



# 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, January 15, 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: Asked for a moment of silence for the southern California residents and firefighters. He has been a resident for 35 years. His dog uses the island as well as local children. Asked to take a pause in the project.
- Tara Bauman: Taking out the grass and installing hard scape will impact the residents. She would like to rezone the property.
- Barbara Elliott: She is asking to stop working on island until alternative is discussed. She has a petition with residents against the change. She would like the Town to increase the communication with residents. She cited water regulations.
- Dave Miller: Questioned permits, noticing and bid process.
- Nicole Key: Would have liked community to have had more input into the design.
- Todd Scruggs: Kids, families use the area for parties. He would like to rezone as park space.
- Speaker with a dog: 4-year resident of DB. She has four dogs that use the island. She wants proof of notice.
- Kirk Lawrence: He is pleased with the solar project. He would like phase 2 to be net zero. He lives on Discovery Pt. and would have liked the residents to have been given more input on island landscape.
- Last speaker loves what the Board is doing and told them to “keep it up.”

Landscape Update was done next due to the amount of comments on Landscaping.

Presented by Landscape Manager, Monica Gallo.

- Clipper Drive steel edging was installed.
- Cornell Park grass is growing in and has been gently mowed.
- Clean-up at Slifer Park.
- Bixler Road median work was completed.
- Bixler Road and Regatta Drive entrance was completed.
- Sussex Ct. clean-up.
- Regatta Park entrance project was completed.
- Yacht and Foghorn overflow parking lot project was completed.

Directors had several clarifying questions re: landscape issues.

- President Graham asked about the decision to go toward more of a dry scape for landscaping. GM Breitstein answered that Discovery Bay is following government codes,

mandates and regulations.

- Director Porter asked if Hofmann designated the use of land many years ago. GM Breitstein was not sure.
- President Graham asked about the landscape master plan. GM Breitstein said it is being developed to follow state regulations as well as deal with budgetary and staffing constraints.
- President Graham inquired about the discontinuation of bark. GM Breitstein stated that bark fades and blows away.
- President Graham inquired about the underground utilities under the various islands. GM Breitstein stated there are water main lines, sewer main lines and all the laterals that go to each residential home in the area.
- President Graham asked of potential cost to stop the island projects. GM Breitstein stated there would be demobilization costs, remobilization costs, product change cost, and irrigation cost. The rock was also purchased in bulk to get lower pricing.
- Vice-President Gutow stated he has been on the Board for six years and on the Parks and Recreation Committee for six years and this median project has been talked about for years. There were public meetings held for input from the residents.

#### **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 December 18, 2024.
2. Monthly Disbursement Report - December 2024.
3. Elect Board Officers for Calendar Year 2025 – Carolyn Graham President and Bryon Gutow Vice-President.

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 Project Manager Anthony Harper.

- 540 safe working days.
- All wells are active.
- All filters are active.
- Hydrant flushing and valve exercising is in progress.
- All lift stations are active.

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

1. Discussion and Possible Action to Approve Sponsor Agreement with the California Conservation Corps, Delta Center (CCC).

Presented by Landscape Manager Monica Gallo.

- The Town has been utilizing outside contractors for streetscape work and park landscaping since 2021 in lieu of hiring an additional full-time landscape worker.
- The California Conservation Corps. will provide a team of 5-6 crew members for 40 hours a week for 12 weeks for a cost of \$74,000.

Public comment:

- The speaker asked if the contracted workers would be background checked.

Director Graves made a motion to approve the sponsor agreement and execute a contract with the California Conservation Corps, Delta Center, for an amount of \$74,000.00.

Vice-President Gutow seconded.

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

2. Discussion and Possible Action Regarding Board Member Appointments to Standing Committees.

The Board selected Committees for a two-year appointment. Selections for the Parks and Recreation, Finance, Communications and Internal Operations Committees were made by each Board Member in order of Member seniority: President Graham, Vice-President Gutow, Director Graves, Director Porter and Director Belcher.

Water and Wastewater Committee selection was made based pursuant to Board Bylaws which state that the senior member currently on the WWC shall have the first-choice option to either remain on the WWC for an additional two-year term or participate in the selection process to choose another Standing Committee. By this formula, priority selection was Director Graves, President Graham, Vice-President Gutow, Director Porter, Director Belcher.

<u>Standing Committee Name</u>	<u>Director Appointed</u>	<u>Director Appointed</u>
Finance	Director Graves	Director Porter
Water and Wastewater	Director Graves	President Graham
Internal Operations	Director Porter	Director Belcher
Parks and Recreation	Vice-President Gutow	President Graham
Communications	Director Belcher	Vice-President Gutow

Director Graves made a motion to accept the standing committee selections.  
Director Porter seconded.

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

3. Discussion and Possible Action Related to Board Member Appointments to Regional Committees.

The Board selected Regional Committees based on Member seniority: President Graham, Vice-President Gutow, Director Graves, Director Porter and Director Belcher.

<u>Regional Committee Name</u>	<u>Primary Director</u>	<u>Alternate Director</u>
Contra Costa County Aviation Advisory Committee	Bryon Gutow	Ashley Porter
Contra Costa County Code Enforcement	Lesley Belcher	Bryon Gutow
Contra Costa County Special Districts Association	Carolyn Graham	Kevin Graves
Contra Costa County Fire Protection District Liaison	Carolyn Graham	Bryon Gutow
East County Water Management Association	Ashley Porter	Carolyn Graham
LAFCO Liaison	Kevin Graves	Lesley Belcher
Police Services (P6) Committee	Bryon Gutow	Lesley Belcher
School District Representative Liaison	Kevin Graves	Carolyn Graham
Regional Transportation Agencies	Ashley Porter	Kevin Graves

Director Graves made a motion to affirm the representatives chosen by the Board to include compensation for attending the meeting.

Director Porter seconded.

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

Director Graves made a comment that as a courtesy, each director inform the alternate if they are not able to attend the meeting.

**F. MANAGER'S REPORT**

1. Hoffman Fund Update.

Update given by Finance Manager Margaret Moggia.

- Hofmann fund has currently spent \$488,000.
- \$378,000 committed.
- \$504,000 remaining.

2. Landscape Update.

Update was given after public comment.

**G. GENERAL MANAGER'S REPORT**

None.

**H. DIRECTOR REPORTS**

None.

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

None.

**J. CORRESPONDENCE**

1. Supervisor Diane Burgis – January 3, 2025.
2. Contra Costa County Department of Conservation and Development Memo – Dated November 6, 2024.

**K. LEGAL REPORT**

None.

**L. FUTURE AGENDA ITEMS**

1. President Graham would like Legal Counsel Andy Pinasco to give an overview of what it entails to become a city. Director Graves questioned the necessity. Vice-President Gutow asked if there was an additional cost from legal to acquire this information. Board agrees to bring to a Board of Directors meeting for discussion when a cost is established.
2. The Board discussed whether they would like to revisit the island landscape project at a future meeting. Legal counsel stated that the project may be complete before the next scheduled meeting. Legal counsel stated that a special meeting could be held to address the item. The Board chose not to add item to a future Board meeting agenda.

**M. ADJOURNMENT**

1. Adjourned at 8:47p.m. to the next Regular Meeting of the Board of Directors on February 5, 2025 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.