



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY Wednesday February 7, 2024 7:00 P.M.

TO ATTEND IN PERSON: The meeting will be held at the Community Center located at 1601 Discovery Bay Boulevard.

In addition to physical attendance at the address indicated above, the Town of Discovery Bay Community Services District is offering the following teleconferencing options as an alternative means for the public to participate in this meeting.

TO ATTEND BY ZOOM WEBINAR: <https://us06web.zoom.us/j/85454370841>

TO ATTEND BY PHONE: +1 (669) 444 9171 or +1 (719) 359 4580 **WEBINAR ID:** 854 5437 0841

Download Agenda Packet and Materials at <http://www.todb.ca.gov/>

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance.
3. 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 will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the viewpoint of the Directors.

C. CONSENT CALENDAR

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

1. Approve Regular Board of Directors DRAFT Meeting minutes from January 17, 2024.
2. Approve Register of District Invoices.

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.
2. Sheriff's Office Report.
3. Contra Costa County Fire Protection District Report.

E. MUNICIPAL ADVISORY COUNCIL

1. Town of Discovery Bay Sound Wall Update.

F. PRESENTATIONS

1. Mid-Year Financials.

G. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Set the Date and Time of the 2024 Annual Board Workshop.
2. Discussion and Possible Action to Approve Resolution 2024-01 Amending the Bylaws and Board Policy of the Town of Discovery Bay.

H. MANAGER'S REPORT

1. Patio Project Update.
2. Community Meeting.

I. GENERAL MANAGER'S REPORT

1. Coffee with the General Manager.

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Byron Union School District – January 11, 2024 (Director Kevin Graves).
2. Contra Costa County Aviation Committee – January 11, 2024 (Director Kevin Graves).
3. Contra Costa County Airport Committee – January 22, 2024 (Director Kevin Graves).

K. CORRESPONDENCE

1. LAFCO – Call for Nominations and Names of District Voting Delegates dated January 16, 2024.

L. LEGAL REPORT

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

1. Adjourn to the next Regular Meeting of the Board of Directors on February 21, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday January 17, 2024 7:00 P.M.**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Called business meeting to order 7:00 p.m.
2. Director Graham led the Pledge of Allegiance.
3. Roll Call was taken, and all members were present.

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

- The first speaker commented on multiple safety issues due to kids using motorized bikes.
- The second speaker commented on kids' behavior in Discovery Bay.
- The third speaker commented on kids' behavior at the Discovery Bay Shopping Center.
- The fourth speaker commented on kids' behavior on bikes.
- The fifth speaker commented on kids' behavior at Cornell Park.

General Manager Dina Breitstein stated she contacted both the Sheriff's Department and the Supervisor's Office. They both agreed to holding a community meeting where residents can voice their concerns.

C. CONSENT CALENDAR

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

1. Approve Regular Board of Directors DRAFT Meeting minutes from December 20, 2023.
2. Approve Register of District Invoices.
3. Elect Board Officers for Calendar Year 2024 – Michael Callahan President and Carolyn Graham Vice-President.
4. Accept \$6,000 Donation from Veolia North America to the Community Center.

Director Graves made a Motion to Approve the Consent Calendar.

Director Gutow seconded.

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

D. PRESENTATIONS

1. Recognition of Director Ashley Porter's Service as President of the Board 2023.

President Callahan thanked Director Porter for her service as President of the Board of Directors in 2023.

2. Veolia Presentation.

Presented by Anthony Harper, Project Manager for Veolia.

- Well #5 is not active. Cannot be used as an emergency back-up.

- Well #7 is still down for repairs.
- There was one water quality complaint (odor) for the month of December. Issue was resolved by flushing the hydrant.
- Conductivity level for December was <1900.
- Annual conductivity level was 2,106.

Director Graves commended Anthony Harper for getting the new permit which took effect January 1, 2024.

E. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Authorize General Manager to Execute Veolia Memorandum of Agreement (MOA) - Energy Conservation & Renewable Energy Program Development.

Presented by John Burdette III, Senior Business Development Manager.

- PG&E rates have increased by approximately 11.32% a year over the last 40 years.
- CPUC will grandfather older systems in and continue to uphold the original agreements if enrolled by February 9, 2024.
- Solar and battery storage could be added to the facility for use as an emergency bank in case of disaster.
- Project must be budget neutral.
- Inflation Reduction Act of 2022 has \$749 billion of funding available.

Director Graves stated that this was presented to the Water & Wastewater Committee, and the committee recommends moving forward.

Public Comment:

- Speaker voiced concerns over the Town being built on peat.

Director Graves made a Motion to Approve Staff Recommendation to authorize General Manager to execute Veolia Memorandum of Agreement (MOA) – Energy Conservation & Renewable Energy Program Development upon review and approval by District Legal Counsel.

Director Porter seconded.

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

2. Discussion and Possible Action to Authorize General Manager to Execute Contract with BSK Contract for Geotechnical Preparation Services for the Community Center Retaining Wall in the Amount of \$19,700.

- Item E-2 was pulled from the agenda.

3. Discussion and Possible Action to Authorize General Manager to Execute Contract and Temporary Entry Permit for the Installation of a Monitoring Well at the Cecchini Ranch Project.

Presented by Projects Manager Mike Yeraka.

- It is necessary to drill a well to test the water that is available at the Cecchini Property.
- Process should take approximately four months.
- The developer will provide funding.

Director Graves stated the Water and Wastewater Committee has discussed this item and recommends moving forward.

Vice-President Graham asked if the development has been named yet, or if it is still referred to as the Cecchini Property.

Director Graves made a Motion to Approve Staff Recommendation to Authorize the General Manager to execute a Professional Services Agreement with LSCE to perform the work outlined in their proposal dated May 31, 2023 and to Authorize the General Manager to execute the attached Temporary Entry Permit with Hengli 10 LLC.

Director Porter seconded.

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

F. MANAGER'S REPORT

None.

G. GENERAL MANAGER'S REPORT

None.

H. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Byron Union School District – December 12, 2023 (Director Kevin Graves).

I. CORRESPONDENCE

None.

J. LEGAL REPORT

None.

K. FUTURE AGENDA ITEMS

None.

Director Graves mentioned the Water and Wastewater Committee met earlier in the day and discussed the Cecchini Property as well as the new District Office building.

President Callahan stated the Parks & Recreation Committee met earlier and decided to remove the discussed item from the Board of Directors agenda. Director Gutow reported the Committee discussed a retaining wall at the Community Center that is failing.

L. ADJOURNMENT

1. Adjourned at 8:07p.m.to the next Regular Meeting of the Board of Directors on February 7, 2024 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."

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Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

February 7, 2024

Prepared By: Margaret Moggia, Finance Manager & Lesley Marable, Accountant
Submitted By: Dina Breitstein, General Manager

Agenda Title

Approve Register of District Invoices.

Recommended Action

Staff recommends that the Board approve the listed invoices for payment.

Executive Summary

District invoices are paid on a regular basis and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 583,518.04

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 2023/2024

AGENDA ITEM: C2

Request for Authorization to Pay Invoices
For The Meeting On February 7, 2024
Town of Discovery Bay CSD
Fiscal Year 7/23 - 6/24

Syblon Reid	\$413,689.38
Pacific Gas & Electric	\$96,962.14
Luhdorff & Scalmanini	\$22,612.95
AV Structural Inc.	\$15,805.19
Stantec Consulting Services Inc	\$10,574.00
Lechowicz & Tseng Municipal Consultants	\$4,215.00
Freedom Mailing Service, Inc	\$3,594.38
Valencia Janitorial Plus	\$3,090.00
Sabie Trucking, Inc.	\$2,328.33
HASA INC	\$1,533.03
Town of Discovery Bay CSD	\$1,411.28
ODP Office Solutions, LLC	\$1,351.75
ULINE	\$1,179.48
Contra Costa Health Services	\$730.00
Kevin Graves	\$690.00
Carolyn Graham	\$575.00
Watersavers Irrigation Inc.	\$527.36
Michael Callahan	\$460.00
Ashley Porter	\$345.00
Bryon Gutow	\$345.00
Denalect Alarm Company	\$339.58
Discovery Pest Control	\$218.44
UniFirst Corporation	\$194.70
Dennis Dean Allen	\$180.00
Bay Area Driving School, Inc.	\$153.75
Quadient Leasing USA, Inc.	\$152.90
Alhambra	\$108.85
Water Utility Refund Customers	\$75.53
Community Center Refund Customer	\$50.00
Verizon Wireless	\$25.02

\$583,518.04



Board Meeting February 7, 2024

Fiscal Year 2024 Mid Year Financial Results
Fiscal Year 2024 Finance Activities



Fiscal Year 2024 Mid-Year Results (through December 31)

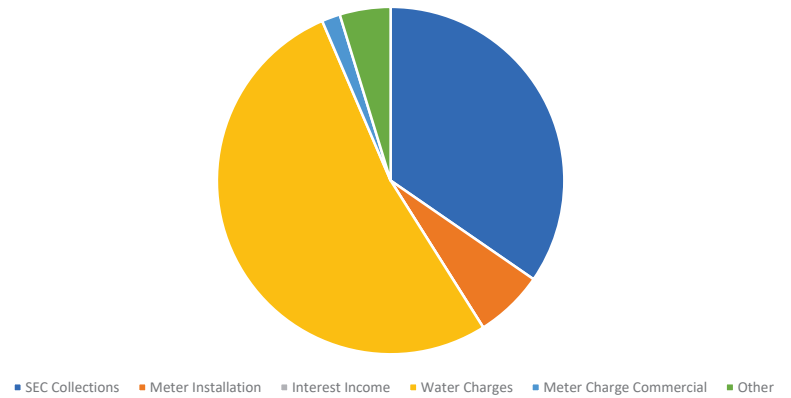
	Fund 20 (Water)	Fund 21 (Wastewater)	Fund 40 (Zone 8)	Fund 41 (Zone 9)
Revenues	\$2,592,268	\$3,672,972	\$579,943	\$90,403
Expenses	\$2,008,689	\$3,172,710	\$411,460	\$66,118
Net Income (loss)	\$583,579	\$500,262	\$168,483	\$24,285



Fiscal Year 2024 Mid-Year Results (Water)

	Actual	Mid-year Budget
SEC Collections	897,311	813,524
Meter Installation	166,749	167,609
Interest Income	TBD	68,750
Water Charges	1,361,151	1,450,500
Meter Charge Commercial	44,369	42,500
Other	122,688	29,300
Total Revenues	\$2,592,268	\$2,572,183

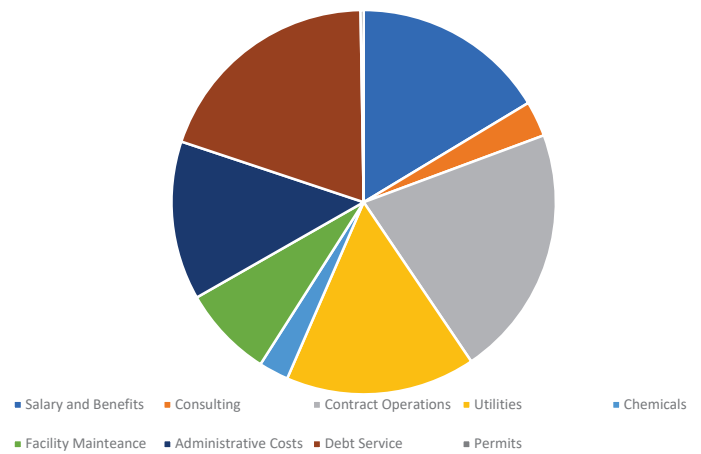
Fiscal Year 2024 – Through December 31, 2023
Revenues



Fiscal Year 2024 Mid-Year Results (Water)

	Actual	Budget
Salary and Benefits	328,683	435,167
Consulting	59,928	143,062
Contract Operations	425,743	422,500
Utilities	320,888	320,381
Chemicals	50,436	60,000
Facility Maintenance	155,011	494,750
Administrative Costs	268,460	293,872
Debt Service	394,337	269,612
Permits	5,203	25,000
Total Expenses	\$2,008,689	\$2,464,344

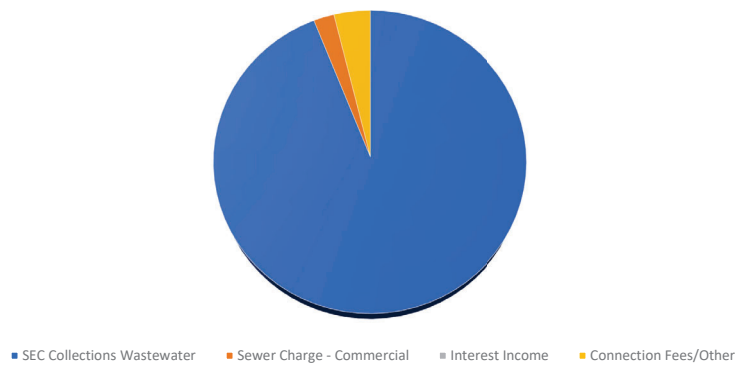
Fiscal Year 2024 – Through December 31, 2023
Expenses



Fiscal Year 2024 Mid-Year Results (Wastewater)

	Actual	Mid-year Budget
SEC Collections	3,450,624	3,114,311
Sewer Charge	80,322	78,500
Interest Income	TBD	123,750
Capacity Fees/Other	142,027	8,650
Total Revenues	\$3,672,972	\$3,325,211

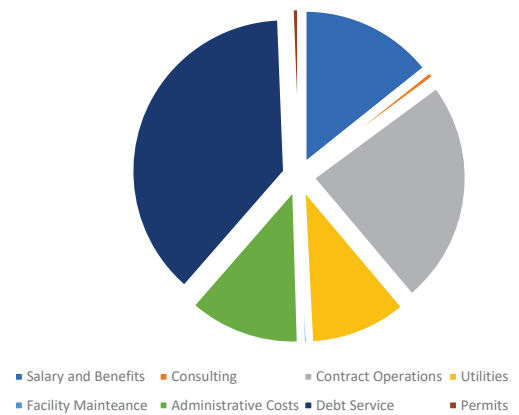
Fiscal Year 2024 – Through December 31, 2023
Revenues



Fiscal Year 2024 Mid-Year Results (Wastewater)

	Actual	Mid-year Budget
Salary and Benefits	452,750	505,688
Consulting	19,599	98,150
Contract Operations	760,767	725,500
Utilities	327,556	356,269
Facility Maintenance	10,614	47,500
Administrative Costs	377,043	161,588
Debt Service	1,204,597	899,550
Permits	19,785	62,500
Total Expenses	\$3,172,710	\$2,856,745

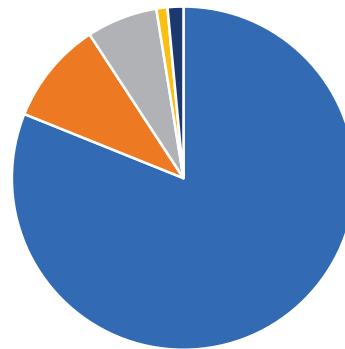
Fiscal Year 2024 – Through December 31, 2023 Expenses



Fiscal Year 2024 Mid-Year Results (Zone 8)

	Actual	Mid-year Budget
Property Tax	470,293	410,155
Community Center	56,198	27,000
County Reimburse	38,756	30,000
Rentals	6,058	19,500
Interest	TBD	-
Other	8,637	3,250
Total Revenues	\$579,943	\$489,905

Fiscal Year 2024 – Through December 31, 2023
Revenues



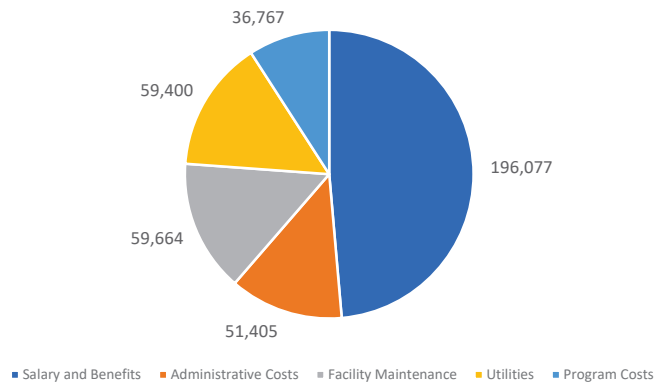
■ Current Secured Property Tax ■ Community Center ■ CCC Vehicle Reimbursement ■ Rentals ■ Interest ■ Other



Fiscal Year 2024 Mid-Year Results (Zone 8)

Community Center	Actual	Mid-year Budget
Salary and Benefits	94,093	151,450
Facility Maintenance	34,427	29,650
Administrative Costs	26,944	25,645
Utilities	29,019	25,250
Program Costs	32,018	31,125
Total Expenses	\$216,502	\$263,120

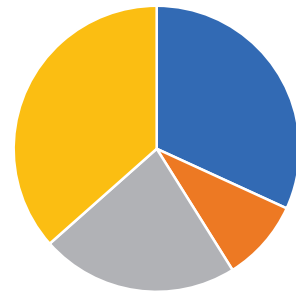
Fiscal Year 2023 Preliminary Expenses - Community Center



Fiscal Year 2024 Mid-Year Results (Zone 8)

Landscape	Actual	Mid-year Budget
Salary and Benefits	62,025	75,439
Facility Maintenance	43,587	41,200
Administrative Costs	18,050	22,872
Utilities	71,247	75,000
Total Expenses	\$194,958	\$214,511

Fiscal Year 2024 – Through December 31, 2023
Expenses - Landscape



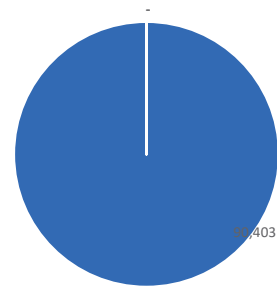
■ Salary and Benefits ■ Administrative Costs ■ Facility Maintenance ■ Utilities



Fiscal Year 2024 Mid-Year Results (Zone 9)

	Actual	Mid-year Budget
Assessment Income	90,403	78,360
Interest Income	TBD	2,100
County Reimburse	0	6,500
Total Revenues	\$90,403	\$173,920

Fiscal Year 2024 – Through December 31, 2023
Revenues



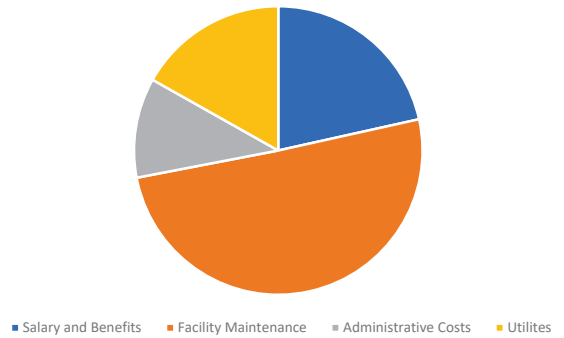
■ Assessment Income ■ Interest Income ■ CCC Vehicle Reimbursement



Fiscal Year 2024 Mid-Year Results (Zone 9)

	Actual	Mid-year Budget
Salary and Benefits	14,230	30,022
Facility Maintenance	33,357	20,875
Administrative Costs	7,398	13,125
Utilities	11,134	14,300
Total Expenses	\$66,118	\$78,322

Fiscal Year 2024 – Through December 31, 2023
Expenses





FY 2024 Capital Project Spend

Water Projects

- Ongoing

- Marina – Approx. \$2K
- Newport and Willow Filter Repair - \$148K
- Well 8
 - Bond Fund ~ \$598K
 - District Funds ~\$115K





FY 2024 Capital Project Spend

Wastewater Projects

- Ongoing

- Diffuser ~\$10K
- Denitrification (nearing project completion)
 - Bond Fund ~ \$2.9 Million (cumulative \$12.4 Million)
 - District Funds ~\$5K (cumulative \$6.5 Million)





FY 2024 Capital Project Spend

Landscape Projects

- Ongoing

- Cornell Park \$128K (Prop 68 Grant Funded)

- Clipper Drive
 - Parks \$167K (Project to date - \$418K)
 - Streetscape \$42K



FY 2024 Debt Portfolio December 1 Bond Payments

	2017	2022	2022B (Refunded 2012)
Original Debt Issuance	\$8,825,000	\$16,860,000	\$11,650,000
Current Debt Outstanding	\$7,640,000	\$16,400,000	\$10,768,000
All In Total Interest Cost %	3.9281%	4.1924%	3.6837%
Final Maturity	12/1/2047	12/1/2052	12/1/2042



Water Construction Proceeds - \$4.7M
 Wastewater Construction Proceeds - \$0.9M



Fiscal Year 2024 Finance Activities

- Annual Audit: State Controller Report filed
- Update Rate Study for Water rates
- Purchasing Card Program





Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date
February 07, 2024

Prepared By: Dina Breitstein, General Manager
Submitted By: Dina Breitstein, General Manager

Agenda Title:

Discussion and Possible Action to Set the Date and Time of the 2024 Annual Board Workshop.

Recommended Action

Set date and time for 2024 Annual Board Workshop. Staff recommendation is March 14, 2024.

Executive Summary

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

Last year, the Annual Board Workshop was held Thursday, March 16, 2023 at 4:00pm.

Staff recommends March 14, 2024 at 4:00 PM 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: March 14, 2024

Alternative Dates for Consideration: Day or Evenings: March 21, 2024 at 4:00 PM
March 28, 2024 at 4:00 PM

Previous Relevant Board Actions for This Item

- February 2, 2017 Annual Board Workshop for 2017
- March 1, 2018 Annual Board Workshop for 2018
- March 7, 2019 Annual Board Workshop for 2019
- March 5, 2020 Annual Board Workshop for 2020
- March 4, 2021 Annual Board Workshop for 2021
- March 24, 2022 Annual Board Workshop for 2022
- March 16, 2023 Annual Board Workshop for 2023



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date
February 7, 2024

Prepared By: Dina Breitstein, General Manager
Submitted By: Dina Breitstein, General Manager

Agenda Title

Discussion and Possible Action to Approve Resolution 2024-01 Amending the Bylaws and Board Policy of the Town of Discovery Bay.

Recommended Action

Approve Resolution 2024-01 Amending Board Policy No.002 Bylaws – deleting the following lines in the Board Policy Bylaws: Article IV Section 2. Terms and Responsibilities of Elected Officers, Paragraph 7, to read as follows:

"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. Said meetings shall be noticed pursuant to the Brown Act."

Executive Summary

On March 25, 1998, the Bylaws of the Town of Discovery Bay CSD were initially adopted by Resolution No. 98-07. The Bylaws were subsequently amended on December 16, 2020, November 3, 2021, and May 18, 2022. These amendments were made to aid the District with workflow and meet its changing needs.

To streamline the District's committee meeting process, staff requests to reduce the number of monthly committee meetings. Staff recommends amending Article IV of the Board Bylaws to delete Section 2. Terms and Responsibilities of Elected Officers. Paragraph 7, sentence two segment, "which shall, at a minimum, meet at least quarterly. This would allow each committee to set its meeting schedule based on necessity.

Subsequently, Staff will be recommending that the Communications Committee and the Internal Operations Committee revise their respective bylaws to the following:

Communication Committee: Article V: Meetings, Section 1 – deleting "Board Policy requires that all committee meetings occur at least once quarterly." And "and will occur every odd number month on the first Wednesday at 3:30 PM." As well as deleting Article XI: Amending Bylaws, Section 2. Deleting "Notice of any proposed amendment must be given to all members of the Committee at least one week prior to the meeting at which the amendment is proposed to occur."

Internal Operations Committee: Article V: Meetings, Section 1 – deleting "Board Policy requires that all committee meetings occur at least once quarterly." And "and will occur every even number month on the first Wednesday at 4:30 PM." As well as deleting Article XI: Amending Bylaws, Section 2. Deleting "Notice of any proposed amendment must be given to all members of the Committee at least one week prior to the meeting at which the amendment is proposed to occur."

The below details the minimum schedule for the Committee meetings Article V: Meetings, Section 1. individual committee meetings bylaws. All established meeting times and places remain in effect.

Committee Meeting schedule is as follows:

1. WATER AND WASTEWATER COMMITTEE shall, at a minimum, meet at least quarterly.
2. PARKS AND RECREATION COMMITTEE shall, at a minimum, meet at least quarterly.
3. FINANCE COMMITTEE shall, at a minimum, meet at least quarterly.
4. COMMUNICATIONS COMMITTEE shall meet as needed.
5. INTERNAL OPERATIONS COMMITTEE shall meet as needed.

Recommended Action

Approve Resolution 2024-01 Amending Board Policy No.002 Bylaws – deleting the following lines in the Board Policy Bylaws: Article IV Section 2. Terms and Responsibilities of Elected Officers, Paragraph 7, to read as follows:

“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. Said meetings shall be noticed pursuant to the Brown Act.”

Fiscal Impact:

Amount Requested: N/A

Sufficient Budgeted Funds Available?: Yes

Prog/Fund # Category:

Previous Relevant Board Actions for This Item:

Resolution 1998-07 Policy No.002 Bylaws
Resolution 2020-28 Policy No.002 Bylaws
Resolution 2021-15 Policy No.002 Bylaws
Resolution 2022-16 Policy No. 002 Bylaws

Attachments:

1. Resolution 2024-01
2. Draft Amended Board Policy No.002 – Bylaws
3. Draft Amended Communications Committee
4. Draft Amended Internal Operations Committee

AGENDA ITEM: G2



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2024-01**

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

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

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

WHEREAS, the Bylaws of the Town were originally adopted by Resolution No. 98-07 on March 25, 1998, December 16, 2020, November 3, 2021, and were most recently amended on May 18, 2022; and

WHEREAS, the Town’s Board of Directors desire to revise Article IV of the Bylaws to delete Section 2. Terms and Responsibilities of Elected Officers. Paragraph 7, sentence two segment “which shall, at a minimum, meet at least quarterly; and

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

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

SECTION 1. That the Bylaws of the Town of Discovery Bay are hereby amended as set forth in Section 2, of Article IV - Terms and Responsibilities of Elected Officers, of Policy 002 – Bylaws attached to this Resolution and are incorporated by this reference as though fully set forth herein.

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

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

Michael Callahan
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a meeting, held on February 7, 2024, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dina Breitstein
Board Secretary

DRAFT



Town of Discovery Bay

Program Area: Board	Policy Name: Bylaws	Policy Number: 002
Date Established: March 25, 1998	Date Amended: <u>1.</u> May 18, 2022 <u>2.</u> February 07, 2024	Resolution: 2022-16

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(c), the District's General Manager 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 lawfully on deposit with Contra Costa County.

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

Section 2. General Responsibilities of the General Manager

- A. Appraise and evaluate the effects of the Board policies and the manner of their execution, and the efficiency of District personnel in terms of services rendered to the people of the District.
- B. Provide leadership to staff in identifying District needs, establishing priorities and determining the objectives, which will achieve the established goals of the District.
- C. Encourage and assist staff in the performance of their duties and encourage their professional growth.
- D. Ensure evaluation of personnel under his/her direction.
- E. Interpret and publicize the programs and services of the District for and to the public.
- F. Provide financial oversight of the District and Contra Costa County pursuant to funds on deposit at that agency.
- G. Lead the District management team in the preparation of the budget, control of expenditures, inventory control, program planning, changing priorities and public relations.
- H. Perform the function of the District's Public Information Officer.
- I. Participate in community activities.

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

Section 3. General Responsibilities of the Secretary of the Board

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

ARTICLE VI

MEETINGS

Section 1. Regular and Special Meetings

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

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

Section 2. Quorum

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

Section 3. Voting

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

Section 4. Notice of Regular and Special Meetings

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

ARTICLE VII

PAYMENTS, CONTRACTS, AND REPORTS

Section 1. Payments

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

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

Section 2. Contracts

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

Section 3. Reports

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

ARTICLE VIII

PARLIAMENTARY AUTHORITY

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

ARTICLE IX

AMENDMENTS

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

DISCOVERY BAY COMMUNITY SERVICES DISTRICT
COMMUNICATIONS
COMMITTEE BYLAWS
Revised May 1, 2019

Article I: Name of Committee

The Discovery Bay Community Services District (“Discovery Bay”) Board of Directors (“Board”) has created the Communications Committee (“Committee”).

Article II: Function

The Committee shall be an advisory standing committee that shall provide information and recommendations to the Board on matters relating to external communications activities.

Article III: Membership

Section 1. The Committee shall be comprised of 2 Board Members, TODB Staff and Consultants as necessary.

Section 2. The Committee members with voting authority shall consist of:

- a) two Directors as appointed by the Board

Section 3. Staff members selected by the General Manager shall also attend Committee meetings and assist the General Manager and appointed Directors with operation of the Committee.

Article IV. Term of Office

The Board appointees to the Committee shall serve for a term of two years.

Article V: Meetings

Section 1. The Committee shall establish a regular place and time for meetings of the Committee. Board Policy ~~establishes the occurrence of~~ ~~requires that~~ all ~~the~~ committee meetings, ~~occur at least once quarterly.~~ Committee meetings for Communications will be held at the Community Center, 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505 and will occur ~~as needed. every odd-numbered month on the first Wednesday at 3:30 P.M.~~

Section 2. The Board may designate agenda items for any meetings of the Committee. The members of the Committee may also designate agenda items for consideration by the Committee that are consistent with the Committee’s designated function.

Article VI: Attendance

The members of the Committee are expected to attend the meetings of the Committee on a regular basis.

Article VII: Removal

The Board may recommend removal of any member of the Committee. A majority vote of the members of the Board shall be required to approve any removal of a Board Director.

Article VIII: Officers and Rules

Section 1. The Committee shall elect from among its membership a Chair and Vice- Chair. The term of office for each shall be one year.

Section 2. The Committee may adopt rules and procedures for its meetings. The Committee shall conduct all proceedings in conformity with Robert's Rules of Order and the Brown Act.

Article IX: Staff

The staff of Discovery Bay shall be available to aid the Committee in its work and a staff member shall serve as Secretary to the Committee.

Article X: Required Training

State law (AB 1234) requires that local officials that receive compensation, salary, stipends, or expense reimbursements must receive training in public service ethics laws and principles every two years. The requirement applies not only to the governing body of a local agency, but also commissions, committees, boards, or other local agency bodies, whether permanent or temporary, decision-making or advisory. Committee members must receive training within one year of becoming a member, and thereafter, receive training every two years while still on the committee.

Article XI: Amending Bylaws

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of all voting members of the Committee.

~~Section 2. Notice of any proposed amendment must be given to all members of the Committee at least one week prior to the meeting at which the amendment is proposed to occur.~~

DISCOVERY BAY COMMUNITY SERVICES DISTRICT
INTERNAL OPERATIONS

COMMITTEE BYLAWS
Revised June 5, 2019

Article I: Name of Committee

The Discovery Bay Community Services District (“Discovery Bay”) Board of Directors (“Board”) has created the Internal Operations Committee (“Committee”).

Article II: Function

The Committee shall be an advisory standing committee that shall provide information and recommendations to the Board on matters relating to personnel policies and general administration of the organization.

Article III: Membership

Section 1. The Committee shall be comprised of 2 Board Members.

Section 2. The Committee members with voting authority shall consist of:

- a) two Directors as appointed by the Board

Section 3. Staff members selected by the General Manager shall also attend Committee meetings and assist the General Manager and appointed Directors with operation of the Committee.

Article IV. Term of Office

The Board appointees to the Committee shall serve for a term of two years.

Article V: Meetings

Section 1. The Committee shall establish a regular place and time for meetings of the Committee. Board Policy establishes the occurrence of ~~requires that all~~ the committee meetings. ~~occur at least once quarterly.~~ Committee meetings for Internal Operations will be held at the Community Center, 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505 and will occur as needed. ~~every even-numbered month on the first Wednesday at 4:30 P.M.~~

Section 2. The Board may designate agenda items for any meetings of the Committee. The members of the Committee may also designate agenda items for consideration by the Committee that are consistent with the Committee’s designated function.

Article VI: Attendance

The members of the Committee are expected to attend the meetings of the Committee on a regular basis.

Article VII: Removal

The Board may recommend removal of any member of the Committee. A majority vote of the members of the Board shall be required to approve any removal of a Board Director.

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Thursday, January 11, 2024
Jan 11, 2024

Byron Union School District
14301 Byron Hwy
Byron, CA 94514

A. CALL MEETING TO ORDER @ 6:30 PM- IN PERSON AND VIA ZOOM

1. Call to Order the Regular Meeting of the Board of Trustees
2. Pledge of Allegiance & Roll Call
3. Approval of Meeting Agenda

B. PUBLIC PARTICIPATION

1. Public Comment: The public may address the Board regarding any item within the jurisdiction of the Board of Trustees of the Byron Union School District that is or is not on this agenda.

C. CONSENT AGENDA

1. Warrants and Checks
2. Personnel Report *NEW TEACHERS*
3. Quarterly Uniform Complaint Form for the January 31, 2024 Submission Date
4. 2023 School Accountability Report Cards (SARC)
5. Board Meeting Minutes for December 12, 2023

D. PUBLIC HEARING

1. Public Hearing on the Annual Report of Developer Fees *Interested*

E. STAFF REPORTS / INFORMATION

1. 2023-24 Demographics & Enrollment Projections *will be coming out*
2. 2022-2023 CA School Dashboard
3. Mid Year LCAP Update

F. FINANCE & FACILITIES

1. Update Board Policy 3300: Expenditures and Purchases
2. Ryland School Business Consulting - Addendum
3. Facility Use – Brentwood Pony Baseball 2024 season
4. Resolution #01-24: Accounting of Development Fees for the 2022-2023 Fiscal Year

G. GOVERNING BOARD COMMUNICATIONS

1. Communications and Comments from the Board

H. SUPERINTENDENT COMMUNICATIONS

1. Communications and Comments from the Superintendent

I. FUTURE MEETINGS

1. February 22, 2024 - Regular Board Meeting

J. UPCOMING SCHOOL EVENTS

- 1. Discovery Bay Elementary
- 2. Excelsior Middle School
- 3. Timber Point Elementary
- 4. Important Dates

*HOLIDAYS
AND
FESTIVE
WEEK DAYS*

K. ADJOURNMENT



**Contra Costa County
Aviation Advisory Committee
Meeting Agenda
Buchanan Field Airport Clubhouse
200 Buchanan Field Road**

**PLEASE NOTE
LOCATION**

Thursday, January 11, 2024, 10:00 a.m.

***The public may attend this meeting in person at the above location.
The public also may attend this meeting remotely via Zoom or call-in.
Login information and call-in information is provided below.***

The Aviation Advisory Committee (AAC) will provide reasonable accommodations for persons with disabilities who plan to attend its scheduled meetings. Call the Director of Airports Office at (844) 359-8687 at least 24 hours in advance. Any disclosable public records related to this meeting are available for public inspection at the Director of Airports Office, 550 Sally Ride Drive, Concord, during normal business hours.

SIGN IN WITH THESE ZOOM INSTRUCTIONS:

- No registration is required
- Access via Zoom is available using the following link:
<https://cccouny-us.zoom.us/j/87895667246>
- Follow the prompts to open Zoom and enable computer video and audio.
- Meeting ID: **878 9566 7246**
- To call in from mobile or landline phone (audio only, no video), call the following number and enter the meeting ID above: **1 214-765-0478**

Persons who wish to address the Aviation Advisory Committee during public comment on matters within the jurisdiction of the Aviation Advisory Committee that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing “#2” on their phone.

For assistance in advance of the meeting with remote access contact Airports staff at (925) 681-4200 or email airport.team@airport.cccounty.us.

1. Roll Call

2. Public Comment Period

discuss and concern about commercial buildings

3. Approval of the Aviation Advisory Committee's November 9th, 2023, Meeting Minutes

4. Consider Consent Items

- a. Accept relevant Staff Reports (November and December 2023)
- b. Accept the Airport Noise & Statistics Report for September and October 2023

5. Presentation

- a. Presentation by Department of Conservation and Development on the County General Plan

6. Discussion/Action Items

- a. Santa Event, officially: "Santa's Jolly Landing" at Buchanan Field Update
- b. Unleaded Fuel Sub-Committee Update
- c. Amendment to the AAC By-Laws pertaining to the Election of Officers and/or Annual Meeting Schedule Requirement
- d. Discuss Byron Airport Habitat Management Land ("HML") Grazing Solicitation Update
- e. Airports Operation Staff Changes
- f. Review and discuss development projects:
 - i. ARFF/Admin/Terminal Building, Buchanan Field Airport
 - ii. Buchanan Field Airport Security Project Update
 - iii. Parcel C Development Update

7. Future Agenda Items

8. Adjourn

Next AAC Meeting is scheduled for March 14, 2024, at 10:00 am at the **Buchanan Field Airport Clubhouse**

Next Airport Committee Meeting: January 22, 2024, at 11:00 am



AGENDA

CONTRA COSTA COUNTY

Airports Committee

Monday, January 22, 2024

11:00 AM

550 Sally Ride Drive|Concord
3361 Walnut Blvd, Suite 140|Brentwood

Zoom: <https://cccounty-us.zoom.us/j/89418406273>

Telephone # 888 278 0254 (US Toll Free)

The public may attend this meeting in person at either above locations. The public may also attend this meeting remotely via Zoom or call-in.

Zoom: <https://cccounty-us.zoom.us/j/89418406273>

Telephone # 888 278 0254 (US Toll Free)

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two (2) minutes).
3. Interview candidates for the Aviation Advisory Committee (AAC) Airport Neighbor (Byron) position and determine a recommendation for the Board of Supervisors' consideration. [24-0126](#)

Attachments: [Anderson Matthew \(AAC\) 10-13-23 Redacted](#)
[Hickman-Smith Dean \(AAC\) 07-28-22 Redacted](#)
[Holmes Rob \(AAC\) 09-12-23 Redacted](#)

4. Interview candidates for the Aviation Advisory Committee (AAC) Airport Neighbor (Pacheco) position and determine a recommendation for the Board of Supervisors' consideration. [24-0127](#)

Attachments: [Baker Peter \(AAC\) 10-01-23 Redacted](#)
[Watson Daniel \(AAC\) 08-25-23 Redacted](#)

5. Interview candidates for the Aviation Advisory Committee (AAC) Member at Large position and determine a recommendation for the Board of Supervisors' consideration. [24-0128](#)

Attachments: [Shawn M Stappen \(AAC\) 8-9-22 Redacted](#)
[Friedman Peter \(AAC\) 12-20-23 Redacted](#)

- 6. Review and approve record of meeting on June 14, 2023 [24-0129](#)

Attachments: [Airport Committee Meeting 6-2023 Meeting Minutes](#)

- 7. Discuss potential development of 16-acre non-aeronautical site, Buchanan Field [24-0135](#)

- 8. Discuss ARFF (Aircraft Rescue and Firefighting)/ Administration/ Terminal Building Development, Buchanan Field. [24-0131](#)

Attachments: [ARFF Terminal Building Progress Photo](#)
[ARFF Terminal Building Progress Photo](#)
[ARFF Terminal Building Progress Photo](#)
[ARFF Terminal Progress Front Area 1-24](#)
[ARFF Terminal Progress Terminal Area](#)
[ARFF Terminal Progress Training Room](#)

- 9. Report on Habitat Management Land and Brushy Creek Conservation Bank Grazing License Solicitation Process, Byron Airport. [24-0132](#)

- 10. Report on Community Engagement Efforts by Airports Staff [24-0133](#)

- 11. Discuss proposed changes to the Aviation Advisory Committee (AAC) Bylaws [24-0134](#)

Attachments: [AAC ByLaws Amendment 1-17-2023 202301271610289840](#)

The next meeting is currently scheduled for March 7, 2024


Adjourn



Lou Ann Teixeira
Executive Officer

January 16, 2024

TO: Presiding Officer and District Clerk, Each Independent Special District in Contra Costa County

FROM: Lou Ann Teixeira, LAFCO Executive Officer 

SUBJECT: **Special District Election - Call for Nominations and Names of District Voting Delegates**

This is to advise all independent special districts that the term of one special district member on the Contra Costa Local Agency Formation Commission (LAFCO) will expire on May 6, 2024. Contra Costa LAFCO is currently accepting nominations for one regular special district member seat currently held by Michael McGill (Central Contra Costa Sanitary District). Commissioner McGill will seek re-appointment.

Pursuant to Government Code Section 56332 (Attachment 1) and the *Procedures for the Special District Selection Committee* (Attachment 2), I am announcing the election and calling for nominations for this seat to be submitted to the LAFCO office by **March 11, 2024** - please see attached 2024 Election Schedule (Attachment 3).

The following summarizes the process:

Selection Committee: The Independent Special District Selection Committee (ISDSC) consists of the presiding officer (or their designee) of the legislative body of each independent special district. This group appoints the special district members of LAFCO.

Attached please find a list of the independent special districts eligible to vote in this election (Attachment 4). ***Important:*** *Please review and update as necessary the attached list of district's presiding officers/voting delegates (must be a board member/trustee).* Board action is not necessary to name your voting representative. Please provide/update this information no later than **March 11, 2024**.

Nominations: Candidates must be nominated by a Special District Board resolution and must be a board member/trustee of an independent special district. The nomination should include the name of the nominee and the district they serve. The nominating resolution must be submitted to LAFCO by **March 11, 2024**. Each independent special district is entitled to nominate a maximum of one board member, either from its own district or from another district, if so desired. Prior to the election deadline, eligible nominated candidates may circulate a statement of qualifications.

Note: *At the end of the nomination period, if only one candidate is nominated for the seat, that candidate will be deemed appointed, and the election will be cancelled. If two or more candidates are nominated, the election process described below will ensue.*

Election Procedures: In mid-March 2024, a list of candidates and official ballots will be sent to each independent special district via email and U.S. Mail. Please ensure that the presiding officer/voting designee for your district casts a vote. Only the presiding officer, or their Board designee can vote; staff members/legal counsel are not authorized to vote.

In order to maximize voting participation and ensure a quorum, LAFCO will accept ballots via email and/or U.S. mail. No meeting of the Independent Special District Selection Committee will be held; the election will be conducted by email and U.S. mail. ***All ballots must be received via email or U.S. mail in the LAFCO office by 5:00 pm on April 19, 2024.***

Majority Vote: For the *Selection Committee* to transact business, a quorum (50% plus one) of independent special districts must cast a vote. Each district is entitled to one vote. We encourage presiding officers or his/her designee to vote in order to assure a quorum. There is a total of 40 districts eligible to vote; thus, we need at least 21 districts to cast a vote to achieve a quorum.

The following is background information on LAFCO:

Composition of LAFCO Commission: The LAFCO Commission consists of two city members, two county members, two special district members, one public member, and one alternate member in each category for a total of 11 Commissioners. Alternates generally attend Commission meetings, participate in the deliberations, and vote when a regular member in their category is absent or excused from voting. Commissioners are expected to represent the interests of the public as a whole when sitting on LAFCO.

Obligations of Service on LAFCO: The Commission typically meets monthly on the second Wednesday. Meetings start at 1:30 p.m. and are generally over before 3:30 p.m. LAFCO meetings are held at 1025 Escobar Street, 1st Floor (Board Chambers) in Martinez. An agenda packet for each LAFCO meeting is made available to Commissioners approximately one week prior to the meeting.

Please contact the LAFCO office if you have questions or need additional information.

c: Each Member of the Commission

Enclosures

1. Government Code Section 56332
2. Procedures for the Special District Selection Committee
3. 2024 Election Schedule
4. List of Independent Special Districts Eligible to Vote in the 2024 Election

Attachment 1

Gov. Code 56332. (a) The independent special district selection committee shall consist of the presiding officer of the legislative body of each independent special district. However, if the presiding officer of an independent special district is unable to participate in a meeting or election of the independent special district selection committee, the legislative body of the district may appoint one of its members as an alternate to participate in the selection committee in the presiding officer's place. Those districts shall include districts located wholly within the county and those containing territory within the county representing 50 percent or more of the assessed value of taxable property of the district, as shown on the last equalized county assessment roll. Each member of the committee shall be entitled to one vote for each independent special district of

which he or she is the presiding officer or his or her alternate as designated by the governing body. Members representing a majority of the eligible districts shall constitute a quorum.

(b) The executive officer shall call and give written notice of all meetings of the members of the selection committee. A meeting shall be called and held under one of the following circumstances:

(1) Whenever the executive officer anticipates that a vacancy will occur within the next 90 days among the members or alternate member representing independent special districts on the commission.

(2) Whenever a vacancy exists among the members or alternate member representing independent special districts upon the commission.

(3) Upon receipt of a written request by one or more members of the selection committee representing districts having 10 percent or more of the assessed value of taxable property within the county, as shown on the last equalized county assessment roll.

(4) Upon the adoption of a resolution of intention pursuant to Section 56332.5.

(5) Upon receipt of a written request by one or more members of the selection committee notifying the executive officer of the need to appoint a member representing independent special districts on an oversight board pursuant to paragraph (3) of subdivision (j) of Section 34179 of the Health and Safety Code.

(c) The selection committee shall appoint two regular members and one alternate member to the commission. The members so appointed shall be elected or appointed members of the legislative body of an independent special district residing within the county but shall not be members of the legislative body of a city or county. If one of the regular district members is absent from a commission meeting or disqualifies himself or herself from participating in a meeting, the alternate district member may serve and vote in place of the regular district member for that meeting. Service on the commission by a regular district member shall not disqualify, or be cause for disqualification of, the member from acting on proposals affecting the special district on whose legislative body the member serves. The special district selection committee may, at the time it appoints a member or alternate, provide that the member or alternate is disqualified from voting on proposals affecting the district on whose legislative body the member serves.

(1) The executive officer may prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. This paragraph shall be operative only if the written notice of the meeting provided pursuant to subdivision (b) discloses that, if nominations are received for only one candidate by the end of the nominating period, the candidate shall be deemed appointed and the meeting may be cancelled.

(d) If the office of a regular district member becomes vacant, the alternate member may serve and vote in place of the former regular district member until the appointment and qualification of a regular district member to fill the vacancy.

(e) A majority of the independent special district selection committee may determine to conduct the committee's business by mail, including holding all elections by mailed ballot, pursuant to subdivision (f).

(f) If the independent special district selection committee has determined to conduct the committee's business by mail or if the executive officer determines that a meeting of the special district selection committee is not feasible, the executive officer shall conduct the business of the committee by mail. Elections by mail shall be conducted as provided in this subdivision.

(1) The executive officer shall prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. If two or more candidates are nominated, the executive officer shall prepare and deliver one ballot and voting instructions to each eligible district. The ballot shall include the names of all nominees and the office for which each was nominated. Each presiding officer, or his or her alternate as designated by the governing body, shall return the ballot to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district.

(3) The call for nominations, ballots, and voting instructions shall be delivered by certified mail to each eligible district. As an alternative to the delivery by certified mail, the executive officer may transmit materials by electronic mail. All notices and election materials shall be addressed to the presiding officer, care of the clerk of the district.

(4) Nominations and ballots may be returned to the executive officer by electronic mail.

(5) Each returned nomination and ballot shall be signed by the presiding officer or his or her alternate as designated by the governing body of the eligible district.

(6) For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be elected, unless another procedure has been adopted by the selection committee. Any nomination and ballot received by the executive officer after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the executive officer shall extend the date to submit ballots by 60 days and notify all districts of the extension. If ballots from a quorum of the districts have not been received at the end of the 60-day extension period, the executive officer shall extend the period to return ballots for a length of time at his or her discretion until a quorum is achieved, unless another procedure has been adopted by the selection committee. The executive officer shall announce the results of the election within seven days of the date specified.

(7) For a vote on special district representation to be valid, at least a quorum of the special districts must submit valid ballots to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district. If ballots from a quorum of the districts have not been received at the end of the 60-day extension period, the executive officer shall extend the period to return ballots for a length of time at his or her discretion until a quorum is achieved, unless another procedure has been adopted by the selection committee. By a majority vote of those district representatives voting on the issue, the selection committee shall either accept or deny representation. The executive officer shall announce the results of the election within seven days of the date specified.

(8) All election materials shall be retained by the executive officer for a period of at least six months after the announcement of the election results.

(g) For purposes of this section, "executive officer" means the executive officer or designee as authorized by the commission.

CONTRA COSTA COUNTY SPECIAL DISTRICTS Procedures for the Special District Selection Committee

The California Government Code, specifically Section 56332, sets forth requirements for the Independent Special Districts Selection Committee ("Selection Committee"). The procedures contained herein are intended to supplement the code and provide local rules relating to the selection of special district members to the Contra Costa Local Agency Formation Commission (LAFCO).

Selection Committee Purpose

The purpose of the Selection Committee is to appoint the regular and/or alternate special district members to the Contra Costa LAFCO whenever a term expires or a vacancy exists for the regular and/or alternate special district member seats. The term of office of each LAFCO member is four years and until the appointment and qualification of his or her successor (Gov. Code §56334).

Selection Committee Membership

The Selection Committee is comprised of the presiding officer of the legislative body of each independent special district. If the presiding officer is unable to participate in the Committee meeting, the district may appoint one of its other board members to attend the meeting (Gov. Code §56332).

Selection Committee Meetings

The LAFCO Executive Officer will notify all independent special districts of a vacancy or impending vacancy in the position of regular or alternate special district member and will schedule a meeting of the Selection Committee.

To the extent possible, Selection Committee meetings will be scheduled in conjunction with meetings of the Contra Costa Special Districts Association as a convenience to members and for efficiency.

The Executive Officer will provide a an election schedule to all independent special districts prior to the Selection Committee meeting.

All meetings of the Selection Committee are open meetings and comply with all applicable provisions of the Ralph M. Brown Act.

Quorum

Each presiding officer (or appointed alternate board member) attending the Selection Committee meeting are required to register their attendance. Members representing a majority of the eligible districts shall constitute a quorum for the conduct of the Selection Committee business. No meeting will be convened prior to establishing a quorum. The Committee shall act by majority vote of the quorum, or if more than a quorum is present at the meeting, by majority vote of those members in attendance.

Nomination Procedures

Members of governing boards of independent special districts may be nominated to serve as a regular or alternate special district member of the Contra Costa LAFCO (Gov. Code §56332).

Each independent special district is entitled to nominate a maximum of one board member per vacancy (i.e., for each regular and each alternate seat) from any district. Districts are required to make nominations by adoption of a Board resolution.

Upon selection of a nominee, the presiding officer of the district shall provide written notification of the nomination, including a copy of the Board resolution, to the LAFCO Executive Officer.

All nominations received in sufficient time prior to a Selection Committee meeting will be copied and distributed to the presiding officer of each independent special district.

Nominations may be made from the floor at the Selection Committee meeting, but only if no prior nominations by resolution were submitted by any of the independent special districts.

Balloting Process

Each nominee will be afforded an opportunity to make a brief statement (maximum of five minutes) at the Selection Committee meeting. Following these presentations, members of the Selection Committee may discuss the appointment prior to the vote being taken.

Nominees are selected based on the following process:

- A ballot listing all known nominees will be prepared and provided to the Selection Committee members. Each ballot will have opposite the nominee's name a box to record the vote. In the event that no prior nominations by resolution are submitted, a ballot containing blank lines to vote for nominees who are put forth from the floor at the Selection Committee meeting will be distributed at the meeting.
- Each ballot will have a line for the name of the special district that is casting the vote and a line for the name of the voting delegate. The ballot will not be counted if the name of the special district and voting delegate are not included.
- After votes are tallied, each delegate's vote will be announced during the meeting.

Selection of LAFCO Members

The person selected to serve must receive a majority of the votes cast in the election.

If there are more than two nominees for a single seat and no individual receives the majority of the total votes cast in the first ballot there shall be a run-off election between the two nominees who received the greatest number of votes.

If there are only two nominees for a single seat and each receives an equal number of votes, the selection to serve on LAFCO shall be done by a "straw draw" unless one of the two candidates chooses to relinquish the position.

If, as a result of an election, the Alternate Special District member on LAFCO is chosen as a Regular Special District Member, another election shall be held at a subsequent Selection Committee meeting to fill the vacancy in the Alternate Member position.

Alternate Nominating and Balloting Process

In the event that the LAFCO Executive Officer determines that securing a quorum of Selection Committee members for a meeting is not feasible, the Executive Officer may conduct the business of the Selection Committee in writing (Gov. Code §56332).

01/16/24

2024 SPECIAL DISTRICT SELECTION COMMITTEE ELECTION SCHEDULE

<u>Date/Deadline</u>	<u>Task</u>
1/16/24	LAFCO sends letter announcing upcoming election, election schedule, and calls for nominations and names of district voting delegates (must be a Board member)
2/12/24	LAFCO sends reminder
3/11/24	District deadline for submitting names of voting delegates and nominating resolutions

IF AN ELECTION IS NEEDED, THE FOLLOWING SCHEDULE WILL APPLY:

3/18/24	LAFCO transmits list of candidates and ballots to voting delegates (email and US mail)
4/8/24	LAFCO sends reminder to return completed ballots to the LAFCO office by <u>April 19, 2024</u> .
4/19/24	Election date/deadline for returning ballots
4/26/24	LAFCO must make election results available within 7 days of election [Gov. Code §56332(f)(6)]

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE			
DISTRICT	NAME	TITLE	ALTERNATE
ALAMO-LAFAYETTE CEMETERY DIST	Mary McCosker	Chair	Carolyn Thiessen, Trustee
AMBROSE REC & PARK DIST	Trina Hudson	Chair	Mae Torlakson, Vice Chair
B-B-K-U CEMETERY DIST	Patricia Bristow	Chair	Emil Geddes, Trustee
BETHEL ISLAND MID	Bruce Smith	Board President	Anthony Berzinas, VP
BYRON SANITARY DISTRICT	Danny Hamby	Chair	Mike Nisen, Vice Chair
CASTLE ROCK COUNTY WATER DISTRICT	Dan Moylan		Joe Atturio
CENTRAL CONTRA COSTA SANITARY DIST	Mariah Lauritzen	President	Mike McGill, Pres Pro Tem
CONTRA COSTA MOSQUITO & VECTOR CONTROL	Darryl Young	President	Peter Pay, Vice Pres
CONTRA COSTA RESOURCE CON DIST	Walter Pease	President	Igor Skaredoff
CONTRA COSTA WATER DISTRICT	Ernesto Avila	President	Antonio Martinez, Vice Pres
CROCKETT COMMUNITY SERVICES DISTRICT	Luigi Barassa	President	Kent Peterson
DIABLO CSD	Kathy Urbelis	President	Matthew Cox, Vice Pres
DIABLO WATER DISTRICT	Marilyn Tiernan	President	Scott R. Pastor, Vice Pres
TOWN OF DISCOVERY BAY CSD	Michael Callahan	President	Carolyn Graham, Vice Pres
EAST CONTRA COSTA IRRIGATION DISTRICT	Glenn Stonebarger	President	Mark Dwelley, Vice Pres
GREEN VALLEY REC & PARK DIST	Adam Glimme	Board Member	Gina Glimme, Board Member
IRONHOUSE SANITARY DIST	Chris Lauritzen	President	Susan Morgan, Vice Pres
KENSINGTON FIRE PROTECTION DISTRICT	Julie Stein	President	Daniel Levine, Vice Pres
KENSINGTON POLICE PROT & CSD	David Spath	President	Alexandra Acquino-Fike, VP
MORAGA-ORINDA FIRE DIST	Mike Roemer	President	Greg Hasler, Vice Pres
MT. VIEW SANITARY DIST	Julie Halsne	President	Gregory T. Pyka, Vice Pres
PLEASANT HILL REC & PARK DISTRICT	Sandy Vinson	Chair	Quy Tran, Vice Chair
RECLAMATION DIST (RD) 799	Jim Price		Richard Kent, Vice Pres
RD 800	Robert Lyman		David Harris, Secretary
RD 830	Chad Davisson		Domenic Cianfichi
RD 2024 *	Don Wagenet		John Jackson, Thomas Robinson, Don Wagenet
RD 2025	David Forkel		Russell Ryan, Randall Neudeck
RD 2026*	David A. Forkel		Russell Ryan, Randall Neudeck
RD 2059	Rob Davies		William Hall
RD 2065*	Coleman Foley		Thomas Baldocchi, Sr., Thomas Baldocchi, Jr.
RD 2090*	Jake Messerli	Chair	Paul Phillips
RD 2117*	Joyce Speckman		Sandra Speckman Kiefer
RD 2122	Katherine Wadsworth		Shaun Rohrer, Emma Mendosa
RD 2137*	Randall Mager	Board member	Pamela A. Forbus, Attorney
RODEO-HERCULES FIRE PROTECTION DIST	Marie Bowman	Chair	Delano Doss, Vice Chair
RODEO SANITARY DISTRICT	Janet Callaghan	President	Maureen Brennan, Vice Pres
SAN RAMON VALLEY FIRE PROTECTION DIST	H. Jay Kerr	President	Matthew J. Stamey, Vice Pres
STEGE SANITARY DISTRICT	Paul Gilbert-Snyder	President	Beatrice O'Keefe, Vice Pres
WEST COUNTY WASTEWATER DIST	David Alvarado	President	Arto Rinteela, Vice Pres

PLEASE REVIEW AND UPDATE AS NEEDED

Attachment 4