

# **Cazadero Community Services District**

## **Meeting Minutes**

September 9, 2013

### **I. Call to order**

President Schanz called to order the regular meeting of the Cazadero community Services District at 7:15PM on September 9, 2013 at Fire Station #1.

### **II. Roll call**

President Schanz conducted the roll call. The following persons were present: Directors Paul Juilly and Michael Nicholls and District Manager, Phil Mohrhardt. No members of the public were in attendance at the meeting.

### **III. Approval of minutes from last meeting**

President Schanz read the minutes from the last meeting held on August 12, 2013. The minutes were corrected to replace the word shed with shred. Nicholls moved and Juilly seconded approval of the corrected minutes. Vote was unanimous in favor of approval.

### **IV. Open issues**

- **Bills**

- Presentation and approval of payment of bills for operating expenses – most monthly utility bills were moved to an auto-pay option. Comcast billing is in process moving to auto pay option. A monthly operating expense in the amount of \$4,916.69 is approved for payment in motion by Nicholls, seconded by Juilly. Vote was unanimous in favor of approval.

- **Correspondence**

- Thank you received from former Secretary and Director Sue Moeckel.
- State Fund requested an audit for September 13, 2013, which will be rescheduled by District Manager due to appointment conflict.
- Written notification was received from the County Auditor/Controller that the Cazadero CSD budget is due by September 30, 2013.

### **V. Old Business**

- **Job Descriptions** – Draft copies of job descriptions were briefly considered for two positions. Draft copies as reviewed will be emailed to directors in preparation for the next meeting and final review with employees prior to

publication. Director Juilly requested Phil Mohrhardt to report his average monthly number of hours worked to directors during the October meeting.

- **Records Retention Schedule** – Draft presentation of a Records Retention schedule was presented to Directors by the District Manager. A copy will be emailed to Directors for review at the next meeting and subsequent board discussion.
- **Hall Rental Contract** – Discussion was postponed to the next regular board meeting.
- **Salary Budget** – To be reviewed in Executive Session at October Board Meeting.
- **Manager’s Report**
  - **Bank** – a motion by Juilly and seconded by Schanz removing former Director Sue Moeckel as a signer on the WestAmerica Checking account and adding Director Michael C Nicholls as a new authorized signer. Motion passed unanimously.
  - **Annual Special Districts Financial Transactions Report** – District Manager reported this report is due by September 30, 2013
- **Maintenance** – no report as chief was absent from meeting. Noted by President Schanz that striping in front of Fire House #1 had been completed. President Schanz recommended signage on ‘old’ Fire House #2 be removed.

## VI. New business

- No new business

## VII. Adjournment

- President Schanz adjourned the meeting at 8:15PM.

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Eric Schanz – President

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Michael C Nicholls - Secretary

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Homer Canelis – VP

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Charlotte Berry

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Paul Juilly