



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, October 17, 2012, 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: 9/20/12 letter to Sierra County Clerk's office advising of mandated Conflict of Interest Policy Review; 09/23/12 emailed GSRMA that none of our board will be attending 10/25/12 training; 9/28/12 copies of AB1234 Ethics training certificates for Tom Starr and Tosha Buckbee sent to Sierra Co. Clerk; 10/9/12 Rae Bell Arbogast Invoice 1026, 16.5 hrs bookkeeping at \$15.00/hr., Total: \$247.50.
- B. Committee/Member/Business Reports:
 1. Station 71 Fire Chief:
 2. Station 67 Fire Chief
 3. Station 71 Auxiliary:
 4. Station 67 Auxiliary:
 5. Risk Manager: Dan Guyer
 6. Board Member Reports

V ACTION ITEMS

- A. Approval of Minutes September 19, 2012 Regular Meeting
- B. Treasurer's Report
Approval of report dated September 30, 2012
Budget Adjustments, need for
Budget Committee Report (copy attached to minutes)
Status of Special Districts Transactions Report due 9/30
Status of Audit
- C. Unfinished Business:
 1. Status of Crown truck sales
 2. Appointment of Pike City Fire Chief
 3. Adopt 2012/13 Budget
 4. Facility Self Inspections
- D. New Business
 1. Update fire dept. Standard Operating Procedures Manual
 2. Renew Rae Bell Arbogast contract for bookkeeping services, 7/1/12 - 6/30/13
 3. Resolution 12-047, Establish Debit Card
 4. Resolution 12-048 Wayne DeLisle Appreciation
 5. Cancel Dec. 19, 2012 regular meeting of the Board
 6. Grant authorization

VI NEXT MEETING AGENDA ITEMS: Set 2013 meeting schedule, election of officers, appointment of standing committee

VII ANNOUNCEMENTS: The next regular meeting of the PRCSO Board of Directors is scheduled for Wed., October 17, 2012, 6:30pm, Station 71, Alleghany.

VIII ADIOURNMENT



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, October 17, 2012, Station 71 Alleghany MINUTES

A quorum was established and the meeting called to order at 6:39PM by Pres. Wayne Babros. Board members present: W. Babros, T. Buckbee, D. Guyer, L. Vieira, M. Womack. Also present: Chief Hall, Co Chiefs Buckbee & Starr. Supervisor Adams was not present. Flag salute.

*add Treao
R. bellarbogay
M/W*

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

PUBLIC COMMENT: None.

INFORMATION/DISCUSSION ITEMS

Correspondence: 9/20/12 letter to Sierra County Clerk's office advising of mandated Conflict of Interest Policy Review; emailed GSRMA that none of our board will be attending 10/25/12 training; 9/28/12 copies of AB1234 Ethics training certificates for Tom Starr and Tosha Buckbee sent to Sierra Co. Clerk; 10/9/12 Rae Bell Arbogast Invoice 1026, 16.5 hrs bookkeeping at \$15.00/hr., Total: \$247.50.

Committee/Member/Business Reports:

Station 71: Chief Hale reported all engines online, no new grants working at this time; sent information re OES Grant for radios to Lee Brown.

Station 67: Co-chiefs Buckbee & Starr report Station 67 OES grant information also sent to Lee Brown. There is supposed to be a countywide meeting re the OES grant in October but no date set as of yet. Tom noted that when he submitted the current grant information there was a discrepancy resulting in one battery not being included. We will purchase separately. All vehicles are up and running except 6760.

Auxiliary 71: Chief Hale noted nothing to report.

Auxiliary 67: Carol Wenger was absent. General note that the Ghoul Stew would be held on Sat., Oct. 27th and the Christmas Party is on Dec. 8th.

Risk Manager: Dan reported on the meeting held tonight (minutes attached to these minutes). Rae to get Ned's address to Maris. The agendas need to go out earlier.

Board Member Reports:

Streetlights: Wayne reported that the forest service light has not been repaired. He has requested a billing credit for the outages and is monitoring.

ACTION ITEMS

Approval of Minutes: Moved D. Guyer, seconded by T. Buckbee to approve the minutes of September 19, 2012 as corrected. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.**

Treasurer's Report:

Approve Treasurer's report of September 30, 2012: Moved by M. Womack, seconded by D. Guyer. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.**

Status of credit card(s): WestAmerica required three things: A letter signed by two officers, a resolution authorizing the issuance of a credit card, a copy of the minutes reflecting the letter and resolution. Maris gave the letter to Wayne to

Treasurer's Report: (Continued)

sign, and the resolution, 12-047, is under new business. She will prepare an unofficial copy of minutes and give the packet to Rae to proceed.

Audit Status: Rae reported the auditor is waiting for input from her. She will be in contact with him and expects report by next meeting.

Budget Adjustments: The entry for this item is on the calendar in the handbook. Rae believes it may have originated with the handbook she is developing. *Rae would like to remove from the calendar. -mm*

Budget Committee: The minutes of the committee were received, read, and accepted. Copy attached to these minutes. Maris will send Rae a copy.

UNFINISHED BUSINESS

Status of Crown truck sale: No change.

Appointment of Pike City Fire Chief: No action taken.

Adopt Final 2012/12 Budget: Moved by M. Womack, seconded by D. Guyer to adopt the 2012/13 Budget as submitted. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.**

Facility Self Inspections: This will be a task of the Risk Management Safety Committee.

NEW BUSINESS

Update fire depts. Standard Operating Procedures Manual: J. Buckbee to get a copy of the PCVFD manual to Maris. This is reviewed annually and updated as needed. Changes need to be submitted to the district.

Renew Rae Bell Arbogast contract for bookkeeping service, 7/1/12-6/30/13: This should have been done in July. There are only date changes. Moved by M. Womack, seconded by D. Guyer. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.**

Resolution 12-047 Establish Debit Card(s): Moved by L. Vieira, seconded by T. Buckbee. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.** Rae will purchase debit cards.

Resolution 12-048 Wayne DeLisle Appreciation: Motion read. Moved by T. Buckbee, second by L. Vieira. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.** Resolution given to Tom and will be presented to Wayne DeLisle by the PCVFD.

Cancel Dec. 19, 2012 regular meeting of the Board: Moved by L. Vieira, seconded by T. Buckbee. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.**

Grant Authorization: Moved M. Womack, seconded by L. Vieira to authorize application for the 2013 Forest Service Grant. **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.** Moved by M. Womack, seconded by L. Vieira to authorize the Treasurer to request reimbursement from GSRMA for training up to \$1,000.00 (one-thousand dollars and no cents). **Motion passed: 5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant.**

NEXT MEETING AGENDA ITEMS: Election of 2013 officers, adoption of 2013 meeting calendar, acceptance of audit

ANNOUNCEMENTS: Larry Vieira, Tosha Buckbee, and Maris Womack: These positions are up for reappointment. Maris will contact the Clerk's office for application form. They should also be posted in the Mt. Messenger.

A reminder that PCVFD will present Wayne DeLisle with a Certificate of Appreciation at the Ghouls Stew Potluck on Sat., Oct. 27th.

ADJOURNMENT: Moved by D. Guyer, seconded by L. Vieira and passed unanimously to adjourn the meeting. So ordered by President Babros at 7:15pm.

Respectfully submitted,



Maris Womack
Secretary

Minutes adopted

11-21-12

as submitted or changed

Date

MW

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: September 30, 2012

Beginning Checking Account Balance \$ 450.00

Deposits

Budget Line #	Date	From:	For:	Amount
		transfer from savings		\$ 5,000.00
Deposits Total				\$ 5,000.00

Expenditures

Budget Line #	Ck #	Date	To:	For:	Amount
	2130	9/13	AT&T		\$ 33.02
6172.2				Phone Alleghany	\$ 18.38
6172.3				Phone Pike	\$ 14.64
	OL	9/10	PG&E		\$ 983.71
6170.2			Two months worth	PG&E Alleghany	\$ 94.30
6170.3				PG&E Pike	\$ 155.26
9171.4				Streetlights - Forest	\$ 80.54
9170.4				Streetlights - Alleghany	\$ 653.61
6250.1	672	9/17	postmaster	stamps	\$ 57.00
	673	9/19	Tom Starr Reimburse		\$ 59.35
6295.3			building repairs & maint.	key box	\$ 38.64
8660			supplies		\$ 20.71
Expenditures Total					\$ 1,133.08

Ending Checking Account Balance \$ 4,316.92

Starting Savings account balance	\$ 11,044.25
transfer to checking	\$ (5,000.00)
interest earned	\$ 1.36
transfer to FUNDS	
Ending Savings Account Balance	\$ 6,045.61

Total Checking & Savings (general fund) \$ 10,362.53

Fund account Starting Balance	\$ 16,889.31
interest earned	\$ 1.99
transfer to checking	
Fund account Ending Balance see budget sheet for detail	\$ 16,891.30

Total ALL FUNDS	\$ 27,253.83
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PRCSD Budget History
acc#

NAME

	09-10 Actual	11-10 Actual	11-12 Actual	12-13 Proposed
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Details on Fund sheet

Fund Additions	(\$3,790.47)	(\$1,727.74)	(\$2,905.66)	\$ (3,201.99)
Fund Withdrawals	\$2,769.57	\$486.69	\$2,496.90	\$ 7,247.38
Net (moved to) or taken from funds	(\$960.90)	(\$1,241.05)	(\$408.76)	\$ 4,045.39

Includes \$5,500 for audit & \$1,239 from Pike building fund.

NET CHANGE -CASH FLOW

	\$1,705.84	\$3,330.75	\$1,825.83	\$ 217.87
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Surplus to Contingency Fund

		(\$3,300.00)	(\$1,800.00)	
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Fund Balances

	Year ending 09/10	10/11	11/12	12/13
Contingency Fund	\$1,600.00	\$2,400.00	\$3,950.00	\$ -
Audit Fund	\$1,083.68	\$1,528.74	\$1,760.92	\$ 2,011.62
Streetlight Fund	\$8,199.27	\$8,199.27	\$8,330.79	\$ 8,567.85
PCVFD Building Fund	\$293.81	\$293.81	\$655.48	\$ 1,307.41
PCVFD Vehicle Fund	\$439.74	\$439.74	\$475.30	\$ 475.30
AVFD Building Fund	\$319.02	\$319.02	\$416.82	\$ 416.82
AVFD Vehicle Fund				
Total Funds	\$11,935.52	\$16,480.58	\$18,689.31	\$15,879.00

Calculation of County Management Fee- pro-rated for Streetlights 11/12 actual used for now.

Gross Tax Income	\$ 27,890.22	(Total tax income for both fire and streetlights)
Gross Fee	\$ 2,780.02	County management fee charged to the district
Percent	10.0%	Percentage of total income, apply to streetlight income only, for pro-rated charge to fund

Streetlights	Streetlight Income	\$ 5,083.75	tax revenue only
	Streetlight Expense	\$ 4,385.00	estimated a little higher than last year.
	Net	\$ 698.75	Fund addition for the fiscal year
	PORTION COUNTY FEE (TO BE PAID OUT)	\$ 508.38	\$5,123 @ 10 %
	Streetlight Fund	Starting Balance	1,760.92
		Additions	698.75
		Withdrawals	(508.38)
		End Balance	1,951.30
		Net gain (loss)	190.38

Gross Income Mutual Aid Pike	\$ 1,903.32			
Payroll expenses	\$ 718.00			
Net Mutual Aid Income	\$ 1,185.32			
	Additions	Starting Balance	Withdrawals	End Balance
Pike Building Fund 20%	\$ 237.06	\$ 8,330.79	\$ (1,239.00)	\$ 7,328.85
Pike Vehicle Fund 55%	\$ 651.93	\$ 655.48		\$ 1,307.41
General Fund 25%	\$ 296.33	(not added to total below, doesn't "go" anywhere)		

Gross Income Mutual Aid Allgny.	\$ 0.00			
Payroll expenses				
Net Mutual Aid Income	\$ 0.00			
	Additions	Starting Balance	Withdrawals	End Balance
Allgny. Building Fund 20%	\$ -	\$ 475.30		\$ 475.30
Allgny. Vehicle Fund 55%	\$ -	\$ 416.82		\$ 416.82
General Fund 25%	\$ -	(not added to total below, doesn't "go" anywhere)		

Audit Fund	08-09 Budget addition	\$ 800.00
	09-10 Budget addition	\$ 800.00
	10-11 Budget Addition	\$ 800.00
	11-12 Budget Addition	\$ 1,550.00
	12-13 Budget Addition	\$ 1,550.00
	12-13 WITHDRAWAL	\$ (5,500.00)
	Year-end balance	\$ 0.00

Contingency addition not included below amount to general fund isn't added.

TOTALS	Total Fund Additions for 12/13 FY	\$ 3,137.74
	Total Fund Withdrawals for 12/13 FY	\$ (7,247.38)
	NET CHANGE	\$ (4,109.64)

Year	Addition	Withdrawal	Balance
10/11	\$ 3,300.00		\$ 3,300.00
11/12	\$ 1,800.00	\$ 2,000.00	\$ 3,100.00
			\$ 3,100.00
			\$ 3,100.00
			\$ 3,100.00
			\$ 3,100.00
			\$ 3,100.00

Contingency Fund

PRCSD Budget History

acc#	NAME	09-10 Actual	11-10 Actual	11-12 Actual	12-13 Proposed	
4202.1	Tax Revenue Fire	\$21,956.67	\$23,463.02	\$22,921.22	\$22,806.43	per Van Maddox
4030.1	Donations District		\$185.16			
4030.2	Donations Alleghany	\$2,492.58	\$646.47	\$680.95	\$1,006.24	Donation is portion (50%) of CDF grant
4030.3	Donations Pike	\$5,411.67	\$1,711.36	\$5,932.22	\$2,648.00	(50%) of CDF grant plus truck payment \$1,641.76
4040.1	Grants District	\$1,000.00	\$1,000.00	\$921.80	\$1,000.00	GRSMA Training Grant - offsets compliance expenses
4040.2	Grants Alleghany	\$2,336.98			\$1,006.24	12/13 CDF Grant
4040.3	Grants Pike	\$3,505.43		\$3,123.70	\$1,006.24	12/13 CDF Grant
4060.2	Surplus Sales Alleghany					
4060.3	Surplus Sales Pike					
4070.2	Mutual Aid Alleghany	\$528.71		\$333.96		
4070.3	Mutual Aid Pike	\$3,513.19		\$1,390.12	\$1,903.32	amount ready to be billed
4082.0	Other Income	\$491.41	\$21.96	\$130.07		part of 11-12 actual offsets \$113.22 in Board Development fee below.
	Revenue Total	41,236.64	27,027.97	35,434.04	\$31,376.47	

OVERHEAD EXPENSES

6170.2	Electricity Alleghany	\$871.47	\$943.46	\$701.13	\$800.00	no longer have ambulance shed
6170.3	Electricity Pike	\$991.32	\$883.70	\$891.72	\$900.00	
6172.2	Telephone Alleghany	\$315.56	\$237.67	\$181.23	\$185.00	
6172.3	Telephone Pike	\$241.55	\$169.70	\$142.47	\$145.00	
6174.2	Water Alleghany	\$399.30	\$413.62	\$396.00	\$396.00	
6176.2	Propane Alleghany	\$680.87	\$776.87	\$527.39	\$700.00	mild winter last year
6180.1	Insurance	\$7,439.00	\$9,443.00	\$9,237.90	\$9,423.00	
6230.1	Compliance/Training	\$1,089.78	\$67.03			
6250.1	postage/copies/office supplies	\$110.00	\$149.93	\$97.00	\$150.00	
6265.1	County Mgmt Fee	\$3,001.47	\$2,709.53	\$2,780.02	\$2,780.00	
6270.1	Bookkeeping	\$720.00	\$720.00	\$730.00	\$750.00	
6273.1	Auditor Fee				\$5,500.00	
6275.1	Board Development Fee			113.22		
6280.2	Solid Waste Fee Alleghany	\$406.70	\$407.70	\$407.70	\$67.94	
6280.3	Solid Waste Fee Pike	\$312.56	\$312.56	\$312.56	\$122.30	
6295.2	Building Maint. Alleghany		\$157.23	\$680.95		
6295.3	Building Maint. Pike				\$1,239.00	\$39 for key box & \$200 for door repair, \$1,000 for office finish work.
6301.1	Training Equipment			30.00		
6704.0	Other Expenses	\$10.00				
	Subtotal	\$16,589.58	\$17,392.00	\$17,229.29	\$23,158.24	

PRCSD Budget History		09-10	11-10	11-12	12-13
acc#	NAME	Actual	Actual	Actual	Proposed
7230	Op Compliance/Training	\$371.10	\$637.75	\$708.05	\$ 701.48
7296	Mutual Aid Payroll		\$685.62	\$ 156.15	
7300	Small Equipment	\$4,673.91	\$732.91	\$675.32	\$ 2,012.47
7301	Equipment Repairs & Maint.	\$408.86	\$380.60	\$726.45	\$ 500.00
7350	Fuel	\$211.88	\$1,163.85	\$1,050.28	\$ 1,000.00
7630	Vehicle Repair & Maint.	\$284.64	\$205.36	\$ 443.63	\$ 200.00
7660	Supplies	\$205.36	\$6,155.75	\$3,759.88	\$ 5,213.95
	Subtotal				
8230	Op Compliance/Training	\$733.35	\$356.43	\$391.28	\$ 201.84
8296	Mutual Aid Payroll	\$1,410.90		\$ 732.54	\$ 718.00
8300	Small Equipment	\$7,043.83	\$261.11	\$6,852.79	\$ 2,468.99
8301	Equipment Repairs & Maint.	\$858.95			\$ 500.00
8350	Fuel	\$1,227.03	\$914.22	\$509.10	\$ 800.00
8630	Vehicle Repair & Maint.	\$3,281.85	\$386.64	\$2,670.17	\$ 1,000.00
8660	Supplies	\$212.97		\$ 80.00	\$ 200.00
	Subtotal	\$14,768.88	\$1,918.40	\$11,235.88	\$ 5,888.83
9020	Streetlight Tax Revenue	\$5,142.43	\$5,123.00	\$ 4,969.00	\$ 5,083.79
9030	Streetlight Donations	\$140.00	\$160.00	\$ 100.00	
	Streetlight Income Total	\$5,282.43	\$5,283.00	\$ 5,069.00	\$ 5,083.79
9170	Streetlight Expense Allegheny	\$3,849.56	\$3,876.18	\$ 3,878.29	\$ 3,900.00
9171	Streetlight Expense Forest	\$ 475.63	\$ 479.08	\$ 481.59	\$ 485.00
	Streetlight Expense Total	\$ 4,325.19	\$ 4,355.26	\$ 4,359.88	\$ 4,385.00
	Lights Net	\$957.24	\$927.74	\$709.12	\$ 698.79
	Total Expenses (without lights)	\$37,514.21	\$22,911.13	\$32,225.05	\$34,261.02
	Lights addition or (subtraction)	\$957.24	\$927.74	\$709.12	\$ 698.79
	Income Statement net change	\$4,679.67	\$5,044.58	\$3,918.11	\$ (2,185.76)
1350.2	Equipment Allegheny				
1350.3	Equipment Pike				
1370.2	Vehicles Allegheny				
1370.3	Vehicles Pike				
	Fixed Assets Expenditures total				
1200.0	Accounts Receivable		\$5,842.38		
2000.1	Accounts Payable	(\$2,012.93)	(\$6,315.16)	(\$1,683.52)	\$ (1,641.76)

Pliocene Ridge Community Services District

Risk Management/Safety Committee
Quarterly Meeting

October 17, 2012, 6pm, Station 71 Alleghany

AGENDA

Committee Members: Chair Dan Guyer, Risk Manager; Wayne Babros, exofficio member; Fire Chief Bob Hale, AVFD ; Co Fire Chiefs Jim Buckbee and Tom Starr, PCVFD; community members: Ned Causato, Alleghany and Mike Scholle, Pike City. Recorder: Maris Womack

I PURPOSE

II IDEAS

III PLAN NEXT MEETING/MEETING SCHEDULE 2013

Pliocene Ridge Community Services District

Budget Committee Meeting

October 9, 2012, 4pm, Sixteen to One Mine Office

Following committee members were present: Rae Bell Arbogast, Wayne Babros, Maris Womack, Chief Hall, Co Chief Starr

Maris agreed to record the minutes.

The meeting was called to order at 4pm by District Treasurer Rae Bell Arbogast. The budget sheets she sent to the committee were reviewed and noted accordingly. Changes were made as needed to the budget. Rae updated and prepared meeting copies. She also noted that the mandated CAL OSHA Notices are free and she will print copies for each station house. The chiefs will display.

The meeting was adjourned at 4:56pm.

Respectfully submitted,

Maris Womack
Appointed Recorder

10-17-12 mm