



Pliocene Ridge Community Services District

100 Pike City Road
Pike City, CA 95960

plioceneridge.org

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NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

June 19, 2019 6:30 pm Alleghany Firehouse, 105 Plaza Court

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE
2. CONSENT CALENDAR
 - a) Approval of Agenda
 - b) Approval of Minutes for May 15, 2019
 - c) Approval of Treasurer's report for May 2019.
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.
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. AVFD Auxiliary
 4. PCVFD Auxiliary
 5. Risk Manager Report
 6. Board Member/Staff Reports
5. ACTION ITEMS:
 - a) Unfinished business:
 1. Ongoing Bylaws & Policy review and/or update:
 2. Alleghany Firehouse & ADA Compliance
 3. Pike City Firehouse & ADA Compliance
 4. Status of dispatch office in Alleghany
 5. Wayman Dam project
 6. Adopt preliminary budget (draft copy distributed in May)
 - b) New business
 1. Rae Bell Secretary/Treasurer Contract renewal
6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~
Next meeting date SEPTEMBER 18th at the Pike Firehouse 6:30 pm. Safety/Risk Management meeting scheduled for 6pm

Adoption of the final budget for Fiscal Year 19/20 will be on the regular meeting agenda

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 as well.



MINUTES of the Regular Meeting of the Pliocene Ridge CSD

Board of Directors

Date: Wednesday May 15, 2019

Location: Pike City Firehouse, 100 Pike City Road

1. CALL TO ORDER: The meeting was called to order at 6:37 pm by President Guyer. Board members present: Daniel Guyer, Bruce Coons, Gracie Knowles and Chris Mills. Also present was Pike City Assistant Chief Jim Buckbee, Alleghany Assistant Chiefs David Arbogast & Ned Cusato. Public present: Vicky Tenney. Pliocene Ridge CSD Secretary Rae Bell Arbogast was present and took the minutes. Flag Salute.

2. CONSENT CALENDAR: A motion was made by Chris Mills to approve the consent calendar, 2nd by Gracie Knowles. **4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant, Motion carried.**

3. PUBLIC COMMENT: None

4. INFORMATION/DISCUSSION ITEMS

a) Incoming: Proposition 68 survey, notice from PG&E that there is a shut-off scheduled for Sunday May 19th.

Outgoing: None

b) Committee/Member/Business Reports:

1. Alleghany Assistant Chiefs David Arbogast & Ned Cusato reported that everything was quiet until the previous Friday night when there were two back-to-back calls, first a burning barricade across Henness Pass Road near the intersection of Hells Half Acre road with a potentially violent suspect recently on scene. Then there was a medical call related to the same incident. Engine 7150 responded to the fire and it was discovered that a leak in the tank overflow had caused the tank to drain. They were able to use the hand tools on the engine to break up the barricade and when 6700 arrived on scene he used a foam pack to put the fire completely out. The Alleghany Crew had been working on fixing the leak in the tank on engine 7150 the last few nights and it was almost fixed, but they needed a spanner wrench which had been ordered to tighten things up. The engine could be used if needed.

There was a question from Vicky about how to get burn permits, since Sierra County is not in the online system yet. Bob Hale still has the book and has been authorized by the assistant chiefs to issue burn permits.

2. Pike City Assistant Chief Jim Buckbee reported that they have been very busy. They responded to an escaped burn pile in Camptonville and cut a line around it. They were on scene for about three hours. They also helped with the two calls mentioned in the Alleghany report. One of their firefighters attended the recent active shooter class held in Camptonville. All officers/managers and directors had attended an Ethics and Harassment Prevention training the previous Saturday.

[It also should have been reported that the live burn in Camptonville that was mentioned in April had been postponed until after fire season is over].

3. *AVFD Auxiliary*: Vicky Tenney [no longer on the board] reported that they have a mostly new board and they are still getting their feet under them. Rae reported that they will be hosting a taco bar on Sat and Sun June 15th and 16th in conjunction with the museum's gold show.

4. *PCVFD Auxiliary*: Roland reported that they got their spring newsletter out. They delivered safety glasses to the firefighters. They are working on applying to the CDF Firemans Assistant Grant again. They rescheduled their cemetery clean-up to June 1st because of the weather forecast.

5. *Risk Manager Report*: Nothing to report

6. *Board Member/Staff reports*: Rae Bell reported that Chris Dorn recently took his EMT exam, so there is a new EMT on the ridge. She also contacted Geoff Pollard of PG&E Streetlights and he is planning on coming to Alleghany and Forest City to look at the streetlights on May 22nd. She asked Cheryl Durret of Forest City if she could meet with them and she said "yes".

Dan Guyer wanted to bring up the idea of doing a mail-out to the all of the property owners introducing the district and requesting donations. Rae explained that it could be done, but she does not have time to put one together anytime soon. A mail-out along these lines was done a few years ago, but it focused mainly on explaining the role of the district; donations were requested but not as the primary purpose of the mailing.

5. ACTION ITEMS

a) *Unfinished Business*

1. *Ongoing Policy & Procedure review/update*: A draft revision of Policy #1055 Construction Projects was included in the meeting packets. After a brief discussion, a motion was made to adopt the Policy revision as presented. Motion made by Bruce Coons, 2nd by Chris Mills **4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant, Motion carried.**

2. *Alleghany Firehouse project*: Rae Bell reported that the application for funding had been submitted to the USDA earlier that day. A copy of the budget was handed out. The total project cost is estimated at \$38,000 with up to \$28,500 being requested from the USDA and the remaining \$9,500 the responsibility of the district. Mike Vukas the USDA rep. said that it usually takes between 30 and 40 days to be notified if your project is approved for funding.

There was a question about how the funds are dispersed by the USDA, if milestones are set so that the entire project does not have to be finished before payment is made. Rae thought so, but wasn't sure and will confirm this.

3. *Pike Firehouse*: Roland reported that he and Danny are going to get together to finish the stairs, so they can get it signed off. Jim Buckbee reported that he and Dan Guyer had met with the building inspector and looked at the back-up generator location. The issue of the lack of ADA access for the building came up with the inspector. The fact that back-up power would be used for any kind of lift that is installed was brought up. The permit application is being prepared by Jim and Dan.

Rae Bell mentioned that if the USDA application for the Alleghany Firehouse is approved, it will get our "foot in the door" for possibly getting a grant for a Pike Firehouse ADA access project in the future. It was noted that an income survey of the Pike residents will be needed to determine the level of funding eligibility. Possibly the upcoming US Census would suffice since it has an income question on it. Rae will look into this. It was explained that the income survey has to be done by an independent 3rd party (not the funding agency or Pliocene Ridge CSD).

4. *Dispatch Office in Alleghany*: Vicky Tenny reported that Lee Brown should be getting the equipment in the next couple of months and then will be up to install it. She requested that Lee Brown and not John Evans do the installation since Lee is more familiar with Alleghany. [We forgot to report that since the last meeting, it was confirmed that the Board of Supervisor had done the final approval for the grant and it was also confirmed that OES takes care of everything (purchase and installation of the equipment).]

5. *Wayman Dam Project*: Nothing new to report

d) New Business

1. *Proposition 68 Funding Survey*: Rae Bell explained that Prop. 68 provides funding for parks and recreational infrastructure improvements. Since Pliocene Ridge CSD has never chosen to activate its “Parks & Recreation” component, it was decided by consensus to report no desire to participate. The survey is supposed to be returned by June 1st and is being used to help the state divvy up the funds.

2. *Preliminary Budget*: A draft preliminary budget was included in the meeting packets. Rae suggested increasing line item 6297.2 “Fixed Asset Expenditures Alleghany” from \$5,000 to \$10,000 since the cost of the steel for the walkway frame alone is expected to cost a little over \$5,000. Since the goal is to start the project in the spring of 2020 most of the walkway expenses should fall in the next fiscal year (20/21) but it would be good to buy as many materials as we can store once (if) funding is approved, as costs may change. This budget change results in needing to pull \$9,178 out of the reserve fund account. It was asked which fund this would come from and Rae explained that it would most likely be a combination from the Contingency, Alleghany Unallocated and the Alleghany Firehouse funds but she did not think it was necessary to specify the exact withdrawals on the preliminary budget. Eventually 75% would be paid back by the USDA. She also noted that the savings account which is part of the general fund has built up over the years and the district could draw from that and/or move part of the savings balance to the reserve fund account. She also mentioned that she forgot to ask the PCVFD Auxiliary if they had any input per the recently adopted budget policy. Roland said that anything they contribute will be a donation so he did not think there was anything to change on PCVFD’s account on the budget.

3. *Adopt resolution 2019-0072 to appoint a project manager for the back-up generator installation at the Pike Firehouse*: A motion to adopt the resolution appointing Daneil Guyer was made by Gracie Knowles 2nd by Chris Mills. **4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant, Motion carried**

4. *Antique Stove in Alleghany Firehouse*: It was on the agenda to discuss authorizing the AVFD auxiliary to sell the stove as a fundraising effort, but Vicky Tenny reported that the stove does not belong to the district. Most others in the room thought otherwise; that when the firehouse was deeded to the district, the appliances were included. Vicky also stated that the Auxiliary had already decided they did not want to get rid of the stove. Rae explained that in order for items to be insured they need to be under the ownership of the district. A concern was also raised about the safety of the stove and the fact that the oven does not work. The item was tabled.

Rae stated that the issue with the antique stove is another example of why Memorandums of Understanding (MOUS) need to be worked out between the non-profits and the district. The confusion is a real problem. She suggested that a committee of herself and both non-profit Presidents: Roland Robertson and Jan Sticha plus any other interested parties be formed to hammer out draft memorandums which would then be brought to all three boards for input and consideration. Roland was agreeable to the idea but is very busy right now as is Rae. Rae will approach Jan Sticha about the idea and possibly they can meet in September.

NEXT MEETING AGENDA ITEMS

The next regular meeting is scheduled for June 19, 2019 at the Alleghany Firehouse. The preliminary budget adoption and renewal of Rae Bell's contract will be on the agenda. A safety meeting is scheduled at 6:00 before the regular meeting.

ANNOUNCEMENTS

ADJOURNMENT:

There being no further business before the board the meeting was adjourned at 7:38 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

plioceneridge.org

Treasurer's Report for May 2019

				Beginning Checking Account Balance	\$ 2,551.86
DEPOSITS					
Date	From:	For:	Amount		
5/8	Sierra County Auditor			\$	10,358.42
		tax revenue fire services	\$ 8,604.99		
		tax revenue lights	\$ 1,753.43		
Deposits Total				\$	10,358.42
EXPENDITURES					
Ck #	Date	To:	For:	Amount	
735	5/10	Chris Dorn	EMT registration reimbursement	\$	80.00
736	5/10	AT&T		\$	38.03
			Phone Alleghany	\$ 19.02	
			Phone Pike	\$ 19.01	
EFT	5/19	WA Bank Credit Card		\$	233.76
			Office supplies	\$ 25.35	
			Fuel Pike	\$ 119.45	
			Austin hardware part for 6780	\$ 88.96	
737	5/10	Suburban Propane	Alleghany	\$	4.85
738	5/15	Mark Jokerst	Engineering Alleghany FH project	\$	1,380.00
739	5/15	Williams Stationary	Quickbook checks 500 with set-up fee	\$	129.08
EFT	5/6	PG&E		\$	569.29
			PG&E Alleghany	\$ 132.31	
			PG&E Pike	\$ 159.54	
			Streetlights - Forest	\$ 16.91	
			Streetlights - Alleghany	\$ 260.53	
Expenditures Total				\$	2,435.01
Reserve Account					
Contingency	\$	24,500.00		Ending Checking Account Balance	\$ 10,475.27
Alleghany Fire Unallocated	\$	2,700.00		Starting Savings account balance	\$ 21,160.02
Alleghany Dispatch Office	\$	700.00		interest earned	
Alleghany equipment	\$	1,261.84		transfer to checking	
Pike City Fire Unallocated	\$	6,700.00		transfer to FUNDS	
Streetlights	\$	3,718.40		Ending Savings Account Balance	\$ 21,160.02
Pike City Firehouse	\$	2,308.14			
Pike City Engines	\$	3,107.91		General Fund (accounts listed above) Total	\$ 31,635.29
Alleghany Firehouse	\$	1,409.37			
Alleghany Engines *	\$	15,403.25		Reserve account Starting Balance	\$ 61,820.28
Interest Earned	\$	11.37			
Reserve Account Total	\$	61,820.28		transfer from savings	
* \$8,000 for purchase only				Reserve account Ending Balance	\$ 61,820.28
Report prepared by Rae Bell, Treasurer				Total ALL FUNDS	\$ 93,455.57

Verified against bank statement and QB balances by: X

Name Printed

Note: Savings and Fund accounts are reconciled quarterly.

title

Pliocene Ridge Community Services District

Profit & Loss Budget vs. Actual

July 2018 through May 2019

92% thru the fiscal year.

	Jul '18 - ...	Budget	\$ Over ...	% of Bu...
Ordinary Income/Expense				
Income				
4020.1 · Tax Revenue Fire	25,536.72	26,000.00	-463.28	98.2%
4030.1 · Donations Income				
* 4030.2 · Donations Alleghany	11,687.00			
4030.3 · Donations Pike City	1,000.00	1,000.00	0.00	100.0%
4030.1 · Donations Income - Other	1,587.00			
Total 4030.1 · Donations Income	14,274.00	1,000.00	13,274.00	1,427.4%
4070 · Emergency Services	750.00	2,250.00	-1,500.00	33.3%
4071 · Mutual Aid Income				
4071.2 · Mutual Aid Income- Alleghany	1,288.18			
4071.3 · Mutual Aid Income- Pike City	1,391.45			
4071 · Mutual Aid Income - Other	267.97			
Total 4071 · Mutual Aid Income	2,947.60			
4080 · Interest Income	15.30			
4082 · Other Income	86.44			
Total Income	43,610.06	29,250.00	14,360.06	149.1%
Gross Profit	43,610.06	29,250.00	14,360.06	149.1%
Expense				
6000 · FIRE SERVICES OVERHEAD				
6170.1 · PG&E				
6170.2 · PG&E Alleghany	895.71	900.00	-4.29	99.5%
6170.3 · PG&E Pike City	1,452.02	1,500.00	-47.98	96.8%
Total 6170.1 · PG&E	2,347.73	2,400.00	-52.27	97.8%
6172.1 · Telephone				
6172.2 · Telephone Alleghany	191.69	216.00	-24.31	88.7%
6172.3 · Telephone Pike	191.70	216.00	-24.30	88.8%
Total 6172.1 · Telephone	383.39	432.00	-48.61	88.7%
6174.1 · Water				
6174.2 · Water Alleghany	480.00	480.00	0.00	100.0%
Total 6174.1 · Water	480.00	480.00	0.00	100.0%
6176.1 · Propane				
6176.2 · Propane Alleghany	502.95	375.00	127.95	134.1%
Total 6176.1 · Propane	502.95	375.00	127.95	134.1%
6180.1 · Insurance				
6185.1 · Liability Insurance	958.00			
6190.1 · Vehicle Insurance	383.00			
6193.1 · Property Insurance	1,117.00			
6195.1 · Work Comp	1,910.00			
6180.1 · Insurance - Other	83.00	4,219.00	-4,136.00	2.0%
Total 6180.1 · Insurance	4,451.00	4,219.00	232.00	105.5%
6230.1 · Fees/Compliance/Training	207.00	150.00	57.00	138.0%
6235.1 · Bank Charges	44.28			
6250.1 · Postage, copies & office supply	217.96	250.00	-32.04	87.2%
6265.1 · County Administration Fee	3,146.32	3,146.00	0.32	100.0%
6270.1 · Secretary/Treasurer	1,800.00	2,400.00	-600.00	75.0%
6273.1 · Auditor Fees	2,500.00	2,500.00	0.00	100.0%
6275.1 · Public Relations	498.33	430.00	68.33	115.9%
6280.1 · Property Assessments				
6280.2 · Solid Waste Fee Alleghany	116.90	117.00	-0.10	99.9%
6280.3 · Solid Waste Fee Pike City	140.28	141.00	-0.72	99.5%

*
Donation of
Pike generator
not booked
yet.

This interim financial report is for
managerial purposes only.
It may not include certain routine
accruals and adjustments.

Pliocene Ridge Community Services District
Profit & Loss Budget vs. Actual
July 2018 through May 2019

	Jul '18 - ...	Budget	\$ Over ...	% of Bu...
Total 6280.1 · Property Assessments	257.18	258.00	-0.82	99.7%
6295.1 · Building Repairs & Maint.				
6295.3 · Buildings Rep. & Maint. Pike CI	183.64	0.00	183.64	100.0%
Total 6295.1 · Building Repairs & Maint.	183.64	0.00	183.64	100.0%
6297.2 · Fixed Asset Expenditures Allgny	1,380.00	2,000.00	-620.00	69.0%
6297.3 · Fixed Asset Expenditures Pike C	0.00	1,000.00	-1,000.00	0.0%
Total 6000 · FIRE SERVICES OVERHEAD	18,399.78	20,040.00	-1,640.22	91.8%
7000 · ALLEGHANY FIRE OPERATIONAL				
7230 · Compliance/Training Alleghany	798.47	600.00	198.47	133.1%
7300 · Small Equipment Alleghany	1,994.64	1,000.00	994.64	199.5%
7301 · Equip. repair/maint. Alleghany	0.00	850.00	-850.00	0.0%
7350 · Fuel Alleghany	97.27	300.00	-202.73	32.4%
7630 · Vehicle Rep. & Maint. Alleghany	76.39	827.00	-750.61	9.2%
7660 · Supplies Alleghany	613.80	300.00	313.80	204.6%
Total 7000 · ALLEGHANY FIRE OPERATIONAL	3,580.57	3,877.00	-296.43	92.4%
8000 · PIKE CITY FIRE OPERATIONAL				
8230 · Compliance/Training Pike City	1,037.23	600.00	437.23	172.9%
8300 · Small Equipment Pike City	390.07	2,000.00	-1,609.93	19.5%
8301 · Equip. repair/maint. Pike City	49.23	850.00	-800.77	5.8%
8350 · Fuel Pike City	504.03	756.00	-251.97	66.7%
8630 · Vehicle Rep. & Maint. Pike City				
8631 · 6700 Repairs & Maint.	12.59			
8637 · 6780 Repairs & Maint.	606.62			
8639 · 6790 Repairs & Maint.	1,967.75			
8630 · Vehicle Rep. & Maint. Pike City - Other	21.19	827.00	-805.81	2.6%
Total 8630 · Vehicle Rep. & Maint. Pike City	2,608.15	827.00	1,781.15	315.4%
8660 · Supplies Pike City	328.90	300.00	28.90	109.6%
Total 8000 · PIKE CITY FIRE OPERATIONAL	4,917.61	5,333.00	-415.39	92.2%
Total Expense	26,897.96	29,250.00	-2,352.04	92.0%
Net Ordinary Income	16,712.10	0.00	16,712.10	100.0%
Other Income/Expense				
Other Income				
9020.4 · Tax Revenue Street Lights	4,265.10	4,739.00	-473.90	90.0%
Total Other Income	4,265.10	4,739.00	-473.90	90.0%
Other Expense				
9170.4 · PG&E Streetlights Alleghany	2,865.46	3,804.00	-938.54	75.3%
9171.4 · PG&E Streetlights Forest City	453.74	264.00	189.74	171.9%
9180.4 · County Management Fee SL	311.17	311.00	0.17	100.1%
Total Other Expense	3,630.37	4,379.00	-748.63	82.9%
Net Other Income	634.73	360.00	274.73	176.3%
Net Income	<u>17,346.83</u>	<u>360.00</u>	<u>16,986.83</u>	<u>4,818.6%</u>

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Pliocene Ridge Community Services District

Balance Sheet

As of May 31, 2019

	May 31, 19
ASSETS	
Current Assets	
Checking/Savings	
1000.1 · West America Checking	10,475.27
1001.1 · West America Savings	21,160.02
1002.1 · PRCSD Fund Account	61,820.28
Total Checking/Savings	93,455.57
Accounts Receivable	
1200.0 · Accounts Receivable	2,947.60
<i>AR = 2. Forest Service edit not paid yet.</i>	
Total Accounts Receivable	2,947.60
Total Current Assets	96,403.17
Fixed Assets	
1300.1 · Property	
1300.2 · Land Alleghany	11,387.00
1300.3 · Land Pike City	3,453.00
1320.2 · Buildings Alleghany	52,574.00
1320.3 · Buildings Pike City	87,734.95
Total 1300.1 · Property	155,148.95
1350.1 · Equipment	
1350.2 · Equipment Alleghany	60,612.31
1350.3 · Equipment Pike City	55,034.72
Total 1350.1 · Equipment	115,647.03
1370.1 · Vehicles	
1370.2 · Vehicles Alleghany	30,000.00
1370.3 · Vehicles Pike City	53,680.00
Total 1370.1 · Vehicles	83,680.00
1390.1 · Accumulated Depreciation	-223,956.40
Total Fixed Assets	130,519.58
TOTAL ASSETS	226,922.75
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000.1 · Accounts Payable	-8.00
Total Accounts Payable	-8.00
Other Current Liabilities	
2100.1 · Payroll Liabilities	-22.77
Total Other Current Liabilities	-22.77
Total Current Liabilities	-30.77
Total Liabilities	-30.77
Equity	
3010.1 · Investment in Fixed Assets	130,518.58
3110.1 · Retained Earnings	79,088.23
Net Income	17,346.71
Total Equity	226,953.52
TOTAL LIABILITIES & EQUITY	226,922.75

*\$8.00
credit at
Hill's Flat*

*\$22.77
This needs
to be adjusted
out
should be zero,*

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managerial purposes only.
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