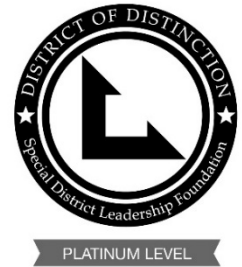




# TOWN OF DISCOVERY BAY

## 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

**NOTICE, CALL, AND AGENDA  
OF THE SPECIAL ANNUAL BOARD PLANNING MEETING  
OF THE TOWN OF DISCOVERY BAY  
THURSDAY, MARCH 14, 2024  
SPECIAL BOARD PLANNING MEETING - 4:00 P.M.**

Download Agenda Packet and Materials at [www.todb.ca.gov](http://www.todb.ca.gov)

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 4:00 p.m.
2. Roll Call.

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

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the viewpoint of the Directors.

**C. PRESENTATION, DISCUSSION, AND ACTION ITEMS**

1. Review of Mission, Vision, Values and Goals
  - a. Primary Issues
  - b. Accomplishments
2. Looking Back 2023 Year Review
3. Looking Forward 2024
  - a. Key Issues and Projects
  - b. Key Planning Efforts
4. Legal Review and Updates

**D. ADJOURNMENT**

Adjourn to the Next Regular Board of Director's Meeting, March 20, 2024, 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."

# Special Annual Board Planning Meeting

March 14, 2024



# Agenda

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**01. Town of  
Discovery Bay Board  
of Directors**

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**02. Review Mission,  
Vision, Goals, and  
Values**



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**03. Quarterly Review  
of 2023**

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**04. Current State of  
TODB in 2024**

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**05. Looking Ahead  
Fiscal Year 2024-25**

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**06. Board Member  
Input**



Director Gutow • President Callahan • Director Porter • Director Graves • Vice-President Graham

# TODB Board of Directors

# 2023-2024

# TODB Board of Directors



**President**



**Michael Callahan**

Term of Office:  
12/2020 to  
12/2024

Internal Operations  
Vice-Chair  
Parks & Recreation  
Chair

**Vice-President**



**Carolyn Graham**

Term of Office:  
12/2020 to  
12/2024

Communications  
Vice-Chair  
Finance Chair

**Director**



**Kevin Graves**

Term of Office:  
12/2022 to  
12/2026

Internal Operations  
Chair  
Water & Waste-Water  
Chair

**Director**



**Bryon Gutow**

Term of Office:  
12/2022 to  
12/2026

Parks & Recreation  
Vice-Chair  
Communications  
Chair

**Director**



**Ashley Porter**

Term of Office:  
12/2022 to  
12/2026

Finance Vice-Chair  
Water & Waste-Water  
Vice-Chair

## District Representative Listing (2 Year Term)



<b>Committee Name</b>	<b>Appointed Director</b>	<b>Alternate Director</b>
<b>Contra Costa County Aviation Advisory Committee</b>	<b>Kevin Graves</b>	<b>Bryon Gutow</b>
<b>Contra Costa County Code Enforcement</b>	<b>Bryon Gutow</b>	<b>Carolyn Graham</b>
<b>Contra Costa Special Districts Association</b>	<b>Ashley Porter</b>	<b>Kevin Graves</b>
<b>Contra Costa County Fire Protection District Liaison</b>	<b>Carolyn Graham</b>	<b>Michael Callahan</b>
<b>East County Water Management Association</b>	<b>Ashley Porter</b>	<b>Carolyn Graham</b>
<b>LAFCO Liaison</b>	<b>Michael Callahan</b>	<b>Ashley Porter</b>
<b>Police Service (P6 Committee)</b>	<b>Michael Callahan</b>	<b>Bryon Gutow</b>
<b>School District Representative Liaison BUSD/LUHSD</b>	<b>Kevin Graves</b>	<b>Michael Callahan</b>
<b>Regional Transportation Agencies</b>	<b>Bryon Gutow</b>	<b>Ashley Porter</b>



## **Standing Committee Appointments**

<b>Committee Name</b>	<b>Chair</b>	<b>Vice-Chair</b>
<b>Communications</b>	<b>Bryon Gutow</b>	<b>Carolyn Graham</b>
<b>Parks and Recreation</b>	<b>Michael Callahan</b>	<b>Bryon Gutow</b>
<b>Internal Operations</b>	<b>Kevin Graves</b>	<b>Michael Callahan</b>
<b>Finance Committee</b>	<b>Carolyn Graham</b>	<b>Ashley Porter</b>
<b>Water and Wastewater</b>	<b>Kevin Graves</b>	<b>Ashley Porter</b>



# Our Mission, Vision, Goals and Values

**Mission:** Provide effective and fiscally responsible municipal services in a manner which promotes a high standard of community life with a focus on the environment and the Delta in partnership with the community.

## Vision

- Maintain a full service and sustainable community.
- Grow in harmony with the environment and the Delta.
- Ensure assets and facilities are maintained, serviceable, and in compliance with all regulatory laws, regulations and rules.
- Promote practices that provide enhanced and sustainable life now and for future generations.

## Goals

- Responsible management of public funds.
- Preservation of our neighborhoods and natural resources.
- Provide timely, effective and transparent communications between government and our citizens.
- Continually improve the quality of our services.
- Promote and protect the environment.
- Take pride in community assets.
- Provide leadership while considering all points of view, to ultimately set policy and make decisions based on what is in the best interest of the entire community.
- Recognize pioneers of the community.
- Champion diversity and inclusion.

**Values:**  
**Innovation • Accountability • Respect**  
**Integrity • Professionalism**



# Looking Back – 2023



## Resolutions & Accomplishments

- Q1
- Q2
- Q3
- Q4

# 2023-Q1 Resolutions

Resolution No.	Department/ Type	Board Meeting Approval Date	Notes	Resolution Description
2023-01	Admin	01/18/23	Pass	Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to Brown Act Provisions.
2023-02	Admin	2/1/2023	Pass	Re-Authorizing Remote Teleconference Meetings
2023-03	Admin	2/15/2023	Pass	Re-Authorizing Remote Teleconference Meetings
2023-04	Admin	2/15/2023	Pass	A Resolution Of The Town Of Discovery Bay Community Services District Acceptance Of Grant Easement And Certificate Of Acceptance (Marina)
2023-05	Admin	2/15/2023	Pass	Adopting a Categorical Exemption for the Purposes of Satisfying the California Environmental Quality Act, Approving Replacement of Filters at the Willow Water Treatment Plant, and Directing the General Manger to File a Notice of with the Contra Costa County Clerk.
2023-06	Admin	2/15/2023	Pass	Adopting an Addendum to the Pantages Bay Residential Development Project EIR and Directing Filing of a Notice of Determination.
2023-07	Admin	3/1/2023	Pass	Re-Authorizing Remote Teleconference Meetings
2023-08	Admin	3/1/2023	Pass	Vehicle Use Policy
2023-09	Admin	3/1/2023	Pass	Establishing A Contra Costa County General Plan Update Ad Hoc Committee To Review The Contra Costa County General Plan Update
2023-10	Admin	3/1/2023	Pass	Re-establishing A District Office Planning Ad Hoc Committee to Develop Options for Acquiring or Building a Future District Office.

# 2023-Q1 Accomplishments

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## Recreation

- Stroke & Turn Clinic
- Recreation Programming:
  - Zumba, Youth Paint Night, Yoga, Tennis, etc.
- Hiring Summer Aquatics Staff

## Landscape

- Completion of Clipper Drive Irrigation
- Ravenswood Park rails replaced
- Planning for Solar lighting installed at walkway between Newport and Safeway.

# 2023-Q1 Accomplishments

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## Water

- W&WW Team and Veolia joint effort to complete Clipper Dr Pipeline Repair
- Support and Final Approval granted by Board for purchase of new Ford F250 for the Maintenance and Water & Wastewater Departments
- Successful County Hazmat Inspection

## Wastewater

- Support for Approval and Certification for the Town of Discovery Bay Sewer System Management Plan as required every five years.
- Successful installation of the WWTP Bar Screen
- Successful Clipper bridge force main replacement

# 2023-Q1 Accomplishments

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## Administration

- Continued input for the Discovery Bay General Plan Update for [envisioncontracosta2040.org](http://envisioncontracosta2040.org)
- Continued research, planning to Develop Options for Acquiring or Building a Future District Office.
- Completion of Easement for the Marina Waterline Crossing Repair Project.
- Amendment to Ordinance No.7 – Water Regulations and Service Ordinance
- Update and Approval of Vehicle Use Policy

## Finance

- Financial update covered mid year financial results
- Review of budget calendar
- First transfer of funds to Five Star Bank began in February

# 2023-Q2 Resolutions

Resolution No.	Department/ Type	Board Meeting Approval Date	Notes	Resolution Description
2023-11	Admin	4/5/2023	Pass	A Resolution Of The Board Of Directors Of The Town Of Discovery Bay, A California Community Services District, Regarding The Annual Assessment Of The Ravenswood Improvement District Landscape And Lighting Zone #9
2023-12	Admin	5/3/2023	Pass	A Resolution Of The Board Of Directors Of The Town Of Discovery Bay, A California Community Services District, Code Of Conduct Policy
2023-13	Admin	5/3/2023	Pass	A Resolution Of The Board Of Directors Of The Town Of Discovery Bay, A California Community Services District, Website Policy
2023-14	Admin	5/3/2023	Pass	A Resolution Of The Board Of Directors Of The Town Of Discovery Bay, A California Community Services District, Acceptance Of Grant Deed And Certificate Of Acceptance (Well 8)
2023-15	Admin	6/21/2023	Pass	A Resolution Of The Board Of Directors Of The Town Of Discovery Bay, A California Community Services District, Annual Discovery Bay Lighting And Landscape Zone #8 Appropriations Limit For FY 2023/24
2023-16	Admin	6/21/2023	Pass	A Resolution Of The Board Of Directors Of The Town Of Discovery Bay, A California Community Services District, Adopting The Operating, Capital Improvement And Revenue Budgets For Fiscal Year 2023-24

# 2023-Q2 Accomplishments

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## Recreation

- New fencing on southwest side of Community Center
- Offered American Red Cross Lifeguarding Class
- Water Aerobics
- Recreational Swim
- Free Adult Lap Swim
- Swim Lessons
- Movies in the Park
- American Red Cross Blood Drive

## Landscape

- Storms and Heavy Flooding impacted Plant 2 and Community Center; planning began to address issues.
- Resurfacing of Basketballs Courts at Cornell Park
- New Play Structure at Regatta Park
- Purchase and Installation of Fencing / Gating at the Community Center

# 2023-Q2 Accomplishments

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## Water

- Successful completion of State Water Resource Control Board on-site sanitary survey of the public water system.
- Successful removal of failed Well 7 pump and motor
- Well 8 drilling completed on schedule with immediate expected flow rates

## Wastewater

- Successful start of Denite treatment ahead of schedule of permit date





# 2023-Q2 Accomplishments

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## Administration

- Successful launch of Slick Text Service for the Town's new SMS Community Alerts system.
- Board Approval for Investing Funds in The California CLASS Public Investment Program for Special Districts
- Off-site Manager Training – April 2023
- Established a Code of Conduct Policy for everyone who uses or enters Town facilities
- Revision of Town Website Policy

## Finance

- Financial update covered results through February 2023
- Planning and Updates for Community Center Lighting and Landscape funding for projects
- Beginning of Money Market Account at Five Star Bank and continued interest earnings.
- Completion and Board Approval for 2021-22 Audited Financial Statements

# 2023-Q3 Resolutions

Resolution No.	Department/ Type	Board Meeting Approval Date	Notes	Resolution Description
2023-17	Admin	7/5/2023	Pass	A Resolution Of The Board Of Directors Of The Town Of Discovery Bay, A California Community Services District Intent To Levy And Collect An Annual Assessment For The Ravenswood Improvement District - Db L&L Zone #9 For The Fiscal Year 2023-2024
2023-18	ADMIN	7/5/2023	Pass	Resolution Of The Town Of Discovery Bay Board Of Directors Establishing A District Office Planning Ad Hoc Committee To Develop Options For The District Offices At 1601 Discovery Bay Boulevard
2023-18-A	Admin	7/5/2023	Pass	Resolution Of The Town Of Discovery Bay Board Of Directors Establishing A District Office Planning Ad Hoc Committee To Develop Options For The District Offices At 1601 Discovery Bay Boulevard
2023-19	Admin	7/19/2023	Pass	A Resolution Of The Board Of Directors Of The Town Of Discovery Bay, A California Community Services District Confirming The Report And Ordering The Levy And Collection Of Charges For The Annual Assessments For Ravenswood Improvement District Assessments Within The Town Of Discovery Bay Community Services District For The Fiscal Year 2023-2024
2023-20	Admin	7/19/2023	Pass	A Resolution Of The Board Of Directors Of The Town Of Discovery Bay, A California Community Services District, Communications Policy
2023-21	Admin	8/2/2023	Pass	Resolution Of The Town Of Discovery Bay Board Of Directors Dissolving The District Office Planning Ad Hoc Committee To Develop Options For The District Offices At 1601 Discovery Bay Boulevard.

# 2023-Q3 Accomplishments

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## Recreation

- Flick N' Float
- Recreational Swim
- Free Adult Lap Swim
- Water Aerobics
- Swim Lessons
- Rebuild of Wallball
- Stroke & Turn Clinic
- Chair Aerobics

## Landscape

- Contract established with the California Conservation Corps to Expedite the Clipper Drive Revitalization Project and to Assist with Additional Landscaping and Weed Control.
- Pickleball Group presented Board a donation check for their support of the shade structures at the courts. (\$5,520)
- Approval granted to execute purchase/sale of new lawn mower.
- Resurfacing of Basketballs Courts at Sliffer Park
- Pickleball courts repainted early October

# 2023-Q3 Accomplishments

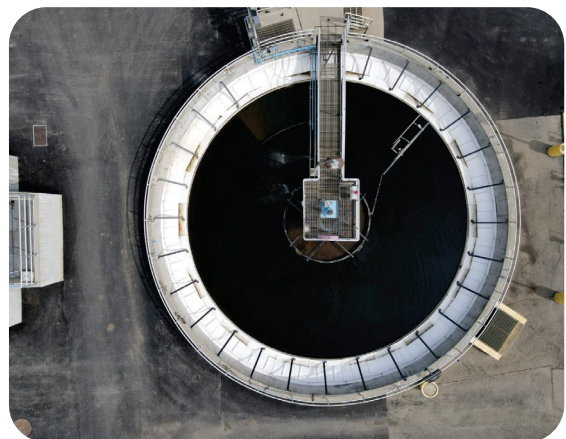
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## Water

- Approval granted for replacement of crane truck totaled in an accident, new search up to \$150k; insurance claim to cover original truck
- Successful completion of the bidding and planning for the Willow Lake Filter project

## Wastewater

- Approval and Execution of start for Willow Water Treatment Plant Filter Replacement Project
- Well 1B Office exterior rehabilitation process completed. Part of multi-location project to revamp and secure Town facilities.



- Completion of clarifier covers to help prevent algae growth for WWTP2

# 2023-Q3 Accomplishments

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## Administration

- Approval to establish Project Analyst Accountant Class Job Description
- Established a Communications Policy for the Town and plans to utilize online communications, social media, electric sign board as well as other means to communicate with public
- Successful completion of 2023-24 Tax Roll
- Launched ToDB on NextDoor for Government
- Coffee with the GM - August
- ToDB Town Hall Event - September

## Finance

- Margaret Moggia joined TODB as new Finance Manager
- Update on Rate Study Kickoff

# 2023-Q4 Resolutions

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Resolution No.	Department/ Type	Board Meeting Approval Date	Notes	Resolution Description
2023-22	Admin	12/6/2023	Pass	A Resolution Of The Board Of Directors Of The Town Of Discovery Bay, A California Community Services District Declaring Certain Property As Exempt Surplus Land And Authorizing Its Sale

# 2023-Q4 Accomplishments

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## Recreation & Landscaping

- American Red Cross Blood Drive
- Free Zumba in the Park
- Construction of Patio Project Began
- Aquatics program ran through end of October
- Private and group pickleball lessons offered
- Tree work completed near Dog Park
- Ravenswood fencing project completed

# 2023-Q4 Accomplishments

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## Water

- Successful approval and procurement of equipment in utility repair and maintenance (i.e. backhoe, dump truck, various parts and tools)
- Successful installation of the Willow Lake filter distribution pipe

## Wastewater

- Successful diffuser cleaning and installation of Y manifold at Old River Discharge
- Successful completion of Lift Station Y and influent pump station bar screen installation at Plant 1



# 2023-Q4 Accomplishments

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## Administration

- Execution for Update of Ordinance 26 – Parking Restrictions modifying language regarding towing of vehicles.

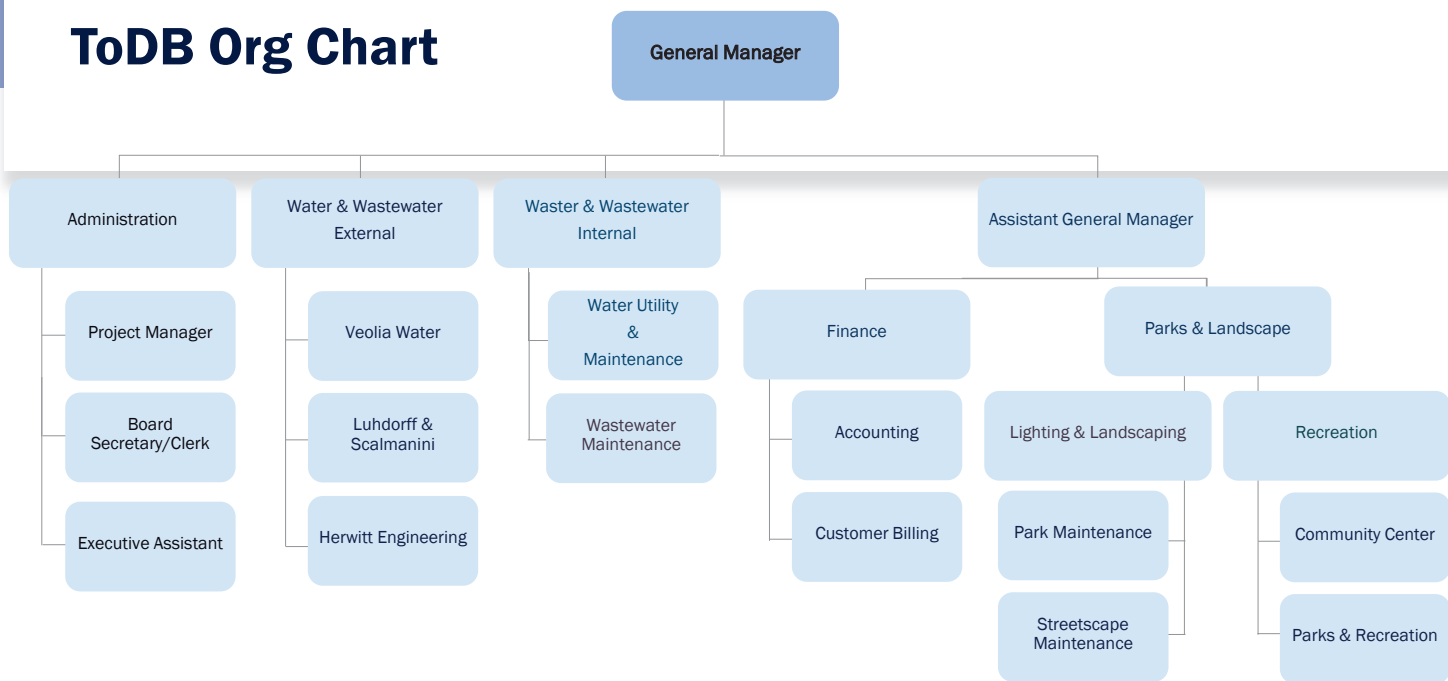
## Finance

- Update on financial activities planned including Fiscal Year 2023 audit and interest earned from funds invested with California Class
- Prop 67 grant reimbursement submission
- Finalizing of the annual audit
- The annual capacity and connection fee report was submitted
- Discussion initiated on creating an assessment district.

# 2023-24 -- Staffing

- Lesley Marable promoted to Accounting Project Analyst position.
- Rodrigo Guerrero joined Lighting and Landscaping team.
- Frank Lara joined Water/Wastewater team as Water Tech I.

# ToDB Org Chart



## 2023 – Awards and Recognition

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- Director Porter – Thank you for your Service as ToDB’s 2023 Board President



# 2024 – Looking Ahead



Ongoing Park and  
Landscape Projects



Ongoing Wastewater  
Projects



Ongoing Finance Projects

# 2024 – Park and Landscape Projects

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## Current State / Looking Ahead for 2024-2025

- Preparing to hire summer staff at community center
- Pool opening & Aquatics Programming
- Prop 68 Per Capita Grant at Cornell Park Projects
- Install solar bollards on Clipper and Zone 35

# 2024 – Water & Wastewater Projects

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## Current State / Looking Ahead for 2024-2025

- Well 7 – back online
- Well 8 – start of facility construction
- Willow Lake – completion of new filter project
- Denite Project Complete
- Newport Lift Station PLC project
- W&WW Rate Study underway
- Marlin/Marina Underwater Crossing Project
- Pantages – preparations for new customers
- Continue Research of Secondary Water Source
- Wastewater Operations and Maintenance Update
- Newport & Sandpoint Underwater Crossing (Water Main Upgrade from Newport to Willow Lake Road)
- Asset Management & GIS Controls
- Security – part of facilities infrastructure
- Inventory Control System
- District Office Building

# 2024 – Finance Projects

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## Current State / Looking Ahead for 2024-2025

- Finalize 2024 Water and Wastewater Rate Study
- Implement new Commercial Credit Card Program
- Review and recommend updated language for financial policies
- Present the FY 2024-2025 Budget for the Board's approval
- Evaluate funding strategies to finance District's capital program
- Evaluate software platforms to improve financial tracking, reporting and monitoring



# Board Member Input



**Thank you**

