



Cazadero Community Services District
Regular Meeting Minutes

May 8, 2017

I. Call to Order and Roll Call

President Schanz called to order the regular meeting of the Cazadero Community Services District at 6:33PM on May 8, 2017 at Station #1, and conducted the roll call. The following were present: Directors' Eric Schanz, Charlotte Berry, Joe Mercieca, Homer Canelis and Michael Nicholls, Administrator Flowers, and Chief Krausmann.

II. Approval of Minutes

April minutes were approved on motion by Director Berry and seconded by Director Nicholls. Motion passed 5-0-0.

III. Approval of Financials

- 1.1. Financials for April were presented by Administrator Flowers. Expenses and income are tracking per forecast.
- 1.2. April financials were approved on motion from Director Mercieca and seconded by Director Canelis. Motion passed 5-0-0.

IV. Presentation and Approval of Monthly Opex Invoices

Admin. Flowers presented invoices for payment. Director Canelis moved and Director Mercieca seconded a motion to approve April operating expenses in the amount of \$7,020.86. Motion passed on a 5-0-0 vote. Extraordinary expenses of \$1,823.00 was noted relating to the Redcom and \$1,746.02 to Burton's Fire, Inc. for leaking pump tank repairs on engine 5290.

V. Public Comment

No members of the public were present for comment.

VI. Correspondence

- 1.1. Boy Scouts of America – 2017 Summer Camp Operation.
- 1.2. County Counsel – Updated Legal Services Agreement and Conflict Waiver

VII. Chief's Report

- 1.1. Call Report – April

Nature of Call	April
Structure	1
Medical Aid	3
Hazardous Condition	4

Vehicle Accident	2
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- 1.2. Chief Krausmann provided directors with details on Engine 5290's rusted plumbing which required the engine be moved to Lodi for the repair and subsequently returned by Burton's Fire Repair.
- 1.3. Chief Krausmann reported on the meeting with Chief Genessi Ft. Ross VFD, Asst. Chief Schanz, and Director Nicholls discussing CCSD serving a portion of the Ft Ross District. Chief Genessi will provide a detailed map of the Ft. Ross District with a suggested boundary splitting the district between Cazadero and Timber Cove, an equipment inventory, list of assets, CSA40 financial support and personnel listing for the next meeting. Timber Cove VFD was unable to attend the meeting at Cazadero on May 5th.
- 1.4. In preparation for the summer dry season coupled with high grass this year a jointly sponsored Wildland Fire Training will be held with the Ft Ross, Timber Cove and Cazadero departments in June.
- 1.5. The CSD advertising outreach has resulted in the addition of two new volunteers to the roster.
- 1.6. Road conditions and revised remediation within the district were reviewed. A full FDR will be undertaken on Cazadero Hwy from 116 to the first undercut during the summer of 2017. FEMA has approved reimbursement to undercut areas, which will require bid solicitation. The portion of Cazadero Hwy from the first undercut near the intersection of Sunrise Mountain Rd to the town of Cazadero is scheduled for FDR during the 2018 summer.
- 1.7. State of the Region proposal, specifically related to the Cazadero Volunteer Fire Department PowerPoint was reviewed and amended as appropriate. This document will be presented during the May 22, 2017 Region 5 Agency's meeting.

VIII. Manager's Report

- 1.1. The FASIS payroll report for 1st QTR 2017 has been completed and submitted. Cazadero CSD is current with all reports due to FASIS.
- 1.2. The State Controller's Office Labor Report and the US Census Bureau reports were submitted prior to the April 30, 2017 deadline.
- 1.3. Director's Schanz, Nicholls and Chief Krausmann will meet with Chief Ming and Administrator Flowers on May 22nd to review the preliminary budget for the Cazadero CSD. The CCSD is transitioning to a new chart of accounts RRFPD has used for several years. Their counsel on the accounting transition and budgeting process is appreciated.

IX. PRMD Lot Line Adjustment Application - APN105-020-009 and -010 reviewed. No action was necessary by the CSD Board

X. PRMD Lot Line Adjustment Application - APN105-120-014 and -009 reviewed. No action was necessary by the CSD Board

XI. Community Blight

- 1.1 PRMD has advised the District Secretary, the abatement process is underway for non-permitted car storage. We can expect a further update in early July regarding the status from PRMD.

XII. Maintenance

- 1.1 The Park restroom ADA compliance remodel has completed. Director Berry recommended painting the exterior of the building.
- 1.2 Public Works has reported Old Duncan’s Bridge repair will be underway soon and re-opened for traffic after a four-year closure.
- 1.3 Playground equipment has been inspected and ready for summer use by residents and visitors.

XIII. New Business

- 1.1. Director Nicholls inquired about the status of the Fire Services Contract signed with the County Fire Department two years ago. To the best of the District’s knowledge this contract has not been approved by the Board of Supervisors, nor has a signed copy been returned to the Community Services District by Sonoma County, however the District is being billed at county rates within the contractual document as if it had been approved.
- 1.2. Director Nicholls asked for a follow up on Sky Garden’s request for paving. Chief Krausmann will meet with the County Public Works Department to determine if this is a county or CSD responsibility.
- 1.3. Director Nicholls offered for discussion, the institution of a payroll clearing account for Region 5, minimizing each agency’s costs in payroll preparation. One account would cover payroll preparation for all participating agencies and would be reimbursed monthly by each agency’s share of salary, tax and preparation fees. This subject will be brought up at the next Region 5 Agency Meeting.

Adjournment

The meeting adjourned at 7:41PM on motion by Director Canelis and seconded by Director Nicholls by a 5-0-0 vote. The June meeting is scheduled at Station #1 on June 12, 2017.

Eric Schanz – President

Michael Nicholls - Secretary

Homer Canelis – VP

Charlotte Berry

Joe Mercieca