



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

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

Wednesday January 17, 2018

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

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

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

1. Call business meeting to order 7:00 p.m. – By President Graves in remembrance of the tragedy and Suicide Awareness.
2. Pledge of Allegiance – Led by President Graves.
3. Roll Call – All Present.

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

None

#### C. CONSENT CALENDAR

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

1. Approve DRAFT minutes of regular meeting for December 20, 2017.
2. Approve Register of District Invoices.
3. Approve the Independent Audit Services for Fiscal Year 2016-17.
4. Approve Delta Roofing Bid to Construct New Roof to the Building at Well Site #3 and the Building at Well Site #4.

Motion by: Director Pease to approve the Consent Calendar.

Second by: Director Leete.

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

#### D. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report

Battalion Chief Ross Macumber – Provided the details regarding the East Contra Costa Fire Protection District Report related to the number of calls for the month of December, the Strike Team invited to the home Ellen DeGeneres, March 10, 2018 Open House Station 5, now on Nextdoor, and the situation of not receiving emails. There was discussion regarding the types of ECCFPD calls received, and the recognition of businesses for the delivery of goods and raising money for the North Bay Fires.

#### E. PRESENTATIONS

1. Award Presented to Former Board President Robert Leete – Newly seated Board President Kevin Graves presented an award to Director Robert Leete for his service as Board President during 2017.
2. Wastewater Plant No. 2 Update – District Engineer Harris and Project Manager Sadler– Provided an update regarding Plant No. 2 related to the operations of the Filtration System and the problem with the Algae Bloom, no Permit violations. There was discussion regarding the process of how other Facilities take care of the Algae Bloom, and the reason why the Algae Bloom appeared. The Filtration System is now within permit guidelines.

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

**1. Veolia Report – Month of December.**

Project Manager Berney Sadler – Provided the details of the December 2017 Monthly Operations Report; also provided a picture of the Force Main Vortex Box. There was discussion regarding the flushable items in the Force Main Vortex Box.

There was one Public Comment speaker regarding the flushable items; educate the residents.

President Graves – Provided information regarding flushable items as an education piece.

**G. BUSINESS AND ACTION ITEMS**

**1. Discussion and Possible Action regarding Recommendations to County on Short Term Rentals and Transient Occupancy Tax.**

General Manager Davies – Provided the details regarding the recommendations to the County on Short Term Rentals and Transient Occupancy Tax related to the Questionnaire. Supervisor Burgis will be hosting a District 3 All MAC meeting to be held in Bethel Island on Wednesday, January 31st at 6:00 p.m.

President Graves – Stated that Lea Castleberry Deputy, Chief of Staff will be representing Discovery Bay.

There was discussion regarding the collection of the tax, the need for representation from Discovery Bay at the meeting on January 31, 2018, and an obligation to attend the meeting.

Motion by: Director Leete to authorize President Kevin Graves, Director Christ Steele and General Manager Davies to attend the District 3 All MAC meeting and represent the Board on Wednesday, January 31st at 6:00PM at a TBD Location in Bethel Island and to send the questionnaire.

Second by: Director Steele

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

**2. Discussion and Possible Action regarding Stantec’s Proposal to Prepare Operations and Maintenance Manual for Wastewater Treatment Plants 1 and 2.**

General Manager Davies – Provided the details regarding Stantec’s proposal to prepare the O&M Interactive version of the manual.

District Engineer Harris – Provided additional details and a PowerPoint regarding the O&M manual related to the different options for the Interactive Online Manual. There was discussion regarding the IOM, the need for a hardcopy of the manual and the hosting of the manual. The discussion continued regarding the different options, cost for the IOM, training/online support, and to negotiate the SCADA portion for a later date.

List below of the items to be brought back to the Board:

1. Option to locally get the data and bring back at any time.
2. Timeframe for hosting at no cost.
3. Tech support training - 18 months and training.
4. 2 year timeframe notice before Stantec will no longer host.
5. Hold on Option 3 and Option 4 – negotiating.

District Engineer Harris – Stated the items will be worked out in the contract – will send a copy to General Manager Davies and place on the next board agenda.

Legal Counsel Attebery – Provided additional items:

1. SCADA Programming – use our District as a “Reference” – at no charge.
2. 18 months for Tech Support and Training.

This item will be brought back to the next board meeting.

**3. Discussion and Possible Action regarding Special District Representation on LAFCO.**

General Manager Davies – Provided the details regarding the Special District Representation on LAFCO.

President Graves – Proposed that Vice-President be the alternate.

Motion by: Director Leete to select the President and the Vice-President as alternate and no nomination of a candidate from this Board.

Second by: Director Pease.

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

**H. INFORMATIONAL ITEMS ONLY**

None

**I. DIRECTORS' REPORTS**

**1. Standing Committee Reports.**

President Graves – Handed out the process for conducting a public meeting.

Director Pease – Water and Wastewater Committee – Stated that he is comfortable with the cost of the O&M manual and for Stantec to prepare the O&M Manual.

Director Steele – Parks and Recreation Committee – Discussed the Community Center Swimming Pool (repairs needed), GreenPlay Workshop.

Vice-President Mayer – Attended the ECCFPD meeting, the P6 meeting (voted for license plate readers)

**2. Other Reportable Items.**

**J. MANAGER'S REPORT**

Recreation Programs Supervisor Kaiser – Provided an update regarding the Parks and Recreation Committee meeting related to GreenPlay Conference call; scheduling a Special Board Workshop for February 21, 2018 at 4:30 p.m. – All Board members will attend the Special Board Workshop – One item – GreenPlay Conference Call. There was discussion related to cancelling the February 21, 2018 Regular Parks and Recreation meeting and schedule a Special Board Workshop for February 21, 2018 beginning at 4:30 p.m.

**K. GENERAL MANAGER'S REPORT**

**1. Adapting to Rising Tides.**

General Manager Davies – Provided an update regarding adapting to rising tides; project starting in East Contra Costa County – studies the effects of rising tides on our shorelines caused by climate change. This program is of the San Francisco Bay Conservation and Development Commission.

**L. CORRESPONDENCE RECEIVED**

**1.** Received State Route 4 Bypass meeting minutes for July 13, 2017.

**2.** Received Contra Costa Special District Association meeting minutes for October 16, 2017.

**3.** Received Housing Authority of the County of Contra Costa (HACCC).

**4.** Received Department of Contra Costa County Conservation and Development regarding Notice of Intent to Render an Administrative Decision related to Pantages at Discovery Bay dated January 11, 2018.

**M. FUTURE AGENDA ITEMS**

**1.** Grant Progress Update– General Manager Davies provided the update; Explored a couple of Grants and those Grants offered have not worked in with our current projects.

**N. ADJOURNMENT**

**1.** The meeting adjourned at 8:34 p.m. to the regular meeting on February 7, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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