

**DIABLO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING AGENDA¹
TELECONFERENCE VIA THE APPLICATION ZOOM
TUESDAY, MAY 10, 2022, 7:30 P.M.**

MEETING PROCEDURE

Pursuant to California Assembly Bill 361, the Diablo Community Services District is authorized to hold public meetings remotely and to make those meetings accessible to all members of the public seeking to observe and to address the Board by remote means. 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 using the Zoom platform:

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

FOR AUDIO PARTICIPATION ONLY: Call (346) 248-7799 or (669) 900-9128 and enter Meeting ID# 468 044 9859 followed by the pound (#) key.

To submit public comments before the meeting, email generalmanager@diablocsd.org before 12 pm on the day of 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) GM to present the 2022-23 Draft Budget. Attached as Exhibit A
- b) GM to present the Q3 Financial Report. Attached as Exhibit B
- c) GM to present for discussion and Board approval the following items:
 - Audit proposal from Richardson & Company LLP for 2022-2025. Attached as Exhibit C.
 - Recommendation: review and authorize GM to proceed with engagement of Richardson & Company LLP under the terms of the proposal.
 - Resolution 2202-02 authorizing Special Tax rate for 2022-23. Attached as Exhibit D.
 - Recommendation: review and approve Resolution 22-02 authorizing Special Tax rate for 2022-23.

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

ROADS: Director Cox

- a) Present the completion of the 2022 Pavement Maintenance Project (Upper Alameda Diablo) for acceptance by the Board.
 - Recommendation: accept 2022 Pavement Maintenance Project and authorize GM to execute necessary notices and issue payment.

SECURITY: Deputy Sheriff Buergi

- a) Present prior month's security report.

2. CONSENT CALENDAR:

- a) Approve the minutes of the April 12, 2022, Regular Meeting.
- b) Authorize remote teleconference meetings of the Board of Directors, originally authorized at the January 11, 2022, Meeting under Resolution 2022-01, to June 15, 2022.

3. REPORTS:

CONTRA COSTA COUNTY:

Cameron Collins

DIABLO PROPERTY OWNERS ASSOC:

Dana Pingatore

DIABLO COUNTRY CLUB:

Hank Salvo

4. DIRECTOR COMMENTS

5. FUTURE AGENDA ITEM ANNOUNCEMENT

At the June 14 meeting:

- a) Adopt 2022-23 Budget
- b) Approve Specs of Election Order for November election.
- c) Discuss Records Retention Policy and Schedule

6. CALL OF NEXT MEETING & ADJOURNMENT:

The next DCSD Regular Board meeting is scheduled for June 14, 2022, at 7:30 p.m. There will be no July Board meeting.

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. 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
FY 2022-23 Budget

FY-June thru July	Actual		2023 Budget					Forecast			
	2020-21	2021-22*	Q1	Q2	Q3	Q4	YTD	2024	2025	2026	2027
Beginning Cash	947,010	646,522	558,195	361,432	492,227	363,820	558,195	555,790	700,727	769,954	1,086,474
Revenue											
Ad valorem & Special tax	807,250	826,462	-	468,191	-	383,066	851,257	876,794	903,098	930,191	958,097
Other	218	7,939	900	300	-	300	1,500	1,500	1,500	1,500	1,500
Total Income	807,468	834,401	900	468,491	-	383,366	852,757	878,294	904,598	931,691	959,597
Expenses											
Security	306,628	355,304	113,746	90,946	90,946	96,146	391,785	399,392	423,356	448,757	475,682
Roads/bridges/culverts	710,160	531,440	25,000	227,000	2,000	80,000	334,000	214,000	289,000	39,000	439,000
Professional	80,701	69,099	16,352	17,000	25,010	15,140	73,502	73,250	76,300	80,100	83,212
Insurance	48,961	41,015	41,015	-	-	-	41,015	41,015	41,015	41,015	41,015
Administrative	534	2,186	1,550	2,750	10,450	110	14,860	5,700	5,700	6,300	6,300
Total Expenses	1,146,984	999,044	197,663	337,696	128,406	191,396	855,162	733,357	835,371	615,172	1,045,209
Net Income*	(339,516)	(164,643)	(196,763)	130,795	(128,406)	191,969	(2,405)	144,937	69,228	316,519	(85,613)
Incr/(decr) in AP/Prepays	39,028	76,316									
Ending Cash	646,522	558,195	361,432	492,227	363,820	555,790	555,790	700,727	769,954	1,086,474	1,000,861
Other Financial Data											
Reserves (bridge/culvert) (Unfunded)		690,000					783,328	873,328	975,328	1,077,328	1,179,328

* Actual and Q4 Budget

Exhibit B

Diablo Community Services District Financial Report March 31, 2022

	July	August	September	October	November	December	January	February	March	Actual YTD	Budget YTD	Act vs Bud Variance
Beginning Cash	646,522	614,747	588,199	529,504	506,074	360,308	771,885	735,495	695,487	646,522	646,522	
Revenue												
Tax Revenue	-	-	-	10,982	-	447,994	-	-	-	458,976	450,148	8,828
Other Revenue	5	7,034	4	3	479	207	6	5	5	7,748	2,000	5,748 a
Total Income	<u>5</u>	<u>7,034</u>	<u>4</u>	<u>10,985</u>	<u>479</u>	<u>448,201</u>	<u>6</u>	<u>5</u>	<u>5</u>	<u>466,724</u>	<u>452,148</u>	<u>14,576</u>
Expenses												
Sheriff services*	29,377	29,070	31,667	29,626	31,848	28,039	28,367	28,069	28,241	264,304	260,616	3,688
Road/bridge/culvert/trail	-	127,008	1,260	2,880	1,728	1,728	5,530	3,625	34,521	178,280	140,000	38,280 b
Professional services	6,276	12,722	4,085	2,790	5,270	2,822	4,648	2,866	14,020	55,499	69,225	(13,726) c
Insurance	41,015	-	-	-	-	-	-	-	-	41,015	41,087	(72)
Administrative	1,759	(16)	-	-	-	-	443	-	-	2,186	13,250	(11,064) d
Total Expenses	<u>78,427</u>	<u>168,784</u>	<u>37,012</u>	<u>35,296</u>	<u>38,846</u>	<u>32,589</u>	<u>38,988</u>	<u>34,560</u>	<u>76,782</u>	<u>541,284</u>	<u>524,178</u>	<u>17,106</u>
Net Income	(78,422)	(161,750)	(37,008)	(24,311)	(38,367)	415,612	(38,982)	(34,555)	(76,777)	(74,560)	(72,030)	(2,530)
Incr/(decr) in payable/prepaid	46,647	135,202	(21,687)	881	(107,399)	(4,035)	2,592	(5,453)	43,278	90,026		
Ending Cash	<u>614,747</u>	<u>588,199</u>	<u>529,504</u>	<u>506,074</u>	<u>360,308</u>	<u>771,885</u>	<u>735,495</u>	<u>695,487</u>	<u>661,988</u>	<u>661,988</u>	<u>574,492</u>	
Other Financial Data												
Prepaid/Deposit	-	-	-	-	-	-	-	-	-			
Reserves (bridge/culvert)*	579,272	584,272	589,272	594,272	599,272	636,629	641,629	646,629	651,629			
Accounts payable	62,975	208,777	187,090	187,971	80,571	76,536	79,125	73,673	116,951			
Accrued Exp	10,600	-	-	-	-	-	-	-	-			

Notes

- a - 7k monument survey reimbursement from County
- b - Increased storm patrol and 30k Club House culvert repair.
- c - 10k less on legal. Time delay on trail maint.
- d - 10k records retention budget not spent

* reserves are unfunded



550 Howe Avenue, Suite 210
Sacramento, California 95825

Telephone: (916) 564-8727
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April 15, 2022

Diablo Community Services District

Attn: Kathy Torru, General Manager
P.O. Box 321
Diablo, California 94528

Thank you for your interest in our firm and the opportunity to present our proposal to serve the **Diablo Community Services District** (the District). We are genuinely enthusiastic about the prospect of serving as your auditors. Auditing special districts, especially those funded with property taxes, has developed into one of our firm's major areas of expertise. If given the opportunity, you can be sure that we would serve the District with great care and pride.

Our Profile and Commitment to Quality

Richardson & Company, LLP is a regional CPA firm established in 1991 and located in Sacramento. We have a staff of thirty, including thirteen CPAs. We are among the top 15 largest CPA firms operating in the Sacramento area. Richardson & Company, LLP is a certified Micro-Small Business Enterprise by the California Department of General Services and a certified Disadvantage Business Enterprise and Woman-owned Business Enterprise by Caltrans. All of our professional staff have governmental auditing experience. We provide audit services to numerous governmental entities, including water and utility districts, park and recreation districts, cities, fire districts, regional transportation planning agencies, Transportation Development Act funding recipients, joint powers authorities and other special districts. We also provide audit services to nonprofit organizations, financial institutions, real estate partnerships and several others. We provide tax services to our audit clients requiring those services. Our firm is dedicated to providing our clients with quality audit, tax, accounting and business advisory services at a reasonable cost consistent with the highest professional standards.

We are registered with the Public Company Accounting Oversight Board (PCAOB) and we are a member of the Center for Audit Quality and the Center for Public Company Audit Firms of the American Institute of Certified Public Accountants (AICPA). All firms that join the Center for Audit Quality agree to adhere to published AICPA and PCAOB quality control standards and submit to peer reviews and PCAOB inspections of their practice every three years. We have passed all ten peer reviews and all three PCAOB inspections of our practice.

Independent Accountants with Proven Expertise Serving Special Districts and Other Governmental Entities

In any service organization, it is the people who make the difference. Our team members know and understand the challenges and opportunities confronting governmental entities and our team

consists of professionals who have proven their ability to provide auditing services to special districts. Serving this industry with its unique reporting requirements has developed into one of our firm's areas of expertise. For this reason, we believe we are best qualified to perform the audits of the District.

We have extensive experience with performing audits of various governmental agencies, including the following:

- Rancho Murieta Community Services District
- Mountain House Community Services District
- Cosumnes Community Services District
- El Dorado Hills Community Services District
- Cortina Community Services District
- Glenn-Colusa Irrigation District
- El Dorado Irrigation District
- Tuolumne Utilities District
- Calaveras County Water District
- Calaveras Public Power Agency
- Sacramento Suburban Water District
- San Juan Water District
- South Feather Water and Power Agency
- Yolo County Flood Control and Water Conservation District
- Fair Oaks Water District
- Carmichael Water District
- Nevada Irrigation District
- Yuba County Water Agency
- Reclamation District 2035
- Del Paso Manor Water District
- Merced Irrigation District
- San Luis & Delta-Mendota Water Authority
- Sacramento Area Council of Governments
- Sacramento Transportation Authority
- Sacramento Public Library Authority
- Sacramento Regional Fire/EMS Communications Center
- Amador County Transportation Commission
- Amador Transit
- Lassen County Transportation Commission
- Lassen Transit Services Agency
- Butte County Association of Governments
- Yolo-Solano Air Quality Management District
- Calaveras Council of Governments
- Yuba-Sutter Transit Authority
- Yolo County Transportation District
- Paratransit
- Placer County Transportation Planning Agency
- Sacramento Valley Basinwide Air Quality Control Council
- Yolo County Local Agency Formation Commission
- Volcano Community Services District
- Orleans Community Services District
- Auburn Recreation and Park District
- Tri-Dam Project and Power Authority
- Oakdale Irrigation District
- South San Joaquin Irrigation District
- Citrus Heights Water District
- Elk Grove Water Service
- Yolo Subbasin Groundwater Agency
- Rio Linda/Elverta Community Water District
- American River Flood Control District
- South Yuba Water District
- State Water Project Contractors Authority
- Regional Water Authority
- Sacramento Groundwater Authority
- Solano County Water Agency
- South Sutter Water District
- San Joaquin Valley Drainage Authority
- El Dorado County Transportation Commission
- El Dorado County Transit Authority
- El Dorado County Emergency Services Authority
- California Tahoe Emergency Services Authority
- Sacramento Metropolitan Fire District
- Stanislaus Consolidated Fire Protection District
- El Dorado Hills Fire Department
- Fair Oaks Recreation and Park District
- San Joaquin Council of Governments
- Sacramento County Waste Management and Recycling
- Wilton, Herald, Courtland, Rescue and Pacific Fruitridge Fire Protection Districts
- Regional Waste Management Authority
- Transport System of the University of California at Davis (Unitrans)
- Local Transportation Funds of the Counties of Sacramento, Sutter, Yolo

- County of Calaveras Transit Fund
- San Joaquin Regional Transit District
- Marin County Transit District
- Counties of Sacramento, Sutter, Yolo and Yuba Transportation Development Act Funds
- Cities of Folsom, Galt, Isleton, Sacramento, Davis, Live Oak, Rancho Cordova, Yuba City, Marysville, Wheatland, West Sacramento, Winters and Woodland Transportation Development Act Funds
- City of Angels and County of Calaveras Transportation Development Act Funds
- El Dorado County and City of Placerville Transportation Development Act Fund
- El Dorado County Local Transportation and State Transit Assistance Funds
- County of Butte and Cities of Oroville, Chico, Gridley, Biggs and Paradise Transportation Development Act Funds
- Cities of Escalon, Lodi, Manteca, Lathrop, Ripon and Tracy and County of San Joaquin Transportation Development Act Funds
- San Joaquin County Local Transportation Fund and State Transit Assistance Fund
- Cities of Manteca, Lathrop, Tracy, Lodi and Ripon Transit Systems
- The Alpha Fund (a joint powers authority and workers compensation risk pool primarily for rural hospitals) an affiliate of the Association of California Healthcare Districts, Inc.

We have also provided audit services to most of the cities in the Sacramento area including the Cities of West Sacramento, Lincoln, Chico, American Canyon, Colfax, Elk Grove, Citrus Heights, Sonoma, Sutter Creek, Dixon, Folsom, Marysville, Paradise, Ione, Biggs, Colusa, Rancho Cordova and the Town of Loomis, which includes services provided that are similar to those the District provides. We have also audited the Transportation Development Act (TDA) funds of the various cities and counties in Sacramento, Yolo, Yuba, Sutter, Butte, El Dorado, Calaveras, Amador, Placer, Lassen and San Joaquin counties. We have extensive experience with Single Audit Act procedures and reports, preparation of State Controller's Reports, pension and OPEB entries, letters to underwriters and preparation and review of Comprehensive Annual Financial Reports for compliance with the Government Finance Officer's Association preparers checklist in order to receive the Certificate of Achievement for Excellence in Financial Reporting. Providing these services for these entities makes us exceptionally well qualified to provide the services you currently request and to provide you with these additional services should you request them in the future.

We have also audited the funds and accounts of the California Department of Water Resources on behalf of a large Southern California water agency for the past thirty-five years, including twelve years while key personnel in our firm were with Ernst & Young. The agency is a consortium of twenty-six cities and water districts serving nearly nineteen million people in the Los Angeles and San Diego areas. It is the largest water district in the world. This large, complex audit of the multi-billion-dollar State Water Project managed by the California Department of Water Resources is on a scale and nature as to rarely be performed by other than "Big Four" firms.

In addition to demonstrating that we have the technical expertise needed to serve the District, we have also demonstrated that we have the engagement management skills and local staffing resources sufficient to ensure that the District's reporting deadlines are met. We have planned, scheduled and conducted our audits of the governmental entities we serve in an efficient and effective manner in order to meet reporting deadlines. From time to time our clients may need to contact us to ask questions or discuss accounting issues and other matters. We are available through the year to answer questions and encourage our clients to ask questions as the issues surface. We are timely and responsive to our clients' questions and requests for information.

We have established a reputation with our clients for quality service, timeliness and professionalism.

Scope of Services

We understand that the District requires an audit of its basic financial statements, including the preparation of the financial statements, for the fiscal years ended June 30, 2022 (performed concurrently), including all procedures necessary for the issuance of an opinion regarding the fairness of the presentation of the financial statements in conformity with generally accepted accounting principles. The audits are to be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants (AICPA) and the State Controller's Minimum Audit Requirements for California Special Districts. These services will include the following:

1. Perform an audit of the District's financial statements in conformity with generally accepted accounting standards, *Government Auditing Standards* and the State Controller's Minimum Audit Requirements for California Special Districts.
2. Prepare the District's financial statements.
3. Express an opinion on the financial statements as to whether they present fairly, in all material aspects, the financial position of the District and the changes in financial position in conformity with generally accepted accounting principles (GAAP), and issue an independent auditor's report stating this opinion.
4. Test internal control over financial reporting and compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters, in accordance with *Government Auditing Standards*, and issue an independent auditors' report on their consideration.
5. Apply limited audit procedures to the Required Supplementary Information (RSI) and Management's Discussion and Analysis (MD&A).
6. Prepare a Report to the Board of Directors and Management which identifies significant audit findings, difficulties encountered in performing the audit, identify any correct and uncorrected misstatements, disagreements with management, management representations, control deficiencies, significant deficiencies and material weaknesses, if any, and our recommendations for improvements in accounting and administrative controls.
7. A written report will be issued immediately to management upon the discovery of illegal acts or irregularities discovered during the performance of this task.

Professional Fees

Our goal is to provide quality service using the highest professional standards at a reasonable cost. We plan each assignment carefully and set a time budget for each phase of the engagement. All of our staff are well indoctrinated in the need to use their time to the fullest efficiency.

During the first year, we will spend a significant amount of time becoming familiar with your organization and operations, developing permanent files, and performing our risk assessment. We will absorb the cost of this nonrecurring time and view it as an excellent investment in establishing a long-term relationship and in becoming more knowledgeable about your operating environment, which will enhance our ability to provide you with responsive service.

Since Richardson & Company, LLP consists primarily of experienced auditors, you can be sure that you will receive the experience level and quality of service you expect. Our firm will bring to the audits strong technical backgrounds, government and utility accounting expertise, outstanding engagement management skills, which will provide a “fresh look” at your programs.

Based upon our current understanding of the situation and our understanding of the District’s control processes in place, our professional fees to perform the annual audit are listed below. These fees include out-of-pocket expenses for items including clerical support, computer charges, supplies, telephone charges and printing.

A summary of our fees by task are as follows:

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Audit and preparation of financial statement	<u>\$ 9,800</u>	<u>\$ 10,100</u>	<u>\$ 10,100</u>	<u>\$ 10,400</u>

The break-down of our fee by classification is as follows:

<u>Classification</u>	<u>Hours Per Year</u>	<u>Hourly Rates</u>	<u>Fee</u>
Partner	15	\$ 200	\$ 3,000
Senior Manager	35	180	6,300
Senior	30	120	3,600
Staff	30	90	2,700
	<u>110</u>		<u>15,600</u>
Discount			<u>(5,800)</u>
Total Fees			<u>\$ 9,800</u>

The discount of the rates above gives recognition to the fact the timing of your audit fits extremely well in our schedule and also reflects our commitment to serving special districts. The fee estimate assumes the audit will be done remotely.

These estimates do not take into consideration changes in the scope of the audit due to changes in accounting or auditing pronouncements and standards, laws or regulations, the loss of key accounting personnel, material weaknesses in the internal control environment, or significant changes in the scope of the District’s operations. We will discuss a new fee estimate with the District if such an event occurs.

Should you have any questions about the details of our fees, or should our fees not appear competitive with those of the other firms, we would appreciate an opportunity to discuss them with you before you make your final decision.

Standard Billing Rates for Additional Services:

Our rates for additional services approved by the District that are not part of the scope of audit services are as follows:

<u>Classification</u>	<u>Rate Per Hour</u>
Partner	\$ 200
Senior Manager	180
Managers	160

Supervisors	140
Seniors	120
Semi-seniors	100
Staff	90
Administrative or clerical	60

* * * * *

Once again, we would like to thank you for the opportunity to discuss our services, present our qualifications, and submit our proposal to serve as independent auditors for the District. We are genuinely enthusiastic over the prospect of serving you and sincerely believe that we have the people, experience, resources and reputation to assure you of outstanding services. For the preceding reasons, we genuinely believe that your selection of our firm as the District's independent accountants is the best decision that the District could make.

If you have questions or need additional information, please contact Brian Nash or me at (916) 564-8727, fax (916) 564-8728, correspondence at 550 Howe Avenue, Suite 210, Sacramento, California 95825 or email sent to bnash@richardsoncpas.com or isheipline@richardsoncpas.com.

Very truly yours,

RICHARDSON & COMPANY, LLP



Ingrid Sheipline, CPA
 Managing Partner

RESOLUTION NO. 2022-02

**RESOLUTION OF THE DIABLO COMMUNITY SERVICES DISTRICT
CONFIRMING RESULTS OF MEASURE B SPECIAL TAX ELECTION AND
DIRECTING COUNTY AUDITOR TO LEVY VOTER-APPROVED TAX**

WHEREAS, at an election held on March 6, 2018, the Diablo Community Services District (“District”) was successful in obtaining more than two-thirds voter approval to levy a qualified special tax known as Measure B (the “Tax”), as evidenced by the letter from the Contra Costa County Clerk dated March 14, 2018 containing the Certificate of Election Results; and

WHEREAS, the Tax set the initial rates for Improved Parcels, Unimproved Parcels, and the Diablo Country Club at \$662.26, \$128.06, and \$23,444.68, respectively; and

WHEREAS, the Tax allows for an annual inflation adjustment, and the District has calculated the rates for Fiscal Year 2022-2023 to be \$745.39, \$144.14, and \$26,387.20 for Improved Parcels, Unimproved Parcels, and the Diablo Country Club, respectively; and

WHEREAS, the District desires at this time to request that the Contra Costa County Auditor enter the Tax on the tax roll for collection and distribution by the Contra Costa County Tax Collector for Fiscal Year 2022-23;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. **Recitals.** The foregoing recitals are true and correct.

Section 2. **Direction to County Auditor to Levy and Collect Tax for Fiscal Year 2022-23.** It is hereby certified that the proceedings in connection with the March 6, 2018 Tax election have been accomplished in accordance with law. As such, the Contra Costa County Auditor is directed to include the Tax on the tax rolls for Fiscal Year 2022-23 as follows: **\$745.39** for Improved Parcels, **\$144.14** for Unimproved Parcels, and **\$26,387.20** for the Diablo Country Club.

Section 3. **Not Special Benefit Assessment; No New Taxing Area.** The Tax is a special tax approved by more than two-thirds of the voters of the District voting on the measure, as authorized by California Constitution Article XIII A and 50075. The procedures applicable to special benefit assessments, fees and charges set forth in California Constitution Article XIII D do not apply to the Tax. In addition, the Tax shall be levied within the boundaries of the existing District. No new taxing area will be formed for purposes of the levy of the Tax.

Section 4. **Actions to Facilitate Levy of Tax.** The President of the Board of Directors is hereby authorized to take, for each fiscal year following 2022-2023, any such further actions as may be required to facilitate the successful levy and collection of the Tax in the District including, but not limited to, each year providing the County Auditor with a list of parcels upon which the Tax shall be levied, and to respond to any further requests of the County Auditor with respect to such Tax.

Section 5. **Collection.** The Tax shall be collected in the same manner as ordinary ad valorem taxes are collected and shall be subject to the same penalties and the same procedure, sale and lien priority in case of delinquency as is provided for ad valorem taxes, and the County

Auditory is hereby authorized to deduct reasonable administrative costs incurred in collecting any such special tax.

Section 6. **Effective Date.** This Resolution shall take effect on and after its adoption.

* * * * *

The foregoing Resolution was adopted by the Board of Directors of the Diablo Community Services District on May 10, 2022.

Adopted by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

Kathy Urbelis, President of the Board

Kathy Torru, General Manager

**DIABLO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
TELECONFERENCE VIA THE APPLICATION ZOOM
APRIL 12, 2022, 7:30 p.m.**

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

Directors present: Urbelis, Eorio, Cox
Directors absent: Becker, Isom

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

PUBLIC COMMENTS: None

BOARD/STAFF COMMUNICATION AND ACTIONS:

ADMINISTRATIVE:

None

ROADS:

Director Cox reported that the Upper Alameda Diablo grind and pave project was executed last week. The steep grade at the top of the road and the narrow nature of the road made the project more challenging than anticipated but the finished product is very smooth. The final few open items should be completed this week.

In March we had a road failure at the corner of Club House Rd and Calle Arroyo which was caused by water penetrating the Club House Rd culvert headwall creating a void in the soil which undermined the road. The area was excavated and then inspected by engineers to understand the cause, and then back filled and repaired. The impact on residents and traffic was minimal.

SECURITY:

Deputy Buergi reported that there were no major incidents last month.

CONSENT CALENDAR:

On motion of Director Eorio, second by Director Cox, the Directors in attendance unanimously approved the consent calendar.

REPORTS:

CONTRA COSTA COUNTY: Cameron Collins, Supervisor Candace Andersen representative, reported that the Diablo Town Hall held last month was a success.

DIABLO PROPERTY OWNERS REPORT: Dana Pingatore, DPOA President, reported that the DPOA will hold a Spring Social on May 3 from 5:30 – 7:00 pm at Diablo Country Club to welcome new residents. All Diablo residents are invited. Details will be provided in the upcoming weeks.

DIABLO COUNTRY CLUB: Hank Salvo, DCC liaison, reported that the Club swimming pool is open and that the Club House capital project is still under review.

DIRECTOR COMMENTS:

None

FUTURE AGENDA ITEMS:

President Urbelis announced that the Board will discuss the draft 2022-23 Budget at the May 10 meeting. The 2022-23 Budget will be approved at the June 14 meeting.

Presentation and discussion of a draft Records Retention Policy and Schedule is also planned for the May 10 meeting. Adoption of a Records Retention Policy and Schedule will occur at a future date.

CALL OF NEXT MEETING/ADJOURNMENT:

The President called the next meeting for May 10, 2022. The meeting will be conducted via Zoom. There being no further business, the President adjourned the meeting at 7:46 p.m.

Diablo Community Services District by

Kathy Torru, General Manager