



# 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 February 5, 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 Gutow 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)**  
None.

**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 January 15, 2025.

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. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS**

1. Supervisor Diane Burgis, District III Report.  
None.
2. Sheriff's Office Report.  
None.
3. Contra Costa County Fire Protection District Report.  
None.
4. Contra Costa County Code Enforcement.

Principal Building Inspector Joe Losado reported.

- There are currently 54 cases open in Discovery Bay. These are mostly boat and trailer issues.
- There was a marijuana grow house in the Lakes in January 2025.
- 69 cases were closed in January. 53 of these being boat, RVs, trailers.
- President Graham inquired about the neon signage at the liquor store on Discovery Bay Blvd.
- Director Belcher inquired about the food trucks at the same location.
- Vice-President Gutow asked how many code enforcement officers are dedicated to Discovery Bay.
- Joe Losado is in the process of hiring six new officers in Contra Costa County.
- The Board will submit their top three concerns in Discovery Bay.

Director Graves wanted to thank Lieutenant Jacques for her work in Discovery Bay. She has been promoted to Captain and will no longer be in Discovery Bay.

**E. MUNICIPAL ADVISORY COUNCIL**

None.

**F. PRESENTATIONS**

None.

**G. DISCUSSION AND POSSIBLE ACTION**

1. Discussion and Possible Action to Approve Sewer Line Access Road Agreement for the Newport Pointe Subdivision.

Presented by Project Manager Mike Yeraka.

- Newport Pointe subdivision developer will install a sewer line access road.
- Access road will be built at the expense of the developer.
- \$150,000 will be deposited with the Town as a guarantee that the road will be built.
- In the event the road is not built, the Town has the right to use the \$150,000 to build the road.
- Developer is providing an easement to the Town for the sewer line and access road.
- Developer will be responsible for maintaining the sewer line and the subdivision sewer system at their expense until the access road is completed.
- The Developer will be responsible for paying any costs or fines associated with any sewer overflows that may occur while they are responsible for maintenance.
- The sewer line, access road, as well as the subdivision water and sewer systems will have a three-year warranty after the Town's acceptance.
- All costs incurred by the Town are paid by the Developer.

Public speaker had a question about the construction traffic near the site. President Graham informed him public comment was only for comments on the agenda item. She advised him to speak with staff after the meeting.

Director Graves made a motion to authorize the General Manager to execute the Sewer Line Access Road Agreement with Century Communities for Access to the Sewer Line Serving the Newport Pointe Subdivision.

Director Belcher seconded.

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

2. Discussion and Possible Action to Amend the Herwit Engineering General Services Contract to add \$50,000.

Presented by Water and Wastewater Manager Aaron Goldsworthy.

- The Town has received multiple requests from developers for engineering information related to their various development projects.
- Developer services totaled \$52, 800. All of these funds are reimbursable by the developers.
- Since the Town did not have a separate developer contract with Herwit Engineering for the various infrastructure studies, Herwit applied all development work against the general services contract.
- Staff is requesting an amendment to the Herwit Engineering general services contract to add \$50,000.
- In the next fiscal year, the Town plans to implement two separate contracts.

Director Belcher asked if the developers were charged for staff time. Developers are charged fully burdened rates for staff time.

This item was discussed at the Water & Wastewater Committee meeting and committee agreed to bring forward to the Board for a vote.

Director Belcher made a motion to amend the contract and add \$50,000 to the Herwit Engineering General Service Contract Agreement.

Director Graves seconded.

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

3. Discussion and Possible Action to Set the Date and Time of the 2025 Annual Board Workshop.

Presented by General Manager Dina Breitstein.

- Each year the Board holds a workshop to review Town accomplishments and future direction.
- Recommended date is March 20, 2025, at 4:00p.m.

Director Graves made a motion to set the annual Board Workshop for March 20, 2025 at 4:00p.m. President Graham seconded.

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

**H. MANAGER'S REPORT**

1. Landscape Update.

Presented by Landscape Manager Monica Gallo.

- Leaves were cleaned up all over Town.
- Landscape clean-up was done on Poe Drive.
- Grass at Cornell Park is growing and has been mowed several times.
- Landscaping was done on the South Point, Cabrillo Point, and Discovery Point islands.

**I. GENERAL MANAGER'S REPORT**

1. Assistant General Manager Hiring.

- CPS HR is working on a flyer for recruitment of a new Assistant General Manager.

**J. DIRECTOR REPORTS**

1. Standing Committee Reports.

- a. Finance Committee Meeting (Committee Members Kevin Graves and Ashley Porter) February 5, 2025.

Meeting was cancelled.

- b. Water and Wastewater Committee (Committee Members Kevin Graves and Carolyn Graham) February 5, 2025.

Director Graves reported that the committee discussed the two items on the Board of Directors agenda as well as a State mandated ordinance item to be brought forward to a future meeting.

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

1. BUSD – December 17, 2024 (Director Kevin Graves).
2. CCC Airport Committee – December 5, 2024 (Director Kevin Graves).
3. BUSD – January 23, 2025 – (Director Kevin Graves).
4. LAFCO – January 22, 2025 – (Director Kevin Graves).

**L. CORRESPONDENCE**

None.

**M. LEGAL REPORT**

None.

**N. FUTURE AGENDA ITEMS**

President Graham would like to discuss three items of concern for Code Enforcement.

President Graham would like to send a letter of appreciation to Lieutenant Jacques.

**O. ADJOURNMENT**

1. Adjourned at 7:43p.m. to the next Regular Meeting of the Board of Directors on February 19, 2025 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.