

**DIABLO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
SPECIAL MEETING MINUTES
DIABLO COUNTRY CLUB ENTRY
NOVEMBER 20, 2024 4:00 P.M.**

CALL TO ORDER: President Urbelis called the meeting to order at 4:00 pm.

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

ROLL CALL: President Urbelis called the roll as follows:

Directors present: Urbelis, Cox, Lorenz, Slavonia

Directors absent: Chartier

WELCOME OFFICIALS:

Kathy Torru (General Manager)

PUBLIC COMMENTS: None

BOARD/STAFF COMMUNICATION AND ACTIONS:

ADMINISTRATIVE:

Director Cox explained that the culvert at the corner of Clubhouse Rd and Calle Arroyo has collected significant debris and needs to be cleaned out immediately to ensure an unobstructed flow of water through the culvert, particularly in case of severe winter storms. The culvert extends under the road in two places and under private property. The District is only responsible for the section of culvert under the road but, due to the urgency of the situation, plans to front the cost of the clean-out and then work with the property owners to negotiate reimbursement.

Four requests for culvert clean-out proposals were issued and two companies responded. NorCal Pipeline Services, one of the two companies bidding on the work, has extensive expertise in this area and submitted the lowest bid. Director Cox recommended that the District authorize him and General Manager Torru to negotiate a contract with NorCal Pipeline Services for the emergency clean-out of the culvert at the corner of Clubhouse Rd and Calle Arroyo for a cost not to exceed \$30,000. President Urbelis made the motion and Director Cox second. Motion passed 4-0.

CALL OF NEXT MEETING/ADJOURNMENT:

President Urbelis called the next meeting for January 13, 2025 at 6:00 pm at Diablo Country Club. There being no further business, the meeting was adjourned at 4:04 p.m.

Diablo Community Services District by

Kathy Torru, General Manager