

**MINUTES of the Regular Meeting of the Board of Directors of Pliocene Ridge CSD  
Held Wednesday November 18 , 2015 6:30 PM Station 71 105 Plaza Court, Alleghany.**

**1. A quorum** was established and the meeting called to order at 6:30 pm by President Wayne Babros. Board members present: Wayne Babros, Daniel Guyer and Bruce Coons. Also present were Pike assistant chiefs Jim Buckbee and Tom Starr and Alleghany assistant chiefs David Arbogast and Ned Cusato; Alleghany Auxiliary Board Members: Robbin DeWeese, Bob Hale and Vickie Tenney, Pike Auxiliary Board Members Roland Robertson and Denise Ruane. Interim Secretary Rae Bell was present and took the minutes. Supervisor Lee Adams was present as was Downieville Fire Chief Lee Brown. Public in Attendance: Ernest and Nancy Finney. Flag Salute.

In consideration of Supervisor Adams schedule item no. 2 under "New Business" Library Location was addressed first. A letter which was sent by the Alleghany Volunteer Fire Dept. Board of Commissioners on Nov. 5<sup>th</sup> was read out loud at their request as was a reply letter written by Rae Bell Arbogast. After some discussion it was apparent that there was no community consensus on where the Alleghany Library with the addition of an internet hot spot should be located. It was noted that Pliocene Ridge CSD's insurance carrier stated that they would have to re-write the underwriting for Pliocene Ridge's insurance policy if the library were to be placed in either firehouse. This effectively killed the idea of putting the library in Station 1 or Alleghany Fire's portion of Station 2. Lee Adams suggested that people provide him with suggestions for other locations. The item will be revisited at a future date, although since both firehouses were eliminated from the discussion possibly this should be placed on the Water District Agenda rather than Pliocene Ridge CSD's agenda since ACWD currently hosts the library in the historical church building.

Lee Adams also commented on item 3. Under "Old Business" Wayman Dam stating that he had been informed that there was a meeting between Bill Adasiewicz, Pike Volunteer Fire Dept. assistant Chiefs and a representative from the Forest Service. According to Lee there is \$20,000 of title 3 money available if a match of \$10,000 can be made. Lee was under the impression that PCVFD had already committed the \$10,000, however, when the PCVFD board members present were queried it was apparent that the Pike Volunteer Fire Dept. Auxiliary had not been formally approached about this nor had Pliocene Ridge CSD.

**2. PUBLIC COMMENT:** None.

**3. INFORMATION/DISCUSSION ITEMS**

**a) Correspondence:** Notice from PG&E regarding time of use rates. Customer update from Alleghany County Water District re: curtailment lifted Nov. 1<sup>st</sup> and more info. on proposed rate structure. Bruce Coons reported that a certified OSHA trainer is living part-time in Alleghany and is willing to do applicable trainings for the fire departments.

**b) Committee/Member/Business Reports:**

1. *Alleghany Assistant Chiefs Arbogast and Cusato* No calls since last meeting. Chains have been put on Structure Truck 7180 and the studded tires have been put back on the Ambulance

7145. A donation of a very nice set of extrication jaws was received from Camptonville Fire Dept. It was requested that a thank you letter be sent.

2. *Pike Assistant Chiefs Buckbee and Starr* reported that two of the PAS detectors were sent in for repair but came back exactly the same. They are looking into it. The vehicles are all OK. They did a training on winter driving recently. The annual recert on the SCBA bottles was completed. Camptonville VFD has offered to donate a 4-wheel drive utility truck to them. They plan on accepting this donation and it will be used as 'rescue truck' with all the extrication equipment and medical equipment on it.

3. *Station 71 Auxiliary Bob Hale* reported that they are doing "pretty good" financially. The annual membership drive brought in \$362 and approximately \$800 in donations was received last year. Casey's Place also donated a little over \$800 from their raffle proceeds. The Christmas party is scheduled for December 19<sup>th</sup> @ 2 PM. It was pointed out that the slab under Station 1 is cracking and that the back of the building has dropped in elevation. This item will be agendized for the next regular meeting for further discussion/action.

4. *Station 67 Auxiliary Roland Robertson* reported that they will be sending out a newsletter quarterly. The Halloween Raffle was a success. Their next board meeting is December 9<sup>th</sup>. The Christmas party is scheduled for December 12<sup>th</sup> @ 6:30 PM. It was noted that the next CDF grant cycle is upon us.

5. *Risk Manager Report:* None

6. *Board Members:* No reports

7. *Standing Committee Reports: Streetlights:* Bruce Coons reported that PG&E does not turn off the lights for 90 days in case we change our mind, this is why the light in Alleghany that was supposed to shut off isn't. The treasurer explained again that the billing is reflecting two less lights in Forest (rather than one) and the same number of lights in Alleghany. It was also noted by the Treasurer that the streetlight budget will most likely fall short this fiscal year, even with two less lights. It was decided to utilize the streetlight fund to cover any shortfall this year and revisit the problem with the next budget cycle.

*Budget Committee:* No report

#### **4. ACTION ITEMS**

a) *Approval of minutes dated 9/16/15 Regular meeting* Moved to approve as read by Daniel Guyer 2<sup>nd</sup> by Bruce Coons. **Motion passed: 3 Ayes, 0 Nays, 0 Absent, 0 Abstain, 2 Vacant.**

b) *Approval of treasurer's reports dated 9/30/15 and 10/31/15.* Moved by Bruce Coons 2<sup>nd</sup> by Daniel Guyer. **Motion passed: 3 Ayes, 0 Nays, 0 Absent, 0 Abstain, 2 Vacant.**

**c) Unfinished Business**

Regarding adding the position of Secretary to Rae Bell's contract as amended since July: Rae reported that she had consulted with the legal analyst for Calif. Special District's association to see if this would require a public posting. He stated that to the best of his knowledge, as long as the item was placed on the agenda this was within the board's authority to do, without any special public posting requirements. Rae reported that she prefers to keep the title "Interim Secretary" in hopes that one of the vacancies on the board will be filled by a person willing to serve as secretary. A motion was made by Bruce Coons and 2<sup>nd</sup> by Daniel Guyer to allow Rae Bell to bill her time for Secretarial Duties at a rate of \$15 per hour per the rate set by her current contractor as Treasurer. **Motion passed: 3 Ayes, 0 Nays, 0 Absent, 0 Abstain, 2 Vacant.**

Re: billing for non-transport runs, Lee Brown brought a copy of the Downieville's billing policy with him. He explained that the ambulance service operated at a \$20,000 loss last year. Billing for non-transport runs is a way to help recoup at least a portion of the Fire District's expenses related to non-transport calls. He clarified that the fee is only charged if a patient assessment is performed.

Re: Independent Audit. The treasurer reported that it is still NOT completed and that Blain Boden has assured her that the State Controller will not issue a fine for being late with their report. It was noted that there is a \$5,000 fine for not submitting the State Controller's report and that it is in the auditor's contract for services that they prepare and file it. Blain assured Rae that the report will be done sooner than later.

**e) New Business**

The first reading of Ordinance No. 1 for billing non-residents was done with one minor change. It will be voted on at the next regular meeting in January.

**NEXT MEETING AGENDA ITEMS**

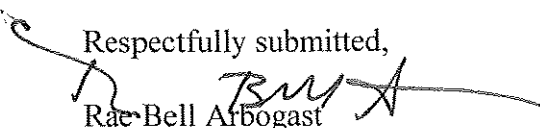
Condition of Station 1, Ordinance No. 1, Library location? (possibly this will be moved to ACWD's agenda) Need to have Safety Committee Meeting, Present 2016 meeting schedule for approval, appoint officers.

**ANNOUNCEMENTS**

There will be no December meeting. The next regular meeting is scheduled for January 20, 2016. "See you next year!"

**ADJOURNMENT:** There being no further business before the board the meeting was adjourned at 8:30 PM

Respectfully submitted,

  
Rae Bell Arbogast  
Interim 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: September 30, 2015

				<b>Beginning Checking Account Balance</b>	<b>\$ 1,837.47</b>
<b>Deposits</b>					
<b>Budget Line #</b>	<b>Date</b>	<b>From:</b>	<b>For:</b>		
	9/14	transfer from Savings		<b>Amount</b>	<b>\$ 2,000.00</b>
				<b>Deposits Total</b>	<b>\$ 2,000.00</b>
<b>Expenditures</b>					
<b>Budget Line #</b>	<b>Ck #</b>	<b>Date</b>	<b>To:</b>	<b>For:</b>	
	EFT	9/26	WA Credit Card	Credit card payment	\$ 12.65
	2347	6/15	AT&T		\$ 34.12
6172.2				Phone Alleghany	\$ 16.91
6172.3				Phone Pike	\$ 17.21
	OL	9/11/15	PG&E	Two months	\$ 1,111.38
6170.2				PG&E Alleghany	\$ 112.21
6170.3				PG&E Pike	\$ 203.42
9171.4				Streetlights - Forest	\$ 77.86
9170.4				Streetlights - Alleghany	\$ 717.89
	2348	9/15	Solon Fire		\$ 371.07
8230				Pike annual on extinguishers	\$ 154.07
7230				Alleghany annaul on extinguishers	\$ 217.00
8230	2349	9/28	Jim Buckbee	reimburse for drivers physical	\$ 102.00
8300	2350	9/28	Solon Fire	New extinguisher	\$ 349.79
				<b>Expenditures Total</b>	<b>\$ 1,981.01</b>
				<b>Ending Checking Account Balance</b>	<b>\$ 1,856.46</b>
				<b>Starting Savings account balance</b>	<b>\$ 18,849.66</b>
				transfer to checking	\$ (2,000.00)
				interest earned	\$ 1.51
				transfer to FUNDS	
				<b>Ending Savings Account Balance</b>	<b>\$ 16,851.17</b>
				<b>Balance on Prepaid Cards</b>	<b>\$ 29.01</b>
				<b>General Fund (accounts listed above) Total</b>	<b>\$ 18,736.64</b>
				<b>Allocated Funds account Starting Balance</b>	<b>\$ 30,106.13</b>
				interest earned	\$ 2.19
				transfer to checking	
				<b>Fund account Ending Balance see reverse for details</b>	<b>\$ 30,108.32</b>
				<b>Total ALL FUNDS</b>	<b>\$ 48,844.96</b>

Chief 67 Card	
Chief 71 Card	\$ 29.01
	\$ 29.01



**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, 2015**

**Beginning Checking Account Balance \$ 1,856.46**

**Deposits**

Budget Line #	Date	From:	For:	Amount
	10/12/15	Transfer from Savings account		\$ 4,000.00
4030.3	10/15/15	Pike City Volunteer Fire Dept.	Donation to cover 50% of CDF grant	\$ 1,995.00
<b>Deposits Total</b>				<b>\$ 5,995.00</b>

**Expenditures**

Budget Line #	Ck #	Date	To:	For:	Amount
	VOIDED		Checks # 2351 to 2353	dated wrong	
	2354	10/10	AT&T		\$ 32.69
6172.2				Phone Alleghany	\$ 16.14
6172.3				Phone Pike	\$ 16.55
6270.1	2355	10/10	Rae Bell Arbogast	bookkeeping quarterly billing	\$ 225.00
	2356	10/10	Sierra County Tax Collector		\$ 211.20
6295.2				solid waste fee Alleghany	\$ 96.00
6295.3				Solid waste fee Pike	\$ 115.20
8300	2357	10/15	Banner Communications	Paigers Pike (CDF Grant)	\$ 4,314.19
	OL	10/26	PG&E		\$ 514.59
6170.2				PG&E Alleghany	\$ 44.26
6170.3				PG&E Pike	\$ 91.09
9171.4				Streetlights - Forest	\$ 21.41
9170.4				Streetlights - Alleghany	\$ 357.83
	EFT	10/16	West America Credit Card	UPS bill	\$ 12.59
<b>Expenditures Total</b>					<b>\$ 5,310.26</b>

Chief 71 Card	\$ 29.01
	\$ 29.01

**Ending Checking Account Balance \$ 2,541.20**

**Starting Savings account balance \$ 16,851.17**  
 transfer to checking \$ (4,000.00)  
 interest earned  
 transfer to FUNDS  
**Ending Savings Account Balance \$ 12,851.17**

**Balance on Prepaid Cards \$ 29.01**

**General Fund (accounts listed above) Total \$ 15,421.38**

**Allocated Funds account Starting Balance \$ 30,108.32**  
 interest earned  
 transfer to checking  
**Fund account Ending Balance see reverse for details \$ 30,108.32**

**Total ALL FUNDS \$ 45,529.70**

Closing date 9/30/15

<b>Reserve BALANCES</b>		
Unallocated	Contingency Fund	\$ 10,500.00
Allocated	Streetlight Fund	\$ 1,768.44
Allocated	PCVFD Building Fund	\$ 7,209.39
Allocated	PCVFD Vehicle Fund	\$ 2,836.34
Allocated	AVFD Building Fund	\$ 695.26
Allocated	AVFD Vehicle Fund	\$ 7,096.70
	Interest earned	\$ 2.19
	<b>Total Funds</b>	<b>\$ 30,108.32</b>



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

**Resolution No. 15-057**

A RESOLUTION ADOPTING A SCHEDULE OF FEES FOR SERVICES PROVIDED TO  
NON RESIDENTS.

**WHEREAS**, Pliocene Ridge CSD is authorized to charge non-residents for services rendered pursuant to California Health and Safety Code, Section 13910 and Government Code Section 61100.

**WHEREAS**, Pliocene Ridge CSD shall cause to be published ordinance 1 setting forth in particular all provisions of said fees, billing procedures, collection procedures and parties involved.

**WHEREAS**, the Ordinance shall take effect sixty days after this date of adoption and after appropriate publication.

**NOW THEREFORE, BE IT RESOLVED** by the Pliocene Ridge CSD Board of Directors that a new schedule of fees for services provided for non-residents is hereby adopted.

Adopted this \_\_\_\_\_ at a Regular Meeting of the Pliocene Ridge Community Services District Board of Directors by the following vote:

AYES: \_\_\_\_\_  
NAYES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_  
VACANT: \_\_\_\_\_

\_\_\_\_\_  
Wayne Babros, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rae Bell Arbogast, Interim Secretary

\_\_\_\_\_  
Daniel Guyer, Director

\_\_\_\_\_  
Bruce Coons, Director

**PLIOCENE RIDGE COMMUNITY SERVICES DISTRICT  
ORDINANCE NO# 1**

**ORDINANCE ESTABLISHING A SCHEDULE OF FEES FOR SERVICES  
PROVIDED BY THE DISTRICT**

**THE BOARD OF DIRECTORS OF THE PLIOCENE RIDGE COMMUNITY SERVICES DISTRICT  
ORDAINS AS FOLLOWS:**

Pursuant to California Health and Safety Code Section #13910: whenever the District Board determines that the amount of revenue available to the District or any of its zones is inadequate to meet the costs of providing services pursuant to Section 13862, the Board may raise revenue pursuant to this chapter or any other provision of law.

**SECTION 1. FEES ESTABLISHED**

A schedule of fees is hereby established and shall be charged for services provided by Pliocene Ridge Community Services District as follows:

Emergency Medical/Accident Calls \$750.00 (per person)  
*(does not include ambulance)*  
Search and Rescue Calls \$750.00 (per person)  
Standby Service \$100.00 per hour

Pursuant to the authority contained in Health and Safety Code Section 13919, the fees established above shall be waived for all residents and/or property owners within the District.

**SECTION 2. RESPONSIBLE PARTIES**

The responsible party shall be charged for the services provided by the District in accordance with the above schedule of fees. As used herein, "responsible party" shall, for calls relating to fire standby service, mean the owner of the real property involved. As to emergency medical or rescue calls, and calls involving the use of the Jaws of Life, "responsible party" shall mean the person or persons who were the focus of the call. In the event that more than one person is the subject of the call, each person shall be separately billed for the District's services in accordance with the above schedule of fees.

**SECTION 3. BILLING AND COLLECTION OF FEES**

The fire chief shall ensure that procedures are in place to provide a copy of the trip ticket and a full and complete log of all calls for emergency and standby services which the District responds to, by dispatching equipment and/or personnel. The ticket shall include a list of equipment responding to the call.



The District Secretary, Treasurer, or other designee of the District, shall cause a bill for the services provided by the District to be issued and mailed to the responsible party or parties. The bills shall clearly state the date and nature of the call out by the District and shall include a list of responding equipment for which a fee is being charged. The bills shall also show the date of the billing and shall also state the bill is due and payable within 60 days from the date of the billing. In the event that any bill is not paid within the allotted 60 day period, a notice of non-payment shall be issued and mailed to the responsible party showing the unpaid balance together with the late penalty and interest in accordance with the provisions of this ordinance.

#### **SECTION 4. LATE PENALTIES.**

A late penalty is hereby establish in an amount of \$50.00 and additional interest, at the rate of one and one-half percent (1½ %) per month, shall be assessed on the amount due. This interest shall be imposed on all bills that are not paid in full within 60 days from the day of billing.

#### **SECTION 5. DEPOSIT OF FEES.**

All fees received by the District for services in accordance with the provisions of this ordinance shall be deposited in the District's Account and maintained by the District or by the District's Treasurer in accordance with the provisions of Health and Safety Code Section 13854.

#### **SECTION 6. COLLECTION AND UNPAID FEES.**

Whenever charges have been billed and remain unpaid, in whole or in part, for more than 180 days from the date of the initial bill, the District Secretary, Treasurer, or other District designee, shall report the fact of the outstanding delinquency to the District Board at any regular or special meeting. At that meeting, the District Board shall direct the appropriate collection procedures or legal action (typically in small claims court) for the recovery of funds. However, the Board may order that all or any portion of the bill be determined to be uncollectible under the following circumstances:

1. The responsible party cannot be located following reasonable efforts by the District, or
2. The District has reason to believe that the responsible party does not have assets to pay the obligation to the District, and
3. The District has determined that the responsible party was not insured for the charges levied by the District.

Whenever the District Board determined that a bill is uncollectible, it shall enter an order to that effect into its minutes, stating that the basis for the determination and shall thereafter have no obligation to pursue collection of the bill unless new information is obtained indicating that the responsible person(s) may then have funds or assets to satisfy their obligation to the District.

**SECTION 7. PUBLICATION AND EFFECTIVE DATE**

This ordinance shall take effect sixty (60) days after its passage. Before the expiration of said sixty (60) days after passage, it shall be published once with the names of the members of the Board of Director voting for and against the ordinance in the Mountain Messenger, a newspaper of general circulation in the County of Sierra, State of California.

Introduced at a regular meeting of the Board of Directors held on the 18th of November 2015 and \_\_\_\_\_ and passed and adopted by the Board of Directors of Pliocene Ridge Community Services District, on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, by the following roll call vote, to-wit:

Ayes:

Nayes:

Absent:

Pliocene Ridge Community Services District

\_\_\_\_\_

Wayne Babros, President

Attest:

\_\_\_\_\_

Rae Bell Arbogast, Interim Secretary

# Pike City Volunteer Fire Department

100 Pike City Road, Pike City, CA 95960

## Volunteer Uniforms

**Volunteer Policy #3**

Date: December 2015

### Purpose

The purpose of the Pike City Fire Department Volunteer Uniforms Policy is to Standardize the appearance of uniforms of volunteer Personnel representing the Pike City Fire Department, active firefighters may wear uniform shirts at approved functions only. Active members 50% calls, 50% trainings.

### Procedure

1. All uniforms, patches, badges and collar pins that are worn on clothing representing the Pike City Fire Department shall receive written approval from the Fire Chief, or his designee, prior to volunteer personnel wearing the Fire Department uniform and/or item.
2. Pike City Fire Department Uniforms shall consist of the following items:
  - A) Uniform shirt
  - B) Polo shirt
  - C) Sweat shirt
  - D) T-shirt
  - E) Duty coat
  - F) Knit stocking cap
  - G) Baseball style hat
3. Patches (sewn on, embroidered, or silkscreen) shall identify personnel as 'volunteer'.
4. Badges shall be worn only on uniform dress shirt, Uniform class coat and Uniform hat.

5. Collar pins shall only identify Firefighter ranks.
6. No other item shall be worn on uniforms or clothing representing the Pike City Fire Department without written approval from the Fire Chief, or his designee.
7. All uniforms and equipment shall be returned to the department upon termination of service. This includes your uniform shirt.

Approved by:



Rae Bell Arbogast <alleghanywater@gmail.com>

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**RE: Pliocene Ridge CSD question**

1 message

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Nick Clair <nickc@csda.net>  
To: ACWD <alleghanywater@gmail.com>

Tue, Aug 11, 2015 at 9:59 AM

Rae Bell Arbogast,

Hello, as far as I know there are no special posting requirements for the situation you described. Changes to staff positions are entirely within the board's control. Obviously the board will need to take action on such a change and as such that should be an agenda item. But other than regular meeting posting requirements there are no special rules that I'm aware of. Let me know if you have any other questions.

Sincerely,

**DISCLAIMER:**

*This communication is provided for general information only and is not offered or intended as legal advice. The law is constantly evolving, and attorneys can and do disagree about what the law requires. Readers should seek the advice of an attorney when confronted with legal issues and an attorney should perform an independent evaluation of the issues raised herein.*

**Nick Clair**

*Legislative Analyst*

California Special Districts Association

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[www.csda.net](http://www.csda.net)

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**From:** ACWD [mailto:alleghanywater@gmail.com]  
**Sent:** Tuesday, August 11, 2015 9:33 AM  
**To:** Nick Clair <nickc@csda.net>  
**Subject:** Pliocene Ridge CSD question

Hi Nick:

The volunteer Secretary (she was also a director) for Pliocene Ridge CSD recently resigned. I am not a board member but am the paid bookkeeper (treasurer). I have been filling in as Secretary since May when she left. I put it on this month's agenda to look at adding the position of Secretary to my paid contract but then it occurred to me today that possibly this would require some type of public posting? Essentially we would be changing a volunteer position into a paid position. I am not sure what the procedure is for this. There isn't anything in our policies and procedures that delineates if the position is paid or not. (Funny this is just the opposite of what the water district wants to do, change the secretary from paid to volunteer)

Can you please tell me what the accepted mode of operation is for a situation like this?

Thank you.

*Rae Bell Arbogast*

*Treasurer, Pliocene Ridge CSD  
530-287-3223*