

**DIABLO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING AGENDA¹
DIABLO COUNTRY CLUB CURTOLA ROOM
MONDAY, MARCH 10, 2025, 6:00 P.M.**

CALL TO ORDER:

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: President Cox

- a) UBEO presentation on document digitization.
- b) Review District records that do not qualify for retention under the Records Retention Policy.
- c) Review proposed District Banking and Disbursement Policy.

SECURITY: Director Slavonia

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

GENERAL MANAGER: Kathy Torru

- a) Provide update on District business since the last Regular Meeting.

2. CONSENT CALENDAR

- a) Approve minutes of the February 10, 2025, Regular Meeting.

3. REPORTS

CONTRA COSTA COUNTY:

Cameron Collins

DIABLO COUNTRY CLUB:

Hank Salvo

4. DIRECTOR COMMENTS

5. FUTURE AGENDA ITEM ANNOUNCEMENT

- a) Continue review of District records that do not qualify for retention under the Records Retention Policy.
- b) Review EBMUD water pipeline replacement easement.
- c) Review bridge replacement funding options

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

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

The next DCSD Regular Board meeting is scheduled for April 14, 2025, at 6:00 p.m. at Diablo Country Club.

Diablo Community Services District by

Kathy Torru, General Manager

DCSD Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet, or other writings that may be distributed at the meeting should contact the General Manager at least one working day before the meeting at (925) 683-4956 or generalmanager@diablocsd.org. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Public records that relate to any item on the open session agenda are available for public inspection by contacting the General Manager and on the District's website <http://diablocsd.org>.

Diablo Community Services District
Bank Account and Disbursement Policy

Purpose. To create a secure and efficient process for depositing public fund receipts and disbursing public funds for the purchase of services, equipment, and supplies. Procedures for construction projects can be found in the DCSD 1993 Ordinance Code, Title 7, Section 7.1.

Bank Account Procedures

- A. District bank accounts must be maintained in Depository Institutions authorized to maintain public funds by the State of California.
- B. The District bank account administrator and check signers must be approved by the Board in a Banking Resolution.
- C. Every two years, on the same schedule as District Officer elections, the Banking Resolution will be updated by the Board.
- D. The Board President is the District bank account administrator.
- E. The Board President, Finance Commissioner and General Manager are the District bank account check signers.
- F. Disbursements from the District checking accounts must be processed with a check.
- G. All District checks require *two* signatures.
- H. No electronic disbursements or transfers to non-District accounts are permitted.
- I. The Board President will be notified of transfers between District bank accounts.
- J. District bank accounts are reconciled monthly by the General Manager.
- K. Quarterly a list of District bank account deposits and disbursements is provided to Directors.

Invoice Approval and Payment Procedures

- A. District invoices are distributed to the designated Commissioner and the General manager for review prior to payment.
- B. District invoices fall into 3 categories.
 - a. Recurring budgeted expenditures,

- b. Non-recurring expenditures authorized by Board action and executed contract, and
 - c. Other non-recurring expenditures.
- C. Recurring budgeted expenditures will be paid by the General Manager with an informal approval from the designated Commissioner. These expenditures include the following:
- | | |
|----------------------|-----------------------|
| a. CCC Sheriff | Security Commissioner |
| b. Flock Camera | Security Commissioner |
| c. General Counsel | Board President |
| d. General Manager | Board President |
| e. Insurance Premium | Board President |
- D. Non-Recurring expenditures authorized by Board action will be paid by the General Manager with an informal approval from the designated Commissioner. These expenditures include the following:
- | | |
|-------------------------|----------------------|
| a. Roads/Bridge/Culvert | Roads Commissioner |
| b. Engineering | Roads Commissioner |
| c. Audit | Finance Commissioner |
- E. Other non-recurring expenditures will be paid by the General Manager with a formal approval from the designated Commissioner. These expenditures include the following:
- | | |
|-------------------|-----------------------------------|
| a. Public Agency | Board President or Vice President |
| b. Other Legal | Board President or Vice President |
| c. Other Expenses | Board President or Vice President |

Procurement Procedures

District Procurement Policy (Title 7 of the DCSD 1993 Ordinance Code) Section 7.2:

7.2 Procurement Procedures

A. Purpose. In order to establish efficient procedures for the purchase of supplies, equipment, and services; secure supplies, equipment, and services at the lowest possible cost commensurate with quality, and exercise positive financial control over purchases, the District adopts these procurement procedures.

B. Definitions.

“Design Professional Services” mean architectural, landscape architectural, environmental, engineering, land surveying, or construction project management services which are subject to the procurement requirements of Article XXII of the California Constitution, and Government Code § 4529.10, et seq.

“Purchasing Agent” means the General Manager or his/her designee who is responsible for procuring supplies, equipment, and services pursuant to these procedures.

“RFP” means a Request for Proposals transmitted to qualified vendors.

“RFQ” means a Request for Qualifications transmitted to potentially qualified vendors to evaluate qualifications for providing required services.

C. Purchasing Agent Authority. The Purchasing Agent has the authority to procure or contract for supplies, equipment, and services in accordance with these procedures; negotiate and recommend execution of contracts; supervise and inspect all supplies and equipment purchased; maintain a list of qualified vendors or bidders; and recommend amendments to these procedures.

D. Supplies and Equipment. Supplies and equipment will be procured as follows:

1. Minor Purchases. The Purchasing Agent may make individual purchases of supplies and equipment not exceeding \$5,000 with the approval of the Board president.
2. Informal Quotes. The Purchasing Agent may make individual purchases of supplies and equipment exceeding \$5,000 but less than \$10,000 after soliciting price quotes from at least three qualified vendors and with the approval of the Board president.
3. Competitive Proposals. For individual purchases of \$10,000 or more, the Purchasing Agent must solicit quotes from at least five qualified vendors and obtain approval of the Board prior to purchase, except to the extent that the Board has already delegated or authorized the Purchasing Agent to make the purchase.

E. General Services. Procurement of services other than design professional services, including consulting and engineering services, will be procured as follows:

1. Minor Services. For service contracts that will not exceed \$5,000, the Purchasing Agent may make an award to a qualified vendor for a reasonable price or rate with the approval of the Board president.
2. Informal Quotes. For service contracts exceeding \$5,000 but less than \$10,000, the Purchasing Agent may make an award to a qualified vendor that offers the best overall value to the District after soliciting quotes or informal proposals from at least three qualified vendors with the approval of the Board president.
3. Competitive Proposals. For services contracts of \$10,000 or more, the Purchasing Agent must use a fair and competitive proposal process to award, which may involve an RFP or solicitation of proposals from an adequate number of qualified vendors. The Purchasing Agent must obtain approval of the Board prior to award, except to the extent that the Board has already delegated or authorized the Purchasing Agent to make the award.

F. Design Professional Services. Procurement of design professional services is subject to compliance with Article XXII of the California Constitution; Government Code section 4529.10, et seq.; and the following requirements:

1. Fair Competitive Process. An RFQ, RFP, or combined RFQ/RFP procedure should be used to procure design professional services to ensure a fair, competitive selection process based on the demonstrated competence and professional qualifications necessary for the services. The RFP, RFQ, or RFP/RFQ must require compliance with all laws regarding political contributions, conflict of interest, or unlawful activities.
2. Prevailing Wages. If the services include pre-construction services such as inspection or land surveying work (see Labor Code § 1720(a)(1)), and the project cost exceeds \$1000, the procurement must comply with prevailing wage requirements.
3. Award. If the design professional services contract exceeds \$10,000, the Purchasing Agent must obtain approval of the Board prior to award, except to the extent that the Board has already delegated or authorized the Purchasing Agent to make the award.

G. Emergency Procurements. In the event of an emergency or threatened emergency, services or good may be procured without following the applicable procurement procedures, but only to the extent necessary to avoid delay in preventing or mitigating injury or damage. For purposes of these procurement procedures, an emergency includes any sudden, unexpected occurrence that poses a clear and imminent danger and requires immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services, as declared by the Board or its General Manager.

**DIABLO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
DIABLO COUNTRY CLUB BALLROOM
FEBRUARY 10, 2025 6:00 P.M.**

SPECIAL PRESENTATION: President Matt Cox introduced San Ramon Valley Fire Protection District Deputy Chief Jonas Aguiar and Chris Parsons. Deputy Chiefs Aguiar and Parsons spoke to the audience of 80 residents about fire preparedness.

CALL TO ORDER: President Cox called the meeting to order at 7:35 pm

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

ROLL CALL: President Cox called the roll as follows:

Directors present: Cox, Lorenz, Luecht, Slavonia

Directors absent: Chartier

WELCOME OFFICIALS:

Hank Salvo (Diablo Country Club Liaison)

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

Kathy Torru (General Manager)

PUBLIC COMMENTS:

Tony Geisler asked that the Board consider changing its public comments policy to allow public comments before each agenda item and asked the Board to consider Maryann Cella's January comments on the Records Retention Policy.

Maryann Cella voiced support for Tony Geisler's comments and expressed concern about the proposed Bylaws change on the agenda.

Alan Bonny asked the Board to consider Maryann Cella's January comments on the Records Retention Policy.

BOARD/STAFF COMMUNICATION AND ACTIONS:

ADMINISTRATIVE:

General Manager Torru confirmed Director Luecht had been administered the Oath of Office.

President Cox announced that the UBEO presentation had been continued to the March 10th meeting due to a last-minute cancellation by the UBEO presenter.

President Cox reported that review of District's historical records uncovered a Records Retention Policy adopted by the Board in 2010 (Resolution 2010-01). Resolution 2010-01 was never implemented. To avoid any confusion with the 2024 Records Retention Policy President Cox recommended that the Board repeal Resolution 2010-01. On motion by Director Lorenz and second by President Cox, Resolution 2010-01 was repealed. Motion passed 4-0.

Director Lorenz presented a list of minor changes to the 2024 Records Retention Policy Schedule. The changes clarify and, in some cases, extend the retention period for certain types of District records. On

motion by Director Lorenz and second by President Cox, the Board adopted the Record Retention Schedule changes presented by Director Lorenz. Motion passed 4-0.

President Cox introduced a modification to the District's Public Comments Policy that would allow the public to comment on agenda items when the item is presented for discussion. Currently public comment on non-agenda and agenda items are made at the beginning of the meeting. On motion by President Cox and second by Director Luecht, the District's Public Comments Policy is amended to allow the public to comment on each agenda item as it is presented. Public comment on non-agenda items would remain at the beginning of the meeting. Motion passed 4-0.

President Cox introduced a modification to the District's Bylaws Article V Section 1 to move the election of District officers from the first meeting of the new year to the last meeting of the current year after an election of Directors. This Bylaw change addresses the gap in leadership that occurs when an officer's term expires. Director terms end and begin on the first Friday of December following a November election. On motion by President Cox and second by Director Lorenz Bylaw Article V Section 1 is revised to read, "Each of these three officers shall be elected every two years by the Board in the December following the November election of Directors, beginning in the year 2026." Motion passed 4-0.

FINANCES:

Director Lorenz presented the District's financial report for the 6-month period ended December 31, 2024. District revenue and expenses are in line with the budget. The December 31, 2024 cash balance was \$1,717,000, of which \$458,000 is restricted for FEMA storm repairs. The Financial Report is available on the District's website (diablocsd.org).

Director Lorenz presented the 2024 State Financial Transaction Report, a State required annual filing of the District's financial transactions for the 12 months ended June 30th. The Transaction Report is available on the District's website (diablocsd.org).

SECURITY:

Director Slavonia reported that there were no incidents of crime last month.

GENERAL MANAGER:

President Cox introduced a new standing agenda item "General Manager." Monthly the General Manager will update the Board on District activities for the previous month.

General Manager Torru presented the Board with a list of District activities since the last meeting.

CONSENT CALENDAR:

On motion by President Cox and second by Director Lorenz, the consent calendar was approved. Motion passed 3-0-1. Director Luecht abstained since he was absent from the meeting.

REPORTS:

CONTRA COSTA COUNTY: No Report.

DIABLO COUNTRY CLUB: Hank Salvo reported that the Diablo Country Club Management Structure Committee recommended the Club remain a member owned GM managed Club. The Club has initiated the new GM search and is expected to complete the search by the end of April.

DIRECTOR COMMENTS: None.

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

Review of District documents that do not fall within the Records Retention Policy Schedule.

UBEO presentation on document digitization process.

Review EBMUD water pipeline replacement easement.

Review bridge replacement funding options.

CALL OF NEXT MEETING/ADJOURNMENT:

President Cox called the next meeting for March 10, 2025 at 6:00 pm at Diablo Country Club. There being no further business, the meeting was adjourned at 8:05 p.m.

Diablo Community Services District by

Kathy Torru, General Manager

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
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