



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

President – Carolyn Graham • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Ashley Porter • Director – Lesley Belcher

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday June 4, 2025 7:00 P.M.**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Director Gutow led the Pledge of Allegiance.
3. Roll Call was taken, and all members were present.

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

- Speaker discussed landscaping on Discovery Point.

E2. Item E2 was addressed out of order.

E2. Two Letters of Support and Concern for Construction of Contra Costa Fire Station 94 in Downtown Brentwood, CA.

- Supervisor Burgis requested the Board of Directors' support on the construction of Contra Costa Fire Station 94 in Downtown Brentwood, CA.
- The Board discussed the location for the new fire station.

Public Speakers:

- The first speaker asked that the Board affirm support for fire station 94 but allow the location to be decided by the appropriate agencies.
- The second speaker would like the Board to consider the ramifications of supporting the downtown location.
- The third speaker noted the history of the land in regard to the Veterans.
- The fourth speaker would like the Board to urge Supervisor Burgis to work with the appropriate agencies to come to a mutually beneficial solution.

Director Porter made a motion to send a letter of support for an additional fire station which also states support for the need of said station, but not offering an opinion on its location.

Director Belcher seconded.

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

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 Regular Board of Directors DRAFT Meeting Minutes from May 21, 2025.
2. Authorize Board Member Attendance and Activity Participation at the 2025 CSDA Conference in Monterey, CA August 25-28, 2025.
3. Approve the Scope of Work for District Engineering Support Services for the Wastewater Division (not to exceed \$75,000) and Authorize the General Manager to Execute a Consulting Agreement with HERWIT Engineering.

Director Graves made a motion to approve the Consent Calendar.

Director Gutow seconded.

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.
None.

2. Sheriff's Office Report.

Presented by Lt. Ryan White.

- There were 358 calls for service in May.
- There were 24 reports taken.
- Chronic shoplifter at Safeway was arrested with help of surveillance cameras
- Large contingency of Sheriff's deputies will be on duty on the 4th of July weekend to help combat firework use.
- Marine patrol will be fully staffed for the Holiday weekend.

3. Contra Costa County Fire Protection District Report.
None.

4. Contra Costa County Code Enforcement.
None.

E. MUNICIPAL ADVISORY COUNCIL

1. Special Planning Committee Formation.

- Director Porter discussed the ability to form a planning committee under MAC authority.
- Assemblymember Lori Wilson's office has offered their assistance with this matter.
- These would not be Brown Act meetings, nor would they be a stipend meeting.

Director Porter made a motion to form a Special Ad Hoc Planning Committee to discuss the proposed project across the street.

Director Graves seconded.

Vote: Motion carried – AYES: 5 – NOES: 0, ABSTAINED: 0, ABSENT: 0.

- Committee members will be Director Belcher and Director Graham.
- A Resolution will be on the Consent Calendar at the June 18, 2025 meeting.

2. Two Letters of Support and Concern for Construction of Contra Costa Fire Station 94 in Downtown Brentwood, CA.

Item was addressed above.

F. PRESENTATIONS

None.

G. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Approve Contract with HydroCorp to Provide State Mandated Cross-Connection Services in the Amount of \$406,222.

Presented by General Manager Dina Breitstein.

- The State Water Resources Control Board (SWRCB) adopted the Cross-Connection Control Policy Handbook (CCCPH) in 2024, establishing updated, enforceable standards for cross-connection control and backflow prevention for all public water systems (PWS) in California. The mandate requires every PWS, including the Town of Discovery Bay, to develop and implement a comprehensive cross-connection control plan to protect public health and comply

- with state law.
- Item was discussed at the May 21, 2025 meeting.
- The Board asked clarifying questions regarding contract term as well as how other local Districts are meeting the requirements.

Director Graves made a motion to approve staff recommendation to approve the contract with HydroCorp to provide State Mandated Cross-Connection Services as outlined in the scope of work, in the amount of \$369,292.52, authorize the General Manager to execute a contract with HydroCorp for the State Mandated Cross-Connection Services and authorize the General Manager to execute any additional change orders to HydroCorp up to 10% of the contract value.

Director Porter seconded.

Vote: Motion carried – AYES: 5 – NOES: 0, ABSTAINED: 0, ABSENT: 0.

2. Discussion and Possible Action to Set Public Hearing to Adopt the Operating and Capital Improvement Budgets for Fiscal Year 2025-2026.

Presented by Finance Manager Margaret Moggia.

- Ad Valorem was updated in the latest draft.
- Zone 9 Assessment information was used to update the latest draft.
- A five-year forecast is now included in the document.

Director Porter made a motion to set the Public Hearing for June 18, 2025, at 7:00pm located at 1601 Discovery Bay Boulevard to consider the adoption of the Fiscal Year 2025-2026 Operating and Capital Budget through Resolution No. 2025-08

Director Belcher seconded.

Vote: Motion carried – AYES: 5 – NOES: 0, ABSTAINED: 0, ABSENT: 0.

3. Discussion and Possible Action to Adopt Resolution No. 2025-04 - Notice of Intent to Levy and Collect an Annual Assessment for the Ravenswood Improvement District - DB Lighting and Landscape Zone 9 for Fiscal Year 2025-2026 and Set Public Hearing.

Presented by Finance Manager Margaret Moggia.

- HERWIT provided the Draft Assessment Engineer's Report to District Staff on May 20, 2025. In that report, HERWIT determined that based on operating costs (as shown on the proposed Operating and Capital Budget for Discovery Bay Lighting and Landscape Zone 9) the per parcel assessment should be set at \$853.06 which is the allowable maximum assessment for Zone 9.
- Factors leading to the assessment of \$853.06 are: maintaining our emergency reserves, adequate funds for operations, and replenishing the reserves to fund future capital projects.

Director Gutow made a motion to adopt Resolution No. 2025-04 to set Notice of Intent to Levy and Collect an Annual Assessment for the Ravenswood Improvement District - DB Lighting and Landscape Zone 9 for Fiscal Year 2025-2026, and set the Public Hearing for June 18, 2025, at 7:00pm located at 1601 Discovery Bay Boulevard.

Director Porter seconded.

Vote: Motion carried – AYES: 5 – NOES: 0, ABSTAINED: 0, ABSENT: 0.

H. MANAGER'S REPORT

None.

I. GENERAL MANAGER'S REPORT

None.

J. DIRECTOR REPORTS

1. Standing Committee Reports.

a. Finance Committee Meeting (Committee Members Ashley Porter and Kevin Graves) June 4, 2025.

- Committee discussed items that were brought to the Board of Directors meeting this evening.

b. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Carolyn Graham) June 4, 2025.

- Committee received updates on multiple projects.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

None.

L. CORRESPONDENCE

None.

M. LEGAL REPORT

None.

N. FUTURE AGENDA ITEMS

None.

O. ADJOURNMENT

1. Adjourned at 8:09p.m. to the next Regular Meeting of the Board of Directors on June 18, 2025 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.