



Cazadero Community Services District
Regular Meeting Minutes

November 13, 2017

I. Call to Order and Roll Call

President Canelis called to order the regular meeting of the Cazadero Community Services District at 6:05PM on November 13, 2017 at Station #1, and conducted the roll call. The following were present: Directors' Maureen Berry, Charlotte 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: 5/0/0

III. Approval of Financials

1.1. Financials for October 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 \$15,275.51. VOTE: 5/0/0. Extraordinary expenses of \$1560.72 to Cazadero FF Association for reimbursement (Allstar Fire Equipment purchase billed to FF Association in error), \$5850.00 to Michael Celentano for progress and final billing for FY 16/17 financial audit and \$1349.25 to Silverado Avionics, Inc to replace a handheld radio.

1.3. On a motion by Director Nicholls, seconded by Director M. Berry, the Board approved for FC 33 payout prior to the November Board meeting if documents are approved by CalFire.

IV. Public Comment

Glad the rain is back; happy to hear the creek running.

V. Correspondence

- a. PG&E Tree Service-announcement posted to the website.
- b. Thank you letters/cards were viewed.

VI. Disaster Evacuation Plan Development

Discussion held regarding evacuation routes, notification systems (siren/acoustical), communication systems. Director Nicholls will write a letter to Supervisor Hopkins regarding the re-opening/maintenance of closed road for emergency access only.

VII. Resolution 2017-3 Joint Administrative Services with Russian River

On a motion by Director Nicholls, seconded by Director Mercieca, the Board moved to approve Resolution 2017-3. Roll call vote: Director Canelis, aye; Director Mercieca, aye, Director M. Berry, aye; Director C. Berry, aye; Director Nicholls aye. VOTE: 5/0/0.

VIII. Draft Audit Review/Approval

The Board reviewed the management letter and auditors recommendations. On a motion by Director C. Berry, seconded by Director Mercieca, the Board moved to approve FY 16/17 Financial audit as presented by Michael Celenato. VOTE: 5/0/0.

IX. Oath of Office-Directors Canelis and M. Berry

AA Flowers administered Oaths of Office to Directors Canelis and M. Berry.

X. Chief's Report

1.1. Call Report – October

Nature of Call	October
Medical Aid	2
Vegetation Fire	5
Fire Alarm Sounding	1
Auto Aid	0

XI. Manager's Report

- 1.1. 3rd QTR FASIS payroll reporting was completed and submitted.
- 1.2. FY 16/17 Audit: Michael Celentano completed his field work and met with Director Nicholls and AA Flowers to perform his exit interview.
- 1.3. FC 33's (Personnel and Equipment Report for CalFire) have been completed and submitted to CalFire for processing.

XII. Maintenance

1.1 Discussion held regarding roof replacement; owner/builder permit, volunteers and licensed contractors.

XIII. New Business

Director C. Berry stated a street light near the Post Office was damaged previously by a tree still needs to be replaced. Director Nicholls will write a letter to PG&E regarding the street light replacement.

XIV. Adjournment

1.1 The meeting adjourned at 7:27PM on motion by Director Mercieca and seconded by Director Nicholls by a 5/0/0 VOTE. The December meeting is scheduled at Station #1 on December 11, 2017.

absent
 Homer Canelis – President

Joe Mercieca
 Joe Mercieca-Vice President

Michael Nicholls
 Michael Nicholls - Secretary

Charlotte Berry
 Charlotte Berry

absent
 Maureen Berry