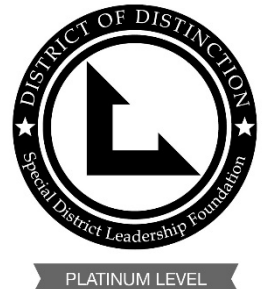




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday March 3, 2021
REGULAR MEETING 7:00 P.M.**

**NOTICE
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board Chambers will be closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.

**TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (877)778-1806
CONFERENCE CODE 891949**

Download Agenda Packet and Materials at <http://www.todb.ca.gov/>

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. by President Bryon Gutow.
2. Pledge of Allegiance - Led by President Bryon Gutow.
3. Roll Call – All Present, with the exception of Director Ashley Porter joining the meeting via teleconference.

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 February 17, 2021 Regular Board of Directors DRAFT Meeting minutes.
2. Approve Register of District Invoices.

Motion made by Vice President Kevin Graves to approve the Consent Calendar as presented.
Second by Director Ashley Porter.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

D. AREA AGENCIES REPORTS / PRESENTATION

1. Assembly Member Jim Frazier, District 11 – Not in attendance.
2. Supervisor Diane Burgis, District III Report – Not in attendance.
3. Sheriff's Office Report.

Sheriff Lieutenant Mark Johnson explained that crime is extremely low. Sheriff units are in Discovery Bay making traffic stops and staying visible. The Automated License Plate Reader (ALPR) has identified some stolen vehicles which Sheriffs have been able to recover. More ALPRs are going to be installed in Discovery Bay. Reported a homicide in Newport. Shoplifting continues to be a concern in Safeway and CVS Pharmacy. Retail employees at these stores have been advised to call Sheriff for each crime.

4. CHP Report – Not in attendance.
5. East Contra Costa Fire Protection District Report.

East Contra Costa Fire Department Battalion Chief Ross Macumber advised average call response time is 9:33 minutes. No vegetation fires since last update. One fatality on Bethel Island due to a boat fire. Update given on annexation of fire stations. Reminder to the community to unplug space heaters. Public is invited to attend the monthly meeting held every second Wednesday of each month at 6:30 p.m. available through stream on the ECCFPD website. Updated the Board on the status of COVID-19 vaccination sites.

E. LIAISON REPORTS

F. PRESENTATIONS

G. BUSINESS AND ACTION ITEMS

1. Public Hearing to Review and Adopt the Water Shortage Contingency Plan.

Water Engineer Justin Shobe discussed the Water Shortage Contingency Plan and explained its purpose and contents to the Board. This plan is a required part of the Urban Water Management Plan and will need to be submitted together.

Staff recommends the Board approve to open this report for a public hearing, and then adopt the report as required by the Department of Water Resources by July 1, 2021.

No public comments during public hearing.

Moved by Vice President Kevin Graves to move forward with the process to accept the Water Shortage Contingency Plan.

Second by Director Carolyn Graham.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

2. Discussion and Possible Action Regarding Discovery Bay Recreation and Sports Inc. (“DBRS”) Request for a TUFF Shed, Benches and Temporary Pop-up Shade at the Pickleball Courts.

Recreation Program Supervisor Monica Gallo advised the Board of requests made by Discovery Bay Recreation and Sports to allow a 4’x12’ Tuff Shed and a permanent bench on the pickleball courts.

Discussion between Vice President Kevin Graves, Recreation Program Supervisor Monica Gallo, and General Manager Mike Davies regarding the location of the proposed shed.

President Bryon Gutow and Director Ashley Porter advised the Board that this item was presented at the Parks and Recreation Committee Meeting and both Committee Members agreed it was a reasonable request.

Another request made by DBRS was to allow pop up canopies for shade. These canopies will be removed by DBRS at the end of each pickleball session.

Lastly, DBRS requests permission to permanently install benches for players. DBRS plans to fundraise for the purchase of the benches and donate them to Town of Discovery Bay.

Public comment regarding:

- Maintenance of the benches and shed.

President Bryon Gutow replied that DBRS would be responsible for maintenance of benches and shed.

Vice President Kevin Graves requested clarification about resurfacing the pickleball courts.

Staff is requesting the Board approve the recommendation of the Parks and Recreation Committee to allow DBRS to bring a shed, some benches and some pop up shade structures to the pickleball courts.

Motion made by Director Ashley Porter to take staff’s recommendation.

Second by Director Carolyn Graham.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

3. Discussion and Possible Action Regarding a “Town Hall” and/or Open House Event at the Community Center.

General Manager Mike Davies discussed organizing a Town Hall and/or Open House at the Community Center with the recommended date of June 26, 2021 from 11:00 a.m. until 1:00 p.m. Events planned will depend on existing COVID-19 restrictions. Staff is requesting approval for the date selected.

Director Ashley Porter asked if consideration was given to invite the Area Agencies to participate in this event.

General Manager Mike Davies advised that it is planned to extend the invitation to the local agencies and legislative representatives.

Motion made by Vice President Kevin Graves to move staff’s recommendation.

Second by Director Ashley Porter.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

4. Discussion and Possible Action Regarding Activity Guide Publication.

Recreation Program Supervisor Monica Gallo discussed reducing the amount of Activity Guide copies printed to reduce the waste of paper and to help the environment. Alternative is to provide the public with a digital copy and have paper copies available upon the request of community members. Paper copies would be available at the Community Center and local businesses. This proposal would save the Town over \$11,000 a year.

Advertising cost will be assessed. Activity Guide will also be promoted on the Town's electronic board and water bill inserts.

Vice President Kevin Graves asked how many people are signed up to receive email from Town of Discovery Bay.

Administrative Assistant Yesenia Monarrez advised there are approximately 800 emails at the moment.

Director Michael Callahan mentioned that followers on Facebook are also receiving Town information.

Motion made by Director Ashley Porter to accept staff's recommendation.

Second by President Bryon Gutow.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

5. Discussion and Possible Action Regarding Filing a Notice of Exemption for the Clipper Drive Linear Park Prop 68 Competitive Grant.

Parks and Landscape Manager Bill Engelman advised the Board that the final application is being submitted next week for Prop 68 Competitive Grant. Staff is requesting permission to submit a Notice of Exemption to the County.

Motion to accept staff's recommendation made by Vice President Kevin Graves.

Second by Director Michael Callahan.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

H. DIRECTORS' REPORTS

1. Standing Committee Reports.

- a. Communications Committee Meeting (Committee Members Carolyn Graham and Michael Callahan) March 3, 2021.

Director Carolyn Graham gave an update about discussing the Town Hall/ Open House at the Special Communications Committee Meeting on February 17, 2021. Also discussed were better ways to communicate with all Town residents.

At the Communications Committee Meeting on March 3, 2021, there was discussion regarding the extension of access to the Town's electronic board to the schools. This item was set aside to be discussed at a later time. Finally, there were updates given about new efforts to reach out to the community via Eye on Water and the Like Us on Facebook campaigns.

- b. Parks and Recreation Committee Meeting (Committee Members Bryon Gutow and Ashley Porter) March 3, 2021.

Director Ashley Porter informed the Board of discussion regarding the installation of benches and a shed at the pickleball courts. Director Ashley Porter gave update about the request to open restrooms at Cornell Park. Budgets for Zones 35, 57 and 61 were discussed and possible new projects for these county-owned zones.

- c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) March 3, 2021.

Vice President Kevin Graves advised the Board that this is a busy time for the Water and Wastewater Departments. The Denitrification Project will go out to bid on April 1, 2021. Management of the Denitrification Project and the proposal of new water meter readers were also reviewed.

2. Other Reportable Items.

I. DIRECTOR'S TRAINING AND REGIONAL MEETING REPORTS

1. Report of East County Code Enforcement Meeting- February 25, 2021- Director Porter.

Director Ashley Porter gave the Board an update of the Regional Meeting she attended. At this meeting there was discussion about a fence which needs repair on Discovery Bay Boulevard. The district officer will request a fence ordinance.

J. MANAGER'S REPORT

Water and Wastewater Manager Aaron Goldsworthy provided update on the Denitrification Project. This project is scheduled to go out to bid on May 6, 2021 and then submitting a Notice of Intent with Contra Costa County.

K. GENERAL MANAGER'S REPORT

1. Discussion Regarding Opening of Restrooms at Cornell Park.

General Manager Mike Davies updated the Board regarding the decision to not open the restrooms at Cornell Park due to lack of funds to keep them sanitized. Also, there has been a lot of damage and vandalism done to these restrooms in the past and that has created extra work for the landscape team.

2. Groundwater Sustainability Plan Update.

Discussed the agencies which draw water from an aquifer. We have a Memorandum of Understanding with six (6) other institutions. A plan is in the process of being written to cooperate with each other. The plan is scheduled to be ready next year, and a final will be available in 2022. Brentwood has taken the lead and invoices Town of Discovery Bay.

L. CORRESPONDENCE RECEIVED

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

1. Adjourned at 8:35 to the regular meeting on March 17, 2021 beginning at 7:00 p.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."

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