



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



SDLF Gold-Level of Governance

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

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday November 7, 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:

- Cost of the Community Center – Breakdown of Audited Statements.
- Resident Bill Helfrick requested the letter he sent to be placed on the next meeting correspondence.

Legal Counsel Attebery – Stated in the latter part of the meeting that the letter was received by the Board and there is no need to have added to the next meeting's correspondence.

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 17, 2018.
2. Approve Register of District Invoices.
3. Approve "None" as Comment to Contra Costa County Agency Comment Request County File #DP18-3036 – Veterinary Clinic.
4. Approve "None" as Comment to Contra Costa County Agency Comment Request County File #DP18-3037 – McDonald's.

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 - Deputy Chief of Staff Lea Castleberry provided an update regarding the Elections Results; congratulated the elected Board Members. Also updates regarding transportation (roadway improvements), Contra Costa Vision Zero, License Plate Readers, Family Farm Park, and St. Ann's Village Senior Community hosting a Town Hall, Thursday, November 15, 2018 at 6:00 p.m. locate at St. Ann's Church.
2. Sheriff's Office Report - Lieutenant Foley – Provided the details of the Sheriff Report regarding the reported activity for the month of October.
3. CHP Report - Officer Thomas provided an update for the month of October. There was discussion regarding speeding.
4. East Contra Costa Fire Protection District Report - Battalion Chief Ross Macumber – Provided the details regarding the East Contra Costa Fire Protection District report for the month of October.

E. LIAISON REPORTS

None.

F. PRESENTATIONS

None.

President Graves moved Item G-4 to the 1st item of discussion.

G. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action Regarding Community Center Pool Expansion and Related Additional Costs.

General Manager Davies – Provided the details regarding the Community Center Pool Expansion and related additional costs related to three scenarios for renovations and cost breakdown. There was discussion regarding the Community Center Pool Expansion. Representatives from Adams Pool Solutions provided answers related to the renovations to the pool, warranty, inspections, and timeframe. The discussion continued regarding money from Hofmann.

Public Comment Regarding:

- There were 15 Public Comment Speakers regarding the cost, Hofmann money, Zone 8 tax money, in favor of the pool expansion, hosting swim meets, healthy lifestyle, bringing the community together, accommodate additional swimmers, aquatics, scuba, water polo, and revenue sources for the Community Center.

There was discussion regarding the public comments related to hosting swim meets, and community aquatics center. The discussion continued regarding the financing of the expansion, good investment, and to create an Ad-Hoc committee to discuss financing for the Community Center Pool Expansion. Additional discussion related to deadlines for the completion of the pool expansion.

General Manager Davies – Stated that there are two issues that exist; due to the size of the project, may have to go out for an RFP (will take additional time), and staff availability. There was discussion regarding the two issues that exist regarding a possible RFP and scheduling Special Parks & Recreation and Finance Committee meetings.

Legal Counsel Attebery – Stated that scheduling an Ad-Hoc Committee meeting does not require any notice, doesn't require advance preparation, staff to be available to provide the information needed to help with decisions.

Legal Counsel Attebery – Stated that President Graves will meet with General Manager Davies for a discussion regarding an Ad-Hoc meeting; President Graves has the authority and the discretion to call an Ad-Hoc Committee meeting for the Community Center Pool Expansion and related additional costs.

The discussion continued regarding the possibility of another RFP if needed.

2. Discussion and Possible Action to Authorize Expenditures and Award Bids to Rehabilitate Well 4A and Well 2.

Director Leete – Clarification regarding authority related to additional labor and equipment and other reasonable costs, do not want to write a blank check at this point.

Water and Wastewater Koehne – Provided the details regarding rehabilitating Well 4A and Well 2 related to the condition of the Wells once the pump is removed; possibility of additional work. There was discussion regarding the Board or Committee will need to be aware of the possibility of additional costs.

Water and Wastewater Koehne – Provided additional details regarding Well 4A and Well 2 being brought back to the Board for approval of the possibility of additional costs. The discussion continued regarding the age of the Wells.

General Manager Davies – Confirming what was stated; if there are items discovered that need to be taken care of; will the Wells be left open and what is the timeframe for the item to be brought back to the Board if needed.

Water and Wastewater Koehne – Provided additional details regarding the rehabilitation of Well 4A and Well 2 related to the timeframe and the ability to bring back to the Board for approval of additional costs if needed.

Motion by: President Graves to award bid to Kirby's Pump and Mechanical for pump maintenance work and award bid to Roadrunner Drilling for well rehabilitation work; approve project related cost increases to include reasonable additional work discovered at time of rehabilitation; and authorize the General Manager to execute all documents associated therewith.

Second by: Vice-President Mayer

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

3. Discussion and Possible Action Regarding Award a Contract to Tiber Painting for the Discovery Bay Front Entrance.

Parks and Landscape Manager Miller – Provided the details regarding an award a contract to Tiber Painting for the Discovery Bay Front Entrance.

There was discussion regarding the item being discussed at the Park and Recreation Committee meeting and where funds are coming from.

Public Comment Regarding:

- The tax money used for a great improvement.

Motion by: Director Pease authorize the General Manager to sign a contract to Tiber Painting and Issue a Notice to Proceed for the Discovery Bay Front Entrance.

Second by: Director Leete

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

4. Discussion and Possible Action to Ratify Community Center Pool Equipment Enclosure Agreement

Entered into with Tuff Shed on September 6, 2018 and Approve an Additional 15% Project Contingency. General Manager Davies – Provided a background of the Community Center Pool Equipment Enclosure Agreement.

There was discussion regarding the size and location of the Community Center Pool Equipment Enclosure.

Public Comment Regarding:

- Scheduling the pool work, the equipment enclosure and PG&E funds.

The discussion continued regarding the quote for electrical and plumbing.

President Graves – Stated that the work for the Community Center Pool Equipment Enclosure will not begin until a decision is made regarding the Community Center pool expansion.

Motion by: Director Pease to approve ratification of the Community Center Pool Equipment Enclosure Agreement entered into with Tuff Shed on September 6, 2018 in the amount of \$30,313.80; approve a 15% project contingency; and authorize the General Manager to execute all documents and payments in furtherance thereof.

Second by: Vice-President Mayer

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

H. MANAGER'S REPORT

Water and Wastewater Manager Koehne – Provided an update for the month of October regarding water reduction of 31% as compared to 2013.

There was discussion regarding revenue and EDU's for build out.

I. DIRECTORS' REPORTS

1. Standing Committee Reports.

Vice-President Mayer – Provided the details of the P6 meeting regarding the license plate readers, a letter to Cal-Trans and Assemblymember Jim Frazier. There was discussion regarding an agenda item to be added for a letter to Cal-Trans in support of P6 effort related to the License Plate Readers for a future Board meeting.

Legal Counsel Attebery – Stated that the Board can give Staff direction to send a letter to Cal-Trans in support of P6 regarding the License Plate Readers or to individually write a letter (representing as a citizen and not the Board) in support of the License Plate Readers.

The discussion continued regarding an agenda item to be added for a letter to Cal-Trans in support of P6 efforts related to the License Plate Readers for the December 5, 2018 Board meeting.

Legal Counsel Attebery – Stated that a letter to Cal-Trans in support of the P6 efforts related to the License Plate Readers will be brought back to the next Board meeting, December 5, 2018.

President Graves – Provided the details of the Water and Wastewater meeting related to the rehabilitation of Well 4A and Well 2.

Director Steele – Provided the details of the Communication meeting regarding Goggle Analytics

Vice-President Mayer – Provided the details of the Communication meeting regarding the Electronic Sign Board.

2. Other Reportable Items – None.

J. GENERAL MANAGER'S REPORT

General Manager Davies – Provided details regarding the Zone Consultants analysis, staff to suggest that there be a couple of Board Members as an Ad-Hoc Committee to participate future meetings.

There was discussion regarding selecting the Finance Committee members (Chair Mayer and Vice-Chair Leete) to be on the Ad-Hoc Committee for the Zone Analysis.

General Manager Davies – Provided details regarding “No Wipes in the Pipes” campaign.

There was discussion regarding involvement with CSDA and grants to offset costs.

General Manager Davies – Provided details regarding the Board meeting of November 21, 2018 will be cancelled and the next Board meeting will be December 5, 2018.

K. CORRESPONDENCE RECEIVED

1. Received – Discovery Bay P6 Citizen Advisory Committee meeting minutes for July 11, 2018.

L. FUTURE AGENDA ITEMS

The regular meeting adjourned at 8:52 p.m. to the Closed Session.

M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Legal Counsel Attebery - 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)
Two Potential Cases.

O. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

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

P. ADJOURNMENT

1. The meeting adjourned 9:07 a.m. to the next regular meeting of December 5, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 11-15-18

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