MINUTES of the Regular Meeting of the Pliocene Ridge CSD Board of Directors Date: Wednesday February 21, 2018

Location: Alleghany Firehouse 105 Plaza Court

1. Call to order: The meeting was called to order at 6:30 pm by Vice President Daniel Guyer. Board members present: Bruce Coons (arrived late), Daniel Guyer, Gracie Knowles and Chris Mills. Wayne Babros had called the Secretary to report that he could not make it. Also present were Pike City Assistant Chiefs Jim Buckbee & Tom Starr and Alleghany Assistant Chiefs David Arbogast and Ned Cusato, PCVFD auxiliary President Roland Robertson and AVFD auxiliary Chairman Bob Hale & Secretary Vicky Tenney and Sierra County Sheriff Tim Standley. Pliocene Ridge CSD Secretary Rae Bell Arbogast was present and took the minutes. Flag Salute.

- 2. <u>APPROVAL OF THE AGENDA</u>: A motion was made by Chris Mills to approve the agenda, 2nd by Gracie Knowles. 3 Ayes, 0 Nayes, 2 Absent, 0 Abstain, 0 Vacant, Motion carried. (Bruce had not arrived yet)
- 3. PUBLIC COMMENT: None

4. INFORMATION/DISCUSSION ITEMS

- a) Correspondence: Incoming Request for updated roster and reminder about statement of information filings from Sierra County Clerk-Recorders office, reminder about government compensation report from California State Controller's office, Special District's Financial report with cover page from Boden, Klein and Sneesby, notice from Golden State Risk Management Authority that training grant request was approved (see outgoing mail) Outgoing Signed Special District's Financial report to the State Controller, Loss Prevention Subsidy Fund training grant application for \$900 to Golden State Risk Management Authority, Statement of facts adding Chris Mills as a director to the Secretary of State, Chris Mills form 700 and updated roster to Sierra County Clerk recorder, reminder about compensation report from State Controller forwarded to Blain Boden (auditor) along with the data needed to fill it out, congratulation card to Shaun Felton-Price for completing Advanced EMT Class in Downieville, congratulation card to Leslie Baker III for completing the same class.
- b) Committee/Member/Business Reports:
- 1. Alleghany Assistant Chiefs Arbogast and Cusato reported that the battery for the repeater at Station 1 had to be replaced and it is working fine now. All of the Automatic External Defibrillators (AEDs) for both depts. were serviced by the manufacturer to correct a flaw in the design and they are back in service. Thanks to Tom Starr for meeting with the technician at the Pike City firehouse to get this done. The crew started doing the equipment inventory. There were two medical calls since the last meeting, Alleghany got cancelled on one and the other one was a non-transport, they are still doing ropes training.
- 2. Pike City Assistant Chiefs Buckbee & Starr reported that they started making the purchases for the CDF 50/50 grant, so far they have ordered the rope rescue gear and the turnouts. They will be hosting a vehicle extrication training using two vehicles on March 11th, Camptonville is hosting an Operators 1A class in March and three people from Pike and 1 from Alleghany want to attend. The district's insurance company approved a grant to pay the \$900 cost to cover all four attendees. They had two fire calls in N. San Juan (besides the two medicals mentioned above) one was a structure fire and one was a vegetation fire. They got cancelled on both before arriving on scene.
- 3. Station 71 Auxiliary Chairman Bob Hale reported that they are currently doing a membership drive. They are working with David Arbogast to make sure that all residents are signed up for the County's Code Red emergency notification system. Their last meeting was cancelled due to the lack of a quorum.



- 4. Station 67 Auxiliary President Roland Robertson reported that they are working on their March newsletter as well as looking at fundraising for the lift. More on that under "unfinished business".
- 5. Risk Manager Report: Daniel Guyer reported that the annual application for the old Loss Prevention Incentive Program (now called Risk Management Assessment Program or RAMP) is due on March 5th so he will be getting that in.
- 6. Board Member/Staff reports: None
- 7. Standing Committee Reports: Streetlights: Bruce Coons reported that Rae Bell has been in contact with PG&E since the last meeting to follow-up on both the placement of the shields and upgrading the lights that were missed. She found out that this is not a high priority for PG&E because they are still dealing with the aftermath of the devastating fires in both the Bay Area and S. Calif.

5. ACTION ITEMS

- a) Approval of regular meeting minutes dated January 17, 2018. Motion to approve the minutes with one addition made by Bruce Coons 2nd Chris Mills. 4 Ayes, 0 Nayes, 1 Absent, 0 Abstain, 0 Vacant, Motion carried.
- b) Approval of treasurer's report for the month of January 2018: motion made by Gracie Knowles 2nd by Bruce Coons. 4 Ayes, 0 Nayes, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.
- c) Unfinished Business
- 1. Wayman Dam project No new information, it was decided by consensus to remove this from the agenda for now.
- 2. Ongoing Policy & Procedure review/update: Nothing new was presented.
- 3. Regarding the Alleghany Firehouse project: Vicky Tenney raised some concerns that she has about the project in relation to the wheelchair access. It was explained to her that the entire project is on grade and will not interfere with wheelchair access into the building. It will make access much safer for pedestrians when it is icy or snowy while addressing the drainage problem.

Vicky also stated a concern that the district is not considering ADA access to the bathroom. It was explained that ADA access for the bathroom has been looked at and that Mark Jokerst is familiar with the requirements. However, ADA access to the bathroom is not the current priority.

Vicky also stated concern about where the septic tank is located in relation to the proposed walkway. It was noted that this is a good point and it was explained that the plot plan that is being prepared as part of the engineering work will include the location of the septic tank. An inquiry had already been placed with the Health Department to see if they have a map of its location.

4. Regarding the Pike Firehouse projects: Roland Robertson reported that the contractor who is building the staircase came and got measurements about three weeks ago. The contractor also consulted with Mark Jokerst on a few things. Once they get started it shouldn't take more than a week to complete and they will hopefully start in two or three weeks.

They have the new door and light on site to install after the staircase is put in.

Regarding the lift project the PCVFD Auxilliary is trying to drum up financial support for the project by sending letters to several larger businesses in the area as well as Yuba County Water Agency and checking with USDA rural development again. If they can't raise enough money they may have to come up with a different plan or drop it.

5. Dispatch Office in Alleghany: Vicky Tenney reported that the project is on hold until it is determined if the OES Homeland Security grant will pay for it and the equipment is purchased.

d) New Business

1. Tree removal vs. limbing at Station 1 in Alleghany: Rae Bell reported that on January 21st Tom Roth came to Alleghany to look at the large trees on the North side of the building as discussed at the January meeting. There are two large cedar trees and one large oak tree near the building. The estimate to limb all three trees was \$500. Rae additionally requested an estimate to remove the two large cedars and limb the oak. The estimate for that was \$1,500. This price includes cleaning-up all of the slash by either chipping it or hauling it away. The logs would be left. After some discussion a motion to hire Tom Roth to remove the two cedar trees and limb the oak tree was made by Bruce Coons 2nd by Chris Mills 4 Ayes, 0 Nayes, 1 Absent, 0 Abstain, 0 Vacant, Motion carried.

On this same topic Vicky Tenney wanted it brought to the board's attention that she was under the impression after the last meeting that all of the cutting was going to be done by the tree professional but she saw one of the AVFD firefighters using a chain saw to cut the smaller trees between the buildings and he was by himself. She was concerned about his safety. It was explained that the professional was only going to be hired to take care of the larger trees and that this was reflected in the January minutes. The safety concern was duly noted.

Concerning the smaller trees, Rae Bell reported that since the last meeting she did meet with the owner of the cabin next to the firehouse and he was OK with having them all removed. Two of the cherry trees had not been cut yet; one about 7 inches in diameter and the other about 9 inches in diameter. It was decided by consensus that the two remaining trees should be left for now until the plot plan for the walkway project is completed because it will show all of the property lines. It was also agreed by consensus that written permission from the adjoining property owner will be obtained before the cherry trees are cut (if they are not on district owned land).

2. Budget Amendment: An amendment to the budget to accommodate the cost of the tree removal at Station 1 in Alleghany as-well-as a projected shortfall due to an error on the original budget was included in the meeting packets and is attached to these minutes. The amendment requires an additional \$700 from the contingency fund compared to the first adopted budget. A motion to accept the budget amendment as presented was made by Gracie Knowles, 2nd by Chris Mills 4 Ayes, 0 Nayes, 1 Absent, 0 Abstain, 0 Vacant, Motion carried.

<u>NEXT MEETING AGENDA ITEMS</u> The next regular meeting is scheduled for March 21, 2018 at the Pike City Firehouse 6:30 pm. A safety committee meeting is scheduled for the same day and place at 6:00 pm

ANNOUNCEMENTS None

ADJOURNMENT: There being no further business before the board the meeting was adjourned at 7:20 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 follow	ing document was posted on behalf of Pliocene Ridge
CSD, Sierra County California:	

Regular Meeting Agenda Meeting date: 2/21/18

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. 2/17/14

On 2/16/14 (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 February 21, 2018 6:30 pm Alleghany Firehouse 105 Plaza Court

- 1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE
- 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 January 17, 2018.
- b) Approval of treasurer's report for January 2018.
- c) Unfinished business:
 - 1. Wayman Dam Project
 - 2. Ongoing Bylaws & Policy review and/or update:
 - 3. Alleghany Firehouse Project ADA Compliance (one item under new business)
 - 4. Pike City Firehouse Project ADA Compliance
 - 5. Status of dispatch office in Alleghany
- d) New business
 - 1. Tree removal vs. limbing at Station 1 Alleghany
 - 2. Consider adoption of proposed budget amendment (if it is decided to remove rather than trim the trees at Station 1 Alleghany).
- 6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~

Next Regular meeting March 21, 2018 in Pike 6:30 pm.

Safety Committee meets at 6:00 pm March 21, 2018 prior to regular meeting.

7. ADJOURNMENT



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: January 31, 2018

			Beginning (Checking Account Balance	\$ 3,765.19
		 	<u></u>	Incoming	\$ 13,722.70
				Outgoing	\$ 12,520.01
			Ending (Checking Account Balance	\$ 4,967.88
			Starting	Savings account balance	\$ 11,589.28
				Incoming	\$ 10,000.00
				Outgoing	\$ 1,796.66
			Ending	Savings Account Balance	\$ 19,792.62
	Reserve Balances	į		·	
Unallocated	Contingency	\$ 24,500.00	Genera	I Fund (accounts listed above) Total	\$ 24,760.50
Unallocated	Alleghany Fire	\$ 2,700.00			
Unallocated	Pike City Fire	\$ 5,100.00	Reserve	account Starting Balance	\$ 45,797.41
Allocated	Streetlights	\$ 1,609.40		Incoming	\$ 1,796.66
Allocated	Pike City Firehouse	\$ 2,308.14		Outgoing	
Allocated	Pike City Engines	\$ 3,107.91	F	leserve account Ending Balance	\$ 47,594.07
Allocated	Alleghany Firehouses	\$ 822.37			
Allocated	Alleghany Engines	\$ 7,446.25		Total ALL FUNDS	\$ 72,354.57
	Interest Earned	•			 -
	Total	\$ 47,594.07			

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 01/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
						4,306.57
Beginning Balance Cleared Tran						
	nd Payments - 10	items				
Bill Pmt -Check	12/29/2017	eft	PG&E	Х	-541.38	-541.38
Bill Pmt -Check	01/09/2018	2460	Rae Bell Arbogast	Χ	-724.01	-1,265.39
Bill Pmt -Check	01/09/2018	2459	Banner Communicat	Х	-113.15	-1,378.54
Bill Pmt -Check	01/09/2018	2463	Solon Fire	X	-109.19	-1,487.73
Bill Pmt -Check	01/09/2018	2458	AT&T	Х	-37.27	-1,525.00
Bill Pmt -Check	01/09/2018	2461	Riebes Auto	Х	-32.61	-1,557.61
Bill Pmt -Check	01/09/2018	2462	Sierra Co. Public W	Х	-24.77	-1,582.38
Bill Pmt -Check	01/20/2018	EFT	Credit Card WA Bank	Х	-846.48	-2,428.86
Transfer	01/30/2018			Х	-10,000.00	-12,428.86
Bill Pmt -Check	01/30/2018	EFT	PG&E	Χ	-524.56	-12,953.42
Total Che	cks and Payments				-12,953.42	-12,953.42
Deposits	and Credits - 2 it	ems				
Deposit	01/04/2018			Х	13,722.70	13,722.70
Liability Check	01/29/2018	2464	United States Treas	X	0.00	13,722.70
Total Dep	osits and Credits			_	13,722.70	13,722.70
Total Cleared	d Transactions			_	769.28	769.28
Cleared Balance					769.28	5,075.85
Uncleared T	ransactions					
Checks a	and Payments - 3	items				70.00
Liability Check	01/31/2018	699	United States Treas		-76.83	-76.83
Check	01/31/2018	2465	Edward Cusato		-15.57	-92.40
Check	01/31/2018	2466	James D Buckbee	,	-15.57	-107.97
Total Che	ecks and Payments	3		,	-107.97	-107.97
Total Unclea	red Transactions				-107.97	-107.97
Register Balance a	as of 01/31/2018				661.31	4,967.88
Ending Balance					661.31	4,967.88

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Pliocene Ridge Community Services District Jc .al January 2018

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						K Off the \$700 for dispatch equip, because it has been applied for unlough an obsignations.	and the design of the second s				nvestment in fixed assets as part of the year-end adjustments.	All costs associated with the Pike staircase project will be moved to an asset account and	was increased for tree removal			Added \$100 here would like to work on some PR this year.		Not sure how we all missed this but we did not budget enough to cover the contract.	Subtract streetlight portion of County Management fee at year-end															estimated 3 calls (conservative)			Volunter Assitance 50/50 grant	50/50		Volunter Assitance 50/50 grant - this will be higher after the staircase project is booked				

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NEI C		Total (mo	Contin							(decrease)	(increase)		CASH FL	HICOHIC	in comp			Stre	9172	9171	9170		9030	9020				FIRE SERVICES	Total Ope			8651	- 1	8350	8301	8300	8296	0330	acc#	
ADJUSTMENTS & FUNDS		Total (moved to) or taken from funds	Contingency Fund withdraw or (add)	Fund Withdrawals	Fund Additions	Casii Elia oi Felloa	Cash Beginning of Period	CHANGE IN CASH FOR PERIOD	Investing activities		decrease in Accounts Receivable	NET PROFIT (LOSS)	CASH FLOW ADDITIONS AND DELETIONS	IIICOIIIC Otatement including		lights Net Income or (LOSS)	Streetlight Expense Total	Streetlight portion county managemen	Streetlight Admin. Expenses	Streetlight Expense Forest	Streetlight Expense Alleghany	Streetlight Income Total	Streetlight Donations	Streetlight Tax Revenue	(existing Funds see page 3		ONLY NE	Total Operating Expense FIRE	PCVFD Operational Subtotal	Supplies	FIXED ASSETS	Vehicle Repair & Maint		Equipment Repairs & Maint.	Small Equipment	Mutual Aid Pavroll	On Compliance/Training	NAME	
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\$0.00		5,549.00	700.00	5,000.00	(151.00)			(5,549.00)						(0)0.000	(5 549 00)		5,136.00	460.00		276.00	4,400.00	5,287.00		5,287.00			come from	(5.700.00)	40,540.00	10,892.00	250.00		1,000.00	750.00	800.00	7,492.00		600 00	17-18 Adopted	
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\$0.00		6,249.00	1,400.00	5,000.00	(151.00)			(6,249.00)						1117	(6 249 00)	151.00	5,136.00	460.00		276.00	4,400.00	5,287.00		5,287.00		nds see page 3	come from	(6,400.00)	41,240.00	10,892.00	250.00		1,000.00	750.00	800.00	7,492.00		600 00	17-18 AMEND	
			For tree removal at Alleghany firehouse & to balance budget (most likely will not have to buil it out)	\$5,000 from Pike City Firehouse fund (seperated \$700 compared to original adopted)	ng into streetlight f			CHANGE IN CASH)						This line will match Quickbooks Income Statement Net profit or (loss).		overhead account # 6265.1 to balance with P&L AND show the right net	Streetlight portion of county management fee has to be subtracted from										\$5,000 to come out of Pike City Building Fund FY 17/18 \$700 from contingency				5/16 should have \$5,000 for donation of 6740 auditor used diff. method to book it.				\$1,000 plus Volunteer Assistance 50/50 grant amount of \$6491.88			NOTES	