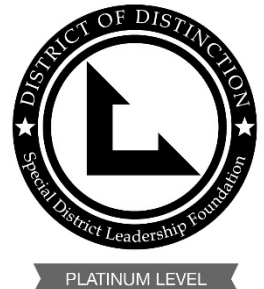




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Ashley Porter • Vice-President – Michael Callahan • Director – Kevin Graves • Director – Bryon Gutow • Director – Carolyn Graham

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday April 19, 2023, 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 5, 2023.
2. Approve Register of District Invoices.
3. Approve Board President to sign and submit a Letter of Support for Assembly Bill 557.

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

E. MUNICIPAL ADVISORY COUNCIL

F. PRESENTATIONS

1. Veolia Presentation.

G. UPDATES

1. Landscape Update.

H. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Award Contract for the Resurfacing of the Two Basketball Courts at Cornell Park.

I. MANAGER'S REPORT

J. GENERAL MANAGER'S REPORT

K. DIRECTOR REPORTS

1. Ad-hoc Committee Reports.
 - a. Building Committee (Committee Members Kevin Graves & Bryon Gutow) April 10, 2023.

L. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

M. CORRESPONDENCE

1. Lafco – April 4, 2023.
2. Diablo Water District – April 5, 2023.

N. LEGAL REPORT

O. FUTURE AGENDA ITEMS

P. ADJOURNMENT

1. Adjourn to the next Regular Meeting of the Board of Directors on May 3, 2023, 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 – Ashley Porter • Vice-President – Michael Callahan • Director – Kevin Graves • Director – Bryon Gutow • Director – Carolyn Graham

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday April 5, 2023, 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 except for President Porter who was absent. Director Graves attended the meeting remotely from Fort Leavenworth, Kansas.

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 March 15, 2023.
2. Approve Special Board Planning DRAFT Meeting Minutes from March 16, 2023.
3. Approve Register of District Invoices.
4. Direct Herwit Engineering to prepare the 2023-2024 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9 by Resolution No. 2023-11.

Director Graham made a Motion to Approve the Consent Calendar.

Director Gutow seconded.

Vote: Motion carried – AYES: 4, NOES: 0, ABSTAINED: 0, ABSENT: 1-Porter

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.
None.
2. Assembly Member Lori Wilson's Office Report.
None.
3. Sheriff's Office Report.
Presented by Tony Fontenot.
 - 290 Calls for service in March.
 - Calls from CVS and Safeway were down in March compared to previous months.
4. CHP Report.
None.
5. ~~Contra Costa Fire Report~~ (Assignment by Con Fire Pending).
None.
6. Congressman Josh Harder's Office Report.
None.

E. MUNICIPAL ADVISORY COUNCIL

None.

F. PRESENTATIONS

1. California Class, a local government investment pool.

Presented by Rick Wood, CFO of California Special Districts Association.

- A five-member Board of Trustees oversees the program.
- Any public funds are eligible.
- Public Trust Advisors, LLC manages the funds.
- There are no transaction fees.
- Interest is posted monthly.

G. UPDATES

1. Recreation Update.

Presented by Parks and Recreation Supervisor Monica Gallo.

- Water aerobics will begin May 1, 2023.
- Community Center grounds are open until 7:30p.m.
- Easter Egg hunt will be on April 8, 2023.
- Bid opening for the resurfacing of Cornell Park Basketball Court was on April 5, 2023. There were four bids submitted.

H. DISCUSSION AND POSSIBLE ACTION

None.

I. MANAGER'S REPORT

1. Update on the implementation of Slick Text, the District's text messaging service.

Presented by Assistant General Manager Allan Cantando.

- There are 145 subscribers.
- Most subscribers signed up for all five zones.

J. GENERAL MANAGER'S REPORT

Presented by General Manager Dina Breitstein.

1. AGC Construction through May 2023.

- A modular building will be replaced on the All God's Children School property.

2. Manager Training April 24-26, 2023.

- All managers will be attending an off-site training in Sacramento April 24-26, 2023.

3. Coffee with the GM May 2023.

- Staff would like to schedule coffee with the General Manger events beginning in May 2023.

K. DIRECTOR REPORTS

1. Standing Committee Reports.

- a. Internal Operations Committee Meeting (Committee Members Michael Callahan and Kevin Graves) April 5, 2023.

Update given by Director Graves.

- Staff are reviewing and updating policies.

- b. Finance Committee Meeting (Committee Members Ashley Porter and Carolyn Graham) April 5, 2023.

Update given by Director Graham.

- Finance manager Julie Carter gave a financial update.

- c. Water & Wastewater Committee Meeting (Committee Members Ashley Porter and Kevin Graves) April 5, 2023.

Update given by Director Graves.

- There is a minor delay with the denitrification project.

2. Ad-Hoc Committee Reports.

- a. Building Committee (Committee Members Kevin Graves and Bryon Gutow) March 31, 2023.

Update given by Director Gutow.

- The design firm presented a proposal for the new District Office. There will be another meeting next week.

- b. Municipal Advisory Committee "MAC" (Committee Members Ashley Porter and Kevin Graves).

No Update.

L. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Contra Costa County Aviation Advisory Committee meeting – March 8, 2023 (Director Kevin Graves).
2. Confire Meeting – March 21, 2023 (Director Carolyn Graham).

M. CORRESPONDENCE

None.

N. LEGAL REPORT

Presented by Legal Counsel, Andy Pinasco.

- CSDA requested the Town of Discovery Bay send a letter of support to the state legislature for a newly proposed teleconferencing law. (AB557)
- The Board has no objection to Staff drafting a letter to bring to a future meeting.

O. FUTURE AGENDA ITEMS

P. ADJOURNMENT

1. Adjourned at 7:52p.m. to the next Regular Meeting of the Board of Directors on April 19, 2023, 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."

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DRAFT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

April 19, 2023

Prepared By: Allan Cantando, Assistant General Manager & Lesley Marable, Accountant
Submitted By: Dina Breitstein, General Manager

Agenda Title

Approve Register of District Invoices.

Recommended Action

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

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.

Fiscal Impact:

Amount Requested \$ 1,021,032.88

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

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

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2022/2023

AGENDA ITEM: C2

Request for Authorization to Pay Invoices
For The Meeting On April 19, 2023
Town of Discovery Bay CSD
Fiscal Year 7/22 - 6/23

U.S. Bank	\$748,966.42
Veolia Water North America	\$149,870.56
Town of Discovery Bay CSD	\$33,000.00
U.S. Bank Corporate Payment System	\$24,644.40
J.W. Backhoe & Construction, Inc.	\$9,450.41
Brentwood Decorative Rock, Inc.	\$8,437.75
Brentwood Ace Hardware	\$7,357.34
SiteOne Landscape Supply, LLC	\$5,881.96
Precision IT Consulting	\$5,196.29
Backflow Distributors, Inc.	\$4,292.15
Applied Best Practices	\$3,000.00
Mt Diablo Resource Recovery	\$2,760.75
American Water Works Association	\$2,517.00
Watersavers Irrigation Inc.	\$2,021.71
City Of Brentwood	\$1,349.52
Karina Dugand	\$1,217.25
Weco Industries LLC	\$1,159.94
Verizon Wireless	\$1,116.93
Du-All Safety	\$1,050.00
Univar Solutions USA Inc.	\$868.52
Grainger	\$701.02
Bryon Gutow	\$690.00
Kevin Graves	\$690.00
Belkorp AG	\$593.20
Michelle Dominge	\$498.75
Streamline	\$480.00
Ashley Porter	\$460.00
Carolyn Graham	\$460.00
Michael Callahan	\$460.00
Karrie Hebert	\$353.25
Cintas	\$198.64
Geotab USA, Inc.	\$197.50
Big O Tires	\$192.65
Julie Carter	\$153.88
Department of Justice	\$147.00
UniFirst Corporation	\$141.12
Denalect Alarm Company	\$126.00
Discovery Pest Control	\$99.00
Stericycle	\$93.57
Bay Area News Group	\$77.40
County Of Contra Costa, Dept of Info Tec	\$61.00

\$1,021,032.88



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PLATINUM LEVEL

President – Ashley Porter • Vice President – Michael Callahan • Director –Kevin Graves • Director – Bryon Gutow • Director – Carolyn Graham

April 19, 2023

Town of Discovery Bay
1800 Willow Lake Road
Discovery Bay, CA 94505

California Special Districts Association
1112 I St #200,
Sacramento, CA 95814

RE: TOWN OF DISCOVERY BAY A COMMUNITY SERVICES DISTRICT LETTER OF SUPPORT OF ASSEMBLY BILL 557 (“AB 557”)

To Whom It May Concern,

The State of California’s authorized procedures established by AB 361 has allowed the Town of Discovery Bay (“Town”) to conduct the essential business of local government without interruption. Providing remote meeting access enabled the Town, its business partners, and its residents the ability to participate in the public meetings process throughout the declared emergency of the COVID-19 pandemic.

AB 557 would allow the Town of Discovery Bay to utilize the procedures of AB 361 beyond 2023. The assembly bill would ensure the continuity of operations through future declared emergencies. The ability to conduct public meetings remotely is essential to the public safety of the Town Staff, the Board of Directors, and its residents.

AB 557’s abbreviated teleconferencing provisions would allow the Town of Discovery Bay to continue to conduct essential business and provide services to its residents if a future declared state of emergency is in effect or other situations related to public health, as specified, indefinitely.

Thank you,

Ashley Porter, President of the Board of Directors
Town of Discovery Bay



Water and Waste Water Monthly Report
Town of Discovery Bay

Presented March 2023

Safety & Training

Safe Work Days: 4,932

Additional Training:

SL RAT / SL DOG

New VacTruck Safety

Weekly Safety Topics:

2/1 – Review previous County Hazardous Inspection & HAZCOM

2/8 – Safety Alert: Shoulder Strain/Dislocation & Fractured Finger

2/15 – Review previous Sanitary Survey & Flash H&S: Healthy Sleeping

2/22 – Flash Training: Ratcheting Hydrant Wrenches (double/single hand)

Water Well Status

Willow WTP

01

Active

02

Active

06

Active

Newport WTP

04

Active

05

Active
(Emergency)

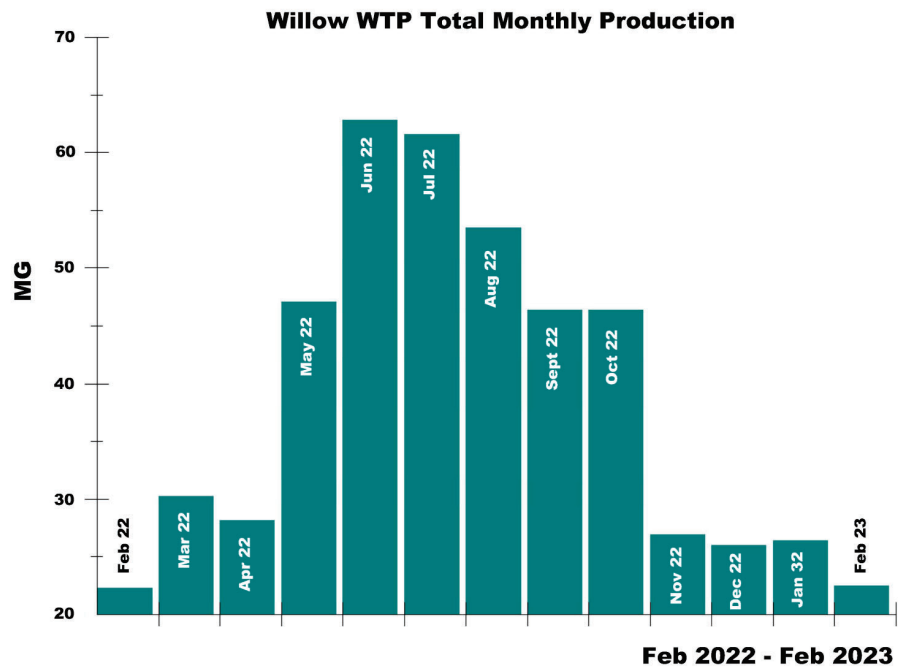
07

Active

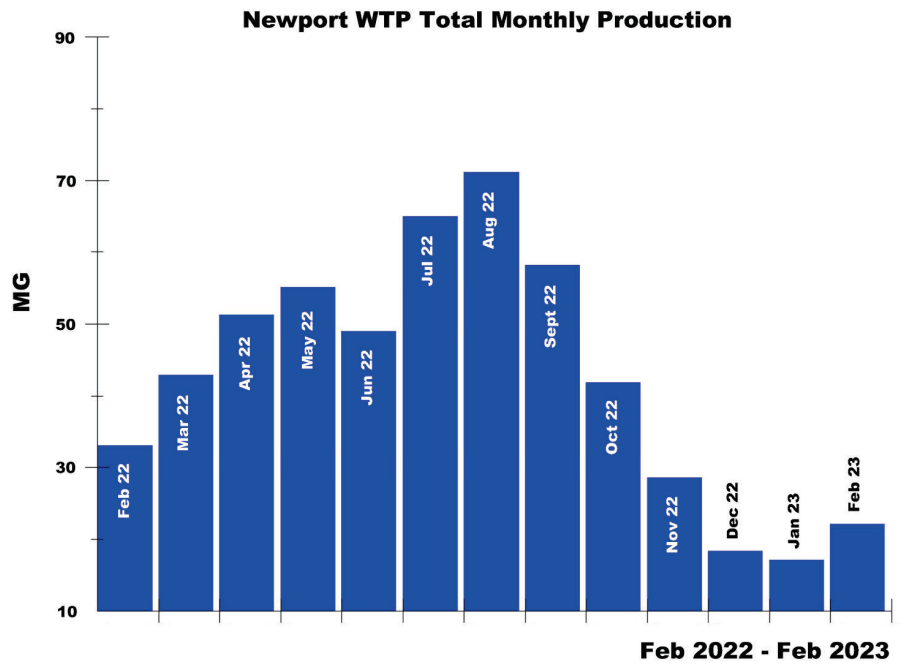
Water Production & Chemicals

	Production (MG)	Chemicals (gal) (Sodium Hypochlorite)
Willow WTP	22.47	774
Newport WTP	22.06	1,137
TOTAL	44.53	1,911

Water Production - Willow Total Monthly Production



Water Production - Newport Total Monthly Production



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

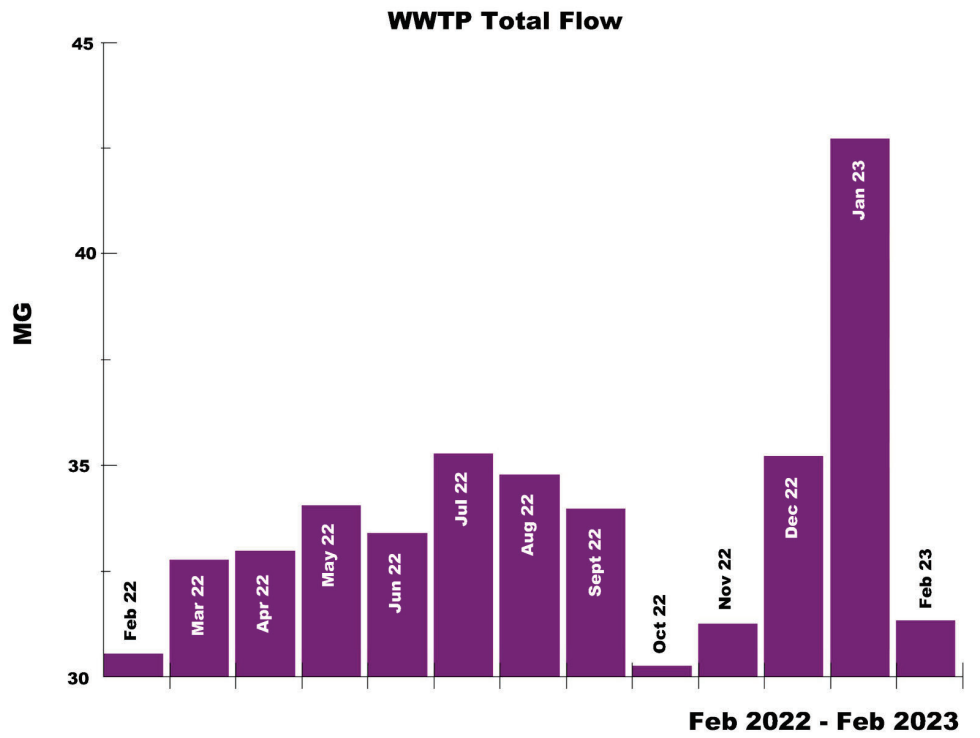
Active

Wastewater Flow & Chemicals

WW Plant 1	Total Flow (MG)	Influent Flow avg. (MG)	Discharge Flow avg. (MG)
	0	0	0
WW Plant 2	Total Flow (MG)	Influent Flow avg. (MG)	Discharge Flow avg. (MG)
	31.33	1.24	1.12
	Last Year Flow (MG)	Polymer (gal)	Alum (gal)
	30.53	500	100

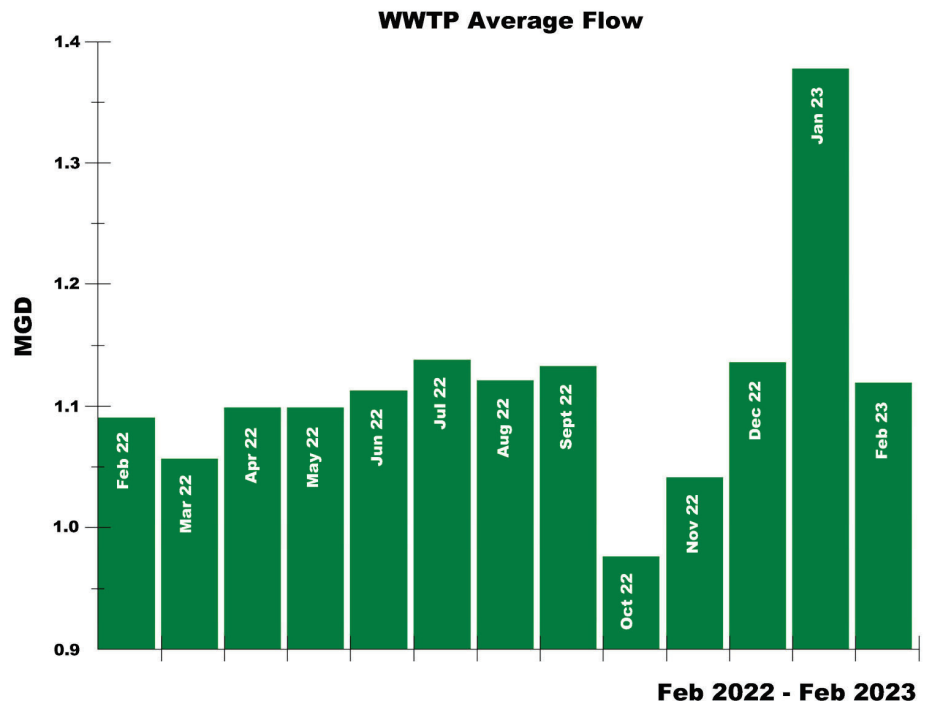
WWTP 2

Total Monthly Flow



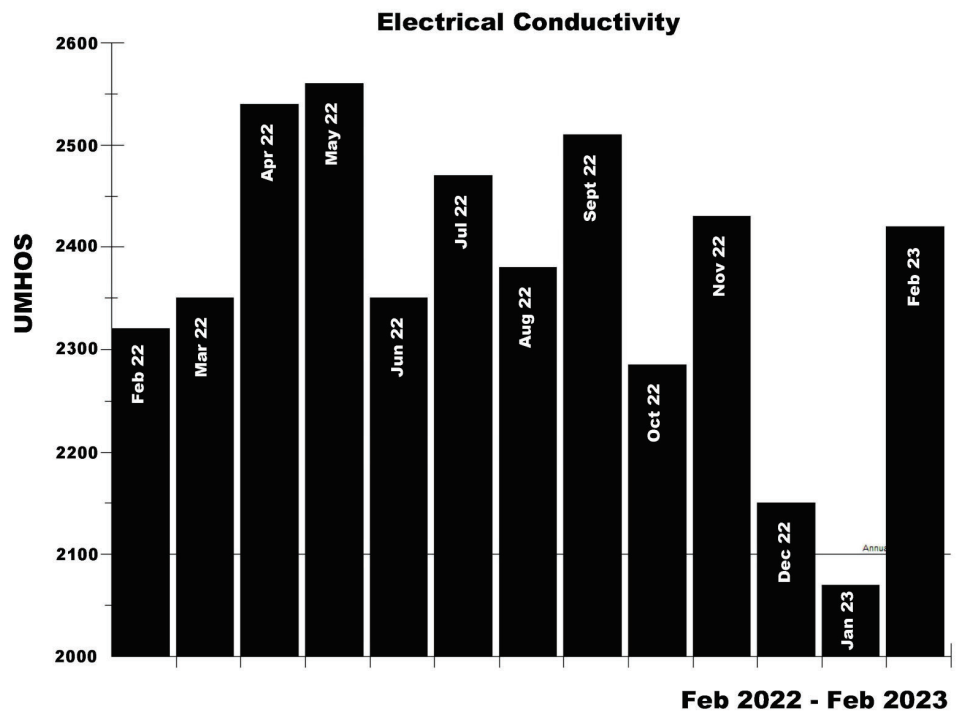
WWTP 2

Average Discharge Flow



WWTP 2

Monthly Conductivity



Wastewater Compliance

Effluent BOD₅, mg/L < 10: **1.3**

Effluent TSS, mg/L < 10: **1.6**

Total Coliform 7 day median < 23: **<2**

Total Coliform daily max < 240: **<2**

Eff NTU daily avg < 2: **1**

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

Removal BOD₅, monthly > 85%: **99.5%**

Removal TTS, monthly > 85%: **99.1%**

Conductivity annual avg < 2,400: **2,245**

**Maintenance
& Improvements**

SSOs: 0

Customer Inquires: 1



Water and Waste Water Monthly Report
Town of Discovery Bay

Presented April 2023

Safety & Training

Safe Work Days: 4,963

Additional Training:

HRMS Traffic Management

12 LSR Traffic Training

Weekly Safety Topics:

3/1 – Security Incident: Intruder

3/8 – Flash Training: Mental Health and Nutrition

3/15 – Injury & Illness Management

3/22 – Safety Alert: Shoulder Strain

3/29 – Office Ergonomics

Water Well Status

Willow WTP

01

Active

02

Active

06

Active

Newport WTP

04

Active

05

Active
(Emergency)

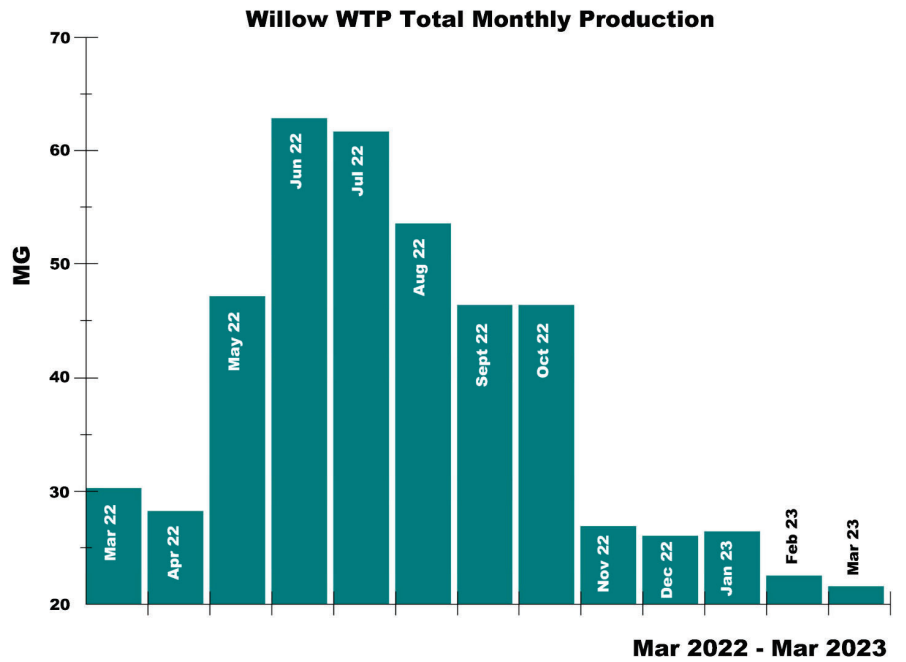
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Active

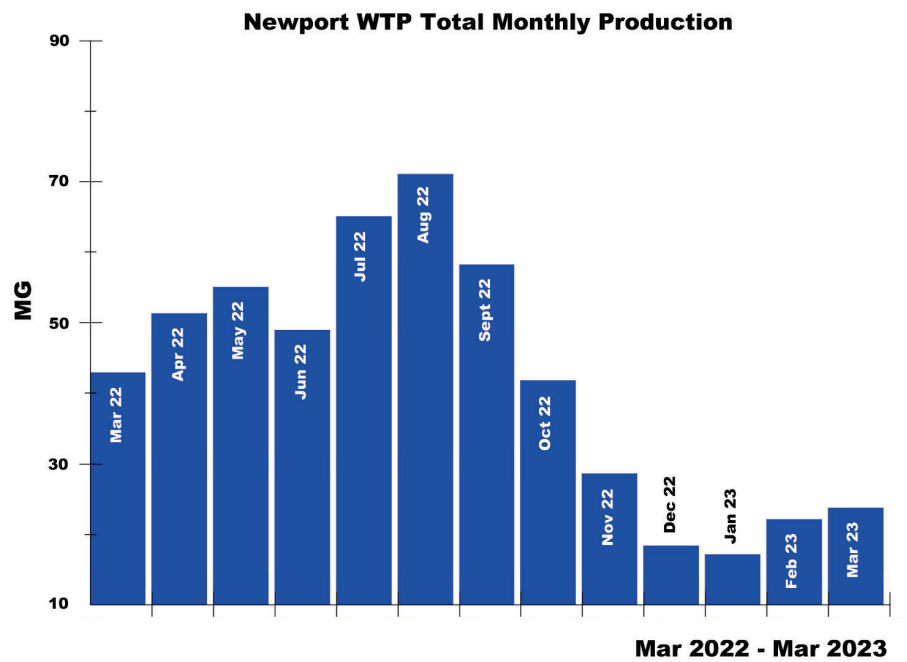
Water Production & Chemicals

	Production (MG)	Chemicals (gal) (Sodium Hypochlorite)
Willow WTP	21.53	837
Newport WTP	23.69	1,084
TOTAL	45.22	1,921

Water Production - Willow Total Monthly Production



Water Production - Newport Total Monthly Production



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

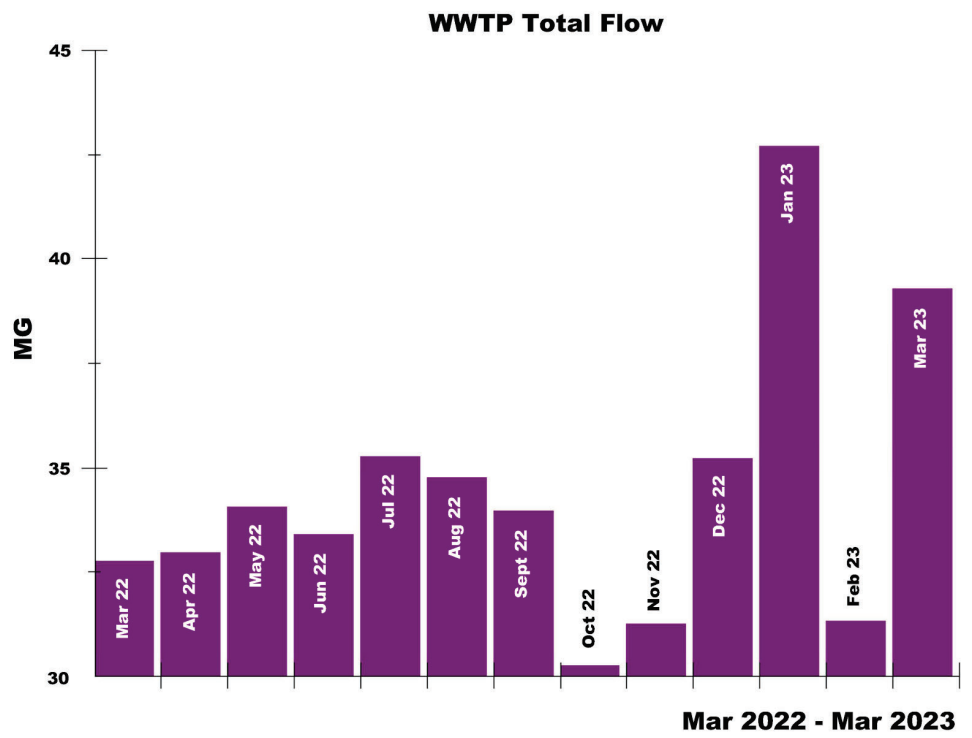
Active

Wastewater Flow & Chemicals

WW Plant 1	Total Flow (MG)	Influent Flow avg. (MG)	Discharge Flow avg. (MG)
	0	0	0
WW Plant 2	Total Flow (MG)	Influent Flow avg. (MG)	Discharge Flow avg. (MG)
	39.28	1.30	1.27
	Last Year Flow (MG)	Polymer (gal)	Alum (gal)
	32.76	200	0

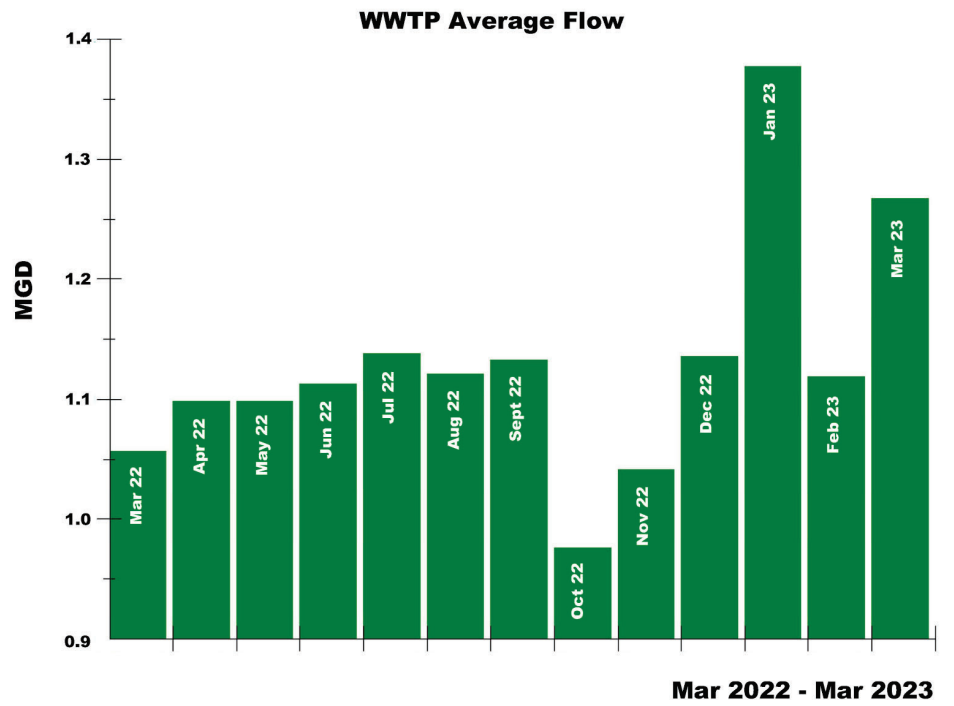
WWTP 2

Total Monthly Flow



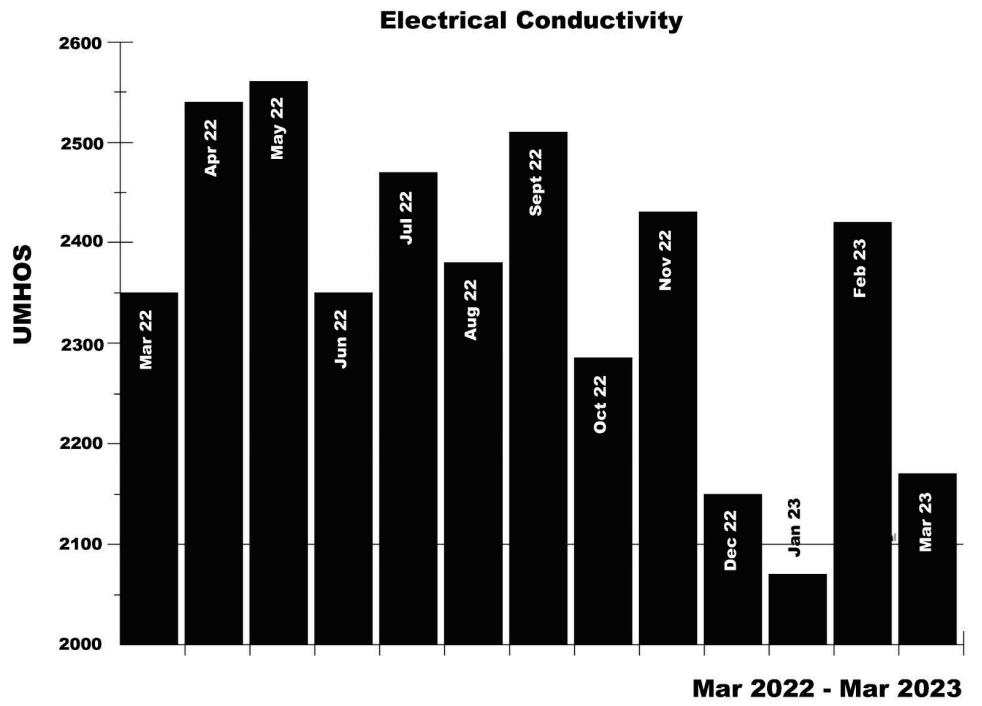
WWTP 2

Average Discharge Flow



WWTP 2

Monthly Conductivity



Wastewater Compliance

Effluent BOD₅, mg/L < 10: **1.5**

Effluent TSS, mg/L < 10: **1.6**

Total Coliform 7 day median < 23: **<2**

Total Coliform daily max < 240: **<2**

Eff NTU daily avg < 2: **1**

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

Removal BOD₅, monthly > 85%: **99.3%**

Removal TTS, monthly > 85%: **99.2%**

Conductivity annual avg < 2,400: **2,220**

**Maintenance
& Improvements**

SSOs: 0

Customer Inquires: 1



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

April 19, 2023

Prepared By: Bill Engelman, Parks and Landscape Manager and Monica Gallo, Recreations Supervisor
Submitted By: Dina Breitstein, General Manager

Agenda Title

Discussion and Possible Action to Award Contract for the Resurfacing of the Two Basketball Courts at Cornell Park.

Recommended Action

Authorize the General Manager to execute all contracts and purchase orders to resurface the two basketball courts at Cornell Park.

Executive Summary

The Town of Discovery Bay applied for, and has been approved for, approximately \$187,441.00 of grant funds through California State Parks Prop 68 Per Capita Program for park improvement projects. Projects must be capital outlay for recreational purposes and not used to supplement existing expenditures. This grant requires the District to match twenty percent (20%) of the total project cost. Using in-house labor will contribute to this 20% match.

At the June 2, 2021, Board of Directors Meeting, the Board approved the following projects in ranking order:

- New basketball overlay with new hoops and benches.
- Replacement of the barbeque area table, prep table, and refurbishment of the lawn nearest the barbeque area.
- Uniform benches, trash, and recyclable receptacles throughout the park.

On April 5th, 2023, Staff had a bid opening for the first project: A New Basketball Overlay for the Courts at Cornell Park.

The bid results are as follows:

Summary of Bids: Received April 5, 2023

	Bid Amount
Saviano Company, Inc	\$49,500
First Serve Productions	\$49,888
Sandstone Environmental	\$59,500
Vintage Contractors	\$95,000

Staff reviewed the bids and chose the low bid from Saviano Company in the amount of \$49,500. Staff had budgeted \$55,000 for this portion of the grant project.

Staff recommends the Board to Authorize the General Manager to execute all contracts and purchase orders to resurface the two basketball courts at Cornell Park.

Previous Relevant Board Actions for This Item

Attachments

1. Bid Results.

AGENDA ITEM: H1

Town of Discovery Bay - Cornell Park Basketball Court Resurface - Bid Results
April 5, 2023 - 10:30am

Town of Discovery Bay **CSD**

APR - 5 2023

Received

No.	Contractor	Bid
1	Sawland	\$49,500.-
2	Vintage	\$95,000.-
3	First Serve Productions	\$49,888.-
4	Sandstone Environmental Eng	\$59,500.-
5		
6		
7		



CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION

40 Muir Road, 1st Floor • Martinez, CA 94553

e-mail: LouAnn.Teixeira@lafco.cccounty.us

(925) 313-7133

Lou Ann Teixeira
Executive Officer



April 4, 2023

TO: Presiding Officer or Designated District Voting Delegate

FROM: Lou Ann Teixeira, LAFCO Executive Officer

SUBJECT: 2023 Election for LAFCO Special District Seat (Alternate)

In early February 2023, LAFCO staff announced a Special District (Alternate Member) vacancy on Contra Costa LAFCO in conjunction with the passing of Stan Caldwell. At that time, LAFCO called for nominations and the names of district voting delegates.

The deadline for submitting nominations was April 3, 2023. LAFCO received seven nominations. The attached ballot lists the seven candidates and their districts.

The *Independent Special District Selection Committee*, consisting of the presiding officer (or his/her designee) of the legislative body of each independent special district, appoints the special district members of LAFCO. LAFCO is conducting the election via email and postal mail. Your district is receiving this message and ballot via email and postal mail.

Enclosed is the official ballot and list of presiding officers/voting delegates. If your district has not yet provided the name of your presiding officer and voting delegate (*must be a board member*), please do so as soon as possible.

We ask that each district complete and return its signed ballot to Contra Costa LAFCO office either by email to LouAnn.Teixeira@lafco.cccounty.us or via postal mail to Contra Costa LAFCO, 40 Muir Road, First Floor, Martinez, CA 94553.

In order to complete the 2023 election process, we must receive completed ballots from a majority of the districts (at least 21 districts) no later than May 19th. If a majority of ballots is not received by May 19th, a further extension of this election may be required.

This is a time sensitive matter, and we ask that you forward this information including the attachments to your presiding officer and/or voting delegate at your earliest convenience.

Please contact the LAFCO office if you have any questions or need additional information. Thank you for your attention to this matter.

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

OFFICIAL BALLOT

Election of **ALTERNATE** Special District Member - term of office on
Contra Costa LAFCO to May 2026

VOTE FOR ONE:

- David Alvarado**
(West County Wastewater District)

- Michelle Lee**
(San Ramon Valley Fire Protection District)

- Antonio Martinez**
(Contra Costa Water District)

- Susan Morgan**
(Iron House Sanitary District)

- Dawn Morrow**
(Iron House Sanitary District)

- Scott Pastor**
(Diablo Water District)

- Igor Skaredoff**
(Contra Costa Resource Conservation District)

Name of Voting District: _____

Name of Voting Member: _____

Signature of Voting Member: _____

Please return ballot to the LAFCO office no later than **May 19, 2023**
via email to LouAnn.Texeira@lafco.cccounty.us or mail to Contra Costa LAFCO
40 Muir Road, 1st Floor, Martinez, CA 94553

2023 INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

DISTRICT	NAME	TITLE	ALTERNATE
ALAMO-LAFAYETTE CEMETERY DIST	Nancy J. Flood	Chair	Carolyn Thiessen, Trustee
AMBROSE REC & PARK DIST	Trina Hudson	Chair	Mae Torlakson, Vice Chair
B-B-K-U CEMETERY DIST	Patricia Bristow	Chair	Emil Geddes, Trustee
BETHEL ISLAND MID	Bruce Smith	Board President	Anthony Berzinas, Vice Pres
BYRON SANITARY DISTRICT	Danny Hamby	President	Bobby Byer, Vice President
CASTLE ROCK COUNTY WATER DISTRICT	Dan Moylan		Joe Atturio
CENTRAL CONTRA COSTA SANITARY DIST	Tad Pilecki	Board Member	Barbara Hockett, Pres
CONTRA COSTA MOSQUITO & VECTOR	James Murray	President	Darryl Young, Vice Pres
CONTRA COSTA RESOURCE CON DIST	Walter Pease	President	
CONTRA COSTA WATER DISTRICT	Ernesto Avila	President	Antonio Martinez, Vice Pres
CROCKETT COMMUNITY SERVICES DISTRICT	Luigi Barassa	President	Jena Goodman, Vice Pres
DIABLO CSD	Kathy Urbelis	President	Matthew Cox, Vice Pres
DIABLO WATER DISTRICT	Marilyn Tiernan	President	Scott R. Pastor, Vice Pres
TOWN OF DISCOVERY BAY CSD	Michael Callahan	Vice President	Ashley Porter, President
EAST CONTRA COSTA IRRIGATION DISTRICT	Glenn Stonebarger	President	Mark Dwelley, Vice Pres
GREEN VALLEY REC & PARK DIST	Kathi Bachelor	President	Donna Coon, Vice President
IRONHOUSE SANITARY DIST	Dawn Morrow	President	Chris Lauritzen, Vice Pres
KENSINGTON FIRE PROTECTION DISTRICT	Julie Stein	President	Daniel Levine, Vice Pres
KENSINGTON POLICE PROT & CSD	Alexandra Aquino-Fike	President	Sarah Gough, Vice Pres
TOWN OF KNIGHTSEN CSD	Trish Bello-Kunkel	Chair	Gilbert Somerhalder, Vice Chair
MORAGA-ORINDA FIRE DIST	John Jex	President	Mike Roemer, Vice Pres
MT. VIEW SANITARY DIST	Dave Maggi	President	Brian Danley, Vice Pres
PLEASANT HILL REC & PARK DISTRICT	Bobby Glover	Chair	Sandra Bonato, Vice Chair
RECLAMATION DIST (RD) 799	Jim Price	President	Richard Kent, Vice Pres
RD 800	Robert Lyman	President	David Harris, Secretary
RD 830	Chad Davisson	President	Domenic Cianfichi, Secretary
RD 2024	Don Wagenet, Trustee		John Jackson, Thomas Robinson, Trustees
RD 2025	David Forkel	Chair	Clark Misner, Randall Neudeck
RD 2026*	David Forkel	Chair	Russell Ryan, Randall Neudeck
RD 2059	Rob Davies	President	William Hall
RD 2065*	Coleman Foley		Thomas Baldocchi, Sr. Thomas Baldocchi, Jr.
RD 2090*	Jake Messerli	Chair	Robert Eddings. Secretary
RD 2117*	Joyce Speckman		Sandra Speckman Kiefer Kent L. Kiefer
RD 2122	Douglas Rischbieter	President	Katherine Wadsworth, VP
RD 2137*	Ed Schmidt	James Eckman	
RODEO-HERCULES FIRE PROTECTION DIST	Steve Hill	Vice Chair	
RODEO SANITARY DISTRICT	Connie Batchelder	President	Janet Callaghan, Vice Pres
SAN RAMON VALLEY FIRE PROTECTION DIST	Michelle Lee	President	Jay Kerr, Vice Pres
STEGE SANITARY DISTRICT	Juliet Christian-Smith	President	Paul Gilbert-Snyder, VP
WEST COUNTY WASTEWATER DIST	Cheryl Sudduth	President	David Alvarado, Vice Pres



April 5, 2023

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Candidate Statement
Scott Pastor, Vice President, Diablo Water District

RE: Alternate Position Contra Costa County
Local Agency Formation Commission (LAFCO)

Directors:
Marilyn M. Tiernan
President

Scott R. Pastor
Vice President

Paul Seger
Joe Kovalick
Jason Shaw

General Manager:
Daniel Muelrath

General Counsel:
Wesley A. Milliband

Board Secretary:
Kait Knight

I am pleased to announce my candidacy for the special district representative alternate seat on the Contra Costa County Local Agency Formation Commission (LAFCO). I respectfully request your vote to this commission.

Reelected to the Diablo Water District in 2022, I am the immediate Vice President, and previously served as Vice President in 2021, 2022.

I am retired from public service after serving 31 years in emergency services.

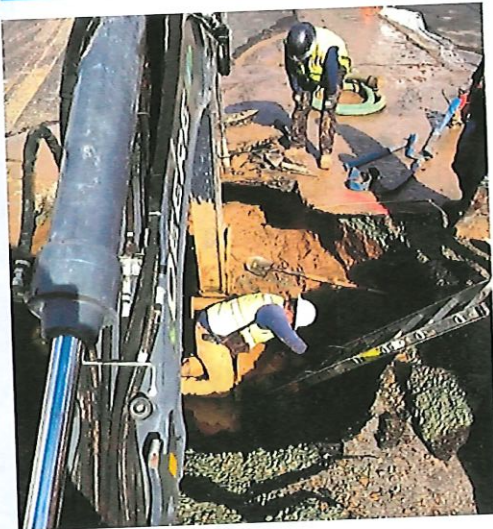
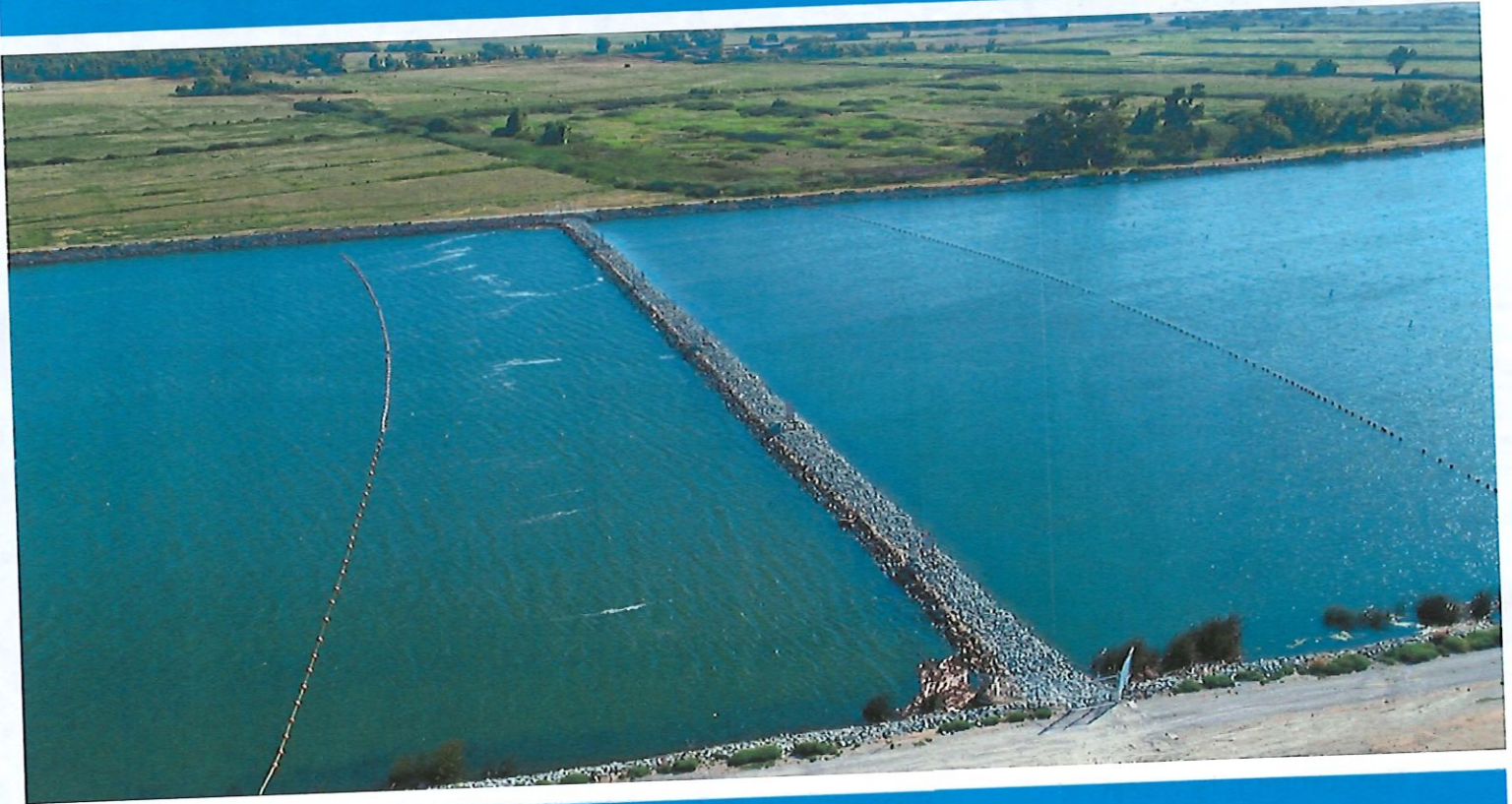
Special districts provide a unique, tailored, and critical service to the community that we serve. As a segment of local government, we must have a strong voice in our county, orderly growth, and operation. Both my professional career and elected government experience provided me with the unique ability to voice the concerns of our communities, make fair and equitable decisions, and ensure proper oversight of local government boundaries in operations.

I look forward to working with you now, and in the future, as we collectively support the future of the Contra Costa County. Please feel free to contact me directly at srpastor@diablowater.org.

Thank you for your support.

DIABLO WATER DISTRICT

FISCAL YEAR 2022/23 ANNUAL REPORT



Our Mission: To be environmentally responsible stewards of the water resources in our care for the benefit of our community by continually striving to be leaders in: high-quality water, customer service, public engagement, technical innovation, and responsible fiscal management.

FEATURES:
RECAP OF FY 2021/22
DISTRICT UPDATES
DISTRICT'S VISION
FY 2022/23 BUDGET
STRATEGIC PLAN

General Manager's Message



The community we serve, and the Team members of Diablo Water District remain resilient despite the challenges we still face. In 2022, the District continues to operate in the era of COVID-19, while navigating the next crisis that is upon us: DROUGHT.

The District's response to the drought is twofold. The first and most immediate is securing water supply and helping customers reduce demand to balance the current drought. The long-term response is addressing the impacts of climate change on the water cycle by eliminating carbon

emissions due to District operations. This policy position will be achieved by investing in alternative energy to eliminate carbon emissions associated with the energy required to treat and pump water to our customers.

In addition to addressing drought and climate change, the District remains committed to all of our top priorities:

- Expansion of Recycled Water Use.
- Groundwater Sustainability.
- Resiliency (Infrastructure, District Team, and Fiscal).

Although the challenges are many, the District is prepared and ready to respond to our community's needs. Public engagement is encouraged, and appreciated; please take the time to talk with us. We are always looking for ways to better serve you now and in the future.

customers@diablowater.org



GM: Dan Muelrath

Board of Directors



Paul Seger
President



Scott Pastor
Vice President



Ken Crockett
Director



Marilyn Tiernan
Director



Joe Kovalick
Director

Diablo Water District is an independent, self-governing local public agency created on May 7, 1953, under the County Water District Law of California. The District is governed by an elected five-member Board of Directors.

The District strives to operate in an environmentally responsible manner, following principles of good business and sound engineering, to provide the best possible service at the lowest reasonable cost. We are committed to treating all customers and employees fairly.

The District, with a staff of 20.5 budgeted employees, obtains, treats, and supplies water for over 45,000 people and the parks, schools, and businesses throughout a 21-square mile area consisting of Oakley, Cypress Corridor, and Hotchkis Tract, as well as Summer Lakes, and portions of Bethel Island and Knightsen.

A Year In Review

Fiscal Year 2021/22

Water Resources

- Submitted the inaugural Groundwater Sustainability Plan to the State of California.
- Commissioned study on wellhead treatment for production wells.
- Awarded Federal funds for planning and engineering of a recycled water project.
- Increased groundwater monitoring network.

Infrastructure

- Initiated design and engineering for seismic retrofit of 5 million gallon reservoir.
- Broke ground on new emergency operations center / corporation yard.
- Developed a 100-year Capital Project repair and rehabilitation schedule.
- In-house system repairs.

Employees

- Diversity, Equity, and Inclusion initiatives.
- Professional development Group to TEAM trainings.
- Certifications earned by employees:
 - Distribution II.
 - Treatment II.
- Launched job cross training curriculum.
- Improved internal communication.

Sustainability

- Projects to support sustainability:
 - Carbon Neutrality.
 - Solar installed at office.
 - Recycled Water.
 - \$3 million in federal funding.
 - Groundwater protection and sustainability.
 - Additional monitoring wells installed.

Community

- Hand delivered conservation kits.
- Continued efforts to voluntarily consolidate over 20 local small water systems.
- Ran a summer conservation campaign and giveaway.
- Completed an updated Emergency Response Plan.
- Water bottles delivered to all OUESD students.

Governance

- Live, in-person, and web hybrid public meetings.
- Participated in AWWA's benchmarking study.
- Held strategic planning workshops.
- Developed new equitable cost-based water rates.
- Received clean financial audit.
- Upgraded Bond rating to AA-.
- Reopened the office to the public.

Looking Forward Fiscal Year 2022/23

Our Mission: To be environmentally responsible stewards of the water resources in our care for the benefit of our community by continually striving to be leaders in: high-quality water, customer service, public engagement, technical innovation, and responsible fiscal management.

Mission Focused

The current drought and COVID-19 pandemic bring with them many changes and challenges; however, the District remains focused not just on today but on decades to come.

This long-range dedication and focus is imperative to successful ongoing operations.

The District has a 10-year rate and budget model that allows for the modeling of future financial scenarios and enables adaptive management decision-making.

The path forward for the District remains to invest in:

1. Water Resources
2. Infrastructure
3. Employees
4. Sustainability
5. Community Engagement
6. Governance



Follow us on Facebook:
facebook.com/diablowaterdistrict

Goals for the Year

1. Seismic Retrofit of R2 (5 million gallon water reservoir).
2. Design parallel pipeline from water reservoirs to water transmission system.
3. Increase water conservation offerings to District customers.
4. Hire additional talented team members to support the District's and Community's needs.
5. Complete new emergency operations center / corporation yard.
6. Complete small water system consolidation feasibility study.
7. Install solar at the District's corporation yard.
8. Cloud-based archival of historical records.
9. Purchase first electric vehicles.
10. 100% completion of Advanced Metering Infrastructure project.

Implementing Our Vision

We are a valued community resource.



Bringing value to customers is a core vision of the District. This year's budget supports the 100% installation of Advanced Water Meters that allow customers to receive alerts via text or email. Key alerts to help customers manage their water use and bills include:

- Leak alerts.
- High use alerts.
- High bill alerts.
- And more!

In order to be a valued community resource, the District is investing in employees' professional and personal development.

Resilient Team members are the product of developing both the technical and soft skills required for the ever-changing and dynamic work scenarios that the District's employees encounter. Whether it be drought, COVID-19, midnight repairs, software upgrades, etc., these high stress scenarios require a cohesive and resilient Team.



District staff are on-call 24/7 to respond to emergency repairs.

The District performs nearly all water main and service line repairs in-house and work hard to quickly address leaks to not only save water, but to make sure District customers avoid prolonged interruption to their water service.

Performing these repairs in-house, rather than utilizing a third-party contractor, helps build and retain institutional knowledge as well as increase the quality of these repairs and provides savings to District rate payers.

Current Strategic Initiatives

Carbon Neutrality - Resiliency - Recycled Water - Groundwater Sustainability



Diablo Water District is committed to a Carbon Neutral future. Via a Board resolution adopted in 2021 to be carbon neutral by the end of 2027, the District has allocated a portion of its future budgets to achieve this goal through local, job-producing, solar installations.

Living at the confluence of the Sacramento and San Joaquin Rivers in the heart of the Delta and earthquake country requires advanced planning and investments in resilient infrastructure. Your water district is currently earthquake retrofitting its water reservoirs, reversioning future infrastructure to be hardened to future floods and other natural disasters. The overall goal is to not lose water service during a natural disaster.



The best way to extend the District's current potable water supply is through the use of recycled water for landscaping purposes. As significant new development continues to occur along the East Cypress corridor, recycled water lines are being installed so future landscape water needs can be met with recycled water. Diablo Water District is partnering with Ironhouse Sanitary District to expand recycled water availability in their mutual service areas.

Diablo Water District also serves as the Groundwater Sustainability Agency that is responsible for the future health of the groundwater aquifer. Through advanced groundwater monitoring and continual reporting, the District will continue to lead the way to a sustainable future.



View our complete Strategic Plan here.

District Teams

Administration

General Manager
Finance
Accounting
Customer Service
Water Conservation
Public Information
Legal
Human Resources
Risk Management

Provides overall leadership and management for the District. Prepares monthly financial reports, annual operating budgets, is responsible for new bond issuances; serves as internal auditor, and works with external auditors to safeguard the financial health of the District.

Prepares monthly water bills, establishes and maintains accounts, answers phone and email inquiries, processes payments, provides water conservation tips, engages with customers on social media and at outreach events.

Employee relations: recruitment, benefits, retirement, training, workers' compensation, and safety. Implements the District's liability and property insurance program and maintains all official District records as required by law.

Water Operations

Water Quality
Water Treatment
Well Operations

Monitors the Supervisory Control and Data Acquisition system, analyzers, chemical feed pumps, and general mechanical equipment while taking appropriate action to ensure safe drinking water. Protects the distribution system from contamination or pollution by maintaining the cross-connection control and water quality monitoring program. Responds to all customer water quality inquiries.

Advanced Planning and Construction

Long Range Planning
Engineering
New Development
Repair & Replacement

Prepares and coordinates: long-range water supply and demand plans, additional new facilities, and capital repair and renovations improvements.

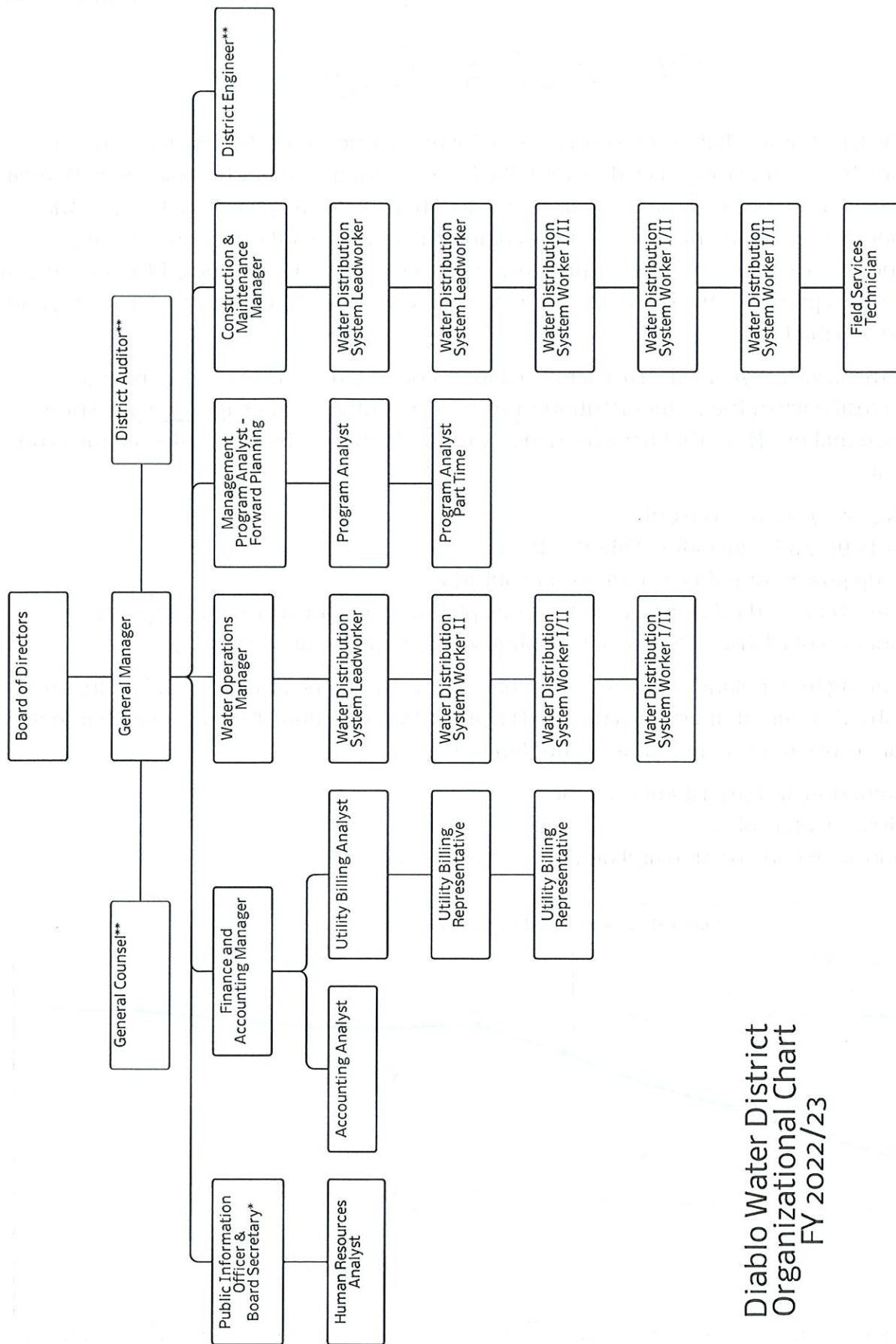
Planning, design, and construction management of the District's projects (i.e., reservoirs, wells, pump stations, etc.).

Coordinates with developers, engineers, contractors, and homeowners requiring new or modified water services or water main extensions. Oversees the quality and reliability of the distribution system by inspecting, replacing, installing, and repairing the District's facilities.



At Diablo Water District we know that having a diverse team working in an inclusive and equity-driven environment will help employees succeed and enhance the delivery of the District's services.

8 | Diablo Water District
 FY 2022/23 Annual Report



Diablo Water District
 Organizational Chart
 FY 2022/23

*Paid at Management Program Analyst Rate
 **External

FY 2022/23 Budget

The District has a collaborative process that involves all levels of the District. With the Board of Directors setting the policy direction, the District’s management team works with their colleagues to identify the needs and resources required to achieve the policy goals. While the current economic environment, due to supply chain constraints, COVID-19 pandemic, high inflation, and year three of a drought, is presenting a challenging time for budget forecasting, the budget presented preserves the District’s reserves, maintains required debt coverage ratios, and allows future flexibility.

Over the next five years, the District is making a concerted effort to reduce risk and increase the resiliency of the water distribution system and future water supply by investing more than \$20 million. Risks that have been identified and projects that are budgeted focus on these main areas:

- Earthquake / seismic retrofits
- Security upgrades including CyberSecurity
- Back-up power for public safety power shutoffs
- Climate change adjustments for long-range planning and infrastructure impacts
- Elimination of District-generated Greenhouse Gases (pumping, fleet, etc.)

The ending fund balances shown in the chart below show a healthy financial picture for both the District's General Operating Fund and Facilities Reserve Fund. Assumptions that may impact future projections include, but are not limited to:

- Continuation and severity of drought.
- Wholesale water rates.
- Slowdown in construction and new connection fees.

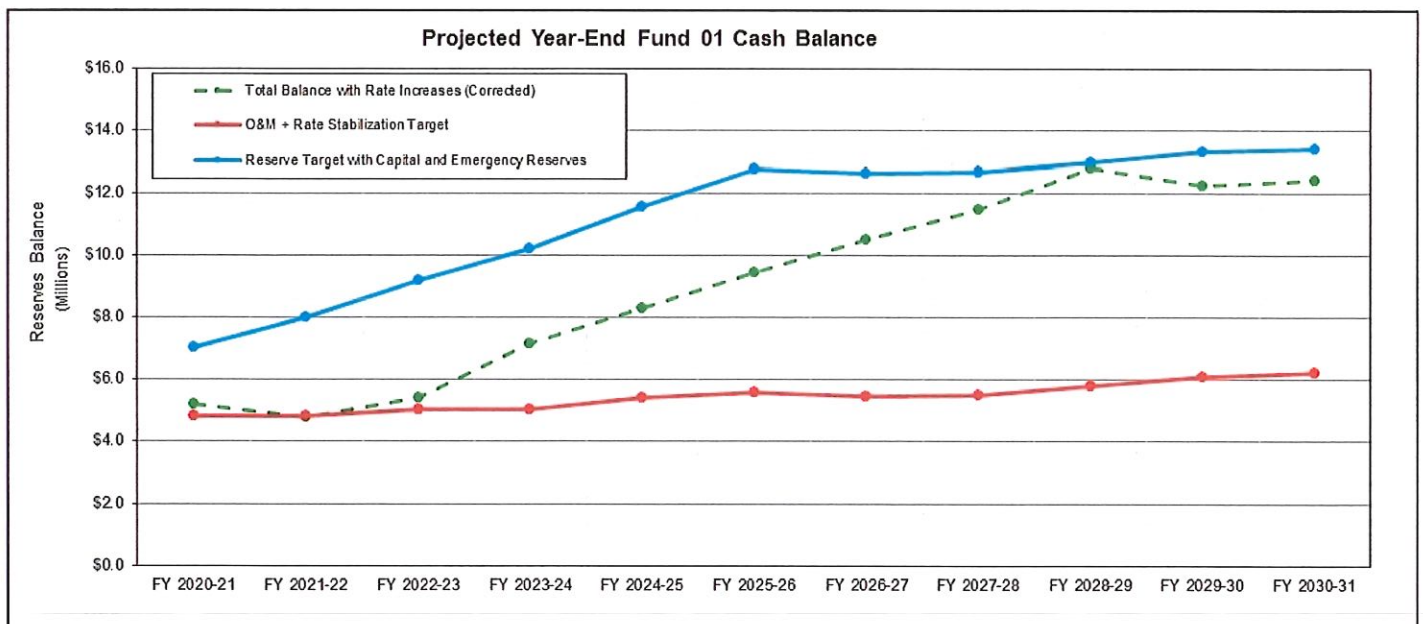


Figure 1.1

Projected Revenue Requirements

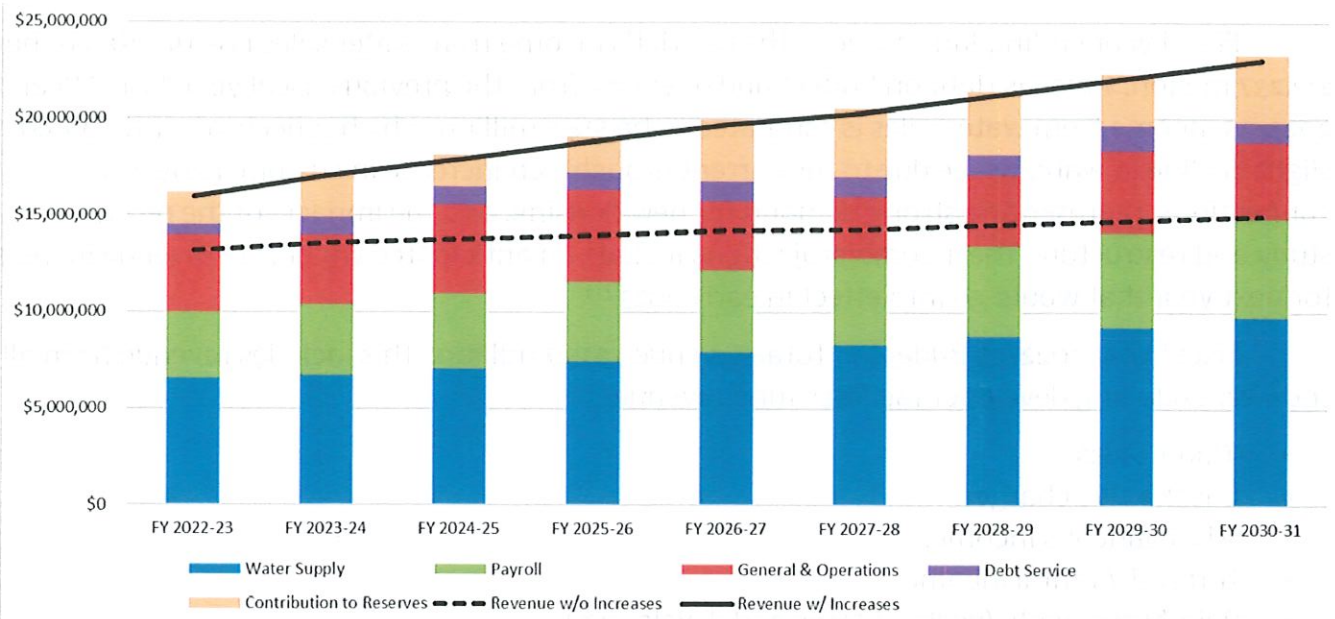


Figure 1.2

The District manages a 10-year long-range financial and rate model forecasting tool. This tool allows the District to anticipate and analyze future revenue requirements and associated water rates to support the revenue needs.

Over the next 10 years, the following cost categories are the largest drivers of increased revenue needs:

- Cost to purchase wholesale water.
- Increases to the District's reserve fund balances.
 - Establish new capital reserve
 - Establish new emergency reserve
- Additional capital improvement repair and replacement projects.
- Inflationary pressure on chemicals, fuel, and materials.

Anticipated Future Rate Increases*			
Feb 2023	Feb 2024	Feb 2025	Feb 2026
4%	4%	4%	4%

* Excludes wholesale rate pass-throughs and drought rate modifications (should they be needed).

Figure 1.3

General Operating Fund 01

Revenue:

Fiscal year ending June 30, 2021, the District's income from water sales is estimated to be \$12.237 million, which is right on budget and down 2% from the previous fiscal year. Fiscal Year 2022/23 income from water sales is estimated to be \$14.5 million, which reflects an anticipated slight decline in water usage due to the current drought; an increase in customers by 225 connections, representing strong demand for new housing, and the impacts of the recent rate study and restructure. The income projections include an anticipated water rate revenue increase for next year that would go into effect in early 2023 ^[1].

Fiscal Year 2022/23 Budgeted Total Revenue = \$15.7 million. This includes revenue from all sources, excluding developer facilities fund revenue:

- Water Sales.
- Check valve charges.
- Miscellaneous income.
- Interest / rental income.
- Reimbursements (wells systems and developers).

Expenses:

As of June 30, 2022, the District's estimated expenses are \$348,000 higher than budgeted, which is due to higher water purchases (\$1 million) and unanticipated repairs. These expenses were partially offset with the deferral of one budgeted project and the delay of new hirings.

Fiscal Year 2022/23 expenses reflect the following priorities, purchases, and project expenses:

- 6% rate increase in expenses for wholesale water purchases.
- Increased funding to expedite conversion of non-programmable water meters.
- Cloud-based historical records and file retention.
- Two new positions (Human Resources and Water System Operator).
- Two electric trucks.
- 50% increase in chemicals and fuel.
- R2 Reservoir Seismic Retrofit.
- RBWTP Improvements: Chemical storage upgrade, ozone generation improvements, treatment plant restoration - \$1 million.
- Beginning the design for a parallel pipeline from R2/3 to the main transmission system.
- SCADA system upgrades.
- Emergency Response Trailer.
- Backhoe.
- East Cypress Parallel 20" transmission water main (developer installed).
- New Corporation Yard.
- 5% ^[2] cost-of-living adjustment.

[1] 4% increase, plus the wholesale rate pass-through.

[2] Based on San Francisco Bay Area Consumer Price Index of 5.0% (April 2021 to April 2022)

Facilities Reserve Fund 02

Revenue:

As of June 30, 2022, the District's estimated income from developer fees is \$279k lower than budgeted.

Fiscal Year 2022/23 Budgeted Total Revenue = \$3.2 million, which is down 14.5% from the previous fiscal year. The District expects new connections to stabilize around 200 connections per year, which is down over 50% from 2020/21.

Expenses:

As of June 30, 2022, the District's estimated expenses are \$1 million less than budgeted due to eliminating one capital project and deferring another capital project to the next fiscal year.

Fiscal Year 2022/23 expenses reflect the following priorities, purchases, and project expenses:

- Engineering parallel pipeline from reservoirs to transmission mains.
- Generator for Glen Park Well.
- Iron and Manganese Filter for Stonecreek Well.
- New corporation yard (estimated completion date of July 2023).
- East Cypress parallel 20" transmission water main (developer installed).
- Randall-Bold Water Treatment Plant Capacity Preservation Projects.

Well Funds

Well Systems M25 and M27 have been reviewed and proposed rate increases incorporated.

- M24 - has been dissolved and incorporated into Fund 01 as Non-potable water sales.
- M25 - install SCADA system, generator, and purchase backup pump.
- M27 - continues to expend more funds than revenue it generates. This combined with a recent compliance order due to high arsenic, are reasons the District is considering eliminating M27 via a consolidation with the District's larger system.

Other Assumptions in Fiscal Year 2022/23 Annual Budget:

- Revenue includes an anticipated revenue increase effective February 2023.
- Future water demands per connection will continue to decline.
- Impacts of CCWD drought surcharge not incorporated.

