



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

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

**Regular Board Meeting  
Wednesday, January 16, 2019**

**7:00 P.M. Regular Board Meeting**

**Community Center  
1601 Discovery Bay Boulevard**



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY**

**Wednesday January 16, 2019**

**REGULAR MEETING 7:00 P.M.**

**Community Center**

**1601 Discovery Bay Boulevard, Discovery Bay, California**

**Website address: [www.todb.ca.gov](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. Roll Call.

**B. 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 by filling out a comment form. The public will be called to comment in the order the comment forms are received. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There is a device on the podium with a green, yellow, and red light. The yellow light will come on 30 seconds before the end of the 3 minutes. 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 view point of the Directors.

**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 December 19, 2018.
2. Approve Register of District Invoices.
3. Approve Board Officers for Calendar Year 2019.

**D. PRESENTATIONS**

1. Award Presented to Former Board President Kevin Graves.

**E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA**

1. Veolia Report – Month of December.

**F. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action Related to Board Member Appointments to Standing Committees.
2. Discussion and Possible Action Related to Board Member Appointments to Regional Committees.
3. Discussion and Possible Action Regarding the Annual Board Workshop for 2019.
4. Discussion and Possible Action Regarding Luhdorff & Scalmanini Scope of Work for Well No. 8 Assessment.
5. Discussion and Possible Action Regarding a Plaque in Memory of Bob Abbadie being Placed at the Community Center BBQ Area.

**G. INFORMATIONAL ITEMS ONLY**

**H. DIRECTORS' REPORTS**

1. Standing Committee Reports.
  - a. Water and Wastewater Committee Meeting – December 20, 2018.
2. Other Reportable Items.

**I. MANAGER'S REPORT**

1. Assembly Bill 606 and Assembly Bill 1668 Water Management Planning

**J. GENERAL MANAGER'S REPORT**

**K. CORRESPONDENCE RECEIVED**

1. Received – Letter from Charles W. Helfrick regarding PG&E Funds dated December 18, 2018.
2. Received – Contra Costa County Aviation Advisory Committee meeting minutes for November 8, 2018.
3. Received – Contra Costa County Aviation Advisory Committee meeting minutes for December 13, 2018.
4. Received – Discovery Bay P6 Citizen Advisory Committee meeting minutes for October 24, 2018.

**L. FUTURE AGENDA ITEMS**

**M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

**N. CLOSED SESSION:**

1. Conference with Legal Counsel - Anticipated Litigation Pursuant to Government Code Section 54956.9(b)  
One Potential Case.

**O. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

**P. ADJOURNMENT**

1. Adjourn to the regular meeting on February 6, 2019 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 Gold-Level of Governance

President – Kevin Graves • Vice-President – Bill Mayer • Director – Bill Pease • Director – Robert Leete • Director – Bryon Gutow

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday December 19, 2018  
REGULAR MEETING 7:00 P.M.**

**Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](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. – By President Graves
2. Pledge of Allegiance – Led by Director Gutow.
3. Oath of Office for Elected Board Members.  
General Manager Davies – Administered the Oath of Office for elected Board Members, Kevin Graves, Robert Leete, and Bryon Gutow.
4. Roll Call – All Present.

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

Public Comment Regarding:

- Money used for the License Plate Readers.
- Advisory responsibilities regarding the License Plate Readers and communication with Supervisor Burgis.

**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 and closed session meeting for December 5, 2018.
2. Approve Register of District Invoices.
3. Approve Resolution No. 2018-15 Assigning Check Signing Signature Authority.

Motion by: Director Pease to approve the Consent Calendar.

Second by: Director Leete

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

**D. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA**

1. Veolia Report – Month of November 2018.

Project Manager Sadler – Provided the details of the October and November 2018 Monthly Operations Report. There was discussion regarding manhole inspection.

**E. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action Regarding Updates to the Park Rules and Regulations Policy 012.  
Recreation Programs Supervisor Kaiser – Provided the updates to the Park Rules and Regulations Policy 012. There was discussion regarding changes to the Park Rules and Regulations Policy 012.

Public Comment Regarding:

- The enforcement of the rules and regulations for Policy 012.

Motion by: Director Pease to approve the DRAFT administrative revisions to Board Policy #012 including the addition of a section related to Dog Park Rules and Regulations as recommended by the Standing Parks and Recreation Committee.

Second by: Director Leete

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

**F. DIRECTORS' REPORTS**

**1. Standing Committee Reports.**

Vice-President Mayer – Provided the details regarding the ECCFPD meeting – swearing in of the new Board.

Director Pease – Provided the details of the Parks and Recreation Committee meeting regarding the Discovery Bay Front Entrance lighting and the Holiday lighting.

**2. Other Reportable Items.**

**G. MANAGER'S REPORT**

None.

**H. GENERAL MANAGER'S REPORT**

General Manager Davies – Provided a small clip and the details of the “No Wipes in the Pipes”. Also, thanked Executive Assistant Heintz for her work on the project.

**I. CORRESPONDENCE RECEIVED**

**1. Received – State Route 4 Bypass meeting minutes for October 11, 2018.**

**J. FUTURE AGENDA ITEMS**

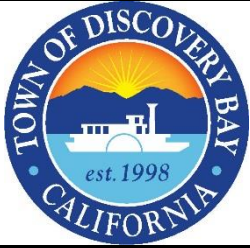
None.

**K. ADJOURNMENT**

**1. The meeting adjourned at 7:17 p.m. to the regular meeting on January 16, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.**

//cmc – 12-20-18

<http://www.todb.ca.gov/agendas-minutes>



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

January 16, 2019

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Accountant  
**Submitted By:** Michael R. Davies, General Manager

MRD

### 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** \$ 427,305.13

**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 2018/2019

AGENDA ITEM: C-2

**For The Meeting On January 16, 2019**  
**Town of Discovery Bay CSD**  
**For Fiscal Year's 7/18 - 6/19**

Veolia Water North America	\$176,712.31
Pacific Gas & Electric	\$68,786.57
Tiber Painting LLC	\$35,100.00
Town of Discovery Bay, CSD	\$32,357.57
Adams Pool Solutions	\$27,230.00
SWRCB	\$22,638.00
CaliforniaChoice Benefit Admin	\$14,554.28
Neumiller & Beardslee	\$11,565.50
Badger Meter	\$5,524.23
Harris & Associates, Inc.	\$4,950.00
Herwit Engineering	\$4,070.00
Freedom Mailing Service, Inc	\$2,679.17
Tee Janitorial & Maintenance	\$2,054.00
Bay Area Barricade Service, Inc.	\$1,615.86
Stantec Consulting Services Inc	\$1,585.00
Shannon Gay Leyen	\$1,551.00
SDRMA	\$1,420.64
Brentwood Ace Hardware	\$1,058.27
Mt. Diablo Resource Recovery	\$789.56
Alhambra	\$755.00
Univar	\$724.53
Verizon Wireless	\$712.03
Aflac	\$705.02
Matrix Trust	\$685.24
R & B Company	\$663.57
Comcast	\$619.60
MRC Smart Technology	\$607.95
Bill Pease	\$575.00
Big Dog Computer	\$472.50
Kevin Graves	\$460.00
Lucia Peters	\$441.00
Du-All Safety	\$416.65
Smeared Paint	\$382.50
Office Depot	\$372.54
Robert Leete	\$345.00
William Mayer	\$345.00
Ricoh USA, Inc	\$321.70
Denalect Alarm Company	\$297.00
ReliaStar Life Insurance Company	\$275.00
Bryon Gutow	\$230.00
UniFrist Corporation	\$181.60
Water Utility Customer	\$145.72
Chris Steele	\$115.00
Shred-It USA-Concord	\$61.26
County Of Contra Costa, Dept of Info Tec	\$54.00
Bill Brandt Ford	\$52.97
U.S. HealthWorks	\$30.00
Cintas	\$15.79
	<hr/>
	\$427,305.13



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

January 16, 2019

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

MRD

### Agenda Title:

Approve Board Officers for Calendar Year 2019.

### Recommended Action

Elect the Board Officers for Calendar Year 2019 consistent with Board Policy 004: Board President – Bill Mayer; Board Vice-President - Bill Pease.

### Executive Summary

Yearly the Board of Directors elects a President and Vice-President. Board Policy 004 (amended February 21, 2018) designates the procedure for electing Board officers for the upcoming 2019 calendar year.

According to Board Policy 004, the following Directors will serve as Board Officers in calendar year 2019:

Board President: Bill Mayer  
Board Vice-President: Bill Pease

### Previous Relevant Board Actions for This Item

December 6, 2017 - Board Officers for Calendar Year 2018.

### Attachments

Board Policy 004 (Amended February 21, 2018).

AGENDA ITEM: C-3





## Town of Discovery Bay

<b>Program Area:</b> Board	<b>Policy Name:</b> Board Policy	<b>Policy Number:</b> 004
<b>Date Established:</b> June 19, 2002	<b>Date Amended:</b> February 21, 2018	<b>Resolution:</b> 2018-01

### PURPOSE

The purpose of the elected Board of Directors of the Town of Discovery Bay, a multipurpose independent special district, is to represent the residents within its boundaries in any and all matters covered under the California Government Code relating to a Community Services District.

In addition to the purposes listed in the Government Code, the District has been ordered by LAFCO and the Board of Supervisors to perform an advisory role for the residents of Discovery Bay. This role includes, but is not limited to, advising the County in matters of land use planning, zoning, compliance, roads and streets, lighting, landscaping, parks and public safety services.

### I. BOARD OF DIRECTORS

The governing body of the Town of Discovery Bay is a Board of Directors comprised of five (5) Board members elected by the registered voters of the District to serve four (4) year staggered terms. During the elections every two (2) years, either two (2) or three (3) Directors are elected to serve the District for the next four (4) years.

Yearly the Board of Directors elects a President and Vice-President. The President of the Board chairs the meeting, performs such duties as prescribed by State or Federal law and such other duties as prescribed by Board Policy or the established Bylaws of the Town of Discovery Bay. In the event of the President's absence, the Vice-President performs said duties.

Should the President and Vice President not be present to chair a meeting, the duties of the chair shall be performed by the Board member with the highest seniority. In the event seniority cannot be determined due to the date of the assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member.

The appointment of Board officers shall be established based upon the following schedule:

**Board President**

In order to be considered to serve as President of the Board, the Board member must have served on the Board for a minimum 24 months prior to being considered for rotation into the Board President position. The Board Presidency shall be assigned to the Board member who has not served as President and who has met the 24 month requirement.

If more than one Board member has met the 24 month requirement and not served as President, the member with the longest tenure on the Board of Directors shall be the first person appointed to the position of President.

In the event each member of the Board has previously served as President at one point in their respective office, the Board member to serve as Board President shall be the member who has not served as President for the longest period time.

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.

**Vice President**

The Vice President shall be the Director next in line to be President based on the then current service time. In order for a Board member to be considered for the position of Vice President, the Board member must have served on the Board for a minimum of 12 months prior to being considered for rotation into the Board Vice President position. The Board Vice President shall be assigned to the Board member who has not served as Vice President and who has met the minimum 12 month service requirement.

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.

**II. POWER OF THE BOARD**

The Board of Directors recognizes its duty to formulate and approve the policy program for the operation, control, administration and planning of the District's facilities and activities of the District.

Board meetings shall be noticed and shall take place pursuant to the Ralph M Brown Act of 1953, as amended (hereafter, Brown Act).

The parliamentary procedure for conducting all meetings will be Rosenberg's Rules of Order.

The Board meets its obligations to the electorate by performing as a legislative, administrative and control body.

The Board may have standing committees and may appoint ad hoc committees as the need arises. The District's General Manager or Designee may serve as staff support to those committees.

In the discharge of their duties, Directors 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 Directors required by California law.

### **III. RESPONSIBILITIES**

#### **A. Responsibilities of the Board of Directors:**

1. To select a General Manager as the Board's chief administrative officer and professional advisor and properly delegate to him or her the authority and responsibility to execute its' policies, enforce its rules and regulations, and administer the facilities, programs, and services of the District. Provide the General Manager with the necessary personnel and resources to carry out his or her responsibilities.
2. To adopt a District budget that provides the best possible facilities, programs, and services, within the limits of fiscal responsibility, to the people of the District.
3. To adopt a comprehensive set of Board policies and administrative procedures to govern the operation of the District. These policies and procedures shall be amended and revised as appropriate and shall be compiled and published in a Board Policies Manual. The District shall keep at its offices a master copy of such manual, which shall be kept for all purposes the official record of the Board policies of the District.
4. By motion, resolution, or ordinance conduct the business of the District, taking those actions that ensure that satisfactory services are provided throughout the community.
5. Keep informed on agenda items and on-going business of the Board.
6. Be well informed on the provisions of laws, ordinances and resolutions as they affect conduct of the District and the Board.
7. Attend meetings with promptness and regularity.
8. Elect officers and confirm standing and ad hoc committee members and District representatives to external agencies.
9. Initiate, review and approve plans that will satisfy future requirements, including a long-range plan (five (5) to ten (10) years).
10. Review and act upon plans and recommendations submitted by the Board committees and the General Manager. This action includes adoption, rejection, amendment or return to committee.

11. Single Board members will not represent the whole of the Board in other open or closed meetings without prior sanction by the majority direction of the Board.

## **B. GENERAL CONDUCT OF BOARD OF DIRECTORS AND OFFICERS**

### **1. No member of the Board or Officers of the District shall:**

- a. Represent his or her position as that of the Board unless the Board has acted upon that position.
- b. Make unsolicited statements to anyone other than the Board during Board deliberations.
- c. Issue any writings or statements to the press or public without clearly distinguishing which statements are his or her own and which are established Board positions.

### **2. Preparation and Commitment:**

- a. Shall respect the Board's commitment to work through the General Manager by requesting desired information about the District's programs/activities directly from him/her, by referring to him/her suggestions for new policies, for his/her professional advice, by refraining from acting on any complaint until after the General Manager has had an opportunity to investigate fully and report to the Board, and by wholeheartedly supporting Board approved actions of the General Manager and his/her staff.
- b. Accept the principle of Board unity or consensus by supporting majority decisions of the Board.
- c. Shall make decisions involving the welfare of the District based on factual information and evidence recognizing that personal feelings, opinions and other such factors are not conducive to sound decision making.
- d. Come prepared, ready to ask questions and make decisions.
- e. Do what is agreed upon.
- f. Respect confidentiality of Closed Session agenda items.
- g. Contact the General Manager prior to meeting for more information, if needed.

## **C. ADDITIONAL RESPONSIBILITIES OF THE BOARD MEMBERS**

### **1. Orientation of Board Members**

- a. The Board of Directors recognizes its responsibility in helping and assisting a newly elected or appointed Board member to understand the operation of the District as well as the roles and responsibilities of a member of the Board. The Board and General Manager shall assist each new member-elect to understand the Board functions, policies, procedures, roles, duties and responsibilities of members of the Board. The following methods shall be employed:

- b. The new member shall be given selected material on the duties and responsibilities associated with Board membership. These materials shall include, but are not limited to: The Government Code dealing with Community Services Districts, the Ralph M. Brown Act, the California Public Records Act, Board Policies, and any pertinent publications issued by the California Special Districts Association, the California Parks and Recreation Society and other agencies, as needed.
- c. As soon as practical after the new Board member assumes office, an orientation meeting with General Manager will be held prior to the first Board meeting to acquaint the new member with details of District operations.
- d. The incoming member may meet with the General Manager and members of his staff to discuss services they perform for the Board and the District.

## **2. Policy Violations**

- a. Board Members who intentionally or repeatedly do not comply with this Policy may be reprimanded or formally censured by the Board of Directors.

## **D. Responsibilities of a Committee Chairperson**

1. Undertake the specific tasks or assignments as established by the Board or Board President together with the participation of the other members of the committee.
2. Plan and schedule the necessary activities and obtain commitments for the necessary resources to complete the assignment.
3. Present a report on status and progress to the Board at appropriate times as designated by the President.
4. Prepare recommendations and justification for any proposed action and submit to the Board for decision and implementation when approved.
5. Provide overall leadership of the committee.
6. Perform the duties of a Board member if appropriate.

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

**MONTHLY OPERATIONS REPORT**

**Dec 2018**

**3413** Days of Safe Operations

**166,431** worked hours since last recordable incident

**TRAINING:**

- **Safety**
  - **West Monthly Regional Safety Webinar**
  - **Hearing Testing**
  - **Blood borne Pathogens**
  
- **Operation**
  - **None this month**

**REPORTS SUBMITTED TO REGULATORY AGENCIES:**

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

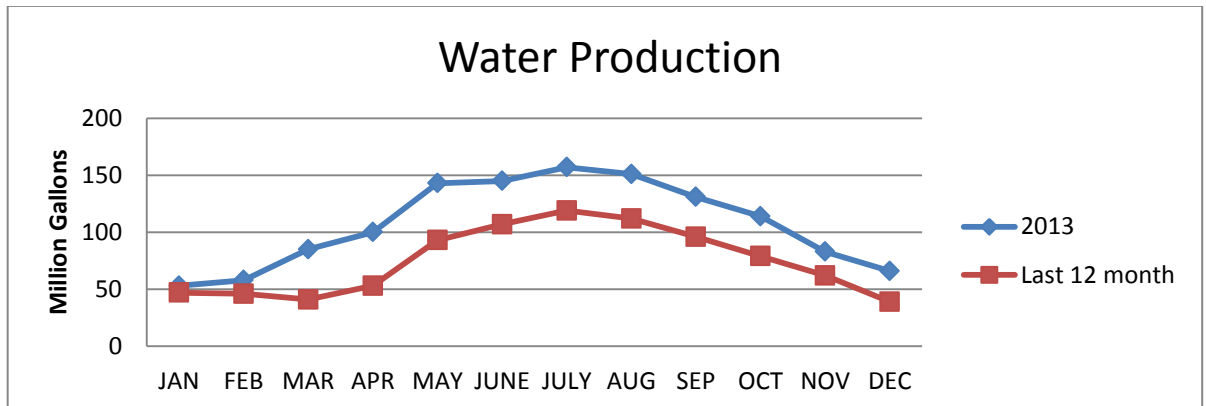
## WATER SERVICES

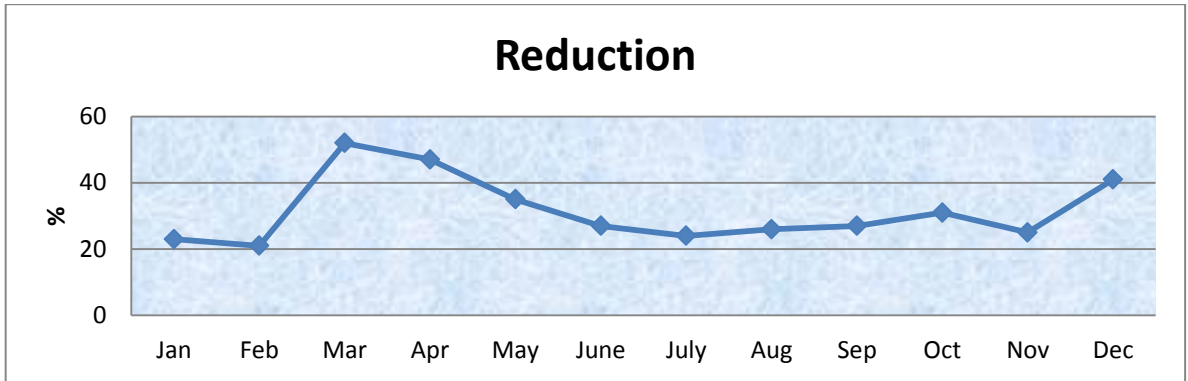
**Groundwater Well:**

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

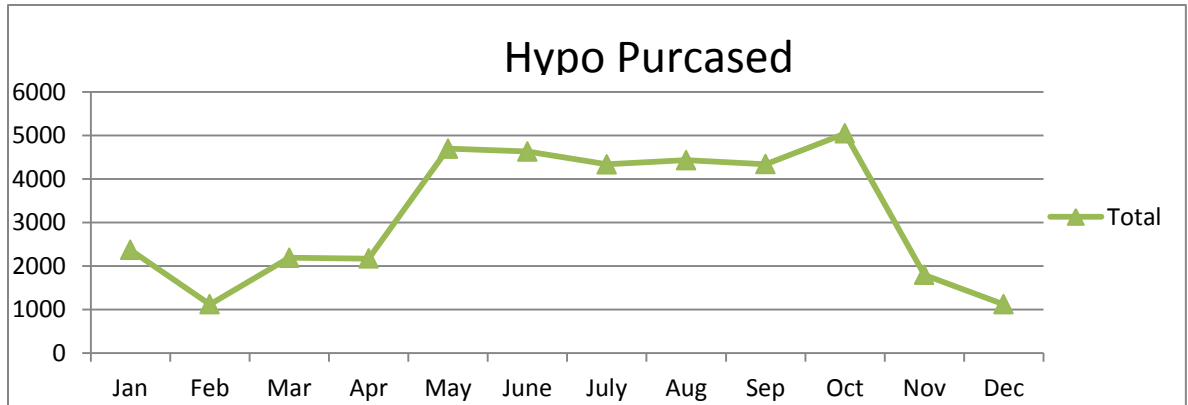
**2018 Monthly Water Production Table (MG):**

<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
<b>41</b>	<b>46</b>	<b>41</b>	<b>53</b>	<b>93</b>	<b>107</b>
<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
<b>119</b>	<b>112</b>	<b>96</b>	<b>79</b>	<b>62</b>	<b>39</b>





**Chemical Usage:**



**Bacteriological Test Results:**

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



## WASTEWATER SERVICE

### Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>No Lab Data</i>	<i>Dec Lab Data</i>
Flow, MG Effluent, <b>monthly total</b>		36	38
Flow, MG Daily Influent Flow, <b>avg.</b>	N/A	1.4	1.5
Flow, MG Daily Discharge Flow, <b>avg.</b>	2.35	1.2	1.2
Effluent BOD <sub>5</sub> , lbs/d, <b>monthly avg.</b>	350	14	11
Effluent TSS, lbs/d, <b>monthly avg.</b>	200*	11	9
Effluent BOD <sub>5</sub> , mg/L, <b>monthly avg.</b>	20	1	1
Effluent TSS, mg/L, <b>monthly avg.</b>	10*	1	1
Total Coli form 7 day Median Max	23	ND	ND
Total Coli form Daily Maximum	240	ND	ND
% Removal BOD <sub>5</sub> , monthly avg.	85% min.	99%	99%
% Removal, TSS, monthly avg.	85% min.	99%	99%
Electrical Conductivity, umhos/cm <b>annual avg.</b>	2100	2159	2158

\*New TSS Limit went into effect

### 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	Wastewater Received (MG)
• 15	• 0	• 0	• 45

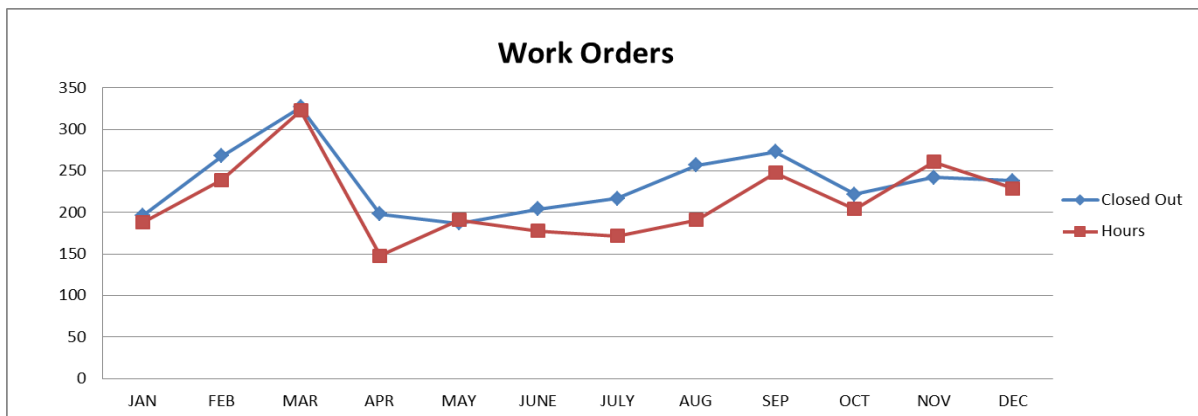
Performed weekly lift station inspections

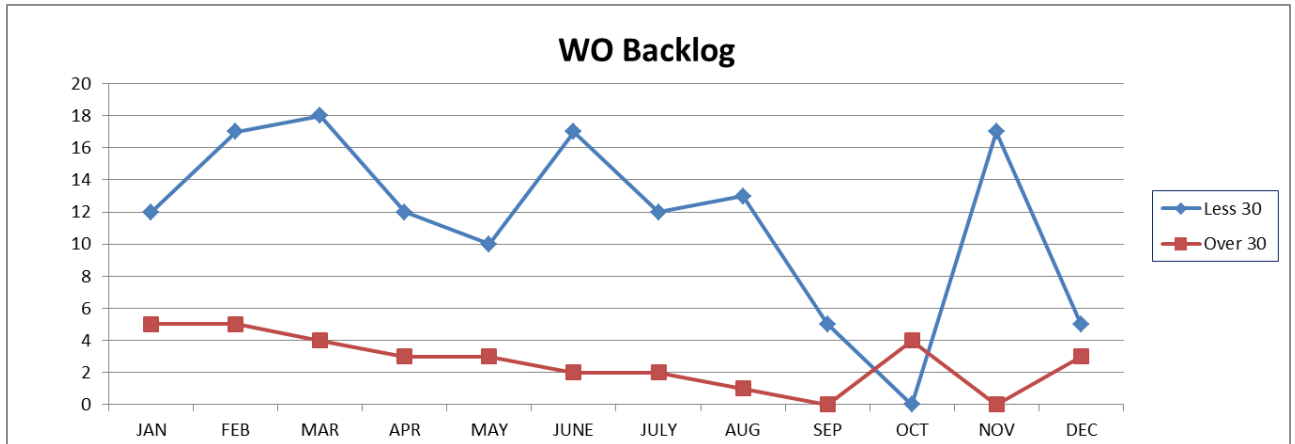
### Sewer System:

- Continue collection sanitary sewer line assessment
- Flushed/CCTV will be performed after assessment
- Manhole & covers will be inspected during assessment.

## MAINTENANCE

### Preventive and Corrective:





### Call & Emergency Response

<b>Call Outs</b>	<b>Emergencies</b>
<b>4</b>	<b>0</b>
<b>Regular Hours</b>	<b>Overtime</b>
<b>1700</b>	<b>12</b>

### 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**

January 16, 2019

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

MRD

**Agenda Title**

Discussion and Possible Action Related to Board Member Appointments to Standing Committees.

**Recommended Action**

Select new two-year term Standing Committee appointments pursuant to Article IV of the Board's Bylaws.

**Executive Summary**

At the January 18, 2017 Regular Board Meeting, Standing Committee assignments for two-year terms were selected. Existing Standing Committee terms are set to expire this January and it is time to make new Standing Committee selections for a new two-year term.

Pursuant to Board Bylaws, Policy 002, Article IV, Section 2: "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.... This procedure shall be used to fill two appointees to each Standing Committee." By this formula, priority selection is as follows:

1. President Mayer
2. Vice-President Pease
3. Director Graves
4. Director Leete
5. Director Gutow

Committee Name	Location	Day and Time
Finance Committee	Community Center	Quarterly as needed on Monday at 10:00 A.M.
Water and Wastewater	Community Center	Monthly on the third Thursday at 4:00 P.M.
Internal Operations	Community Center	Quarterly on the second Thursday at 4:00 P.M.
Parks and Recreation	Community Center	Third Wednesday of every other month at 3:30 P.M.
Communications	Community Center	Quarterly on the first Wednesday at 5:30 P.M.

**Previous Relevant Board Actions for This Item**

January 18, 2017

**Attachments**

- 1) Bylaws Policy No. 002.

**AGENDA ITEM: F-1**



# Town of Discovery Bay

<b>Program Area:</b> Board	<b>Policy Name:</b> Bylaws	<b>Policy Number:</b> 002
<b>Date Established:</b> March 25, 1998	<b>Date Amended:</b> February 21, 2018	<b>Resolution:</b> 2018-01

## 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 both the President and Vice President, and one other Director, or, in the absence of the elected officers, any two (2) 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 - District Representative Listing (2 year Term) - Revised 06-07-2017

### Regional Committee Appointments

Committee Name	Location	Day and Time	Director Appointed	Alternate
Contra Costa County Aviation Advisory Committee	550 Sally Ride Dr. Concord or 500 Eagle Court, Byron	2nd Thursday of the Month at 10:00 a.m.	Kevin Graves	Chris Steele
Contra Costa County Code Enforcement	3361 Walnut Boulevard Suite 140 Brentwood	4th or 5th Thursday of the Month at 1:30 p.m.	Robert Leete	Bill Pease
Contra Costa Special Districts Association	1250 Springbrook Road, Walnut Creek, CA	Quarterly	Robert Leete	Bill Pease
East Contra Costa County Fire Protection District Liaison	150 City Parkway, Brentwood, CA 94513	2nd Wednesday of the Month at 6:30 p.m.	Kevin Graves	Robert Leete
East County Water Management Association	69 Big Break Road, Oakley, CA 94561	Every 6 months at 11:30 a.m.	President	Vice-President
LAFCO Liaison	651 Pine 6th Floor, Martinez	2nd Wednesday of the Month 1:30 p.m.	Chris Steele	Bill Mayer
Police Service (P6 Committee)	Community Center	Quarterly - TBD	Bill Mayer	Robert Leete
School District Representative Liaison	14301 Byron Highway, Byron	3rd Thursday of the Month at 7:00 p.m.	Bill Mayer	Kevin Graves
Regional Transportation Agencies	As Necessary	As Necessary	Bill Pease	Chris Steele

### Standing Committee Appointments

Committee Name	Location	Day and Time	Director Appointed	Director Appointed
Finance Committee	Community Center	Per the Bylaws; quarterly, as needed, on Monday at 10:00 A.M.	Bob Leete	Bill Mayer
Water and Wastewater	Community Center	Per the Bylaws; monthly on the third Thursday at 4:00 P.M.	Kevin Graves	Bill Pease
Internal Operations	Community Center	Per the Bylaws; quarterly on the second Thursday at 4:00 P.M.	Bob Leete	Kevin Graves
Parks and Recreation	Community Center	Per the Bylaws; Third Wednesday of every other month at 3:30 P.M.	Chris Steele	Bill Pease
Communications	Community Center	Per the Bylaws; quarterly on the first Wednesday at 5:30 P.M.	Chris Steele	Bill Mayer

\* Adoption of this Listing constitutes approval of the Board for attendance at meetings and representation of the Town of Discovery Bay, by the designated representative (or in that representative's absence, the alternate) concerning the subject for which the appointment is made but does not address the issue of whether such attendance may be compensated or whether expenses may be paid for such attendance, as those issues are addressed by law and by separate policy of the Board.



## Town of Discovery Bay - District Representative Listing (2 year Term) - Revised 06-07-2017

### Regional Committee Descriptions

**Contra Costa County Aviation Advisory Committee:** This involves attending meetings of this committee to discuss airport operations and activities.

**Contra Costa County Code Enforcement:** This involves meeting with public officials, public employees and community groups covering issues of code enforcement in, or affecting, the Town.

**Contra Costa Special Districts Association:** This involves attending meeting of the Contra Costa Special Districts Association.

**East Contra Costa County Fire Protection:** District Liaison: This involves attending meetings of the East Contra Costa County Fire Protection District, and meeting with public officials, public employees and community groups concerning issues of fire protection in, or affecting, the Town.

**East County Water Management Agency:** This involves attending meetings of this association, made up of representatives of local water and wastewater agencies to discuss, and exchange, information pertaining to water and wastewater operations.

**LAFCO Liaison:** This involves attending meetings of LAFCO when an issue affecting the Town is before LAFCO.

**Police Services (P6 Committee):** This involves meeting with public officials, public employees and community groups covering issues of police services in, or affecting, the Town.

**School District Representative Liaison:** This involves attending meetings of the School Districts, and meeting with public officials, public employees or community groups concerning issues affecting the relationship between the Town and the Town's residents and School Districts whose area involves any portion of the Town.

**Regional Transportation Agencies:** This involves attending meetings with public officials, public employees, and community groups concerning transportation issues affecting the residents of the Town.

### Board Standing Committee Descriptions

**Finance Standing Committee Includes:** Budget standing committee works with staff in the development of the District's annual Operating and Capital Improvement Program Budgets. The standing committee may also meet periodically through the year to review existing budgets or to meet with staff to address budgetary issues. Investment standing committee is responsible for working with staff and financial advisors (when applicable) on making recommendations regarding the District's investment portfolio that are consistent with the District's Investment Policy. Public Financing standing committee meets with staff, consultants, legal counsel, and other necessary individuals regarding the issuance of municipal debt of the Public Financing Authority on an as necessary basis.

**Water and Wastewater Standing Committee:** The Water and Wastewater standing committee meets with staff, contractors, engineers, and other necessary individuals regarding matters pertaining to the Town's Water and Wastewater operations.

**Internal Operations Standing Committee:** The Internal Operations standing committee meets with staff regarding Town policies, procedures, and resources that pertain to employees and office administration.

**Parks & Recreation Standing Committee Includes:** Community Center standing committee works on the planning and future development of the Community Center. This may involve meetings with public officials, public employees, Town staff and developers concerning issues involving the Community Center project.

**Communications Standing Committee:** The Communications standing committee is tasked with assisting in various methods of communication in which the Town of Discovery Bay communicates its activities, information, and mission to the public.



# Town of Discovery Bay

*“A Community Services District”*

## STAFF REPORT

**Meeting Date**

January 16, 2019

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

MRD

**Agenda Title**

Discussion and Possible Action Related to Board Member Appointment to Regional Committees.

**Recommended Action**

Select new two-year term Regional Committee appointments pursuant to Article IV of the Board’s Bylaws.

**Executive Summary**

At the June 7, 2017 Regular Board Meeting, Regional Committee appointments for two-year terms were selected. As such, existing Regional Committee terms do not expire until June 7, 2019.

Due to biennial Board election cycles, there exists the possibility that one or more first-time elected members may be seated at the Board every two years. This has occurred with the election of Director Gutow. For purposes of board member transition continuity, staff recommends that biennial Regional Committee appointments be done in January at the same Board Meeting as the biennial selection of Standing Committee appointments and the annual election of officers.

Pursuant to Board Bylaws, Policy 002, Article IV, Section 2: “Board members shall be assigned to attend Regional Meetings.... 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.... This procedure shall be used to fill Primary and Alternate members to respective Regional Representation.” By this formula, priority selection is as follows:

1. President Mayer
2. Vice-President Pease
3. Director Graves
4. Director Leete
5. Director Gutow

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Regional Transportation Agencies	As Necessary	As Necessary



**Previous Relevant Board Actions for This Item**

January 8, 2014 – Appointment of Board Members to District Representative Committee Positions.

December 16, 2015 – Board Officer Rotation Schedule and Appointment of District Representatives.

February 4, 2015 – Adopted District Representative Listing for Calendar Year's 2015-16.

February 18, 2015 – Amended Board Policy No. 004.

January 18, 2017 – Consider approving the proposal by the Board President to make modifications to the Board Bylaws and Policies related to staff sub-committees and regional committees.

April 5, 2017 – Discussion and Possible Action Related to District Board Member Regional Representation.

April 19, 2017 – Discussion and possible action on revised Bylaws regarding Regional Representation and appointments to Regional Committees as may be necessary.

June 7, 2017 – Discussion and Possible Action Regarding Regional Representatives.

**Attachments**

1) Bylaws Policy No. 002.

2) Regional Committee Appointment Listing.

**AGENDA ITEM: F-2**



# Town of Discovery Bay

<b>Program Area:</b> Board	<b>Policy Name:</b> Bylaws	<b>Policy Number:</b> 002
<b>Date Established:</b> March 25, 1998	<b>Date Amended:</b> February 21, 2018	<b>Resolution:</b> 2018-01

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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.

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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.

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- 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 both the President and Vice President, and one other Director, or, in the absence of the elected officers, any two (2) 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 - District Representative Listing (2 year Term) - Revised 06-07-2017

### Regional Committee Appointments

Committee Name	Location	Day and Time	Director Appointed	Alternate
Contra Costa County Aviation Advisory Committee	550 Sally Ride Dr. Concord or 500 Eagle Court, Byron	2nd Thursday of the Month at 10:00 a.m.	Kevin Graves	Chris Steele
Contra Costa County Code Enforcement	3361 Walnut Boulevard Suite 140 Brentwood	4th or 5th Thursday of the Month at 1:30 p.m.	Robert Leete	Bill Pease
Contra Costa Special Districts Association	1250 Springbrook Road, Walnut Creek, CA	Quarterly	Robert Leete	Bill Pease
East Contra Costa County Fire Protection District Liaison	150 City Parkway, Brentwood, CA 94513	2nd Wednesday of the Month at 6:30 p.m.	Kevin Graves	Robert Leete
East County Water Management Association	69 Big Break Road, Oakley, CA 94561	Every 6 months at 11:30 a.m.	President	Vice-President
LAFCO Liaison	651 Pine 6th Floor, Martinez	2nd Wednesday of the Month 1:30 p.m.	Chris Steele	Bill Mayer
Police Service (P6 Committee)	Community Center	Quarterly - TBD	Bill Mayer	Robert Leete
School District Representative Liaison	14301 Byron Highway, Byron	3rd Thursday of the Month at 7:00 p.m.	Bill Mayer	Kevin Graves
Regional Transportation Agencies	As Necessary	As Necessary	Bill Pease	Chris Steele

### Standing Committee Appointments

Committee Name	Location	Day and Time	Director Appointed	Director Appointed
Finance Committee	Community Center	Per the Bylaws; quarterly, as needed, on Monday at 10:00 A.M.	Bob Leete	Bill Mayer
Water and Wastewater	Community Center	Per the Bylaws; monthly on the third Thursday at 4:00 P.M.	Kevin Graves	Bill Pease
Internal Operations	Community Center	Per the Bylaws; quarterly on the second Thursday at 4:00 P.M.	Bob Leete	Kevin Graves
Parks and Recreation	Community Center	Per the Bylaws; Third Wednesday of every other month at 3:30 P.M.	Chris Steele	Bill Pease
Communications	Community Center	Per the Bylaws; quarterly on the first Wednesday at 5:30 P.M.	Chris Steele	Bill Mayer

\* Adoption of this Listing constitutes approval of the Board for attendance at meetings and representation of the Town of Discovery Bay, by the designated representative (or in that representative's absence, the alternate) concerning the subject for which the appointment is made but does not address the issue of whether such attendance may be compensated or whether expenses may be paid for such attendance, as those issues are addressed by law and by separate policy of the Board.



## Town of Discovery Bay - District Representative Listing (2 year Term) - Revised 06-07-2017

### Regional Committee Descriptions

**Contra Costa County Aviation Advisory Committee:** This involves attending meetings of this committee to discuss airport operations and activities.

**Contra Costa County Code Enforcement:** This involves meeting with public officials, public employees and community groups covering issues of code enforcement in, or affecting, the Town.

**Contra Costa Special Districts Association:** This involves attending meeting of the Contra Costa Special Districts Association.

**East Contra Costa County Fire Protection:** District Liaison: This involves attending meetings of the East Contra Costa County Fire Protection District, and meeting with public officials, public employees and community groups concerning issues of fire protection in, or affecting, the Town.

**East County Water Management Agency:** This involves attending meetings of this association, made up of representatives of local water and wastewater agencies to discuss, and exchange, information pertaining to water and wastewater operations.

**LAFCO Liaison:** This involves attending meetings of LAFCO when an issue affecting the Town is before LAFCO.

**Police Services (P6 Committee):** This involves meeting with public officials, public employees and community groups covering issues of police services in, or affecting, the Town.

**School District Representative Liaison:** This involves attending meetings of the School Districts, and meeting with public officials, public employees or community groups concerning issues affecting the relationship between the Town and the Town's residents and School Districts whose area involves any portion of the Town.

**Regional Transportation Agencies:** This involves attending meetings with public officials, public employees, and community groups concerning transportation issues affecting the residents of the Town.

### Board Standing Committee Descriptions

**Finance Standing Committee Includes:** Budget standing committee works with staff in the development of the District's annual Operating and Capital Improvement Program Budgets. The standing committee may also meet periodically through the year to review existing budgets or to meet with staff to address budgetary issues. Investment standing committee is responsible for working with staff and financial advisors (when applicable) on making recommendations regarding the District's investment portfolio that are consistent with the District's Investment Policy. Public Financing standing committee meets with staff, consultants, legal counsel, and other necessary individuals regarding the issuance of municipal debt of the Public Financing Authority on an as necessary basis.

**Water and Wastewater Standing Committee:** The Water and Wastewater standing committee meets with staff, contractors, engineers, and other necessary individuals regarding matters pertaining to the Town's Water and Wastewater operations.

**Internal Operations Standing Committee:** The Internal Operations standing committee meets with staff regarding Town policies, procedures, and resources that pertain to employees and office administration.

**Parks & Recreation Standing Committee Includes:** Community Center standing committee works on the planning and future development of the Community Center. This may involve meetings with public officials, public employees, Town staff and developers concerning issues involving the Community Center project.

**Communications Standing Committee:** The Communications standing committee is tasked with assisting in various methods of communication in which the Town of Discovery Bay communicates its activities, information, and mission to the public.



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

January 16, 2019

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

MRD

### Agenda Title:

Discussion and possible action regarding the Annual Board Workshop for 2019.

### Recommended Action

Set date and time for 2019 Annual Board Workshop. Staff recommendation is March 7, 2019 at 4:00pm.

### Executive Summary

Each year the Board schedules an interactive workshop with staff to review Town accomplishments and future direction.

In 2018, the Annual Board Workshop was held Thursday, March 1, 2018 at 4:00pm.

Staff recommends Thursday, March 7, 2019 at 4:00pm for the next Board Workshop. This date and time allows staff the time necessary to prepare for the workshop and take input from the Board. The 4:00pm time frame, has in the past, been the most convenient time period for all Board Members to attend. Staff estimates that the workshop will not last longer than two hours.

**Primary Recommended Date: Thursday, March 7, 2019 at 4:00pm.**

Alternative Dates for Consideration: Thursday, February 28, 2019 at 4:00pm.  
Day or Evenings: March 11-14, 2019

### Previous Relevant Board Actions for This Item

February 2, 2017 Annual Board Workshop for 2017,  
March 1, 2018 Annual Board Workshop for 2018.

AGENDA ITEM: F-3



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

January 16, 2019

**Prepared By:** Justin Shobe, District Water Engineer  
**Submitted By:** Michael R. Davies, General Manager

MRD

### Agenda Title

Discussion and Possible Action Regarding Luhdorff & Scalmanini Scope of Work for Well No. 8 Assessment.

### Recommended Action

Authorize the General Manager to sign a contract with the water consultant, Luhdorff & Scalmanini Consulting Engineers, to conduct a \$20,000 cost saving engineering study on Well 8.

### Executive Summary

There are three upcoming water supply and storage projects in the Capital Improvement Plan:

- a new Well 8 facility (CIP #52);
- a new water storage tank at the Newport Water Treatment Plant (CIP#61); and,
- a new manganese filter and backwash tank at Willow Lake Water Treatment Plant (CIP #55/57).

The CIP budget of all three projects combined is \$3.9 million.

Staff recently explored cost-saving alternatives to the CIP projects in light of the recent water demand reductions and because of the impact on District office space that would result from the filter and backwash tank project at Willow Lake. An alternative proposed by the District Water Engineer is estimated to result in \$0.7 million of savings to the CIP budget.

The alternative is to make the new Well 8 a stand-alone filter site that treats and delivers water directly to the water system separate from Newport or Willow WTPs. The estimated cost savings is based on a preliminary analysis of the alternative that indicates two CIP projects can be eliminated: the water storage tank at Newport (CIP #61), and the filter and backwash at Willow Lake (CIP #55/57). With this alternative there will also no longer be an impact to the District offices from the Willow Lake filter and backwash tank project.

An engineering study is proposed by Luhdorff & Scalmanini Consulting Engineers (LSCE) to assess the feasibility of the Well 8 stand-alone alternative as compared to the current CIP projects. The study will determine the siting and capacity of Well 8 to achieve the CIP project savings. The study will also consider the impacts to operations caused by adding a third filter site. LSCE plans to work closely with Veolia water and District staff in assessing these impacts. Hydraulic modeling will be conducted by LSCE to evaluate Well 8 siting options and to determine if there are other added benefits, such as improving system hydraulics and reducing CIP pipeline project costs. The study encompasses a comparison of capital and O&M costs, permitting, and operational considerations to make a recommendation on the alternative.

### Previous Relevant Board Actions for This Item

### Attachments

Scope and Budget for Engineering Services Well 8 Alternative Analysis

AGENDA ITEM: F-4

January 9, 2019

Mr. Michael Davies  
Town of Discovery Bay  
Community Services District  
1800 Willow Lake Road  
Discovery Bay, CA 94514

**SUBJECT: SCOPE AND BUDGET FOR ENGINEERING SERVICES  
WELL 8 ALTERNATIVE ANALYSIS**

Dear Mr. Davies:

At your request, Luhdorff & Scalmanini Consulting Engineers prepared this scope of work for engineering services associated with an evaluation of alternatives for a new water supply well facility (Well 8) for the Town of Discovery Bay Community Services District (District). The proposed scope of work involves the feasibility of a Well 8 alternative as a stand-alone filter site. It is estimated from preliminary analysis that a Well 8 “stand-alone” alternative will reduce the Capital Improvement Plan budget by approximately \$0.7 million. This alternative concept was preliminarily evaluated by LSCE and presented to the Water/Wastewater Committee in December 2018.

**Well 8 Alternative Analysis Background**

The District’s Capital Improvement Program contains three major water infrastructure projects: a new Well 8 facility (CIP #52) to maintain adequate backup water supplies once the failing Well 5A is abandoned; a new water storage tank at the Newport Water Treatment Plant (CIP#61) to meet the increasing peak flows of the system at full buildout; and a new manganese filter and backwash tank at Willow Lake Water Treatment Plant (WTP) (CIP #55/57) to provide adequate treatment capacity to meet the maximum day usage at full buildout. The CIP budget of all three projects combined is \$3.9 million.

These three projects were determined in the 2012 Water Master Plan to meet water demands of the system at full buildout. While water use reductions in recent years (e.g. water conservation and water meters) has allowed these projects to be postponed, the projects are still deemed necessary to ensure an adequate and reliable water supply in storage during the peak instantaneous water demands of the system at full buildout.

LSCE recently explored cost-saving alternatives to the CIP projects in light of recent water demand reductions and because of the impact on District office space that would result from the filter and backwash tank project at Willow Lake. The Well 8 stand-alone alternative would meet the objectives of the CIP with an overall CIP budget savings, while also eliminating the District office space impacts. In concept, Well 8 would have an onsite filter that treats and delivers potable water directly to the water

system, separate from the treatment plants. Using Well 8 as a lead-well in this way would reduce the output required at both plants and eliminate the need for two of the CIP projects; the Well 8 project cost increases but the storage tank at Newport WTP (CIP #61) and the filter and backwash project at Willow Lake WTP (CIP #55/57) would no longer be required. Initial estimates are an overall CIP budget savings of \$0.7 million. There may also be improvements to the distribution system hydraulics that could result in further savings by reducing the need for pipeline upsizing projects in the CIP.

Given the divergence this poses to current operational strategy, a study is proposed to evaluate the feasibility and to compare this alternative to the CIP projects as planned. The analysis will evaluate benefits and drawbacks in terms of operation and maintenance costs, capital costs, complexity, permitting, and water system reliability. The analysis will also evaluate the Well 8 siting options to determine the locations that best meet the demand objectives and added improvements to the water system pipeline hydraulics.

### **Scope of Work**

The scope for the Well 8 Alternatives Analysis will be conducted in the four tasks below:

#### **Task 1 – Data Gathering and Model Update**

The distribution system hydraulic model for the Town of Discovery Bay water system is an important tool for the analysis of Well 8 Stand-Alone sites. LSCE will utilize the existing hydraulic model that was last updated and calibrated during the 2012 Water Master Plan. As part of Task 1, LSCE will meet with Veolia and District staff to review the model pipelines and determine the required updates based on changes in the water distribution system. LSCE anticipates the District will provide any pipe repair records or pipeline projects that have been completed since 2012. For the review, LSCE will provide full-size printouts of the current hydraulic model and water system map and will review the material in-person with key operators and staff. Markups will be prepared to update the pipeline “skeleton” of the model. It is common practice to conduct model whenever there are major changes to an existing calibrated-model. In the case of Discovery Bay, the model was calibrated during the 2012 Water Master Plan and another calibration effort is not deemed to be necessary based on the anticipated changes that will occur. LSCE will report the initial model results to Veolia and the District to verify the modeled pressures match what is generally observed in the system.

#### **Task 2 – Hydraulic Modeling**

In task 2, LSCE will utilize the updated hydraulic model to run simulations with and without Well 8 under various Peak Hour Demand and Fire Flow scenarios. LSCE assumes the District will supply the locations for possible Well 8 sites. Each site will be simulated in a Peak Hour Demand scenario with a range of Well 8 sizes (most likely from 500 gpm to 2,000 gpm) to identify the minimum well size to achieve the CIP project reduction goals. Offsets to the system water storage requirement will be determined through this analysis. Each site will also be simulated with a Fire Flow analysis to assess the system hydraulics. The need for pipeline projects to meet Fire Flows will be compared to the results of the 2012 Water Master Plan that showed several upsizing projects as wells as two Kellogg Creek crossings.

### **Task 3 – Alternatives Analysis**

The modeling results from Task 2 will be used as part of the alternative analysis. The analysis will consider anticipated water supply and hydraulic improvements of each Well 8 site option, as well as impacts to operational strategies, operation and maintenance, and permitting requirements. Preliminary design features for Well 8 Stand-Alone will be developed for cost estimating purposes. The analysis will compare the Well 8 Stand-Alone option to the CIP as currently planned. Considerations for the analysis include:

1. Capital costs for both options. Well 8 Stand-Alone costs will be developed from the well capacity determined in Task 2, the proposed site locations and the conceptual site improvements. Costs will be compared to the current CIP budgets.
2. Water system reliability criteria, including largest well offline scenarios and water treatment plants offline scenarios. The analysis will include reliability criteria established by the California Waterworks Standards, and any other added reliability benefits with either option.
3. Operation and maintenance impacts by adding a third treatment filter station, including:
  - a. Routine maintenance
  - b. Service Life replacement costs
  - c. SCADA communication
  - d. Control strategy (e.g. lead-well vs backup well)
  - e. Impacts to maintenance at existing WTP from demand reductions
4. Permitting with DDW and possible CEQA impacts.

### **Task 4 – Technical Memorandum Draft and Final**

A technical memorandum will summarize the findings and recommendations. LSCE will provide a draft memorandum for the District to review and meet to discuss the contents of the study. Based upon this meeting a final report will be developed to ensure all considerations have been made for the feasibility. The report will include a narrative and supporting figures for the following sections:

1. Definition of Alternatives and Objectives
2. Results of Hydraulic Modeling for Well 8 Stand-Alone Sites
3. Comparison of Well 8 Stand-Alone Sites
4. Comparison of Water System Reliability
5. O&M Considerations
6. Permitting Considerations
7. Cost Comparison
8. Summary and Recommendations

### **Estimate of Budget**

The estimated budget to complete this scope of work is \$20,000. LSCE will bill monthly on a not-to-exceed contract basis at the stated amount. A budget worksheet is enclosed providing the estimated hours and staff assignments by task.



MR. MICHAEL DAVIES  
JANUARY 9, 2019  
4

LSCE will bill monthly for labor and materials, only as incurred, in accordance with LSCE's current Schedule of Fees for Engineering and Field services (attached). In conducting these services if the District requests LSCE to deviate from the proposed scope, LSCE will provide notification of any potential changes to the budget prior to proceeding with the revised scope of work.

### **Schedule**

LSCE proposes to complete this analysis within 3 months from obtaining the "Notice to Proceed".

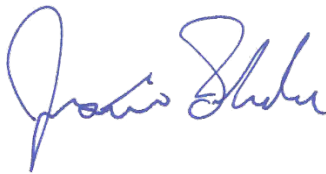
### **Enclosures**

- **Budget Estimate Worksheet**
- **2019 Fee Schedule**

We appreciate the opportunity to provide this proposed scope and budget for the Town of Discovery Bay.

Sincerely,

LUHDORFF & SCALMANINI  
CONSULTING ENGINEERS



Justin Shobe, P.E.  
Senior Engineer

**Client:** Town of Discovery Bay CSD  
**Project:** General Services FY18/19  
**Estimated By:** J Shobe  
**Date:** 9 January 2019



Task	Billing Level	PROFESSIONAL			CLERICAL	Totals
		Principal Professional	Supervising Professional	Staff Professional	Clerical Support	
		Billing Rate (\$/Hr)	\$215	\$200	\$140	
<b>Task 1 Data Gathering and Model Update</b>	LSCE (hours)	0	10	20	0	
	LSCE (cost)	\$0	\$2,000	\$2,800	\$0	
	Sub-Consultant (cost)					
	Direct Expenses (cost)					
	<b>Subtotals (cost)</b>	---	---	---	---	<b>\$4,800</b>
<b>Task 2 Hydraulic Modeling</b>	LSCE (hours)	0	8	24	0	
	LSCE (cost)	\$0	\$1,600	\$3,360	\$0	
	Sub-Consultant (cost)					
	Direct Expenses (cost)					
	<b>Subtotals (cost)</b>	---	---	---	---	<b>\$4,960</b>
<b>Task 3 Alternatives Analysis</b>	LSCE (hours)	2	14	14	0	
	LSCE (cost)	\$430	\$2,800	\$1,960	\$0	
	Sub-Consultant (cost)					
	Direct Expenses (cost)					
	<b>Subtotals (cost)</b>	---	---	---	---	<b>\$5,190</b>
<b>Task 4 Technical Memorandum Draft and Final</b>	LSCE (hours)	1	8	22	2	
	LSCE (cost)	\$215	\$1,600	\$3,080	\$150	
	Sub-Consultant (cost)					
	Direct Expenses (cost)					
	<b>Subtotals (cost)</b>	---	---	---	---	<b>\$5,050</b>
	<b>Total LSCE Hours</b>	<b>3</b>	<b>40</b>	<b>80</b>	<b>2</b>	
	<b>Total LSCE Cost</b>	<b>\$645</b>	<b>\$8,000</b>	<b>\$11,200</b>	<b>\$150</b>	<b>\$20,000</b>



**Luhdorff & Scalmanini**  
 Consulting Engineers

500 FIRST STREET WOODLAND, CALIFORNIA 95695

*SCHEDULE OF FEES - ENGINEERING AND FIELD SERVICES*  
 2019

**Professional:\***

<i>Senior Principal</i>	\$215/hr.
<i>Principal Professional</i>	\$210/hr.
<i>Supervising Professional</i>	\$200/hr.
<i>Senior Professional</i>	\$187/hr.
<i>Project Professional</i>	\$145 to 170/hr.
<i>Staff Professional</i>	\$130 to 140/hr.

**Technical:**

<i>Engineering Inspector</i>	\$130/hr.
<i>ACAD Drafting/GIS</i>	\$130/hr.
<i>Engineering Assistant</i>	\$100 to 120/hr.
<i>Scientist</i>	\$100 to 120/hr.
<i>Technician</i>	\$100 to 120/hr.

**Clerical Support:**

<i>Word Processing, Clerical</i>	\$75/hr.
<i>Digital Communications Specialist</i>	\$90/hr.
<i>Project Admin/Accounting Assistant</i>	\$90/hr.

\*\*\*\*\*

<i>Vehicle Use</i>	\$0.55/mi.
<i>Subsistence</i>	Cost Plus 15%
<i>Groundwater Sampling Equipment (Includes Operator)</i>	\$170.00/hr.
<i>Copies</i>	.20 ea.

\*\*\*\*\*

<i>Professional or Technical Testimony</i>	200% of Regular Rates
<i>Technical Overtime (if required)</i>	150% of Regular Rates
<i>Outside Services/Rentals</i>	Cost Plus 15%
<i>Services by Associate Firms</i>	Cost Plus 15%

\* Engineer, Geologist, Hydrogeologist, and Hydrologist



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

January 16, 2019

**Prepared By:** Mac Kaiser, Recreation Supervisor  
**Submitted By:** Michael Davies, General Manager

MPD

**Agenda Title:**

Discussion and Possible Action Regarding a Plaque in Memory of Bob Abbadie being Placed at the Community Center BBQ Area.

**Recommended Action**

Approve the placement of a plaque in memory of Bob Abbadie at the Discovery Bay Community Center BBQ area.

**Executive Summary**

In November 2018, Brian McDonald, representing the Discovery Bay Lions Club, approached the Town of Discovery Bay with a request to have the attached sample plaque made as a dedication to long time Discovery Bay resident, Bob Abbadie, and that this plaque be affixed to either the side of the Discovery Bay Community Center brick BBQ, or to an adjacent boulder located at the BBQ site. Bob Abbadie passed away on January 22, 2017.

Attached hereto, is the Town of Discovery Bay, Policy #023, that establishes the manner and criteria for naming or dedicating a new or existing facility within the Town of Discovery Bay. When appropriate, a facility may be named or dedicated in honor of a person, if that person has made a major contribution to the community and has been deceased for no less than five (5) years.

The Lions Club request concerns a memory plaque that does not involve the naming or dedicating of a new or existing facility. It is merely a plaque that serves as a reminder of the outstanding service contributions made by Bob Abbadie to the Discovery Bay community. Under these circumstances, Policy #023 and the mandated 5 years of being deceased would not apply.

The request was first considered at the December 19, 2018 Parks and Recreation Standing Committee meeting. The recommendation of the Committee is that the Board of Directors approve the Bob Abbadie Memorial Plaque as attached.

Staff would work with the Discovery Bay Lions Club in the selection of a mutually agreed location in the Community Center BBQ area and ensure the appropriate installation.

**Previous Relevant Board Actions for This Item**

**Attachments**

Town of Discovery Bay Policy 023  
Draft of Proposed Plaque  
Photo of Proposed Location



## Town of Discovery Bay

<b>Program Area:</b> Board Policy	<b>Policy Name:</b> Facility Naming Policy	<b>Policy Number:</b> 023
<b>Date Established:</b> June 17, 2015	<b>Date Amended:</b> N/A	<b>Resolution:</b> 2015-11

### Purpose of Policy

To establish the manner and criteria for which new or existing facilities within the Town of Discovery Bay shall be named.

It is to the benefit of the Town of Discovery Bay that a name for facilities be determined in order to clarify reference to, and identification of, the site for the benefit of the public, Town of Discovery Bay Board, and staff.

When appropriate, a facility may be named in honor of a person, if that person has made a major contribution to the community.

### Naming Process

For any facility covered by this policy, the Town of Discovery Bay Board of Directors shall approve all facility names, consistent with this policy.

### General Criteria

- a. Names of facilities should generally be easy and recognizable references for all residents and visitors.
- b. Historical names may be considered when the name is appropriate to the site.
- c. Descriptive nomenclature should be included in the name of the facility, such as "Community Park," "Neighborhood Park," or "Community Center."
- d. Specific areas within a facility may be named separately after an individual or for a geographical area.
- e. The facility name may be changed by action of the Town of Discovery Bay Board when community interests and events make such a change necessary.
- f. Developers who either contribute or construct facilities are not guaranteed the naming rights.

### **Specific Criteria for Naming New or Existing Facilities**

Naming and dedications of facilities are a special recognition that is considered for persons deserving exceptional recognition for their unique, substantial or outstanding contributions. If the facility or a portion thereof, is to be named or dedicated for an individual, family, or organization, the Town of Discovery Bay Board shall consider and apply the following criteria:

1. Naming a facility after individuals, families, or organizations should only be considered when the individual, families, or organizations have made exceptional contributions to the community, which could include distinguished public service or community activities.
2. When the Town of Discovery Bay Board of Directors considers naming a facility after a person, if the person is no longer living, he/she must have been deceased for no less than five (5) years prior to approving the facility name.
3. When the Town of Discovery Bay Board of Directors considers naming a facility after a person who is, or has been, a Town of Discovery Bay Board member, or employee his/her service as a Board member or employee must have ended no less than five (5) years prior to approving the facility name.
4. The funding source for the appropriate signage will be identified at the time of naming any facility.

2018

This Community BBQ is <sup>in</sup> ~~dedicated to the~~ Memory of

**BOB ABBADIE**

Lion Bob gave his heart and soul to the community of Discovery Bay. His service and commitment led to the creation of the water safety and dictionary programs for all Discovery Bay school children and the initiation of the drive for a Discovery Bay Community Center.

His legacy will forever be held in the hearts of those impacted by a life devoted to serving others.







JAN 02 2019

**Charles W. Helfrick**

661 Beaver Ct.

Discovery Bay, California 94505

925-418-4057

408-284-9925



**December 18, 2018**

**Rod A. Attebery**

**Attorney at Law**

**Neumiller & Beardslee**

**Attorneys and Counselors**

**A Professional Corporation**

**509 West Webber Avenue**

**Fifth Floor**

**Stockton, California 95203**

**Dear Mr. Attebery:**

**On November 25, 2015, the Town of Discovery Bay CSD billed Pacific Gas and Electric Company \$11,979.00 for Water Discharge and \$927.00 for Raising Sewer Manhole on invoice #416 for a total charge of \$12,906.00.**

**On January 19, 2016, the Town of Discovery Bay CSD billed Pacific Gas and Electric Company \$314,505.00 for Water Discharge Project #D-145A on invoice #429.**

**At the November 7, 2018 Town of Discovery Bay CSD regular Board Meeting, I asked how the money from the collection of these invoices could be used for anything authorized by the Board because it appears to me that these funds were from the treatment of Waste Water. Director**



Rod A. Attebery,  
Attorney at Law  
December 18, 2018  
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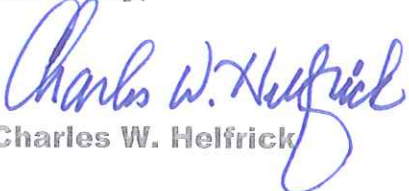
**Pease said the spending was allowed because the funds collected from PG&E were "Unrestricted Funds".**

**Why or what makes the PG&E funds "Unrestricted Funds"?**

**If there are restrictions on how funds collected from property owners for Wastewater Treatment, how can the funds collected from PG&E be classified as "Unrestricted Funds"?**

**Since funds collected from both the property owners and PG&E are or were for Wastewater Treatment, can the Board designate funds collected from property owners for Wastewater Treatment be declared "Unrestricted Funds" and therefore used to fund the operations of the Community Center?**

Sincerely,

  
Charles W. Helfrick

CWH/st

cc: M. Davies ✓

**FINAL**

**CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MEETING MINUTES  
NOVEMBER 8, 2018**



**MEETING CALLED:** Chair Maurice Gunderson called the meeting to order at 10:02 AM at Byron Airport.

**PRESENT:** **Maurice Gunderson, Chair, Member At-Large**  
**Emily Barnett, Secretary, Member At-Large**  
**Tom Weber, Vice Chair, District IV**  
**Roger Bass, District II**  
**Steven Starratt, Airport Neighbor – Byron Airport**  
**Russell Roe, District V**  
**Eric Meinbress, Member At-Large**  
**Keith McMahan, City of Concord**  
**Dale Roberts, District I**  
**Ronald Reagan, District III**

**ABSENT:** **Donna Dietrich, Airport Neighbor –Pacheco**  
**Mike Bruno, Airport Business Association**  
**Derek Mims, City of Pleasant Hill**

**STAFF:** Keith Freitas, Director of Airports  
Beth Lee, Assistant Director of Airports – Administration  
Will Nelson, Principal Planner

**OPENING  
COMMENTS**

**BY CHAIR:** Chair Maurice Gunderson welcomed the attendees.

**PUBLIC COMMENT  
PERIOD:**

There was no public comments

**APPROVAL OF  
10/11/18 MINUTES:**

Moved by Keith McMahan; seconded by Roger Bass. Yes: Emily Barnett, Dale Roberts, Maurice Gunderson, Ronald Reagan, Eric Meinbress, Russell Roe, Tom Weber, and Steven Starratt. No: None. Abstained: None. Absent: Donna Dietrich, Mike Bruno, and Derek Mims.

**APPROVAL OF  
CONSENT ITEMS:**

Moved by Tom Weber; seconded by Roger Bass. Yes: Dale Roberts, Maurice Gunderson, Keith McMahan, Ronald Reagan, Eric Meinbress, Russell Roe, Emily Barnett, and Steven Starratt. No: None. Abstained: None. Absent: Donna Dietrich, Mike Bruno, and Derek Mims

## DISCUSSION/ACTION ITEMS:

a. **Discuss items pulled from consent**

No items were pulled from consent.

b. **Review and discuss updates on the Byron Airport General Plan Amendment (Will Nelson, Conservation and Development)**

Will Nelson with the department of Conservation and Development (DCD) gave an update on the Byron Airport General Plan Amendment (GPA) project. DCD staff received a portion of the draft Environmental Impact Report (EIR) and expects to get the remaining contents by December 2018. Once the full draft is received, it will go to public review. Adoption of the full program is expected around May 2019. The AAC expressed their concerns regarding detail components (Byron Airport allowable use specificity) of the project and their lack of confidence with completion and the contractor's performance. It was stressed the importance of completing the GPA as staff received a proposal to develop approximately 36-acres at Byron Airport. After discussions, the AAC requested to hear from the contractor at the December 13, 2018 AAC meeting, have the projects' list of milestones and dates as part of the meeting packet, then take additional concerns to the Airport Committee if there is limited progress made.

c. **Review and discuss updates regarding the Byron Airport public viewing plaza proposed project**

The AAC gave an update on the proposed public viewing plaza at Byron Airport. The proposed location would be adjacent to the Byron administrative building. AAC members met with a contractor with Mount Diablo Gardening and discussed using artificial turf and wrought iron fencing, etc. The contractor has agreed to donate some labor and materials (fencing, grading, and artificial turf) to assist with the project. Mount Diablo Gardening would be recognized and placed on a commemorative plaque at the location. Table, chairs, and other various items may be added over time as money is contributed. The AAC agreed to view the proposed location after the adjournment of the meeting. Airport staff must Review and approve a plan before moving forward but are supportive of proposed improvement and added community benefits. The AAC plans to speak with the contractor and will provide updates as they come.

d. **Review and discuss Unmanned Aircraft Systems (a.k.a. drones) and incorporating them at Byron Airport**

Supervisor Burgis is very supportive of the Airports and promoting new technologies/employment opportunities. 3DR came out to do drone pavement inspection testing at Byron Airport. Airport staff continue to look further opportunities as they emerge.

e. **Review and discuss the Byron Airport Unicom issue update**

Airport staff received a one weeks' notice about Nut Tree Airport changing their radio frequency to the same frequency Byron Airport utilizes. The frequency change was likely put in place too quickly and without a lot of advanced research. Staff contacted the Federal

Aviation Administration (FAA) and the Federal Communications Commission (FCC) to voice safety concerns. The FAA proactively helped to bring issues to light and partner together to find a better resolution as opposed to the FCC. Nut Tree Airport has agreed to change frequencies, which may take up to six months to occur. Byron Airport users were very appreciative and the AAC thanked staff for their efforts in getting this issue resolved.

**f. Review and discuss the new (used) Aircraft Rescue Fire Fighting (ARFF) vehicle that was delivered to Byron Airport on Friday, September 14, 2018**

The new ARFF truck was on site at the Byron Airport.

**g. Review and discuss construction activity taking place on Marsh Drive at Buchanan Field Airport**

AAC members inquired about the construction activity on Marsh Drive at the end of Runway 32R on the north side of Buchanan Field Airport. The construction activity has to do with an underground pipeline improvement project that is nearing completion.

**h. Review and discuss updates regarding 16 acres of development at Buchanan Field Airport**

Airport staff submitted a request to the FAA that asked for a release for approximately 16-acres of land on the west side of Buchanan Field Airport for non-aviation purposes. Staff received a development interest letter and sent out a competitive solicitation requesting letters of interests. Staff did not receive any additional users of interest and are scheduled to go before the Board of Supervisors (Board) on December 4, 2018 for negotiations. Non-aviation use is predicated on the FAA releasing the property for non-aviation purposes and County land use controls being consistent with the use.

**i. Review and discuss the design of a new Terminal, administrative office and ARFF building and select two AAC members for the consultant Selection Committee**

Airport staff requested two volunteers to work with staff on the consultant Selection Committee for the new Buchanan Field Airport Terminal building design. There were multiple interested parties to assist staff. Russell Roe and Eric Meinbress were ultimately selected to participate.

**j. Review and discuss updates on the F-row hangar re-skinning and door replacement project that began on September 11, 2018**

Staff were happy to report that the F-row improvement project is still scheduled to be completed as anticipated by December 25, 2018.

**k. Review and discuss the full-scale emergency response exercise that took place at the Buchanan Field Clubhouse ramp October 15-19, 2018**

A full-scale emergency exercise took place at Buchanan Field the week of October 15-19, 2018. Public notices were sent out to airport tenants and surrounding communities. Staff received no calls and all feedback was positive. A mobile training unit was delivered. The

full-scale exercise allowed for improved interagency emergency response including Aircraft Rescue and Firefighting (ARFF) Operations staff, Contra Costa County Fire Protection District, and Sheriff personnel, as well as by mutual aid units. The exercise was a very positive experience for all.

**l. Review and discuss the Rates & Charges Board Resolution No. 2018/524 and public hearing that took place on October 16, 2018**

On October 16, 2018, the Board held a public hearing and adopted Resolution 2018/524 establishing new and reduced rates and charges at Buchanan Field and Byron Airports. The new rates will go into effect January 1, 2019. Staff thanked the AAC for their ongoing support.

**m. Review and discuss the Around the World Flight Discussion by John Koehler that began on June 1, 2018 and ended August 31, 2018 that will take place at the Mount Diablo Pilots Association (MDPA) and Experimental Aircraft Association (EAA) Chapter 393 Thanksgiving dinner at the Buchanan Field Airport Clubhouse**

The AAC Chair gave an update that Buchanan Field Airport tenant John Koehler will not be attending the MDPA and EAA Thanksgiving dinner scheduled for Friday, November 16, 2018 as he is working on writing a book and screenplay on his around the world flight journey. Instead, EAA club member, Bill Larkin will be narrating the history of Buchanan Field Airport using historical photos.

**n. Review and discuss the Santa Event that will take place on December 1, 2018 at Buchanan Field Airport Transient Ramp**

Santa is coming to Buchanan Field Airport on December 1, 2018 at 10:00am. The event is free and will take place behind the Crowne Plaza Hotel (45 John Glenn Drive, Concord). Attendees are encouraged to contribute to the Food Bank with either a monetary or non-perishable food donation. MDPA will also be having a historical aircraft display. For any questions, contact the Airport at (925) 681-4200.

## **FUTURE AGENDA ITEMS/COMMENTS**

- Review and discuss updates on the Byron Airport General Plan Amendment from the assigned contractor and

**ADJOURNMENT:** The Chair adjourned the meeting at 11:30am.

**DRAFT**

**CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MEETING MINUTES  
DECEMBER 13, 2018**



**MEETING CALLED:** Chair Maurice Gunderson called the meeting to order at 10:02am at the Buchanan Field Airport.

**PRESENT:** **Maurice Gunderson, Chair**, Member At-Large  
**Emily Barnett, Secretary**, Member At-Large  
**Tom Weber, Vice Chair**, District IV  
**Roger Bass**, District II  
**Steven Starratt**, Airport Neighbor – Byron Airport  
**Eric Meinbress**, Member At-Large  
**Ronald Reagan**, District III

**ABSENT:** **Donna Dietrich**, Airport Neighbor –Pacheco  
**Mike Bruno**, Airport Business Association  
**Derek Mims**, City of Pleasant Hill  
**Dale Roberts**, District I  
**Russell Roe**, District V  
**Keith McMahon**, City of Concord

**STAFF:** Keith Freitas, Director of Airports  
Beth Lee, Assistant Director of Airports – Administration  
Russell Milburn, Assistant Director of Airports – Operations  
Will Nelson, Principal Planner

**OPENING  
COMMENTS**

**BY CHAIR:** Chair Maurice Gunderson welcomed the attendees.

**PUBLIC COMMENT PERIOD:**

A Concord resident brought up noise concerns during public comment. This item will be placed on the agenda to be discussed at the next AAC meeting.

The Selection Committee for the general aviation Terminal project at Buchanan Field Airport chose The KPA Group firm as the top ranked entity for the project design.

Sara and Harvard Holmes of the Buchanan Airport Hangar Owners Association were recognized for completing their experimental aircraft project after 14 years and an estimated 10,000 hours of labor.

The Federal Aviation Administration will be replacing some localizer directional aide airfield landing equipment at Buchanan Field Airport starting spring 2019.



**APPROVAL OF  
11/8/18 MINUTES:**

Moved by Tom Weber; seconded by Roger Bass. Yes: Ronald Reagan, Emily Barnett, Maurice Gunderson, Eric Meinbress, and Steven Starratt. No: None. Abstained: None. Absent: Donna Dietrich, Mike Bruno, Dale Roberts, Russell Roe, Keith McMahon and Derek Mims.

**APPROVAL OF  
CONSENT ITEMS:**

Moved by Tom Weber; seconded by Ronald Reagan. Yes: Maurice Gunderson, Ronald Reagan, Eric Meinbress, Emily Barnett, and Steven Starratt. No: None. Abstained: None. Absent: Donna Dietrich, Mike Bruno, Dale Roberts, Russell Roe, Keith McMahon and Derek Mims

**DISCUSSION/ACTION ITEMS:**

**a. Discuss items pulled from consent**

No items were pulled from consent.

**b. Discuss the Byron Airport General Plan Amendment program including the schedule, contract billing to date, remaining contract amount by component, and deliverables with the consultant, Dudek, and the Department of Conservation and Development staff, Will Nelson**

Brian Grattidge with Dudek gave an update on the Byron Airport General Plan Amendment (GPA) and presented the AAC with a list of project milestones and deliverables as requested from the November meeting. Will Nelson with the Department of Conservation and Development (DCD) received most of the draft Environmental Impact Report (EIR) and expects to receive the remaining contents by the end of December. The draft EIR is expected to go for public review by the end of January 2019. Depending on the amount of comments received, the process may be expedited. Adoption of the full program by the Board of Supervisors (Board) is expected around summer 2019. The AAC requested the contractor to over-communicate moving forward and let them know where support can be helpful. Airport staff will also commit to working with DCD staff to track and alert the AAC when project milestones have been made.

**c. Review and recommend Contra Costa County Airports staff to use approximately \$49,000 of Mariposa funds for added costs to the Byron General Plan Amendment (including water supply assessment)**

A motion was made to forward support of using about \$49,000 of Mariposa Community Benefit funds to complete a water supply assessment for the Byron GPA to the Airport Committee and then to the Board.

Moved by Emily Barnett; seconded by Roger Bass. Yes: Maurice Gunderson, Ronald Reagan, Eric Meinbress, Tom Weber, and Steven Starratt. No: None. Abstained: None. Absent: Donna Dietrich, Mike Bruno, Dale Roberts, Russell Roe, Keith McMahon and Derek Mims

d. **Review and recommend Contra Costa County Airports staff to use approximately \$100,000 of Mariposa Funds for the construction of a maintenance and Aircraft Rescue and Fire Fighting truck storage shed at Byron Airport**

A motion was made to forward support of using about \$100,000 of Mariposa Community Benefit funds to complete the purchase of a building and construction site to store an Aircraft Rescue and Fire Fighting truck at Byron Airport to the Airport Committee and then to the Board.

**Moved by Emily Barnett; seconded by Steve Starratt. Yes: Roger Bass, Maurice Gunderson, Eric Meinbress, Tom Weber, and Ronald Reagan. No: None. Abstained: None. Absent: Donna Dietrich, Mike Bruno, Dale Roberts, Russell Roe, Keith McMahon and Derek Mims**

e. **Review and recommend Contra Costa County Airports staff to execute an agreement with an Unmanned Aircraft Systems company to perform testing at Buchanan Field and Byron Airports**

A motion was made to forward support to execute an agreement with a partnership with Dronecode and 3DR to perform airfield testing at Buchanan Field and Byron Airports to the Airport Committee and then to the Board.

**Moved by Ronald Reagan; seconded by Roger Bass. Yes: Maurice Gunderson, Tom Weber, Eric Meinbress, Emily Barnett, and Steven Starratt. No: None. Abstained: None. Absent: Donna Dietrich, Mike Bruno, Dale Roberts, Russell Roe, Keith McMahon and Derek Mims**

f. **Discuss the recent interest in leasing the maintenance hangar located at 505 Eagle Court at the Byron Airport and select two AAC members to participate on the bidder Selection Committee**

Airport staff have had multiple parties interested in using the Byron Airport maintenance hangar located at 505 Eagle Court. An initial solicitation and request for proposals was sent out on December 5, 2018. Staff requested two AAC volunteers to work with them in reviewing the proposals and participate on the bidder Selection Committee. Roger Bass and Steve Starratt were selected to participate on the committee.

g. **Review and accept the 2018 AAC Annual Report that went before the Board of Supervisors on December 11, 2018**

A motion was made to accept the 2018 AAC Annual Report.

**Moved by Emily Barnett; seconded by Maurice Gunderson. Yes: Roger Bass, Tom Weber, Eric Meinbress, Ronald Reagan, and Steven Starratt. No: None. Abstained: None. Absent: Donna Dietrich, Mike Bruno, Dale Roberts, Russell Roe, Keith McMahon and Derek Mims**

**h. Discuss and accept the AAC meeting schedule for 2019**

A motion was made to accept the 2019 AAC meeting schedule to take place on the second Thursday of every month at either Buchanan Field or Byron Airport.

**Moved by Tom Weber; seconded by Maurice Gunderson. Yes: Roger Bass, Ronald Reagan, Eric Meinbress, Emily Barnett, and Steven Starratt. No: None. Abstained: None. Absent: Donna Dietrich, Mike Bruno, Dale Roberts, Russell Roe, Keith McMahon and Derek Mims**

**i. Discuss Buchanan Field and Byron Airports' new Facebook pages that went live on November 20, 2018**

This item stems from the Airports' Economic Development Incentive program and strategic planning process. Airport staff created Facebook pages for Buchanan Field and Byron Airport that went live on November 20, 2018. Staff look forward to using the social media platform as an avenue to outreach to the communities and educate the public about the airports.

**j. Discuss the Buchanan Field Santa event that took place on December 1, 2018**

Airport staff hosted their annual Santa event that took place on December 1, 2018 at Buchanan Field Airport. Staff reported a great turnout at this year's event. Santa and his elf arrived by Calstar helicopter. Due to inclement weather the event was held inside the Crowne Plaza Hotel.

**k. Discuss new rates and charges effective January 1, 2019**

New airport rates and charges take effect January 1, 2019. Airport staff reminded the AAC there will be a fee for late insurance certificates. On average, there are about 60-70 tenants on file with expired insurance certificates which diverts approximately 20% of staff time per week to resolve. Tenants are reminded to be proactive in ensuring insurance certificates are current and received on time at the airports. Details of the new rates and charges can be found on the website at [www.ContraCostaCountyAirports.org](http://www.ContraCostaCountyAirports.org).

**l. Discuss the Buchanan Field F-row hangar re-skinning and door replacement project**

The F-row project contract date allows up to January 22, 2019 for completion. However, Airport staff reported that the contractor still expects to complete the project by the end of the year. Staff will coordinate with tenants to move in as quickly and easily as possible.

**m. Review and recommend Contra Costa County Airports staff to apply for federal, state and local airport related grants up to \$1,000,000**

The Airport Capital Improvement Plan is for the next fifteen years to identify grant funds needed and prioritize future development projects for the airports. Airport staff are trying to access other available state, federal or local grants; many of which have quick turnarounds. Staff is requesting support from the AAC to submit grants up to one million dollars that are airport related. Staff received support from the Airport Committee at the October 31, 2018 meeting and will go before the Board for approval on December 18, 2018. A motion was made to forward

support to apply for state, federal and local grants up to one million dollars that are airport related to the Airport Committee and then to the Board.

**Moved by Roger Bass; seconded by Emily Barnett. Yes: Tom Weber, Ronald Reagan, Eric Meinbress, Maurice Gunderson, and Steven Starratt. No: None. Abstained: None. Absent: Donna Dietrich, Mike Bruno, Dale Roberts, Russell Roe, Keith McMahon and Derek Mims**

**n. Discuss the Byron Airport public viewing plaza**

The AAC reported that a landscaping company has volunteered to participate as a donation in the proposed public viewing plaza project at the Byron Airport. Staff reminded the AAC that a written proposal and Board Order are required in order to proceed through County process to allow donations. A list with a proposed design and cost estimate of items must first be provided to staff by the AAC.

**o. Discuss the community outreach program for the Buchanan Field and Byron Airports**

This item was requested by the AAC to better understand what the airports are doing to engage with the community. Airport staff have multiple avenues to engage with stakeholders (i.e. Airport website, public calendar of events, social media, County sponsored events, etc.). District III Supervisor Burgis and district IV Supervisor Mitchoff push airport related items to their constituents. Staff will do presentations to various councils and groups when invited. The AAC also agreed to provide updates to their representing groups.

**FUTURE AGENDA ITEMS/COMMENTS**

- Discuss noise concerns that were raised from a Concord resident during public comment at the 12/13/18 Aviation Advisory Committee

**ADJOURNMENT:** The Chair adjourned the meeting at 11:35am.

# Discovery Bay P-6 Citizen Advisory Committee

Lesley Belcher, Chair  
Office of Supervisor Diane Burgis  
Contact: Lea Castleberry  
3361 Walnut Blvd., Suite 140  
Brentwood, CA 94513  
Respectfully submitted by:  
Deputy Chief of Staff, Lea Castleberry

*The Discovery Bay P-6 Citizen Advisory Committee serves as an advisory body to the  
Contra Costa County Board of Supervisors and the Office of the Sheriff.*

## Draft Record of Actions

6:00 p.m.  
October 24, 2018

**MEMBERS PRESENT:** Chair Belcher, Vice Chair Kane, Committee Member Mankin, Committee Member Selby,

**MEMBERS ABSENT:** None

**PRESENTATION OF COLORS:** Led by Chair Belcher

**APPROVAL OF AGENDA:** Motion to approve agenda as presented made by Committee Member Kane. Second made by Committee Member Mankin. Motion Carried 4-0. AYES: Belcher, Kane, Mankin and Selby

**PUBLIC COMMENTS:** Jim Mattison – Tuesday at 1pm, Byron Union School District will be hosting a Sandy Hook Presentation/Meeting.

**OFFICE OF THE SHERIFF – Monthly Calls for Service:** Tony Fontenot, Crime Prevention Specialist provided the monthly activity report for the months of July, August and September.

### **CONSENT ITEMS:**

- a. **Approval of Record of Actions for July 11, 2018:** Motion to accept the Record of Actions as presented made by Committee Member Mankin. Second made by Vice Chair Kane. Motion carried 4-0. Belcher, Kane, Mankin and Selby.

### **ITEMS FOR DISCUSSION AND/OR ACTION:**

- a. **Update on Discovery Bay License Plate Readers:** Lt. Foley reported they are still working on approvals through Caltrans to place License Plate Readers on their poles and hope to have final approval before the next P-6 CAC meeting. Town of Discovery Bay may consider sending a letter to Assemblyman Jim Frazier.
- b. **Follow-up Discussion for P-6 Budget FY 16/17 Discrepancy:** Lt. Foley reported the Sheriff's Office works with the numbers/budget that's been given by the Assessor's Office. Further inquiries by the committee would have to be taken to the Assessor's Office.
- c. **Follow-up Discussion for Helicopter Fund Breakdown:** Lt. Foley explained the mechanism of how the helicopter fund is calculated.

### **CORRESPONDENCE/ANNOUNCEMENTS:**

- a. 07/27/18 Letter from Supervisor Diane Burgis to Sheriff David O. Livingston
- b. 08/10/18 Letter from Sheriff David O. Livingston to Supervisor Diane Burgis

### **FUTURE AGENDA ITEMS**

### **ADJOURNMENT**

There being no further business before the Discovery Bay P-6 Citizen Advisory Committee, Chair Belcher adjourned the meeting at 7:01pm. The next regularly scheduled Discovery Bay P-6 Citizen Advisory Committee meeting on January 9, 2019 at 6:00p.m. to be held at the Discovery Bay Community Center, 1800 Willow Lake Road, Discovery Bay, CA 94505.