

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

Board Meeting Agenda  
June 14, 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 Meeting Minutes – April 19, 2023
2. Approval of Financials – Month of March 2023
3. Approval of Financials – Month of April 2023

## ACTION ITEMS

1. Legal Counsel – Discussion/Action –
2. LWCF Grant Application – Proposed Projects – Discussion/Action –
3. Playground Equipment – Discussion/Action – Update
4. Use of firehall (including tables, chairs, fencing) by third parties – Discussion/Action –
5. Disposal of 1992 International Heavy Rescue Unit – Discussion/Action –
6. Cazadero Community Club Shed Exterior Paint – Discussion/Action –
7. Resolution 22/23-18 Approving the 2022-23 Fiscal Year Preliminary Budget – Discussion/Action – Discuss and consider proposed Budget Items and approval of resolution
8. Resolution 22/23-19 Resolution Confirming Contract with Coggins Fence & Supply – Discussion/Action –
9. Tennis/Basketball Court resurfacing project – Discussion/Action –
10. District-owned vacant lot clearing – 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. Firehouse Rental Rates – Discussion – Are we giving away the firehouse at \$175? See packet for pricing for St. Colman's Outdoor Church (starts at \$750) and Monte Rio Recreation and Park District (over 5 hours for locals starts at \$750).
4. DMV Employer Pull Notice Program – Discussion –

## FINANCIAL REPORTS

## COMMUNICATIONS

1. Email from California Special Districts Association, re: webinars, workshops, and conferences
2. Mail from LAFCO, re: Sonoma LAFCO approved fiscal year 2023-24 preliminary budget



3. Mail from Elsa Thompson, Sonoma County Out of Darkness Walk Committee, re: Sonoma County Out of Darkness Community Walk 2023 which will be held on September 23 at Sonoma State University, Rohnert Park
4. Email from Bryan Hughes, Russian River Alliance, re: Cazadero WiFi
5. Email from CAPRI Member Portal re: 2023 CSDA Annual Conference – The Leadership Conference for Special Districts

## **ADJOURNMENT**

# STAFF REPORTS



## Fire Department

### Operations:

- Chief Krausmann has been in communication with Cal Fire regarding previous fuel bills owed to Cal Fire. A solution to the fueling issue may require Cazadero Fire to install its own above ground fuel tank.
- 5290 is back in service.
- Chief Krausmann reports that two new defibrillator units have been ordered.

### April 2023 Calls

<b>Nature of Call</b>	<b>Number of Calls</b>
Medical Aid	<b>10</b>
Traffic Accident	<b>1</b>
Gas Outside a Structure	<b>1</b>

### Administration

No Report

### Training- Upcoming Training

- May 11, 1800hrs.- Shelters/Pump Ops. /Portable Pumps.
- May 25, 1800hrs.- Wildland Readiness Drills.

### Firefighters Association

- Next meeting is July 6 (Meeting/Maintenance).

**Fire Department**

**Operations:**

- No Report

**May 2023 Calls**

<b>Nature of Call</b>	<b>Number of Calls</b>
Medical Aid	8
Traffic Accident	2

**Administration**

No Report

**Training- Upcoming Training**

- June 8, 1800hrs.- Ropes/ Knotts/ Anchor Systems
- May 22, 1800hrs.- Stokes/Bridals/Main Line and Safety

**Firefighters Association**

- Next meeting is July 6 (Meeting/Maintenance).





## Fire Chiefs' Fire Service Working Group

May 23<sup>rd</sup>, 2023

**Steve Akre**

Chief, Sonoma Valley  
County Chiefs' Association  
EMS Representative

**Kelly Bradley**

Battalion Chief, Wilmar VFC  
VFC Association

**Mark Heine**

Chief, Sonoma County FD  
State Chiefs' Association

**Mike Marcucci**

Unit Chief, Sonoma County  
CAL FIRE

**Jeff Schach**

Chief, Petaluma FPD  
South County

**Shepley Schroth-Cary**

Chief, Gold Ridge FPD  
VFC Administrator

**Mike Stornetta**

President, Fire Fighters of  
Sonoma County, L1401

**Robert Taylor**

Director, Cloverdale FPD  
Fire Districts' Association

**Marshall Turbeville**

Chief, NSCFPD  
North County

**Scott Westrope**

Chief, Santa Rosa  
Cities' Representative

**Objective:**

Efficient, Effective, and Sustainable county-wide fire delivery system

To: Sonoma County Fire Chiefs' Association  
Sonoma County Fire Districts' Association  
Sonoma County Fire Fighters Labor Groups and Associations

The FSWG will continue to provide updates at the SCFCA and Districts Assn meetings, to our Labor partners, and through email blasts when there are significant milestones in this project. Following are some highlights since our previous update:

- Tax Measure Distribution Plan: The Team is still addressing some very last-minute issues, and will be finalizing the percentage allocations for each of the entities receiving funds directly. This should be absolutely finalized on Thursday.
- Governance Model: The proposed Governance Model proposal is complete.
- Ordinance Language: The team spent a lot of time discussing the annual report and trigger(s) that would result in a reduction in allocation. We did not arrive at a final proposal and will be working with the attorney to see what has been used by other measures that we might leverage. The ordinance language must be complete next week to meet the June 1<sup>st</sup> deadline to file the Initiative Packet.
- The discretionary funding will be managed by the SCFCA.
- Outreach:
  - The special briefings with SCFCA, the Districts Association, and Labor partners Monday of last week went very well and had great attendance. There is tremendous support from all organizations.
  - The team met with Roberta MacIntyre from Fire Safe Sonoma to discuss how their allocation of \$250k could be spent in alignment with the measure objectives and activities being funded (e.g. vegetation management crew).
  - The team also presented at the City Managers Mtg. on Thursday. The group was very supportive of the measure and had very few questions.

- Members of the team will meet with the Sonoma County Taxpayers Association later this week, and the team will meet with the Fire Ad Hoc on May 30<sup>th</sup>.
- We are looking to get on an agenda in the very near future of the Mayors' and Councilmembers' Association.
- Fundraising: We need everyone's support fundraising to cover the costs of the signature gathering and political consultant. Here is the [link](#) to donate. The labor unions and paid associations did a self-assessment to cover the initial \$75,000 signature gathering payment.

Please reach out to a FSWG representative if you have any questions.



Expenditure Plan Allocations. The following Agencies will receive a percentage of Tax Allocated as follows:

Agency	Percentage of Tax
City of Healdsburg	2.51%
City of Petaluma	7.19%
City of Rohnert Park	5.50%
City of Santa Rosa	14.40%
City of Sebastopol	1.80%
City of Sonoma	1.18%
Cazadero Community Services District	1.14%
Cloverdale Fire Protection District (including the City of Cloverdale)	2.78%
Gold Ridge Fire Protection District	2.89%
Graton Fire Protection District	1.06%
Kenwood Fire Protection District	1.87%
Monte Rio Fire Protection District	2.43%
North Sonoma Coast Fire Protection District	2.39%
Northern Sonoma County Fire Protection District	5.00%
Occidental Fire Protection District	1.61%
Rancho Adobe Fire Protection District (including the City of Cotati)	3.50%
Schell-Vista Fire Protection District	1.20%

Sonoma County Fire District (including the Town of Windsor)	6.61%
Sonoma Valley Fire District	5.20%
Timber Cove Fire Protection District	2.47%
Community Service Area 40 (Bodega)	0.13%
Community Service Area 40 (Camp Meeker)	0.39%
Community Service Area 40 (Fort Ross)	0.02%
Community Service Area 40 (Lakeville)	1.97%
Community Service Area 40 (Two Rock)	0.03%
Community Service Area 40 (Valley Ford)	1.96%
Community Service Area 40 (Wilmar)	2.28%
Northern Sonoma County Fire Protection District - Fund and manage Countywide Vegetation Management Crews	5.00%
County of Sonoma – Fire Prevention and Haz-Mat Division	0.42%
County of Sonoma Auditor – Controller – Treasurer – Tax Collector Administrative Fee	1.00%



<p>Sonoma County Chiefs Association - Countywide Expenses Funding</p> <ul style="list-style-type: none"> <li>• REDCOM Dispatch Fees (including Cities)</li> <li>• REDCOM Command Center Staffing (1 – BC, 3 – Captains, &amp; 1- Admin)</li> <li>• Lexipol</li> <li>• Fire Safe Sonoma - \$250k/year</li> <li>• Countywide Technology</li> <li>• Red Flag &amp; Winter Storm Upstaffing</li> <li>• Recruiting/Training Programs</li> <li>• Sonoma County Chiefs Association Administrative Support</li> <li>• Funding agreement sustainability</li> <li>• Additional vegetation management projects</li> </ul>	<p>14.07%</p>
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## Facilities - April

I did all the usual jobs: I mopped the floors several times a week, cleaned the tables and the counter tops, wiped out the refrigerator several times, and cob-webbed the ceilings. I cleaned the bathrooms including the toilets, sinks and floors, and replaced the toilet paper and paper towels. I swept the floor in the big room several times and mopped the floors in the offices. I washed the windows in the lobby. I did some leaf blowing in the front and the back. I put the garbage cans out for pick up. I was asked to move the refrigerator and clean under and behind it, which I did.

I was gone the first week of April but caught up on jobs when I got back.

Total hours 17.

Nancy Caplan

**Facilities** - *May*

I did the usual jobs this month. I mopped all the floors several times a week, wiped the counters, microwave, fridge, and cupboard fronts. I cleaned the windows in the front entrance way. I picked up a new webster from Don's and cob webbed several times. I used the leaf blower in the front. I cleaned out the garbage cans in the front. I watered the flower garden in the wine barrel. I also cleaned the bathrooms including the toilets, sinks, and floors. I replaced toilet paper and paper towels. I also swept the big room.

Nancy Caplan

# CONSENT ITEMS



## *Cazadero Community Services District Meeting Minutes – April 19, 2023*

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

The regular meeting of the Cazadero CSD Board was called to order at 6:35 PM on April 19, 2023. Director P. Barry led the Pledge of Allegiance. The following Directors were present: P. Barry, M. Berry, H. Canelis, D. DeBeaune, and S. Griswold. AA Kulczewski and several members of the public were also present.

### **2. Public Comment**

James Dunton of Russian River Utility introduced himself and explained his company has a two-year contract with the State Water Resources Board to assist Jim Berry in bringing the Cazadero Water District water system up to code. He will be having meetings with Cazadero Water District customers on the upgrade and its progress and would like to rent the firehall for them.

### **3. Agenda Adjustments**

Action Item #9 – Use of firehall (including tables, chairs, fencing) by third parties, followed by Action Item #5 – Fiber Optic Grant and Emergency Communications, moved to before Director Reports.

### **4. Director Reports**

None.

### **5. Staff Reports**

AA Kulczewski requested a current/updated list of all CCSD vehicles, reported that Recology raised their rates, and questioned a credit on RDO's statement.

Director P. Barry reported 5290 is not yet ready for service; a claim has been submitted to our insurance company for the damage caused by the Redwood tree that fell on Station 1.

The Call Report for March:

Nature of Call	Number of Calls
Medical Aid	8
Hazardous Condition	4
Gas in a Structure	2
Fire Alarm Residential	1

### **6. Consent Calendar Items**

Approval of financials for the month of March 2023 has been moved to the May Board meeting. On a motion by Director M. Berry, seconded by Director Canelis, the Board moved to approve the minutes as amended for the March 8, 2023, meeting and the financials for the month of February, 2023. VOTE: 5-0-0:

### **7. Action Items**

**a. Resolution 22/23-17 Resolution Confirming Contract with Ross Recreation Equipment –**  
After Board discussion, on a motion by Director DeBeaune, seconded by Director Griswold, the Board moved to adopt Resolution 22/23-17 to confirm the contract with Ross Recreation Equipment. VOTE: 5-0-0:



**11. Financial Reports**

AA Kulczewski reported bills totaling \$68,797.26 were presented for payment, which included payment of \$41,460.00 for installation of the new playground equipment.

**12. Adjournment**

On a motion by Director P. Barry, Seconded by Director DeBeaune, the Board moved to adjourn the meeting at 8:24 PM. VOTE: 5-0-0:

\_\_\_\_\_  
Paul Barry

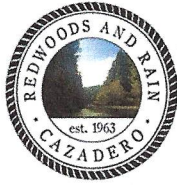
\_\_\_\_\_  
Maureen Barry

\_\_\_\_\_  
Homer Canelis

\_\_\_\_\_  
Daina DeBeaune

\_\_\_\_\_  
Scott Griswold

\_\_\_\_\_  
Date



*Cazadero Community Services District  
Meeting Minutes – May 10, 2023*

Due to lack of quorum the May 10, 2023 Board meeting was canceled.

**Cazadero Community Services District  
Profit & Loss Budget Performance**

4:04 PM

05/06/2023

March 2023

Accrual Basis

		Mar 23	Jul '22 - Mar 23	\$ Over Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>10 · Tax Revenue</b>						
1000 · Property Taxes-CY Secured		0.00	186,518.27	-117,633.73	61.32%	304,152.00
1011 · SB 2557 Prop Tax Admin		0.00	115.98	3,603.24	-3.33%	-3,487.26
1020 · Prop Tax-CY Supplemental		0.00	5,733.30	-244.86	95.9%	5,978.16
1040 · Prop Tax-CY Unsecured		0.00	10,064.65	1,674.25	119.95%	8,390.40
1042 · Cost Reim-Coll DEL CY UNS		0.00	0.00	83.90	0.0%	-83.90
1060 · Prop Tax-PY Secured		0.00	-22.46	40.47	35.69%	-62.93
1080 · Supplemental Prop Tax-PY		0.00	-9.42	22.04	29.94%	-31.46
1100 · Prop Taxes-PY Unsecured		0.00	195.21	37.89	124.09%	157.32
1106 · State Property Tax Backfill		0.00	359.85	359.85	100.0%	0.00
<b>Total 10 · Tax Revenue</b>		<b>0.00</b>	<b>202,955.38</b>	<b>-112,056.95</b>	<b>64.43%</b>	<b>315,012.33</b>
<b>17 · Use of Money/Property</b>						
1700 · Interest on Pooled Cash		0.00	1,254.84	724.84	236.76%	530.00
1703 · LAIF Interest		0.00	2,384.78	-815.22	74.52%	3,200.00
1704 · Comm First CU - Savings		5.95	52.60	-17.40	75.14%	70.00
1801 · Hall Use		0.00	450.00	450.00	100.0%	0.00
<b>Total 17 · Use of Money/Property</b>		<b>5.95</b>	<b>4,142.22</b>	<b>342.22</b>	<b>109.01%</b>	<b>3,800.00</b>
<b>20 · Intergovernmental Revenues</b>						
2440 · ST-HOPTR		0.00	1,045.34	-790.06	56.95%	1,835.40
2500 · State-Other Funding (ST)		17,925.62	17,925.62	17,925.62	100.0%	0.00
<b>Total 20 · Intergovernmental Revenues</b>		<b>17,925.62</b>	<b>18,970.96</b>	<b>17,135.56</b>	<b>1,033.61%</b>	<b>1,835.40</b>
<b>40 · Miscellaneous Revenues</b>						
4040 · Misc. Income		0.00	0.02	0.02	100.0%	0.00
4050 · State & Local Grants		31,272.00	31,272.00	31,272.00	100.0%	0.00
4200 · Equip Rental-State of CA		0.00	29,919.76	29,919.76	100.0%	0.00
4201 · Strike Team-State of CA		0.00	40,409.96	40,409.96	100.0%	0.00
42111 · State - Other In-Lieu		0.00	6.28	6.28	100.0%	0.00
<b>Total 40 · Miscellaneous Revenues</b>		<b>31,272.00</b>	<b>101,608.02</b>	<b>101,608.02</b>	<b>100.0%</b>	<b>0.00</b>
<b>Total Income</b>		<b>49,203.57</b>	<b>327,676.58</b>	<b>7,028.85</b>	<b>102.19%</b>	<b>320,647.73</b>
<b>Gross Profit</b>		<b>49,203.57</b>	<b>327,676.58</b>	<b>7,028.85</b>	<b>102.19%</b>	<b>320,647.73</b>
<b>Expense</b>						
<b>50 · Salaries/Employment Benefits</b>						
<b>51 · Fire Department-Salaries/Empl B</b>						
5915 · Fire Department Payroll Expense		-12.71	-12.71	-23,345.71	-0.05%	23,333.00
5911 · Firefighter C & D Reimbursement						
Calls		0.00	4,560.00	160.00	103.64%	4,400.00
Drills		0.00	4,120.00	520.00	114.44%	3,600.00
Stipend		1,600.00	16,400.00	-23,600.00	41.0%	40,000.00



	Mar 23	Jul '22 - Mar 23	\$ Over Budget	% of Budget	Annual Budget
Strike Team	0.00	35,291.40	35,291.40	100.0%	0.00
Total 5911 · Firefighter C & D Reimbursement	1,600.00	60,371.40	12,371.40	125.77%	48,000.00
Total 51 · Fire Department-Salaries/Empl B	1,587.29	60,358.69	-10,974.31	84.62%	71,333.00
52 · Park & Rec-Salaries/Employ Bene					
5912 · Park & Rec Payroll Expenses	0.00	0.00	-7,346.00	0.0%	7,346.00
Total 52 · Park & Rec-Salaries/Employ Bene	0.00	0.00	-7,346.00	0.0%	7,346.00
54 · Admin-Salaries/Employ Benefits					
5914 · Admin Payroll Expenses	962.50	10,385.00	-13,556.00	43.38%	23,941.00
Total 54 · Admin-Salaries/Employ Benefits	962.50	10,385.00	-13,556.00	43.38%	23,941.00
5910 · Payroll Expenses	2,774.63	29,109.09	29,109.09	100.0%	0.00
5940 · Wrkmn Comp	0.00	22,568.00	0.00	100.0%	22,568.00
Total 50 · Salaries/Employment Benefits	5,324.42	122,420.78	-2,767.22	97.79%	125,188.00
60 · Services/Supplies					
61 · Fire Department-Services/Suppli					
6021 · Clothing, Uniform, Personal	0.00	733.61	-566.39	56.43%	1,300.00
6022 · Safety Clothing	0.00	3,397.07	-5,602.93	37.75%	9,000.00
6040 · Communications					
Station 1 Emergency Phones	268.34	2,315.09	-134.91	94.49%	2,450.00
Stn 1 Internet	210.27	1,827.13	-147.87	92.51%	1,975.00
Stn 1 Telephone	307.71	2,513.27	-86.73	96.66%	2,600.00
Stn 2 Internet	174.96	1,528.42	78.42	105.41%	1,450.00
Stn 2 Telephone	82.21	686.61	-63.39	91.55%	750.00
Total 6040 · Communications	1,043.49	8,870.52	-354.48	96.16%	9,225.00
6060 · Food	121.54	650.39	150.39	130.08%	500.00
6149 · Maintenance-Radio/Pagers	0.00	348.19	-4,651.81	6.96%	5,000.00
6181 · Maintenance - Fire Department					
Apparatus Annual Pump Testing	0.00	1,100.00	1,100.00	100.0%	0.00
Gen Bi-Annual Load Test	0.00	0.00	-1,000.00	0.0%	1,000.00
Main Siren Maintenance	0.00	0.00	-250.00	0.0%	250.00
Station 2 Mntce (Include Siren)	0.00	256.19	6.19	102.48%	250.00
Stn 2 Well Maintenance	0.00	0.00	-408.00	0.0%	408.00
Station 1 Mntce	2,751.86	3,664.48	-335.52	91.61%	4,000.00
Total 6181 · Maintenance - Fire Department	2,751.86	5,020.67	-887.33	84.98%	5,908.00
6261 · Medical Equip	1,390.43	5,621.01	2,621.01	187.37%	3,000.00
6457 · Computer Chrgs-Firehouse Softwa	0.00	58.49	-1,941.51	2.93%	2,000.00
6461 · Misc Supplies/Expenses	17.00	2,118.36	2,118.36	100.0%	0.00
6510 · Recruitment/Retention	0.00	0.00	-1,000.00	0.0%	1,000.00
6526 · REDCOM	0.00	1,202.72	1,202.72	100.0%	0.00
6654 · Medical Exam	0.00	0.00	-2,500.00	0.0%	2,500.00
6880 · Minor Equipment/Sm Tools	45.10	526.74	-1,973.26	21.07%	2,500.00
6881 · Safety Equip	0.00	10,239.03	5,239.03	204.78%	5,000.00
6883 · Fire Equip	0.00	1,325.94	-2,174.06	37.88%	3,500.00
7053 · Permits/License/Fees	75.00	150.00	-350.00	30.0%	500.00



	Mar 23	Jul '22 - Mar 23	\$ Over Budget	% of Budget	Annual Budget
7201 · Gas & Oil	345.93	7,818.31	2,818.31	156.37%	5,000.00
7321 · Utilities - Fire Department					
Stn 2 Propane	908.89	3,355.02	1,555.02	186.39%	1,800.00
Stn 2 Garbage	49.72	447.48	-112.52	79.91%	560.00
Stn 2 Electricity	86.57	816.61	-273.39	74.92%	1,090.00
Stn 1 Water	0.00	49.27	-600.73	7.58%	650.00
Stn 1 Propane	1,296.55	2,078.46	-371.54	84.84%	2,450.00
Stn 1 Garbage	447.21	1,242.09	-107.91	92.01%	1,350.00
Stn 1 Electricity	210.86	2,344.59	-355.41	86.84%	2,700.00
Siren Electricity	25.75	115.25	-184.75	38.42%	300.00
7321 · Utilities - Fire Department - Other	0.00	0.00	-300.00	0.0%	300.00
<b>Total 7321 · Utilities - Fire Department</b>	<b>3,025.55</b>	<b>10,448.77</b>	<b>-751.23</b>	<b>93.29%</b>	<b>11,200.00</b>
7330 · Sanitation-Stn2					
Annual Septic Permit	0.00	0.00	-500.00	0.0%	500.00
Septic Monitoring Fee	0.00	125.00	-275.00	31.25%	400.00
<b>Total 7330 · Sanitation-Stn2</b>	<b>0.00</b>	<b>125.00</b>	<b>-775.00</b>	<b>13.89%</b>	<b>900.00</b>
7930 · Interest Expense	0.00	0.00	-1,820.00	0.0%	1,820.00
<b>Total 61 · Fire Department-Services/Suppli</b>	<b>8,815.90</b>	<b>58,654.82</b>	<b>-11,198.18</b>	<b>83.97%</b>	<b>69,853.00</b>
62 · Park & Rec-Services/Supplies					
7322 · Utilities - Park & Rec					
Electricity Outdoor	59.65	462.97	-137.03	77.16%	600.00
Park Garbage	0.00	0.00	-200.00	0.0%	200.00
Park Water	0.00	0.00	-1,530.00	0.0%	1,530.00
<b>Total 7322 · Utilities - Park &amp; Rec</b>	<b>59.65</b>	<b>462.97</b>	<b>-1,867.03</b>	<b>19.87%</b>	<b>2,330.00</b>
<b>Total 62 · Park &amp; Rec-Services/Supplies</b>	<b>59.65</b>	<b>462.97</b>	<b>-1,867.03</b>	<b>19.87%</b>	<b>2,330.00</b>
63 · Street Lights-Services/Supplies					
7323 · Utilities - Street Lights					
Street Lights Electricity	459.38	4,036.67	-451.33	89.94%	4,488.00
<b>Total 7323 · Utilities - Street Lights</b>	<b>459.38</b>	<b>4,036.67</b>	<b>-451.33</b>	<b>89.94%</b>	<b>4,488.00</b>
<b>Total 63 · Street Lights-Services/Supplies</b>	<b>459.38</b>	<b>4,036.67</b>	<b>-451.33</b>	<b>89.94%</b>	<b>4,488.00</b>
64 · Admin-Services/Supplies					
6280 · Memberships/Certs	0.00	500.00	-500.00	50.0%	1,000.00
6080 · Household Supplies	0.00	227.46	-272.54	45.49%	500.00
6400 · Office expense	342.69	2,978.65	178.65	106.38%	2,800.00
6405 · Office Equip & Furnishings	0.00	0.00	-976.00	0.0%	976.00
6410 · Mail and Postage Supplies	0.00	0.00	-250.00	0.0%	250.00
6500 · Other Professional Svcs	0.00	475.00	-2,025.00	19.0%	2,500.00
6587 · LAFCO	0.00	569.00	-51.00	91.77%	620.00
6610 · Legal	500.00	4,000.00	-4,000.00	50.0%	8,000.00
6630 · Audit	0.00	4,950.00	0.00	100.0%	4,950.00
6634 · Bank Fees	0.00	2.50	2.50	100.0%	0.00
6800 · Publications and Legal Notices	0.00	151.00	-119.00	55.93%	270.00
<b>Total 64 · Admin-Services/Supplies</b>	<b>842.69</b>	<b>13,853.61</b>	<b>-8,012.39</b>	<b>63.36%</b>	<b>21,866.00</b>



	Mar 23	Jul '22 - Mar 23	\$ Over Budget	% of Budget	Annual Budget
<b>65 · Vegetation Management</b>					
6540 · Chipper Maintenance	0.00	1,312.35	1,312.35	100.0%	0.00
6545 · Boom Truck Maintenance	0.00	1,025.50	1,025.50	100.0%	0.00
65 · Vegetation Management - Other	0.00	33.83	33.83	100.0%	0.00
<b>Total 65 · Vegetation Management</b>	<b>0.00</b>	<b>2,371.68</b>	<b>2,371.68</b>	<b>100.0%</b>	<b>0.00</b>
<b>6100 · Insurance</b>	<b>0.00</b>	<b>31,681.36</b>	<b>5,261.36</b>	<b>119.91%</b>	<b>26,420.00</b>
6140 · Apparatus Maintenance	0.00	3,212.09	-4,487.91	41.72%	7,700.00
6180 · Maintenance-Bldg & Imp.					
Parks Maintenance-Playground	0.00	159.55	-2,340.45	6.38%	2,500.00
<b>Total 6180 · Maintenance-Bldg &amp; Imp.</b>	<b>0.00</b>	<b>159.55</b>	<b>-2,340.45</b>	<b>6.38%</b>	<b>2,500.00</b>
7120 · Training	0.00	4,353.16	-4,732.84	47.91%	9,086.00
7335 · Park Development	41,460.00	161,134.18	151,134.18	1,611.34%	10,000.00
7910 · Principal Payment	0.00	0.00	-33,216.00	0.0%	33,216.00
<b>Total 60 · Services/Supplies</b>	<b>51,637.62</b>	<b>279,920.09</b>	<b>92,461.09</b>	<b>149.32%</b>	<b>187,459.00</b>
<b>85 · Capital-Fixed Asset Expense</b>					
8560 · Equipment (F/A)	0.00	0.00	-8,000.00	0.0%	8,000.00
<b>Total 85 · Capital-Fixed Asset Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>-8,000.00</b>	<b>0.0%</b>	<b>8,000.00</b>
<b>Total Expense</b>	<b>56,962.04</b>	<b>402,340.87</b>	<b>81,693.87</b>	<b>125.48%</b>	<b>320,647.00</b>
<b>Net Ordinary Income</b>	<b>-7,758.47</b>	<b>-74,664.29</b>	<b>-74,665.02</b>	<b>-10,227,984.93%</b>	<b>0.73</b>
<b>Net Income</b>	<b>-7,758.47</b>	<b>-74,664.29</b>	<b>-74,665.02</b>	<b>-10,227,984.93%</b>	<b>0.73</b>

**Cazadero Community Services District**

**Account Balances**

**As of March 31, 2023**

	<u>Mar 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1-Community First CU -Checking	152,799.93
2-Community First CU -Savings	10,035.26
3-Community First CU - Park Dev	60,099.19
<b>L. A. I. F.</b>	
Equipment Acct	110,321.00
Park Development	8,300.00
L. A. I. F. - Other	<u>110,178.95</u>
<b>Total L. A. I. F.</b>	228,799.95
<b>SonomaCo Pooled Investment Fund</b>	<u>202,554.31</u>
<b>Total Checking/Savings</b>	<u>654,288.64</u>
<b>Total Current Assets</b>	<u>654,288.64</u>
<b>TOTAL ASSETS</b>	<u><u>654,288.64</u></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00

**Cazadero Community Services District**  
**Deposit Detail**  
**March 2023**

Type	Date	Name	Account	Amount
Deposit	03/16/2023		<b>1-Community First CU -Checking</b>	<b>49,210.33</b>
		State of CA EDD	5915 · Fire Department Payroll Expense	-12.71
		State Of California	2500 · State-Other Funding (ST)	-17,925.62
		County of Sonoma Treasurer	4050 · State & Local Grants	-31,272.00
TOTAL				-49,210.33
Deposit	03/31/2023		<b>2-Community First CU -Savings</b>	<b>0.85</b>
			1704 · Comm First CU - Savings	-0.85
TOTAL				-0.85
Deposit	03/31/2023		<b>3-Community First CU - Park Dev</b>	<b>5.10</b>
			1704 · Comm First CU - Savings	-5.10
TOTAL				-5.10

## Cazadero Community Services District

## Check Detail

March 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Che...	ACH	03/03/2023	P. G. & E.	1-Community First CU -Ch...		0.00
TOTAL					0.00	0.00
Bill Pmt -Che...	ACH	03/03/2023	P. G. & E.	1-Community First CU -Ch...		0.00
TOTAL					0.00	0.00
Bill Pmt -Che...	ACH	03/03/2023	P. G. & E.	1-Community First CU -Ch...		-89.54
Bill	5192-1/9-2/...	02/14/2023		Stn 2 Electricity	-89.54	127.93
TOTAL					-89.54	127.93
Bill Pmt -Che...	ACH	03/03/2023	P. G. & E.	1-Community First CU -Ch...		-200.82
Bill	1483-1/9-2/...	02/14/2023		Stn 1 Electricity	-148.58	233.79
				Electricity Outdoor	-36.28	57.09
				Siren Electricity	-15.96	25.11
TOTAL					-200.82	315.99
Bill Pmt -Che...	ACH	03/10/2023	P. G. & E.	1-Community First CU -Ch...		-445.28
Bill	4044-1/14-2...	02/21/2023		Street Lights Electricity	-445.28	445.28
TOTAL					-445.28	445.28
Bill Pmt -Che...	ACH	03/12/2023	Frontier Communicati...	1-Community First CU -Ch...		-268.34
Bill	5185-2/16-3...	02/16/2023		Station 1 Emergency Phones	-268.34	268.34
TOTAL					-268.34	268.34
Bill Pmt -Che...	ACH	03/12/2023	Frontier Communicati...	1-Community First CU -Ch...		-308.19
Bill	1755-2/16-3...	02/16/2023		Stn 1 Telephone	-308.19	308.19
TOTAL					-308.19	308.19
Bill Pmt -Che...	ACH	03/12/2023	Frontier Communicati...	1-Community First CU -Ch...		-81.85
Bill	1825-2/16-3...	02/16/2023		Stn 2 Telephone	-81.85	81.85
TOTAL					-81.85	81.85
Bill Pmt -Che...	ACH	03/15/2023	Recology Sonoma Ma...	1-Community First CU -Ch...		-49.72
Bill	35222124	02/28/2023		Stn 2 Garbage	-49.72	49.72
TOTAL					-49.72	49.72
Bill Pmt -Che...	ACH	03/16/2023	Comcast	1-Community First CU -Ch...		-210.27
Bill	7647 3/1-31...	02/21/2023		Stn 1 Internet	-210.27	210.27
TOTAL					-210.27	210.27

## Cazadero Community Services District Check Detail March 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Che...	ACH	03/28/2023	Comcast	1-Community First CU -Ch...		-174.96
Bill	4727 3/7-4/...	03/03/2023		Stn 2 Internet	-174.96	174.96
TOTAL					-174.96	174.96
Liability Check	E-pay	03/10/2023	EFTPS	1-Community First CU -Ch...		0.00
TOTAL					0.00	0.00
Liability Check	E-pay	03/10/2023	EFTPS	1-Community First CU -Ch...		-1,494.44
				2100 · Payroll Liabilities	-280.00	280.00
				2100 · Payroll Liabilities	-492.13	492.13
				2100 · Payroll Liabilities	-492.13	492.13
				2100 · Payroll Liabilities	-115.09	115.09
				2100 · Payroll Liabilities	-115.09	115.09
TOTAL					-1,494.44	1,494.44
Paycheck	10266	03/01/2023	Barrio, Gabriel	1-Community First CU -Ch...		-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
				5910 · Payroll Expenses	-7.20	7.20
				2100 · Payroll Liabilities	7.20	-7.20
TOTAL					-184.70	184.70
Paycheck	10267	03/01/2023	Caplan, Nancy K.	1-Community First CU -Ch...		-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 March 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Paycheck	10268	03/01/2023	Dewart, Alan	1-Community First CU -Ch...		-1,200.55
				5910 · Payroll Expenses	-500.00	500.00
				Stipend	-800.00	800.00
				5910 · Payroll Expenses	-1.30	1.30
				2100 · Payroll Liabilities	1.30	-1.30
				5910 · Payroll Expenses	-80.60	80.60
				2100 · Payroll Liabilities	80.60	-80.60
				2100 · Payroll Liabilities	80.60	-80.60
				5910 · Payroll Expenses	-18.85	18.85
				2100 · Payroll Liabilities	18.85	-18.85
				2100 · Payroll Liabilities	18.85	-18.85
				5910 · Payroll Expenses	-46.80	46.80
				2100 · Payroll Liabilities	46.80	-46.80
TOTAL					-1,200.55	1,200.55
Paycheck	10269	03/01/2023	Endsley, Stephanie R	1-Community First CU -Ch...		-369.40
				Stipend	-400.00	400.00
				5910 · Payroll Expenses	-0.40	0.40
				2100 · Payroll Liabilities	0.40	-0.40
				5910 · Payroll Expenses	-24.80	24.80
				2100 · Payroll Liabilities	24.80	-24.80
				2100 · Payroll Liabilities	24.80	-24.80
				5910 · Payroll Expenses	-5.80	5.80
				2100 · Payroll Liabilities	5.80	-5.80
				2100 · Payroll Liabilities	5.80	-5.80
TOTAL					-369.40	369.40
Paycheck	10270	03/01/2023	Krausmann, Steven M	1-Community First CU -Ch...		-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	10271	03/01/2023	Kulczewski, Sharon	1-Community First CU -Ch...		-835.87
				5914 · Admin Payroll Expen...	-962.50	962.50
				5910 · Payroll Expenses	-0.97	0.97
				2100 · Payroll Liabilities	0.97	-0.97
				2100 · Payroll Liabilities	53.00	-53.00
				5910 · Payroll Expenses	-59.67	59.67
				2100 · Payroll Liabilities	59.67	-59.67
				2100 · Payroll Liabilities	59.67	-59.67
				5910 · Payroll Expenses	-13.96	13.96
				2100 · Payroll Liabilities	13.96	-13.96
				2100 · Payroll Liabilities	13.96	-13.96

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

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				5910 · Payroll Expenses	-34.65	34.65
				2100 · Payroll Liabilities	34.65	-34.65
TOTAL					-835.87	835.87
Paycheck	10272	03/01/2023	Schanz, Eric E.	1-Community First CU -Ch...		-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	10273	03/01/2023	Shane, Stephen	1-Community First CU -Ch...		-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 -Che...	10274	03/08/2023	Bank of America Busi...	1-Community First CU -Ch...		-5,042.89
Bill	01/28-02/27...	02/27/2023		Bank of America Credit Card	-5,042.89	5,042.89
TOTAL					-5,042.89	5,042.89
Bill Pmt -Che...	10275	03/08/2023	Blomberg & Griffin Ac...	1-Community First CU -Ch...		-5,425.00
Bill	11127	02/23/2023		6630 · Audit	-4,950.00	4,950.00
				6500 · Other Professional Sv...	-475.00	475.00
TOTAL					-5,425.00	5,425.00
Bill Pmt -Che...	10276	03/08/2023	Brennan, John	1-Community First CU -Ch...		-75.23
Bill	TrueValue#...	02/28/2023		Station 1 Mntce	-75.23	75.23
TOTAL					-75.23	75.23
Bill Pmt -Che...	10277	03/08/2023	Burton's Fire Inc.	1-Community First CU -Ch...		-1,100.00
Bill	W81005	02/17/2023		Apparatus Annual Pump Tes...	-1,100.00	1,100.00
TOTAL					-1,100.00	1,100.00

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

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Che...	10278	03/08/2023	Caplan, Nancy	1-Community First CU -Ch...		-87.46
Bill	5331204	02/18/2023		6080 · Household Supplies	-87.46	87.46
TOTAL					-87.46	87.46
Bill Pmt -Che...	10279	03/08/2023	Cazadero Supply	1-Community First CU -Ch...		-145.88
Bill	112450	02/01/2023		Station 1 Mntce	-69.33	69.33
Bill	112445	02/16/2023		Parks Maintenance-Playgrou...	-76.55	76.55
TOTAL					-145.88	145.88
Bill Pmt -Che...	10280	03/08/2023	Complete Welders Su...	1-Community First CU -Ch...		-79.06
Bill	02251818	02/28/2023		6261 · Medical Equip	-79.06	79.06
TOTAL					-79.06	79.06
Bill Pmt -Che...	10281	03/08/2023	L. N. Curtis & Sons	1-Community First CU -Ch...		-563.57
Bill	INV679683	02/24/2023		6140 · Apparatus Maintenance	-563.57	563.57
TOTAL					-563.57	563.57
Bill Pmt -Che...	10282	03/08/2023	Law Offices of Willia...	1-Community First CU -Ch...		-500.00
Bill	10949	03/01/2023		6610 · Legal	-500.00	500.00
TOTAL					-500.00	500.00
Bill Pmt -Che...	10283	03/08/2023	Sonoma County Juni...	1-Community First CU -Ch...		-554.16
Bill	AR23-01077	02/28/2023		7120 · Training	-554.16	554.16
TOTAL					-554.16	554.16

**Cazadero Community Services District**  
**Reconciliation Summary**  
**1-Community First CU -Checking, Period Ending 03/31/2023**

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	<u>Mar 31, 23</u>
<b>Beginning Balance</b>	150,686.07
<b>Cleared Transactions</b>	
Checks and Payments - 30 items	-44,040.24
Deposits and Credits - 3 items	49,210.33
<b>Total Cleared Transactions</b>	<u>5,170.09</u>
<b>Cleared Balance</b>	<u><u>155,856.16</u></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 8 items	-3,056.23
<b>Total Uncleared Transactions</b>	<u>-3,056.23</u>
<b>Register Balance as of 03/31/2023</b>	<u><u>152,799.93</u></u>
<b>New Transactions</b>	
Checks and Payments - 40 items	-82,240.85
Deposits and Credits - 1 item	140,054.30
<b>Total New Transactions</b>	<u>57,813.45</u>
<b>Ending Balance</b>	<u><u>210,613.38</u></u>



## Cazadero Community Services District Reconciliation Detail

1-Community First CU -Checking, Period Ending 03/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						150,686.07
<b>Cleared Transactions</b>						
<b>Checks and Payments - 30 items</b>						
Bill Pmt -Check	01/10/2023	10236	Marin Sonoma Mosq...	X	-64.85	-64.85
Paycheck	02/01/2023	10249	Endsley, Stephanie R	X	-184.70	-249.55
Paycheck	02/01/2023	10254	Shane, Stephen	X	-184.70	-434.25
Bill Pmt -Check	02/14/2023	10262	Fred Cummings Mot...	X	-23,013.83	-23,448.08
Bill Pmt -Check	02/28/2023	ACH	Comcast	X	-174.96	-23,623.04
Paycheck	03/01/2023	10268	Dewart, Alan	X	-1,200.55	-24,823.59
Paycheck	03/01/2023	10271	Kulczewski, Sharon	X	-835.87	-25,659.46
Paycheck	03/01/2023	10270	Krausmann, Steven M	X	-606.80	-26,266.26
Paycheck	03/01/2023	10272	Schanz, Eric E.	X	-461.75	-26,728.01
Paycheck	03/01/2023	10267	Caplan, Nancy K.	X	-415.57	-27,143.58
Bill Pmt -Check	03/03/2023	ACH	P. G. & E.	X	-200.82	-27,344.40
Bill Pmt -Check	03/03/2023	ACH	P. G. & E.	X	-89.54	-27,433.94
Bill Pmt -Check	03/08/2023	10275	Blomberg & Griffin A...	X	-5,425.00	-32,858.94
Bill Pmt -Check	03/08/2023	10274	Bank of America Bu...	X	-5,042.89	-37,901.83
Bill Pmt -Check	03/08/2023	10277	Burton's Fire Inc.	X	-1,100.00	-39,001.83
Bill Pmt -Check	03/08/2023	10281	L. N. Curtis & Sons	X	-563.57	-39,565.40
Bill Pmt -Check	03/08/2023	10283	Sonoma County Jun...	X	-554.16	-40,119.56
Bill Pmt -Check	03/08/2023	10282	Law Offices of Willia...	X	-500.00	-40,619.56
Bill Pmt -Check	03/08/2023	10279	Cazadero Supply	X	-145.88	-40,765.44
Bill Pmt -Check	03/08/2023	10278	Caplan, Nancy	X	-87.46	-40,852.90
Bill Pmt -Check	03/08/2023	10280	Complete Welders S...	X	-79.06	-40,931.96
Bill Pmt -Check	03/08/2023	10276	Brennan, John	X	-75.23	-41,007.19
Liability Check	03/10/2023	E-pay	EFTPS	X	-1,494.44	-42,501.63
Bill Pmt -Check	03/10/2023	ACH	P. G. & E.	X	-445.28	-42,946.91
Bill Pmt -Check	03/12/2023	ACH	Frontier Communica...	X	-308.19	-43,255.10
Bill Pmt -Check	03/12/2023	ACH	Frontier Communica...	X	-268.34	-43,523.44
Bill Pmt -Check	03/12/2023	ACH	Frontier Communica...	X	-81.85	-43,605.29
Bill Pmt -Check	03/15/2023	ACH	Recology Sonoma ...	X	-49.72	-43,655.01
Bill Pmt -Check	03/16/2023	ACH	Comcast	X	-210.27	-43,865.28
Bill Pmt -Check	03/28/2023	ACH	Comcast	X	-174.96	-44,040.24
<b>Total Checks and Payments</b>					<b>-44,040.24</b>	<b>-44,040.24</b>
<b>Deposits and Credits - 3 items</b>						
Bill Pmt -Check	03/03/2023	ACH	P. G. & E.	X	0.00	0.00
Bill Pmt -Check	03/03/2023	ACH	P. G. & E.	X	0.00	0.00
Deposit	03/16/2023			X	49,210.33	49,210.33
<b>Total Deposits and Credits</b>					<b>49,210.33</b>	<b>49,210.33</b>
<b>Total Cleared Transactions</b>					<b>5,170.09</b>	<b>5,170.09</b>
<b>Cleared Balance</b>					<b>5,170.09</b>	<b>155,856.16</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 8 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	12/13/2022	10214	Berry {volunteer}, D...		-498.69	-2,099.57
Paycheck	12/31/2022	10229	Ward, Andre		-36.94	-2,136.51
Bill Pmt -Check	02/14/2023	10260	Dept. of Cannabis C...		-180.92	-2,317.43
Paycheck	03/01/2023	10269	Endsley, Stephanie R		-369.40	-2,686.83
Paycheck	03/01/2023	10273	Shane, Stephen		-184.70	-2,871.53
Paycheck	03/01/2023	10266	Barrio, Gabriel		-184.70	-3,056.23
<b>Total Checks and Payments</b>					<b>-3,056.23</b>	<b>-3,056.23</b>
<b>Total Uncleared Transactions</b>					<b>-3,056.23</b>	<b>-3,056.23</b>
<b>Register Balance as of 03/31/2023</b>					<b>2,113.86</b>	<b>152,799.93</b>



**Cazadero Community Services District  
Reconciliation Detail  
1-Community First CU -Checking, Period Ending 03/31/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>New Transactions</b>						
<b>Checks and Payments - 40 items</b>						
Paycheck	04/01/2023	10288	Kulczewski, Sharon		-815.78	-815.78
Paycheck	04/01/2023	10284	Barrio, Gabriel		-702.80	-1,518.58
Paycheck	04/01/2023	10287	Krausmann, Steven M		-606.80	-2,125.38
Paycheck	04/01/2023	10289	Schanz, Eric E.		-461.75	-2,587.13
Paycheck	04/01/2023	10286	Dewart, Alan		-461.75	-3,048.88
Paycheck	04/01/2023	10285	Caplan, Nancy K.		-415.58	-3,464.46
Bill Pmt -Check	04/03/2023	ACH	P. G. & E.		-296.26	-3,760.72
Bill Pmt -Check	04/03/2023	ACH	P. G. & E.		-86.57	-3,847.29
Liability Check	04/10/2023	E-pay	EFTPS		-886.32	-4,733.61
Bill Pmt -Check	04/10/2023	ACH	P. G. & E.		-459.38	-5,192.99
Bill Pmt -Check	04/10/2023	ACH	Frontier Communica...		-307.71	-5,500.70
Bill Pmt -Check	04/10/2023	ACH	Frontier Communica...		-268.34	-5,769.04
Bill Pmt -Check	04/10/2023	ACH	Frontier Communica...		-82.21	-5,851.25
Bill Pmt -Check	04/16/2023	ACH	Comcast		-210.27	-6,061.52
Bill Pmt -Check	04/19/2023	10302	Ross Recreation Eq...		-41,460.00	-47,521.52
Bill Pmt -Check	04/19/2023	10297	Fire Agencies Self I...		-5,642.00	-53,163.52
Bill Pmt -Check	04/19/2023	10291	Bank of America Bu...		-4,756.57	-57,920.09
Bill Pmt -Check	04/19/2023	10301	Parmeter Logging & ...		-2,000.00	-59,920.09
Bill Pmt -Check	04/19/2023	10293	Burton's Fire Inc.		-1,792.79	-61,712.88
Bill Pmt -Check	04/19/2023	10299	Life-Assist, Inc		-1,303.81	-63,016.69
Bill Pmt -Check	04/19/2023	10303	Signarama		-655.47	-63,672.16
Bill Pmt -Check	04/19/2023	10304	Sonoma County Co...		-620.00	-64,292.16
Bill Pmt -Check	04/19/2023	10290	Air Exchange, Inc.		-562.50	-64,854.66
Bill Pmt -Check	04/19/2023	10298	Law Offices of Willia...		-500.00	-65,354.66
Bill Pmt -Check	04/19/2023	10292	BDK Septic Service		-125.00	-65,479.66
Bill Pmt -Check	04/19/2023	10294	Cazadero Supply		-95.14	-65,574.80
Bill Pmt -Check	04/19/2023	10296	Complete Welders S...		-86.62	-65,661.42
Bill Pmt -Check	04/19/2023	10300	NSCAPCD		-75.00	-65,736.42
Bill Pmt -Check	04/19/2023	10295	Cazadero Water Co...		-27.79	-65,764.21
Bill Pmt -Check	04/20/2023	ACH	Recology Sonoma ...		-447.21	-66,211.42
Bill Pmt -Check	04/20/2023	ACH	Recology Sonoma ...		-49.72	-66,261.14
Bill Pmt -Check	04/22/2023	10305	Castino Restaurant ...		-10,389.80	-76,650.94
Bill Pmt -Check	04/25/2023	ACH	McPhail Fuel Co.		-1,296.55	-77,947.49
Bill Pmt -Check	04/25/2023	ACH	McPhail Fuel Co.		-908.89	-78,856.38
Liability Check	04/27/2023	E-pay	EDD		-536.33	-79,392.71
Liability Check	04/27/2023	E-pay	EDD		-150.74	-79,543.45
Bill Pmt -Check	04/28/2023	ACH	Comcast		-174.96	-79,718.41
Paycheck	05/01/2023	10306	Dewart, Alan		-1,461.19	-81,179.60
Liability Check	05/11/2023	E-pay	EFTPS		-793.08	-81,972.68
Bill Pmt -Check	05/12/2023	ACH	McPhail Fuel Co.		-268.17	-82,240.85
<b>Total Checks and Payments</b>					<b>-82,240.85</b>	<b>-82,240.85</b>
<b>Deposits and Credits - 1 item</b>						
Deposit	04/21/2023				140,054.30	140,054.30
<b>Total Deposits and Credits</b>					<b>140,054.30</b>	<b>140,054.30</b>
<b>Total New Transactions</b>					<b>57,813.45</b>	<b>57,813.45</b>
<b>Ending Balance</b>					<b>59,927.31</b>	<b>210,613.38</b>

1:57 PM

04/15/23

**Cazadero Community Services District**  
**Reconciliation Summary**  
**2-Community First CU -Savings, Period Ending 03/31/2023**

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	<u>Mar 31, 23</u>
Beginning Balance	10,034.41
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.85</u>
Total Cleared Transactions	<u>0.85</u>
Cleared Balance	<u><u>10,035.26</u></u>
Register Balance as of 03/31/2023	10,035.26
Ending Balance	10,035.26

1:57 PM  
04/15/23

**Cazadero Community Services District**  
**Reconciliation Detail**  
**2-Community First CU -Savings, Period Ending 03/31/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						10,034.41
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	03/31/2023			X	0.85	0.85
<b>Total Deposits and Credits</b>					0.85	0.85
<b>Total Cleared Transactions</b>					0.85	0.85
<b>Cleared Balance</b>					0.85	10,035.26
<b>Register Balance as of 03/31/2023</b>					0.85	10,035.26
<b>Ending Balance</b>					<b>0.85</b>	<b>10,035.26</b>

1:58 PM

04/15/23

**Cazadero Community Services District**  
**Reconciliation Summary**  
**3-Community First CU - Park Dev, Period Ending 03/31/2023**

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	<u>Mar 31, 23</u>
Beginning Balance	60,094.09
Cleared Transactions	
Deposits and Credits - 1 item	<u>5.10</u>
Total Cleared Transactions	<u>5.10</u>
Cleared Balance	<u><u>60,099.19</u></u>
Register Balance as of 03/31/2023	60,099.19
Ending Balance	60,099.19



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04/15/23

**Cazadero Community Services District**  
**Reconciliation Detail**  
**3-Community First CU - Park Dev, Period Ending 03/31/2023**

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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>						60,094.09
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	03/31/2023			X	5.10	5.10
<b>Total Deposits and Credits</b>					5.10	5.10
<b>Total Cleared Transactions</b>					5.10	5.10
<b>Cleared Balance</b>					5.10	60,099.19
<b>Register Balance as of 03/31/2023</b>					5.10	60,099.19
<b>Ending Balance</b>					<u>5.10</u>	<u>60,099.19</u>

1:47 PM

04/15/23

**Cazadero Community Services District**  
**Reconciliation Summary**  
**L. A. I. F., Period Ending 03/31/2023**

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	<u>Mar 31, 23</u>
Beginning Balance	228,799.95
Cleared Balance	228,799.95
Register Balance as of 03/31/2023	228,799.95
Ending Balance	228,799.95

1:47 PM

04/15/23

**Cazadero Community Services District**  
**Reconciliation Detail**  
**L. A. I. F., Period Ending 03/31/2023**

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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>
Beginning Balance						228,799.95
Cleared Balance						228,799.95
Register Balance as of 03/31/2023						228,799.95
<b>Ending Balance</b>						<b>228,799.95</b>

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04/15/23

**Cazadero Community Services District**  
**Reconciliation Summary**  
**SonomaCo Pooled Investment Fund, Period Ending 03/31/2023**

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	<u>Mar 31, 23</u>
Beginning Balance	202,554.31
Cleared Balance	202,554.31
Register Balance as of 03/31/2023	202,554.31
Ending Balance	202,554.31



1:48 PM

04/15/23

**Cazadero Community Services District**  
**Reconciliation Detail**  
**SonomaCo Pooled Investment Fund, Period Ending 03/31/2023**

---

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						202,554.31
Cleared Balance						202,554.31
Register Balance as of 03/31/2023						202,554.31
Ending Balance						<u>202,554.31</u>

**Cazadero Community Services District  
Reconciliation Summary  
Bank of America Credit Card, Period Ending 03/27/2023**

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	<u>Mar 27, 23</u>
<b>Beginning Balance</b>	5,042.89
<b>Cleared Transactions</b>	
Charges and Cash Advances - 9 items	-4,756.57
Payments and Credits - 1 item	5,042.89
<b>Total Cleared Transactions</b>	<u>286.32</u>
<b>Cleared Balance</b>	<u><u>4,756.57</u></u>
<b>Uncleared Transactions</b>	
Charges and Cash Advances - 1 item	-17.00
Payments and Credits - 1 item	292.00
<b>Total Uncleared Transactions</b>	<u>275.00</u>
<b>Register Balance as of 03/27/2023</b>	<u><u>4,481.57</u></u>
<b>New Transactions</b>	
Charges and Cash Advances - 3 items	-466.02
<b>Total New Transactions</b>	<u>-466.02</u>
<b>Ending Balance</b>	<u><u>4,947.59</u></u>

**Cazadero Community Services District**  
**Reconciliation Detail**  
**Bank of America Credit Card, Period Ending 03/27/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						5,042.89
<b>Cleared Transactions</b>						
<b>Charges and Cash Advances - 9 items</b>						
Credit Card Charge	03/01/2023	SO50...	Truck Tops USA	X	-4,173.11	-4,173.11
Credit Card Charge	03/01/2023	A3FE...	Streamline	X	-100.00	-4,273.11
Credit Card Charge	03/02/2023	005524	Smart Pizza	X	-121.54	-4,394.65
Credit Card Charge	03/03/2023	3011947	Chevron	X	-94.42	-4,489.07
Credit Card Charge	03/03/2023	E/338...	Chevron	X	-88.40	-4,577.47
Credit Card Charge	03/03/2023	0358688	Chevron	X	-57.17	-4,634.64
Credit Card Charge	03/03/2023	032036	Lambert 76	X	-55.58	-4,690.22
Credit Card Charge	03/03/2023	99274...	Bank of America Bu...	X	-50.36	-4,740.58
Credit Card Charge	03/06/2023	19184...	Zoom Video Commu...	X	-15.99	-4,756.57
Total Charges and Cash Advances					-4,756.57	-4,756.57
<b>Payments and Credits - 1 item</b>						
Bill	02/27/2023	01/28-...	Bank of America Bu...	X	5,042.89	5,042.89
Total Cleared Transactions					286.32	286.32
Cleared Balance					-286.32	4,756.57
<b>Uncleared Transactions</b>						
<b>Charges and Cash Advances - 1 item</b>						
Credit Card Charge	03/17/2023	3/3/23...	FasTrak		-17.00	-17.00
Total Charges and Cash Advances					-17.00	-17.00
<b>Payments and Credits - 1 item</b>						
General Journal	06/30/2021	06302...			292.00	292.00
Total Uncleared Transactions					275.00	275.00
Register Balance as of 03/27/2023					-561.32	4,481.57
<b>New Transactions</b>						
<b>Charges and Cash Advances - 3 items</b>						
Credit Card Charge	03/28/2023	06415...	Home Depot		-139.32	-139.32
Credit Card Charge	03/30/2023	1045531	Office Depot		-226.70	-366.02
Credit Card Charge	04/01/2023	A3FE...	Streamline		-100.00	-466.02
Total Charges and Cash Advances					-466.02	-466.02
Total New Transactions					-466.02	-466.02
<b>Ending Balance</b>					<b>-95.30</b>	<b>4,947.59</b>

**Cazadero Community Services District  
 Profit & Loss Budget Performance**

April 2023

Accrual Basis

		Apr 23	Jul '22 - Apr 23	\$ Over Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>10 · Tax Revenue</b>						
1000 · Property Taxes-CY Secured	140,948.32	327,466.59	23,314.59	107.67%	304,152.00	
1011 · SB 2557 Prop Tax Admin	-3,544.13	-3,428.15	59.11	98.31%	-3,487.26	
1020 · Prop Tax-CY Supplemental	2,051.61	7,784.91	1,806.75	130.22%	5,978.16	
1040 · Prop Tax-CY Unsecured	0.00	10,064.65	1,674.25	119.95%	8,390.40	
1042 · Cost Reim-Coll DEL CY UNS	0.00	0.00	83.90	0.0%	-83.90	
1060 · Prop Tax-PY Secured	0.00	-22.46	40.47	35.69%	-62.93	
1080 · Supplemental Prop Tax-PY	0.00	-9.42	22.04	29.94%	-31.46	
1100 · Prop Taxes-PY Unsecured	0.00	195.21	37.89	124.09%	157.32	
1106 · State Property Tax Backfill	0.00	359.85	359.85	100.0%	0.00	
<b>Total 10 · Tax Revenue</b>	<b>139,455.80</b>	<b>342,411.18</b>	<b>27,398.85</b>	<b>108.7%</b>	<b>315,012.33</b>	
<b>17 · Use of Money/Property</b>						
1700 · Interest on Pooled Cash	992.65	2,247.49	1,717.49	424.06%	530.00	
1703 · LAIF Interest	1,542.07	3,926.85	726.85	122.71%	3,200.00	
1704 · Comm First CU - Savings	5.76	58.36	-11.64	83.37%	70.00	
1801 · Hall Use	0.00	450.00	450.00	100.0%	0.00	
<b>Total 17 · Use of Money/Property</b>	<b>2,540.48</b>	<b>6,682.70</b>	<b>2,882.70</b>	<b>175.86%</b>	<b>3,800.00</b>	
<b>20 · Intergovernmental Revenues</b>						
2440 · ST-HOPTR	548.38	1,593.72	-241.68	86.83%	1,835.40	
2500 · State-Other Funding (ST)	0.00	17,925.62	17,925.62	100.0%	0.00	
<b>Total 20 · Intergovernmental Revenues</b>	<b>548.38</b>	<b>19,519.34</b>	<b>17,683.94</b>	<b>1,063.49%</b>	<b>1,835.40</b>	
<b>40 · Miscellaneous Revenues</b>						
4040 · Misc. Income	0.00	0.02	0.02	100.0%	0.00	
4050 · State & Local Grants	0.00	31,272.00	31,272.00	100.0%	0.00	
4200 · Equip Rental-State of CA	0.00	29,919.76	29,919.76	100.0%	0.00	
4201 · Strike Team-State of CA	0.00	40,409.96	40,409.96	100.0%	0.00	
42111 · State - Other In-Lieu	0.00	6.28	6.28	100.0%	0.00	
<b>Total 40 · Miscellaneous Revenues</b>	<b>0.00</b>	<b>101,608.02</b>	<b>101,608.02</b>	<b>100.0%</b>	<b>0.00</b>	
<b>Total Income</b>	<b>142,544.66</b>	<b>470,221.24</b>	<b>149,573.51</b>	<b>146.65%</b>	<b>320,647.73</b>	
<b>Gross Profit</b>						
<b>Expense</b>						
<b>50 · Salaries/Employment Benefits</b>						
<b>51 · Fire Department-Salaries/Empl B</b>						
5915 · Fire Department Payroll Expense	0.00	-12.71	-23,345.71	-0.05%	23,333.00	
5911 · Firefighter C & D Reimbursement						
Calls	0.00	4,560.00	160.00	103.64%	4,400.00	
Drills	0.00	4,120.00	520.00	114.44%	3,600.00	
Stipend	800.00	17,200.00	-22,800.00	43.0%	40,000.00	



	Apr 23	Jul '22 - Apr 23	\$ Over Budget	% of Budget	Annual Budget
Strike Team	0.00	35,291.40	35,291.40	100.0%	0.00
Total 5911 · Firefighter C & D Reimbursement	800.00	61,171.40	13,171.40	127.44%	48,000.00
Total 51 · Fire Department-Salaries/Empl B	800.00	61,158.69	-10,174.31	85.74%	71,333.00
52 · Park & Rec-Salaries/Employ Bene					
5912 · Park & Rec Payroll Expenses	0.00	0.00	-7,346.00	0.0%	7,346.00
Total 52 · Park & Rec-Salaries/Employ Bene	0.00	0.00	-7,346.00	0.0%	7,346.00
54 · Admin-Salaries/Employ Benefits					
5914 · Admin Payroll Expenses	937.50	11,322.50	-12,618.50	47.29%	23,941.00
Total 54 · Admin-Salaries/Employ Benefits	937.50	11,322.50	-12,618.50	47.29%	23,941.00
5910 · Payroll Expenses	2,702.57	31,811.66	31,811.66	100.0%	0.00
5940 · Wrkmn Comp	0.00	22,568.00	0.00	100.0%	22,568.00
Total 50 · Salaries/Employment Benefits	4,440.07	126,860.85	1,672.85	101.34%	125,188.00
60 · Services/Supplies					
61 · Fire Department-Services/Suppli					
6021 · Clothing, Uniform, Personal	0.00	733.61	-566.39	56.43%	1,300.00
6022 · Safety Clothing	0.00	3,397.07	-5,602.93	37.75%	9,000.00
6040 · Communications					
Station 1 Emergency Phones	255.93	2,571.02	121.02	104.94%	2,450.00
Stn 1 Internet	210.27	2,037.40	62.40	103.16%	1,975.00
Stn 1 Telephone	297.06	2,810.33	210.33	108.09%	2,600.00
Stn 2 Internet	174.96	1,703.38	253.38	117.47%	1,450.00
Stn 2 Telephone	79.50	766.11	16.11	102.15%	750.00
Total 6040 · Communications	1,017.72	9,888.24	663.24	107.19%	9,225.00
6060 · Food	114.84	765.23	265.23	153.05%	500.00
6149 · Maintenance-Radio/Pagers	0.00	348.19	-4,651.81	6.96%	5,000.00
6181 · Maintenance - Fire Department					
Apparatus Annual Pump Testing	0.00	1,100.00	1,100.00	100.0%	0.00
Gen Bi-Annual Load Test	0.00	0.00	-1,000.00	0.0%	1,000.00
Main Siren Maintenance	620.00	620.00	370.00	248.0%	250.00
Station 2 Mntce (Include Siren)	0.00	256.19	6.19	102.48%	250.00
Stn 2 Well Maintenance	0.00	0.00	-408.00	0.0%	408.00
Station 1 Mntce	42.26	4,575.95	575.95	114.4%	4,000.00
Total 6181 · Maintenance - Fire Department	662.26	6,552.14	644.14	110.9%	5,908.00
6261 · Medical Equip	-1,109.90	4,511.11	1,511.11	150.37%	3,000.00
6457 · Computer Chrgs-Firehouse Softwa	0.00	58.49	-1,941.51	2.93%	2,000.00
6461 · Misc Supplies/Expenses	45.56	2,163.92	2,163.92	100.0%	0.00
6510 · Recruitment/Retention	0.00	0.00	-1,000.00	0.0%	1,000.00
6526 · REDCOM	0.00	1,202.72	1,202.72	100.0%	0.00
6654 · Medical Exam	0.00	0.00	-2,500.00	0.0%	2,500.00
6880 · Minor Equipment/Sm Tools	371.43	898.17	-1,601.83	35.93%	2,500.00
6881 · Safety Equip	0.00	10,239.03	5,239.03	204.78%	5,000.00
6883 · Fire Equip	0.00	1,325.94	-2,174.06	37.88%	3,500.00
7053 · Permits/License/Fees	0.00	150.00	-350.00	30.0%	500.00



	Apr 23	Jul '22 - Apr 23	\$ Over Budget	% of Budget	Annual Budget
<b>7201 · Gas &amp; Oil</b>	65.73	7,884.04	2,884.04	157.68%	5,000.00
<b>7321 · Utilities - Fire Department</b>					
<b>Stn 2 Propane</b>	0.00	3,355.02	1,555.02	186.39%	1,800.00
<b>Stn 2 Garbage</b>	55.96	503.44	-56.56	89.9%	560.00
<b>Stn 2 Electricity</b>	104.21	920.82	-169.18	84.48%	1,090.00
<b>Stn 1 Water</b>	27.79	77.06	-572.94	11.86%	650.00
<b>Stn 1 Propane</b>	268.17	2,346.63	-103.37	95.78%	2,450.00
<b>Stn 1 Garbage</b>	0.00	1,242.09	-107.91	92.01%	1,350.00
<b>Stn 1 Electricity</b>	241.35	2,585.94	-114.06	95.78%	2,700.00
<b>Siren Electricity</b>	26.77	142.02	-157.98	47.34%	300.00
<b>7321 · Utilities - Fire Department - Other</b>	0.00	0.00	-300.00	0.0%	300.00
<b>Total 7321 · Utilities - Fire Department</b>	724.25	11,173.02	-26.98	99.76%	11,200.00
<b>7330 · Sanitation-Stn2</b>					
<b>Annual Septic Permit</b>	0.00	0.00	-500.00	0.0%	500.00
<b>Septic Monitoring Fee</b>	125.00	250.00	-150.00	62.5%	400.00
<b>Total 7330 · Sanitation-Stn2</b>	125.00	250.00	-650.00	27.78%	900.00
<b>7930 · Interest Expense</b>	0.00	0.00	-1,820.00	0.0%	1,820.00
<b>Total 61 · Fire Department-Services/Suppli</b>	2,016.89	61,540.92	-8,312.08	88.1%	69,853.00
<b>62 · Park &amp; Rec-Services/Supplies</b>					
<b>7322 · Utilities - Park &amp; Rec</b>					
<b>Electricity Outdoor</b>	62.12	525.09	-74.91	87.52%	600.00
<b>Park Garbage</b>	0.00	0.00	-200.00	0.0%	200.00
<b>Park Water</b>	2,578.62	2,578.62	1,048.62	168.54%	1,530.00
<b>Total 7322 · Utilities - Park &amp; Rec</b>	2,640.74	3,103.71	773.71	133.21%	2,330.00
<b>Total 62 · Park &amp; Rec-Services/Supplies</b>	2,640.74	3,103.71	773.71	133.21%	2,330.00
<b>63 · Street Lights-Services/Supplies</b>					
<b>7323 · Utilities - Street Lights</b>					
<b>Street Lights Electricity</b>	466.25	4,502.92	14.92	100.33%	4,488.00
<b>Total 7323 · Utilities - Street Lights</b>	466.25	4,502.92	14.92	100.33%	4,488.00
<b>Total 63 · Street Lights-Services/Supplies</b>	466.25	4,502.92	14.92	100.33%	4,488.00
<b>64 · Admin-Services/Supplies</b>					
<b>6280 · Memberships/Certs</b>	175.00	675.00	-325.00	67.5%	1,000.00
<b>6080 · Household Supplies</b>	0.00	227.46	-272.54	45.49%	500.00
<b>6400 · Office expense</b>	145.00	3,123.65	323.65	111.56%	2,800.00
<b>6405 · Office Equip &amp; Furnishings</b>	0.00	0.00	-976.00	0.0%	976.00
<b>6410 · Mail and Postage Supplies</b>	0.00	0.00	-250.00	0.0%	250.00
<b>6500 · Other Professional Svcs</b>	0.00	475.00	-2,025.00	19.0%	2,500.00
<b>6587 · LAFCO</b>	0.00	569.00	-51.00	91.77%	620.00
<b>6610 · Legal</b>	500.00	4,500.00	-3,500.00	56.25%	8,000.00
<b>6630 · Audit</b>	0.00	4,950.00	0.00	100.0%	4,950.00
<b>6634 · Bank Fees</b>	77.94	80.44	80.44	100.0%	0.00
<b>6800 · Publications and Legal Notices</b>	0.00	151.00	-119.00	55.93%	270.00
<b>Total 64 · Admin-Services/Supplies</b>	897.94	14,751.55	-7,114.45	67.46%	21,866.00

	Apr 23	Jul '22 - Apr 23	\$ Over Budget	% of Budget	Annual Budget
<b>65 · Vegetation Management</b>					
6540 · Chipper Maintenance	0.00	1,312.35	1,312.35	100.0%	0.00
6545 · Boom Truck Maintenance	0.00	1,025.50	1,025.50	100.0%	0.00
65 · Vegetation Management - Other	0.00	33.83	33.83	100.0%	0.00
<b>Total 65 · Vegetation Management</b>	<b>0.00</b>	<b>2,371.68</b>	<b>2,371.68</b>	<b>100.0%</b>	<b>0.00</b>
<b>6100 · Insurance</b>	<b>0.00</b>	<b>31,681.36</b>	<b>5,261.36</b>	<b>119.91%</b>	<b>26,420.00</b>
<b>6140 · Apparatus Maintenance</b>	<b>4,980.10</b>	<b>8,192.19</b>	<b>492.19</b>	<b>106.39%</b>	<b>7,700.00</b>
<b>6180 · Maintenance-Bldg &amp; Imp.</b>					
Parks Maintenance-Playground	655.47	815.02	-1,684.98	32.6%	2,500.00
<b>Total 6180 · Maintenance-Bldg &amp; Imp.</b>	<b>655.47</b>	<b>815.02</b>	<b>-1,684.98</b>	<b>32.6%</b>	<b>2,500.00</b>
<b>7120 · Training</b>	<b>0.00</b>	<b>4,353.16</b>	<b>-4,732.84</b>	<b>47.91%</b>	<b>9,086.00</b>
<b>7335 · Park Development</b>	<b>0.00</b>	<b>161,134.18</b>	<b>151,134.18</b>	<b>1,611.34%</b>	<b>10,000.00</b>
<b>7910 · Principal Payment</b>	<b>0.00</b>	<b>0.00</b>	<b>-33,216.00</b>	<b>0.0%</b>	<b>33,216.00</b>
<b>Total 60 · Services/Supplies</b>	<b>11,657.39</b>	<b>292,446.69</b>	<b>104,987.69</b>	<b>156.01%</b>	<b>187,459.00</b>
<b>85 · Capital-Fixed Asset Expense</b>					
8560 · Equipment (F/A)	0.00	0.00	-8,000.00	0.0%	8,000.00
<b>Total 85 · Capital-Fixed Asset Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>-8,000.00</b>	<b>0.0%</b>	<b>8,000.00</b>
<b>Total Expense</b>	<b>16,097.46</b>	<b>419,307.54</b>	<b>98,660.54</b>	<b>130.77%</b>	<b>320,647.00</b>
<b>Net Ordinary Income</b>	<b>126,447.20</b>	<b>50,913.70</b>	<b>50,912.97</b>	<b>6,974,479.45%</b>	<b>0.73</b>
<b>Net Income</b>	<b>126,447.20</b>	<b>50,913.70</b>	<b>50,912.97</b>	<b>6,974,479.45%</b>	<b>0.73</b>

**Cazadero Community Services District**  
**Account Balances**  
As of April 30, 2023

	<u>Apr 30, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1-Community First CU -Checking	213,135.82
2-Community First CU -Savings	10,036.08
3-Community First CU - Park Dev	60,104.13
<b>L. A. I. F.</b>	
Equipment Acct	110,321.00
Park Development	8,300.00
L. A. I. F. - Other	<u>111,721.02</u>
<b>Total L. A. I. F.</b>	230,342.02
<b>SonomaCo Pooled Investment Fund</b>	<u>203,496.84</u>
<b>Total Checking/Savings</b>	<u>717,114.89</u>
<b>Total Current Assets</b>	<u>717,114.89</u>
<b>TOTAL ASSETS</b>	<u><u>717,114.89</u></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00



**Cazadero Community Services District**  
**Deposit Detail**  
**April 2023**

Type	Date	Name	Account	Amount
Deposit	04/21/2023		<b>1-Community First CU -Checking</b>	<b>140,054.30</b>
		County of Sonoma Treas...	1000 · Property Taxes-CY Secured	-140,948.32
		County of Sonoma Treas...	1011 · SB 2557 Prop Tax Admin	3,544.13
		County of Sonoma Treas...	1020 · Prop Tax-CY Supplemental	-810.50
		County of Sonoma Treas...	1020 · Prop Tax-CY Supplemental	-389.29
		County of Sonoma Treas...	1020 · Prop Tax-CY Supplemental	-311.81
		County of Sonoma Treas...	1020 · Prop Tax-CY Supplemental	-540.01
		County of Sonoma Treas...	2440 · ST-HOPTR	-542.57
		County of Sonoma Treas...	2440 · ST-HOPTR	-5.81
		County of Sonoma Treas...	1700 · Interest on Pooled Cash	-42.73
		County of Sonoma Treas...	1700 · Interest on Pooled Cash	-7.39
TOTAL				-140,054.30
Deposit	04/30/2023		<b>3-Community First CU - Park Dev</b>	<b>4.94</b>
			1704 · Comm First CU - Savings	-4.94
TOTAL				-4.94
Deposit	04/30/2023		<b>2-Community First CU -Savings</b>	<b>0.82</b>
			1704 · Comm First CU - Savings	-0.82
TOTAL				-0.82
Deposit	04/30/2023		<b>L. A. I. F.</b>	<b>1,542.07</b>
			1703 · LAIF Interest	-1,542.07
TOTAL				-1,542.07
Deposit	04/30/2023		<b>SonomaCo Pooled Investment Fund</b>	<b>942.53</b>
			1700 · Interest on Pooled Cash	-942.53
TOTAL				-942.53

## Cazadero Community Services District Check Detail April 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Che...	ACH	04/03/2023	P. G. & E.	1-Community First CU -...		-86.57
Bill	5192 2/8-...	03/16/2023		Stn 2 Electricity	-86.57	86.57
TOTAL					-86.57	86.57
Bill Pmt -Che...	ACH	04/03/2023	P. G. & E.	1-Community First CU -...		-296.26
Bill	1483 2/8-...	03/16/2023		Stn 1 Electricity Electricity Outdoor Siren Electricity	-210.86 -59.65 -25.75	210.86 59.65 25.75
TOTAL					-296.26	296.26
Bill Pmt -Che...	ACH	04/10/2023	Frontier Communicatio...	1-Community First CU -...		-82.21
Bill	1825 3/1...	03/16/2023		Stn 2 Telephone	-82.21	82.21
TOTAL					-82.21	82.21
Bill Pmt -Che...	ACH	04/10/2023	Frontier Communicatio...	1-Community First CU -...		-307.71
Bill	1755 3/1...	03/16/2023		Stn 1 Telephone	-307.71	307.71
TOTAL					-307.71	307.71
Bill Pmt -Che...	ACH	04/10/2023	Frontier Communicatio...	1-Community First CU -...		-268.34
Bill	5185 3/1...	03/16/2023		Station 1 Emergency Pho...	-268.34	268.34
TOTAL					-268.34	268.34
Bill Pmt -Che...	ACH	04/10/2023	P. G. & E.	1-Community First CU -...		-459.38
Bill	4044 2/1...	03/22/2023		Street Lights Electricity	-459.38	459.38
TOTAL					-459.38	459.38
Bill Pmt -Che...	ACH	04/16/2023	Comcast	1-Community First CU -...		-210.27
Bill	7647 4/1-...	03/21/2023		Stn 1 Internet	-210.27	210.27
TOTAL					-210.27	210.27
Bill Pmt -Che...	ACH	04/20/2023	Recology Sonoma Marin	1-Community First CU -...		-49.72
Bill	35657188	03/31/2023		Stn 2 Garbage	-49.72	49.72
TOTAL					-49.72	49.72
Bill Pmt -Che...	ACH	04/20/2023	Recology Sonoma Marin	1-Community First CU -...		-447.21
Bill	36344406	03/31/2023		Stn 1 Garbage	-447.21	447.21
TOTAL					-447.21	447.21

## Cazadero Community Services District Check Detail April 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Che...	ACH	04/25/2023	McPhail Fuel Co.	1-Community First CU -...		-908.89
Bill	U108E990	03/01/2023		Stn 2 Propane	-908.89	908.89
TOTAL					-908.89	908.89
Bill Pmt -Che...	ACH	04/25/2023	McPhail Fuel Co.	1-Community First CU -...		-1,296.55
Bill	U108F282	03/13/2023		Stn 1 Propane	-1,296.55	1,296.55
TOTAL					-1,296.55	1,296.55
Bill Pmt -Che...	ACH	04/28/2023	Comcast	1-Community First CU -...		-174.96
Bill	4727 4/7-...	04/03/2023		Stn 2 Internet	-174.96	174.96
TOTAL					-174.96	174.96
Liability Check	E-pay	04/10/2023	EFTPS	1-Community First CU -...		-886.32
				2100 · Payroll Liabilities	-150.00	150.00
				2100 · Payroll Liabilities	-298.37	298.37
				2100 · Payroll Liabilities	-298.37	298.37
				2100 · Payroll Liabilities	-69.79	69.79
				2100 · Payroll Liabilities	-69.79	69.79
TOTAL					-886.32	886.32
Liability Check	E-pay	04/27/2023	EDD	1-Community First CU -...		-150.74
				2100 · Payroll Liabilities	-150.74	150.74
TOTAL					-150.74	150.74
Liability Check	E-pay	04/27/2023	EDD	1-Community First CU -...		-536.33
				2100 · Payroll Liabilities	-17.03	17.03
				2100 · Payroll Liabilities	-519.30	519.30
TOTAL					-536.33	536.33
Paycheck	10284	04/01/2023	Barrio, Gabriel	1-Community First CU -...		-702.80
				Stipend	-800.00	800.00
				5910 · Payroll Expenses	-0.80	0.80
				2100 · Payroll Liabilities	0.80	-0.80
				2100 · Payroll Liabilities	36.00	-36.00
				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
				5910 · Payroll Expenses	-28.80	28.80
				2100 · Payroll Liabilities	28.80	-28.80
TOTAL					-702.80	702.80

## Cazadero Community Services District Check Detail April 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Paycheck	10285	04/01/2023	Caplan, Nancy K.	1-Community First CU -...		-415.58
				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	-6.52	6.52
				2100 · Payroll Liabilities	6.52	-6.52
				2100 · Payroll Liabilities	6.52	-6.52
				5910 · Payroll Expenses	-16.20	16.20
				2100 · Payroll Liabilities	16.20	-16.20
TOTAL					-415.58	415.58
Paycheck	10286	04/01/2023	Dewart, Alan	1-Community First CU -...		-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	10287	04/01/2023	Krausmann, Steven M	1-Community First CU -...		-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	10288	04/01/2023	Kulczewski, Sharon	1-Community First CU -...		-815.78
				5914 · Admin Payroll Exp...	-937.50	937.50
				5910 · Payroll Expenses	-0.93	0.93
				2100 · Payroll Liabilities	0.93	-0.93
				2100 · Payroll Liabilities	50.00	-50.00
				5910 · Payroll Expenses	-58.13	58.13
				2100 · Payroll Liabilities	58.13	-58.13
				2100 · Payroll Liabilities	58.13	-58.13
				5910 · Payroll Expenses	-13.59	13.59
				2100 · Payroll Liabilities	13.59	-13.59
				2100 · Payroll Liabilities	13.59	-13.59



## Cazadero Community Services District Check Detail April 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				5910 · Payroll Expenses	-33.75	33.75
				2100 · Payroll Liabilities	33.75	-33.75
TOTAL					-815.78	815.78
Paycheck	10289	04/01/2023	Schanz, Eric E.	1-Community First CU -...		-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
Bill Pmt -Che...	10290	04/19/2023	Air Exchange, Inc.	1-Community First CU -...		-562.50
Bill	91609336	03/29/2023		Station 1 Mntce	-562.50	562.50
TOTAL					-562.50	562.50
Bill Pmt -Che...	10291	04/19/2023	Bank of America Busin...	1-Community First CU -...		-4,756.57
Bill	2/28-3/27...	03/17/2023		Bank of America Credit C...	-4,756.57	4,756.57
TOTAL					-4,756.57	4,756.57
Bill Pmt -Che...	10292	04/19/2023	BDK Septic Service	1-Community First CU -...		-125.00
Bill	35799	04/04/2023		Septic Monitoring Fee	-125.00	125.00
TOTAL					-125.00	125.00
Bill Pmt -Che...	10293	04/19/2023	Burton's Fire Inc.	1-Community First CU -...		-1,792.79
Bill	W 80952	04/05/2023		6140 · Apparatus Mainte...	-1,792.79	1,792.79
TOTAL					-1,792.79	1,792.79
Bill Pmt -Che...	10294	04/19/2023	Cazadero Supply	1-Community First CU -...		-95.14
Bill	112498	03/08/2023		6880 · Minor Equipment/...	-45.10	45.10
				Station 1 Mntce	-50.04	50.04
TOTAL					-95.14	95.14
Bill Pmt -Che...	10295	04/19/2023	Cazadero Water Comp...	1-Community First CU -...		-27.79
Bill	1/20-3/31...	04/03/2023		Stn 1 Water	-27.57	27.57
				Stn 1 Water	-0.22	0.22
TOTAL					-27.79	27.79

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

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Che...	10296	04/19/2023	Complete Welders Sup...	1-Community First CU -...		-86.62
Bill	2253144	03/31/2023		6261 · Medical Equip	-86.62	86.62
TOTAL					-86.62	86.62
Bill Pmt -Che...	10297	04/19/2023	Fire Agencies Self Insu...	1-Community First CU -...		-5,642.00
Bill	FASIS-2...	07/01/2022		5940 · Wrkmn Comp	-5,642.00	5,642.00
TOTAL					-5,642.00	5,642.00
Bill Pmt -Che...	10298	04/19/2023	Law Offices of William ...	1-Community First CU -...		-500.00
Bill	10993	04/06/2023		6610 · Legal	-500.00	500.00
TOTAL					-500.00	500.00
Bill Pmt -Che...	10299	04/19/2023	Life-Assist, Inc	1-Community First CU -...		-1,303.81
Bill	1305854	03/28/2023		6261 · Medical Equip	-1,303.81	1,303.81
TOTAL					-1,303.81	1,303.81
Bill Pmt -Che...	10300	04/19/2023	NSCAPCD	1-Community First CU -...		-75.00
Bill	2023/202...	03/19/2023		7053 · Permits/License/F...	-75.00	75.00
TOTAL					-75.00	75.00
Bill Pmt -Che...	10301	04/19/2023	Parmeter Logging & E...	1-Community First CU -...		-2,000.00
Bill	2025	03/01/2023		Station 1 Mntce	-2,000.00	2,000.00
TOTAL					-2,000.00	2,000.00
Bill Pmt -Che...	10302	04/19/2023	Ross Recreation Equip...	1-Community First CU -...		-41,460.00
Bill	I22763	03/27/2023		7335 · Park Development	-41,460.00	41,460.00
TOTAL					-41,460.00	41,460.00
Bill Pmt -Che...	10303	04/19/2023	Signarama	1-Community First CU -...		-655.47
Bill	INV-61311	04/04/2023		Parks Maintenance-Playg...	-655.47	655.47
TOTAL					-655.47	655.47
Bill Pmt -Che...	10304	04/19/2023	Sonoma County Const...	1-Community First CU -...		-620.00
Bill	230307	04/11/2023		Main Siren Maintenance	-620.00	620.00
TOTAL					-620.00	620.00
Bill Pmt -Che...	10305	04/22/2023	Castino Restaurant Eq...	1-Community First CU -...		-10,389.80
Bill	946792	01/03/2023		Equipment	-10,389.80	20,779.61
TOTAL					-10,389.80	20,779.61

5:02 PM

05/06/23

**Cazadero Community Services District**  
**Reconciliation Summary**  
**1-Community First CU -Checking, Period Ending 04/30/2023**

---

	<u>Apr 30, 23</u>
<b>Beginning Balance</b>	155,856.16
<b>Cleared Transactions</b>	
Checks and Payments - 31 items	-78,082.45
Deposits and Credits - 1 item	140,054.30
<b>Total Cleared Transactions</b>	<u>61,971.85</u>
<b>Cleared Balance</b>	<u><u>217,828.01</u></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 14 items	-4,692.19
<b>Total Uncleared Transactions</b>	<u>-4,692.19</u>
<b>Register Balance as of 04/30/2023</b>	<u><u>213,135.82</u></u>
<b>New Transactions</b>	
Checks and Payments - 3 items	-2,522.44
<b>Total New Transactions</b>	<u>-2,522.44</u>
<b>Ending Balance</b>	<u><u>210,613.38</u></u>



**Cazadero Community Services District**  
**Reconciliation Detail**  
**1-Community First CU -Checking, Period Ending 04/30/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						155,856.16
<b>Cleared Transactions</b>						
<b>Checks and Payments - 31 items</b>						
Paycheck	12/13/2022	10214	Berry {volunteer}, D...	X	-498.69	-498.69
Paycheck	04/01/2023	10288	Kulczewski, Sharon	X	-815.78	-1,314.47
Paycheck	04/01/2023	10287	Krausmann, Steven M	X	-606.80	-1,921.27
Paycheck	04/01/2023	10286	Dewart, Alan	X	-461.75	-2,383.02
Paycheck	04/01/2023	10285	Caplan, Nancy K.	X	-415.58	-2,798.60
Bill Pmt -Check	04/03/2023	ACH	P. G. & E.	X	-296.26	-3,094.86
Bill Pmt -Check	04/03/2023	ACH	P. G. & E.	X	-86.57	-3,181.43
Liability Check	04/10/2023	E-pay	EFTPS	X	-886.32	-4,067.75
Bill Pmt -Check	04/10/2023	ACH	P. G. & E.	X	-459.38	-4,527.13
Bill Pmt -Check	04/10/2023	ACH	Frontier Communica...	X	-307.71	-4,834.84
Bill Pmt -Check	04/10/2023	ACH	Frontier Communica...	X	-268.34	-5,103.18
Bill Pmt -Check	04/10/2023	ACH	Frontier Communica...	X	-82.21	-5,185.39
Bill Pmt -Check	04/16/2023	ACH	Comcast	X	-210.27	-5,395.66
Bill Pmt -Check	04/19/2023	10302	Ross Recreation Eq...	X	-41,460.00	-46,855.66
Bill Pmt -Check	04/19/2023	10297	Fire Agencies Self I...	X	-5,642.00	-52,497.66
Bill Pmt -Check	04/19/2023	10291	Bank of America Bu...	X	-4,756.57	-57,254.23
Bill Pmt -Check	04/19/2023	10301	Parmeter Logging & ...	X	-2,000.00	-59,254.23
Bill Pmt -Check	04/19/2023	10293	Burton's Fire Inc.	X	-1,792.79	-61,047.02
Bill Pmt -Check	04/19/2023	10299	Life-Assist, Inc	X	-1,303.81	-62,350.83
Bill Pmt -Check	04/19/2023	10303	Signarama	X	-655.47	-63,006.30
Bill Pmt -Check	04/19/2023	10304	Sonoma County Co...	X	-620.00	-63,626.30
Bill Pmt -Check	04/19/2023	10290	Air Exchange, Inc.	X	-562.50	-64,188.80
Bill Pmt -Check	04/19/2023	10296	Complete Welders S...	X	-86.62	-64,275.42
Bill Pmt -Check	04/19/2023	10295	Cazadero Water Co...	X	-27.79	-64,303.21
Bill Pmt -Check	04/20/2023	ACH	Recology Sonoma ...	X	-447.21	-64,750.42
Bill Pmt -Check	04/20/2023	ACH	Recology Sonoma ...	X	-49.72	-64,800.14
Bill Pmt -Check	04/22/2023	10305	Castino Restaurant ...	X	-10,389.80	-75,189.94
Bill Pmt -Check	04/25/2023	ACH	McPhail Fuel Co.	X	-1,296.55	-76,486.49
Bill Pmt -Check	04/25/2023	ACH	McPhail Fuel Co.	X	-908.89	-77,395.38
Liability Check	04/27/2023	E-pay	EDD	X	-536.33	-77,931.71
Liability Check	04/27/2023	E-pay	EDD	X	-150.74	-78,082.45
Total Checks and Payments					-78,082.45	-78,082.45
<b>Deposits and Credits - 1 item</b>						
Deposit	04/21/2023			X	140,054.30	140,054.30
Total Deposits and Credits					140,054.30	140,054.30
Total Cleared Transactions					61,971.85	61,971.85
Cleared Balance					61,971.85	217,828.01
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 14 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
Bill Pmt -Check	02/14/2023	10260	Dept. of Cannabis C...		-180.92	-1,818.74
Paycheck	03/01/2023	10269	Endsley, Stephanie R		-369.40	-2,188.14
Paycheck	03/01/2023	10273	Shane, Stephen		-184.70	-2,372.84
Paycheck	03/01/2023	10266	Barrio, Gabriel		-184.70	-2,557.54
Paycheck	04/01/2023	10284	Barrio, Gabriel		-702.80	-3,260.34
Paycheck	04/01/2023	10289	Schanz, Eric E.		-461.75	-3,722.09
Bill Pmt -Check	04/19/2023	10298	Law Offices of Willia...		-500.00	-4,222.09
Bill Pmt -Check	04/19/2023	10292	BDK Septic Service		-125.00	-4,347.09
Bill Pmt -Check	04/19/2023	10294	Cazadero Supply		-95.14	-4,442.23
Bill Pmt -Check	04/19/2023	10300	NSCAPCD		-75.00	-4,517.23
Bill Pmt -Check	04/28/2023	ACH	Comcast		-174.96	-4,692.19
Total Checks and Payments					-4,692.19	-4,692.19
Total Uncleared Transactions					-4,692.19	-4,692.19
Register Balance as of 04/30/2023					57,279.66	213,135.82



**Cazadero Community Services District**  
**Reconciliation Detail**  
**1-Community First CU -Checking, Period Ending 04/30/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>New Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Paycheck	05/01/2023	10306	Dewart, Alan		-1,461.19	-1,461.19
Liability Check	05/11/2023	E-pay	EFTPS		-793.08	-2,254.27
Bill Pmt -Check	05/12/2023	ACH	McPhail Fuel Co.		-268.17	-2,522.44
Total Checks and Payments					-2,522.44	-2,522.44
Total New Transactions					-2,522.44	-2,522.44
<b>Ending Balance</b>					<b>54,757.22</b>	<b>210,613.38</b>

3:54 PM

05/06/23

**Cazadero Community Services District**  
**Reconciliation Summary**  
**3-Community First CU - Park Dev, Period Ending 04/30/2023**

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	<u>Apr 30, 23</u>
Beginning Balance	60,099.19
Cleared Transactions	
Deposits and Credits - 1 item	<u>4.94</u>
Total Cleared Transactions	<u>4.94</u>
Cleared Balance	<u><u>60,104.13</u></u>
Register Balance as of 04/30/2023	60,104.13
Ending Balance	60,104.13

**Cazadero Community Services District**  
**Reconciliation Detail**  
**3-Community First CU - Park Dev, Period Ending 04/30/2023**

<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>						60,099.19
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	04/30/2023			X	4.94	4.94
<b>Total Deposits and Credits</b>					4.94	4.94
<b>Total Cleared Transactions</b>					4.94	4.94
<b>Cleared Balance</b>					4.94	60,104.13
<b>Register Balance as of 04/30/2023</b>					4.94	60,104.13
<b>Ending Balance</b>					4.94	60,104.13

3:55 PM

05/06/23

**Cazadero Community Services District**  
**Reconciliation Summary**  
**2-Community First CU -Savings, Period Ending 04/30/2023**

---

	<u>Apr 30, 23</u>
Beginning Balance	10,035.26
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.82</u>
Total Cleared Transactions	<u>0.82</u>
Cleared Balance	<u><u>10,036.08</u></u>
Register Balance as of 04/30/2023	10,036.08
Ending Balance	10,036.08



**Cazadero Community Services District**  
**Reconciliation Detail**  
**2-Community First CU -Savings, Period Ending 04/30/2023**

---

<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>						10,035.26
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	04/30/2023			X	0.82	0.82
Total Deposits and Credits					0.82	0.82
Total Cleared Transactions					0.82	0.82
Cleared Balance					0.82	10,036.08
Register Balance as of 04/30/2023					0.82	10,036.08
<b>Ending Balance</b>					<b>0.82</b>	<b>10,036.08</b>

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05/06/23

**Cazadero Community Services District**  
**Reconciliation Summary**  
L. A. I. F., Period Ending 04/30/2023

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	<u>Apr 30, 23</u>
Beginning Balance	228,799.95
Cleared Transactions	
Deposits and Credits - 1 item	<u>1,542.07</u>
Total Cleared Transactions	<u>1,542.07</u>
Cleared Balance	<u><u>230,342.02</u></u>
Register Balance as of 04/30/2023	230,342.02
Ending Balance	230,342.02

**Cazadero Community Services District**

**Reconciliation Detail**

L. A. I. F., Period Ending 04/30/2023

<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>						228,799.95
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	04/30/2023			X	1,542.07	1,542.07
Total Deposits and Credits					1,542.07	1,542.07
Total Cleared Transactions					1,542.07	1,542.07
Cleared Balance					1,542.07	230,342.02
Register Balance as of 04/30/2023					1,542.07	230,342.02
<b>Ending Balance</b>					<b>1,542.07</b>	<b>230,342.02</b>

4:02 PM

05/06/23

**Cazadero Community Services District**  
**Reconciliation Summary**  
**SonomaCo Pooled Investment Fund, Period Ending 04/30/2023**

---

	<u>Apr 30, 23</u>
Beginning Balance	202,554.31
Cleared Transactions	
Deposits and Credits - 1 item	<u>942.53</u>
Total Cleared Transactions	<u>942.53</u>
Cleared Balance	<u><u>203,496.84</u></u>
Register Balance as of 04/30/2023	203,496.84
Ending Balance	203,496.84



**Cazadero Community Services District**  
**Reconciliation Detail**  
**SonomaCo Pooled Investment Fund, Period Ending 04/30/2023**

<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>						202,554.31
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	04/30/2023			X	942.53	942.53
<b>Total Deposits and Credits</b>					942.53	942.53
<b>Total Cleared Transactions</b>					942.53	942.53
<b>Cleared Balance</b>					942.53	203,496.84
<b>Register Balance as of 04/30/2023</b>					942.53	203,496.84
<b>Ending Balance</b>					<u>942.53</u>	<u>203,496.84</u>

**Cazadero Community Services District**  
**Reconciliation Summary**  
**Bank of America Credit Card, Period Ending 04/27/2023**

---

	<u>Apr 27, 23</u>
<b>Beginning Balance</b>	4,756.57
<b>Cleared Transactions</b>	
Charges and Cash Advances - 11 items	-1,031.35
Payments and Credits - 2 items	5,950.57
<b>Total Cleared Transactions</b>	<u>4,919.22</u>
<b>Cleared Balance</b>	<u><u>-162.65</u></u>
<b>Uncleared Transactions</b>	
Payments and Credits - 1 item	292.00
<b>Total Uncleared Transactions</b>	<u>292.00</u>
<b>Register Balance as of 04/27/2023</b>	<u><u>-454.65</u></u>
<b>New Transactions</b>	
Charges and Cash Advances - 1 item	-100.00
<b>Total New Transactions</b>	<u>-100.00</u>
<b>Ending Balance</b>	<u><u>-354.65</u></u>

**Cazadero Community Services District**  
**Reconciliation Detail**  
**Bank of America Credit Card, Period Ending 04/27/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						4,756.57
<b>Cleared Transactions</b>						
<b>Charges and Cash Advances - 11 items</b>						
Credit Card Charge	03/17/2023	3/3/23...	FasTrak	X	-17.00	-17.00
Credit Card Charge	03/28/2023	06415...	Home Depot	X	-139.32	-156.32
Credit Card Charge	03/30/2023	1045531	Office Depot	X	-226.70	-383.02
Credit Card Charge	04/01/2023	A3FE...	Streamline	X	-100.00	-483.02
Credit Card Charge	04/14/2023	Kohls...	Bank of America Bu...	X	-371.43	-854.45
Credit Card Charge	04/19/2023	9055634	Chevron	X	-43.27	-897.72
Credit Card Charge	04/19/2023	InNOu...	Bank of America Bu...	X	-23.68	-921.40
Credit Card Charge	04/19/2023	162623	Lambert 76	X	-22.46	-943.86
Credit Card Charge	04/19/2023	SfWay...	Bank of America Bu...	X	-9.55	-953.41
Credit Card Charge	04/24/2023	Late F...	Bank of America Bu...	X	-39.00	-992.41
Credit Card Charge	04/27/2023	Fin Ch...	Bank of America Bu...	X	-38.94	-1,031.35
Total Charges and Cash Advances					-1,031.35	-1,031.35
<b>Payments and Credits - 2 items</b>						
Bill	03/17/2023	2/28-3...	Bank of America Bu...	X	4,756.57	4,756.57
Credit Card Credit	04/10/2023	AEDL...	Bank of America Bu...	X	1,194.00	5,950.57
Total Cleared Transactions					4,919.22	4,919.22
Cleared Balance					-4,919.22	-162.65
<b>Uncleared Transactions</b>						
<b>Payments and Credits - 1 item</b>						
General Journal	06/30/2021	06302...			292.00	292.00
Total Uncleared Transactions					292.00	292.00
Register Balance as of 04/27/2023					-5,211.22	-454.65
<b>New Transactions</b>						
<b>Charges and Cash Advances - 1 item</b>						
Credit Card Charge	05/01/2023	A3FE...	Streamline		-100.00	-100.00
Total Charges and Cash Advances					-100.00	-100.00
Total New Transactions					-100.00	-100.00
<b>Ending Balance</b>					<b>-5,111.22</b>	<b>-354.65</b>

# **ACTION ITEMS**





Office: The Bay Building 711 Grand Avenue, Suite 230 San Rafael, CA 94901  
Mailing: 369-B Third St. #182 San Rafael, CA 9490. [www.ehc.law](http://www.ehc.law)  
Main: 628-240-3854 Fax: 628-240-3773

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## Attorney Biographies

### Emily B. Longfellow

#### Attorney

Emily is an attorney with Epstein, Holtzapple & Christo specializing in local government law. Emily graduated law school from the University of California Davis School of Law with *Order of the Coif* honors in 2000, and received her undergraduate degree in Political Science from Lewis and Clark College in Portland, Oregon in 1994. Prior to joining Epstein, Holtzapple & Christo in 2010, Emily worked with the Bay Area law firms of Miller, Starr & Regalia and Goldfarb & Lipman representing both public and private clients in the areas of real estate, planning, CEQA, eminent domain/inverse condemnation, and housing law. Emily also served as the City Attorney for the City of Belvedere between 2017 and 2021, and Assistant City Attorney from 2010 and 2017. Emily currently serves as the Assistant Town Attorney for the Town of San Anselmo, and provides legal advice for the Muir Beach Community Services District and the Sleepy Hollow Fire Protection District. In addition, she provides legal services for various municipal entities including Redwood City and the City of Napa.

Emily has a broad range of local government law experience including:

- The Brown Act and open government requirements
- FPPC and Fair Political Practices Act Conflict of Interest
- Public Records Act
- Drafting ordinances, regulatory guidelines, staff reports, and resolutions
- Contract law including public contracting, bidding requirements, and contract drafting
- General government employment law including contract drafting
- Land use, planning, housing, and CEQA law
- Code enforcement

## **Megan H. Acevedo**

**Attorney**

Megan is General Counsel for the Marin Wildfire Prevention Authority JPA and the Town Attorney for the Town of San Anselmo. Megan graduated from the University of California Los Angeles School of Law in 2003 and joined EHC in 2011. Before working with EHC, Megan worked at the law firm of McDonough, Holland & Allen and the California Attorney General's Office, Environmental Section. Megan has in-depth knowledge of a wide variety of public law issues and extensive experience in advising public clients.

## **Robert Epstein**

**Attorney**

Rob Epstein has served as City Attorney for the City of San Rafael since 2007 and previously served as the Town Attorney for the Town of San Anselmo and City Attorney for the City of Belvedere. Since beginning practice in 1991, Rob has represented numerous public clients and special districts including the Town of Tiburon, and the cities of Corte Madera, Novato, Piedmont, and Petaluma in both litigation and advisory matters.

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## **References**

### **Town of San Anselmo**

David Donery, Town Manager  
525 San Anselmo Ave., San Anselmo, CA 94960  
[ddonery@townofsananselmo.org](mailto:ddonery@townofsananselmo.org)

### **Muir Beach Community Services District**

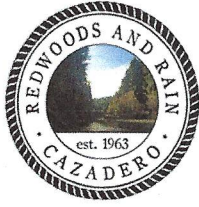
David Taylor, Board President  
19 Seacape Dr., Muir Beach, CA 94965  
[david@davidtaylor.md.com](mailto:david@davidtaylor.md.com)

### **Sleepy Hollow Fire Protection District**

Thomas J. Finn, Board Secretary  
777 San Anselmo Ave., San Anselmo, CA 94960  
[tfinn@well.com](mailto:tfinn@well.com)

### **City of Pacifica**

Michelle Kenyon, City Attorney  
2212 Beach Blvd., Pacifica, CA 94044  
[mkenyon@bwslaw.com](mailto:mkenyon@bwslaw.com)



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

**RESOLUTION 22/23-18**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CAZADERO COMMUNITY SERVICES DISTRICT  
OF SONOMA COUNTY APPROVING THE 2023-24 FISCAL YEAR  
PRELIMINARY BUDGET**

**WHEREAS**, the Board of Directors must prepare a preliminary budget by June 30 for the next fiscal year; and,

**WHEREAS**, the Administrative Assistant has prepared the Preliminary Budget for Fiscal Year 2023-24 and it was reviewed and modified by the Budget Ad Hoc.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Cazadero Community Services District does hereby approve and adopt the Preliminary Budget for Fiscal Year 2023-24 as presented by the Administrative Assistant, and the Budget Ad Hoc, and

**BE IT FURTHER RESOLVED** that the Board of Directors of the Cazadero Community Services District directs the Administrative Assistant to prepare and present to the County of Sonoma this Preliminary Budget for Fiscal Year 2023-24, along with the required forms.

**THE FOREGOING RESOLUTION** was introduced by Director \_\_\_\_\_ who moved its adoption, seconded by Director \_\_\_\_\_, and adopted on a roll call vote of the members of said Board as follows:

Director P. Barry	_____
Director M. Berry	_____
Director H. Canelis	_____
Director D. DeBeaune	_____
Director S. Griswold	_____

AYES \_\_\_\_\_ NOES \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

**WHEREUPON**, the President of the Board declared the foregoing Resolution adopted, and  
**SO ORDERED.**

\_\_\_\_\_  
Paul Barry, Board President

\_\_\_\_\_  
Maureen Berry, Vice President

\_\_\_\_\_  
Homer Canelis, Director

\_\_\_\_\_  
Daina DeBeaune, Secretary of the Board

\_\_\_\_\_  
Scott Griswold, Treasurer

\_\_\_\_\_  
Date



**FY 2023-24 Preliminary Budget Summary  
CAZADERO COMMUNITY SERVICE DISTRICT**

<b>(1)* Estimated Beginning Fund Balance @7/01/23:</b>	<b>\$191,000.00</b>	
<b>(2) Plus: Budgeted FY 2023-24 Revenues: (total from attached worksheet)</b>	<b>\$349,920.41</b>	
<b>(3) Less: Budgeted FY 2023-24 Expenditures: (total from attached worksheet)</b>	<b>\$349,855.00</b>	
<b>(4)* Estimated Ending Fund Balance @6/30/24:</b>	<b>\$191,065.41</b>	
<b>(5) Preliminary Budget Approval Date:</b>	<table border="1"><tr><td style="text-align: center;"><b>6/14/2023</b></td></tr></table>	<b>6/14/2023</b>
<b>6/14/2023</b>		

\_\_\_\_\_  
**Board Member**

\_\_\_\_\_  
**Board Member**

\_\_\_\_\_  
**Board Member**

\_\_\_\_\_  
**Board Member**

\_\_\_\_\_  
**Board Member**



**Cazadero Community Services District**  
**Profit & Loss Budget Performance**

July 2017 through June 2022

	Actuals						Through April 30, 2023 Not Complete	Final Budget	Ad Hoc Review	Ad Hoc Prelim Budget FY 2023-24
	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23				
Ordinary Income/Expense										
Income										
10 - Tax Revenue										
1000 - Property Taxes-CY Secured	250,745.66	270,272.06	273,779.14	287,143.02	302,478.98	327,466.59	304,152.00	25,550.09	329,702.09	
1011 - SB 2557 Prop Tax Admin	-3,221.11	-3,293.00	-3,349.06	-3,142.17	-3,881.07	-3,428.15	-3,487.26	-743.11	-4,230.37	
1020 - Prop Tax-CY Supplemental	5,283.63	6,021.73	2,806.86	5,264.62	6,013.66	7,784.91	5,978.16	576.73	6,554.89	
1040 - Prop Tax-CY Unsecured	7,048.31	7,906.97	8,580.27	8,797.25	8,840.45	10,064.65	8,390.40	1,245.69	9,636.09	
1042 - Cost Reim-Coil DEL CY UNS	-109.14	0.00	0.00	0.00	0.00	0.00	-83.91	83.91	0.00	
1060 - Prop Tax-PY Secured	-65.13	-46.08	0.00	-4.50	-9.05	-22.46	-62.93	53.06	-9.87	
1080 - Supplemental Prop Tax-PY	-36.70	-21.40	0.00	-4.98	-3.84	-9.42	-31.46	27.28	-4.18	
1100 - Prop Taxes-PY Unsecured	87.46	145.89	0.00	143.49	152.99	195.21	157.32	9.44	166.76	
1105 - 2017 Wildfire Tax Loss	0.00	5,136.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1106 - State Property Tax Backfill	0.00	0.00	126.19	0.00	0.00	359.85	0.00	0.00	0.00	
Total 10 - Tax Revenue	259,712.98	286,122.98	281,923.40	298,196.73	313,592.12	342,411.18	315,012.32	26,803.09	341,615.41	
17 - Use of Money/Property										
1700 - Interest on Pooled Cash	307.69	0.00	54.91	586.74	1,296.16	2,247.49	530.00	1,670.00	2,200.00	
1702 - WestAmerica Bank	56.13	701.34	72.95	6.68	0.00	0.00	0.00	0.00	0.00	
1703 - LAIF Interest	2,378.33	77.75	4,791.07	1,896.52	630.40	3,926.85	3,200.00	700.00	3,900.00	
1704 - Comm First CU - Savings	0.00	3,284.90	7.75	10.00	64.10	58.36	70.00	-15.00	55.00	
1801 - Hall Use	0.00	550.00	550.00	0.00	225.00	450.00	0.00	450.00	450.00	
Total 17 - Use of Money/Property	2,742.15	4,613.99	5,476.68	2,489.94	2,215.66	6,682.70	3,800.00	2,805.00	6,605.00	
20 - Intergovernmental Revenues										
2080 - Fish & Game in lieu of Prop T	12.63	0.00	6.29	6.21	0.00	0.00	0.00	0.00	0.00	
2440 - ST-HOPTR	1,749.63	1,758.47	836.51	1,677.60	1,632.94	1,593.72	1,835.40	-335.40	1,500.00	
2500 - State-Other Funding (ST)	0.00	148,399.05	40,602.24	8,819.67	0.00	17,925.62	0.00	0.00	0.00	
Total 20 - Intergovernmental Revenues	1,762.26	150,157.52	41,445.04	10,503.48	1,632.94	19,519.34	1,835.40	-335.40	1,500.00	
40 - Miscellaneous Revenues										
4212 - Covid Fiscal Relief										
4040 - Misc. Income										
4040 A - Recruitment/Retention-Region 5	0.00	15,000.00	5,000.00	0.00	0.00	0.02	0.00	0.00	0.00	
4040 - Misc. Income - Other	43,096.37	775.00	15.00	0.00	28,000.00	0.00	0.00	0.00	0.00	
Total 4040 - Misc. Income	43,096.37	15,775.00	5,015.00	0.00	28,000.00	0.02	0.00	0.00	0.00	
4050 - State & Local Grants	20,838.00	22,000.00	0.00	32,613.00	43,785.25	31,272.00	0.00	0.00	0.00	
4051 - Federal Grants	0.00	0.00	90,904.00	272,715.04	0.00	0.00	0.00	0.00	0.00	
4105 - Insurance Loss Payment	8,900.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4102 - Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4128 - Dispatch Fee Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4200 - Equip Rental-State of CA				75,671.00	35,900.70	29,919.76			0.00	
4201 - Strike Team-State of CA				58,188.66	27,375.48	40,409.96			0.00	
42111 - State - Other In-Lieu					6.19	6.28			0.00	
4210 - State of CA EDD Refund	16.80	106.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total 40 - Miscellaneous Revenues	72,851.71	37,381.47	95,919.00	439,187.70	140,334.62	101,608.02	0.00	0.00	0.00	
Total Income	337,069.10	478,775.96	424,764.12	750,387.85	457,775.34	470,221.24	320,647.72	29,272.69	349,920.41	



	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Not Complete	Budget	Review	Budget
Gross Profit	337,069.10	478,775.96	424,764.12	750,387.85	457,775.34	470,221.24	320,647.72	29,272.69	349,920.41
Expense									
50 - Salaries/Employment Benefits									
51 - Fire Department-Salaries/Emp B									
5915 - Fire Department Payroll Expense	0.00	0.00	5,205.94	1,625.76	1,295.80	-12.71	23,333.00		23,333.00
5911 - Firefighter C & D Reimbursement									
Calls	1,510.00	1,560.00	3,185.00	4,280.00	4,980.00	4,580.00	4,400.00		4,400.00
Drills	2,130.00	2,330.00	4,200.00	3,020.00	2,040.00	4,120.00	3,600.00		3,600.00
Stipend	0.00	0.00	0.00	16,200.00	20,844.00	17,200.00	40,000.00		40,000.00
Strike Team	27,097.92	83,590.72	23,466.24	61,220.04	36,699.60	35,291.40	0.00		0.00
5911 - Firefighter C & D Reimbursement - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Total 5911 - Firefighter C & D Reimbursement	30,737.92	87,480.72	30,651.24	84,720.04	64,583.60	61,171.40	48,000.00	0.00	48,000.00
Total 51 - Fire Department-Salaries/Emp B	30,737.92	87,480.72	36,057.08	86,345.80	65,849.40	61,158.69	71,333.00	0.00	71,333.00
52 - Park & Rec-Salaries/Employ Bene									
5912 - Park & Rec Payroll Expenses	0.00	0.00	0.00	720.00	180.00	0.00	7,346.00		7,346.00
Total 52 - Park & Rec-Salaries/Employ Bene	0.00	0.00	0.00	720.00	180.00	0.00	7,346.00	0.00	7,346.00
54 - Admin-Salaries/Employ Benefits									
5914 - Admin Payroll Expenses	0.00	20.00	0.00	12,037.50	13,383.75	11,322.50	23,941.00	654.00	24,595.00
Total 54 - Admin-Salaries/Employ Benefits	0.00	20.00	0.00	12,037.50	13,383.75	11,322.50	23,941.00	654.00	24,595.00
5910 - Payroll Expenses	18,585.51	30,787.47	38,175.24	33,270.21	33,680.05	31,811.66	0.00		0.00
5935 - Unemployment Insurance	0.00	491.57	0.00	0.00	0.00	0.00	22,568.00	985.00	23,553.00
5940 - W/Inm Comp	8,482.00	9,590.00	17,185.00	21,664.00	17,632.00	22,568.00	125,188.00	1,639.00	126,827.00
Total 50 - Salaries/Employment Benefits	57,805.43	128,369.76	91,417.32	154,037.51	130,725.20	126,860.85			
60 - Services/Supplies									
61 - Fire Department-Services/Suppl									
6021 - Clothing, Uniform, Personal	0.00	1,307.94	1,310.73	0.00	58.83	733.61	1,300.00		1,300.00
6022 - Safety Clothing	11,823.83	488.96	948.77	13,831.10	6,799.47	3,397.07	9,000.00		9,000.00
6040 - Communications									
Station 1 Emergency Phones	0.00	1,128.51	1,958.18	2,681.10	2,864.10	2,571.02	2,450.00	600.00	3,050.00
Stn 1 Internet	1,882.55	1,802.12	1,898.62	2,163.28	2,349.48	2,037.40	1,975.00	425.00	2,400.00
Stn 1 Telephone	1,778.03	2,503.10	2,425.81	2,794.73	2,826.53	2,810.33	2,600.00	800.00	3,400.00
Stn 2 Internet	1,350.12	1,192.82	1,349.69	1,596.67	1,912.92	1,703.38	1,450.00	600.00	2,050.00
Stn 2 Telephone	803.08	997.99	752.33	769.13	781.03	766.11	750.00	200.00	950.00
6040 - Communications - Other	-189.00	2,871.13	0.00	0.00	0.00	0.00	0.00		0.00
Total 6040 - Communications	5,574.78	10,495.67	8,375.63	10,004.91	10,734.06	9,888.24	9,225.00	2,625.00	11,850.00
6060 - Food	30.00	424.85	461.24	302.59	137.72	765.23	500.00	200.00	700.00
6101 - Insurance - Fire Department									
6149 - Maintenance-Radio/Pagers	5,791.51	3,550.33	1,907.88	17,873.34	6,778.14	348.19	5,000.00		5,000.00
6181 - Maintenance - Fire Department									
Apparatus Annual Pump Testing									
Gen Bi-Annual Load Test	1,283.66	0.00	894.95	0.00	1,563.00	1,100.00	1,000.00	1,100.00	1,100.00
Generator Maintenance	0.00	0.00	0.00	548.15	163.08	0.00	0.00	200.00	200.00
SCBA Testing									
Main Siren Maintenance	0.00	0.00	0.00	3,844.80	1,789.24	620.00	250.00	1,700.00	1,700.00
Station 2 Mntce (Include Siren)	0.00	0.00	0.00	178.32	0.00	256.19	250.00	250.00	250.00
Stn 2 Well Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	408.00		408.00
Station 1-Mntce	18,909.66	432.22	4,054.54	2,345.92	1,563.07	4,575.95	4,000.00		4,000.00



	Jul '17 - Jun '18	Jul '18 - Jun '19	Jul '19 - Jun '20	Jul '20 - Jun '21	Jul '21 - Jun '22	Not Complete	Budget	Review	Budget
						Jul '22 - Jun '23	Jul '22 - Jun '23		FY 2023-24
6181 - Maintenance - Fire Department - Other	0.00	0.00	0.00	1,023.29	-128.65	0.00	0.00		0.00
Total 6181 - Maintenance - Fire Department	20,193.34	432.22	4,949.49	7,940.48	6,649.74	6,562.14	5,908.00	3,250.00	9,158.00
6261 - Medical Equip	2,810.93	1,728.47	2,344.50	3,564.12	5,092.58	4,511.11	3,000.00	1,550.00	4,550.00
6457 - Computer Chrgs-Firehouse Softwa	0.00	0.00	339.93	99.98	69.99	58.49	2,000.00	-1,000.00	1,000.00
6461 - Misc Supplies/Expenses	0.00	0.00	0.00	96.00	0.00	2,163.92	0.00	0.00	1,000.00
6510 - Recruitment/Retention	0.00	12,236.63	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
6526 - REDCOM	0.00	0.00	0.00	0.00	990.66	1,202.72	0.00	1,000.00	1,000.00
6654 - Medical Exam	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	5,000.00	2,500.00
6881 - Safety Equip	0.00	2,584.35	3,809.70	6,556.13	4,492.02	10,239.03	5,000.00	5,000.00	10,000.00
6820 - Rents and Leases - Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6880 - Minor Equipment/Sm Tools	1,188.60	726.96	1,120.16	2,489.83	3,200.81	898.17	2,500.00	2,500.00	2,500.00
6883 - Fire Equip	4,471.88	9,822.70	2,068.42	3,544.07	3,189.10	1,326.94	3,500.00	3,500.00	3,500.00
7053 - Permits/License/Fees	0.00	0.00	0.00	129.00	75.00	150.00	500.00	500.00	500.00
7201 - Gas & Oil	4,033.09	4,984.69	5,597.18	1,874.29	2,376.90	7,884.04	5,000.00	7,000.00	12,000.00
7321 - Utilities - Fire Department									
Sht 2 Propane	1,261.02	1,739.55	1,459.46	1,087.53	1,517.68	3,355.02	1,800.00	1,600.00	3,400.00
Sht 2 Garbage	431.64	517.18	318.29	231.45	524.76	503.44	560.00	560.00	560.00
Sht 2 Electricity	847.13	767.23	916.22	1,080.99	1,281.91	920.82	1,090.00	1,100.00	1,200.00
Sht 1 Water	12.06	1,042.73	695.80	601.87	91.74	77.06	650.00	50.00	650.00
Sht 1 Propane	3,803.36	2,753.65	1,270.86	2,583.75	916.58	2,346.63	2,450.00	50.00	2,500.00
Sht 1 Garbage	1,224.08	1,265.27	1,559.59	1,251.27	1,709.69	1,242.09	1,350.00	300.00	1,350.00
Sht 1 Electricity	2,352.54	2,077.66	2,372.60	2,997.86	3,276.11	2,585.94	2,700.00	300.00	3,000.00
Shten Electricity	248.62	229.83	283.77	306.26	300.90	142.02	300.00	-300.00	300.00
7321 - Utilities - Fire Department - Other						538.68	300.00		0.00
Total 7321 - Utilities - Fire Department	10,180.45	10,393.10	8,876.59	10,410.98	10,158.05	11,173.02	11,200.00	1,760.00	12,960.00
7330 - Sanitation-Sht2	0.00	840.00	436.00						
Annual Septic Permit	0.00	0.00	0.00	436.00	145.00	0.00	500.00		500.00
Septic Monitoring Fee	300.00	350.00	350.00	350.00	250.00	250.00	400.00		400.00
Total 7330 - Sanitation-Sht2	300.00	1,190.00	786.00	786.00	395.00	250.00	900.00	0.00	900.00
7930 - Interest Expense	5,176.54	4,369.37	3,525.35	2,745.17	1,892.12	0.00	1,820.00		1,820.00
Total 61 - Fire Department-Services/Suppl	71,573.95	64,736.24	48,421.57	82,247.99	66,489.51	61,540.92	69,653.00	21,385.00	91,238.00
62 - Park & Rec-Services/Supplies									
7322 - Utilities - Park & Rec									
Electricity Outdoor	465.63	444.26	621.58	621.80	697.26	525.09	600.00	100.00	700.00
Park Garbage				187.59	0.00	0.00	200.00		200.00
Park Water	7.33	2,178.91	2,678.82	0.00	0.00	2,578.62	1,530.00		1,530.00
Total 7322 - Utilities - Park & Rec	472.96	2,623.17	3,300.40	809.39	697.26	3,103.71	2,330.00	100.00	2,430.00
63 - Street Lights-Services/Supplies									
7323 - Utilities - Street Lights									
Street Lights Electricity	4,509.39	4,310.23	4,581.92	4,941.02	4,909.52	4,502.92	4,488.00	912.00	5,400.00
Total 7323 - Utilities - Street Lights	4,509.39	4,310.23	4,581.92	4,941.02	4,909.52	4,502.92	4,488.00	912.00	5,400.00
7340 - Street Lights Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Total 63 - Street Lights-Services/Supplies	4,509.39	4,310.23	4,581.92	4,941.02	4,909.52	4,502.92	4,488.00	912.00	5,400.00
64 - Admin-Services/Supplies									
6280 - Memberships/Certs	0.00	225.00	962.00	625.00	575.00	675.00	1,000.00		1,000.00
6015 - Annex/Consolidation/Parcel Tax	0.00	0.00	180.00	0.00	0.00	0.00	0.00		0.00



	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23	Not Complete	Budget	Review	Budget
6080 - Household Supplies	395.20	793.52	231.19	81.96	559.18	227.46		500.00		500.00
6400 - Office Expense	3,270.94	2,123.08	6,391.79	2,876.84	3,786.22	3,123.65		2,800.00	700.00	3,500.00
6405 - Office Equip & Furnishings	1,433.85	0.00	636.15	49.00	0.00	0.00		976.00	24.00	1,000.00
6410 - Mail and Postage Supplies	0.00	0.00	151.59	131.50	0.00	0.00		250.00		250.00
6500 - Other Professional Svcs	6,159.39	7,039.34	0.00	0.00	0.00	475.00		2,500.00		2,500.00
6587 - LAFCO	423.00	1,143.00	0.00	614.00	507.00	569.00		620.00		620.00
6610 - Legal	0.00	5,728.00	5,081.50	3,210.00	6,000.00	4,500.00		8,000.00		8,000.00
6630 - Audit	6,500.00	5,300.00	4,950.00	4,950.00	4,950.00	4,950.00		4,950.00		4,950.00
6634 - Bank Fees	0.00	0.00	5.31	40.20	0.00	80.44		0.00		0.00
6800 - Publications and Legal Notices	0.00	0.00	85.00	260.00	0.00	151.00		270.00		270.00
7051 - Refunds	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00
Total 64 - Admin-Services/Supplies	18,182.38	22,351.94	18,664.53	12,838.50	16,377.40	14,751.55		21,866.00	724.00	22,590.00
65 - Vegetation Management										
6540 - Chipper Maintenance					392.31	1,312.35				1,400.00
6545 - Boom Truck Maintenance						1,025.50				1,500.00
65 - Vegetation Management - Other					33.83	33.83				50.00
Total 65 - Vegetation Management					392.31	2,371.68		0.00		2,950.00
6100 - Insurance	13,146.00	14,979.00	27,155.32	4,131.00	13,251.00	31,681.36		26,420.00	30,500.00	56,920.00
6140 - Apparatus Maintenance	4,481.21	7,522.95	6,965.79	11,784.05	5,539.16	8,192.19		7,700.00	1,300.00	9,000.00
6180 - Maintenance-Bldg & Imp.										
Parks Maintenance-Playground	6,116.70	2,446.35	2,288.36	801.45	729.67	815.92		2,500.00		2,500.00
Brush Removal	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00
6180 - Maintenance-Bldg & Imp. - Other	-17,509.13	2,090.08	180.77	0.00	0.00	0.00		0.00		2,000.00
Total 6180 - Maintenance-Bldg & Imp.	-11,392.43	4,536.43	2,449.13	801.45	729.67	815.92		2,500.00	2,000.00	4,500.00
6462 - COVID-19 Expenses	0.00	0.00	3,125.73	1,966.30	109.00	0.00		0.00		0.00
7120 - Training	6,867.69	397.00	2,269.72	6,773.20	8,504.08	4,353.16		9,086.00	914.00	10,000.00
7320 - Utilities	-418.24	0.00	0.00	0.00	0.00	0.00		0.00		0.00
7335 - Park Development	0.00	0.00	0.00	21,614.69	22,800.70	161,134.18		10,000.00		10,000.00
7910 - Principal Payment	0.00	30,664.48	31,515.20	32,288.68	33,231.73	0.00		33,216.00	-33,216.00	0.00
7920 - Interest Paid	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00
7950 - ES286 Strike Team	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00
Total 60 - Services/Supplies	107,422.91	152,121.44	146,450.31	180,196.27	172,831.34	292,446.69		187,459.00	27,569.00	215,028.00
85 - Capital-Fixed Asset Expense										
8560 - Equipment (F/A)	50,024.37	36,493.36	0.00	0.00	0.00	0.00		8,000.00		8,000.00
8570 - Structure	-13,458.37	25,600.00	0.00	0.00	0.00	0.00		0.00		0.00
Total 85 - Capital-Fixed Asset Expense	36,566.00	62,093.36	0.00	0.00	0.00	0.00		8,000.00	0.00	8,000.00
Total Expense	201,794.34	342,584.56	237,867.63	334,233.78	303,556.54	419,307.54		320,647.00	29,208.00	349,855.00
Net Ordinary Income	135,274.76	136,191.40	186,896.49	416,154.07	154,218.80	50,913.70		0.72	64.69	65.41
Other Income/Expense										
Depreciation Expense										
Equipment	57,120.02	0.00	0.00	0.00	0.00	0.00		0.00		0.00
Buildings	8,442.94	0.00	0.00	0.00	0.00	0.00		0.00		0.00
Total Depreciation Expense	65,562.96	0.00	0.00	0.00	0.00	0.00		0.00		0.00
Total Other Expense	65,562.96	0.00	0.00	0.00	0.00	0.00		0.00		0.00
Net Other Income	-65,562.96	0.00	0.00	0.00	0.00	0.00		0.00		0.00
Net Income	69,711.80	136,191.40	186,896.49	416,154.07	154,218.80	50,913.70		0.72	64.69	65.41





June 9, 2023

Chief Paul Barry  
PO Box 508  
Cazadero CA 95421

Re: Property and Casualty Renewal 7/1/2023

Dear Chief Barry,

As we have discussed in the prior months, FirePlus will be non-renewing your program for the upcoming 7/1/2023. FirePlus is exiting the California market as the result of large wildfire exposures and the over-challenging property market. It has recently been announced that State Farm and Allstate are also not writing new residential policies in California as well. For commercial properties in high brush hazard areas, obtaining coverage has been very challenging in the past few years. Emergency Service Insurance Program (ESIP) and Voluntary Firefighters Insurance Services (VFIS) declined to quote.

We have shopped for alternative solutions for the district and believe the enclosed proposal from CalMutuals Joint Powers Risk and Insurance Management Authority (JPRIMA) provides the best option for Cazadero Community Service District. The following is a summary of CalMutuals JPRIMA.

In the past year, over 60 CA Fire Departments/Districts have moved to JPRIMA. Some of the larger Fire members include North Tahoe Fire Protection District and El Dorado County Fire Protection District.

The JPRIMA pool has over 330 additional members (water) with a 99% annual retention rate.

Established in 2016, CalMutuals JPRIMA is an insurance provider specializing in the water and wastewater industry. Its best-in-class products are specifically tailored to meet members' needs. JPRIMA proudly serves over 300 member agencies (Water), from the largest agencies to the smallest, throughout California. As previously mentioned, JPRIMA is 100% reinsured, so there are no joint/several liabilities, no assessments, and no future liability. The P&C reinsurer is Midvale [AXV]. Allied Public Risk handles the claims, underwriting, and risk control. Allied Public Risk also runs the FirePlus program nationwide.

I have attached the 2021 Annual Report for reference, which was the most recent report available, please also see their website for more detail on their operations - <https://calmutualsjprima.org/>

JPRIMA requires a three-year commitment, the program includes \$10 MM aggregates for GL and POML along with a Fleet Automatic Endorsement for ease of reporting and



processing auto changes. There is also an offramp to the three-year commitment if base rates exceed 15% at renewal.

In addition, CalMutual provides support and resources to the JPA. As such, all JPRIMA members are required to join the CalMutual association. Dues are \$100 per year for Fire Districts. Dues will not be billed until 2024 should you choose to bind coverage with JPRIMA.

The JPRIMA Policy Pool Renewal date is 4/1/2024, therefore the quote will be based on nine months. The expiring Fire Plus Premium and the JPRIMA Proposal are below, I have also attached a comparison of benefits for your review for a summary.

PREMIUM	7/1/2022 - 7/1/2023 (Inception Premium)	7/1/2023 - 4/1/2024 (Prorated 9 months Premium) *
	Fire Plus (2022)	JPRIMA (2023)
Property	\$18,152	\$21,056
Crime	\$656	\$751
General Liability	\$1,332	\$3,337
Management Liability	\$1,363	\$2,027
Business Auto	\$3,756	\$4,913
Excess Liability	\$1,327	\$1,699
Fees	\$0	\$3,480
Terrorism	\$175	Included
<b>TOTAL PREMIUM</b>	<b>\$26,761</b>	<b>\$37,263</b>

\*(\$49,595 - Annualized Premium & Admin Fee)

Please note that JPRIMA does not provide earthquake and flood coverage. We have a monoline earthquake/flood indication at **\$9,545.79**. This program includes a 25% earthquake deductible by building and a 5% flood deductible by building (minimum \$500,000 flood ded). The spreadsheet provided more details regarding deductibles.

If the board agrees to move their program to JPRIMA, we will provide binding documents for enrollment.

Please let me know if you have any questions.

Sincerely,



Paul M. Harrison  
Vice President of Business Development

# Cazadero Community Services District

(2023 Package, Auto & Excess Liability Policy Comparisons)

## Summary of Premium

PREMIUM	7/1/2022 - 7/1/2023 (Inception Premium)	7/1/2023 - 4/1/2024 (9 Month Premium)*
	Fire Plus (2022)	JPRIMA (2023)
Property	\$18,152	\$21,056
Crime	\$656	\$751
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<b>TOTAL PREMIUM</b>	<b>\$26,761</b>	<b>\$37,263</b>

\*((\$49,595 - Annualized Premium & Admin Fee)

**Note:** JPRIMA does not offer Flood or Earthquake coverage in their policy. We have received an indication price from Loyd's of London of \$9,545.79, below is the deductible that will be applicable.

Your Deductibles				
25% Earthquake Deductible by building, by line of coverage, per occurrence				
2% Flood Deductible by building, by line of coverage, per occurrence, minimum of \$50,000				
\$25,000 All Other Causes of Loss Deductible by building, by line of coverage, per occurrence				
	Coverage Type	Limits	Earthquake Deductible	Flood Deductible
<b>Location 1:</b>				
Location 1, Building 1: 5980 Cazadero Hwy, Cazadero, CA 95421	Building	\$1,958,131	25% (\$489,533)	2% (\$50,000) minimum deductible
<b>Location 2:</b>				
Location 2, Building 1: 1305 Austin Creek Rd, Cazadero, CA 95421	Building	\$579,563	25% (\$144,891)	2% (\$50,000) minimum deductible
<b>Total Limit of Insurance</b>		<b>\$2,537,694</b>		



## Summary of Coverages

PROPERTY COVERAGE	Fire Plus (2022)	JPRIMA (2023)
Valuation (Real Property/BPP)	ACV	ACV
Blanket Limit (Real Property/BPP) *	\$2,672,633	\$2,779,539
Blanket Coverage Extension	\$750,000	\$750,000
Mobile Equipment (Scheduled)	\$75,000	\$70,000
Boiler & Machinery / Equipment Breakdown	Included	Included
Mobile Equipment (Unscheduled)	Included-Mobile Equip. Limit	\$25,000
Mobile Equipment (borrowed, rented, leased)	Included-Mobile Equip. Limit	\$50,000
Property & Equipment Breakdown Deductible	\$1,000	\$5,000
Mobile Equipment Deductible	\$1,000	\$2,500
<i>* Property has 4% inflation guard added 2023</i>		
FLOOD COVERAGE	Fire Plus (2022)	JPRIMA (2023)
Limit - Each Occurrence	\$1,000,000	EXCLUDED
Limit - Annual Aggregate	\$1,000,000	EXCLUDED
Flood Deductible	\$1,000	N/A
CRIME COVERAGE	Fire Plus (2022)	JPRIMA (2023)
Employee Theft	\$250,000	\$250,000
Forgery or Alteration	\$250,000	\$250,000
Theft of Money & Securities (Inside the Premises)	\$250,000	\$250,000
Theft of Money & Securities (Outside the Premises)	Included in above limit	\$250,000
Computer Fraud	\$250,000	\$250,000
Funds Transfer Fraud	\$25,000	\$250,000
Money Orders & Counterfit Paper	\$100,000	\$250,000
Deductible	\$500	\$1,000
GENERAL LIABILITY	Fire Plus (2022)	JPRIMA (2023)
Per Occurrence Limit	\$1,000,000	\$1,000,000
General Aggregate Limit	\$3,000,000	\$10,000,000
Products & Completed Operations Aggregate	\$3,000,000	\$10,000,000
Personal & Advertising Injury Limit	\$1,000,000	\$1,000,000
Damage to Premises Rented to You	\$100,000	\$1,000,000
Medical Payments	\$5,000	\$10,000
MANAGEMENT LIABILITY	Fire Plus (2022)	JPRIMA (2023)
Wrongful Acts - per act	1,000,000	1,000,000
Employment Practices (including third party discrimination) - per offense	1,000,000	1,000,000
Employee Benefit Plans - per act	1,000,000	1,000,000
Injunctive Relief - per act	25,000	5,000
Aggregate limit	3,000,000	10,000,000

Privacy & Network Security Wrongful Acts - per act	N/A	1,000,000
Deductible - Each Wrongful Act or Offense including expenses	1,000	10,000
EPL Deductible - Each Offense including expenses	N/A	25,000

<b>BUSINESS AUTO</b>	<b>Fire Plus (2022)</b>	<b>JPRIMA (2023)</b>
Valuation	ACV	ACV**
Number of Units	8	15
Combined Single Limit	\$1,000,000	\$1,000,000
Hired Auto	Included	Included
Non-Owned Auto	Included	Included
Medical Payments	\$5,000	\$5,000
Uninsured/Underinsured Motorists	\$500,000	\$1,000,000
Hired Physical Damage	\$500,000	\$100,000
Comprehensive Deductible	\$1,000	\$2,000
Collision Deductible	\$1,000	\$2,000

\*\*JPRIMA - Agreed Value for Emergency Apparatus

<b>EXCESS LIABILITY</b>	<b>Fire Plus (2022)</b>	<b>JPRIMA (2023)</b>
Per Occurrence Limit	\$1,000,000	\$1,000,000
Aggregate Limit	\$1,000,000	\$1,000,000
<u>Schedule of Underlying Policies Included?</u>		
General Liability	YES	YES
Hired & Non-Owned Auto	YES	YES
Owned Auto	YES	YES
Public Officials & Management Liability	YES	YES
Employment Practices Liability	YES	YES
Employee Benefits Plans	YES	YES
Workers' Compensation	NO	NO - Provide WC Declarations page for consideration





# 2021 Annual Report

*CalMutuals JPRIMA Protects Water Systems Statewide*

CalMutuals JPRIMA provides insurance and support to California water systems spanning from Crescent City to San Diego.

California Association Of Mutual Water Companies • Joint Powers Risk And Insurance Management Authority



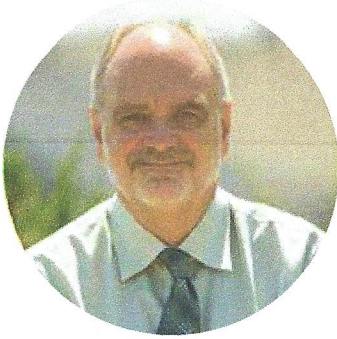
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# PRESIDENT AND CHIEF EXECUTIVE OFFICER'S MESSAGE



**Jim Byerrum**  
President and Chief Executive Officer

“

*As I bid you farewell as  
Board President  
and CEO,  
you can trust  
that our values endure  
and our leadership  
team promises  
proactive continuity.*

”

In only 5 years we have built one of the largest insurance pools in the United States for public and private not-for-profit community water systems. At the time of this writing, we were only 10 members shy of our 400th member. Our success isn't only about providing insurance, but about advancing values centered around supporting our smallest members, and assuring our organizational integrity and stability.

When we formally launched our effort providing affordable high quality insurance for small water systems in 2016, we were delighted when larger water systems similarly saw the same value for their organizations. Today we find among our members California's largest irrigation districts, and large urban water providers from all over California.

One of our top value propositions is helping small water systems not only with insurance, but with managerial and operational resources. As it turns out, larger water systems need this support too. When they sign-up with CalMutuals JPRIMA for insurance it expands the portfolio of technical support for small water systems.

CalMutuals JPRIMA has aimed for organizational stability to buttress confidence in our insurance and technical services for our members. A prime example is that we quickly set aside reserves to cover a year of our operational costs. More recently we executed a succession plan as I concluded my service as President of the Board and Chief Executive Officer at the end of 2021.

The Board of Directors has elected long-time Board Vice Chair David ("Dave") Michalko as President of the Board, Douglas ("Doug") Nunneley as Board Vice President, and Dr. Susan Allen as our Chief Executive Officer to guide us in 2022 and beyond.

Dave has served as CalMutuals JPRIMA's Vice President since its inception, and has been Valencia Heights Water Company General Manager for the last 26 years. It seems that he and I drove the entire state of California meeting potential members and, over the years, revisiting many of them as CalMutuals JPRIMA members. He is passionate about helping small water systems, recently leading our efforts to help many with drought contingency plans in cooperation with the California Department of Water Resources.





# PRESIDENT AND CHIEF EXECUTIVE OFFICER'S MESSAGE

Doug was an early member of the CalMutuals JPRIMA Board of Directors. He is also General Manager of Oildale Mutual Water Company and the North of the River Water District, both near Bakersfield. Doug is a major driver of growth for new members in the Central Valley, frequently introducing JPRIMA insurance and support services to other water suppliers. Doug is also dedicated to helping small water systems and has worked with the State Water Resources Control Board to consolidate struggling smaller water systems with Oildale.

Dr. Susan Allen brings rich experience as a long time college and university educator and administrator. For the past three years she has kept our business processes in order and has been forging the means to provide our members with technical support and training resources. She is our representative, for example, with IE Works which is expanding resources to train water system operators who are scarce, for placement with our members.

With our team intact which includes our Board of Directors, Insurance Administrator Paul Fuller, and Communications manager Adan Ortega, our members can be assured of the continuity of our progressive improvement and stability.

As I bid you farewell as Board President and CEO, you can trust that our values endure and our leadership team promises proactive continuity. My hope and request is that it all adds up to your trust and recommendations to your professional colleagues which are the engine of our growth.



Jim Byerrum  
President and Chief Executive Officer



David Michalko  
President of the Board



Doug Nunneley  
Board Vice President



Dr. Susan Allen  
Chief Executive Officer

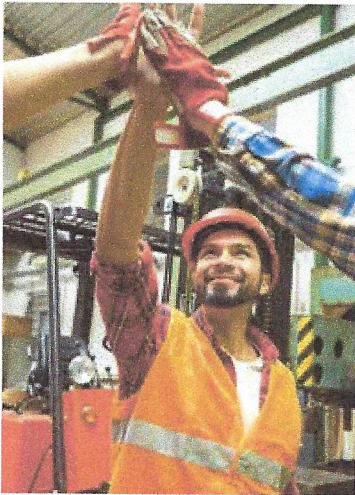




# MISSION



The California Association of Mutual Water Companies, Joint Powers Risk and Insurance Management Authority (CalMutuals JPRIMA) remains committed to its mission to provide first in class insurance, technical support and resources for California's small and independently-minded water systems.



CalMutuals JPRIMA is proud to provide our members/insureds with:

- High quality and cost-effective insurance products to protect and enhance its members' assets and operations and reduce overall risk management costs
- Efficient and effective claims, underwriting, distribution and risk control services
- Technical support, continuing education, safety engineering, operational and managerial advisory assistance in order to reduce risk liabilities and further their technical, managerial, and financial capacity.

CalMutuals JPRIMA is further gratified to reinvest in programs and services to support small systems and disadvantaged communities, helping to bring free services to member systems with under 500 connections.





# 2021 HIGHLIGHTS



## Growing Membership

**14**  
new  
members

**99%**  
of members  
retained

## Competitive Rates

**Limited rate  
increases**

**Dividend**  
for all Workers  
Comp Clients  
for third  
consecutive year

## Robust Finances

**39%**  
increase  
in total assets  
over 2020

**68%**  
increase  
in net position  
over 2020

**Reserve fund  
established**

## Expanded Offerings

**New  
Cybersecurity  
Insurance.**  
Best in class  
cyber liability  
and network  
security  
protection

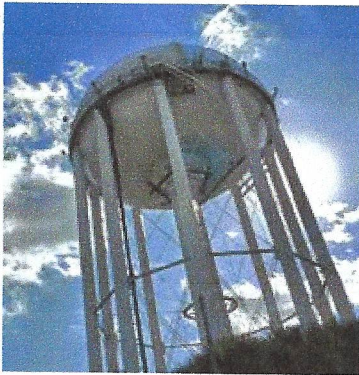
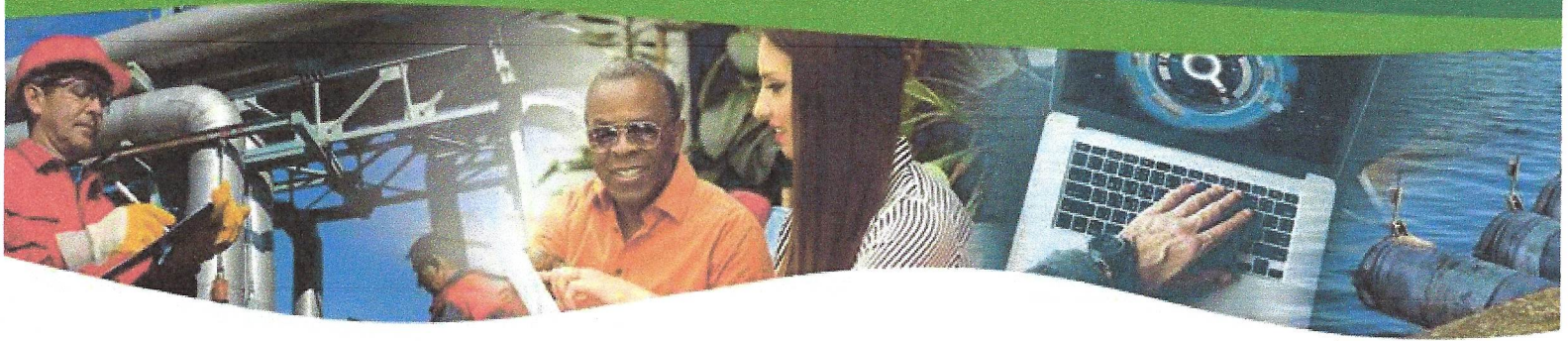
## Expanded Resources

Co-authored,  
published and  
distributed  
**risk management  
handbooks**  
for practitioners





# BEGINNINGS



**JPRIMA is a joint powers authority formed in 2016 after the passage of AB 656. The CalMutuals JPRIMA was formed with three purposes:**

- to provide *best-in-class* insurance to its members
- to provide financial sustainability for CalMutuals
- to enable technical and managerial resources to small and independently-minded water systems

Upon formation, CalMutuals JPRIMA became the first joint powers insurance authority in the nation to provide insurance and technical assistance to help small community water systems fix their aging infrastructure and comply with water quality regulations. CalMutuals JPRIMA works to provide equal assistance to systems of all sizes and assure they are not left behind.





# INSURANCE PRODUCTS

## CalMutuals JPRIMA insurance products include:



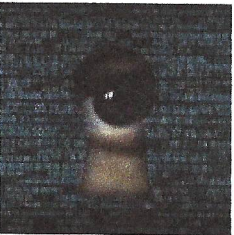
### Property and Casualty

CalMutuals JPRIMA provides high quality and cost-effective Property and Liability insurance to protect and enhance member assets and operations and to reduce overall risk management costs. While many carriers offer property and liability coverage, CalMutuals JPRIMA offers creative underwriting expertise to craft policies designed to meet each water system's needs.



### Workers' Compensation

CalMutuals JPRIMA partners with The Zenith Insurance Company to provide high quality workers' compensation insurance that blends competitive rates with meaningful value-added service and impeccable financial security.



### Cybersecurity

CalMutuals JPRIMA responded to member/insured requests and prospective regulation to design a risk management and insurance product that blends cybersecurity risk transfer with risk mitigation. Water entities can now obtain best-in-class cyber liability and network security insurance protection at affordable and stable rates through CalMutuals JPRIMA. An experienced San Diego-based claims team of privacy attorneys, data forensics experts, and crisis managers stands ready to help before, during, and after a covered event. Access to our insurance requires verification of a managed security provider (MSP) that provides timely critical and time-sensitive patching with follow-up patch verification. CalMutuals JPRIMA recommends enrollment with our partner, NetSecure™, the cyber security division of Alvaka Networks, a prominent California based MSP.



### Environmental Pollution

CalMutuals JPRIMA offers environmental pollution insurance tailored for water and sewer districts and provides third-party pollution liability and remediation expenses as well as first-party pollution clean-up. Coverage applies to losses arising from onsite activities (including piping infrastructure) as well as transportation and hauling, contracting operations, non-owned disposal sites, and spreading of bio-solids. This innovative product, with its proprietary water-related emphasis is one of the first of its kind in California if not the entire United States.



### Employee Benefits

CalMutuals JPRIMA has partnered with trusted insurance broker, WSP Corporate Benefits and Insurance Services as our preferred provider for Employee Benefits insurance needs.

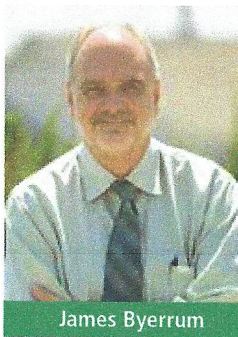


# LEADERSHIP

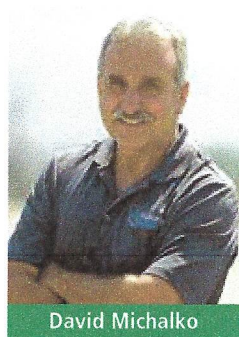
## CalMutuals JPRIMA Board of Directors

The Joint Power Risk Insurance Management Authority is managed by strong leaders on the board.  
The officers include:

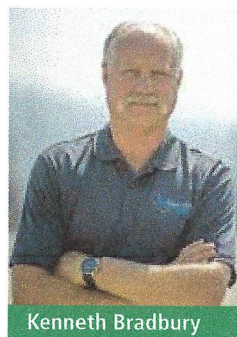
- President James Byerrum (former President of California Domestic Water Company)
- Vice President David Michalko, General Manager of Valencia Heights Mutual Water Company
- Secretary Kenneth Bradbury, General Manager of Montebello Land & Water Company
- Treasurer Myra Malner, Director of Finance for Rowland Water District



James Byerrum



David Michalko



Kenneth Bradbury



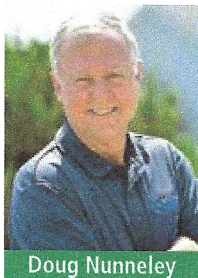
Myra Malner

## Board members

- David Armstrong (South Mesa Water Company)
- Doug Nunneley (Oildale Mutual Water Company)
- Lisa Yamashita-Lopez (Rubio Canon Land & Water Association)
- Kenneth Tcheng (Sunny Slope Water Company)
- Dave Pederson (Las Virgenes Municipal Water District)
- Marina West (Bighorn Desert View Water Agency)



David Armstrong



Doug Nunneley



Lisa Yamashita-Lopez



Kenneth Tcheng



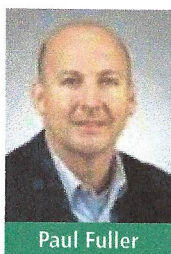
Dave Pedersen



Marina West

## Staff

- Insurance Administrators - Paul Fuller, George Pappas
  - Managing Director - Susan Allen
- Communications Director - Adan Ortega
- General Counsel - Jim Ciampa



Paul Fuller



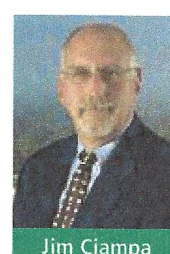
George Pappas



Susan Allen



Adan Ortega



Jim Ciampa



# INSURANCE PARTNERS

## Insurance Partners

CalMutuals JPRIMA partners with distinguished leaders in the insurance industry who are experts in water system risk management, including:



### Allied Public Risk

Allied Public Risk, LLC (APR) is a full-service Managing General Underwriter (MGU) providing a broad spectrum of services to CalMutuals JPRIMA. Their tenure in the public water system space goes back 20+ years, one of the longest of any insurance organization in California. APR assists in the management of our property & liability and workers' compensation insurance and reinsurance solutions. They have assisted CalMutuals in securing reinsurers that are 'A' rated by AM Best Company for financial security. Equally important, APR is experienced, knowledgeable, and respected within the California marketplace.



### The Zenith

For more than 60 years, The Zenith has been a specialist in workers' compensation. The Zenith has built its reputation as an industry leader by providing its customers superior service and achieving results that continually outperform the industry. In June 2015, AM Best Company affirmed the financial strength rating of 'A' (Excellent) of Zenith National Insurance Corp. and its subsidiaries.



### Navigators Specialty Insurance Company

CalMutuals JPRIMA's Environmental Pollution reinsurance partner is Navigators Specialty Insurance Company (Navigators), a brand of The Hartford. Similar to our Property & Liability and Workers' Compensation products, they bear 100% of the risk and oversee the underwriting and claims operations. Navigators is a specialist in environmental underwriting and offers experienced professionals, industry-leading policy forms, augmented pollution appetite, and flexibility to meet the needs of water-related entities. With expertise in environmental law, engineering, insurance, compliance, and regulation, Navigators is uniquely positioned to assist JPRIMA members with protecting their balance sheets against environmental liabilities. Navigator's is rated 'A' (Excellent) by AM Best Company and 'A+' (Strong) by Standard & Poor's.



### Lloyd's of London

CalMutuals JPRIMA is collaborating with Lloyd's of London as our major carrier partner and one of the world's largest insurance writers of cyber liability and network protection. Lloyds is on the cutting edge of this new insurance frontier. 15 years ago technology played a marginal role in our lives. Today it is part of everything we do, from the way we socialize, to the way we do business. While the explosion of technology opens up a wealth of possibility for human progress, it also creates huge potential for cyber risk. Lloyd's provides access to the combined scale, expertise and capacity of more than 77 expert cyber risk insurers in one place. It is this ability to create relevant and tailored insurance solutions from the diversity of the market that sets Lloyd's apart.



### Alvaka Networks

CalMutuals JPRIMA has engaged Alvaka Networks, the industry leader in the area of Advanced Network Management (managed services) to provide robust information security and regulatory compliance services to our members/insureds. Access to CalMutuals JPRIMA's Cybersecurity insurance program requires verification of a managed security provider (MSP) that provides timely critical and time-sensitive patching with follow-up patch verification. CalMutuals JPRIMA recommends enrollment with NetSecure™, the cyber security division of Alvaka Networks. The NetSecure™ "6" step security process was designed to discover the unique role that critical data plays within your IT environment, and then protect that data from loss or harm.



# MEMBER/INSURED RESOURCES

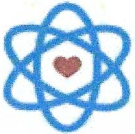


## Member/Insured Resources include:



### Continuing Education

CalMutuals JPRIMA provides online water treatment and distribution operator training courses. All training courses are in compliance with the State Water Board certification requirements.



### AB54/AB240 Board of Directors' Training

CalMutuals JPRIMA developed an online, 2 hour, training, compliant with the AB54/AB240. The training is available at no cost to our membership.



### Background Checks

Through OPENOnline, CalMutuals JPRIMA provides its membership with background checks for potential employees and leadership.



### Financial Management Tools and Training

In partnership with the Rural Community Assistance Corporation, CalMutuals JPRIMA offered financial management training and tools to our members/insureds. This year CalMutuals JPRIMA provided workshop participants with a one-year QuickBooks subscription to support their work.



### Internship and Apprenticeship Support

In 2021 CalMutuals JPRIMA became a member of the *IE Works* and funded participation for interested Inland Empire members/insureds. *IE Works* supports Inland Empire community college outreach efforts and workforce development programs for students exploring water industry careers and helps ensure sufficient numbers of qualified candidates are available meet the needs of Inland Empire water suppliers and the communities they serve.

In addition to coverage, CalMutuals JPRIMA offers a variety of services through the California Association of Mutual Water Companies to make sure that its members/insureds get the support that they need to be successful. Most resources are available at no cost for member systems with fewer than 500 connections and members purchasing both JPRIMA P&C AND Workers' Comp Insurance. All remaining members have access to the resources at significant discounts.



# MEMBER/INSURED RESOURCES



## Management Training

In conjunction with the American Association of Water Distribution & Management (AAWD&M), CalMutuals JPRIMA produced management training films on subjects such as inverse condemnation, critical infrastructure, and climate change. The courses provide a comprehensive overview from the perspectives from attorneys, insurance professionals and case studies. Additionally, the Association produced a nine part series on risk management, available to all members at no cost.



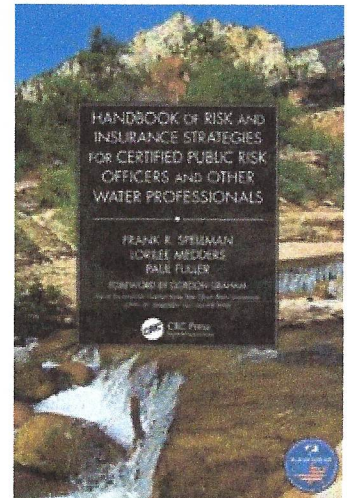
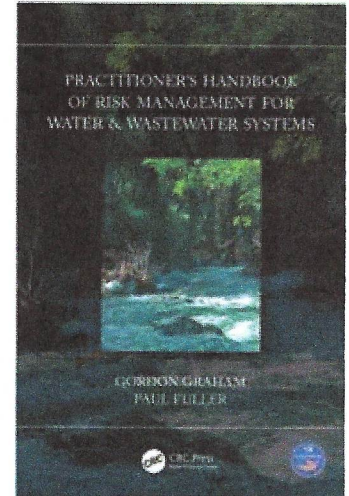
## Risk Management Guidance

In 2021 CalMutuals JPRIMA was proud to share copies of newly released book, *Practitioner's Handbook of Risk Management for Water & Wastewater Systems* written by risk management expert, Gordon Graham and CalMutuals JPRIMA's own, Paul Fuller. The book distills years of risk management experience into a thoughtful book that delivers real insights into the practice with enough personality and humor. We were also pleased to share a copy of the *Handbook of Risk and Insurance Strategies for Certified Public Risk Officers and other Water Professionals*, co-authored by Paul Fuller. This book provides a functional comprehension of water and wastewater operations as well as a broad understanding of industry derivations and various stakeholder interconnectivity. It also examines risk management best practices and provides an actionable review of doing the right thing, the right way, every time through a combination of core risk management principles.



## Safety and Human Resources Tools

All CalMutuals JPRIMA Worker's Compensation members/insureds are given access to the *Zenith Solution Center*, which includes a large selection of safety training literature and videos, compliance report templates, HR compliance regulations and much more. The Solution Center offers assistance such as draft job descriptions, benchmark salary information, and webinar training opportunities.





# MEMBERSHIP PROFILE



“

*CalMutuals JPRIMA proudly serves 269 member agencies, from the smallest to the largest, throughout California.*

”

## Serving California Water Agencies:

CalMutuals JPRIMA members/insureds include some of the leading water agencies in California such as Friant Water Authority, Las Virgenes Municipal Water District, Palo Verde Irrigation District, Salton Sea Authority, San Diego County Water Authority and Westlands Water Districts.

Members benefit from quality insurance, robust resources "beyond the policy" and play an important role in assisting small water systems, as insurance residuals bring needed funding for small system and disadvantaged community programs and services.

Membership to the California Association of Mutual Water Companies is required to access CalMutuals JPRIMA Insurance. CalMutuals will waive the first year of annual membership dues for new members. Dues are based on annual revenue, ranging from \$50 to \$500 per year.

To date, JPRIMA has:

**269**

members/insureds

**264**

Property & Casualty  
insureds

**113**

Workers' Compensation  
Insureds

**57%**

of insureds are mutual  
water companies

**43%**

of insureds are  
special districts





# BROKER PARTNERS

“

*JPRIMA's measured growth and sustainable arc are supported by a carefully selected network of broker partners. These water insurance professionals provide our members with meaningful risk management, claims advocacy, and value corroboration. They are an integral part of JPRIMA's value differential and a core reason for our success.*

”

## 2021 Broker and Insurance Administrator of the Year



### **David McNeil - EPIC Brokers**

Principal and Risk Management Consultant David McNeil was acknowledged at the 2021 Annual Meeting as 2021 CalMutuals JPRIMA Broker of the Year. The award is given to an exceptional, high-performing risk management professional who has made a meaningful contribution to California public water systems and water-related entities and goes above and beyond in support of this industry.

David serves on several federal, state and local task forces for critical infrastructure exposure mitigation, transfer and avoidance. He is an executive producer and an advisory member of the American Association of Water Distribution & Management (AAWD&M) Thought Leadership Lab Video Module Series. This resource helps CalMutuals JPRIMA insureds/members stay abreast of risk management best practices and emerging issues. He represents many mutual water companies, public water districts and investor-owned utilities, with many client relationships spanning decades of service.



### **Mayra Hernandez - Walter Mortensen Insurance/INSURICA**

At its November Board of Directors meeting CalMutuals JPRIMA virtually recognized Mayra Hernandez of Walter Mortensen Insurance / INSURICA as Account Executive of the Year; a first of its kind award. For over a decade, Mayra has been a stalwart advocate for her mutual water company and special district clients. She provides the best blend of customer service, technical expertise, and meaningful solutions. It has been a privilege to partner with Mayra and an honor that she views JPRIMA as the best overall value for her clients.

## Past Broker of the Year Recipients

2017 – Susan Blankenburg - Arthur J. Gallagher Insurance

## Past Broker of Excellence Recipients

2017 -David McNeil - Edgewood Partners Insurance Center

2017 – Oscar Panero - Roberge-Fries Insurance Agency



# TRIBUTE TO OUR FOUNDING PRESIDENT AND CEO, JIM BYERRUM

## TRIBUTE TO OUR FOUNDING PRESIDENT AND CEO, JIM BYERRUM

By Adán Ortega, Executive Director  
California Association of Mutual Water Companies

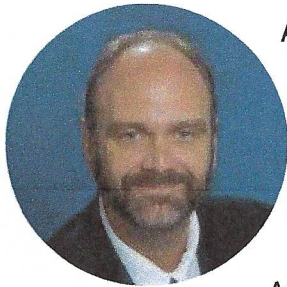
Here's a bit of trivia about water that likely never made it into a tribute. A fogbow is a very rare white rainbow, sometimes also called a "ghost rainbow" that forms like a regular rainbow but made of fog instead rain. Fog is comprised of nature's smallest droplets of water that form to look like a singular mass. I've never seen a fogbow in the sky, but I did begin to spot one in a San Gabriel water district board room in 2008 when I met Jim Byerrum, our retiring President and CEO of the California Association of Mutual Water Companies Joint Powers Risk Insurance Authority (CalMutuals JPRIMA).

As the long-time President and CEO of the California Domestic Water Company, Jim built a reputation for diplomacy, personal kindness, and fine political skills. When one meets him though, what strikes you is his humility. He laughs easily and actively works to deflect attention from himself. He strikes me this way every time he leaves the room.

Jim is a veteran of several seemingly impossible water-related quagmires. He played a central role in bringing federal relief to remediate the main San Gabriel basin that was polluted by the air defense industry. At the time, it was the largest U.S. EPA Superfund safe drinking water challenge in the nation. While many share in credit for the effort, Jim's presence brought people together to lobby the U.S. Congress, several presidential administrations and the U.S. EPA. Jim also brought leaders in the San Gabriel Valley together to create the local governmental joint powers authorities to channel Federal, State and local funding for the clean-up effort.



# TRIBUTE TO OUR FOUNDING PRESIDENT AND CEO, JIM BYERRUM

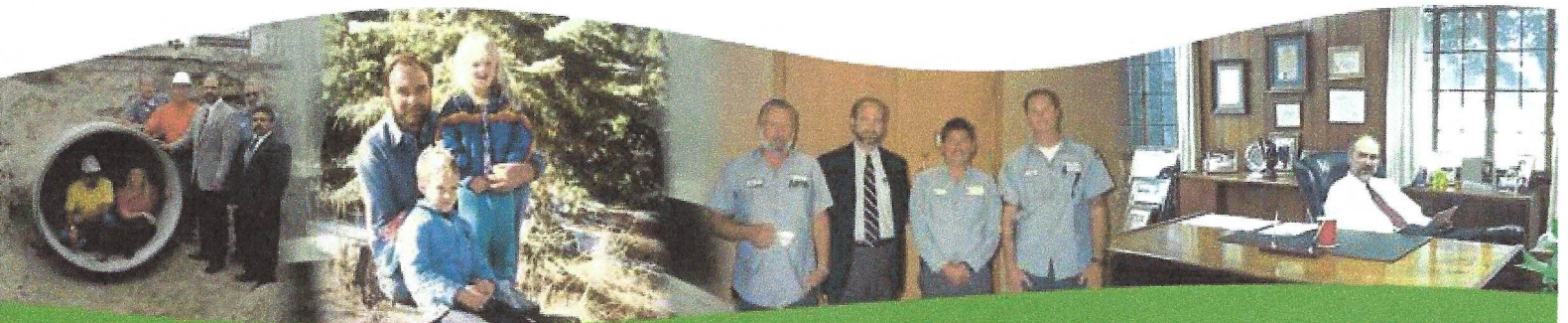


As Jim faced the last decade of his tenure at CalDomestic Water Company, he set his sights on addressing the issue of struggling small water systems that was weighing down larger well run water companies with added regulation. A fogbow needs light at a unique angle to take shape, and Jim was the light. To illustrate the point, I only recently came to realize that most of the members of the California Association of Mutual Water Companies original leadership team, hadn't met before Jim initiated creation of the association in 2012.

At the time, mutual water companies existed like tiny droplets in the air surrounded by larger water systems. The Association of California Water Agencies (ACWA), for example, stopped insurance coverage for mutual water companies in 2007, as a result of changes to tax laws. Many "primacy agencies" like county health and public works departments around California, refused to take responsibility for helping small water systems comply with new laws and regulations, impacting mutual water companies.

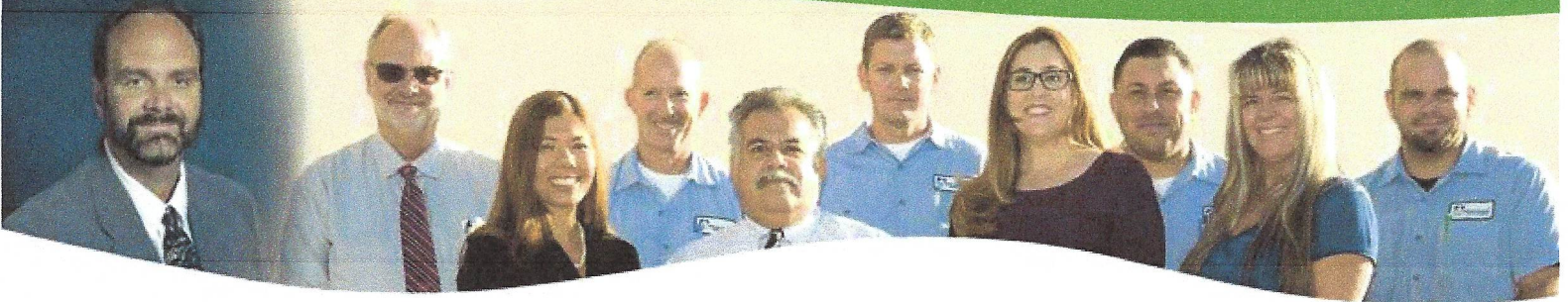
Before 2012, the State Division of Drinking Water would entice some small water systems to consolidate with larger systems, only to leave them stranded facing fines for violations they couldn't afford to fix. Some corrupt politicians in Los Angeles County tried using mutuals to launder state funds for phony projects that would be awarded to crony engineering and construction firms. While threatened, the mutuals' general managers resisted. Exasperated state legislators would introduce "one size fixes all" measures that would create as many new problems as they would fix. This was the general environment for mutual water companies until Jim and thirteen other local leaders came together to form the fogbow that became CalMutuals and CalMutuals JPRIMA.

I heard Jim first utter the words about our mission: "We're about large water systems helping small water systems," he said. That is and remains our organizing principle since 2012. It also became the bedrock of our moral imperative. Jim recruited a team of professionals such as our attorney Jim Ciampa, insurance administrator Paul Fuller, accountant Myra Malner, and Susan Allen to put the collective vision which he first recognized to work.





# TRIBUTE TO OUR FOUNDING PRESIDENT AND CEO, JIM BYERRUM



In the years since 2012, Jim's simple vision of larger water systems helping small ones has launched a similar initiative for special districts and municipal utilities that serve disadvantaged communities -the Community Water Systems Alliance. The growth in our membership from 14 to close to 400 in the last decade since we formed CalMutuals, and 5 years after the establishment of CalMutuals JPRIMA, is a rare fogbow.

Ask Jim about his start as a water department manager in the City of La Habra in the 1960's; or his family's legacy which built parks and water systems in North Orange County -there's a park in Fullerton named after his grandfather. Or, ask him about his early years growing up in La Habra. What about his long-time chairmanship of the Main San Gabriel Watermaster? The answers you'll hear from Jim are about how he met attorney Richard Jones; or, about the feats of builder Pete Beard; the battles led by Tony Zampiello on endangered species challenges; the recruitment of Lynda Noriega as his successor at CalDomestic; or, the young women he met in 2016, from Washington Middle School which he once attended, who lobbied for water conservation legislation as "the Water Guardians." Jim will recall with fond thanks how you met, helped him and the circumstances that brought you to a common place.

Jim's grown-up children, Josh and Kim, follow in their dad's footsteps. They are gentle and kind, dedicated to their professions and in those who comprise their lives -their spouses, children, friends, colleagues, Jim and his wife Cindy. Jim appeared on the horizon at a time when I did not expect the course of my career to be so thoroughly redirected for a great cause. For CalMutuals and CalMutuals JPRIMA, we came together as the smallest droplets in the water policy arena. The light of Jim's wisdom, faith and humility forged us into something unexpected that is now making a good difference in California. In the world of management manuals, Jim ranks as a "level 5 leader." Such leaders not only envision an enterprise, they inspire us to continue building for the betterment of all, especially those least able to help themselves. We rest in our luck, wonder and thanks for the opportunity of beholding our own very rare fogbow, thanks to Jim Byerrum. Let's wish him the great benefit of all he has earned.





# OUR COMMUNITY







### Contact information

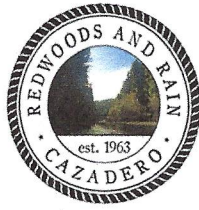
Tel: (714) 709-4040

1370 North Brea Blvd., Suite 235

Fullerton, CA 92835

[calmutualsjprima.org](http://calmutualsjprima.org)





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

**RESOLUTION 22/23-19**

**RESOLUTION CONFIRMING CONTRACT WITH COGGINS FENCE & SUPPLY**

**WHEREAS**, the Board of Directors solicited bids from several vendors of fencing for the Cazadero Community Services District park development project;

**AND WHEREAS**, the Board of Directors received only one bid from Coggins Fence & Supply;

**NOW THEREFORE, BE IT RESOLVED**, the Board of Directors approves and confirms the contract with Coggins Fence & Supply dated May 16, 2023, in the amount of \$12,415.13.

**THE FOREGOING RESOLUTION** was introduced by Director \_\_\_\_\_ who moved its adoption, seconded by Director \_\_\_\_\_, and adopted on a roll call vote of the members of said Board as follows:

Director P. Barry \_\_\_\_\_  
Director M. Berry \_\_\_\_\_  
Director H. Canelis \_\_\_\_\_  
Director D. DeBeaune \_\_\_\_\_  
Director S. Griswold \_\_\_\_\_

AYES \_\_\_\_\_ NOES \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

**WHEREUPON**, the President of the Board declared the foregoing Resolution adopted, and **SO ORDERED.**

\_\_\_\_\_  
Paul Barry, Board President

\_\_\_\_\_  
Maureen Berry, Vice President

\_\_\_\_\_  
Homer Canelis, Director

\_\_\_\_\_  
Daina DeBeaune, Secretary of the Board

\_\_\_\_\_  
Scott Griswold, Treasurer

\_\_\_\_\_  
Date



## PROPOSAL

May 9, 2023

Maureen Berry  
Town of Cazadero  
PO Box 508  
Cazadero, CA 95421

Phone: (707) 865-2365  
Cell: (707) 865-9455  
email: maureen@caz95421.com

**RE: Chain link Fence and Gate Installations**  
**JOB SITE: 5995 Cazadero Highway**  
**FILE #: Cazad3008-2** Revised 5/9/2023

Per our conversation during my 5/5/2023 site visit, I have prepared the following proposal for your consideration.

### RESPONSIBILITIES OF THE PROPERTY OWNER OR OWNER'S AGENT

*Responsibilities to be completed prior to project start date:*

1. Establish and verify exact line and location of all installations.
2. Obtain all permits necessary for completion of project.
3. Locate and mark all private underground utility lines within property boundaries. Damage to any unmarked private lines is not the responsibility of Coggins Fence & Supply Inc.

### PROJECT DESCRIPTION

Coggins Fence and Supply, Inc. offers to supply all materials and labor to repair, replace and install new approximately 210 lf of chain link fence complete with three gates.

The new fence will be approximately 6' high and constructed out of all galvanized chain link materials. It will be braced with a top pipe rail and a bottom tension wire. There are old 6' high chain link materials existing on site and we will use what we can and keep track of those old materials we use and deduct those material costs from the final billing.

At the front of the playground, we will attach to an existing post at the tennis court and run that fence straight up the hill (+/-15') and across the "front" of the playground approximately 18 lf. In this fence line we will install a new man gate and also install an existing, approximately 10' wide single leaf vehicle gate. The new fence will run into the playground on the side opposite the tennis courts approximately 125 lf before terminating at the location of an old fence. This old fence has been removed and we are to restore it and add a new man gate for access to a water vault.



Town of Cazadero  
File #: Cazad3008-2

**MATERIALS SPECIFICATIONS FOR STANDARD FENCE**

- Posts:** Terminal posts to be 2-3/8" OD galvanized pipe set approximately 36" deep in a 10" wide concrete footing.  
Hinge post for vehicle gate to be 2-7/8" OD galvanized pipe set approximately 48" deep in a 12" wide concrete footing.  
Line posts to be 1-7/8" OD galvanized pipe set approximately 30" deep in a 8" wide concrete footing.
- Bracing:** To be a 1-5/8" OD galvanized pipe top and a 7 gauge galvanized coiled tension wire.
- Fabric:** To be approximately 6' high, 11-gauge, galvanized, 2" mesh chain-link.
- Gates:** To be a 1-5/8" OD galvanized pipe frame with welded corner construction and covered with fabric to match the fence. Gates come with standard chain-link hinge and latch hardware.

➔ **TOTAL AS DESCRIBED ABOVE.....\$12,415.13**

**CLARIFICATIONS AND EXCLUSIONS**

1. Coggins Fence & Supply Inc. will be responsible for ordering a standard Underground Service Alert (USA) for location of public utilities.
2. Coggins Fence & Supply Inc. is not responsible for the repair or relocation of any unknown or unmarked underground utilities, public or private. This includes, but is not limited to, PG&E, City water/sewer, telecommunications, septic, sprinkler, low voltage, well supply, drainage, etc.
3. All excavated dirt will be left at area of excavation, to be removed or relocated by Owner or Owner's Agent, if required, or unless otherwise stated in this proposal.
4. Removal and disposal of existing fence, and vegetation removal, are excluded unless otherwise stated.
5. This proposal will be effective for 30 days from the proposal date.
6. An increase in the material pricing of more than 5% between the date of the proposal and the installation date shall warrant an equitable adjustment in the contract price for the materials only.
7. Credit card payments will have a convenience fee of 3% per transaction.

Proposal  
5/9/23  
Page 3 of 3

*Town of Cazadero*  
*File #: Cazad3008-2*

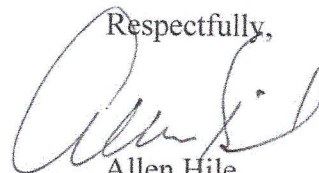
8. This proposal excludes permits, bonds and inspection fees.

**All clarifications and exclusions outlined in this Proposal must be included in all Contract documents.**

Thank you for giving Coggins Fence & Supply Inc. the opportunity to submit this proposal for your project. We are proud of the excellent reputation we have earned in more than 50 years of business. You can be assured that we will do our best to complete your project to your satisfaction.

*In regards to timing for this project, we are currently running about 6-8 weeks out, or more with already contracted work.* Repair work is done as soon as possible by one of our crews either working nearby or when a crew comes in early from their scheduled job. Repair work is usually completed with 5-15 working days. As you are aware, schedules do have a way of changing. When we have a change that creates a hole in the schedule, we fill it with other projects that are ready. If you do decide to use our services, we will do all that we can to get your project in as quickly as possible.

Please note that we cannot order materials or schedule your project until we receive a signed contract. Your project start date will then be determined by material availability, crew availability, site conditions, and scope of work and, at certain times of the year, weather. Shortly after we receive your *signed* contract, our scheduling department will give you a call with a tentative start date. Please respond as soon as possible so we may expedite the necessary paperwork.

Respectfully,  
  
Allen Hile  
Estimator





**COMMERCIAL CONTRACT**  
Cazad3008-2.ctr

**THIS AGREEMENT IS BETWEEN**  
**AND** (Hereinafter called "OWNER")

<p><b>COGGINS FENCE &amp; SUPPLY INC.</b></p> <p>Name: _____</p> <p>P.O. BOX 343</p> <p>Address: _____</p> <p>SANTA ROSA, CALIFORNIA 95402</p> <p>City: _____ State: _____ Zip: _____</p> <p>(707) 546-0284 (FAX) 546-0211</p> <p>Phone: _____</p>	<p><b>Cazadero Community Services Dist.</b></p> <p>Name: _____</p> <p>Maureen Berry</p> <p>Attn: _____</p> <p>P.O. Box 508</p> <p>Address: _____</p> <p>Cazadero, Ca 95421</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone: _____</p> <p>JOB SITE 5995 Cazadero Highway</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**DOES YOUR COMPANY PAY BY PURCHASE ORDER?**  
**PLEASE GIVE NUMBER** \_\_\_\_\_

**NOTE: THIS CONTRACT IS VOID IF NOT ACCEPTED WITHIN 30 DAYS.**

1. Owner will locate and establish the property lines for the Contractor and will provide boundary stakes, set by a firm licensed to do such work if there is a doubt as to the boundaries. In the event rock or other material not removable by ordinary hand tools is encountered, or if blasting is required, Owner shall pay Contractor's cost plus a 20% fee for such work. The employment of a soils engineer shall be the sole responsibility of the Owner.

2. Plans, Specifications and Permits: The project will be constructed according to the plans and specifications and addendum supplied to Contractor which have been signed by the parties hereto. Owner will obtain and pay for all construction permits required for the work to be done by Contractor hereunder and will pay all other assessments and charges required by public bodies and utilities or otherwise arising in connection with the work to be done hereunder.

3. Payment: Owner will pay Contractor the sum of \$ Twelve Thousand Four Hundred Fifteen & 13/100 DOLLARS.....  
in installments as follows: Lump sum upon completion of job and billing by our office.

Description of the Work: Contractor will furnish all labor and materials to construct and complete in a workmanlike and substantial manner \_\_\_\_\_

*Please see Exhibit "A" attached hereto and made a part hereof.*

\$12,415.13

TWELVE THOUSAND FOUR HUNDRED FIFTEEN DOLLARS AND 13/100

Where payments are to be made through a construction lender or a "builders control," Owner represents and guarantees that the construction loan fund is sufficient to pay the contract price and for all extra work which may be ordered by Owner, and Owner will do everything necessary to expedite all payments. Owner hereby irrevocably authorizes construction lender to make all payments when due directly to Contractor or his assignee.

Within 30 days after execution of this agreement, Owner will have the job ready for commencement of construction, and will have approval of any necessary construction loan or this agreement becomes null and void and Contractor shall not be required to perform hereunder. Contractor shall commence work within 30 days after written notice from Owner, provided job site is ready for commencement of the work.

Contractor shall complete the work within 30 working days after commencement, subject to permissible delays as described in paragraph 4.

Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning a Contractor may be referred to the Registrar of the Board whose address is: Contractors' State License Board, P.O. Box 26000, Sacramento, CA 95826.

<p>Contractor: <u>COGGINS FENCE &amp; SUPPLY INC.</u></p> <p>By: <u>L. Joe Cox, President</u> Date: <u>5/16/2023</u></p> <p>Contractor's License Number: <u>210646</u> Exp. Date: <u>10/31/23</u></p>	<p>Owner: <u>Maureen Berry</u> (AUTHORIZED SIGNATURE)</p> <p><u>MAUREEN BERRY</u> (PRINT NAME)</p> <p>Date: <u>5/17/23</u></p>
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IMPORTANT: SEE REVERSE SIDE FOR IMPORTANT INFORMATION.  
WHITE-OFFICE CANARY-CUSTOMER PINK-FILE



4. **Delay:** The Contractor shall be excused for any delay in completion of the contract caused by acts of God, acts of the Owner's agent, employee or independent contractor, stormy weather, labor trouble, acts of public utilities, public bodies or inspectors, extra work, failure of the Owner to make progress payments promptly, or other contingencies unforeseeable by or beyond the reasonable control of the Contractor.

5. **Contract: Plans and Specifications:** The contract, plans and specifications are intended to supplement each other. In case of conflict, however, the specifications shall control the plans, and the provisions of this contract shall control both.

6. **Labor and Material:** The Contractor shall pay all valid charges for labor and material incurred by Contractor and used in the construction of the project, but may delay this obligation for bills received in any period during which the Owner is in arrears in making progress payments to the Contractor.

7. **Taxes and Assessments:** Taxes and assessments of all descriptions will be paid for by Owner.

8. **Extra Work:** Should the Owner, construction lender, or any public body or inspector direct any modification or addition to the work covered by this contract, the contract price shall be adjusted accordingly.

Contractor shall be required to execute modifications or additions to the work only when a Contractor Change Order has been signed by both the Owner and the Contractor. However, should the Owner, Owner's agents, construction lender or any public body or inspector direct any modification or addition to the work covered by this contract, and such work is executed by Contractor, the Contractor shall be paid for the extra work, whether a Contractor Change Order has been signed by the Owner or not. The change in the contract price caused by such Contractor Change Order shall be as agreed in writing, or, if the parties are not in agreement as to the change in contract price, then the Contractor's actual cost for all labor, equipment, subcontracts and materials, plus a Contractor's fee of 20%, shall be the change in contract price.

Contractor shall promptly notify the Owner of (a) subsurface or latent physical conditions at the site differing materially from those indicated by Owner or as in this contract, or (b) unknown physical conditions differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this contract. Any expenses incurred due to such conditions shall be paid for by Owner as added work.

9. **Allowances:** If the contract price includes "allowances", and the cost of performing the work covered by the allowances is either greater or less than the allowance, then the contract price shall be increased or decreased accordingly. Unless otherwise requested by the Owner in writing, the Contractor shall use his own judgment in accomplishing work covered by an allowance. If the Owner requests that work covered by an allowance be accomplished in such a way that the cost will exceed the allowance, the Contractor shall comply with the Owner's request provided that the Owner pays the additional cost.

10. **Completion and Occupancy:** Owner agrees to sign and record a notice of completion within five days after the project is complete and ready for occupancy. If Owner fails to so record notice of completion, then Owner hereby appoints Contractor as Owner's agent to sign and record a notice of completion on behalf of Owner. This agency is irrevocable and is an agency coupled with an interest. Contractor may use such force as is necessary to deny occupancy of the project by the Owner or anyone else until a notice of completion has been recorded and Contractor has received all payments due under this contract.

Occupancy of the project or any part thereof by the Owner shall constitute full and unqualified acceptance of all the Contractor's work by the Owner and the Owner agrees that such occupancy shall be a waiver of any and all claims against the Contractor.

11. **Insurance and Deposits:** Owner will procure at his own expense and before the commencement of any work hereunder, fire insurance with course of construction, vandalism and malicious mischief clauses attached, such insurance to be in a sum at least equal to the contract price with loss, if any, payable to any beneficiary under any deed of trust covering the project, such insurance to name the Contractor and his subcontractors as additional insureds, and to protect Owner, Contractor and his subcontractors and construction lender as their interests may appear, should Owner fail to do so, Contractor may produce such insurance as agent for and at the expense of Owner, but is not required to do so. If the project is destroyed or damaged by an accident, disaster, or calamity, such as fire, storm, flood, landslide, subsidence, or earthquake, or by theft or vandalism, any work done by Contractor in rebuilding or restoring the project shall be paid for by Owner. Contractor shall carry Workers' Compensation insurance for the protection of the Contractor's employees during the progress of the work. Owner shall obtain and pay for insurance against injury to his own employees and persons under Owner's direction and persons on the job site at the Owner's invitation.

12. **Right to Stop Work:** Contractor shall have the right to stop work if any payment shall not be made timely to Contractor under this agreement. Contractor may keep the job idle until all payments due are received. Furthermore, the Contractor may at his option terminate the contract and the Owner shall be liable to the Contractor for breach of contract.

13. **Arbitration:** Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by binding arbitration and judgment upon the award rendered by the Arbitrators may be entered in any court having jurisdiction thereof. Each party to this contract shall select an Arbitrator who shall hold an active license as either a Contractor, Architect, Civil or Mechanical Engineer in the State of California. The Arbitrators so selected shall in turn select a third Arbitrator who shall also be so licensed and shall be the chairman of the Arbitration Hearing. If any party refuses or neglects to appoint his Arbitrator or to participate in the arbitration within twenty (20) days after receiving notice thereof, the Arbitrator or Arbitrators are empowered to decide the controversy in accordance with whatever evidence is presented. The Arbitrators are authorized to award reasonable costs, expenses and attorneys fees. Any decision of this Arbitration Board shall be binding by simple majority vote of the Arbitrators.

14. **Limitations:** No action of any character arising from or related to this contract, or the performance thereof, shall be commenced by either party against the other more than two years after completion or cessation of work under the contract.

15. **Clean-up:** Upon completion of the work, Contractor will remove debris and surplus material created by his operation from Owner's property and leave it in a neat and clean condition.

16. **Assignment:** Neither party may assign this contract without written consent of the other party.

17. **Attorney Fees:** In the event the parties hereto become involved in litigation arising out of this contract, or the performance or breach thereof, the court in such litigation, or in a separate suit, shall award reasonable costs, expenses and attorneys fees to the prevailing party. The court shall not be bound by any court fee schedule, and may, in the interest of the justice, award the full amount of costs, expenses and attorneys fees incurred in good faith.

#### ADDITIONAL PROVISIONS

(a) **Late Charges.** In the event Owner fails to make payments as required under this contract, Owner agrees to pay, in addition to the amount due, interest thereon, from the date due and unpaid, at the rate of 1.5% per month or the maximum rate then allowed by law.

(b) **Waiver on Final Payment.** The Owner, by making final payment under this subcontract, waives any claim that it may have against Contractor for defects that are known to the Owner or apparent to his reasonable inspection at the time when final payment is made.

(c) **Right to Repossess.** If the Owner fails to make any progress payment or other payment when it falls due, the Contractor has the right to repossess any and all fixtures and building materials that may have been delivered to the job site or installed in the project. In exercising this right to repossess, the Contractor will exercise reasonable care to minimize the damage to the project, but the fact that it is necessary to damage a portion of the project in order to remove and repossess building material does not affect Contractor's right to do so.

(d) **Underground Cables or Lines.** Owners will locate and point out all underground cables or lines to Contractor, including, without limitation, electrical, gas, water, sewer, telephone, cable television or sprinkler system prior to the commencement of the work required hereunder. Owner assumes all responsibility for and will indemnify and hold Contractor harmless from any cost, claim or liability arising in connection with the work conducted by Contractor hereunder. However, this indemnity will not extend to any loss, damage or expenses arising out of the sole negligence or willful misconduct of Contractor.



# **DISCUSSION ITEMS**

## *St. Colman Church, Cazadero, California*

Celebrate Your Wedding in the Redwoods of Cazadero

[Wedding in the Redwoods](#) [It's Your Wedding](#) [Contact Information](#) [FAQs](#) [From Brides and Grooms](#) [Other Resources](#)

### *Donations*

#### *For the Outdoor Church*

The donation to use St. Colman's Outdoor Church for your wedding is \$750. If you need St. Colman's to provide a priest, the donation is \$950 for priest and venue together. This amount and a signed Use Agreement will hold your date. The \$750 is refundable up to 30 days before your wedding.

Send your check made out to St. Colman's Guild to:

St. Colman's Guild

Attn: YOUR NAMES Wedding (for instance: Tasker Morris Wedding)

P.O. Box 75

Cazadero, CA 95421

(Sound-system equipment can be rented at Stanroy Music Center in Santa Rosa. Call Steve Shirrell at 707-545-4827.)

© Susan Barich 2017



# Monte Rio Recreation & Park District

## 2020/2021 Facilities Rental Rates

20488 Highway 116, Monte Rio, CA 95462

Pamela Johnson, Events Director

(707) 865-9956 • events@mrrpd.org • www.mrrpd.org

	Peak Times			Off-Season		
	Holidays & Thurs-Sun, May-Sept			Oct-Apr		
	Local	SoCo	Other	Local	SoCo	Other
<b>Monte Rio Community Center</b>						
Full Facility	\$ 85 /hr	\$ 190 /hr	\$ 350 /hr	\$ 75 /hr	\$ 150 /hr	\$ 250 /hr
12 Hr. Rate (over 5 hrs)	\$ 1,000	\$ 2,225	\$ 3,500	\$ 750	\$ 1,500	\$ 2,500
<b>Koret History Room</b>	\$ 30 /hr	\$ 40 /hr	\$ 50 /hr	\$ 25 /hr	\$ 35 /hr	\$ 45 /hr
<b>Kitchen</b>	\$ 30 /hr	\$ 45 /hr	\$ 60 /hr	\$ 25 /hr	\$ 40 /hr	\$ 55 /hr
<b>Riverfront Meadow</b>	\$ 75 /hr	\$ 100 /hr	\$ 150 /hr	\$ 65 /hr	\$ 95 /hr	\$ 125 /hr
<b>Koret Park - 8 hrs</b>	\$ 75	\$ 160	\$ 250	\$ 70	\$ 150	\$ 225
<b>Amphitheater</b> (avail. May-Sept)						
Paid Events	\$ 75 /hr	\$ 100 /hr	\$ 150 /hr	*No charge for Amphitheater if under 50 people		
Full Day	\$ 500	\$ 1,000	\$ 1,500			
Free-to-Public Events*	\$ 75 /hr	\$ 100 /hr	\$ 150 /hr			
Private Events*	\$ 75 /hr	\$ 100 /hr	\$ 150 /hr			

Rates double for hours exceeding agreement.

**Upper Beach Parking Lot** may be rented for the purpose of special events as long as all insurance, County permits and other documentation are provided to MRRPD. Beach and boat launch access may not be blocked at any time without permission from MRRPD. Rental rates will vary depending on the amount of space needed for event. Contact the Events Director for fee structure.

### Required Fees:

**Security Deposit and Insurance:** A refundable security deposit in the amount of \$500 to \$2000 is required for all events, along with any required certificates of insurance.

### **Administrative Fee: \$50**

The Administrative fee includes document handling, billing, phone calls, meetings and emails. An MRRPD staff person will be on hand to open and close the venue, instruct the client in the use of all equipment and be off-site but available for the duration of the event. Additional hourly rate of \$30 may be charged for additional on-site presence by advance agreement. If on-site management is required without advance agreement due to dangerous or unlawful behavior, fees will be deducted from the Security Deposit.

**Trash and Recycling:** All events, whether catered or not, are responsible for the removal of trash and garbage unless by prior agreement. If garbage is left on the premises a \$40 fee will be assessed. If garbage is left without permission, a \$100 fee will be deducted from the Security Deposit.

Recycling is highly encouraged including recycled decorations and party supplies.

**Cleaning After the Event:** The facility must be left in the same condition as it was at the beginning of the event. Renter will be charged cleaning fees and administration fees if not done at the end of the event.

**Extra Staff Services:** Charged at \$40/hour.

\*Russian River area includes Bodega, Bodega Bay, Camp Meeker, Cazadero, Duncans Mills, Forestville, Freestone, Graton, Guerneville, Jenner, Monte Rio, Occidental, Valley Ford, and Villa Grande.

## **Excerpt from CAPRI June Safety Line newsletter:**

"The driver that you have to sell on safety shouldn't be driving."

— *Kyle Petty*

Driving for District business is essential when it comes to maintaining parks and facilities, putting on events, or just daily tasks that the job requires. Having safe drivers helps prevent near-misses, incidents, and accidents. Below are necessary aspects your District should have in place for your employees that drive for you.

## **Driving Exposures**

One of the largest exposures faced by CAPRI member districts is that of vehicle use. Auto accidents have the potential to do substantial harm and to cost a lot of money. One of the reasons auto accidents have such an impact on district finances is that they can affect a number of different areas. One single, at-fault auto accident can include:

1. Property damage liability to the other party's vehicle
2. Bodily injury liability to occupants of the other vehicle
3. Property damage liability to non-employee occupants of the district vehicle
4. Bodily injury liability to non-employee occupants of the district vehicle
5. Injury (workers' compensation) to employee driver and occupants of the district vehicle
6. Physical damage to the district vehicle
7. Physical damage to property of the district being transported in the vehicle

It is critical that all districts, even those that do not own any vehicles, address their vehicle exposures diligently. The principal tools for doing so include screening driving records, setting standards for acceptable drivers, creating personnel policies to deal with unacceptable drivers, training and coaching drivers, verifying personal insurance, and inspecting and maintaining vehicles.

Many districts see a value to having a single, designated auto coordinator. This person has responsibilities for checking driving records, maintaining personal insurance verification, and when necessary, administering claims.

## **Setting Standards for Acceptable Driving Records**

Every employer should establish a standard for what constitutes an acceptable driver. While CAPRI does not have a formal standard that we require members to adhere to, Districts should have a driving policy in place that reflects their standards and what is, and what is not, an acceptable driving record. While automatic suspension results from more serious offenses such as driving without insurance, drinking while underage, driving under the influence (DUI), refusing a test for drugs or alcohol following an arrest



for DUI/DWI, or failing to appear in court for a traffic violation. A license suspension from the points system occurs over time through multiple offenses. In California a driver may face driver's license suspension or revocation if they accumulate: 4 points within 12 months, 6 points within 24 months, or 8 points within 36 months.

Independent of the DMV point count, districts should also have separate policies for the use or possession of alcohol or controlled substances.

The district's standards should apply whether the driver is operating a district vehicle or their own personal vehicle on district business. A bad driver is a bad driver; the district is not insulated from the acts of bad drivers just because they are driving their own cars instead of district vehicles.

## **Personnel Policies to Deal with Unacceptable Drivers**

Difficult situations arise when good employees lose the ability to drive. Their licenses can be suspended or revoked, they may neglect to renew their licenses on a timely basis, or they may develop driving records that are unacceptable.

In some circumstances, the district may be able to reassign such an employee to non-driving responsibilities until such time as his or her ability to drive is repaired. However, with thin staffing and stretched resources, many districts cannot do so and almost every district has at least one position that **MUST** be able to drive a vehicle. There are, in fact, a lot of times when employees who cannot drive are unusable to the district. The district simply cannot afford to employ them if they cannot or should not operate a motor vehicle.

A potential problem exists when an employer attempts to discipline employees if the employer has not first established the potential penalties. A lot of districts state that certain positions require a driver's license, but do not specify the possible disciplinary actions if those conditions are not met. If the situation comes up, the employer may wish to suspend or even terminate the employee but is faced with the dilemma of not having laid proper groundwork to do so.

As a result, CAPRI recommends that districts adopt a policy to deal in advance and in writing with such a possible dilemma:

1. As noted above, the district should define an acceptable driving record (or in the reverse, an unacceptable record.)
2. When applicable, job descriptions should state that the employee shall have a valid driver's license appropriate to the position and that the employee shall maintain an acceptable driving record.
3. In addition to the individual job descriptions, the district should develop a personnel policy stating employees whose jobs require the ability to drive shall maintain at all times of employment a valid, appropriate driver's license and shall maintain at all times of employment an acceptable driving record, as defined. Failure to maintain a valid,



appropriate driver's license, and an acceptable driving record may lead to disciplinary action up to and including suspension, demotion, transfer or termination.

Adopting this kind of policy can make it easier to carry out a discipline, yet it still offers the employer a range of responses.

## Screening Driving Records

It is a CAPRI requirement that the district verify at least annually the driving record of anyone who drives a district vehicle or who drives his or her own vehicle on district business. For new positions, many districts require employees to have a satisfactory, recent motor vehicle report (MVR) as a condition of hire. Districts are to have the [DMV Employer Pull Notice Program Authorization For Release of Driver Record Information Form](#) completed by the employee to allow their motor vehicle report to be pulled.

On an ongoing basis after that, the easiest way to monitor driving records is to use the Department of Motor Vehicle's Employer Pull Notice program (EPN). The [EPN program](#) will automatically send annual updates of the drivers' records. It will also send an updates throughout the year if necessary.

Review the MVRs carefully. They have a lot of important information. Verify the license is in force. Make sure it has not lapsed or been suspended.

Verify the correct class of license. Most vehicle use requires only a C class license. Some districts, however, have vehicles which require a Class A or B license.

Evaluate the driving records of the individuals to determine their acceptability as drivers. The printout will show accidents and vehicle code convictions and the dates they occurred. Violations will be noted at least by the vehicle code section; most printouts will have a short description as well. An important piece of information is the number of "points" on the driver's record. The DMV assigns a number of points to violations, based on their severity and on the amount of time elapsed since they occurred. Therefore, a major violation such as reckless driving will have more points than a minor moving violation such as speeding.

## Verifying Personal Insurance

In most instances, an employer is responsible for the acts of its employees, volunteers, and board members while they are acting on the district's behalf. If an employee drives their own vehicle to the post office to get stamps for the district, they are acting in the district's interests, and in most circumstances, the district is at least partially responsible for the employee's actions. So, if the employee sneezes and drives their car into the lobby of the post office, both the employee and the district may be legally liable to the postal service and the innocent bystanders for the damages and injuries.

Because of this, it is a CAPRI membership requirement that districts verify the personal auto liability insurance of anyone who drives their own vehicle for district business. This is critical because in an accident, the vehicle owner's liability insurance



is primary, the district's coverage is excess. If an employee has no insurance, the employer's coverage is called upon to respond first to a claim or suit.

The minimum limits for auto liability insurance in California are \$15,000 for bodily injury to any one person, \$30,000 total for all bodily injury per accident, and \$5,000 property damage per accident. Districts should get a photocopy of the vehicle owner's liability insurance evidence card. California law requires that this evidence be carried in the vehicle, so it should be a simple process for the driver to provide this on demand.

## **Training and Coaching Drivers**

The mere possession of a driver's license does not create competent drivers or qualify them to drive every kind of vehicle. It is irresponsible to give employees the keys to a vehicle without making sure that they are properly trained to drive it. Parents don't do it with their kids; organizations shouldn't do it with their employees.

It is management's responsibility to ensure that all district drivers have been properly oriented to and trained in the vehicles they are assigned to drive. Depending on the circumstances, this training could include taking a written test, doing a ride-along with a supervisor, or watching a video.

All drivers, irrespective of time behind the wheel, need refreshers and reminders. The employer should regularly stress good driving skills and awareness. As part of the risk management services CAPRI provides Vector Solutions for training. The quality of driver training, as with any safety training, is directly proportional to management's level of commitment. Please refer to the Recommended Vector Solutions Training Courses below.

### **RECOMMENDED VECTOR SOLUTIONS TRAINING COURSE:**

#### **Training Course**

- Driver Assessment
- Defensive Driving Strategies
- Driving Accidents & Emergencies
- Dangers of Distracted Driving
- Backing up Safely
- Hazard Perception- Hidden Hazards
- Preventing Intersection Collisions

#### **RESOURCES:**

- [CAPRI Portal Employee Driving Record Management Page](#)
- [California DMV Employer Pull Notice Program](#)
- [Employer Pull Notice Program Authorization for Release of Driver Record Information](#)
- [CAPRI Portal Forms, Manuals, and Templates](#)

# FINANCIALS



**Cazadero Community Services District**  
**Bills Presented for Payment**  
**April 20 through May 10, 2023**

Date	Num	Name	Amount
<b>Apr 20 - May 10, 23</b>			
04/25/2023	ACH	McPhail Fuel Co.	-908.89
04/28/2023	ACH	Comcast	-174.96
04/25/2023	ACH	McPhail Fuel Co.	-1,296.55
04/20/2023	ACH	Recology Sonoma Marin	-49.72
04/20/2023	ACH	Recology Sonoma Marin	-447.21
05/10/2023	ACH	Frontier Communications	-297.06
05/10/2023	ACH	Frontier Communications	-255.93
05/10/2023	ACH	Frontier Communications	-79.50
05/08/2023	ACH	P. G. & E.	-466.25
05/01/2023	ACH	P. G. & E.	-330.24
05/01/2023	ACH	P. G. & E.	-104.21
04/27/2023	E-pay	EDD	-150.74
04/27/2023	E-pay	EDD	-536.33
04/22/2023	10305	Castino Restaurant Equipment & Supply	-10,389.80
05/01/2023	10306	Dewart, Alan	-1,461.19
05/10/2023	10307	Barry, Paul	-126.61
05/10/2023	10308	Burton's Fire Inc.	-3,187.31
05/10/2023	10309	Cazadero Supply	-87.82
05/10/2023	10310	Cazadero Water Company	-2,578.62
05/10/2023	10311	Complete Welders Supply	-84.10
05/10/2023	10312	Fire Agencies Self Insurance System	-6,180.00
05/10/2023	10313	Fishman Supply Company	-300.85
05/10/2023	10314	Hayman Refrigeration	-869.21
05/10/2023	10315	Russian River Chamber of Commerce	-175.00
05/01/2023	10316	Caplan, Nancy K.	-415.57
05/01/2023	10317	Dewart, Alan	-461.75
05/01/2023	10318	Krausmann, Steven M	-606.80
05/01/2023	10319	Kulczewski, Sharon	-1,341.70
05/01/2023	10320	Schanz, Eric E.	-461.75
<b>Apr 20 - May 10, 23</b>			<b>-33,825.67</b>

## Cazadero Community Services District

## Bills Presented for Payment

May 11 through June 14, 2023

Date	Num	Name	Amount
<b>May 11 - Jun 14, 23</b>			
05/12/2023	ACH	McPhail Fuel Co.	-268.17
05/16/2023	ACH	Comcast	-210.27
05/18/2023	ACH	Recology Sonoma Marin	-55.96
05/28/2023	EFT	Comcast	-174.96
06/09/2023	EFT	Frontier Communications	-256.71
06/09/2023	EFT	Frontier Communications	-298.44
06/09/2023	EFT	Frontier Communications	-80.09
06/02/2023	EFT	P. G. & E.	-311.23
06/02/2023	EFT	P. G. & E.	-93.94
06/08/2023	EFT	P. G. & E.	-467.52
05/11/2023	E-pay	EFTPS	-793.08
06/13/2023	E-pay	EFTPS	-1,052.12
06/01/2023	10321	Caplan, Nancy K.	-415.58
06/01/2023	10322	Dewart, Alan	-1,896.94
06/01/2023	10323	Endsley, Stephanie R	-184.70
06/01/2023	10324	Krausmann, Steven M	-606.80
06/01/2023	10325	Kulczewski, Sharon	-959.40
06/01/2023	10326	Schanz, Eric E.	-461.75
06/01/2023	10327	Shane, Stephen	-184.70
06/14/2023	10328	Bank of America Business ...	-6,601.32
06/14/2023	10329	Barry, Paul	-46.45
06/14/2023	10330	Complete Welders Supply	-86.62
06/14/2023	10331	Dewart, Al	-137.41
06/14/2023	10332	Kulczewski, Sherry	-30.54
06/14/2023	10333	Life-Assist, Inc	-43.98
06/14/2023	10334	PRMD.	-158.00
06/14/2023	10335	WestAmerica Bank	-35,033.85
<b>May 11 - Jun 14, 23</b>			<b>-50,910.53</b>



# **CORRESPONDENCE**



**California Special  
Districts Association**  
*Districts Stronger Together*

Cazadero Community Services District  
PO Box 508  
Cazadero, Ca 95421

Dear Steve:

The California Special Districts Association is the only statewide association serving special districts of all types and sizes. For over 50 years, agencies have benefited from the representation and protection of local government interests that CSDA provides. CSDA offers a wide variety of benefits and services to keep our members informed and empowered to serve their communities efficiently and effectively. Specifically, our Professional Development Department provides a large selection of live and on-demand webinars, as well as virtual workshops and conferences on a variety of topics. Listed below are popular topics available on the CSDA website.

**Webinars** – Free to Trial members and Regular members with 15 live webinars and over 80 on-demand:

- 2023 Ethics AB 1234 Compliance Training
- 2023 Sexual Harassment Prevention Training
- Board Secretary/Clerk Bundle
- General Manager On-Demand Webinars Bundle
- Grant Funding 101 for Special Districts

**Workshops** – Held over the course of two half days with reduced rate for Trial members:

- Overview of Special District Laws – May 3<sup>rd</sup>, virtual
- California’s Public Contracting Laws – May 24<sup>th</sup>, virtual
- Essential IT Leadership – June 7<sup>th</sup>, virtual

**Conferences** – Annual Conference and Specialized Conferences designed for roles within agencies:

- General Manager Leadership Summit – June 25-27, Olympic Valley, Ca
- Annual Conference and Exhibitor Showcase – August 28-31, Monterey, Ca
- Special District Leadership Academy (SDLA) – October 22-25, Santa Rosa, Ca
- Board Secretary/Clerk Conference – November 6-8, Monterey, Ca

Trial members can register for events past the Trial end date (June 30) and still receive the member rate. To view the details of these events, visit [www.csda.net](http://www.csda.net), select the ‘Learn’ tab and choose ‘All Events’.

Sincerely,

Eric Spencer  
[erics@csda.net](mailto:erics@csda.net)

1112 I Street, Suite 200  
Sacramento, CA 95814  
Toll-free: 877.924.2732  
t: 916.442.7887  
f: 916.442.7889  
[csda.net](http://csda.net)



# SONOMA LOCAL AGENCY FORMATION COMMISSION

111 SANTA ROSA AVENUE, SUITE 240, SANTA ROSA, CA 95404  
(707) 565-2577  
www.sonomalafco.org

April 12, 2023

TO: County Administrator, County of Sonoma  
City Managers  
Clerks to Boards of Directors of Independent Special Districts

FROM: Cynthia Olson, Senior Administrative Analyst

SUBJECT: Sonoma LAFCO Approved Fiscal Year 2023-24 Preliminary Budget

At its meeting on April 5, 2023, the Sonoma Local Agency Formation Commission (LAFCO or Commission) adopted its Fiscal Year 2023-24 Preliminary Budget, after a noticed public hearing and upon recommendation of the Commission's Budget Committee and staff. The Commission directed staff to circulate the approved Preliminary Budget to our funding agencies.

The Commission's consideration of the 2023-24 Final Budget will take place at a Public Hearing on June 7, 2023. The Final Budget will become effective on July 1, 2023. Comments are welcome at any time, either to Commissioners or staff.

## Expenditures

The 2023-24 approved Preliminary Budget projects expenditures at \$994,237, a 5% increase from the current year Adopted Budget of \$951,245. Salaries and benefits for 3.70 FTE staff are projected to increase by approximately 5% next year, changing from \$761,096 in the current year to \$799,242 next year. The proposed Services and Supplies costs will increase by approximately 3%, from \$190,149 to \$194,995, due primarily to increased cost in legal services and the cost of the Commission's biennial audit.

## Revenues and Fund Balance

Revenues to fund Commission operations come largely from apportionments from funding agencies. The County and the cities, as a whole, each pay 40 percent of the operational cost, and independent special districts, as a whole, contribute 20 percent. , A small amount of funds accrues from interest on invested cash. Finally, Commission staff tracks processing fee revenues but does not budget for them due to the difficulty of projecting the number and type of applications that could be submitted in a future year.

The Commission also maintains a Fund Balance to meet unexpected or unforeseen needs. The Commission has committed \$183,892 of the Fund Balance to offset agency apportionments for FY 2023-24.

Apportionments for the upcoming year are projected to increase by 5%, reflected as follows:

- County \$320,938
- Cities, as a whole \$320,938
- Independent Special Districts, as a whole \$160,469

Agency apportionments are based on the most recent revenues reported to the State Controller's Office. Apportionments will be determined subsequent to the Commission's approval of the 2023-24 Final Budget in June. The Auditor's Office will bill agencies after the beginning of the new fiscal year.

A staff report providing more information about the Sonoma LAFCO Fiscal Year 2023-24 Preliminary Budget is available on the Commission's website at <https://sonomalafco.org/regular-commission-meeting-april-5-2023> . A spreadsheet of the 2023-24 Preliminary Budget is attached.

If your agency has comments or questions about the Commission's Fiscal Year 2023-24 Preliminary Budget, please contact Mark Bramfitt at (707) 565-3765 or at [mark.bramfitt@sonoma-county.org](mailto:mark.bramfitt@sonoma-county.org) or Cynthia Olson at (707) 565-2587 or [cynthia.olson@sonoma-county.org](mailto:cynthia.olson@sonoma-county.org) prior to the Commission's June 1, 2023, hearing.

Attachments



**SONOMA LAFCO**  
**Preliminary FY 2023-24**  
**BUDGET April 5, 2023**

**EXPENDITURES- SALARIES AND BENEFITS**

Account	Description	2021-22 Adopted	2021-22 Year End Actuals <sup>1</sup>	2022-23 Adopted <sup>2</sup>	2022-23 Year End Projections	2023-24 Proposed <sup>2</sup>	Difference 2022-23 Budgeted and 2023-24 Proposed
50101	Regular Earnings	\$ 421,917	\$ 259,951	\$ 438,170	\$ 332,878	\$ 455,473	\$ 17,303
50110	Cash Allowance	\$ 26,653	\$ 13,984	\$ 26,653	\$ 20,645	\$ 26,551	\$ (102)
50114	Bds & Commissions	\$ 9,600	\$ 3,400	\$ 9,600	\$ 6,000	\$ 9,600	\$ -
50201/04	County Retirement	\$ 174,328	\$ 96,482	\$ 157,719	\$ 108,322	\$ 159,778	\$ 2,059
50205	FICA/Medicare	\$ 32,458	\$ 20,899	\$ 33,846	\$ 26,092	\$ 35,766	\$ 1,920
50301	Health Insurance	\$ 55,387	\$ 25,063	\$ 60,951	\$ 51,286	\$ 76,000	\$ 15,049
50304	HRA	\$ 3,270	\$ 1,805	\$ 3,270	\$ 2,890	\$ 3,257	\$ (13)
50306	Disability	\$ 2,600	\$ 1,556	\$ 2,695	\$ 2,035	\$ 2,797	\$ 102
50307	Dental Insurance	\$ 4,004	\$ 1,780	\$ 3,995	\$ 2,456	\$ 3,995	\$ -
50308	Life Insurance	\$ 607	\$ 365	\$ 632	\$ 415	\$ 661	\$ 29
50309	Vision Insurance	\$ 662	\$ 353	\$ 662	\$ 496	\$ 662	\$ -
50310	Unemploy. Insurance	\$ 104	\$ 60	\$ 155	\$ 118	\$ 108	\$ (47)
50401	Workers Compensation	\$ 5,927	\$ 3,634	\$ 6,209	\$ 4,777	\$ 7,345	\$ 1,136
50501	Other Expenses	\$ 108	\$ 47	\$ 97	\$ 72	\$ 96	\$ (0)
50502	Deferred Compensation	\$ 15,813	\$ 9,682	\$ 16,443	\$ 11,660	\$ 17,153	\$ 710
<b>Total Salaries and Benefits</b>		<b>\$ 753,438</b>	<b>\$ 439,061</b>	<b>\$ 761,096</b>	<b>\$ 570,143</b>	<b>\$ 799,242</b>	<b>\$ 38,146</b>

<sup>1</sup>Actual staffing level 2.0 FTE

<sup>2</sup>Based on total of 3.7 FTE positions (1.0 EO, 1.0 Analyst III 1.0 Clerk and 0.7 Analyst III)

**SERVICES AND SUPPLIES**

Account	Description	2021-22 Adopted	2021-22 Year End Actuals	2022-23 Adopted	2022-23 Year End Projections	2023-24 Proposed	Difference
51206	Auditing Services	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
51207	Auditor Actng Svces	\$ 5,000	\$ 6,278	\$ 5,000	\$ 7,000	\$ 7,000	\$ 2,000
51211	Legal Services	\$ 25,000	\$ 17,484	\$ 25,000	\$ 35,000	\$ 35,000	\$ 10,000
51249	Professional Services	\$ 35,000	\$ 20,953	\$ 35,000	\$ 20,000	\$ 35,000	\$ -
51301	Legal Notices	\$ 5,000	\$ 2,186	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
51421	Rents & Leases	\$ 45,150	\$ 43,248	\$ 45,500	\$ 45,500	\$ 43,000	\$ (2,500)
51602	Travel Expense	\$ 5,000	\$ -	\$ 5,000	\$ 3,800	\$ 5,000	\$ -
51605	Private Car Expense	\$ 500	\$ -	\$ 500	\$ 500	\$ 500	\$ -
51901/02	Communications	\$ 2,600	\$ 2,457	\$ 2,600	\$ 2,500	\$ 2,700	\$ 100
51904	ISD-Data Processing	\$ 26,000	\$ 25,121	\$ 26,000	\$ 25,000	\$ 27,000	\$ 1,000
51905	Info Systems -Develop.	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ (500)
51906	ISD-Supp. Website	\$ 500	\$ 3,000	\$ 1,000	\$ -	\$ 3,000	\$ 2,000
51911	Postage	\$ -	\$ 7,198	\$ 1,000	\$ 800	\$ 1,000	\$ -
51915	Printing	\$ 2,000	\$ 734	\$ 500	\$ -	\$ 500	\$ -
51916	County Services	\$ 1,000	\$ 1,172	\$ 11,000	\$ 9,000	\$ 3,000	\$ (8,000)
52091	Memberships	\$ 12,500	\$ 7,639	\$ 8,233	\$ 8,233	\$ 8,913	\$ 680
52111	Office Expense	\$ 7,848	\$ 7,848	\$ 4,000	\$ 3,800	\$ 4,000	\$ -
52181	Business Meals/Supplies	\$ 5,000	\$ 3,064	\$ -	\$ -	\$ -	\$ -
57015	Major Equip. Replace.	\$ 1,800	\$ 1,816	\$ 1,816	\$ 1,816	\$ 1,882	\$ 66
<b>Total Services &amp; Supplies</b>		<b>\$ 180,398</b>	<b>\$ 150,197</b>	<b>\$ 190,149</b>	<b>\$ 180,449</b>	<b>\$ 194,995</b>	<b>\$ 4,846</b>
<b>Total Expenditures</b>		<b>\$ 933,836</b>	<b>\$ 589,258</b>	<b>\$ 951,245</b>	<b>\$ 750,592</b>	<b>\$ 994,237</b>	<b>\$ 42,992</b>

**SONOMA LAFCO**  
**Proposed FY 2023-24 BUDGET**  
**Continued**

**REVENUES**

Account	Revenue Source	2021-22 Adopted	2021-22 Year End Actuals	2022-23 Adopted	2022-23 Year End Projections	2023-24 Proposed 5% Increase
42601	County	\$ 296,753	\$ 296,753	\$ 305,656	\$ 305,656	\$ 320,938
42627	Special Districts	\$ 148,376	\$ 148,308	\$ 152,827	\$ 152,827	\$ 160,469
42628	Cities	\$ 296,753	\$ 296,753	\$ 305,656	\$ 305,656	\$ 320,938
<b>Total Intergovernmental Revenue</b>		<b>\$ 741,882</b>	<b>\$ 741,814</b>	<b>\$ 764,138</b>	<b>\$ 764,138</b>	<b>\$ 802,345</b>
44002	Interest Pooled Cash	\$ 10,000	\$ 5,627	\$ 5,000	\$ 11,000	\$ 8,000
45061	Fees for Services	\$ -	\$ 64,358	\$ -	\$ 40,000	\$ -
47103	Comp Equip Replacement	\$ -	\$ 6,598	\$ -	\$ -	\$ -
<b>Other Revenue Sources</b>		<b>\$ 10,000</b>	<b>\$ 76,582</b>	<b>\$ 5,000</b>	<b>\$ 51,000</b>	<b>\$ 8,000</b>
<b>Total Projected Revenues</b>		<b>\$ 751,882</b>	<b>\$ 818,396</b>	<b>\$ 769,138</b>	<b>\$ 815,138</b>	<b>\$ 810,345</b>
Use of Fund Balance		\$ 181,954	\$ (229,138)	\$ 182,107	\$ (64,546)	\$ 183,892
<b>Total Revenue Sources</b>		<b>\$ 933,836</b>	<b>\$ 589,258</b>	<b>\$ 951,245</b>	<b>\$ 750,592</b>	<b>\$ 994,237</b>

**FUND BALANCE**

<b>Beginning 2020-21 Fund Balance</b>	<b>\$ 508,894</b>
Added to 2020-21 Fund Balance	<u>\$ 25,760</u>
<b>Beginning 2021-22 Fund Balance</b>	<b>\$ 534,654</b>
Added to Fund Balance	<u>\$ 229,138</u>
<b>Beginning 2022-23 Fund Balance</b>	<b>\$ 763,792</b>
Projected Addition to Fund Balance	<u>\$ 64,564</u>
<b>Projected Beginning 2023-24 Fund Balance</b>	<b>\$ 828,356</b>
Fiscal Reserve (50% of Operating Expense)	414,178
<b>Projected Available Fund Balance</b>	<b>414,178</b>



**Resolution No 2769**

111 Santa Rosa Avenue, Suite 240  
Santa Rosa, California 95404

**April 5, 2023**

**Resolution of the Local Agency Formation Commission of the County of Sonoma, State of California, Adopting the Local Agency Formation Commission Fiscal Year 2023-24 Proposed Budget**

**Whereas**, the Local Agency Formation Commission of the County of Sonoma (Commission or LAFCO) has reviewed and considered the Fiscal Year 2023-24 Proposed Budget prepared by the LAFCO staff and reviewed and recommended by the Budget Committee; and

**Whereas**, the Commission has complied with state law by conducting a noticed public hearing on the LAFCO Fiscal Year 2023-24 Proposed Budget; and

**Whereas**, the LAFCO Fiscal Year 2023-24 Proposed Budget is not a project pursuant to the requirements of the California Environmental Quality Act; and

**Whereas**, the Commission finds that the LAFCO Fiscal Year 2023-24 Proposed Budget will allow the Commission to fulfill its purposes and programs, pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and

**Whereas**, the Commission wishes to maintain an unreserved/undesignated fund balance to cover unforeseen needs;

Now, therefore, the Local Agency Formation Commission of the County of Sonoma does hereby resolve, determine, and order as follows:

Section 1. The LAFCO Fiscal Year 2023-24 Proposed Budget is adopted.

Section 2. An "unreserved/undesignated" fund balance, in the amount determined by the Commission, shall be maintained.

Section 3. Staff is directed to circulate the LAFCO Fiscal Year 2023-24 Proposed Budget, as adopted by the Commission, to the Commission's funding agencies for review and comment.

Section 4. Staff is directed to prepare the LAFCO Fiscal Year 2023-24 Final Budget and Fee Schedule for the Commission's consideration at its June 7, 2023, meeting.

Section 5. The Sonoma County Auditor-Controller-Treasurer-Tax Collector is requested to calculate provisional apportionments of the Commission's operating costs for Fiscal Year 2023-24 for the county, cities, and independent special districts, based on the Fiscal Year 2023-24 Proposed Budget.

Further be it resolved that this Commission will hold a public hearing on the LAFCO Fiscal Year 2023-24 Final Budget and Fee Schedule on June 7, 2022.

The foregoing resolution was introduced at a regular meeting of this Local Agency Formation Commission on the 5<sup>th</sup> day of April 2023 and ordered adopted by the following vote:

**COMMISSIONERS: Kapolchok, Holmer, Gore, Hemmendinger, Gorin, Lowe, Harvey**

AYES: 7  
NOES: 0  
ABSTAIN: 0

Whereupon, the Chairman declared the foregoing resolution adopted, and

So Ordered

Attest:

BY: Mark Bramfitt  
Mark Bramfitt, Executive Officer

Date: 4/10/2023

The within instrument is a correct copy of the original on file in this office.

Attest:

BY: [Signature]  
Clerk

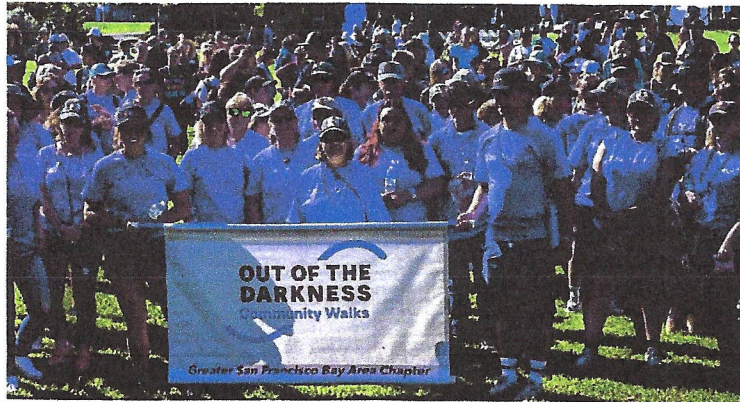
Date: 4-10-23



## Sonoma County Out of the Darkness Community Walk 2023

**Date:** Saturday September 23<sup>rd</sup> 2023

**Location:** Sonoma State University, Rohnert Park, CA



My name is Elsa, and you may know me as a volunteer for the Bay Area chapter of the American Foundation for Suicide Prevention.

After losing a dear friend to suicide in 2003, less than a week later my uncle died by suicide as well. Though many of us have been impacted by suicide, I find myself here 20 years later wondering what can be done to end this leading yet preventable cause of death. I joined the Sonoma County AFSP committee in 2020, when we started with hosting virtual walks for Santa Rosa. Over the last 3 years we have now grown to an in-person county-wide walk with almost 600 registered walkers, 8 local sponsors, a raffle with donations from 23 local companies, live music, therapy dogs, and a wonderful sense of community.

Today, support for mental health is needed more than ever and we are asking you to join us in the fight to stop suicide. With your help, the AFSP Bay Area Chapter will be able to maximize our mission impact in our community by reaching and serving more people through our lifesaving programs and resources.

We are enclosing a flyer about this year's walk and a QR code for sponsorship we are hoping you can display at your office. We welcome you to consider either becoming a sponsor, donating a basket for our raffle, or even signing up a team to walk along with us!

With Hope,

Elsa Thompson *she/her*

Sonoma County Out of the Darkness Walk Committee

[afsp.org/sonomacounty](https://afsp.org/sonomacounty)

A handwritten signature in blue ink that reads "Elsa" followed by a long horizontal line.



# Are you interested in sponsoring the fight to **#StopSuicide?**



Scan the QR Code Above to view the  
2023 Sonoma County Community Walk  
Sponsorship Packet!

<https://bit.ly/sonomacountywalksponsors>





## Sonoma County Walk to Fight Suicide

**September 23, 2023**

Sonoma State University  
Rohnert Park, CA

**Register at**  
**[afsp.org/sonomacounty](https://afsp.org/sonomacounty)**



American  
Foundation  
for Suicide  
Prevention





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

5/5/2023 10:03 AM

## Fwd: Cazadero WiFi

To oliviaggevas88@gmail.com • CAZADERO COMM SVS DISTRICT <cazaderocsd@comcast.net> •  
Cazadero Supply <donberry@sonic.net>

---

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

From: **Russian River Alliance** <bryan@russianriveralliance.org>

Date: Fri, May 5, 2023 at 7:17 AM

Subject: Re: Cazadero WiFi

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

Hi Paul,

Thanks for checking in. We are in the final throws of wrapping up permissions from business/building owners in Forestville, which I expect to be done next week. Originally we were planning on doing this in two passes, once in January/February and once in June. Because of the storms we are now doing everything at once.

Our current target is June. Cazadero is first on the list, followed by Bodega, Bodega Bay, Monte Rio, Guerneville (an expansion), and then Forestville. The next steps is that we will work with Comcast to come and install the modems at the Firehouse and General Store.

I will ping you as soon as we are ready schedule Comcast. Once we are good to go, it will take a couple of days to network the town. The conversation with Starlink has been slow, but we are meeting with their National Director for Disaster Projects next Friday. We are trying to convince SpaceX to give us a discount on our use. Worst case is we pay regular price.

Cheers,  
Bryan

—

**Bryan Hughes**

Board, Treasurer, and Volunteer

(415) 515-7916 (Mobile/Direct)

(707) 520-0032

**Russian River Alliance**

[www.russianriveralliance.org](http://www.russianriveralliance.org)

On May 5, 2023 at 6:28:55 AM, P. L. Barry (cazhwy@gmail.com) wrote:

Hey Bryan, what's the latest and greatest with this project?  
Thanks,  
Paul Barry





**California Special  
Districts Association**  
*Districts Stronger Together*

# 2023 CSDA annual conference & exhibitor & showcase

The Leadership Conference  
for Special Districts

📅 August 28 – 31, 2023 | 📍 Monterey, California



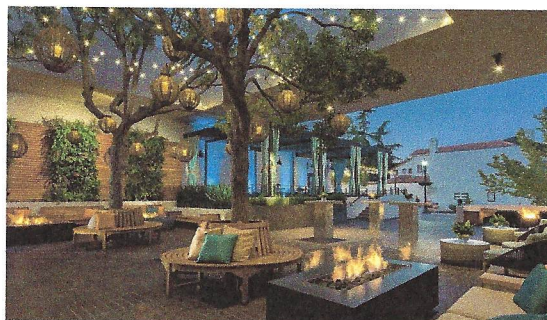
## The CSDA Annual Conference & Exhibitor Showcase is the one conference that hits all the right notes for special district leaders! Cultivate new connections this August in Monterey.

Join 800-plus special district professionals and industry experts for a three-day, must-attend education and networking event.

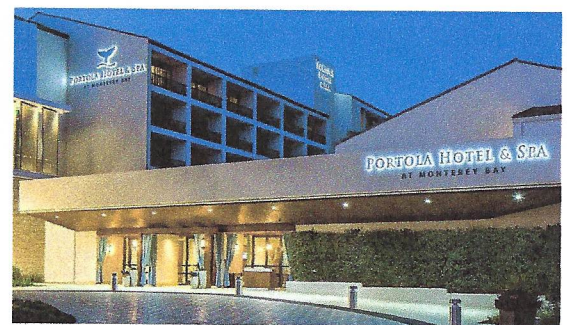
- ✦ Develop new partnerships.
- ✦ Discover new products and services to make your district more efficient.
- ✦ Expand your horizons with inspiring and motivating keynote sessions.
- ✦ Learn about the latest in special district technology, management playbooks, and legal trends.
- ✦ Explore new ideas and best practices. Walk away with practical strategies, new connections, and innovative ideas to move your district forward.

### We're getting the band back together in Monterey!

CSDA's 2023 Annual Conference & Exhibitor Showcase is back in Monterey! Attendees can enjoy meandering down Cannery Row and Monterey Old Fisherman's Wharf to indulge in a piping hot bread bowl full of clam chowder, visit the acclaimed Monterey Bay Aquarium to see a spirited sea otter up-close, or book a boat tour, whale watching cruise, or fishing trip to set sail on the open waters of Monterey Bay. In your free time, enjoy the combination of natural beauty and cultural richness of Monterey!



Monterey Marriott | Monterey, CA



Portola Hotel & Spa | Monterey, CA

*CSDA room reservations in the CSDA room block at the Marriott and Portola Hotel & Spa are available starting at the rate of \$229 plus tax. The room reservation cut-off is August 5, 2023; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed to the registrant within 24 hours of registration.*

*One night's non-refundable room and tax will be charged at the time a reservation is made for rooms reserved at the Portola, and charged on August 5, 2023, for rooms reserved at the Marriott.*



Monday, August 28, 2023

# pre-conference

Workshops, golf tournament, tours, and more

9:00 a.m. – 3:30 p.m.

## Pre-Conference Workshop: Special District Leadership Academy Module 1: Governance Foundations

 **CIP ELIGIBLE**

As the core curriculum of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on effective governance of special districts. It is specifically designed for special district board members and meets the requirement for six hours of governance training for Special District Leadership Foundation programs.

**\$250 CSDA Member / \$375 Non-member\***

*\*Price includes continental breakfast and lunch.*

9:00 a.m. – 3:30 p.m.

## Pre-Conference Workshop So, You Want to Be a General Manager?

*(Part of the SDLF Essential Leadership Skills Certificate Program)*

This is a practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on the journey, roles, and skillsets of a general manager; identifying general manager opportunities; developing positive relations with the board, staff, and peer agency executives; and leadership best practices.

**\$100 CSDA Member and Non-member\***

*Sponsored by the Special District Leadership Foundation (SDLF). Price includes continental breakfast and lunch.*



## 9:00 a.m. Shotgun Start Pre-Conference Activity SDLF Scramble for Scholarships Golf Tournament

*Del Monte Golf Course*

Join special district elected officials, staff, and business affiliates at this optional fun event. Great golf skills are not necessary! Proceeds benefit the Special District Leadership Foundation scholarship fund.

**\$110 includes golf with cart, lunch, and prizes!**

*Hurry, space is limited and is on a first-come, first-served basis.*

10:30 a.m. – 1:45 p.m.

## Pre-Conference Tour Elkhorn Slough Safari Boat Tour and Moss Landing Harbor District Tour

Playful sea otters, curious harbor seals, boisterous sea lions, and hundreds of bird species abound as you explore one of California's most spectacular wetlands aboard a stable, 27-foot, U.S. Coast Guard inspected pontoon boat in a 1.5-hour tour. Tour of Moss Landing Harbor District to follow.

**\$50 per person includes transportation to/from the Convention Center and tour. (Lunch is not included.)**

*Early registration is encouraged. Limited to 25 attendees.*



## SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points (CIPs) can be earned based on an agency's attendance at the CSDA Annual Conference & Exhibitor Showcase, reducing SDRMA members' annual contribution amounts.



10:30 a.m. – 3:00 p.m.

**yp** NEW! Young Professionals  
Pre-Conference Tour  
**Elkhorn Slough Kayak Tour and  
Moss Landing Harbor District**

Join your fellow YPs (Young Professional staff and elected officials under the age of 40) for the best way to experience the wildlife and nature of Elkhorn Slough, via kayak. The 1.5-hour kayak tour will take you to visit sea otters, harbor seals and birds up close. The tour of Moss Landing Harbor District will follow. End your pre-conference day networking with your fellow YPs over appetizers and drinks.

**\$90 per person, includes transportation to/from the Convention Center, kayak excursion, and post-tour happy hour.**

*Early registration is encouraged. Limited to 25 attendees. Due to safety, the max weight is 250 lbs.*

1:30 – 3:30 p.m.

**Certified Special District Manager  
(CSDM) Exam, Special District  
Leadership Foundation**

*(optional, must be scheduled prior to conference)*

3:45 – 5:15 p.m.

**Chapter Roundtable Discussion**

*(optional, no fee but must be attending the conference)*

Join CSDA board members and local chapter leaders from across the state to share best practices and discuss issues and opportunities.



Calling all Young Professional District Staff, age 40 and younger! Keep an eye out for special sessions and a pre-conference tour especially suited for you. These sessions are noted with a YP icon.

# Conference Officially BEGINS!

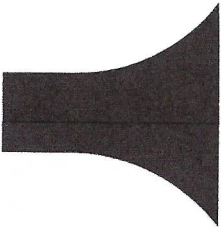
5:15 – 7:30 p.m.

**President's Reception  
with the Exhibitors**

*(all registered attendees welcome)*

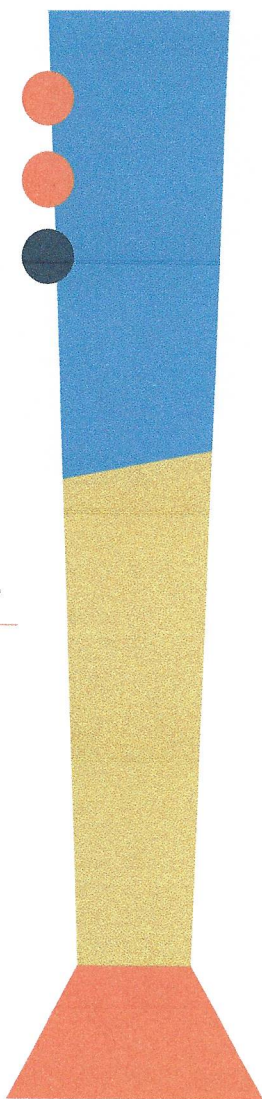
Join us in the exhibit hall as we network with business professionals who provide all types of goods and services to special districts. Appetizers, refreshments, and entertainment are provided.





# 08.29 - 08.31 schedule

This conference hits all the right notes!



## Tuesday, August 29, 2023

7:30 – 8:30 a.m.

### CSDA Board Meeting

- ▶ Staff Member of the Year
- ▶ SDLF New and Renewing Certified Special District Managers
- ▶ SDLF Essential Leadership Skills Certificate

7:30 a.m. – 6:30 p.m.

### Exhibitor Showcase Open

7:30 – 8:30 a.m.

### Continental Breakfast in the Exhibit Hall

Breakfast is included in full conference registration.

11:00 a.m. – 12:00 p.m.

### Scheduled Breakout Sessions

8:45 – 10:45 a.m.

### Opening General Session and Keynote

#### ABCs of Alternative Delivery Models for Capital Improvement Projects (CIPs)

*Melanie Mow Schumacher, Soquel Creek Water District*

With alternative delivery models being used more frequently for capital improvement projects (CIPs), it's important to know the pros/cons between various procurement methods. Design-build (DB) construction is a delivery method that provides an owner (special district) a single point of contact for both the design and construction phase of the project. Unlike traditional design-bid-build (DBB), the phases overlap, and team members (owner and DB firm) collaborate throughout the process to provide successful project delivery.



**Seth Mattison**  
CEO and Founder of  
FutureSight Labs

**"The Heart of Leadership:  
The Secret & Science to  
Influencing & Leading During  
Transformation"**

Leadership has always been about one thing: influence. To effectively manage transformation today, leaders must have the understanding and the skill to not only connect with the rational and logical aspects of people's brains but also have the capacity to reach their hearts to understand what ultimately drives human behavior at the deepest level.

In this highly interactive deep-dive discussion, leadership keynote speaker Seth Mattison will add a new perspective to the conversation of leadership today by dissecting the most critical skills and competencies leaders will need to acquire to elevate their impact on the teams they're supporting, the organizations they're leading, and the communities they live in.



#### Awards Presented:

- ▶ General Manager of the Year
- ▶ Board Member of the Year

#### Public Agencies' Role in Forest Management and Keys to Successful Grant Applications

*Joel Metzger, Utica Water and Power Authority*  
*Andy Fecko, Placer County Water Agency*  
*Mark Egbert, Georgetown Divide and El Dorado Resource Conservation Districts*

As landscape-scale forest management becomes increasingly important to protect our communities, water supplies, and timberlands, public agencies have a unique opportunity to take leading roles in being good stewards of our natural resources. Hear from public agency managers who are on the cutting edge of forest management in California, learn about their ongoing projects, and find out how they worked with stakeholders. Local, state, and federal grants / appropriations are critical to public agencies' ability to move forest management projects forward, and the panel will identify preferred funding sources and share



Tuesday, August 29, 2023

the keys to successful grant applications. If a public agency in your community is ready to take on a forest management project, you don't want to miss this panel!

### **Role of the Board, Parliamentary Procedure, Brown Act, and Conflicts of Interest**

*Oliver Yee, Liebert Cassidy Whitmore*

The board has significant fiduciary responsibilities and duties, much of which is guided by the law. This session will cover the essential legal functions and foundational principles surrounding board governance. Specifically, it will cover key provisions of the Brown Act, ethical responsibilities, conflicts of interest, and parliamentary procedures.

### **Save Money and Time with Programmatic Environmental Impact Reports (EIRs)**

*Tom Kennedy and Malik Tamimi, Rainbow Municipal Water District*

CEQA compliance adds a great deal of time and money to every project. With rapidly aging infrastructure every pipeline will need work sooner or later. Rather than performing a separate CEQA action every time, Rainbow MWD decided to perform a Programmatic EIR (PEIR) to cover every pipeline in the district. Though this process took a bit longer, by evaluating nearly 400 miles of pipeline all at once, over 75% of water and over 90% of sewer pipelines are now fully covered by the action. The remaining pipelines are also covered with pre-defined monitoring and mitigation steps. Attendees will learn how to perform a systemwide PEIR, the cost and time benefits of a systemwide PEIR, and how future projects can be incorporated into the

PEIR via addendums.

### **Practicing Emotional Intelligence**

*Sylvette Wake, CPS HR Consulting*

There is strong evidence that emotional intelligence is one of the strongest predictors of performance. Some research states that it is responsible for 58% of job performance and 90% of top performers have a high EQ. So, getting more EQ is a good thing. Join us to learn about the four quadrants of emotional intelligence and what you can do to boost your EQ.

### **Required Ethics AB 1234 Compliance Training (Part 1)\***

*Richard D. Pio Roda and Alex J. Mog, Meyers Nave*

AB 1234 mandates agency officials receive two hours of ethics training every two years. This training covers all required topics, including conflicts, financial gain, prerequisites of office, transparency, and fair process.\*\*

*\*Must attend both sessions to receive your digital certificate.*

*\*\*This presentation has been approved for 2 hours of MCLE credit by the State Bar of California. Meyers Nave, a Professional Law Corporation, is a MCLE licensed provider. PN #10416*

### **LAFCOs – An Additional Resource for Special Districts**

*Joe Serrano, Santa Cruz LAFCO*

Where does a district go to change its jurisdictional boundaries? Who determines when a new district is formed? The answer is the Local Area Formation of Counties (LAFCO). By the end of this session, not only will you understand the synergy between special districts and LAFCOs but you will leave as a LAFCO expert.

12:15 – 1:30 p.m.

## **Lunch with the Exhibitors**

*Lunch is included in the full conference registration.*

All conference attendees are welcome to attend lunch in the exhibit hall. Enjoy your lunch while taking time to learn more about our exhibitors and the valuable services they provide. From risk management to accounting, HR, legal, banking services, and more – our exhibitors have some of the best of what you're looking for!

6





Tuesday, August 29, 2023

1:45 – 3:00 p.m.

## Scheduled Breakout Sessions

### How CUPCAA Benefits Special Districts in Delivering Public Works Projects

*Will Clemens, Oceano Community Services District*

The California Uniform Public Construction Cost Accounting Act provides special districts with the ability to implement alternative bidding procedures on public works projects costing less than \$200,000. The Act is voluntary and supports participating special districts with efficient and flexible project delivery. This session will cover key provisions of the act, benefits of participation and how to opt into the Act, pitfalls to avoid, and recent updates.

### Public Events to Build Community Equity

*Joshua Bonner, Coachella Valley Public Cemetery District  
Victoria Llort, Coachella Valley Water District  
CV Strategies*

Community equity has never been more important, as districts are increasingly responsible for solving some of the most pressing local issues in your neighborhood. Events and public gatherings can be an important component of your district's communication and public engagement plan. As an interactive experience, events allow your district to engage the community on a positive footing, building your district's image beyond just the service(s) you offer. Learn how to engage the community, build your brand, and recognize valuable partnership opportunities that exist within your community. Use your next event to move from a special district no one understands to a trusted community partner with an interest in giving back.

 Great for Young Professionals!

### You Can (Central) Bank On It: The Importance and Impact of the Federal Reserve System to Your District's Investment Program

*Brent Turner, California CLASS*

How much do you really know about how the Federal Reserve works? While we have all seen "the Fed" in the news, how do its decisions impact the economy and the investor? In this session, attendees will gain a fuller understanding of the role that the Federal Reserve System plays in managing the nation's money supply, influencing the economy, and serving as a lender of last

resort. This session is meant to demystify a subject that is often presented and discussed in unnecessarily incomprehensible jargon, so if you are curious to learn more about the Federal Reserve and monetary policy in plain-English terms, please consider attending.

### The Brown Act in a Modern World

*Chelsea Straus, Richards Watson Gershon*

This presentation will review the following:

- ▶ The Brown Act's new virtual meeting rules, including AB 361, AB 2449, and the Brown Act's traditional teleconferencing options
- ▶ AB 992's rules for commenting on social media about agency business
- ▶ Avoiding constitutional issues when monitoring your social media pages

### What's All the Buzz About? How Partnerships Fuel Drone Innovation

*Joshua Metz and Sophia Selivanoff, Regional Government Services*

*Chris Bley, Insight Up Solutions*

*Becca Fenwick, UCSC CITRIS Institute for Drone Education & Research*

Come see what all the buzz is about with this budding industry before it takes off! We're on the cusp of a workforce transformation - and Monterey Bay, industry, governments, and academia have joined forces to chart a path for drones and robotics to automate work while strengthening community. A panel of leaders will share their lessons learned on strategic coalitions and working across organizations and sectors to craft a common vision for the future.

### Required Ethics AB1234 Compliance Training (Part 2)\*

*Richard D. Pio Roda and Alex J. Mog, Meyers Nave*

See previous session description.

*\*Must attend both sessions to receive your digital certificate.*

### Hearings, Protests and Elections, Oh My! Implementing a Property-Related Fee

*Kevin King, Reclamation District No. 1000*

*Eric Grotenhuis, Page Design*

*Greg Ghironzi, NBS*

Aging infrastructure and increasing costs of service are common problems for many local agencies and the procedural challenges presented by Prop. 218 for property-related fees can be daunting. With a thoughtful approach to fee setting and



Tuesday, August 29, 2023

implementation, funding for operation, maintenance and capital needs is possible to achieve. This session will discuss considerations for the fee-setting process, the approval procedure to include both the hearing and election steps, and public outreach efforts exemplified using a case study of Reclamation District No. 1000's stormwater fee.

3:45 – 4:45 p.m.

## Scheduled Breakout Sessions

### Leadership of Management

*Robert Gutierrez, Rainbow Municipal Water District  
Steve Hernandez, WaterWisePro Training LLC*

Understanding the critical differences between leadership and management is an essential tool in efficiently operating any organization. Management is a form of control, while leadership is a form of influence. Persons in positions of authority need help to understand the dynamics of these two styles, impacting their ability to get the most out of their staff. This session will explore the concepts of servant leadership and how to leverage this leadership style to increase production, morale, and the willingness to stay with the organization.

 Great for Young Professionals!

### Pricing Debt: Interest Rates, Fees, and Other Variables

*Consultants of CSDA Finance Corporation  
Don Bartz, Phelan Pinon Hills Community Services District*

When an agency considers financing, interest rates are often the first concern and can vary based on several factors. In this interactive panel discussion, CSDA Finance Corporation consultants explain how financings are priced and interest rates are set in both the bond market and the bank placement market. We'll be joined by a special district general manager who will share insight into the financing process and the importance of communicating to board officials each step of the way.

### How to Recruit When No One Knows What You Do

*Kylie Sun, Tripepi Smith  
Cathy Thompson, Tripepi Smith (TS) Talent Solutions*

Many agencies are finding it difficult to not only keep employees engaged, but to find new, motivated talent to join their team. The challenge of finding new

employees increases when it isn't clear what exactly your organization does or what it values. Finding qualified candidates goes hand in hand with your ability to clearly communicate your organization's mission, culture, expectations, and responsibilities.

Presenters will share their tips and tricks for creating a seamless and successful recruiting process that educates the public on your organization and brings in top talent prospects.

### Embracing Diversity, Equity, Inclusion, and Belonging as The Cultural Norm

*Knickeita V. Bullock, UKG*

Implementing Diversity, Equity, Inclusion, and Belonging (DEI&B) initiatives today isn't just the right thing to do. It's a business imperative that positively impacts the workforce and drives employee retention and engagement. To attract and retain talent in the post-pandemic world of work, governmental organizations need to move beyond DEI&B checkboxes and create inclusive cultures where employees feel valued and know they belong. This session will show you how to assess your organization's DEI&B progress, facilitate real organizational change through honest dialogue, and enable true inclusivity. Most importantly, you'll learn how to build a DEI&B practice that lasts.

### Privacy and the Need to Share Information in the Workplace

*Ryan Quadrel and Rob Cutbirth, Slovak Baron Empey Murphy & Pinkney LLP*

Employees regularly provide confidential, personal health information (PHI) to employers and claims administrators through the onboarding process, requests for leaves of absence (LOA) or disability accommodation, and in response to workers' compensation claims. PHI might then be stored, shared, and used by Human Resources, Benefits, Risk Management, Claims Administrators, and others. Even with good intentions, such acts (and omissions) may create risk exposures in terms of statutory privacy violations, may harm or negate your ability to best manage LOA/disability accommodation requests, or result in a loss of defense to claims.





Tuesday, August 29, 2023

## Avoiding Conflicts of Interest and Maintaining Public Trust

Alex J. Mog, Meyers Nave

Maintaining public trust is critical to successfully serving as a public official. Conflicts of interest, both real and perceived, are a quick way for public officials to lose that trust. This session will provide an explanation of the requirements of SB 1439, which establishes significant new conflict of interest rules regarding campaign contributions, as well as tips for maintaining public trust.

*This presentation has been approved for 1 hour of MCLE credit by the State Bar of California. Meyers Nave, a Professional Law Corporation, is a MCLE licensed provider. PN #10416*

## Learn How to Make Your Website Accessible Before a Costly Lawsuit Forces You

Martin Rauch, Rauch Communication Consultants, Inc.  
Mac Clemmens, Streamline

State and federal laws and a growing number of legal judgments are pushing special districts to make their websites, media, and documents accessible to people with disabilities. If you don't know if your district's website and documents are Americans With Disabilities Act (ADA) compliant, they probably are not. And it could cost your district up to \$4,000 per day in fines. Join us at this fast-paced session where you will learn what is web and document accessibility and how it affects members of your district, why your district should care, and guidance on how your district can get and stay compliant.

5:00 – 6:30 p.m.

## Mix and Mingle in the Exhibit Hall

*(all registered attendees welcome)*

Stop by the exhibit hall for a drink and hors d'oeuvres. Be sure to enter for one more chance to win one of our fabulous prizes!

*The exhibit hall closes on*

*Tuesday, August 29th at 6:30 p.m.*



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## Wednesday, August 30, 2023

8:00 – 8:30 a.m.

### SDRMA Sponsored Full Plated Breakfast

All registered attendees and exhibitors are welcome.

*Breakfast is included in full conference registration.*



8:30 – 10:30 a.m.

### General Session Keynote



#### Matthew Luhn

*Formerly with Pixar, Story Artist, Creativity Expert & Author*

**Storytelling for Business**

Storytelling is the #1 business skill necessary to connect, motivate, and lead people in today's world. Stories compel us to engage in experiences, learn lessons, and define our values and ourselves within our organization. Matthew Luhn, a 20-year Pixar story veteran, brings his experience creating and developing 10 blockbuster films at Pixar and provides practical strategies that teach and inspire people and teams to connect more effectively with audiences

on an emotional level. Matthew uses the power of storytelling to bridge the gap between business and heart, driving your story toward one unforgettable selling point.

#### Awards Presented:

- ▶ SDRMA Awards
- ▶ SDLF New and Renewing Transparency Certificate of Excellence
- ▶ SDLF New and Renewing District of Distinction

10:45 a.m. – 12:00 p.m.

### Scheduled Breakout Sessions

#### Understanding Board Member Liability

*Peter Glaessner, Esq., Allen, Glaessner, Hazelwood & Werth*

*Debbie Yokota, Special District Risk Management Authority*

The goal of this presentation is to provide current and newly elected or appointed board members with a working understanding of the role of an elected official in the day-to-day governance of district operations. Public board members are covered by Public Officials Errors & Omissions policies. This session will inform board members what activities and actions are and are not covered by this policy.

#### The California Public Records Act: Don't Get Caught Unaware!

*Sarah Lustig, Atkinson, Andelson, Loya, Ruud & Romo*

It is imperative that public agencies know how to respond to and comply with requests for records under the California Public Records Act (CPRA). This session will provide an overview of the CPRA, including deadlines and methods for responding and a discussion of exemptions and statutory objections. It will also highlight trending legal developments surrounding the California Public Records Act and give tips and advice for responding to requests.

#### Blueprint for a Changing Workplace

*Terri Bianco, CPS HR Consulting*

Never has there been a better opportunity to create positive changes in your workplace. Everyone in your organization was affected by recent external events. No one is the same as they were before. People have adapted to working from home. They have become more independent, flexible, and more productive. Now it will change again and keep changing. As a



**Wednesday, August 30, 2023**

manager or supervisor, you are in a position to plan, to guide, and to influence the success of a new work culture. But how? This class offers ideas, processes, techniques, and behaviors to move things along in the right direction from the get-go.

### **Current IRS Audits Focused on Special District Issues**

*Judith Boyette and Mikaela Habib, Hanson Bridgett, LLP*

This session will be focused on current increased IRS audits and compliance reviews dealing with areas that are of concern to California special districts. These IRS actions create the risk of potential large monetary penalties for special districts, as well as risk of damage to the public's perception of the special district.

### **Difficult Conversations - Ethics Complaints Against a Board Member**

*Steven Miller, Hanson Bridgett, LLP*

Few issues are as sensitive and difficult as how to handle a complaint lodged against a sitting board member. Such a complaint usually raises legal challenges for an agency as well as political and emotional challenges for board members and staff. Maintaining internal cohesion and public trust can be extremely difficult. The process is often shrouded in secrecy, without the transparency often necessary to learn any meaningful lessons. Learn some best practices and identify key issues from an experienced ethics investigator and advisor. This session will explore how to address key legal issues and protect the agency, what an agency's goals should be, and how to establish protocols for the greatest chance of success.

### **What to Expect from Your Finance Department**

*Cindy Byerrum, Eide Bailly CPAs*

*Paul Kaymark, Nigro & Nigro PC*

*Larry McKenney, Amador Water Agency*

This interactive session will help demystify the mysteries of the accounting and auditing world. A special district finance director will walk through what leadership should expect from the finance department, when to expect it, and talk about typical compliance reports expected from your finance professionals and common issues found with each.

### **10 Best Practices Every Board Member Should Know**

*Brent Ives, BHI Management Consulting*

This session will cover:

- ▶ What correlates as critically important to boards.
- ▶ What are the most difficult aspects of working with the board?
- ▶ What are the most challenging issues of working with your GM and staff?
- ▶ What practices have you learned about being productive in the public environment?
- ▶ What have you learned about yourself in this job?

**11:00 a.m. – 12:00 p.m.**

### **SDLF Board and Annual Meeting**

**12:15 – 2:00 p.m.**

### **Legislative Update Luncheon**

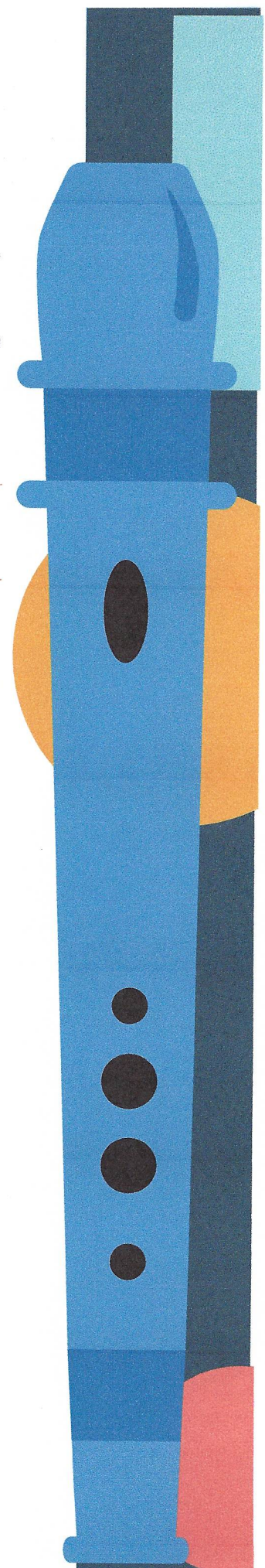
*(All attendees welcome)*

CSDA's legislative and legal affairs team will present attendees with the most up-to-date information on the outcome of the biggest state and federal budgetary, legislative, and legal issues impacting special districts in 2023, as well as a sneak peek of what to expect in 2024. Learn about significant new laws coming your way and what they mean for special districts going forward.

#### **Awards Presented:**

- ▶ Innovative Project/Program of the Year Award (large district)
- ▶ Innovative Project/Program of the Year Award (small district)
- ▶ Exceptional Public Outreach & Advocacy Award (large district)
- ▶ Exceptional Public Outreach & Advocacy Award (small district)
- ▶ Recognition of Previous and Outgoing Board Members
- ▶ Ralph Heim Exceptional Outreach & Advocacy Award
- ▶ William Hollingsworth Award of Excellence

*Lunch is included in the conference registration.*





Wednesday, August 30, 2023

2:15 – 3:30 p.m.

## CSDA Finance Corporation Board and Annual Meeting

2:15 – 3:30 p.m.

### Scheduled Breakout Sessions

#### Cal/OSHA Requirements Made Simple

*Enriqueta (Henri) Castro, CSP, Special District Risk Management Authority*

While the ultimate goal of Cal/OSHA is to protect employees, we recognize how challenging it is to figure out which of the many Cal/OSHA regulations may apply to your district. There are regulations that apply to all employers, there are some that require written programs, there are those that apply only if there is an "occupational exposure", the list goes on and on. During this session we'll focus on Cal/OSHA regulations that commonly apply to special districts. We'll review the requirements based on operations and employee exposures, and then we'll review a step-by-step approach on how to break down the requirements to help simplify implementation. Participants will receive tools to easily navigate the requirements of 20 common regulations, as well as implementation guidance.

#### Cybersecurity Best Practices for Special Districts

*Corey Kaufman, VC3*

With ransomware attacks threatening local governments more than any other industry—even more than schools or healthcare organizations—a perfect storm exists as local governments are also often the least-equipped to handle a cyberattack. Many local governments do not even have the "basic basics" in place such as multi-factor authentication (MFA), endpoint detection and response (EDR), and data backup. We will answer the question, "Where do I begin with cybersecurity?" and present a checklist that distills tips, best practices, and recommendations that organizations can use to score themselves, find cybersecurity gaps, and create an action plan.

#### Surplus Land Act and Special Districts: Know the Impact

*Larry J. Kosmont, Kosmont Financial Services  
Matt Cody, Best Best & Krieger LLP*

California is faced with a housing crisis. The State has revved up enforcement to accelerate the

production of affordable housing including the use of public agency-owned land. Effective in 2020, the Surplus Land Act (SLA) requires ALL public agencies including special districts to follow a process to sell or lease any public property by first offering it to a state-controlled list of affordable housing developers. The State Department of Housing & Community Development manages the process and now has an enforcement unit to ensure compliance. Learn how the SLA process will impact re-use of district properties and how to navigate the sale/lease/licensing of special district public agency property.

#### Leading a Values-Based Organizational Culture

*Sean Barclay, Tahoe City Public Utility District*

Creating alignment around a shared set of values at an organizational level requires so much more than just adopting a "set of words on a wall." This session will examine one district's journey towards implementing a set of shared values and behaviors that guide decision-making, from strategic planning to everyday customer interactions. The session will share actual experiences along the way towards implementation, including the challenges and real benefits realized over time. Come learn firsthand from our mistakes and successes and take-home practical tips to help you understand if a values-based organizational culture is the right fit for your district.

 Great for Young Professionals!

#### A Step-by-Step Guide to Building an Effective Multi-Year Strategic Plan

*Martin Rauch, Rauch Communication Consultants, Inc*

Whatever the challenges facing your district, it is critical to build a realistic and well-supported plan to get there. Whether your district has an existing planning process or is looking to start one for the first time, this session will provide proven methods for evaluating the issues, challenges, and opportunities facing your district, and developing clear and practical direction for the future. It will distinguish the roles of the board and staff in the process. This lively session will also feature sharing of experiences (good and bad) by the participants and presenter, and practical tips that you can bring home. We will also explore how to successfully engage the board, executive team, staff, and public in this process.



Wednesday, August 30, 2023

### **Skilled and Trained Workforce: When is it Triggered and What Are My Agency's Responsibilities?**

*Deborah Wilder, Contractor Compliance and Monitoring, Inc.*

Skilled and Trained Workforce (STW) requirements now attach to 15 different types of projects from school lease back contracts to design build contracts of one million dollars or more. As more and more construction projects include STW requirements, join us for an educational session to determine if and when your project will be subject to STW, what the agency's obligation is to monitor and collect monthly reports, and when progress payments should be withheld. Finally, learn the requirements for mandatory reporting of non-compliant contractors to the Department of Industrial Relations.

### **Sexual Harassment Prevention (Part 1)\***

*Victoria Danna, Best Best & Krieger LLP*

This training satisfies California Assembly Bills 1825, 2053, and 1661 biannual requirements. This training applies to supervisory and private business professionals with 50 or more employees, as well as elected officials. Attendees will learn what constitutes sexual harassment and discrimination in the workplace, how to recognize and prevent harassment, what procedures to follow if you witness harassment or are harassed yourself, the potential consequences of harassment, and a discussion about gender identity and gender expression in the workplace, in compliance with Senate Bill 396.

*\*Must attend both sessions to receive your digital certificate.*

3:45 – 5:00 p.m.

### **Scheduled Breakout Sessions**

#### **Reserves: What Every Board Member, General Manager, Finance Staff AND Taxpayer Should Know**

*Tom Scaglione, Grossmont Healthcare District*

This interactive session will explore real reserve policies from a variety of California special districts to consider policy provisions worthy of imitation and those to avoid. We'll discuss the foundation provided by California law and industry guidelines and discover how to write a policy that doesn't sound like it was written by an accounting nerd. As stewards of the people's money, we need to communicate effectively on how our reserve

policies meet the unique financial and operational objectives of each district. Participate in this important session and gain the confidence you need to know what reserve policy is best for your district and your customers.

### **Building an Effective Board Management Team – Here's How**

*Martin Rauch, Rauch Communication Consultants, Inc.*

This session will provide best practices, review case studies, and allow participants to discuss strategies for building an effective board and management team. You will take home ideas for change and improvement, including how to evaluate whether to have committee meetings and if so, how to structure them; how to ensure your board is focusing on the right information and issues; how to provide clear policy direction to the manager; and how to develop a pain-free and productive method for evaluating the manager's performance.

### **Sexual Harassment Prevention (Part 2)\***

*Victoria Danna, Best Best & Krieger LLP*

See previous session description.

*\*Must attend both sessions to receive your digital certificate.*

### **Understanding CEQA's Requirements Regarding Tribal Cultural Resources and AB 52 Tribal Consultation**

*Amy Hoyt and Sarah Owsowitz, Best Best & Krieger LLP*

The California Environmental Quality Act ("CEQA") requires lead agencies to analyze a project's potentially significant impacts on Tribal Cultural Resources. And before releasing any negative declaration, mitigated declaration or environmental impact report to the public, CEQA requires lead agencies to invite any California Native American tribe, who has previously submitted a written request, to consult with the lead agency pursuant to AB 52. AB 52 consultation recognizes that California Native American Tribes have valuable expertise regarding their tribal history and practices that should be considered when studying potentially significant impacts on Tribal Cultural Resources.





This session will discuss CEQA's requirements regarding analysis of Tribal Cultural Resources, including requirements regarding AB 52 consultation.

### **When the Gavel Strikes: Tips for Efficient and Effective Board Meetings**

*Craig Steele, Richards Watson Gershon*

Public meetings influence how your agency is perceived by the public. Meeting management strategies can make board meetings more effective and promote an image of efficiency and transparency. In this session, we share tips for minimizing disruptions, facilitating public participation, and fostering a thoughtful-yet-convivial atmosphere during board meetings.

### **Contracting Do's and Don'ts: Public Works, Services, Materials, Supplies, and Equipment**

*Gary Bell, Colantuono Highsmith & Whatley, PC*

All special districts contract for services, materials, supplies, and equipment and frequently public works, too. There are different procedures in principal acts and other provisions of state law for each, required policies for some, and pitfalls if procedures aren't followed. This session will distinguish between the different types of procurement, discuss the rules that apply to each, and provide practical advice for board members and staff regarding these processes.

5:00 – 6:00 p.m.

### **SDRMA Member Reception**

*Light appetizers and drinks will be served.*

Electronic Invitation to SDRMA Members to follow – approximately one month prior to the event.

## **Thursday, August 31, 2023**

8:00 – 10:00 a.m.

### **Closing Breakfast: Connect and Collaborate**

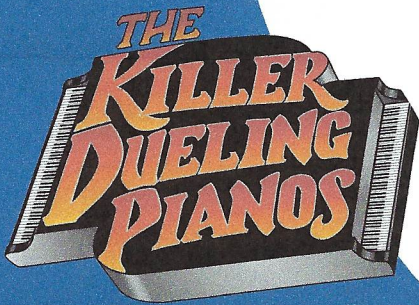
We've saved the best for last! Join us for a unique and valuable opportunity to spend time with your special district peers, discuss issues unique to your particular district type, trade ideas and best practices, and listen to one another's stories. Continental breakfast will also be provided. It's the perfect way to wrap up the Annual Conference!

### **Awards Presented:**

- ▶ Excellence in Technology
- ▶ Chapter of the Year
- ▶ Beacon Awards

10:00 a.m.

### **Conference Adjourns**



6:00 – 9:00 p.m.

### **Taste of the City**

*(all registered attendees welcome)*

The Dueling Pianos are back to take your requests while you dance the night away, sample local food and beverages, and enjoy a silent auction.



9:00 – 11:00 p.m.

### **Karaoke After Party**

Let's keep the party going.. Join us for the ultimate Taste of the City After Party! Belt out your favorite tunes as we let loose to celebrate a great Annual Conference!

*\$25\* includes admission and 2 drinks. All proceeds support the Special District Leadership Foundation.*







# Attendee Registration Form

## Hotel Reservations *Marriott and Portola Hotel & Spa*

CSDA room reservations within the CSDA Room Block for the Annual Conference and Exhibitor Showcase are available at the Marriott and Portola Hotel & Spa starting at the rate of \$229 plus tax. The room reservation cut-off is August 5, 2023; however, space is limited and may sell out before this date. Information regarding hotel reservations and links to book in the CSDA room block will be emailed to the attendee only (not the individual registering the attendee) within 24 hours of registration.

## Full Conference Registration Fees Include:

- ▶ President's Reception with the Exhibitors
- ▶ Keynote Sessions
- ▶ Continental Breakfast with the Exhibitors
- ▶ Lunch with the Exhibitors
- ▶ Mix and Mingle in the Exhibit Hall
- ▶ SDRMA Full Plated Breakfast
- ▶ Legislative Update Luncheon
- ▶ All Breakout Sessions
- ▶ "Taste of the City" Reception
- ▶ Closing Breakfast

## Three Ways to Register

- 1** ONLINE by visiting the CSDA Annual Conference website at [conference.csdanet.net](http://conference.csdanet.net).
- 2** FAX your registration form to 916-520-2465. (All faxed forms must include payment)
- 3** MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. (please include registration form along with payment. Check should be made payable to: California Special Districts Association).

Name:		Title:	
District:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:		Website:	
Special Needs (include dietary):			
Emergency Contact:			
<b>Conference Registration Fees</b>		<b>Early Bird (on/before August 5, 2023)</b>	<b>Regular (after August 5, 2023)</b>
<input type="checkbox"/> CSDA Member - Full Conference		\$ 675.00	\$750.00
<input type="checkbox"/> Non-member - Full Conference		\$ 1,010.00	\$ 1,125.00
<input type="checkbox"/> Guest of a Member - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$ 350.00	\$ 425.00
<input type="checkbox"/> Guest of a Non-member - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$ 525.00	\$ 635.00
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$ 375.00 each day	\$ 400.00 each day
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$ 560.00 each day	\$ 600.00 each day
<b>Separate Registration Fees</b>		<b>Member</b>	<b>Non-member</b>
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Aug. 28		\$ 250.00	\$ 375.00
<input type="checkbox"/> Pre-Conference Workshop: So, You Want to Be a General Manager? - Aug. 28		\$ 100.00 CSDA Member/Non-member	
<input type="checkbox"/> SDLF Scramble for Scholarships Golf Tournament - Aug. 28		\$ 110.00 (includes lunch)	
<input type="checkbox"/> Pre-Conference Tour: Elkhorn Slough Safari Boat Tour and Moss Landing Harbor District Tour - Aug. 28		\$ 50.00 CSDA Member/Non-member	
<input type="checkbox"/> Young Professionals Pre-Conference Tour: Elkhorn Slough Kayak Tour and Moss Landing Harbor District - Aug. 28		\$ 90.00 CSDA Member/Non-member	
<input type="checkbox"/> "Taste of the City" Reception (Guests only) - Aug. 30		\$ 80.00	\$ 120.00
<input type="checkbox"/> Karaoke After Party - Aug. 30		\$ 25.00 CSDA Member/Non-member	
<b>TOTAL</b>			
<b>Payment Information</b>			
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover			
Account name:		Account Number:	
Expiration date:	CVC:	Authorized Signature:	

**Cancellations/Substitution Policy:** Cancellations must be in writing and received by CSDA no later than Saturday, August 5, 2023. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 5, 2023. Substitutions are acceptable and must be done in writing no later than August 18, 2023 at 5:00 p.m. Please submit any cancellation notice or substitution request to [jennifers@csda.net](mailto:jennifers@csda.net) or fax to 916-520-2465.

**Consent to Use Photographic Images:** Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

**Anti-Discrimination and Harassment Policy:** CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at [www.csdanet.net/about-csda/who-we-are](http://www.csdanet.net/about-csda/who-we-are).





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# 2023 CSDA annual conference & exhibitor showcase

The Leadership Conference for Special Districts

📅 August 28 – 31, 2023 | 📍 Monterey, California