

Cazadero Community Services District
Meeting Minutes

April 14, 2014

I. Call to order

Board President Schanz called to order the regular meeting of the Cazadero community Services District at 7:08PM on April 14, 2014 at Fire Station #2.

II. Roll call

President Schanz conducted the roll call. The following persons were present: Directors Charlotte Berry, Paul Juilly, Michael Nicholls, Eric Schanz, Chief Steve Krausmann, and District Manager, Phil Mohrhardt. Members of the public included County Treasurer David Sundstrum. Director Canelis arrived at 7:12.

III. Approval of Minutes From Last Meeting

Director Canelis moved and motion was seconded by Director Juilly to waive the reading of the minutes and to accept the draft as written. Motion passed 5-0.

IV. Agenda Change and County Treasurer Presentation

As no members of the public were present, Director Nicholls moved and Director Canelis seconded a motion to shift agenda items to allow County Treasurer Sundstrum's presentation earlier in the evening. Treasurer Sundstrum outlined a proposal for the CCSD to participate in the County Enterprise Resource Planning accounting module. Details on the proposal will require further honing by Veronica Ferguson's office prior to any consideration by the CCSD. Treasurer Sundstrum did state the CCSD would be able to be guaranteed a higher rate of interest return on reserves through the county, but that the annual audit would have to be performed by an independent entity not associated with the county (if the board elects to move from QuickBooks currently being utilized). Due to county security issues, the installation of a VPN portal may be necessary, but details would have to be worked out for all special districts using the new county system. Records retention would transition to digital versus paper records by scanning all invoices, etc. Sundstrum stressed moving to the county system provides a higher level of internal control, with far less potential of malfeasance. The CCSD board will await further information from the County Treasurer's Office prior to further discussion on the subject.

V. Presentation and Approval of Monthly Opex Invoices

Director Nicholls moved and Director Berry seconded the motion to approve operating expenses for the month of March in the amount of \$9,649.27 as presented for payment by Manager Mohrhardt. Vote was 4-0-1 with Director Berry abstaining. Major extraordinary expense items in February was FIA Card Services in the amount of \$2,921.65 which covered the final installment payment of \$2,105.19 to complete the purchase of a new ice machine at Station #1.

All other invoices covered general monthly expenses.

VI. Correspondence

- **Special Districts Legislative Days** – Announcement of seminar and legislator interface in Sacramento.
- **Leadership Summit** – Announcement of Association meeting Seminar.
- **Sonoma County Fire Districts Association** – Director Berry and her husband will attend the April dinner meeting in Forestville representing the CCSD.
- **Thank You** – CCSD sent a thank you letter to Supervisor Carrillo and Public Works for the rapid completion of roadway repair on Ft. Ross Rd.
- **Thank You** – Director Berry received on behalf of the CCSD an acknowledgement note from Mr. Silva of Public Works.

VII. Job Description For Volunteer Firefighters

Draft copy of Job Description was completed and reviewed in detail by Directors and Chief Krausmann. Necessary changes in wording were discussed and inserted into the document. A motion to accept the revised job description was made by Director Berry and seconded by Director Canelis. Approved 5-0

VIII. Hall Rental Contract

It was requested Chief Krausmann ask Chief Baxman for a copy of the Monte Rio (Koret Club) P&R hall rental contract for review. Manager Morhardt will review, compare and comment at the May meeting. Time is of the essence as community groups have mixed messages regarding hall rental, deposits, ABC requirements, etc.

IX. Wish List/Grant Application for Brush Truck

Director Berry updated directors on the details of various grant requests. TOT Grant budget for 2014 was \$90,000 – we hope to hear by mid-May regarding amount of grant award, if any. FEMA is another option for consideration and Director Berry submitted a request for further information last month. Director Berry and Chief Krausmann will continue the search for potential grantors for this piece of equipment. Chief Krausmann developed a set of bid specifications for Ferreira's quotation in the amount of \$299,015.00 pre tax, delivered Cazadero. First Municipal Leasing Corporation has quoted, based on the Ferreira quotation, a lease purchase agreement, extending over 10 years, with one payment of \$43,583.74 and nine annual payments of \$35,833.76 (Amortizing Rate of 2.70%). Directors requested a copy of the specifications submitted to Ferreira for review and have delayed a decision on the purchase until further information is in hand regarding our TOT grant request. Director Nicholls asked regarding the feasibility of a bond approval by voters and the consensus of the board members was that a bond override would not pass within the district at this time. Chief Krausmann had arranged for a similar brush truck (built to CalFire specifications) to be displayed for Directors' viewing prior to the meeting.

X. FY 2014-2015 Budget

Manager Mohrhardt suggested Directors postpone budget review; pending TOT grant announcement and a decision whether or not to purchase a Brush Truck this fiscal year. Nicholls commented consideration should still be given an exhaust system for Station #1 (OSHA Requirement). Budget review will be discussed at the May Meeting.

XI. Chief's Report

- **Call Reports – March 11th through April 14th** - Medical Aid – 3, Smoke Checks – 2, Hazardous Conditions – 4 (trees down)
- **SAFER Grant** - Insurance information was sent to volunteers (\$50K Accidental Death, \$200/week disability benefit)
- **Station #1** – Chief reported an Internet wireless router was installed.

- **Park**– Chief reviewed last week's clean up day. Oleanders remain to be trimmed, (all waste is mulched and chipped). Rest room roof was sealed and water leak repaired (under slab).
- **Appreciation Dinner** – Directors are cordially invited to attend the dinner scheduled for May 31st.

XII. Managers Report – Manager Mohrhardt stated a tax receipt of approximately \$116,000 from second installment of property taxes is expected shortly. Devon has donated lumber for picnic tables. Community Club will be asked if they want to donate \$300 each for the building of tables and another donation for the development of a Park Sign. Director Canelis will discuss with Nikki Canelis, Community Club President

XIII. Maintenance

- **Park Maintenance** –the present arrangement with Russian River Maintenance and Repair is extremely favorable and cost effective for the district
- **Station #1** – The new, On Demand Hot Water Heater performed as advertised during last weekend's Pole Mountain Fundraiser – an abundance of hot water without running out was appreciated by all present.

XIV. New Business –

- **May Meeting** – The regularly scheduled May meeting will be held again at Firehouse #2.
- **Adjournment** – At 9:36 PM, Director Juilly moved and Director Canelis seconded a motion to adjourn the meeting. The motion passed unanimously.

Eric Schanz – President

Michael C Nicholls - Secretary

Homer Canelis – VP

Charlotte Berry

Paul Juilly

Draft