

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

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

CALL TO ORDER: President Ray Brant called the meeting to order at 4:00 p.m.

ROLL CALL: Secretary Richard J. Breitwieser called the roll as follows:
Directors present: Brant, Torru, Mini, Chow
Directors Absent: Hoffman

1. COMMENTS FROM THE AUDIENCE: President Brant invited comments from the audience:

Deanna Haggerty, a resident of Via Diablo, requested that the District assume the maintenance responsibilities of Via Diablo. After some discussion, President Brant stated that the board would look into this matter but stated that the present position of DCSD is not to assume the maintenance of any way in Diablo that does not meet the standards of existing DCSD requirements.

Steve Haynes, a resident of Caballo Ranchero, requested that he should receive a reduced Road Maintenance Fee because DCSD does not maintain the portion of Caballo Ranchero on which he resides (that section of road is owned and maintained by the county). The Board responded that residents of Caballo Ranchero cannot enter to or exit from Caballo Ranchero without travelling over other Diablo Roads that that are maintained with money from the Road Maintenance Fee.

2. HEAR AND CONSIDER ANY OBJECTIONS OR COMMENTS REGARDING ANY ITEMS APPEARING ON THE PRELIMINARY BUDGET AND ADOPTION OF FINAL BUDGET. After some discussion, the final budget was adopted by Resolution 2- 2016 which was unanimously passed. Resolution 3-2016 is attached and incorporated herein by reference.

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

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.

After some discussion the amount of charges and delinquencies to be charged to each parcel was established by Resolution 2- 2016 which was unanimously passed. Resolution 3-2016 is attached and incorporated herein by reference.

Ayes: Brant, Chow, Torru, Mini

Noes: None

Abstentions: None

Absent: Hoffman

4. DISCUSSION AND ACTION REGARDING MODIFICATION OF DCSD 2016 ROAD PROJECT.

The president reviewed that the 2016 Road Project included the remedial and resurfacing the entire length of Caballo Ranchero. However, without notice to this District, Contra Costa County has undertaken to resurface the county dedicated portion of Caballo Ranchero. As a result, the 2016 road project should be modified. The president appointed a committee composed of himself as chair and Director Hoffman with Richard Breitwieser as secretary to propose changes to the 2016 road project.

5. NEXT MEETING/ADJOURNMENT. The President called the next meeting, being the regular meeting for August, for August 9, 2016 at 7:30 PM in the Diablo room of the Diablo country club. There being no further business, the president adjourned the meeting at 5:10 PM.

Diablo Community Service District

Richard J. Breitwieser, Secretary

**Resolution Approving
Budget for 2016 - 17**

RESOLUTION 2016 - 2

WHEREAS, This District on June 24, 2016 caused to be published in the News Register of Contra Costa County, a Newspaper of General Circulation, a notice that the General Manager had prepared a proposed final budget which was available for inspection and that a public meeting would be held on July 26, 2016 at 4: 00 p.m. at which time any person may appear and be heard regarding any item in the budget or regarding the addition of any other items, and;

WHEREAS this district did hold a public meeting on July 26, 2016 at 4:00 p.m. at which time any person could appear and be heard regarding any item in the budget or regarding the addition of any other items;

NOW THEREFORE BE IT RESOLVED that this board adopts the instrument attached as its final budget.

BE IT FURTHER RESOLVED that a copy of the final budget of this District be forwarded to the Auditor of Contra Costa County.

Ayes: Brant, Chow, Torru, Mini
Absent: Hoffman

**Resolution Approving
a Report Describing Each
Parcel of Land and the
Amount of Charges and
Delinquencies to be Charged
to Each Parcel for 2016 - 17**

RESOLUTION 2016 - 3

WHEREAS the general manager has prepared and filed with the Board of Directors a report that describes each affected parcel of real property and the amount of charges and delinquency for each affected parcel and;

WHEREAS the general manager has given a notice of the filing of the report and the time and the place for a public hearing by publishing the notice pursuant to Government Code Section 6066 in the News Register of Contra Costa County which is a newspaper of general circulation and mailing a copy of the notice to the owner of each affected parcel;

NOW THEREFORE BE IT RESOLVED that charges for each affected parcel of land within this district shall be as set forth in the instrument attached to this resolution.

BE IT FURTHER RESOLVED that a copy of this resolution and the report that describes each affected parcel of real property and the amount of charges and delinquency for each affected parcel be forwarded to the Auditor of Contra Costa County.

Ayes: Brant, Chow, Torru, Mini
Absent: Hoffman

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	\$78,647	23,647	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Total Recurring Expenses and Capital Outlays	\$974,751	60,040	41,403	41,153	41,200	442,953	65,153	47,003	45,153	41,236	66,053	41,153	42,248
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	\$347,377	550,069	515,056	480,293	445,483	8,920	303,107	262,494	223,731	188,885	385,912	351,149	347,377

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

Improved lot security fee	\$371.53
Improved lot roads fee	\$185.76
Unimproved lot security fee	\$71.14
Unimproved lot roads fee	\$36.38
Club security fee	\$13,112.72
Club roads fee	\$6,558.36