



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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday, September 6, 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 with the exception of Director Carolyn Graham who was absent.

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

- The first speaker commented on the condition of the roadway patchwork done by PG&E. He also stated that there is plant overgrowth on the sidewalk. He was concerned with children driving golf carts throughout the Town.
- The second speaker would like to place a landscaping survey on Nextdoor.
- The third speaker commented on the landscaping and children on golf carts.

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 August 16, 2023.
2. Approve Register of District Invoices.

Director Graves made a Motion to Approve the Consent Calendar.

Director Gutow seconded.

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

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.
None.
2. Sheriff's Office Report.
None.
3. CHP Report.
None.
4. Contra Costa Fire Report.
None.

E. MUNICIPAL ADVISORY COUNCIL

None.

F. PRESENTATIONS

None.

G. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Approve the Water and Wastewater Committee Recommendation to Eliminate the Non-Viable Office Building Options as Possible Options for the Future District Office Building.

Presented by General Manager Dina Breitstein.

- At the July 5th Water and Wastewater meeting, staff and residents put together a list of eight possible building options.
- At the August 16th Special Water & Wastewater meeting, the Committee identified four non-viable options to recommend the Board eliminate. These options were:
 - Stay in the existing building.
 - Leasing rental space.
 - New building at existing site.
 - Building at corner of Riverlake and Discovery Bay Blvd.

Vice-President Callahan asked for clarification on two of the options.

Director Graves made a Motion to Approve the Water and Wastewater Committee Recommendation to Eliminate the Non-Viable Office Building Options as Possible Options for the Future District Office Building.

President Porter seconded.

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

2. Discussion and Possible Action to Approve the Contract with AETypic to Complete Conceptual Design Plans to Remodel the Existing Community Center into the Future District Office Building.

Presented by General Manager Dina Breitstein.

- Water and Wastewater Committee is bringing this item to the full Board of Directors to decide on whether or not to proceed with having Aetypic complete a conceptual design to remodel the Community Center into District Offices.
- The cost would be \$9,574.00 plus 10% for one conceptual design.

Public comment:

- The first speaker is a previous Board Member who spoke of the past activities held at the Community Center.
- The second speaker asked for clarification as to the remaining four potential office building options. He also had questions about the financing.
- The third speaker opposed getting rid of the Community Center.
- The fourth speaker asked the purpose of the new building. She feels that the Community Center should be used for the children.
- The fifth speaker asked if the remaining building options would still be on the table if this were to be approved.

President Porter stated how all indoor activities at the Community Center would end.

Vice-President Callahan asked for clarification on what monies were used to originally purchase the Community Center.

Director Graves does not want to take the Community Center away from the community.

Director Gutow suggested looking into a hybrid solution for the Community Center with adding offices to the existing structure.

No Motion was made.

Legal Counsel Andy Pinasco advised that the Board take action to table the item so it can be brought back at a future date when the Board has more information.

Director Graves made a Motion to table the item so it can be brought back at a future date when the Board has more information and be addressed after other decisions can be made by the Board in regards to a future District Office Building.

Director Gutow seconded.

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

3. Discussion and Possible Action to Approve the Replacement Purchase of a Crane Truck for Water and Wastewater Department.

Presented by Water and Wastewater Manager Aaron Goldsworthy.

- Staff is requesting \$150,000 to replace the crane truck that was recently totaled in an accident.
- This is an increase of \$50,000 over the \$100,000 previously approved for the original crane truck purchase. This increase is due to cost increase as well as availability issues.
- The Town has accepted an insurance claim and will be made whole for the cost of the original crane truck.
- The Town currently has to rent a crane truck.

Public Comment:

- The speaker questioned if the District or the insurance company took ownership of the truck.

Director Graves made a Motion to Approve the funds to purchase a crane truck for the Water and Wastewater Department, and Authorize the General Manager to enter and execute all purchase agreements including the purchase cost, tax, licensing, and crane certification, not to exceed \$150,000

President Porter seconded.

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

4. Discussion and Possible Action to Award Construction of the Willow Water Treatment Plant Filter Replacement Project to the Lowest Responsive Bidder in the Amount of \$1,093,100.

Presented by Water and Wastewater Manager Aaron Goldsworthy.

- The Town recently went out to bid for construction of the Willow Water Treatment Plant Filter Replacement Project and received seven (7) bids ranging from \$1,093,100 to \$2,117,600.

Director Graves made a motion to accept staff recommendation to Award Construction of the Willow Water Treatment Plant Filter Replacement Project to the Lowest Responsive Bidder in the Amount of \$1,093,100, Authorize the General Manager to Execute the Town's Construction Contract Agreement with Syblon Reid Construction, Inc. to perform the Work contained in the Bidding Documents and any Addendum in the amount not to Exceed \$1,093,100 and Authorize the General Manager to execute change orders to the construction contract for up to 15% of the contract value.

Director Callahan seconded.

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

5. Discussion and Possible Action to Award a Contract to California Conservation Corps for the Installation of Amenities, Replacement of Playground Surface, and Refurbishment of the Lawn Area Adjacent to the BBQ Area for the Prop 68 Per Capita Project at Cornell Park.

Presented by Parks and Landscape Manger Bill Engelman:

- Staff is requesting approval to award a contract to the California Conservation Corps to continue work on projects being done at Cornell Park with the Prop 68 Per Capita Program Funds. These projects include:
 - 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.
 - New natural playground surface.

Director Gutow made a Motion Authorize the General Manager to execute all contracts for the installation of amenities, replacement of playground surface, and refurbishment of the lawn area adjacent to the BBQ area for the Prop 68 Per Capita Project at Cornell Park.

Vice-President Callahan seconded.

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

6. Discussion and Possible Action to Approve the Paws on Parade Event at the Community Center on October 21, 2023.

- Item was removed due to a lack of quorum.

7. Discussion and Possible Action to Purchase a New Lawn Mower for the Parks and Landscape Department.

Presented by Parks and Landscape Manger Bill Engelman:

- The Parks and Landscape department currently has two mowers in its fleet. One mower is over ten years old and currently working. The second mower is much older and no longer functions efficiently or effectively.

Director Graves made a Motion to Authorize the General Manager to execute the purchase/sale agreement with Pape Machinery for a new lawn mower for the Parks and Landscape Department. Vice-President Callahan seconded.

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

H. MANAGER'S REPORT

None.

I. GENERAL MANAGER'S REPORT

None.

J. DIRECTOR REPORTS

1. Standing Committee Reports.

a. Communications Committee Meeting (Committee Members Carolyn Graham and Bryon Gutow) September 6, 2023.

- Director Gutow reported that the committee discussed new flyers and banners.

b. Parks & Recreation Committee Meeting (Committee Members Bryon Gutow and Michael

Callahan) September 6, 2023.

- o Director Gutow reported that the committee discussed vandalism in the Cornell Park bathrooms as well as two items Bill Engelman brought to the Board meeting this evening.
- c. Water & Wastewater Committee Meeting (Committee Members Ashley Porter and Kevin Graves) September 6, 2023.
 - o Director Graves reported that the committee discussed all the items that were presented at the Board meeting this evening.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

- Director Graves reported that he attended the CSDA Conference with General Manager Dina Breitstein and Assistant General Manager Allan Cantando the week of August 28th.
 - o Director Graves had interactions with several vendors as well as members of other Districts that offered useful information.
 - o Director Graves will submit a written report on the Conference.

L. CORRESPONDENCE

None.

M. LEGAL REPORT

None.

N. FUTURE AGENDA ITEMS

None.

O. ADJOURNMENT

1. Adjourned at 7:55p.m. to the next Regular Meeting of the Board of Directors on September 20, 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."