



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 December 5, 2018

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Graves.
2. Pledge of Allegiance – Led by President Graves.
3. Roll Call – All Present.

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

Public Comment Regarding:

- Thanked the Board, Sheriff Department and CHP with the work they are doing.

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 November 7, 2018.
2. Approve DRAFT minutes of special meeting for November 20, 2018.
3. Approve Register of District Invoices.
4. Approve Board and Management Attendance at the 2019 Annual State of the Town Event.
5. Approve Cancellation of Regular Board Meeting on January 2, 2019.
6. Approve Storage Space Lease Agreement between the Town of Discovery Bay and the Discovery Bay Lions Club and a Storage Space Lease Agreement between the Town of Discovery Bay and the Discovery Bay Community Foundation.

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 Holiday Open House.
2. Sheriff's Office Report – Lieutenant Foley – Provided the details of the Sheriff Report regarding the reported activity for the month of November. There was discussion regarding the nature of calls, move in date of the Sheriff Office in the Brentwood Police Department location, and Director Leete's ride along with a Sheriff Deputy.
3. CHP Report – Officer Thomas provided an update for the month of November.
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 November. Also provided details regarding the hiring of a Fire Marshal. There was discussion regarding the duties of the Fire Marshal (Code Enforcement, Inspecting Schools, and Churches). The Fire Board meetings have been moved to the 2nd Wednesday of the month at the Brentwood location, 150 City Park Way, Brentwood, CA 94513

E. LIAISON REPORTS

None.

F. PRESENTATIONS

1. Recognition – Board Member Chris Steele for 8 years of service to the Town of Discovery Bay.

General Manager Davies – Provided the accomplishments and recognition of service of Board Director Chris Steele. The accomplishments include:

- Duly elected in 2010 and reelected in a second term in 2014.
- Served as President of the Board in 2012 and 2015.
- Sat on several Board Committees which includes the Community Center, Communications Committee, Parks and Recreation Committee.
- Eight years of service accomplishments include adding two new Water Wells, purchasing the Community Center, and the new roof to the Community Center. Collaborating with community members to initiate a variety of recreation programs, development of the Splash Pad, Play Structure at Ravenswood Park, dedicating the Cornell Park Ball Field in memory of Town Resident Darryl Weeden, and the Roberta Fuss Tot Lot renovation. Hiring Veolia as the Operator for our Water and Wastewater Plants, approval of major improvements to Wastewater Plant No. 2, Water Meter Installation Project, implementation of the Dog Park, improvements to the BBQ area and the community grounds, the Monarch Butterfly Waystation, and the Community Garden. Current projects underway include the Discovery Bay Front Entrance, the Dog Park renovations, Electric Sign Board, and improvements to the swimming pool.

Director Steele is known to have a kind heart, commitment to our community, passionate regarding recreation programs and is dedicated to bringing families together to enjoy the our Parks and the beauty of Discovery Bay.

General Manager and President Graves Provided gifts to Board Director Chris Steele and pictures were taken.

President Graves – Provided Certificate of Recognition from Congressman Jerry McNerney, State Senator Steve Glazer.

Assembly Member Jim Frazier's Office Erica Rodriguez – Provided a Certificate of Recognition and gifts.

Supervisor, CCC District III, Diane Burgis Lea Castleberry – Provided a Certificate of Recognition.

President Graves – Provided additional recognition from Board Members and Staff for the eight years of service.

Director Steele – Thanked the Staff and the Community.

G. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action Regarding the current scope of the Community Center Swimming Pool Project and consideration of a Scope of Work Agreement with Terracon Consultants Inc.

General Manager Davies – Provided the background and details regarding the Community Center Swimming Pool Project. Also provided details related to the scope of work agreement with Terracon Consultants Inc. to conduct a site assessment and provide a geotechnical report related to the Community Center Swimming Pool.

Terracon Consultants Inc. – Provided answers to questions related to a soil analysis, the design of the pool, assessment of the pool, the completion date, the location and size of the pool, and ADA compliance.

Public Comment Regarding:

- Pool Project; is there a need for a competitive size pool.
- Thanked the Board and Staff regarding the Pool Project, along with details of the pool that will serve the community, and using the money for other things at the Community Center.
- Pool Project; River Otters have made plans for their season at a different location, size of the pool, other programs can utilize the pool, and the money for the improvements.

There was discussion regarding year-round swimming and the size of the pool.

- Pool Project; there is a need for a pool for the community, growth improvement of Discovery Bay.
- Pool Project; significant changes to the Community Center, a master report for the rest of the facilities.

There was discussion regarding the funding of the pool, hiring consultants, the Community Center is a great asset, size of the pool, and the geotechnical report. The discussion continued regarding the pool report from Terracon Consultants Inc. related to the cost of the pool, the of size of the pool, and the possibility of delaying the season, no guarantee of moving forward with a larger pool due to the limit of funds, and the architectural plans to be included that were created in 2015.

Motion by: Director Steele to approve agreements with Terracon Consultants, Inc. in an amount of \$32,650.00, plus a 15% contingency, and authorize the General Manager to execute all documents and furtherance thereof.

Second by: Director Pease

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

2. Discussion and Possible Action Regarding Diffuser Permit Assistance - Apply for the necessary permits to repair the damaged diffuser outfall in Old River.

Director Pease – Provided an update regarding the Diffuser Permit Assistance.

Water and Wastewater Manager Koehne – Provided additional details regarding the Diffuser.

There was discussion regarding the permit assistance to repair the damaged diffuser outfall in Old River and the different options.

Motion by: Director Pease to authorize Advisian (WorleyParsons Group) to apply for the necessary permits to construct repairs to the diffuser outfall in Old River. Permits include the State Lands Commission, the Army Corps of Engineers, and the California Fish and Wildlife. Contract amount is \$34,735. This does not include the application fee or other permit costs directly to each public agency. Authorize the General Manager to execute all contracts and up to 10% change orders if needed. Authorize the General Manager to pay the cost of the

applications and any other permit costs to each agency once those costs are worked out based on the applications submitted by Advisian.

Second by: Director Leete

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

2. Discussion and Possible Action to Establish an Updated and Restated Employee Personnel Manual and Approve Resolution No. 2018-14.

General Manager Davies – Provided the details regarding the updated and restarted Employee Personnel Manual. There was discussion regarding the Employee Personnel Manual reviewed at the Internal Operations meeting.

Motion by: Director Leete to approve the updated and restated Employee Personnel Manual and approve Resolution No. 2018-14.

Second by: Director Pease

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

H. MANAGER'S REPORT

Water and Wastewater Manager Koehne – Provided an update regarding the reduction of water use.

Parks and Landscape Manager Miller – Provided an update regarding the Front Entrance improvements. There was discussion regarding the improvement work being done.

I. DIRECTORS' REPORTS

1. Standing Committee Reports.

Director Leete – Provided the details of the East County Water Management Association meeting; working with the State related to the split of the Basin.

Director Pease – Provided the details of the Water and Wastewater meeting related to the O&M manual (on track).

2. Other Reportable Items.

J. GENERAL MANAGER'S REPORT

1. P6 efforts related to the License Plate Readers.

General Manager Davies provided the details regarding the License Plate Readers also stated that there is a meeting scheduled with General Manager Davies, Assemblymember Jim Frazier, CHP, and Caltrans, January 3, 2019 at 1:00 p.m. related to the problem on Highway 4 and Discovery Bay Boulevard.

K. CORRESPONDENCE RECEIVED

1. Received – East Contra Costa Fire Protection District meeting minutes for October 1, 2018.

2. Received – Byron Municipal Advisory Council meeting minutes for September 25, 2018.

L. FUTURE AGENDA ITEMS

The regular meeting adjourned at 8:04 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) One Potential Case.

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 at 8:20 p.m. to the next regular meeting of December 19, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 12-11-18

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