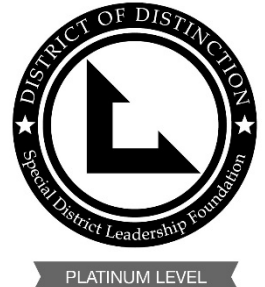




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday November 6, 2024 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. Director Graves led the Pledge of Allegiance.
3. Roll Call was taken, and all members were present including President Callahan who attended remotely.

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 October 16, 2024.

Director Gutow 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.

Presented by Lt. Charlene Jacquez.

- There were 327 calls for service in October.
- 51 reports were generated.
- On October 16th, there was a commercial burglary at the Safeway fuel pump station. Suspect was taken into custody due to information from license plate readers. Suspect was linked to several other cases in the bay area.
- There was a road rage shooting off of Camino Diablo. License plate readers produced a plate number, and suspect was linked to a string of burglaries in Discovery Bay. Suspect was apprehended and is now in custody.
- Lt. Jacques thanked the Board for their support with the prescription drug take-back days.
- Deputy Kooy has transitioned to investigations department.

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

E. MUNICIPAL ADVISORY COUNCIL

1. Proposed Development.

Presented by Vice President Graham.

- The proposed development across the street from the community Center is still in the early planning stages. No formal application has been submitted.
- District Counsel Andy Pinasco gave a synopsis of SB330 which relates to residential based housing.
- The Board previously submitted a letter in regard to an earlier proposed development. The Board will need to submit a letter to the County which addresses this specific project. The Board suggested asking Mike Davies to assist in this process as he was the one who drafted the previous letter.
- Vice President Graham suggested holding a Town Hall Meeting with Supervisor Burgis, the developer and the County planners.
- District Counsel Andy Pinasco clarified what actions should be taken regarding this matter. Staff is to pull out all communications the District has had on this item, and work to develop what needs to be submitted in the future. Staff will work to get this completed for the next MAC update at a Board meeting. However, if staff is unable to complete this task, a report will be presented during the MAC update.

F. PRESENTATIONS

None.

G. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Select Two Board of Director Members to Sit on the Ad-Hoc Interview Committee for Potential Construction Management Firms to Assist the Town Throughout the Duration of the New District Office Building Project.

Presented by General Manager Dina Breitstein.

- This item is a continuation of an item from the October 2, 2024 Board meeting.
- On October 2, 2024, the Board of three participants established the Ad Hoc Committee.
- The Board deferred selecting the committee members until all Board members were present.
- Staff has received proposals from several construction management firms and would like to begin the selection process in the next few weeks.

Public comment:

- The speaker was a representative from the Nor Cal Carpenters Union Local 252.
- Speaker requested the Board keep the Carpenters Union informed on the development across the street.

Director Graves made a motion to have Director Porter and Director Graves be the members of the Ad Hoc Committee.

Director Porter seconded.

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

2. Discussion and Possible Action to Adopt Resolution No, 2024-17 – Add Policy No.35 – Violence Prevention Plan.

Presented by General Manager Dina Breitstein.

- On July 1, 2024, SB553 mandated most employers, with limited exceptions, to establish, implement and maintain a workplace violence prevention plan.
- Staff recommends that the Board adopt Resolution 2024-17 and approve Board Policy No. 035 – Violence Prevention Plan.
- This item was reviewed at an Internal Operations Committee, and they recommended bringing it to the Board for approval.

Director Porter made a motion to approve the Town of Discovery Bay Board Policy – Violence Prevention Plan No. 035 and sign the associated Resolution No. 2024-17.

Director Graves seconded.

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

3. Discussion and Possible Action To Adopt Resolution No. 2024-16 – Add Policy No.36 – Site Visitation.

Presented by General Manager Dina Breitstein.

- The site visitation policy works closely with the violence prevention policy.
- The policy is crucial for ensuring site safety, security and violence prevention.
- This item was brought to the Internal Operations Committee, and they recommended bringing it to the Board for approval.

Director Porter made a motion to approve the Town of Discovery Bay Board Policy – Site Visitation Policy No. 036 and sign the associated Resolution No. 2024-16.

Director Graves seconded.

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

4. Discussion and Possible Action to Approve the Purchase of a New Ford F-250 Truck for the Water and Wastewater Department.

Presented by Water and Wastewater Manager Aaron Goldsworthy.

- Staff requests purchasing a new F250 from Bill Brandt Ford.
- This truck would replace an existing truck from the Town's fleet.
- This item was brought to the Water & Wastewater Committee, and they recommended bringing it to the Board for approval.

Director Porter made a motion to approve purchase of a new truck for the Water and Wastewater department and authorize the General Manager to sign the purchase agreement.

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.

- Tree work was done on Laguna Ct.
- Oleanders were trimmed back on Discovery Bay Blvd. and Preston Dr.
- Crack seal and seal coat was done on the Newport Drive to Sandy Cove Shopping Center walking path.
- Oleander and tree clean-up was done on Bixler Road.
- Continued improvements on Preston Dr. and Point of Timber.
- Composite edging is being replaced on Clipper Drive.
- New drip system installed on Wilde Drive.

I. GENERAL MANAGER'S REPORT

1. Staff would like to congratulate Vice President Graham on her reelection and welcome new Board member Lesley Belcher.
2. The California Energy Commission has moved the Town's solar energy proposal off the waiting list and

will begin reviewing it for approval.

3. The County has approved the permit for the Community Center safety wall project.
4. GM Breitstein completed the SDLF District Government training. The Town now retains its designations of transparency, distinction and platinum level of governance.

J. DIRECTOR REPORTS

1. Standing Committee Reports.

- a. Parks & Recreation Committee Meeting (Committee Members Bryon Gutow and Michael Callahan) November 6, 2024.

- Committee discussed several islands throughout the Town and potentially updating the landscaping sprinkler system.

- b. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) November 6, 2024.

- Committee discussed purchase of new Ford 250 truck and received an update on the filter project.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

None.

L. CORRESPONDENCE

None.

M. LEGAL REPORT

None.

N. FUTURE AGENDA ITEMS

None.

R. ADJOURNMENT

1. Adjourned at 7:55p.m. to the next Regular Meeting of the Board of Directors on November 20, beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.