



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

**NOTICE OF THE SPECIAL MEETING
OF THE WATER AND WASTEWATER COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, February 21, 2024, 5:30 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/81370654114>

TO ATTEND BY PHONE: +1 (669) 444 9171 or +1 (719) 359 4580 **WEBINAR ID:** 813 7065 4114

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

Water and Wastewater Committee Members

Chair Kevin Graves

Vice-Chair Ashley Porter

A. ROLL CALL

1. Call business meeting to order 5:30 p.m.
2. 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 Committee 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 Committee for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee 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 Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the viewpoint of the Committee members.

C. DRAFT MINUTES TO BE APPROVED

1. Approve Water and Wastewater DRAFT Special Meeting minutes of January 17, 2024.

D. UPDATES

E. DISCUSSION

1. Discussion and Possible Feedback Regarding Mobile Modular Designs for the New District Office.
2. Discussion and Possible Feedback Regarding Additional Security Camera Installation.

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

1. Adjourn to the next Standing Water and Wastewater Committee meeting on March 6, 2024, 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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**MINUTES OF THE SPECIAL MEETING
OF THE WATER AND WASTEWATER COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, January 17, 2024, 5:30 P.M.**

Water and Wastewater Committee Members

Chair Kevin Graves

Vice-Chair Ashley Porter

A. ROLL CALL

1. Called business meeting to order 5:30 p.m.
2. Roll Call was taken, and all members were present.

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

None.

C. DRAFT MINUTES TO BE APPROVED

1. Approve Water and Wastewater DRAFT Meeting minutes of December 6, 2023.

Vice-Chair Porter made a Motion to Approve the Draft Minutes of December 6, 2023.

Chair Graves seconded.

Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0

D. UPDATES

1. Denitrification Update.

Presented by Gregory Harris, District Engineer.

- District is compliant with the new permit that was issued January 1, 2023.
- New bar screen has been installed.

2. Willow Lake Filter Project Update.

Presented by Water and Wastewater Manager Aaron Goldsworthy.

- A plate arrived onsite but needed to have holes drilled. Modification delayed the process approximately one week.

3. Well 7 Repair Update.

Presented by Water and Wastewater Manager Aaron Goldsworthy.

- Well #7 has been down since May 2023.
- A replacement cable is needed for repairs.
- Well is scheduled to be back online in a few weeks.

E. DISCUSSION

1. Discussion Regarding Installation of Monitoring Well for the Cecchini Ranch Project.

Presented by Projects Manager, Mike Yeraka.

- Cecchini Ranch is in the preliminary stages of the project.
- Water quality and quantity in the area must be tested.
- A monitoring well is necessary to conduct the testing.

Committee agrees with bringing this item to the Board of Directors at the January 17, 2024 meeting.

2. Building Discussion.

Committee had previously requested that Mike Yeraka look into the cost of placing a modular building on the Community Center property. Sitework costs approximately \$6.5 Million. Foundation cost is roughly \$200,000. Building cost is not included in these estimates.

Director Graves estimated that the existing shopping center in Town is listed at \$6.8 Million. Actual list price is \$6.9 Million. This does not include tenant improvement cost.

Committee wants to bring this item to the full Board of Directors for discussion.

F. FUTURE DISCUSSION/AGENDA ITEMS


None.

G. ADJOURNMENT

1. Adjourned at 5:59p.m. to the next Standing Water and Wastewater Committee meeting on February 7, 2024, 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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A horizontal band with a teal background featuring wavy, water-like patterns. The text is overlaid on this band.

Water & Wastewater Office Options

Town of Discovery Bay

Requirements

- The America's Water Infrastructure Act (AWIA) was signed into law on October 23, 2018, and is enforced by the U.S. Environmental Protection Agency (EPA). The AWIA requires community drinking water systems serving more than 3,300 people to develop a Risk and Resilience Assessment (RRA) to identify risks from malevolent acts and natural hazards within the water system. The EPA provided guidelines to cover the areas of assessment that are required in the AWIA.
- To comply with AWIA, an official from the District must sign the certification stating that the RRA was completed in accordance with AWIA, and the signed certification must be submitted to the EPA water resilience website before June 30, 2021.

Requirements/Needs

- America's Water Infrastructure ACT Risk(s) (public accessibility to secure treatment process water & wastewater)
- Safety and Security (physical, doors, cameras, alarms, gates, - Cyber and natural hazard Safety and security)
- Sufficient staff space (privacy, conference rooms)
- Room for future growth
- Energy efficient & OSHA Compliant
- Existing Board Chamber issues (size, location, privacy)
- Storage space (files, plans, records, cyber security) fire safety

Building Option Listing

- Option 1 - Stay in the Existing Building
- Option 2 – Leasing Rental Space
- Option 3 – New Building
- Option 4 – New Modular Building
- Option 5 – Purchase New Property with Office Space
- Option 6 – Remodel the Community Center
- Option 7 – New Facility at Existing Site
- Option 8 – Existing Building at Riverlake and DB Blvd

Option 1 – STAY IN EXISTING BUILDING



Viable Option?

REQUIREMENTS	MEETS	DOES NOT MEET
America's Water Infrastructure ACT Risk(s) (public accessibility to secure treatment process water & wastewater)		X
Existing Board Chamber issues (size, location, privacy)		X
Safety and Security (physical, doors, cameras, alarms, gates, - Cyber and natural hazard Safety and security)		X
Sufficient staff space (privacy, conference rooms)		X
Room for future growth		X
Energy efficient & OSHA Compliant		X
Storage space (files, plans, records, cyber security) fire safety		X

PROS & CONS

PROS	CONS
N/A	Building is too small
	Insufficient heating and air (OSHA issues)
	Floor has holes (rotting)
	Walls and siding (rotting)
	Security Issues (employee safety, open water treatment plant)
	no room for growth
	Office location is difficult for vendors and residents to find
	Infrastructure Growth (space needed) water tanks and Filters
	Lacks parking

Option 2 – LEASING RENTAL SPACE

LAKEVIEW BUSINESS PLAZA

Square footage available to lease – 2,284

Terms – month to month



Option 2 – LEASING RENTAL SPACE

HOFMANN SHOPPING CENTER

Square footage available to lease – 2,200 or 4,800

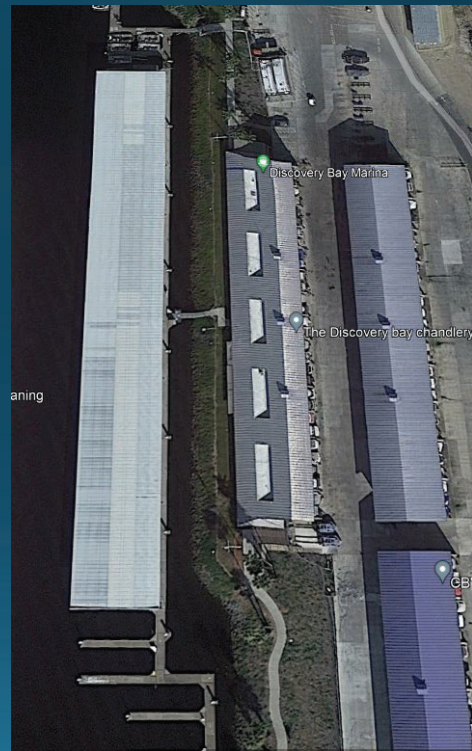
Terms – month to month, long term option only if the Tenant brings unit up to current building codes



Option 2 – LEASING RENTAL SPACE

MARINA BOARDWALK

Square footage available to lease – no
space currently available

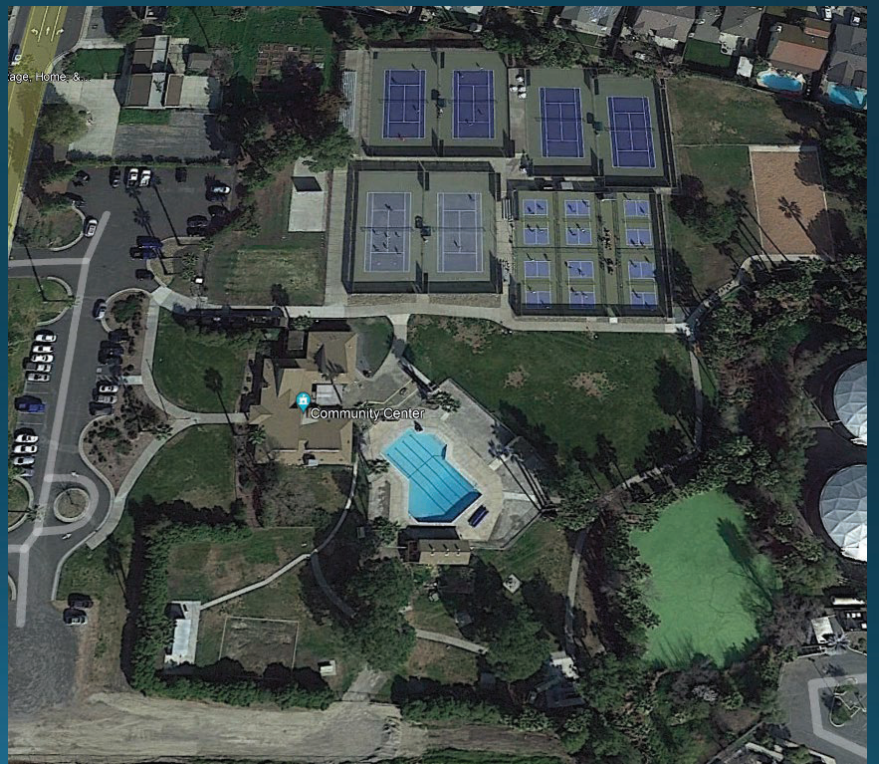


Viable Option?

REQUIREMENTS	MEETS	DOES NOT MEET
America's Water Infrastructure ACT Risk(s) (public accessibility to secure treatment process water & wastewater)	X	
Existing Board Chamber issues (size, location, privacy)		X
Safety and Security (physical, doors, cameras, alarms, gates, - Cyber and natural hazard Safety and security)		X
Sufficient staff space (privacy, conference rooms)	At some locations (will need to construct)	X
Room for future growth		X
Energy efficient & OSHA Compliant	At some locations	
Storage space (files, plans, records, cyber security) fire safety	At some locations	


Option 3 – NEW BUILDING

Location – COMMUNITY CENTER PROPERTY



AETypic Contracted to Provide Three Design Concepts

Concept A was the preferred scheme

 **Conceptual Building Designs** 

Scheme A Conceptual Design (preferred scheme)

Advantages:

- Building Orientation
- Visual Transparency
- Number of Buildings
- Street Frontage
- Secure Parking Access

Disadvantages:

- Community Center Connection
- Proximity to Existing Trees



Viable Option?

REQUIREMENTS	MEETS	DOES NOT MEET
America's Water Infrastructure ACT Risk(s) (public accessibility to secure treatment process water & wastewater)	X	
Existing Board Chamber issues (size, location, privacy)	X	
Safety and Security (physical, doors, camera's, alarms, gates, - Cyber and natural hazard Safety and security)	X	
Sufficient staff space (privacy, conference rooms)	X	
Room for future growth	X	
Energy efficient & OSHA Compliant	X	
Storage space (files, plans, records, cyber security) fire safety	X	

PROS & CONS

PROS	CONS
Meets necessary requirements	Cost Estimate at \$13M +/-

Option 4 – NEW MODULAR BUILDING

Location – COMMUNITY
CENTER PROPERTY

Contacted design company

*Picture is only an example (not TODB
design)*



Option 4

- Enviroplex, Inc. out of Stockton California. Enviroplex specializes in pre-fabricated modular buildings.
- In order to start the project, TODB would need to have an architect draw up plans and have them approved through the local reviewing agency, Contra Costa County.
- Once approved and Enviroplex accepts our project, it is approximately 14-16 weeks to get the building fabricated, brought to site, and have it constructed.
- We would need a General Contractor to trench for Gas, Electric, low voltage etc.
- They have different ceiling options to include a standard 9 ft. ceiling as well as a vaulted ceiling, and a ridgeline ceiling option.
- For the construction costs, we should anticipate approximately \$400-\$425 a sq. foot.
- The above cost includes a concrete foundation, or we could go through a General Contractor and have the General Contractor company provide the foundation if the price was lower than what Enviroplex would charge.
- There are other costs for this option as well, architecture plans, parking lot, permitting, construction management etc..

Viable Option?

REQUIREMENTS	MEETS	DOES NOT MEET
America's Water Infrastructure ACT Risk(s) (public accessibility to secure treatment process water & wastewater)	X	
Existing Board Chamber issues (size, location, privacy)	Potentially meets	
Safety and Security (physical, doors, cameras, alarms, gates, - Cyber and natural hazard Safety and security)	Potentially meets	
Sufficient staff space (privacy, conference rooms)	Potentially meets	
Room for future growth	Potentially meets	
Energy efficient & OSHA Compliant	X	
Storage space (files, plans, records, cyber security) fire safety	Potentially meets	

Option 5 – PURCHASE NEW PROPERTY WITH OFFICE SPACE

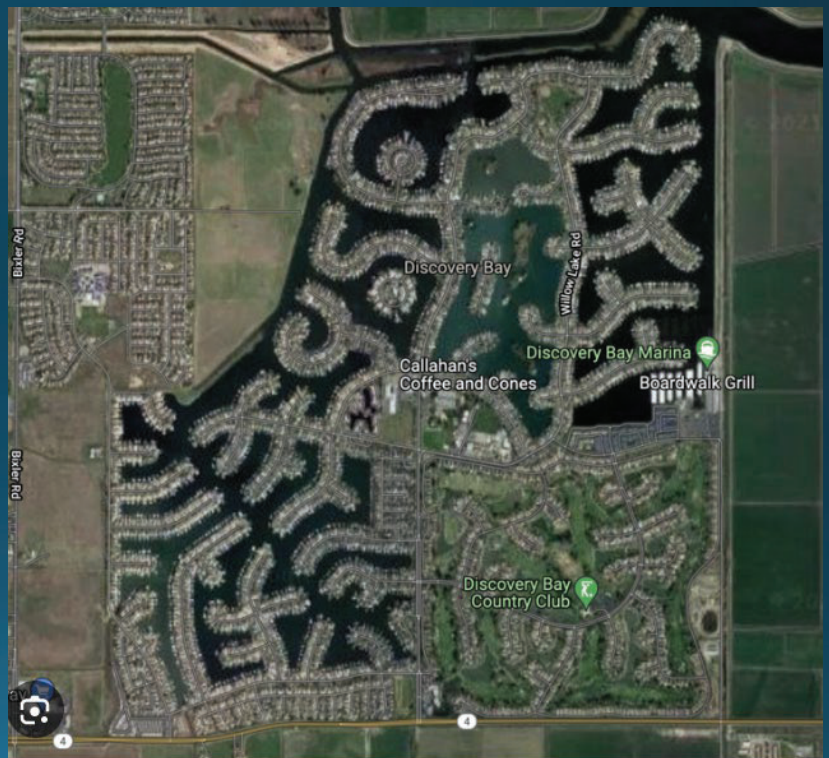
Location – SHOPPING CENTER IN
DISCOVERY BAY

Purchase price \$6.4M +/-

Square footage – approx. 38,000

Leases would pay mortgage

Existing Tenants 9 – Working with
Legal on TODB landlord
requirements



Viable Option?

REQUIREMENTS	MEETS	DOES NOT MEET
America's Water Infrastructure ACT Risk(s) (public accessibility to secure treatment process water & wastewater)	X	
Existing Board Chamber issues (size, location, privacy)	X	
Safety and Security (physical, doors, cameras, alarms, gates, - Cyber and natural hazard Safety and security)	Few added upgrades to meet	
Sufficient staff space (privacy, conference rooms)	X	
Room for future growth	X	
Energy efficient & OSHA Compliant	X	
Storage space (files, plans, records, cyber security) fire safety	X	

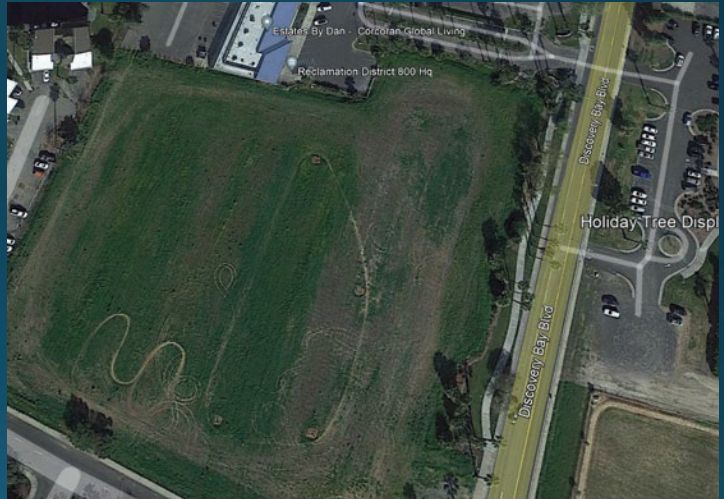
PROS & CONS

PROS	CONS
Meets all required needs	TODB Landlord (hire management co to mitigate any issues)

Option 5 – PURCHASE NEW PROPERTY WITH OFFICE SPACE

Location – DIRT LOT ACROSS
FROM THE COMMUNITY CENTER

Option is no longer available –
property under contract

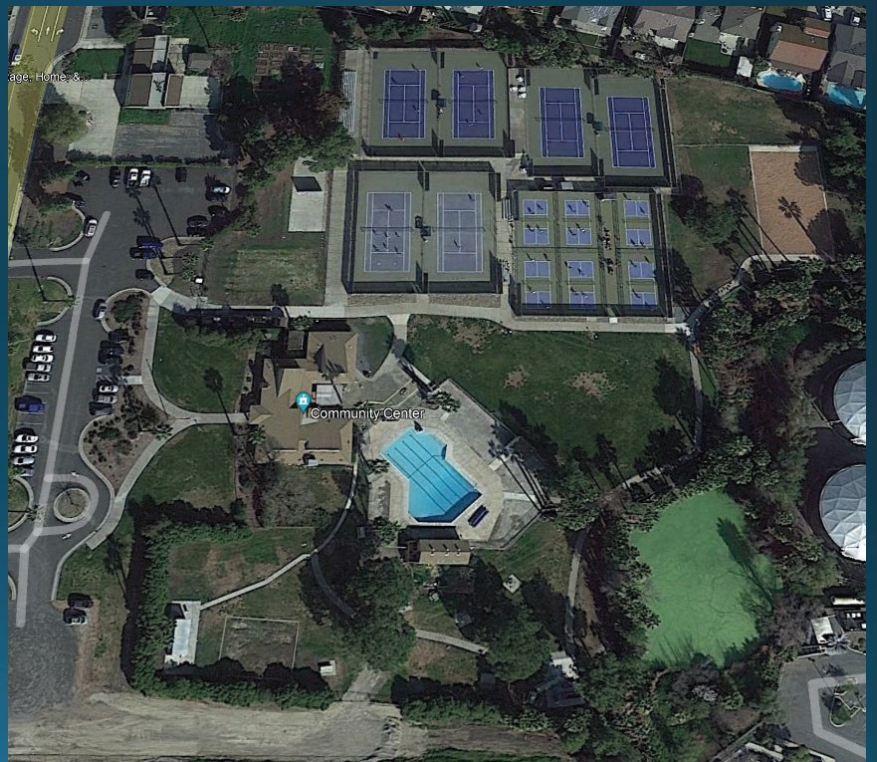


Option 6 – REMODEL THE COMMUNITY CENTER

Location – COMMUNITY
CENTER PROPERTY

Quote from AET to provide
cost estimate and potential
design concept. Move
forward with quote?

More to come on this option
(called AET, waiting on
return call of expected
design turnaround)



Viable Option?

REQUIREMENTS	MEETS	DOES NOT MEET
America's Water Infrastructure ACT Risk(s) (public accessibility to secure treatment process water & wastewater)	X	
Existing Board Chamber issues (size, location, privacy)	More information required	
Safety and Security (physical, doors, cameras, alarms, gates, - Cyber and natural hazard Safety and security)	More information required	
Sufficient staff space (privacy, conference rooms)	More information required	
Room for future growth	More information required	
Energy efficient & OSHA Compliant	More information required	
Storage space (files, plans, records, cyber security) fire safety	More information required	

PROS & CONS

PROS	CONS
Need more information	Need more information

Option 7 – NEW FACILITY AT EXISTING SITE

Location –WILLOW LAKE ROAD

Tight space for parking and chemical deliveries

Open to the public – Opens up for potential for accidental or malevolent activity

New facility construction needed water tank, larger filters.



Viabile Option?

REQUIREMENTS	MEETS	DOES NOT MEET
America's Water Infrastructure ACT Risk(s) (public accessibility to secure treatment process water & wastewater)		X (not enough space to gate off)
Existing Board Chamber issues (size, location, privacy)		X
Safety and Security (physical, doors, cameras, alarms, gates, - Cyber and natural hazard Safety and security)		X
Sufficient staff space (privacy, conference rooms)	Potentially Meets	
Room for future growth		X
Energy efficient & OSHA Compliant	X	
Storage space (files, plans, records, cyber security) fire safety		X

Option 7a – NEW FACILITY AT EXISTING SITE

Location –WILLOW LAKE ROAD

Tight space for parking and chemical deliveries

Closed to the public – to prevent the potential for accidental or malevolent activity, causes inefficient workflow and problem resolution.

New facility construction needed: water tank, larger filters.



Viabile Option?

REQUIREMENTS	MEETS	DOES NOT MEET
America's Water Infrastructure ACT Risk(s) (public accessibility to secure treatment process water & wastewater)	X	
Existing Board Chamber issues (size, location, privacy)		X
Safety and Security (physical, doors, cameras, alarms, gates, - Cyber and natural hazard Safety and security)		X
Sufficient staff space (privacy, conference rooms)	Potentially Meets	
Room for future growth		X
Energy efficient & OSHA Compliant	X	
Storage space (files, plans, records, cyber security) fire safety	X	

PROS & CONS

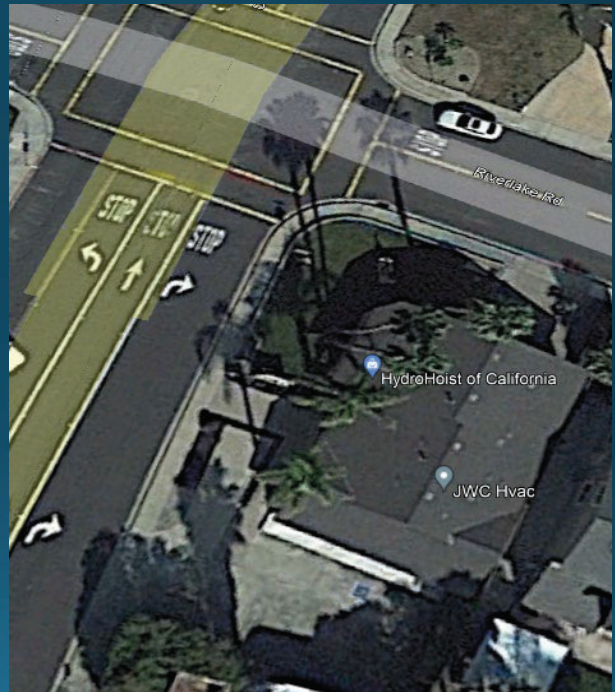
PROS	Challenges/CONS
Cost Effective	Not enough parking – due to the new filter tank(s) project, chemical deliveries, construction repairs, trash pick up, and deliveries.
Provides safe environment for staff and personnel	On site of the Districts largest and most productive well -No room for plant expansion if needed
Provides workspace for future growth	Limited room for future growth
Provides plant security	No residential persons on location, all inquiries or issues would be by appointment only.
	Would need to remodel the Community Center to include: office space, receptionist area, separation of board room from open common area – touching the cc could trigger new building code upgrades. Adds to the cost increase.
	Would cause workflow inefficiencies – billing inquiries resolution, no manager onsite, problem-solving, and conflict resolution will take longer as staff is spread in separate locations.
	Potentially burdensome to future staff
	Customer/Resident unfriendly. Potential to reputational risk and poor customer relations
	Would need temporary office space while the site work is being conducted

Option 8 – EXISTING BUILDING AT RIVERLAKE AND DB BLVD.

Location – CORNER OF DB BLVD AND RIVERLAKE ROAD

Purchase Price – N/A

Square footage or building layout– N/A



Viabile Option?

REQUIREMENTS	MEETS	DOES NOT MEET
America's Water Infrastructure ACT Risk(s) (public accessibility to secure treatment process water & wastewater)	X	
Existing Board Chamber issues (size, location, privacy)		X
Safety and Security (physical, doors, cameras, alarms, gates, - Cyber and natural hazard Safety and security)	Potentially meets	
Sufficient staff space (privacy, conference rooms)		x Limited
Room for future growth		x Limited
Energy efficient & OSHA Compliant	More information required	More information required
Storage space (files, plans, records, cyber security) fire safety	More information required	More information required

PROS & CONS

PROS	CONS
Moves us from current location	Not enough parking
	Building's location
	Limited room for future growth
	Tenants renting space

Committee Recommendation of Non-Viable Options

- Options # 1, 2, 7 and 8 – Committee Recommendation to Eliminate Options 1,2,7 & 8 at the August 16, 2023, Special Water & Wastewater Committee Meeting.

Board Decisions of Non-Viable Options

- Options # 1,2,7 and 8 – Eliminated by the Board of Directors at the September 6, 2023, Board Meeting.

Eliminated Non-Viable Options

- Options Number:
- Option 1 - Stay in the Existing Building
- Option 2 – Leasing Rental Space
- Option 7 – New Facility at Existing Site
- Option 8 – Existing Building at Riverlake and DB Blvd



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Agenda Title: Discussion and Possible Feedback Regarding Additional Security Camera Installation.

Meeting Date: February 21, 2024

Prepared By: Allan Cantando, Assistant General Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Discuss and provide feedback regarding additional Security Camera Installation.

EXECUTIVE SUMMARY:

The Town of Discovery Bay currently utilizes security cameras at various locations within the Town to protect our Water / Wastewater assets.

Water and wastewater facilities are integral components of our infrastructure, responsible for supplying clean water and managing wastewater treatment processes. These assets are susceptible to security threats, including vandalism, theft, and unauthorized access, which can compromise the safety and functionality of our services. Implementing security cameras is a proactive step towards mitigating potential risks and safeguarding our vital water and wastewater infrastructure.

Benefits of Utilizing Security Cameras:

- 1. Deterrence of Unauthorized Access:** Security cameras act as a visible deterrent, discouraging individuals from attempting unauthorized access to our facilities. The presence of surveillance equipment alone can significantly reduce the likelihood of security breaches.
- 2. Real-Time Monitoring:** Advanced security camera systems provide real-time monitoring capabilities. This enables prompt identification and response to any suspicious activities, minimizing the potential impact of security incidents.
- 3. Investigation and Incident Resolution:** In the event of security incidents, recorded footage from security cameras serves as valuable evidence for investigations. This aids law enforcement and internal security teams in identifying culprits and resolving incidents efficiently.
- 4. Protection of Critical Infrastructure:** Water and wastewater facilities house critical infrastructure that, if compromised, could have severe consequences for public health and the environment. Security cameras provide an added layer of protection, reducing the vulnerability of these essential assets.
- 5. Cost Savings in the Long Run:** While the initial investment in security camera systems is required, the potential cost savings in preventing security incidents, unauthorized access, and damage to infrastructure outweigh the upfront expenses.

There are various security systems that can be utilized to accomplish hardening our facilities from outside threats. The Town of Discovery Bay uses **License Plate Reader Technology** cameras (LPR) as well as IP cameras. The Town is also having **Pan Tilt Zoom (PTZ)** cameras installed at one of our critical facilities after a major project is completed.

Benefits of using different security systems:

License Plate Reader (LPR) Technology:

1. Automated Data Collection:

- **Benefit:** LPR technology automates the process of capturing license plate information, reducing the need for manual data entry. This leads to increased efficiency and accuracy in tracking and monitoring.

2. Enhanced Security:

- **Benefit:** LPR systems contribute to enhanced security by quickly identifying and tracking vehicles of interest, including those associated with criminal activities, stolen vehicles, or persons of interest.

3. Integration with Databases:

- **Benefit:** LPR systems can be integrated with databases such as law enforcement watchlists, allowing for immediate identification of flagged vehicles. This integration improves the effectiveness of surveillance for public safety purposes.

4. Real-time Alerts:

- **Benefit:** LPR technology can generate real-time alerts when a vehicle of interest is detected, enabling law enforcement or security personnel to respond swiftly to potential threats.

Pan-Tilt-Zoom (PTZ) Cameras:

1. Versatility and Coverage:

- **Benefit:** PTZ cameras offer the flexibility to adjust the field of view, providing wide coverage and the ability to zoom in on specific areas of interest. This versatility makes PTZ cameras suitable for monitoring large areas.

2. Live Monitoring and Intervention:

- **Benefit:** PTZ cameras allow operators to actively monitor live feeds and respond in real-time to unfolding events. The ability to pan, tilt, and zoom provides a dynamic surveillance capability.

3. Deterrence Through Visibility:

- **Benefit:** The visible presence of PTZ cameras can act as a deterrent, dissuading potential wrongdoers from engaging in criminal activities due to the increased risk of detection.

4. Situational Awareness:

- **Benefit:** PTZ cameras enhance situational awareness by providing a comprehensive view of the surroundings. This is particularly beneficial in security applications where a broad perspective is crucial.

5. Cost-Effective for Large Areas:

- **Benefit:** PTZ cameras can be cost-effective for monitoring expansive areas as they eliminate the need for deploying multiple fixed cameras. The ability to reposition the camera's focus as needed adds to their cost efficiency.

The choice between LPR technology and PTZ cameras depends on the specific goals and requirements of the surveillance application. LPR technology excels in automated license plate recognition and data integration, making it ideal for law enforcement and traffic-related purposes. On the other hand, PTZ cameras offer flexibility, real-time monitoring, and versatility in surveillance, making them suitable for various security and monitoring applications, especially in larger areas.

In many cases, a combination of both technologies might be the most effective approach, but costly, addressing different aspects of surveillance and security needs.

FISCAL IMPACT:

To Be Determined

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

None.

ATTACHMENTS:

None.