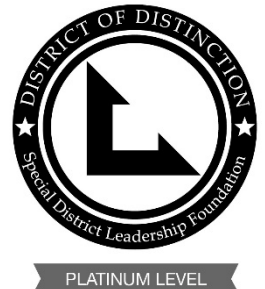




TOWN OF DISCOVERY BAY

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday, September 18, 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 Gutow led the Pledge of Allegiance.
3. Roll Call was taken, and all members were present.

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

None,

C. CONSENT CALENDAR

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

1. Approve Regular Board of Directors DRAFT Meeting minutes from September 4, 2024.
2. Monthly Disbursement Report - August 2024.

Director Gutow made a Motion to Approve the Consent Calendar.

Director Graham seconded.

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

D. PRESENTATIONS

1. Veolia.

Presented by Veolia Projects Manager Anthony Harper.

- There were 448 safe working days through August 2024.
- All water wells are active.
- Well 5 is officially offline.
- Lead and Copper sampling is complete.
- No water quality complaints or violations in August.
- Conductivity will most likely be removed from the permit effective January 2025.
- Well 8 is still in the preliminary build stage.
- 210 tons of biosolids were hauled.

E. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Approve an Agreement with Tripepi Smith Communications Consultant.

Presented by Finance Manager Margaret Moggia.

- Multiple projects such as the administrative building and mainline pipeline will be necessary in the near future.

- Staff wants to utilize a communication consultant to help develop messaging and engagement with the community.
- Prop 218 will be done in the next year.
- Tripepi Smith identified their services to include strategic message development, letter to stakeholder/Op-ed, webpage content development & maintenance, social media management & monitoring/platform verification, animated video, bilingual postcard/mailer, and community building.

Public Comment:

- The speaker suggested taking a survey asking the community how they feel.

Director Gutow made a motion to approve the agreement with Tripepi Smith to provide communications support for an amount of \$37,335, authorize the General Manager to execute a Contract with Tripepi Smith to provide communications support, and authorize the General Manager to execute any additional change orders to Tripepi Smith to provide communications support.

Director Porter seconded.

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

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.

Presented by General Manager Dina Breitstein.

- The Town utilizes Contra Costa Water District's (CCWD) property from Highway 4 as part of the diffuser repair project.
- Temporary encroachment permit is set to expire in December 2024.
- CCWD prepared a 25-year license agreement.
- Cost would be \$250 per year for 25 years with a total cost of \$6,250.

Director Porter made a motion to accept staff's request to Discuss the 25-Year License Agreement with Contra Costa Water District (CCWD) for access to the Town's Wastewater diffuser site and authorize the Board President to execute the attached license agreement.

Director Graves seconded.

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

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

Presented by General Manager Dina Breitstein.

- Staff proposes amending Board Policy 002 Bylaws only in relation to the Water & Wastewater Committee.
- Staff proposes these changes due to long-term technically challenging projects, training and knowledge sharing, and Board advisory responsibility.

Public comment:

- Speaker mentioned that current committee members are on the same election cycle.

Director Porter stated the process she went through to get up to speed on Water & Wastewater projects. Director Gutow questioned the timing of the change with two potentially new Board members being elected in December. Vice-President Graham stated knowledge is invaluable. Director Graves noted that staff brought this item to the attention of the Water & Wastewater Committee. President Callahan sees the value in both a seasoned committee member as well as bringing on a new committee member.

Director Graves made a motion to accept staff's recommendation to approve Resolution 2024-14 amending Board Policy Bylaws : Article IV Section 2. Terms and Responsibilities of Elected Officers, paragraph seven.

Director Porter seconded.

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

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

Presented by Landscape Manager Monica Gallo.

- Zone 9 is owned and maintained by the Town and includes landscape streetscape frontages along Wilde Drive and Poe Drive and Ravenswood Park.
- Landscaping in Zone 9 is approximately 20 years old.
- Staff received a quote from Monarch Landscape Companies/Jensen Landscape for \$60,839.47 through its OMNIA cooperative agreement.

Vice President inquired if the plants could withstand a drought.

Public Comment:

- The speaker asked if the funds were coming out of Zone 9 budget or Parks & Recreation budget. He wants to see landscaping improved along Highway 4.

Director Graves made a motion to approve the agreement with Monarch Landscape Companies/Jensen Landscape for the enhancement project of Wilde Drive for an amount of \$60,839.47, authorize the General Manager to execute any additional change orders to Monarch Landscape Companies/Jensen Landscape for the Wilde Drive enhancement project, and authorize the General Manager to execute any additional change orders to Monarch Landscape Companies/Jensen Landscape up to 15% of the contract value.

Director Porter seconded.

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

5. Discussion and Possible Action to Approve Agreement with MRC/GameTime to Replace Cornell Park Playground Structure.

Presented by Landscape Manager Monica Gallo.

- The current playground structure at Cornell Park was installed in 2011 and is rated for 5–12-year-olds.
- Staff proposes replacement playground structures include a section for 2-5-year-olds.
- Delivery of playground equipment would take 12 weeks.
- Installation would take 2 weeks.
- Staff received a quote from MRC/GameTime for \$200,337.42 through its OMNIA cooperative agreement.
- 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.
- Amounts above the Hoffman funding will be funded from reserves.
- Existing wood fiber can be reused.

Public Comment:

- The speaker would like data to be used in Town decisions. He also felt play structures should last longer than 15 years. Feels solar panels should be on all shade structures.
- The second speaker does not feel the existing structure is in bad shape. She questioned the cost of the previous replacement structure.

Director Gutow made a motion to Approve the agreement with MRC/GameTime to replace the Cornell Park Playground Structure for an amount of \$200,337.42, authorize the General Manager to execute a contract with MRC/Gametime to replace the Cornell Park playground structure project, and authorize the General Manager to execute any additional change orders to MRC/Gametime up to 15% of the contract value.

Director Graham seconded.

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

F. MANAGER'S REPORT

1. Landscape Update.

Presented by Landscape Manager Monica Gallo.

- Wall was replaced on the corner of Bixler and Highway 4.
- Clean-up was done at the Sailboat Drive parking lot, and Foghorn parking lot.
- Tree work was done at Regatta Park, Highway 4, and Cornell Park.
- Landscaping was redone at the corner of Preston Drive and Point of Timber.
- Islands on South Point and Laguna Court were cleaned-up.

G. GENERAL MANAGER'S REPORT

1. Cornell Bathrooms.

- The new gates and electrical work on the Cornell bathrooms will be completed by September 30th.

2. Solar Panel Project.

- Veolia solar project is moving forward.

3. CSDM – Certified Special District Manager.

- General Manager Dina Breistein passed the CSDM test. There are 3,400 Special Districts in California. Only 79 are CSDM Managers. 12 are Platinum Districts, with The Town of Discovery Bay being one of the twelve.

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).

- Vice President Graham reported on the various networking and breakout sessions that were offered.
- Director Graves stated the importance of the CSDA for support in legislative items.

J. CORRESPONDENCE

None.

K. LEGAL REPORT

None.

L. FUTURE AGENDA ITEMS

None.

M. ADJOURNMENT

1. Adjourned at 8:19p.m. 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.