



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

Board Meeting Agenda  
January 11, 2021 ~ 6:00PM  
Location ~ Fire Station #1  
5980 Cazadero Hwy, Cazadero Ca 95421

**\*\*\*\*GOVERNOR'S EXECUTIVE ORDER N-25-20\*\*\*\***

**\*\*\*\*GOVERNOR'S EXECUTIVE ORDER N-29-20\*\*\*\***

**\*\*RE CORONAVIRUS COVID-19\*\***

DUE TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20 WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE BROWN ACT, AND THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF SONOMA TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, MEMBERS OF THE BOARD OF DIRECTORS WILL BE PARTICIPATING BY TELECONFERENCE INTO THE BOARD OF DIRECTORS MEETING FOR JANUARY 11, 2021.

**Members of the public who wish to participate in the Board of Director's meeting may do so by either logging on to the Zoom link or dialing the teleconference call-in number and inputting the meeting ID and passcode when prompted:**

<https://us02web.zoom.us/j/87254468355?pwd=UmI1ZjNYNjQYUZRvV2E1OFpvZ2NZUT09>

Telephone number: 1 (669) 900-6833, Meeting ID 872 5446 8355, Password 404923#

**PLEASE NOTE: The Cazadero Community Services District office is closed, and this meeting will be conducted entirely by teleconference.**

Should you want to submit public comment, you may do so either by commenting at the appropriate time in person if logging into the meeting or by email before Board Meeting is called to order. If emailing, please state the agenda item number that you are commenting on and limit written comments to three hundred (300) words or less. Comments can be sent to [pbarry@cazadero-csd.org](mailto:pbarry@cazadero-csd.org). Written comments received prior to the meeting will be read into the record.

*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)*

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

President P. Barry

Director M. Berry

Director H. Canelis

Director D. DeBeaune

Director M. Nicholls

**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
  - a. Operations
  - b. Administration
  - c. Training
  - d. Special Projects
- 3. Park & Rec Maintenance
- 4. Facilities

**CAZADERO FIREFIGHTERS ASSOCIATION REPORT**

**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 – December 14, 2020
- 2. Approval of Financials – Month of December 2020

**ACTION ITEMS**

- 1. **Dennis Rosatti - Parcel Tax Proposal** – Discussion/Action – Update on proposed parcel tax timeline and cost.

2. **Consideration of Legal Counsel Appointment** – Discussion/Action – Discuss and consider legal counsel representation for the District.
3. **COVID-19 Prevention Program** – Discussion/Action –Direct Chief by motion to develop a written COVID -19 Prevention Program, compliant with Cal/OSHA directives.
4. **Station #1 Generator Replacement** – Discussion/Action – Board authorization to purchase replacement unit to provide back-up power to station during grid failures.
5. **Park Electrical Upgrade** – Discussion/Action – Board authorization for additional requested budget for permitting assistance.

## **DISCUSSION ITEMS**

## **COMMITTEE REPORTS**

1. Consolidation Ad Hoc 2020 ()
2. Park Ad Hoc 2020

## **FINANCIAL REPORTS**

## **COMMUNICATIONS**

1. Email: Office of Grants and Local Services, re: \$46.2 million for Rural and Regional Parks
2. Email: CPRS, re: Use Prop 68 Funds to Invest In Your Community
3. Mail: Pole Mountain Lookout, Inc., re: building new fire lookout
4. Mail: Sonoma Local Agency Formation Commission, re: application for proposal of dissolution of Forestville Fire Protection District and consolidation of same territory to the Sonoma County Fire District
5. Mail: CA Dept of Tax and Fee Administration, RE: Consumer Designation for Qualified All-Volunteer Fire Departments
6. Email: California Natural Resources Agency, re: Environmental Enhancement and Mitigation Program Project Proposal Solicitation

## **ADJOURNMENT**

# **STAFF REPORTS**

## **Administrative Assistant**

Worked 18 hours in December. In addition to normal monthly duties of bookkeeping, meeting minutes, and agenda and Board packet preparation, I also:

- Picked up computer from the repair tech and set it up in office. Sudden loss of power during electricity outages caused multiple software problems. Although the computer is plugged into a battery backup, no shutdown program for when on battery backup had been installed. Unfortunately, the tech could not repair the QuickBooks problems as they would not talk to him because he was not on the “authorized” list. I will try to resolve the QuickBooks problems in January.
- Processed annual Call & Drill payroll for 13 volunteers after setting up several new volunteers in QuickBooks payroll.
- Purchased extra postage at Costco. Postage will be going up in January, 2021.

## Fire Department

### Operations:

- Chief Krausmann will travel to manufacturer of the new tender to perform final inspection January 25<sup>th</sup> thru 28<sup>th</sup> (Assistant Chief Schanz will cover).
- Chief Krausmann will be out of town January 16<sup>th</sup> thru 25<sup>th</sup>. (Assistant Chief Schanz will cover).
- Cal Fire Cazadero Station closed for the winter on 12/28/2020.
- Stipend Employee station coverage started on January 1, 2021. Working on scheduling to fill vacant shifts.
- Vaccinations for Covid-19 have begun for First Responders. Sonoma County Phase 1A provides vaccinations for frontline workers, EMTs and Paramedics. Phase 1B will provide vaccinations for First Responders. Cazadero VFD was able to send 6 Firefighters to get vaccinated.
- **December 2020 Calls**

Nature of Call	Number of Calls
Vehicle Accident)	1
Medical Aid	4

### Administration

- FEMA Desk Review- FEMA has initiated a desk review to ensure that Cazadero VFD meets federal compliance for grants. Assistant Chief Schanz has been working with the FEMA Grants Management Specialist to complete required documentation. This is a lengthy process with a projected completion date of March 1, 2021. The good news is once this process is completed, we will be in good shape for future awards.
- New Recruit Hiring Packets- Assistant Chief Schanz and Captain Miller are working to update our new recruit hire packets. Packets will include: Application, DMV check, background check and medical evaluation.

### Training

- "Stay at Home Order" - Due to the increase in Covid-19 cases and decreased ICU bed capacity in Sonoma County, in person trainings were temporarily canceled. Once the "Stay at Home Order" is lifted in person training will resume.
- Remote training begins January 7, 2021 with a Zoom medical training provided by Chris Ottolini.
- Captain Miller will set up Zoom Trainings for the next fire trainings in January.

### Special Projects

- Work has begun to clear out storage room in preparation for bathroom remodel project.

**Park & Rec Maintenance**

Due to the late notice of a new reporting format there is no report this month.

**Facilities**

Due to the late notice of a new reporting format there is no report this month.



# **CAZADERO FIREFIGHTERS ASSOCIATION REPORT**

**Cazadero Firefighters Association**

Due to the holidays and the Regional Stay at Home Order there was no Firefighters Association activity in December.

# CONSENT ITEMS



## *Cazadero Community Services District Meeting Minutes – December 14, 2020*

The Cazadero Community Services District meeting was conducted pursuant to the provisions of the Governor’s Executive Order N-29-20 which suspends certain requirements of the Ralph M. Brown Act due to the COVID-19 virus. CSD Board Members and staff participated in the meeting by zoom teleconference. Members of the public were provided a zoom and telephone call-in number to view or listen to the meeting and the opportunity to provide public comment verbally or in written format.

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

The regular meeting of the Cazadero CSD Board was called to order at 6:00PM on December 14, 2020. Director P. Barry led the Pledge of Allegiance. The following Directors were present: Nicholls, P. Barry, Canelis, M. Berry. Director Olson was absent. Newly appointed Director DeBeaune, Chief Krausmann, Assistant Chief Schanz, AA Kulczewski, and two members of the public were also present.

**2. Public Comment**

None.

**3. Agenda Adjustments**

Action Item 1 – Swearing in of newly appointed board members and Action Item 2 – Board Reformation were moved to before Director Reports.

Action Item 12 – Dennis Rosatti Presentation on prospective property tax was added.

**4. Director Reports**

None.

**5. Fire Chief’s Report/Staff Report**

Chief Krausmann reported that delivery of the new tender has been postponed to late December; the department reverted to remote trainings and meetings; a roster was sent to the County for Covid vaccinations; he has contacted several sources for templates for a Covid Protection Plan, will have them in 1-2 weeks; the Department is using brochures for recruitment; and the fuel pump has not yet been installed on engine 5266.

Chief Krausmann also gave the Call Report for November:

Nature of Call	Number of Calls
Mutual Aid	7
Hazardous Condition	2

**6. Consent Calendar Items**

On a motion by Director Nicholls, Seconded by Director Canelis, the Board moved to approve the Consent Calendar Items. VOTE: 5-0-0 by roll call:

Director	Vote
P. Barry	Aye
M. Berry	Aye
H. Canelis	Aye
D. DeBeaune	Aye
M. Nicholls	Aye

**7. Action Items**

a. **Swearing in of newly appointed board members** – Michael Nicholls and Daina Debeaune were sworn in as Board members.

b. **Board Reformation** – On a motion by Director Canelis, Seconded by Director Nicholls, the Board moved to nominate Directory Paul Berry as President, Director Maureen Berry as Vice President, and Director Daina DeBeaune as Secretary. VOTE: 5-0-0 by roll call:

Director	Vote
P. Barry	Aye
M. Berry	Aye
H. Canelis	Aye
D. DeBeaune	Aye
M. Nicholls	Aye

c. **Continue Proclamation of Resolution 20/21/-06 Local Emergency Due to the Walbridge Fire in the Cazadero Area** – After Board discussion, on a motion by Director M. Berry, Seconded by Director Canelis, the Board moved to continue the Proclamation. VOTE: 5-0-0 by roll call:

Director	Vote
P. Barry	Aye
M. Berry	Aye
H. Canelis	Aye
D. DeBeaune	Aye
M. Nicholls	Aye

d. **Motion authorizing the Board of Directors of the Cazadero CSD to execute for and on behalf of the Cazadero CSD, any actions provided by Flood Mitigation grants through the County of Sonoma** – After Board discussion, on a motion by Director Nicholls, Seconded by Director Canelis, the Board moved to formally approve acceptance, including any conditions or requirements, of Flood Mitigation Grant Funding for a Fire-station generator and for a direct fiber connection to Station 1. VOTE: 5-0-0 by roll call:

Director	Vote
P. Barry	Aye
M. Berry	Aye
H. Canelis	Aye
D. DeBeaune	Aye
M. Nicholls	Aye

e. **Consideration of Legal Counsel Appointment** – After Board discussion, item was tabled to January meeting.

f. **COVID-19 Prevention Program** – After Board discussion, item was tabled to January meeting.

- g. **Siren Property** – After Board discussion, the Board will have legal counsel draw up an easement for the property owner to sign and have it recorded.
- h. **Prop 68 Grant** – The Board discussed various ideas to submit for a grant proposal.
- i. **Station #1 Generator Replacement** – After Board discussion, item was tabled to January meeting.
- j. **Station 1 ADA Improvements** – After Board discussion, on a motion by Director Canelis, Seconded by Director M. Berry, the Board moved to accept \$30,000 station 1 ADA monies for the Cazadero Firefighters Association. They also directed AA Kulczewski to create a new account for these monies to track expenditures of them. VOTE: 5-0-0 by roll call:

Director	Vote
P. Barry	Aye
M. Berry	Aye
H. Canelis	Aye
D. DeBeaune	Aye
M. Nicholls	Aye

- k. **Surplus Tender** – After Board discussion, the consensus of the Board was to hold off until the new truck has been in use a few months before classifying the old tender as “surplus”.
- l. **Dennis Rosatti Presentation on prospective property tax** – Director Nicholls informed the Board that Cazadero will not get anything from the TOT measure in the March election. After an update from Mr. Rosatti and Board discussion, the consensus of the Board was to opt for the August election. Mr. Rosatti will give an updated timeline at the January meeting.

**8. Discussion Items**

- a. **Cazadero Firefighters Association** – No report.

**9. Committee Reports**

- a. **Consolidation 2020 Ad Hoc** – Director P. Barry reported the consolidation is currently stalemated by LAFCO.
- b. **Park 2020 Ad Hoc** – The committee is working on permitting and options for clearing brush. On continued Park closure, Director Nicholls commented that 60% of agencies at a meeting he attended are keeping their parks closed due to the financial impact of sanitation and monitoring due to Covid.

**10. Correspondence**

Correspondence referenced in the Board packet were reviewed.

**11. Financial Reports**

Bills totaling \$80,207.88 were presented for payment.

**12. Adjournment for Executive Session**

On a motion by Director M. Berry, Seconded by Director Nicholls, the Board moved to adjourn for the Executive Session at 8:00 PM. VOTE: 5/0/0 by roll call:

Director	Vote
P. Barry	Aye
M. Berry	Aye
H. Canelis	Aye
D. DeBeaune	Aye
M. Nicholls	Aye

**13. Adjournment**

On a motion by Director Nicholls, Seconded by Director M. Berry, the Board moved to adjourn the meeting at 8:51 PM. VOTE: 5/0/0 by roll call:

Director	Vote
P. Barry	Aye
M. Berry	Aye
H. Canelis	Aye
D. DeBeaune	Aye
M. Nicholls	Aye

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

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

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

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

\_\_\_\_\_  
Michael Nicholls

Date: \_\_\_\_\_

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

8:25 PM

01/07/2021

December 2020

Accrual Basis

					Dec 20	Jul - Dec 20	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
<b>10 · Tax Revenue</b>								
				1000 · Property Taxes-CY Secured	155,746.42	164,510.55	57.94%	283,950.00
				1011 · SB 2557 Prop Tax Admin	0.00	0.00	0.0%	-3,325.00
				1020 · Prop Tax-CY Supplemental	1,678.54	4,157.85	72.95%	5,700.00
				1040 · Prop Tax-CY Unsecured	8,522.06	8,797.25	117.3%	7,500.00
				1042 · Cost Reim-Coll DEL CY UNS	0.00	0.00	0.0%	-80.00
				1060 · Prop Tax-PY Secured	0.00	-4.50	7.5%	-60.00
				1080 · Supplemental Prop Tax-PY	0.00	-4.98	16.6%	-30.00
				1100 · Prop Taxes-PY Unsecured	0.00	143.49	95.66%	150.00
				<b>Total 10 · Tax Revenue</b>	<b>165,947.02</b>	<b>177,599.66</b>	<b>60.45%</b>	<b>293,805.00</b>
<b>17 · Use of Money/Property</b>								
				1700 · Interest on Pooled Cash	8.19	571.99	107.92%	530.00
				1702 · WestAmerica Bank	0.00	6.68	9.54%	70.00
				1703 · LAIF Interest	0.00	1,294.08	40.44%	3,200.00
				1704 · Comm First CU - Savings	0.85	5.04	100.0%	0.00
				1801 · Hall Use	0.00	0.00	0.0%	0.00
				<b>Total 17 · Use of Money/Property</b>	<b>9.04</b>	<b>1,877.79</b>	<b>49.42%</b>	<b>3,800.00</b>
<b>20 · Intergovernmental Revenues</b>								
				2080 · Fish & Game in lieu of Prop T	6.21	6.21		
				2440 · ST-HOPTR	246.78	1,101.78	62.96%	1,750.00
				2500 · State-Other Funding (ST)	0.00	0.00	0.0%	0.00
				<b>Total 20 · Intergovernmental Revenues</b>	<b>252.99</b>	<b>1,107.99</b>	<b>63.31%</b>	<b>1,750.00</b>
<b>40 · Miscellaneous Revenues</b>								
				4040 · Misc. Income				
				4040 A · Recruitment/Retention-Region 5	0.00	0.00	0.0%	0.00
				4040 · Misc. Income - Other	0.00	0.00	0.0%	0.00
				<b>Total 4040 · Misc. Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>
				4050 · State & Local Grants	0.00	0.00	0.0%	0.00
				4051 · Federal Grants	0.00	0.00	0.0%	0.00
				4102 · Donations	-1,000.00	0.00		
				4128 · Dispatch Fee Reimbursement	0.00	0.00	0.0%	0.00
				4210 · State of CA EDD Refund	0.00	0.00	0.0%	0.00
				<b>Total 40 · Miscellaneous Revenues</b>	<b>-1,000.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>
				<b>Total Income</b>	<b>165,209.05</b>	<b>180,585.44</b>	<b>60.33%</b>	<b>299,355.00</b>
				<b>Gross Profit</b>	<b>165,209.05</b>	<b>180,585.44</b>	<b>60.33%</b>	<b>299,355.00</b>
<b>Expense</b>								
<b>50 · Salaries/Employment Benefits</b>								
				5910 · Payroll Expenses	3,881.09	25,980.80	64.98%	39,986.00
				5911 · Firefighter C & D Reimbursement				
				Calls	4,280.00	4,280.00		
				Drills	3,020.00	3,020.00		
				Strike Team	3,522.48	61,220.04		
				5911 · Firefighter C & D Reimbursement - Other	0.00	0.00	0.0%	33,000.00
				<b>Total 5911 · Firefighter C &amp; D Reimbursement</b>	<b>10,822.48</b>	<b>68,520.04</b>	<b>207.64%</b>	<b>33,000.00</b>



	Dec 20	Jul - Dec 20	% of Budget	Annual Budget
5940 · Wrkmn Comp	0.00	8,606.00	86.06%	10,000.00
<b>Total 50 · Salaries/Employment Benefits</b>	<b>14,703.57</b>	<b>103,106.84</b>	<b>124.25%</b>	<b>82,986.00</b>
<b>60 · Services/Supplies</b>				
6015 · Annex/Consolidation/Parcel Tax	0.00	0.00	0.0%	0.00
6021 · Clothing, Uniform, Personal	0.00	0.00	0.0%	1,300.00
6022 · Safety Clothing	0.00	344.95	2.88%	12,000.00
<b>6040 · Communications</b>				
Station 1 Emergency Phones	233.95	1,227.10	120.3%	1,020.00
Stn 1 Internet	168.39	1,010.36	53.54%	1,887.00
Stn 1 Telephone	222.59	1,363.25	52.41%	2,601.00
Stn 2 Internet	114.58	687.50	55.0%	1,250.00
Stn 2 Telephone	63.37	382.65	39.09%	979.00
6040 · Communications - Other	0.00	0.00	0.0%	0.00
<b>Total 6040 · Communications</b>	<b>802.88</b>	<b>4,670.86</b>	<b>60.37%</b>	<b>7,737.00</b>
6060 · Food	0.00	0.00	0.0%	500.00
6080 · Household Supplies	0.00	0.00	0.0%	500.00
6100 · Insurance	2,065.50	4,131.00	14.54%	28,420.00
6140 · Equipment	0.00	4,834.38	62.78%	7,700.00
6149 · Maintenance-Radio/Pagers	17,639.34	17,873.34	154.08%	11,600.00
<b>6180 · Maintenance-Bldg &amp; Imp.</b>				
Station 1	0.00	208.75	3.21%	6,500.00
Station 2	0.00	0.00	0.0%	500.00
Parks Maintenance-Playground	0.00	0.00	0.0%	2,500.00
Bi-Annual Gen Load Test	0.00	0.00	0.0%	1,000.00
Brush Removal	0.00	0.00	0.0%	0.00
6180 · Maintenance-Bldg & Imp. - Other	0.00	0.00	0.0%	0.00
<b>Total 6180 · Maintenance-Bldg &amp; Imp.</b>	<b>0.00</b>	<b>208.75</b>	<b>1.99%</b>	<b>10,500.00</b>
6261 · Medical Equip	70.50	895.30	29.84%	3,000.00
6280 · Memberships/Certs	0.00	400.00	40.0%	1,000.00
6400 · Office expense	299.49	1,330.47	66.52%	2,000.00
6405 · Office Equip & Furnishings	0.00	0.00	0.0%	1,000.00
6410 · Mail and Postage Supplies	0.00	0.00	0.0%	300.00
6457 · Computer Chrgrs-Firehouse Softwa	0.00	99.98	2.86%	3,500.00
6461 · Supplies/Expenses (Maintenance)	0.00	0.00	0.0%	0.00
6462 · COVID-19 Expenses	0.00	265.97	100.0%	0.00
6500 · Other Professional Svcs	0.00	0.00	0.0%	2,500.00
6510 · Recruitment/Retention	0.00	0.00	0.0%	1,000.00
6526 · REDCOM	0.00	0.00	0.0%	0.00
6587 · LAFCO	0.00	614.00	100.0%	614.00
6610 · Legal	210.00	1,650.00	20.63%	8,000.00
6630 · Audit	0.00	0.00	0.0%	5,300.00
6634 · Bank Fees	0.00	40.20	100.0%	0.00
6654 · Medical Exam	0.00	0.00	0.0%	3,000.00
6800 · Publications and Legal Notices	0.00	260.00	104.0%	250.00
6820 · Rents and Leases - Equipment	0.00	0.00	0.0%	0.00
6880 · Minor Equipment/Sm Tools	0.00	1,399.00	46.63%	3,000.00
6881 · Safety Equip	0.00	369.84	4.93%	7,500.00
6883 · Fire Equip & Testing	0.00	1,567.53	39.19%	4,000.00
7051 · Refunds	0.00	0.00	0.0%	0.00



## Cazadero Community Services District

## Account Balances

As of December 31, 2020

01/07/21

Accrual Basis

	<u>Dec 31, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1-Community First CU -Checking	459,115.93
2-Community First CU -Savings	10,012.79
1-Westam Check	13,005.85
L. A. I. F.	
Equipment Acct	34,650.00
Park Development	8,300.00
L. A. I. F. - Other	<u>182,232.33</u>
Total L. A. I. F.	<u>225,182.33</u>
Total Checking/Savings	<u>707,316.90</u>
Total Current Assets	<u>707,316.90</u>
<b>TOTAL ASSETS</b>	<b><u>707,316.90</u></b>
<b>LIABILITIES &amp; EQUITY</b>	<b>0.00</b>

**Cazadero Community Services District**  
**Reconciliation Summary**  
**Bank of America Credit Card, Period Ending 12/27/2020**

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	<u>Dec 27, 20</u>
Beginning Balance	114.99
Cleared Transactions	
Charges and Cash Advances - 2 items	-114.99
Payments and Credits - 1 item	114.99
Total Cleared Transactions	<u>0.00</u>
Cleared Balance	<u><u>114.99</u></u>
Register Balance as of 12/27/2020	114.99
Ending Balance	114.99

**Cazadero Community Services District  
Reconciliation Detail  
Bank of America Credit Card, Period Ending 12/27/2020**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						114.99
<b>Cleared Transactions</b>						
<b>Charges and Cash Advances - 2 items</b>						
Credit Card Charge	12/06/2020	INV55...	Zoom Video Commu...	X	-14.99	-14.99
Credit Card Charge	12/16/2020	108302	Digital Deployment	X	-100.00	-114.99
Total Charges and Cash Advances					-114.99	-114.99
<b>Payments and Credits - 1 item</b>						
Bill	11/27/2020	10/28-...	Bank of America Bu...	X	114.99	114.99
Total Cleared Transactions					0.00	0.00
Cleared Balance					0.00	114.99
Register Balance as of 12/27/2020					0.00	114.99
<b>Ending Balance</b>					<b>0.00</b>	<b>114.99</b>

**Cazadero Community Services District**  
**Reconciliation Summary**  
**2-Community First CU -Savings, Period Ending 12/31/2020**

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	Dec 31, 20
Beginning Balance	10,011.94
Cleared Transactions	
Deposits and Credits - 1 item	0.85
Total Cleared Transactions	0.85
Cleared Balance	10,012.79
Register Balance as of 12/31/2020	10,012.79
Ending Balance	10,012.79

**Cazadero Community Services District**  
**Reconciliation Detail**  
**2-Community First CU -Savings, Period Ending 12/31/2020**

<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>						10,011.94
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	12/31/2020			X	0.85	0.85
<b>Total Deposits and Credits</b>					0.85	0.85
<b>Total Cleared Transactions</b>					0.85	0.85
Cleared Balance					0.85	10,012.79
Register Balance as of 12/31/2020					0.85	10,012.79
<b>Ending Balance</b>					<b>0.85</b>	<b>10,012.79</b>

**Cazadero Community Services District**  
**Reconciliation Summary**  
**1-Community First CU -Checking, Period Ending 12/31/2020**

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	Dec 31, 20	
Beginning Balance		314,071.87
Cleared Transactions		
Checks and Payments - 38 items	-18,442.49	
Deposits and Credits - 3 items	166,491.54	
Total Cleared Transactions	148,049.05	
Cleared Balance		462,120.92
Uncleared Transactions		
Checks and Payments - 8 items	-3,004.99	
Total Uncleared Transactions	-3,004.99	
Register Balance as of 12/31/2020		459,115.93
New Transactions		
Checks and Payments - 2 items	-20,726.20	
Total New Transactions	-20,726.20	
Ending Balance		438,389.73



## Cazadero Community Services District Reconciliation Detail

1-Community First CU -Checking, Period Ending 12/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						314,071.87
<b>Cleared Transactions</b>						
<b>Checks and Payments - 38 items</b>						
Bill Pmt -Check	07/13/2020	9566	Fire Engineering	X	-76.00	-76.00
Bill Pmt -Check	11/09/2020	9627	Marin Sonoma Mosq...	X	-63.59	-139.59
Paycheck	11/14/2020	9640	Decarly {Strike Tea...	X	-1,879.52	-2,019.11
Paycheck	12/01/2020	9666	Simmons, Matthew D.	X	-2,870.27	-4,889.38
Paycheck	12/01/2020	9690	Schanz, Eric E.	X	-1,500.66	-6,390.04
Paycheck	12/01/2020	9686	Loewen, Thomas	X	-1,071.26	-7,461.30
Paycheck	12/01/2020	9680	Barrio, Gabriel	X	-1,051.14	-8,512.44
Paycheck	12/01/2020	9669	Kulczewski, Sharon	X	-699.04	-9,211.48
Paycheck	12/01/2020	9668	Dewart, Alan	X	-461.75	-9,673.23
Paycheck	12/01/2020	9667	Caplan, Nancy K.	X	-415.58	-10,088.81
Paycheck	12/01/2020	9684	King {volunteer}, Joel	X	-311.99	-10,400.80
Paycheck	12/01/2020	9687	Miller {volunteer}, R...	X	-258.58	-10,659.38
Paycheck	12/01/2020	9689	Rebentisch, Delton	X	-240.11	-10,899.49
Paycheck	12/01/2020	9688	Olson {Strike Team}...	X	-184.70	-11,084.19
Paycheck	12/01/2020	9685	Krausmann {volunte...	X	-166.23	-11,250.42
Bill Pmt -Check	12/01/2020	EFT	Comcast	X	-114.58	-11,365.00
Bill Pmt -Check	12/03/2020	EFT	P. G. & E.	X	-306.13	-11,671.13
Bill Pmt -Check	12/03/2020	EFT	P. G. & E.	X	-95.04	-11,766.17
Bill Pmt -Check	12/07/2020	EFT	P. G. & E.	X	-392.85	-12,159.02
Bill Pmt -Check	12/10/2020	EFT	Frontier Communica...	X	-232.68	-12,391.70
Bill Pmt -Check	12/10/2020	EFT	Frontier Communica...	X	-219.89	-12,611.59
Bill Pmt -Check	12/10/2020	EFT	Frontier Communica...	X	-65.83	-12,677.42
Bill Pmt -Check	12/14/2020	9671	CAPRI	X	-2,065.50	-14,742.92
Bill Pmt -Check	12/14/2020	9677	Mehls Electric Inc.	X	-548.15	-15,291.07
Bill Pmt -Check	12/14/2020	9675	Heiman Fire Equipm...	X	-504.08	-15,795.15
Bill Pmt -Check	12/14/2020	9676	Life-Assist, Inc	X	-476.30	-16,271.45
Bill Pmt -Check	12/14/2020	9673	Christian Ottolini	X	-375.00	-16,646.45
Bill Pmt -Check	12/14/2020	9692	Summit Engineering...	X	-283.75	-16,930.20
Paycheck	12/14/2020	9695	Dewart, Alan	X	-230.87	-17,161.07
Paycheck	12/14/2020	9697	Kulczewski, Sharon	X	-230.87	-17,391.94
Paycheck	12/14/2020	9694	Caplan, Nancy K.	X	-230.87	-17,622.81
Bill Pmt -Check	12/14/2020	9678	Merrill, Arnone & Jo...	X	-210.00	-17,832.81
Bill Pmt -Check	12/14/2020	9670	Bank of America Bu...	X	-114.99	-17,947.80
Bill Pmt -Check	12/14/2020	9672	Cazadero Supply	X	-97.37	-18,045.17
Bill Pmt -Check	12/14/2020	9674	Complete Welders S...	X	-68.50	-18,113.67
Bill Pmt -Check	12/15/2020	EFT	Recology Sonoma ...	X	-45.85	-18,159.52
Bill Pmt -Check	12/16/2020	EFT	Comcast	X	-168.39	-18,327.91
Bill Pmt -Check	12/28/2020	EFT	Comcast	X	-114.58	-18,442.49
<b>Total Checks and Payments</b>					<b>-18,442.49</b>	<b>-18,442.49</b>
<b>Deposits and Credits - 3 items</b>						
Deposit	12/09/2020			X	283.34	283.34
Liability Check	12/10/2020	E-pay	EFTPS	X	0.00	283.34
Deposit	12/21/2020			X	166,208.20	166,491.54
<b>Total Deposits and Credits</b>					<b>166,491.54</b>	<b>166,491.54</b>
<b>Total Cleared Transactions</b>					<b>148,049.05</b>	<b>148,049.05</b>
<b>Cleared Balance</b>					<b>148,049.05</b>	<b>462,120.92</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 8 items</b>						
Paycheck	12/01/2020	9683	Horn {volunteer}, Brit		-554.10	-554.10
Paycheck	12/01/2020	9682	Decarly {Strike Tea...		-493.16	-1,047.26
Paycheck	12/01/2020	9681	Berry {volunteer}, D...		-387.87	-1,435.13
Paycheck	12/01/2020	9691	Stokes, Michael D.		-73.88	-1,509.01
Check	12/14/2020	9693	Cazadero Volunteer ...		-1,000.00	-2,509.01
Paycheck	12/14/2020	9696	Krausmann, Steven M		-180.87	-2,689.88

### Cazadero Community Services District Reconciliation Detail

#### 1-Community First CU -Checking, Period Ending 12/31/2020

Type	Date	Num	Name	Cir	Amount	Balance
Bill Pmt -Check	12/14/2020	9679	NSCAPCD		-75.00	-2,764.88
Paycheck	12/31/2020	9698	Alvarez, Delena E		-240.11	-3,004.99
Total Checks and Payments					-3,004.99	-3,004.99
Total Uncleared Transactions					-3,004.99	-3,004.99
Register Balance as of 12/31/2020					145,044.06	459,115.93
<b>New Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Liability Check	01/03/2021	E-pay	EFTPS		-18,099.06	-18,099.06
Liability Check	01/03/2021	E-pay	EFTPS		-2,627.14	-20,726.20
Total Checks and Payments					-20,726.20	-20,726.20
Total New Transactions					-20,726.20	-20,726.20
<b>Ending Balance</b>					<b>124,317.86</b>	<b>438,389.73</b>

**Cazadero Community Services District**  
**Deposit Detail**  
**December 2020**

Type	Date	Name	Account	Amount
Deposit	12/09/2020		1-Community First CU -Checking	283.34
		WestAmerica Bank	1-Westam Check	-283.34
TOTAL				-283.34
Deposit	12/21/2020		1-Community First CU -Checking	166,208.20
		County of Sonoma T...	1000 · Property Taxes-CY Secured	0.03
			1000 · Property Taxes-CY Secured	-155,746.45
			1040 · Prop Tax-CY Unsecured	-8,522.06
			1020 · Prop Tax-CY Supplemental	-430.89
			1020 · Prop Tax-CY Supplemental	-445.92
			1020 · Prop Tax-CY Supplemental	-213.12
			1020 · Prop Tax-CY Supplemental	-588.61
			2080 · Fish & Game in lieu of Prop T	-6.21
			2440 · ST-HOPTR	-243.56
			2440 · ST-HOPTR	-3.22
			1700 · Interest on Pooled Cash	-8.19
TOTAL				-166,208.20
Deposit	12/31/2020		2-Community First CU -Savings	0.85
			1704 · Comm First CU - Savings	-0.85
TOTAL				-0.85

**Cazadero Community Services District**  
**Reconciliation Summary**  
L. A. I. F., Period Ending 12/31/2020

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	<u>Dec 31, 20</u>
Beginning Balance	225,182.33
Cleared Balance	225,182.33
Register Balance as of 12/31/2020	225,182.33
Ending Balance	225,182.33

**Cazadero Community Services District**  
**Reconciliation Detail**  
**L. A. I. F., Period Ending 12/31/2020**

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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						225,182.33
Cleared Balance						225,182.33
Register Balance as of 12/31/2020						225,182.33
Ending Balance						<u>225,182.33</u>

# **ACTION ITEMS**



**Cazadero Community Services District**  
**Rosatti Consulting- Public Affairs Proposal/Agreement**

Public Affairs Consulting for Cazadero Community Services District  
Timeline: Starting November 2020 through September 2021.

**EXECUTIVE SUMMARY:**

The struggle of rural public fire districts is not unique to Cazadero or Sonoma County. The desire of the Cazadero Community Services District to explore ways to increase revenues through local funding support at the ballot box has become common in West Sonoma County in recent years: many neighboring fire districts within the region have dedicated funding streams proposed and passed by voters. Finding new sources of funding to enable staffing in Cazadero is critical to the success of any future operations, and may be valuable in cooperation agreements with neighboring districts, upgrading of aging equipment and infrastructure, and to reduce response times to emergency and fire calls.

Rosatti Consulting will work with the Board of the Cazadero Community Services District (CCSD) and their assigned project team to build public awareness and support for continued operation of the CCSD. Rosatti Consulting will advise on promoting a positive image in the community for the District, will guide public outreach events and engagement of stakeholders, and will help chart a pathway toward a funding measure that works. Rosatti Consulting will also work with the District to build support in the local business, non-profit, community leaders, civic groups and the general public.

**PUBLIC AFFAIRS PROGRAM**

The methodology we will to use for the public affairs program is a two step approach:

- 1) Research and Listening- November 2020-February 2021
- 2) Active Public Engagement and Possible Ballot Measure Process – March 2021-August 2021

**Research and Listening-** I will learn as much as possible about the district and the challenges it faces. We will develop a list of potential options to be evaluated by the District leadership, stakeholders and public. We will develop a survey tool to use when talking to stakeholders. We will begin to meet with stakeholders to determine level of public support and issues that may exist. We will analyze neighboring districts and their funding measures/options, and we will develop a set of polling questions and analyze those results. We will seek legal advice regarding our various options.

**Active Public Engagement-** We will continue to meet with stakeholders. We will directly engage the public, through direct mail and in-person community meetings. We will ensure our communication tools (website, social media) are updated with good information for the public. We will mail most households in the Cazadero Community Services District, to inform them of our progress, and invite them to community forum(s). We will develop a public presentation to be used for conveying our options and

**Denny Rosatti • 707.495.9735 • drosatti@yahoo.com**  
1142 Village Way, Sebastopol, California 95472

opportunities. We will host community meetings (could be regular District Board Meetings, or special meetings) to discuss options and the future of the District.

\*For the purposes of this proposal, I am assuming an August 2021 Election, as was discussed by the District Board in December 2020.

## TIMELINE

The timeline below is a general schedule of tasks and events. Some dates, such as election due dates, are not moveable, while others, such as community meetings may be. The tasks below will be driven by the Consultant, but will require Board and District involvement to carry out- especially stakeholder engagement, PowerPoint/presentation creation, and web based communication tools updating.

### NOVEMBER 2020-FEBRUARY 2021

- Meet with Cazadero District Board/Staff to learn everything about the District, the network it operates and participates in, and identify what unique features and benefits the District provides.
- Establish list of options for the District to solicit input from the public
- Begin creating a straightforward messaging to articulate the District options to stakeholders
- Identify stakeholders that need to be included in outreach efforts.
- Establish schedule for meetings with friendly elected officials and stakeholders.
- Review District communications (web, social media, written, etc) and chart recommendations for any needed improvements
- Draft interview questions and tracking tools to be used in one-on-ones for stakeholder outreach.
- Engage an attorney for the District on Elections and Funding options. Investigate all legal questions and answers, and begin comparing against public input and sentiment.

### FEBRUARY 2021

- Create messaging and prepare documents articulating the District options to stakeholders.
- Work with a pollster and the Board to create a baseline survey to test options and voter sentiment toward the district and possible funding options.
- Evaluate existing District collateral materials, website, social media presence and other communication tools to determine reach into the community and effectiveness of current communication systems; implement enhancements as needed (from December task also)
- Plan and schedule a community meeting for April/May (Cazadero).
- Work with district staff to create a presentation/Powerpoint for community meetings (if desired)
- Begin targeted direct mail piece #1 production, with invitation to May community event and survey tool.

### MARCH 2021

- Poll(s) goes into the field in early/mid month.
- Analyze poll results.
- Update website with current information, reflective of polling information.
- Produce outreach materials to educate community members needing more information, including collaterals, email newsletter, survey tool and social media outreach.



- Produce and script video for public education efforts.
- Meet with top-tier elected officials, stakeholders and opinion-makers to learn their thoughts on potential future changes at the District.
- Expand meetings with targeted elected officials and priority stakeholders.
- Direct Mail #1 to the target population, with invite to community meeting #1 and survey tool
- Host community meeting #1 (end month) via Zoom/Web.

#### APRIL 2021

- Cazadero Community Services District has the first reading of ordinance for a Ballot Measure at April 13<sup>th</sup> meeting (If August 2021 Election date is decided)
- Develop FAQ document for district distribution, factual information for residents.
- Complete last meetings with priority local leaders and stakeholders.
- Finalize and present assessment brief for project leadership.
- Test final proposed solution with district residents in tracking poll (optional)
- Continue to meet with stakeholders and possible house meetings

#### MAY 2021

- Public meeting (Special Meeting of the Board of Directors) to place measure on the ballot (no later than June 4<sup>th</sup>)
- Begin targeted direct mail #2 production- factual literature on proposed mailer
- Continue to meet with stakeholders and house meetings

#### JUNE 2021

- Possible public appearances to provide educational and factual presentation on the possible measure and its merits
- Continue to talk with stakeholders and presentation to any groups/organizations of interest
- Mail 2<sup>nd</sup> Direct Mail piece

#### JULY 2021

- Summary report to District Board with final recommendations
- Election Voting begins as early as July (ballots mailed via County Registrar to all Voters in the District)

#### AUGUST 2021

- August 31<sup>st</sup>, Election Day
- Consultant makes final recommendations to District; wraps up any lingering activities in the public affairs plan

#### SEPTEMBER 2021

- Election results certified by ~September 27<sup>th</sup>

## BUDGET

Below is a schedule of costs based on the Timeline above. For the consulting portion of the budget, this includes limited meetings with elected officials and top-tier stakeholders, a public meeting, then integrating that feedback into a direct mail and web strategy in a three to six month period.

Recognizing the timeline, I am estimating a monthly expenditure based on my best estimate of work that needs to be done in the project. The first couple months have a higher fee, as I anticipate spending more time on the front end creating and implementing the plan, and pushing the public outreach portion of the project forward. My consulting rate of \$150/hour, discounted from my regular government rate of \$175/hour, will be tracked and logged each month against the necessary project tasks, and invoiced at the beginning of the following month. The direct mail pieces will be sent out in the 2021 portion of the project, and Rosatti Consulting will invoice the district for payment up front to ensure timeline delivery of services.

The budget is my best estimate at this time and is subject to change depending on what we discover through research and polling. For planning purposes right now, we are assuming that we will go to the ballot in August of 2021.

## Schedule of Costs

### Personnel Costs- Rosatti Consulting Fee

Month	Expense Item	Approximate Date/Units	Total Cost: August Ballot
January	Consulting Fee	\$150/hour	\$4,000
February	“	“	\$4,000
March	“	“	\$4,000
April	“	“	\$3,000
May	“	“	\$2,000
June	“	“	\$1,000
July	“	“	\$0.00
August	“	“	\$0.00
<b>Total</b>			<b>\$18,000</b>

### Itemized Public Affairs Estimated Costs

Frequency/Month	Expense Item	Approximate Date/Units	Total Cost: Ballot Measure
March	Polling- Live survey (x3) to 75-100 respondents. We	Professional Public	

	poll in full voter universe segments, 3 times, to ensure qualified results (due to small size of voter universe). We also check results against paper cards we use for field/online survey.	Information Survey	\$8,000
February-April	Printing/Design of collateral materials		\$1,500
March	Community Meetings- (paying for web convergence, event expenses, etc.)		\$500
March	Direct Mail #1- Design= \$1,200 Printing= \$900 Mailhouse= \$221 Postage= \$259 Stock Photos= \$300		\$2,880
January-August	Legal Support- Ballot measure preparation	ongoing	\$5,000
May-June	Direct Mail #2- Same costs as above, sans stock photos		\$2,880
March/April	Video services- 1 longer video, 3 shorts		\$2,000
		<b>Total Public Affairs Items Cost:</b>	<b>\$22,760*</b>
		<b>Total Budget:</b>	<b>\$40,760.00</b>

*\*Range of expenses here is to cover general landscape of what I believe is needed to succeed, based on field experience in similar districts and content matter.*

*\*\*Costs here do not include the campaign to pass a proposed ballot measure, which the District cannot officially fund. These ballot measure campaigns are typically in the \$12-15K range for a district this size (Monte Rio Fire campaign was in this range).*

## PERSONNEL AND QUALIFICATIONS

### Dennis Rosatti

Dennis “Denny” Rosatti, as General Project Consultant, will be primarily responsible for planning and implementing:

- Government relations
- Media relations
- Survey utilization and interpretation
- Community outreach and education

In my role as the Lead Consultant, I will work with Cazadero Community Services project team members to deliver the plan described in the timeline above.

I bring 15 years of success working in the Sonoma County community with a range of stakeholders, organizations and coalitions on a broad spectrum of issues. Since starting my own consulting firm, I have worked with numerous clients to bring project management, public affairs and outreach support, and grassroots organizing to the heart of their projects. I have helped build community support and establish brand and name identification through strong messaging targeted to decision makers, voters, and the general public. I have a strong history of delivering results, and do not shy away from challenging projects that I feel passionate about. I have a proven ability to work with a range of people, and work hard to keep a strong esprit-de-corps among clients, team members, volunteers and the community.

My past clients have included businesses, ballot measure campaigns, and numerous candidates for public office. Successful campaigns and projects include:

- Yes on Measure C- Occidental Community Services District Parcel Tax
- Yes on Measure E- Gold Ridge Fire Protection District Parcel Tax
- Yes on Measure F- Graton Fire Protection District Parcel Tax
- Monte Rio Fire Protection District- Public Affairs (1 year prior to Measure U)
- Yes on Measure U- Monte Rio Fire District Parcel Tax
- Yes on Measure K- Community Separators Renewal 2016 (Earned 81.4% support from voters)
- Maggie Fishman and Dorothy Battenfeld for Santa Rosa Junior College Board
- Jenni Klose and Ed Sheffield for Santa Rosa City School Board
- Kellie Noe for West Sonoma County High School Board- 2006, 2010, 2014, 2018
- Susan Gorin for County Supervisor (2012, 2016)
- Sonoma County Regional Parks, Public Affairs (2017-2018)
- Yes on Measure M- Parks Funding Sales Tax Measure (2018)

As the former executive director of Sonoma County Conservation Action, I had the opportunity to work on hundreds of environmental and community issues in Sonoma County. I have been involved in all aspects of campaigns from endorsements and earned media efforts, to message creation and get-out-the-vote efforts on Election Day. Also while working at Conservation Action, I ran the business, policy, development and fundraising, human resources, and public affairs departments in varying capacities of that non-profit for 14 years. I served on the Harmony Union School Board for six years in Occidental, CA, and was Board President for one year, which gives me a uncommon reference for what it's like to sit in an elected position and be accountable to the voting public and constituencies that are served. I served on the Sonoma County Fish and Wildlife Commission as a Commissioner for the 5th District for two years, as well as several special commissions for the County of Sonoma and City of Santa Rosa, and have a keen sense for how the County of Sonoma government operates.

My current client list includes Jackson Family Wines (public affairs), American Medical Response (public affairs), and several candidates for public office in various Sonoma County cities and jurisdictions. I am on the Advisory Board of the Sonoma County Growers Alliance, Preserve Rural Sonoma County, and volunteer with the Twin Hills/Apple Blossom Education Foundation.

### **Rosatti Consulting Fees and Term of Contract:**

I will bill against my hourly fee and submit invoices in the subsequent monthly for payment. I will work to stay within the allotted hours in the proposal and contract.

Hours are logged and billed against the monthly retainer. Hours logged in excess of the monthly retainer will be billed in the consecutive following month. Open regular hourly fee is \$150/hour.

Payments for amounts due will be set on the 10<sup>th</sup> day of the month. Contract to begin upon signing or email communication from the Client authorizing this proposal, payment of the retainer, and will then proceed until either party cancels the contract with 15 days written notice to the other party.

Additional costs for expenses incurred in the course of the project efforts will be reimbursed. Expenses for travel, meals, additional professional services, and other expenses are passed to the Client at cost plus a 10% administration fee. Rosatti Consulting will not incur any additional expenditure over \$250 without written authorization from the Client. Mileage is charged to the Client at the approved IRS mileage reimbursement rate. Such expenses are due at the following invoice payment period.

Schedule for payment of Rosatti Consulting services:

January 10, 2020-	\$4,000
February 10, 2021-	\$4,000
March 10, 2021-	\$4,000
April 10, 2021-	\$3,000
May 10, 2021-	\$2,000
June 10, 2021-	\$1,000
July 10, 2021-	\$0.00

August 10, 2021- \$0.00

**Addendum A: EXECUTION OF AGREEMENT FOR SERVICES:**

Agreement between Dennis Rosatti of Rosatti Consulting, or RC, the consultant, with offices located at 1142 Village Way, Sebastopol, CA 95472, and Cazadero Community Services District, or Client, located at 5980, Cazadero Highway, Cazadero, CA.

The primary purpose of this Agreement is to secure the services of RC to assist Client under the terms set in the proposal above. The term of service will begin on October 10<sup>th</sup>, 2020 and terminate at the discretion of the signed parties, as spelled out in the terms of the proposal above.

The payments schedule will be as follows, under an hourly rate of \$150/hour, as spelled out in the proposal for services:

January 10, 2020-	\$4,000
February 10, 2021-	\$4,000
March 10, 2021-	\$4,000
April 10, 2021-	\$3,000
May 10, 2021-	\$2,000
June 10, 2021-	\$1,000
July 10, 2021-	\$0.00
August 10, 2021-	\$0.00

**Prepayment of Expenses**

If prepayment is required by a vendor (as is customary for services including but not limited to printing, postage, mailing services and purchase of voter lists), Client will be responsible to make advance payment to RC or vendor.

The direct mail pieces are proposed to be sent out in the 2021 portion of the project. Client needs to be prepared to pay for those expenses quickly as they arrive, as many vendors will not carry postage and printing expenses beyond a few days.

**Client Responsibility**

Client agrees to provide RC all the information and support necessary for it to complete its responsibilities as outlined in this agreement.

**Independent Contractor Status**

Both Client and RC agree that RC will act as an independent contractor in the performance of duties under this Agreement. Accordingly, RC shall be responsible for payment of all taxes, including Federal, State and local taxes arising out of its activities, including but not limited to Federal and State income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fee as required.

RC may, at its own expense, use any employees or subcontractors, as it deems necessary to perform the services required of it by this agreement. Client may not control, direct or supervise Contractor's employees or subcontractors in the performance of those services.

The Client will not provide office space or standard tools of the trade to RC at any time during the term of this agreement.

**Confidentiality**

RC agrees that it will treat any information received from the Client during the performance of this Agreement, which is not already publically available, in full confidence. RC agrees to take all reasonable precautions to prevent any unauthorized disclosure of any confidential information, and to protect the Client’s confidential information with the same diligence that RC takes to protect its own confidential information.

All information obtained by RC in the performance of services will not be used for the benefit of RC, or disclosed to any third party, except as may be necessary in order to perform services pursuant to this agreement.

This clause shall survive termination of this Agreement, regardless of the reason for termination.

**Promotional Materials and Publicity**

Client agrees that RC shall have the right to use the Client’s name and the Logo on its web site and in promotional materials that may be produced to secure future business by RC.

This clause shall survive termination of this Agreement, regardless of the reason for termination.

**Termination of Contract**

Either Client or RC may terminate this Agreement in writing by providing 15-days written notice. In such case, if services have been provided by RC in advance of payment, Client agrees to pay RC the due amount at termination of this agreement. If Client has made payment to RC in advanced of services being provided by RC, RC agrees to reimburse Client accordingly.

**General Terms & Conditions**

This Agreement shall not be assigned by either party without prior written approval.

This Agreement constitutes the entire agreement between the parties. Any prior agreements, promises, negotiations or representations not expressly set forth in this contract are of no force or effect. Any changes to this Agreement shall be in writing and signed by both parties.

If any part of this contract is deemed to be invalid by any court or arbitration, that part will become null and void. The balance will continue to have full force and effect.

This agreement is to be interpreted based on the laws of the State of California.

**Acceptance**

Both parties accept the terms and conditions of this agreement.

\_\_\_\_\_  
REPRESENTATIVE  
CAZADERO COMMUNITY SERVICES DISTRICT

\_\_\_\_\_  
DENNIS ROSATTI, PRINCIPAL  
ROSATTI CONSULTING

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

December 9, 2020

**VIA FIRST CLASS U.S. MAIL & EMAIL**

Cazadero Community Services District  
Michael Nicholls  
P.O. Box 508  
Cazadero, CA 95421-0508  
[nichollsncaz@gmail.com](mailto:nichollsncaz@gmail.com)

Re: Cazadero Community Services District Matter  
Public Entity: Matter ID 4131-9997

Dear Mr. Nicholls:

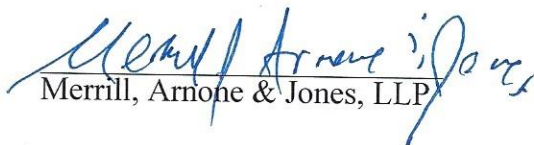
On December 31, 2020, Bill Adams will be leaving our firm to become Of Counsel to the Law Firm of Johnston Thomas in Santa Rosa, California.

Inasmuch as Bill Adams worked on your matter, we wanted to inform you that you have the right to choose who you will continue to work with. Your file can remain with the firm, or you may elect to have the file transferred to the new firm with Bill Adams in his new capacity or you can choose to retain an entirely new lawyer or law firm. You do not need to do anything if your choice is to have Merrill, Arnone & Jones continue to represent you and have your file remain here. We will need written directions if you decide to have your file transferred to a new firm or to Mr. Adams.

If you wish to have Bill Adams or a new lawyer continue to represent you, you will still be responsible for paying your outstanding account with Merrill, Arnone & Jones for fees and costs for services already provided by the firm. Any retained or unspent fees or costs currently held by the firm will be promptly returned or transferred to Bill Adams or new lawyer as you designate.

Please advise Merrill, Arnone & Jones, of your decision so that continuity in your representation is assured. You do not need to do anything if you will be remaining with the Firm. However, you may do otherwise by indicating your choice to have the file and matter moved below and returning a signed and dated copy of the below form by regular mail or by email to our office administrator, Paula Johnson, at [pjohnson@majlaw.com](mailto:pjohnson@majlaw.com). Please retain the additional copy of this designation letter for your records.

Yours truly,

  
Merrill, Arnone & Jones, LLP

  
Bill Adams

LAW OFFICES

3554 ROUND BARN BLVD., STE. 303  
SANTA ROSA, CA 95403  
(707) 528-2882 • FAX (707) 528-6015

E-mail: [firm@majlaw.com](mailto:firm@majlaw.com) • Website: [majlaw.com](http://majlaw.com)



Instructions:

- I wish my file to be transferred to Bill Adams. Please send my file to Bill Adams at the Law Firm of Johnston Thomas, 1400 N. Dutton Avenue, Suite 21, Santa Rosa, CA 95401. For banking instructions, you may contact Bill Adams at (707) 545-6542 or [wadams@johnstonthomas.com](mailto:wadams@johnstonthomas.com).
- I will retain new counsel and will have them contact Merrill, Arnone & Jones, LLP.

\_\_\_\_\_  
Client's Printed Name

\_\_\_\_\_  
Client's Signature

December \_\_\_\_, 2020

# CAZADERO COMMUNITY SERVICES DISTRICT – FIRE

PO Box 508  
Cazadero, CA 95421

## COVID-19 Prevention Program ("CPP")

**Purpose:** California OSHA has adopted emergency regulations regarding COVID-19 that must be documented in a CPP.

### Components

#### **A. Communications**

1. Members are informed of COVID-19 related items through existing communication channels – station posters, email, text, GroupMe, and weekly updates (in-person and via email).
2. Primary symptoms include fever, cough, fatigue, or shortness of breath.
3. A potential exposure is considered interaction with an infected person for more than 15 minutes, within 6 feet, without wearing masks, and within 48 hours of the date/time that person received a test that subsequently was positive for COVID-19.
4. Potential hazards include respiratory distress that causes difficulty breathing.
5. Any member testing positive who cannot self-isolate on their own shall notify the Fire Chief, who will plan with County Public Health Staff for temporary accommodations
6. Any member who believes they have been exposed or has developed symptoms shall notify the Fire Chief and provide a brief description of the circumstances. The Fire Chief shall contact the EMS Duty Officer and arrange for a rapid COVID-19 test.

#### **B. Identification and Evaluation**

1. All members shall check their temperatures upon entering the fire station. Anyone on duty for 24 hours or longer shall test at least twice each day (e.g., morning, evening). If the temperature reading is 100.0° or higher, the member shall immediately leave the station and notify the Fire Chief.
2. When a member presents with associated symptoms, the Fire Chief shall work with the EMS Duty Officer and County Public Health staff to determine the necessary steps based on current County Health Officer guidelines.
3. The Fire Chief, or designee, will respond promptly to member needs when there is a positive test. This shall include contact tracing within the fire department, notifying other potential exposures, potential sick leave payments, and assisting the member with any healthcare or accommodation needs. The workers' compensation carrier shall also be informed that there has been a positive case.
4. Additional cleaning efforts will be implemented for those areas where the member testing positive spent most of his/her time.

#### **C. Investigate and Respond**

1. Once notified of a positive case, the Fire Chief shall determine if additional exposures occurred through contact tracing within the fire department.
2. Important information shall be shared using the existing communication channels as appropriate.
3. Anyone considered a potential exposure shall be notified within one business day.
4. A member potentially exposed shall be offered a rapid test.
5. All communications should follow confidential medical information processes according to the Confidentiality of Medical Information Act ("CMIA").

#### **D. Hazard Correction**

1. Steps shall be taken to minimize or eliminate the hazards related to spreading COVID-19. This includes hand sanitizer and boot mats at entrances, wearing masks following current County recommendations, daily sanitizing frequently used surfaces, weekly deep clean of public areas, meeting outside and/or at distances greater than 6 feet, etc.

#### **E. Training and Instruction**

1. Members will be informed of COVID-19 symptoms via existing communication channels outlined above.
2. Members will be informed of COVID-19 prevention policies and procedures via the existing communication channels outlined above.
3. Members testing positive shall receive information about related benefits, including leaves rights, sick time, etc.
4. Members will be informed of COVID-19 transmission methods via the existing communication channels outlined above.
5. Members will be informed of COVID-19 social/physical distancing advantages via existing communication channels outlined above.
6. Members will be informed of COVID-19 details related to facial covering's benefits via existing communication channels outlined above.
7. Members will be informed of COVID-19 details related to the benefits of handwashing and hand hygiene via existing communication channels outlined above.

#### **F. Physical Distancing**

1. Members shall remain 6 feet apart from each other whenever possible. When not, masks shall be used. Masks shall always be worn when in a fire department vehicle and when providing patient care.

#### **G. Face Coverings**

1. The fire department will provide facial coverings as needed, or the member can use their own – provided it is professional in appearance and meets County standards. Anyone within 6 feet of a patient shall wear an N-95 respirator.

#### **H. Engineering and Administrative Controls**

1. Where there are no individual offices or individuals within 6 feet of each other, masks will be required when more than one person is in the office space.
2. Where possible, meetings will happen outdoors or where there is a fresh air supply.
3. The on-duty crew will follow daily cleaning and disinfecting procedures, and the outside vendor will clean public areas weekly.
4. Weekly station clean-up assignments shall include checking for available and adequate handwashing locations.
5. The member responsible for medical supplies shall evaluate and recommend any additional PPE needs.

#### **I. Reporting, Recordkeeping, and Access**

1. Cases of COVID-19 shall be reported to the County following its policies.
2. Cal/OSHA shall be notified through Athens Administrators (workers' compensation carrier) by the Fire Chief or designee.
3. The fire department will maintain records of the steps taken to implement this CPP
4. Every member will receive this CPP via email and included in the next available weekly update
5. The fire department will record and track positive cases with identifying information about the employee
6. Members shall have access to their COVID-19 case record

#### **J. Removal from Facilities**

1. Any member exposed or testing positive shall not work or visit the fire department facilities.

#### **K. Return to Work Criteria**

1. Members must meet the current County minimum criteria to return to work after testing positive for COVID-19

## CazaderoCSD

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**Subject:** FW: Cazadero Community Park - Invoicing  
**Attachments:** SA1 2021-01-07HC.pdf; Submittal Accepted - 5995 Cazadero Hwy CAZADEROCA 95421 - BLD20-8373 (9.02 KB)  
**Importance:** High

Sherry, can you please put the attached on the action agenda and put her status update on the park progress report.  
Thanks,  
Homer

Sent from my iPad

Begin forwarded message:

**From:** Katie Cornelius <[katie@summit-sr.com](mailto:katie@summit-sr.com)>  
**Date:** January 7, 2021 at 2:17:29 PM PST  
**To:** Homer <[homer@austincreek.com](mailto:homer@austincreek.com)>  
**Cc:** [2020146@newforma.summit-sr.com](mailto:2020146@newforma.summit-sr.com), Summit Front Office <[SFO@summit-sr.com](mailto:SFO@summit-sr.com)>  
**Subject:** RE: Cazadero Community Park - Invoicing

Homer,

Attached please find our supplemental agreement for the additional requested budget for permitting assistance.

Following up on our conversation this morning below is a status update on the permit application and PG&E.

1. Permit application – was resubmitted to the county on 12/10 (per revised permitting path approach from county based on scope of project). We just received the attached email this afternoon (which you were cc'd on as well), indicating we should have a more definitive status update within a few days.
2. PG&E -The project was forwarded to PG&E engineering team, and is scheduled to begin design next week. Pending this holds, I would anticipate we could potentially have PG&E engineering by late January.

Thanks,  
KATIE CORNELIUS, P.E.  
PROJECT MANAGER | Electrical

---

**SUMMIT ENGINEERING, INC.**  
463 AVIATION BLVD. STE 200  
SANTA ROSA, CA 95403  
707.527.0775 EXT.155  
707.636.9155 DIRECT  
571.723.5301 MOBILE  
[www.summit-sr.com](http://www.summit-sr.com)

## SUPPLEMENTAL AGREEMENT

**CLIENT:**    **CAZADERO COMMUNITY SERVICES DISTRICT**  
 PO Box 508  
 Cazadero, CA 95421

**PROJECT:**    **CAZADERO COMMUNITY PARK**

SA No.:    1

Date:    January 7, 2021

Project No.:    2020146

Summit Engineering, Inc. (hereinafter known as "SUMMIT") is a California corporation offering professional engineering services under California License Number C63063. This Supplemental Agreement, is an addendum to and supplements the original Engineering Services Agreement between SUMMIT and CLIENT dated July 6, 2020. The unaltered terms and conditions of that Agreement apply to all of the work completed under this Supplemental Agreement.

**SCOPE OF WORK**

The time and expense budget amount established in the original Engineering Services Agreement for the Permit Assistance task has been fulfilled. This Supplemental Agreement requests a budget increase based on additional coordination and permit application efforts due to revised communication from the County and revised scope to remove the sport court lighting.

1. Permit Assistance (.130)
  - A. Additional permit application submittals to Sonoma County for plan review and follow up with departments regarding application status.

**FEES**

Task	Fee Basis	Current Approved Fee	Proposed Change	Revised Fee Per Task
Permit Assistance (.130)	T&E (Budget)	\$ 1,500	\$ 700	\$ 2,200
<b>TOTAL FEE CHANGE</b>			<b>\$ 700</b>	

Acknowledgement and Authorization to Proceed:

**CLIENT:**

By: \_\_\_\_\_

**CAZADERO COMMUNITY SERVICES DISTRICT**  
PO Box 508  
Cazadero, CA 95421

Date: \_\_\_\_\_

**SUMMIT:**

By: *Dina Liccone* \_\_\_\_\_

**SUMMIT ENGINEERING, INC.**  
463 Aviation Blvd, Ste 200  
Santa Rosa, CA 95403

Date: January 7, 2021

Please sign, date and mail to Summit or email to [sfo@summit-sr.com](mailto:sfo@summit-sr.com). Thank you!

## CazaderoCSD

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**From:** permitsonoma-reply <permitsonoma-reply@sonoma-county.org>  
**Sent:** Thursday, January 7, 2021 1:58 PM  
**To:** bailey@summit-sr.com; CazaderoCSD@comcast.net; katie@summit-sr.com  
**Subject:** Submittal Accepted - 5995 Cazadero Hwy CAZADEROCA 95421 - BLD20-8373

Your application for Building Permit With Plan Check has been accepted and is now entering the initial completeness review phase.

Your application number is **BLD20-8373**. A permit has not been issued and this is not an authorization to begin work. You will be notified within two (2) business days of our findings and when payment will be due.

You can track your progress on Permit Sonoma Online at: [Open Record in ACA](#)

# **DISCUSSION ITEMS**



# **COMMITTEE REPORTS**

**Consolidation Ad Hoc 2020**

Due to holidays and family commitments there was no activity in December.

## **Park Ad Hoc 2020**

Park improvement grant project: The Committee requested an on-site visit from one of the vendors and has not received a response.

Park electrical upgrade:

- Permit application – was resubmitted to the county on 12/10 (per revised permitting path approach from county based on scope of project). Summit Engineering received an email from Permit Sonoma indicating they should have a more definitive status update within a few days.
- PG&E -The project was forwarded to PG&E engineering team, and is scheduled to begin design next week. Pending this holds, Summit Engineering anticipates we could potentially have PG&E engineering by late January.

# FINANCIALS

**Cazadero Community Services District**  
**Bills Presented for Payment**  
**December 15, 2020 through January 11, 2021**

Date	Num	Name	Amount
<b>Dec 15, '20 - Jan 11, 21</b>			
12/16/2020	EFT	Comcast	-168.39
12/15/2020	EFT	Recology Sonoma Marin	-45.85
12/28/2020	EFT	Comcast	-114.58
01/11/2021	EFT	Frontier Communications	-233.95
01/11/2021	EFT	Frontier Communications	-222.59
01/11/2021	EFT	Frontier Communications	-63.37
01/04/2021	EFT	P. G. & E.	-83.22
01/04/2021	EFT	P. G. & E.	-234.36
01/07/2021	EFT	P. G. & E.	-392.86
01/03/2021	E-pay	EFTPS	-18,099.06
01/03/2021	E-pay	EFTPS	-2,627.14
12/31/2020	9698	Alvarez, Delena E	-240.11
01/01/2021	9699	Caplan, Nancy K.	-415.57
01/01/2021	9700	Dewart, Alan	-461.75
01/01/2021	9701	Krausmann, Steven M	-688.80
01/01/2021	9702	Kulczewski, Sharon	-700.03
01/11/2021	9703	Bank of America Business ...	-114.99
01/11/2021	9704	Complete Welders Supply	-70.50
01/11/2021	9705	Fire Agencies Self Insuranc...	-4,303.00
01/11/2021	9706	Sherry Kulczewski	-109.50
01/11/2021	9707	Summit Engineering, Inc	-380.00
01/11/2021	9708	49er Communications, Inc.	-17,639.34
<b>Dec 15, '20 - Jan 11, 21</b>			<b>-47,408.96</b>

**Cazadero Community Services District**  
**Check Detail**  
 December 15, 2020 through January 11, 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	EFT	12/15/2020	Recology Sonoma ...		1-Community First ...		-45.85
Bill	18678...	11/30/2020			Stn 1 Garbage	-45.85	45.85
TOTAL						-45.85	45.85
Bill Pmt -Check	EFT	12/16/2020	Comcast		1-Community First ...		-168.39
Bill	7467-...	11/21/2020			Stn 1 Internet	-168.39	168.39
TOTAL						-168.39	168.39
Bill Pmt -Check	EFT	12/28/2020	Comcast		1-Community First ...		-114.58
Bill	4727 ...	12/03/2020			Stn 2 Internet	-114.58	114.58
TOTAL						-114.58	114.58
Bill Pmt -Check	EFT	01/04/2021	P. G. & E.		1-Community First ...		-83.22
Bill	5192 ...	12/15/2020			Street Lights Electri...	-83.22	83.22
TOTAL						-83.22	83.22
Bill Pmt -Check	EFT	01/04/2021	P. G. & E.		1-Community First ...		-234.36
Bill	1483 ...	12/15/2020			Stn 1 Electricity	-163.49	163.49
					Stn 1 Electricity Out...	-45.68	45.68
					Siren Electricity	-25.19	25.19
TOTAL						-234.36	234.36
Bill Pmt -Check	EFT	01/07/2021	P. G. & E.		1-Community First ...		-392.86
Bill	4044 ...	12/21/2020			Street Lights Electri...	-392.86	392.86
TOTAL						-392.86	392.86
Bill Pmt -Check	EFT	01/11/2021	Frontier Communi...		1-Community First ...		-233.95
Bill	0518 ...	12/16/2020			Station 1 Emergenc...	-233.95	233.95
TOTAL						-233.95	233.95
Bill Pmt -Check	EFT	01/11/2021	Frontier Communi...		1-Community First ...		-222.59
Bill	0175 ...	12/16/2020			Stn 1 Telephone	-222.59	222.59
TOTAL						-222.59	222.59
Bill Pmt -Check	EFT	01/11/2021	Frontier Communi...		1-Community First ...		-63.37
Bill	2182 ...	12/16/2020			Stn 2 Telephone	-63.37	63.37
TOTAL						-63.37	63.37

## Cazadero Community Services District Check Detail December 15, 2020 through January 11, 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Liability Check	E-pay	01/03/2021	EFTPS		1-Community First ...		-18,099.06
					2100 · Payroll Liabili...	-8,497.00	8,497.00
					2100 · Payroll Liabili...	-3,891.04	3,891.04
					2100 · Payroll Liabili...	-3,891.04	3,891.04
					2100 · Payroll Liabili...	-909.99	909.99
					2100 · Payroll Liabili...	-909.99	909.99
TOTAL						-18,099.06	18,099.06
Liability Check	E-pay	01/03/2021	EFTPS		1-Community First ...		-2,627.14
					2100 · Payroll Liabili...	-549.00	549.00
					2100 · Payroll Liabili...	-842.11	842.11
					2100 · Payroll Liabili...	-842.11	842.11
					2100 · Payroll Liabili...	-196.96	196.96
					2100 · Payroll Liabili...	-196.96	196.96
TOTAL						-2,627.14	2,627.14
Paycheck	9698	12/31/2020	Alvarez, Delena E		1-Community First ...		-240.11
					Calls	-120.00	120.00
					Drills	-140.00	140.00
					5910 · Payroll Expe...	-0.26	0.26
					2100 · Payroll Liabili...	0.26	-0.26
					5910 · Payroll Expe...	-16.12	16.12
					2100 · Payroll Liabili...	16.12	-16.12
					2100 · Payroll Liabili...	16.12	-16.12
					5910 · Payroll Expe...	-3.77	3.77
					2100 · Payroll Liabili...	3.77	-3.77
					2100 · Payroll Liabili...	3.77	-3.77
TOTAL						-240.11	240.11
Paycheck	9699	01/01/2021	Caplan, Nancy K.		1-Community First ...		-415.57
					5910 · Payroll Expe...	-450.00	450.00
					5910 · Payroll Expe...	-0.45	0.45
					2100 · Payroll Liabili...	0.45	-0.45
					5910 · Payroll Expe...	-27.90	27.90
					2100 · Payroll Liabili...	27.90	-27.90
					2100 · Payroll Liabili...	27.90	-27.90
					5910 · Payroll Expe...	-6.53	6.53
					2100 · Payroll Liabili...	6.53	-6.53
					2100 · Payroll Liabili...	6.53	-6.53
					5910 · Payroll Expe...	-6.75	6.75
					2100 · Payroll Liabili...	6.75	-6.75
TOTAL						-415.57	415.57
Paycheck	9700	01/01/2021	Dewart, Alan		1-Community First ...		-461.75
					5910 · Payroll Expe...	-500.00	500.00
					5910 · Payroll Expe...	-0.50	0.50
					2100 · Payroll Liabili...	0.50	-0.50
					5910 · Payroll Expe...	-31.00	31.00
					2100 · Payroll Liabili...	31.00	-31.00
					2100 · Payroll Liabili...	31.00	-31.00
					5910 · Payroll Expe...	-7.25	7.25
					2100 · Payroll Liabili...	7.25	-7.25
					2100 · Payroll Liabili...	7.25	-7.25

## Cazadero Community Services District Check Detail December 15, 2020 through January 11, 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					5910 · Payroll Expe...	-7.50	7.50
					2100 · Payroll Liabili...	7.50	-7.50
TOTAL						-461.75	461.75
Paycheck	9701	01/01/2021	Krausmann, Steve...		1-Community First ...		-688.80
					5910 · Payroll Expe...	-800.00	800.00
					5910 · Payroll Expe...	-0.80	0.80
					2100 · Payroll Liabili...	0.80	-0.80
					2100 · Payroll Liabili...	25.00	-25.00
					5910 · Payroll Expe...	-49.60	49.60
					2100 · Payroll Liabili...	49.60	-49.60
					2100 · Payroll Liabili...	49.60	-49.60
					5910 · Payroll Expe...	-11.60	11.60
					2100 · Payroll Liabili...	11.60	-11.60
					2100 · Payroll Liabili...	11.60	-11.60
					2100 · Payroll Liabili...	25.00	-25.00
					5910 · Payroll Expe...	-12.00	12.00
					2100 · Payroll Liabili...	12.00	-12.00
TOTAL						-688.80	688.80
Paycheck	9702	01/01/2021	Kulczewski, Sharon		1-Community First ...		-700.03
					5910 · Payroll Expe...	-810.00	810.00
					5910 · Payroll Expe...	-0.81	0.81
					2100 · Payroll Liabili...	0.81	-0.81
					2100 · Payroll Liabili...	48.00	-48.00
					5910 · Payroll Expe...	-50.22	50.22
					2100 · Payroll Liabili...	50.22	-50.22
					2100 · Payroll Liabili...	50.22	-50.22
					5910 · Payroll Expe...	-11.75	11.75
					2100 · Payroll Liabili...	11.75	-11.75
					2100 · Payroll Liabili...	11.75	-11.75
					5910 · Payroll Expe...	-12.15	12.15
					2100 · Payroll Liabili...	12.15	-12.15
TOTAL						-700.03	700.03
Bill Pmt -Check	9703	01/11/2021	Bank of America B...		1-Community First ...		-114.99
Bill	11/28-...	12/27/2020			Bank of America Cr...	-114.99	114.99
TOTAL						-114.99	114.99
Bill Pmt -Check	9704	01/11/2021	Complete Welders ...		1-Community First ...		-70.50
Bill	02218...	12/31/2020			6261 · Medical Equip	-70.50	70.50
TOTAL						-70.50	70.50
Bill Pmt -Check	9705	01/11/2021	Fire Agencies Self ...		1-Community First ...		-4,303.00
Bill	FASIS...	01/01/2021			5940 · Wrkmn Comp	-4,303.00	4,303.00
TOTAL						-4,303.00	4,303.00
Bill Pmt -Check	9706	01/11/2021	Sherry Kulczewski		1-Community First ...		-109.50
Bill	Costc...	12/18/2020			6400 · Office expense	-109.50	109.50
TOTAL						-109.50	109.50



**Cazadero Community Services District  
Check Detail  
December 15, 2020 through January 11, 2021**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	9707	01/11/2021	Summit Engineeri...		1-Community First ...		<b>-380.00</b>
Bill	00329...	09/04/2020			7335 · Park Develop...	-380.00	380.00
TOTAL						-380.00	380.00
Bill Pmt -Check	9708	01/11/2021	49er Communicati...		1-Community First ...		<b>-17,639.34</b>
Bill	56609	12/14/2020			6149 · Maintenance...	-17,639.34	17,639.34
TOTAL						-17,639.34	17,639.34

# **CORRESPONDENCE**

**From:** Office of Grants and Local Services <LocalServices@parks.ca.gov>  
**Sent:** Friday, December 18, 2020 7:14 AM  
**To:** cazaderocsd@comcast.net  
**Subject:** \$46.2 million for Rural and Regional Parks



## Office of Grants and Local Services

The Office of Grants and Local Services (OGALS) is pleased to offer virtual Application Workshop Webinars for the Regional Park Program (\$23.1 million) and the Rural Recreation and Tourism Program (\$23.1 million).

The Regional Park Program will create, expand, and improve regional parks.

The Rural Recreation and Tourism Program will create new recreation opportunities in support of health-related and economic goals in rural communities.

The RSVP links, Workshop Agenda, and Application Guide are available on these webpages:

Regional Park Program [www.parks.ca.gov/rpp](http://www.parks.ca.gov/rpp)

Rural Recreation and Tourism Program [www.parks.ca.gov/rrt](http://www.parks.ca.gov/rrt)

Application Workshop Webinars Schedule:

### Regional Park Program Webinars

Thursday, January 14, 2021	12:30 pm - 3:30 pm
Tuesday, January 19, 2021	12:30 pm - 3:30 pm
Thursday, January 28, 2021	12:30 pm - 3:30 pm
Tuesday February 2, 2021	12:30 pm - 3:30 pm

### Rural Recreation and Tourism Program Webinars

Tuesday, January 12, 2021	12:30 pm - 3:30 pm
---------------------------	--------------------

Thursday January 21, 2021	12:30 pm - 3:30 pm
Tuesday, January 26, 2021	12:30 pm - 3:30 pm
Thursday, February 4, 2021	12:30 pm - 3:30 pm

**The application deadline for both programs is November 5, 2021.**

For technical assistance, please email questions to the “Competitive Grant Application/Pre-Award” [Project Officer](#) based on the county where the project is located.

add contact information here

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 Sacramento, CA | 95818 United States

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**emma**

**CazaderoCSD**

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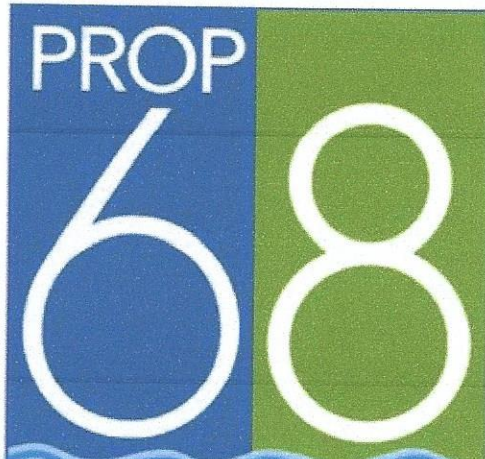
**From:** cprs@cprs.mmsend.com on behalf of cprs@cprs.org  
**Sent:** Thursday, November 19, 2020 11:10 AM  
**To:** cazaderocsd@comcast.net  
**Subject:** Use Prop 68 Funds to Invest In Your Community

To view this message from your Web browser, copy & paste this ENTIRE LINK into your browser:  
[http://www.magnetmail.net/actions/email\\_web\\_version.cfm?recipient\\_id=171800539&message\\_id=19582634&user\\_id=CPRS](http://www.magnetmail.net/actions/email_web_version.cfm?recipient_id=171800539&message_id=19582634&user_id=CPRS)

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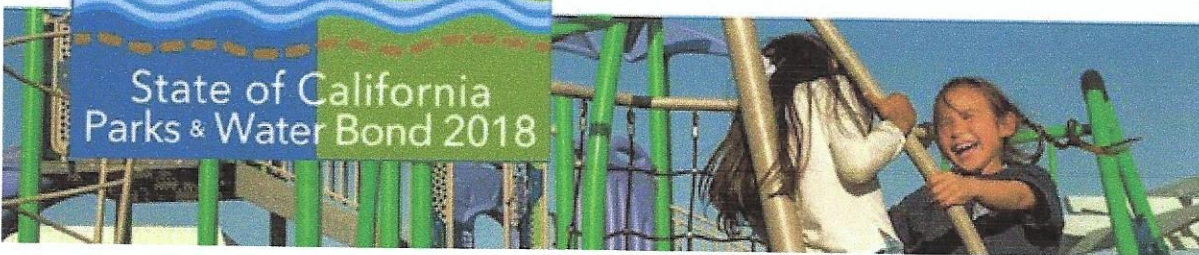
A **PLAYCORE** Company



**BUILDING STRONGER  
COMMUNITIES.  
TOGETHER.**



play. site. sport.



## **Investing in California Communities**

GameTime, Great Western Recreation and MRC are teaming up to help California communities. Together, we design research-based play and recreation spaces that encourage children and families to be more active and enjoy a better quality of life.



[CLICK TO WATCH HOW FIVE CALIFORNIA PARKS USED FUNDING TO MAKE A DIFFERENCE IN THEIR COMMUNITIES](#)

## Become a National Demonstration Site

### **MORE VISITORS**

NDS parks and recreation areas designed using research-based best practices receive

**60% more visitors**

than comparable community parks.

### **STAY LONGER**

Visitors to NDS parks and recreation areas report their groups spend

**54% more time**

in these parks than comparable recreation areas.

### **BETTER HEALTH**

While many recreation areas are underutilized, our NDS sites encourage people to get moving

**95% of people**

were physically active while visiting an NDS site.

Communities who use best practice research to design play and recreation spaces can be designated [National Demonstration Sites](#) (NDS) by PlayCore.

There are dozens of National Demonstration Sites across California that collect and contribute useful data for community parks and recreation departments.

Communities who design National Demonstration Site projects  
see measurable outcomes and results!

If your community has been awarded Prop 68 funds, you can use best practice research to design spaces that address the needs of all children and families. Create an **outdoor fitness park** for adults, or a playground that encourages **physical activity for children**. Use our resources to revitalize your trails with **playful pathways** or **nature-based playgrounds**. Make play possible for everyone with our research and products for **inclusive play**.

## Let's Plan Your Prop 68 Project!

Request a copy of our [Prop 68 Planning Guide](#). You'll learn why working with GameTime, MRC and Great Western on research-based recreation spaces attracts more visitors to parks, encourages people to stay longer, and creates more opportunities for better health and wellness.

**REQUEST OUR PROP 68 PLANNING GUIDE**

Click [here](#) to unsubscribe.





# POLE MOUNTAIN LOOKOUT

PO BOX 141  
Cazadero, CA 95421

Marshall Turbeville  
*President*

December 2020

Damian Bouné  
*Vice-President*

Wendy Strand  
*Secretary*

Gayle Alexander  
*Treasurer*

Stephen K. Baxman  
*Director*

Tom Bourret  
*Director*

John Lester  
*Director*

Don Strand  
*Director*

Tom Toedter  
*Director*

Sam Woodward  
*Director*

**The Pole Mountain Lookout Board of Directors is committed to and needs your help in building a new fire lookout.** The new lookout structure is primarily steel and designed to support lookout personnel and have the latest fire camera technology.

The Lookout began and remains a grassroots, community-supported operation to provide the early detection of wildfires. The Lookout also supports firefighters with information on weather and other conditions, including local knowledge of access to wildfire areas. The 2020 Fire Season was an unfortunate reminder of the importance of having human eyes dedicated to detecting wildfires. We believe that a staffed lookout would have been able to detect the fires that were sparked by the lightening storm in August prior to them being reported by other means. The Lookout could have provided fire crews and residents with more detailed information on the location of the western boundary of the Walbridge Fire and the spread of the Meyers Fire, while the cameras allow residents to see what the lookout sees, 24/7, and help detect fires when the lookout is not staffed.

The Board has submitted plans to Permit Sonoma to construct a new Lookout, anticipating groundbreaking in the Spring of 2021. The new Lookout is estimated to cost about \$100,000 and will provide our area with a high quality resource designed to last well into the future.

**Your donation is now more important than ever to ensure the long term operation of the Pole Mountain Lookout.** Thank you for your continued support.

Please make checks payable to:  
**Pole Mountain Lookout, Inc.**  
PO Box 141  
Cazadero, CA 95421

Or donate through our website:  
<http://polemountainlookout.org>

**Pole Mountain Lookout, Inc. is a 501(c)(3) nonprofit organization, taxpayer ID 38-4089530**

*PS: Are you taking mandatory IRA distributions? You can allocate a donation to Pole Mountain from your distribution and save on taxes!*

# SONOMA LOCAL AGENCY FORMATION COMMISSION

111 Santa Rosa Ave Ste 240, Santa Rosa, CA 95404

707-565-2577 [www.sonomalafco.org](http://www.sonomalafco.org)

DATE: December 17, 2020

TO:       (   ) Affected Agencies  
          (   ) School Districts  
          (   ) Clerk of the Board, Sonoma County Committee on School District  
                  Organization  
          (   ) Clerk of the Board, Sonoma County Community College District  
          (   ) Clerk of the Board, Marin Sonoma Mosquito and Vector Control  
          (   ) Clerk of the Board, Sonoma County Board of Supervisors  
          (   ) Clerk of the Board, Sonoma Resource Conservation District  
          (   ) North Coast Region California Regional Water Quality Control  
                  Board  
          (   ) Northern Sonoma County Air Pollution Control Board

FROM:     Diana R. Wilson, Clerk to the Commission

SUBJECT:  Information Regarding a LAFCO Filing

Pursuant to Government Code 56658, the Sonoma Local Agency Formation Commission is informing you of receipt of an application for a proposal entitled 2020-10: Sonoma County Fire District Reorganization No. 2020-01 Consisting of the Dissolution of the Forestville Fire Protection District and Consolidation of the Same Territory to the Sonoma County Fire District . The request involves annexation of approximately All acres within the Forestville Fire Protection District to Sonoma County Fire District. The proposal is generally located Forestville Fire Protection District .

The Sonoma LAFCO intends to complete a Certificate of Filing no less than 20 days after this notice.



# SPECIAL NOTICE

CALIFORNIA DEPARTMENT  
OF TAX AND FEE  
ADMINISTRATION  
450 N Street  
Sacramento, CA 95814

**GAVIN NEWSOM**  
Governor

**YOLANDA RICHARDSON**  
Secretary  
Government Operations Agency

**NICOLAS MADUROS**  
Director

CDTFA WEBSITE  
[www.cdtfa.ca.gov](http://www.cdtfa.ca.gov)

CUSTOMER SERVICE CENTER  
1-800-400-7115

CRS  
711

## Consumer Designation for Qualified All-Volunteer Fire Departments is Extended through January 1, 2026

Recently enacted legislation, Senate Bill 38 (Stats. 2020, ch. 78), extends through January 1, 2026, the consumer designation for qualified all-volunteer fire departments established by Senate Bill 598 (Stats. 2015, ch. 248). Generally, these qualified fire departments are not required to have a seller's permit or file sales and use tax returns to report sales of merchandise (tangible personal property), including clothing and hot prepared food products, when the profits are used solely and exclusively to further the departments' purposes. Instead, they are considered the consumers of the items sold. As consumers, tax applies when the qualified fire departments purchase the items to sell.

### Who Qualifies?

To qualify, an "all-volunteer fire department" must meet **all** of the following requirements:

- Members may be unpaid, paid hourly, or per incident, but cannot be paid a regular salary;
- The department's purpose is to protect the lives, property, and environment within a designated geographical area from fires, disasters, and emergency incidents through education, prevention, training, and emergency response;
- The department is regularly organized for volunteer fire department purposes;
- The department qualifies as a tax-exempt nonprofit organization; and
- The department's gross receipts from the sale of tangible personal property in each of the two preceding calendar years is less than \$100,000.

### For More Information

Additional information can be found on our *Tax Guide for Nonprofit Organizations* at [www.cdtfa.ca.gov/industry/nonprofit-organizations.htm](http://www.cdtfa.ca.gov/industry/nonprofit-organizations.htm). The guide will be updated as more information becomes available.

If you have any questions, please call our Customer Service Center at 1-800-400-7115 (CRS:711). Customer service representatives are available Monday through Friday from 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.



**From:** EEM Coordinator@CNRA <eemcoordinator@RESOURCES.CA.GOV>  
**Sent:** Thursday, January 7, 2021 4:39 PM  
**To:** CNRA\_BONDS\_GRANTS@LISTSERVICE.CNRA.CA.GOV  
**Subject:** Environmental Enhancement and Mitigation Program Solicitation Announcement

**ENVIRONMENTAL ENHANCEMENT AND MITIGATION PROGRAM**

**\*\*\*PROJECT PROPOSAL SOLICITATION\*\*\***

The California Natural Resources Agency will be accepting **project proposals** for the Environmental Enhancement and Mitigation Program (EEM) from **January 7<sup>th</sup>, 2021 through March 5<sup>th</sup>, 2021**. Approximately \$13.4 million in awards will be funded by this program representing two years of appropriations. Applicants submitting the most competitive proposals will be invited to participate in the next level of the competitive process, anticipated Summer 2021.

EEM Program Guidelines and submittal forms can be found at: <http://resources.ca.gov/grants/environmental-enhancement-and-mitigation-eem/>

**Technical Assistance Workshops will be held online.**

**Attendance is limited to fifty participants per workshop and, as such registration is required. Once registered, attendees will receive a link to the webinar. [Click here](#) to register.**

<b>Tuesday, January 19<sup>th</sup>, 2021</b> 1:00 pm – 3:00 pm	<b>Thursday, January 21<sup>st</sup>, 2021</b> 1:00 pm – 3:00 pm
<b>Tuesday, January 26<sup>th</sup>, 2021</b> 1:00 pm – 3:00 pm	<b>Tuesday, January 27<sup>th</sup>, 2021</b> 9:00 am – 11:00 am

Please contact our office for questions at (916) 653-2812 or email at [eemcoordinator@resources.ca.gov](mailto:eemcoordinator@resources.ca.gov).