

**DIABLO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
REGULAR MEETING AGENDA<sup>1</sup>  
DIABLO COUNTRY CLUB CURTOLA ROOM  
MONDAY, JANUARY 13, 2025, 6:00 P.M.**

**CALL TO ORDER:**

**Vice President: Matt Cox**

**ROLL CALL:**

**Secretary: Christine Chartier**

**Directors: Cox, Chartier, Lorenz, Slavonia, Luecht**

**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 Cox**

- a) Welcome Director Luecht.
- b) Confirm administration of Oath of Office to Directors Cox and Luecht.
- c) Election of Officers: President, Vice President and Secretary.
- d) Appoint Commissioners: Finance, Security, Roads, Community Liaison.
- e) Consider adoption of *Resolution 2025-01*: Designate signers and account administrator for District bank accounts.
- f) Provide update on Records Retention project.

**ROADS: Director Cox**

- a) Provide update on District's bridge assessment and next steps. Authorize Director Cox and General Manager Torru to engage General Counsel to research bridge repair/replacement funding options i.e. Cal Trans Agreement, Special Tax, Bond Measure.

**SECURITY: Director Slavonia**

- a) Provide security update since the last Regular Meeting, including update on Sheriff's investigation.

**2. CONSENT CALENDAR**

- a) Approve minutes of the November 11, 2024, Regular Meeting.
- b) Approve minutes of the November 20, 2024, Special Meeting.
- c) Approve minutes of the December 18, 2024, Special Meeting.

**3. REPORTS**

**CONTRA COSTA COUNTY:**

Cameron Collins

**DIABLO COUNTRY CLUB:**

Hank Salvo

<sup>1</sup> Agenda attachments are available on the DCSD's website ([www.diablocsd.org](http://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 February 10, 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](mailto: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**

**A RESOLUTION APPOINTING PERSONS  
AUTHORIZED TO EXECUTE CHECKS  
AND BANK DOCUMENTS ON BEHALF  
OF THE DIABLO COMMUNITY SERVICES  
DISTRICT**

**RESOLUTION 2025 - 01**

**January 13, 2025**

**WHEREAS** it is in the best interest of this district to have at least three persons authorized to execute bank documents and have online access to the Diablo Community Services District bank accounts at Chase bank

**NOW THEREFORE BE IT RESOLVED** that the following persons are authorized to execute bank documents and access online bank account activity at Chase bank on behalf of Diablo Community Services District:

Matthew Cox  
Greg Lorenz  
Kathy Torru

Ayes: Cox, Lorenz, Chartier, Slavonia, Luecht  
Noes: None  
Abstentions: None  
Absent: None

**CERTIFICATION**

I certify that I am the Secretary of the Diablo Community Service District and that the above resolution is a true and correct copy of a resolution passed by the Board of Directors of the Diablo Community Service District on January 13, 2025.

Date:

\_\_\_\_\_  
Christine Chartier, Secretary

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**DIABLO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
DIABLO COUNTRY CLUB CURTOLA ROOM  
NOVEMBER 11, 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:** President Urbelis called the roll as follows:

**Directors present: Urbelis, Cox, Lorenz, Slavonia**

**Directors absent: Chartier**

**WELCOME OFFICIALS:**

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

Kathy Torru (General Manager)

Cameron Collins (Contra Costa County Liaison)

Hank Salvo (Diablo Country Club)

**PUBLIC COMMENTS:**

Kay Batts thanked the DCSD Board and General Manager for restoring the Dan Cook Creek Channel at Kay's Trail to its natural state.

Alan Bonny read Tony Geisler's letter requesting that all District records be digitized.

Maryann Cella requested that all District records be digitized and that no records be destroyed except for duplicates.

Ray Brant requested that all District records be digitized.

Jeff Eorio expressed support for the records retention policy and schedule adopted by the Board in August 2024.

Nicola Place – see attached letter

Julie Nejedly – see attached letter

Anne Coleman read a letter from David Mackesey opposing document destruction.

Dan Coleman expressed concern about any right of way grant to the County.

**ANNOUNCEMENTS**

Director Cox read a proclamation recognizing Kathy Urbelis for her dedication and years of service to the District. Director Lorenz expressed his appreciation for her service to the community.

Kathy Urbelis thanked the Directors for their kind words and expressed her appreciation for the opportunity to serve the community and the District these last eight years and wished the Board all the best in the years to come.

## **BOARD/STAFF COMMUNICATION AND ACTIONS:**

### **ADMINISTRATIVE:**

The General Manager provided a Records Retention Project update. District records that match the District's records retention schedule will be scanned, cataloged and uploaded onto a cloud platform in January by the service provider UBEO. District records that do not match the records retention schedule will be inventoried and preserved until directed otherwise by the Board. The General Manager will provide the Board with a summary of that inventory at the January meeting,

President Urbelis presented the 2025 DCSD 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 time-sensitive actions are required. On motion by Director Cox and second by Director Lorenz, the 2025 Regular Meeting schedule was approved. Motion passed 4-0

### **FINANCES:**

Director Lorenz presented the District's financials for the quarter ended September 30, 2024, noting that revenues and expenses are in line with the budget. The financials are posted on the District's website under the Documents tab.

### **ROADS:**

Director Cox asked the Board for authorization to negotiate contracts with Marshall Brothers and ENGEIO Inc. to repair the Dan Cook Creek headwall at Clubhouse Rd. Erosion on the east side of the headwall was identified by ENGEIO as part of their creeks and open space assessment project this past summer. On motion by Director Lorenz and second by President Urbelis, the Board authorized Director Cox and General Manager Torru to negotiate contracts with Marshall Brothers and ENGEIO Inc. to repair the Dan Cook Creek headwall at a cost not to exceed \$15,000.

Director Cox updated the Board on the District's 3 bridges (2 Alameda Diablo and 1 Caballo Ranchero). The District received an engineering report from WIN Structural Consulting last summer that concluded that the District's 3 bridges are at or near the end of their life and replacement and/or significant retrofit repairs are recommended. The District has been working with Biggs Cardosa and General Counsel to identify the different repair/replacement options available to the District. One of the options is for the District to list the 3 bridges on the National Bridge Inventory and enter into a master agreement with Caltrans. Entering into an agreement with Caltrans would qualify the District for state funds to repair/replace the bridges and for future maintenance of the bridges. The District is assessing the conditions that are attached to the Caltrans master agreement and will update the Board once that work is complete.

### **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 Slavonia, the October 14, 2024 Regular Minutes were approved. Motion passed 3-0-1. Director Lorenz abstained as he was not present at the meeting.

### **REPORTS:**

**CONTRA COSTA COUNTY:** Cameron Collins, Contra Costa County liaison, reported that the Mt Diablo Scenic Blvd signalization project is still in the easement procurement stage.

**DIABLO COUNTRY CLUB:** Hank Salvo, Diablo Country Club liaison, reported that the Club will hold its annual meeting Sunday and announce the results of Director elections.

**DIRECTOR COMMENTS:** None

**FUTURE AGENDA ITEMS:** President Urbelis stated that the election of DCSD officers will occur at the January 13, 2025 meeting.

**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 6:40 p.m.

Diablo Community Services District by

Kathy Torru, General Manager

Date: 11/10/2024

To: Kathy Torru

From: Nicola Place

RE: Kudos for Kathy Urbelis; please read during Public Comments  
at the 11/11/24 DCSD Meeting

Dear Kathy (Urbelis),

First, my apologies for not attending tonight's meeting to read this to you personally. I'm attending a Veteran's Day event that precisely overlaps with tonight's DCSD meeting.

Even though I am not here in person, I wanted to be sure to thank you, on the record, for your incredible efforts to try and sort out the legal conundrum that is Mt. Diablo Scenic Blvd.

Specifically, starting in 2018 you undertook a massive personal effort to educate yourself on the long and complex history of Scenic. You met with Parks people, County people, the head of The Athenian School, and the residents of Upper Scenic, to name just a few. You scoured through old records and learned, firsthand and in great detail, the truly confounding nature of the predicament.

And, despite what all of that the history revealed to you about the likelihood of success, you remained optimistic that there was a path to a better and safer outcome for the road users of Mt. Diablo Scenic.

Thanks to all of your hard – and smart – work, the residents of Upper Scenic were once again inspired to take another run at getting State Parks to the table. You led the charge, leading to several residents' meetings, and you even negotiated two meetings with State Parks!

Sadly, in the midst of all of that, a cyclist was killed on Scenic and the frustration became even more palpable.

And, unfortunately, even against your excellent efforts, State Parks preserved their 85+ year perfect record of inaction – **but had there been any possible chance or way to make progress, I know you would have been the person to find it and get it done.**

There's a saying that "It's the thought that counts", and maybe that's true, but I say it's the dedicated effort and skillful action that counts – and I am forever grateful for your efforts and actions to make Scenic safer.

With great appreciation,

Nicola Place

To DCSD for Public Comment at 11/11/2024 Meeting

The DPOA board recently announced Kathy Urbelis as Diablo's 2023 Citizen of the Year. Kathy has been living in and serving our community for 48 years! Her knowledge of the inner workings of Diablo has been invaluable to BOTH our property owners' association (DPOA) and our community services district (DCSD) over the years. If you are ever looking for any Diablo-specific information, Kathy likely has it or can direct you to the right source. Her authentic and tireless commitment to leadership and service in our community has been so appreciated by all.

Kathy served as President of the DPOA from 2003 to 2004, collaborating, overseeing, organizing and working on countless efforts for the community. She joined the DCSD as a Director in 2016, was appointed Vice President in 2017 and elected President of the board in 2021. Throughout her time on the DCSD board, Kathy has worked closely with the Board, members of the community, and county representatives to ensure that decisions on roads and security were made with the best interests of the community in mind while considering the purpose and authority of the District (as specified in our formation document). Her major accomplishments as DCSD President include updating the Procurement and Encroachment Ordinance Codes, establishing a Records Retention Policy and implementation strategy, overseeing the District's response to the flooding and infrastructure damage from historic storms on December 31, 2022 and January 2023. She also navigated the challenges of governing through COVID and the insurance crisis.

Fun Fact: Did you know that Kathy is also behind the Diablo Community Food Drive for the Food Bank of Contra Costa/Solano County? She has been organizing and coordinating our very successful community campaign for 25 YEARS.

As Kathy retires from the Board of the DCSD, please join us in congratulating and thanking her for her many years of exceptional service to our community.

Julie and Don Nejedly  
1849 El Nido



**Honoring**  
***KATHY URBELIS***

**WHEREAS** KATHY URBELIS has been a resident of Diablo for more than forty-eight years, and;

**WHEREAS** KATHY URBELIS contributed significant time and energies freely for the betterment of Diablo, and;

**WHEREAS** KATHY URBELIS served with distinction as President of the Diablo Property Owners Association from 2003-2004, was appointed by the Board of Supervisors of Contra Costa as Director of the Diablo Municipal Advisory Council and was elected as Director of the Diablo Community Services District in 2016, and was recognized as Diablo Citizen of the Year in 2023, and;

**WHEREAS** KATHY URBELIS, as President of the Diablo Community Service District, worked tirelessly to navigate the District through the challenges of COVID, and the December 31, 2022 historic storm and flood, and collaborated with fellow Board members to update the Procurement and Encroachment Ordinance Codes, and establish a Records Retention Policy and implementation strategy, and;

**WHEREAS** KATHY URBELIS has set an example of dedication to principle which has been an inspiration to her fellow directors; and;

**WHEREAS** KATHY URBELIS was considered a friend by all who knew her, and;

**NOW THEREFORE BE IT RESOLVED THAT** that we, the Directors of the Diablo Community Services District, do hereby extend to KATHY URBELIS our sincere and grateful appreciation for her dedicated service to the Community of Diablo and our best wishes for her continued success, happiness and good health in the years to come.

Matt Cox

Greg Lorenz

Jerry Slavonia

Christine Chartier

Diablo Community Services District  
 Financial Report  
 September 30, 2024

	July	August	September	Actual YTD	Budget YTD
<b>Beginning Cash</b>	1,579,333	1,446,061	1,396,057	1,579,333	1,579,333
<b>Revenue</b>					
Tax revenue	-	-	-	-	-
Other revenue	13	302	11	326	-
Total Income	13	302	11	326	-
<b>Expenses</b>					
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)
<b>Ending Cash</b>	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  
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

**DIABLO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
SPECIAL MEETING MINUTES  
DIABLO COUNTRY CLUB STONE ROOM  
DECEMBER 18, 2024 5:00 P.M.**

**CALL TO ORDER:** Vice President Cox called the meeting to order at 5:00 pm.

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

**ROLL CALL:** Secretary Chartier called the roll as follows:

**Directors present: Cox, Lorenz, Slavonia, Chartier**

**Directors absent: Luecht**

**WELCOME OFFICIALS:**

Kathy Torru (General Manager)  
Chris Stoffels (CCC Sheriff Deputy)

**PUBLIC COMMENTS:** None

**BOARD/STAFF COMMUNICATION AND ACTIONS:**

**ADMINISTRATIVE:**

General Manager Torru and Sheriff Deputy Stoffels updated Directors on the two recent home burglaries and status of the Sheriff's Department investigation and asked the Board to consider the authorization of additional funds to increase sheriff patrols in Diablo. On motion by Director Slavonia and second by Director Chartier, the Board authorized an additional \$20,000 to increase sheriff patrols in Diablo. Motion passed 4-0.

**CALL OF NEXT MEETING/ADJOURNMENT:**

Vice President Cox 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 5:40 p.m.

Diablo Community Services District by

Kathy Torru, General Manager