

**Cazadero Community Services District**  
**Meeting Minutes**

December 8, 2014

**I. Call to order**

Board President Schanz called to order the regular meeting of the Cazadero Community Services District at 6:07PM on December 8, 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, and District Manager, Phil Mohrhardt. Director Canelis was absent.

**III. Approval of Minutes**

Director Berry moved and motion was seconded by Director Juilly to waive the reading of the minutes from the November 14th meeting and to accept the draft as written. Motion passed 4-0

**IV. Presentation and Approval of Monthly Opex Invoices**

Manager Mohrhardt presented invoices for payment. Director Nicholls moved and Director Juilly seconded the motion to approve operating expenses for the month of October in the amount of \$10,384.40. Vote was 3-0-1 with Director Berry abstaining. Extraordinary expense items for the month of November included the 2015 Redwood Empire Disposal billing of \$1,137.65 and workman's comp premium in the amount of \$605.33. \$3,300 was allocated to the annual Call & Drill Reimbursement for firefighters.

**V. Open to the Public**

No members of the public were in attendance. Invited guest included Park Maintenance Coordinator, Mike Dahle.

**VI. Correspondence**

- **California Special Districts Association** - Notification of upcoming Board Secretary/Clerk Conference.

**VII. Park Signage**

- Director Berry reported on her outreach for sign donors for the upper park area.

**VIII. FEMA Grant**

President Schanz reported the FEMA grant request, due December 5<sup>th</sup> had been completed and submitted in the amount of \$136,684.28 to cover the replacement of the district's outmoded and incompatible SCBA (Self Contained Breathing Apparatus) equipment. Thanks to President Schanz for his grant writing skill and timely submission.

**IX. Chief's Report**

**Call Report** -- Chief reported in October there were a total of 7 calls; 4 medical, 1 fire, 1 hazardous condition, 1 smoke check. Annual recap YTD includes 120 total calls, 65 of which were between 6AM and 6PM.

**X. Managers Report**

Meeting with Auditor occurred December 2<sup>nd</sup> for fieldwork and random viewing of receipts necessary for audit purposes. Our fraud policy was reviewed and Director Berry was interviewed for collaborative purposes.

We are anticipating the first installment of tax receipts to replenish our opex account by the end of the month

**XI. Maintenance**

- **Station #1** – Two dozen door guide wheels will be purchased as a maintenance item. Grant for new doors and exhaust system cannot be applied for until quotations are received for the electrical portion of the project.
- **Park** – Oleander spraying will continue as needed to kill vegetation. Once rootstock is killed off, Oleander will be removed and replanted with child-friendly plantings.

**XII. New Business** - no new business was reported

**XIII. Adjournment** – At 6:53 PM, Director Nicholls moved and Director Juilly seconded a motion to adjourn the meeting. The motion passed 4-0. December meeting will be held at Firehouse #2 on January 12, 2015 at 6PM.

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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