

**DIABLO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING AGENDA¹
DIABLO COUNTRY CLUB CURTOLA ROOM
MONDAY, APRIL 14, 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) Review of District records that do not qualify for retention under the District's Records Retention Policy and provide a disposition recommendation for the records reviewed at the March Board meeting.
- b) Consider for amendment the number of District Laserfiche licenses and the authority granted to each license.
- c) Consider for adoption Resolution 2025-02, District Banking and Disbursement Policy.
- d) Consider for adoption Resolution 2025-03; Ratification of Board action taken at the February 10th Board meeting to amend 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.
- e) Consider for adoption Resolution 2025-04; Amendment of the District Records Retention Policy clarifying the District's record destruction process.
- f) Discussion to amend the District's Public Comments Policy.

ROADS: Director Cox

- a) Consider directive to General Manager to send encroachment removal notices to Diablo residents.
- b) Consider directive to General Manager to hire a contractor to provide annual weed abatement of Kay's Trail.
- c) Authorize Director Cox and General Manager Torru to negotiate a contract with ENGEO and a to be identified contractor for the emergency repair of the sink hole on Alameda Diablo.

FINANCES: Director Lorenz

- a) Present assumptions and timeline for the 2025-2026 Budget review.

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

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 March 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

6. CALL OF NEXT MEETING & ADJOURNMENT

The next DCSD Regular Board meeting is scheduled for May12, 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>.

RESOLUTION NO. 2025-02

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
DIABLO COMMUNITY SERVICES DISTRICT ADOPTING BOARD
POLICY GOVERNING DISTRICT BANKING AND DISBURSEMENT**

WHEREAS, The Diablo Community Services District Board of Directors (District Board) in its normal course of operations engages with depository institutions to secure its public funds; and

WHEREAS, The District Board in its normal course of operations receives public funds and disburses public funds for the purchase of services, equipment and supplies; and

WHEREAS, The District Board finds it necessary to establish policies and processes to ensure the secure and efficient receipt and disbursement of public funds; and

WHEREAS, Procedures for construction projects have previously been established in the DCSD 1993 Ordinance Code, Title 7, Section 7.1.

NOW THEREFORE, THE BOARD OF DIRECTORS OF THE DIABLO COMMUNITY SERVICES DISTRICT DOES RESOLVE AS FOLLOWS:

Section 1. The District Board determines that the foregoing findings and recitals are true and correct.

Section 2. The District Board adopts the Bank Account and Disbursement policy attached as “Exhibit A” to ensure a secure and efficient process for depositing public fund receipts and disbursing public funds for the purchase of services, equipment and supplies.

Section 3. This Resolution shall become effective immediately upon its passage and adoption.

PASSED, APPROVED AND ADOPTED this 14 day of April 2025.

Matthew Cox,
President of the Board of Directors of the
Diablo Community Services District

ATTEST:

Christine Chartier], Secretary of the
Board of Directors of the
Diablo Community Services District

STATE OF CALIFORNIA)
) ss.
COUNTY OF CONTRA COSTA)

I, Christine Chartier, Secretary of the Board of Directors of the Diablo Community Services District, do hereby certify that the above and foregoing is a full, true, and correct copy of Resolution No. 2025-02 of said Board, and that the same has not been amended or repealed.

DATED:

Christine Chartier, Secretary of the
Board of Directors of the
Diablo Community Services District

Exhibit A

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.

RESOLUTION NO. 2025-03

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
DIABLO COMMUNITY SERVICES DISTRICT RATIFYING
ACTION TAKEN AT THE FEBRUARY 10, 2025 REGULAR
MEETING TO AMEND DISTRICT BYLAW ARTICLE V SECTION
1, OFFICERS, ELECTIONS OF, AND TERMS OF OFFICE**

WHEREAS, The Diablo Community Services District Governing Board (District Board) reviews and updates its bylaws periodically; and

WHEREAS, On February 10, 2025 the District Board unanimously authorized the amendment of District Bylaw Article V Section 1, Officers, Elections of, and Terms of Office, to ensure that the District Board has officers after Director elections are certified but before the new Directors are sworn in.

WHEREAS, The amended District Bylaw Article V Section 1, Officers, Elections of, and Terms of Office, approved at the February 10, 2025 Regular Meeting was adopted as follows:

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 December following the November election of Directors, beginning in the year 2026. 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.

NOW THEREFORE, THE BOARD OF DIRECTORS OF THE DIABLO COMMUNITY SERVICES DISTRICT DOES RESOLVE AS FOLLOWS:

Section 1. The District Board ratifies the approval of the amended District Bylaw Article V Section 1, Officers, Elections of, and Terms of Office reflected above and in the February 10, 2025 Meeting Minutes.

Section 2. This Resolution shall become effective immediately upon its passage and adoption.

PASSED, APPROVED AND ADOPTED this 14 day of April, 2025.

Matthew Cox
President of the Board of Directors of the
Diablo Community Services District

ATTEST:

Christine Chartier, Secretary of the
Board of Directors of the
Diablo Community Services District

APPROVED:

Best Best & Krieger LLP
General Counsel

STATE OF CALIFORNIA)
)ss.
COUNTY OF CONTRA COSTA)

I, Christine Chartier, Secretary of the Board of Directors of the Diablo Community Services District, do hereby certify that the foregoing Resolution No. 2025-03 was duly adopted by the Board of Directors of said District at a regular meeting thereof held on the 14 day of April 2025, and that it was so adopted by the following vote:

AYES: DIRECTORS:

NOES: DIRECTORS:

ABSENT: DIRECTORS:

ABSTAIN: DIRECTORS:

Christine Chartier, Secretary of the
Board of Directors of the
Diablo Community Services District

STATE OF CALIFORNIA)
) ss.
COUNTY OF CONTRA COSTA)

I, Christine Chartier, Secretary of the Board of Directors of the Diablo Community Services District, do hereby certify that the above and foregoing is a full, true, and correct copy of Resolution No. 2025-03 of said Board, and that the same has not been amended or repealed.

DATED:

Christine Chartier, Secretary of the
Board of Directors of the
Diablo Community Services District

RESOLUTION NO. 2025-04

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
DIABLO COMMUNITY SERVICES DISTRICT ADOPTING AN
AMENDED RECORDS RETENTION SCHEDULE**

WHEREAS, Sections 60200 through 60203 of the Government Code provide procedures regulating the retention of special district records and destruction of obsolete records for special districts; and

WHEREAS, on August 12, 2024, the Governing Board (“Board”) of the Diablo Community Services District (“District”) approved Resolution No. 2024-04 Adopting a Records Retention Policy and Records Retention Schedule; and

WHEREAS, after community input, the Board adopted a Revised Record Retention Schedule, a copy of which is attached hereto as Exhibit “A” (“Amended Records Retention Schedule”), by oral motion at the Boards, February 10, 2025, Regular Meeting, as reflected in the meeting minutes attached hereto as Exhibit “B” (“Meeting Minutes”).

NOW THEREFORE, THE BOARD OF DIRECTORS OF THE DIABLO COMMUNITY SERVICES DISTRICT DOES RESOLVE AS FOLLOWS:

SECTION 1. The Board hereby ratifies the approval of the Amended Records Retention Schedule as reflected in the Meeting Minutes.

SECTION 2. The Board of Directors hereby finds that the Records Retention Policy and the Amended Records Retention Schedule comply with the California Secretary of State’s Local Government Records Management Guidelines, as required under Government Code section 60201, subdivision (b)(2). The Board of Directors further finds that any obsolete records destroyed pursuant to the Records Retention Policy and Amended Records Retention Schedule will not adversely affect the District or the public.

SECTION 5. The Board Secretary shall certify to the passage and adoption of this Resolution.

SECTION 6. This Resolution shall become effective immediately upon its passage and adoption.

PASSED, APPROVED AND ADOPTED this 14 day of April, 2025.

Matthew Cox,
President of the Board of Directors of the
Diablo Community Services District

ATTEST:

Christine Chartier, Secretary of the
Board of Directors of the
Diablo Community Services District

APPROVED:

Best Best & Krieger LLP
General Counsel

STATE OF CALIFORNIA)
)ss.
COUNTY OF CONTRA COSTA)

I, Christine Chartier, Secretary of the Board of Directors of the Diablo Community Services District, do hereby certify that the foregoing Resolution No. 2025-04 was duly adopted by the Board of Directors of said District at a regular meeting thereof held on the 14 day of April 2025, and that it was so adopted by the following vote:

AYES: DIRECTORS:

NOES: DIRECTORS:

ABSENT: DIRECTORS:

ABSTAIN: DIRECTORS:

Christine Chartier, Secretary of the
Board of Directors of the
Diablo Community Services District

(SEAL)

STATE OF CALIFORNIA)
) ss.
COUNTY OF CONTRA COSTA)

I, Christine Chartier, Secretary of the Board of Directors of the Diablo Community Services District, do hereby certify that the above and foregoing is a full, true, and correct copy of Resolution No. 2025-04 of said Board, and that the same has not been amended or repealed.

DATED:

Christine Chartier, Secretary of the
Board of Directors of the
Diablo Community Services District

(SEAL)

EXHIBIT "A"

DIABLO COMMUNITY SERVICES DISTRICT

AMENDED RECORDS RETENTION SCHEDULE

[Attached]

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

EXHIBIT "B"

DIABLO COMMUNITY SERVICES DISTRICT

COPY OF APPROVED MINUTES OF THE GOVERNING BOARD'S February 10, 2025,
MEETING

[Attached]

**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.

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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

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

CALL TO ORDER: President Cox called the meeting to order at 6:00 pm

ROLL CALL: Secretary Chartier called the roll as follows:

Directors present: Cox, Lorenz, Chartier, Slavonia

Directors absent: Luecht

SPECIAL PRESENTATION: Kristen Sparkes of UBEO Business Services gave a presentation on the services offered by UBEO and the record digitization work performed for the District to date.

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

WELCOME OFFICIALS:

Hank Salvo (Diablo Country Club Liaison)
Cameron Collins (Contra Costa County Liaison)
Zach, Scalzo (of Best, Best, & Krieger LLP, General Counsel)
Kathy Torru (General Manager)

PUBLIC COMMENTS:

Maryann Cella asked the Board to expand its Records Retention Schedule to identify Kay's Trail documents and LAFCO Recreational Power documents.

BOARD/STAFF COMMUNICATION AND ACTIONS:

ADMINISTRATIVE:

General Manager Torru presented a recap of the Records Retention Project.

In the Spring and Summer of 2024, the Board discussed and adopted a District Records Retention Policy and Schedule. In the Fall of 2024, the Board hired UBEO Business Services to digitize the District's records and provide a cloud software platform (Laserfiche) to secure the District's records. In the Winter of 2025, the District digitized and transferred to Laserfiche the District records that qualify for retention under the Records Retention Policy.

The next step in the Records Retention Project is to review the documents that do not qualify for retention and determine the disposition of these documents. Over the next 3-4 Regular Meetings a detailed list of these documents will be presented to the Board for review and discussion. At the end of each discussion, the Board will be asked for a disposition recommendation: shred, digitize, table for future discussion.

After all documents have been discussed, the Board will be asked to formally vote on the disposition of the documents.

General Manager Torru presented a list of the contents of the first 10 boxes of District documents: various insurance and financial records from 1972-2018.

President Cox stated at the conclusion of the presentation that a recommendation on the disposition of the various insurance and financial documents would be made at the April meeting.

President Cox presented the District Banking and Disbursement Policy for discussion. No edits were suggested. The General Manager was directed to provide a resolution to adopt the Policy at the April Meeting.

SECURITY:

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

GENERAL MANAGER:

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

CONSENT CALENDAR:

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

REPORTS:

CONTRA COSTA COUNTY: General Manager Torru reported on behalf of Cameron Collins that the Mt. Diablo Scenic Blvd signalization project design has been finalized, and that the County continues to work with adjacent property owners and Davidon to finalize legal issues, The construction timeline that was originally scheduled for summer 2025 has been slipping and a new timeline will be established. Candace Andersen's office has heard from Diablo residents living on Diablo Road that they would like to see controls put in place at the light to ensure that it is safe to exit and enter their driveways safely.

Director Lorenz asked that the District send a letter to the County expressing concern about the increased vehicle speeds from the signalization of Mt. Diablo Scenic Blvd and request that controls be put in place to ensure that Diablo residents can safely exit and enter Avenida Nueva and the driveways along Diablo Road. President Cox directed General Manager Torru to work with Director Lorenz and General Counsel to prepare and send a letter to the County and Candace Andersen's office.

DIABLO COUNTRY CLUB: Hank Salvo reported that the Club is searching for a new general manager and is expected to complete the search by the end of April.

DIRECTOR COMMENTS: None.

FUTURE AGENDA ITEMS: President Cox requested the General Manager include the following items on the April agenda:

Review of District records that do not qualify for retention under the Records Retention Policy and provide a disposition recommendation of the documents reviewed at the March meeting.

Discussion on Laserfiche access and the number of District licenses.

Resolution to adopt the Banking and Disbursement Policy discussed at the March Board meeting.

Resolution to ratify the Bylaws changes adopted at the February Board meeting.

Resolution to amend Public Comments Policy.

Resolution clarifying District document destruction approval process.

Future Agenda items that do not have a set date include review of EBMUD water pipeline replacement easement and review of bridge replacement funding options.

CALL OF NEXT MEETING/ADJOURNMENT:

President Cox called the next meeting for April 14, 2025 at 6:00 pm at Diablo Country Club. There being no further business, the meeting was adjourned at 7:35 p.m.

Diablo Community Services District by

Kathy Torru, General Manager

DIABLO MUNICIPAL ADVISORY COUNCIL

**NOTICE OF CANCELLATION
OF REGULARLY SCHEDULED MEETING**

Notice is hereby given that the Regular Meeting of the Diablo Municipal Advisory Council (DMAC) scheduled for **April 14, 2025** has been cancelled.

The next DMAC Regular Meeting is scheduled for May 12, 2025, at 6:00 p.m. at Diablo Country Club Curtola Room.

Diablo Community Services District by,
Kathy Torru, General Manager