



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

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

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Called business meeting to order 7:00 p.m.
2. Director Graves led Pledge of Allegiance.
3. Roll Call was taken, and all members were present with the exception of President Callahan who was absent.

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

- The speaker asked if there was any resolution to the item about the tennis courts.

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 August 21, 2024.
2. Approve Annual Disclosure Pursuant to California Government Code Section 53065.5.

Director Porter made a Motion to Approve the Consent Calendar.

Director Gutow seconded.

Vote: Motion carried – AYES: 4 – Graham, Graves, Gutow, Porter, NOES: 0, ABSTAINED: 0, ABSENT: 1 – Callahan.

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.
None.

2. Sheriff's Office Report.

Presented by Lt. Charlene Jacquez.

- Lt. Jacquez read a passage that Diane Burgis' office sent since they could not be in attendance.
 - Three individuals were appointed to the Discovery Bay P6 Citizens Advisory Committee. The committee meets quarterly on the second Wednesday of the month. The next meeting will be at 6:00pm. Wednesday, October 9th at the Discovery Bay Community Center.
- The Sheriff's Department had 359 calls for service and 44 reports generated for the month of August.
- The next Citizen's Academy is full and a wait list has been formed.
- The waste tire event held on August 24 was a huge success.

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

E. MUNICIPAL ADVISORY COUNCIL

- Vice-President Graham mentioned the permitted Airbnb's in Discovery Bay.

F. PRESENTATIONS

None.

G. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Approve Resolution 2024-14 Amending the Board Policy Bylaws of the Town of Discovery Bay.
 - This item was removed from the agenda and will be placed on a future agenda when all of the Board members are present.
2. Discussion and Possible Action to Approve Change Order for Re-Paving Services with Syblon Reid as Completion of the Willow Treatment Filter Project.

Presented by Water & Wastewater Manager Aaron Goldsworthy.

- Staff has been re-evaluating the re-paving portion of the project with Syblon Reid.
- It has been determined that extending the paving area by removing the tree line would provide more useful space for parking staff and contractor vehicles, as well as for product and chemical deliveries.

Director Graves made a motion to authorize the General Manager to enter into the change order agreement presented by Syblon Reid to re-pave and stripe the entire driveway, demo existing trees and grind stumps below grade, and install a 1" future conduit from the transformer to the building at the Willow Lake Treatment Facility, in the amount not to exceed \$65,372.82 with a 15% contingency. Director Porter seconded.

Vote: Motion carried – AYES: 4 – Graham, Graves, Gutow, Porter, NOES: 0, ABSTAINED: 0, ABSENT: 1 – Callahan.

H. MANAGER'S REPORT

1. Recreation Update.

Presented by Landscape Manager Monica Gallo.

- The musical instruments at the Community Center are being used frequently.
- The Community Garden is continuing to grow.
- Youth Paint Nights have been successful.
- Flick 'N Float was a popular event.
- Adult Paint Night was successful.
- Zumba continues to be enjoyed by both men and women.
- Tiny Toes Dance just began on Mondays at 4:00p.m.
- Water Aerobics will continue through October weather permitting.
- Mermaid School will be held on September 14th.

I. GENERAL MANAGER'S REPORT

Presented by General Manager Dina Breitstein.

- The Town is looking into a Cyber Security Grant that is being offered.

J. DIRECTOR REPORTS

1. Standing Committee Reports.

- a. Communications Committee Meeting (Committee Members Bryon Gutow and Carolyn Graham) September 4, 2024.

Director Gutow reported the Committee discussed a potential Communications Consultant for upcoming projects.

- b. Parks and Recreation Committee Meeting (Committee Members Michael Callahan and Bryon Gutow) September 4, 2024.

Director Gutow reported there was not a Brown Act Meeting due to President Callahan being absent. There were informational presentations given on various upcoming projects.

- c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) September 4, 2024.

Director Porter reported the Committee discussed the repaving item that was on tonight's agenda as well as an item regarding a licensing agreement for access to the Town's Wastewater Diffuser site which will be coming to a future Board of Directors Meeting.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

None.

L. CORRESPONDENCE

None.

M. LEGAL REPORT

None.

N. FUTURE AGENDA ITEMS

None.

R. ADJOURNMENT

1. Adjourned at 7:21p.m. to the next Regular Meeting of the Board of Directors on September 18, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.