

4. **REPORTS**

CONTRA COSTA COUNTY:

Cameron Collins

DIABLO COUNTRY CLUB:

Hank Salvo

5. **DIRECTOR COMMENTS**

6. **FUTURE AGENDA ITEM ANNOUNCEMENT**

- a) Review District records and documents that do not fall within Records Retention Policy Schedule.
- b) Review Best, Best & Krieger bridge replacement funding options memo.
- c) Review EBMUD water pipeline replacement easement.

7. **CALL OF NEXT MEETING & ADJOURNMENT**

The next DCSD Regular Board meeting is scheduled for March 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. 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>.

**BEFORE THE BOARD OF DIRECTORS OF THE DIABLO COMMUNITY
SERVICE DISTRICT**

**RESOLUTION Establishing a Time for Records
Retention and Records Destruction and
Disposition for the Diablo Community
Service District
(Gov. Code §61061, 61200)**

Resolution 2010-1

Whereas California Government Code §61061 provides among other things that a Community Service District may destroy a record in accordance with California Government Code §60200 et seq., and,

Whereas California Government Code §60201 et seq. provides that a legislative body may authorize the destruction or disposition of any category of records if it does both of the following:

- A. Adopts a resolution finding that destruction or disposition of this category of records will not adversely affect any interest of this district or the public,
- B. Maintains a list by category, of the types of records destroyed or disposed of that reasonable identifies the information contained in the records of each category.

Now Therefore Be It Resolved that this District adopts the LOCAL GOVERNMENT RECORDS GUIDELINES issued by the California Secretary of State in February, 2006;

Be It Further Resolved that this district shall maintain a list by category, of the types of records destroyed or disposed of that reasonable identifies the information contained in the records of each category.

Be It Further Resolved that this District shall retain its records only for the times set forth in LOCAL GOVERNMENT RECORDS GUIDELINES issued by the California Secretary of State in February, 2006;

Be It Further Resolved that the Board of Directors finds that the destruction or disposition of each category of records in the time set forth set forth in the LOCAL GOVERNMENT RECORDS GUIDELINES issued by the California Secretary of State in February, 2006 as the earliest time for their destruction or disposition will not adversely affect any interest of this district or the public;

BE IT FURTHER RESOLVED that this District shall destroy its records as soon as reasonable after the time set forth in LOCAL GOVERNMENT RECORDS GUIDELINES issued by the California Secretary of State in February, 2006 for the retention of that category of document.

Ayes: Haug, Headen, Wander, Murray
Noes: None
Abstentions: None
Absent: None

CERTIFICATION BY SECRETARY

Richard J. Breitwieser certifies that he is the Secretary of the Diablo Community Service District and that the foregoing resolution was adopted upon motion of Director Nilssen, seconded by Director Headen at a the regular Meeting of the Board of Directors of the Diablo Community Service District on March 9, 2010 by the following vote:

Ayes: Haug, Wander, Headen, Wander
Noes: None
Abstentions: None
Absent: None

Richard J. Breitwieser
Secretary of
DIABLO COMMUNITY SERVICE DISTRICT

Attachment A
Records Retention Schedule
(proposed changes in blue)

The following table defines the District’s rules, by record type, for compliance with applicable records retention laws and regulations and District policies.

Record	Retention Period
FORMATION, LEGAL, GENERAL ADMINISTRATION	
Organizational Documents: formation documents and other historical records related to district formation	Permanent
Litigated/settled claims	Permanent
Auditors’ Reports: a) audits by independent accountants/auditors b) audit work papers	a) Permanent b) 3 years after the date of the audit report
Reports to State and County agencies: e.g., CA Annual Financial Transaction Report	7 years
District Bylaws	Permanent
Board of Directors Meetings: official minutes and meeting attachments such as staff reports, financial statements, etc.	Permanent
Board of Directors Meetings: agendas and agenda packets	Permanent
Ordinance Codes, Resolutions and Policies	Permanent
Oaths of Office and Statements of Economic Interest (Form 700 reports)	7 years Forms 700 will be obtained as original hard copy for 2 years per state law
Records destruction approval forms	3 years
Website content	Permanent, until modified or replaced
Formal Correspondence e.g. Communications driven by Board action, Formal communications on letterhead	Permanent
Other Correspondence: e.g., normal course of business communications.	3 years or until subject matter is closed
Deeds, easements	Permanent
Third party contracts: e.g., external auditors and general consulting and professional services contracts	Until replaced or closed + 3 years
INFORMATION TECHNOLOGY	
Software contracts for website, email, accounting system, etc.	Until replaced or 3 years after expiration
FINANCE	
General Accounting Records	
Trial balance, general ledger and general journal	7 years
Annual budget including forecasts of all future incomes, receipt and expenditures	7 years
Annual financial statements (internal)	7 years
Accounts Payable	

Accounts payable ledgers	7 years
Accounts payable records	7 years
Bank statements and reconciliations	7 years
Cash Receipts and Deposits	7 years
Accounts payable expense reports	7 years
Vendor invoices and payment records; expense reimbursements to District officers and independent contractors	7 years
Purchase records/invoices	7 years
Revenue	
Tax receipts (ad valorem and special tax)	7 years after expiration
Miscellaneous receipts, including traffic tickets	7 years
Assessment Rolls	7 years
Special Tax establishment records: proposal, vote, final action statement	Permanent
Insurance	
Insurance records: (a) Records of insurance policies, showing coverage, premiums paid, and expiration dates	15 years
(b) Records of amounts recovered from insurance companies in connection with losses and of claims against insurance companies, including reports of losses, and supporting papers	7 years
(c) Correspondence	Current fiscal year plus 7 years
(d) Renewal applications	Current fiscal year plus 7 years
Third party insurance certificates	7 years
ROAD, BRIDGE AND CULVERT MAINTENANCE	
Third party contracts, including amendments and clarifications: road grind and pave, slurry seal, general maintenance projects; bridge maintenance projects; culvert maintenance projects	15 years after the expiration or project closure, or until the conclusion of any contract disputes pertaining to such contracts, whichever is later
RFPs: successful and unsuccessful	3 years or until project is closed
Major road/bridge/culvert* work contracts: e.g. grind and pave, slurry or reconstruction	Permanent
Minor road/bridge/culvert* work contracts e.g. repairs	15 years
Road/bridge/culvert* Summary Maintenance Report (internal)	Permanent
Studies/reports authorized by the District: e.g., hydrology, bridge assessment, road or culvert assessment	Permanent
SECURITY	
Sheriff's Department: personnel contract	3 years after replaced or closed
Sheriff's Department: equipment leases/contracts, e.g., sheriff's vehicle, PC, cell phone, guns	7 years after contract/lease expires
Security Summary Report (internal)	15 years, rolling
Security report (external)	3 years

*Culvert as defined in Resolution 2021-02

DIABLO COMMUNITY SERVICES DISTRICT

BYLAWS

Gov. Code Sections 61044, 61063
Public Contracts Code Sections 22050, 20682

ARTICLE I

Name and Office

Section 1. Name. The name of the entity is the Diablo Community Services District, hereinafter referred to by its common name within the community of Diablo, "DCSD."

Section 2. Principal Office. The DCSD has no office per se. All meetings are held at the Diablo Country Club, Diablo CA 94528. The mailing address of the DCSD is Post Office Box 321, Diablo, CA 94528-0321.

ARTICLE II

Purpose

The purpose of the DCSD is to provide security/police protection services to the residents of Diablo, maintain and improve the roads, culverts under the roads, and bridges within Diablo, and maintain the equestrian/pedestrian trail between Alameda Diablo and Mt. Diablo Scenic Blvd.

ARTICLE III

Organization

The DCSD is composed of an elected Board of Directors in accordance with the rules established for special districts by the Contra Costa County Board of Supervisors. The DCSD operates in compliance with the rules and responsibilities established for special districts by the State of California.

ARTICLE IV

Board of Directors

Section 1. Number. The affairs of the DCSD are managed by a 5-person Board of Directors in accordance with the rules established for special districts by the State of California.

Section 2. Term of Office. Each newly elected Director shall take office at the first meeting following the certification of elections and shall hold office until a respective successor is elected except in the case of resignation, death, or removal for cause. Directors are elected for 4-year terms and there are no term limits.

Section 3. Election. Each Director shall be elected at the general election.

Elections shall be staggered so that 2 Directors will stand for election in one even-numbered year, and 3 will stand for election in the next even-numbered year.

Section 4. Vacancy. Any vacancy occurring on the Board of Directors shall be filled for the unexpired term by appointment by a quorum of the remaining Board. A notice of vacancy shall be posted in three places for 15 days to notify residents of the open Board seat and the final date for filing an application of candidacy for the open seat. The Board of Directors shall review the qualifications of all candidates and shall hold a formal vote to appoint the person to fill the vacancy. Vacancies shall be filled within 60 days of the occurrence of the vacancy. If the Board has not appointed a replacement within 60 days and has not called for an election, the County has the right to appoint within the 30 days following the 60-day vacancy period. If the Board and the County have not filled the vacancy within the 90-day window, then the Board must call for an election.

Section 5. Compensation. Directors shall not receive any stated salary or compensation for their services.

Section 6. Board Assignments. Permanent Board assignments shall be: Security, Roads, Community Liaison, and Finance. The President shall appoint a Director to be responsible for each of these functions. The head of each shall be known as Commissioner, and the President may assign Co-Commissioner(s) to these functions.

Section 7. Ad Hoc Committees. The President may appoint Ad Hoc Committees from time to time. Members of an Ad Hoc Committee need not be a member of the Board of Directors. Ordinarily, the President will appoint a member of the Board to serve as Chairperson of every Ad Hoc Committee. The Ad Hoc Committee shall serve under instructions and at the pleasure of the President.

ARTICLE V

Officers

Section 1. Officers, Elections of, and Terms of Office. The Officers of the DCSD shall be President, Vice President, Secretary, and Treasurer. The President, Vice President, and Secretary shall be members of the Board of Directors. Each of these three officers shall be elected every two years by the Board in the January following the November election of Directors, beginning in the year 2023. If there is a vacancy

in an office not associated with the November election of Directors, an election shall be held to fill the office as soon as possible. The Treasurer may not be a member of the Board of Directors.

- **President.** The President shall preside over all Board meetings.

The President shall have oversight responsibility for all Board functions and shall be an ex-officio member of every committee.

The President may establish Ad Hoc Committees at will and shall appoint the Chairperson of each.

The President shall be an authorized signatory on all DCSD accounts.

The President shall approve all items to be included in meeting agendas. However, any Board member may place an item on the agenda.

- **Vice President.** The Vice President shall, in the absence of the President, or in the event of his or her inability or refusal to act, shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions of the President.

- **Secretary.** The Secretary shall oversee the preparation, distribution and posting of the agenda and the minutes of each meeting as required by law.

The Secretary shall oversee maintenance of the DCSD's website, its email accounts, and its records in accordance with the provisions in Article VI, Section 8, Records, with assistance from the General Manager.

- **Treasurer.** The Board of Directors may choose to assign all responsibilities of the Treasurer to the General Manager. If the Board decides to include a separate Treasurer position, the Board shall appoint, by a quorum of the full Board, an independent contractor who shall serve at the pleasure of the Board. The Treasurer shall not be a Board member. The Board shall fix remuneration for the position from time to time.

The Treasurer shall be an authorized signatory on all DCSD accounts.

The Treasurer shall recommend depository institutions for DCSD funds to the Board of Directors.

The financial responsibilities of the Treasurer shall be:

1. Preparation of monthly financial statements for the Board meeting.
2. Advising the Board on whether the DCSD is operating in compliance with its budget.
3. Preparation of the proposed budget and final budget as approved by the Board.
4. Submission of a copy of the approved budget to Contra Costa County.

5. Coordination of the annual external audit.
6. Preparation and filing of the annual financial reports required by the State of California.

Section 2. Vacancy. A vacancy in any office shall be filled through election by a quorum of the full Board of Directors.

Section 3. Other Non-Board Positions

- **General Manager.** The General Manager shall be an independent contractor and not a member of the Board of Directors. The General Manager shall be appointed by a quorum of the full Board of Directors and serve at the pleasure of the Board. The Board of Directors shall fix remuneration for the position from time to time.

The duties of the General Manager shall include:

Administration

1. Advise the Board on all matters regarding administration.
2. Attend all Board meetings.
3. Retain the DCSD records.
4. Assist the Secretary with preparation of meeting agendas and minutes, management of the DCSD website, management of email accounts and management of records.
5. Advise the Board on budget matters.
6. Administer the district insurance program.
7. Arrange for all meetings and meeting sites.
8. Appear before other agencies when DCSD interests are at issue and the Board has requested such.
9. Act as Sergeant at Arms at all meetings.
10. Administer and coordinate communication of the tax rate with Contra Costa County.
11. Act as primary contact when residents have a question or complaint.
12. Upon request, communicate with residents regarding a resident's failure to comply with a DCSD ordinance.

Roads

1. Advise the Board on matters regarding roads.
2. Work with the Board's Roads Commissioner(s) and outside contractors to inspect streets, prepare reports on inspections, and prepare annual plans and budgets for Roads Projects.
3. Assist the Roads Commissioner(s) and the DCSD's attorney with Roads Project contracts.
4. Assist the Roads Commissioner(s) with publication of notices to contractors and notices to the residents when necessary.

Security

1. Advise the Board on matters regarding security.
 2. Assist the Security Commissioner in managing the work schedule of the Deputy Sheriff in keeping with Board criteria.
 3. Work with the Deputy Sheriff and the Lieutenant responsible for DCSD security to ensure compliance with DCSD needs, hours and regulations.
 4. Coordinate with the Sheriff's Department regarding acquisition of new vehicles and equipment when requested by the Security Commissioner.
- **Legal Counsel.** The Legal Counsel shall be an independent attorney appointed, by quorum of the full Board of Directors, to advise the Board on all legal matters that arise. Legal Counsel shall serve at the pleasure of the Board. The Board shall fix remuneration for this position from time to time.

ARTICLE VI

Meetings

Section 1. Meetings Schedule. The Board shall meet at least once every three months. These meetings are held on the second Tuesday of the month at 7:30 pm at the Diablo Country Club. The Board may change the date and time of the regular meetings by a motion carried by a quorum of the full Board. The Board may call Special and/or Emergency meetings as provided by the Brown Act.

Section 2. Agenda. The Agenda shall be posted at least 72 hours before the meeting on the DCSD's bulletin board and website. The Agenda shall consist of the following:

- Call to Order by the President
- Roll call by the Secretary
- Comments from the audience
- Reports by liaisons from Contra Costa County, Diablo Property Owners' Association, and Diablo Country Club
- Reports from Commissioners including discussion
- Reports of Ad Hoc Committees (if any are standing)
- Other Action Items (if any)
- Comments by President and Directors
- Adjournment

Section 3. Board Package. Seventy-two hours before a Board meeting, the Secretary shall oversee emailing of the Board Package to each Director. The Board Package shall include the meeting agenda, prior month's meeting minutes, prior month's financial reports, the security report from the Sheriff's Department and any other written documents being presented at the meeting.

Section 4. Consent Calendar. The consent calendar shall include all matters of routine nature including approval of past minutes. All matters on the Consent Calendar can be passed by a single motion. Any Director may call for separate action for any item on the Consent Calendar.

Section 5. Reports. Directors are encouraged to submit their reports in writing to the Secretary and to all members of the Board by email, U.S. Mail, or hand delivery at least 7 days before the meeting. If a report is not submitted in writing, it may be presented orally at the meeting. A report that has been submitted to each Director before the meeting will not be read at the meeting. The President may call for discussion on any report whether in writing or oral. Any Director may comment on any report whether the report has been submitted in writing or orally.

Section 6. Meeting Protocol. The President shall chair all meetings. In the absence of the President, the meeting shall be chaired in the following order: Vice President, then Secretary. The President shall call items in the order in which they appear on the agenda. The President, however, may deviate from that order at any time and for any reason. If the President does deviate from the order in which the items appear on the agenda, the President will announce the deviation at such time as the item is taken out of order.

- **Calling the Roll.** When the Secretary calls the roll, the Secretary shall announce and note for the minutes, the Directors who are present and the Directors who are absent.
- **Open Portion of Meeting.** Persons who speak when the President calls for comments from the audience may speak to matters that are on the agenda as well as items that are not on the agenda. Ordinarily, comments by a member of the audience will be limited to four minutes. Any member of the audience, who wishes to be noted at the meeting but who has nothing to add to the comments by a previous speaker, is limited to stating that he or she agrees with the comments presented by the previous speaker. Ordinarily, members of the Board will not participate in any discussion during the open portion of the meeting except for matters of clarification. It is the policy of the DCSD that a matter proposed by someone not a Director and not on the agenda will not be discussed.
- **Presentation of Documents at a Meeting for Filing.** At the discretion of the President, documents of less than 25 pages, presented to the Board by non-board person(s) at a meeting, for filing with the DCSD may be accepted and filed with DCSD records.
- **Presentation of Documents at a Meeting for Attachment to the Minutes.** At the discretion of the President, documents less than 3 pages, presented to the Board by non-board person(s) for attachment to the minutes, may be accepted and attached to the minutes.

- **Discussion Items.** The President shall announce an item on the agenda listed as a discussion item. Any Director who desires to speak to the item first shall be recognized by the President. No other Director shall speak while this Director has the floor. The minutes shall not reflect statements made by a Director unless the Director instructs the Secretary to include a specific statement in the minutes. After the last Director has concluded his or her comments, the President shall take any of the following actions: (1) close the discussion and state that no further discussion or action is before the Board; (2) direct the Secretary to include the item as an agenda item for a future meeting; or (3) assign the matter to a Commissioner or an Ad Hoc Committee and indicate the action to be taken.
- **Action Items.** The President shall announce an item that appears on the agenda as an Action Item. Any Director who desires to speak to the item first shall be recognized by the President. No other Director shall speak while this Director has the floor. After discussion, the President shall call for a motion on the action item. Only action on the motion (including Director's vote or abstention) shall be included in the minutes of the meeting. Discussions on the motion shall not be included in the minutes of this meeting.
- **Items not on the Agenda.** The Board shall not discuss any items not included on the agenda.
- **Motions.** Any Director may make a motion on any item that has been noticed on the agenda as an action item. After a motion has been made, the President shall call for a second to the motion. Further discussion may follow the second. When all discussion has concluded, the President shall call for a vote on the motion. A motion shall not pass unless it receives the affirmative vote of a quorum of the full Board of Directors, not a quorum of those attending the meeting.
- **Amendment to a motion.** At any time prior to the vote on a motion, any Director may request an amendment to the motion. The motion may be amended only if the Director making the motion and the Director who seconded the motion agree to the amendment. The amended motion shall become the motion before the Board. The President shall call for discussion and, when all discussion has concluded, the President shall call for a vote on the (amended) motion. An (amended) motion shall not pass unless it receives the affirmative vote of a quorum of the full Board of Directors, not a quorum of those attending the meeting.

Section 7. Minutes. The minutes shall include: the date and time that the meeting was called to order and the roll call of Directors present and absent.

The minutes shall state each motion made by a Director but not seconded; each motion made and seconded by a Director; the name of the Director making the motion and the name of the Director who seconded the motion; and the name of each Director that voted for the motion, each Director who voted against the motion and each Director who abstained from voting for or against the motion. If the motion passes unanimously, the minutes may reflect that the motion passed unanimously and need not list the name of each Director who voted affirmatively. If a motion is defeated unanimously, the

minutes may reflect that the motion was defeated unanimously and need not list the name of each Director who voted against it. The minutes shall not reflect statements made by a Director in discussion of the motion unless the Director instructs the Secretary to include a specific statement in the minutes.

Where an item is discussed but no action taken, the minutes shall be limited to reflect that the matter was discussed by the Board. The minutes shall not reflect statements made by a Director unless the Director instructs the Secretary to include a specific statement in the minutes.

Written reports by a Director shall not be included in the minutes but shall be filed. Financial Reports shall be included in the minutes. Oral reports shall not be included in the minutes.

The minutes shall state the date and time of adjournment. If the meeting is continued to another time and/or date, the minutes shall also state time, date, and place of the continued meeting.

Approved minutes shall be posted on the DCSD's bulletin board and website within 72 hours following the meeting in which they were approved.

Section 8. Records.

The Secretary shall have oversight of all DCSD records. Records shall be retained until authorized for destruction in accordance with the DCSD's Record Retention Schedule. Where authorized by law, records may be maintained and retained in digital form. Commissioners shall retain current records of their projects and chairpersons of Ad Hoc Committees shall retain current records of the committees. When a matter is concluded, the Commissioner or Chairperson shall forward the records to the Secretary, who shall retain those records in the same form and content as delivered.

ARTICLE VII

Fiscal Policies

Section 1. Bank Signers. There shall be 3 authorized signers of DCSD bank accounts: the President, Finance Commissioner and the Treasurer.

Section 2. Financial Reporting. A DCSD Balance Sheet, Income Statement, Cash Flow Statement and list of checks issued by the DCSD in the previous month shall be presented to the Board at each monthly meeting.

Section 3. Expenditures. Expenditures in excess of \$5,000 that are not listed in the approved Budget must receive prior approval from the Board before a purchase commitment can be made.

Section 4. Fiscal Year. The DCSD’s fiscal year is July 1 through June 30.

Section 5. Expense Budget. On or before March 1 of each year, each Director must submit an anticipated expense budget for the coming fiscal year to the Treasurer.

Section 6. Revenue Budget. On or before March 1 of each year, the Treasurer shall submit the anticipated revenue budget for the coming fiscal year to the Board.

Section 7. Budget. On or before April 1 of each year, the General Manager and the Treasurer shall submit to each Director the expense and revenue projections for the coming fiscal year with recommendations for the budget. The Board of Directors shall adopt a final budget for the next fiscal year no later than June 30.

Section 8. Budget Form. The budget shall be adopted by resolution in form similar to the following:

DIABLO COMMUNITY SERVICES DISTRICT

RESOLUTION 20XX- Y

A RESOLUTION ADOPTING A BUDGET FOR FISCAL YEAR 20XX – 20YY

WHEREAS California Government Code Section 61110 provides among other things that a community’s district must publish a notice stating all of the following:

- (1) Either that it has adopted a preliminary budget or that the Treasurer has prepared a proposed final budget which is available for inspection at a time and place within the District specified in the notice;
- (2) The date, time, and place the Board of Directors will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items:

Whereas the Treasurer has prepared a preliminary budget which was available for inspection at a time and place within the Diablo Community Services District specified in the notice;

Whereas the Treasurer has published the notice required by California Government Code Section 61110;

Whereas the Board of Directors of the Diablo Community Services District held a public meeting on [date], 20XX at [time] at the Diablo Country Club, which was the time and place specified in said notice for the purpose of hearing any person who may appear regarding any item in the budget or regarding the addition of other items;

Whereas the Board of Directors of the Diablo Community Services District has discussed and considered items to be added to or deleted from said proposed budget;

Whereas Government Code section 61110 requires a copy of the final budget be forwarded to the auditor of Contra Costa County in which the district is located:

Now therefore be it resolved that this Board adopts the final budget in form and content as appears as an attachment to this resolution;

Be it further resolved that a copy of the final budget be forwarded to the auditor of Contra Costa County.

Yes:

No:

Abstention:

Absent

CERTIFICATION

I certify that I am the Secretary of the Diablo Community Services 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 Services District on [date], 20XX.

Date:

Signature

Printed Name

Secretary, Diablo Community Services District

Article VIII

Personnel Policies

It is the policy of the DCSD to have no employees, but to use independent contractors wherever necessary.

Article IX

Purchasing Policies

Section 1. Patrol Vehicle. Whenever possible, the patrol vehicle and associated equipment used by the Deputy Sheriff in Diablo shall be purchased through Contra Costa County.

Section 2. Office Equipment. The DCSD's independent contractors shall supply their own office equipment. Each Director shall provide his or her own communication devices and whatever equipment he or she deems necessary for the completion of the duties assigned. The DCSD shall supply each Director and each independent contractor with a DCSD email address that is to be used for all DCSD electronic communication.

Section 3. Purchase of Materials, Supplies, And Construction. Public Contract Code Section 20682 is incorporated herein by reference.

Section 4. Emergency Contracting Procedures. Public Contractors Code Section 22050 is incorporated herein by reference.

Diablo Community Services District
Financial Report
December 31, 2024

	July	August	September	October	November	December	Actual YTD	Budget YTD
Beginning Cash	1,579,333	1,446,061	1,396,057	1,345,308	1,301,200	1,216,427	1,579,333	1,579,333
Revenue								
Tax revenue	-	-	-	17,475	-	513,604	531,079	520,010
Other revenue	13	302	11	188	10	12	536	-
Total Income	13	302	11	17,663	10	513,616	531,615	520,010
Expenses								
Sheriff services	30,002	31,091	28,121	31,750	33,273	44,747	198,984	216,432
Road/bridge/culvert/trail	6,752	3,586	36,020	2,300	-	31,588	80,246	336,600
Professional services	12,880	10,550	5,437	18,023	12,166	7,159	66,215	52,637
Insurance	40,497	-	-	-	-	-	40,497	41,035
Administrative	-	76	-	-	185	4,041	4,302	1,650
Total Expenses	90,131	45,303	69,578	52,073	45,624	87,535	390,244	648,354
Net Income	(90,118)	(45,001)	(69,567)	(34,410)	(45,614)	426,081	141,371	(128,344)
Incr/(decr) in payable/prepaid	(43,154)	(5,003)	18,818	(9,698)	(39,159)	75,184	(3,012)	1,450,989
Ending Cash	1,446,061	1,396,057	1,345,308	1,301,200	1,216,427	1,717,692	1,717,692	

Other Financial Data

Prepaid/deposit								
Reserves (bridge/culvert)*	862,286	867,286	872,286	877,286	882,286	923,705		
Accounts payable	88,508	83,505	102,322	92,625	53,467	128,650		
Accrued expense								
Other liabilities	457,878	457,878	457,878	457,878	457,878	457,878		

Notes

* reserves are unfunded

Special District Name: Diablo Community Services District
Special Districts' Financial Transactions Report
General Information

Fiscal Year: 2024

District Mailing Address

Street 1 Has Address Changed?
Street 2
City State Zip
Email

Members of the Governing Body

	First Name	M. I.	Last Name	Title
Member 1	<input type="text" value="Kathy"/>	<input type="text"/>	<input type="text" value="Urbelis"/>	<input type="text" value="President"/>
Member 2	<input type="text" value="Matthew"/>	<input type="text"/>	<input type="text" value="Cox"/>	<input type="text" value="Vice President & Roads Commission"/>
Member 3	<input type="text" value="Greg"/>	<input type="text"/>	<input type="text" value="Lorenz"/>	<input type="text" value="Finance Commissioner"/>
Member 4	<input type="text" value="Jerry"/>	<input type="text"/>	<input type="text" value="Slavonia"/>	<input type="text" value="Security Commissioner"/>
Member 5	<input type="text" value="Christine"/>	<input type="text"/>	<input type="text" value="Chartier"/>	<input type="text" value="Secretary & Community Liaison"/>
Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

District Fiscal Officers

	First Name	M. I.	Last Name	Title	Email
Official 1	<input type="text" value="Kathy"/>	<input type="text"/>	<input type="text" value="Torru"/>	<input type="text" value="General Manager"/>	<input type="text" value="generalmanager@diablocd.org"/>
Official 2	<input type="text" value="Martin"/>	<input type="text"/>	<input type="text" value="De los Angeles"/>	<input type="text" value="General Counsel"/>	<input type="text" value="Zachary.Scalzo@bbklaw.com"/>
Officials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Report Prepared By

First Name M. I. Last Name
Telephone Email

Independent Auditor

Firm Name
First Name M. I. Last Name
Telephone

1. Is this district a component unit of a City, County, or Special District (Choose one)? If "Yes", answer question 2. Yes No

2. Is this district a blended component unit (BCU) or a discretely presented component unit (DPCU) of a City, County, or Special District (Choose one)? Refer to the Financial Transactions Report (FTR) instructions for definitions of these terms. If the district is a BCU, answer questions 3 - 5.

BCU DPCU

3. Is financial data of this BCU included in the financial statements or Annual Comprehensive Financial Report (ACFR) of a City, County, or Special District (Choose one)?

City County Special District

4. In which City, County, or Special District financial statements or ACFR is the financial data of this BCU included?

City name:

County name:

Special District name:

5. Is financial data of this BCU included in the City, County, or Special District FTR (Choose one)? Yes No

6. In preparing the District's financial transactions reports for governmental fund type accounts, which basis of accounting was used? (Choose one):

Cash basis Modified cash basis Modified accrual basis Full accrual basis N/A

7. In preparing the District's financial transactions reports for proprietary fund type accounts (Internal Service Funds and Enterprise Funds), which basis of accounting was used? (Choose one):

Cash basis Modified cash basis Modified accrual basis Full accrual basis N/A

8. In preparing the District's financial transactions reports for fiduciary fund type accounts, which basis of accounting was used? (Choose one):

Cash basis Modified cash basis Modified accrual basis Full accrual basis N/A

Special District Name: Diablo Community Services District
Special Districts' Financial Transactions Report - Governmental Funds
Statement of Revenues, Expenditures, and Changes in Fund Balances

Fiscal Year: 2024

Activity: (1 of 1) (Record Completed)

Police Protection and Personal Safety

		General	Special Revenue	Debt Service	Capital Projects	Permanent	Total Governmental Funds
Revenues							
Taxes and Assessments							
R01.	Current Secured and Unsecured (1%)	595,474					595,474
R02.	Voter-Approved Taxes						
R03.	Pass-through and Residual Property Taxes (ABX1 26)						
R05.	Tax Increment						
R06.	Parcel Tax	329,664					329,664
R07.	Property Assessments						
R09.	Prior-Year Taxes and Assessments						
R10.	Penalties and Costs of Delinquent Taxes and Assessments						
R11.	Other Taxes and Assessments						
R12.	Total Taxes and Assessments	925,138	0	0	0	0	925,138
R13.	Licenses, Permits, and Franchises						
R14.	Fines, Forfeitures, and Penalties	462					462
Revenue from Use of Money and Property							
R15.	Investment Income	69					69
R16.	Rents, Leases, Concessions, and Royalties						
R17.	Other Revenue from Use of Money and Property						
R18.	Total Revenue from Use of Money and Property	69	0	0	0	0	69
Intergovernmental – Federal							
R19.	Aid for Construction						
R20.	Other Intergovernmental – Federal	324,337					324,337
R21.	Total Intergovernmental – Federal	324,337	0	0	0	0	324,337
Intergovernmental – State							
R22.	Aid for Construction						
R23.	State Water Project						
R24.	Homeowners Property Tax Relief	2,616					2,616
R25.	Timber Yield						
R26.	Other Intergovernmental – State						
R27.	Total Intergovernmental – State	2,616	0	0	0	0	2,616
R28.	Intergovernmental – Other						
R29.	Charges for Current Services						
R30.	Contributions from Property Owners						
Self-Insurance Only							
R31.	Member Contributions						
R32.	Claim Adjustments						
R33.	Total Self-Insurance Only	0	0	0	0	0	0
R34.	Other Revenues						
R35.	Total Revenues	\$1,252,622	\$0	\$0	\$0	\$0	\$1,252,622

Expenditures						
R36.	Salaries and Wages					
R37.	Employee Benefits					
R38.	Services and Supplies	720,275				720,275
R39.	Self-Insurance Only – Claims Paid					
R40.	Contributions to Outside Agencies					
Debt Service						
R40.5	Lease Financing, Principal and Interest Payments					
R41.	Principal Payments on Long-Term Debt					
R42.	Interest Payments on Long-Term Debt					
R43.	Principal and Interest on Short-Term Notes and Warrants					
R44.	Other Debt Service					
R45.	Total Debt Service	0	0	0	0	0
R46.	Capital Outlay					
R47.	Other Expenditures					
R48.	Total Expenditures	\$720,275	\$0	\$0	\$0	\$720,275
R49.	Excess (Deficiency) of Revenues Over (Under) Expenditures	\$532,347	\$0	\$0	\$0	\$532,347
Other Financing Sources (Uses)						
R49.5	Lease Financing					
R50.	Long-Term Debt (Bonds, COPs, and Other Agency Debt)					
R51.	Construction Financing and Other Long-Term Debt					
R51.6	Proceeds from Refinancing on Loans, Notes, and Other					
R51.7	Payments to Refinanced Loans, Notes, and Other					
R52.	Refunding Bonds Proceeds					
R53.	Premium on Bonds Issued					
R54.	Discount on Bonds Issued					
R55.	Payments to Refunded Bond Escrow Agent					
R56.	Demand Bonds					
R57.	Proceeds from Sale of Capital Assets					
R59.	Insurance Recoveries					
R60.	Transfers In					
R61.	Transfers Out					
R61.5	Other Financing Sources (Uses) – Other					
R62.	Total Other Financing Sources (Uses)	\$0	\$0	\$0	\$0	\$0
Special and Extraordinary Items						
R63.	Special Item					
R64.	Extraordinary Item					
R65.	Total Special and Extraordinary Items	0	0	0	0	0
R66.	Net Change in Fund Balances	\$532,347	\$0	\$0	\$0	\$532,347
R67.	Fund Balances (Deficits), Beginning of Fiscal Year	\$457,446	\$0	\$0	\$0	\$457,446
R68.	Adjustment					
R69.	Reason for Adjustment					
R70.	Fund Balances (Deficits), End of Fiscal Year	\$989,793	\$0	\$0	\$0	\$989,793

Special District Name: Diablo Community Services District
Special Districts' Financial Transactions Report
Balance Sheet
Governmental Funds

Fiscal Year: 2024

	General	Special Revenue	Debt Service	Capital Projects	Permanent	Total Governmen Funds
Assets						
R01. Cash and Investments	1,579,333					1,579,333
R02. Investments						
R03. Accounts Receivable (net)						
R04. Taxes Receivable						
R05. Interest Receivable (net)						
R05.5 Leases Receivable						
R07. Due from Other Funds						
R08. Due from Other Governments						
R09. Advances to Other Funds						
R10. Inventories						
R11. Prepaid Items	40,497					40,497
R12. Loans, Notes, and Contracts Receivable						
R13. Other Assets 1						
R14. Other Assets 2						
R15. Other Assets 3						
R16. Total Assets	\$1,619,830	\$0	\$0	\$0	\$0	\$1,619,830
R17. Deferred Outflows of Resources						
R18. Total Assets and Deferred Outflows of Resources	\$1,619,830	\$0	\$0	\$0	\$0	\$1,619,830
Liabilities						
R19. Accounts Payable	172,159					172,159
R20. Contracts and Retainage Payable						
R21. Interest Payable						
R22. Due to Other Funds						
R23. Due to Other Governments						
R24. Advances from Other Funds						
R25. Deposits and Advances	457,878					457,878
R26. Loans and Notes Payable						
R27. Other Liabilities 1						
R28. Other Liabilities 2						
R29. Other Liabilities 3						
R30. Total Liabilities	\$630,037	\$0	\$0	\$0	\$0	\$630,037
R31. Deferred Inflows of Resources						
R32. Total Liabilities and Deferred Inflows of Resources	\$630,037	\$0	\$0	\$0	\$0	\$630,037

Fund Balances (Deficits)

R33. Nonspendable	40,497					40,497
R34. Restricted						
R35. Committed						
R36. Assigned						
R37. Unassigned	949,296					949,296
R38. Total Fund Balances (Deficits)	\$989,793	\$0	\$0	\$0	\$0	\$989,793
R39. Total Liabilities, Deferred Inflows of Resources, and Fund Balances (Deficits)	\$1,619,830	\$0	\$0	\$0	\$0	\$1,619,830

Special District Name: Diablo Community Services District
Special Districts' Financial Transactions Report
Noncurrent Assets, Deferred Outflows of Resources,
Noncurrent Liabilities, and Deferred Inflows of Resources
Governmental Funds

Fiscal Year: 2024

		Noncurrent Assets/Deferred Outflows of Resources	Noncurrent Liabilities/Deferred Inflows of Resources
Noncurrent Assets			
R00.5	Lease Receivable		
Capital Assets			
R01.	Land		
R02.	Buildings and Improvements		
R03.	Equipment	2,500	
R04.	Infrastructure		
R05.	Intangible Assets – Amortizable		
R05.5	Lease Assets (Lessee)		
R06.	Construction in Progress		
R07.	Intangible Assets – Nonamortizable		
R08.	Other Capital Assets		
R09.	Less: Accumulated Depreciation/Amortization	-2,500	
R10	Net Pension Asset		
R11	Net OPEB Asset		
R12	Other Noncurrent Assets 1		
R13	Other Noncurrent Assets 2		
R14	Other Noncurrent Assets 3		
R15.	Total Noncurrent Assets	\$0	
Deferred Outflows of Resources			
R16	Related to Pensions	0	
R17	Related to OPEB		
R18	Related to Debt Refunding		
R19	Other Deferred Outflows of Resources		
R20.	Total Deferred Outflows of Resources	\$0	
R21.	Total Noncurrent Assets and Deferred Outflows of Resources	\$0	

Noncurrent Liabilities

R22.	Deposits and Advances		
R23.	Compensated Absences		
R24.	General Obligation Bonds		
R25.	Revenue Bonds		
R26.	Certificates of Participation		
R27.	Other Bonds		
R28.	Loans (Other Long-Term Debt)		
R29.	Notes (Other Long-Term Debt)		
R30.	Other (Other Long-Term Debt)		
R31.	Construction Financing – Federal		
R32.	Construction Financing – State		
R32.5	Lease Liability		
R33.	Lease Obligations (Purchase Agreements)		
R34.	Net Pension Liability		0
R35.	Net OPEB Liability		
R36.	Other Noncurrent Liabilities 1		
R37.	Other Noncurrent Liabilities 2		
R38.	Other Noncurrent Liabilities 3		
R39.	Total Noncurrent Liabilities		\$0

Deferred Inflows of Resources

R40	Related to Pensions		
R41	Related to OPEB		
R42	Related to Debt Refunding		
R42.5	Related to Leases		
R43	Other Deferred Inflows of Resources		
R44.	Total Deferred Inflows of Resources		\$0
R45.	Total Noncurrent Liabilities and Deferred Inflows of Resources		\$0

Special District Name: Diablo Community Services District
Special Districts' Financial Transactions Report
Appropriations Limit Information

Fiscal Year: 2024

R01. Appropriations Limit	<input type="text" value="0"/>
R02. Total Annual Appropriations Subject to the Limit	<input type="text"/>
R03. Revenues Received (Over) Under Appropriations Limit	<input type="text" value="\$0"/>

Special District Name: Diablo Community Services District
Special Districts' Financial Transactions Report
Summary

Fiscal Year: 2024

		Governmental Funds	Internal Service Fund	Enterprise Fund	Total
Governmental Revenues					
R01.	General	1,252,622			
R02.	Special Revenue				
R03.	Debt Service				
R04.	Capital Projects				
R05.	Permanent				
R06.	Transportation				
R07.	Total Governmental Revenues	\$1,252,622			
Internal Service Revenues					
R08.	Total Operating Revenues		\$0		
R09.	Total Non-Operating Revenues		\$0		
R10.	Total Internal Service Revenues		\$0		
Enterprise Revenues					
Operating Revenues					
R11.	Airport				
R12.	Electric				
R13.	Gas				
R14.	Harbor and Port				
R15.	Hospital				
R16.	Sewer				
R17.	Solid Waste				
R18.	Transit				
R19.	Water				
R20.	Other Enterprise				
R21.	Conduit				
R22.	Transportation				
R23.	Total Operating Revenues			\$0	
Non-Operating Revenues					
R24.	Airport				
R25.	Electric				
R26.	Gas				
R27.	Harbor and Port				
R28.	Hospital				
R29.	Sewer				
R30.	Solid Waste				
R31.	Transit				
R32.	Water				
R33.	Other Enterprise				
R34.	Conduit				
R35.	Transportation				

R36.	Total Non-Operating Revenues			\$0	
R36.5	Total Revenues	\$1,252,622	\$0	\$0	\$1,252,622
Governmental Expenditures					
R37.	General	720,275			
R38.	Special Revenue				
R39.	Debt Service				
R40.	Capital Projects				
R41.	Permanent				
R42.	Transportation				
R43.	Total Governmental Expenditures	\$720,275			
Internal Service Expenses					
R44.	Total Operating Expenses		\$0		
R45.	Total Non-Operating Expenses		\$0		
R46.	Total Internal Service Expenses		\$0		
Enterprise Expenses					
Operating Expenses					
R47.	Airport				
R48.	Electric				
R49.	Gas				
R50.	Harbor and Port				
R51.	Hospital				
R52.	Sewer				
R53.	Solid Waste				
R54.	Transit				
R55.	Water				
R56.	Other Enterprise				
R57.	Conduit				
R58.	Transportation				
R59.	Total Operating Expenses			\$0	
Non-Operating Expenses					
R60.	Airport				
R61.	Electric				
R62.	Gas				
R63.	Harbor and Port				
R64.	Hospital				
R65.	Sewer				
R66.	Solid Waste				
R67.	Transit				
R68.	Water				
R69.	Other Enterprise				
R70.	Conduit				
R71.	Transportation				
R72.	Total Non-Operating Expenses			\$0	

R72.5	Total Expenditures/Expenses	\$720,275	\$0	\$0	\$720,275
R73.	Transfer In				
R74.	Transfer Out				
R75.	Change in Fund Balance/Net Position	\$532,347	\$0	\$0	\$532,347
R76.	Fund Balance/Net Position (Deficit), Beginning of Fiscal Year	\$457,446	\$0	\$0	\$457,446
R77.	Adjustments				
R78.	Fund Balance/Net Position (Deficit), End of Fiscal Year	\$989,793	\$0	\$0	\$989,793
Assets					
R79.	Total Current Assets	1,619,830			1,619,830
R80.	Total Noncurrent Assets				
R81.	Total Assets	\$1,619,830	\$0	\$0	\$1,619,830
Liabilities					
R82.	Total Current Liabilities	630,037			630,037
R83.	Total Noncurrent Liabilities				
R84.	Total Liabilities	\$630,037	\$0	\$0	\$630,037
R85.	Total Fund Balance/Net Position (Deficit)	\$989,793	\$0	\$0	\$989,793

Special District Name: Diablo Community Services District
Special Districts' Financial Transactions Report
Parcel Tax - Statistical Data
(To Be Completed by Levying Entity)

Fiscal Year: 2024

Parcel Tax Name (1 of 1) (Record Completed)

Measure B Special Tax

A. The Type and Rate of Parcel Tax Imposed

All Property Delete Type

Parcel Tax Rate		
Dollar Amount	Base	Notes
\$767.74	Parcel (Flat Rate)	Improved Parcels
\$148.46	Parcel (Flat Rate)	Unimproved Parcels
\$27,178.82	Parcel (Flat Rate)	Diablo Country Club
	Select	

Delete
Delete
Delete
Add

Select Add Type

- B. The Number of Parcels Subject to the Parcel Tax 420
- C. The Number of Parcels Exempt from the Parcel Tax
- D. The Sunset Date of the Parcel Tax, if any
- E. The Amount of Revenue Received from the Parcel Tax (Annually) 329,664

F. The Manner in Which the Revenue Received from the Parcel Tax is Being Used

(Please check all box(es) applicable or the box(es) with the closest description that apply.)

<input type="checkbox"/> Agriculture and Fair	<input type="checkbox"/> Library Services
<input type="checkbox"/> Air Quality and Pollution Control	<input type="checkbox"/> Lighting and Lighting Maintenance
<input type="checkbox"/> Airport Purpose	<input type="checkbox"/> Local and Regional Planning or Development
<input type="checkbox"/> Ambulance Service and Emergency Medical Services	<input type="checkbox"/> Memorial
<input type="checkbox"/> Amusement	<input type="checkbox"/> Museums and Cultural Facilities
<input type="checkbox"/> Animal Control	<input type="checkbox"/> Parking
<input type="checkbox"/> Broadband and Cable Services	<input type="checkbox"/> Pest Control, Mosquito Abatement and Vector Control
<input type="checkbox"/> Cemetery	<input checked="" type="checkbox"/> Police Protection, Personal Safety, and Public Safety
<input type="checkbox"/> Conduit Financing	<input checked="" type="checkbox"/> Recreation and Park, Open Space
<input type="checkbox"/> Drainage and Drainage Maintenance	<input type="checkbox"/> Resource Conservation
<input type="checkbox"/> Electric Purpose	<input type="checkbox"/> Snow Removal
<input type="checkbox"/> Erosion Control	<input checked="" type="checkbox"/> Streets, Roads, and Sidewalks
<input type="checkbox"/> Financing or Constructing Facilities	<input type="checkbox"/> Television Translator Station Facilities
<input type="checkbox"/> Fire Protection, Fire Prevention, and Fire Suppression	<input type="checkbox"/> Trade and Commerce
<input type="checkbox"/> Flood Control	<input type="checkbox"/> Transit
<input type="checkbox"/> Gas Purpose	<input type="checkbox"/> Transportation
<input type="checkbox"/> Graffiti Abatement	<input type="checkbox"/> Underground Electric and Communication Facilities
<input type="checkbox"/> Harbor and Port Purpose	<input type="checkbox"/> Veterans Buildings and Institutions
<input type="checkbox"/> Hazardous Material Emergency Response	<input type="checkbox"/> Water Conservation
<input type="checkbox"/> Health	<input type="checkbox"/> Waste Management
<input type="checkbox"/> Hospital Purpose	<input type="checkbox"/> Water Services and Irrigation
<input type="checkbox"/> Land Reclamation	<input type="checkbox"/> Weed Abatement

Landscaping

**Special District of Diablo Community Services District
Special District Financial Transactions Report
Footnotes**

Fiscal Year: 2024

FORM DESC	FIELD NAME	FOOTNOTES
RevenuesExpendituresChangesFundBalances	(R20)Gen-OtherIntergovernmentalFederal	(Police Protection and Personal Safety) FEMA financial assistance grant reimbursing the District for costs it incurred as a result of the 2022-23 Winter Storm event.
RevenuesExpendituresChangesFundBalances	(R35)Gen-TotalRevenues	(Police Protection and Personal Safety) The District received \$324,000 in FEMA financial assistance grants for the 2022-23 Winter Storm damage.
RevenuesExpendituresChangesFundBalances	(R38)Gen-ServicesandSupplies	(Police Protection and Personal Safety) FY 2023 had significant expenses from the 2022-23 Winter Storm (\$324,000). Those expenses did not exist in FY2024. In FY 2024 we incurred \$73,000 for a structural assessment of the District bridges. In FY 2024 we incurred \$40,000 in additional security costs.
BalanceSheetGovernmentalFunds	(R01)Gen-CashInvestments	The District received an advance of \$457,878 from FEMA for the permanent repair of a creek bank that failed in the 2022-23 Winter Storm. The permanent repair will replace the temporary repair made at the time of the failure. The District spent less money on infrastructure repairs in FY 2024
BalanceSheetGovernmentalFunds	(R16)Gen-TotalAssets	See Cash and Investments Footnote. Reproduced below. The District received an advance of \$457,878 from FEMA for the permanent repair of a creek bank that failed in the 2022-23 Winter Storm. The permanent repair will replace the temporary repair made at the time of the failure. The District spent less money on infrastructure repairs in FY 2024
BalanceSheetGovernmentalFunds	(R25)Gen-DepositsAdvances	The District received an advance of \$457,878 from FEMA for the permanent repair of a creek bank that failed in the 2022-23 Winter Storm. The permanent repair will replace the temporary repair made at the time of the failure.
BalanceSheetGovernmentalFunds	(R30)Gen-TotalLiabilities	The District received an advance of \$457,878 from FEMA for the permanent repair of a creek bank that failed in the 2022-23 Winter Storm. The permanent repair will replace the temporary repair made at the time of the failure.
AppropriationsLimitInformation	(R01)AppropriationsLimit	The District is exempt from the appropriations limit as it was formed in 1969.
AppropriationsLimitInformation	(R02)TotalAnnualAppropriationsSubjecttotheLimit	See above
NoncurrentAssetsLiabilities	(R34)Liab-NetPensionLiability	The District has no employees

Total Footnote:

**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)

[Report This Email](#) [FAQ](#) [GoDaddy Advanced Email Security, Powered by INKY](#)

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