

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

Board Meeting Agenda  
September 13, 2023 ~ 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](http://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](http://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 Financials – Month of July 2023

## ACTION ITEMS

1. **Playground Equipment** – Discussion/Action – Update
2. **Use of facility/firehall (including tables, chairs, fencing) by third parties** – Discussion/Action –
3. **Backboard for tennis courts** – Discussion/Action –

## DISCUSSION ITEMS

1. **Update on Grants** – Discussion –
2. **Fiber Optic Grant and Emergency Communications** – Discussion – Update on implementation of Emergency Radio Communications in Cazadero.
3. **March 2024 Sales tax referendum** – Discussion –
4. **Fire Department Status** – Discussion –
5. **District Credit Card** – Discussion –

## FINANCIAL REPORTS

## COMMUNICATIONS

1. Email from Briana Herrod, Outreach Librarian/BiblioBus Coordinator, Sonoma County Library, re: BiblioBus at Cazadero History Learning Center on Thursday, September 21, 4:00-5:00 PM

## ADJOURNMENT

# STAFF REPORTS

**Fire Department**

**Operations:**

- No Report.

**August 2023 Calls**

<b>Nature of Call</b>	<b>Number of Calls</b>
Medical Aid	7
Traffic Accident	2

**Administration**

- No Report

**Training- Upcoming Training**

- Sept. 14, 1800hrs.- Haz Mat Refresher
- Sept 28, 1800hrs.-Chainsaw Safety/Maintenance /PPE

**Firefighters Association**

- Next meeting is October 12 (Meeting/Maintenance).

# CONSENT ITEMS



	Jul 23	\$ Over Budget	% of Budget	Annual Budget
Strike Team	0.00	0.00	0.0%	0.00
Total 5911 · Firefighter C & D Reimbursement	1,400.00	-46,600.00	2.92%	48,000.00
Total 51 · Fire Department-Salaries/Empl B	1,388.33	-69,944.67	1.95%	71,333.00
52 · Park & Rec-Salaries/Employ Bene				
5912 · Park & Rec Payroll Expenses	0.00	-7,346.00	0.0%	7,346.00
Total 52 · Park & Rec-Salaries/Employ Bene	0.00	-7,346.00	0.0%	7,346.00
54 · Admin-Salaries/Employ Benefits				
5914 · Admin Payroll Expenses	825.00	-23,770.00	3.35%	24,595.00
Total 54 · Admin-Salaries/Employ Benefits	825.00	-23,770.00	3.35%	24,595.00
5910 · Payroll Expenses	2,657.49			
5940 · Wrkmn Comp	22,813.00	-740.00	96.86%	23,553.00
Total 50 · Salaries/Employment Benefits	27,683.82	-99,143.18	21.83%	126,827.00
60 · Services/Supplies				
61 · Fire Department-Services/Suppli				
6021 · Clothing, Uniform, Personal	0.00	-1,300.00	0.0%	1,300.00
6022 · Safety Clothing	0.00	-9,000.00	0.0%	9,000.00
6040 · Communications				
Station 1 Emergency Phones	256.88	-2,793.12	8.42%	3,050.00
Stn 1 Internet	210.27	-2,189.73	8.76%	2,400.00
Stn 1 Telephone	302.31	-3,097.69	8.89%	3,400.00
Stn 2 Internet	174.96	-1,875.04	8.54%	2,050.00
Stn 2 Telephone	80.19	-869.81	8.44%	950.00
Total 6040 · Communications	1,024.61	-10,825.39	8.65%	11,850.00
6060 · Food	121.54	-578.46	17.36%	700.00
6149 · Maintenance-Radio/Pagers	0.00	-5,000.00	0.0%	5,000.00
6181 · Maintenance - Fire Department				
Apparatus Annual Pump Testing	0.00	-1,100.00	0.0%	1,100.00
BIT Bi-Annual Inspection	0.00	0.00	0.0%	0.00
Gen Bi-Annual Load Test	0.00	-1,000.00	0.0%	1,000.00
Generator Maintenance	0.00	-200.00	0.0%	200.00
SCBA Testing	0.00	-1,700.00	0.0%	1,700.00
Main Siren Maintenance	0.00	-500.00	0.0%	500.00
Station 2 Mntce (Include Siren)	0.00	-250.00	0.0%	250.00
Stn 2 Well Maintenance	0.00	-408.00	0.0%	408.00
Station 1 Mntce	78.24	-3,921.76	1.96%	4,000.00
Total 6181 · Maintenance - Fire Department	78.24	-9,079.76	0.85%	9,158.00
6261 · Medical Equip	86.62	-4,463.38	1.9%	4,550.00
6457 · Computer Chrgs-Firehouse Softwa	0.00	-1,000.00	0.0%	1,000.00
6461 · Misc Supplies/Expenses	0.00	0.00	0.0%	0.00
6510 · Recruitment/Retention	0.00	-1,000.00	0.0%	1,000.00
6526 · REDCOM	461.44	-538.56	46.14%	1,000.00
6654 · Medical Exam	0.00	-2,500.00	0.0%	2,500.00
6820 · Rents and Leases - Equipment	0.00	0.00	0.0%	0.00

	Jul 23	\$ Over Budget	% of Budget	Annual Budget
6880 · Minor Equipment/Sm Tools	75.94	-2,424.06	3.04%	2,500.00
6881 · Safety Equip	0.00	-10,000.00	0.0%	10,000.00
6883 · Fire Equip	0.00	-3,500.00	0.0%	3,500.00
7053 · Permits/License/Fees	0.00	-500.00	0.0%	500.00
7201 · Gas & Oil	0.00	-12,000.00	0.0%	12,000.00
<b>7321 · Utilities - Fire Department</b>				
Stn 2 Propane	0.00	-3,400.00	0.0%	3,400.00
Stn 2 Garbage	0.00	-560.00	0.0%	560.00
Stn 2 Electricity	89.75	-1,110.25	7.48%	1,200.00
Stn 1 Water	12.86	-637.14	1.98%	650.00
Stn 1 Propane	0.00	-2,500.00	0.0%	2,500.00
Stn 1 Garbage	55.96	-1,294.04	4.15%	1,350.00
Stn 1 Electricity	335.83	-2,664.17	11.19%	3,000.00
Siren Electricity	27.68	-272.32	9.23%	300.00
<b>Total 7321 · Utilities - Fire Department</b>	<b>522.08</b>	<b>-12,437.92</b>	<b>4.03%</b>	<b>12,960.00</b>
<b>7330 · Sanitation-Stn2</b>				
Annual Septic Permit	0.00	-500.00	0.0%	500.00
Septic Monitoring Fee	0.00	-400.00	0.0%	400.00
<b>Total 7330 · Sanitation-Stn2</b>	<b>0.00</b>	<b>-900.00</b>	<b>0.0%</b>	<b>900.00</b>
7930 · Interest Expense	0.00	-1,820.00	0.0%	1,820.00
<b>Total 61 · Fire Department-Services/Suppli</b>	<b>2,370.47</b>	<b>-88,867.53</b>	<b>2.6%</b>	<b>91,238.00</b>
<b>62 · Park &amp; Rec-Services/Supplies</b>				
<b>7322 · Utilities - Park &amp; Rec</b>				
Electricity Outdoor	66.62	-633.38	9.52%	700.00
Park Garbage	0.00	-200.00	0.0%	200.00
Park Water	0.00	-1,530.00	0.0%	1,530.00
<b>Total 7322 · Utilities - Park &amp; Rec</b>	<b>66.62</b>	<b>-2,363.38</b>	<b>2.74%</b>	<b>2,430.00</b>
<b>Total 62 · Park &amp; Rec-Services/Supplies</b>	<b>66.62</b>	<b>-2,363.38</b>	<b>2.74%</b>	<b>2,430.00</b>
<b>63 · Street Lights-Services/Supplies</b>				
<b>7323 · Utilities - Street Lights</b>				
Street Lights Electricity	469.59	-4,930.41	8.7%	5,400.00
<b>Total 7323 · Utilities - Street Lights</b>	<b>469.59</b>	<b>-4,930.41</b>	<b>8.7%</b>	<b>5,400.00</b>
<b>Total 63 · Street Lights-Services/Supplies</b>	<b>469.59</b>	<b>-4,930.41</b>	<b>8.7%</b>	<b>5,400.00</b>
<b>64 · Admin-Services/Supplies</b>				
6280 · Memberships/Certs	0.00	-1,000.00	0.0%	1,000.00
6080 · Household Supplies	0.00	-500.00	0.0%	500.00
6400 · Office expense	370.58	-3,129.42	10.59%	3,500.00
6405 · Office Equip & Furnishings	0.00	-1,000.00	0.0%	1,000.00
6410 · Mail and Postage Supplies	0.00	-250.00	0.0%	250.00
6500 · Other Professional Svcs	0.00	-2,500.00	0.0%	2,500.00
6587 · LAFCO	0.00	-620.00	0.0%	620.00
6610 · Legal	0.00	-8,000.00	0.0%	8,000.00
6630 · Audit	0.00	-4,950.00	0.0%	4,950.00



	Jul 23	\$ Over Budget	% of Budget	Annual Budget
6634 · Bank Fees	39.00	39.00	100.0%	0.00
6800 · Publications and Legal Notices	151.00	-119.00	55.93%	270.00
7051 · Refunds	0.00	0.00	0.0%	0.00
<b>Total 64 · Admin-Services/Supplies</b>	<b>560.58</b>	<b>-22,029.42</b>	<b>2.48%</b>	<b>22,590.00</b>
<b>65 · Vegetation Management</b>				
6540 · Chipper Maintenance	0.00	-1,400.00	0.0%	1,400.00
6545 · Boom Truck Maintenance	0.00	-1,500.00	0.0%	1,500.00
65 · Vegetation Management - Other	0.00	-50.00	0.0%	50.00
<b>Total 65 · Vegetation Management</b>	<b>0.00</b>	<b>-2,950.00</b>	<b>0.0%</b>	<b>2,950.00</b>
6100 · Insurance	37,263.00	-19,657.00	65.47%	56,920.00
6140 · Apparatus Maintenance	0.00	-9,000.00	0.0%	9,000.00
<b>6180 · Maintenance-Bldg &amp; Imp.</b>				
Parks Maintenance-Playground	5,940.00	3,440.00	237.6%	2,500.00
Brush Removal	0.00	0.00	0.0%	0.00
6180 · Maintenance-Bldg & Imp. - Other	0.00	-2,000.00	0.0%	2,000.00
<b>Total 6180 · Maintenance-Bldg &amp; Imp.</b>	<b>5,940.00</b>	<b>1,440.00</b>	<b>132.0%</b>	<b>4,500.00</b>
7120 · Training	0.00	-10,000.00	0.0%	10,000.00
7335 · Park Development	15,912.06	5,912.06	159.12%	10,000.00
<b>Total 60 · Services/Supplies</b>	<b>62,582.32</b>	<b>-152,445.68</b>	<b>29.1%</b>	<b>215,028.00</b>
<b>85 · Capital-Fixed Asset Expense</b>				
8560 · Equipment (F/A)	0.00	-8,000.00	0.0%	8,000.00
<b>Total 85 · Capital-Fixed Asset Expense</b>	<b>0.00</b>	<b>-8,000.00</b>	<b>0.0%</b>	<b>8,000.00</b>
<b>Total Expense</b>	<b>90,266.14</b>	<b>-259,588.86</b>	<b>25.8%</b>	<b>349,855.00</b>
<b>Net Ordinary Income</b>	<b>74,784.79</b>	<b>74,719.38</b>	<b>114,332.35%</b>	<b>65.41</b>
<b>Net Income</b>	<b>74,784.79</b>	<b>74,719.38</b>	<b>114,332.35%</b>	<b>65.41</b>

**Cazadero Community Services District**  
**Account Balances**  
**As of July 31, 2023**

	Jul 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1-Community First CU -Checking	280,424.72
2-Community First CU -Savings	10,038.60
3-Community First CU - Park Dev	60,119.28
<b>L. A. I. F.</b>	
Equipment Acct	110,321.00
Park Development	8,300.00
L. A. I. F. - Other	113,529.53
<b>Total L. A. I. F.</b>	232,150.53
<b>SonomaCo Pooled Investment Fund</b>	204,725.56
<b>Total Checking/Savings</b>	787,458.69
<b>Total Current Assets</b>	787,458.69
<b>TOTAL ASSETS</b>	<b>787,458.69</b>
<b>LIABILITIES &amp; EQUITY</b>	0.00

## Cazadero Community Services District Deposit Detail July 2023

Type	Num	Date	Name	Account	Amount
Deposit		07/01/2023		SonomaCo Pooled...	1,228.72
				1700 · Interest on P...	-1,228.72
TOTAL					-1,228.72
Deposit		07/07/2023		1-Community First...	140,487.67
			State of CA EDD	5915 · Fire Departm...	-11.67
			State of CA Dept of ...	4050 · State & Loca...	-10,166.00
			Allied World Insura...	4105 · Insurance Lo...	-11,095.00
			State of CA Dept of ...	4050 · State & Loca...	-119,215.00
TOTAL					-140,487.67
Deposit		07/19/2023		L. A. I. F.	1,808.51
				1703 · LAIF Interest	-1,808.51
TOTAL					-1,808.51
Deposit		07/27/2023		1-Community First...	21,531.74
			County of Sonoma ...	1000 · Property Tax...	-10,773.79
			County of Sonoma ...	1000 · Property Tax...	-1,296.30
			County of Sonoma ...	1000 · Property Tax...	-3,563.88
			County of Sonoma ...	1000 · Property Tax...	0.02
			County of Sonoma ...	1000 · Property Tax...	-0.02
			County of Sonoma ...	1000 · Property Tax...	0.02
			County of Sonoma ...	1040 · Prop Tax-CY...	-413.61
			County of Sonoma ...	1020 · Prop Tax-CY...	-1,079.05
			County of Sonoma ...	1020 · Prop Tax-CY...	-1,066.90
			County of Sonoma ...	1020 · Prop Tax-CY...	-1,293.77
			County of Sonoma ...	1020 · Prop Tax-CY...	-588.47
			County of Sonoma ...	1020 · Prop Tax-CY...	0.03
			County of Sonoma ...	1060 · Prop Tax-PY...	18.84
			County of Sonoma ...	1100 · Prop Taxes...	-209.03
			County of Sonoma ...	1080 · Supplement...	12.57
			County of Sonoma ...	2440 · ST-HOPTR	-542.57
			County of Sonoma ...	2440 · ST-HOPTR	-5.81
			County of Sonoma ...	2440 · ST-HOPTR	-232.52
			County of Sonoma ...	2440 · ST-HOPTR	-2.50
			County of Sonoma ...	1700 · Interest on P...	-67.21
			County of Sonoma ...	1700 · Interest on P...	-427.79
TOTAL					-21,531.74
Deposit		07/31/2023		2-Community First...	0.85
				1704 · Comm First ...	-0.85
TOTAL					-0.85
Deposit		07/31/2023		3-Community First...	5.11
				1704 · Comm First ...	-5.11
TOTAL					-5.11

## Cazadero Community Services District Check Detail July 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	EFT	07/03/2023	P. G. & E.	1-Community First C...		-96.09
Bill	5192 5/10-6/8/23	06/15/2023		Stn 2 Electricity	-96.09	96.09
TOTAL					-96.09	96.09
Bill Pmt -Check	EFT	07/03/2023	P. G. & E.	1-Community First C...		-323.60
Bill	1483 5/10-6/8/23	06/15/2023		Stn 1 Electricity	-238.22	238.22
				Electricity Outdoor	-59.63	59.63
				Siren Electricity	-25.75	25.75
TOTAL					-323.60	323.60
Bill Pmt -Check	EFT	07/07/2023	P. G. & E.	1-Community First C...		-463.96
Bill	4044 5/17-6/14/23	06/20/2023		Street Lights Electricity	-463.96	463.96
TOTAL					-463.96	463.96
Bill Pmt -Check	EFT	07/10/2023	Frontier Communi...	1-Community First C...		-256.71
Bill	5185 6/16-7/15/23	06/16/2023		Station 1 Emergency ...	-256.71	256.71
TOTAL					-256.71	256.71
Bill Pmt -Check	EFT	07/10/2023	Frontier Communi...	1-Community First C...		-80.18
Bill	1825 6/16-7/15/23	06/16/2023		Stn 2 Telephone	-80.18	80.18
TOTAL					-80.18	80.18
Bill Pmt -Check	EFT	07/10/2023	Frontier Communi...	1-Community First C...		-302.29
Bill	1755 6/16-7/15/23	06/16/2023		Stn 1 Telephone	-302.29	302.29
TOTAL					-302.29	302.29
Bill Pmt -Check	EFT	07/16/2023	Comcast	1-Community First C...		-210.27
Bill	7647 7/1-31/23	06/21/2023		Stn 1 Internet	-210.27	210.27
TOTAL					-210.27	210.27
Bill Pmt -Check	EFT	07/20/2023	Recology Sonoma...	1-Community First C...		-55.96
Bill	37517646	06/30/2023		Stn 2 Garbage	-55.96	55.96
TOTAL					-55.96	55.96
Bill Pmt -Check	EFT	07/20/2023	Recology Sonoma...	1-Community First C...		-447.21
Bill	38212296	06/30/2023		Stn 1 Garbage	-447.21	447.21
TOTAL					-447.21	447.21

## Cazadero Community Services District Check Detail July 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	EFT	07/28/2023	Comcast	1-Community First C...		-174.96
Bill	4727 7/7-8/6/23	07/03/2023		Stn 2 Internet	-174.96	174.96
TOTAL					-174.96	174.96
Liability Check	E-pay	07/12/2023	EFTPS	1-Community First C...		-1,000.44
				2100 · Payroll Liabilities	-180.00	180.00
				2100 · Payroll Liabilities	-332.47	332.47
				2100 · Payroll Liabilities	-332.47	332.47
				2100 · Payroll Liabilities	-77.75	77.75
				2100 · Payroll Liabilities	-77.75	77.75
TOTAL					-1,000.44	1,000.44
Liability Check	E-pay	07/24/2023	EDD	1-Community First C...		-165.26
				2100 · Payroll Liabilities	-165.26	165.26
TOTAL					-165.26	165.26
Liability Check	E-pay	07/24/2023	EDD	1-Community First C...		-439.77
				2100 · Payroll Liabilities	-12.27	12.27
				2100 · Payroll Liabilities	-427.50	427.50
TOTAL					-439.77	439.77
Bill Pmt -Check	10336	07/04/2023	USPS	1-Community First C...		-178.00
Bill	2023 BOX FEE	06/22/2023		6400 · Office expense	-178.00	178.00
TOTAL					-178.00	178.00
Paycheck	10337	07/01/2023	Caplan, Nancy K.	1-Community First C...		-415.57
				5910 · Payroll Expenses	-450.00	450.00
				5910 · Payroll Expenses	-0.45	0.45
				2100 · Payroll Liabilities	0.45	-0.45
				5910 · Payroll Expenses	-27.90	27.90
				2100 · Payroll Liabilities	27.90	-27.90
				2100 · Payroll Liabilities	27.90	-27.90
				5910 · Payroll Expenses	-6.53	6.53
				2100 · Payroll Liabilities	6.53	-6.53
				2100 · Payroll Liabilities	6.53	-6.53
				5910 · Payroll Expenses	-16.20	16.20
				2100 · Payroll Liabilities	16.20	-16.20
TOTAL					-415.57	415.57

## Cazadero Community Services District Check Detail July 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Paycheck	10338	07/01/2023	Dewart, Alan	1-Community First C...		-1,371.04
				5910 · Payroll Expenses	-500.00	500.00
				Stipend	-1,000.00	1,000.00
				5910 · Payroll Expenses	-93.00	93.00
				2100 · Payroll Liabilities	93.00	-93.00
				2100 · Payroll Liabilities	93.00	-93.00
				5910 · Payroll Expenses	-21.75	21.75
				2100 · Payroll Liabilities	21.75	-21.75
				2100 · Payroll Liabilities	21.75	-21.75
				2100 · Payroll Liabilities	14.21	-14.21
TOTAL					-1,371.04	1,371.04
Paycheck	10339	07/01/2023	Endsley, Stephani...	1-Community First C...		-184.70
				Stipend	-200.00	200.00
				5910 · Payroll Expenses	-0.20	0.20
				2100 · Payroll Liabilities	0.20	-0.20
				5910 · Payroll Expenses	-12.40	12.40
				2100 · Payroll Liabilities	12.40	-12.40
				2100 · Payroll Liabilities	12.40	-12.40
				5910 · Payroll Expenses	-2.90	2.90
				2100 · Payroll Liabilities	2.90	-2.90
				2100 · Payroll Liabilities	2.90	-2.90
TOTAL					-184.70	184.70
Paycheck	10340	07/01/2023	Krausmann, Steve...	1-Community First C...		-606.80
				5910 · Payroll Expenses	-800.00	800.00
				5910 · Payroll Expenses	-0.80	0.80
				2100 · Payroll Liabilities	0.80	-0.80
				2100 · Payroll Liabilities	97.00	-97.00
				5910 · Payroll Expenses	-49.60	49.60
				2100 · Payroll Liabilities	49.60	-49.60
				2100 · Payroll Liabilities	49.60	-49.60
				5910 · Payroll Expenses	-11.60	11.60
				2100 · Payroll Liabilities	11.60	-11.60
				2100 · Payroll Liabilities	11.60	-11.60
				2100 · Payroll Liabilities	35.00	-35.00
				5910 · Payroll Expenses	-28.80	28.80
				2100 · Payroll Liabilities	28.80	-28.80
TOTAL					-606.80	606.80
Paycheck	10341	07/01/2023	Kulczewski, Sharon	1-Community First C...		-722.89
				5914 · Admin Payroll ...	-825.00	825.00
				2100 · Payroll Liabilities	39.00	-39.00
				5910 · Payroll Expenses	-51.15	51.15
				2100 · Payroll Liabilities	51.15	-51.15
				2100 · Payroll Liabilities	51.15	-51.15
				5910 · Payroll Expenses	-11.96	11.96
				2100 · Payroll Liabilities	11.96	-11.96
				2100 · Payroll Liabilities	11.96	-11.96
TOTAL					-722.89	722.89

## Cazadero Community Services District Check Detail July 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Paycheck	10342	07/01/2023	Schanz, Eric E.	1-Community First C...		-461.75
				5910 · Payroll Expenses	-500.00	500.00
				5910 · Payroll Expenses	-0.50	0.50
				2100 · Payroll Liabilities	0.50	-0.50
				5910 · Payroll Expenses	-31.00	31.00
				2100 · Payroll Liabilities	31.00	-31.00
				2100 · Payroll Liabilities	31.00	-31.00
				5910 · Payroll Expenses	-7.25	7.25
				2100 · Payroll Liabilities	7.25	-7.25
				2100 · Payroll Liabilities	7.25	-7.25
				5910 · Payroll Expenses	-18.00	18.00
				2100 · Payroll Liabilities	18.00	-18.00
TOTAL					-461.75	461.75
Paycheck	10343	07/01/2023	Shane, Stephen	1-Community First C...		-184.70
				Stipend	-200.00	200.00
				5910 · Payroll Expenses	-0.20	0.20
				2100 · Payroll Liabilities	0.20	-0.20
				5910 · Payroll Expenses	-12.40	12.40
				2100 · Payroll Liabilities	12.40	-12.40
				2100 · Payroll Liabilities	12.40	-12.40
				5910 · Payroll Expenses	-2.90	2.90
				2100 · Payroll Liabilities	2.90	-2.90
				2100 · Payroll Liabilities	2.90	-2.90
TOTAL					-184.70	184.70
Bill Pmt -Check	10344	07/12/2023	Bank of America B...	1-Community First C...		-487.00
Bill	5/28-6/27/23	06/27/2023		Bank of America Credi...	-487.00	487.00
TOTAL					-487.00	487.00
Bill Pmt -Check	10345	07/12/2023	Barry, Paul	1-Community First C...		-63.00
Bill	USPS-531198-1	06/15/2023		6060 · Food	-63.00	63.00
TOTAL					-63.00	63.00
Bill Pmt -Check	10346	07/12/2023	Caplan, Nancy	1-Community First C...		-11.92
Bill	Walmart-78332...	06/08/2023		6080 · Household Sup...	-11.92	11.92
TOTAL					-11.92	11.92
Bill Pmt -Check	10347	07/12/2023	CAPRI	1-Community First C...		-2,201.50
Bill	5980	06/29/2023		6100 · Insurance	-2,201.50	2,201.50
TOTAL					-2,201.50	2,201.50
Bill Pmt -Check	10348	07/12/2023	CARPD	1-Community First C...		-500.00
Bill	1682	06/29/2023		6280 · Memberships/...	-500.00	500.00
TOTAL					-500.00	500.00

## Cazadero Community Services District Check Detail July 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	10349	07/12/2023	Cazadero Supply	1-Community First C...		-2,013.02
Bill	112622	05/01/2023		Station 1 Mntce	-14.63	14.63
				Parks Maintenance-Pl...	-13.00	13.00
Bill	112636	05/04/2023		6140 · Apparatus Mai...	-268.04	268.04
				6545 · Boom Truck M...	-31.20	31.20
Bill	8163	05/06/2023		Parks Maintenance-Pl...	-124.16	124.16
Bill	8151	05/17/2023		6140 · Apparatus Mai...	-654.79	654.79
Bill	112680	05/24/2023		6140 · Apparatus Mai...	-889.86	889.86
				Parks Maintenance-Pl...	-17.34	17.34
TOTAL					-2,013.02	2,013.02
Bill Pmt -Check	10350	07/12/2023	Complete Welders...	1-Community First C...		-84.10
Bill	2257252	06/30/2023		6261 · Medical Equip	-84.10	84.10
TOTAL					-84.10	84.10
Bill Pmt -Check	10351	07/12/2023	Dewart, AI	1-Community First C...		-26.27
Bill	Amazon-6862613	06/17/2023		Parks Maintenance-Pl...	-26.27	26.27
TOTAL					-26.27	26.27
Bill Pmt -Check	10352	07/12/2023	Kulczewski, Sherry	1-Community First C...		-78.64
Bill	Amazon-4043417	06/23/2023		6400 · Office expense	-78.64	78.64
TOTAL					-78.64	78.64
Bill Pmt -Check	10353	07/12/2023	Sonoma County A...	1-Community First C...		-517.00
Bill	FY 2023-24 LA...	06/08/2023		6587 · LAFCO	-517.00	517.00
TOTAL					-517.00	517.00
Bill Pmt -Check	10354	07/12/2023	United Forest Pro...	1-Community First C...		-1,302.00
Bill	79094	06/22/2023		7335 · Park Developm...	-1,302.00	1,302.00
TOTAL					-1,302.00	1,302.00
Bill Pmt -Check	10355	07/12/2023	Kulczewski, Sherry	1-Community First C...		-151.00
Bill	SonomMedia Or...	07/05/2023		6800 · Publications an...	-151.00	151.00
TOTAL					-151.00	151.00
Bill Pmt -Check	10356	07/12/2023	Nick Barbieri Truc...	1-Community First C...		-2,481.72
Bill	0040798-IN	06/30/2023		7201 · Gas & Oil	-2,481.72	2,481.72
TOTAL					-2,481.72	2,481.72
Bill Pmt -Check	10357	07/13/2023	Brennan, John	1-Community First C...		-5,940.00
Bill	071023-PARK	07/10/2023		Parks Maintenance-Pl...	-5,940.00	5,940.00
TOTAL					-5,940.00	5,940.00



**Cazadero Community Services District**  
**Check Detail**  
**July 2023**

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<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
Bill Pmt -Check	10358	07/15/2023	USPS	1-Community First C...		-8.00
Bill	2023 Fee	07/13/2023		6400 · Office expense	-8.00	8.00
TOTAL					-8.00	8.00

**Cazadero Community Services District**  
**Reconciliation Summary**  
**1-Community First CU -Checking, Period Ending 07/31/2023**

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	Jul 31, 23
<b>Beginning Balance</b>	147,342.42
<b>Cleared Transactions</b>	
Checks and Payments - 37 items	-25,266.61
Deposits and Credits - 3 items	162,019.41
<b>Total Cleared Transactions</b>	136,752.80
<b>Cleared Balance</b>	284,095.22
<b>Uncleared Transactions</b>	
Checks and Payments - 12 items	-3,670.50
<b>Total Uncleared Transactions</b>	-3,670.50
<b>Register Balance as of 07/31/2023</b>	280,424.72
<b>New Transactions</b>	
Checks and Payments - 32 items	-81,896.67
Deposits and Credits - 1 item	65,430.48
<b>Total New Transactions</b>	-16,466.19
<b>Ending Balance</b>	263,958.53

**Cazadero Community Services District**  
**Reconciliation Detail**  
**1-Community First CU -Checking, Period Ending 07/31/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						147,342.42
<b>Cleared Transactions</b>						
<b>Checks and Payments - 37 items</b>						
Bill Pmt -Check	02/14/2023	10260	Dept. of Cannabis C...	X	-180.92	-180.92
Paycheck	05/01/2023	10320	Schanz, Eric E.	X	-461.75	-642.67
Paycheck	06/01/2023	10325	Kulczewski, Sharon	X	-959.40	-1,602.07
Paycheck	06/01/2023	10324	Krausmann, Steven M	X	-606.80	-2,208.87
Paycheck	06/01/2023	10326	Schanz, Eric E.	X	-461.75	-2,670.62
Paycheck	06/01/2023	10327	Shane, Stephen	X	-184.70	-2,855.32
Paycheck	06/01/2023	10323	Endsley, Stephanie R	X	-184.70	-3,040.02
Bill Pmt -Check	06/14/2023	10329	Barry, Paul	X	-46.45	-3,086.47
Bill Pmt -Check	06/14/2023	10332	Kulczewski, Sherry	X	-30.54	-3,117.01
Bill Pmt -Check	06/28/2023	EFT	Comcast	X	-174.96	-3,291.97
Paycheck	07/01/2023	10338	Dewart, Alan	X	-1,371.04	-4,663.01
Paycheck	07/01/2023	10340	Krausmann, Steven M	X	-606.80	-5,269.81
Paycheck	07/01/2023	10337	Caplan, Nancy K.	X	-415.57	-5,685.38
Bill Pmt -Check	07/03/2023	EFT	P. G. & E.	X	-323.60	-6,008.98
Bill Pmt -Check	07/03/2023	EFT	P. G. & E.	X	-96.09	-6,105.07
Bill Pmt -Check	07/07/2023	EFT	P. G. & E.	X	-463.96	-6,569.03
Bill Pmt -Check	07/10/2023	EFT	Frontier Communica...	X	-302.29	-6,871.32
Bill Pmt -Check	07/10/2023	EFT	Frontier Communica...	X	-256.71	-7,128.03
Bill Pmt -Check	07/10/2023	EFT	Frontier Communica...	X	-80.18	-7,208.21
Bill Pmt -Check	07/12/2023	10356	Nick Barbieri Trucki...	X	-2,481.72	-9,689.93
Bill Pmt -Check	07/12/2023	10347	CAPRI	X	-2,201.50	-11,891.43
Bill Pmt -Check	07/12/2023	10349	Cazadero Supply	X	-2,013.02	-13,904.45
Bill Pmt -Check	07/12/2023	10354	United Forest Produ...	X	-1,302.00	-15,206.45
Liability Check	07/12/2023	E-pay	EFTPS	X	-1,000.44	-16,206.89
Bill Pmt -Check	07/12/2023	10353	Sonoma County AC...	X	-517.00	-16,723.89
Bill Pmt -Check	07/12/2023	10348	CARPD	X	-500.00	-17,223.89
Bill Pmt -Check	07/12/2023	10344	Bank of America Bu...	X	-487.00	-17,710.89
Bill Pmt -Check	07/12/2023	10350	Complete Welders S...	X	-84.10	-17,794.99
Bill Pmt -Check	07/12/2023	10351	Dewart, Al	X	-26.27	-17,821.26
Bill Pmt -Check	07/12/2023	10346	Caplan, Nancy	X	-11.92	-17,833.18
Bill Pmt -Check	07/13/2023	10357	Brennan, John	X	-5,940.00	-23,773.18
Bill Pmt -Check	07/16/2023	EFT	Comcast	X	-210.27	-23,983.45
Bill Pmt -Check	07/20/2023	EFT	Recology Sonoma ...	X	-447.21	-24,430.66
Bill Pmt -Check	07/20/2023	EFT	Recology Sonoma ...	X	-55.96	-24,486.62
Liability Check	07/24/2023	E-pay	EDD	X	-439.77	-24,926.39
Liability Check	07/24/2023	E-pay	EDD	X	-165.26	-25,091.65
Bill Pmt -Check	07/28/2023	EFT	Comcast	X	-174.96	-25,266.61
<b>Total Checks and Payments</b>					<b>-25,266.61</b>	<b>-25,266.61</b>
<b>Deposits and Credits - 3 items</b>						
Bill Pmt -Check	04/19/2023	10298	Law Offices of Willia...	X	0.00	0.00
Deposit	07/07/2023			X	140,487.67	140,487.67
Deposit	07/27/2023			X	21,531.74	162,019.41
<b>Total Deposits and Credits</b>					<b>162,019.41</b>	<b>162,019.41</b>
<b>Total Cleared Transactions</b>					<b>136,752.80</b>	<b>136,752.80</b>
<b>Cleared Balance</b>					<b>136,752.80</b>	<b>284,095.22</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 12 items</b>						
Paycheck	11/01/2022	10171	Endsley, Stephanie R		-369.40	-369.40
Paycheck	12/13/2022	10209	Endsley, Stephanie R		-1,231.48	-1,600.88
Paycheck	12/31/2022	10229	Ward, Andre		-36.94	-1,637.82
Paycheck	07/01/2023	10341	Kulczewski, Sharon		-722.89	-2,360.71
Paycheck	07/01/2023	10342	Schanz, Eric E.		-461.75	-2,822.46
Paycheck	07/01/2023	10339	Endsley, Stephanie R		-184.70	-3,007.16
Paycheck	07/01/2023	10343	Shane, Stephen		-184.70	-3,191.86
Bill Pmt -Check	07/04/2023	10336	USPS		-178.00	-3,369.86
Bill Pmt -Check	07/12/2023	10355	Kulczewski, Sherry		-151.00	-3,520.86
Bill Pmt -Check	07/12/2023	10352	Kulczewski, Sherry		-78.64	-3,599.50

## Cazadero Community Services District

## Reconciliation Detail

## 1-Community First CU -Checking, Period Ending 07/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	07/12/2023	10345	Barry, Paul		-63.00	-3,662.50
Bill Pmt -Check	07/15/2023	10358	USPS		-8.00	-3,670.50
Total Checks and Payments					-3,670.50	-3,670.50
Total Uncleared Transactions					-3,670.50	-3,670.50
Register Balance as of 07/31/2023					133,082.30	280,424.72
<b>New Transactions</b>						
<b>Checks and Payments - 32 items</b>						
Paycheck	08/01/2023	10364	Kulczewski, Sharon		-1,505.76	-1,505.76
Paycheck	08/01/2023	10361	Dewart, Alan		-1,200.55	-2,706.31
Paycheck	08/01/2023	10363	Krausmann, Steven M		-606.80	-3,313.11
Paycheck	08/01/2023	10365	Schanz, Eric E.		-461.75	-3,774.86
Paycheck	08/01/2023	10360	Caplan, Nancy K.		-415.58	-4,190.44
Paycheck	08/01/2023	10359	Barrio, Gabriel		-369.40	-4,559.84
Paycheck	08/01/2023	10362	Endsley, Stephanie R		-184.70	-4,744.54
Paycheck	08/01/2023	10366	Shane, Stephen		-184.70	-4,929.24
Paycheck	08/01/2023	10367	Watson, Gabriel A		-184.70	-5,113.94
Bill Pmt -Check	08/03/2023	EFT	P. G. & E.		-430.13	-5,544.07
Bill Pmt -Check	08/03/2023	EFT	P. G. & E.		-89.75	-5,633.82
Bill Pmt -Check	08/07/2023	EFT	P. G. & E.		-469.59	-6,103.41
Liability Check	08/08/2023	E-pay	EFTPS		-820.68	-6,924.09
Bill Pmt -Check	08/09/2023	10376	Risk Strategies		-37,263.00	-44,187.09
Bill Pmt -Check	08/09/2023	10371	Coggins Fence & Su...		-14,610.06	-58,797.15
Bill Pmt -Check	08/09/2023	10373	Fire Risk Manageme...		-5,703.25	-64,500.40
Bill Pmt -Check	08/09/2023	10368	Bank of America Bu...		-2,877.08	-67,377.48
Bill Pmt -Check	08/09/2023	10378	United Forest Produ...		-1,833.38	-69,210.86
Bill Pmt -Check	08/09/2023	10377	TargetSolutions Lea...		-1,706.30	-70,917.16
Bill Pmt -Check	08/09/2023	10370	Cazadero Water Co...		-564.74	-71,481.90
Bill Pmt -Check	08/09/2023	10375	REDCOM		-461.44	-71,943.34
Bill Pmt -Check	08/09/2023	10369	Cazadero Supply		-340.18	-72,283.52
Bill Pmt -Check	08/09/2023	EFT	Frontier Communica...		-302.31	-72,585.83
Bill Pmt -Check	08/09/2023	EFT	Frontier Communica...		-256.88	-72,842.71
Bill Pmt -Check	08/09/2023	10374	Kulczewski, Sherry		-242.58	-73,085.29
Bill Pmt -Check	08/09/2023	10372	Complete Welders S...		-86.62	-73,171.91
Bill Pmt -Check	08/09/2023	EFT	Frontier Communica...		-80.19	-73,252.10
Bill Pmt -Check	08/10/2023	10379	Brennan, John		-5,130.00	-78,382.10
Bill Pmt -Check	08/10/2023	10380	Terex USA, LLC		-2,107.38	-80,489.48
Bill Pmt -Check	08/15/2023	EFT	Recology Sonoma ...		-55.96	-80,545.44
Bill Pmt -Check	08/16/2023	EFT	Comcast		-210.27	-80,755.71
Liability Check	09/12/2023	E-pay	EFTPS		-1,140.96	-81,896.67
Total Checks and Payments					-81,896.67	-81,896.67
<b>Deposits and Credits - 1 item</b>						
Deposit	09/08/2023				65,430.48	65,430.48
Total Deposits and Credits					65,430.48	65,430.48
Total New Transactions					-16,466.19	-16,466.19
<b>Ending Balance</b>					<b>116,616.11</b>	<b>263,958.53</b>

**Cazadero Community Services District**  
**Reconciliation Summary**  
**2-Community First CU -Savings, Period Ending 07/31/2023**

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	<u>Jul 31, 23</u>
<b>Beginning Balance</b>	10,037.75
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 1 item</b>	<u>0.85</u>
<b>Total Cleared Transactions</b>	<u>0.85</u>
<b>Cleared Balance</b>	<b><u>10,038.60</u></b>
<b>Register Balance as of 07/31/2023</b>	10,038.60
<b>Ending Balance</b>	10,038.60

**Cazadero Community Services District**  
**Reconciliation Detail**  
**2-Community First CU -Savings, Period Ending 07/31/2023**

---

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>						10,037.75
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	07/31/2023			X	0.85	0.85
Total Deposits and Credits					0.85	0.85
Total Cleared Transactions					0.85	0.85
Cleared Balance					0.85	10,038.60
Register Balance as of 07/31/2023					0.85	10,038.60
<b>Ending Balance</b>					<b>0.85</b>	<b>10,038.60</b>

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08/05/23

**Cazadero Community Services District**  
**Reconciliation Summary**  
**3-Community First CU - Park Dev, Period Ending 07/31/2023**

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	<u>Jul 31, 23</u>
<b>Beginning Balance</b>	60,114.17
<b>Cleared Transactions</b>	
Deposits and Credits - 1 item	<u>5.11</u>
<b>Total Cleared Transactions</b>	<u>5.11</u>
<b>Cleared Balance</b>	<u><u>60,119.28</u></u>
<b>Register Balance as of 07/31/2023</b>	60,119.28
<b>Ending Balance</b>	60,119.28

**Cazadero Community Services District  
Reconciliation Detail  
3-Community First CU - Park Dev, Period Ending 07/31/2023**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>						60,114.17
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	07/31/2023			X	5.11	5.11
<b>Total Deposits and Credits</b>					5.11	5.11
<b>Total Cleared Transactions</b>					5.11	5.11
<b>Cleared Balance</b>					5.11	60,119.28
<b>Register Balance as of 07/31/2023</b>					5.11	60,119.28
<b>Ending Balance</b>					<b>5.11</b>	<b>60,119.28</b>



**Cazadero Community Services District**  
**Reconciliation Summary**  
**L. A. I. F., Period Ending 07/31/2023**

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	<u>Jul 31, 23</u>
Beginning Balance	230,342.02
Cleared Transactions	
Deposits and Credits - 1 item	<u>1,808.51</u>
Total Cleared Transactions	<u>1,808.51</u>
Cleared Balance	<u><b>232,150.53</b></u>
Register Balance as of 07/31/2023	232,150.53
Ending Balance	232,150.53

**Cazadero Community Services District**  
**Reconciliation Detail**  
**L. A. I. F., Period Ending 07/31/2023**

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>						230,342.02
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	07/19/2023			X	1,808.51	1,808.51
<b>Total Deposits and Credits</b>					1,808.51	1,808.51
<b>Total Cleared Transactions</b>					1,808.51	1,808.51
<b>Cleared Balance</b>					1,808.51	232,150.53
<b>Register Balance as of 07/31/2023</b>					1,808.51	232,150.53
<b>Ending Balance</b>					<u>1,808.51</u>	<u>232,150.53</u>

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08/05/23

**Cazadero Community Services District**  
**Reconciliation Summary**  
**SonomaCo Pooled Investment Fund, Period Ending 07/31/2023**

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	<u>Jul 31, 23</u>
<b>Beginning Balance</b>	203,496.84
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 1 item</b>	<u>1,228.72</u>
<b>Total Cleared Transactions</b>	<u>1,228.72</u>
<b>Cleared Balance</b>	<b><u>204,725.56</u></b>
<b>Register Balance as of 07/31/2023</b>	204,725.56
<b>Ending Balance</b>	204,725.56

**Cazadero Community Services District  
Reconciliation Detail  
SonomaCo Pooled Investment Fund, Period Ending 07/31/2023**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>						203,496.84
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	07/01/2023			X	1,228.72	1,228.72
<b>Total Deposits and Credits</b>					1,228.72	1,228.72
<b>Total Cleared Transactions</b>					1,228.72	1,228.72
<b>Cleared Balance</b>					1,228.72	204,725.56
<b>Register Balance as of 07/31/2023</b>					1,228.72	204,725.56
<b>Ending Balance</b>					<u>1,228.72</u>	<u>204,725.56</u>

# **ACTION ITEMS**



1075 Creekside Ridge Drive  
Suite 240  
Roseville, CA 95678

Phone: (916) 722-5550  
Fax: (916) 722-5715  
Website: [capri-jpa.org](http://capri-jpa.org)

August 2, 2023

Paul Barry  
Cazadero Community Services District  
5980 Cazadero Hwy  
Cazadero, CA 95421  
Email: [pbarry@cazadero-csd.org](mailto:pbarry@cazadero-csd.org)

**VIA EMAIL ONLY**

Dear Paul Barry:

Thank you for the time devoted to the Cycle XVIII District Visit on July 10, 2023.

As you know, CAPRI is a risk-sharing pool, which means that the effective risk management and loss prevention efforts of every member district have a direct impact on the results of the entire pool. The District Visitation Program is one of the many resources that CAPRI provides its members to enhance those efforts.

The enclosed report contains evaluations and recommendations which are the result of a survey of select facilities and our review of District administration and operations. In accordance with CAPRI guidelines, we ask that the District respond in writing to any recommendations within 45 days of this letter.

If you have any questions about the enclosed visitation report, please call our office.

Sincerely,

**Kirk Andre**

*Safety Analyst*



California Association for  
Park & Recreation Indemnity

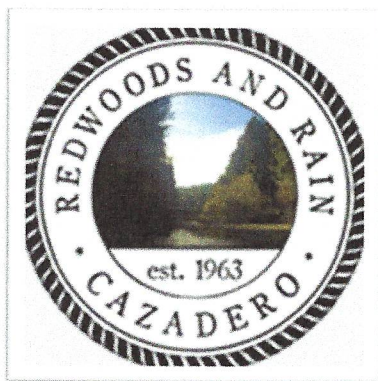
# CAPRI

# DISTRICT VISIT

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# REPORT

## Cycle XVIII



**Visit Conducted On:**

**July 10, 2023**

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## **EXECUTIVE SUMMARY**

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This report is merely a summary of CAPRI’s survey and cannot and does not address every potential unsafe practice or condition of the District. Due in part to the limited nature of the visit and the narrow scope of CAPRI’s review, this report should not be relied upon as a thorough audit of District facilities or confirmation that all necessary and appropriate risk management practices of the district are in place. Furthermore, CAPRI, its staff, and Board of Directors, neither assume responsibility nor warrant nor represent that the facilities, work sites, operations, and/or equipment surveyed are safe or healthful or in compliance with any with state, federal, and local law, regulations, and/or ordinances including, but not limited to, compliance with the American Disabilities Act.

If the District scores 90-100%, they will receive an “Excellent” score and receive the CAPRI Ted Winslow Safety Award. Districts that score an 80-89% will receive a “Very Good.” Districts that score 70-79% will receive a “Good.” Districts that score 69% or lower will receive a “Needs Improvement.”

The criteria below reflect the points under each category. If a certain category does not apply to the District, such as a pool, then that category will not be assessed and will not impact the District’s final percentage score.

**PREPARED FOR:**

Paul Barry  
Cazadero Community Services District  
5980 Cazadero Hwy  
Cazadero, CA 95421

**STAFF INTERVIEWED:**

Paul Barry, President

**SITES VISITED:**

Gerald T. Parmeter Memorial Park

**SURVEYED BY:**

Kirk Andre, Safety Analyst

## VISIT OVERVIEW

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The District Visitation Program emphasizes risk management, loss prevention, and employment practices and is a unique opportunity for the members to share and learn from the success of other recreation and park districts around the State. CAPRI does not perform “surprise” visits. An appointment is made at least three weeks before a visit takes place unless agreed upon by the District.

The visit to your District was part of an ongoing effort by CAPRI to assist members in running a safe and healthy operation. We want to acknowledge successes and progress, as well as identify areas for improvement. We strive to be a resource, sharing information from your peers around the State about how they reduce losses and manage risk.

The District Visit consisted of reviewing documentation pertaining to the categories in this report and conducting a walk-through survey of your sites. The Safety Analyst has a list of all the parks and facilities for each District and chose the sites to walk-through. The report reflects the sites visited in this report.

## OBSERVATIONS, RECOMMENDATIONS, & SCORING

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### I. ADMINISTRATIVE & CONTRACT MANAGEMENT PRACTICES

#### A. Follow Up Items

From the previous visit, if CAPRI had any recommendations that they have been addressed by the District. If there were no recommendations, it will be noted.

***Observation:** There were nineteen recommendations from the previous District Visit. Observation below each recommendation is in bold. The District complied with eleven.*

1. *Board Meeting Minutes should be sent to CAPRI within 30 days of the meeting date.*

***Board Meeting Minutes should be sent to CAPRI within 30 days of the meeting date.***

2. *Facility inspection reports should be used and reviewed by the Committee on a regular basis.*

***The District now has facility inspection reports and is reviewed by the Board on a regular basis.***

3. *Sign up with Vector Solutions to have access to online safety training.*

***The District should sign up with Vector Solutions to have access to online safety training.***

4. *Establish a Coordinator for ADA and Section 504.*

***The Board of Directors President is the Coordinator for ADA and Section 504.***

5. *Have a Self-Assessment and Transition Plan in place.*

***The District should establish an ADA Self-Assessment and Transition Plan.***

6. *Establish procedures for good-faith interactive discussion if reasonable accommodation is indicated.*

***The District has procedures for good-faith interactive discussion if reasonable accommodation is indicated.***

7. *Have Grievance Policy and Procedures in place.*

***The District should establish a Grievance Policy and Procedures.***

8. *The District should establish a self-assessment and transition plan for their park to complete an ADA upgrade.*

***The District should establish a self-assessment and transition plan for their park. They are completing an ADA upgrade by putting in an accessible parking spot.***

9. *Maintain employees' current personal auto insurance who drive their personal vehicle for District business.*

***The District does not have any employees relating to the park who drive their personal vehicle for District business.***

10. *Have complete and current Motor Vehicle Reports for all employees that drive for the District.*

***The District does not have any employees that drive for the District pertaining to the park.***

11. *Establish written policies for dealing with employees whose driving records become unacceptable.*

***Since the District does not have any employees that drive for the District pertaining to the park, they do not have a written policy.***

12. *Keep the park closed until the merry-go-round and slide are removed and sufficient fill material is placed in the playground to meet standard depth.*

***The District removed the playground equipment and has replaced the equipment with new play structures.***

13. *Have a regularly scheduled inspection system.*

***The District now has a regularly scheduled inspection system.***

14. *Inspection forms should be site and use specific.*

***Inspection forms are site and use specific.***

15. *All repairs should be documented.*

***All repairs are documented.***

*16. Inspection forms should be signed and dated and reviewed by a supervisor and signed off.*

***Inspection forms are signed and dated and reviewed by a supervisor and signed off.***

*17. The District should have Safety Data Sheets readily available at the appropriate job site.*

***The District now has Safety Data Sheets at the park.***

*18. If the products used at the park are flammable, a fire extinguisher should be available.*

***The District has a fire extinguisher in the storage area where the SDS are kept.***

*19. The District should have a PPE assessment through a written certification process under CCR 3380.*

***Once the new playground is completed, the District should conduct a PPE assessment through written certification process under CCR 3380 for any occupational hazards.***

***Follow-Up Items Scoring:***

1.   1   Complied with recommendations from prior visitations.

If no recommendation, then this criteria is fulfilled. (1 pt.)

Points Received   1/1



## **B. Participant Agreement, Waiver, & Release Forms**

Waiver and Release forms must be used for all District-conducted or sponsored programs and activities. Each form should contain CAPRI-approved language and use an appropriate type-face. Additionally, the form should include a description of the activity and the time frame in which the activity will take place. Forms need to be signed by the participant, or in the case of a minor, the minor's parent or guardian. Signed forms should be retained for a period of no less than three years and possibly longer if the program or activity involves minors.

***Observation:** N/A: The District does not put on any District programs or activities pertaining to the park.*

***Recommendations:** There are no recommendations.*

### ***Participant Agreement, Waiver, and Release Form Scoring:***

1.     N/A     CAPRI-approved language on all forms for all activities where registration is required. (3 pts.)
2.     N/A     Form accurately describes name and timeframe of activity. (1 pt.)
3.     N/A     Retention of waivers. (1 pt.)

Points Received     N/A

## C. Facility Use Agreements

Facility Use Agreements are contracts between the District and the facility user which are intended to address, among other things, the allocation of risk prior to the use. The Facility Use Agreement should contain a section with CAPRI-approved indemnification, also known as “hold-harmless” language. The District should establish standards as to when they require facility users to provide liability insurance. When liability insurance is required, the District should also obtain a certificate of insurance evidencing sufficient coverage as well as additional insured endorsement naming the District as an additional insured on the facility users’ liability insurance policy. All of these documents should be kept on file and the District should have a system to maintain and access the facility use agreements and insurance documentation when necessary.

**Observation:** *N/A: The District does not rent out the park area and the park is open to the public.*

**Recommendations:** *There are no recommendations.*

### **Facility Use Agreement Scoring:**

1.   N/A   District’s Facility Use Agreement contains CAPRI-approved indemnification language. (3 pts.)
2.   N/A   District has insurance requirements addressing minimum limits and an additional insured endorsement. (3 pts.)
3.   N/A   When required, District retains a copy of the certificate of insurance and additional insured endorsement. The District has a system to maintain and access the facility use agreements. (3 pts.)

Points Received   N/A

## D. Injury & Illness Prevention Program

California employers have many different responsibilities under the California Occupational Safety and Health Act of 1973 and Title 8 of the California Code of Regulations. The District should have an established Injury and Illness Prevention Program (IIPP) that is reviewed at least on an annual basis in order to keep employees safe. The individual responsible for implementing the program should be clearly identified. A system should be in place for evaluating workplace hazards as well as methods and procedures for correcting unsafe or unhealthy conditions. The District should be actively involved with safety training and have a policy for reporting hazards without fear of reprisal. There should also be a system in place to ensure employee compliance with safe and healthy work practices.

**Observation:** *N/A: The District is run by their Board of Directors and they have one volunteer through the fire-department for the maintenance of the park. Therefore, the District is exempt from the requirements of having an IIPP. The Board of Directors has a system for identifying, evaluating, and correcting workplace hazards and unsafe conditions. The District has a policy in place for reporting hazards without fear of reprisal.*

**Recommendations:** *There are no recommendations.*

### ***IIPP Implementation Scoring:***

1.   N/A   The District has an IIPP and a person responsible for implementing program is identified. (1 pt.)
2.   N/A   Evidence of annual IIPP review. (1 pt.)
3.   1   Established system for identifying, evaluating, and correcting workplace hazards and unsafe conditions. (1 pt.)
4.   1   The District has an active safety and training program. (1 pt.)
5.   1   The District has a policy for reporting worksite hazards without fear of reprisal. (1 pt.)

Points Received   3/3



## E. Cybersecurity Practices

In the face of sophisticated new threats, the use of appropriate cybersecurity practices has become increasingly important. Having a secure server is key since it is the heart of an organization's IT infrastructure. Employees should utilize safe IT practices such as locking their computers when not in use, recognizing phishing scams, and using strong passwords and multifactor authentication. Applications and security software should always be updated. Employees should avoid use of public WIFI while doing District business and instead connect via a private network or VPN. The District only has active and necessary accounts in use.

***Observation:** The District has a Fire Department that is not insured through CAPRI and the Fire Department handles their website. CAPRI recommends having a cybersecurity policy in place to facilitate best practices when it comes to computer use. The Fire District Employees utilize safe IT practices such as locking their computers when not in use, recognizing phishing scams, and using strong passwords and multifactor authentication. Applications and security software are always updated. Employees avoid use of public WIFI while doing District business and connect via a private network or VPN. The District only has active and necessary accounts in use.*

### **Recommendations:**

***The District should have a cybersecurity policy in place.***

### **Cybersecurity Practices Scoring:**

1.   0   Cybersecurity policy is in place to facilitate their practices. (1 pt.)
2.   1   Employees utilize safe IT practices such as locking their computers when not in use, recognizing phishing scams, and using strong passwords and multifactor authentication. (1 pt.)
3.   1   Employees use a private network or VPN while doing business work outside of the office. (1 pt.)

Points Received   2/3

## II. HUMAN RESOURCES

### A. Job Descriptions

The use of job descriptions affords both the District and its employees a clear understanding of how each job fits into the organization's structure and contributes to the District achieving its mission. Clear, current job descriptions are required for all full-time and regular part-time positions. Job descriptions should also specifically identify the essential functions of the position.

**Observation:** *N/A: The District has one volunteer through the Fire Department that helps maintain the park.*

**Recommendations:** *There are no recommendations.*

#### **Job Descriptions Scoring:**

1.   N/A   Clear, current job descriptions exist for all full-time and regular part-time positions. (1 pt.)
2.   N/A   Job descriptions clearly identify the essential functions necessary to perform for the job. (1 pt.)

Points Received   N/A

## B. Screening and Review

CAPRI Member Districts have many programs and operations which involve our youth. Public Resources Code section 5164 prohibits special districts from hiring an employee or volunteer for a position having supervisory or disciplinary authority over any minor if they have been convicted of certain crimes. As such, CAPRI requires the conduct of a preemployment, criminal background check through the State Department of Justice for all employees and volunteers. At the same time, all Districts should comply with the California's Fair Chance Act which generally prohibits inquiries about criminal convictions before making a job offer to a prospective candidate.

***Observation:** N/A: The District maintains a park and does not have any programs which involve youth and have no employees or volunteers that have a position having supervisory or disciplinary authority over any minor.*

***Recommendations:** There are no recommendations.*

### **Screening and Review Scoring:**

1.     N/A     District complies with PRC 5164 and retains appropriate documentation evidencing fingerprinting & background screening have been completed. (4 pts.)

Points Received     N/A

### **C. Post-Conditional Offer Preemployment Functional Capacity Examinations**

All new, full-time hires are required to be given a post-conditional offer, pre-placement functional capacity exam. Functional capacity exams are used to determine if applicant can fulfill the physical demands required by the essential tasks of the position. The exams are not conducted until all other background checks have been completed. Candidates should be informed that the offer of employment is conditional, based on a satisfactory functional capacity examination. Results of those examinations need to be kept in a separate, confidential file, other than the employees' personnel files.

**Observation:** *N/A: The District does not have any full-time employees pertaining to the park.*

**Recommendations:** *There are no recommendations.*

#### ***Post-Conditional Offer Preemployment Functional Capacity Examination Scoring:***

1.   N/A   Post-Conditional Offer Preemployment Functional Capacity Examinations are required for all full-time positions. (1 pt.)
2.   N/A   Candidates are informed the offer is conditional, based upon satisfactory exam. (1 pt.)
3.   N/A   Functional Capacity Examinations is not initiated until all background checks have been completed. (1 pt.)
4.   N/A   Results of examination are maintained in a manner that protects the employee's privacy. (1 pt.)

Points Received   N/A

## D. Employee Training Practices

The California Fair Employment and Housing Act makes specified employment practices unlawful, including the harassment of an employee directly by the employer or indirectly by agents of the employer with the employer's knowledge. In 2018, California's Senate Bill 1343 amended Government Code section 12950 *et seq.* to require an employer who employs five (5) or more employees, including temporary or seasonal employees, to provide at least two (2) hours of sexual harassment training to all supervisory employees and at least (1) one hour of sexual harassment training to all nonsupervisory employees once every 2 years. This training applies to all supervisory employees who are employed and to all new supervisory employees within six (6) months of their assumption of a supervisory position. Furthermore, for seasonal and temporary employees, the training should be completed within thirty (30) days after the hire date or within 100 hours worked, whichever occurs first. Districts should retain documentation of their supervisors' and employees' training.

**Observation:** *The District complies with California Senate Bill 1343. The District utilizes Vector Solutions, CAPRI webinars, and training within the District.*

**Recommendations:** *There are no recommendations.*

### **Employee Training Practices Scoring:**

1.   3   Non-Supervisor. (3 pts.)
2.   3   Supervisor. (3 pts.)
3.   3   Vector Solutions/CAPRI Webinars/Trainings within the District. (3 pts.)

Points Received   9/9

## E. Employee Driving Record Management

CAPRI requires that members annually verify the driving record of anyone who operates a District vehicle or utilizes their personal vehicle for District business. Motor vehicle reports (MVRs) and vehicle proof of insurance must be current for all such employees. The District should have the means to deal with a driver who loses their license or whose driving record becomes unacceptable. Written policies for dealing with employees whose driving record becomes unacceptable should be established.

***Observation:** N/A: The District does not have any employees that drive their personal vehicle for District business pertaining to the park. Since there are no employees that drive pertaining to the park, the District does not have a policy.*

***Recommendations:** There are no recommendations.*

### ***Employee Driving Record Management Scoring:***

1.     N/A     Maintains employee's current personal auto insurance who drive their personal vehicle for District business. (1 pt.)
  
2.     N/A     District has written procedures for unacceptable MVRs or loss of license. Policy is communicated. (1 pt.)
  
3.     N/A     Maintains valid copy of California Driver's License on file if employee drives for District Business. (1 pt.)

Points Received     N/A

## F. Employee Handbook & Employment Counsel

Employment laws, particularly those on the state and local level, are in constant flux, requiring consistent review of policies to ensure notice requirements are being met and laws are accurately reflected. District should have Employment Counsel or use CAPRI's free Labor Law/Employment Services. The District should also utilize an Employee Handbook/Manual and review on an annual basis.

***Observation:** The District uses local employment counsel. The District does not have an Employee Handbook pertaining to the park since they do not have employees.*

***Recommendations:** There are no recommendations.*

### **Legal/Employment Scoring:**

1. 1 District has Employment Counsel or uses CAPRI's Labor Law/Employment Services. (1pt.)
2. N/A District has an Employee Handbook that is reviewed/updated on an annual basis. (3pts.)

Points Received 1/1



## G. Volunteers

Volunteers are often an important resource for every District. Volunteers should complete an application prior to being accepted to volunteer. The District should utilize CAPRI-approved Waiver and Release forms for each volunteer. When volunteers are used, they are to be supervised by District personnel and receive appropriate health and safety training for the jobs they are performing. Management should maintain a log identifying all volunteers.

**Observation:** *N/A: The District has all their volunteers through their Fire Department and has General Liability and Property coverage for the park through CAPRI.*

**Recommendations:** *There are no recommendations.*

### **Volunteers Scoring:**

1.   N/A   District requires CAPRI-approved Waiver and Release forms for each volunteer. (1 pt.)
2.   N/A   Volunteers complete an application prior to being accepted. (1 pt.)
3.   N/A   District Personnel supervise how, when, and where volunteer services are performed. (1 pt.)
4.   N/A   Management maintains a log of all volunteers. (1 pt.)

Points Received   N/A



### III. PARKS, PLAYGROUNDS, & FACILITY MANAGEMENT

#### A. Safety Committee

Of all the loss prevention tools available to an employer, few have greater demonstrable, positive results than a Safety Committee. District Safety Committees are required to meet no less than quarterly, with minutes of the meetings sent to CAPRI within thirty (30) days of the date of the meeting. The composition of the Committee should reflect the operations of the District. Strong committees do not stop with recognizing hazards or needed corrections. They follow through on those corrections and document their results. They inspect District sites and review site inspection reports. When necessary, they investigate employee and patron accidents, including near misses. Committee minutes accurately reflect discussions of the agenda items.

***Observation:** The District is run by the Board of Directors and the Safety Meeting is combined within the Board of Directors' meeting. The District posts the board meeting minutes on their website and they meet at least quarterly. The District should send CAPRI the meeting minutes within 30 days of the meeting. Membership within the Committee is representative of the District's operations. The Committee does a very good job in discussing a wide range of topics, including safety and training issues. Facility inspection reports are reviewed by the Committee on a regular basis. The Committee conducts a post-loss analysis of patron and employee accidents. The minutes reflect, in detail, discussions of the agenda items.*

**Recommendations:**

*The Board of Directors' Meeting Minutes should be sent to CAPRI.*

**District Safety Committee Scoring:**

1.   2   Meetings are held at no less than on a quarterly basis and minutes are timely sent to CAPRI within 30 days of the meeting date. (3 pts.)
2.   1   Membership representative of operations. (1 pt.)
3.   1   Facilities inspections reviewed by the committee on a regular basis. (1 pt.)
4.   1   Post-loss analysis of patron and employee accidents/near misses if applicable. (1 pt.)
5.   1   Evidence of follow-through on items discussed at meetings. (1 pt.)
6.   1   Minutes accurately reflect discussions of agenda items. (1 pt.)

Points Received   7/8

## **B. Park and Facility Maintenance**

The District's parks and facilities should evidence good care and maintenance. Parks and sport fields are to be inspected on a regular basis and should be free and clear of hazards. Park picnic tables, benches, and shade structures should not have broken pieces that could cause injury.

***Observation:** The District's parks and facilities evidence good care and maintenance. The parks and recreation facilities are in good working order. The District as able to get a grant and do a complete renovation of their playground.*

***Recommendations:** There are no recommendations.*

### ***Parks and Facility Maintenance Scoring:***

1.   3   Facilities evidence good care and are well maintained. (3 pts.)
2.   3   Parks are well maintained and free of trip and fall hazards. (3 pts.)
3.   3   Playground equipment is in good working and functioning condition.(3 pts.)
4.   1   Fill material in playground area has been recycled, refilled or turned over in the past 30 days and appear to meet the standard depth. (1 pt.)

Points Received  10/10

## C. Inspection Program & Repair Practices

The District should have a regularly scheduled inspection system. Inspection forms should be specific to the needs of the site being reviewed. There should be documentation of repairs made by the inspector during the inspection process. The District should have a documented plan for corrections that cannot be completed during the inspection process. Forms need to be initialed or signed and dated.

***Observation:** A review of the District's inspection reports shows that District inspections take place on a regular basis and are well documented. The inspection forms are site-specific and are signed and dated by the inspector. When larger repairs are needed, the inspector calls in the need for the repair, and steps are immediately taken to initiate repairs.*

***Recommendations:** There are no recommendations.*

### **Inspection Program and Repair Practices Scoring:**

1.   3   Regularly scheduled inspection system. (3 pts.)
2.   1   Inspection forms are site and use specific. (1 pt.)
3.   1   All repairs are documented and signed off by a supervisor. (1 pt.)

Points Received  5/5

## D. Life Safety

The safety of District Staff and its patrons is a paramount concern for every District. There are a number of actions Districts should take to serve this goal. Safety Data Sheets (SDS) should be current and available at all appropriate job sites. Fire extinguishers should be currently tagged, and first aid kits properly stocked. Emergency exit lights should be in good working order and fire exits clearly identified and free of obstacles. The District should complete a PPE assessment conducted through a written certification process under CCR 3380. Emergency evacuation plans should be developed along with annual drills to evaluate the effectiveness of the plans.

**Observation:** *The District's SDS are current and are readily available at the appropriate job sites. The District's fire extinguisher is charged and properly tagged. The District should complete a PPE assessment through a written certification process under CCR 3380.*

### **Recommendations:**

***The District should conduct a PPE assessment through a written certification process under CCR 3380.***

### **Life Safety Scoring:**

1.   1   SDS are current and readily available at the appropriate job sites. (1 pt.)
2.   1   Fire extinguishers currently tagged/certified. (1 pt.)
3.   1   First Aid kits stocked and readily available under California Regulation Title 8, Section 3400. (1 pt.)
4.   N/A   Emergency exit lights are in working order and fire exits are clearly identified. (1 pt.)
5.   0   District completed a PPE assessment through a written certification process under CCR 3380. (1 pt.)
6.   N/A   Emergency evacuation plans developed and are properly displayed. (1 pt.)
7.   N/A   Safety drills are conducted at least annually. (1 pt.)
8.   N/A   District has an Emergency Action Plan (EAP) California Code of Regulations, Title 8, Section 3220 and 3221. (1 pt.)

Points Received   3/4

## E. Americans with Disabilities Act (“ADA”) Implementation

The District should be making demonstrable progress toward making its sites and programs accessible to people with disabilities. The District should perform a comprehensive self-assessment and needs-analysis of its sites at least every five years. The District should prioritize those needs and commit itself to an implementation plan over a reasonable period of time. The District should have established procedures for entering into a good faith interactive discussion when the need for reasonable accommodations is indicated. The District should have a grievance policy and procedures in place. The District’s website should be ADA accessible. The District should do ADA upgrades based upon their self-assessment and transition plan.

**Observation:** *The President of the Board of Directors is the Coordinator for ADA and Section 504. The Coordinator verifies the District’s website is ADA accessible. The District should conduct self-assessment and transition plan of Gerald T. Parmeter Memorial Park. They are continuing to improve accessibility as they renovate and upgrade their park. The District has procedures for entering into a good faith, interactive discussion as soon as the need for reasonable accommodations are indicated. The District has a grievance policy and procedures in place and on their website. The District has done ADA upgrades in the last 24 months based upon their self-assessment and transition plan.*

### **Recommendations:**

***The District should conduct a self-assessment and transition plan of Gerald T. Parmeter Memorial Park.***

***The District should have Grievance Policy and Procedures in place.***

### **ADA Implementation Scoring:**

1.   1   District has a Coordinator for ADA and Section 504. (1 pt.)
2.   1   Coordinator verifies District’s website is ADA accessible. (1 pt.)
3.   0   Self-Assessment and Transition Plan in place. (3 pts.)
4.   1   Establish procedures for good-faith interactive discussion if reasonable accommodation is indicated. (1 pt.)
5.   0   Grievance Policy and Procedures in place. (1 pt.)
6.   1   District has evidence of completion of an ADA upgrade completed within the last 24 months. (1 pt.)

Points Received   4/8

## F. Pool Safety Practices & Maintenance

The District's pools should be adequately staffed for the number of pool users. District Lifeguards should have received appropriate training and are properly certified. Pool facilities should be well maintained and in good condition. Pool pump rooms should be clean, neat, and well maintained. Water clarity should be maintained at appropriate levels. There should be an appropriate and fully stocked First Aid Kit and AED. The pool should have an operational ADA lift readily available.

**Observation:** *N/A: The District does not have a pool.*

**Recommendations:** *There are no recommendations.*

### **District Pools Scoring:**

1.   N/A   Pool(s) are adequately staffed for the number of pool users. (3 pts.)
2.   N/A   Lifeguards have received appropriate training and are properly certified. (1 pt.)
3.   N/A   Pool facility is well-maintained and in good condition. (1 pt.)
4.   N/A   Daily log of water condition which includes temperature, PH balance, movement and amount of chemicals added for that day. (1 pt.)
5.   N/A   Pool has appropriate and fully stocked First Aid Kit and AED. (1 pt.)
6.   N/A   Pool has operational ADA lift on deck or near. (1 pt.)

Points Received   N/A

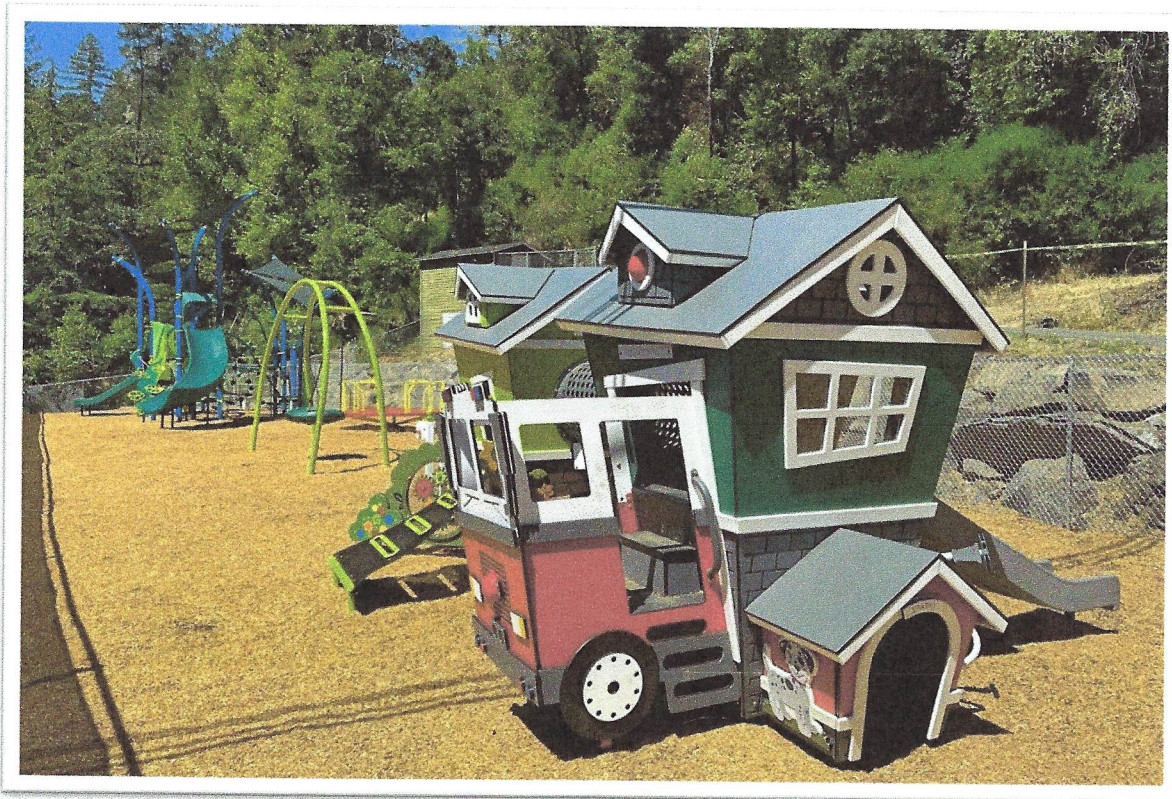
## SITES VISITED

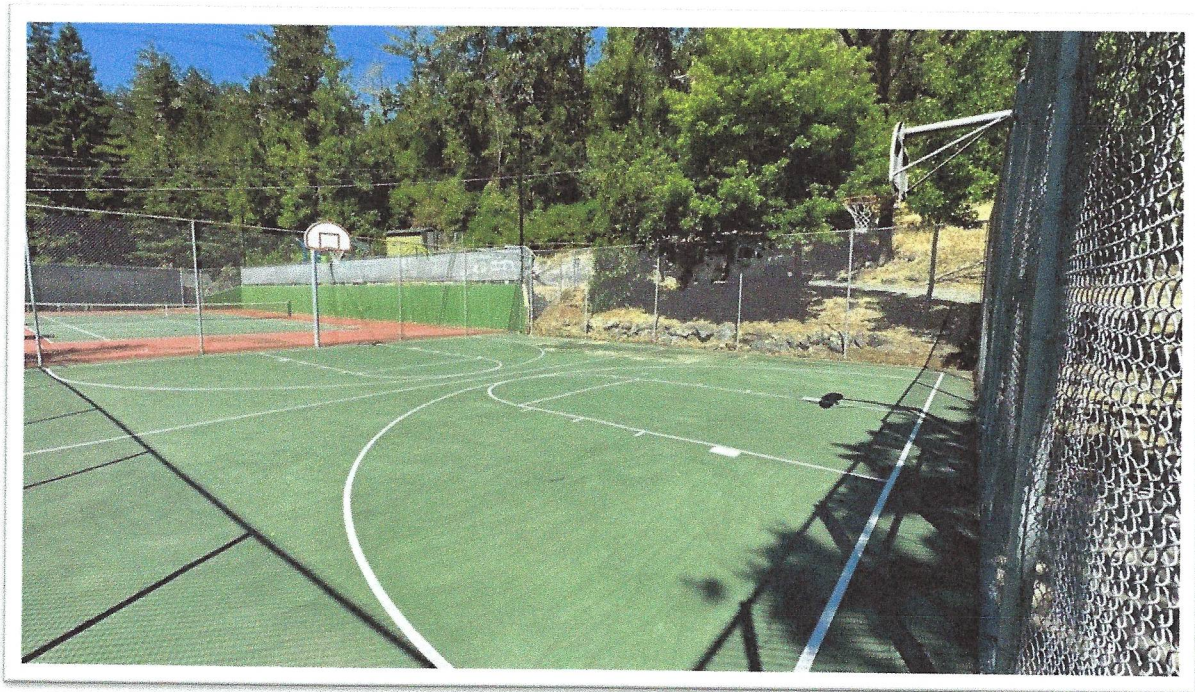
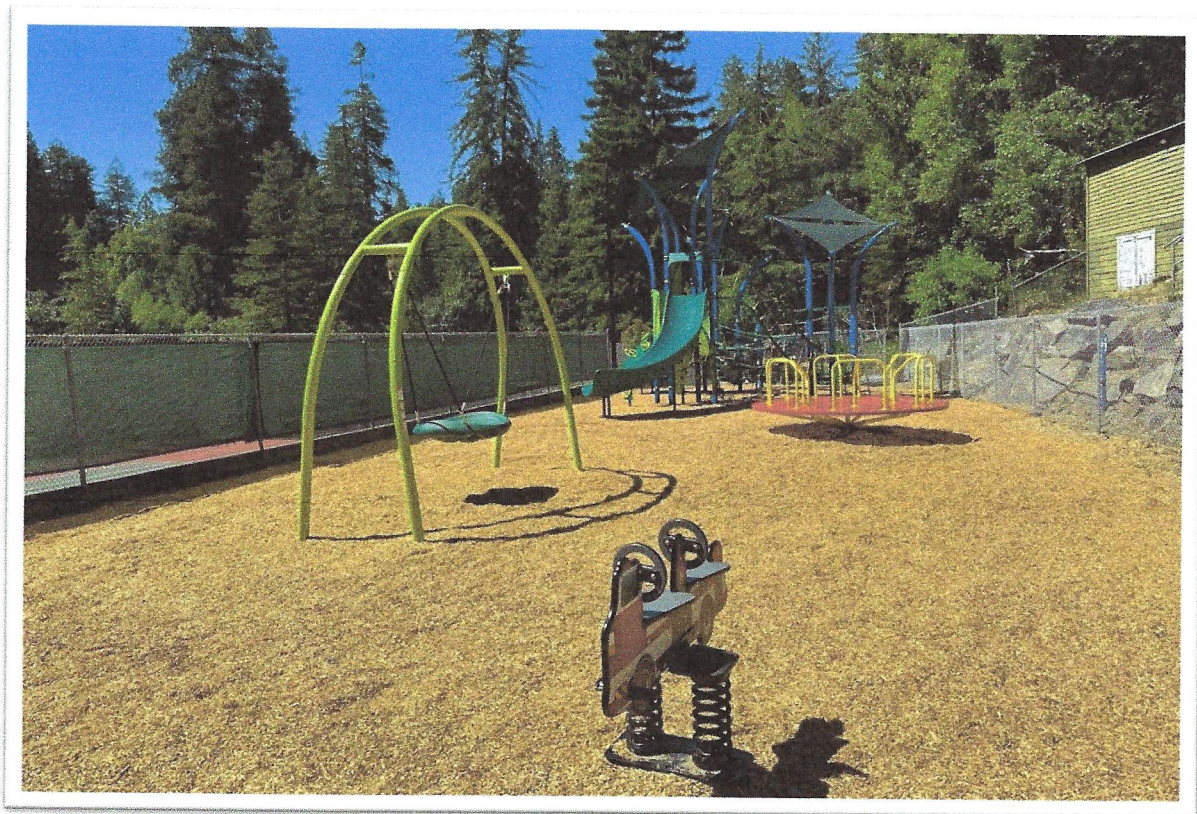
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### Gerald T. Parmeter Memorial Park

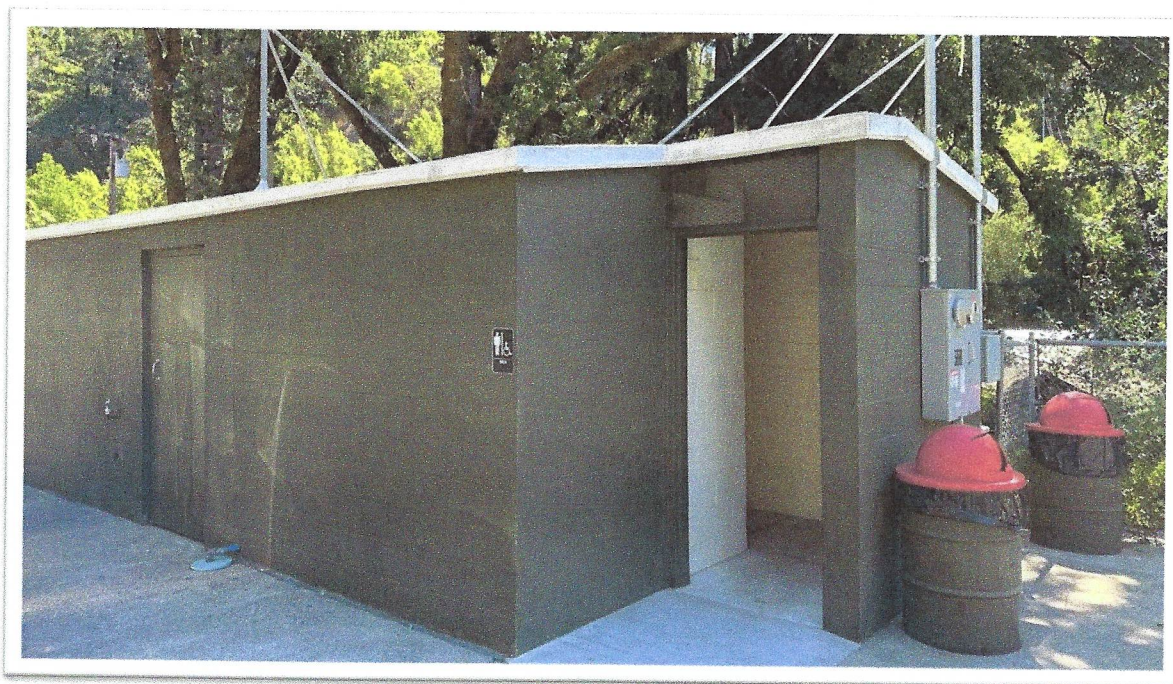
This park is named in honor of Mr. Parmeter who served in the Army and was a Vietnam War Era casualty on May 24, 1968. This park is located right off Cazadero Highway and has restrooms, basketball court, and tennis court. The District did a great job in the renovation of their new playground.

Site Photos:









## CONCLUSION & SCORING

---

<i><b>Follow-Up Items:</b></i>	<i><b>1 of 1</b></i>
<i><b>Participant Agreement, Waiver, &amp; Release Forms:</b></i>	<i><b>N/A</b></i>
<i><b>Facility Use Agreements:</b></i>	<i><b>N/A</b></i>
<i><b>Injury &amp; Illness Prevention Program:</b></i>	<i><b>3 of 3</b></i>
<i><b>Cybersecurity Practices:</b></i>	<i><b>2 of 3</b></i>
<i><b>Job Descriptions:</b></i>	<i><b>N/A</b></i>
<i><b>Screening and Review:</b></i>	<i><b>N/A</b></i>
<i><b>Post-Conditional Offer Preemployment Functional Capacity Examinations:</b></i>	<i><b>N/A</b></i>
<i><b>Employee Training Practices:</b></i>	<i><b>9 of 9</b></i>
<i><b>Employee Driving Record Management:</b></i>	<i><b>N/A</b></i>
<i><b>Employee Handbook &amp; Employment Counsel:</b></i>	<i><b>1 of 1</b></i>
<i><b>Volunteers:</b></i>	<i><b>N/A</b></i>
<i><b>Safety Committee:</b></i>	<i><b>7 of 8</b></i>
<i><b>Parks and Facility Maintenance:</b></i>	<i><b>10 of 10</b></i>
<i><b>Inspection Program &amp; Repair Practices:</b></i>	<i><b>5 of 5</b></i>
<i><b>Life Safety</b></i>	<i><b>3 of 4</b></i>
<i><b>Americans with Disabilities Act (“ADA”)</b></i>	<i><b>4 of 8</b></i>
<i><b>Pool Safety Practices &amp; Maintenance</b></i>	<i><b>N/A</b></i>
<hr/>	
<b>Total Score:</b>	<i><b>45 of 52</b></i>

**Your District scored 87% and earned a rating of Very Good.**

**There was one recommendation made during this visit.**

- 1. The District should have a cybersecurity policy in place.***
- 2. The Board of Directors' Meeting Minutes should be sent to CAPRI.***
- 3. The District should conduct a PPE assessment through a written certification process under CCR 3380.***
- 4. The District should conduct a self-assessment and transition plan of Gerald T. Parmeter Memorial Park.***
- 5. The District should have Grievance Policy and Procedures in place.***

Sincerely,

**Kirk Andre, Safety Analyst**

From: [tess.tx@earthlink.net](mailto:tess.tx@earthlink.net) <[tess.tx@earthlink.net](mailto:tess.tx@earthlink.net)>

Sent: Tuesday, August 22, 2023 2:44 PM

To: Sherry Kulczewski <[skulczewski@scottag.com](mailto:skulczewski@scottag.com)>; [Maureen Berry](mailto:Maureen Berry); [Homer Canelis](mailto:Homer Canelis); [Scott S McKinley](mailto:Scott S McKinley); [Scott Grisw Daina DeBeaune](mailto:Scott Grisw Daina DeBeaune) <[debeauned@gmail.com](mailto:debeauned@gmail.com)>

Subject: Tennis Backboard

Found this backboard for total of \$2593.27, including tax and shipping. However, it is out of stock for about 2-3 months . . .

I have not ordered, just filled out form to verify shipping cost.

I do not have an email address for Paul Barry.

*\*Sally*

**tennis EXPRESS** Search keyword or item #

ORDER TODAY SHIP TODAY  
**FREE 2-DAY SHIPPING. FREE RETU**  
EXCLUSIONS APPLY. CHECK FOR DETAILS

APPAREL SHOES RACQUETS STRINGS BAGS BALLS GRIPS PICKLEBALL OTHER SHOP BY

### CHECKOUT

**Shipping Address**

Sally Johnson  
1801 Eastmanway Dr  
Covadale, GA 30642  
US98109896  
Phone: 770-822-9118

**Billing Address**

Sally Johnson  
1771 E Timberwagon  
KODING, GA 30140  
US98109896  
Phone: 770-822-9118

**Order Summary**

Total Cost of Items	\$1,344.95
Taxes & Handling	\$196.65
Package Fee	\$146.70
TOTAL	\$1,688.30
Discounts	\$0.00
<b>Total</b>	<b>\$1,688.30</b>

**Shipping Methods**

Some items are out of stock. Items out of stock will ship once in stock.

Standard **FREE DELIVERY IN 4-7 BUSINESS DAYS**

UPS 2nd Day **TBD - You'll be contacted for shipping costs**

UPS Next Day Air **TBD - You'll be contacted for shipping costs**

UPS 2nd Day Air **TBD - You'll be contacted for shipping costs**

UPS Next Day Air **TBD - You'll be contacted for shipping costs**

**Your Items**

INCLUDES 2-DAY SHIPPING  
STANDARD BACKBOARD  
SET 1  
- \$1,517.64 US

**Coupons**  **Gift Note**

**Redeem Gift Card**  **Comments**

**Redeem Credits**  **Gift Receipt**



Search keyword or item #



ORDER TODAY, SHIPS TODAY!  
**FREE 2-DAY SHIPPING. FREE RETURNS\***  
EXCLUSIONS APPLY. CLICK FOR DETAILS

- APPAREL
- SHOES
- RACQUETS
- STRINGS
- BAGS
- BALLS
- GRIPS
- PICKLEBALL
- OTHER
- SHOP BY
- SALE

# CHECKOUT

## Shipping Address [edit](#)

Sally Johnson  
 5895 Cazadero Hwy 24  
 Cazadero, CA 95421  
 United States  
 Phone: 713-82-8170

Some items are out of stock in your cart and will ship once it arrives.

## Shipping Methods

- STANDARD - \$700.00 - DELIVERS IN 4-7 BUSINESS DAYS
- UPS 2ND DAY - TBD - You'll be contacted for shipping costs
- UPS NEXT DAY AIR - TBD - You'll be contacted for shipping costs
- IN-STORE PICKUP TX - TBD - A Representative will contact you with a shipping quote - 4 BUSINESS HOURS

## Your Items [edit](#)



ONCOURT OFFCOURT  
 STRAIGHT-TILT BACKBOARD  
 8X12  
 1 @ \$1,744.95

## Billing Address [edit](#)

Sally Johnson  
 10713 E Timberwagon  
 Spring, TX 77980  
 United States  
 Phone: 713-82-8170

## Coupons

## Redeem Gift Card

## Redeem Credits

## Gift Note

## Comments

## Gift Receipt

## Order Summary

Total Cost of Items: \$1,744.95  
 Shipping & Handling: \$700.00  
 Estimated Tax: \$148.32  
 Credits: No Credits  
 Discounts: \$0.00

**Total: \$2,593.27**

# **DISCUSSION ITEMS**

P. L. Barry <cazhwy@gmail.com>

9/9/2023 4:27 PM

## Fwd: Statewide Flood Emergency Response Grant Program - California Grants Portal

To CAZADERO COMM SVS DISTRICT <cazaderocsd@comcast.net>

---

Put this in FD report, grant opportunity

----- Forwarded message -----

From: P. L. Barry <cazhwy@gmail.com>

Date: Tue, Sep 5, 2023 at 6:51 AM

Subject: Re: Statewide Flood Emergency Response Grant Program - California Grants Portal

To: Michael Nicholls <mcnicholls@me.com>

Thanks Mike, this looks like a good one!

On Mon, Sep 4, 2023 at 10:18 AM Michael Nicholls <mcnicholls@me.com> wrote:

Paul

Certainly would be worth applying for this grant...especially as CVFD is a first responder in the even of flooding within the district.

<https://www.grants.ca.gov/grants/statewide-flood-emergency-response-grant-program/>

P. L. Barry <cazhwy@gmail.com>

9/9/2023 4:28 PM

## Fwd: Cazadero

To CAZADERO COMM SVS DISTRICT <cazaderocsd@comcast.net>

This one too, grant opportunity and Michael Collins will write it for us  
!

----- Forwarded message -----

From: **Michael Collins** <michael@teravana.com>

Date: Wed, Sep 6, 2023 at 11:26 AM

Subject: Re: Cazadero

To: P. L. Barry <cazhwy@gmail.com>

Hello, this is the link for the **Community Wildfire Defense Grant Program**

<https://www.fs.usda.gov/managing-land/fire/grants>

To add some more about Teravana that I forgot to mention today: Currently applying for grants that will help us implement tree school at Teravana for K-12 students who will come to Teravana. Students and community members will be able to participate in workshops: starting and tending a garden, planting trees (edible and hardwood), composting, animal integration, and other activities.

All the best,

On Wed, Sep 6, 2023 at 9:33 AM Michael Collins <michael@teravana.com> wrote:

O it was today at 8:30 your time

On Wed, Sep 6, 2023 at 9:30 AM P. L. Barry <cazhwy@gmail.com> wrote:

Did we miss each other or is it today? Kinda lost track with the holiday, today feels like Tuesday, but it's not!

On Tue, Sep 5, 2023 at 4:45 AM Michael Collins <michael@teravana.com> wrote:

great, I'll call you tmrw

On Sun, Sep 3, 2023 at 9:43 PM P. L. Barry <cazhwy@gmail.com> wrote:

Yes, that works!

On Sun, Sep 3, 2023 at 2:58 PM Michael Collins <michael@teravana.com> wrote:

Ok no problem. Maybe a phone call will get the job done.

Does 707-696-5337 work as a number to reach you?  
If so I'll call you at 8:30.

My number so you have it- 201-273-8310.

Best

On Sun, Sep 3, 2023 at 2:04 PM P. L. Barry <cazhwy@gmail.com> wrote:



OK with time, don't know what Google meet is, sorry

On Thu, Aug 31, 2023 at 7:52 AM Michael Collins <[michael@teravana.com](mailto:michael@teravana.com)> wrote:

How about 8:30 your time on Wednesday (9/6/23).

And does Google meet work for you? Thinking max 30 mins is enough to touch base.

On Wed, Aug 30, 2023 at 4:38 PM P. L. Barry <[cazhwy@gmail.com](mailto:cazhwy@gmail.com)> wrote:

Hey Michael, let's use this email address, I get too much spam on the other.  
What works for you since we have a 3 hour difference? 8-9 AM my time is usually  
ok for few interruptions

Paul L. Barry  
[\(707\) 696-5337](tel:(707)696-5337)

Office of Grants and Local Services <[localservices@parks.ca.gov](mailto:localservices@parks.ca.gov)>

8/28/2023 1:13 PM

## Application Workshops for \$50 Million Outdoor Equity Grants Program - Round 2

To [cazaderocsd@comcast.net](mailto:cazaderocsd@comcast.net)



## Office of Grants and Local Services

The California Department of Parks and Recreation's Office of Grants and Local Services (OGALS) is pleased to provide the application workshop schedule for the **\$50 million Outdoor Equity Grants Program (OEP) - Round 2**.

### Register for an Application Workshop

To view the schedule, visit the [OEP webpage](#) and click on the "Application Process" tab. Click the location and date of your choice to register.

### Staff Contacts

For additional technical assistance and guidance, applicants are encouraged to send questions to the Competitive Application/Pre-Award [Project Officer](#) based on the county where the Community Home Base is located.

### Next Steps

- Start planning the outdoor program now using the [Application Guide](#).
- RSVP for an application workshop and email questions to your Competitive Project Officer.
- Applications are due by or before 5:00 p.m. on Thursday, December 14, 2023 in Submittable.
- Grant awards will be announced in Summer 2024 with programs beginning in Summer/Fall 2024.

We look forward to answering your questions and receiving your OEP application in December!

California Department of Parks and Recreation

Community Engagement Division  
Office of Grants and Local Services' Competitive Review Team

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715 P Street  
Sacramento, CA | 95814 United States

This email was sent to [cazaderocsd@comcast.net](mailto:cazaderocsd@comcast.net).  
*To continue receiving our emails, add us to your address book.*





Sonoma County Fire District Bodega Bay's station 10, work surf rescue unit outside station 10 along Hwy 1, May 19, 2023. (Chad Surmick / The Press Democrat)

## Voters to decide on fire tax

New measure to support county agencies qualifies for 2024 local ballot

By Emma Murphy The Press Democrat

A new sales tax measure intended to fund local fire services is poised to come to Sonoma County voters in the March 2024 election.

The tax measure, which proposes a half-cent countywide sales tax to support county fire agencies, has qualified for the ballot by voter signature, Deva Proto, the county's registrar of voters, confirmed.

The Sonoma County Fire Chiefs Association led the effort to gather voter signatures. They needed 19,746 signatures to qualify and turned in 28,990. Of those, there were an estimated 23,492 valid signatures, Proto said via text.

"As a group we're excited that we got through this first milestone," said Fire Chief Gold Ridge Fire Protection District Fire Chief Shepley Schroth-Cary, a member of the Sonoma County Fire Chief's Association.

The association estimates the tax would raise about \$60 million annually. The fund would be distributed between 29 fire entities.

"This is going to improve fire and emergency medical service throughout our county and bring service equity to all of our residents and businesses," said Steve Akre, president of the Sonoma County fire chief's association. "We have a responsibility as leader in fire and EMS to advocate for this."

The effort comes as a renewed — and what Akre describes as "better organized" — bid to secure funding for fire agencies, after a similar effort failed before voters in 2020.

The Sonoma County Board of Supervisors must vote to either call an election for the measure, effectively adding it to the March 2024 ballot or request a study of the measure, Proto said.

She said it is "fairly unusual" for the board to request a study.

Measure G in 2020 proposed a half-cent sales tax that was expected to raise about \$51 million annually for some three dozen fire agencies. It needed a two-thirds majority to pass, but received nearly 65% of the vote and fell short.

This time around the association has chosen a different path to the ballot. In 2020, the Board of Supervisors put the measure on the ballot, meaning the tax needed a two-thirds majority to pass, but by qualifying for the ballot by voter-signature, the measure only needs a simple majority.

If passed, it would be the largest of several countywide voter-approved sales tax hikes supporting public services, the largest of which are set at a quarter-cent and support open space and farmland protection, road and transit upgrades, mental health and homelessness programs and the SMART commuter train system.

Fire agencies get most of their base funding through property and parcel taxes linked to jurisdiction. Officials for many local departments, however, say they strain to meet the rising costs of staff, equipment, training and the greater demands of a nearly year-round wildfire season.

Revenue raised by the proposed tax would be dispersed among all 29 agencies but not in equal shares. The chief's association determined how to break up the funds using the results of a study that identified service gaps and needs based on standards set by the National Fire Protection Association, Akre said.

The agencies stand to receive the largest percentages under the measure include Santa Rosa with 14.40%, Sonoma County Fire Chief's Association with 14.07%, Petaluma with 7.19% and Sonoma County Fire District with 6.61%.

Rohnert Park with 5.5%, Sonoma Valley Fire District with 5.2% and Northern Sonoma County Fire Protection District with 5% also top the list.

A large portion of the Sonoma County Fire Chief's share would be used to cover all agencies' member fees for the dispatch service provided by RedCom and to make improvements at the dispatch center.

Other uses of the association's share include funding technology improvements countywide, recruitment and training, covering the cost of the county's permitting and planning department's hazmat response program and establishing a contingency fund.

Under supervision from an oversight committee, agencies could use their share of the funds for identified needs including hiring new firefighters, including those with EMT training, covering infrastructure upgrades at fire stations and investing in brush management programs, Akre said.

The funds could support hiring approximately 200 new firefighters countywide, Akre said.

"We needed a funding source to be able to transition more of our fire service in Sonoma County from a strictly volunteer-based service to a combination and, or a career-based service," said Akre.

Akre said volunteers are a "critical" piece of fire service in Sonoma County, but added that the daily demands for emergency services makes it "hard to rely on volunteers at the same level that we did 20, 30 years ago."

The oversight committee's membership would include seats for Board of Supervisor appointees, city appointees, fire chiefs, labor representatives, at-large representatives from the public and a representative from the Sonoma County Taxpayer's Association, Akre said.

Akre said he is "confident" the measure will pass this time because unlike in 2020 it has buy-in from more stakeholders including fire chiefs, firefighter unions and fire district boards.

"Over those last four years we have built an incredible amount of unity and alliances within the fire service itself," Akre said.

Akre said local fire leaders are "sensitive to what the ask is" by putting a sales tax before Sonoma County voters, but said it is "necessary."

"This isn't a nice-to-have situation that we're going out for. This is a need-to-have for everybody," Akre said.

You can reach Staff Writer Emma Murphy at 707-521-5228 or emma.murphy@pressdemocrat.com. On Twitter @MurphReports.

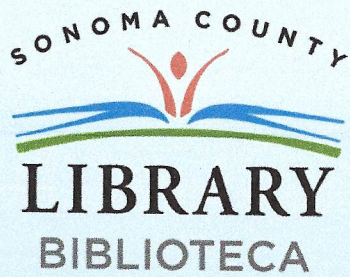
# FINANCIALS

**Cazadero Community Services District**  
**Bills Presented for Payment**  
**August 10 through September 13, 2023**

Date	Num	Name	Amount
<b>Aug 10 - Sep 13, 23</b>			
08/16/2023	ACH	Comcast	-210.27
08/15/2023	ACH	Recology Sonoma Marin	-55.96
08/28/2023	ACH	Comcast	-174.96
09/11/2023	ACH	Frontier Communications	-264.64
09/11/2023	ACH	Frontier Communications	-314.97
09/11/2023	ACH	Frontier Communications	-81.92
09/01/2023	ACH	P. G. & E.	-86.72
09/01/2023	ACH	P. G. & E.	-381.10
09/07/2023	ACH	P. G. & E.	-481.51
09/12/2023	E-pay	EFTPS	-1,140.96
08/10/2023	10379	Brennan, John	-5,130.00
08/10/2023	10380	Terex USA, LLC	-2,107.38
09/01/2023	10381	Caplan, Nancy K.	-415.57
09/01/2023	10382	Dewart, Alan	-1,371.04
09/01/2023	10383	Krausmann, Steven M	-606.80
09/01/2023	10384	Kulczewski, Sharon	-908.67
09/01/2023	10385	Schanz, Eric E.	-461.75
09/13/2023	10386	Bank of America Business Mastercard	-2,190.14
09/13/2023	10387	Barry, Paul	-296.79
09/13/2023	10388	Berry's Saw Mill	-2,088.02
09/13/2023	10389	Brennan, John	-2,111.00
09/13/2023	10390	Cazadero Supply	-239.59
09/13/2023	10391	Cazadero Water Company	-28.58
09/13/2023	10392	Complete Welders Supply	-86.62
09/13/2023	10393	Kulczewski, Sherry	-238.22
09/13/2023	10394	Maureen Berry	-7,572.43
09/13/2023	10395	Risk Strategies	-769.00
09/13/2023	10396	Sonoma County Construction Services	-1,215.00
<b>Aug 10 - Sep 13, 23</b>			<b>-31,029.61</b>



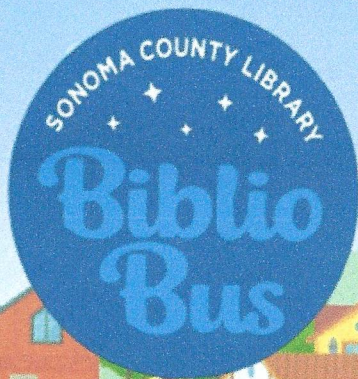
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**Thursday, September 21**  
**(and every third Thursday of the month)**  
**4:00-5:00 PM**  
**Cazadero History Learning Ctr -**  
**In front of the old train station**



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on board!**

***iLibros,  
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