



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday April 5, 2023, 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 except for President Porter who was absent. Director Graves attended the meeting remotely from Fort Leavenworth, Kansas.

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 March 15, 2023.
2. Approve Special Board Planning DRAFT Meeting Minutes from March 16, 2023.
3. Approve Register of District Invoices.
4. Direct Herwit Engineering to prepare the 2023-2024 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9 by Resolution No. 2023-11.

Director Graham made a Motion to Approve the Consent Calendar.

Director Gutow seconded.

Vote: Motion carried – AYES: 4, NOES: 0, ABSTAINED: 0, ABSENT: 1-Porter

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.
None.
2. Assembly Member Lori Wilson's Office Report.
None.
3. Sheriff's Office Report.
Presented by Tony Fontenot.
 - 290 Calls for service in March.
 - Calls from CVS and Safeway were down in March compared to previous months.
4. CHP Report.
None.
5. ~~Contra Costa Fire Report~~ (Assignment by Con Fire Pending).
None.
6. Congressman Josh Harder's Office Report.
None.

E. MUNICIPAL ADVISORY COUNCIL

None.

F. PRESENTATIONS

1. California Class, a local government investment pool.

Presented by Rick Wood, CFO of California Special Districts Association.

- A five-member Board of Trustees oversees the program.
- Any public funds are eligible.
- Public Trust Advisors, LLC manages the funds.
- There are no transaction fees.
- Interest is posted monthly.

G. UPDATES

1. Recreation Update.

Presented by Parks and Recreation Supervisor Monica Gallo.

- Water aerobics will begin May 1, 2023.
- Community Center grounds are open until 7:30p.m.
- Easter Egg hunt will be on April 8, 2023.
- Bid opening for the resurfacing of Cornell Park Basketball Court was on April 5, 2023. There were four bids submitted.

H. DISCUSSION AND POSSIBLE ACTION

None.

I. MANAGER'S REPORT

1. Update on the implementation of Slick Text, the District's text messaging service.

Presented by Assistant General Manager Allan Cantando.

- There are 145 subscribers.
- Most subscribers signed up for all five zones.

J. GENERAL MANAGER'S REPORT

Presented by General Manager Dina Breitstein.

1. AGC Construction through May 2023.

- A modular building will be replaced on the All God's Children School property.

2. Manager Training April 24-26, 2023.

- All managers will be attending an off-site training in Sacramento April 24-26, 2023.

3. Coffee with the GM May 2023.

- Staff would like to schedule coffee with the General Manger events beginning in May 2023.

K. DIRECTOR REPORTS

1. Standing Committee Reports.

- a. Internal Operations Committee Meeting (Committee Members Michael Callahan and Kevin Graves) April 5, 2023.

Update given by Director Graves.

- Staff are reviewing and updating policies.

- b. Finance Committee Meeting (Committee Members Ashley Porter and Carolyn Graham) April 5, 2023.

Update given by Director Graham.

- Finance manager Julie Carter gave a financial update.

- c. Water & Wastewater Committee Meeting (Committee Members Ashley Porter and Kevin Graves) April 5, 2023.

Update given by Director Graves.

- There is a minor delay with the denitrification project.

2. Ad-Hoc Committee Reports.

- a. Building Committee (Committee Members Kevin Graves and Bryon Gutow) March 31, 2023.

Update given by Director Gutow.

- The design firm presented a proposal for the new District Office. There will be another meeting next week.

- b. Municipal Advisory Committee "MAC" (Committee Members Ashley Porter and Kevin Graves).

No Update.

L. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Contra Costa County Aviation Advisory Committee meeting – March 8, 2023 (Director Kevin Graves).
2. Confire Meeting – March 21, 2023 (Director Carolyn Graham).

M. CORRESPONDENCE

None.

N. LEGAL REPORT

Presented by Legal Counsel, Andy Pinasco.

- CSDA requested the Town of Discovery Bay send a letter of support to the state legislature for a newly proposed teleconferencing law. (AB557)
- The Board has no objection to Staff drafting a letter to bring to a future meeting.

O. FUTURE AGENDA ITEMS

P. ADJOURNMENT

1. Adjourned at 7:52p.m. to the next Regular Meeting of the Board of Directors on April 19, 2023, beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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