



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday May 4, 2022, 7:00 P.M.**

**NOTICE
Coronavirus COVID-19**

In response to the current proclaimed State of Emergency, indoor masking requirements, 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 accommodate the public during this period of time, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically or in person.

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

TO ATTEND BY WEBINAR:

Please register for the Regular Meeting of the Board of Directors by: (Copy and paste into your browser the registration URL. You will then be directed to download the webinar to your device and register with LogMeIn, Inc.)

Registration URL: <https://attendee.gotowebinar.com/register/2696904533388142350>
Webinar ID# 670-212-467

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

For listen only mode dial: +1 (631) 992-3221 ID# 543-931-032

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 April 20, 2022.
2. Approve Register of District Invoices.
3. Approve Resolution 2022-13 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. Direct Herwit Engineering to prepare the 2022-2023 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9 by Adopting Resolution No. 2022 - 14.

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

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

E. PRESENTATIONS

1. None.

F. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Approve the Date, Time, and Proposed Budget for the Town of Discovery Bay to Host the Tuesday, September 27, 2022 Discovery Bay Chamber of Commerce Mixer Event.

G. MANAGER'S REPORT

H. GENERAL MANAGER'S REPORT

I. DIRECTOR REPORTS

1. Standing Committee Reports.
 - a. Parks and Recreation Committee Meeting (Committee Members Ashley Porter and Byron Gutow). May 4, 2022.
 - b. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter). May 4, 2022.
2. Other Reportable Items.

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. East Contra Costa Fire Protection District Meeting – April 13, 2022 (President Graves).

K. CORRESPONDENCE RECEIVED

L. FUTURE AGENDA ITEMS

M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

N. CLOSED SESSION:

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS ALLOWED UNDER GOVERNMENT CODE SECTION 54956.8.
Property: A Portion of APN 008-330-057 and 008-330-017, Discovery Bay
Agency Negotiator: Dina Breitstein, General Manager
Negotiating Parties: Discovery Bay Marina
Under Negotiation: Price and Terms of Payment

O. RETURN TO OPEN SESSION, REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

P. ADJOURNMENT

1. Adjourn to the next Regular Meeting of the Board of Directors on May 18, 2022, 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."

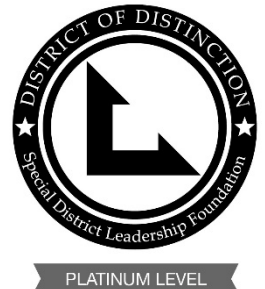
"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

NOTICE OF THE REGULAR MEETING MINUTES OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday April 20, 2022

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. by President Graves.
2. Pledge of Allegiance led by Vice President Porter.
3. Roll Call - all members were present, Director Callahan joined via teleconference.

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

1. 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.

No public comment.

1. Approve, Regular Board of Directors DRAFT Meeting minutes from April 6, 2022.
2. Approve Register of District Invoices.
3. Approve Resolution 2022-10 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. Accept \$6000 Donation from Veolia North America to the Community Center.

Director Gutow made a Motion to Approve the Consent Calendar as presented.
Vice-President Porter second.

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

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. None.

E. PRESENTATIONS

1. Veolia – April 2022 Presentation by Anthony Harper:

- Safe workdays - 4,598
- Safety topics – annual required trainings are completed.
- All six wells are active, five are on standby.
- Water production total 69MG, Chlorine solution is 3,142 and is starting to climb due to summer growth, with Newport taking the lead in water production.
- Water compliance – five week month, 25 samples were collected, zero coliform, water quality complaints, hydrant flushing, and valve exercising.
- All fifteen Lift Stations are active – annual clean out will be happening soon for routine maintenance.
- Wastewater flow has been stable.
- Conductivity is coming from the groundwater and is higher, by law and permit we are right at the limit.

President Graves raised a question regarding Newport production being almost double from last March and wanted to know if there are state guidelines or requirements for reporting. Harper replied that the reporting was typical without pushback from the state, however; he does expect to receive some push back from the state as usage increases. Harper confirmed that the plants are operating functionally.

Director Gutow inquired about the storage capacity for Willow Lake and Newport. Harper responded that Willow Lake has more production and tank capacity, and less filtration capacity. However, Newport is almost opposite with less production capacity and more filtration capacity, less tank capacity, and is located on the higher usage of town.

President Graves inquired if the Water Conductivity permit is based on average MG discharge flow per day. Harper explained the average is based on flow. Plant 2 is capable of 4MG per day max. Due to diffuser failure the flow is up to 2.6MG. Gregory Herwit referenced the permit states the average for the year is 2.37. Conductivity is the concern and is currently at 2,356.

Harper commented that he's been at The Town since April 2021 and will soon be a resident. Gutow congratulated Veolia Team on Safety Days.

F. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Adopt Resolution 2022-12 Authorizing the Issuance and Sale of Series 2022 Revenue Bonds to Finance Improvements to the Town of Discovery Bay's Water and Wastewater Enterprises and Approving Related Documents and Official Actions.

No public comment.

Bond team introduction by Finance Manager, Julie Carter. Presentation by Municipal Advisor, James Fabian, Fieldman, Rolapp & Associates:

- Financing is for the Denitrification Project and Well 8 - \$20M Project for Denitrification the bond is for \$13M, Well 8 is \$5M and the bond is for \$5M.
- Bond issuance is approximately \$17.425M – subject to verification when bonds are priced.
- April 2025 completion date for the Water System Project; June 2023 completion date for the Denitrification Project.
- Reaffirmed AA Rating Highlights from S&P: “Pre-approved wastewater rates – 2025, robust liquidity position, well defined and comprehensive financial management practices that we consider likely sustainable. We view The Districts prudent and conservative financial planning and robust long range capital financial and strategic planning of which ultimately supports a stable operational and financial profile.” “Affluent bedroom community with strong income indicators”. “Water and wastewater rates are affordable for the residents”.
- Debt is secured, each of the systems is treated separately. Installment payments from each of the systems is used to pay the bond holders the debt service. Each of the debt series is done at a fixed interest rate for the full term. The Board will have rate convenance.

President Graves referenced page 5 of the slide presentation and inquired about the Water System Aggregate Debt Service for 2017 bonds that expire in 2028 and the level of debt payment dropping. However, when the 2012 bonds expire in 2042/43 it doesn't drop. Jim Fabian explained the reason was due to being backloaded. In year 2044 the gap created by the 2012 bonds being paid off is more than made up for by the 2017 bonds, which is typically done to keep things relatively level. Backload the debt to keep the debt service relatively level over the time frame of the pre-payment.

Director Gutow inquired, what determines the pricing and the fluctuation between now and in two weeks. Jim Fabian replied, “we have a week before we price, we will have more direction on costs of oil, inflation, housing, etc. all those things blend together and have an impact on taxes and interest rates that are paid by bond investors. Once the preliminary statement is posted then pre-marketing is done on the Town's behalf to get the lowest possible interest rate.”

Director Graham asked staff, General Manager, Dina Breitstein the current interest rate possible re-financing and if there are other monies that may be available. Underwriting team and General Manager, Dina Breitstein confirmed the interest rate for 2012 is just under 4%, 2017 is in the higher end of 4%. General Manager Dina Breitstein stated in September we could look at re-financing due to the 10 year par call. According to Assistant General Manager, Mike Davies we are looking at Federal

Infrastructure Grants, the Water and Wastewater team are keenly looking at those grants to see if we can capitalize on them.

President Graves commended Jim Fabian, staff, and the Board for their hard work and diligence. President Graves also commended and acknowledged previous Board members who established good principals, approving policies and keeping those policies moving forward so that we can get a good rating while the current board maintains those policies.

Director Gutow made a Motion to Approve Resolution 2022-12.

Vice-President Porter second.

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

2. Public Hearing and Possible Action to Adopt Resolution No. 2022-11 Amending the Town of Discovery Bay Community Services District Water and Sewer Capacity Fee Program.

Presentation by Principal, Katherine Tseng, Lechowicz & Tseng on behalf of Project Manager, Alison Lechowicz.

- Capacity fees are one-time fees paid by new development for capital projects when building permits are issued, they are intended to recover capital costs in new and existing facilities. The last study was completed in 2014. Water demand and sewer flow has gone down since 2019 due to water conservation practices since the last drought. In addition to reduced flows development agreements in 2014 are no longer applicable those projects have been completed.

President Graves asked why the total buildout for water is 9,300 for buildout and only 6,800 for wastewater. Katherine suggested deferring to the master plans of the Engineers, water demand is much higher than sewer flow. Overall, water is used more than sewer.

Public Comment:

- Resident 1: Inquired if gallons per EDU flows is divided by the number of houses if it was based on actual or conceptual. Gregory Harris stated it's the total flow at the treatment plant divided by the number of connections. Resident commended the Board for doing a great job.

Director Gutow made a Motion to Approve Resolution 2022-11.

Director Graham second.

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

3. Discussion and Possible Action to Approve Material Proposals and Authorize Prepurchase of Materials for Wastewater Diffuser Replacement Project.

Discussion by Gregory Harris, Herwit Engineering.

- Diffuser Project – almost three year project.
- Project is now out to bid, three month process before issuing the notice to proceed.
- Due to supply chain issues and delays Design Engineers are concerned about getting materials in time for September construction.
- Advisian has obtained four vendor quotes.

Vice-President Porter made a Motion to Approve the prepurchase of recommended items and authorize General Manager to execute Town's standard purchase order with listed vendors for the amount show plus additional costs of shipping and taxes where applicable.

Director Graham second.

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

4. Discussion and Possible Action Regarding Discovery Bay Town Hall Event.

Discussion by General Manager, Dina Breitstein.

- Communications Committee requested the District hold a Town Hall Event at the Community Center. This event is for the Board and Staff to meet, greet, and inform the public of the many

happenings in or around Discovery Bay. The date selected is Saturday, June 4, 2022, to coincide with the first Summer Jam event. The Town Hall Event will take place from 11 am – 1pm.

- Staff report includes the proposed date, time, agenda, and budget.

Director Graham agreed that this is a great time to showcase the pool, a great opportunity to provide updates on what has been done and will be done in the future for the Town. Director Gutow expressed concern over the day selected due to other festivities occurring same day for staffing at the community center.

President Graves inquired about the pool opening and staffing concerns. Community Pool Supervisor, Monica Gallo confirmed that the pool will be open Memorial Day weekend. “The pool is always closed on Summer Jam due to lifeguards working the event, too much to have alcohol, water/swimming, the amount of people with the event.” Open swim will be from 12:15 pm – 1pm pending enough lifeguards are hired and onboarded.

President Graves inquired about the budget of \$2,400. Vice-President Porter and General Manager Dina Breitstein confirmed this has been discussed however due to COVID and the pool not being opened it has been delayed.

Public Comment:

- Resident 1: Suggested the Town Hall Event would be a good opportunity to bring awareness to the community regarding the lot across the street (Discovery Bay Boulevard and Sand Point).

President Graves responded that the Town does not have Land Use Authority and recommended that the Town educate the public in regard responsibilities and how the public can address their concerns effectively. Currently, there are no plans nor modifications for zoning at this point. The Board hopes to have representatives at the Town Hall Event.

Director Graham made a Motion to Approve draft plan for The Discovery Bay Town Hall Event on June 4, 2022, from 11 am – 1pm.

Director Callahan second.

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

G. MANAGER’S REPORT

None.

H. GENERAL MANAGER’S REPORT

None.

I. DIRECTOR REPORTS

1. Special Parks and Recreation Committee Meeting (Members Ashley Porter and Bryon Gutow).

Report provided by Director Gutow:

- Clipper Drive Project – Landscape Manager Bill Engelman will be implementing plans, conducting a construction phase approach to re-evaluate each milestone accomplished and if any changes need to be made can be done so accordingly.
- Proposal will be brought to the board next board meeting on May 4, 2022.
- Vandalism and graffiti issue at Cornell Park – over \$6K has been spent on repair costs, anti-graffiti paint is helping to an extent.
- Pickleball and tennis – currently have fair and equitable scenario in regard to the number of courts next meeting will address the court issues at Cornell Park.

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

None.

K. CORRESPONDENCE RECEIVED

None.

L. FUTURE AGENDA ITEMS

None.

M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

None.

N. CLOSED SESSION:

None

O. RETURN TO OPEN SESSION, REPORT ON CLOSED SESSION

None.

P. ADJOURNMENT

1. Meeting adjourned at 8:28 p.m. to the next Regular Meeting of the Board of Directors on May 4, 2022, 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."

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Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

May 4, 2022

Prepared By: Julie Carter, Finance Manager & Lesley Marable, Accountant
Submitted By: Dina Breitstein, General Manager

Agenda Title

Approve Register of District Invoices.

Recommended Action

Staff recommends that the Board approve the listed invoices for payment.

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 242,429.54

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2021/2022

AGENDA ITEM: C2

Request for Authorization to Pay Invoices
For The Meeting On May 4, 2022
Town of Discovery Bay CSD
Fiscal Year 7/21 - 6/22

Badger Meter	\$96,048.00
Pacific Gas & Electric	\$92,877.16
BSK Associates	\$12,969.00
Luhdorff & Scalmanini	\$10,648.89
Harris & Associates, Inc.	\$5,613.75
J.W. Backhoe & Construction, Inc.	\$5,441.78
National Aquatic Services, Inc.	\$4,214.99
Robert Half	\$3,739.09
Janitorial Plus	\$2,915.00
Brentwood Press & Publishing	\$1,794.00
Mt Diablo Resource Recovery	\$1,479.00
Univar Solutions USA Inc.	\$1,016.50
Office Depot	\$918.31
Alhambra	\$837.56
Boat Safe America	\$438.75
Bay Area Air Quality Mgmt. District	\$424.00
Watersavers Irrigation Inc.	\$392.21
Bob Murray & Associates	\$282.88
UniFirst Corporation	\$129.76
Lincoln Aquatics	\$120.06
Lesley Marable	\$93.48
Verizon Wireless	\$25.02
Water Utility Refund Customer	\$10.35

\$242,429.54



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION 2022-13**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN DISCOVERY BAY
COMMUNITY SERVICES DISTRICT RE-AUTHORIZING REMOTE TELECONFERENCE
MEETINGS OF THE LEGISLATIVE BODY OF THE TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT PURSUANT TO BROWN ACT PROVISIONS**

WHEREAS, the Town of Discovery Bay Community Services District (the “Town”) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the Town’s legislative body are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative body conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, the Town’s Board of Directors previously adopted a Resolution, Number 2021-16 on October 20, 2021, finding that the requisite conditions exist for the legislative body of the Town to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must make findings that the Board has reconsidered the circumstances of the state of emergency that exist in the Town, and that either the state of emergency continues to directly impact the ability of the members to meet safely in person, or State or local officials continue to impose or recommend measures to promote social distancing; and

WHEREAS, on March 4, 2020, the Governor proclaimed a State of Emergency continues to exist throughout California as a result of the threat of COVID-19; and

WHEREAS, currently the dominant strain of COVID-19 in the country continues to be more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations, therefore, meeting in person would present imminent risks to the health or safety of attendees and members; and

WHEREAS, the Cal-OSHA adopted emergency regulations (Section 3205) imposing requirements on California employers, including measures to promote social distancing remain in effect; and

WHEREAS, the health orders issued by the Contra Costa County Health Officer to preserve the public health, including requiring all people in Contra Costa County who aren’t fully vaccinated, to adhere to indoor masking requirements, recommending measures for social distancing from non-household members for vaccinated individuals that have been exposed to COVID-19, and measures acknowledging that close contact to other persons increases the risk of transmission, remain in effect.

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

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. AB 361 Compliance. The Board of Directors began using teleconferencing in accordance with subdivision (e) of Section 54953 of the Government Code, as amended by AB 361, on October 20, 2021, and have made the requisite findings by majority vote not later than 30 days after October 20, 2021, and every 30 days thereafter.

Section 3. State of Emergency. The Board of Directors hereby reconsiders the circumstances of the current State of Emergency proclaimed by the Governor on March 4, 2020, and find that the ongoing conditions of the State of Emergency directly impact the ability of members to meet safely in person.

Section 4. Measures to Promote Social Distancing. The Board of Directors hereby finds that Cal-OSHA and the County Health Official continue to recommend measures to promote physical distancing.

Section 5. Remote Teleconference Meetings. The General Manager of the Town of Discovery Bay Community Services District is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 6. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption.

Kevin Graves
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 meeting, held on May 4, 2022, 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

Meeting Date

May 4, 2022

Prepared By: Julie Carter, Finance Manager
Submitted By: Dina Breitstein, General Manager

Agenda Title

Direct Herwit Engineering to Prepare the 2022-2023 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9 by Adopting Resolution No. 2022-14.

Recommended Action

Adopt Resolution No. 2022-14 authorizing the assessment review of the Ravenswood Improvement District Landscape and Lighting Zone #9, and direct Herwit Engineering to prepare the Engineer's Assessment Report.

Executive Summary

As part of the annual assessment process for the Ravenswood Improvement District – Discovery Bay Landscape and Lighting Zone #9, the Board must approve and direct an Engineer's Assessment Report be prepared. This approval must be by Resolution.

Since its inception, the Engineer's assessment reports have been drafted and prepared by Herwit Engineering (Hewit). Due to their in-depth knowledge of the zone and access to historical data, staff recommends approving Resolution 2022-14, which directs Herwit to prepare the 2022-2023 Annual Assessment Report for Ravenswood Improvement District – Discovery Bay Landscape and Lighting Zone #9.

Hewit Engineering will perform this work under the current contract with the Town for an amount not to exceed \$1800.00

Fiscal Impact:

Amount Requested \$1800.00
Sufficient Budgeted Funds Available?: YES
Prog/Fund # 9/2310 Category: Operating Expenses

Previous Relevant Board Actions for This Item

None.

Attachments

Resolution 2022-14

AGENDA ITEM: C4



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2022-14

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
REGARDING THE ANNUAL ASSESSMENT
OF THE RAVENSWOOD IMPROVEMENT DISTRICT
LANDSCAPE AND LIGHTING ZONE #9**

WHEREAS, the Board of Directors of the Town of Discovery Bay CSD, pursuant to a will-serve letter with the developer of that subdivision known as Ravenswood, has formed a landscaping, park, lighting and open space district, known as Ravenswood Improvement District — DB L&L Zone #9, for the purpose of providing for the operation and maintenance of landscaping, parks, streetlights and open space installed in said subdivision by developer; and

WHEREAS, the Board of Directors now desires to levy the annual assessment for Fiscal Year 2022-2023 for such district.

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

1. The Board of Directors of the Town of Discovery Bay Community Services District, in an effort to deter crime, provide traffic safety, aid law enforcement, and provide a better neighborhood environment has formed an assessment district pursuant to California Streets & Highway Code, Division 15, Part 2, sections 22500 and following, pursuant to Resolution 2005-03.
2. The improvements, the operation and maintenance of which are intended to be funded by the assessments levied by the proposed assessment district, include all expenses associated with the maintenance and operation of non-privately owned landscaping, parks, streetlights, and open space in the subdivision 8710 known as Ravenswood.
3. The assessment district consists of that property generally described as Subdivision 8710-Ravenswood being a subdivision of a portion of the Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.
4. HERWIT Engineering is hereby ordered to prepare a report for annual assessment for the assessment district in accordance with Article 4, of Chapter 1, of Part 2, of Division 15 (commencing with § 22565), of the California Streets and Highways Code, and to file it with the Secretary of the Board of Directors of the Town of Discovery Bay Community Services District.
5. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 4th DAY OF MAY 2022.

Kevin Graves
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 this regular meeting held on May 4, 2022, 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

Meeting Date

May 4, 2022

Prepared By: Dina Breitstein, General Manager
Submitted By: Dina Breitstein, General Manager

Agenda Title

Discussion and Possible Action to Approve the Date, Time, and Proposed Budget, for the Town of Discovery Bay to Host the Tuesday, September 27, 2022, Discovery Bay Chamber of Commerce Mixer Event.

Recommended Action

Authorize the General Manager to host the Tuesday, September 27, 2022, Discovery Bay Chamber of Commerce Mixer Event from 5:30-7:30 PM and approve the food and beverage budget, not to exceed \$1,000.00.

Executive Summary:

The Town of Discovery Bay is an active member of the local Chamber of Commerce. On September 27, 2022, Staff would like to host the Discovery Bay Chamber of Commerce Mixer Event at the Community Center. It is customary for the host to provide food and beverages for the Chamber Mixer participants.

The budget for food and beverages is not to exceed \$1,000.00.

Previous Relevant Board Actions for This Item

Attachments



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

Adam Langro

Carrie Nash
Vice President

Brian Oftedal
President

Stephen Smith

Joe Young

AGENDA

Board of Directors Regular Meeting

Due to COVID-19, this meeting will be conducted via teleconference only (no physical location) pursuant to Assembly Bill 361, staff and the public may participate remotely.

Call In Number: 1(872) 240-3212

Access Code: 490-316-781

<https://global.gotomeeting.com/join/490316781>

Wednesday, April 13, 2022

6:30 PM

Members of the public are encouraged to attend remotely at the phone number or website listed above. Directions for providing public comment via teleconference will be provided at the beginning of the meeting. Public comments submitted to RRUBIER@ECCFPD.ORG prior to the meeting will be summarized during the meeting and posted online at: <https://www.eccfpd.org/2022-04-13-eccfpd-board-of-directors-meeting>

Upon request, the District provides for written agenda materials in appropriate alternative formats or other disability-related modification or accommodation to enable individuals with disabilities to participate in and provide comments related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to RUBIER@ECCFPD.ORG, or submitted by phone at (925) 634-3400.

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Public Comment

Members of the public may address subject matters pertaining to District business listed on the Consent Calendar, Closed Session, Future Agenda Items, or items not listed on the agenda. Public comments by each individual speaker shall be limited to three minutes. While the District encourages your comments, State law prevents the Board from discussing items that are not set forth on this meeting agenda. The Board and staff take your comments very seriously and, if appropriate, will follow up on them.

5. Consent Calendar

Members of the Board may request that an item under the Consent Calendar be considered separately.

1.,,5.a.

Approval March 9, 2022 Regular Board Meeting Minutes
March 9 2022 Board of Directors Regular Meeting Minutes.pdf

5.b. Adopt Resolution Making Findings that the Proclaimed State of Emergency for COVID-19 Continues to Impact the Board's and Committees' Ability to Meet Safely in Person
Staff Report and Resolution re AB 361.pdf

6. New Business

6.a. Feasibility of the Joint Training Facility with Ironhouse Sanitation District
Staff Report and Reso for Joint Use Facility with Ironhouse Sanitary District.pdf
ECCFPD AND IRONHOUSE PROJECT UPDATE PRESENTATION - 04-07-22.pdf
Conceptual Project Costs for Joint Training Facility.pdf

7. Report of the Fire Chief/ Informational Staff Reports

7.a. Legislative Update
Legislative Report - March 2022.pdf

7.b. Grants Update
Grants Report - March 2022.pdf

7.c. Operations Update
Operational Report - March 2022.pdf
Update on Fire District Social Media 2022.pdf

7.d. Prevention Update
Prevention Report - March 2022.pdf

7.e. Annexation Update
Verbal Update

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

7.f. Report on FDAC Conference
Verbal Update

8. Board Reports and Requests

9. Date and Place of Next Meeting:

May 11, 2022

6:30 p. m.

Via Teleconference

10. Adjourn

8:17

POSTING STATEMENT

A copy of this agenda was posted **at the East Contra Costa Fire Protection District Administrative Office, 150 City Park Way, Brentwood, CA 94513**. Pursuant to CA Government Code §54957.5, disclosable public records and writings related to an agenda item distributed to all or a majority of the Board of Directors including such records and writing distributed less than 72 hours prior to this meeting are available for public inspection at the East Contra Costa Fire Protection District Administrative Office, 150 City Park Way, Brentwood, CA 94513.

NOTICE In compliance with the Americans with Disabilities Act, any individuals requesting special accommodation to attend and/or participate in District Board meetings may contact the District Administrative Office at (925) 634-3400. Notification 48 hours prior to the meeting will enable the District to make reasonable accommodations.