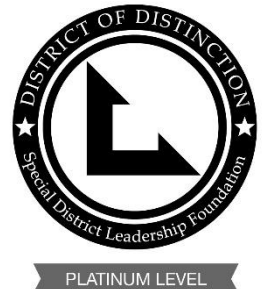




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Bryon Gutow • Vice-President – 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 October 20, 2021
REGULAR MEETING 7:00 P.M.**

NOTICE
Coronavirus COVID-19

The Town of Discovery Bay Community Services District Board Chambers will be open to the public as well as attendance by video conference and telephone for this meeting. Masks are required for in person attendance. On September 16, 2021, Governor Newsom signed into law AB 361, enabling public agencies to continue using teleconferencing with modified notice and physical access requirements for public meetings during a proclaimed State of Emergency.

In response to the current proclaimed State of Emergency, and recommended measures to promote social distancing imposed by State and local officials, the Town of Discovery Bay Community Services District Board of Directors will take all actions necessary to carry out the intent and purpose of AB 361, including, ensuring that the Directors and meeting attendees may continue to have the option to access and participate in this public meeting by teleconference to avoid imminent risks to the health or safety of the Directors and meeting attendees.

TO ATTEND IN PERSON: Masks are required to be worn inside the building.

TO ATTEND BY WEBINAR:

Please register for Regular Meeting of the Board of Directors at: *(copy and paste into your browser the registration URL)*

Registration URL: <https://attendee.gotowebinar.com/register/6718275947692363790>
Webinar ID# 755-927-635

After registering, you will receive a confirmation email containing information about joining the webinar by computer or by phone.

For listen only mode dial: (562) 247-8422 ID# 468-437-404

If there is any disruption to the meeting due to unforeseen circumstances we will continue via teleconference.

TO ATTEND BY TELECONFERENCE

Toll-free Dial-in Number (877) 252-8822
CONFERENCE CODE 507599

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.
2. Pledge of Allegiance – Led by Director Carolyn Graham.
3. Roll Call – All 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 October 6, 2021, Regular Board of Directors DRAFT Meeting minutes.
2. Approve Register of District Invoices.

Motion made by Vice President Kevin Graves to approve items on the Consent Calendar as presented.
Second by Director Carolyn Graham.

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

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

E. PRESENTATIONS

1. Monthly Water and Wastewater Report from Veolia – September 2021.

Veolia Project Manager Anthony Harper reviewed the water and wastewater production for the month of September 2021. There were no reported accidents. Water and wastewater samples continue to satisfy state requirements. He advised of reports which have been submitted to the state as required. Weekly safety trainings continue. Denitrification project is ongoing. Veolia Project Manager Harper advised of adjustments to sampling due to a Revised Total Coliform Rule established by the state. He also advised of completed projects and projects that are in progress.

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action Regarding Board of Director Meetings Utilizing Teleconferencing Pursuant to Government Code 54953 as Amended by AB361.

General Manager Dina Breitstein reminded the Board of consensus to use teleconferencing during Board meetings as listed on AB361 signed by Governor Newsom. Staff recommends the approval of Resolution 2021-18 allowing the Town to participate in teleconferencing Board meetings in accord with AB361.

Motion made by Director Michael Callahan to approve Resolution 2021-18 authorizing the Town to use the teleconferencing guidelines as outlined in AB361.

Second by Director Ashley Porter.

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

2. Adopt Resolution 2021-17 Allowing Preliminary Water Enterprise Project Expenditures to be Reimbursed from Bond Proceeds.

General Manager Dina Breitstein presented Resolution 2021-17 allowing the Town to reimburse itself for projects that will be paid for with bond proceeds. Resolution 2021-17 pertains to the Water Enterprise Well 8 project. Staff is requesting the Board approve Resolution 2021-17.

Motion made by Vice President Kevin Graves to approve Resolution 2021-17 as presented.

Second by Director Ashley Porter.

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

3. Discussion and Possible Action to Approve Town of Discovery Bay Community Service District's Social Media Policy.

General Manager Dina Breitstein presented the Town's Social Media Policy intended to mitigate any risk that may arise from the use of social media. General Manager Dina Breitstein advised that legal counsel has reviewed the policy. Staff is requesting approval of the Town's Social Media Policy.

Motion made by Director Carolyn Graham to approve Town of Discovery Bay's Social Media Policy.

Second by Director Michael Callahan.

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

4. Discussion and direction to General Manager Regarding Potential Sale of Property at Wastewater Treatment Plant No. 1.

General Manager Dina Breitstein advised the Board of a local realtor's interest to purchase some land near Water Plant No. 1. Town staff has identified land which it is willing to surplus and is seeking advice from the Board regarding the initiation to dispose of Town property currently in this area. The Town is also requesting Board discussion regarding the sale of this property.

Vice President Kevin Graves asked if there is still a Memorandum of Understanding between the Town and students of Berkley regarding the use of this land.

General Manager Dina Breitstein advised there is no active contract.

President Bryon Gutow asked how much land is being requested.

General Manager Dina Breitstein stated there has not been an amount identified, at this time the inquiry is preliminary.

Director Carolyn Graham asked if Town knows the intended use for the land by the realtor.

General Manager Dina Breitstein advised her understanding is that the land will be used as parking for recreational vehicles and boats.

Discussion was held between the Board and General Manager Dina Breitstein regarding the location and

what the land is being used for at the moment.

It is the Board's recommendation that the Town do research regarding the land's value, retaining some of the land shown as marketable, and any possible future need for the land prior to exploring the option to sell it. Once the Town has found answers to these inquiries, Town is advised to bring this item back to the Board for reexamination.

Motion made by President Bryon Gutow that the Town move forward with exploratory analysis regarding the sale of the identified land.

Second by Director Ashley Porter.

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

5. Discussion and Possible Action to Authorize the Implementation of a Community-Based Emergency Alert Text (SMS) System.

Interim Assistant General Manager Mike Davies offered the Board information regarding the cost of implementing a Community-Based Emergency Alert Text System. Board was advised that the Town has the capability to send out emails to residents to inform them of safety alerts or breaking news. After discussing the cost to set up a system to send text messages for emergency notifications, the Board determined that it was best if the Town did further research to convey emergency announcements to the public. Town was given direction to bring this item to the Communications Committee for reconsideration once additional exploration of cost and benefits is complete.

Public comment regarding:

- Do not overthink the process. Do more research on what is available for emergency notifications.

6. Discussion and Possible Action Regarding Approval of Resolution 2021-16 that Approves and Adopts the Final Groundwater Sustainability Plan (GSP) for the East Contra Costa Subbasin in which the Discovery Bay CSD GSA has Jurisdiction.

Interim Assistant General Manager Mike Davies presented the GSP to the Board and advised of the collaborate effort in preparing this document with six other agencies. Each Groundwater Sustainability Agency will present the GSP to their Board or City Council for approval before the deadline in January 2022. Staff recommends the Board approve Resolution 2021-16 to adopt the Groundwater Sustainability Plan for East Contra Costa Subbasin.

Director Carolyn Graham asked if there were any public comments regarding the GSP while it was posted to the Town website.

Interim Assistant General Manager Mike Davies advised there were three video conferencing sessions with the public to obtain comments and comments were also submitted through the Town's website. Comments varied in nature and they were each taken into consideration when the GSP was being developed.

Motion made by Vice President Kevin Graves to approve the final draft of the Groundwater Sustainability Plan under Resolution 2021-16.

Second by Director Carolyn Graham.

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

G. MANAGER'S REPORT

1. Competitive Grant

Parks and Landscape Manager Bill Engelman told the Board the Town has not yet received a decision on the awarding of the State's Competitive Grant.

Parks and Landscape Manager Bill Engelman advised the Board of a delay in the start date for the Greater Valley Conservation Corps due to a COVID-19 outbreak. The contract's new start date is November 1, 2021. Parks and Landscape Manager Bill Engelman issued a reminder that bids for the pool synthetic turf are due on October 27, 2021.

Director Carolyn Graham asked about landscaping being done on Discovery Bay Pointe.

Parks and Landscape Manager Bill Engelman advised he is bringing some ideas for landscaping these islands to the Parks and Recreation Committee at the next committee meeting.

H. GENERAL MANAGER'S REPORT

1. New Website went live update.

General Manager Dina Breitstein advised the Board that the Town's new website went live.

2. General Manager Dina Breitstein alerted the Board to a Meet the New General Manager event on November 4, 2021. One gathering will be in the morning and there will be another gathering in the evening. Both will be held in the Community Center. Town managers will be available as well as a member of the staff to sign up town residents with Eye On Water.

I. DIRECTOR REPORTS

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

Vice President Kevin Graves advised of his participation in the East Contra Costa Fire Protection District

meeting on October 13, 2021, and the Contra Costa County Aviation Committee and the meeting on October 14, 2021.

K. CORRESPONDENCE RECEIVED

Interim Assistant General Manager Mike Davies advised the Board of a letter received from the sheriff, which was sent to Supervisor Diane Burgis' and the Board of Supervisors office expressing discontentment with the lack of emphasis given during his call with the Measure X Advisory Committee requesting Measure X funds for needs of the sheriff's department.

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourned at 7:59 p.m. to the regular meeting on November 3, 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."