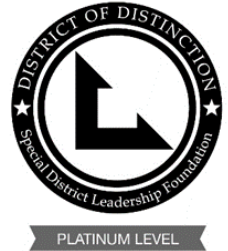




TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT
SDFL Platinum-Level of Governance



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

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET**

**Regular Board Meeting
Wednesday, November 3, 2021**

7:00 P.M. Regular Board Meeting

**Community Center
1601 Discovery Bay Boulevard**

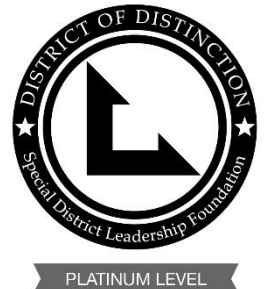




TOWN OF DISCOVERY BAY

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

NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday November 3, 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.
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 October 20, 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.

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.
2. Sheriff's Office Report.
3. CHP Report.
4. East Contra Costa Fire Protection District Report.

E. PRESENTATIONS

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

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Approve the Cancellation of the December 1, 2021, and January 5, 2022, Regular Board Meetings and Committee Meetings.
2. Discussion and Possible Action Regarding Bid Results for the Installation of Synthetic Turf at the Community Center Swimming Pool.
3. Appoint General Manager as Treasurer for Town of Discovery Bay Community Services District ("District") and Authorize the Transfer of Treasury Services and Duties from Contra Costa County Treasurer's office to The Town of Discovery Bay.

G. MANAGER'S REPORT

H. GENERAL MANAGER'S REPORT

I. DIRECTOR REPORTS

1. Standing Committee Reports.
 - a. Communications Committee Meeting (Committee Members Carolyn Graham and Michael Callahan) November 3, 2021.
 - b. Parks and Recreation Committee Meeting (Committee Members Bryon Gutow and Ashley Porter) November 3, 2021.
 - c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) November 3, 2021.
2. Other Reportable Items.

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

K. CORRESPONDENCE RECEIVED

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourn to the regular meeting on November 17, 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."



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 October 20, 2021
REGULAR MEETING 7:00 P.M.**

**NOTICE
Coronavirus COVID-19**

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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 Director Carolyn Graham.
3. Roll Call – All present.

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 October 6, 2021, Regular Board of Directors DRAFT Meeting minutes.
2. Approve Register of District Invoices.

Motion made by Vice President Kevin Graves 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

E. PRESENTATIONS

1. Monthly Water and Wastewater Report from Veolia – September 2021.

Veolia Project Manager Anthony Harper reviewed the water and wastewater production for the month of September 2021. There were no reported accidents. Water and wastewater samples continue to satisfy state requirements. He advised of reports which have been submitted to the state as required. Weekly safety trainings continue. Denitrification project is ongoing. Veolia Project Manager Harper advised of adjustments to sampling due to a Revised Total Coliform Rule established by the state. He also advised of completed projects and projects that are in progress.

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action Regarding Board of Director Meetings Utilizing Teleconferencing Pursuant to Government Code 54953 as Amended by AB361.

General Manager Dina Breitstein reminded the Board of consensus to use teleconferencing during Board meetings as listed on AB361 signed by Governor Newsom. Staff recommends the approval of Resolution 2021-18 allowing the Town to participate in teleconferencing Board meetings in accord with AB361.

Motion made by Director Michael Callahan to approve Resolution 2021-18 authorizing the Town to use the teleconferencing guidelines as outlined in AB361.

Second by Director Ashley Porter.

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

2. Adopt Resolution 2021-17 Allowing Preliminary Water Enterprise Project Expenditures to be Reimbursed from Bond Proceeds.

General Manager Dina Breitstein presented Resolution 2021-17 allowing the Town to reimburse itself for projects that will be paid for with bond proceeds. Resolution 2021-17 pertains to the Water Enterprise Well 8 project. Staff is requesting the Board approve Resolution 2021-17.

Motion made by Vice President Kevin Graves to approve Resolution 2021-17 as presented.

Second by Director Ashley Porter.

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

3. Discussion and Possible Action to Approve Town of Discovery Bay Community Service District's Social Media Policy.

General Manager Dina Breitstein presented the Town's Social Media Policy intended to mitigate any risk that may arise from the use of social media. General Manager Dina Breitstein advised that legal counsel has reviewed the policy. Staff is requesting approval of the Town's Social Media Policy.

Motion made by Director Carolyn Graham to approve Town of Discovery Bay's Social Media Policy.

Second by Director Michael Callahan.

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

4. Discussion and direction to General Manager Regarding Potential Sale of Property at Wastewater Treatment Plant No. 1.

General Manager Dina Breitstein advised the Board of a local realtor's interest to purchase some land near Water Plant No. 1. Town staff has identified land which it is willing to surplus and is seeking advice from the Board regarding the initiation to dispose of Town property currently in this area. The Town is also requesting Board discussion regarding the sale of this property.

Vice President Kevin Graves asked if there is still a Memorandum of Understanding between the Town and students of Berkley regarding the use of this land.

General Manager Dina Breitstein advised there is no active contract.

President Bryon Gutow asked how much land is being requested.

General Manager Dina Breitstein stated there has not been an amount identified, at this time the inquiry is preliminary.

Director Carolyn Graham asked if Town knows the intended use for the land by the realtor.

General Manager Dina Breitstein advised her understanding is that the land may possibly be used as parking for recreational vehicles and boats.

Discussion was held between the Board and General Manager Dina Breitstein regarding the location and

what the land is being used for at the moment.

It is the Board's recommendation that the Town do research regarding the land's value, retaining some of the land shown as marketable, and any possible future need for the land prior to exploring the option to sell it. Once the Town has found answers to these inquiries, Town is advised to bring this item back to the Board for reexamination.

Motion made by President Bryon Gutow that the Town move forward with exploratory analysis regarding the sale of the identified land.

Second by Director Ashley Porter.

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

5. Discussion and Possible Action to Authorize the Implementation of a Community-Based Emergency Alert Text (SMS) System.

Interim Assistant General Manager Mike Davies offered the Board information regarding the cost of implementing a Community-Based Emergency Alert Text System. Board was advised that the Town has the capability to send out emails to residents to inform them of safety alerts or breaking news. After discussing the cost to set up a system to send text messages for emergency notifications, the Board determined that it was best if the Town did further research to convey emergency announcements to the public. Town was given direction to bring this item to the Communications Committee for reconsideration once additional exploration of cost and benefits is complete.

Public comment regarding:

- Do not overthink the process. Do more research on what is available for emergency notifications.

6. Discussion and Possible Action Regarding Approval of Resolution 2021-16 that Approves and Adopts the Final Groundwater Sustainability Plan (GSP) for the East Contra Costa Subbasin in which the Discovery Bay CSD GSA has Jurisdiction.

Interim Assistant General Manager Mike Davies presented the GSP to the Board and advised of the collaborate effort in preparing this document with six other agencies. Each Groundwater Sustainability Agency will present the GSP to their Board or City Council for approval before the deadline in January 2022. Staff recommends the Board approve Resolution 2021-16 to adopt the Groundwater Sustainability Plan for East Contra Costa Subbasin.

Director Carolyn Graham asked if there were any public comments regarding the GSP while it was posted to the Town website.

Interim Assistant General Manager Mike Davies advised there were three video conferencing sessions with the public to obtain comments and comments were also submitted through the Town's website. Comments varied in nature and they were each taken into consideration when the GSP was being developed.

Motion made by Vice President Kevin Graves to approve the final draft of the Groundwater Sustainability Plan under Resolution 2021-16.

Second by Director Carolyn Graham.

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

G. MANAGER'S REPORT

1. Competitive Grant

Parks and Landscape Manager Bill Engelman told the Board the Town has not yet received a decision on the awarding of the State's Competitive Grant.

Parks and Landscape Manager Bill Engelman advised the Board of a delay in the start date for the Greater Valley Conservation Corps due to a COVID-19 outbreak. The contract's new start date is November 1, 2021. Parks and Landscape Manager Bill Engelman issued a reminder that bids for the pool synthetic turf are due on October 27, 2021.

Director Carolyn Graham asked about landscaping being done on Discovery Bay Pointe.

Parks and Landscape Manager Bill Engelman advised he is bringing some ideas for landscaping these islands to the Parks and Recreation Committee at the next committee meeting.

H. GENERAL MANAGER'S REPORT

1. New Website went live update.

General Manager Dina Breitstein advised the Board that the Town's new website went live.

2. General Manager Dina Breitstein alerted the Board to a Meet the New General Manager event on November 4, 2021. One gathering will be in the morning and there will be another gathering in the evening. Both will be held in the Community Center. Town managers will be available as well as a member of the staff to sign up town residents with Eye On Water.

I. DIRECTOR REPORTS

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

Vice President Kevin Graves advised of his participation in the East Contra Costa Fire Protection District

meeting on October 13, 2021, and the Contra Costa County Aviation Committee and the meeting on October 14, 2021.

K. CORRESPONDENCE RECEIVED

Interim Assistant General Manager Mike Davies advised the Board of a letter received from the sheriff, which was sent to Supervisor Diane Burgis' and the Board of Supervisors office expressing discontentment with the lack of emphasis given during his call with the Measure X Advisory Committee requesting Measure X funds for needs of the sheriff's department.

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourned at 7:59 p.m. to the regular meeting on November 3, 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."

DRAFT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

November 3, 2021

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 \$ 321,131.41

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 2021/2022

AGENDA ITEM: C-2

Request for Authorization to Pay Invoices
For The Meeting On November 3, 2021
Town of Discovery Bay CSD
Fiscal Year 7/21 - 6/22

| | |
|------------------------------------------------|--------------|
| Pacific Gas & Electric | \$103,747.05 |
| National Aquatic Services, Inc. | \$70,206.22 |
| Town of Discovery Bay CSD | \$34,089.55 |
| J.W. Backhoe & Construction, Inc. | \$15,076.43 |
| Contra Costa County Treasurer-Tax Collct | \$13,296.02 |
| Luhdorff & Scalmanini | \$12,563.75 |
| U.S. Bank Corporate Payment System | \$12,043.78 |
| BSK Associates | \$11,194.25 |
| California Special Districts Assoc. | \$8,195.00 |
| Brentwood Decorative Rock, Inc. | \$7,736.30 |
| San Joaquin County Office Of Ed Office Team | \$5,000.00 |
| Trugreen | \$4,450.25 |
| Freedom Mailing Service, Inc | \$3,950.00 |
| Janitorial Plus | \$3,241.99 |
| Watersavers Irrigation Inc. | \$2,580.00 |
| Univar Solutions USA Inc. | \$2,457.06 |
| Mt Diablo Resource Recovery | \$2,222.94 |
| Delta Fence Company, Inc. | \$1,479.00 |
| Quadient Leasing USA, Inc. | \$1,453.00 |
| Bob Murray & Associates | \$1,000.00 |
| Stericycle | \$907.91 |
| Paul E. Vaz Trucking, Inc. | \$870.89 |
| InContext | \$566.41 |
| Streamline | \$533.00 |
| Lucia Peters | \$480.00 |
| Denise Williams-Karbowski | \$445.50 |
| Croce, Sanguinetti & Vander Veen, Inc. | \$420.00 |
| Jones Family Bee Removal | \$330.00 |
| Office Depot | \$120.00 |
| UniFirst Corporation | \$119.73 |
| Lesley Marable | \$108.04 |
| County Of Contra Costa, Dept of Info Tec | \$95.42 |
| Core & Main LP | \$59.25 |
| Verizon Wireless | \$55.11 |
| Water Utility Refund Customer | \$25.02 |
| | \$12.54 |
| | <hr/> |
| | \$321,131.41 |



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION 2021-19**

**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 2021-18 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, the March 4, 2020, 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 health orders issued by the Contra Costa County Health Officer recommending measures to preserve the public health, including indoor masking requirements, social distancing from non-household members for vaccinated individuals that have been exposed to

COVID-19, and measures acknowledging that close contact to other persons increases the risk of transmission, remain in effect.

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

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

Section 2. State of Emergency. 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 3. Measures to Promote Social Distancing. The Board of Directors hereby finds that Cal-OSHA and the County Health Official continue to recommend measures to promote physical distancing.

Section 4. 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 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption.

Bryon Gutow
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 regularly scheduled meeting, held on November 3, 2021, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dina Breitstein
Board Secretary



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Meeting Date
November 3, 2021

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

Agenda Title:

Discussion and Possible Action to Approve the Cancellation of the December 1, 2021, and January 5, 2022, Regular Board Meetings and Committee Meetings.

Recommended Action

Cancel December 1, 2021, and January 5, 2022, Regular Board Meeting and Committee Meetings.

Executive Summary

This year the Regular Board and Committee Meetings in December and January fall on the following Wednesday after the Thanksgiving and New Year’s holidays. 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 Director’s Meeting. Staff recommends that Regular Board and Committee Meetings be canceled on December 1, 2021, and January 5, 2022.

Table of Meetings to Cancel

| <u>Date</u> | <u>Meeting</u> | <u>Time</u> |
|-------------|----------------------------------------|-------------|
| 12/1/2021 | Internal Operations Committee Meeting | 3:30 PM |
| 12/1/2021 | Finance Committee Meeting | 4:30 PM |
| 12/1/2021 | Water and Wastewater Committee Meeting | 5:30 PM |
| 12/1/2021 | Board of Director’s Meeting | 7:00 PM |
| 1/5/2022 | Communications Committee Meeting | 3:30 PM |
| 1/5/2022 | Park and Recreation Committee Meeting | 4:30 PM |
| 1/5/2022 | Water and Wastewater Committee Meeting | 5:30 PM |
| 1/5/2022 | Board of Director’s Meeting | 7:00 PM |

The next Regular Board Meeting will take place on December 15, 2021, and this meeting date is typically when newly elected Board Members are seated and January 19, 2022.

Previous Relevant Board Actions for This Item

Attachments

None



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

November 3, 2021

Prepared By: Bill Engelman, Parks and Landscape Manager and Monica Gallo, Recreation Programs Supervisor
Submitted By: Dina Breitstein, General Manager

Agenda Title

Discussion and Possible Action Regarding Bid Results for the Installation of Synthetic Turf at the Community Center Swimming Pool.

Recommended Action

Accept the low bid of \$105,000 submitted by Silicon Valley Paving, Inc., for the installation of synthetic turf at the Community Center Swimming Pool; and authorize the General Manager to execute all contracts associated therewith for a total project cost not to exceed the bid amount plus 15% contingency.

Executive Summary

In March of this year, staff met with and obtained an estimate from a company that specializes in synthetic turf installation for converting the landscape around the pool area into synthetic turf. This estimate came in at approximately \$55,000.

At the May 5, 2021 Board of Directors meeting, staff presented options for landscaping and hardscaping ideas to the Board to enhance the area around the Community Center pool. Staff was given direction to move forward with installing synthetic turf within the perimeter of the pool fencing area, as well as approval to use "Hofmann money" to fund the project. A bid opening was held on July 28th where staff received two bids:

- Consolidated Engineering at \$113,692.00
- G&G Builders at \$166,667.00

The actual bid amounts were in extreme excess of the original \$55,000 amount originally considered by the Board; therefore all bids were rejected. Staff then reached out to the original company who quoted \$55,000 and requested an updated estimate. Due to labor and material cost increases due to COVID, the new estimate came in at \$85,000.00

Staff reached out to eleven specialty turf contractors and went out to re-bid on October 27, 2021, where staff received two bids:

- Silicon Valley Paving, Inc. at \$105,000.00 (\$52,500.00 material cost / \$52,500.00 labor cost)
- McNabb Construction at \$117,649.00 (\$35,294.70 material cost / \$82,354.30 labor cost)

Previous Relevant Board Actions for This Item

May 5, 2021
August 18, 2021

Attachments

Silicon Valley Paving, Inc. Bid and McNabb Construction Bid

AGENDA ITEM: F-2



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date
November 3, 2021

Prepared By: Julie Carter, Finance Manager
Submitted By: Dina Breitstein, General Manager

Agenda Title

Appoint General Manager as Treasurer for Town of Discovery Bay Community Services District ("District") and Authorize the Transfer of Treasury Services and Duties from Contra Costa County Treasurer's office to The Town of Discovery Bay.

Recommended Action

Staff recommends that the Board of Directors approve Resolution 2021-15.

Executive Summary

The District currently has the Contra Costa County Treasurer ("County") as its Treasurer/Treasury. Funds for the Water/Wastewater, DB L&L Zone 8, and DB L&L Zone 9 are collected and dispersed by the County on the District's behalf.

The District is moving the Treasury function to staff in order to streamline the payment process and independently manage its cash flows. To make this transition the District needed to complete necessary steps which are outlined below:

- On September 1, 2021, the District approved a comprehensive Financial Policy.
- On October 6, 2021 the Board of Directors approved Resolution 2021-14 to authorize staff to open a new bank account at BAC Bank for DB L&L Zone 9.
- County requirement Appointment of a District Treasurer– Resolution 2021-15 appoints the General Manager as the District's Treasurer and authorizes the transfer of District monies held with the County to the District's accounts at BAC Bank.

Next steps in the process:

1. Submit approved Resolution 2021-15 to the CCC Treasurer for approval by the Board of Supervisors.
2. Mutually agree on a date with the CCC Treasurer's Office to cease the treasury duties for the District.
3. Transfer the funds for Water/Wastewater, DB L&L Zone 8 and DB L&L Zone 9 to BAC Bank.

Staff recommends that the Board of Directors approve Resolution 2021-15 to appoint the General Manager as the District Treasurer and authorize the transfer of funds from the County to BAC Bank.

Fiscal Impact: Yes

Amount Requested: 0

Sufficient Budgeted Funds Available?: Yes

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Town of Discovery Bay Financial Policy; approved September 1, 2021.
Resolution 2021-14

Attachments:

Resolution 2021-15

AGENDA ITEM: F-3



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2021-15

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
AUTHORIZING APPOINTMENT OF GENERAL MANAGER AS TREASURER AND AUTHORIZING TRANSFER OF ALL
TREASURY/AUDIT-CONTROLLER SERVICES AND MONIES TO THE TOWN OF DISCOVERY BAY COMMUNITY SERVICE
DISTRICT**

WHEREAS, the Town of Discovery Bay Community Services District (the "Town") is a community services district organized and operating pursuant to California Government Code section 61000 et seq.; and

WHEREAS, Government Code sections 61050 and 61052, provide that the Contra Costa County Treasurer shall be the Town's Treasurer, depository, and maintain custody of all the Town's funds, unless the Town establishes an alternative depository pursuant to Government Code section 61053; and

WHEREAS, to establish an alternative depository for the Town's funds, Government Code section 61053 requires the Town's Board of Directors to 1) state its intention to withdraw its money from the County treasury; 2) fix the amount of the bond for the Town's Treasurer and other Town employees who will be responsible for handling the Town's finances; 3) adopt a system of accounting and auditing that adheres to generally accepted accounting principles ("GAAP"); and 4) designate a bank as the depository for the Town's funds; and

WHEREAS, the Town's Board of Directors unanimously adopted a comprehensive Financial Policy to govern all financial procedures and internal controls in accordance with GAAP at the September 1, 2021, regular meeting; and

WHEREAS, the Town's Board of Directors adopted Resolution 2021-14, authorizing establishment of a bank account with Bank of Agriculture and Commerce ("BAC") as a depository for the Town's funds; and

WHEREAS, it is the desire of the Town's Board to establish an alternative depository to the County Treasurer, pursuant to Government Code section 61053.

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

- SECTION 1. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.
- SECTION 2. The Town's Board appoints the General Manager as its Treasurer who shall serve in the place of the County Treasurer.
- SECTION 3. The Town's Board hereby states its intention to withdraw monies held in depository at the Contra Costa Treasury on behalf of the Town's TODBCSD Water-Wastewater Fund 342800, DB L&L Zone 8 Fund 343000, and DB L&L Zone 9 Fund 343100.
- SECTION 4. The Town's Board and the County Board of Supervisors shall determine a mutually acceptable date for the withdrawal of the Town's monies from the County Treasury no later than 15 months from the date of this Resolution.
- SECTION 5. The Town's Board hereby designates Bank of Agriculture and Commerce as the depository of the Town's money.
- SECTION 6. The Town's Treasurer and all Town employees responsible for handling the Town's finances shall be covered in the amount set forth in the Town's Employee Dishonesty (Crime & Fidelity) Insurance Policy.
- SECTION 7. The Town's Treasurer shall make quarterly or more frequent written reports to the Town's Board, as the Town's Board shall determine, regarding the receipts and disbursements and balances in the accounts controlled by the Town's Treasurer.

SECTION 8. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 3rd DAY OF NOVEMBER 2021.

Bryon Gutow
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 regularly scheduled meeting, held on November 3rd, 2021, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dina Breitstein
Board Secretary