

**DIABLO COMMUNITY SERVICE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
DIABLO ROOM, DIABLO COUNTRY CLUB
May 9, 2017 7:30 p.m. (Immediately following DMAC meeting)**

CALL TO ORDER: President Ray Brant called the meeting to order at 7:33 p.m.

ROLL CALL: Secretary Richard Breitwieser called the roll as follows:

Directors present: Brant, Torru, Mini,

Directors absent: Urbelis

COMMENTS FROM THE AUDIENCE: There were no comments from the audience.

ACTION ITEM:

On motion by Director Torru, second by Director Mini, the Board adopted Resolution 2017-1 honoring Don Hoffman and naming the eastern Alameda Diablo Bridge the Donald Hoffman Bridge.

Ayes: Brant, Torru, Mini,

Noes: None

Abstentions: None

Absent: Urbelis

On motion by Director Torru, second by Director Mini, the minutes of the April 11, 2017 Regular Meeting were unanimously approved.

Ayes: Brant, Torru, Mini

Noes: None

Abstentions: None

Absent: Urbelis

On motion by Director Torru, second by Director Mini, the Board authorized the Secretary to post the "Notice of DCSD Board Vacancy" in the post office and on the District web site. Applications are due June 30th.

Ayes: Brant, Torru, Mini,

Noes: None

Abstentions: None

Absent: Urbelis

On motion by Director Torru, second by Director Mini, the Board set the Road and Security fees charged to Diablo property owners for FY 2017-18. The only change to the fee amounts from prior year is a 3% CPI adjustment.

Ayes: Brant, Torru, Mini,

Noes: None

Abstentions: None

Absent: Urbelis

REPORTS:

DIABLO COUNTRY CLUB: No Report.

CONTRA COSTA COUNTY: No Report.

DIABLO PROPERTY OWNERS REPORT: Don Nejedly reported:

The DPOA will host its annual Ice Cream Social on July 16th at the Diablo Country Club (July 23rd was the date announced at the meeting, but was then changed after the meeting to July 16th). Details to be determined.

SECURITY: Deputy Sheriff Dan Buergi:

Presented the Security Report for month of April and discussed the traffic program for this summer. Two officers have expressed interest in the weekend morning patrols.

ROADS: Director Mini Reported:

He has asked MCE to provide a proposal to repair Kay's trail pedestrian bridge, restripe the white limit lines, replace the damaged street signs and trim back vegetation obscuring the stop signs.

FINANCIAL: Director Torru:

Presented the Financial Report for April. The District's income and expenses are in line with the Budget with the exception of the 185k spent to fix the failed culvert and at the end of April the District had a cash balance of approx. \$320k.

Presented the Budget for FY 2017-18. The budget assumes no major changes to revenue and expenses with the exception of road maintenance costs, which will be significantly lower. There will be no road grinding and paving projects in FY 2017-18.

ACTION ITEM: On motion by Director Torru, second by Director Mini, the Board adopted the 2017-18 Budget.

Ayes: Brant, Torru, Mini,
Noes: None
Abstentions: None
Absent: Urbelis

CALL OF NEXT MEETING/ADJOURNMENT. The President called the next meeting for July 11, 2017. There being no further business, the President adjourned the meeting at 7:55 pm.

Kathy Torru, Secretary

Diablo Community Service District
Profit and Loss Statement
10 months ended April 30, 2017

	July	August	September	October	November	December	January	February	March	April	YTD	Budget	Prior YTD
<i>Income</i>													
Ad Valorem Taxes	\$0	\$0	\$0	\$0	\$10,875	\$221,816	\$0	\$0	\$0	\$160,245	\$392,936	\$382,473	\$365,879
Road & Security Fees					1,015	131,768				95,832	228,615	227,167	220,551
Traffic Fines	63	276	406	819		826	520	298	123	80	3,411	2,920	3,257
Other Income						9,579		(9,579)	9,579		9,579	0	0
Interest Income	7	7	7	7	4	4	8	6	6	2	58	70	67
Total Income	70	283	413	826	11,894	363,993	528	(9,275)	9,708	256,159	634,599	612,630	589,754
<i>Expenses</i>													
Sheriff Security	28,917	32,821	35,845	31,208	27,805	29,013	27,096	31,208	28,358	29,581	301,853	312,080	291,090
Auto Repairs											0	250	3,268
Cell Phone			219								219	300	200
Other					350						350	2,000	0
Road Maintenance				393,658		5,460	350			408	399,876	411,000	261,840
Bridge Maintenance											0	0	13,790
Bridge/Culvert Engineering											0	0	3,275
Storm Drain Maintenance							1,291	2,079			3,370	5,000	2,320
Repair of Failed Culvert									185,076		185,076	0	0
Tree, Bush and Weed Trimming									3,019	(3,019)	0	5,000	0
Gardener	120	120	120	120	120	120	120	120	240	100	1,300	1,200	1,200
Trail and Creek Maintenance										1,000	1,000	5,000	9,884
Entrance & Island Maint											0	0	0
General Manager	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	17,500	17,500	17,500
Legal Retainer	1,850	1,850	1,850	1,850	1,850	1,850	1,850	1,850	1,850	1,850	18,500	18,500	18,500
Records Storage									1,248		1,248	1,200	1,188
Audit						9,000					9,000	9,000	5,000
Legal Notices and Fees									300		300	0	60
Assessors Roll/County Fees			28								28	55	33
Other Professional Fees	43	281	98	43	2,435	43	98	153	1,473	186	4,854	4,300	3,526
Insur Director and Officers						9,084					9,084	9,100	9,084
Insur Commercial and Auto				3,552					2,965		6,517	3,600	7,827
Insur Excess General Liability				3,970							3,970	4,200	4,175
DMAC Operating Expenses											0	175	0
Administrative	90	90	21	21	21	25	23	26	20	22	359	330	192
Depreciation Expense	173	173	173	173	887	887	887	887	887	755	5,883	10,370	1,608
Miscellaneous	274	301			298		2,633				3,506	2,950	2,539
Total Expenses	33,217	37,386	40,105	436,346	35,516	57,232	36,098	38,073	227,186	32,633	973,792	823,110	658,099
Net Income	(33,147)	(37,103)	(39,692)	(435,520)	(23,622)	306,761	(35,570)	(47,348)	(217,478)	223,526	(339,193)	(210,480)	(68,345)

Diablo Community Service District
Balance Sheet
April 30, 2017

	July	August	September	October	November	December	January	February	March	April
ASSETS										
Current Assets										
Wells Fargo Checking Acct	\$365,276	\$296,663	\$293,146	\$239,366	\$23,920	\$105,493	\$35,985	\$103,957	\$41,716	\$298,031
Wells Fargo Money Market	268,670	268,677	268,683	268,690	68,695	318,699	318,707	218,713	218,718	28,721
Accounts Receivable						9,579	9,579	0	0	0
Prepaid Expenses	692	649	605	563	519	476	432	389	346	303
Total Current Assets	634,638	565,989	562,434	508,619	93,134	434,247	364,703	323,059	260,780	327,055
Property and Equipment										
Computer Equip	5,917	5,917	5,917	5,917	5,917	5,917	5,917	5,917	5,917	5,917
Automobile	102,563	102,563	102,563	102,563	106,427	42,817	42,817	42,817	42,817	42,817
Other Fixed Assets	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Accumulated Depreciation	(68,891)	(69,064)	(69,238)	(69,411)	(70,298)	(7,574)	(8,461)	(9,348)	(10,235)	(10,990)
Total Property and Equipment	42,089	41,916	41,742	41,569	44,546	43,660	42,773	41,886	40,999	40,244
Other Assets										
Automobile Sinking Fund	23,833	23,833	23,833	23,833	23,833	23,833	23,833	23,833	23,833	23,833
Bridge Sinking Fund	185,000	190,000	195,000	200,000	205,000	210,000	215,000	220,000	225,000	230,000
Total Other Assets	208,833	213,833	218,833	223,833	228,833	233,833	238,833	243,833	248,833	253,833
Total Assets	885,560	821,738	823,009	774,021	366,513	711,740	646,309	608,778	550,612	621,132
LIABILITIES AND CAPITAL										
Current Liabilities										
Accounts Payable	62,927	31,208	67,173	448,704	59,818	93,283	58,424	63,241	217,552	59,547
Total Current Liabilities	62,927	31,208	67,173	448,704	59,818	93,283	58,424	63,241	217,552	59,547
Long-Term Liabilities										
Other Liabilities	208,833	213,833	218,833	223,833	228,833	233,833	238,833	243,833	248,833	253,833
Total Long-Term Liabilities	208,833	213,833	218,833	223,833	228,833	233,833	238,833	243,833	248,833	253,833
Total Liabilities	271,760	245,041	286,006	672,537	288,651	327,116	297,257	307,074	466,385	313,380
Capital										
Opening Balance Equity	1,239,979	1,239,979	1,239,979	1,239,979	1,239,979	1,239,979	1,239,979	1,239,979	1,239,979	1,239,979
Retained Earnings	(593,031)	(593,031)	(593,031)	(593,031)	(593,031)	(593,031)	(593,031)	(593,031)	(593,031)	(593,031)
Net Income	(33,147)	(70,253)	(109,945)	(545,464)	(569,085)	(262,325)	(297,897)	(345,245)	(562,723)	(339,197)
Total Capital	613,801	576,695	537,003	101,484	77,863	384,623	349,051	301,703	84,225	307,751
Total Liabilities & Capital	885,561	821,736	823,009	774,021	366,514	711,739	646,308	608,777	550,610	621,131

Diablo Community Service District
Cash Flow Statement
10 months ended April 30, 2017

	July	August	September	October	November	December	January	February	March	April	Year to Date
<i>Cash Flows from operating activities</i>											
Net Income	\$ (33,147)	\$ (37,103)	\$ (39,692)	\$ (435,520)	\$ (23,622)	\$ 306,761	\$ (35,570)	\$ (47,348)	\$ (217,478)	\$ 223,526	\$ (339,193)
Adjustments to reconcile net income to net cash provided by operating activities											
Accumulated Depreciation	173	173	173	173	887	887	887	887	887	755	5,883
Accounts Receivable											0
Prepaid Expenses	43	43	43	43	43	43	43	43	43	43	433
Accounts Payable	26,787	(31,719)	35,965	381,531	(388,886)	33,465	(34,859)	4,817	154,311	(158,005)	23,408
Accrued Expenses											0
Total Adjustments	27,004	(31,502)	36,182	381,747	(387,955)	34,395	(33,929)	5,747	155,242	(157,207)	29,723
Net Cash provided by Operations	(6,143)	(68,605)	(3,510)	(53,773)	(411,577)	341,156	(69,499)	(41,601)	(62,236)	66,319	(309,471)
<i>Cash Flows from investing activities</i>											
Used For											
Other Fixed Assets											0
Automobile Sinking Fund					(3,864)						(3,864)
Bridge Sinking Fund	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(50,000)
Net cash used in investing	(5,000)	(5,000)	(5,000)	(5,000)	(8,864)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(53,864)
<i>Cash Flows from financing activities</i>											
Proceeds From											
Other Liabilities	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	50,000
Used For											
Net cash used in financing	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	50,000
Net increase <decrease> in cash	(6,143)	(68,605)	(3,510)	(53,773)	(415,441)	341,156	(69,499)	(41,601)	(62,236)	66,319	(313,334)
<i>Summary</i>											
Cash Balance at End of Period	633,946	565,340	561,829	508,056	92,615	433,771	364,271	322,670	260,434	326,752	326,752
Cash Balance at Beg of Period	(640,090)	(633,946)	(565,340)	(561,829)	(508,056)	(92,615)	(433,771)	(364,271)	(322,670)	(260,434)	(640,090)
Net Increase <Decrease> in Cash	\$ (6,144)	\$ (68,606)	\$ (3,511)	\$ (53,773)	\$ (415,441)	\$ 341,156	\$ (69,500)	\$ (41,601)	\$ (62,236)	\$ 66,318	\$ (313,338)