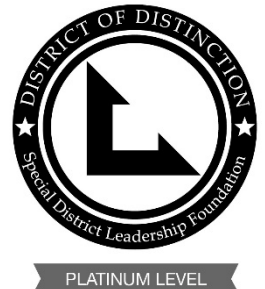




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday November 6, 2024 7:00 P.M.**

TO ATTEND IN PERSON: The meeting will be held at the Community Center located at 1601 Discovery Bay Boulevard.

REMOTE TELECONFERENCE LOCATION:
1114 North Beville Avenue
Indianapolis, IN 46201

In addition to physical attendance at the address indicated above, the Town of Discovery Bay Community Services District is offering the following teleconferencing options as an alternative means for the public to participate in this meeting.

TO ATTEND BY ZOOM WEBINAR: <https://us06web.zoom.us/j/85454370841>

TO ATTEND BY PHONE: +1 (669) 444 9171 or +1 (719) 359 4580 **WEBINAR ID:** 854 5437 0841

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.
3. Roll Call.

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

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the viewpoint of the Directors.

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 October 16, 2024.

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.
2. Sheriff's Office Report.
3. Contra Costa County Fire Protection District Report.

E. MUNICIPAL ADVISORY COUNCIL

1. Proposed Development.

F. PRESENTATIONS

G. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Select Two Board of Director Members to Sit on the Ad-Hoc Interview Committee for Potential Construction Management Firms to Assist the Town Throughout the Duration of the New District Office Building Project.
2. Discussion and Possible Action to Adopt Resolution No, 2024-17 – Add Policy No.35 – Violence Prevention Plan.
3. Discussion and Possible Action To Adopt Resolution No. 2024-16 – Add Policy No.36 – Site Visitation.
4. Discussion and Possible Action to Approve the Purchase of a New Ford F-250 Truck for the Water and Wastewater Department.

H. MANAGER'S REPORT

1. Landscape Update.

I. GENERAL MANAGER'S REPORT

J. DIRECTOR REPORTS

1. Standing Committee Reports.
 - a. Parks & Recreation Committee Meeting (Committee Members Bryon Gutow and Michael Callahan) November 6, 2024.
 - b. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) November 6, 2024.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

L. CORRESPONDENCE

M. LEGAL REPORT

N. FUTURE AGENDA ITEMS

R. ADJOURNMENT

1. Adjourn to the next Regular Meeting of the Board of Directors on November 20, 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."

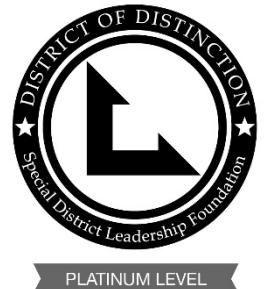
"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday, October 16, 2024 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 Porter led the Pledge of Allegiance.
3. Roll Call was taken, and all members were present with the exception of President Callahan who was absent. Director Graves attended the meeting remotely.

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

- The first speaker was a member of the carpenters' union. He stated the need for a livable wage as well as training for future members.
- The second speaker mentioned posting hours of operation of the Cornell Park bathrooms, people continuing to do donuts in the park parking lot and uneven sidewalks at the parks.

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 October 2, 2024.
2. Monthly Disbursement Report - September 2024.

Director Porter made a Motion to Approve the Consent Calendar.

Director Gutow seconded.

Vote: Motion carried – AYES: 4 - Graham, Graves, Gutow, Porter NOES: 0, ABSTAINED: 0, ABSENT: 1 – Callahan.

D. PRESENTATIONS

1. Veolia.

Presented by Project Manager Anthony Harper.

- Veolia celebrated safety week.
- There were 448 safe working days through September.
- Well 5 is still offline.
- There were no water quality complaints.
- Hydrant flushing will take place in Fall 2024.
- All lift stations are active.

E. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Approve the Contract with Harris & Associates to Provide Environmental and CEQA Consulting Services for the Administration Office Building Project.

Presented by General Manager Dina Breitstein.

- The proposed administrative building is a discretionary action that falls under the definition of a project under CEQA.
- The scope of work for the proposed project includes developing a project description and then determining the appropriate CEQA documentation.
- Harris & Associates, Inc., has proposed to prepare the CEQA documentation for the new administrative office building at the Discovery Bay Community Center.
- The scope of work for the proposed project includes project initiation and a virtual kick-off meeting with the Town to gather more information about the project, preparation of a draft Project Description for Town review to ensure an accurate understanding of the project and exploration of the use of a Categorical Exemption in consultation with an in-house CEQA attorney.

Director Porter made a motion to approve staff recommendation to approve the agreement with Harris & Associates, Inc. to provide a CEQA report determination for \$46,320, authorize the General Manager to execute a contract with Harris and Associates, Inc. to provide a CEQA determination for the Administration Office Building Project, and authorize the General Manager to execute any additional change orders for Harris & Associates, Inc. up to 15% of the contract value. Director Gutow seconded.

Vote: Motion carried – AYES: 4 – Graham, Graves, Gutow, Porter NOES: 0, ABSTAINED: 0, ABSENT: 1 – Callahan.

2. Discussion and Possible Action to Approve the Contract with Stantec Engineering Services Company to Update the Existing Wastewater Collection System Hydraulic Model and System Capacity Assessment.

Presented by District Engineer Gregory Harris.

- The Town needs additional testing and modeling of the sewer collection system.
- Recently there have been several inquiries from potential developers for the Town to provide sewer service to their projects.
- This information is also needed for the planned GIS system of the Town's sewer and water systems.
- Stantec with V&A as a subcontractor submitted a proposal in the amount of \$147,500.
- The proposal includes the following services:
 - Task 1 – Hydraulic Model Update
 - Task 2 – Update Model and Identify Sewer Capacity
 - Task 3 – Wastewater Collection System Capacity Assessment Report
 - Task 4 – Project Management & Meetings

Director Porter asked how long the modeling will last. Gregory Harris stated the software is outdated and has to be updated. Information such as sewer pipelines and manhole counts will not change over time. He feels the model will remain relevant for a long time being that sewer and manhole sizes will not change.

Director Gutow asked if future developers will share in the cost of this project. General Manager Breitstein stated the cost will be fronted by the District but will be charged to developers in the future.

Director Porter made a motion to approve staff recommendation to approve the agreement with Stantec Engineering Services Company to update the existing wastewater collection system hydraulic model and system capacity assessment for an amount of \$147,500, authorize the General Manager to execute a contract with Stantec Engineering Services Company for the wastewater collection system hydraulic model and system capacity assessment and authorize the General Manager to execute any additional change orders for Stantec Engineering Services Company up to 15% of the contract value.

Director Gutow seconded.

Vote: Motion carried – AYES: 4 - Graham, Graves, Gutow, Porter NOES: 0, ABSTAINED: 0, ABSENT: 1 – Callahan.

3. Discussion and Possible Action to Approve an Agreement with Monarch Landscape/Jensen Landscape Companies for Clipper Drive Improvements.

Presented by Landscape Manager Monica Gallo.

- Composite edging on Clipper Drive has warped and buckled due to heat and improper installation.
- Steel edging does not rot or break, keeps its shape, and will not be affected by heat.
- Parks & Recreation tasked staff with finding a solution to the failing composite edging.
- Staff received a quote from Monarch Landscape/Jensen Landscape Companies for \$55,652.42 through its OMNIA cooperative agreement.

Director Gutow made a motion to approve staff recommendation to approve the agreement with Monarch Landscape/Jensen Landscape Companies to replace the existing composite edging with black steel edging along Clipper Drive for an amount of \$55,652.42, authorize the General Manager to execute a contract with Monarch Landscape/Jensen Landscape Companies for the Clipper Drive Improvements and Authorize the General Manager to execute any additional change orders to Monarch Landscape/Jensen Landscape Companies up to 15% of the Contract value.

Director Porter seconded.

Vote: Motion carried – AYES: 4 - Graham, Graves, Gutow, Porter NOES: 0, ABSTAINED: 0, ABSENT: 1 – Callahan.

F. MANAGER'S REPORT

None.

G. GENERAL MANAGER'S REPORT

None.

H. DIRECTOR REPORTS

None.

I. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

None.

J. CORRESPONDENCE

None.

K. LEGAL REPORT

None.

L. FUTURE AGENDA ITEMS

Vice-President Graham would like to a MAC item to the upcoming agenda regarding the proposed development across the street.

M. ADJOURNMENT

1. Adjourned at 7:38p.m. to the next Regular Meeting of the Board of Directors on November 6, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Agenda Title: Discussion and Possible Action to Select Two Board of Director Members to Sit on the Ad-Hoc Interview Committee for Potential Construction Management Firms to Assist the Town Throughout the Duration of the New District Office Building Project.

Meeting Date: November 6, 2024

Prepared By: Dina Breitstein, General Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

It is recommended that the Board of Directors take the following action:

- a. Select two board members to sit on the ad-hoc Construction Management Interview Committee; and
- b. Adopt and sign resolution number 2024-15.

EXECUTIVE SUMMARY:

At the October 2, 2024, Board of Directors meeting, the Board of three participants established the Ad-hoc Construction Management Interview Committee but deferred selecting two board members to sit on the committee until all board members were present to vote on this action item.

Staff requests that the Board discuss and select two members to serve on the ad-hoc Construction Management Interview Committee.

Below is a synopsis of the October 2, 2024, Board presentation depicting the need for a construction manager.

Part of the Capital Improvement plan is to relocate and build the Town of Discovery Bay District offices to a new location. Currently the District office site is shared with the Willow Lake Water Treatment Plant. This poses potential security concerns.

To remain in compliance with the American Water Works Association Emergency Response Plan Requirements and the Risk and Resilience Assessment the District needs to move its District office to a new location that is not on a secured water or wastewater treatment facility site.

Due to the size, technical nature, and cost of the Office Building project, it would be beneficial and prudent to hire a construction management firm to manage the project's day-to-day demands. Hiring a construction manager for a government administrative building project is prudent for several reasons.

Firstly, a construction manager can provide valuable expertise and experience in overseeing complex construction projects, ensuring that the building is constructed to the highest standards and within budget and time constraints.

Additionally, a construction manager can effectively coordinate between various contractors, architects, and

engineers involved in the project, streamlining communication and minimizing potential delays or errors.

Furthermore, a construction manager can navigate the regulatory and compliance requirements specific to government projects, ensuring that all necessary permits and approvals are obtained.

Overall, the presence of a construction manager can help mitigate risks, optimize project efficiency, and ultimately deliver a successful government administrative building on time and within budget.

Staff is in the process of receiving proposals from construction management firms and would like to begin the interview process within the next few weeks.

Staff is requesting that the Board of Directors select two board members to sit on the ad-hoc Construction Management Interview Committee.

FISCAL IMPACT: N/A

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

October 2, 2024 Board of Directors meeting: the Board took action and established the Ad-hoc Construction Management Interview Committee.

ATTACHMENTS:

1. Resolution 2024-15.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2024-15

**RESOLUTION OF THE TOWN OF DISCOVERY BAY BOARD OF DIRECTORS
ESTABLISHING A DISTRICT OFFICE PLANNING AD HOC COMMITTEE FOR
CONSTRUCTION MANAGEMENT INTERVIEW COMMITTEE**

WHEREAS, the Town of Discovery Bay Community Services District (the “Town”) Board of Directors (the “Board”) has acknowledged that the Town’s current District Office located at 1800 Willow Lake Road, Discovery Bay, California (the “District Office”) may need to be upgraded or moved to a different site in the future; and

WHEREAS, due to the size, technical nature, and cost of the District Office project, it would be beneficial and prudent to hire a construction management firm to manage the District Office project’s day-to-day demands; and

WHEREAS, Section 2, of Article IV of the Town’s Bylaws provides that the Board may establish Ad Hoc Committees that may become necessary from time to time by Resolution of the Board; and

WHEREAS, the Town’s Board desires to form an ad hoc committee to provide input to and work collaboratively with the Town’s staff to review proposals and conduct interviews of responsive applicants desiring to provide construction management services to the Town for the District Office project.

NOW THEREFORE, BE IT RESOLVED, BY THE TOWN OF DISCOVERY BAY BOARD OF DIRECTORS, AS FOLLOWS:

1. **Recitals.** The above recitals are true and correct and incorporated herein by reference.
2. **Construction Management Interview Committee.** In accordance with Section 2, of Article IV of the Town of Discovery Bay Community Services District Bylaws, the Town’s Board of Directors hereby establishes the Construction Manager Interview Ad Hoc Committee to carry out the following efforts:
 - a. The title of the committee shall be the “Construction Manager Interview Ad Hoc Committee”.
 - b. The Construction Manager Interview Ad Hoc Committee shall be an ad hoc committee comprised of no more than two (2) members of the Board, and assisted by Town staff that may be required to carry out the functions of the Construction Manager Interview Ad Hoc Committee.

- c. The members of the Construction Manager Interview Ad Hoc Committee shall be [] and []. The members of the Construction Manager Interview Ad Hoc Committee shall select a Chairperson.
 - d. The Construction Manager Interview Ad Hoc Committee shall conduct itself consistent with all applicable Policies of the Town, and in accordance with California law.
 - e. The scope of the Construction Manager Interview Ad Hoc Committee functions shall consist solely of the following:
 - i) Review responsive proposals and conduct interviews of responsive applicants desiring to provide construction management services to the Town for the District Office project.
 - f. No other power of the Town’s Board of Directors, whether express or implied, is delegated to the Construction Manager Interview Ad Hoc Committee.
 - g. The Construction Manager Interview Ad Hoc Committee shall meet as necessary to carry out its purpose and shall dissolve automatically by October 2, 2025, unless otherwise extended or dissolved by the Board prior to thereto.
3. **No Invalidation of Prior Lawful Actions.** Adoption of this Resolution shall not be construed as to invalidate any prior lawful action taken by any previously existing committee of the Town, nor any subsequent lawful action taken by the Board thereupon.
4. **Effective Date.** The provisions of this Resolution shall take effect immediately upon adoption.

Michael Callahan
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on November 6, 2024, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dina Breitstein
Board Secretary



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Agenda Title: Discussion and Possible Action to Adopt Resolution No, 2024-17 – Add Policy No.35 – Violence Prevention Plan.

Meeting Date: November 6, 2024

Prepared By: Dina Breitstein, General Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

To approve the Town of Discovery Bay Board Policy – Violence Prevention Plan No. 035 and sign the associated Resolution No. 2024-17.

EXECUTIVE SUMMARY:

Starting July 1, 2024, [SB 553 \(Cortese\)](#) of 2023 mandates most employers, with limited exceptions, to establish, implement, and maintain a workplace violence prevention plan. Key requirements of SB 553 include maintaining logs of violent incidents, providing specific training, and conducting periodic reviews of the prevention plan. Moreover, this legislation empowers authorized employee representatives to pursue temporary restraining orders (TROs) on behalf of employees who have faced violence at work.

This advisory focuses on the new workplace violence prevention requirements, which are required for most employers. The legislation places a strong emphasis on actively involving employees and employee representatives in the process.

The primary components include:

- Conducting a hazard assessment to identify workplace violence exposures.
- Developing and implementing a written plan.
- Logging all workplace violent incidents.
- Conducting employee training.

Hazard Assessment

A hazard assessment must be conducted to identify and evaluate the workplace to help identify situations that may place employees at risk of workplace violence.

The Hazard Assessment & Correction form will assist the District with:

- Identifying risk factors that may increase the District’s vulnerability to workplace violence events.
- Identifying physical and process vulnerabilities.
- Developing a corrective action program.

Workplace Violence Prevention Plan

The written plan can be stand-alone or included in the District’s Injury & Illness Prevention Program.

It must include the following elements:

- Person(s) responsible for implementing the program.
- Process for how employees and employee representatives will be involved.
- Methods to coordinate the program with other employers, where applicable.

Attached for review is a draft copy of the Town of Discovery Bay Board Policy Violence Prevention Plan and associated draft documents.

FISCAL IMPACT: N/A

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

None

ATTACHMENTS:

1. Draft Board Policy No. 035 – Violence Prevention Plan.
2. Draft Resolution No. 2024-17.
3. Draft WPV Hazard Assessment Form.
4. Draft WPV Incident Log.
5. Draft WPV Training Sign-In Sheet.



Town of Discovery Bay

Program Area: Administrative	Policy Name: Violence Prevention Plan	Policy Number: 035
Date Established: October	Date Amended:	Resolution: 2024-

VIOLENCE IN THE WORKPLACE

Section 1.1. Statement of Policy. The Town recognizes that workplace violence is a concern among employers and employees across the country. The Town is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client or visitor. In this regard, the Town strictly prohibits employees, consultants, customers, visitors, or anyone else on Town premises or engaging in a Town-related activity from behaving in a violent or threatening manner. Moreover, the Town seeks to prevent workplace violence before it begins and reserves the right to address certain behaviors, even in the absence of violent behavior.

Town policy is to establish, implement, and maintain an effective Workplace Violence Prevention Plan (“Plan”) that addresses the hazards known to be associated with four types of workplace violence as defined by Labor Code Section 6401.9. The General Manager has the authority and responsibility for implementing the provisions of this plan for the Town..

An employee teleworking from a location of the employee’s choice, which is not under the control of the Town, is exempt from these requirements.

Section 1.2. Workplace Violence Defined. Workplace violence is any act of violence or threat of violence that occurs in a place of employment. This includes, but is not limited to the following:

- A. The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in injury, psychological trauma or stress, regardless of whether the employee sustains an injury.
- B. An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects such as weapons, regardless of whether the employee sustains an injury.
- C. The following workplace violence types are:
 - (1) **Type 1 Violence:** Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by

anyone who enters the workplace or approaches employees with the intent to commit a crime.

(2) **Type 2 Violence:** Workplace violence directed at employees by customers, clients, patients, students or visitors.

(3) **Type 3 Violence:** Workplace violence against an employee by a present or former employee, supervisor or manager.

(4) **Type 4 Violence:** Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

D. Workplace violence does not include lawful acts of self-defense or defense of others.

Section 1.3. Responsibility and Authority

Workplace Violence Prevention Plan Administrator: The General Manager is the designated Workplace Violence Plan Administrator and has the authority and responsibility for developing, implementing, and maintaining this Plan.

Managers and Supervisors: Responsibilities include implementing the Plan in their respective work areas; providing input to the Administrator regarding the Plan; participating in investigations of workplace violence reports; ensuring that all workplace violence policies within this Plan are clearly communicated and understood by all employees; and answering employee questions concerning this Plan.

Employees: Responsibilities include complying with the Plan; maintaining a violence-free work environment; understanding the workplace violence policies provided in this Plan; attending all training; following all directives, policies, and procedures; and reporting suspicious persons in the area and alerting the proper authorities when necessary.

Section 1.4. Employee Active Involvement. The Town ensures that the following policies and procedures to obtain the active involvement of employees in developing and implementing the Plan.

A. Management will work with and allow employees to participate in:

1. Identifying, evaluating, and determining corrective measures to prevent workplace violence. This includes, but is not limited to, periodic safety meetings with employees to discuss the identification of workplace related concerns and hazards, and to evaluate the concerns to identify corrective action.
2. Designing and implementing training by encouraging employees to provide feedback and suggestions to help customize the training materials and sessions.

3. Reporting and potentially assisting in the investigation of workplace violence incidents.

B. If any employee observes or becomes aware of any threats or acts of workplace violence or behavior by an employee, customer, consultant, visitor, or anyone else, he or she should notify a supervisor or the General Manager or Human Resources (“HR”) or other proper authority immediately. It is against policy to retaliate against any employee who in good faith reports a threat or act of workplace violence.

C. Employees should notify the General Manager if any restraining order is in effect, or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

Section 1.5. Compliance. The General Manager is responsible for ensuring the Plan is clearly communicated and understood by all employees. The following techniques may be used to ensure all employees understand and comply with the Plan:

- Informing all employees of the Plan during new employee safety orientation training and ongoing workplace violence prevention training.
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for Plan implementation.
- Provide retraining to employees whose safety performance is deficient according to Plan requirements.
- Evaluating employees to ensure their compliance with the Plan and recognizing employees who demonstrate safe work practices that promote elements of the Plan.
- Disciplining employees who fail to comply with the Plan requirements.

Section 1.6. Communication. Effective communication concerning workplace violence is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence information between management and staff:

- New employee orientation includes workplace violence prevention policies and procedures.
- Periodic workplace violence prevention training.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and concerns, such as by providing the policy to the employee in a language the employee understands.
- Posted or distributed workplace violence prevention information.
- Employees can anonymously report a violent incident, threat, or other violence concerns to ensure the employee can report such incidents without fear of reprisal or adverse action.
- Employees will not be prevented from accessing their mobile phone or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.

- Employee concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken.

Section 1.7. Coordination with Other Employers. The following procedures will be implemented to coordinate the Plan with Veolia Water and other employers on Town property to ensure their respective roles are understood:

- All employees will be trained in workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, the Town will ensure that if our employees experience a workplace violence incident, the Town will record the information in the Violent Incident Log and provide a copy to the controlling employer.

Section 1.8. Workplace Violence Incident Reporting Procedure: The Town will ensure that all threats of workplace violence are reported to an employee's supervisor or manager, who will inform the General Manager. If this is not possible, employees can report incidents directly to the General Manager, or HR.

Section 1.9. Emergency Response Procedures: The Town's Workplace Violence Emergency Response Scenarios & Procedures will be site specific and discussed in interactive employee training sessions. Response scenarios and procedures are to be kept confidential from the public.

In the event of an actual or potential workplace violence emergency, the employee should determine the best immediate reporting option based on the situation and circumstances. This may include calling 911 to reach a first responder and/or immediately notifying a manager, supervisor, General Manager and/or HR.

Upon being notified of a workplace violence emergency, the General Manager or designee will determine if emergency procedures should be activated, if evacuation or shelter-in-place procedures should be implemented, and how to obtain help from staff, security personnel, or law enforcement.

Section 1.10. Workplace Violence Hazard Assessment: A workplace violence hazard assessment will be conducted by the General Manager or designee utilizing the Workplace Violence Prevention Hazard Assessment Form. An annual review of the past year's workplace violence incidents will be conducted. This form is kept separate from this Plan and maintained in HR. Inspections are performed according to the following schedule:

- When the Plan is first established, then periodically thereafter.
- When new or previously unidentified workplace violence/security hazards are recognized.
- After each workplace violence incident or threats occur.

Workplace violence hazards will be evaluated and corrected or mitigated to the extent reasonably practical and appropriate. All corrective or mitigated actions taken will be documented.

Section 1.11. Post Incident Response and Investigation: All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. The investigation may include the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Complete the Violent Incident Log for every workplace violence incident.
- Obtain any relevant reports.

Section 1.12. Training and Instruction: All employees, including managers and supervisors, will have training and instruction on workplace violence prevention. Training will occur when the Plan is first established, when hired, and periodically thereafter. Training will include:

- A review of the Plan, how to obtain a copy of the Plan, and how to participate in the development and implementation of the Plan.
- How to report workplace violence incidents or concerns without fear of reprisals.
- Workplace violence risks that employees may encounter in their workplace.
- How to recognize the potential for violence and escalating behavior.
- General and personal safety measures.
- Strategies to de-escalate behaviors and to avoid physical harm.
- Information on the Town's Employee Assistance Program.
- Employee interactive question and answer period.
- Scenarios and response procedures.

Section 1.13. Discipline. If the Town determines that workplace violence or retaliation for reporting workplace violence has occurred, the Town will take appropriate action and may impose discipline on offending employees up to and including termination. If the violent behavior is that of a non-employee, the Town will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

Section 1.14. Recordkeeping: Workplace violence incident logs will be maintained for (5) five years. No incident log shall contain medical information. Each employee's training record will be maintained for a minimum of (1) one year. Records of training conducted shall be created and maintained for a minimum of (1) one year and include training date(s), contents or summary of the training, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training. Records shall be kept in HR.

Section 1.15. Cal/OSHA Reporting of Work-Related Fatalities and Serious Injuries: The Town will immediately, but no later than 8 hours after awareness, report to Cal/OSHA any work-related death or serious injury or illness (including any due to workplace violence) of an employee occurring at the workplace or in connection with any employment. A serious injury or illness (CCR Title 8 § 330) is defined as:

- Any inpatient hospitalization for more than observation.
- Amputation.
- Loss of an eye.
- Serious degree of permanent disfigurement.

Section 1.16. Review and Revision of the Plan: The Town shall review the Plan for effectiveness at least annually, when a deficiency is observed or becomes apparent, after a workplace violence incident, or as needed.

DRAFT

I acknowledge that I have received and reviewed this Workplace Violence Prevention Plan and I acknowledge that I have had the opportunity to meet with a supervisor to answer my questions and clarify any areas I do not understand.

Date: _____ Employee's Signature: _____

Employee's Name: _____

DRAFT



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2024-17

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
WORKPLACE VIOLENCE PREVENTION PROGRAM**

WHEREAS, Senate Bill 553 was signed into law on September 20, 2023 and becomes effective July 1, 2024; and

WHEREAS, the District is required to adhere to the requirements and establish a Workplace Violence and Prevention Policy by July 1, 2024; and

WHEREAS, the Board of Directors wants to provide the tools and resources needed to protect the Staff and Customers/Residents of the District; and,

WHEREAS, it is in the best interest of the District to define a Workplace Violence and Prevention Program for the District and to establish the minimum requirements for the Program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Town of Discovery Bay that the Workplace Violence and Prevention Program, attached hereto, is hereby adopted.

Michael Callahan
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting held on November 6, 2024, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dina Breitstein
Board Secretary



WORKPLACE VIOLENCE PREVENTION HAZARD ASSESSMENT & MITIGATION FORM

Site Location: _____

Assessor: _____ Title: _____ Date Completed: _____

This checklist is designed to evaluate a workplace site and help identify situations that may place employees at risk of workplace violence. Provide comments regarding any corrective and/or mitigation measures taken. This document is not for public release and must be retained for at least one (1) year.

	Y	N	RISK FACTORS	CORRECTIVE AND/OR MITIGATION MEASURES
1			Does staff have contact with the public?	
2			Does staff exchange money with the public?	
3			Does staff work alone?	
4			Is the workplace often understaffed?	
5			Is the workplace located in an area with a high crime rate?	
6			Does staff enter areas with high crime rates?	
7			Does staff have mobile workplaces?	
8			Does staff perform public safety functions that might put them in conflict with others?	
9			Does staff perform duties that may upset people?	
10			Does staff work with people known or suspected to have a history of violence?	
11			Do any employees have a history of threats of violence?	
12			Are employee ID badges required?	
13			Are employees notified of past workplace violence events?	
14			Are trained security personnel or staff accessible to employees?	

	Y	N	RISK FACTORS	CORRECTIVE AND/OR MITIGATION MEASURES
15			Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
16			Are areas where money is exchanged visible to others?	
17			Is a limited amount of cash kept on hand with appropriate signage?	
18			Could someone hear an employee who called for help?	
19			Do employees have a clear line of sight of visitors in waiting areas?	
20			Do areas used for client or visitor interviews allow co-employees to observe problems?	
21			Are waiting and work areas free of objects that could be used as weapons?	
22			Is furniture in waiting and work areas arranged to prevent employee entrapment?	
23			Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
24			Are private, locked restrooms available for employees?	
25			Do employees have a secure place to store personal belonging?	
26			Do employees feel safe walking to and from the workplace?	
27			Are the entrances to the building clearly visible from the street?	
28			Is the area surrounding the building free of bushes or other hiding places?	
29			Are security personnel provided outside the building?	
30			Is video surveillance provided outside the building?	
31			Is there enough lighting to see clearly?	
32			Are all exterior walkways visible to security personnel?	

	Y	N	RISK FACTORS	CORRECTIVE AND/OR MITIGATION MEASURES
33			Is there a nearby parking lot reserved for staff?	
34			Is the parking lot attended and secure?	
35			Is the parking lot free of blind spots and landscape trimmed to prevent hiding?	
36			Is there enough lighting to see clearly?	
37			Are security escorts available?	
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TOWN OF DISCOVERY BAY WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace and maintained for (5) Five Years

Incident ID #*:	Date and Time of Incident:	Department:
------------------------	-----------------------------------	--------------------

** Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity.*

Describe Incident (provide detailed description and information on the violence incident type. Include additional pages if needed):

Specific Location(s) of Incident & Workplace Violence Type (see definitions, enter 1, 2, 3 or 4)

	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Where Incident Occurred:

<input type="checkbox"/> Workplace	<input type="checkbox"/> Parking lot	<input type="checkbox"/> Outside of Building	<input type="checkbox"/> Outside of workplace
------------------------------------	--------------------------------------	--	---

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal threat/harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual threat/harassment/assault	<input type="checkbox"/> Hit with an object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal attack	<input type="checkbox"/> Shot (or attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of physical force	<input type="checkbox"/> Bomb threat	<input type="checkbox"/> Hit with fist
<input type="checkbox"/> Threat of use of weapon or object	<input type="checkbox"/> Vandalism (of victim's property)	<input type="checkbox"/> Knifed (or attempted)
<input type="checkbox"/> Assault with a weapon or object	<input type="checkbox"/> Vandalism (of employer's property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Fatality	<input type="checkbox"/> Other: _____	

Workplace violence committed by:

<input type="checkbox"/> Family or friend	<input type="checkbox"/> Client	<input type="checkbox"/> Coworker
<input type="checkbox"/> Partner/Spouse	<input type="checkbox"/> Family or friend of client	<input type="checkbox"/> Manager/Supervisor
<input type="checkbox"/> Former Partner/Spouse	<input type="checkbox"/> Customer	<input type="checkbox"/> Stranger w/criminal intent
<input type="checkbox"/> Parent/Relative	<input type="checkbox"/> Family or friend of customer	<input type="checkbox"/> Other: _____

Circumstances at time of incident:

<input type="checkbox"/> Employee performing normal duties	<input type="checkbox"/> Working in poor lighting	<input type="checkbox"/> Employee rushed
<input type="checkbox"/> Employee isolated or alone	<input type="checkbox"/> Unable to get help or assistance	<input type="checkbox"/> Working during low staffing levels
<input type="checkbox"/> Working in a community setting	<input type="checkbox"/> Working in unfamiliar/new location	<input type="checkbox"/> Other: _____

Consequences of incident:

Law enforcement contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Were actions taken to protect employees from continuing threat or other hazards? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Any visible injuries? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Emergency medical responders contacted, including on-site First Aid/CPR? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Did severity of injuries require reporting to Cal/OSHA? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, enter date, time, and representative contacted:

Completed by:

Name:	Title:
Date:	Signature



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Agenda Title: Discussion and Possible Action To Adopt Resolution No. 2024-16 – Add Policy No. 36 – Site Visitation.

Meeting Date: November 6, 2024

Prepared By: Dina Breitstein, General Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

To approve the Town of Discovery Bay Board Policy - Site Visitation Policy No. 036 and sign the associated Resolution No. 2024-16.

EXECUTIVE SUMMARY:

Purpose of Site Safety, Security, and Violence Prevention Introduction

The purpose of the Town of Discovery Bay District Site Visitation Policy is to ensure the safety, security, efficiency, and operational workflow at the Town of Discovery Bay (“District”) facilities, buildings, and work sites by establishing procedures for visitors, including elected officials, vendors, contractors, media, unassigned employees, tours, and guests.

Importance of Site Safety and Security

The policy plays a vital role in ensuring the safety and security of District facilities, employees, and visitors. It aims to prevent potential acts of violence, theft, vandalism, and misuse of District assets. By establishing clear procedures for visitors, the policy helps maintain a safe and productive work environment for staff.

Efficiency and Operational Workflow

By regulating visitor access and interactions with staff, the policy ensures that employees can complete their work in a safe and timely manner without distraction. This contributes to the overall efficiency and operational workflow at District facilities.

Consistent and Reliable Communication

The policy also emphasizes the importance of consistent and reliable communication with visitors. By handling inquiries and concerns through appropriate channels, the District can maintain clear and effective communication with all stakeholders.

Preparation for Visitor Safety

Another key aspect of the policy is the timely preparation to ensure visitor safety. By establishing procedures for visitor entry and providing guidelines for emergency situations, the District can proactively address safety

concerns and prevent potential incidents.

The Town of Discovery Bay District Site Visitation Policy serves as a crucial framework for ensuring site safety, security, and violence prevention. By establishing clear procedures for visitors and emphasizing the importance of communication and preparation, the policy contributes to the overall well-being and efficiency of District facilities.

FISCAL IMPACT: N/A

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

None

ATTACHMENTS:

1. Draft Board Policy No. 036 – Site Visitation Policy.
2. Draft Resolution No. 2024-16.



Town of Discovery Bay

Program Area: Administration	Policy Name: District Site Visitation Policy	Policy Number: 036
Date Established: DATE	Date Amended: N/A or DATE	Resolution: 2024-

DISTRICT SITE VISITATION POLICY

PURPOSE

The purpose of the Town of Discovery Bay District Site Visitation Policy is to ensure the safety, security, efficiency, and operational workflow at the Town of Discovery Bay (“District”) facilities, buildings, and work sites by establishing procedures for visitors which include elected officials, vendors, contractors, media, unassigned employees, tours, and guests. This Policy is vital to ensure that: staff can complete their work in a safe and timely manner without distraction; employee responses to questions, concerns or other inquiries are handled through appropriate channels; communications with visitors are consistent and reliable; District assets are safeguarded from theft, vandalism, and misuse; timely preparations can be made to ensure visitor safety; and District sites are protected against harmful acts.

POLICY STATEMENT

All individuals, unless specifically prohibited, are welcome during regular business hours to visit District facilities, buildings, and work sites in those areas that are open and accessible to the general public. Visits and access to locations not open to the general public must be coordinated and approved in advance of the visit by the General Manager or his/her designee (“designee”).

PROCEDURES

1. Notification and Coordination:
 - A. All visits to locations not open to the general public must be coordinated with approval of the General Manager or designee at least 72 hours in advance of the visit.
 - B. Requests for visits must be in writing via email or submission of the Site Visitation Request form or other writing that documents the names of all visitors and the requested date, time, and purpose of the visit.
 - C. The General Manager or designee should coordinate with the site manager or supervisor to schedule approved visits during regular business hours and at times that minimize work disruption.
2. Security Screening:
 - A. Security screening procedures may vary depending on the location and activity of the site. Screening procedures may include but are not limited to:

- a. Visitor and vehicle identification
- b. Container and bag checks
- c. Photo and/or video restrictions
- d. Checks for possession of harmful or dangerous items

3. Supervision and Limitations on Access:

- A. Visitors will be granted access only to areas approved for visitation and relevant to the purpose of their visit.
- B. Access to certain areas of buildings or work sites may be restricted based on safety, security, and/or confidentiality considerations.
- C. Visitors shall be supervised during the visit.
- D. Visitors must follow the directions and instructions of staff assigned to supervise the visit, adhere to safety protocols, wear any required protective equipment, and comply with all applicable rules and regulations.
- E. Visits may be terminated or cut short when circumstances warrant.

4. Exceptions:

- A. Exceptions to this Site Visitation Policy may be granted on a case-by-case basis by the General Manager or designee, taking into consideration factors such as security risks, operational impact, legal requirements, urgency, and other special circumstances.
- B. Third party contractors operating within the District's normal course of business and under the general supervision of District staff are permitted limited access to those facilities, buildings, and sites necessary to carry out the authorized work for which they were hired. Such contractors shall follow all rules and regulations while on the premises and comply with the directions and instructions of District staff.

5. Enforcement:

- A. Unless otherwise authorized by the General Manager or designee, unscheduled visitors will be denied access to nonpublic areas.
- B. Requests to visit may be made by email to admin@toddb.ca.gov or via submission of a Site Visitation Request form.
- C. A violation of this Policy may result in denial of access or termination of visitation.
- D. A District employee may be disciplined for a violation of this Policy.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2024-16

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
SITE VISITATION POLICY**

WHEREAS, from time-to-time new policies are established to ensure the Town of Discovery Bay is following best practices to include work site visitation and

WHEREAS, after a current review of Town of Discovery Bay policies, there is no policy that addresses how Town of Discovery Bay staff will conduct work site visitations with consultants, construction workers, Project managers, board of director members, residents, and the broader community; and

WHEREAS, the adoption of the Site Visitation Policy will provide staff a framework to protect the district assets and staff;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Board of Directors adopt Resolution 2024-16

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 6th DAY OF NOVEMBER 2024.

Michael Callahan
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting held on November 6, 2024, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dina Breitstein
Board Secretary



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

**AGENDA ITEM:
G4**

Agenda Title: Discussion and Possible Action to Approve the Purchase of a New Ford F-250 Truck for the Water and Wastewater Department.

Meeting Date: November 6, 2024

Prepared By: Aaron Goldsworthy, Water & Wastewater Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

To approve the purchase of a new truck for the Water and Wastewater Department and authorize the General Manager to sign the purchase agreement.

EXECUTIVE SUMMARY:

The Water and Wastewater Department has budgeted funds to purchase a new truck.

Currently, Bill Brandt Ford has a truck in stock for purchase. Staff is requesting the approval to purchase the truck for the Water and Wastewater Department at the government rate.

The Town's Policy 011 requires all purchases in excess of \$50,000 to be authorized by the Board of Directors at a Regular or Special Meeting of the Town. Due to the extremely limited inventory for trucks with similar specifications, it was not feasible to obtain at least three price quotations.

Truck Details:

Year:2024

Make: Ford

Model: F-250

Purchase Price:\$64,667.44

FISCAL IMPACT:

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

ATTACHMENTS:

1. Quote from Bill Brandt Ford.

Purchase Information Screen

util eXit

T-13458 F-250



Purchase Information Screen

Deal Number:	40884	15. Maintenance Plan:	
1. Contract Date:	10/30/24	16. Cilajet:	
2. Fin Inst:	-	17. Total Fee/Options:	\$ 126.75
3. Cust Name:	TOWN OF DISCOVERY BAY	18. Total We Owe:	
4. Stock Number:	T13458	19. DMV Additional Fee:	
5. APR:	.00%	20. Total Tax Amount:	\$ 5,360.69
6. Term:	1	21. Days To 1st Payment:	45
7. Cash Price:	\$ 61,180.00	22. 1st Payment Date:	12/14/24
8. Rebate:	\$ 2,000.00	23. Payment:	\$ 64,667.44
9. Cash Down:			
10. Tot Pick Pmts w/Int:		Sale Subtotal:	\$ 59,180.00
11. Total Trade Allow:		Total Financed:	\$ 64,667.44
12. Trade 1 Payoff:		Finance Charge:	
13. Service Contract:		Total Other Charges:	
14. GAP Protection:		Total of Payments:	\$ 64,667.44
		Deferred Price:	\$ 66,667.44
		Unpaid Balance:	\$ 64,667.44

Command Window

Command:

BILL BRANDT



8100 Brentwood Blvd.
Brentwood, CA 94513

Bus: (925) 634-3551
Fax: (925) 634-1298
Cell: (925) 519-9403



Jim Brandt
Dealer - President

jbrandt@billbrandtford.com
www.billbrandtford.com

ave F4-Cancel SF8-Fee/Tax

2024 F-250 Super Cab \$48,650.-
SERVICE Body \$12,530.-

\$61,180.-

T-13458

KTP-002459 CA 9-NORMAL, NB, 102459, RB151 4117

ULC | U | W | C | CERT | TRD | RAMP | BUM | CAMP | BOOK | EXFL | ROTA

021965 942/1736 1FT7X2AA3 RED14657 NB FEPL

VEHICLE DESCRIPTION
RE D14657
2024 F250 SRW 4X2 SUPERCAB
 XL 16.4L WB STYLESIDE
 6.8L DEVCT NA PFI V8 ENGINE
 10-SPEED AUTO TORQSHIFT-G

EXTERIOR OXFORD WHITE
INTERIOR MEDIUM DARK SLATE VINYL

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

EXTERIOR	INTERIOR	FUNCTIONAL	SAFETY/SECURITY
<ul style="list-style-type: none"> DOOR HANDLES - BLACK HEADLAMPS - AUTOLAMP (ON/OFF) TOW HOOKS TRAILER BRAKE CONTROLLER TRAILER SWAY CONTROL TRAILER TOW MIRRORS WIPERS - INTERMITTENT 	<ul style="list-style-type: none"> 4.2" PRODUCTIVITY SCREEN AIR COND, MANUAL FRONT CLOTH SUN VISORS DRIVER SEAT-MANUAL LUMBAR OUTSIDE TEMP DISPLAY PARTICULATE AIR FILTER POWER LOCKS AND WINDOWS STEERING:TILT/TELESCOPE, CRUISE & AUDIO CONTROLS 	<ul style="list-style-type: none"> 4-WHEEL ANTILOCK BRAKE SYS FORDPASS™ CONNECT 5GWI-FI HOTSPOT TELEMATICS MODEM HILL START ASSIST REAR VIEW CAMERA REMOTE KEYLESS ENTRY SYNCR4 W/8" SCREEN TWIN I-BEAM INDEPENDENT FRT SUSPENSION W/STAB BAR 	<ul style="list-style-type: none"> ADVANCETRAC™ WITH RSC® AIRBAGS - SAFETY CANOPY® BELT-MINDER CHIME HILL START ASSIST DRIVER/PASSENGER AIR BAGS SECURILOCK PASS ANTI THEFT SOS POST-CRASH ALERT SYS™
WARRANTY			
<ul style="list-style-type: none"> 3YR/36,000 BUMPER / BUMPER 5YR/60,000 POWERTRAIN 5YR/60,000 ROADSIDE ASSIST 5YR/100,000 DIESEL ENGINE 			

INCLUDED ON THIS VEHICLE	(MSRP)	PRICE INFORMATION	(MSRP)
OPTIONAL EQUIPMENT/OTHER PREFERRED EQUIPMENT PKG.600A 10-SPEED AUTO TORQSHIFT-G 3.73 RATIO REGULAR AXLE FRONT LICENSE PLATE BRACKET 10000# GVWR PACKAGE 50 STATE EMISSIONS SPARE TIRE AND WHEEL JACK XL CHROME PACKAGE FOG LAMPS	NO CHARGE NO CHARGE NO CHARGE NO CHARGE NO CHARGE NO CHARGE NO CHARGE 225.00	BASE PRICE \$47,505.00 TOTAL OPTIONS/OTHER 225.00 TOTAL VEHICLE & OPTIONS/OTHER DESTINATION & DELIVERY 47,730.00 1,995.00	

RAMP ONE	RA84	RAIL	ITEM #: 72-9882 O/T 60	TOTAL MSRP \$49,725.00 Whether you decide to lease or finance your vehicle, you'll find the choices that are right for you. See your dealer for details or visit www.ford.com/finance . SPECIAL ORDER RB151 N RB 2X 425 002459 02 15 24
RAMP TWO				

This label is affixed pursuant to the Federal Automobile Information Disclosure Act. Gasoline, License, and Title Fees, State and Local taxes are not included. Dealer installed options or accessories are not included unless listed above.

California Air Resources Board Flexible-Fuel Vehicle Gasoline-Ethanol (E85)

Environmental Performance

These ratings are not directly comparable to the U.S. EPA/DOT light-duty vehicle label ratings. For information on how to compare, please see www.arb.ca.gov/ep_label.

Protect the environment. Choose vehicles with higher ratings:

Greenhouse Gas Rating (tailpipe only) **D**
 Cleaner

Smog Rating (tailpipe only) **A+**
 Cleaner

Using alternative fuels may change scores.

Vehicle emissions are a primary contributor to climate change and smog. Ratings are determined by the California Air Resources Board based on this vehicle's measured emissions.

GOVERNMENT 5-STAR SAFETY RATINGS

Overall Vehicle Score Not Rated
 Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

Frontal Crash	Driver Passenger	Not Rated
Side Crash	Front seat Rear seat	Not Rated
Rollover		Not Rated

Star ratings range from 1 to 5 stars (*****), with 5 being the highest. Source: National Highway Traffic Safety Administration (NHTSA). www.safercar.gov or 1-888-327-4236

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*Based on 1977-2022 CY total sales. **FordPass Connect (optional on select vehicles), the FordPass App and complimentary Connected Service are required for remote features. See FordPass Terms for details. Connected service and features depend on compatible AT&T network availability. Evolving technology/cellular network/vehicle capability may limit functionality and prevent operation of connected features. Connected service excludes Wi-Fi hotspot.

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1FT7X2AA3RED14657

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SCAN OR TEXT 3FREED14657 TO 482828

Mag 9 Data rates may apply. Text HELP for help.

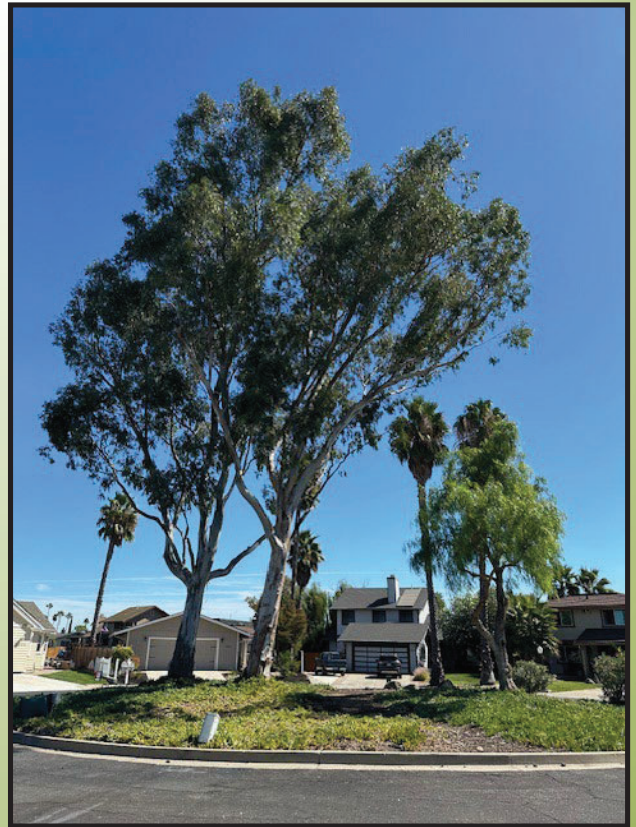
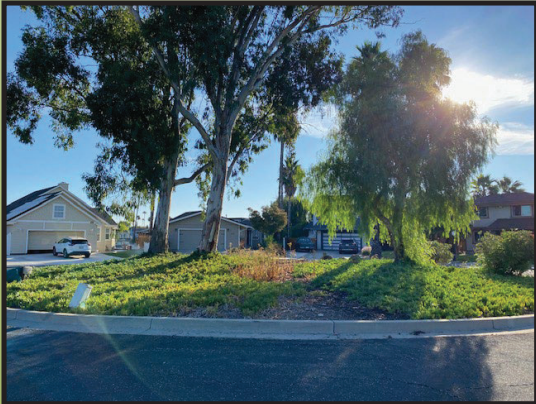
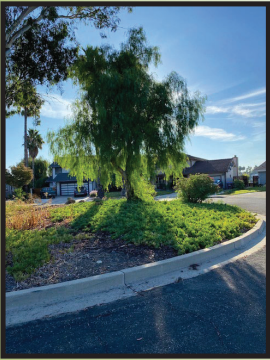
www.ford.com/help/privacy-terms/

10/30/2024

LANDSCAPE
UPDATES
SEPTEMBER &
OCTOBER 2024



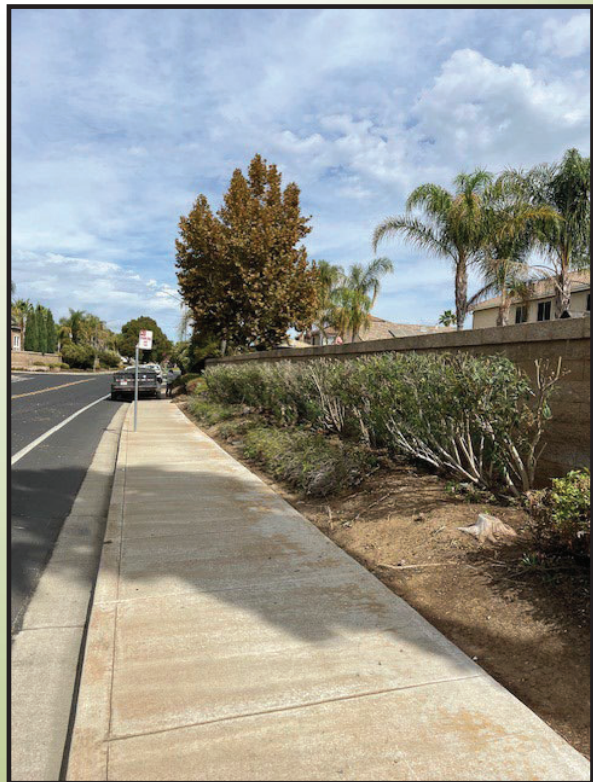
BOD 11/6/2024



LAGUNA COURT TREE WORK



DISCOVERY BAY BLVD.



PRESTON DRIVE

**WALKING PATH
NEWPORT TO
SANDYCOVE
SHOPPING CENTER**

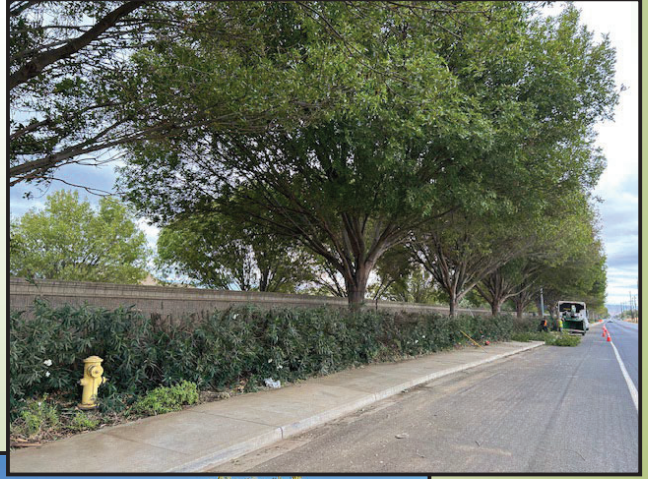
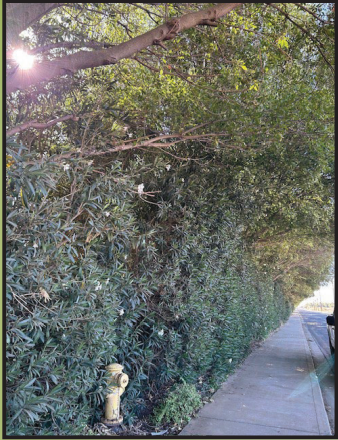
**CRACK SEAL
AND
SEAL COAT**



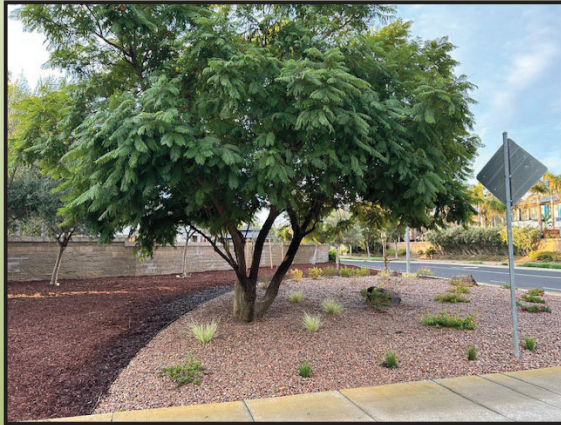
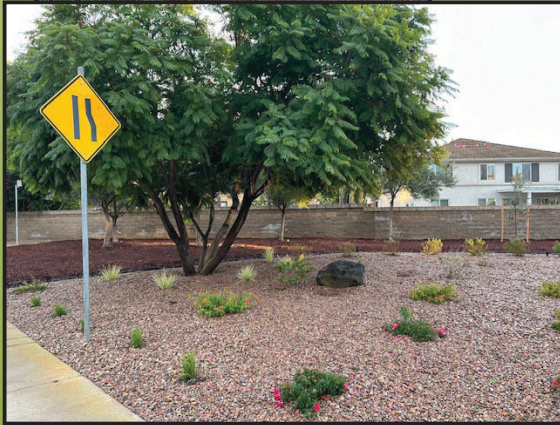
BEFORE



AFTER



BIXLER ROAD
TREE WORK
AND
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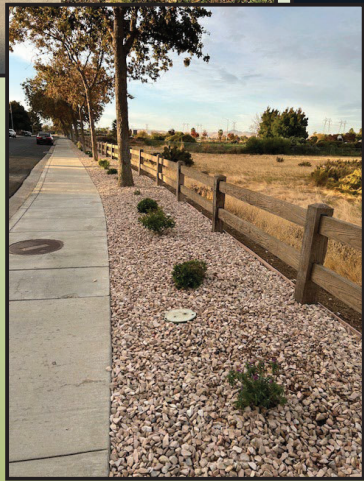
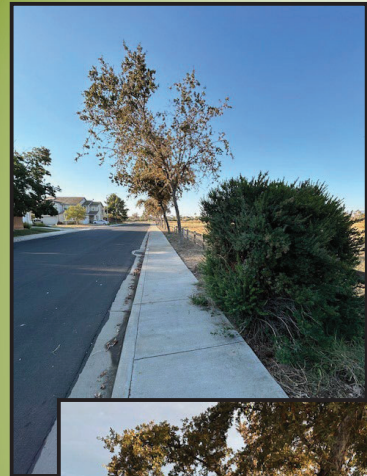


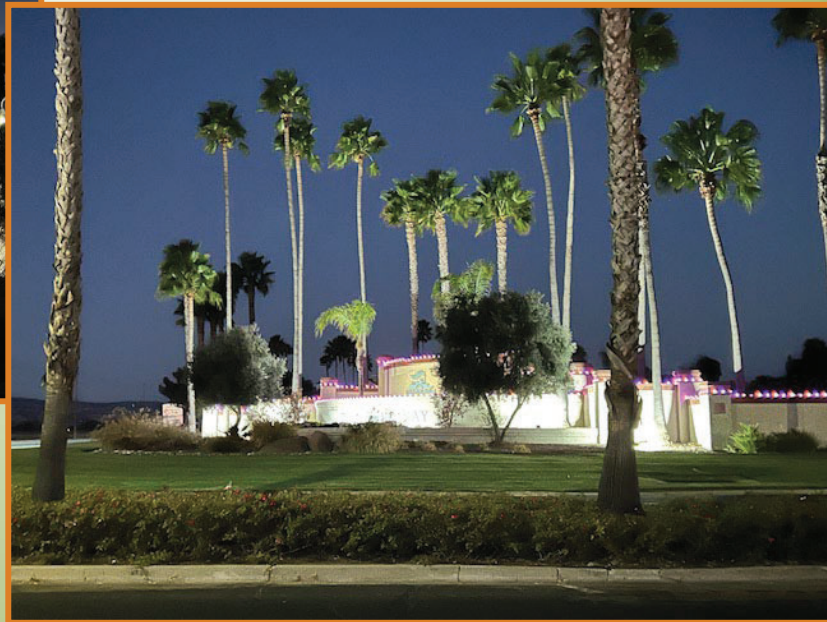
**PRESTON AND
POINT OF TIMBER
CONTINUED
IMPROVEMENTS**



CLIPPER DRIVE

WILDE DRIVE





HALLOWEEN SPIRIT