



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT  
SDFL Platinum-Level of Governance



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

## TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT AGENDA PACKET

Regular Board Meeting  
Wednesday, August 4, 2021

-  
7:00 P.M. Regular Board Meeting

Community Center  
1601 Discovery Bay Boulevard





# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, August 4, 2021  
REGULAR MEETING 7:00 P.M.**

**NOTICE  
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-08-21, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board will hold public meetings via teleconferencing as Board Chambers remain closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.

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

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

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

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance.
3. 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, July 21, 2021, Regular Board of Directors DRAFT Meeting minutes.
2. Approve, July 21, 2021, Special Board of Directors DRAFT Meeting minutes.
3. Approve Register of District Invoices.

**D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS**

1. Assembly Member Jim Frazier, District 11.
2. Supervisor Diane Burgis, District III Report.
3. Sheriff's Office Report.
4. CHP Report.
5. East Contra Costa Fire Protection District Report.

**E. PRESENTATIONS**

1. Monthly Water and Wastewater Report from Veolia – June 2021 and July 2021.

**F. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action Regarding the Installation of Two (2) Monitoring Wells at Cornell Park.

**G. MANAGER'S REPORT**

1. Community Center Pool Update.

**H. GENERAL MANAGER'S REPORT****I. DIRECTOR REPORTS**

1. Standing Committee Reports.
  - a. Finance Committee Meeting (Committee Members Kevin Graves and Bryon Gutow) August 4, 2021.
  - b. Internal Operations Committee Meeting (Committee Members Michael Callahan and Carolyn Graham) August 4, 2021.
  - c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) August 4, 2021.
2. Other Reportable Items.

**J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS**

1. Aviation Advisory Committee Meeting- July 8, 2021 – Vice President Kevin Graves.
2. Report of ECCFPD Board of Directors Meeting- July 14, 2021 – Vice President Kevin Graves.
3. Code Enforcement Agenda Meeting – July 29, 2021 – Director Ashley Porter.

**K. CORRESPONDENCE RECEIVED**

1. Contra Costa County Notice of Intent to Render Administrative Decision – July 20, 2021.

**L. FUTURE AGENDA ITEMS****M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA****N. CLOSED SESSION:****O. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION****P. ADJOURNMENT**

1. Adjourn to the regular meeting on August 18, 2021, beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

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



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

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday July 21, 2021  
REGULAR MEETING 7:00 P.M.**

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

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

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m. – By President Bryon Gutow.
2. Pledge of Allegiance – Led by President Bryon Gutow.
3. Roll Call – All present.

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

None.

Legal Counsel reported on the closed session held earlier in the day. Notice was given that the closed session started at 5:02 p.m. and ended at 6:09 p.m. with no reportable action.

**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 July 7, 2021, Regular Board of Directors DRAFT Meeting minutes.
2. Approve Register of District Invoices.
3. Approve the Notice of Completions and Final Payments for the Installation of the Waterline Between 5300 Willow Lake Court and 5325 Laguna Court, Discovery Bay.

Motion made by Director Carolyn Graham to approve items on the Consent Calendar as presented.  
Second by Director Michael Callahan.

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

**D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS**

**E. PRESENTATIONS**

1. Monthly Water and Wastewater Report from Veolia – June 2021.  
No presentation available.

## **F. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action Regarding a Request by Discovery Bay Recreation and Sports (“DBRS”) to Install a Shade Structure in the Waiting Area of the Community Center Pickleball Courts.
 

General Manager Mike Davies advised the Board that DBRS is requesting to install a shade structure at the waiting area near the pickleball courts at the Community Center. DBRS is raising funds to pay for the purchase and installation. Before this can be done, a soil sample will need to be taken to test the feasibility of the land to support the installation. To obtain the soil sample, a 4” diameter bore hole will be cut through the paved surface area. Staff recommends allowing a soil sample to be obtained and approving the installation of a shade structure in the waiting area of the Community Center pickleball courts.

Directors Michael Callahan and Carolyn Graham asked for clarification regarding maintenance and cleaning responsibilities for the shade structure.

General Manager Mike Davies advised that Town of Discovery Bay would own the shade structure and therefore will be responsible for its maintenance and upkeep.

Motion made by Director Carolyn Graham to approve the shade structure in the waiting area at the Community Center pickleball courts.

Second by Director Ashley Porter.

Vote: AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

General Manager Mike Davies clarified with the Board if the motion also included the bore hole.

Vice President Kevin Graves asked if the motion is to approve something that they have no idea what it would look like.

General Manager Mike Davies confirmed and Vice President Kevin Graves changed his vote to oppose the installation of the shade structure without seeing it first.

Vice President Kevin Graves asked if an image of the shade structure was shared with the Park and Recreation Committee.

President Bryon Gutow advised he understood that the vote was to allow the soil testing.

Director Ashley Porter added the vote was made with the intention of installing the shade structure afterwards.

Director Carolyn Graham asked if a vote could be redone.

Legal Counsel advised that would be a Motion to Reconsider and it would be appropriate so long as there is a Board consensus to reconsider the previous action. Afterwards, a new motion can be made to include the new information discussed.

Vice President Kevin Graves made a motion to reconsider the original motion.

President Bryon Gutow second.

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

Director Carolyn Graham made a motion to allow for a soil sample to be obtained by cutting a four inch diameter borehole to the paved surface in the waiting area in anticipation of installation of a shade structure at the Community Center pickleball courts.

Director Ashley Porter second.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0
2. Discussion and Possible Action Regarding Board Member Attendance at Local Homeowner Associations.
 

General Manager Mike Davies advised that in an effort to get more involvement from Lakeshore Homeowner’s Associate (HOA) and Lakes HOA, a letter was written and sent out to each of them. It was discovered that participation in the HOA Board meetings require an invitation for anyone not residing in the HOA or a part of the Board. Staff recommends appointing a member of the town’s Board of Directors to attend local HOA meetings to conduct Board outreach and encourage HOA membership to attend and participate in District Board and Committee meetings.

Vice President Kevin Graves asked if these HOAs have a form of communicating with their audience.

Director Carolyn Graham stated that one of the HOAs has a Facebook page.

Vice President Kevin Graves recommended the Town use the HOAs method of communication to connect with them.

Director Ashley Porter asked about reaching out to the other HOAs in Town of Discovery Bay.

Director Michael Callahan advised the reason behind this item was to get more participation from the part of the community that does not have much involvement.

Vice President Kevin Graves expressed concern regarding some members of the public that are not familiar with the things that are available in their community.

President Bryon Gutow advised that the lack of public participation extends to more than these two HOAs.

Director Michael Callahan recommended to commence communication with the two HOAs mentioned due to their populations and then branching out depending on the outcome.

Director Michael Callahan proposed a motion to authorized General Manager to send letter requesting an invitation to the HOA meetings, then come back to the Board to select a Board member to present the HOAs with information of how to connect with the Town.

At 7:21 p.m. all electricity was lost in the Community Center causing a brief interruption in the Board meeting. At 7:23 p.m. the meeting reconvened with cell phone connection to the public allowing the Town to proceed with the Board meeting.

Recap of the active motion.

Second by Vice President Kevin Graves.

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

3. Discussion and Possible Action Regarding Replacement of the 2008 AquaTech VacTruck with a 2022 GapVax VacTruck from Weco Industries.

Water and Wastewater Manager Aaron Goldsworthy presented the Board with options for purchasing a VacTruck. The current VacTruck will not be in compliance with changes to the California Department of Motor Vehicle standards effective January 1, 2023. It has been showing sign of unreliability. The tanks are leaking, the outrigger has broken down repeatedly. Staff recommends authorizing General Manager to purchase a 2022 GapVax VacTruck in the amount of \$492,568 plus associated fees. Water and Wastewater Manager Aaron Goldsworthy advised that the Weco has a capability to submerge its vacuum hose up to 50 feet underwater, all other tested trucks can only submerge between six inches to a foot. This equipment would also assist in the upcoming diffuser project.

Vice President Kevin Graves advised the Board that the Water and Wastewater Committee has reviewed this item and has recommended it. Explained that there was also discussion about repurposing the old VacTruck to allow it to continue to work on projects at Plant No. 2.

Director Ashley Porter advised the Board that the functionalities, warranty and parts on the Weco VacTruck will help save money on other projects. She also mentioned that the body of the Weco VacTruck uses Napa Auto Parts for repairs which will be cost effective: less downtime, less expense on parts and quicker repairs. Director Michael Callahan asked if there are companies that provide this service.

Water and Wastewater Manager Aaron Goldsworthy advised there are companies which provide this service however emergencies can happen during times that these companies are not open and wait times to get a truck out to Town of Discovery Bay might take days, making problems worse with lengthened repair times.

Vice President Kevin Graves advised that there are fines associated with spills into the delta and waiting for a rented truck to arrive can increase the probability of a preventable fine and disaster.

Assistant General Manager Dina Breitstein advised this purchase has been included in the Capital Improvement Budget already.

Vice President Kevin Graves made a motion to accept staff's recommendation to purchase the VacTruck. Second by Director Ashley Porter.

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

## **G. MANAGER'S REPORT**

### **H. GENERAL MANAGER'S REPORT**

1. Groundwater Sustainability Plan Update.

General Manager Mike Davies provided the Board with an update regarding the Groundwater Sustainability Plan.

General Manager Mike Davies advised the Board that Town of Discovery Bay along with six other agencies has a Groundwater Sustainability Plan as part of it complying with the Sustainable Groundwater Management Act. This plan is a Memorandum of Understanding among the seven agencies declaring their unified plan of sustainability for the water in a shared subbasin. The draft plan is near completion and is available for the public's review on the Town's website. It is possible that one more public outreach Zoom meeting will be held to seek public input. Once the draft is done, it will be presented to this Board and the other agencies Boards, for approval.

### **I. DIRECTOR REPORTS**

### **J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS**

### **K. CORRESPONDENCE RECEIVED**

### **L. FUTURE AGENDA ITEMS**

**M. ADJOURNMENT**

1. Adjourned at 7:40 p.m. to the regular meeting on August 4, 2021, beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

**MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday July 21, 2021,  
REGULAR MEETING 5:00 P.M.**

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**TO ATTEND BY TELECONFERENCE:  
Toll-Free Dial-In Number: (877) 252-8822  
CONFERENCE CODE 507599**

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

**SPECIAL MEETING 5:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 5:00 p.m. – By President Bryon Gutow.
2. Pledge of Allegiance – Skipped.
3. Roll Call – All present except Director Carolyn Graham.  
Director Carolyn Graham joined the meeting telephonically at 5:07 p.m.

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

None.

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

(Government Code Section 54957.7) Closed session commenced at 5:02 p.m.

**D. CLOSED SESSION:**

1. Public Employee Appointment  
Title: General Manager

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

(Government Code Section 54957.1) Closed session concluded at 6:09 p.m. with no reportable action.

**F. ADJOURNMENT**

1. Adjourned at 6:09 p.m. to the regular meeting on July 21, 2021, beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**

August 4, 2021

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

### Agenda Title

Approve Register of District Invoices.

### Recommended Action

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

### Executive Summary

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

### Fiscal Impact:

**Amount Requested** \$ 323,712.40

**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 2021/2022

AGENDA ITEM: C-3

**Request for Authorization to Pay Invoices**  
**For The Meeting On August 4, 2021**  
**Town of Discovery Bay CSD**  
**Fiscal Year 7/21 - 6/22**

Pacific Gas & Electric	\$134,206.75
Veolia Water North America	\$103,622.60
U.S. Bank Corporate Payment System	\$15,643.61
J.W. Backhoe & Construction, Inc.	\$13,633.81
Town of Discovery Bay CSD	\$13,108.13
City Of Brentwood	\$10,907.54
Luhdorff & Scalmanini	\$7,673.75
Bob Murray & Associates	\$6,228.90
Univar Solutions USA Inc.	\$3,744.92
Freedom Mailing Service, Inc	\$3,065.60
Mt. Diablo Resource Recovery	\$2,757.56
Watersavers Irrigation Inc.	\$2,357.59
Janelle Nolan & Assoc. Envi. Consulting	\$1,632.66
Discovery Bay Designs	\$1,515.99
Upper Case Printing, Inc.	\$1,392.00
California State Lands Comm.	\$655.13
Office Depot	\$387.85
Quadient Leasing USA, Inc.	\$300.00
Water Utility Refund Customer	\$209.12
Department of Justice	\$196.00
Shred-It USA-Concord	\$159.03
UniFirst Corporation	\$95.20
Discovery Pest Control	\$68.00
County Of Contra Costa, Dept of Info Tec	\$57.00
Core & Main LP	\$27.60
Verizon Wireless	\$25.02
Zee Medical Service Company	\$20.76
Big B Lumber	\$20.28
	\$323,712.40

	<h1 style="margin: 0;">Town of Discovery Bay</h1> <p style="margin: 0;"><i>“A Community Services District”</i></p> <h2 style="margin: 0;">STAFF REPORT</h2>	<p><b>Meeting Date</b></p> <p>August 4, 2021</p>
<p><b>Prepared By:</b> Luhdorff &amp; Scalmanini Consulting Engineers  <b>Submitted By:</b> Michael R. Davies, General Manager</p>		
<p><b>Agenda Title</b></p> <p>Discussion and Possible Action Regarding the Installation of Two (2) Monitoring Wells at Cornell Park.</p>		
<p><b>Recommended Action</b></p> <p>Approve the installation of two (2) monitoring wells at Cornell Park, as indicated in the attached proposed location.</p>		
<p><b>Executive Summary:</b></p> <p>The Town of Discovery Bay (“District”) is a Groundwater Sustainability Agency (“GSA”) that draws water from the East Contra Costa Subbasin (“ECC Subbasin”). The District has entered into a Memorandum of Understanding (“MOU”) with 7 other agencies to produce a Groundwater Sustainability Plan (“GSP”), which is required by the Sustainable Groundwater Management Act (“SGMA”). Components of the GSP require that the ECC Subbasin be monitored using groundwater monitoring wells.</p> <p>Prop 68 grant funds have been awarded to install multiple shallow monitoring wells in the ECC Subbasin to fill a data gap in monitoring interconnected surface water and groundwater. Candidate sites include Old River, Indian Slough, the San Joaquin River at Antioch, and Bethel Island (see Attachment – Data Gap Target Locations). Indian Slough at Discovery Bay was prioritized due to its setting within the Delta and reliance on pumping from deeper aquifers.</p> <p>In working with Staff, locations were identified within the District’s jurisdiction that are near Indian Slough. Cornell Park was selected as the ideal location for a monitoring well for the purpose of addressing the data gaps. District staff met with LSCE on Cornell Park to review the site conditions and propose a location for the monitoring well (see Attachment: Site Map for New Monitoring Wells at TODB).</p> <p>The monitoring wells will be completed in the shallowest aquifer materials which are connected to surface water bodies. These are shallower than current monitoring well installations in Discovery Bay. Typical monitoring installations consist of a pair of 2” PVC piezometers at 15- and 30-foot depths. At the surface, the monitoring well can be installed flush with the surface, as was desired by Staff at this location (see Attachment: Typical Flush Surface Completion).</p> <p>The following are specific objectives to be met by the project:</p> <ul style="list-style-type: none"> <li>• Increase density of groundwater level monitoring wells in the ECC Subbasin Shallow Zone.</li> <li>• Provide information on surface water and groundwater interconnections and conditions near groundwater dependent ecosystems (GDEs).</li> <li>• Provide information on boundary conditions to increase reliability of sustainable groundwater yield estimates for the subbasin.</li> <li>• Improve understanding of impact of groundwater management to beneficial uses and users.</li> <li>• Improve characterization of groundwater occurrence and flow in the subbasin.</li> </ul> <p>Grant funding covers costs for all planning and installation costs, equipment (transducers and dataloggers), and initial sampling and water quality testing. Funding for future monitoring activities will be addressed through the GSP implementation and is currently underway through the GSP Working Group.</p> <p>The data gap analysis, site selection, design criteria and other related information have been available for public review and comment through the ECC Subbasin GSP website (<a href="https://www.eccc-irwm.org/sgma">https://www.eccc-irwm.org/sgma</a>).</p>		

LSCE will be available during the Board meeting to answer questions.

**Previous Relevant Board Actions for This Item**

February 19, 2021 - Authorized Signing of GSP MOU

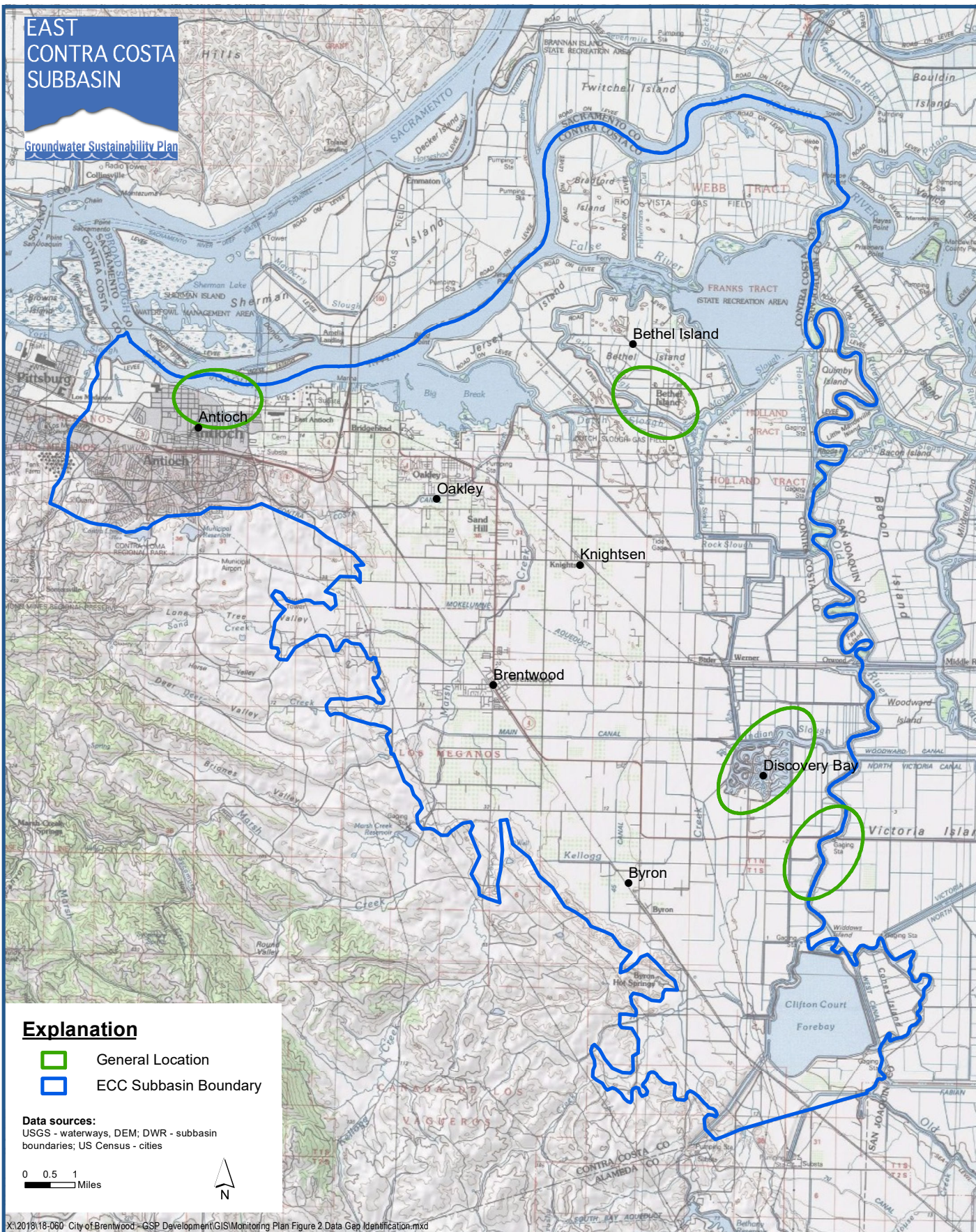
**Attachments**

1. Data Gaps in the ECC Subbasin
2. Proposed Location
3. Monitoring Well Profile and Surface Completion

**AGENDA ITEM: F-1**

# EAST CONTRA COSTA SUBBASIN

Groundwater Sustainability Plan



### Explanation

- General Location
- ECC Subbasin Boundary

**Data sources:**  
 USGS - waterways, DEM; DWR - subbasin boundaries; US Census - cities

0 0.5 1 Miles



X:\2018\18-060 City of Brentwood - GSP Development\GIS\Monitoring Plan Figure 2 Data Gap Identification.mxd



### Data Gap Target Locations

East Contra Costa Subbasin Groundwater Sustainability Plan  
 Contra Costa County, California



### Site Map for New Monitoring Wells at the Town of Discovery Bay

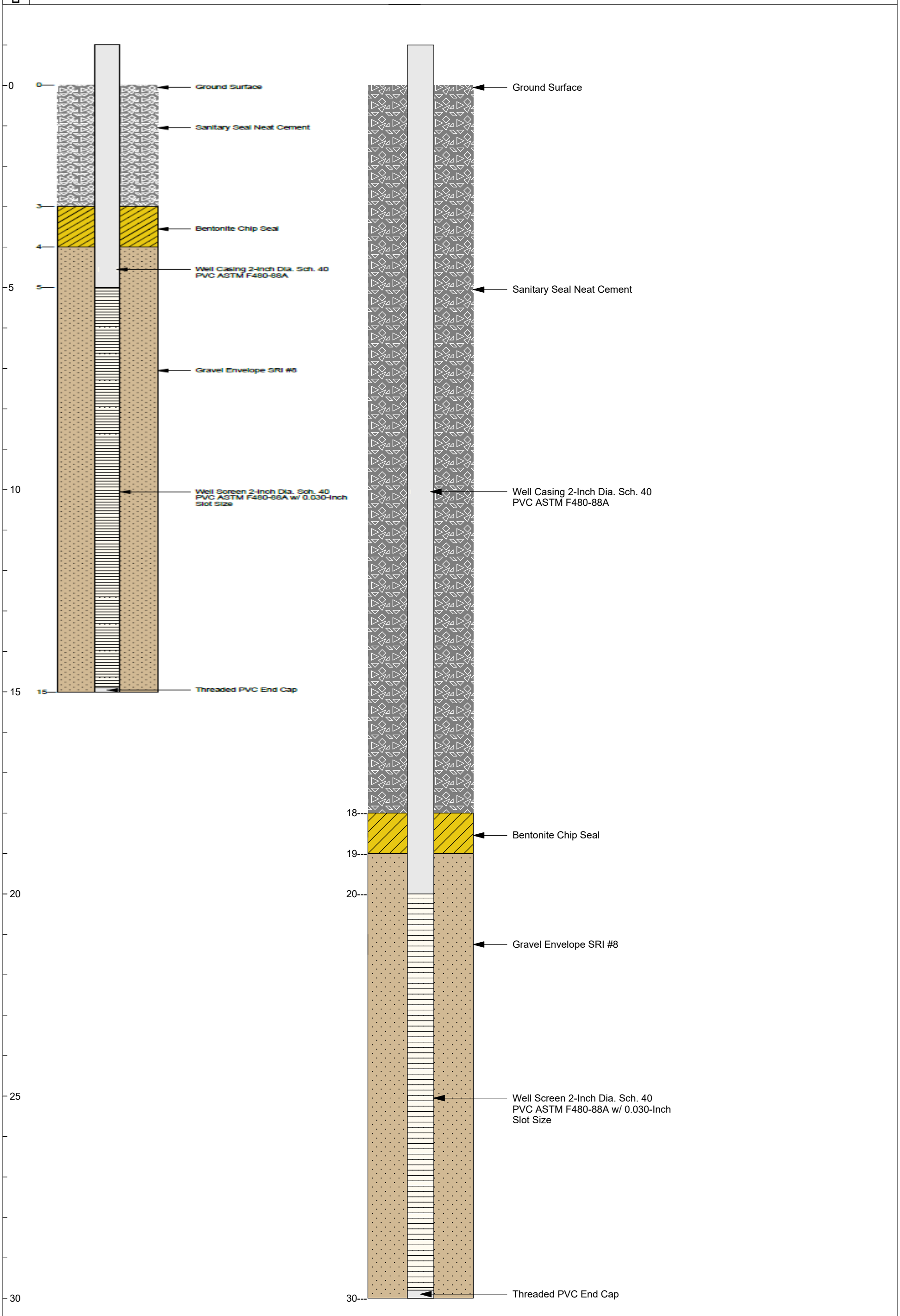
*East Contra Costa Subbasin Groundwater Sustainability Plan  
Contra Costa County, California*

<b>Client:</b> Contra Costa County	<b>Lat/Long:</b> TBD
<b>Project Name:</b> 15' and 30' MW Profiles	<b>GSE (ft-msl)</b> TBD
<b>LSCE #:</b> 20-1-085	<b>Drill Date:</b> TBD
<b>Location:</b> Contra Costa County, CA	<b>Drilling Method:</b> Hollow Stem Auger
<b>Geologist:</b> N/A	<b>Driller:</b> TBD

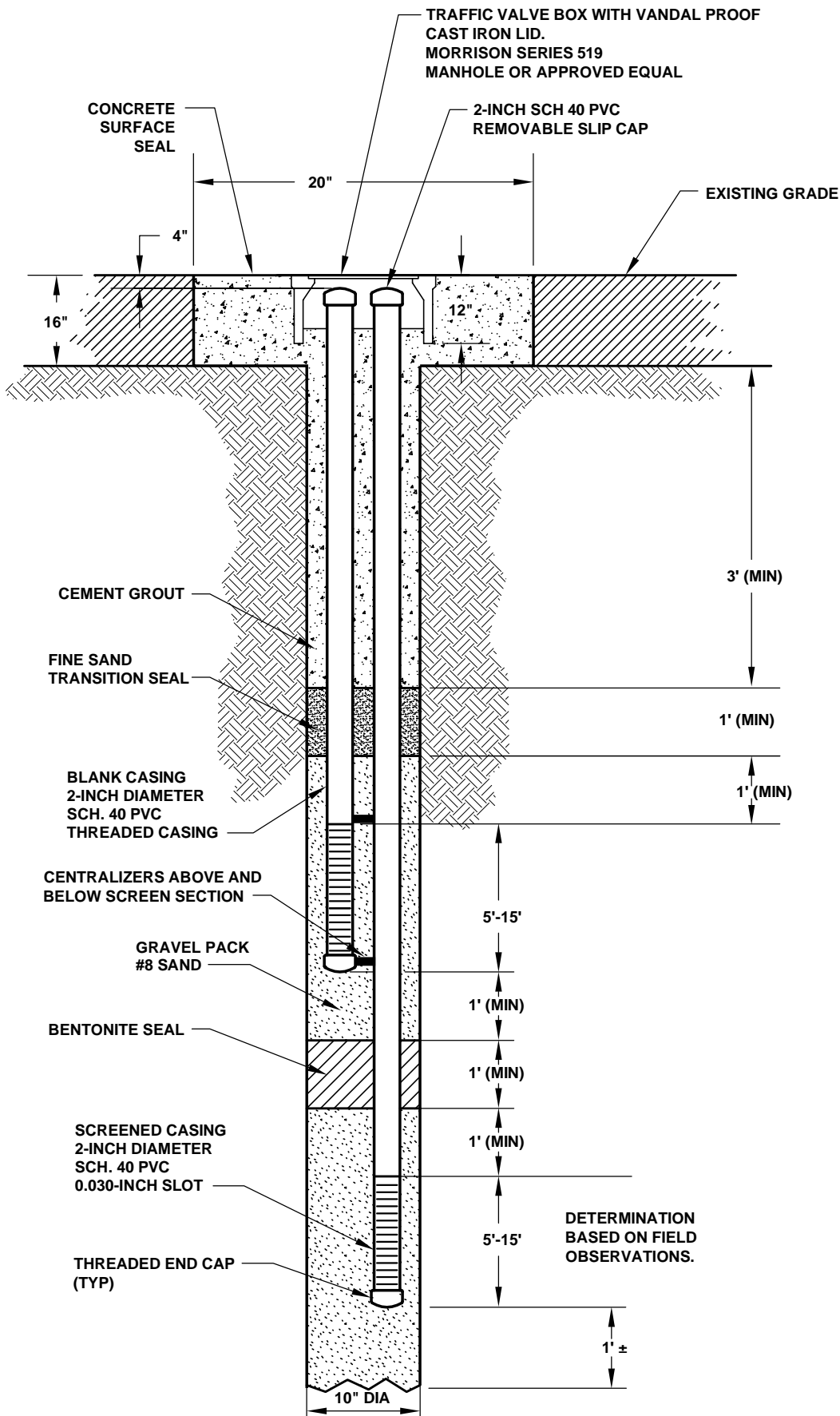


**Luhdorff & Scalmanini**  
Consulting Engineers

Depth (ft bgs) **Well Profile**







CAD FILE: G:/Projects/Dairy Cares/09-1-075/Figure 22.dwg CFG FILE: LSCE2500.PCP\_MRG DATE: 07-21-11 9:49am

**Contra Costa County  
Aviation Advisory Committee  
Meeting Agenda  
550 Sally Ride Drive, Concord, CA 94520  
Thursday, July 8, 2021, 10:00 a.m.**

**REMOTE  
MEETING**

*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
- Copy the link and paste into your browser to sign in from your computer or smartphone:  
<https://zoom.us/j/95439755558?pwd=ZklkZkdNbk8wcjlCOHMxdEJodmlWZz09>
- Follow the prompts to open Zoom and enable computer video and audio.
- Meeting ID: **954 3975 5558**
- Passcode: **099602**

To call in from mobile or landline phone (audio only, no video), call the following number and enter the meeting ID above: **1 669 900 6833**

1. **Roll Call**

2. **Public Comment Period**

3. **Approval of the Aviation Advisory Committee's June 10, 2021 Meeting Minutes**

4. **Consider Consent Items**

- a. Accept the airport Noise & Statistics Report for May 2021
- b. Accept relevant Board Orders (June 2021)

5. **Presentation**

Route 239 (Stephanie Hu, Contra Costa Transportation Authority (CCTA), Director, Projects)

6. **Discussion/Action Items**

- a. Review and Discuss Byron General Plan Amendment Update
- b. Discuss Airport Security Project
- c. Review and Discuss Airport Business/Development items
  - Terminal Building, Buchanan Field (depicted as Terminal (orange) on Attachment 5.c)
  - 0.86-Acre Development, Buchanan Field (depicted as H (Navy Blue) on Attachment 5.c)
  - 3-Acre Light Industrial Development, Buchanan Field (depicted in green on Attachment 5.c)
  - 4.6-Acre Development, Buchanan Field (depicted as C (pink) on Attachment 5.c)
  - Fire Station 9, Buchanan Field (depicted in neon green, next to E on Attachment 5.c)
  - 16-Acre Light Industrial Development, Buchanan Field (depicted as D (turquoise) on Attachment 5.c)
  - 4.14-Acre Phase 1 Development, Byron Airport (depicted as E-1 (brown) on Attachment 5.c)
  - Byron Aircraft Rescue & Firefighting/Maintenance Storage Building Project (depicted as G (red) on Attachment 5.c)
- d. Discuss updates regarding Bay Area Test Site (BATS)

- e. Discuss Airport Business Association member
- f. Report from AAC, Chair to Airport Committee
- g. Discuss Concord Fault line
- h. Discuss local law enforcement use of Unmanned Aircraft Systems (UAS)
- i. Discuss FAA Runway Safety Action Team (RSAT) meeting results
- j. Introduce new Air Traffic Manager
- k. Recognition of Dale Roberts

**7. Future Agenda Items**

**8. Adjourn**

**Next AAC Meeting (tentative): August 12, 2021 at 10:00 am**  
**Next Airport Committee Meeting (tentative): September 8, 2021 at 11:00 am**



## EAST CONTRA COSTA FIRE PROTECTION DISTRICT

### BOARD OF DIRECTORS

Adam Langro	Carrie Nash Vice President	Brian Oftedal President	Stephen Smith	Joe Young
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### AGENDA

#### Board of Directors Regular Meeting

Due to COVID-19, this meeting will be conducted via teleconference only (no physical location) pursuant to the Governor's Executive Orders N-25-20 & N-29-20. Directors, staff and the public may participate remotely.

Call In Number: 1(872) 240-3212

Access Code: 490-316-781

<https://global.gotomeeting.com/join/49031678>

**Wednesday, July 14, 2021**

6:30

**6:30 PM**

Members of the public are encouraged to attend remotely at the phone number or website listed above. Directions for providing public comment via teleconference will be provided at the beginning of the meeting. Public comments submitted to [RRUBIER@ECCFPD.ORG](mailto:RRUBIER@ECCFPD.ORG) prior to the meeting will be summarized during the meeting and posted online at: <https://eccfpd.specialdistrict.org/2021-07-14-eccfpd-board-of-directors-meeting>

Upon request, the District provides for written agenda materials in appropriate alternative formats or other disability-related modification or accommodation to enable individuals with disabilities to participate in and provide comments related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to [RUBIER@ECCFPD.ORG](mailto:RUBIER@ECCFPD.ORG), or submitted by phone at (925) 634-3400. Requests made by mail (sent to Regina Rubier, 150 City Park Way, Brentwood, CA 94513) must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment
 

Members of the public may address subject matters pertaining to District business listed on the Consent Calendar, Closed Session, Future Agenda Items, or items not listed on the agenda. Public comments by each individual speaker shall be limited to three minutes. While the District encourages your comments, State law prevents the Board from discussing items that are not set forth on this meeting agenda. The Board and staff take your comments very seriously and, if appropriate, will follow up on them.
5. Consent Calendar
 

Members of the Board may request that an item under the Consent Calendar be considered separately.

  - 5.a. Approve Minutes from June 9, 2021 Board Meeting  
June 9 2021 Board of Directors Regular Meeting Minutes.pdf
  - 5.b. Waive Second Reading of and Adopt Ordinance 2021-02 Amending Ordinance Establishing Administrative Penalties for Violations of the Fire Code
 

Staff Report - Second Reading of Amendments to Admin. Penalties Ordinance for Fire Code Violations.pdf  
Amendment to Admin Penalty Ordinance for Fire Code Violation.pdf
  - 5.c. Waive Second Reading of and Adopt Ordinance 2021-01 to Levy of a Special Tax in Community Facilities District No. 2020-01  
Staff Report for Ordinance Adoption for CFD Special Tax.pdf  
Ordinance Levying Special Tax.pdf
6. Workshop
  - 6.a. Receive and Accept Feasibility Study Findings from AP Triton and Consider Requesting the Contra Costa Local Agency Formation Commission to Initiate Proceedings for Reorganization into Contra Costa County Fire Protection District  
Staff Report re Resolution of Application to Initiate Proceedings for Reorganization.pdf  
Draft Fire Reorganization Initiating Resolution.pdf  
Contra Costa Annexation Study-Volume 1.pdf  
Contra Costa Annexation Study-Volume 2.pdf  
Contra Costa FPD Annexation Study Proposal - Final.pdf  
Contra Costa Annexation Study Presentations FINAL v2.pdf
7. Report of the Fire Chief / Informational Staff Reports
  - 7.a. Legislative Update  
Legislative Report - June 2021.pdf

*Board may  
positive for  
consolidation*

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

- 7.b. Grants Update  
Grants Report - June 2021.pdf
- 7.c. Operations Update  
Operational Report - June 2021.pdf
- 7.d. Prevention Update  
Prevention Report - June 2021.pdf
8. Board Reports and Requests
9. Date and Place of Next Meeting:  
August 11, 2021  
6:30 p.m.  
Council Chambers  
Brentwood City Hall or via teleconference
10. Adjourn

**POSTING STATEMENT**

A copy of this agenda was posted at the **East Contra Costa Fire Protection District Administrative Office, 150 City Park Way, Brentwood, CA 94513**. Pursuant to CA Government Code §54957.5, disclosable public records and writings related to an agenda item distributed to all or a majority of the Board of Directors including such records and writing distributed less than 72 hours prior to this meeting are available for public inspection at the East Contra Costa Fire Protection District Administrative Office, 150 City Park Way, Brentwood, CA 94513.

NOTICE In compliance with the Americans with Disabilities Act, any individuals requesting special accommodation to attend and/or participate in District Board meetings may contact the District Administrative Office at (925) 634-3400. Notification 48 hours prior to the meeting will enable the District to make reasonable accommodations.

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

Zoom: <https://cccouny-us.zoom.us/j/2830849836>

Dial-in:  
 (888) 278-0254  
 Conference code: 142291

## **Bethel Island**

- 1) **2600 Dutch Slough Road** Marina/Trailer Park *(they have legal permit from State)*
  - a. February – Conrad sent notice on boat & RV storage. Conrad to tag abandoned vehicles. Marine Patrol & C/E to visit for liveaboards.
  - b. July – State revoking park permit and then County will revoke land use permit.
  - c. 10/31/19 – Conrad to follow-up w/State to revoke permit.
  - d. 04/30/20 – due to occupants stealing power again, PG&E has permanently disconnected power.
  - e. May 2020 – Conrad submitted abatement for trailers.
  - f. September – still waiting on contract
  - g. October – Abatement = all cleared
  - h. January –Still no power to the property. Working with PG&E and County to get it restored. He’s getting rid of everyone living on the boats.
  - i. February - No change and issued a Notice of Violation on 2/10/21
  - j. April - No change, issued the Notice of Fine. Property owner did not pay the fine, so we are doing a lien on the property for the fine. A new case was started on this property for the land side again. The violations include the travel trailers, the junk cars, the substandard mobile home and the substandard bathrooms. Have taken that case forward 2 steps, working toward abatement. The property owner Ha Hguyen and Darlene are still living at the property on a boat, trying to keep people out.
  
- 2) **4560 Gateway (Kevin Sharp)** *Junkyard conditions*
  - a. 2/28/19 Conrad sent notice
  - b. 3/28/19 Conrad to red-tag

- c. 5/30/19 Conrad working with property owner to clean-up.
- d. 7/25/19 Conrad explained what had to go and will revisit.
- e. 8/29/19 Conrad to send 30-day notice to abate.
- f. Feb. – Locked gate. Conrad will continue to drive by in hopes the gate will be open and start tagging vehicles.
- g. Aug – Conrad to go back.
- h. September – Conrad’s plan is to go out and tag vehicles.
- i. October – Conrad is still working on it.
- j. January - still working the case.
- k. February - Met with property owner Kevin and explained the need to clean the property. Sent updated Notice to Comply
- l. April – met with property owner Kevin on site and tagged 20 of the cars for abatement. The property has been cleaned up in the front, a fence built about a 3<sup>rd</sup> into the property and a fence built on the side to hide the remaining junk. Gave the property owner 30 days to make more progress

### 3) **Franks Restaurant – Burned Down**

- a. September - Patty doesn’t have money to clean up. Conrad to post abatement and look at our contractor for a price to clean up.
- b. October – Patty is fine with an abatement and Conrad is working with a contractor to abate the property.
- c. January – waiting for contract to be signed to take down building and cleanup area.
- d. February - Still waiting on contract to be signed
- e. April - Property abated, the fire damaged debris has been removed and we billed the property owner. Will probably have to do a lien. \*\*Side note; Frank’s Mobile Home Park permit to operate is still suspended by the State and I don’t think the owner is working to fix everything. They had a recent issue with overflowing sewage and lack of garbage service. Sewage issue was fixed, not sure about garbage service.

### 4) **1970 Taylor Road – Anchor Marina**

- a. ACTION: Larry served NOV and fines can be up to \$57,200 a month (\$14,300 a month per parcel, per violation. In this case, 2 parcels and there are building and zoning violations.)
- b. 1/31/19 – Dave Larsen, Land Use Attorney (413-3258) want to negotiate resolution. Allow tenants/mobile home users to stay 6 months – 1 year while they transition.
- c. February – Conrad informed attorney that until the boat storage, RV’s, Alcohol sales, liveboards and U-Haul Business was removed, he wouldn’t entertain the discussion.
- d. 2/27/19 – Conrad recorded the violation.
- e. 3/28/19 – waiting to meet w/owners & attorney to discuss timeline.
- f. 5/30/19 Fine will be submitted first week of June. They can appeal.
- g. 8/19/19 Appeal Hearing
- h. Feb. – Joe met with one of the property owners. U-Haul business has been shut down in the meantime by U-Haul.
- i. September – approval for a Hearing. Date TBD.



- j. October – still waiting on Planning for Hearing date.
- k. January – still waiting on Hearing date.
- l. February - Waiting on department directors to meet with county counsel and schedule Appeal Hearing
- m. April - No update from the Director, maybe Joe has an update. Still waiting to schedule the appeal hearing

#### **5) Bethel Island Road – Roosters/Structures**

- a. Feb. - \$28k lien on property for abatement
- b. 4/30/20 Property owner tore up structures & got rid of all animals.
- c. May – slowly getting piles out. Dirt/Soil coming in and notice sent about grading permit.
- d. September – owner still working on it. Rec 799 said they had to pick up a bunch of barrels that were in their ditch. Posted notice of violation for the grading.
- e. October – They’re burning structures to get rid of debris. Conrad to push forward on abatement. Will be starting another lien for bringing in dirt.
- f. January – slowly getting cleaned up. No animals. They keep bringing dirt in and Conrad is issuing a fine for dirt and grading.
- g. February - Property continues to be cleaned-up. Working with property owner’s soils engineer for soil permit.
- h. April – No change, still in contact with property owner and soils engineer about the property, they continue to clean up and move forward

#### **6) 1537 Taylor Road – Commercial equipment stored and piles of trash and debris.**

- a. January – Multiple complaints and Conrad is working the case.
- b. February - Sent Notice to the property owner. Owner made contact and is working on cleaning up the property
- c. April – Talked with the owner and he has removed a few vehicles, but not enough, so continued enforcement with the next step

### **Discovery Bay**

#### **1) Discovery Bay Firehouse/Boat Repair**

- a. July - Someone placed a “Firehouse Parking” sign on the Town’s lawn at the entrance driveway to the Community Center parking lot. “Discovery Bay Chamber of Commerce, Mixer Here Tonight, Open to the Public.”

#### **2) RV and Boat Trailers in driveways and street. A lot down Discovery Bay Blvd past Valero.**

- a. January - Joe will plan to send out a crew to do a driveway sweep and CSO will work on street parking.

#### **3) Anonymous Letter dated April 15<sup>th</sup>**

- a. Trailers and RV parking
- b. 4900 Discovery Pt. and the house next door – junkyard conditions and weeds

- 4) **A-Frame restaurant signs popping up and located in center of islands. Traffic hazard.**
  - a. January – CSO will take care of.
- 5) **Friday afternoon are garage sale signs on traffic control signs.**
  - a. January – CSO will take care of.

## **Byron**

- 1) **Private property w/3 non-op vehicles for 17 years**
  - a. 4/30/20 Dennis to get address
- 2) **Byer Road property – junk on property w/leach line**
  - a. 4/30/20 Conrad said they're living in the unit and made contact with the property owner. Conrad to send parcel number to John W. for leach line.
  - b. February - Gave info to EH for property and they sent notices to the property owner. Property owner working with Planning to complete minor subdivision modification and then can apply for permits
  - c. April – Property owner has completed the plans and should be submitting for permits in May
- 3) **Old Fire House – junkyard conditions and people living in vehicles**
- 4) **Lazy M Marina – people living in vehicles**
- 5) **Armstrong Road – Someone living in a tent**

## **Knightsen**

- 1) **Parties in Knightsen**
  - a. October - Conrad is sending notices if Sheriff's Office responds.
  - b. January – Continue to monitor and respond accordingly.
  - c. April - 4201 Knightsen Avenue Party. Just got the sheriff report on April 27, opened a case and sending a notice to the property owner.
- 2) **Tranquility Bay – Hemp/Cannabis Farm**
  - a. May 24 – notice of abatement issued
- 3) **4100 Knightsen Avenue - Outbuildings/activities**
  - a. March - Complaint about the tree trimming business – vehicles and equipment removed, back to the business yard. Case closed
  - b. April - Separate case for the horse stall structure – property owner working on plans for a permit

- 4) Quail Trail – 4<sup>th</sup> of July Event**
  - a. May - Application submitted – Planning Denied.
  
- 5) Knightsen Pool**
  - a. May – Kim to work with John Wiggins on codes
  
- 6) 2671 Delta Road – people living in trailer**

**Department of  
Conservation and  
Development**

30 Muir Road  
Martinez, CA 94553

Phone: 1-855-323-2626

**Contra  
Costa  
County**



**John Kopchik**  
Director

**Aruna Bhat**  
Deputy Director

**Jason Crapo**  
Deputy Director

**Maureen Toms**  
Deputy Director

**Amalia Cunningham**  
Assistant Deputy Director

July 20, 2021

**NOTICE OF INTENT TO RENDER ADMINISTRATIVE DECISION**

Dear Property Owner:

A Development Plan application has been submitted to this department for review. The County Zoning Administrator will render a decision on this application following a public comment period. If you wish to comment or request a public hearing on this matter you must submit a written statement by **4:00 P.M., Friday, July 30, 2021** to email address [dominique.vogelpohl@dcd.cccounty.us](mailto:dominique.vogelpohl@dcd.cccounty.us) or by mail to:

Contra Costa County  
Department of Conservation and Development  
Attn: Dominique Vogelpohl  
30 Muir Road  
Martinez, CA 94553

This application is described as follows:

**Kevin Wilhelm (APPLICANT), Hofmann Holdings, LP (OWNER); COUNTY FILE #CDDP21-03012:** A request for approval of a Development Plan application to allow a for a new sign program for the Discovery Bay Shopping Center that includes: replacement of the three existing monument signs located at the two entry points of the shopping center, the addition of five new directory signs within the shopping center, the replacement of various existing tenant signs to match the new design criteria, and new banners for each existing light pole.

The subject property is located at 1555 Riverlake Road in the Discovery Bay area of the unincorporated County.

Zoning: Planned Unit Development (P-1); Assessor Parcel Numbers: 004-182-005 and -006

Following the public comment period, the Zoning Administrator will (1) schedule a public hearing if one is requested in writing, or (2) consider comments as suggested conditions of approval or as reasons for denying the application.

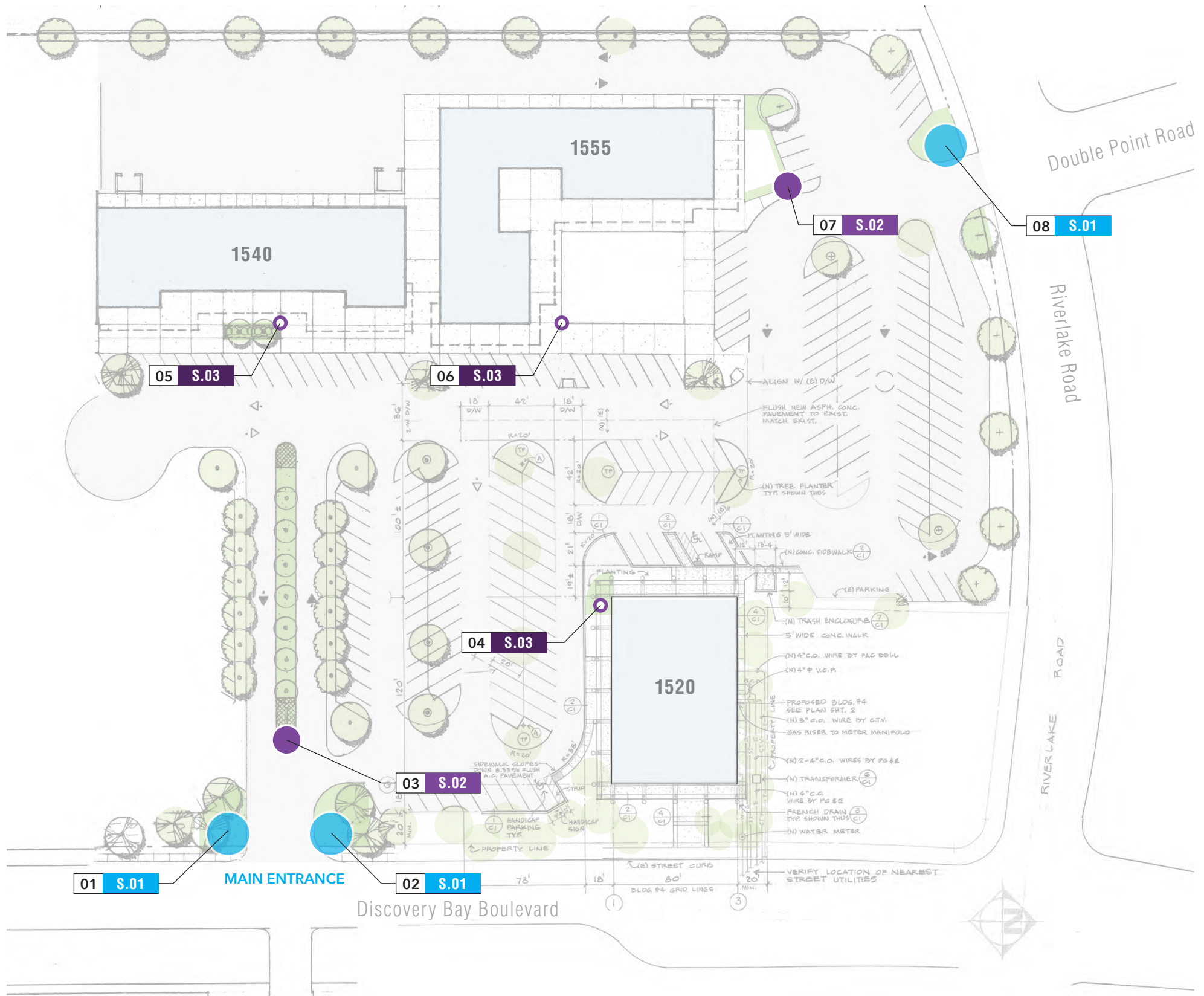
If you have any questions, I can be reached by phone at (925) 655-2880 or by email at [dominique.vogelpohl@dcd.cccounty.us](mailto:dominique.vogelpohl@dcd.cccounty.us) so that I may be of further assistance.

Respectfully yours,

*Dominique Vogelpohl*

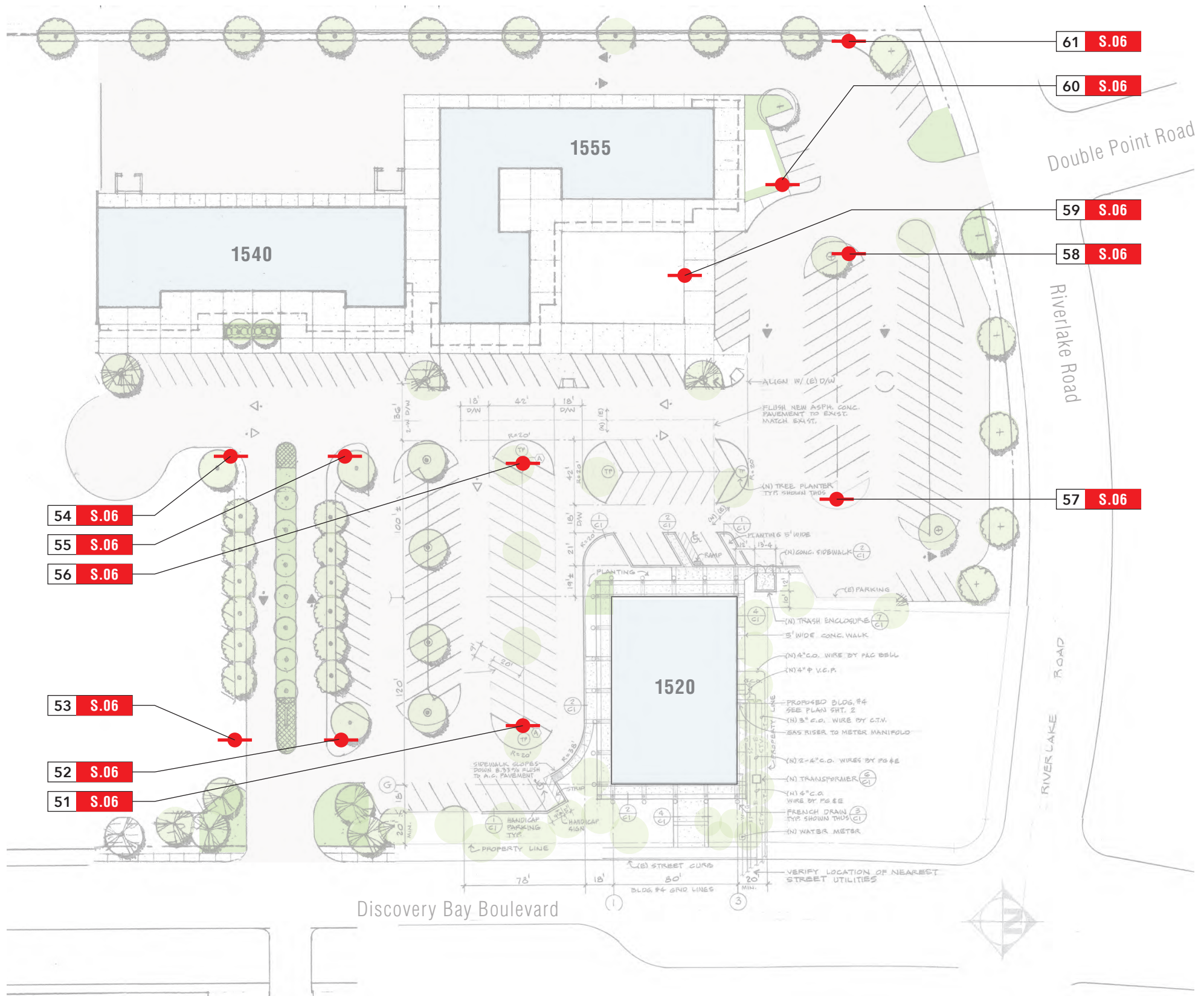
Dominique Vogelpohl  
Project Planner

att: site plans  
elevations



### Freestanding Signage

- S.01** Retail Center Identification (QTY: 3)
- S.02** Tenant Directory (Vehicular) (QTY: 2)
- S.03** Tenant Directory (Pedestrian) (QTY: 3)



**Site Color**

**S.06** Light Pole Banners (QTY: 11)



Retail Center Identification at Main Entry

Retail Center Identification at Secondary Entry

Tenant Directory (Vehicular)

Tenant Directory (Pedestrian)

Tenant Facade Identification

Light Pole Banners

NOTE: TENANT NAMES AND LOGOS SHOWN ARE FOR PLACEMENT ONLY

Tenant Underhang ID