



## ***Cazadero Community Services District Regular Meeting Minutes***

April 10, 2017

### **I. Call to Order and Roll Call**

President Schanz called to order the regular meeting of the Cazadero Community Services District at 6:00PM on April 10, 2017 at Station #1, and conducted the roll call. The following were present: Directors' Eric Schanz, Charlotte Berry, Joe Mercieca and Michael Nicholls, Administrator Flowers, and Chief Krausmann. Director Canelis was absent.

### **II. Approval of Minutes**

March minutes were approved on motion by Director Mercieca and seconded by Director Berry. Motion passed 4-0-1 (Director Canelis absent).

### **III. Approval of Financials**

1.1. Financials for March were presented by Administrative Assistant Flowers. Expenses and income are tracking as forecasted. The chart of accounts in QuickBooks has been partially updated to reflect sub-object numbers; AA Flowers met with Director Nicholls and Chief Ming to finalize the reporting format and chart of accounts for the 2017/2018 fiscal year.

1.2. February financials were approved on motion from Director Nicholls and seconded by Director Mercieca. Motion passed 4-0-1 (Director Canelis absent).

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

Admin. Flowers presented invoices for payment. Director Nicholls moved and Director Mercieca seconded a motion to approve March operating expenses in the amount of \$17,852.30. Motion passed on a 4-0-1 vote (Director Canelis absent). Extraordinary expenses of \$4,797.57 was noted relating to the park bathroom remodel and monthly park maintenance expense and \$1,755.37 to GCR for tires. Burtons Fire invoice for \$1,468.61 included primer pump and leaking pump repairs on engines 5290 and 5266.

### **V. Public Comment**

Bonnie Chase and Randy Urry commented on the need to re-pave and clean up the area in front of Sky Garden. A question of ROW ownership (County or CSD) was raised and will be investigated. Either Parmeter or the County will be contacted for paving based on ROW ownership.

### **VI. Correspondence**

- 1.1. LAFCO – Implementation of SB166 re District JPA's – not currently applicable to Cazadero CSD.
- 1.2. Bay Area Network Leaders Legislative Days – Invitation to participate in Sacramento event May 16-17.

- 1.3. Five donations in the memory of Phil Mohrhardt have been received and submitted to the Cazadero VFD Memorial Fund. Admin Flowers drafted thank you letters for signature by President Schanz and Chief Krausmann.

## VII. Chief's Report

### 1.1. Call Report – February *and* March

Nature of Call	February	March
Traffic	1	1
Medical Aid	1	3
Hazardous Condition	2	1
Vehicle Fire	1	1

- 1.2. Chief updated directors on Region 5 Vision Statement and the region's planning process in preparation for presentation. Region 5's draft PowerPoint presentation was shared for comments.
- 1.3. A very preliminary review of the future of Ft. Ross VFD was discussed with possibility of the CCSD serving a portion of the Ft Ross District (to be defined) on a per-call fee basis or on a signed agreement basis. Further discussions will take place with Chief Genessi and Chief Krausmann with subsequent board input prior to review with LAFCO and CSA40 staff.
- 1.4. ISO rating improvement potential reviewed with impending installation of new hydrants in HOA districts and capex investment by CSD in equipment.
- 1.5. Region 5 Equipment listing will be developed by each agency. Chief Krausmann is awaiting excel forms from Chief Ming to complete Five Year Capital Plan. Chief Krausmann asked each director for their "wish-list" on needed capital items.
- 1.6. Road conditions and planned remediation within the district were reviewed. A full FDR will be undertaken on Cazadero Hwy from 116 to the Three-Mile Bridge (excluding undercut areas which will require additional remediation) during the summer of 2017. FEMA has approved reimbursement including all storm damage which will reduce the cost impact to the county. Scheduling Austin Creek Rd slide repair adjacent to the Cazadero Performing Arts Center is unknown. Director Berry expressed concern regarding the necessity of maintaining redundant exit routes from Cazadero in times of natural disaster and the vital importance of the Austin Creek Road repair.

## VIII. Manager's Report

- 1.1. FASIS payroll reports for 3<sup>rd</sup> QTR 2015, 4<sup>th</sup> QTR 2015, and 1<sup>st</sup> QTR 2016 have been completed and submitted. Cazadero CSD is now current with all reports due to FASIS.
- 1.2. The State Controller's Office Labor Report and the US Census Bureau reports are in process and will be submitted prior to the April 30, 2017 deadlines.

**IX. Resolution 16/17-02**

- 1.1. Notification of biennial election of the Cazadero CSD Board of Directors was received from the County Clerk-Recorder. Nominations for board vacancies (expiring terms) open on July 17 and close on August 11, 2017
- 1.2. Resolution 16/17-02 resolving the district directors of the Cazadero CSD hereby request consolidation with any election that may be held on the same day, in the same territory or in territory that is in part of the same.
- 1.3. The foregoing resolution was introduced by Director Mercieca who moved its adoption, seconded by Director Berry and then adopted by the following roll call vote. Schanz-aye, Canelis-absent, Nicholls-aye, Berry-aye, Mercieca-aye.
- 1.4. Terms expire for Directors Schanz and Canelis.

**X. Maintenance**

- 1.1. ADA Restroom Compliance remodeling will commence at Station #1.
- 1.2. Equipment repair – tires replaced and pump repair completed.
- 1.3. Playground – no parking signs placed appropriately and restroom remodel underway. Timed self-locking doors similar to those at public restrooms in Guerneville was discussed in order to reduce vandalism. Director Mercieca will reach out to Mike Dahle to attend next month’s meeting and work to finalize the park restroom remodel budget issue.

**XI. New Business**

- 1.1 Director Nicholls will request an update from PRMD regarding car storage issue on Cazadero Hwy.

**XII. Adjournment**

Meeting adjourned at 7:36 on motion by Director Mercieca and seconded by Director Berry with a 4-0-1 vote (Director Canelis absent). The May meeting is scheduled at Station #1 on May 8, 2017 at 6:00PM.

\_\_\_\_\_  
Eric Schanz – President  
absent

\_\_\_\_\_  
Homer Canelis – VP

\_\_\_\_\_  
Michael Nicholls - Secretary

\_\_\_\_\_  
Charlotte Berry

\_\_\_\_\_  
Joe Mercieca