



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

Regular Board Meeting
Wednesday, September 5, 2018

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

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday September 5, 2018
REGULAR MEETING 7:00 P.M.**

**Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the President.

C. CONSENT CALENDAR

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

1. Approve DRAFT minutes of regular meeting for August 15, 2018.
2. Approve Register of District Invoices.
3. Approve the 2018 Program, Activities, and Event Fee Waivers.
4. Approve the Extension of Luhdorff and Scalmanini Contract Engineers for Services into Fiscal Year 2018-2019.

D. AREA AGENCIES REPORTS / PRESENTATION

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

E. LIAISON REPORTS

F. PRESENTATIONS

1. River Otters Presentation.

G. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action Regarding a Scope of Services by Harris & Associates for an Assessment District Review of Lighting and Landscape Zones in Discovery Bay.
2. Discussion and Possible Action to Acquire the Sanitation Facilities at the Harbor Bay Condominiums Tract No. 6274.
3. Discussion and Possible Action to Renovate the existing Dog Park Turf - 3 Locations.

H. MANAGER'S REPORT

I. DIRECTORS' REPORTS

1. Standing Committee Reports
2. Other Reportable Items

J. GENERAL MANAGER'S REPORT

K. CORRESPONDENCE RECEIVED

1. Received – Byron Municipal Advisory Council meeting minutes from July 24, 2018.

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourn to the next regular meeting of September 19, 2018 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 – 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 August 15, 2018
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 Graves.
2. Pledge of Allegiance – Led by President Graves.
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)

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 August 1, 2018.
2. Approve Register of District Invoices.
3. Approve the BAC Community Bank Contract Update for Deposit of Public Funds.

Motion by: Director Pease to approve the Consent Calendar.

Second by: Vice-President Mayer

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

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 for the month of July, brief update regarding the East Contra Costa Fire Protection District Board (no need for an election in November – the five candidates who applied will be appointed), more Community meetings upcoming in the future (September or October timeframe), Strategic Planning meeting video link will be provided via email. There was discussion regarding a Fire Truck on Vasco and the Mendocino Fire.

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of July 2018.

Project Manager Sadler – Provided the details of the July 2018 Monthly Operations Report.

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action Regarding an Updated Injury and Illness Prevention Program Policy and Adopting Resolution No. 2018-11.

General Manager Davies – Provided the details regarding the updated Injury and Illness Prevention Program Policy. There was discussion regarding the updates to the Injury and Illness Prevention Program Policy.

Motion by: Vice-President Mayer to adopt Resolution No. 2018-11 approving a 2018 update to the Town's Injury and Illness Prevention Program pursuant to the California Code of Regulations, Title 8, Section 3202.

Second by: Director Steele

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

G. DIRECTORS' REPORTS

1. Standing Committee Reports

Director Pease – Provided an update regarding the Parks and Recreation meeting related to an update on the Discovery Bay Front Entrance (RFPs) and the Summer and Fall Events.

Director Steele – Provided an update regarding the Parks and Recreation meeting related to upgrades and additions to the Dog Park.

2. Other Reportable Items.

H. MANAGER'S REPORT

None

I. GENERAL MANAGER'S REPORT

General Manager Davies – Provided an update regarding the \$8.01 for the Water Meter Installation; now appearing on the bills. There was discussion regarding EyeOnWater to be added to the bills.

J. CORRESPONDENCE RECEIVED

1. Received – Contra Costa County Aviation Advisory Committee meeting minutes for July 12, 2018.
2. Received – East Contra Costa County Fire Protection District meeting minutes for July 2, 2018.
3. Received – East Contra Costa County Fire Protection District meeting minutes for July 19, 2018.
4. Received – East Contra Costa County Fire Protection District meeting minutes for July 27, 2018.

K. FUTURE AGENDA ITEMS

The regular meeting adjourned at 7:16 p.m. to the Closed Session.

L. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Legal Counsel Pinasco – The Board is now adjourning into closed session regarding item M-1.

M. CLOSED SESSION:

1. Conference with Legal Counsel—Anticipated Litigation Pursuant to Government Code Section 54956.9(b)
Two Potential Cases.

N. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

Legal Counsel Pinasco – Reporting from Closed Session on item M-1 and there is no reportable action.

O. ADJOURNMENT

1. The meeting adjourned at 7:28 p.m. to the regular meeting on September 5, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 08-17-18

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



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

September 5, 2018

Prepared By: Dina Breitstein, 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 \$ 253,112.53

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-2

For The Meeting On September 5, 2018
Town of Discovery Bay CSD
For Fiscal Year's 7/18 - 6/19

| | |
|--|---------------------|
| Pacific Gas & Electric | \$115,454.24 |
| Town of Discovery Bay, CSD | \$49,852.62 |
| J.W. Backhoe & Construction, Inc. | \$23,357.71 |
| CaliforniaChoice Benefit Admin | \$14,919.15 |
| Stantec Consulting Services Inc | \$6,955.00 |
| Badger Meter | \$5,458.37 |
| Herwit Engineering | \$4,838.34 |
| Freedom Mailing Service, Inc | \$2,739.88 |
| SDRMA | \$2,431.63 |
| Univar | \$2,396.75 |
| Contra Costa County | \$2,070.78 |
| Tee Janitorial & Maintenance | \$2,054.00 |
| United Site Services | \$1,654.17 |
| Big Dog Computer | \$1,574.06 |
| Luhdorff & Scalmanini | \$1,462.00 |
| Du-All Safety | \$1,360.00 |
| Upper Case Printing, Ink. | \$1,184.25 |
| Paul E. Vaz Trucking, Inc. | \$1,096.52 |
| TASC | \$1,091.64 |
| United States Postal Services | \$998.99 |
| Karina Dugand | \$978.00 |
| Leslie's Pool Supplies, Inc. | \$931.86 |
| Mt. Diablo Resource Recovery | \$789.56 |
| Aflac | \$744.54 |
| Matrix Trust Co TPA# 207 | \$685.24 |
| Office Depot | \$622.28 |
| Community Center Refund Customer | \$618.00 |
| Comcast | \$611.47 |
| Cintas | \$521.50 |
| Bill Pease | \$460.00 |
| Chris Steele | \$460.00 |
| Ricoh USA, Inc | \$380.74 |
| Albert Harcourt | \$360.00 |
| Kevin Graves | \$345.00 |
| William Mayer | \$345.00 |
| ReliaStar Life Insurance Company | \$275.00 |
| Lucia Peters | \$270.00 |
| Robert Leete | \$230.00 |
| American Retrofit Systems | \$100.00 |
| Discovery Pest Control | \$99.00 |
| Bay Area News Group | \$83.70 |
| Shred-It USA-Concord | \$60.72 |
| Bill Brandt Ford | \$58.38 |
| County Of Contra Costa, Dept of Info Tec | \$54.00 |
| Matthew Bevers | \$39.00 |
| Water Utility Customer | \$19.79 |
| Alhambra | \$19.65 |
| | <hr/> |
| | \$253,112.53 |



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Meeting Date

September 5, 2018

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

MRD

Agenda Title

2018 Program, Activities, and Event Fee Waivers.

Recommended Action

Acceptance of the additional Fees Waiver approved by the General Manager for the following 2018 Program, Activities, and Events.

Executive Summary

The Town of Discovery Bay Community Services District Board of Directors (Board) established the Park & Facility Usage and Rental Policy #13 on July 16, 2013; and

Whereas the Park & Facility Usage and Rental Policy was revised on October 19, 2016 to more adequately respond to the needs of the community; and

Whereas requirements, except those identified as “prohibited”, may now be waived or modified on a case-by-case basis by the General Manager, or designee upon the finding of public interest; and any such modification (including modification to fees) shall be summarized on the next available board agenda.

Therefore, Staff is submitting for acceptance the following additional 2018 Programs, Activities, and Events whose “Fees” were waived by the General Manager upon the finding of public interest per the Park & Facility Usage and Rental Policy #13.

A two (2) day Pickleball Tournament conducted by the Discovery Bay Pickleball Club in an effort to raise funds for the conversion of the remaining Tennis Court at Cornell Park for Pickleball to be held on October 20 and 21 from 8AM to 4PM for a total cost of \$100.

Staff recommends acceptance of the above additional 2018 Programs, Activities, and Events Fee Waivers and program changes by the General Manager for a new total combined amount for 2018 from \$16,260 to \$16,360.

Fiscal Impact:

Amount Requested \$ None

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

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

Attachments

Resolution No. 2016-17 Amending Park & Facility Usage & Rental Policy.

AGENDA ITEM: C-3



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2016-17

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
AMENDING PARK & FACILITY USAGE & RENTAL POLICY**

WHEREAS, the Town of Discovery Bay Community Services District owns and/or maintains parks and recreation facilities located within Discovery Bay; and

WHEREAS, the Town of Discovery Bay Community Services District previously adopted a Park Usage and Rental Policy on April 20, 2011; and

WHEREAS, the Park and Usage and Rental Policy has been amended on July 16, 2013, January 8, 2014, and December 16, 2015 respectively; and

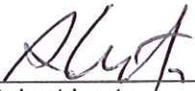
WHEREAS, it is necessary to revise the Park and Usage and Rental Policy.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES AS FOLLOWS:

SECTION 1. That the Board adopt the Park and Facility Usage and Rental Policy and that it be incorporated herein and made a part of this Resolution.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 19th DAY OF October, 2016.



Robert Leete
Board Vice-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 October 19, 2016, by the following vote of the Board:

AYES: 3 - Vice President Leete, Director Suman, Director Steele
NOES: 0
ABSENT: 2 - President Poase, Director Araves
ABSTAIN: 0



Catherine Kutsuris
Board Secretary



Town of Discovery Bay

| | | |
|---|--|-------------------------------|
| Program Area: Parks and Landscaping | Policy Name: Park & Facility Usage & Rental Policy | Policy Number: 013 |
| Date Established: April 20, 2011 | Date Amended: October 19, 2016 | Resolution: 2016-17 |

I. GENERAL INFORMATION

The Park & Facility Usage and Rental Policy outlines specific regulations and requirements associated with the permitted rental of a public facility and/or area within the Town of Discovery Bay Community Services District (District) owned or operated park. Obtaining a permit shall grant the user basic usage and access rights for the approved purpose and time only. Any fees or deposits established by the District Board of Directors shall be paid by the applicant prior to the approval of the permit. All users shall comply with County, State and Federal laws.

The District reserves the right to cancel, revoke or suspend any and all reservations, permits and applications if deemed inappropriate, flagrantly disrespectful or if harmful activities are taking place in the park or facility. No notice is required and, in some cases, the Sheriff will be notified and enforcement action will be requested. Violations of this policy may result in forfeiture of fees and/ or deposit.

Facilities and parks available for rental include:

1. Cornell Park, Tennis Court
2. Cornell Park, Pickle Ball Courts
3. Cornell Park, Baseball Field
4. Cornell Park, Soccer Field
5. Cornell Park, Shaded Picnic Area
6. Cornell Park, Horse Shoe Pits or Bocce Courts
7. Ravenswood Park, Covered Picnic Area 1
8. Ravenswood Park, Covered Picnic Area 2
9. Ravenswood Park, Soccer Field
10. Community Center, Tennis Court(s)
11. Community Center, BBQ Area
12. Community Center, Reception Area
13. Community Center, Arts and Crafts/Meeting Room
14. Community Center, Multi-Purpose Room
15. Community Center, Event lawn
16. Community Center, Swimming Pool

II. ELIGIBILITY & PRIORITY

The District reserves the right to exclude or remove activities it deems inappropriate for public use. District business will take precedence over any and all other meetings. Groups that have a reservation in advance are subject to cancellations, in rare circumstances, to accommodate this priority. All fees will be returned to the user if the District requires a cancellation or relocation of the reserved event.

In issuing permits, priority shall be given to Discovery Bay residents and events serving the Discovery Bay community.

III. RESERVATION REQUIREMENTS

The renter must be over 18 years of age, and submit a complete Reservation Form to the Community Center, a refundable damage deposit, and all applicable user fees and insurance as described in Insurance Requirements. Renters are required to provide the name and phone number of the principal contact person and a secondary contact. This person must be present onsite during the approved rental period and will be the emergency contact, and is responsible for ensuring compliance with the policies outlined. A copy of the permit must be onsite and available upon request by District staff or representatives during approved rental period.

Single day reservation may be made up to one (1) year in advance. Long-term league reservations may be made up to four (4) months in advance, unless previously approved by the Town of Discovery Bay CSD Board of Directors.

No reservation or agreement will be approved or signed until the requesting user has paid the applicable deposits and fees.

Insurance Requirements: All sports leagues, organizations, groups over 50, or inflatable play equipment operators are required to provide the District with a valid Certificate of Liability Insurance (in the amount of \$1,000,000.00), with the Town of Discovery Bay Community Services District listed as an additionally insured. Insurance Certificates must be submitted to the District at least five (5) days prior to the scheduled reservation.

Cancellations: Park Rental cancellations occurring five (5) business days or more prior to the event will be refunded all fees and deposits. Cancellations occurring four (4) business days or less prior to the event will forfeit all applicable fees but be refunded all of the deposit.

Cancellation for Indoor Facility Rentals at the Community Center occurring sixty (60) days or more prior to the event will be refunded all fees and deposits. Cancellations less than sixty (60) days, but more than thirty (30) days prior to the event date will forfeit 25% of the total fees. Cancellations less than thirty (30) days prior to the event date, but more than fifteen (15) days prior to the event date will forfeit 50% of the total fees. Cancellations occurring less than fifteen (15) days prior to the event date will forfeit all applicable fees. In all cases of cancellation, the deposit shall be returned.

Cancellation fees above do not reflect any cancellation processing fees. Processing fees are in addition to the cancellation fees described here.

Clean Up: Renters are required to clean up and return the park or area to the original condition. Trash must be placed in the receptacles provided. Trash that does not fit in the trash receptacle must be disposed of properly by the renter.

Reasonable party decorations are permitted. However, users may not put staples or nails into any tree, sign, wall or table for any purpose. All decorations must be taken down and removed from the facility.

Deposit Forfeiture: Renter agrees to take full responsibility for the behavior of their guests during the rental period. Children must be supervised at all times by adults. Any charges for damage to the park or facility or its furnishings will be deducted from the deposit. Rentals that exceed the reserved time period will be charged the hourly rate to be deducted from the deposit. Failure to leave the rented area in satisfactory condition will result in deposit forfeiture. Upon a satisfactory inspection of the premises by District staff, the deposit check will be destroyed or returned to the applicant.

Prohibited Activities: No person shall consume, possess, sell, serve or cause to be served, any alcoholic beverage of any kind within any park area, unless expressly authorized in advance of the event by the Board of Directors. The General Manager, or designee, is authorized to approve service of alcoholic beverages for private events taking place at the Discovery Bay Community Center once a complete and approved application is received and all insurance requirements and other conditions of approval are approved. See Special Conditions regarding the serving and or/sale of Alcoholic beverages, below. Fires and barbecues (BBQ) shall be permitted only in grills already provided in the park. There shall be no overnight events or camping at any Discovery Bay park facility unless expressly authorized in advance of the event by the Board of Directors.

Gambling activities are expressly prohibited at all Town of Discovery Bay Parks and Recreation facilities. Individuals or groups of individuals in violation of this prohibited activity shall immediately cease the prohibited activity. Failure to cease shall result in the immediate notification of local law enforcement authorities.

Renter agrees that they will comply with all state and local laws including but not limited to activities that require a state or local permit. At the discretion of the General Manager, or designee, security may be required on a case by case basis.

Special Conditions regarding the serving and or/sale of Alcoholic beverages:

If alcohol is to be served or sold, it must be indicated on the rental application. The General Manager or Board of Directors, as identified above, must approve any application which includes consumption or sale of alcohol. Once approved, it is the responsibility and liability of the Renter and/or organization renting the facility. At the discretion of the General Manager, or designee, security may be required on a case by case basis.

To sell alcoholic beverages at your event, a valid alcohol permit from the California Department of Alcoholic Beverage Control Board (A.B.C.) must be obtained. The permit must be on file with the District offices at least ten (10) days prior to your event.

Food and Alcohol may be consumed without an Alcohol permit from the A.B.C. when there is no monetary exchange for the food, beverages or admission charged for the event.

Violation of any of these requirements will result in immediate termination of Renter's event and will result in forfeiture of the damage deposit.

The District may require additional deposits, insurance and/or security for events where alcohol is served. These additional requirements will be determined by the circumstances of each rental request.

Food Preparation: Food and non-alcoholic beverages may be served, but not prepared on site for any indoor facility rentals at the Community Center.

Exhibitions, Events, Festivals, Meeting and Assemblies: Any person, group, society, club or organization wishing to set up or maintain any exhibition, place of amusement, concert, picture show, bandstand, performance, entertainment or other form of amusement or function where the expected attendance is fifty (50) people or more occupying the park at any one time, must first obtain written authorization from the District's General Manager. These types of requests must be submitted no less than sixty (60) days prior to the event.

IV. MISCELLANEOUS

Any policy listed herein may be waived or modified on a case-by-case basis and at the discretion of the Board of Directors.

Requirements listed herein, except those identified as "prohibited", may be waived or modified on a case-by-case basis by the General Manager, or designee, upon the finding of public interest; any such modification (including modification to fees) shall be summarized on the next available board agenda.

Policy Established:

April 20, 2011

Policy Amended:

July 16, 2013

January 8, 2014

December 16, 2015

October 19, 2016



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

September 5, 2018

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



Agenda Title:

Approve the Extension of Luhdorff and Scalmanini Contract Engineers for Services into FY 2018-2019.

Recommended Action:

Approve the Contract with Luhdorff and Scalmanini Contract Engineers (LSCE) to continue to provide Contract Engineering Services for the Water Division of the Town of Discovery Bay.

Executive Summary:

Luhdorff and Scalmanini Contract Engineers provides the District with the needed engineering work for the Water Services Division of the Town of Discovery Bay. In the coming fiscal year the Capital Improvement Project list request services from LSCE to perform and provide support for a number of projects under the following categories:

- Water Supply Capacity,
- Upgrades and Maintenance to the Existing Water Supply,
- Water Distribution System,
- Ground Water Basin Management,
- Water Distribution & Maintenance System upgrades, and the
- Water Meter Completion Project.

Enclosed is LSCE's proposed Scope of Work, Fee Schedule and Budget for continuation of General Engineering Services for FY 2018/19. A main component of work under the General Engineering Services has been to provide assistance to the District with the Water Treatment Plants SCADA upgrades and the design and construction oversight of Well #8 as well as other various capital improvement projects. The enclosed scope of work and proposed budget is to extend the assistance provided under General Engineering Services and continued improvements and maintenance services for FY 2018/19.

The attached documents provide the basis for the budget estimate. The proposed amount of \$64,932 includes LSCE's labor rates and miscellaneous expenses. LSCE will continue to bill monthly for labor and materials, only as incurred, in accordance with LSCE's fee schedule.

Fiscal Impact:

Amount Requested \$64,932
Sufficient Budgeted Funds Available?: Budgeted in FY 18/19
Prog/Fund # Category: Contract Services

Previous Relevant Board Actions for This Item:

Attachments:

Exhibit A Scope of Work, Budget and Fee Schedule.

AGENDA ITEM: C-4

July 30, 2018
File No. 18-x-xxx

Mr. Michael Davies & Ms. Dina Breitstein
Town of Discovery Bay
Community Services District
1800 Willow Lake Road
Discovery Bay, CA 94514

**SUBJECT: SCOPE AND BUDGET FOR DISTRICT WATER ENGINEER
GENERAL ENGINEERING SERVICES - FISCAL YEAR 2018/19**

Dear Mr. Davies and Ms. Breitstein:

This letter provides a proposed scope and budget for water system general engineering services in Fiscal Year 2018/19. Luhdorff & Scalmanini Consulting Engineers (LSCE) provides staff and resources to supplement the engineering professional services related to the water system for the Town of Discovery Bay Community Services District.

Scope of Work

The scope for general engineering services relates to ongoing and as-needed professional support for the District water system. Tasks involve recurring monthly and annual meetings, assistance with regulatory compliance, assistance with Capital Improvement Plan project development, and preparation of annual regulatory reports. Tasks may also involve as-needed professional services for water system planning and design. The role and duties under the Fiscal Year 2018/19 General Engineering Services are described the task items below. Each task description includes assumptions for the activities for budgeting purposes. Additional tasks will be added as needed for assistance with any specific activities that arise.

Task 1 – Contract Management

The task is for overall management of scope deliverables, budget and monthly invoicing. Duties include:

- Review and approval of monthly invoices (12 total per year).
- QA/QC for scope deliverables, services provided.
- Budget analysis and reporting to the District Finance Manager as needed (quarterly - 4 memos assumed).

Agenda Item C-4

Task 2 – Monthly Committee Meetings

This task is for participation in monthly Water/Wastewater Committee meetings. The budget for this task is on a per-meeting basis, assuming 12 meetings per year. Duties include:

- Attendance at Water/Wastewater Committee meetings, and pre-meetings with District staff, including travel time and mileage.
- Prepare material, agenda, reports and figures to discuss water system related items with the Water/Wastewater Committee.
- Topics may include: water system planning, regulatory items, drinking water permitting items, water system project development, capital improvement plans, operation and maintenance, financial planning/cost estimates, scheduling/logistics, and development of District policy.

Task 3 – Board Meetings and Staff Reports

This task is for attendance and support at Board of Direction public meetings. The budget for this task is on a per-meeting basis, assuming attendance at 4 quarterly Board meetings per year. Duties include:

- Quarterly water system update for the Board of Directors.
- Preparation and delivery of public presentations, including any supporting material such as technical exhibits and figures.
- Includes preparation of Staff Reports for the Board agenda.

Task 4 – Regulatory and Permitting Assistance

This task is for as-needed assistance with regulatory compliance or water system-related permitting to outside agencies. This includes State Water Resources Control Board – Division of Drinking Water (DDW), Department of Water Resources (DWR), other state agencies and local public agencies.

- **Ongoing general service activities:**
 - Review and track pertinent regulations and changes in standards that could have impact or compliance requirements for the District.
 - Interact and meet with agency officials as-needed to define requirements and development action plans for the District.
 - Prepare reports and memos for District staff to summarize findings and recommendations.
- **Specific Activities included in Fiscal Year 2018/19 budget:**
 - Water Supply Audit (SB 555) – oversee and provide QA/QC of the annual SB 555 report. Support and activities will be conducted by District staff.
 - CASGEM - collection of groundwater levels and preparing of annual reports.
 - NPDES permit - review and provide QA/QC of annual report prepared by the District Operator (Veolia).

- **Upcoming activities in Fiscal Year 2018/19 that may require separate scope.**
 - Cross-Connection Control Program: under general services LSCE has been assisting with the cross-connection control program that was directed by DDW. This has involved reviewing standards and regulations and meeting with the District and DDW to develop an approach that minimizes impacts to residents. The FY 18/19 General Services budget includes a technical memorandum from LSCE to: 1) provide guidance and recommendations, 2) develop framework for an ordinance on cross-connection control; and 3) provide options for conducting a survey to meet DDW requirements and minimize impact to residents. A separate scope may be needed depending on the involvement of LSCE required to develop and ordinance and implement a program.

Task 5 – Capital Improvement Planning Assistance

This task is for as-needed assistance with capital or maintenance projects. This includes evaluation of new water supply projects, technical assessment of alternatives, preparation of preliminary designs and basis-of-design, and/or development of scope and budget for engineering, construction and permitting of new water supply projects.

- **Specific Activities included in annual budget:**
 - CIP Items for Well 8 /Newport Storage / Willow Filter. LSCE is providing technical support for the District’s well siting study, evaluation of project alternatives for onsite or offsite treatment, relating projects to the Master Plan water demand basis.
 - Develop approach for Water Master Plan. The 2012 Master Plan provided a direction for water supply projects to meet the regulated capacity of the system. LSCE will assist, as-needed, to develop a scope for the next water master plan to address changes in the system since 2012 (e.g. water demand and meters) and prepare asset management planning to maintain and update existing water system infrastructure.

Estimate of Budget

LSCE proposes a budget of \$65,000 per year to provide general engineering services for Fiscal Year 2018/19 as described in the tasks above. A budget estimate worksheet is attached showing the estimated number of hours for each task (see attached). The budget estimate includes the anticipated meetings and assistance as described above.

LSCE will bill monthly for labor and materials, only as incurred, in accordance with LSCE’s current Schedule of Fees for Engineering and Field services (attached). In the event that LSCE is required to be involved in general services activities that deviate from the scope or are more time intensive than anticipated, LSCE will provide notification of any potential changes in the estimated budget for general engineering services.

Enclosures

- **Budget Estimate Worksheet**
- **2018 Fee Schedule**

MR. DAVIES AND MS. BREITSTEIN
JULY 30, 2018
4

We appreciate the opportunity to provide this proposed scope and budget for the Town of Discovery Bay.

Sincerely,

LUHDORFF & SCALMANINI
CONSULTING ENGINEERS

Justin Shobe, P.E.
Senior Engineer

Client: Discovery Bay CSD
 Project: General Services FY18/19
 Estimated By: J Shobe
 Date: 30 July 2018

PROJECT COST ESTIMATE



| Task | Billing Level | PROFESSIONAL | | | | TECHNICAL | CLERICAL | LSCE Subtotals | DIRECT EXPENSES | | Direct Expenses Subtotals | Totals |
|---|-----------------------------------|------------------------|---------------------|----------------------|--------------------|----------------|------------------|-----------------|-----------------|-----------------------|---------------------------|-----------------|
| | | Principal Professional | Senior Professional | Project Professional | Staff Professional | ACAD Drafting | Clerical Support | | Travel | Copies / Reproduction | | |
| | Billing Rate (\$/Hr) | \$202 | \$182 | \$165 | \$130 | \$125 | \$72 | | Lump | Lump | | |
| Task 1 Contract Management | LSCE (hours) | 0 | 14 | 0 | 0 | 0 | 0 | | | | | \$2,548 |
| | LSCE (cost) | \$0 | \$2,548 | \$0 | \$0 | \$0 | \$0 | | | | | \$0 |
| | Sub-Consultant (cost) | | | | | | | | \$0 | \$0 | | \$0 |
| | Direct Expenses (cost) | | | | | | | | | | | |
| | Subtotals (cost) | --- | --- | | --- | --- | --- | \$2,548 | | --- | \$0 | \$2,548 |
| Task 2 Monthly Committee Meetings | LSCE (hours) | 0 | 68 | 0 | 0 | 0 | 0 | | | | | \$12,376 |
| | LSCE (cost) | \$0 | \$12,376 | \$0 | \$0 | \$0 | \$0 | | | | | \$0 |
| | Sub-Consultant (cost) | | | | | | | | \$1,056 | \$110 | | \$1,166 |
| | Direct Expenses (cost) | | | | | | | | | | | |
| | Subtotals (cost) | --- | --- | | --- | --- | --- | \$12,376 | | --- | \$1,166 | \$13,542 |
| Task 3 Board Meetings and Staff Reports | LSCE (hours) | 0 | 40 | 0 | 0 | 0 | 0 | | | | | \$7,280 |
| | LSCE (cost) | \$0 | \$7,280 | \$0 | \$0 | \$0 | \$0 | | | | | \$0 |
| | Sub-Consultant (cost) | | | | | | | | \$352 | \$110 | | \$462 |
| | Direct Expenses (cost) | | | | | | | | | | | |
| | Subtotals (cost) | --- | --- | | --- | --- | --- | \$7,280 | | --- | \$462 | \$7,742 |
| Task 4 Regulatory and Permitting Assistance | LSCE (hours) | 5 | 65 | 30 | 30 | 0 | 0 | | | | | \$21,690 |
| | LSCE (cost) | \$1,010 | \$11,830 | \$4,950 | \$3,900 | \$0 | \$0 | | | | | \$0 |
| | Sub-Consultant (cost) | | | | | | | | \$0 | \$110 | | \$110 |
| | Direct Expenses (cost) | | | | | | | | | | | |
| | Subtotals (cost) | --- | --- | | --- | --- | --- | \$21,690 | | --- | \$110 | \$21,800 |
| Task 5 Capital Improvement Planning Assistance | LSCE (hours) | 5 | 40 | 20 | 20 | 40 | 0 | | | | | \$19,190 |
| | LSCE (cost) | \$1,010 | \$7,280 | \$3,300 | \$2,600 | \$5,000 | \$0 | | | | | \$0 |
| | Sub-Consultant (cost) | | | | | | | | \$0 | \$110 | | \$110 |
| | Direct Expenses (cost) | | | | | | | | | | | |
| | Subtotals (cost) | --- | --- | | --- | --- | --- | \$19,190 | | --- | \$110 | \$19,300 |
| | Total LSCE Hours | 10 | 227 | 50 | 50 | 40 | 0 | 377 | | | | |
| | Total LSCE Cost | \$2,020 | \$41,314 | \$8,250 | \$6,500 | \$5,000 | \$0 | \$63,084 | | | | \$63,084 |
| | Total Sub-Consultant Cost | | | | | | | | | | | \$0 |
| | Total Direct Expenses Cost | | | | | | | | \$1,408 | \$440 | \$1,848 | \$1,848 |
| | Total Cost | | | | | | | | | | | \$64,932 |



Luhdorff & Scalmanini
 Consulting Engineers

500 FIRST STREET WOODLAND, CALIFORNIA 95695

SCHEDULE OF FEES - ENGINEERING AND FIELD SERVICES
 2018

Professional:*

| | |
|-------------------------------|------------------|
| <i>Senior Principal</i> | \$205/hr. |
| <i>Principal Professional</i> | \$202/hr. |
| <i>Project Manager</i> | \$190/hr. |
| <i>Senior Professional</i> | \$182/hr. |
| <i>Project Professional</i> | \$142 to 170/hr. |
| <i>Staff Professional</i> | \$120 to 130/hr. |

Technical:

| | |
|------------------------------|------------------|
| <i>Engineering Inspector</i> | \$120 to 130/hr. |
| <i>ACAD Drafting/GIS</i> | \$125 to 130/hr. |
| <i>Engineering Assistant</i> | \$100/hr. |
| <i>Technician</i> | \$100/hr. |

Clerical Support:

| | |
|----------------------------------|----------|
| <i>Word Processing, Clerical</i> | \$72/hr. |
|----------------------------------|----------|

| | |
|---|---------------|
| <i>Vehicle Use</i> | \$0.55/mi. |
| <i>Subsistence</i> | Cost Plus 15% |
| <i>Groundwater Sampling Equipment (Includes Operator)</i> | \$170.00/hr. |
| <i>Copies</i> | .20 ea. |

| | |
|--|-----------------------|
| <i>Professional or Technical Testimony</i> | 200% of Regular Rates |
| <i>Requested Technical Overtime</i> | 150% of Regular Rates |
| <i>Outside Services/Rentals</i> | Cost Plus 15% |
| <i>Services by Associate Firms</i> | Cost Plus 15% |

* Engineer, Geologist, Hydrogeologist, and Hydrologist



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

September 5, 2018

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

MRD

Agenda Title

Discussion and Possible Action Regarding a Scope of Services by Harris & Associates for an Assessment District Review of Lighting and Landscape Zones in Discovery Bay.

Recommended Action

Approve "Scope of Services" from Harris & Associates to conduct an Assessment District Review in an amount not to exceed \$24,750.00 and authorize the General Manager to execute all documents associated therewith.

Executive Summary

Town parks and landscaping are divided into (5) five Zones. Three of the Zones are owned by the County and two of the Zones are owned by the Town. Town lighting and landscaping is provided to the three County Zones by means of a Maintenance Agreement which has rolled-over year to year under the same terms since 2008. The cost to properly maintain and make capital improvements in some Zones is exceeding revenue. Each Zone is unique in how it is funded, and each Zone is strictly restricted to spending its own Zone revenue. Cross-Zone spending is not allowable. Town-owned Zone 8 has become revenue-challenged, because it bears the burden of underwriting Community Center costs. The entire Community enjoys the services, features and benefits of the Community Center, but since the Community Center is in Zone 8, the other Zones are prohibited from contributing funds to its operations and maintenance.

Properly funding and servicing our Town parks, lighting, landscaping and Community Center at a level the Town expects and deserves has become a complex challenge, which exacerbates each coming year.

Staff recommends the Town engage the services of Harris & Associates to provide us analysis and strategic alternatives for solving our Zone difficulties. Harris and Associates is recommended by our legal counsel as having competence and experience in this field.

Harris & Associates has provided the attached Assessment District Review Scope of Services with a lump sum cost of \$24,750.

Previous Relevant Board Actions for This Item

Attachments

Harris & Associates – Assessment District Review – Scope of Services.



Harris & Associates®

August 10, 2018

Mike Davies
General Manager
Discovery Bay CSD
1800 Willow Lake Road
Discovery Bay, CA 94505-9376

RE: Assessment District Review

Dear Mike,

Based on our discussions last week and review of the provided documentation, we have prepared the following scope of work and fee as a phase one of the project. As part of the first step, we would review the existing landscape and lighting districts and provide recommendations and a analysis of options that are available to the CSD in order to adequately fund the required maintenance. This scope of work includes a presentation to the Board to present the analysis and to determine the support for moving forward with one of the alternatives.

SCOPE OF SERVICES

Scope of Services

Harris has prepared the following scope of work to prepare an update to your Development Impact Fees (DIF) as well as to provide an update to your Park-in-Lieu fees and related ordinances.

Task 1

Review the County's LL-2 (Zones 35, 57 and 61) which currently levies an assessment on parcels within the Town of Discovery Bay CSD to fund the maintenance of improvements and services. This would include the Contra Costa LL-2 Identify any changes to the current assessment methodology, benefit zones, or contributions for general benefit that would be needed if a property owner ballot election was conducted to increase assessments to comply with the requirements of Article XIII (D) of the California State Constitution (Proposition 218).

Task 2

Review the current cost for maintenance of the improvements (parks and landscaping of roadway medians and landscape borders) within LL-2 and prepare a recommended allocation of revenues if the CSD were to request that the County remove zones 35, 37 and 61 from LL-2 and transfer responsibility for those areas to the CSD.

Task 3

Identify the actions required and timeline of needed actions should the CSD desire to request the County transfer Zones 35, 57 and 61 in time for any assessments to be included on the FY 19-20 property tax roll.

Task 4

Identify those parcels within the Town of Discovery Bay CSD that receive a special benefit from the improvements within Zone 8. This would include parcels within the Town of Discovery Bay CSD but not currently within Zone 8 (if any), and parcels within the County (if any) that receive a special benefit from the improvements that are not within the CSD.

Task 5

Identify any zones of benefit that may be required to reflect the difference in special benefit received by parcels within the CSD based upon the services provided or proximity to the improvements.

Task 6

Identify the level of funding that would need to be generated from a new assessment to maintain the improvements within the CSD at a level to meet the community's needs, including the establishment of a reserve fund for the future replacement or rehabilitation of the improvements.

Task 7

Review alternatives for the allocation of the current ad-valorem property tax revenues the CSD receives based upon benefit zones identified in Task 5.

Task 8

Develop a preliminary assessment methodology and identify the typical assessments be required by land use type, including any benefit zones, for the formation of a new assessment district by the Town of Discovery Bay CSD to replace the County's current LL-2 and the CSD's Zone 8 & 9. An Excel model will be developed which will allow the comparison of alternative assessment rates or assessment methodologies in a timely and cost-effective manner.

Task 9

Meet with District staff to review our findings and recommendations, preliminary assessment methodology(s), assessment rates for typical parcels within the CSD, benefit zones and other data. Assist District staff in presenting recommended strategy to the District's Board of Directors in a workshop setting. Develop a detailed implementation plan based upon the direction received from the Board.

Data required from District:

1. Information on current maintenance costs and other costs to be funded by the assessment district.
2. Estimated annual contribution that would be required for future capital repairs or rehabilitation (Harris can assist the CSD in the development of this information but this work is not included in the tasks listed above)
3. Copies of available documents related to the districts, including formation documents, prior year budgets or historical maintenance costs.

PROPOSED FEES

This work will be completed for a lump sum of \$24,750 and invoices would be submitted to the CSD based upon the percent of work completed the prior month. This includes attendance at up to three meetings at the CSD's office.

Please feel free to give me a call if you have any questions. Our team is excited about the opportunity to work with the Discovery Bay CSD. We would welcome the opportunity to further discuss our proposed scope of work and fees if you have any questions or comments.

Sincerely,

HARRIS & ASSOCIATES



K. Dennis Klingelhofer, P.E.
Vice President, Public Finance
(949) 536-2505
Dennis.Klingelhofer@WeAreHarris.com



Alison Bouley, PE
Senior Director, Public Finance
(949) 536-2513
Alison.Bouley@WeAreHarris.com



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

September 5, 2018

Prepared By: Michael R. Davies, General Manager

Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Discussion and Possible Action to Acquire the Sanitation Facilities at the Harbor Bay Condominiums Tract No. 6274.

Recommended Action

Direct the General Manager to work with legal counsel to acquire ownership of the sanitation facilities at Harbor Bay Condominiums Tract #6274 (Lot 3).

When the Discovery Bay Community Services District was formed it acquired from Sanitation District No.19 the ownership and maintenance responsibility of the sanitation facilities at Harbor Bay Condominiums (aka, Blue Roofs). It was recently discovered that the sanitation facilities at one of the three tracts located at Harbor Bay had not officially been turned over to Sanitation District No. 19.

The sanitation facilities at Harbor Bay are located across three tracts (#6272, #6273 & #6274). Staff recently discovered that on December 12, 1989, the County accepted into Sanitation District No. 19 the sanitary facilities for two of the three Harbor Bay tracts. It appears that the third tract (#6274) was inadvertently omitted due to an administrative oversight by the County. The Harbor Bay Condominiums Association has written to the Town expressing its desire that the Town rectify the oversight and acquire the ownership and maintenance responsibility for the sewer facilities on Tract #6274 (Lot 3).

Staff brought this matter before the Board on June 6, 2018. The Board directed staff to investigate and assess the condition of the sanitation facilities on Tract #6274 prior to acquiring Town ownership. Town staff as well as Veolia personnel conducted an assessment.

Veolia's report is attached, and Town staff is in concurrence that the sanitary facilities at Tract #6274 has no major flaws or issues. Since Town formation, Town ownership of all the sanitation facilities at Harbor Bay has been presumed. Over the years, the Town has provided ongoing service and maintenance to all three tracts and staff suggests that this responsibility continue.

Staff recommends that the Town correct the County's administrative oversight by accepting the sanitation facilities at Harbor Bay Condominiums Tract #6274 and directing the General Manager to work with legal counsel to acquire ownership.

Previous Relevant Board Actions for This Item

June 6, 2018 BOD Meeting.

Attachments

Veolia Assessment Report.
Letter from Harbor Bay Condominiums Association dated April 17, 2018.

AGENDA ITEM: G-2

Harbor Bay Condos Phase III

FROM

Berney Sadler
Project Manager
Discovery Bay Project
VEOLIA NORTH AMERICA

TO

Mike Davies
General Manager
Town of Discovery Bay

Mike,

After reviewing the video, checking manhole condition (three (3) manhole covers were sealed and had to be hammered to be broke lose), flushing the main sewer line on Yawl and Trawler to the main line on Marina. We didn't find any major flaws or issues. We (Veolia) did noticed two small sags in the sewer line that could become issues somewhere in the future. These small sags are commonly found in older lines; they can be caused by various things (compaction during installation, ground settling/shifting over the years, etc.) but currently does not pose any current issues. Veolia recommends The Town of Discovery Bay accept this section of sewer.

Any questions please do not hesitate to contact me.



Berney Sadler

HARBOR BAY CONDOMINIUMS ASSOCIATION

c/o Cornerstone Community Management

1800 Hamilton Ave. #210 San Jose, CA 95125

408-448-3080 FAX 408-448-3084

bill@cornerstonemgt.biz

April 17, 2018

Michael R. Davies, General Manager
Town of Discovery Bay
1800 Willow Lake Road
Discovery Bay, CA 94505-9376

Re: Harbor Bay Condominiums – sewer lines

Dear Mr. Davies:

In response to your letter dated April 9, 2018 regarding the transfer of sewer facilities in Tract #6274, and in answer to your questions, please consider the following:

#1) Harbor Bay Condominium Association does desire the Town to acquire the ownership and maintenance responsibility for the sewer Facilities on Lot 3, Tract #6274.

#2) The Board of Directors of Harbor Bay Condominium Association has the legal authority to act on behalf of all the individual condominium owners in Tract #6274.

#3) Legal Name and business address of the association is:

Harbor Bay Condominium Association
1800 Hamilton Ave #210
San Jose, CA 95125-5635

Sincerely,



Bill Forrester
Association Manager
On behalf of the Board of Directors



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

September 5 , 2018

Prepared By: Brian Miller, Parks and Landscape Manager 
Submitted By: Michael R. Davies, General Manager

Agenda Title

Discussion and Possible Action to Renovate the existing Dog Park Turf- 3 Locations.

Recommended Action

- #1) Close the Dog Park October 1, 2018.
- #2) Renovate the existing Turf Areas - Conditional Opening Date: April 1, 2019.

Executive Summary

The Community Center Dog Park Opened in Spring of 2015. Three years have passed with no major work or improvements to the Dog Park. Staff would like to close the Dog Park – Remove the bench that is located under the Pine Tree, regrade that area to provide surface drainage and reduce saturation, and reseed the lawn area in the Large and Small Dog Park.

The east side of the Large Dog Park needs to have a major weed kill/ control and will have temporary fencing installed. The area will be seeded with grass seed and will open when the grass is mature. The money will come out of the Community Center Budget - 8440 Landscape Maintenance, approximately \$3000.00

Option #1 - Remove existing asphalt, base rock, haul away, install sprinklers, soil and grass seed, approximate cost \$30,000.00.

Option #2 - Install Dog Friendly Synthetic Turf over existing Asphalt. \$56,000.00.

Funding for Options TBD.

Previous Relevant Board Actions for This Item: N/A

Attachments

Byron Municipal Advisory Council

Father Ron Schmit, 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

6:00 p.m.

July 24, 2018

MEMBERS PRESENT: Chair Schmit, Vice Chair Thuman and Councilmember Nisen

MEMBERS ABSENT: Councilmember Lopez

PRESENTATION OF COLORS: Led by Chair Schmit

APPROVAL OF AGENDA: Motion to approve the Agenda as presented made by Councilmember Nisen. Second by Vice Chair Thuman. Motion carried 3-0. AYES: Schmit, Thuman and Nisen.

PUBLIC COMMENTS: Patty Bristow – Parking on Main Street; Jonathan Door – speed limit on Byron Hwy reduced to 25MPH; Jack Nix – Trucks on Camino Diablo and SR3/Armstrong Road Connector; Paula Wherety – Community Park & Trees project.

AGENCY REPORTS:

- a. **East Contra Costa Fire Protection District:** Chief Ross Macumber provided the activity report for the month of June.
- b. **Office of the Sheriff:** Tony Fontenot, Crime Prevention Specialist provided the activity report for the month of June and introduced the new Delta Station Commander, Lt. Matt Foley.
- c. **California Highway Patrol:** Officer Donnie Thomas provided the activity report for the month of June.
- d. **Office of Supervisor Diane Burgis:** Chip seal project along Byron Hwy in Byron; Vasco Road delineators will be replaced in the fall; Byron playground structure will be open to the public within the next couple weeks; Vacant seat on the Byron MAC.

CONSENT ITEMS:

- a. **Approval of Record of Actions for May 22, 2018:** Motion to the Record of Actions as presented made by Vice Chair Thuman. Second made by Councilmember Nisen. Motion carried: 3-0. AYES: Schmit, Thuman and Nisen.

PRESENTATIONS:

- a. None.

ITEMS FOR DISCUSSION AND/OR ACTION:

- a. **Agency Comment Request DP18-3002/RZ18-3240 – Applicant requests approval of a Development Planned Unit District with a Rezone; proposed uses include outdoor solar power generation, grazing, honey bee forage, habitat, and other agricultural uses:** Intersect Power included in the development plan the proposed future Airport Connect to site maps C.301 and C100. The Byron MAC stands by their March 28, 2018 vote - “Motion by Councilmember Lopez to approve with the condition that Intersect Power works with CCTA on 239 and Byron Connector, and road improvements to Byron Highway. Second made by Councilmember Nisen. Motion carried 5-0. AYES: Schmit, Thuman, Lopez, Maggiore and Nisen.”
- b. **Discuss adding a “No Overnight Parking” sign on Main Street:** Motion to deny made by Chair Schmit. Second made by Vice Chair Thuman. Motion carried 3-0. AYES: Schmit, Thuman and Nisen.

CORRESPONDENCE/ANNOUNCEMENTS:

- a. R-05/15/18 Contra Costa County Zoning Administrator Agenda for May 21, 2018
- b. R-05/18/18 Contra Costa County Planning Commission Agenda for May 23, 2018
- c. R-05/29/18 Contra Costa County Zoning Administrator Agenda for June 4, 2018
- d. R-05/25/18 Cancellation Notice for the Contra Costa County Planning Commission Agenda for June 13, 2018

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

- e. R-06/08/18 Contra Costa County Zoning Administrator Agenda for June 18, 2018
- f. R-06/19/18 Contra Costa County Planning Commission Agenda for June 27, 2018
- g. R-06/19/18 Contra Costa County Zoning Administrator Agenda for July 2, 2018
- h. R-07/06/18 Contra Costa County Planning Commission Agenda for July 11, 2018
- i. R-07/06/18 Contra Costa County Zoning Administrator Agenda for July 16, 2018
- j. R-07/16/18 Cancellation Notice for the Contra Costa County Planning Commission Agenda for July 25, 2018

FUTURE AGENDA ITEMS

- a. Presentation on St. Anne's Village
- b. Masterplan for Downtown Improvement Projects
- c. Welcome to Byron Sign

ADJOURNMENT

There being no further business before the Byron Municipal Advisory Council, Chair Schmit adjourned the meeting at 7:01pm. The next scheduled Byron Municipal Council meeting will be held Tuesday, August 28, 2018 at 6:00p.m. located at St. Anne's Church – 2800 Camino Diablo, Room 1A in Byron.