



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## SDLF Platinum-Level of Governance



President – Michael Callahan • Vice-President – Carolyn Graham • Director – Kevin Graves • Director – Bryon Gutow • Director – Ashley Porter

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday March 6, 2024 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. Vice President Graham 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)**

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 February 21, 2024.
2. Approve Register of District Invoices.

Director Porter made a Motion to Approve the Consent Calendar.

Vice-President Graham 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. Charlene Jacquez.

- There were 311 calls for service. Of those 311 calls, 49 reports were written, and 12 arrests were made.
- There were robberies at both Safeway and CVS.
- National Prescription Drug Take Back Day will be on Saturday, April 27, 2024.
- Junior Women's Academy is June 11-13, 2024.

3. Contra Costa County Fire Protection District Report.  
None.

**E. MUNICIPAL ADVISORY COUNCIL**

None.

**F. PRESENTATIONS**

1. Water and Wastewater Rate Study Presentation.

Presented by Alison Lechowicz with Lechowicz and Tseng.

- The last Water & Wastewater Rate Study was done in 2020.
- Inflationary increases are needed for operations.
- Funding is needed for upcoming projects such as: Water Pipeline Replacement, Underwater Crossings, and District Office Building.
- Public Hearing would tentatively be June 5<sup>th</sup> or June 19<sup>th</sup>.
- If approved, rates would go into effect July 1, 2024.

**G. DISCUSSION AND POSSIBLE ACTION**

1. Discussion and Possible Action to Approve the Parks and Recreation 2024 Programs, Activities, and Event Fee Waivers.

Presented by Landscape Manager Monica Gallo.

- Each year the General Manger has waived the fees for Scouts of America Troop 514, the Annual Easter Egg Hunt, and two Summer Jam concerts.
- Staff requests that the Board approve the waivers for 2024.
- Director Gutow recused himself as he is on the Board for the Lions Club.

Vice-President Graham made a motion to accept the 2024 Programs, Activities, and Event Fee Waivers by the General Manager for a total amount of \$2,895.00.

Director Porter seconded.

Vote: Motion carried – AYES: 4 – Callahan, Graham, Graves, Porter, NOES: 0, ABSTAINED: 1 - Gutow, ABSENT: 0.

2. Discussion and Possible Action to Approve the 2024 Parks and Recreation Public Event Calendar.

Presented by Landscape Manager Monica Gallo.

- Annual Events include Easter Egg Hunt, Pickleball Tournament, Car Show, Summer Jam, Movies in the Park, Flick 'n Float, Paws on Parade and Cocoa with Santa/Tree Lighting.
- Director Gutow recused himself as he is on the Board for the Lions Club.

Director Graves made a motion to approve staff recommendation to approve the Parks and Recreation Public Event Calendar for 2024.

Director Porter seconded.

Vote: Motion carried – AYES: 4 – Callahan, Graham, Graves, Porter, NOES: 0, ABSTAINED: 1 - Gutow, ABSENT: 0.

3. Discussion and Possible Action Regarding the Town's participation in the Discovery Bay Yacht Club's Opening Day Parade.

Presented by General Manager Dina Breitstein.

- The Yacht Club is holding their Annual Opening Day Boat Parade on April 13, 2024.
- The Town was invited to participate in the parade.
- Staff has no recommendation. If the Board of Directors wish to participate in the Opening Day Parade, the recommended action would be to authorize the General Manager to coordinate entry and approve related expenses from the appropriate revenue sources up to an amount to be determined by the Board of Directors.
- Vice-President Graham recused herself as she is the parade organizer on behalf of the Yacht Club.
- Legal Counsel Andy Pinasco stated that staff can choose to volunteer but the Town cannot require Staff to participate in the event.

Director Graves made a motion to give the Board permission to participate in the parade with a budget not to exceed \$300 if the Board feels they have the capacity to do it.

Director Gutow seconded.

Vote: Motion Failed – Ayes: 0, NOES: 4 – Porter, Gutow, Graves, Callahan, ABSTAINED: 1 – Graham, ABSENT: 0.

**H. MANAGER’S REPORT**

None.

**I. GENERAL MANAGER’S REPORT**

General Manager Dina Breitstein had five updates.

- CSDA Legislative Days is May 21-22, 2024 in Sacramento.
- Town received approval from the SWRCB to abandon and decommission Well 5A.
- The Town had an opening for a maintenance/landscape worker. A current employee will be transitioning into their new position. A former employee will be returning to join town staff.
- The Town received the insurance check for the crane truck accident.
- The Town will be hiring a new Recreation Coordinator. Monica Gallo will transition into the Landscape Manager position.

**J. DIRECTOR REPORTS**

1. Standing Committee Reports.

a. Communications Committee Meeting (Committee Members Bryon Gutow and Carolyn Graham) March 6, 2024.

- Director Gutow reported the Committee met and discussed whether the Committee should meet “as needed” in the future. Committee could not come to a consensus.

b. Parks & Recreation Committee Meeting (Committee Members Michael Callahan and Bryon Gutow) March 6, 2024.

- Director Gutow reported that the Committee received Park and Landscape updates from Monica Gallo as well as the items that she presented earlier at the Board meeting.

c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) March 6, 2024.

- Director Graves reported that the Committee discussed updating the SCADA system at the Newport Lift Station as well as the new District Office Building.

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

None.

**L. CORRESPONDENCE**

None.

**M. LEGAL REPORT**

Legal Counsel Andy Pinasco let the Board know that soon he will be emailing the annual General Manager Evaluation. This item is expected to come to an April Board of Directors meeting.

**N. FUTURE AGENDA ITEMS**

None.

**O. ADJOURNMENT**

1. Adjourned at 7:58p.m. to the next Regular Meeting of the Board of Directors on March 20, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.