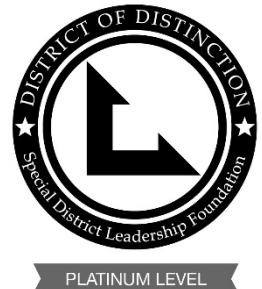




# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

**SDLF Platinum-Level of Governance**



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

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday September 20, 7:00 P.M.**

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

**TO ATTEND BY ZOOM WEBINAR:** <https://us06web.zoom.us/j/85454370841>

**TO ATTEND BY PHONE:** +1 (669) 444 9171 or +1 (719) 359 4580 **WEBINAR ID:** 854 5437 0841

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 Regular Board of Directors DRAFT Meeting minutes from September 6, 2023.
2. Approve Register of District Invoices.
3. Approve Annual Disclosure Pursuant to California Government Code Section 53065.5

**D. PRESENTATIONS**

1. Veolia Presentation.

**E. DISCUSSION AND POSSIBLE ACTION**

1. Discussion and Possible Action to Approve the Purchase and Installation of New Audio-Video Equipment for the Town of Discovery Bay Board Room.
2. Discussion and Possible Action to Approve the Paws on Parade Event at the Community Center on October 21, 2023.

3. Discussion and Possible Action to Approve the Community Center Wallball Surface, Cornell Park Tennis/Pickleball Resurface and Slifer Park Basketball Resurface.
4. Discussion and Possible Action to Approve Funding for the Discovery Bay Front Entrance Replacement Uplighting.

**F. MANAGER'S REPORT**

1. Recreation Update.

**G. GENERAL MANAGER'S REPORT**

1. General Updates.

**H. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS**

1. Con Fire Meeting – September 12, 2023 (Director Carolyn Graham).

**I. ADJOURNMENT**

1. Adjourn to the next Regular Meeting of the Board of Directors on October 4, 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."

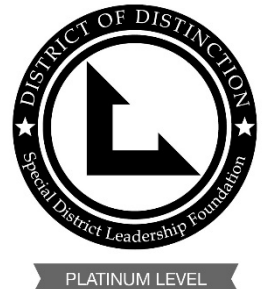
"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## 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 BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday, September 6, 2023 7:00 P.M.

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

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

1. Called business meeting to order 7:00 p.m.
2. Director Gutow led the Pledge of Allegiance.
3. Roll Call was taken, and all members were present with the exception of Director Carolyn Graham who was absent.

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

- The first speaker commented on the condition of the roadway patchwork done by PG&E. He also stated that there is plant overgrowth on the sidewalk. He was concerned with children driving golf carts throughout the Town.
- The second speaker would like to place a landscaping survey on Nextdoor.
- The third speaker commented on the landscaping and children on golf carts.

##### **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 August 16, 2023.
2. Approve Register of District Invoices.

Director Graves made a Motion to Approve the Consent Calendar.  
Director Gutow seconded.

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

##### **D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS**

1. Supervisor Diane Burgis, District III Report.  
None.
2. Sheriff's Office Report.  
None.
3. CHP Report.  
None.
4. Contra Costa Fire Report.  
None.

##### **E. MUNICIPAL ADVISORY COUNCIL**

None.

**F. PRESENTATIONS**

None.

**G. DISCUSSION AND POSSIBLE ACTION**

1. Discussion and Possible Action to Approve the Water and Wastewater Committee Recommendation to Eliminate the Non-Viable Office Building Options as Possible Options for the Future District Office Building.

Presented by General Manager Dina Breitstein.

- At the July 5<sup>th</sup> Water and Wastewater meeting, staff and residents put together a list of eight possible building options.
- At the August 16<sup>th</sup> Special Water & Wastewater meeting, the Committee identified four non-viable options to recommend the Board eliminate. These options were:
  - Stay in the existing building.
  - Leasing rental space.
  - New building at existing site.
  - Building at corner of Riverlake and Discovery Bay Blvd.

Vice-President Callahan asked for clarification on two of the options.

Director Graves made a Motion to Approve the Water and Wastewater Committee Recommendation to Eliminate the Non-Viable Office Building Options as Possible Options for the Future District Office Building.

President Porter seconded.

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

2. Discussion and Possible Action to Approve the Contract with AETypic to Complete Conceptual Design Plans to Remodel the Existing Community Center into the Future District Office Building.

Presented by General Manager Dina Breitstein.

- Water and Wastewater Committee is bringing this item to the full Board of Directors to decide on whether or not to proceed with having Aetypic complete a conceptual design to remodel the Community Center into District Offices.
- The cost would be \$9,574.00 plus 10% for one conceptual design.

Public comment:

- The first speaker is a previous Board Member who spoke of the past activities held at the Community Center.
- The second speaker asked for clarification as to the remaining four potential office building options. He also had questions about the financing.
- The third speaker opposed getting rid of the Community Center.
- The fourth speaker asked the purpose of the new building. She feels that the Community Center should be used for the children.
- The fifth speaker asked if the remaining building options would still be on the table if this were to be approved.

President Porter stated how all indoor activities at the Community Center would end.

Vice-President Callahan asked for clarification on what monies were used to originally purchase the Community Center.

Director Graves does not want to take the Community Center away from the community.

Director Gutow suggested looking into a hybrid solution for the Community Center with adding offices to the existing structure.

No Motion was made.

Legal Counsel Andy Pinasco advised that the Board take action to table the item so it can be brought back at a future date when the Board has more information.

Director Graves made a Motion to table the item so it can be brought back at a future date when the Board has more information and be addressed after other decisions can be made by the Board in regards to a future District Office Building.

Director Gutow seconded.

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

3. Discussion and Possible Action to Approve the Replacement Purchase of a Crane Truck for Water and Wastewater Department.

Presented by Water and Wastewater Manager Aaron Goldsworthy.

- Staff is requesting \$150,000 to replace the crane truck that was recently totaled in an accident.
- This is an increase of \$50,000 over the \$100,000 previously approved for the original crane truck purchase. This increase is due to cost increase as well as availability issues.
- The Town has accepted an insurance claim and will be made whole for the cost of the original crane truck.
- The Town currently has to rent a crane truck.

Public Comment:

- The speaker questioned if the District or the insurance company took ownership of the truck.

Director Graves made a Motion to Approve the funds to purchase a crane truck for the Water and Wastewater Department, and Authorize the General Manager to enter and execute all purchase agreements including the purchase cost, tax, licensing, and crane certification, not to exceed \$150,000

President Porter seconded.

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

4. Discussion and Possible Action to Award Construction of the Willow Water Treatment Plant Filter Replacement Project to the Lowest Responsive Bidder in the Amount of \$1,093,100.

Presented by Water and Wastewater Manager Aaron Goldsworthy.

- The Town recently went out to bid for construction of the Willow Water Treatment Plant Filter Replacement Project and received seven (7) bids ranging from \$1,093,100 to \$2,117,600.

Director Graves made a motion to accept staff recommendation to Award Construction of the Willow Water Treatment Plant Filter Replacement Project to the Lowest Responsive Bidder in the Amount of \$1,093,100, Authorize the General Manager to Execute the Town's Construction Contract Agreement with Syblon Reid Construction, Inc. to perform the Work contained in the Bidding Documents and any Addendum in the amount not to Exceed \$1,093,100 and Authorize the General Manager to execute change orders to the construction contract for up to 15% of the contract value.

Director Callahan seconded.

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

5. Discussion and Possible Action to Award a Contract to California Conservation Corps for the Installation of Amenities, Replacement of Playground Surface, and Refurbishment of the Lawn Area Adjacent to the BBQ Area for the Prop 68 Per Capita Project at Cornell Park.

Presented by Parks and Landscape Manger Bill Engelman:

- Staff is requesting approval to award a contract to the California Conservation Corps to continue work on projects being done at Cornell Park with the Prop 68 Per Capita Program Funds. These projects include:
  - Replacement of the barbeque area table, prep table, and refurbishment of the lawn nearest the barbeque area.
  - Uniform benches, trash, and recyclable receptacles throughout the park.
  - New natural playground surface.

Director Gutow made a Motion Authorize the General Manager to execute all contracts for the installation of amenities, replacement of playground surface, and refurbishment of the lawn area adjacent to the BBQ area for the Prop 68 Per Capita Project at Cornell Park.

Vice-President Callahan seconded.

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

6. Discussion and Possible Action to Approve the Paws on Parade Event at the Community Center on October 21, 2023.

- Item was removed due to a lack of quorum.

7. Discussion and Possible Action to Purchase a New Lawn Mower for the Parks and Landscape Department.

Presented by Parks and Landscape Manger Bill Engelman:

- The Parks and Landscape department currently has two mowers in its fleet. One mower is over ten years old and currently working. The second mower is much older and no longer functions efficiently or effectively.

Director Graves made a Motion to Authorize the General Manager to execute the purchase/sale agreement with Pape Machinery for a new lawn mower for the Parks and Landscape Department. Vice-President Callahan seconded.

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

#### **H. MANAGER'S REPORT**

None.

#### **I. GENERAL MANAGER'S REPORT**

None.

#### **J. DIRECTOR REPORTS**

1. Standing Committee Reports.

a. Communications Committee Meeting (Committee Members Carolyn Graham and Bryon Gutow) September 6, 2023.

- Director Gutow reported that the committee discussed new flyers and banners.

b. Parks & Recreation Committee Meeting (Committee Members Bryon Gutow and Michael

Callahan) September 6, 2023.

- o Director Gutow reported that the committee discussed vandalism in the Cornell Park bathrooms as well as two items Bill Engelman brought to the Board meeting this evening.
- c. Water & Wastewater Committee Meeting (Committee Members Ashley Porter and Kevin Graves) September 6, 2023.
  - o Director Graves reported that the committee discussed all the items that were presented at the Board meeting this evening.

**K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS**

- Director Graves reported that he attended the CSDA Conference with General Manager Dina Breitstein and Assistant General Manager Allan Cantando the week of August 28<sup>th</sup>.
  - o Director Graves had interactions with several vendors as well as members of other Districts that offered useful information.
  - o Director Graves will submit a written report on the Conference.

**L. CORRESPONDENCE**

None.

**M. LEGAL REPORT**

None.

**N. FUTURE AGENDA ITEMS**

None.

**O. ADJOURNMENT**

1. Adjourned at 7:55p.m. to the next Regular Meeting of the Board of Directors on September 20, 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."

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# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

September 20, 2023

**Prepared By:** Allan Cantando, Assistant General 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** \$ 271,074.99

**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 2023/2024

AGENDA ITEM: C2



# Request for Authorization to Pay Invoices

For The Meeting On September 20, 2023

Town of Discovery Bay CSD

Fiscal Year 7/23 - 6/24

Veolia Water North America	\$154,366.67
Town of Discovery Bay CSD	\$36,081.26
U.S. Bank Corporate Payment System	\$25,047.67
J.W. Backhoe & Construction, Inc.	\$21,383.39
Herwit Engineering	\$6,300.00
Badger Meter	\$5,516.22
Lucas Electrical Inc.	\$5,187.95
Denalect Alarm Company	\$3,193.95
Watersavers Irrigation Inc.	\$2,464.76
Kevin Graves	\$2,248.77
Margaret Moggia	\$1,493.99
Verizon Wireless	\$1,148.01
Karina Dugand	\$1,129.50
Brentwood Ace Hardware	\$1,030.62
Mt Diablo Resource Recovery	\$886.16
Ashley Porter	\$575.00
Belkorp AG	\$535.49
Michael Callahan	\$345.00
ODP Office Solutions, LLC	\$319.78
Dina Breitstein	\$309.43
Allan Cantando	\$273.50
Bryon Gutow	\$230.00
Carolyn Graham	\$230.00
Geotab USA, Inc.	\$212.91
CCSDA	\$150.00
Alhambra	\$112.66
Stericycle	\$99.06
Department of Justice	\$98.00
Kelly Rajala	\$59.39
UniFirst Corporation	\$38.07
Cintas	\$7.78

---

**\$271,074.99**



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**

September 20, 2023

**Prepared By:** Lesley Marable, Accountant  
**Submitted By:** Dina Breitstein, General Manager

**Agenda Title**

Approve Annual Disclosure pursuant to California Government Code Section 53065.5.

**Recommended Action**

Receive and File (No Action Necessary).

**Executive Summary**

California Government Code Section 53065.5 requires special districts to disclose the following:

53065.5. Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

Subsequently, the attached list of reimbursements for the FY ending June 30, 2023 complies with Government Code Section 53065.5.

This is an annual disclosure.

**Fiscal Impact:**

Amount Requested \$ N/A  
Sufficient Budgeted Funds Available? (If no, see attached fiscal analysis)  
Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

**Previous Relevant Board Actions for This Item**

N/A

**Attachments**

Reimbursements for the FY ending June 30, 2023

AGENDA ITEM: C3

**Annual Compliance Report for FY 2022/2023  
Government Code Section 53065.5**

<b>Date</b>	<b>Name</b>	<b>Reason</b>	<b>Reimbursement Amount</b>
10/22/22	Allan Cantando	PPE Reimbursement	\$250.00
02/26/23	Allan Cantando	Transportation Conference	\$100.87
08/24/22	Carolyn Graham	Airfare Conference	\$157.96
08/25/22	Kevin Graves	Airfare Conference	\$290.97
08/25/22	Kevin Graves	Hotel 4 Nights Conference	\$530.13
12/14/22	Kevin Graves	Veterans Day Sign Reimbursement	\$210.43
08/25/22	Michael Davies	Airfare Conference	\$181.98



Water and Waste Water Monthly Report  
Town of Discovery Bay

*Presented September 2023*

## Safety & Training

Safe Work Days: 83

### Additional Training:

Alert Driving

Defensive Driving: Communicate

Defensive Driving: Look

### Weekly Safety Topics:

8/3 – Near misses, VNA University recap

8/16 – Doing it right: PPE cabinet reorganization

8/23 – Flash Training Mosquitoes, Heat Safety, extreme heat

8/30 – Flash Training Office Ergonomics, Back Injuries

## Water Well Status

Willow WTP

01

Active

02

Active

06

Active

Newport WTP

04

Active

05

Active  
(Emergency)

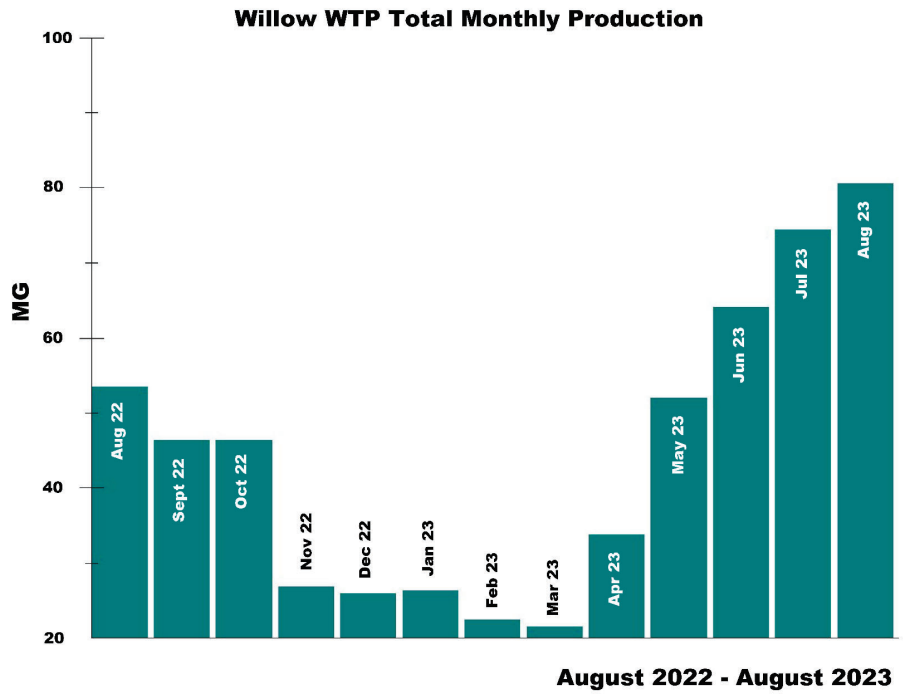
07

Down for  
Repairs

## Water Production & Chemicals

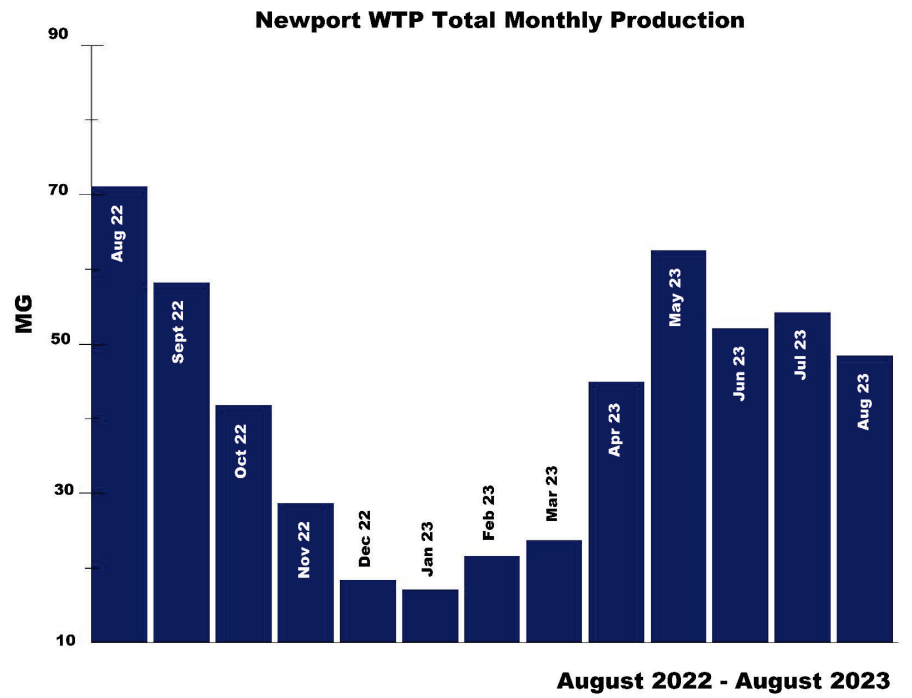
	Production (MG)	Chemicals (gal) (Sodium Hypochlorite)
Willow WTP	80.55	5,679
Newport WTP	48.47	1,454
TOTAL	129.02	7,133

## Water Production - Willow Total Monthly Production





## Water Production - Newport Total Monthly Production



## Water Compliance

Coliform Samples Collected: 25

Coliform Positive Results: 0

Water Quality Complaints: 4 (brown water)

Hydrant Flushing: 32

Valve Exercising: 0

## Lift Station Status

**A**

Active

**C**

Active

**D**

Active

**E**

Active

**F**

Active

**G**

Active

**H**

Active

**J**

Active

**R**

Active

**S**

Active

**Newport**

Active

**Lakeshore**

Active

**Lakes**

Active

**Lakes 4**

Active

**Bixler**

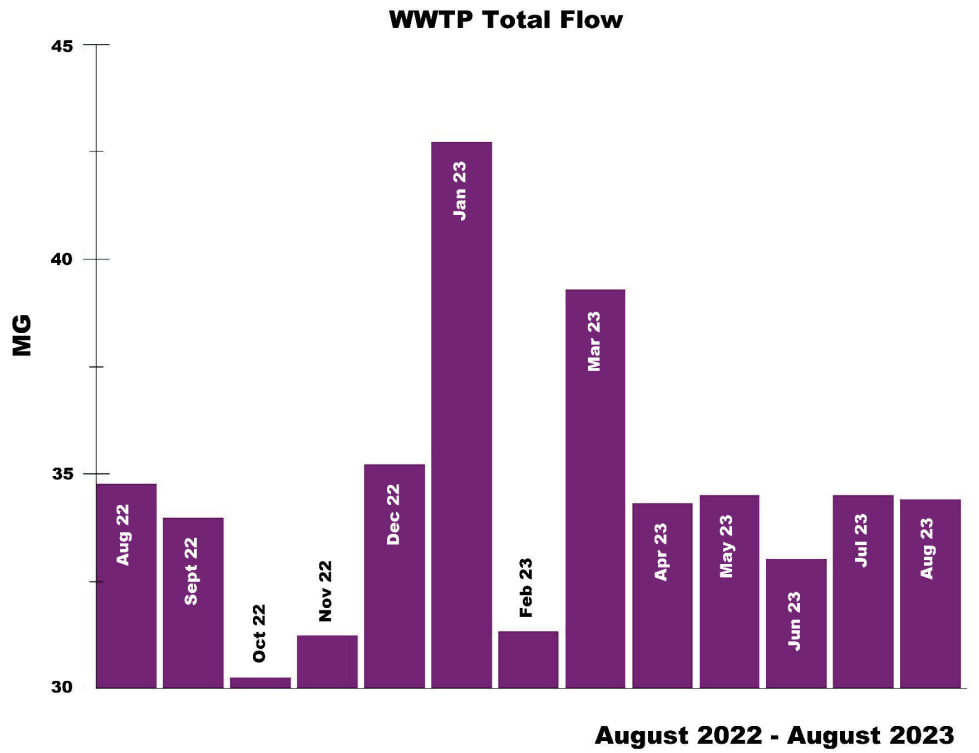
Active

## Wastewater Flow & Chemicals

WW Plant 2	Total Flow (MG)	Influent Flow avg. (MG)	Discharge Flow avg. (MG)
	34.4	.97	1.38
	Last Year Flow (MG)	Polymer (gal)	Alum (gal)
	34.8	639	10

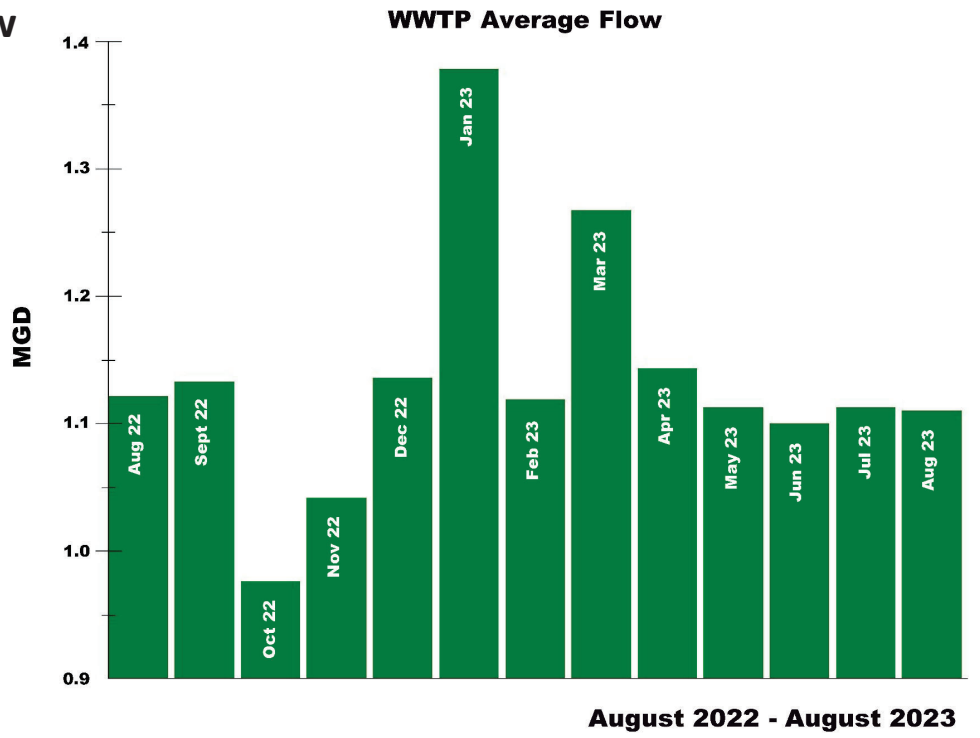
## WWTP 2

### Total Monthly Flow



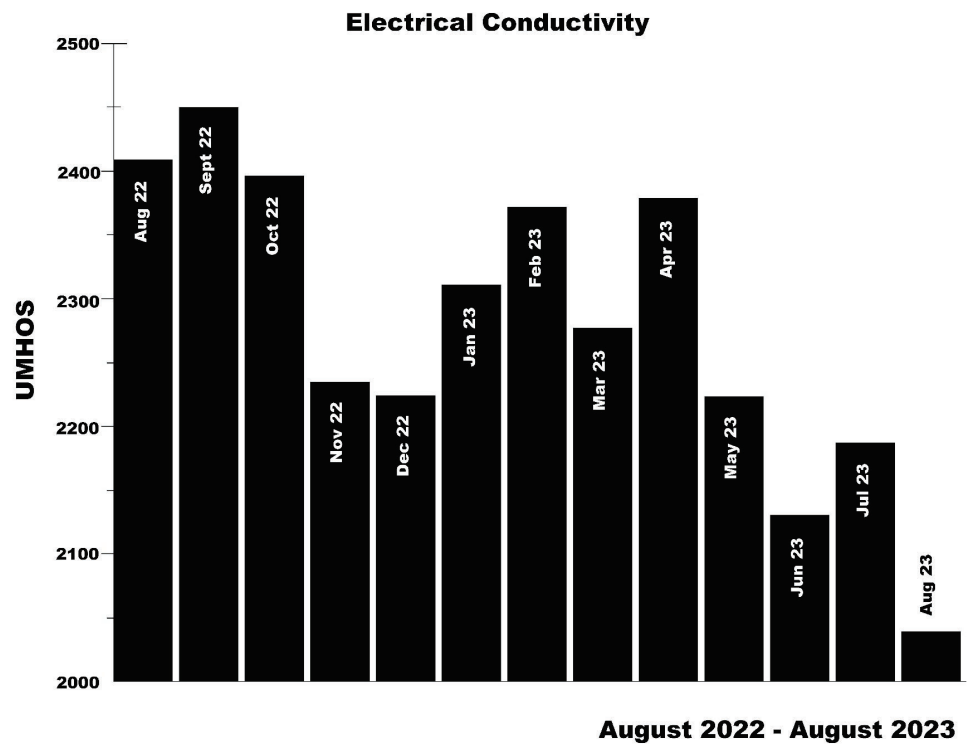
## WWTP 2

### Average Discharge Flow



## WWTP 2

### Monthly Conductivity



## Wastewater Compliance

Effluent BOD<sub>5</sub>, mg/L < 10: **2.0**

Effluent TSS, mg/L < 10: **1.0**

Total Coliform 7 day median < 2.2: **<2**

Total Coliform daily max < 23: **<2**

Eff NTU daily avg < 2: **0.5**

Eff Ammonia (N), mg/L < 8.4: **ND**

Removal BOD<sub>5</sub>, monthly > 85%: **99.2%**

Removal TSS, monthly > 85%: **99.3%**

Conductivity annual avg < 2,400: **2,170**

Nitrates monthly < 38: **28**

Nitrates after Denite < 10: **5.0**



**Maintenance  
& Improvements**

SSOs: 1 – non recordable

Customer Inquires: 0



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

September 20, 2023

**Prepared By:** Allan Cantando, Assistant General Manager  
**Submitted By:** Dina Breitstein, General Manager

### Agenda Title

Discussion and Possible Action to Approve the Purchase and Installation of New Audio-Video Equipment for the Town of Discovery Bay Board Room.

### Recommended Action

Approve the purchase and installation of new audio-video ("AV") equipment for the Town of Discovery Bay Board Room.

### Executive Summary

During the June 7, 2023 Board of Directors Meeting to discuss a possible new District Office building, a sizable crowd showed up to provide public comment. At that time, it was identified that the current audio-video ("AV") system was considerably outdated and inadequate. Some of the problems that occurred with the current equipment are listed below:

- Microphone feedback and insufficient sound.
- The board room speaker continually cycles off Bluetooth which requires the speaker to be reset.
- Call-in attendees could not be heard by the Board or public attendees due to the limitations of the current speaker system.
- The current speaker system does not adequately provide an audible loud enough for attendees to hear the Board members when there is a large crowd in attendance.

The outdated audio-video system caused the meeting attendees to become frustrated due to the lack of sound projection.

Staff began to actively contact vendors to evaluate the current AV system. Three vendors assessed the system. The District received only one quote from the vendors that assessed the system. One of the vendors would not return phone calls, the other still has not submitted a quote after multiple contact attempts by staff.

Staff informed all vendors that the Board Room may be relocated and that any and/or all equipment would need to be transferable to a new Board Room location. The proposed equipment submitted by AV Structural can be moved/transferred to a new location.

The proposed quote includes the necessary equipment, installation and tax to upgrade the Board Room audio-video equipment in the amount of \$31,250.54. The costs would be paid out of the water and wastewater funds.

Staff recommends that the Board of Directors approve the purchase and installation of the new audio-video ("AV") equipment for the Town of Discovery Bay Board Room.

**Fiscal Impact:**

**Amount Requested** \$31,250.54

**Sufficient Budgeted Funds Available:** Yes

**Prog/Fund #            Category:**

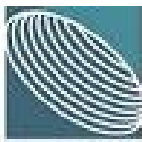
**Previous Relevant Board Actions for This Item**

None

**Attachments**

1. AV Quote.

**AGENDA ITEM: E1**



# QUOTE

**AV Structural**  
audiovisual integration & installation

1190 BURNETT AVE, STE. B  
CONCORD, CA 94520  
P: 415.386.8086 I F: 925.270.3819

Date	Quote #
08/18/2023	AVS-2083

Name/Address
Discovery Bay Attn: Allan Cantando 1601 Discovery Bay Blvd Discovery Bay, CA 94505

For
Discovery Bay Attn: Allan Cantando 1601 Discovery Bay Blvd Discovery Bay, CA 94505

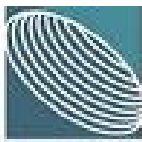
Project
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AV Upgrade

Description	Qty	Prices	Total
AV Structural will provide the following professional audiovisual design and installation services for Discovery Bay Community Service Center in Discovery Bay, CA: BOARDROOM: SCOPE OF WORK: Upgrade Zoom Room System + Provide and Install 7 wireless tabletop and 1 wireless Handheld microphones for room voice pickup and Zoom Room Audio included with charging base station and always-on charging cables and adapters + Provide and Install Stereo surface mount two-way speakers with mounting brackets for voice reinforcement and Zoom Room Audio + Relocate the existing camera for the best video capture at the dais table with compatible video extender kit + Provide and Install All new HDMI cables, and video extender to TVs and laptop  + Legacy System Demo-Cleanup included  *NOTE: Reuse existing TVs, Poly G7500 codec, EagleEye camera, Poly TC8 touch panel and network switch *POWER/DATA/WIFI/Zoom Room License are provided by others  EQUIPMENT:			
Polycom EagleEye Digital Extender	1	1,710.00	1,710.00T
Biamp Meeting Room DSP with 4 integrated PoE+ ports. AVB & Dante, 2x2 analog I/O, Stereo USB and 8 channels of AEC. Includes Biamp Launch automatic discovery and tunin	1	3,913.00	3,913.00T
Biamp PoE AVB/USB expander with Bluetooth® wireless technology	1	538.00	538.00T
Shure Access Point Transceiver	1	3,199.00	3,199.00T
Shure 8-CH Networked Charging Station.	1	1,668.00	1,668.00T
Shure Handheld Transmitter with SM58® Microphone (Includes One SB902 Battery	1	543.00	543.00T
Shure Boundary transmitter, Cardioid.(B-Stock)	7	495.00	3,465.00T
Extron XPA 1002 Two Channel Low and High Impedance Amplifiers – 60 Watts Per Ch @ 8 Ohms	1	445.00	445.00T
Extron SM 28 SpeedMount Two-Way Surface Mount Speakers with 8" Woofer	1	521.00	521.00T
Extron Yoke Mount for SM 26, Pair - White	1	60.00	60.00T
Extron DTP HDMI 4K 230 Rx DTP Receiver for HDMI	3	383.00	1,149.00T
Extron DTP HDMI 4K 230 Tx DTP Transmitter for HDMI	3	383.00	1,149.00T

Authorization To Proceed: \_\_\_\_\_  
Date: \_\_\_\_\_

<b>Subtotal</b>
<b>Sales Tax (8.75%)</b>
<b>Total</b>



# QUOTE

**AV Structural**  
audiovisual integration & installation

1190 BURNETT AVE, STE. B  
CONCORD, CA 94520  
P: 415.386.8086 I F: 925.270.3819

Date	Quote #
08/18/2023	AVS-2083

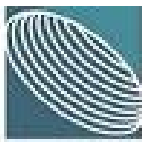
Name/Address
Discovery Bay Attn: Allan Cantando 1601 Discovery Bay Blvd Discovery Bay, CA 94505

For
Discovery Bay Attn: Allan Cantando 1601 Discovery Bay Blvd Discovery Bay, CA 94505

Project
AV Upgrade

Description	Qty	Prices	Total
C2G 5-Port USB Wall Charger - AC to USB Adapter, 5V 8A Output	2	30.00	60.00T
C2G 3m USB 3.0 A Male to A Male Cable (9.8ft)	8	11.00	88.00T
AV Remote Management NUC	1	400.00	400.00T
Middle Atlantic TOR Series Rack, TOR-4-20SP	1	510.00	510.00T
Middle Atlantic UMS Rackshelf, 1 RU, 5.5"D	2	48.00	96.00T
Middle Atlantic UMS RACKSHELF 1RU 11.5"D X 10"	1	53.00	53.00T
Middle Atlantic Essex Rackmount 9-outlet, 15 Amp horizontal power distribution	1	95.00	95.00T
Middle Atlantic 10-32 Rackscrew 3/8 Inch Long	1	26.00	26.00T
Extron HDMI Ultra/3 3' (90 cm) 4K Premium	3	38.00	114.00T
Extron HDMI Ultra/1.5 1.5' (45 cm) 4K Premium	2	38.00	76.00T
Extron HDMI Ultra/9 9' (2.7 m) 4K Premium	1	64.00	64.00T
Misc Parts & Accessories (CAT6 STP, UTP, cables and connectors, jacks, etc)	1	250.00	250.00T
Ground Shipping/Handling	1	500.00	500.00
<b>TECHNICAL SERVICES:</b>			
On-Site Installation Services	1	3,125.00	3,125.00
System Programming/Setup	1	3,080.00	3,080.00
Project management	1	250.00	250.00
Information TV at Reception Desk: + Provide and Install One 43" TV with matching swivel TV Mount + Provide and Install One HDMI cable connecting PC to TV included DisplayPort-HDMI adapter + Provide and Install Cable organization at Reception Desk			
<b>EQUIPMENT:</b>			
Sony - 43" Class X80K Series LED 4K HDR Smart Google TV	1	599.00	599.00T
CA E-Waste Recycling Fee	1	6.00	6.00
Medium THINSTALL™ Dual Swing Arm Wall Display Mount - 18" Extension	1	289.00	289.00T
Extron HD Pro Plenum HDMI Premium High Speed Optical Cables - Plenum 35'	1	311.00	311.00T
Extron DPM-HDF/0.5 4K PLUS DisplayPort Male to HDMI Female Active Adapter Cable - 6	1	83.00	83.00T
Misc Parts, Accessories, Cables and Cable Molding	1	75.00	75.00T
Ground Shipping/Handling	1	75.00	75.00
<b>TECHNICAL SERVICES:</b>			

Authorization To Proceed: _____  Date: _____	<b>Subtotal</b>
	<b>Sales Tax (8.75%)</b>
	<b>Total</b>



# QUOTE

**AV Structural**  
audiovisual integration & installation

1190 BURNETT AVE, STE. B  
CONCORD, CA 94520  
P: 415.386.8086 I F: 925.270.3819

Date	Quote #
08/18/2023	AVS-2083

Name/Address
Discovery Bay Attn: Allan Cantando 1601 Discovery Bay Blvd Discovery Bay, CA 94505

For
Discovery Bay Attn: Allan Cantando 1601 Discovery Bay Blvd Discovery Bay, CA 94505

Project
---------

AV Upgrade

Description	Qty	Prices	Total
On-Site Installation Services	1	500.00	500.00
System Setup/Commissioning	1	280.00	280.00
Assumptions: -This proposal is based on site conditions being "Site-Ready" and available for the scheduled project. -Additional charges may apply if site conditions are not ready. Work to be performed during the normal business hours of between 7 a.m. and 5:p.m. -Disposal fees may apply as shipping cartons are not the responsibility of AV Structural. -Power & data to be provided by Others. -Warranty includes 1 Year for system repairs, related solely to the work done by AV Structural personnel. -Individual components provided by AV Structural carry the manufacturer's warranty. - Prices quoted are valid for 30 days			

Authorization To Proceed: _____  Date: _____	<b>Subtotal</b>	\$29,365.00
	<b>Sales Tax (8.75%)</b>	\$1,885.54
	<b>Total</b>	<b>\$31,250.54</b>



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**  
September 20, 2023

**Prepared By:** Monica Gallo, Recreation Programs Supervisor  
**Submitted By:** Dina Breitstein, General Manager

**Agenda Title**

Discussion and Possible Action to Approve the Paws on Parade Event at the Community Center on October 21, 2023.

**Recommended Action**

Approve the Discovery Bay Lions's Club, Paws on Parade Event at the Community Center on October 21, 2023, subject to the "Conditions of Approval" required by Town staff and authorize the General Manager to waive rental fees of \$150.00 associated with the event.

**Executive Summary**

The Discovery Bay Lion's Club is requesting to use the Event Lawn area only, at the Community Center for the purpose of raising funds for the Community Center Dog Park needs and improvements. Paws on Parade is solely a Lion's Club event. The Event will include amplified sound, a dog parade, food to be sold, and will include vendor booths. The Lion's Club, will agree to the following "Conditions of Approval":

1. Event set up time 8:00am – 9:00am. Event Time 9:00am – 12:00pm. Clean up completed by 1:00pm.
2. No vehicles may be parked blocking the entrance to the back of the property or the south side (near the gravel lot) to allow for emergency services access.
3. No vehicle parking on the front Community Center lawn.
4. Vendors may not drive to the rear of the property. All vendors must park and unload in a designated parking lot space.
5. Lion's Club is responsible for all garbage, site cleanup, and removal of garbage immediately following the event. (Town dumpster may not be utilized). A \$400 deposit will be collected and if no additional dumpster pick up is required, \$400 will be refunded to Lion's Club.
6. All food sales require a copy of the County Health permit provided to the Community Center prior to the event.
7. Provide General Liability Insurance for \$1,000,000 naming the Town of Discovery Bay as certificate holder, additional insured and include the additional insured endorsement. Must be provided to the Community Center at least 2 weeks prior to the event.
8. First aid kits and fire extinguishers (minimum of two each) are required to be on site at all times.
9. Must at all times follow the directions and instructions of Town staff.
10. Participate in a post event "After Action" meeting with Town staff.

**FEES and COSTS:**

1. Community Center Event Lawn, Special Event Rental Fee, \$30.00 per hour @ 5 hours = \$150.00
2. Dumpster Fee (collect deposit and refund if Community Center dumpster not utilized), \$400.00
3. Refundable Damage Deposit, \$500.00

TOTAL COST AT TIME OF APPROVAL: \$900.00

**Fiscal Impact:**

**Amount Requested \$ N/A**

**Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)**

**Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#**

**Previous Relevant Board Actions for This Item**

N/A

**Attachments**

AGENDA ITEM: E2





# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**  
September 20, 2023

**Prepared By:** Monica Gallo, Recreation Programs Supervisor  
**Submitted By:** Dina Breitstein, General Manager

### Agenda Title

Discussion and Possible Action to Approve the Community Center Wallball Surface, Cornell Park Tennis/Pickleball Resurface and Slifer Park Basketball Resurface.

### Recommended Action

Approve Staff Recommendation to (1) Resurface the Community Center Wallball Surface, (2) Resurface the Cornell Park – 1 Tennis Court and 2 Pickleball Courts, and (3) Resurface the Slifer Park Basketball Court and authorize the General Manager to approve and execute all contracts.

### Executive Summary

Staff recently contracted with Saviano Company, Inc. to perform re-surfacing of the Cornell Park Basketball courts and is extremely pleased with their quick response time, professionalism, and quality of work. In addition, Saviano Company has re-surfaced and completed overlays of the Community Center tennis courts in previous years.

We are very proud of the progress we have been making with the much-needed improvements at the Community Center and with the newly re-built wallball and in keeping up with the momentum of progression, staff would like to re-surface the playing surface area of the wallball. The current area has many risers, is not a level playing surface and an eyesore.

Cornell Park is currently undergoing many improvements utilizing the Prop-68 funds. And, again, in keeping with the momentum of progress and improving our park, we would like to re-surface the much-needed tennis court and pickleball courts.

The County has budgeted for improvements at Slifer Park, in Zone 61 and has approved the resurfacing of the basketball courts.

### Funding Sources:

- 1) Community Center Wallball Surface - \$12,000 – this portion of the project will be funded by the Community Center Account.
- 2) Cornell Park, (1) Tennis Court and (2) Pickleball Courts - Utilize \$14,000 of the Approved fiscal year 2023-2024 Capital Improvement funds.
- 3) Slifer Park Basketball Court – The County has funds budgeted for Zone 61.

Staff requests the above work be performed by Saviano Company, Inc. and authorize the General Manager to approve and execute all contracts.

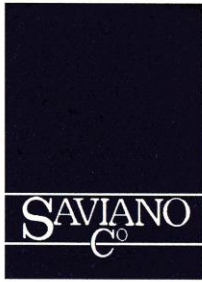
### Previous Relevant Board Actions for This Item

### Attachments

1. Saviano Quote.

AGENDA ITEM: E3

Since 1963



www.saviano.com

Saviano Company Inc.
1784 Smith Ave.
San Jose, CA 95112
Cont. Lic. CA #557093
Cont. Lic. NV #0056488
Cont. Lic. WA #SAVIAC1952NT
Cont. Lic. OR #134244
Cont. Lic. AZ #ROC230377
Cont. Lic. HI #CT32435
650-948-3274 Phone
408-924-0308 Fax

August 21, 2023

Discovery Bay Community Center
Attn: Monica Gallo
1601 Discovery Bay Bl.
Discovery Bay, CA 94505

Phone: 925-634-1733
E-mail: mgallo@todb.ca.gov

PROPOSAL/CONTRACT

Regarding: Court Resurfacing – 3 Parks
Project location: Cornell Park, Slifer Park, Community Center – Discovery Bay, CA
Quoted by: Eric Hodges

We appreciate the opportunity to bid this project. Our firm’s tennis court division has provided a turnkey operation to thousands of our clients over the decades. Saviano Co. Inc. has the in house staff and equipment which enables us to perform virtually every aspect of this project as needed. Due to our experience and knowledge in every segment of this undertaking, we believe that we are the best equipped organization for this endeavor. We look forward to presenting you with a quality job, on time and on budget.

Saviano Company, Inc. will supply all labor and materials necessary to complete the following:

OPTION #1, Cornell Park, 505 Discovery Bay Bl. – 1 Tennis Court and 2 Pickleball Courts:

- Prep courts.
• Fill cracks as needed.
• Apply 2 coats of color mixed with 90 mesh sand.
• All coats to be applied with squeegees and in accordance with manufacturer’s printed instructions.
• Court color to be owner’s choice using ICP-Colors (formerly California Products) or equal color selection:

INNER PLAYING AREA\_\_\_\_\_

OUTER PLAYING AREA\_\_\_\_\_

- Paint standard dimensioned court lines, 2” in width, using latex white paint. All lines shall be straight and true.

**NOTES:**

- **Cracks may reappear, possibly within a short timeframe.**
- **On existing court, if work is done to address puddling issues the work may improve the condition, but will not totally alleviate the puddling.**

**Initial**\_\_\_\_\_

**Payment Terms**

<b>Due order of material .....</b>	<b>\$12,000.00</b>
<b>Due completion of project .....</b>	<b>\$ 7,000.00</b>
<b>Total price for this project .....</b>	<b>\$19,000.00</b>

**Initial for Option #1**\_\_\_\_\_

**OPTION #2, Slifer Park, Slifer Dr. and Newport Dr. – 1 Basketball Court, Approximately 4,000 sq. ft.:**

- Prep courts.
- Fill cracks as needed.
- Apply 3 coats of color mixed with 90 mesh sand.
- All coats to be applied with squeegees and in accordance with manufacturer’s printed instructions.
- Court color to be owner’s choice using ICP-Colors (formerly California Products) or equal color selection:

INNER PLAYING AREA \_\_\_\_\_

OUTER PLAYING AREA \_\_\_\_\_

- Paint standard dimensioned court lines, 2” in width, using latex white paint. All lines shall be straight and true.

**NOTES:**

- **Cracks may reappear, possibly within a short timeframe.**
- **On existing court, if work is done to address puddling issues the work may improve the condition, but will not totally alleviate the puddling.**

**Initial**\_\_\_\_\_

**Payment Terms**

Due order of material .....	<b>\$10,000.00</b>
Due completion of project .....	<b><u>\$ 4,000.00</u></b>
Total price for this project .....	<b><u>\$14,000.00</u></b>

**Initial for Option #2** \_\_\_\_\_

**OPTION #3, Community Center, 1601 Discovery Bay Bl. – Hitting Wall Area, Approximately 2,500 sq. ft.**

- Prep court.
- Fill cracks as needed.
- Apply 2 coats of color mixed with 90 mesh sand.
- All coats to be applied with squeegees and in accordance with manufacturer’s printed instructions.
- Court color to be owner’s choice using ICP-Colors (formerly California Products) or equal color selection:

INNER PLAYING AREA \_\_\_\_\_

OUTER PLAYING AREA \_\_\_\_\_

- Paint standard dimensioned court lines, 2” in width, using latex white paint. All lines shall be straight and true.

**NOTES:**

- **Cracks may reappear, possibly within a short timeframe.**
- **On existing court, if work is done to address puddling issues the work may improve the condition, but will not totally alleviate the puddling.**

**Initial** \_\_\_\_\_

**Payment Terms**

Due order of material .....	<b>\$ 8,000.00</b>
Due completion of project .....	<b><u>\$ 4,000.00</u></b>
Total price for this project .....	<b><u>\$12,000.00</u></b>

**Initial for Option #3** \_\_\_\_\_

**Note: Saviano Co. Inc. was selected to assist and consult on the installation of the California Products cushion material for the 2008 Olympics in Beijing, China, and the 2011 Pan American Games in Mexico. Our firm was chosen for these and other projects because of our vast experience and superior workmanship, which we bring to each venture we work on. We look forward to working with you.**

**All invoices due upon receipt.**

**This quote valid for a period of 30 days from the above date**

*Saviano Company, Inc.*

*Experts in Tennis & Sports Court Installation and Restoration*

*All types of grading and paving projects, structural demolition, and retaining walls.*

*Licensed in California, Oregon, Washington, Nevada, Arizona and Hawaii*

## STANDARD PROVISIONS

Contractor is not responsible for obtaining plans, permits, surveying, or soils testing unless specified in the Proposal/Contract.

Underground obstacles and unknown conditions shall be the responsibility of Owner (and therefore, may create an additional charge), for example, hit rock or water, underground water conditions or underground obstacles such as pipes, conduits, water lines, etc. If Owner so advises they are to be noted in the contract.

Access to the court area is the responsibility of Owner and Contractor shall not be responsible for any damage to driveways, lawns, etc., unless Contractor has failed to use reasonable care in the use thereof.

Court cracking, settlement or upheaval is not the responsibility of Contractor unless proven to be the result of defective materials or faulty workmanship. Cracking due to landslide, earthquake, erosion, hillside settlement, root intrusion, surface or underground soils movement, etc., is the responsibility of Owner.

There is no implied warranty or standard, that is to be met, other than what is specified in Saviano Company, Inc. contract. Also, overlaid courts new surface will generally follow the same slope and contours of the existing surface.

Contractor guarantees all materials and workmanship for a one year period. Surfacing is specifically guaranteed against delaminating, bubbling, flaking or other surfacing material failures for a period of one year, however, if applied over existing surfacing, Contractor's guarantee does not extend to the underlying materials.

Cracks in existing asphalt courts tend to reappear after patching. On existing court, work to address puddling issues may improve the condition, but will not totally alleviate the puddling.

Contractor's liability shall be limited to repairing or replacing, at its option, any defective work which is rejected by Owner. If the property where contractor installed its work has been subjected to abuse, misuse, alteration, neglect, unauthorized repair, or unauthorized installation are not covered by this warranty, normal wear and tear and adjustments that are necessary because of earth settlement or structural movement are not included. Contractor shall make the final determination as to the existence and cause of any alleged defects in Contractor's work.

This warranty is in lieu of any other warranty, express or implied. Contractor makes no other warranties, express or implied, including any warranty of fitness for a particular purpose or merchantability. In no event shall Contractor be liable for any indirect, special or consequential damages such as loss of profits or business opportunities.

Prices set forth in this Proposal/Contract are binding upon Contractor for a period of 30 days from the date of the Proposal/Contract, and throughout the terms of any resulting contract.

The parties agree that all claims and disputes by and between them shall be submitted to mediation by a mediator mutually agreeable to the parties. The cost of such mediation shall be borne equally by the parties. The foregoing agreement to mediate shall be specifically enforceable. If mediation is not successful, any controversy or claim arising out of or relating to this contract, or to the breach thereof, shall be resolved by arbitration in accordance with the construction industry arbitration rules of the American Arbitration Association. Judgment shall be entered on the arbitration award. Contractor shall be entitled to recover its attorneys' fees and legal costs from the owner.

## STANDARD PROVISIONS - Squeegee Marks

Acrylic color surfacing systems are generally applied with a squeegee in multiple coats. Most systems include one or more filler coats, followed by two to three coats of color. Some systems also include texture or cushion coats between the filler and the top coats.

There are several theories regarding the application of color coatings. Some manufacturers and contractors recommend that coats of color be applied in alternate directions – one coat lengthwise, one coat crosswise and so on. Others believe that all coats should be applied in the lengthwise direction since the flow of play in tennis is almost entirely lengthwise. Still others believe that color coatings should be applied in a crosswise direction since the shorter crosswise pass may result in more uniform application. In any case, coating systems must be applied smoothly to a uniform thickness over the entire court surface. This requires an experienced applicator and careful attention to the technique.

Even when color coatings are applied with care by a skilled operator, some squeegee marks and other slight variations in color and texture are inevitable. This is because the formulation of acrylic causes components to migrate to the edge of the material as it is being applied. As a result, an observer will be able to locate the spot where the acrylic material was poured on the surface, where the squeegee operator turned to make a pass in the opposite direction or where one pass overlapped another. Squeegee marks will be more visible on lighter colors and more common when coatings are applied in hot weather or when they include coarser sand. Humidity, angle of the sun when the acrylic is applied and other factors also may affect frequency and visibility of these marks.

Due to the nature of the material and the human element in tennis court construction, squeegee marks are likely to occur, like marks in newly vacuumed plush carpet or newly mown grass. They will not affect play and will become less visible as the court wears and ages.

While squeegee marks are within industry standard, more serious flaws – ridges, drips, tool marks, foot prints, bucket marks and area of excess material are – unacceptable and should be corrected by the surfacing contractor.

## NOTICE TO OWNER

Under California Mechanics' Lien Law, any Contractor, Subcontractor, Laborer, Supplier or other person or entity who helps to improve your property, but is not paid for his or her work or supplies, has a right to place a lien on your home, land or property where the work was performed and to sue you in a court to obtain payment.

This means that after a court hearing, your home, land, or property, could be sold by a court officer and the proceeds of the sale used to satisfy what you owe. This can happen even if you paid your contractor in full if the Contractor's Subcontractors, laborers or suppliers remain unpaid.

To preserve their rights to file a claim or lien against their property, certain claimants such as Subcontractor or Material Suppliers are each required to provide you with a document call a "Preliminary Notice". Contractors and Laborers who contract with owners directly do not have to provide such notice since you are aware of their existence as an owner. A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. In order to perfect their lien rights, a Contractor, Subcontractor, Supplier or Laborer must file a mechanics lien with the county recorder which then becomes a recorded lien against your property. Generally, the maximum time allowed for filing a mechanic's lien against your property is 90 days after substantial completion of your project.

TO INSURE EXTRA PROTECTION FOR YOURSELF AND YOUR PROPERTY, YOU MAY WISH TO TAKE ONE OR MORE OF THE FOLLOWING STEPS:

- Require that your Contractor supply you with a payment and performance bond (not a license bond), which provides that the bonding company will either complete the project or pay damages up to the amount of the bond. This payment and the performance bond as well as a copy of the construction contract should be filed with the county recorder for your further protection. The payment and performance bond will usually cost from 1 to 5 percent of the contract amount depending on the contractor's bonding ability. If a Contractor cannot obtain such a bonding, it may indicate his or her financial incapacity.
- Require that payments be made directly to Subcontractors and Material Suppliers through a joint control. Funding services may be available, for a fee, in your area which will establish voucher or other means of payment to your Contractor. These services may also provide you with lien waivers and other forms of protection. Any joint control agreement should include the addendum by the registrar.
- Issue joint checks for payment, made out to both your Contractor and Subcontractors or Material Suppliers involved in the project. The joint checks should be made payable to those who send preliminary notices to you. Those persons or entities have indicated that they may have lien rights on your property, therefore, you need to protect yourself. This will help to insure that all persons due payment are actually paid.
- Upon making payment on any completed phase of the project, and before making any further payments, require your Contractor to provide you with unconditional "Waiver and Release" forms signed by each Material Supplier, Subcontractor and Laborer involved in that portion of the work for which payment was made. The statutory lien releases are set forth in exact language in Section 3262 of the Civil Code. Most stationary stores will sell the "Waiver and Release" forms if your Contractor does not have them. The Material Suppliers, Subcontractors and Laborers that you obtain releases from are those persons or entities who have filed preliminary notices with you. If you are not certain of the Material Suppliers, Subcontractors and Laborers working on your project, you may obtain a list from your Contractor. On projects involving improvements to a single family residence or a duplex owned by individuals, the persons signing these releases lose the right to file a mechanics' lien claim against your property. In other types of construction, this protection may still be important, but may not be as complete.

To Protect yourself under this option, you must be certain that all Material Suppliers, Subcontractors and Laborers have signed the "Waiver and Release" form. If a mechanics' lien has been filed against your property, it can only be voluntarily released by a recorded "Release of Mechanics' Lien" signed by the person or entity that filed the mechanics' lien against your property unless the lawsuit to enforce the lien was not timely filed. You should not make any final payments until any and all such liens are removed. You should consult an attorney if a lien is filed against your property.



**NOTICE OF ACCEPTANCE**

You are hereby authorized to furnish all material and labor required to complete the work mentioned in your attached proposal for which I (we) agree to pay the amount in said proposal according to the terms thereof to Saviano Company, Inc.

This contract includes \_\_\_\_\_ Pages.

By: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Homeowner or Agent (Circle One)

Print Name: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

At: Saviano Company, Inc.

Terms of Payment

- 1. Due on Presentation of Invoice.
- 2. 1.5% per month service charge will accrue on all past due balances.
- 3. Contractor reserves the right to stop work if any progress payment is not made.

**NOTICE OF CANCELLATION**

You may cancel this transaction without any penalty or obligation within 3 business days from the above date.

If you cancel any property traded in, any payments made by you under the contract or sale or any negotiable instrument executed by you will be returned within 10 days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale, or you may, if you wish, comply with instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the seller, or if you agree to return the goods to the seller and fail to do so, then you remain liable of all obligations under the contract.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice, or other written notice, or sent by courier to:

Saviano Company Inc.  
1784 Smith Ave.  
San Jose, CA 95112

Not later than midnight 3 days after this proposal date, I hereby cancel this transaction.

By: \_\_\_\_\_

Date: \_\_\_\_\_

Initial \_\_\_\_\_.

Saviano Company, Inc.  
1784 Smith Ave.  
San Jose, CA 95112  
Phone (650) 948-3274 - Fax (408) 924-0308

**Preliminary Notice Information Request**  
California 20 Day Notice Request Form

It would be greatly appreciated if you would provide this office with the information requested below, so that we can properly prepare a California 20 Day Notice as required by California State law. Please include an address for **all** information requested. If you have any questions, please call the office number listed above.

To: \_\_\_\_\_ Job Number: \_\_\_\_\_  
(office use only)

Project Description: \_\_\_\_\_  
(office use only)

Project Location: \_\_\_\_\_

**Legal Owner of Property:** \_\_\_\_\_

**Mailing Address of Owner:** \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Project General Contractor (if other than Saviano Company):**

\_\_\_\_\_

Mailing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Lender for this project:** \_\_\_\_\_

**(please indicate if this does not apply)**

Mailing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Thank you for your help.



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**  
September 20, 2023

**Prepared By:** Bill Engelman, Parks and Landscape Manager  
**Submitted By:** Dina Breitstein, General Manager

### Agenda Title

Discussion and Possible Action to Approve Funding for the Discovery Bay Front Entrance Replacement Uplighting.

### Recommended Action

Approve funds in an amount not to exceed \$12,000.00 for replacement uplighting at the front entrance of Discovery Bay and authorize the General Manager to execute any and all contracts and payments to Lucas Electric.

### Executive Summary:

The front entrance to Discovery Bay at Discovery Bay Boulevard and Highway 4 is a highly visible entrance to the Town. Staff is working on a landscape design plan to revitalize the front entrance on both sides of Discovery Bay Blvd. Before replacing plants, the Parks and Recreation Committee requested staff acquire quotes to replace the uplighting that illuminates the palm trees and the entrance wall. The uplighting has not been operational for some time. The lights are outdated and are flush with the ground which over time can cause deterioration from weather and soil elements which can cause deterioration of the light fixtures. The lights that illuminate the name and logo are residential grade lighting which does not offer enough strength.

Staff met with three electrical contractors, and each gave an estimate for new uplighting. Each also expressed concerns about the underground wiring; that is likely original, and potentially needs replacement. Below are the three estimates:

Summary of Estimates	Base	Underground Wire	Contingency	Estimated Total (rounded)
Lucas Electric	\$5,337.69	\$5,000	16%	\$12,000.00
Pure Electric	\$13,758.00	included	16%	\$16,000.00
Tri Valley Electric	\$17,348.00	included	16%	\$20,130.00

Staff inquired about solar lighting options but were informed that solar lights would not be strong enough to properly illuminate the area.

Tonight, Staff is requesting the Board approve funds in an amount not to exceed \$12,000.00 for replacement uplighting at the front entrance of Discovery Bay and authorize the General Manager to execute any and all contracts and payments to Lucas Electric.

### Attachments

1. Lucas Electric Quote.
2. Pure Electric Quote.
3. Tri Valley Electrical Service Quote.

ESTIMATE



Prepared For

Town of Discovery Bay Attn: Bill Engelman  
1601 Discovery Bay Boulevard  
Discovery Bay, Ca 94505-9376  
(925) 206-9923

Lucas Electrical Inc

5402 Cherokee  
Antioch, CA 94531  
Phone: (925) 813-8188  
Email: lucas.electrical@outlook.com  
Fax: (925) 756-2556  
Web: www.lucaselectricalantioch.com

Estimate # 20022270  
Date 05/16/2023  
Business / Tax # 92-0801123

Description	Rate	Quantity	Total
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<b>Discovery Bay Signage Landscape Lighting</b>			<b>\$5,337.69</b>
Landscape Lighting	\$5,337.69	1	\$5,337.69
SOW We will be replacing the current landscaping lighting with new and brighter units. This work will be done on both side of the signage area.			
Exclusions are as follows, - We will be replacing the lights like for like. We are not accounting for any damage wiring that might be an existing issue. We will submit a change order if need be to repair any electrical wiring.			
Note: This could be upwards of \$4000-\$5000			

<b>Subtotal</b>	<b>\$5,337.69</b>
<b>Total</b>	<b>\$5,337.69</b>

By signing this document, the customer agrees to the services and conditions outlined in this document.

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Town of Discovery Bay Attn: Bill Engelman

# Estimate

Date	Estimate #
5/24/2023	23-TODB-01

Name / Address
Town of Discovery Bay Bill Engelman 1800 Willow Lake Road Discovery Bay, CA 94505

Ship To
Town of Discovery Bay Bill Engelman 1800 Willow Lake Road Discovery Bay, CA 94505

P.O. No.	Project

Description	Qty	Rate	Total
<b>FRONT ENTRANCE LIGHTING</b> Remove existing fixtures. Rewire existing system to accommodate new products. Supply and install 16) LEDVANCE Dual Selectable Bullet Flood fixtures with 15, 25, and 40 degree lense options, and 3000k, 4000k, or 5000k selectable color temperature. Electrical materials: Labor:		4,686.00 9,072.00	4,686.00 9,072.00
<b>NOTES</b> Assumes power is existing to all locations. Excludes troubleshooting.			
Pricing good for 30 days. This estimate supercedes all others.		<b>Total</b>	\$13,758.00



Date: 8/31/2023  
Reference: 40143  
Via Email: Bengelman@todb.ca.gov  
RE: Town of Discovery Bay  
Discovery Bay Blvd.  
Discovery Bay, CA 94505

### ELECTRICAL PROPOSAL

Based on our conversation and jobsite visit, Tri Valley Electrical Service Inc. will perform the following:

- Furnish and install a total of (22) 120v LED landscape up-lighting for the entrance of Discovery Bay. We have attached photos for review for the set of (14) LED lights and the set of (8) LED landscape up-light fixtures. Therefore, as we discussed there will be trenching and backfilling required. We have excluded the trench and backfill. As discussed, you will be handling all the trenching and backfill needs.

**Tri Valley Electrical Service, Inc will complete the work listed above during normal business hours for a total price of \$17,348.00.**

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All permits and inspections are available at an additional cost. Should a permit be obtained for this project, any additional upgrades or changes the city may require will be quoted in addition to this proposal. Any necessary patching or painting is not included and should be completed by others.

Any work not specified above is not included in our proposal.

Tri Valley Electrical Service, Inc. will perform all work in compliance with state and local electrical codes and all work will be completed in an orderly and professional manner.

Thank you for the opportunity to bid this project. We will be ready to proceed with your authorization. If you do not return this proposal signed, but you notify us to commence work on your project, your email, facsimile, purchase order, phone call, etc. will constitute your company's agreement to the terms of this quote. Should you have any questions, please feel free to call our office. This estimate is valid for 30 days. Estimates accepted by the client after 30 days are subject to review, due to possible price increases.

Sincerely,

*Ron Mize*

**Ron Mize - President**

Tri Valley Electrical Service, Inc.

PO Box 2171, Livermore, CA 94551

Phone 800-449-6244

License # C10-724874

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**ACCEPTANCE OF PROPOSAL**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

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Signature / Title

Date



The public may attend the Board meeting in person and remotely via call-in or Zoom. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov). Meetings of the Board are closed-captioned in real time.

Persons who wish to address the Board during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing 888-278-0254 followed by the access code 843298#. A caller should indicate they wish to speak on an agenda item by pushing "#2" on their phone. Persons who wish to address the Board in person should complete the form provided for that purpose. Access via Zoom is also available using the following link: <https://cccouny-us.zoom.us/j/87344719204>. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. To provide contact information, please contact Clerk of the Board at [clerkoftheboard@cob.cccounty.us](mailto:clerkoftheboard@cob.cccounty.us) or call 925-655-2000. A Spanish language interpreter is available to assist Spanish-speaking callers.

Public comments generally will be limited to two minutes per speaker. In the interest of facilitating the business of the Board, the total amount of time that a member of the public may use in addressing the Board on all agenda items is 10 minutes. Your patience is appreciated.

A lunch break or closed session may be called at the discretion of the Board Chair. Staff reports related to open session items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov).

**Convene and call to order.**

**CONSIDER CONSENT ITEMS**

(Items listed as C.1 through C.4 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Director. Items removed from the Consent Calendar will be considered with the Discussion Items.

**DISCUSSION ITEMS**

- D.1** CONSIDER accepting a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives. (No fiscal impact) (Lewis T. Broschard III, Fire Chief) 23-283

Attachments: [FC REPORT - September 12 2023](#)

- D.2** CONSIDER Consent Items previously removed.

- D.3** PUBLIC COMMENT (2 Minutes/Speaker)

*Cheme for Board in San Pablo named Dan Smith - requested agency would well be this Pitts bury theater burned down 4 alarms - no cause summer time fire season mild so far*

**CONSENT ITEMS**

*V  
all approved*

- C.1** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Fire Chief, a purchase order with Red Cloud, in an amount not to exceed \$205,000 for the purchase of fifteen portable radios. (70% Federal, 30% CCCFPD General Operating Fund) 23-284

- C.2 APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with the California Department of Forestry and Fire Protection (CAL FIRE) in an amount not to exceed \$741,355 for fire and emergency services for the Marsh Creek - Morgan Territory area for the period July 1, 2023 through June 30, 2024. (100% CCCFPD General Operating Fund) 23-285
- C.3 APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract amendment with the California Governor's Office of Emergency Services to increase the payment limit by \$100,000 to a new payment limit of \$445,000 with no change to the term ending June 30, 2024 to provide reimbursement of regional hazardous material response training costs. (100% State) 23-286
- Ad Saunier  
7:15 pm* C.4 ADOPT Resolution 23-08 to approve a policy for entering into written subcontracts with private ambulance services, as recommended by the Fire Chief. (No fiscal impact) FPD-RES 23-08

Attachments: [Resolution 23-08 Subcontracts with Private Ambulance Services](#)

ADVISORY COMMISSION

The Contra Costa County Fire Protection District Advisory Fire Commission is scheduled to meet next on Monday, October 9, 2023 at 7:00 p.m. at their Administrative Office, 4005 Port Chicago Highway, Suite 250, Concord, CA 94520.

AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.

Glossary of Acronyms, Abbreviations, and other Terms

Contra Costa County has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. For a list of commonly used language that may appear in oral presentations and written materials associated with Board meetings, please visit <https://www.contracosta.ca.gov/8464/Glossary-of-Agenda-Acronyms>.