



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday July 19, 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. Pledge of Allegiance was led by Director Graves.
3. Roll Call was taken, and all members were present.

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

1. First speaker was Bill Weber, Commander of the VFW 10789 in Brentwood. He wanted to honor Gold Star family member Kevin Graves who lost his son, Special Joseph Graves, in the line of duty on Tuesday, July 26, 2006. He encouraged the public to ask Gold Star families about their fallen soldiers.
2. Second speaker mentioned the Brown Act, his feelings that too much is done in committee meetings, and questioned information on the warrant report.

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 July 5, 2023.
2. Approve Register of District Invoices.

Item C2 was removed from the consent calendar. There were no invoices to approve.

Director Graves made a Motion to Approve the Consent Calendar.

Director Graham seconded.

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

D. PRESENTATIONS

1. Veolia Presentation.

July 2023 report was presented by Kulwinder Singh, Assistant Project Manager for Veolia.

- Well 7 is still being repaired.
- Newport Water Treatment Plant produced 50.51 million gallons.
- Willow Water Treatment Plant produced 64.10 million gallons.
- 20 Coliform samples were collected with zero positive results.
- No water quality complaints.
- All lift stations are active.

E. DISCUSSION AND POSSIBLE ACTION

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 2023-2024; Continue Collection of Assessments on County Tax Roll and Adoption of Resolution No. 2023-19.

Presented by Gregory Harris with Herwit Engineering.

- Each year an assessment must be done on the Ravenswood Landscape Zone #9.
- This year the maximum allowable assessment is \$811.78.
- Streetscape Projects and Splash Pad repairs are planned for the upcoming year.

President Ashley Porter opened the Public Hearing.

There were no public comments.

Public Hearing was closed.

Director Graves made a motion to approve the Town of Discovery Bay CSD Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessment Report for the Fiscal Year 2023-2024; Continue Collection of Assessments on County Tax Roll and Adoption of Resolution No. 2023-19.

Director Porter seconded.

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

2. Discussion and Possible Action to Adopt Resolution 2023-20 Establishing a Communications Policy for the Town of Discovery Bay Community Services District (CSD).

Presented by Assistant General Manager, Allan Cantando.

- A draft Communications Policy was presented at a previous Communications Committee meeting.
- The District plans to utilize online communications, social media, electric sign board as well as other means to communicate with public.

Director Graham made a Motion to Adopt Resolution 2023-20 Establishing a Communications Policy for the Town of Discovery Bay Community Services District (CSD).

Director Gutow seconded.

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

3. Discussion and Possible Action Regarding Date, Time, Agenda and Budget of Discovery Bay Town Hall Event.

Presented by General Manager Dina Breitstein.

- The budget for this year's event has been increased to \$4500.
- Proposed date is September 16, 2023 from 11:00am to 1:00pm.
- Director Graves stated he is unavailable on this day due to a scheduled engagement with the Veterans.

Public Comment:

- The speaker, Bill Weber, stated that he hopes security is considered as part of this event. Director Graves asked Mr. Weber if he would like to have a Veteran's table at the event. Mr. Weber agreed.

Director Graham made a Motion to Approve the Date, Time, Agenda and Budget of Discovery Bay Town Hall Event.

Director Graves seconded.

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

4. Discussion and Possible Action to Authorize General Manager to Execute an Agreement for the Purchase and Installation of Shade Cover Poles at Community Center Pickleball Courts Project and Accept Donation from Discovery Bay Recreation and Sports, INV to be used for the Project.

Presented by Assistant General Manager Allan Cantando.

- Discovery Bay Recreation and Sports, INV , a local 501(c)(3) approached the District to erect a shade cover on the east side of the Pickleball Courts that would mirror the existing shade cover.
- DBRS would make a one-time donation of \$5,520 towards the cost of the project.
- The Town of Discovery Bay will pay \$2,400 which is the extra cost to cover prevailing wage.
- The project was previously discussed at a Parks and Recreation committee meeting. Both Director Gutow and Director Callahan stated they were in support of this when it was brought to the committee.

Public Comment:

- One speaker stated he was in support of this project.

Director Gutow made a Motion to Authorize General Manager to Execute an Agreement for the Purchase and Installation of Shade Cover Poles at Community Center Pickleball Courts Project and Accept Donation from Discovery Bay Recreation and Sports, INV to be used for the Project.

Director Callahan seconded.

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

F. MANAGER'S REPORT

1. Parks and Recreation Update.

Presented by Recreations Programs Supervisor Monica Gallo.

- Water Aerobics, Tennis, and Zumba enrollments continue to grow.
- Youth paint night is on Friday, July 21, 2023.
- Swimming lessons are extremely popular and will run through August.
- Free adult lap swim has been added on Tuesdays and Wednesday when the pool is available.
- Flick 'n Float was last week. Around 80 people attended the event.
- Season swim pass sales have increased this year.
- Wall ball construction is almost complete.
- Community Center grounds are open Monday-Friday 7:00am-8:00pm and Saturday-Sunday 7:30am-7:30pm.
- The Patio Project will be brought to a future meeting.

2. Assistant General Manager Updates.

Presented by AGM Allan Cantando.

- Electronic Sign Board is under warranty and parts are being shipped from the manufacturer.
- Agendas are being posted on social media sites.
- Staff will be reaching out to the County to see if there are any grants available to assist with landscaping.
- Security cameras are being installed at Plant #1 and Plant #2.
- Community Center will be available as a cooling center this weekend.
- The District will be getting a Nextdoor for government page set-up in the near future.
- Interviews have been conducted to help fill some of the vacancies in the District.
- AGM Cantando wanted to express his thanks to Director Graves for his son's service.

G. GENERAL MANAGER'S REPORT

None.

H. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Con Fire Meeting – July 11, 2023 (Director Carolyn Graham)

Director Graham mentioned that the Board of Supervisors approved an additional fire boat.

I. CORRESPONDENCE

None.

J. LEGAL REPORT

None.

K. FUTURE AGENDA ITEMS

None.

L. ADJOURNMENT

1. Adjourned at 7:45p.m. to the next Regular Meeting of the Board of Directors on August 2, 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."