



Staff report for meeting date 3/20/2025 Report prepared by District Manager Rae Bell Arbogast– *disclaimer: any opinions expressed in this document belong to the author and do not represent the official stance of the district.*

Agenda item 4. a) Correspondence since last meeting.

Incoming: Form 700s from Sierra County Clerk Recorders Office. **Outgoing:** Signed oaths of office for C. King sent to the Sierra County Clerk-Recorders Office along with O. Tenney's Form 700, thank you cards sent to Liebert, Cassidy, Whitmore and Donna Williamson for the Ethics and Harassment Prevention classes. Thank you letter and receipt for tax purposes to Donna Williamson for \$100 donation to the Capital Improvement Fund.

Agenda item 4. b) 5 Staff Reports.

Risk Management Accreditation Program (RMAP) The application (for a rebate on PRCSD's insurance premium) was submitted timely on March 7, 2025. It took a little over 5 hours to complete the application. Points are awarded based on many Policies and Procedures that either are, or are not in place, as well as the participation of Board Members, Management and Staff in both required and optional trainings. Documentation is a big deal and we will be working on improving in that area this year, for next year's application.

Solid Waste Fee reduction: A couple of months ago I mentioned that I was working with the County to reduce the district's solid waste fee based on actual garbage generation. Starting next fiscal year, the new fee for the entire district will be \$61.14 per year. (Previously \$223)

County-Wide Hazard Mitigation Plan - Status of PRCSD Annex The County-Wide Hazard Mitigation Plan will include an "Annex" for each Special District within the County. The County hired a firm to facilitate the process. I am the designated representative for PRCSD. A draft "fill in the blanks" annex was sent to each entity in early February with a "soft" deadline of February 28th. Hopefully by this week's meeting date, I will have ours filled out. If I do, I will provide copies to the Board and Staff for review/comment. Once the County-wide plan is ready, the PRCSD board will be asked to adopt it. (Each entity included in the plan will have to adopt the County-Wide Plan, but that is several months out).

Agenda item 4. b) 6 Firewise I sent a follow-up email to the Sierra County Firesafe Counsel to check on the status of the planning grant applications for Pike and Alleghany. I cc'd the PRCSD's firewise email list and got the following response: *"Thanks for the email, we did get through multiple Alleghany & Pike properties last fall (about 700 ac worth cumulatively) gathering field info to help us figure out what parcels had been signed up. We weren't able to get through everyone on the list due to weather but will continue this field season.*

With the data I had, I was able to provide basic info on acreage, treatment prescriptions & treatment methods needed to Rodd Rummel at the Fire Safe Council. This Friday he will submit an implementation grant through the USDA for 300 acres of treatment in Alleghany. We realize there are more acres of opportunity there and in Pike, this is a start though. A smaller amount of acres within Verdi is also proposed in the same application.

I've never known the USDA grant application review process to happen very quickly, but hopefully we hear of approval this summer.

Regardless, we will return to review additional parcels in Alleghany and Pike this late spring/into summer so we can be prepared for other grant opportunities as they arise. Happy to answer any questions that come up within the communities.”

Based on my previous years’ searches for fire hazard prevention grants, once the County has a Hazard Mitigation Plan in place, other funding opportunities (besides USDA) should be available, but as we all know, the landscape for Grant Funding is shifting under our feet!

Agenda item 5. b) 1: Capital Improvement Fund (CIP) and update to Policy #2010 Reserve Funds.

The board voted to create a CIP last October but was waiting for the CAL OES Standby income to arrive before allocating funds. I suggest that the \$100,000 investment in California Class that was approved last month, be designated as the “Capital Improvement Fund” **and that the following text be added to Policy #2010 Reserve Funds.**

Under **Policy 2010 Definitions** add: Capital Improvement Fund This fund is dedicated to significant physical improvements, repairs, and renovations to district infrastructure and facilities. It may also be used to purchase fire apparatus (engines and other vehicles required for Fire and EMS services).

Under **Policy 2010 Procedures** add: The board may invest reserve funds per Policy # 2140. The balance of such investments shall be reported monthly by the District Treasurer. Interest on such investments shall be *(allocated to the general fire fund or kept in reserves?)* *Currently the Policy states that interest earned on reserve funds shall be allocated to the “General Fire Fund”.* *Allocating the earned interest on the new investment fund to the General Fire Fund could be accomplished without physically moving the money out of California Class.*

Note: I researched CIPS and typically vehicle purchases are not an approved expenditure. In my opinion since vehicles are a major component of the district’s functionality, it seems appropriate to include the purchase of new vehicles as an approved use of the CIP. Another option is to leave vehicles off with the knowledge that the board can vote to move money out of reserve funds, at any time if deemed necessary. Usually, a Capital Improvement Plan is adopted to prioritize use of the CIP. Having such a plan in place is one of the things that can earn RMAP points (insurance discount points) for the district. Possibly the district can have a Capital Improvement Plan ready for next year’s RMAP. As mentioned last October, having a CIP is also advantageous for certain grant applications.

The district did receive one \$100 donation for the CIP so far this month, because of the annual mail-out sent in February.

Agenda item 5. b) 2 further bylaw clean-up: While making last month's approved changes to the bylaws, I noticed a few other things that need to be clean up. I held off on creating and updated version of the Bylaws for the website until the changes below are also considered by the board. Marked below with ~~DELETE~~ or **ADD**. *Comments in italics not part of proposed changes.*

ARTICLE III RECORDS

~~The Board recognizes the necessity to keep adequate and appropriate district records to fulfill legal requirements and maintain/develop the proper administrative functions.~~

~~All documents of the District shall be in writing and made available to the public per District policy #2350.~~

~~The Secretary and Treasurer shall oversee the development and maintenance of an appropriate record keeping system that: 1. meets all of the legal requirements for special districts of the state and county laws; 2. provides data required for the audit; 3. secures all deeds, title, and such other designated documents in a safe deposit box.~~

The District's Records shall be maintained per Policy # 1021 Records and made available to the Public per Policy #1022 Public Record Requests.

Another option to simply remove RECORDS from the bylaws as this has been replaced by Policies.

ARTICLE IV ~~ELECTION~~ APPOINTMENT OF OFFICERS

1. ~~Election~~ Appointment of Officers by the board of directors shall be conducted annually at the January meeting. Appointment only applies to Officer Positions not held by employees. The terms of officer positions held by district employees shall correspond with the term of employment.
2. The Officers shall be: President, Vice President, Secretary & Treasurer.
3. The Term of Office of each ~~elected~~ appointed officer shall be one year and shall begin upon ~~election~~ appointment in January and shall continue through December.
4. A vacancy in any office shall be filled at the next regular meeting by a ~~vote of the Board~~ appointment to fill the unexpired term.
- 5.

Agenda item 5. b) 3: Director Davis has a conflict with the third Thursday of the month and is requesting that the meeting schedule be changed. (Suggestion: go back to the third Wednesday of the month)

Agenda item 5. b) 4: Consider update to Policy 1030 Risk Management and Safety. Proposed changes to align the Policy with district practices while meeting insurance company expectations will be presented before or at the meeting.

Agenda item 5. b) 5 Station 1 Repairs On March 1st Ned and I met with Kyle McCracken who lives in Allegheny and who is an employee of General Contractor Bob Eiermann. We showed Kyle the repair work that needs to be done to install the metal siding. On March 4th I met with Kyle, Bob and another employee Jeff. More information to be provided at the meeting.