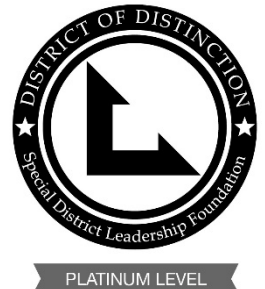




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday June 5, 2024 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 Graves 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)

1. The speaker mentioned moving the July 19, 2024 Board Meeting back one week due to the Juneteenth Holiday.

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 May 15, 2024.
2. Approve Special Board of Directors DRAFT Meeting Minutes from May 16, 2024.
3. Approve Register of District Invoices.

Director Gutow made a Motion to Approve the Consent Calendar.

Director Graham seconded.

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.
None.

2. Sheriff's Office Report.

Presented by Lt. Charlene Jacquez.

- 384 calls for the month of May.
- 46 police reports were written.
- There was a theft at CVS on May 3, 2024.
- 73 applications were received for the Junior Women's Academy.
- The first Summer Pop-Up will be held at Slifer Park on June 20, 2024 from 11:00am-1:00pm.

E. MUNICIPAL ADVISORY COUNCIL

None.

F. PRESENTATIONS

None.

G. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action Regarding the Restriping/Conversion of Two Community Center Tennis Courts by Painting Permanent Lines to Make Dual-Use to Allow for Pickleball/Tennis Play.

- This item was pulled from the agenda.

2. Discussion and Possible Action to Approve the Mobile Modular Contract Proposal to Create Architectural and Engineering Plans for the Future District Office Building.

Presented by General Manager Dina Breitstein.

- GM Breitstein gave a brief summary of events of the project to date.
- Joshua Dean of Mobile Modular joined the meeting remotely.
- The proposal is for providing consulting services with respect to the development of custom design documents for a permanent modular building project consisting of a new, approximately 6,957sf office building, its foundation, and site work as required to construct this building.

Public Comment:

- The first speaker mentioned buying building directly from a builder. He also asked about the potential downside of purchasing a modular building.
- The second speaker mentioned sitework and building costs.

Joshua Dean stated that Mobile Modular is currently in the process of constructing a building locally for the Delta Community Presbyterian Church in Discovery Bay.

Director Graves made a motion to approve staff recommendation to approve the Mobile Modular proposal and authorize the General Manager to execute all contracts therein, up to a maximum of \$451,900 plus 15% contingency with legal review prior to execution.

Director Porter seconded.

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

3. Discussion and Possible Action Regarding Approval of Resolution No. 2024-06 Related to the November 5, 2024 Election for the Board of Directors.

Presented by General Manager Dina Breitstein.

- This is a standard action that is taken each election cycle.
- Each candidate will pay for their own campaign statements.

Director Graves made a motion to approve draft Resolution No. 2024-06 ordering the Board of Directors elections on November 5, 2024 and direct the General Manager to provide these documents to the Contra Costa County Clerk/Recorder-Elections Department by July 3, 2024.

Vice President Graham seconded.

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

4. Discussion and Possible Action to Set Public Hearing to Adopt the Operating and Capital Improvement Budgets for Fiscal Year 2024-2025.

Presented by Finance Manager Margaret Moggia.

- Staff would like to schedule the Budget Hearing for July 19, 2024.
- Draft copy of the Budget was presented at the May 16, 2024 Budget Workshop.
- There was an adjustment made to the budget since the workshop in regard to Zone 8. Department of Finance gave updated information changing total funds from \$850,000.00 to \$851,000.00.
- Engineer's report for Zone 9 was received, and that information was updated in the draft budget as well.

- Well 8 Bids came in higher than engineer's estimate, so budget will be adjusted to account for the roughly \$600,000 in additional costs.

Director Porter made a motion to set the Public Hearing for June 19, 2024, at 7:00pm located at 1601 Discovery Bay Boulevard to consider the adoption of the Fiscal Year 2024-2025 Operating and Capital Budget through Resolution No. 2024-08.

Director Graves seconded.

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

H. MANAGERS REPORT

I. GENERAL MANAGER'S REPORT

- Contra Costa County will be closing their public comment period for their Hazard Mitigation Plan.

J. DIRECTOR REPORTS

1. Committee Reports.

- a. SPECIAL Parks & Recreation Committee Meeting (Committee Members Bryon Gutow and Michael Callahan) June 5, 2024.

- Committee discussed a new splash pad.
- Committee discussed extending the contract with the Conservation Corp.

- b. Finance Committee Meeting (Committee Members Carolyn Graham and Ashley Porter) June 5, 2024.

- Committee was presented with the bi-monthly financial report.
- Committee discussed changes on a few policies.
- Committee discussed auditor selection process.

- c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) June 5, 2024.

- Committee discussed Well 8 Bid opening.

2. Conference Report.

- a. CSDA Legislative Days – (attended by Director Kevin Graves and Director Ashley Porter).

- Director Graves and Director Porter spoke with various legislators regarding new bills that are being proposed.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. BUSD Regular Board Of Trustees Meeting – April 11, 2024 (Director Kevin Graves).
2. BUSD Special Board Meeting – April 24, 2024 (Director Kevin Graves).
3. Con Fire – May 14, 2024 (Director Carolyn Graham).

L. CORRESPONDENCE

None.

M. LEGAL REPORT

None.

N. FUTURE AGENDA ITEMS

None.

O. ADJOURNMENT

1. Adjourned at 8:16p.m. to the next Regular Meeting of the Board of Directors on June 19, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.