



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 November 17, 2021, 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://attendee.gotowebinar.com/register/5077404376818067214>

Webinar ID# 917-287-875

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)-930-5321 ID# 638-502-296

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) 252-8822**

CONFERENCE CODE **507599**

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 President Bryon Gutow.
3. Roll Call – All present.

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

There was one Public Comment Speaker.

VP Graves made a recommendation to open meeting on 12/15 honoring the Pearl Harbor survivors and their families. Would like to memorialize them with a moment of silence and thank them for their service. VP Graves thanked Public Comment Speaker about reminding us and bringing our attention to this important event in history.

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 November 3, 2021, Regular Board of Directors DRAFT Meeting minutes.
2. Approve Register of District Invoices.
3. Approve Resolution No. 2021-19 Re-Authorizing Remote Teleconference Meetings Of The Legislative Body Of The Town Of Discovery Bay Community Services District Pursuant To Brown Act Provisions.

Motion made by Director Ashley Porter to approve items on the Consent Calendar as presented.
Second by Director Carolyn Graham.

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

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.
Deputy Chief of Staff for Diane Burgis, Lea Castleberry - Not in attendance
2. Sheriff's Office Report.
Sheriff Lieutenant Mark Johnson - Not in attendance
3. CHP Report.
California Highway Patrol Officer Donnie Thomas - Not in attendance
4. East Contra Costa Fire Protection District Report. - Not in attendance

E. PRESENTATIONS

1. Presentation from CSDA Field Coordinator, Colleen Haley - Presenting (2) awards from Special District Leadership Foundation:
 - a) District of Distinction Recognition – Platinum Level
 - b) District Transparency of Excellence Award

Colleen Haley, the CSDA Bay Area Public Affairs Field Coordinator presented the Board of Directors with two awards on behalf of the Special District Leadership Foundation (SDLF).

First award presented was the District Transparency Certificate of Excellence Renewal for 2021. The District received this award in 2014 and has kept it current since that time. The second award was the highest level rating for a Special District, the District of Distinction Accreditation - Platinum Level.

About Special District Leadership Foundation (SDLF). It is a 501(c)(3) not for profit arm of California Special Districts Association (CSDA) which is dedicated to promoting excellence in special districts through recognition programs to highlight and focus on the implementation of governance and best practices.

The Transparency Certificate of Excellence demonstrates the District's understanding and respect for responsibility inherent for providing essential public services. It shows the District has clean audits and operates in a fiscally responsible manner. The District has completed all necessary requirements and has demonstrated a tangible acknowledgement of District Transparency efforts. This accreditation stays in effect for 3 years and will expire in December 2024.

The District of Distinction program enables districts to demonstrate to their communities, the media, legislators and other stakeholders their commitment to operate in a sound and responsible manner. This accreditation remains in effect for 3 years and will expire in December 2024.

The Town of Discovery Bay truly stands out as a district that has gone above and beyond. There are only nine other special districts in the state that currently hold District of Distinction - Platinum Level accreditation. This is a pretty high accomplishment since there are over 2,300 special districts in California.

2. Monthly Water and Wastewater Report from Veolia – October 2021.
Veolia Project Manager Anthony Harper reviewed the water and wastewater production for the month of October 2021. There were no reported accidents. No customer complaints to report. Water and wastewater samples continue to satisfy state requirements. Sixteen samples were collected, none of them were positive. Weekly safety trainings continue. A mock drill for earthquake evacuation was conducted at Plant #2 with contractors on site.

PM Harper reported out that all wells are online and active. Willow Lake and Newport plants are active. All 15 lift stations are active with no SSOs to report. Wastewater Treatment Plant #1 remains offline. Wastewater Treatment Plant #2 is operational. No ongoing issues to report. All state mandated samples for Revised Total Coliform Rule are within limit. Denitrification project is ongoing and Ox Ditch #2 is being built, concrete has been poured. District Office Staff took a tour of water and wastewater facilities and PM Harper encouraged all board members to come out and take a tour as well.

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action Authorizing Harris and Associates, Inc., to Prepare the Environmental Documents for the Future Well 8 on Parcel C of the Pantages Subdivision in the Amount of \$35,390 Plus 15% for Contingencies.
Presented by GM Breitstein on behalf of Mike Yeraka.

The District reached out to multiple organizations, of which 2 provided quotes: Harris & Associates and Advision. Staff requests moving forward with recommended action to approve scope and budget contained in attachment from Harris & Associates proposal letter from 10/15/21 to perform environmental work in compliance with CEQA for future Well 8 and authorize GM to execute the Town's standard Form and Consulting Agreement to perform the work in amount not to exceed \$35,390 and to authorize \$5,300 in contingencies for the project.

Motion made by Kevin Graves

Second by Ashley Porter

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

2. Discussion and Possible Action Regarding Proposals of Bids Received for the Installation of Synthetic Turf at the Community Center Swimming Pool.
Presented by Bill Engelman, Parks and Landscape Manager.

The initial rough estimate was obtained in March 2021 for \$55,000 to convert landscaping adjacent to pool decking into synthetic turf. The Town sought bids in July 2021 and bids received were higher than anticipated at \$113,692 and \$166,667. Both bids were in excess of the budget. The Town went back to original firm who estimated the project at \$55,000 and requested a new project estimate. The project estimate increased to \$85,000 due to increased labor and product costs. Town staff revised the bid documents with a project estimate of \$90,000.

The Town rebid the project on 10/27 and received two bids:

Silicon Valley Paving (original bidder at \$55,000) \$105,000

McKnaff Construction bid \$117,649

Landscape manager Engelman explained to the Board that the synthetic turf is safe and does not contain lead in the product. There is a presence of chemicals to make turf heat/grease resistant. Studies show that no crumb rubber is used in this product. We will use sand infill in lieu of crumb rubber. The end of life and recycle/reuse issues will use the turf to be repurposed in other landscape applications or can be used as a separation medium in landfills.

Staff requests the recommended action to approve the lowest bid of \$105,000 provided by Silicon Valley Paving for the installation of synthetic turf at Community Center.

There was one Public Comment requesting to plant real grass

Motion made by Kevin Graves

Second by 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

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

K. CORRESPONDENCE RECEIVED

L. FUTURE AGENDA ITEMS

Director Callahan: Propose agenda item to discuss possibility of the BOD directing staff to work with legal to develop a ballot measure to impose term limits for Board of Directors.

M. ADJOURNMENT

1. Adjourned at 7:36 p.m. to the regular meeting on December 15, 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."