



# 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

### NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday April 17, 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 April 3, 2024.
2. Approve Register of District Invoices.

##### **D. PRESENTATIONS**

1. Mobile Modular District Office Building Presentation.
2. Veolia Monthly Presentation.

##### **E. DISCUSSION AND POSSIBLE ACTION**

**F. MANAGER'S REPORT**

1. Landscape and Recreation Update.

**G. GENERAL MANAGER'S REPORT**

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

1. Con Fire Meeting – April 9, 2024 (Director Carolyn Graham)

**I. CORRESPONDENCE**

1. LAFCO - Special District Member Election 2024 Ballot.

**J. LEGAL REPORT**

**K. FUTURE AGENDA ITEMS**

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

(Government Code Section 54957.7)

**M. CLOSED SESSION**

1. Public Employee Performance Evaluation Pursuant to Government Code 54947  
(Position: General Manager).
2. Conference with Labor Negotiator Pursuant to Government Code 54957.6  
Agency Designated Representative: Michael Callahan / Andy Pinasco  
Unrepresented Employee : General Manager

**N. RETURN TO OPEN SESSION, REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

**O. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action to Approve Amendment to General Manager Employment Agreement.

**P. ADJOURNMENT**

1. Adjourn to the next Regular Meeting of the Board of Directors on May 1, 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 April 3, 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 Porter 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 Special Annual Board Planning DRAFT Meeting Minutes from March 14, 2024.
2. Approve Regular Board of Directors DRAFT Meeting Minutes from March 20, 2024.
3. Approve Register of District Invoices.
4. Direct Herwit Engineering to Prepare the 2024-2025 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9 by Resolution No. 2024-04.

Director Porter made a Motion to Approve the Consent Calendar.

Director Graves seconded.

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

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

1. Supervisor Diane Burgis, District III Report.  
None.

2. Sheriff's Office Report.

Report given by Lieutenant Charlene Jacquez.

- 400 calls for service in March 2024.
- 46 reports were generated.
- On March 11<sup>th</sup>, an individual withdrew a large sum of money from their bank. They then stopped at the Post Office, where their car was broken into, and the money was stolen.
- DNA evidence led to leads for two burglaries from 2023.

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

**E. MUNICIPAL ADVISORY COUNCIL**

None.

**F. PRESENTATIONS**

None.

**G. DISCUSSION AND POSSIBLE ACTION**

1. Discussion and Possible Action to Award Construction of the Marlin/Marina Pipeline Project to the Lowest Responsive Bidder in Addition to Authorizing a Professional Services Agreement with Insituform Technologies for Pipe Liner and a Professional Services Agreement with Luhdorff and Scalmanini for Engineering Services During Construction.

This item was pulled from the agenda.

**H. MANAGER'S REPORT**

None.

**I. GENERAL MANAGER'S REPORT**

None.

**J. DIRECTOR REPORTS**

1. Standing Committee Reports.

- a. Finance Committee Meeting (Committee Members Carolyn Graham and Ashley Porter) April 3, 2024.

Vice-President Carolyn Graham reported.

- The Committee discussed a potential assessment district. Committee decided to table this item at this time.
- Finance Manager Margaret Moggia gave a presentation on the 2023/2024 District financials through February 2024.

- b. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) April 3, 2024.

Director Kevin Graves reported.

- The ditch in front of the Newport Pointe development is now owned by the developer.
- The completion of the filter project has been delayed until late April.

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

1. Byron Union School District Board Meeting – March 14, 2024 (Director Kevin Graves).
2. Contra Costa County Aviation Advisory Committee – March 14, 2024 (Director Kevin Graves).

**L. CORRESPONDENCE**

1. LAFCO – 2024 Election for LAFCO Special District Seat (Dated March 18, 2024).

**M. LEGAL REPORT**

None.

**N. FUTURE AGENDA ITEMS**

None.

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

Legal Counsel Andy Pinasco announced the beginning of the closed session and stated there is no anticipated reportable action.

Public Comment:

- Resident asked for clarification on the location of the parcel to be discussed during the closed session.

**P. CLOSED SESSION**

**1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: 1700 Riverlake Road (APN 004-182-008-5)

Agency Negotiator: Dina Breitstein

Negotiating Parties: Hofmann Holdings LP

Under Negotiation: Price and Terms of Payment

**Q. RETURN TO OPEN SESSION, REPORT ON CLOSED SESSION**

Legal Counsel Andy Pinasco stated there was no reportable action. All members were present for the entirety of the closed session.

**R. ADJOURNMENT**

1. Adjourned at 7:50p.m. to the next Regular Meeting of the Board of Directors on April 17, 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:** Approve Register of District Invoices.

**Meeting Date:** April 17, 2024

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

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

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### RECOMMENDED ACTION:

Staff recommends that the Board approve the listed invoices for payment.

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### EXECUTIVE SUMMARY:

District invoices are paid on a regular basis and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

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### FISCAL IMPACT:

Amount Requested: \$ 1,028,998.55

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

Prog/Fund # See listing of invoices. Category: Operating Expenses and Capital Improvements

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### PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

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### ATTACHMENTS:

1. Request for Authorization to Pay Invoices for the Town of Discovery Bay CSD 2023/2024

# Request for Authorization to Pay Invoices

For The Meeting On April 17, 2024

Town of Discovery Bay CSD

Fiscal Year 7/23 - 6/24

U.S. Bank	\$731,520.61
Veolia Water North America	\$154,366.67
Town of Discovery Bay CSD	\$33,000.00
U.S. Bank Corporate Payment System	\$19,663.55
GameTime	\$18,421.68
Herwit Engineering	\$11,994.68
Precision IT Consulting	\$9,715.56
Mt Diablo Resource Recovery	\$6,126.81
Badger Meter	\$5,714.80
Lechowicz & Tseng Municipal Consultants	\$5,657.44
ECS Imaging, Inc.	\$5,161.17
Sabie Trucking, Inc.	\$3,562.30
Applied Best Practices	\$3,000.00
Valencia Janitorial Plus	\$2,490.00
Core & Main LP	\$2,352.84
HASA INC	\$1,933.71
Bayside Contractors LLC	\$1,750.00
City Of Brentwood	\$1,527.90
National Aquatic Services, Inc.	\$1,425.00
Karina Dugand	\$956.25
Verizon Wireless	\$938.79
Brentwood Ace Hardware	\$811.84
BACWA	\$799.20
ODP Office Solutions, LLC	\$786.57
Kevin Graves	\$690.00
Michelle Dominge	\$615.00
Bryon Gutow	\$575.00
Bay Area Air Quality Mgmt. District	\$547.00
Carolyn Graham	\$460.00
Michael Callahan	\$460.00
Delta Fence Company, Inc.	\$395.00
Ashley Porter	\$345.00
Denalect Alarm Company	\$301.00
Smeared Paint	\$225.00
Geotab USA, Inc.	\$217.25
Dennis Dean Allen	\$195.00
Shred City	\$99.00
Department of Justice	\$98.00
Utility Refund Customer	\$57.50
UniFirst Corporation	\$41.43

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**\$1,028,998.55**



Water and Wastewater Monthly Report  
Town of Discovery Bay

*February 2024*



## Safety & Training

Safe Work Days: 235

### Weekly Safety Topics:

Elected New Site Safety Coordinator

Implemented 2024 Safety Training Calendar

Completed Annual Fire Extinguisher Inspections

Completed Annual Fire Extinguisher Training

Completed Cal-OSHA 300 Logs

## Water Well Status

Willow WTP

**01**

Active

**02**

Active

**06**

Active

Newport WTP

**04**

Active

**05**

Shutdown  
(Inactive)

**07**

Active

## Water Production & Chemicals

Willow WTP	Production (MG) 16.69	Chemicals (gal) (Sodium Hypochlorite) 3,558
Newport WTP	Production (MG) 32.73	Chemicals (gal) (Sodium Hypochlorite) 1,060
TOTAL	Production (MG) 49.42	Chemicals (gal) (Sodium Hypochlorite) 4,618

## **Water Compliance**

Coliform Samples Collected: 20

Coliform Positive Results: 0

Water Quality Complaints: 0

Hydrant Flushing: 0

Valve Exercising: 0

## Lift Station Status

**A**

Active

**C**

Active

**D**

Active

**E**

Active

**F**

Active

**G**

Active

**H**

Active

**J**

Active

**R**

Active

**S**

Active

**Newport**

Active

**Lakeshore**

Active

**Lakes**

Active

**Lakes 4**

Active

**Bixler**

Active

## Wastewater Flow & Chemicals

WW Plant 2	Total Flow (MG)	Influent Flow avg. (MG)	Discharge Flow avg. (MG)
	40.17	1.33	1.38
	Last Year Flow (MG)	Polymer (gal)	Alum (gal)
	31.33	200	0

## Wastewater Compliance

Effluent BOD<sub>5</sub>, mg/L < 10: **1.2**

Effluent TSS, mg/L < 10: **0.9**

Total Coliform 7 day median < 2.2: **4**

Total Coliform daily max < 23: **7**

Eff NTU daily avg < 2: **0**

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

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

Removal TSS, monthly > 85%: **99.5%**

Conductivity annual avg < 2,400: **1,970**

Nitrates monthly < 38: **5**

**Maintenance  
& Improvements**

SSOs: 0

Customer Inquires: 0





Water and Wastewater Monthly Report  
Town of Discovery Bay

*March 2024*

## Safety & Training

Safe Work Days: 295

### Weekly Safety Topics:

Annual Cal-OSHA Confined Space Entry

Annual Cal-OSHA Fall Protection

OSHA & EPA Inspection Training

Slips, Trips, & Falls Awareness

## Water Well Status

Willow WTP

**01**

Active

**02**

Active

**06**

Active

Newport WTP

**04**

Active

**05**

Shutdown  
(Inactive)

**07**

Active

## Water Production & Chemicals

	Production (MG)	Chemicals (gal) (Sodium Hypochlorite)
Willow WTP	21.49	4,137
Newport WTP	39.80	1,171
TOTAL	61.29	5,308

## Water Compliance

Coliform Samples Collected: 20

Coliform Positive Results: 0

Water Quality Complaints: 0

Hydrant Flushing: 0

Valve Exercising: 0

## Lift Station Status

**A**

Active

**C**

Active

**D**

Active

**E**

Active

**F**

Active

**G**

Active

**H**

Active

**J**

Active

**R**

Active

**S**

Active

**Newport**

Active

**Lakeshore**

Active

**Lakes**

Active

**Lakes 4**

Active

**Bixler**

Active

## Wastewater Flow & Chemicals

WW Plant 2	Total Flow (MG)	Influent Flow avg. (MG)	Discharge Flow avg. (MG)
	40.22	1.29	1.30
	Last Year Flow (MG)	Polymer (gal)	Alum (gal)
	39.28	200	0

## Wastewater Compliance

Effluent BOD<sub>5</sub>, mg/L < 10: **1.1**

Effluent TSS, mg/L < 10: **0.8**

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

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

Eff NTU daily avg < 2: **0**

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

Removal BOD<sub>5</sub>, monthly > 85%: **99.4%**

Removal TSS, monthly > 85%: **99.5%**

Conductivity annual avg < 2,400: **1,990**

Nitrates monthly < 38: **5**



**Maintenance  
& Improvements**

SSOs: 0

Customer Inquires: 0

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. 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 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.

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

*Skunked  
1:01*

1. **CONSIDER CONSENT ITEMS (Items listed as C.1 through C.12 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 HEARING to consider adopting Ordinance No. 2024-10, authorizing the Contra Costa County Fire Protection District to increase its emergency ambulance service fees within Emergency Response Areas 1, 2, and 5 in Contra Costa County. (Lewis Broschard, Fire Chief) [24-0978](#)

*New Company #94 Brentwood Station 98 TONIC ATTC/NTU site*

**Attachments:** [CCCFPD Ambulance Services Fee Ordinance 2024-10.pdf](#)

D.2 CONSIDER accepting a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives. (Lewis Broschard, Fire Chief) [24-0979](#)

**Attachments:** [FC REPORT FINAL - April 9 2024.pdf](#)

D.3 RECEIVE a report and presentation on the CAL FIRE Subdivision Review Program, Fire Hazard Severity Zone Program, and wildfire risk mitigation and potential insurance impacts. (Aaron McAlister, Deputy Fire Chief and Dave Winnacker, Fire Chief, Moraga-Orinda FPD) [24-0980](#)

*Winnacker  
Clayton  
Winnacker*

**Attachments:** [April 9 Fire Board Presentation CON Fire.pdf](#)

D.4 PUBLIC COMMENT (2 Minutes)

3. **CONSENT ITEMS**

*Approved*

- C.1 APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract amendment between Contra Costa County Fire Protection District and O3, Inc., to increase the payment limit by \$600,000 to a new payment limit of \$1,125,000 for consulting and technical assistance related to Information Technology, with no change to the term. (100% CCCFPD EMS Transport Fund) 24-0966
- C.2 APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Fire Chief, a contract with GeoComm, in an amount not to exceed \$175,000, for the purchase, installation, and maintenance of a Geographic Information System to dispatch emergency responders more effectively for the period April 10, 2024 to March 31, 2027. (100% CCCFPD General Operating Fund) 24-0967
- C.3 RATIFY the Fire District's grant application; and APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept grant funding in an amount not to exceed \$2,233,963, from the U.S. Department of Homeland Security, Federal Emergency Management Agency, for the purchase of a heavy rescue response vehicle.(90% Federal, 10% local match) 24-0968
- C.4 APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with the Moraga-Orinda Fire District to use the Contra Costa County Fire Protection District's Health and Wellness Center to conduct annual physical exams, for the period March 1, 2024 through December 31, 2024. (No fiscal impact) 24-0969
- C.5 APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with the Rodeo-Hercules Fire Protection District to use the Contra Costa County Fire Protection District's Health and Wellness Center to conduct annual physical exams, for the period, March 1, 2024 through December 31, 2024. (No fiscal impact) 24-0970
- C.6 APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with Metro Elevator, in an amount not to exceed \$30,000 for preventative maintenance and repairs of the elevator at Fire Station 70, for the period May 1, 2024 through April 30, 2029. (100% CCCFPD General Operating Fund) 24-0971
- C.7 APPROVE modifications to the Request for Proposals for Fire Stations 90 and 94 to allow for the specification and requirement to use certain products and systems, in the construction of those fire stations. (CCCFPD Capital Construction Fund and Measure X funding) 24-0972
- C.8 ADOPT Resolution No 2024-4 honoring Lon Goetsch, Assistant Fire Chief, on the occasion of his retirement from the Contra Costa County Fire Protection District. FPD-RES  
2024-4
- C.9 ADOPT Resolution No. 2024-5 honoring Damian Sanderson, Fire Captain-Paramedic, on the occasion of his retirement from the Contra Costa County Fire Protection District. FPD-RES  
2024-5

**C.10** ADOPT Resolution No.2024-6 honoring Mike Quesada, Assistant Fire Chief, on the occasion of his retirement from the Contra Costa County Fire Protection District. [FPD-RES 2024-6](#)

*Mr. 39*  
**C.11** ADOPT Resolution No. 2024-7 to grant an exemption to Contra Costa County Salary Regulations Section 4.1; and adjust the salary step of the incumbent in the classification of Deputy Fire Marshal, from step one to step two of salary range, effective at date of promotion, April 10, 2024. (100% CCCFPD General Operating Fund) [FPD-RES 2024-7](#)

**C.12** DENY claim filed by Dhivakar Krishnamoorthi Geetha. [24-0973](#)

**ADVISORY COMMISSION**

The Contra Costa County Fire Protection District Advisory Fire Commission is scheduled to meet next on May 13, 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.

**INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE  
CONTRA COSTA LAFCO**

**OFFICIAL BALLOT**

Election of **REGULAR** Special District Member - term of office on  
Contra Costa LAFCO to May 2028

**VOTE FOR ONE:**

- Michael R. McGill**  
*(Central Contra Costa Sanitary District)*
  
- John Mackenzie**  
*(Crockett Community Services District)*

Name of Voting District: \_\_\_\_\_

Name of Voting Member: \_\_\_\_\_

Signature of Voting Member: \_\_\_\_\_

*Please return ballot to the LAFCO office no later than **April 19, 2024**  
via email to [LouAnn.Texeira@lafco.cccounty.us](mailto:LouAnn.Texeira@lafco.cccounty.us) **or** mail to Contra Costa LAFCO  
40 Muir Road, 1<sup>st</sup> Floor, Martinez, CA 94553*