

**DIABLO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
DIABLO ROOM, DIABLO COUNTRY CLUB
November 14, 7:30 p.m. (Immediately following DMAC meeting)**

CALL TO ORDER: President Ray Brant called the meeting to order at 7:33 p.m.

ROLL CALL: GM Richard Breitwieser called the roll as follows:

Directors present: Brant, Torru, Urbelis, Langon

Directors absent:

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

ACTION ITEMS:

On motion by Director Torru, second by Director Urbelis, the minutes of the October 10, 2017 Regular Meeting were approved unanimously:

On motion by Director Torru, second by Director Langon, the minutes of the November 11, 2017 Special Meeting were approved unanimously.

On motion by Director Torru, second by Director Urbelis, Resolution 2017-02 calling for a special mailed ballot election to be held on March 6, 2018 was approved unanimously.

On motion by Director Torru, second by Director Urbelis, the proposed DCSD Bylaws were adopted.

Ayes: Brant, Torru, Urbelis, Langon

Noes: None

Abstentions: None

Absent: None

On motion by Director Torru, second by Director Langon, the reading of the proposed Ordinance Code was waived.

Ayes: Brant, Torru, Urbelis, Langon

Noes: None

Abstentions: None

Absent: None

REPORTS:

DIABLO COUNTRY CLUB: Hank Salvo reported:

The Club water project is still under CEQA review and approval is expected next summer. The build out of the facility once approved is expected to take 3-5 years.

CONTRA COSTA COUNTY: Alicia Nuchols reported:

The County has funded project 0662-6R4018-17 to create bike lanes on Blackhawk Rd from Mt. Diablo Scenic Blvd to Blackhawk Plaza Circle. Work will begin in June and will take 6-8 weeks.

DIABLO PROPERTY OWNERS REPORT:

Don Nejedly reported:

The Halloween social event was a success with over 200 plus pizzas served. The 6-8pm timing of the event worked well. Deputy Dan reported that there were several families with toddler age children trick or treating between 5:30 and 6pm and suggested that we close the road to vehicular traffic at 5:30pm next year.

The DPOA decorated the front and back entrances for the Fall holidays and will decorate the entrances again for Christmas.

Jeff Mini, with assistance from Diablo residents, put up the flags for Veterans Day.

SECURITY:

Deputy Sheriff Dan Buergi presented:

October's Security Report. Halloween went very smoothly with no reported incidents.

The Diablo post office was vandalized the past two weekends with several post office boxes pried open. A similar crime occurred at the Danville/Alamo post office recently. The postal and local authorities are investigating the crimes.

ROADS:

Director Langon reported:

MCE repaired the signs and posts last month and will finish up the few remaining repairs in November.

FINANCIAL:

Director Torru presented:

October's Financial Report. The District had a cash balance of approximately \$105,000 at the end of October. The first property tax payment of the FY 18 will arrive mid December.

Comments by Directors/President:

The General Manager reported that the legal opinion from Miller, Starr, Regalia concerning culverts within Diablo has been received.

Director Torru reported that a legal opinion has been obtained from Bartkiewicz, Kronick & Shanahan regarding financial liability for the removal of encroachments on Diablo maintained streets.

CALL OF NEXT MEETING/ADJOURNMENT:

The President called the next meeting for January 9, 2018. There being no further business, the President adjourned the meeting at 8:05 pm.

Diablo Community Services District by

Kathy Torru, Secretary

Diablo Community Service District
Profit and Loss Statement
4 months ended October 31, 2016

	July	August	September	October	YTD	Prior YTD	Budget
<i>Income</i>							
Ad Valorem Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Road & Security Fees					0		
Traffic Fines	63	276	406	819	1,564	1,771	1,168
Interest Income	7	7	7	7	28	27	28
Total Income	70	283	413	826	1,592	1,798	1,196
<i>Expenses</i>							
Sheriff Security	28,917	32,821	35,845	31,208	128,792	116,541	124,832
Auto Repairs					0	3,134	250
Cell Phone			219		219		100
Other					0		
Road Maintenance				393,658	393,658	250,863	
Bridge Maintenance					0	13,790	
Bridge/Culvert Engineering					0	1,150	
Storm Drain Maintenance					0		
Tree, Bush and Weed Trimming					0		
Gardener	120	120	120	120	480	480	480
Trail and Creek Maintenance					0	9,884	
Entrance & Island Maint					0		
General Manager	1,750	1,750	1,750	1,750	7,000	7,000	7,000
Legal Retainer	1,850	1,850	1,850	1,850	7,400	7,400	7,400
Records Storage					0		
Audit					0		
Legal Notices and Fees					0	60	
Assessors Roll/County Fees			28		28		55
Other Professional Fees	43	281	98	43	466	1,426	1,300
Insur Director and Officers					0		
Insur Commercial and Auto				3,552	3,552	3,552	
Insur Excess General Liability				3,970	3,970	4,175	
DMAC Operating Expenses					0		92
Administrative	90	90	21	21	222	72	132
Depreciation Expense	173	173	173	173	693	568	3,572
Miscellaneous	274	301			575	280	100
Total Expenses	33,217	37,386	40,105	436,346	547,054	420,375	145,313
Net Income	(33,147)	(37,103)	(39,692)	(435,520)	(545,462)	(418,577)	(144,117)

Diablo Community Service District

Balance Sheet

October 31, 2016

	July	August	September	October
ASSETS				
Current Assets				
Wells Fargo Checking Acct	\$365,276	\$296,663	\$293,146	\$239,366
Wells Fargo Money Market 2	268,670	268,677	268,683	268,690
Prepaid Expenses	692	649	605	563
Total Current Assets	<u>634,638</u>	<u>565,989</u>	<u>562,434</u>	<u>508,619</u>
Property and Equipment				
Computer Equip	5,917	5,917	5,917	5,917
Automobile	102,563	102,563	102,563	102,563
Other Fixed Assets	2,500	2,500	2,500	2,500
Accumulated Depreciation	<u>(68,891)</u>	<u>(69,064)</u>	<u>(69,238)</u>	<u>(69,411)</u>
Total Property and Equipment	42,089	41,916	41,742	41,569
Other Assets				
Automobile Sinking Fund	23,833	23,833	23,833	23,833
Bridge Sinking Fund	<u>185,000</u>	<u>190,000</u>	<u>195,000</u>	<u>200,000</u>
Total Other Assets	208,833	213,833	218,833	223,833
Total Assets	885,560	821,738	823,009	774,021
LIABILITIES AND CAPITAL				
Current Liabilities				
Accounts Payable*	<u>62,927</u>	<u>31,208</u>	<u>67,173</u>	<u>448,704</u>
Total Current Liabilities	62,927	31,208	67,173	448,704
Long-Term Liabilities				
Other Liabilities	<u>208,833</u>	<u>213,833</u>	<u>218,833</u>	<u>223,833</u>
Total Long-Term Liabilities	208,833	213,833	218,833	223,833
Total Liabilities	271,760	245,041	286,006	672,537
Capital				
Opening Balance Equity	1,239,979	1,239,979	1,239,979	1,239,979
Retained Earnings	(593,031)	(593,031)	(593,031)	(593,031)
Net Income	<u>(33,147)</u>	<u>(70,253)</u>	<u>(109,945)</u>	<u>(545,464)</u>
Total Capital	613,801	576,695	537,003	101,484
Total Liabilities & Capital	885,561	821,736	823,009	774,021

Diablo Community Service District
Cash Flow Statement
4 months ended October 31, 2016

	July	August	September	October	Year to Date
<i>Cash Flows from operating activities</i>					
Net Income	\$ (33,147)	\$ (37,103)	\$ (39,692)	\$ (435,520)	\$ (545,462)
Adjustments to reconcile net income to net cash provided by operating activities					
Accumulated Depreciation	173	173	173	173	693
Accounts Receivable					0
Prepaid Expenses	43	43	43	43	173
Accounts Payable	26,787	(31,719)	35,965	381,531	412,564
Accrued Expenses					0
Total Adjustments	27,004	(31,502)	36,182	381,747	413,430
Net Cash provided by Operations	(6,143)	(68,605)	(3,510)	(53,773)	(132,032)
<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)	(5,000)	(20,000)
Net cash used in investing	(5,000)	(5,000)	(5,000)	(5,000)	(20,000)
<i>Cash Flows from financing activities</i>					
Proceeds From					
Other Liabilities	5,000	5,000	5,000	5,000	20,000
Used For					
Net cash used in financing	5,000	5,000	5,000	5,000	20,000
Net increase <decrease> in cash	(6,143)	(68,605)	(3,510)	(53,773)	(132,032)
<i>Summary</i>					
Cash Balance at End of Period	633,946	565,340	561,829	508,056	508,056
Cash Balance at Beg of Period	(640,090)	(633,946)	(565,340)	(561,829)	(640,090)
Net Increase <Decrease> in Cash	\$ (6,144)	\$ (68,606)	\$ (3,511)	\$ (53,773)	\$ (132,034)

Diablo Community Service District
 Accounts Payable Aging
 October 31, 2016

Vendor ID	Invoice#	0 - 30	31 - 60	61 - 90	90+ days	Amount Due
CCC Sheriff	Sept Est		31,208			31,208
CCC Sheriff	Oct Est	31,208				31,208
Dryco	7635	385,578				385,578
MCE	1610024	470				470
Francisco Carranza	Sept, Oct	120	120			240
						0
Report Total		417,376	31,328	0	0	448,704