



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday July 7, 2021
REGULAR MEETING 7:00 P.M.**

**NOTICE
Coronavirus COVID-19**

In accordance with the Governor’s Executive Order N-08-21, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board will hold public meetings via teleconferencing as Board Chambers remain closed to the public.

To accommodate the public during this period of time that the District Board’s meetings will be held via teleconferencing, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.

**TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (877) 778-1806
CONFERENCE CODE **891949****

Download Agenda Packet and Materials at <http://www.todb.ca.gov/>

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Bryon Gutow.
2. Pledge of Allegiance – Led by President Bryon Gutow.
3. Roll Call – All present.

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

None.

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 June 16, 2021, Regular Board of Directors DRAFT Meeting minutes.
2. Approve Register of District Invoices.
3. Approval of Board Member attendance at the Conference of the California Special District Association (CSDA) Annual Conference – Monterey- August 30 to September 2, 2021.
4. Approve Contracting with Croce, Sanguinetti & Vander Veen to Perform the Town of Discovery Bay’s Independent Audit for Fiscal Year 2020-21.
5. Authorize General Manager to execute the contract for Janitorial Services for the Town of Discovery Bay. Motion made by Vice President Kevin Graves to approve items on the Consent Calendar as presented. Second by Director Ashley Porter.

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

General Manager Mike Davies introduced new Town of Discovery Bay employee Azi Jorgensen, Administrative Assistant to Park and Recreation and Water and Wastewater Departments.

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Assembly Member Jim Frazier, District 11. - Not in attendance.
2. Supervisor Diane Burgis, District III Report. - Not in attendance.

3. Sheriff's Office Report.

Sheriff Lieutenant Mark Johnson reported on criminal activity and citations given to motorists for various traffic violations. He stated the amount of fireworks activity on the Fourth of July reflected a reduction from the previous year. Traffic stop led to the capture and arrest of a sexual predator from Nevada. Sheriff's Office was able to ping the cell phone of a criminal, arresting him in Stockton as he was boarding a bus heading to Los Angeles. Theft of catalytic converters continue as well as telephone scams.

4. CHP Report.

California Highway Patrol Officer Donnie Thomas reported on warrant arrests, citations and DUI's. The Fourth of July weekend was busy and over 90 citations were given, the majority were issued for speeding violations.

5. East Contra Costa Fire Protection District Report.

East Contra Costa Fire Department Battalion Chief Ross Macumber gave the Board an update on the number of calls received. On the Fourth of July holiday, 2020 produced 45 calls into the Fire Department of which 18 were for fire. This year there were 35 calls into the Fire Department of which 4 were for fire. Battalion Chief Macumber encouraged the public to participate Wednesday, July 14, 2021, at 6:30 p.m. in the ECCFPD Board meeting where there will be a presentation of the feasibility report regarding the annexation into Contra Costa Fire. The live stream of the Board meeting can be found on eccfpd.org where there will be a determination concerning the practicality of a merger between East Contra Costa Fire Protection District and Contra Costa Fire Protection District. He also advised the public to keep weeds mowed. Reports regarding potential fire hazards can be entered on the GoGov mobile app. Fire Prevention Bureau has been diligently working with Cal Trans to reduce the vegetation along Highway 4 and throughout their jurisdictional areas in the District.

E. PRESENTATIONS

1. Distribution of Annual Water Quality Report/Consumer Confidence Report for 2020.

Executive Assistant Maddie Kibriya updated the Board with information regarding the electronic distribution of the 2020 Annual Water Quality Report/ Consumer Confidence Report. This report was uploaded to todb.ca.gov/ccr on July 1, 2021. The public was advised of the availability of this report through their June water bill and emails were sent to members of the public who have opted to be notified of water updates through the Town's website. Hard copies of this report can be printed by the public at home or picked up at the Town Office. The electronic distribution of these reports has saved the Town \$5,777 in printing expenses plus the cost of postage. Executive Assistant Maddie Kibriya thanked the Town staff for a collaborative effort to ensure prompt and environmentally responsible distribution of the 2020 Annual Water Quality Report/ Consumer Confidence Report to the community.

F. BUSINESS AND ACTION ITEMS

1. Public Hearing to consider Town of Discovery Bay CSD Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessment Report for the Fiscal Year 2021-2022; continue collection of assessments on County Tax Roll and Adoption of Resolution No. 2021-12.

Public Hearing held to present the collection of a \$742.04 assessment for each parcel in Zone 9. Staff recommendation is to open the hearing to discuss Resolution 2021-12 which will adopt the collection of the assessments through the County Tax Roll, close the hearing and adopt Resolution 2021-12.

Hearing opened and public comment were requested. There were no public comments received.

Hearing closed.

Motion made by Director Carolyn Graham to approve Resolution 2021-12.

Second by Director Ashley Porter.

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

2. Discussion and Possible Action Regarding the Facility and Parks Rental Fee Schedule Revisions.

Recreation Program Supervisor Monica Gallo discussed changes to the fee schedules for park rentals and town facility rentals. The modifications include a modest increase for rentals and guidelines for deposits.

Prior to this revision, the last time the fee schedules were updated was in 2019. Recreation Program Supervisor Monica Gallo advised that deposits for renting parks and facilities will be at the discretion of the General Manager.

Director Carolyn Graham asked General Manager Mike Davies if he was comfortable assessing and assigning such dues.

General Manager Mike Davies replied he has experience with this task and each situation will be individually and fairly evaluated to provide a sensible deposit amount.

Director Carolyn Graham expressed concerns regarding the rental of an entire park and closing it off to the rest of the public for just \$400. She asked the other Board members their opinion.

Vice President Kevin Graves expressed the same concern. He mentioned events where there are shared profits between renters and facility owners.

President Bryon Gutow asked Recreation Program Supervisor Monica Gallo how often applications for the rental of parks or facilities are submitted to the Community Center.

Recreation Program Supervisor Monica Gallo advised this does not happen frequently.
Director Michael Callahan asked about the possibility of increasing the daily rental fee.
Director Ashley Porter asked if all applications are automatically approved.
Recreation Program Supervisor Monica Gallo advised that all applications with over 100 people in attendance will be reviewed by General Manager.
General Manager Mike Davies advised that the Conditions of Approval indicate extra fees for things such as additional garbage pickups, the need for extra staff or the need for security.
Vice President Kevin Graves added that the Town can look into being a cosponsor for some of the events to participate in some of the receipts of fundraisers being held in the Town.
Director Michael Callahan asked about Recreation Program Supervisor Monica Gallo's familiarity with excluding the public from visiting reserved areas.
Recreation Program Supervisor Monica Gallo stated she is not familiar with guidelines in other areas with regards to excluding the public from rented parks or facilities.
Motion made by Vice President Kevin Graves to approve the updated fee schedules as presented.
Second by Director Ashley Porter.
Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

G. MANAGER'S REPORT

H. GENERAL MANAGER'S REPORT

I. DIRECTOR REPORTS

1. Standing Committee Reports.
 - a. Communications Committee Meeting (Committee Members Carolyn Graham and Michael Callahan) July 7, 2021.
Chair Graham reported discussion regarding the use of the Town's new template to distribute information to the public. Update regarding the electronic distribution of the Annual Water Quality Report/Consumer Confidence Report for 2020. Discussion regarding efforts to increase communication with the Lakes HOA and Lakeshore HOA. There will be an update to the Town's website and a there will also be a blood drive.
 - b. Parks and Recreation Committee Meeting (Committee Members Bryon Gutow and Ashley Porter) July 7, 2021.
Vice-Chair Porter reported on discussion regarding a shade structure installation at the pickleball courts which would be donated by Discovery Bay Recreation and Sports. Reported on talks about renting 6 tennis courts and temporarily turning them into pickleball courts for a pickleball tournament. Rental Fee Schedule was discussed. Designs for town islands and compliance were also discussed.
 - c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) July 7, 2021.
Chair Graves reported on the need to purchase a new Vac Truck. Reported on replacing the Town's Dump Truck. There was talk about the method for tracking payments internally for Notice of Violations.
2. Other Reportable Items.

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Report LUHSD Regular Board Meeting – June 9, 2021 – Vice President Kevin Graves.
2. Report ECCFPD Regular Board Meeting – June 9, 2021 – Vice President Kevin Graves.

K. CORRESPONDENCE RECEIVED

L. FUTURE AGENDA ITEMS

Director Carolyn Graham advised of continuing efforts to increase communication with The Lake's HOA and Lakeshore HOA. Letters will be sent requesting an invitation to HOA Board meetings. If an invitation is extended, a Town of Discovery Bay Board member can be selected to attend and show support in communication and better working relations between the HOAs and Town of Discovery Bay.

M. ADJOURNMENT

1. Adjourned at 7:47 p.m. to the regular meeting on July 21, 2021, 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."

//ym//070921