



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday March 2, 2022, 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By Vice President Porter.
2. Pledge of Allegiance. – Led by Director Gutow.
3. Roll Call. – All present. President Graves and Director Graham appeared telephonically.

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

One Public Comment:

- I live on Discovery Bay Blvd. and have two questions. The first is to inquire about the vacant lot on the corner entrance of Discovery Bay. Is this property being sold for development? Where can I find out if something is in the works? I have a feeling it's not going to be single family homes. My second question is regarding the tagging along the wall on Highway 4. Who is responsible for cleaning up this wall? If it doesn't get painted over right away, we will have a wall full of tagging.

GM Breitstein provided her business card to the resident to address his concerns.

C. CONSENT CALENDAR

1. Approve DRAFT minutes of Board of Directors meeting for February 16, 2022.
2. Approve Register of District Invoices.
3. Approve Resolution 2022-06 Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to the Brown Act Provisions.
4. Ratify Resolution 2022-07 of the Town of Discovery Bay Board of Directors establishing a District of Office Planning Ad Hoc Committee to Develop Options for Acquiring or Building a Future District Office.

Director Bryon Gutow made a motion to accept the Consent Calendar as presented.

Director Callahan second.

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.
Lea Castleberry has retired and Dawn Morrow is Discovery Bay's new representative for District III.
 - Covid-19 update effective March 11th, 2022: State health officials announced that masking requirements will be lifted at K-12 schools and child care settings. Masks are still recommended but not mandated. State health officials announced that unvaccinated persons will no longer be required to be masked indoors in public settings. Masks are still required in high risk settings such as: health care facilities, nursing homes, congregate care, and public transportation.
 - Find County Commission openings and other news in our Supervisor's Weekly Newsletter. Text the word "BURGIS" to 22828 to join.
2. Sheriff's Office Report.
Lieutenant Mark Johnson provided an update on crimes in the Discovery Bay area.
 - Thefts of bikes and golf carts from garages left open.
 - Approximately 2-3 catalytic converter thefts a month.
 - We have really focused on shoplifting from the Sandy Cove Shopping Center. There is a police car parked behind CVS and Safeway and we let them know when we are back there so they call us directly. That has been successful, we caught someone today from Brentwood. They were caught and taken to jail on theft and drug charges.
 - Two different warrant arrests from traffic stops.

- Commercial burglary at La Taqueria Limon in the middle of the night, forced entry through back door and stole from there.
- One interesting case at the Wells Fargo ATM next to Safeway. \$1,000 cash was left in the ATM, someone found and turned it into them. We were able to find the owner and return money to them.

Director Graham posed a question regarding young kids driving golf carts in Discovery Bay and what can be done about this? Lieutenant Mark Johnson advised that this was a matter for CHP but did provide information that if a golf cart is driven on a public road, the driver must have a drivers license; okay if driven on private property.

3. CHP Report.
None.

4. East Contra Costa Fire Protection District Report.
Fire Marshal Steve Aubert reported for the month of February there were a total of 74 calls, no major incidences, 676 service calls, 6 residential structure fires, 2 commercial structure fires, 8 vehicle fires, 2 vegetation fires, and 24 exterior fires. District also responded to 20 vehicle accidents with 1 additional requiring rescue, 4 vehicle vs. pedestrian accidents, 4 motorcycle accidents, and 3 bicycle accidents. Recap of 2021 The District received a total of 8,481 calls which is an increase from the previous year by 11%; calendar year of 2021 had a total of 728 calls for service in Discovery Bay alone.

Announcements: LAFCO Meeting will be held on March 9th at 1:30 pm the LAFCO Commission will take vote on the final annexation topic for Contra Costa County Fire Protection District. ECCFPD board meeting will take place same evening at 6:30 pm. Wildfire season is fast approaching major wildfires are being reported in Southern California due to weather and lack of rain, notices will be sent out early April for May 15th compliance deadline.

E. PRESENTATIONS

1. Capacity Fee and Connection Study.

Presentation from Alison Lechowicz summarizing water and wastewater capacity fee update. Last study was performed in 2014 the update is needed as there are new capital improvement projects, facilities needed to serve growth has been updated, the Town has completed Wastewater Master Plan, and Denitrification Project for the sewer system now has contractor bids. Water flows and sewer demands has declined due to conservation and drought conditions as well as corresponding sewer flows that impacts the capacity used by development into the future based on single family dwelling.

Director Gutow posed a question to Water / Wastewater Manager Aaron Goldsworthy: "How do we get a wastewater reduction"? Is sprinkler runoff considered wastewater?

Manager Goldsworthy replied: The reason why you are seeing less water in our wastewater is due to drought regulations and meters being installed people are being more conscientious and using less water.

Water and sewer include buy-in portion of the fee for existing facilities based on fixed asset list, water and wastewater enterprises, looked at facilities currently providing service and have capacity to provide service to new customers into the future. Second part of the fee included upcoming capital expenditures allocation of what facilities benefit growth and what facilities benefit existing customers. Main cost of water facility are well upgrades, filter replacement for treatment plants and water main replacements. Wastewater main cost to facilities were lift stations, plan 2 upgrades in addition sewer had denitrification project. The Town can charge interest in financing costs in connection to new facilities to be built. The Town provided debt service estimates.

Existing fees and proposed fees of both water and sewer have slight increases based on capital improvement plans, updated development projections over the next 20 years for single family dwelling units. A survey was performed of comparable agencies of what they charge for typical water and wastewater capacity fee, Discovery Bay is in the mid-range of other agencies in the area even with the proposed change the ranking didn't shift. Discovery Bay continues to be in the middle of the fees of the agencies surveyed. This matter will be brought back to the board on April 20th, 2022 for approval.

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action Regarding Approval of a Second Amended and Restated Memorandum of Understanding with Seven other GSAs for Implementation of a Groundwater Sustainability Plan for the East Contra Costa Subbasin.

- Requesting Board to authorize General Manager to execute and carry out the terms of the Second Amended and Restated Memorandum of Understanding for the Implementation of Groundwater Sustainability Plan along with partner agencies.

President Graves provided acknowledgment of hard work by Interim Assistant General Manager Davies.

No public comments.

Motion made by Director Gutow to approve Staff's recommendation requesting Board to authorize GM to execute and carry out the terms of the Second Amended and Restated Memorandum of Understanding for the Implementation of Groundwater Sustainability Plan along with partner agencies.

Second by Director Carolyn Graham.

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

2. Discussion and Possible Action to Approve the Notice of Completion and Final Payment for the Swimming Pool Remodel at the Community Center.

Parks/Landscape Manager Bill Engelman provided pool update of the construction project that is now complete, no outstanding punch list items, all final inspections are complete, passed, and on budget. Recommending Notice of Completion be approved and any remaining payments and retention be remitted to Adams Pool Solutions.

General Manager provided explanation of approval process as requested by Vice President Porter. The process depends on the county turnaround and then 35 days from when we receive it from the county to release the retention.

No public comments.

Motion made by Director Gutow for notice of completion be approved and remit and release funds once authorized from county.

Second by Director Callahan.

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

3. 2022 Parks and Recreation Public Event Calendar.

Parks and Recreation Department produces a calendar of public events taking place at the Community Center Town Parks. Staff recommends approval of the 2022 Event Calendar.

Motion made by Director Gutow to approve 2022 Parks and Recreation Public Event Calendar.

Second by Director Callahan.

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

4. Approval of Park and Recreation 2022 Program, Activities, and Event Fee Waivers.

Parks/Landscape Manager Bill Engelman presented events being waived by the General Manager:

- Boys Scouts of America Troup 514
- Contra Costa Library Program for Kids - Resisting Aggression Defensively
- The Annual Easter Egg Hunt
- The Holiday Parade

Staff is recommending acceptance of the above 2022 Program, Activities, and Event Fee Waivers by the General Manager for the total amount of \$1,997.50.

Vice President Porter pointed out that waiving fees is a way The Town is working with the community and giving back to community activities. Director Graham asked, if another well-known group within the community service organization requests to use the Community Center at no charge would it be considered? General Manager confirmed that if they want to have their fee waived it would be brought back to the Board at that time.

No public comments.

Motion made by President Gutow to approve 2022 Program, Activities, and Event Fee Waivers.

Second by Director Carolyn Graham.

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

G. MANAGER'S REPORT

None.

H. GENERAL MANAGER'S REPORT

- General Manager attended first Chamber Meeting and will plan to schedule a host one at a later date. General Manager was also inducted and joined the Lion's Club of Discovery Bay.
- Special acknowledgement by GM to Park/Rec Supervisor Gallo's daughter who received her Ph.D. in Gerontology from USC.

I. DIRECTOR REPORTS

1. Standing Committee Reports.

- Communications Committee Meeting – March 2, 2022.
Report out by Director Callahan. Chamber Mixer and Meet The General Manager Event dates will be coming to Board in future meeting.
- Parks and Recreation Committee Meeting – March 2, 2022.
Report out by Director Gutow. Raising swim fees marginally, Cornell Park vandalism; staff will apply non-graffiti paint, Clipper Drive massive refresh reviewing options and will have definitive numbers to present to Board.

2. Water and Wastewater Committee Meeting – March 2, 2022.

- Report out by VP Porter. Several projects are ongoing and moving forward. Pond and dredge are complete, piping underneath marina and lights.

3. Other Reportable Items.

- None.

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Agency report from Director Graham for Tri Delta Transit Meeting from February 23, 2022.

- Update from Director Graham Tri Delta is buying combination of diesel and electric buses. The General Manager will be retiring and will take the next year to search for replacement.

2. Agency report from President Graves for ECCPD Meeting from February 9, 2022.

No report.

3. Agency report from President Graves for CC Aviation Advisory Committee from February 10, 2022.

No report.

K. CORRESPONDENCE RECEIVED

None.

L. FUTURE AGENDA ITEM(S)

None.

M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

None.

N. CLOSED SESSION

None.

O. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

None.

P. ADJOURNMENT

1. Adjourn to the regular meeting on March 16, 2022, beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//ag – 03-10-22