

**DIABLO COMMUNITY SERVICE DISTRICT  
PO BOX 321  
DIABLO CA 94528  
MINUTES OF  
BOARD OF DIRECTORS  
DIABLO ROOM DIABLO COUNTRY CLUB  
October 14 at 7:30 p.m.**

**CALL TO ORDER:** The President called the meeting to order at 7:40 p.m. immediately following the DMAC meeting.

**ROLL CALL:** The Secretary called the roll as follows:  
Directors Present: Haug, Headen, Brant, Torru, Hoffman  
Directors Absent: None

**COMMENTS FROM THE AUDIENCE:**

Maryann Cella spoke in favor of this district filing an Amicus Curiae (Friend of the Court) Brief in the SOS Danville vs. Town of Danville litigation. Ms. Cella was asked whether DCSD would be considered a party to that litigation if DCSD filed the Brief. Ms. Cella assured the board that DCSD would not be a party to the litigation by reason of filing an Amicus Curiae brief. After some discussion, it was moved by Director Brant, Second by Director Hoffman and unanimously passed that this district file an Amicus Curiae Brief in the law suite of SOS Danville vs. The Town of Danville on the express condition that the filing of said brief shall not make this district a party to said law suit and that the General Manager is authorized to execute on behalf of this district an engagement letter that is not inconsistent with the letter proposal of Keith G. Wagner dated October 4, 2104.

**REPORTS.**

**DPOA. JEFF MINI reported that:**

1. The construction of the new brick entry on Avenida Nueva is progressing satisfactorily.
2. There will be no Halloween party at the residence of Vince Chow this year but that the Street festivities shall proceed as in the past from 6:00 p.m. until 9:00 p.m. Deputy Sheriff Buergi advised the Board that there may not be any deputies or cadets available as additional security for this years Halloween.

**DIABLO COUNTRY CLUB:** No Report

**CONTRA COSTA COUNTY:**

**JENNIFER QUALLICK** reported that:

1. CECE SELLGREN, Storm Water Manager for Contra Costa County Trash Reduction Plan is unable to attend this meeting and make her presentation regarding the County's Trash Reduction Plan.

**SECURITY DIRECTOR BRANT** reported:

- 1 There are no pending appeals from traffic citations.
- 2 Director Brant and Deputy Sheriff Buergi presented the security Report for the month of September, 2014.
- 3 On motion of Director Brant, second by Director Torru, it was unanimously passed that the General Manager shall direct a letter to the Contra Costa County Transportation Authority to request that funds be allocated to study and construct separate bicycle lanes on Diablo Road which would divert that bicycle traffic from Calle Arroyo and Alameda Diablo in Diablo.
- 4 The board suggested that DPOA provide persons to patrol the entries and divert traffic from Alameda Diablo during the Halloween event.
- 5 Deputy Sheriff Buergi reported that illicit telephone and email scams have been identified as active in Contra Costa County. Two of the schemes include a call to a family member requesting bail money for a relative who has been incarcerated, and an email agreeing to split rewards if the victim will finance the sending of money from a foreign country to the US. Deputy Buergi advised persons who are contacted with these or similar schemes which request money to immediately contact the Sheriffs Dept.
- 6 Deputy Buergi also noted that persons some times report suspicious circumstance on NEXT DOOR DIABLO. The report should also be made to the Sheriffs Dept.

**ROADS/HYDROLOGY/BRIDGES: DIRECTOR HEADEN/HOFFMAN**

1. Director Hoffman reported that the road work will be accomplished at intervals of October 27 – 28, October 1- November 3, and November 29 – 30. Notices shall have been given to affected residents advising them of the schedule and advising them that they should park their cars off site if they intend to use their cars during those periods.

2. Director Hoffman stated that he would work with a sub Contractor in an attempt to locate survey of the pedestrian/equestrian path between Alameda area
3. **ACTION ITEM** On motion of Director Hoffman, second by Director Headen, the following invoices were unanimously approved for payment:

MCE Invoice 1409001 for \$85,800.30

4. On motion of Director Headen, Second by Director Hoffman, it was unanimously approved to employ MCE to design a remodeled trash rack on the culvert under Calle Arroyo at the intersection of Calle Arroyo and Canada Via.

**FINANCIAL REPORT: DIRECTOR TORRU**

1. Director Torru presented the financial report for the month of September 2014.
2. Director Torru presented bills for General Liability Insurance and Excess Liability Insurance. Director Torru reported that the costs of the premiums are in line with prior years. On motion of Director Torru, second by Director Brant, the following invoices for insurance for the coming year were unanimously approved:

Burns & Wilcox Excess Liability \$5,000,000 aggregate, \$5,000,000 occurrence in the amount of \$4,124.80

Burns & Wilcox General Liability/aggregate \$2,000,000 in the amount of \$3,152.40.

**PRESIDENT: JEFF HAUG**

1. President Haug congratulated the Diablo Country Club for its excellent Centennial celebration.

**SECRETARY: RICHARD J. BREITWIESER**

1. On motion of Director Brant, second by Director Torru, the minutes of September 9, 2014 were unanimously approved.

Diablo Community Service District  
By

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Richard J. Breitwieser, Secretary

Diablo Community Service District  
Profit and Loss Statement  
3 months ended September 30, 2014

	July	August	September	YTD	Prior YTD	Budget
<i>Income</i>						
Ad Valorem Taxes	\$0	\$0		\$0	\$0	\$0
Road & Security Fees				0		
Traffic Fines	84	239	21	344	1,193	1,200
Interest Income	21	21	19	61	83	38
Total Income	105	260	40	405	1,276	1,238
<i>Expenses</i>						
Sheriff Security	27,450	27,750	30,364	85,564	73,942	83,250
Auto Repairs	196			196	0	1,250
Cell Phone				0	0	100
Other				0	9	61,300
Road Maintenance		552	8,479	9,031	290,300	550,000
Bridge Maintenance			22,279	22,279		88,000
Bridge/Culvert Engineering				0	477	
Storm Drain Maintenance				0		
Tree, Bush and Weed Trimming				0	1,613	
Gardener				0	500	300
Trail and Creek Maintenance				0		
General Manager	1,750	1,750	1,750	5,250	5,250	5,250
Legal Retainer	1,850	1,850	1,850	5,550	5,550	5,550
Records Storage				0		
Audit				0		
Legal Notices				0	42	100
Assessors Roll			54	54		325
Insur Director and Officers				0		
Insur Commercial and Auto				0		
Insur Excess General Liability				0		
DMAC Operating Expenses				0	60	
Administrative	5	66	(2)	69	90	150
Depreciation Expense	132	132	132	396	3,279	395
Miscellaneous				0		250
Total Expenses	31,383	32,100	64,906	128,389	381,112	796,220
Net Income	(31,278)	(31,840)	(64,866)	(127,984)	(379,836)	(794,982)

Diablo Community Service District  
Balance Sheet  
September 30, 2014

	July	August	September
<b>ASSETS</b>			
Current Assets			
Wells Fargo Checking Acct	\$475,461	\$496,655	\$427,102
Wells Fargo Money Market 2	830,645	780,665	780,685
Total Current Assets	<u>1,306,106</u>	<u>1,277,320</u>	<u>1,207,787</u>
Property and Equipment			
Computer Equip	5,917	5,917	5,917
Automobile	63,610	63,610	63,610
Accumulated Depreciation	<u>(65,316)</u>	<u>(65,448)</u>	<u>(65,579)</u>
Total Property and Equipment	4,211	4,079	3,948
Other Assets			
Automobile Sinking Fund	62,833	62,833	62,833
Bridge Sinking Fund	65,000	70,000	75,000
Total Other Assets	<u>127,833</u>	<u>132,833</u>	<u>137,833</u>
Total Assets	1,438,150	1,414,232	1,349,568
<b>LIABILITIES AND CAPITAL</b>			
Current Liabilities			
Accounts Payable*	59,990	62,914	58,114
Accrued Expenses	300	300	300
Total Current Liabilities	<u>60,290</u>	<u>63,214</u>	<u>58,414</u>
Long-Term Liabilities			
Other Liabilities	127,833	132,833	137,833
Total Long-Term Liabilities	<u>127,833</u>	<u>132,833</u>	<u>137,833</u>
Total Liabilities	188,123	196,047	196,247
Capital			
Opening Balance Equity	1,239,979	1,239,979	1,239,979
Retained Earnings	41,324	41,324	41,324
Net Income	<u>(31,278)</u>	<u>(63,117)</u>	<u>(127,983)</u>
Total Capital	1,250,025	1,218,186	1,153,320
Total Liabilities & Capital	1,438,148	1,414,233	1,349,567

Diablo Community Service District  
Cash Flow Statement  
3 months ended September 30, 2014

	July	August	September	Year to Date
<i>Cash Flows from operating activities</i>				
Net Income	\$ (31,278)	\$ (31,840)	\$ (64,866)	\$ (127,984)
Adjustments to reconcile net income to net cash provided by operating activities				
Accumulated Depreciation	132	132	132	396
Accounts Payable	27,646	2,923	(4,800)	25,769
Accrued Expenses	0	0		0
Total Adjustments	27,778	3,055	(4,668)	26,165
Net Cash provided by Operations	(3,500)	(28,785)	(69,534)	(101,819)
<i>Cash Flows from investing activities</i>				
Used For				
Automobile Sinking Fund				0
Bridge Sinking Fund	(5,000)	(5,000)	(5,000)	(60,000)
Net cash used in investing	(5,000)	(5,000)	(5,000)	(60,000)
<i>Cash Flows from financing activities</i>				
Proceeds From				
Other Liabilities	5,000	5,000	5,000	60,000
Used For				
Net cash used in financing	5,000	5,000	5,000	60,000
Net increase <decrease> in cash	(3,500)	(28,785)	(69,534)	(101,819)
<i>Summary</i>				
Cash Balance at End of Period	1,306,106	1,277,320	1,207,787	1,207,787
Cash Balance at Beg of Period	(1,309,606)	(1,306,106)	(1,277,320)	(1,309,606)
Net Increase <Decrease> in Cash	\$ (3,500)	\$ (28,786)	\$ (69,533)	\$ (101,819)