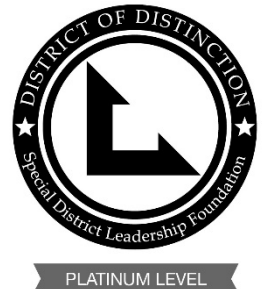




# TOWN OF DISCOVERY BAY

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 August 7, 2024 7:00 P.M.

#### REGULAR MEETING 7:00 P.M.

1. Consider and Approve Request of Director Graves to attend meeting remotely under the “Emergency Circumstances” of AB 2449

Director Porter made a motion to approve.

Director Gutow seconded.

Vote: Motion carried – AYES: 3 -Graham, Gutow, Porter, NOES: 0, ABSTAINED: 0,

ABSENT: 1 - Callahan.

#### A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Called business meeting to order 7:00 p.m.
2. Director Gutow led the Pledge of Allegiance.
3. Roll Call was taken, and President Callahan was absent. Director Graves joined remotely.

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

- The speaker is a tennis player and heard that a decision was made to convert two tennis courts to pickleball courts. He does not want to lose courts #1 and #2 to pickleball.

#### 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 Register of District Invoices.

Director Gutow made a motion to approve the consent calendar.

Director Porter seconded.

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

ABSENT: 1 - Callahan.

#### D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report  
None.

2. Sheriff's Office Report

Presented by Lt. Charlene Jacquez.

- Junior Women's Academy was held in June. She thanked the Board for their support.
- School supplies were collected for students in need.
- National Night Out was August 6<sup>th</sup>. Sheriffs travelled from the Lakes to Clayton with a great turnout.
- Save the dates: Drug Take-Back Event on October 26<sup>th</sup>, Fall Citizens Academy September 11<sup>th</sup>, Waste Collection for Tires August 24<sup>th</sup>.
- 364 calls for service in July.

- 54 police reports were generated.
- Property crimes have increased.
- License Plate Readers (LPR) have been helpful. Brentwood PD posted an informational flyer with a robbery suspect, and a local sheriff found the vehicle on the Discovery Bay LPR. Suspect was apprehended.

### 3. Contra Costa County Code Enforcement

Presented by Larry Tolson, Interim Code Enforcement Manager

- Code Enforcement Manager Joe Losado is on leave.
- Riley Cathain is new Code Enforcement Officer for Discovery Bay.
- Code Enforcement handles issues on private property.
- There will be an RV and boat sweep in the fall.
- There is not currently a noise ordinance in Discovery Bay, but code enforcement is contacted if you call the sheriff with complaints.
- Complaints can be made to (925) 655-2710 or [www.cccounty.us/codecomplaint](http://www.cccounty.us/codecomplaint)

## **E. MUNICIPAL ADVISORY COUNCIL**

1. None

## **F. PRESENTATIONS**

1. None.

## **G. DISCUSSION AND POSSIBLE ACTION**

1. Discussion and Possible Action Regarding the Denitrification Project Closeout and Summary.

Presented by Gregory Harris, District Wastewater Engineer.

- Denitrification Project went out to bid on May 11, 2021.
- Anderson Pacific Engineering Constructors was the lowest bidder for the project.
- Final project cost was \$18,545,067.
- Construction was completed on February 15, 2024.
- Reduction of 422 lbs./day Nitrogen to Old River.
- Project faced COVID/supply chain issues, failure of existing rotors, extreme rain and weather conditions.

Director Porter made a motion to accept the Project Completion Closeout Summary Report.

Director Gutow seconded.

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

ABSENT: 1 - Callahan.

2. Discussion and Possible Action Regarding Approving Stantec Consulting Inc.'s Proposal to Update the Town's Existing Wastewater Operations and Maintenance (O&M) Manual.

Presented by Gregory Harris .

- The Town is required to maintain an Operations and Maintenance (O&M) Manual for the wastewater facilities as part of the National Pollutions Discharge Elimination System (NPDES) Permit.
- This was previously brought to the Water and Wastewater Committee.
- Recent changes to the wastewater facilities have left the current manual out of date.
- Stantec's submitted a quote for \$90,000 to update the manual.
- Herwitt will need approximately \$10,000 of support assistance to Stantec.

Director Porter made a motion to approve staff's recommendation to approve proposal for Stantec

Consulting Inc. to update the Town's Operations and Maintenance Manual in the amount of \$90,000, authorize the General Manager to execute a contract with Stantec to update the Wastewater Operation and Maintenance Manual, and authorize the General Manager to execute any additional change orders to Stantec for up to 10% of the contract value.

Director Gutow seconded.

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

#### **H. MANAGER'S REPORT**

##### 1. Community Center and Recreation Updates.

Presented by General Manager Dina Breitstein.

- Swimming lessons continue to be popular.
- Mermaid School starts Saturday, September 14<sup>th</sup>.
- Recreation swim continues on weekends through September 29<sup>th</sup>.
- Water Aerobics and Lap Swim continue through end of October.
- Friday, August 16<sup>th</sup> is the final Flik n Float. The movie is Toy Story.

#### **I. GENERAL MANAGER'S REPORT**

Presented by General Manager Dina Breitstein.

##### 1. Policy Updates

- Policy updates will be coming to future Internal Operations Committee and Board of Director meetings.

##### 2. Fire Mitigation Updates

- Water and Wastewater and Landscape crews worked together to clear brush to mitigate hazards.

#### **J. DIRECTOR REPORTS**

##### 1. Committee Reports

###### a. Finance Committee Meeting (Committee Members Carolyn Graham and Ashley Porter)

Director Porter reported the committee discussed FY 2024 Annual Reserve Report, and capacity and connection fee report.

###### b. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter)

Director Porter reported the committee discussed the items brought to the Board meeting.

#### **K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS**

None.

#### **L. CORRESPONDENCE**

None.

#### **M. LEGAL REPORT**

##### 1. Update on Mobile Modular Contract Terms

Presented by General Manager Dina Breitstein.

- Mobile Modular contract has been completed.

**N. FUTURE AGENDA ITEMS**

None.

**O. ADJOURNMENT**

1. Adjourned at 7:49 p.m. to the next Regular Meeting of the Board of Directors on August 7, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.