

**DIABLO COMMUNITY SERVICE DISTRICT  
PO BOX 321  
DIABLO CA 94528  
BOARD OF DIRECTORS  
MINUTES  
DIABLO COUNTRY CLUB  
January 12, 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, MINI, and CHOW.  
Directors absent: Hoffman

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

**ACTION ITEM:** CONSENT CALENDAR.

**1. Approve the Minutes Regular meeting held November 10, 2015.** On Motion of Director Torru, Second by Director Chow, the minutes of the November 10, 2015 meeting were unanimously approved:

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

**2. Approve reimbursement to Richard J. Breitwieser.** On motion of Director Torru, second by Director Chow, reimbursement to Richard J. Breitwieser for the following advances on behalf of this district was unanimously approved

Advance costs for Go Daddy server	\$2,173.83
Christmas Party	2,258.54
Deputy Sheriff Cell Phone	<u>200.00</u>
TOTAL	\$4492.15

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

**ACTION ITEM:** Approve use of a consultant regarding the application of proposition 218 to DCSD finances.

1. On motion of Director Chow, second by Director Mini, it was unanimously approved that the General Manager is authorized to seek a consultant to advise this district on the application of Proposition 218.

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

**ACTION ITEM:** Declare that the payment of a gardener to maintain the island on Alameda Diablo is an at will month to month contract.

1. On motion of Director Mini, second by Director Chow, it was unanimously passed that the payment of a gardener to maintain the island on Alameda Diablo is an at will month to month contract.

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

## **REPORTS.**

### **DIABLO COUNTRY CLUB:**

1. Hank Salvo reported that the water project for the club is progressing and that Central Contra Costa County Sanitary District may be amenable to own the project, similar to the arrangement with Cash Creek Casino

2. Hank Salvo reported that the club will investigate the placement of an additional light for the Post Office Parking lot.

### **DIABLO PROPERTY OWNERS ASSOCIATION.**

1. Donald Nejedly, president of DPOA reported that the selection of the members to the Board of directors should be complete within 30 days and that the Auto Bumper Stickers are on order and will be distributed when received.

## **SECURITY:**

1. Deputy Sheriff Dan Buergi gave the security report for the months of November and January.

2. Lieutenant Jason Haynes reported the use of a per diem deputy for weekends is no longer available. Alternatives include the assignment of a sworn deputy who would also patrol in Blackhawk or Round Hill, or the assignment of an unsworn but uniformed deputy.

3. Lieutenant Jason Haynes reported that the Sheriffs Dept will not finance nor install license plate readers (camera operated). However, the license plate readers would be useful if financed and installed by the district. If used, the cameras would be installed at all three entrances provided electricity is available. Hank Salvo will check to see if there is any Country Club electricity available at the Calle Arroyo entrance.

4. Lieutenant Jason Haynes reported that the Sheriffs memorandum of understanding between the County and Deputies was in negotiation. At the present time, the pay for Contra Costa Deputies is less than comparable sworn officers in the area and therefore an increase in the costs to DCSD should be anticipated.

## **ROADS, BRIDGES & CULVERTS:**

1. Richard Breitwieser reported that all contracts for public works by the District which exceed \$1000 must be for prevailing wages.

2. Director Mini reported that he is working with MCE on the installation of the Trash Rack on the Creek at the intersection of Calle Arroyo and Canada Via.

3. Director Mini reported that the Caballo Ranchero maintenance program may exceed 2000 feet and consequently the costs for the project may exceed the budgeted amount. Director Mini will work with CME to establish the additional amount required. Director Torru stated that funds should be available if the required amount is reasonable.

4. MCE will pressure wash the entry bridge and other bridges as necessary.

5. The East entrance has been completed. The costs of the landscaping were provided by Alex Mehran. All directors thanked and complemented Mr. Mehran for his continued interest and support of the Diablo Community. It was also noted that the brick entry had been designed and constructed by Director

Mini and the board recognized his dedication to the community of Diablo.

**FINANCIAL:** Director Torru:

1. Presented the financial report for the months of November and December 2015. The district has about \$664,000 cash in its account.
2. The Website should be operational within a week.
3. We are in the middle of the audit for 2014-15 and we have provided all information requested by the auditors.
4. The tax revenues received in December from the county exceeded expectations by about \$16,000.

**COMMENTS BY DIRECTORS/PRESIDENT:**

1. There were no comments from the directors

**NEXT MEETING/ADJOURNMENT:**

The president called the next meeting for February 9, 2015 at 7:30p.m. in the Diablo Room of the Diablo Country club. There being no further business, the president adjourned the meeting at 8:00 p.m.

Diablo Community Service District  
By

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Richard J. Breitwieser, Secretary

Diablo Community Service District  
Profit and Loss Statement  
6 months ended December 31, 2015

	July	August	September	October	November	December	YTD	Prior YTD	Budget
<i>Income</i>									
Ad Valorem Taxes	\$0	\$0	\$0	\$0	\$10,662	\$206,578	\$217,240	\$201,229	\$200,750
Road & Security Fees						127,687	127,687	124,153	127,878
Traffic Fines	117	591	313	750	779	336	2,886	1,471	1,151
Interest Income	7	7	7	7	7	7	42	107	75
<b>Total Income</b>	<b>124</b>	<b>598</b>	<b>320</b>	<b>757</b>	<b>11,448</b>	<b>334,608</b>	<b>347,855</b>	<b>326,960</b>	<b>329,854</b>
<i>Expenses</i>									
Sheriff Security	27,750	30,294	29,923	28,575	27,184	33,477	177,203	165,298	173,502
Auto Repairs		1,956	1,178			84	3,218	245	2,500
Cell Phone							0	200	200
Other							0		1,750
Road Maintenance		246,863		4,000		31,707	282,570	607,307	286,000
Bridge Maintenance				13,790			13,790	61,279	49,000
Bridge/Culvert Engineering			1,150		2,125		3,275		10,000
Storm Drain Maintenance						2,320	2,320		3,000
Tree, Bush and Weed Trimming							0		2,500
Gardener	120	120	120	120	120	120	720	800	720
Trail and Creek Maintenance		9,884					9,884		2,500
Entrance & Island Maint							0	6,000	
General Manager	1,750	1,750	1,750	1,750	1,750	1,750	10,500	10,500	10,500
Legal Retainer	1,850	1,850	1,850	1,850	1,850	1,850	11,100	11,100	11,100
Records Storage							0		
Audit							0		
Legal Notices and Fees	60						60	1,500	
Assessors Roll/County Fees						33	33	54	55
Other Professional Fees	1,426					1,179	2,605		3,100
Insur Director and Officers					9,084		9,084		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	105	172	200
Depreciation Expense	132	132	132	173	173	173	915	790	792
Miscellaneous		280					280	1,971	100
<b>Total Expenses</b>	<b>33,099</b>	<b>293,140</b>	<b>36,112</b>	<b>58,027</b>	<b>42,302</b>	<b>72,709</b>	<b>535,389</b>	<b>874,985</b>	<b>574,361</b>
<b>Net Income</b>	<b>(32,975)</b>	<b>(292,542)</b>	<b>(35,792)</b>	<b>(57,270)</b>	<b>(30,854)</b>	<b>261,899</b>	<b>(187,534)</b>	<b>(548,025)</b>	<b>(244,507)</b>

Diablo Community Service District  
Balance Sheet  
December 31, 2015

	July	August	September	October	November	December
<b>ASSETS</b>						
Current Assets						
Wells Fargo Checking Acct	\$531,362	\$457,834	\$458,138	\$400,272	\$362,712	\$393,941
Wells Fargo Money Market 2	268,589	268,596	268,603	268,609	268,616	268,623
Prepaid Expenses				692	692	1,687
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>
Property and Equipment						
Computer Equip	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
Other Fixed Assets	0	0	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>
Total Property and Equipment	2,632	2,500	4,869	4,695	4,522	4,349
Other Assets						
Automobile Sinking Fund	62,833	62,833	62,833	62,833	62,833	62,833
Bridge Sinking Fund	125,000	130,000	135,000	140,000	145,000	150,000
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>
Total Assets	990,416	921,763	929,443	877,101	844,375	881,433
<b>LIABILITIES AND CAPITAL</b>						
Current Liabilities						
Accounts Payable*	55,836	274,725	313,196	313,126	306,253	76,412
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>
Long-Term Liabilities						
Other Liabilities	187,833	192,833	197,833	202,833	207,833	212,833
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>
Total Liabilities	243,669	467,558	511,029	515,959	514,086	289,245
Capital						
Opening Balance Equity	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)
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>
Total Capital	746,748	454,206	418,414	361,146	330,292	592,190
Total Liabilities & Capital	990,417	921,764	929,443	877,105	844,378	881,435

Diablo Community Service District  
Cash Flow Statement  
6 months ended December 31, 2015

	July	August	September	October	November	December	Year to Date
<i>Cash Flows from operating activities</i>							
Net Income	\$ (32,975)	\$ (292,542)	\$ (35,792)	\$ (57,270)	\$ (30,854)	\$ 261,899	\$ (187,534)
Adjustments to reconcile net income to net cash provided by operating activities							
Accumulated Depreciation	132	132	132	173	173	173	915
Accounts Receivable	370						370
Prepaid Expenses				(692)		(995)	(1,687)
Accounts Payable	18,770	218,889	38,471	(70)	(6,873)	(229,841)	39,346
Accrued Expenses	(480)						(480)
Total Adjustments	18,792	219,021	38,602	(589)	(6,700)	(230,662)	38,464
Net Cash provided by Operations	(14,183)	(73,521)	2,810	(57,859)	(37,554)	31,237	(149,070)
<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)	(30,000)
Net cash used in investing	(5,000)	(5,000)	(7,500)	(5,000)	(5,000)	(5,000)	(32,500)
<i>Cash Flows from financing activities</i>							
Proceeds From							
Other Liabilities	5,000	5,000	5,000	5,000	5,000	5,000	30,000
Used For							
Net cash used in financing	5,000	5,000	5,000	5,000	5,000	5,000	30,000
Net increase <decrease> in cash	(14,183)	(73,521)	310	(57,859)	(37,554)	31,237	(151,570)
<i>Summary</i>							
Cash Balance at End of Period	799,951	726,430	726,741	668,881	631,328	662,564	662,564
Cash Balance at Beg of Period	(814,134)	(799,951)	(726,430)	(726,741)	(668,881)	(631,328)	(814,134)
Net Increase <Decrease> in Cash	\$ (14,183)	\$ (73,521)	\$ 311	\$ (57,860)	\$ (37,553)	\$ 31,236	\$ (151,570)