

**DIABLO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
REGULAR MEETING AGENDA  
TELECONFERENCE VIA THE APPLICATION ZOOM  
TUESDAY, August 11, 2020 7:30 p.m.**

**CORONAVIRUS DISEASE (COVID-19) ADVISORY AND MEETING PROCEDURE**

On March 19, 2020 the Governor issued Executive Order N-33-20, ordering all residents in the State of California to shelter at their place of residence, with the exception of those who may leave to provide or receive critical services, as defined in Order N-33-20.

Under the Governor's Executive Order N-29-20, Diablo Community Services District may utilize teleconferencing for their meetings, as a precaution to protect the health and safety of staff, officials, and the general public. Board members will be participating via teleconference. As such, there will be no physical location for members of the public to participate in this meeting.

All members of the public seeking to observe and/or address the Board may participate in the meeting in the manner described below.

This meeting can be viewed on the web-video communication platform Zoom.

**ZOOM WEBSITE:**        <https://zoom.us/j/4680449859>  
**MEETING ID:**        **468 044 9859**

Listen to the meeting live by calling Zoom.

**CALL IN (AUDIO) PHONE NUMBER:** Call **(346) 248-7799** or **(669) 900-9128** and enter the Meeting ID# 468 044 9859 followed by the pound (#) key. More numbers can be found at <https://zoom.us/uabb4GNs5xM> if the line is busy.

To submit public comments before the meeting, please email your comments to [generalmanager@diablocsd.org](mailto:generalmanager@diablocsd.org). In the body of the email, include the agenda item number and title as well as your comments. All comments must be received before 12:00 PM the day of the meeting to be included. If you would like your emailed comment to be read aloud at the meeting (not to exceed 3 minutes at staff's cadence) prominently write "Read Aloud at Meeting" at the top of the email. During the meeting, the Board President or designee will announce the opportunity to make public comments and the procedure for doing so. Emailed comments received after the close of the public comment period will be added to the record after the meeting.

**CALL TO ORDER:**                      **President:**        **Ray Brant**  
**ROLL CALL:**                            **Secretary:**      **Jeff Eorio**

**Brant, Urbelis, Becker, Eorio, Isom**

**PUBLIC COMMENTS:** *Public comments will be taken on any subject including items on this agenda and are limited to 3 minutes per person when speaking in English, and 6 minutes per person when using a translator. Comments by the audience are not intended to result in a dialogue between members of the audience or between the audience and the Board. Please note that under Brown Act regulations, no member of the Board may engage in any discussion, other than a brief comment or request for clarification, of any item raised by any member of the audience unless that item is included as an agenda item.*

**1. ANNOUNCEMENT:**

a) The District is seeking bids from public works contractors to grind and pave ten roads within Diablo this September. An Invitation to Bid will be published in the San Ramon Valley Times and is available with the Contract Documents on the District's website at [www.diablocsd.org](http://www.diablocsd.org). The Bids will be opened at a DCSD Special Meeting held at a date yet to be determined in late August via Zoom.

**2. ACTION ITEMS:**

- a) Approve minutes of June 9, 2020 Regular Meeting.
- b) Approve minutes of June 9, 2020 Special Meeting

**3. REPORTS**

|                                |                            |
|--------------------------------|----------------------------|
| <b>CONTRA COSTA COUNTY:</b>    | Alicia Nuchols             |
| <b>DIABLO COUNTRY CLUB:</b>    | Hank Salvo                 |
| <b>DIABLO PROPERTY OWNERS:</b> | Dana Pingatore             |
| <b>ROADS:</b>                  | Directors Becker & Brant   |
| <b>SECURITY:</b>               | Deputy Sheriff Dan Buergi  |
| <b>FINANCE:</b>                | Director Isom and GM Torru |

**4. CALL OF NEXT MEETING & ADJOURNMENT:** The next DCSD Regular Board meeting is scheduled for September 8, 2020 at 7:30 p.m. via Zoom.

Diablo Community Services District by

Kathy Torru, General Manager  
[generalmanager@diablocsd.org](mailto:generalmanager@diablocsd.org)

DCSD Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet, or other writings that may be distributed at the meeting should contact the General Manager at least one working day before the meeting at (925) 683-4956 or [generalmanager@diablocsd.org](mailto:generalmanager@diablocsd.org). Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Public records that relate to any item on the open session agenda are available for public inspection by contacting the General Manager and on the District's website <http://diablocsd.org>.

**DIABLO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
SPECIAL MEETING MINUTES  
TELECONFERENCE VIA THE APPLICATION ZOOM  
TUESDAY JUNE 9, 2020 7:00 p.m.**

**CALL TO ORDER:** President Ray Brant called the meeting to order at 7:00 p.m.  
**ROLL CALL:** Secretary Jeff Eorio called the roll as follows:

**Directors present:** Brant, Urbelis, Becker, Eorio, Isom  
**Directors absent:**

**COMMENTS FROM THE AUDIENCE:** None

**CLOSED SESSION:**

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION pursuant to Government Code Section 54956.9(d)(1) (Cervantes et al. v. Diablo Community Services District et al., Contra Costa County Superior Court Case No. C17-02529).

**RECONVENE OPEN SESSION:** President Brant reconvened the open meeting at 7:25 pm and stated there were no reportable actions.

**CALL OF NEXT MEETING/ADJOURNMENT:** The President called the next meeting for June 9<sup>th</sup> via Zoom. There being no further business, the President adjourned the meeting at 7:26 pm.

Diablo Community Services District by

Kathy Torru, General Manager

**DIABLO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING  
DRAFT MINUTES  
TELECONFERENCE VIA THE APPLICATION ZOOM  
JUNE 9, 2020 7:30 p.m.**

**CALL TO ORDER:** President Ray Brant called the meeting to order at 7:30 p.m.

**ROLL CALL:** Secretary Jeff Eorio called the roll as follows:

**Directors present: Brant, Urbelis, Becker, Eorio,**

**Directors absent: Isom**

Director Brant welcomed Directors and the general public and stated that in response to the Governor's Executive Order N-33-20 the District would be using teleconferencing (via Zoom) to conduct the Regular Board Meeting.

**COMMENTS FROM THE AUDIENCE:** None

**DISCUSSION ITEMS:**

Director Urbelis read a Proclamation issued by DCSD recognizing the Contra Costa County Office of the Sheriff and the Danville Police Department for the exceptional quality of public service to the Diablo community during these difficult times. The Proclamation was unanimously adopted by the Directors present. A copy of the Proclamation will be presented to both agencies.

**ACTION ITEMS:**

On motion of Director Eorio, second by Director Brant, the minutes of the May 12, 2020 Regular Meeting were approved, with the spelling correction noted by Nicola Place:

Ayes: Brant, Urbelis, Becker, Eorio,

Noes: None

Abstentions: None

Absent: Isom

On motion of Director Eorio, second by Director Brant, the minutes of the May 20, 2020 Special Meeting were approved:

Ayes: Brant, Urbelis, Becker, Eorio

Noes: None

Abstentions: None

Absent: Isom

On motion of Director Urbelis second by Director Brant, Resolution 2020-03, approval of FY 2021 Budget, was adopted.

Ayes: Brant, Urbelis, Becker, Eorio  
Noes: None  
Abstentions: None  
Absent: Isom

On motion of Director Urbelis second by Director Eorio, Resolution 2020-04, approval of November 3<sup>rd</sup> election date to select two District Directors, and Specifications of the election Order, was adopted.

Ayes: Brant, Urbelis, Becker, Eorio  
Noes: None  
Abstentions: None  
Absent: Isom

On motion of Director Eorio, second by Director Urbelis, the authorization of Director Brant to negotiate and execute a contract with GFK & Associates, not to exceed \$6,000, to perform pavement composition and thickness work in conjunction with the FY21 grind and pave project, was approved.

Ayes: Brant, Urbelis, Becker, Eorio  
Noes: None  
Abstentions: None  
Absent: Isom

On motion of Director Eorio, second by Director Urbelis, the authorization of Director Brant to negotiate and execute a contract with David W. Enke, not to exceed \$18,000, to perform road monument identification and restoration work in conjunction with the FY21 grind and pave road project, was approved.

Ayes: Brant, Urbelis, Becker, Eorio  
Noes: None  
Abstentions: None  
Absent: Isom

## **REPORTS:**

**CONTRA COSTA COUNTY:** Alicia Nuchols reported that the County is beginning to reopen for business as the number of CoVid-9 related hospitalizations and deaths continue to fall. To reduce the further spread of the CoVid-19 virus the County requests that residents continue to social distance where possible, wear face masks in public, and wash hands frequently. For the most up to date COVID-19 information visit the County website at [www.coronavirus.cchealth.org](http://www.coronavirus.cchealth.org).

**DIABLO COUNTRY CLUB:** Hank Salvo reported that the Club will be celebrating the reopening of its golf course this Saturday June 13<sup>th</sup>. All 18 holes will be open for play.

Director Eorio asked for an update on the post office handicap parking repair. Hank stated he would look into the status. Director Brant requested that the “post office parking only” signs be moved to the parking spots located closest to the post office.

**DIABLO PROPERTY OWNERS REPORT:** No Report

**ROADS:** Director Brant reported that a stop sign at the corner of Alameda Diablo and Club House Rd will be installed this week. Maintenance and repairs to Kay's Trail will also occur this week.

Director Brant also reported that the District continues to work with ENGE0 to prepare a scope of work and solicit bids from contractors to perform the grind and pave project this summer.

**SECURITY:** Deputy Sheriff Dan Buergi reported that there was one incident of identity theft in May.

In response to the protests in Walnut Creek last week, Deputy Beurgi and Lieutenant Sliger responded to multiple calls from Diablo residents concerned about their personal safety. While the Sheriff's Office received intel and therefore was prepared for potential problems during protests in Walnut Creek and Danville, there were never any threats of protests in Diablo. The protests in Danville and Alamo were peaceful and there were no reports of any incidents.

**CALL OF NEXT MEETING/ADJOURNMENT:**

The President called the next meeting for August 11<sup>th</sup>. There will be *no* July meeting.

The format of the next meeting is unknown at this time so please check the website for updates. There being no further business, the President adjourned the meeting at 8:00 p.m.

Diablo Community Services District by

Kathy Torru, General Manager

Diablo Community Services District  
Financial Summary  
Fiscal Year 2020

|                               | July            | August          | September       | October         | November        | December       | January         | February        | March           | April            | May             | June          | Year to Date   | Budget YTD      | Prior YTD      |
|-------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|----------------|-----------------|-----------------|-----------------|------------------|-----------------|---------------|----------------|-----------------|----------------|
| <b>Income</b>                 |                 |                 |                 |                 |                 |                |                 |                 |                 |                  |                 |               |                |                 |                |
| Ad Valorem Taxes              | -               | -               | -               | -               | 12,117          | 258,052        | -               | -               | -               | 185,173          | -               | 33,934        | 489,276        | 476,447         | 468,755        |
| Meas B Special Tax            | -               | -               | -               | -               | -               | 160,720        | -               | -               | -               | 116,887          | -               | 14,611        | 292,218        | 292,220         | 283,709        |
| Traffic Fines                 | -               | 878             | -               | 1,332           | 138             | 365            | 538             | 450             | 266             | 128              | 70              | -             | 4,165          | 1,200           | 3,001          |
| Interest Income               | 3               | 2               | 2               | 2               | 2               | 3              | 5               | 4               | 4               | 5                | 7               | 8             | 47             | -               | 19             |
| <b>Total Income</b>           | <b>3</b>        | <b>880</b>      | <b>2</b>        | <b>1,334</b>    | <b>12,257</b>   | <b>419,140</b> | <b>543</b>      | <b>454</b>      | <b>270</b>      | <b>302,193</b>   | <b>77</b>       | <b>48,553</b> | <b>785,706</b> | <b>769,867</b>  | <b>755,484</b> |
| <b>Expenses</b>               |                 |                 |                 |                 |                 |                |                 |                 |                 |                  |                 |               |                |                 |                |
| Sheriff Security              | 26,614          | 26,621          | 27,808          | 24,556          | 23,966          | 24,539         | 24,000          | 24,786          | 24,669          | 23,171           | 22,557          | 21,798        | 295,085        | 358,560         | 299,689        |
| Other                         | -               | -               | -               | -               | -               | -              | -               | -               | -               | -                | -               | -             | -              | -               | 1,191          |
| Road Maintenance              | -               | -               | 8,993           | -               | -               | -              | -               | 6,200           | -               | -                | -               | 1,445         | 16,638         | 365,000         | 8,945          |
| Bridge/Culvert Maintenance    | -               | -               | -               | -               | -               | 2,489          | -               | -               | 39,123          | -                | -               | -             | 41,612         | -               | -              |
| Storm Patrol & Emerg Resp     | -               | -               | -               | -               | -               | -              | 2,640           | -               | -               | -                | -               | -             | 2,640          | 5,000           | 7,428          |
| Kay's Trail Maintenance       | -               | -               | -               | -               | -               | -              | -               | -               | -               | -                | -               | 7,071         | 7,071          | 5,000           | 1,200          |
| General Manager               | -               | -               | -               | -               | -               | -              | 1,900           | 5,325           | 3,000           | 2,000            | 4,925           | 3,400         | 20,550         | 30,000          | 25,366         |
| Legal                         | 6,619           | 6,830           | 7,315           | 8,950           | 7,890           | 12,570         | 11,972          | 12,340          | 5,835           | (330,157)        | 4,230           | 1,020         | (244,586)      | 48,000          | 247,437        |
| Audit                         | -               | -               | -               | -               | -               | -              | -               | -               | 9,900           | -                | -               | -             | 9,900          | 10,200          | 9,900          |
| Other Professional            | -               | -               | -               | 406             | -               | 829            | 813             | 3,006           | 569             | 309              | 309             | 325           | 6,566          | 4,524           | 3,650          |
| Software                      | 494             | 55              | 55              | 55              | 55              | 460            | 40              | 480             | 40              | 55               | 55              | 255           | 2,099          | -               | -              |
| County/State Notices and Fees | -               | -               | -               | -               | 27              | -              | -               | -               | -               | -                | -               | -             | 27             | 146             | 832            |
| Records Storage               | -               | -               | -               | -               | -               | -              | -               | -               | -               | -                | -               | 1,404         | 1,404          | -               | 1,368          |
| Insurance-Cmml and D&O        | -               | -               | -               | 7,125           | -               | 1,117          | 10,027          | -               | -               | -                | -               | -             | 18,269         | 16,400          | 16,238         |
| Administrative                | 92              | -               | -               | -               | -               | 41             | (30)            | -               | -               | -                | 66              | 134           | 303            | 1,170           | 1,628          |
| Depreciation                  | 755             | 755             | 755             | 755             | 755             | 755            | 755             | 755             | 755             | 755              | 755             | 755           | 9,060          | 9,060           | 9,063          |
| Miscellaneous                 | -               | -               | -               | -               | -               | 2,445          | -               | -               | -               | -                | -               | -             | 2,445          | 2,500           | 3,070          |
| <b>Total Expenses</b>         | <b>34,574</b>   | <b>34,261</b>   | <b>44,926</b>   | <b>41,847</b>   | <b>32,693</b>   | <b>45,245</b>  | <b>52,117</b>   | <b>52,892</b>   | <b>83,891</b>   | <b>(303,867)</b> | <b>32,897</b>   | <b>37,607</b> | <b>189,083</b> | <b>855,560</b>  | <b>637,005</b> |
| <b>Net Income</b>             | <b>(34,571)</b> | <b>(33,381)</b> | <b>(44,924)</b> | <b>(40,513)</b> | <b>(20,436)</b> | <b>373,895</b> | <b>(51,574)</b> | <b>(52,438)</b> | <b>(83,621)</b> | <b>606,060</b>   | <b>(32,820)</b> | <b>10,946</b> | <b>596,623</b> | <b>(85,693)</b> | <b>118,479</b> |
| <b>Balance Sheet Summary</b>  |                 |                 |                 |                 |                 |                |                 |                 |                 |                  |                 |               |                |                 |                |
| Cash                          | 324,885         | 373,828         | 334,592         | 298,573         | 222,445         | 596,079        | 518,867         | 498,639         | 417,777         | 1,035,449        | 983,524         | 947,010       |                |                 |                |
| Accounts Receivable           | 48,062          | -               | -               | -               | -               | -              | -               | -               | -               | -                | -               | -             |                |                 |                |
| Prepays*                      | 10,699          | 10,644          | 10,589          | 10,534          | 10,479          | 10,439         | 10,399          | 10,359          | 10,319          | 10,280           | 10,240          | 51,087        |                |                 |                |
| Fixed Assets                  | 19,851          | 19,096          | 18,340          | 17,585          | 16,830          | 16,074         | 15,319          | 14,564          | 13,809          | 13,053           | 12,298          | 11,543        |                |                 |                |
| Reserves (Bridge & Culvert)   | 444,333         | 450,333         | 456,333         | 462,333         | 468,333         | 505,748        | 511,748         | 517,748         | 523,748         | 529,748          | 535,748         | 541,748       |                |                 |                |
| Current Liabilities           | 53,230          | 86,681          | 91,558          | 95,243          | 38,740          | 37,684         | 11,251          | 42,665          | 44,629          | 55,445           | 35,544          | 28,176        |                |                 |                |

\*deposit with Burke Williams and GSRMA FY21 Payment