wrong (see outgoing below) and said nothing about Pike... the district can respond if they wish within 60 days the report can be accessed on the County website or send an email to plioceneridge@gmail.com and I can forward it to anybody who wants one. Lastly we got a Press release from Reach announcing that Reach and Calstar have merged under REACH medical holdings LLC.

Outgoing: On May 31st Public Relation's mail-out sent to Property owners and residents of Pliocene Ridge CSD. (260 sent out), letter to GSRMA verifying that the non-profit auxiliaries have had no losses since July of 2005 along with the resolution passed in May. Response to draft copy of grand jury report received via email, emailed corrections (they seemed to think the Alleghany firehouse was not completed and could not house vehicles!) 2016 2nd quarter CQI mailed to NORCAL EMS, sent receipts and thank you notes to both Cai Sorlien and Stephanie Wolters for their donations. Issued our first billing per Ordinance #1 for non-residents to Robinson Timber for \$750 for logging accident response.

Rae Bell's report:

On May 27th I met with Michael Velez of USDA Rural Development because he was doing an inspection/audit of Alleghany County Water District which has a loan with them. We got on the topic of the fire departments and he said they help rural fire depts. all the time. Camptonville Fire recently got help purchasing SCBA's through them. I mentioned the projects at both firehouses and he said the first step is to put together a needs list with a budget and go from there. Since then PCVFD has started their own application and it was verified that as the occupants of the building they can do this. I suggest a committee be formed to put together a project for Station 71. I would like to be on the committee and am willing to help with the application.

On June 6th Jennifer Peters with GSRMA confirmed that AVFD and PCVFD have been added as non-profit entities to the District's Insurance Policy.

I did not have time to update the Secretary/Treasurer Job description for July's meeting.

I suggest adopting the Tort claim policy as presented in May and I will format it and give it a number later (Or you can wait until I do that first).

Status of FY15-16 Year-end results and audit: We should be getting our final payment from Sierra County soon. I need that payment and the final credit card receipts before I can close-out the books. The fund sheet also needs to be updated. I have been in communication with the auditors and they are not in a hurry.