



# 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 BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday May 17, 2023 7:00 P.M.

#### REGULAR MEETING 7:00 P.M.

##### A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Business meeting called to order at 7:00 p.m.
2. The Pledge of Allegiance was led by Director Gutow.
3. Roll Call was taken, and all members were present with the exception of Director Callahan.

##### 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 Regular Board of Directors DRAFT Meeting minutes from May 3, 2023.
2. Approve Register of District Invoices.
3. Approve Contract with California Special District's Association (CSDA) for Financial Services.

Director Graves made a Motion to Approve the Consent Calendar.

Director Graham seconded.

Vote: Motion carried – AYES: 4- Graham, Gutow, Graves, Porter NOES: 0, ABSTAINED: 0, ABSENT: 1 - Callahan

##### D. PRESENTATIONS

1. Veolia Presentation.

Anthony Harper, Project Manager for Veolia presented the April report.

- There were 4993 safe working days through April.
- There was a safety incident that will set the counter back to zero in May.
- Anthony stressed the importance that Veolia places on safety.
- All water wells are active.

Director Callahan arrived at the meeting at 7:15p.m.

Anthony Harper introduced Kulwinder Singh who has joined Veolia as the Assistant Project Manager. Singh has 42 years of experience.

##### E. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Approve Architecture Design Services Contract with AETypic (AET) for the New Office Building.

General Manager Dina Breitstein introduced Steve Grist, David Tritt and Andres Sandoval of AETypic.

- America's Water Infrastructure ACT (AWIA) identified a risk due to the public's access to the Willow Water Treatment Plant (WTP) and Well 6 when visiting the District's administrative office building.
- The location of the existing Board Chamber does not meet the needs of the Town.
- The current District Office building has insufficient space and lacks proper security measures to protect staff.
- Three conceptual designs were presented. Scheme A is the preferred design of the AdHoc Committee.
- AETypic also assessed a remodel/addition to the Community Center. There would be additional costs due to ADA compliance, seismic retrofit, full Title-24 compliance, and complete parking lot development.

Director Graves made a motion to approve recommended action #1 - Contract with AETypic to complete architectural and bid document plans for concept Scheme A of the new Office Building and authorize the General Manager to execute any and all contracts therein.  
President Porter seconded.

There was a request for legal counsel Andy Pinasco to clarify how to proceed with voting on the two recommended actions.  
Director Graves withdrew his motion.

Director Gutow made a motion to approve recommended action #2 - Contract with AETypic to complete one conceptual plan to expand and remodel the Community Center to incorporate the new District office building and authorize the General Manager to execute any and all contracts therein.

Director Graham seconded the motion.

Vote: Motion failed – AYES: 2 – Graham, Gutow, NOES: 3 – Graves, Callahan, Porter, ABSTAINED: 0, ABSENT: 0

Director Graves made a motion to approve recommended action #1 - Contract with AETypic to complete architectural and bid document plans for concept Scheme A of the new Office Building and authorize the General Manager to execute any and all contracts therein.  
President Porter seconded.

Vote: Motion carried – AYES: 4 – Graham, Graves, Callahan, Porter, NOES: 1 – Gutow ABSTAINED: 0, ABSENT: 0

2. Discussion and Possible Action to Award the Construction of the Well 8 Project to the Lowest Responsive Bidder in the Amount of \$555,126.

Presented by Mike Yeraka, Projects Manager.

- The Town went out to bid for construction of Well 8 and received eight bids ranging from \$555,126 to \$896,823.
- The lowest bid was from Well Industries, Inc. DBA North State Drilling.

Director Graves made a motion to accept staff recommendation to:

- a. Award the Construction of the Well 8 Project to Well Industries, Inc. DBA North State Drilling to Perform the Necessary Construction Services per the project bidding documents and the issued addendum.
- b. Authorize the General Manager to Execute the Town's Construction Contract Agreement with Well Industries, Inc. DBA North State Drilling to perform the Work contained in the Bidding Documents and any Addendum in the amount Not to Exceed \$555,126.
- c. Authorize the General Manager to execute change orders to the construction contract for up to 10% of the contract value.

Vice President Callahan seconded the motion.

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

3. Discussion and Possible Action to Approve Funding to Contract the California Conservation Corps to Expedite the Clipper Drive Revitalization Project and to Assist with Additional Landscaping and Weed Control.

Presented by Parks and Landscape Manager Bill Engelman.

- Staff is recommending hiring the Conservation Corps. to expediate the Clipper Drive Revitalization Project and expedite the weed mitigation.
- The landscape department has a staffing vacancy, and that salary could be used to help offset the cost of the Corps.

Director Graves made a motion to accept staff recommendation to:

1. Approve funds not to exceed the amount of \$100,000, to contract with the Conservation Corps to expedite the Clipper Drive Revitalization Project and authorize the General Manager to execute any, and all contracts therein.
2. Approve funds not to exceed the amount of \$60,000 to contract with the Conservation Corps to expedite the weed mitigation and authorize the General Manager to execute any and all contracts therein.

Director Graham seconded the motion.

Vote: Motion carried – AYES: 4 – Graham, Graves, Callahan, Porter, NOES: 1 - Gutow, ABSTAINED: 0, ABSENT: 0

4. LAFCO Special District Member Election. Discussion and possible action to direct and authorize the Town's Delegate to complete and return the Independent Special District Selection Committee Contra Costa LAFCO Official Ballot.

Presented by Legal Counsel, Andy Pinasco.

- There is no requirement to vote in this election.

Director Graves made a motion to authorize Vice President Callahan to cast a vote on behalf of the Board.

President Porter seconded the motion.

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

## **F. MANAGER'S REPORT**

Presented by Assistant General Manager Allan Cantando.

- On June 29, 2023 Supervisor Burgis will host a meeting at the Community Center from 6-8p.m.to address short term rentals in Town of Discovery Bay.
- The electronic signboard is having electrical issues. An electrician has been contacted and should be out in the next one-two weeks.
- New fencing at the Community Center is being installed.
- Security measures are being discussed for Plant 1.
- The pickleball courts will be repaired beginning June 12<sup>th</sup>. Courts will reopen June 14<sup>th</sup>.
- There is a pickleball tournament at the Community Center May 20<sup>th</sup>-21<sup>st</sup>.
- Community Center pool officially opens for recreational swimming on May 27<sup>th</sup>.

**G. GENERAL MANAGER'S REPORT**

None.

**L. FUTURE AGENDA ITEMS**

None.

**M. ADJOURNMENT**

1. Meeting adjourned at 8:53p.m. to the next Regular Meeting of the Board of Directors on June 7, 2023 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."