



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

NOTICE OF THE REGULAR MEETING MINUTES OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday August 3, 2022

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 led by Legal Counsel, Andy Pinasco.
3. Roll Call was taken all members were present.

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

1. Resident Comment:
 - Resident suggested sending Staff a link to an article in regard to programs to aid in reducing temperatures and global warming.

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 July 20, 2022.
2. Approve Register of District Invoices.
3. Approve Resolution 2022-28 Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to the Brown Act Provisions.

Director Gutow made a Motion to Approve the Consent Calendar as presented.

Vice-President Porter second.

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

No public comment.

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.

Presented by Supervisor Diane Burgis.

- Annexation of ECC Fire and Contra Costa Fire – Fifth Station is underway and opening early next year.
- Code Enforcement – New code enforcement officers coming onboard in the next couple of months. Ordinance passed increasing fines and penalty amounts for short-term rental violations. Urgency Ordinance is in place for unpermitted events and looking to increase those fines.
- Conveyance System – Supervisor Burgis encouraged the Board to look at the EIR and as a body to provide comments to represent the Delta.
- Harmful Algae Blooms – Supervisor Burgis is working with Federal Lobbyist to work on grant application for consistent funding to address issues related to climate change, water quality, and low flows. Supervisor encourages residents to use caution and to be aware of points of entry for people and pets entering the water, not all areas have been tested.

- New Appointment Commissions – Currently interviewing for Mental Health Commission, Fish and Wildlife Committee, Bryon-Brentwood-Knightsen-Union Cemetery District, Assessment Appeals Board, and Aviation Advisory Committee.

2. Sheriff's Office Report.

Presented by Lieutenant, Mark Johnson for the Month of July.

- Discovery Bay – received 511 calls for service, 35 reports taken.
- Hiring for new Deputy Sheriff.

3. CHP Report.
None.

4. Contra Costa Fire Report.
None.

E. PRESENTATIONS

1. None.

F. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Approve Change Order 2 with Anderson Pacific for the Denitrification Project.

Presented by Gregory Harris, HERWIT Engineering.

- Pump Station W – Original pump station built in Discovery Bay and is to allow for rehab/repairs and maintenance for Influent Pump Station. Pump Station W needs work to be done.
- Cost savings to proceed with Change Order 2.

No public comment.

President Graves made a Motion to Approve Staff's Recommended Actions noting it is a Budget any substantial cost that exceeds the contingency fund Staff will bring back to Board and then move forward with the afore recommended items listed under Recommended Action.

Vice-President Porter second.

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

2. Discussion and Possible Action to Approve a Contract with Architecture and Engineering Transformed ("AETypic") for Architecture Consulting Services Related to a New District Main Office Building.

Presented by General Manger, Dina Breitstein.

- Ad Hoc Building Committee conducted interviews of potential Architectural and Engineering firms to conduct the Needs Assessment for a new office building. Committee has selected Architectural Engineering Transformed ("AETypic") to conduct Needs Assessment, Consulting, and provide Architectural Concept Designs for the construction of The Town of Discovery Bay District Office Building. The Ad Hoc Committee recommends approving the proposal of AETypic and authorizing the General Manager to enter into agreement not to exceed \$32,388 + 15% contingency.

Resident Comment:

- Resident supports a new office building and not use portables.

Vice-President Porter made a Motion to Approve Staff Recommendation to Move forward with AET.

President Graves second.

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

3. Discussion and Possible Action to Approve a Car Show Event in Cornell Park on September 24, 2022.

Presented by Interim Assistant General Manager, Mike Davies.

- Car Show Event will promote Community Involvement with little impact to Cornell Park.

Resident Comment:

- Resident expressed concern about access to suitable bathrooms.

Director Graham made a Motion to Approve Car Show Event at Cornell Park on September 24, 2022, with Conditions of Approval included on Staff Report.

Director Gutow second.

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

G. MANAGER'S REPORT

1. Presented by Interim Assistant General Manager, Mike Davies.

- Agenda language has been updated to allow the public to attend in person or telephonically (if available). Staff has requested Board to notify staff beforehand if they know if they will be attending remote in order to adjust wording on Agenda prior to the agenda being posted on Fridays the week prior to the Board Meeting.

2. Presented by Recreation Programs Supervisor, Monica Gallo.

- Due to popularity of swim lessons over the Summer swim has been extended through the month of August. Water Aerobics has also been extended. Public recreation swim will be available on Wednesdays and Fridays, 3 – 6 p.m.
- Stroke Clinic – Will be offered soon and filling up quickly.
- Lap Swim – Available five days a week, 10 am – 2 pm.
- Pickleball Court Rental – Private family rented three courts.
- Yoga – Will be included in the next Activity Guide.

Board would like to compose a Certificate of Appreciation to Tony, Adams Pool for the excellent work that has been done.

H. GENERAL MANAGER'S REPORT

Presented by Dina Breitstein.

- Technical Issues with Orion Readers due to upgrades to cellular towers in Town. This issue does not affect the meters. Notices will be sent out to residents that are affected.
- Assistant General Manager position closed on July 22, 2022. Applicants will be interviewed at a future date.

I. DIRECTOR REPORTS

1. Standing Committee Reports.

a. Internal Operations Committee Meeting (Committee Members Michael Callahan and Carolyn Graham). August 3, 2022.

Update Provided by Michael Callahan.

- Reviewed clarifications of MAC duties, Board responsibilities, and discussed land signs around Willow Lake and Discovery Bay Boulevard.

b. Finance Committee Meeting (Committee Members Bryon Gutow and Kevin Graves). August 3, 2022.

Update Provided by Bryon Gutow.

- Pump Station W – Finance looked at options in order to fix repairs.
- Bonds – A couple of bonds are maturing and looking into potentially combining bonds into a private loan from a commercial institution that will be discussed August 17, 2022.

- c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter). August 3, 2022.

Update by Provided by Ashley Porter.

- Presentation to compare various ways to fund upcoming Water and Wastewater projects.

2. Other reportable items.

Update Provided by Ashley Porter regarding the Code Enforcement meeting attended.

- Sheriff's Office and Code Enforcement are working together.
- Code Enforcement will be increasing fines and has the ability to temporarily suspend permits if needed.

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Contra Costa County Aviation Advisory Committee (President Graves). July 14, 2022.
2. Transplan Committee Meeting (Director Graham). July 14, 2022.
3. East Contra Costa Code Enforcement Meeting (Vice-President Porter). July 28, 2022.
 - Letter sent to Code Enforcement Meeting; Code Enforcement started sending letters to homes that have not pulled permits. Any issues occurring homeowners are encouraged to contact the non-emergency phone number of the Sheriff's Office.

K. CORRESPONDENCE RECEIVED

L. MUNICIPAL ADVISORY COUNCIL

M. FUTURE AGENDA ITEMS

None.

N. ADJOURNMENT

1. Meeting adjourned at 7:58 p.m. to the next Regular Meeting of the Board of Directors on August 17, 2022, 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."