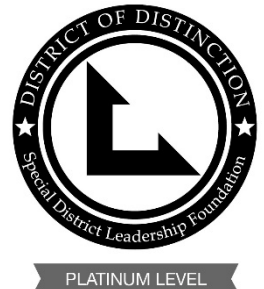




TOWN OF DISCOVERY BAY

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 October 2, 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. Director Gutow led the Pledge of Allegiance.
3. Roll call was taken, and all members were present with the exception of President Callahan and Director Porter who were absent.

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

- The speaker suggested a community calendar to update residents of events in the area.

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 September 18, 2024.

Director Graves made a Motion to Approve the Consent Calendar.

Director Gutow seconded.

Vote: Motion carried – AYES: 3 – Graham, Graves, Gutow, NOES: 0, ABSTAINED: 0, ABSENT: 2 – Callahan, Porter.

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.

Presented by Stephen Griswold, Deputy Chief of Staff for Supervisor Burgis.

- East County Community Outreach for Winter Weather Preparedness will take place on October 30, 2024 6:00-7:30pm.
- Construction at Regatta and Bixler will begin October 10th.
- P6 is now fully staffed with five members.
- Supervisor's office contacted Cal Trans regarding missing parking signs and dead trees.
- Update on short-term rental permits in regard to shared wall dwellings.

2. Sheriff's Office Report.

Presented by Lt. Charlene Jacquez.

- 332 calls for service in the month of September.
- 32 reports were written.
- Stressed importance of being aware of both online and phone scams.

- Coffee with the Cops event was successful.
- Prescription drug takeback day is October 26, 2024.

3. Contra Costa County Fire Protection District Report.

Presented by Assistant Fire Chief Tracie Dutter.

- Contra Costa County currently has 34 fire stations and 500+ employees.
- Byron Wildfire Fire Center (BWFC) is staffed year-round.
- New helicopter (Copter 3RC) is based out of BWFC.
- CCC had 11,269 calls for service in August 2024.
- 85 calls for service in Discovery Bay.
- Average response time for Discovery Bay was nine minutes and thirty-three seconds.

E. MUNICIPAL ADVISORY COUNCIL

None.

F. PRESENTATIONS

None.

G. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Establish an Ad-Hoc Committee for Interviewing Potential Construction Management Firms to Assist the Town throughout the Duration of the New District Office Building Project.

Presented by General Manager Dina Breitstein.

- Staff feels that a construction manager is necessary due to the size, nature, and cost of the District Office Building Project.
- Construction manager would help mitigate risks, assist in project efficiency and navigate the regulatory and compliance requirements.

Public comment:

- The speaker feels Mobile Modular should be responsible for this work.

Director Graves stated they spoke with several people at the CSDA Conference regarding this topic. He sees a value in having a construction manager that would have the best interest of the District in mind. Vice-President agrees with the value. Director Graves said he would like to be on the Ad Hoc committee as well as nominating Director Porter. Vice-President Graham would like to sit on the committee.

Legal counsel Andy Pinasco explained the Ad Hoc committee would be only for the purposes of selecting a construction manager and would not be discussing any of the parameters of the actual building design.

Director Graves made a motion to approve the Resolution to establish an Ad Hoc Committee.

Vice-President Graham seconded.

Vote: Motion failed – AYES: 2 – Graham, Graves, NOES: 1 - Gutow, ABSTAINED: 0, ABSENT: 2 – Callahan, Porter.

Director Graves made a motion to establish an Ad Hoc committee to interview construction managers for the District Office Building Project.

Director Gutow seconded.

Vote: Motion carried – AYES: 3 – Graham, Graves, Gutow, NOES: 0, ABSTAINED: 0, ABSENT: 2 – Callahan, Porter.

The Board could not reach a consensus on who will sit on the Ad Hoc committee. This will be brought to a future meeting when all members are present.

Legal Counsel Andy Pinasco stated the first motion was misinterpreted by staff. The first motion was to establish the committee. The second motion was a reaffirmation of the first motion to establish the

committee. There has been no determination on the membership of the committee. The resolution has not been adopted.

2. Discussion and Possible Action Regarding the Annual Review of Board Policies.

Presented by General Manager Dina Breitstein.

- Staff regularly reviews Board policies.
- Staff looking for input from Board members.
- Board members had no comment currently but will review when each policy comes before them at a later date.

The Board directed staff to bring back any policies they feel need to be updated or changed.

H. MANAGER'S REPORT

1. Recreation Update.

Presented by Landscape Manager Monica Gallo.

- Swim lessons ended in September.
- Zumba meets Tuesday and Thursday 7:00-8:00pm.
- Mermaid School was a huge success.
- Last movie in the park was Barbie.
- Water aerobics, Zumba, swim stroke school, fit, fun and fabulous, tennis lessons, pickleball lessons and paint nights will still continue.
- Pool is scheduled to close October 30th.

Public comment:

- Speaker suggested offering a class on cyber security.

I. GENERAL MANAGER'S REPORT

Presented by General Manager Dina Breitstein.

- Cornell Park bathrooms are complete.
- Filter Project is nearing completion.
- Marina liner was installed.
- Staff had pre-construction meeting with Veolia and WR Forde for Lift Station rehab.

J. DIRECTOR REPORTS

1. Standing Committee Reports.

- a. Internal Operations Committee Meeting (Committee Members Michael Callahan and Kevin Graves) October 2, 2024.

Director Graves reported the committee discussed two policies that will come to the Board of Directors at a future meeting.

- b. Finance Committee Meeting (Committee Members Carolyn Graham and Ashley Porter) October 2, 2024.

Director Graham reported the committee discussed rate study, Prop 218, financial software replacement, classification and compensation study.

- c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) October 2, 2024.

Director Graves reported the committee discussed the capacity report for new construction. This item will come to a future Board of Directors meeting. Also discussed CEQA report for

the new District Office Building.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

None.

L. CORRESPONDENCE

None.

M. LEGAL REPORT

None.

N. FUTURE AGENDA ITEMS

None.

R. ADJOURNMENT

1. Adjourned at 7:46p.m. to the next Regular Meeting of the Board of Directors on October 16, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.