

**NOTICE OF REGULAR MEETING OF
THE BOARD OF DIRECTORS
OF
Pliocene Ridge CSD**

**Wednesday March 16, 2016 6:30 pm
Pike City Firehouse 100 Pike City Rd. Pike**

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE

2. PUBLIC COMMENT The public may be heard on an item 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 on any item not appearing on the agenda. The Board cannot take action on any unscheduled items unless it is declared by a vote of at least two-third (2/3) of the Board that there is an urgent need to take immediate action, and the need for action came to the attention of the District after the agenda was posted.

3. 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
 - Streetlights
 - Budget

4. ACTION ITEMS:

- a) Approval of Minutes of February 17, 2016
- b) Approval of Treasurer's reports dated February 29, 2016.
- c) Unfinished business:
 - 1. Vacancies on the board
 - 2. Wayman Dam Project
 - 3. Public Relations mail-out - website
 - 4. Ongoing bylaws & Policy review and/or update: Conflict of interest code review.
 - 5. Alleghany Firehouse Project
 - 6. Pike Firehouse Project
- d) New business
 - 1. Signage for Station 2 in Alleghany
 - 2. ACWD Public hearing re: proposed new water rates 3-22-16
 - 3. Motion to re-affirm all decisions made on 8/19/15 and 9/16/15 when full board was not present.

9. ANNOUNCEMENTS

10. NEXT MEETING DATE & AGENDA ITEMS

11. 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 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 Board of Directors of Pliocene Ridge CSD Held Wednesday February 17, 2016 6:30 PM Station 71 105 Plaza Court, Alleghany.

1. A QUORUM was established and the meeting called to order at 6:30 pm by President Wayne Babros. Board members present: Wayne Babros, Daniel Guyer and Bruce Coons. Also present were Pike assistant chiefs Jim Buckbee and Tom Starr and Alleghany assistant chiefs David Arbogast and Ned Cusato; Alleghany Auxiliary Board Members: Bob Hale and Vickie Tenney, Pike Auxiliary Board Members Gracie Knowles, Roland Robertson and Denise Ruane. Interim Secretary Rae Bell was present and took the minutes. Flag Salute.

2. PUBLIC COMMENT: None.

3. INFORMATION/DISCUSSION ITEMS

a) Correspondence: Incoming: Letter from Boden, Klein & Sneesby independent auditors dated 11/5/15 reporting no significant findings during FY 14/15 audit. Delinquent notice from State Controller re: Financial Transactions report (auditors responsibility). Notice from Alleghany County Water District dated 12/21/15 regarding public hearing for proposed rate increase to be held Feb 9, 2016 along with instructions on how to protest the proposed rates. Another notice from Alleghany County Water District dated 2/2/16 regarding rescheduling of public hearing for proposed rate increase from Feb. 9th to March 22nd. Rate proposal modified based on prop. 218 legal concerns. **Outgoing:** Thank you letter dated Nov. 22, 2015 to Camptonville Volunteer Fire Dept. and CSD for the Jaws of Life that they recently donated to Alleghany. Cover letter for financial transactions report to State Controller's office mailed 12/18/15.

b) Committee/Member/Business Reports:

1. *Alleghany Assistant Chiefs Arbogast and Cusato* Reported three medical transports in January. A new set of tire chains have been purchased and put on Structure Truck 7181.

2. *Pike Assistant Chiefs Buckbee and Starr* reported that the new rescue truck donated by Camptonville fire has been put into service. Everybody pitched in to get it equipped and it is great to have on calls. 6770 is back to being a wildland truck but they do need to get a new medical bag for it, since all the medical equipment was moved to the new rescue truck 6740.

3. *Station 71 Auxiliary* No report.

4. *Station 67 Auxiliary* Roland Robertson had questions about insurance coverage for the auxiliary. It was explained that both auxiliaries are covered under the district's policy. As far as equipment goes, in order for it to be covered, it needs to be donated to the district so that it can be added to the equipment inventory which is used for insurance values.

Station 67 Auxiliary continued:

Roland asked if anybody would object to putting a mail slot at the Pike Firehouse and there were no objections. This is a security concern, with mail thefts becoming a common occurrence. Roland to check with the postal service to see if this can be done.

The Pike Auxiliary would like to help get the wheelchair ramp and second exit finished for the upstairs community room in Station 67. There was a discussion about how this might be accomplished.

The Pike Auxiliary will be sending out a newsletter in March. They are floating the idea of having another Chili cook-off fundraiser and will decide whether-or-not to move forward based on the response they get.

5. Risk Manager Report: Daniel Guyer reported that the Loss Prevention Incentive Program (LPIP) paperwork is due the first week of March. The district is supposed to come up with a new training emphasis for the year in order to get more points. It was noted by Bruce Coons that an OSHA approved instructor has a part-time home in Allegheny and has offered to teach classes. It was suggested that Pliocene Ridge could host trainings inviting other departments as well. This is a way to earn even more LPIP points (which reduce the insurance premium). "Confined Spaces" was suggested as the first topic. Bruce will work on scheduling the training. Dan confirmed that the new rescue truck has been added to the district's insurance.

6. Board Members: No reports

7. Standing Committee Reports: Streetlights: Bruce Coons reported that PG&E still has not correctly fulfilled the shut-off request submitted last year for two lights. Instead of turning off one light in Allegheny and one in Forest City as instructed, they shut off two in Forest City and neither one is the one that was supposed to be turned off. They did not shut of the light in Allegheny. Vickie Tenney asked how many lights have been shut-off since the district formed and that info. was not readily available. She asked why lights keep being shut off when the amount of money hasn't changed. She was informed that the district's streetlight revenue has declined since the district formed because it is based on property values in Allegheny which have gone down. She requested a list of how many lights have been shut-off since the district was formed.

Budget Committee: No report

4. ACTION ITEMS

a) *Approval of minutes dated 11/18/15 Regular meeting* Moved to approve with corrections by Bruce Coons 2nd by Daniel Guyer. **Motion passed: 3 Ayes, 0 Nays, 0 Absent, 0 Abstain, 2 Vacant.**

b) *Approval of treasurer's reports dated 11/30/15, 12/31/15 and 1/31/16.* Moved by Daniel Guyer 2nd by Bruce Coons. **Motion passed: 3 Ayes, 0 Nays, 0 Absent, 0 Abstain, 2 Vacant.**

e) *Unfinished Business*

1. No new board members.
2. No report on the Wayman Dam project. Roland Robertson volunteered to make an inquiry and provide a report at the next district meeting.
3. Copies of the audit report for FY 14/15 were provided to the board and emailed to Sierra County Auditor Van Maddox and Supervisor Lee Adams.
4. The second reading of resolution 2015-057 and ordinance # 1 was done. A motion to approve both was made by Daniel Guyer 2nd by Bruce Coons.
. Motion passed: 3 Ayes, 0 Nays, 0 Absent, 0 Abstain, 2 Vacant.

5. Under Public Relations mail-out Rae Bell reported that she did not get this done as approved at the Nov. meeting. She pointed out that she has been involved with the district since it formed and that she is tired of the district being “demonized”. The few people willing to donate time are the ones who get criticized the most. We are so short on people and resources that everybody needs to pull together and make the best of the situation. She revised the second paragraph of the mail-out to better reflect why the auxiliaries were kept in place and in order to give them credit for contributing to keeping our fire services going. The district itself is a public relations nightmare because some community members are still not happy about Sierra County forcing Pike and Alleghany to form a district (even after more than 10 years); and unlike a fire district or volunteer fire department most people have no idea what a “community services district” is. She presented a new district logo for approval. The new logo reflects the fact that Pliocene Ridge CSD is acting primarily as a fire district and that it encompasses both AVFD and PCVFD. This tied directly to item 2 under “new business”. Early last fall research was done on web services for government agencies. At that time it was concluded that the \$50 per month package offered to Calif. Special Dist. Assoc. members was a very good deal. There is no initial set-up fee and the fee includes domain name registration and hosting in addition to website management and full tech support. The interface for posting to the site is simple to use and is geared specifically to special districts for promoting transparency. This month, with recent communications with streamline web services (reminding them that the district’s annual budget is only approx. \$30,000) they created a new pricing tier for districts with budgets under \$50,000. Their newly created lowest tier is \$25 per month with all the same services that are offered at the higher prices. A motion was made by Daniel Guyer 2nd by Bruce Coons to approve signing up for the streamline website service and to adopt the new district logo. **Motion passed: 3 Ayes, 0 Nays, 0 Absent, 0 Abstain, 2 Vacant.**

A motion was also made to approve the revised public relations letter with the addition of the new website information and logo. Motion made by Bruce Coons, seconded by Daniel Guyer. **Motion passed: 3 Ayes, 0 Nays, 0 Absent, 0 Abstain, 2 Vacant.**

e) *New Business*

1. It was noted that the board does need to review its policies and procedures.
2. Streamline website service was covered under “old business” above.
3. Condition of Alleghany Firehouse: Rae Bell reported that after the Nov. meeting she remembered that when the front of the firehouse was re-sided* the plan was to address the drainage issue by opening the uphill side of the culvert in front of the bay doors and directing the run-off on that side of the firehouse into it. There was a discussion about how this could be accomplished. An excavator smaller than anything the County has would be best for the job. Rae to check with Faris Dolgoff about possibly using his excavator. Daniel Guyer pointed out that the ice build-up near the front door is also a safety concern and dealing with the drainage would alleviate that problem. He also pointed out that the front of the firehouse still needs to be calked and painted. It was decided to schedule a work party to get that done when the weather is better. *Besides redoing the siding on front of the firehouse that project included replacing the electrical box, some rewiring and addressing a large leak where the façade attaches to the front of the building.
4. Election of Officers: Motion made by Daniel Guyer, 2nd by Bruce Coons to keep the current slate of officers in place: Wayne Babros, President, Daniel Guyer Vice President, Rae Bell Arbogast Interim Secretary/Treasurer. **Motion passed: 3 Ayes, 0 Nays, 0 Absent, 0 Abstain, 2 Vacant.**
5. Accept Audit agreement for FY 15/16 from Boden, Klein and Sneesby. They are willing to do the audit for the same price as last year. Motion made by Daniel Guyer, 2nd Bruce Coons to accept the audit agreement. **Motion passed: 3 Ayes, 0 Nays, 0 Absent, 0 Abstain, 2 Vacant.**
6. A calendar of meetings for 2016 was presented for approval. Motion to approve made by Bruce Coons, 2nd Daniel Guyer **Motion passed: 3 Ayes, 0 Nays, 0 Absent, 0 Abstain, 2 Vacant.**

ANNOUNCEMENTS

1. It was announced that a new librarian: Robbin DeWeese has been hired for Alleghany. 2. There will be a free First Aid/ CPR class at the Pike firehouse on April 23rd. This is the lay-person version of the class. 3. Pike and Alleghany Fire Depts. will be having a joint training on Monday Feb. 22nd. 4. Alleghany County Water District is hosting a “Board Roles and Responsibilities” workshop given by the California Rural Water Association on May 3rd at 6pm at the Alleghany Firehouse. While this is geared towards water districts, most of it applies to other special district boards as well and the PRCSD board is invited to attend.

NEXT MEETING DATE: March 16, 2016 at the Pike Firehouse, 100 Pike City Rd. Pike.

NEXT MEETING AGENDA ITEMS Firehouse projects for both Pike and Alleghany.

ADJOURNMENT: There being no further business before the board the meeting was adjourned at 7:30 PM



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: February 29, 2016

Beginning Checking Account Balance \$ 2,151.09

Deposits

Budget Line #	Date	From:	For:	Amount
				Deposits Total
				\$ -

Expenditures

Budget Line #	Ck #	Date	To:	For:	Amount
	2367	2/6	IRS	Payroll taxes form 940	\$ 73.52
	2368		VOID Printer problems		
	2369		VOID Printer problems		
	688	2/17	Sierra County Public Works		\$ 38.96
				Fuel Pike	\$ 33.58
				Fuel Alleghany	\$ 5.38
	689	2/17	AT&T		\$ 33.22
6172.2				Phone Alleghany	\$ 16.90
6172.3				Phone Pike	\$ 16.32
	690		Void		
	OL	2/8	PG&E	(two months worth)	\$ 1,329.93
6170.2				PG&E Alleghany	\$ 224.39
6170.3				PG&E Pike	\$ 338.23
9171.4				Streetlights - Forest	\$ 43.34
9170.4				Streetlights - Alleghany	\$ 723.97
	691	2/17	Sandy Buckbee reimburse	matheson graphics 6740	\$ 50.00
	EFT	2/21	Credit card	6740 new rescue truck stuff	\$ 144.12
				Expenditures Total	\$ 1,669.75

Chief 71 Card	\$ 29.01
	\$ 29.01

Ending Checking Account Balance \$ 481.34

Starting Savings account balance \$ 24,241.42

transfer from checking
 interest earned
 transfer to FUNDS

Ending Savings Account Balance \$ 24,241.42

Balance on Prepaid Cards \$ 29.01

General Fund (accounts listed above) Total \$ 24,751.77

Reserve account Starting Balance \$ 30,110.60

interest earned
 transfer to checking

Reserve account Ending Balance see reverse for details \$ 30,110.60

Total ALL FUNDS \$ 54,862.37

Reserve Balances		
Unallocated	Contingency Fund	\$ 10,500.00
Allocated	Streetlight Fund	\$ 1,768.44
Allocated	PCVFD Building Fund	\$ 7,209.39
Allocated	PCVFD Vehicle Fund	\$ 2,836.34
Allocated	AVFD Building Fund	\$ 695.26
Allocated	AVFD Vehicle Fund	\$ 7,096.70
	Interest earned	\$ 4.47
Total Funds		\$ 30,110.60

**Plocene Ridge Community Services District
Profit & Loss Budget vs. Actual**

July 1, 2015 through March 9, 2016

	Jul 1, '15 - Mar 9, 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4020.1 · Tax Revenue Fire	13,383.25	24,000.00	-10,616.75	55.8%
4030.3 · Donations Pike	2,157.99	1,995.00	162.99	108.2%
4040.1 · Grants District	0.00	1,000.00	-1,000.00	0.0%
4040.3 · Grants Pike	1,995.00	1,995.00	0.00	100.0%
4080 · Interest Income	7.00	0.00	7.00	100.0%
Total Income	17,543.24	28,990.00	-11,446.76	60.5%
Expense				
6000 · OVERHEAD EXPENSE CATEGORY				
6160.1 · Dues and Subscriptions- Admin.	214.00	0.00	214.00	100.0%
6170.1 · PG&E				
6170.2 · PG&E Alleghany	557.37	800.00	-242.63	69.7%
6170.3 · PG&E Pike	800.30	1,500.00	-699.70	53.4%
Total 6170.1 · PG&E	1,357.67	2,300.00	-942.33	59.0%
6172.1 · Telephone				
6172.2 · Telephone Alleghany	100.78	190.00	-89.22	53.0%
6172.3 · Telephone Pike	97.70	200.00	-102.30	48.9%
Total 6172.1 · Telephone	198.48	390.00	-191.52	50.9%
6174.1 · Water				
6174.2 · Water Alleghany	444.00	480.00	-36.00	92.5%
Total 6174.1 · Water	444.00	480.00	-36.00	92.5%
6176.1 · Propane				
6176.2 · Propane Alleghany	121.84	750.00	-628.16	16.2%
Total 6176.1 · Propane	121.84	750.00	-628.16	16.2%
6180.1 · Insurance				
6180.1 · Vehicle Insurance	365.00	365.00	0.00	100.0%
6193.1 · Property Insurance	1,816.00	1,816.00	0.00	100.0%
6195.1 · Work Comp	1,683.00	1,683.00	0.00	100.0%
Total 6180.1 · Insurance	3,864.00	3,864.00	0.00	100.0%
6230.1 · Fees/Compliance/Training	0.00	150.00	-150.00	0.0%
6235.1 · Bank Charges	101.10	0.00	101.10	100.0%
6250.1 · Postage, copies & office supply	25.24	250.00	-224.76	10.1%
6265.1 · County Administration Fee	2,820.36	2,176.00	644.36	129.6%
6270.1 · Bookkeeping	352.50	1,200.00	-847.50	29.4%
6273.1 · Auditor Fees	2,000.00	2,000.00	0.00	100.0%
6280.1 · Property Assessments				
6280.2 · Solid Waste Fee Alleghany	96.00	78.00	18.00	123.1%
6280.3 · Solid Waste Fee Pike	115.20	94.00	21.20	122.6%
Total 6280.1 · Property Assessments	211.20	172.00	39.20	122.8%
6295.1 · Building Repairs & Maint.				
6295.2 · Building Rep & Maint Alleghany	0.00	1,500.00	-1,500.00	0.0%
6295.3 · Buildings Rep. & Maint. Pike	140.52	1,000.00	-859.48	14.1%
Total 6295.1 · Building Repairs & Maint.	140.52	2,500.00	-2,359.48	5.6%
6704 · Other Expenses	17.76	50.00	-32.24	35.5%
Total 6000 · OVERHEAD EXPENSE CATEGORY	11,868.67	16,282.00	-4,413.33	72.9%
7000 · STATION 71 EXPENSES				
7230 · Compliance Alleghany	217.00	600.00	-383.00	36.2%
7300 · Small Equipment Alleghany	362.22	1,000.00	-637.78	36.2%
7301 · Equip. repair/maint. Alleghany	0.00	500.00	-500.00	0.0%
7350 · Fuel Alleghany	65.24	800.00	-734.76	8.2%
7630 · Vehicle Rep. & Maint. Alleghany				
7638 · 7181 Repairs & Maint.	545.63	0.00	545.63	100.0%
7630 · Vehicle Rep. & Maint. Alleghany - Other	0.00	500.00	-500.00	0.0%
Total 7630 · Vehicle Rep. & Maint. Alleghany	545.63	500.00	45.63	109.1%
7660 · Supplies Alleghany	234.72	150.00	84.72	156.5%
Total 7000 · STATION 71 EXPENSES	1,424.81	3,550.00	-2,125.19	40.1%
8000 · STATION 67 EXPENSES				
8230 · Compliance Pike	256.07	800.00	-543.93	32.0%
8300 · Small Equipment Pike	4,790.71	4,990.00	-199.29	96.0%
8301 · Equip. repair/maint. Pike	278.07	500.00	-221.93	55.6%
8350 · Fuel Pike	127.91	800.00	-672.09	16.0%
8630 · Vehicle Rep. & Maint. Pike				
8639 · 6790 Repairs & Maint.	59.91	0.00	59.91	100.0%
8640 · 6740 Repairs and Maint	194.12	0.00	194.12	100.0%
8630 · Vehicle Rep. & Maint. Pike - Other	92.93	500.00	-407.07	18.6%
Total 8630 · Vehicle Rep. & Maint. Pike	346.96	500.00	-153.04	69.4%

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

Accrual Basis

July 1, 2015 through March 9, 2016

	Jul 1, '15 - Mar 9, 16	Budget	\$ Over Budget	% of Budget
8660 · Supplies Pike	30.29	150.00	-119.71	20.2%
Total 8000 · STATION 67 EXPENSES	5,830.01	7,740.00	-1,909.99	75.3%
Total Expense	19,123.49	27,572.00	-8,448.51	69.4%
Net Ordinary Income	-1,580.25	1,418.00	-2,998.25	-111.4%
Other Income/Expense				
Other Income				
8020.4 · Tax Revenue Street Lights	2,826.34	4,873.00	-2,046.66	58.0%
Total Other Income	2,826.34	4,873.00	-2,046.66	58.0%
Other Expense				
9170.4 · PG&E Streetlights Alleghany	2,515.37	4,400.00	-1,884.63	57.2%
9171.4 · PG&E Streetlights Forest City	185.42	320.00	-134.58	57.9%
9180.4 · County Management Fee SL	0.00	424.00	-424.00	0.0%
Total Other Expense	2,700.79	5,144.00	-2,443.21	52.5%
Net Other Income	125.55	-271.00	396.55	-46.3%
Net Income	-1,454.70	1,147.00	-2,601.70	-126.8%

Items to reaffirm with full board

PRCSD became aware that 3 does NOT constitute an entire board when there are two vacancies and that under these circumstances the entire board is needed in order have a majority vote.

Voted on at the 8/19/15 meeting (Daniel Guyer absent)

Approval of minutes from 7/15/15 and treasurer's report dated 7/30/15

Motion to move \$2,400 to contingency fund for FY ending 6/30/15

Voted on at the 9/16/15 meeting (Wayne Babros absent)

Approval of minutes from 8/19/15 and treasurer's report dated 8/31/15

Motion to pass budget for FY 15/16

Resolution #15-062 for CDF grant

Motion to re-affirm the above decisions made by: _____ second by _____

Ayes:

Absent:

Vacant:

Abstain:

Dated:



CONFLICT OF INTEREST CODE

The Political Reform Act, government code Section 87100, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contain the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the fair Political Practices commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the Conflict of Interest code of the Pliocene Ridge community Services District.

Each action taken by a Board member and/or employee in the course of their duties will be motivated by the District's best interests and will be free of outside influence and self interests. In addition, board members shall not in any way directly or indirectly financially benefit from any aspect of the district's operations.

In accordance with this policy, Board and employees shall comply with the following:

1. ~~Board members must disclose all memberships or financial interests in companies or organizations doing business with the district.~~
2. Board members must abstain from voting on any action in which they have a financial interest.
3. ~~No board member shall accept any remuneration in money or services from any vendor or organization doing business with the district.~~
4. No board member shall accept any remuneration in money or services from the district, except as allowed for by Government Code Section 61207.
5. Board members and designated employees, as described in Appendix A of the Pliocene Ridge Community Services District's Conflict of Interest Policy and Procedure, shall file a Statement of Economic Interests, Form 700 annually with the Clerk of the County of Sierra who shall retain copies and make the statements available for public inspection and reproduction. (Government Code Section 81008)



CONFLICT OF INTEREST CODE

DISCLOSURE CATEGORIES

Category 1

Designated employees assigned to this category must report:

- a. Interest in real property located within the jurisdiction including property located within a two-mile radius of any property owned or used by the agency.
- b. Investments, business positions, and income from sources located in or doing business in the jurisdiction.
- c. Investments and business positions in any business entity or income from any source of the business entity or source of income manufactures sells supplies, machinery or equipment of the type utilized by the district.
- d. Investments and business positions in any business entity or income from any source if the business entity or source of income is a contractor or subcontractor engaged in the performance of work or services of the type utilized by the District.
- e. Investments, business positions, and sources of income of the type, which engage in land development, construction, or the acquisition or sale of real property.
- f. Investments, business positions, and sources of income of the type which manufacture, sell or distribute medical equipment or services of type leased or loaned by the District to ambulance services, medical services such as police, sheriff and fire rescue units, trauma centers and emergency rooms.
- g. Investments, business positions, and sources of income of the type that provides training for persons engaged in medical service programs.

DESIGNATED EMPLOYEES

<u>POSITION</u>	<u>DISCLOSURE CATEGORY</u>
Board Members or Candidates	1
District Officers (Treasurer, Secretary)	1
Station Fire Chiefs	1

Submitted to Sierra County Board of Supervisors for approval: _____ (date)
 Approved by the Sierra County Board of Supervisors: _____ (date)

Board Roles and Responsibilities
Presented by: California Rural Water Association

1) The Big Picture

- a) What is my job?
- b) How do I do my job?

2) Doing My Part

- a) Good meetings are a must
- b) Officers are special people
- c) Overseeing the supt/operator/manager (S/O/M)
- d) Budgets and audits: do we have to?
- e) The key to communications is U
- f) Ignorance is no excuse
- g) What in the world do we do with the experts?

3) Getting Ready for the Future

- a) Emergency plans
- b) The next generation

Sample Rules and Regulations table of contents

Sample Policy Manual table of contents

Key points concerning parliamentary procedure

Preparing Job descriptions

Performance evaluations: comments and samples

Sample board / council member notebook

Tuesday May 3, 2016 6pm
Alleghany Firehouse 105 Plaza Court
Please RSVP by April 15th to alleghanywater@gmail.com