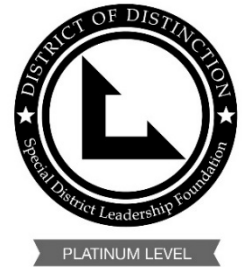




# TOWN OF DISCOVERY BAY

## A COMMUNITY SERVICES DISTRICT



### SDLF Platinum-Level of Governance

President – Michael Callahan • Vice-President – Carolyn Graham • Director – Kevin Graves • Director – Bryon Gutow • Director – Ashley Porter

**MINUTES OF THE SPECIAL  
ANNUAL BOARD PLANNING MEETING  
OF THE TOWN OF DISCOVERY BAY  
THURSDAY, MARCH 14, 2024  
SPECIAL BOARD PLANNING MEETING - 4:00 P.M.**

**A. ROLL CALL**

1. Called business meeting to order 4:02 p.m.
2. Roll Call was taken, and all members were present with the exception of Director Porter who was absent.

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None.

**C. PRESENTATION, DISCUSSION, AND ACTION ITEMS**

Presented by General Manager Dina Breitstein.

1. Review of Mission, Vision, Values and Goals
  - The Board made no revisions or additions.
2. Looking Back 2023 Year Review

All Q1 Resolutions passed.

Q1 Accomplishments – Recreation

- Stroke and Turn Clinic
- Zumba, Paint night, Yoga, Tennis
- Hired summer Aquatic Staff

Q1 Accomplishments – Landscape

- Completion of Clipper Drive Irrigation
- Replaced Ravenswood Park rails

Q1 Accomplishments – Water

- Clipper Drive Pipeline Repair
- Purchase of new Ford F250
- Successful County Hazmat Inspection

Q1 Accomplishments – Wastewater

- WWTP Bar Screen installation
- Clipper Drive Force Main Replacement

#### Q1 Accomplishments - Administration

- Planning for future District Office
- Completion of Easement for Marina Waterline Crossing Repair Project
- Amendment to Ordinance No. 7 – Water Regulations and Service Ordinance
- Updated Vehicle Use Policy

#### Q1 Accomplishments – Finance

- Review of Budget Calendar
- First transfer of funds to Five Star Bank

All Q2 Resolutions passed.

#### Q2 Accomplishments – Recreation

- New fencing at Community Center
- Red Cross Lifeguarding Class
- Water Aerobics, Rec. swim, adult lap swim, swim lessons
- Movies in the Park
- American Red Cross Blood Drive

#### Q2 Accomplishments – Landscape

- Resurfaced Basketball Courts at Cornell Park
- New Regatta park play structure
- New fencing/gating at Community Center

#### Q2 Accomplishments – Water

- Successful completion of State Water Resource Control Board on-site sanitary survey of the public water system
- Successful removal of failed Well 7 pump and motor
- Well 8 drilling completed

#### Q2 Accomplishments – Wastewater

- Denite treatment began ahead of schedule

#### Q2 Accomplishments – Administration

- Launch of Slick Text Service
- Board approval for investing funds with California CLASS
- Manager Training – April 2023
- Established Code of Conduct Policy
- Revised Town Website Policy

#### Q2 Accomplishments – Finance

- Money Market account at Five Star Bank
- Completion and Board approval of 2021-22 Audited Financial Statements

All Q3 Resolutions passed.

#### Q3 Accomplishments – Recreation

- Flick 'n Float
- Recreational swim, adult lap swim, water aerobics, swim lessons
- Rebuild of Wallball

- Stroke and Turn Clinic
- Chair Aerobics

#### Q3 Accomplishments – Landscape

- Contract with California Conservation Corps to assist with landscaping and weed control
- Pickleball donation of \$5,520 for new shade structure
- Purchase of new lawn mower
- Resurfaced Basketball Courts at Slifer Park
- Repainted Pickleball Courts

#### Q3 Accomplishments – Water

- Approval granted for replacement crane truck
- Completion of bidding and planning for Willow Lake Filter Project

#### Q3 Accomplishments – Wastewater

- Approval of Willow Water Treatment Plant Filter Replacement Project
- Well 1B office rehabilitation completed
- Completion of clarifier covers at WWTP2

#### Q3 Accomplishments – Administration

- Approval of Project Analyst Accountant Class Job Description
- Established Communications Policy
- Completion of 2023-2024 Tax Roll
- Launched ToDB on NextDoor for Government
- Coffee with the General Manager - August
- ToDb Town Hall Event - September

#### Q3 Accomplishments – Finance

- Margaret Moggia joined TODB as Finance Manager
- Update on Rate Study Kickoff

All Q4 Resolutions passed.

#### Q4 Accomplishments – Recreation

- American Red Cross Blood Drive
- Free Zumba in the park
- Construction of Patio Project began
- Aquatics program through end of October
- Pickleball lessons

#### Q4 Accomplishments – Landscape

- Tree work near Dog Park completed
- Completed Ravenswood fencing project

#### Q4 Accomplishments – Water

- Equipment purchased from J.W. Backhoe
- Installation of Willow Lake Filter Distribution Pipe

#### Q4 Accomplishments – Wastewater

- Diffuser cleaning and installation of Y Manifold at Old River Discharge
- Completion of Lift Station Y and influent pump station bar screen installation at Plant 1

#### Q4 Accomplishments – Administration

- Update of Ordinance 26 – Parking Restrictions

#### Q4 Accomplishments – Finance

- Prop 68 Grant reimbursement submission
- Annual Capacity and Connection Fee report submitted

#### 2023-2024 Staffing

- Lesley Marable promoted to Accounting Project Analyst position
- Rodrigo Guerrero joined Lighting and Landscaping team
- Frank Lara joined Water/Wastewater team as Water Tech 1

#### 2023 – Awards and Recognition

- Thanked Director Porter for her service as 2023 Board President.

### 3. Looking Forward 2024

- Parks and Landscape Projects
  - Hire summer staff at Community Center
  - Pool Opening and Aquatics Programming
  - Prop 68 Per Capita Grant at Cornell Park Projects
  - Install solar bollards on Clipper Drive and Zone 35
- Water and Wastewater Projects
  - Well 8 – start of facility construction
  - Willow Lake – completion of new filter project
  - Denite Project Completion
  - Newport Lift Station PLC project
  - W&WW Rate Study
  - Marlin/Marina Underwater Crossing Project
  - Wastewater Operations and Maintenance Update
  - Newport and Sandpoint Underwater Crossing
  - Asset Management and GIS Controls
  - Security – facilities infrastructure
  - Inventory Control System
  - District Office Building
- Finance Projects
  - Finalize 2024 Water and Wastewater Rate Study
  - Implement new Commercial Credit Card Program
  - Present FY 2024-2025 Budget for Board's approval
  - Evaluate funding strategies to finance District's capital program
  - Evaluate Software Platforms

Break was taken at 4:34p.m.

Return from break at 4:39p.m.

### 4. Legal Review and Updates

Presented by Legal Counsel Andy Pinasco.

- Primer on Town Bylaws – Policy 002.

- Purpose
  - Operate as a Community Services District
  - Provide water distribution, wastewater connection and treatment
  - Landscaping and recreational services
  - Advisory responsibilities of the Discovery Bay Municipal Advisory Council
- Board of Directors
  - Five elected Directors serving staggered four-year terms
  - Compensation: \$115 per meeting, not to exceed \$690 per month
  - Training as required by California law: Brown Act, Ethics, Sexual Harassment
- Meetings
  - Regular meetings on the first and third Wednesday of each month
  - Special meetings as necessary
  - Quorum required and all votes must be a majority of the entire Board, not just the Directors present
- Board Duties
  - Policy Setting
  - Oversight
  - Decision Making
  - Representation
- Responsibilities of General Manager
  - Appraisal and Evaluation
  - Leadership and Planning
  - Personnel Management
  - Public Relations
  - Financial Oversight
  - Board Liaison
  - Board Collaboration

**D. ADJOURNMENT**

Adjourned at 5:10p.m. to the Next Regular Board of Director's Meeting, March 20, 2024, beginning at 7:00p.m. at the Community Center located at 1601 Discovery Bay Boulevard.