



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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 March 5, 2025 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Vice-President Gutow 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)

- Speaker asked that staff reports on Parks and Recreation items be very detailed when they are presented at the Board of Directors meetings.

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 19, 2025.
2. Authorize Board Member Attendance and Activity Participation at the Annual California Special District Association (CSDA) Legislative Days in Sacramento, CA from May 20-21, 2025.

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

Presented by Assistant Fire Chief Tracie Dutter.

- ConFire has over 600 employees.
- ConFire has 35 fire stations.
- Two ladder trucks and six fire engines were added in 2024.
- There were two significant calls in Discovery Bay in 2024, both residential structure fires.
- For the first quarter of 2025, Discovery Bay had 135 total calls. 4 hazard calls, 99 EMS calls, 3 fire calls, 19 alarm calls and 10 public service calls.
- Wildfire preparedness: Sign-up for CWS alerts, know your zone, have a go-bag, know the difference between evacuation warning and evacuation orders.

President Graham inquired on staffing study that was being conducted. Assistant Fire Chief Tracie Dutter stated the report was not complete but would keep her updated on the progress. President Graham asked for the average response times for Discovery Bay calls.

4. Contra Costa County Code Enforcement.
None.

E. MUNICIPAL ADVISORY COUNCIL

None.

F. PRESENTATIONS

None.

G. DISCUSSION AND POSSIBLE ACTION

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

Presented by General Manager Dina Breitstein.

- Staff believes it will be beneficial to host an Open House Event due to various projects in Town that will impact the community.
- Town will invite consultants involved in the rate study and capital improvement projects.
- Proposed date is May 1, 2025 from 3:00-8:00p.m.
- Advertising is planned for Brentwood Press, calendar posting, social media sites, website, water bill insert, and electronic sign board.

Director Graves feels it is a good event, and suggested a second event could be beneficial.

Public comment:

- Speaker thinks it is a good idea.

Director Porter made a motion to approve staff recommendation to hold a Town Open House Event on May 1, 2025 from 3:00-8:00p.m..

Director Graves seconded.

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

H. MANAGER'S REPORT

1. Landscape Update.

Presented by Landscape Manager Monica Gallo.

- The four islands on Discovery Point have been completed on time and within budget.
- Staff worked on cleaning up Clipper Drive.
- Staff worked on cleaning up Willow Lake Drive.
- Sneak-a-peek photos were shown for the new Cornell Park playground.

Vice-President Gutow asked about the mowing schedule of the islands before the dry scape was installed. Stated it now would be a savings of staff time and resources.

Director Belcher inquired if there were any guarantees from the vendor on the plants that were planted.

Landscape manager Monica Gallo stated that some plant loss was expected, and it will be reassessed after the colder weather has passed.

President Graham would like updated project photos to be added to social media sites.

2. Finance Update.

Presented by Finance Manager Margaret Moggia.

- California Society of Municipal Finance Officers (CSMFO) awarded the Town of Discovery Bay the Operating Budget Meritorious Award for Fiscal Year 2024-2025 for meeting the criteria established to achieve a CSMFO award in budgeting.

I. GENERAL MANAGER'S REPORT

None.

J. DIRECTOR REPORTS

1. Standing Committee Reports.

- a. Parks & Recreation Committee Meeting (Committee Members Bryon Gutow and Carolyn Graham) March 5, 2025.

Committee Chair Gutow reported the committee discussed progress of the island projects, funds remaining in the Hoffman fund, Ravenswood Park landscape updates, proposed Prop 68 Cornell Park Project, and potential bollards for Cornell Park.

- b. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Carolyn Graham) March 5, 2025.

Committee Chair Graves reported the committee received updates on lift station repairs, Community Center sewer repair project, Well 5, and the new GIS system.

- c. Finance Committee SPECIAL Meeting (Committee Members Kevin Graves and Ashley Porter) March 5, 2025.

Committee Chair Porter reported the committee discussed the Prop 218 rate study that will be coming to the Board of Directors on April 2, 2025. Committee also discussed the Hoffman fund.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

None.

L. CORRESPONDENCE

None.

M. LEGAL REPORT

1. From CSD to City: Incorporation Process in California.

Presented by Legal Counsel Andy Pinasco.

- Legal Counsel Pinasco explained the five steps for incorporation in the state of California.
 - Step 1: Community Interest and Feasibility Study.
 - Step 2: Petition & Application to LAFCO.
 - Step 3: LAFCO Review & Public Hearings.
 - Step 4: Revenue Neutrality Agreement.
 - Step 5: Election & Finalization.
- Challenges include economic sustainability and tax base, community support and opposition, infrastructure and service transition planning.

Board of Directors asked clarifying questions on potential cost, the process, and similar CSDs that went through the process.

Public Comment:

- Speaker had questions about the current tax base and what the budget amount would be for the Town of Discovery Bay.

N. FUTURE AGENDA ITEMS

None.

O. ADJOURNMENT

1. Adjourned at 8:12p.m. to the next Regular Meeting of the Board of Directors on March 19, 2025 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.