



Cazadero Community Services District

Regular Meeting Minutes

March 13, 2017

I. Call to Order and Roll Call

President Schanz called to order the regular meeting of the Cazadero Community Services District at 6:09PM on March 13, 2017 at Station #1, and conducted the roll call. The following were present: Directors' Eric Schanz, Charlotte Berry, Joe Mercieca and Homer Canelis, Administrator Flowers, Chief Ming of RRFPD. Director Michael Nicholls and Chief Krausmann were absent.

II. Approval of Minutes

February minutes were approved on motion by Director Mercieca and seconded by Director Schanz. Motion passed 4-0-1 (Director Nicholls absent).

III. Approval of Financials

- 1.1. Financials for February were presented by Administrative Assistant Flowers. Expenses and income are tracking as forecasted. The chart of accounts in QuickBooks has been updated to reflect sub-object numbers; AA Flowers will meet with Director Nicholls to finalize report format. New report format will be used beginning in April.
- 1.2. Director Berry will submit an application for the Sonoma County Advertising Grant for the brush truck. Applications were due February 17, 2017, due to illness Director Berry was unable to submit the application previously.
- 1.3. February financials were approved on motion from Director Berry and seconded by Director Schanz. Motion passed 4-0-1 (Director Nicholls absent).

IV. Presentation and Approval of Monthly Opex Invoices

Admin. Flowers presented invoices for payment. Director Mercieca moved and Director Schanz seconded a motion to approve February operating expenses in the amount of \$10,192.16. Motion passed on a 4-0-1 vote (Director Nicholls absent). Extraordinary expenses of \$4,281.21 was noted relating to the park bathroom remodel and monthly park maintenance expense and \$851.04 to Curtis for turnout pants. An additional A/P was included for Russian River Fire for January/February Shared Administrative Services in the amount of \$907.65.

V. Public Comment

None.

VI. Correspondence

- 1.1. Letter to Linda Hopkins-Chief Krausmann is to follow up; contact PRMD.
- 1.2. Letter from County Counsel-Approved COI Code-County Counsel has approved the amended COI code submitted by Cazadero CSD.
- 1.3. LAFCO 101-Date for LAFCO 101 information session has already passed.

VII. Chief's Report

- 1.1. Call Report – February *ITEM TABLED*

Nature of Call	February
Structure Related	
Medical Aid	
Hazardous Condition	
Other (residence alarms)	

VIII. Manager's Report

- 1.1. Certificate of Appointment & Oath of Office for Director Mercieca has been submitted to the County of Sonoma.
- 1.2. Form 700's will be mailed tomorrow, March 14, 2017
- 1.3. Quote from IBS (Innovative Business Solutions) presented for review/discussion. Quote includes IBS performing the following: payroll processing, Federal and State payroll tax filings and annual W-2 filings. Price: \$84.50/month; ~\$1,014.00/year.

IX. Approval of Financial Audit FY 2015/2016

- 1.1. Financial Audit FY 2015/16 was approved on a motion by Director Canelis and seconded by Director Mercieca. Motion passed 4-0-1 (Director Nicholls absent).

X. Maintenance

- 1.1. President Schanz and Chief Krausmann are working on hanging a TV in the training room.
- 1.2. President Schanz and Director Canelis will determine if the generator is able to run the water pump.
- 1.3. Director Berry notified the Board of the lack of drainage and puddles on the recently re-surfaced basketball court.

XI. New Business

- 1.1 Directors Berry and Mercieca attended the Ethics and Sexual Harassment training workshop on March 11, 2017. Director Berry reported on the new CA Law regarding email/text being subject to the Public Records Request Act.
- 1.2 RR/FV Chief Ming reported Lexipol for Region 5 is in the works; each District will be contacted when the process has begun.

XII. Adjournment

Meeting adjourned at 6:52 on motion by Director Schanz and seconded by Director Mercieca with a 4-0-1 vote (Director Nicholls absent). The April meeting is scheduled at Station #1 on April 10, 2017 at 6:00PM.

Eric Schanz – President

absent

Michael Nicholls - Secretary

Homer Canelis – VP

Charlotte Berry

Joe Mercieca

Draft