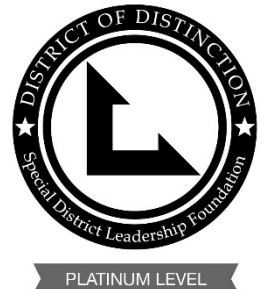




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday, August 18, 2021
REGULAR MEETING 7:00 P.M.**

**NOTICE
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-08-21, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board will hold public meetings via teleconferencing as Board Chambers remain closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting by webinar.

TO ATTEND BY WEBINAR OR BY PHONE:

Please register for Regular Meeting of the Board of Directors at: *(copy and paste into your browser the registration URL)*

Registration URL: <https://attendee.gotowebinar.com/register/8684665632263284238>
Webinar ID# 329-642-651

After registering, you will receive a confirmation email containing information about joining the webinar by computer or by phone.

For listen only mode dial: 1-631-922-3221 ID# 910-097-620

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 – Led by President Bryon Gutow.
3. Roll Call – All 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, August 4, 2021, Special Board of Directors DRAFT Meeting minutes.
2. Approve Register of District Invoices.
3. Approve Annual Disclosure pursuant to California Government Code Section 53065.5.
4. Approve Capacity Fee Charge Report for Fiscal Year 2020-2021.
5. Approve Board Letter of Support for Sheriff's Department's Request for Measure X Funds.

Motion made by Director Michael Callahan to approve items on the Consent Calendar as presented.
Second by Director Carolyn Graham.

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

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

E. PRESENTATIONS

1. Monthly Water and Wastewater Report from Veolia – June 2021 and July 2021.

Veolia Project Manager Anthony Harper provided the Board with a water and wastewater report for the months of June 2021 and July 2021. All Town's wells are currently up and active. Water Plant 1 is still out of service. Samples submitted to the state show water within compliance. Due to the water droughts, hydrants are not being excessively flushed at this time. Wind was affecting solar panels, presently all solar panels have been repaired. Denitrification project has shown successful activity.

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Approve Update to the Town's Emergency Response Plan (ERP). Executive Assistant Maddie Kibriya presented the final version of the Town's Emergency Response Plan (ERP) to the Board for review and possible approval. Based on Internal Operations Committee feedback and suggestions, the ERP was modified since it was last presented to the Committee on August 4, 2021. This ERP update will be available to each staff member of the Town of Discovery Bay to provide a comprehensive plan in the event of an emergency.

Motion made by Director Carolyn Graham to approve the update to the ERP as presented.

Second by Director Ashley Porter.

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

2. Discussion and Possible Action to Approve Resolution No. 2021-13, Authorizing Application to LAFCO for a Sphere of Influence Expansion and Annexation of the Pantages Project and District Owned Parcels.

Project Manager Mike Yeraka advised the necessary documents have been prepared to apply to Local Agency Formation Commission (LAFCO) for annexation of the Pantages project and Wastewater Plant No. 2 as well as Newport Water Treatment Plant. The annexation of the Pantages properties will allow the Town to provide this development with water. Wastewater Plant No. 2 and Newport Water Treatment Plant are not on Town of Discovery Bay property causing the Town to pay \$11,000 annually in property taxes. Pantages will be paying LAFCO's fees for the annexation applications. Staff recommends the Board approve Resolution 2021-13 authorizing the application to LAFCO for a Sphere of Influence Expansion and annexation of the Pantages project and district owned parcels.

Motion made by Director Ashley Porter to approve Resolution 2021-13 authorizing the application to LAFCO.

Second by President Bryon Gutow.

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

4. Discussion and Possible Action Regarding Bid Results for the Installation of Synthetic Turf at the Community Center Swimming Pool.

General Manager Mike Davies advised the Board of excessively high bids obtained for the synthetic turf at the Community Center Pool. The cost was estimated to be approximately \$55,000. The bids received were \$113,000 and \$166,000. No bids were received from synthetic turf specialists. General Manager Mike Davies advised there is no urgency to install the synthetic turf. Staff is seeking the opportunity to market specialized synthetic turf companies, creating a clear compartmentalized proposal without such a restrictive date of completion. If the Board agrees, a motion to reject all existing bids and permission to reopen bids at a later time will be required.

President Bryon Gutow mentioned the validity of the proposed original amount of \$55,000.

General Manager Mike Davies advised the contractor the amount was based off of has since increased the proposed amount to over \$80,000 and has not placed a bid due to special circumstances within his business.

Public comment regarding:

- Is this repair included in the original pool estimate?

Vice President Kevin Graves stated he would be in favor of postponing a decision due to budget and timing restraints.

Director Carolyn Graham made a motion to reject action regarding the bid results for installation of synthetic turf and resubmit it at a later date.

Second by Director Michael Callahan.

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

4. Discussion and Possible Action Regarding Contracting with the Conservation Corps for Maintenance of Town Parks.

Parks and Landscape Manager Bill Engelman expressed interest to the Board to hire a crew from California Conservation Corps to aid in landscaping the Town parks. Hiring a maintenance specific crew of three

workers and one supervisor instead of one Town landscape employee will save the Town money. This crew is exempt from Prevailing Wage requirements. Staff is seeking Board approval to authorize General Manager to execute a service agreement with San Joaquin County Office of Education (DBA- Greater Valley Conservation Corps) with a total project amount not to exceed \$50,000.00 during FY21/22.

Director Ashley Porter asked how much oversight would be had over the crew.

Parks and Landscape Manager Bill Engelman advised that the crew leader will check in with him daily and receive direction from him.

Director Carolyn Graham asked if the Conservation Corp is insured.

Parks and Landscape Manager Bill Engelman advised they carry their own insurance in the event of injury or accidents while working with the Town.

Director Michael Callahan asked if there are any penalties for terminating the contract.

Parks and Landscape Manager Bill Engelman stated he is not aware of any penalties for contract termination.

Motion made by Director Ashley Porter to approve to hire Conservation Corp for maintenance of Town parks. Second by President Bryon Gutow.

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

G. MANAGER'S REPORT

Recreation Program Supervisor Monica Gallo updated the Board on the Community Center Pool. Rebar for the pool decking has been set. Backstroke anchors and handicapped anchors remain to be installed before the deck inspection can be done. Inquiries are still being done into bulk chemical pricing.

Assistant General Manager Dina Breitstein advised the Board that Water Engineer Justin Shobe has submitted his resignation to Luhdorff & Scalmanini Consulting Engineers and will be leaving Town of Discovery Bay. Scott Lewis at Luhdorff & Scalmanini Consulting Engineers have referred Jason Coleman who has an extensive experience. Luhdorff & Scalmanini Consulting Engineers has informed Assistant General Manager Dina Breitstein that Town of Discovery Bay is a top priority and they would like to ensure a smooth transition. The Town wishes Water Engineer Justin Shobe and his family all the best.

H. GENERAL MANAGER'S REPORT

General Manager Mike Davies reported to the Board of Advisory Committee Meetings for Measure X funds. These virtual meetings will be held on Friday, August 20, 2021 at noon and Wednesday, August 25, 2021 at 5:00 p.m. Town of Discovery Bay will post a link to the meetings on its' website and the public is encouraged to attend and advocate their support.

I. DIRECTOR REPORTS

J. CORRESPONDENCE RECEIVED

K. FUTURE AGENDA ITEMS

L. ADJOURNMENT

1. Adjourned at 7:42 p.m. to the regular meeting on September 1, 2021, 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."