

**DIABLO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING AGENDA¹
DIABLO COUNTRY CLUB CURTOLA ROOM
MONDAY, MAY 12, 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) Continue 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 April Board meeting.
- b) Consider adoption of Resolution 2025-05; Amendment of the District Public Comments Policy.
- c) Discuss Bridge Replacement Funding Options Staff Report and consider next steps.
- d) Authorize President Cox and General Manager Torru to enter into a services agreement with Jarvis Fay for counsel on an EBMUD easement.
- e) Continue discussion on District Laserfiche licenses.

ROADS: President Cox

- a) Authorize President Cox and General manager Torru to negotiate a contract with GJR Development for Kay's Trail improvements for an amount not to exceed \$3,200.
- b) Authorize President Cox and General manager Torru to negotiate a contract with Marshall Brothers and ENGEO for the emergency repair of a sinkhole on Alameda Diablo for an amount not to exceed \$100k.

FINANCES: Director Lorenz

- a) Present District March 31, 2025 (Q3) financial report.
- b) Present Draft 2025-2026 Budget for discussion.

SECURITY: Director Slavonia

- a) Provide security update since the last Regular Meeting.
- b) Deputy Stoffels to provide update on e-vehicle enforcement.

GENERAL MANAGER: Kathy Torru

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

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

2. **CONSENT CALENDAR**

- a) Approve minutes of the April 14, 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 2026 water pipeline replacement easement.

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

The next DCSD Regular Board meeting is scheduled for June 9, 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. 2025-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DIABLO COMMUNITY SERVICES DISTRICT ADOPTING BOARD POLICY GOVERNING PUBLIC COMMENTS AT MEETINGS.

WHEREAS, the Diablo Community Services District (“District”) is a local agency whose open, public meetings are governed by the Brown Act (Gov. Code, § 54950, et seq.) (“Act”); and

WHEREAS, while the Act generally requires that “[e]very agenda for regular meetings shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during the legislative body’s consideration of the item, that is within the subject matter jurisdiction of the legislative body” (Gov. Code, § 54954.3, subd. (a)), the Act also permits a “legislative body of a local agency [to] adopt reasonable regulations to ensure that the [intent of public comment] is carried out, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker;” (*id.* at § 54954.3, subd. (b)(1)); and

WHEREAS, in short, under these provisions of the Act, a legislative body may prescribe reasonable restrictions on public comment so long as (1) “there be time provided for public comment on any matter within the subject matter jurisdiction of the legislative body” and (2) as “an opportunity for public comment on each agenda item before or during its consideration by the legislative body” (*Olson v. Hornbrook Community Services Dist.* (2019) 33 Cal.App.5th 502, 527); and

WHEREAS, the Governing Board had previously adopted a rule that only permitted members of the public to comment on agenda items during the “public comment” portion of any Board meeting and, while reasonable under the Act, the Governing Board has listened to community feedback and desires to adopt a new rule governing public comment that permits community members to discuss agenda items both (1) during public comment and (2) when the Board is considering an item posted on the agenda, as further set forth below.

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 amends its Public Comments policy as follows:

(a) Public comment on non-agendized items within the subject matter of the Governing Board is permitted at the beginning of the meeting during the time designated as “Public Comment” on the agenda for that meeting. The public may comment on any item on the agenda after: (i) the agenda item is introduced; (ii) the staff report has been presented; and (iii) before discussion of the item by the Board of Directors. A member of the public may not repeat comments made during the period for public

comment during the comment period for any specific agenda item.

(b) Any comments made by the public shall be limited to three (3) minutes or less. Speakers cannot transfer their time to other speakers during any period designated for comment by members of the public. Speakers shall only have one opportunity to comment during any portion of the meeting during which public comment is permitted.

(c) All public comment shall be directed at the Board President, and not to individual board members or staff.

(d) Members of the public may submit written public comment to the General Manager; provided, however, that if a member having submitted a written public comment requests that another member of the public read that public comment aloud during the meeting, the time spent reading the written public comment by the member present at the meeting shall be deducted from the three (3) minutes that member has to publicly comment.

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

PASSED, APPROVED AND ADOPTED this 12 day of May 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. 2025-05 was duly adopted by the Board of Directors of said District at a regular meeting thereof held on the 12 day of May 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. 2025-05 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)

STAFF REPORT

DATE: May 12, 2025
TO: DCSD Board Members
RE: Funding Options for Replacement/ Retrofit of Diablo's 3 Bridges

BRIDGE STUDY BACKGROUND

In April 2024, the Board authorized the Roads Commissioner and General Manager to negotiate a contract with WIN Structural Consultant ("WIN") to assess the District's three bridges: the Alameda Diablo Bridge at 1699 Alameda Diablo, the Upper Alameda Diablo Bridge at 2146 Alameda Diablo, and the Caballo Ranchero Bridge at 2185 Caballo Ranchero Dr (collectively, "Bridges"). The final report was presented to the Board in August 2024, concluding that the Bridges, built sometime after World War II, are approaching or have reached the end of their useful life. Because the Bridges require significant repairs or replacement, the Board directed the General Manager to explore funding options for bridge replacement.

BRIDGE FUNDING OPTIONS

Replacing or retrofitting the District's three bridges is costly, with an estimated total replacement cost of \$10,000,000 for all Bridges. In addition to the hard costs for construction, this estimate includes soft costs such as, without limitation, expenses for third-party review of WIN's report, design and engineering of new bridges, cost estimation, funding consultants, permitting, drafting procurement and construction documents, and construction management. While retrofitting is less expensive than replacement, retrofit still requires substantial funding and would only extend the bridges' useful life by 5 to 10 years.

The General Counsel, through Best, Best & Krieger, assisted in exploring various funding options and identified two primary approaches:

1. Registering the bridges with the federal government for inclusion in the National Bridge Inventory and the California Transportation Program, which would trigger federal funding administered through CalTrans; or
2. Municipal finance funded by contributions by homeowners with the District's jurisdiction.

Registering the Bridges for inclusion in the National Bridge Inventory and the California Transportation Program to trigger federal funding could allow the District to qualify for up to 90% funding for replacement costs. However, that option presents several problems. The District must own the Bridges and have a public right of way. The District does now own the Bridges, and it is unclear whether the District would be eligible at all. Moreover, the funding agreements and regulations would require the District to implement a stringent maintenance program for the replaced Bridges. And, more importantly, the current administration's recent cancelling of grant programs and ongoing review of those programs adds an additional level of uncertainty not generally accompanying federal funding sources.

The District has several options to municipally finance the replacement or retrofitting of the Bridges, including Bonds, Assessments, or Special Taxes levied on Diablo property owners. Direct borrowing from a bank is not an option due to District's lack of assets sufficient to secure loans.

The General Manager recommends that the Board further explore these municipal financing options. The Board, General Counsel, and retained consultants will explore these options and obtain community input. In consultation with General Counsel, the General Manager will return to

the Board with a recommendation for financing and ask that the Board approve the General Manager proceeding to implement the selected financing option. Once the Board approves a preferred financing mechanism, that mechanism will be presented to Diablo property owners for a vote via a general election ballot, requiring a two-thirds majority to pass.

With a replacement cost of \$10,000,000 and around 390 properties in Diablo, the cost per property is estimated at this time to be approximately \$26,000. Key differences among the funding options lie in the repayment periods; longer terms would delay bridge replacement timelines. The anticipated timeline for the project spans over five years: a ballot measure is proposed for Fall 2026; design and engineering would occur in Fall 2027, with construction permits by Fall 2028, followed by a construction period of two years, contingent on funding timelines. Construction and funding development will proceed concurrently.

RECOMMENDATION

Staff recommends that the Board establish a subcommittee consisting of the General Manager and one or two Directors to engage General Counsel and consultants to further investigate financing options, to create a communication strategy to inform residents and gather feedback on the various funding alternatives, and to report back to the Board with a recommended financing option.

Diablo Community Services District
Financial Report
March 31, 2025

	July	August	September	October	November	December	January	February	March	Actual YTD	Budget YTD
Beginning Cash	1,579,333	1,446,061	1,396,057	1,345,308	1,301,200	1,216,427	1,717,692	1,622,313	1,566,637	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	315	12	39	902	-
Total Income	13	302	11	17,663	10	513,616	315	12	39	531,981	520,010
Expenses											
Sheriff services	30,002	31,091	28,121	31,750	33,273	44,747	36,137	31,471	29,260	295,851	314,748
Road/bridge/culvert/trail	6,752	3,586	36,020	2,300	-	31,588	13,526	-	1,193	94,965	370,000
Professional services	12,880	10,550	5,437	18,023	12,166	7,159	7,190	14,810	6,033	94,248	73,487
Insurance	40,497	-	-	-	-	-	818	-	-	41,315	41,910
Administrative	-	76	-	-	185	4,041	899	3,000	-	8,201	21,700
Total Expenses	90,131	45,303	69,578	52,073	45,624	87,535	58,569	49,281	36,485	534,579	821,845
Net Income	(90,118)	(45,001)	(69,567)	(34,410)	(45,614)	426,081	(58,254)	(49,269)	(36,446)	(2,598)	(301,835)
Incr/(decr) in payable/prepaid	(43,154)	(5,003)	18,818	(9,698)	(39,159)	75,184	(37,125)	(6,407)	(7,127)	(53,671)	1,277,498
Ending Cash	<u>1,446,061</u>	<u>1,396,057</u>	<u>1,345,308</u>	<u>1,301,200</u>	<u>1,216,427</u>	<u>1,717,692</u>	<u>1,622,313</u>	<u>1,566,637</u>	<u>1,523,064</u>	<u>1,523,064</u>	
Other Financial Data											
Prepaid/deposit											
Reserves (bridge/culvert)*	862,286	867,286	872,286	877,286	882,286	923,705	928,705	933,705	938,705		
Accounts payable	88,508	83,505	102,322	92,625	53,467	128,650	91,524	85,118	77,991		
Other liabilities	457,878	457,878	457,878	457,878	457,878	457,878	457,878	457,878	457,878		

Notes

* reserves are unfunded

Diablo Community Services District
Budget Assumptions
FY 2025-2026

FY 2026 Budget Assumptions

Revenue	\$945k	Revenue is provided by County Ad Valorem Tax and a voter approved Special Tax. Budget 3% annual increase.
Security	385k	District security is provided by the Contra Costa County Sheriff's Department. Diablo has 1 dedicated 40 hour a week deputy. The budget includes a 6% annual increase. An additional 20 hours of monthly traffic enforcement is budgeted for May through September and December
	12k	Annual Flock system fee. Fee fixed through October 2026
Roads, Culverts & Bridges	510k	460k for permanent repair of creek bank at 2121 AD, 50k for emergency road maintenance
	260k	10k assessment of 2325 AD and 1651 El Nido culvert culvert, and \$250k lining of Club House culvert.
	10k	Consultant for bridge replacement funding
	6k	Annual Kay's Trail maintenance
	14k	November thru April storm patrol
Professional	90k	45 hours of general manager and 9 hours of general counsel monthly.
	10k	Annual audit fee. A 4 year contract was signed with Richardson & Company in 2022.
	4k	Software annual fees: QuickBooks, Laserfiche, Zoom and GoDaddy domain, website and email products.
Insurance	42k	No change in insurance program. Policy renews annually with GSRMA
Administrative-Miscellaneous	3.2k	County/State fees and notices, records retention, and agency fees.
	4k	Resident December Holiday party
Cash		Cash balance at yearend 2025 and 2026 are budgeted at \$1,699k and \$1,328k, respectively. The District's minimum cash balance goal is 500k.

5 Year Budget Assumptions

Revenue	3% annual increase in Ad Valorem and Special Tax.
Security	Sheriff security costs increase annually 6%.
Roads, Culverts & Bridges	Culvert assessment and repairs, slurry seal roads, bridge replacement funding
Professional and Administrative	3% average annual increase. No new services or fees budgeted.

Diablo Community Services District
FY 2025-2026 Budget

FY-July thru June	Actual		2026 Budget					Forecast		
	2023-24	2024-25*	Q1	Q2	Q3	Q4	YTD	2026	2027	2028
Beginning Cash	504,842	1,579,332	1,699,324	1,494,143	1,874,807	1,749,422	1,699,324	1,328,887	1,510,166	1,887,382
Revenue										
Ad valorem & special tax	927,754	950,809	-	538,633	-	440,700	979,333	1,008,713	1,038,975	1,070,144
Other	324,871	902	-	-	-	-	-	-	-	-
Total Income	1,252,625	951,711	-	538,633	-	440,700	979,333	1,008,713	1,038,975	1,070,144
Expenses										
Security	371,258	385,851	101,580	104,220	92,220	98,460	396,479	407,548	432,000	457,920
Roads/bridges/culverts	191,502	208,165	35,000	16,600	8,400	740,000	800,000	272,000	72,500	73,500
Professional	114,529	116,248	25,051	33,150	23,890	22,575	104,666	103,862	110,233	110,064
Insurance	41,214	41,315	41,000	-	825	-	41,825	41,825	41,825	41,825
Administrative	1,776	8,201	2,550	4,000	50	200	6,800	2,200	5,200	2,300
Total Expenses	720,278	759,779	205,181	157,970	125,385	861,235	1,349,770	827,435	661,759	685,610
Net Income	532,347	191,932	(205,181)	380,664	(125,385)	(420,535)	(370,436)	181,279	377,216	384,534
Incr/(decr) in AP/prepays	542,143	(71,940)								
Ending Cash (500k min)**	1,579,332	1,699,324	1,494,143	1,874,807	1,749,422	1,328,887	1,328,887	1,510,166	1,887,382	2,271,916
Other Financial Data										
Reserves (bridge/culvert) (Unfunded)	760,928	857,287					953,705	1,051,216	1,149,853	1,249,648

* Includes 9 months actual figures

** Includes FEMA Advance of \$457,858.

**DIABLO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
DIABLO COUNTRY CLUB CURTOLA ROOM
APRIL 14, 2025, 6:00 P.M.**

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

ROLL CALL: President Cox called the roll as follows:

Directors present: Cox, Lorenz, Slavonia

Directors absent: Luecht, Chartier

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

WELCOME OFFICIALS:

Cameron Collins (Contra Costa County Liaison)

Hank Salvo (Diablo Country Club Liaison)

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

Kathy Torru (General Manager)

PUBLIC COMMENTS:

Maryann Cella voiced concern about underage use of mopeds, electric bikes and scooters in Diablo.

BOARD/STAFF COMMUNICATION AND ACTIONS:

ADMINISTRATIVE:

General Manager Torru presented a recap of the historical financial and insurance documents reviewed last month that do not qualify for retention under the Records Retention Policy and asked each Director present for their recommendation: Directors Slavonia, Lorenz and Cox recommended destruction of the documents.

General Manager Torru presented a summary of boxes 11-19 that contain records that do not qualify for retention under the Records Retention Policy; Boxes 11-14 contain draft and duplicate meeting agendas and minutes and staff meeting prep files from 1969-2017; Boxes 15-19 contain election materials, oath of office and ethics certificates, conflict of interest forms and District material from a Director.

Public Comment: Maryann Cella requested that draft ordinances presented to the Board be preserved and that all directors have access to the digitized records.

President Cox opened a discussion to expand the number of Laserfiche licenses from the current two. Laserfiche is the cloud-based platform that stores District documents. After much discussion President Cox instructed General Manager Torru to work with Counsel to prepare a draft Laserfiche Use Policy to present to the Board for discussion next month.

General Manager Torru presented Resolution 2025-02, District Banking and Disbursement Policy. On motion by President Cox and second by Director Lorenz, Resolution 2025-02, District Banking and Disbursement Policy was adopted. Motion passed 3-0.

General Manager Torru presented Resolution 2025-03, Ratification of Board action taken at the February 10th Board meeting to amend District Bylaw 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. On motion by President Cox and second by Director Slavonia, Resolution 2025-03, Ratification of Board action taken at the February 10th Board meeting to amend District Bylaw Article V Section 1 was adopted. Motion passed 3-0.

General Counsel Scalzo presented Resolution 2025-04, Ratification of the District Records Retention Policy Amendment action taken at the February 10th Board meeting. On motion by President Cox and second by Director Slavonia, Resolution 2025-04, Ratification of the District Records Retention Policy Amendment action taken at the February 10th Board meeting was adopted. Motion passed 3-0.

ROADS:

President Cox instructed General Manager to send vegetation encroachment removal notices to Diablo property owners.

Public comment: Maryann Cella requested the District to make an inventory of the road widths in Diablo. Hank Salvo requested easements be added to the inventory.

President Cox opened discussion on the weed abatement of Kay's Trail.

Public comment: Maryann Cella requested that jute matting be installed on the steep sections of Kay's Trail.

On motion by President Cox and second by Director Lorenz, General Manager Torru was instructed to negotiate a contract for the weed abatement of Kay's Trail for an amount not to exceed \$5,000 and to procure proposals for the installation of jute matting on Kay's Trail. Motion passed 3-0.

President Cox informed the Board that a sinkhole was discovered on Alameda Diablo near Kay's Trail and that the District is working with ENGEO to engineer a repair. A Special Meeting will be called to authorize the repair once a fix has been engineered and contractor proposals received.

On motion by President Cox and second by Director Slavonia, President Cox and General Manager Torru are authorized to engage ENGEO and a to be determined contractor to value engineer a repair of the sink hole at a cost not to exceed \$10,000. Motion passed 3-0.

FINANCES:

Director Lorenz announced that the draft budget for FY 2025-2026 will be discussed at the May 12th Board meeting with final approval at the June 9th Board meeting. Significant deviations from last year's budget are not anticipated.

SECURITY:

Director Slavonia reported that there were no incidents of crime last month. Director Slavonia expressed concern about kids driving around on electric bikes and scooters and asked that the item be added to next month's agenda for discussion.

GENERAL MANAGER:

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 Slavonia, the consent calendar was approved. Motion passed 3-0.

REPORTS:

CONTRA COSTA COUNTY: Contra Costa County Liaison Cameron Collins reported that the District's letter to Supervisor Candace Andersen expressing safety concerns with the Mt Diablo Scenic Blvd – Diablo Road signalization project was received and has been forwarded to County Public Works. The timeline for the signalization project has been pushed back to Fall of 2025.

DIABLO COUNTRY CLUB: Hank Salvo reported that the Club is searching for a new general manager.

DIRECTOR COMMENTS: None.

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

Continue review of District records that do not qualify for retention under the Records Retention Policy.

Discuss adoption of Laserfiche Use Policy.

Consider Resolution to amend Public Comments Policy.

Consider proposal to install jute matting on Kay's Trail.

Discuss the dangers of kids on e-bikes and e-scooters.

Discuss Diablo road widths and easements.

Review bridge replacement funding options.

CALL OF NEXT MEETING/ADJOURNMENT:

President Cox called the next meeting for May 12, 2025 at 6:00 pm at Diablo Country Club. There being no further business, the meeting was adjourned at 7:00 p.m.

Diablo Community Services District by

Kathy Torru, General Manager

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 foregoing Resolution No. 2025-02 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: Cox, Lorenz, Slavonia

NOES: None

ABSENT: Chartier, Leucht

ABSTAIN: None

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: April 14, 2025

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

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: Cox, Lorenz, Slavonia

NOES: None

ABSENT: Chartier, Leucht

ABSTAIN: None

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: April 14, 2025

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: Cox, Lorenz, Slavonia

NOES: None

ABSENT: Chartier, Leucht

ABSTAIN: None

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: April 14, 2025

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

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 agendized items when the item is presented for discussion. Currently public comment on non-agendized and agendized 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 agendized item as it is presented. Public comment on non-agendized 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.

<i>Record</i>	<i>Retention Period</i>
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
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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	
<i>General Accounting Records</i>	
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
<i>Accounts Payable</i>	

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 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 **May 12, 2025**, has been cancelled.

The next DMAC Regular Meeting is scheduled for June 9, 2025, at 6:00 p.m. at Diablo Country Club Curtola Room.

Diablo Community Services District by,

Kathy Torru, General Manager