

**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

Richard J. Breitwieser, Secretary

Diablo Community Service District
Profit and Loss Statement
9 months ended March 31, 2016

	July	August	September	October	November	December	January	February	March	YTD	Prior YTD	Budget
<i>Income</i>												
Ad Valorem Taxes	\$0	\$0	\$0	\$0	\$10,662	\$206,578	\$0	\$0	\$0	\$217,240	\$201,897	\$200,750
Road & Security Fees						127,687				127,687	124,153	127,878
Traffic Fines	117	591	313	750	779	336	18	147	116	3,167	1,979	1,726
Interest Income	7	7	7	7	7	7	7	6	7	62	124	113
Total Income	124	598	320	757	11,448	334,608	25	153	123	348,156	328,153	330,467
<i>Expenses</i>												
Sheriff Security	27,750	30,294	29,923	28,575	27,184	33,476	27,676	29,304	30,386	264,568	246,149	260,253
Auto Repairs		1,956	1,178			84			50	3,268	312	2,500
Cell Phone							200			200	200	300
Other										0	0	2,000
Road Maintenance		246,863		4,000		31,707	(20,730)			261,840	611,352	286,000
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	1,080	1,040	1,080
Trail and Creek Maintenance		9,884								9,884	0	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	15,750	15,750	15,750
Legal Retainer	1,850	1,850	1,850	1,850	1,850	1,850	1,850	1,850	1,850	16,650	16,650	16,650
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	55
Other Professional Fees	1,426					1,179	736	43	43	3,427	0	3,100
Insur Director and Officers					9,084					9,084	8,889	9,000
Insur Commercial and Auto				3,552						3,552	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	170	365	299
Depreciation Expense	132	132	132	173	173	173	173	173	173	1,434	1,184	3,735
Miscellaneous		280					2,259			2,539	2,357	2,950
Total Expenses	33,099	293,140	36,112	58,027	42,302	72,708	19,056	34,445	34,398	623,287	985,236	695,447
Net Income	(32,975)	(292,542)	(35,792)	(57,270)	(30,854)	261,900	(19,031)	(34,292)	(34,275)	(275,131)	(657,083)	(364,980)

Diablo Community Service District
Balance Sheet
March 31, 2016

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

Diablo Community Service District
Cash Flow Statement
9 months ended March 31, 2016

	July	August	September	October	November	December	January	February	March	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)	\$ (275,131)
Adjustments to reconcile net income to net cash provided by operating activities										
Accumulated Depreciation	132	132	132	173	173	173	173	173	173	1,434
Accounts Receivable	370								0	370
Prepaid Expenses				(692)		(995)	736	43	43	(865)
Accounts Payable	18,770	218,889	38,471	(70)	(6,873)	(229,841)	(41,083)	(5,572)	120	(7,189)
Accrued Expenses	(480)								0	(480)
Total Adjustments	18,792	219,021	38,602	(589)	(6,700)	(230,662)	(40,174)	(5,356)	337	(6,729)
Net Cash provided by Operations	(14,183)	(73,521)	2,810	(57,859)	(37,554)	31,238	(59,205)	(39,648)	(33,938)	(281,860)
<i>Cash Flows from investing activities</i>										
Used For										
Other Fixed Assets			(2,500)							(2,500)
Automobile Sinking Fund										0
Bridge Sinking Fund	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(45,000)
Net cash used in investing	(5,000)	(5,000)	(7,500)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(47,500)
<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	45,000
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	45,000
Net increase <decrease> in cash	(14,183)	(73,521)	310	(57,859)	(37,554)	31,238	(59,205)	(39,648)	(33,938)	(284,360)
<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	529,773
Cash Balance at Beg of Period	(814,134)	(799,951)	(726,430)	(726,741)	(668,881)	(631,328)	(662,564)	(603,360)	(563,712)	(814,134)
Net Increase <Decrease> in Cash	\$ (14,183)	\$ (73,521)	\$ 311	\$ (57,860)	\$ (37,553)	\$ 31,236	\$ (59,204)	\$ (39,648)	\$ (33,939)	\$ (284,361)