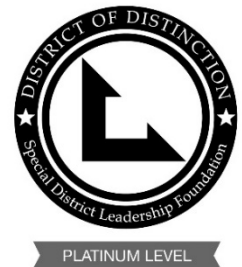




TOWN OF DISCOVERY BAY

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

**MINUTES 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**

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order at 4:00 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)

- The speaker discussed setting goals, methods to organize long term goals, and using data to establish a framework for success.

C. PRESENTATION, DISCUSSION, AND ACTION ITEMS

Presented by General Manager Dina Breitstein

1. Review of Mission, Vision, Values and Goals.
 - Director Belcher would like to inform the community members how to effectively have two-way communication with the Board. The Board would like this topic to be added to the next Communications Committee meeting.

2. Looking Back 2024 Year Review.

All Q1 Resolutions passed.

Q1 Accomplishments – Recreation

- Completion of the Community Center Patio Project
- Preparing for Summer activity and pool schedule

Q1 Accomplishments – Landscape

- Weed control, landscape clean-up

Q1 Accomplishments – Water

- Well 7 repaired
- Well 5 safe isolation from treatment completed

Q1 Accomplishments – Wastewater

- Denitrification Project Completed

Q1 Accomplishments – Administration

- Approval of Veolia MOU for the Energy Conservation & Renewable Energy Program Development

Q1 Accomplishments – Finance

- Evaluated software platforms
- Approval of Fiscal Year 2022-2023 Audited Financial Statements

All Q2 Resolutions passed.

Q2 Accomplishments – Recreation

- Approval for splash pad at Ravenswood Park
- Swim Lessons, Water Aerobics begin

Q2 Accomplishments – Landscape

- Completion of Slifer Park basketball court and wall ball resurfacing
- Streetscape and park clean-up
- New monument sign at Pacific Waterways

Q2 Accomplishments – Water

- Newport and Sand Point Underwater Crossing Information gathering
- Awarded construction of Marina/Marlin Pipeline as well as Liner Portion

Q2 Accomplishments – Wastewater

- Successful installation of Newport Lift Station Programmable Logic Controller

Q2 Accomplishments – Administration

- Participated in CSDA Legislative Days 2024 in Sacramento
- Collaborated with Contra Costa County regarding algae blooms

Q2 Accomplishments – Finance

- Fiscal Year 2024-25 Proposed Budget presented to the Board
- Completed implementation of new commercial credit card program with Umpqua Bank
- Selected CLA as financial auditors for fiscal years 2024, 2025 and 2026

All Q3 Resolutions passed.

Q3 Accomplishments – Recreation

- Paint Night classes, Flick 'N Float, Zumba, Swim, Movie in the Park, approval of new playground structure at Cornell Park

Q3 Accomplishments – Landscape

- Tree work
- Landscape work at Preston and Point of Timber Road
- Repave walking path to Sandy Cove Shopping Center
- Major tree work along Bixler Road

Q3 Accomplishments – Water

- Marlin/Marina Underwater Crossing Project completion

Q3 Accomplishments – Wastewater

- Awarded contract for construction of the Well 8 Pump Station Project

Q3 Accomplishments – Administration

- Approval of Tripepi Smith to provide communications support
- Denitrification Project closeout

Q3 Accomplishments – Finance

- FY 2024-2025 Budget approval
- Added Policy #34 – Capitalization Policy
- Amended Policy #31 – Financial Policy
- Public Hearing and adoption of Zone 9 Assessment

All Q4 Resolutions passed.

Q4 Accomplishments – Landscape

- Clipper Drive work
- New lawn at Cornell Park
- Streetscape deep clean
- Relandscape Bixler medians, Bixler Road and Regatta, Regatta park entrance, Yacht & Foghorn overflow parking, and Wilde Drive
- Approval of pilot program for WeatherTRAK smart irrigation system at Cornell Park

Q4 Accomplishments – Water

- Installation of Marina/Marlin Pipeline Project liner
- Completion of Willow Lake filter distribution pipe

Q4 Accomplishments – Wastewater

- Update began on the Town's Wastewater Operations and Maintenance (O&M) Manual

Q4 Accomplishments – Administration

- Workplace Violence Prevention Plan (Policy No. 35) approved
- Approval of classification and compensation study
- Approval of CoAct24 to manage the Town's Administration Building construction project

Q4 Accomplishments – Finance

- Approval of Tyler Technologies Software License Agreement for Financial Data Software
- Approval of FY 2024 Audited Financial Statement

Staffing Updates:

- Cindi Coats joined as Recreation Programs Coordinator
- Peter Celaya joined as Water Tech I
- Bryce Huff joined as Water Tech II
- Keith Denny joined as Maintenance Tech III
- Connor Stawicki joined as PL Maintenance Tech I
- Matt Bevers was promoted to Landscape/Maintenance Coordinator
- Alex Cassett Joined Finance Department as Account Clerk

3. Looking Forward 2025.

2025 Current Projects:

- Classification and Compensation Study
- Surplus Management – (GovDeals)
- Site-wide and specific training
- Policy Updates
- Hazard Meeting

2025 Looking Ahead:

- Implementation of new HRIS platform
- Website platform updates

Water & Wastewater Current Projects:

- Town-wide GIS System implementation
- Community Center Sewer Pipeline Replacement
- Village 2 & 4 Lift Station Rehab
- Well 5 demolition

Water & Wastewater looking ahead:

- Water: Cross Connection, Pipeline Project, Well 8
- Wastewater: Solar Dryer Project
- Water & Wastewater: Energy Project, Administration Building, Flow Meter Monitoring

Parks & Landscape Current Projects:

- Landscape: street clean-up, storm clean-up, relandscape Cabrillo, Discovery Point and South Point islands
- Park: Begin work at Cornell park play structure, Ravenswood Park Splash Pad

Parks & Landscape looking ahead:

- Streetscape work, WeatherTREK smart controller, summer aquatics, Newport Drive improvement, Splash Pad, Cornell Park

Finance Projects Presented by Finance Manager Margaret Moggia.

- Finalize 2025 Water & Wastewater Rate Study
- Classification and Compensation Study
- Budget
- Bond Reporting
- Utility Audits
- Vacancy Reporting – AB 2561
- ERP implementation
- FY 2025-2026 Budget
- Evaluate funding strategies to finance District's capital program
- Complete Tyler platform software implementation

Special thanks to 2024 Board President Michael Callahan.

General Manager Breitstein and Finance Manager Moggia were recognized by the Special District Leadership Foundation as Certified Special District Managers. Only 79 Special Districts out of 3,400 have this distinction.

The California Society of Municipal Finance Officers granted the Town the Operating Budget Meritorious Award. This recognizes agencies with well-presented budget documents, best practices, processes and procedures.

The Town received both the District Transparency Certificate of Excellence and the Platinum Level District of Distinction. Only 12 out of 3,400 Districts hold this designation.

Break was taken at 5:05p.m.

Return from break at 5:09p.m.

4. Legal Review and Updates.

Presented by Legal Counsel Andy Pinasco.

- Best Practices for Effective Boards
 - Community Services District Structure
 - Board of Directors
 - Appointed Chair and Vice Chair
 - Appointed General Manager
- Town Governance Overview
 - Board Composition
 - Chair and Vice Chair roles
 - Board-Manager form of Government
- Role of General Manager
 - Appointment, dismissal and management of Town employees
 - Budget preparation and financial oversight
 - Administrative head of the Town government
- Providing Clear Direction
 - Board's role in Governance
 - Setting realistic goals and priorities
 - Workshop for team building and goal setting
 - Establishing Board-directed goals process for clarity and transparency
- Communication
 - 1st Amendment
 - Social media
 - Serial meetings
 - Social Media and The Brown Act
- Practice Pointers for Highly Effective Governing Bodies
 - Think and act strategically
 - Understand and demonstrate teamwork
 - Honor the Board-staff partnership

D. **ADJOURNMENT**

Adjourned at 5:47p.m. 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.