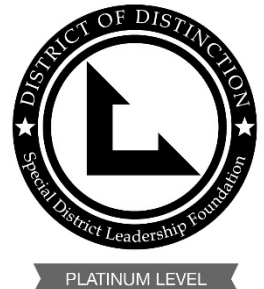




TOWN OF DISCOVERY BAY

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 May 3, 2023, 7:00 P.M.

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Meeting called to order 7:00 p.m.
2. Director Bryon Gutow let 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)

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 April 19, 2023.
2. Approve Register of District Invoices.
3. Approve Board President to sign a letter of recognition for Pacific Coast Water Rescue.
4. Approve Resolution No. 2023-14 Accepting a Grant Deed for Well 8.

Director Graves made a Motion to Approve the Consent Calendar.

Director Gutow 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. Assembly Member Lori Wilson's Office Report.
None.
3. Sheriff's Office Report.

Lt. Charlene Jacquez presented the monthly report.

- 350 calls for service.
- 46 police reports.
- 3 shoplifting calls from Sandy Cove Shopping Center.

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

E. MUNICIPAL ADVISORY COUNCIL

None.

F. PRESENTATIONS

None.

G. UPDATES

None.

H. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Approve Investing Funds in The California CLASS Public Investment Program for Districts.

Presented by General Manager Dina Breitstein.

- At the April 5, 2023 Board of Directors meeting, CSDA Finance and Administration Director Rick Wood presented the California Class public investment program.

Vice President Callahan made a motion to approve staff recommendations to Approve Investing Funds in the California CLASS Public Investment Program for Districts.

Director Graves seconded.

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

2. Discussion and Possible Action to Approve the Purchase and Installation of Fencing / Gating at the Community Center.

Presented by Assistant General Manager Allan Cantando.

- Community Center property had two trespassing incidents.
- The Board chose to vote on fencing and gating as two separate actions.

Director Graves made a Motion to approve the purchase and installation of new fencing on the southwest perimeter exterior fence of the Community Center.

Director Gutow seconded.

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

There was no motion to approve action item number two - Approve the purchase and installation of additional gating securing the tennis courts / pickleball courts inside the Community Center grounds.

3. Discussion and Possible Action to Adopt Resolution 2023-12 Establishing a Code of Conduct Policy for The Town of Discovery Bay Community Services District (CSD).

Presented by Assistant General Manager Allan Cantando.

- The Code of Conduct policy would apply to everyone who uses or enters Town facilities.

Director Graham made a Motion to Adopt Resolution 2023-12 Establishing a Code of Conduct Policy for The Town of Discovery Bay Community Services District (CSD).

Director Graves seconded.

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

4. Discussion and Possible Action to Rescind Resolution 2010-14 and Adopt Resolution 2023-13 Establishing the Revised Website Policy for The Town of Discovery Bay Community Services District (CSD).

Presented by Assistant General Manager Allan Cantando.

- Minor verbiage changes were made to the existing policy.
- Vice President Callahan stated that the policy is standard for other industries as well.

Director Callahan made a Motion to Adopt Resolution 2023-13 Establishing the Revised Website Policy for The Town of Discovery Bay Community Services District (CSD).

Director Graham seconded.

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

I. MANAGER'S REPORT

1. Discovery Bay Activities Guide – Summer 2023.

Presented by Recreation Programs Supervisor Monica Gallo.

- Registration opens May 15, 2023.
- Classes begin in June 2023.
- Due to popularity, extra swim classes were added.
- Two Flick N Floats are scheduled.
- Water aerobics started on Monday, May 1, 2023.

2. Crane Truck Update.

- The item was moved to a later meeting.

J. GENERAL MANAGER'S REPORT

None.

K. DIRECTOR REPORTS

1. Standing Committee Reports.
 - a. Communications Committee Meeting (Committee Members Carolyn Graham and Bryon Gutow) May 3, 2023.

Director Graham reported that the Committee discussed the electronic signboard, social media campaigns, and the new SMS community alert system.

- b. Parks & Recreation Committee Meeting (Committee Members Michael Callahan and Bryon Gutow) May 3, 2023.

Director Gutow reported that the Committee discussed gating and fencing issues and had a Clipper Drive update.

- c. Water & Wastewater Committee Meeting (Committee Members Ashley Porter and Kevin Graves) May 3, 2023.

Director Graves reported that the Committee discussed the pricing increase on chlorine.

L. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. LUHSD – April 12, 2023 (Director Kevin Graves).
2. Contra Costa County Code Enforcement – April 27, 2023 (Director Bryon Gutow).
3. President Ashley Porter Training Report - Completion of state mandated "Local Agency Ethics" (AB1234) on April 18, 2023.

M. CORRESPONDENCE

1. Lafco – April 17, 2023.

N. LEGAL REPORT

None.

O. FUTURE AGENDA ITEMS

None.

P. ADJOURNMENT

1. Adjourned at 7:34p.m. to the next Regular Meeting of the Board of Directors on May 17, 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."