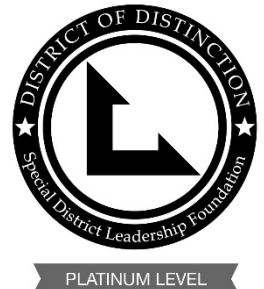




TOWN OF DISCOVERY BAY

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

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.
2. Sheriff's Office Report.
3. Contra Costa County Fire Protection District Report.

E. MUNICIPAL ADVISORY COUNCIL

F. PRESENTATIONS

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.
2. Discussion and Possible Action to Approve Change Order for Re-Paving Services with Syblon Reid as Completion of the Willow Treatment Filter Project.

H. MANAGER'S REPORT

1. Recreation Update.

I. GENERAL MANAGER'S REPORT

J. DIRECTOR REPORTS

1. Standing Committee Reports.
 - a. Communications Committee Meeting (Committee Members Bryon Gutow and Carolyn Graham) September 4, 2024.
 - b. Parks and Recreation Committee Meeting (Committee Members Michael Callahan and Bryon Gutow) September 4, 2024.
 - c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) September 4, 2024.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

L. CORRESPONDENCE

M. LEGAL REPORT

N. FUTURE AGENDA ITEMS

R. ADJOURNMENT

1. Adjourn 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.

"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, August 21, 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.

Director Graves spoke on the passing of Discovery Bay resident Bill Weber. Mr. Weber was a past VFW Commander in Brentwood and a contributor to the community for events in Discovery Bay. Director Graves asked for a moment of silence in his honor.

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

- The first speaker was Josh, as 35-year resident of Discovery Bay. He is the Coach of the Liberty Boys Tennis Team. He stated that residents will come up one at a time to speak and he will summarize at the end.
- The second speaker was Stacy Chance. He would like to keep the courts for tennis use.
- The third speaker was Jim Ferrell. He plays tennis every weekend and Wednesday and uses courts #1 and #2. He wants to keep those courts for tennis players.
- The fourth speaker was Grace. She is the Liberty Girls Tennis Coach. She stated the courts are the only free courts her players use.
- The fifth speaker was Howard Patton. He opposes moving tennis players to the back courts. Visibility of tennis is important. The back four courts are deteriorating.
- The sixth speaker was Steve. He thinks a pickleball complex should be built.
- The seventh speaker was Russell Olson. He is a Brentwood resident that no longer plays pickleball. He wants to keep the front courts for tennis for visibility.
- The eighth speaker was Vanessa. She is a student player from Liberty High School. She stated the importance of free courts for kids.
- The ninth speaker was Joe. He reiterated what everyone else had stated.
- The tenth speaker was again Josh. He summarized what others stated. Some kids cannot drive to Brentwood to play tennis. He does not want to lose the front courts to pickleball. He feels it was a giant leap from restriping the courts to then giving the two best courts to pickleball.
- The eleventh speaker was Howard Patton again. He gave a brief history of his residency in Discovery Bay. He stated moving tennis to the back courts would “kill tennis.”

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 July 17, 2024.
2. Approve Regular Board of Directors DRAFT Meeting minutes from August 7, 2024.
3. Monthly Disbursement Report - July 2024.

Director Gutow made a Motion to Approve the Consent Calendar.

Director Graves seconded.

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

D. PRESENTATIONS

None.

E. DISCUSSION AND POSSIBLE ACTION

None.

F. MANAGER'S REPORT

1. Landscape Update.

Presented by Landscape Manager Monica Gallo.

- Preston Drive - clean-up as well as tree removal.
- Ravenswood Park – lifted tree branches, dead tree removal, overall tree cleanup.
- DB Blvd – tree work, deep-clean before installation of new landscaping.
- Newport Dr. – dead trees need to be removed.
- Clipper Dr. – clean-up of bottom of trees, tree branches lifted, removal of dead trees.
- Discovery Bay Boulevard Islands – overall cleanup.
- Pacific Waterways - new monument sign installed.
- Newport Drive – weed abatement that was mandated by the fire department.
- Discovery Point Islands – thinning out of trees.

General manager Breitstein stated the District is working on a Landscape Master Plan.

Director Gutow asked the status of the Ravenswood Park fences and the Regatta drinking fountain.

G. GENERAL MANAGER'S REPORT

None.

H. DIRECTOR REPORTS

None.

I. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

None.

J. CORRESPONDENCE

None.

K. LEGAL REPORT

None.

L. FUTURE AGENDA ITEMS

None.

M. ADJOURNMENT

1. Adjourned at 7:43p.m. to the next Regular Meeting of the Board of Directors on September 4, 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 Title: Approve Annual Disclosure Pursuant to California Government Code Section 53065.5.

Meeting Date: September 4, 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:

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

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

Subsequently, the attached list of reimbursements for the FY ending June 30, 2024 complies with Government Code Section 53065.5.

This is an annual disclosure.

FISCAL IMPACT:

Not applicable.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

Not applicable.

ATTACHMENTS:

1. Reimbursements for the FY ending June 30, 2024.

**Annual Compliance Report for FY 2023/2024
Government Code Section 53065.5**

Date	Name	Reason	Reimbursement Amount
08/27/23	Dina Breitstein	Mileage Conference-Both Ways	\$200.44
08/27/23	Kevin Graves	Hotel 4 Nights Conference	\$1,084.92
05/20/24	Kevin Graves	Hotel 2 Nights Conference	\$493.12
08/14/23	Margaret Moggia	Airfare	\$254.97
08/14/23	Margaret Moggia	Rental Car 4 Days	\$445.50
08/14/23	Margaret Moggia	Hotel 3 Nights	\$578.52



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

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

Meeting Date: September 4, 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 4, 2024, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dina Breitstein
Board Secretary



Town of Discovery Bay

Program Area: Board	Policy Name: Bylaws	Policy Number: 002
Date Established: March 25, 1998	Date Amended February 07, 2024	Resolution: 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 Change Order for Re-Paving Services with Syblon Reid as Completion of the Willow Treatment Filter Project.

Meeting Date: September 4, 2024

Prepared By: Aaron Goldsworthy, Water & Wastewater Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

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 Willo Lake Treatment Facility, in the amount not to exceed \$65,372.82 with a 15% contingency.

EXECUTIVE SUMMARY:

On September 6, 2023, the Board of Directors awarded the Willow Lake Water Treatment Plant Filter Project to the lowest responsive bidder, Syblon Reid, for \$1,093,100. The original bid document estimated the cost of re-paving to be \$50,000.00.

As the project nears completion, staff together with Syblon Reid and re-evaluating the re-paving portion of the project. Upon re-analysis, 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.

The new design outlined in the attached scope of work will ensure safe and ample parking space for staff, contractors, deliveries, and repair work. It will also accommodate the large semi-trucks that deliver chemicals to the plant twice weekly.

The attached proposal provides all labor, materials, and equipment to complete the work as described to SRC. *(design pictures are provided in the scope of work)*

- Repave and stripe site for parking spots and a pedestrian walkway (mark up in red)
- Remove all trees alongside fence and grind stumps
- Install 1 “conduit from pull box near transformer to stub out by the office building. (mark up in blue)

The original bid documents set a price of \$50,000.00 for repaving. With the repaving modifications that the District would like to conduct, there is an additional cost of \$65,372.82.

Staff recommends authorizing 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 Willo Lake Treatment Facility, in the amount not to exceed \$65,372.82 with a 15% contingency.

FISCAL IMPACT: \$65,372.82

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

Award of Bid to Syblon Reid at the September 6, 2023, Board of Directors Meeting.

ATTACHMENTS:

1. Syblon Reid Re-paving Scope of Work dated August 27, 2024.



1130 Sibley Street
Folsom, CA 95630

P.O. Box 100
Folsom, CA 95763

(916) 351-0457
(916) 351-1674 fax

srco@srco.com
www.srco.com

August 27, 2024

Jason Coleman / Oscar Serrano
Luhdorff & Scalmanini Consulting Engineers
500 First Street
Woodland, CA 95695

Re: TODB Willow WTP Backwash Tank Improvements Proposal

Jason/Oscar,

Syblon Reid is pleased to provide this proposal for the requested changes 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 building.

Our proposal is based upon providing all labor, materials, equipment to complete the work as described to SRC.

Item 1

- Repave and stripe site for parking spots and a pedestrian walkway (mark up in red)
- Remove all trees along side fence and grind stumps
- Install 1 "conduit from pull box near transformer to stub out by the office building. (mark up in blue)

Subtotal

break down below

Overhead/Markup

TOTAL:

\$65,370.82

If you have any questions regarding the estimated costs or scope of work, please call me.

Sincerely,

Thomas Sturgeon

DAILY EXTRA WORK REPORT

SPECIFICATION/JOB NO. **2349** DATE PERFORMED **TBD** DATE OF REPORT **08/27/24** CCO No. _____ REPORT NO. _____
 SRC CODE _____

WORK PERFORMED BY **Syblon Reid**
 DESCRIPTION OF WORK **WILLOW WTP DISCOVERY BAY JOB#2349**
REPAVE SITE AND TREE REMOVAL

MATERIALS & EQUIPMENT AND/OR WORK DONE BY SPECIALIST				EXTENDED AMOUNT	P.R. NO.	LABOR	HOURS	SALARY + VACATION RATE	EXTENDED SALARY + VACATION RATE	HOURLY RATE	EXTENDED AMOUNT	
DESCRIPTION	NO. UNIT	UNIT COST										
					L	LABOR	REG 16	\$ -	\$ -	\$ 78.09	\$ 1,249.44	
R&M PAVING QUOTE SUB	1	\$ 42,324.00	\$ 42,324.00		L		OT	\$ -	\$ -	\$ -		
TRYRELL TREE QUOTE SUB	1	\$ 12,000.00	\$ 12,000.00		0	OPERATOR	REG 16	\$ -	\$ -	\$ 109.21	\$ 1,747.36	
CONDUIT MATERIAL PKG	1	\$ 550.00	\$ 550.00		0		OT	\$ -	\$ -	\$ -		
					LF	LABOR FOREMAN	REG 16	\$ -	\$ -	\$ 82.39	\$ 1,318.24	
							OT	\$ -	\$ -	\$ -		
TOTAL MATERIALS & EQUIPMENT COST				B							\$ 54,874.00	
CONSTRUCTION EQUIPMENT												
EQUIP. NO	DESCRIPTION	HOURS	UNIT RATE									
F250	F250	16	\$ 37.19	\$ 595.04			REG					
DMP TRK	DUMP TRUCK	8	\$ 54.23	\$ 433.84			OT					
MINI EXC R	RENTAL MINI EXC	16	\$ 49.87	\$ 797.92			REG					
							OT					
							REG					
							OT					
							REG					
							OT					
TOTAL CONSTRUCTION EQUIPMENT COST				C							\$ 1,826.80	
HAULING OF CONSTRUCTION EQUIPMENT												
DESCRIPTION	NO. UNIT	UNIT COST										
MINI EXCAVATOR MOB IN	1	\$ 600.00	\$ 600.00									
TOTAL HAULING OF CONSTRUCTION EQUIPMENT COST				D							\$ 600.00	
								SUBTOTAL	\$ -	SUBTOTAL	\$ 4,315.04	
								(RATE)	X	(SALARY + VACATION)		
PAYROLL TAXES & INSURANCE									X	\$ -	=	\$ -
SUBSISTENCE Crew									X	\$ -	=	\$ -
SUBSISTENCE									X	\$ -	=	\$ -
									X	\$ -	=	
TOTAL LABOR COST										A	\$ 4,315.04	
										15	% MARKUP ON LABOR COST (A)	\$ 647.26
										5	% MARKUP ON MATERIALS & EQUIPMENT COST (B)	\$ 2,743.70
										15	% MARKUP ON CONSTRUCTION EQUIPMENT COST (C)	\$ 274.02
										15	% MARKUP ON HAULING OF CONSTRUCTION EQUIP (D)	\$ 90.00
TOTAL THIS REPORT											\$ 65,370.82	

INSPECTOR _____ DATE _____ CONTRACTOR _____ DATE _____



- NOTES:**
1. ALL WELDED STEEL PIPES, FITTINGS AND FLANGES SHALL BE FUSION EPOXY LINED AND COATED PER SPECIFICATION.
 2. UNDERGROUND WSP AND FITTINGS SHALL ALSO BE SEALED AND DOUBLE WRAPPED PER SPECIFICATIONS.
 3. ALL PVC SHALL BE AWWA C900, DR18 PER SPECIFICATIONS.
 4. WSP TO PVC TRANSITION CONNECTIONS SHALL BE MECHANICAL JOINT RESTRAINT (EBA SERIES 2000 PV, DR18 OR APPROVED EQUAL). CONNECTION SHALL BE SEALED AND DOUBLE WRAPPED PER SPECIFICATIONS.
 5. INSTALL, AND TEST CORROSION PROTECTION SYSTEM PER SPECIFICATION AND OF PLAN SHEETS.
 6. FILTER VESSEL, VALVE RELAY PANEL, MOTOR OPERATED BUTTERFLY VALVES, 12" EFFLUENT FLOWMETER, AND OTHER MISC EQUIPMENT PROVIDED BY THE TOWN, UNDER SEPARATE CONTRACT WITH LOPREST, CONTRACTOR RESPONSIBLE FOR INSTALLATION OF ALL VALVES, PANEL, FILTER VESSEL, ETC. AND ALL OTHER MATERIALS AND LABOR DEPICTED IN PLANS.
 7. CONTRACTOR TO MAINTAIN ACCESS TO ADMIN BUILDING (NORTH OF EXISTING FILTERS) AND TO PUMP STATION BUILDING FOR CHEMICAL DELIVERIES DURING CONSTRUCTION.
 8. THRUST BLOCK REQUIRED FOR ALL HORIZONTAL AND VERTICAL UNDERGROUND FITTINGS, WHETHER OR NOT SHOWN ON DRAWINGS.
 9. CONTRACTOR STAGING AREA - SEE SPEC SECTION 1600 - DELIVERY, STORAGE AND HANDLING.
 10. CONTRACTOR TO DEMO/REMOVE EXISTING PIPE TO INSTALL NEW PIPE SHOWN.
 11. CONTRACTOR TO POTHOLE EXISTING PIPE TO CONFIRM TIE-IN ELEVATION.
 12. CONTRACTOR TO MAINTAIN ACCESS FOR DISTRICT STAFF AND CUSTOMERS AT ALL TIMES. VEHICLE ACCESS FOR CHEMICAL DELIVERIES ANTICIPATED UP TO ONE TIME PER WEEK.

UTILIZE THE EXISTING CHLORINE ANALYZER SAMPLE CONDUIT FROM FILTER C. PULL NEW 3/8" PE TUBING FROM FILTER #1 TO THE EXISTING CHEMICAL ROOM. PROVIDE ADDITIONAL 20' PE TUBING AT THE CHEMICAL ROOM AND ADDITIONAL 6' PE TUBING AT FILTER #1.

RE STRIPE PARKING AREAS IN FRONT OF BUILDING AND ALONG SIDE THE NEW FENCE FOR PEDESTRIANS WALKWAY...

CAD FILE: Z:\US ADD Dropbox\Projects\Discovery Bay\22-2-087\AS-BUILD\C-1.dwg DATE: 3/13/2024 1:27 PM

TO DISTRIBUTION SYSTEM
CONTRACTOR TO REMOVE AND DISPOSE OF (E) BOLLARDS

REMOVABLE BOLLARD (TYP.) SEE DETAIL A/C-2

CONTRACTOR TO REMOVE THREE EXISTING TREES, CURB, AND GUTTER. INSTALL NEW CURB, GUTTER AND PAVEMENT.

BACKWASH SUPPLY WATER TO FILTER #1 AND (F) FILTER #2

PAVED ACCESS ROAD

NEW PIPE TO CLEAR EXISTING TRANSFORMER BOLLARDS - MINIMUM OF 2 TO 4 FEET DEPENDING ON BOLLARD PATTERN ANGLE AT BACKWASH SUPPLY PIPE TIE-IN.

256 LF TEMPORARY BARRIER FENCING

EX. 6" SS, CONTRACTOR TO POTHOLE TO VERIFY DEPTH, LOCATION, SIZE, AND MATERIALS

EX. 6" SS, CONTRACTOR TO POTHOLE TO VERIFY DEPTH, LOCATION, SIZE, AND MATERIALS. INSTALL NEW WATER MAIN MINIMUM OF 12" INCH ABOVE TOP OF 6" INCH SS. BACKFILL PER DWD 4 TO 4'-FEET ON EACH SIDE OF CROSSING. NO JOINTS ON THE WATER MAIN WITHIN 8'-FEET OF EITHER SIDE OF CROSSING.

DI TEE FOR (F) FILTER #2

BACKWASH SUPPLY WATER TO FILTER #1

SURFACE WASH INLET SEE SHEET M2, M6 TO M11

BACKWASH SUPPLY INLET SEE SHEET M2, M6 TO M11

OFFICE BUILDING

LINE IS 2 INCHES	AT FILE SIZE (IF NOT 37-DWG A0000010)
FILE: C-1.dwg	
DRAWN: JL	
DESIGNED: JC	
CHECKED: DS	
DATE: APRIL 2024	

SEE ORIGINAL CONSTRUCTION DRAWINGS FOR ENGINEER'S SEAL

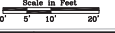


REVISIONS					
ZONE	REV	DESCRIPTION	BY	DATE	APP.
	A	ADDENDUM #1	KD	12/28/23	
	B	ADDENDUM #2	LL	6/24/23	
	C	CONFORMED	KD	9/15/23	
	D	CONTRACT DESIGN CHANGE	KD	4/01/24	

TOWN OF DISCOVERY BAY
WILLOW LAKE TREATMENT PLAN
FILTER REPLACEMENT

SUBMITTED: _____ DATE: _____
APPROVED: _____ DATE: _____

SITE PLAN



SCALE
DRAWING NUMBER: C-1
SHEET NUMBER: 3 of 32



August 26, 2024
Syblon Reid Engineering
Attention: Thomas Sturgeon

Re: PCO– Paving - Willow Lake Water Treatment Plant

Job Description: Additional Drive Aisle Paving

- 1. Tack and pave using ½” medium hot mix asphalt up to 3” thickness approximately 10,195sf. \$32,324.00

Job Description: Asphalt Grinding

- 2. Grind asphalt and compact existing base to prepare for new asphalt. +\$10,000.00

Notes:

- 1. Work to be done in (1) mobilization; Add \$5,500 for each additional move.
- 2. Includes parking striping along drive aisle.

Exclusions: Demo, base rock import and compaction, concrete work, temp fencing, traffic control, night work, weekend work, bonding, permits, & testing.

Matthew Codipilly
(408) 724-0525
matt@randmpaving.com

Please sign and return via email if you would like us to proceed with the work described above for the price listed. Thank you.

Authorized Signature: _____ Date: _____

Print Name & Title: _____

August 22, 2024



Contractor License No. 938998
Licensed Timber Operator A10405
DIR Number 1000007965
DBE #38525
CPUC WBE 9EN00089
SB 1042606

TO: Syblon Reid
Attn: Estimating

RE: Tree Removal
1800 Willow Lake Drive
Discovery Bay, CA
Quote for Services

The following quote for services includes:
Remove 6 trees designated for removal from project site.
Grind stumps in ground.
Quote: \$12,000.00

Inclusions/Exclusions:

Includes one round trip mobilization. Additional mobilizations subject to charge.
Work areas to be cleared of vehicles, pedestrians and obstructions impeding tree removal prior to start of work.
SRCO to provide traffic control (including pedestrian) and lane/ramp closure as needed.
Tyrrell not responsible for dust control, dust abatement, fugitive dust or SWPPP.
Excludes stump removal where inaccessible by stump grinder.
Excludes potholing. Excludes any hand picking or root picking. Excludes sweeper for lane clean up.

Please call 530.355.9200 and 530.249.3800 for questions.
Thank you.

Brent Tyrrell

Untitled Map

Write a description for your map.

Legend

1800 Willow Lake Rd



Google Earth

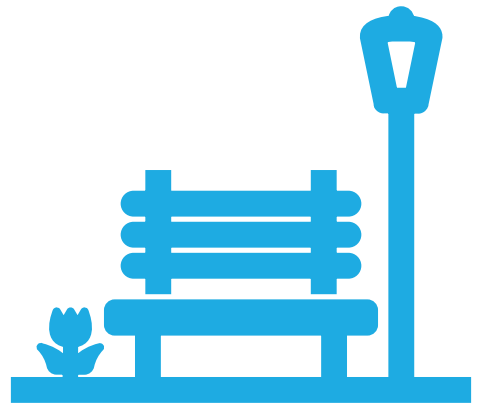
© 2024 Google

5.52 ft



RECREATION UPDATES

JULY – AUGUST 2024







COMMUNITY GARDEN



YOUTH PAINT NIGHT



FLICK N' FLOAT



ADULT PAINT NIGHT



ZUMBA

**EVERY TUESDAY AND THURSDAY
7:00PM – 8:00PM**





**MONDAYS
4:00PM – 4:45PM**

TINY TOES DANCE



YOUTH PAINT NIGHT



WATER AEROBICS
MONDAY – FRIDAY
9:00AM – 10:00AM



- 
- WATER AEROBICS – SEPTEMBER & OCTOBER
 - ZUMBA
 - SWIM STROKE SCHOOL – SEPTEMBER & OCTOBER
 - FIT, FUN, FAB CHAIR AEROBICS STARTS IN NOVEMBER
 - ADVANCED TENNIS LESSONS STARTS IN OCTOBER
 - PRIVATE PICKLEBALL LESSONS
 - PAINT NIGHT 18+
 - YOUTH PAINT NIGHT
 - MERMAID SCHOOL – SEPTEMBER 14

FUTURE & CONTINUING CLASSES