



**CAZADERO COMMUNITY SERVICES DISTRICT
PO BOX 508
CAZADERO CA 95421-0508**

Board Meeting Agenda
November 13, 2024 ~ 6:30PM
Location ~ Fire Station #1
5980 Cazadero Hwy, Cazadero, CA 95421

The Board meeting agenda and all supporting documents are available for public review on the website at www.cazadero-csd.org and upon prior appointment at 5980 Cazadero Hwy, Cazadero CA, 72 hours in advance of a scheduled board meeting. Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet, and not otherwise exempt from disclosure, will be made available for public inspection at the District Office upon prior appointment at 5980 Cazadero Hwy, Cazadero and on the website at www.cazadero-csd.org. Copies of supplemental materials distributed at the Board meeting will be available for public inspection at the meeting location.

In accordance with the Americans with Disabilities Act, anyone needing special assistance to participate in this meeting should contact District Administrative Assistant Sherry Kulczewski at (707) 591-1015. Notification 48-hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

President P. Barry

Director M. Berry

Director H. Canelis

Director D. DeBeaune

Director S. Griswold

OPEN TIME FOR PUBLIC EXPRESSION

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda and is restricted to matters within the Board's jurisdiction. Items that appear to warrant a more-lengthy presentation or Board consideration may be placed on the agenda for discussion at a future meeting. Please limit comments to three hundred (300) words.

AGENDA ADJUSTMENTS

An opportunity for the Board President to approve adjustments to the current agenda.

DIRECTOR REPORTS

An opportunity for Directors to report on their individual activities related to District Business.

STAFF REPORTS

1. Administrative Assistant
2. Fire Department and Firefighters Association Report
 - a. Operations
 - b. Administration
 - c. Training
 - d. Special Projects
3. Park & Rec Maintenance
4. Facilities

CONSENT CALENDAR ITEMS

These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any Director

1. Approval of Meeting Minutes – October 9, 2024

ACTION ITEMS

1. USDA Funding for Purchasing Type 6 fire Truck – Discussion/Action –
2. Fire Station/Property Upgrade/Retrofit/Replacement – Discussion/Action –
3. Firehall fencing – Discussion/Action –
4. Park Shade Structure – Discussion/Action –

DISCUSSION ITEMS

1. Historical Society Report on Cazadero History Learning Center – Discussion –
2. FireWise Community – Discussion –
3. Fiber Optic Grant and Emergency Communications – Discussion – Update on implementation of Emergency Radio Communications in Cazadero –
4. Update on Grants – Discussion –

COMMITTEE REPORTS

1. Real Estate Ad Hoc 2024

FINANCIAL REPORTS

COMMUNICATIONS

None

EXECUTIVE SESSION

ADJOURNMENT

STAFF REPORTS

Fire Department

Operations:

- Chief Krausmann reports that 5282 needs new front tires. 5290 will also need tires soon.
- Chief Krausmann reports that annual vehicle service is scheduled for 5230, 5266, 5282, 5290 and 5200.

October 2024 Calls

Nature of Call	Number of Calls
Medical Aid	11
Hazardous Condition	1
Vegetation Fire	1
Structure Fire	1
Fire Investigation	1
Public Assist	1

Administration

- SAMS Account renewed and active in the grants system.
- USDA Grant was advertised for comment and is in finalization process.

Training

- Upcoming November Training- Traffic Collisions and Safety, Auto Extrication/Airbags/Vehicle Stabilization.

Firefighters Association

- Next meeting/maintenance scheduled for 11/7/2024.
- The Associations 501 3C was renewed.

Facilities

I mopped the floors every time someone had used the meeting room which is about 3 times a week. I also washed the windows in the entrance. I cob webbed all the ceilings several times a month. I washed the kitchen counters 3 or 4 times a week including the refrigerator, stove and microwave. I cleaned the toilets and sinks in the bathrooms 3 or 4 times a week and replaced toilet paper and paper towels. I ordered new paper towels and toilet paper and put them in the storage closet. I put out the garbage and other bins on Thursdays. I used the leaf blower in the front and back a couple of times. I washed out one bin that was dirty. I also swept the big room and the storage room. I took all the dirty rags and mop heads and tea towels home to wash and dry and return.

Total hours: 20

Nancy Caplan

CONSENT ITEMS



Cazadero Community Services District Meeting Minutes – October 09, 2024

1. Call to Order and Roll Call

The regular meeting of the Cazadero CSD Board was called to order at 6:31 PM on October 09, 2024. Director P. Barry led the Pledge of Allegiance. The following Directors were present: P. Barry, M. Berry, H. Canelis, D. DeBeaune and S. Griswold. Fire Chief Krausmann and members of Fire Safe Sonoma were also present.

2. Public Comment

None.

3. Agenda Adjustments

Action Item FireWise Community presentation placed first on the agenda.

4. Director Reports

None.

5. Staff Reports

Admin, Park & Rec Maintenance, and Facilities reports are in the Board Packet.

Fire Chief Report: Title 22 training is scheduled for the following dates: 12/7/24, 12/8/24, 12/14/24, and 12/15/24.

Per Ben Nicholls (as reported by Steve Krausmann), the Amador Program to cover the three months when Cal Fire is not regularly stationed in Cazadero will cost \$72,388.00 per month. The program would begin in the winter of 2025 and provide three people plus one engine to be stationed in Cazadero.

Steve Krausmann wants to move forward on the research and repair of the damaged air exchange unit in Firehouse #1. Steve presented a quote from Air Exchange Inc in the amount of \$3,609.46. Steve says we can reduce the cost by \$627 by eliminating the charge for lifts.

Steve Krausmann presented a detailed list of modifications to the type 6 engine being built. (see information sheets submitted to the Board). On a motion by Director S. Griswold, Seconded by Director H. Canelis, the Board moved to approve additional expenditures for the type 6 engine in the amount of \$22,925. VOTE: 5-0-0

Steve Krausmann informed the board that the USDA offers grants that would cover part of the cost of the type 6 engine. The USDA also provides loans that could be used for property acquisition and building of a new firehouse.

6. Consent Calendar Items

On a motion by Director H. Canelis, Seconded by Director D. DeBeaune, the Board moved to approve the minutes for the September 11, 2024, meeting and the financials for the month of August, 2024.

VOTE: 5-0-0

7. Action Items

a. **Fire Station/Property Upgrade/Retrofit/Replacement** – Nothing new to report, item tabled to November meeting.

b. **Firehall fencing** – On a motion by Director H. Canelis, Seconded by Director S. Griswold, the Board moved to approve the purchase of fencing per the quote received from Coggins Fence. VOTE: 5-0-0.

c. **FireWise Community** – Roberta McIntyre, Board President of Fire Safe Sonoma, and Marika Ramsden, staff member of Fire Safe Sonoma, presented information and answered questions concerning establishing a FireWise program in Cazadero to include the area covered by the Cazadero Community Services District. Their assistance would include help with grant writing, education, and implementation of the FireWise program. Paul Barry has already begun work in creating leadership committees and defining the area (and sub-areas) to be covered by the program. The next step would be to complete the application and get a three-year action plan in place. After further discussion, item tabled to November meeting.

8. Discussion Items

- a. **Fiber Optic Grant and Emergency Communications** – No update.
- b. **Update on grants** – No update.

9. Committee Reports

- a. **Real Estate Ad Hoc 2024** – No update.

10. Correspondence

None.

11. Financial Reports

Bills totaling \$15,661.38 were presented for payment.

12. Adjournment

The Board moved to adjourn the meeting at 8:25 PM.

Paul Barry

Maureen Barry

Homer Canelis

Daina DeBeaune

Scott Griswold

Date

ACTION ITEMS

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HISTORY

Deputy Clerk
SEAL

W0054940 - October 10,17,24,31 2024 4ti.

NOTICE OF PUBLIC MEETING CAZADERO COUMMUNITY SERVICE DISTRICT

5980 CAZADERO HWY

NOVEMBER 13TH 6:30 PM

Notice is hereby given of public meeting to solicit public comment regarding the intent of the CCSD to apply for the United States Department of Agriculture (USDA) funding in the amount up to 50,000 \$ for the purpose of purchasing a type six fire truck. The total cost of the project is about 258,854 \$, with the CCSD matching amount being 220,031 \$. The public meeting will be held on Nov 13th 6:30 pm at 5980 Cazadero Hwy Cazadero CA 95421. For additional information go to www.cazadero-csd.org, the public are encourage to attend and offer comments regarding the project and USDA funding application.

217841 - Pub Oct 31, 2024 1ti.

SONOMA COUNTY HISTORY

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Wilys America <wilysamerica@gmail.com>

11/10/2024 2:28 PM

Coggins fence

To Sherry Bohan Kulczewski <cazaderocsd@comcast.net>

Reviewing my last proposal to you (May 8, 2024) I didn't mention or cost any of the wind screen covers for the panels. They were mentioned after the fact I believe.

If we were to install the windscreen here we would just roll the edge over a few times and then hog ring the edge to the chain link. The best way to do this is to have the shade cloth supplier pre make 10 – 6' high x 8' wide cloth panels that would have their edges embroidered (2") and brass grommets set into the embroidered edge. The product will last much longer this way. If we were to do it here at the shop the cost would be \$25.00 per panel without the embroidered edge. The quote I got from the supplier is \$62.40 per panel with the embroidered edges. \$640.00 added to the \$4,422.00.

Maureen Berry <maureen@caz95421.com>

10/14/2024 1:45 PM

Fwd: Cazadero Park

To Sherry Kulchewski <cazaderocsd@comcast.net>

Begin forwarded message:

From: Maureen Berry <maureen@caz95421.com>

Subject: Fwd: Cazadero Park

Date: October 14, 2024 at 11:44:01 AM PDT

To: Paul Barry <acfd1@comcast.net>, Sherry Kulchewski <skulczewski@scottag.com>

Cc: Marissa Martinez <marissa.b.martinez@gmail.com>

Sherry,

Would you please add "Park Shade Structure" as an action item to our next Board agenda? An estimated cost is included in the attached email stream.

- Maureen

Begin forwarded message:

From: Nick Philbin <nickp@rossrec.com>

Subject: Re: Cazadero Park

Date: October 14, 2024 at 11:34:05 AM PDT

To: Maureen Berry <Maureen@caz95421.com>

There are a few different sizes – see below.

- 10'x10' canopy - \$5,085
- 12'x12' canopy - \$6,515
- 14'x14' canopy - \$10,045
- 16'x16' canopy - \$12,420

Note, these are material costs and don't include freight, sales tax and installation. Also, these are standard designs. If you want to move forward, I'd need to have a design created for your location and at a height that fits over the play equipment, but the costs above should give a general sense of what these cantilever shade units cost.

Nick Philbin
General Manager

Ross Recreation
Equipment
p: 707.538.3800
www.rossrec.com

ROSS
Recreation Equipment



From: Maureen Berry <Maureen@caz95421.com>
Date: Monday, October 14, 2024 at 11:24 AM
To: Nick Philbin <nickp@rossrec.com>
Subject: Re: Cazadero Park

Hello Nick,

The cantilever shade sounds like a good option. I would like to present this information to the Board at our meeting next month. Can you give me an estimated cost?

Maureen
Cazadero Community Services District

Maureen Berry
PO Box 71
Cazadero, CA 95421
707-865-9455
maureen@caz95421.com

On Oct 14, 2024, at 11:17 AM, Nick Philbin <nickp@rossrec.com> wrote:

Hi Maureen,

Nice to hear from you. Hope the community is continued to enjoy the play equipment we provided there at Cazadero Park.

If you're looking to shade over the 2-5 play area, I think the best option would be a single post cantilever shade, like what is shown [here](#). I've attached the site plan we did for the park and marked out a few potential locations for one or multiple cantilever shade.

Let me know what you think.

Nick Philbin
General Manager

Ross Recreation <image001.png>
Equipment
p: 707.538.3800
www.rossrec.com

From: Maureen Berry <Maureen@caz95421.com>
Date: Monday, October 7, 2024 at 4:43 PM
To: Nick Philbin <nickp@rossrec.com>
Subject: Re: Cazadero Park

Nick,

I assume you have the layout of our park since you did the installation of the equipment. We would like a quote on a fabric canopy to shade the north end of the park where the small kids' play structures are located, and including the necessary safety spacing from the equipment.

Is there an option to install a fabric canopy that can be removed and stored during cooler months of the year?

Maureen

Maureen Berry
PO Box 71
Cazadero, CA 95421
707-865-9455
maureen@caz95421.com

On Oct 6, 2024, at 8:30 PM, Nick Philbin <nickp@rossrec.com> wrote:

Hi Maureen,

Please provide the size of the shade structure you're interested in (length and width) and if you want a fabric canopy shade structure or a steel roof structure.

Thanks.

Nick Philbin
General Manager

Ross Recreation <image002.png>
Equipment

p: 707.538.3800

www.rossrec.com

From: Maureen Berry <Maureen@caz95421.com>
Date: Thursday, October 3, 2024 at 3:59 PM
To: Nick Philbin <nickp@rossrec.com>
Cc: Paul Barry <pbarry@cazadero-csd.org>
Subject: Cazadero Park

Hello Nick,

We are interested in getting a quote for a shade structure in our park. Please contact me at your convenience.

Thanks,

Maureen

Maureen Berry
PO Box 71
Cazadero, CA 95421
707-865-9455
maureen@caz95421.com

On Feb 14, 2023, at 7:20 PM, Maureen Berry <Maureen@caz95421.com> wrote:

Dave Ruggles, project manager

Begin forwarded message:

From: Nick Philbin <nickp@rossrec.com>
Date: February 1, 2023 at 2:17:12 PM HST
To: Maureen Berry <Maureen@caz95421.com>
Subject: Cazadero Park DIR

Hi Maureen,

At long last, your new play equipment is soon to arrive for the Cazadero Park renovation – very exciting. I know you've been coordinating with Dave Ruggles, our Project Manager on the shipment and installation schedule.

One thing he mentioned is we need a DIR number for the project. All public works projects over \$25k require a DIR number that comes from the Dept of Labor. The DIR number allows our sub-contractors to file their prevailing wage rates and payroll with the DOL and ties those payroll records to your project specifically. The process of getting a DIR is pretty straightforward....here is a link to how the end owner of a project would get a DIR number (bullet #1): <https://www.dir.ca.gov/Public-Works/Awarding-Bodies.html>

Once you have the DIR number for the Cazadero Park project, please let me or Dave know. Thanks!

<image001.png>

Nick Philbin
General Manager
Ross Recreation
p: 707.538.3800
www.rossrec.com

<Potential Shade locations.pdf>

-
- image001.png (166 KB)

DISCUSSION ITEMS

COMMITTEE REPORTS

FINANCIALS

Cazadero Community Services District
Bills Presented for Payment
October 10 through November 13, 2024

Date	Num	Name	Amount
Oct 10 - Nov 13, 24			
10/16/2024	EFT	Comcast	-233.62
10/25/2024	EFT	McPhail Fuel Co.	-81.38
10/10/2024	EFT	Frontier Communications	-355.46
10/10/2024	EFT	Frontier Communications	-336.25
10/10/2024	EFT	Frontier Communications	-91.81
10/28/2024	EFT	Comcast	-191.36
10/31/2024	EFT	P. G. & E.	-37.05
10/31/2024	EFT	P. G. & E.	-310.01
10/15/2024	EFT	Recology Sonoma Marin	-57.68
10/20/2024	EFT	Recology Sonoma Marin	-461.04
11/12/2024	EFT	Frontier Communications	-356.41
11/12/2024	EFT	Frontier Communications	-337.85
11/12/2024	EFT	Frontier Communications	-92.50
11/05/2024	EFT	EDD	-555.63
11/07/2024	EFT	P. G. & E.	-540.75
10/22/2024	E-pay	EDD	-3,656.05
10/22/2024	E-pay	EDD	-206.17
11/08/2024	E-pay	EFTPS	-1,164.94
11/01/2024	10680	Caplan, Nancy K.	-415.57
11/01/2024	10681	Citlau, Isaac D	-184.70
11/01/2024	10682	Dewart, Alan	-586.45
11/01/2024	10683	Endsley, Stephanie R	-738.80
11/01/2024	10684	Krausmann, Steven M	-606.80
11/01/2024	10685	Kulczewski, Sharon	-544.10
11/01/2024	10686	Norton, Sean R.	-184.70
11/01/2024	10687	Schanz, Eric E.	-461.75
11/01/2024	10688	Schanz, Nathan R	-354.40
11/01/2024	10689	Shane, Stephen	-554.10
11/13/2024	10690	Bank of America Business Mastercard	-1,719.98
11/13/2024	10691	BDK Septic Service	-150.00
11/13/2024	10692	Caplan, Nancy	-93.29
11/13/2024	10693	Cazadero Supply	-1,566.83
11/13/2024	10694	Cazadero Water Company	-13.07
11/13/2024	10695	Complete Welders Supply	-94.06
11/13/2024	10696	Dewart, Al	-75.16
11/13/2024	10697	REDCOM	-7,067.54
11/13/2024	10698	Weis Fire & Safety Equipment, LLC	-59,617.04
11/13/2024	10699	Western Extrication Specialists, Inc.	-1,640.76
Oct 10 - Nov 13, 24			-85,735.06

CORRESPONDENCE