



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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 5, 2023 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 Graham.
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 June 21, 2023.
2. Approve Register of District Invoices.
3. Authorize Board Member Attendance and Activity Participation at the 2023 CSDA Conference in Monterey, CA August 28 through August 31, 2023.
4. Approve the Extension of HERWIT Engineering Contract for Services into FY 2023-2024.
5. Approve Resolution 2023-18-A of the Town of Discovery Bay Board of Directors Establishing a Community Center District Office Planning Ad Hoc Committee.

Director Graves made a Motion to Approve the Consent Calendar.

Director Gutow seconded.

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

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.
None.

2. Sheriff's Office Report.

June 2023 report was presented by Lieutenant Charlene Jacquez.

- 394 calls for service.
- 61 reports were generated.
- 3 shoplifting incidents at Safeway.
- Discovery Bay Marina was broken into between June 11th - June 12th.
- Cornell Park has had several cases of vandalism.
- Director Graham asked for clarification on reporting illegal fireworks.
- Lt. Jacquez discussed the benefits of license plate readers.

3. CHP Report.
None.

4. Contra Costa County Fire.

Presented by Assistant Chief Vito Impastato.

- Contra Costa Fire expanded into Pinole a few months ago.
- Fourth of July had 58 fires; 50 were fireworks related.
- Discovery Bay had 69 calls in June 2023; 53 of them were medical.

E. MUNICIPAL ADVISORY COUNCIL

None.

F. PRESENTATIONS

None.

G. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action Regarding Approving the Scope of Work with Lechowicz & Tseng Municipal Consultants for the Water and Wastewater Rate Study.

Presented by General Manager Dina Breitstein.

- Water and Wastewater studies are typically done every three-five years.
- There are some large expenses in the near future that require the rate study to be moved up a year.
- Lechowicz and Tseng Municipal Consultants provided a scope of work for a contract not to exceed \$42,470.00

Director Graves made a motion to approve the Scope of Work with Lechowicz & Tseng Municipal Consultants for the Water and Wastewater Rate Study.

Director Graham seconded.

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

2. Discussion and Possible Action to Approve the Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2023-2024, Accept Engineer's Report and Adopt Resolution No. 2023- 17.

Presented by General manager Dina Breitstein.

- This is an annual assessment for the Ravenswood Improvement District – DB lighting and Landscape Zone 9.
- Herwit Engineering worked with staff to determine the new per parcel assessment of \$811.78.
- There are many factors that contribute to the assessment. There are costly improvements to the splash pad that need to be made in the next year.

Director Gutow questioned how the rest of the zones are assessed to pay their share of the maintenance. GM Breitstein explained that the State of California dictates the amount assessed for all Districts.

Director Graves made a Motion to Approve the Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2023-2024, Accept Engineer's Report and Adopt Resolution No. 2023- 17.

Director Gutow seconded.

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

H. MANAGER'S REPORT

1. Landscape Update.

Presented by Assistant General Manager Allan Cantando.

- The townwide palm tree trimming is complete.
- Regatta park backflow and electrical has been replaced.
- Regatta Park playground structure is complete.
- Regatta sign at Regatta and Bixler Road intersection has been approved and will be scheduled for installation.
- Cornell Prop 68 Projects are continuing.
- Conservation Corps. will have two crews addressing weeds and streetscape in the Town July 9th - July 16th.
- Clean-up of the walking path to Safeway will be completed in the next week.
- Clipper Drive work is continuing.

I. GENERAL MANAGER'S REPORT

None.

J. DIRECTOR REPORTS

1. Standing Committee Reports.

- a. Communications Committee Meeting (Committee Members Carolyn Graham and Bryon Gutow) July 5, 2023.

Update was given by Director Graham.

- New Communications Policy was discussed. It will come to the Board at a future meeting.

- b. Parks & Recreation Committee Meeting (Committee Members Bryon Gutow and Michael Callahan) July 5, 2023.

Update given by Vice President Callahan.

- An update was given on the wall ball project.
- Discussion on shade structures for the Pickleball Courts.

- c. Water & Wastewater Committee Meeting (Committee Members Ashley Porter & Kevin Graves) July 5, 2023.

Update was given by Director Graves.

- Update on repair of Well 7.
- Update on progress of Well 8.
- New District Office brainstorming session.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Contra Costa County Aviation Advisory Committee Meeting – June 14, 2023 (Director Kevin Graves).

L. CORRESPONDENCE

None.

M. LEGAL REPORT

Legal Counsel Andy Pinasco stated he will not be attending the July 19, 2023 Board of Directors Meeting. Rod Attebery or Thomas Terpstra will attend in his absence.

N. FUTURE AGENDA ITEMS

None.

O. ADJOURNMENT

1. Meeting adjourned at 7:42p.m. to the next Regular Meeting of the Board of Directors on July 19, 2023 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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"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."