

**DIABLO COMMUNITY SERVICE DISTRICT  
DIABLO CA 94528  
BOARD OF DIRECTORS  
MINUTES  
DIABLO COUNTRY CLUB  
April 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, Hoffman, Mini, Chow  
Directors Absent: None

**COMMENTS FROM THE AUDIENCE:** There being no comments from the audience, the President closed the portion of the meeting in which comments from the audience are received

**ACTION ITEM: CONSENT CALENDAR.**

**1. Approve minutes of March Regular meeting.** On motion of Director Torru, Second by Director Hoffman, the minutes of the March Regular Meeting were unanimously approved.

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

**REPORTS.**

**DIABLO COUNTRY CLUB:** Hank Salvo reported:

1. The irrigation project is progressing satisfactory. Under the present arrangement, Central Contra Costa Sanitary District will build, finance, own, operate, and maintain the system.
2. A search in underway for a new chef for the club.

**CONTRA COSTA COUNTY:** No Report

**DIABLO PROPERTY OWNERS REPORT:** Don Nejedly Reported:

1. The St. Patrick's Day party was a huge success notwithstanding the weather. With the cooperation of the Diablo Country Club, the site of the party was moved indoors because of the weather
2. The Directory will be distributed very soon.
3. 249 families have paid dues for the current year.

**SECURITY:** Deputy Sheriff Dan Buergi Reported:

1. March was a quiet month
2. His department is researching to whom the payment should be made for the purchase of the new Patrol Vehicle.
3. ACTION ITEM: Approve funds for additional traffic detail at current County rates.

On motion of Director Torru, second by Director Mini, up to \$2000 per month for the months of May through September was approved for the employment of the special deputy.

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

**ROADS, BRIDGES & CULVERTS:** Director Don Hoffman:

1. Distributed a map showing what roads have been repaired and which roads require repair.
2. Distributed a chart showing the reconstruction status of Diablo roads and the anticipated costs associated with each road.
3. Distributed a chart showing incomplete work assigned to MCE.
4. Reported that there are some jobs by MCE which have not been billed. Counsel was requested to obtain all unpaid bills from MCE.
5. The board discussed the costs and timing of accomplishing the needed repairs.
6. Director Hoffman stated that the 2016 Road Project was ready to go to bid and requested the secretary to publish the Legal Advertisement Notice to Bidders.

**FINANCIAL:** Director Torru:

1. Presented the Financial Report for March 2016. The present balance is \$530,000 and there is due approximately \$330,000 from the county this month.

2. ACTION ITEM: On motion of Director Hoffman, second by Director Chow, Varinek, Trine, Day & Company, LLP was appointed to conduct audit for FY 2016 -17 at cost of \$ 9000.00.

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

3. ACTION ITEM: On motion of Director Torru, second by Director Hoffman the additional cost of \$4742 for insurance coverage was approved:

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

**CALL OF NEXT MEETING/ADJOURNMENT:** The President Called the next meeting for May 10, 2016. There being no further business, the president adjourned the meeting at 8:40 p.m.

Diablo Community Service District  
By

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Richard J. Breitwieser, Secretary

Diablo Community Service District  
Profit and Loss Statement  
10 months ended April 30, 2016

	July	August	September	October	November	December	January	February	March	April	YTD	Prior YTD	Budget
<i>Income</i>													
Ad Valorem Taxes	\$0	\$0	\$0	\$0	\$10,662	\$206,578	\$0	\$0	\$0	\$148,650	\$365,890	\$338,155	\$346,750
Road & Security Fees						127,687				92,864	220,551	214,446	220,880
Traffic Fines	117	591	313	750	779	336	18	147	116	78	3,245	2,221	1,918
Interest Income	7	7	7	7	7	7	7	6	7	7	69	129	125
<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>25</b>	<b>153</b>	<b>123</b>	<b>241,599</b>	<b>589,755</b>	<b>554,951</b>	<b>569,673</b>
<i>Expenses</i>													
Sheriff Security	27,750	30,294	29,923	28,575	27,184	33,476	27,676	29,304	30,386	26,523	291,091	272,082	289,170
Auto Repairs		1,956	1,178			84			50		3,268	312	2,500
Cell Phone							200				200	200	400
Other											0	0	2,000
Road Maintenance		246,863		4,000		31,707	(20,730)				261,840	611,923	296,000
Bridge Maintenance				13,790							13,790	61,279	49,000
Bridge/Culvert Engineering			1,150		2,125						3,275	0	10,000
Storm Drain Maintenance						2,320					2,320	0	5,000
Tree, Bush and Weed Trimming											0	0	5,000
Gardener	120	120	120	120	120	120	120	120	120	120	1,200	1,040	1,200
Trail and Creek Maintenance		9,884									9,884	4,500	5,000
Entrance & Island Maint											0	6,000	0
General Manager	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	17,500	17,500	17,500
Legal Retainer	1,850	1,850	1,850	1,850	1,850	1,850	1,850	1,850	1,850	1,850	18,500	18,500	18,500
Records Storage								1,188			1,188	1,128	1,150
Audit							5,000				5,000	2,500	8,700
Legal Notices and Fees	60										60	1,500	0
Assessors Roll/County Fees						33					33	812	430
Other Professional Fees	1,426					1,179	736	43	43	98	3,525	0	3,100
Insur Director and Officers					9,084						9,084	8,889	9,000
Insur Commercial and Auto				3,552						4,275	7,827	3,552	3,600
Insur Excess General Liability				4,175							4,175	4,125	4,150
DMAC Operating Expenses											0	92	175
Administrative	11	11	9	42	16	16	22	17	26	22	192	375	333
Depreciation Expense	132	132	132	173	173	173	173	173	173	173	1,607	1,316	4,716
Miscellaneous		280					2,259				2,539	2,357	2,950
<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>72,708</b>	<b>19,056</b>	<b>34,445</b>	<b>34,398</b>	<b>34,811</b>	<b>658,098</b>	<b>1,019,982</b>	<b>739,574</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>261,900</b>	<b>(19,031)</b>	<b>(34,292)</b>	<b>(34,275)</b>	<b>206,788</b>	<b>(68,343)</b>	<b>(465,031)</b>	<b>(169,901)</b>

Diablo Community Service District  
Balance Sheet  
April 30, 2016

	July	August	September	October	November	December	January	February	March	April
<b>ASSETS</b>										
Current Assets										
Wells Fargo Checking Acct	\$531,362	\$457,834	\$458,138	\$400,272	\$362,712	\$393,941	\$334,730	\$295,076	\$261,130	\$455,817
Wells Fargo Money Market 2	268,589	268,596	268,603	268,609	268,616	268,623	268,630	268,636	268,643	268,650
Prepaid Expenses				692	692	1,687	951	908	865	822
<b>Total Current Assets</b>	<b>799,951</b>	<b>726,430</b>	<b>726,741</b>	<b>669,573</b>	<b>632,020</b>	<b>664,251</b>	<b>604,311</b>	<b>564,620</b>	<b>530,638</b>	<b>725,289</b>
Property and Equipment										
Computer Equip	5,917	5,917	5,917	5,917	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	63,610	63,610	63,610	102,563
Other Fixed Assets	0	0	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Accumulated Depreciation	(66,895)	(67,027)	(67,158)	(67,332)	(67,505)	(67,678)	(67,851)	(68,025)	(68,198)	(68,371)
<b>Total Property and Equipment</b>	<b>2,632</b>	<b>2,500</b>	<b>4,869</b>	<b>4,695</b>	<b>4,522</b>	<b>4,349</b>	<b>4,176</b>	<b>4,002</b>	<b>3,829</b>	<b>42,609</b>
Other Assets										
Automobile Sinking Fund	62,833	62,833	62,833	62,833	62,833	62,833	62,833	62,833	62,833	23,833
Bridge Sinking Fund	125,000	130,000	135,000	140,000	145,000	150,000	155,000	160,000	165,000	170,000
<b>Total Other Assets</b>	<b>187,833</b>	<b>192,833</b>	<b>197,833</b>	<b>202,833</b>	<b>207,833</b>	<b>212,833</b>	<b>217,833</b>	<b>222,833</b>	<b>227,833</b>	<b>193,833</b>
<b>Total Assets</b>	<b>990,416</b>	<b>921,763</b>	<b>929,443</b>	<b>877,101</b>	<b>844,375</b>	<b>881,433</b>	<b>826,320</b>	<b>791,455</b>	<b>762,300</b>	<b>961,731</b>
<b>LIABILITIES AND CAPITAL</b>										
Current Liabilities										
Accounts Payable*	55,836	274,725	313,196	313,126	306,253	76,412	35,329	29,757	29,877	56,520
<b>Total Current Liabilities</b>	<b>55,836</b>	<b>274,725</b>	<b>313,196</b>	<b>313,126</b>	<b>306,253</b>	<b>76,412</b>	<b>35,329</b>	<b>29,757</b>	<b>29,877</b>	<b>56,520</b>
Long-Term Liabilities										
Other Liabilities	187,833	192,833	197,833	202,833	207,833	212,833	217,833	222,833	227,833	193,833
<b>Total Long-Term Liabilities</b>	<b>187,833</b>	<b>192,833</b>	<b>197,833</b>	<b>202,833</b>	<b>207,833</b>	<b>212,833</b>	<b>217,833</b>	<b>222,833</b>	<b>227,833</b>	<b>193,833</b>
<b>Total Liabilities</b>	<b>243,669</b>	<b>467,558</b>	<b>511,029</b>	<b>515,959</b>	<b>514,086</b>	<b>289,245</b>	<b>253,162</b>	<b>252,590</b>	<b>257,710</b>	<b>250,353</b>
Capital										
Opening Balance Equity	1,239,979	1,239,979	1,239,979	1,239,979	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)	(460,256)	(460,256)	(460,256)	(460,256)
Net Income	(32,975)	(325,517)	(361,309)	(418,577)	(449,431)	(187,533)	(206,565)	(240,857)	(275,132)	(68,345)
<b>Total Capital</b>	<b>746,748</b>	<b>454,206</b>	<b>418,414</b>	<b>361,146</b>	<b>330,292</b>	<b>592,190</b>	<b>573,158</b>	<b>538,866</b>	<b>504,591</b>	<b>711,378</b>
<b>Total Liabilities &amp; Capital</b>	<b>990,417</b>	<b>921,764</b>	<b>929,443</b>	<b>877,105</b>	<b>844,378</b>	<b>881,435</b>	<b>826,320</b>	<b>791,456</b>	<b>762,301</b>	<b>961,731</b>

Diablo Community Service District  
Cash Flow Statement  
10 months ended April 30, 2016

	July	August	September	October	November	December	January	February	March	April	Year to Date
<i>Cash Flows from operating activities</i>											
Net Income	\$ (32,975)	\$ (292,542)	\$ (35,792)	\$ (57,270)	\$ (30,854)	\$ 261,900	\$ (19,031)	\$ (34,292)	\$ (34,275)	\$ 206,788	\$ (68,343)
Adjustments to reconcile net income to net cash provided by operating activities											
Accumulated Depreciation	132	132	132	173	173	173	173	173	173	173	1,608
Accounts Receivable	370										370
Prepaid Expenses				(692)		(995)	736	43	43	43	(822)
Accounts Payable	18,770	218,889	38,471	(70)	(6,873)	(229,841)	(41,083)	(5,572)	120	26,643	19,454
Accrued Expenses	(480)										(480)
Total Adjustments	18,792	219,021	38,602	(589)	(6,700)	(230,662)	(40,174)	(5,356)	337	26,860	20,130
Net Cash provided by Operations	(14,183)	(73,521)	2,810	(57,859)	(37,554)	31,238	(59,205)	(39,648)	(33,938)	233,648	(48,213)
<i>Cash Flows from investing activities</i>											
Used For											
Other Fixed Assets			(2,500)								(2,500)
Automobile Sinking Fund										(38,953)	(38,953)
Bridge Sinking Fund	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(50,000)
Net cash used in investing	(5,000)	(5,000)	(7,500)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(43,953)	(91,453)
<i>Cash Flows from financing activities</i>											
Proceeds From											
Other Liabilities	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	50,000
Used For											
Net cash used in financing	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	50,000
Net increase <decrease> in cash	(14,183)	(73,521)	310	(57,859)	(37,554)	31,238	(59,205)	(39,648)	(33,938)	194,694	(89,666)
<i>Summary</i>											
Cash Balance at End of Period	799,951	726,430	726,741	668,881	631,328	662,564	603,360	563,712	529,773	724,467	724,467
Cash Balance at Beg of Period	(814,134)	(799,951)	(726,430)	(726,741)	(668,881)	(631,328)	(662,564)	(603,360)	(563,712)	(529,773)	(814,134)
Net Increase <Decrease> in Cash	\$ (14,183)	\$ (73,521)	\$ 311	\$ (57,860)	\$ (37,553)	\$ 31,236	\$ (59,204)	\$ (39,648)	\$ (33,939)	\$ 194,694	\$ (89,667)