



**TOWN OF DISCOVERY BAY**  
A COMMUNITY SERVICES DISTRICT  
SDFL Platinum-Level of Governance



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

**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
AGENDA PACKET**

**Regular Board Meeting  
Wednesday, October 6, 2021**

-  
**7:00 P.M. Regular Board Meeting**

**Community Center  
1601 Discovery Bay Boulevard**

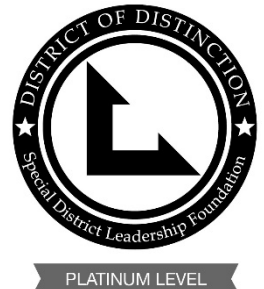




# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## SDLF Platinum-Level of Governance



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

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday October 6, 2021  
REGULAR MEETING 7:00 P.M.**

**NOTICE  
Coronavirus COVID-19**

The Town of Discovery Bay Community Services District Board Chambers will be open to the public as well as attendance by video conference and telephone for this meeting. Masks are required for in person attendance. On September 16, 2021, Governor Newsom signed into law AB 361, enabling public agencies to continue using teleconferencing with modified notice and physical access requirements for public meetings during a proclaimed State of Emergency.

In response to the current proclaimed State of Emergency, 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 ATTEND IN PERSON:** Masks are required to be worn inside the building.

**TO ATTEND BY WEBINAR:**

**Please register for Regular Meeting of the Board of Directors at:** *(copy and paste into your browser the registration URL)*

**Registration URL:** <https://register.gotowebinar.com/register/1072333217085849102>

**Webinar ID#** 208-989-475

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

**For listen only mode dial:** (562) 247-8321 **ID#** 600-436-288

**If there is any disruption to the meeting due to unforeseen circumstances we will continue via teleconference.**

**TO ATTEND BY TELECONFERENCE**

**Toll-free Dial-in Number** (877) 778-1806

**CONFERENCE CODE** 891949

**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 September 15, 2021, Regular Board of Directors DRAFT Meeting minutes.
2. Approve Register of District Invoices.

**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. Presentation from BAC Community Bank.

**F. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action Regarding the Annual Review of Board Policies.
2. Discussion and Possible Action to Approve Establishment of Bank Account at Bank of Agriculture (BAC Bank) as Depository for DB L&L Zone #9.
3. Discussion and Possible Action to Approve the Amended Contract with the Greater Valley Conservation Corps for Maintenance of Town and Town Maintained Parks.
4. Discussion and Possible Action Regarding Teleconference During a Proclaimed State of Emergency.

**G. MANAGER'S REPORT**

1. Pool Update.
2. Clipper Drive Grant Update.
3. Competitive Grant Submission.

**H. GENERAL MANAGER'S REPORT**

**I. DIRECTOR REPORTS**

1. Standing Committee Reports.
  - a. Internal Operations Committee Meeting (Committee Members Michael Callahan and Carolyn Graham) October 6, 2021.
  - b. Finance Committee Meeting (Committee Members Kevin Graves and Bryon Gutow) October 6, 2021.
  - c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) October 6, 2021.
2. Other Reportable Items.

**J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS**

1. ECCFPD Agenda Meeting – September 16, 2021 – Vice President Kevin Graves.
2. TriDelta Transit Agenda Meeting – September 22, 2021 – Director Carolyn Graham.

**K. CORRESPONDENCE RECEIVED**

**L. FUTURE AGENDA ITEMS**

**M. ADJOURNMENT**

1. Adjourn to the regular meeting on October 20, 2021, 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



PLATINUM LEVEL

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

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday September 15, 2021  
REGULAR MEETING 7:00 P.M.**

**NOTICE  
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-08-21, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board will hold public meetings via teleconferencing as Board Chambers remain closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting as follows:

**TO ATTEND BY WEBINAR:**

Please register for Regular Meeting of the Board of Directors at: *(copy and paste into your browser the registration URL)*

Registration URL: <https://attendee.gotowebinar.com/register/7199887329425679886>  
Webinar ID# 938-878-027

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

For listen only mode dial: (415) 655-0052 ID# 315-017-733

If there is any disruption to the meeting due to unforeseen circumstances we will continue via teleconference.

**TO ATTEND BY TELECONFERENCE**

Toll-free Dial-in Number (877) 778-1806  
CONFERENCE CODE 891949

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 – Led by Director Ashley Porter.
3. Roll Call – All present.

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

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.

1. Approve August 26, 2021, Special Board of Directors DRAFT Meeting minutes.
2. Approve September 1, 2021, Regular Board of Directors DRAFT Meeting minutes
3. Approve Register of District Invoices.
4. Approve Destruction of Town of Discovery Bay Inactive Records.

Motion made by Vice President Kevin Graves to approve items on the Consent Calendar as presented.  
Second by Director Ashley Porter.

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

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

#### **E. PRESENTATIONS**

1. Monthly Water and Wastewater Report from Veolia – August 2021.

Veolia Project Manager Anthony Harper reported on water and wastewater operations for the month of August 2021. Water samples have been submitted as required and results continue to comply with state regulations. All lift stations are active. Plant No. 1 is not currently in service. Upon the request of Director Carolyn Graham, Veolia Project Manager Harper explained conductivity as it relates to water and wastewater functions.

President Bryon Gutow and Vice President Kevin Graves discussed past figures of conductivity. Vice President Kevin Graves advised he is happy to see Veolia is monitoring the numbers closely.

Veolia Project Manager Harper advised the Board that California adopted the Revised Total Coliform Rule which becomes effective on October 1, 2021. This rule requires all Public Water Systems (PWSs) submit a new Bacteriological Sample Plan (BSP). This plan will specify where in the distribution system bacteriological samples will be collected to ensure they are representative of the water quality in the Town's system. The Town's draft of the BSP has been submitted and approved by the state. State has asked to relocate some of the sample sites to be more translucent in the collection of monthly samples.

#### **F. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action Regarding the Resignation of Michael Davies as General Manager.

General Manager Mike Davies submitted his resignation as Town of Discovery Bay Community Service District's General Manager effective October 2, 2021. He stated that his tenure over the nearly five years as General Manager has been an honor and privilege. He thanked the Board for guiding him through his growth in his role. He expressed gratitude to the staff of Town of Discovery Bay. General Manager Mike Davies indicated the staff is high-spirited, has high morale and are very competent. General Manager Mike Davies requested the Board accept his resignation.

Director Carolyn Graham expressed gratefulness for everything General Manager Mike Davies has done for Town of Discovery Bay.

President Bryon Gutow added that working with General Manager Mike Davies has been rewarding and appreciates the guidance he provided.

General Manager Mike Davies expressed complete confidence in his successor.

Vice President Kevin Graves conveyed that General Manager Mike Davies was hired for his exceptional administrative skills and educational background in hopes of leading Town of Discovery Bay into a strong infrastructure. Vice President Kevin Graves detailed General Manager Mike Davies has excelled in all expectations set forth by the Board which hired him.

Legal Counsel Andy Pinasco advised General Manager Mike Davies that he has learned a lot from him and General Manager Mike Davies has been instrumental in his growth.

Motion made by Vice President Kevin Graves to accept the resignation of Mike Davies as General Manager for the Town of Discovery Bay.

Second by Director Ashley Porter.

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

2. Discussion and Possible Action Regarding the Appointment of a General Manager and Approval of the General Manager's Employment Contract.

President Bryon Gutow announced that Assistant General Manager Dina Breitstein has accepted the offer of Town of Discovery Bay General Manager. Dina Breitstein has been presented with a contract.

Assistant General Manager Dina Breitstein expressed excitement to lead the organization. She indicated she is thankful for the opportunity.

General Manager Mike Davies advised the Board the compensation amount for the General Manager contract is \$158,500 annually. Staff is requesting Board approval of the contract for the new General Manager of Town of Discovery Bay.

Motion made by Vice President Kevin Graves to approve the contract that has been agreed upon between legal counsel, existing General Manager Mike Davies and the new General Manager, Dina Breitstein.

Second by Director Carolyn Graham.

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

3. Discussion and Possible Action to Authorize Stantec Consulting to develop the Impacts on Wastewater Treatment Plant No. 2 and prepare a Water Reuse Feasibility Study for the Cechinni Ranch and other Proposed Development.

Water and Wastewater Manager Aaron Goldsworthy advised this item will allow Stantec to develop additional flow and load changes on the existing wastewater treatment plant and to estimate what level of reclaimed water use can be achieved for the planned retirement community at Cechinni ranch and a few infill parcels. It is staff's recommendation that the Board authorize the General Manager to execute the Town's Standard Professional Service Agreement with Stantec Consulting to develop the impacts on Wastewater Treatment Plant No. 2 and prepare a Water Reuse Feasibility Study for the Cechinni Ranch and other proposed development in the amount of \$25,000.

Vice President Kevin Graves requested clarification on the proposition that this development would be a retirement community due to the difference in consumption levels of water.

Water and Wastewater Manager Aaron Goldsworthy stated that he was under the impression that this project would be a retirement/ Active Adult Community.

Upon the request of President Bryon Gutow, Water and Wastewater Manager Aaron Goldsworthy explained the flow and load impact on the development of the wastewater plant.

Motion made by Vice President Kevin Graves to approve that General Manager be authorized to execute the Town's Standard Professional Service Agreement with Stantec Consulting to develop the impacts on Wastewater Treatment Plant No. 2 and prepare a Water Reuse Feasibility Study  
Second by Director Ashley Porter.

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

**G. MANAGER'S REPORT**

**H. GENERAL MANAGER'S REPORT**

**I. DIRECTOR REPORTS**

Director Carolyn Graham gave report of California Special District Association Conference she attended August 30, 2021 – September 2, 2021. Discussion topics included social media, strategic planning and coordination between the General Manager and the Board. Director Carolyn Graham added that listening to other attendees has helped her grow confidence in the direction Town of Discovery Bay is going.

**J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS**

Vice President Kevin Graves advised of his participation in the East Contra Costa Fire Protection District meeting on September 8, 2021, and the Contra Costa County Aviation Committee and the meeting on September 9, 2021.

Vice President Kevin Graves advised of the continued effort to generate a new contract for the consolidation of the East Contra Costa Fire Protection District into Contra Costa Fire since the removal of Rodeo, CA.

**K. CORRESPONDENCE RECEIVED**

1. Notice of Intent to Render Administrative Decision – Contra Costa County.

**L. FUTURE AGENDA ITEMS**

**M. ADJOURNMENT**

1. Adjourned at 7:26 p.m. to the regular meeting on October 6, 2021, 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"*

## STAFF REPORT

Meeting Date

October 6, 2021

**Prepared By:** Julie Carter, Finance Manager & Lesley Marable, Accountant  
**Submitted By:** Michael R. Davies, 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** \$ 808,503.14

**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: C-2



**Request for Authorization to Pay Invoices**  
**For The Meeting On October 6, 2021**  
**Town of Discovery Bay CSD**  
**Fiscal Year 7/21 - 6/22**

Veolia Water North America	\$381,630.40
J.W. Backhoe & Construction, Inc.	\$131,037.56
Pacific Gas & Electric	\$127,929.37
Town of Discovery Bay CSD	\$64,214.23
Luhdorff & Scalmanini	\$19,249.50
BrightView Landscape Services, Inc.	\$16,575.00
City Of Brentwood	\$8,641.34
Neumiller & Beardslee	\$7,140.00
Office Team	\$6,563.84
Badger Meter	\$5,453.03
San Joaquin County Office Of Ed	\$5,000.00
Precision IT Consulting	\$4,273.50
Univar Solutions USA Inc.	\$3,212.23
MDRR-Discovery	\$3,178.73
InContext	\$3,055.92
California State Lands Comm.	\$2,878.43
Janitorial Plus	\$2,815.00
Paul E. Vaz Trucking, Inc.	\$2,412.93
Brentwood Press & Publishing	\$1,604.00
Bob Murray & Associates	\$1,585.36
Bill Brandt Ford	\$1,304.09
Watersavers Irrigation Inc.	\$1,259.93
Express Employment Professionals	\$848.26
Ashley Porter	\$690.00
Bryon Gutow	\$690.00
Carolyn Graham	\$690.00
Kevin Graves	\$690.00
Belcorp AG	\$636.15
Michael Callahan	\$575.00
SDRMA	\$500.00
Office Depot	\$478.71
Boat Safe America	\$371.25
Luis Mora	\$249.00
Pacific Display, Inc.	\$209.54
Dog Waste Depot	\$163.75
UniFirst Corporation	\$143.81
ULINE	\$142.92
Denalect Alarm Company	\$105.00
Discovery Bay Designs	\$79.63
Water Utility Refund Customer	\$71.46
Discovery Pest Control	\$70.00
County Of Contra Costa, Dept of Info Tec	\$59.25
Verizon Wireless	\$25.02

---

\$808,503.14



Town of Discovery Bay

1-877-226-5820

[www.bankbac.com](http://www.bankbac.com)

Member  
**FDIC**



# Company History

In operation since 1965, BAC Community Bank is a privately held, family owned, full service bank headquartered in Stockton, CA. Arthur Berberian was an original founding member. Arthur's son Ronald A. Berberian is the Bank's President, Chairman of the Board, and sole shareholder.

BAC is financially strong and enjoys the distinction of holding the 18th oldest bank charter in California. The Bank has branches in 3 counties, stretching from San Joaquin and Stanislaus Counties through Eastern Contra Costa County. With assets over \$800 million and 115 employees, the Bank provides deposit account solutions, loan products and digital services.

# A Reputation of Strength and Excellence



Rated one of the nation's safest banks by nationally recognized bank rating firms.

\* *A 5-Star, Superior Bank by BauerFinancial, Inc.*

\* *The Findley Reports – Super Premier Performer*

\* *Veribanc's Blue Ribbon Bank® Commendation of Excellence for "exceptional attention to safety, soundness and financial strength"*



# Town of Discovery Bay Deposit Insurance

By federal law, all municipal / public funds held by an FDIC insured financial institution must be collateralized by the bank's assets. For the Town of Discovery Bay as well as all our other municipal depositors, we support the insurance on these deposits by a Letter of Credit from the Federal Home Loan Bank at 105% of the amount on deposit. Based upon this arrangement, there is no risk of loss to the Town of Discovery Bank or any other of our municipal depositors.

# Other BAC Municipal Customer

Reclamation District 799

Stockton Port Authority

Eastern Contra Costa Transit Authority

Bethel Island Municipal Improvement District

Iron House Sanitary District

State of California 2<sup>nd</sup> District

County of San Joaquin



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

October 6, 2021

**Prepared By:** Maddie Kibriya, Executive Assistant  
**Submitted By:** Dina Breitstein, General Manager

### Agenda Title

Discussion and Possible Action Regarding the Annual Review of Board Policies.

### Recommended Action

Provide Staff input, if any, as to the need to adopt new Board policies and/or amendments to existing Board Policies.

### Executive Summary

Since the inception of the Town of Discovery Bay in 1998, the Board of Directors has adopted thirty (30) policies and or procedures that were developed to provide administrative and internal controls as well as identify the Board's policy on a wide range of organizational issues. A complete list of policies and the dates established and/or amended, is attached to this report.

As a best practice, Staff regularly reviews existing Board Policies and brings actions before the Board regarding the need to adopt new Board Policies and/or amendments to existing Board Policies. Since last reviewed in 2018, the Board adopted three (3) new Policies and amended fourteen (14) additional Policies.

An annual review of the Town's Policies is an important step in making sure that the adopted Policies of the Board of Directors remain pertinent and continue to be relevant. The annual review also provides an opportunity for the public to review the Policies and provides an additional level of transparency.

All Board Policies are posted to the Town's website at <https://www.todb.ca.gov/town-discovery-bay-board-policies>

If the Board makes a recommendation for a new policy or amendment, staff's first submittal will be to the appropriate committee for discussion.

This annual review will be reflected in the minutes and is a requirement for Special District Leadership Foundation's District of Distinction recertification.

### Previous Relevant Board Actions for This Item

Regular Board Meeting of June 6, 2018  
Regular Board Meeting of January 20, 2016

### Attachments:

List of TODB Board Policies

AGENDA ITEM: F-1

## List of TODB Board Policies

<u>Program Area</u>	<u>Policy Number</u>	<u>Resolution Number</u>	<u>Policy Name</u>	<u>Date Established</u>	<u>Date Amended</u>
Board	<a href="#">1</a>	2016-19	Conflict of Interest - Amended Every 2 years	01/28/98	10/17/18
Board	<a href="#">2</a>	2018-01	Bylaws	03/25/98	12/16/20
Finance	<a href="#">3</a>	2012-02	Investment Policy	07/01/98	01/18/12
Board	<a href="#">4</a>	2018-01	Board Policy	06/19/02	02/21/18
Administrative	<a href="#">5</a>		Personnel Manual	08/20/03	10/07/20
Administrative	<a href="#">6</a>	2008-01	Retention, Destruction of Audio	12/06/06	01/16/08
Administrative	007	2008-11	Injury and Illness Prevention Program Policy	09/17/08	Replaced with Policy 021
Administrative	<a href="#">8</a>	2014-02	Reimbursement of Expenses and Travel Policy	12/16/09	03/07/18
Administrative	<a href="#">9</a>	2010-03	Identity Theft Prevention Program	05/19/10	N/A
Administrative	<a href="#">10</a>	2010-14	Website Policy	09/01/10	N/A
Finance	<a href="#">11</a>	2010-15	Purchasing and Procurement Policy	11/03/10	03/04/20
Parks and Landscaping	<a href="#">12</a>	2013-13	Park Rules Regulations	04/20/11	11/04/20
Parks and Landscaping	<a href="#">13</a>	2016-17	Park & Facility Usage & Rental Policy	04/20/11	05/03/17
Finance	<a href="#">14</a>	2012-03	Reserve Fund Policy	01/04/12	N/A
Finance	<a href="#">15</a>	2012-05	Disposition of Surplus Property	02/01/12	03/04/20
Administrative	<a href="#">16</a>	2013-01	Introductory Period for Newly Hired Employees	01/02/13	N/A
Administrative	<a href="#">17</a>	2013-06	Vehicle Use Policy	03/20/13	N/A
Board	<a href="#">18</a>	2013-23	California Public Records Act	12/04/13	N/A
Administrative	<a href="#">19</a>	2014-03	Drug and Alcohol Policy	01/22/14	08/01/18
Parks and Recreation	<a href="#">20</a>	2015-01	Volunteer Policy and Forms	01/14/15	01/14/15
Administrative	<a href="#">21</a>	2014-19	Injury and Illness Prevention Program Policy	09/17/08	06/17/21
Parks and Recreation	<a href="#">22</a>	2014-21	District Recreation Facilities Alcohol Policy	09/03/14	09/18/19
Board	<a href="#">23</a>	2015-11	Policy for Facility Naming	06/17/15	N/A
Board	<a href="#">24</a>	2015-16	Use of Town Owned Equipment for local Non-Profits	09/02/15	N/A
Water Utility	<a href="#">25</a>	2016-07	Fire Hydrant Policy	06/01/16	06/01/16
Finance	<a href="#">26</a>	2017-03	Debt Management Policy	01/18/17	01/18/17
Board	<a href="#">27</a>	2017-17	Claims Policy and Procedure	09/06/17	09/06/17
Board	<a href="#">28</a>	2019-01	Regulations for District Message Board	03/06/19	03/06/19
Water Utility	<a href="#">29</a>	2019-07	Public Works Contracts	06/19/19	06/19/19
Finance	<a href="#">30</a>	2020-01	Discontinuation of Residential Water Service for Nonpayment.	01/15/20	01/15/20





# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**  
October 6, 2021

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

### Agenda Title

Discussion and Possible Action to Approve Establishment of Bank Account at Bank of Agriculture (BAC Bank) as Depository for DB L&L Zone #9.

### Recommended Action

Staff recommends that the Board approve Resolution 2021-14 Authorizing Establishment of Bank Account with Bank of Agriculture and Commerce (BAC BANK) as Depository for DB L&L Zone #9.

### Executive Summary

DB L&L Zone 9 funds are held in depository with the Contra Costa County Treasurer ("County"). Currently, Staff submits payment requests to the County on behalf of DB L&L Zone 9 to fund its operations.

The Town of Discovery Bay Community Service District ("TODBCSD") will be transferring the treasury duties handled by the County to Town Staff. In order receive and disperse DB L&L Zone 9 funds, the District will need to open a bank account.

TODBCSD maintains bank accounts for other funds within in the District at Bank of Agriculture (BAC Bank). It is Staff's recommendation that the funds for DB L&L Zone 9 be held at BAC Bank.

**Fiscal Impact: Yes**

**Amount Requested: 0**

**Sufficient Budgeted Funds Available?: Yes**

**Prog/Fund # Category:**

**Previous Relevant Board Actions for This Item**

**Attachments:**

Resolution 2021-14

AGENDA ITEM: F-2



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2021-14**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
AUTHORIZING ESTABLISHMENT OF BANK ACCOUNT WITH  
BANK OF AGRICULTURE AND COMMERCE (BAC BANK)  
AS DEPOSITORY FOR DB L&L ZONE #9**

WHEREAS, The Town of Discovery Bay Community Service District (TODBCSD) provides a holding place for deposited funds for current and future Lighting and Landscaping Zone 9 operations and business projects; and

WHEREAS, a bank account shall be established to hold such funds; and

WHEREAS, the funds deposited to the TODBCSD for Lighting and Landscaping Zone 9 operations and business projects, are tendered to TODBCSD in trust and shall be restricted funds and can only be expended in their restricted enterprise; and

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

SECTION 1. That the Board of Directors of the TODBCSD authorize the establishment of a Lighting and Landscaping Zone 9 Fund for purposes of holding and dispersing deposits received from assessments.

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

PASSED, APPROVED AND ADOPTED THIS 6<sup>h</sup> DAY OF OCTOBER, 2021.

---

Bryon Gutow  
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 October 6th, 2021, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Dina Breistein  
Board Secretary



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

October 6, 2021

**Prepared By:** Bill Engelman, Parks and Landscape Manager

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

### Agenda Title

Discussion and Possible Action to Approve the Amended Contract with the Greater Valley Conservation Corps for Maintenance of Town and Town Maintained Parks.

### Recommended Action

Authorize the General Manager to execute all contracts.

### Executive Summary

The California Conservation Corps ("Corps") is a statewide program that allows the Corps to hire 18-25-year-old young adults to be engaged in Community beautification and Natural Resource projects. There are many branches throughout the State, and our region houses the Greater Valley Conservation Corps.

At the September 1, 2021 Board of Director's meeting, the Board voted to award a park maintenance contract to the Corps to maintain our Town parks and Community Center. The contract was never executed because the Corps discovered an error in their cost calculations during the signature process. The initial contract amount was \$43,050. The correct amount was upwards of \$100,000. The District was immediately notified of the calculation error.

Staff requested a corrected contract for review. The new contract would provide the services to maintain our parks with a 4-member crew for 16 weeks. The District was given the option to develop the maintenance schedule that would best benefit the Town.

Staff reviewed the contract and analyzed if utilizing the Corp would remain a benefit to the landscape department. Staff found that:

- After analyzing the benefits vs. cost, it is still worth moving forward and developing a system that allows us to be more efficient in our overall maintenance strategy.
- It is determined that an on-call crew of four is more efficient than hiring one fully burdened landscape worker.
- Utilizing the Corps to offset the District landscape maintenance is still beneficial.

Staff requests that the Board approve the amended contract to Greater Valley Conservation Corps, in the amount of \$60,270, with a total not to exceed \$70,000, for the maintenance of Town Parks.

### Previous Relevant Board Actions for This Item

Contract approval at the September 1 Board of Director's meeting

### Attachments

Sample schedule  
Contract

AGENDA ITEM: F-3

# SAMPLE SCHEDULE

AUGUST						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER							
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

NOVEMBER						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER						
		1	2	3		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY							
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

FEBRUARY						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL							
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

MAY						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY							
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

3  
4

1  
2

5  
6  
7

8  
9  
10

11  
12

13  
14

14 WEEK SAMPLE SCHEDULE  
WITH 2 FLOATER WEEKS



**SJCOE**  
EDUCATE · INNOVATE · INSPIRE



**Date:** September 20, 2021

**To:** Bill Engelman (Parks and landscape Manager)

**Agency:** Town of Discovery Bay

**RE:** Bi-Weekly Landscape Service to parks

**From:** Michael Totten – Greater Valley Conservation Corps LIC # 1075473

**Exhibit A, Attachment 1**

**NOTICE OF PROPOSAL**

San Joaquin County Office of Education (DBA- Greater Valley Conservation Corps)  
Agrees to provide all labor,

**Scope of work Greater Valley Conservation Corps agrees to provide to Town of Discovery Bay services as described herein:**

**Below is the proposal for GVCC to provide weekly service to the following sites and areas.  
Note: GVCC will complete all sites Monday – Thursday (4 - 8 hour days) drive time included.**

- **Town of Discovery Bay Parks**
  1. Community Center: 1601 Discovery Bay Blvd
  2. Cornell Park: 505 Discovery Bay Blvd
  3. Ravenswood Park: Cullen Drive
  4. Slifer Park: Newport Ave and Slifer Dr
  5. Regatta Park: 2514 Foghorn

**SPECIFICATIONS  
LANDSCAPING MAINTENANCE SERVICES**

1. Weekly mow, edge and trim lawns during the growing season and as necessary during the dormant season.
2. Apply necessary and appropriate fertilizer to provide proper growth and color. **Materials purchased By GVCC will be billed back to Sponsor.**
3. Control lawn weeds by use of pre and post emergent herbicides in early spring and early fall. Control weeds in sidewalks and driveway seams adjacent to landscaped areas. Control weeds in flower beds by chemical and manual methods. Beds will be raked as necessary to provide a manicured appearance. Control weeds in non-landscaped areas. All application of chemical herbicides and pesticides will be in compliance with the California Healthy Schools Act of 2000. **Materials purchased By GVCC will be billed back to Sponsor.**
4. Keep shrubs trimmed to generally accepted sizes and shapes. Apply fertilizer as necessary.
5. Maintain ground cover. Provide necessary trimming, feeding, and weed control.
6. Provide control of insects and mildew on ornamentals. Serious outbreaks that may require unusual attention may be charged extra (only with prior consent by purchase order).
7. Gopher control, which includes removing mounds and elimination of gophers as they appear, done in a manner which does not present a safety hazard.
8. Remove all debris generated by landscaping work, including grass clippings. Remove incidental litter when serviced. Blow off sidewalks after each visit. **All debris will be dumped on site. At Discovery Bay Parks and Landscape yard in green waste pile.**
9. Installation of new plants at extra charge **(only with prior consent by purchase order or proposal).**
10. Prune lower branches of trees up to height of eight (8-10) feet. Trim branches and ornamentals away from walkways and parking areas.
11. Lawn irrigation system schedules will be set according to seasonal requirements. Provide repair of sprinklers damaged by contractor. Other required repairs or irrigation system alterations will be charged extra, at the rate of \$42.50 per hour per lead and \$26.50 an hour per corpsmember plus material costs. GVCC will not make any repairs without prior approval from Sponsor. The additional cost for time and materials will be billed at the next billing cycle.

**EXHIBIT B**  
**COMPENSATION**

Sponsor is to compensate Contractor for the Services in Exhibit A of the Agreement pursuant to the following schedule:

- GVCC will provide a Bi-weekly Landscape service to the Town of Discovery Bay Parks and Landscape Division.
- Weekly rate: \$4,305 x 14 weeks = \$60,270

The contract agreed upon will not exceed the lump sum price of **SEVENTY THOUSAND DOLLARS AND ZERO CENTS.**

San Joaquin County Office of Education (DBA-Greater Valley Conservation Corps) **will invoice The Town of Discovery Bay Parks and Landscape Division on the first of each month.** Any questions concerning billing should be brought to the attention of San Joaquin County Office of Education (DBA-Greater Valley Conservation Corps)

P.O Box 213030

Stockton, CA 95213-9030

Attention: Nicholas Mueller

Office: (209) 292-2700







## 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 Special Meeting

Due to COVID-19, this meeting will be conducted via teleconference only (no physical location) pursuant to the Governor's Executive Orders N-25-20 & N-29-20. Directors, 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>

**Thursday, September 16, 2021**

**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://eccfpd.specialdistrict.org/2021-09-16-eccfpd-board-of-directors-special-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. Requests made by mail (sent to Regina Rubier, 150 City Park Way, Brentwood, CA 94513) must be received at least two days before the meeting.

Requests will be granted whenever possible and resolved in favor of accessibility.

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. New Business
  - 4.a. Consider Requesting the Contra Costa Local Agency Formation Commission to Initiate Proceedings for Reorganization into Contra Costa County Fire Protection District  
Staff Report re Resolution to Initiate Proceedings for Reorganization.pdf  
Draft Fire Reorganization Initiating Resolution.pdf  
Exhibit A - Proposed CCCFPD District Boundary.pdf  
Exhibit B - Map and Legal Description.pdf  
Exhibit C - Final Plan for Service CON-CCE 9-8-21.pdf
5. Date and Place of Next Meeting: *Unanimously Voted in favor*  
October 13, 2021  
6:30 p.m.  
Council Chambers  
Brentwood City Hall or via teleconference
6. Adjourn *1:32*

#### 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.



# TRI DELTA TRANSIT

Eastern Contra Costa Transit Authority  
801 Wilbur Avenue • Antioch, California 94509  
Phone 925.754.6622 Fax 925.757.2530

## Board of Directors Meeting Agenda

Wednesday September 22, 2021

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available online: [www.trideltatransit.com](http://www.trideltatransit.com)

On March 12, 2020, in response to the increasing threat posed by the Coronavirus, California Governor Newsom issued Executive Order N-25-20 which suspends meeting requirements of the Brown Act and Bagley-Keene Act.

The order authorizes state and local bodies to hold public meetings by teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local or state agencies.

On June 11, 2021, the Governor issued Executive Order N-08-21 to begin the winding down of 58 executive orders. The provision for waiving all requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting remains in place until September 30, 2021, upon which it will expire subject to individual conditions.”

Members of the Board of Directors or members of the public can attend the meeting from a laptop or a phone:

Click to join Zoom Meeting:

<https://zoom.us/j/99420999810?pwd=d0NlVDdSYjhUQWJyclJlOHdWMG1RUT09>

OR

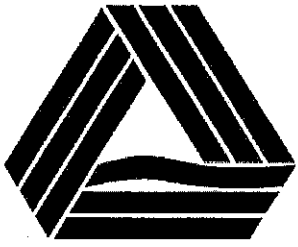
Go to: <https://zoom.us/join>, then enter meeting ID: 994 2099 9810. Then click join. Then enter passcode: 571719

OR

Dial: 1 669 900 6833 US

Meeting ID: 994 2099 9810

- Public comments can be submitted via e-mail to [CEO@trideltatransit.org](mailto:CEO@trideltatransit.org) Comments received one hour prior to the meeting will be distributed to the members of the Board of Directors and summarized in the minutes.



# TRI DELTA TRANSIT

Eastern Contra Costa Transit Authority  
801 Wilbur Avenue • Antioch, California 94509  
Phone 925.754.6622 Fax 925.757.2530

## Board of Directors Meeting Agenda

Wednesday September 22, 2021

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available online: [www.trideltatransit.com](http://www.trideltatransit.com)

Please see the last page of this agenda for:

- Public comment guidelines
- Agenda, staff report, and document availability
- Americans with Disabilities Act information
- Limited English Proficiency (LEP) information
- Anticipated action by the Board of Directors

1. **Call to Order:** Chair Ken Gray
  - a. Roll Call

2. **Pledge of Allegiance**

3. **Public Comment**

While public comments are encouraged and taken very seriously, State law prevents the Board of Directors from discussing items that are not on the meeting agenda. If appropriate, staff will follow up on public comments. Please see Public Comment Guidelines on Page 3 of this agenda.

4. **Chair's Report:** Chair Ken Gray

5. **Consent Calendar (ACTION ITEM):** Minutes, Financial Report, and Marketing Activities Report (*see attachment: tab #1*)

- a. Minutes of the Board of Directors meeting of July 28, 2021
- b. Financial Report
- c. Marketing and Customer Service Activities Report

**Requested Action:** Approve items 5a, 5b, and 5c

6. **CEO's Report:** Jeanne Krieg
  - a. **Operations Report** (*see attachment: tab #2*)

### Board of Directors:

City of Antioch

Lamar Thorpe  
Monica Wilson

City of Brentwood

Joel Bryant  
Barbara Guise

City of Oakley

Sue Higgins  
Anissa Williams \*\*

City of Pittsburg

Merl Craft  
Shanelle Scales-Preston

Contra Costa County

Diane Burgis  
Federal Glover

Member-at-Large

Ken Gray \*

\* Chair: FY 2021-22

\*\* Vice-chair: FY 2021-22

**Board of Directors Meeting Agenda  
Wednesday September 22, 2021**

**7. ACTION and DISCUSSION ITEMS**

**a. ACTION ITEM: FY20-FY29 Short Range Transit Plan Update**

*(see attachment: tab #3)*

**Requested Action:** Adopt Resolution #210922A approving the update to ECCTA's SRTP for FY20-FY29.

**b. ACTION ITEM: Vaccination Requirement for ECCTA Employees and Contract Employees**

*(see attachment: tab #4)*

**Requested Action:** Approve a plan regarding vaccination requirements for employees and contract employees.

**c. ACTION ITEM: ECCTA Safety Plan**

*(see attachment: tab #5)*

**Requested Action:** Adopt Resolution #210922B accepting ECCTA's updated Safety Plan.

**8. Board of Directors Comments**

Under this item, Directors are limited to providing information, asking clarifying questions about matters not on the agenda, responding to public comment, referring matters to staff, or requesting a report be made at another meeting.

**9. Adjourn**

Next Meeting: October 27, 2021 at 4:00pm, 801 Wilbur Avenue, Antioch, CA 94509.

**Public Comment Guidelines:**

- Persons requesting to address the ECCTA Board of Directors are requested to complete a Comment Request form and submit it to the clerk. If possible, please submit the form prior to the start of the meeting. At the appropriate time, the ECCTA chair will call on individuals to comment.
- During the public comment agenda item, the public is permitted to address the ECCTA Board of Directors on items that are on the consent calendar or items not on the agenda. Individuals may also make a request for future agenda items. No action or discussion may take place on any item not appearing on the posted agenda.
- If a person wishes to speak on a specific agenda item, the ECCTA chair will call on the individual when the agenda item is being discussed by the Board of Directors.
- Persons addressing the ECCTA Board of Directors are requested to limit their remarks to three (3) minutes unless an extension of time is granted by the chair, subject to approval of the ECCTA Board of Directors.

**Agenda, staff report, and document availability:**

Copies of all staff reports and documents subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection the Friday before each regularly scheduled Board of Director's meeting at ECCTA's front desk located at 801 Wilbur Avenue, Antioch, California. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Board regarding any item on this agenda after the agenda has been distributed will also be made available for inspection at ECCTA's front desk at the above referenced address during regular business hours.

**Americans with Disabilities Act Information:**

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available in the ECCTA parking lot. If you are a person with a disability and you need disability-related modifications or accommodations to participate in this meeting, please contact the CEO's Office at (925) 754-6622 or fax (925) 757-2530. Notification no fewer than 48 hours prior to the meeting will enable Tri Delta Transit to make reasonable arrangements to ensure accessibility to this meeting. {28 CFR 35.102-35, 104 ADA Title II} Please help us accommodate individuals with EI-MSD and refrain from wearing scented products to this meeting. Please turn off any electronic paging device or cell phone.

**Limited English Proficiency (LEP):**

Any person with Limited English Proficiency (LEP) who requires language assistance to communicate with the Tri Delta Transit Board of Directors during the meeting should contact the CEO's Office at (925) 754-6622 or fax (925) 757-2530. Notification no fewer than 48 hours prior to the meeting will enable Tri Delta Transit to make reasonable arrangements to assure language assistance for this meeting.

**Anticipated action by the Board of Directors:**

The Board of Directors may take action on any item on the agenda, which action may consist of the recommended action, no action or a related action.