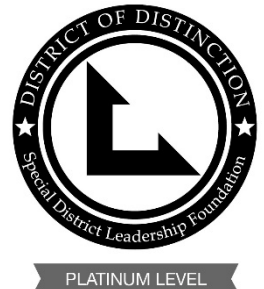




# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

**SDLF Platinum-Level of Governance**



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 15, 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/7199887329425679886>  
Webinar ID# 938-878-027

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

For listen only mode dial: (415) 655-0052 ID# 315-017-733

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 Director Ashley Porter.
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 August 26, 2021, Special Board of Directors DRAFT Meeting minutes.
2. Approve September 1, 2021, Regular Board of Directors DRAFT Meeting minutes
3. Approve Register of District Invoices.
4. Approve Destruction of Town of Discovery Bay Inactive Records.

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**

None.

**E. PRESENTATIONS**

1. Monthly Water and Wastewater Report from Veolia – August 2021.

Veolia Project Manager Anthony Harper reported on water and wastewater operations for the month of August 2021. Water samples have been submitted as required and results continue to comply with state regulations. All lift stations are active. Plant No. 1 is not currently in service. Upon the request of Director Carolyn Graham, Veolia Project Manager Harper explained conductivity as it relates to water and wastewater functions.

President Bryon Gutow and Vice President Kevin Graves discussed past figures of conductivity. Vice President Kevin Graves advised he is happy to see Veolia is monitoring the numbers closely.

Veolia Project Manager Harper advised the Board that California adopted the Revised Total Coliform Rule which becomes effective on October 1, 2021. This rule requires all Public Water Systems (PWSs) submit a new Bacteriological Sample Plan (BSP). This plan will specify where in the distribution system bacteriological samples will be collected to ensure they are representative of the water quality in the Town's system. The Town's draft of the BSP has been submitted and approved by the state. State has asked to relocate some of the sample sites to be more translucent in the collection of monthly samples.

**F. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action Regarding the Resignation of Michael Davies as General Manager. General Manager Mike Davies submitted his resignation as Town of Discovery Bay Community Service District's General Manager effective October 2, 2021. He stated that his tenure over the nearly five years as General Manager has been an honor and privilege. He thanked the Board for guiding him through his growth in his role. He expressed gratitude to the staff of Town of Discovery Bay. General Manager Mike Davies indicated the staff is high-spirited, has high morale and are very competent. General Manager Mike Davies requested the Board accept his resignation.

Director Carolyn Graham expressed gratefulness for everything General Manager Mike Davies has done for Town of Discovery Bay.

President Bryon Gutow added that working with General Manager Mike Davies has been rewarding and appreciates the guidance he provided.

General Manager Mike Davies expressed complete confidence in his successor.

Vice President Kevin Graves conveyed that General Manager Mike Davies was hired for his exceptional administrative skills and educational background in hopes of leading Town of Discovery Bay into a strong infrastructure. Vice President Kevin Graves detailed General Manager Mike Davies has excelled in all expectations set forth by the Board which hired him.

Legal Counsel Andy Pinasco commented that he has learned a lot from General Manager Mike Davies and General Manager Mike Davies has been instrumental in his growth.

Motion made by Vice President Kevin Graves to accept the resignation of Mike Davies as General Manager for the Town of Discovery Bay.

Second by Director Ashley Porter.

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

2. Discussion and Possible Action Regarding the Appointment of a General Manager and Approval of the General Manager's Employment Contract.

President Bryon Gutow announced that Assistant General Manager Dina Breitstein has accepted the offer of Town of Discovery Bay General Manager. Dina Breitstein has been presented with a contract.

Assistant General Manager Dina Breitstein expressed excitement to lead the organization. She indicated she is thankful for the opportunity.

General Manager Mike Davies advised the Board the compensation amount for the General Manager contract is \$158,500 annually. Staff is requesting Board approval of the contract for the new General Manager of Town of Discovery Bay.

Motion made by Vice President Kevin Graves to approve the contract that has been agreed upon between legal counsel, existing General Manager Mike Davies and the new General Manager, Dina Breitstein. Second by Director Carolyn Graham.

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

3. Discussion and Possible Action to Authorize Stantec Consulting to develop the Impacts on Wastewater Treatment Plant No. 2 and prepare a Water Reuse Feasibility Study for the Cechinni Ranch and other Proposed Development.

Water and Wastewater Manager Aaron Goldsworthy advised this item will allow Stantec to develop additional flow and load changes on the existing wastewater treatment plant and to estimate what level of reclaimed water use can be achieved for the planned retirement community at Cechinni ranch and a few infill parcels. It is staff's recommendation that the Board authorize the General Manager to execute the Town's Standard Professional Service Agreement with Stantec Consulting to develop the impacts on Wastewater Treatment Plant No. 2 and prepare a Water Reuse Feasibility Study for the Cechinni Ranch and other proposed development in the amount of \$25,000.

Vice President Kevin Graves requested clarification on the proposition that this development would be a retirement community due to the difference in consumption levels of water.

Water and Wastewater Manager Aaron Goldsworthy stated that he was under the impression that this project would be a retirement/ Active Adult Community.

Upon the request of President Bryon Gutow, Water and Wastewater Manager Aaron Goldsworthy explained the flow and load impact on the development of the wastewater plant.

Motion made by Vice President Kevin Graves to approve that General Manager be authorized to execute the Town's Standard Professional Service Agreement with Stantec Consulting to develop the impacts on Wastewater Treatment Plant No. 2 and prepare a Water Reuse Feasibility Study  
Second by Director Ashley Porter.

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

**G. MANAGER'S REPORT**

None.

**H. GENERAL MANAGER'S REPORT**

None.

**I. DIRECTOR REPORTS**

Director Carolyn Graham gave report of California Special District Association Conference she attended August 30, 2021 – September 2, 2021. Discussion topics included social media, strategic planning and coordination between the General Manager and the Board. Director Carolyn Graham added that listening to other attendees has helped her grow confidence in the direction Town of Discovery Bay is going.

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

Vice President Kevin Graves advised of his participation in the East Contra Costa Fire Protection District meeting on September 8, 2021, and the Contra Costa County Aviation Committee and the meeting on September 9, 2021.

Vice President Kevin Graves advised of the continued effort to generate a new contract for the consolidation of the East Contra Costa Fire Protection District into Contra Costa Fire since the removal of Rodeo, CA.

**K. CORRESPONDENCE RECEIVED**

1. Notice of Intent to Render Administrative Decision – Contra Costa County.

**L. FUTURE AGENDA ITEMS**

None.

**M. ADJOURNMENT**

1. Adjourned at 7:26 p.m. to the regular meeting on October 6, 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."