

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

**CALL TO ORDER:** President Kathy Urbelis called the meeting to order at 6:00 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, Cox, Slavonia, Chartier**

**Directors absent: Lorenz**

**WELCOME OFFICIALS:**

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

Hank Salvo (Diablo Country Club Liaison)

Kathy Torru (General Manager)

**PUBLIC COMMENTS:**

Kay Batts thanked general counsel Martin de los Angeles for his well-written letter dated May 9, 2024 addressed to Nicola Place and the property owners of upper Mt Diablo Scenic Blvd.

Jeff Eorio expressed support for the agenda item establishing a records retention policy and digitizing the District's records and reinforced the importance of a records retention policy.

**BOARD/STAFF COMMUNICATION AND ACTIONS:**

**ADMINISTRATIVE:**

President Urbelis presented the purpose for establishing a records retention policy along with a summary of steps that would be part of development and adoption of such a policy. Policy development plans and schedules, which will include public working sessions, will be worked out with the Board. The target date for adoption of a records retention policy is late fall.

On motion by Director Slavonia and second by Director Chartier, Resolution 2024-02 approving the DCSD Fiscal Year 2024-25 Budget was adopted. Motion passed 4-0.

On motion by Director Chartier and second by Director Slavonia, Resolution 2024-03 approving the Specifications of the Election Order for the November 5, 2024 General Election to include two director seats was adopted. Motion passed 4-0.

**ROADS:**

On motion by Director Slavonia and second by Director Cox, Director Cox and General Manager Torru were authorized to negotiate a contract with ENGEO for the assessment of creeks and hillsides within Diablo at a cost not to exceed \$15,000. Motion passed 4-0.

On motion by Director Cox and second by President Urbelis, President Urbelis, Director Cox and General Manager Torru were authorized to negotiate a settlement with WIN Structural Consulting for the bridge assessment 3D scan change order, not to exceed \$10,505. Motion passed 4-0.

**SECURTY:**

Director Slavonia reported that there were no crimes reported last month and that Deputy Chris will be on vacation through the end of June. Deputy Chris' shifts will be covered by sheriff department deputies.

**CONSENT CALENDAR:**

On motion by Director Chartier and second by President Urbelis, the May 13, 2024 Regular Minutes were approved. Motion passed 4-0.

**REPORTS:**

**CONTRA COSTA COUNTY:** No report.

**DIABLO PROPERTY OWNERS' REPORT:** No report.

**DIABLO COUNTRY CLUB:** Hank Salvo, Diablo Country Club liaison, reported that the Club House is open; however, there is still some remaining work that should be completed this summer.

**DIRECTOR COMMENTS:** None

**FUTURE AGENDA ITEMS:** None

**CALL OF NEXT MEETING/ADJOURNMENT:**

President Urbelis called the next meeting for August 12, 2024 at 6:00 pm at Diablo Country Club. There being no further business, the meeting was adjourned at 6:22 p.m.

Diablo Community Services District by

Kathy Torru, General Manager