

**DIABLO COMMUNITY SERVICE DISTRICT  
PO BOX 321  
DIABLO CA 94528  
BOARD OF DIRECTORS  
MINUTES  
DIABLO COUNTRY CLUB  
August 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, MINI,  
Directors Absent: CHOW

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

**ACTION ITEM:** On Motion of Director Mini, second by Director Torru, the following minutes were unanimously approved:

Regular meeting	May 10, 2016
Special meeting	May 24, 2016
Special meeting	June 26, 2016
Special meeting	July 28, 2016

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

**REPORTS.**

**DIABLO COUNTRY CLUB:** No Report

**CONTRA COSTA COUNTY:** Alicia Nuchols reported that there had been a neighbor dispute regarding noise of small animals. There is no legal objection to a reasonable number of small animals. However, there is a noise ordinance and the problem could be attacked as a violation of the noise ordinance. Deputy Sheriff Dan Buergi reported that he had met with the parties and the problem is solved for the present time.

**DIABLO PROPERTY OWNERS REPORT:** Don Nejedly reported that the Ice Cream Social will be held on August 28, 2016 from 4:00 p.m. to 6:00 p.m. at the Diablo Country Club Swimming Pool site at which time, Kay's Trail will be commemerated, The Jim Stone Bridge Plaque will be installed, Alex Mehran will be honored as the Diablo citizen of the year, and the Diablo Post Office will be honored with a special cancellation stamp commemerating its 100th year.

**SECURITY:** Deputy Sheriff Dan Buergi reported:

1. The new patrol vehicle has arrived and will be operational this week.
2. There was a reported incident of vandalism and a petty theft last month.
3. There was a grand theft of about \$100,000 of jewelry which was found on site.
4. There were 92 citations issued last month, of which 16 were residents. 78 were for stop sign violations, 8 for cell phone use and 6 for other infractions.
5. Danville Officer assigned to Diablo is working out well.
6. The Save Mount Diablo Challenge Bicycle event will be held on September 25, 2016. Counsel was requested to arrange a meeting with a representative of Save Mount Diablo to insure that the bicyclists do not go through Diablo and that event parking is outside of Diablo.
7. Additional overtime may be required to be authorized to continue the present level of patrol.

Lt. Haynes reported:

1. Discussed surveillance cameras and how they are used in neighboring jurisdictions.
2. Reported that there had been a homicide in Blackhawk and that the suspect has been released on bail.

**ROADS, BRIDGES & CULVERTS:** Directors Don Hoffman and Jeff Mini reported:

1. The financial advantage to DCSD as a result of the paving work performed by Contra Costa County on Caballo Ranchero Dr.
2. Within a two year budget cycle, DCSD should have completed all of the major road work required.
3. Work on the 2016 Road Project will start on September 12. Director Hoffman will verify the dates and times during which each affected road will be closed. When that is ascertained, the secretary will direct the letter to all affected residents advising them of the closure dates and director Mini will cause a signboard to be placed outside the Post Office which also will advise residents of the closure dates.
4. Director Mini will discuss removal of the tree on Casa Nuestra and costs with the owner so that the road project will not be delayed with the encroachment of the tree. If no agreement is reached, counsel was directed to direct a letter to the property owners advising them that the DCSD will remove the tree at the property owners expense as provided by Diablo Community Service District Ordinance 2002 – 1.

**ACTION ITEM:** Modify scope of work for 2016 Roads Project. After some discussion, it was moved by director Mini, second by director Torru that the scope of work for the 2016 road project be changed to include only the following roads:

1. All of Caballo Ranchero Court.
2. Caballo Ranchero Drive from Alameda Diablo to the point where Caballo Ranchero Drive has been dedicated to Contra Costa County.
3. All of Casa Nuestra.
4. Alameda Diablo from the intersection with Avenida Nueva to the intersection with Caballo of Ranchero Drive.
5. Calle Los Callados from its intersection with Avenida Nueva to its eastern end to the extent that the original 2016 roads project exceeds the cost of item 1 through 4 above.

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

**DISCUSSION ITEM.** After some discussion regarding the acceptance of maintenance responsibilities of new roadways, the board was of the opinion that the provisions of ordinance code section 6-2-202 through 6-2-212 were appropriate and binding.

**FINANCIAL:** Director Torru presented the Financial Report for June and July 2016. The General Manager reported that the Budget and the Final Report of Assessment have been filed with the Contra Costa County Auditor.

**CALL OF NEXT MEETING:** The President called the next meeting for September 13, 2016. There being no further business the president adjourned the meeting at 8:55 p.m.

Diablo Community Service District  
By

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Richard J. Breitwieser, Secretary

Diablo Community Service District  
Profit and Loss Statement  
2 months ended August 31, 2016

	July	August	YTD	Prior YTD	Budget
<i>Income</i>					
Ad Valorem Taxes	\$0	\$0	\$0	\$0	\$0
Road & Security Fees			0		
Traffic Fines	63	276	339	707	584
Interest Income	7	7	14	14	14
<b>Total Income</b>	<b>70</b>	<b>283</b>	<b>353</b>	<b>721</b>	<b>598</b>
<i>Expenses</i>					
Sheriff Security	28,917	32,821	61,738	58,044	62,416
Auto Repairs			0	1,956	250
Cell Phone			0		100
Other			0		
Road Maintenance			0	246,863	0
Bridge Maintenance			0		
Bridge/Culvert Engineering			0		
Storm Drain Maintenance			0		
Tree, Bush and Weed Trimming			0		
Gardener	120	120	240	240	240
Trail and Creek Maintenance			0	9,884	
Entrance & Island Maint			0		
General Manager	1,750	1,750	3,500	3,500	3,500
Legal Retainer	1,850	1,850	3,700	3,700	3,700
Records Storage			0		
Audit			0		
Legal Notices and Fees			0	60	
Assessors Roll/County Fees			0		
Other Professional Fees	43	281	324	1,426	1,300
Insur Director and Officers			0		
Insur Commercial and Auto			0		
Insur Excess General Liability			0		
DMAC Operating Expenses			0		
Administrative	90	90	180	21	66
Depreciation Expense	173	173	346	263	1,306
Miscellaneous	274	301	575	280	0
<b>Total Expenses</b>	<b>33,217</b>	<b>37,386</b>	<b>70,603</b>	<b>326,237</b>	<b>72,878</b>
<b>Net Income</b>	<b>(33,147)</b>	<b>(37,103)</b>	<b>(70,250)</b>	<b>(325,516)</b>	<b>(72,280)</b>

Diablo Community Service District

Balance Sheet

August 31, 2016

	July	August
<b>ASSETS</b>		
Current Assets		
Wells Fargo Checking Acct	\$365,276	\$296,663
Wells Fargo Money Market 2	268,670	268,677
Prepaid Expenses	692	649
Total Current Assets	<u>634,638</u>	<u>565,989</u>
Property and Equipment		
Computer Equip	5,917	5,917
Automobile	102,563	102,563
Other Fixed Assets	2,500	2,500
Accumulated Depreciation	<u>(68,891)</u>	<u>(69,064)</u>
Total Property and Equipment	42,089	41,916
Other Assets		
Automobile Sinking Fund	23,833	23,833
Bridge Sinking Fund	<u>185,000</u>	<u>190,000</u>
Total Other Assets	208,833	213,833
 Total Assets	 885,560	 821,738
 <b>LIABILITIES AND CAPITAL</b>		
Current Liabilities		
Accounts Payable*	<u>62,927</u>	<u>31,208</u>
Total Current Liabilities	62,927	31,208
Long-Term Liabilities		
Other Liabilities	<u>208,833</u>	<u>213,833</u>
Total Long-Term Liabilities	208,833	213,833
 Total Liabilities	 271,760	 245,041
Capital		
Opening Balance Equity	1,239,979	1,239,979
Retained Earnings	(593,031)	(593,031)
Net Income	<u>(33,147)</u>	<u>(70,253)</u>
Total Capital	613,801	576,695
 Total Liabilities & Capital	 885,561	 821,736

Diablo Community Service District  
Cash Flow Statement  
2 months ended August 31, 2016

	July	August	Year to Date
<i>Cash Flows from operating activities</i>			
Net Income	\$ (33,147)	\$ (37,103)	\$ (70,250)
Adjustments to reconcile net income to net cash provided by operating activities			
Accumulated Depreciation	173	173	347
Accounts Receivable			0
Prepaid Expenses	43	43	87
Accounts Payable	26,787	(31,719)	(4,932)
Accrued Expenses			0
Total Adjustments	27,004	(31,502)	(4,499)
Net Cash provided by Operations	(6,143)	(68,605)	(74,749)
<i>Cash Flows from investing activities</i>			
Used For			
Other Fixed Assets			0
Automobile Sinking Fund			0
Bridge Sinking Fund	(5,000)	(5,000)	(10,000)
Net cash used in investing	(5,000)	(5,000)	(10,000)
<i>Cash Flows from financing activities</i>			
Proceeds From			
Other Liabilities	5,000	5,000	10,000
Used For			
Net cash used in financing	5,000	5,000	10,000
Net increase <decrease> in cash	(6,143)	(68,605)	(74,749)
<i>Summary</i>			
Cash Balance at End of Period	633,946	565,340	565,340
Cash Balance at Beg of Period	(640,090)	(633,946)	(640,090)
Net Increase <Decrease> in Cash	\$ (6,144)	\$ (68,606)	\$ (74,750)