



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, March 16, 2011, 6:30PM, Station 67 Pike City

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: M. Womack
- B. Committee/Member/Business Reports:
 - 1. Station 71 Fire Chief Hale
 - 2. Station 67 Fire Chief MacLennan
 - 3. Station 71 Auxiliary
 - 4. Station 67 Auxiliary
 - 5. Risk Manager: Dan Guyer
 - a) Risk Management/Safety Committee
 - b) Prepare LPIP for March submittal
 - 6. Board Member Reports

V ACTION ITEMS

- A. Approval of Minutes 02/16/11 Regular Meeting
- B. Approval of Treasurer's Report dated 03/05/11
- C. Unfinished Business:
 - 1. Ambulance Shed Update
- D. New Business
 - 1. Physical Inventory copy to Secretary
 - 2. Board/Chiefs/Treasurer Training Schedule
 - 3. Appoint Standing Committees: Streetlights, Budget
 - 4. Annual Designation of Treasurer and Bank. Resolution 11-020 *11-040mw*
 - 5. Risk Manager Personnel Safety Compliance/Evaluations
 - 6. Survey Affirmative Action
 - 7. Registry of Charitable Trusts reports for Alleghany and Pike City
 - 8. Worker's Comp
 - 9. Form 700
 - 10. Policy 2100 Insurance/Bonding

VI NEXT MEETING AGENDA ITEMS: Schedule Budget Comm. meeting collect data; 1st qtr. data backup.

VII ANNOUNCEMENTS

The next regular meeting will be Wed., April 20, 2011, 6:30pm, Station 71 Alleghany.

VIII ADJOURNMENT



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, March 16, 2011, 6:30PM, Station 67 Pike City MINUTES

A quorum was established and the meeting called to order at 6:35PM by Pres. Wayne Babros. Board members present: L. Vieira, M. Womack, W. Babros, L. Szakacs; absent: D. Guyer. Also present: Sup Adams, Chief Hale, and Treasurer Rae Bell Arbogast; absent: Chief MacLennan. Flag salute.

APPROVAL OF AGENDA Moved by M. Womack, seconded by L. Vieira to amend the agenda to add New Business, 11. Request Type 1 Structure Engine to replace 7180 and correct New Business, 4. Resolution 11-020 to 11-040. **Amendment passed: 4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant.** Moved by L. Vieira, seconded by M. Womack to approve the agenda as amended. **Amended motion passed: 4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant.**

PUBLIC COMMENT Tom Starr and Mike Scholle discussed possibility of getting a Type I engine from Sac Metro Fire Dist. Action recorded as New Business.

INFORMATION/DISCUSSION ITEMS

Correspondence: 3/16/11 memo from R. B. Arbogast re community class CPR/1st Aid copies to each dept.; e-mail re AB1234 & AB1825 classes; Cert. of Oath of Appointment received, administered, returned to clerk via Sup. Adams; let to Alleghany County Water District re training date.

Committee/Member/Business Reports:

Station 71: Chief Hale reported no change in vehicle status; no grants working at this time; stationhouse cleanup scheduled for 3/27/11. Rae to get a copy of AVFD Standard Operating Procedures for file at next meeting.

Station 67: Fireman Starr report that 7180 still needs a gasket; 3/17/11 training at 6:30pm; mass casualty drill on 4/30/11; annual multi agency training at Table Top on 4/7/11. There will be a car pool leaving Station 67 at 5:30pm, 3/17/11.

Auxiliary 71: Report on Worker's comp. debt recorded under new business

Auxiliary 67: Tom Starr reported the proposed fundraiser "Three on a Fly" has been scheduled for June 10, 11, 12 2011. More details coming.

Risk Manager: Absent. No report. Items moved to April agenda.

Board Member Reports: None.

ACTION ITEMS

Approval of Minutes: Moved L. Vieira, seconded by L. Szakacs to approve the minutes of March 16, 2011 as submitted. **Motion passed: 4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant.**

Approval of Treasurer's Report: Moved by M. Womack, seconded by L. Vieira to approve the Treasurer's Report of March 5, 2011. **Motion passed: 4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant.** Rae to make contact with David Kakwani & Associates, CPA who were awarded the audit contract.

UNFINISHED BUSINESS

Ambulance Shed Update: Sup. Adams reported the building will be sent to bid for a prefab structure. He stated that if the bid comes back too high, he will ask the board to support this project with general fund monies.

NEW BUSINESS***Physical Inventory:*** Move to April***Board/Chiefs/Treasurer Training Schedule:*** Maris reported that May 28, 2011 (a Saturday) has been set as the training day. Please clear your calendar. We will do both AB 1234 and AB 1825.***Appoint Standing Committees:*** L. Vieira will chair Streetlights and Maris &/or Wayne will chair the Budget Committees. Need to set a Budget committee meeting before April's Board meeting.***Resolution 11-040 Annual Designation of Treasurer and Bank.*** L. Vieira moved, M. Womack seconded approval of Resolution 11-040. **Motion passed: 4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant.** Reminder: all board members need to get to West America ASAP to sign the signature card.***Risk Manager Personnel Safety Compliance/Evaluations:*** April meeting.***Survey Affirmative Action:*** April Meeting.***End of Year Data Backup for Safe Deposit Box Storage:*** Rae to bring to next meeting. Ryan to get his info. to Rae for inclusion with her backup.***Registry of Charitable Trusts reports for Alleghany and Pike City:*** Secretary asked to request each Auxiliary to send a copy of the report which if filled annually with the Attorney General for reference.***Worker's Comp AVFD:*** Chief Hale reported he is currently seeking legal advice re the outstanding debt with Calif. Worker's Comp. Sup. Adams suggested that he send all pertinent documents to him, and he will see if he can help through county resources.***Form 700. Forms distributed and completed except for D. Guyer and R. MacLennan.*** Maris to follow up. Due to clerk's office April 1st.***Policy 2100 Insurance/Bonding.*** Moved by M. Womack, seconded by L. Vieira to approve. Adds a requirement for businesses or individuals doing business with PRCSD to provide insurance coverage. Earns points with the insurance carrier to reduce the premium.***Type I Engine:*** Moved by M. Womack, seconded by L. Vieira to approve request for Type I vehicle donation from Sac Metro Fire Dist. For Pike City and a second if available Alleghany. Maris to write letter and get in mail by 3/21/11 and include information re demographics, characteristics, a size of district. **Motion passed: 4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant.****NEXT MEETING AGENDA ITEMS****ANNOUNCEMENTS**

The next regular meeting will be Wed., April 20,, 2011, 6:30pm, Station 71 Alleghany.

ADJOURNMENT Moved by L. Szakacs, seconded by L. Vieira and passed unanimously to adjourn the meeting. So ordered by President Babros at 7:47pm.

Respectfully submitted,

Maris Womack
SecretaryMinutes adopted _____ Date _____
as submitted or changed _____ 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: March 5, 2011

Beginning Checking Account Balance \$ 15,117.58

Deposits

Budget Line #	Date	From:	For:	Amount
Deposits Total				\$ -

Expenditures

Budget Line #	Ck #	Date	To:	For:	Amount
6176.2	613	2/11	Brown's Propane	Propane Alleghany	\$ 161.07
		2/9	Savings account	Transfer to Savings	\$ 12,000.00
	OL	2/11	PG&E		\$ 493.85
6170.2				PG&E Alleghany	\$ 72.94
6170.3				PG&E Pike	\$ 61.73
6171.4				Streetlights - Forest	\$ 39.51
6170.4				Streetlights - Alleghany	\$ 319.67
	614	2/11	AT&T		\$ 32.25
6172.2				Phone Alleghany	\$ 18.18
6172.3				Phone Pike	\$ 14.07
Expenditures Total					\$ 12,687.17

Ending Checking Account Balance \$ 2,430.41

Starting Savings account balance	\$ 4,938.54
transfer from checking	\$ 12,000.00
interest earned	
transfer to FUNDS	
Ending Savings Account Balance	\$ 16,938.54

Total Cash \$ 19,368.95

Fund account Starting Balance	\$ 12,105.42
interest earned	
transfer to checking	
Fund account Ending Balance see budget sheet for detail	\$ 12,105.42

	Budget	YTD	
Station 67			
6230.3 Op Compliance/Training	\$ 600.00	\$ 284.27	47%
6296.3 Mutual Aid Payroll	\$ -	\$ -	
6300.3 Small Equipment	\$ 3,600.00	\$ 3,436.43	5%
6301.3 Equipment Repairs & Maint.	\$ 500.00	\$ 500.00	0%
6350.3 Fuel	\$ 800.00	\$ (50.29)	106%
6630.3 Vehicle Repair & Maint.	\$ 700.00	\$ 11.84	2%
6660.3 Supplies	\$ 200.00	\$ 200.00	0%
Subtotal	\$ 6,400.00	\$ 5,090.23	20%
			Pike Department Operational Expenses
6170.4 Streetlight Expense Allegheny	\$ 3,960.00	\$ 2,584.54	65%
6171.4 Streetlight Expense Forest	\$ 482.00	\$ 319.45	65%
Lights Total	\$ 4,452.00	\$ 2,903.99	
			Streetlights Total Expense
Total Income Statement Expenses	\$ 32,847.00	\$ 19,755.35	60%
Income Statement net change	\$ 1,143.00	\$ (1,132.28)	
			Revenue, less expenses
NET			
Fixed Assets			
1350.2 Equipment Allegheny			
1350.3 Equipment Pike			
1370.2 Vehicles Allegheny			
1370.3 Vehicles Pike			
Fixed Assets Expenditures total			
Balance Sheet Changes			
Accounts Receivable (AR)	\$ 5,843.00	\$ 5,842.38	
			CDF Grant from last year hasn't been paid yet this is INCOME
2000.1 Accounts Payable (AP)	\$ 6,706.80	\$ 6,315.16	
			Truck payment Pike, plus CDF Grant \$ owed back to auxiliaries.
FUNDS (details on separate sheet)			
Fund Additions	811.00	100.00	
Fund Withdrawals	(584.00)		
Net Fund Balance Changes	\$ 247.00	\$ 100.00	
Net change	\$ 32.20	\$ (1,705.06)	
			Equals Net Income, Plus AR, Minus AP & Minus transfer to Funds
Beginning Fund Balances	Actual		
Audit Fund	\$ 1,600.00	\$ 1,600.00	
Streetlight Fund	\$ 1,087.68	\$ 1,247.68	
PCVFD Building Fund	\$ 8,199.27	\$ 8,199.27	
PCVFD Vehicle Fund	\$ 293.81	\$ 293.81	
AVFD Building Fund	\$ 439.74	\$ 439.74	
AVFD Vehicle Fund	\$ 319.02	\$ 319.02	
Interest earned	\$ 5.90	\$ 5.90	
Total Funds	\$ 11,939.52	\$ 12,105.42	
			\$160 pledges received so far

		FY 10-11 BUDGET	YTD Actual	Difference	%	NOTES
INCOME						
4202.1	Tax Revenue Fire	\$ 21,968.00	\$ 12,871.12	\$ (9,096.88)	59%	
4202.4	Tax Revenue Streetlights	\$ 5,123.00	\$ 2,715.19	\$ (2,407.81)	53%	
4030.1	Donations District	\$	\$	\$		
4030.2	Donations Allegheny	\$ 646.00	\$ 646.47	\$ 0.47	100%	
4030.3	Donations Pike	\$ 3,813.00	\$ 1,711.36	\$ (2,101.64)	45%	
4030.4	Donations Streetlights	\$ 140.00	\$ 160.00	\$ 20.00	114%	
4040.1	Grants District	\$ 500.00	\$ 510.00	\$ 10.00	102%	
4040.2	Grants Allegheny	\$	\$	\$		
4040.3	Grants Pike	\$ 1,800.00	\$	\$ (1,800.00)	0%	
4060.2	Surplus Sales Allegheny	\$	\$	\$		
4060.3	Surplus Sales Pike	\$	\$	\$		
4070.2	Mutual Aid Allegheny	\$	\$	\$		
4070.3	Mutual Aid Pike	\$	\$	\$		
7030.1	Other Income	\$	\$ 8.93	\$ 8.93	8.93%	Interest Income less 03 adjustment to AR balance
	Revenue Total	\$ 33,990.00	\$ 18,623.07			
OVERHEAD EXPENSES						
6170.2	Electricity Allegheny	\$ 850.00	\$ 558.50	\$ 291.50	66%	
6170.3	Electricity Pike	\$ 1,000.00	\$ 609.32	\$ 390.68	61%	
6172.2	Telephone Allegheny	\$ 300.00	\$ 146.85	\$ 153.15	49%	
6172.3	Telephone Pike	\$ 240.00	\$ 99.28	\$ 140.72	41%	
6174.2	Water Allegheny	\$ 366.00	\$ 413.62	\$ (47.62)	104%	
6176.2	Propane Allegheny	\$ 700.00	\$ 584.87	\$ 115.13	84%	
6180.1	Insurance	\$ 9,443.00	\$ 9,443.00	\$	100%	
6230.1	Compliance/Training	\$ 100.00	\$	\$ 100.00	0%	
6260.1	postage/copies/office supplies	\$ 248.00	\$ 44.00	\$ 204.00	18%	
6265.1	County Mgmt Fee	\$ 3,300.00	\$	\$ 3,300.00	0%	
6270.1	Bookkeeping	\$ 750.00	\$ 585.00	\$ 165.00	78%	
6273.1	Auditor Fee	\$ 800.00	\$	\$ 800.00	0%	
6275.1	Board Development Fee	\$	\$	\$		
6280.2	Solid Waste Fee Allegheny	\$ 408.00	\$ 203.85	\$ 204.15	50%	
6280.3	Solid Waste Fee Pike	\$ 313.00	\$ 156.28	\$ 156.72	50%	
6285.2	Building Maint. Allegheny	\$	\$	\$		
6285.3	Building Maint. Pike	\$	\$	\$		
6301.1	Training Equipment	\$	\$	\$		CPR mannequins AVFD donated, added to AVFD small equip.
	Other Expenses	\$	\$	\$		
	Subtotal	\$ 18,848.00	\$ 12,844.57	\$ 6,003.43	68%	Total overhead expenses for District
Station 71						
6230.2	Op Compliance/Training	\$ 500.00	\$ 637.75	\$ (137.75)	128%	
6266.2	Mutual Aid Payroll	\$	\$	\$		
6300.2	Small Equipment	\$ 847.00	\$ 685.62	\$ 161.38	81%	\$646.67 for CPR mannequins, \$ donated by AVFD
6301.2	Equipment Repairs & Maint.	\$ 750.00	\$ 732.91	\$ 17.09	98%	
6350.2	Fuel	\$ 500.00	\$ 226.59	\$ 273.41	45%	
6560.2	Vehicle Repair & Maint.	\$ 500.00	\$ 414.15	\$ 85.85	83%	
6660.2	Supplies	\$ 50.00	\$	\$ 50.00	0%	
	Subtotal	\$ 3,147.00	\$ 2,697.02	\$ 449.98	86%	Allegheny Department Operational Expenses



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

Resolution No. 11-040

WHEREAS, it is necessary in the conduct of its business to annually define banking services for the District; and,

WHEREAS, it is necessary to annually renew the account designations and the election of the Pliocene Ridge Community Services District Treasurer;

NOW, THEREFORE BE IT RESOLVED, that Rae Bell Arbogast is elected Treasurer for the term of January 1, 2011 through December 31, 2011; and,

FURTHER, BE IT RESOLVED, that the Treasurer shall:

1. Maintain a District checking account and such savings account(s) as may be directed by the Board with WestAmerica Bank for the purpose of District Business transactions; and,

FURTHER, BE IT RESOLVED, that the Secretary shall:

1. Process a signature authorization card requiring the signature of any two of the following board members authorized to sign checks for the fiscal year January 1, 2011 through December 31, 2011:

Wayne Babros, President
Lilla Szakacs, Director
Dan Guyer, Vice President
Larry Vieira, Director
Maris Womack, Secretary

Adopted this 16th day of March, 2011 at the regular meeting of the Pliocene Ridge Community Services District Board of Directors by the following vote:

AYES: _____
NAYS: _____
ABSENT: _____
ABSTAIN: _____
VACANT: _____

Maris Womack, Secretary

Date



BONDING/INSURANCE

The Board of Directors recognizes the need to protect the District from financial loss as a result of actions taken by its Directors and staff.

The District shall be responsible to secure blanket bonding coverage for all Directors and employees in their conduct of District business. In addition, the appropriate bonding will be obtained for employee's who transact financial business for the District.

The Board of Directors shall require individuals or businesses entering into a contract/agreement with the District for service of any kind, to provide insurance coverage for the period of time set forth in a contract and in an amount satisfactory to the District's insurance carrier.

The Board of Directors recognizes the need to protect the District from financial loss due to risk exposure and provide a safe working environment for the District staff and users of the District's facilities and programs.

The Risk Manager shall be responsible for the design and implementation of a Risk Management Plan to prevent unbearable financial loss to the District, subject to approval by the Board. As a part of that Risk Management Plan, the District will make every effort to initiate an ongoing loss prevention program and continuing safety training program.

The Risk Management Plan shall be reviewed prior to each annual renewal date and change in coverage or carriers shall be made when needed or financially desirable. All changes require approval of the Board.

Adopt: 03/21/07; 04/18/07; 03/16/11