



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

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET**

**Regular Board Meeting
Wednesday, December 16, 2020**

7:00 P.M. Regular Board Meeting

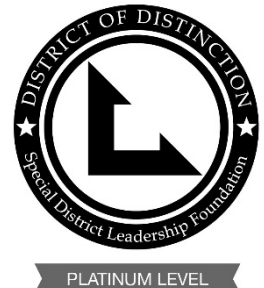
**Community Center
1601 Discovery Bay Boulevard**



TOWN OF DISCOVERY BAY

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PLATINUM LEVEL

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

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday, December 16, 2020
REGULAR MEETING 7:00 P.M.**

**NOTICE
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board Chambers will be 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 telephonically.

**TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (877)778-1806
CONFERENCE CODE **891949****

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. Oath of Office for Elected Board Members
4. Roll Call.

B. RECOGNITIONS

1. Award Presented to Former Board President Bill Pease
2. Recognition – Board Member Service to the Town of Discovery Bay: Bill Pease 8 years and Bill Mayer 4 Years.

C. 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.

D. 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 DRAFT minutes of regular meeting for November 18, 2020.
2. Approve Register of District Invoices.
3. Approve the Storage Space Lease Agreement between the Town of Discovery Bay and Discovery Bay Lions Club and a Storage Space Lease Agreement with the Discovery Bay Community Foundation.

4. Approve \$6000 Donation from Veolia North America to the Community Center.
5. Adopt Resolution No. 2020-26 Assigning Check Signing Signature Authority.

E. PRESENTATIONS

1. Veolia Report – Month of November 2020.
2. Presentation on the Schedule for Adopting the 2020 Urban Water Management Plan and the Water Shortage Contingency Plan.

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Amend Section 1, of Article VII, of Policy 002 Bylaws
2. Discussion and Possible Action to Increase the Budget for the Filter Maintenance and Repairs at Willow Lake and Newport Drive Water Treatment Plants and to Award the Lowest Responsive Bidder.
3. Discussion and Possible Action Regarding Repairs to Broken Willow Lake and Marina Waterlines and Approve Resolution No. 2020-27, Adopting a CEQA Exemption, Approving the Project, and Directing Filing of the Notice of Exemption.
4. Discussion and Possible Action to Approve the Notice of Completion and Final Payment for the Pickleball Courts at the Community Center.

G. MANAGER'S REPORT

1. 457(b) and 401(a) Retirement Plan Update
2. Newport Pointe Development Update.

H. CORRESPONDENCE RECEIVED

I. FUTURE AGENDA ITEMS

J. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

K. CLOSED SESSION

1. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8
Property: 1535 Discovery Bay Boulevard, Discovery Bay, CA 94505 (APN 008-200-010)
Agency Negotiator: Bryon Gutow/Mike Davies/Rod Attebery
Negotiating Parties: East Contra Costa Fire Protection District
Under Negotiation: Price and Terms

L. RETURN TO OPEN SESSION, REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

M. ADJOURNMENT

1. Adjourn to the regular meeting on January 20, 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."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Bill Mayer • Director – Ashley Porter

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday, November 18, 2020
REGULAR MEETING 7:00 P.M.**

**NOTICE
Coronavirus COVID-19**

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CONFERENCE CODE 891949**

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REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Pease
2. Pledge of Allegiance – Led by Director Mayer
3. Roll Call – All Present.

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

- Public Comment Regarding
- Resolution 2020-02

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 DRAFT minutes of regular meeting for November 4, 2020.
2. Approve Register of District Invoices.
3. Approve Contracting with Croce, Sanguinetti & Vander Veen to Perform the Town of Discovery Bay's Independent Audit for Fiscal Year 2019/20.

Motion to approve Consent Calendar as presented by staff made by Director Kevin Graves.
Second by Director Ashley Porter.

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

D. PRESENTATIONS

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of October 2020.

Update given on Water and Wastewater Plants productivity by Veolia Project Manager Gerry Lemus. Discussed collected samples of bacteria with no present concerns. No safety incidents.

F. DISCUSSION AND ACTION ITEMS

1. Discussion and Possible Action Regarding the Discovery Bay Recreation & Sports, Inc. (“DBRS”) Use of the Community Center Pickleball Courts 3, 4, 5, and 6.

Assistant General Manager Dina Breitstein petitioned the request to approve Resolution 2020-24 which will allow Discovery Bay Recreation and Sports, Inc., priority use of pickleball courts 3, 4, 5 and 6 in appreciation for a monetary donation to fund the pickleball courts. The proposed priority schedule will be Tuesdays, Thursdays and Saturdays from 8:00 a.m. – 12:00 p.m., Wednesdays 4:00 p.m.- close during Daylight Savings Time, and Wednesdays 3:00 p.m.- close outside of Daylight Savings Time. Mondays and Fridays from 4:00 p.m.- close during Daylight Savings Time, and Mondays and Fridays from 3:00 p.m.- close outside of Daylight Savings Time.

Motion made by Director Kevin Graves to proceed with recommendation of the staff.

Second by Vice President Gutow.

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

2. Discussion and Possible Action Regarding the California State Parks – Prop 68 Per Capita Grant Money. General Manager Mike Davies petitioned to approve Resolution 2020-25 which will allow Town staff to apply for \$187,441.00 in grant funds through the Per Capita Program for Park Capital Improvement Funding. The process to apply for these funds has already been initiated.

Motion made by Director Ashley Porter to approve Resolution 2020-25.

Second by Vice President Gutow.

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

G. MANAGER’S REPORT

1. Landscape Update.

General Manager Mike Davies discussed the incomplete job regarding landscaping contract with Terracare. President Bill Pease asked if dye was used in weed killer as requested in the Professional Service Agreement.

Parks and Landscape Manager Bill Engelman stated that the Town has not seen proof of this being done and is in the process of requesting proof from Terracare.

Director Ashley Porter asked for a percentage of the work that has not been completed.

Parks and Landscape Manager Bill Engelman answered that the work done by Terracare is approximately 70% complete. Town has received two invoices from Terracare, one of which is past due.

General Manager Mike Davies updated the Board with information regarding the opportunity to apply for Prop 68 Competitive Grant. With this grant, the Town could convert landscaping on Clipper Drive into a linear park. The vision of this linear park will include a path for dog walking, wider paths, benches, exercise equipment, lighting and landscaping. The request presented to the Board was to put the project on Clipper Drive on hold until the Town has received a decision regarding Prop 68 Competitive Grant.

Director Kevin Graves advised the Board that the Parks and Recreation Committee has been made aware of this opportunity and has agreed to delay work on Clipper Drive until grant decision is made.

President Bill Pease recommended placing signs at Clipper to let the community know that there will be an enhancement project coming soon.

Directors voiced their approval and staff received direction.

H. GENERAL MANAGER’S REPORT

I. DIRECTOR’S REPORT

J. CORRESPONDENCE RECEIVED

K. FUTURE AGENDA ITEMS

L. ADJOURNMENT

1. Adjourn to the next regular Board of Director’s meeting 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

December 16, 2020

Prepared By: Julie Carter, Finance Manager & Lesley Marable, Accountant
Submitted By: Michael R. Davies, 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 \$ 611,983.87

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 2020/2021

AGENDA ITEM: D-2

Request for Authorization to Pay Invoices
For The Meeting On December 16, 2020
Town of Discovery Bay CSD
Fiscal Year 7/20 - 6/21

Veolia Water North America	\$141,326.29
Herwit Engineering	\$140,684.90
Pacific Gas & Electric	\$96,486.74
J.W. Backhoe & Construction, Inc.	\$75,948.70
Town of Discovery Bay CSD	\$32,932.04
CaliforniaChoice Benefit Admin	\$20,032.42
SWRCB	\$17,341.00
BrightView Landscape Services, Inc.	\$12,900.00
BSK Associates	\$11,454.56
City Of Brentwood	\$11,156.39
Neumiller & Beardslee	\$9,102.50
Precision IT Consulting	\$7,960.86
Matrix Trust	\$5,147.66
R & B Company	\$4,168.82
Brentwood Decorative Rock, Inc.	\$3,370.25
Freedom Mailing Service, Inc	\$2,914.95
Pacific Landscape Supply, Inc.	\$2,634.75
Univar Solutions USA Inc.	\$2,384.66
Mt. Diablo Resource Recovery	\$1,899.00
Water Utility Refund Customer	\$1,841.28
SDRMA	\$1,746.92
Paul E. Vaz Trucking, Inc.	\$1,351.95
TASC	\$1,274.72
Verizon Wireless	\$1,068.49
Office Depot	\$770.01
Watersavers Irrigation Inc.	\$625.42
Harbor Bay Condominium	\$450.00
ReliaStar Life Insurance Company	\$400.00
Aflac	\$365.58
Discovery Bay Designs	\$337.59
Contra Costa Fire Equipment	\$329.35
Big O Tires	\$227.74
Quadient Leasing USA, Inc.	\$214.58
Nataliya Gotlib-Arditi	\$200.00
Geotab USA, Inc.	\$177.75
Brentwood Ace Hardware	\$165.72
Discovery Pest Control	\$138.00
UniFirst Corporation	\$118.31
Alhambra	\$93.69
Cintas	\$83.57
Shred-It USA-Concord	\$73.08
Contra Costa Clerk	\$50.00
Monica Gallo	\$16.24
Carol McCool	\$11.39
FasTrak Notice Processing Dept.	\$6.00
	\$611,983.87



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date
December 16, 2020

Prepared By: Michael R. Davies, General Manager
Submitted By: Michael R. Davies, General Manager

Agenda Title

Approve the Storage Space Lease Agreement between the Town of Discovery Bay and the Discovery Bay Lions Club and a Storage Space Lease Agreement with the Discovery Bay Community Foundation.

Recommended Action

Approve 1) Storage Lease Agreement between the Town of Discovery Bay and the Discovery Bay Lions Club for use of Town of Discovery Bay property located on Firwood Drive at gate on Discovery Bay Blvd (AKA Well Site 4); and 2) Storage Lease Agreement between the Town of Discovery Bay and the Discovery Bay Community Foundation for use of Town of Discovery Bay property located on Edgeview Drive at gate on Discovery Bay Blvd (AKA Well Site 3).

Executive Summary

Since 2015 the Town has entered into an annual agreement with Discovery Bay Lions Club to lease former Well Site #4 (Discovery Bay Blvd @ Firwood Drive gate) and an annual agreement with the Discovery Bay Community Foundation to lease former Well Site #3 (Discovery Bay Blvd @ Edgeview Drive gate). Both organizations are local non-profits that support local schools, charitable and civic organizations as well as community events and recreation programs.

The last extensions of the Agreements were approved on December 4, 2019 and are set to expire on December 31, 2020. The attached lease agreements extend the same terms as last year. The lease terms will be for an additional 12 months commencing on January 1, 2021 and terminating on December 31, 2021.

Previous Relevant Board Actions for This Item

Attachments

1. Discovery Bay Warehouse Storage Space Lease - Well No. 3 Discovery Bay Community Foundation 12/16/20.
2. Discovery Bay Warehouse Storage Space Lease - Well No. 4 Lions Club 12/16/20.

AGENDA ITEM: D-3



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PLATINUM LEVEL

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

December 16, 2020

RE: Town of Discovery Bay Storage Space Agreement 2021 Lease Extension

The following Extension of Lease Agreement is made by and between the Town of Discovery Bay Community Services District (“Lessor”) and the Discovery Bay Community Foundation (“Lessee”), collectively referred herein as the “Parties.”

The Parties agree to mutually extend and amend the lease agreement executed by them on April 1, 2016 and related to the premises including the building located on Edgeview Drive at the gate on Discovery Bay Boulevard, Discovery Bay, California APN 008-220-018-9, more commonly referred to as Well Site 3 as follows:

- The term of said lease is extended for a period of 12 months commencing on January 1, 2021 and terminating on December 31, 2021.
- During the extended term, the monthly rent agreed upon in said lease is increased by 0% and therefore Tenant shall pay Landlord a monthly rent of \$125.00 paid as an annual lump sum of \$1500.00.

The Parties further acknowledge that all other terms of the lease shall continue during this extended term as if set forth herein, and that this agreement shall be binding upon the Parties’ successors, assignees and representatives.

LESSOR:

Date

Michael R. Davies, General Manager
Town of Discovery Bay Community Services District

LESSEE:

Date

Print Name

Sign Name
Discovery Bay Community Foundation



TOWN OF DISCOVERY BAY

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PLATINUM LEVEL

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

December 16, 2020

RE: Town of Discovery Bay Storage Space Agreement 2021 Lease Extension

The following Extension of Lease Agreement is made by and between the Town of Discovery Bay Community Services District (“Lessor”) and the Discovery Bay Lions Club (“Lessee”), collectively referred herein as the “Parties.”

The Parties agree to mutually extend and amend the lease agreement executed by them on April 1, 2016 and related to the premises including the building located at Firwood Drive at the gate on Discovery Bay Boulevard, Discovery Bay, California APN 008-230-037-7, more commonly referred to as Well Site 4 as follows:

- The term of said lease is extended for a period of 12 months commencing on January 1, 2021 and terminating on December 31, 2021.
- During the extended term, the monthly rent agreed upon in said lease is increased by 0% and therefore Tenant shall pay Landlord a monthly rent of \$125.00 paid as an annual lump sum of \$1500.00.

The Parties further acknowledge that all other terms of the lease shall continue during this extended term as if set forth herein, and that this agreement shall be binding upon the Parties’ successors, assignees and representatives.

LESSOR:

Date

Michael R. Davies, General Manager
Town of Discovery Bay Community Services District

LESSEE:

Date

Print Name

Sign Name
Discovery Bay Lions Club

1800 Willow Lake Road • Discovery Bay • CA • 94505-9376

Telephone • 925.634.1131 • Fax • 925.513.2705

www.todb.ca.gov



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

December 16, 2020

Prepared By: Michael R. Davies, General Manager
Submitted By: Michael R. Davies, General Manager

Agenda Title:

Approve \$6000 Donation from Veolia North America to the Community Center.

Recommended Action

Approve and Accept \$6000 Donation from Veolia North America to the Community Center.

Executive Summary

Veolia North America ("Veolia") is the contract operator of the Town's water and wastewater plants. Veolia has annually donated \$6000 to the Community Center. For 2021, Veolia is again making a \$6000 donation that will be directed to the Community Center. Staff's recommendation is to approve and accept the donation.

Previous Relevant Board Actions for This Item

Attachments

AGENDA ITEM: D-4



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

December 16, 2020

Prepared By: Julie Carter, Finance Manager
Submitted By: Dina Breitstein, Assistant General Manager

Agenda Title

Adopt Resolution No. 2020-26 Assigning Check Signing Signature Authority.

Recommended Action

Adopt Resolution No. 2020-26 removing former Town of Discovery Bay Board of Directors, Robert Leete, William Mayer and William Pease and adding newly elected Board of Directors Michael Callahan, Carolyn Graham and Ashley Porter to the list of authorized signatories on the BAC Community Bank accounts to sign checks from the Town of Discovery Bay CSD checking accounts for and on behalf of the Town of Discovery Bay CSD.

Executive Summary

When there is a Board of Director change, it is necessary to adopt an updated resolution establishing signing authority for the warrants that the District issues through our bank, BAC Community Bank.

This resolution removes former Directors Robert Leete, William Mayer and William Pease and adds new Directors, Michael Callahan, Carolyn Graham and Ashley Porter.

Fiscal Impact:

Amount Requested:
Sufficient Budgeted Funds Available:
Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments:

Resolution No. 2020-26

AGENDA ITEM: D-5



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2020-26**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT (CSD)
TO REMOVE FORMER DIRECTORS ROBERT LEETE, WILLIAM MAYER, AND WILLIAM PEASE
AND ADD DIRECTORS MICHAEL CALLAHAN, CAROLYN GRAHAM AND ASHLEY PORTER
ON THE DISTRICT'S BANK ACCOUNTS AT,
BAC COMMUNITY BANK
TO SIGN ON CHECKS FROM THE TOWN OF DISCOVERY BAY CSD
CHECKING ACCOUNTS AND TO SIGN ON TRANSACTIONS WRITTEN
FOR THE TOWN OF DISCOVERY BAY CSD CD ACCOUNT**

WHEREAS, the Town of Discovery Bay CSD desires to remove former Directors Robert Leete, William Mayer and William Pease and add Directors Michael Callahan, Carolyn Graham and Ashley Porter on their six public bank accounts with BAC Community Bank to sign on checks written from the Town of Discovery Bay CSD Checking Accounts and to sign on transactions written for the Certificate of Deposit, which are all listed below:

- 50017249 – Water and Wastewater (CSD)
- 50020304 – Discovery Bay Community Center
- 50306399 – Certificate of Deposit (CD)
- 22007884 – General Fund Account
- 22008560 – Deposit Holding Account
- 22010198 – Town of Discovery Bay Recreation Center

NOW, THEREFORE, BE IT RESOLVED that the Town of Discovery Bay CSD does the following:

1. That BAC Community Bank, Discovery Bay Branch, 14804-A Highway 4, Discovery Bay, CA 94505, is hereby directed to remove former Directors Robert Leete, William Mayer and William Pease, and add Directors Michael Callahan, Carolyn Graham and Ashley Porter on the above six banking accounts to be able to sign on checks written and sign on transactions written from these accounts on behalf of the District.
2. All checks, warrants, drafts, or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of, or payable to, the District, shall be signed or endorsed by any two (2) Directors.
3. That this Resolution supersedes all previous Resolutions that have removed or added Directors on the District's BAC Community Bank Accounts to sign on checks from the Town of Discovery Bay CSD Checking accounts and to sign on transactions written for the Town of Discovery Bay CSD CD Account.

PASSED AND ADOPTED this 16th day of December 2020 by the following vote:

Bryon Gutow
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on December 16, 2020 by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael Davies
Board Secretary

**Town of Discovery Bay, CA
Water & Wastewater**

MONTHLY OPERATIONS REPORT

November 2020

4113 Days of Safe Operations

198,544 worked hours without a recordable incident

TRAINING:

- **Safety**
 - Electrical Safety: Training for Unqualified Employees—JJ Keller
 - OPL—Day Light Savings Time
 - OPL—Space Heaters
 - OPL—Carbon Monoxide
 - OPL—Cold Stress

- **Operation**
 - N/A

REPORTS SUBMITTED TO REGULATORY AGENCIES:

- **Monthly Discharge Monitoring Report (DMR)**
- **Monthly electronic State Monitoring Report (eSMR)**
- **Monthly Coliform Report, State Water Board (DDW)**

WATER SERVICES

Groundwater Well:

- **1B - Active**
- **2 - Active**
- **4 - Active**
- **5B - Active (Standby only)**
- **6 - Active**
- **7 - Active**

2020 Monthly Water Production Table (MG):

January	February	March	April	May	June
40	53	61	68	113	124
July	August	September	October	November	December
134	127.4	109.1	94.4	77.4	

Bacteriological Test Results:

- All **16** Bacti samples were absent

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls	Fire Hydrant Flushing
• 16	• 0	• 0	• 0	•

WASTEWATER SERVICE

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>October Lab Data</i>	<i>November Lab Data</i>
Flow, MG Effluent, monthly total	T	33.27	32.5
Flow, MG Daily Influent Flow, avg.	N/A	1.32	1.43
Flow, MG Daily Discharge Flow, avg.	2.35	1.07	1.08
Effluent BOD ₅ , mg/L, monthly avg.	10	1.1	1.40
Effluent TSS, mg/L, monthly avg.	10	0.7	0.7
Total Coli form 7 day Median Max	23	ND	ND
Total Coli form Daily Maximum	240	ND	ND
Eff NTU, Daily avg.	2	0	0
Eff Ammonia (N), mg/L, Daily Max	8.4	ND	ND
% Removal BOD ₅ , monthly avg.	85% min.	99.5%	99.4
% Removal, TSS, monthly avg.	85% min.	99.7%	99.6
Electrical Conductivity, umhos/cm annual avg.	2400	2376	2378

National Pollution Discharge Elimination System (NPDES):

NPDES Related Excursions	Permit Parameter	NPDES Parameter Limit	Actual Parameter Result
• 0	• N/A	• N/A	• N/A

COLLECTION

Lift Station Status:

# of Active Lift Stations	# of Inactive Lift Stations	SSO
• 15	• 0	• 0

Distribution and Collections Systems:

- **December 2020** The Hydrant flashing and Valve exercise distribution system

MAINTENANCE

Preventive and Corrective:

November 2020

CLOSED WORK ORDERS

		Totals	Preventative	Corrective	P/C Ratio
KPI # 1: % (P) Work Order Count Out of Total Closed Last 30 Days	Count	275	268	7	97.5%
	Skipped	0			
10/29/2020 thru 11/28/2020					
		Totals	Preventative	Corrective	Hr.s P/C Ratio
KPI # 2: % (P) Work Order Hours Out of Total Closed Last 30 Days	Hours	742.5	734	9	98.8%
	10/29/2020 thru 11/28/2020				

OPEN WORK ORDERS (BackLog)

		Totals	Preventative	Corrective	Skipped
KPI # 3: Backlog Aging 7 days or less	Count	51	49	2	0
11/27/2020 thru 12/03/2020	Est Hours	48.0	48.0	0.0	
KPI # 4: Backlog Aging 8 to 30 days	Count	20	19	1	0
11/03/2020 thru 11/26/2020	Est Hours	26.5	25.5	1.0	
KPI # 5: Backlog Aging 31 to 60 days	Count	9	2	7	See Notes
10/04/2020 thru 11/2/2020	Est Hours	7.0	6.0	1.0	
KPI # 6: Backlog Aging greater than 60 days	Count	21	18	3	See Notes
06/19/2020 thru 10/03/2020	Est Hours	24.0	20.0	4.0	
KPI # 7: Backlog Aging Totals	Count	Total >60	88	13	See Notes
06/19/2020 thru 12/03/2020	Est Hours	105.5	85.8	6.0	

TERMS

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

December 16, 2020

Prepared By: Justin Shobe, District Water Engineer
Submitted By: Dina Breitstein, Assistant General Manager

Agenda Title

Presentation on the Schedule for Adopting the 2020 Urban Water Management Plan and the Water Shortage Contingency Plan

Recommended Action

No Action Required, Informational Only.

Executive Summary

The State of California requires every urban water supplier that provides over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections, to prepare an Urban Water Management Plan (UWMP) every five years. The 2020 UWMP must be adopted by the Board and submitted to the Department of Water Resources by July 1, 2021. Among the new requirements for the 2020 UWMP is a requirement to adopt a separate plan called a Water Shortage Contingency Plan (WSCP). The elements of the WSCP must be incorporated into the 2020 UWMP, therefore the WSCP must first be developed and adopted in order to finalize the 2020 UWMP.

The presentation by Luhdorff and Scalmanini Consulting Engineers provides an overview and schedule for both the 2020 UWMP and the WSCP so that the Board knows what to expect in 2021 for the review and adoption process.

Notice regarding the Urban Water Management Plan and the Water Shortage Contingency Plan presentation and public hearing dates have been sent to each water utility account. The notice was sent as a bill insert with the November water bill statement.

The tentative schedule for presentations and public hearings is as follows. There will be a presentation of the Draft WSCP at a Board meeting on January 20, 2021 and a public hearing to review and adopt the WSCP on February 17, 2021. There will be a presentation of the Draft UWMP at a Board meeting on April 7, 2021 and a public hearing to review and adopt the UWMP on May 5, 2021. The WSCP will be available for review on the District's website commencing February 3, 2020, and the Draft UWMP will be available commencing April 21, 2020.

Previous Relevant Board Actions for This Item

The Board approved the General Manager to execute a contract with Luhdorff & Scalmanini to prepare the UWMP at the May 20, 2020 Board Meeting.

Fiscal Impact: N/A

Amount Requested: None

Sufficient Budgeted Funds Available?: N/A

Prog/Fund # Category: N/A

Attachment

1. Presentation Slides
2. Copy of the Notice Sent to Utility Accounts

AGENDA ITEM: E-2



Town of Discovery Bay

Overview of the 2020 Urban Water Management Plan and Water Shortage Contingency Plan

December 16, 2020



**Luhdorff &
Scalmanini**
Consulting Engineers

Topics

- 1. Overview of 2020 Urban Water Management Plan (UWMP)**
- 2. Overview of Water Shortage Contingency Plan (WSCP)**
- 3. Schedule for Plan Adoption**



UWMP - Overview

What Is Required

- Required by the California Water Code.
- Applies to water suppliers with more than 3,000 customers or supplying more than 3,000 acre-feet per year.
- Prepared every five (5) years and submitted to the Department of Water Resources (DWR) by July 1, 2021.
- New requirements for the 2020 UWMP.



UWMP - Overview

Purpose of UWMP

The 2020 UWMP allows agencies to:

- Provide long-term planning for reliable water supply.
- Develop water use efficiency measures and quantify water saving measures.
- Adopt an updated Water Shortage Contingency Plan.
- Integrate future recycled water use into water portfolio (e.g. groundwater recharge, irrigation, other).
- Maintain eligibility for grants and loans administered by the state.



UWMP - Overview

Contents of UWMP

1. Introduction and Overview
2. Plan Preparation
3. System Description
4. System Water Use
5. SB X7-7 Baselines and Targets
6. System Supplies
7. Water Supply Reliability Assessment
8. Water Shortage Contingency Plan
9. Demand Management Measures
10. Plan Adoption, Submittal and Implementation



UWMP - Overview

New Requirements for 2020 UWMP

- **Water Shortage Contingency Plan (WSCP)**
- 5-year Drought Risk Assessment
- Long-term forecast of water supply
- Incorporation of projected land use changes
- Seismic risk assessment and mitigation plan
- Energy analysis
- Water savings from codes/standards
- Water losses audits
- Groundwater Sustainability Plan (GSP) updates
- Other minor changes



Separate plan that must be adopted prior to UWMP



WSCP - Overview

Summary of WSCP

- The WSCP is a document that provides a Supplier with an action plan for a drought or catastrophic water supply shortage.
- Many of these actions were implemented during the last drought, to successfully meet imposed water reductions.
- The 2020 UWMP must contain an WSCP that is adopted separately by the District.
- The WSCP will only be implemented in the event of water shortages or imposed restrictions from a drought.



WSCP - Overview

Elements of WSCP

1. Water Supply Reliability Analysis (new)
2. Annual Assessment Procedures (new)
3. Six Standard Shortage Levels (update)
4. Shortage Response Actions (update)
5. Communication Protocols (new)
6. Compliance and Enforcement (update)
7. Legal Authority (new)
8. Financial Consequences of WSCP
9. Monitoring and Reporting (new)
10. WSCP refinement Procedures (new)
11. Special Water Feature Distinction (new)
12. Plan Adoption, Submittal and Availability (new)

New in 2020 – WSCP Must be Adopted



Schedule

December 15, 2020
Presentation
 UWMP and WSCP
 Overview

January 20, 2021
Presentation
 Draft WSCP

February 17, 2021
Public Hearing
 Review and Adopt
 WSCP

April 7, 2021
Presentation
 Draft UWMP

May 5, 2021
Public Hearing
 Review and Adopt
 UWMP

***DUE TO DWR
 BY JULY 1, 2021***

DECEMBER

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

January 26, 2021
 UWMP- 60 Day
 Notice

Feb 3 and 10, 2021
 WSCP - 14 Day
 Newspaper Notice

April 21 and 28, 2021
 UWMP – 14 Day
 Newspaper Notice

May 26, 2021
 Submit UWMP
 to DWR





Questions?



**Luhdorff &
Scalmanini**
Consulting Engineers

Notice Sent to Utility Accounts

Pursuant to the California Water Code, the District is developing an Urban Water Management Plan (UWMP) and a Water Shortage Contingency Plan (WSCP). The tentative schedule for presentations and public hearings is as follows. There will be a presentation of the Draft WSCP at a Board meeting on January 20, 2021 and a public hearing to review and adopt the WSCP on February 17, 2021. There will be a presentation of the Draft UWMP at a Board meeting on April 7, 2021 and a public hearing to review and adopt the UWMP on May 5, 2021. The WSCP will be available for review on the District's website commencing February 3, 2020, and the Draft UWMP will be available commencing April 21, 2020.



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

December 16, 2020

Prepared By:

Submitted By: Michael R. Davies, General Manager

Agenda Title

Discussion and Possible Action to Amend Section 1, of Article VII, of Policy 002-Bylaws.

Recommended Action

That the Board adopt Resolution 2020-28.

Executive Summary

Pursuant to the Bylaws of the Town of Discovery Bay, Section I, of Article VII, "[a]ll checks, warrants, drafts, or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of, or payable to, the District, shall be signed or endorsed by both the President and Vice President, and one other Director, or, in the absence of elected officers, any two (2) Directors."

To ensure that payments are made on time, and to accommodate the schedules of Directors, staff recommends that the Board revise the Bylaws to require a signature from any two of the following District officials: 1) General Manager; 2) Assistant General Manager; 3) Finance Manager; or 4) any Member of the District's Board of Directors, to sign or endorse such checks, warrants, drafts, or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of, or payable to, the District.

This proposed amendment to Section I, Article VII of the Bylaws only changes the number of signatures or endorsement required for any approved checks, warrants, drafts, or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of, or payable to, the District. If the Bylaws are amended as recommended, all other existing Policies and administrative procedures for check remittances, payments, and receipt of funds will remain unchanged.

Fiscal Impact:

Amount Requested \$ - None at this time.

Attachment:

Bylaws – With Proposed Revision to Section 1 of Article VII

AGENDA ITEM: F-1



Town of Discovery Bay

Program Area: Board	Policy Name: Bylaws	Policy Number: 002
Date Established: March 25, 1998	Date Amended: December 16, 2020	Resolution: 2020-28

ARTICLE I

NAME

This unit of local government shall be known as the Town of Discovery Bay, a Community Services District, with powers and territorial boundaries as prescribed in Resolution No. 97/295 of the Board of Supervisors of Contra Costa County, State of California, dated June 10, 1997, and as provided by law.

ARTICLE II

PURPOSE

The purposes of the Town of Discovery Bay, as approved by the Local Agency Formation Commission and by law, are

- A. To Operate as a Community Services District and provide water distribution, wastewater connection and treatment; and parks, landscaping and recreation services to the residents of Discovery Bay.
- B. To provide for those exercise of those powers set forth in Government Code §61000 et seq. (Community Services District Law).
- C. To continue the advisory responsibilities of the Discovery Bay Municipal Advisory Council;
- D. To serve the residents of the Town of Discovery Bay, in the manner provided by law.

ARTICLE III

BOARD OF DIRECTORS

Section 1. Board of Directors

The governing body of the District shall consist of five (5) elected Directors, each of whom shall serve for a term of four (4) year staggered terms. During elections every two (2) years, either two (2) or three (3) Directors are elected to serve to the District for the next four (4) years.

Section 2. Compensation

The Board may authorize each Director to receive compensation of One Hundred and Fifteen Dollars (\$115.00) for each meeting of the Board attended, and One Hundred Fifteen Dollars (\$115.00) for each day's service not to exceed Six Hundred Ninety Dollars (\$690.00) per month as provided in Government Code §61047 and Chapter 2 commencing with Section 20200 of Division 10 of the Water Code.

Director participation in and completion of any mandatory training program for Directors required by California law shall be considered a single "day of service" approved for compensation only upon the Director's actual completion of each mandatory training program and the Director's delivery of a written report to the Board regarding the Director's participation in and completion of the mandatory training program at the next Board meeting following the Director's completion of the mandatory training program.

Director attendance at Regional Meetings shall only count as a compensated day of service when attendance at a Regional Meeting is specifically authorized in advance by the full Board.

Travel and such other necessary expenses actually incurred in performing District duties shall be reimbursed, and such reimbursement shall be in addition to the compensation specified herein consistent with the authorized Reimbursement and Travel Policy.

Section 3. Vacancies

- A. Vacancies on the Board shall be filled in accordance with Government Code § 1780.
- B. Vacancies shall be deemed to exist as provided in Government Code § 1770.

Section 4. Resignation

A Director may resign at any time by giving written notice to the Board, to the President, or to the Secretary of the Board. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

ARTICLE IV

OFFICERS

Section 1. Elected Officers

The elected officers shall be chosen by the Board from among the five (5) members of the Board and shall consist of a President (who may be called "Chair") and a Vice-President (who may be called "Vice-Chair").

Section 2. Terms and Responsibilities of Elected Officers

Elected Officers of the Board, as provided in Article IV, Sec. 1, shall be elected by the Board at the first meeting in January and shall serve for one (1) year, said term to commence upon election. All elected officers shall be eligible to serve successive terms, except that the President shall be eligible to serve not more than two (2) full successive terms as President.

Board members shall comply with all applicable local, state, and federal laws, including, but not limited to, the participation in and completion of any mandatory training program for Board members required by California law.

Board members may serve on Standing Committees, Ad Hoc Committees, and attend Regional Meetings as necessary.

Board members shall be assigned to attend Regional Meetings. Director attendance at Regional Meetings as a representative of the Board shall only be compensated as a day of service, when attendance at a specific Regional Meeting is approved in advance by the full Board.

Regional Representation is to be assigned based upon the position held by the Board member and the seniority of each member of the Board. Board members will have preference of committee selections in the following order: President and Vice-President, followed by the senior most next consecutive Board members. In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure. This procedure shall be used to fill Primary and Alternate members to respective Regional Representation. Board Members shall be assigned to the Regional Meetings for a two-year term.

The Board shall maintain five (5) advisory Standing Committees. Two members of the Board of Directors shall be assigned to each Standing Committee. The Standing Committees and their subject matter and responsibilities are as follows:

1. WATER AND WASTEWATER COMMITTEE

- a. Provide guidance/policy recommendations regarding all water and wastewater operations and planning.

2. PARKS AND RECREATION COMMITTEE

- a. Provide guidance/policy recommendations regarding community center operations/activities, parks and recreation activities and landscaping efforts.

3. FINANCE COMMITTEE

- a. Provide guidance/policy recommendations regarding budgets, investments/debt and the Public Financing Authority.

4. COMMUNICATIONS COMMITTEE

- a. Provide guidance/policy recommendations regarding all Town of Discovery Bay Community Services District external communications activities.

5. INTERNAL OPERATIONS COMMITTEE

- a. Provide guidance/policy recommendations regarding Town of Discovery Bay Community Services District personnel policies and general administration of the organization.

Each advisory Standing Committee shall meet within the boundaries of the Town of Discovery Bay Community Services District or at a Town of Discovery Bay Community Services District facility. Each Standing Committee shall establish its meeting schedule, which shall, at a minimum, meet at least quarterly. Said meetings shall be noticed pursuant to the Brown Act.

Board Standing Committees are to be assigned based upon the position held by the Board member and the seniority of each member of the Board. Board members will have preference of committee selections in the following order: President and Vice-President, followed by the senior most next consecutive Board members. In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure. This procedure shall be used to fill two appointees to each Standing Committee. Board Members shall serve on the Standing Committee for a two-year term. Board members may voluntarily trade committee assignments with another Board member by mutual consent.

The Board may establish Ad Hoc Committees that may become necessary from time to time to receive input from the public on a specific subject matter and limited in term, and formed by Resolution of the Board.

A. General Responsibilities of the Board President

1. Shall preside at all meetings of the board and such other meetings approved by the Board, and have authority to call for short recesses during meetings unless a majority of the Directors by vote oppose a recess.
2. Cooperatively work with the General Manager/Board Secretary and Staff on the preparation of CSD Meeting Agendas and its contents.
3. Shall serve as official spokesperson for the Board.
4. Shall designate Directors or others to represent the Board at various meetings, hearings, and conferences, as confirmed by the Board. May co-sign all checks for warrants approved by the Board.
5. Shall perform such other duties as necessary to carry out the work of the Board.
6. Shall perform such duties as prescribed by law.

B. General Responsibilities of the Vice-President

1. Shall serve in the absence of the President.

C. Senior Most Board Member

1. Shall serve in the absence of the President and the Vice-President.
2. In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure.

ARTICLE V

APPOINTED OFFICERS

Section 1. Appointed Officers

- A.** The appointed officers of the District shall be General Manager, and a Secretary, who may be the same person, but neither of whom shall be a Director. The duties of the appointed officers shall be as specified in law, and as directed by the Board.

- B.** Pursuant to Government Code §61050(b), the treasurer of the County of Contra Costa shall serve as the District Treasurer, and shall be the depository and have the custody of all of the district's money except those accounts that are authorized under the Community Services District laws and/or in effect prior to January 1, 2006.

The Board may appoint such other officers as it deems necessary.

Section 2. General Responsibilities of the General Manager

- A.** Appraise and evaluate the effects of the Board policies and the manner of their execution, and the efficiency of District personnel in terms of services rendered to the people of the District.

- B.** Provide leadership to staff in identifying District needs, establishing priorities and determining the objectives, which will achieve the established goals of the District.

- C.** Encourage and assist staff in the performance of their duties and encourage their professional growth.

- D.** Ensure evaluation of personnel under his/her direction.

- E.** Interpret and publicize the programs and services of the District for and to the public.

- F.** Provide financial oversight of the District and Contra Costa County pursuant to funds on deposit at that agency.

- G.** Lead the District management team in the preparation of the budget, control of expenditures, inventory control, program planning, changing priorities and public relations.

- H.** Perform the function of the District's Public Information Officer.

- I.** Participate in community activities.

- J. Continue a program of professional development to assure and enhance staff's professional growth.
- K. Keep the Board informed of all communications affecting the District.

Section 3. General Responsibilities of the Secretary of the Board

- A. Certify official documents and letters as required.
- B. Maintain the official files and records of the Board.
- C. Prepare the agenda for the Board meetings.
- D. Prepare and distribute minutes of the meeting of the Board.
- E. Maintain historical record and newspaper articles.
- F. Post agendas, minutes, public notices and proposed action documents as required by Board and government regulations.

ARTICLE VI

MEETINGS

Section 1. Regular and Special Meetings

- A. The Board shall hold a regular meeting on the first (1st) and third (3rd) Wednesdays of each month, at the District Office located at 1800 Willow Lake Road, Discovery Bay, California 94505. Such regular meetings shall be for considering reports of the affairs of the District and for transacting such other business as may be properly brought before the meeting. Such meetings may be altered as to date, time and place, as provided for in a Resolution adopted by the Board.
- B. Special meetings may be called in accordance with the California Ralph M. Brown Act of 1953, as amended (hereafter Brown Act).

All meetings shall be conducted in accordance with the Brown Act.

Section 2. Quorum

The Board shall be empowered to conduct the business of the District whenever there is present at a properly called meeting, a quorum, as defined as comprising a majority of the existing Directors; normally three (3); except as otherwise provided by law. Pursuant to Government Code §61045, the affirmative votes of three (3) members of the Board are required for action to be taken.

Section 3. Voting

- A. Voting shall only be conducted at proper noticed meeting where a quorum has been established and members are physically present.
- B. Voting shall be by voice, show of hands, or roll call vote.
- C. Any vote that is other than unanimous shall be recorded by name of the voting member and whether the member voted "AYE", "NO" or "ABSTAIN".

Section 4. Notice of Regular and Special Meetings

- A. Notices of Regular Meetings shall be pursuant to the Brown Act. Such notices shall specify the place, the day, and the hour of the meeting and accompanying the notice shall be a copy of the agenda for that meeting.
- B. Notices of Special Meetings shall be pursuant to the Brown Act. In the case of special meetings, the notice, written or by telephone, shall specify the specific nature of the business to be transacted.

ARTICLE VII

PAYMENTS, CONTRACTS, AND REPORTS

Section 1. Payments

All checks, warrants, drafts, or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of, or payable to, the District, shall be signed or endorsed by at least two of the District officials listed below:

- General Manager
- Assistant General Manager
- Finance Manager
- Member of the District Board of Directors

Section 2. Contracts

The Board, except as in the Bylaws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of, and on behalf of, the District. Such authority may be general or confined to specific instances. Unless so authorized by the Board, no officer, agent, or employee shall have any power or authority to bind the District by any contract or engagement, to pledge its credit, or to render it liable for any purpose or to any amount.

Section 3. Reports

The Board shall prepare and cause to be sent an annual water quality report to the residents of the District.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

Rosenberg's Rules of Order, current edition or such other authority as may be subsequently adopted by resolution of the Board is to apply to all questions of procedure and parliamentary law not specified in these Bylaws or otherwise by law. All motions made at Board meetings shall require a second to the motion prior to the Directors voting. The President of the Board may unilaterally call for a recess at any time during a Regular or Special Meeting of the Board. The Board President may unilaterally adjourn the meeting unless a majority of the Board votes to continue the meeting.

ARTICLE IX

AMENDMENTS

The Bylaws may be repealed or amended, or new Bylaws may be proposed, by resolution and the affirmative vote of at least three (3) members of the Board at any regular meeting of the Board, provided notice of such proposal shall be in compliance with the Brown Act, as amended.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2020-28**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
AMENDING THE BYLAWS AND BOARD POLICY OF THE TOWN OF DISCOVERY BAY**

WHEREAS, Town of Discovery Bay Community Services District (the "Town") is a public agency and complies with a number of federal and state statutes, and local laws and regulations; and

WHEREAS, it is in the public's interest that Board of Directors adopts and from time to time reviews a set of established Town of Discovery Bay Bylaws to provide for those exercise of powers as established in California Government Code §61000 et seq. (Community Services District law); and

WHEREAS, the Bylaws of the Town were originally adopted by Resolution No. 98-07 on March 25, 1998, and were most recently amended on February 21, 2018; and

WHEREAS, the Town's Board of Directors desire to revise Section 1, of Article VII, of the Bylaws to require signature or endorsement by any two (2) identified District officials for all checks, warrants, drafts, or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of, or payable to, the Town; and

WHEREAS, it is now necessary to make certain changes and amend the Town of Discovery Bay Bylaws and Board Policy.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Bylaws of the Town of Discovery Bay are hereby amended as set forth in Section 1 – Payments, of Article VII – Payments, Contracts, and Reports, of Policy 002 – Bylaws attached to this Resolution and are incorporated by this reference as though fully set forth herein.

SECTION 2. That these Amended Bylaws and Board Policy shall become effective immediately upon adoption of this Resolution.

SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 16th DAY OF DECEMBER 2020.

Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on December 16, 2020, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael Davies
Board Secretary



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

December 16, 2020

Prepared By: Justin Shobe, District Water Engineer and Mike Yeraka, Projects Manager
Submitted By: Dina Breitstein, Assistant General Manager

Agenda Title

Discussion and Possible Action to Increase the Budget for the Filter Maintenance and Repairs at Willow Lake and Newport Drive Water Treatment Plants and to Award the Lowest Responsive Bidder.

Recommended Action

It is recommended that the Board take the following Action:

- a. Authorize the use of the additional monies from the Infrastructure Replacement Fund for the project in the amount of \$275,000, which will provide budget to conduct needed repairs with a contingency to address unknowns during construction.

Executive Summary

The District will be conducting repairs and media replacement on two of the water filters located at the water treatment plants. Inspections were conducted on the filter vessels and a Filter Repair Program was prepared by Luhdorff and Scalmanini Consulting Engineers (LSCE) based on the findings of those inspections. The Filter Repair Program outlines the requirements to replace media, conduct repairs, and bring the filters back into service during this winter. Two bids were received from contractors that are qualified to perform this work. Bids from contractors were as follows (a detailed bid comparison table is enclosed):

- ERS Industrial Services, Inc. = \$528,000.00
- Loprest, a Division of WRT, LLC. = \$402,700.00

With the low bid from Loprest and including the engineering and inspection fees, the total project cost, CIP budget, and estimate project overage are as follows:

- Total estimated cost = \$471,245
- CIP budget = \$218,000
- Estimated project overage = \$253,245

The CIP budget was only considering the removal and replacement of media. Based on the inspections, there were repairs identified for the filters that were not in the CIP budget, which included re-coating of the interior/exterior of the filter vessels, replacement of internal filter laterals, and repairing a hole that was found in Filter B at Newport Drive water treatment plant. These extra repair items total approximately \$230,000 based on the Loprest bid. It makes the most sense to conduct these repairs while the media is removed, as the new media will be in service for at least 10 years. It is possible that interior lining of the vessels will not be needed, but this will be determined once the media is removed. If it is not needed, this would save \$88,600.

"Continued to the next page"

Specific Board Action:

It is recommended that the Board take the following Action:

- a. Authorize the use of the additional monies from the Infrastructure Replacement Fund for the project in the amount of \$275,000, which will provide budget to conduct needed repairs with a contingency to address unknowns during construction.

Previous Relevant Board Actions for This Item

1. The Board approved a total of \$218,000 in FY 19/20 and 20/21 for Filter Repairs of two filters during approval of the FY 19/20 Budget at the June 19, 2019 Board Meeting.
2. The Board approved the General Manager to execute a contract with Lohdorff & Scalmanini to perform engineering and inspections services for filter repairs at the August 19, 2020 Board Meeting.

Fiscal Impact: Requires additional monies from Infrastructure Replacement Fund

Amount Requested: \$275,000

Sufficient Budgeted Funds Available?: Not in the CIP budget, but in Infrastructure Replacement Fund.

Prog/Fund # Category: TBD

Attachment

1. Summary of Bids

AGENDA ITEM: F-2

Bid Results
Town of Discovery Bay
Filter Repair Program - December 3, 2020

Bid Item	Description	Loprest/WRT	ERS Industrial Services
		Total	Total
1	Newport Filter B - Remove Media	\$35,900.00	\$32,000.00
2	Newport Filter B - Vessel Repair by R-Stamp	\$17,900.00	\$26,923.00
3	Newport Filter B - Interior Lining	\$43,400.00	\$94,501.00
4	Newport Filter B - Procure Media, Laterals and Misc.	\$55,500.00	\$66,500.00
5	Newport Filter B - Install Media, Laterals, and Misc.	\$28,900.00	\$50,000.00
6	Newport Filter B - Startup and Testing	\$7,700.00	\$5,500.00
7	Newport Filter B - Exterior Coating	\$23,000.00	\$30,000.00
8	Willow Filter B - Remove Media and Clean Filter	\$35,900.00	\$22,130.00
9	Willow Filter B - Interior Lining	\$45,200.00	\$67,446.00
10	Willow Filter B - Procure Media, Laterals, and Misc	\$35,600.00	\$52,000.00
11	Willow Filter B - Install Media, Laterals, and Misc.	\$27,600.00	\$35,000.00
12	Willow Filter B - Startup and Testing	\$6,000.00	\$5,500.00
13	Willow Filter B - Exterior Coating	\$40,100.00	\$40,500.00
	TOTAL	\$402,700.00	\$528,000.00



The
Town of Discovery Bay
"A Community Services District"
STAFF REPORT

Meeting Date
December 16, 2020

Prepared By: Mike Yeraka, Projects Manager and Justin Shobe, District Water Engineer
Submitted By: Dina Breitstein, Assistant General Manager

Agenda Title

Discussion and Possible Action Regarding Repairs to Broken Willow Lake and Marina Waterlines and Approve Resolution No. 2020-27, Adopting a CEQA Exemption, Approving the Project, and Directing Filing of the Notice of Exemption.

Recommended Action

- a. Authorize the General Manager to execute any and all contracts and documents necessary to repair the broken Willow Lake and Marina waterlines with a new 8-inch waterline utilizing either Horizontal Directional Drilling or Lining the pipelines for a total project cost not to exceed \$900,000.
- b. Adopt Resolution 2020-27 approving the project and adopting a CEQA Notice of Exemption.
- c. Authorize Staff to file the attached Notice of Exemption with the County Clerk's office.

Executive Summary

In 2019 the Board of Director's were made aware that the water pipeline that crosses beneath Willow Lake between Willow Lake Court and Laguna Court had failed. Since the failure of the Willow Lake pipeline crossing, we have also had a second underwater crossing fail between Marlin Court and the Marina Drive. Both of these pipeline crossings were successfully isolated on both sides by closing the valves at both ends of the pipe crossing. There has been no impact to water services connections with the isolations. An analysis of the water system hydraulic model was conducted, which confirmed that both crossings are essential to maintaining acceptable fire flow capacities in the system.

To repair both of these pipelines the town has budgeted \$400,000 for repairing the Willow lake undercrossing and \$600,000 to repair the Marina undercrossing, \$1 million total budget.

The Board had previously authorized the General Manager to execute any and all contracts and documents to replace the broken 8-inch waterline at Willow Lake in an amount not to exceed \$253,000. The design for the project has been completed to replace the pipeline using horizontal directional drilling and the most recent pricing from the contractors is putting the project costs at approximately \$310,000.

While investigating the most efficient way to repair the Marina pipeline we have come to learn that it may be more efficient to install a liner in both pipelines at the same time as compared to the cost of installing a new pipeline at Willow Lake and a separate repair between Marlin and Marina. Staff has not completed its determination as to the most efficient way to repair both pipelines but we feel confident that both pipelines can be repaired for less than \$900,000 which is less than the \$1 million budgeted for both projects.

In order to satisfy CEQA, the Board will need to adopt the attached Resolution 2020-27 adopting the attached CEQA Exemptions, Approving the project and Directing filing of the Notice of Exemption. The exemption from CEQA is allowed given that the project consists of replacing existing facilities and installing waterlines less than a mile long.

Specific Board Action:

It is recommended that the Board take the following Action:

- a. Authorize the General Manager to execute any and all contracts and documents necessary to repair the broken Willow Lake and Marina waterlines with a new 8-inch waterline utilizing either Horizontal Directional Drilling or Lining the pipelines for a total project cost not to exceed \$900,000.
- b. Adopt Resolution 2020-27 approving the project and adopting a CEQA Notice of Exemption.
- c. Authorize Staff to file the attached Notice of Exemption with the County Clerk's office.

Fiscal Impact:

Amount Requested: \$900,000

Sufficient Budgeted Funds Available?: Yes \$1,000,000

Prog/Fund # Category: TBD

Previous Relevant Board Actions for This Item

December 4, 2019, Approving repair/replacement of the Willow Lake waterline.

Attachments

- 1. Resolution 2020-27
- 2. Notice of Exemption

AGENDA ITEM: F-3



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2020-27

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY, ADOPTING A CATEGORICAL AND STATUTORY EXEMPTION FOR THE
PURPOSES OF SATISFYING THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, APPROVING
REPLACEMENT/REPAIR OF THE 8” WATERLINE BETWEEN MARLIN COURT AND THE MARINA, AND
DIRECTING THE GENERAL MANAGER TO FILE A NOTICE OF EXEMPTION WITH THE CONTRA COSTA
COUNTY CLERK.**

WHEREAS, the Town of Discovery Bay Community Services District (“District”) is a government agency organized and existing under the laws of the State of California; and

WHEREAS, the District is in need of replacing a broken 8” waterline between Marlin Court and the Marina; and

WHEREAS, the District is the lead agency under the California Environmental Quality Act (“CEQA”) for the Marlin/Marina Waterline Replacement/Repair Project (“Project”); and

WHEREAS, the Project consists of replacing or repairing or line, the broken 500-foot long, 8-inch waterline under the river between Marlin Court and the Marina; and

WHEREAS, the Project falls within the categorical exemptions to the California Environmental Quality Act (“CEQA”) pursuant to Section 15302 (Class 2) of the Guidelines for CEQA, California Administrative Code of Regulations, Title 14, Chapter 3, Article 19; and

WHEREAS, the Project is also statutorily exempt under CEQA as a repair and replacement of an existing pipeline of less than one mile in length within a public right of way pursuant to Public Resources Code Section 21080.21; and

WHEREAS, all other legal prerequisites to the adoption of this resolution have been met.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1: The above recitals are true and correct.

Section 2: The General Manager is authorized to commence the necessary steps to replace or repair or line the waterline.

Section 3: The Notice of Exemption prepared for the Project has been completed in accordance with CEQA Guidelines.

Section 4: The Board hereby approves and adopts the Categorical Exemption and Statutory Exemption for the Project.

Section 5: The Board hereby approves replacing or repairing or lining the broken waterline.

Section 6: The Board hereby directs the General Manager to prepare and file with the County Clerk of Contra Costa County for posting, a "Notice of Exemption" pursuant to California Administrative Code, Title 14, Chapter 3, Section 15062.

Section 7: This Resolution shall take effect immediately upon its adoption.

Section 8: The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 16th DAY OF December 2020.

Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on December 16, 2020, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael R. Davies
Board Secretary

Notice of Exemption

TO: Contra Costa County
Clerk's Office
555 Escobar Street
Martinez, CA 94553

From: Town of Discovery Bay CSD
1800 Willow Lake Rd.
Discovery Bay, CA 94505

Project Title: Marlin/Marina Waterline Replacement/Repair Project.

Project Applicant: Town of Discovery Bay Community Services District (CSD), 1800 Willow Lake Road, Discovery Bay, CA 94505

Project Location: Between Marlin Court and the Marina, Discovery Bay, CA 94505

Project Location – City: Town of Discovery Bay Project Location – County: Contra Costa

Description of Nature, Purpose and Beneficiaries of Project:

Replace or repair or line the existing 8-inch waterline under the river between Marlin Court and the Marina in Discovery Bay. The repairs are necessary in order to continue to provide reliable drinking water service to the Discovery Bay community.

Name of Public Agency Approving the Project: Town of Discovery Bay Community Services District

Name of Lead Agency Carrying Out the Project: Town of Discovery Bay Community Services District
Phone: 925-634-1131

Exempt Status: (check one)

Ministerial (Sec. 21080(b)(1); 15268);

Declared Emergency (Sec. 21080(b)(3); 15269(a));

Emergency Project (Sec. 21080(b)(4); 15269(b)(c));

Categorical Exemption. State type and section number: Replacement of Existing Facilities, pursuant to Guidelines for CEQA, Regulation Sec. 15302(c)

Statutory Exemptions. State code number: Public Resource Code Sec. 21080.21, Guidelines for CEQA, Regulation Sec. 15282(k) Pipelines less than a mile long.

Reasons why project is exempt:

15282(k) – Consists of the installation of new pipeline or maintenance, repair, restoration, removal, or demolition of an existing pipeline as set forth in Section 21080.21 of the Public Resources Code, as long as the project does not exceed one mile in length.

15302(c) – Consists of replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity.

Lead Agency

Contact Person: Michael Davies, General Manager Telephone: 925-634-1131

Attached is the certified document of exemption finding.

Signature: _____ Date: _____ Title: General Manager

Signed by Lead Agency

Signed by Applicant

Attached:

Resolution 2020-27



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

December 16, 2020

Prepared By: Bill Engelman, Parks and Landscape Manager
Submitted By: Dina Breitstein, Assistant General Manager

Agenda Title

Discussion and Possible Action to Approve the Notice of Completion and Final Payment for the Pickleball Courts at the Community Center

Recommended Action

Approve the Notice of Completion and authorize the General Manager to release final payments to the Contractor, DRYCO Construction Inc.

Executive Summary:

The Conversion of Two Tennis Courts to Six Pickleball Courts at the Community Center is now complete. Staff recommends approval of the Notice of Completion and release of any remaining payments or retention due to the contractor.

Fiscal Impact:

Amount Requested - None
Sufficient Budgeted Funds Available?: N/A

Previous Relevant Board Actions for This Item

Award Contract to DRYCO Construction, Inc. – August 5th, 2020.

Attachments

Notice of Completion

AGENDA ITEM: F-4

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

TOWN OF DISCOVERY BAY COMMUNITY
SERVICES DISTRICT
1800 Willow Lake Road
Discovery Bay, CA 94505-9376

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the Owner who contracted for the work of improvement hereinafter described.
2. The full name of the undersigned is:

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT, a Political Subdivision of the State of California.
3. The full address of the undersigned is:

1800 Willow Lake Road
Discovery Bay, CA 94505-9376
4. The nature of the title of the undersigned is that of a fee holder.
5. A work of improvement on the property hereinafter described was completed on 10/14/2020.
6. The name of the contractor for such work of improvement is:
DRYCO Construction, Inc
7. The property on which said work of improvement was completed is in the unincorporated portion of the County of Contra Costa, State of California, and is described as follows:

Pickleball Courts at Community Center
1601 Discovery Bay Blvd
Discovery Bay, CA 94505
8. The work of improvement consists generally of:
 - A. Pickleball Court Conversion from Tennis Courts

MICHAEL R. DAVIES, GENERAL MANAGER
FOR TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
