



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

President – Bryon Gutow • Director – 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 May 5, 2021
REGULAR MEETING 7:00 P.M.**

**NOTICE
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board Chambers will be 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 telephonically.

**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. – All present.
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)

Public comment regarding:

- Interest to learn more about Town of Discovery Bay.

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 April 21, 2021 Regular Board of Directors DRAFT Meeting minutes.
2. Approve Register of District Invoices.

Vice President Kevin Graves made motion to accept the minutes of the Regular Board of Directors Meeting from April 21, 2021 and to approve the Register of District Invoices as presented.

Second by Director Ashley Porter.

D. AREA AGENCIES REPORTS / PRESENTATION

1. Assembly Member Jim Frazier, District 11 – Not in Attendance.
2. Supervisor Diane Burgis, District III Report.

Leah Rodriguez, Deputy Chief of Staff for Diane Burgis, thanked the Town of Discovery Bay Board and staff for their support in establishing an updated Fire Ordinance which will allow law enforcement officers to directly penalize property owners when fireworks are discharged from their property and boats. The Pantages development was approved unanimously by the County Planning Commission and will go before of the Board of Supervisors in July 2021. COVID-19 vaccines are being given on a walk-in basis. No appointments are required. Everyone is encouraged to bring family and friends to be vaccinated without any scheduling. President Bryon Gutow asked for an update on sound wall code enforcement.

Leah Rodriguez advised the Department Conservation and Development has been kept busy but will address this issue in the future.

3. Sheriff's Office Report.

Sheriff Lieutenant Mark Johnson provided update of crime and number of calls handled. There has been a constant deputy presence in the Safeway parking lot. This has reduced the number of thefts in this location. Automated License Plate Readers (ALPR) continue to alert deputies of stolen cars and possible warrants. President Bryon Gutow asked for a comparison in crime levels between Town of Discovery Bay and its surrounding communities.

Lieutenant Johnson replied that Town of Discovery Bay crime is low at the time.

4. CHP Report – Not in Attendance.

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

E. LIAISON REPORTS

F. PRESENTATIONS

1. Draft Urban Water Management Plan (UWMP).

Water Engineer Justin Shobe discussed an Informational Presentation on the Draft 2020 UWMP with the Board. An explanation of the change in requirements and the purpose for the changes was given. Water Engineer Justin Shobe described how Town of Discovery Bay will incorporate these changes into the UWMP to satisfy mandates set forth by California's Department of Water Resources. An overview was given to explain the new and established items included in the plan. The UWMP will be reviewed by the Board on May 19, 2021 and is scheduled to be submitted to the state by July 1, 2021.

G. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Approve Community Center Pool Landscape and Hardscape Features. Parks and Landscape Manager Bill Engelman presented options for landscaping and hardscape ideas to the Board to enhance the area around the Community Center pool. Recommendation from staff was to install artificial turf inside the pool's fence perimeters. This option will reduce the cost of maintenance and will prevent grass clippings and debris from entering the pool. Artificial Turf has a life expectancy of 15-20 years. Discussion was had to enhance the width of the walkway on the west side of the pool. To widen the path, either the pool fence will need to be moved or shrubs on the west side will need to be removed. Board was asked to provide direction regarding the decision to widen the walkway. Staff suggested the possibility of using Hofmann funds to finance the widening of the walkway.

Vice President Kevin Graves expressed concern regarding expenses beyond the Community Center pool. Vice President Kevin Graves stated that future plans to build anything on the Community Center grounds might eradicate the need to expand the walkway.

Director Carolyn Graham stated she likes the idea of placing holes in the artificial turf to insert umbrellas for the pool's patrons.

Director Michael Callahan asked if permit is required for modification to the ADA path, expressed concern of what will be allowed by county regarding the expansion of the path.

Public comment regarding:

- Explanation of what the Hofmann funds are and where to access the plans to widen the ADA path.

Public was encouraged to call Town Office to get an explanation of Hofmann funds and referred to Town's website to access Agenda Packet for clarity of location of ADA path.

Staff is requesting approval to use Hofmann money to fund improvements to the Community Center landscape and hardscape. Staff is also requesting a decision to proceed with three landscaping recommendations regarding the installation of artificial turf, moving the westside pool fence and reseeding between the new path and the new fence line, and widening the ADA pathway. This was presented at the cost of \$90,000 plus 15% contingency and with request to authorized General Manager to execute all contracts in connection with this project.

Vice President Kevin Graves made a motion to accept staff's recommendation with the modification of not moving the fence in Area C, allow modifications within the fence area minus the area being filled in with concrete. Anything outside of the fence to be addressed at another time. As part of this motion, approval is granted to use Hofmann mitigation money.

Second by Director Carolyn Graham.

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

General Manager Mike Davies requested clarification of the motion made. Asked if motion included Area A walkway and removal of the shrubs.

Vice President Kevin Graves clarified that his motion does not include anything outside the fence.

Staff will modify the budget to include the motion plus 15% contingency.

H. MANAGER'S REPORT

I. GENERAL MANAGER'S REPORT

J. DIRECTORS' REPORTS

1. Standing Committee Reports.
 - a. Special Finance Committee Meeting (Committee Members Kevin Graves and Bryon Gutow) May 4, 2021.
Report given to the Board by Vice President Kevin Graves. Reported discussion of the completion of the Community Center pool and the use of Hofmann money for that purpose.
 - b. Communications Committee Meeting (Committee Members Carolyn Graham and Michael Callahan) May 5, 2021.
Report given to the Board by Director Carolyn Graham. Reported discussion of making the CCR a digital report and electronically delivering it to the community. Paper copies of the CCR will still be available upon request. Staff also presented a town template which will be used for announcements and updates.
 - c. Parks and Recreation Committee Meeting (Committee Members Bryon Gutow and Ashley Porter) May 5, 2021.
Report given to the Board by Director Ashley Porter. Reported discussion of resurfacing half the tennis courts in June. Options for the use of Prop 68 Grant to provide needed enhancements to Cornell Park.
 - d. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) May 5, 2021.
Report given to the Board by Vice President Kevin Graves regarding the purchase of a Vac Truck. Discussed a strategy to ensure responsibility to provide water and wastewater for the Cecchini project. Noted approval to move forward with geotechnical contractor for diffuser project. Today's meeting also discussed the denitrification project.
2. Other Reportable Items.

K. DIRECTOR'S TRAINING AND REGIONAL MEETING REPORTS

1. Report BUSD Regular Board Meeting – April 22, 2021 – Director Carolyn Graham.
Director Carolyn Graham advised the board of her attendance to this meeting.
2. Report Tri Delta Transit Board Meeting – April 28, 2021 – Director Carolyn Graham.
Director Carolyn Graham advised the board of her attendance to this meeting.
3. Report Code Enforcement Meeting – April 29, 2021 – Director Ashley Porter.
Director Ashley Porter reported the discussion of a sound wall enforcement and possible illegal parking of trailers at the Regional Code Enforcement Meeting.

L. CORRESPONDENCE RECEIVED

M. FUTURE AGENDA ITEMS

N. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7) Closed session commenced at 7:57 p.m.

O. CLOSED SESSION:

1. Public Employee Appointment
Title: General Manager

P. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1) Closed session concluded with no reportable action.

Q. ADJOURNMENT

1. Adjourned at 8:35 p.m. to the regular meeting on May 19, 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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