



# 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

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, March 19, 2025 7:00 P.M.**

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

In addition to physical attendance at the address indicated above, the Town of Discovery Bay Community Services District is offering the following teleconferencing options as an alternative means for the public to participate in this meeting.

**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 March 5, 2025.
2. Monthly Disbursement Report – February 2025.

**D. PRESENTATIONS**

1. Veolia.

**E. DISCUSSION AND POSSIBLE ACTION**

**F. MANAGER'S REPORT**

**G. GENERAL MANAGER'S REPORT**

**H. DIRECTOR REPORTS**

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

1. AB1234 Ethics Training – February 4, 2025 (Director Kevin Graves).
2. Contra Costa LAFCO – February 12, 2025 (Director Kevin Graves).
3. Byron Union School District – February 20, 2025 (Director Kevin Graves).
4. Sexual Harassment Prevention Training – February 6, 2025 (Director Carolyn Graham).

**J. CORRESPONDENCE**

**K. LEGAL REPORT**

**L. FUTURE AGENDA ITEMS**

**M. ADJOURNMENT**

1. Adjourn to the next Regular Meeting of the Board of Directors on April 2, 2025 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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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.

DRAFT



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**AGENDA ITEM:**  
**C2**

**Agenda Title:** Monthly Disbursement Report – February 2025

**Meeting Date:** March 19, 2025

**Prepared By:** Margaret Moggia, Finance Manager and Lesley Marable, Project Accountant

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

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### RECOMMENDED ACTION:

Receive and file.

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### EXECUTIVE SUMMARY:

In accordance with Financial Policy #031, Section VIII (F), the Finance Manager shall submit a register of District invoices paid in the preceding month.

The amounts paid represents the operating and capital expenditures for the month of February 2025 for a total amount of \$ 1,266,578.84.

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### FISCAL IMPACT:

Amounts paid are respectively budgeted in the fiscal year annual budget for each fund.

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### PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

Not applicable

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### ATTACHMENTS:

1. Check Register – BOD Report

Check Register - BOD Report  
Check Issue Dates: 02/01/2025 - 02/28/2025

Check Number	Payee	Amount
2470	Dennis Dean Allen	\$90.00
2471	DoorKing Inc.	\$32.95
2472	Juliee Hanlon	\$399.00
2473	Karina Dugand	\$1,521.00
2474	Michelle Dominge	\$757.50
2475	Monarch Landscape LLC	\$3,180.00
2476	SiteOne Landscape Supply, LLC	\$502.33
2477	U.S. Bank Corporate Payment System	\$865.53
2478	ULINE	\$2,123.90
2479	Valencia Janitorial Plus	\$1,670.00
2480	Watersavers Irrigation Inc.	\$128.77
2481	Brentwood Ace Hardware	\$222.59
2482	CliftonLarsonAllen LLP	\$421.00
2483	ECS Imaging, Inc.	\$340.00
2484	Geotab USA, Inc.	\$106.65
2485	Monarch Landscape LLC	\$2,850.00
2486	Pacific Gas & Electric	\$2,346.82
2487	Precision IT Consulting	\$557.28
2488	Verizon Wireless	\$344.08
2489	MDRR-Discovery	\$969.46
2490	National Aquatic Services, Inc.	\$18,670.38
2491	Pacific Gas & Electric	\$7,488.84
2492	Town of Discovery Bay CSD	\$45,500.90
2493	Precision IT Consulting	\$248.84
2494	Precision Plumbing & Contracting, Inc.	\$330.00
15725	CaliforniaChoice Benefit Admin	\$16,516.05
15726	Contra Costa Water District	\$6,250.00
15727	Water Utility Refund Customer	\$500.00
15728	Lechowicz & Tseng Municipal Consultants	\$2,340.00
15729	Robert Half	\$916.60
15730	Shred City	\$198.00
15731	U.S. Bank Corporate Payment System	\$2,967.59
15732	Upper Case Printing, Inc.	\$2,008.00
15733	Valencia Janitorial Plus	\$1,420.00
15734	Veolia Water North America	\$187,213.28
15735	Shred City	\$50.00
15736	Applied Best Practices	\$4,500.00

15737 Badger Meter	\$5,906.40
15738 Brentwood Ace Hardware	\$1,077.70
15739 Bryon Gutow	\$230.00
15740 California Rural Water Association	\$1,662.00
15741 Carolyn Graham	\$345.00
15742 CliftonLarsonAllen LLP	\$1,684.00
15743 Core & Main LP	\$13,172.46
15744 Diablo Excavation & Construction	\$9,774.80
15745 Discovery Pest Control	\$70.00
15746 ECS Imaging, Inc.	\$3,060.00
15747 Geotab USA, Inc.	\$130.35
15748 Gladwell Governmental Services, Inc.	\$350.00
15749 Kevin Graves	\$575.00
15750 LEHR	\$5,911.69
15751 Lesley Belcher	\$230.00
15752 MDRR-Delta Debris Box	\$1,746.00
15753 ODP Office Solutions, LLC	\$70.18
15754 Pacific Gas & Electric	\$11,719.32
15755 Precision IT Consulting	\$5,015.48
15756 Robert Half	\$458.30
15757 SDRMA	\$1,937.49
15759 Umpqua Bank	\$16,454.64
15760 Verizon Wireless	\$739.53
15761 Applied Best Practices	\$2,349.00
15762 Ashley Porter	\$230.00
15763 CoAct24 LLC	\$11,275.00
15764 County Clerk- Elections Division	\$25,298.81
15765 Water Utility Refund Customer	\$401.46
15766 Water Utility Refund Customer	\$28.63
15767 Pacific Gas & Electric	\$47,815.71
15768 Robert Half	\$458.30
15770 Syblon Reid	\$61,740.23
15771 Accent on Languages, Inc.	\$100.00
15772 ADV Reline Services, Inc.	\$4,632.00
15773 Aflac	\$288.22
15774 American Water Works Association	\$2,712.00
15469 Ashley Porter	-\$345.00
15775 Ashley Porter	\$345.00
15776 Core & Main LP	\$2,516.04
15777 Diablo Excavation & Construction	\$12,752.56
15778 Herwit Engineering	\$18,994.84
15779 Lesley Marable	\$104.38
15780 Luhdorff & Scalmanini	\$17,674.45
15781 Pacific Gas & Electric	\$31,226.17

15782 Precision IT Consulting	\$2,239.48
15783 Robert Half	\$458.30
15784 Shred City	\$149.00
15785 Stantec Consulting Services Inc	\$25,403.00
15786 Talia Tissot	\$100.00
15787 Veolia Water North America	\$132,544.98
15788 W.R. Forde Associates, Inc.	\$64,789.76
21325 Sterling Administration	\$11,400.00
21425 Empower Retirement	\$3,792.00
22825 Empower Retirement	\$3,792.00
110656584 Conco West Inc.	\$382,444.84

<b>Grand Total</b>	<b><u>\$1,266,578.84</u></b>
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# Water & Wastewater Monthly Presentation



— THE TOWN OF —  
**DISCOVERY BAY**

*Live Where You Play*

**February 2025**

## Safety & Training

- Ladder Safety
- Fall Safety
- JSA/MSA Training
- Life Saving Rules



**599 Safe Work Days**



# WATER SYSTEM



## WILLOW WTP

Well 1: **Active**  
Well 2: **Active**  
Well 6: **Active**

Filter A: **Online**  
Filter B: **Online**  
Filter C: **Offline**  
Filter 1: **Online 10/10/24**

2026 gal  
19.2 MG

< Sodium Hypochlorite >  
< Water Production >

1334 gal  
21.7 MG

Total Water Demand: 40.9 MG

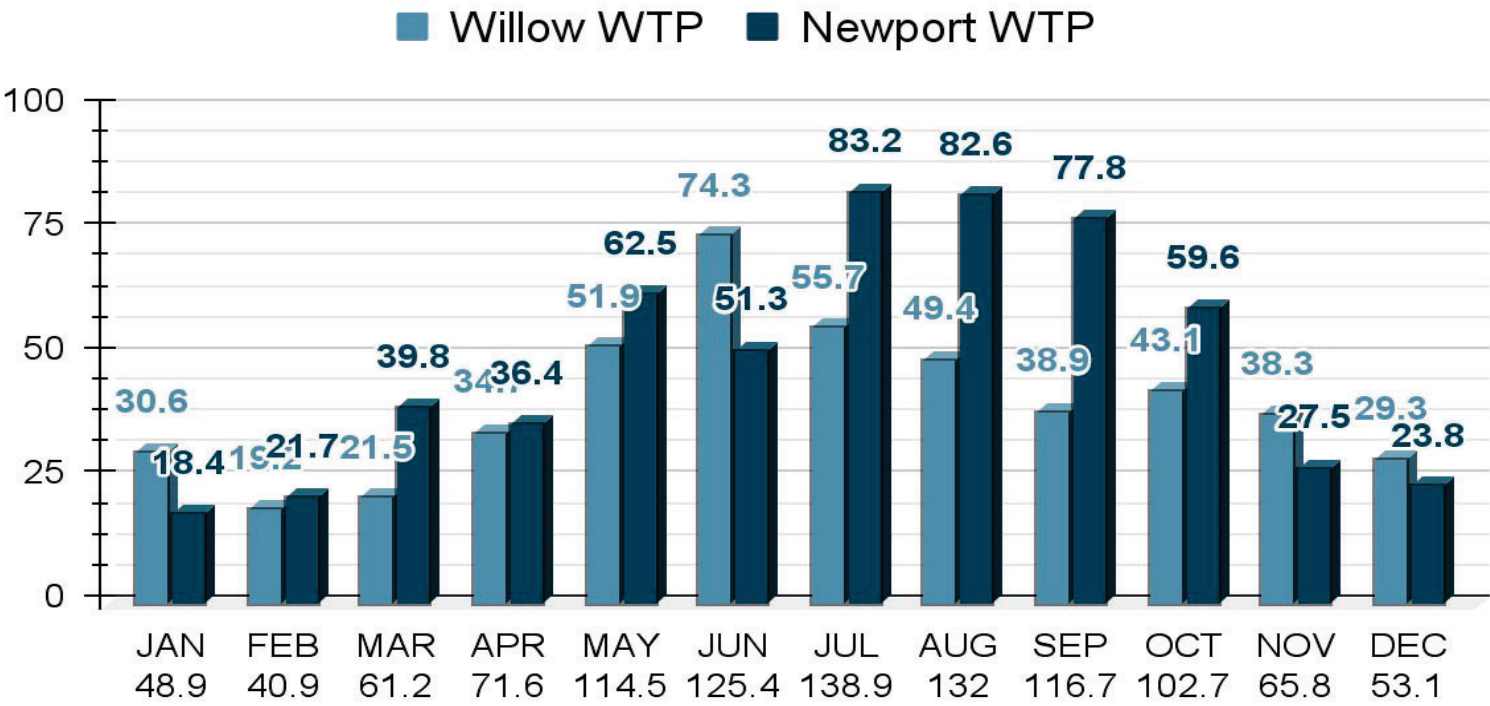
## NEWPORT WTP

Well 4: **Active**  
Well 5: **Offline**  
Well 7: **Active**

Filter A: **Online**  
Filter B: **Online**



# Water Demand in Million Gallons





Hydrant Flushing:	In-Progress	Water Quality Complaints:	0
Valve Exercising:	In-Progress	Water Pressure Concerns:	0
Consumer Confidence Report:	Pending	Coliform Positive Results:	0
Lead & Copper Sampling:	Due 2027	Notice of Violations:	0





# WASTEWATER COLLECTION SYSTEM

## Lift Stations

A: Active

G: Active

Bixler: Active

IPS: Active

C: Active

H: Active

Village 4: Active

Y: Online

D: Active

J: Active

Lakes: Active

E: Active

R: Active

Lakeshore: Active

F: Active

S: Active

Newport: Active



— THE TOWN OF —  
**DISCOVERY BAY**  
*Live Where You Play*



# WASTEWATER TREATMENT

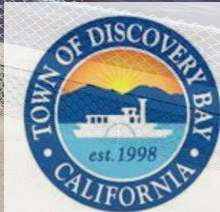


Influent Daily Avg Flow: 1.26 MG  
Effluent Daily Avg Flow: 1.14 MG  
Total Flow This Period: 32.0 MG  
Total Flow Last Year: 39.0 MG

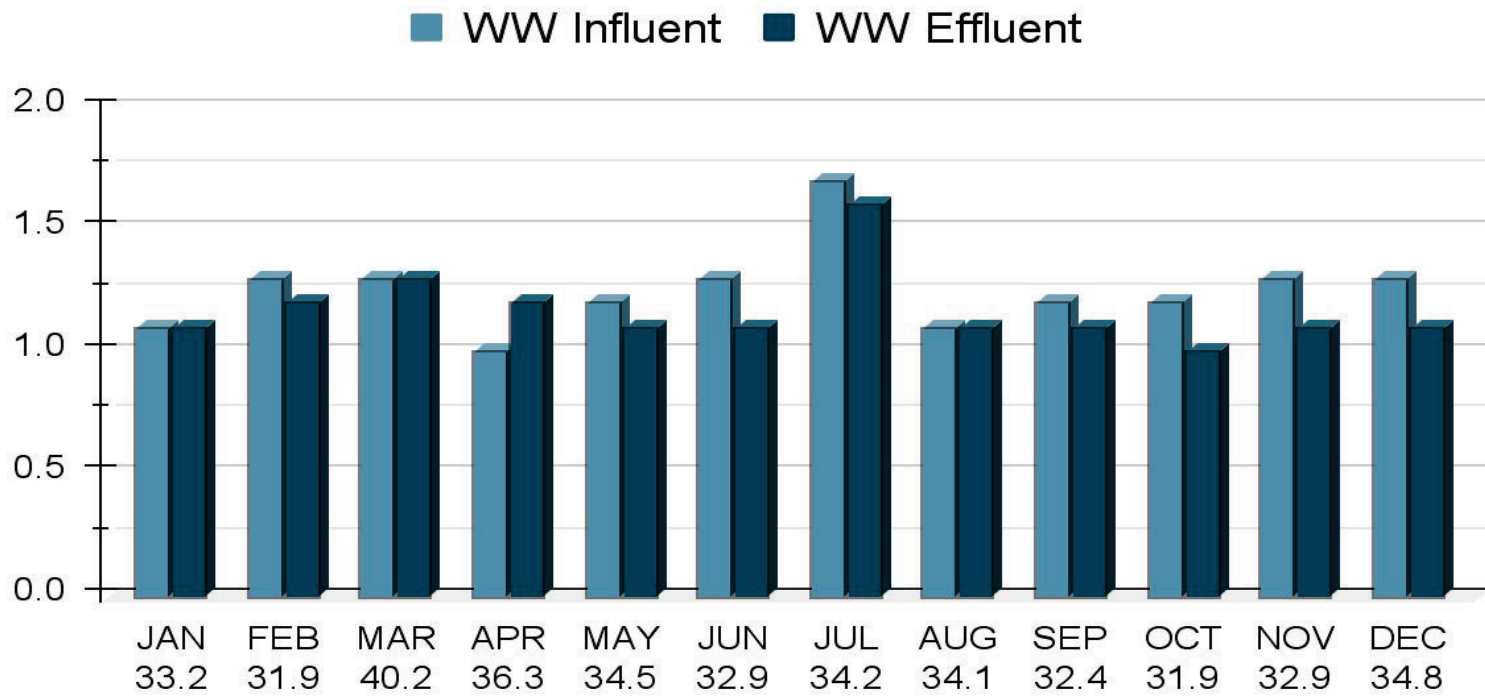
Polymer: 100 gal  
Alum: 0 gal  
PAC: 0 gal  
UV: 65 %

Effluent BOD <10: 1.4 mgL  
Effluent TSS <10: 0.9 mgL  
Total Coliform 7 Day < 2.2: ND  
Total Coliform Daily Max <23: ND  
Effluent NTU Daily Avg <2: 0  
Effluent Ammonia <8.4: ND  
Effluent Nitrates <10: 5

BOD Removal >85%: 99.3%  
TSS Removal >85%: 99.5%  
Conductivity Avg: 2195



# Wastewater Flow in Million Gallons

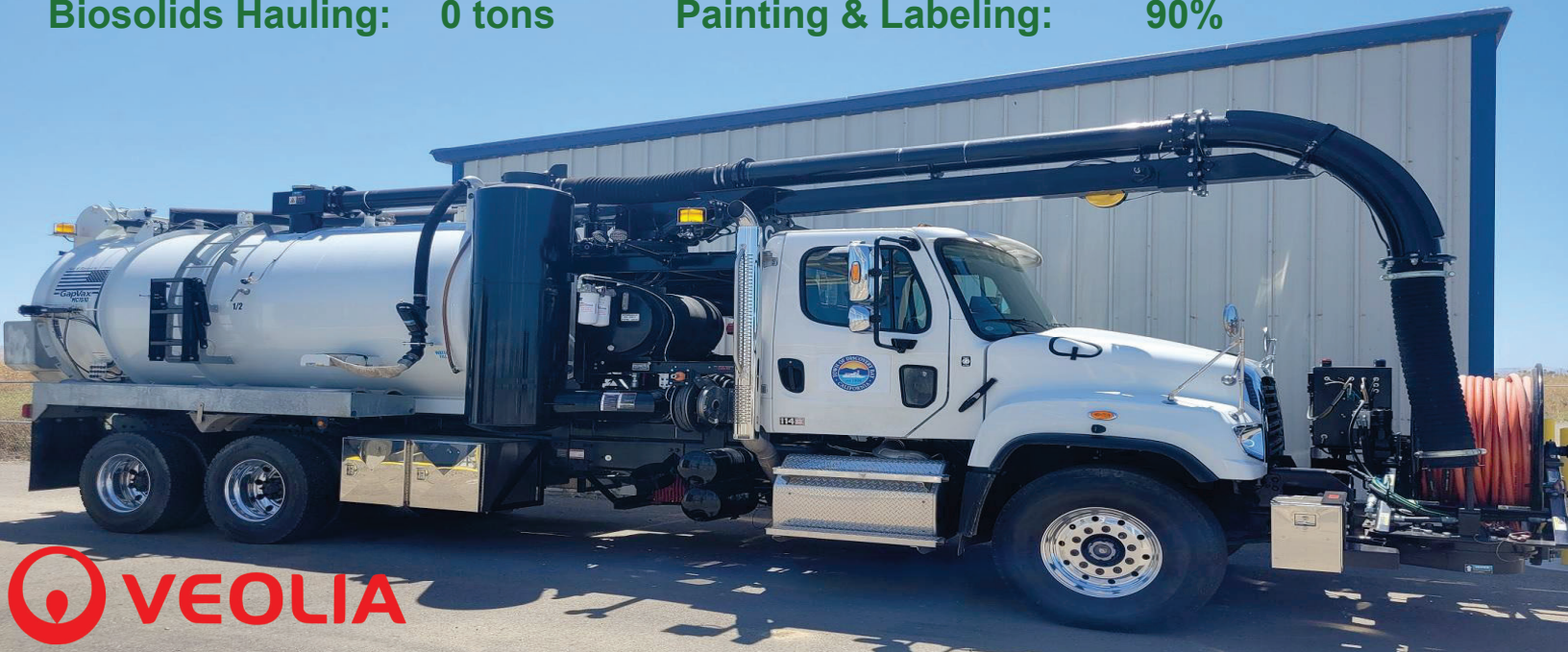




# MAINTENANCE

Customer Complaints: 0  
Sewer Overflows: 0  
Biosolids Hauling: 0 tons

Lift Station Cleanouts: 0%  
SL Rat Status: 15%  
Painting & Labeling: 90%



**SL RAT**  
Mapping of  
Collection  
System

2/11/2025





**SL RAT**

Mapping of  
Collection  
System

3/11/2025



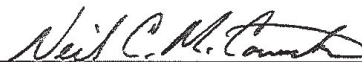
# Certificate of Completion



*Webinar: Ethics AB 1234 Compliance Training*  
2/4/2025

**Kevin Graves**

Town of Discovery Bay Community Services District

A handwritten signature in black ink, reading "Neil C. McCormick", is positioned above a horizontal line.

Neil C. McCormick, CSDA Chief Executive Officer

California Special Districts Association

## **FEBRUARY 12, 2025 CONTRA COSTA LAFCO MEETING AGENDA**

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Approval of minutes of January 8, 2025, regular LAFCO meeting and January 22, 2025 Protest Hearing
4. Public Comment Period: Members of the public are invited to address the Commission regarding any item that is within the jurisdiction of the Commission and is not scheduled for discussion as part of this agenda. No action will be taken by the Commission at this meeting on any item not appearing on this agenda.

### **SPHERE OF INFLUENCE (SOI) AMENDMENTS/CHANGES OF ORGANIZATION**

5. **LAFCO 24-04 – Annexation of Rodeo Hercules Fire Protection District (RHFPD) to Contra Costa County Fire Protection District and Dissolution of RHFPD** — receive results of the January 22, 2025 protest hearing regarding the annexation and dissolution, and determine whether to order the reorganization, order the reorganization subject to an election, or terminate the proceedings

### **BUSINESS ITEMS**

6. **Miscellaneous County Service Areas (CSAs) Municipal Service Review (MSR)/SOI Updates - Contract Extension – PLANWEST PARTNERS** – consider extending the existing contract with PLANWEST PARTNERS to April 30, 2025 in conjunction with the *CSA MSR/SOI Updates* covering 15 CSAs
7. **FY 2024-25 Mid-Year Budget Report** - receive FY 2024-25 mid-year budget report
8. **FY 2025-26 Proposed Budget Schedule and Workplan** - provide input on FY 2025-26 proposed budget schedule and work plan
9. **Updates to LAFCO Employee Salary Ranges** – consider approving increases to LAFCO employee salary ranges
10. **CALAFCO Update** – discuss and provide input regarding the future direction of the California Association of Local Agency Formation Commissions (CALAFCO)

### **INFORMATIONAL ITEMS**

11. **Current and Potential Applications - information only**
12. Correspondence from Contra Costa County Employees' Retirement Association (CCCERA)
13. Commissioner Comments and Announcements
14. Staff Announcements/Newspaper Articles/CALAFCO Update

### **ADJOURNMENT**

Next regular LAFCO meeting is March 12, 2025, at 1:30 pm.

LAFCO STAFF REPORTS AVAILABLE AT: [http://www.contracostalafco.org/meeting\\_archive.htm](http://www.contracostalafco.org/meeting_archive.htm)





**Thursday, February 20, 2025**  
**Regular Meeting of the Board of Trustees @ 5:30 PM**

**Byron Union School District**  
**14301 Byron Hwy**  
**Byron, CA 94514**  
**5:30 PM**

**A. CALL MEETING TO ORDER @ 5:30 PM**

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1. Pledge of Allegiance
2. New Agenda Item
3. Roll Call
4. Approval of Meeting Agenda

**B. SCHOOL SITE PRESENTATION**

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1. EMS School Site Presentation

**C. PUBLIC PARTICIPATION**

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1. Public Comment: The public may address the Board of Trustees regarding any item within the jurisdiction of the Board of Trustees of the Byron Union School District.

**D. PRESENTATIONS AND STAFF REPORTS**

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1. Bond Issuance Presentation: CFW
2. Bond Underwriter RFP Presentation: Piper Sandler
3. Bond Underwriter RFP Presentation: Stifel Public Finance
4. Bond Underwriter RFP Presentation: Raymond James & Associates
5. Bond Underwriter RFP Presentation: RBC Capital Markets

**E. CONSENT AGENDA**

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1. Warrants and Checks
2. Personnel Report
3. School Site Safety Plans
4. Contra Costa County Interdistrict Attendance Agreement
5. Amy Merenda, LEP 2024-2025 Contract Addendum
6. KPB Educational Psychology 2024-2025 Contract Addendum

**F. ACTION**

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1. Resolution #11-24: Issuance of Bonds
2. Choose Underwriter for Bond Issuance
3. Resolution #12-24: Layoff Procedure
4. Resolution #13-24: Tie Breaker
5. Resolution #14-24: REDUCED WORKLOAD PROGRAM (RWP)

#### **G. GOVERNING BOARD COMMUNICATIONS**

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1. Comments from the Board Members

#### **H. SUPERINTENDENT COMMUNICATIONS**

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1. Update and Comments from the Superintendent

#### **I. UPCOMING EVENTS**

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1. Discovery Bay Elementary
2. Timber Point Elementary
3. Excelsior Middle School

#### **J. FUTURE MEETINGS**

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1. February 27, 2025 (Thu) - Board Bond Workshop @ 6:00 PM
2. March 13, 2025 (Thu) - Regular Meeting of the Board of Trustees @ 5:30 PM

#### **K. ADJOURN TO CLOSED SESSION**

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1. Conference with Labor Negotiators (Government Code Section 54957.6)

#### **L. ADJOURNMENT**

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# Certificate of Completion



*Webinar: Sexual Harassment Prevention Training for Supervisors*  
2/6/2025

**Carolyn Graham**

Town of Discovery Bay Community Services District

A handwritten signature in black ink, reading 'Neil C. McCormick', is positioned above a horizontal line.

Neil C. McCormick, CSDA Chief Executive Officer

California Special Districts Association