



MINUTES of the Regular Meeting of the Pliocene Ridge CSD Board of Directors

Date: Thursday October 20, 2022 Time: 6:30 pm

Location: Alleghany Firehouse station 2 and by conference call.

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE: The meeting was called to order at 6:45 pm by President Larry Allen. **Flag Salute.** Present:

Board members, Larry Allen, Bruce Coons, and Chris Mills. Directors Pam Davis and Grace Lundeen were absent. Also in attendance: Pliocene Ridge Fire Chief Chris Dorn, Alleghany Assistant Chief Ned Cusato. Alleghany Volunteer Fundraising District Treasurer Coral Spencer, Pike Community Support Foundation Treasurer Denise Ruane and Secretary Hillary Alexander. Public present: Vicky Tenney. PRCSD Secretary Rae Bell Arbogast was on the conference call and took the minutes. (Other person on the conference call was Bruce Coons)

2. CONSENT CALENDAR:

Approval of current Agenda, Minutes for regular meeting held September 15, 2022 and Treasurer's report for September 2022. **A motion was made to approve the consent calendar by Chris Mills, seconded by Bruce Coons Ayes: Allen, Coons, Mills Noes: none Absent: Davis, Lundeen Abstain: none ~ Motion carried.**

3. PUBLIC COMMENT: none

4. INFORMATION/DISCUSSION ITEMS

a) Correspondence:

Incoming: none

Outgoing: Letter to USDA rural development regarding Alleghany Firehouse Improvement Project, signed audit engagement letter sent to Boden, Klein and Sneesby

b) Committee/Member/Business Reports:

1. Chief's Report ~ Chief Dorn reported that activity had been light, not a lot going on. Graniteville Volunteer Fire Dept. folded due to insurance cost increase. Peardale FPD's insurance cost tripled recently and N. San Juan FPD's insurance went up 100%, so we should be expecting Pliocene Ridge CSD's to go up too.

2. Assistant Chief's Report: Alleghany Fire Assistant Chief Ned Cusato reported that there was one medical call for a motorcycle accident in Pike transported by Sierra Nevada Memorial Ambulance and a call for a car off the road at wet ravine that was unoccupied.

3. AVFD Inc. Non-Profit Corp: ~ Treasurer Coral Spencer explained that all officers had resigned at the beginning of December and they have been in rocky territory. She is the treasurer now. Evidently the taxes were not filed for 2020 and she has been working on getting everything sent in. They got a letter at the beginning of the year saying that their non-profit status has been suspended until they get the tax situation sorted out. They can still hold meetings but can't do any fundraising until their non-profit status is reinstated. Amber Mehrmann joined the board in August. Board members besides Coral and Amber are Robbin DeWeese who has been on the board the longest. They are working on replacing the officer positions. There was some confusion about the status of the MOU between the non-profits and PRCSD. Rae Bell explained that AVFD did sign it, but after the name change was complete an addendum was supposed to be added with the new names of both non-profits. Coral stated

that the new name had been adopted and she thought that she had a document from the Board of Equalization showing that. She will send a copy to Rae Bell.

4. *Pike Community Support Foundation* ~ Treasurer Denise Ruane reported that they sent out some letters of appreciation. They are working on the December community dinner.

5. *Board Member/Staff Reports* ~ Bruce Coons reported that he went to the bank that day and got some counter checks for the new checking account number. He will give them to Larry Allen to pay the roofer on Saturday (see action items),

6. *Firewise Community Projects* ~ Rae Bell reported that the Firewise annual submittals are due by November 18th to maintain firewise status for each community. Each community has met the minimum requirements, she just needs to log in and enter a few more things before final submittal.

7. *Firehouse Projects & ADA Compliance*:

Alleghany Station 1: One item under action items.

Pike City Firehouse: A report was provided in writing about the activities of the Planning Committee. Rae Bell stated that she had one correction to the addendum at the end: It was April 15, 2021 not 2022 when the project was discussed at a board meeting.

7. *Pending Grants*: One item under action items.

5. ACTION ITEMS

a) Unfinished Business

1. *Bylaws-Policies* – A proposed amendment to the Streetlight Portion of the policy #2010 Reserve Funds was presented in September and included in the October meeting packets as well. **A motion was made to adopt the changes as presented by Chris Mills, seconded by Bruce Coons Ayes: Allen, Coons, Mills Noes: none Absent: Davis, Lundeen Abstain: none ~ Motion carried.**

2. *MOU between the District and the non-profit corporations*: See AVFD report.

3. *Use of funds to pay for new firetruck for Alleghany*: A report was provided in writing explaining the breakdown as follows: Total truck price of \$18,821.72 was paid for as follows: \$16,201.07 paid for from Alleghany Vehicle Reserve Fund and \$2,620.65 paid from savings (general fund). There was a question about why the entire amount was not taken from reserve funds. Rae Bell explained that at the time of the purchase in April there was not enough money in the Alleghany vehicle fund to cover the total cost and she thought that the board had already approved taking the remainder out of the General Fund in February, but a look back at the minutes found that it was not specified where the balance would come from. There was another question about how it is decided when to use the reserve funds. Larry Allen explained that it is done by board action and Rae Bell pointed out that it also is often incorporated into the budget. The Policy states that reserve funds will be prioritized for capital expenditures but intentionally does not state that all capital expenditures will come from the Funds. There was another question about the tax revenue being split between the departments. It was explained that it is not split. It all goes into either the General Fund or the Streetlight Fund. **A motion was made to ratify the payment of the new firetruck for Alleghany as booked: Total truck price of \$18,821.72 with \$16,201.07 paid for from the Alleghany Vehicle Reserve Fund and \$2,620.65 paid from the general fund by Chris Mills, seconded by Bruce Coons Ayes: Allen, Coons, Mills Noes: none Absent: Davis, Lundeen Abstain: none ~ Motion carried.**

b) New Business

1. Resolution #22-091 to approve Rural Capacity Grand Agreement: A motion was made to adopt Resolution #22-091 as presented by Chris Mills, seconded by Bruce Coons Ayes: Allen, Coons, Mills Noes: none Absent: Davis, Lundeen Abstain: none ~ Motion carried.

2. Accept donation of electronic sign from the Pike Community Support Foundation, cost \$3,049.58. A motion was made to accept the donation of the electronic sign by Chris Mills, seconded by Bruce Coons Ayes: Allen, Coons, Mills Noes: none Absent: Davis, Lundeen Abstain: none ~ Motion carried.

3. Confirm withdrawal from the Alleghany Firehouse reserve fund for the pending roof repair. This expenditure was approved by the board in April, but the minutes did not specify which funds would be used to pay for it. It was explained that the roofer was scheduled for the next two days, Oct. 21st and 22nd. A motion to authorize the payment of the roof repair for up to \$3,030 to be withdrawn from the Alleghany Firehouse Reserve fund was made by Bruce Coons, then amended to say up to \$3,500 in case it cost more, seconded by Chris Mills Ayes: Allen, Coons, Mills Noes: none Absent: Davis, Lundeen Abstain: none ~ Motion carried.

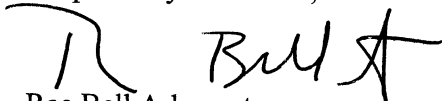
6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS

The next regular meeting is scheduled for November 17, 2022.

7. ADJOURNMENT:

There being no further business before the board, the meeting was adjourned at 7:12 PM.

Respectfully submitted,



Rae Bell Arbogast
Secretary



Pliocene Ridge Community Services District

100 Pike City Road
Pike City, CA 95960

plioceneridge.org

plioceneridge@gmail.com

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: 10/20/22

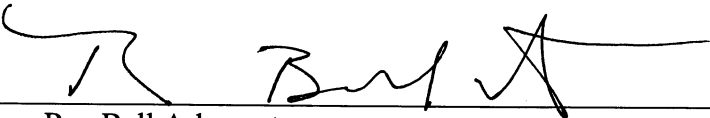
In the following location(s):

by Edda
Alleghany Post Office Bulletin Board, plioceneridge.org, emailed to agenda list.

Need taking to Pike Fall.

On 10/17/22 (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

plioceneridge@gmail.com

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday October 20, 2022 6:30 pm

Location: Alleghany Firehouse Station 2 514 Miners Street AND
VIA Phone Conference call 978-990-5144 Access code 6919768#

ALL MEETING DOCUMENTS ARE POSTED ONLINE plioceneridge.org

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE

2. CONSENT CALENDAR

- a) Approval of Agenda, b) Approve Minutes for regular meeting held September 15, 2022 c) Ratify Treasurer's report & bill payments for September 2022

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 since last meeting
b) Committee/Member/Business Reports:
1. District Chief's report
2. Assistant Chiefs' report
3. Alleghany Volunteer Fundraising District
4. Pike Community Support Foundation
5. Board Member/Staff Reports
6. Firewise Communities
7. Firehouse Projects & ADA Compliance ~
8. Pending Grants –

5. DISCUSSION and POSSIBLE ACTION ITEMS:

- a) Unfinished business:
1. Ongoing Bylaws & Policy review and/or update: Proposed amendment to streetlight portion of Policy # 2010 Reserve Funds (see staff report for more info.).
2. MOU with non-profits still needs addendum with new names, waiting to hear from Alleghany non-profit.
3. Use of funds to pay for New Fire Truck in Alleghany, paid for in April and July. (written report provided)
- b) New business
1. Resolution # 22-091 Rural Capacity Grant Agreement (50/50 CDF)
2. Accept Donation of electronic sign from the Pike Community Support Foundation cost \$3,049.58.
3. Confirm withdrawal of up to \$3,030 from Alleghany Firehouse Fund for roof screw replacement on Station 1

6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~ Next meeting date November 17, 2022. Agenda Items:

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 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 Sept 2022

Beginning Checking Account Balance \$ 6,922.29

DEPOSITS

	Date	From:	For:	Amount
Deposits Total \$ -				

EXPENDITURES

Ck #	Date	To:	For:			
EFT	9/2	WA credit card	breakdown below:		\$	606.81
			fuel Pike City FD	\$	201.11	
			parts for electronic sign	\$	351.90	
			part for well pump at pike firehouse	\$	10.80	
			Red Cross Cert fee (additional student)	\$	43.00	

NOTE: The account number on the checking account was changed at the end of Sept. (see minutes)

PG&E was paid with the credit card.

Expenditures/transfers Total \$ 606.81

Reserve Account Detail	
Contingency	\$ 24,500.00
Alleghany Fire Unallocated	\$ 3,000.00
Alleghany Dispatch Office	\$ 700.00
Pike City Fire Unallocated	\$ 13,000.00
Streetlights	\$ 7,126.30
Pike City Firehouse	\$ 3,064.76
Pike City Engines	\$ 11,202.95
Alleghany Firehouses	\$ 14,409.37
Alleghany Engines	\$ 4,588.78
Interest Earned	\$ 5.75
Reserve Account Total	\$ 81,597.91
FUNDS caught up through 8/31/2022 see spreadsheets	

Ending Checking Account Balance \$ 6,315.48

Starting Savings account balance \$ 11,989.63

interest earned \$ 0.98

Ending Savings Account Balance \$ 11,990.61

General Fund (accounts listed above) Total \$ 18,306.09

Reserve account Starting Balance \$ 81,592.16

interest earned \$ 5.75

Reserve account Ending Balance \$ 81,597.91

Total ALL FUNDS \$ 99,904.00

Report prepared by Rae Bell, Treasurer

Verified against bank statement and QB balances by: X

Note: Savings and Reserve account reconciled quarterly.

Name Printed _____

title _____

Agenda item 5. a)1 Policies and Procedures: Proposed changes to Policy 2010 FUNDS (This was presented in September but was tabled, to give everyone time to read it.)

For the first 12 years of the district's existence the county management fee ran 9% (this is the amount that the County charges per State Law for collecting & dispersing the district's tax revenue). A few years ago, in an attempt to simplify the district's accounting process, the procedure for calculating the Streetlight portion of the County management fee was changed to a flat 9% of the total revenue.

Well, wouldn't you know it? When I was preparing the FY 22-23 budget documents, I noticed that the fee was 14% for FY 19/20 and 13% for FY 21/22. I did a look-back and the 9% was steady through FY 17/18, then for FY 18/19 it went to 10% and FY 19/20 = 12%. SO we need to revert back to the old method.

FROM (current language)

The streetlight fund shall also pay its fair share of the County Management fee (the amount that the County charges per State Law for collecting & dispersing the district's tax revenue) The amount charged to the Streetlight fund to cover its share of the County Management fee shall be 9% of the total streetlight revenue for the corresponding year.

TO

The streetlight fund shall also pay its fair share of the County Management fee (the amount that the County charges per State Law for collecting & dispersing the district's tax revenue) At the closing of each fiscal year, the district treasurer or designee shall determine the percentage charged on the total tax revenue and apply that percentage to the streetlight tax revenue. This amount shall be charged to the streetlight fund as its share of the County Administrative fee for the corresponding fiscal year.



Pliocene Ridge Community Services District

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PLANNING COMMITTEE MEETING March 12, 2022

Pike Firehouse, 6 pm MEETING NOTES (amended 10/16/2022 with note at the bottom)

Attendance: David and Rae Bell Arbogast, Bruce Coons, Ned Cusato, Chris & Christina Dorn, Daniel Guyer, Roland Robertson, Denise Ruane.

- **Purpose of planning:** Short-term and long-term, to prioritize the dedication of resources (time and money) and to guide the pursuit of grant funding. Also, to work towards stability and improvement of ability to provide basic services.
- **Areas of responsibility:** Personnel, Buildings, Fleet, Organization of District.

Assess current status and needs in each area of responsibility.

- **Personnel**

Safety highest priority, doing well in that area with upgraded PPE for all active volunteers and weekly trainings. Training attendance is a problem. Recruitment and retention are also problems.

- **Fleet**

Short-term priorities: Alleghany upgrade structure truck, Pike upgrade water tender and rescue.

Longer-term: Pike needs an upgraded type III 4x4 looking to get from Forest Service, but housing is an issue due to size. Also, current loaner from Forest Service 6770 is parked outside in violation of agreement, need to return it in Chief Dorn's opinion.

- **Buildings**

Longer-term: Pike needs two more larger engine bays, one for tender and one for modern type III engine. Chris Dorn & Rae Bell to look at plot plan and see what might be doable. Possibly request alternatives analysis. Previous plans developed by Mark Jokerst should be looked at.

Short-term: Need ADA accessible space in Pike to hold meetings. **Plan to use rescue bay already approved by PRCS board.*** (see note below) Christina Dorn to work on getting permit. Chris, Christina, Ned, Dan, Rae and David to do the work.

Mini-split heat pump identified as best heating option. Rae mentioned energy audit going on now, might be able to tie that in. It was suggested as best heating option for both the Pike and Alleghany firehouses.

Summary of Alleghany Firetruck Purchase for Fiscal Year 21/22

A question has arisen about the withdrawal (or lack thereof) of reserve funds for the purchase of the engine in Alleghany that took place in Fiscal Year 21/22. In doing a lookback for this summary, I do see that additional board input is warranted and an item will be placed on the October agenda for further discussion. The language from February is not as clear as one would hope.

Excerpt from the minutes of 2/17/2022 (emphasis added)

5. Consider authorizing Chief Dorn to spend up to \$20,000 for a new firetruck for Alleghany. **Written report provided.** A motion to authorize the purchase of engine E257 from the Peardale Fire Protection District for up to \$20,000 was made by Larry Allen, seconded by Grace Knowles Ayes: Allen, Coons, Knowles, Mills Nays: none Absent: none Abstain: none Vacant: one~ Motion carried

Excerpt from written report referenced in the resolution above:

"Funds would come out of the Alleghany vehicle fund (current balance \$14,879.35) and the remainder could come out of savings and/or Alleghany Fire "unallocated" (balance \$3,000)."

Peardale FPD released the truck in April and the agreed upon sale price was \$17,500. This was paid for with check # 2623 on April 28th. The entire balance of the Alleghany Vehicle Fund (\$14,879.35) was transferred to the checking account and the remaining \$2,620.65 was covered by a transfer from the savings account also done on April 28th (total transfer \$4,000.) April treasurer's report attached. At the end of April the balance in the Alleghany Vehicle Fund was zero, and the saving's account balance was \$20,048.11

DMV Fees for taxes and registration in the amount of \$1,321.72 for the new truck were paid using the district's credit card in May. The corresponding credit card bill was not due until July. (See July Treasurer's report). The total purchase price for the truck with all fees and taxes came to: \$18,821.72.

Per the discussion and motion made in February \$14,879.35 was to be paid from the Alleghany Vehicle Fund and the remaining amount (unknown in February) could come out of the "savings and/or Alleghany unallocated fund". The remaining amount came to \$3,942.37 and it was paid for as follows: \$2,620.65 came out of savings and \$1,321.72 came out of the Alleghany Vehicle Fund (rather than "unallocated"). This was possible because at the end of June the offer of \$6,000 for Alleghany's old engine 7180 had been accepted and the check was deposited in July. This money, minus advertising expenses (net \$5,910.50) was transferred to the Alleghany Vehicle Fund per district Policy.

SUMMARY Total truck price of \$18,821.72 was paid for as follows: \$16,201.07 paid for from Alleghany Vehicle Reserve Fund and \$2,620.65 paid from savings (general fund). It will be on ~~next~~ ^{this} month's agenda for the board to either ratify the transaction "as is" or change it.

It has been on my list for several years to reformat the FUND master sheet. It was developed piece-meal over the years and it is not as easy to follow as it should be. Recently, management has also been discussing possibly simplifying the way that the mutual aid income is handled. This also has been developed piece-meal over the years. Chief Dorn asked me to hold off until after fire season before putting this on the agenda, and I also do not have time to work on this right now. Hopefully, an item will be on the November agenda with draft changes to the fund policy. A simplified fund sheet will be one of the goals and board ratification of the fund sheet once it is completed for each fiscal year should also be added to the policy. (suggestions welcome)



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

Resolution No. 22-091

Approving the Department of Forestry and Fire Protection Agreement

#7GF22146 for services from the date of last signatory on page 1 of the Agreement to June 30, 2023 under the Rural Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

BE IT RESOLVED by the Board of Directors of the Pliocene Ridge Community Services District that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Rural Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2022-23 up to and no more than the amount of \$5,164.15.

BE IT FURTHER RESOLVED that the Treasurer of said Board be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the Pliocene Ridge Community Services District.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Pliocene Ridge Community Services District, at a regular meeting thereof, held on the 20th day of October by the following vote:

AYES: NAYES: NONE ABSENT: ABSTAIN:

Lawrence Allen, President Date _____

ATTEST:

I, Rae Bell Arbogast, Secretary 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 22-091

WITNESS MY HAND & THE SEAL OF THE Pliocene Ridge Community Services District, on this 20th day of October 2022.

Rae Bell Arbogast, Secretary



Pike Community Support Foundation

100 Pike City Road, North San Juan, CA 95960

To: Rae Arbogast, Secretary/Treasurer Pliocene Ridge Community Services District

From: Denise Ruane, PCSF Treasurer

Re: Non-Cash Donations FY2021-2022

Rae –

For the Fiscal Year 2021-2022, the Pike Community Support Foundation purchased an outdoor digital sign valued at \$3,049.58. This sign is hereby donated to be assigned to the Pliocene Ridge Community Services District.

We look forward to our continued work with the PRCS D.

Thank you –

Denise