



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

President – Bryon Gutow • Director – 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, March 17, 2021
REGULAR MEETING 7:00 P.M.**

**NOTICE
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board Chambers will be 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 telephonically.

**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. – By President Bryon Gutow.
2. Pledge of Allegiance – Led by Assistant General Manager Dina Breistein.
3. Roll Call – All present, Vice President Kevin Graves joined by teleconference.

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 DRAFT minutes of March 3, 2021 Regular Board of Director's meeting.
2. Approve DRAFT minutes of March 4, 2021 Special Annual Board Planning Meeting.
3. Approve Register of District Invoices.

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

Second by Director Michael Callahan.

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

D. PRESENTATIONS

E. MONTHLY WATER AND WASTEWATER REPORT- VEOLIA

1. Veolia Report – None to report.

General Manager Mike Davies introduced Anthony Harper as the new Veolia Project Manager. Mr. Harper has over 20 years of experience in the Water and Wastewater field. He is passionate about his job and encourages staff to approach him if they have any questions he can help with. He is looking forward to working with the Town and continuing safety operations and compliance with the state.

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action Regarding the Presentation of 2020 Audited Financial Statements.

Finance Manager Julie Carter introduced Mark Croce of Croce, Sanguinetti and Vander Veen, the Town's financial auditors. Mr. Croce gave the Board an informative update regarding the Town's Annual Financial Audit completed in the end of 2020. He advised the Board that Town of Discovery Bay's accounts receivable is in great order. He wanted to give the Town the best positive level of assurance they can provide. Mr. Croce praised Finance Manager Julie Carter for the well organized and appropriate distribution of funds into the correct accounts. Overall, he claimed the Town's revenues exceed its expenditures. He provided a comparison chart to easily see how the Town has been consistently improving throughout the years. As a District, Mr. Croce stated the Town is in the top third in terms of its financial performance.

Finance Manager Julie Carter stated that it is staff's recommendation to approve the Annual Financial Audit done by Croce, Sanguinetti and Vander Veen as presented to the Board.

Motion made by Director Carolyn Graham to approve staff's recommendation

Second by Director Ashley Porter.

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

2. Discussion and Possible Action Approving the Scope of Work with HERWIT Engineering for Engineering Support, Construction Management and Inspection Services for the Denitrification and Master Plan Improvement Project in the amount of \$967,800.

Assistant General Manager Dina Breitstein recommended the Board approve the Scope of Work and quote provided from Herwit Engineering to provide engineering support, construction management and inspection services for the Denitrification Project and to authorize Town's General Manager to execute any contracts and purchases with Herwit Engineering to perform said services. Herwit Engineering came in at a substantially lower cost than typical construction management consultants. Herwit has familiarity with the Town and other projects that are currently being worked on.

Motion made by Director Ashley Porter to: approve the scope and budget contained in the Herwit Engineering Scope of Services dated March 6, 2021, to perform engineering construction support services and construction management and inspection services for the Denitrification and Master Plan Improvement Project and to Authorize the General Manager to Execute the Town's Standard Form of Consulting Agreement with Herwit Engineering to perform the scope of service attached as Exhibit A in the amount not to exceed \$967,800.

Second by Vice President Kevin Graves.

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

3. Discussion and Possible Action Regarding the Replacement of the ORION CDMA Water Meter Endpoints ("Readers") with ORION LTE-M Water Meter Readers.

Water and Wastewater Manager Aaron Goldsworthy advised the Board that the current water meter readers in 4,619 homes are reading information once an hour and communicating that information to a cellular tower once a day through a 3g network. Soon 3g networks will dissolve, rendering these current meter readers useless. ORION has an LTE-M reader which provides reads every 15 minutes identifying water leaks quicker, changes in water pressure and water temperature and quality. These LTE-M readers will communicate with the 5g cellular network once an hour, instead of once a day. ORION has offered Town of Discovery Bay a substantial savings from the original cost of this LTE-M readers of \$334 per unit to \$57.50 per unit to replace the meter readers with 5g enabled capabilities. These new LTE-M readers from ORION come with a 20 year warranty which includes replacement for any updates to broadband cellular networks. Since the public pays a water service charge, this will cover the cost of replacing meter readers leaving no additional expense for homeowners during this upgrade. Staff recommends approving the replacement of 4,619 meter readers to the ORION LTE-M readers and to authorize General Manager to execute all purchase orders or contracts up to \$300,000.

President Bryon Gutow asked when these meter readers can be installed.

Water and Wastewater Manager Aaron Goldsworthy advised the opportunity was just presented last month, however there would still need to be a discussion regarding inhouse installation or contracting to have them installed.

Director Michael Callahan asked if there would be any interruptions in service to the residents while the readers are being installed.

Water and Wastewater Manager Aaron Goldsworthy advised there will not be any impact to the residents.

Motion made by Director Michael Callahan to: approve the replacement of the current ORION CDMA water meter readers with ORION LTE-M water meter endpoint ("readers"); and authorize the General Manager to execute all purchase orders and contracts there within not to exceed \$300,000.

Second by Director Ashley Porter.

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

4. Discussion and Possible Action to Purchase the AirBurners 2021 T-24 BurnBoss Firebox.

Parks and Landscape Manager Bill Engelman advised of the heavy cost to dispose of green waste. He mentioned the option of purchasing an Airburners Firebox would be a cost effective and environmentally responsible solution. This purchase will result in 100% green waste reduction and will advance the Town as leaders in environmental accountability. Staff's recommendation is to approve the purchase of one Airburners 2021 T-24 BurnBoss FireBox and to authorize General Manager to execute all purchase documents in the cost of \$62,312.46, including shipping and taxes.

President Bryon Gutow asked if staff is required to have any training for use of the equipment.

Parks and Landscape Manager Bill Engelman advised there is an online training available for \$800.

Director Michael Callahan inquired about any permits that may be required.

Parks and Landscape Manager Bill Engelman responded that the Environmental Protection Agency does not currently require any permits for burn boxes.

Director Michael Callahan questioned the requirement to abide to any burn restriction.

Parks and Landscape Manager Bill Engelman will research any possible burning restrictions.

President Bryon Gutow asked of the expected lifetime for this equipment.

Parks and Landscape Manager Bill Engelman advised there has not been a need to replace any in over 20 years.

Motion made by President Bryon Gutow to approve the purchase of the BurnBox Firebox and authorize General Manager to execute all purchase documents in the amount of \$62,312.46, including shipping and taxes.

Second by Director Carolyn Graham.

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

5. Discussion and Possible Action Regarding the Approval of Park and Recreation 2021 Program, Activities, and Event Fee Waivers.

Recreation Program Supervisor Monica Gallo communicated to the Board that on a case-by-case basis, the General Manager implements Event Fee Waivers. Some groups and events have a long history of working with the Town and have been accepted to waive event fees. Staff recommends acceptance of the 2021 Programs, Activities and Event Fee Waivers in the amount of \$7,887.50.

Director Ashley Porter asked how a group can request a fee waiver.

Recreation Program Supervisor Monica Gallo indicated there is an application in the Activities Guide where the public can apply for an event and mark on the application that they would like to be considered for a fee waiver.

Motion made by Director Carolyn Graham to: accept Fee Waivers approved by the General Manager for the Park and Recreation 2021 Programs, Activities, and Events.

Second by Director Michael Callahan.

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

6. Discussion and Possible Action Regarding the 2021 Parks and Recreation Public Event Calendar.

Recreation Program Supervisor Monica Gallo presented the 2021 Parks and Recreation Public Events Calendar to the Board. Once COVID-19 restrictions are lifted, staff is interested in hosting events that have a history of being offered to the Town. Staff recommends the approval of the Parks and Recreation Public Event Calendar for 2021.

Director Carolyn Graham asked if the Town was limited to only the events noted on the calendar.

Recreation Program Supervisor Monica Gallo advised other events can be discussed and added.

Motion made by President Bryon Gutow to accept the Parks and Recreation Public Event Calendar for 2021 as presented.

Second by Director Ashley Porter.

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

G. DIRECTOR'S TRAINING AND REGIONAL MEETING REPORTS

1. Report of Liberty Union High School District Regular Board Meeting – March 10, 2021- Vice President Kevin Graves.
2. Report East Contra Costa Fire Protection District Regular Board Meeting – March 10, 2021 – Vice President Kevin Graves.

Vice President Kevin Graves updated the Board with Agendas for Regional Meetings he attended on March 10, 2021. ECCFPD is confident in their consolidation with ConFire. ECCFPD will begin to make plans for hiring additional staff soon.

H. MANAGER'S REPORT

I. GENERAL MANAGER'S REPORT

J. DIRECTORS' REPORTS

K. CORRESPONDENCE RECEIVED (Information Only)

L. FUTURE AGENDA ITEMS

M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7) Commenced at 7:53 p.m.

N. CLOSED SESSION:

1. Public Employee Appointment
Title: General Manager

O. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1) Board and Legal Counsel Andy Pinasco returned from Closed Session at 8:12 p.m. with no reportable action.

P. ADJOURNMENT

1. Adjourned at 8:12 p.m. to the next regular meeting on April 7, 2021 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."

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