

**DIABLO COMMUNITY SERVICE DISTRICT
PO BOX 321
DIABLO CA 94528
BOARD OF DIRECTORS
MINUTES
DIABLO COUNTRY CLUB
October 11, 2016,**

CALL TO ORDER: President Brant called the meeting to order at 7:55 p.m., immediately following the DMAC meeting.

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

Directors present: BRANT, TORRU, HOFFMAN
Directors absent: MINI, CHOW

COMMENTS FROM THE AUDIENCE: There being no comments from the audience, the president closed the public comments portion of the meeting.

ACTION ITEM: On motion of Director Torru, Second by Director Hoffman, the minutes of the Regular meeting of September 13, 2016 were unanimously approved:

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

ACTION ITEM: Schedule meetings for calendar year 2017. After some discussion, on motion of Director Torru, second by Director Hoffman, the meeting schedule for 2017 was set as follow: The board shall meet on the second Tuesday of each month at 7:30 p.m. with the exception of the months of June and December at which months there shall be no regular meeting

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

REPORTS.

DIABLO COUNTRY CLUB: Hank Salvo reported there were no issues to be reported.

CONTRA COSTA COUNTY: Alicia Nuchols reported that John Kopchik, was unable to appear at this meeting because he was required to attend a County Planning Commission meeting. In his absence, Ms. Nuchols reviewed the process leading to the inclusion of 58 Diablo homes being included in a Historic Preservation status. After some discussion, President Brant stated that this was not a function of DCSD and asked Mr. Donald Nejedly, President of DPOA to take cognizance of this matter. Mr. Nejedly stated that DPOA would consider holding a town hall meeting at which time Mr. Kopchik could attend.

Ms. Nuchols also reported that a Community Farewell honoring Supervisor Piepho will be held on December 7, 2016 from 4:00 to 7:00 p.m. at the Brentwood Community Center.

DIABLO PROPERTY OWNERS REPORT: Don Nejedly requested that Alameda Diablo be closed on October 31, 2016 from 6:00 p.m. to 9:00 p.m. to accommodate this year's DPOA Halloween Party. On motion of Director Hoffman, second by Director Torru the board decided to close Alameda Diablo from the entry to the Island on October 31, 2016 from 6:00 p.m. to 9:00 p.m. to accommodate this year's DPOA Halloween Party.

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

SECURITY: Deputy Sheriff Dan Buergi:

1. Presented the Security Report for the month of September, 2016.
2. Reported that there were no Deputy Sheriffs available for overtime traffic details in Diablo.
3. Some limit lines should be repainted because the old limit lines are not longer visible. Director Hoffman stated that this will be included in het punch list for the 2016 Roads project.

ROADS, BRIDGES & CULVERT: Director Don Hoffman Reported

1. Reported that the DRYCO did a good job notwithstanding there was a last minute change in the scope and location of the work and that there were a minimum of complaints from residents.
2. The General Manager should call Dryco and make arrangements for payment of the contract.
3. On motion of Director Torru, second by Director Hoffman, \$20,000 was approved to accomplish the following work which is in addition to the 2016 Road Project:
 - a. Remove hump at intersection of Club House Road & Calle Arroyo,
 - b. Add "stop ahead" to existing sign on Calle Arroyo near Club House Road,
 - c. Repaint house numbers on speed humps and at 200' spacing as needed

- d. Paint zebra stripes on hump at start of County maintained portion of Caballo Ranchero,
- e. Install load limit sign at Caballo Ranchero Bridge,
- f. Check all sign posts for damage or straightening,
- g. Crack seal Alameda Diablo Bridge and Caballo Ranchero Bridge as needed,
- h. Install one and repair one “NO TRUCK” sign on Casa Nuestra.

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

FINANCIAL Director Torru:

1. Presented the Financial Report for the month of September. Director Torru reported that there was approximately \$560,000 cash on hand and approximately \$60,000 in liabilities excepting the obligation for the payment of the Dryco invoice.
2. Reported that the audit is complete and no internal control concerns were identified. The written Audit Report should be available within a week.

COMMENTS BY DIRECTORS/PRESIDENT:

President Brant reported that he had attended the presentation by candidates for the vacancy created by the retirement of Supervisor Piepho. President Brant reported that he presented Diablo’s concern with bicycle traffic on Diablo Road that impacted traffic within Diablo.

CALL OF NEXT MEETING

President Brant called the next meeting for November 8, 2016. There being no further business, President Brant adjourned the meeting at 8:45 p.m.

Diablo Community Service District
By

Richard J. Breitwieser, Secretary

Diablo Community Service District
Profit and Loss Statement
3 months ended September 30, 2016

	July	August	September	YTD	Prior YTD	Budget
<i>Income</i>						
Ad Valorem Taxes	\$0	\$0	\$0	\$0	\$0	\$0
Road & Security Fees				0		
Traffic Fines	63	276	406	745	1,020	876
Interest Income	7	7	7	21	20	21
Total Income	70	283	413	766	1,040	897
<i>Expenses</i>						
Sheriff Security	28,917	32,821	35,845	97,583	87,967	93,624
Auto Repairs				0	3,134	250
Cell Phone			219	219	0	100
Other				0		
Road Maintenance				0	246,863	0
Bridge Maintenance				0		
Bridge/Culvert Engineering				0	1,150	
Storm Drain Maintenance				0		
Tree, Bush and Weed Trimming				0		
Gardener	120	120	120	360	360	360
Trail and Creek Maintenance				0	9,884	0
Entrance & Island Maint				0		
General Manager	1,750	1,750	1,750	5,250	5,250	5,250
Legal Retainer	1,850	1,850	1,850	5,550	5,550	5,550
Records Storage				0		
Audit				0		
Legal Notices and Fees				0	60	
Assessors Roll/County Fees			28	28		
Other Professional Fees	43	281	98	422	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	21	201	31	99
Depreciation Expense	173	173	173	519	395	2,439
Miscellaneous	274	301	0	575	280	100
Total Expenses	33,217	37,386	40,104	110,707	362,350	109,072
Net Income	(33,147)	(37,103)	(39,691)	(109,941)	(361,310)	(108,175)

Diablo Community Service District

Balance Sheet

September 30, 2016

	July	August	September
ASSETS			
Current Assets			
Wells Fargo Checking Acct	\$365,276	\$296,663	\$293,146
Wells Fargo Money Market 2	268,670	268,677	268,683
Prepaid Expenses	692	649	605
Total Current Assets	<u>634,638</u>	<u>565,989</u>	<u>562,434</u>
Property and Equipment			
Computer Equip	5,917	5,917	5,917
Automobile	102,563	102,563	102,563
Other Fixed Assets	2,500	2,500	2,500
Accumulated Depreciation	<u>(68,891)</u>	<u>(69,064)</u>	<u>(69,238)</u>
Total Property and Equipment	42,089	41,916	41,742
Other Assets			
Automobile Sinking Fund	23,833	23,833	23,833
Bridge Sinking Fund	<u>185,000</u>	<u>190,000</u>	<u>195,000</u>
Total Other Assets	208,833	213,833	218,833
Total Assets	885,560	821,738	823,009
LIABILITIES AND CAPITAL			
Current Liabilities			
Accounts Payable*	<u>62,927</u>	<u>31,208</u>	<u>67,173</u>
Total Current Liabilities	62,927	31,208	67,173
Long-Term Liabilities			
Other Liabilities	<u>208,833</u>	<u>213,833</u>	<u>218,833</u>
Total Long-Term Liabilities	208,833	213,833	218,833
Total Liabilities	271,760	245,041	286,006
Capital			
Opening Balance Equity	1,239,979	1,239,979	1,239,979
Retained Earnings	(593,031)	(593,031)	(593,031)
Net Income	<u>(33,147)</u>	<u>(70,253)</u>	<u>(109,945)</u>
Total Capital	613,801	576,695	537,003
Total Liabilities & Capital	885,561	821,736	823,009

Diablo Community Service District
Cash Flow Statement
3 months ended September 30, 2016

	July	August	September	Year to Date
<i>Cash Flows from operating activities</i>				
Net Income	\$ (33,147)	\$ (37,103)	\$ (39,691)	\$ (109,941)
Adjustments to reconcile net income to net cash provided by operating activities				
Accumulated Depreciation	173	173	173	520
Accounts Receivable				0
Prepaid Expenses	43	43	43	130
Accounts Payable	26,787	(31,719)	35,965	31,034
Accrued Expenses				0
Total Adjustments	27,004	(31,502)	36,182	31,683
Net Cash provided by Operations	(6,143)	(68,605)	(3,509)	(78,258)
<i>Cash Flows from investing activities</i>				
Used For				
Other Fixed Assets				0
Automobile Sinking Fund				0
Bridge Sinking Fund	(5,000)	(5,000)	(5,000)	(15,000)
Net cash used in investing	(5,000)	(5,000)	(5,000)	(15,000)
<i>Cash Flows from financing activities</i>				
Proceeds From				
Other Liabilities	5,000	5,000	5,000	15,000
Used For				
Net cash used in financing	5,000	5,000	5,000	15,000
Net increase <decrease> in cash	(6,143)	(68,605)	(3,509)	(78,258)
<i>Summary</i>				
Cash Balance at End of Period	633,946	565,340	561,829	561,829
Cash Balance at Beg of Period	(640,090)	(633,946)	(565,340)	(640,090)
Net Increase <Decrease> in Cash	\$ (6,144)	\$ (68,606)	\$ (3,511)	\$ (78,261)