



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 December 6, 2023 7:00 P.M.

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Called business meeting to order at 7:00 p.m.
2. Director Gutow led the Pledge of Allegiance.
3. Roll Call was taken, and all members were present.

B. SPECIAL APPRECIATION PRESENTATION

1. JW Backhoe Certificate of Appreciation.

Director Kevin Graves presented Jim Williamson of JW Backhoe with a Certificate of Appreciation for over 35 years of service repairs for the Town of Discovery Bay. Jim is retiring and closing his business. General Manager Dina Breitstein presented Jim with thank you gifts for Jim, his wife Tammy and his son Bobby.

C. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

- Speaker asked that the Town add six more Flock Camera lights throughout the Town of Discovery Bay.

D. 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 November 15, 2023.
2. Approve Board and Management Attendance at the 2024 Annual Discovery Bay Chamber of Commerce State of the Town Event.
3. Approve the Storage Space Lease Agreement between the Town of Discovery Bay and the Discovery Bay Lions Club and a Storage Space Lease Agreement with the Discovery Bay Community Foundation.
4. Approve the Capacity and Connection Accounting Report for Fiscal Year 2022-2023.

Director Graves made a Motion to Approve the Consent Calendar.

Director Graham seconded.

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

E. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.
None.

2. Sheriff's Office Report.

Deputy Kooy presented the November report.

- 371 calls were received.
- 57 reports were generated.
- There were a few shoplifting incidents at the Sandy Cove shopping center.
- There was a robbery at a party.
- The week of Thanksgiving, a suspect in an armed carjacking out of Antioch was spotted on the Discovery Bay license plate readers. Suspect was located and apprehended.

3. CHP Report.
None.
4. Contra Costa Fire Report.
None.

F. MUNICIPAL ADVISORY COUNCIL

1. Board Discussion Regarding Soundwalls and /Fencing in and Around Discovery Bay.

Director Graham has been in contact with the County regarding the condition of various soundwalls and fencing around Discovery Bay. The County Administrator would be responsible for writing any Ordinance that would address the issues. Directors Graham and Porter will follow up on this issue.

2. Comment Letter Regarding Contra Costa County Envision 2045 General Plan.

President Porter will be submitting a letter to the County in response to the Envision Contra Costa County 2045 Plan. Director Graves suggested the public in general also submit letters on this matter before the December 31, 2023 deadline.

G. PRESENTATIONS

1. Kosmont Real Estate Services dba Kosmont Realty.

Presented by Wil Soholt, Senior Marketing Director for Kosmont Realty.

- Kosmont has 35 years of government experience.
- Kosmont has handled over \$12 billion in public/private real estate and financing transactions.
- Kosmont would review needs assessments, assist with evaluation of facility options, and review existing properties that may be of interest.

H. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action Regarding Amendment of Professional Services Agreement with Luhdorff & Scalmanini for the Sand Point Trenchless Design Evaluation.

Presented by Mike Yeraka, Projects Manager for the Town of Discovery Bay.

- The Sand Point waterline that crosses under Newport Bay between Sand Point Court and Newport Lane needs to be replaced with a 12" pipeline.
- Luhdorff & Scalmanini would prepare a design evaluation and preliminary drawings to determine if the pipeline can stay within the current 10-foot-wide easement.
- The cost of the evaluation would be \$26,626.

Director Graves made a motion to accept staff recommendation to authorize the General Manager to issue a change order for the current LSCE Fiscal Year 2023-2024 Engineering Services Agreement in the amount of \$26,626.

President Porter seconded.

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

2. Discussion and Possible Action Regarding Adoption of Resolution 2023-22 Declaring Certain Property as Exempt Surplus Land and Authorizing its Sale.

Presented by Mike Yeraka, Projects Manager for the Town of Discovery Bay.

- The Newport Pointe subdivision has been designed to drain into the ditch in front of the subdivision which is owned by the Town.
- Staff has told the developer that the Town does not want the responsibility of the storm water draining into the ditch and any associated liability and added maintenance costs.
- Staff recommends adopting Resolution 2023-22 declaring the portion of the Town's ditch fronting the Newport Pointe Subdivision as exempt surplus property and authorizing its sale.

Director Gutow made a motion to accept staff recommendation to adopt Resolution 2023-22 declaring the portion of the Town's ditch fronting the Newport Pointe Subdivision as exempt surplus property and authorizing its sale.

President Graves seconded.

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

4. Discussion and Possible Action Authorizing the General Manager to Enter into a Purchase Contract with Loprest for an 1,800 GPM Filter Vessel for the Well #8 Project.

Presented by Mike Yeraka, Projects Manager for the Town of Discovery Bay.

- Well #8 pump station project includes the installation of an 1,800 gallon per minute (gpm) filter vessel.
- Pre-purchasing the filter vessel will reduce the overall construction schedule and will save approximately \$80,000.

Director Graves made a motion to accept staff recommendation to authorize the General Manager to enter into a purchase contract with Loprest for an 1,800 gpm filter vessel for the Well #8 project in the amount of \$434,000 plus 15% for tax and contingencies.

President Graham seconded.

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

I. MANAGER'S REPORT

1. Parks and Recreation Update.

Presented by Parks and Recreation Supervisor Monica Gallo.

- The tree work done near the dog park is complete and staff is pleased with the results.
- The Red Cross Blood Drive held at the Community Center on November 29, 2023 collected enough blood to save up to eighty-four lives.
- Fit, Fun, & Fab chair exercise class began and is quite popular with the residents.

J. GENERAL MANAGER'S REPORT

Presented by General Manager Dina Breitstein.

- The annual audit is underway. It should be complete in approximately two weeks.
- The Town offices will be closed beginning December 23, 2023 and re-open on January 2, 2024.

K. DIRECTOR REPORTS

1. Standing Committee Reports.

- a. Internal Operations Committee Meeting (Committee Members Michael Callahan and Kevin Graves) December 6, 2023.

Vice President Callahan reported that the Committee discussed holding Internal Operations meetings on an “as needed” basis in the future. This will be brought to the full Board of Directors at a future date.

- b. Finance Committee Meeting (Committee Members Ashley Porter and Carolyn Graham) December 6, 2023.

Director Graham reported that Finance Manager Margaret Moggia presented the Annual Financial Review Report.

- c. Water and Wastewater Committee Meeting (Committee Members Ashley Porter and Kevin Graves) December 6, 2023.

Director Graves reported that all three items discussed at the Committee Meeting were presented to Board of Directors at this meeting.

L. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Contra Costa County Aviation Advisory Committee – November 9, 2023 (Director Kevin Graves).
2. Byron Union School District – November 16, 2023 (Director Kevin Graves).

M. FUTURE AGENDA ITEMS

- Director Graves would like to see Flock Cameras addressed at a future Water and Wastewater or Board of Directors Meeting.

N. ADJOURNMENT

1. Adjourned at 7:56p.m. to the next Regular Meeting of the Board of Directors on December 20, 2023 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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"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."