



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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

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

**Regular Board Meeting**  
**Wednesday, October 17, 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

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**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday October 17, 2018  
REGULAR MEETING 7:00 P.M.**

**Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

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

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

1. Call business meeting to order 7:00 p.m.
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 October 3, 2018.
2. Approve Register of District Invoices.

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

1. Veolia Report – Month of September 2018.

**E. PRESENTATIONS**

1. Summer Jam/Lions Club Check Presentation.

**F. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action Regarding Adoption of Resolution No. 2018-12 Increasing the Individual Expenditure Limits for the Town's Alternative Depository for Certain District Funds.
2. Discussion and Possible Action Regarding the Recreation Services Department Annual Report.
3. Discussion and Possible Action Regarding the Additional Striping of the Community Center Parking Lot.
4. Discussion and Possible Action Regarding the Adoption of Resolution No. 2018-13 Amending the Conflict of Interest Code for 2018.
5. Discussion and Possible Action Regarding the Award of Bid for the Newport PLC & SCADA System Upgrade Project.

**G. DIRECTORS' REPORTS**

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

**H. MANAGER'S REPORT**

**I. GENERAL MANAGER'S REPORT**

**J. CORRESPONDENCE RECEIVED**

1. Received East Contra Costa Fire Protection District meeting minutes for September 10, 2018.
2. Received Contra Costa County Aviation Advisory Committee meeting minutes for August 9, 2018.
3. Received Contra Costa County Aviation Advisory Committee meeting minutes for September 13, 2018.
4. Received State Route 4 Bypass meeting minutes for September 13, 2018.

**K. FUTURE AGENDA ITEMS**

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

(Government Code Section 54957.7)

**M. CLOSED SESSION:**

1. Conference with Legal Counsel - Anticipated Litigation Pursuant to Government Code Section 54956.9(b)  
One Potential Case.

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

(Government Code Section 54957.1)

**O. ADJOURNMENT**

1. Adjourn to the regular meeting on November 7, 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 October 3, 2018**

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

**Community Center**

**1601 Discovery Bay Boulevard, Discovery Bay, California**

**Website address: [www.todb.ca.gov](http://www.todb.ca.gov) **SDLF Gold-Level of Governance****

**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 Director Pease.
3. Roll Call – All present with the exception of Director Leete and Director Steele.

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

Public Comment Regarding:

- Traffic enforcement on Clipper Drive.
- Traffic enforcement on Discovery Bay Boulevard and Highway 4 intersection.

There was discussion regarding traffic enforcement in Discovery Bay, a diagram presented of Discovery Bay Boulevard and Highway 4 intersection and a letter to be drafted for an expedited plan of correction sent to Assemblymember Jim Frazier.

Legal Counsel Pinasco – Clarification on the letter regarding traffic enforcement for an expedited plan of correction sent from the Board and addressed to Assemblymember Jim Frazier. The discussion continued regarding the letter to be signed by the General Manager.

- The Fire Department frontage cleaned up.
- Traffic enforcement 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 September 19, 2018.
2. Approve Register of District Invoices.

Motion by: Director Pease to approve the Consent Calendar.

Second by: Vice-President Mayer

Vote: Motion Carried – AYES: 3 – President Graves, Vice-President Mayer, Director Pease, NOES: 0, ABSENT: 2 – Director Leete, Director Steele.

**D. AREA AGENCIES REPORTS / PRESENTATION**

1. Supervisor Diane Burgis, District III Report – President Graves stated report from Deputy Chief of Staff Lea Castleberry - nothing to report.
2. Sheriff's Office Report - Lieutenant Foley – Provided the details of the Sheriff Report regarding the reported activity for the month of September.
3. CHP Report – Officer Thomas provided an update for the month of September. There was discussion regarding the traffic problem, the terminology for the letter to be drafted regarding an expedited plan of correction on Discovery Bay Boulevard and Highway 4, and to cc the letter to the CHP Commander - Captain Dan Seaman from the Martinez Office.

**E. LIAISON REPORTS**

None

**F. PRESENTATIONS**

1. Certificate Presentation - District of Distinction and District Transparency of Excellence.  
General Manager Davies – Provided the Certificate related to the District of Distinction and District Transparency of Excellence.  
Executive Assistant Heintl – Provided additional details regarding the District of Distinction and District Transparency of Excellence related to submitting financial audits, policies, procedures, and proof of training. The District was awarded the “Gold Level” Certificate and pictures of the Board Members were taken with the Certificates. The Board acknowledged Executive Assistant Heintl for her hard work on the task.

**G. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action Regarding Slogan “Live Where You Play in Discovery Bay”.  
General Manager Davies – Provided the details regarding the slogan “Live Where You Play in Discovery Bay”  
Executive Assistant Heintl – Provided the history and additional details regarding the slogan “Live Where You Play in Discovery Bay”  
General Manager Davies – Provided the details regarding the Slogan “Live Where You Play in Discovery Bay” related to the item presented to the Internal Operations Committee and the recommendation from that Committee to discuss with Legal Counsel and determine the process.  
Legal Counsel Pinasco – Provided the details regarding the process to register for trademark rights (the phrase used “Live Where You Play in Discovery Bay”), and submit an application for registration (which takes approximately 12 to 18 months). There was discussion regarding the cost for the process and the software used for research for Town trademark rights of the Slogan.  
Motion by: President Graves to authorize the General Manager to work with legal to pursue Town trademark rights to the slogan “Live Where You Play in Discovery Bay.”

Second by: Director Pease.

Vote: Motion Carried – AYES: 3 – President Graves, Vice-President Mayer, Director Pease, NOES: 0, ABSENT: 2 – Director Leete, Director Steele.

2. Discussion and Possible Action Regarding the Cancellation of Regular Board Meeting on November 21, 2018.

General Manager Davies – Provided the details regarding the cancellation of the Regular Board meeting on November 21, 2018. There was discussion regarding the cancellation of the Regular Board meeting and if needed a Special Board meeting can be scheduled.

Motion by: Director Pease to approve the cancellation the Regular Board Meeting of November 21, 2018.

Second by: Vice-President Mayer

Vote: Motion Carried – AYES: 3 – President Graves, Vice-President Mayer, Director Pease, NOES: 0, ABSENT: 2 – Director Leete, Director Steele.

**H. MANAGER’S REPORT**

Water and Wastewater Manager Koehne – Provided the details regarding the reduction of water use for the month of September (27% reduction).

**I. DIRECTORS’ REPORTS**

1. Standing Committee Reports

Director Pease – Provided the details of the Water and Wastewater Committee meeting on September 20, 2018 related to the Diffuser, Wastewater Master Plan Update, Operations and Maintenance (O&M) Manual, new Water Main on Discovery Bay Boulevard and possible new water main on Edgeview Drive.

President Graves – Provided the details of the California Special District Association (CSDA) Annual Conference related to establishing standards and interacting with other vendors/contractors and other Districts.

Vice-President Mayer – Provided the details of the Finance Committee meeting on September 17, 2018 related to revising Resolution No. 2015-04; Increasing Expenditure Amount for Town’s Revolving Fund.

2. Other Reportable Items – None.

**J. GENERAL MANAGER’S REPORT**

None.

**K. CORRESPONDENCE RECEIVED**

1. Received – Diablo Water District regarding the Support of Local Agencies and Water System in Contra Costa and San Joaquin Counties – September 20, 2018.
2. Received – Byron Municipal Advisory Council Meeting Minutes for August 28, 2018.
3. Received – Contra Costa Special Districts Association Quarterly Meeting Minutes for July 16, 2018.

**L. FUTURE AGENDA ITEMS**

The regular meeting adjourned at 7:38 p.m. to the Closed Session.

**M. 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 N-1.

**N. CLOSED SESSION:**

1. Conference with Legal Counsel - Anticipated Litigation Pursuant to Government Code Section 54956.9(b)  
One Potential Case.

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

(Government Code Section 54957.1)

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

**P. ADJOURNMENT**

1. The meeting adjourned at 8:15 p.m. to the next regular meeting of October 17, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 10-04-18

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



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**  
October 17, 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** \$ 1,242,483.84

**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 October 17, 2018**  
**Town of Discovery Bay CSD**  
**For Fiscal Year's 7/18 - 6/19**

U.S. Bank	\$921,505.47
Veolia Water North America	\$193,163.92
Town Of Discovery Bay CSD	\$38,402.81
Echelcon, Inc.	\$17,864.33
CaliforniaChoice Benefit Admin	\$14,919.15
Contra Costa County Treasurer-Tax Collct	\$13,232.34
U.S. Bank Corporate Payment System	\$11,225.96
J.W. Backhoe & Construction, Inc.	\$10,035.76
Cavanaugh & Associates, P.A.	\$4,750.00
I & T Backflow Testing	\$2,789.98
Kevin Graves	\$1,338.76
Univar	\$1,314.50
AT&T	\$1,263.06
Verizon Wireless	\$1,258.06
Stantec Consulting Services Inc	\$1,127.50
Robert Leete	\$992.84
Herwit Engineering	\$953.34
Karina Dugand	\$925.50
Mt. Diablo Resource Recovery	\$789.56
Matrix Trust	\$685.24
Lucia Peters	\$504.00
Comcast	\$440.69
SDRMA	\$329.51
Shannon Gay Leyen	\$315.00
Discovery Bay Designs	\$301.84
Office Depot	\$277.41
ReliaStar Life Insurance Company	\$275.00
Brentwood Ace Hardware	\$236.22
Michael Davies	\$189.92
Bay Area News Group	\$174.60
Alhambra	\$114.62
Denalect Alarm Company	\$111.00
Cintas	\$107.61
Ricoh USA, Inc	\$100.36
Cintas	\$97.07
Lesley Marable	\$92.87
Safety Drivers Ed, LLC	\$87.75
Carol McCool	\$73.14
County Of Contra Costa, Dept of Info Tec	\$54.00
Zee Medical Service Company	\$44.97
Sue Heint	\$12.21
Water Utility Customer	\$5.97
	<hr style="width: 100%; border: 1px solid black; margin-bottom: 5px;"/> \$1,242,483.84

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

**MONTHLY OPERATIONS REPORT**

**Sept 2018**

**3321** Days of Safe Operations  
**161,143** worked hours since last recordable incident

**TRAINING:**

- **Safety**
  - **West Monthly Regional Safety Webinar**
  - **Forklift Training**
  - **International Safety Week**
  - **Hand 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)**

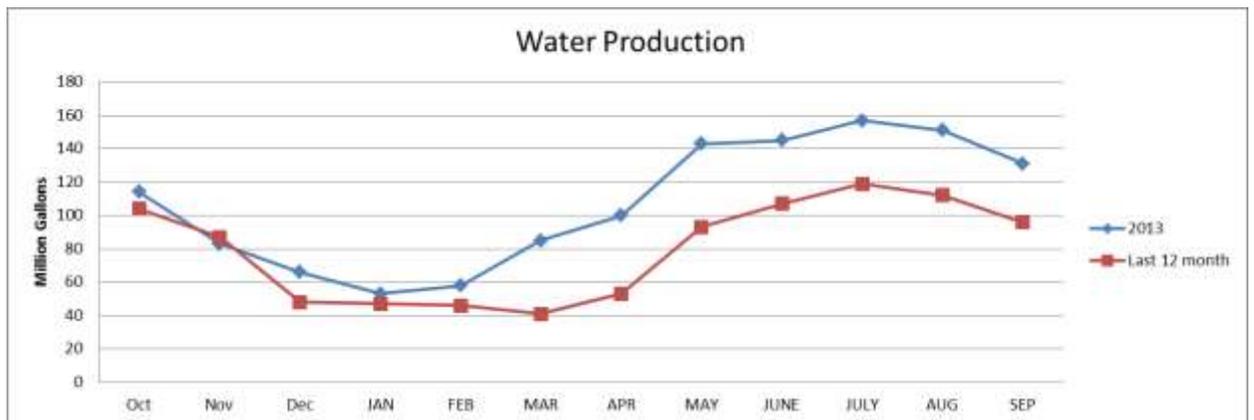
## WATER SERVICES

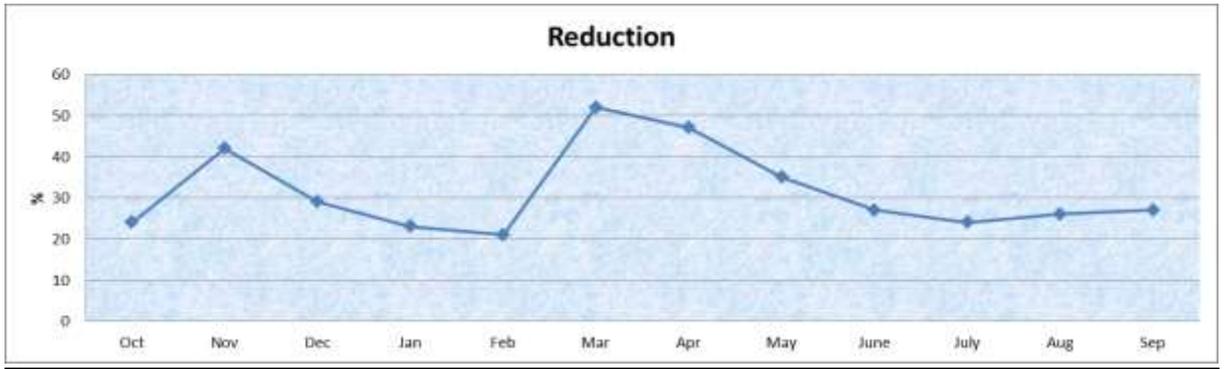
### Groundwater Well:

- 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	96			





**Chemical Usage:**



**Bacteriological Test Results:**

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls	Fire Hydrant Flushing
• 20	• 0	• 0	• 0	• 4

**WASTEWATER SERVICE**

**Wastewater Laboratory Analysis**

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>Aug Lab Data</i>	<i>Sept Lab Data</i>
Flow, MG Effluent, <b>monthly total</b>		36	35
Flow, MG Daily Influent Flow, <b>avg.</b>	N/A	1.4	1.4
Flow, MG Daily Discharge Flow, <b>avg.</b>	2.35	1.2	1.2
Effluent BOD <sub>5</sub> , lbs/d, <b>monthly avg.</b>	350	10	12
Effluent TSS, lbs/d, <b>monthly avg.</b>	200*	5	6
Effluent BOD <sub>5</sub> , mg/L, <b>monthly avg.</b>	20	2	1
Effluent TSS, mg/L, <b>monthly avg.</b>	10*	0.5	1
Total Coli form 7 day Median Max	23	ND	ND
Total Coli form Daily Maximum	240	ND	ND
% Removal BOD <sub>5</sub> , monthly avg.	85% min.	99%	99%
% Removal, TSS, monthly avg.	85% min.	99%	99%
Electrical Conductivity, umhos/cm <b>annual avg.</b>	2100	2165	2177

\*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	• 42

Performed weekly lift station inspections

**Sewer System:**

- Started collection sanitary sewer line assessment
- Flushed/CCTV will be performed after assessment
- Manhole & covers will be inspected during assessment.

## **MAINTENANCE**

**Preventive and Corrective:**





**Call & Emergency Responses**

Call Outs	Emergencies
<b>3</b>	<b>0</b>

Regular Hours	Overtime
<b>1674</b>	<b>20</b>

**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**

October 17, 2018

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

MRD

**Agenda Title**

Approve and Adopt Resolution No. 2018-12 Increasing the Individual Expenditure Limits for the Town’s Alternative Depository for Certain District Funds.

**Recommended Action**

Adopt Resolution No. 2018-12 increasing the individual disbursement from the established alternative depository revolving fund account from \$100,000.00 to \$350,000.00 with the exception of Veolia Water invoices for monthly contractual services, inter-fund transfers, and Capital Improvement Project progress payments which shall be paid from the revolving fund account but not subject to the \$350,000.00 limit.

**Executive Summary**

On March 04, 2015, the Board adopted Resolution No. 2015-04 that complied with California Government Code §53952 and provided the District the flexibility to pay authorized expenditures from the alternate depository up to \$100,000.00, with one exception, the Veolia Water monthly invoice.

As Discovery Bay begins to move forward with large Capital Improvement Projects and as operating expenses are increased Staff is requesting to increase the flexibility to pay authorized expenditures from the alternate depository up to \$350,000.00, with additional certain exceptions, the Veolia Water monthly invoice, inter-fund bank transfers and Capital Improvement Project progress payments. This enables Staff to pay larger expenses from the depository.

Staff recommends that Resolution No. 2018-12 be adopted providing that invoices from Veolia Water for their monthly service agreement, inter-bank transfers and Capital Improvement progress payments shall be the exception to the \$350,000 payment limit from the alternative depository account.

The proposed action will continue to provide the Town the flexibility to pay authorized expenditures up to \$350,000.00, with the exception of the Veolia Water monthly services invoice, inter-bank transfers and Capital Improvement progress payments.

**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**

Resolution No. 2004-08 Dated June 16, 2004, Resolution No. 2012-29 dated November 7, 2012, Resolution No. 2015-04 dated March 4, 2015.

**Attachments**

Resolution No. 2018-12.

**AGENDA ITEM: F-1**



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2018-12**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
INCREASING THE INDIVIDUAL EXPENDITURE LIMITS FOR THE TOWN'S ALTERNATIVE  
DEPOSITORY FOR CERTAIN DISTRICT FUNDS**

WHEREAS, the Town of Discovery Bay Community Services District (the "Town") Board of Directors (the "Board") currently use the Bank of Agriculture and Commerce as an authorized revolving fund for certain district funds, as allowed by Government Code § 53952(b), and approved by the Town's Resolution No. 2012-29, and

WHEREAS, the Town's Board has previously amended the Town's revolving fund expenditure limit to allow for payment to Veolia Water in excess \$100,000 for contract services when the 1%Net10 option is available to the Town by adopting Resolution No. 2015-04 which rescinded Resolution No. 2012-29 and affirmed the remaining requirements of the Town's alternative depository for certain Town funds in compliance with Government Code section 53952; and

WHEREAS, the Town desires to make an amendment increasing the Town's revolving fund's expenditure limit without any further amendment to the other requirements set forth in Government Code § 53952 as defined in the Town's Resolution No. 2015-04; and

WHEREAS, the current established individual expenditure limits from the Town's revolving fund are not exceed \$100,000 and all payments of any amount are to be authorized by the Board with two (2) signatures required; and

WHEREAS, the Board desires to increase the individual expenditure limits from the account to an amount not to exceed \$350,000 and continue to require all expenditures of any amount to be authorized by the Board with two (2) signatures required; and

WHEREAS, payments that are contractually obligated to Veolia Water, inter-fund transfers and capital improvement project progress payments shall be allowed to be paid from the Town's revolving fund and shall not be subject to the \$350,000 spending limit.

WHEREAS, the Board desires the ability to waive the \$350,000.00 individual expenditure limit of any single disbursement at a Regular or Special meeting of the Board of Directors provided that such action shall be taken independently and as a part of a Staff Report to the Board specifically addressing the disbursement.

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

**SECTION 1.** That any individual disbursement from the account shall not exceed \$350,000.00 and all expenditures of any amount from the Town's revolving fund are to be authorized by the Board of Directors at a Regular or Special meeting of the Board of Directors.

**SECTION 2.** That invoices from Veolia Water for monthly contractual services, inter-fund transfers and capital improvement project progress payments that exceed \$350,000 be authorized to be paid from the Town's revolving fund and shall not be subject to the \$350,000 spending limit.

SECTION 3. The Board of Directors may waive the \$350,000.00 limit as identified in SECTION 1, above, of any single disbursement from the Town's revolving fund at a Regular or Special meeting of the Board of Directors provided that such action shall be taken independently and as a part of a Staff Report to the Board specifically addressing the disbursement.

SECTION 3. This resolution shall take effect immediately upon its passage.

PASSED, APPROVED AND ADOPTED THIS 17<sup>th</sup> DAY OF OCTOBER, 2018.

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Kevin Graves  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on October 17, 2018, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Michael R. Davies  
Board Secretary

- NOTE: This Resolution 2018-12 does not establish the revolving fund, it only increases the existing revolving fund expenditure limit.



# Town of Discovery Bay

*“A Community Services District”*

## STAFF REPORT

Meeting Date

October 17, 2018

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

MRD

### Agenda Title

Recreation Services Department Annual Report.

### Recommended Action

Accept the 2017/18 Recreation Services Department Annual Report.

### Executive Summary

The Town of Discovery Bay is responsible for providing recreational activities to the residents of the District. The Community Center offers a wide variety of programs, services, and special events for all ages and will continue to develop programming that will stimulate, educate and enrich the lives of people within Discovery Bay that is complemented by a system of parks, recreation areas and other facilities aimed to encourage recreational and leisure time activities.

An Annual Report is an important step in building a solid foundation for the development of professional recreation services that will enhance the everyday lives of the residents of the Town of Discovery Bay. The attached report highlights the many accomplishments over the past year and Staff is proud to present the 2017/18 Recreation Services Department Annual Report.

Accept the 2017/18 Recreation Services Department Annual Report.

### Fiscal Impact:

**Amount Requested**

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

**Prog/Fund # Category:**

### Previous Relevant Board Actions for This Item

### Attachments

DRAFT 4 Recreation Annual Report FY17/18.

AGENDA ITEM: F-2



# *Recreation Services Department Annual Report*

Fiscal Year 2017-18





## *Introduction*

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This has been another year of growth and change for the Recreation Services Department within the Town of Discovery Bay Community Services District. I would like to especially thank the residents of Discovery Bay for their support and participation in our recreation programs, activities and services. I would also like to recognize the leadership and support of our Board of Directors along with our dedicated department staff who put an incredible amount of time and effort into providing a quality recreation experience for all our residents.

This second annual report continues to build upon a solid foundation for the development of professional recreation services that will enhance the everyday lives of Discovery Bay residents. We are committed to providing robust programs that capture the interest and participation of all age groups from toddlers to seniors. In the coming year, staff, along with the Board of Directors and community members, will continue having important discussions that will focus on improving our parks, community center, recreation programs, community events, resources and funding.

On behalf of the entire staff of the Town of Discovery Bay Community Services District, we are proud to present the 2017-18 Recreation Services Department Annual Report and we look forward to another fun and exciting year ahead!

*Michael R. Davies*

Michael R. Davies, General Manager  
Town of Discovery Bay CSD

## *Department Accomplishments*

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Recreation Services provides community based and age appropriate recreational programming for Discovery Bay residents and visitors. The Discovery Bay Community Center acts as the hub for these activities and is complimented by a network of parks, fields and other recreational and education venues.

### **Accomplishments, 2017-2018**

- Continued development of community based and age appropriate recreation programs, activities, and community-wide special events for Recreation Services.
- Completed the Town's first Recreation Services Department Annual Report.
- Partnered with the Discovery Bay Lions Club in hosting a second community-wide outdoor concert along with an inaugural "Paws on Parade" Dog Park event. These events generated just over \$15,000 toward improvement projects to the Discovery Bay Community Center. Projects include renovations to the large community BBQ area and improvements to the dog park.
- Developed and implemented written agreements between the Town of Discovery Bay and the following community organizations: Discovery Bay Lions Club, the Boy Scouts of America, and the River Otters Parents Booster Club.
- Entered into an agreement with GreenPlay, Inc. to provide consulting services focused on generating revenue sources for the Community Center.
- Continued expansion of regular and on-going part time/seasonal employee training programs to improve our level of service to program participants.

### **Objectives, 2018-2019**

- Continued development of community relationships with local groups and organizations such as the Discovery Bay Lions Club, the River Otters Parent Booster Club, Discovery Bay Pickleball Club, Discovery Bay Chamber of Commerce, and the Contra Costa Sheriff's Office in expanding community-wide programming and special events at the Discovery Bay Community Center.
- Develop an action plan from the completion of "Phase One, Special Board Workshop" with GreenPlay, Inc.
- Examine current pricing and cost recovery practices related to the Town's Recreation programming and facility usage fees and develop a methodology that results in fair and consistent cost recovery.
- Examine our current special interest recreational opportunities and look for new and creative ways to expand current offerings.
- Expand available marketing avenues to help increase event and program participation.

# *Program & Activity Highlights for 2017-18*

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## *Summer Jam Concerts*

In June 2017, the Town of Discovery Bay partnered with the Discovery Bay Lions Club to create a unique bi-annual community-wide “Summer Jam” event, which features many local vendors and business, shopping, food, and live music from local bay area bands who perform on a full-size professional stage. Over 3,000 residents have participated in our three Summer Jam events.

Proceeds from the Summer Jam events have funded community center improvement projects that to date include:

- Purchase of a custom 16 x 20 outdoor movie screen.
- Professional level sound system.
- Repair and rebuilding of the brick BBQ.
- Replaced broken concrete sections with new concrete surrounding the BBQ.
- Added three new round metal picnic tables with matching umbrellas.
- Installed new screening along the back-cyclone fencing.

## *GreenPlay Workshop*

In November 2017, the Town of Discovery Bay entered into contract with GreenPlay, LLC for Phase 1 of a two-phase project related to identifying potential funding sources for the future planning and operational functions of the Discovery Bay Community Center and recreational programming. In February, GreenPlay, LLC conducted a special session Board workshop, that along with staff, aided in identifying new potential funding sources that would better sustain recreation operations and services for the long term. The final report from GreenPlay, LLC provided an “action plan” that staff will utilize in the coming years to develop and implement additional programs, activities, and/or policies to improve the sustainability of the Town’s recreation services.

## *“Paws on Parade” Dog Park Event*

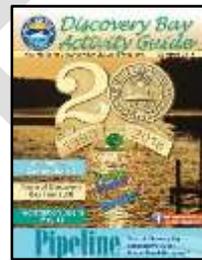
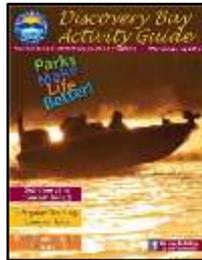
Expanding on the success of the “Summer Jam” summer concerts, the Town, in partnership with the Discovery Bay Lions Club, developed and implemented an inaugural dog park special event in April that had nearly 60 participating dogs, a variety of animal related vendors, and county officials in attendance to support dog park improvements. Improvement projects currently underway include:

- Purchase of two (2) sets of dog agility hoops (one for each of the dog parks)
- Purchase of a commercial grade display sign board
- Replacement of dog friendly sprinkler heads throughout most of the dog park.

## Marketing

### Activity Guides

The primary marketing tool for the Recreation Division is the *Discovery Bay Activity Guide*, which is mailed to homes and businesses within the 94505-zip code in January, May, and September of each year. Approximately 7,000 copies are produced each quarter with 6,363 mailed out.



### Website & Facebook

Staff has increased use of the Town's Facebook page and website to promote our various recreation programs, activities and events occurring throughout the year. Currently, our Facebook page has over 2,000 followers.

### Movies in the Park

This fiscal year was the first full season use, with monies raised from the inaugural Summer Jam, of the Town's recently purchased inflatable outdoor movie screen and outdoor sound system. Six family-oriented movies were shown evenings during the months of June, July, and August. While attendance was generally lower than expected, there were several movies that had from 80-100 participants. Staff has determined that frequent use of the Town's Facebook page, electronic sign, and movie choice are key factors in improving attendance numbers.

## Special Interest Class Offerings

---

A variety of contract classes & activities were offered in 2017/18 and included those listed below:

### Youth Sports Programs

Mommy/Daddy & Me Soccer  
Tot/Pre-Soccer  
Soccer 1: Techniques & Teamwork  
Soccer 2: Skillz & Scrimmages



### Youth Dance Programs

Tiny Tots  
Kid's Combo Dance  
Time to Tap

### Youth Camps

Sculpt Clay Camp  
Beginning Archery  
Youth ART Camp  
Youth Sketch/Draw, Pencil, Charcoal, Paste Camp



### Tennis Camps & Programs

Red Ball Club  
Orange Ball Club  
Juniors/Advanced Juniors Tennis  
Advanced Juniors Only

### Aquatic Programs

Recreational Public Swim  
"Learn to Swim" Lesson Program  
Adult Lap Swim  
River Otters Swim Team  
Blended Learning Lifeguard Class  
Coast Guard Certified Safe Power Boat Handling



### Special Interest Programs

Safety Driver's Ed  
Smear Paint Adult Paint Night  
Paint your Pet Party  
Coast Guard Approved Power Boat Class

Adult Programs

- Zumba by Karina
- Time to Tap
- Smear Paint
- Line Dancing

Affiliated Community Programs

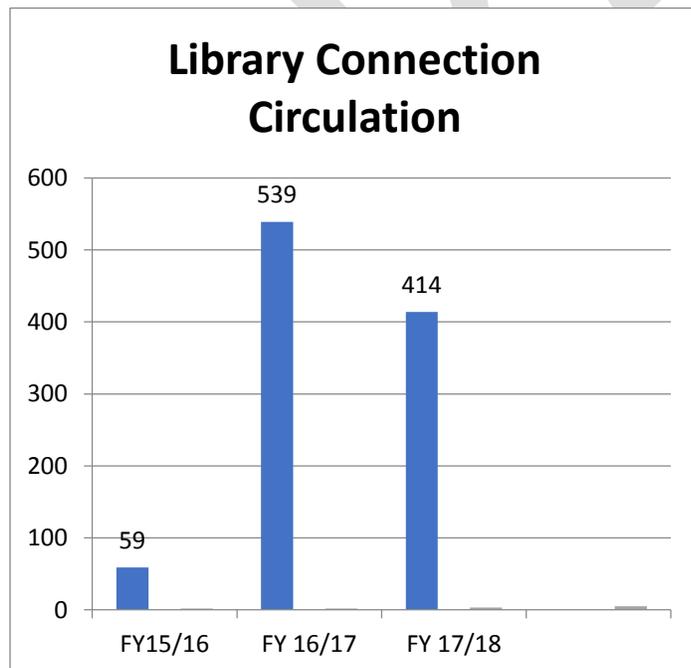
- Card Groups
- Hand & Foot Adult Cards
- Duplicate Bridge Adult Cards
- Drop-in Pickleball
- Drop-in Tennis



Library Connection

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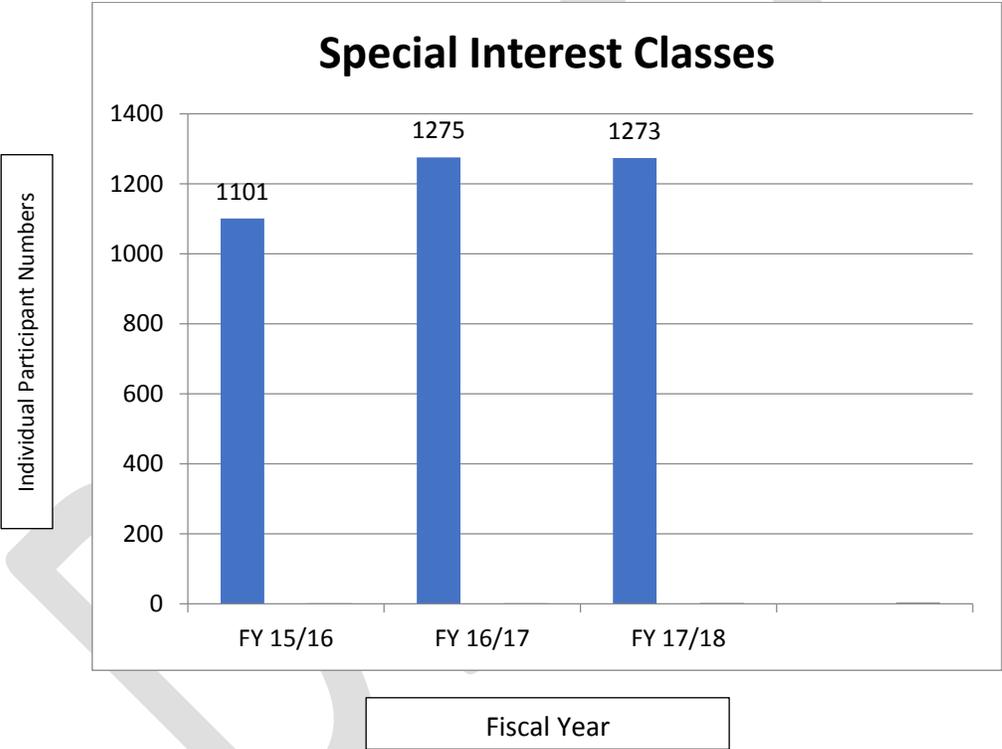
In Partnership with the Contra Costa Library System, the Library Connection offers residents of Discovery Bay the opportunity to order a variety of library materials on line and have them delivered to the Discovery Bay Community Center for pick up. Discovery Bay residents may also utilize the book drop box located outside the Community Center as well. This is a “free” service to Contra Costa residents.



# FY 2017/18 Participation Numbers

## Special Interest Classes

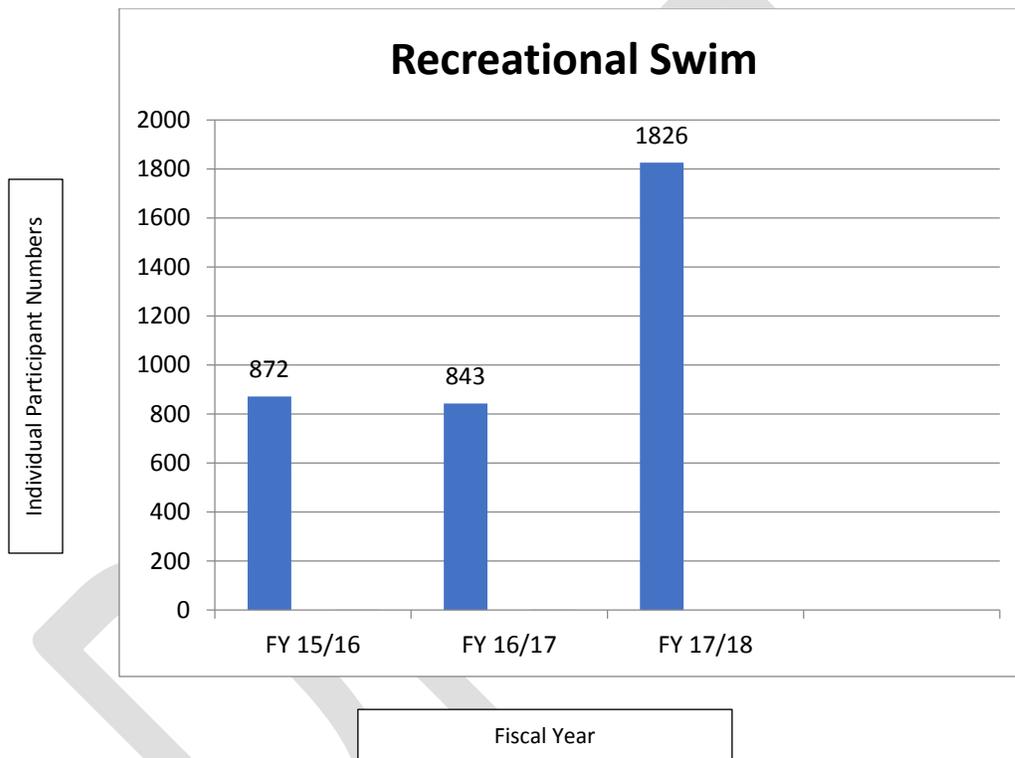
The Recreation Division is responsible for offering a wide variety of classes and camps for all age levels. These special interest programs include youth soccer, youth dance, youth and adult art and painting classes, youth tennis, Online Driver's Ed course, adult Zumba classes, adult painting classes, swim lessons, and River Otters Swim Team. To provide these programs, the Town contracts with a variety of independent instructors in order to maximize revenue and save on the costs of hiring additional staff.



## Aquatic Programs

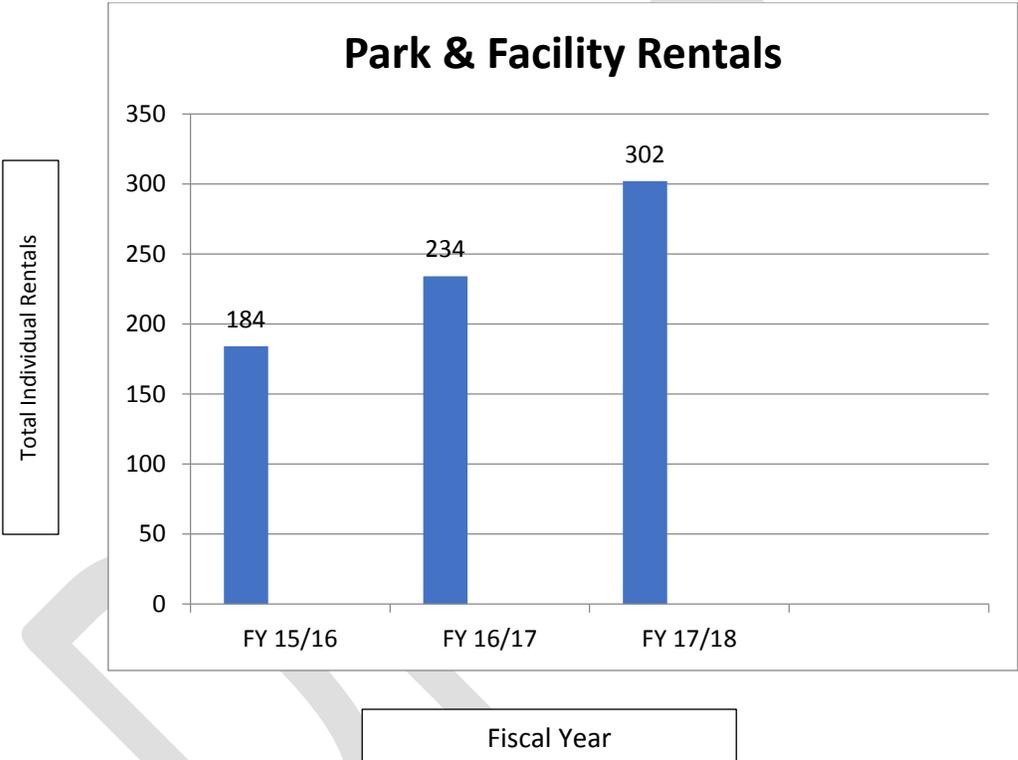
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The Recreation Division is responsible for operating a small community pool located at the Discovery Bay Community Center offering community residents an opportunity for open recreational public swim running generally Memorial Weekend through Labor Day weekend. Operating hours have been Thursdays through Mondays, 1PM-6PM weekdays, 12PM-6PM weekends. The Pool is closed to open recreational swim Tuesdays and Wednesdays.



# Park and Facility Rentals

The Recreation Division is responsible for managing the rental of all community parks and facilities under the jurisdiction of the Town. This includes the Discovery Bay Community Center, various rooms within the community center, an event lawn area, a group BBQ area, and eight tennis courts. Parks include Cornell Park and Ravenswood Park that contain BBQ areas, covered picnic areas, tennis courts, pickleball courts, and sports fields.



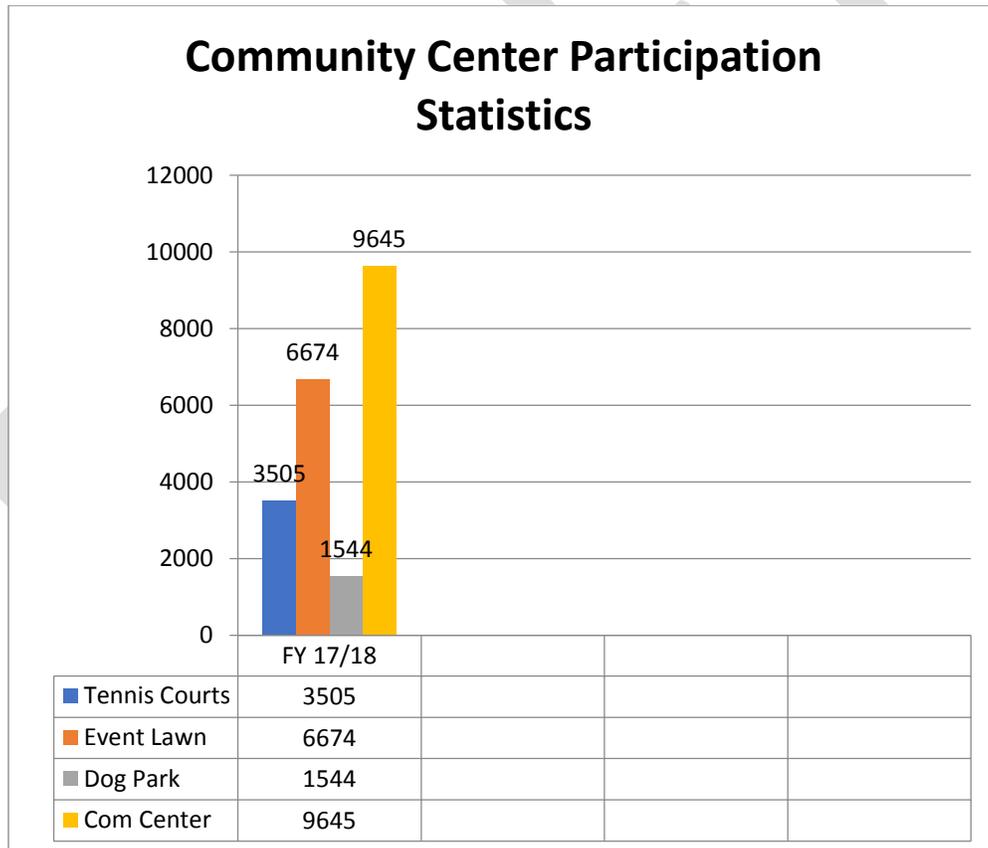
## Community Center Participation

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Our 2,500 square foot Community Center sits on seven and a quarter (7.25) acres and provides a variety of amenities that includes eight (8) tennis courts, of which six (6) are in playable condition, a dog park, an Event Lawn area, and a swimming pool.

To provide a snap shot of the use of these facilities, staff has accumulated the following participation statistics based on the following criteria:

Participation numbers for each amenity were taken hourly Monday through Friday, from 4PM to close and Saturday/Sunday from 8AM to close throughout the fiscal year. Closing time is generally dusk and varies throughout the year.



## Community-Wide Events

---

Throughout the year, the Discovery Bay Community Center grounds serve as the staging area for a variety of local private and Town co-sponsored events. Large community events (gatherings of more than 50 participants) are generally approved in advance for the entire calendar year by the Board each February.

The following is a list of those events approved and for fiscal year 17/18:

- *Summer Jam Concert in the Park – September*
- *American Red Cross Blood Drive - October*
- *Scarecrow Festival & Movie in the Park – October*
- *Discovery Bay Lions Club/Chamber Holiday Parade – December*
- *Discovery Bay Lions Club Easter Egg Hunt – March*
- *Paws on Parade Dog Park Event – April*
- *Inaugural Discovery Bay Family & Friends Doubles Tournament - May*
- *Discovery Bay Chamber Food Truck Round Up – April, May, June*
- *Town of Discovery Bay 20<sup>th</sup> Anniversary Celebration – June*
- *Summer Jam Concert in the Park – June*
- *Friday Night Movies in the Park – June, July, and August*

## Community User Groups

---

Throughout the year, the Town of Discovery Bay Community Recreation Department provides a meeting place for a variety of common-interest groups, clubs, and loose knit gatherings. These participants generally use Town facilities at little or no cost.

The following is a list of the most common groups utilizing the Discovery Bay facilities in fiscal year 17/18:

- *Pickleball – Cornell Park Pickleball Courts*
- *Tennis – Community Center Tennis Courts*
- *Hand & Foot Senior Card Group – Community Center*
- *Duplicate Bridge Card Group – Community Center*
- *Boy Scouts - Community Center*

# Fee Waivers

The Town of Discovery Bay Community Services District Board of Directors annually provides the opportunity to more adequately respond to the needs of the community by waiving or modifying regular fees and charges on a case-by-case basis. Below are the groups and/or activities that the Town has accommodated this fiscal year.

<i>Events</i>	<i>Approved Fee Waived</i>
Lions Club Easter Egg Hunt	\$100
American Red Cross Blood Drive (2)	\$600
Library Program	\$70
Bridge on the Lake Senior Program	\$8,190
Pickleball Tournament (2)	\$200
"Hand and Foot" Senior Bridge (Wednesdays)	\$5,200
Boy Scouts of American Troop 514 weekly Mtg	\$1,500
R.A.D. Program/Contra Costa Sheriff's	\$500
<i>Total Fees Waived for FY 16/17</i>	<i>\$16,360</i>

## CONCLUSION

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The Recreation Services Department of the Town of Discovery Bay CSD continues to act as the hub for activities for the Town of Discovery Bay. All of the work this past year would not be possible without the generous support and dedication of:

Town of Discovery Bay Board of Directors

Park & Recreation Standing Committee

Non-Profit Organizations

Community Organizations & Volunteers

Community Sponsors and Partnerships

Discovery Bay Businesses

Town Staff





# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**

October 17, 2018

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

MRD

**Agenda Title**

Community Center Parking Lot Additional Striping.

**Recommended Action**

Accept Staff recommendation to provide Community Center Parking Lot Additional Striping.

**Executive Summary**

The Town of Discovery Bay Community Center continues to host throughout the year a variety of large community gatherings that have grown in scope and size over the past two years. With attendance at many of these events exceeding the current capacity of available parking on the Community Center grounds, Staff has been tasked with handling an increasing number of individuals parking where ever they can. In many cases, these individuals are parking in such a manner as to prevent safety personnel, should the need arise, from gaining access to the facility and grounds.

As Staff is currently in the process of restriping the parking stalls covered over from the repaving work performed earlier this spring, Staff, in working with a contractor, is proposing the additional work of striping key areas in the community center parking lot red in an effort to mediate the challenges of keeping these areas around the Community Center clear of vehicles and allowing open emergency access should the need arise.

A schematic of the contractor recommended red striping plan is provided for reference.

Accept Staff recommendation to provide Community Center Parking Lot Additional Striping.

**Fiscal Impact:**

**Amount Requested**

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

**Prog/Fund # Category:**

**Previous Relevant Board Actions for This Item**

**Attachments**

Golden State Striping Bid.

# Golden State Striping, Inc.

Proposal/Contract

*your source for:* Complete Asphalt Maintenance

Estimate #: 18-175

**Grading \* Paving \* Crack Filling \* Sealcoating \* Striping**

Date: 8/13/2018

**Contractors License No. 975251 (Class A, C-21 & C-32)**

Estimator: Neil Jackson

P. O. Box 946, Linden, CA 95236

Phone (209) 451-4407 Fax (209) 808-5160 Cell (209) 451-6321

Email: goldenstatestriping@gmail.com - Website: goldenstatestripinginc.com

**STRIPING QUOTE FOR: DISCOVERY BAY COMMUNITY CENTER  
LOCATION: 1601 DISCOVERY BAY BLVD.  
DISCOVERY BAY, CA 94505**

### SCOPE OF WORK

Re-stripe existing parking per our discussion. Handicapped parking to be widened slightly to comply with code. All spaces and directional arrows to be re-striped / re-stenciled.

Layout and stripe North section of lot (no current striping). Includes 22 each new spaces (5 West, 11 Middle & 6 East) and 2 each directional arrows.

Paint approx. 486 LF of curb red.

#### Notes:

- 1) See attached aerial view plan.
- 2) One (1) coat of white, red (curbs) or blue (at ADA) traffic paint included.

**GRAND TOTAL PRICE:**

**\$1,975.00**

#### EXCLUDED:

Work other than that specifically mentioned above.

#### ALTERNATE ADDITIVE:

For the appropriate ADA signage, which would include two (2) each parking space signs and two (2) each entrance signs (all pole mounted), add...\$750.00 (for a new grand total of \$2,725.00).

Initial to accept or decline this alternate additive. ACCEPT: \_\_\_\_\_ DECLINE: \_\_\_\_\_

#### TERMS & CONDITIONS:

- 1 Payment is due in full upon completion of work. After 30 days a delinquent charge of 1.5% per month (18% APR) will be charged on any unpaid balance. By accepting this proposal client agrees to be responsible for all costs of collection if necessary.
- 2 This proposal may be withdrawn by us if not accepted within 30 days.
- 3 Scheduling of this work shall be mutually agreeable.
- 4 One mobilization is included. Cost of additional mobilization shall be mutually agreeable.
- 5 Clean pavement and an unobstructed work area(s) is required for Golden State Striping, Inc. to commence work.

\*By signing this contract customer accepts the scope, pricing, exclusions and terms & conditions outlined above.

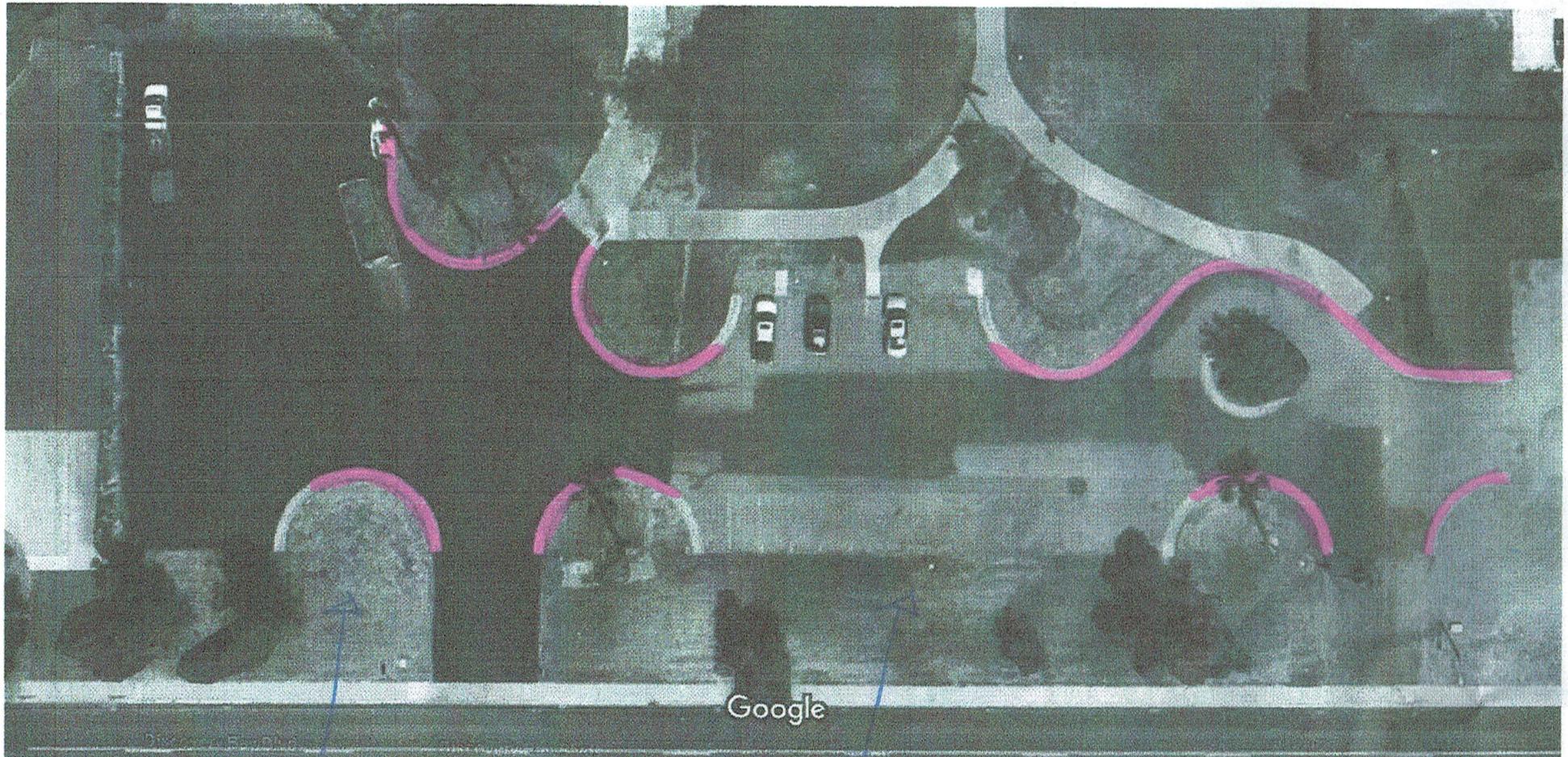
ACCEPTED & AUTHORIZED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

P.O./JOB#: \_\_\_\_\_

Contractors are required by law to be licensed and regulated by the Contractors State License Board. Any questions concerning a contractor may be referred to the CSLB, www.cslb.ca.gov., P.O. Box 26000, 9821 Business Park Dr., Sacramento, CA 95826.



Google

Imagery ©2018 Google, Map data ©2018 Google 20 ft

New Striping Section

New Spaces	22 EA
6' Arrows	2 EA
12" "DO NOT" BLOCK	1 EA

Re-stripe Existing

Black @ ADA	1 LS
Re-stripe Reg.	19 EA
Re-stripe ADA	2 EA
6' Arrows	5 EA
Re-stripe Compact	1 EA

Red Curb

486 LF



# Town of Discovery Bay

*“A Community Services District”*

## STAFF REPORT

**Meeting Date**

October 17, 2018

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

MRD

**Agenda Title**

Adoption of Resolution No. 2018-13 Conflict of Interest Code Amendment for 2018.

**Recommended Action**

Adoption of Resolution No. 2018-13 Amending the Conflict of Interest Code to Reflect the Increase in the Gift Reporting Limit for 2019 and 2020.

**Executive Summary**

On a Biennial basis, the Board of Directors of the Town of Discovery Bay CSD is required to review the Conflict of Interest Code to determine if it is necessary to amend. After a review of the existing Code the following change is proposed:

- Adjust the gift limit to reflect the Fair Political Practices Commission biennial adjustment. The new gift limit adjustment will be effective for the period of January 1, 2019 through December 31, 2020.

All other portions to the existing code, as adopted in 2016, remain in effect.

The Draft amended Conflict of Interest Code is attached.

**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**

**Attachments**

Amended Conflict of Interest Code.  
 Resolution No. 2018-13 for the Conflict of Interest Code Amendment for 2018.

**AGENDA ITEM: F-4**



# 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

### CONFLICT OF INTEREST CODE FOR THE

### TOWN OF DISCOVERY BAY COMMUNITY SERVICE DISTRICT

(Amended October 17, 2018)

The Political Reform Act, Government Code Section 81000, *et seq.*, requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency’s code. The standard code may be amended by the Fair Political Practices Commission, after public notice and hearings, to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix in which members and employees are designated and disclosure categories are set forth, constitute the conflict of interest code of the Town of Discovery Bay Community Service District.

Designated members and employees shall file statements of economic interests with the Town of Discovery Bay Community Service District. The statements will be available for public inspection and reproduction. (Gov. Code Section 81008).

#### APPENDIX

#### DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Directors	All
General Manager	All
Water and Wastewater Manager	All
Parks & Landscape Manager	All
Finance Manager	All
Recreation Programs Supervisor	All
Attorney	All
Consulting Engineers*	All
Consultants*	All

\*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation: The President of the Board may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and this is not required to fully comply with the disclosure requirements described in this section. Such a written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The President's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

### **DISCLOSURE CATEGORIES**

**All** investments and business positions in business entities, and all sources of income and interests in real property as set forth below. This category is known as full disclosure.

**1.** Investments in or income from persons or businesses engaged in the business of providing service or supplies, including, but not limited to, equipment; machinery, or office supplies, to the Town of Discovery Bay Community Services District, or could foreseeably provide services or supplies to the Town of Discovery Bay Community Services District.

**2.** Interests in real property located in whole or in part within the boundaries of the Discovery Bay Community Services District, or within a two-mile radius of the Town of Discovery Bay Community Services District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property if the fair market value of the interest is greater than \$2,000.00.

**3.** Business positions, including, but not limited to, status as a director, officer, sole owner, partner, trustee, employee, or holder of a position of management in any business entity which, in the prior two years had contracted with, or in the future may contract with, the Town of Discovery Bay Community Services District to provide services or supplies to the Town of Discovery Bay Community Services District.

**4.** Gifts received from any single source or person with a single gift value more than \$50 as well as gifts with a cumulative total of \$500 or more received in a 12 month period, as well as gifts required to be disclosed in the annual statement required in Government Code Section 87302.



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2018-13**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
AMENDING THE CONFLICT OF INTEREST CODE FOR 2018**

WHEREAS, the Political Reform Act of 1974, Government Code Section 81000 et seq., and Government Code Section 87311 requires state and local government agencies to adopt and amend a Conflict of Interest Code as necessary; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation found at California Code of Regulations, Title 2, Section 18730, which contains the terms of a standard Conflict of Interest Code which may be adopted by reference; and

WHEREAS, it is necessary to amend the Conflict of Interest Code to reflect the current biennial adjustment to the gift reporting limit.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors amends the Conflict of Interest Code as set forth in the attached Conflict of Interest Code.

PASSED, APPROVED AND ADOPTED THIS 17th Day OF OCTOBER, 2018.

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Kevin Graves  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on October 17, 2018, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Michael R. Davies  
Board Secretary



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

October 17, 2018

**Prepared By:** Virgil Koehne, Water & Wastewater Manager  
**Submitted By:** Michael R. Davies, General Manager

MRD

### Agenda Title

Discussion and Possible Action Regarding the Award of Bid for the Newport PLC & SCADA System Upgrade Project.

### Recommended Action

That the Board authorize the General Manager to sign a contract with ICAD Lighthouse Electric for this project.

### Executive Summary

Earlier this year this project went out to bid and due to the length of this project to complete and the start of our water demand season, we decided to cancel the bids and re-bid it in the fall of this year. Re-bidding yielded a few more bidders and a lower price than the first bid. ICAD Lighthouse Electric was the low bid and deemed to be responsive based on Staff's review of the bidder qualifications and previous work references.

In review of budgets, Staff felt that with this low bid and our anticipated engineering inspection cost, yet to be invoiced for this project, we would exceed our CIP Budget for this project. Veolia offered to self-perform the SCADA programming portion of this work, and ICAD Lighthouse Electric agreed to maintain a limited scope for coordinating with Veolia for the SCADA Programming, which results in a savings of \$11,531.20.

By approval of this contract, the estimated costs and budget remaining to complete this project are as follows:

ICAD Lighthouse Electric cost: \$153,383.99  
Remaining engineering inspections and commissioning: \$26,678.85  
Total cost estimated to complete project: \$180,062.84  
Remaining CIP budget available: \$184,678.85

### Fiscal Impact:

**Amount Requested \$153,383.99**  
**Sufficient Budgeted Funds Available?: Yes**  
**Prog/Fund # 108**

### Previous Relevant Board Actions for This Item

### Attachments:

Bid Table - Newport Drive Water Treatment Plant PLC SCADA System Upgrades.

AGENDA ITEM: F-5

**Bid Table**  
**Town of Discovery Bay - Newport Drive WTP**  
**PLC & SCADA System Upgrades - September 18, 2018**

<b>Bid Item</b>	<b>American System Controls ASCII</b>	<b>D.W. Nicholson Corp.</b>	<b>Bockmon &amp; Woody Electric</b>	<b>Icad Lighthouse Electric</b>
<b>Bid Item #1</b> – Project Records and Submittals	\$20,880.00	\$17,400.00	\$17,000.00	\$12,398.40
<b>Bid Item #2</b> – Electrical Installation	\$27,130.00	\$69,000.00	\$26,900.00	\$57,768.74
<b>Bid Item #3</b> – PLC Control Panels	\$114,406.49	\$84,400.00	\$92,500.00	\$33,879.25
<b>Bid Item #4</b> – PLC and HMI Programming	\$21,600.00	\$42,500.00	\$46,700.00	\$27,552.00
<b>Bid Item #5</b> – SCADA Programming	\$14,340.00	\$24,600.00	\$26,000.00	\$16,531.20
<b>Bid Item #6</b> – Startup and Commissioning	\$8,868.00	\$2,500.00	\$5,000.00	\$16,785.60
<b>Total Base Bid Price:</b>	<b>\$207,224.49</b>	<b>\$240,400.00</b>	<b>\$214,100.00</b>	<b>\$164,915.19</b>
<b>Bid Item #A1</b> – Trenching and Conduits No. 12, 13, 14, and 15	\$18,975.00	\$76,930.00	\$17,500.00	\$50,004.30
<b>Total Base Bid with Alternate:</b>	<b>\$226,199.49</b>	<b>\$317,330.00</b>	<b>\$231,600.00</b>	<b>\$214,919.49</b>



## 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, September 10, 2018**

1. Call to Order: (6:30 pm)

2. Pledge of Allegiance: (6:33 pm)

Mark Whitlock, Bethel Island Resident was recognized for his support of the community and the District, and led the Pledge of Allegiance.

3. Roll Call: (6:34 pm)

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

Directors Absent: None

4. Presentations: NONE

5. Public Comment: (6:34 pm)

There were three (4) Public Speakers – Hal Bray, Jessica LaChance, Kendra LaChance and Mark Whitlock

6. Consent Calendar: (6:49 pm)

a. Approve Minutes of August 6, 2018 Board of Directors Meeting

b. Approve Minutes of August 17, 2018 Board of Directors Special Meeting

- c. Approve Fire Boat Agreement with Contra Costa County Fire Protection District –
- d. Establish Appropriations Limit for Fiscal Year 2018/19

**Motion by: Director Smith to approve Consent Calendar Items a, b & d**

**Second by: Director Young**

**Vote Carried 9:0:0**

**Ayes: Benson, Langro, Morgan, Oftedal, Smith, Stonebarger, Strobel,  
Thompson, Young**

**Noes:**

**Abstained:**

**Absent:**

Consent Calendar Item c was pulled for further discussion. Direction was given to staff and no formal action was taken.

- 7. Increase Battalion Chief Salaries, and Modify Dues and Membership Provisions:  
(7:04 pm)

There were no (0) Public Speakers

**Motion by: Director Young to adopt a resolution approving side letters with International Association of Firefighters, Local 2700 Increase Battalion Chief Salaries, and Modify Dues and Membership Provisions**

**Second by: Director Smith**

**Vote Carried 9:0:0**

**Ayes: Benson, Langro, Morgan, Oftedal, Smith, Stonebarger, Strobel,  
Thompson, Young**

**Noes:**

**Abstained:**

**Absent:**

- 8. Finance Committee Update: (7:12 pm)
- 9. Elections Update: (7:13 pm)
- 10. Fire Prevention Bureau Update: (7:18 pm)
- 11. Public Hearing: (7:38 pm)

- a. Adopt Fiscal Year 2018/19 Operating, Development Fee and Other Fund Budgets

The public hearing was held. There were no (0) Public Speakers.

**Motion by: Director Young to Adopt Fiscal Year 2018/19 Operating,  
Development Fee and Other Fund Budgets**

**Second by: Director Smith**

**Vote Carried 9:0:0**

**Ayes: Benson, Langro, Morgan, Oftedal, Smith, Stonebarger, Strobel, Thompson, Young**

**Noes:**

**Abstain:**

**Absent:**

- b. Hold Public Hearing, Waive Second Reading and Adopt Ordinance Adopting Fees for Cost Recovery.

The public hearing was held. There were no (0) Public Speakers.

**Motion by: Director Stonebarger to Waive Second Reading and Adopt Ordinance Adopting Fees for Cost Recovery**

**Second by: Director Smith**

**Vote Carried 8:1:0**

**Ayes: Benson, Langro, Morgan, Oftedal, Smith, Stonebarger, Strobel, Thompson**

**Noes: Young**

**Abstain:**

**Absent:**

12. Report of the Fire Chief / Informational Staff Reports: (8:23 pm)

- a. Special District Leadership Foundation District Transparency Certificate of Excellence Update
- b. Strategic Planning Update
- c. Legislative Update
- d. Operational Update for August 2018
- e. Public Outreach & Education Activities Update
- f. Station 55 Update
- g. Fire Chief Vehicle Update

13. Board Reports and Requests: (8:49 pm)

Director Young – National Night Out at the Trilogy at the Vineyards was very well received, thanks to Battalion Chief Ross Macumber.

Director Morgan – The next meeting for CCSDA is scheduled for October 15, 2018. The Agenda and Newsletter will be released in two (2) weeks.

President Oftedal – National Night Out was a great evening to have the opportunity to talk with all the folks in the neighborhoods.

Director Thompson – Battalion Chief Ross Macumber met with concerned citizens of the Marsh Creek Territory and Deer Creek area to discuss Wildfire Preparedness.

Director Smith – Commended the staff for the last 6 months of work that has been done.

14. Date and Place of Next Meeting: Monday, October 1, 2018 6:30 P.M. at Brentwood City Council Chambers, 150 City Park Way, Brentwood
15. Adjourn: (9:01 pm)

FINAL

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 McMahan.**

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.

DRAFT

CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MEETING MINUTES  
SEPTEMBER 13, 2018



**MEETING CALLED:** Vice Chair, Tom Weber called the meeting to order at 10:02 AM.

**PRESENT:** **Emily Barnett, Secretary, Member At-Large**  
**Tom Weber, Vice Chair, District IV**  
**Roger Bass, District II**  
**Mike Bruno, Airport Business Association**  
**Donna Dietrich, Airport Neighbor –Pacheco**  
**Steven Starratt, Airport Neighbor – Byron Airport**  
**Derek Mims, City of Pleasant Hill**  
**Russell Roe, District V**  
**Eric Meinbress, Member At-Large**

**ABSENT:** **Keith McMahon, City of Concord**  
**Dale Roberts, District I**  
**Ronald Reagan, District III**  
**Maurice Gunderson, Chair, Member At-Large**

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

**OPENING  
COMMENTS  
BY CHAIR:**

Vice Chair Tom Weber welcomed the attendees.

**PUBLIC COMMENT  
PERIOD:**

AAC Vice Chair made a public comment regarding the arrival of Buchanan Airport Hangar Owners Association tenant John Koehler from his notorious around the world memory flight that began on June 1, 2018. John Koehler flew solo around the world in his home-built experimental aircraft to raise funds for Alzheimer's research in memory of his mother. John Koehler arrived at Buchanan Field Airport (CCR) on August 31, 2018 at 3:30 a.m. after a 17 hour, non-stop flight from Hilo, HI. For more details on his journey visit <https://memoryflightrtw.weebly.com/>.

AAC Vice Chair also discussed re-evaluating the quorum count process as there has been difficulty reaching a quorum in recent months with the increase of members on the AAC.

**APPROVAL OF  
8/9/18 MINUTES:**

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

**APPROVAL OF  
CONSENT ITEMS:**

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

**PRESENTATIONS:**

- a. **Present the Contra Costa County Airports Recognition Award to Warren Large of Concord Jet at Buchanan Field**

Warren Large of Concord Jet was awarded the Contra Costa County Airports Recognition Award for his contributions and services provided at CCR. Warren Large thanked and informed the AAC of Concord Jet's goals to promote CCR.

**DISCUSSION/ACTION ITEMS:**

- a. **Discussion of items pulled from consent**

There were no items pulled from consent.

- b. **Review and discuss upgrading the ARFF vehicle at Byron Airport and receive support from the AAC**

Airport staff requested support from the AAC to spend up to \$400,000 to replace an Aircraft Rescue and Fire Fighting (ARFF) vehicle based at Byron Airport (C83). The ARFF unit is 30 years old and due for replacement. In fiscal year 16-17, the airport spent approximately \$13,000 in maintenance costs. Replacing the 30-year-old ARFF unit with a newer, reliable one could be a great marketing piece in promoting C83 and life-saving in the event of an emergency as the response time from the east county fire district could take up to 25 minutes. The ARFF unit would be fully funded by the Airport Enterprise Fund. Staff plans bring this item before the Board of Supervisors (Board) at the September 25<sup>th</sup> Board meeting.

A motion was made to support airport staff's recommendation to replace the 30-year-old ARFF unit at C83:

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

c. **Review and discuss the recent airport Common Traffic Advisory Frequency change at Nut Tree Airport**

Director of Airports, Keith Freitas, discussed the recent radio frequency change at Nut Tree Airport (VCB). Airport staff received an informal two-week notice that VCB will be on the same frequency as C83. C83 users and airport management are concerned the change could be a potential safety issue. Staff has contacted the Federal Aviation Administration and the Federal Communications Commission with their concerns and suggested a change be made.

d. **Review and Discuss airfield painting scheduled to take place from September 4 to October 1, 2018**

Operations will begin painting various parts of the CCR airfield on September 4<sup>th</sup> through October 1<sup>st</sup>. Operations personnel will be striping taxiway centerlines, lead off lines, surface painted hold position signs, and runway markings. While disruption to aviation users will be limited as much as possible, users might encounter unfamiliar taxi instructions due to wet paint areas or temporary closures. The runway painting may include a night closure (2200-0600) to complete the area that includes all four runways. Advance notice will be given to airport users if closures are required along with NOTAMs during any expected closure. For any questions, contact Operations at (844) 359-8687.

e. **Review and Discuss the full-scale airport emergency exercise scheduled to take place the week of October 15-19, 2018 at the Buchanan Field Clubhouse ramp**

A full-scale emergency exercise will take place at CCR the week of October 15-19, 2018. Every third year, busy commercial airports are required to conduct a full-scale exercise of the Airport Emergency Plan. While this requirement does not currently apply to CCR, the Airports Division has determined that it would be better to start conducting these exercises now, in order to be prepared should they be required in the future. The full-scale exercise will allow for improved aviation emergency response by ARFF, Contra Costa County Fire Protection District, and Sheriff personnel as well as by mutual aid units. Airport staff are working with the County Public Information Officer on notifying the surrounding communities.

f. **Review and discuss hangar inspections scheduled to take place from September 19 to October 10, 2018 at Buchanan Field**

Airport staff will begin conducting the quadrennial inspections of hangars at Buchanan Field Airport this fall, similar to the 2014 inspections. The objective of the hangar inspections is to ensure that hangar use is compliant with the with the Federal Aviation Administration (FAA) rules and regulations for grant assurances. In June of 2016, the FAA released its "Policy on the Non-Aeronautical Use of Airport Hangars" which states that the primary purpose of the hangars must be for aeronautical use. For any questions or requests of information, Judy Evans of airport staff is the lead on this project and can be reached by calling (925) 681-4200.

**g. Review and discuss the Runway 14L/32R design and construction project update and FAA/Caltrans grant applications**

Airport staff are still in the designing phase, currently waiting for a response from the FAA on the Modification of Standards request from airport staff to approve reconstructing Runway 14L/32R using the Cold In-Place Recycling (CIR) method. This method is considered the most efficient as it is cost effective, environmentally friendly, and has a quick turnaround time. Staff anticipate a response from the FAA within the next 30-60 days.

**h. Review and discuss the Rates & Charges Board order scheduled to go before the Board of Supervisors on September 11, 2018**

On September 11, 2018, airport staff received approval from the Board to fix a public hearing to consider adopting new rates and charges for CCR and C83 that would go into effect on January 1, 2019. The public hearing will be held on October 16, 2018 at 9:30 a.m., at 651 Pine Street, Martinez, CA 94553.

**i. Review and discuss the F-row hangar re-skinning and door replacement project scheduled to begin on September 11, 2018**

The F-row hangar project began on September 11, 2018 at CCR and is expected to last up to 70 working days. Staff have added security measures by adding surveillance cameras and increasing patrols. The entire F-row will be re-skinned and all doors will be replaced. Staff will continue to update tenants and the AAC as the project progresses.

**j. Review and discuss the Board of Supervisors airport resolution recognizing Contra Costa County Airports for economic significance**

On August 14, 2018, the Board adopted resolution 2018/462 recognizing the contributions of CCR and C83. The County airports operate as a business and are required by the FAA to be as self-sufficient as possible. In addition to being self-funded, airport operations benefit the entire County by contributing revenue to the County General Fund and to other public entities through possessory interest taxes, sales taxes, and other taxes. The Board's support will help the airports remain competitive in the regional market and have a positive effect on economic development.

**k. Review and discuss adding a summary of updates section to future AAC agendas**

The AAC discussed the idea of adding a summary of project updates to future agendas; however, staff reminded the AAC that under Brown Act requirements, agenda descriptions must be sufficient to provide the public with an understanding of the subject matter which will be considered. The AAC agreed to keep the format and content of future agendas the same and advised members to suggest agenda topics during meetings or by contacting an AAC officer.

**l. Discuss the update regarding the Byron Airport public viewing plaza location**

This item was moved to be discussed at the next AAC meeting on October 11, 2018.

**m. Discuss scheduling a meeting date to be held at Byron Airport**

The AAC typically holds an annual meeting at the Byron Airport. Members of the AAC discussed potential meeting dates and will fix a date at the next AAC meeting in October.

**FUTURE AGENDA ITEMS/COMMENTS**

- Discuss updates in the proposed new Terminal building at CCR
- Discuss updates on the C83 public viewing plaza
- Review and discuss concerns and regulations regarding disarrayed aircraft stored at the airports

**ADJOURNMENT:** The Chair adjourned the meeting at 11:02 AM.

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

JOINT EXERCISE OF POWERS AGENCY

September 13, 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 Vice Chair Sean Wright at 7:17 P.M.

**ROLL CALL**

PRESENT: Doug Hardcastle (Oakley), and Sean Wright (Antioch)

ABSENT: Robert (Bob) Taylor (Brentwood), and Chair Diane Burgis (Contra Costa County)

STAFF: Dale Dennis, Program Manager  
Stephen Siptroth, County Counsel

There was no quorum of members present to hold the meeting, which adjourned at 7:18 P.M. The following agenda was therefore moved to the next meeting.

**PUBLIC COMMENT**

**CONSENT ITEMS**

- A. APPROVE minutes of the June 14, 2018 meeting.
- B. Mokelumne Trail Bicycle/Pedestrian Overcrossing Project – APPROVE Addendum #14 to the Final Environmental Impact Report (FEIR) for the State Route 4 Bypass Project, specific to Mokelumne Trail Bicycle/Pedestrian Overcrossing Project.
- C. Balfour Road Interchange Project – APPROVE and AUTHORIZE the Program Manager to negotiate and execute, on behalf of the Authority, an amendment to a replacement parking agreement with Meridian Professional Center – Brentwood Owners' Association, to provide for the conveyance of a replacement parking area, and a \$2,250 payment to the Association's agent, Kinetic Real Estate, before a notice of completion is recorded for the Meridian Balfour Parking Lot Reconfiguration project, Brentwood.

**DETERMINATION ITEMS**

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

**BOARDMEMBER COMMENTS**

**ADJOURNMENT**

Given no quorum, the meeting adjourned at 7:18 P.M.

Respectfully submitted,

Anita L. Tucci-Smith  
Minutes Clerk