



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 March 15, 2023, 7:00 P.M.

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Called business meeting to order at 7:01 p.m.
2. Director Gutow 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)

There were two public speakers.

- First Speaker requested that the light on top of the pole in the community center parking lot be dimmed as to not affect traffic.
- Second speaker had questions about the proposed high-density housing. President Porter informed him that updates will be given during the MAC updates at the first meeting of each month.

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 1, 2023.
2. Approve Register of District Invoices.

Director Graves made a Motion to Approve the Consent Calendar.
Vice President Callahan seconded.

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

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

E. MUNICIPAL ADVISORY COUNCIL

F. PRESENTATIONS

1. SMS Community Alerts

Presented by Assistant General Manager, Allan Cantando.

- This system will allow alerts to be sent out to the citizens in the community who decide to “opt-in” to the service.
- Alert System will be rolling out March 15, 2023.
- The Town will be divided into five zones.
- Residents can select to receive notifications from more than one zone.

Public Comment:

- Speaker suggested adding an additional zone for CHP notifications.

G. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Approve Fiscal Year 2021-2022 Audited Financial Statements.

Presented by Finance Manager, Julie Carter.

- Financial Transactions Reports were transmitted to the state prior to the January 31, 2023, deadline.

Pauline Sanguinetti of Croce, Sanguinetti, and Vander Veen presented audited financial statements.

- The Town is current with all reporting and filings.
- Total Investment in Capital Assets was \$16,430,022.
- Total assets were \$93,190,637.
- Total net position was \$52,029,632.

Director Graves made a Motion to Approve Fiscal Year 2021-2022 Audited Financial Statements.
Director Graham seconded.

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

2. Discussion and Possible Action to Approve the 2023 Parks and Recreation Public Event Calendar.

Presented by Parks and Recreation Supervisor, Monica Gallo.

- There are approximately ten reoccurring events each year.

Vice President Callahan made a Motion to Approve the 2023 Parks and Recreation Public Event Calendar.

Director Graham seconded.

Director Gutow recused himself because he is a member of the Lions Club.

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

3. Discussion and Possible Action to Approve the Park and Recreation 2023 Program, Activities, and Event Fee Waivers.

- General Manager has the discretion to waive fees. Proposed fees to be waived total \$2895.00.
- There was Board discussion regarding the Lions Club historically donating a portion of the proceeds.

Director Graves made a Motion to Approve the Park and Recreation 2023 Program, Activities, and Event Fee Waivers.

Vice President Callahan seconded.

Director Gutow recused himself because he is a member of the Lions Club.

Vote: Motion carried – AYES: 3-Porter, Callahan, Graves NOES: 1-Graham, ABSTAINED: 1-Gutow, ABSENT: 0

H. MANAGER'S REPORT

1. Landscape Update.

Presented by Parks and Landscape Manager, Bill Engelman.

- Clipper Drive: Rain has slowed progress.
- Prop 68: RFP set to go out for Cornell Basketball Court.

- Ravenswood: Concrete fence near Slifer Park will be finished in next week.
- Bill Engelman will meet with County regarding projects in Special Zones.
- Staff is working with an electrician to address the lighting at the front entrance.
- Missing street signs are being replaced.

I. GENERAL MANAGER'S REPORT

Presented by General Manager, Dina Breitstein.

- Flooding was observed at both Plant 2 and the Community Center due to recent rains.
- There was no substantial damage to report at either site due to the weather.

J. DIRECTOR REPORTS

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Director Carolyn Graham – Training Reports.
 - a. Completion of state mandated “Anti-Harassment Training for Supervisors and Managers” (SB1343/AB1825) on February 28, 2023.
 - b. Completion of state mandated “Local Agency Ethics” (AB1234) on February 27, 2023.

L. CORRESPONDENCE

1. Summary of Adopted Amendment to Ordinance NO. 7 – Contra Costa Times.
2. LAFCO Special District Election Committee.

M. LEGAL REPORT

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

1. Meeting adjourned at 8:00p.m. to the next Regular Meeting of the Board of Directors on April 5, 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.”

"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."