

**DIABLO COMMUNITY SERVICE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
DIABLO ROOM, DIABLO COUNTRY CLUB
February 15, 2017 7:30 p.m. (Immediately following DMAC meeting)**

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

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

Directors present: Brant, Torru, Mini, Urbelis

Directors absent: Hoffman

COMMENTS FROM THE AUDIENCE:

Kay Batts spoke to the condition of the Barbara Hale Memorial plaque and the retaining wall on Kay's Trail and asked that the Board make the necessary repairs.

Maryann Cella spoke to the traffic diverted onto Calle Arroyo as a result of a downed tree on Diablo Rd and requested that the Board establish an inter agency plan to address such challenges in the future. Maryann suggested that the Board invite newly elected Supervisor Burgis to a DCSD Board meeting.

ACTION ITEM:

On motion of Director Mini, second by Director Urbelis, the minutes of the January 10, 2017 Regular Meeting were unanimously approved:

Ayes: Brant, Torru, Mini, Urbelis

Noes: None

Abstentions: None

Absent: Hoffman

On motion of Director Mini, second by Director Urbelis, the minutes of the February 8, 2017 Special Meeting were unanimously approved.

Ayes: Brant, Torru, Mini, Urbelis

Noes: None

Abstentions: None

Absent: Hoffman

REPORTS:

DIABLO COUNTRY CLUB: Hank Salvo reported:

The golf course handled the recent storms satisfactorily.

The bumps on Calle Arroyo at the stop sign should be removed because it directs cars into the ditch on the north side of the road. Director Mini will follow through on this.

CONTRA COSTA COUNTY: Alicia Nuchols reported:

Supervisor Diane Burgis has been assigned to 23 commissions, including commissions focused on the Delta and water management.

The Supervisor plans to visit Diablo later this spring. Kathy Urbelis will work with Alicia and Diablo Country Club to schedule a date and time for the visit.

DIABLO PROPERTY OWNERS REPORT: Don Nejedly reported:

The DPOA will host a St. Patrick's Day Party in the Carriage Lounge of the Diablo Country Club on March 12 between 3:00 p.m. and 5:00 p.m.

SECURITY: Deputy Sheriff Dan Buergi and Lieutenant Jason Haynes:

Presented the Security Report for month of January 2017. He stated that it was a quiet month.

Discussed the traffic control problems resulting from the rerouting of traffic through Diablo onto Calle Arroyo caused by the downed tree on Diablo Road. To better address those challenges in the future Deputy Sheriff Buergi is working on a traffic control plan involving the Sheriff, Town of Danville, and the California Highway patrol and will present the plan to the Board once it is complete. The plan will address communication between agencies and with the public, the presence of traffic control personnel, detour signs and barricades, and the rerouting of non-local traffic and commercial traffic away from Diablo.

ROADS: Director Mini Reported:

The trash rack on Calle Arroyo and the culvert on Kay's trail have held up very well during these heavy storms. The Club has been monitoring the trash rack and removing debris as necessary.

FINANCIAL: Director Torru:

Presented the Financial Report for January 2017. The District's income and expenses are in line with the Budget and at the end of January the District had a cash balance of \$300k. Ms. Torru reported that another tax installment is due from the county in April in the amount of \$300k.

Reported that the status of the last patrol vehicle is uncertain because the Dealer never registered the vehicle and the County is unable to grant good title to a buyer.

CALL OF NEXT MEETING/ADJOURNMENT. The President called the next meeting for March 14, 2017. There being no further business, the President adjourned the meeting at 8:45 p.m.

Richard J. Breitwieser, Secretary

Diablo Community Service District
Profit and Loss Statement
8 months ended February 28, 2017

	July	August	September	October	November	December	January	February	YTD	Prior YTD	Budget
<i>Income</i>											
Ad Valorem Taxes	\$0	\$0	\$0	\$0	\$10,875	\$221,816	\$0		\$232,691	\$217,240	\$221,432
Road & Security Fees					1,015	131,768			132,783	127,687	131,518
Traffic Fines	63	276	406	819		826	520	298	3,208	3,051	2,336
Other Income						9,579		(9,579)	0	0	0
Interest Income	7	7	7	7	4	4	8	6	50	54	56
Total Income	70	283	413	826	11,894	363,993	528	(9,275)	368,732	348,032	355,342
<i>Expenses</i>											
Sheriff Security	28,917	32,821	35,845	31,208	27,805	29,013	27,096	31,208	243,914	234,181	249,664
Auto Repairs									0	3,218	250
Cell Phone			219						219	200	300
Other					350				350	0	2,000
Road Maintenance				393,658		5,460	350		399,468	261,840	391,000
Bridge Maintenance									0	13,790	0
Bridge/Culvert Engineering									0	3,275	0
Storm Drain Maintenance							1,291	2,079	3,370	2,320	5,000
Tree, Bush and Weed Trimming									0	0	2,500
Gardener	120	120	120	120	120	120	120	120	960	960	960
Trail and Creek Maintenance									0	9,884	2,500
Entrance & Island Maint									0		
General Manager	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	14,000	14,000	14,000
Legal Retainer	1,850	1,850	1,850	1,850	1,850	1,850	1,850	1,850	14,800	14,800	14,800
Records Storage									0	1,188	1,200
Audit						9,000			9,000	5,000	9,000
Legal Notices and Fees									0	60	0
Assessors Roll/County Fees			28						28	33	55
Other Professional Fees	43	281	98	43	2,435	43	98	153	3,195	3,385	4,300
Insur Director and Officers						9,084			9,084	9,084	9,100
Insur Commercial and Auto				3,552					3,552	3,552	3,600
Insur Excess General Liability				3,970					3,970	4,175	4,200
DMAC Operating Expenses									0	0	92
Administrative	90	90	21	21	21	25	23	26	317	144	264
Depreciation Expense	173	173	173	173	887	887	887	887	4,241	1,261	8,104
Miscellaneous	274	301			298		2,633		3,506	2,539	2,850
Total Expenses	33,217	37,386	40,105	436,346	35,516	57,232	36,098	38,073	713,973	588,889	725,739
Net Income	(33,147)	(37,103)	(39,692)	(435,520)	(23,622)	306,761	(35,570)	(47,348)	(345,241)	(240,857)	(370,397)

Diablo Community Service District
Balance Sheet
February 28, 2017

	July	August	September	October	November	December	January	February
ASSETS								
Current Assets								
Wells Fargo Checking Acct	\$365,276	\$296,663	\$293,146	\$239,366	\$23,920	\$105,493	\$35,985	\$103,957
Wells Fargo Money Market	268,670	268,677	268,683	268,690	68,695	318,699	318,707	218,713
Accounts Receivable						9,579	9,579	0
Prepaid Expenses	692	649	605	563	519	476	432	389
Total Current Assets	634,638	565,989	562,434	508,619	93,134	434,247	364,703	323,059
Property and Equipment								
Computer Equip	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
Other Fixed Assets	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)
Total Property and Equipment	42,089	41,916	41,742	41,569	44,546	43,660	42,773	41,886
Other Assets								
Automobile Sinking Fund	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
Total Other Assets	208,833	213,833	218,833	223,833	228,833	233,833	238,833	243,833
Total Assets	885,560	821,738	823,009	774,021	366,513	711,740	646,309	608,778
LIABILITIES AND CAPITAL								
Current Liabilities								
Accounts Payable	62,927	31,208	67,173	448,704	59,818	93,283	58,424	63,241
Total Current Liabilities	62,927	31,208	67,173	448,704	59,818	93,283	58,424	63,241
Long-Term Liabilities								
Other Liabilities	208,833	213,833	218,833	223,833	228,833	233,833	238,833	243,833
Total Long-Term Liabilities	208,833	213,833	218,833	223,833	228,833	233,833	238,833	243,833
Total Liabilities	271,760	245,041	286,006	672,537	288,651	327,116	297,257	307,074
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
Retained Earnings	(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)
Total Capital	613,801	576,695	537,003	101,484	77,863	384,623	349,051	301,703
Total Liabilities & Capital	885,561	821,736	823,009	774,021	366,514	711,739	646,308	608,777

Diablo Community Service District
Cash Flow Statement
8 months ended February 28, 2017

	July	August	September	October	November	December	January	February	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)	\$ (345,241)
Adjustments to reconcile net income to net cash provided by operating activities									
Accumulated Depreciation	173	173	173	173	887	887	887	887	4,241
Accounts Receivable									0
Prepaid Expenses	43	43	43	43	43	43	43	43	346
Accounts Payable	26,787	(31,719)	35,965	381,531	(388,886)	33,465	(34,859)	4,817	27,101
Accrued Expenses									0
Total Adjustments	27,004	(31,502)	36,182	381,747	(387,955)	34,395	(33,929)	5,747	31,688
Net Cash provided by Operations	(6,143)	(68,605)	(3,510)	(53,773)	(411,577)	341,156	(69,499)	(41,601)	(313,554)
<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)	(40,000)
Net cash used in investing	(5,000)	(5,000)	(5,000)	(5,000)	(8,864)	(5,000)	(5,000)	(5,000)	(43,864)
<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	40,000
Used For									
Net cash used in financing	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	40,000
Net increase <decrease> in cash	(6,143)	(68,605)	(3,510)	(53,773)	(415,441)	341,156	(69,499)	(41,601)	(317,417)
<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	322,670
Cash Balance at Beg of Period	(640,090)	(633,946)	(565,340)	(561,829)	(508,056)	(92,615)	(433,771)	(364,271)	(640,090)
Net Increase <Decrease> in Cash	\$ (6,144)	\$ (68,606)	\$ (3,511)	\$ (53,773)	\$ (415,441)	\$ 341,156	\$ (69,500)	\$ (41,601)	\$ (317,420)