

**DIABLO COMMUNITY SERVICE DISTRICT  
PO BOX 321  
DIABLO CA 94528  
MINUTES OF MEETING  
BOARD OF DIRECTORS  
DIABLO ROOM DIABLO COUNTRY CLUB  
December 9, 2014 at 7:30 p.m.**

**CALL TO ORDER:** Acting Chairperson, Ray Brant  
**ROLL CALL:** Secretary Richard J. Breitwieser  
Directors Present: BRANT, TORRU, HOFFMAN, MINI  
Directors Absent: None

**COMMENTS FROM THE AUDIENCE:**

**APPOINT DIRECTOR TO FILL VACANCY RESULTING FROM RESIGNATION OF DIRECTOR MARILEE HEADEN**

- a. The president opened the Public Meeting to receive comments from the audience regarding appointment of Director to fill vacancy resulting from resignation of Director Marilee Headen. :

Jeff Eorio noted that the legend on the road at the base of Club House Road is illegible. Acting Chairperson Brant referred this to MCE.

Some members of the audience questions whether a director can be appointed at a closed session.

- b. Close public session and retire to closed Personnel session. The action to be taken is the appointment to fill the position of Director of Diablo Community Service District.

Acting Chair person Brant closed the public meeting.

- c. Return to open session and report on action taken at closed session.

Acting Chairperson Brant announced that on motion of Director Mini and second by Director Hoffman, Vince Chow had been elected unanimously by the board to fill the vacancy on the board created by the resignation of Marilee Headen

**SECRETARY:** **RICHARD J. BREITWIESER**

**ACTION ITEM:**

- a. **Approve minutes of November 11, 2014 Regular Meeting.** This matter was continued to the January meeting.

**Diablo Community Service District  
By**

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**Richard J. Breitwieser, Secretary**

Diablo Community Service District  
Profit and Loss Statement  
4 months ended October 31, 2013

|                                | July            | August           | September       | October         | Year to Date     | Prior YTD        | FY'14 Q2 Budget  |
|--------------------------------|-----------------|------------------|-----------------|-----------------|------------------|------------------|------------------|
| <b>Income</b>                  |                 |                  |                 |                 |                  |                  |                  |
| Property tax Revenue           |                 |                  |                 |                 | \$0              |                  | \$347,506        |
| Traffic Fines                  | 150             |                  | 1,043           | 591             | 1,784            | 4,598            | \$1,250          |
| Interest Income                | 31              | 31               | 21              | 23              | 106              | 58               | \$75             |
| <b>Total Income</b>            | <b>181</b>      | <b>31</b>        | <b>1,064</b>    | <b>614</b>      | <b>1,890</b>     | <b>4,656</b>     | <b>348,831</b>   |
| <b>Expenses</b>                |                 |                  |                 |                 |                  |                  |                  |
| Sheriff Security               | 23,842          | 25,000           | 25,000          | 28,406          | 102,248          | 101,227          | 153,000          |
| Auto Repairs                   |                 |                  | 0               | 4,261           | 4,261            | 1,279            | 2,500            |
| Other                          |                 | 9                | 100             | 0               | 109              | 382              | 600              |
| Road Maintenance               |                 | 288,000          |                 |                 | 288,000          |                  | 5,000            |
| Slurry Seal                    |                 | 2,300            |                 |                 | 2,300            |                  | 115,000          |
| Storm Drain Maintenance        |                 |                  |                 |                 | 0                |                  | 7,500            |
| Street Signage Repair          |                 |                  |                 |                 | 0                |                  | 1,000            |
| Bridge Maintenance             |                 |                  |                 |                 | 0                |                  | 206,000          |
| Asphalt Repairs                |                 |                  |                 |                 | 0                | 8,429            | 13,000           |
| Bridge Engineering             |                 |                  | 477             |                 | 477              | 10,416           | 0                |
| Tree, Bush & Weed Trimming     |                 | 1,090            | 523             |                 | 1,613            |                  | 5,000            |
| Gardener                       |                 |                  | 500             |                 | 500              | 600              | 600              |
| Trail and Creek maint          |                 |                  |                 |                 | 0                |                  | 13,000           |
| General Manager                | 1,750           | 1,750            | 1,750           | 1,750           | 7,000            | 7,000            | 10,500           |
| Legal Retainer                 | 1,850           | 1,850            | 1,850           | 1,850           | 7,400            | 7,400            | 11,100           |
| Records Storage                |                 |                  |                 |                 | 0                |                  | 1,150            |
| Audit                          |                 |                  |                 |                 | 0                |                  | 8,500            |
| Legal Notices                  |                 | 42               |                 |                 | 42               | 100              | 100              |
| Assessors' Roll                |                 |                  |                 |                 | 0                | 361              | 375              |
| Insur Director and Officers    |                 |                  |                 |                 | 0                |                  | 7,700            |
| Insur Commercial and Auto      |                 |                  |                 | 3,444           | 3,444            | 3,449            | 3,500            |
| Insur Excess General Liability |                 |                  |                 | 4,125           | 4,125            |                  | 4,150            |
| DMAC Operating Expenses        | 60              |                  |                 | 88              | 148              |                  | 50               |
| Administrative                 |                 | 21               | 69              | 44              | 134              | 635              | 500              |
| Depreciation Expense           | 1,093           | 1,093            | 1,093           | 1,093           | 4,372            | 5,432            | 6,492            |
| Miscellaneous                  |                 |                  |                 |                 |                  |                  | 250              |
| <b>Total Expenses</b>          | <b>28,595</b>   | <b>321,155</b>   | <b>31,362</b>   | <b>45,061</b>   | <b>426,173</b>   | <b>146,710</b>   | <b>576,567</b>   |
| <b>Net Income</b>              | <b>(28,414)</b> | <b>(321,124)</b> | <b>(30,298)</b> | <b>(44,447)</b> | <b>(424,283)</b> | <b>(142,054)</b> | <b>(227,736)</b> |

Diablo Community District Service District  
Balance Sheet  
October 31, 2013

|                                | July             | August           | September        | October          |
|--------------------------------|------------------|------------------|------------------|------------------|
| <b>ASSETS</b>                  |                  |                  |                  |                  |
| Current Assets                 |                  |                  |                  |                  |
| Wells Fargo Checking Acct      | \$93,403         | (\$81,702)       | \$191,208        | \$120,866        |
| Wells Fargo Money Market       | 1,277,342        | 1,127,374        | 827,395          | 827,416          |
| Total Current Assets           | <u>1,370,745</u> | <u>1,045,672</u> | <u>1,018,603</u> | <u>948,282</u>   |
| Property and Equipment         |                  |                  |                  |                  |
| Computer Equip                 | 1,180            | 1,180            | 1,180            | 1,180            |
| Automobile                     | 63,610           | 63,610           | 63,610           | 63,610           |
| Accumulated Depreciation       | <u>(59,150)</u>  | <u>(60,243)</u>  | <u>(61,336)</u>  | <u>(62,429)</u>  |
| Total Property and Equipment   | 5,640            | 4,547            | 3,454            | 2,361            |
| Other Assets                   |                  |                  |                  |                  |
| Automobile Sinking Fund        | 62,833           | 62,833           | 62,833           | 62,833           |
| Bridge Sinking Fund            | <u>5,000</u>     | <u>10,000</u>    | <u>15,000</u>    | <u>20,000</u>    |
| Total Other Assets             | 67,833           | 72,833           | 77,833           | 82,833           |
| Total Assets                   | 1,444,218        | 1,123,052        | 1,099,890        | 1,033,476        |
| <b>LIABILITIES AND CAPITAL</b> |                  |                  |                  |                  |
| Current Liabilities            |                  |                  |                  |                  |
| Accounts Payable*              | <u>54,975</u>    | <u>49,932</u>    | <u>52,067</u>    | <u>25,100</u>    |
| Total Current Liabilities      | 54,975           | 49,932           | 52,067           | 25,100           |
| Long-Term Liabilities          |                  |                  |                  |                  |
| Other Liabilities              | <u>67,833</u>    | <u>72,833</u>    | <u>77,833</u>    | <u>82,833</u>    |
| Total Long-Term Liabilities    | 67,833           | 72,833           | 77,833           | 82,833           |
| Total Liabilities              | 122,808          | 122,765          | 129,900          | 107,933          |
| Capital                        |                  |                  |                  |                  |
| Opening Balance Equity         | 1,239,979        | 1,239,979        | 1,239,979        | 1,239,979        |
| Retained Earnings              | 109,846          | 109,846          | 109,846          | 109,846          |
| Net Income                     | <u>(28,415)</u>  | <u>(349,538)</u> | <u>(379,836)</u> | <u>(424,283)</u> |
| Total Capital                  | 1,321,410        | 1,000,287        | 969,989          | 925,542          |
| Total Liabilities & Capital    | 1,444,218        | 1,123,052        | 1,099,889        | 1,033,475        |

\* See AP aging Tab

Diablo Community Service District  
Cash Flow Statement  
4 months ended October 31, 2013

|  | July        | August       | September   | October     | Year to Date |
|--|-------------|--------------|-------------|-------------|--------------|
| <i>Cash Flows from operating activities</i>                                      |             |              |             |             |              |
| Net Income   | \$ (28,414) | \$ (321,124) | \$ (30,298) | \$ (44,447) | \$ (424,283) |
| Adjustments to reconcile net income to net cash provided by operating activities |             |              |             |             |              |
| Accumulated Depreciation   | 1,093       | 1,093        | 1,093       | 1,093       | 4,372        |
| Accounts Payable   | (24,549)    | (5,043)      | 2,135       | (26,967)    | (54,423)     |
| Total Adjustments  | (23,456)    | (3,950)      | 3,228       | (25,874)    | (50,051)     |
| Net Cash provided by Operations  | (51,870)    | (325,074)    | (27,070)    | (70,321)    | (474,334)    |
| <i>Cash Flows from investing activities</i>                                      |             |              |             |             |              |
| Used For   |             |              |             |             |              |
| 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  | (51,870)    | (325,074)    | (27,070)    | (70,321)    | (474,334)    |
| <i>Summary</i>   |             |              |             |             |              |
| Cash Balance at End of Period  | 1,370,745   | 1,045,672    | 1,018,603   | 948,282     | 948,282      |
| Cash Balance at Beg of Period  | (1,422,615) | (1,370,745)  | (1,045,672) | (1,018,603) | (1,422,615)  |
| Net Increase <Decrease> in Cash  | \$ (51,870) | \$ (325,073) | \$ (27,069) | \$ (70,321) | \$ (474,333) |