

**DIABLO COMMUNITY SERVICE DISTRICT
PO BOX 321
DIABLO CA 94528
BOARD OF DIRECTORS
AGENDA
SPECIAL MEETING**

**Diablo Country Club
July 26, 2016, 4:00 p.m.**

CALL TO ORDER: President: Ray Brant

ROLL CALL: Secretary: Richard J. Breitwieser:

BRANT, TORRU, HOFFMAN, MINI, CHOW

COMMENTS FROM THE AUDIENCE: *Comments from the audience on any subject including items on this agenda are limited to three minutes per presentation. If you agree with a prior speaker and have no additional facts to present, merely state that you agree with the statements of the prior speaker by name. Comments by the audience are not intended to result in a dialogue between members of the audience or between the audience and the Board.*

Please note that no member of the board may engage in any discussion, other than a brief comment or request for clarification, of any item raised by any member of the audience unless that item is included as an agenda item. The reason is that this is a public board subject to the Brown Act.

- ACTION ITEM:**
1. Comments by Deanna Hagerty regarding maintenance of Via Diablo.
 2. Hear and consider any objections or comments regarding any items appearing on the preliminary budget and Adoption of Final Budget.
 3. Hear and consider any objections or protests to the report describing each parcel of land and the amount of charges and delinquencies to be charged to each such parcel.
 4. Discuss and take action regarding modification of DCSD 2016 Road Project.

Diablo Community Service District
by

Richard J. Breitwieser, Secretary

DCSD
2016-17 Budget

	Annual Amount	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Beginning Cash Revenue	\$604,679	604,679	550,069	515,056	480,293	445,483	8,920	303,107	262,494	223,731	188,885	385,912	351,149
Ad Valorem Taxes	\$402,603						221,432				161,041		20,130
Road and Security Fees	\$239,123						131,518				95,649		11,956
Traffic Fines	\$3,500	292	292	292	292	292	292	292	292	292	292	292	292
Interest Income	\$84	7	7	7	7	7	7	7	7	7	7	7	7
Total	\$645,310	299	299	299	299	299	353,248	299	299	299	256,989	299	32,385
Expenses-Recurring Security													
Security Sherriff	\$374,500	31,208	31,208	31,208	31,208	31,208	31,208	31,208	31,208	31,208	31,208	31,208	31,208
Auto Repairs	\$250		250										
Cell Phone	\$400		100			100			100			100	
Other	\$2,000						2,000						
Total Security	\$377,150	31,208	31,558	31,208	31,208	31,308	33,208	31,208	31,308	31,208	31,208	31,308	31,208
Road Maintenance													
Road Maintenance	\$411,000						391,000				20,000		
Storm Drain Maintenance	\$5,000							3,000	2,000				
Tree, Bush & Weed Trim	\$5,000							2,500			2,500		
Gardener	\$1,440	120	120	120	120	120	120	120	120	120	120	120	120
Trail and Creek maint	\$5,000							2,500			2,500		
Entrance & Island Maint	\$0												
Total Road Maintenance	\$427,440	120	120	120	120	391,120	8,120	2,120	120	120	25,120	120	120
Professional													
General Manager	\$21,000	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750
Legal Retainer	\$22,200	1,850	1,850	1,850	1,850	1,850	1,850	1,850	1,850	1,850	1,850	1,850	1,850
Records Storage	\$1,200							1,200					
Audit	\$9,000						5,000		4,000				
Legal Notices	\$350												350
Assessors Role/County Fees	\$100				55								45
Other Professional Fees	\$5,000	1,300				3,000							700
Total Professional	\$58,850	4,900	3,600	3,600	3,655	6,600	8,600	4,800	7,600	3,600	3,600	3,600	4,695
Insurance													
Insur Director and Officers	\$9,100						9,100						
Insur Commercial and Auto	\$3,600					3,600							
Insur Excess General Liability	\$4,200					4,200							
Total Insurance	\$16,900	-	-	-	-	7,800	9,100	-	-	-	-	-	-
Administrative													
DMAC Operating Expenses	\$175				92					83			
Administrative	\$400	33	33	33	33	33	33	33	33	33	33	33	33
Depreciation	\$12,139	132	1,092	1,092	1,092	1,092	1,092	1,092	1,092	1,092	1,092	1,092	1,092
Miscellaneous	\$3,050			100				2,750		100			100
Total Administrative	\$15,764	165	1,125	1,225	1,217	1,125	1,125	3,875	1,125	1,308	1,125	1,125	1,225
Total Expenses	\$896,104	36,393	36,403	36,153	36,200	437,953	60,153	42,003	40,153	36,236	61,053	36,153	37,248
Net Income	-\$250,794	-\$36,095	-\$36,105	-\$35,855	-\$35,902	-\$437,655	\$293,095	-\$41,705	-\$39,855	-\$35,938	\$195,936	-\$35,855	-\$4,863

DCSD
2016-17 Budget

	Annual Amount	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Capital Outlays													
New Sheriff Vehicle	18,647	18,647											
Bridge Replacement Reserve	60,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Total Capital Outlays	<u>\$78,647</u>	<u>23,647</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
Total Recurring Expenses and Capital Outlays	<u>\$974,751</u>	<u>60,040</u>	<u>41,403</u>	<u>41,153</u>	<u>41,200</u>	<u>442,953</u>	<u>65,153</u>	<u>47,003</u>	<u>45,153</u>	<u>41,236</u>	<u>66,053</u>	<u>41,153</u>	<u>42,248</u>
Add Back Deprec	\$12,139	132	1,092	1,092	1,092	1,092	1,092	1,092	1,092	1,092	1,092	1,092	1,092
Add Back Bridge Reserve	\$60,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Ending Cash	<u>\$347,377</u>	<u>550,069</u>	<u>515,056</u>	<u>480,293</u>	<u>445,483</u>	<u>8,920</u>	<u>303,107</u>	<u>262,494</u>	<u>223,731</u>	<u>188,885</u>	<u>385,912</u>	<u>351,149</u>	<u>347,377</u>

DCSD
7 Year Budget

	Actual	Budget						
	2016	2017	2018	2019	2020	2021	2022	2023
Beginning Cash (Less AP)	776,958	604,680	347,378	219,807	273,271	425,157	331,756	422,922
Cash Source								
Property Taxes 2%	394,709	402,603	410,655	418,868	427,246	435,791	444,506	453,397
Security Fee 3%	154,757	159,399	22,800	23,484	24,189	24,914	25,662	26,431
Road Maint Fee 3%	77,402	79,724	217,500	224,025	230,746	237,668	244,798	252,142
One Time Fee 65%			-	-	-	-	-	-
Traffic Fines	3,343	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Interest	76	84	84	84	84	84	84	84
Total Revenue	630,287	645,310	654,539	669,961	685,764	701,957	718,550	735,554
Cash Use								
Sheriff Security	352,930	374,500	395,000	405,000	415,000	425,000	435,000	445,000
Auto Repairs	3,418	250	250	750	750	1,250	1,750	2,250
Cell Phone	200	400	400	400	400	400	400	400
Other	-	2,000						
Road Maintenance	292,579	411,000	292,000	70,000	20,000	270,000	20,000	20,000
Bridge Maintenance	13,790	-	-	35,000	-	-	-	-
Bridge Engineering/Consulting	3,275	-	-	10,000	-	-	-	-
Storm Drain Maintenance	2,320	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Tree, Bush & Weed Trim	-	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Gardener	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440
Trail and Creek maint	9,884	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Entrance & Island Maint	-							
General Manager *	21,000	21,000	24,000	24,000	24,000	24,000	24,000	24,000
Legal Retainer *	22,200	22,200	18,000	18,000	18,000	18,000	18,000	18,000
Records Storage *	1,188	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Audit *	5,000	9,000	9,500	9,500	10,000	10,000	10,500	10,500
Legal Notices *	210	350	350	350	350	350	350	350
Assessors' Roll *	33	100	100	100	100	100	100	100
Other Professional expenses *	7,715	5,000	3,500	3,500	3,500	3,500	3,500	3,500
Insur Director and Officers 5%	9,084	9,100	9,555	10,033	10,534	11,061	11,614	12,195
Insur Commercial and Auto 5%	7,827	3,600	3,780	3,969	4,167	4,376	4,595	4,824
Insur Excess General Liability 5%	4,175	4,200	4,410	4,631	4,862	5,105	5,360	5,628
DMAC Operating Expenses *	-	175	175	175	175	175	175	175
Administrative *	305	400	400	400	400	400	400	400
Miscellaneous *	2,539	3,050	3,050	3,050	4,000	4,000	4,000	4,000
Total Costs	761,112	883,965	782,110	616,497	533,879	795,357	557,384	568,963
Change in Position	(130,825)	(238,655)	(127,571)	53,464	151,885	(93,400)	161,166	166,592
New Vehicle	38,953	18,647					70,000	
Storage unit	2,500							
Ending Cash Position	604,680	347,378	219,807	273,271	425,157	331,756	422,922	589,514