



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

Regular Board Meeting
Wednesday, November 1, 2017

7:00 P.M. Regular Board Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

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

Wednesday November 1, 2017

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: 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. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the President.

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 October 18, 2017.
2. Approve Register of District Invoices.

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report
2. Sheriff's Office Report
3. CHP Report

E. LIAISON REPORTS

F. PRESENTATIONS

G. BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding the GreenPlay Board of Directors Workshop Proposal.
2. Discussion and possible action regarding the Recreation Services Department Annual Report.

H. MANAGER'S REPORT

I. INFORMATIONAL ITEMS ONLY

J. DIRECTORS' REPORTS

1. Standing Committee Reports
2. Other Reportable Items

K. GENERAL MANAGER'S REPORT

L. CORRESPONDENCE RECEIVED

1. Received – Contra Costa County Aviation Advisory meeting minutes for August 10, 2017.
2. Received – Contra Costa County Aviation Advisory meeting minutes for September 14, 2017.

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

1. Adjourn to the next regular meeting of November 15, 2017 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



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday October 18, 2017
REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: 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 Leete.
2. Pledge of Allegiance – Led by Director Mayer.
3. Roll Call – All Present.

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

Public Comment Regarding:

- Napa Firestorm of 2017 and recommendations to create a task force to examine conditions of trees and vegetation throughout Discovery Bay.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for October 4, 2017.
2. Approve Register of District Invoices.

Motion by: Director Pease to approve the Consent Calendar.

Second by: Director Mayer

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

D. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report.

Fire Chief Helmick – Provided an update regarding his promotion to Fire Chief and provided a report for the month of September 2017. There was discussion regarding East Contra Costa Fire Protection District Elections.

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of August 2017 and the Month of September 2017.

Project Manager Berney Sadler – Provided the details of the August 2017 and September 2017 Monthly Operations Report. There was an update from District Engineer Harris regarding the testing for the Filtration System.

F. BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding County's Draft Urban Farm Animal Ordinance.

General Manager Davies – Provided the details regarding the County's Draft Urban Farm Animal Ordinance. There was discussion related to sending a letter opposing the County's Draft Urban Farm Animal Ordinance. Motion by: Director Mayer to authorize the Board President to sign a letter to the County in opposition to the County's Draft Urban Farm Animals Ordinance.

Second by: Director Pease.

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

2. Discussion and possible action regarding the Diffuser Inspection and Engineer's Report.
District Engineer Harris – Provided the details of the Diffuser Inspection and Engineer's Report. There was discussion regarding the Diffuser Inspection and the Engineer's Report.
Motion by: Director Pease to authorize Bishop Diving to conduct the inspection of the diffuser to support the engineering study in an amount not to exceed \$6,000.00, authorize Advisian (WorleyParsons Group) to conduct the engineering study on the diffuser and prepare any costs estimates to the District of the required maintenance & repairs for \$33,582.00, and authorize the General Manager to execute all contracts and up to 10% change orders if needed.
Second by: Vice-President Graves
Vote: Motion Carried – AYES: 5, NOES: 0

G. INFORMATIONAL ITEMS ONLY
None

H. DIRECTORS' REPORTS

1. Standing Committee Reports

Director Steele – Provided the details of the October 18, 2017 Parks and Recreation meeting related to the GreenPlay Proposal.

Director Pease – Provided the details of the October 18, 2017 Parks and Recreation meeting regarding Pickleball related to a noise survey.

Director Mayer – Provided the details of the East Contra Costa Fire Protection District Outreach meeting related to social media, East Contra Costa Fire Protection District Finance meeting related to reviewing procedures for credit cards, Discovery Bay P6 Zone Citizen Advisory Committee related to the Sheriff providing a report for the traffic citations and assistance with grants from the Town of Discovery Bay.

President Leete – Provided the details of the Contra Costa Special District Association meeting related to reallocation of property taxes.

2. Other Reportable Items – None.

I. MANAGER'S REPORT

None

J. GENERAL MANAGER'S REPORT

General Manager Davies – Provided an update regarding the upcoming holidays related to cancelling board meetings; prior to any board meeting cancelation, staff will confirm with the board members that there are no items for the agenda.

K. CORRESPONDENCE RECEIVED

1. Received East Contra Costa Fire Protection District meeting minutes for September 11, 2017.

2. Received State Water Resources Control Board regarding information and future updates on the Phase II Update of the Bay-Delta Plan dated October 4, 2017.

L. FUTURE AGENDA ITEMS

None

The regular meeting adjourned at 7:44 p.m. to the Closed Session.

M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7).

Legal Counsel Attebery – The Board is now adjourning into closed session regarding items N-1 and N-2.

N. CLOSED SESSION

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

2. Conference with Legal Counsel—Existing Litigation pursuant to Government Code Section 54956.9(a).
Name of Case and Case Number: Hofmann Land Development v. Town of Discovery Bay Community Service District.
Contra Costa County Sup. Ct. No, C-13-00274

O. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1).

Legal Counsel Attebery – Reporting from Closed Session on items N-1 and N-2, there is no reportable action.

P. ADJOURNMENT

1. The meeting adjourned at 8:25 p.m. to the regular meeting on November 1, 2017 beginning at 7:00 a.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 10-23-17

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

DRAFT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

November 01, 2017

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 \$ 204,822.14

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 2017/2018
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2017/2018
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2017/2018

AGENDA ITEM: C-2

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On November 01, 2017
Town of Discovery Bay CSD
For Fiscal Year's 7/17 - 6/18**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Contra Costa County Reimbursement				
Hydropoint Data Systems, Inc.	CU034341/29940	WeatherTrack (Z57)	10/12/17	\$235.00
I & T Backflow Testing	708	Backflow Tests (Z35,Z57,Z61)	10/09/17	\$455.00
Mt. Diablo Resource Recovery	1383346	40 Yd Green (Z61)	09/30/17	\$232.00
		Contra Costa County	Sub-Total	\$922.00
Water				
Aflac	723272	Supplemental Insurance Oct 2017	10/25/17	\$331.30
Big Dog Computer	BDC33329	IT Support, Outlook Issues	07/19/17	\$111.00
Big Dog Computer	BDC33338	IT Support, Misc. Service Calls	10/10/17	\$64.00
Big Dog Computer	BDC33339	IT Support, Backups and Outlook	10/17/17	\$323.00
Bill Pease	OCT 2017	Expense Report Oct 2017	10/26/17	\$184.00
Chris Steele	OCT 2017	Expense Report Oct 2017	10/26/17	\$606.66
Cintas	185626880	Mats, etc.	10/11/17	\$13.59
Cintas	185627936	Mats, etc.	10/18/17	\$13.59
County Of Contra Costa, Dept of Info Tec	11343	Data Processing Charges Sept 2017	10/16/17	\$20.60
Discovery Pest Control	216539	Pest Control	07/18/17	\$27.20
Discovery Pest Control	221614	Pest Control	09/18/17	\$27.20
Fastenal Company	CABRE18232	Misc. Small Tools	10/11/17	\$49.49
Freedom Mailing Service, Inc	32252	Water Bill Processing Sept 2017	10/10/17	\$2,148.62
I & T Backflow Testing	708	Backflow Tests	10/09/17	\$308.00
J.W. Backhoe & Construction, Inc.	2873	Water Leak Discovery Bay Blvd	10/18/17	\$5,434.48
Kevin Graves	OCT 2017	Expense Report Oct 2017	10/26/17	\$92.00
Lesley Marable	SEPT/OCT 2017	Expense Report Sept/Oct 2017	10/26/17	\$37.36
Luhdorff & Scalmanini	33262	Bi-Annual Well Testing	09/24/17	\$445.00
Luhdorff & Scalmanini	33266	Water Meter Installation Project Sept 2017	09/24/17	\$24,513.98
Luhdorff & Scalmanini	33266	General Services Sept 2017	09/24/17	\$5,571.25
Michael Davies	OCT 2017 (3)	Expense Report Oct 16 2017	10/20/17	\$14.12
Michael Davies	OCT 2017 (4)	Expense Report Oct 22-24 2017	10/21/17	\$48.81
Mt. Diablo Resource Recovery	1383334	20 Yd Trash	09/30/17	\$100.00
Neopost	7900044908384658/171	Postage	10/15/17	\$120.00
Neumiller & Beardslee	287822	Professional Services Aug 2017	10/10/17	\$3,700.30
Neumiller & Beardslee	287822	Litigation Aug 2017	10/10/17	\$1,358.80
Neumiller & Beardslee	287823	Hofmann v. TOBD	10/09/17	\$1,177.27
Office Depot	970182955001	Office Supplies	10/10/17	\$66.62
Pacific Gas & Electric	1521433231-2/101117	Electric & Gas Bill	10/11/17	\$9,828.52
Pacific Gas & Electric	2943721807-5/101017	Electric & Gas Bill	10/10/17	\$59,738.48
Paul E. Vaz Trucking, Inc.	52624	Material 10/06/17	10/13/17	\$250.58
Paul E. Vaz Trucking, Inc.	52625	Freight 10/06/17	10/13/17	\$266.47
Paul E. Vaz Trucking, Inc.	52626	Material 10/09/17	10/13/17	\$249.96
Paul E. Vaz Trucking, Inc.	52627	Freight 10/09/17	10/13/17	\$265.81
ReliaStar Life Insurance Company	#JRS2 457(B) 103117	457(b) 10/16/17-10/31/17	10/31/17	\$403.02
Robert Leete	OCT 2017	Expense Report Oct 2017	10/26/17	\$92.00
SDRMA	24766	Ancillary Benefits Nov 2017	10/24/17	\$571.75
Shred-It USA-Concord	8123306049	Shredding Service	10/07/17	\$23.33
TASC	450775312003/1117	IRS Section 125 Health Savings Plan Nov 2017	11/01/17	\$289.99
Univar	SJ843287	Chemicals Delivered 10/06/17	10/07/17	\$232.50
Univar	SJ843288	Chemicals Delivered 10/06/17	10/07/17	\$255.75
Water Utility Customer	Cambridge Ct	Refund Overpayment	10/26/17	\$457.10
Water Utility Customer	Mendocino Way	Closed Account, Refund Overpayment	10/19/17	\$45.26
Water Utility Customer	Goleta Place	Closed Account, Refund Overpayment	10/13/17	\$30.58
William Mayer	OCT 2017	Expense Report Oct 2017	10/26/17	\$92.00
		Water	Sub-Total	\$120,001.34
Wastewater				
Aflac	723272	Supplemental Insurance Oct 2017	10/25/17	\$496.96
Big Dog Computer	BDC33329	IT Support, Outlook Issues	07/19/17	\$166.50
Big Dog Computer	BDC33338	IT Support, Misc. Service Calls	10/10/17	\$96.00
Big Dog Computer	BDC33339	IT Support, Backups and Outlook	10/17/17	\$484.50
Bill Pease	OCT 2017	Expense Report Oct 2017	10/26/17	\$276.00
Chris Steele	OCT 2017	Expense Report Oct 2017	10/26/17	\$910.00
Cintas	185626880	Mats, etc.	10/11/17	\$20.35
Cintas	185626880	Uniforms	10/11/17	\$10.31
Cintas	185627936	Mats, etc.	10/18/17	\$20.35

Cintas	185627936	Uniforms	10/18/17	\$10.31
County Of Contra Costa, Dept of Info Tec	11343	Data Processing Charges Sept 2017	10/16/17	\$30.90
Discovery Pest Control	216539	Pest Control	07/18/17	\$40.80
Discovery Pest Control	221614	Pest Control	09/18/17	\$40.80
Fastenal Company	CABRE18232	Misc. Small Tools	10/11/17	\$74.24
Herwit Engineering	17-9	Professional Services Sept 2017	10/03/17	\$952.82
I & T Backflow Testing	708	Backflow Tests	10/09/17	\$462.00
Kevin Graves	OCT 2017	Expense Report Oct 2017	10/26/17	\$138.00
Lesley Marable	SEPT/OCT 2017	Expense Report Sept/Oct 2017	10/26/17	\$56.05
Michael Davies	OCT 2017 (3)	Expense Report Oct 16 2017	10/20/17	\$21.19
Michael Davies	OCT 2017 (4)	Expense Report Oct 22-24 2017	10/21/17	\$73.21
Mt. Diablo Resource Recovery	1383334	20 Yd Trash	09/30/17	\$150.00
Neopost	7900044908384658/171	Postage	10/15/17	\$180.00
Neumiller & Beardslee	287822	Professional Services Aug 2017	10/10/17	\$3,814.20
Neumiller & Beardslee	287822	Litigation Aug 2017	10/10/17	\$2,038.20
Neumiller & Beardslee	287823	Hofmann v. TODB	10/09/17	\$1,765.90
Office Depot	970182955001	Office Supplies	10/10/17	\$99.92
Pacific Gas & Electric	1181942262-4/100917	Electric & Gas Bill	10/09/17	\$4,436.14
Pacific Gas & Electric	7312115758-7/101617	Electric & Gas Bill	10/16/17	\$37,216.76
ReliaStar Life Insurance Company	#JR52 457(B) 103117	457(b) 10/16/17-10/31/17	10/31/17	\$604.53
Robert Leete	OCT 2017	Expense Report Oct 2017	10/26/17	\$138.00
SDRMA	24766	Ancillary Benefits Nov 2017	10/24/17	\$857.63
Shred-It USA-Concord	8123306049	Shredding Service	10/07/17	\$34.99
TASC	450775312003/1117	IRS Section 125 Health Savings Plan Nov 2017	11/01/17	\$434.98
William Mayer	OCT 2017	Expense Report Oct 2017	10/26/17	\$138.00

Wastewater Sub-Total \$56,290.54

Grand Total \$177,213.88

Request For Authorization To Pay Invoices (RFA)
For The Meeting On November 01, 2017
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/17 - 6/18

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Zone 8				
Cintas	185626880	Uniforms	10/11/17	\$44.92
Cintas	185627936	Uniforms	10/18/17	\$75.82
Comcast	8155400350357156/171	Internet Service Oct 2017	10/15/17	\$172.63
Estevan Rocha	OCT 2017	Expense Report Oct 2017	10/20/17	\$66.21
I & T Backflow Testing	708	Backflow Tests	10/09/17	\$907.00
Kruse Plumbing Co.	CI-0696	Cornell Park Bathroom	10/12/17	\$1,550.00
Mt. Diablo Resource Recovery	1383334	20 Yd Trash	09/30/17	\$275.81
Mt. Diablo Resource Recovery	1383346	40 Yd Green	09/30/17	\$300.00
Neumiller & Beardslee	287822	Professional Services Aug 2017	10/10/17	\$577.50
Pacific Gas & Electric	0869258994-1/101017	Electric & Gas Bill	10/10/17	\$528.93
Pacific Gas & Electric	5939734421-5/101617	Electric & Gas Bill	10/16/17	\$8,268.48
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 9/01/17-9/30/17	09/30/17	\$105.24
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 9/01/17-9/30/17	09/30/17	\$2,917.96
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 9/01/17-9/30/17	09/30/17	\$934.50
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 9/01/17-9/30/17	09/30/17	\$689.00
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 9/01/17-9/30/17	09/30/17	\$216.70
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 9/01/17-9/30/17	09/30/17	\$96.16
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 9/01/17-9/30/17	09/30/17	\$410.99
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 9/01/17-9/30/17	09/30/17	\$46.76
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 9/01/17-9/30/17	09/30/17	\$46.76
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 9/01/17-9/30/17	09/30/17	\$149.30
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 9/01/17-9/30/17	09/30/17	\$176.29
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 9/01/17-9/30/17	09/30/17	\$65.66
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 9/01/17-9/30/17	09/30/17	\$219.46
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 9/01/17-9/30/17	09/30/17	\$557.68
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 9/01/17-9/30/17	09/30/17	\$18.89
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 9/01/17-9/30/17	09/30/17	\$29.60
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 9/01/17-9/30/17	09/30/17	\$29.60
Watersavers Irrigation Inc.	1901958-00	Landscape Maintenance	10/11/17	\$20.30
Watersavers Irrigation Inc.	1901961-00	Landscape Maintenance	10/11/17	\$300.00
Watersavers Irrigation Inc.	1906306-00	Landscape Maintenance	10/20/17	\$487.06
			Total	\$20,285.21
Community Center				
Cintas	185626880	Community Center-Mats, etc.	10/11/17	\$75.72
Cintas	185627936	Community Center-Mats, etc.	10/18/17	\$75.72
I & T Backflow Testing	708	Community Center-Backflow Tests	10/09/17	\$70.00
Office Depot	969060136001	Community Center-Office Supplies	10/05/17	\$58.04
Office Depot	969065442001	Community Center-Office Supplies	10/05/17	\$6.27
Pacific Gas & Electric	5702839598-6/101017	Community Center-Electric & Gas Bill	10/10/17	\$1,473.48
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 9/01/17-9/30/17	09/30/17	\$122.72
Town of Discovery Bay, CSD	9-900-000-002-6.03	Community Center-Water Bill 9/01/17-9/30/17	09/30/17	\$1,002.79
Williams Sanitary Service	30945	Community Center-Toilet Rental	09/08/17	\$275.83
Williams Sanitary Service	31030	Community Center-Toilet Rental	10/04/17	\$275.83
			Total	\$3,436.40
			Grand Total	\$23,721.61

Request For Authorization To Pay Invoices (RFA)
For The Meeting On November 01, 2017
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/17 - 6/18

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Bill Brandt Ford	168903	Vehicle Repair & Maintenance	10/07/17	\$480.93
Cintas	185626880	Uniforms	10/11/17	\$44.92
Cintas	185627936	Uniforms	10/18/17	\$75.83
I & T Backflow Testing	708	Backflow Tests	10/09/17	\$105.00
Mt. Diablo Resource Recovery	1383346	40 Yd Green	09/30/17	\$50.00
Pacific Gas & Electric	0403377952-3/100917	Electric & Gas Bill	10/09/17	\$127.90
SDRMA	PD1718007050-001	Insurance Claim	10/09/17	\$500.00
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 9/01/17-9/30/17	09/30/17	\$459.56
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 9/01/17-9/30/17	09/30/17	\$1,764.81
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 9/01/17-9/30/17	09/30/17	\$46.76
Watersavers Irrigation Inc.	1901961-00	Landscape Maintenance	10/11/17	\$187.06
Watersavers Irrigation Inc.	1906307-00	Landscape Maintenance	10/20/17	\$43.88
			Total	\$3,886.65



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

November 1, 2017

Prepared By: Mac Kaiser, Recreation Programs Supervisor

Submitted By: Michael R Davies, General Manager

MRD

Agenda Title

GreenPlay Board of Directors Workshop Proposal.

Recommended Action

Approve contract with GreenPlay, LLC in the amount of \$2,500 for phase one, of a two-phase contract totaling \$7,500, for professional consulting services related to potential funding sources for the future planning and operational functions of the Discovery Bay Community Center and authorize the General Manager to execute all contract documents.

Executive Summary

GreenPlay, LLC is a professional Parks and Recreation operational and management consulting firm that has provided numerous needs assessment, feasibility studies, master plans, design reviews, operation budgets, and related services for diverse communities and agencies around the nation since 1999.

The District has previously utilized the services of GreenPlay, LLC in 2013 for the development of the Conversion Plan for the Discovery Bay Community Center, Pool, and Tennis Complex. The Community Center's current operation is a direct result of the successful implementation of the Discovery Bay Conversion Plan which transformed the membership based private club to a Community Center offering a wide variety of recreational activities, programs, and special events for the entire Discovery Bay community.

The next phase in the continued development of the Discovery Bay Community Center, Pool, and Tennis Complex is the development and implementation of additional funding sources to better sustain recreation operations and services for the long term.

The first phase of this contract will, in a conference call workshop setting with the Park and Recreation Standing Committee Board of Directors and staff, develop potential funding source ideas and how to prioritize them in the operation the Discovery Bay Community Center. Once complete this list will be finalized by GreenPlay, LLC into a usable document.

Funding for this project was included in the Community Center Budget for FY2017-19.

Approve contract with GreenPlay, LLC in the amount of \$2,500 for phase one of a two-phase contract totaling \$7,500 for professional consulting services related to potential funding sources for the future planning and operational functions of the Discovery Bay Community Center and authorize the General Manager to execute all contract documents.

Fiscal Impact:

Amount Requested \$2,500

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Approval of Community Center Budget – FY 2017/19.

Attachments

1. GreenPlay LLC Proposal for Services and Scope of Work.

AGENDA ITEM: G-1

Town of Discovery Bay Community Services District, California



Board of Directors Workshop Proposal



Prepared by

GREENPLAY LLC

*The Leading Edge In Parks, Recreation
And Open Space Consulting*

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Town of Discovery Bay, CA

Board of Directors Phased Workshop Proposal

GreenPlay Scope and Fees

GreenPlay, LLC is pleased to submit the following scope language to facilitate a board workshop in two phases to assist in the planning and pricing of recreational programs for the community as well as help determine some potential funding sources to support the future planning and operations of the parks and recreation services.

GreenPlay is a professional Parks and Recreation operational and management consulting firm that has provided numerous needs assessment, feasibility studies, master plans, design reviews, operational budgets, and related services for diverse communities and agencies around the nation since 1999. Our in-house staff consists of experienced parks and recreation professionals who know the services required to fund the operation of the assets you manage as well as projecting the revenue of these operations.

For this project, our proposed GreenPlay staff to complete this Board of Directors Workshop is **Pat O'Toole**, Principal, at GreenPlay who completed the Conversion Plan for the Community Center, Pool, and Tennis Complex in 2013. He can be contacted at pato@greenplayllc.com and (303) 345-1804.

GreenPlay has been successful in completing these types of workshops for communities of all sizes throughout the United States. We believe that our previous experiences provide us with the knowledge and insight necessary to create a recreational program needs assessment, training on the Pyramid Methodology of Cost Recovery and Pricing, and develop a list of potential funding sources for the Town of Discovery Bay. We pride ourselves on being available and accessible to your agency to help achieve your goals.

GreenPlay Scope of Work

Phase I

Board of Directors Potential Funding Sources Conference Call Workshop – 2 hours

GreenPlay will attend a conference call with the Town of Discovery Bay staff and the Board of Directors in a workshop setting to develop some potential funding source ideas and how to prioritize them to operate the Community Service District. The tasks identified for the Phase I conference call workshop are detailed in the following text.

Potential Funding Sources

Over 35 years of consulting with agencies across the United States, GreenPlay has compiled a list of over 100 potential funding sources, with brief explanations, that public parks and recreation agencies have utilized. During the conference call workshop we will review the list for potential funding sources for the Town of Discovery Bay. Some may already be in place, and many may not be permissible in California or the Discovery Bay CSD jurisdiction, however others may be useful.

GreenPlay will assist in reviewing the potential funding sources list and answer any questions the Board of Directors and staff might have about any of the options. The Board of Directors and staff will then participate in the exercise of categorizing the list of traditional and alternative potential funding sources into one of the following four tier categories. Comments and/or explanations can be added to each funding source as to why it falls into the tier.

- Tier 1: These funding sources are currently being used, or could easily be used by the Town of Discovery Bay to create the existing budgets for capital and operational expenditures.
- Tier 2: These funding sources are potential funding opportunities the Town of Discovery Bay would consider for additional funding of capital and operational expenditures.
- Tier 3: These funding sources are potential funding opportunities the Town of Discovery Bay could consider for additional funding of capital and operational expenditures. These funding sources may not be available currently in the State of Illinois or an intergovernmental agreement may be necessary for implementation. These funding sources may meet with some resistance and be more difficult to implement.
- Tier 4: These funding sources are potential funding opportunities the Town of Discovery Bay would not consider for additional funding of capital and operational expenditures for various reasons.

Additional explanation, editing, and/or changing any wording in the listing to customize it to your agency can be applied.

This customized list will be sent back to GreenPlay for finalization of the priorities and formatting into a usable document.

GreenPlay Phase I Fee - \$2,500.00



Phase II

Board of Directors Workshop – 4 hours

GreenPlay will attend a workshop with the Town of Discovery Bay staff and the Board of Directors to develop some recreational programming ideas and how to prioritize them. The main topic of the workshop includes introducing the Pyramid Cost Recovery Methodology to assist in creating operational dollars for the Community Service District. The tasks identified for the Phase II workshop are detailed in the following text.

Recreational Program Needs Assessment

GreenPlay will facilitate a Program Needs Assessment with the Board of Directors and staff to create a list of potential recreational program opportunities for all demographics in the Town of Discovery Bay. GreenPlay will add regional/national programming trends knowledge to the discussion.

A priority listing of recreational programming opportunities will be established that could be accommodated within the Town of Discovery Bay current facilities. GreenPlay will assist the Board of Directors in reviewing the most effective and efficient facility amenities to use. All user group segmentations within the market area will be included in the evaluation of program needs.

Pyramid Methodology of Cost Recovery and Pricing

GreenPlay utilizes “**Pyramid Methodology**” concepts for helping agencies create an overall philosophy and approach for resource allocation, program pricing, and cost recovery evaluation. This straightforward methodology has been integrated into university curriculum at several major institutions, and we are currently training agencies nationwide and at professionals at conferences in the implementation and use for making tough resource allocation decisions, and creating pricing and cost recovery strategies.

As part of GreenPlay’s proposed process, we will describe and explain the concepts of this methodology for financial sustainability of recreational programs. It is an effective management tool currently being utilized by agencies across the country to articulate the level of benefit that recreational programs provide as they relate to the values, vision, and mission of the Town of Discovery Bay. We will introduce these potential effective methodologies for helping decision makers and the public clearly understand the results and balance of expectations, along with their potential financial impacts, which can be imperative to sound fiscal responsibility, governmental accountability, and decision making.



Many agencies are using the **Pyramid Methodology** concepts to graphically model where taxpayer investments are used, where cost recovery is expected, and why. They see the benefit of this foundational, philosophical approach and its application for municipal services.

GreenPlay Phase II Fee - \$5,000.00 (includes travel expenses)

GreenPlay Fees

GreenPlay's establish rates to inclusively cover the salaries of the professional project staff and of support staff who enable them to function effectively and efficiently. We consider the prevailing rates in our industry and the level of specialized expertise that we provide.

For projects like this, GreenPlay typically recommends and proposes using a **Firm-Fixed Not-To-Exceed Price** model for compensation. This means that the contract is preliminarily based on a projected number of hours including on-site, travel, and preparation time, but that the compensation is actually based on completion of pre-determined contracted tasks the **Scope of Work** within a pre-specified timeline. This usually works well for the client in that they will get all the work done that they need, regardless of how many hours during the timeline that it takes to do it. In the event that the contracted **Scope of Work** is changed by the client during the course of work, GreenPlay can adjust total contract fees accordingly based on the regular hourly rates. This project is proposed as a **Firm-Fixed Not-To-Exceed Rate Fee** project.

Our fees include:

- Professional staff and administrative salaries
- Preparation of Materials Time
- Travel expenses
- All office overhead, equipment, utilities and insurances
- Taxes, employee benefits, and Worker's Compensation
- Administrative support staff and supplies, and local travel
- Work products and meetings as outlined in the Scope of Work

As a baseline:

GreenPlay's baseline hourly rate is \$150 per hour including on-site, travel and preparation time. While the hourly rates may sound high relative to typical public agency staff pay rates, when considering the costs for implementing additional experienced and professional full-time staff, benefits, insurances, office space, computers and equipment, support staff, utilities, etc., we find that this rate is usually comparable to or lower than what an agency would spend for in-house staff. **In addition, because we propose as a Firm-Fixed Not-To-Exceed Fee, the hours budgeted are just a preliminary estimate – the bottom line is that we dedicate whatever time is necessary to complete the contracted Scope of Work at no addition cost for extra hours.** An additional benefit is that when the project is finished, the expense ends.

Additional scope can be added for a fee of \$150 per hour.

GreenPlay typically submits an invoice for payment to the project manager/primary contact person on a monthly basis. Each invoice includes a brief description of the services provided and percentage of Scope completed to date. Invoices past due over 60 days will accrue 1.5% interest per month. Other structures for compensation and payment can be negotiable prior to contract award if necessary.



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

November 1, 2017

Prepared By: Mac Kaiser, Recreation Programs Supervisor
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Recreation Services Department Annual Report.

Recommended Action

Accept the 2016/17 Recreation Services Department Annual Report.

Executive Summary

The Town of Discovery Bay is responsible for providing recreational activities to the residents of the District. The Community Center offers a wide variety of programs, services, and special events for all ages and will continue to develop programming that will stimulate, educate and enrich the lives of people within Discovery Bay that is complemented by a system of parks, recreation areas and other facilities aimed to encourage recreational and leisure time activities.

An annual report is an important step in building a solid foundation for the development of professional recreation services that will enhance the everyday lives of the residents of the Town of Discovery Bay. The attached report highlights the many accomplishments over the past year and staff is proud to present the 2016/17 Recreation Services Department Annual Report.

Accept the 2016/17 Recreation Services Department Annual Report.

Fiscal Impact:

Amount Requested

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments

1. Recreation Services Department Annual Report

AGENDA ITEM: G-2



Recreation Services Department Annual Report

Fiscal Year 2016-2017



Introduction

This has been an exciting year of growth and change for the Recreation Services Department within the Town of Discovery Bay Community Services District. I would like to thank the residents of Discovery Bay for their support and involvement in developing quality recreation programs and services for our community. I would also like to recognize the leadership and support of our Board of Directors along with our dedicated department staff.

This annual report is an important first step in building a solid foundation for the development of professional recreation services that will enhance the everyday lives of the residents of the Town of Discovery Bay. We are committed to providing robust programs that capture the interest and participation of all age groups from toddlers to seniors. In the coming year, staff, along with the Board of Directors and community members, will be having important discussions that will focus on improving our parks, community center, recreation programs, community events, resources, and funding.

On behalf of the entire staff of the Town of Discovery Bay Community Services District, I am proud to present this first Recreation Services Department Annual Report and look forward to a fun and exciting coming year!

Michael R. Davies

Michael R. Davies, General Manager
Town of Discovery Bay CSD

Department Highlights

Recreation Services provides community based and age appropriate recreational programming for Discovery Bay resident's and non-resident's alike. The Discovery Bay Community Center acts as the hub for these activities and is complimented by a network of parks, fields and other recreational and education venues.

Key achievements for 2016-17 fiscal year include;

- ✓ Continued development of a community based and age appropriate recreational programs, activities, and special events during a period of transition for Recreation Services.
- ✓ Through the recently completed Compensation Study, reorganized the current recreation staffing structure and responsibilities to more efficiently manage current recreation related programs and activities.
- ✓ Implemented regular and on-going part time/seasonal employee training program to improve the level of service provided to program participants.
- ✓ Implemented an inaugural "Scarecrow Festival" family event in October providing a new fun, safe, and free family event that culminates with a Friday Night Movie in the Park.
- ✓ Entered into a Professional Service Agreement with the American Red Cross becoming an Authorized Service Provider that requires all Aquatic Programs meet minimum National Standards related to lifeguarding and swim lessons.
- ✓ Entered into a Professional Agreement with a private service provider to conduct two (2) American Red Cross Lifeguarding classes to be held at the Discovery Bay Community in the spring of 2017

Program Highlights for 2016/17

Inaugural Scarecrow Festival

In October 2016, staff implemented a new, family fun, community event to compliment the Town’s annual “Movie in the Park” fall special event! This unique event was open to all ages, individuals, families, clubs, groups, schools, civic organizations and businesses in Discovery Bay. Participants, using their imaginations, were encouraged to build a “Scarecrow” and display it on the Community Center grounds the week prior to the “Halloween” featured “Movie in the Park”! The community was encouraged to visit the grounds during the week and view the various displays with judging taking place in a variety of categories, and winners announced just before the “Movie”.



Community Garden



After several years of neglect since its completion and initial opening in 2013, staff reopened the Discovery Bay Community Garden to the community in February 2017. With some creativity and changes to the original annual leasing criteria, staff was able to lease out 23 of the 30 plots almost immediately. After several early season challenges with a variety of pests, the summer gardens are now producing a bountiful crop.

Designation Monarch Waystation

In June 2017, the Town entered into an agreement with the Discovery Bay Garden Club in establishing the Discovery Bay Community Center as an office Monarch Butterfly Waystation. By entering this agreement, the Town is contributing to Monarch conservation and helping to assure the continuation of the monarch migration in North America.



Blended Learning Lifeguard Courses

In an effort to resolve the challenges of training and recruiting summer lifeguard staff, the Town entered into a professional services agreement with a lifeguard training program out of the Sacramento area. The concept is to provide and conduct on-site lifeguarding classes for high school age kids here in Discovery Bay so they don't have to drive out of the area to obtain the skills necessary for a summer job as a lifeguard.



Summer Jam Concert

In June 2017, the Town of Discovery Bay partnered with the Discovery Bay Lions Club to create a unique, community-wide event! "Summer Jam" featured many local vendors and business, shopping, food, and live music on a full-size stage from a local bay area band. Proceeds from this event were put towards a mutually agreed community center project. Over 1,000 residents participated in this inaugural event, raising \$6,500 for the purchase of new "Movie in the Park" equipment for the Discovery Bay Community Center.





Discovery Bay Library Connection

The Discovery Bay Library Connection is a free service provided by the Contra Costa County Library and in partnership with the Town of Discovery Bay. This service gives Discovery Bay residents the opportunity to request items online and pick them up as well as drop them off at the Community Center.

Approximately 539 book titles were processed through the Discovery Bay Library Connection.

Discovery Bay Activities Guide

The primary marketing tool for the Recreation Division is the *Discovery Bay Activity Guide*, which is mailed to area homes and businesses within the 94505-zip code quarterly in January, May, and September of each year. Approximately 6,500 copies are produced each quarter with 6,300 mailed out.



Special Interest Class Offerings

A wide variety of classes were offered in 2016/17 after scaling back operations in 2015/16 due to a nearly complete staffing turnover and included those listed below.

Youth Sports Programs

Kidz Love Soccer (ages 2-10)
Mommy/Daddy & Me Soccer
Tot/Pre-Soccer
Soccer 1: Techniques & Teamwork
Soccer 2: Skillz & Scrimmages
Biddy Sports (ages 3-5)

Youth Dance Programs

Tiny Tots
Kid's Combo Dance
Home School Dance & Fit

Youth Summer Camps

IncrediFlix - Live Action Flix
IncrediFlix – Lego Flix
Live Action/Lego Flix Combo
British Soccer Camp
Max Martial Arts Summer Camps
Beginning Archery
Youth ART Camp

Youth Self Defense Classes

Panda Cub Club
Youth Martial Arts
Teen & Adult Martial Arts

Tennis Programs

Red Ball Club
Orange Ball Club
Juniors/Advanced Juniors Tennis
Advanced Juniors Only

Aquatics

Recreational Public Swim
Swim Lesson Program
Parent & Me Swim Lessons



Swim Lesson Level I
Swim Lesson Level II
Swim Lesson Level III
About Boating Safely
Adult Lap Swim
River Otters Swim Team
Blended Learning Lifeguard Class

Special Interest Programs

Child & Babysitting Safety
CPR/AED and First Aid
Done with Bullying Seminar
Safety Driver's Ed
Wagging Tails Training
Smear Paint Adult Paint Night
Paint your Pet Party

Adult Programs

Zumba by Karina
Time to Tap
Smear Paint
Line Dancing

Affiliated Programs

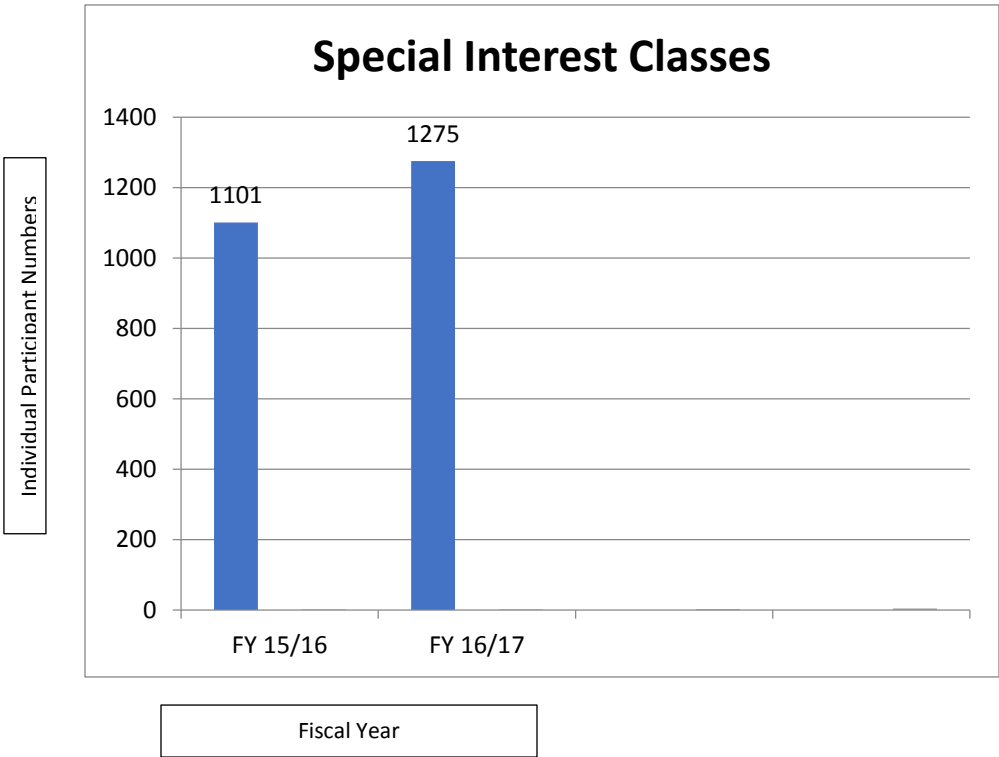
Card Groups
Hand & Foot Adult Cards
Duplicate Bridge Adult Cards
Drop-in Pickleball
Drop-in Tennis



FY 2016/17 Participation Numbers

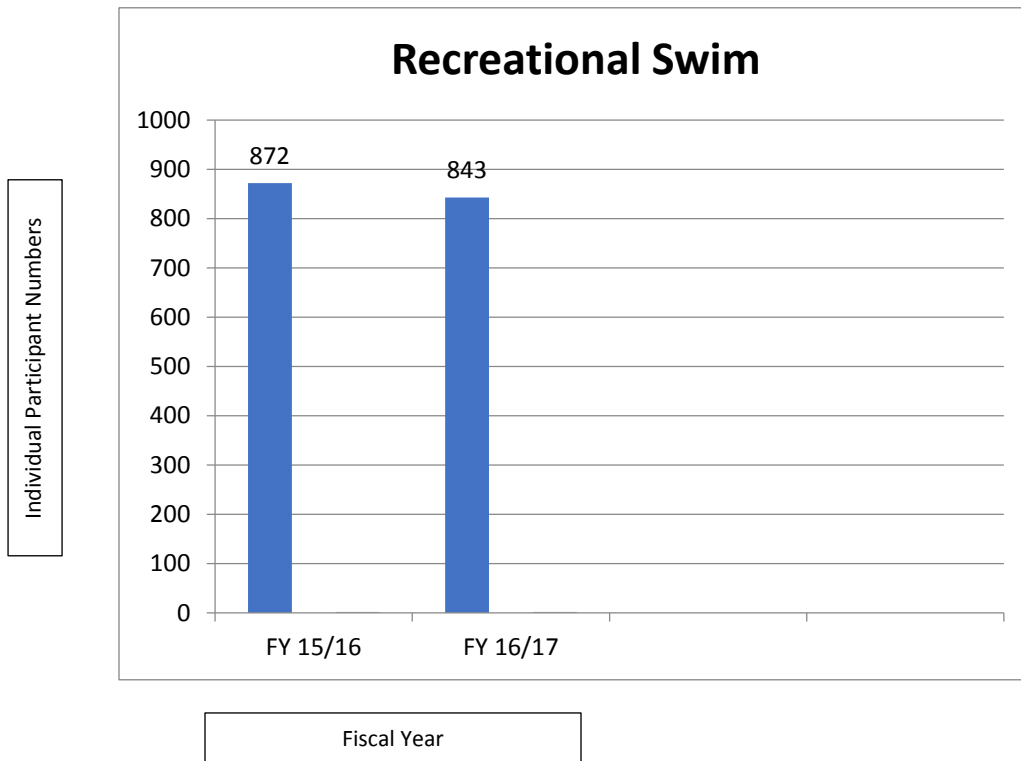
Special Interest Classes

The Recreation Division is responsible for offering a wide variety of classes and camps for all age levels. These special interest programs include youth soccer, youth dance, youth art and painting classes, youth tennis, Online Driver's Ed course, adult Zumba classes, adult tap and dance classes, and adult painting classes, swim lessons, and River Otters Swim Team. The Town contracts with a variety of independent instructors to offer these programs rather than hiring staff, thus maximizing revenue from this area of programming.



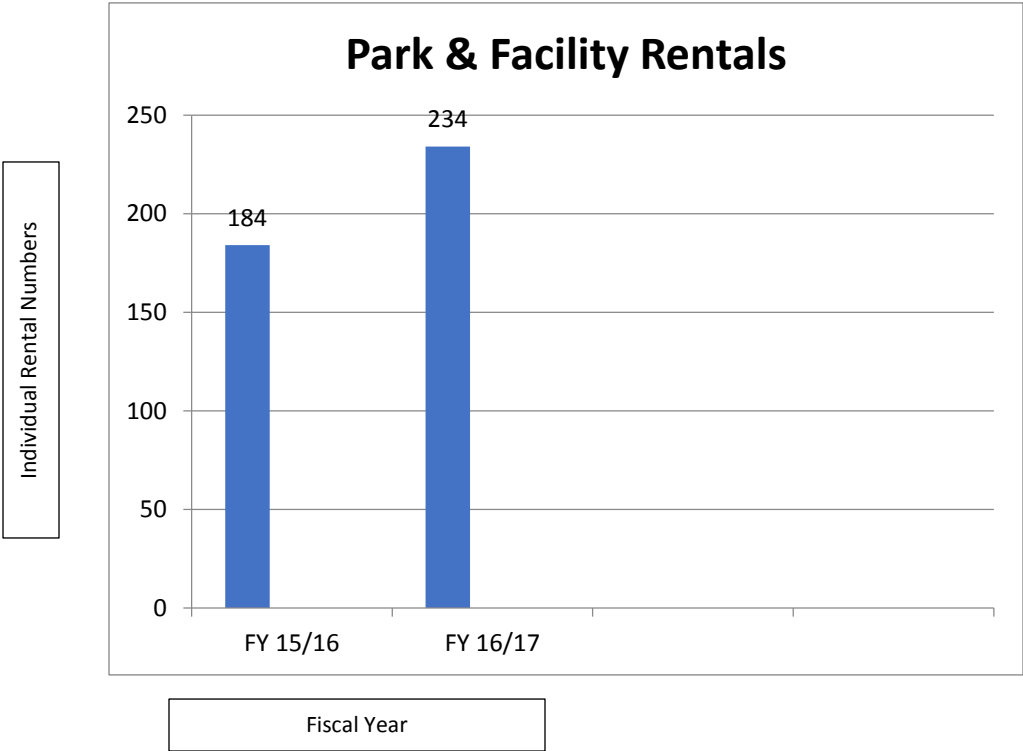
Aquatics

The Recreation Division is responsible for operating a small community pool located at the Discovery Bay Community Center offering community residents an opportunity for open recreational public swim running generally Memorial Weekend through Labor Day weekend.



Park and Facility Rentals

The Recreation Division is responsible for managing the rental of all community parks and facilities under the jurisdiction of the Town. This includes the Discovery Bay Community Center, various rooms within the community center, an event lawn area, a group BBQ area, and eight tennis courts. Parks include Cornell Park and Ravenswood Park that contain BBQ areas, covered picnic areas, tennis courts, pickleball courts, and sports fields areas.



Outside Community Events

Throughout the year, the Discovery Bay Community Center grounds act as the staging area for a variety of local Town as well as non-Town events for the community. These community events, as large gatherings of more than 50 participants, are generally approved in advance for the entire calendar year by the Board each February.

The following is a list of those events approved and for fiscal year 16/17:

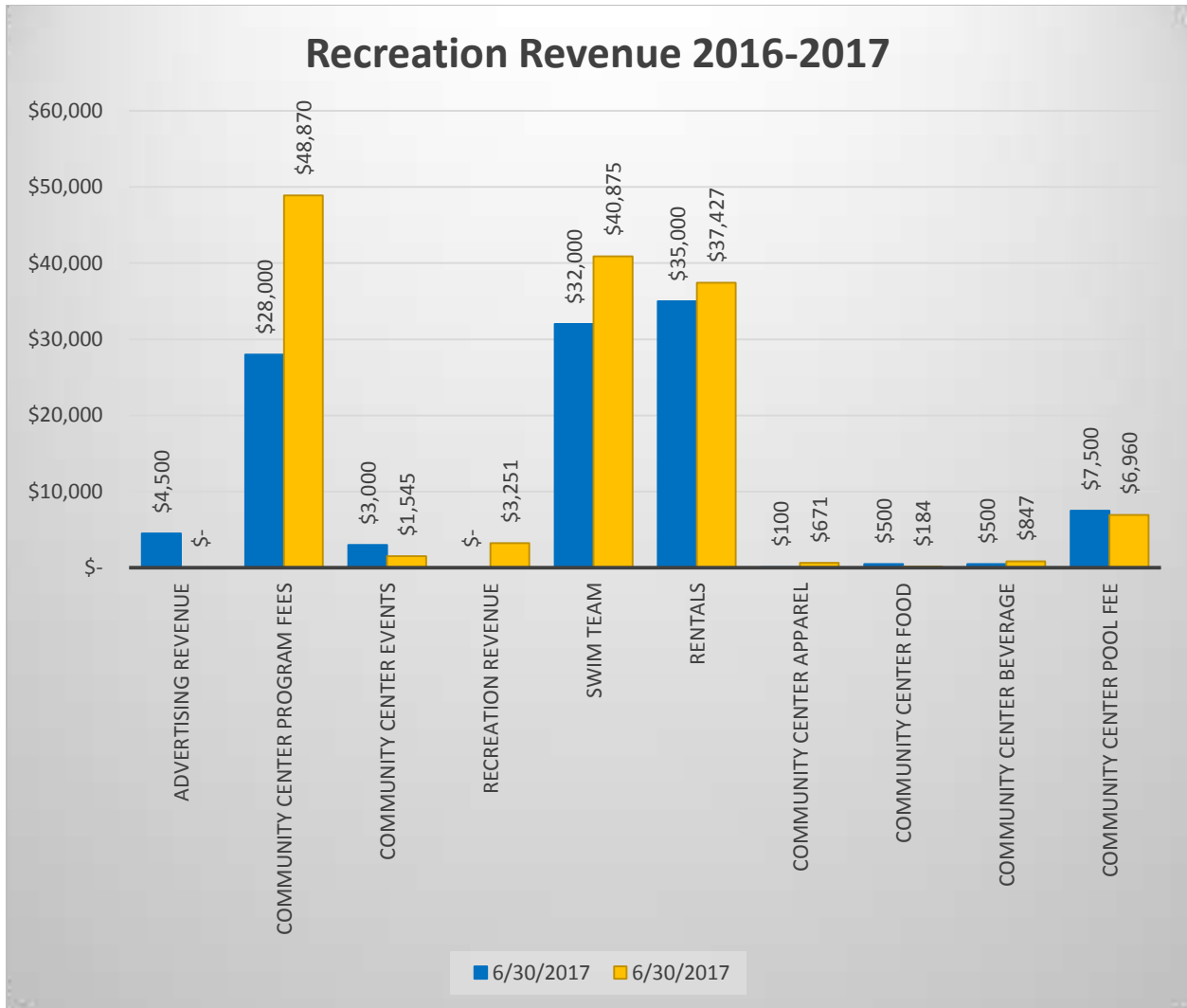
- *Scarecrow Festival & Movie in the Park – October*
- *Discovery Bay Lions Club/Chamber Holiday Parade – December*
- *Discovery Bay Lions Club Easter Egg Hunt – March*
- *Brentwood Library Children’s Program – Python Ron – April*
- *Friday Night Movies in the Park – June, July*
- *Discovery Bay Chamber Food Truck Round Up – May, June*
- *Summer Jam Concert in the Park – June*

Outside Community Groups

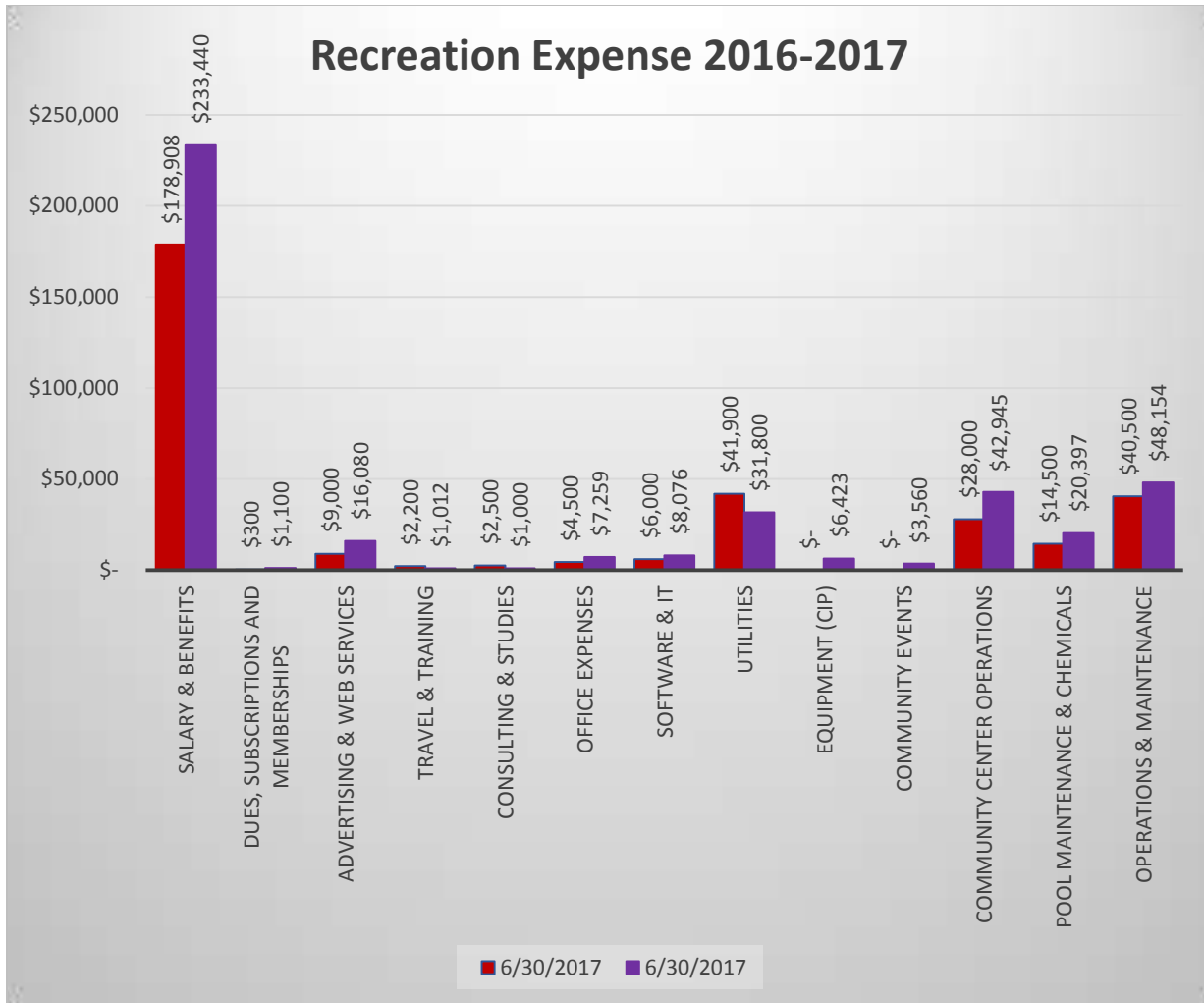
Throughout the year, the Discovery Bay Community Center provides a meeting place for a variety of groups, clubs, and loosely organized groups. These participants generally use Town facilities at little or no cost.

The following is a list of those groups, clubs, and loosely organized groups utilizing the Discovery Bay Community Center in fiscal year 16/17:

- *Pickleball – Cornell Park Pickleball Courts*
- *Tennis – Community Center Tennis Courts*
- *Hand & Foot Senior Card Group – Community Center*
- *Duplicate Bridge Card Group – Community Center*
- *Boy Scouts - Community Center*



FY 2016-2017 Revenue Account	Budget	Actuals
Advertising Revenue	\$ 4,500	\$ -
Community Center Program Fees	\$ 28,000	\$ 48,870
Community Center Events	\$ 3,000	\$ 1,545
Recreation Revenue	\$ -	\$ 3,251
Swim Team	\$ 32,000	\$ 40,875
Rentals	\$ 35,000	\$ 37,427
Community Center Apparel	\$ 100	\$ 671
Community Center Food	\$ 500	\$ 184
Community Center Beverage	\$ 500	\$ 847
Community Center Pool Fee	\$ 7,500	\$ 6,960
Total Revenue	\$ 111,100	\$ 140,630



FY 2016-2017 Expense Account	Budget	Actuals
Salary & Benefits	\$ 178,908	\$ 233,440
Dues, Subscriptions and Memberships	\$ 300	\$ 1,100
Advertising & Web Services	\$ 9,000	\$ 16,080
Travel & Training	\$ 2,200	\$ 1,012
Consulting & Studies	\$ 2,500	\$ 1,000
Office Expenses	\$ 4,500	\$ 7,259
Software & IT	\$ 6,000	\$ 8,076
Utilities	\$ 41,900	\$ 31,800
Equipment	\$ -	\$ 6,423
Community Events	\$ -	\$ 3,560
Community Center Operations	\$ 28,000	\$ 42,945
Pool Maintenance & Chemicals	\$ 14,500	\$ 20,397
Operations & Maintenance	\$ 40,500	\$ 48,154
Total Expense	\$ 328,308	\$ 421,246

CONCLUSION

The Recreation Services Department of the Town of Discovery Bay CSD continues to act as the hub for activities for the Town of Discovery Bay. All of the work this past year would not be possible without the generous support and dedication of:

Board of Directors

Standing Parks & Recreation Committee

Non-Profit Organizations

Community Organizations & Volunteers

Community Sponsors and Partnerships

Discovery Bay Businesses

Town Staff



FINAL



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
August 10, 2017**

MEETING CALLED: Chair, Ronald Reagan called the meeting to order at 10:00 AM.

PRESENT: **Emily Barnett**, Member at Large
Mike Bruno, Vice Chair, Airport Business Association
Maurice Gunderson, Secretary, Member at Large
Keith McMahon, City of Concord
Ronald Reagan, Chair, District III
Russell Roe, District V
Dale Roberts, District I

ABSENT: **Roger Bass**, District II
Derek Mims, City of Pleasant Hill
Tom Weber, District IV

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports
Alina Zimmerman, Airport Assistant

**OPENING COMMENTS
BY CHAIR:** Ronald Reagan welcomed the attendees.

**PUBLIC COMMENT
PERIOD:** Duane Allen questioned the amount of noise calls received from July 26, 2017, two U2 touch and go passes. The Airport office received approximately 30 calls regarding both noise concerns and inquiries (only four noise complaints were noted).

Keith Freitas advised the Committee of a continuous discussion regarding the Runway – Resurface overlay project for 14L/19R 14R/32L. Construction for the \$4 - \$5 million project will not begin until 2019. Discussions will include phasing, closures, etc.

**APPROVAL OF
MINUTES:** Moved by Ronald Reagan; seconded by Emily Barnett.
Approved Yes: Mike Bruno, Maurice Gunderson, Russell Roe,
and Dale Roberts. No: None. Abstained: Keith McMahon.
Absent: Derek Mims, Roger Bass, and Tom Weber.

**APPROVAL OF
CONSENT ITEMS:**

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

DISCUSSION/ACTION ITEMS:

a. Discussion of Items Pulled from Consent

Maurice Gunderson pulled the noise & statistics reports for discussion. On August 3, 2017, the noise working group met with a Pleasant Hill resident to discuss their noise concerns. The citizen lives right off the departure of Runway 19R and has attended an AAC meeting in the past regarding the individual's same concerns. The working group acknowledged the individual's concerns and discussed the Airports' noise procedures, along with flight training programs operating out of Buchanan Field. The individual was unaware these training programs took place along with many other airport operations. Mr. Gunderson stated the meeting was productive and that it shows the importance of engaging with the community.

b. Discussion of Airport Security Improvements

Contra Costa County Airports have made significant security improvements in fencing upgrades, appropriate signage, added CCTV surveillance, and increased airfield patrols from Sheriff and Airport staff. Staff is also working with tenants to assist with other airport security improvements.

c. Discussion of the Tenant Recognition Award Selection Process

Mike Bruno proposed a motion to postpone the tenant selection vote/award to the September 14th AAC meeting.

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

Emily Barnett and Mike Bruno met on July 17, 2017 to discuss the existing Tenant Appreciation Program. The working group addressed three objectives: 1) evaluate the overall program for improvements 2) determine ways to grow the program and increase tenant participation 3) identify possible recipients. Out of these objectives, the working group identified some constraints including a limited pool of recipients and a lack of engagement and outreach.

The working group made a recommendation to make the award cycle on-going instead of annual. Ronald Reagan supported the working group's recommendation. He also gave two suggestions: 1) make the award not limited to tenants, but to everybody having a connection to the Airports or 2) create a selection committee consisting of two to three individuals whose purpose is to review nominations, make a recommendation to the AAC, then have the AAC take a vote.

d. Discussion of the Airport Economic Development Program Priorities and Process Update

This is a continuous discussion of the priority projects that correspond with the Airport's strategic plan. Airport staff is looking to have more involvement from tenants/stakeholders and gather input to set priorities with the limited resources available. The top four projects to be discussed are:

1. Rates and charges
2. Aesthetic improvements to both airports
3. Creating a heart for Buchanan Field (i.e. terminal building)
4. Promote business growth at Byron (i.e. new office and hangar space)

With implementing these projects come tradeoffs. Staff plans to bring this item to the Airport Committee meeting on September 13, 2017 for further discussion.

e. Discuss the Update Regarding the Runway Taxiway Echo/Kilo Project

Keith Freitas gave a report on the successful Taxiway Echo/Kilo project. Construction has been completed, and the final piece left to do for the project is marking and paving – which should be completed within the month of September 2017. Keith thanked the tenants for their continued patience throughout the process.

f. Discuss Scheduling an AAC Meeting Date to be Held at the Byron Airport

The AAC meeting date to be held at the Byron Airport has been tentatively scheduled for November 9, 2017.

g. Discuss the Proposed Project to Reskin and Install New Doors to the East Ramp Hangars F Row at Buchanan Field

Airport Staff have been in discussions regarding the reskinning and installation of new doors to the east ramp F-row hangars at Buchanan Field. The east ramp hangars are roughly 60 years old and are in need of mechanical and aesthetic improvements. Specs are currently being developed for the proposed project with a tentative project start date of spring 2018.

FUTURE AGENDA ITEMS/COMMENTS

- Montecito 3-acre business park development
- Tenant appreciation award selection process
- History of the Buchanan Field traffic patterns
- Runway 14L/32R FAA Exemption

ADJOURNMENT: The meeting was adjourned by the Chair at 11:23 AM.

DRAFT



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
September 14, 2017**

MEETING CALLED: Chair, Ronald Reagan called the meeting to order at 10:00 AM.

PRESENT: **Emily Barnett**, Member at Large
Mike Bruno, Vice Chair, Airport Business Association
Maurice Gunderson, Secretary, Member at Large
Keith McMahon, City of Concord
Derek Mims, City of Pleasant Hill
Ronal Reagan, District III
Dale Roberts, District I
Tom Weber, District IV

ABSENT: **Roger Bass**, District II
Russell Roe, District V

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports
Alina Zimmerman, Airport Assistant

**OPENING COMMENTS
BY CHAIR:** Ronald Reagan welcomed the attendees.

**PUBLIC COMMENT
PERIOD:** Dale Roberts (AAC's newest District I Representative) gave a brief introduction of himself to the AAC.

**APPROVAL OF
MINUTES:** Moved by Maurice Gunderson; seconded by Mike Bruno.
Approved Yes: Emily Barnett, Keith McMahon, Derek Mims,
Ronald Regan, Dale Roberts, and Tom Weber. No: None.
Abstained: None. Absent: Roger Bass and Russell Roe.

**APPROVAL OF
CONSENT ITEMS:**

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

PRESENTATIONS:

a. Discuss the 3-Acre Business Park Development Update with Montecito

Karl Higgins with Montecito gave an update on the proposed 3-Acre business park development on Sally Ride Drive. Montecito is a commercial industrial and general aviation development company. The development will consist of a 52,000 square foot, non-aviation commercial facility with approximately 22 units for rent, 91 parking spaces, and improved landscaping/signage. Montecito is aiming to break ground in spring of 2018.

b. Discuss the Historical Background of the Buchanan Field Traffic Patterns

Daniel Wick discussed the historical background of Buchanan Field's (CCR) traffic patterns. The presentation consisted of CCR's various traffic patterns, how wind changes affect these patterns, what the Federal Aviation Administration (FAA) has control over, and the surrounding communities.

DISCUSSION/ACTION ITEMS:

a. Discussion of Items Pulled from Consent

No items were pulled from consent.

b. Discussion The Referred Recruitment of the AAC At-Large Seat to the Airport Committee

The Airport Committee held At-Large interviews at the September 13th meeting. Out of five candidates that were interviewed, Eric Meinbress was ultimately recommended by the Chair and Vice-Chair of the Committee. Eric Meinbress's At-Large appointment is scheduled to go before the Board of Supervisors in October for approval.

c. Review and Discuss the Findings by the AAC Working Committee of the Tenant Recognition Program

The AAC discussed potential modifications to the Airports' recognition program. Out of the discussions, the AAC unanimously voted yes to the following motions:

1. To accept renaming of the recognition award to "Contra Costa County Airports

Recognition Award”

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

2. To accept the following criteria to include any individual/group/business or organization:
 - a) ...that has provided exceptional service or experiences that builds community, showcases public benefit of the airport, an/or supports airport services and operations
 - b) ...that has exceptionally contributed a leadership role, skill, activity or event that has made a significant and lasting contribution to the promotion and advancement of aviation or the airports
 - c) ...that has strongly contributed to the environmental stewardship, safety, and/or emergency preparedness of the airport and its operations
 - d) ...that has provided strong community support, engagement, and/or communication with the public in support of airport services and operations

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

3. To accept changing the award to be “ongoing” where recognition may occur more immediately and as appropriate for worthy candidates.

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

Mike Bruno recommended Rashid Yahya as a potential candidate for the Contra Costa County Airports Recognition Award. The AAC will put this on the agenda for the October 12, 2017 AAC meeting for consideration.

d. Discuss the Modifications to the Standard Federal Aviation Administration Process for the Reconstruction & Overlay Project on Runway 14L/32R

Engineers came up with four construction options for the 14L/32R Reconstruction and Overlay Project. Out of those four options, option one: Cold In-Place Recycling (CIR) was most favorable. Since CIR is not an FAA approved process, a Modification of Standard (MoS) will be submitted to the FAA for evaluation and consideration. Airport staff will continue to provide the AAC with updates regarding this project.

e. Review and Discuss the Airport Enterprise Fund Budget for Fiscal Year 2016-17

This item has been pushed to be discussed at the October 12, 2017 AAC meeting.

f. Discuss and Select an AAC member for the 101 John Glenn Drive Property Selection Committee

Tom Weber, Derek Mims, and Maurice Gunderson volunteered to participate on the Selection Committee for the competitive solicitation at 101 John Glenn Drive. Maurice deferred to allow Tom and Derek to be the primary AAC members on the Committee. The AAC volunteers will work with Airport and Public Works staff to review the two proposals, interview the two interested parties, and make a ranking selection recommendation to go before the Board of Supervisors.

g. Discuss the AAC Byron Meeting Date that is Tentatively Scheduled to be Held on November 9, 2017

The AAC Byron meeting is scheduled to be held on Thursday, November 9, 2017 at 10 AM at the Byron Airport

FUTURE AGENDA ITEMS/COMMENTS

ADJOURNMENT: The meeting was adjourned by the Chair at 11:17 AM.