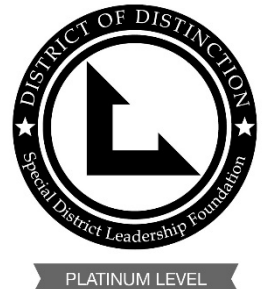




TOWN OF DISCOVERY BAY

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday July 17, 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)

1. The first speaker would like items brought to future committee meetings to also be placed on the same evening's Board of Directors Meeting agenda to streamline the approval process.
2. Stephen Griswold with Supervisor Diane Burgis' office spoke since the July 3, 2024 Board of Directors meeting was not held.
 - National Night Out is the first Tuesday in August.
 - Conrad Fromme is no longer with Contra Costa County Code Enforcement. Larry Tolson and Rylie Lethain are the new contacts.
 - Waste Tire Drop-Off Event in Knightsen on August 24th from 8a.m.-12p.m.
 - Algal Blooms warning signage was placed where levels tested at unsafe levels.
3. Lt. Charlene Jacquez with the CCC Sheriff's office spoke since the July 3, 2024 Board of Directors meeting was not held.
 - July 31st from 4p.m. -6p.m. will be a "Stuff a Cruiser Event" in front of CVS in the Sandy Cove Shopping Center.
 - National Night Out is August 6th from 4-6p.m.
 - 26 police reports were generated from 310 calls for service.
 - Two theft reports in June. One from CVS and one from Safeway.

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 19, 2024.
2. Approve Register of District Invoices.

Director Porter made a Motion to Approve the Consent Calendar.
Vice President Graham seconded.

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

D. PRESENTATIONS

1. Veolia Presentation.

Presented by Veolia Projects Manager Anthony Harper.

- Veolia sponsored the PBA Tour, the national pickleball tournament.
- Veolia CEO visited and had rave reviews for the Discovery Bay facilities.

- CWEA had a surprise visit. They feel Discovery Bay facilities should be entered for their annual awards.
- On July 1st, a fire was reported at Wastewater Treatment Plant 2. A subsequent fire was discovered July 17th. Veolia will purchase firehoses and irrigation sprinklers for the area.
- Lead and copper sampling will begin in the next month. This is a tri-annual event.

E. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Feedback Regarding Discovery Bay Recreation and Sports (DBRS) Pickleball Proposal for Court Conversion.

Presented by Landscape Manager Monica Gallo.

- At the April 20, 2022 Parks and recreation Meeting, Discovery Bay Recreation and Sports (DBRS) requested the Town paint two (2) tennis courts to make dual use for tennis and pickleball. The committee decided not to make any changes at that time.
- DBRS requested this matter be readdressed, and it was brought to the May 1, 2024 Parks and Recreation Meeting.

Public Comment:

- First speaker Chris Sullivan, President of DBRS, who noted increased popularity in pickleball.
- Second speaker said any future coverings on the courts should be solar.
- Third speaker stated he has never seen a tennis tournament in Discovery Bay.
- DBRS is proposing to convert tennis courts #1 and #2 into 6 pickleball courts.
- Director Gutow stated the Parks and Recreation Committee has discussed this over several months. The Committee supports converting two tennis courts to pickleball courts.

Director Gutow made a motion to approve the conversion of tennis courts #1 and #2 into six (6) pickleball courts financed by the Discovery Bay Recreation and Sports, Inc. (DBRS).

Director Graves seconded.

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

2. Discussion and Possible Action Regarding Demolition of Well No. 5A and Associated Small Structures, Approving Resolution No. 2024 - 13 Adopting a CEQA Exemption, Approving the Project and Directing Filing of the Notice of Exemption.

Presented by Projects Manager, Mike Yeraka.

- Well 5A has been degrading over the past few years.
- Project would include demolition and removal of Well 5A pump building, controls building, piping, well pump equipment and well casing perforation and filling with sealing material.
- The Water and Wastewater Committee has reviewed this item and agrees with staff recommendation.

Director Porter made a motion to approve staff recommendation to adopt Resolution #2024-13 approving the project and adopting a CEQA Notice of Exemption and authorize staff to file the attached Notice of Exemption with the County Clerk's Office.

Director Graves seconded.

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

3. Discussion and Possible Action to Award Construction of the Marlin/Marina Pipeline Project to the Lowest Responsive Bidder in addition to Authorizing Award of Construction for Installing the Liner Portion of the Project and a Professional Services Agreement with Luhdorff and Scalmanini for Engineering Services during Construction.

Presented by Projects Manager, Mike Yeraka.

- The Marlin/Marina Pipeline needs to be replaced.
- The project consists of 8-inch liner inside the existing 8-inch pipe crossing under the river between Marlin Drive and Marina Road.
- The lowest responsive bid for the construction of the Pipeline was W.R. Forde with a bid of \$237,235.00
- Staff was originally told the liner could only be obtained from one source. They since learned that was not the case.
- Staff obtained two bids for the liner portion of the project with the lowest coming in at \$80,292.00 from Advantage Reline.

Public comment:

- The speaker suggested budgeting for future pipeline repairs.

Director Graves made a Motion to approve staff recommendation to award the construction of the Marlin/Marina Pipeline Project to W.R. Forde. Inc. to perform the necessary construction services per the project bidding documents and the issued addendum, authorize the General Manager to execute the Town's construction contract agreement with W.R Forde Associates to perform the work contained in the bidding documents and any addendum in the amount not to exceed \$237,235, award the installation of the liner portion of the project to Advantage Reline to perform the necessary liner installation services per the project bidding documents and the issued addendum, authorize the General Manager to execute the Town's construction contract agreement with Advantage Reline to perform the work contained in the bidding documents and any addendum in the amount not to exceed \$92,640, authorize the General Manager to execute a professional services agreement with Luhdorff and Scalmanini for engineering services during construction in an amount not to exceed \$80,292, and authorize the General Manager to execute change orders for all three agreements in an amount not to exceed 15% of each contract value.

Director Porter seconded.

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

4. Public Hearing to consider Town of Discovery Bay CSD Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessment Report for the Fiscal Year 2024-2025; Continue Collection of Assessments on County Tax Roll and Adoption of Resolution No. 2024-12.

Presented by Finance Manager Margaret Moggia.

- Annual Ravenswood per parcel assessment for the fiscal year 2024-2025 is \$842.36. This is approximately a 3.8% increase over last year.
- On June 19, 2024, the Board approved Resolution #2024-07 which accepted the Engineer's Report submitted by Herwit.
 - President Callahan opened the Public Hearing.
 - There was no public comment.
 - President Callahan closed the Public Hearing.

Director Porter made a motion to approve staff recommendation to hold the Public Hearing, approve and adopt Resolution #2024-12 confirming the Engineer's Report and ordering the levy and collection of charges for the annual assessment for the Ravenswood Improvement District Assessment within the Town of Discovery Bay Community Services District for the Fiscal Year 2024-2025, continue collection of assessments on County tax Roll for Ravenswood Landscape, Park, Lighting and Open Space Improvement District.

Vice President Graham seconded.

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

5. Discussion and Action to Adopt Resolution No. 2024-10 - Approving Amendment to District Financial Policy #031.

Presented by Finance Manager Margaret Moggia.

- Staff established Financial Policy #003 in September 2021.
- Finance Manager reviewed the policy to reflect best practices and updated it to reflect current procedures and roles.
- Significant changes include changes with accounts payable bank accounts and cash management, authorized signers, internal controls, financial reporting, accounts payable, and accounting for fixed assets.
- The Finance Committee reviewed the policy and agreed with staff recommendation.

Public Comment:

- The speaker requested expanded information on checks that are paid.

Vice President Graham made a motion to approve staff recommendation to adopt Resolution #2024-10 amending Financial Policy #031.

Director Porter seconded.

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

6. Discussion and Possible Action to Adopt Resolution No. 2024-11 – Add Policy #034 – Capitalization Policy.

Presented by Finance Manager Margaret Moggia.

- The Finance Manager noticed the District did not have a stand-alone Capitalization Policy.
- The District previously had a threshold of \$1,000, however best practices show a minimum of \$5,000 is more reasonable.
- The Finance Committee has reviewed the proposed policy.

Director Porter made a motion to approve staff recommendation.

Vice President Graham seconded.

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

F. MANAGER'S REPORT

None.

G. GENERAL MANAGER'S REPORT

None.

H. DIRECTOR REPORTS

1. Director Porter reported there was a SPECIAL Water & Wastewater Meeting held earlier. The Committee discussed the items that were brought forward to this Board of Directors Meeting. The Committee also discussed an O & M Manual that will be brought to a future Board of Directors Meeting.

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 8:12p.m.to the next Regular Meeting of the Board of Directors on August 7, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.