

**DIABLO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
DIABLO COUNTRY CLUB CURTOLA ROOM
JANUARY 13, 2025 6:00 P.M.**

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

Directors absent: Luecht

WELCOME OFFICIALS:

Kathy Torru (General Manager)

Cameron Collins (Liaison to County Supervisor Candace Andersen)

PUBLIC COMMENTS:

Tony Geisler asked that the Board consider changing its public comments policy to allow public comments before each agenda item.

Ray Brant attached letter

Maryann Cella asked that the DCSD Records Retention Policy be amended to include the retention of all records. Maryann voiced support for Tony' Geisler's comments.

Alan Bonny voiced support for both Tony Geisler's and Maryann Cella's comments.

Manny Del Arroz expressed concern over the unattended chaparral in the valley located between the reservoir on his property and the State Park trail near Mt Diablo Scenic Blvd and requested that the District contact SRVFD to assess the situation and share its findings with the State Park and the adjacent neighbors. Manny expressed concern that the unattended chaparral poses a significant fire risk.

Joan Hines expressed concern about debris in the creeks and the need for property owners to properly maintain the creek beds.

BOARD/STAFF COMMUNICATION AND ACTIONS:

ADMINISTRATIVE:

General Manager Torru confirmed Director Cox has been administered the Oath of Office. Director Luecht has not been administered the Oath of Office yet.

On motion by Director Slavonia and second by Director Chartier the following Directors were elected as officers:

Matt Cox, President

Greg Lorenz, Vice President

Christine Chartier, Secretary

Motion passed 4-0.

President Cox announced Commissioner appointments:

Matt Cox, Roads Commissioner

Jerry Slavonia, Security Commissioner

Greg Lorenz, Finance Commissioner

Christine Chartier, Community Liaison Commissioner

President Cox presented Resolution 2025-01, the designation of an account administrator and signers for the District bank accounts at Chase Bank. On motion by President Cox and second by Director Lorenz, Resolution 2025-01 was adopted. Motion passed 4-0.

The General Manager provided a Records Retention Project update, highlighting the following:

District documents that meet the Records Retention Schedule have been transferred to UBEO for digitization and storage in a cloud-based platform.

Documents that do not meet the Records Retention Schedule will be presented to the Board over the next several months at DCSD Regular Meetings for discussion and votes on the disposition of the documents.

Once this process is complete the Board will review the Records Retention Schedule and make updates as needed to reflect the types of additional documents retained.

No District documents will be destroyed until the above process is complete and the Board authorizes the General Manager to shred the documents identified by the Board.

Director Lorenz requested that UBEO attend the February meeting to educate the Board on the document digitization process.

ROADS:

President Cox reminded the Board of the bridge engineering assessment that was performed last year and the findings that the District's 3 bridges are at or near the end of their life. President Cox asked the Board to authorize himself and General Manager Torru to engage the District's General Counsel to research different funding options for repairs/replacements of the bridges.

On Motion by Director Chartier and second by Director Lorenz, Director Cox and General Manager Torru are authorized to engage the District's General Counsel to research different funding options for repairs/replacements of the bridges. Motion passed 4-0.

SECURITY:

Director Slavonia reported that there were two home burglaries in Diablo between Thanksgiving and Christmas and that the Board working with the Sheriff's Department authorized additional security measures in Diablo. The criminals were subsequently apprehended by the Sheriff's Department. No other incidents of crime were reported.

CONSENT CALENDAR:

On motion by Director Lorenz and second by Director Slavonia, the November 11, 2024 Regular Minutes and the November 20, 2024 and December 18, 2024 Special Meeting Minutes were approved. Motion passed 3-0-1. Director Chartier abstained from voting on the November 11th and 20th minutes since she was absent for the meetings.

REPORTS:

CONTRA COSTA COUNTY: Cameron Collins, liaison to County Supervisor Candace Andersen, reported that Supervisor Candace Andersen has been seated as Board Chair for 2025 and that the Board of Supervisors will hold their annual luncheon for County leadership at Diablo Country Club tomorrow.

Cameron reported that the Mt Diablo Scenic Blvd Signalization Project final designs are in process and will be submitted to the County for permitting. Construction will occur summer 2025.

County staff does not believe the changes to the Mt Diablo Scenic Blvd – Diablo Road intersection will increase traffic speeds at the intersection of Avenida Nueva and Diablo Road. If traffic speeds are a problem, adjustments will be made.

Cameron stated that SRV Fire Chief Page Meyer offered to attend a Diablo Town Hall and discuss fire prevention and preparedness to address resident wildfire concerns.

DIABLO COUNTRY CLUB: No Report

DIRECTOR COMMENTS:

Director Chartier requested that Public Comments be added to the February agenda for policy change consideration and that the General Manager ask the SRV Fire Chief to speak at a Diablo Town Hall and perform a fire assessment of the chaparral behind the reservoir.

Director Lorenz requested that the Board hold Officer Elections at the last meeting of the year instead of the first meeting of the new year to ensure that there is no gap in Board leadership when Directors leave the Board.

Director Lorenz reported that the Diablo Holiday Social held at the Diablo Country Club was well attended and appreciated by those who were in attendance. It was a very successful event.

President Cox requested that the General Manager document District bank account procedures and bring them to the Board for discussion.

FUTURE AGENDA ITEMS: President Cox requested that the General Manager include the following items on the February 10th agenda:

Public Comments Policy discussion

UBEO presentation on document digitization process

Officer Election Schedule discussion

District banking policy discussion

CALL OF NEXT MEETING/ADJOURNMENT:

President Cox called the next meeting for February 10, 2025 at 6:00 pm at Diablo Country Club. There being no further business, the meeting was adjourned at 7:05 p.m.

Diablo Community Services District by

Kathy Torru, General Manager

From: Ray Brant r_abrant@sbcglobal.net

Subject: DCSD Records Retention Policy

Date: January 8, 2025 at 7:50 PM

To: Matthew Cox mcox@diablocd.org, Greg Lorenz glorenz@diablocd.org, cchartier@diablocd.org, Jerry Slavonia jslavonia@diablocd.org, Phil Luecht Jr phil.luecht@aon.com

Cc: General Manager generalmanager@diablocd.org



External (r_abrant@sbcglobal.net)

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Dear DCSD/DMAC Board,

I am asking that you revise your records retention policy to not destroy any Records. It is imperative that the all DCSD and DMAC records be categorized and retained these are Diablo's history. The cost to keep these records in not significant considering that they may become important to defend a law suit.

The fact is, Document Retention, not Destruction is an obviously higher quality outcome. Especially since the time and money has been spent to review them. Keeping them helps to build public confidence in our elected representatives.

Building the public's confidence with the District will be enhanced with a Document Retention Policy that keeps all records. It will not be enhanced with a Document Retention Policy the destroys records. I urge you to act to retain ALL DCSD/DMCA records, either physically or digitally.

Also I am aware that the Board as a whole has not had the opportunity to have the records retention process explained by UBEO Business Services representative.

Sincerely,

Ray Brant
Past President
DCSD/DMAC

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
Noes: None
Abstentions: None
Absent: Luecht

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:

1.13.25



Christine Chartier, Secretary