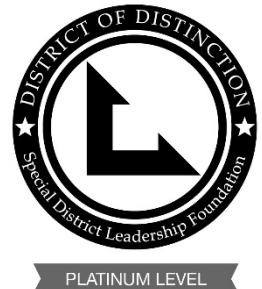




# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## SDLF Platinum-Level of Governance



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

### NOTICE OF THE REGULAR MEETING MINUTES OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday June 1, 2022

#### REGULAR MEETING 7:00 P.M.

##### A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance led by General Manager, Dina Breitstein.
3. Roll Call – all members were present.

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

- One resident comment regarding Country Club HOA concerns.

##### C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve Regular Board of Directors DRAFT Meeting minutes from May 18, 2022.
2. Approve Special Board of Directors DRAFT Meeting minutes from May 19, 2022.
3. Approve Register of District Invoices.
4. Approve Resolution 2022-17 Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to the Brown Act Provisions.
5. Authorize Board Member Attendance and Activity Participation at the 2022 CSDA Conference in Palm Desert, August 22 through August 25, 2022.
6. Approve Herwit Wastewater Engineering Contract for FY22/23
7. Ratify and Renumber Resolution No. 2022-07 Passed by the Board on March 16, 2022 to Resolution No. 2022-07a.

Director Gutow made a Motion to Approve the Consent Calendar as presented.

Vice-President Porter second.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

No public comment.

##### D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.  
Presented by Communications Director, Teresa Gerringer.
  - Supervisor Burgis attended the ribbon cutting ceremony of Station 55 (also known as Station 95) and was part of the collaboration of ECCFPD annexation into CONFIRE that will occur July 1<sup>st</sup>.
  - Due to COVID increases health officials are strongly recommending wearing masks indoors as sub variants are more contagious than the original variant.
  - Public works will be closing a portion of Bixler Rd. on June 15<sup>th</sup> – August 2<sup>nd</sup> between the hours of 7 am – 5pm on maintenance of an existing PG&E natural line system.

Vice-President Porter encouraged improving open communication between the Board of Directors and the County moving forward.

2. Sheriff's Office Report.  
Presented by Lieutenant, Mark Johnson.
  - Open spots available for the Citizen's Academy.
  - No major crime trends for the month.
  - One Grand Theft report, individuals were arrested.
  - One missing person report, person was found safe.
  - More Deputies will be in the area for 4<sup>th</sup> of July weekend.
  
4. CHP Report.  
Presented by Officer, Donnie Thomas.
  - Five DUI arrests.
  - Twenty-two speed in Discovery Bay area.
  - Four registration violations.
  - Nine warnings issued.
  - Thirty-two citations issued in two days near the elementary school zones.
  - More enforcement will be in place for the 4<sup>th</sup> of July.
  
5. East Contra Costa Fire Protection District Report.  
Presented by Chief, Ross Macumber.
  - Seventy-one calls for service including structure fire causing moderate damage, no one was injured.
  - Vegetation fires have started in the area, weeds are highly encouraged to be cut down.
  - Station 95 opened in the area.
  - New Battalion Chief will be assigned to Discovery Bay.
  - Board of Directors is invited to attend the Change of Command Ceremony on July 1<sup>st</sup> at 10 am - City Park, Brentwood.

**E. PRESENTATIONS**

1. None.

**F. DISCUSSION AND POSSIBLE ACTION**

1. Discussion and Possible Action Regarding the Fiscal Year 2022-23 Proposed Draft Operating, Capital and Revenue Budgets.  
Presented by Finance Manager, Julie Carter.
  - Workmen's Compensation Insurance increased by \$20,000.
  - Litigation expense - total of \$20,000.
  - Gas increased in both water and landscaping accounts.
  - Overtime line item will be separated so that it can be tracked going forward and the adjustment will be made year to date for this current year.
  - Public Hearing will be held during the June 15<sup>th</sup> Board of Directors meeting.

Director Gutow made a Motion to Approve the Draft Budget.

Director Graham second.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

No public comment.

2. Discussion and Possible Action to Adopt Resolution No. 2022-18 – Approving Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2022/23.  
Presented by Finance Manager, Julie Carter.
  - Fiscal Year 2022-2023 Appropriation Limit \$792,250.87.

Vice-President Porter made a Motion to Approve Resolution No. 2022-18.

Director Gutow second.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

No public comment.

3. Discussion and Possible Action to Authorize the Board President Send a Letter to the County Supervisors Urging a No Vote on a General Plan Amendment Feasibility Study to Change the Land Use Designation for the Property at the Corner of Discovery Bay Blvd. and Sandpoint Road from “Commercial” to “Mixed Use.”

Presented by Interim Assistant General Manager, Mike Davies.

- Staff is requesting the Board to approve a Letter to the County Supervisors Urging a NO Vote with modification in the last paragraph to express our concern on the General plan Amendment Feasibility Study.
- President Graves recommended creating a section on Town of Discovery Bay’s website to create a section for correspondence.
- Legal Counsel recommended Staff explore what messaging avenues can be done in the District and bring recommendation to the Communications Committee for all future projects.
- President Graves and Staff plan on attending the Board of Supervisors meeting on June 7<sup>th</sup> to read the Letter during public comment.

Director Callahan made a Motion to Approve the Letter from the Board to the County with the modification from Interim Assistant General Manager.

Vice-President Porter second.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

No public comment.

#### **G. MANAGER’S REPORT**

#### **H. GENERAL MANAGER’S REPORT**

Presented by General Manager, Dina Breitstein.

- Town Hall Meeting – Saturday, June 4<sup>th</sup> 11 am – 1pm.
- Free Summer Jam Concert Series 2022 kickoff by FOREJOUR.

#### **I. DIRECTOR REPORTS**

##### 1. Standing Committee Reports.

- a. Internal Operations Committee Meeting (Committee Members Michael Callahan and Carolyn Graham). June 1, 2022.
  - IIPP has been updated and will be brought to the Board at a future meeting.
- b. Finance Committee Meeting (Committee Members Kevin Graves and Bryon Gutow). June 1, 2022.
  - Zone 8 Appropriation limit that has passed.
- c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter). June 1, 2022.
  - Capacity and filters - Engineering issues with Willow Lake pumps. Presentation by Luhdorff & Scalmanini Consulting Engineers, Jason Coleman discussed options to replace filters to get maximum capacity. Committee is reviewing current budget and CIP. This will be a phased project with some immediate needs that need to be met. Committee will be bringing to the Board soon.

2. Other Reportable Items.  
None.

#### **J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS**

Tri Delta Transit Meeting – May 25, 2022 (Director Graham).

- 2023 Budget was discussed.
- Youth Pass Program – much excitement.
- Exploring possible ferry service mid 2023 from Antioch, Pittsburg, Martinez, and Hercules for commuters.

**K. CORRESPONDENCE RECEIVED**

**L. FUTURE AGENDA ITEMS**

**M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

None.

**N. CLOSED SESSION:**

None.

**O. RETURN TO OPEN SESSION, REPORT ON CLOSED SESSION**

None.

**P. ADJOURNMENT**

1. Meeting adjourned at 8:13 p.m. to the next Regular Meeting of the Board of Directors on June 15, 2022, beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."