



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

Board of Directors

Date: Thursday March 18, 2021 6:30 pm

Via conference call due to COVID 19 restrictions

**1. CALL TO ORDER:** The meeting was called to order at 6:33 pm by President Guyer. Board members present Daniel Guyer, Larry Allen, Grace Knowles and Bruce Coons who joined the meeting late. Chris Mills had reported that he could not attend. Also present were District Chief Chris Dorn and Alleghany Assistant Chief David Arbogast, PCVFD non-profit President Roland Robertson & Treasurer Denise Ruane. Public present: Vicky Tenney and Sierra County Supervisor Lee Adams. Secretary Rae Bell Arbogast was present and took the minutes. The Flag Salute was waived.

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

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

**A motion was made to approve the consent calendar by Larry Allen, 2<sup>nd</sup> by Grace Knowles**

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

**3. PUBLIC COMMENT:** None

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

#### **a) *Correspondence***

**Incoming:** Annual Report from Golden State Risk Management Authority. **Outgoing:** A thank you letter was sent to Architect Bruce Boyd for doing the ADA survey for the Pike Firehouse. A letter was sent to the Sierra County Board of Supervisors requesting that the district be approved to bill the title III fund for Firewise Community Administrative costs.

#### **b) *Committee/Member/Business Reports:***

1. *Station 71 Chief's report* ~ Assistant Chief David Arbogast reported that both Alleghany & Pike Fire departments attended an extrication training hosted by Downieville Fire on February 27<sup>th</sup>, it was also attended by members of the Camptonville Fire Dept and Sierra City fire Dept. On-the-ground training has resumed. There was one medical call (actually at the end of the last PRCSD meeting) SNMH ambulance came and picked up the patient. No other calls since the last meeting.

2. *Station 67 Chief's report:* ~ Chief Dorn reported that the number of runs has been light. He is glad to get back to training on-the-ground.

3. *AVFD Inc. Non-Profit Corp:* ~ No board member was present but Vicky Tenney reported that they had attended the Ad Hoc Committee meeting to review the latest version of the draft MOU.

4. *PCVFD Non-Profit Corp: report* ~ President Roland Robertson also reported that they had attended the Ad Hoc Committee meeting to review the latest version of the draft MOU. They recently sent out a newsletter and are working on the next one.

5. *Firewise Community Certification Project* ~ Report provided in writing (attached to these minutes).

6. *Risk Manager Report:* No report.

7. *Board Member/Staff reports:* Report provided in writing (attached to these minutes) Everyone was reminded that the form 700s for 2020 are due by April 1<sup>st</sup>. Ethics and harassment prevention training are due in May.

## **5. ACTION ITEMS**

### **a) *Unfinished Business***

1. *Bylaws-Policies* – The draft firehouse rental policy was provided as part of the meeting packets as well as a written report (see District Manager’s report). After a discussion Rae Bell was instructed to develop a draft policy for non-rental use of the firehouses for board consideration.

2. *Firehouse projects and ADA compliance:* Report provided in writing. Roland stated that he read the ADA survey for the Pike Firehouse that Bruce Boyd put together and it is a really good document. There is a lot of work to do.

3. *Pending grants:* Report provided in writing.

4. *Status of MOU between the district and the non-profit corporations:* It was reported that the most recent Ad Hoc committee meeting went well. A copy of the new draft was provided at the meeting but not in time to be an official agenda item. Both non-profit boards are going to review it first, then it will come back to the PRCSD board for consideration.

There was a question about having the insurance company review it. There was a split consensus but eventually it was decided not to do it.

### **b) *New Business***

1. *Resolution #21-079 to update the signature card at the bank.* After a discussion it was decided to include all the directors on the new signature card. It was also decided to add Larry Allen to the safety deposit box so that Daniel Guyer and Larry Allen would on the box. **Motion made by Bruce Coons, 2<sup>nd</sup> by Grace Knowles Ayes: Allen, Coons, Guyer, Knowles Nays: none Absent: Mills Abstain: none ~ Motion carried.**

2. *Discussion about ADA access for district board meeting at the Pike firehouse.* It was noted that the stairs up to the multi-purpose room are an issue for some people. This ties directly into the recent survey that was done. Using the engine bay as an alternative location was discussed but currently there is no heat. In warmer months the meeting could be held down there. Since the next meeting is scheduled for April it was decided to discuss the situation again. One option might be to hold the meeting by phone conference if it is cold until a heater can be installed. Public meetings are the main area of concern for ADA compliance and potential liability.

**ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS** The next regular meeting is scheduled for April 15, 2021 in Alleghany.

### **ADJOURNMENT:**

There being no further business before the board, the meeting was adjourned at 7:19 PM.

Respectfully submitted,

  
Rae Bell Arbogast  
Secretary



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

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### 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: 3/18/21

In the following location(s):

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

On 3/14/21 (date)

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

Signed under penalty of perjury: X   
Rae Bell Arbogast



## Pliocene Ridge Community Services District

100 Pike City Road  
Pike City, CA 95960

plioceneridge.org

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

**March 18, 2021 6:30 pm**

**Conference call 978-990-5144 Access code 6919768**

#### 1. ESTABLISH QUORUM, CALL TO ORDER

#### 2. CONSENT CALENDAR

- a) Approval of Agenda
- b) Approval of Minutes for February 18, 2021
- c) Approval of Treasurer's report for February 2021

**3. PUBLIC COMMENT:** Complaints about individuals are to be submitted in writing per Article II section 15 of the bylaws. The public may be heard before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Directors, and not on the posted agenda, provided that no action shall be taken by the board unless the matter is deemed urgent by a 2/3 vote.

#### 4. INFORMATION/DISCUSSION ITEMS, STAFF &/OR COMMITTEE REPORTS

- a) Correspondence
- b) Committee/Member/Business Reports:
  1. Station 71 Chief's report
  2. Station 67 Chief's report
  3. AVFD Inc. non-profit corporation
  4. PCVFD non-profit corporation
  5. Firewise projects
  6. Board Member/Staff Reports - FORM 700s due by April 1<sup>st</sup>. Ethics & Harassment Prevention training due in May.

#### 5. ACTION ITEMS:

- a) Unfinished business:
  1. Ongoing Bylaws & Policy review and/or update: Review draft firehouse rental policy, what about non-rental use that serves the community? - written report provided.
  2. Firehouse Projects & ADA Compliance – written report provided.
  3. Pending Grants – Homeland Security, CDF 50/50, USDA Alleghany firehouse project
  4. Status of attorney consult and MOU between the District and the non-profit corporations. Report on March 16<sup>th</sup> Ad Hoc Committee meeting.
- b) New business
  1. Resolution # 21-079 to update signature card at bank (contains confidential bank info. no copy provided)
  2. Discussion about ADA Access for district board meetings held at the Pike Firehouse.

#### 6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~

Next meeting date April 15th in Alleghany (if COVID situation allows it). Next meeting agenda items: **Cal Fire 50/50 grant application due no later than May 4<sup>th</sup>. Resolution to apply must be on the April agenda.**

**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.



# Pliocene Ridge Community Services District

Serving the Communities of Allegheny, Forest City and Pike City  
 100 Pike City Road  
 Pike City, CA 95960  
 plioceneridge.org

## Treasurer's Report for February 2021

**DEPOSITS** Beginning Checking Account Balance \$ 14,216.67

Date	From:	For:	Amount

**Deposits Total \$ -**

### EXPENDITURES

Ck #	Date	To:	For:	Amount
EFT	2/1	PG&E	(detail below)	465.49
			PG&E Allegheny Firehouse Station 1	\$ 86.23
			PG&E Pike Firehouse	\$ 96.19
			Streetlights - Forest	\$ 17.19
			Streetlights - Allegheny	\$ 265.88
766	2/1	Norcal EMS	Rae Bell Arbogast EMT certification renewal	\$ 65.00
2579	2/2	AT&T	phones Allegheny and Pike \$22.02 each	\$ 44.04
2580	2/2	Boden, Klein & Sneesby	Audit for Fiscal year 19/20	\$ 2,600.00
2581	2/2	Suburban Propane	Pike Firehouse	\$ 47.22
	2/18	Transfer to Savings account		\$ 8,000.00

**Expenditures/transfers Total \$ 11,221.75**

Reserve Account Detail	
Contingency	\$ 24,500.00
Allegheny Fire Unallocated	\$ 3,000.00
Allegheny Dispatch Office	\$ 700.00
Allegheny equipment	\$ 1,261.84
Pike City Fire Unallocated	\$ 7,000.00
Streetlights	\$ 5,195.48
Pike City Firehouse	\$ 3,064.76
Pike City Engines	\$ 5,188.60
Allegheny Firehouse	\$ 1,409.37
Allegheny Engines *	\$ 15,770.39
Interest Earned	\$ 9.94
<b>Reserve Account Total</b>	<b>\$ 67,100.38</b>

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

<b>Ending Checking Account Balance</b>	<b>\$ 2,994.92</b>
<b>Starting Savings account balance</b>	<b>\$ 15,313.32</b>
transfer from checking	\$ 8,000.00
interest earned	
<b>Ending Savings Account Balance</b>	<b>\$ 23,313.32</b>
<b>General Fund (accounts listed above) Total</b>	<b>\$ 26,308.24</b>
<b>Reserve account Starting Balance</b>	<b>\$ 67,100.38</b>
interest earned	
<b>Reserve account Ending Balance</b>	<b>\$ 67,100.38</b>

Report prepared by Rae Bell, Treasurer

**Total ALL FUNDS \$ 93,408.62**

Verified against bank statement and QB balances by: X

Name Printed

Note: Savings and Fund accounts are reconciled quarterly.

title



## Pliocene Ridge CSD District Manager's report

Meeting date 3/18/2021

### Agenda item 4b 5. Firewise Projects

**Pike Firewise Community:** The application that was submitted last month was bounced back for a revision of the three-year action plan. They want it in a different format divided by year rather than priority. A revision has been drafted and hopefully it will have been re-submitted by PRCSD's March 18<sup>th</sup> meeting date.

Another person has joined the Pike firewise committee: Jenny Berry.

**Alleghany Firewise Community:** The risk assessment is approximately 95% completed. The action plan was started but will be reformatted based on the feedback that we got for the Pike Application.

**Title III \$** As discussed at last month's meeting, a letter was sent to the Sierra County Board of supervisors requesting reimbursement to the district for Firewise administration. (Copy of letter linked on this month's meeting page). After getting our letter, Van Maddox put together the BOS proposal for Pike and Alleghany to be allocated \$2,500 each. (Sierra City and Sierra Brooks received similar allocations). The item was included on the March 9<sup>th</sup> BOS meeting agenda. It was approved but there is a 45-day public comment period before final approval can take place. Thanks to Lee Adams and Van Maddox for putting this together and for advocating on our behalf.

### Agenda item 5.a 1. Firehouse use

The draft rental policy that was developed in 2015-16 is included in the online meeting documents. I thought that we should review the list. The most notable progress that has been made is the completion of the staircase at the Pike Firehouse which provides a second exit. (This all ties into the ongoing ADA projects)

Occasionally, the district gets requests for firehouse use for community functions such as memorial services for long-standing fire department supporters or the recent request to use the Pike Firehouse for AA meetings. These are non-rental requests that are in the interest of community service and for which a historical precedent has been set.

The district should have a board adopted policy in place that guides management on how to deal with these types of requests and that provides the authorization for doing so. The alternative is to require board approval for all such use which (in my opinion) puts the board in a "management" position and delays action.

I am seeking board guidance for drafting such a policy. One solution might be to add a line item to the Chief's job description that provides authorization to handle such requests. The Chief could then delegate the job if necessary. Typically, these requests come to my attention and I contact all involved parties (the applicable non-profit and fire chief(s)) to see if there are any scheduling conflicts. I also verify that a member of the District's staff (or a person delegated by the Chief) will be in attendance as a responsible party to open and lock up the building. Is this adequate?

## Agenda item 5.a 2. Firehouse projects and ADA compliance

**Pike Firehouse ADA Compliance:** The ADA Survey was completed by Bruce Boyd. It is a spiral bound document that is quite large. I requested a digital file and he sent me a drop box link, but I can't download it. I suggest that we share the hard copy that was sent and/or take it apart and scan it.

**Alleghany Firehouse ADA Compliance:** American Concrete did a site visit on February 28<sup>th</sup> and provided an estimate for the concrete work at prevailing wage. (He was in the area that day to look at another job) The estimate is approximately \$50,000 but they don't usually do prevailing wage jobs. He referred me to DMCE Inc.

A meeting was held on March 4<sup>th</sup> with Chris Dorn, Ned Cusato, Dan Guyer and David & Rae Bell Arbogast in attendance. It was decided to get estimates for the concrete work and the erection of the steel frame. The idea is to do the remaining work with volunteer labor.

Several contractors have been contacted since March 4<sup>th</sup> seeking estimates but the job is too small for most prevailing wage contractors to even consider. As of this writing I am hoping that DMCE will provide an estimate. They have been provided with a copy of the plans.

Once we have an updated budget put together, we will have to revisit how to fund the 25% that USDA will not cover. A combination of existing funds, fundraising and applying for a loan might be doable. The search for other funding sources continues. Unfortunately, Sierra County is not signed up for the Community Block Grant program, because that sounds like a perfect fit. Capital Improvement grants are hard to come by. If anyone becomes aware of any possibilities, please let me know.

As a participant in the California Uniform Public Construction Cost Accounting act (CUCCAC) the district does have the option to use its own labor force to complete projects of \$60,000 or less. Additionally, projects of up to \$60,000 can be done by negotiated contract or purchase order and projects from \$60,001 up to \$200,000 can be contracted by informal bidding procedures. All projects over \$200,000 require a formal bidding process. (This information is included here to refresh our memories). It is my understanding that if the district were to pay its own employees to do the work, prevailing wage would still be required. The project must be registered with the Dept. of Industrial Relations too.

## Agenda item 5.a Pending Grants

**Homeland security grants:** Nothing new to report.

**CDF Fireman's assistance 50/50 grant:** Everything has been ordered. The final invoice for the 2020 grant must be submitted no later than June 30<sup>th</sup>.

The new application for 2021 is out. The deadline to apply is May 4<sup>th</sup>. The Chief and assistant chiefs need to decide what (if anything) they want to order ASAP. The resolution to apply will have to be on the district's April meeting agenda.