

**DIABLO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
REGULAR MEETING AGENDA  
TELECONFERENCE VIA THE APPLICATION ZOOM  
TUESDAY, JANUARY 12, 2021 7:30 p.m.**

**CORONAVIRUS DISEASE (COVID-19) ADVISORY AND MEETING PROCEDURE**

On March 19, 2020 the Governor issued Executive Order N-33-20, ordering all residents in the State of California to shelter at their place of residence, with the exception of those who may leave to provide or receive critical services, as defined in Order N-33-20.

Under the Governor's Executive Order N-29-20, Diablo Community Services District may utilize teleconferencing for their meetings, as a precaution to protect the health and safety of staff, officials, and the general public. Board members will be participating via teleconference. As such, there will be no physical location for members of the public to participate in this meeting.

All members of the public seeking to observe and/or address the Board may participate in the meeting in the manner described below.

This meeting can be viewed on the web-video communication platform Zoom.

**ZOOM WEBSITE:**            <https://zoom.us/j/4680449859>  
**MEETING ID:**            **468 044 9859**

Listen to the meeting live by calling Zoom.

**CALL IN (AUDIO) PHONE NUMBER:** Call **(346) 248-7799** or **(669) 900-9128** and enter the Meeting ID# 468 044 9859 followed by the pound (#) key.

To submit public comments before the meeting, please email your comments to [generalmanager@diablocsd.org](mailto:generalmanager@diablocsd.org). In the body of the email, include the agenda item number and title as well as your comments. All comments must be received before 12:00 PM the day of the meeting to be included. If you would like your emailed comment to be read aloud at the meeting (not to exceed 3 minutes at staff's cadence) prominently write "Read Aloud at Meeting" at the top of the email. During the meeting, the Board President or designee will announce the opportunity to make public comments and the procedure for doing so. Emailed comments received after the close of the public comment period will be added to the record after the meeting.

**CALL TO ORDER:**                    **President:**     **Kathy Urbelis**  
**ROLL CALL:**                         **Secretary:**    **Jeff Eorio**  
**Urbelis, Becker, Eorio, Isom, Cox**

**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:**                    Director Urbelis

- a) Introduce and welcome Matthew Cox as the new DCSD Director.

- b) Oath of Office and installation of Directors Urbelis and Cox.
- c) Announce District Commissioners:
  - Finance – Greg Isom
  - Roads – Matthew Cox
  - Security – Kathy Urbelis
- d) Announce DCSD Board Meeting dates for 2021: 2<sup>nd</sup> Tuesday of month at 7:30 pm. Meetings will be held via Zoom until further notice.
- e) Authorize addition of Director Becker as a Chase Bank account signer and the removal of Ray Brant as signer.
- f) Present the mid-year financial report and audit update.

**ROADS:** Director Cox & General Manager

**SECURITY:** Deputy Sheriff Dan Buergi & Lieutenant Brian Sliger

- a) Present prior month's security report.

**2. CONSENT CALENDAR:**

- a) Approve the minutes of the November 10, 2020 Regular Meeting.

**3. REPORTS:**

**CONTRA COSTA COUNTY:** Alicia Nuchols

**DIABLO PROPERTY OWNERS ASSOC:** Dana Pingatore

**DIABLO COUNTRY CLUB:** Hank Salvo

**4. CALL OF NEXT MEETING & ADJOURNMENT:**

The next DCSD Regular Board meeting is scheduled for February 9, 2021 at 7:30 p.m. via Zoom.

Diablo Community Services District by

Kathy Torru, General Manager  
 generalmanager@diablocsd.org

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](mailto:generalmanager@diablocsd.org). Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Public records that relate to any item on the open session agenda are available for public inspection by contacting the General Manager and on the District's website <http://diablocsd.org>.

Diablo Community Services District  
Financial Summary  
December 31, 2020

	July	August	September	October	November	December	Year to Date	Budget YTD	Prior YTD
<b>Income</b>									
Ad Valorem Taxes	-	-	-	12,134	-	268,442	280,576	270,300	270,169
Meas B Special Tax	-	-	-	-	-	164,610	164,610	165,541	160,720
Traffic Fines	-	16	-	25	-	-	41	2,000	2,714
Interest Income	8	7	7	4	-	2	28	-	15
<b>Total Income</b>	<b>8</b>	<b>23</b>	<b>7</b>	<b>12,163</b>	<b>-</b>	<b>433,054</b>	<b>445,255</b>	<b>437,841</b>	<b>433,618</b>
<b>Expenses</b>									
Sheriff Security	28,720	25,638	23,963	23,649	26,289	26,473	154,732	167,160	154,104
Other	-	-	-	-	-	-	-	-	-
Road Maintenance	-	20,075	1,654	644,642	1,162	2,020	669,553	600,000	8,993
Bridge/Culvert Maintenance	-	-	-	4,800	-	-	4,800	185,000	2,489
Storm Patrol & Emerg Resp	-	-	-	-	-	-	-	3,000	-
Kay's Trail Maintenance	-	-	-	-	-	-	-	8,000	-
General Manager	4,400	3,300	3,600	3,125	2,100	2,425	18,950	18,000	-
Legal	6,045	2,955	2,940	4,245	1,253	1,470	18,908	27,000	50,174
Audit	-	-	-	-	-	-	-	-	-
Other Professional	-	309	260	-	358	276	1,203	4,550	1,235
Software	15	587	21	21	21	1,936	2,601	1,130	1,173
County/State Notices and Fees	376	-	-	-	-	-	376	-	27
Records Storage	-	-	-	-	-	-	-	-	-
Insurance-Cmml and D&O	41,087	(107)	-	-	-	-	40,980	20,000	8,242
Administrative	-	-	-	-	-	-	-	150	133
Depreciation	755	755	755	714	714	714	4,407	4,407	4,532
Miscellaneous	-	-	-	-	-	-	-	2,750	2,445
<b>Total Expenses</b>	<b>81,398</b>	<b>53,512</b>	<b>33,193</b>	<b>681,196</b>	<b>31,897</b>	<b>35,314</b>	<b>916,510</b>	<b>1,041,146</b>	<b>233,547</b>
<b>Net Income</b>	<b>(81,390)</b>	<b>(53,489)</b>	<b>(33,186)</b>	<b>(669,033)</b>	<b>(31,897)</b>	<b>397,740</b>	<b>(471,255)</b>	<b>(603,305)</b>	<b>200,071</b>
<b>Balance Sheet Summary</b>									
Cash	942,365	869,726	831,318	210,837	126,517	524,264			
Prepays*	10,000	10,000	10,000	10,000	10,000	10,000			
Fixed Assets	10,787	10,032	9,277	8,563	7,850	7,136			
Current Liabilities	63,078	43,172	37,195	85,033	31,893	31,186			
Reserves (Bridge & Culvert)	546,748	551,748	556,748	561,748	566,748	571,748			

\*deposit with Burke Williams

**DIABLO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES  
TELECONFERENCE VIA THE APPLICATION ZOOM  
NOVEMBER 10, 2020 7:30 p.m.**

**CALL TO ORDER:** President Ray Brant called the meeting to order at 7:30 p.m.  
**ROLL CALL:** Secretary Jeff Eorio called the roll as follows:

**Directors present:** Brant, Urbelis, Becker, Eorio, Isom  
**Directors absent:** None

Director Brant welcomed Directors and the general public and stated that in response to the Governor's Executive Order N-33-20 the District would be using teleconferencing (via Zoom) to conduct the Regular Board Meeting.

**COMMENTS FROM THE AUDIENCE:** None

**ANNOUNCEMENTS:**

Director Urbelis thanked President Ray Brant for his 10+ years of service on the DCSD Board and the impressive legacy he leaves behind. Some of the highlights include:

- 6 years as Board President
- Over 9 years of security planning and oversight
- Initiation of Diablo's biggest road undertaking: the grinding and paving of all our roads to create a solid foundation for the long-term.
- Handling major crises, like downed trees blocking roads, and the big one: a collapsed road due to culvert failure.
- Making culvert maintenance plans a priority by evaluating these aging infrastructures, identifying essential projects, and helping to sell a tax increase to pay for the work that would be required.
- Leading the Board through the maze of recent lawsuits.
- Always welcoming discussions with residents, at meetings and outside of meetings.

All of the Directors and guests in attendance added personal tributes and expressed their gratitude to Director Brant for his service to the community. A proper in person celebration recognizing Director Brant will be scheduled at a later date when it is safe to gather.

Director Brant announced that on November 6<sup>th</sup> the CCC Superior Court ruled in the District's favor in the cross complaint filed by Mr. Cervantes. The court ruled that the District was not a proper party to the case because it did not own or otherwise have an interest in the Alameda Diablo-Mt Diablo Scenic Cut-Through. The case against the District was dismissed.

**ACTION ITEMS:**

On motion of Director Eorio, second by Director Isom, the minutes of the October 13, 2020 Regular Meeting were approved:

Ayes: Brant, Becker, Eorio  
Noes: None  
Abstentions: Urbelis, Isom  
Absent: None

On motion of Director Brant, second by Director Eorio, Director Urbelis was elected the next DCSD President:

Ayes: Brant, Urbelis, Becker, Eorio, Isom  
Noes: None  
Abstentions: None  
Absent: None

On motion of Director Brant, second by Director Urbelis, Director Becker was elected the next DCSD Vice President:

Ayes: Brant, Urbelis, Becker, Eorio, Isom  
Noes: None  
Abstentions: None  
Absent: None

On motion of Director Becker, second by Director Isom, the Board authorized the General Manager to negotiate and execute a contract to install two trash racks: one at the corner of Calle Arroyo and Canada Via and another at the corner of Calle Arroyo and Club House Road, at a cost not to exceed \$35,000:

Ayes: Brant, Urbelis, Becker, Eorio, Isom  
Noes: None  
Abstentions: None  
Absent: None

**REPORTS:**

**CONTRA COSTA COUNTY:** County liaison Alicia Nuchols provided an update on COVID-19 cases in the County and announced that biopharmaceutical company Pfizer was making great progress on a COVID-19 vaccine.

Alicia Nuchols thanked the Diablo County Club and its interim general manager Bob Lee for their responsiveness to the pre-dawn leaf blowing noise concerns expressed by neighbors. The Club will invest in electric blowers and other equipment to reduce the noise.

**DIABLO COUNTRY CLUB:** Club liaison Hank Salvo reported that the Club has hired a new General Manager, Bruce Pruitt. He will begin his employment mid-December. Hank also reported that the new Wellness Center project has been delayed until 2021.

**DIABLO PROPERTY OWNERS REPORT:** DPOA President Dana Pingatore reported that the COVID-19 friendly Halloween experience was a huge success. Feedback from the community indicated that the event was inclusive and appropriate. Halloween on lower Alameda Diablo was quieter than in years past with about half the amount of candy given out.

The DPOA is now focused on providing a COVID-19 friendly Holiday event.

**ROADS:** Director Becker reported that he received an email from EBMUD regarding water main work that will be scheduled for El Centro and Avenida Nueva. Director Becker asked the General Manager to follow up with EBMUD for timing and impact on the community.

Director Isom asked that the potholes on upper Alameda Diablo be filled.

**SECURITY:** Deputy Sheriff Dan Buergi stated that there were no reported incidents in October. There were a few resident complaints about speeding and running stop signs in Diablo by fellow residents.

**DISCUSSION ITEM:** None

**CALL OF NEXT MEETING/ADJOURNMENT:**

The President called the next meeting for January 12<sup>th</sup>. The meeting will be conducted via Zoom. There being no further business, the President adjourned the meeting at 8:15 p.m.

Diablo Community Services District by

Kathy Torru, General Manager

**DIABLO MUNICIPAL ADVISORY COUNCIL  
REGULAR MEETING AGENDA  
TELECONFERENCE VIA THE APPLICATION ZOOM  
TUESDAY, JANUARY 12, 2021**

**NOTICE OF CANCELLED MEETING**

**CALL TO ORDER:**

**President: Kathy Urbelis**

**ROLL CALL:**

**Secretary: Jeff Eorio**

**Directors: Urbelis, Becker, Eorio, Isom, Cox**

1. **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*
  
2. **COMMENTS BY DIRECTORS:**
  
3. **CALL OF NEXT MEETING/ADJOURNMENT:** The next DMAC Regular Board meeting is scheduled for February 9, 2021 at 7:30 p.m. via Zoom.

Diablo Community Services District by

Kathy Torru, General Manager

DMAC Board Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to 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 [generalmanager@diablocsd.org](mailto: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>.