

**DIABLO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
TELECONFERENCE VIA THE APPLICATION ZOOM
JUNE 14, 2022, 7:30 p.m.**

CALL TO ORDER: President Kathy Urbelis called the meeting to order at 7:30 p.m.

President Urbelis welcomed Directors and the public and explained the rules for public comment.

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

Directors present: Urbelis, Becker, Eorio, Cox
Directors absent: Isom

PUBLIC COMMENTS: None

BOARD/STAFF COMMUNICATION AND ACTIONS:

ADMINISTRATIVE:

General Manager Torru presented the 2022-23 Budget and Resolution 2022-03, approving the 2022-23 Budget.

On motion by Director Eorio, second by Director Cox, the Directors in attendance unanimously adopted Resolution 2022-03, approving the 2022-23 Budget.

General Manager Torru presented the Specifications of Election Order, Resolution 2022-04, ordering the November 8, 2022, General Election of DCSD Directors, Becker, Eorio and Isom seats.

On motion by Director Eorio, second by Director Becker, the Directors in attendance unanimously adopted Resolution 2022-04, ordering specifications for the November 8, 2022, General Election.

President Urbelis introduced for discussion the development of a records retention policy for the purpose of identifying, maintaining and safeguarding the District's records. The District will be guided by State record retention requirements and General Counsel in the development of a policy. A draft policy will be presented to the Board for discussion at a future regular meeting.

SECURITY:

Deputy Buergi reported that there were a few minor incidents last month, including a lost/stolen child's bike and a domestic issue. Stop sign compliance and licensed golf cart driver compliance continue to be an issue that Deputy Buergi is focused on.

CONSENT CALENDAR:

On motion of Director Eorio, second by Director Becker, the Directors in attendance unanimously approved the consent calendar.

REPORTS:

CONTRA COSTA COUNTY: None

DIABLO PROPERTY OWNERS REPORT: None

DIABLO COUNTRY CLUB: Hank Salvo, DCC liaison, reported that the Club repaved the upper parking lot and is working on landscaping the surrounding areas. Director Eorio asked Mr. Salvo to investigate the status of the handicap parking spots at the post office and the impact of the new parallel parking spots on the ability of residents to access the post office parking lot with ease.

DIRECTOR COMMENTS:

General Counsel Christie Crowl informed the Board that the Contra Costa County Board of Supervisors in May 2022 adopted a policy that requires all agencies that hold in person meetings to provide remote access. Since the District does not have the technology to hold a live and remote meeting simultaneously all Board meetings will be held via Zoom until the County changes its meetings requirement.

President Urbelis reminded those in attendance that there will not be a July Regular Board meeting. The next Regular Board meeting will be August 9, 2022, at 7:30 p.m. via Zoom.

FUTURE AGENDA ITEMS: None

CALL OF NEXT MEETING/ADJOURNMENT:

The President called the next meeting for August 9, 2022. The meeting will be conducted via Zoom. There being no further business, the President adjourned the meeting at 7:55 p.m.

Diablo Community Services District by

Kathy Torru, General Manager

Diablo Community Services District
FY 2022-23 Budget

FY-July thru June	Actual		2023 Budget					Forecast			
	2020-21	2021-22*	Q1	Q2	Q3	Q4	YTD	2024	2025	2026	2027
Beginning Cash	947,010	646,522	523,033	322,719	503,614	370,608	523,033	562,627	707,565	776,792	1,093,311
Revenue											
Ad valorem & special tax	807,250	823,297	-	468,191	-	383,066	851,257	876,794	903,098	930,191	958,097
Other	218	8,136	350	400	400	350	1,500	1,500	1,500	1,500	1,500
Total Income	807,468	831,433	350	468,591	400	383,416	852,757	878,294	904,598	931,691	959,597
Expenses											
Security	306,628	356,027	113,746	90,946	90,946	96,146	391,785	399,392	423,356	448,757	475,682
Roads/bridges/culverts	710,160	535,708	25,000	177,000	2,000	80,000	284,000	214,000	289,000	39,000	439,000
Professional	80,701	69,093	19,352	17,000	25,010	15,140	76,502	73,250	76,300	80,100	83,212
Insurance	48,961	41,015	41,015	-	-	-	41,015	41,015	41,015	41,015	41,015
Administrative	534	2,186	1,550	2,750	15,450	110	19,860	5,700	5,700	6,300	6,300
Total Expenses	1,146,984	1,004,029	200,663	287,696	133,406	191,396	813,162	733,357	835,371	615,172	1,045,209
Net Income	(339,516)	(172,596)	(200,313)	180,895	(133,006)	192,019	39,595	144,937	69,228	316,519	(85,613)
Incr/(decr) in AP/prepays	39,028	49,107									
Ending Cash	646,522	523,033	322,719	503,614	370,608	562,627	562,627	707,565	776,792	1,093,311	1,007,699
Other Financial Data											
Reserves (bridge/culvert) (Unfunded)		667,600					761,929	857,287	953,705	1,051,216	1,149,853

* Actual & May, June Budget

RESOLUTION NO. 2022-03

**RESOLUTION OF THE DIABLO COMMUNITY SERVICES DISTRICT APPROVING
THE FISCAL YEAR 2022-23 BUDGET**

WHEREAS, The Diablo Community Services District (District) on May 31, 2022 caused to be published in the News Register of Contra Costa County, a newspaper of general circulation, a notice that the General Manager had prepared a proposed final budget for fiscal year 2022-2023, which was available for inspection, and that a public meeting would be held on June 14, 2022 at 7:30 p.m. at which time any person could appear and be heard regarding any item in the budget or regarding the addition of any other items, and;

WHEREAS, this District did hold a public meeting on June 14, 2022 at 7:30 p.m. at which time any person could appear and be heard regarding any item in the fiscal year 2022-2023 budget or regarding the addition of any other items;

NOW THEREFORE BE IT RESOLVED, that the District Board of Directors adopts the instrument attached as its final budget for fiscal year 2022-2023.

BE IT FURTHER RESOLVED, that a copy of the final budget of the District be forwarded to the Auditor of Contra Costa County.

Effective Date. This Resolution shall take effect on and after its adoption.

* * * * *

THE FOREGOING RESOLUTION WAS ADOPTED at a regular meeting of the Board of Directors of the Diablo Community Services District on the 14th day of June 2022 by the following vote:

AYES: Urbelis, Becker, Eorio, Cox

NOES:

ABSENT: Isom

ABSTAIN:

Jeff Eorio, Secretary

Attest:

Kathy Torru, General Manager

RESOLUTION NO. 2022-04

BEFORE THE BOARD OF DIRECTORS OF THE DIABLO COMMUNITY SERVICES DISTRICT CONTRA COSTA COUNTY, STATE OF CALIFORNIA

RESOLUTION ORDERING SPECIFICATIONS OF THE ELECTION ORDER

WHEREAS, California Elections Code requires a general District election be held in each District to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even numbered year; and

WHEREAS, other Elections may be held in whole or in part of the territory of the District and it is to the advantage of the District to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each District involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that District; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens, the District Board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters, may establish the cost, and determine whether the costs be paid in advance; and

WHEREAS, Elections Code Section 12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District;

NOW THEREFORE IT IS ORDERED that an election be held within the territory included in this District on the **8th day of November 2022**, for the purpose of electing members to the Board of Directors of said District in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The Election shall be held Tuesday, **the 8th day of November 2022**. The purpose of the election is to choose members of the Board of Directors for the following seats:

Director Becker	Full term
Director Eorio	Full term
Director Isom	Full term
2. The District has determined that the candidate will pay for the Candidate's Statement. As a condition of having the Candidates' Statements published, the candidate shall pay the estimate cost of filing. The District accepts the Elections District's estimate of cost.

3. The District directs that the County Registrar of Voters of Contra Costa County publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. The Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the District, pursuant to Elections Code 10400.
5. The District will reimburse the county for the actual cost incurred by the county elections official in conducting the general District election upon receipt of a bill stating the amount due as determined by the elections official.
6. The General Manager of this Board is ordered to deliver copies of this Resolution, to the County Registrar of Voters, and to the Board of Supervisors of Contra Costa County.

* * * * *

THE FOREGOING RESOLUTION WAS ADOPTED at a regular meeting of the Board of Directors of the Diablo Community Services District on the 14th day of June 2022 by the following vote:

AYES: Urbelis, Becker, Eorio, Cox

NOES:

ABSENT: Isom

ABSTAIN:

Jeff Eorio, Secretary

Attest:

Kathy Torru, General Manager