



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday December 20, 2023 7:00 P.M.**

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

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 December 6, 2023.
2. Approve Register of District Invoices.

D. PRESENTATIONS

1. Veolia Presentation.

E. DISCUSSION AND POSSIBLE ACTION

F. MANAGER'S REPORT

G. GENERAL MANAGER'S REPORT

H. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Con Fire Meeting – December 5, 2023 (Director Carolyn Graham)

I. CORRESPONDENCE

J. LEGAL REPORT

K. FUTURE AGENDA ITEMS

L. ADJOURNMENT

1. Adjourn to the next Regular Meeting of the Board of Directors on January 17, 2024 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."

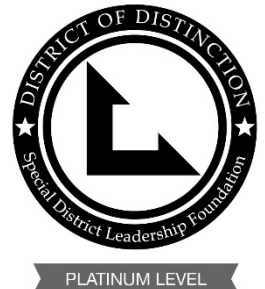
"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



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MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday December 6, 2023 7:00 P.M.

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

B. SPECIAL APPRECIATION PRESENTATION

1. JW Backhoe Certificate of Appreciation.

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

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

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

D. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

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

Director Graves made a Motion to Approve the Consent Calendar.

Director Graham seconded.

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

E. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

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

2. Sheriff's Office Report.

Deputy Kooy presented the November report.

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

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

F. MUNICIPAL ADVISORY COUNCIL

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

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

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

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

G. PRESENTATIONS

1. Kosmont Real Estate Services dba Kosmont Realty.

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

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

H. DISCUSSION AND POSSIBLE ACTION

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

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

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

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

President Porter seconded.

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

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

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

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

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

President Graves seconded.

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

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

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

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

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

President Graham seconded.

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

I. MANAGER'S REPORT

1. Parks and Recreation Update.

Presented by Parks and Recreation Supervisor Monica Gallo.

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

J. GENERAL MANAGER'S REPORT

Presented by General Manager Dina Breitstein.

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

K. DIRECTOR REPORTS

1. Standing Committee Reports.

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

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

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

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

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

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

L. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

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

M. FUTURE AGENDA ITEMS

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

N. ADJOURNMENT

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

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Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

December 20, 2023

Prepared By: Margaret Moggia, 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 \$ 721,999.15

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 2023/2024

AGENDA ITEM: C2

Request for Authorization to Pay Invoices
For The Meeting On December 6, 2023 & December 20, 2023
Town of Discovery Bay CSD
Fiscal Year 7/23 - 6/24

Veolia Water North America	\$192,400.13
Pacific Gas & Electric	\$101,940.55
First Light Technologies Ltd.	\$69,580.00
Town of Discovery Bay CSD	\$68,211.71
San Joaquin County Office Of Ed	\$52,520.41
Luhdorff & Scalmanini	\$46,690.22
U.S. Bank Corporate Payment System	\$26,859.76
SWRCB	\$23,806.04
BrightView Landscape Services, Inc.	\$19,320.00
Deere & Company	\$17,377.91
AV Structural Inc.	\$16,390.27
HASA INC	\$13,946.10
Underwater Resources, Inc.	\$10,290.00
Badger Meter	\$5,661.11
Mt Diablo Resource Recovery	\$5,229.09
Neumiller & Beardslee	\$4,996.71
Precision IT Consulting	\$4,850.30
Applied Best Practices	\$4,500.00
Brentwood Decorative Rock, Inc.	\$4,117.76
Freedom Mailing Service, Inc	\$3,598.51
Herwit Engineering	\$3,375.00
Valencia Janitorial Plus	\$3,090.00
Daniel Elliott	\$2,421.87
Upper Case Printing, Inc.	\$2,030.01
Precision Plumbing & Contracting, Inc.	\$1,975.00
deSterke Landscaping	\$1,950.00
Watersavers Irrigation Inc.	\$1,425.58
Quadient Leasing USA, Inc.	\$1,402.26
Bay Area Air Quality Mgmt. District	\$1,182.00
Lechowicz & Tseng Municipal Consultants	\$1,140.00
Verizon Wireless	\$1,109.37
Community Center Refund Customer	\$1,000.00
ODP Office Solutions, LLC	\$923.63
Brentwood Ace Hardware	\$880.96
Michelle Dominge	\$750.00
National Aquatic Services, Inc.	\$700.00
Ashley Porter	\$575.00
Kevin Graves	\$575.00
Bryon Gutow	\$460.00
Carolyn Graham	\$345.00
Denalect Alarm Company	\$345.00
Michael Callahan	\$345.00
City Of Brentwood	\$344.42
Dennis Dean Allen	\$285.00
Discovery Pest Control	\$242.44
Lincoln Aquatics	\$221.20
Bay Area News Group	\$145.50
Alhambra	\$115.35
Water Utility Refund Customer	\$111.26
Grainger	\$92.44
Cintas	\$78.14
UniFirst Corporation	\$76.14

\$721,999.15

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Water and Waste Water Monthly Report Town of Discovery Bay

Presented December 2023

Safety & Training

Safe Work Days: 174

Weekly Safety Topics:

11/1 – Carbon Monoxide

11/08 – Slick roadway at our plant entrance, Weed Trimmer Safety

11/15 – Fire Prevention Plan

11/22 – Chemical Delivery Review

11/29 – Life Saving Rule #6 Confined Space

Water Well Status

Willow WTP

01

Active

02

Active

06

Active

Newport WTP

04

Active

05

Active
(Emergency)

07

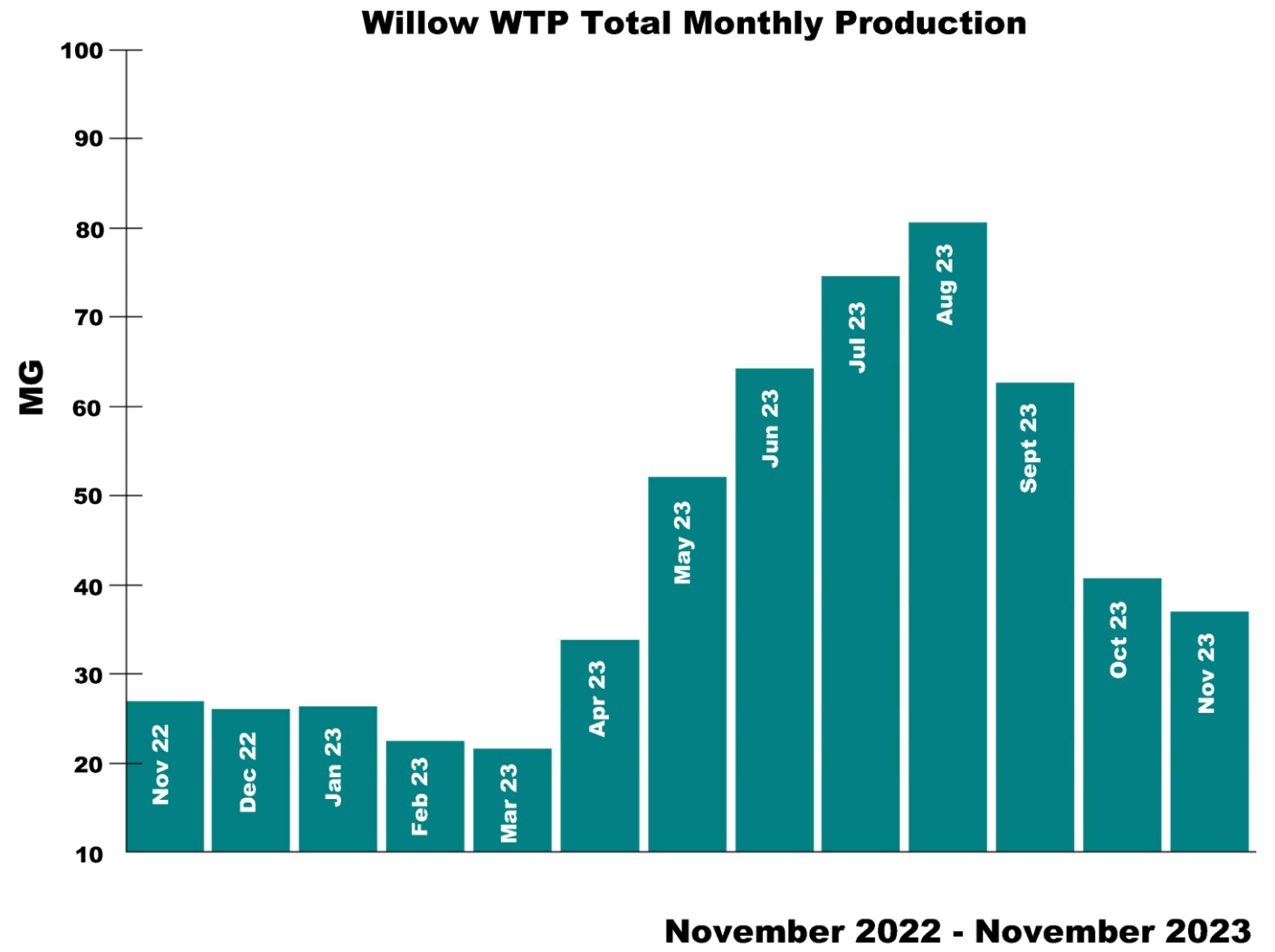
Down for
Repairs

Water Production & Chemicals

Willow WTP	Production (MG) 36.99	Chemicals (gal) (Sodium Hypochlorite) 2,812
Newport WTP	Production (MG) 33.49	Chemicals (gal) (Sodium Hypochlorite) 1,115
TOTAL	Production (MG) 70.48	Chemicals (gal) (Sodium Hypochlorite) 3,927

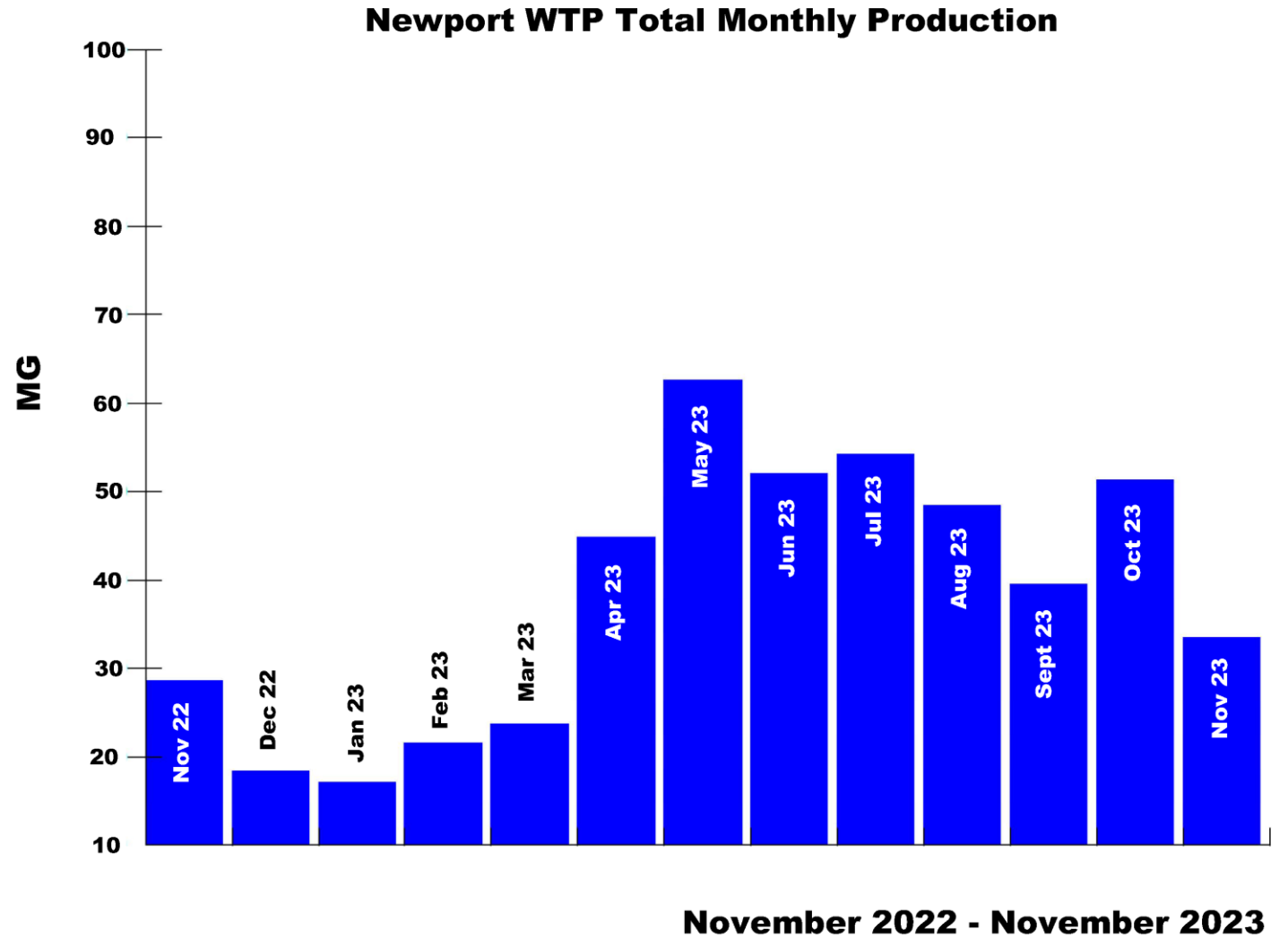
Water Production - Willow

Total Monthly Production



Water Production - Newport

Total Monthly Production



Water Compliance

Coliform Samples Collected: 20

Coliform Positive Results: 0

Water Quality Complaints: 0

Hydrant Flushing: 0

Valve Exercising: 0

Lift Station Status

A

Active

C

Active

D

Active

E

Active

F

Active

G

Active

H

Active

J

Active

R

Active

S

Active

Newport

Active

Lakeshore

Active

Lakes

Active

Lakes 4

Active

Bixler

Active

Wastewater Flow & Chemicals

WW Plant 2

Total Flow (MG)

33.97

Influent Flow avg. (MG)

1.20

Discharge Flow avg. (MG)

1.13

Last Year Flow (MG)

31.24

Polymer (gal)

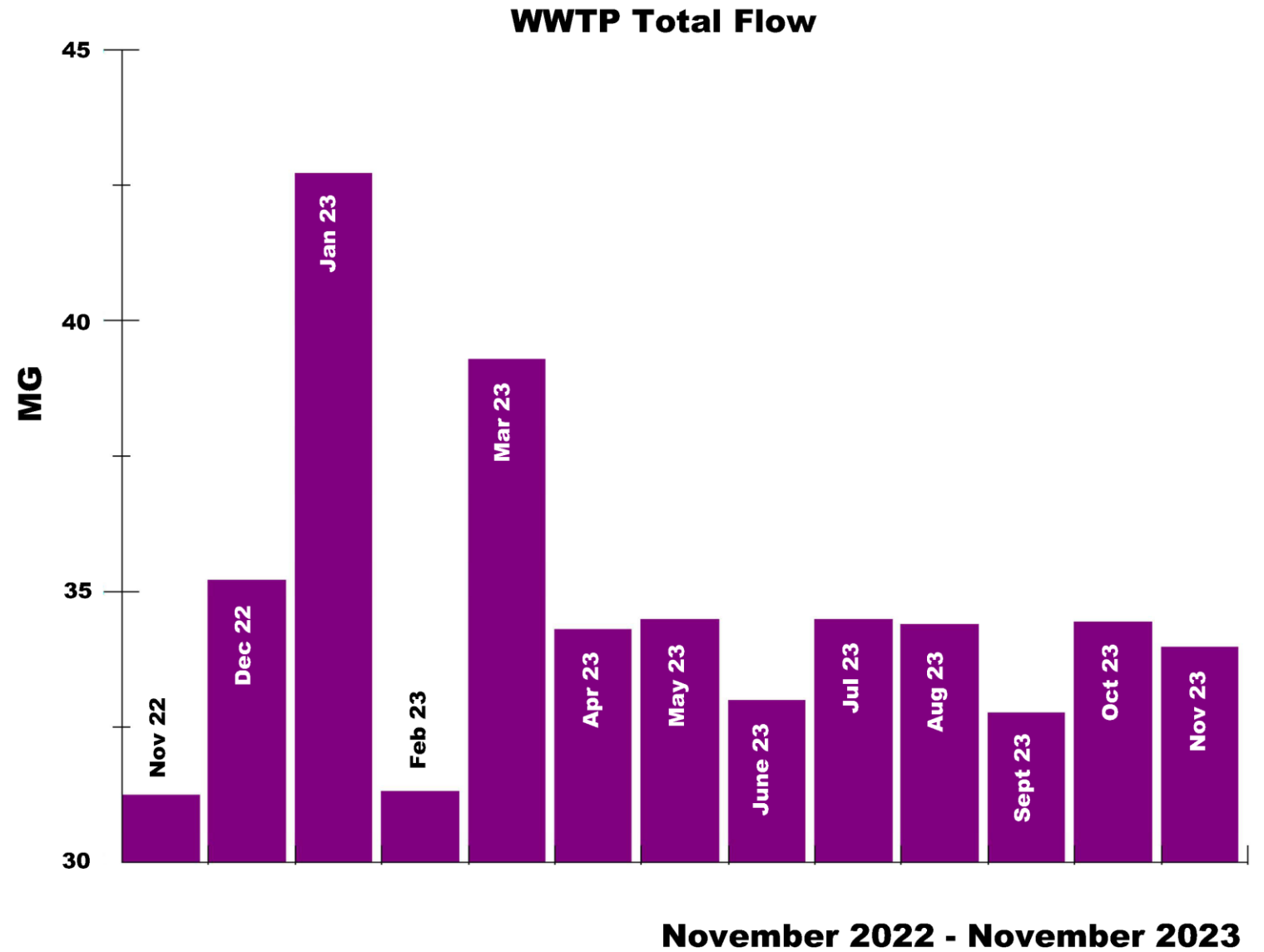
600

Alum (gal)

0

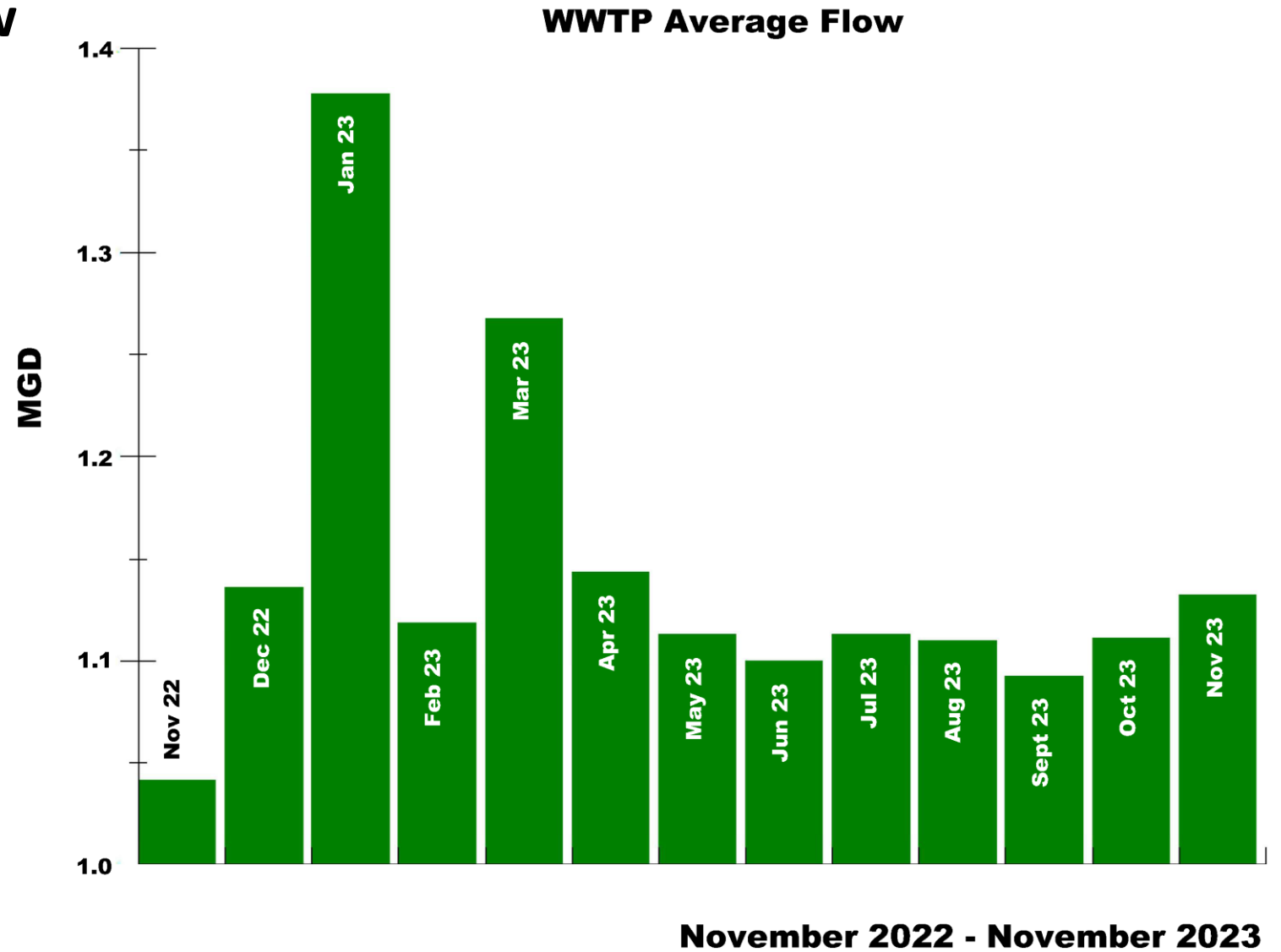
WWTP 2

Total Monthly Flow



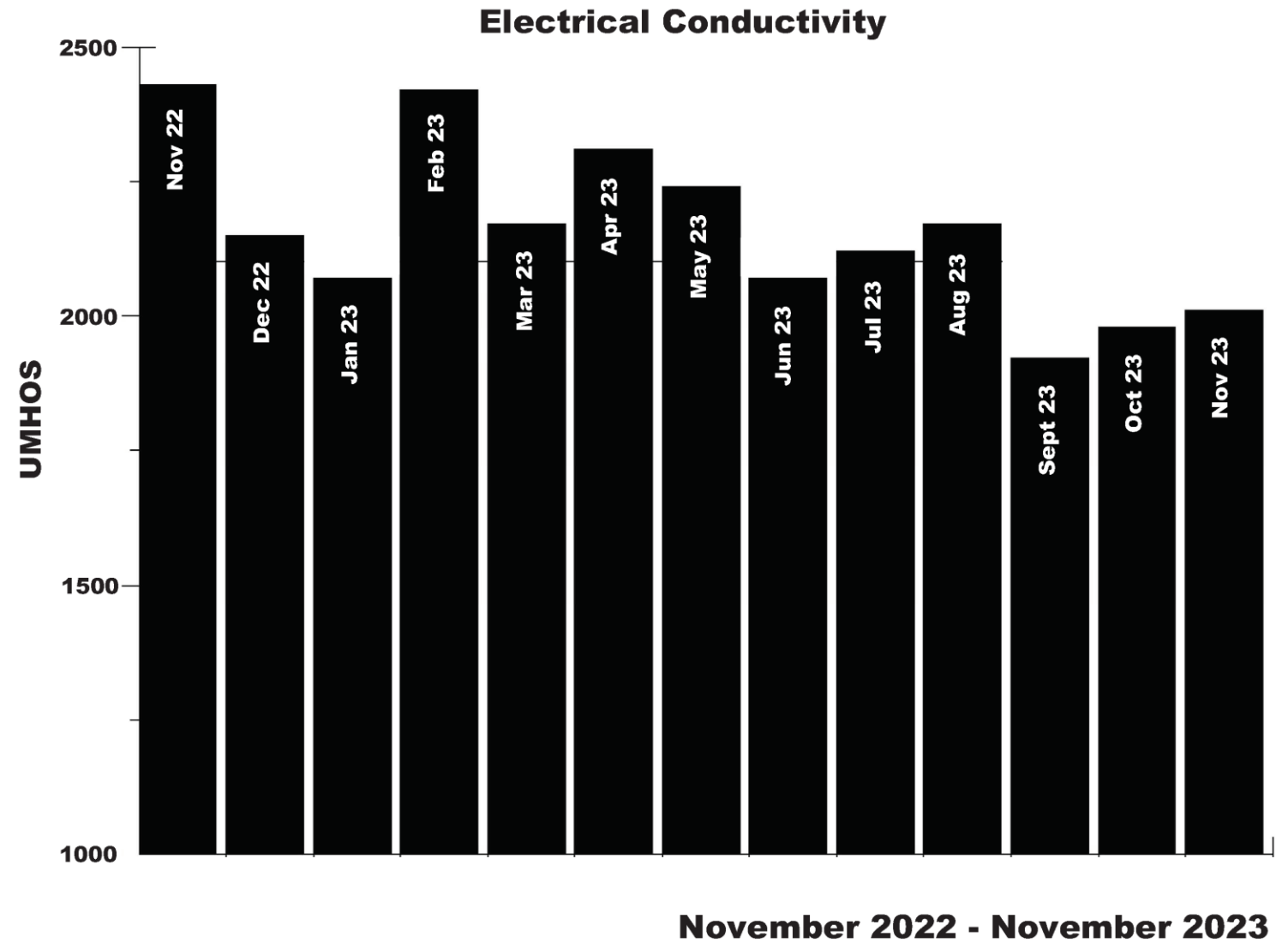
WWTP 2

Average Discharge Flow



WWTP 2

Monthly Conductivity



Wastewater Compliance

Effluent BOD₅, mg/L < 10: 1.0

Effluent TSS, mg/L < 10: 0.7

Total Coliform 7 day median < 2.2: <2

Total Coliform daily max < 23: <350

Eff NTU daily avg < 2: 0

Eff Ammonia (N), mg/L < 8.4: ND

Removal BOD₅, monthly > 85%: 99.6%

Removal TSS, monthly > 85%: 99.6%

Conductivity annual avg < 2,400: 2,135

Nitrates monthly < 38: 5

Maintenance & Improvements

SSOs: 0

Customer Inquires: 0

The public may attend the Board meeting in person and remotely via call-in or Zoom. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at www.contracosta.ca.gov. Meetings of the Board are closed-captioned in real time.

Persons who wish to address the Board during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing 888-278-0254 followed by the access code 843298#. A caller should indicate they wish to speak on an agenda item by pushing "#2" on their phone. Persons who wish to address the Board in person should complete the form provided for that purpose. Access via Zoom is also available using the following link: https://cccouny-us.zoom.us/j/87344719204. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. To provide contact information, please contact Clerk of the Board at clerkoftheboard@cob.cccounty.us or call 925-655-2000. A Spanish language interpreter is available to assist Spanish-speaking callers. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the Board will continue the meeting in person without remote access.

Public comments generally will be limited to two minutes per speaker. In the interest of facilitating the business of the Board, the total amount of time that a member of the public may use in addressing the Board on all agenda items is 10 minutes. Your patience is appreciated.

A lunch break or closed session may be called at the discretion of the Board Chair. Staff reports related to open session items on the agenda are also accessible online at www.contracosta.ca.gov.

1:00 P.M. Convene and call to order

1. **CONSIDER CONSENT ITEMS (Items listed as C.1 through C.3 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Director. Items removed from the Consent Calendar will be considered with the Discussion Items.**

2. **DISCUSSION ITEMS**

D.1 CONSIDER accepting a report from the Fire Chief providing a status summary 23-1027 for ongoing Fire District activities and initiatives. (No fiscal impact) (Lewis T. Broschard III, Fire Chief)

Attachments: FC REPORT - December 5, 2023

D.2 PUBLIC COMMENT (2 Minutes)

3. **CONSENT ITEMS**

C.1 RATIFY the Fire District's grant application; and APPROVE and AUTHORIZE 23-1028 the Fire Chief, or designee, to accept grant funding from the State Homeland Security Grant Program, in an amount not to exceed \$374,000, for the purchase of regional hazardous material equipment. (100% Federal)

C.2 RATIFY the Fire District's grant application; and APPROVE and AUTHORIZE 23-1029 the Fire Chief, or designee, to accept grant funding from the State Homeland Security Grant Program, in an amount not to exceed \$305,000, for the purchase of gas detection devices. (100% Federal)

*Peak fire @ 10:00, now fuel abatement
Ambulance offload times improved at Sutter Delta
50% reduction in time
Arson arrests county
New public information offices*

C.3 APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a lease amendment with Frank E. Nunes to extend the lease of 1019 Garcia Ranch Road, currently being used as Fire Station 19, through December 31, 2028. (100% CCCFPD General Operating Fund)

23-1030

Attachments: Garcia Ranch Rd Martinez - Second Amendment to Lease.pdf

1.38
4.

ADJOURN in memory of Firefighter John Martinez

ADVISORY COMMISSION

The Contra Costa County Fire Protection District Advisory Fire Commission is scheduled to meet next on Monday, December 11, 2023, at 7:00 p.m. at their Administrative Office, 4005 Port Chicago Highway, Suite 250, Concord, CA 94520.

AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.