

**DIABLO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING AGENDA¹
DIABLO COUNTRY CLUB CURTOLA ROOM
MONDAY, JUNE 10, 2024, 6:00 P.M.**

CALL TO ORDER:

President: Kathy Urbelis

ROLL CALL:

Secretary: Christine Chartier

Directors: Urbelis, Cox, Chartier, Lorenz, Slavonia

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. BOARD/STAFF COMMUNICATION AND ACTIONS

ADMINISTRATIVE: Director Urbelis

- a) Present process and timeline for creation of a records retention policy that includes digitizing the District's records.
- b) Adopt Resolution 2024-02 approving the DCSD Fiscal Year 2024-25 Budget.
- c) Adopt Resolution 2024-03 approving the Specifications of the Election Order for the November 5, 2024 General Election to include two Director seats.

ROADS: Director Cox

- a) Authorize Director Cox and General Manager Torru to negotiate a contract with ENGEO for the assessment of creeks and hillsides within Diablo at a cost not to exceed \$15,000.
- b) Discuss and consider for approval a \$10,505 change order from Win Structural Consulting for additional costs associated with the 3D scan of Diablo's 3 bridges.

SECURITY: Director Slavonia

- a) Provide a security update since the last meeting.

2. CONSENT CALENDAR

- a) Approve the minutes of the May 13, 2024 Regular Meeting.

3. REPORTS

CONTRA COSTA COUNTY:

Cameron Collins

DIABLO PROPERTY OWNERS ASSOC:

Leslie Keane

DIABLO COUNTRY CLUB:

Hank Salvo

¹ Agenda attachments are available on the DCSD's website (www.diablocsd.org) home page under Agenda.

4. **DIRECTOR COMMENTS**

5. **FUTURE AGENDA ITEM ANNOUNCEMENT**

6. **CALL OF NEXT MEETING & ADJOURNMENT**

The next DCSD Regular Board meeting is scheduled for August 12, 2024, at 6:00 p.m. at Diablo Country Club.

Diablo Community Services District by

Kathy Torru, General Manager

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. 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>.

RESOLUTION NO. 2024-02

**RESOLUTION OF THE DIABLO COMMUNITY SERVICES DISTRICT APPROVING
THE FISCAL YEAR 2024-2025 BUDGET**

WHEREAS, the Diablo Community Services District (District) on May 31, 2024 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 2024-2025, which was available for inspection, and that a public meeting would be held on Monday June 10, 2024 at 6:00 p.m. at which time any person could appear and be heard regarding any item in the fiscal year 2024-2025 budget or regarding the addition of any other items; and

WHEREAS, the District did hold a public meeting on June 10, 2024 at 6:00 p.m., at which time any person could appear and be heard regarding any item in the fiscal year 2024-2025 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 2024-2025.

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 10th day of June 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kathy Urbelis, President

Attest:

Kathy Torru, General Manager

Diablo Community Services District
FY 2024-25 Budget

FY-July thru June	Actual		2025 Budget					Forecast			
	2022-23	2023-24*	Q1	Q2	Q3	Q4	YTD	2026	2027	2028	2029
Beginning Cash	507,532	504,842	1,084,558	896,207	956,214	782,723	1,084,558	644,769	601,994	352,724	308,225
Revenue											
Ad valorem & special tax	886,989	917,934	-	520,010	-	425,462	945,472	973,836	1,003,051	1,033,143	1,064,137
Other	65	324,693	-	-	-	-	-	-	-	-	-
Total Income	887,054	1,242,627	-	520,010	-	425,462	945,472	973,836	1,003,051	1,033,143	1,064,137
Expenses											
Security	316,015	378,623	106,116	110,316	98,316	103,516	418,264	430,640	456,478	483,867	512,899
Roads/bridges/culverts	362,905	185,510	20,000	316,600	33,400	440,000	810,000	447,000	647,500	448,500	249,000
Professional	183,642	108,747	21,150	31,487	20,850	19,700	93,187	94,862	101,233	101,064	105,205
Insurance	40,389	41,091	41,035	-	875	-	41,910	41,910	41,910	41,910	44,006
Administrative	2,827	2,594	50	1,600	20,050	200	21,900	2,200	5,200	2,300	2,300
Total Expenses	905,777	716,565	188,351	460,003	173,491	563,416	1,385,261	1,016,612	1,252,322	1,077,641	913,410
Net Income	(18,723)	526,062	(188,351)	60,007	(173,491)	(137,954)	(439,789)	(42,776)	(249,270)	(44,498)	150,728
Incr/(decr) in AP/prepays	16,034	53,654									
Ending Cash (500k min)	504,842	1,084,558	896,207	956,214	782,723	644,769	644,769	601,994	352,724	308,225	458,953
Other Financial Data											
Reserves (bridge/culvert) (Unfunded)	760,928	857,287					953,705	1,051,216	1,149,853	1,249,648	1,350,638

* Actual thru Apr plus May, June Forecast

RESOLUTION NO. 2024-03

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 **5th day of November 2024**, 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 5th day of November 2024**. The purpose of the election is to choose members of the Board of Directors for the following seats:

Director Urbelis	Full term
Director Cox	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 10th day of June 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kathy Urbelis, President

Attest:

Kathy Torru, General Manager

**DIABLO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
DIABLO COUNTRY CLUB RED HORSE TAVERN TOO
MAY 13, 2024 6:00 P.M.**

CALL TO ORDER: President Kathy Urbelis called the meeting to order at 6:01 pm.

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

ROLL CALL: Director Chartier called the roll as follows:

Directors present: Urbelis, Lorenz, Slavonia, Chartier

Directors absent: Cox

WELCOME OFFICIALS:

Martin de los Angeles (of Best, Best, & Krieger LLP, General Counsel)

Cameron Collins (Supervisor Anderson's Liaison)

Hank Salvo (Diablo Country Club Liaison)

Kathy Torru (General Manager)

PUBLIC COMMENTS:

General Manager Torru read Ray Brant's attached comments concerning the Mt Diablo Scenic Blvd signalization project.

Maryann Cella voiced support for Ray Brant's comments and asked that the County provide regular updates on the Mt Diablo Scenic Blvd signalization project.

BOARD/STAFF COMMUNICATION AND ACTIONS:

ADMINISTRATIVE:

General Counsel Martin de los Angeles summarized the contents of the letter sent to Nicola Place and the upper Mt Diablo Scenic Blvd property owners clarifying the maintenance of Mt Diablo Scenic Blvd. A copy of the letter is included in the May 13, 2024 agenda packet.

FINANCES:

Director Lorenz presented the DCSD Financial Report for the first 9 months of fiscal year 2023-24. A copy of the Financial Report is available on the DCSD website under the Documents tab.

Director Lorenz presented the draft DCSD 2024-25 Budget for Board discussion. No changes were requested. The 2024-25 Budget will be presented to the Board at its June 10, 2024 Regular Board meeting for adoption.

On motion by Director Chartier and second by Director Slavonia, Resolution 2024-01 authorizing the Measure B Special Tax rates for fiscal year 2024-25 (\$790.78 for Improved Parcels, \$152.92 for Unimproved Parcels, and \$27,994.18 for the Diablo Country Club) and directing the County to collect the tax on behalf of the District was adopted. Motion passed 4-0.

ROADS:

On motion by Director Slavonia and second by President Urbelis, Director Cox and General Manager Torru were authorized to negotiate a contract with Dryco Construction Inc for the asphalt repair of lower Alameda Diablo and upper El Nido for an amount not to exceed \$46,000. Motion passed 4-0.

SECURITY:

Director Slavonia reported that there were no crimes reported last month. Director Slavonia expressed concern about stop sign violations at the corner of Club House Rd and Calle Arroyo and requests the Sheriff patrol that corner more frequently.

CONSENT CALENDAR:

On motion by Director Lorenz and second by Director Slavonia, the April 8, 2024 Regular Minutes were approved. Motion passed 3-0. President Urbelis abstained.

On motion by Director Lorenz and second by President Urbelis, the December 11, 2023 Special and Regular minutes were approved. Motion passed 3-0. Director Chartier abstained.

REPORTS:

CONTRA COSTA COUNTY: No report. Director Lorenz asked Cameron to update the Board on the Mt Diablo Scenic Blvd signalization project. Cameron stated that an update would be provided at the June 10, 2024 DCSD Regular meeting.

DIABLO PROPERTY OWNERS' REPORT: No report.

DIABLO COUNTRY CLUB: Hank Salvo, Diablo Country Club liaison, reported that the Club House project is on schedule and will be opened to members Memorial Day weekend. The Bocce courts and some of the landscaping won't be completed until mid-June.

DIRECTOR COMMENTS: None

FUTURE AGENDA ITEMS:

Process and timeline for the creation of a records retention policy that includes digitizing the District's records.

CALL OF NEXT MEETING/ADJOURNMENT:

President Urbelis called the next meeting for June 10, 2024 at 6:00 pm at Diablo Country Club. There being no further business, the meeting was adjourned at 6:44 p.m.

Diablo Community Services District by

Kathy Torru, General Manager

From: Ray Brant
Subject: Fwd: Mt. Diablo Scenic & Diablo Rd. improvements
Date: April 5, 2024 at 6:05 PM
To:



Cc: DCSD General Manager generalmanager@diablocsd.org

External

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Dear DCSD and DMAC Board,

Please read this into the minutes of the April 8th meeting minutes.

On about April 7th. I had the pleasure to meet with Director Lorenz and Maryann Cella regarding the required signalization of the Mt. Diablo Scenic/Blackhawk Rd./Diablo Road intersection and safety improvements to the area that must accompany such a major change to that intersection and nearby area. The safety improvements are needed to mitigate the increased hazards to vehicles, pedestrians, and bicyclists that the signalization will create.

We walked the area from Avenida Nueva to Mt. Diablo Scenic. Greg commented that during off-peak traffic time (i.e. other than school start and end times) there should be a flashing red light for the entire intersection. Obviously, traffic is lighter then and it is therefore preferable to have full stops for every car both to shorten vehicle delay and to allow a window of time for vehicles to exit driveways and nearby intersections, and pedestrians to cross and bicyclists to make left turns onto Mt. Diablo Scenic.

Most importantly, requiring a full stop during off-peak times will keep car speeds in the area lower. When the signal is activated, vehicles traveling west on Diablo Road through a green light at Scenic will be traveling upwards of 50 mph at Avenida Nueva making vehicle entrance and exit from Avenida Nueva and Diablo Rd. homeowners' driveways, pedestrian crossing, and bicyclist turning more DANGEROUS. Similarly, vehicles traveling eastbound on Diablo Rd. will likely speed up to make a green light, making for more dangerous conditions for motorists, pedestrians, and bicyclists.

Friday March 8th I observed school kids being dropped off at Avenida Nueva and La Cadena. Some of them walked down Avenida Nueva to cross Diablo Road. I watched as they stood and tried to judge a safe time to cross and then they ran across Diablo Road.

I believe that the DCSD Board has the responsibility to actively engage with County officials (Supervisor Andersen and Department of Public Works) to ensure that the signalization project mitigate its negative impact on the safety of DCSD residents and other motorists, pedestrians, and bicyclists traveling the area around the intersection.

Thank you,

Ray Brant
Palma Vista

DIABLO MUNICIPAL ADVISORY COUNCIL

NOTICE OF CANCELLATION OF REGULARLY SCHEDULED BOARD MEETING

Notice is hereby given that the Regular Board Meeting of the Diablo Municipal Advisory Council (DMAC) scheduled for **June 10, 2024** has been cancelled.

The next DMAC Regular Board Meeting is scheduled for August 12, 2024 at 6:00 p.m. at Diablo Country Club Curtola Room.

Diablo Community Services District by,

Kathy Torru, General Manager