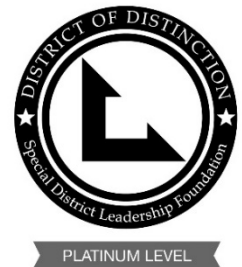




# TOWN OF DISCOVERY BAY

## A COMMUNITY SERVICES DISTRICT



### SDLF Platinum-Level of Governance

President – Carolyn Graham • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Ashley Porter • Director – Lesley Belcher

**NOTICE, CALL, AND AGENDA  
OF THE SPECIAL ANNUAL BOARD PLANNING MEETING  
OF THE TOWN OF DISCOVERY BAY  
THURSDAY, MARCH 20, 2025  
SPECIAL BOARD PLANNING MEETING - 4:00 P.M.  
Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, CA**

Download Agenda Packet and Materials at [www.todb.ca.gov](http://www.todb.ca.gov)

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 4:00 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. PRESENTATION, DISCUSSION, AND ACTION ITEMS**

1. Review of Mission, Vision, Values and Goals.
2. Looking Back 2024 Year Review.
3. Looking Forward 2025.
4. Legal Review and Updates.

**D. ADJOURNMENT**

Adjourn to the Next Regular Board of Director's Meeting, April 2, 2025 beginning at 7:00p.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."

# Special Annual Board Planning Meeting

March 20, 2025



## Agenda

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**01. Town of  
Discovery Bay Board  
of Directors**

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**02. Review Mission,  
Vision, Goals, and  
Values**

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**03. Quarterly Review  
of 2024**

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**04. Current State of  
TODB in 2025**

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**05. Looking Ahead  
Fiscal Year 2025-26**

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**06. Board Member  
Input**





# TODB Board of Directors

President



**Carolyn Graham**

Term of Office:  
12/2024 to  
12/2028

Parks & Recreation  
Committee

Water/Wastewater  
Committee

March 20, 2025

Vice-President



**Bryon Gutow**

Term of Office:  
12/2022 to  
12/2026

Parks & Recreation  
Committee

Communications  
Committee

Director



**Kevin Graves**

Term of Office:  
12/2022 to  
12/2026

Finance Committee

Water & Waste-Water  
Committee

Special Board Planning Meeting

Director



**Ashley Porter**

Term of Office:  
12/2022 to  
12/2026

Finance Committee

Internal Operations  
Committee

Director



**Lesley Belcher**

Term of Office:  
12/2024 to  
12/2028

Internal Operations  
Committee

Communications  
Committee

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## District Representative Listing (2 Year Term)



Committee Name	Appointed Director	Alternate Director
Contra Costa County Aviation Advisory Committee	Bryon Gutow	Ashley Porter
Contra Costa County Code Enforcement	Lesley Belcher	Bryon Gutow
Contra Costa 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 Service (P6 Committee)	Bryon Gutow	Lesley Belcher
School District Representative Liaison BUSD/LUHSD	Kevin Graves	Carolyn Graham
Regional Transportation Agencies	Ashley Porter	Kevin Graves

March 20, 2025

Special Board Planning Meeting

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# Standing Committee Appointments

Committee Name	Members	Chair	Vice-Chair
Communications	Bryon Gutow, Lesley Belcher	To Be Determined	To Be Determined
Parks and Recreation		Bryon Gutow	Carolyn Graham
Internal Operations	Ashley Porter, Lesley Belcher	To Be Determined	To Be Determined
Finance Committee		Ashley Porter	Kevin Graves
Water and Wastewater		Kevin Graves	Carolyn Graham

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Special Board Planning Meeting

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# Our Mission, Vision, Goals and Values



**Mission:** Provide effective and fiscally responsible municipal services in a manner which promotes a high standard of community life with a focus on the environment and the Delta in partnership with the community.

## Vision

- Maintain a full service and sustainable community.
- Grow in harmony with the environment and the Delta.
- Ensure assets and facilities are maintained, serviceable, and in compliance with all regulatory laws, regulations and rules.
- Promote practices that provide enhanced and sustainable life now and for future generations.

## Goals

- Responsible management of public funds.
- Preservation of our neighborhoods and natural resources.
- Provide timely, effective and transparent communications between government and our citizens.
- Continually improve the quality of our services.
- Promote and protect the environment.
- Take pride in community assets.
- Provide leadership while considering all points of view, to ultimately set policy and make decisions based on what is in the best interest of the entire community.
- Recognize pioneers of the community.
- Champion diversity and inclusion.

## Values:

**Innovation • Accountability • Respect  
Integrity • Professionalism**

March 20, 2025

Special Board Planning Meeting

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# Looking Back – 2024



## Resolutions & Accomplishments

- Q1
- Q2
- Q3
- Q4

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Special Board Planning Meeting

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## 2024-Q1 Resolutions

Resolution No.	Department/ Type	Board Meeting Approval Date	Notes	Resolution Description
2024-01	Admin	2/7/2024	Pass	Resolution Amending The Bylaws And Board Policy Of The Town Of Discovery Bay
2024-02	Finance	3/20/2024	Pass	Resolution Authorizing Agreement With Umpqua Bank Commercial Card Program
2024-03	Admin	3/20/2024	Pass	Resolution Adopting Statutory And Categorical Exemptions For The Purposes Of Satisfying The California Environmental Quality Act, Approving The Emergency Replacement Of Retaining Wall At The Town's Community Center, And Directing The General Manager To File A Notice Of Exemption With The Contra Costa County Clerk.

March 20, 2025

Special Board Planning Meeting

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# 2024-Q1 Accomplishments

## Recreation & Landscape

- Successful Completion of the Construction of the Community Center Patio Project

## Landscape

- Weed control, landscape clean up

## Recreation & Landscape

- Preparing for summer activity and pool schedule



March 20, 2025

Special Board Planning Meeting

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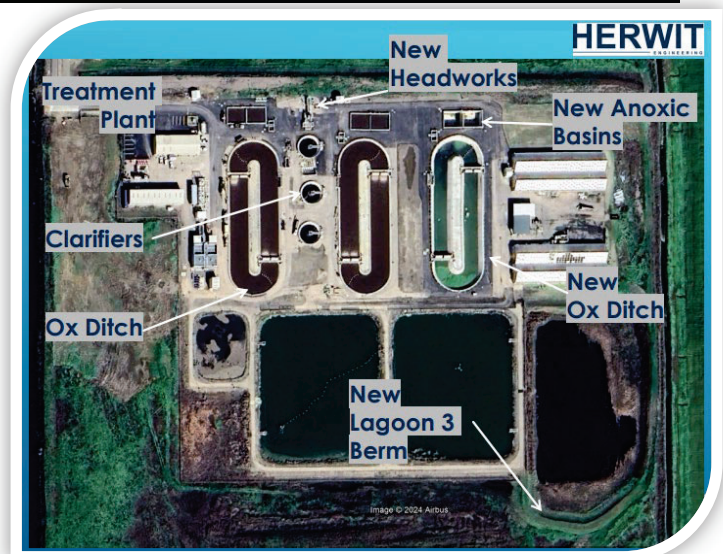
# 2024-Q1 Accomplishments

## Water

- Well 7 – Repaired and back online, running fully functional
- Well 5 – Safe isolation from Treatment completed

## Wastewater

- Denite Project Formal completion with BOD approval of project summary report on 8/7/24



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Special Board Planning Meeting

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# 2024-Q1 Accomplishments

## Administration

- Approval of Veolia Memorandum of Agreement (MOA) for the Energy Conservation & Renewable Energy Program Development.

## Finance

- Evaluate software platforms to improve financial tracking, reporting and monitoring
- Fiscal Year 2022-2023 Audited Financial Statements approved

March 20, 2025

Special Board Planning Meeting

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# 2024-Q2 Resolutions

Resolution No.	Department/ Type	Board Meeting Approval Date	Notes	Resolution Description
2024-04	Finance	4/3/2024	Pass	Resolution Regarding The Annual Assessment Of The Ravenswood Improvement District Landscape And Lighting Zone #9.
2024-05	Admin	4/17/2024	Pass	Resolution Authorizing Veolia and The General Manager, To Complete And Submit All Necessary Documents And An Application For A California Energy Commission (CEC) Energy Conservation Assistance Act (ECCA) Loan And Finding The Activity Funded By Such Loan To Be Exempt From The California Environmental Quality Act (CEQA)
2024-06	Admin	6/5/2024	Pass	Resolution Ordering Specifications Of The Election Order
2024-07	Finance	6/19/2024	Pass	Resolution to Intent To Levy And Collect An Annual Assessment For The Ravenswood Improvement District – Db L&L Zone #9 For The Fiscal Year 2024-2025
2024-08	Finance	6/19/2024	Pass	Resolution Adopting The Operating And Capital Improvement Budgets For Fiscal Year 2024-2025
2024-09	Finance	6/19/2024	Pass	Resolution for the Annual Discovery Bay Lighting And Landscape Zone #8 Appropriations Limit For FY 2024-2025

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Special Board Planning Meeting

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# 2024-Q2 Accomplishments

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## Recreation

- Approval to replace splash pad at Ravenswood Park.
- Free Adult Lap Swim Begins
- Swim Lessons Begin
- Water Aerobics Begin

## Landscape

- Completion of the Slifer basketball resurfacing, and wall ball resurfacing
- Major streetscape and parks clean up of trees, shrubs, overgrowth at Preston Drive, Ravenwood Park, DB Blvd., Newport Drive, Clipper Drive, Discovery Bay Blvd. Islands, Fire weed abatement
- New monument sign installed at Pacific Waterways (corner of Bixler and Regatta Drive)



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# 2024-Q2 Accomplishments

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## Water

- Newport & Sandpoint Underwater Crossing Information Gathering (Water Main Upgrade from Newport to Willow Lake Road)
- Awarded Construction of the Marlin/Marina Pipeline Project to the Lowest Responsive Bidder in addition to Authorizing Award of Construction for Installing the Liner Portion - WR Forde

## Wastewater

- Successful Installation of Newport Lift Station (LS) Programable Logic Controller (PLC)
  - The Newport LS is one of the district's largest lift stations. It receives flows from the Lakeshore development LS, The Lakes development LS's and the Bixler Dr. LS. The Newport LS takes the flow and pushes the wastewater to the Valve Station through a force main.
  - Before the upgrade, the PLC installed at the Newport LS had limited "view only" access from the SCADA system.
  - Upgrading the lift station's PLC now allows remote access to control the pumps in the two wet wells. This also enables the operators to control and handle issues that arise more effectively, timely, and efficiently.

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Special Board Planning Meeting

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# 2024-Q2 Accomplishments

## Administration

- Participated in CSDA Legislative Days May 2024 in Sacramento.
- Approval for Contract Extension with San Joaquin Office of Education for Landscaping and Maintenance Services Provided by California Conservation Corps.
- Collaborated with Contra Costa County regarding algae blooms locations. Website pages provided town with information as well as a link for reporting algae bloom sightings to the County.

## Finance

- Fiscal Year 2024-25 Proposed Operating Capital and Revenue Budgets presented to Board
- Completed Evaluation and began Implementation of new Commercial Credit Card Program w/ Umpqua Bank
- Financial Auditor Selection for Fiscal Years ending June 30, 2024, June 30, 2025, and June 30, 2026. Contract Agreement for a three-year engagement with CLA for a total not-to-exceed amount of \$146,285.

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Special Board Planning Meeting

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# 2024-Q3 Resolutions

Resolution No.	Department/ Type	Board Meeting Approval Date	Notes	Resolution Description
2024-10	Admin	7/17/2024	Pass	Resolution To Amend Policy 031, Financial Policy
2024-11	Admin	7/17/2024	Pass	Resolution To establish A Capitalization Policy
2024-12	Admin	7/17/2024	Pass	Resolution To Oppose Initiative 1935 (Formerly 21-0042A1)
2024-13	Water/WW	7/17/2024	Pass	Resolution Adopting A Categorical Exemption For The Purposes Of Satisfying The California Environmental Quality Act, Approving The Demolition Of Well No. 5A And Associated Small Structures, And Directing The General Manager To File A Notice Of Exemption With The Contra Costa County Clerk
2024-14	Admin	9/4/2024	Pass	Resolution Amending The Bylaws And Board Policy Of The Town Of Discovery Bay

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Special Board Planning Meeting

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# 2024-Q3 Accomplishments

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## Recreation

- Adult & Youth Paint Night Classes
- Flick N' Float
- Zumba and Youth Dance
- Water Aerobics
- Swim Lessons
- Mermaid School
- Movie in the Park
- Approval for new playground structure at Cornell Park



## Landscape

- Tree Work
- Relandscape Preston and Point of Timber East and West
- Repave walking path from Newport to Sandy Cover Shopping Center
- Major tree work all along Bixler Road

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Special Board Planning Meeting

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# 2024-Q3 Accomplishments

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## Water

- Successful Marlin/Marina Underwater Crossing Project Completion
  - This project added a Primus Line liner to the existing 8-inch pipe crossing under the surface water body between the Marina Harbor and 5758 Marlin Drive.
  - The existing water main was broken and had been isolated from the system. This project was able to return the water main to active service. A cathodic protection system on the Marina side was also installed.
- Awarded Contract for Construction of the Well 8 Pump Station Project to the Lowest Responsive Bidder - ConCo West

March 20, 2025

Special Board Planning Meeting

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# 2024-Q3 Accomplishments

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## Administration

- Approval for Tripepi Smith to provide communications support as the Town's Communications Consultant.
- Denitrification Project Closeout

## Finance

- FY 2024-2025 Budget approval
- Added Policy #034 – Capitalization Policy
- Amended Policy #031 Financial Policy
- Public Hearing and Adoption of Zone 9 Assessment

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Special Board Planning Meeting

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# 2024-Q4 Resolutions

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Resolution No.	Department/ Type	Board Meeting Approval Date	Notes	Resolution Description
2024-15	Admin	10/2/2024	Pass	Resolution Establishing A District Office Planning Ad Hoc Committee For Construction Management Interview Committee.
2024-16	Admin	11/6/2024	Pass	Resolution for the Town's Site Visitation Policy
2024-17	Admin	11/6/2024	Pass	Resolution for the Town's Workplace Violence Prevention Program
2024-18	Admin	12/4/2024	Pass	Resolution for Finding and Declaring Construction of Town Administrative Office is Exempt Under the California Environmental Quality Act (CEQA) Using Class 3 Categorical Exemption.
2024-19	Admin	12/18/2024	Pass	Resolution for Energy Service Contract Between the Town and Enovity, A Veolia Company, for the Implementation of Certain Energy Measures and Improvements.

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Special Board Planning Meeting

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# 2024-Q4 Accomplishments

## Landscaping

- Clipper Drive: Remove composite edging and replace with steel edging
- Continued care of new lawn project at Cornell Park
- Streetscape deep clean
- Relandscape Bixler Road medians
- Relandscape corner of Bixler Road and Regatta
- Relandscape Regatta Park front entrance
- Relandscape Yacht & Foghorn overflow parking area
- Relandscape Wilde Drive
- Approve pilot program for WeatherTRAK smart irrigation system at Cornell Park.



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Special Board Planning Meeting

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# 2023-Q4 Accomplishments

## Water

- Successful installation of the Marlin/Marina Pipeline Project liner
- Successful completion of the Willow Lake filter distribution pipe. Pavement for the parking lot area was redesigned to allow of ease of servicing and essential deliveries.

## Wastewater

- Approval granted and project started for Stantec Consulting Inc.'s Proposal to Update the Town's Existing Wastewater Operations and Maintenance (O&M) Manual.



March 20, 2025

Special Board Planning Meeting

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# 2024-Q4 Accomplishments

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## Administration

- Workplace Violence Prevention Plan (Policy No.35) approved and ongoing training for staff begun
- Approval of Agreement for CPS HR Consultants to Perform a Classification and Compensation Study.
- Approval of proposal for CoAct24 to manage the Town of Discovery Bay's office administration building construction project

## Finance

- Approval of Tyler Technologies Software License Agreement for Financial Data Software
- Approval of the Fiscal Year Ending June 30, 2024 Audited Financial Statements.

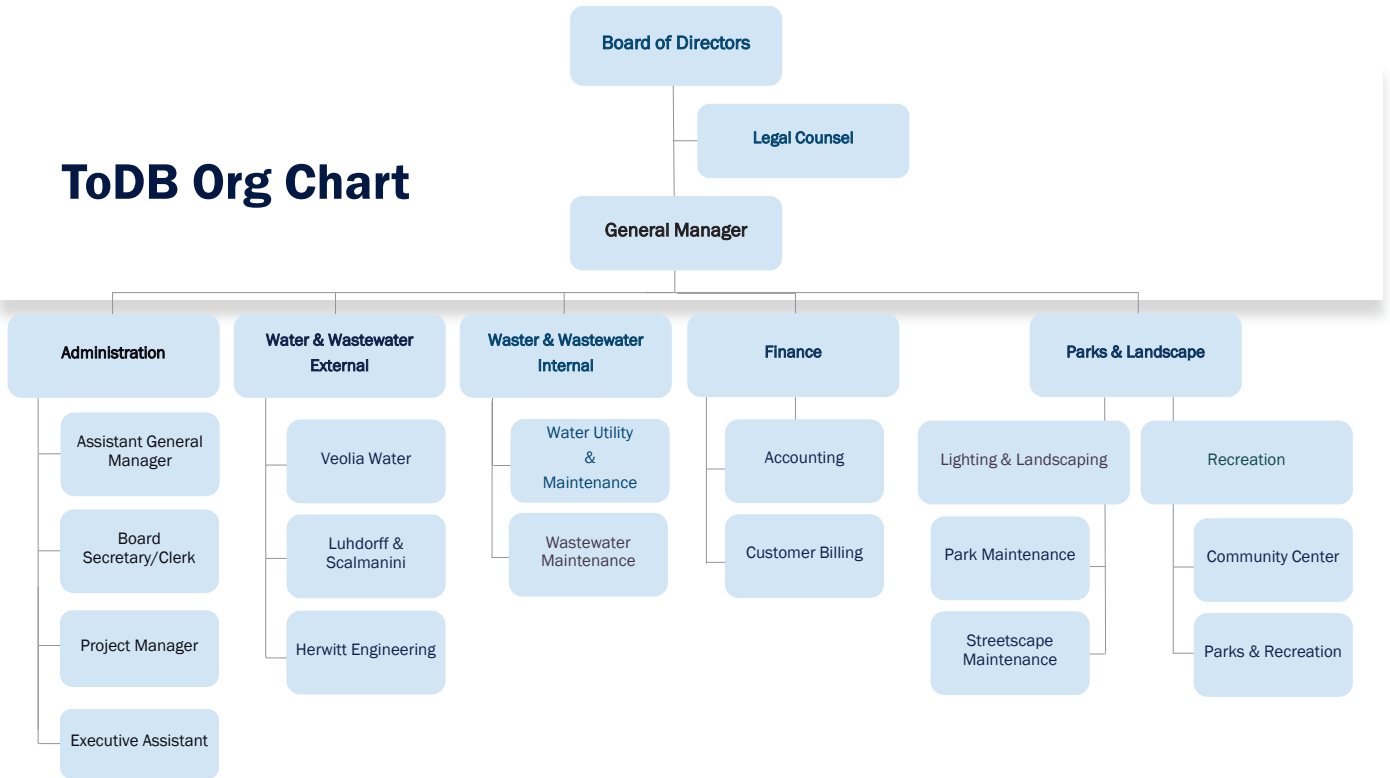


## 2024-25 – Staffing Updates

- Cindi Coats joined Parks & Recreation as Recreation Programs Coordinator
- Peter Celaya joined Water/Wastewater team as Water Tech I.
- Bryce Huff joined Water/Wastewater team as Water Tech II.
- Keith Denny joined the Maintenance Dept. as PL/Maintenance Tech III.
- Connor Stawicki joined Parks & Landscape as PL/Maintenance Tech I.
- Matt Bevers promoted to Landscape/Maintenance Coordinator position.
- Alex Cassett joined the Finance Department as Account Clerk.



## ToDB Org Chart



## 2025 – Looking Ahead



Ongoing Water & Wastewater Projects



Ongoing Park and Landscape Projects



Ongoing Finance Projects

# 2025 – Projects

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## Current State

- Classification and Compensation Project
- Surplus Management – (GovDeals)
- Site-wide and Specific Training
- Policy Updates
- Hazard Meeting

## Looking Ahead for 2025-2026

- Implementation of new HRIS platform
- Website Platform updates

# 2025 – Water & Wastewater Projects

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## Current State

- Implementation of Town-wide GIS system
- Community Center Sewer Pipeline Replacement
- Village 2 & 4 Lift Station Rehab
- Well 5 Demolition

## Looking Ahead for 2025-2026

- Cross Connection (Water)
- Pipeline Project (Water)
- Well 8 Completion (Water)
- Energy Project (W/WW)
- Administration Office Building
- Solar Dryer Project 2025 – forward
- Flow Meter Monitoring (W/WW)

# 2025 – Park and Landscape Projects

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## Current State in First Quarter of 2025

- Landscape - Relandscape So. Point, Cabrillo, Discovery Point
- Landscape - Street Clean up
- Landscape - Storm clean up
- Parks - Begin work at Cornell Park playground
- Parks - Work continuing at Splash Pad at Ravenswood Park
- Recreation - Preparing to hire summer staff at community center

## Looking Ahead for 2025-2026

- Continue improving streetscape work on: Laguna Court, Willow Lake Court, Sand Point Road Island, Sand Point Road.
- Move forward with WeatherTRAK smart controller at Cornell Park and plan for Community Center, Zone 8 streetscape, Ravenswood Park, zone 9 streetscape.
- 2025 summer aquatics: Pool opening & Aquatics Programming
- Paint and relandscape DB Blvd. front entrance wall
- Newport Drive landscape improvements
- Court Conversion
- Splash Pad
- Cornell Park

March 20, 2025

Special Board Planning Meeting

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**Finance Department  
– Margaret Moggia**

# 2025 – Finance Projects

## Current State / Looking Ahead for 2025-2026

- Finalize 2025 Water and Wastewater Rate Study
- Classification and Compensation Study
- Budget
- Stat Report
- Bond Reporting (EMMA)
- Utility Audits
- Vacancy Report – AB 2561
- ERP Implementation
- Present the FY 2025-2026 Budget for the Board’s approval
- Evaluate funding strategies to finance District’s capital program
- Complete Tyler platform software for financial tracking, reporting and monitoring

March 20, 2025

Special Board Planning Meeting

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Director Michael Callahan  
– Thank you for your  
Service as ToDB’s 2024  
Board President



## Awards & Recognitions

March 20, 2025

Special Board Planning Meeting

## 2024-2025

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General Manager Dina Breitstein and Finance Manager Margaret Moggia were recognized by the Special District Leadership Foundation as CDSM's - Certified Special District Managers.

There are 3,400 Special Districts in California. Only 79 have CSDM Managers. Twelve Special Districts are Platinum Districts, with The Town of Discovery Bay being one of the 12.



March 20, 2025

## Awards & Recognitions

Special Board Planning Meeting

2024-2025

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## 2024 – District Recognitions



The **California Society of Municipal Finance Officers (CSMFO)** serves all government finance professionals through innovation, collaboration, continuing education and professional development.

The CSMFO Recognition Committee granted the Operating Budget Meritorious Award to the Town of Discovery Bay in recognition for “Excellence in Budgeting” as it is meant to recognize agencies with well-presented budget documents, best practices, processes, and procedures.



March 20, 2025

## Awards & Recognitions

Special Board Planning Meeting

2024-2025

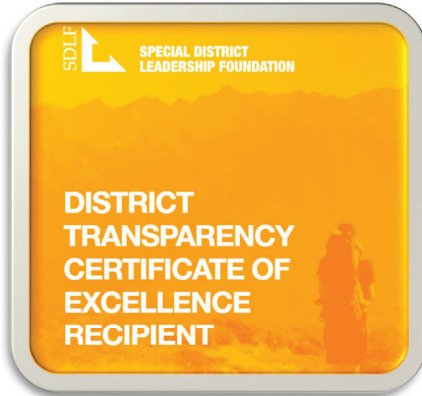
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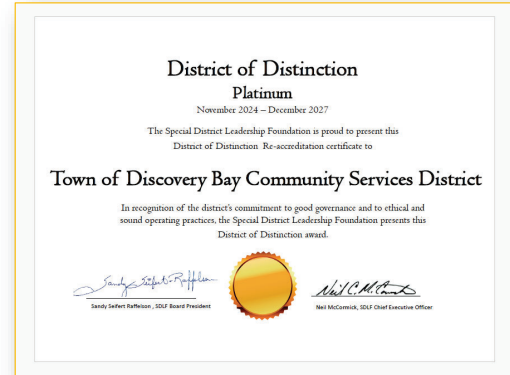
# 2024 – District Recognitions



District Transparency Certificate of Excellence  
(October 2024 – December 2027)



District of Distinction – Platinum  
(November 2024–December 2027)



March 20, 2025

## Awards & Recognitions

Special Board Planning Meeting

## 2024-2025

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# Board Member Input





**Thank you**

