

**DIABLO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
TELECONFERENCE VIA THE APPLICATION ZOOM
SEPTEMBER 13, 2022, 7:30 p.m.**

CALL TO ORDER: Vice President Leonard Becker called the meeting to order at 7:30 p.m.

Vice President Becker welcomed Directors and the public and explained the rules for public comment.

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

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

PUBLIC COMMENTS:

Four residents expressed concern over the destruction of District documents that have reached their destruction date under the proposed records retention policy, and the importance of preserving the District's history.

BOARD/STAFF COMMUNICATION AND ACTIONS:

ADMINISTRATIVE:

Vice President Becker presented the proposed records retention policy for discussion. The Directors affirmed the importance of preserving the District's history and stressed the need to identify, digitize and catalog the District's records so that the important elements of the District's history and operations can be safeguarded and easily retrieved. To address the concerns expressed during public comment Director Becker requested that the proposed Destruction Process section of the records retention policy be modified to require Board approval of documents identified for destruction prior to any destruction. Board approval would occur as an action item on a regular meeting agenda.

General Manager Torru presented the District's fiscal year 2021-22 financial report. As June 30, 2022 the District had a cash balance of \$467,000. A copy of the report is available on the District's website at www.diablocsd.org.

ROADS:

Director Cox reported that a large tree branch fell over lower Alameda Diablo last week closing the road to all vehicular and pedestrian traffic until a tree crew could be brought in to clear the debris. Director Cox requested that the October agenda include for discussion and possible action a review of the District's emergency tree removal policy.

SECURITY:

Deputy Buergi reported that the multiple construction projects on Avenida Nueva are creating traffic issues and that he is patrolling that area with greater frequency to minimize those disruptions. The school buses are running through Diablo again and Deputy Buergi is making himself visible at the school bus stops daily to enforce traffic laws and keep everyone safe.

CONSENT CALENDAR:

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

REPORTS:

CONTRA COSTA COUNTY: No report

DIABLO PROPERTY OWNERS REPORT: Dana Pingatore, DPOA President, reported that the DPOA is working on its fall Devil’s Advocate newsletter for publication in October, and is working on the Halloween celebration social details. The DPOA is reviewing the front entrance landscape design to reduce water usage.

DIABLO COUNTRY CLUB: No report

DIRECTOR COMMENTS: None

FUTURE AGENDA ITEMS:

President Urbelis to present a records retention policy for adoption at the October 11, 2022, meeting.

CALL OF NEXT MEETING/ADJOURNMENT:

Vice President Becker called the next meeting for October 11, 2022. The meeting will be conducted via Zoom. There being no further business, the meeting was adjourned the at 8:40 p.m.

Diablo Community Services District by

Kathy Torru, General Manager