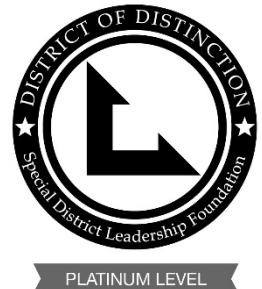




TOWN OF DISCOVERY BAY

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

NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday February 21, 2024 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 February 7, 2024.
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. DIRECTOR REPORTS

1. Standing Committee Reports.
 - a. Finance Committee Meeting (Committee Members Carolyn Graham and Ashley Porter) February 21, 2024.
 - b. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) February 21, 2024.

I. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. CON Fire – February 6, 2024 (Director Carolyn Graham).

J. CORRESPONDENCE

K. LEGAL REPORT

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourn to the next Regular Meeting of the Board of Directors on March 6, 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."

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TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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 February 7, 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. Vice President Graham led the Pledge of Allegiance.
3. Roll Call was taken, and all members were present with the exception of Director Porter who was absent.

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

1. The first speaker mentioned kids in Town riding electric bikes.
2. The second speaker also spoke of kids riding electric bikes.

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 January 17, 2024.
2. Approve Register of District Invoices.

Director Graves made a Motion to Approve the Consent Calendar.
Director Gutow seconded.

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

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

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

2. Sheriff's Office Report.

Presented by Deputy Bryant and Deputy Kooy.

- Discovery Bay had 305 calls for service in January.
- There were 48 reports taken.
- Shoplifting at Sandy Cove Shopping Center.
- Sheriff's Office is looking at ways to address kids riding dirt bikes.

3. Contra Costa County Fire Protection District Report.

Presented by Assistant Fire Chief Tracie Dutter.

- There is a new ladder truck in Brentwood.
- Con Fire purchased the old "Boys Ranch" property in Byron. The hand crew currently stationed in Martinez will be moved to this new fire center.

- The Board would like a future update with response times for Discovery Bay.

E. MUNICIPAL ADVISORY COUNCIL

1. Town of Discovery Bay Sound Wall Update.

Presented by Vice President Carolyn Graham.

- There are concerns regarding the maintenance of sound walls around Discovery Bay.
- Cypress Landing HOA is working on updating their policy on sound walls.
- Director Graves said the County has historically passed Ordinances that were specific to Discovery Bay.
- Legal counsel Andy Pinasco and the Board discussed the possibility of sending a letter to the HOA.

F. PRESENTATIONS

1. Mid-Year Financials.

Presented by Finance Manager Margaret Moggia.

- Water revenues are consistent with mid-year projections.
- Wastewater revenues are higher than mid-year budget.
- Wastewater expenses are higher than mid-year budget due to administrative costs and debt service. Annual property and liability insurance was paid.
- Community Center revenue is higher than mid-year budget.
- Community Center expenses are higher than mid-year budget due to summer activities at the Community Center.
- Landscape expenses are lower than mid-year budget.
- Zone 9 revenues are higher than mid-year budget.
- Zone 9 expenses are within budget.
- Capital projects include Newport and Willow Filter Repair, Well 8, Diffuser, Denitrification, Cornell, Clipper Drive.

G. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Set the Date and Time of the 2024 Annual Board Workshop.

Presented by General Manager Dina Breitstein.

- Staff recommends March 14, 2024 at 4:00 for the annual Board Workshop.
- Two alternate dates of March 21, 2024 and March 28, 2024 were given.
- The Board did not want to select a date without Director Porter's input.
- Legal counsel Andy Pinasco stated that more than one date could be authorized pending Director Porter's input.

Director Graves made a Motion to set the Board Workshop for either March 14th or 21st, 2024 with the 14th being the primary date pending staff discussing with Director Porter.

Director Gutow seconded.

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

2. Discussion and Possible Action to Approve Resolution 2024-01 Amending the Bylaws and Board Policy of the Town of Discovery Bay.

Presented by General Manager Dina Breitstein.

- In order to change the frequency of committee meetings, the Bylaws must first be amended.
- Each Committee will then establish their own meeting schedule.

Director Gutow made a Motion to approve Staff recommendation to Approve Resolution 2024-01 Amending Board Policy No.002 Bylaws – deleting the following lines in the Board Policy Bylaws: Article IV Section 2. Terms and Responsibilities of Elected Officers, Paragraph 7, to read as follows: “Each advisory Standing Committee shall meet within the boundaries of the Town of Discovery Bay Community Services District or at a Town of Discovery Bay Community Services District facility. Each Standing Committee shall establish its meeting schedule. Said meetings shall be noticed pursuant to the Brown Act.”

Director Graves seconded.

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

H. MANAGER’S REPORT

1. Patio Project Update.

Presented by Recreation Programs Supervisor/Interim Park and Landscape Manager Monica Gallo.

- Paver and instruments are installed.
- Umbrella sleeves are installed.
- Once the ground dries out, the synthetic turf can be installed.

2. Community Meeting.

Presented by Assistant General Manager Allan Cantando.

- The Contra Costa County Sheriff’s Office will be holding a Community Meeting on March 4, 2024 at 6:00p.m. to address the issue of motorized bikes.
- The Board asked if the meeting would be available via Zoom.

I. GENERAL MANAGER’S REPORT

Presented by General Manager Dina Breitstein.

- GM Breitstein would like to hold the next coffee with the General Manager once the patio project is completed.
- The staff report template will be revised.
- There is a new podium for the Board Room.
- The new Willow Filter is installed and is far larger than the original three filters.
- There is a new hire in the Water and Wastewater department. Employee Frankie comes from JW Backhoe and has years of experience with repairs in Discovery Bay.
- The recent storm clean-up was considerable. President Callahan acknowledged the efforts made by staff.
- Parks and Recreation Supervisor Monica Gallo has taken on the additional duties of the Interim Park and Landscape Manager. GM Breitstein wanted to highlight how pleased she is with her organization and planning.

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Byron Union School District – January 11, 2024 (Director Kevin Graves).
2. Contra Costa County Aviation Committee – January 11, 2024 (Director Kevin Graves).
3. Contra Costa County Airport Committee – January 22, 2024 (Director Kevin Graves).

K. CORRESPONDENCE

1. LAFCO – Call for Nominations and Names of District Voting Delegates dated January 16, 2024.

L. LEGAL REPORT

None.

M. FUTURE AGENDA ITEMS

None.

N. ADJOURNMENT

1. Adjourned at 8:25p.m. to the next Regular Meeting of the Board of Directors on February 21, 2024 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

**AGENDA ITEM:
C2**

Agenda Title: Approve Register of District Invoices.

Meeting Date: February 21, 2024

Prepared By: Margaret Moggia, Finance Manager & Lesley Marable, Accountant

Submitted By: Dina Breitstein, General Manager

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: \$ 354,601.10

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:

1. Request for Authorization to Pay Invoices for the Town of Discovery Bay CSD 2023/2024

Request for Authorization to Pay Invoices
For The Meeting On February 21, 2024
Town of Discovery Bay CSD
Fiscal Year 7/23 - 6/24

Veolia Water North America	\$154,366.67
Syblon Reid	\$113,483.13
U.S. Bank Corporate Payment System	\$34,239.79
KP Doors & Access LLC	\$15,524.55
RedDesk LLC	\$5,800.00
Badger Meter	\$5,661.11
Precision IT Consulting	\$5,202.00
Freedom Mailing Service, Inc	\$3,589.58
Herwit Engineering	\$2,700.00
Town of Discovery Bay CSD	\$1,655.02
Karina Dugand	\$1,422.00
Verizon Wireless	\$1,120.87
ULINE	\$936.49
Mt Diablo Resource Recovery	\$930.47
ODP Office Solutions, LLC	\$841.98
Arrow Sign Company	\$783.75
Underground Service Alert	\$727.61
National Aquatic Services, Inc.	\$700.00
HASA INC	\$679.47
Kevin Graves	\$665.86
Concentra	\$425.00
Michelle Dominge	\$412.50
Bill Brandt Ford	\$332.42
City Of Brentwood	\$302.42
Bryon Gutow	\$230.00
Michael Callahan	\$230.00
Upper Case Printing, Inc.	\$228.77
Geotab USA, Inc.	\$217.25
Ashley Porter	\$210.00
Brentwood Ace Hardware	\$174.01
Community Center Refund Customer	\$147.00
Department of Justice	\$147.00
Big O Tires	\$106.94
Discovery Pest Control	\$99.00
Carolyn Graham	\$95.00
Water Utility Refund Customers	\$60.64
Dennis Dean Allen	\$45.00
Francisco Lara	\$40.00
UniFirst Corporation	\$37.80
Kendalyn Farnan	\$30.00

\$354,601.10



Water and Wastewater Monthly Report
Town of Discovery Bay

Presented February 2024

Safety & Training

Safe Work Days: 235

Weekly Safety Topics:

01/03 – Severe Weather & Thunderstorm Systems

01/10 – Message from Karine President and CEO New Years Safety

01/17 – Flu Season Health & Safety

01/25 – Health & Safety: Importance of Sleep

01/31 – Health & Safety: Importance of Nutrition

Water Well Status

Willow WTP

01

Active

02

Active

06

Active

Newport WTP

04

Active

05

Shutdown
(Out of Service)

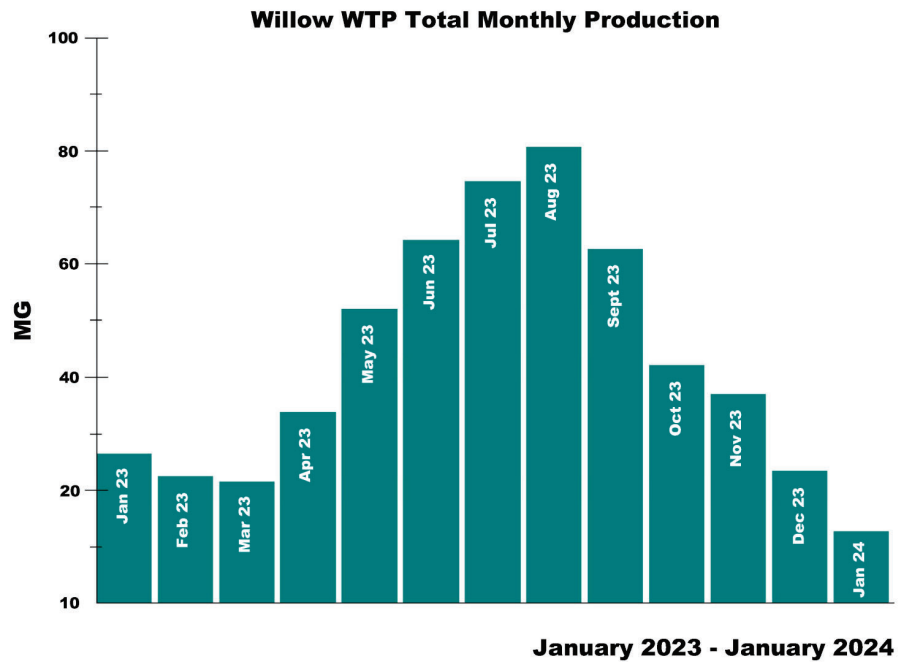
07

Down for
Repairs

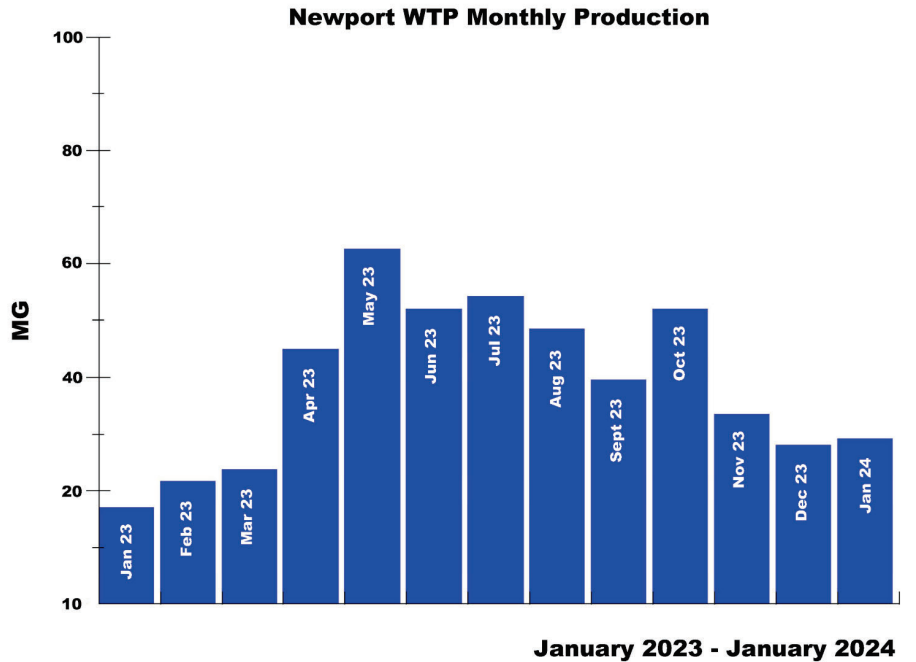
Water Production & Chemicals

	Production (MG)	Chemicals (gal) (Sodium Hypochlorite)
Willow WTP	12.61	895
Newport WTP	29.14	1,015
TOTAL	41.75	1,910

Water Production - Willow Total Monthly Production



Water Production - Newport Total Monthly Production



Water Compliance

Coliform Samples Collected: 25

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

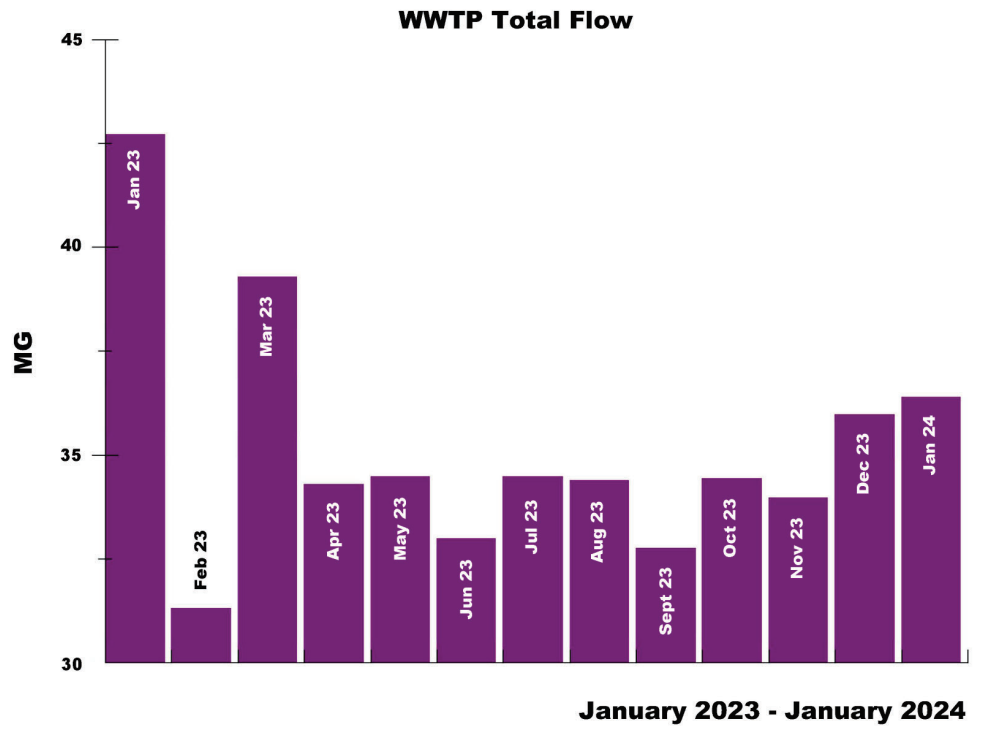
Active

Wastewater Flow & Chemicals

WW Plant 2	Total Flow (MG)	Influent Flow avg. (MG)	Discharge Flow avg. (MG)
	36.42	1.12	1.18
	Last Year Flow (MG)	Polymer (gal)	Alum (gal)
	42.70	600	0

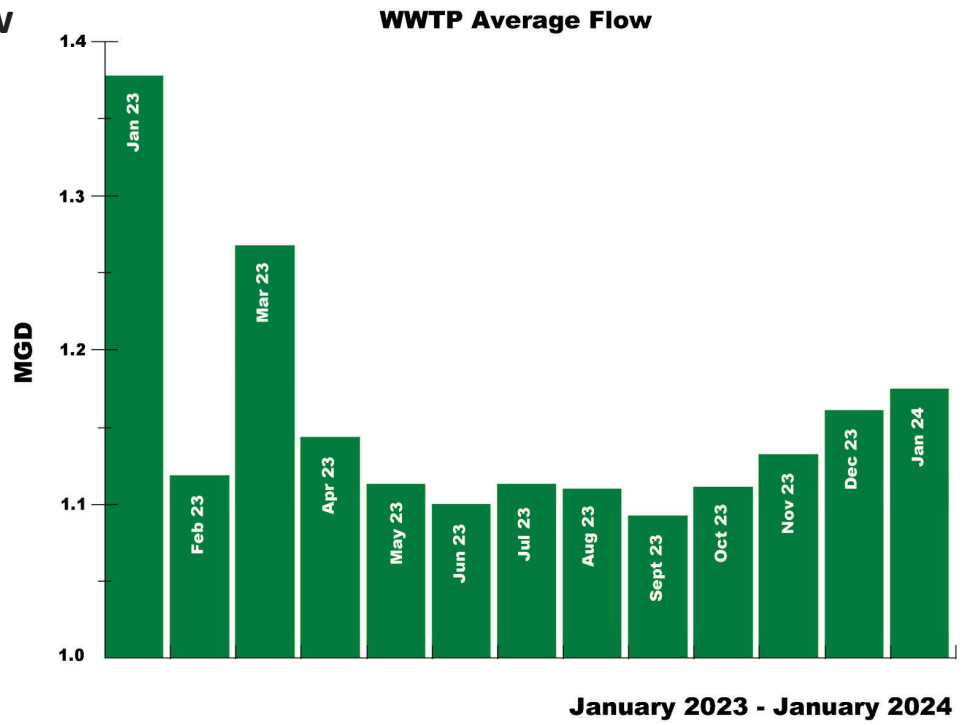
WWTP 2

Total Monthly Flow



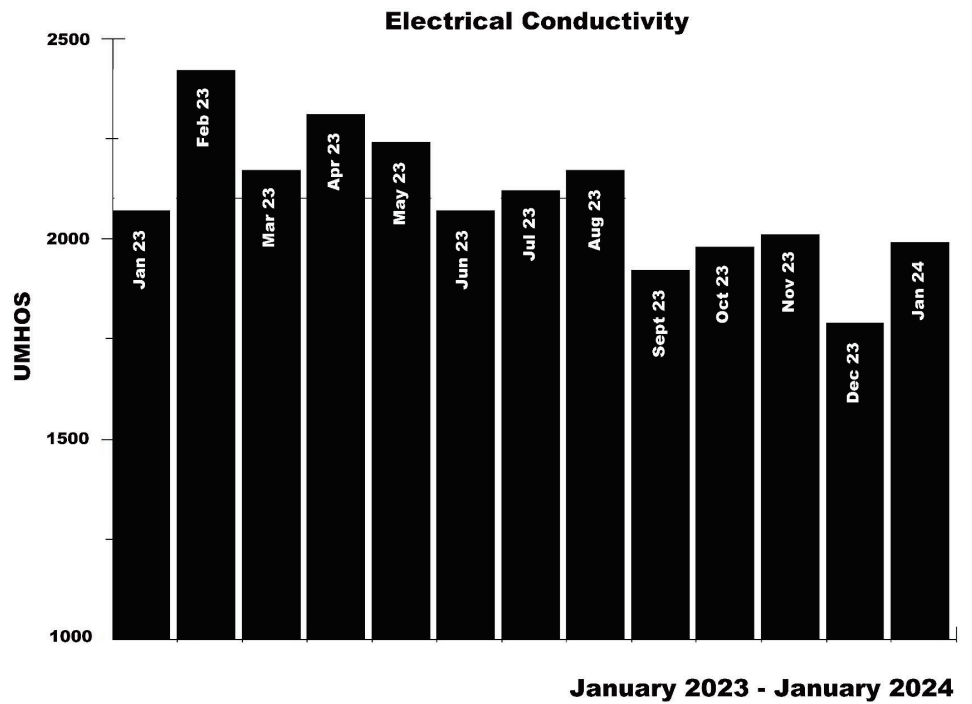
WWTP 2

Average Discharge Flow



WWTP 2

Monthly Conductivity



Wastewater Compliance

Effluent BOD₅, mg/L < 10: 1.3

Effluent TSS, mg/L < 10: 0.9

Total Coliform 7 day median < 2.2: <4

Total Coliform daily max < 23: <7

Eff NTU daily avg < 2: 0

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

Removal BOD₅, monthly > 85%: 99.4%

Removal TSS, monthly > 85%: 99.6%

Conductivity annual avg < 2,400: 1,990

Nitrates monthly < 38: 7

**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://cccounty-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.

1:45

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

- 1. **CONSIDER CONSENT ITEMS (Items listed as C.1 through C.7 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.

• how fire behaves
• use ventilation how affect
• VES - ventilate enter fire search

2. **PRESENTATION ITEMS**

Broschard related to training - live fire training

- PR.1 RECEIVE a report and presentation on firefighter training and recent rescue fire in Concord. (Lewis T. Broschard III, Fire Chief) 24-0400

3. **DISCUSSION ITEMS**

Approved

- D.1 HEARING to consider adopting Resolution of Necessity No. 2024-2 for acquisition by eminent domain of certain real property commonly identified as Assessor's Parcel No. 013-091-018, located at 739 First Street, in Brentwood, for construction of the Fire Station 94 Project, and taking related actions under the California Environmental Quality Act, as recommended by the Fire Chief, Contra Costa County Fire Protection District. (100% Fire District Capital Outlay Fund) (Jessica Dillingham, Public Works Department and Aaron McAlister, Deputy Fire Chief) FPD-RES
2024-2

Attachments: Attachment 1 – Map Showing the Subject Property
Resolution Appendix A

15 foot Strip of land to construct Fire station

Approved
Approved

D.2 CONSIDER accepting a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives. (No fiscal impact) (Lewis T. Broschard III, Fire Chief) 24-0401

Attachments: Fire Chief REPORT - February 6, 2024

D.3 CONSIDER accepting the 2023 Occupancy Inspection Compliance Report; and ADOPT Resolution No. 2024-3. (Lewis T. Broschard III, Fire Chief) FPD-RES 2024-3

100% to Compliance - required inspection
D.4 PUBLIC COMMENT (2 Minutes)

4. Adjourn
ADJOURN

5. CONSENT ITEMS

Approved
C.1 APPROVE Budget Amendment BDA-24-00001 authorizing new revenue, in the amount of \$400,106, from the Federal Emergency Management Agency, U.S. Department of Homeland Security, Assistance to Firefighters Grant Program to the Contra Costa County Fire Protection District and appropriating it for the replacement of Knox Box Lockboxes and associated costs. (95% Federal; 5% District match) 24-0402

Attachments: BDA-24-00001.pdf

C.2 APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a purchase order with Halcore Group, Inc. (dba American Emergency Vehicles), in an amount not to exceed \$3,830,000 for the purchase of 20 ambulance vehicles and accompanying equipment. (100% CCCFPD EMS Transport Fund) 24-0403

C.3 APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with Ray Klein, Inc. (dba Professional Credit Service), in an amount not to exceed \$500,000 for unpaid and delinquent account collection services for the period June 1, 2024, to December 31, 2025. (100% CCCFPD EMS Transport Fund) 24-0404

C.4 APPROVE and AUTHORIZE the Auditor-Controller, on behalf of the Fire Chief, to pay the City of Richmond an amount not to exceed \$75,000, for an Advanced Life Support Implementation Study. (100% CCCFPD EMS Transport Fund) 24-0405

C.5 APPROVE and AUTHORIZE a \$4,150,000 increase in the payment limit of the Master Equity Lease Agreement between Contra Costa County Fire Protection District and Enterprise FM Trust, from \$4,250,000 to a new payment limit of \$8,400,000 and to extend the termination date from March 10, 2024 to March 10, 2029, for the leasing, maintenance, and management of the Fire District's light vehicle fleet. (100% CCCFPD General Operating Fund) 24-0406

C.6 APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Fire Chief, to execute a purchase order with Motorola, in an amount not to exceed \$628,000, for the purchase of portable radios. (100% CCCFPD EMS Transport Fund) 24-0407

2:48

ADVISORY COMMISSION

The Contra Costa County Fire Protection District Advisory Fire Commission is scheduled to meet next on Monday, February 12 2024 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.