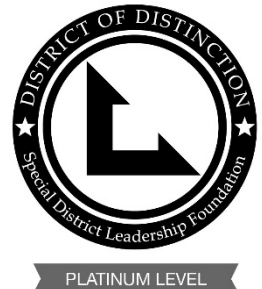




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Bryon Gutow • Vice-President – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday November 3, 2021, 7:00 P.M.**

NOTICE
Coronavirus COVID-19

The Town of Discovery Bay Community Services District Board Chambers will be open to the public as well as attendance by video conference and telephone for this meeting. Masks are required for in person attendance. On September 16, 2021, Governor Newsom signed into law AB 361, enabling public agencies to continue using teleconferencing with modified notice and physical access requirements for public meetings during a proclaimed State of Emergency.

In response to the current proclaimed State of Emergency, and recommended measures to promote social distancing imposed by State and local officials, the Town of Discovery Bay Community Services District Board of Directors will take all actions necessary to carry out the intent and purpose of AB 361, including, ensuring that the Directors and meeting attendees may continue to have the option to access and participate in this public meeting by teleconference to avoid imminent risks to the health or safety of the Directors and meeting attendees.

TO ATTEND IN PERSON: Masks are required to be worn inside the building.

TO ATTEND BY WEBINAR:

Please register for Regular Meeting of the Board of Directors at: *(copy and paste into your browser the registration URL)*

Registration URL: <https://attendee.gotowebinar.com/register/5077404376818067214>
Webinar ID# 917-287-875

After registering, you will receive a confirmation email containing information about joining the webinar by computer or by phone.

For listen only mode dial: (415)-930-5321 **ID#** 638-502-296

If there is any disruption to the meeting due to unforeseen circumstances we will continue via teleconference.

TO ATTEND BY TELECONFERENCE

Toll-free Dial-in Number (877) 252-8822
CONFERENCE CODE 507599

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 – Led by Director Ashley Porter.
3. Roll Call – All present

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 October 20, 2021, Regular Board of Directors DRAFT Meeting minutes.
2. Approve Register of District Invoices.
3. Approve Resolution No. 2021-19 Re-Authorizing Remote Teleconference Meetings Of The Legislative Body Of The Town Of Discovery Bay Community Services District Pursuant To Brown Act Provisions.

Motion made by Vice President Kevin Graves to approve items on the Consent Calendar as presented.
Second by Director Carolyn Graham.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.
Deputy Chief of Staff for Diane Burgis, Lea Castleberry - Not in attendance
2. Sheriff's Office Report.
Sheriff Lieutenant Mark Johnson - Not in attendance

3. CHP Report.
California Highway Patrol Officer Donnie Thomas - Not in attendance

4. East Contra Costa Fire Protection District Report.
East Contra Costa Fire Department Battalion Chief Ross Macumber provided the Board with a report of fires during the month of October 2021. Battalion Chief Macumber advised of a home fire with one casualty. The annexation between ECCFPD and Contra Costa County Fire continues to move along with the application currently being processed by Local Agency Formation Commission (LAFCO). The intended date of completion for the annexation will be April of 2022. With the annexation, there will be a hiring process planned to meet staffing needs relevant to the merger.

E. PRESENTATIONS

1. Presentation from CSDA Field Coordinator, Colleen Haley - Presenting (2) awards from Special District Leadership Federation:
 - a) District of Distinction Recognition – Platinum Level
 - b) District Transparency of Excellence Award

Agenda Item was canceled; to be rescheduled for presentation at a future Board of Directors meeting.

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Approve the Cancellation of the December 1, 2021, and January 5, 2022, Regular Board Meetings and Committee Meetings.

General Manager Dina Breitstein requested the Board consider the cancellations of the Regular Board Meeting and Committee Meetings for December 1, 2021, and the Regular Board Meeting and Committee Meetings for January 5, 2022. These meetings will be scheduled during a time which Town Offices will be returning from holiday time off and will not have sufficient time to prepare or post notices for the meetings. Motion made by Director Michael Callahan to accept staff's recommendation to cancel meetings as requested.

Second by President Bryon Gutow.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

2. Discussion and Possible Action Regarding Bid Results for the Installation of Synthetic Turf at the Community Center Swimming Pool.

Agenda Item was canceled; to be rescheduled for discussion at a future Board of Directors meeting.

3. Appoint General Manager as Treasurer for Town of Discovery Bay Community Services District ("District") and Authorize the Transfer of Treasury Services and Duties from Contra Costa County Treasurer's office to The Town of Discovery Bay.

Finance Manager Julie Carter presented Resolution 2021-15 which establishes Town General Manager as Town Treasurer and authorizes the transfer of Town monies from the county to the accounts at BAC.

Motion made by Director Ashley Porter to appoint the General Manager as Treasurer of Town of Discovery Bay Community Service District.

Second by Director Carolyn Graham.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

G. MANAGER'S REPORT

H. GENERAL MANAGER'S REPORT

General Manager Dina Breitstein advised the Board that Town of Discovery Bay can now be found on Instagram. The Town's handle is tod94505. The public is encouraged to follow the Town's account.

General Manager Dina Breitstein issued a reminder that on November 4, 2021 there will be an event for the public to Meet the General Manager where the community will be encouraged to meet the newly appointed General Manager and town managers.

I. DIRECTOR REPORTS

1. Standing Committee Reports.

- a. Communications Committee Meeting (Committee Members Carolyn Graham and Michael Callahan) November 3, 2021.

Director Carolyn Graham reported discussion regarding the Town's text notification program and safety tips for walking outside when it's dark.

- b. Parks and Recreation Committee Meeting (Committee Members Bryon Gutow and Ashley Porter) November 3, 2021.

Director Ashley Porter reported discussion of safety tips for walking outside when it's dark. There was also an update on the progress of the Community Center pool. There were a few discussions of ideas for landscaping around the Town.

- c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) November 3, 2021.

Vice President Kevin Graves reported discussion of a dredge arriving which was previously ordered and the delay to manufacture it. Water Engineer Jason Coleman provided some updates on Town water projects that are currently being worked on. Vice President Kevin Graves also reported on the upcoming Well 8 project which will provide water to the future Pantages development.

President Bryon Gutow asked for an update on the Willow Lake Pipeline Project.

Water and Wastewater Manager Aaron Goldsworthy advised that project has been completed.

2. Other Reportable Items.

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

K. CORRESPONDENCE RECEIVED

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourned at 7:18 p.m. to the regular meeting on November 17, 2021, 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."