



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday October 5, 2022, 7:00 P.M.

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Meeting called to order at 7:00 p.m.
2. Attorney Andy Pinasco led 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)

- First speaker voiced concerns regarding Airbnb.
- Second speaker voiced concerns regarding Airbnb.
- Third speaker voiced concerns regarding Airbnb.
- Fourth speaker spoke on possible solutions regarding Airbnb.

President Graves gave an update on what the District is able to do regarding Airbnb's. He stated the Board of Directors has sent letters to the Board of Supervisors and has brought up the subject multiple times with Code Enforcement.

Director Graham directed residents to our website where they can view the letter sent to the Board of Supervisors.

- Fifth speaker asked why we are not an incorporated town. President Graves directed her to call staff at the Town offices to get a comprehensive understanding.

Stephen Griswold the District Representative for Diane Burgis's Office spoke via teleconference. He encouraged residents to continue to call code enforcement and the Sheriff's office with their concerns.

Vice President Porter told residents to call the Sheriff's office first so that there is a report for Code Enforcement to reference as they do not work on the weekends.

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 September 21, 2022.
2. Approve Register of District Invoices.
3. Approve Resolution 2022-34 Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to the Brown Act Provisions.

Director Gutow made a Motion to Approve the Consent Calendar.
Director 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.

Presented by Stephen Griswold.

- Board of Supervisors opened a time capsule from the old County Administration building that is being demolished.
 - Board of Supervisors is putting together a time capsule for the new facility. The Town of Discovery Bay submitted a letter to be included in the new time capsule.
 - Board of Supervisors is hosting a Veterans' Round Table Discussion and Resource Fair tentatively scheduled for November 12, 2022.
 - There are no new developments on the proposed apartment complex in Discovery Bay.
 - The general amendment for the fire house was approved at the Board of Supervisors meeting.
2. Sheriff's Office Report.
None.
 3. CHP Report.
None.
 4. ~~Contra Costa Fire Report~~ (Assignment by Con Fire Pending)
None.

E. PRESENTATIONS

F. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Accept Capacity Fee Charge Report for Fiscal Year 2021-22.

Presented by Finance Manager, Julie Carter.

- There was one residential sewer permit issued for a total of \$17,080.00.
- Water & Wastewater ending balance on June 30, 2022, was \$1,855,881.07.

Director Callahan made a Motion to Accept Capacity Fee Charge Report for Fiscal Year 2021-22.
Vice President Porter seconded.

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

2. Discussion and Possible Action to Approve Reimbursement Disclosure Report – Gov. Code 53065.5

Presented by Finance Manager, Julie Carter.

- There were two reimbursements over the \$100 threshold for last year.

Director Gutow made a Motion to Approve Reimbursement Disclosure Report – Gov. Code 53065.5
Director Graham seconded.

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

3. Discussion and Possible Action to Approve an Employment Contract with Michael R. Davies to Provide Services on an As-Needed Basis During the Period of October 16, 2022, through June 30, 2023, and Authorize Board President to Sign the Agreement on Behalf of the District.

Presented by General Manager, Dina Breitstein.

- Interim General Manager Michael R. Davies will stay on to help train the new Assistant General Manager as well as provide services on an as-needed basis through June 30, 2023.

Vice President Porter made a Motion to Approve an Employment Contract with Michael R. Davies to Provide Services on an As-Needed Basis During the Period of October 16, 2022, through June 30, 2023, and Authorize Board President to Sign the Agreement on Behalf of the District.

Director Graham seconded.

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

G. MANAGER’S REPORT

H. GENERAL MANAGER’S REPORT

Presented by General Manager, Dina Breitstein.

- Allan Cantando has been hired as the new Assistant General Manger effective October 17, 2022. He will be introduced at the October 19, 2022, Board of Directors meeting.

I. DIRECTOR REPORTS

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Contra Costa County Fire Protection District Advisory Fire Commission Meeting– September 12, 2022 (President Kevin Graves).
2. Contra Costa County Aviation Advisory Committee Meeting– September 14, 2022 (President Kevin Graves).
3. Liberty Union High School District Board Meeting- September 21, 2022 (President Kevin Graves).

K. CORRESPONDENCE RECEIVED

1. Delta Stewardship Council – Proposed Amendment to Existing Regulation.

L. MUNICIPAL ADVISORY COUNCIL

1. Discussion and Possible Action Regarding Municipal Advisory Committee Agency Comment Request- County File #CDLP22-02055.

Presented by General Manager, Dina Breitstein.

- Staff has no comment on County File #CDLP22-02055.

Vice President Porter made a Motion to approve staff recommendation of no comment Regarding Municipal Advisory Committee Agency Comment Request- County File #CDLP22-02055.

Director Callahan seconded.

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

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

1. Meeting adjourned at 7:40 p.m. to the next Regular Meeting of the Board of Directors on October 19, 2022, 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."