



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

President – Carolyn Graham • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Ashley Porter • Director – Lesley Belcher

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday, December 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 Graves led Pledge of Allegiance.
3. Oath of Office for Elected Board Members - General Manager Dina Breitstein issued the Oath of Office to Director Carolyn Graham and Director Lesley Belcher.
4. 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 December 4, 2024.
2. Monthly Disbursement Report - November 2024.
3. Approve Board and Management Attendance at the 2025 Annual Discovery Bay Chamber of Commerce State of the Town Event.
4. Approve the Storage Space Lease Agreement between the Town of Discovery Bay and the Discovery Bay Lions Club and a Storage Space Lease Agreement with the Discovery Bay Community Foundation.
5. Approve Letter of Concern and Opposition to Supervisor Burgis Regarding the Application of 170 Residential Units on Discovery Bay Boulevard at Sand Point Road, Discovery Bay, CA 94505 County File #CDDP24-03048.

Director Porter made a motion to approve the Consent Calendar.

Vice-President Gutow seconded.

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

D. PRESENTATIONS

1. Veolia.

Presented by Anthony Harper, Project Manager for Veolia.

- 509 Safe working days.
- All Wells are active.
- Hydrant flushing is in progress.
- Valve-exercising is in progress.
- 490 tons of biosolids were hauled in calendar year 2024.

E. DISCUSSION AND POSSIBLE ACTION

1. Public Hearing: Discussion and Possible Action to Approve Resolution 2024-19 Approving the Veolia Master Services Agreement (MSA) and the Phase One Statement of Work (SOW) for the Community Center and Willow Water Treatment Facility Upgrades.

Public Hearing was opened.

General Manager Dina Breitstein introduced John Burdette of Veolia Sustainable Industries and Buildings.

- The Town faces challenges such as utility grid reliability, resiliency, high energy cost escalation, aging infrastructure, climate change, limited financial resources, future planned expansion, and limited internal resources to develop programs.
- PG&E has average annual increase of over 11%.
- Proposed project will install a 328 kW PV Carport System – Community Center (CC) and WLWTP, install new LED path lighting at CC, install new LED lighting at CC parking lot, replace natural gas pool heater at CC, replace AC and furnace with heat pumps at CC, replace domestic water heater at CC, and install LEDs inside the booster pump room.
- Five (5) solar panel carports will be installed at the CC parking lot.
- CA Energy Commission Energy Conservation Assistance Act offers loans at 1% interest.
- Return on investment (ROI) @ 6% is 397.7% which is over \$12 Million.
- Return on investment (ROI) @10% is 987.63% which is over \$30 Million.

There were no public comments.

Public Hearing was closed.

Director Porter made a motion to approve the Master Services Agreement (MSA) and Statements of Work (SOW) with Veolia North America, Sustainable Industries and Buildings for the Solar Energy Project, authorize the General Manager to execute the MSA and SOW contracts with Veolia North America, Sustainable Industries and Buildings for the Solar Energy Project and approve Resolution No. 2024-19 Energy Service Contract between the Town and Enovity, a Veolia Company, for the implementation of energy measures and improvements for the Community Center and the Willow Lake Water Treatment Facility.

Director Graves seconded.

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

2. Discussion and Possible Action Regarding the Fiscal Year Ending June 30, 2024 Audited Financial Statements.

Finance Manager Margaret Moggia introduced Daphne Munoz with Clifton Larson Allen

- Outline of audit includes scope of services, auditors' opinions and reports, and communication with those charged with governance.
- FY covered July 1, 2023 through June 30, 2024.
- Auditors' opinion states that management is responsible for preparation and fair presentation of the financial statements. Auditors' responsibility is to express opinions on the financial statements.
- Auditors found no evidence of noncompliance.
- Recommendation made regarding journal entries.
- No disagreements arose during the course of audit. No difficulties experienced during audit.

Director Graves made a motion to accept and approve the Audited Financial Statements for the Fiscal Year ending June 30, 2024.

Director Belcher seconded.

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

3. Discussion and Possible Action to Approve an Agreement for Consultant to Perform a Classification and Compensation Study.

Presented by Finance Manager Margaret Moggia.

- Classification and compensation study is typically done every five years.
- The last study was done in 2015.
- The study is intended to provide a Board with a series of recommendations as to whether the organization's current compensation structure, policies and personnel practices are effective, or if they need to be updated and adjusted.
- Staff presented a quote from CPS HR Consulting to the October 2, 2024 Finance Committee. At that time, the committee asked staff to gather additional quotes.
- Staff received one additional proposal. CPS HR Consulting is the preferred firm.
- Work will take approximately 10-12 weeks to complete.
- Cost of the Classification and Compensations Study is \$41,260.00.

Director Graves made a motion to approve the agreement with CPS HR Consulting to perform a Classification and Compensation Study for \$41,260, authorize the General Manager to execute a Contract with CPS HR Consulting to perform a Classification and Compensation Study and authorize the General Manager to execute any additional change orders for CPS HR Consulting, Inc. up to 15% of the contract value.

President Graham seconded.

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

4. Discussion and Possible Action to Authorize General Manager to Contract with Qualified Service Providers for Improvements to Selected Zone 8 Landscape Islands.

Presented by Landscape Manager Monica Gallo.

- Zone 8 consists of several islands whose landscaping has not had any improvements in 25-30 years old.
- President Graham recused herself from this item as she lives within 500 feet of one of the proposed areas.
- Staff received proposals from Monarch Landscape/Jensen Landscape Companies in the amount of \$45,502.96 for the South Point Islands, \$76,598.57 for the Cabrillo Point Islands and \$256,001.55 for the Discovery Point Islands through its OMNIA cooperative agreement.

Director Graves made a motion to approve the agreement and execute a Contract with Monarch Landscape/Jensen Landscape Companies for landscape improvements on the *South Point Islands* for an amount of \$45,502.96 and authorize the General Manager to execute any additional change orders to Monarch Landscape/Jensen Landscape Companies up to 15% of the contract value, approve the agreement and execute a Contract with Monarch Landscape/Jensen Landscape Companies for landscape improvements on the *Cabrillo Point Islands* for an amount of \$76,598.57 and authorize the General Manager to execute any additional change orders to Monarch Landscape/Jensen Landscape Companies up to 15% of the contract value and approve the agreement and execute a Contract with Monarch Landscape/Jensen Landscape Companies for landscape improvements on the *Discovery Point Islands* for an amount of \$256,001.55 and authorize the General Manager to execute any additional change orders to Monarch Landscape/Jensen Landscape Companies up to 15% of the contract value.

Director Porter seconded.

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

F. MANAGER'S REPORT

None.

G. GENERAL MANAGER'S REPORT

The holiday closure will be December 24- January 1.

H. DIRECTOR REPORTS

None.

I. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Fire Protection District – December 3, 2024 (Director Carolyn Graham).
2. East County Water Management Association – November 13, 2024 (Director Ashley Porter).

J. CORRESPONDENCE

None.

K. LEGAL REPORT

None.

L. FUTURE AGENDA ITEMS

None.

M. ADJOURNMENT

1. Adjourned at 8:35p.m. to the next Regular Meeting of the Board of Directors on January 15, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.