

**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