



MI-WUK SUGAR PINE FIRE PROTECTION DISTRICT

"Providing Quality Emergency Response And Fire Protection For The Public"

MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING TUESDAY, AUGUST 09, 2016

1. Call to Order:

A Regular Meeting of the Board of Directors for the Mi-Wuk/Sugar Pine Fire Protection District was called to order at the Sugar Pine Station facility located on Highway 108 at 7:00 PM, Tuesday, August 09, 2016.

2. The Pledge of Allegiance was led by President Welch. He welcomed all visitors.

3. **Roll Call:** Present were President Welch, Vice-President Rucker, Director Johnson and Director Klipple. Also present were Chief Crabtree, Secretary Dahlin and several members of the public. Director Doss was absent.

4. **Oral Communications:** The public may address the Board on any subject not shown on the agenda. Time allowed is 15 minutes. President Welch asked if there were any public comments. There were none.

5. **Approval of the Minutes of the Regular Meeting of July 12, 2016.** Director Johnson moved to approve. Director Rucker seconded. Ayes: 4. Motion carried unanimously.

6. **Approval of the Minutes of the Special Meeting of July 16, 2016.** Director Rucker moved to approve. Director Johnson seconded. Ayes: 4. Motion carried unanimously.

7. **Written Communications:** There were no written communications.

8. Financial Reports:

A. Tuolumne County Trial Balance for June 2016 – No Action Required

B. Tuolumne County Budget Status Report for June 2016 – Director Johnson moved to accept. Director Klipple seconded. Ayes: 4. Motion carried unanimously.

C. MWSP QuickBooks Expenses by Check and Credit Card for June 2016 – No Action Required

9. **MWSPFPD Auxiliary Report – President Ann Coleman** was not present, President Welch read her written report that is in the meeting record.
10. **C.A.S.T. Report – Tim Wallace** reported on their projects: emergency phone and lights have been installed outside the front door and are working. Emergency lights that will come on in the station when the tone box activates will be installed.
11. **Highway 108 Fire Safe Council Report – Director Johnson** – There was not a meeting in July. The next meeting will be in the end of August. Chief Crabtree mentioned that the Council is trying to coordinate all the 501c3's in the county to assist homeowners with the tree mortality issues.
12. **Captains' Shift Reports** – No Captain was available for the meeting. **Captain Klyn** provided a written report that is in the meeting record.
13. **Chief's Report – Chief Crabtree** – there was not a written report.
 - A. The Red Light / 911 Phone is working and has been tested. Signs have been ordered to advise that the phone connects directly to 9-1-1.
 - B. E772 has been traded. The District now has a County engine that used to be stationed at Long Barn.
 - C. U771 was assigned to the Soberanes Fire with Captain Collier and was damaged. A repair estimate is being obtained and will likely be covered by insurance.
 - D. E771 is out of service. Fleet Services will be looking at it soon.
 - E. Captain Collier is currently assigned to the Soberanes Fire, he was at the Trailhead Fire in late July. On both fires he has been assigned as a fire line EMT.
 - F. A tree mortality workshop was held at the Word Of Life. It was put on by Tuolumne County OES mainly to connect the Mi-Wuk homeowners and PG&E to facilitate tree removal efforts. Chief Crabtree was asked to sit on the panel with representatives of other involved agencies as a representative from the District.
 - G. Chief Crabtree appeared before Board at the Tuolumne County Board of Supervisors meeting last Tuesday. The comment period was only five days so he made comments on it as Fire Chief. He thanked them for providing the District with an advanced copy of the Draft RFP for the County Fire Service Study and for the opportunity to comment on it.
 - H. The Board Workshop on July 16 went very well. Cal Fire Unit Chief Josh White attended. Chief Crabtree offered to present the workshop to any of the fire districts or CSD's with board members that he represents.
 - I. We now have a Mi-Wuk Sugar Pine Fire Protection District 457b Deferred Compensation Plan, administered by Nationwide Retirement Solutions. All four full time employees have been enrolled.
 - J. The District will present an Introduction to Wildland Fire Behavior class on August 27th for homeowners and residents. More information is available on posters and postcards will be mailed to District homeowners. There will be a \$15.00 materials fee.

- 14. Status of Grants – Chief Crabtree – There has been no change.**
- 15. Fire Prevention & Safety Grant Status Update – Tim Wallace – The final report and invoicing for the SRA FPF Grant has been completed. For the FP&S Grant, the defensible space inspectors have completed 1290 inspections. Over 200 passed the first inspection. Second inspections have begun. They have answered over 250 phone inquiries. There are 15 VIP inspectors, 3-5 usually work each day.**
- 16. Unfinished Business: Business continued from previous meetings for Discussion, Consideration and Action as Appropriate:**

A. Regular District Standing Committees: Reports, etc.

- 1. Budget – Director Johnson – Chair – The committee did not meet. With the June numbers now available, the preliminary budget will be revised for a final budget to be approved at the September meeting.**
- 2. Policies & Procedures (with Manual updates) – Director Doss – Chair – Direct Doss was absent.**
- 3. Strategic Planning – Director Johnson – Chair – Directors Johnson and Rucker summarized for the board the qualifications and backgrounds of Steve Kovacs and Bill Metcalf, the two final consultants whose proposals were being considered for the Districts Strategic Plan. The committee recommends hiring Bill Metcalf.**

B. Discussion, consideration and Action as Appropriate regarding engaging a Strategic Planning consultant at a cost not to exceed \$6,000.00 – Directors Johnson and Rucker – Director Johnson moved to employ Bill Metcalf for the Districts Strategic Plan contingent upon the results of second reference check. Director Rucker seconded. Ayes: 4. Motion carried unanimously.

At 7:52 President Welch called for a short break.

He thanked Linda Clark for the refreshments.

At 8:05 President Welch called the meeting back to order.

17. New Business items for Consideration and Action as Appropriate.

- A. Adoption of Resolution Number 2016.08.09.1 – Approving the Department of Forestry and Fire Protection Agreement #7FG16074 under the Volunteer Fire Assistance Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2016-17 for an amount not to exceed \$12,665.00 on a 50/50 matching funds basis. Director Klipple moved to approve Resolution Number 2016.08.09.1. Director Rucker seconded. Ayes: 4. Motion carried unanimously.**

B. Tuolumne County Fire & Emergency Services Study DRAFT Request For Proposals – Chief Crabtree summarized some of the possible outcomes of the study and recommended that the District support and be involved in the process. There is a copy of the draft proposal along with his comments and proposed changes available for view at the Department.

C. Presentation of Fiscal Year 2015/2016 Annual Report – Chief Crabtree – A copy of the Districts' first Annual Report is in the meeting record. Director Klipple will add it to her blog, miwukareanews.com, copies will also be distributed to the Auxiliary, MAHA, county supervisors, the Mi Wuk Library, and other various locations.

18. Other Business:

A. Board Members: Various comments of appreciation were made.

B. Audience/Attendee comments: There were no comments.

19. Adjournment.

There being no further business, President Welch adjourned the meeting at 8:30 P.M.

Bonnie Dahlin, Department Secretary

Approved by the District Board of Directors in the meeting assembled

September 13, 2016

Michael Welch, President

August 14, 2016

State of California
Department of Forestry and Fire Protection
PO Box 530
Mi Wuk Village, CA 95346-0530

Re: Notice of Fire Hazard Inspection #430553

Dear Sirs or Madams,

We received the above inspection notice and are working to be in full compliance. We were in violation of some pine needles on the roof, and a dead tree off our deck. Our yard maintenance people have already eradicated the pine needles on the roof.

We are in communication with the County and PG&E about the dead trees on the property. We have also contacted three tree removal services in an effort to have the dead tree near our deck removed before the reinspection date. Unfortunately, they are so busy that they cannot remove it prior to the reinspection date of 8/28/16. There are several other dead trees that the PG&E tree removal service will remove on their schedule. We have a woodcutter who will begin work on cutting and stacking the wood for firewood as soon as the dead trees can be felled.

This letter is a follow-up to last week's phone call by my daughter, Sherri Cozzens, who spoke to a CalFire representative and notified you that we have done due diligence in addressing the inspection notice, and will likely not be in control of compliance by the reinspection date. She was assured that, as long as we took care of the pine needles on the roof, our reinspection would be approved.

We are in the queue, and will continue to follow up with PG&E, the County, and tree removal services until all dead trees are felled and removed so we can be in full compliance.

Thank you for the work you do, and for your consideration in this matter.

Best regards,



Charles C. Shinn
1170 Rhinecastle Wy
San Jose, CA 95120

August 17, 2016

Miwuk Village – Sugar Pine Fire Station
P.O. Box 530
Miwuk CA 95346

Re: Larry Crabtree

Dear Ms/Sir:

On July 28, 2016, my Toyota car was rear ended at the signal on the bypass and Mono Way.

I was so shocked by the accident that I did not think to call a public safety officer or an ambulance.

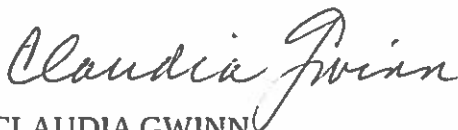
As the person who hit my car and I were exchanging information I noticed a fire truck pull up and stop.

I was so relieved to see someone with authority and knowledge of this type of situation be on the scene.

The fireman asked if I needed an ambulance and then proceeded to make the accident scene safe.

I do not know if someone called the fire department or if Larry just happened upon the accident and stopped, but I will be eternally grateful for his presence. Please tell Larry "Thank you very much" for me.

Very truly yours,



CLAUDIA GWINN
16997 N. Mono Vista Rd
Sonora CA 95370
(209) 532-6678

*Bd-Mtg
Communications*

A PROUD CALIFORNIA SPECIAL DISTRICTS ALLIANCE PARTNER



California Special
Districts Association
Districts Stronger Together

e-News



Governor Signs CSDA Sponsored Legislation

Governor Jerry Brown signed Assembly Bill 2613 (Achadjian) into law late yesterday afternoon. The legislation, sponsored by CSDA, will provide small special districts with some financial relief in regard to their annual audit requirements while maintaining proper oversight and accountability. It will take effect January 1, 2017.

AB 2613 will reduce the overall costs associated with annual audit requirements by authorizing **special districts with revenues under \$150,000**, who utilize their counties' financial system for revenues and expenditures, to replace their annual audit with an annual financial compilation of the special district or with an agreed-upon procedures engagement. Both of these new options will reduce the time needed for auditors to perform their work, thereby reducing billable hours and lowering the overall costs of meeting the state's auditing requirements.

By reducing the administrative costs for small special districts, AB 2613 will help to ensure that districts' limited funds are directed towards providing essential local services.

Should you have any questions about AB 2613 please contact CSDA Legislative Representative Dillon Gibbons.

California Special Districts Association | 1112 I Street | Suite 200 | Sacramento, CA 95814 | 877.924.CSDA (2732)



A Proud California Special Districts Alliance Partner

Selection Criteria:

Fiscal Year 2017 Period 1 (July)
Fund 9030 Mi-Wuk Fire District

<u>Account</u>	<u>Description</u>	<u>Beginning</u>	<u>Net Activity</u>	<u>Ending</u>
100100	Equity In Treasurers Pooled Ca	166,612.59	-63,776.14	102,836.45
100400	Petty Cash	500.00	0.00	500.00
102000	Accounts Receivable	7,661.00	-7,661.00	0.00
106950	Property Tax Receivable	140.21	0.00	140.21
106955	Allow For Uncollectible Taxes	-1.40	0.00	-1.40
106980	Due From Other Governments	9,880.00	-9,880.00	0.00
120000	Land	73,132.00	0.00	73,132.00
122000	Buildings And Improvements	731,393.11	0.00	731,393.11
124000	Equipment	240,961.85	0.00	240,961.85
124500	Vehicles	41,063.00	0.00	41,063.00
127000	Accum Depreciation-Bldgs & Imp	-186,836.00	0.00	-186,836.00
129100	Accum Depreciation-Equipment	-154,078.00	0.00	-154,078.00
	Total Assets	930,428.36	-81,317.14	849,111.22
202100	Accounts Payable	-5,529.77	5,529.77	0.00
202200	Sales Tax Payable	-112.92	-14.90	-127.82
203150	Payroll Clearing Account	0.00	0.00	0.00
203210	Salaries & Benefits Payable	-13,747.23	7,919.33	-5,827.90
203500	Federal Withholding Payable	-1,806.67	552.67	-1,254.00
203600	FICA Payable	-2,663.86	1,442.49	-1,221.37
203700	State Withholding Payable	-423.82	72.84	-350.98
203945	SDI Payable	-156.70	84.54	-72.16
	Total Liabilities	-24,440.97	15,586.74	-8,854.23
262010	Agency Obligation	-160,351.43	0.00	-160,351.43
280600	Capital Assets, net	-745,635.96	0.00	-745,635.96
	Total Fund Balance	-905,987.39	0.00	-905,987.39
459206	State- SRAFPF Grant	0.00	3,180.00	3,180.00
462209	Federal- SAFER	0.00	1,033.00	1,033.00
469207	Fed- VFA Grant	0.00	5,667.00	5,667.00
483111	Misc Income - Reimbursements	0.00	-62.90	-62.90
496060	Donations- Auxiliary-Utilities	0.00	-128.18	-128.18
496065	Donations- Auxiliary- Misc	0.00	-20.95	-20.95
	Total Revenue	0.00	9,667.97	9,667.97
511110	Regular Salaries	0.00	18,299.01	18,299.01
511150	Part-Time Salaries	0.00	2,463.24	2,463.24
511160	Overtime Salaries	0.00	8,875.13	8,875.13
512215	Employee Physicals	0.00	196.00	196.00
512310	Workers Compensation Insurance	0.00	12,311.46	12,311.46
512410	F.I.C.A.	0.00	2,262.04	2,262.04
521310	Communications	0.00	201.28	201.28
521510	Household Expense	0.00	52.37	52.37
521610	Insurance	0.00	5,823.58	5,823.58
522110	Maintenance Equipment	0.00	1,999.21	1,999.21
522120	Maint Equip-Vehicles	0.00	513.16	513.16
523210	Dues & Memberships	0.00	338.00	338.00
525110	Office Expense	0.00	74.50	74.50
525150	Office Expense - Postage	0.00	188.00	188.00
526110	P S & S-Professional Services	0.00	637.50	637.50
526124	P S & S-Auditor-Controller	0.00	245.75	245.75
527210	Rents & Leases-Equipment	0.00	311.69	311.69
528110	Special Departmental Expense	0.00	772.49	772.49
529130	Trans. & Travel - Private Auto	0.00	36.72	36.72
529210	Utilities	0.00	461.30	461.30

TRIAL BALANCE

BY FUND

Selection Criteria:

Fiscal Year 2017 Period 1 (July)
 Fund 9030 Mi-Wuk Fire District

<u>Account</u>	<u>Description</u>	<u>Beginning</u>	<u>Net Activity</u>	<u>Ending</u>
	Total Expenditures	0.00	56,062.43	56,062.43
822	Overtime Hours	0.00	394.45	394.45
850	Vacation Taken	0.00	49.60	49.60
852	Sick Leave	0.00	5.00	5.00
	Total Non-Budgetary Expenditures	0.00	449.05	449.05
		0.00	449.05	449.05

TRIAL BALANCE

BY FUND

Selection Criteria:

Fiscal Year 2017 Period 1 (July)
Fund 9030 Mi-Wuk Fire District

<u>Account</u>	<u>Description</u>	<u>Beginning</u>	<u>Net Activity</u>	<u>Ending</u>
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PeopleSoft
ORGANIZATION BUDGET STATUS

Report ID: TCGL0012R
Fiscal Year: 2017 As of: 07-31-2016
Fund: 9030
Department: %
Beg. Account: 4%
Program Code: %

Mi Wuk Fire

Fund Dept.	Program	Account	Description	Budgeted Amount	Current Period	Amount Received	Remaining Amount	Percent Remaining
9030 204500	0000	411110	Ppty Taxes - Current Secured	145,900.00	0.00	0.00	145,900.00	100.00
9030 204500	0000	412110	Ppty Taxes - Current Unsecured	4,000.00	0.00	0.00	4,000.00	100.00
9030 204500	0000	416110	Supplemental Property Taxes -	0.00	0.00	0.00	0.00	0.00
			Total Taxes	149,900.00	0.00	0.00	149,900.00	100.00
9030 204500	0000	441110	Interest Income	400.00	0.00	0.00	400.00	100.00
			Total Revenue From Use of Money And	400.00	0.00	0.00	400.00	100.00
9030 204500	0000	458110	State - Homeowners' Property T	1,800.00	0.00	0.00	1,800.00	100.00
			Total State Revenues	1,800.00	0.00	0.00	1,800.00	100.00
9030 204500	0000	462209	Federal- SAFER	0.00	0.00	0.00	0.00	0.00
9030 204500	0000	462207	Fed- VFA Grant	0.00	0.00	0.00	0.00	0.00
9030 204500	0000	469840	Other Govs- San Francisco	600.00	0.00	0.00	600.00	100.00
			Total Federal Revenues	600.00	0.00	0.00	600.00	100.00
9030 204500	0000	471211	Benefit Assessments-Fire Assmt	250,002.00	0.00	0.00	250,002.00	100.00
			Total Charges for Services	250,002.00	0.00	0.00	250,002.00	100.00
9030 204500	0000	483110	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
9030 204500	0000	483111	Misc Income - Reimbursements	0.00	0.00	0.00	0.00	0.00
			Total Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
9030 204500	0000	491110	Sale Of Fixed Assets	0.00	0.00	0.00	0.00	0.00
9030 204500	0000	496060	Donations- Auxiliary-Utilities	0.00	0.00	0.00	0.00	0.00
9030 204500	0000	496063	Donations- Auxiliary- Clothing	0.00	0.00	0.00	0.00	0.00
9030 204500	0000	496065	Donations- Auxiliary- Misc	0.00	0.00	0.00	0.00	0.00
			Total Other Financing Sources	0.00	0.00	0.00	0.00	0.00
			Department Total	402,702.00	0.00	0.00	402,702.00	100.00

PeopleSoft
ORGANIZATION BUDGET STATUS

Report ID: TCGL0012R
Fiscal Year: 2017 As of: 07-31-2016
Fund: 9030
Department: %
Reg. Account: 4% to 999999
Program Code: %

MI Wuk- Special Projects									
Fund	DEPT.	Program	Account	Description	Budgeted Amount	Current Period	Amount Received	Remaining Amount	Percent Remaining
9030	204550	0000	459206	State- SRAFPF Grant	0.00	-3,180.00	-3,180.00	3,180.00	0.00
				Total State Revenues	0.00	-3,180.00	-3,180.00	3,180.00	0.00
9030	204550	0000	462209	Federal- SAFER	17,027.00	-1,033.00	-1,033.00	18,060.00	106.07
9030	204550	0000	469207	Fed- VFA Grant	34,650.00	-5,667.00	-5,667.00	40,317.00	116.35
				Total Federal Revenues	51,677.00	-6,700.00	-6,700.00	58,377.00	112.97
9030	204550	0000	483111	Misc Income - Reimbursements	1,000.00	62.90	62.90	937.10	93.71
				Total Miscellaneous Revenues	1,000.00	62.90	62.90	937.10	93.71
9030	204550	0000	496060	Donations- Auxiliary-Utilities	3,300.00	128.18	128.18	3,171.82	96.12
9030	204550	0000	496063	Donations- Auxiliary- Clothing	4,650.00	0.00	0.00	4,650.00	100.00
9030	204550	0000	496065	Donations- Auxiliary- Misc	1,840.00	20.95	20.95	1,819.05	98.86
				Total Other Financing Sources	9,790.00	149.13	149.13	9,640.87	98.48
				Department Total	62,467.00	-9,667.97	-9,667.97	72,134.97	115.48
				Fund Total	465,169.00	-9,667.97	-9,667.97	474,836.97	102.08

End of Report

PeopleSoft
ORGANIZATION BUDGET STATUS

Report ID: TCGL0012
Fiscal Year: 2017 As of: 07-31-2016
Fund: 9030
Department: %
Beg. Account: 4% to 999999
Program Code: %

Mi Wuk Fire

Fund Dept.	Program	Account	Description	Budgeted Amount	Current Period	Encumbered Amount	Expended Amount	Remaining Amount	Percent Remaining
9030	204500	0000	Regular Salaries	190,100.00	15,690.51	0.00	15,690.51	174,409.49	91.75
9030	204500	0000	Salaries - Vacation Cashout	0.00	0.00	0.00	0.00	0.00	0.00
9030	204500	0000	Part-Time Salaries	23,000.00	2,463.24	0.00	2,463.24	20,536.76	89.29
9030	204500	0000	Overtime Salaries	60,000.00	8,875.13	0.00	8,875.13	51,124.87	85.21
9030	204500	0000	Employee Physicals	1,350.00	196.00	0.00	196.00	1,154.00	85.48
9030	204500	0000	Life Insurance	2,650.00	0.00	0.00	0.00	2,650.00	100.00
9030	204500	0000	Workers Compensation Insurance	12,311.46	12,311.46	0.00	12,311.46	-0.46	0.00
9030	204500	0000	F.I.C.A.	19,134.00	2,062.48	0.00	2,062.48	17,071.52	89.22
9030	204500	0000	Total Salaries and Employee Benefits	308,545.00	41,598.82	0.00	41,598.82	266,946.18	86.52
9030	204500	0000	Clothing & Personal Supplies	5,000.00	0.00	0.00	0.00	5,000.00	100.00
9030	204500	0000	Communications	2,160.00	176.28	0.00	176.28	1,983.72	91.84
9030	204500	0000	Food - Other	500.00	0.00	0.00	0.00	500.00	100.00
9030	204500	0000	Household Expense	600.00	31.42	0.00	31.42	568.58	94.76
9030	204500	0000	Insurance	5,300.00	5,823.58	0.00	5,823.58	-523.58	-9.88
9030	204500	0000	Maintenance Equipment	2,000.00	1,999.21	0.00	1,999.21	0.79	0.04
9030	204500	0000	Maint Equip-Vehicles	10,000.00	513.16	0.00	513.16	9,486.84	94.87
9030	204500	0000	Maint - Vehicles- Internal	10,000.00	0.00	0.00	0.00	10,000.00	100.00
9030	204500	0000	Fire Extinguisher Testing	400.00	0.00	0.00	0.00	400.00	100.00
9030	204500	0000	Maintenance - Buildings & Imps	6,000.00	0.00	0.00	0.00	6,000.00	100.00
9030	204500	0000	Maintenance - Grounds	2,000.00	0.00	0.00	0.00	2,000.00	100.00
9030	204500	0000	Dues & Memberships	3,000.00	338.00	0.00	338.00	2,662.00	88.73
9030	204500	0000	Office Expense	1,000.00	74.50	0.00	74.50	925.50	92.55
9030	204500	0000	Office Expense - Photocopy	2,000.00	0.00	0.00	0.00	2,000.00	100.00
9030	204500	0000	Office Expense - Postage	2,000.00	0.00	0.00	0.00	2,000.00	100.00
9030	204500	0000	P S & S - Tax Admin Fee	4,000.00	0.00	0.00	0.00	4,000.00	100.00
9030	204500	0000	P S & S - Tax Parcel Fee	2,850.00	0.00	0.00	0.00	2,850.00	100.00
9030	204500	0000	P S & S-Professional Services	20,000.00	0.00	0.00	0.00	20,000.00	100.00
9030	204500	0000	P S & S-Auditor-Controller	1,600.00	245.75	0.00	245.75	1,354.25	84.64
9030	204500	0000	Publications & Legal Notices	300.00	0.00	0.00	0.00	300.00	100.00
9030	204500	0000	Rents & Leases-Equipment	3,400.00	311.69	0.00	311.69	3,088.31	90.83
9030	204500	0000	Rents & Leases - Phone	700.00	0.00	0.00	0.00	700.00	100.00
9030	204500	0000	Rents & Leases - Bldgs & Impro	100.00	0.00	0.00	0.00	100.00	100.00
9030	204500	0000	Small Tools	500.00	0.00	0.00	0.00	500.00	100.00
9030	204500	0000	Special Departmental Expense	2,500.00	571.29	0.00	571.29	1,928.71	77.15
9030	204500	0000	SDE-Awards & Certificates	200.00	0.00	0.00	0.00	200.00	100.00
9030	204500	0000	Transp. & Travel - Fuel	8,500.00	0.00	0.00	0.00	8,500.00	100.00
9030	204500	0000	Travel - Training And Seminars	3,600.00	0.00	0.00	0.00	3,600.00	100.00
9030	204500	0000	Trans. & Travel - Private Auto	800.00	36.72	0.00	36.72	763.28	95.41
9030	204500	0000	Utilities	5,100.00	276.78	0.00	276.78	4,823.22	94.57
9030	204500	0000	Expendable Equipment	500.00	0.00	0.00	0.00	500.00	100.00
9030	204500	0000	Total Services and Supplies	103,060.00	10,398.38	0.00	10,398.38	92,661.62	89.91

PeopleSoft
 ORGANIZATION BUDGET STATUS

Report ID: TCGL0012

Fiscal Year: 2017 As of: 07-31-2016
 Fund: 9030
 Department: §
 Beg. Account: 4§
 Program Code: §

Mi Wuk Fire

Fund Dept.	Program Account	Description	Budgeted Amount	Current Period	Encumbered Amount	Expended Amount	Remaining Amount	Percent Remaining
9030 204500	0000	691110 Appropriation For Contingencie	176,097.00	0.00	0.00	0.00	176,097.00	100.00
		Total Appropriation for Contingencia	176,097.00	0.00	0.00	0.00	176,097.00	100.00
		Department Total	587,702.00	51,997.20	0.00	51,997.20	535,704.80	91.15

Peoplesoft
ORGANIZATION BUDGET STATUS

Report ID: TCGL0012

Fiscal Year: 2017 As of: 07-31-2016
Fund: 9030
Department: %
Beg. Account: 4%
Program Code: %

MI Wuk- Special Projects

Fund	DEPT.	Program	Account	Description	Budgeted Amount	Current Period	Encumbered Amount	Expended Amount	Remaining Amount	Percent Remaining
9030	204550	0000	51110	Regular Salaries	12,349.00	2,608.50	0.00	2,608.50	9,740.50	78.88
9030	204550	0000	51132	Recruitment Expense	200.00	0.00	0.00	0.00	200.00	100.00
9030	204550	0000	512310	Workers Compensation Insurance	330.00	0.00	0.00	0.00	330.00	100.00
9030	204550	0000	512410	P. I. C.A.	1,010.00	199.56	0.00	199.56	810.44	80.24
				Total Salaries and Employee Benefits	13,889.00	2,808.06	0.00	2,808.06	11,080.94	79.78
9030	204550	0000	521210	Clothing & Personal Supplies	16,200.00	0.00	0.00	0.00	16,200.00	100.00
9030	204550	0000	521310	Communications	1,440.00	25.00	0.00	25.00	1,415.00	98.26
9030	204550	0000	521510	Household Expense	400.00	20.95	0.00	20.95	379.05	94.76
9030	204550	0000	522120	Maint Equip-Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
9030	204550	0000	525110	Office Expense	350.00	0.00	0.00	0.00	350.00	100.00
9030	204550	0000	525150	Office Expense - Postage	0.00	188.00	0.00	188.00	-188.00	0.00
9030	204550	0000	526110	P. S. S-Professional Services	0.00	637.50	0.00	637.50	-637.50	0.00
9030	204550	0000	527110	Publications & Legal Notices	2,100.00	0.00	0.00	0.00	2,100.00	100.00
9030	204550	0000	527210	Rents & Leases-Equipment	0.00	0.00	0.00	0.00	0.00	0.00
9030	204550	0000	528110	Special Departmental Expense	520.00	201.20	0.00	201.20	318.80	61.31
9030	204550	0000	529110	Transp. & Travel - Fuel	1,168.00	0.00	0.00	0.00	1,168.00	100.00
9030	204550	0000	529210	Utilities	3,300.00	184.52	0.00	184.52	3,115.48	94.41
9030	204550	0000	529910	Expendable Equipment	15,580.00	0.00	0.00	0.00	15,580.00	100.00
				Total Services and Supplies	41,058.00	1,257.17	0.00	1,257.17	39,800.83	96.94
9030	204550	0000	544400	Fire Equipment	7,520.00	0.00	0.00	0.00	7,520.00	100.00
				Total Fixed Assets	7,520.00	0.00	0.00	0.00	7,520.00	100.00
				Department Total	62,467.00	4,065.23	0.00	4,065.23	58,401.77	91.49
				Fund Total	650,169.00	56,062.43	0.00	56,062.43	594,106.57	91.38

End of Report

MI-WUK/SUGAR PINE FIRE PROTECTION DISTRICT Expenses by Check and Credit Card July 2016

Type	Date	Name	Memo	Account	Class	Split	Amount
Credit Card ...	07/05/2016	UNITED STATES P...	stamps for VIP inspection notices	525150 · Office ...	550:MWFF20...	6446 · MIWuk S...	47.00
Credit Card ...	07/05/2016	O'Reilly Auto Parts	oil & wiper fluid	522120 · Mainte...	500 Reg Dept	6453 · MIWuk S...	291.00
Credit Card ...	07/06/2016	AMAZON.COM	eye wash station - to be reimb. by SDRMA Loss Prevention Fund	528110 · Special...	550	6453 · MIWuk S...	186.30
Credit Card ...	07/08/2016	UNITED STATES P...	Stamps for VIP inspection notices	525150 · Office ...	550:MWFF20...	6438 · MIWuk S...	47.00
Credit Card ...	07/08/2016	CASCADE FIRE E...	Shovel brackets	522120 · Mainte...	500 Reg Dept	6438 · MIWuk S...	70.10
Credit Card ...	07/11/2016	Fire Districts Associ...	2016/2017 annual membership	523210 · Dues &...	500 Reg Dept	6438 · MIWuk S...	88.00
Credit Card ...	07/11/2016	O'Reilly Auto Parts	U778 brakes	522120 · Mainte...	500 Reg Dept	6255 · Collier - ...	116.62
Check	07/13/2016	US Bank Equipmen...	6/29/2016 - 7/29/2016 Inv. 308192467	527210 · Rents ...	500 Reg Dept	100100 · Equity I...	197.69
Check	07/13/2016	FAIRA	2016/2017 Annual Premium Inv. 2016-55	521610 · Insura...	500 Reg Dept	100100 · Equity I...	5,823.58
Check	07/13/2016	SDRMA	2016/2017 Annual Premium Inv. 53017	512310 · Worker...	500 Reg Dept	100100 · Equity I...	12,311.46
Credit Card ...	07/14/2016	PROCLEAN SUPPLY	60% of Inv. 472544 for \$52.37	521510 · House...	500 Reg Dept	6438 · MIWuk S...	31.42
Credit Card ...	07/14/2016	PROCLEAN SUPPLY	40% of Inv. 472544 for \$52.37	521510 · House...	550:MWFF40...	6438 · MIWuk S...	20.95
Credit Card ...	07/14/2016	Mountain Alarm Inc.	Inv. 0110462 quarterly service 07/16 through 09/16	527210 · Rents ...	500 Reg Dept	6438 · MIWuk S...	114.00
Credit Card ...	07/14/2016	UNITED STATES P...	stamps for VIP inspection notices	525150 · Office ...	550:MWFF20...	6438 · MIWuk S...	94.00
Credit Card ...	07/18/2016	WAL-MART	U770 motor oil	522120 · Mainte...	500 Reg Dept	6453 · MIWuk S...	32.21
Credit Card ...	07/18/2016	ORCHARD SUPPLY	aluminum bar for labeling motors	522120 · Mainte...	500 Reg Dept	6453 · MIWuk S...	3.23
Credit Card ...	07/19/2016	California Fire Chief...	2016/2017 annual membership	523210 · Dues &...	500 Reg Dept	6438 · MIWuk S...	250.00
Credit Card ...	07/19/2016	Golden West Indust...	Inv. 2075983 - LED flares	528110 · Special...	500 Reg Dept	6438 · MIWuk S...	571.29
Credit Card ...	07/19/2016	SONORA REGION...	Pre-employment - Avilla	512215 · Emplo...	500 Reg Dept	6438 · MIWuk S...	196.00
Credit Card ...	07/19/2016	Mallory Co.	Inv. 4108516 & 4109684 - SCBA masks & parts	522110 · Mainte...	500 Reg Dept	6438 · MIWuk S...	1,936.74
Credit Card ...	07/22/2016	COMCAST	07/01/16 to 07/30/16	521310 · Comm...	500 Reg Dept	6446 · MIWuk S...	126.28
Credit Card ...	07/22/2016	COMCAST	07/01/16 to 07/30/16 - Aux. to Reimb. for TV Upgrade	521310 · Comm...	550:MWFF40...	6446 · MIWuk S...	25.00
Credit Card ...	07/25/2016	UNITED STATES P...	Stamps & postage	525150 · Office ...	500 Reg Dept	6438 · MIWuk S...	61.77
Credit Card ...	07/26/2016	AMAZON MARKET...	CA flags -2	528110 · Special...	500 Reg Dept	6453 · MIWuk S...	12.00
Check	07/27/2016	TIM WALLACE	Invoice 2016-7 DS	526110 · P S & ...	550:MWFF20...	100100 · Equity I...	637.50
Check	07/27/2016	Streamline	Inv. 93780	521310 · Comm...	500 Reg Dept	100100 · Equity I...	50.00
Credit Card ...	07/28/2016	UNITED STATES P...	Postage	525150 · Office ...	500 Reg Dept	6438 · MIWuk S...	2.45
Credit Card ...	07/28/2016	ORCHARD SUPPLY	hinges	522510 · Mainte...	500 Reg Dept	6453 · MIWuk S...	11.99
Credit Card ...	07/28/2016	ORCHARD SUPPLY	chain to attach tags to vehicles	522120 · Mainte...	500 Reg Dept	6453 · MIWuk S...	10.69
Check	07/31/2016	Chevron	Service Charge	526110 · P S & ...	500 Reg Dept	100400 · Umpqu...	10.00
Credit Card ...	07/31/2016	Chevron	U771 to Soberanes Fire	529110 · Transp...	500 Reg Dept	6255 · Collier - ...	54.92
Credit Card ...	07/31/2016	ORCHARD SUPPLY	U771 wiper fluid	522120 · Mainte...	500 Reg Dept	6255 · Collier - ...	2.50
Credit Card ...	07/31/2016	ORCHARD SUPPLY	steel & bolts for cabinet repair	522510 · Mainte...	500 Reg Dept	6453 · MIWuk S...	6.52



MI-WUK SUGAR PINE FIRE PROTECTION DISTRICT

"Providing Quality Emergency Response And Fire Protection For The Public"

September 1, 2016

Captain Klyn August

Training: S-190, driver training on U778, radios, 2 minute drill, traffic control, AMA form

Projects: Trailered U778 to Collier near Salinas to swap for U771 and trailered to shop in Sonora, cleared around propane tank and around building for defensible space inspections, pulled weeds along highway and around building, cleaned off apron and front parking area, unloaded new used fire safe from trailer, picked up E771 from County shop, housed and took care of a dog from a previous incident and found him a permanent home.

Volunteer / Intern Hours: Boykin - 240
Garcia - 216
Roth - 192
Pincus - 183
Ballowe - 96

MWSPFD 2016-2017 Budget
 Final Budget
 Adopted September 13, 2016

	Budget Dept.	TOTAL 07/01/16	DEPT 550 MWF				
			SRA FPF	Fire FMA AFG FP&S	VFA	AUXILIARY SUPPORT	TUOLUMNE CTY ENGINE
	PIN #		10000	20000	30000	40000	50000
FUND BALANCE - July 1, 2016		\$166,613					
REVENUE: (Cash Sources)							
Ppty Taxes - Current Secured	411110	158,995					
Ppty Taxes - Current Unsecured	412110	4,187					
Ppty Taxes - Prior Unsecured	414110	85					
Supplemental Property Taxes	416110	2,360					
Interest Income	441110	500					
State - Homeowners' Property Tax	458110	2,100					
Grant SRA FPF	459206	3,180	3,180				
Grant Fire Prevention & Safety	462209	18,060		18,060			
Grant VFA	469207	30,997			18,332	12,665	
Other Govts - San Francisco	469840	613					
Benefit Assessment - Fire Assmt	471211	250,002					
Miscellaneous Income (includes \$ from County)	483110	600					1,000
Misc. Income -Reimbursements	483111	1,000					
Donations	496000	0					
Donations - Auxiliary - Utilities	496060	3,300				3,300	
Donations - Auxiliary - Clothing	496063	4,650				4,650	
Donations - Auxiliary - Misc. (1)	496065	1,840				1,840	
Total Revenue:		482,469	3,180	18,060	18,332	22,455	1,000
Total Revenues & Cash:		649,082	3,180	18,060	18,332	22,455	1,000

MWSPFD 2016-2017 Budget
 Final Budget
 Adopted September 13, 2016

	Budget	Dept.	07/01/16	Dept. 500	SRA FPF	Fire FMA AFG FP&S	VFA	AUXILIARY SUPPORT	TUOLUMNE CTY ENGINE	
	PIN #		TOTAL		10000	20000	30000	40000	50000	
EXPENDITURES:										
Regular Salaries	511110 *		187,910	175,561		12,349				
Salaries - Vacation Cash Out	511120		0							
Vacation	511110 *		7,482	7,482						
Sick Leave	511110 *		7,057	7,057						
Recruitment Expense	511132		200			200				
Part-Time Salaries	511150		23,000	23,000						
Overtime Salaries	511160		60,000	60,000						
Medical Reimbursements	512212		0							
Employee Physicals	512215		1,350	1,350						
Life Insurance	512225		2,650	2,650						
Workers Compensation Ins	512310		12,641	12,311		330				
FICA	512410		20,144	19,134		1,010				
Unemployment	512420		0							
Total Salaries & Employee Benefits			322,434	308,545	0	13,889	0	0	0	
Clothing and Personal Supplies	521210		15,200	1,000			7,100	7,100		
Communications	521310		4,300	2,860				1,440		
Food - Other	521425		500	500						
Household Expense	521510		1,000	600				400		
Insurance	521610		5,824	5,824						
Maintenance - Equipment	522110		2,000	2,000						
Maintenance - Vehicles	522120		10,000	10,000						
Maintenance - Vehicles - Internal	522122		10,000	10,000						
Fire Extinguisher Testing	522177		250	250						
Maintenance - Building & Improvements	522510		200	200						
Maintenance - Grounds	522512		15,000	15,000						
Dues & Memberships	523210		3,000	3,000						
Office Expense	525110		2,250	1,000		1,250				
Office Expense - Photocopy	525140		350	350						
Office Expense - Postage	525150		3,200	2,000		1,200				
PS&S - Tax Admin. Fee	526106		3,500	3,500						

MWSPFD 2016-2017 Budget
 Final Budget
 Adopted September 13, 2016

	Budget Dept.	TOTAL 07/01/16	Dept. 500	DEPT 550 MWF				TUOLUMNE CTY ENGINE
				SRA FPF	Fire FMA AFG FP&S	VFA	AUXILIARY SUPPORT	
PIN #				10000	20000	30000	40000	50000
PS&S - Tax Parcel Fee	526107	2,850	2,850					
PS &S - Professional Services	526110	19,000	19,000					
PS&S - Auditor-Controller	526124	1,600	1,600					
Publications & Legal Notices	527110	300	300					
Rents & Leases - Equipment	527210	3,400	3,400					
Rents & Leases - Phone	527220	0	0					
Rents & Leases - Bldg. & Improvements	527310	100	100					
Small Tools	527410	500	500					
Special Department Expense	528110	3,020	2,500		520			
SDE - Awards & Certificates	528184	50	50					
Transportation & Travel - Fuel	529110	11,168	10,000		168			1,000
Travel - Training & Seminars	529120	700	700					
Trans. & Travel - Private Auto	529130	800	800					
Travel	529140	100	100					
Utilities	529210	8,400	5,100				3,300	
Expendable Equipment	529910	11,630	500			5,565		
Fire Equipment	544400	0						
Total Services & Supplies		140,192	105,584	0	3,138	12,665	17,805	1,000
Total Salaries, Services & Supplies:		462,626	414,129	0	17,027	12,665	17,805	1,000
Contingencies:								
2017-2018 Cash for Dry Months - 5 Months	691110	186,456	186,456					
Unanticipated Cash Outlays	691110	0						
New Equipment	691113	0						
Total Appropriation for Contingencies		186,456	186,456	0	0	0	0	0
Total Expenditures:		649,082	600,585	0	17,027	12,665	17,805	1,000



**California Special
Districts Association**
Districts Stronger Together

MEMORANDUM

DATE: August 1, 2016

TO: CSDA Members (Regular, Associate, and Business Affiliate)

FROM: Bill Nelson, CSDA President
Neil McCormick, Chief Executive Officer

SUBJECT: 2017 CSDA Committee & Expert Feedback Team Participation

CSDA's strength and effectiveness as an organization is directly related to our ability to involve the member district board members and staff and Business Affiliate members in the work of the association. The talents and energy that both groups bring to CSDA and to the issues that concern special districts in California through active involvement are critical components of CSDA's success.

With this in mind, we are asking for volunteers from your district or company (staff and/or board members) to participate and contribute on one or more of our committees and/or expert feedback teams to assist in shaping CSDA.

If you or any others from your district or company would like to become even more involved as a member of CSDA, please review and complete the form included with this letter. Committees need dedicated participants who are able to expend the time to provide their expertise in directing the activities and policies of CSDA. CSDA does not reimburse for committee related travel expenses.

In regard to **CSDA's Expert Feedback Teams**, when a need for feedback arises on a particular policy matter, CSDA advocacy staff will send an e-mail to an expert feedback team asking for its input. Team members need only reply with their thoughts, opinions and experiences. The workload of a team member will ultimately be what he or she makes of it. Team members will not be required to travel; they should expect to receive a handful of e-mails each month and, on rare occasions, they may be contacted by phone.

Please return the attached form by **5:00 PM on October 14, 2016**. The selection and ratification of CSDA's 2017 committees will take place in November and selected participants will be notified by the end of November 2016. Committee participation begins in January 2017.

Thank you for your continued support of CSDA!

California Special Districts Associations
1112 I Street, Suite 200
Sacramento, CA 95814
Toll Free: 877-924-CSDA (2732)
Phone: 916-442-7887
Fax: 916-442-7889

A proud California Special Districts Alliance partner
Special District Risk Management Authority CSDA Finance Corporation
1112 I Street, Suite 300 1121 I Street, Suite 200
Sacramento, CA 95814 Sacramento, CA 95814
Toll Free: 800-537-7790 Toll Free: 877-924-CSDA (2732)
Fax: 916-231-4111 Fax: 916-442-7889



**California Special
Districts Association**

Districts Stronger Together

**2017 COMMITTEE AND EXPERT FEEDBACK TEAM
INTEREST FORM**

Please make additional copies for each participant.
Please use actual contact information where you can be reached

Name: _____

Title/Position: _____

District/Company: _____

Telephone: _____ Fax: _____

E-mail: _____

COMMITTEES: We hope your District or Company will participate in one or more of CSDA's committees. The CSDA Board of Directors encourages the participation of individuals from member agencies and Business Affiliates on CSDA's committees. As space is limited, please choose more than one committee which you would like to participate on, and please rank according to preference: 1 = 1st choice; 2 = 2nd choice; 3 = 3rd choice

If we are able to place you on more than one committee, how many committees would you like to serve on?
_____ (maximum 3)

NOTE: All committees meet in-person at least twice annually. Committees generally meet in Sacramento, however locations may vary.

_____ **Audit Committee:** Responsible for maintaining and updating internal controls. Provides guidance to auditors regarding possible audit and fraud risks. Commitment: May meet with auditors prior to the commencement of the audit, when audit is completed and possibly one meeting during the auditing process. Financial experience preferred.

_____ **Professional Development Committee:** Plans, organizes and directs the professional development and events for CSDA. Commitment: Meets at least twice annually.

_____ **Elections & Bylaws Committee:** Conducts annual elections and occasionally reviews bylaws upon request of the CSDA Board, members or as needed. Commitment: Minimum of one meeting in Sacramento.

_____ **Fiscal Committee:** Oversees the financial direction of the organization including budget review and implementation. Commitment: Meets at least three times annually. Financial experience preferred.

_____ **Member Services Committee:** Responsible for recruitment of new members, member retention, development of new member benefits and review of current programs. Commitment: Meets at least twice annually.

_____ **Legislative Committee (space is limited):** Develops CSDA's legislative agenda, reviews, directs and assists with legislative/public policy issues. **Commitment:** Meets up to six times a year in Sacramento. Attending CSDA's Special Districts Legislative Days (May 16-17) and Annual Conference (September 25-28) is expected if you serve on this committee. All 2017 Legislative Committee applicants are invited to join the 2016 committee members and CSDA staff for a legislative planning session on November 3, 2016.

Each Legislative Committee member will be assigned to 1 or 2 working groups. Please rank from 1 to 6 which working groups you prefer to serve on (1 being most preferred):

- _____ Environment Working Group
- _____ Formation & Reorganization Working Group
- _____ Governance Working Group
- _____ Human Resources & Personnel Working Group
- _____ Public Works & Facilities Working Group
- _____ Revenue Working Group

I prefer to serve on ____ (1 or 2) Legislative Committee working groups

_____ **Alternative Option: CSDA Blog and Legislative Distribution List** - Because seats are limited on the Legislative Committee, CSDA has created an alternative option whereby members can receive the same legislative information via email that Legislative Committee members receive. Members on this list will be subscribed to receive "real-time" e-mail updates from the CSDA Blog and will be copied on Legislative Committee e-mails. Select this option instead of the Legislative Committee if you are unable to meet the requirements of serving on the Legislative Committee, but still want to keep informed of the latest legislative issues impacting special districts and provide input to CSDA as appropriate.

EXPERT FEEDBACK TEAMS: In order for CSDA to quickly and effectively gauge the impact new laws may have on special districts, we depend on the expertise of the people who are directly impacted in the field. If you have firsthand experience in one or more of the areas below, please join CSDA's Expert Feedback Team.

_____ **Environment:** CEQA; Greenhouse Gas/AB 32; Land Use; Renewable Energy; Sustainable Communities/SB 375

_____ **Formation & Reorganization:** LAFCO

_____ **Governance:** Audits and Reporting; Bankruptcy; Elections; Ethics; Mandates and Mandate Reimbursement; Political Reform/Conflict of Interest/FPPC; Transparency and Accountability

_____ **Human Resources & Personnel:** Contracted Services; Occupational Safety; Labor Relations; Retirement and Other Benefits; Workers' Compensation and Other Insurance

_____ **Legal:** General legal matters affecting special districts

_____ **Public Works & Facilities:** Bidding Process (Design Build, JOC, P3, Best Value); Bonds and Financings; Indemnification; Prevailing Wage; Retention Proceeds

_____ **Revenue:** Benefit Assessments; Fees/Prop 218; Mello-Roos/CFDs; Property Taxes; Redevelopment Agencies/(E)FIDs; Special Taxes

Committee and Expert Feedback Team participation is open to both member district board members and staff as well as Business Affiliates. **Please note that the Association does not reimburse any expenses incurred from this participation.** CSDA is committed to keeping travel costs to a minimum for committee members and handles a significant amount of committee work through webinars, conference calls and e-mail; however, most committees do meet at least two times a year in person.

***Either the District GM/Board President or Company President must authorize below**

*Signature: _____ Date: _____

Please return this completed form to Charlotte Lowe at CSDA by mail, fax (916) 442-7889 or email charlottel@cstda.net no later than 5:00 PM on Friday, October 14, 2016.

CSDA, 1112 I St., Suite 200, Sacramento, CA 95814, T - (916) 442-7887, F - (916) 442-7889 www.cstda.net



**California Special
Districts Association**
Districts Stronger Together

Keep us updated and enjoy a cup of Joe on CSDA!

A Starbucks gift card will be emailed to the first 50 people to submit this questionnaire!

In order to keep our database as up to date as possible, and ensure your membership dues are billed correctly, please take a moment to complete the information below and fax this to the CSDA office at 916.442.7889 or email to cassandras@cdda.net.

Please print:

Name: _____

Title: _____ E-mail: _____

District Name: _____

Annual Operating Revenue* \$ _____

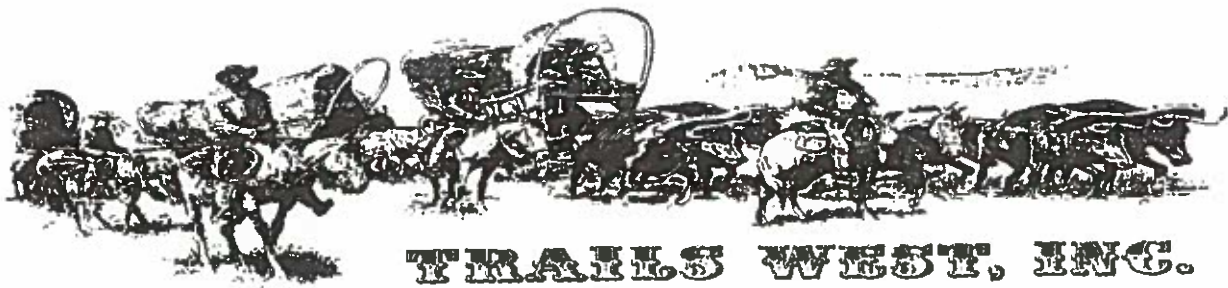
*Annual operating revenue is defined as "the district's total operating revenue/income as of June 30, 2016. Reported revenue should not include one-time grants or straight pass-throughs. Any funding used to support agency operations such as payroll and other administrative expense should be included.

Are you taking advantage of your membership?

There are a wide variety of benefits that come with your membership. Are you taking advantage of them? A sampling of benefits is listed below. For a full list, please visit www.cdda.net.

- Excellent educational programs with discounted member pricing
- Access to cost-effective risk management services and tax-exempt financings
- Career Center and job postings
- Listserv and other member communication tools
- Added-value benefit programs like the Special District Purchasing Card
- One-hour free legal advice per year/per district
- Online bookstore with discounted member pricing
- Free downloadable publications

Any questions? Contact Member Services at 877.924.2732 or cassandras@cdda.net.



TRAILS WEST, INC.

P.O. BOX 12045, RENO, NV 89510

www.emigranttrailswest.org

Emigrant Trail Marker Placement Release

Marker No: S-21 GPS Coordinates: _____ Map Datum: _____

The undersigned PROPERTY OWNER hereby grants to TRAILS WEST, INC. permission to place a historical marker at the location described as follows:

Adjacent to the old SUGAR PINE RD
ON THE WEST SIDE OF THE ROAD,
ON THE SE CORNER OF PROPERTY.

The marker is fabricated from steel railroad rail into a "T" shape about six feet in length and weighing about 250 lbs. An engraved aluminum plate containing an emigrant diary quote for the location is attached to the top cross bar of the marker. This marker is placed in a hole dug about 2 feet square and about 2 feet deep. The marker is then secured by backfilling the hole with redi-mix concrete and the excavated material. When the installation is complete, the marker extends about 4 feet above the ground.

The marker will remain the property of Trails West, Inc., and will in no manner transfer any possession, title or easement to the real estate or property on which it is placed. Trails West, Inc. agrees that upon receipt of the property owner's oral or written request, the marker will be removed or relocated as per the request within 30 days.

For TRAILS WEST, INC:

Robert's Blood
SIGNATURE
DIRECTOR
TITLE

DATE _____

For the PROPERTY OWNER

SIGNATURE

ADDRESS

PHONE

DATE