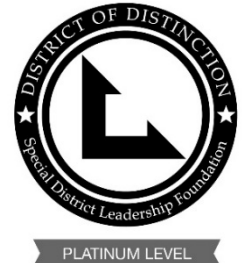




TOWN OF DISCOVERY BAY

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

MINUTES OF THE SPECIAL ANNUAL BOARD PLANNING MEETING OF THE TOWN OF DISCOVERY BAY THURSDAY, MARCH 16, 2023 SPECIAL BOARD PLANNING MEETING - 4:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Business meeting called to order at 4:00 p.m.
2. Roll Call was taken, and all members were present except for President Porter who will be arriving late.

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

C. PRESENTATION, DISCUSSION, AND ACTION ITEMS

Presented by General Manager, Dina Breitstein.

1. Review of Mission, Vision, Values and Goals
 - The Board made no revisions or additions.
2. Looking Back 2022 Year Review
 - Q1 Accomplishments – Parks and Landscaping
 - Passed final inspection for Pool Construction.
 - Large Dog Park repairs.
 - Passed final Inspection for pool equipment TUFF shed.
 - Installed synthetic turf at pool area.
 - New Door installation.
 - Recreation Activity Guide.
 - American Red Cross Blood Drive.
 - Q1 Accomplishments – Administration
 - Migrated Website from Digital Deployment to Streamline.
 - Capacity and Connection Project – Kickoff.
 - Q1 Accomplishments – Water
 - Capacity and Connection Fee Study.
 - Traffic Control Plan for Waterline Replacement Project – DB Blvd.
 - Q1 Accomplishments – Wastewater
 - Capacity and Connection Fee Study.
 - Denitrification.
 - Digest Pond Repair.
 - Cattail Removal Plan & Future Mitigation.
 - Dredge Replacement.
 - Q1 Accomplishments – Finance
 - Completed Connection and Capacity Rate Study – Feb 2022
 - Annual Financial Audit and Financials accepted – March 2022

Q2 Accomplishments – Parks and Landscaping

- Resurface Tennis Court #4, 5, 6.
- Golf Cart Parking.
- Outdoor security cameras at pool area.
- Hire Community Center Part-time staff.
- Recreation Activity Guide.
- Pool Opening after being closed for 3 years.
- Resurface Tennis Courts #1, 2, 3.
- Movies in the Park.
- American Red Cross Blood Drive.

Q2 Accomplishments – Administration

- New Office Building Kick Off Meetings.
- Emergency Texting Project Research Project.

Q2 Accomplishments – Water

- DB Blvd & Edgeview Pipeline Replacement Project. General Manager Dina Breitstein stated what a great job W.R. Forde did with the project.
- Newport Filter Modification.
- Water Quality Level Reporting by Well.

Q2 Accomplishments – Wastewater

- Defining the Needed Materials for Diffuser Repair Project.
- Ox Ditch Temporary Rotor & Rotor Replacement.

Q2 Accomplishments – Finance

- Town Treasury-Funds were transferred in April 2022, staff have been paying all District's expenses directly. This switch resulted in both cost and time savings for the Town.
- New Bonds issued in May 2022 for the following projects:
 - Denitrification Project – \$13M
 - Well 8 - \$5M

Q3 Accomplishments – Parks and Landscaping

- Submit Prop 68 Per Capita Grant – Cornell Park.
- Flick N' Float – First time doing a social media live feed.
- Movies in the Park.
- Aquatics Programming Continues.

Q3 Accomplishments – Administration

- Establish Ad-hoc Committee for New District Office Building.

President Ashley Porter arrived at 4:09p.m.

Q3 Accomplishments – Water

- Well 8 CEQA.
- LSCE Water CIP Development & Funding Assistance.
- Water CIP Financial Planning & Project Implementation.
- LSCE Grant Funding Assistance – Director Graves questioned the status and timeline of the grants.
- LSCE Engineering Services for Willow Water Treatment Plant Filter #1 Project and Filter Pre-purchase.
- Back up Water Supply Discussion and Future Planning.

Q3 Accomplishments – Wastewater

- BSK Geotechnical Services for Denitrification and Master Plan Upgrades.
- Pump Station W Repair Project Planning.
- Vac Truck – GM Breitstein stated how useful this will be for Town projects in the future.
- Clipper Drive/Newport Bridge Pipe Replacement Project Planning.

Q3 Accomplishments – Finance

- Bond Refunding (refinancing).
- Refunded 2012 Bonds on 9/1/2022, (call date was 12/1/2022).
- \$11.68M at 3.54%.
- \$1 million in savings to Town over next 20 years.

Q4 Accomplishments – Parks and Landscaping

- Recreation Activity Guide.
- Start Clipper Revitalization Project.
- Zumba in the Park.
- Aquatics Programming Continues.
- Electrical Panel Replaced at Community Center Tennis Fence.
- New fencing in front of Community Center.

Q4 Accomplishments – Water

- Edgeview Pipeline Replacement Project – Completed
- Discovery Bay Blvd Pipeline Replacement Project – Completed

Q4 Accomplishments – Wastewater

- Clipper Drive/Newport Bridge Pipeline Replacement – This was done with Veolia and W.R. Forde. GM Breitstein and Water and Wastewater Manager Aaron Goldsworthy were both pleased with the outcome of this project.

Q4 Accomplishments – Finance

- California Class - District Fund Investments.
- Moving District Funds from BAC to Five Star Bank – Staff is pleased with the move.
- Investment Policy.
- Information Regarding Hofmann Fund Balance.
- EOY Financials Presentation June 2022, July-August 2022.

There were three staffing changes in 2022.

- Kelly Rajala was promoted to Board Clerk.
- Allan Cantando joined the Administration team as Assistant General Manager.
- Shane Denny joined the Water/Wastewater team as Water Tech I.

There are three staffing changes so far in 2023.

- Lori Cozart joined the Administration and Finance Team as Office Assistant.
- Lesley Marable assumed Accounting Project Analyst position responsibilities.
- Facilities Maintenance Technician Position – Status: Requested
 - The new position will be for maintenance of buildings.

2022 - Awards and Recognition

- Director Graves – Thank you for your Service Recognition as 2022 Board President.

3. Looking Forward 2023

2023 – Parks and & Landscaping Projects

- Preparing to hire summer staff at community center.
- Pool opening & Extending Aquatics Programming.
- Prop 68 Per Capita Grant at Cornell Park Projects – Request for Bids on April 5, 2023.
- Continue Clipper Revitalization.
- Ravenswood Fence Repairs.
- Slifer Park Basketball Courts Resurfacing.
- New Regatta Neighborhood Sign.
- New Regatta Park Playground Structure.

- Movies in the Park.
- Flick N Float.
- Indoor Programming Continues.
- Wallball - Boy Scouts of America will be completing this as an Eagle Scout project.

2023 – Water and Wastewater Projects

- Complete Denitrification Project.
- Marina Underwater Crossing.
- Well 8 Design and RFP/Bid process.
- Water Pipeline Replacement Project – Planning
- Filter Replacement – Willow Lake Water Treatment Plant
- Newport & Sandpoint Underwater Crossing (WATER MAIN UPGRADE FROM Newport to Willow).
- Research Secondary Water Source – Staff has reached out to surrounding districts.
- Security – Emphasis will be on both physical and cyber security.
- Asset Management & GIS Controls – GM Breitstein would like to focus on this to aid in future planning.
- Inventory Control System.
- District Office Building.

2023 – Finance Projects

- California Class and Rick Wood with CSDA will be presenting in the future.

Board Member Input:

Director Graves wanted to clarify that the rate study is being moved up to accommodate the Pipeline Project.

GM Breitstein stated AGM Cantando is stepping-up to address safety. Training is taking place again with the end of Covid restrictions.

Break was taken at 4:31p.m.

Return from break at 4:35p.m.

4. Legal Review and Updates

Presented by Andy Pinasco, Legal Counsel.

- a. General Brown Act Review
 - Exceptions include the Ad Hoc Committee, Special Advisory Groups and Public Employees.
 - Examples of serial meetings include spoken hub, social media, and email correspondence.
- b. Teleconference (all versions)
 - Audio, video, or both connecting locations.
 - A quorum participates from within the jurisdiction.
 - All locations comply with the Brown Act.
 - The notice and agenda identify the location.
 - Both locations are posted and accessible to the public.
 - AB 361 – State of Emergency.
 - AB 2449 – Just Cause or Emergency Circumstances.
- c. Social Media Best Practices and Issues
 - Board members cannot use social media to discuss among themselves “business of a specific nature that is within the subject matter jurisdiction of the legislative body.”
 - Board can use social media to communicate with the public.
 - Board members cannot post on discussions by other members.
 - Boards cannot weigh in with “likes” or emojis.

d. Committees (purpose and legal issues)

- All committees must comply with the Brown Act unless it is advisory, AND includes only Board members, AND includes less than a quorum, AND does not have continuing subject matter jurisdiction, AND is not a meeting on a fixed schedule set by the Board.

D. ADJOURNMENT

Meeting adjourned at 5:32p.m to the Next Regular Board of Director's Meeting, April 5, 2023, beginning at 7:00p.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."