



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday, August 4, 2021
REGULAR MEETING 7:00 P.M.**

**NOTICE
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-08-21, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board will hold public meetings via teleconferencing as Board Chambers remain closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.

**TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (877)778-1806
CONFERENCE CODE 891949**

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. – By President Bryon Gutow.
2. Pledge of Allegiance – Led by President Bryon Gutow.
3. Roll Call – All present.

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, July 21, 2021, Regular Board of Directors DRAFT Meeting minutes.
2. Approve, July 21, 2021, Special Board of Directors DRAFT Meeting minutes.
3. Approve Register of District Invoices.

Motion made by Vice President Kevin Graves to approve items on the Consent Calendar as presented.
Second by Director Michael Callahan.

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

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Assembly Member Jim Frazier, District 11 - Not in Attendance.
2. Supervisor Diane Burgis, District III Report.

Deputy Chief of Staff for Diane Burgis, Lea Castleberry informed the Board that there is a rise in COVID-19 cases which has triggered a new health order. Facemasks are once again required in indoor public settings regardless of vaccination status. Contra Costa County Code Enforcement is planning a community sweep for boats, trailers and RV's, issuing tickets for illegal parking.

3. Sheriff's Office Report.

Sheriff Lieutenant Mark Johnson provided report of arrest, warrants, and calls to the Sheriff's Department.

He reported there has been an increase in crime. Community is advised to keep their doors locked due to a

rise in home invasions.

4. **CHP Report.**

California Highway Patrol Officer Donnie Thomas advised the Board of arrests, driving violations and citations issued. Reminder was given for drivers to slow down to reduce collisions. Enforcement has increased on Highway 4.

5. **East Contra Costa Fire Protection District Report.**

East Contra Costa Fire Department Battalion Chief Ross Macumber reported on the number of calls received. The Boardwalk Grill had a fire last month which is under investigation by the Fire Prevention Bureau. Annexation Report has been submitted to the Board of Supervisors and the local Fire Board. With the approval of the Annexation Report, East Contra Costa Fire Protection District will send Resolutions to the Contra Costa County Board of Supervisors Board meeting and to the East Contra Costa Fire Protection District Board meeting, to be followed by an application to Local Agency Formation Commission for annexation into Contra Costa County Fire Protection District. Community is asked to join the meetings for this annexation. Contra Costa County Board of Supervisors meeting is Tuesday, August 10, 2021, at 9:00 a.m. and East Contra Costa Fire Protection District Board meeting is Wednesday, August 11, 2021, at 6:30 p.m.

E. PRESENTATIONS

1. Monthly Water and Wastewater Report from Veolia – June 2021 and July 2021.
No presentation.

F. BUSINESS AND ACTION ITEMS

1. Discussion Regarding the Installation of Two (2) Monitoring Wells at Cornell Park.
Water Engineer Justin Shobe discussed the need to install two monitoring wells for the Groundwater Sustainability Plan. After assessing a few locations, it was determined that Cornell Park would be the most ideal location to install the wells. One well will be 15ft deep, the other 30ft deep. Both wells will be two inches in diameter. Water samples will be extracted from the wells periodically to ensure its quality and viability. This project is covered under the Prop 68 Grant funding. Staff recommends the Board approve the installation of the two wells in Cornell Park.
President Bryon Gutow advised the Board that the Parks and Recreation Committee does not have an issue with this project.
Director Ashley Porter reported to the Board that the Water and Wastewater Committee also did not see a problem with this project.
Vice President Kevin Graves made a motion to approve the installation of two (2) monitoring wells at Cornell Park.
Second by Director Ashley Porter.
Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

G. MANAGER'S REPORT

1. Community Center Pool Update.
Recreation Program Supervisor Monica Gallo gave update on the Community Center Pool. The Tuff Shed will be delivered next week. Pricing is being researched for the purchase of pool chemicals in bulk.
Vice President Kevin Graves asked about the date of completion.
Recreation Program Supervisor Monica Gallo advised the expected date of completion is still the end of September 2021.
Recreation Program Supervisor Monica Gallo reported a steep increase in cost of synthetic turf. The options are to continue with the installation of synthetic turf at the current higher cost or wait until winter to see if prices go down.
Vice President Kevin Graves advised the Board will need addition time to discuss the synthetic turf or alternatives.

H. GENERAL MANAGER'S REPORT

I. DIRECTOR REPORTS

1. Standing Committee Reports.
- a. Finance Committee Meeting (Committee Members Kevin Graves and Bryon Gutow) August 4, 2021.
Vice President Kevin Graves reported reviewing last fiscal year's budget and the transfer of Town of Discovery Bay funds from county to internal control.
 - b. Internal Operations Committee Meeting (Committee Members Michael Callahan and Carolyn

Graham) August 4, 2021.

Director Michael Callahan advised there was a review of the Emergency Response Plan. This item will come before the Board at the next meeting.

c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) August 4, 2021.

Director Ashley Porter reported the diffuser project has been delayed. The denitrification project has begun. There was discussion about installing monitoring wells at Cornell Park.

2. Other Reportable Items.

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Aviation Advisory Committee Meeting- July 8, 2021 – Vice President Kevin Graves.

2. Report of ECCFPD Board of Directors Meeting- July 14, 2021 – Vice President Kevin Graves.

3. Code Enforcement Agenda Meeting – July 29, 2021 – Director Ashley Porter.

Director Ashley Porter advised the Board of Contra Costa County's intention to ticket boats, trailers and RV's that are illegally parked.

K. CORRESPONDENCE RECEIVED

1. Contra Costa County Notice of Intent to Render Administrative Decision – July 20, 2021.

L. FUTURE AGENDA ITEMS

M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

N. CLOSED SESSION:

O. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

P. ADJOURNMENT

1. Adjourned at 7:36 p.m. to the regular meeting on August 18, 2021, 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."