



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

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday October 2, 2024 7:00 P.M.**

TO ATTEND IN PERSON: The meeting will be held at the Community Center located at 1601 Discovery Bay Boulevard.

REMOTE TELECONFERENCE LOCATION:
JW Marriott Orlando, Great Lakes
4040 Central Florida Parkway
Orlando, FL 32837

In addition to physical attendance at the address indicated above, the Town of Discovery Bay Community Services District is offering the following teleconferencing options as an alternative means for the public to participate in this meeting.

TO ATTEND BY ZOOM WEBINAR: <https://us06web.zoom.us/j/85454370841>

TO ATTEND BY PHONE: +1 (669) 444 9171 or +1 (719) 359 4580 **WEBINAR ID:** 854 5437 0841

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.
3. Roll Call.

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

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the viewpoint of the Directors.

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.

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.
2. Sheriff's Office Report.
3. Contra Costa County Fire Protection District Report.

E. MUNICIPAL ADVISORY COUNCIL

F. PRESENTATIONS

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

H. MANAGER'S REPORT

1. Recreation Update.

I. GENERAL MANAGER'S REPORT

J. DIRECTOR REPORTS

1. Standing Committee Reports.
 - a. Internal Operations Committee Meeting (Committee Members Michael Callahan and Kevin Graves) October 2, 2024.
 - b. Finance Committee Meeting (Committee Members Carolyn Graham and Ashley Porter) October 2, 2024.
 - c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) October 2, 2024.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

L. CORRESPONDENCE

M. LEGAL REPORT

N. FUTURE AGENDA ITEMS

R. ADJOURNMENT

1. Adjourn 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.

"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."

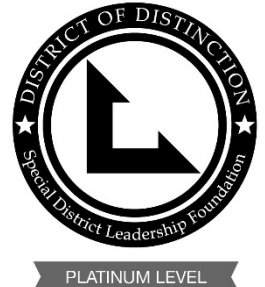
"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



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, September 18, 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.

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 Regular Board of Directors DRAFT Meeting minutes from September 4, 2024.
2. Monthly Disbursement Report - August 2024.

Director Gutow 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.

Presented by Veolia Projects Manager Anthony Harper.

- There were 448 safe working days through August 2024.
- All water wells are active.
- Well 5 is officially offline.
- Lead and Copper sampling is complete.
- No water quality complaints or violations in August.
- Conductivity will most likely be removed from the permit effective January 2025.
- Well 8 is still in the preliminary build stage.
- 210 tons of biosolids were hauled.

E. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Approve an Agreement with Tripepi Smith Communications Consultant.

Presented by Finance Manager Margaret Moggia.

- Multiple projects such as the administrative building and mainline pipeline will be necessary in the near future.

- Staff wants to utilize a communication consultant to help develop messaging and engagement with the community.
- Prop 218 will be done in the next year.
- Tripepi Smith identified their services to include strategic message development, letter to stakeholder/Op-ed, webpage content development & maintenance, social media management & monitoring/platform verification, animated video, bilingual postcard/mailer, and community building.

Public Comment:

- The speaker suggested taking a survey asking the community how they feel.

Director Gutow made a motion to approve the agreement with Tripepi Smith to provide communications support for an amount of \$37,335, authorize the General Manager to execute a Contract with Tripepi Smith to provide communications support, and authorize the General Manager to execute any additional change orders to Tripepi Smith to provide communications support.

Director Porter seconded.

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

2. Discussion and Possible Action to Approve 25-Year License Agreement with Contra Costa Water District for Access to the Town's Wastewater Diffuser Site.

Presented by General Manager Dina Breitstein.

- The Town utilizes Contra Costa Water District's (CCWD) property from Highway 4 as part of the diffuser repair project.
- Temporary encroachment permit is set to expire in December 2024.
- CCWD prepared a 25-year license agreement.
- Cost would be \$250 per year for 25 years with a total cost of \$6,250.

Director Porter made a motion to accept staff's request to Discuss the 25-Year License Agreement with Contra Costa Water District (CCWD) for access to the Town's Wastewater diffuser site and authorize the Board President to execute the attached license agreement.

Director Graves seconded.

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

3. Discussion and Possible Action to Approve Resolution 2024-14 Amending Board Policy 002 Bylaws of the Town of Discovery Bay.

Presented by General Manager Dina Breitstein.

- Staff proposes amending Board Policy 002 Bylaws only in relation to the Water & Wastewater Committee.
- Staff proposes these changes due to long-term technically challenging projects, training and knowledge sharing, and Board advisory responsibility.

Public comment:

- Speaker mentioned that current committee members are on the same election cycle.

Director Porter stated the process she went through to get up to speed on Water & Wastewater projects. Director Gutow questioned the timing of the change with two potentially new Board members being elected in December. Vice-President Graham stated knowledge is invaluable. Director Graves noted that staff brought this item to the attention of the Water & Wastewater Committee. President Callahan sees the value in both a seasoned committee member as well as bringing on a new committee member.

Director Graves made a motion to accept staff's recommendation to approve Resolution 2024-14 amending Board Policy Bylaws : Article IV Section 2. Terms and Responsibilities of Elected Officers, paragraph seven.

Director Porter seconded.

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

4. Discussion and Possible Action to Approve Agreement with Monarch Landscape Companies/Jensen Landscape for the Enhancement Project on Wilde Drive.

Presented by Landscape Manager Monica Gallo.

- Zone 9 is owned and maintained by the Town and includes landscape streetscape frontages along Wilde Drive and Poe Drive and Ravenswood Park.
- Landscaping in Zone 9 is approximately 20 years old.
- Staff received a quote from Monarch Landscape Companies/Jensen Landscape for \$60,839.47 through its OMNIA cooperative agreement.

Vice President inquired if the plants could withstand a drought.

Public Comment:

- The speaker asked if the funds were coming out of Zone 9 budget or Parks & Recreation budget. He wants to see landscaping improved along Highway 4.

Director Graves made a motion to approve the agreement with Monarch Landscape Companies/Jensen Landscape for the enhancement project of Wilde Drive for an amount of \$60,839.47, authorize the General Manager to execute any additional change orders to Monarch Landscape Companies/Jensen Landscape for the Wilde Drive enhancement project, and authorize the General Manager to execute any additional change orders to Monarch Landscape Companies/Jensen Landscape up to 15% of the contract value.

Director Porter seconded.

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

5. Discussion and Possible Action to Approve Agreement with MRC/GameTime to Replace Cornell Park Playground Structure.

Presented by Landscape Manager Monica Gallo.

- The current playground structure at Cornell Park was installed in 2011 and is rated for 5–12-year-olds.
- Staff proposes replacement playground structures include a section for 2-5-year-olds.
- Delivery of playground equipment would take 12 weeks.
- Installation would take 2 weeks.
- Staff received a quote from MRC/GameTime for \$200,337.42 through its OMNIA cooperative agreement.
- Fiscal Year 2024-2025 budget includes \$200,000 for the replacement of the playground structure. This project is designated to be funded from the Hoffman funds up to \$200,000.
- Amounts above the Hoffman funding will be funded from reserves.
- Existing wood fiber can be reused.

Public Comment:

- The speaker would like data to be used in Town decisions. He also felt play structures should last longer than 15 years. Feels solar panels should be on all shade structures.
- The second speaker does not feel the existing structure is in bad shape. She questioned the cost of the previous replacement structure.

Director Gutow made a motion to Approve the agreement with MRC/GameTime to replace the Cornell Park Playground Structure for an amount of \$200,337.42, authorize the General Manager to execute a contract with MRC/Gametime to replace the Cornell Park playground structure project, and authorize the General Manager to execute any additional change orders to MRC/Gametime up to 15% of the contract value.

Director Graham seconded.

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

F. MANAGER'S REPORT

1. Landscape Update.

Presented by Landscape Manager Monica Gallo.

- Wall was replaced on the corner of Bixler and Highway 4.
- Clean-up was done at the Sailboat Drive parking lot, and Foghorn parking lot.
- Tree work was done at Regatta Park, Highway 4, and Cornell Park.
- Landscaping was redone at the corner of Preston Drive and Point of Timber.
- Islands on South Point and Laguna Court were cleaned-up.

G. GENERAL MANAGER'S REPORT

1. Cornell Bathrooms.

- The new gates and electrical work on the Cornell bathrooms will be completed by September 30th.

2. Solar Panel Project.

- Veolia solar project is moving forward.

3. CSDM – Certified Special District Manager.

- General Manager Dina Breistein passed the CSDM test. There are 3,400 Special Districts in California. Only 79 are CSDM Managers. 12 are Platinum Districts, with The Town of Discovery Bay being one of the twelve.

H. DIRECTOR REPORTS

1. Con Fire - August 8, 2024 (Director Carolyn Graham).
2. Byron Union School District – August 8, 2024 (Director Kevin Graves).

I. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. CSDA Conference September 9-12, 2024. (Vice President Graham, Director Graves, Director Gutow).
 - Vice President Graham reported on the various networking and breakout sessions that were offered.
 - Director Graves stated the importance of the CSDA for support in legislative items.

J. CORRESPONDENCE

None.

K. LEGAL REPORT

None.

L. FUTURE AGENDA ITEMS

None.

M. ADJOURNMENT

1. Adjourned at 8:19p.m. to the next Regular Meeting of the Board of Directors on October 2, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
FIRE • RESCUE • EMS



Assistant Chief Tracie Dutter

Fire, Rescue, EMS Update Town of Discovery Bay

October 2024

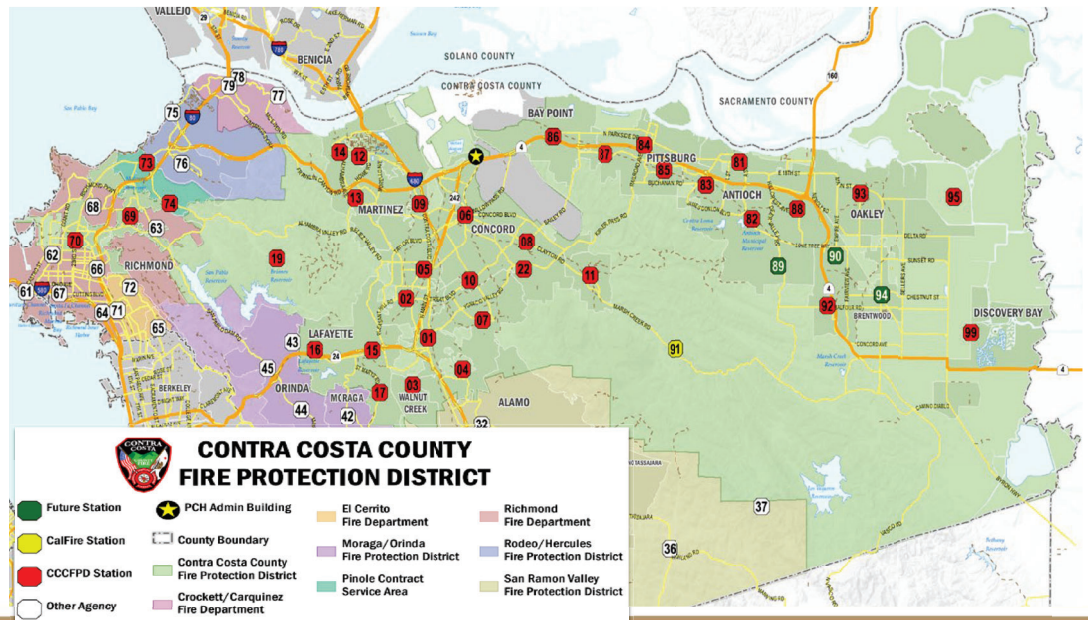
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CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

FIRE • RESCUE • EMS

Your Fire “Department” at a Glance

- Countywide fire, rescue, EMS & ambulance service
- One of the largest special fire districts in California
- Dedicated to preservation of resident life and property



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CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

FIRE • RESCUE • EMS

About Our District - Crews and Facilities

- 500+ Employees
- 34 Fire Stations and 40 Crews
- Fleet of 250 Specialized Vehicles
- Specialty Programs
- Expanded Service Area



Specialty Programs Serve Our Residents

- Ambulance Transport Alliance
- Crew 12
- Fire Dozer
- Fire Investigation
- Haz Mat
- Health and Wellness
- K 9 – Search & Arson
- Marine
- Rescue
- UAV
- FEMA Urban Search & Rescue



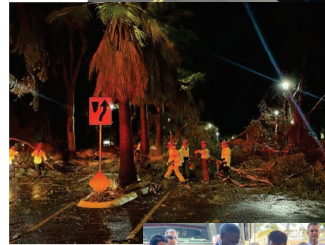
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CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

FIRE • RESCUE • EMS

What's New

- Byron Wildland Fire Center (BWFC)
- Crew 12 Countywide, Year-Round Resource and available for statewide deployments
- Residents Wildfire Mitigation Projects Program
- Construction Plans for Three New Stations Underway
- SAFER Grant Adding B8/B9 Crews in 2023
- New helicopter (Copter 3RC) based out of BWFC
- Organizational DEI Program Implemented



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**Contra Costa County Fire Protection District
Monthly Fire, Rescue & EMS Activity for the Entire District
August 2024**

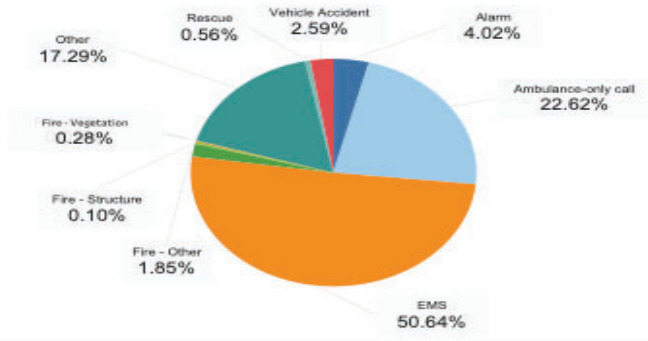


Call Volume by Incident Type

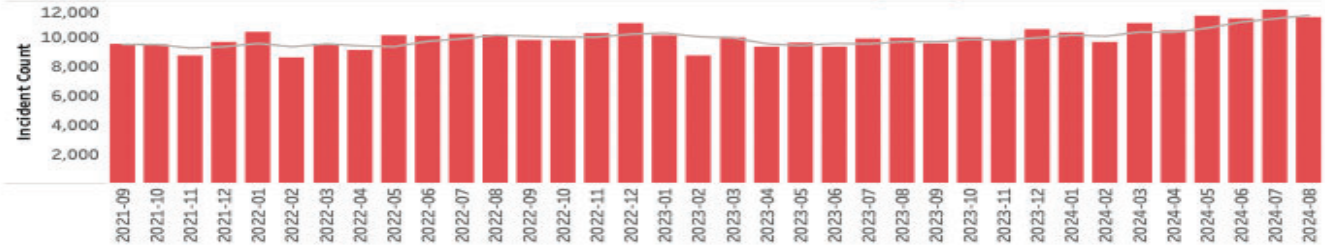
Total Incidents
11,269

Call Volume Percentage by Incident Type

Incident Type	Count of Incidents
Alarm	453
Ambulance-only call	2,549
EMS	5,707
Fire - Other	209
Fire - Structure	11
Fire - Vegetation	31
Fire - Vehicle	6
Other	1,948
Rescue	63
Vehicle Accident	292
Grand Total	11,269



36-Month Call Volume with Four-month Moving Average





Contra Costa County Fire Protection District Monthly Fire, Rescue & EMS Activity for Unincorporated Area August 2024

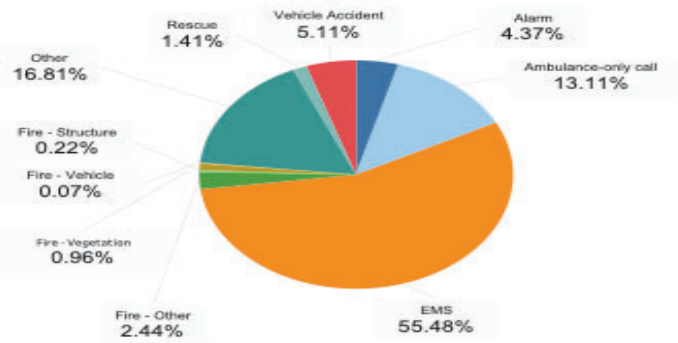


Call Volume by Incident Type

Total Incidents
1,350

Call Volume Percentage by Incident Type

Incident Type	Count of Incidents
Alarm	59
Ambulance-only call	177
EMS	749
Fire - Other	33
Fire - Structure	3
Fire - Vegetation	13
Fire - Vehicle	1
Other	227
Rescue	19
Vehicle Accident	69
Grand Total	1,350



36-Month Call Volume with Four-month Moving Average

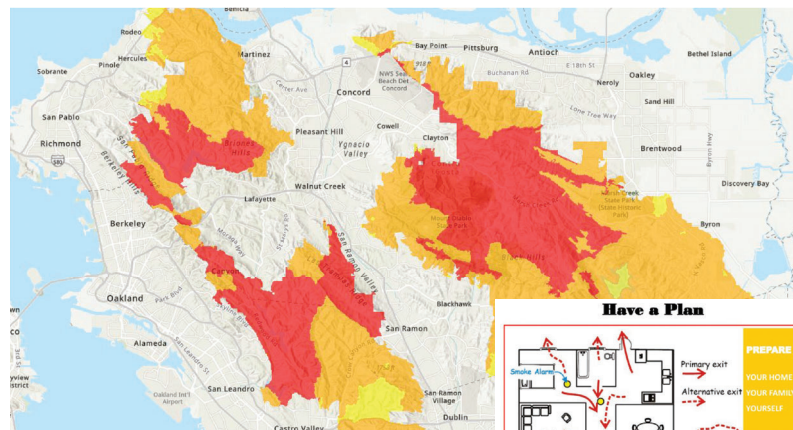


CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

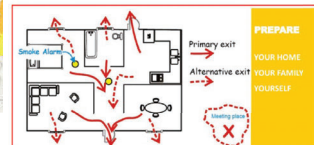
FIRE • RESCUE • EMS

Wildfire Threat

- Longer, less predictable fire weather trend continues
- Reflected in Fire Threat Zone changes
- Indicators point to dangerous fire season
- No area of county is risk free, Contra Costa County far from immune to danger
- Many resources available to residents:
 - Wildfire Mitigation Program Projects
 - Residents Guides to Prep and Evacuation



Have a Plan



ZONE ONE
-30 feet from building-

How will you ready your home for a wildfire?

- Remove all dead and dying vegetation from around the house, roof, gutters, and decks
- Keep tree limbs 10 feet from structures and other trees
- Choose fire resistant plant species
- Have a roof made of composition, metal, or tile
- Cover vents to home with a fine mesh to keep out embers

Always

- Have your go kit by the door
- Back your car in when parking
- Battery backup for your garage door opener, or
- Know how to manually open your garage door, or
- Plan ahead for assistance opening your garage door



What Goes in Your Pet Emergency Kit:

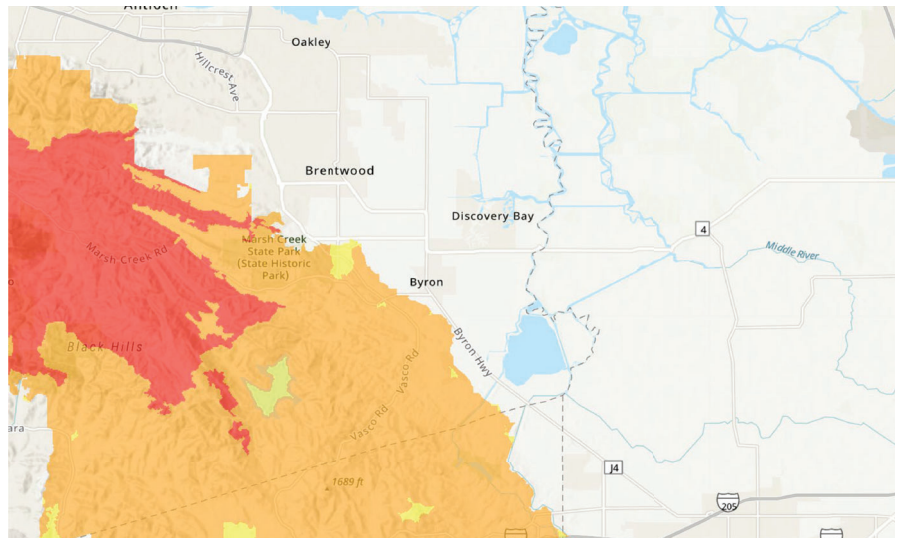


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**CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
FIRE • RESCUE • EMS**

Changing Wildfire Threat Zones – Discovery Bay

- Minimal wildfire threat in city limits
- Considerable threat to the east
- Vegetation fire threat still significant in city
- View “live” threat maps at confire.cc/cccwildfirethreat



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CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

FIRE • RESCUE • EMS

New, Valuable Evacuation Tool



- Know Your Zone tool provides real time evacuation information for residents
- Supplements information provided by county alerting system – CWS Alerts
- Used by fire and law for all evacuation scenarios – wildfire, flood, natural disaster, etc.
- Easy-to-use, app-based system available on phones, tablets, computers
- Residents can learn more at cwsalerts.com/know-your-zone/, including zones for home, schools, work, etc.

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CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

FIRE • RESCUE • EMS

Fire Safety for Residents

- Residential fires pose continued risk in our communities
- Modern home fires burn faster, hotter, and with more toxic smoke
- Simple steps can save lives:
 - Working smoke alarms on all floors, in every bedroom
 - Carbon monoxide alarms
 - Sleep with bedroom doors CLOSED
 - Have a family evacuation plan; practice it
- Much more at www.cccfpd.org



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CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
FIRE • RESCUE • EMS

Questions?

References



Service • Leadership • Teamwork • Safety and Preparedness • Professionalism • Integrity



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

**AGENDA ITEM:
G1**

Agenda Title: 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.

Meeting Date: October 2, 2024

Prepared By: Dina Breitstein, General Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Establish the ad-hoc Committee and select two board members to sit on the ad-hoc Construction Management Interview Committee.

EXECUTIVE SUMMARY:

Part of the Capital Improvement plan is to relocate and build the Town of Discovery Bay District offices to a new location. Currently the District office site is shared with the Willow Lake Water Treatment Plant. This poses potential security concerns.

To remain in compliance with the American Water Works Association Emergency Response Plan Requirements and the Risk and Resilience Assessment, the District needs to move its District Office to a new location that is not on a secured water or wastewater treatment facility site.

Due to the size, technical nature, and cost of the District Office Building project, it would be beneficial and prudent to hire a construction management firm to manage the project's day-to-day demands. Hiring a construction manager for a government administrative building project is prudent for several reasons.

Firstly, a construction manager can provide valuable expertise and experience in overseeing complex construction projects, ensuring that the building is constructed to the highest standards and within budget and time constraints.

Additionally, a construction manager can effectively coordinate between various contractors, architects, and engineers involved in the project, streamlining communication and minimizing potential delays or errors.

Furthermore, a construction manager can navigate the regulatory and compliance requirements specific to government projects, ensuring that all necessary permits and approvals are obtained.

Overall, the presence of a construction manager can help mitigate risks, optimize project efficiency, and ultimately deliver a successful government administrative building on time and within budget.

Staff is in the process of receiving proposals from Construction Management firms and would like to begin the interview process within the next few weeks.

Staff is requesting that the Board of Directors 1. Establishes the ad-hoc Committee and 2. Select two board

members to sit on the ad-hoc Construction Management Interview Committee.

FISCAL IMPACT:

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

ATTACHMENTS:

1. Resolution #2024-15.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2024-15

**RESOLUTION OF THE TOWN OF DISCOVERY BAY BOARD OF DIRECTORS
ESTABLISHING A DISTRICT OFFICE PLANNING AD HOC COMMITTEE FOR
CONSTRUCTION MANAGEMENT INTERVIEW COMMITTEE**

WHEREAS, the Town of Discovery Bay Community Services District (the “Town”) Board of Directors (the “Board”) has acknowledged that the Town’s current District Office located at 1800 Willow Lake Road, Discovery Bay, California (the “District Office”) may need to be upgraded or moved to a different site in the future; and

WHEREAS, due to the size, technical nature, and cost of the District Office project, it would be beneficial and prudent to hire a construction management firm to manage the District Office project’s day-to-day demands; and

WHEREAS, Section 2, of Article IV of the Town’s Bylaws provides that the Board may establish Ad Hoc Committees that may become necessary from time to time by Resolution of the Board; and

WHEREAS, the Town’s Board desires to form an ad hoc committee to provide input to and work collaboratively with the Town’s staff to review proposals and conduct interviews of responsive applicants desiring to provide construction management services to the Town for the District Office project.

NOW THEREFORE, BE IT RESOLVED, BY THE TOWN OF DISCOVERY BAY BOARD OF DIRECTORS, AS FOLLOWS:

1. **Recitals.** The above recitals are true and correct and incorporated herein by reference.
2. **Construction Management Interview Committee.** In accordance with Section 2, of Article IV of the Town of Discovery Bay Community Services District Bylaws, the Town’s Board of Directors hereby establishes the Construction Manager Interview Ad Hoc Committee to carry out the following efforts:
 - a. The title of the committee shall be the “Construction Manager Interview Ad Hoc Committee”.
 - b. The Construction Manager Interview Ad Hoc Committee shall be an ad hoc committee comprised of no more than two (2) members of the Board, and assisted by Town staff that may be required to carry out the functions of the Construction Manager Interview Ad Hoc Committee.

- c. The members of the Construction Manager Interview Ad Hoc Committee shall be [BOARD MEMBER] and [BOARD MEMBER]. The members of the Construction Manager Interview Ad Hoc Committee shall select a Chairperson.
 - d. The Construction Manager Interview Ad Hoc Committee shall conduct itself consistent with all applicable Policies of the Town, and in accordance with California law.
 - e. The scope of the Construction Manager Interview Ad Hoc Committee functions shall consist solely of the following:
 - i) Review responsive proposals and conduct interviews of responsive applicants desiring to provide construction management services to the Town for the District Office project.
 - f. No other power of the Town’s Board of Directors, whether express or implied, is delegated to the Construction Manager Interview Ad Hoc Committee.
 - g. The Construction Manager Interview Ad Hoc Committee shall meet as necessary to carry out its purpose and shall dissolve automatically by October 2, 2025, unless otherwise extended or dissolved by the Board prior to thereto.
3. **No Invalidation of Prior Lawful Actions.** Adoption of this Resolution shall not be construed as to invalidate any prior lawful action taken by any previously existing committee of the Town, nor any subsequent lawful action taken by the Board thereupon.
4. **Effective Date.** The provisions of this Resolution shall take effect immediately upon adoption.

Michael Callahan
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on October 2, 2024, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dina Breitstein
Board Secretary



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Agenda Title: Discussion and Possible Action Regarding the Annual Review of Board Policies.

Meeting Date: October 2, 2024.

Prepared By: Dina Breitstein, General Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Discuss and provide Staff input, if any, as to the need to adopt new Board policies and/or amendments to existing Board Policies.

EXECUTIVE SUMMARY:

Since the inception of the Town of Discovery Bay in 1998, the Board of Directors has adopted thirty (34) policies and or procedures that were developed to provide administrative and internal controls as well as identify the Board’s policy on a wide range of organizational issues. A complete list of policies and the dates established and/or amended is attached to this report.

As a best practice, Staff regularly reviews existing Board Policies and brings actions before the Board regarding the need to adopt new Board Policies and/or amendments to existing Board Policies.

An annual review of the Town’s Policies is an important step in making sure that the adopted Policies of the Board of Directors remain pertinent and continue to be relevant. The annual review also provides an opportunity for the public to review the Policies and provides an additional level of transparency.

All Board Policies are posted to the Town’s website at <https://www.todb.ca.gov/town-discovery-bay-board-policies> If the Board makes a recommendation for a new policy or amendment, staff’s first submittal will be to the appropriate committee for discussion.

This annual review will be reflected in the minutes and is a requirement for Special District Leadership Foundation’s District of Distinction recertification.

FISCAL IMPACT:

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

ATTACHMENTS:

1. List of TODB Board Policies.



Town of Discovery Bay

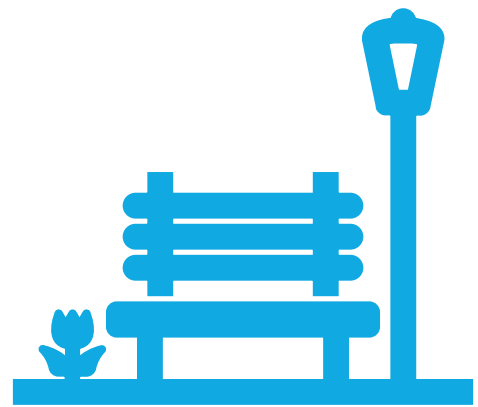
List of Board Policies

<u>Program Area</u>	<u>Policy Name</u>	<u>Date Established</u>	<u>Date Amended</u>	<u>Policy Number</u>	<u>Resolution Number</u>
Board	Conflict of Interest - Amended Every 2 years	1/28/1998	10/17/2018	001	2018-13
Board	Bylaws	3/25/1998	9/18/2024	002	2024-14
Finance	Investment Policy	7/1/1998	10/19/2022	003	2022-36
Board	Board Policy	6/19/2002	2/21/2018	004	2018-01
Administrative	Personnel Manual	8/20/2003	10/7/2020	005	2020-21
Administrative	Retention, Destruction of Audio	12/6/2006	1/16/2008	006	2008-01
Administrative	Injury and Illness Prevention Program Policy	9/17/2008	Replaced with Policy 021	007	2008-11
Administrative	Reimbursement of Expenses and Travel Policy	12/16/2009	3/7/2018	008	2014-02
Administrative	Identity Theft Prevention Program	5/19/2010	N/A	009	2010-03
Administrative	Website Policy	9/1/2010	5/3/2023	010	2023-13
Finance	Purchasing and Procurement Policy	11/3/2010	3/4/2020	011	2020-05
Parks and Landscaping	Park Rules Regulations	4/20/2011	11/4/2020	012	2020-23
Parks and Landscaping	Park & Facility Usage & Rental Policy	4/20/2011	5/3/2017	013	2016-17
Finance	Reserve Fund Policy	1/4/2012	N/A	014	2012-03
Finance	Disposition of Surplus Property	2/1/2012	N/A	015	2012-05
Administrative	Introductory Period for Newly Hired Employees	1/2/2013	N/A	016	2013-01
Administrative	Vehicle Use Policy	3/20/2013	3/1/2023	017	2023-08
Board	California Public Records Act	12/4/2013	N/A	018	2013-23
Administrative	DOT Drug and Alcohol Testing Policy	1/22/2014	8/1/2018	019	2018-10
Parks and Recreation	Volunteer Policy and Forms	1/14/2015	1/14/2015	020	2015-01
Administrative	Injury and Illness Prevention Program Policy	9/17/2008	6/15/2022	021	2022-21
Parks and Recreation	District Recreation Facilities Alcohol Policy	9/3/2014	9/18/2019	022	2014-21
Board	Policy for Facility Naming	6/17/2015	N/A	023	2015-11
Board	Use of Town Owned Equipment for local Non-Profits	9/2/2015	N/A	024	2015-16
Water Utility	Fire Hydrant Policy	6/1/2016	N/A	025	2016-07
Finance	Debt Management Policy	1/18/2017	N/A	026	2017-03
Board	Claims Policy and Procedure	9/6/2017	N/A	027	2017-17
Board	Message Board Policy	3/6/2019	N/A	028	2019-01
Board	Public Works Contracts Policy	6/19/2019	N/A	029	2019-07
Board	Board Administrative Policy No. 030 – “Discontinuation of Residential Water Service for Nonpayment.”	1/15/2020	N/A	030	2020-01
Finance	Financial Policy	9/1/2021	7/17/2024	031	2024-10
Parks & Recreation	Code of Conduct	5/3/2023	N/A	032	2023-12
Administrative	Communications	7/19/2023	N/A	33	2023-20
Finance	Capital Asset Policy	7/17/2024	N/A	34	2024-11



RECREATION UPDATES

SEPTEMBER 2024



BOD 10/2/2024



SWIM LESSONS

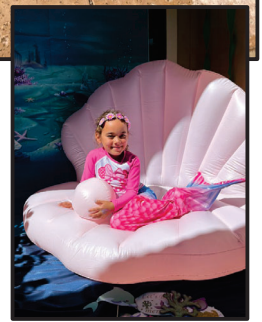


**ZUMBA
TUESDAY & THURSDAY
7:00PM-8:00PM**



**ZUMBA
TUESDAY & THURSDAY
7:00PM-8:00PM**





**MERMAID
SCHOOL**



**MOVIE IN THE PARK
BARBIE**

- 
- WATER AEROBICS – SEPTEMBER & OCTOBER
 - ZUMBA – TUESDAY & THURSDAY
 - SWIM STROKE SCHOOL – SEPTEMBER & OCTOBER
 - FIT, FUN, FAB CHAIR AEROBICS STARTS IN NOVEMBER
 - ADVANCED TENNIS LESSONS
 - PRIVATE PICKLEBALL LESSONS
 - PAINT NIGHT 18+
 - YOUTH PAINT NIGHT

FUTURE & CONTINUING CLASSES