



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

**SDLF Platinum-Level of Governance**



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

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, September 18, 2024 7:00 P.M.**

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

In addition to physical attendance at the address indicated above, the Town of Discovery Bay Community Services District is offering the following teleconferencing options as an alternative means for the public to participate in this meeting.

**TO ATTEND BY ZOOM WEBINAR:** <https://us06web.zoom.us/j/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 4, 2024.
2. Monthly Disbursement Report - August 2024.

**D. PRESENTATIONS**

1. Veolia.

**E. DISCUSSION AND POSSIBLE ACTION**

1. Discussion and Possible Action to Approve an Agreement with Tripepi Smith Communications Consultant.
2. Discussion and Possible Action to Approve 25-Year License Agreement with Contra Costa Water District for Access to the Town's Wastewater Diffuser Site.

3. Discussion and Possible Action to Approve Resolution 2024-14 Amending Board Policy 002 Bylaws of the Town of Discovery Bay.
4. Discussion and Possible Action to Approve Agreement with Monarch Landscape Companies/Jensen Landscape for the Enhancement Project on Wilde Drive.
5. Discussion and Possible Action to Approve Agreement with MRC/GameTime to Replace Cornell Park Playground Structure.

**F. MANAGER'S REPORT**

1. Landscape Update.

**G. GENERAL MANAGER'S REPORT**

**H. DIRECTOR REPORTS**

1. Con Fire - August 8, 2024 (Director Carolyn Graham).
2. Byron Union School District – August 8, 2024 (Director Kevin Graves).

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

1. CSDA Conference September 9-12, 2024. (Vice President Graham, Director Graves, Director Gutow).

**J. CORRESPONDENCE**

**K. LEGAL REPORT**

**L. FUTURE AGENDA ITEMS**

**M. ADJOURNMENT**

1. Adjourn to the next Regular Meeting of the Board of Directors on October 2, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

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



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday September 4, 2024 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 Graves led Pledge of Allegiance.
3. Roll Call was taken, and all members were present with the exception of President Callahan who was absent.

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

- The speaker asked if there was any resolution to the item about the tennis courts.

**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 21, 2024.
2. Approve Annual Disclosure Pursuant to California Government Code Section 53065.5.

Director Porter made a Motion to Approve the Consent Calendar.

Director Gutow seconded.

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

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

1. Supervisor Diane Burgis, District III Report.  
None.
2. Sheriff's Office Report.

Presented by Lt. Charlene Jacquez.

- Lt. Jacquez read a passage that Diane Burgis' office sent since they could not be in attendance.
  - Three individuals were appointed to the Discovery Bay P6 Citizens Advisory Committee. The committee meets quarterly on the second Wednesday of the month. The next meeting will be at 6:00pm. Wednesday, October 9<sup>th</sup> at the Discovery Bay Community Center.
- The Sheriff's Department had 359 calls for service and 44 reports generated for the month of August.
- The next Citizen's Academy is full and a wait list has been formed.
- The waste tire event held on August 24 was a huge success.

3. Contra Costa County Fire Protection District Report.  
None.

**E. MUNICIPAL ADVISORY COUNCIL**

- Vice-President Graham mentioned the permitted Airbnb's in Discovery Bay.

**F. PRESENTATIONS**

None.

**G. DISCUSSION AND POSSIBLE ACTION**

1. Discussion and Possible Action to Approve Resolution 2024-14 Amending the Board Policy Bylaws of the Town of Discovery Bay.
  - This item was removed from the agenda and will be placed on a future agenda when all of the Board members are present.
2. Discussion and Possible Action to Approve Change Order for Re-Paving Services with Syblon Reid as Completion of the Willow Treatment Filter Project.

Presented by Water & Wastewater Manager Aaron Goldsworthy.

- Staff has been re-evaluating the re-paving portion of the project with Syblon Reid.
- It has been determined that extending the paving area by removing the tree line would provide more useful space for parking staff and contractor vehicles, as well as for product and chemical deliveries.

Director Graves made a motion to authorize the General Manager to enter into the change order agreement presented by Syblon Reid to re-pave and stripe the entire driveway, demo existing trees and grind stumps below grade, and install a 1" future conduit from the transformer to the building at the Willow Lake Treatment Facility, in the amount not to exceed \$65,372.82 with a 15% contingency. Director Porter seconded.

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

**H. MANAGER'S REPORT**

1. Recreation Update.

Presented by Landscape Manager Monica Gallo.

- The musical instruments at the Community Center are being used frequently.
- The Community Garden is continuing to grow.
- Youth Paint Nights have been successful.
- Flick 'N Float was a popular event.
- Adult Paint Night was successful.
- Zumba continues to be enjoyed by both men and women.
- Tiny Toes Dance just began on Mondays at 4:00p.m.
- Water Aerobics will continue through October weather permitting.
- Mermaid School will be held on September 14<sup>th</sup>.

**I. GENERAL MANAGER'S REPORT**

Presented by General Manager Dina Breitstein.

- The Town is looking into a Cyber Security Grant that is being offered.

**J. DIRECTOR REPORTS**

1. Standing Committee Reports.

- a. Communications Committee Meeting (Committee Members Bryon Gutow and Carolyn Graham) September 4, 2024.

Director Gutow reported the Committee discussed a potential Communications Consultant for upcoming projects.

- b. Parks and Recreation Committee Meeting (Committee Members Michael Callahan and Bryon Gutow) September 4, 2024.

Director Gutow reported there was not a Brown Act Meeting due to President Callahan being absent. There were informational presentations given on various upcoming projects.

- c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) September 4, 2024.

Director Porter reported the Committee discussed the repaving item that was on tonight's agenda as well as an item regarding a licensing agreement for access to the Town's Wastewater Diffuser site which will be coming to a future Board of Directors Meeting.

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

None.

**L. CORRESPONDENCE**

None.

**M. LEGAL REPORT**

None.

**N. FUTURE AGENDA ITEMS**

None.

**R. ADJOURNMENT**

1. Adjourned at 7:21p.m. to the next Regular Meeting of the Board of Directors on September 18, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**AGENDA ITEM:  
C2**

**Agenda Title:** Monthly Disbursement Report – August 2024

**Meeting Date:** September 18, 2024

**Prepared By:** Margaret Moggia, Finance Manager and Lesley Marable, Project Accountant

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

---

**RECOMMENDED ACTION:**

Receive and file.

---

**EXECUTIVE SUMMARY:**

In accordance with Financial Policy #031, Section VIII (F), the Finance Manager shall submit a register of District invoices paid in the preceding month.

The amounts paid represent the operating and capital expenditures for the month of August 2024 for a total amount of \$1,495,235.95.

---

**FISCAL IMPACT:**

Amounts paid are respectively budgeted in the fiscal year annual budget for each fund.

---

**PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:**

Not applicable

---

**ATTACHMENTS:**

1. Check Register – BOD Report

Check Register - BOD Report  
Check Issue Dates: 8/1/2024 - 8/31/2024

<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>
2268	Alhambra	\$157.30
2269	Department of Justice	\$245.00
2270	G&S Paving	\$3,350.00
2271	Lincoln Aquatics	\$2,513.51
2272	MDRR-Discovery	\$930.47
2273	Mobile Modular Portable Storage	\$400.83
2274	Monarch Landscape LLC	\$29,623.46
2275	National Aquatic Services, Inc.	\$389.40
2276	Neumiller & Beardslee	\$559.00
2277	Occupational Health Centers	\$235.00
2278	ODP Office Solutions, LLC	\$216.84
2279	San Joaquin County Office Of Ed	\$122.41
2280	Streamline	\$676.00
2281	Watersavers Irrigation Inc.	\$5,617.07
2282	Denalect Alarm Company	\$228.00
2283	Valencia Janitorial Plus	\$1,070.00
2284	Alhambra	\$91.87
2285	Bay Area News Group	\$57.23
2286	Brentwood Ace Hardware	\$535.71
2287	Dennis Dean Allen	\$45.00
2288	Geotab USA, Inc.	\$97.76
2289	Juliee Hanlon	\$285.00
2290	Karina Dugand	\$1,458.00
2291	Lincoln Aquatics	\$2,417.40
2292	Lucia Peters	\$945.00
2293	MDRR-Discovery	\$930.47
2294	Michelle Dominge	\$1,357.50
2295	Monarch Landscape LLC	\$2,980.00
2296	National Aquatic Services, Inc.	\$700.00
2297	ODP Office Solutions, LLC	\$363.84
2298	Precision IT Consulting	\$500.00
2299	SDRMA	\$47.50
2300	Town of Discovery Bay CSD	\$11,180.72
2301	U.S. Bank Corporate Payment System	\$7,254.28
2302	Umpqua Bank	\$2,212.23
2303	Verizon Wireless	\$327.86
2304	CliftonLarsonAllen LLP	\$2,940.00
2305	Mobile Modular Portable Storage	\$400.83

2306	Pacific Gas & Electric	\$12,036.14
2307	Precision IT Consulting	\$510.76
2308	Town of Discovery Bay CSD	\$73,454.11
2309	Bayside Contractors LLC	\$2,370.00
2310	Discovery Pest Control	\$99.00
2311	Lincoln Aquatics	\$1,317.09
2312	Office Depot	\$211.57
2313	Watersavers Irrigation Inc.	\$81.84
11536	CVCWA	\$6,000.00
15330	Aflac	\$288.22
15331	CaliforniaChoice Benefit Admin	\$22,704.05
15332	Alhambra	\$173.84
15333	Anzel Galvan LLP	\$2,976.75
15334	Ashley Porter	\$460.00
15335	Bay Area News Group	\$60.14
15336	Big O Tires	\$109.39
15337	Bryon Gutow	\$345.00
15338	Carolyn Graham	\$460.00
15339	Contra Costa County Auditor-Controller	\$1,501.56
15340	Diablo Excavation & Construction	\$69,153.98
15341	Discovery Locks & More	\$222.89
15342	Discovery Pest Control	\$70.00
15343	Freedom Mailing Service, Inc	\$3,615.68
15344	Golden State Sign Company Inc.	\$19,547.09
15345	MDRR-Delta Debris Box	\$6,467.72
15346	Michael Callahan	\$230.00
15347	Monarch Landscape LLC	\$4,307.72
15348	Neumiller & Beardslee	\$12,918.58
15349	Occupational Health Centers	\$539.00
15350	ODP Office Solutions, LLC	\$98.56
15351	San Joaquin County Office Of Ed	\$12,650.00
15352	Streamline	\$6,092.00
15353	Syblon Reid	\$209,135.41
15354	U.S.Bank	\$2,000.00
15355	Univar Solutions USA Inc.	\$5,392.80
15356	Veolia Water North America	\$187,213.28
15357	Watersavers Irrigation Inc.	\$6,620.04
15358	Valencia Janitorial Plus	\$1,920.00
15359	Alhambra	\$109.90
15360	Anzel Galvan LLP	\$1,190.70
15361	Badger Meter	\$5,754.84
15362	Brentwood Ace Hardware	\$1,474.51
15363	City Of Brentwood	\$190.93
15364	Contra Costa SDA	\$150.00



15365	DebtBook	\$5,000.00
15366	Diablo Excavation & Construction	\$68,071.04
15367	Discovery Locks and More	\$175.00
15368	Geotab USA, Inc.	\$119.49
15369	Herwit Engineering	\$22,800.00
15370	Water Utility Refund Customer	\$79.94
15371	Kevin Graves	\$730.13
15372	Luhdorff & Scalmanini	\$53,065.08
15373	Margaret Moggia	\$167.00
15374	Monarch Landscape LLC	\$11,040.00
15375	Occupational Health Centers	\$304.00
15376	ODP Office Solutions, LLC	\$222.13
15377	Precision IT Consulting	\$1,000.00
15378	Quadient Leasing USA, Inc.	\$1,092.39
15379	Water Utility Refund Customer	\$10.06
15380	SDRMA	\$1,697.66
15381	Shred City	\$99.00
15382	Stantec Consulting Services Inc	\$1,394.00
15383	Water Utility Refund Customer	\$1,144.87
15384	U.S. Bank Corporate Payment System	\$18,461.16
15385	U.S.Bank	\$1,870.00
15386	Umpqua Bank	\$9,707.05
15387	United Rentals, Inc.	\$187.42
15388	Upper Case Printing, Inc.	\$2,239.61
15389	Verizon Wireless	\$783.38
15390	Aflac	\$288.22
15391	Ashley Porter	\$230.00
15392	Bryon Gutow	\$115.00
15393	Carolyn Graham	\$115.00
15394	CliftonLarsonAllen LLP	\$11,760.00
15395	Core & Main LP	\$198.04
15396	Diablo Excavation & Construction	\$86,234.88
15397	Flock Group Inc	\$5,000.00
15398	Grainger	\$2,899.98
15399	Kevin Graves	\$345.00
15400	Luhdorff & Scalmanini	\$13,204.62
15401	MDRR-Delta Debris Box	\$2,178.02
15402	Michael Callahan	\$115.00
15403	Pacific Gas & Electric	\$184,192.35
15404	Precision IT Consulting	\$4,596.76
15405	Veolia Water North America	\$5,661.81
15406	Employment Development Dept.	\$635.55
15407	Les Schwab Tire Center	\$4,862.14
15408	Mobile Modular Managment Corp.	\$112,975.00

15409	Monarch Landscape LLC	\$7,360.00
15410	Shred City	\$50.00
15411	Stantec Consulting Services Inc	\$12,316.25
15412	Watersavers Irrigation Inc.	\$81.84
EFT	Empower Retirement	\$2,817.00
EFT	Empower Retirement	\$2,817.00
110539476	Conco West Inc.	\$62,937.50
110547605	Luhdorff & Scalmanini	\$4,101.00
		<hr/>
	<b>Grand Total</b>	<b><u><u>\$1,495,235.95</u></u></b>

# Water & Wastewater Monthly Presentation



— THE TOWN OF —  
**DISCOVERY BAY**

*Live Where You Play*

**July 2024**

## Safety & Training

- Site walkthrough with Veolia safety
- Eyewash and Inspection Rules and Regulations
- Excavation and Shoring
- Work zone Safety and Flagging
- Forklift Certification



**417 Safe Work Days**

# WATER SYSTEM



## WILLOW WTP

Well 1: **Active**  
Well 2: **Active**  
Well 6: **Active**

Filter A: **Online**  
Filter B: **Online**  
Filter C: **Online**  
Filter 1: **Pending**

4329 gal  
55.7 MG

< Sodium Hypochlorite >  
< Water Production >

5501 gal  
83.2 MG

**Total Water Demand: 138.9 MG**

## NEWPORT WTP

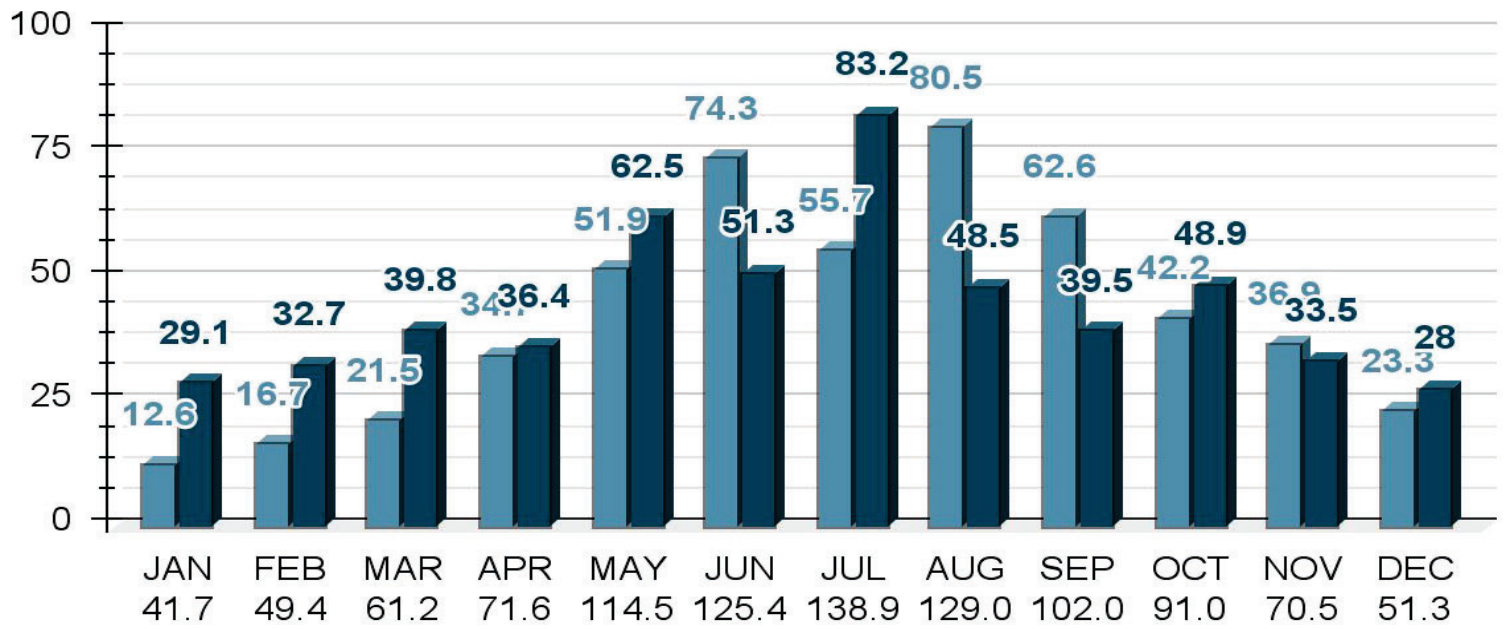
Well 4: **Active**  
Well 5: **Offline**  
Well 7: **Active**

Filter A: **Online**  
Filter B: **Online**



## Water Demand in Million Gallons

■ Willow WTP ■ Newport WTP





<b>Hydrant Flushing:</b>	<b>Fall 2024</b>	<b>Water Quality Complaints:</b>	<b>0</b>
<b>Valve Exercising:</b>	<b>Fall 2024</b>	<b>Water Pressure Concerns:</b>	<b>0</b>
<b>Consumer Confidence Report:</b>	<b>Completed</b>	<b>Coliform Positive Results:</b>	<b>1</b>
<b>Lead &amp; Copper Sampling:</b>	<b>In-Progress</b>	<b>Notice of Violations:</b>	<b>0</b>



# WASTEWATER COLLECTION SYSTEM

## Lift Stations

**A: Active**

**G: Active**

**Bixler: Active**

**IPS: Active**

**C: Active**

**H: Active**

**Village 4: Active**

**Y: Offline**

**D: Active**

**J: Active**

**Lakes: Active**

**E: Active**

**R: Active**

**Lakeshore: Active**

**F: Active**

**S: Active**

**Newport: Active**



— THE TOWN OF —  
**DISCOVERY BAY**  
*Live Where You Play*





# WASTEWATER TREATMENT

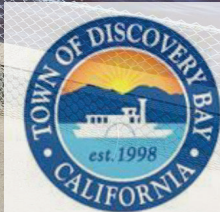


Influent Daily Avg Flow: 1.3 MG  
Effluent Daily Avg Flow: 1.3 MG  
Total Flow This Period: 34.3 MG  
Total Flow Last Year: 34.5 MG

Polymer: 600 gal  
Alum: 0 gal  
PAC: 0 gal  
UV: 65 %

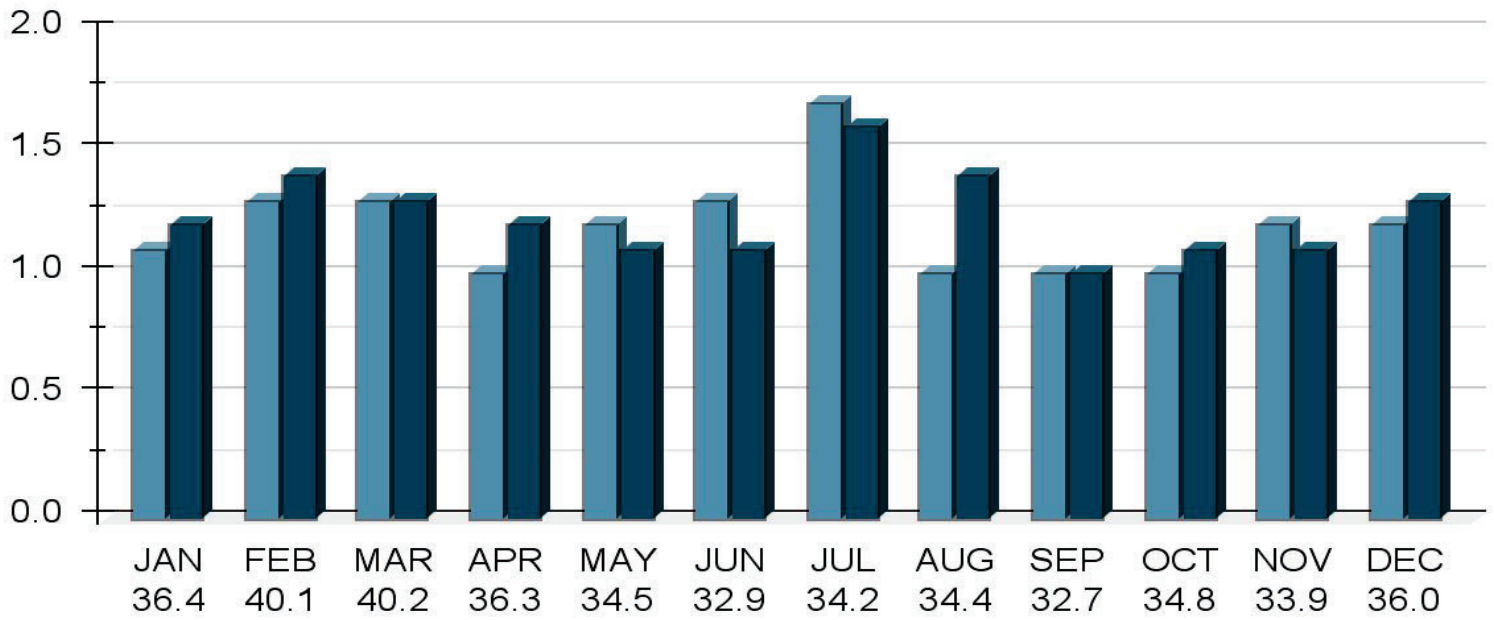
Effluent BOD <10: 1.2 mgL  
Effluent TSS <10: 1.0 mgL  
Total Coliform 7 Day < 2.2: 8.0  
Total Coliform Daily Max <23: 8.0  
Effluent NTU Daily Avg <2: 0  
Effluent Ammonia <8.4: ND  
Effluent Nitrates <10: 5

BOD Removal >85%: 99%  
TSS Removal >85%: 99%  
Conductivity Avg: 2190



## Wastewater Flow in Million Gallons

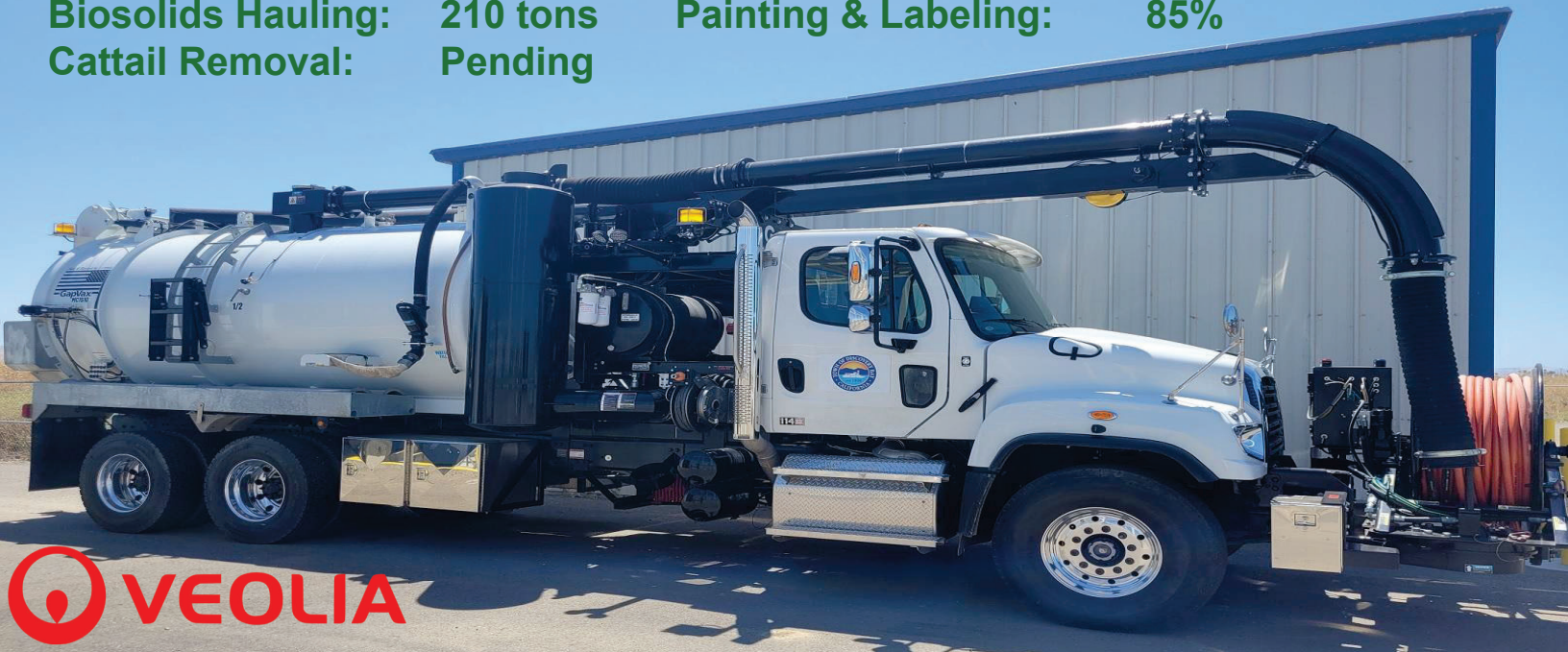
■ WW Influent ■ WW Effluent



# MAINTENANCE

Customer Complaints: 0  
Sewer Overflows: 0  
Biosolids Hauling: 210 tons  
Cattail Removal: Pending

Lift Station Cleanouts: 30%  
SL Rat Status: 90%  
Painting & Labeling: 85%



# Water & Wastewater Monthly Presentation



— THE TOWN OF —  
**DISCOVERY BAY**

*Live Where You Play*

**August 2024**

## Safety & Training

- Hard Hat Safety
- Ladder Safety
- Hazcom Review



**448 Safe Work Days**

# WATER SYSTEM



## WILLOW WTP

Well 1: **Active**  
Well 2: **Active**  
Well 6: **Active**

Filter A: **Online**  
Filter B: **Online**  
Filter C: **Online**  
Filter 1: **Pending**

2789 gal  
49.4 MG

< Sodium Hypochlorite >  
< Water Production >

5178 gal  
82.6 MG

**Total Water Demand: 132 MG**

## NEWPORT WTP

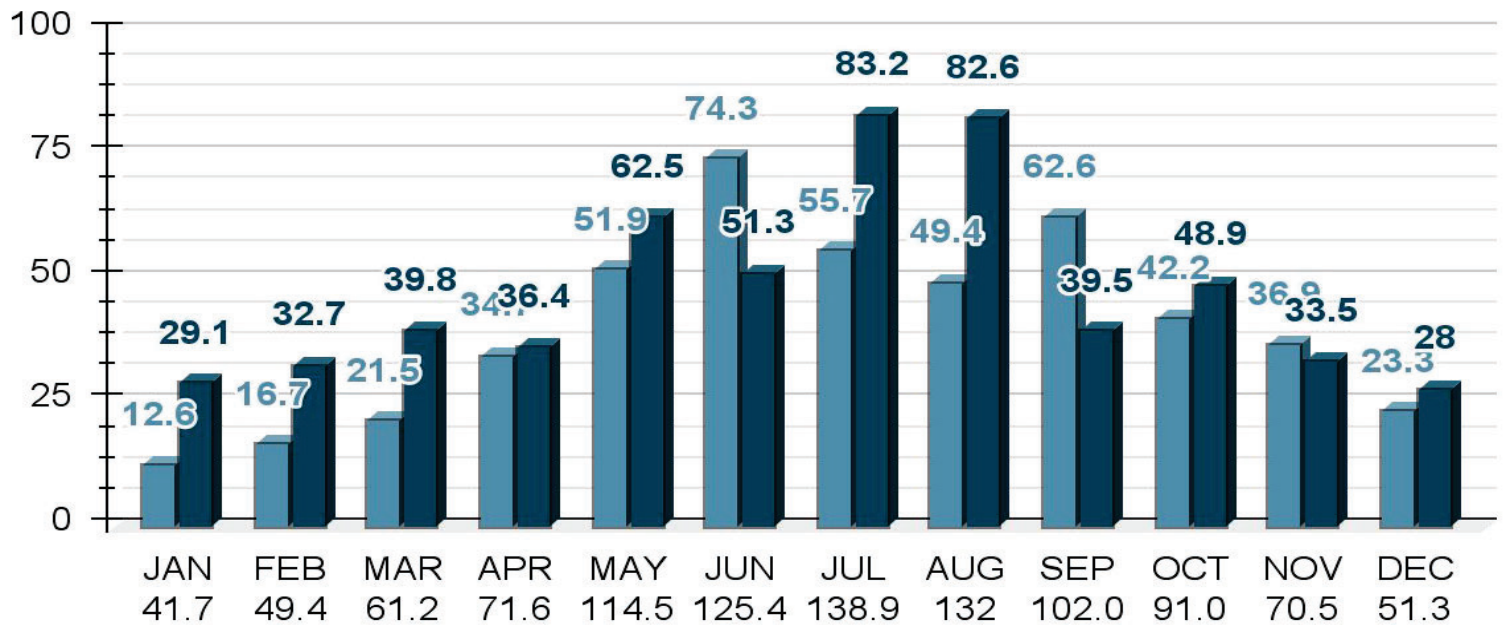
Well 4: **Active**  
Well 5: **Offline**  
Well 7: **Active**

Filter A: **Online**  
Filter B: **Online**



## Water Demand in Million Gallons

■ Willow WTP ■ Newport WTP





<b>Hydrant Flushing:</b>	<b>Fall 2024</b>	<b>Water Quality Complaints:</b>	<b>0</b>
<b>Valve Exercising:</b>	<b>Fall 2024</b>	<b>Water Pressure Concerns:</b>	<b>0</b>
<b>Consumer Confidence Report:</b>	<b>Completed</b>	<b>Coliform Positive Results:</b>	<b>0</b>
<b>Lead &amp; Copper Sampling:</b>	<b>Completed</b>	<b>Notice of Violations:</b>	<b>0</b>





# WASTEWATER COLLECTION SYSTEM

## Lift Stations

**A: Active**

**G: Active**

**Bixler: Active**

**IPS: Active**

**C: Active**

**H: Active**

**Village 4: Active**

**Y: Offline**

**D: Active**

**J: Active**

**Lakes: Active**

**E: Active**

**R: Active**

**Lakeshore: Active**

**F: Active**

**S: Active**

**Newport: Active**



— THE TOWN OF —  
**DISCOVERY BAY**  
*Live Where You Play*



# WASTEWATER TREATMENT

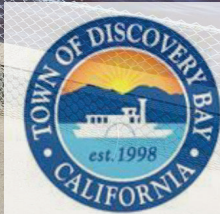


Influent Daily Avg Flow: 1.1 MG  
Effluent Daily Avg Flow: 1.1 MG  
Total Flow This Period: 34.1 MG  
Total Flow Last Year: 35.1 MG

Polymer: 400 gal  
Alum: 0 gal  
PAC: 0 gal  
UV: 65 %

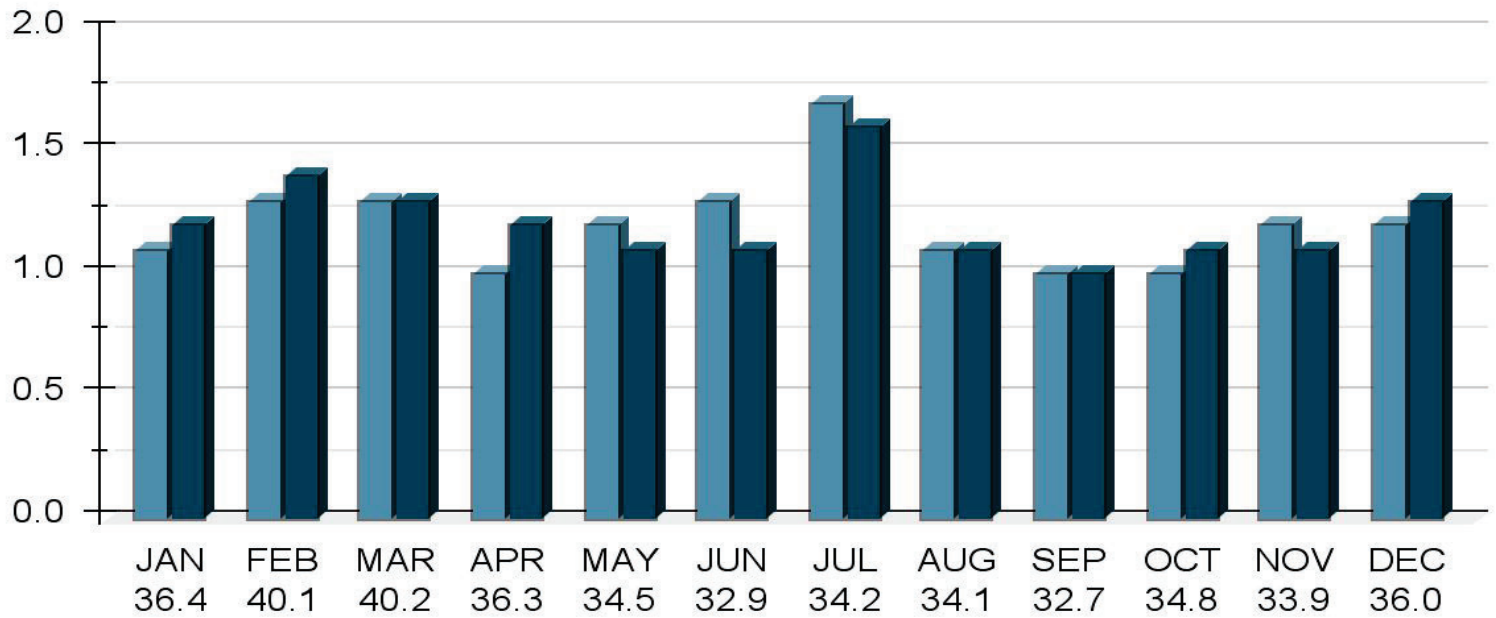
Effluent BOD <10: 1.3 mgL  
Effluent TSS <10: 0.8 mgL  
Total Coliform 7 Day < 2.2: ND  
Total Coliform Daily Max <23: ND  
Effluent NTU Daily Avg <2: 1  
Effluent Ammonia <8.4: ND  
Effluent Nitrates <10: 6

BOD Removal >85%: 99%  
TSS Removal >85%: 99%  
Conductivity Avg: 2216



## Wastewater Flow in Million Gallons

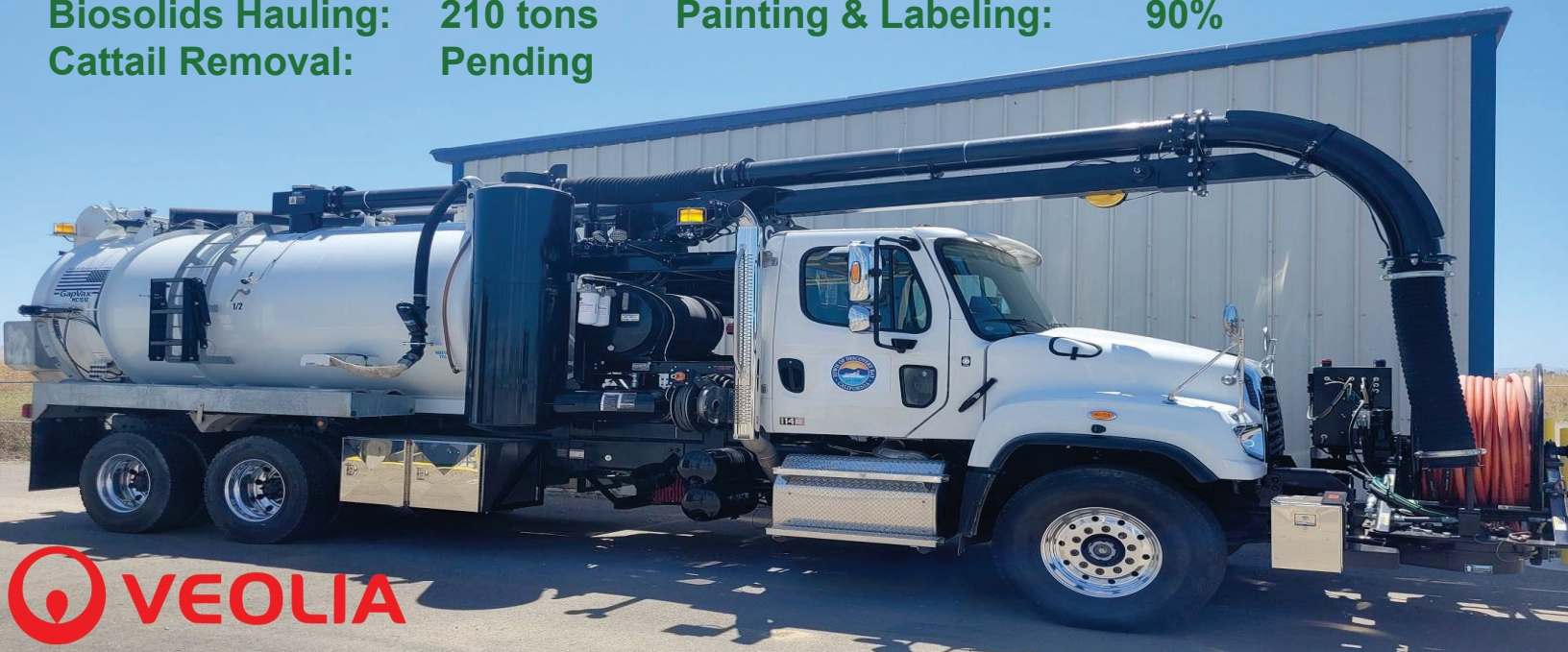
■ WW Influent ■ WW Effluent



# MAINTENANCE

Customer Complaints: 0  
Sewer Overflows: 0  
Biosolids Hauling: 210 tons  
Cattail Removal: Pending

Lift Station Cleanouts: 40%  
SL Rat Status: 90%  
Painting & Labeling: 90%





# Town of Discovery Bay

*“A Community Services District”*

## STAFF REPORT

**AGENDA ITEM:  
E1**

**Agenda Title:** Discussion and Possible Action to Approve an Agreement with Tripepi Smith Communications Consultant.

**Meeting Date:** September 18, 2024

**Prepared By:** Margaret Moggia, Finance Manager

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

---

### RECOMMENDED ACTION:

It is recommended that the Board take the following Action:

- a. Approve the agreement with Tripepi Smith to provide communications support for an amount of \$37,335.
- b. Authorize the General Manager to execute a Contract with Tripepi Smith to provide communications support.
- c. Authorize the General Manager to execute any additional change orders to Tripepi Smith up to 15% of the Contract value.

---

### EXECUTIVE SUMMARY:

In evaluating the district’s multi-year water and wastewater capital budgets, the District has identified necessary infrastructure projects to maintain the reliability of service delivery to our constituents. The identified projects represent the asset renewal of the current infrastructure or plan for growth. The more significant projects are the administrative building and the mainline pipeline on the water side. In addition to the engineering effort to execute these infrastructure projects, staff recommend comprehensive and strategic planning effort that also incorporates financial and communication considerations. This three-prong approach will aid in the effective delivery of these critical infrastructure projects.

Staff have been evaluating additional resources including the use of the district’s municipal advisor and bond counsel to help structure the debt likely to finance these projects. The gained information will inform the rate consultant of the proposed rate recommendations. The District already has these resources available to them and is currently exploring the fiscal impact of the necessary capital projects.

However, staff also value the contribution of a communication consultant to help develop messaging and engagement with the community to help describe the project, the anticipated costs, and the impact on user water rates. In addition, core messages within the outreach strategy can also address several foundational principles including

- Operational structure of the Town of Discovery Bay
- Services provided and the separate funds associated with those services (i.e., landscape vs. water)
- Methods of engaging with the Town

Through recommendations from CSDA, staff have been discussing with several firms the services that a communication consultant could provide to the District. Staff received a proposal from Tripepi Smith who identified their scope as follows:

- Strategic Message Development
- Letter to Stakeholders / OpEd
- Webpage Content Development & Maintenance
- Social Media Management & Monitoring / Platform Verification
- Animated Video
- Bilingual postcard/mailer
- Community Meeting

The core services identified above and discussed further in the attached proposal are shown at \$37,335. In addition, the proposal did note that there could be ancillary costs for printing, mailing and advertising that would be borne directly by the District.

Optional Services

1. Tripepi Smith recommended optional services (individually or in total) specifically to this project including bilingual flyer, digital placements, and media intelligence services. The total of all optional services is \$6,220.
2. General communication support enhancing the visual identity and outreach approach (ie. consistent brand/image) – based on time and material estimated to be \$5,265.
3. Ongoing social media management or newsletter creation, website management or graphic design – based on time and material.

---

**FISCAL IMPACT:**

Staff recommend the core budget of \$37,335 plus 15% contingency with a not-to-exceed of \$42,935.25. Payroll savings within the water and wastewater budgets offset the anticipated cost for this value-add service. It is estimated that we have at least \$78,000 available due to the deferral of hiring a position.

---

**PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:**

---

**ATTACHMENTS:**

1. Tripepi Smith Proposal.

# OUTREACH AND EDUCATION SUPPORT

## PROPOSAL SUBMITTED TO: TOWN OF DISCOVERY BAY

July 31, 2024

REVISED: AUGUST 23, 2024

VALID FOR 90 DAYS FROM SUBMISSION

### Submission by: Tripepi Smith

Ryder Todd Smith, Co-Founder & President

Kailyn Wu, Senior Business Analyst

SINGLE SOURCE COMMUNICATIONS



# Contents

COVER LETTER .....	3
FIRM QUALIFICATIONS & EXPERIENCE .....	4
RELEVANT WORK AND REFERENCES .....	9
APPROACH TO OUTREACH .....	12
PROPOSED DELIVERABLES AND COSTS.....	14
APPENDIX A: RESUMES .....	21

## Our Service Areas



“Tripepi Smith was instrumental in helping get the word out about the importance of Measure N. As a smaller city, we are a down-ballot election, and with so much media paid attention elsewhere, it would have been extremely difficult for the city to produce content in-house. Not only were the graphics great, but the information they included in the post made it viewer friendly and essential to get the message out there.”

**Alexander Walker-Griffin**  
Mayor, City of Hercules



# COVER LETTER

Dear Dina Breitstein,

Thank you for this opportunity to partner with the Town of Discovery Bay on its crucial effort to educate constituents about the necessity of a large pipeline replacement and its benefit to the community.

I am enthusiastic about this project and believe Tripepi Smith is your ideal partner for this endeavor. Our team has a deep understanding of the unique dynamics of local communities. Over 200 local government agencies — including special districts, cities, counties and more — have chosen us to support their communications needs. Our proven track record includes numerous successful initiatives delivering tangible, impactful results.

We excel in providing comprehensive public education and outreach services to agencies, with particular expertise in infrastructure projects, ballot measures, tax measures and Prop 218. In today's environment of heightened community engagement on civic matters, Tripepi Smith is ready to bring fresh, effective strategies.

Our dedication and strong history of delivering results position us as the ideal partner for the Town of Discovery Bay. Thank you for considering us for these crucial endeavors. We look forward to discussing our proposal in more detail.



Ryder Todd Smith, Co-Founder & President, Tripepi Smith

Ryder@TripepiSmith.com • (626) 536-2173 • P.O. Box 52152, Irvine, CA 92619

*Ryder is the contact person throughout the proposal evaluation period.*

# FIRM QUALIFICATIONS & EXPERIENCE

## Qualifications of the Firm

### A Public Affairs Firm that Understands Local Government

Tripepi Smith excels at all aspects of public affairs and marketing. Founded in 2000 and incorporated in 2002 as a California S. Corporation, Tripepi Smith is based in Orange County, California. We work in a complex environment where successful communications go hand-in-hand with marketing and technical expertise. As a full-service marketing and creative services firm, Tripepi Smith's team of over 60 full-time communications experts offers the right professionals for the job while being small enough to be nimble and responsive. Tripepi Smith has a broad spectrum of experience and skills that allows us to apply the appropriate resource to the appropriate tasks; this enables us to execute faster and reduce engagement costs.

These skills vary by both years of experience and core hard skills (website and graphic design, videography, writing, and social media, for examples). At Tripepi Smith, experienced directors and analysts drive strategy and implement messaging with support from three in-house accredited public relations (APR) professionals. Public affairs experts and policy wonks manage communication solutions for a large list of clients. Creative professionals fashion compelling branding, websites, print and digital design, social media, photography and video. Multiple full-time FAA-certified drone pilots capture captivating footage for videos and photos. Tripepi Smith also has a full-scale video production team with extensive cablecasting, event production and A/V expertise.

#### THE RESULT:

We have an ability to tell a complete story across mediums all within our one team.

### Key Differentiators

No other communications firm has the public agency client depth and diversity that Tripepi Smith offers. We gain insights from the breadth of our work and share that knowledge with our 200+ public agency clients, which yields key advantages:

- **Expertise In Industry-Standard Platforms:** Our team has a firm grasp of social media and digital platforms, exemplified by numerous certifications — from Meta and YouTube to Twitter and Meltwater — outclassing other public affairs firms in California that we have come across.
- **Breadth of Expertise:** The breadth of Tripepi Smith's team — from policy to videography to graphic design — is rare. The result: we have an ability to tell a complete story across all mediums, all within our one team.
- **A Deep Understanding of Local Issues:** Tripepi Smith's work with over 200 public agencies and municipal partners benefits each client as we translate practical field experience into outreach strategies tailored to their unique circumstances. Moreover, we are known for our mastery of the art of local government communications. We make civic matters relatable and engaging for stakeholders, from constituents to elected officials to legislators and more.
- **Integrated Offerings:** Tripepi Smith owns two local government publications: PublicCEO and Civic Business Journal. Together, they boast a subscriber base of over 17,500 city managers, county administrators, public executives and public employees. These platforms guarantee effective placement of client stories and ideas, maximizing their digital reach.

## Implementing Strategy and Engaging Audiences

Tripepi Smith recognizes the important interplay of public affairs and design. It's about presenting ideas that advance communities and public institutions. An important corollary to this is providing the creative services that can build materials to engage audiences and make ideas resonate. Tripepi Smith's multi-faceted design team enables us to reach these goals and lead effective creative strategy.

### Strategic

Tripepi Smith is a provider of technology, communications and public affairs services. We leverage our skills and experiences in each of these areas to deliver efficient, technologically driven communication solutions that reflect our deep understanding of local government. Our team has a strong record of working with public agencies, joint powers authorities and not-for-profit organizations throughout California to better engage and connect with their stakeholders and community.

### Creative

Tripepi Smith's creative professionals have worked with public and private clients on imagery, colors and graphic design in an array of projects. Our firm offers creative services that address not only traditional media such as print, websites, logo design and advertising but also non-traditional marketing services around email campaigns, social media, blogging, SEO, video production and more. This integrated approach to content development makes the process more efficient and more effective for clients.

## Content x Distribution = IMPACT

Tripepi Smith was born in the digital era and brings significant technical skills to the table. Members of our team carry technical certifications in Hootsuite Social Media Marketing, Facebook Blueprint, Google Advertising, Google Analytics and Twitter Flight School, among others. We take digital seriously and recognize how critical it is to not only develop great visuals and messaging, but to ensure the audiences we want to reach actually see that content. Without content distribution, there is no IMPACT.

### Content x Distribution = Impact



# Team Tripepi Smith



## Qualifications of Key Personnel

The Town of Discovery Bay would have access to any one of Tripepi Smith's 65+ full-time employees. Depending on the scope of work the Town selects, the rest of the Tripepi Smith project team may vary. However, we anticipate a core team consisting of Senior Business Analyst **Kaitlyn Wu** as account manager, overseeing and advising on the execution of various scope items. Kaitlyn will be the Town's primary contact for the administration of authorized tasks. Business Analyst **Melanie Moore** will act as project manager, working with Kaitlyn to coordinate project management details and oversee all content creation efforts with the support of Junior Business Analyst **Madeline Wilson**. Meanwhile, Principal **Jennifer Nentwig** will be the Town's go-to advisor on navigating the legal process for the public education effort.

### *Dedicated Availability for Discovery Bay*

The core project team will have dedicated availability to support the Town of Discovery Bay, including capacity to provide support under urgent notice and/or time constraints. Should any key personnel become unavailable in the course of this engagement, Tripepi Smith will quickly substitute with other Tripepi Smith resources who have commensurate experience, knowledge and/or skill sets.

Additional resources about this team and the wider set of our team of full-time professionals are available at: [www.TripepiSmith.com/Our-Team](http://www.TripepiSmith.com/Our-Team).



### **Jennifer Nentwig** Principal

**Jennifer** is a talented, well-rounded communications professional and project manager with more than 16 years of experience serving government organizations. She has built and implemented programs in strategic communications, media relations, internal communication, community relations and social media. Her skills include website and social media management, development of content including articles, speeches, talking points and FAQs, as well as event planning and implementation. Jen's clients include the Costa Mesa Sanitary District, City of Orange, City of Baldwin Park, City of Livermore and City of Lancaster, among others. Jen earned a Bachelor's Degree in Political Science from the University of Notre Dame and a Master's Degree in Global Leadership from the University of San Diego.



### **Kaitlyn Wu** Senior Business Analyst

**Kaitlyn** is a seasoned outreach professional with more than eight years of experience in public sector communications and higher education outreach. Throughout her career, Kaitlyn has spearheaded content strategy and copywriting for newsletters, annual reports, websites, social media, op eds and more. In addition, she has managed water education programs and workforce development initiatives for K-12 students and beyond. Through strategic communication efforts, Kaitlyn helps organizations educate stakeholders and produce positive change within their communities.



## Melanie Moore

### Senior Business Analyst

**Melanie**, a Bay Area native, brings experience in financial research and marketing, complemented by her Bachelor of Arts degree in Economics from Claremont McKenna. She started as a Junior Business Analyst and quickly advanced to a Business Analyst in 2022. Since joining the team, Melanie has played a pivotal role in managing clients, crafting compelling narratives and actively engaging with communities to fulfill unique client needs. At the core of Melanie's expertise lies her ability to develop innovative communication strategies and create targeted content. Notably, Melanie is also a member of the Tripepi Smith Cloud Webmaster team, contributing her skills to elevate online experiences.



## Madeline Wilson

### Junior Business Analyst

**Madeline** is a marketing professional with a versatile set of skills including social media management, marketing strategy, copywriting and more. She graduated from the University of Utah with a degree in Marketing and is passionate about using her skills to educate. Madeline developed her skills in a variety of industries including non-profit, technology and local government and has been a key player in expanding the reach and effectiveness of communications for small businesses.

# RELEVANT WORK AND REFERENCES

Reference Contact Info	Scope of Work and Work Samples
<p><b>City of Foster City</b></p> <p><b>Stefan Chatwin</b> City Manager (650) 286-3220 SChatwin@FosterCity.org</p> <p>610 Foster City Blvd. Foster City, CA 94404</p>	<p>Foster City tapped our team to raise public awareness and understanding of the <b>\$90 million levee project</b> – one of the largest public works projects in Foster City history. Team Tripepi Smith established a <a href="#">dedicated project website</a>, facilitated 3 virtual community meetings, produced <a href="#">multiple videos</a> and provided ongoing <a href="#">social media support</a>. Additionally, the firm helps respond to community feedback, maintain the project website, develop monthly metric reports, provide as-needed graphic design services and more. All efforts seek to keep the community informed about construction impacts, project milestones and public engagement opportunities.</p> <ul style="list-style-type: none"><li>Project Team: Principal <b>Jennifer Nentwig</b>, Senior Business Analyst <b>Melanie James</b>, Business Analyst <b>Melanie Moore</b> and Junior Business Analyst <b>Ethan de la Pena</b></li></ul>



“Since districting was entirely new to our community, we wanted to ensure our residents understood how this would change our municipal elections and how they could actively participate in the process. We knew we could rely on our trusted consultants, Tripepi Smith, to educate the public and empower residents to make their voices heard throughout this important process. The success of their outreach efforts is evident in the 40 maps received from the public and we appreciate Tripepi Smith’s diligent efforts to engage the community in adopting district lines that will shape the future of the City Council for the next 10 years.”

**Matthew Bronson**  
City Manager, City of Grover Beach

Reference Contact Info	Scope of Work and Work Samples
<p><b>Del Paso Manor Water District</b></p> <p><b>Victoria Hoppe</b> Office Manager (916) 761-3370 Victoria@DelPasoManorWD.org</p> <p>1817 Maryal Dr., #300 Sacramento, CA 95864</p>	<p>Del Paso Manor Water District tapped Tripepi Smith to assist with a full outreach campaign for a significant rate increase. Tripepi Smith established a <a href="#">dedicated project webpage</a>, facilitated 10 strategy meetings, helped host two in person community workshops, created and verified a public agency Nextdoor page, set up social media ads, drafted press releases, created <a href="#">mailers</a> and developed the script and video for an <a href="#">animated video</a>.</p> <ul style="list-style-type: none"> <li>Project Team: Senior Business Analyst <b>Kaitlyn Wu</b> and Business Analyst <b>Melanie Moore</b></li> </ul>
<p><b>City of Grover Beach</b></p> <p><b>Matthew Bronson</b> City Manager (805) 473-4567 MBronson@GroverBeach.org</p> <p>154 S 8th St. Grover Beach, CA 93433</p>	<p>In 2020 the City of Grover Beach tapped the talent at Tripepi Smith to provide <b>Education &amp; Outreach services for Tax Measure F-20</b>, which included project management, strategic messaging, news articles, website content development, social media management, technology support, digital ad placements, media monitoring, animated videos and informational mailers. See more at our <a href="#">dedicated webpage</a> on this Sales Tax Measure. Following the outreach engagement, Grover Beach has continued with ongoing baseline engagement which includes writing press releases, managing social media, redesigning and creating the monthly City Manager e-newsletter, hosting quarterly strategy meetings with department heads to identify key topics and messages and delivering monthly metric reports. In addition to our ongoing work, Tripepi Smith has also conducted district formation outreach services for the City, as well as website modernization services, recruitment brochures and quarterly recreation activity mailers.</p> <ul style="list-style-type: none"> <li>Project Team: Senior Business Analyst Sydni Overly, Business Analyst Peter Johnson and <b>Business Analyst Melanie Moore</b></li> </ul>



## Some of Our Clients

Below is a brief list of Tripepi Smith clients. We can provide you with contacts for any of these clients if desired and are confident you will find them to be quite happy with our services.

California City Management Foundation	City of Irvine	City of Rancho Palos Verdes	Finance Authority JPA
California Joint Powers Insurance Authority	City of La Cañada Flintridge	City of Rancho Mirage	Inland Empire Utilities Agency
City of Aliso Viejo	City of La Palma	City of Riverbank	League of California Cities
City of American Canyon	City of La Puente	City of Rolling Hills Estates	Municipal Information Systems Association of California
City of Azusa	City of Lake Forest	City of Santa Clarita	Municipal Management Association of Northern California
City of Bellflower	City of Laguna Hills	City of Santa Cruz	Municipal Management Association of Southern California
City of Blythe	City of Laguna Niguel	City of Santa Paula	Orange County City Manager Associations
City of Claremont	City of Lancaster	City of Saratoga	Orange County Sanitation District
City of Coronado	City of Livermore	City of South Gate	Palmdale Water District
(City of) Culver City	City of Lomita	City of Tracy	Rowland Water District
City of Cupertino	City of Lynwood	City of Vallejo	San Gabriel Valley City Manager Association
(City of) Daly City	City of Manhattan Beach	City of Vista	Bellflower-Somerset Mutual Water Company
City of Danville	City of Manteca	City of Walnut	South Orange County Wastewater Authority
City of Duarte	City of Martinez	(City of) Yuba City	
City of El Cerrito	City of Millbrae	Town of Windsor	
City of Fountain Valley	City of Morgan Hill	California Choice Energy Authority	
City of Fullerton	City of Murrieta	Citrus Heights Water District	
City of Grover Beach	City of Newport Beach	Claremont McKenna College	
City of Hawaiian Gardens	City of Norwalk	Costa Mesa Sanitary District	
City of Hawthorne	City of Orange	El Toro Water District	
City of Hercules	City of Palm Desert	Independent Cities	
City of Huntington Beach	City of Palmdale		
City of Indian Wells	City of Paramount		
City of Industry	City of Placentia		
	City of Pomona		



"This levee improvement is critical to protecting the people and property of Foster City from storms and high tides that cause floods—and to avoid the related high insurance costs that come along with natural disaster. It has been astounding seeing Tripepi Smith quickly address community member questions about our Levee Improvements Project. The team helped the City directly engage with residents and create platforms that will sustain our outreach efforts through this long and complex construction project."

**Peter Pirnejad**  
Former City Manager, City of Foster City

# APPROACH TO OUTREACH

## The Town's Needs

The Town of Discovery Bay seeks outreach support to inform residents about the necessity of an upcoming \$35 million infrastructure improvement project, including the fiscal impacts driving a potential rate increase. Discovery Bay is an unincorporated community governed by a Community Services District responsible for water, sewer, landscaping and recreation services. The Town aims to educate approximately 16,000 residents about the necessary rate adjustments to fund this critical project.

## Outreach & Education Approach

Tripepi Smith has a solid track record of supporting education and outreach efforts regarding Prop 218, infrastructure projects, and local tax and bond measures — and we've seen firsthand the importance of effective communication in these endeavors.

Tripepi Smith's typical approach to crafting language for education & outreach is to "measure twice, cut once": we work with key stakeholders (especially legal counsel) to produce approved written language upfront. Any external-facing content, whatever the medium, will only use that language.

This allows us to streamline the design of various deliverables so the only new information for stakeholders to review is the look and feel, versus also having to re-evaluate the written text. This gives us the most flexibility to speed up the outreach/education process as necessary, ensuring your community has all the facts they need.

Our Creative Team of graphic artists, videographers and animators can transform this same written language into easy-to-understand visuals. When combined with a dedicated digital advertising budget — such as "boosting" posts on Facebook — we can effectively reach and engage the Town's residents.

## Project Management

Tripepi Smith begins all engagements with a kickoff meeting with the client to: introduce personnel to one another, define Key Performance Indicators (metrics, goals and timelines); review project management processes; and ensure each stakeholder has a full understanding of their responsibilities.

We primarily use the following tools to manage projects:

- Google Workspace for email, creating real-time collaborative documents and instant messaging
- Zoom or Google Meet for conference calls
- Sprout Social for social media management: posting and monitoring comments/messages
- Meltwater for media intelligence and media relations
- Kantata for project/task management, internal project status updates and time entry

These tools enable project managers to quickly determine a project's budget status, review the schedule of tasks, send rapid notifications to the whole team if issues arise and, generally, sustain momentum on our efforts.

## Quality Assurance

Tripepi Smith abides by a rigorous procedure of internal review before work product or invoices ever make it to clients for review. Principals, Directors and Senior Business Analysts are all in the upper echelon of the workflow, responsible for final quality assurance of work produced by their peers. Tripepi Smith sets clear deadlines with clients to ensure expectations are met. Every team member holds each other accountable so that deliverables are produced in the most efficient manner possible. **Real-time financials are accessible 24/7, providing the most accurate insight to adhere to a budget.**



“Team Tripepi Smith was an enormous help with our resident outreach. The team understood the sensitivity of the situation and delivered visually appealing and educational communication tools for our residents. Because of Tripepi Smith, we were able to effectively explain the fiscal challenges our City is facing due to COVID-19 as well as assure residents of our plans to address them.”

**Steve Potter**  
City Manager, City of Napa



# PROPOSED DELIVERABLES AND COSTS

Tripepi Smith recommends a Fixed Fee model for executing the work detailed below over approximately 6 months, for a **grand total of \$37,335**, excluding extraneous fees. Additionally, we are proposing optional deliverables for the Town to consider, which if desired would adjust its **new grand total to \$43,555**, excluding extraneous fees.

Tripepi Smith recommends that the Town set aside a separate budget for extraneous fees, which may include (but are not limited to) printing, mailing and advertising. These fees would be paid directly to external vendors by the Town. Once the project scope is solidified, Tripepi Smith can discuss this further with the Town and offer suggestions on the appropriate budget.

In addition to educating the community on the upcoming infrastructure project and related rate increase, the core messages within this outreach package will address several foundational principles:

- Operational structure of the Town of Discovery Bay
- Services provided and the separate funds associated with those services (i.e. landscape vs. water)
- Methods of engaging with the Town

Alongside this outreach package, the Town has also requested support in enhancing its visual identity through the creation of several key assets. Additional details are shared under the Ad Hoc Work section.

Should the Town determine Tripepi Smith is the most qualified and responsive vendor, but has a budget number that it must hit, then Tripepi Smith remains open to collaborating with staff to narrow the scope or refine our understanding of needs and will modify our pricing accordingly.

## Core Outreach Package: Scope, Cost Breakdown

Education & Outreach Deliverables	Quantity/Notes
<b><u>Project Management</u></b>	<b>Leverages an SBA, BA and JBA with occasional support from a Principal</b>
One-time Kickoff Call	Up to 1 hour
Bi-Weekly Client Check-in Call	Up to 60 minutes per call for up to 6 months; Agendized meetings, with to-do item "recap" emails after
<b><u>Strategic Message Development</u></b>	<b>Leverages a Principal, SBA and BA</b>
Advising on language for informational materials such as talking points and Frequently Asked Questions	Includes oversight, research and content development, general advice
<b><u>Letter to Stakeholders/Op Ed</u></b>	<b>Leverages an SBA, BA and JBA</b>
Content development for one letter/email to stakeholders <u>or</u> op ed for local/regional paper; up to 500 words	Includes content creation, editing and distribution to website and/or existing email list

Education & Outreach Deliverables	Quantity/Notes
<b><u>Webpage Content Development &amp; Maintenance</u></b>	<b>Leverages an SBA, BA and JBA</b>
Content development based on talking points	Includes ongoing updates for 2.5 months
<b><u>Social Media Management &amp; Monitoring</u></b>	<b>Leverages JBA with occasional support from a BA and SBA</b>
Create and publish social media post content, which could be used as digital placements	Up to 4 unique posts total; graphic design included; Spanish translation
<b><u>Social Media Platform Verification</u></b>	<b>Leverages an SBA, BA and JBA</b>
Coordinated efforts to set up/verify the Town's social media platforms	Configuration of Facebook (including Business Suite and Ads manager), Instagram and Nextdoor
<b><u>Animated Video</u></b>	<b>Leverages a Director, Animator, SBA, BA, JBA</b>
Informational animated video	1 English video with captions and 1 English video with Spanish subtitles; Max. of 90 seconds long
Post videos on City's social media sites and YouTube channel	Includes caption & voiceover fees
<b><u>Bilingual Postcard/Mailer</u></b>	<b>Leverages an Art Director, Graphic Designer, SBA, BA and JBA</b>
Content development for a print and web version postcard or mailer	One 6x9" two-sided, full color, tabbed for mailing Includes Spanish translation and print management
<b><u>Community Meeting</u></b>	<b>Leverages a Principal, SBA and BA</b>
In-person community meeting which will answer common questions, provide ratepayers the chance to be heard and share key facts/details with the public	Planning efforts for 1 workshop, including creation of slide deck. Attendance from SBA and BA.  Travel expenses are <u>not</u> included in this fixed cost. They will be authorized and reimbursed by the Town.
<b><u>Final Metric Report</u></b>	<b>Leverages an SBA, BA and JBA</b>
Summary of metrics and analytics on outreach efforts	Final report and executive summary (1 page) following end of engagement
<b>TOTAL COST: \$37,335</b>	

## Optional Add-Ons

### Bilingual Flyer

Tripepi Smith will produce one bilingual 8.5" x 11" flyer, double-sided and full color. A digital, ADA-compliant PDF version will be included for upload to the Town's website. The flyer can be tabbed for printing

if necessary, and we can use the Town’s vendor of choice or select one ourselves. Mailing options include Every Door Direct Mail (EDDM) or a Town-provided mailing list. Tripepi Smith will manage the print and mail production process, but these costs are not included in our pricing.

### Digital Placements

Tripepi Smith recommends four digital ad placements, using the proposed social media posts, to enhance the engagement and presence of the initiative through social media platforms. This would include the creation, graphic designs and publishing in English with Spanish translation.

### Media Intelligence Services

Tripepi Smith recommends a six-month media intelligence services package, which includes up to five search queries, an email digest and a monthly analytics dashboard. Media Intelligence amplifies monitoring, capturing both media and social media mentions across most of the internet.

### Cost Overview

Below is a high-level overview of the cost information outlined in the preceding pages.

TASK	COST
<b>PROPOSED SCOPE OF WORK</b>	
Core Outreach Package	\$37,335
<b>OPTIONAL ADD-ON SERVICES</b>	
Bilingual Flyer	+\$2,290
Digital Placements/Advertising	+\$780
Media Intelligence Services	+\$3,150
Additional Costs from Third Parties	TBD

### Payment Schedules

We propose three fixed fee payments per phase of the Core Outreach Package:

MILESTONE	COST
Total	<b>\$37,335</b>
Kickoff (30%)	\$11,200
Month 3 (30%)	\$11,200
Month 6 (40%)	\$14,935

## Ad Hoc Work

In addition to the core outreach package outlined above, the Town has requested support in enhancing its visual identity and assets. To that end, Tripepi Smith will create the following:

- Social media templates
- Zoom/Teams background image(s)
- Town letterhead
- Presentation/slide deck template

Cost estimates for each item have been provided for budgeting purposes and will be billed at the hourly rates shown on the following page.

Service	Estimate	Notes
<b>Social Media Templates/Graphics</b>	<b>\$2,340+</b>	Cost will vary based upon number of templates and complexity of design. Estimate assumes 6 Canva graphics, at 3 hours of Graphic Designer time per template (project management time not included).
<b>Zoom/Teams Background Image</b>	<b>\$520+</b>	Cost will vary based upon number of unique backgrounds and dimensions needed. Estimate assumes 4 hours of Graphic Designer time (project management not included).
<b>Town Letterhead</b>	<b>\$925+</b>	Creation of letterhead template. Estimate assumes 5 hours of Senior Graphic Designer time (project management not included).
<b>Presentation/Slide Deck Template</b>	<b>\$1,480+</b>	Creation of 1 template. Estimate assumes 8 hours of Senior Graphic Designer time (project management not included).
<b>Estimated Cost:</b>	<b>\$5,265+</b>	

This work will likely occur prior to the official launch of the core outreach package above, with separate calls (not included in the estimates above) to explore the Town’s vision and identify existing assets.

In addition to the creation of these assets, Tripepi Smith will partner with the Town’s rate consultant to provide review and edits of outgoing communications — including but not limited to the Prop 218 notice — to ensure all messaging is aligned. This work will also be completed on an ad hoc basis, allowing us the flexibility to offer support as needed.

## Ad Hoc Rates

For the ad hoc work described above, along with any additional requests outside of the fixed bid scope, we will use our Standard Hourly Ad Hoc Rates through June 30, 2025. We can also develop additional estimates for fixed fee engagement on additional services, as needed. We never engage in services that have not been authorized/approved.

	Standard	Reduced Retainer
<b>Principal</b>	\$370	\$295
<b>Director</b>	\$255	\$215
<b>Art/Creative Director</b>	\$255	\$215
<b>Senior Business Analyst</b>	\$195	\$165
<b>Business Analyst</b>	\$140	\$115
<b>Junior Business Analyst</b>	\$115	\$95
<b>Senior Videographer/Animator</b>	\$195	\$165
<b>Senior Photographer</b>	\$170	\$145
<b>Videographer/Photographer</b>	\$130	\$110
<b>Junior Videographer/Photographer</b>	\$110	\$95
<b>Senior Graphic Designer</b>	\$185	\$155
<b>Graphic Designer</b>	\$130	\$110
<b>Junior Graphic Designer</b>	\$110	\$95
<b>Web Developer</b>	\$195	\$175
<b>Junior Web Developer</b>	\$110	\$95
<b>Drone Operator</b>	\$195	\$170
<b>Council Chamber A/V Operator</b>	\$110	\$95

## Future Support

The Town has indicated interest in leveraging Tripepi Smith for general communications support after the conclusion of this focused outreach package. At that time, Tripepi Smith can work with the Town to identify key lessons learned, opportunities for enhanced communication and a scope of work. Depending on specific needs, Tripepi Smith can provide this support on a retainer or ad hoc basis.

A future retainer scope could include ongoing social media management, digital or print newsletter creation, website management, graphic design support and more. Once the Town confirms the desired scope, Tripepi Smith can provide further details on pricing.



## Payment Terms

### Billing & Invoices

At Tripepi Smith, we bill on either a Retainer, Fixed Bid or Time & Materials basis, with each billing type following its own payment schedule:

- Fixed Bid work is billed upon defined milestones.
- Time & Materials work is billed in 15-minute increments (i.e. 4.0, 1.25, 6.5 or 0.75 hours) at the end of the month in which work is done.
- Retainer work is billed on the 15th of each month.

Regardless of billing type, terms are Net 30 days.

### Other Cost Information

Tripepi Smith has related service fees that may come up during our engagement that we want to tell you about.

### Annual Increase

Tripepi Smith will increase the hourly rates and retainer fees for all resources by 5% or the national CPI index — whichever is higher — each year on the anniversary of the contract, starting on the first anniversary of any contract when the contract duration is longer than one year. Otherwise, new rates will be negotiated with each new contract.

### Retainer Discount

When a client's retainer exceeds \$7,150 per month, they gain access to our reduced retainer rates.

### Travel Costs

Our team will seek client authorization and reimbursement for travel necessary to complete a requested scope of work. Travel costs may include airfare, lodging, car rentals and gas. Additionally, when client work requires that we be onsite, Tripepi Smith invoices for travel time at half the resource's hourly rate.

### Equipment Costs

Tripepi Smith applies the following equipment fees, as applicable, when providing video services. We will seek client authorization prior to assessing any such expenses. Equipment fees are not inclusive of operator (staff) time, which is billed on an hourly basis.

	Half Day ( <u>Under</u> 4 Hours)	Full Day (4+ Hours)
Video Equipment	\$400	\$600
Drone Equipment	\$500 – Flat Fee	
MEVO Equipment	\$400 – Flat Fee	

## Service Fees

Tripepi Smith prefers that clients pay service providers directly to avoid unnecessary administrative costs. You should also know, however, that we have no economic interest in service providers, unless otherwise specified in this proposal. If a client asks Tripepi Smith to pay for a service provider bill, we will apply a 10% agency fee to the reimbursement expense. Typical service fees include, but are not limited to: print, mailing, digital advertising, media placements, voiceovers, translations and closed captions.

## APPENDIX A: RESUMES

# JENNIFER NENTWIG, APR

### TRIPEPI SMITH – PRINCIPAL

03/22 - PRESENT

- Strategic advice and project leadership across an array of clients

### TRIPEPI SMITH – DIRECTOR

01/21 – 03/22

- Redistricting subject matter expertise, business development and project management
- Internal leadership on policy areas like water quality, major infrastructure projects

### TRIPEPI SMITH – SENIOR BUSINESS ANALYST

08/19 – 12/20

- Provides project management and account support for numerous clients
- Develops content including strategic messaging, leadership talking points, speeches and articles

### COUNTY OF ORANGE – COMMUNICATIONS MANAGER

11/16 – 8/19

- Managed County website and social media accounts, including Facebook, Twitter, Instagram and Nextdoor
- Developed and implemented communication plans, including talking points, key messages and FAQs

### BOOZ ALLEN HAMILTON – COMMUNICATIONS CONSULTANT/ASSOCIATE

09/11 – 11/16

- Led communications support of several U.S. military clients such as the Naval Aviation Enterprise (NAE)
- Developed and published high-visibility products including vision documents and strategic plans

### U.S. AIR FORCE RESERVES – PUBLIC AFFAIRS OFFICER/MAJOR

09/11 – PRESENT

- Provides once-a-year Public Affairs support to active-duty U.S. Air Force units

### U.S. AIR FORCE – PUBLIC AFFAIRS OFFICER/CAPTAIN

05/07 – 08/11

- Served as Director of Public Affairs for U.S. military joint task force providing humanitarian assistance and disaster relief ; Led media relations program and community relations events for Nellis Air Force Base, Nevada including support for a visit and speech by President Barack Obama

## EDUCATION

- Master of Science In Global Leadership - University of San Diego – San Diego, CA
- Bachelor of Arts in Political Science, Minor in Hesburgh Program of Public Service - University of Notre Dame – Notre Dame, IN
  - Graduated Magna Cum Laude Honors

## PROFESSIONAL DEVELOPMENT

- Accreditation in Public Relations, Public Relations Society of America 2015
- Public Affairs Qualification Course, Defense Information School 2007

## CERTIFICATIONS

- Facebook Blueprint Digital Marketing Associate 07/20
- Hootsuite Social Marketing 09/19

# KAITLYN WU

## TRIPEPI SMITH – SENIOR BUSINESS ANALYST

06/22 – PRESENT

- Serve as account manager across numerous clients overseeing strategy, budget and execution of communication initiatives
- Function as lead project manager ensuring timely completion of deliverables and upholding quality assurance processes
- Produce client newsletters, press releases, web content, articles and thought leadership pieces
- Conduct market research and offer strategic insights

## ELSINORE VALLEY MUNICIPAL WATER DISTRICT – COMMUNITY AFFAIRS SPECIALIST

12/19 – 06/22

- Wrote, edited and published content for District publications including newsletters, eblasts, press releases, Water Quality Reports, articles and more — reaching 159,000 customers annually
- Partnered with subject matter experts to synthesize information and produce clear copy that increased public engagement with District programs
- Managed the District’s water education programs, engaging over 10,000 students each year through tours, career prep, teacher training, classroom presentations, field trips and contests
- Collaborated with leadership to assess District needs, create strategic communications goals and implement new program

## CALIFORNIA BAPTIST UNIVERSITY – INTERNATIONAL ADMISSIONS SPECIALIST

05/16 – 12/19

- Developed copy for webpages, eblasts and online applications, driving conversion of initial leads to applicants and enrolled students
- Oversaw the Visits and Events program for prospective international students, contributing to enrollment goals and building CBU’s global reputation
- Utilized Salesforce to increase efficiency, analyze data and provide quality customer service to prospective students

## CALIFORNIA BAPTIST UNIVERSITY – FOCUS COORDINATOR

12/14 – 12/15

- Recruited and interviewed first-year orientation leaders
- Organized and implemented training programs, equipping student leaders in public speaking, teaching and academic advising
- Assisted in university retention efforts, serving as a liaison between staff and incoming students

## EDUCATION

- Bachelor of Arts in Public Relations and Psychology – California Baptist University – Riverside, CA

## CERTIFICATIONS

- Hootsuite Social Marketing 06/22
- J. Lindsey Wolf Certificate in Communications (CAPIO) 04/22

## SOFTWARE

- Hootsuite
- Canva
- Granicus

- Google Suite
- Sprout Social

- Microsoft Office Suite
- CivicPlus

# MELANIE MOORE

## TRIPEPI SMITH – BUSINESS ANALYST

08/21 – PRESENT

- Conduct market research to provide client insights
- Develop strategy to improve social media marketing efforts
- Write stories and press releases for the firm’s website and city clients

## FINANCIAL ECONOMICS INSTITUTE – RESEARCH ANALYST

07/20 – 05/21

- Surveyed and compiled yearly numerical research into excel on the 150-hour rule
- Aggregated a database of existing literature and research
- Created in-depth statistical models and graphs in STATA and excel
- Wrote academic literature compiling findings

## CORALTREE HOSPITALITY GROUP – MARKETING INTERN

07/20 – 08/20

- Sourced digital media to rebrand the CoralTree website
- Curate photographic and written content for CoralTree’s portfolio websites
- Created a pitch deck repository as a reference guide for future investment pitches
- Conscripted COVID-19 safety emails and messaging for hotels

## EXOUS INC. – MARKETING RESEARCH ANALYST

06/19 – 08/19

- Compiled customer feedback from in-store retailers to assess customer satisfaction
- Analyzed weekly sales reports of Bay Area in-store retail distribution channels
- Formulated suggestions to improve store compliance and sales strategies
- Tracked weekly service installation reports to increase monthly customer retention

## EDUCATION

- Bachelor of Arts in Economics – Claremont McKenna College – Claremont, CA
  - Scholar Athlete Recipient

## CERTIFICATIONS

- |                              |       |
|------------------------------|-------|
| • Sprout Social              | 02/22 |
| • Hootsuite Social Marketing | 08/21 |

## SOFTWARE

- |                    |                    |                |
|--------------------|--------------------|----------------|
| • Python, Stata, R | • Microsoft Office | • Google Suite |
| • Mailchimp        | • WordPress        | • Hootsuite    |
| • CivicLive        | • Constant Contact | • Canva        |

# MADELINE WILSON

## TRIPEPI SMITH – JUNIOR BUSINESS ANALYST

02/23 – PRESENT

- Conduct market research to provide client insights and guide decision-making
- Manage social media and respond to public questions
- Conduct public outreach using a variety of methods such as email, phone call, community workshops and digital advertising
- Write stories, press releases and informational articles for city clients and internal knowledge

## CENTRAL WASATCH COMMISSION – COMMUNITY ENGAGEMENT INTERN

06/22 – 12/22

- Strategized and executed communications plan, including managing Facebook, Twitter and Instagram accounts, seeing a 41% increase in reach and 3% follower growth over three months
- Researched, wrote and designed content in the form of blog posts, outreach material and infographics to share about projects and progress of the Commission
- Planned and lead education sessions about the Commission for groups of up to 20 people

## HELPFUL VILLAGE – SALES AND STRATEGY INTERN

01/22 – 05/25

- Developed 6-month marketing plan to launch new business division
- Communicated with customers to resolve issues and ensure timely product payment
- Improved product trial management process through creating a system to track communication with clients as well as an email campaign leading to a 30% increase in customer contact throughout 10 month-long trials

## BIG BROTHERS BIG SISTERS OF UTAH – DIGITAL MARKETING INTERN

09/21 – 12/21

- Wrote clear and concise articles for monthly newsletter to donors by conducting program participant interviews
- Developed copy for social media channels

## EDUCATION

- Bachelor of Science in Business Marketing – University of Utah – Salt Lake City, UT

## CERTIFICATIONS

- Hootsuite Social Marketing

03/23

## SOFTWARE

- Google Suite
- WordPress

- Microsoft Office
- Adobe Suite

- Canva



# Town of Discovery Bay

*“A Community Services District”*

## STAFF REPORT

**Agenda Title:** Discussion and Possible Action to Approve 25-Year License Agreement with Contra Costa Water District for Access to the Town’s Wastewater Diffuser Site.

**Meeting Date:** September 18, 2024

**Prepared By:** Mike Yeraka, Projects Manager

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

---

**RECOMMENDED ACTION:**

- a. Discuss the 25-Year License Agreement with Contra Costa Water District (CCWD) for Access to the Town’s Wastewater Diffuser Site.
- b. Authorize the Board President to execute the attached license agreement.

---

**EXECUTIVE SUMMARY:**

As a part of the diffuser repair project the Town has been using CCWD’s property from HWY 4 (as shown on the attached Exhibit A) to access our wastewater diffuser site under a Temporary Encroachment Permit set to expire in December of this year. Prior to the project, the Town did not have a formal license or permit to utilize CCWD’s property for access to the diffuser. In order to provide the Town with an official right-of-way to access our diffuser from HWY 4, CCWD prepared the attached 25-year license agreement with input from the Town’s legal counsel.

In general the license agreement includes the following:

- 1. Access to the Town’s diffuser from Hwy 4, 24/7.
- 2. Parking, temporary staging, loading and unloading of vehicles and equipment when needed.
- 3. The Town cannot block CCWD’s use of the roadway when CCWD needs access to their property or to perform maintenance.
- 4. Town to pay CCWD \$250 per year for the entire 25-year period for a total of \$6,250.
- 5. Town will be using a portion of CCWD’s paved roadway for access to the diffuser.
- 6. Town to pay CCWD 20% of the cost of maintenance and repairs to the portion of the roadway used by the Town as those repairs may be needed.
- 7. Town’s insurance policy will include CCWD as an additional insured.
- 8. The license agreement may be terminated by either party with 60 days notice.

Funds are available from the Town’s Wastewater Maintenance Fund for the license fee.

**Specific Recommended Action:**

- a. Discuss the 25-Year License Agreement with Contra Costa Water District (CCWD) for Access to the Town’s Wastewater Diffuser Site.
- b. Authorize the Board President to execute the attached license agreement.

---

**FISCAL IMPACT:**

**Amount Requested:** \$6,250

**Sufficient Budgeted Funds Available?** Yes

**Prog/Fund # Category:** Wastewater Maintenance Fund

---

**PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:**

The Board previously authorized repair of the wastewater diffuser pipeline.

---

**ATTACHMENTS:**

1. 25-Year License Agreement with CCWD.



LICENSE AGREEMENT FOR ROAD USE CONTRA COSTA WATER DISTRICT PROPERTY

Located at 17521 Highway 4, Discovery Bay, CA 94505

APN: 008-340-036

On \_\_\_\_\_, 2024, Contra Costa Water District, a local governmental agency of the State of California (“CCWD”), and The Town of Discovery Bay, a local governmental agency of the State of California (“Discovery Bay”), agreed as follows:

1. Purposes. Subject to the terms, covenants, and conditions set forth herein, CCWD hereby grants to Discovery Bay, a nonexclusive license to use portions of the CCWD property commonly known and referred to as the Old River Pump Station (see map attached hereto as **Exhibit “A”**), for ingress and egress, parking, temporary staging, loading and unloading of vehicles and equipment, in support of Discovery Bay’s safe operation, maintenance, and repair of public wastewater facilities.
2. Property. Those specific portions of the Old River Pump Station property provided for use by Discovery Bay under this license agreement are more particularly described in **Exhibit “A”**.
3. Term and Termination. This License is personal, revocable, nonexclusive, and nontransferable and will become effective on the date hereinafter written above and will continue for twenty-five (25) years, unless otherwise sooner terminated for any reason by CCWD or Discovery Bay upon sixty (60) days’ written notice to the non-terminating Party.

In the event of early termination of this License by CCWD, in accordance with this Section 3, CCWD shall refund to Discovery Bay the pro-rated license fees paid by Discovery Bay to CCWD for all remaining full calendar years provided for herein.

4. License Fee. The rights granted shall be assessed a license fee of \$250.00 per year for the entire License term of 25 years. The total License Fee has been calculated as follows:

$$\text{\$250.00/Year (x) 25 Years} = \text{\$6,250.00 TOTAL LAND USE FEE}$$

5. Road Maintenance. Discovery Bay agrees, to pay to CCWD twenty (20%) percent of road maintenance and repairs incurred by CCWD for the portion of the roadway used by Discovery Bay pursuant to this License.
6. Invoices and Payment. Invoices will be mailed to the address provided in Section 11 herein. Invoices are due within forty-five (45) days of the date of the invoice.

LICENSE AGREEMENT FOR ROAD USE CONTRA COSTA WATER DISTRICT PROPERTY

Located at 17521 Highway 4, Discovery Bay, CA 94505

APN: 008-340-036

7. Time of Use. For the uses permitted pursuant to this license agreement, CCWD will allow Discovery Bay access to the property at any hour, on any day, subject to maintaining public safety and noninterference with CCWD operations, which noninterference shall be determined at CCWD's sole discretion. Discovery Bay shall ensure that parked vehicles and staged equipment do not obstruct or delay CCWD's maintenance activities, including mowing and weed abatement operations. Discovery Bay will have its own lock on all gates required for access.
8. Paramount Use of the Property. Discovery Bay hereby acknowledges and agrees that CCWD's use of the property as a Pump Station is paramount and that any uses permitted pursuant to this license agreement are and will be at all times subordinate to CCWD's use of the property.
9. Prohibited Acts. Discovery Bay will not cause or permit any damage to CCWD property, buildings, or other structures either directly or indirectly resulting from its exercise of the rights granted hereunder.
10. Liability for Damages. Discovery Bay assumes full responsibility for any damages caused to its vehicles or equipment due to CCWD's maintenance activities, including but not limited to damages from flying rocks, debris, or other incidents arising from mowing and weed abatement operations. However, this assumption does not extend to damages arising from CCWD's intentional or negligent acts.
11. Indemnification and Insurance.
  - a) Discovery Bay shall indemnify, defend, save, protect and hold harmless CCWD, its directors, officers, employees, agents, and volunteers from and against any and all threatened or actual loss, damage, liability, claims, suits, demands, judgments, orders, costs, fines, and attorneys' fees, (hereinafter collectively referred to as "Liabilities") to persons or property, directly or indirectly caused by Discovery Bay's operations, acts or omissions pursuant to this license agreement, or Discovery Bay's use of the license agreement, save and except liabilities arising through the sole negligence or sole willful misconduct of CCWD, its officers, Directors, agents, or employees.
  - b) Discovery Bay shall for the term of this license agreement maintain in force a policy of commercial general liability insurance with a minimum of combined single limit of \$2,000,000 per occurrence and \$4,000,000 aggregate for bodily injury and/or property damage. Said insurance policy shall name CCWD, its directors, officers, employees,

LICENSE AGREEMENT FOR ROAD USE CONTRA COSTA WATER DISTRICT PROPERTY

Located at 17521 Highway 4, Discovery Bay, CA 94505

APN: 008-340-036

agents, and volunteers as additional insured.

c) CCWD has initiated an insurance compliance program. This program requires all permittees, licensees, and lessees to have in place insurance coverage prior to the issuance of any permit, license, lease, or contract. Lessee shall register with, and submit all required information to, CCWD's insurance compliance tracking system, MyCOI.

12. Notices. Any notice required or permitted under this lease shall be in writing and sent by overnight delivery service or registered or certified mail, postage prepaid and directed as follows:

Contra Costa Water District  
Attn: Watershed & Lands  
1331 Concord Avenue  
Concord, CA 94520

Town of Discovery Bay  
1800 Willow Lake  
Discovery Bay, CA 94505

Contra Costa Water District

Town of Discovery Bay

---

Rachel Murphy  
General Manager

---

Michael Callahan  
President, Board of Directors

Contra Costa Water District  
Legal Counsel

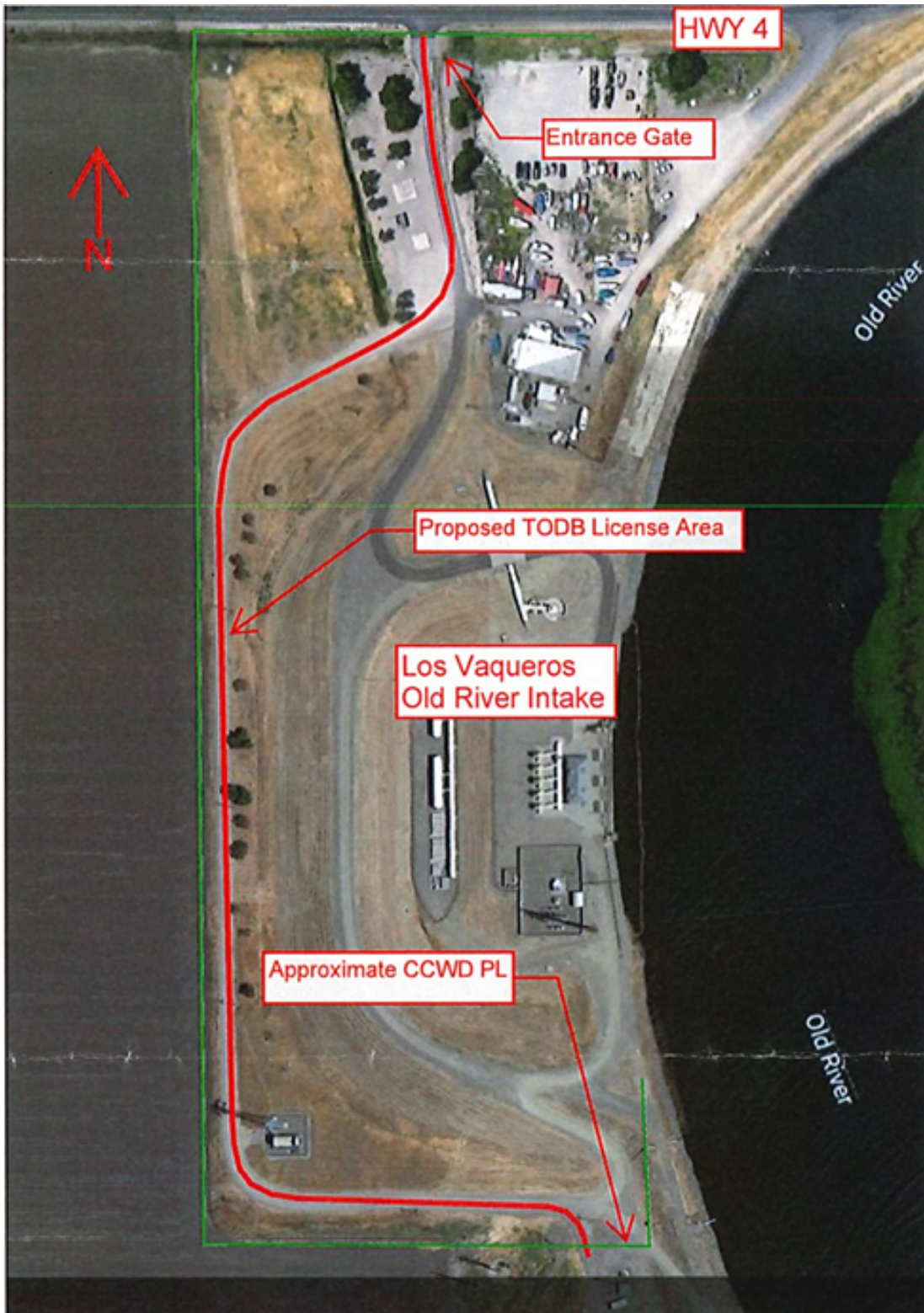
Town of Discovery Bay  
Legal Counsel

---

Douglas E. Coty

LICENSE AGREEMENT FOR ROAD USE CONTRA COSTA WATER DISTRICT PROPERTY  
Located at 17521 Highway 4, Discovery Bay, CA 94505  
APN: 008-340-036

EXHIBIT "A"





# Town of Discovery Bay

## “A Community Services District”

### STAFF REPORT

**Agenda Title:** Discussion and Possible Action to Approve Resolution 2024-14 Amending Board Policy 002 Bylaws of the Town of Discovery Bay.

**Meeting Date:** September 18, 2024

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

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

---

#### **RECOMMENDED ACTION:**

Approve Resolution 2024-14 Amending Board Policy No.002 Bylaws – revision of the following lines in the Board Policy Bylaws: Article IV Section 2. Terms and Responsibilities of Elected Officers, Paragraph seven, to read as follows:

Each advisory Standing Committee shall meet within the boundaries of the Town of Discovery Bay Community Services District or at a Town of Discovery Bay Community Services District facility. Each Standing Committee shall establish its meeting schedule. Said meetings shall be noticed pursuant to the Brown Act. *“Board member assignment to Standing Committees are to be for a two-year term following certification of the biennial election results and based on the following selection process:*

#### **Water and Wastewater Committee (“WWC”)**

*The senior member currently on the WWC shall have the first-choice option to either remain on the WWC for an additional two-year term or to participate in the selection process to choose another Standing Committee. If the senior WWC member chooses to participate in the selection process, then any remaining WWC member shall have the first-choice option to either stay on the WWC for an additional two-year term or to participate in the selection process.*

*Senior member is determined by the longest uninterrupted service time on the WWC. In the event seniority cannot be determined based on time on the WWC, then seniority will be based on Board seniority. In the event WWC seniority cannot be determined based on Board seniority, the Board member with the highest vote count in their most recent election shall prevail as the senior member.*

#### **Park and Recreation, Finance, Communications, and Internal Operations Committees**

*Board members will have preference of committee selections in the following order: President and Vice-President, followed by the senior most next consecutive Board members. In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the most senior member for purposes of this selection procedure.*

*Board members may voluntarily trade committee assignments with another Board member by mutual consent.”*

---

**EXECUTIVE SUMMARY:**

On March 25, 1998, the Bylaws of the Town of Discovery Bay CSD were initially adopted by Resolution No. 98-07. The Bylaws were subsequently amended on December 16, 2020, November 3, 2021, May 18, 2022, and February 7, 2024.

Proposed change and the reason and overall goal for the change:

Change #1 in Paragraph 7: Board member assignment to a standing committee is to be for a two-year term following the certifications of the biennial election results and based on the following process:

Change #2: Revised Committee Selections: Water and Wastewater Committee: Seniority Priority

The senior member currently on the WWC shall have the first-choice option to either remain on the WWC for an additional two-year term or to participate in the selection process to choose another Standing Committee. If the senior WWC member chooses to participate in the selection process, then any remaining WWC member shall have the first-choice option to either stay on the WWC for an additional two-year term or to participate in the selection process.

**Reasons for Change:**

**Long-Term Technically Challenging Projects**

When dealing with ongoing, long-term, and technically challenging projects, it is crucial for the staff to ensure the continued involvement of a senior committee member. The success of these projects is greatly impacted by having at least one or two committee members with the necessary knowledge and experience to effectively engage with these long-term endeavors.

**Training and Knowledge Sharing**

It is vital for the staff to secure the ongoing participation of a senior committee member when handling extended, complex projects. The success of such projects depends significantly on having at least one committee member with the expertise and experience to make valuable contributions to these long-term initiatives while also mentoring a less experienced committee member and helping them familiarize themselves with the complex details.

**Board Advisory Responsibility**

Due to the numerous long-term and highly technical projects on the horizon in Discovery Bay, it would be advantageous for both the Board and staff to retain an experienced committee member. Having two new and inexperienced committee members advising the Board of Directors on complex projects could pose challenges. The Board depends on the committee to make informed decisions regarding capital improvement projects.

Staff recommends that the Board adopt to approve Resolution 2024-14 amending Board Policy No.002 Bylaws – revision of the following lines in the Board Policy Bylaws: Article IV Section 2. Terms and Responsibilities of Elected Officers, Paragraph seven, to read as stated above.

---

**FISCAL IMPACT: N/A**

---

**PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:**

- Resolution 1998-07 Policy No.002 Bylaws
- Resolution 2020-28 Policy No.002 Bylaws
- Resolution 2021-15 Policy No.002 Bylaws
- Resolution 2022-16 Policy No. 002 Bylaws

Resolution 2024-01 Policy No. 002 Bylaws

---

**ATTACHMENTS:**

1. Resolution 2024-14.
2. Draft Amended Board Policy No.002 – Bylaws.



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2024-014**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
AMENDING THE BYLAWS AND BOARD POLICY OF THE TOWN OF DISCOVERY BAY**

WHEREAS, the Town of Discovery Bay Community Services District (the "Town") is a public agency and complies with a number of federal and state statutes, and local laws and regulations; and

WHEREAS, it is in the public's interest that the Board of Directors adopts and from time to time reviews a set of established Town of Discovery Bay Bylaws to provide for those exercise of powers as established in California Government Code Section 61000 et seq. (Community Services District Law); and

WHEREAS, the Bylaws of the Town were originally adopted by Resolution No. 98-07 on March 25, 1998, December 16, 2020, November 3, 2021, May 18, 2022 and were most recently amended on February 7, 2024; and

WHEREAS, the Town's Board of Directors desire to revise Article IV of the Bylaws to revise Section 2. Terms and Responsibilities of Elected Officers. Paragraph 7: Each advisory Standing Committee shall meet within the boundaries of the Town of Discovery Bay Community Services District or at a Town of Discovery Bay Community Services District facility. Each Standing Committee shall establish its meeting schedule. Said meetings shall be noticed pursuant to the Brown Act. *"Board member assignment to Standing Committees are to be for a two-year term following certification of the biennial election results and based on the following selection process:*

**Water and Wastewater Committee ("WWC")**

*The senior member currently on the WWC shall have the first-choice option to either remain on the WWC for an additional two-year term or to participate in the selection process to choose another Standing Committee. If the senior WWC member chooses to participate in the selection process, then any remaining WWC member shall have the first-choice option to either stay on the WWC for an additional two-year term or to participate in the selection process.*

*Senior member is determined by the longest uninterrupted service time on the WWC. In the event seniority cannot be determined based on time on the WWC, then seniority will be based on Board seniority. In the event WWC seniority cannot be determined based on Board seniority, the Board member with the highest vote count in their most recent election shall prevail as the senior member.*

**Park and Recreation, Finance, Communications, and Internal Operations Committees**

*Board members will have preference of committee selections in the following order: President and Vice-President, followed by the senior most next consecutive Board members. In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the most senior member for purposes of this selection procedure.*

*Board members may voluntarily trade committee assignments with another Board member by mutual consent."*

WHEREAS, it is now necessary to make certain changes and amend the Town of Discovery Bay Bylaws and Board Policy.



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

SECTION 1. That the Bylaws of the Town of Discovery Bay are hereby amended as set forth in Section 2, of Article IV - Terms and Responsibilities of Elected Officers, of Policy 002 – Bylaws attached to this Resolution and are incorporated by this reference as though fully set forth herein.

SECTION 2. That these Amended Bylaws and Board Policy shall become effective immediately upon adoption of this Resolution.

SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

---

Michael Callahan  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a meeting, held on September 18, 2024, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Dina Breitstein  
Board Secretary



# Town of Discovery Bay

<b>Program Area:</b> Board	<b>Policy Name:</b> Bylaws	<b>Policy Number:</b> 002
<b>Date Established:</b> March 25, 1998	<b>Date Amended</b> February 07, 2024	<b>Resolution:</b> 2024-01

## ARTICLE I

### NAME

This unit of local government shall be known as the Town of Discovery Bay, a Community Services District, with powers and territorial boundaries as prescribed in Resolution No. 97/295 of the Board of Supervisors of Contra Costa County, State of California, dated June 10, 1997, and as provided by law.

## ARTICLE II

### PURPOSE

The purposes of the Town of Discovery Bay, as approved by the Local Agency Formation Commission and by law, are

- A. To Operate as a Community Services District and provide water distribution, wastewater connection and treatment, and parks, landscaping and recreation services to the residents of Discovery Bay.
- B. To provide for those exercise of those powers set forth in Government Code §61000 et seq. (Community Services District Law).
- C. To continue the advisory responsibilities of the Discovery Bay Municipal Advisory Council.
- D. To serve the residents of the Town of Discovery Bay, in the manner provided by law.

## ARTICLE III

### BOARD OF DIRECTORS

#### Section 1. Board of Directors

The governing body of the District shall consist of five (5) elected Directors, each of whom shall serve for a term of four (4) year staggered terms. During elections every two (2) years, either two (2) or three (3) Directors are elected to serve to the District for the next four (4) years.

## **Section 2. Compensation**

The Board may authorize each Director to receive compensation of One Hundred and Fifteen Dollars (\$115.00) for each meeting of the Board attended, and One Hundred Fifteen Dollars (\$115.00) for each day's service not to exceed Six Hundred Ninety Dollars (\$690.00) per month as provided in Government Code §61047 and Chapter 2 commencing with Section 20200 of Division 10 of the Water Code.

Director participation in and completion of any mandatory training program for Directors required by California law shall be considered a single "day of service" approved for compensation only upon the Director's actual completion of each mandatory training program and the Director's delivery of a written report to the Board regarding the Director's participation in and completion of the mandatory training program at the next Board meeting following the Director's completion of the mandatory training program.

Director attendance at Regional Meetings shall only count as a compensated day of service when attendance at a Regional Meeting is specifically authorized in advance by the full Board.

Travel and such other necessary expenses actually incurred in performing District duties shall be reimbursed, and such reimbursement shall be in addition to the compensation specified herein consistent with the authorized Reimbursement and Travel Policy.

## **Section 3. Vacancies**

- A. Vacancies on the Board shall be filled in accordance with Government Code § 1780.
- B. Vacancies shall be deemed to exist as provided in Government Code § 1770.

## **Section 4. Resignation**

A Director may resign at any time by giving written notice to the Board, to the President, or to the Secretary of the Board. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

# **ARTICLE IV**

## **OFFICERS**

### **Section 1. Elected Officers**

The elected officers shall be chosen by the Board from among the five (5) members of the Board and shall consist of a President (who may be called "Chair") and a Vice-President (who may be called "Vice-Chair").

## **Section 2. Terms and Responsibilities of Elected Officers**

Elected Officers of the Board, as provided in Article IV, Sec. 1, shall be elected by the Board at the first meeting in January and shall serve for one (1) year, said term to commence upon election. All elected officers shall be eligible to serve successive terms, except that the President shall be eligible to serve not more than two (2) full successive terms as President.

Board members shall comply with all applicable local, state, and federal laws, including, but not limited to, the participation in and completion of any mandatory training program for Board members required by California law.

Board members may serve on Standing Committees, Ad Hoc Committees, and attend Regional Meetings as necessary.

Board members shall be assigned to attend Regional Meetings. Director's attendance at Regional Meetings as a representative of the Board shall only be compensated as a day of service, when attendance at a specific Regional Meeting is approved in advance by the full Board.

Regional Representation is to be assigned based upon the position held by the Board member and the seniority of each member of the Board. Board members will have preference of committee selections in the following order: President and Vice-President, followed by the senior most next consecutive Board members. In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure. This procedure shall be used to fill Primary and Alternate members to respective Regional Representation. Board Members shall be assigned to the Regional Meetings for a two-year term.

The Board shall maintain five (5) advisory Standing Committees. Two members of the Board of Directors shall be assigned to each Standing Committee. The Standing Committees and their subject matter and responsibilities are as follows:

### **1. WATER AND WASTEWATER COMMITTEE**

- a. Provide guidance/policy recommendations regarding all water and wastewater operations and planning.

### **2. PARKS AND RECREATION COMMITTEE**

- a. Provide guidance/policy recommendations regarding community center operations/activities, parks and recreation activities and landscaping efforts.

### **3. FINANCE COMMITTEE**

- a. Provide guidance/policy recommendations regarding budgets, investments/debt and the Public Financing Authority.

### **4. COMMUNICATIONS COMMITTEE**

- a. Provide guidance/policy recommendations regarding all Town of Discovery Bay Community Services District external communications activities.

### **5. INTERNAL OPERATIONS COMMITTEE**

- a. Provide guidance/policy recommendations regarding Town of Discovery Bay Community Services District personnel policies and general administration of the organization.

Each advisory Standing Committee shall meet within the boundaries of the Town of Discovery Bay Community Services District or at a Town of Discovery Bay Community Services District facility. Each Standing Committee shall establish its meeting schedule. Said meetings shall be noticed pursuant to the Brown Act. ~~Board Standing Committees are to be assigned based upon the position held by the Board member and the seniority of each member of the Board. Board members will have preference of committee selections in the following order: President and Vice-President, followed by the senior most next consecutive Board members. In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure. This procedure shall be used to fill two appointees to each Standing Committee. Board Members shall serve on the Standing Committee for a two-year term. Board members may voluntarily trade committee assignments with another Board member by mutual consent.~~ Board member assignment to Standing Committees are to be for a two-year term following certification of the biennial election results and based on the following selection process:

#### Water and Wastewater Committee (“WWC”)

The senior member currently on the WWC shall have the first-choice option to either remain on the WWC for an additional two-year term or to participate in the selection process to choose another Standing Committee. If the senior WWC member chooses to participate in the selection process, then any remaining WWC member shall have the first-choice option to either stay on the WWC for an additional two-year term or to participate in the selection process.

Senior member is determined by the longest uninterrupted service time on the WWC. In the event seniority cannot be determined based on time on the WWC, then seniority will be based on Board seniority. In the event WWC seniority cannot be determined based on Board seniority, the Board member with the highest vote count in their most recent election shall prevail as the senior member.

#### Park and Recreation, Finance, Communications, and Internal Operations Committees

Board members will have preference of committee selections in the following order: President and Vice-President, followed by the senior most next consecutive Board members. In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the most senior member for purposes of this selection procedure.

Board members may voluntarily trade committee assignments with another Board member by mutual consent.

The Board may establish Ad Hoc Committees that may become necessary from time to time to receive input from the public on a specific subject matter and limited in term and formed by Resolution of the Board.

**A. General Responsibilities of the Board President**

1. Shall preside at all meetings of the board and such other meetings approved by the Board and have authority to call for short recesses during meetings unless a majority of the Directors by vote oppose a recess.
2. Cooperatively work with the General Manager/Board Secretary and Staff on the preparation of CSD Meeting Agendas and its contents.
3. Shall serve as official spokesperson for the Board.
4. Shall designate Directors or others to represent the Board at various meetings, hearings, and conferences, as confirmed by the Board. May co-sign all checks for warrants approved by the Board.
5. Shall perform such other duties as necessary to carry out the work of the Board.
6. Shall perform such duties as prescribed by law.

**B. General Responsibilities of the Vice-President**

1. Shall serve in the absence of the President.

**C. Senior Most Board Member**

1. Shall serve in the absence of the President and the Vice-President.
2. In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure.

**ARTICLE V**

**APPOINTED OFFICERS**

**Section 1. Appointed Officers**

- A. The appointed officers of the District shall be General Manager, and a Secretary, who may be the same person, but neither of whom shall be a Director. The duties of the appointed officers shall be as specified in law, and as directed by the Board.
- B. Pursuant to Government Code §61050(c), the District's General Manager shall serve as the District Treasurer and shall be the depository and have the custody of all of the district's money except those accounts that are lawfully on deposit with Contra Costa County.

The Board may appoint such other officers as it deems necessary.

**Section 2. General Responsibilities of the General Manager**

- A. Appraise and evaluate the effects of the Board policies and the manner of their execution, and the efficiency of District personnel in terms of services rendered to the people of the District.
- B. Provide leadership to staff in identifying District needs, establishing priorities and determining the objectives, which will achieve the established goals of the District.
- C. Encourage and assist staff in the performance of their duties and encourage their professional growth.
- D. Ensure evaluation of personnel under his/her direction.
- E. Interpret and publicize the programs and services of the District for and to the public.
- F. Provide financial oversight of the District and Contra Costa County pursuant to funds on deposit at that agency.
- G. Lead the District management team in the preparation of the budget, control of expenditures, inventory control, program planning, changing priorities and public relations.
- H. Perform the function of the District's Public Information Officer.
- I. Participate in community activities.
- J. Continue a program of professional development to assure and enhance staff's professional growth.
- K. Keep the Board informed of all communications affecting the District.

**Section 3. General Responsibilities of the Secretary of the Board**

- A. Certify official documents and letters as required.
- B. Maintain the official files and records of the Board.
- C. Prepare the agenda for the Board meetings.
- D. Prepare and distribute minutes of the meeting of the Board.
- E. Maintain historical record and newspaper articles.
- F. Post agendas, minutes, public notices and proposed action documents as required by Board and government regulations.

**ARTICLE VI**

## MEETINGS

### Section 1. Regular and Special Meetings

- A. The Board shall hold a regular meeting on the first (1st) and third (3rd) Wednesdays of each month, at the District Office located at 1800 Willow Lake Road, Discovery Bay, California 94505. Such regular meetings shall be for considering reports of the affairs of the District and for transacting such other business as may be properly brought before the meeting. Such meetings may be altered as to date, time and place, as provided for in a Resolution adopted by the Board.
- B. Special meetings may be called in accordance with the California Ralph M. Brown Act of 1953, as amended (hereafter Brown Act).

All meetings shall be conducted in accordance with the Brown Act.

### Section 2. Quorum

The Board shall be empowered to conduct the business of the District whenever there is present at a properly called meeting, a quorum, as defined as comprising a majority of the existing Directors; normally three (3); except as otherwise provided by law. Pursuant to Government Code §61045, the affirmative votes of three (3) members of the Board are required for action to be taken.

### Section 3. Voting

- A. Voting shall only be conducted at proper noticed meeting where a quorum has been established and members are physically present.
- B. Voting shall be by voice, show of hands, or roll call vote.
- C. Any vote that is other than unanimous shall be recorded by name of the voting member and whether the member voted "AYE", "NO" or "ABSTAIN".

### Section 4. Notice of Regular and Special Meetings

- A. Notices of Regular Meetings shall be pursuant to the Brown Act. Such notices shall specify the place, the day, and the hour of the meeting and accompanying the notice shall be a copy of the agenda for that meeting.
- B. Notices of Special Meetings shall be pursuant to the Brown Act. In the case of special meetings, the notice, written or by telephone, shall specify the specific nature of the business to be transacted.

## ARTICLE VII

### PAYMENTS, CONTRACTS, AND REPORTS

Town of Discovery Bay CSD Bylaws  
Amended February 07, 2024



**Section 1. Payments**

All checks, warrants, drafts, or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of, or payable to, the District, shall be signed or endorsed by at least two of the District officials listed below:

- General Manager
- Assistant General Manager
- Finance Manager
- Member of the District Board of Directors

**Section 2. Contracts**

The Board, except as in the Bylaws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of, and on behalf of, the District. Such authority may be general or confined to specific instances. Unless so authorized by the Board, no officer, agent, or employee shall have any power or authority to bind the District by any contract or engagement, to pledge its credit, or to render it liable for any purpose or to any amount.

**Section 3. Reports**

The Board shall prepare and cause to be sent an annual water quality report to the residents of the District.

**ARTICLE VIII**

**PARLIAMENTARY AUTHORITY**

Rosenberg’s Rules of Order, current edition or such other authority as may be subsequently adopted by resolution of the Board is to apply to all questions of procedure and parliamentary law not specified in these Bylaws or otherwise by law. All motions made at Board meetings shall require a second to the motion prior to the Directors voting. The President of the Board may unilaterally call for a recess at any time during a Regular or Special Meeting of the Board. The Board President may unilaterally adjourn the meeting unless a majority of the Board votes to continue the meeting.

**ARTICLE IX**

**AMENDMENTS**

The Bylaws may be repealed or amended, or new Bylaws may be proposed, by resolution and the affirmative vote of at least three (3) members of the Board at any regular meeting of the Board, provided notice of such proposal shall be in compliance with the Brown Act, as amended.



# Town of Discovery Bay

*“A Community Services District”*

## STAFF REPORT

**Agenda Title:** Discussion and Possible Action to Approve Agreement with Monarch Landscape Companies/Jensen Landscape for the Enhancement Project on Wilde Drive.

**Meeting Date:** September 18, 2024

**Prepared By:** Monica Gallo, Landscape Manager

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

---

### RECOMMENDED ACTION:

It is recommended that the Board take the following Action:

- a. Approve the agreement with Monarch Landscape Companies/Jensen Landscape for the enhancement project on Wilde Drive for an amount of \$60,839.47.
- b. Authorize the General Manager to execute a Contract with Monarch Landscape Companies/Jensen Landscape for the Wilde Drive enhancement project.
- c. Authorize the General Manager to execute any additional change orders to Monarch Landscape Companies/Jensen Landscape up to 15% of the Contract value.

---

### EXECUTIVE SUMMARY:

Zone 9 is owned and maintained by the Town of Discovery Bay, CSD and includes the landscape streetscape frontages along Wilde Drive and Poe Drive and Ravenswood Park.

The landscaping in Zone 9 is approximately 20 years old and is over-due for landscaping and irrigation improvements.

This item was discussed at the September 4, 2024, Parks and Recreation Committee. However, no official action was taken as this was not a Brown Act meeting due to the quorum not being met. Staff did receive positive feedback, therefore bring this item to the full Board for discussion and vote.

Staff received a quote from Monarch Landscape Companies/Jensen Landscape for \$60,839.47 through its OMNIA cooperative agreement (District's OMNIA participant ID #1029102, Monarch Landscape Companies/Jensen Landscape participant ID #5480782). Cooperative agreements are allowed by District's Policy 011 Purchasing and Procurement.

---

### FISCAL IMPACT:

Fiscal Year 2024-2025 budget includes \$50,000 for landscape enhancements in Zone 9. The additional funds will be paid for using existing reserves.

---

**PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:** None.

---

**ATTACHMENTS:**

1. Monarch Landscape Companies/Jensen Landscape Proposals.

June 27, 2024

**Site: TOWN OF DISCOVERY BAY**  
**JLS Job #: Wilde Drive**  
**Re: Landscape and Irrigation Upgrades**

Dear Monica,

Thank you for allowing Jensen Landscape Services the opportunity to provide you with this proposal. We propose to provide all labor, material, and equipment necessary to complete the following scope of work with the noted qualifications and exclusions.

### **Scope of work: Install new plantings, drip irrigation and sunset rock**

**Option One: Salvia ‘Santa Barbara’, White Iceberg Rose, Pittosporum ‘Wheeler’s Dwarf’, (Lantana at corners) and ‘Sunset’ Rock**



- **Clear and grub landscape and haul away debris**
- **Convert spray irrigation over to Netafim Drip**
- **Convert 6 each irrigation valves over to drip with pressure regulator and filter**
- **Install water permeable landscape fabric**
- **Install 65 cubic yards of ‘Sunset’ ¾” rock**
- **Repair composite edging along the fence where it has split by installing stakes and screws**
- **Install 116 each 1-gallon Salvia leucantha ‘Santa Barbara’**
- **Install 67 each 5-gallon Rose ‘Iceberg White’**
- **Install 122 each 5-gallon Pittosporum ‘Wheeler’s Dwarf’**
- **Install 19 each 5-gallon Lantana Trailing Purple (at the corners)**
- **Clean up job related debris and haul away**

Cost ..... \$60,839.47

---

**Approval Signature**

---

**Date**

**Option One Plant Palette:**



**Salvia leucantha  
'Santa Barbara'  
Mexican Sage**



**Pittosporum tobira  
'Wheeler's Dwarf'  
Wheeler's Dwarf Pittosporum**



**Rosa x hybrid  
'Iceberg'  
White Iceberg Rose**



**Lantana montevidensis  
'Sellowiana'  
Purple Trailing Lantana**



**Sunset Rock  
¾ inch  
Crushed Sunset Rock**

**Option Two: Salvia ‘Hot Lips’, White Iceberg Rose, Pittosporum ‘Wheeler’s Dwarf, (Lantana at corners) and ‘Sunset’ Rock**



- Clear and grub landscape and haul away debris
- Convert spray irrigation over to Netafim Drip
- Convert 6 each irrigation valves over to drip with pressure regulator and filter
- Install water permeable landscape fabric
- Install 65 cubic yards of ‘Sunset’ ¾” rock
- Repair composite edging along the fence where it has split by installing stakes and screws
- Install 116 each 1-gallon Salvia mycophylla ‘Hot Lips’
- Install 67 each 5-gallon Rose ‘Iceberg White’
- Install 122 each 5-gallon Pittosporum ‘Wheeler’s Dwarf’
- Install 19 each 5-gallon Lantana Trailing Purple (at the corners)
- Clean up job related debris and haul away

**Cost ..... \$60,839.47**

Approval Signature

Date

**Option Two Plant Palette:**



**Salvia microphylla  
'Hot Lips'  
Salvia 'Hot Lips'**



**Pittosporum tobira  
'Wheeler's Dwarf'  
Wheeler's Dwarf Pittosporum**



**Rosa x hybrid  
'Iceberg'  
White Iceberg Rose**



**Lantana montevidensis  
'Sellowiana'  
Purple Trailing Lantana**





**JENSEN**  
LANDSCAPE

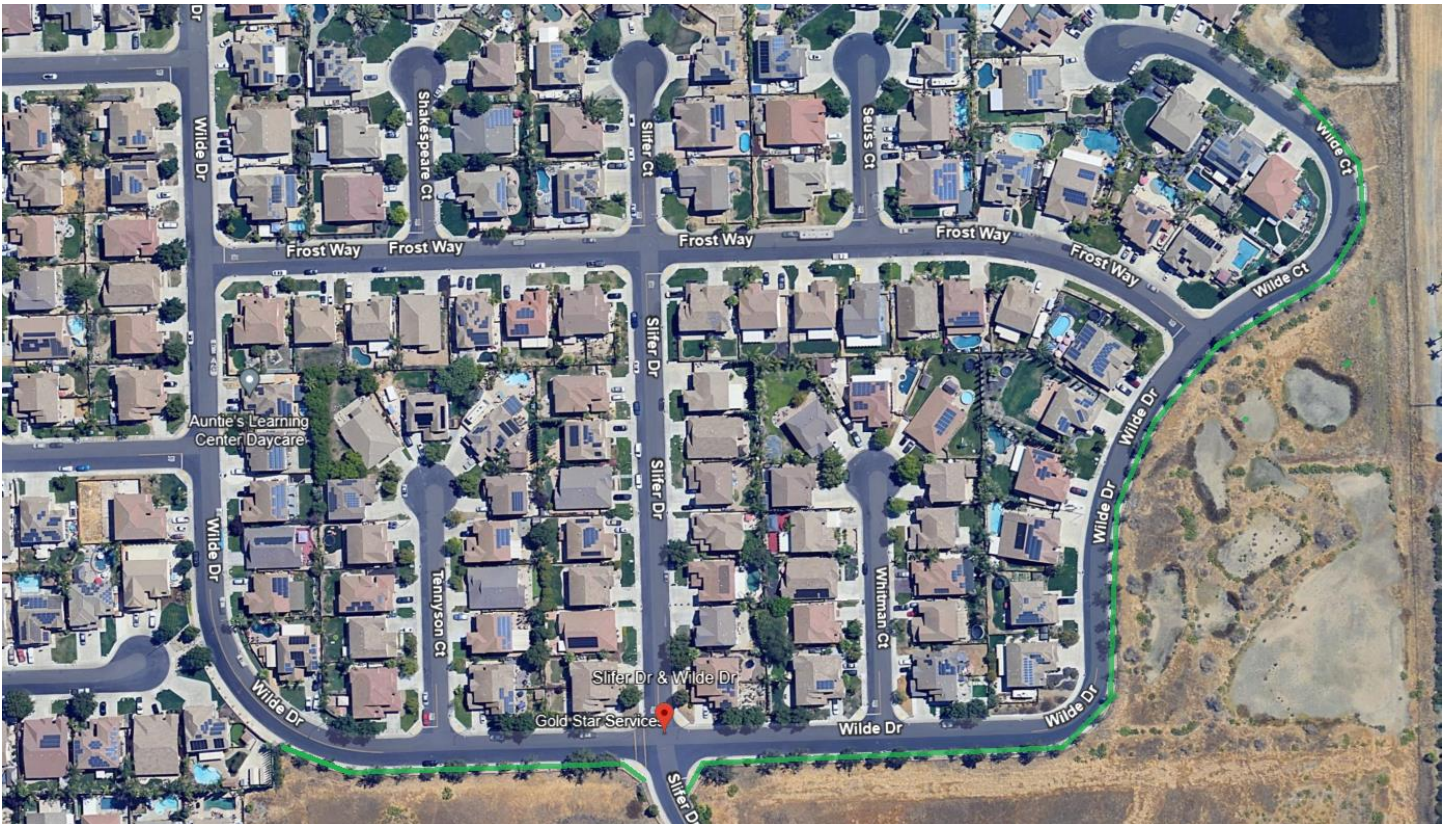


# MONARCH

LANDSCAPE COMPANIES



**Sunset Rock**  
**¾ inch**  
**Crushed Sunset Rock**





Thank you again for the opportunity to present our budget to you. If you have any questions, please contact me at your earliest convenience.

Sincerely,  
Rhett Hastings  
Senior Project Manager  
Cell: (925) 315-0267  
Email: [Rhett.hastings@jensencorp.com](mailto:Rhett.hastings@jensencorp.com)

**Qualifications:**

1. Assumes no underground utilities or other underground obstructions are in conflict with the work to be performed by Jensen Landscape Services or its subcontractors. If there are, or the client suspects that there may be, they are to be located by others prior to start of work.
2. Assumes all irrigation wires and valves are available and in good, operating condition and can accommodate the above enhancements. This includes new and modified irrigation.
3. Layout, supervision, and quality control measures are included in the program.
4. Photos do not represent actual sizes of installed plants nor year-round color.

**Exclusions:**

Jensen Landscape Services is not responsible for permits, fees, damage to underground utilities not located prior to start of work, backflow preventer unit, drainage system installation, viability of transplanted plants, repair of damaged hardscape beyond our control, and other unknown items not shown on client-



# Town of Discovery Bay

*“A Community Services District”*

## STAFF REPORT

**Agenda Title:** Discussion and Possible Action to Approve Agreement with MRC/GameTime to Replace Cornell Park Playground Structure.

**Meeting Date:** September 18, 2024

**Prepared By:** Monica Gallo, Landscape Manager

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

---

### RECOMMENDED ACTION:

It is recommended that the Board take the following Action:

- a. Approve the agreement with MRC/GameTime to replace the Cornell Park Playground Structure for an amount of \$200,337.42.
- b. Authorize the General Manager to execute a Contract with MRC/GameTime to replace the Cornell Park Playground Structure project.
- c. Authorize the General Manager to execute any additional change orders to MRC/GameTime up to 15% of the Contract value.

---

### EXECUTIVE SUMMARY:

The playground structure at Cornell Park was installed in 2011 and the current playground is rated for 5 – 12-year-olds only. Staff would like to propose making better use of the current footprint and adding a section for 2 – 5-year-olds. This would allow families with children in both age brackets to enjoy and share the same space safely.

Cornell Park has recently received upgrades to include resurfacing of the tennis, pickleball and basketball courts, including new basketball backboards and hoops, a new prep table and picnic tables in the BBQ area and a new volleyball net.

With the current playground structure nearly 15 years old, and in keeping on trend with the continuance of upgrading our parks, Staff is proposing to remove the current playground structure and installing two new playground structures that will accommodate children ages 2 years – 12 years.

Should the project be approved, it will take approximately 12 weeks for delivery of playground equipment from the date a contract is executed and approximately 2 weeks for installation.

This item was discussed at the September 4, 2024, Parks and Recreation Committee. However, no official action was taken as this was not a Brown Act meeting due to the quorum not being met. Staff did receive positive feedback, therefore bring this item to the full Board for discussion and vote.

Staff received a quote from MRC/GameTime for \$200,337.42 through its OMNIA cooperative agreement (District's

OMNIA participant ID is #1029102, MRC/GameTime Participant ID #2017001134). Cooperative agreements are allowed by District's Policy 011 Purchasing and Procurement.

---

**FISCAL IMPACT:**

Fiscal Year 2024-2025 budget includes \$200,000 for the replacement of the playground structure. This project is designated to be funded from the Hoffman funds up to \$200,000. If necessary, staff requests an additional 15% contingency in the amount of \$30,050.00. Amounts above the Hoffman funding will be funded from reserves.

---

**PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:**

None.

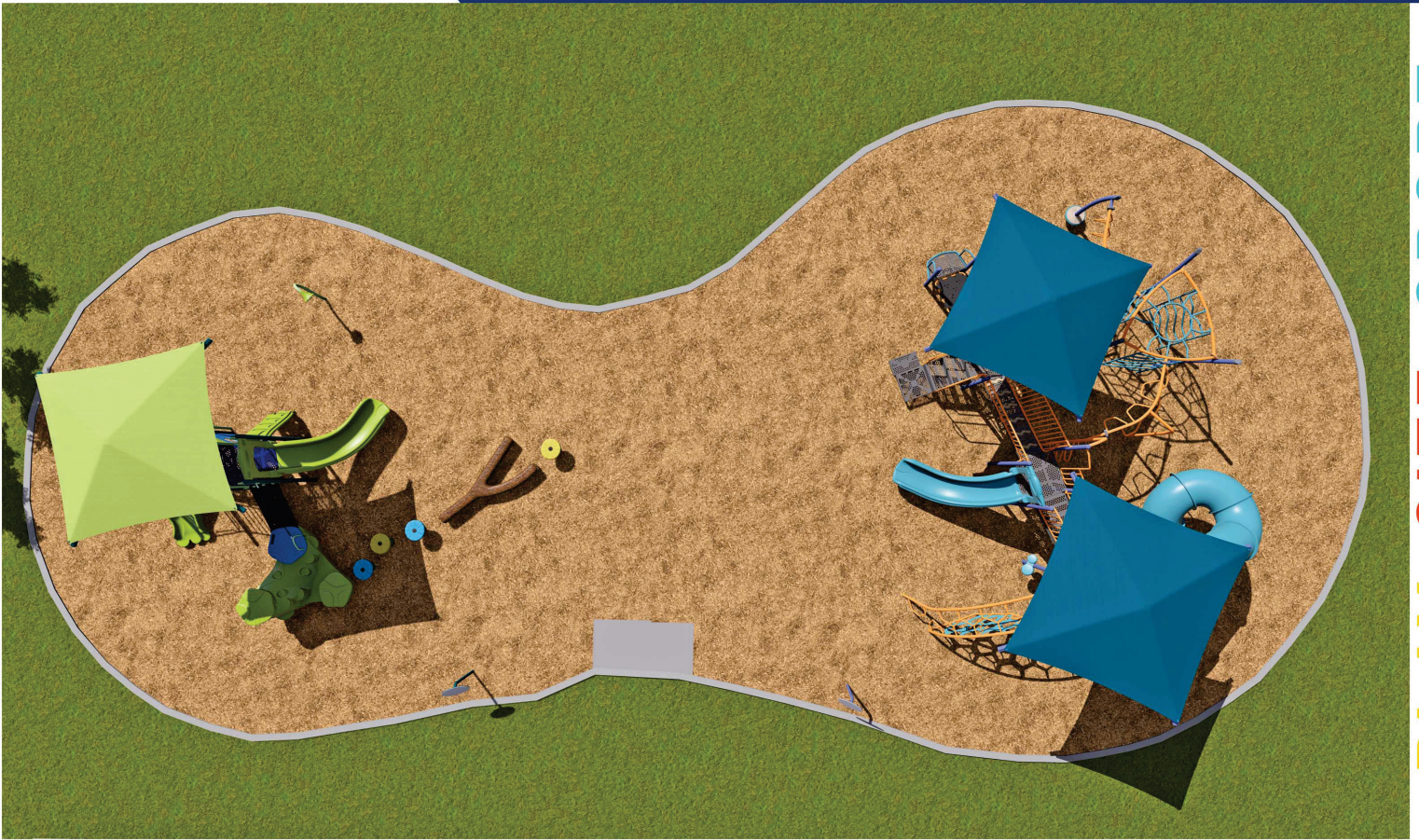
---

**ATTACHMENTS:**

1. MRC/GameTime Renderings.



# Cornell Park Playground - Discovery Bay, CA



PLAY. SITE. SPORT.



# Cornell Park Playground - Discovery Bay, CA



PLAY. SITE. SPORT.



# Cornell Park Playground - Discovery Bay, CA



PLAY. SITE. SPORT.



# Cornell Park Playground - Discovery Bay, CA



PLAY. SITE. SPORT.





# Cornell Park Playground - Discovery Bay, CA



PLAY. SITE. SPORT.



# Cornell Park Playground - Discovery Bay, CA



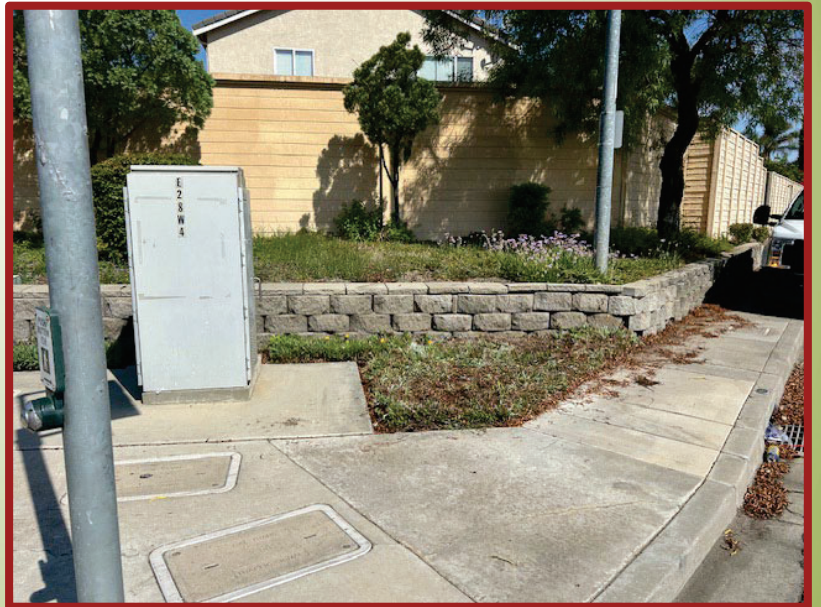
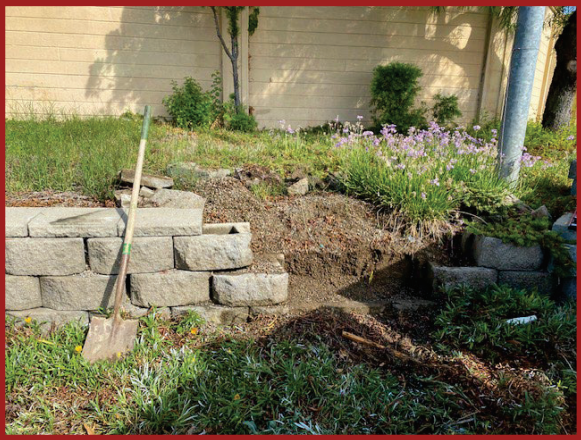
PLAY. SITE. SPORT.



# LANDSCAPE UPDATES AUGUST 2024



BOD 9/18/2024



## BIXLER & HIGHWAY 4



**BEFORE**



**AFTER**



**BEFORE**



**AFTER**

## NEWPORT DRIVE



**SAILBOAT DRIVE  
PARKING LOT**



**BEFORE**



**AFTER**



**FOGHORN PARKING LOT**





# REGATTA PARK TREE WORK

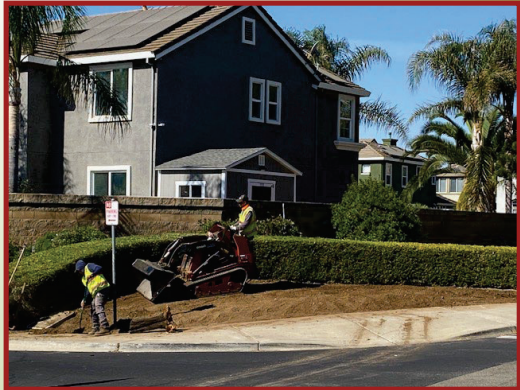


# HIGHWAY 4 TREE WORK





PRESTON DRIVE &  
POINT OF TIMBER  
EAST SIDE



**PRESTON DRIVE &  
POINT OF TIMBER  
WEST SIDE**



## CORNELL PARK TREE WORK



**SOUTH POINT**





# LAGUNA COURT

8/6/24 Con Fire meeting

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://cccounty-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. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the Board will continue the meeting in person without remote access.

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).

1:00 P.M. Convene and call to order

1. **CONSIDER CONSENT ITEMS (Items listed as C.1 through C.11 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.**

2. **DISCUSSION ITEMS**

D.1. CONSIDER accepting a verbal update from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives. (Lewis Broschard, Fire Chief) [24-2386](#)

D.2. CONSIDER adopting Resolution No. 2024-10, authorizing the submission of an application to the Contra Costa Local Agency Formation Commission for the annexation of the Rodeo-Hercules Fire Protection District into the Contra Costa County Fire Protection District as the successor agency, make related CEQA findings and take related actions. (Lewis Broschard, Fire Chief) [FPD-RES 2024-10](#)

- Attachments:** [Resolution 2024-10](#)  
[Resolution 2024-10 - Exhibit A RHFPD Boundary Map](#)  
[Resolution 2024-10 - Exhibit B Proposed Boundary Map](#)  
[Attachment A - Form of LAFCO Indemnification Agreement](#)  
[Attachment B - Plan for Service](#)



## D.3 PUBLIC COMMENT (2 Minutes)

## 3. CONSENT ITEMS

- C.1. APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with Stryker Sales, LLC, in an amount not to exceed \$80,000, for maintenance of LifePak defibrillators and equipment for the period May 22, 2025 through May 21, 2028. (100% CCCFPD EMS Transport Fund) [24-2373](#)
- C.2. APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept funding from Pacific Gas and Electric (PG&E)'s Resilience Hub Design and Build grant in an amount not to exceed \$100,000 to help vulnerable communities, access power, shelter, and information during a disaster or public safety power shutoff event. (100% PG&E Corporation, no District match) [24-2374](#)
- C.3. APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with Equipment Simulations, LLC in an amount not to exceed \$24,000 to provide the SimsUshare mobile application for fire and emergency training simulations for the period July 1, 2024 through June 30, 2027. (100% CCCFPD General Operating Fund) [24-2375](#)
- C.4. APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract amendment with Carahsoft Technology Corp., increasing the payment limit by \$100,000 to a new payment limit of \$300,000 and extending the term of the original agreement through September 30, 2024, to maintain current Google workspace, email, and other hosted services operations. (100% CCCFPD General Operating Fund) [24-2376](#)
- C.5. APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a three-year annual subscription with RescueRD, LLC, in an amount not to exceed \$20,000 to provide nutritional coaching tailored to first responders, for the period September 1, 2024 through September 30, 2027. (100% State) [24-2377](#)
- C.6. APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract amendment with Van Dermeyden Makus Law Corporation to increase the payment limit by \$76,000 to a new payment limit of \$275,000 for specialized and complex personnel investigations, and to extend the term through January 31, 2025. (100% CCCFPD General Operating Fund) [24-2378](#)
- C.7. APPROVE and AUTHORIZE the Fire Chief, or designee, to enter into a contract with Station Automation Inc. (DBA PStrax), in an amount not to exceed \$200,000 for software that automates and monitors vehicle, building, and equipment maintenance schedules and tracks asset and equipment history, for the period May 1, 2024 through April 30, 2027. (100% CCCFPD General Operating Fund) [24-2379](#)

**C.8.** APPROVE Fiscal Year Budget Amendment No. BDA-24-00382 to appropriate revenues and expenditures in the amount of \$5,500,000 in the CCCFPD General Operating Fund (7300) and \$20,000,000 in the CCCFPD EMS Transport Fund (7040) for a total amount of \$25,500,000 as part of the Fire District's FY 2023-24 year-end budget balancing. [24-2388](#)

Attachments: [BDA-24-00382.pdf](#)

**C.9.** DENY claims filed by Rayond Bautista; and Monie Renee Ellis. [24-2380](#)

**C.10.** RATIFY the Fire Chief's execution of a contract with East Bay Municipal Utility District (EBMUD), in an amount not to exceed \$38,000 for the installation of one fire hydrant at Fire Station 17. (100% CCCFPD General Fund) [24-2381](#)

**C.11.** RECEIVE a report of the July, 2023 through June, 2024 account balance write-offs of Contra Costa County Fire Protection District emergency ambulance services fees and charges totaling \$620,923. (100% CCCFPD EMS Transport Fund) [24-2382](#)

Attachments: [July 2023 - June 2024 Account Write-Offs Report](#)

**ADVISORY COMMISSION**

The Contra Costa County Fire Protection District Advisory Fire Commission is scheduled to meet next on Monday, August 12, 2024 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.

*Bay Point fire no damage to community  
large but power line was caused  
Hand crew at Park fire  
New location for FireHouse 98 in  
Brentwood - Rodeo - Hercules FD District  
Adjourned  
2:54 PM*



**Thursday, August 8, 2024**  
**Regular Meeting of the Board of Trustees**

**Byron Union School District**  
**14301 Byron Hwy**  
**Byron, CA 94514**

**A. CALL MEETING TO ORDER @ 5:30 PM**

---

1. Call to Order the Regular Meeting of the Board of Trustees
2. Pledge of Allegiance
3. Roll Call
4. Approval of Meeting Agenda

**B. REPORTABLE ACTION FROM CLOSED SESSION**

---

1. Announcement of Reportable Action Taken in Closed Session on June 20, 2024

**C. PUBLIC PARTICIPATION**

---

1. Public Comment: The public may address the Board of Trustees regarding any item within the jurisdiction of the Board of Trustees of the Byron Union School District.

**D. PRESENTATIONS AND STAFF REPORTS**

---

1. BTA Update
2. Summer Learning Program Presentation

*Indemnity*

**E. CONSENT AGENDA**

---

1. 2024-2025 Upfront Service Agreement Renewal
2. Warrants and Checks
3. Personnel Report
4. Approval of Board Minutes for June 20, 2024

**F. INFORMATION / REPORTS / DISCUSSION ITEMS**

---

1. CSBA Masters in Governance (MIG) Training *Barney*
2. Board Policy Revisions - First Reading of June 2024 Updates

**G. ACTION**

---

1. 2024-2025 AIM High 2 Year Contract
2. Resolution #1-24: Fund 25 *Repay*
3. Resolution #2-24: Provisional Internship Permit *Thought boards*

*Good stuff*

**H. GOVERNING BOARD COMMUNICATIONS**

---

1. Comments from the Board Members

*Resignation*

**I. SUPERINTENDENT COMMUNICATIONS**

---

1. Update and Comments from the Superintendent

**J. UPCOMING EVENTS**

---

1. Discovery Bay Elementary

*Structure  
Changes*

2. Timber Point Elementary

3. Excelsior Middle School

**K. FUTURE MEETINGS**

---

1. August 29, 2024 - Board Workshop
2. September 12, 2024 - Regular Board Meeting

**L. ADJOURN TO CLOSED SESSION**

---

1. Conference with Legal Counsel Potential Litigation (Government Code Section 54956.9)
2. Conference with Labor Negotiator: (Government Code section 54957.6)
3. Report Out From Closed Session

**M. ADJOURNMENT**

---