

**DIABLO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING AGENDA¹
DIABLO COUNTRY CLUB CURTOLA ROOM
MONDAY, NOVEMBER 11, 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. ANNOUNCEMENTS

Recognize President Kathy Urbelis' 8 years of service to the District.

2. BOARD/STAFF COMMUNICATION AND ACTIONS

ADMINISTRATIVE: Director Urbelis

- a) Provide update on Records Retention project.
- b) Review and approve the 2025 Regular Meeting schedule: second Monday of the month at 6:00 pm at the Diablo Country Club. Meetings are not held in July or December unless sensitive actions are required.

FINANCES: Director Lorenz

- a) Present the District's Q1 2025 financial report.

ROADS: Director Cox

- a) Authorize Director Cox and General Manager Torru to negotiate a contract with Marshall Brothers and ENGEO Inc for the repair of the Dan Cook Creek headwall at Club House Rd for an amount not to exceed \$15,000.
- b) Provide update on the review of the District's 3 bridges.

SECURITY: Director Slavonia

- a) Provide a security update since the last Regular Meeting.

3. CONSENT CALENDAR

- a) Approve the minutes of the October 14, 2024, Regular Meeting.

4. REPORTS

CONTRA COSTA COUNTY:

Cameron Collins

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

DIABLO COUNTRY CLUB:

Hank Salvo

5. DIRECTOR COMMENTS

6. FUTURE AGENDA ITEM ANNOUNCEMENT

Election of Officers

7. CALL OF NEXT MEETING & ADJOURNMENT

The next DCSD Regular Board meeting is scheduled for January 13, 2025, 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>.

Diablo Community Services District
Financial Report
September 30, 2024

	July	August	September	Actual YTD	Budget YTD
Beginning Cash	1,579,333	1,446,061	1,396,057	1,579,333	1,579,333
Revenue					
Tax revenue	-	-	-	-	-
Other revenue	13	302	11	326	-
Total Income	13	302	11	326	-
Expenses					
Sheriff services	30,002	31,091	28,121	89,214	106,116
Road/bridge/culvert/trail	6,752	3,586	36,020	46,358	66,000
Professional services	12,880	10,550	5,437	28,867	21,150
Insurance	40,497	-	-	40,497	41,035
Administrative	-	76	-	76	50
Total Expenses	90,131	45,303	69,578	205,012	234,351
Net Income	(90,118)	(45,001)	(69,567)	(204,686)	(234,351)
Incr/(decr) in payable/prepaid	(43,154)	(5,003)	18,818	(29,339)	(106,007)
Ending Cash	1,446,061	1,396,057	1,345,308	1,345,308	1,450,989

Other Financial Data

Prepaid/deposit					
Reserves (bridge/culvert)*	862,286	867,286	872,286		
Accounts payable	88,508	83,505	102,322		
Accrued expense					
Other liabilities	457,878	457,878	457,878		

Notes

* reserves are unfunded

**DIABLO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
DIABLO COUNTRY CLUB CURTOLA ROOM
OCTOBER 14, 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:

Zach Scalzo (of Best, Best, & Krieger LLP, General Counsel)

Kathy Torru (General Manager)

Hank Salvo (Diablo Country Club)

PUBLIC COMMENTS:

Jeff Eorio congratulated President Kathy Urbelis for being recognized as the DPOA 2023 Diablo Citizen of The Year and thanked her for her years of service to the DCSD and the community. Jeff commended the Board for adopting a Records Retention Policy and encouraged the Board to reconsider adopting the County 3-foot setback requirement for fences and walls.

Maryann Cella requested clarification of the District's Records Retention Policy and requested the Board add additional steps on Kay's Trail to make it more accessible.

Alan Bonny congratulated President Kathy Urbelis for being recognized as the DPOA 2023 Diablo Citizen of The Year and thanked her for her years of service to the DCSD and the community.

BOARD/STAFF COMMUNICATION AND ACTIONS:

ADMINISTRATIVE:

President Urbelis announced that the DCSD and DPOA will host a Holiday Cocktail hour for Diablo residents on Tuesday December 10 from 5:30-7:30 pm at the Diablo Country Club Carriage Lounge. Invitations will be emailed to residents providing more details.

President Urbelis reported that General Manager Torru reviewed three vendor proposals to digitize, catalog, shred and provide cloud services for the District's records. UBEO Business Services was selected as the recommended vendor due to a lower cost and better fit for the District. On Motion by Director Slavonia and second by Director Cox, the Board authorized Director Urbelis and General Manager Torru to negotiate a contract with UBEO Business Services to digitize, catalog, shred and provide cloud services for the District's records at a cost not to exceed \$15,000. Motion passed 4-0.

General Manager Torru presented the 2024 audit report prepared by Richardson & Company. The District received a clean audit opinion, with no adjustments and no internal control weaknesses or concerns identified. A copy of the audit report is available on the District's website under the Documents Tab.

ROADS:

Director Cox updated the Board on the ENGEIO creeks and open space assessment project; This past summer the District contracted with ENGEIO to perform a visual assessment of the creeks and open space in Diablo to note observable geological conditions such as erosion, scour, landslides and slumps as well as loose soil, debris or impacted structures. ENGEIO performed the visual assessment July 29th – 31st and communicated directly with individual property owners advising them of the geological concerns identified. Those letters were mailed to property owners at the end of August.

The creeks and open space in Diablo are outside the District's scope; however, the District engaged ENGEIO as a service to the community and at the request of the State Water Resource Board.

Director Cox updated the Board on the Dan Cook Creek channel mitigation project. The District was granted a CDFW (California Department of Fish and Wildlife) permit this past month to restore the Dan Cook Creek Channel to its original condition where it crosses Kay's Trail. This project involved removing the 3 culvert pipes, broken concrete and other foreign debris from the creek bed, re-grading the creek bed and adding natural stone steps to allow Kay's Trail users to cross the creek. The work was completed in September.

Director Cox asked the Board for authorization to enter a contract with Marshall Brothers to perform storm patrol services of the two trash racks for the 2024-25 winter season. Marshall Brothers performed the service last year to the District's satisfaction. The proposal for this year includes a cost increase of approx. \$700. On motion by President Urbelis and second by Director Chartier, the Board authorized Director Cox and General Manager Torru to negotiate a contract with Marshall Brothers to perform storm patrol services this winter at a cost not to exceed \$14,000.

SECURITY:

Director Slavonia reported that there were no incidents/crimes reported since the last report.

CONSENT CALENDAR:

On motion by Director Cox and second by Director Chartier, the August 12, 2024 Regular Minutes were approved. Motion passed 4-0.

On motion by Director Cox and second by President Urbelis, the September 21, 2024 Special Minutes were approved. Motion passed 3-0-1. Director Chartier abstained on the September minutes as she was not in attendance.

REPORTS:

CONTRA COSTA COUNTY: No report.

DIABLO COUNTRY CLUB: Hank Salvo, Diablo Country Club liaison, reported that the Club has been addressing operational issues that necessitated membership approval of an additional assessment, which was overwhelmingly approved. The Club made management changes and has hired Troon as interim General Manager to assist with the operational challenges.

DIRECTOR COMMENTS: None

FUTURE AGENDA ITEMS: President Urbelis stated that the General Manager will provide a detailed update of the Records Retention project at the November meeting.

CALL OF NEXT MEETING/ADJOURNMENT:

President Urbelis called the next meeting for November 11, 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