

## TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

#### SDLF Platinum-Level of Governance



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

NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday November 16, 2022, 7:00 P.M.

#### NOTICE Coronavirus COVID-19

In response to the current proclaimed State of Emergency, indoor masking recommendations, and recommended measures to promote social distancing imposed by State and local officials, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically (if available) or in person.

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

#### TO ATTEND BY WEBINAR:

Please register for the Regular Meeting of the Board of Directors by: (Copy and paste into your browser the registration URL. You will then be directed to download the webinar to your device and register with LogMeln, Inc.)

Registration URL: https://attendee.gotowebinar.com/register/7851711916875700492

Webinar ID#: 658-415-379

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

For listen only mode dial: +1 (914) 614-3221 ID# 865-669-683

Download Agenda Packet and Materials at <a href="http://www.todb.ca.gov/">http://www.todb.ca.gov/</a>

#### **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 November 2, 2022.
- 2. Approve Register of District Invoices.
- 3. Approve Resolution 2022-38 Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to the Brown Act Provisions.

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

#### **E. PRESENTATIONS**

1. Veolia Presentation.

#### F. DISCUSSION AND POSSIBLE ACTION

- Discussion and Possible Action Regarding Revised Location of Holiday Tree Placement at the Community Center.
- Discussion and Possible Action to Approve the Cancellation of the January 4, 2023, Regular Board of Directors Meeting.

#### G. MANAGER'S REPORT

1. Vac Truck Update.

#### H. GENERAL MANAGER'S REPORT

1. Replacement of the Failed Influent Line at the Clipper Drive Bridge.

#### I. DIRECTOR REPORTS

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

- 1. Contra Costa County Aviation Advisory Committee Meeting October 13, 2022. (President Kevin Graves)
- 2. Liberty Union High School District Board Meeting October 26, 2022. (President Kevin Graves)
- Contra Costa County-East County Code Enforcement Meeting November 2, 2022. (Vice-President Ashley Porter)

#### K. CORRESPONDENCE RECEIVED

#### L. MUNICIPAL ADVISORY COUNCIL

1. Discussion and Possible Action Regarding Contra Costa County Agency Comment Request File #CDLP22-02062.

#### M. FUTURE AGENDA ITEMS

#### N. ADJOURNMENT

1. Adjourn to the next Regular Meeting of the Board of Directors on December 7, 2022, beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

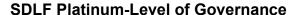
"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification 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





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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday November 2, 2022, 7:00 P.M.

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

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

- 1. Meeting called to order 7:00 p.m.
- 2. Pledge of Allegiance was led by Director Bryon Gutow.
- 3. Roll Call was taken and all members were present.

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

There was one speaker who asked that we televise the Board of Directors meetings.

#### 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 19, 2022.
- 2. Approve Register of District Invoices.
- 3. Approve Resolution 2022-37 Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Town of Discovery Bay Community Services District Pursuant to the Brown Act Provisions.

Director Gutow made a Motion to Approve the Consent Calendar.

Director Graham seconded.

Vote: Motion carried - AYES: 5, NOES 0, ABSTAINED 0, ABSENT 0.

#### D. <u>AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS</u>

- Supervisor Diane Burgis, District III Report. None.
- 2. Assembly Member Lori Wilson's Office Report.

Presented by Tiffanee Jones, District Director for Assembly Member Lori Wilson.

- Assembly Member Lori Wilson was elected co-chair of the Delta Caucus along with Senator Dodd.
   The caucus will be fighting against the tunnel plan.
- Their office does case management relating to any state agency such as Social Security, Unemployment, and Disability, However, the computer system will be shut down next week through December for database updates. Anyone needing help regarding a case with any of these agencies should call the Office of Assembly Member Lori Wilson for assistance.

#### 3. Sheriff's Office Report.

Lieutenant Mark Johnson presented the October 2022 Sheriff's Report.

- 51 reports were taken in Discovery Bay.
- 354 Calls for service.
- 23 arrests at the station house. 8 were specific to Discovery Bay.
- New deputy will be chosen next week. They will start around January 2023 if not sooner.
- There has been an uptick in theft at Sandy Cove Shopping Center. He will be assigning two deputies to assist in that area.
- Stolen property from at least 10 different burglaries were found at one residence in Discovery Bay.

#### 4. CHP Report.

Officer Donnie Thomas was unable to join via teleconference due to technical difficulties. No report was given.

 Contra Costa Fire Report (Assignment by Con Fire Pending) None.

#### E. PRESENTATIONS

None.

#### F. DISCUSSION AND POSSIBLE ACTION

 Discussion and Possible Action Authorizing Luhdorff & Scalmanini to Provide Design and Construction Engineering Services for Willow Water Treatment Plant Filter #1 Addition; and Authorizing the General Manager to Enter into a Purchase Contract with Loprest for a 2,200 GPM Filter Vessel.

Presented by Oscar Serrano with Luhdorff & Scalmanini.

- Luhdorff & Scalmanini reached out to various water treatment vendors. The lowest responsive quote was from Loprest at \$420,000.
- Lead time for the filter is 34-40 weeks. If purchased now, construction would not take place until fall of 2023 or early 2024.
- Total project cost is \$1.4 million which includes the Loprest filter, engineering services, design and construction services, as well as installation costs.
- Director Gutow asked a question to clarify if the project is adding on new filters or replacing existing filters. President Graves stated that the filter is to correct a balancing problem that is being experienced between the two water treatment plants. Eventually three filters will be replaced with one filter that will be more efficient and easier to maintain.

Vice President Porter made a Motion to accept Staff recommendation to:

- a. Approve the Scope and Budget Contained in the Luhdorff & Scalmanini ("LSCE") Proposal Dated October 26, 2022, to Provide Design and Construction Engineering Services for the Willow Water Treatment Plant Filter #1 Addition.
- b. Authorize the General Manager to Execute the Town's Standard Form of Professional Services Agreement with LSCE to Provide Design and Construction Engineering Services in an Amount Not to Exceed \$180,095 plus 15% for contingencies.
- **c.** Authorize the General Manager to Enter into a Purchase Contract with Loprest for a 2,200 GPM Filter Vessel in the amount of \$420,000 plus 15% for Tax and Contingencies.

Director Graham seconded.

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

#### G. MANAGER'S REPORT

None.

#### H. GENERAL MANAGER'S REPORT

General Manager Dina Breitstein introduced District Legal Counsel to present information on SB 1439.

Presented by District Legal Counsel, Andy Pinasco of Neumiller & Beardslee.

SB 1439 is a new law applicable to the Board of Directors. It places restrictions on any elected
official that accepts contributions over \$250.00 from a single "party". It does not apply to
competitively bid projects.

#### I. DIRECTOR REPORTS

None.

#### J. <u>DIRECTORS REGIONAL MEETING AND TRAINING REPORTS</u>

None.

#### K. CORRESPONDENCE RECEIVED

None.

#### L. MUNICIPAL ADVISORY COUNCIL

None.

#### M. FUTURE AGENDA ITEMS

None.

#### N. ADJOURNMENT

1. Meeting adjourned at 7:35p.m. to the next Regular Meeting of the Board of Directors on November 16, 2022, 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** 

November 16, 2022

**Prepared By:** Julie Carter, 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 \$ 342,352.51

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 2022/2023

AGENDA ITEM: C-2

#### **Request for Authorization to Pay Invoices**

#### For The Meeting On November 16, 2022

#### **Town of Discovery Bay CSD**

#### Fiscal Year 7/22 - 6/23

Veolia Water North America	\$254,846.07
Mt Diablo Resource Recovery	\$27,280.44
U.S. Bank Corporate Payment System	\$12,309.29
Robert Half	\$10,352.27
Badger Meter	\$7,749.23
Precision IT Consulting	\$4,302.50
Applied Best Practices	\$3,000.00
B&K Valves & Equipment, Inc.	\$2,778.77
Watersavers Irrigation Inc.	\$2,605.11
Herwit Engineering	\$2,415.00
Upper Case Printing, Inc.	\$2,042.36
Karina Dugand	\$1,271.25
Verizon Wireless	\$1,215.66
Univar Solutions USA Inc.	\$1,210.05
Water Utility Refund Customer	\$1,075.04
Michelle Dominge	\$1,065.00
Frank A. Olsen Company	\$910.64
Kevin Graves	\$690.00
Bay Area Air Quality Mgmt. District	\$526.00
Streamline	\$480.00
City Of Brentwood	\$406.25
ODP Office Solutions, LLC	\$402.90
ULINE	\$364.88
Brentwood Ace Hardware	\$352.13
Ashley Porter	\$345.00
Bryon Gutow	\$345.00
Carolyn Graham	\$345.00
Karrie Hebert	\$345.00
Michael Callahan	\$345.00
Enrique Tamayo	\$250.00
Geotab USA, Inc.	\$197.50
UniFirst Corporation	\$177.24
Alhambra	\$146.66
Stericycle	\$94.27
County Of Contra Costa, Dept of Info Tec	\$61.00
Community Center Refund Customer	\$50.00

\$342,352.51



# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT RESOLUTION 2022-38

## A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN DISCOVERY BAY COMMUNITY SERVICES DISTRICT RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODY OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT PURSUANT TO BROWN ACT PROVISIONS

WHEREAS, the Town of Discovery Bay Community Services District (the "Town") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the Town's legislative body are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative body conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, the Town's Board of Directors previously adopted a Resolution, Number 2021-16 on October 20, 2021, finding that the requisite conditions exist for the legislative body of the Town to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must make findings that the Board has reconsidered the circumstances of the state of emergency that exist in the Town, and that either the state of emergency continues to directly impact the ability of the members to meet safely in person, or State or local officials continue to impose or recommend measures to promote social distancing; and

WHEREAS, on March 4, 2020, the Governor proclaimed a State of Emergency continues to exist throughout California as a result of the threat of COVID-19; and

WHEREAS, currently the dominant strain of COVID-19 in the country continues to be more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations, therefore, meeting in person would present imminent risks to the health or safety of attendees and members; and

WHEREAS, the Cal-OSHA adopted emergency regulations (Section 3205) imposing requirements on California employers, including measures to promote social distancing remain in effect; and

WHEREAS, the Contra Costa County Health Officer, through guidance and current health orders, strongly encourages indoor masking for everyone, regardless of vaccination status, recommends measures for social distancing when individuals have been exposed to COVID-19, and also acknowledges that close contact to other persons increases risk of transmission.

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

Section 1. <u>Recitals</u>. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. <u>AB 361 Compliance</u>. The Board of Directors began using teleconferencing in accordance with subdivision (e) of Section 54953 of the Government Code, as amended by AB 361, on October 20, 2021, and have made the requisite findings by majority vote not later than 30 days after October 20, 2021, and every 30 days thereafter.

Section 3. <u>State of Emergency</u>. The Board of Directors hereby reconsiders the circumstances of the current State of Emergency proclaimed by the Governor on March 4, 2020, and find that the ongoing conditions of the State of Emergency directly impact the ability of members to meet safely in person.

Section 4. <u>Measures to Promote Social Distancing</u>. The Board of Directors hereby finds that Cal-OSHA and the County Health Official continue to recommend measures to promote physical distancing.

Section 5. Remote Teleconference Meetings. The General Manager of the Town of Discovery Bay Community Services District is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 6. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption.

Kevin Graves
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 meeting, held on November 16, 2022, by the following vote of the Board:
AYES:
NOES:
ABSENT:
ABSTAIN:
Dina Breitstein
Board Secretary



Water and Waste Water Monthly Report Town of Discovery Bay

Presented October 2022

## Safety & Training

Safe Work Days: 4,781

#### VNA University:

Respiratory Protection (OSHA Annual)

Fall Protection for General Industry

#### **Weekly Safety Topics:**

9/7 - Traffic Control & Working in Traffic

9/14 – Safety is in our Hands

9/21 – Veolia International Safety Week

9/28 – Updates on Safety Precautions (Denite Project)

## Water Well Status

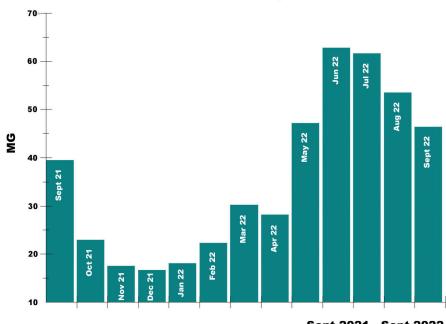
	01	02	06
Willow WTP	Active	Active	Active
	04	05	07
Newport WTP	Active	Active (Emergency)	Active

## Water Production & Chemicals

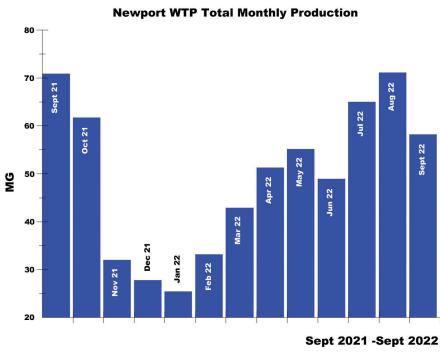
Willow WTP	Production (MG)	Chemicals (gal) (Sodium Hypochlorite) 2,727
	Production (MG)	Chemicals (gal) (Sodium Hypochlorite)
Newport WTP	58.10	3,988
	Production (MG)	Chemicals (gal) (Sodium Hypochlorite)
TOTAL	104.46	6,715

## Water Production - Willow Total Monthly Production

#### **Willow WTP 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: 7

Valve Exercising: 7

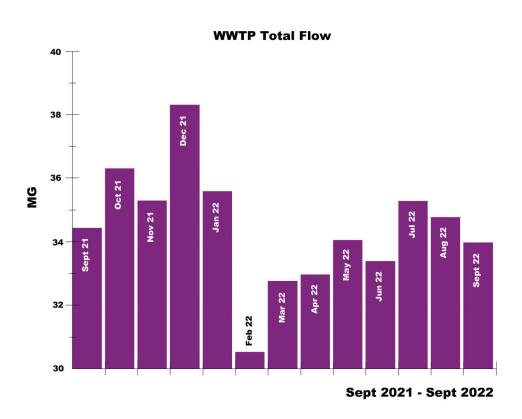
### Lift Station Status

Α	C	D	Ε	F
Active	Active	Active	Active	Active
G	Н	J	R	S
Active	Active	Active	Active	Active
Newport	Lakeshore	Lakes	Lakes 4	Bixler
Active	Active	Active	Active	Active

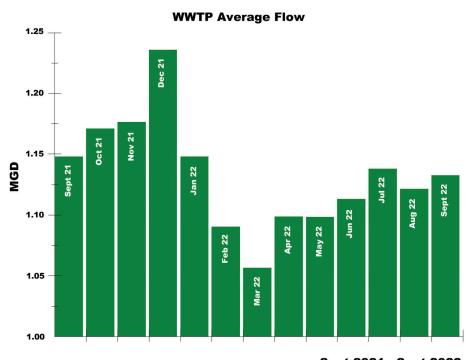
# Wastewater Flow & Chemicals

	Total Flow (MG)	Influent Flow avg. (MG)	Discharge Flow avg. (MG)
WW Plant 1	0	0	0
•	Total Flow (MG)	Influent Flow avg. (MG)	Discharge Flow avg. (MG)
WW Plant 2	33.97	1.14	1.13
'	Last Year Flow (MG)	Polymer (gal)	Alum (gal)
	34.44	200	0

WWTP 2
Total Monthly Flow



WWTP 2
Average Discharge Flow



Sept 2021 - Sept 2022

# WWTP 2 Monthly Conductivity

# 2500 2100 - 22 Aug 22 A

Sept 2021 - Sept 2022

#### Wastewater

#### **Compliance**

Effluent BOD<sub>5</sub>, mg/L < 10: 1.13

Effluent TSS, mg/L < 10: 1.7

Total Coliform 7 day median < 23: 2

Total Coliform daily max < 240: 2

Eff NTU daily avg < 2: 0

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

Removal BOD<sub>5</sub>, monthly > 85%: 99.6%

Removal TTS, monthly > 85%: 99.3%

Conductivity annual avg < 2,400: 2,431

Maintenance & Improvements

SSOs: 1

Customer Inquires: 7



Water and Waste Water Monthly Report Town of Discovery Bay

Presented November 2022

## Safety & Training

Safe Work Days: 4,812

**Weekly Safety Topics:** 

10/5 - Confined Space

10/12 - CPR Recap

10/19 – JSAs and Job Observations Tailgate Meeting

10/26 – Slips, Trips & Falls

VNA University:

Machine Guarding

**Defensive Driving** 

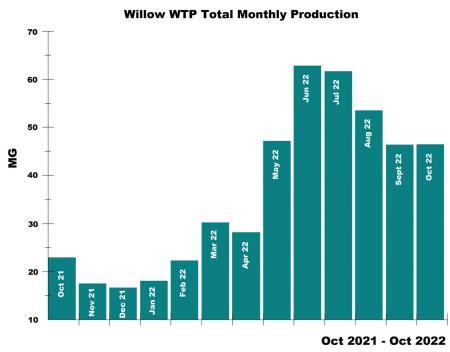
## Water Well Status

	01	02	06
Willow WTP	Active	Active	Active
	04	05	07
Newport WTP	Active	Active (Emergency)	Active

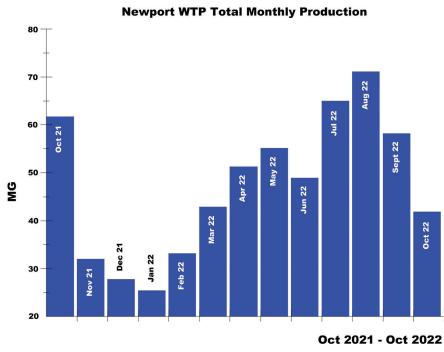
## Water Production & Chemicals

Willow WTP	Production (MG) 46.38	Chemicals (gal) (Sodium Hypochlorite) 1,814
Newport WTP	Production (MG) 41.85	Chemicals (gal) (Sodium Hypochlorite) 2,118
TOTAL	Production (MG)	Chemicals (gal) (Sodium Hypochlorite)

## 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

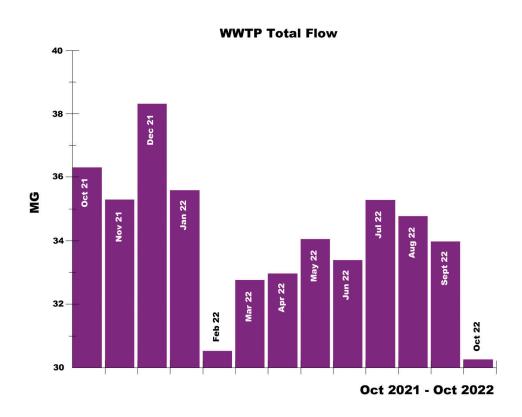
### Lift Station Status

Α	C	D	E	F
Active	Active	Active	Active	Active
G	Н	J	R	S
Active	Active	Active	Active	Active
Newport	Lakeshore	Lakes	Lakes 4	Bixler
Active	Active	Active	Active	Active

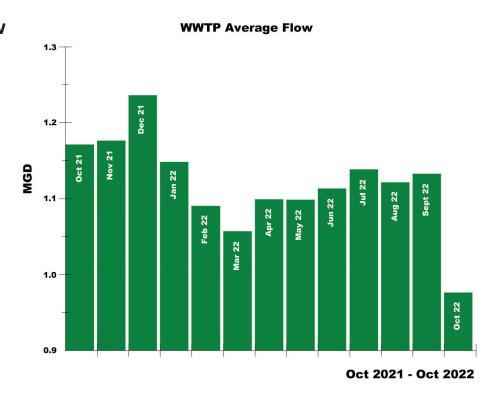
# Wastewater Flow & Chemicals

	Total Flow (MG)	Influent Flow avg. (MG)	Discharge Flow avg. (MG)
WW Plant 1	0	0	0
•	Total Flow (MG)	Influent Flow avg. (MG)	Discharge Flow avg. (MG)
WW Plant 2	30.25	1	1.08
	l	l	I
	Last Year Flow (MG)	Polymer (gal)	Alum (gal)
	31.53	400	0

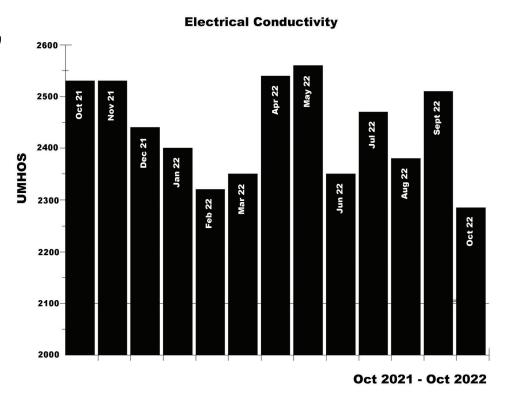
WWTP 2
Total Monthly Flow



WWTP 2
Average Discharge Flow



WWTP 2
Monthly Conductivity



#### Wastewater

#### **Compliance**

Effluent BOD<sub>5</sub>, mg/L < 10: 1.1

Effluent TSS, mg/L < 10: 1.1

Total Coliform 7 day median < 23: 1.8

Total Coliform daily max < 240: 1.8

Eff NTU daily avg < 2: 0

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

Removal BOD<sub>5</sub>, monthly > 85%: 99.7%

Removal TTS, monthly > 85%: 99.7%

Conductivity annual avg < 2,400: 2,417

# Maintenance

& Improvements

SSOs: 0

Customer Inquires: 0



# Town of Discovery Bay "A Community Services District" STAFF REPORT

**Meeting Date** 

November 16, 2022

Prepared By: Monica Gallo, Recreation Programs Supervisor

Submitted By: Dina Breitstein, General Manager

#### Agenda Title

Discussion and Possible Action Regarding Revised Location of Holiday Tree Placement at the Community Center.

#### **Recommended Action**

Approve, subject to compliance with staff conditions of approval, the temporary placement of a community-owned Holiday Tree at the outdoor flagpole area of the Community Center.

#### **Executive Summary:**

At the September 21, 2022, Board of Directors Meeting, the Board approved Staff's recommendation to place a holiday tree in the grass area at the Community Center.

As the winter months are upon us and the rain has begun, staff has further inspected the originally proposed area and believe this would cause damage to the lawn area. In an effort to protect the lawn and eliminate possible future cost in repairs, staff is proposing the holiday tree be placed front and center of the Community Center in the area in front of the flagpole. Staff has recently cleared out the area and believes this would be the best location for the holiday tree.

Staff met with community member, Rita Caruso, to view and discuss the new suggested location and Rita is excited and happy with this new location. It allows the holiday tree to be center stage and allows for easy electrical access.

Upon board approval, staff will require that the community group provide insurance and indemnify the Town of any liability.

#### Tree Description:

- artificial tree
- tree height is 20 feet tall plus 3ft star tree topper and decorations
- weight 915 pounds

#### Installation & Tear Down:

- Casey Banks will install the tree.
- proposed installation date, the weekend of November 26, 2022.
- proposed tear-down date, the weekend of January 7, 2023.

#### **Previous Board Action**

September 21, 2022

#### **Attachments**

1.Picture- Recommended Tree Placement Location

AGENDA ITEM: F1





# Town of Discovery Bay

# "A Community Services District" STAFF REPORT

**Meeting Date** 

November 16, 2022

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

#### Agenda Title:

Discussion and Possible Action to Approve the Cancellation of the January 4, 2023, Regular Board of Directors Meeting.

#### **Recommended Action**

Cancel the January 4, 2023, Regular Board of Directors Meeting.

#### **Executive Summary**

In 2023, the first Regular Board of Directors Meeting in January falls on the Wednesday after the New Year's holiday. Staff normally prepares, finalizes, and posts the Agendas on the Friday before the meeting. Staff will not have returned to work in time to prepare and post the Agenda 72 hours before the Board of Directors Meeting. Staff recommends that the January 4, 2023, Regular Board of Directors Meeting be canceled.

Table of Meetings to Cancel

<u>Date</u>	Meeting	<u>Time</u>
01/04/2023	Board of Directors Meeting	7:00 PM

The next Regular Board of Directors Meeting will take place on January 18, 2023, at 7:00 PM at the Discovery Bay Community Center.

**Previous Relevant Board Actions for This Item** 

#### **Attachments**

None

AGENDA ITEM: F2















#### Contra Costa County Aviation Advisory Committee Meeting Agenda 550 Sally Ride Drive, Concord, CA 94520 Thursday, October 13, 2022, 10:00 a.m.



The Aviation Advisory Committee (AAC) will provide reasonable accommodations for persons with disabilities who plan to attend its scheduled meetings. Call the Director of Airports Office at (844) 359-8687 at least 24 hours in advance. Any disclosable public records related to this meeting are available for public inspection at the Director of Airports Office, 550 Sally Ride Drive, Concord, during normal business hours.

#### SIGN IN WITH THESE ZOOM INSTRUCTIONS:

- No registration is required
- To slow the spread of COVID-19, the Aviation Advisory Committee meeting will be accessible via Zoom (Copy the link and paste into your browser to sign in from your computer or smartphone)

  <a href="https://us06web.zoom.us/j/95439755558?pwd=ZklkZkdnMk8wcjlCOHMxdEJodmlWZz09">https://us06web.zoom.us/j/95439755558?pwd=ZklkZkdnMk8wcjlCOHMxdEJodmlWZz09</a>
  as permitted by Government Code Section 54953 (e). To indicate your wish to speak on an agenda item, please raise your hand in the Zoom app when your item is called"
- Follow the prompts to open Zoom and enable computer video and audio.
- Meeting ID: 954 3975 5558
- Passcode: 099602

To call in from mobile or landline phone (audio only, no video), call the following number and enter the meeting ID above: 1 669 900 6833.

- 1. Roll Call
- 10:01
- 2. Public Comment Period
- 3. Approval of the Aviation Advisory Committee's September 8, 2022, Meeting Minutes
- 4. Consider Consent Items
  - a. Accept relevant Board Orders (September 2022)
  - b. Accept the Airport Noise & Statistics Report for August 2022
- 5. Discussion/Action Items
  - a. Introduction of recently appointed AAC member, Shawn Stappen
  - **b.** AAC Vacancies Recruitment Update
  - c. Airport Land Use Commission (ALUC) Vacancy Recruitment Update
  - d. Future AAC Meeting Venue
  - e. Review and Discuss Development Projects:
    - Terminal Building, Buchanan Field Airport (depicted as Terminal in orange)
    - Ruchanan Field Airnort Security Project Undate

ASSORM @ 11:12



#### Wednesday, October 26, 2022

LUHSD Regular Board Meeting. Liberty Union High School District, located at 20 Oak Street, Brentwood, CA 94513. A link to the live video conference will be available below with the "video" icon at the start of the meeting on the day of the Board Meeting. Persons wishing to make a Public Comment have two options: Appear inperson to address the Board or submit a public comment by email to BoardComments@luhsd.net prior to 2:00 PM on the day of the meeting. Emailed public comments will be read aloud as time allows.

Liberty Union High School District 20 Oak Street Brentwood, CA 94513

#### 1. NOTICES

- 1.01 PUBLIC RECORDS NOTICE: Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 20 Oak Street, Brentwood, California during normal business hours.
- 1.02 AMERICANS with DISABILITIES ACT NOTICE: In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids, or services, in order to access the Board meeting room, access written documents being discussed at the Board meeting, or to otherwise participate in the public meetings of the District's governing board, please contact the office of the Superintendent at (925) 634-2166 x2025. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Please turn off any electronic paging device or cell phone.
- 1.03 TITLE IX: The Liberty Union High School District does not discriminate on the basis of race, color, national origin, sex, or disability.

#### 2. CALL TO ORDER - 5:30 PM

2.01 Tamela H. Hawley will join the meeting by teleconference from the LA Athletic Club in the Blue Room located at 431 W 7th St. in Los Angeles, CA. This location is open to the public and any member of the public has an opportunity to address the Board from this location in the same manner as if that person was attending the regular meeting location. The Board will control the conduct of the meeting and determine the appropriate order and time limitations on public comment from the teleconference location.

2.02 Roll Call

#### 3. SPECIAL SESSIONS

- 3.01 GENERAL PUBLIC COMMENT ON ANY CLOSED SESSION ITEM: An information sheet with procedures for public input is available on the table near the entrance to the Board Room. The Board may limit public comments to 5 minutes per speaker and 30 minutes total per subject pursuant to Board Policy 9323. The Board values all input from the public; however, the practice is to not respond immediately to public comments. An additional opportunity is provided later in the agenda for public comment on remaining agenda items or non-agenda items and comments during public hearing(s).
- 3.02 Public Comments
- 3.03 Closed Session
- 3.04 Open Session

#### 4. OPENING PROCEDURES - 7:00 PM

7:10

4,01 Call to Order

- 4.02 Roll Call
- 4.03 Report Out of Closed Session
- 4.04 Pledge of Allegiance
- 4.05 The public is welcomed and encouraged to address the Liberty Union High School Board of Trustees. An information sheet with procedures for public input is available on the table near the entrance to the Board Room. The Board may limit public comments to 5 minutes per speaker and 30 minutes total per subject pursuant to Board Policy 9323. The Board values all input from the public; however, the practice is to not respond immediately to public comments.
- 4.06 Consider Agenda
- 4.07 Consider Approval of Regular Board Meeting Minutes of September 21, 2022

#### 5. COMMUNICATIONS

- 5.01 Public Comments
- 5.02 Student Board Representatives
- 5.03 Staff Comments
- 5.04 Superintendent's Report
- 5.05 Board Comments

#### 6. RECOGNITIONS

6.01 Student Recognition of Freedom High School Senior, Savanna Amaral

#### 7. OVERNIGHT FIELDTRIPS

- 7.01 Consider Approval of Liberty High School's Varsity Boys Basketball to travel to Rancho Mirage, CA.
- 7.02 Consider Approval of Freedom High School Varsity Girls Basketball Team to travel to San Luis Obispo, CA.

#### 8. PRESENTATIONS

- 8.01 Presentation of District Residency Policies and Protocols
- 8.02 Presentation of the LUHSD Advanced Placement (AP) Program Update from 2018-2022

#### 9. CONSENT AGENDA

- 9.01 Consider Approval of the Personnel Report No. 10 26 22
- 9.02 Consider Approval of Variable Term Waiver for Certificated Personnel
- 9.03 Consider Approval of Internship Agreement between the Liberty Union High School District and Alliant International University in order to provide Grant opportunities for Classified staff members who would like to pursue a Teaching credential
- 9.04 Consider Approval of Special Education Transition program in partnership with the Department of Rehabilitation offering students paid work experience through Brentwood Grocery Outlet
- 9.05 Consider Approval of Special Education Transition program in partnership with the Department of Rehabilitation offering students paid work experience through Freedom High School

- 9.06 Consider Approval of temporary one-to-one assistant and/or one-to-one Bus Aid Agreement(s) with Contra Costa County Office of Education
- 9.07 Consider Approval of an Individual Service Agreement for Nonpublic School Services with Spectrum School
- 9.08 Consider Approval of Individual Service Agreement for Nonpublic School Services with Point Quest Education
- 9.09 Consider Approval of a Short Form Service Contract with Bay Area Communication Access
- 9.10 Consider Approval of a Short Form Service Contract with 360 Degree Customer, Inc.
- 9,11 Consider Approval of Rejection of Insurance Claim #220076
- 9.12 Consider Approval of contract with Total Compensations Systems, Inc.
- 9.13 Consider Approval of All City Management Services contract July 1, 2022 June 30, 2023 for Crossing Guard program
- 9.14 Consider Approval of Out of State Travel to attend the SEMA Conference in Las Vegas, Nevada Jonathan Dorr, Liberty
- 9.15 Consider Approval of Out of State Travel to attend the 2022 National Conference on Student Activities in Boston, Massachusetts Jessica Banchieri, Heritage
- 9.16 Consider Approval of Out of State travel for two staff members to attend the National Athletic Directors Conference in Nashville, Tennessee Glenn Briggs and Dana Johnston, Freedom
- 9.17 Consider Approval of Out of State travel to attend the 2022 Jump Start National Educator Conference in Atlanta, Georgia Gianna Alexander, Heritage
- 9.18 Consider Approval of one (1) Revised Course of Study Proposal for the 2022-2023 school year Entomology
- 9.19 Consider Approval of Change Order #01 from Goodland Landscape Construction, Inc. for the Baseball Infield and Softball Outfield Improvements at Freedom, Heritage and Liberty High Schools
- 9.20 Consider Approval of Prime Contract Change Order #013 from SW Allen Construction for the Liberty High School Administration and Student Commons project
- 9.21 Consider Approval of Declaration of Surplus District Office and Liberty High School
- 9.22 Consider Approval of Donation(s) in 2022-23 School Year: Quarter 1
- 9.23 Consider Approval of the District's Quarterly Report on William Uniform Complaints
- 9.24 Consider Approval of Warrants Issued in September 2022
- 9.25 Consider Action of 2022-23 Interdistrict Transfer Requests as recommended by the Superintendent

#### 10. ADMINISTRATIVE ACTION

10.01 Consider Approval of the 2022-2023 Carl D. Perkins Technical Education Application / Plan for funding at Freedom, Heritage and Liberty High Schools

#### 11. Policies and Amendments

11.01 First Reading of New and Revised Board Policies and Administrative Regulations: AR 4030 (revised); AR 4119.11/4219.11/4219.11/4319.11 (revised); AR 4119.12/4219.12/4319.12 (new); BP 4119.12/4219.12/4319.12 (new)

#### 12. DISCUSSION

12.01 The Board will have the opportunity to discuss topics for future agendas.

#### 13. SPECIAL SESSION(S) CONTINUED

- 13.01 Closed Session
- 13.02 Open Session

### 14. ADJOURNMENT

14.01 Meeting Adjourned



# East County Code Enforcement Meeting Thursday, November 3, 2022 1:30pm

Zoom: https://cccounty-us.zoom.us/j/7352813716

Dial-in: -888-278-0254 Conference code: 287093

#### Bethel Island

- 1) 4560 Gateway (Kevin Sharp) Junkyard conditions
  - a. 2/28/19 Conrad sent notice
  - b. 3/28/19 Conrad to red-tag
  - c. 5/30/19 Conrad working with property owner to clean-up.
  - d. 7/25/19 Conrad explained what had to go and will revisit.
  - e. 8/29/19 Conrad to send 30-day notice to abate.
  - f. Feb. Locked gate. Conrad will continue to drive by in hopes the gate will be open and start tagging vehicles.
  - g. Aug Conrad to go back.
  - h. September Conrad's plan is to go out and tag vehicles.
  - i. October Conrad is still working on it.
  - j. January still working the case.
  - k. February Met with property owner Kevin and explained the need to clean the property. Sent updated Notice to Comply
  - I. April met with property owner Kevin on site and tagged 20 of the cars for abatement. The property has been cleaned up in the front, a fence built about a 3<sup>rd</sup> into the property and a fence built on the side to hide the remaining junk. Gave the property owner 30 days to make more progress
  - m. August towed a couple vehicles, still a few left. Still working on getting property cleaned up. Having a hard time locating Kevin and gates closed to gain access to the property. May have to get a warrant. Rob to get a hold of him.
- 2) 1970 Taylor Road Anchor Marina

- a. ACTION: Larry served NOV and fines can be up to \$57,200 a month (\$14,300 a month per parcel, per violation. In this case, 2 parcels and there are building and zoning violations.)
- b. 1/31/19 Dave Larsen, Land Use Attorney (413-3258) want to negotiate resolution. Allow tenants/mobile home users to stay 6 months 1 year while they transition.
- c. February Conrad informed attorney that until the boat storage, RV's, Alcohol sales, liveaboards and U-Haul Business was removed, he wouldn't entertain the discussion.
- d. 2/27/19 Conrad recorded the violation.
- e. 3/28/19 waiting to meet w/owners & attorney to discuss timeline.
- f. 5/30/19 Fine will be submitted first week of June. They can appeal.
- g. 8/19/19 Appeal Hearing
- h. Feb. Joe met with one of the property owners. U-Haul business has been shut down in the meantime by U-Haul.
- i. September approval for a Hearing. Date TBD.
- j. October still waiting on Planning for Hearing date.
- k. January still waiting on Hearing date.
- I. February Waiting on department directors to meet with county counsel and schedule Appeal Hearing
- m. April No update from the Director, maybe Joe has an update. Still waiting to schedule the appeal hearing
- n. August May have a buyer. Owner is kicking people out
- o. October 2022 Notice to Abate sent; meeting to discuss next steps

### 3) Tugs - 6201 Bethel Island Road

- a. August/September 2022 Construction being completed without a permit
- b. Conrad has been in touch construction to stop until permits issued
- c. October 2022 Construction still occurring at night with lights and noise
- d. October 17, 2022 Conrad will be doing a site visit to see if construction is still occuring

## **Discovery Bay**

- 1) RV and Boat Trailers in driveways and street. (ongoing)
- 2) Unpermitted Short-Term Rentals

## <u>Byron</u>

- 1) Byer Road property junk on property w/leach line
  - a. 4/30/20 Conrad said they're living in the unit and made contact with the property owner. Conrad to send parcel number to John W. for leach line.
  - b. February Gave info to EH for property and they sent notices to the property owner. Property owner working with Planning to complete minor subdivision modification and then can apply for permits

c. April – Property owner has completed the plans and should be submitting for permits in May

# **Knightsen**

- 1) Anchor Marina impacts & Marsh Creek
  - a. People living in RVs at Railroad site and Marsh Creek trail.



# Town of Discovery Bay "A Community Services District" STAFF REPORT

**Meeting Date** 

November 16, 2022

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

#### Agenda Title

Discussion and Possible Action Regarding Contra Costa County Agency Comment Request File #CDLP22-02062.

#### **Recommended Action**

Authorize staff to provide the comment of "none."

#### **Executive Summary:**

Staff has reviewed the Contra Costa County Department of Conservation and Development Agency Comment Request Dated 11/04/2022 File # CDLP22-02062 regarding a Land Use Permit for the continued operation of an existing AT&T wireless telecommunications facility at 1900 Willow Lake Road, Discovery Bay (Delta Community Presbyterian Church).

Staff has no objection and recommends a comment of "none."

#### **Previous Relevant Board Actions for This Item**

#### Attachments

Contra Costa County Department of Conservation and Development Agency Comment Reguest CDLP22-02062.

AGENDA ITEM: L1

# CONTRA COSTA COUNTY DEPARTMENT OF CONSERVATION AND DEVELOPMENT

COMMUNITY DEVELOPMENT DIVISION

30 Muir Road

Martinez, CA 94553-4601 Phone: 925-655-2700 Fax: 925-655-2758



# **AGENCY COMMENT REQUEST**

11/4/22 Date

We request your comments regarding the attached applied	cation currently under review.		
DISTRIBUTION	Please submit your comments to:		
INTERNAL	Project Planner Maria Laura-Lemus		
✓ Building Inspection Grading Inspection	Phone #925-655-2904		
Advance Planning Housing Programs	E-mail maria.laura-lemus@dcd.cccounty.us		
Trans. Planning     Telecom Planner	County File #CDLP22-02062		
ALUC Staff HCP/NCCP Staff			
APC PW Staff County Geologist	Prior toNovember 30, 2022		
HEALTH SERVICES DEPARTMENT	****		
✓ Environmental Health Hazardous Materials	We have found the following special programs apply to this application:  Active Fault Zone (Alquist-Priolo)		
PUBLIC WORKS DEPARTMENT			
Engineering Services (1 Full-size + 3 email Contacts)	Flood Hazard Area, Panel #		
Traffic	60-dBA Noise Control		
Flood Control (Full-size) Special Districts	CA EPA Hazardous Waste Site		
LOCAL Contra Contra	High or Very High FHSZ		
✓ Fire District Contra Costa	****		
San Ramon Valley – (email) <a href="mailto:rwendel@srvfire.ca.gov">rwendel@srvfire.ca.gov</a> ✓ Consolidated – (email) <a href="mailto:fire@cccfpd.org">fire@cccfpd.org</a> East CCC – (email) <a href="mailto:brodriguez@eccfpd.org">brodriguez@eccfpd.org</a> ✓ Sanitary District <a href="mailto:Town of Disco Bay CSD">Town of Disco Bay CSD</a>	AGENCIES: Please indicate the applicable code section for any recommendation required by law or ordinance. Please send copies of your response to the Applicant and Owner.		
✓ Water District Town of Disco Bay CSD	Comments: None Below Attached		
City of	- Note Below Attached		
School District(s)	,		
LAFCO			
✓ Reclamation District #_800			
East Bay Regional Park District			
✓ Diablo/Discovery Bay/Crockett CSD			
МАС/ТАС			
Improvement/Community Association			
✓ CC Mosquito & Vector Control Dist (email)			
OTHERS/NON-LOCAL			
✓ CHRIS (email only: nwic@sonoma.edu)			
✓ CA Fish and Wildlife, Region 3 – Bay Delta	Print Name		
Native American Tribes			
ADDITIONAL RECIPIENTS	Signature DATE		
Ryan Hernandez	Agency phone #		



## **Planning Application Summary**

County File Number: CDLP22-02062 File Date: 10/27/2022

**Applicant:** 

Jaclyn Bellicitti J5 Infrastructure Partners 23 Mauchly Ste #110

jbellicitti@j5ip.com (408) 691-3113

Irvine, CA 92618

Property Owner:
OF SAN FRANCISC PRESBYTERY
1900 WILLOW LAKE RD
DISCOVERY BAY, CA 945059306

jbellicitti@j5ip.com (408) 691-3113

#### **Project Description:**

The applicant requests approval of a Land Use Permit for the continued operation of an existing AT&T wireless telecommunications facility previously permitted under CDLP11-02074; minor alterations are proposed with this land use permit, including replacement of antennas, RRUs, power trunks, and installation of new equipment including battery units.

Project Location: (Address: 1900 WILLOW LAKE RD, DISCOVERY BAY, CA 94505), (APN: 008-330-068)

General Plan Designation(s): CR

Zoning District(s): P-1

Flood Hazard Areas: X

AP Fault Zone: no

60-dBA Noise Control: no

MAC/TAC: TOWN OF DISCOVERY BAY CSD

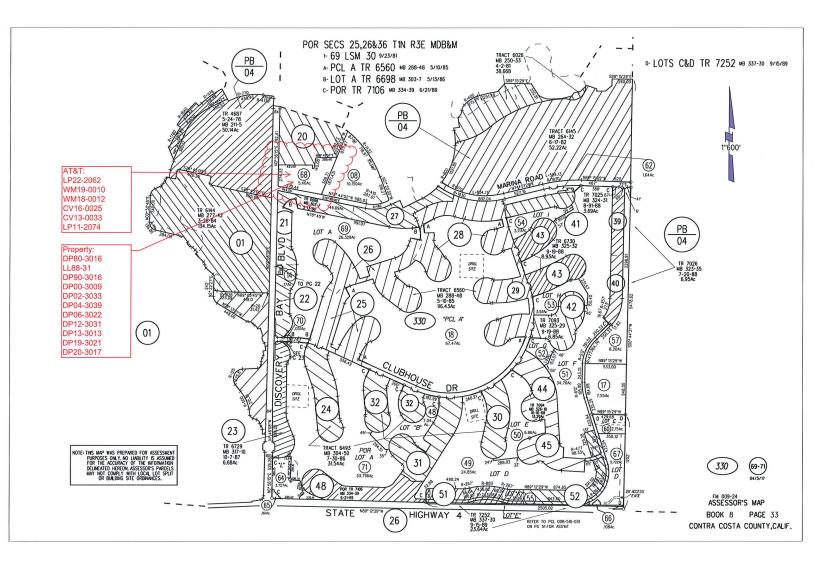
Sphere of Influence: N/A

Fire District: CONSOLIDATED FIRE

Sanitary District: TOWN OF DISCOVERY BAY CSD

Housing Inventory Site: no

Fees:				
Fee Item	Description	Account Code	Total Fee	Paid
048F	Fish & Wildlife Fee (\$75)	002606-9660-REV-000-5B048F	75.00	75.00
052B	Notification Fee (\$30)	002606-9660-REV-000-5B052B	30.00	30.00
HSDR	Environmental Health Fee (\$57)	002606-9660-REV-000-5BHSDR  \$5.00	57.00	57.00
LPS0029	Land Use Permit-Other DCD	002606-9660-REV-000-5B0029	5500.00	5500.00
		Total:	5662.00	5662.00













CCL02250 Discovery Bay

1900 Willow Lake Road Discovery Bay, CA 94505

VIEW 1



APPLICANT

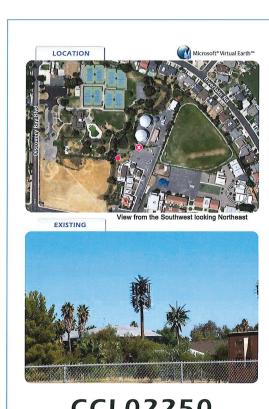
AT&T Mobility 5001 Executive Pkwy. San Ramon, CA 94583 CONTACT

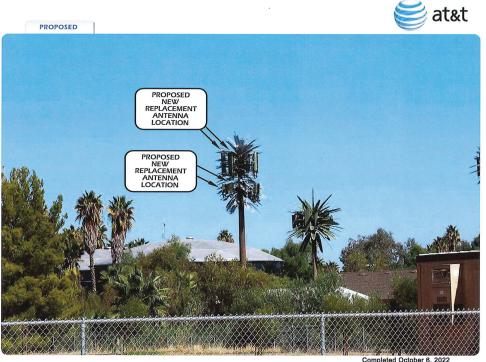
J5 Infrastructure Partners Charlene Schlager 23 Mauchly, Suite 110 Irvine, CA 92618 p 773.732-5497 Completed October 6, 2022

**BLUE WATER DESIGN** 

bluewater-design.net info@bluewater-design.net

Blue Water





CCL02250 Discovery Bay

1900 Willow Lake Road Discovery Bay, CA 94505

VIEW 2

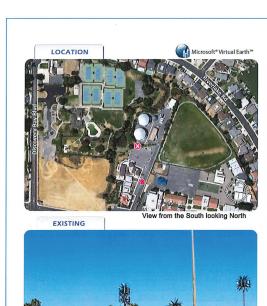
APPLICANT
AT&T Mobility
5001 Executive Pkwy.
San Ramon, CA 94583

CONTACT

J5 Infrastructure Partners
Charlene Schlager
23 Mauchly, Suite 110
Irvine, CA 92618
p 773.732-5497

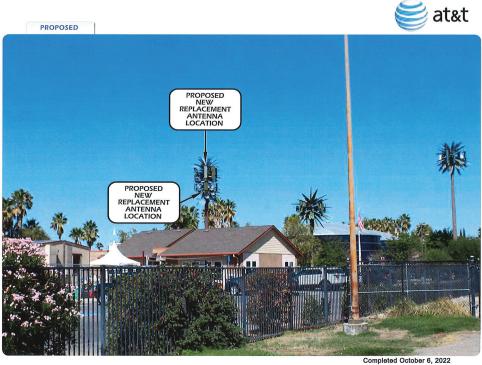
Blue Water

BLUE WATER DESIGN bluewater-design.net info@bluewater-design.net





VIEW 3



APPLICANT
AT&T Mobility
5001 Executive Pkwy.
San Ramon, CA 94583

CONTACT

J5 Infrastructure Partners
Charlene Schlager
23 Mauchly, Suite 110
Irvine, CA 92618
p 773.732-5497

Blue Water

BLUE WATER DESIGN bluewater-design.net info@bluewater-design.net