



# 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 April 2, 2025 7:00 P.M.

### A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Business meeting called to order at 7:00 p.m.
2. Vice President Gutow led the Pledge of Allegiance.
3. Roll Call was taken, and all members were present with the exception of Director Belcher who was absent. Director Porter attended the meeting remotely.

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

1. The first speaker voiced concerns of one-way traffic on Discovery Bay Boulevard in the event of any emergency and speeding in Town.
2. The second speaker mentioned landscaping on Discovery Bay Boulevard, potential low-income housing, and road paving.
3. The third speaker mentioned the tax roll, meter charges, and the need for a crosswalk on Discovery Bay Boulevard to get to the shopping center.
4. The fourth speaker mentioned the Town's Mission, Vision, Goals and Values as well as communication methods.

### 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 March 19, 2025.
2. Approve SPECIAL Board of Directors DRAFT Meeting Minutes from March 20, 2025.
3. Direct Herwit Engineering to Prepare the 2025-2026 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9 by Resolution No. 2025-03.

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

Director Graves seconded.

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

### D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.

Presented by Deputy Chief of Staff for Supervisor Diane Burgis, Stephen Griswold.

- Shared maps of the County's proposed changes to the Urban Limit Line. This item will be on the primary ballot in 2026.
- Public Works received funding for safety improvement measures on Vasco Road. There will be an Open House for public input at the Brentwood Community Center May 6, 2025 at 6:00p.m.
- Newport Drive road closure is only from Monday-Friday 9:00a.m.-3:00p.m.

2. Sheriff's Office Report.  
None.
3. Contra Costa County Fire Protection District Report.  
None.
4. Contra Costa County Code Enforcement.
  - Code Enforcement contact Riley Kathain has gone to Knightsen.

**E. MUNICIPAL ADVISORY COUNCIL**  
None.

**F. PRESENTATIONS**

1. Presentation Regarding Water and Wastewater Rate Study and Proposition 218 Process Schedule.

Presented by Alison Lechowicz of Lechowicz and Tseng Municipal Consultants.

- 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 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.

**G. DISCUSSION AND POSSIBLE ACTION**

1. Discussion and Possible Action to Authorize General Manager to Execute the Contract Amendment with Mobile Modular Management Corporation, a Division of McGrath RentCorp ("Mobile Modular"), to Construct the Town of Discovery Bay's (Town) Office Administration Building Project, to include Project Site Work.

General Manager Dina Breitstein introduced Mike Mallery, Construction Manager from CoAct24, and Josh Dean, Business Development Manager from Mobile Modular.

- Building drawings were submitted to the Department of Housing and Development (HCD) on April 1, 2025.
- Site work consists of general conditions and site control, grading excavation and utilities, modular building foundation, paving and hardscapes, walls, fences, gates, landscaping, and electrical.
- Site work exclusions are testing, master keying, communication connections, data room buildout, audio/video equipment, appliances, fire alarm, county permitting fees, utility fees, security cameras and alarm system.
- Proposed cost for site work is \$3,080,997.

Director Graves made a motion to approve staff recommendation to approve the contract amendment for Mobile Modular to construct the Town of Discovery Bay's Office Administration Building in the amount of \$3,080,997(site work), authorize the General Manager to execute the contract amendment with Mobile Modular to construct the Town of Discovery Bay's Office Administration Building Project, and authorize the General Manager to execute any additional change orders to Mobile Modular for up to 15% of the contract value.

Director Porter seconded.

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

**H. MANAGER'S REPORT**

None.

**I. GENERAL MANAGER'S REPORT**

1. Town is hosting an Open House on May 1, 2025 from 3-8pm at the Community Center.

**J. DIRECTOR REPORTS**

1. Standing Committee Reports.
  - a. Finance Committee Meeting (Committee Members Kevin Graves and Ashley Porter) April 2, 2025.
    - Committee had a presentation on the Phase 2 Veolia Solar Project.
  - b. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Carolyn Graham) April 2, 2025.
    - Committee had a presentation on the Phase 2 Veolia Solar Project.
    - Committee received updates on sewer repair, demolition of Well 5, and lift stations.

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

None.

**L. CORRESPONDENCE**

None.

**M. LEGAL REPORT**

None.

**N. FUTURE AGENDA ITEMS**

None.

**O. ADJOURNMENT**

1. Adjourned at 8:32p.m. to the next Regular Meeting of the Board of Directors on April 16, 2025 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.