



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

October 9, 2017

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

President Canelis called to order the regular meeting of the Cazadero Community Services District at 6:00PM on October 9, 2017 at Station #1, and conducted the roll call. The following were present: Directors' Maureen Berry, Joe Mercieca, Homer Canelis and Michael Nicholls, Administrator Flowers, Chief Krausmann.

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

On a motion by Director Nicholls, seconded by Director Mercieca, the Board moved to accept the minutes as presented. VOTE: 4/0/1 (C. Berry absent).

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

- 1.1. Financials for September were presented by Administrator Flowers. AA Flowers provided account reconciliations, account balances and profit/loss report for October 2017.
- 1.2. OPEX- AA Flowers presented invoices for payment. On a motion by Director Nicholls, seconded by Mercieca the Board moved to approve October operating expenses in the amount of \$7,079.79. VOTE: 4/0/1 (C. Berry absent).  
Extraordinary expenses of \$2,134.00 to FASIS 2<sup>nd</sup> QTR workers compensation insurance and \$622.86 to Sonoma County Fire & Emergency Services for July 1-September 30, 2017 training services.
- 1.3. Russian River Fire is looking to hire a part time bookkeeper/Quickbook specialist to assist AA Flowers with her workload. Background checks and fingerprinting will be conducted on candidates.

### **IV. Public Comment**

None.

### **V. Correspondence**

a. Director Nicholls reported/reviewed the Region 3 Proposal that was submitted last month to the Advisory committee. The November 10, 2017 date to submit proposals to the Board of Supervisors has been deferred, date TBD.

Discussion was held regarding the division of the Fort Ross District, Cazadero CSD will need to develop a report on the financial impact. Fort Ross call volume = 58; Cazadero CSD responded to 15 of those calls.

Northern Sonoma County Air Pollution Control District has grants available for electric car charging stations; upon completion of installation by a third party, the District can receive \$5,000.00 from NSCAPCD.

**VI. Larger & Improved Restroom Signage**

The current sign for the restroom is very small; larger signage is needed. The Board will direct Mike Dahl to install larger signs including hours the restroom are open (hours listed on the sign are to be determined by Mike Dahl).

**VII. Utility Users Tax**

Per Jim Colangelo Community Services Districts do not have the authority to levy a Utility Users Tax.

**VIII. Hall Rental Agreement**

The hall rental agreement was developed for accountability. Deposits are collected and refunded if the hall is clean after the rental date. Rental fees waived for the community club and for non-profits; deposits shall be collected and held on file.

**IX. Chief's Report**

1.1. Call Report - September

Nature of Call	September
Medical Aid	3
Vehicle Accident	4
Fire Investigation	1
Auto Aid	0

- 1.2. Chief Krausmann reported on the response to the Tubbs Fire, Oakmont Fire and Healdsburg CalFire Station coverage and the approximate reimbursement for these responses. Final reimbursement figures will be calculated once FC 33's are completed and submitted to CalFire. E5290's water line to recirculate the water was repaired during the fire.
- 1.3. Roof replacement-bids vary depending on shingle selection, underlayment and re-sheeting. Chief Krausmann will request new quotes based on: peel & stick underlayment and shingles based durability/life span.
- 1.4. Floor-Laminate flooring was ruled out due to lack of durability. Options of concrete polishing vs vinyl flooring discussed. Directors Canelis & Mercieca will work with Chief Krausmann on flooring and roof replacement and report back to the Board.
- 1.5. Bathroom-Chief Krausmann will work on obtaining plans and permits for the station bathroom remodel.

**X. Manager's Report**

- 1.1. AA Flowers reported the 16/17 TOT Grant fund have been received (\$10,000.00).
- 1.2. FY 16/17 Audit: information has been submitted to Michael Celentano. Mr. Celenatno will be in Cazadero on October 19, 2017 for field work; he would like to meet with a Director or two that afternoon for an exit interview.
- 1.3. No election will take place for Cazadero CSD; there were not enough candidates for the office(s) to be contested. Directors Berry and Canelis have been appointed to serve 4 year terms beginning December 1, 2017. Oaths of Office will be administered next month.

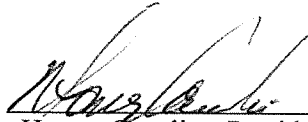
**XI. Maintenance**

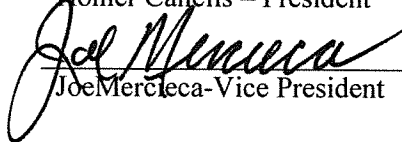
- 1.1 Reported on under Chief's Report.

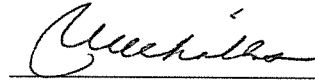
**XII. New Business**

**XIII. Adjournment**

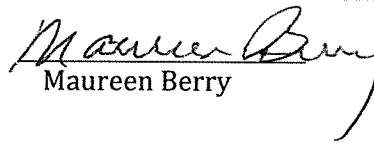
1.1 The meeting adjourned at 7:35PM on motion by Director Canelis and seconded by Director Mercieca by a 4-0-1 vote (C. Berry absent). The November meeting is scheduled at Station #1 on November 13, 2017.

  
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Homer Canelis – President

  
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Joel Mercieca-Vice President

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

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Charlotte Berry *absent*

  
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Maureen Berry