



# 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 June 19, 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 with the exception of President Callahan who was absent. Director Graves joined the meeting remotely.

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

1. The speaker spoke on the vandalism at Cornell Park. Voiced concerns about the car and trucks spinning donuts in the grassy area of the park.
2. Speaker echoed vandalism issues. Mentioned phases of the new District Office Building Project. Would like to see the creation of a citizen's advisory board.

**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 June 5, 2024.
2. Approve Register of District Invoices.
3. Approve the Extension of Luhdorff and Scalmanini Consulting Engineers Contract for Services into FY 2024-2025.
4. Approve the Extension of HERWIT Engineering Contract for Services into FY 2024-2025.
5. Authorize Board Member Attendance and Activity Participation at the 2024 CSDA Conference in Indian Wells, CA September 9-12, 2024.

Director Porter made a Motion to Approve the Consent Calendar.

Director Gutow seconded.

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

**D. PRESENTATIONS**

1. Veolia Presentation.

Presented by Veolia Projects Manager Anthony Harper.

- Veolia had 356 safe working days.
- Wells 1, 2, and 6 work with Willow WTP.
- Wells 4, 5, and 7 work with Newport WTP.
- May 2024 water demand was 114.5 million gallons.
- Hydrant flushing is scheduled for Fall 2024.
- Valve Exercising is scheduled for Fall 2024.
- Lead & Copper Sampling is scheduled for August 2024.
- There were no water quality complaints in May 2024.

**E. DISCUSSION AND POSSIBLE ACTION**

1. Discussion and Possible Action to Award Contract for Construction of the Well 8 Pump Station Project to the Lowest Responsive Bidder.

Presented by Projects Manager Mike Yeraka.

- Four bids were received. Lowest bid was \$600,000 more than engineer's estimate.
- Lowest bid was for \$4,403,700.00
- The lowest bid received was from Conco West, who submitted all of the required documentation.

Director Gutow made a motion to approve staff recommendation to award the construction of the Well 8 Pump Station Project to Conco West Inc., to perform the necessary construction services per the project bidding documents and the issued addenda, authorize the General Manager to execute the Town's construction contract agreement with Conco West Inc., to perform the work contained in the bidding documents and any addenda in the amount not to exceed \$4,403,700, and authorize the General Manager to execute change orders for up to 10% of the contract value.

Director Porter seconded.

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

2. Discussion and Possible Action to Approve Contract Extension with San Joaquin Office of Education for Landscaping and Maintenance Services Provided by California Conservation Corps.

Presented by Landscape Manager Monica Gallo.

- Staff would like to extend the Streetscape Contract with the San Joaquin County Office of Education from twelve weeks to eighteen weeks.
- Recent staffing changes have provided funding for this extension.

Director Gutow made a motion to approve staff recommendation to approve extending the Streetscape Contract with the San Joaquin County Office of Education (SJCOE) from 12 to 18 weeks and authorize the General Manager to execute the Service Contract Agreement with the San Joaquin County Office of Education (SJCOE), to perform the necessary streetscape work.

Director Porter seconded.

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

3. Discussion and Possible Action to Approve Agreement with MRC/GameTime to Replace Ravenswood Park Splash Pad in Zone 9.

Presented by Landscape Manager Monica Gallo.

- The splash pad is nearing its useful life of approximately 15 years.
- Based on staff's research, it is recommended to replace the splash pad rather than spend more funds on further repairs and maintenance.

Public comment:

- The speaker is in support of the Splash Pad but would like to address new restrooms also.

Director Gutow made a motion to approve contract with MRC/GameTime to replace the Ravenswood Park Splash Pad for an amount of \$207,538.95 plus 15% contingency, with a not to exceed amount of \$238,669.00 and authorize the General Manager to execute the Town's Construction Agreement with MRC/Game Time, to perform the work contained in the quote.

Director Porter seconded.

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

1 – Callahan.

4. Discussion and Possible Action for Financial Auditor Selection for Fiscal Years ending June 30, 2024, June 30, 2025, and June 30, 2026.

Presented by Finance Manager Margaret Moggia.

- Staff issued a request for proposal to twelve auditing firms.
- Two firms submitted proposals.
- Staff evaluated each firm on quality and completeness of the proposal, firm qualifications, capabilities, experience, engagement team profile and references, audit approach, timing, procedures, communication with client, and price proposal.
- Additionally, staff interviewed each firm and checked their references.

Director Porter made a motion to approve and authorize the General Manager to execute the Town's Service Contract Agreement for a three-year engagement with CLA for a total not-to-exceed amount of \$146,285 to perform the annual independent financial audit and submission of financial reports to the California State Controller's Office for the fiscal years ending June 30, 2024, June 30, 2025, and June 30, 2026.

Director Gutow seconded.

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

5. Discussion and Possible Action to Adopt Resolution No. 2024-09 Approving Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2024-2025.

Presented by Finance Manager Margaret Moggia.

- Department of Finance has calculated the Appropriations Limit for Zone 8 for FY 2024-2025 to be \$851,281.20.

Director Porter made a motion to Adopt resolution No. 2024-09, establishing the Discovery Bay Lighting and Landscape Zone #8 2024-2025 Appropriation Limit.

Director Gutow seconded.

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

6. Discussion and Possible Action to Adopt Resolution No. 2024-07 - Notice of Intent to Levy and Collect an Annual Assessment for the Ravenswood Improvement District - DB Lighting and Landscape Zone 9 for Fiscal Year 2024-2025 and Set Public Hearing.

Presented by Finance Manager Margaret Moggia.

- There is an annual assessment of the Ravenswood Improvement District – DB Lighting and Landscape Zone 9.
- Herwit Engineering determined that the per parcel assessment should be set at \$842.36 which is the maximum allowable assessment for Zone 9.

Director Porter made a motion to Adopt Resolution No. 2024-07 to set Notice of Intent to Levy and Collect an Annual Assessment for the Ravenswood Improvement District - DB Lighting and Landscape Zone 9 for Fiscal Year 2024-2025, and set the Public Hearing for July 17, 2024, at 7:00pm located at 1601 Discovery Bay Boulevard.

Director Gutow seconded.

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

7. PUBLIC HEARING – Approve Operating and Capital Improvement Budget for Fiscal Year 2024-2025 and Adopt Resolution 2024-08 Adopting the Operating and Capital Improvement Budgets for Fiscal Year 2024-2025.

Vice-President Graham opened Public Hearing.

Presented by Finance Manager Margaret Moggia.

- The Board was presented with the draft Budget at the May 16, 2024 Budget Workshop.
- The Board was asked to review and provide input to staff regarding the Town of Discovery Bay's revenue and spending plans for the coming Fiscal Year.
- Since the Budget Workshop held on May 16, 2024, staff received updates on the estimated revenues for Zone 8 Ad Valorem and Zone 9 Assessment revenues. In addition, with the bids received for the Well 8 project, the overall project capital budget increased an additional \$600,000. No other changes were received or made.

Public Comment:

- The speaker felt that it was hard to identify which funds represented which zones.

Vice-President Graham closed Public Hearing.

Director Porter made a motion to approve staff recommendation to adopt Resolution 2024-08 adopting the Operating and Capital Improvement Budgets for the Fiscal Year 2024-2025.

Director Gutow seconded.

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

#### **F. MANAGER'S REPORT**

Presented by Water & Wastewater Manager Aaron Goldsworthy.

- The Cecchini Development submitted project plans to the County.
- Town management met and submitted comments on the project as requested by the County.
- Comments included: Development must comply with all Town requirements for water & wastewater services as well as lake fill and landscape needs. Town would like future input on proposed sports field. Levees and basins are to be maintained by Cecchini.

#### **G. GENERAL MANAGER'S REPORT**

1. Algae Blooms.

Presented by General Manager Dina Breitstein.

- Contra Costa County sent the Town a map of algae blooms locations as well as a link for reporting algae bloom sightings to the County. Link is posted on social media and Town website.

#### **H. DIRECTOR REPORTS**

MAC item Presented by Vice-President Carolyn Graham.

- The County has reached out asking for input on noise issues in all MAC areas.
- The County will be reevaluating their ordinances.
- There is a survey from the County that will be posted on social media and Town website for

residents to complete.

- Survey must be completed by July 31, 2024.

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

1. Con Fire – June 4, 2024 (Director Carolyn Graham).

**J. CORRESPONDENCE**

None.

**K. LEGAL REPORT**

None.

**L. FUTURE AGENDA ITEMS**

None.

**M. ADJOURNMENT**

1. Meeting adjourn at 8:15p.m. to the next Regular Meeting of the Board of Directors on July 17, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.