



# 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 September 1, 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 Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting as follows:

**TO ATTEND BY WEBINAR:**

Please register for Regular Meeting of the Board of Directors at: *(copy and paste into your browser the registration URL)*

Registration URL: <https://attendee.gotowebinar.com/register/6729649295969961486>

Webinar ID# 766-493-579

After registering, you will receive a confirmation email containing information about joining the webinar by computer or by phone.

For listen only mode dial: 1-631-922-3221 ID# 604-343-328

If there is any disruption to the meeting due to unforeseen circumstances we will continue via teleconference.

**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.
2. Pledge of Allegiance – Led by President Bryon Gutow.
3. Roll Call – All present, Director Carolyn Graham participated via teleconference.

**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 August 12, 2021, Special Board of Directors DRAFT Meeting minutes.
2. Approve August 18, 2021, Regular Board of Directors DRAFT Meeting minutes
3. Approve Register of District Invoices.

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

#### **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 discussed the arrests and calls reported for the month of August 2021. There is a bait car utilized to catch catalytic converter thieves. There was a report of a missing adult who was located in San Jose. Community is encouraged to screen everyone who will come work on their property. Phone scams are still an issue.

President Bryon Gutow and Vice President Kevin Graves thanked Sheriff Lieutenant Mark Johnson for sending deputies to community events to assist with peacekeeping.

4. CHP Report – Not in Attendance.
5. East Contra Costa Fire Protection District Report.

East Contra Costa Fire Department Battalion Chief Ross Macumber updated the Board on calls and fires in Discovery Bay for the month of August. Firefighter was lacerated by glass at a fire on August 16<sup>th</sup> on Monterey Court. Due to an agency's withdraw, the proposed annexation will be voted on at a later time. Reminder was issued to abate weeds and shrubs.

#### **E. PRESENTATIONS**

1. Introduction of Luhdorff & Scalmanini Consulting Engineers Water Engineer Jason Coleman. Jason Coleman, Water Engineer with Luhdorff & Scalmanini Consulting Engineers introduced himself. He will take the place of Water Engineer Justin Shobe due to his relocation. He advised the Board of his excitement to work with Town of Discovery Bay and looks forward to helping with its water and wastewater projects.

#### **F. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action to Approve Town of Discovery Bay Community Service District's Financial Policy.

Finance Manager Julie Carter provided the Board with an update regarding the District's Financial Policy. In the process of transferring Town of Discovery Bay money from Contra Costa County control to Town of Discovery Bay, creating a financial policy is the first step. Staff is requesting the Board approve the draft of Town of Discovery Bay Community Service District's Financial Policy.

Motion made by Director Ashley Porter to approve the Draft of the Town of Discovery Bay Community Service District's Financial Policy.

Second by President Bryon Gutow.

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

2. Discussion and Possible Action to File a Notice of Exemption for the Cornell Park Prop 68 Per Capita Grant.

Parks and Landscape Manager Bill Engelman advised the Board that as part of the application for the Per Capita Grant, Town of Discovery Bay needs to file a Notice of Exemption (NOE) with Contra Costa County as required by California Environmental Quality Act (CEQA). Staff requests that the Board approve filing the NOE with the county to meet CEQA requirements and move forward with the Prop 68 Per Capita Grant application.

Motion made by Vice President Kevin Graves to authorize the filing of the NOE for the Cornell Park Prop 68 Per Capita Grant.

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**

General Manager Mike Davies advised the Board of an increase in the amount of calls Town staff has received which fall in the jurisdiction of Contra Costa County. These calls are referred to area agencies.

However, as a reminder to the public;

For concerns regarding potholes and other roadway issues, please call Contra Costa County Public Works at (925)313-2000.

For concerns regarding law enforcement issues, please call the Contra Costa County Sheriff's Department at

(925)646-2441.

Violations and inspections on private property are handled by Contra Costa County Code Enforcement and can be reached at (925)655-2807.

Traffic enforcement is handled by the California Highway Patrol and their phone number is (925)646-4980.

**I. DIRECTOR REPORTS**

1. Standing Committee Reports.

- a. Communications Committee Meeting (Committee Members Carolyn Graham and Michael Callahan) September 1, 2021 – Canceled.
- b. Parks and Recreation Committee Meeting (Committee Members Bryon Gutow and Ashley Porter) September 1, 2021.  
President Bryon Gutow advised the Board of the discussion regarding potential new projects within Zone 8 and Zone 9. Conservation Corps has started work on Town parks.
- c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) September 1, 2021.  
Director Ashley Porter advised there was an update of the Marina, repairs of pipes at the Lakes and an update on the Denitrification Project.

2. Other Reportable Items.

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

1. Code Enforcement Agenda Meeting – August 26, 2021 – Director Ashley Porter.

Director Ashley Porter attended a Code Enforcement Meeting where there was discussion regarding a sweep of trailers that are illegally parked and unauthorized parking at the fire house.

**K. CORRESPONDENCE RECEIVED**

**L. FUTURE AGENDA ITEMS**

**M. ADJOURNMENT**

1. Adjourned at 7:22 p.m. to the regular meeting on September 15, 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."

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