



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 OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday December 4, 2024 7:00 P.M.

TO ATTEND IN PERSON: The meeting will be held at the Community Center located at 1601 Discovery Bay Boulevard.

In addition to physical attendance at the address indicated above, the Town of Discovery Bay Community Services District is offering the following teleconferencing options as an alternative means for the public to participate in this meeting.

TO ATTEND BY ZOOM WEBINAR: <https://us06web.zoom.us/j/85454370841>

TO ATTEND BY PHONE: +1 (669) 444 9171 or +1 (719) 359 4580 **WEBINAR ID:** 854 5437 0841

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.
2. Pledge of Allegiance.
3. Roll Call.

B. RECOGNITION

1. Award Presented to Board President Michael Callahan.

C. 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.

D. 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 November 20, 2024.
2. Approve the Cancellation of the January 1, 2025, Regular Board of Directors Meeting.

E. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.
2. Sheriff's Office Report.
3. Contra Costa County Fire Protection District Report.

F. MUNICIPAL ADVISORY COUNCIL

G. PRESENTATIONS

H. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Approve an Agreement for Consultant to Perform a Classification and Compensation Study.
2. **H.2.A.** Discussion and Possible Action to Approve Resolution 2024-18 Finding and Declaring Construction of Town Administrative Office is Exempt Under the California Environmental Quality Act Using a Class 3 Categorical Exemption.
H.2.B. Discussion and Possible Action to Authorize General Manager to Contract with Mobile Modular Management Corporation, a Division of McGrath RentCorp (“Mobile Modular”), to Construct the Town of Discovery Bay’s (Town) Office Administration Building.
3. Discussion and Possible Action Regarding Contracting with CoAct24 to Conduct Construction Management Services for the Town of Discovery Bay Office Administration Building Project.

I. MANAGER’S REPORT

J. GENERAL MANAGER’S REPORT

K. DIRECTOR REPORTS

1. Standing Committee Reports.
 - a. Finance Committee Meeting (Committee Members Carolyn Graham and Ashley Porter) December 4, 2024.

L. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Byron Union School District – October 17, 2024(Director Kevin Graves).
2. Contra Costa County Aviation Advisory Committee – November 14, 2024 (Director Kevin Graves).

M. CORRESPONDENCE

N. LEGAL REPORT

O. FUTURE AGENDA ITEMS

P. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Q. CLOSED SESSION

1. Public Employee Performance Evaluation Pursuant to Government Code 54947 (Position: General Manager).
2. Conference with Labor Negotiator Pursuant to Government Code 54957.6
Agency Designated Representative: Michael Callahan / Andy Pinasco.
Unrepresented Employee: General Manager.

R. RETURN TO OPEN SESSION, REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

S. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Approve Amendment to General Manager Employment Agreement.

T. ADJOURNMENT

1. Adjourn to the next Regular Meeting of the Board of Directors on December 18, 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."