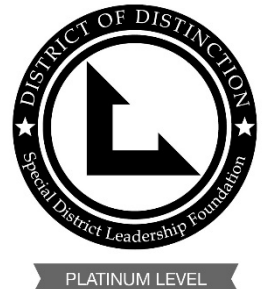




TOWN OF DISCOVERY BAY

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.