

**DIABLO COMMUNITY SERVICE DISTRICT
PO BOX 321
DIABLO CA 94528
BOARD OF DIRECTORS
MINUTES
DIABLO COUNTRY CLUB
February 9, 2016, 7:30 p.m.**

CALL TO ORDER: President Ray Brant called the meeting to order at 7:35 p.m.

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

Directors Present: BRANT, TORRU, HOFFMAN
Directors Absent: MINI, CHOW

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

ACTION ITEM: CONSENT CALENDAR.

1. Approve minutes of January meeting. On motion of Director Torru, second by Director Hoffman, the minutes of the January 12, 2016 meeting were unanimously approved.

Ayes: Brant, Torru, Hoffman
Noes: None
Abstention: None
Absent: Mini, Chow

REPORTS.

DIABLO COUNTRY CLUB: Hank Salvo reported:

- a. Hank Salvo introduced Frank Cordeiro, the new General Manager of the Diablo Country Club.
- b. The night light at the Post Office has been installed.
- c. Central Contra Costa County Sanitary District seems agreeable to assume ownership and operation of the water system to irrigate the golf course. The benefit is that, although the club must pay for the installation and operation of the system, funding should be available at rates available to Central Contra Costa County Sanitary District at governmental rates, rather than rates that would otherwise be paid by Diablo Country Club, which is a private entity.

d. This Board, Mr. Salvo, Mr. Frank Cordeiro, and Mr. Tiernan, viewed the intersection of Calle Arroyo and Club House Road for the purpose of locating additional stop signs to control that intersection. The favorable location for installation of three additional stop signs as follows:

1. On Club House Road a few feet south of the intersection heading North;
2. On Calle Arroyo, 10 feet west of the Slavonia brick wall heading South;
3. On Calle Arroyo immediately East of the cart path leading to the club house heading West. It was expected that a small island will be constructed in the road, immediately between the painted path and the last parking space. The stop sign will be placed inside the island. The island will be on Club property but will be constructed by DCSD. All parties will join in the design of the island.

CONTRA COSTA COUNTY:

Alicia Nuchols reported:

- a. Contra Costa County Board of Supervisors, again, has collected more for the Food drive than Solano County and Supervisor Piepho's district exceeded all in collections.
- b. There are several Community Service Offices available. Interested persons should contact Alicia Nuchols.
- c. Grand Jury Applications can be obtained from Supervisor Piepho's office.
- d. The District Attorney's office is accepting application for internship positions.

SECURITY:

Deputy Sheriff Buergi reported:

1. Crimes in Diablo were down in January.
2. Several mature trees fell in January.
3. **ACTION ITEM:** The cost of new patrol vehicle will be approximately \$55,000 including complete outfitting. Director Torru reported that there is \$62,000 in the sinking fund for the purchase of a new vehicle. On motion of Director Torru, Second by Director Hoffman, up to \$62,000 was approved for the purchase and outfitting of the new vehicle.

Ayes: Brant, Torru, Hoffman
Noes: None
Abstention: None
Absent: Mini, Chow

ROADS, BRIDGES & CULVERTS: Director Hoffman reported:

1. There were several projects pending with MCE including installation of the trash rack, power washing the bridges, and modification of berms. Apparently, MCE has contracts with other agencies and clients which take precedence over DCSD jobs.
2. The board discussed the various projects for future years. After some discussion, it was moved by Director Torru and second by Director Hoffman and unanimously passed that this district establish a detailed 5 year plan to include projects, priorities, and estimated costs

Ayes: Brant, Torru, Hoffman
Noes: None
Abstention: None
Absent: Mini, Chow

3. The General Manager was requested to obtain a current “call out” list from MCE.
3. The design of the signs for the Jim Stone bridge and Kay's trail was referred to DPOA.

FINANCIAL: Director Torru Reported:

1. The Financial Report for January 2016 was presented by Director Torru. She reported a balance of \$604,000
2. Director Torru reported that the audit for FY 2014-14 should be received this month.

CALL OF NEXT MEETING/ADJOURNMENT:

The president called the next meeting for March 8, 2016. There being no further business, the President adjourned the meeting at 8:20 p.m.

Diablo Community Service District
By

Richard J. Breitwieser, Secretary

Diablo Community Service District
Profit and Loss Statement
7 months ended January 31, 2016

	July	August	September	October	November	December	January	YTD	Prior YTD	Budget
<i>Income</i>										
Ad Valorem Taxes	\$0	\$0	\$0	\$0	\$10,662	\$206,578	\$0	\$217,240	\$201,229	\$200,750
Road & Security Fees						127,687	0	127,687	124,153	127,878
Traffic Fines	117	591	313	750	779	336	18	2,904	1,921	1,342
Interest Income	7	7	7	7	7	7	7	49	112	88
Total Income	124	598	320	757	11,448	334,608	25	347,880	327,415	330,058
<i>Expenses</i>										
Sheriff Security	27,750	30,294	29,923	28,575	27,184	33,476	27,676	204,878	190,008	202,419
Auto Repairs		1,956	1,178			84		3,218	245	2,500
Cell Phone							200	200	200	300
Other								0	0	1,750
Road Maintenance		246,863		4,000		31,707	(20,730)	261,840	609,552	286,000
Bridge Maintenance				13,790				13,790	61,279	49,000
Bridge/Culvert Engineering			1,150		2,125			3,275	0	10,000
Storm Drain Maintenance						2,320		2,320	0	5,000
Tree, Bush and Weed Trimming								0	1,164	2,500
Gardener	120	120	120	120	120	120	120	840	800	840
Trail and Creek Maintenance		9,884						9,884	0	2,500
Entrance & Island Maint								0	6,000	0
General Manager	1,750	1,750	1,750	1,750	1,750	1,750	1,750	12,250	12,250	12,250
Legal Retainer	1,850	1,850	1,850	1,850	1,850	1,850	1,850	12,950	12,950	12,950
Records Storage								0	0	1,150
Audit							5,000	5,000	2,500	0
Legal Notices and Fees	60							60	1,500	0
Assessors Roll/County Fees						33		33	54	55
Other Professional Fees	1,426					1,179	736	3,341	0	3,100
Insur Director and Officers					9,084			9,084	8,889	9,000
Insur Commercial and Auto				3,552				3,552	3,552	3,600
Insur Excess General Liability				4,175				4,175	4,125	4,150
DMAC Operating Expenses								0	92	92
Administrative	11	11	9	42	16	16	22	127	177	233
Depreciation Expense	132	132	132	173	173	173	173	1,088	921	1,773
Miscellaneous		280					2,259	2,539	2,259	2,850
Total Expenses	33,099	293,140	36,112	58,027	42,302	72,708	19,056	554,444	918,517	614,012
Net Income	(32,975)	(292,542)	(35,792)	(57,270)	(30,854)	261,900	(19,031)	(206,564)	(591,102)	(283,954)

Diablo Community Service District
Balance Sheet
January 31, 2016

	July	August	September	October	November	December	January
ASSETS							
Current Assets							
Wells Fargo Checking Acct	\$531,362	\$457,834	\$458,138	\$400,272	\$362,712	\$393,941	\$334,730
Wells Fargo Money Market 2	268,589	268,596	268,603	268,609	268,616	268,623	268,630
Prepaid Expenses				692	692	1,687	951
Total Current Assets	<u>799,951</u>	<u>726,430</u>	<u>726,741</u>	<u>669,573</u>	<u>632,020</u>	<u>664,251</u>	<u>604,311</u>
Property and Equipment							
Computer Equip	5,917	5,917	5,917	5,917	5,917	5,917	5,917
Automobile	63,610	63,610	63,610	63,610	63,610	63,610	63,610
Other Fixed Assets	0	0	2,500	2,500	2,500	2,500	2,500
Accumulated Depreciation	<u>(66,895)</u>	<u>(67,027)</u>	<u>(67,158)</u>	<u>(67,332)</u>	<u>(67,505)</u>	<u>(67,678)</u>	<u>(67,851)</u>
Total Property and Equipment	<u>2,632</u>	<u>2,500</u>	<u>4,869</u>	<u>4,695</u>	<u>4,522</u>	<u>4,349</u>	<u>4,176</u>
Other Assets							
Automobile Sinking Fund	62,833	62,833	62,833	62,833	62,833	62,833	62,833
Bridge Sinking Fund	<u>125,000</u>	<u>130,000</u>	<u>135,000</u>	<u>140,000</u>	<u>145,000</u>	<u>150,000</u>	<u>155,000</u>
Total Other Assets	<u>187,833</u>	<u>192,833</u>	<u>197,833</u>	<u>202,833</u>	<u>207,833</u>	<u>212,833</u>	<u>217,833</u>
Total Assets	990,416	921,763	929,443	877,101	844,375	881,433	826,320
LIABILITIES AND CAPITAL							
Current Liabilities							
Accounts Payable*	<u>55,836</u>	<u>274,725</u>	<u>313,196</u>	<u>313,126</u>	<u>306,253</u>	<u>76,412</u>	<u>35,329</u>
Total Current Liabilities	<u>55,836</u>	<u>274,725</u>	<u>313,196</u>	<u>313,126</u>	<u>306,253</u>	<u>76,412</u>	<u>35,329</u>
Long-Term Liabilities							
Other Liabilities	<u>187,833</u>	<u>192,833</u>	<u>197,833</u>	<u>202,833</u>	<u>207,833</u>	<u>212,833</u>	<u>217,833</u>
Total Long-Term Liabilities	<u>187,833</u>	<u>192,833</u>	<u>197,833</u>	<u>202,833</u>	<u>207,833</u>	<u>212,833</u>	<u>217,833</u>
Total Liabilities	243,669	467,558	511,029	515,959	514,086	289,245	253,162
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
Retained Earnings	(460,256)	(460,256)	(460,256)	(460,256)	(460,256)	(460,256)	(460,256)
Net Income	<u>(32,975)</u>	<u>(325,517)</u>	<u>(361,309)</u>	<u>(418,577)</u>	<u>(449,431)</u>	<u>(187,533)</u>	<u>(206,565)</u>
Total Capital	<u>746,748</u>	<u>454,206</u>	<u>418,414</u>	<u>361,146</u>	<u>330,292</u>	<u>592,190</u>	<u>573,158</u>
Total Liabilities & Capital	990,417	921,764	929,443	877,105	844,378	881,435	826,320

Diablo Community Service District
Cash Flow Statement
7 months ended January 31, 2016

	July	August	September	October	November	December	January	Year to Date
<i>Cash Flows from operating activities</i>								
Net Income	\$ (32,975)	\$ (292,542)	\$ (35,792)	\$ (57,270)	\$ (30,854)	\$ 261,900	\$ (19,031)	\$ (206,564)
Adjustments to reconcile net income to net cash provided by operating activities								
Accumulated Depreciation	132	132	132	173	173	173	173	1,088
Accounts Receivable	370							370
Prepaid Expenses				(692)		(995)	736	(951)
Accounts Payable	18,770	218,889	38,471	(70)	(6,873)	(229,841)	(41,083)	(1,736)
Accrued Expenses	(480)							(480)
Total Adjustments	18,792	219,021	38,602	(589)	(6,700)	(230,662)	(40,174)	(1,710)
Net Cash provided by Operations	(14,183)	(73,521)	2,810	(57,859)	(37,554)	31,238	(59,205)	(208,274)
<i>Cash Flows from investing activities</i>								
Used For								
Other Fixed Assets			(2,500)					(2,500)
Automobile Sinking Fund								0
Bridge Sinking Fund	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(35,000)
Net cash used in investing	(5,000)	(5,000)	(7,500)	(5,000)	(5,000)	(5,000)	(5,000)	(37,500)
<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	35,000
Used For								
Net cash used in financing	5,000	5,000	5,000	5,000	5,000	5,000	5,000	35,000
Net increase <decrease> in cash	(14,183)	(73,521)	310	(57,859)	(37,554)	31,238	(59,205)	(210,774)
<i>Summary</i>								
Cash Balance at End of Period	799,951	726,430	726,741	668,881	631,328	662,564	603,360	603,360
Cash Balance at Beg of Period	(814,134)	(799,951)	(726,430)	(726,741)	(668,881)	(631,328)	(662,564)	(814,134)
Net Increase <Decrease> in Cash	\$ (14,183)	\$ (73,521)	\$ 311	\$ (57,860)	\$ (37,553)	\$ 31,236	\$ (59,204)	\$ (210,774)