



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

Wednesday November 15, 2017 6:30 pm Pike City Firehouse 100 Pike City Rd

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE
2. APPROVAL OF AGENDA
3. PUBLIC COMMENT
4. 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: Streetlight, Budget, Safety
5. ACTION ITEMS:
 - a) Approval of Minutes for meeting date October 18, 2017
 - b) Approval of financial reports and bank reconciliations for October 2017
 - c) Unfinished business:
 1. Wayman Dam Project
 2. Ongoing Bylaws & Policy review and/or update: BRING YOUR P&P Binders
 3. Alleghany Firehouse Project – ADA Compliance
 4. Pike City Firehouse Project – ADA Compliance
 5. Status of dispatch office in Alleghany
 - d) New business
 1. Adopt 2018 Meeting Schedule (Will bring it to the meeting on the 15th)
6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~
Next Regular meeting January 17, 2018 in Pike 6:30 pm

7. ADJOURNMENT

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**MINUTES of the Regular Meeting of the Board of Directors of Pliocene Ridge CSD.
Date: Wednesday October 18, 2017 Location: Station 71, 105 Plaza Court.**

1. Call to order: The meeting was called to order at 6:35 pm by President Wayne Babros. Board members present: Wayne Babros, Bruce Coons and Daniel Guyer. Gracie Knowles notified the Secretary in advance that she could not make it. Also present were Pike City assistant chiefs Jim Buckbee & Tom Starr and Alleghany assistant chiefs David Arbogast and Ned Cusato, PCVFD auxiliary President Roland Robertson and AVFD auxiliary Chairman Bob Hale and Secretary Vickie Tenney. Public present Nova Arbogast. Pliocene Ridge CSD Secretary Rae Bell Arbogast was present and took the minutes. Flag Salute.

2. APPROVAL OF THE AGENDA: A motion was made by Bruce Coons to approve the agenda, 2nd by Daniel Guyer. **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

3. PUBLIC COMMENT: None

4. INFORMATION/DISCUSSION ITEMS

a) Correspondence: Incoming Letter from the California State Controller welcoming PRCSD to the California Uniform Construction Cost Accounting Program, letter from Frontier Medical Resources re: ALS property tax fee proposal, letter from State Controller re: changes to the annual Financial Transactions report with a new January due date, information from the Volunteer Firefighter's assistance program re: vehicle donation program, Audit report for fiscal year 16/17 posted on website and copies given to all directors, two requests for shields on streetlights from Alleghany residents **Outgoing** Hold Harmless Agreement for donation of SCBAs sent to Camptonville Fire Dept. SB272 compliance completed and posted on district website (list of software programs used by the district that collect, store and use personal data), billing for 3 calls sent to the Sierra County Board of Supervisors under ordinance 1, requesting payment via title III funds.

b) Committee/Member/Business Reports:

1. *Alleghany Assistant Chiefs Arbogast and Cusato* reported that there haven't been many emergency calls since the last meeting held in July which is good. They finally got the rope gear requested on the 15/16 OES homeland security grant, including 600 feet of new rope and pulleys, they are now training on it. Some work was done on the ambulance over the summer, exhaust leak, air conditioning and the radio were fixed. Thanks to Bruce and Ned for taking it down to the mechanic and Banner Electronics.

2. *Pike City Assistant Chiefs Buckbee & Starr* reported that they've had a few calls since the last meeting. They responded to the Pleasant Fire near Peterson's corner. The Grass Valley command center dispatchers referred to them as "Pike County". Just an engine was requested but they had the tender ready to roll as well. They also got paiged out during the recent windstorm for a tree across a power line, mutual aid to Camptonville but got cancelled.

3. *Station 71 Auxiliary Chairman Bob Hale* reported that they've been updating the phone tree for Alleghany. They changed their meeting time and date to the 2nd Wednesday of the month at 6pm. They are planning for the Christmas party in December. Vickie Tenney reported that she thinks it would a good idea to install a second siren in Alleghany at Station 2. It was suggested that the sound might carry better from higher up, such as the pumphouse. A cost estimate will be obtained from Banner Communications and the best location will be decided upon when more information is gathered. Everybody agreed that this is a good idea.

4. *Station 67 Auxiliary* President Roland Robertson reported that they are gathering prizes for their Christmas raffle. They did a mailing to potential donors and are planning on doing follow-up phone calls. A few nice things have been donated. They had their regular meeting last Wednesday at 2pm (early due to the scheduled power outage which did not happen)

5. *Risk Manager Report:* None

6. *Board Member/Staff reports:* None

7. *Standing Committee Reports: Streetlights:* Bruce Coons reported that PG&E did not contact him in advance as they had promised when they came over to upgrade the streetlights in Forest City and Alleghany. Also, they came up Galloway Road in a big van. They were only here for half-a-day. They missed three lights in Alleghany and only did two in Forest City and one of them was not supposed to be upgraded. Rae Bell reported that PG&E credited \$1,100 to the district's PG&E bill because they think they were charging for one extra light but according to PRCSD's database this is not the case. PG&E's database is all messed up because they are relying on google maps to locate the lights and it is not accurate for this area. Ned stated that the light in the County Yard was not upgraded (this light is not paid by the district).

5. ACTION ITEMS

a) *Approval of regular meeting minutes* dated July 19, 2017 Motion to approve the minutes as submitted made by Daniel Guyer 2nd Bruce Coons. **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

b) *Approval of treasurer's reports and accounting information* for the months of July, August and September: motion made by Daniel Guyer 2nd by Bruce Coons. **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

c) *Unfinished Business*

1. *Wayman Dam project* – No report

2. *Ongoing Policy & Procedure review/update:* A motion to adopt one change as presented for Policy #3100 Purchasing & Bill Payment was made by Daniel Guyer 2nd by Bruce Coons. **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

3. *Regarding the Alleghany Firehouse project:* Ned Cusato reported that the two trees were removed that day. Rae Bell questioned if it might be better to move the propane tank in conjunction with the dirt work that needs to happen rather than before. It was decided that it might be better to wait which means putting off moving the propane tank until spring or early summer. In the meantime cost estimates for the engineering and ground work could be put together. Rae said that she will get with Bob Hale and the AVFD auxiliary in an attempt to get everybody on the "same page" about the project so that it can keep moving forward.

4. *Regarding the Pike Firehouse projects:* Roland Robertson reported that they have a signed contract in place with Ace Welding who is building the staircase and a certificate of insurance was given to the district. Ace Welding wants the slab to be poured before they take the measurements to build it. The contract says that they will have the staircase done within 30 days of starting it. Roland is hopeful that it will be done in time for their Christmas Party.

The lift project is on hold until next year.

5. *Dispatch Office in Alleghany*: Vickie Tenney reported that she attended Downieville Fire Protection District's (DVPFD) meeting last month. After lots of "back and forth" it was clear that they currently do not have the money to purchase the equipment needed to get the office operational. Vickie suggested that possibly PRCS and AVFD could go 50/50 on the equipment. The cost estimate is \$1,000. She suggested that the district should give the equipment to DVPFD after it is purchased and put them in charge of maintaining it. DVPFD did express a desire to put a Memorandum of Understanding (MOU) in place regarding the dispatch office. After further discussion a motion was made by Bruce Coons to approve a withdrawal of up to \$700 for dispatch equipment out of the contingency fund 2nd by Wayne Babros. **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

6. *Frontier Medical Resources Advance Life Support Property Fee Proposal* Both the letter sent by PRCS and the return letter were included in the meeting packets. In summary: Frontier Medical Resources decided to float a measure for Downieville and Sierra City only. They offered to assist PRCS if it decides to float a tax measure in the future.

d) New Business

1. *Appoint a Project Manager/Authorized Agent for the Pike City Firehouse Project*: A motion to approve Resolution 2017-67 appointing Daniel Guyer as the project manager for the staircase project was made by Bruce Coons 2nd by Daniel Guyer **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

2. *CDF Volunteer Assistance Grant approval*: A motion to adopt Resolution 2017-68 to approve Agreement #7FG1711 was made by Wayne Babros, 2nd by Bruce Coons **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

3. *Public Hearing and Approval of the Final Budget for FY 17/18*: A motion to adopt the final budget as presented with one change: taking up to \$700 out of the contingency fund, was made by Daniel Guyer 2nd by Bruce Coons **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

4. *Vehicle Donation Letter*: A request will be sent for more information.

5. *Request for Streetlight Shields*: Two letters were received requesting shields on 3 streetlights. The cost is \$200 each. It was suggested that this could be paid for out of the streetlight fund and it appears the lights will be running under budget in the near future thanks to the recent upgrade. A motion to approve having three shields installed as requested was made by Bruce Coons 2nd by Daniel Guyer **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

6. *Audit report for Fiscal Year 16/17*: A motion to accept the audit was made by Daniel Guyer 2nd by Bruce Coons **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

NEXT MEETING AGENDA ITEMS The next regular meeting is scheduled for November 15, 2017 at the Pike City Firehouse 6:30 pm.

ANNOUNCEMENTS None

ADJOURNMENT: There being no further business before the board the meeting was adjourned at 7:40 PM

Respectfully submitted,
Rae Bell Arbogast
Secretary



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: October 31, 2017

		Beginning Checking Account Balance	\$	3,945.14
		Incoming	\$	10,000.00
		Outgoing	\$	11,197.83
		Ending Checking Account Balance	\$	2,747.31
		Starting Savings account balance	\$	26,712.29
		Incoming		
		Outgoing	\$	15,124.18
		Ending Savings Account Balance	\$	11,588.11
Reserve Balances				
Unallocated	Contingency	\$ 24,500.00	General Fund (accounts listed above) Total	\$ 14,335.42
Unallocated	Alleghany Fire	\$ 2,700.00		
Unallocated	Pike City Fire	\$ 3,300.00	Reserve account Starting Balance	\$ 40,669.89
Allocated	Streetlights	\$ 1,609.40	Incoming	\$ 5,124.18
Allocated	Pike City Firehouse	\$ 2,308.14	Outgoing	
Allocated	Pike City Engines	\$ 3,107.91	Reserve account Ending Balance	\$ 45,794.07
Allocated	Alleghany Firehouses	\$ 822.37		
Allocated	Alleghany Engines	\$ 7,446.25	Total ALL FUNDS	\$ 60,129.49
	Interest Earned			
	Total	\$ 45,794.07		

16/17 Transfers done, plus took \$5,000 out of Pike City Firehouse fund for stairway project.

Transaction Details are provided on Bank Reconciliation Detail and Journal Reports. (Savings and Fund accounts reconciled quarterly.)

Pliocene Ridge Community Services District
Reconciliation Detail
1000.1 - West America Checking, Period Ending 10/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,945.14
Cleared Transactions						
Checks and Payments - 7 items						
Bill Pmt -Check	10/12/2017	2446	Boden	X	-2,500.00	-2,500.00
Bill Pmt -Check	10/12/2017	2447	Rae Bell Arbogast	X	-618.85	-3,118.85
Bill Pmt -Check	10/12/2017	2448	Sierra County Tax C...	X	-257.18	-3,376.03
Bill Pmt -Check	10/12/2017	2445	AT&T	X	-36.91	-3,412.94
Bill Pmt -Check	10/17/2017	2450	Sierra Bldng	X	-732.39	-4,145.33
Bill Pmt -Check	10/17/2017	2449	Mountain Mess	X	-52.50	-4,197.83
Bill Pmt -Check	10/20/2017	2451	PCVFD vendor	X	-7,000.00	-11,197.83
Total Checks and Payments					-11,197.83	-11,197.83
Deposits and Credits - 1 item						
Transfer	10/19/2017			X	10,000.00	10,000.00
Total Deposits and Credits					10,000.00	10,000.00
Total Cleared Transactions					-1,197.83	-1,197.83
Cleared Balance					-1,197.83	2,747.31
Register Balance as of 10/31/2017					-1,197.83	2,747.31
Ending Balance					-1,197.83	2,747.31



Account Statement

PLIOCENE RIDGE COMMUNITY SERVICES
 DISTRICT
 100 PIKE CITY RD
 PIKE CA 95960

If you have any questions
 about your account please call
 800-848-1088
 CUSTOMER SERVICE
 ACCOUNT NUMBER
 STATEMENT DATE CYCLE
 10/31/17 31
 ITEMS ENCLOSED PAGE
 0 1
 YEAR-TO-DATE INTEREST

PREVIOUS BALANCE	CHECKS AND WITHDRAWALS	DEPOSITS AND CREDITS	INTEREST MINUS CHARGES	NEW BALANCE
3,945.14	NUMBER 7 AMOUNT 11,197.83	NUMBER 1 AMOUNT 10,000.00	.00	2,747.31

ACCOUNT ACTIVITY

BALANCE SUMMARY

SMALL BUSINESS CHECKING

DATE BALANCE

32 DAYS THIS CYCLE

DEPOSITS		CHECKS	
DATE	DESCRIPTION	AMOUNT	AMOUNT
10/19	TELEPHONE TRANSFER	10,000.00	
ITEM	DATE	AMOUNT	ITEM DATE AMOUNT
2445	10/18	36.91	2449 10/31 52.50
2446	10/17	2,500.00	2450 10/25 732.39
2447	10/13	618.85	2451 10/23 7,000.00
2448	10/17	257.18	

PREVIOUS BALANCE	3,945.14
09/29	3,945.14
10/13	3,326.29
10/17	569.11
10/18	532.20
10/19	10,532.20
10/23	3,532.20
10/25	2,799.81
10/31	2,747.31
NEW BALANCE	
10/31	2,747.31

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EXTRA CASH LINE OF CREDIT CUSTOMERS: YOUR ACCOUNT DETAILS ARE LISTED BELOW. LATE PAYMENT WARNING: IF YOUR MINIMUM PAYMENT IS NOT RECEIVED BY THE PAYMENT DUE DATE YOU MAY BE CHARGED A LATE FEE OF \$5.

PREVIOUS BALANCE	ADVANCES AND DEBITS	PAYMENTS AND CREDITS	INTEREST CHARGED	FEES CHARGED	NEW BALANCE	
	NUMBER AMOUNT	NUMBER AMOUNT				
LINE OF CREDIT	CREDIT AVAILABLE	ANNUAL PERCENTAGE RATE	DAILY PERIODIC RATE	PAYMENT PAST DUE + PAYMENT THIS PERIOD = MINIMUM PAYMENT DUE	PAYMENT DUE DATE	YEAR-TO-DATE INTEREST PAID

THANK YOU FOR BANKING WITH US. NOTICE: SEE 'BACK OF STATEMENT' TAB FOR IMPORTANT INFORMATION.

PLIOCENE RIDGE COMMUNITY SERVICES DISTRICT
100 PIKE CITY ROAD
PIKE CITY, CA 95960

WESTAMERICA BANK
GRASS VALLEY OFFICE
GRASS VALLEY, CA 95946
95-421/111

2445
10/12/2017

PAY TO THE ORDER OF AT&T \$ 36.91

Thirty Six and 9/100 DOLLARS

AT&T
PO Box 9011
Carol Stream, IL 60197-9011

MEMO 8172.2 of 3

Wayne C. Balun
AUTHORIZED SIGNATURE

002445 41211402180 0150568061*

\$36.91 2445 10182017

PLIOCENE RIDGE COMMUNITY SERVICES DISTRICT
100 PIKE CITY ROAD
PIKE CITY, CA 95960

WESTAMERICA BANK
GRASS VALLEY OFFICE
GRASS VALLEY, CA 95946
95-421/111

2446
10/12/2017

PAY TO THE ORDER OF Roden Klein & Searby \$ 2,500.00

Two Thousand Five Hundred and 00/100 DOLLARS

Roden Klein & Searby
3005 Douglas Blvd, Ste 115
Roseville, CA 95661

MEMO

Wayne C. Balun
AUTHORIZED SIGNATURE

002446 41211402180 0150568061*

\$2,500.00 2446 10172017

PLIOCENE RIDGE COMMUNITY SERVICES DISTRICT
100 PIKE CITY ROAD
PIKE CITY, CA 95960

WESTAMERICA BANK
GRASS VALLEY OFFICE
GRASS VALLEY, CA 95946
95-421/111

2447
10/13/2017

PAY TO THE ORDER OF Rae Bel Arbogast \$ 518.85

Six Hundred Eighteen and 85/100 DOLLARS

Rae Bel Arbogast
P.O. Box 519
Ashghany, CA 95910

MEMO 6270.1

Wayne C. Balun
AUTHORIZED SIGNATURE

002447 41211402180 0150568061*

\$618.85 2447 10132017

PLIOCENE RIDGE COMMUNITY SERVICES DISTRICT
100 PIKE CITY ROAD
PIKE CITY, CA 95960

WESTAMERICA BANK
GRASS VALLEY OFFICE
GRASS VALLEY, CA 95946
95-421/111

2448
10/12/2017

PAY TO THE ORDER OF Sierra County Tax Collector \$ 257.18

Two Hundred Fifty Seven and 18/100 DOLLARS

Sierra County Tax Collector
P.O. Box 376
Downsville, CA 95938

MEMO 6280

Wayne C. Balun
AUTHORIZED SIGNATURE

002448 41211402180 0150568061*

\$257.18 2448 10172017

PLIOCENE RIDGE COMMUNITY SERVICES DISTRICT
100 PIKE CITY ROAD
PIKE CITY, CA 95960

WESTAMERICA BANK
GRASS VALLEY OFFICE
GRASS VALLEY, CA 95946
95-421/111

2449
10/17/2017

PAY TO THE ORDER OF The Mountain Messenger \$ 52.50

Fifty Two and 50/100 DOLLARS

The Mountain Messenger
P.O. Drawer A
Downsville, CA 95938

MEMO

Wayne C. Balun
AUTHORIZED SIGNATURE

002449 41211402180 0150568061*

\$52.50 2449 10312017

PLIOCENE RIDGE COMMUNITY SERVICES DISTRICT
100 PIKE CITY ROAD
PIKE CITY, CA 95960

WESTAMERICA BANK
GRASS VALLEY OFFICE
GRASS VALLEY, CA 95946
95-421/111

2450
10/17/2017

PAY TO THE ORDER OF Sierra County Building Dept \$ 732.39

Seven Hundred Thirty Two and 39/100 DOLLARS

Sierra County Building Dept
PO Box 530
Downsville, CA 95938

MEMO

Wayne C. Balun
AUTHORIZED SIGNATURE

002450 41211402180 0150568061*

\$732.39 2450 10252017

PLIOCENE RIDGE COMMUNITY SERVICES DISTRICT
100 PIKE CITY ROAD
PIKE CITY, CA 95960

WESTAMERICA BANK
GRASS VALLEY OFFICE
GRASS VALLEY, CA 95946
95-421/111

2451
10/23/2017

PAY TO THE ORDER OF FVFD \$ 7,000.00

Seven Thousand and 00/100 DOLLARS

Fire City Volunteer Fire Dept
100 Fire City Rd.
Pike City, CA 95950

MEMO

Wayne C. Balun
AUTHORIZED SIGNATURE

002451 41211402180 0150568061*

\$7,000.00 2451 10232017

**Pliocene Ridge Community Services District
Journal
October 2017**

6:07 PM
11/09/17

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
2157	Bill Pmt -C...	10/12/2017	2445	AT&T AT&T	6172.2 or 3 6172.2 or 3	1000.1 · West America Checking 2000.1 · Accounts Payable	36.91	36.91
2158	Bill Pmt -C...	10/12/2017	2446	Boden Boden		1000.1 · West America Checking 2000.1 · Accounts Payable	2,500.00	2,500.00
2159	Bill Pmt -C...	10/12/2017	2447	Rae Bell Arbogast Rae Bell Arbogast	6270.1 6270.1	1000.1 · West America Checking 2000.1 · Accounts Payable	618.85	618.85
2160	Bill Pmt -C...	10/12/2017	2448	Sierra County Tax C... Sierra County Tax C...	6280 6280	1000.1 · West America Checking 2000.1 · Accounts Payable	257.18	257.18
2162	Bill	10/17/2017		Sierra Bldg Sierra Bldg		2000.1 · Accounts Payable 6295.3 · Buildings Rep. & Maint. Pike Ci	732.39	732.39
2163	Bill	10/17/2017	00017...	Mountain Mess Mountain Mess	Budget hearing publi...	2000.1 · Accounts Payable 6230.1 · Fees/Compliance/Training	52.50	52.50
2164	Bill Pmt -C...	10/17/2017	2449	Mountain Mess Mountain Mess		1000.1 · West America Checking 2000.1 · Accounts Payable	52.50	52.50
2165	Bill Pmt -C...	10/17/2017	2450	Sierra Bldg Sierra Bldg		1000.1 · West America Checking 2000.1 · Accounts Payable	732.39	732.39
2166	Bill	10/18/2017	101817	PCVFD vendor PCVFD vendor	5000 from building f...	2000.1 · Accounts Payable 6295.3 · Buildings Rep. & Maint. Pike Ci	7,000.00	7,000.00
2167	Bill Pmt -C...	10/20/2017	2451	PCVFD vendor PCVFD vendor		1000.1 · West America Checking 2000.1 · Accounts Payable	7,000.00	7,000.00
2168	Transfer	10/19/2017		Funds Transfer Funds Transfer		1001.1 · West America Savings 1000.1 · West America Checking	10,000.00	10,000.00

**Pliocene Ridge Community Services District
Journal
October 2017**

6:07 PM
11/09/17

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
2169	Transfer	10/30/2017			Funds Transfer	1001.1 · West America Savings	10,000.00	10,000.00
					Funds Transfer	1002.1 · PRCSD Fund Account	5,124.18	5,124.18
TOTAL							34,106.90	34,106.90