

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
Tuesday November 18, 2025, 6:30 pm Location: Pike Firehouse
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

2. CONSENT CALENDAR

- a) Approval of Agenda b) Approve Minutes for regular meeting held October 21, 2025 c) Ratify Treasurer's report & bill payments for October 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. Board Member/Staff Reports ~
 - 5. Firewise Communities –
 - 6. Firehouse Projects & ADA Compliance ~ Both Departments-
 - 7. Pending Grants –

5. DISCUSSION and POSSIBLE ACTION ITEMS:

- a) Unfinished business:
 - 1. Administrative Pay related to processing standby assignments and paid mutual aid calls
- b) New business:
 - 1. PG&E Easement Deed
 - 2. Consider discontinuing Calif. Special District's association membership \$375 per year (went up)
 - 3. Appoint project manager for Alleghany Station 1 siding project and discuss best path forward.
 - 4. Adopt meeting schedule for 2026.

6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~ The next regular meeting is scheduled for Tuesday January 20, 2026 (if schedule stays the same) in Alleghany. Agenda items:

7. ADJOURNMENT

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 October 21, 2025, 6:30 pm Location: Alleghany Firehouse

ALL MEETING DOCUMENTS ARE POSTED ONLINE plioceneridge.org

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE

Board members present: President Donna Williamson, Vice President Chris Mills, Director Chris King, Director Pam Davis, & Director Oregon Burns Tenney IV

Also in attendance: Chief Jim Buckbee, Assistant Chief Ned Cusato, Assistant Chief David Arbogast, District Manager Rae Bell Arbogast. Minutes were taken by Secretary Genesis Devine

Meeting was called to order at 6:31 by President Williamson

2. CONSENT CALENDAR

- a) Approval of Agenda
- b) Approve Minutes for regular meeting held September 16, 2025
- c) Ratify Treasurer's report & bill payments for September 2025

The consent calendar was approved by consensus.

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** – There was a question about whether emails should be included in correspondence. Per president Williamson, only those communications that involve board decisions, policy, & topics of public interest should be reported. Any correspondence regarding administrative issues don't need to be brought before the board.
- b) **Committee/Member/Business Reports:**
 - 1. **District Chief's report-** Chief Buckbee reports that the district has had 1 call since our last meeting. Wildland fire season is coming to a close, and the district is moving towards preparations for structure & vehicle fires. There will be a flu shot clinic coming up on Thursday, October 23 from 10-12 at the Pike Firehouse.
 - 2. **Assistant Chiefs' reports-** Assistant chief Cusato replaced batteries in engine 7180.
 - 3. **Alleghany Fire Department Auxiliary-** Rae Bell Arbogast reports that approx \$350 was raised at the Forest City Apple Fest. There will be a potluck Christmas party on Dec 13 at 3pm. Location TBD. The auxiliary was able to donate \$400 for PRCSO training dinners. Discussion has also begun regarding possibly creating a combined Allegheny and Pike Fire Auxiliary.
 - 4. **Board Member/Staff Reports** ~
 - a. Rae Bell Arbogast will be teaching a first aid class to the Ruby Miners staff on Sunday October 26. She will be charging the standard Red Cross fee +\$100, & donating her time.
 - b. The Sierra County Board of Supervisors approved \$2,500 for medical supplies for the PRCSO. This is an increase of \$1,500 from last year.

- c. To maintain our current insurance discount, our insurance company requires 2 board members to take an online class through Vector. Director King and director Tenney both expressed interest in filling this need.
 - d. Rae Bell spoke to Monica of Sierra County and she can help secure funds for the necessary equipment for StarLink internet at the Pike City firehouse through a grant. Director King, Chief Buckbee, & Rae Bell will work on this.
5. **Firewise Communities** – Rae Bell will begin the process for renewal due next month.
6. **Firehouse Projects & ADA Compliance ~ Both Departments-**
- a. Chief Buckbee reports that the ADA bathroom is 70% complete. Thus far it has cost less than \$800 in materials. Plumbing still needs to be completed, as well as the installation of a new toilet & sink.
 - b. Plans for the new building continue to move forward with some changes to remain compliant with Sierra County regulations & save on cost. These changes include upgrades to the roofing materials and downsizing the building to 30' x30' Chief Buckbee, and director King are confident this will more than accommodate our needs. Two local companies have submitted bids for construction. All aspects of construction, warranty, & cost are similar between both companies & Chief Buckbee will make the final decision in the upcoming days. Next steps on construction will be pouring the concrete slab in accordance with Sierra County regulations, and acquiring engineered blueprints. The propane tank currently on property will need to be moved slightly, but the electrical box will remain in its current location.
7. **Pending Grants** – none at this time

5. DISCUSSION and POSSIBLE ACTION ITEMS:

a) Unfinished business:

1. Administrative Pay related to processing standby assignments and paid mutual aid calls

No proposal was prepared in time for the meeting. President Williamson reminded the board that language needs to be included to differentiate between employee vs volunteer duties for legal purposes. It is important that during succession planning for Rae Bell & chief Buckbee that they account for all time & duties. They should track both volunteer vs admin time to ensure there is a full picture of both roles.

b) New business:

1. Final Budget Adoption

Public Hearing start: 7:08

Rae Bell reports that the mutual aid/ standby income of \$100,000 is a conservative estimate.

The other income of \$2500 was pre approved by county as reported above. The administrative fees allocated from standby assignments will be used to acquire a new printer & internet for Pike City firehouse as previously discussed. The audit fee listed is acquired from the actual quote received. The payroll budget has been increased by \$2000 to include possible future increase in staff wages. The allocation for training has been increase y \$1000 as suggested by director King during previous discussions. The income from streetlights is the actual amount.

\$70,520 will need to be withdrawn from various funds to balance the budget. See budget for specific budget allocations. If mutual aid funds come in higher than anticipated, then we may not need to withdraw from existing funds. Hearing end: 7:17

Motion to approve the budget as presented made by director Tenney & 2nd by vice president Mills. Ayes: Williamson, Mills, Davis, Tenney, & King. Noes: none Absent: none

2. Authorize Staff to sign Audit engagement letter for FY 24-25 \$3500

Motion to allow district manager, Rae Bell Arbogast, to sign audit engagement letter for FY 24-25 in the amount of \$3500 made by director King, 2nd by director Tenney. Ayes: Ayes: Williamson, Mills, Davis, Tenney, & King. Noes: none Absent: none. Motion carries.

3. Adopt revised Volunteer and Employee Handbooks

Donna reviewed suggested changes to the handbook. President Williamson explained that having employees and volunteers in the same handbook is not recommended. Minimal changes were made to separate the 2 into separate handbooks and include best practices in language.

Motion to adopt revisions to the volunteer handbook, and new employee handbooks was made by director Mills & 2nd by director Tenney. Ayes: Ayes: Williamson, Mills, Davis, & Tenney. Noes: none Absent: King. Motion carries.

6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~ The next regular meeting is scheduled for Tuesday November 18, 2025 in Pike. Agenda items: PG&E Easement Deed

- Christmas party December 13 location tbd @ 3pm.
- Next meeting: appoint project manager for station 1 to get siding done

7. ADJOURNMENT

Meeting was adjourned at 7:47

Minutes respectfully submitted

Genesis Devine, Secretary

Pliocene Ridge CSD ~ Treasurer's Report for October 2025

Beginning Checking Account Balance \$ 4,441.90

DEPOSITS

Date	From:	For:	Amount
10/6/2025		see below	\$ 1,248.34
	Cal Fire	Serendipity Fire	\$ 1,210.50
	EDD	refund	\$ 37.84
		see below	\$ 10,240.55
10/22/2025	Cal-Fire	Marysville Fire	\$ 8,359.29
	Sierra County Auditor	Final tax installment for fiscal year 24-25	\$ 1,881.26
10/31/2025	CAL OES	Second standby from summer 2024!	\$ 10,190.92
Deposits Total			\$ 21,679.81

EXPENDITURES

Ck #	Date	To:	For:	Amount
EFT	10/1	WA Bank Credit Card	Details Below	\$ 1,242.67
		Home Depot	Station 67 bathroom	\$ 798.83
		Speedway	propane for Station 67	\$ 28.20
		Harbor Freight	Repair/supplies for new Rescue truck 6740	\$ 55.62
		Walmart	food for standby assignment	\$ 51.35
		Foodmax	food for standby assignment	\$ 297.67
		USPS	postage	\$ 11.00
EFT	10/1	PG&E		\$ 679.33
			Alleghany Firehouse	\$ 104.53
			Pike Firehouse	\$ 232.16
			Alleghany Streetlights	\$ 304.45
			Forest City Streetlights	\$ 38.19
			down payment for structure includes full cost of	
2801	10/23	Pacific Metal Buildings	engineered plans \$2,280	\$ 7,624.00
2802	10/30	AT&T	Phones 2 mos	\$ 143.40
2803	10/30	Banner Communications	8 cases for new radios	\$ 214.50
2804	10/30	Mountain Messenger	Budget adoption hearing notice	\$ 32.37
2805	10/30	Sierra County Tax Collector	solid-waste fee district-wide	\$ 61.26
2806	10/31	Cameron Shay	Mutual Aid Gross \$541.58	net \$ 500.16
2807	10/31	Christopher King	Mutual Aid Gross \$1056.91	net \$ 976.06
2808	10/31	Ethan Esch	Mutual Aid Gross \$2616.71	net \$ 2,416.53
2809	10/31	James Buckbee	Mutual Aid Gross \$917.21	net \$ 847.04
2810	10/31	Jamie Johnson	Mutual Aid Gross 127.44	net \$ 117.69
2811	10/31	Rae Bell Arbogast	Sept. Admin 22.5 hours Gross \$371.25	net \$ 342.85
EFT	10/31	EDD	3rd quarter state PR taxes	\$ 195.04
EFT	10/31	IRS	October Federal Payroll taxes	\$ 861.54
2812	10/31	Christina Dorn	2024 July Standby finally paid	\$ 1,999.68
			Expenditures/transfers out Total	\$ 18,254.12

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	\$ 9,460.62
EMS Vehicle Fund	\$ 250.00
Interest Earned	
Reserve Account Total	\$ 80,486.94

Ending Checking Account Balance		\$ 7,867.59
Starting Savings account balance		\$ 29,996.49
TR to Streetlight fund for Year end June 30, 2025		\$ (442.47)
transfer from reserve fund savings		\$ 29.70
interest		
Ending Savings Account Balance		\$ 29,583.72
General Fire Fund Total		\$ 37,451.31
All Fire Funds (including reserves)		\$ 211,534.15
Note: Current year streetlight income/expense is comingled with general fire fund.		

CA Class investment	
Beginning balance	\$ 102,691.17
Interest	\$ 365.35
CA Class ending Balance	\$ 103,056.52
Capital Imp. Fund = \$30,792.31 Gen. Fire Fund = \$72,264.21	

Reserve account Starting Balance		\$ 80,074.17
TR to Streetlight fund for Year end June 30, 2025		\$ 442.47
to move interest on fund savings to general fund		\$ (29.70)
Reserve account Ending Balance		\$ 80,486.94
Total All Funds		\$ 220,994.77

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



Sierra County
Auditing Department
P.O. Box 425
Downieville, CA 95936
(530) 289-3273 Fax (530) 289-2842



SL Portion \$533.10
File \$1,348.16

Memo

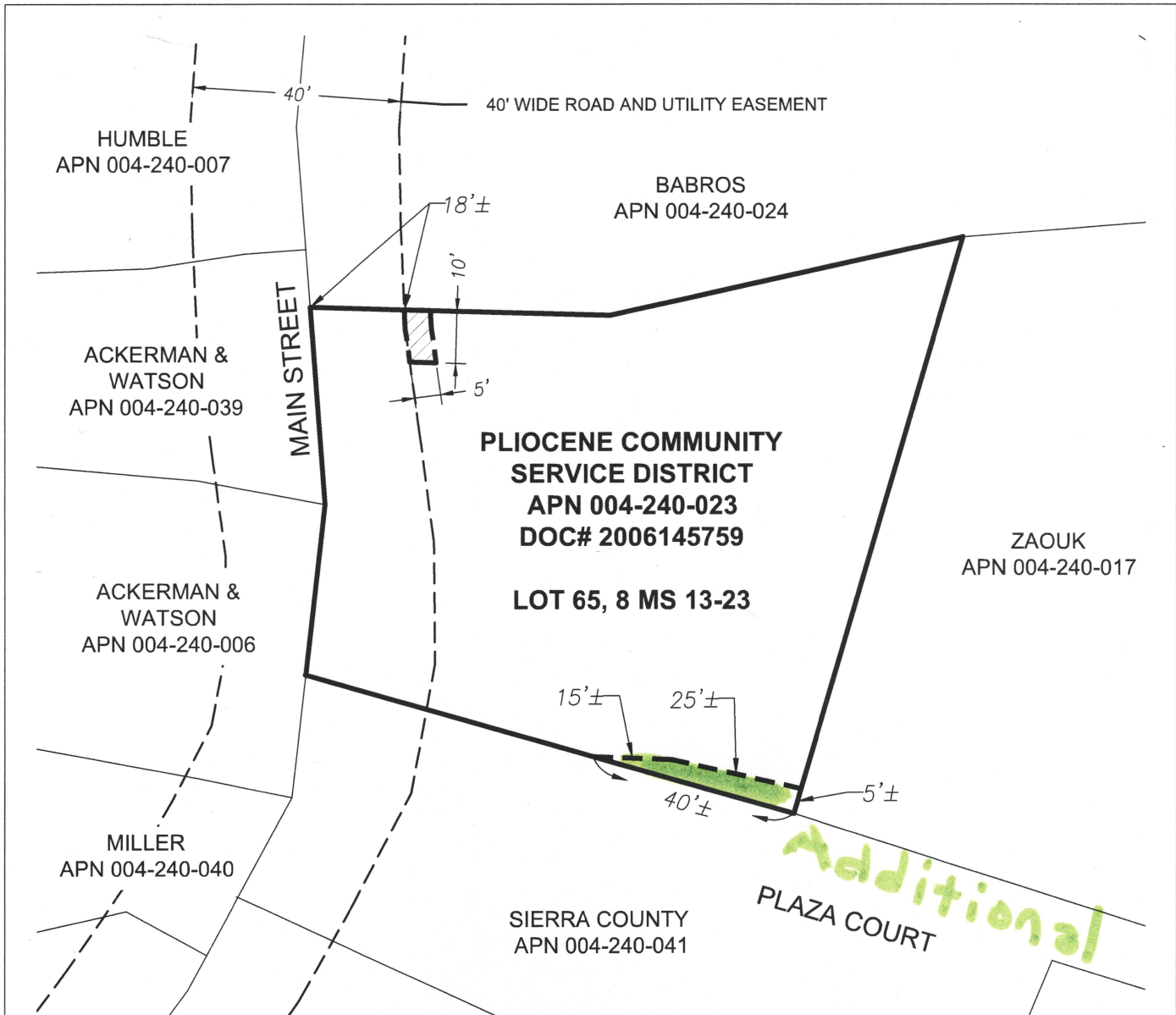
To: Pliocene Ridge CSD
From: Van Maddox, Auditor/Controller - Treasurer/Tax Collector - Risk Manager - Budget
Date: June 30, 2025
Re: Distribution of Taxes - Final 2024/25 Apportionment

Post to AR at 6/30/25
JN # 6553

Enclosed, please find a check for tax distribution in the amount of	<u>\$ 1,881.26</u>
Current Secured Property Tax	403.98
Current Unsecured Property Tax	49.89
Prior Secured Property Tax	
Prior Unsecured Property Tax	14.00
Supplemental Property Tax	179.15
Supplemental Unsecured	-
Timber Yield Tax	911.43
Homeowners Property Tax	219.71
Interest Apportionment	103.10
Property Tax Roll Fees	-
Subtotal	1,881.26
Less: Cash balance diff	
Total Check Amount Enclosed:	<u>\$ 1,881.26</u>

If you have any questions regarding this payment, please contact the Sierra County Auditor's Office at (530) 289-3273

Streetlight portion of county fee for the year = \$573.85 (details on Fund worksheet)
JE #191



LEGEND

- SUBJECT PROPERTY LINES
- ADJACENT PROPERTY LINES
- EXISTING EASEMENT (AS SHOWN ON 8 MS 13)
- EASEMENT AREA AS NOTED (50 SQFT ±)
- APPROXIMATE CENTERLINE
- 10' WIDE EASEMENT AREA (400 SQFT ±)



PROPERTY LINES ARE APPROXIMATE AND FOR REFERENCE PURPOSES ONLY.
UNLESS OTHERWISE SHOWN, ALL COURSES EXTEND TO OR ALONG BOUNDARIES OR LINES.

SHEET 1 OF 1
EXHIBIT "A"

PG&E - CWSP - ALLEGHANY 1102CB SIERRA PH 1.1					SCALE 1" = 30'	DATE 9/30/2025
SECTION SE¼ NW¼ 34	TOWNSHIP 19N	RANGE 10E	MERIDIAN MDM	COUNTY OF: SIERRA	CITY OF: UNINCORPORATED	
PLAT MAP REFERENCES H14, H1413 8 MS 13-23				F.B.: N/A	DR.BY: A3AP	CH.BY: DYMT
				PG&E	SIERRA DIVISION	35374204 L-19-10-34 AUTHORIZE DRAWING NO.