

Pliocene Ridge Community Services District
Serving the Communities of Alleghany, Forest City and Pike City
Website: plioceneridge.org email: plioceneridge@gmail.com

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
Tuesday August 19, 2025, 6:30 pm Location: Alleghany Station 2 & phone conference
ALL MEETING DOCUMENTS ARE POSTED ONLINE plioceneridge.org

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE

Board members present: Chris King, Pamela Davis, Oregon Burns Tenney IV & Chris Mills

Board members (technically) absent: Donna Williamson

Also in attendance: Chief Jim Buckbee, Assistant Chief Ned Cusato, & Captain Cameron Shay, By conference call: District Treasurer Rae Bell Arbogast, Assistant Chief David Arbogast, & Director Donna Williamson (who did not participate for Brown Act compliance). District Secretary Genesis Devine was present and recorded the minutes.

The meeting was called to order at 18:31pm by Vice President Chris Mills.

2. CONSENT CALENDAR

a) Approval of Agenda b) Approve Minutes for regular meeting held June 27, 2025 c) Ratify Treasurer's report & bill payments for June and July 2025

Motion to approve the consent calendar but table the approval of June minutes until September made by Director Tenney & seconded by Director Davis. Ayes: King, Tenney, Davis, & Mills.

Noes: none. Absent: Williamson. Motion carried

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, or unanimously if less than 2/3 are present.

None

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

a) Correspondence since last meeting – Thank you letter was sent to the Pike Community Support Foundation. Rae Bell responded to a public records request on 8/18/25

b) Committee/Member/Business Reports:

1. District Chief's report-

- a. Chief Buckbee reports that there have been 4 prepositions & the volunteers were able to staff an engine and water tender through Cal OES. We will be reimbursed for those hours**
- b. Firefighters spent 32 hours on the Marysville fire, and pumped approximately 35,000 gallons of water**
- c. The ISO (Insurance Rating Office) inspection was on Monday, August 18. The District is currently rated as a 5- 5y but Chief Buckbee is hopeful that our rating might improve to a 4-4y in light of all the new equipment that was acquired in the 5 years since our previous inspection. The inspector seemed pleased with the improvements we have made, and gave high marks for the new engine 7180. The inspector will follow up with Jim regarding any further clarifying questions. The district is able to check the online portal for areas that we can continue to improve, as well as to compare our progress to other similar sized fire departments.**
- d. Jim met with the planning director & planners in Downieville. The conditional use permit & zone variance for the new storage building have been filed. The next step is to attend a public hearing to answer any questions that the public may have**

regarding the project. Chief Buckbee estimates approval from Sierra County as soon as mid-September, after which we would need to acquire a building permit before breaking ground.

- e. There was a recent vegetation fire detected by a local camera. The fire was originally thought to be nearby but was found to be on the next ridge. While aircrafts were flying over the original fire, a second fire was detected approximately 5mi to the north. The original fire was extinguished via a single air drop of 2000 gallons of water and Chief Buckbee was able to direct the forest service resources to the remote area of the second fire.
- f. The events of the above fires have refocused training efforts on passing on institutional knowledge & accessibility routes to remote forest areas of the district.
- g. Captain Cameron has been taking on the paperwork for preposition assignments & incident reports.

2. Assistant Chiefs' reports: Asst Chief Cusato reports no recent calls in Allegheny. The metal for station 1 has been delivered.

3. Alleghany Fire Department Auxiliary: no report

4. Pike Community Support Foundation: no report

5. Board Member/Staff Reports ~

- a. Rae Bell Arbogast reports that the approval of the hazard mitigation plan as proposed by Sierra County will likely need to be added to the agenda next month. We have not received a final tax disbursement check for the fiscal year ending June 30. Rae followed up and reports that the delay is likely due to staff changes in the tax department and she anticipates a check to arrive in September. Rae Bell is unable to close the books for the fiscal year until this check is received.
- b. Rae Bell reports that we have tallied up 3 mutual aid assignments and 4 standby assignments estimated to be \$75,000, with a net income of \$37,500 (minus staff payments). Reimbursement for the Oak fire has been received & payroll has been completed. 1 standby assignment totaling approximately \$11,000 is still pending from last year.

6. Firewise Communities – The Sierra County Board of Supervisors recently allocated some title III money to the Sierra County Firesafe Counsel for them to apply for planning grants to get some fire safe projects going in Sierra County.

7. Firehouse Projects & ADA Compliance ~ Both Departments-

- a. Chief Buckbee reports that materials will be purchased and construction of an ADA compliant bathroom at Pike City fire house will begin during the next preposition assignment. Director Tenney reports that he will bring a donation of sheetrock to the station for this project, and assistant chief Cusato will donate a large bucket of “mud” for this project as well.

8. Pending Grants – none at this time.

9.

5. DISCUSSION and POSSIBLE ACTION ITEMS:

a) Unfinished business: none at this time.

b) New business:

1. Authorize issuance of a credit card to Captain Shay

- a. Chief Buckbee suggests a \$5,000 limit be applied to this card. The funds will be most often used for the purchase of food for preposition assignments. Motion to approve credit card for Captain Shay was made by Director Tenney & seconded by director King. Ayes: King, Tenney, Davis, & Mills. Noes: none. Absent: Williamson. Motion carried

2. Resolution #25-100 Bad Debt Write-off
 - a. **Motion to allow treasurer to write off \$750 of bad debt accrued from medicare billing effective June 30 made by Director King & seconded by Director Tenney. Ayes: King, Tenney, Davis, & Mills. Noes: none. Absent: Williamson. Motion carried**
3. Consider Proposed changes to Policy #2031 Bad Debt write-off
 - a. **Motion to allow treasurer to write off future bad debt via board vote & no longer require a written resolution was made by Director Tenney and seconded by Pam Davis. Ayes: King, Tenney, Davis, & Mills. Noes: none. Absent: Williamson. Motion carried**

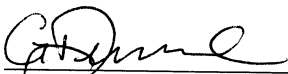
6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~ The next regular meeting is scheduled for Tuesday Sept. 16 2025 in Pike. Agenda items: Fiscal Year 25/26 Final budget adoption

- a. **Director Tenney informed the board that he would be absent from the September meeting for personal travel**

7. ADJOURNMENT

Meeting adjourned at 18:58

Minutes respectfully submitted by:



Genesis Devine
Secretary

Pliocene Ridge Community Services District
Serving the Communities of Alleghany, Forest City and Pike City
Website: plioceneridge.org email: plioceneridge@gmail.com

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS
Friday August 19, 2025, 6:30 pm Location: Alleghany Station 2
For phone Conference dial 978-990-5144 Access code 6919768#

ALL MEETING DOCUMENTS ARE POSTED ONLINE plioceneridge.org

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE

Action item: Appoint President and Vice President

2. CONSENT CALENDAR

a) Approval of Agenda b) Approve Minutes for regular meeting held June 27, 2025 c) Ratify Treasurer's report & bill payments for June and July 2025

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, or unanimously if less than 2/3 are present.

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

- a) Correspondence since last meeting –
- b) Committee/Member/Business Reports:
 - 1. District Chief's report
 - 2. Assistant Chiefs' reports
 - 3. Alleghany Fire Department Auxiliary
 - 4. Pike Community Support Foundation
 - 5. Board Member/Staff Reports ~
 - 6. Firewise Communities –
 - 7. Firehouse Projects & ADA Compliance ~ Both Departments-
 - 8. Pending Grants –
 - 9.

5. DISCUSSION and POSSIBLE ACTION ITEMS:

- a) Unfinished business:
 - 1. None
- b) New business:
 - 1. Authorize issuance of a credit card to Captain Shay
 - 2. Resolution #25-100 Bad Debt Write-off
 - 3. Consider Proposed changes to Policy #2031 Bad Debt write-off

6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~ The next regular meeting is scheduled for Tuesday Sept. 16 2025 in Pike. Agenda items: Fiscal Year 25/26 Final budget adoption

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. **SEND AN EMAIL TO plioceneridge@gmail.com to be added to the email list for meeting notices.**

Pliocene Ridge CSD ~ Treasurer's Report for June 2025

Beginning Checking Account Balance \$ 7,513.23

DEPOSITS				Amount
Date	From:	For:		
6/27	Savings	early July expenses	\$	12,000.00
Deposits Total			\$	12,000.00

EXPENDITURES				Amount
Ck #	Date	To:	For:	
EFT	6/1	WA Bank Credit Card	Details Below	1,076.76
			Home Depot Doors and screws for Station 1 Alleghany	\$ 795.10
			B&C Lock box and Keys Station 1	\$ 63.94
			Vistaprint Business cards Chief Buckbee	\$ 22.50
			B&C Trash can with snapping lid and cleaning supplies	\$ 82.69
			Amazon for returned printer toner	\$ 46.66
			Brair Patch 3 cards to use for "get wells" etc.	\$ 12.77
			CVS benadryl for medical bags	\$ 53.10
840	6/2	Rae Bell Reimburse	Reimburse weedeater person paid with personal cash	\$ 165.00
2779	6/2	Sierra County Building Dept	permit fee for "storage" building	\$ 500.00
2780	6/2	Chris King	Reimburse mileage and Heavy Equip. boss and tree faller classes	\$ 417.00
2781	6/2	Rae Bell Arbogast	May Admin Hours Gross 387.75	\$ 358.08
EFT	6/2	PGE		\$ 621.56
			Alleghany Firehouse	162.66
			Pike Firehouse	\$ 115.06
			Alleghany Streetlights	\$ 305.47
			Forest City Streetlights	\$ 38.37
2782	6/5	Sierra County Public Works	April Fuel charges Alleghany FD \$150.39 Pike FD \$147.94	298.33
EFT	6/5	AT&T	phones	\$ 72.53
EFT	6/27	Boyett Petroleum	Fuel	\$ 83.82

Expenditures/transfers out Total \$ 3,593.08

Reserve Account Detail	
Contingency	\$ 21,500.00
Alleghany Fire Unallocated	\$ 8,000.00
Pike City Fire Unallocated	\$ 23,950.00
Alleghany Firehouses	\$ 4,109.37
Pike City Firehouse	\$ 3,064.76
Alleghany Fleet	\$ 4,588.78
Pike City Fleet	\$ 1,202.95
Alleghany Dispatch Office	\$ 700.00
Streetlights	\$ 9,018.15
EMS Vehicle Fund	\$ 250.00
Interest Earned	\$ 23.72
Reserve Account Total	\$ 76,407.73

Ending Checking Account Balance \$ 15,920.15

Starting Savings account balance \$ 43,990.99
 Transfer to Checking \$ (12,000.00)
 interest \$ 3.10

Ending Savings Account Balance \$ 31,994.09

General Fire Fund Total \$ 47,914.24

All Fire Funds (including reserves) \$ 216,886.31
 Note: Current year streetlight income/expense is comingled with general fire fund.

CA Class investment	
Beginning balance	\$ 101,220.96
June Interest	\$ 361.53
Capital Imp. Fund =\$30,351.89 Gen. Fire Fund =\$71230.60	
CA Class ending Balance	\$ 101,582.49

Reserve account Starting Balance \$ 76,401.77

interest \$ 5.96
 Reserve account Ending Balance \$ 76,407.73

734.33 Total All Funds \$ 225,904.46

Report prepared by Rae Bell Arbogast, Treasurer
 Verified against bank statement and QB balances by: X
 Note: Savings and Reserve account reconciled quarterly.

Pliocene Ridge CSD ~ Treasurer's Report for July 2025

Beginning Checking Account Balance \$ 15,920.15

DEPOSITS

Date	From:	For:	Amount
7/2/2025	USFS	Mutual Aid Oak Fire	\$ 4,250.03
7/2/2025	Pike Comm. Support Foundation	Donation for Pike Firehouse/storage building	\$ 3,660.46
7/31/2025	see below		\$ 1,244.16
		Red Cross class taught in Jan. to 16 to 1 Mine crew	300
		Golden State RMAP ins. Rebate for FY 24/25	644.16
		Deposits Total	\$ 9,184.85

EXPENDITURES

Ck #	Date	To:	For:	Details Below	Amount
EFT	7/1	WA Bank Credit Card			\$ 214.55
			WM Supercenter	Food for multi agency training with Forest Service	\$ 26.54
			Chefstore	Food for multi agency training with Forest Service	\$ 70.77
			Life Assist	Medical Supplies	\$ 105.64
			USPS	Postage	\$ 11.60
EFT	7/1				\$ 688.16
				Alleghany Firehouse	128.26
				Pike Firehouse	\$ 216.04
				Alleghany Streetlights	\$ 305.50
				Forest City Streetlights	\$ 38.36
2783	7/1	Banner Communications	Work on repeater at Firm Academy		\$ 1,021.75
2784	7/1	Golden State RMA	Insurance premium for Fiscal Year 25/26		\$ 12,596.03
2785	7/1	Sierra County Public Works	Fuel		\$ 208.07
841	7/16	Oregon Burns Tenney IV	mileage reimburse June meeting		\$ 21.00
EFT	7/16	Boycott Petroleum	Fuel oak fire		\$ 57.46
EFT	7/16	AT&T	Phones		\$ 72.76
TR	7/24	Transfer to Reserve Funds	PCSF Donation		\$ 3,660.46
EFT	7/26	State of CA EDD	Payroll taxes		\$ 37.84
EFT	7/28	IRS	Payroll taxes		\$ 176.72
2786	7/29	Chris King	Payroll Oak Fire	Gross 479.09	\$ 442.44
2787	7/29	Jim Buckbee	Payroll Oak Fire	Gross 479.09	\$ 442.44
2788	7/29	Rae Bell Arbogast	June Admin Hours	Gross 305.25	\$ 281.91
2789	7/29	Zack Kostik	Payroll Oak Fire	Gross 270.79	\$ 250.07
2790	7/29	Banner Communications	Programming cable		\$ 134.06
842	7/29	Cameron Shay reimburse	\$250 Engine Boss Training \$412.01 Food for Standby Assignments		\$ 662.01

Expenditures/transfers out Total \$ 20,967.73

Reserve Account Detail	
Contingency	\$ 21,500.00
Alleghany Fire Unallocated	\$ 8,000.00
Pike City Fire Unallocated	\$ 23,950.00
Alleghany Firehouses	\$ 4,109.37
Pike City Firehouse	\$ 6,725.22
Alleghany Fleet	\$ 4,588.78
Pike City Fleet	\$ 1,202.95
Alleghany Dispatch Office	\$ 700.00
Streetlights	\$ 9,018.15
EMS Vehicle Fund	\$ 250.00
Interest Earned	\$ 23.72
Reserve Account Total	\$ 80,068.19

Note: Final update for For Fiscal Year 24/25 not done yet.

CA Class Investment	
Beginning balance	\$ 101,582.49
Interest	\$ 374.78
CA Class ending Balance	\$ 101,957.27
Capital Imp. Fund = \$30,463.87 Gen. Fire Fund = \$71,493.40	

Ending Checking Account Balance \$ 4,187.07

Starting Savings account balance \$ 31,994.09

Ending Savings Account Balance \$ 31,994.09

General Fire Fund Total \$ 38,101.16

All Fire Funds (including reserves) \$ 209,108.47

Note: Current year streetlight income/expense is comingled with general fire fund.

Reserve account Starting Balance \$ 76,407.73

TR to Pike FH Fund \$ 3,660.46

interest

Reserve account Ending Balance \$ 80,068.19

Total All Funds \$ 218,126.62

Report prepared by Rae Bell Arbogast, Treasurer
 Verified against bank statement and QB balances by: X
 Note: Savings and Reserve account reconciled quarterly.

Pliocene Ridge Community Services District
Balance Sheet
 As of July 31, 2025

DRAFT FOR
 MANAGERIAL
 PURPOSES ONLY
 May not include certain
 routine accruals and
 adjustments.

	<u>Jul 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
1000.1 · West America Checking	4,107.07
1001.1 · West America Savings	31,994.09
1002.1 · PRCS Fund Account	80,068.19
1003.1 · CA Class Investment Fund	
1003A · CA CLASS	71,493.40
1003B · Capital Improvement Fund	30,463.87
Total 1003.1 · CA Class Investment Fund	<u>101,957.27</u>
Total Checking/Savings	<u>218,126.62</u>
Accounts Receivable	
1200.1 · Accounts Receivable	10,940.92
Total Accounts Receivable	<u>10,940.92</u>
Total Current Assets	<u>229,067.54</u>
Fixed Assets	
1300.1 · Property	
1300.2 · Land Alleghany	11,387.00
1300.3 · Land Pike City	3,453.00
1320.2 · Buildings Alleghany	52,594.60
1320.3 · Buildings Pike City	103,438.89
Total 1300.1 · Property	<u>170,873.49</u>
1350.1 · Equipment	
1350.2 · Equipment Alleghany	60,612.31
1350.3 · Equipment Pike City	65,853.35
Total 1350.1 · Equipment	<u>126,465.66</u>
1370.1 · Vehicles	
1370.2 · Vehicles Alleghany	41,821.72
1370.3 · Vehicles Pike City	87,926.54
Total 1370.1 · Vehicles	<u>129,748.26</u>
1390.1 · Accumulated Depreciation	-268,445.36
Total Fixed Assets	<u>158,642.05</u>
TOTAL ASSETS	<u><u>387,709.59</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100.1 · Payroll Liabilities	
2100A · Payroll liability accrual	4,219.32
2100.1 · Payroll Liabilities - Other	288.12
Total 2100.1 · Payroll Liabilities	<u>4,507.44</u>
Total Other Current Liabilities	<u>4,507.44</u>
Total Current Liabilities	<u>4,507.44</u>
Total Liabilities	<u>4,507.44</u>
Equity	
3010.1 · Investment in Fixed Assets	142,917.52
3110.1 · Retained Earnings	250,498.43
Net Income	-10,213.80
Total Equity	<u>383,202.15</u>
TOTAL LIABILITIES & EQUITY	<u><u>387,709.59</u></u>



BAD DEBT WRITE OFF



The Board may ~~by Resolution~~ approve the write off of a debt for nonpayment.



**Pliocene Ridge Community Services District
County of Sierra, State of California**

Resolution No. 25-100

TO WRITE-OFF BAD DEBT FOR FISCAL YEAR 24/25

WHEREAS:

1. **Per Ordinance #1** Pliocene Ridge CSD may bill non-residents at a rate of \$750 per person for emergency response
2. **Invoice # 6544 for \$750** was issued on 10/16/2024 for incident # 324-238 that occurred on 9/28/2024.
3. **Multiple attempts to collect from the responsible party have failed.** Furthermore the District is not set-up for Medicare billing, nor does it have the resources or volume of calls to justify compliance with the Medicare rules and regulations.
4. **Per District Policy # 2031** The Board may by resolution write-off a bad debt.

THEREFORE BE IT RESOLVED by the Board of Directors of Pliocene Ridge Community Services District that the district treasurer is authorized to write-off invoice #6544 effective 6/30/2025.

Adopted this 19th day of August 2025 at a Regular Meeting of the Pliocene Ridge Community Services District Board of Directors by the following vote:

AYES: - *NOES:* - *ABSENT:* *Vacant:* None

Donna Williamson, President

Date

ATTEST:

I, Genesis Devine, Clerk of the Pliocene Ridge Community Services District, County of Sierra California do hereby certify that this is a true and correct copy of the original Resolution Number 25-100

WITNESS MY HAND & THE SEAL OF THE Pliocene Ridge Community Services District, on this 19th day of August 2025.

Signature

