

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

January 16, 2019 6:30 pm Pike City Firehouse 100 Pike City Rd.

- 1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE
- 2. CONSENT CALENDAR
 - a) Approval of Agenda
 - b) Approval of Minutes for November 16, 2018
 - c) Approval of Treasurer's reports for November & December 2018
- 3. PUBLIC COMMENT The public may be heard before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Directors, and not on the posted agenda, provided that no action shall be taken by the board unless the matter is deemed urgent by a 2/3 vote.
- 4. INFORMATION/DISCUSSION ITEMS, STAFF &/OR COMMITTEE REPORTS
 - a) Correspondence
 - b) Committee/Member/Business Reports:
 - 1. Station 71 Chief's report
 - 2. Station 67 Chief's report
 - 3. AVFD Auxiliary
 - 4. PCVFD Auxiliary
 - 5. Risk Manager Report
 - 6. Board Member/Staff Reports
 - 7. Standing Committee Reports: Streetlight, Budget, Safety
 - 8. Information/Discussion item: Part 4 Non-profit/Special District research

5. ACTION ITEMS:

- a) Unfinished business:
 - 1. Ongoing Bylaws & Policy review and/or update:
 - 2. Alleghany Firehouse Project
 - 3. Pike City Firehouse Project
 - 4. Status of dispatch office in Alleghany
 - 5. Wayman Dam project
- b) New business
 - 1. Appoint Officers
 - 2. Accept audit for Fiscal Year 17/18
 - 3. Appoint PRCSD Representative for West Side Emergency Medical Services Committee
 - 4. Consider sending letter to Sierra County BOS re: proposed Oregon Creek Road closure
 - 5. Consider sending letter of concern regarding condition of Plumbago Mine Road
- 6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~ Next Regular meeting February 20, 2019 in Alleghany 6:30 pm. (LOOK AT SCHEDULE)

7. ADJOURNMENT

Upon request, Agendas will be made available in alternative formats to accommodate persons with disabilities. Please make your request to District Secretary, 100 Pike City Rd, Pike CA 95960 or plioceneridge@gmail.com 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 Pliocene Ridge CSD

Board of Directors

Date: Friday November 16, 2018

Location: Pike City Firehouse, 100 Pike City Rd.

1. CALL TO ORDER: The meeting was called to order at 6:35 pm by President Babros. Board members present: Wayne Babros, Daniel Guyer, and Chris Mills. Bruce Coons & Gracie Knowles were absent. Also present were Pike City Assistant Chiefs Jim Buckbee & Tom Starr and Alleghany Assistant Chiefs David Arbogast & Ned Cusato, AVFD auxiliary Secretary Vicky Tenney and PCVFD auxiliary President Roland Robertson. Pliocene Ridge CSD Secretary Rae Bell Arbogast was present and took the minutes. Flag Salute.

- 2. <u>CONSENT CALENDAR</u>: There was one correction to each item on the consent calendar. A motion was made by Daniel Guyer to approve the consent calendar with corrections, 2nd by Chris Mills. 3 Ayes, 0 Nayes, 2 Absent, 0 Abstain, 0 Vacant, Motion carried.
- **3. PUBLIC COMMENT**: President Babros reported that Michael Miller wished to notify the PRCSD Board that the road to the Plumbago is very bad. Wayne also reported that Alleghany resident Madeleine Hamb wanted to know about an evacuation plan for Alleghany, it was noted that no plan is currently in place other than making sure that everybody is signed up for Code Red. Both of these items will be agendized for future discussion.

4. INFORMATION/DISCUSSION ITEMS

a) Correspondence: Incoming: Letter from Public Utilities Commission stating that they have closed our file, signed contract for services for Mark Jokerst for Engineering and a feasibility study for the Alleghany Firehouse Improvement Project, Notification from the State Controller that effective Jan. 1, 2019 the thresholds for the Uniform Construction Cost Accounting Act are being raised to \$60,000 for using your own labor force or negotiating a contract and to \$200,000 for the informal bidding procedures. Projects over \$200,000 are subject to the formal bidding process. Invitation from PG&E to participate in a test of their new emergency procedures (this was cancelled because of the Camp Fire) Renewal of approval to provide AED services from Norcal EMS

Outgoing: Two quarter's worth of Continuing Quality Improvement (CQI) reviews sent to Norcal EMS, application for free NOLAXONE units mailed to the State Health Dept, Letter to the USFS District Ranger Alonzo Henderson introducing the district and inviting him to attend a PRCSD meeting, letter to AVFD Board of Commissioners as approved at the October meeting, signed contract for services sent to Mark Jokerst.

b) Committee/Member/Business Reports:

1. Alleghany Assistant Chiefs David Arbogast & Ned Cusato reported that there was a joint CQI review held at the Pike Firehouse on November 8th. It included a training on how to use the Narcan Spray for opiate overdoses. Two crew members are attending a Hazmat Training in N. San Juan this coming weekend, there have been two medical calls since the last meeting, one at the Lower Plumbago Mine and one in Forest City. A landing zone was set up at the corner of Ridge Rd. and Pliocene Ridge Rd for the call in Forest City. It worked well. They have mostly been training on ways to compensate for the lack of hydrant water due to construction of the new water tank in Alleghany.

- 2. Pike City Assistant Chiefs Tom Starr & Jim Buckbee Reported that they helped with the control burn by Forest City with water tender 6790. The water tender needed new tires and rims. (item under new business)
- 3. AVFD Auxiliary: Vicky Tenney reported that they had their board meeting earlier that week. They discussed their bylaws among other things. They cancelled their December meeting.
- 4. PCVFD Auxiliary: Roland Robertson reported that they are working on their Christmas dinner and raffle. It will be held on Saturday December 15th at 6pm. They will provide Ham and Turkey and ask folks to bring a side-dish or dessert to share. They've gotten lots of donations for the raffle already and will be starting their raffle ticket sales on Tuesday. Their newsletter will be going out soon.
- 5. Risk Manager Report: Nothing new to report.
- 6. Board Member/Staff reports: Rae Bell reported that the phone problem seems to be fixed and AT&T has closed the case as mentioned under "correspondence".
- 7. Standing Committee Reports: Streetlights: President Babros reported that Alleghany resident Madeleine Hamb wanted to follow-up on her streetlight shield request. Rae Bell reported that the order was placed back in April or May but PG&E has not responded to multiple requests to get it done. She will send a follow-up email to PG&E but with all of the fires it is not likely they will get to it anytime soon.
- 8. Non-profit/Special District Research: Part 3 of the research was included in the meeting packet. There was one correction to the "footnote". The PCVFD bylaws have NEVER made reference to functioning as a fire dept. Rae was confusing their administrative regulations with their bylaws. A corrected copy will be included with the minutes. PCVFD has not discussed this yet. There were no other comments.

5. ACTION ITEMS

- a) Unfinished Business
- 1. Ongoing Policy & Procedure review/update: The changes to the bylaws as provided were approved with one minor addition to the "definitions" to add the word "staff" to the definition of "employee" A motion to accept the changes was made by Daniel Guyer 2nd by Wayne Babros. 3 Ayes, 0 Nayes, 2 Absent, 0 Abstain, 0 Vacant, Motion carried.
- 2. Alleghany Firehouse project: Rae Bell reported that engineer Kip Lybarger surveyed the lot on Tuesday November 13th. The boundary between the cabin and the firehouse IS on the fence line. He will be drawing up the plot plan based on his survey at no charge to the district.

It was also reported that in starting his feasibility study Mark Jokerst found that the proposed 8 foot wide roof extension will increase the load on the existing building too much. Daniel Guyer explained that if an addition increases the roof load of a building by a certain percent you have to bring the entire building up to code. The concrete work will not increase the load on the building, only the roof extension presents a problem.

Rae explained that Mark is looking into a "freestanding" structure for the roof portion of the project as this would negate the upgrade requirement for the entire building.

3. Pike Firehouse projects: Daniel Guyer painted the staircase. The exit sign is up and just a few minor things are needed for the job to be completed.

There was a question asked about possibly installing a chair lift on one of the staircases. Roland explained that he did consult with an "acorn" representative about this several years ago but it just would not work with the inside staircase. Since the new outside staircase is a straight shot possibly that can be looked at some time in the future.

- 4. *Dispatch Office in Alleghany:* Vicky Tenney reported that the OES grant was approved. However; a couple of meetings have to happen before they can spend the money. It will be some time after the first week of February before the funds can be spent.
- 5. Wayman Dam Project: Tom Starr reported that he talked to Bill Adasiewicz and who did get a response from the Forest Service. Because the area is spotted owl habitat there are noise restrictions that will have to be followed. Bill has to get a document to Heather with the Forest Service to keep things moving forward.
- d) New Business
- 1. 2019 meeting calendar: A motion to accept the Calendar as presented was made by Daniel Guyer 2nd by Chris Mills 3 Ayes, 0 Nayes, 2 Absent, 0 Abstain, 0 Vacant, Motion carried.
- 2. Renew Rae Bell's Contract: After a brief discussion a motion to extend Rae's existing contract through the end of the fiscal year was made by Daniel Guyer, 2nd by Wayne Babros 3 Ayes, 0 Nayes, 2 Absent, 0 Abstain, 0 Vacant, Motion carried.
- 3. Resolution 2018-069 in appreciation of the PCVFD Auxiliary for the staircase project completion. A motion was made by Wayne Babros 2nd by Daniel Guyer to approve the resolution. 3 Ayes, 0 Nayes, 2 Absent, 0 Abstain, 0 Vacant, Motion carried.
- 4. Approval of emergency expenditure for rims and tires for water tender 6790: A motion to approve the emergency expenditure in the amount of \$1,833.10 to come out of the General Fund was made by Daniel Guyer 2nd by Chris Mills. 3 Ayes, 0 Nayes, 2 Absent, 0 Abstain, 0 Vacant, Motion carried.

NEXT MEETING AGENDA ITEMS

The next regular meeting is scheduled for January 16, 2019 at the Pike City Firehouse. Appointment of Officers needs to be on the agenda.

ANNOUNCEMENTS None

ADJOURNMENT:

There being no further business before the board the meeting was adjourned at 7:32 PM.

Respectfully submitted,

Rae Bell Arbogast Secretary



${\bf P} liocene \; {\bf R} idge \; {\bf C} ommunity \; {\bf S} ervices \; {\bf D} istrict$

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

plioceneridge.org

Treasurer's Report for November 2018

	eneridge of Philosophic Control		Beginning Checking Acc	count Balanc	e \$	4,726.69
	Date	From:	For:			Amour
			Deposits Total		\$	-
Ck#	Date	То:	For:			
2494	11/7/18	Morgan Tire	Rims and Tires for water tender 6790)	\$	1,833.10
710	11/7/18	AT&T	2 months		\$	77.30
			Phone Alleghany	\$ 38.68		
			Phone Pike	\$ 38.68		
711	11/7/18	Sierra County Tax Co	ollector		\$	257.1
			Solid Waste Fee Alleghany	\$ 116.90)	***************************************
			Solid Wase Fee Pike	\$ 140.28		
712	11/7/18	Banner communica	t 2 radio batteries for Pike		\$	49.2
713	11/7/18		Calif. Special Districts Assocation		\$	177.0
714	11/7/18	Suburban Propane	tank rental Alleghany		\$	65.0
EFT	11/2	PG&E			\$	474.1
			PG&E Alleghany	\$ 61.10	l 	
			PG&E Pike	\$ 73.52	· ·	
			Streetlights - Forest	\$ 21.80) 	
	,,,,,		Streetlights - Alleghany	\$ 317.70	l 	
715	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	VOID				
716	11/13/18	Solon Fire	Annual Fire Extingquisher maint. Pike	<u> </u>	\$	88.1
EFT	11/28/18	WA Bank Credit Car			\$	388.4
	***************************************	Fire Penny	Scotty Foam Pack Alleghany	\$ 148.86		
		Lowes Plumbing	Plumbing parts Pike Firehouse	\$ 46.40		
		Habor Freight	jack, airhose & fittings Pike	\$ 144.52		
		econo gas	fuel Pike	48.6 Expenditures		3,409.5
·····	Reserve Accoun	· · · · · ·	1	Expenditures	, .	3,409.5
	Contingency		Ending Checking Acc	ount Balance	e \$	1,317.1
Allea	hany Fire Unallocated					
	City Fire Unallocated		Starting Savings acc	count balance	e \$	15,694.2
	Streetlights			interest earne		-
	Pike City Firehouse		1	transfer to che	ecking	l
	Pike City Engines		1	transfer to FU	NDS	
	Alleghany Firehouses	\$ 822.37	Ending Savings Acc	count Balance	e \$	15,694.2
	Alleghany Engines					
	Interest Earned	\$ 3.69	General Fund (accounts listed a	bove) Total	\$	17,011.4
Re	serve Account Total	\$ 50,706.76				
nsfer for E	mergency Response i	n July not done yet.		nrting Balanc Interest earne		50,706.70
			trai Reserve account Er	nsfer from sav nding Balanc	-	50,706.7
			Total ALL FUNDS		\$	67,718.1
ified agains	st bank statement by:)	(Name Printed			



Pliocene Ridge Community Services District

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

plioceneridge.org

Treasurer's Report for December 2018

	Ceneridge ord, Piliter		Beginning Chec	king Accoun	t Balance	\$	1,317.16
	Date	From:	For:				Amoun
	12/31/18	Savings			······································	\$	5,000.00
			Deposits Total			\$	5,000.00
Ck#	Date	То:	For:				
717	12/3/18	Mountain Messnger	r Budget hearing notice	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		\$	30.00
718	12/3/18	AT&T		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		\$	38.47
			Phone Alleghany	\$	19.24		
			Phone Pike	\$	19.23		
EFT	12/3/18	PG&E				\$	452.51
			PG&E Alleghany	\$	40.49		
			PG&E Pike	\$	72.56		
			Streetlights - Forest	\$	21.78		
••••••			Streetlights - Alleghany	\$	317.68		
EFT	12/18/18	WA Bank Credit Car	d		.,,	\$	126.79
******************	Wall Mart	wiper blades for 67	00, anti freeze, flash drive	\$	49.74		
*************	Amazon	to be reimbursed b	ack to district	\$	77.05		
719	12/31/18	Suburban Propane	Propane Alleghany Firehouse		***************************************	\$	109.53
EFT	12/31/18	PG&E				\$	566.13
***********			PG&E Alleghany	\$	85.14	•••••	
***************************************			PG&E Pike	\$	123.71	•••••	
***************************************			Streetlights - Forest	\$	21.80	********	***************************************
			Streetlights - Alleghany	\$	335.48		
			<u> </u>	Exper	nditures T	\$	1,323.43
	Reserve Accour]				
	Contingency		Ending Chec	king Account	Balance	\$	4,993.73
	eghany Fire Unallocated		-				45.004.00
Pi	ke City Fire Unallocated		Starting Saν	ings accoun		\$	15,694.26
	Streetlights		_		st earned	\$	1.19
	Pike City Firehouse				to funds	\$	(600.00)
	Pike City Engines			transfer to	_	\$	(5,000.00)
	Alleghany Firehouses		Ending Sav	ings Account	Balance	\$	10,095.45
	Alleghany Engines					_	
	Interest Earned		General Fund (accounts	listed above	lotal	\$	15,089.18
	Reserve Account Total	\$ 51,810.60					
				ount Starting	*	\$	50,706.76
			Deposit from Museum fundra			\$	500.00
			Transfer from Savings for July	Em. Service P	ike	\$	600.00
					st earned	\$	3.84
			Reserve ac	count Ending	Balance	\$	51,810.60
			Total ALL I	FUNDS		\$	66,899.78
ied agai	inst bank statement by: 1	X	Name Printed				
				Title			

PART 4 prepared for PRCSD meeting 1/16/19

Public Agency

- The President shall NOT also be a Manager or Fire Chief.
- The Treasurer shall NOT also be a director.
- The Secretary may be a board member for Community Services Districts but not for County Water Districts.
- Board members should not be managers. (Strict division between board and management).
- Subject to annual audit requirements.
- Subject to Fair Political Practices Act.
- Subject to State Controller's reporting requirements.
- Subject to Brown Act.
- Subject to Public Records Act.
- Subject to State-mandated budget adoption requirements.
- Board members must be registered voters of the district.
- Subject to State Election Code.
- Minimal reporting requirements to Secretary of State (changes to board or officers must be reported).
- Regulated by code and various agencies depending on primary role. (For example water districts are regulated by the State Division of Drinking Water).
- No tax filing requirements (other than payroll or sales tax if selling merchandise).
- Conflicts between agencies are settled by the Local Agency Formation Commission.
- Donations to the entity that are for the Public Benefit ARE tax-deductible (same as donations to non-profit organizations).

This information is based on continuing research and consultation with three Certified Public Accountants and two Attorneys; as well as, advice from the California Special District's Association. It is subject to change. ~ Rae Bell January 2019

Non-Profit Corporation

- Unless another person is appointed to the position the President IS the Chief Executive Officer (i.e. General Manager).
- The Secretary and Treasurer may also be board members, but the President cannot serve as either.
- Board members may act as managers as defined in the corporations' by-laws and/or policy.
- Only subject to the Brown Act if it is the recipient of Public Funding or if required to provide board members to sit on a public agency board or if required to perform specific services for a public agency (this is a legal gray area). These "requirements" would be outlined by agreement/bylaws and/or policy (not law).
- Only subject to the Public Records Act IF subject to the Brown Act as outlined above.
- No residency requirement for Board Members, Officers or Members (if the entity has members). Any residency requirements are outlined in bylaws adopted by the organization (not law).
- Secretary of State filing required everyother year.
- If non-profit corporation has members, then the members elect the Board of Directors, the Board appoints officers.
- If non-profit corporation has members, then changes to the bylaws must be approved by the membership. (Vote of majority of ALL current members NOT required. Majority of ballots RECEIVED is all that is needed).
- Oversight at State Level provided by the Attorney General's Office.
- Subject to tax filing requirements.
- Donations to the organization ARE taxdeductible to the full extent of the law.
- May partner with a public agency in order to fulfill its mission (make donations to Public Agency for "Public Benefit).

FY 18-19

			12 44 Aptical	12 11 004:10	21 46 Actin 45 47 Actin 17 48 Actin	16 17 004112	17 19 Action	18-19
	acc#	NAME	13-14 Actual	I4-13 Actual	13-10 Actual	10-11 Actual	1/-10 Actual	Budget
	7230	Op Compliance/Training	\$443	\$984	\$637	\$343	\$217	\$600
Λ		Small Equipment	\$2,994	\$592	\$1,260	\$6,001	\$1,263	\$1,000
ue		Equipment Repairs & Maint.		\$135		\$136	\$826	\$850
цß	7350	Fuel	\$793	\$362	\$177	\$106	\$422	\$300
jei	7630	Vehicle Repair & Maint.	\$2,811	\$78	\$546	\$51	\$148	\$1,000
IA	7660	Supplies	\$125	\$0	\$638	\$194	\$196	\$300
		AVFD Chief's Budget Subtotal	\$7,165	\$2,150	\$3,258	\$6,831	\$3,072	\$4,050
	8230	Op Compliance/Training	\$725	\$1,111	\$684	\$338	\$668	\$600
Y	8300	Small Equipment	\$2,202	\$3,388	\$5,016	\$2,268	\$9,578	\$2,000
}! C	8301	Equipment Repairs & Maint.	\$279	\$713	\$711	\$278		\$850
) (8350	Fuel	\$526	\$602	\$469	\$465		\$756
įΚε	8630	Vehicle Repair & Maint.	\$190	\$550	\$836		\$564	\$1,000
ld.	8660	Supplies	\$404	\$335	\$560	\$51	\$122	\$300
		PCVFD Chief's Budget Subtotal	\$4,326	669'9\$	\$8,276	\$4,231	\$11,790	\$5,506
						,		
	Total Ope	Total Operating Expense FIRE	\$39,388	\$38,377	\$31,287	\$27,068	\$54,657	\$29,250
	FIRE SERV	FIRE SERVICES ONLY NET CHANGE	\$8,843	\$6,921	\$6,218	\$15,548	(926\$)	80
	This numb	This number does not account for fund withdrawa	ithdrawals listed at end of document	d of document				
				5				

				-	· · · · · · · · · · · · · · · · · · ·	i	חממפר
Streetlight Tax Revenue	\$5,004	4	\$4,873	\$4,873	\$5,072	\$5,287	\$5,287
Streetlight Donations			\$465				
Streetlight Income Total	\$5,004	. 4	\$5,338	\$4,873	\$5,072	\$5,287	\$5,287
Streetlight Expense Alleghany	\$4,49	. 2	\$4,288	\$4,343	\$4,353	\$2,489	\$3,804
Streetlight Expense Forest	\$538	ω	\$513	\$273	\$222	\$214	\$264
Streetlight Admin. Expenses			\$81			\$476	
Streetlight portion county management fe	\$438	ω	\$439	\$458	\$455		\$460
Streetlight Expense Total	\$5,472	2	\$5,320	\$5,074	\$5,030	\$3,178	\$4,528
Lights Net Income or (LOSS)	(\$467)	(2)	\$18	(\$201)	\$42	\$2,109	\$759
Income Statement net change	\$8,376	. 9	\$6,939	\$6,017	\$15,591	\$1,133	\$759
CASH FLOW ADDITIONS AND DELETIONS							
NET PROFIT (LOSS)	8		\$ 6:639	6,017 ; \$	15,591	\$ 1,133	
(increase) decrease in Accounts Receivable	\$ (1,448)		3,462 \$	(1,133): \$	951	(414)	
(decrease) increase in Account Payable	\$ 4,269		(3,226): \$	(423): \$	565	\$ (736)	
Other BalanceSheet Changes	\$ 318	ω					
CHANGE IN CASH FOR PERIOD	\$ 11,515	5 \$	7,175 \$	4,461 \$	17,107	\$ (103)	\$ 759
Cash Beginning of Period	\$ 35,626			54,316 : \$	58,777	\$ 75,884	
Cash End of Period	\$ 47,141	.1:\$	54,316 ; \$	\$ 2777 \$	75,884		
Fund Additions	\$ (3,235)	\$ (5)	(5,726) \$	(340) \$	(6,549)	(4,909)	\$ (759)
Fund Withdrawals	\$ 1,107	i	j	201			
Contingency Fund withdraw or (add)		မှ	(2,400) \$	(4,000) \$	(10,000)		
Total (moved to) or taken from funds	\$ (2,12	28); \$	\$ (8888)	(4,139) \$	(16,549)	\$ 91	\$ (759)
NET - with cash flow adjust & reserve fund							
transactions included.	\$ 9,069	\$	287 \$	323 \$	557	\$ (12)	· &
Docorro Funds at Voar and (lune 30th)	12/44		14/45	24.74	1707	27.17	
2 2	8 100 00	в	10 500 00 \$		- 1	21 50	
	5	·				`:	
Diko City Fire Unallocated		-		9:6		:	
Pike Oily Fire Orlailocated	1	-:-	. ز ز			:	
Streetlight Fund	_			}		:	
Pike City Firehouse:			7,209.39 \$	7,300.04	7,308.14		
Pike City Engines	2				8 8		
Alleghany Firehouse	\$ 695.26	8	695.26 \$	695.26		\$ 822.37	
Alleghany Engines	_		7,096.70		7,446	\$ 7,446.25	
L				CONTRACTOR CONTRACTOR ASSESSMENT			