



Cazadero Community Services District Special Meeting Minutes

February 20, 2017

I. Call to Order and Roll Call

President Schanz called to order the special meeting of the Cazadero Community Services District at 6:06PM on February 20, 2017 at Station #1, and conducted the roll call. The following were present: Directors' Michael Nicholls, and Homer Canelis, Administrator Flowers, Chief Ming of RRFPD and Joe Mercieca.

II. Certificate of Appointment and Oath of Office - Director Mercieca

President Schanz administered the Oath of Office and Certified the Appointment of Joe Mercieca as a Director filling the unserved term of Director Juilly.

III. Approval of Minutes

January minutes were approved on motion by Director Canelis and seconded by Director Nicholls. Motion passed 4-0-0.

IV. Approval of Financials

1.1. Financials for January were presented by Administrative Assistant Flowers. Expenses and income are tracking as forecasted. To standardize reporting between Agencies under the Administrative Services of RRFPD, adoption of a common chart of accounts, with provisions made for local exceptions, and reporting format were discussed and agreed upon. A motion was not necessary to make changes in Administrative Services format changes.

1.2. January financials were approved on motion from Director Canelis and seconded by Director Mercieca. Motion passed 4-0-0.

V. Presentation and Approval of Monthly Opex Invoices

Admin. Flowers presented invoices for payment. Director Nicholls moved and Director Canelis seconded a motion to approve January operating expenses in the amount of \$7,329.43. Motion passed on a 4-0-0 vote. Extraordinary expenses of \$1,823 was noted relating to quarterly REDCOM payment and two-month park maintenance expenses of \$900.

VI. Public Comment

Chief Ming provided input on several agenda items including the upcoming Region 5 meeting, Ethics and Sexual Harassment Training, Payables and Accounting procedures.

VII. Correspondence

- 1.1. Matteson Tri Gas - Tax Exemption Certification Request.
- 1.2. FCC Letter regarding radio frequencies

VIII. Chief's Report

1.1. Call Report – January

Nature of Call	January
Structure Related	1
Medical Aid	3
Hazardous Condition	9
Other (residence alarms)	2

IX. Manager's Report

- 1.1. Filed 4th Quarter FASI report. Three prior quarters will be reviewed and submitted.
- 1.2. Michael Celentano, Auditor for CCSD was notified of Manager Phil Mohrhardt's passing.
- 1.3. Form 700 was distributed to directors for completion and signatures.
- 1.4. Ethics and Sexual Harassment training will take place at Windsor HS on March 11 between 10 and 2PM. Director Nicholls reported he had completed his Ethics training on line and submitted certificate to Admin. Flowers. Director Canelis will take training on-line and balance of directors will attend the Windsor training.

X. Approval of Financial Audit FY 2015/2016

- 1.1. Directors received an electronic copy of the audit on November 9, 2016 and were asked to review prior to the March meeting to accept the document at that time.

XI. Maintenance

- 1.1. Burton Fire Equipment will repair primer on truck 5266 and pump valve leak on truck 5290.
- 1.2. GCR stated two truck tires on 5282 require replacement.

XII. New Business

- 1.1 Director Nicholls had been contacted by property owners regarding hazardous conditions and possible code enforcement issues next door to 5575 Cazadero Hwy. Chief Krausmann will notify PRMD and the County Fire Marshall to investigate the possible infractions.
- 1.2 Director Canelis requested that a plaque be engraved with Phil Mohrhardt's name and be installed on the CCSD Honor Roll in the Truck Bay.

XIII. Adjournment

Meeting adjourned at 7:16PM on motion by Director Mercieca and seconded by Director Canelis with a 4-0-0 vote. The March meeting is scheduled at Station #1 on March 13, 2017 at 6:00PM.

Eric Schanz – President

Michael Nicholls - Secretary

Absent

Homer Canelis – VP

Charlotte Berry

Joe Mercieca