



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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 March 1, 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 Bryon Gutow led Pledge of Allegiance.
3. Roll Call was taken, and all members were present except for Director Carolyn Graham.

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 February 15, 2023.
2. Approve Register of District Invoices.
3. Approve Resolution 2023-07 Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to the Brown Act Provisions.
4. Approve Resolution 2023-09 Establishing a Contra Costa General Plan Update Ad Hoc Committee to Review the Contra Costa County General Plan Update.
5. Approve Resolution 2023-10 Re-Establishing a District Office Planning Ad Hoc Committee To Develop Options for Acquiring or Building a Future District Office.

Director Gutow made a Motion to Approve the Consent Calendar.

Director Graves seconded.

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

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 Lieutenant Charlene Jacquez.

- Twenty-five police reports were taken in the month of February.
 - There was an increase in mail theft in February. An arrest was made.
 - Five reported robberies at CVS and Safeway.
4. CHP Report.
None.

5. ~~Contra Costa Fire Report~~ (Assignment by Con Fire Pending).
None.
6. Congressman Josh Harder's Office Report.
None.

E. PRESENTATIONS

None.

F. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Rescind Resolution 2013-06 and Adopt Resolution 2023-08 Establishing the Revised Vehicle Use Policy for The Town of Discovery Bay Community Services District (CSD).

Presented by General Manager Dina Breitstein.

- Internal Operations reviewed the proposed changes at the February 1, 2023, meeting.
- Minor changes with verbiage were made.
- Additional sections were added for cooling/warming stations, security, and waste as it relates to fuel consumption.

Vice-President Callahan made a Motion to Rescind Resolution 2013-06 and Adopt Resolution 2023-08 Establishing the Revised Vehicle Use Policy for The Town of Discovery Bay Community Services District (CSD).

Director Graves seconded.

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

2. Public Hearing. Discussion and possible action to waive the second reading and Adopt Amendment to Ordinance No. 7 – Water Regulations and Service Ordinance, Adding Sections 2.16 and 37.04.

Presented by General Manger Dina Breitstein.

- On January 17, 2001, The Town of Discovery Bay Board of Directors established Ordinance. 7.
- Last update was in 2020.
- A revised and updated draft amendment to Ordinance 7 was presented at the February 15, 2023, Board Meeting. The update focuses on requiring the end of new residential fire sprinkler systems to be connected to a single toilet inside the dwelling, which provides circulation of water in the fire line when the toilet is flushed, thereby preserving water quality and negating the need for a backflow prevention device at the water meter. A summary of Draft Ordinance No. 7 was published in the East County Times on February 23, 2023.
- If adopted by the Board at the March 1, 2023, Meeting, the vote of the Board will be published within 15 days of adoption and Ordinance No. 7 will become effective 30 days from the Meeting date.

President Ashley Porter opened the Public Hearing on Amendment to Ordinance No.7.

- No public comment.

Director Graves made a Motion to accept staff recommendation to waive the second reading and Adopt Amendment to Ordinance No. 7 – Water Regulations and Service Ordinance, Adding Sections 2.16 and 37.04.

Director Gutow seconded.

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

G. MANAGER’S REPORT

1. Recreation Update.

Presented by Parks and Recreation Supervisor Monica Gallo.

- Staff is in the process of hiring lifeguards.
- Yoga and turn and stroke classes are continuing to grow.
- Lifeguard class will be held April 1-2, 2023.
- Starting March 13th. the park will stay open until 7:30pm.
- Scouts of America will be rebuilding the wall ball court.
- Staff reached out to 5 contractors to discuss the lighting at the Community Center. Awaiting quotes for investigative work from contractors.

H. GENERAL MANAGER’S REPORT

Presented by General Manager Dina Breitstein.

- A Manager Workshop and Training will be held April 24-26, 2023.
- Contra Costa County Public Works Department offers a Mobile Citizen App. where residents can report issues.
- Assistant General Manager Allan Cantando has been working on the Slick Text Community Based Emergency Text System. The system plans to be rolled out by the end of March 2023. This will be promoted both on the Town website, social media and the monthly water utility bills.
- The State Water Resource Control Board will be on site to conduct a sanitary survey of the public water system.
- Staff is working on scheduling the second Town Hall Event.
- The Town earned \$17,000 in interest in thirteen days of investing in a money market account at Five Star Bank.

I. DIRECTOR REPORTS

1. Standing Committee Reports.

- a. Communications Committee Meeting (Committee Members Bryon Gutow and Carolyn Graham) March 1, 2023.

Reported by Director Gutow.

- Meeting was mostly a review of past items.

- b. Parks & Recreation Committee Meeting (Committee Members Michael Callahan and Bryon Gutow) March 1, 2023.

Reported by Vice-President Callahan.

- Meeting covered recreation items Monica Gallo mentioned at the Board Meeting earlier as well as a report on the Clipper Drive Project.

- c. Water & Wastewater Committee Meeting (Committee Members Ashley Porter and Kevin Graves) March 1, 2023.

Reported by Director Kevin Graves.

- Gregory Harris from Herwit Engineering gave a presentation on the Denitrification Project.

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Vice President Callahan – Training Reports.

- a. Completion of state mandated “Anti-Harassment Training for Supervisors and Managers”

(SB1343/AB1825) on February 17, 2023.

- b. Completion of state mandated "Local Agency Ethics" (AB1234) on February 17, 2023.
2. Director Graves – Training Report.
 - a. Completion of state mandated "Local Agency Ethics" (AB1234) on February 10, 2023.

K. CORRESPONDENCE

L. LEGAL REPORT

Presented by Legal Counsel, Andy Pinasco.

- The state of emergency regarding Covid-19 was lifted effective March 1, 2023.
- The traditional methods for Board Members attending meetings via Zoom are still in effect.

M. MUNICIPAL ADVISORY COUNCIL

1. Discussion and Possible Action to Submit a Letter of Response Regarding the Contra Costa County EIR.

Presented by President Ashley Porter.

- Ad Hoc Committee will be meeting next week to discuss letter of response on Contra Costa County EIR.
- President Porter urged residents to also submit letters on the Envision 2040 General Plan.
- MAC meeting will be at the first Board Meeting of each month moving forward.
- A link will be added to the website for residents to submit comments or concerns.

N. FUTURE AGENDA ITEMS

None.

O. ADJOURNMENT

1. Adjourned at 7:27pm to the next Regular Meeting of the Board of Directors on March 15, 2023, 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."