

**DIABLO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
CURTOLA ROOM, DIABLO COUNTRY CLUB
February 13, 2018 7:30 p.m.**

CALL TO ORDER: President Ray Brant called the meeting to order at 7:35 p.m.

ROLL CALL: Secretary Kathy Torru called the roll as follows:

Directors present: Brant, Torru, Urbelis, Langon, Watson

Directors absent: None

PUBLIC COMMENTS: Kay Batts expressed concern about the condition of Kay's Trail and asked the Board to clear the debris and repair the bridge.

Margaret Freeman expressed concern about the location of the Jim Stone plaque on the Caballo Ranchero bridge and asked the Board to consider moving it.

INTRODUCTION: President Brant introduced Christine (Christie) Crawl of Jarvis, Fay, Doporto & Gibson, LLP as DCSD General Counsel. Christie will be replacing Dick Breitwieser who is retiring after 50 years of service to the District. Dick Breitwieser will continue to serve as DCSD General Manager.

ACTION ITEMS:

On motion by Director Urbelis, second by Director Torru, the minutes of the January 9, 2018 Regular Meeting were unanimously approved:

On motion by Director Urbelis, second by Director Langon, the minutes of the January 9, 2018 Special Meeting were unanimously approved.

On motion by Director Watson, second by Director Urbelis, the minutes of the February 9, 2018 Special Meeting were unanimously approved.

On motion by Director Urbelis, second by Director Watson, the General Manager monthly fee of \$2,500 was approved.

Ayes: Brant, Torru, Urbelis, Langon, Watson

Noes: None

Abstentions: None

Absent: None

REPORTS:

DIABLO COUNTRY CLUB: Hank Salvo reported:
The painting of the Chalets should be completed in a couple weeks.

CONTRA COSTA COUNTY: Alicia Nuchols reported:
The Board of Supervisors are continuing their review of the County Urban Farm Ordinance. The ordinance does not impact Diablo since the farm animals being considered are already allowed under the R20 and R40 zoning, which is the zoning within Diablo.

DIABLO PROPERTY OWNERS REPORT:

Don Nejedly reported:

The Historical Preservation Committee announced May 19th as the date for the Diablo Historic Home Tour.

The DPOA is in dire need of volunteers. Don pleaded to the audience and community to please consider volunteering.

The Newcomers dinner will be held the end of March or beginning of April and the 2018 directory and auto decals will be mailed out the beginning of April.

SECURITY:

Deputy Sheriff Dan Buergi presented:

January's Security Report. He stated that it was a quiet month with one lost pair of glasses at the Club reported.

ROADS:

Director Langon reported:

No report.

FINANCIAL:

Director Torru presented:

January's Financial Report. The District's income and expenses are in line with the budget and at the end of January the District had a cash balance of approx. \$320K.

COMMENTS BY DIRECTORS: None

CALL OF NEXT MEETING/ADJOURNMENT:

The President called the next meeting for March 13, 2018. There being no further business, the President adjourned the meeting at 7:54 pm.

Diablo Community Services District by

Kathy Torru, Secretary

Diablo Community Services District
Profit and Loss Statement
7 months ended January 31, 2018

	July	August	September	October	November	December	January	YTD	Budget	Prior YTD
<i>Income</i>										
Ad Valorem Taxes	\$0	\$0	\$0	\$0	\$11,082	\$222,237	\$0	\$233,319	234087	232691
Road & Security Fees						134,453		134,453	135,722	131,768
Traffic Fines	177			110		151	36	474	2,044	3,924
Other Income								-	-	9,579
Interest Income	5	3	3	3	2	2	6	24	42	44
Total Income	182	3	3	113	11,084	356,843	42	368,270	371,895	378,006
<i>Expenses</i>										
Sheriff Security	30,000	37,132	30,088	33,817	32,785	27,934	29,012	220,768	212,947	212,706
Auto Repairs								-	500	-
Cell Phone								-		219
Other								-		350
Road Maintenance						8,200	804	9,004	10,000	399,468
Bridge Maintenance								-		
Bridge/Culvert Engineering								-		
Storm Drain Maintenance								-	4,000	1,291
Tree, Bush and Weed Trimming								-		
Gardener	100	100	100	100	100	100	100	700	700	840
Trail and Creek Maintenance								-	1,250	
General Manager	1,750	1,750	1,750	1,750	1,750	1,750	1,750	12,250	12,250	12,250
Legal Retainer	1,850	1,850	1,850	1,850	1,850	1,850	1,850	12,950	12,950	12,950
Records Storage								-	1,250	
Audit			3,500			5,750		9,250	9,250	9,000
Legal Notices and Fees						162		162		
Assessors Roll/County Fees					60			60	50	28
Other Professional Fees	43	563	718	943	5,739	295	265	8,566	16,972	3,043
Insur Director and Officers						9,084		9,084	9,200	9,084
Insur Commercial and Auto				3,428		4,009		7,437	7,000	3,552
Insur Excess General Liability					4,070			4,070	4,000	3,970
DMAC Operating Expenses								-		
Administrative	17	13	2	42	16	279	513	882	175	291
Depreciation Expense	755	755	755	755	755	755	755	5,285	5,285	3,354
Miscellaneous	-		409			462	2,980	3,851	2,850	3,507
Total Expenses	34,515	42,163	39,172	42,685	47,125	60,630	38,029	304,319	310,629	675,903
Net Income	(34,333)	(42,160)	(39,169)	(42,572)	(36,041)	296,213	(37,987)	63,951	61,266	(297,897)

Diablo Community Services District

Balance Sheet

January 31, 2018

	July	August	September	October	November	December	January
ASSETS							
Current Assets							
Wells Fargo Checking Acct	\$100,534	\$58,971	\$54,960	\$5,223	\$23,378	\$160,233	\$69,516
Wells Fargo Money Market 2	128,737	128,740	128,744	100,747	50,748	250,750	250,757
Accounts Receivable	2,200	2,200	2,200	2,200	2,200	2,200	2,200
Prepaid Expenses	173	130	86	1,840	1,797	1,742	11,687
Total Current Assets	231,644	190,041	185,990	110,010	78,123	414,925	334,160
Property and Equipment							
Computer Equip	5,917	5,917	5,917	5,917	5,917	5,917	5,917
Automobile	42,817	42,817	42,817	42,817	42,817	42,817	42,817
Other Fixed Assets	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Accumulated Depreciation	(13,256)	(14,011)	(14,767)	(15,522)	(16,277)	(17,032)	(17,788)
Total Property and Equipment	37,978	37,223	36,467	35,712	34,957	34,202	33,446
Other Assets							
Automobile Sinking Fund	24,833	25,833	26,833	27,833	28,833	29,833	30,833
Bridge Sinking Fund	245,000	250,000	255,000	260,000	265,000	270,000	275,000
Total Other Assets	269,833	275,833	281,833	287,833	293,833	299,833	305,833
Total Assets	539,455	503,097	504,290	433,555	406,913	748,960	673,439
LIABILITIES AND CAPITAL							
Current Liabilities							
Accounts Payable*	30,100	29,900	64,263	30,100	33,500	73,334	29,800
Accrued Expenses	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Total Current Liabilities	33,100	32,900	67,263	33,100	36,500	76,334	32,800
Long-Term Liabilities							
Other Liabilities	269,833	275,833	281,833	287,833	293,833	299,833	305,833
Total Long-Term Liabilities	269,833	275,833	281,833	287,833	293,833	299,833	305,833
Total Liabilities	302,933	308,733	349,096	320,933	330,333	376,167	338,633
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
Retained Earnings	(969,123)	(969,123)	(969,123)	(969,123)	(969,123)	(969,123)	(969,123)
Net Income	(34,333)	(76,494)	(115,661)	(158,234)	(194,275)	101,938	63,951
Total Capital	236,523	194,362	155,195	112,622	76,581	372,794	334,807
Total Liabilities & Capital	539,456	503,095	504,291	433,555	406,914	748,961	673,440

Diablo Community Services District
Cash Flow Statement
7 month ended January 31, 2018

	July	August	September	October	November	December	January	YTD
<i>Cash Flows from operating activities</i>								
Net Income	(\$34,333)	(\$42,160)	(\$39,169)	(\$42,572)	(\$36,041)	\$296,213	(\$37,987)	\$63,951
Adjustments to reconcile net income to net cash provided by operating activities								
Accumulated Depreciation	755	755	755	755	755	755	755	5,286
Accounts Receivable				0				0
Prepaid Expenses	43	43	43	(1,754)	43	54.92	(9,945)	(11,471)
Accounts Payable	(6,843)	(200)	34,363	(34,163)	3,400	39,834	(43,534)	(7,143)
Accrued Expenses								0
Total Adjustments	(6,045)	598	35,161	(35,162)	4,198	40,644	(52,724)	(13,328)
Net Cash provided by Operations	(40,378)	(41,562)	(4,008)	(77,734)	(31,843)	336,857	(90,711)	50,623
<i>Cash Flows from investing activities</i>								
Used For								
Other Fixed Assets								0
Automobile Sinking Fund	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(12,000)
Bridge Sinking Fund	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(60,000)
Net cash used in investing	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)	(72,000)
<i>Cash Flows from financing activities</i>								
Proceeds From								
Other Liabilities	6,000	6,000	6,000	6,000	6,000	6,000	6,000	72,000
Used For								
Net cash used in financing	6,000	6,000	6,000	6,000	6,000	6,000	6,000	72,000
Net increase <decrease> in cash	(40,378)	(41,562)	(4,008)	(77,734)	(31,843)	336,857	(90,711)	50,623
<i>Summary</i>								
Cash Balance at End of Period	229,271	187,711	183,704	105,970	74,126	410,983	320,273	320,273
Cash Balance at Beg of Period	(269,650)	(229,271)	(187,711)	(183,704)	(105,970)	(74,126)	(410,983)	(269,650)
Net Increase <Decrease> in Cash	(40,379)	(41,560)	(4,007)	(77,734)	(31,844)	336,857	(90,710)	50,623