



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

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday May 7, 2025 7:00 P.M.**

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

REMOTE TELECONFERENCE LOCATION:
324 E. State Street
Ithaca, NY 14850

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. 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. 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 April 16, 2025.

D. 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.
4. Contra Costa County Code Enforcement.

E. MUNICIPAL ADVISORY COUNCIL

F. PRESENTATIONS

G. DISCUSSION AND POSSIBLE ACTION

H. MANAGER'S REPORT

I. GENERAL MANAGER'S REPORT

1. Recap of Open House.

J. DIRECTOR REPORTS

1. Standing Committee Reports.
 - a. Parks & Recreation Committee Meeting (Committee Members Bryon Gutow and Carolyn Graham) May 7, 2025.
 - b. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Carolyn Graham) May 7, 2025.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Byron Union School District - April 10, 2025 (Director Kevin Graves).
2. LAFCO - April 9, 2025 (Director Kevin Graves).
3. Confire - April 15, 2025 (Director Carolyn Graham).

L. CORRESPONDENCE

1. Contra Costa County Office of Emergency Services – Dated April 22, 2025.

M. LEGAL REPORT

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

1. Adjourn to the next Regular Meeting of the Board of Directors on May 21, 2025 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."



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**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday, April 16, 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 Graves led the Pledge of Allegiance.
3. Roll Call was taken, and all members were present with the exception of Director Porter who was absent.

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

1. The Speaker commented on pickleball court rental at Cornell Park.

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 April 2, 2025.
2. Monthly Disbursement Report – February 2025.
3. Approve Cancellation of the July 2, 2025, Regular Board of Directors Meeting.

Vice President Gutow made a motion to approve the Consent Calendar.

Director Graves seconded.

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

D. PRESENTATIONS

1. Veolia.

Presented by Veolia Project Manager Anthony Harper.

- 630 Safe working days.
- All water wells are online except for Well 2 which is having electrical issues. Staff is looking into future options for Well 2.
- Hydrant flushing is ongoing.
- Valve exercising is ongoing.
- Consumer confidence report is in progress.
- All lift stations are active.
- There were zero customer complaints in March.
- There were zero sewer overflows in March.

E. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action Regarding Water and Wastewater Rate Study and Proposition 218 Process Schedule.

- Water and sewer rates are subject to Proposition 218.
- Rates must proportionally recover costs based on how customers take service.
- Covers rates for a maximum 5-year period.
- Procedural requirements include conducting a rate study, mailing a notice to property owners/tenants, holding a hearing a minimum of 45 days later, and protest voting.
- Last rate study was conducted in 2020.
- Rate study goals are to collect sufficient funds to cover operations and maintenance, debt obligations, repairing and replacement of infrastructure and maintaining prudent reserves.
- New rates would take effect July 1, 2025.
- Capital water projects factored into the proposed rates include Solar Project, Administration Building, Well 2, Well 8, Mainline Pipeline and Underwater Crossing.
- Average Town of Discovery Bay customer bill is approximately \$57.00/month. Proposed FY 2025/2026 bill is approximately \$69.00/month.
- Capital wastewater projects include Solar Project, Administration Building, Belt Press at WWTP#2, Decant Station and Fencing at Plant #2.
- Current Town of Discovery Bay customer sewer bill is approximately \$88.00/month. Proposed FY 2025/2026 bill is approximately \$94.00/month.
- Public Hearing is scheduled for June 18.

Director Belcher inquired about the communication with the public being done for the Rate Study.

Alison Lechowicz will be present at the May 1st Open House Event.

Director Belcher asked General Manager Breitstein to identify capital improvement projects on the horizon.

Public Comment:

1. The speaker asked if future development was considered in the preparation of the Rate Study.

Director Graves made a motion to approve staff recommendation to receive and accept the proposed Water and Wastewater Rates Study for Fiscal Years 2025 through 2030, direct staff to schedule a Public Hearing in accordance with Prop 218 for the adoption of the proposed rate increases for June 18, 2025, and direct staff to provide notice to affected property owners for the Public Hearing in accordance with Proposition 218.

Director Belcher seconded.

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

F. MANAGER'S REPORT

Landscape Manager Monica Gallo gave the update.

- Town received park dedication funds from the County that will be used at Regatta Park.

G. GENERAL MANAGER'S REPORT

1. Contra Costa County is asking for final comments on the proposed apartment complex. GM Breitstein asked the Board to submit comments/feedback.
2. Town Open House is scheduled for May 1, 2025 from 3:00-8:00p.m. Communication is going out via post cards, letters, social media and newspapers.

H. DIRECTOR REPORTS

None.

I. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

None.

J. CORRESPONDENCE

None.

K. LEGAL REPORT

None.

L. FUTURE AGENDA ITEMS

None.

M. ADJOURNMENT

1. Adjourned at 7:45p.m. to the next Regular Meeting of the Board of Directors on May 7, 2025 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

DRAFT



Thursday, April 10, 2025
Regular Meeting of the Board of Trustees @ 5:30

Byron Union School District
14301 Byron Hwy
Byron, CA 94514
5:30 PM Closed Session
6:00 Open Session
Board Budget Study Session will not be livestreamed.

A. CALL MEETING TO ORDER @ 5:30 PM

1. Call to Order the Regular Meeting of the Board of Trustees
2. Roll Call
3. Approval of Meeting Agenda
4. Public Comment on Closed Session Items
5. Adjourn to Closed Session

B. CLOSED SESSION

1. Employee Discipline/Dismissal/Release (Government Code Section 54957)

C. PUBLIC SESSION @ 6:00 PM

1. Reconvene to Public Session at 6:00 PM
2. Roll Call
3. Pledge of Allegiance
4. Report Out From Closed Session

D. PUBLIC PARTICIPATION

1. Public Comment: The public may address the Board of Trustees regarding any item within the jurisdiction of the Board of Trustees of the Byron Union School District.

E. PRESENTATIONS AND STAFF REPORTS

1. LCAP Input Overview Presentation
2. BTA 2025-2026 Sunshine & Byron USD 2025-2026 Sunshine Notice Response

F. CONSENT AGENDA

1. Warrants and Checks
2. Personnel Report
3. 2024-2025 Academy Salary Schedule

4. 2025-2026 Academy Salary Schedule

5. Memorandum of Understanding with CCCOE for the Distinguished Speaker Vocabulary Instruction

6. Contra Costa County Office of Education One on One Instructional Supports

7. Quarterly Uniform Complaint Form for the May 1, 2025 Submission Date

8. Approval of Board Minutes: March 13, 2025 Regular Meeting

G. ACTION

1. Citizens' Bond Oversight Committee for Measure R: Recommendation of Appointments and Member Status

2. Measure R Contract Management and Consulting Agreement

3. Resolution #16-24: Establishing Building Fund (Fund 21)

H. GOVERNING BOARD COMMUNICATIONS

1. Comments from the Board Members

I. SUPERINTENDENT COMMUNICATIONS

1. Update and Comments from the Superintendent

J. UPCOMING EVENTS

1. Discovery Bay Elementary

2. Timber Point Elementary

3. Excelsior Middle School

K. FUTURE MEETINGS

1. May 8, 2025 - Regular Meeting of the Board of Trustees @ 5:30 PM

L. BOARD STUDY SESSION

1. Board Budget Basics Study Session

M. ADJOURNMENT

APRIL 9, 2025 CONTRA COSTA LAFCO MEETING AGENDA

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Approval of February 12, 2025, LAFCO meeting minutes
4. Public Comment Period: Members of the public are invited to address the Commission regarding any item that is within the jurisdiction of the Commission and is not scheduled for discussion as part of this agenda. No action will be taken by the Commission at this meeting on any item not appearing on this agenda.

SPHERE OF INFLUENCE (SOI) AMENDMENTS/CHANGES OF ORGANIZATION

5. ***LAFCO 21-17 – Dissolution of County Service Area (CSA) R-9*** – receive update and consider governance options including dissolution of CSA R-9 . The district comprises 3.1+ square miles and serves unincorporated El Sobrante Valley including parts of Richmond ***Public Hearing continued from August 10, 2022, March 8, 2023, and March 13, 2024***

BUSINESS ITEMS

6. ***Miscellaneous County Service Areas (CSAs) Municipal Service Review (MSR)/SOI Updates*** – receive an overview of the Final MSR, receive public comments, provide input, and approve the final CSA MSR ***Public Hearing***
7. ***FY 2025-26 Proposed Budget and Work Plan*** - consider approving the proposed LAFCO budget and work plan for FY 2025-26 ***Public Hearing***
8. ***CALAFCO Update*** – receive the CALAFCO update and provide comments

INFORMATIONAL ITEMS

9. ***Current and Potential Applications - information only***
10. Correspondence from Contra Costa County Employees' Retirement Association (CCCERA)
11. Commissioner Comments and Announcements
12. Staff Announcements/Newspaper Articles/CALAFCO Update

CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Officer

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiators: Chair Mike McGill and Vice Chair Gabe Quinto

Unrepresented Employee: Executive Officer

ADJOURNMENT

Next regular LAFCO meeting is May 14, 2025, at 1:30 pm.

LAFCO STAFF REPORTS AVAILABLE AT: http://www.contracostalafco.org/meeting_archive.htm

The public may attend the Board meeting in person and remotely via call-in or Zoom. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at www.contracosta.ca.gov. Meetings of the Board are closed-captioned in real time.

Persons who wish to address the Board during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing 888-278-0254 followed by the access code 843298#. A caller should indicate they wish to speak on an agenda item by pushing "#2" on their phone. Persons who wish to address the Board in person should complete the form provided for that purpose. Access via Zoom is also available using the following link: <https://cccounty-us.zoom.us/j/89586041575>. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. To provide contact information, please contact Clerk of the Board at clerkoftheboard@cob.cccounty.us or call 925-655-2000. A Spanish language interpreter is available to assist Spanish-speaking callers. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the Board will continue the meeting in person without remote access.

Public comments generally will be limited to two minutes per speaker. In the interest of facilitating the business of the Board, the total amount of time that a member of the public may use in addressing the Board on all agenda items is 10 minutes. Your patience is appreciated.

A lunch break or closed session may be called at the discretion of the Board Chair. Staff reports related to open session items on the agenda are also accessible online at www.contracosta.ca.gov.

4:37 1:00 P.M. Convene and call to order

- ✓ 1. **CONSIDER CONSENT ITEMS (Items listed as C.1 through C.9 on the following agenda)**
– Items are subject to removal from Consent Calendar by request of any Director. Items removed from the Consent Calendar will be considered with the Discussion Items.

2. **DISCUSSION ITEMS**

- ✓ D.1 CONSIDER adopting Resolution No. 2025-01 accepting the 2024 Occupancy Inspection Compliance Report. (Lewis Broschard, Fire Chief) [FPD-RES 2025-01](#)

- ✓ D.2 CONSIDER accepting a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives. (Lewis Broschard, Fire Chief) [25-1439](#)

Attachments: [FC REPORT - April 15, 2025.pdf](#)

[Girls Empowerment Camp Flyer.pdf](#)

[Wildfire Community Preparedness Day Flyer.pdf](#)

[March APOT Report.pdf](#)


- D.3 PUBLIC COMMENT (2 Minutes)

- ✓ 3. **CONSENT ITEMS**

- C.8** APPROVE Budget Amendment BDA-25-00040 authorizing new revenue in the amount of \$323,024 from the Federal Emergency Management Agency, U.S. Department of Homeland Security, Urban Area Security Initiative, and \$75,131 from CCCFPD Operating Fund balance to the Contra Costa County Fire Protection District and appropriating it for the purchase of a hooklift prime mover vehicle. (81% Federal: 19% District)

[25-1447](#)

Attachments: [BDA-25-00040.pdf](#)

-  **C.9** RATIFY the Fire Chief, or designee's, execution of a one-year subscription with Bluebeam, Inc. in an amount not to exceed \$5,000, for the purchase of construction blueprint software, for the period January 20, 2025, through January 19, 2026. (100% CCCFPD General Operating Fund)

[25-1448](#)

ADVISORY COMMISSION

The Contra Costa County Fire Protection District Advisory Fire Commission is scheduled to meet next on Monday, May 12, 2025, at 7:00 p.m. at their Administrative Office, 4005 Port Chicago Highway, Suite 250, Concord, CA 94520.

AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.



FEMA

April 22, 2025

Beatriz Portillo
Senior Emergency Planning Coordinator
Contra Costa County Office of Emergency Services
1850 Muir Road
Martinez, CA 94553

Dear Beatriz Portillo:

The Federal Emergency Management Agency (FEMA) received documentation that the following jurisdictions have officially adopted the 2024 Contra Costa County Hazard Mitigation Plan: the City of Lafayette, City of Oakley, City of San Ramon, Discovery Bay Community Services District, Kensington Fire Protection District, Kensington Police Protection and Services District, and Reclamation District 799 (received on March 13, 2025); the City of Pleasant Hill, City of San Pablo, Contra Costa Water District, Mt. View Sanitary District, Pleasant Hill Parks and Recreation District and the West County Water District (received on April 11, 2025). FEMA has determined that these jurisdictions are in conformance with the Code of Federal Regulations, Title 44, Part 201, Section 6 (44 C.F.R. 201.6). An updated list of the status of participating jurisdictions is enclosed with this letter.

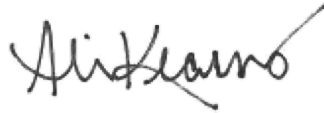
The 2024 Contra Costa County Hazard Mitigation Plan is approved for a period of five years, effective from the date FEMA received the initial adoption documentation, which was September 18, 2024. Accordingly, the plan is considered approved as of that date for all participating jurisdictions. The above jurisdictions and all other approved participants must review, update, and resubmit the plan to FEMA for approval prior to September 18, 2029.

Please note that while local hazard mitigation plans may include additional content to meet Element H: Additional State Requirements or other local objectives, FEMA's approval of this plan does not constitute review or approval of any content exceeding FEMA's standard mitigation planning requirements noted in the Local Mitigation Planning Policy Guide (FP-206-21-0002).

The adoption of this plan ensures the above jurisdictions eligibility for project grants under FEMA's Hazard Mitigation Assistance programs, including the Hazard Mitigation Grant Program (HMGP), HMGP Post-Fire, Flood Mitigation Assistance (FMA), and Safeguarding Tomorrow Revolving Loan Fund (STORM RLF). All requests for funding are evaluated individually according to eligibility and other program requirements.

Thank you for your continued commitment to hazard mitigation. We appreciate your efforts to reduce risk and enhance the safety of your community. If you have any further questions regarding the planning or review processes, please contact the FEMA Region 9 Hazard Mitigation Planning Team at fema-r9-mitigation-planning@fema.dhs.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Alison Kearns", with a long, sweeping horizontal stroke extending to the right.

Alison Kearns
Planning and Implementation Branch Chief
Mitigation Division
FEMA Region 9

Enclosure (1)

Status of Participating Jurisdictions, dated April 22, 2025

cc: Robyn Fennig, State Hazard Mitigation Officer, California Governor's Office of
Emergency Services
Victoria LaMar-Haas, Hazard Mitigation Planning Chief, California Governor's Office of
Emergency Services

Status of Participating Jurisdictions as of April 22, 2025

Jurisdictions – Adopted and Approved

#	Jurisdiction	Adoption Receipt Date
1	Contra Costa County	11/14/2024
2	City of Lafayette	3/13/2025
3	City of Oakley	3/13/2025
4	City of Pleasant Hill	4/11/2025
5	City of San Pablo	4/11/2025
6	City of San Ramon	3/13/2025
7	Bethel Island Municipal Improvement District	11/18/2024
8	Contra Costa Water District	4/11/2025
9	Diablo Water District	9/18/202
10	Discovery Bay Community Services District	3/13/2025
11	Kensington Fire Protection District	3/13/2025
12	Kensington Police Protection and Community Services District	3/13/2025
13	Mt. View Sanitary District	4/11/2025
14	Pleasant Hill Parks and Recreation District	4/11/2025
15	Reclamation District 799	3/13/2025
16	West County Wastewater District	4/11/2025

Jurisdictions – Approvable Pending Adoption

#	Jurisdiction
1	City of Brentwood
2	City of Clayton
3	Town of Danville
4	City of El Cerrito
5	City of Hercules
6	City of Martinez
7	Town of Moraga
8	City of Orinda
9	City of Pinole
10	City of Richmond
11	City of Walnut Creek
12	Central Contra Costa Sanitary District
13	Contra Costa County Fire Protection District
14	Contra Costa County Flood Control and Water Conservation District
15	Ironhouse Sanitary District
16	Reclamation District No. 830
17	Reclamation District No. 2025
18	Reclamation District No. 2026
19	Reclamation District No. 2065
20	Reclamation District No. 2122

Contra Costa County Hazard Mitigation Plan Additional Jurisdiction Approval Notice

April 22, 2025

Page 4 of 4

21	Reclamation District No. 2137
22	Rodeo-Hercules Fire Protection District
23	San Ramon Valley Fire Protection District
24	San Ramon Valley Unified School District