



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 19, 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 19, 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 September 5, 2018.
2. Approve Register of District Invoices.
3. Approve Capacity Fee Charge Report for Fiscal Year 2017-2018.
4. Approve Annual Disclosure pursuant to California Government Code Section 53065.5.

D. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report.

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of August 2018.

F. 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 Implement an Employee Sick Leave Incentive Program.

G. DIRECTORS' REPORTS

1. Standing Committee Reports.
2. Other Reportable Items.

H. MANAGER'S REPORT

I. GENERAL MANAGER'S REPORT

1. Update on Groundwater Sustainability Agency Activities.
2. Update Regarding the Website – Agenda and Minutes Page.

J. CORRESPONDENCE RECEIVED

1. Received – Contra Costa County Aviation Advisory Committee meeting minutes for July 12, 2018.
2. Received – Contra Costa County Aviation Advisory Committee meeting minutes for August 9, 2018.
3. Received – East Contra Costa Fire Protection District meeting minutes for August 6, 2018.
4. Received – East Contra Costa Fire Protection District meeting minutes for August 17, 2018.
5. Received – State Route 4 Bypass Authority meeting minutes for June 14, 2018.

K. FUTURE AGENDA ITEMS

L. ADJOURNMENT

1. Adjourn to the regular meeting on October 3, 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



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 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. – By President Graves.
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)

Public Comment Regarding:

- The Fire Station front appearance and speeding on Discovery Bay Boulevard.

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.

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. Supervisor Diane Burgis, District III Report – No report.
2. Sheriff's Office Report – Lieutenant Foley – Provided the details of the Sheriff Report regarding the reported activity for the month of August. There was discussion regarding the Neighborhood Watch meeting in Ravenswood and the number of speeding citations.
3. CHP Report – Officer Thomas provided an update for the month of August. There was discussion regarding the additional reporting and patrolling by the CHP.

E. LIAISON REPORTS

None

F. PRESENTATIONS

1. River Otters Presentation.

River Otters Representative – Rick Pearce – Provided details regarding the River Otters season; River Otters Team has 109 swimmers, swim league includes Discovery Bay, Tracy, Ripon, Manteca, Modesto, and Turlock; Discovery Bay is the smallest team and still placed 4th at the league championship. The River Otters presented to the Town a Plaque and the Board congratulated the Rivers Otters Team. There was discussion regarding the River Otters Team and parent involvement for the team.

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.

General Manager Davies – Provided the details regarding the scope of services for the Assessment District Review of Lighting and Landscape Zones in Discovery Bay; a representative will be available to attend the next Board meeting of September 19, 2018 and the recommendation is to table the item until then.

Motion by: Director Pease to table the item and place on the next agenda dated September 19, 2018.

Second by: Director Leete.

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

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

President Graves – Turned the meeting over to Vice-President Mayer due to conflict of interest.

General Manager Davies – Provided the details regarding the Sanitation Facilities at the Harbor Bay Condominiums. There was discussion regarding the report from Veolia.

Motion by: Director Pease to direct the General Manager to work with legal counsel to acquire ownership of the sanitation facilities at Harbor Bay Condominiums Tract #6274 (Lot 3).

Second by: Director Leete.

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

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

Parks and Landscape Manager Miller – Provided the details related to the renovation of the existing Dog Park Turf in 3 locations. There was discussion regarding the quote for removal of the asphalt, possible work to be done by JW Backhoe (Legal Counsel to review), fencing off the area and taking care of the weeds, (completed by Town Staff). The work will begin on October 1, 2018; taking care of the Small Dog Park, Upper East Side Dog park, and leave the asphalt for discussion at a future meeting.

Legal Counsel Streeter – Provided details regarding the project related to prevailing wage.

General Manager Davies – Stated that the process will begin by October 1, 2018, Water and Wastewater Manager Koehne will approach JW Backhoe, and then for Legal Counsel to review. The signs will be posted for the closure at the Dog Park, the Community Center and on the Website.

H. MANAGER'S REPORT

No report.

I. DIRECTORS' REPORTS

1. Standing Committee Reports

Director Leete – Provided details regarding the Contra Costa County Treasury Advisory meeting.

President Graves – Provided details regarding the Water and Wastewater meeting related to an update on the Master Plan.

2. Other Reportable Items

None..

J. GENERAL MANAGER'S REPORT

No report.

K. CORRESPONDENCE RECEIVED

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

L. FUTURE AGENDA ITEMS

None

M. ADJOURNMENT

1. The meeting adjourned at 7:39 p.m. 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.

//cmc – 09-07-18

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



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date
September 19, 2018

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 \$ 346,119.39

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 19, 2018
Town of Discovery Bay CSD
For Fiscal Year's 7/18 - 6/19

Veolia Water North America	\$280,813.11
U.S. Bank Corporate Payment System	\$13,151.65
J.W. Backhoe & Construction, Inc.	\$10,560.00
Luhdorff & Scalmanini	\$8,713.31
Stantec Consulting Services Inc	\$5,391.25
Neumiller & Beardslee	\$5,061.00
Brentwood Press & Publishing	\$4,733.00
BrightView Landscape Services, Inc.	\$3,440.00
Cash	\$3,008.00
Univar	\$1,504.05
U.S. Bank	\$1,400.00
Brentwood Ace Hardware	\$1,071.78
Water Utility Customer	\$1,036.06
Lucia Peters	\$819.00
Mt. Diablo Resource Recovery	\$789.56
Verizon Wireless	\$760.91
Karina Dugand	\$711.00
Matrix Trust	\$685.24
Smearred Paint	\$427.50
Cintas	\$399.39
ReliaStar Life Insurance Company	\$275.00
American Water Works Association	\$269.00
Comcast	\$221.03
Office Depot	\$219.70
MailFinance	\$214.58
Bay Area News Group	\$163.80
Alhambra	\$150.28
Denalect Alarm Company	\$96.00
WorleyParsons Group, Inc.	\$34.19
	<hr/>
	\$346,119.39



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Meeting Date
September 19, 2018

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

Agenda Title

Approve Capacity Fee Charge Report for Fiscal Year 2017-2018.

Recommended Action

Approval of the Capacity Fee Charge Report for the Fiscal Year 2017-2018.

Executive Summary

Each year, the District is required to prepare a “Capacity Fee Charge” Report within 180 days of the end of each fiscal year. The report identifies those charges deposited into the District’s capacity charges account, the amount in the account, how and when the charges were expended, and a description of all improvements completed or to be completed with the capacity charge funds.

For FY 2016/17, Water capacity charges in the amount of \$480,150.00 and Wastewater capacity charges in the amount of \$526,554.00 were collected in the fiscal year. An additional \$40,590.00 has also been paid to account for administrative, connection and inspection fees and charges.

The District has a number of projects that will be moving forward which require the expenditure of these funds. The projects are included in the Town’s Five-Year Capital Improvement Program.

Fiscal Impact:

Amount Requested \$ N/A
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

This is an annual action of the Board.

Attachments

Capacity Fees Collected for 2017-18.

Capacity Fee Totals Received FY 2017-2018

Customer	Admin/Connect/Ispect Fee	W Cap Fee	WW Cap Fee
Echelcon Inc.	\$ 410.00	\$ 4,850.00	\$ 12,030.00
Kiper Homes	\$ 39,360.00	\$ 465,600.00	\$ 490,464.00
Jeremy Satterlee	\$ 410.00	\$ 4,850.00	\$ 12,030.00
Curtis & Lani Maloney	\$ 410.00	\$ 4,850.00	\$ 12,030.00

Total \$40,590.00 \$480,150.00 \$526,554.00



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

September 19, 2018

Prepared By: Lesley Marable, Accountant
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Approve Annual Disclosure pursuant to California Government Code Section 53065.5.

Recommended Action

Receive and File (No Action Necessary).

Executive Summary

California Government Code Section 53065.5 requires special districts to disclose the following:

53065.5. Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

Subsequently, the attached list of reimbursements for the FY ending June 30, 2018 complies with Government Code Section 53065.5.

This is an annual disclosure.

Fiscal Impact:

Amount Requested \$ N/A

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

N/A

Attachments

Reimbursements for the FY ending June 30, 2018.

AGENDA ITEM: C-4

**Annual Compliance Report for FY 2017/2018
Government Code Section 53065.5**

Date	Name	Reason	Reimbursement Amt.
07/09/17	Bill Mayer	Hotel/Conference	\$603.98
09/28/17	Bill Mayer	Hotel/Conference	<u>\$644.04</u>
			\$1,248.02
09/28/17	Bill Pease	Mileage/Conference	\$140.17
09/28/17	Bill Pease	Hotel/Conference	<u>\$704.04</u>
			\$844.21
09/28/17	Chris Steele	Mileage/Conference	\$140.17
09/28/17	Chris Steele	Hotel,Meals/Conference	<u>\$999.67</u>
			\$1,139.84
09/28/17	Kevin Graves	Mileage/Conference	\$165.52
09/28/17	Kevin Graves	Hotel/Conference	<u>\$981.91</u>
			\$1,147.43
09/28/17	Michael Davies	Mileage/Conference	<u>\$139.10</u>
			\$139.10
09/28/17	Robert Leete	Hotel/Conference	<u>\$644.04</u>
			\$644.04
11/10/17	Sheredan Hart	Mileage	<u>\$114.49</u>
			\$114.49

**Town of Discovery Bay, CA
Water & Wastewater**

MONTHLY OPERATIONS REPORT

Aug 2018

3231 Days of Safe Operations
159,493 worked hours since last recordable incident

TRAINING:

- **Safety**
 - **West Monthly Regional Safety Webinar**
 - **Ladder Safety**

- **Operation**
 - **None this month**

REPORTS SUBMITTED TO REGULATORY AGENCIES:

- **Monthly Discharge Monitoring Report (DMR)**
- **Monthly electronic State Monitoring Report (eSMR)**
- **Monthly Coliform Report, State Water Board (DDW)**

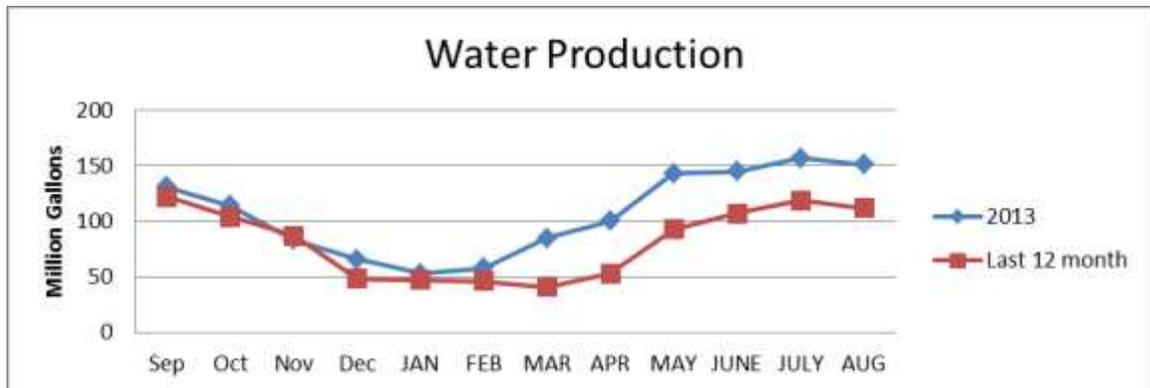
WATER SERVICES

Groundwater Well:

- 1B - Active
- 2 – Active
- 4 – Active
- 5B - Active (Standby only)
- 6 – Active
- 7 - Active

2018 Monthly Water Production Table (MG):

January	February	March	April	May	June
41	46	41	53	93	107
July	August	September	October	November	December
119	112				





Chemical Usage:



Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls	Fire Hydrant Flushing
• 16	• 0	• 0	• 0	• 3

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>July Lab Data</i>	<i>Aug Lab Data</i>
Flow, MG Effluent, monthly total		35	36
Flow, MG Daily Influent Flow, avg.	N/A	1.4	1.4
Flow, MG Daily Discharge Flow, avg.	2.35	1.1	1.2
Effluent BOD ₅ , lbs/d, monthly avg.	350	16	10
Effluent TSS, lbs/d, monthly avg.	200*	5	5
Effluent BOD ₅ , mg/L, monthly avg.	20	2	1
Effluent TSS, mg/L, monthly avg.	10*	1	0.5
Total Coli form 7 day Median Max	23	ND	ND
Total Coli form Daily Maximum	240	240	ND
% Removal BOD ₅ , monthly avg.	85% min.	99%	99%
% Removal, TSS, monthly avg.	85% min.	99%	99%
Electrical Conductivity, umhos/cm annual avg.	2100	2171	2165

*New TSS Limit went into effect

National Pollution Discharge Elimination System (NPDES):

NPDES Related Excursions	Permit Parameter	NPDES Parameter Limit	Actual Parameter Result
• 0	• N/A	• N/A	• N/A

COLLECTION

Lift Station Status:

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
• 15	• 0	• 0	• 43

Performed weekly lift station inspections

Sewer System:

- Collection sanitary sewer line assessment pushed to Sept..
- flushed/CCTV will be performed after assessment
- manhole & covers will be inspected during assessment.

MAINTENANCE

Preventive and Corrective:





Call & Emergency Responses

Call Outs	Emergencies
7	0

Regular Hours	Overtime
1893	21

TERMS

WWTP

WASTEWATER TREATMENT PLANT

WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date
September 19, 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.



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 19, 2018

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

MRD

Agenda Title

Discussion and Possible Action to Implement an Employee Sick Leave Incentive Program.

Recommended Action

Approve an employee Sick Leave Incentive Program as described below.

Town employees accumulate 3.08 hours of sick leave per pay period, which is 80 hours a year. Employees can accrue a maximum on 160 hours of sick leave. The purpose of a sick leave incentive program is to discourage abuse and absenteeism and provide incentive to employees to accumulate sick leave for when it may be needed for an extended illness for themselves or to provide care for a family member.

On August 23, 2018, staff brought before the Internal Operations Committee a variety of sick leave incentive programs being used by other agencies. These plans were discussed and evaluated by the Committee.

The Internal Operations Committee’s recommendation is that the Board approve the following Sick Leave Incentive Program applicable only to Regular Full-Time Employees.

Regular Full-Time Employees who have been continuously employed with the Town for at least one full payroll year, may elect annually during the first week of November to exchange sick leave for its cash equivalent according to the following schedule:

SICK LEAVE USAGE NOV 1 THRU OCT 31	CASH CONVERSION
Less than 8 hours	16 hours
Less than 16 hours	12 hours
Less than 24 hours	08 hours
Less than 32 hours	04 hours

Cash conversion to be paid to the employee on or before December 15th of that year.

Previous Relevant Board Actions for This Item

Attachments

None.



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date
September 19, 2018

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

MRD

Agenda Title

Update on Groundwater Sustainability Agency Activities.

Recommended Action

Information Only.

As you know, Discovery Bay CSD is a Groundwater Sustainability Agency ("GSA") which has entered into a Memorandum of Agreement with 7 other East County GSAs to share costs and develop a Groundwater Sustainable Plan ("GSP"). We draw from the Tracy Sub Basin which is geographically located in Contra Costa County, San Joaquin County & Alameda County. The following information will bring you up to date on our group activities:

1. We have made application to DWR to split the Tracy Sub Basin along the Contra Costa – San Joaquin County line. This application was uploaded to the Department of Water Resources (DWR) website on September 11, 2018. DWR has indicated that the Application is complete. The 30-day public comment period ends midnight October 11, 2018 and we are expecting to receive a Draft determination of approval by the end of November, 2018. Final approval is expected by the end of February 2019. The website to submit comments is: <https://sgma.water.ca.gov/basinmod/modrequest/comments/229>
2. The Initial Notification of Preparation of a GSP was submitted to DWR on February 12, 2018. If the Basin Boundary Modification is approved, then a stand-alone GSP will be prepared for East Contra Costa County. If the Basin Boundary Modification is not approved, then one GSP will need to be prepared covering the portion of the Tracy Sub Basin overlapping both East Contra Costa County and San Joaquin County.
3. The City of Brentwood has been working with DWR to complete the Grant Agreement that will provide \$1,000,000 of funding towards preparation of the GSP. Assuming that the Basin Boundary Modification is approved, the \$1,000,000 will be split equally between the two county areas. We expect the agreement to be finalized by the end of 2018.
4. We will be sending out a Stakeholder Survey in early October inviting Interested Parties that we believe are Stakeholders in the GSP to comment or express concerns about the elements that will be included in the GSP. The website for more information is: <https://www.eccc-irwm.org/sgma.html>

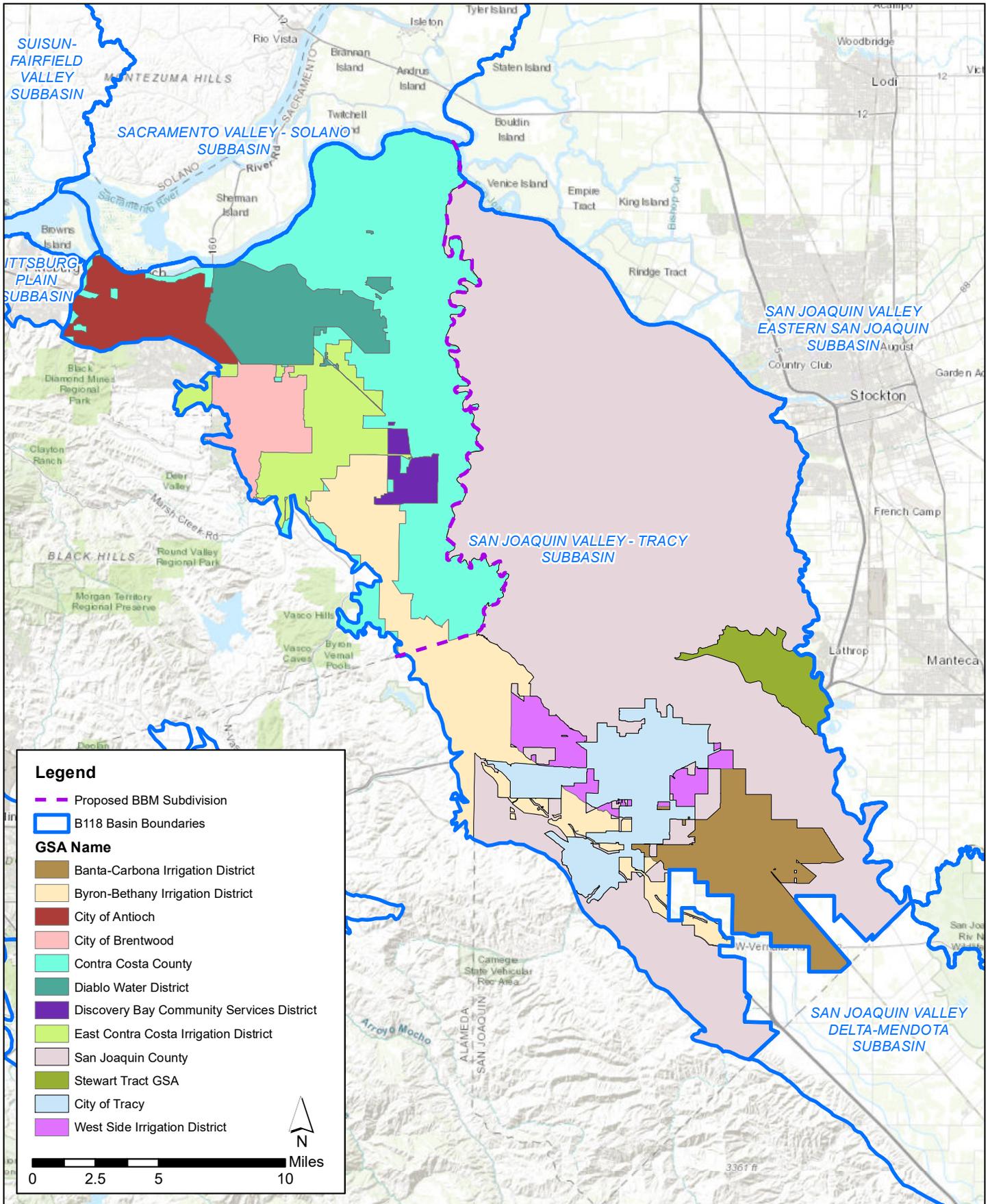
As a GSA, we encourage ongoing public comment at our Board and Water/Wastewater Committee meetings concerning our activities as a GSA as well as accept input and comment on the Basin Boundary Modification and development of the GSP.

Previous Relevant Board Actions for This Item

April 5, 2017 – Resolution 2017-07.

Attachments: Map Display of Requested Basin Boundary Modification.

AGENDA ITEM: I-1



FINAL

**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
July 12, 2018**



MEETING CALLED: Chair, Maurice Gunderson called the meeting to order at 10:00 AM.

PRESENT: **Emily Barnett, Secretary**, Member At-Large
Roger Bass, District II
Mike Bruno, Airport Business Association
Dale Roberts, District I
Maurice Gunderson, Chair, Member At-Large
Derek Mims, City of Pleasant Hill
Ronald Reagan, District III
Russell Roe, District V
Eric Meinbress, Member At-Large
Tom Weber, Vice Chair, District IV

ABSENT: **Keith McMahon**, City of Concord

STAFF: Keith Freitas, Director of Airports
Alina Zimmerman, Airport Administrative Assistant

**OPENING COMMENTS
BY CHAIR:**

Chair Maurice Gunderson welcomed the attendees.

**PUBLIC COMMENT
PERIOD:**

Keith Freitas introduced Russell Milburn to the AAC as the Airports' new Assistant Director of Airports for Operations. Russell was recruited ten years ago from Missouri as an Operations Specialist. Mr. Milburn promoted up to an Airport Safety Officer IV and recently was selected as the Assistant Director of Airports for Operations.

Captain Drew Pagenkopf introduced himself to the AAC as the Flight Safety Officer for Travis Air Force Base (TAFB). The TAFB will be hosting their biannual Mid-Air Collision Avoidance (MACA) fly-in safety seminar that will take place on August 18, 2018. Attendees must register and complete the required DD 2402 form by July 28, 2018 in order to attend. Captain Pagenkopf also informed the AAC that fuel will not be sold at TAFB and that each pilot is limited to one passenger. For any questions, call the Travis Flight Safety Office at (707) 424-1115.

Maurice Gunderson reminded all AAC members to respond to quorum count emails sent from Airport staff to inform them whether or not attendance can be made. This will give staff an advanced notice whether a quorum will be reached or not.

**APPROVAL OF
REVISED 5/10/18
MINUTES:**

Moved by Derek Mims; seconded by Maurice Gunderson. Approved Yes: Emily Barnett, Roger Bass, Mike Bruno, Dale Roberts, Ron Reagan, Russell Roe, Eric Meinbress, and Tom Weber. No: None. Abstained: None. Absent: Keith McMahon.

**APPROVAL OF
CONSENT ITEMS:**

Moved by Russell Roe; seconded by Derek Mims. Approved Yes: Emily Barnett, Roger Bass, Mike Bruno, Dale Roberts, Maurice Gunderson, Ronald Reagan, Eric Meinbress, and Tom Weber. No: None. Abstained: None. Absent: Keith McMahon.

PRESENTATIONS:

a. Presentation of the Final Rates and Charges for Contra Costa County Airports

The final draft for Contra Costa County Airports' Rates and Charges were presented to the AAC for final review and comment before bringing it before the Airport Committee then to the Board of Supervisors (Board). Keith Freitas brought up a few items to the AAC's attention including: 1) new insurance certificate late fees; and 2) new runway/taxiway obstruction fees. There was some discussion regarding the two hour time limit on the runway/taxiway obstruction fee, however it was agreed that the time limit would remain at two hours. The AAC were impressed and thanked Airport staff for all the hard work that was put into the proposed project.

DISCUSSION/ACTION ITEMS:

a. Discussion of Items Pulled from Consent

There were no items pulled from consent.

b. Discuss the Protocol for Advisory Bodies When There is a Lack of a Quorum

Staff contacted County Counsel to clarify the protocols when there is a lack of a quorum. The following are the proper protocols to follow:

- No quorums means no meeting should be held (this includes no discussions)
- If Airport staff (Clerk) knows ahead of time that there will not be a quorum, the Clerk may cancel the meeting and send out a cancellation notice
- If Airport staff (Clerk) does not know ahead of time and too few members are present, the Chair should announce the meeting is adjourned to a future date

One risk of the AAC members continuing to meet, even though there is not a quorum, is that committee members will start talking about things that are not publicly noticed, in violation of the Brown Act.

c. Review and Discuss Nominees for the Contra Costa County Airports Recognition Award

This item was deferred to the AAC's next meeting on August 9th.

d. Review and Approve Request to use Approximately \$49,250 of Mariposa Community Benefit Fund to Perform an Update to the Byron Airport Chapter of the Airport Land Use Compatibility Plan

While conducting the General Plan Amendment (GPA), an update to the Byron Chapter of the Airport Land Use Compatibility Plan (ALUCP) was deemed necessary in order to be consistent with the GPA and Airport Master Plan. The total cost to update the Byron Chapter of the ALUCP is \$49,250. Airport staff is requesting to use an additional \$49,250 of the Mariposa Community Benefit Funds to update the Byron Chapter and are requesting support from the AAC prior to receiving approval from the Airport Committee.

A motion was made to support Airport staff to use \$49,250 of Mariposa Community Benefit Funds to update the Byron Chapter of the GPA:

Moved by Derek Mims; seconded by Russell Roe. Approved Yes: Emily Barnett, Roger Bass, Mike Bruno, Maurice Gunderson, Dale Roberts, Ron Reagan, Eric Meinbress, and Tom Weber. No: None. Abstained: None. Absent: Keith McMahon.

e. Discuss the Update Regarding the Byron Airport Public Viewing Plaza Location

The Chair discussed the struggles the AAC has had in getting three key pieces of information needed in order to move forward with the proposed Byron public viewing plaza project: 1) demand; 2) suitable location; and 3) enough funds

At the AAC's meeting in May, a recommendation was given to form a working group and put together a proposal that would answer these three questions listed above. Ronald Reagan agreed to be in the working group and agreed to do research on the demand, location, and cost. He will provide the AAC an update at the next meeting in August.

f. Discuss a Proposed Accessible Restroom at the Buchanan Field Viewing Plaza

The AAC discussed a desire for a larger temporary restroom at the Buchanan Field viewing plaza and weighed the pros and cons. Keith Freitas explained to the AAC the negative impact of having one is that it is more expensive and may be used negatively by the public. Airport staff plans to have public restrooms included with the new Terminal building.

g. Memorial to Acknowledge all Individuals and Businesses who Contributed to the Transformation of the Public Viewing Plaza

A memorial was placed sometime ago to recognize the individuals and businesses who contributed to the Buchanan Field viewing plaza. However, due to weather conditions over the years, the memorial was slowly damaged. A new plaque was made and put inside a kiosk to protect it from the weather. It was mentioned that a separate entity's name, Buchanan for Kids, was not mentioned. Airport staff will add Buchanan for Kids to the memorial plaque.

h. Discuss the Update Regarding the 4.6 Acre Parcel on the Northwest Corner of Marsh Drive and Solano Avenue

This piece of property is located on the northwest corner of Marsh Drive and Solano Avenue. Airport staff put out a solicitation and received multiple letters of interest, initially. Staff then sent out a Request for Proposals and received two in return. A selection committee ranked the two proposals – the top ranked proposal was a partnership between StoragePRO, Inc. and Deutscher Properties Corporation and the second ranked proposal was from Montecito Commercial Group, LLC.. In June, the Board approved staff to negotiate a ground lease in priority ranking order. The top ranked entity is proposing a combination of storage units and office space.

i. Discuss the June 8, 2018 Eastern Contra Costa Envision County Summit that was held at the Byron Airport

A summit meeting was held at the Byron Airport in June. The focus was on the Byron connector road and the financial benefit it would have on the surrounding communities, plus economic development opportunities in East Contra Costa County (ECCC). There is a big push to create jobs in ECCC and it was noted that Buchanan Field and Byron Airport could play a big role in that regard. Some of the presenters included: Martin Engelmann with Contra Costa Transportation Authority; Dr. Sean Wright, Mayor for the City of Antioch; Gus Vina, City Manager for the City of Brentwood; Kevin Romick, Councilmember for the City of Oakley; Amalia Cunningham, Contra Costa County Department of Conservation and Development, and Airport staff.

j. Discuss the Airport Committee June 13, 2018 Meeting

The Airport Committee was canceled and rescheduled to be held on Wednesday, July 18, 2018 at noon.

k. Discuss the Airport Land Use Commission's May 17 and June 21, 2018 Meetings

The AAC discussed the Airport Land Use Commission (ALUC) meetings that took place in May and June. Two items discussed were: a proposed ARCO gasoline station and a proposed 144 residential unit subdivision with associated infrastructure. There was some concern that the proposed ARCO gasoline station, which is located about one-half mile from the approach end of Runway 19R at Buchanan Field, could be a potential safety hazard. An aeronautical study for the gasoline station was completed and in April and May, the ALUC received written confirmation from the Federal Aviation Administration (FAA) and Kimley-Horn Associates that the proposed structure does not exceed obstruction standards and would not be a hazard to air navigation.

For the proposed 144 residential unit subdivision structure, there was concern that the project is in an area where aircraft noise exists and may be nuisance to future residents given that it is within the flight path and/or maneuvering area of Buchanan Field runways. Based on reviewing the information, ALUC staff determined that the project site is well outside any safety zone or noise contours. However staff will have to abide by Airport Land Use Compatibility Plan (ALUCP) Countywide policy 4.4.3 and inform prospective property buyers about the potential airport activity impacts. The AAC staff plans to discuss noise outreach efforts at their next meeting in August.

FUTURE AGENDA ITEMS/COMMENTS

- Memorial to Acknowledge all Individuals and Businesses who Contributed to the Transformation of the Public Viewing Plaza
- Byron Viewing Plaza
- Travis Air Force Base Event on August 18, 2018
- Noise Outreach for Individuals/businesses that live next to Buchanan Field Airport
- Recognize John Koehler's "Around the World" Memory Flight

ADJOURNMENT: The meeting was adjourned by the Chair at 11:22 AM.

DRAFT

**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MEETING MINUTES
August 9, 2018**



MEETING CALLED: Chair, Maurice Gunderson called the meeting to order at 10:01 AM.

PRESENT:

Roger Bass, District II
Mike Bruno, Airport Business Association
Donna Dietrich, Airport Neighbor –Pacheco
Steven Starratt, Airport Neighbor – Byron Airport
Dale Roberts, District I
Maurice Gunderson, Chair, Member At-Large
Derek Mims, City of Pleasant Hill
Ronald Reagan, District III
Russell Roe, District V
Eric Meinbress, Member At-Large

ABSENT:

Emily Barnett, Secretary, Member At-Large
Keith McMahon, City of Concord
Tom Weber, Vice Chair, District IV

STAFF:

Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports – Administration
Russell Milburn, Assistant Director of Airports – Operations
Alina Zimmerman, Airport Administrative Assistant

OPENING COMMENTS

BY CHAIR:

Chair Maurice Gunderson welcomed the attendees.

PUBLIC COMMENT

PERIOD:

Keith Freitas made a public comment regarding notification of a radio frequency change on August 16, 2018 from Nut Tree Airport (VCB). There was concern from Mr. Freitas and multiple flying club members out of Byron Airport (C83) of the frequency change as it is the same frequency change as C83. No formal notice was given from VCB regarding the frequency change. Staff has contacted the Federal Aviation Administration (FAA) and Federal Communications Commission (FCC) about the issue and will continue to provide updates as they come.

Bob Thompson of Pacific States Aviation, Inc. made a public comment regarding a potentially beneficial program through Pacific Gas and Electric Company (PG&E) where PG&E will inspect and replace all lighting with LED lights and finance the project on your PG&E bill (On Bill Financing) at zero percent over three years. Mr. Thomson explained this

program is a great way to update your facility at zero cost. Please contact Mr. Thompson, if interested.

AAC Chair, Maurice Gunderson, who is also President of the Mount Diablo Pilots Association (MDPA), announced their annual MDPA Barbeque that will take place on August 25, 2018 at the Buchanan Field Airport (CCR) Clubhouse. Please visit mdpa.org for more details and to sign up.

Introduction of the New AAC Members: Donna Dietrich Representing the Community of Pacheco and Steven Starratt Representing the Communities of C83

The Chair introduced two new members on the AAC and asked for a brief introduction. Donna Dietrich manages a 328-unit, Concord Cascade mobile home park that is located directly across from the west side of CCR. Ms. Dietrich explained some of her interests including noise impact and becoming familiar with the daily operations and activities at CCR as it pertains to her work and residence.

Steven Starratt has lived in Discovery Bay since 1981 and has been involved in aviation since the mid-70s. He has a private pilot license with a single and multi-engine land instrument rating. He currently works in the insurance industry as a District Coordinator for northern California. Mr. Starratt has a UAS certificate and is interested in learning more of Unmanned Aircraft Systems (UAS a.k.a “drones”). Both members look forward to seeing growth at both airports.

APPROVAL OF REVISED 7/12/18 MINUTES:

Moved by Roger Bass; seconded by Mike Bruno. Approved Yes: Derek Mims, Dale Roberts, Ron Reagan, Russell Roe, Maurice Gunderson, Eric Meinbress, Donna Dietrich, and Steven Starratt. No: None. Abstained: None. Absent: Emily Barnett, Tom Weber, and Keith McMahon.

APPROVAL OF CONSENT ITEMS:

Moved by Russell Roe; seconded by Ronald Reagan. Approved Yes: Roger Bass, Mike Bruno, Dale Roberts, Maurice Gunderson, Derek Mims, Donna Dietrich, Steven Starratt, and Eric Meinbress. No: None. Abstained: None. Absent: Emily Barnett, Tom Weber, and Keith McMahon.

DISCUSSION/ACTION ITEMS:

a. Discussion of Items Pulled from Consent

Ronald Reagan, representing District III on the AAC, requested to pull the Monthly Operations Report for June. There was concern regarding the significant drop in numbers for C83 fuel consumption and skydiving flights. C83 fuel dropped 41% due to various reasons including a fuel system upgrade to the 20-year-old fuel farm, which caused the fuel farm to go out of service for three to four weeks. Other factors included the northern California wild fires and a slight fuel price increase; however, C83 continues to be one of the lowest in the area.

The number of skydiving flights dropped from 488 to 56 primarily due to the change of ownership, but also lack of skydiving reports from the owner. Staff is working with the owner to fix the issue and expects the numbers to turnaround after one year.

b. **Review and Discuss the Travis Air Force Base Mid-Air Collision Avoidance Fly-In Seminar to Take Place on Saturday, August 18, 2018**

The AAC Chair announced Travis Air Force Base (TAFB) will be holding a safety seminar in mid-August to discuss collision avoidance in their airspace. Some of TAFB's concerns were that the wind farms southeast of the base interfere with the Air Traffic Control (ATC) radar. When the windmills are operating, controllers frequently receive false "hits" on their radar screens. Additionally, the windmills can mask legitimate radar returns. As of now the seminar is sold out. Please contact the TAFB for details.

c. **Review and Discuss the "Around the World – Memory Flight" that Started on June 1, 2018 out of Buchanan Field, Performed by Buchanan Airport Hangar Owners Association Tenant John Koehler**

The AAC discussed the around the world memory flight performed by John Koehler – tenant of the Buchanan Airport Hangar Owners Association at CCR. He is a private pilot with an instrument rating and built his Van's RV-9a aircraft at CCR. Mr. Koehler started his journey on June 1, 2018 and dedicated it his mother, May Koehler, who passed in 2013 from complications of Alzheimer's disease. In her memory, Mr. Koehler hopes to utilize the flight to conduct awareness and raise funds for Alzheimer's research through the Alzheimer's Association of American. To read the full story and follow his journey, please visit <https://memoryflightrtw.weebly.com/>.

d. **Review and Discuss the Noise Management Program's Noise Abatement Procedures Program and Materials for Buchanan Field Airport**

Airport staff discussed the noise program to inform and remind pilots and flight schools of the published noise abatement procedures. CCR is one of the few airports in the country that has a grandfathered noise ordinance allowed by the FAA before they established their own set of regulations. These procedures are voluntary; however, pilots are encouraged to follow the program in an effort to minimize the noise impact on the surrounding communities. Please note that pilots should proceed as directed by the ATC Tower. In addition, applicable regulations are always superseded by safety.

One of the biggest challenges staff face is disseminating this information to the public. It was suggested to contact the ATC Tower and ask of any common procedures when flying into an airport you are not familiar with. Staff will continue to research ways to educate the public of the airport noise program. For more information, please visit <http://www.contracosta.ca.gov/3804/Buchanan-Field-Noise-Program>.

e. Review and Discuss Nominees for the Contra Costa County Airports Recognition Award

The AAC reviewed two nominations and made a motion based upon the criteria that was established by the AAC on September 14, 2017.

A motion was made to select Warren Large of Concord Jet Center as the recipient of the Contra Costa County Airports Recognition Award. The award will be presented at the AAC's next meeting in September.

Moved by Maurice Gunderson; seconded by Roger Bass. Approved Yes: Ronald Reagan, Mike Bruno, Dale Roberts, Russell Roe, Derek Mims, Eric Meinbress, Donna Dietrich, and Steven Starratt. No: None. Abstained: None. Absent: Emily Barnett, Tom Weber, and Keith McMahon.

f. Discuss the Update Regarding the Byron Airport Public Viewing Plaza Location

Ronald Reagan, District III representative on the AAC, gave an update on the proposed C83 public viewing plaza location that was requested under public comment back on January 11, 2018. Mr. Reagan reached out to the Antioch Herald, Contra Costa Herald, Brentwood Press, and Byron school district to get public assistance on the proposed project. The general public did not have much input; however, of the elected officials that Mr. Reagan reached out to, many were positive and presented the AAC with alternate solutions. Keith Freitas suggested incorporating the Patriot Jet Team (PJT) as they are well-known amongst the communities and highly involved with surrounding schools. More research needs to be done. Updates will be given as they come.

FUTURE AGENDA ITEMS/COMMENTS

- Discuss the Nut Tree Airport frequency change
- Present the Contra Costa County Airports Recognition Award to Warren Large of Concord Jet Center
- Discuss the ideas of adding a summary of updates section to future AAC agendas

ADJOURNMENT: The Chair adjourned the meeting at 11:19 AM in memory of the five individuals involved in the Santa Ana plane crash: Scott Shepherd, Lara Shepherd, Floria Hakimi, Navid Hakimi, and Nasim Ghanadan.



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

Stephen Smith
Susanna Thompson
Sandra Strobel

Brian Oftedal – President
Joy Benson – Vice President
Joe Young

Erick Stonebarger
Adam Langro
Susan Morgan

Meeting Minutes **Monday, August 06, 2018**

1. Call to Order: (6:33 pm)

2. Pledge of Allegiance (6:34 pm)

Brookdale Cortona Park Residents were recognized for their support of the community and led the Pledge of Allegiance.

3. Roll Call: (6:39 pm)

Directors Present: Langro, Morgan, Oftedal, Smith, Stonebarger, Thompson, Young

Directors Absent: Benson, Strobel

4. Presentations: (6:39 pm)

- a. Colleen Haley of California Special Districts Association presented Director Smith with a Special Districts Leadership Foundation Recognition in Special District Governance Certificate.

5. Public Comment: (6:46 pm)

There was one (1) Public Speaker – Hal Bray

6. Consent Calendar: (6:50 pm)

- a. Approve Minutes of July 2, 2018 Board of Directors Meeting
- b. Approve Minutes of July 19, 2018 Board of Directors Special Meeting

- c. Approve Minutes of July 27, 2018 Board of Directors Special Meeting
- d. Receive and File Report on Reimbursements Over \$100 for Fiscal Year 2017/18
- e. Award Contract for Weed Abatement Services

Motion by: Director Young to approve consent item a.
Second by: Director Smith
Vote Carried 6:0:1
Ayes: Langro, Morgan, Oftedal, Smith, Thompson, Young
Noes:
Abstained: Stonebarger
Absent: Benson, Strobel

Motion by: Director Young to approve consent items b, c, d, and e.
Second by: Director Smith
Vote Carried 7:0:0
Ayes: Langro, Morgan, Oftedal, Smith, Stonebarger, Thompson, Young
Noes:
Abstained:
Absent: Benson, Strobel

7. Finance Committee Report: (6:51 pm)

- a. Accept Annual Financial Audits for Fiscal Years 2015/16 and 2016/17.

Amy Meyer from Maze & Associates presented the Basic Financial Statements for the subject fiscal years.

There was no (0) Public Speaker

Motion by: Director Young to accept the Annual Financial Audits for FY15/16 & FY16/17
Second by: Director Smith
Vote Carried 7:0:0
Ayes: Langro, Morgan, Oftedal, Smith, Stonebarger, Thompson, Young
Noes:
Abstained:
Absent: Benson, Strobel

- b. Introduce, Waive First Reading and Call for Public Hearing on Ordinance Adopting Fees for Cost Recovery: (7:06 pm)

There was one (1) Public Speaker – Jessica Lachance

Motion by: Director Smith to Introduce, Waive First Reading and Call for Public Hearing on Ordinance Adopting Fees for Cost Recovery

Second by: Director Langro

Vote Carried 6:1:0

Ayes: Langro, Morgan, Oftedal, Smith, Stonebarger, Thompson

Noes: Young

Abstained:

Absent: Benson, Strobel

8. Station 55 Ad-Hoc Advisory Committee Report:(7:19pm)

- a. Approve District Loan to the City of Oakley to Complete Funding Plan for Construction of Station 55

There were four (4) Public Speakers – Jessica Lachance, Mark Whitlock, Janet Aubert and Bryan Scott.

Motion by: Director Morgan to Adopt a Resolution to Approve District Loan to the City of Oakley to Complete Funding Plan for Construction of Station 55, as amended with a revised element # 3 under the Fire Chief's delegation of authority to read: "Any documents he deems necessary to provide for the transfer of any ~~or~~ and all fire impact fees collected by the City to the District until such time as the loan is full paid off."

Second by: Director Young

Vote Carried 6:1:0

Ayes: Langro, Morgan, Oftedal, Smith, , Thompson, Young

Noes: Stonebarger

Abstained:

Absent: Benson, Strobel

9. Report of the Fire Chief / Informational Staff Reports:(8:31pm)

- a. Fire Prevention Bureau Update
- b. California Special District Association District Transparency Certificate Update
- c. Strategic Planning Update

- d. Legislative Update
- e. Operational Update for July 2018
- f. Public Outreach & Education Activities Update

There was one (1) Public Speaker – Jessica Lachance

10. Board Reports and Requests:(8:48pm)

Directors Thompson, Morgan, Smith and Young provided updates on District-related activities performed and events attended over the past month.

11. Closed Sessions: (8:57pm)

- a. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6
Agency Designated Representative: Glenn Berkheimer
Employee Organizations: International Association of Fire Fighters Local 1230/East Contra Costa Battalion Chiefs Association and United Clerical, Technical & Specialized Employees AFSCME, Local 2700

12. Report of Closed Session Actions : (9:25pm)

No reportable actions were taken and direction was given to the District's Negotiator.

13. Date and Place of Next Meeting: Monday, September 10, 2018 6:30 P.M. at Brentwood City Council Chambers, 150 City Park Way, Brentwood: (9:25pm)

14. Adjourn: (9:26pm)



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

Stephen Smith
Susanna Thompson
Sandra Strobel

Brian Oftedal – President
Joy Benson – Vice President
Joe Young

Erick Stonebarger
Adam Langro
Susan Morgan

Meeting Minutes

Strategic Planning Session

Friday, August 17, 2018, 9:00 a.m.
Brentwood City Hall
2nd Floor - Terrace View Conference Room
150 City Park Way, Brentwood

1. Call to Order: (9:07 a.m.)
2. Roll Call: (9:07 a.m.)

Directors Present: Benson, Langro, Morgan, Oftedal, Smith, Stonebarger, Strobel,
Thompson, Young

Directors Absent:

3. Pledge of Allegiance: (9:08 a.m.)
4. Public Comment: (9:08 a.m.)

There were no (0) public comments.

5. Strategic Planning Presentation, Discussion and Direction: (9:09 a.m.)
 - a. Review Prior Research and Direction
 - b. Strategies (for each Goal)
 - c. Next Steps

6. Adjourn: (1:45 p.m.)

STATE ROUTE 4 BYPASS AUTHORITY
Antioch - Brentwood - Oakley and Contra Costa County

JOINT EXERCISE OF POWERS AGENCY

June 14, 2018

The regular Board meeting of the STATE ROUTE 4 BYPASS AUTHORITY was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California, by Chair Diane Burgis at 7:13 P.M.

ROLL CALL

PRESENT: Doug Hardcastle (Oakley), Robert (Bob) Taylor (Brentwood), and Chair Diane Burgis (Contra Costa County)

ABSENT: Sean Wright (Antioch)

STAFF: Dale Dennis, Program Manager

PUBLIC COMMENT

There was no public comment.

CONSENT ITEMS

On motion by Director Hardcastle, seconded by Director Taylor, the Authority adopted the CONSENT ITEMS, as shown. The motion carried by the following vote:

AYES: Hardcastle, Taylor, Burgis
NOES: None
ABSTAIN: None
ABSENT: Wright

- A. APPROVED minutes of the April 12, 2018 meeting (*May 10, 2018 meeting cancelled.*)
- B. APPROVED the 2017/18 End of Year Work Plan and Budget.
- C. APPROVED the 2018/19 Work Plan and Budget.
- D. APPROVED amendments to Consulting Services Agreements with the following consultants to extend the term of the agreements through the dates listed below, with no other changes to the agreements; and AUTHORIZED the Secretary, or designee, to execute the amendments on behalf of the Authority.

7. AUTHORIZED the Secretary or designee to sign any escrow agreements prepared for this project to permit direct payment of retention into escrow or the substitution of securities for moneys withheld by the Authority to ensure performance under the contract pursuant to Public Contract Code Section 22300.
8. Pursuant to Public Contract Code Section 4114, DELEGATED the Board's functions under Public Contract Code Sections 4107 and 4110 to the Secretary or designee.
9. DECLARED that, should the contract award be invalidated for any reason, the Board in any event would not have awarded the contract to the second listed bidder or any other bidder but instead would have exercised its discretion to reject all the bids received. Nothing herein shall prevent the Board from awarding the contract to another bidder in cases where the successful bidder establishes a mistake, refuses to sign the contract, or fails to furnish required bonds or insurance (see Public Contract Code Sections 5100-5107).

DETERMINATION ITEMS

A. RECEIVED Status Report on Projects Associated with the Former SR4 Bypass

Program Manager Dale Dennis reported that the Balfour Road Interchange project was on schedule and a traffic switch was expected in the next few weeks for the eastbound direction. In the last quarter, improvements for traffic in both directions was expected to be completed.

BOARDMEMBER COMMENTS

As earlier reported, due to the Mayors' Conference scheduled for July 12, 2018, the Authority meeting scheduled for that date would be cancelled.

ADJOURNMENT

Chair Burgis adjourned the State Route 4 Bypass Authority meeting at 7:15 P.M. to the next meeting scheduled for Thursday, August 9, 2018.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk