

Cazadero Community Services District
Meeting Minutes

October 14, 2013

I. Call to order

President Schanz called to order the regular meeting of the Cazadero community Services District at 7:15PM on October 14, 2013 at Fire Station #1.

II. Roll call

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

III. Approval of minutes from last meeting

Secretary Nicholls read the minutes from the last meeting held on September 9, 2013. It was noted by District Manager Mohrhardt that a signature block must be inserted following the Adjournment section of the minutes prior to minutes being approved by board members. Draft minutes will be updated and re-presented at the November meeting for approval.

IV. Open issues

- **Correspondence**

- Sonoma County Fire Districts Association Meeting - invitation
- California State Controller – State Mandated Costs Questionnaire – no action taken
- PRMD – October Self-monitoring Septic System – Station #2 – Chief to complete and submit
- County of Sonoma Assessors Office – Certificate of Appointment for Directors Berry and Schanz – Oath of Office Administered by Director Juilly.
- Roster for Board of Directors required for last fiscal audit – Signatures and term expirations noted where required.

- **Bills** -- Director Nicholls moved and Director Juilly seconded a motion to approve bills as presented for payment by Manager Mohrhardt.

V. New Business

- **Job Description** – District Manager – reviewed duties in detail with Manager Mohrhardt to include in job description. Director Nicholls will develop job description draft form and submit at November meeting for comment.
- **Records Retention Policy** – District Manager reviewed the recommended retention policy for Community Services District records and will submit to Ann Hargraeves (Auditor) for endorsement. Board will schedule approval of the policy once the auditor's recommendation is presented.
- **Chief's Report** – Fire Station #2 Cleanup was assisted with a court assignee. Removal of propane space heater from 'old' station #2 will be cannibalized for parts as necessary for heating requirements at Station #1. Chief will arrange to pull PRMD permits for park bathroom plumbing. Matt Damos, PE is working 'pro-bono' for the district on ADA compliance and plans for the park restroom remodel project. Director Berry asked for an update on Playground equipment painting project. Chief responded he would inspect and report to the board at the November meeting.

VI. Old Business

- Fire Hall Rental Contract – Manager Mohrhardt will meet with counsel and review contract for presentation to board for approval.
- Holiday Parade – Manager Mohrhardt will meet with our agent at George Peterson Insurance to review coverage for alcohol and the Holiday Parade as well as adding as Additional Insured, Cazadero Supply to a Hold Harmless agreement for the event.
- State Fund Audit – e-audit was completed, filed via e-mail.
- All information for Director Nicholls submitted including Form 700 and Ethics Course Completion Certificate.

VII. Adjournment

- A motion to adjourn at 8:27PM to closed session was made by Director Nicholls and seconded by Director Berry. Motion passed unanimously.

VIII. Closed Session

- Closed session called to discuss salaries and personnel.
- While in closed session a fire call sounded and President Schanz excused himself from the meeting.

IX. Reconvening and Adjournment

- Board reconvened in regular session at 8:57PM and adjourned upon motion by Nicholls and seconded by Juilly. Vote 3-0.