



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 REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday February 7, 2024 7:00 P.M.

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Called business meeting to order 7:00 p.m.
2. Vice President Graham led the Pledge of Allegiance.
3. 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)

1. The first speaker mentioned kids in Town riding electric bikes.
2. The second speaker also spoke of kids riding electric bikes.

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 January 17, 2024.
2. Approve Register of District Invoices.

Director Graves made a Motion to Approve the Consent Calendar.
Director Gutow seconded.

Vote: Motion carried – AYES: 4 – Callahan, Graham, Graves, Gutow, NOES: 0,
ABSTAINED: 0, ABSENT: 1 - Porter

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.
None.

2. Sheriff's Office Report.

Presented by Deputy Bryant and Deputy Kooy.

- Discovery Bay had 305 calls for service in January.
- There were 48 reports taken.
- Shoplifting at Sandy Cove Shopping Center.
- Sheriff's Office is looking at ways to address kids riding dirt bikes.

3. Contra Costa County Fire Protection District Report.

Presented by Assistant Fire Chief Tracie Dutter.

- There is a new ladder truck in Brentwood.
- Con Fire purchased the old "Boys Ranch" property in Byron. The hand crew currently stationed in Martinez will be moved to this new fire center.

- The Board would like a future update with response times for Discovery Bay.

E. MUNICIPAL ADVISORY COUNCIL

1. Town of Discovery Bay Sound Wall Update.

Presented by Vice President Carolyn Graham.

- There are concerns regarding the maintenance of sound walls around Discovery Bay.
- Cypress Landing HOA is working on updating their policy on sound walls.
- Director Graves said the County has historically passed Ordinances that were specific to Discovery Bay.
- Legal counsel Andy Pinasco and the Board discussed the possibility of sending a letter to the HOA.

F. PRESENTATIONS

1. Mid-Year Financials.

Presented by Finance Manager Margaret Moggia.

- Water revenues are consistent with mid-year projections.
- Wastewater revenues are higher than mid-year budget.
- Wastewater expenses are higher than mid-year budget due to administrative costs and debt service. Annual property and liability insurance was paid.
- Community Center revenue is higher than mid-year budget.
- Community Center expenses are higher than mid-year budget due to summer activities at the Community Center.
- Landscape expenses are lower than mid-year budget.
- Zone 9 revenues are higher than mid-year budget.
- Zone 9 expenses are within budget.
- Capital projects include Newport and Willow Filter Repair, Well 8, Diffuser, Denitrification, Cornell, Clipper Drive.

G. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Set the Date and Time of the 2024 Annual Board Workshop.

Presented by General Manager Dina Breitstein.

- Staff recommends March 14, 2024 at 4:00 for the annual Board Workshop.
- Two alternate dates of March 21, 2024 and March 28, 2024 were given.
- The Board did not want to select a date without Director Porter's input.
- Legal counsel Andy Pinasco stated that more than one date could be authorized pending Director Porter's input.

Director Graves made a Motion to set the Board Workshop for either March 14th or 21st, 2024 with the 14th being the primary date pending staff discussing with Director Porter.

Director Gutow seconded.

Vote: Motion carried – AYES: 4 – Callahan, Graham, Graves, Gutow, NOES: 0, ABSTAINED: 0, ABSENT: 1 - Porter

2. Discussion and Possible Action to Approve Resolution 2024-01 Amending the Bylaws and Board Policy of the Town of Discovery Bay.

Presented by General Manager Dina Breitstein.

- In order to change the frequency of committee meetings, the Bylaws must first be amended.
- Each Committee will then establish their own meeting schedule.

Director Gutow made a Motion to approve Staff recommendation to Approve Resolution 2024-01 Amending Board Policy No.002 Bylaws – deleting the following lines in the Board Policy Bylaws: Article IV Section 2. Terms and Responsibilities of Elected Officers, Paragraph 7, to read as follows: “Each advisory Standing Committee shall meet within the boundaries of the Town of Discovery Bay Community Services District or at a Town of Discovery Bay Community Services District facility. Each Standing Committee shall establish its meeting schedule. Said meetings shall be noticed pursuant to the Brown Act.”

Director Graves seconded.

Vote: Motion carried – AYES: 4 – Callahan, Graham, Graves, Gutow, NOES: 0, ABSTAINED: 0, ABSENT: 1 - Porter

H. MANAGER’S REPORT

1. Patio Project Update.

Presented by Recreation Programs Supervisor/Interim Park and Landscape Manager Monica Gallo.

- Paver and instruments are installed.
- Umbrella sleeves are installed.
- Once the ground dries out, the synthetic turf can be installed.

2. Community Meeting.

Presented by Assistant General Manager Allan Cantando.

- The Contra Costa County Sheriff’s Office will be holding a Community Meeting on March 4, 2024 at 6:00p.m. to address the issue of motorized bikes.
- The Board asked if the meeting would be available via Zoom.

I. GENERAL MANAGER’S REPORT

Presented by General Manager Dina Breitstein.

- GM Breitstein would like to hold the next coffee with the General Manager once the patio project is completed.
- The staff report template will be revised.
- There is a new podium for the Board Room.
- The new Willow Filter is installed and is far larger than the original three filters.
- There is a new hire in the Water and Wastewater department. Employee Frankie comes from JW Backhoe and has years of experience with repairs in Discovery Bay.
- The recent storm clean-up was considerable. President Callahan acknowledged the efforts made by staff.
- Parks and Recreation Supervisor Monica Gallo has taken on the additional duties of the Interim Park and Landscape Manager. GM Breitstein wanted to highlight how pleased she is with her organization and planning.

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Byron Union School District – January 11, 2024 (Director Kevin Graves).
2. Contra Costa County Aviation Committee – January 11, 2024 (Director Kevin Graves).
3. Contra Costa County Airport Committee – January 22, 2024 (Director Kevin Graves).

K. CORRESPONDENCE

1. LAFCO – Call for Nominations and Names of District Voting Delegates dated January 16, 2024.

L. LEGAL REPORT

None.

M. FUTURE AGENDA ITEMS

None.

N. ADJOURNMENT

1. Adjourned at 8:25p.m. to the next Regular Meeting of the Board of Directors on February 21, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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"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."