



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## SDLF Platinum-Level of Governance



President – Carolyn Graham • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Ashley Porter • Director – Lesley Belcher

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday September 3, 2025 7:00 P.M.**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m.
2. Daryl Beck of Scout Troop 514 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)**

- The first speaker commented on the proposed Discovery Bay apartment building.
- The second speaker was Daryl Beck of Scout Troop 514. The troop would like to volunteer their time and resources to a future Town project.

**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 August 20, 2025.
2. Approve the Cancellation of the December 3, 2025 and January 7, 2026 Regular Board of Directors Meetings.

Vice-President Gutow made a motion to approve the Consent Calendar.  
Director Porter 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.

Presented by Lt. Ryan White.

- There were 369 calls for service in the month of August. Twenty-nine reports were taken.
- Two individuals involved in the illegal activity at a short-term rental were arrested. The property owner was also fined.
- Lt. White addressed question regarding electronic bikes.

3. Contra Costa County Fire Protection District Report.

Presented by Assistant Fire Chief Tracie Dutter.

- Rodeo-Hercules Fire Protection District was annexed on July 1, 2025.
- Fourth of July fires were down in 2025 as compared to 2024.
- There have been seven residential structure fires in Discovery Bay from January-July 2025.
- Discovery Bay average response time in July was 9 minutes and 3 seconds.

4. Contra Costa County Code Enforcement.  
None.

**E. MUNICIPAL ADVISORY COUNCIL**

1. Discussion and Possible Recommendation to Contra Costa County on Agency Comment Request CDS24-09710 & CDDP25-03012.

- Agency Comment Request CDS24-09710 & CDDP25-03012 refers to a proposed eleven home development between Marina Road and Edgeview Court. The development will be within the Country Club HOA.
- Property owner joined remotely to answer questions.

Director Porter made a motion to recommend to the County that some sort of funding mechanism be identified to take on the responsibility for any additional landscaping.

Director Graves seconded.

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

2. Discussion and Possible Recommendation to Contra Costa County on Agency Comment Request CDDP25-03020.

- Agency Comment Request CDDP25-03020 refers to a replacement guard shack at the Lakes.

Director Graves made a motion stating the Town has no comments on the Agency Comment Request.

Director Porter seconded.

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

**F. PRESENTATIONS/UPDATES**

None.

**G. DISCUSSION AND POSSIBLE ACTION**

1. Public Hearing and Possible Action to Adopt Resolution No. 2025-11 Amending the Town of Discovery Bay Community Services District's Water and Sewer Capacity Fee Schedule.

Presented by Project Manager Mike Yeraka.

- In 2022 the Town revised the Water and Sewer Capacity fees.
- Resolution 2025-11 approves the recommended increase per Equivalent Dwelling Unit (EDU) of 5.51% consistent with the ENR CCI Increase.
- The Water and Wastewater Committee reviewed this item.

President Graham opened the Public Hearing at 7:52p.m.

Public comment:

- The speaker wants to make sure the Town has enough water to accommodate new builds.

President Graham closed the Public Hearing.

- Director Graves made a motion to adopt Resolution No. 2025-11 updating the capacity fee charges for water and sewer service pursuant to Government Code §66016.

Director Belcher seconded.

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

**H. MANAGER'S REPORT**

None.

**I. GENERAL MANAGER'S REPORT**

None.

**J. DIRECTOR REPORTS**

1. Standing Committee Reports.

- a. Communications Committee Meeting (Committee Members Bryon Gutow and Lesley Belcher) September 3, 2025.

- Director Belcher reported that the committee discussed social media engagement, new quarterly newsletter, and community engagement.

- b. Parks & Recreation Committee Meeting (Committee Members Bryon Gutow and Carolyn Graham) September 3, 2025.

- Director Gutow reported that the committee discussed the Cornell bathrooms.

- c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Carolyn Graham) September 3, 2025.

- Director Graves reported that the committee discussed the capacity fee item presented at the Board of Directors meeting.

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

None.

**L. CORRESPONDENCE**

None.

**M. LEGAL REPORT**

None.

**N. FUTURE AGENDA ITEMS**

None.

**O. ADJOURNMENT**

1. Adjourn at 7:58p.m. to the next Regular Meeting of the Board of Directors on September 17, 2025 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505.