



## Pliocene Ridge Community Services District

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

### Regular Meeting

Wednesday, April 17, 2013, 6:30PM, Station 71 Alleghany

### AGENDA

#### 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 I 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 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.

Members of the public shall be afforded an opportunity to address the Board on any Agenda items except closed session items. Reasonable time limits may be established. Government Code Section 11125.7. If you have any questions or require reasonable accommodations due to a disability, please contact the Board Secretary at 530-288-3326.

#### II APPROVAL OF AGENDA

#### III PUBLIC COMMENT

#### IV INFORMATION/DISCUSSION ITEMS

- A. Correspondence: 2/21/13 GSRMA input 2013/14 data; 3/4/13 form 700's and Coons Oath to Clerk; 3/8/13 Appointment/term of board members to Clerk; 3/11/13 WestAmerica Bank Resolution 13-050; 4/8/13 Bank Statements; 4/8/13 Treasurer's Invoice 1054.
- B. Committee/Member/Business Reports:
  1. Station 71 Fire Chief Hale
  2. Station 67 Fire Chief
  3. Station 71 Auxiliary
  4. Station 67 Auxiliary
  5. Risk Manager Dan Guyer
  6. Board Member Reports: Bruce needs training information

#### V ACTION ITEMS

- A. Approval of Minutes of February 20, 2013 Regular Meeting  
Approval of Minutes of March 1, 2013 Special Meeting
- B. Approval of Treasurer's Report dated February 28, 2013  
Approval of Treasurer's Report dated March 31, 2013  
Debit Card Expenses Report  
Budget adjustment for Treasurer compensation
- C. Unfinished Business:
  1. Status of Crown truck sale
- D. New Business
  1. Update fire dept. Standard Operating Procedures Manual
  2. Quarterly data backup, Jan-Mar 2013
  3. Annual Log300 Injury Report
  4. Loss Prevention & Incentive Program Report
  5. Authorization to apply for 2013 Cal Fire Grant.

#### VI NEXT MEETING AGENDA ITEMS:

VII ANNOUNCEMENTS The next regular meeting of the PRCSD Board of Directors is scheduled for May 15, 2013, 6:30pm Station 67 Pike City.

#### VIII ADJOURNMENT



**Pliocene Ridge Community Services District**

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

**REGULAR MEETING  
Wednesday, April 17, 2013, Station 71 Alleghany  
MINUTES**

A quorum was established and the meeting called to order at 6:31PM by Pres. Wayne Babros. Board members present: M. Womack, W. Babros, D. Guyer, T. Buckbee, *absent - MW* Bruce Coons. Also present: Chief Hale, Co Chief Jim Buckbee and Co Chief Tom Starr, and Treasurer Rae Bell Arbogast. Guests: Carol Wenger. Absent: Sup. Adams. Flag salute.

**APPROVAL OF AGENDA** Moved by D. Guyer, seconded by T. Buckbee to approve the agenda. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.**

**PUBLIC COMMENT** None *4*

**INFORMATION/DISCUSSION ITEMS**

**Correspondence:** WestAmerica Resolution13-050; Sierra Co sent list board member terms; Sierra Co sent Bruce Coons Oath of Office/Certificate of Appointment document;

**Committee/Member/Business Reports:**

**Station 71:** Chief Hale reported chief's rig out of service; 7150 back in service; ~~7180~~ *MW* ("new" vehicle) had water in oil. Forest Service came and hauled truck to Nevada City. It will take about 1 week to evaluate and determine if they will repair it. 7100--at May meeting we will review the expense history and determine if we will repair. Need to get blue book. 7140 still has electrical problems w/~~starting~~ *MW*. Need repair estimate. Need to check on Sierra Co. surplus vehicles. Bob reported that the NatGeo mapping we had hope for will not be happening.

**Station 67:** Grant assembled, to be mailed; equipment good, firefighter endorsement on Drivers License class T. Starr is taking will eliminate the A or B license w/ class C and endorsement.

**Auxiliary 71:** Per Bob Hale, nominations for officers to be sent; need to review phone tree; fundraiser for 6/15/13 Sixteen to One shareholders day.

**Auxiliary 67:** Held first 2013 meeting and set up calendar, Annual Mtg to be on 6/12/13.

**Risk Manager:** Got posters to put up in each firehouse.

**Board Member Reports: Mandated Training:** All board members need to renew mandated training. Rae will check with Donna re doing a repeat of the training.

**FCC Radio License** renewals Pike due June 2014, Alleghany due June 2013. Need to correct addresses/names to reflect district. Rae will correct Pike when it comes due in 2014. Need to add repeater to agenda for May.

**Street Lights:** Light by Jackie Whites out again. Wayne will follow up.

**Dispatch:** Need someone since Vicky Tenney is not in town much. Suggest Auxiliary follow up.

**ACTION ITEMS**

**Approval of Minutes:** Moved B. Coons, seconded by T. Buckbee to approve the minutes of Regular Meeting of February 20 2013, as corrected. **Motion passed: 5 *4* Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.** Moved by D. Guyer, seconded by B. Coons to approve the minutes of the Special Meeting of March 1, 2013 as submitted. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.** *MW*

**Approval of Treasurer's Report:** Moved by M. Womack, seconded by D. Guyer to approve the Treasurer's Report of February 28, 2013. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.** mw

Moved by M. Womack, seconded by D. Guyer to approve the Treasurer's Report of March 31, 2013. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.** mw

The Treasurer reports no activity on the debit account. We need a copy of the gas log the county keeps so the Treasurer can reconcile the billing. Ned will supply a copy. Moved by M. Womack, seconded by B. Coons to approve opening an account with National Firefighter Corp. for batteries. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.** mw

**UNFINISHED BUSINESS**

*Status of Crown truck sale:* No report.

**NEW BUSINESS**

*Update Fire Dept. SOPs:* move to May

*Quarterly Data Back up, Jan-Mar 2013:* Received from Rae

*Annual Log300 Injury Report:* Done, Rae to get copy to Maris.

*Loss Prevention & Incentive Program (LPIP) Report:* Report done and approved by board.

*Authorization to apply for 2013 CalFire Grant:* T. Starr reviewed the grant. Moved by M. Womack, seconded by D. Guyer. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.** mw

**ANNOUNCEMENTS**

April 25, 2013, 7pm, Station 67 re CQI. Need to pick a date for Alleghany siren test.

April 30, 2013, 6pm, Ambulance Building in Alleghany re road closure.

The next regular meeting will be Wed., April 17, 2013, 6:30pm, Station 71 Alleghany.

**ADJOURNMENT** Moved by M. Womack, seconded by D. Guyer and passed unanimously to adjourn the meeting. So ordered by President Babros at 7:40pm.

Respectfully submitted,



Maris Womack  
Secretary

~~Minutes adopted~~ 5-17-13  
~~submitted or changed~~ mw  
 Date Initial





# 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: March 31, 2013

					Beginning Checking Account Balance	\$ 1,983.58
<b>Deposits</b>						
Budget Line #	Date	From:	For:		Amount	
.....						
.....						
.....						
<b>Deposits Total</b>					<b>\$</b>	<b>-</b>
<b>Expenditures</b>						
Budget Line #	Ck #	Date	To:	For:		
.....						
.....						
	2172	3/11	AT&T		\$	32.97
6172.2				Phone Alleghany	\$	18.58
6172.3				Phone Pike	\$	14.39
6176.2	2173	3/11	Brown's Gas Co.	Propane Alleghany	\$	279.44
	OL	3/25	PG&E		\$	509.32
6170.2				PG&E Alleghany	\$	53.19
6170.3				PG&E Pike	\$	85.27
9171.4				Streetlights - Forest	\$	40.69
9170.4				Streetlights - Alleghany	\$	53.19
.....						
<b>Expenditures Total</b>					<b>\$</b>	<b>821.73</b>
<b>Ending Checking Account Balance</b>					<b>\$</b>	<b>1,161.85</b>
<b>Starting Savings account balance</b>					<b>\$</b>	<b>6,697.85</b>
transfer from checking						
interest earned					\$	0.46
transfer to FUNDS						
<b>Ending Savings Account Balance</b>					<b>\$</b>	<b>6,698.31</b>
<b>Balance on Prepaid Cards &amp; Debit Card Account</b>					<b>\$</b>	<b>1,400.00</b>
<b>General Fund (accounts listed above) Total</b>					<b>\$</b>	<b>9,260.16</b>
<b>Restricted Fund account Starting Balance</b>					<b>\$</b>	<b>15,632.79</b>
interest earned					\$	1.91
transfer to checking						
<b>Fund account Ending Balance see budget sheet for detail</b>					<b>\$</b>	<b>15,634.70</b>
<b>Total ALL FUNDS</b>					<b>\$</b>	<b>24,894.86</b>

**Pliocene Ridge Community Services District  
Profit & Loss Budget vs. Actual YTD only**

July 1, 2012 through April 6, 2013

	Jul 1, '12 - Apr 6, 13	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4020.1 - Tax Revenue Fire	11,520.86	22,806.43	-11,285.57	50.5%
4030.1 - Donations Income District	0.00	0.00	0.00	0.0%
4030.2 - Donations Alleghany	0.00	1,006.24	-1,006.24	0.0%
4030.3 - Donations Pike	1,655.68	2,648.00	-992.32	62.5%
4040.1 - Grants District	480.00	1,000.00	-520.00	48.0%
4040.2 - Grants Alleghany	0.00	1,006.24	-1,006.24	0.0%
4040.3 - Grants Pike	0.00	1,006.24	-1,006.24	0.0%
4071.3 - Mutual Aid Income- Pike	1,903.32	1,903.32	0.00	100.0%
4082 - Other Income	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>15,559.86</b>	<b>31,376.47</b>	<b>-15,816.61</b>	<b>49.6%</b>
<b>Expense</b>				
<b>6000 - OVERHEAD EXPENSE CATEGORY</b>				
6170.1 - PG&E				
6170.2 - PG&E Alleghany	529.63	800.00	-270.37	66.2%
6170.3 - PG&E Pike	820.32	900.00	-79.68	91.1%
<b>Total 6170.1 - PG&amp;E</b>	<b>1,349.95</b>	<b>1,700.00</b>	<b>-350.05</b>	<b>79.4%</b>
6172.1 - Telephone				
6172.2 - Telephone Alleghany	187.16	185.00	2.16	101.2%
6172.3 - Telephone Pike	144.14	145.00	-0.86	99.4%
<b>Total 6172.1 - Telephone</b>	<b>331.30</b>	<b>330.00</b>	<b>1.30</b>	<b>100.4%</b>
6174.1 - Water				
6174.2 - Water Alleghany	396.00	396.00	0.00	100.0%
<b>Total 6174.1 - Water</b>	<b>396.00</b>	<b>396.00</b>	<b>0.00</b>	<b>100.0%</b>
6176.1 - Propane				
6176.2 - Propane Alleghany	908.68	700.00	208.68	129.8%
<b>Total 6176.1 - Propane</b>	<b>908.68</b>	<b>700.00</b>	<b>208.68</b>	<b>129.8%</b>
6180.1 - Insurance				
6185.1 - Liability Insurance	2,896.00	2,896.00	0.00	100.0%
6190.1 - Vehicle Insurance	460.00	460.00	0.00	100.0%
6193.1 - Property Insurance	684.00	684.00	0.00	100.0%
6195.1 - Work Comp	5,383.00	5,383.00	0.00	100.0%
6180.1 - Insurance - Other	0.00	0.00	0.00	0.0%
<b>Total 6180.1 - Insurance</b>	<b>9,423.00</b>	<b>9,423.00</b>	<b>0.00</b>	<b>100.0%</b>
6250.1 - Postage, copies & office supply	107.75	150.00	-42.25	71.8%
6265.1 - County Administration Fee	2,539.65	2,780.00	-240.35	91.4%
6270.1 - Bookkeeping	750.00	750.00	0.00	100.0%
6273.1 - Auditor Fees	5,693.95	5,500.00	193.95	103.5%
6280.1 - Property Assessments				
6280.2 - Solid Waste Fee Alleghany	67.94	67.94	0.00	100.0%
6280.3 - Solid Waste Fee Pike	122.30	122.30	0.00	100.0%
6280.1 - Property Assessments - Other	0.00	0.00	0.00	0.0%
<b>Total 6280.1 - Property Assessments</b>	<b>190.24</b>	<b>190.24</b>	<b>0.00</b>	<b>100.0%</b>
6295.1 - Building Repairs & Maint.				
6295.3 - Buildings Rep. & Maint. Pike	49.35	1,239.00	-1,189.65	4.0%
<b>Total 6295.1 - Building Repairs &amp; Maint.</b>	<b>49.35</b>	<b>1,239.00</b>	<b>-1,189.65</b>	<b>4.0%</b>
6296.1 - Payroll Expense- Mutual Aide				
6296.2 - Payroll Expense Alleghany	0.00	0.00	0.00	0.0%
6296.3 - Payroll Expense Pike	712.01	718.00	-5.99	99.2%
6296.1 - Payroll Expense- Mutual Aide - Other	0.00	0.00	0.00	0.0%
<b>Total 6296.1 - Payroll Expense- Mutual Aide</b>	<b>712.01</b>	<b>718.00</b>	<b>-5.99</b>	<b>99.2%</b>
<b>Total 6000 - OVERHEAD EXPENSE CATEGORY</b>	<b>22,451.88</b>	<b>23,876.24</b>	<b>-1,424.36</b>	<b>94.0%</b>
<b>7000 - STATION 71 EXPENSES</b>				
7230 - Compliance Alleghany	521.48	701.48	-180.00	74.3%
7300 - Small Equipment Alleghany	1,429.53	2,012.47	-582.94	71.0%
7301 - Equip. repair/maint. Alleghany	267.78	500.00	-232.22	53.6%
7350 - Fuel Alleghany	288.47	800.00	-511.53	36.1%
7630 - Vehicle Rep. & Maint. Alleghany	0.00	1,000.00	-1,000.00	0.0%
7660 - Supplies Alleghany	0.00	200.00	-200.00	0.0%
<b>Total 7000 - STATION 71 EXPENSES</b>	<b>2,507.26</b>	<b>5,213.95</b>	<b>-2,706.69</b>	<b>48.1%</b>
<b>8000 - STATION 67 EXPENSES</b>				
8230 - Compliance Pike	466.73	201.84	264.89	231.2%
8300 - Small Equipment Pike	2,111.58	2,468.99	-357.41	85.5%
8301 - Equip. repair/maint. Pike	0.00	500.00	-500.00	0.0%
8350 - Fuel Pike	348.45	800.00	-451.55	43.6%
8630 - Vehicle Rep. & Maint. Pike	98.48	1,000.00	-901.52	9.8%
8660 - Supplies Pike	38.71	200.00	-161.29	19.4%
<b>Total 8000 - STATION 67 EXPENSES</b>	<b>3,063.95</b>	<b>5,170.83</b>	<b>-2,106.88</b>	<b>59.3%</b>
<b>Total Expense</b>	<b>28,023.09</b>	<b>34,261.02</b>	<b>-6,237.93</b>	<b>81.8%</b>
<b>Net Ordinary Income</b>	<b>-12,463.23</b>	<b>-2,884.55</b>	<b>-9,578.68</b>	<b>432.1%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
9020.4 - Tax Revenue Street Lights	2,694.41	5,083.79	-2,389.38	53.0%

3:02 PM

04/06/13

Accrual Basis

### Pliocene Ridge Community Services District Profit & Loss Budget vs. Actual YTD only

July 1, 2012 through April 6, 2013

	Jul 1, '12 - Apr 6, 13	Budget	\$ Over Budget	% of Budget
9030.4 - Donations Streetlight Fund	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	<b>2,694.41</b>	<b>5,083.79</b>	<b>-2,389.38</b>	<b>53.0%</b>
<b>Other Expense</b>				
9170.4 - PG&E Streetlights Alleghany	2,949.22	3,900.00	-950.78	75.6%
9171.4 - PG&E Streetlights Forest City	363.45	485.00	-121.55	74.9%
<b>Total Other Expense</b>	<b>3,312.67</b>	<b>4,385.00</b>	<b>-1,072.33</b>	<b>75.5%</b>
<b>Net Other Income</b>	<b>-618.26</b>	<b>698.79</b>	<b>-1,317.05</b>	<b>-88.5%</b>
<b>Net Income</b>	<b>-13,081.49</b>	<b>-2,185.76</b>	<b>-10,895.73</b>	<b>598.5%</b>

**PRCSD Balance Sheet**  
**BUDGET**

NAME	YTD	BUDGET	NOTES
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Income Statement net change	YTD	BUDGET	NOTES
	\$ (13,081.49)	\$ (2,185.76)	

Fixed Assets	YTD	BUDGET	NOTES
1350.2 Equipment Alleghany			
1350.3 Equipment Pike			
1370.2 Vehicles Alleghany			
1370.3 Vehicles Pike			
<b>Fixed Assets Expenditures total</b>			

Balance Sheet	YTD	BUDGET	NOTES
1200.0 Accounts Receivable			
2000.1 Accounts Payable	\$ (1,641.76)	\$ (1,641.76)	

Funds	YTD	Budget	NOTES
<b>Details on Fund sheet</b>			
Fund Additions	\$ (2,443.48)	\$ (3,201.99)	
Fund Withdrawals	\$ 5,500.00	\$ 7,247.38	
<b>Net (moved to) or taken from funds</b>	\$ 3,056.52	\$ 4,045.39	

<b>NET CHANGE -CASH FLOW</b>	\$ (11,666.73)	\$ 217.87	
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<b>Surplus to Contingency Fund</b>			
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Fund Balances	YTD TOTAL	BUDGET	NOTES
Contingency Fund	\$ 3,100.00		
Audit Fund	\$ -		
Streetlight Fund	\$ 1,760.92		
PCVFD Building Fund	\$ 8,569.05		
PCVFD Vehicle Fund	\$ 1,310.70		
AVFD Building Fund	\$ 475.30		
AVFD Vehicle Fund	\$ 416.82		
Interest Earned	\$ 1.91		
<b>Total Funds</b>	\$ 15,634.70		



Rae Bell Arbogast  
 P.O. Box 919  
 Alleghany, CA 95910  
 530-287-3454

Date	Invoice #
3/31/13	1054

Bill To
Pliocene Ridge CSD 100 Pike City Road Pike City, CA 95960

Hours	Description	Rate	Amount
15.5	Bookkeeping – quarterly bill Details attached.  This invoice put me over budget by \$7.50 still one quarter to go!	\$15.00	\$232.50
<b>Due upon receipt</b>		<b>Total</b>	<b>\$232.50</b>

- 7.50  
 -----  
 \$225.00

**received**  
 4-8-13 mw

4/17/13  
 mw

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Received  
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quarterly billing - Rae

Date	Start	Stop	Hours	donated	Notes
1/5/2013	9:00	10:00	1		routine bookkeeping
	10:30	12:00	1.5		payroll had problems
	13:00	15:00	2		finished payroll and reports
1/13/2013	16:00	17:00	1		year-end tax forms & filing
1/26/2013				0.5	1099 & 1096
1/28/2013				1	time working with Tom & vendor for CDF grant
1/29/2013	17:00	18:00	0.5		routine bookkeeping
2/5/2013	20:30	21:00	0.5		routine bookkeeping
2/9/2013				0.5	Reim & deposit
2/19/2013	20:30	21:00	0.5		routine bookkeeping
3/11/2013	10:30	0:00	2.5		bookkeeping and audit entries
	14:00	15:00	1		certifications
3/20/2013	8:00	9:00	1		radio licenses - FCC
3/21/2013	8:00	11:00	2	1	radio licenses - FCC
3/22/2013	9:00	10:00		1	radio licenses - FCC
3/23/2013	10:00	11:00		1	Roster/certifications
	14:00	16:00	2		Vehicle List for OES
	16:00	16:30		0.5	Roster/certifications
3/27/2013				0.5	Insurance vehicles follow-up
		<b>Billed</b>	<b>15.5</b>	<b>6</b>	<b>Donated</b>