



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

**SDLF Platinum-Level of Governance**



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

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday July 19, 7:00 P.M.**

**TO ATTEND IN PERSON:** The meeting will be held at the Community Center located at 1601 Discovery Bay Boulevard.

**TO ATTEND BY ZOOM WEBINAR:** <https://us06web.zoom.us/j/85454370841>

**TO ATTEND BY PHONE:** +1 (669) 444 9171 or +1 (719) 359 4580 **WEBINAR ID:** 854 5437 0841

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.
2. Pledge of Allegiance.
3. Roll Call.

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

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the viewpoint of the Directors.

**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 July 5, 2023.
2. Approve Register of District Invoices.

**D. PRESENTATIONS**

1. Veolia Presentation.

**E. DISCUSSION AND POSSIBLE ACTION**

1. Public Hearing to consider Town of Discovery Bay CSD Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessment Report for the Fiscal Year 2023-2024; Continue Collection of Assessments on County Tax Roll and Adoption of Resolution No. 2023-19.
2. Discussion and Possible Action to Adopt Resolution 2023-20 Establishing a Communications Policy for the Town of Discovery Bay Community Services District (CSD).
3. Discussion and Possible Action Regarding Date, Time, Agenda and Budget of Discovery Bay Town Hall Event.

4. Discussion and Possible Action to Authorize General Manager to Execute an Agreement for the Purchase and Installation of Shade Cover Poles at Community Center Pickleball Courts Project and Accept Donation from Discovery Bay Recreation and Sports, INV to be used for the Project.

**F. MANAGER'S REPORT**

1. Parks and Recreation Update.

**G. GENERAL MANAGER'S REPORT**

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

1. Con Fire Meeting – July 11, 2023 (Director Carolyn Graham)

**I. CORRESPONDENCE**

**J. LEGAL REPORT**

**K. FUTURE AGENDA ITEMS**

**L. ADJOURNMENT**

1. Adjourn to the next Regular Meeting of the Board of Directors on August 2, 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."



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

### MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday July 5, 2023 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. Pledge of Allegiance was led by Director Graham.
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 June 21, 2023.
2. Approve Register of District Invoices.
3. Authorize Board Member Attendance and Activity Participation at the 2023 CSDA Conference in Monterey, CA August 28 through August 31, 2023.
4. Approve the Extension of HERWIT Engineering Contract for Services into FY 2023-2024.
5. Approve Resolution 2023-18-A of the Town of Discovery Bay Board of Directors Establishing a Community Center District Office Planning Ad Hoc Committee.

Director Graves made a Motion to Approve the Consent Calendar.

Director Gutow 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.

June 2023 report was presented by Lieutenant Charlene Jacquez.

- 394 calls for service.
- 61 reports were generated.
- 3 shoplifting incidents at Safeway.
- Discovery Bay Marina was broken into between June 11<sup>th</sup> - June 12<sup>th</sup>.
- Cornell Park has had several cases of vandalism.
- Director Graham asked for clarification on reporting illegal fireworks.
- Lt. Jacquez discussed the benefits of license plate readers.

3. CHP Report.  
None.

4. Contra Costa County Fire.

Presented by Assistant Chief Vito Impastato.

- Contra Costa Fire expanded into Pinole a few months ago.
- Fourth of July had 58 fires; 50 were fireworks related.
- Discovery Bay had 69 calls in June 2023; 53 of them were medical.

**E. MUNICIPAL ADVISORY COUNCIL**

None.

**F. PRESENTATIONS**

None.

**G. DISCUSSION AND POSSIBLE ACTION**

1. Discussion and Possible Action Regarding Approving the Scope of Work with Lechowicz & Tseng Municipal Consultants for the Water and Wastewater Rate Study.

Presented by General Manager Dina Breitstein.

- Water and Wastewater studies are typically done every three-five years.
- There are some large expenses in the near future that require the rate study to be moved up a year.
- Lechowicz and Tseng Municipal Consultants provided a scope of work for a contract not to exceed \$42,470.00

Director Graves made a motion to approve the Scope of Work with Lechowicz & Tseng Municipal Consultants for the Water and Wastewater Rate Study.

Director Graham seconded.

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

2. Discussion and Possible Action to Approve the Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2023-2024, Accept Engineer's Report and Adopt Resolution No. 2023- 17.

Presented by General manager Dina Breitstein.

- This is an annual assessment for the Ravenswood Improvement District – DB lighting and Landscape Zone 9.
- Herwit Engineering worked with staff to determine the new per parcel assessment of \$811.78.
- There are many factors that contribute to the assessment. There are costly improvements to the splash pad that need to be made in the next year.

Director Gutow questioned how the rest of the zones are assessed to pay their share of the maintenance. GM Breitstein explained that the State of California dictates the amount assessed for all Districts.

Director Graves made a Motion to Approve the Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2023-2024, Accept Engineer's Report and Adopt Resolution No. 2023- 17.

Director Gutow seconded.

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

**H. MANAGER'S REPORT**

1. Landscape Update.

Presented by Assistant General Manager Allan Cantando.

- The townwide palm tree trimming is complete.
- Regatta park backflow and electrical has been replaced.
- Regatta Park playground structure is complete.
- Regatta sign at Regatta and Bixler Road intersection has been approved and will be scheduled for installation.
- Cornell Prop 68 Projects are continuing.
- Conservation Corps. will have two crews addressing weeds and streetscape in the Town July 9<sup>th</sup> - July 16<sup>th</sup>.
- Clean-up of the walking path to Safeway will be completed in the next week.
- Clipper Drive work is continuing.

**I. GENERAL MANAGER'S REPORT**

None.

**J. DIRECTOR REPORTS**

1. Standing Committee Reports.

- a. Communications Committee Meeting (Committee Members Carolyn Graham and Bryon Gutow) July 5, 2023.

Update was given by Director Graham.

- New Communications Policy was discussed. It will come to the Board at a future meeting.

- b. Parks & Recreation Committee Meeting (Committee Members Bryon Gutow and Michael Callahan) July 5, 2023.

Update given by Vice President Callahan.

- An update was given on the wall ball project.
- Discussion on shade structures for the Pickleball Courts.

- c. Water & Wastewater Committee Meeting (Committee Members Ashley Porter & Kevin Graves) July 5, 2023.

Update was given by Director Graves.

- Update on repair of Well 7.
- Update on progress of Well 8.
- New District Office brainstorming session.

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

1. Contra Costa County Aviation Advisory Committee Meeting – June 14, 2023 (Director Kevin Graves).

**L. CORRESPONDENCE**

None.

**M. LEGAL REPORT**

Legal Counsel Andy Pinasco stated he will not be attending the July 19, 2023 Board of Directors Meeting. Rod Attebery or Thomas Terpstra will attend in his absence.

**N. FUTURE AGENDA ITEMS**

None.

**O. ADJOURNMENT**

1. Meeting adjourned at 7:42p.m. to the next Regular Meeting of the Board of Directors on July 19, 2023 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."

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DRAFT



Water and Waste Water Monthly Report  
Town of Discovery Bay

*Presented July 2023*

## Safety & Training

Safe Work Days: 52

### Additional Training:

Forklift Safety

Materials Handling Safety

Housekeeping and Maintenance

### Weekly Safety Topics:

6/5 – Municipal Water Stand Down Meeting

6/14 – Crushed Fingers, Hand Recordable Injuries

6/21 – Shoulder, Elbow, Knee Recordable Injuries

6/28 – New Veolia PPE Policy



## Water Well Status

Willow WTP

01

Active

02

Active

06

Active

Newport WTP

04

Active

05

Active  
(Emergency)

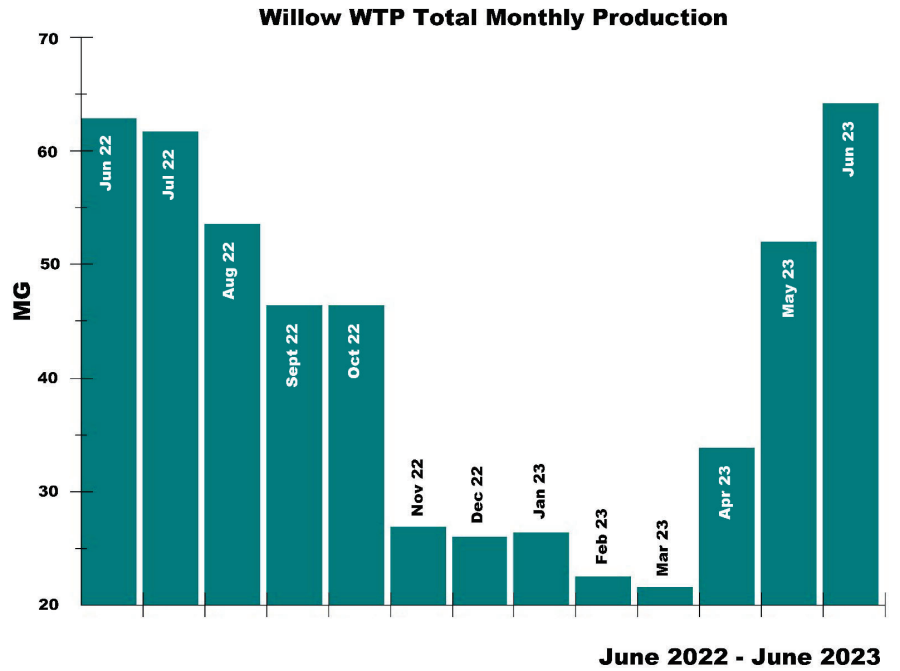
07

Down for  
Repairs

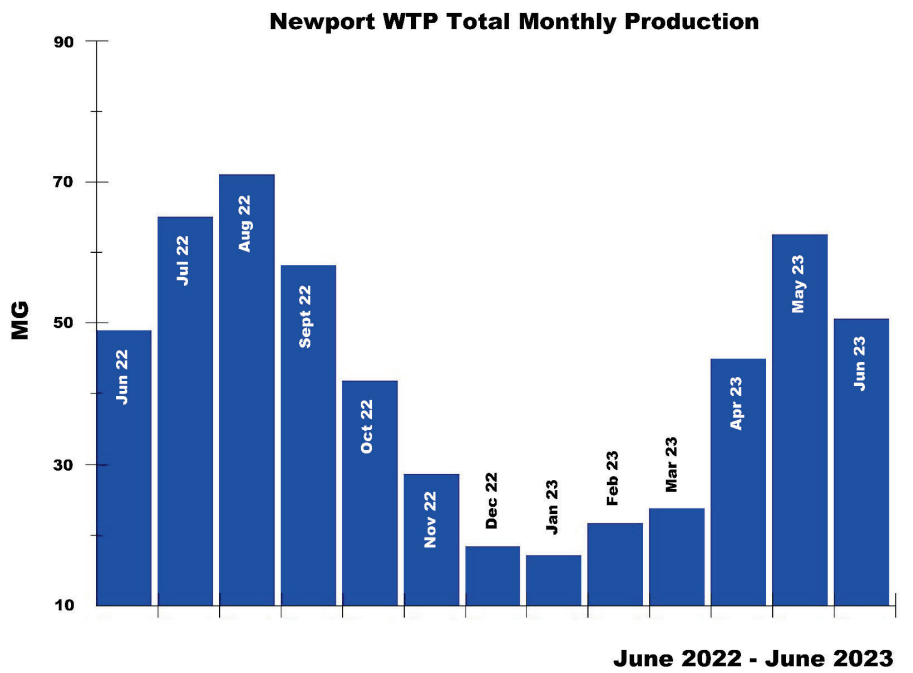
## Water Production & Chemicals

	Production (MG)	Chemicals (gal) (Sodium Hypochlorite)
Willow WTP	64.10	2,182
Newport WTP	50.51	832
TOTAL	114.60	3,014

## Water Production - Willow Total Monthly Production



## Water Production - Newport Total Monthly Production



## **Water Compliance**

Coliform Samples Collected: 20

Coliform Positive Results: 0

Water Quality Complaints: 0

Hydrant Flushing: 0

Valve Exercising: 0

## Lift Station Status

**A**

Active

**C**

Active

**D**

Active

**E**

Active

**F**

Active

**G**

Active

**H**

Active

**J**

Active

**R**

Active

**S**

Active

**Newport**

Active

**Lakeshore**

Active

**Lakes**

Active

**Lakes 4**

Active

**Bixler**

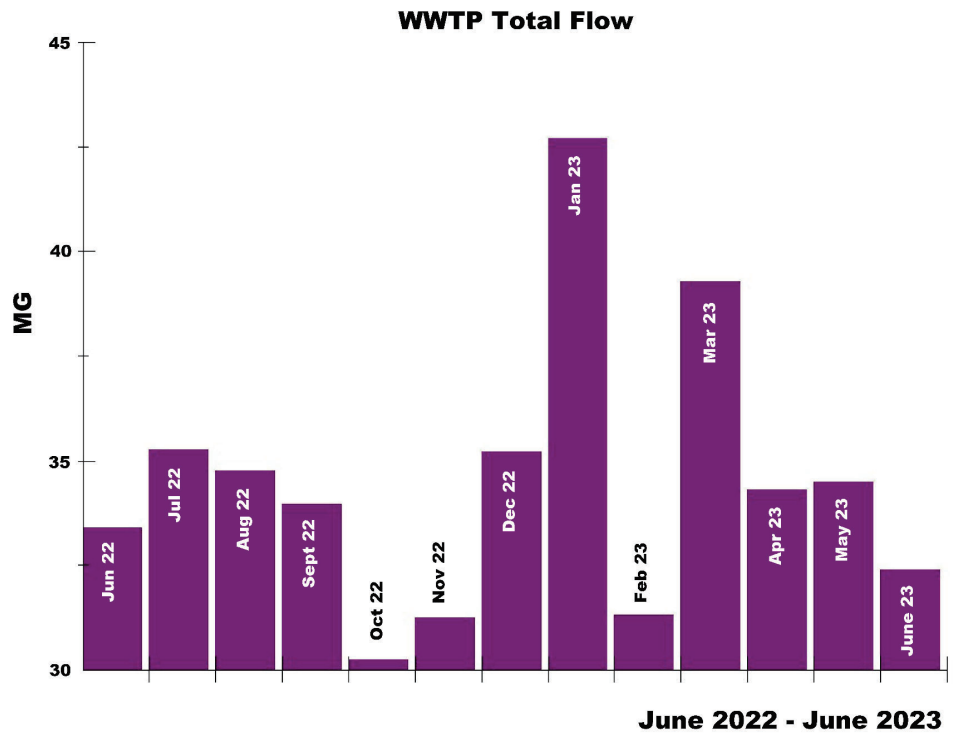
Active

## Wastewater Flow & Chemicals

WW Plant 2	Total Flow (MG)	Influent Flow avg. (MG)	Discharge Flow avg. (MG)
	32.39	.96	1.08
	Last Year Flow (MG)	Polymer (gal)	Alum (gal)
	33.39	200	0

## WWTP 2

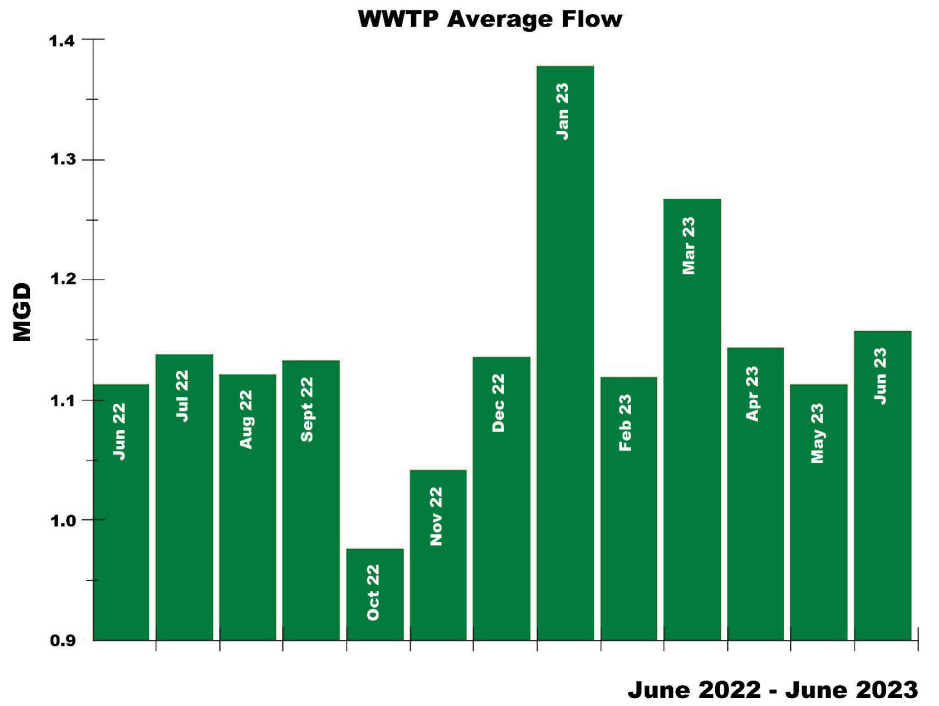
### Total Monthly Flow





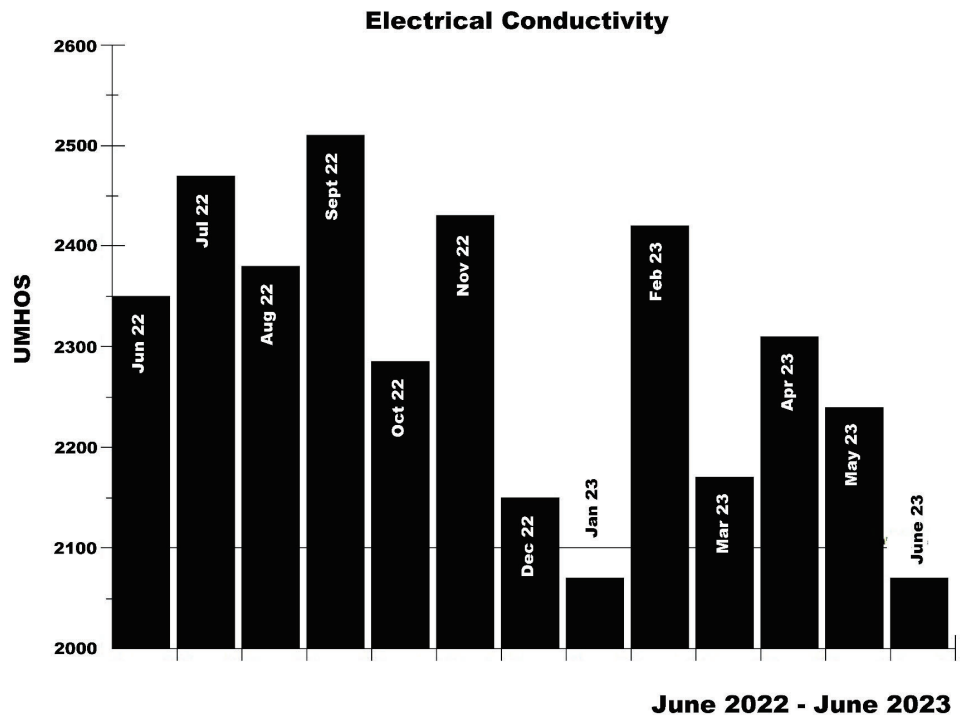
## WWTP 2

### Average Discharge Flow



## WWTP 2

### Monthly Conductivity



## Wastewater Compliance

Effluent BOD<sub>5</sub>, mg/L < 10: 0.9

Effluent TSS, mg/L < 10: 1.0

Total Coliform 7 day median < 2.2: <2

Total Coliform daily max < 23: <2

Eff NTU daily avg < 2: 1

Eff Ammonia (N), mg/L < 8.4: ND

Removal BOD<sub>5</sub>, monthly > 85%: 99.6%

Removal TSS, monthly > 85%: 99.1%

Conductivity annual avg < 2,400: 2,213

Nitrates monthly < 38: 28

Nitrates after denite < 10: 6

**Maintenance  
& Improvements**

SSOs: 0

Customer Inquires: 0



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**

July 19, 2023

**Prepared By:** Allan Cantando, Assistant General Manager  
**Submitted By:** Dina Breitstein, General Manager

### Agenda Title

Public Hearing to consider Town of Discovery Bay CSD Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessment Report for the Fiscal Year 2023-2024; Continue Collection of Assessments on County Tax Roll and Adoption of Resolution No. 2023-19.

### Recommended Action

Hold the public hearing. Approve and Adopt Resolution No. 2023-19 confirming the Engineer's Report and ordering the levy and collection of charges for the annual assessment for the Ravenswood Improvement District Assessment within the Town of Discovery Bay Community Services District for the Fiscal Year 2023-2024; continue collection of assessments on County Tax Roll for Ravenswood Landscape, Park, Lighting and Open Space Improvements District.

### Executive Summary

On April 5, 2023, as part of the annual assessment process for the Ravenswood Improvement District – DB Lighting and Landscape Zone #9, the Board of Directors adopted Resolution 2023-11, which directed HERWIT Engineering to prepare the 2023-2024 assessment report.

On July 5, 2023, the Board approved Resolution No. 2023-17 which accepted the Engineer's Report submitted by HERWIT. In that report, it was determined that based on operating costs (as shown on the Adopted Operating and Capital Budget for Discovery Bay Lighting and Landscape Zone 9) the per parcel assessment should be set at \$811.78 which is the maximum allowable assessment for Zone 9. This is an approximately 4.2% increase over last fiscal year's assessments of \$779.12.

In order to levy and collect the annual assessment, the Board must approve and adopt the attached resolution. Adoption of Resolution 2023-19 imposes the assessment on real property (approx.4.2% increase) within DB L&L #9 and also approves the filing of the attached Notice of Exemption.

### Fiscal Impact:

**Amount Requested - None**

**Sufficient Budgeted Funds Available?: N/A**

### Previous Relevant Board Actions for This Item

April 5<sup>th</sup>, 2023 - Approval and Adoption of Resolution 2023-11 Directing HERWIT Engineering to prepare annual assessment report for the Ravenswood Improvement District (DB L&L #9) – 2023-2024.

June 21, 2023 - Approval and Adoption Resolution 2023-16 Approving and Adopting of the Final Operating and Capital Improvement Budget for Discovery Bay Landscape and Lighting Zone #9.

July 5<sup>th</sup>, 2023 - Approval and Adoption of Resolution 2023-17 accepting HERWIT Engineers Report.

### Attachments

1. Resolution 2023-19, confirming the report and ordering the levy and collection of charges.
2. Assessment Engineer's Report 2023-2024, DB L&L Zone #9.
3. Notice of Exemption.
4. Public Notice from East County Times.

AGENDA ITEM: E1



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2023-19**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT  
CONFIRMING THE REPORT AND ORDERING THE LEVY AND COLLECTION OF CHARGES FOR  
THE ANNUAL ASSESSMENTS FOR RAVENSWOOD IMPROVEMENT DISTRICT ASSESSMENTS  
WITHIN THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT  
FOR THE FISCAL YEAR 2023-2024**

WHEREAS, all property owners in Ravenswood approved the formation of a landscaping, parks, lighting and open space assessment district pursuant to California Streets and Highways Code sections 22500 and following; and

WHEREAS, the formation of such district, and the levy of assessment on the real property therein was approved by the landowners in such district in accordance with California Constitution Article XIII D {Proposition 218};

WHEREAS, the proposed assessments for the 2023-2024 Fiscal Year are within the limits approved by the landowners in accordance with Proposition 218;

WHEREAS, the assessments against the real property in each assessment area are not levied with regard to property values and these assessments are for the purpose of paying for the operation and maintenance of landscaping, parks, lighting and open space installed in such district; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT AS FOLLOWS:

SECTION 1. The above recitals are true and correct.

SECTION 2. The report, diagram and assessment set forth in that report {"Report"} prepared by Herwit Engineers for the Ravenswood Improvement for Fiscal Year 2023-2024 is adopted and confirmed.

SECTION 3. The \$811.78 assessment specified in the Report for the Ravenswood District, for Fiscal Year 2023-2024 is hereby imposed on the real property within such district for fiscal year 2023-2024.

SECTION 4. The Board of Directors of the Town of Discovery Bay Community Services District orders the levy and collection of such assessments in accordance with California Streets and Highway Code sections 22645 and 22646.

SECTION 5. The Secretary of the Board of Directors is authorized and directed to file the diagram and assessments and any other necessary documents, with the Auditor-Controller of Contra Costa County in accordance with California Streets and Highway Code section 22641.

SECTION 6. The President of the Board of Directors or the General Manager is authorized and directed to execute any documents necessary to carry out the intent of this Resolution.

SECTION 7. The Secretary of the Board of Directors is authorized and directed to file a Notice of Exemption pursuant to Public Resources Code section 21080 (b)(8) and Title 14 California Code of Regulations section 15062.

PASSED, APPROVED AND ADOPTED THIS 19th DAY OF JULY 2023.

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Ashley Porter  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regular meeting, held on July 19, 2023, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Dina Breitstein  
Board Secretary

**FINAL ASSESSMENT ENGINEER'S  
REPORT**

**Prepared for the**

**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**Landscaping, Park, Lighting and Open-Space  
Improvements District DB L&L #9**

**For Fiscal Year 2023-2024**

**Prepared by  
HERWIT Engineering**

**6200 Center Street, Suite 310  
Clayton, California 94517  
(925) 672-6599**

**JULY 2023**



**Town of Discovery Bay Community Services District**

**Director and President**

Ashley Porter

**Director and Vice President**

Michael Callahan

**Director**

Kevin Graves

**Director**

Bryon Gutow

**Director**

Carolyn Graham

**General Manager**

Dina Breitstein

**Assistant General Manager**

Allan Cantando

**Finance Manager**

**Parks & Landscape Manager**

Bill Engelman

**District's Attorney**

Neumiller & Beardslee

**Assessment Engineer**

HERWIT Engineering

Date: June 2023

**Assessment Engineers Report  
For  
Landscape, Park, Lighting and Open-Space District DB L&L #9, Zone #1  
Subdivision 8710 (Ravenswood)**

Pursuant to Governmental Code 61710 and procedures of the Landscaping and Lighting District Act of 1972, the Town of Discovery Bay Community Services District (CSD) is responsible for the Landscape, Park, Lighting and Open-Space District DB L&L #9 submits this “Assessment Engineers Report” for the 2023-2024 year, which consists of five (5) parts as follows.

**PART A. Plans and Specifications**

This part describes the improvements in this District. The plans, drawings and specifications are on file in the Town of Discovery Bay CSD District Office. A listing of these documents and drawings are outlined in the original Assessment Engineers Report approved in 2006.

**PART B. Estimate of Cost**

This part contains an estimate of the cost of proposed improvements, including incidental costs and expenses in connection therewith, is as forth on the lists, which are on file in the Town of Discovery Bay CSD District office.

**PART C. Method of Apportionment of Assessment**

This part contains the method by which the undersigned engineering firm has determined the amount proposed to be assigned against each parcel, based upon parcel classification of land within this District, in proportion to the estimated benefits to be received. This listing is also on file in the Town of Discovery Bay CSD District office.

**PART D. District Diagram of Assessment**

This part by reference of a diagram shows the parcel lot numbers that are within this District.

**PART E. Property Owner List & Assessment Roll**

The listing of Assessed parcels and their owners are on file in the Town of Discovery Bay CSD District office.

**Engineers Assessment Report for 2022-2023 year**

During this time period the DB L&L #9, Zone #1 District financial report shows estimated end of year totals as follows:

\$ 171,161	Annual assessments & investment revenue was received
\$ 159,035	Annual expenses grounds maintenance, capital improvements, and administrative expenses.
<b><u>\$ 316,000</u></b>	Fund total after 2022-2023 annual expenses.

*Current Assessment*

The 2022-2023 fiscal year assessment per parcel based on the engineer’s formula defined in the Assessment Engineers Report adopted in 2006 is \$779.12 per parcel. This is greater than the initial year assessment as defined in the Assessment Engineers Report due to increases in maintenance and utility costs, and to maintain the reserve account balance.

### *Inflation Adjustment to Maximum Assessment*

The maximum assessment defined in the Assessment Engineers Report adopted in 2006 is \$501 per parcel based upon build out of the facilities and maintenance of the storm water basins. As specified in the Assessment Engineers Report, the maximum assessment is escalated annually by the consumer price index for San Francisco-Oakland-San Jose. At the time of preparation and adoption of the Assessment Engineers Report, the CPI index as published by the Bureau of Labor Statistics (BLS) for the Consolidated Metropolitan Statistical Area (CMSA) covering San Francisco – Oakland – San Jose reported for April 2006 was 208.9. The base year for the index is an average of 1982, 1983, and 1984 (hence 1982-1984=100). On April 2023, the same CPI index is reported as 338.49. Based upon the change in the CPI, the new maximum assessment allowed for the 2023-2024 fiscal year is \$ 811.78.

### *Calculation of Maximum Reserve Account Balance*

As stated in the adopted Assessment Engineers Report, the total funds in the reserve account are limited to 200% of the total funds collected by the District's not to exceed annual assessment. The new maximum not to exceed annual assessment allowable for the 2023-2024 fiscal year is \$ 811.78. This assessment is equally assessed to 203 parcels for an annual total of \$ 164,791.34. Therefore, the maximum Reserve Account Balance is \$ 329,582.68. After the reserve account has accrued to the maximum amount, any money received by the District in excess of annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment in the following fiscal year.

### *New Assessment for 2023-2024 Fiscal Year*

The District will incur normal expenses for the maintenance of the landscape District this year. The District anticipates minimal charges for capital improvements to rehabilitate existing streetscapes and parks this fiscal year. The estimated budget for 2023-2024 is \$ 206,845. This equates to \$ 1018.94 per parcel for all 203 parcels, which is more than the maximum allowable assessment of \$ 811.78 per parcel, or \$ 164,791.346 maximum assessment.

Based on this report, the assessment for 2023-2024 tax year should be \$ 811.78 to minimize the decrease in the reserve fund balance. The assessment for the 2023-2024 fiscal year is then \$ 811.78 per parcel applied equally to all 203 parcels as defined in the adopted Assessment Engineers Report.

## NOTICE OF EXEMPTION

**To:** County Clerk  
County of Contra Costa  
555 Escobar Street  
P.O. Box 350  
Martinez, CA 94553

**From:** Town of Discovery Bay Community  
Services District (CSD)  
1800 Willow Lake Road  
Discovery Bay, CA 94505

**Project Title:** Ravenswood Improvement District Annual Assessment

**Project Location – Specific:** Ravenswood Subdivision - Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.

**Project Location – City:** Town of Discovery Bay CSD **Project Location – County:** Contra Costa

**Description of Nature, Purpose, and Beneficiaries of Project:**

Levy of the annual assessment for fiscal year 2023-24 for the landscaping, park, lighting and open space district, known as Ravenswood Improvement District - DB L&L Zone #9, for the purpose of providing for the operation and maintenance of landscaping, parks, streetlights and open space installed in the subdivision.

**Name of Public Agency Approving Project:** Town of Discovery Bay CSD

**Name of Person or Agency Carrying Out Project:** Town of Discovery Bay CSD

**Exempt Status:** *(check one)*

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number:
- Statutory Exemptions. State code number: Public Resource Code § 21080(b)(8); California Code of Regulations § 15273

**Reasons why project is exempt:** The formation of the assessment district and the levy of assessments is not designed to increase services or expand a system, but if for the purpose of meeting operating expenses, purchasing supplies, equipment and materials, meeting financial reserve needs, and obtaining funds necessary for repair and replacement to maintain such services and systems for the Improvement District already determined to be installed pursuant to the various documents approving the Ravenswood subdivision.

**Lead Agency:** Town of Discovery Bay, CSD

**Contact Person/Project Applicant:** Dina Breitstein

**Address:** 1800 Willow Lake Rd, Discovery Bay, CA 94505

**Area Code/Telephone/Extension:** (925) 634-1131

**If filed by applicant:**

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Title: General Manager

Signed by Lead Agency

Date received for filing at OPR:

Signed by Applicant

# East County Times

Bay Area News Group  
5179 Lone Tree Way  
Antioch, CA 94531  
925-779-7115

2005834

DISCOVERY BAY, TOWN OF  
COMMUNITY SERVICES DISTRICT  
1800 WILLOW LAKE RD.  
DISCOVERY BAY, CA 94514-9376

## PROOF OF PUBLICATION

FILE NO. CSD Fiscal Year 2023-2024

### East County Times

I am a citizen of the United States. I am over the age of eighteen years and I am not a party to or interested in the above entitled matter. I am the Legal Advertising Clerk of the printer and publisher of the East County Times, a newspaper published in the English language in the City of Antioch, County of Contra Costa, State of California.

I declare that the East County Times is a newspaper of general circulation as defined by the laws of the State of California as determined by court decree dated January 6, 1919, Case Number 8268 and modified January 19, 2006, Case Number N05-1494. Said decree states that the East County Times is adjudged to be a newspaper of general circulation for the City of Antioch, County of Contra Costa and State of California. Said order has not been revoked.

I declare that the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

**07/05/2023**

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.  
On this 10th day of July, 2023.



Signature

Legal No.

**0006763622**

### NOTICE OF PUBLIC HEARING

**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
FISCAL YEAR 2023-2024  
COLLECTION OF ASSESSMENT  
ON THE CONTRA COSTA COUNTY TAX ROLLS  
FOR THE RAVENSWOOD SUBDIVISION NO. 8710**

Notice is hereby given that on Wednesday July 19, 2023, at 7:00 p.m., the Town of Discovery Bay Community Services District ("District") Board of Directors, will hold a public hearing at their Regular Meeting to consider adopting a Resolution for the continued collection of the assessment on the Contra Costa County Tax Rolls, for the Ravenswood Subdivision No. 8710, Landscaping, Park, Lighting and Open Space Improvements District also known as DB L&L Zone #9 in Discovery Bay for the fiscal year 2023-2024. The public hearing will take place at the Discovery Bay Community Center located at 1601 Discovery Bay Blvd, Discovery Bay, California. The public may attend and participate as noted on the meeting agenda.  
**ECT # 6763622 July 5, 2023**



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

July 19, 2023

**Prepared By:** Allan Cantando, Assistant General Manager  
**Submitted By:** Dina Breitstein, General Manager

**Agenda Title**

Discussion and Possible Action to Adopt Resolution 2023-20 Establishing a Communications Policy for the Town of Discovery Bay Community Services District (CSD).

**Recommended Action**

Adopt Resolution 2023-20 Establishing a Communications Policy for the Town of Discovery Bay.

**Executive Summary**

The Town of Discovery Bay is in need of establishing a Communications Policy to ensure staff is effectively communicating with the stakeholders in our community. The goal is to keep residents informed of projects, goals, achievements and important events/ issues occurring within the town.

The attached policy outlines various methods of communication with our residents that allow staff the ability to use the most useful systems available based on the current technology available.

**Fiscal Impact:**

**Amount Requested** N/A

**Sufficient Budgeted Funds Available:** Yes (If no, see attached fiscal analysis)

**Prog/Fund #    Category:** Pers.    Optg.    Cap.    -or-    CIP#    Fund#

**Previous Relevant Board Actions for This Item**

**Attachments**

1. Draft Communications Policy
2. Resolution 2023-20
3. Draft Press Release Template

**AGENDA ITEM: E2**



## Town of Discovery Bay

<b>Program Area:</b> Administration	<b>Policy Name:</b> Communications Policy	<b>Policy Number:</b> 33
<b>Date Established:</b> XX-XX-2023	<b>Date Amended:</b> N/A	<b>Resolution:</b> 2023-20

The Town of Discovery Bay recognizes its responsibility to keep the public informed regarding projects, goals, achievements and important events / issues occurring within the Town. The General Manager, or designee, will establish strategies for effective two-way communications between the District and the public. These strategies will be an evolving and ongoing effort as technology may allow for more efficient ways to communicate with our stakeholders.

The General Manager, or designee, may utilize a variety of communication methods in order to provide the public with access to information. Such methods may include, but are not limited to, mailers in the water bill, the Town web site, social media networking pages or other online communications technologies, direct e-mail communications, electronic sign board, SMS messaging, newsletters and press releases.

In developing communications strategies, the General Manager or designee will take into account the needs of all members of the public, including individuals with disabilities and those whose primary language is not English.

The General Manager, or designee, will ensure that staff members are responsive to requests by members of the public for information or assistance in locating the desired information.

When disseminating press releases, the General Manager, or designee, will include the Board of Directors in the e-mail to ensure Board Members are receiving the same information the public is receiving.



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2023-20**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
COMMUNICATIONS POLICY**

**WHEREAS**, from time-to-time new policies are established to ensure the Town of Discovery Bay is following best practices to include effectively communicating with our stakeholders,

**WHEREAS**, after a current review of Town of Discovery Bay policies, there is no policy that addresses how Town of Discovery Bay staff will communicate with residents and the broader community,

**WHEREAS**, the adoption of the Communications Policy will provide staff a framework to disseminate useful information to our stakeholders.

**NOW, THEREFORE**, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Board of Directors adopt Resolution 2023-20

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 19th DAY OF JULY 2023.

\_\_\_\_\_  
Ashley Porter  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on July 19, 2023 by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Dina Breitstein  
Board Secretary





# Press Release

FOR IMMEDIATE RELEASE

---

When

What

Why

Where

Who

Author/Title



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

July 19, 2023

**Prepared By:** Dina Breitstein, General Manager  
**Submitted By:** Dina Breitstein, General Manager

**Agenda Title:**

Discussion and Possible Action Regarding Date, Time, Agenda and Budget of Discovery Bay Town Hall Event.

**Recommended Action**

Approve or modify date, time, agenda, and budget for Discovery Bay Town Hall Event as outlined in the Executive Summary.

**Executive Summary**

**DRAFT PLAN OF DISCOVERY BAY TOWN HALL EVENT**  
**SEPTEMBER 16, 2023 11:00AM TO 1:00PM**

**AGENDA**

11:00 AM - 11:30 AM	OPEN COMMUNITY CENTER TO PUBLIC – BOOTH VISIT
11:30 AM – 11:35 AM	BOARD MEMBER & DIGNITARY INTRODUCTIONS
11:35 AM - 11:45 AM	STATE OF THE TOWN ADDRESS GM OR PRESIDENT
11:45 AM - 11:55 AM	QUESTIONS (PRE-SUBMITTED)
11:55 AM - 12:05 PM	BOARD MEMBERS COMMENTS
12:05 PM – 12:15 PM	DIGNITARY COMMENTS
12:15 PM - 01:00 PM	PUBLIC BOOTH VISITS
	FREE APPETIZERS (DEPENDENT ON COUNTY PERMIT & HEALTH ORDER)

**BUDGET**

Print Advertising:	800.00
Food/Drink/Cookies & Essentials:	1,000.00
Staffing:	500.00
Event Identifying Attire:	800.00
Permitting:	250.00
Supplies:	500.00
Event Contingency (15% rounded):	575.00

**Total Budget Requested: \$4500.00 (not to exceed estimated total budget requested)**

**ADVERTISING PLAN**

- Print Advertising – Brentwood Press Event
- Calendar Posting
- Promoted Events Website Popup
- Town Facebook
- Town Website
- Water Bill
- Electronic Sign Board

**DIGNITARY INVITEES (can have booth at event)**

Contra Costa County Board of Supervisors: Diane Burgis, Supervisor District 3  
California Senate: Senator Steve Glazer, Senate District 7  
California Assembly: Lori D. Wilson, Assemblywoman, District 11  
United States Congress: Josh Harder, Representative, California's 9th Congressional District

**BOOTH INVITEES**

Con Fire - Contra Costa County Fire Protection District  
CCC Sheriff's Department  
Herwitt Engineering  
Luhdorff & Scalmanini  
Mt. Diablo Resource Recovery  
Neumiller & Beardslee  
Veolia  
Reclamation District 800  
Boating and Waterways  
State Water Control Board  
TODB: Water/Wastewater Display  
TODB: Recreation Programming/Like Us on Facebook  
TODB: Clipper Drive Linear Park Concept  
TODB: Eye on Water  
TODB: SMS Texting

**NOTES:**

County Health Order ("HO") in effect at time of event will govern:

- If event will take place.
- Booths (tables) will be indoors unless HO requires outdoors (min 6' spacing).
- Whether or not food/drinks will be offered.

**Attachments**

1. Proposed Town Hall Event Invitation

**AGENDA ITEM: E3**

**THE TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**TOWN HALL  
EVENT**

Save the date and join us!

- Meet the Board of Directors
- State of the Town Address
- Public Booths and more!



**Saturday, September 16th, 2023**

Discovery Bay Community Center

 [www.todb.ca.gov](http://www.todb.ca.gov)

 925-634-1131

**DETAILS  
FORTHCOMING**



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

July 19, 2023

**Prepared By:** Allan Cantando, Assistant General Manager  
**Submitted By:** Dina Breitstein, General Manager

**Agenda Title**

Discussion and Possible Action to Authorize General Manager to Execute an Agreement for the Purchase and Installation of Shade Cover Poles at Community Center Pickleball Courts Project and Accept Donation from Discovery Bay Recreation and Sports, INV to be used for the Project.

**Recommended Action**

Authorize General Manager to Execute an Agreement for the Purchase and Installation of Shade Cover Poles at Community Center Pickleball Courts Project and Accept Donation from Discovery Bay Recreation and Sports, INV to be used for the Project.

**Executive Summary**

Recently, some pickleball courts at the Community Center have experienced early degradation while under warranty. Currently, the courts are being refurbished by the contractor who completed the initial project. The courts are still unfinished but will most likely be completely refurbished by the end of August 2023.

Currently, as part of the court refurbishment project, a section on the East side of the pickleball courts has been excavated. The waiting area on the East side of pickleball courts currently does not have an existing shade cover. The waiting area on the West side of the pickleball courts does have an existing shade cover in the waiting area that provides sun protection/relief to the players that use those courts.

There has been an expressed interest by the Discovery Bay Recreation and Sports, INV., a local 501 (c) (3) non-profit ("DBRS"), to erect a similar shade cover on the East waiting area that would mirror the existing shade cover on the West waiting area.

The cost to erect the poles on the East walkway is \$7920 (prevailing wage). DBRS will make a one-time donation of \$5,520 to assist in the purchase and installation of the shade poles. The funds donated by DBRS would be conditioned to be solely used for contribution to the Town's installation of the shade poles on the East walkway of the pickleball courts at the Community Center. In addition, DBRS group will also purchase canvas shading to provide a shade cover mirroring the shade cover on the West walkway and donate the canvas shading to the Town. The total cost to the Town of Discovery Bay would be \$2400 which would be paid for out of the Hofmann Funds.

This procurement is in accordance with the Town's Policy 011 – Purchasing and Procurement.

**Fiscal Impact:**

**Amount Requested \$2400**

**Sufficient Budgeted Funds Available: Yes (If no, see attached fiscal analysis)**

**Prog/Fund #    Category: Pers.    Optg.    Cap.    -or-    CIP#    Fund#**

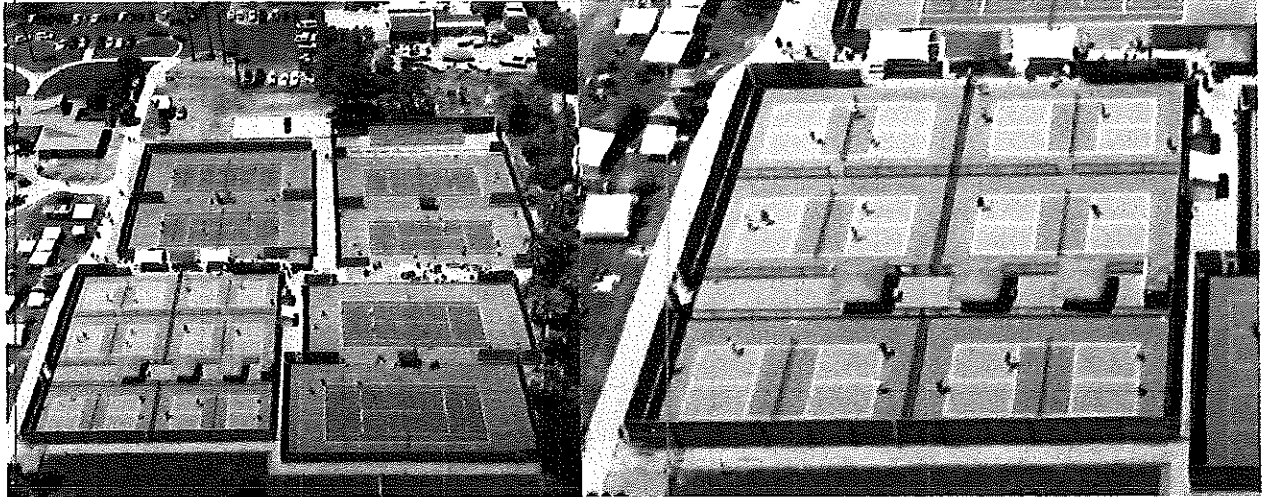
**Previous Relevant Board Actions for This Item**

**Attachments**

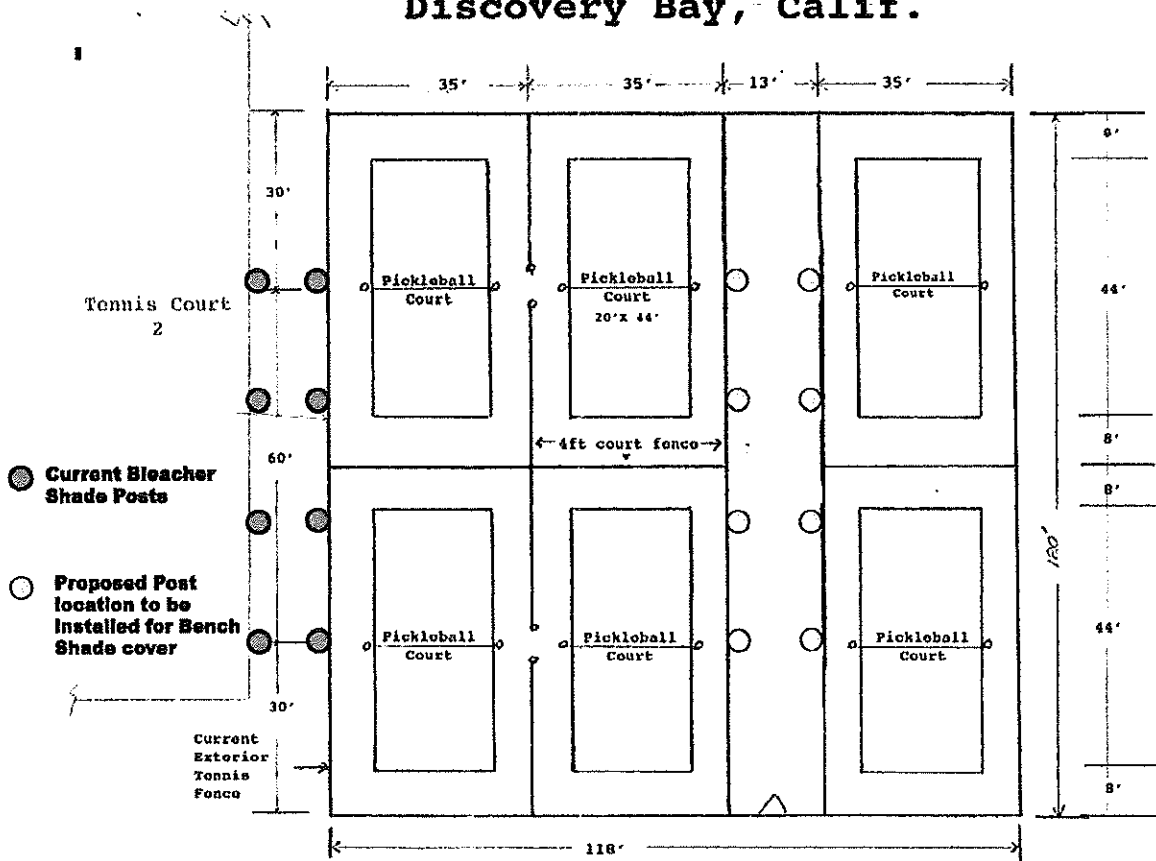
1. Purchase and Installation Bid.
2. CAD Drawing of Proposed Shade Cover of TODB Pickleball Courts.

**AGENDA ITEM: E4**





## Community Center Pickleball Courts Discovery Bay, Calif.



Not To Scale

**Proposed Permanent shade to be over waiting area Benches. Initial work to be installing Posts that match alignment with current posts holding matching shade over bleacher area.**

6/16/2023



CALENDAR FOR THE BOARD OF DIRECTORS  
**CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT**  
BOARD CHAMBERS, ADMINISTRATION BUILDING, 1025 ESCOBAR STREET  
MARTINEZ, CALIFORNIA 94553-1229

JOHN GIOIA, *CHAIR*  
FEDERAL D. GLOVER, *VICE CHAIR*  
CANDACE ANDERSEN  
DIANE BURGIS  
KEN CARLSON

MONICA NINO, CLERK OF THE BOARD AND COUNTY ADMINISTRATOR, [\(925\) 655-2075](tel:9256552075)  
LEWIS BROSCARD, FIRE CHIEF

The public may attend the Board meeting in person and remotely via call-in or Zoom. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov). Meetings of the Board are closed-captioned in real time.

Persons who wish to address the Board during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing [888-278-0254](tel:8882780254) followed by the access code 843298#. A caller should indicate they wish to speak on an agenda item by pushing "#2" on their phone. Persons who wish to address the Board in person should complete the form provided for that purpose. Access via Zoom is also available using the following link: <https://cccouny-us.zoom.us/j/87344719204>. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. To provide contact information, please contact Clerk of the Board at [clerkoftheboard@cob.cccouny.us](mailto:clerkoftheboard@cob.cccouny.us) or call [925-655-2000](tel:9256552000). A Spanish language interpreter is available to assist Spanish-speaking callers.

Public comments generally will be limited to two minutes per speaker. In the interest of facilitating the business of the Board, the total amount of time that a member of the public may use in addressing the Board on all agenda items is 10 minutes. Your patience is appreciated.

A lunch break or closed session may be called at the discretion of the Board Chair. Staff reports related to open session items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov).

**AGENDA**  
**July 11, 2023**

✓ 1:00 P.M. Convene and call to order.

**CONSIDER CONSENT ITEMS** (Items C.1 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Director. **Items removed from the Consent Calendar will be considered with the Discussion Items.**

**DISCUSSION ITEMS**

H1

**D.1** CONSIDER accepting a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives. (No fiscal impact) (Lewis T. Broschard III, Fire Chief)

**Attachments**

Fire Chief's Report 7-11-23

**D. 2** CONSIDER Consent Items previously removed.

**D. 3** PUBLIC COMMENT (2 Minutes/Speaker)

*new fire boat in Pittsburg -  
Bethel Fire &  
Noble boat in  
Ar Hoch*

**CONSENT ITEMS**

**C.1** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Fire Chief, a purchase order with William E. Munson Company, in an amount not to exceed \$825,000, for the purchase of a 32-foot boat for the Contra Costa County Fire Protection District's Maritime Response Team. (100% EMS Transport Fund)

*Passed  
College  
for  
Academy*

*Boat  
Pittsburg  
BI*

*offload  
time ambulance  
to hospital*

*Fire and  
weed abatement  
in cloudy  
more trees*

**GENERAL INFORMATION**

The Board meets in all its capacities pursuant to Ordinance Code Section 24-2.402.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Clerk of the Board to a majority of the members of the Board of Supervisors less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar Street, First Floor, Martinez, CA 94553, during normal business hours.

All matters listed under CONSENT ITEMS are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board before the Board votes on the motion to adopt. Each member of the public will be allowed two minutes to comment on the entire consent agenda.

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for public testimony. Each speaker during public testimony will be limited to two minutes. After public testimony, the hearing is closed and the matter is subject to discussion and action by the Board. Comments on matters listed on the agenda or otherwise within the purview of the Board of Supervisors can be submitted to the office of the Clerk of the Board via mail: Board of Supervisors, 1025 Escobar Street, First Floor, Martinez, CA 94553 or to [clerkoftheboard@cob.cccounty.us](mailto:clerkoftheboard@cob.cccounty.us).

Time limits for public speakers may be adjusted at the discretion of the Chair.

The County will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at [\(925\) 655-2000](tel:9256552000).

Anyone desiring to submit an inspirational thought nomination for inclusion on the Board Agenda may contact the Office of the County Administrator or Office of the Clerk of the Board, 1025 Escobar Street, Martinez, California.

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[www.contracosta.ca.gov](http://www.contracosta.ca.gov)

*Advised  
1:38*