



# 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 March 5, 2025 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. 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 February 19, 2025.
2. Authorize Board Member Attendance and Activity Participation at the Annual California Special District Association (CSDA) Legislative Days in Sacramento, CA from May 20-21, 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**

1. Discussion and Possible Action Regarding Date, Time, Agenda and Budget of Discovery Bay Town Open House Event.

**H. MANAGER'S REPORT**

1. Landscape Update.

**I. GENERAL MANAGER'S REPORT**

**J. DIRECTOR REPORTS**

1. Standing Committee Reports.
  - a. Parks & Recreation Committee Meeting (Committee Members Bryon Gutow and Carolyn Graham) March 5, 2025.
  - b. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Carolyn Graham) March 5, 2025.
  - c. Finance Committee SPECIAL Meeting (Committee Members Kevin Graves and Ashley Porter) March 5, 2025.

**K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS**

**L. CORRESPONDENCE**

**M. LEGAL REPORT**

1. From CSD to City: Incorporation Process in California.

**N. FUTURE AGENDA ITEMS**

**O. ADJOURNMENT**

1. Adjourn to the next Regular Meeting of the Board of Directors on March 19, 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."



# TOWN OF DISCOVERY BAY

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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, February 19, 2025 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 Belcher 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)**

- Richard Palmer – Richard mentioned the landscaping on Discovery Point island. He wants the public to have input on the decision-making process.
- Steve – Steve had concerns about the proposed apartment building.
- Kirk Lawrence – Kirk stated that no EIR was required for the apartment building. He posted a synopsis of the last Board of Directors meeting on Nextdoor.

**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 February 5, 2025.
2. Monthly Disbursement Report – January 2025.
3. Accept \$6,000 Donation from Veolia North America to the Community Center.

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

Director Graves seconded.

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

**D. PRESENTATIONS**

1. Veolia.

Presented by Veolia Project Manager Anthony Harper.

- 571 safe working days.
- All wells are active.
- Hydrant flushing is in progress.
- Valve exercising is in progress.
- There were no water quality complaints in January.
- All Lift Stations are active.
- Presentation included a slide with the SL Rat (Sewer Line Rapid Assessment Tool) mapping of collection system.

## **E. DISCUSSION AND POSSIBLE ACTION**

1. Discussion and Possible Action to Establish an Ad-Hoc Building Construction Oversight Committee to Extend Through the Duration of the New District Office Building Project.

Presented by General Manager Dina Breitstein.

- The Town of Discovery Bay is constructing a new Administration Office Building.
- A team is necessary to effectively manage the project to ensure its successful completion.
- The three components necessary are a design and construction team, construction manager, and an oversight committee.
- The Oversight Committee will be responsible for reviewing and recommending any future building needs to the Board of Directors.

Public comment:

- Brian Elliott – Brian had questions about the building project. Legal counsel informed speaker about the rules of the Brown Act. He was instructed to look on the website for information from prior meetings.
- Kirk Lawrence – Kirk recommended having residents on the Ad Hoc committee.

Director Belcher stated she would like to be considered for the Ad Hoc committee.

Director Porter gave background on the history of the Administrative Office Building.

Director Graves stated this meeting will only be held as needed if at all.

Director Graves made a motion to accept staff recommendation to establish the ad-hoc Building Construction Oversight Committee through the duration of the new District Office Building Project; and establish Director Kevin Graves and Director Ashley Porter to sit on the ad-hoc Construction Management Oversight Committee for the duration of the new District Office Building Project.

Director Porter seconded.

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

2. Discussion and Possible Action to Approve Resolution Number 2025-02 Contra Costa County Local Hazard Mitigation Plan.

Presented by General Manager Dina Breitstein.

- The Contra Costa County Office of Emergency Services (OES) leads the update of the Local Hazard Mitigation Plan (LHMP).
- This plan serves as a guide for the county to become more resilient to the impacts of natural, human-caused, and technological hazards.
- Since January 2023, The Town of Discovery Bay Staff have been collaborating with the Contra Costa County Hazard Mitigation Planning Team to aid in the development of the County-Wide Local Hazard Mitigation Planning process.
- Local governments, including special districts, seeking plan approval are responsible for participating in the planning process and meeting all requirements.

Public comment:

- Kirk Lawrence – Kirk commented on the cost of the plan and asked about the benefit.

Vice-President Gutow and President Graham asked General Manager Breitstein to comment on the plan.

General Manager Breitstein stated it took many hours over the last two years to complete. She stated the Town needed to complete their portion in order to qualify for FEMA funding. Each one of the 39 towns, cities and special districts in Contra Costa County must submit for any of them to get any FEMA funding.



Director Graves made a motion to Approve Resolution Number 2025-02 Contra Costa County Local Hazard Mitigation Plan.

Director Belcher seconded.

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

**F. MANAGER'S REPORT**

None.

**G. GENERAL MANAGER'S REPORT**

None.

**H. DIRECTOR REPORTS**

None.

**I. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS**

1. Aviation Advisory Committee – January 9, 2025 (Director Kevin Graves).
2. CCSDA – January 27, 2025 (Director Carolyn Graham).

**J. CORRESPONDENCE**

None.

**K. LEGAL REPORT**

Legal Counsel is working with staff to prepare for the Board Workshop.

**L. FUTURE AGENDA ITEMS**

None.

**M. ADJOURNMENT**

1. Adjourned at 7:45p.m. to the next Regular Meeting of the Board of Directors on March 5, 2025 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.



# Town of Discovery Bay

## *"A Community Services District"*

### STAFF REPORT

**AGENDA ITEM:**  
**C2**

**Agenda Title:** Authorize Board Member Attendance and Activity Participation at the Annual California Special District Association (CSDA) Legislative Days in Sacramento, CA from May 20-21, 2025.

**Meeting Date:** March 5, 2025

**Prepared By:** Dina Breitstein, General Manager

**Submitted By:** Dina Breitstein, General Manager

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#### **RECOMMENDED ACTION:**

Authorize Members of the Board of Directors attendance and activity participation at the Annual California Special District Association (CSDA) Legislative Days in Sacramento, CA from May 20-21, 2025.

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#### **EXECUTIVE SUMMARY:**

Last May the Town attended the CSDA Legislative Days held in Sacramento. This year's Legislative Days is on track to being just as successful.

With about 30 percent of the State Legislature turning over in the 2024 General Election, this year's Special Districts Legislative Days is crucial event where special districts come together to educate our newly elected lawmakers on special districts and the communities and constituents we mutually serve.

#### **2025 Special Districts Legislative Days**

The new legislative session promises to be another impactful year with a tenuous State Budget and ever-growing concern over challenging issues like housing, infrastructure, labor, governance, revenues, natural resources, and more that matter to all special districts whether they provide water, sewer, fire protection, parks, cemeteries, healthcare, mosquito abatement, ports, harbors, airports, libraries, or other essential services.

This is your chance to unite the voice of special districts on those issues that matter most to all of us. Don't miss this opportunity to hear from California's top decision-makers, build partnerships, and advocate for local control. Every attendee is assigned to a group of special district leaders from your region to participate in pre-arranged Legislative Office Visits during Day One of the conference. These visits are pre-arranged to maximize coverage and avoid conflicting scheduling requests. By opting out of Legislative Office visits, you choose not to participate in this portion of the conference and forego this opportunity to join together to advocate for special districts. Please choose to participate or opt out by answering the question when registering.

**Tuesday, May 20, 2025, 8:00 a.m. – 6:30 p.m.**

**Wednesday, May 21, 2025, 8:00 a.m. – 11:30 a.m.**

Attendee Pricing:

Early Bird Registration on or before April 23, 2025

\$395 CSDA Member

\$790 Non-member

Regular Registration after April 23, 2025:

\$495 CSDA Member  
\$990 Non-member

HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$222 plus tax and fees per day. The room reservation cut-off is April 23, 2025; however, space is limited and may sell out before this date.

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**FISCAL IMPACT:**

Noted above.

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**PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:**

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**ATTACHMENTS:**

1. 2025 Special Districts Legislative Days



**California Special  
Districts Association**  
*Districts Stronger Together*

**May 20-21, 2025**  
SHERATON GRAND SACRAMENTO HOTEL

# 2025 SPECIAL DISTRICTS LEGISLATIVE DAYS

With about 30 percent of the State Legislature turning over in the 2024 General Election, this year's Special Districts Legislative Days is a must-attend event where special districts will come together to educate our newly-elected lawmakers on special districts and the communities and constituents we mutually serve.

The new legislative session promises to be another impactful year with a tenuous State Budget and ever-growing concern over challenging issues like housing, infrastructure, labor, governance, revenues, natural resources, and more that matter to all special districts whether they provide water, sewer, fire protection, parks, cemeteries, healthcare, mosquito abatement, ports, harbors, airports, libraries, or other essential services.



@CSDAdistricts  
facebook.com/CSDAdistricts  
#DistrictsAdvocate

## Tuesday, May 20, 2025

8:00 A.M. – 6:30 P.M.

8:00–8:30 A.M.

**Registration and Breakfast Buffet Line Opens**

8:30–9:30 A.M.

**Breakfast with Legislator of the Year**

9:30–11:00 A.M.

**State Legislative Update**

11:00–11:30 A.M.

**Advocacy Briefing**

11:30 A.M.–12:30 P.M.

**Lunch and Group Preparations**

12:30–1:00 P.M.

**Shuttles Depart to Capitol Annex Swing Space**

1:00–5:00 P.M.

**Legislative Office Visits**

- CSDA-arranged group visits in Legislative Offices

5:00–6:30 P.M.

**Private Legislative Reception**

## Wednesday, May 21, 2025

8:00 A.M. – 11:30 A.M.

8:00–8:30 A.M.

**Breakfast Buffet Line Opens**

8:30–9:30 A.M.

**National Special Districts Association Grant Services and Resources for CSDA Members**

9:30–10:30 A.M.

**Panel: Why and How to Win with Grassroots**

10:30–11:30 A.M.

**Beyond Legislative Days: Developing a Grassroots Strategy – Identifying, Recruiting, and Activating Stakeholders**

11:30 A.M.

**Closing**

**Legislative  
Office Visits**

CSDA will pre-arrange legislative office visits for attendees to meet with Legislators and Capitol staff in the new Capitol Annex Swing Space. Attendees will be grouped with special districts by region to advocate for special districts and the communities collectively served in the area. Make sure you indicate your participation on the registration form.



# SPECIAL DISTRICTS LEGISLATIVE DAYS

**May 20-21, 2025**  
SHERATON GRAND SACRAMENTO HOTEL

## EARLY BIRD PRICING – REGISTER ON OR BEFORE APRIL 23, 2025

- **CSDA Member - \$395 Early Registration / \$495 Regular Registration**
- **Non-Member - \$790 Early Registration / \$990 Regular Registration**

### Three Ways to Register

- **Online:** Visit [legislatedays.csdanet.net](http://legislatedays.csdanet.net)
- **Fax number:** 916.520.2465. All faxed forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

### Not sure if you are a member?

Contact Member Services at [membership@csda.net](mailto:membership@csda.net) or call toll-free at 877-924-2732.  
It's not too late to become a CSDA member!

**Early Bird  
Discount!  
ends 4.23.25**

**Full registration includes the evening reception and meals as indicated in the agenda.**

**Payment must accompany registration in order to process.**

☐ **CSDA Member: \$395/EARLY BIRD**

☐ **Non-Member: \$790/EARLY BIRD**

☐ **CSDA Member: \$495/AFTER APRIL 23**

☐ **Non-Member: \$990/AFTER APRIL 23**

Total \$:

Name/Title:

District:

Address:

City:

State:

ZIP:

Phone:

Fax:

Email:

Emergency Contact Name/Phone Number:

### LEGISLATIVE OFFICE VISITS

CSDA will make every attempt to schedule meetings, for you and other attendees from your region, with your region's legislative representatives or staff. You will advocate as a group on the top issues facing special districts.

- ☐ Yes-I want CSDA to pre-arrange Legislative Office Visits for me together with a group of attendees from my region to advocate for special districts during day one of the conference.  
☐ No-I will not be participating in the pre-arranged Legislative Office Visits in the Capitol Annex Swing Space during day one of the conference..

### PAYMENT

Payment type: ☐ Check ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Acct. name:

Acct. Number:

Expiration date:

CVC:

Zip:

Authorized Signature:

### SPECIAL NEEDS

☐ Vegetarian ☐ Other:

**Cancellations must be made in writing and received via fax, mail, or email no later than April 23, 2025, at 5:00 p.m. All cancellations made within the specified time will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after April 23, 2025. Substitutions are acceptable and must be done in writing no later than May 14, 2025 at 5:00 p.m. Please submit any cancellation notice or substitution requests to [meganh@csda.net](mailto:meganh@csda.net) or fax to 916-520-2465.**

**Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at [www.csdanet.net/about-csda/who-we-are](http://www.csdanet.net/about-csda/who-we-are).**



California Special Districts Association  
1112 I Street, Suite 200  
Sacramento, CA 95814

*A proud California Special Districts Alliance partner.*

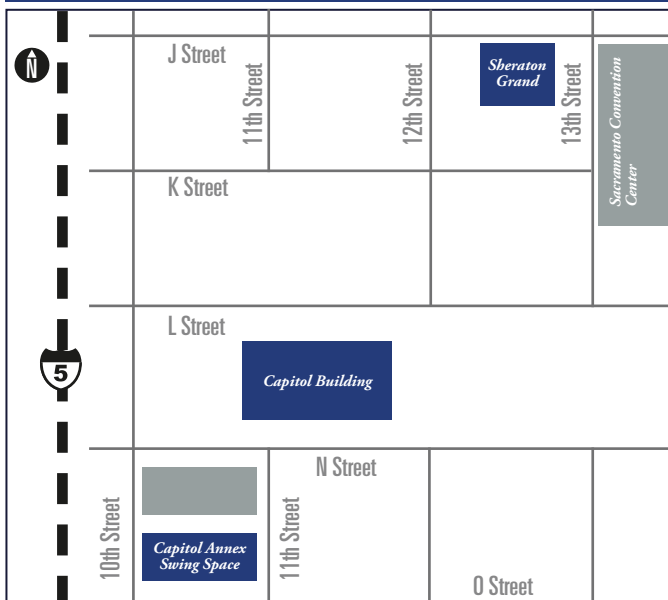
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Permit No. 316  
Sacramento, CA



## SPECIAL DISTRICTS LEGISLATIVE DAYS

**May 20-21, 2025**  
SHERATON GRAND SACRAMENTO HOTEL

### Event Map



*Map is not to scale*



#### Hotel Information

*Sheraton Grand Sacramento Hotel*  
1230 J Street, Sacramento, CA 95814

CSDA room reservations in the CSDA room block start at the rate of \$222 plus tax and fees per day. The room reservation cut-off is April 23, 2025; however, space is limited and may sell out before this date. The link for reservations will be emailed following registration.



# Town of Discovery Bay

*“A Community Services District”*

## STAFF REPORT

**Agenda Title:** Discussion and Possible Action Regarding Date, Time, Agenda and Budget of Discovery Bay Town Open House Event.

**Meeting Date:** March 5, 2025

**Prepared By:** Dina Breitstein, General Manager

**Submitted By:** Dina Breitstein, General Manager

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### RECOMMENDED ACTION:

Approve or modify date, time, agenda, and budget for Discovery Bay Open House Event as outlined in the Executive Summary.

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### EXECUTIVE SUMMARY:

The staff believes that hosting an Open House Event for the Town of Discovery Bay would be beneficial. This event will showcase the various projects currently underway that will impact our community. We plan to invite town consultants involved in the town's rate study, as well as those working on other capital improvement projects that affect our residents. Additionally, we would like our board members to be present to provide insights and guidance to their constituents during the event.

Below is an outline of the proposed date and agenda.

### **DRAFT PLAN OF DISCOVERY BAY OPEN HOUSE EVENT** **MAY 1, 2025 3:00 PM TO 8:00 PM**

### **AGENDA**

3:00 PM	OPEN COMMUNITY CENTER TO PUBLIC MEET AND GREET
3:15 PM	BOARD MEMBERS COMMENTS
3:15 – 8:00 PM	PUBLIC BOOTH VISITS

### **BUDGET**

Print Advertising:	800.00
Food/Drink & Essentials: Staffing	1,000.00
Time:	600.00
Consultant Time	5,750.00
Permitting:	250.00
Supplies:	500.00
Event Contingency (5% rounded):	445.00

**Total Budget Requested: \$9,345.00 (not to exceed estimated total budget requested)**



**ADVERTISING PLAN**

Print Advertising – Brentwood Press  
Calendar Posting  
Promoted Events Website Popup  
Town Social Media  
Town Website  
Water Bill  
Electronic Sign Board

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**FISCAL IMPACT:** \$9,345.00

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**PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:** N/A

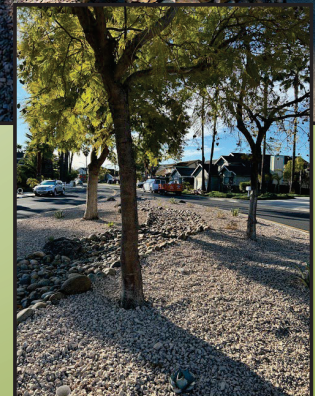
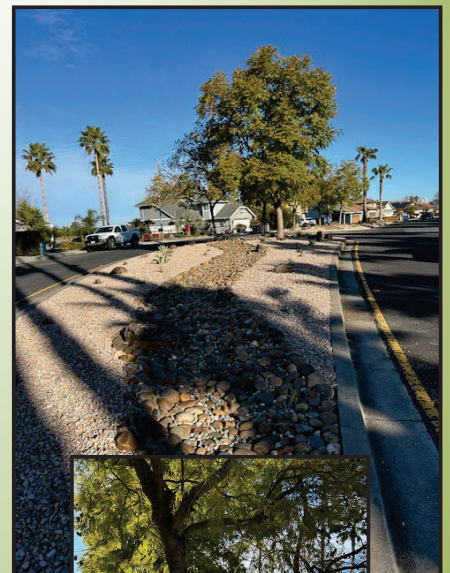
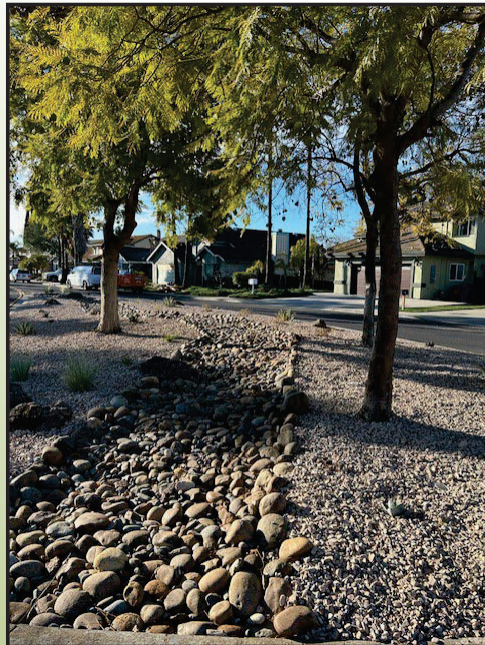
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**ATTACHMENTS:** N/A

# PARK & LANDSCAPE UPDATES FEBRUARY 2025



BOD 3/5/2025

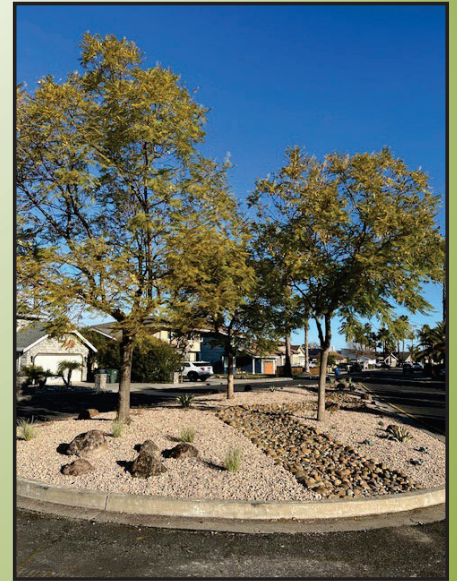


DISCOVERY POINT  
ISLAND #1

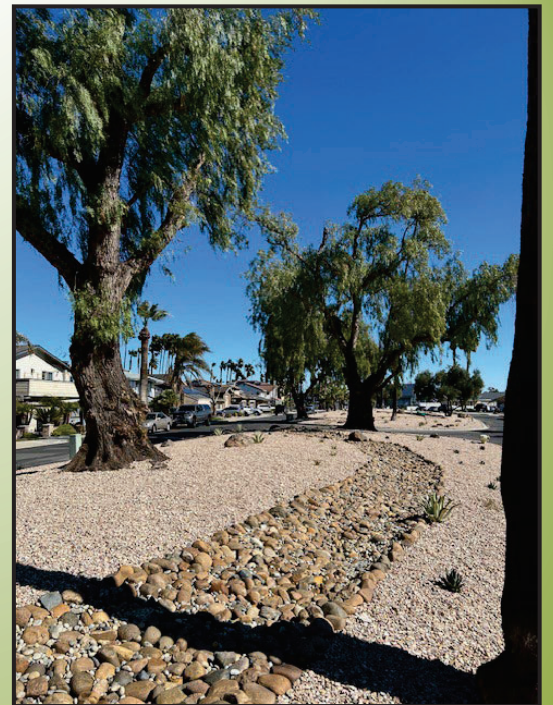




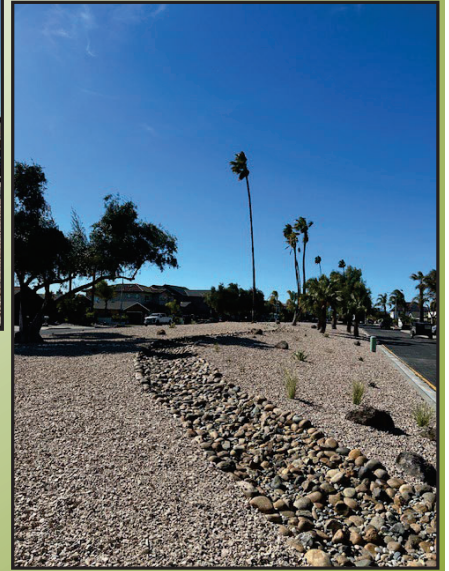
DISCOVERY POINT  
ISLAND #2



DISCOVERY POINT  
ISLAND #3







DISCOVERY POINT  
ISLAND #4



CLIPPER DRIVE





WILLOW LAKE DRIVE



SNEAK-A-PEEK  
CORNELL PARK  
PLAYGROUND



# VALENTINE'S DAY





Understanding the Path to Municipal Status  
Town of Discovery Bay  
March 5, 2025

## From CSD to City: The Incorporation Process in California

# Introduction



- WHAT IS A COMMUNITY  
SERVICES DISTRICT (CSD)?



- PURPOSE OF INCORPORATION:  
LOCAL CONTROL, EXPANDED  
SERVICES, GOVERNANCE



- OVERVIEW OF THE PROCESS  
(FROM INITIATION TO FINAL  
APPROVAL)

# Legal Framework & Governing Authorities

- California Government Code § 56000 et seq. (Cortese-Knox-Hertzberg Act)

- Role of LAFCO in overseeing boundary changes

- Importance of feasibility studies and state law compliance

## Step 1 – Community Interest & Feasibility Study



- Initial discussions with residents, stakeholders, officials



- Feasibility Study: economic viability, impact on county services, required services and funding



## Step 2 – Petition & Application to LAFCO



- Two ways to initiate: Citizen Petition (25% of voters) or TODB Resolution



- Submission includes feasibility study, governance plan, and service analysis

## Step 3 – LAFCO Review & Public Hearings

- LAFCO evaluates feasibility, land use, and governance structure

- Public hearings for input and modifications

- LAFCO decision: Approve, Modify, or Deny

## Step 4 – Revenue Neutrality Agreement



- Ensures county finances are not negatively impacted



- Revenue-sharing negotiations with the county



- Long-term financial stability of the new city

## Step 5 – Election & Finalization



- Public vote if LAFCO approves



- Requires majority approval (50%+1) of voters



- Finalization by state agencies if approved

# Challenges & Considerations

- Economic sustainability and tax base
- Community support and opposition
- Infrastructure and service transition planning

## Case Studies & Lessons Learned



- Examples: Mountain House, Jurupa Valley



- Takeaways: Planning, financial stability, public support

# Conclusion & Q&A



- Recap of key steps



- Importance of early planning & stakeholder engagement



- Open for questions