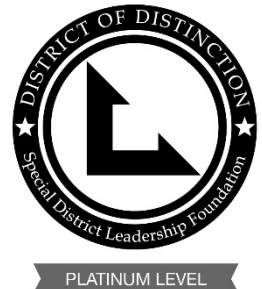




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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 April 7, 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. – By President Bryon Gutow.
2. Pledge of Allegiance – Led by Assistant General Manager Dina Breitstein.
3. Roll Call – All present.

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

Public comment regarding:

- Concerns of reckless driving and speeding on Regatta Drive. Petition has been started to request speed bumps.
- Request for direction to have speed bumps installed on Regatta Drive.
- Speeding near Regatta Drive.

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 March 17, 2021 Regular Board of Directors DRAFT Meeting minutes.
2. Approve Register of District Invoices.

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 REPORTS / PRESENTATION

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

Lea Rodriguez, Deputy Chief of Staff for Diane Burgis, asked public with concerns about installing speed bumps to contact her, and she will help direct them to the Public Works Department, Traffic Safety Coordinator. Lea Rodriguez updated the Board on Governor Newsom's plan to open the state completely on June 15,

2021. In Contra Costa County hospitalizations are at their lowest since October 2020. There will be guardrail work Vasco Road April 7-15, 2021 from 9:00 a.m. – 4:00 p.m. Firework Ordinance will be updated. Draft will be presented to Board soon for adoption.

3. **Sheriff's Office Report.**

Sheriff Lieutenant Mark Johnson provided the Board an update of service calls and criminal activity in Discovery Bay. Local Sheriff Deputy Cody Castelluccio was nominated as Patrol Deputy of the Year. He's doing a fantastic job. Automated License Plate Readers (ALPR) continue to assist in identifying possible criminal activity. Catalytic convertor theft is still a concern. The Lieutenant provided a printout of statistics to compare this year's criminal activity to crime last year and in 2019.

4. **CHP Report - Not in Attendance.**

5. **East Contra Costa Fire Protection District Report.**

Fire Department Battalion Chief Ross Macumber gave the Board an update on service calls for the month of March 2021. Reported structural fires, vegetation fires and vehicle fire. The ECCFPD continues to move forward with the annexation with ConFire. Preliminary report is in process and will be available next month. Station 55 is scheduled to open March 2022. San Jose State University Fire Weather Laboratory reports moisture in this area is the lowest it's ever seen. This raises grave concerns and high possibilities of strong fires. Abatement of weeds will also be enforced and public is encouraged to call and report any weeds that might pose a fire threat.

E. LIAISON REPORTS

F. PRESENTATIONS

G. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Approve the Contract for HERWIT Engineering to Prepare the 2021-2022 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9 by Resolution No. 2021-05.

Finance Manager Julie Carter advised the Board that funding for Ravenswood Park is provided by information gathered and presented in the Annual Assessment Report for Ravenswood Improvement. Herwit Engineering has in depth knowledge and access to historical data which makes them a good choice for writing this annual report. Staff recommendation is to allow Herwit Engineering to proceed with the process of generating the 2021-2022 Annual Assessment Report for the Ravenswood Improvement District for an amount not to exceed \$1,800.

Motion made by Vice President Kevin Graves to accept Resolution 2021-05 permitting Herwit Engineering to prepare the 2021-2022 Annual Assessment Report for the Ravenswood Improvement District.

Second by Director Carolyn Graham.

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

H. MANAGER'S REPORT

1. Denitrification Update.

Water and Wastewater Manager Aaron Goldsworthy gave an update on the denitrification project. This project went out to bid on April 1, 2021. There are currently 14 interested contractors. All bids are due on May 6, 2021 and the bid will be awarded on May 19, 2021. Notice to Proceed will be issued June 7, 2021.

2. Water Projects Update.

Well 4A piping has been redone. Filter project on Newport Treatment Plant will be completed by end of April 2021. Underwater crossing project on Willow Lake and Laguna is currently being done by Northern Directional Drilling and will be completed before May 2021. Well 1B is refurbished, cleaning is done and capacity test is being performed. It should be back in operation by middle of May.

I. GENERAL MANAGER'S REPORT

General Manager Mike Davies updated the Board on letter to Cal Trans requesting a review of the intersection of Highway 4 and Discovery Bay Blvd. A letter was sent from Cal Trans to Town of Discovery Bay confirming receipt of request to review the intersection for safety.

General Manager Mike Davies advised the Board that Newport Pointe development has been approved by LAFCO and is within Town of Discovery Bay jurisdiction. New boundary map will be received next week and posted online.

J. DIRECTORS' REPORTS

1. Standing Committee Reports.

- a. Finance Committee Meeting (Committee Members Kevin Graves and Bryon Gutow) April 7, 2021. Chair Kevin Graves reported discussion of the Preliminary Draft Budget. There was a change to

the Committee Bylaws to change time of the Finance Committee meeting from 3:30 p.m. to 4:30 p.m.

- b. Internal Operations Committee Meeting (Committee Members Michael Callahan and Carolyn Graham) April 7, 2021

Chair Michael Callahan advised the Board of change to Committee Bylaws. Internal Operations Committee will now meet at 3:30 p.m. instead of 4:30 p.m. There was an update to the Town's Mission, Vision, Goals and Value Statement to incorporate diversity and inclusion.

- c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) April 7, 2021.

Vice-Chair Ashley Porter advised the Board there was an update on the denitrification project and the timeline of its expected progress.

- 2. Other Reportable Items.

K. DIRECTOR'S TRAINING AND REGIONAL MEETING REPORTS

- 1. Report of Tri Delta Transit Board of Directors Meeting – March 24, 2021- Director Carolyn Graham. Director Carolyn Graham advised she attended the Tri Delta Transit Board Meeting. There weren't any discussions of direct relevance to Town of Discovery Bay however the Tri Delta Transit Board was happy to have someone from Town of Discovery Bay on the phone during the meeting.

L. CORRESPONDENCE RECEIVED

M. FUTURE AGENDA ITEMS

N. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

O. CLOSED SESSION:

P. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

Q. ADJOURNMENT

- 1. Adjourned at 7:34 p.m. to the regular meeting on April 21, 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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