



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

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

**Regular Board Meeting
Wednesday, June 5, 2019**

7:00 P.M. Regular Board Meeting

**Community Center
1601 Discovery Bay Boulevard**



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



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

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday June 5, 2019**

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance.
3. Roll Call.

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

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration by filling out a comment form. The public will be called to comment in the order the comment forms are received. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There is a device on the podium with a green, yellow, and red light. The yellow light will come on 30 seconds before the end of the 3 minutes. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the view point of the Directors.

C. CONSENT CALENDAR

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

1. Approve DRAFT minutes of regular meeting for May 15, 2019.
2. Approve DRAFT minutes of special Budget meeting for May 22, 2019.
3. Approve Register of District Invoices.
4. Approve Resolution No. 2019-04 Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2019/20.

D. AREA AGENCIES REPORTS / PRESENTATION

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

E. LIAISON REPORTS

F. PRESENTATIONS

1. HERWIT Engineering – Wastewater Update.
2. Luhdorff and Scalmanini – Water Update.

G. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Approve the Official Election Ballot for the 2019 Board of Directors Election for the Special District Risk Management Authority (SDRMA).
2. Discussion and Possible Action regarding the Fiscal Year 2019-20 Preliminary DRAFT Operating, Capital and Revenue Budgets.

H. MANAGER'S REPORT

I. DIRECTORS' REPORTS

1. Standing Committee Reports.
 - a. Finance Committee Meeting (Committee Members Robert Leete and Bill Mayer) June 5, 2019.
 - b. Internal Operations Committee Meeting (Committee Members Kevin Graves and Robert Leete) June 5, 2019
 - c. Water and Wastewater Committee Meeting (Committee Members Bill Pease and Bill Mayer) June 5, 2019.
2. Other Reportable Items.

J. GENERAL MANAGER'S REPORT

K. CORRESPONDENCE RECEIVED

1. Received – Byron Municipal Advisory Council meeting minutes for March 26, 2019.

L. FUTURE AGENDA ITEMS

M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

N. CLOSED SESSION:

1. Conference with Legal Counsel - Existing Litigation pursuant to Government Code Section 54956.9(a).
Name of Case and Case Number: Nancy Diguadio v. Town of Discovery Bay Community Service District.
Contra Costa Sup. Ct. No, C19-0041

O. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

P. ADJOURNMENT

1. Adjourn to the next regular meeting of June 19, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



SDLF Gold-Level of Governance

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

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

Wednesday May 15, 2019

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Mayer.
2. Pledge of Allegiance – Led by Vice-President Pease.
3. Roll Call – All present with the exception of Director Leete.

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

Public Comment Regarding:

- New Community Center Pool; vote from homeowners and tax consequence.

C. CONSENT CALENDAR

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

1. Approve DRAFT minutes of regular meeting for May 1, 2019.
2. Approve DRAFT minutes of special meeting for May 9, 2019.
3. Approve Register of District Invoices.

Motion by: Director Graves to approve the Consent Calendar.

Second by: Vice-President Pease.

Vote: Motion Carried – AYES: 4 – President Mayer, Vice-President Pease, Director Graves, Director Gutow, NOES: 0, ABSENT: 1 – Director Leete.

D. PRESENTATIONS

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of April.

Project Manager Sadler – Provided the details of the April 2019 Monthly Operations Report. There was discussion regarding emergency and a call out, conductivity level (salinity), the power outage (quick outage with no issues) and replaced pipes (Wells online).

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Establish an Updated and Restated Employee Personnel Manual and Approve Resolution No. 2019-03.

General Manager Davies – Provided the details regarding the updated Employee Personnel Manual and that the updates were presented to the Internal Operations Committee. Also note one correction to the Staff Report (Section 3.4.E.3 Specifying types of Exempt Employees Receiving Salary for Jury Duty) the corrected section is Section 3.5.D.3.

The revisions to the manual are listed below;

Section 1.2	Grammar Correction
Section 2.1.E	Listing Assistant General Manager as an Exempt Employee
Section 3.1.A	Deleting Holiday Time off for Regular Part Time Employees

- Section 3.2.A Deleting Pro Rata Vacation Benefits for Regular Part Time Employees
- Section 3.4.A&D Deleting Pro Rata Accrual of Sick Leave Benefits for Regular Part Time Employees
- Section 3.5.D.3 Specifying types of Exempt Employees Receiving Salary for Jury Duty
- Section 4.4.A.1 Overtime Pay
- Section 4.5.A&B Other Types of Pay

There was discussion regarding the revisions (well done) and that the Internal Operations Committee reviewed the manual.

Motion by: Vice-President Pease to approve the updated and restated Employee Personnel Manual and approve Resolution No. 2019-03.

Second by: Director Graves.

Vote: Motion Carried – AYES: 4 – President Mayer, Vice-President Pease, Director Graves, Director Gutow, NOES: 0, ABSENT: 1 – Director Leete.

G. INFORMATIONAL ITEMS ONLY

None.

H. DIRECTORS' REPORTS

1. Standing Committee Reports.

- a. Internal Operations Committee Meeting – May 9, 2019 – Director Graves provided the details regarding the Internal Operations Committee meeting related to the updated and restated Employee Personnel Manual.
- b. East Contra Costa Fire Protection District Meeting May 8, 2019 – President Mayer provided the details of the meeting regarding the new Fire Marshall (Steve Aubert).

2. Other Reportable Items.

I. MANAGER'S REPORT

None.

J. GENERAL MANAGER'S REPORT

1. July 3, 2019 meetings; Board, Parks and Recreation Committee, Communications Committee, and Water and Wastewater Committee.

General Manager Davies – Provided the details regarding the cancellation of the July 3, 2019 meetings (Board, Parks and Recreation Committee, Communications Committee, and Water and Wastewater Committee)

Legal Counsel Pinasco – Stated a motion is needed to approve the cancelation of the meetings.

There was discussion regarding a special meeting can be scheduled if there is a need.

Motion by: Director Graves to accept the recommendation from Staff to cancel the meetings (Board, Parks and Recreation Committee, Communications Committee, and Water and Wastewater Committee) with the understanding if something critical occurs a special meeting can be scheduled.

Second by: Vice-President Pease.

Vote: Motion Carried – AYES: 4 – President Mayer, Vice-President Pease, Director Graves, Director Gutow, NOES: 0, ABSENT: 1 – Director Leete.

Legal Counsel Pinasco – Clarification that each meeting will have Cancellation Notice posted.

General Manager Davies – Stated Flags are at half-staff – Peace Officers Memorial Week and that May 15, 2019 is Peace Officer Memorial Day.

K. CORRESPONDENCE RECEIVED

- 1. R – Contra Costa County Aviation Advisory Committee meeting minutes for March 14, 2019.
- 2. R – Contra Costa County Aviation Advisory Committee meeting minutes for April 11, 2019.
- 3. R – East Contra Costa Fire Protection District meeting minutes for April 10, 2019.
- 4. R – State Route 4 Bypass Authority meeting minutes for March 14, 2019.

L. FUTURE AGENDA ITEMS

Developing specifications for the entire Community Center Pool Project.

Legal Counsel Pinasco – Stated that currently the Board has directed Staff to engage with Terracon a not to exceed of \$43,000 for a design and that the item can be up for discussion and action at the next board meeting.

There was discussion regarding the pool design process.

Legal Counsel Pinasco – Clarification regarding "Correspondence Received" additional correspondence received with a total of 5 received.

General Manager Davies – Clarification regarding "Future Agenda Item" – Item for discussion; developing specifications for the entire new Community Center Pool Project.

M. ADJOURNMENT

- 1. The meeting adjourned at 7:24 p.m. to the regular meeting on June 5, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 05-16-19

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



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

MINUTES OF A SPECIAL BUDGET MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday, May 22, 2019

BUDGET MEETING – 3:30 P.M. – 5:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

BUDGET MEETING at 3:30 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 3:30 p.m. – By President Mayer.
2. Roll Call – All present.

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

None.

C. DISCUSSION ITEM

1. Fiscal Year 2019-20 Preliminary DRAFT Operating, Capital and Revenue Budgets. Finance Manager Breitstein – Provided the details of the Fiscal Year 2019-20 regarding the highlights of the Budget. There was discussion regarding the items listed below:

- Salary and Wages.
- Dollar amount decrease for Landscaping from the County.
- Water Service Fees (Kiper Homes).
- Fire Hydrant Meter Rental.
- SDRMA Rebates for training.

General Manager Davies – Provided additional details regarding the behind the wheel driver training.

- Well 4 and Well 2A updates.
- Emergency Action Plan.

General Manager Davies – Provided additional details regarding the Emergency Action Plan.

- Denitrification costs.

General Manager Davies – Provided additional details regarding Denitrification. There will be a Wastewater update under presentations at the next Board meeting. The discussion continued regarding Denitrification and the Master Plan.

- Increase in SDRMA Insurance.

General Manager Davies – Provided additional details regarding the SDRMA increase; SDRMA rate increase for all agencies.

There was discussion regarding the expenditures; based on if there is a new pool.

- Discovery Bay Street Sign Replacement.

General Manager Davies – Provided additional details regarding street sign replacement.

- Community Center Program Fees (recreation)

General Manager Davies – Provided additional details regarding program fees.

Recreation Program Supervisor Kaiser – Provided details regarding the classes within the Activities Guide related to program fees.

- Electrical Costs.

There was discussion regarding the front entrance, wood chipper and fire box.

- Building Rental for the Firehouse.
- Property Taxes.

General Manager Davies – Provided additional details regarding property taxes on Town owned parcels.

- Ravenswood Play Structure.

There was discussion regarding the Ravenswood Play Structure; Parks and Recreation Committee offsite meeting to take a look at the play structure.

- Summary of Capital Projects.

General Manager Davies – Provided details regarding Well 8; when Well 8 is up and running abandon Well 5.

General Manager Davies – Provided details regarding Laguna Court; water pipes under Willow Lake (identify the problem – repair or replace).

D. ADJOURNMENT

1. The meeting adjourned at 4:51 p.m. to the next Regular meeting of June 5, 2019 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 05-23-19

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

DRAFT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 5, 2019

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

MRD

Agenda Title

Approve Register of District Invoices.

Recommended Action

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

Executive Summary

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

Fiscal Impact:

Amount Requested \$ 360,526.90

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

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2018/2019.

AGENDA ITEM: C-3

For The Meeting On June 5, 2019
Town of Discovery Bay CSD
For Fiscal Year's 7/18 - 6/19

Kirby's Pump & Mechanical, Inc.	\$107,132.00
Pacific Gas & Electric	\$79,424.69
Veolia Water North America	\$40,788.70
Town of Discovery Bay, CSD	\$38,572.04
J.W. Backhoe & Construction, Inc.	\$21,721.96
Luhdorff & Scalmanini	\$19,234.67
Stantec Consulting Services Inc	\$16,898.25
U.S. Bank Corporate Payment System	\$12,339.69
Discovery Bay River Otters Booster Club	\$8,877.50
Freedom Mailing Service, Inc	\$2,705.16
ParcelQuest	\$1,799.00
SDRMA	\$1,420.64
Univar	\$1,416.72
TASC	\$1,233.31
Liberty Union High School District	\$993.60
Knightsen Elementary School District	\$875.00
Matrix Trust	\$840.90
Aflac	\$705.02
Office Depot	\$483.20
Delta Valley Health Club	\$480.00
Contra Costa Health Services	\$402.00
Comcast	\$398.14
Neopost	\$300.00
Watersavers Irrigation Inc.	\$234.83
Alhambra	\$195.01
UniFrist Corporation	\$194.58
ReliaStar Life Insurance Company	\$150.00
Department of Justice	\$147.00
Discovery Pest Control	\$138.00
Cintas	\$136.64
Water Utility Customer	\$108.40
Lesley Marable	\$98.83
Shred-It USA-Concord	\$59.92
Cintas	\$21.50
	\$360,526.90



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 05, 2019

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2019/20 – Adopt and Approve Resolution No. 2019-04.

Recommended Action

Adoption of Resolution No. 2019-04, establishing the Discovery Bay Lighting and Landscape Zone #8 2019/20 Appropriation Limit.

Executive Summary

The Discovery Bay Lighting and Landscape Zone #8 (Zone 8) receives annual funding through a portion of property taxes collected within its boundaries. Each year, the Town of Discovery Bay Community Services District (District) is responsible for identifying its appropriation limit in accordance Article XIII B of the California Constitution, known as the Proposition 4 or the GANN limit.

Staff has collected the necessary information from the California Department of Finance and has calculated the Appropriations Limit for Zone 8 for FY 2019/20 to be \$672,615.76. The calculation is based on last year's appropriation limit and factors in the change of California's per capita personal income and local population percentage change.

Staff requests that the Board review and adopt Resolution No. 2019-04, which establishes the FY 2019/20 Appropriation's Limit for Discovery Bay Lighting and Landscape Zone #8 at \$672,615.76.

Fiscal Impact:

None.

Previous Relevant Board Actions for This Item

None.

Attachments

Resolution No. 2019-04.
Department of Finance – Price and Population Information (May 2019).
(DB Zone 8) Appropriation Limit Calculation Worksheet.

AGENDA ITEM: C-4



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2019-04

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ANNUAL DISCOVERY BAY LIGHTING AND LANDSCAPE ZONE #8
APPROPRIATIONS LIMIT FOR FY 2019/20**

WHEREAS, Section 7910 of the Government Code requires that each year the governing body of each local jurisdiction establish an appropriations limit for each jurisdiction for the following fiscal year pursuant to Article XIII B of the California Constitution; and

WHEREAS, Article XIII B of the California Constitution provides for the establishing of an appropriations limit based on the change in the cost of living shall be either the percentage change in California per capita personal income from the preceding year, or the percentage change in the local assessment roll from the preceding year for the jurisdiction due to the addition of local non-residential new construction; and

WHEREAS, the percentage change in California per capita personal income is available for the unincorporated areas of Contra Costa County, therefore, the Town of Discovery Bay Community Services District staff has calculated the Appropriation Limit using the change factors as permitted by Article XIII B of the California Constitution; and

WHEREAS, the calculated Appropriation Limit for the Discovery Bay Lighting and Landscape Zone 8 for the FY 2019-2020 is \$672,615.76 as reflected in Attachment A.

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

SECTION 1. The Board of Directors selects the percentage change in California per capita personal income from the preceding year as a factor to be used in calculating appropriations limits; and

SECTION 2. The Board of Directors selects the change of population within the unincorporated area of Contra Costa County as the change of population factor to be used in establishing the appropriation limit; and

SECTION 3. The appropriations limit for the District for FY 2019-20 for the Discovery Bay Lighting and Landscape Zone 8 is hereby established at \$672,615.76; and

SECTION 4. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 5th DAY OF JUNE, 2019.

Bill Mayer
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 regularly scheduled meeting, held on June 5, 2019, by the following vote of the Board:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Michael R. Davies
Board Secretary



May 2019

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2019, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2019-20. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2019-20 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2019.**

Please Note: The prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

KEELY BOSLER

Director

By:

Vivek Viswanathan
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2019-20 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2019-20	3.85

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2019-20 appropriation limit.

2019-20:

Per Capita Cost of Living Change = 3.85 percent
 Population Change = 0.47 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.85 + 100}{100} = 1.0385$

Population converted to a ratio: $\frac{0.47 + 100}{100} = 1.0047$

Calculation of factor for FY 2019-20: $1.0385 \times 1.0047 = 1.0434$

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2018 to January 1, 2019 and Total Population, January 1, 2019

County City	<u>Percent Change</u> 2018-2019	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
		1-1-18	1-1-19	1-1-2019
Contra Costa				
Antioch	0.56	113,266	113,901	113,901
Brentwood	2.45	62,140	63,662	63,662
Clayton	0.19	11,631	11,653	11,653
Concord	0.31	129,493	129,889	129,889
Danville	0.37	45,103	45,270	45,270
El Cerrito	1.06	25,192	25,459	25,459
Hercules	1.00	25,964	26,224	26,224
Lafayette	0.96	26,077	26,327	26,327
Martinez	0.22	38,406	38,490	38,490
Moraga	0.31	16,886	16,939	16,939
Oakley	1.98	40,949	41,759	41,759
Orinda	0.74	19,331	19,475	19,475
Pinole	0.21	19,458	19,498	19,498
Pittsburg	0.74	72,006	72,541	72,541
Pleasant Hill	0.25	34,969	35,055	35,055
Richmond	0.28	110,128	110,436	110,436
San Pablo	0.25	31,737	31,817	31,817
San Ramon	0.94	83,179	83,957	83,957
Walnut Creek	0.90	69,498	70,121	70,121
Unincorporated	0.55	172,382	173,322	173,406
County Total	0.70	1,147,795	1,155,795	1,155,879

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Discovery Bay Lighting Landscape Zone 8
 Appropriations Limit Calculation

	Historical Limit (With Permitted Increases)	Per Capita Personal Income Change	Per Capita Ratio*	Population Change	Population Ratio*	Fiscal Year Factor
Year 04/05	\$ 352,279.00					
Year 05/06	\$ 379,708.29	5.26	1.0526	2.4	1.024	1.0778624
Year 06/07	\$ 402,876.48	3.96	1.0396	2.06	1.0206	1.06101576
Year 07/08	\$ 431,200.71	4.42	1.0442	2.5	1.025	1.070305
Year 08/09	\$ 461,481.34	4.29	1.0429	2.62	1.0262	1.07022398
Year 09/10	\$ 469,171.69	0.62	1.0062	1.04	1.0104	1.01666448
Year 10/11	\$ 458,900.84	-2.54	0.9746	0.36	1.0036	0.97810856
Year 11/12	\$ 474,747.11	2.51	1.0251	0.92	1.0092	1.03453092
Year 12/13	\$ 497,620.79	3.77	1.0377	1.01	1.0101	1.04818077
Year 13/14	\$ 525,557.54	5.12	1.0512	0.47	1.0047	1.05614064
Year 14/15	\$ 530,903.12	-0.23	0.9977	1.25	1.0125	1.01017125
Year 15/16	\$ 556,915.93	3.82	1.0382	1.04	1.0104	1.04899728
Year 16/17	\$ 592,397.12	5.37	1.0537	0.95	1.0095	1.06371015
Year 17/18	\$ 619,784.89	3.69	1.0369	0.9	1.009	1.0462321
Year 18/19	\$ 644,137.32	3.67	1.0367	0.25	1.0025	1.03929175
Year 19/20	\$ 672,615.76	3.85	1.0385	0.55	1.0055	1.04421175

* Based on factors provided in the annual
 Price and Population Information letter from
 the California Department of Finance.
 Dated May 2018



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 5, 2019

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

MRD

Agenda Title

Discussion and Possible Action to Approve the Official Election Ballot for the 2019 Board of Directors Election for the Special District Risk Management Authority (SDRMA).

Recommended Action

Approve and authorize the Board President to cast official ballot votes for three separate candidates running for the SDRMA Board of Directors: Bob Swan (incumbent), Sandy Seifert-Raffelson (incumbent) and Patrick O'Rourke.

Executive Summary

The Town of Discovery Bay is a member of the Special District Risk Management Authority (SDRMA). The SDRMA is a California Joint Powers Authority that provides a variety of casualty, liability and health care insurance services for its member agencies.

The Town has received an Official Ballot calling for the election of members to the SDRMA Board of Directors. There are presently three available seats. The names and titles of the five candidates running for the Special District Risk Management Authority Board of Directors are:

1. Bob Swan (INCUMBENT) – Board Member, Groveland Community Services District
2. Jesse D. Claypool – Chairman of the Board, Honey Lake Valley Resource Conservation District
3. Patrick O'Rourke – Redwood Region Economic Development Commission (RREDC)
4. Sandy Seifert-Raffelson (INCUMBENT) – Finance and Business Manager, Herlong Public Utility District
5. James Hamlin – Board President, Burney Water District

Candidate's Statement of Qualifications are attached for your review.

Staff has no first-hand knowledge of any candidate. Staff has reviewed the qualifications of the candidates and recommends that the two incumbent candidates be re-elected simply based on their current experience on the Board. As for the third and final candidate, staff reviewed the Candidate's Statement of Qualifications and considers that candidate Patrick O'Rourke has the greatest depth of qualifications, knowledge and experience to serve on the SDRMA Board.

The signed Official Election Resolution Ballot must be sealed and received by mail or hand delivery at SDRMA's office on or before 4:30PM on August 21, 2019.

Previous Relevant Board Actions for This Item

June 7, 2017.

Attachments

SDRMA Election Materials.

AGENDA ITEM: G-1

TownOfDiscoveryBay CSD
Received

MAY 20 2019

SDRMA

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

2019 BOARD OF DIRECTORS ELECTION

OFFICIAL ELECTION BALLOT ENCLOSED

This is an official election packet that contains items that require ACTION by your Agency's governing body for the selection of up to three (3) candidates to the SDRMA Board of Directors.

ELECTION PACKET ENCLOSURES

- Election Ballot Instructions
- Official Election Ballot (Action Required)
- Candidate's Statements of Qualifications (5)
- Self-addressed, Stamped Envelope

SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2019.

On May 2, 2019, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2017-10 Establishing Guidelines for Director Elections. The Election Committee confirmed that five (5) candidates met the qualification requirements and those names are included on the Official Election Ballot.

Enclosed is the Official Election Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed Official Election Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Ballot at a public meeting. **Ballots containing more than three (3) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Ballot MUST be sealed and received by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Wednesday, August 21, 2019 to the address below. A self-addressed, stamped envelope is enclosed. Faxes or electronic transmissions are NOT acceptable.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

4. The four-year terms for newly elected Directors will begin on January 1, 2020 and terminate on December 31, 2023.
5. Important balloting and election dates are:

August 21, 2019:	Deadline for members to return the signed Official Election Ballot
August 22, 2019:	Ballots are opened and counted
August 23, 2019:	Election results are announced, and candidates notified
September 25, 2019:	Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Anaheim at the CSDA Annual Conference
November 6-7, 2019:	Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)
January 2020:	Newly elected Directors are seated, and Board officer elections are held

If you have any questions regarding the election and balloting process, please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790.



OFFICIAL 2019 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 4:30 p.m., Wednesday, August 21, 2019. Faxes or electronic transmissions are NOT acceptable.

- BOB SWAN (INCUMBENT)**
Board Member, Groveland Community Services District

- JESSE D. CLAYPOOL**
Board Chair, Honey Lake Valley Resource Conservation District

- PATRICK K. O'ROURKE, MPA/CFRM**
Board Member, Redwood Region Economic Development Commission

- SANDY SEIFERT- RAFFELSON (INCUMBENT)**
Finance Manager/Treasurer, Herlong Public Utility District

- JAMES (Jim) M. HAMLIN**
Board President, Burney Water District

ADOPTED this ____ day of _____, 2019 by the Town of Discovery Bay Community Services District at a public meeting by the following votes:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

ATTEST:

APPROVED:

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

History: BS Physics, MS Computer Science. 3 years in USAF. 30 years in the semiconductor industry, first as an engineering manager, later as a business unit manager. Now retired (so I have plenty of time).

Skills, etc.: Very familiar with financial reports, cost accounting, quantitative analysis. Working knowledge of modern computer and communications technology. Managed distributed organizations with up to 150 technical people and up to \$120M in annual sales. Pretty good at listening to different views, and helping to achieve consensus (or, at least, compromise).

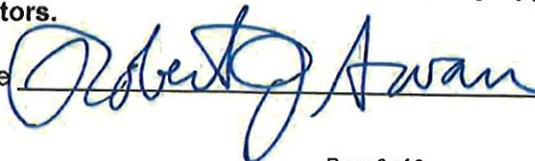
What is your overall vision for SDRMA? (Response Required)

Well, obviously I support our (newly revised) vision statement: "To be the exemplary public agency risk pool of choice for California special districts and other public agencies". In order to achieve this vision, I believe the key issues are:

1. Maintain long term financial stability. This includes ensuring that there is a fair allocation of cost versus risk across the pool membership.
2. Continue to retain / acquire highly qualified staff, and ensure that this is a desirable place to work.
3. Remember who are our target clientele, which in my opinion are small to mid-sized districts with limited options for insurance.
4. In light of ever-evolving California workers-compensation law, expand risk-management training even further than we now provide.
5. Maintain good relations with our re-insurers (who insulate us from catastrophe). In the long run, explore the possibility of joining a "captive" re-insurer to improve stability.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature

 Date 4-24-2019

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

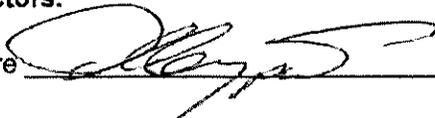
My experience with special districts and governance, belief in the importance of quality governing policies, the ability to work effectively with the other board members and staff and a desire to give back to SDRMA and its membership will be what I bring to the SDRMA Board of Directors.

What is your overall vision for SDRMA? (Response Required)

For SDRMA to continually advance as an industry leader providing affordable solutions for special districts of any size enabling them to be effective within the communities they serve.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-26-19

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Candidate* Patrick K. O'Rourke, MPA/CFRM
District/Agency Redwood Region Economic Development Commission (RREDC)
Work Address 520 E Street Eureka, CA 95501
Work Phone 707-445-9651 Home Phone 707-726-6700

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I have considerable interest, knowledge, and experience in board leadership; board service; and board governance/policy development & oversight in for-profits, nonprofits, a joint powers authority/SDRMA member organization, and as an elected city councilman. I also have considerable experience (as a top-level executive board leader and manager) in organizational risk management and risk mitigation/prevention. I would like to share my knowledge, skills, abilities, and experience in service to SDRMA members, via my service on SDRMA's board of directors. I believe that my knowledge, experience, and dedication to excellence and implementation of best practices in governance and policy development/oversight will serve SDRMA well, and will assist SDRMA in maintaining its "Excellence" accreditation via the California Association of Joint Powers Authorities (CAJPA).

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Having served in board leadership roles (25+ years in for-profit entities; 25+ years in nonprofit & private/public foundations; and 2+ years in a Joint Powers Authority [SDRMA member organization]), I am well-versed and experienced in board governance; policy development; financial statement analysis and budget review; executive management search/selection, oversight and evaluation; organizational risk management/mitigation; litigation oversight; and best practices in organizational governance. At SDRMA member organization, Redwood Region Economic Development Commission (RREDC), I have served as 2019 Immediate Past Chair; 2018 Board Chair; 2017 Vice Chair; Chair of Executive Committee; and Member of the Loan Committee. I have in-depth knowledge of policy governance (Culver, et al.); I am an advocate for transparency & best practices; and I am knowledgeable & experienced in California's Ralph M. Brown Act and Roberts Rules of Order. I have also served in board governance and board leadership roles in several nonprofit organizations and in both public and private foundations, including as Board Chair (12+ years) and in President & Vice President roles. I have also Chaired Search/Selection committees; Public Relations committees; Fund Development committees; and Finance/Audit committees.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

Besides holding a Master of Public Affairs degree, with a specialty in nonprofit management; having completed all coursework and written/oral exams (all except dissertation) for a PhD in Mass Communication, with a specialty in public relations and a cognate in organizational communication management, I have several other directly-relevant skills/talents/experience including: I am expertly adept at executive-level relationship development and stewardship, and have served as an organizational & industry advocate and liaison working closely with community organizations, local/county/state elected officials, and public/private entities/organizations and foundations. I am expertly adept at financial and operational analysis, and at asset/portfolio management and risk mitigation. I have taught for-credit university courses in corporate leadership; in entrepreneurial leadership research and practice; as well as having published peer-reviewed academic research on leadership in public relations.

What is your overall vision for SDRMA? (Response Required)

My vision for SDRMA would be for SDRMA to continue to add value to its members; operate with the highest ethical practices and transparency; continue in providing excellence in service, education, safety and compliance training; help members to mitigate and reduce risk; provide expedient claims review and response; provide members with state-of-the-art education and information; educate members to minimize losses/risk in member workplaces; and to continue to provide members with comprehensive coverage for property/liability, workers comp, and health benefits.

I would envision SDRMA management and staff enjoying a quality of life that will ensure their happiness and continue an atmosphere of dedicated service to SDRMA members. I would also envision that SDRMA will continue to operate with efficiencies that minimize costs/expenses, continue to enable SDRMA to maintain competitive premium rates, and (when possible) lower organizational and member costs. I would also envision a governing board that embraces and employs best governing practices in all areas of policy development; executive management oversight; financial review/audit; and in investing and spreading portfolio assets to minimize portfolio investment risks and maximize return on investments. Finally, I would envision SDRMA, and its management team/staff, operating in ways that will continue to earn accreditation "Excellence" from the California Association of Joint Powers Authorities (CAJPA).

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____



Date _____

3/25/2019

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates No statements are endorsed by SDRMA.

Candidate* Sandy Seifert-Raffelson

District/Agency Herlong Public Utility District

Work Address 447-855 Plumas St., P o Box 115, Herlong, CA 96113

Work Phone (530) 827-3150 Cell Phone (530) 310-4320

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors?

I am a current Board member of SDRMA and feel that I have added my financial background to make better informed decisions for our members. As a Board member, I continue to improve my education of insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in Business and my 30 plus years' experience in accounting and auditing.

I understand the challenges that small District face every day when it comes to managing liability insurance, worker's compensation and health insurance for a few employees with limit revenue and staff. My education and experience give me an appreciation of the importance of risk management services and programs, especially for smaller District that lack expertise with insurance issues on a daily basis.

I feel I am an asset to this Board, and would love a chance to stay on 4 more years!

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

While serving on the SDRMA Board, I have been privilege to be Secretary of the Board for two years, and currently the Vice-President. I have served on CSDA's Audit and Financial Committee's for 6 years; I have served on the SDLF Board; Northeastern Rural Health Clinic Board; Fair Board; School and Church boards; 4-H Council and leader for 15 years; and UC Davis Equine Board. In the past 25 years, I have learn that there is no "I" in Board and it can be very rewarding to be part of a team that makes a difference for others.

As part of my many duties working with Herlong PUD, I worked to form the District and was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the initial Board of Directors and first Policies for HPUD. I have administered the financial portion of 2 large capital improvement project with USDA as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I am currently working on a 4.2 million grant from California for new infrastructure for the small District HPUD absorb through LAFCo in 2017. I am also the primary administrator of a federal contract for utility services with the Federal Bureau of Prison and the US Army.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

I have my Bachelor's Degree in Business with a minor in Sociology. I have audited Small Districts for 5 years, worked for a Small District for almost 15 years and have over 30 years of accounting experience. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committee. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minimum and reward those with no losses.

I have completed my Certificate for Special District Board Secretary/Clerk Program in both regular and advance course work through CSDA and co-sponsored by SDRMA. I have completed the CSDA Special District Leadership Academy and Special District Governance Academy. I am in the processes of getting my small District re-certified for their District of Transparency and hope one day to attain our District of Distinction.

I work for a District in Northeastern California that has under gone major changes from a Cooperative Company to a 501c12 Corporation, to finally a Public Utility District. I have worked with LAFCo to become a District. Also our small District consolidated another small District into our District. Through past experience I feel I make a great Board member representing the small districts of Northern California and their unique issues and will make decisions that would help all rural/small districts.

What is your overall vision for SDRMA?

For SDRMA to be at the top of the risk management field and to continue communicating and listening to the needs of all California Special Districts and meeting those needs at a reasonable price that Special Districts can afford. I would like to continue education and rewards for no claims and explore avenues of financial endeavors that will benefit our customers.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 4/16/19

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

September 1972 until January 2014, owned and operated a Insurance brokerage
Sold business and retired.

Board Member of Mayers Memorial Hospital District From 1990 until 2014
Served on the Associal of Hospital Districts for six years.

Served on the board of Burney Water District the previous six years. Current
Serving on Mayers Memorial Hospital Financial Board.

What is your overall vision for SDRMA? (Response Required)

SDRMA Board must be strong and protect the concerns of their members. Need
to have a listening ear for the districts that are represented. Need to
use caution when jumping into new areas, not jepordise their strong programs
and beliefs for new programs.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature James M. Hamble Date 3-27-2019

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Candidate* James (Jim) M. Hamlin
District/Agency Burney Water District
Work Address 20222 Hudson St. Burney, Ca. 96013
Work Phone (530) 335-3582 Cell Phone _____

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Hope to serve and help with decisions being made to both strengthen SDRMA and move into new areas. Our districts are facing new challenges constantly.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

See Next



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 05, 2019

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Michael R. Davies, General Manager

MPD

Agenda Title

Fiscal Year 2019-20 Proposed DRAFT Operating, Capital and Revenue Budgets.

Recommended Action

Discuss and Receive Input and Comments and Direction to the Proposed Fiscal Year 2019-20 DRAFT Revenue, Operating and Capital Budgets.

Executive Summary

The preparation of the Proposed DRAFT Fiscal Year 2019-20 Operating, Capital and Revenue Budgets has been ongoing for the past few months. The Board of Directors has met via a Special Budget Meeting on May 22, 2019, and reviewed the preliminary spending plans and revenue estimates.

For this coming fiscal year, the Budget document continues to reflect the same two-year forecast as has been the case for the prior budget cycles. The staff has found the two-year budget process to be extremely beneficial for longer-term planning purposes. While the Board is presented with a two-year operating capital budget, only the upcoming fiscal year budget will be adopted.

The next steps in the process is the Budget Adoption by the Board of Directors on June 19, 2019.

Fiscal Impact:

Amount Requested None at this time.

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

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments

(Additional Materials) Fiscal Year 2019-20 Proposed DRAFT Operating, Capital and Revenue Budgets.

AGENDA ITEM: G-2

Byron Municipal Advisory Council

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

The Byron Municipal Advisory Committee serves as an advisory body to the Contra Costa County Board of Supervisors and the County Planning Agency.

Draft Record of Actions

6:04 p.m.

March 26, 2019

MEMBERS PRESENT: Chair Thuman, Vice Chair Nisen, Councilmember Larsen and Councilmember Lopez

MEMBERS ABSENT: Councilmember Schmit

PRESENTATION OF COLORS: Led by Chair Thuman

APPROVAL OF AGENDA: Motion to approve the Agenda as presented made by Councilmember Larsen. Second by Councilmember Lopez. Motion carried 4-0. AYES: Larsen, Lopez, Nisen and Thuman.

PUBLIC COMMENTS: None.

AGENCY REPORTS:

- a. **East Contra Costa Fire Protection District:** No Report.
- b. **Office of the Sheriff:** Lt. Foley provided the activity report for the month of February.
- c. **California Highway Patrol:** No Report.
- d. **Office of Supervisor Diane Burgis:** Lea Castleberry discussed the 2020 General Plan Community Meeting for Byron residents.

CONSENT ITEMS:

- a. **Approval of Record of Actions for February 26, 2019:** Motion to approve the Record of Actions as presented made by Councilmember Larsen. Second made by Chair Thuman. Motion carried: 4-0. AYES: Larsen, Lopez, Nisen and Thuman.

PRESENTATIONS:

- a. **Vasco-Byron Highway Connector Update:** Patty Bristow, Citizen Advisory Committee for the Contra Costa Transportation Authority (CCTA) provided an overview of the project which included the purpose, history, project status report and development support alternatives, cost and funding, traffic information and project schedule. Ms. Bristow hopes to have a representative from CCTA come back to the MAC in May to provide a further update.

ITEMS FOR DISCUSSION AND/OR ACTION:

- a. **Discuss and Approve the 2019 Byron Community Clean-Up Dates:** Motion for the 2019 Byron Community Clean-Up to take place on Saturday, October 5, 2019 made by Chair Thuman. Second made by Councilmember Lopez. Motion Carried: 4-0. AYES: Larsen, Lopez, Nisen and Thuman.

CORRESPONDENCE/ANNOUNCEMENTS:

- a. R-03/07/19 Contra Costa County Planning Commission Cancellation Notice for March 13, 2019

FUTURE AGENDA ITEMS

- a. BART Expansion Update
- b. Report/Update from Byron Airport Representative Ron Reagan
- c. St. Anne's Village
- d. Airport Connector Update by CCTA

ADJOURNMENT

There being no further business before the Byron Municipal Advisory Council, Chair Thuman adjourned the meeting at 6:35pm. The next scheduled Byron Municipal Council meeting will be held Tuesday, April 23, 2019 at 6:00p.m. located at St. Anne's Church – 2800 Camino Diablo, Room 1A in Byron.

This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.205(d) of the Contra Costa County Ordinance Code.