



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday September 2, 2020  
REGULAR MEETING 7:00 P.M.**

**NOTICE  
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board Chambers will be closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.

**TO ATTEND BY TELECONFERENCE:  
Toll-Free Dial-In Number: (877)778-1806  
CONFERENCE CODE **891949****

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 DRAFT minutes of August 19, 2020 Regular Board of Director's meeting.
2. Approve Register of District Invoices.

**D. AREA AGENCIES REPORTS / PRESENTATION**

1. Supervisor Diane Burgis, District III Report.
2. Assembly Member Jim Frazier, District 11.
3. Sheriff's Office Report.
4. CHP Report.

5. East Contra Costa Fire Protection District Report.

**E. LIAISON REPORTS**

**F. PRESENTATIONS**

1. Recognition of Robert Leete's Service on the Board of Directors.
2. Discussion Only Regarding the Progress of the Pool Plans and Correspondence of the Current Pool Contractor.
3. Discussion Regarding County Landscape Zones.

**G. DISCUSSION AND ACTION ITEMS**

1. Discussion and Possible Action Regarding Landscape Contracting for Zone 8.

**H. MANAGER'S REPORT**

**I. GENERAL MANAGER'S REPORT**

1. Report Regarding Appointment for Vacancy and Election Procedures.

**J. DIRECTORS' REPORTS**

1. Standing Committee Reports.
  - a. Communications Committee Meeting (Committee Members Bill Pease and Bryon Gutow) September 2, 2020.
  - b. Parks and Recreation Committee Meeting (Committee Members Kevin Graves and Bryon Gutow) September 2, 2020.
  - c. Water and Wastewater Committee Meeting (Committee Members Bill Pease and Bill Mayer) September 2, 2020.
2. Other Reportable Items.

**K. CORRESPONDENCE RECEIVED (Information Only)**

**L. FUTURE AGENDA ITEMS**

**M. ADJOURNMENT**

1. Adjourn to the next regular meeting of September 16, 2020 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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**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday August 19, 2020  
REGULAR MEETING 7:00 P.M.**

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

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

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance – Led by Director Kevin Graves
3. Roll Call – All Present.

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

None.

**C. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for August 5, 2020.
2. Approve Register of District Invoices.  
Motion made by Director Bill Mayer to approve items on the Consent Calendar as presented.  
Second by Director Robert Leete.  
Roll Call Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

**D. PRESENTATIONS**

1. Community Center Donation Presentation by Eagle Scout Candidate Bella Krassow.  
Eagle Scout Candidate Bella Krassow was able to raise funds for a Vials of L.I.F.E (Lifesaving Information for Emergencies) event held at the Community Center a few weeks ago. Vials of L.I.F.E is a program that allows individuals to have their complete medical information ready in their home for emergency personnel to reference during an emergency if they are unable to speak. Funds were raised by asking the community for contributions. She handed out 200 vials to the community. She donated left over funds to the Town's Community Center in the amount of \$145.  
President Bill Pease thanked Bella for her community support.  
Director Kevin Graves congratulated Bella for her Eagle Scout achievement.

**E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA**

**1. Veolia Report – Month of July 2020**

Presentation of Water and Wastewater Operations conducted by Project Manager Gerry Lemus. Veolia Project Manager Gerry Lemus updated the Board with data regarding the safety and productivity of the Water and Wastewater Treatment Plants. He stated that on August 18, 2020 the State of California paid a visit to the Plant for an inspection. Results were great, only suggestion was to provide the State with an update of sample testing results for Well 5B every nine years. Veolia Project Manager Gerry Lemus reported on an increase of water usage for the month of July 2020.

**F. DISCUSSION AND ACTION ITEMS**

**1. Discussion and Possible Action Authorizing Luhdorff & Scalmanini to Perform Engineering and Inspection Services for Well 1B Rehabilitation and Repair in the Amount of \$37,000, and Approving Resolution 2020-18 Adopting a CEQA Exemption, Approving the Project, and Directing Filing of the Notice of Exemption.**

Water Engineer Justin Shobe discussed issues with Well 1B. Performance monitoring of Well 1B has shown decline in capacity which usually indicates a clog. Plan is to do an aggressive rehabilitation which includes two possible options. Option one will be a lower cost, lower quality motor and possibly replacing the pump. Option two includes a higher quality motor at double the cost. Keeping in mind the current signs this well is showing, there is a possibility that the pump will need to be repaired again in approximately five years. It does not make sense to install a 20 year motor if the well pump will not last that long. Water Engineer Justin Shobe's recommendation is to opt for the less expensive motor, creating a well rehabilitation plan, and providing daily oversight for the rehabilitation and a summary report at the cost of \$250,000. With this project, the Town will also require a Professional Service Agreement as authorized by the General Manager, approving Resolution 2020-18 to adopt a CEQA Notice of Exemption, and filing the Notice of Exception with the County Clerk's office.

Motion to approve staff recommendation made by Director Robert Leete

Second by Director Kevin Graves.

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

**2. Discussion and Possible Action Authorizing Luhdorff & Scalmanini to Perform Engineering and Inspection Services for Filter Maintenance and Repairs at Willow Lake and Newport Drive Water Treatment Plants in the Amount of \$68,545, and Approving Resolution 2020-19 Adopting a CEQA Exemption, Approving the Project, and Directing Filing of the Notice of Exemption.**

Water Engineer Justin Shobe advised the Board there are three filters at the Willow Lake Water Treatment Plant and two at the Newport Water Treatment Plant location. In 2019, Loprest Water Treatment Company ran a filter test and inspection and determined that two filters, one at each location, would need to be repaired right away. Loprest also recommended replacing filter media in Newport Filter B and all three filters at Willow Lake. While replacing the media, Loprest advised the Town should replace the underdrain laterals and piping at the same time. Water Engineer Justin Shobe proposed a Professional Service Agreement with Luhdorff & Scalmanini Consulting Engineers to inspect the exterior of all five filters to assess their condition and identify other repairs or re-coating needs. In conjunction to the inspections, Luhdorff & Scalmanini Consulting Engineers will provide a Filter Maintenance Program. Veolia will collect cost estimates from contractors to implement the project while Luhdorff & Scalmanini Consulting Engineers will oversee the inspection. Re-coating and any required repairs of the filter vessels will be contingent on the interior filter inspections. Outside services for coating inspection, pressure vessel inspections and consultations of filter lateral piping will be required. Requested funds for this project are \$218,000. Besides the implementation of a Professional Service Agreement, Water Engineer Justin Shobe is also recommending the Town approve Requisition 2020-19 for CEQA Notice of Exemption, and mailing of the Notice of Exemption to the County Clerk's office.

Director Robert Leete asked for a timeframe for this project to be completed.

Water Engineer Justin Shobe estimated the project can be completed in the next four months.

Director Bill Mayer questioned the possibility of replacing all five filters since they all require replacement.

Water Engineer Justin Shobe indicates the budget allows for two filters and it will also allow the Town to maintain water services without any interruptions to the Town.

Motion made by Director Kevin Graves to follow staff's recommendation to implement contract with Luhdorff & Scalmanini Consulting Engineers and file Notice of Exemption for CEQA with County Clerk's office. Outside services will be accepted as required.

Second by Vice President Bryon Gutow.

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

**3. Discussion and Possible Action Authorizing Luhdorff & Scalmanini to Perform Engineering and Inspection**

for Lakeview Business Plaza and Edgeview Drive Pipelines Replacement Project in the Amount of \$121,032, and Approving Resolution 2020-20 Adopting CEQA Exemptions, Approving the Project, and Directing Filing of the Notice of Exemption.

Water Engineer Justin Shobe notified the Board of two separate piping issues. One is located at the Lakeview Business Plaza and the other is located on Edgeview Drive. Both issues require pipe replacement. The pipe at Lakeview Business Plaza is being replaced due to several breaks which are indicative of the poor condition the pipe is in. The pipe on Edgeview Drive is located under residential driveways, affecting approximately 34 homes. The requested project will reinstall the pipe in the roadway to prevent damage to private properties in the event of any needed repairs. Both projects would be combined to be one project. The merging of these projects will save the Town money and entice bidders with a larger project. Recommendation of Water Engineer Justin Shobe is to authorize Luhdorff & Scalmanini Consulting Engineers to survey the land, create a design of the replacement pipes, address any required permits, assist with bidding and construction as well as conduct testing and paving inspection during the construction. The cost of Luhdorff & Scalmanini Consulting Engineers services for this project is \$121,032. Water Engineer Justin Shobe requested the Board approve General Manager to execute a Professional Service Agreement with Luhdorff & Scalmanini Consulting Engineers and adopt Resolution 2020-20 allowing a CEQA Notice of Exemption be filed with the County Clerk's office.

Motion made by Director Kevin Graves to follow staff's recommendation to combine projects, allow General Manager Mike Davies to execute a contract with Luhdorff & Scalmanini Consulting Engineers and file a Notice of Exemption with the County Clerk's Office.

Second by Director Robert Leete.

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

**G. MANAGER'S REPORT**

General Manager Mike Davies gave the Board an update regarding the east to west traffic on Highway 4. He spoke to Assemblyman Jim Frazier's office regarding the possibility of posting a speed limit sign and was told that a study of that location will not be done at this time.

**H. CORRESPONDENCE RECEIVED**

The Board received a letter today from Director Robert Leete advising of his resignation from his role as Town Director effective September 3, 2020.

**I. FUTURE AGENDA ITEMS**

Director Kevin Graves stated that he would like to have, at the next meeting, a Discussion and Possible Action about the progress of the pool plans and discussion of correspondence of the current pool contractor as an Agenda Item.

**J. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

Closed session began at 7:42 p.m.

**K. CLOSED SESSION:**

1. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8  
Property: 1535 Discovery Bay Boulevard, Discovery Bay, CA 94505 (APN 008-200-010)  
Agency Negotiator: Bill Pease/Mike Davies/Rod Attebery  
Negotiating Parties: East Contra Costa Fire Protection District  
Under Negotiation: Price and Terms
2. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8  
Property: APN 008-540-028  
Agency Negotiator: Bill Pease/Mike Davies/Rod Attebery  
Negotiating Parties: Lodgepole Investments, LLC  
Under Negotiation: Price and Terms
3. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6  
Agency Designated Representative: Michael R. Davies  
Unrepresented Employee: All TODB Employees

**L. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

Closed session concluded at 8:06 p.m. with no reportable action.

**M. ADJOURNMENT**

1. Adjourn at 8:06 p.m. to the regular meeting on September 2, 2020 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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DRAFT



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

September 2, 2020

**Prepared By:** Julie Carter, Finance Manager & Lesley Marable, Accountant  
**Submitted By:** Michael R. Davies, 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** \$ 345,981.34

**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 2020/2021

AGENDA ITEM: C-3

**For The Meeting On September 2, 2020**  
**Town of Discovery Bay CSD**  
**Fiscal Year 7/20 - 6/21**

Pacific Gas & Electric	128,641.89
Veolia Water North America	\$59,453.00
Croce, Sanguinetti & Vander Veen, Inc.	32,140.00
J.W. Backhoe & Construction, Inc.	\$30,906.82
City Of Brentwood	\$20,638.85
U.S. Bank Corporate Payment System	17,357.72
Town of Discovery Bay CSD	17,101.59
Luhdorff & Scalmanini	\$14,741.40
Brentwood Decorative Rock, Inc.	\$4,589.42
Trugreen	3,950.00
Freedom Mailing Service, Inc	\$2,883.20
Matrix Trust	\$2,573.83
Paul E. Vaz Trucking, Inc.	\$2,364.23
Devil Mountain Wholesale Nurse	1,983.39
Univar Solutions USA Inc.	\$1,652.81
HWA Landscape Architects	1,600.00
Mt. Diablo Resource Recovery	\$1,267.56
TASC	\$1,133.30
Quadient Leasing USA, Inc.	\$300.00
ReliaStar Life Insurance Company	\$200.00
Office Depot	\$168.47
UniFirst Corporation	120.00
Discovery Pest Control	\$99.00
Shred-It USA-Concord	\$69.53
Verizon Wireless	\$25.02
Water Utility Refund Customer	\$20.31
	<hr/>
	\$345,981.34



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

September 2, 2020

**Prepared By:** Bill Engelman, Parks and Landscape Manager  
**Submitted By:** Michael R. Davies, General Manager

### Agenda Title

Discussion and Possible Action Regarding Landscape Contracting for Zone 8

### Recommended Action

To receive direction on moving forward with a landscape solution in Zone 8. Staff's recommendation is to have the Town's in-house landscape crew move forward with landscaping on Newport Drive starting in October and Clipper Drive starting November of 2020.

### Executive Summary

On July 23, 2020, the Board of Director's held a special meeting to receive an update on the District's landscaping issues and future rehabilitation plan. At this meeting, staff provided the Board with a presentation detailing each zone by landscape type, current conditions, budget and financial constraints, future issues, and proposed corrective plan. As well as introducing options for reducing high-water labor-intensive plants and landscape and replacing it with dryscape.

The Board of Director's discussed many options to resolve the landscape areas in distress. As a result, staff was tasked with acquiring contractor quotes for a major landscape clean up. This would include the elimination of weeds, removal of dead plants, and adding new ground cover and plants located at the front entrance, Discovery Bay Blvd, Clipper Drive, and Newport Drive. Once received, the quotes were to be brought back before a Special Parks and Recreation Committee Meeting. The meeting was scheduled for August 12, 2020; however, staff did not receive the quotes from the contractor in time to move forward with the special meeting. One contractor submitted a quote this week and one other contractor was not interested after meeting.

The quotes being brought forward this evening were received this week and presented to the Parks and Recreation Committee this afternoon.

#### Landscaping Quotes Submitted:

Landscape Contractor (Brightview)  
In-house Landscape Crew

Staff's recommendation is to receive direction on moving forward with a landscape solution in Zone 8. Staff's recommendation is to have the Town's in-house landscape crew move forward with landscaping on Newport Drive starting in October and Clipper Drive starting November of 2020.

**Previous Relevant Board Actions for This Item**

**Fiscal Impact:**  
**Amount Requested:**  
**Sufficient Budgeted Funds Available?**  
**Prog/Fund # Category:**

**Attachments**

Zone 8 Landscape Enhancements Cost Comparison

**AGENDA ITEM:**

**APPROXIMATE LANDSCAPE ENHANCEMENT COSTS**  
**Zone 8 - Enhancements**

	<u>SQ FT</u>	<u>Cost From Contractor</u>	<u>Approximate Length</u>	<u>In-house cost w/some dryscape (material only)</u>	<u>In-house cost w/o any dryscape (material only)</u>	<u>Approximate Length</u>
<b>Front Entrance</b>	10,246	<b>\$27,000</b>	NA	<b>\$8,000</b>	<b>\$8,000</b>	NA
<b>Clipper Drive</b>	119,550					
Plants		\$90,000	1 - 1.5 months	\$33,000	\$33,000	2.5 - 3 months
Mulch and fabric		\$69,000		\$30,400	\$54,100	
Rock		\$0		\$43,475	\$0	
Prep and clean		\$10,000		\$0	\$0	
<b>TOTAL</b>		<b>\$169,000</b>		<b>\$106,875</b>	<b>\$87,100</b>	
<b>Disco Blvd.</b>	96,448					
Plants		\$76,100	1 month	\$20,700	\$20,700	1.5 - 2 months
Mulch and fabric		\$0		\$19,400	\$35,000	
Rock		\$0		\$27,600	\$0	
Prep and clean		\$7,500		\$0	\$0	
<b>TOTAL</b>		<b>\$83,600</b>		<b>\$67,700</b>	<b>\$55,700</b>	
<b>Newport Drive (South)</b>	6,715					
Plants		\$5,300	1 - 2 weeks	\$2,000	\$2,000	2 - 3 weeks
Mulch and fabric		\$0		\$1,700	\$3,100	
Rock		\$0		\$2,500	\$0	
Prep and clean		\$1,000		\$0	\$0	
<b>TOTAL</b>		<b>\$6,300</b>		<b>\$6,200</b>	<b>\$5,100</b>	
<b>TOTAL ALL PROJECTS</b>		<b>\$285,900</b>		<b>\$188,775</b>	<b>\$155,900</b>	