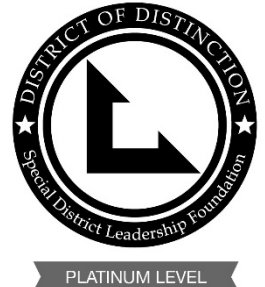




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Carolyn Graham • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Ashley Porter • Director – Lesley Belcher

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday, August 20, 2025 7:00 P.M.

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Director Porter led the Pledge of Allegiance.
3. Roll Call was taken, and all members were present with the exception of Director Belcher who was absent.

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

- The first speaker spoke about recent police activity at a short-term rental in Discovery Bay.
- The second speaker spoke about the island landscaping on Laguna Court.
- The third speaker voiced concerns regarding short-term rentals in Discovery Bay.

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 6, 2025.
2. Monthly Disbursement Report – July 2025.
3. Approve Annual Disclosure Pursuant to California Government Code Section 53065.5.

Director Graves made a motion to approve the Consent Calendar.

Director Porter seconded.

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

D. MUNICIPAL ADVISORY COUNCIL

1. Discussion and Possible Recommendation to Contra Costa County on Agency Comment Request CDS24-09710 & CDDP25-03012.

Presented by Assistant General Manager Stephen Griswold.

- AGM Griswold explained the process when the Town receives a Request for Comment.
- Agency Comment Request CDS24-09710 & CDDP25-03012 refers to a proposed eleven home development between Marina Road and Edgeview Court.
- The Board tabled this item pending clarification of several questions.

Public Comment:

- Speaker lives in the Country Club Community, and stated this item was also brought to the Homeowners Association's attention.

E. PRESENTATIONS

1. Veolia.

Presented by Veolia Project Manager Anthony Harper.

- 760 safe working days through July 31, 2025.
- All wells are active.
- PG&E cut the power to Well 5 and it is now in the process of being abandoned.
- All temporary repair pumps in the Lakeshore Development have been removed.

F. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Award a Contract to Saviano Co. for the Conversion of Tennis Courts #1 & #2 into Six Pickleball Courts at the Community Center.

Presented by Landscape Manager Monica Gallo.

- On July 17, 2024, the Board of Directors approved a request from Discovery Bay Recreation & Sports, Inc. (DBRS) to convert Tennis Courts #1 & #2 at the Community Center into six pickleball courts.
- DBRS will donate \$120,000 to the Town of Discovery Bay for this court conversion project.
- The Town held a bid opening on July 29, 2025.
- The lowest bid of \$159,000 was from Saviano Co.
- Estimated one-time cost to the district would be \$62,850 from Zone 8-Community Center Fees.

The Parks & Recreation Committee reviewed this item, and they recommended bringing forward to the full Board for a vote.

Director Graves made a motion to approve staff recommendation to award a contract to Saviano Co. for the conversion of Tennis Courts #1 and #2 at the Community Center into six pickleball courts, in the amount of \$159,000, plus a 15% contingency, for a total not-to-exceed amount of \$182,850 .

Director Porter seconded.

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

2. Adopt Ordinance 28 Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act (UPCCAA).

Presented by Legal Counsel Andy Pinasco.

- Ordinance 28 was introduced at the August 6, 2025, regular meeting of the Board, at which time the first reading was waived.
- The proposed ordinance:
 - Authorizes the Town to use informal bidding procedures for eligible public works projects as defined by UPCCAA.
 - Establishes guidelines for maintaining a list of qualified contractors, soliciting bids, and awarding contracts in accordance with Public Contract Code section 22034.
 - Ensures that all informal bidding activities are conducted fairly, openly, and in compliance with state requirements.

Director Porter made a motion to accept staff recommendation to adopt Ordinance 28 Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act (UPCCAA).

President Graham seconded.

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

3. Discussion and Possible Action Regarding Contract Award to Herwit Engineering – Design, Bid Documents, for 2025 Wastewater Capital Improvement Projects.

Presented by Water & Wastewater Manager Aaron Goldsworthy.

- The Town of Discovery Bay’s wastewater facilities require capital improvements to ensure ongoing compliance, efficiency, and safety.
- Herwit Engineering will prepare full plans and specifications for eight projects to be bid and constructed under the 2025 CIP Miscellaneous Improvements Projects.

The Water & Wastewater Committee reviewed this item and recommended bringing to the full Board for a vote.

Director Porter made a motion to accept staff recommendation to authorize the General Manager to execute a contract with Herwit Engineering, in the amount of \$288,600, for the Design, Bid Documents, and Engineering Services as outlined in the scope of work for the Capital Improvement Projects listed and a 10% contingency for a total amount not-to-exceed \$317,460.

Director Graves seconded.

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

G. MANAGER’S REPORT

Presented by Assistant General Manager Stephen Griswold.

- AGM Griswold reported that staff is exploring solutions to sound-wall issues in the Town.

H. GENERAL MANAGER’S REPORT

Presented by General Manager Dina Breitstein.

- Contractors broke ground for the new Administrative Building.
- SDRMA – The Town received recognition for their commitment to safety and for having no claims in the 2024/2025 Fiscal Year.

I. DIRECTOR REPORTS

1. Committee Reports.
 - a. SPECIAL Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Carolyn Graham) August 20, 2025.

Director Kevin Graves reported the committee discussed the Herwit contract as well as an upcoming Cross-Connection item.

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. LAFCO – July 9, 2025 (Director Kevin Graves).

K. CORRESPONDENCE

None.

L. LEGAL REPORT

None.

M. FUTURE AGENDA ITEMS

None.

N. ADJOURNMENT

1. Adjourned at 7:55p.m. to the next Regular Meeting of the Board of Directors on September 3, 2025 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505.