



## Diablo Grande Community Development Coordinator

The Western Hills Water District intends to appoint a Diablo Grande Development Coordinator as a volunteer facilitator for the future development of Diablo Grande. The coordinator will be the focal point of community involvement. This position is to replace Michael Oliver who is currently appointed to this role.

- Locating a master developer with funding, experience, and knowledge to develop DG
- Selecting a Commercial Real Estate Broker/Agent if needed
- Ideas on developing custom lots
- Bringing back the vineyards
- Beautifying and maintaining common areas
- Working with the DG ROA (HOA) with possible joint development or management

The coordinator will compile information and ideas to present the WHWD Board that come from any community member. All members of the public that reside within Diablo Grande may present their ideas to the coordinator, whether or not those proposals fall within the above goals. Any reports by the coordinator shall be made at public WHWD Board meetings to allow community members to voice their concerns or approvals.

An application process will be available for interested qualified residents to be appointed to the coordinator position. All applicants will be interviewed, and one will be selected at a public WHWD Board meeting. There is no limitation on the number of applicants. The volunteer coordinator position will require the dedication of a significant amount of time and commitment to collect ideas from the community, compile those ideas, and make a recommendation to the WHWD Board of Directors.

The District is a public water utility and not a development corporation. The District is the Custodian/Trustee of the Community Facility District (CFD) as it relates to the special Mello Roos taxes and the CFD Bond Holders. All matters of facilitation and real estate proposals will be handled through the coordinator. The WHWD Board of Directors will not be inclined to accept input on real estate matters and proposals from the public directly, as they should come through the coordinator. The coordinator will act as a conduit of information that comes from the Diablo Grande public as a whole. Because of California Brown Act requirements only one person can be appointed to this position.

The selection of the Diablo Grande Development Coordinator shall take place at the special meeting scheduled for September 13, 2025.

### Experience that will be helpful

- Possess good public relations skills to interact with the Community
- Be accessible to the public directly by phone and email
- Good organizational skills by compiling all ideas from the public
- Interact with potential developers and/or real estate agents
- Have a basic understanding of Real Estate law
- Have a basic understanding of Real Estate development
- Willingness to learn CFD law (Communities Facility District Mello Roos)
- Power Point and Presentation skills to the public and Board
- Write reports
- Possibly conduct virtual meetings with the Community
- Allow all members of the community voice to be heard
- Participate with any development company that has an interest in Diablo Grande

You may utilize help from others for example but not limited to:

- Keeping track of data in Excel
- Developing a presentation using Power Point
- Help with research and ideas

The objective is to allow all Community members to participate or give ideas on the future development of Diablo Grande.

To apply please email Ashley Wilkins at [awilkins@whwd.org](mailto:awilkins@whwd.org) and provide her the following information:

- Your name and address
- How long have you lived in Diablo Grande
- Why you would like this position
- Your skills, experience, and knowledge that would make you a great choice for this position
- Any other information that you feel is important

Candidates will be interviewed at our September 13<sup>th</sup> special meeting and after all interviews the Board will discuss all candidates and make its selection by a vote of the Board.

If you have further questions, please send an email to Ashley.