



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



## SDLF Platinum-Level of Governance

PLATINUM LEVEL

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

**NOTICE OF THE SPECIAL MEETING  
OF THE WATER AND WASTEWATER COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, October 18, 2023, 5:30 P.M.**

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

**REMOTE TELECONFERENCE LOCATION:**

Sheraton San Diego Hotel and Marina  
1380 Harbor Island Dr.  
San Diego, CA 92101

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 Ashley Porter  
Vice-Chair Kevin Graves*

**SPECIAL MEETING 5:30 P.M.**

**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 Meeting minutes of September 6, 2023.
2. Approve Water and Wastewater DRAFT Meeting minutes of October 4, 2023.

**D. PRESENTATIONS**

**E. UPDATES**

1. Discussion and Possible Feedback to Approve the Elimination of the Non-Viable Office Building Option as Possible Option for the Future District Office Building.

**F. DISCUSSION**

**G. FUTURE DISCUSSION/AGENDA ITEMS**

**H. ADJOURNMENT**

1. Adjourn to the next Standing Water and Wastewater Committee meeting on November 1, 2023, 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



PLATINUM LEVEL

## SDLF Platinum-Level of Governance

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

### MINUTES OF THE REGULAR MEETING OF THE WATER AND WASTEWATER COMMITTEE OF THE TOWN OF DISCOVERY BAY Wednesday, September 6, 2023, 5:30 P.M.

#### Water and Wastewater Committee Members

Chair Ashley Porter  
Vice-Chair Kevin Graves

#### 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)

- First speaker asked if legal had looked into the matter of tenants in Town owned buildings. President Porter clarified that this falls under item E1 – Building Update. She also stated that all information will be presented when available.

#### C. DRAFT MINUTES TO BE APPROVED

1. Approve Special Water and Wastewater DRAFT Meeting minutes of August 16, 2023.

Vice-Chair Graves made a Motion to Approve the Draft Minutes of August 16, 2023.

Chair Porter seconded.

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

#### D. PRESENTATIONS

None.

#### E. UPDATES

1. Building Update.

Presented by General Manger Dina Breitstein.

- Staff has reached out to an organization that builds modular buildings. They are trying to coordinate a meeting.

#### F. DISCUSSION

1. Crane Truck repurchase.

Presented by Water and Wastewater Manager Aaron Goldsworthy.

- Staff needs to replace the crane truck that was damaged shortly after purchase.
- Staff is requesting that the purchase amount be increased to \$150,000.
- Item will be brought to the Board of Directors Meeting.

Committee agrees on bringing it to the entire Board of Directors for a vote.

**G. FUTURE DISCUSSION/AGENDA ITEMS**

None.

**H. ADJOURNMENT**

1. Adjourned at 5:36p.m. to the next Standing Water and Wastewater Committee meeting on October 4, 2023, at the Community Center located at 1601 Discovery Bay Boulevard.

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DRAFT



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**MINUTES OF THE REGULAR MEETING  
OF THE WATER AND WASTEWATER COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, October 4, 2023, 5:30 P.M.**

**Water and Wastewater Committee Members**

*Chair Ashley Porter*

*Vice-Chair Kevin Graves*

**A. ROLL CALL**

1. Called business meeting to order 5:30 p.m.
2. Roll Call was taken, and Chair Ashley Porter was absent.

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

- The speaker commented on the Veolia presentation that was upcoming and questioned how much money grants would provide for the project.

**C. DRAFT MINUTES TO BE APPROVED**

1. Approve Water and Wastewater DRAFT Meeting minutes of September 6, 2023.
- Unable to approve minutes due to lack of quorum.

**D. PRESENTATIONS**

1. Veolia Business Development and Energy Presentation.

Project Manager for Veolia Anthony Harper introduced John Burdette who is the Sr. Business Development Manager of Veolia.

John Burdette presented a PowerPoint on Energy, Water & Wastewater Solutions for the Town of Discovery Bay.

- High energy costs, aging infrastructure, and dirty power are some challenges faced.
- PG&E has an annual increase of over 11%.
- Common energy conservation measures are lighting, HVAC systems, and water and wastewater management.
- Water storage tower is a consideration.
- The main program goal is to increase resiliency for critical facilities for the Town of Discovery Bay.
- California has grants and financing options available.

Director Graves recommends bringing the presentation to the full Board of Directors.

**E. UPDATES**

1. Building Update.

Director Graves presented the update.

- Committee has looked into alternate construction.
- More information will be brought to the full Board at the next meeting.

General Manager Dina Breitstein gave an update.

- The local emergency services contractor is retiring. He will be selling off his used equipment. The Water and Wastewater Manager has contacted the contractor and will be bringing a proposal to a future Board meeting for a potential equipment purchase.

## **F. DISCUSSION**

1. Discussion and Possible Feedback Regarding Luhdorff & Scalmanini Scope of Work to Provide Design and Construction Engineering Services for Cathodic Protection Test Station Improvements, in the amount of \$58,882, plus 10% for Contingencies.

Presented by Project Manager Mike Yeraka.

- During an inventory survey of the Town's cathodic protection system it was discovered that several dozen test stations need repair in order for them to function properly and protect the buried metal fittings they are connected to from corroding.

Director Graves recommends bringing this item to the Board of Directors.

2. Discussion and Possible Feedback Regarding the Scope of Services From Stantec Consulting to Prepare the Documents Necessary for Renewal of the Town's NPDES Permit in the Amount of \$45,314.

Presented by District Wastewater Engineer Gregory Harris.

- Every 5 years the Town must renew the National Pollution Discharge Elimination Systems Permit.
- Herwit has requested a proposal from Stantec Consulting Engineers to prepare the renewal documents.

Director Graves recommends bringing this item to the Board of Directors.

## **G. FUTURE DISCUSSION/AGENDA ITEMS**

None.

## **H. ADJOURNMENT**

1. Adjourned at 6:11p.m. to the next Standing Water and Wastewater Committee meeting on November 1, 2023, at the Community Center located at 1601 Discovery Bay Boulevard.

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# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

October 18, 2023

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

**Agenda Title:**

Discussion and Possible Feedback to Approve the Elimination of the Non-Viable Office Building Option as Possible Option for the Future District Office Building.

**Recommended Action:**

That the Water and Wastewater Committee recommend to the Board to approve the following action:

Eliminate the following Non-Viable Office Building Option.

- Option 3: New Building

**Executive Summary:**

In June of 2021, Luhdorff & Scalmanini (LSCE), the District's water engineering consultant, completed a Risk and Resilience Assessment Report for the Town of Discovery Bay. The report was requested and submitted to the America Water Works Association (AWWA). The report identified that the District Office shared a site with the Well 6 Water Treatment Facility. It found that allowing public access to the District's process facilities increases the risk of accidental or intentional malevolent acts and poses a relatively high vulnerability to the water system and liability for the District. The general public's access to process control facilities daily is irregular, and it is highly recommended that options be reconsidered to move the District Office Operations to a different site. This move would mitigate the possibility of accidental or intentional malevolent acts to the District's water treatment facility. The risk results outlined in the report prompted the Board decision to create an Ad-Hoc Building Committee to explore various options.

The Ad-Hoc Office Building Committee began the task of exploring relocating the District Office administration operations. The tasks accomplished to date are listed below:

1. Identify a new site location.
2. Interview and recommend an architectural firm to develop three design concepts.
3. Advise and review design necessities and features.
4. Bring the recommended concept(s) to the Board of Directors.

AETypic was contracted by the District to provide three New Office Building conceptual schemes. Three schemes were designed and reviewed by the Ad-Hoc Committee, with conceptual Scheme A being the recommended plan to bring forward for Board review. The Ad-Hoc committee met several times to guide and review the three schemes.

In addition to the three schemes, the Ad-Hoc Committee explored remodeling and adding to the Community Center building. AET has provided a quote of additional services if the Board chooses to pursue AET in providing one conceptual design to expand/remodel the Community Center.

The June 7, 2023 Board Meeting was held to hear public comments regarding the Architectural Design for a new office building to be built adjacent to the existing Community Center. The building Conceptual Plan A cost estimated was \$13M. Due to the high-cost estimate presented, the Board of Directors paused moving forward on acquiring the new office architecture and engineering plans. The Board decided to continue to research and review other building options.

At the July 5, 2023 Special Water and Wastewater Committee meeting the Committee, Staff and Public put together a list

of eight office building options for the District to discuss. Those options were:

- 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

At the August 16, 2023 Water and Wastewater Committee meeting the Committee elected to recommend the elimination of the Non-Viable options to date for a new District office building:

- 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

At the September 6, 2023 Board of Directors meeting the Board voted to eliminate the following non-viable options:

- 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

It is recommended that the Board approve the following action:

Eliminate the following Non-Viable Office Building Option per the Water and Wastewater Committee Recommendation:

- Option 3: New Building

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**Previous Relevant Board Actions for This Item**

September 6, 2023 elimination of non-viable options.


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**Attachments**

Building Presentation

**AGENDA ITEM: E1**



A horizontal band with a teal background featuring a wavy, water-like texture. 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, camera's, 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

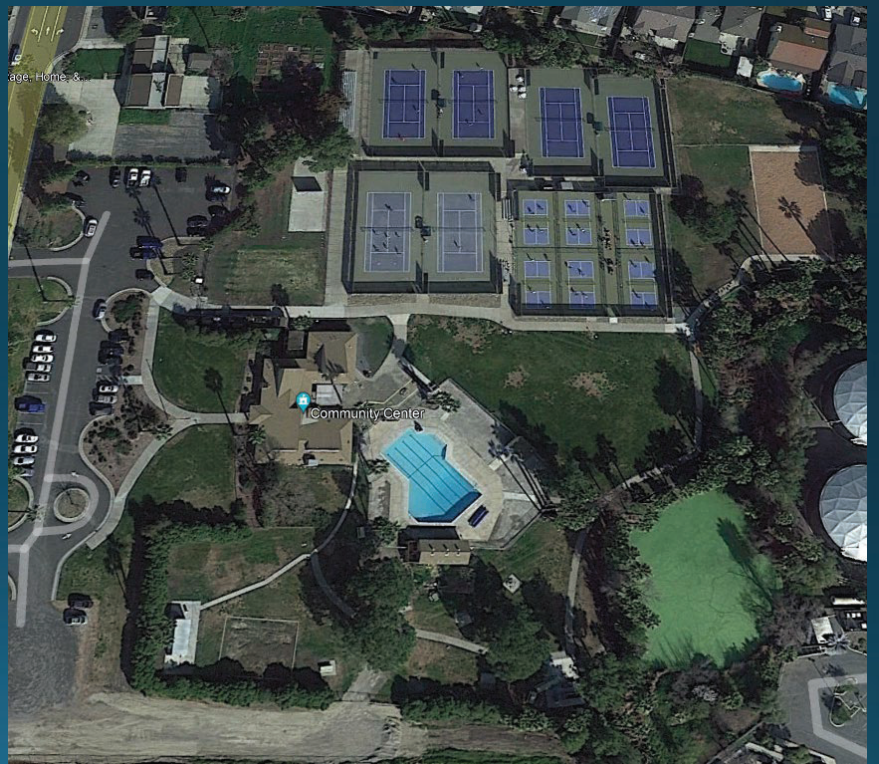


# Viable Option?

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

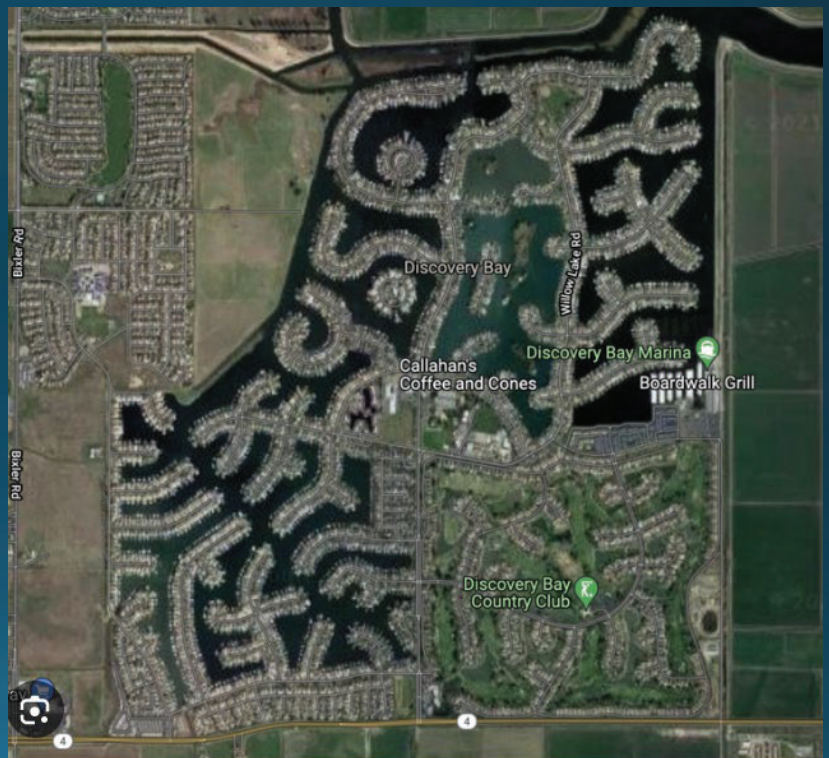
Location – SHOPPING CENTER IN  
DISCOVERY BAY

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

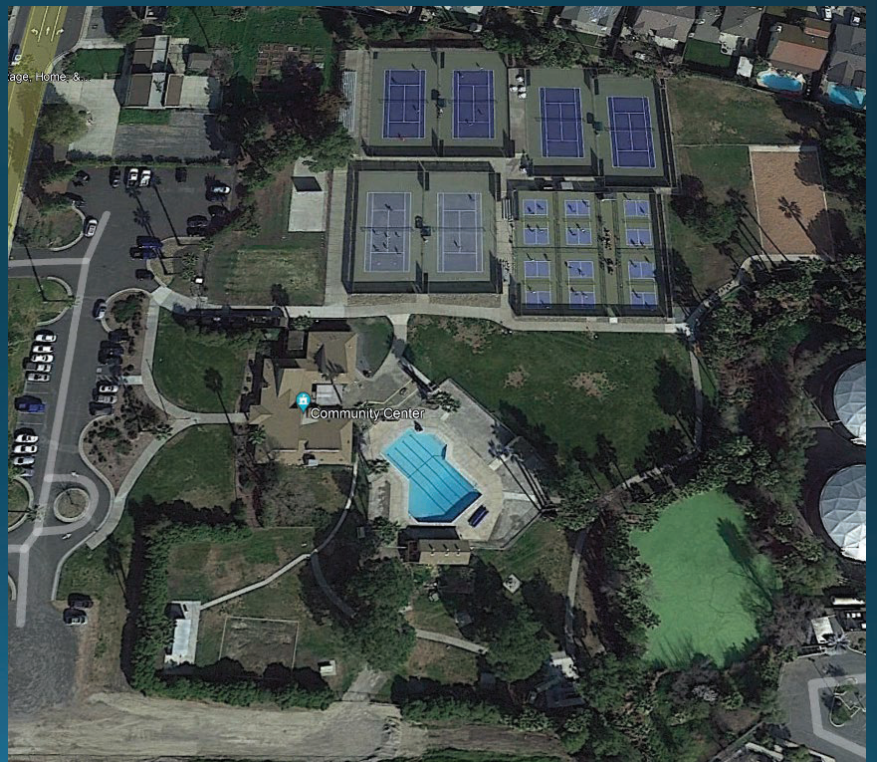


## Option 6 – REMODEL THE COMMUNITY CENTER

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?

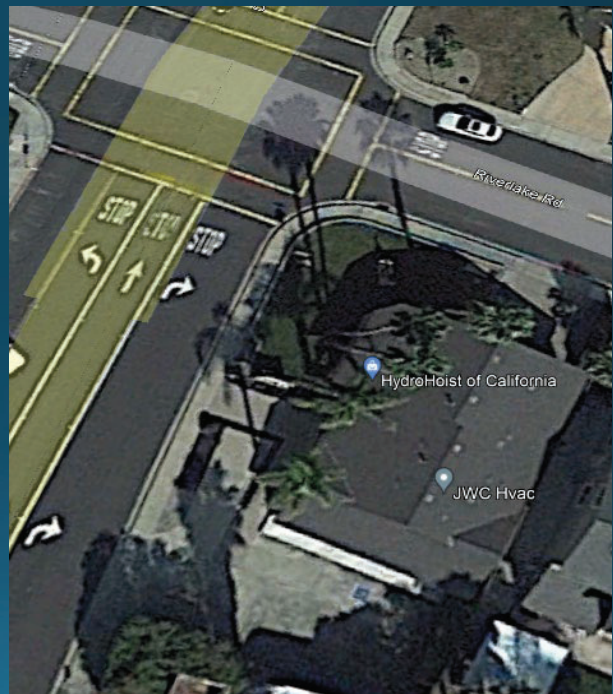
REQUIREMENTS	MEETS	DOES NOT MEET
America's Water Infrastructure ACT Risk(s) (public accessibility to secure treatment process water & wastewater)		X (not enough space to gate off)
Existing Board Chamber issues (size, location, privacy)		X
Safety and Security (physical, doors, cameras, alarms, gates, - 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 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 – Board Action to Eliminate Options 1,2,7 & 8 at the September 6, 2023, Board of Director's Meeting.



# Eliminated Non-Viable Options

- Options Number: 1,2,7,8 (BOD action on 9/6/23)