



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

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

**Regular Board Meeting
Wednesday, February 20, 2019**

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 – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday February 20, 2019
REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration by filling out a comment form. The public will be called to comment in the order the comment forms are received. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There is a device on the podium with a green, yellow, and red light. The yellow light will come on 30 seconds before the end of the 3 minutes. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the view point of the Directors.

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 February 6, 2019.
2. Approve Register of District Invoices.
3. Approve Board Attendance at the Special District Leadership Academy Conference.
4. Approve Parks and Recreation Public Event Calendar for 2019.
5. Approve Attendance to the Annual California Parks & Recreation Conference.

D. PRESENTATIONS

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of January.

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action Regarding General Manager Compensation.
2. Discussion and Possible Action Regarding Approval of DRAFT Administrative Revisions to the Facility and Parks Rental Fee Schedules.
3. Discussion and Possible Action Regarding the 2019 Program, Activities, and Event Fee Waivers.
4. Discussion and Possible Action Regarding Approval of Notice of Completion for the Front Entrance Project.

G. INFORMATIONAL ITEMS ONLY

H. DIRECTORS' REPORTS

1. Standing Committee Reports.
 - a. East Contra Costa Fire Protection District Meeting – February 13, 2019.
 - b. Parks and Recreation Committee Meeting – February 20, 2019.
2. Other Reportable Items.

I. MANAGER'S REPORT

J. GENERAL MANAGER'S REPORT

1. Highway 4 and Discovery Bay Boulevard Update.

K. CORRESPONDENCE RECEIVED

1. Received – Contra Costa County Aviation Advisory Committee meeting minutes for December 13, 2018.
2. Received – Contra Costa County Aviation Advisory Committee meeting minutes for January 10, 2019.
3. Received – East Contra Costa Fire Protection District meeting minutes for January 9, 2019.
4. Received – East Contra Costa Fire Protection District meeting minutes for January 11, 2019.
5. Received – State Route 4 Bypass Authority meeting minutes for December 13, 2018.

L. FUTURE AGENDA ITEMS

M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

N. CLOSED SESSION:

1. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6
Agency Designated Representative: Michael R. Davies
Unrepresented Employee: All TODB Employees

O. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

P. ADJOURNMENT

1. Adjourn to the regular meeting on March 6, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday February 6, 2019
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 Mayer.
2. Pledge of Allegiance – Led by President Mayer.
3. Roll Call – All Present.

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

Public Comment Regarding:

- Status of the License Plate Readers and the intersection at Discovery Bay Boulevard and Newport.
- Parking and speeding at the Timber Point School. There was comment regarding the time of day speeding occurs (drop off and pick up of children).

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 January 16, 2019.
2. Approve Register of District Invoices.
3. Approve Board Member attendance at the SDRMA “Board Member Best Practices” Training in Byron on April 18, 2019.

Motion by: Vice-President 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 the details regarding the Delta Plan 5 year review online survey and the 2020 Census (online). There was discussion regarding the process of the outreach; County is putting together.
2. Sheriff’s Office Report – Lieutenant Foley – Provided the details of the Sheriff Report regarding the reported activity for the month of January 2019, also provided an update regarding the License Plate Readers and the parking at Timber Point School. There was discussion regarding the License Plate Readers and the timeframe for the project.

Public Comment Regarding:

- License Plate Readers – Plan for the project with the Sheriff’s Department; access to the information; how long is the information kept and who is information available to.
- 3. CHP Report – Officer Thomas provided an update for the month of January, enforcement at Timber Point School (gave verbal warnings) – next will issue citations.

Public Comment Regarding:

- Speeding on Bixler, Newport, Point of Timber, and excessive muffler noise. There was discussion and the recommendation is to speak with the Sheriff’s Department and the CHP.

4. East Contra Costa Fire Protection District Report – Battalion Chief Ross Macumber provided an update regarding the December and January Operations Report related to calls and response time. Fire Marshal announcement is out and in the process of accepting applications. There was an update regarding weed abatement, and the Volunteer Fire Fighters Recognition Ceremony at the Knightsen School, April 13, 2019 at 10:00 a.m. Also, Battalion Chief Ross Macumber introduced and welcomed newly Elected Fire Board Member Carrie Nash. There was discussion regarding the number of calls and the percentage being health related.

E. LIAISON REPORTS

None.

F. PRESENTATIONS

1. Terracon Report on Pool Expansion Site Assessment and Geotech Report.
General Manager Davies – Provided a background regarding the pool renovation project and introduced the representative from Terracon.
Ron Bravo – Terracon – Provided handouts with different options and cost for a competition pool. There was discussion regarding the different options, option of a separate toddler mini pool, different location for the pool, soil test, and current parking lot for increased spaces.
Public Comment Regarding:
 - Concept of additional operating costs, approved competition (strict tolerance), and locker rooms.General Manager Davies – Recommendation regarding the competition pool to be brought back to an Ad-Hoc Committee or Standing Committee; consensus of the Board for direction to the Parks and Recreation Committee (data gathering and analysis), then to the Finance Committee (fitting into the Budget). There was discussion regarding the pool experts to attend the Parks and Recreation Committee meeting.

G. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action Related to Well 4A and Well 2 Rehabilitation.
District Water Engineer Shobe – Provided the details regarding the increase of the CIP Budget for the Well 4A and Well 2 Rehabilitation Project and an overview of the needs for the rehab. There was discussion regarding the increased cost of the coated pipes.
Motion by: Director Graves to approve an increase to the CIP Budget of \$50,000 to purchase required pump equipment in Wells 4A and 2 and complete the well rehabilitation process.
Second by: Vice-President Pease.
Motion Carried – AYES: 5, NOES: 0

H. MANAGER'S REPORT

None.

I. DIRECTORS' REPORTS

1. Standing Committee Reports.
 - a. Water and Wastewater Committee Meeting – January 17, 2019 – President Mayer provided the details of the meeting related to an update of the past agenda items.
 - b. Contra Costa Special Districts Association Meeting – January 28, 2019 – Director Leete provided the details of the meeting related to alternate representative to the Contra Costa County Redevelopment Oversight Committee and a presentation by the Contra Costa County Historical Society.
 - c. Communications Committee Meeting – February 6, 2019 – Vice-President Pease and Director Gutow provided details regarding Message Board and Policy.
 - d. AB1234 Ethics Training – Completed by President Mayer, Director Leete, and Director Gutow
 - e. AB1825 Harassment Training. – Completed by President Mayer, Director Graves, and Director Gutow.There was discussion regarding the written portion of the report for training; per Legal Counsel the certificate will suffice as the report.
 - f. State of the Town Gala – President Mayer provided the details of the State of the Town Gala.
2. Other Reportable Items.
None.

J. GENERAL MANAGER'S REPORT

None.

K. CORRESPONDENCE RECEIVED

L. FUTURE AGENDA ITEMS

None.

The regular meeting adjourned at 8:06 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 and N-2.

N. CLOSED SESSION:

1. Public Employee Performance Evaluation pursuant to Government Code 54957 (Position: General Manager)
2. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6
Agency Designated Representative: Bill Mayer/Rod Attebery
Unrepresented Employee: General Manager

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 N-2 and there is no reportable action.

P. ADJOURNMENT

1. The meeting adjourned at 8:49 p.m. to the next regular meeting of February 20, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 02-08-19

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



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

February 20, 2019

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 \$ 208,894.66

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 February 20, 2019
Town of Discovery Bay CSD
For Fiscal Year's 7/18 - 6/19

Veolia Water North America	\$135,058.44
Luhdorff & Scalmanini	\$15,651.09
CaliforniaChoice Benefit Admin	\$14,554.28
U.S. Bank Corporate Payment System	\$12,135.81
County Clerk- Elections Division	\$8,221.65
Badger Meter	\$5,565.17
Herwit Engineering	\$2,525.84
J.W. Backhoe & Construction, Inc.	\$2,376.89
California Rural Water Association	\$1,240.00
Upper Case Printing, Inc.	\$1,229.25
Karina Dugand	\$1,125.00
Du-All Safety	\$1,105.00
Brentwood Ace Hardware	\$1,012.58
Matrix Trust	\$840.90
Mt. Diablo Resource Recovery	\$789.56
Verizon Wireless	\$707.98
William Mayer	\$575.00
Robert Leete	\$506.40
Bryon Gutow	\$460.00
Kevin Graves	\$345.00
Univar	\$316.98
Office Depot	\$286.26
ReliaStar Life Insurance Company	\$275.00
Gladwell Governmental Services, Inc.	\$250.00
Comcast	\$243.20
Bill Pease	\$230.00
Brentwood Press & Publishing	\$220.00
Discovery Pest Control	\$198.00
Watersavers Irrigation Inc.	\$185.36
Koff & Associates	\$150.00
Costco	\$120.00
Chris Steele	\$115.00
UniFrist Corporation	\$90.18
Bill Brandt Ford	\$54.82
Cintas	\$46.79
Water Utility Customer	\$32.19
U.S. HealthWorks	\$30.00
UPS	\$25.04

\$208,894.66



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

February 20, 2019

Prepared By: Carol McCool, Administrative Assistant
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Special District Leadership Academy Conference.

Recommended Action

Authorize Members of the Board of Directors attendance at the Special District Leadership Academy Conference, July 7, 2019 through July 10, 2019 in Napa Valley.

Executive Summary

The California Special District Association (CSDA) is offering as part of its Leadership Academy a three day Special District Leadership Academy Conference, July 7, 2019 through July 10, 2019 in Napa Valley.

The Leadership Academy is a comprehensive governance conference for elected and appointed directors and staff that is aimed at improving overall interpersonal relationships and the roles each play between the Board, staff, and the public that is served.

Pursuant to Government Code §61047(e) (5), the Board must previously authorize a Board member's presence at a training program. The Board Member must also deliver a written report at the next available meeting concerning the training session(s) attended. Pursuant to this section, Board members are permitted a stipend for attending this conference.

Staff recommends that the Board of Directors authorize the Board and General Manager to attend the Special District Leadership Academy Conference, July 7, 2019 through July 10, 2019 in Napa Valley. The cost for each participant is \$600.00 plus travel, hotel (CSDA rate \$189.00/per night), meals, taxes and associated miscellaneous expenses.

Fiscal Impact:

Previous Relevant Board Actions for This Item

October 2, 2013 – Business and Action Item.
April 19, 2017 – Consent Item.

Attachments

Special District Leadership Academy Conference Program Brochure.

AGENDA ITEM: C-3

ACHIEVING DISTRICT GOALS... TOGETHER.

Two Conference Location Options – First Time and Returning Attendee Tracks!



CSDA's 2019
**Special District
Leadership Academy Conference**

A Comprehensive Governance Leadership Conference for Elected and Appointed Directors/Trustees.



why
Attend

Participate in the **Special District Leadership Academy Conference** as a first time or returning attendee.

This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

Local boards are the reason why local control is local. Special district boards are the voices of the community and they are also a large reason why special districts exist.

The truth is that every elected or appointed public official needs to worry about governance; governance is what boards do. It's what they bring to the table.


Two locations for your convenience.


Early bird discount!



SDLA Conference is presented by CSDA and co-sponsored by SDRMA.





Two Locations • Two Options

first
timer

Attend for the first time and complete all four modules of the Special District Leadership Academy:

- Governance Foundations
- Setting Direction / Community Leadership
- Board's Role in Human Resources
- Board's Role in Finance and Fiscal Accountability



April 7 – 10, 2019 Embassy Suites San Diego Bay

601 Pacific Highway
San Diego, CA 92101

ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$174 plus tax, single or double occupancy by calling 1-800-EMBASSY and using the group code CSD. The room reservation cut-off is March 15, 2019; however, space is limited and may sell out before this date.

EARLY BIRD DISCOUNT



The early bird discount for this location requires registration on or before

Friday, March 8, 2019.

Cancellations must be in writing and received by CSDA no later than March 26, 2019 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after March 26, 2019. Substitutions are acceptable and must be done in writing no later than April 1, 2019 at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.



July 7 – 10, 2019 Embassy Suites Napa Valley

1075 California Blvd.
Napa, CA 94559

ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$189 plus tax, single or double occupancy by calling 1-800-HILTONS and using the group code CSD. The room reservation cut-off is June 7, 2019; however, space is limited and may sell out before this date.

EARLY BIRD DISCOUNT



The early bird discount for this location requires registration on or before

Friday, June 7, 2019.

Cancellations must be in writing and received by CSDA no later than June 24, 2019 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after June 24, 2019. Substitutions are acceptable and must be done in writing no later than July 5, 2019 at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.

return
for more

Already completed the Academy? Take a deep dive into common opportunities and challenges facing special districts. Returning attendee sessions include:

- The Intricacies of Running a Public Meeting: Deep Dive into the Brown Act
- Propelling Your District Forward in Challenging Situations
- How Your Board Can Set Clear Direction and Build Your District's Future Around its Core Priorities
- The 3 Cs: Using Communications, Consistency and Cooperation to Benefit Your District
- And much more!



SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference reducing SDRMA member's annual contribution amount.

*Important Cancellation Information

All cancellations received by the date indicated for that particular conference and location will be refunded less a \$75 cancellation fee. There will be no refunds or cancellations made after the date as specified per location. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.



FIRST TIME ATTENDEE SCHEDULE - Available at both locations.

Sunday

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.



Monday

8:30 a.m. – 12:30 p.m.

(Break from 10:00 - 10:30 a.m.)

BUILDING A FOUNDATION FOR GOOD GOVERNANCE

This session covers Module 1 of the SDLA: Governance Foundations.

In this informational session, the instructor will lay the ground work for good governance in your district.

Attendees will discover:

- Why good governance is so important to the overall well-being of the district.
- The traits of effective board members.
- What good governance means and how to effectively put it into practice.
- How to move your board from “I” to “we,” including how to become an effective team, establish team standards, and essential conditions for team building.

12:30 – 1:30 p.m.

LUNCH PROVIDED *(All Attendees)*

1:45 – 4:30 p.m.

(Break from 3:00 - 3:30 p.m.)

FULFILLING YOUR DISTRICT’S MISSION: CHARTING THE COURSE

This session covers Module 2 of the SDLA: Setting Direction/Community Leadership.

This session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district’s mission, vision, values and strategic goals and how to communicate those objectives to your constituents.

5:30 – 7:00 p.m.
SIP AND SAVOR EVENING RECEPTION



Sponsored by the Special District Risk Management Authority (SDRMA)

Join us for an evening of networking and refreshments.

Tuesday

8:30 a.m. – 12:00 p.m.

(Break from 10:00 - 10:30 a.m.)

DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS

This session covers Module 4 of the SDLA: Board’s Role in Human Resources.

This conference session will teach participants how to determine the Human Resource health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board’s role in human resources.
- Recognizing HR red flags and positive indicators.
- Developing and maintaining essential HR policies.
- Covering confidentiality and legal liabilities.
- Evaluating the general manager.

12:00 – 1:00 p.m.

LUNCH PROVIDED *(All Attendees)*

1:15 – 4:00 p.m.

(Break from 2:45 - 3:00 p.m.)

GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

This session covers Module 2 of the SDLA: Setting Direction/Community Leadership.

This session looks at common communication breakdowns and areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences.
- Responding to public input.
- Media relations.
- Legislative outreach and advocacy.

OPEN EVENING

Wednesday

8:30 a.m. – 12:00 p.m.

(Break from 10:00 - 10:15 a.m.)

SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?

This session covers Module 3 of the SDLA: Board’s Role in Finance and Fiscal Accountability.

This session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission and goals.
- Budget process, budget assessment, and communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

12:00 p.m.

GRADUATION CERTIFICATE DISTRIBUTION

First Time Attendees must attend all sessions in order to receive their certificate at the conclusion of the conference.



Don't miss the Sip and Savor evening reception on Monday night. Sponsored by SDRMA.

“The workshop on Setting Direction/Community Leadership was outstanding. The Leadership Academy should be a requirement for all new board members.”

– Dave Kulchin, Board Member, Leucadia Wastewater District



Evening receptions are offered as great networking opportunities.

you'll Learn



WORKING AS A TEAM: THE ROLES OF THE BOARD AND STAFF IN YOUR DISTRICT.

ATTRIBUTES AND CHARACTERISTICS OF HIGHLY EFFECTIVE BOARDS.

HOW CULTURE, NORMS, VALUES, AND OPERATING STYLES INFLUENCE THE DISTRICT.

SPECIFIC JOBS THAT THE BOARD MUST PERFORM.

HOW INDIVIDUAL VALUES, SKILLS, AND KNOWLEDGE HELP TO SHAPE HOW EFFECTIVE BOARDS OPERATE.

THE IMPORTANCE OF MOVING FROM “I” TO “WE” AS THE GOVERNANCE TEAM.

THE BOARD’S ROLE IN SETTING DIRECTION FOR THE DISTRICT.

THE BOARD’S ROLE IN FINANCE AND FISCAL ACCOUNTABILITY.

AND MUCH MORE!





Sunday

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.



Monday

8:30 – 10:00 a.m.

THE INTRICACIES OF RUNNING A PUBLIC MEETING: DEEP DIVE INTO THE BROWN ACT

Lozano Smith

Conducting the district’s business in public can be convoluted and tricky. It requires district staff, general managers, and board members to strictly adhere to ever-changing laws, impacting meetings, communications, timelines and use of technology. This workshop will use entertaining hypotheticals to engage participants, letting them dive deep into the Brown Act – all designed to help attendees stay in compliance and effectively run board meetings. Newly elected and experienced board members alike will be equipped with the tools needed to avoid falling into Brown Act traps. Key focus areas: closed sessions, public comments, serial meetings, agendas, voting and quorums, e-communications, and public records.

10:00 – 10:30 a.m.

BREAK (All Attendees)

10:30 a.m. – 12:30 p.m.

PROPELLING YOUR DISTRICT FORWARD IN CHALLENGING SITUATIONS

Liebert Cassidy Whitmore

Through the challenging situations we face, we learn critical lessons that can be shared to help others. This session will highlight five key areas that elected and appointed public officials may face during their career and strategies for handling these issues and avoiding missteps. Topics include executive level hiring, organization transitions/transformations, picking your battles, scandals & scrutiny and insight on key lessons learned through difficult cases. This advanced level session will incorporate the legal foundation of these areas along with the practical approach that accomplishes effective solutions.

12:30 – 1:30 p.m.

LUNCH PROVIDED (all attendees)

1:45 – 3:00 p.m.

HOW YOUR BOARD CAN SET CLEAR DIRECTION AND BUILD YOUR DISTRICT’S FUTURE AROUND ITS CORE PRIORITIES

Rauch Communication Consultants

Whether you call it identifying priorities, building consensus or strategic planning, every board should map out clear direction around the district’s core priorities. Setting direction and clear priorities is a core board responsibility that will guide your district to resolve key challenges and take advantage of important opportunities. This session will provide examples and tips on how the best districts develop and implement core priorities. There will be opportunities for questions, answers and engagement among the participants and the seminar leader.

3:00 – 3:30 p.m.

BREAK (All Attendees)

3:30 – 4:30 p.m.

THE 3 CS: USING COMMUNICATIONS, CONSISTENCY AND COOPERATION TO BENEFIT YOUR DISTRICT

David Aranda, SDA

Districts of all shapes and sizes face the difficult task of being efficient, effective and leaders for the community. Gain an understanding of how three simple words carry a powerful punch in allowing your district and the board, management and staff to provide excellence of service.

5:30 – 7:00 p.m.

SIP AND SAVOR EVENING RECEPTION

Sponsored by the Special District Risk Management Authority (SDRMA)

Join us for an evening of networking and refreshments.





Tuesday

8:30 – 10:00 a.m.

PROJECT FINANCING - PAY-GO VS. DEBT FINANCING - THINGS TO CONSIDER WHEN PLANNING FOR THE RIGHT MIX

CSDA Finance Corporation Consultants

CSDA Finance Corporation consultants, Bill Morton and Nicki Tallman, present an overview of the pros and cons for both debt financing and pay-as-you-go in their discussion of the best practices for capital improvement financial planning. Learn about the financing tools and programs available to special districts, and how to determine the right financing “mix” for your project. Also covered are how to prepare your district for financing as well as how to educate other board members and the community about your financial plan. Other topics include explanations of the different methods of sale for a financing and respective transaction timeline, as well as a review of current market trends.

10:00 – 10:30 a.m.

BREAK (All Attendees)

10:30 a.m. – 12:00 p.m.

SAY WHAT?!? SPEAKING PLAINLY THROUGH POLICY

BHI Management Consulting

This session outlines the critical nature and importance of making long-lasting and meaningful policy as a board. Good policy is the most professional expression of a great board and agency. Yet special districts struggle with what policy means and how to make and use them. Brent Ives, recognized organizational consultant to special districts in California on policy and planning, will bring his years of experience as a consultant and his long tenure as Mayor and Council member of the City of Tracy to this critically important topic. In Brent’s words, “Making good policy moves our board to the highest level of performance”

12:00 – 1:00 p.m.

LUNCH PROVIDED (All Attendees)

1:15 – 2:45 p.m.

MEDIA RELATIONS: SURVIVING AND THRIVING WHEN DEALING WITH MEDIA

Communication Advantage

Presenter will share secrets of successful news interview and media relations: crafting great messages that resonate with the public, the techniques for using them in interviews, and practical tips for gaining control and confidence during the interview process.

2:45 – 3:00 p.m.

BREAK (All Attendees)

3:00 – 4:00 p.m.

LEGISLATIVE DEVELOPMENTS BOARD MEMBERS SHOULD KNOW

California Special Districts Association

Is your district at the table or on the menu? Straight from the lobbies of the State Capitol Building, CSDA’s advocacy staff will present on the latest legislation introduced in Sacramento and breakdown the potential impacts on special districts. Gain a better understanding of current legislative trends, hear what CSDA is doing to advocate for special districts, and learn how you can help CSDA, your district, and your community can come out ahead.

4:00 p.m.

CONFERENCE ENDS FOR RETURNING ATTENDEES

Whether you’re new to the board or someone who has served for many years, this conference provides essential tools and information to effectively govern your district!



2019 Registration Form

Special District Leadership Academy Conference

Three Ways to Register

- **Register online** by visiting the SDLA Conference website at sdla.csda.net.
- **Fax number:** 916-520-2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cathrine Lemaire at cathrine1@csda.net or call toll-free at the number listed above.



Name/Title:		
<input type="checkbox"/> First Time Attendee <input type="checkbox"/> Returning Attendee		
District:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
<input type="checkbox"/> Member <input type="checkbox"/> Non-Member	Email:	
Emergency Contact - Name & Phone:		
WHICH CONFERENCE WILL YOU BE ATTENDING?		
APRIL 7-10, 2019 - SAN DIEGO EARLY BIRD DISCOUNT: MARCH 8	JULY 7-10, 2019 - NAPA EARLY BIRD DISCOUNT: JUNE 7	
<input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900	<input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900	
AFTER MARCH 8 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975	AFTER JUNE 7 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975	
SEND MORE - SAVE MORE! -- SPECIAL DISCOUNTED PRICING!		
ADDITIONAL ATTENDEE FROM THE SAME DISTRICT BEFORE EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$400 <input type="checkbox"/> Non-Member \$600	ADDITIONAL ATTENDEE FROM THE SAME DISTRICT AFTER EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$450 <input type="checkbox"/> Non-Member \$675	
Payment		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Acct. Name:	Acct. Number:	
Expiration Date:	Authorized Signature:	
Special needs		
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:		

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Anti-Discrimination and Harassment Policy: CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csda.net/about-csda/who-we-are.



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY



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SDRMA has been helping California public agencies navigate liability and manage risk for over 30 years. In fact, our experienced risk management staff and technical experts work exclusively with public agencies. All your coverage and risk management needs are met by a single resource that functions as an extension of your team. Public agencies can best proceed with confidence when they have a guiding star.

Learn more about our Workers' Compensation, Property/Liability and Health Benefits Programs at www.sdrma.org or **800.537.7790**.



BOARD MEMBERS AND TRUSTEES

SHOW YOUR COMMITMENT AND DEDICATION TO SERVING YOUR COMMUNITY.

SDLF



**SPECIAL DISTRICT
LEADERSHIP FOUNDATION**

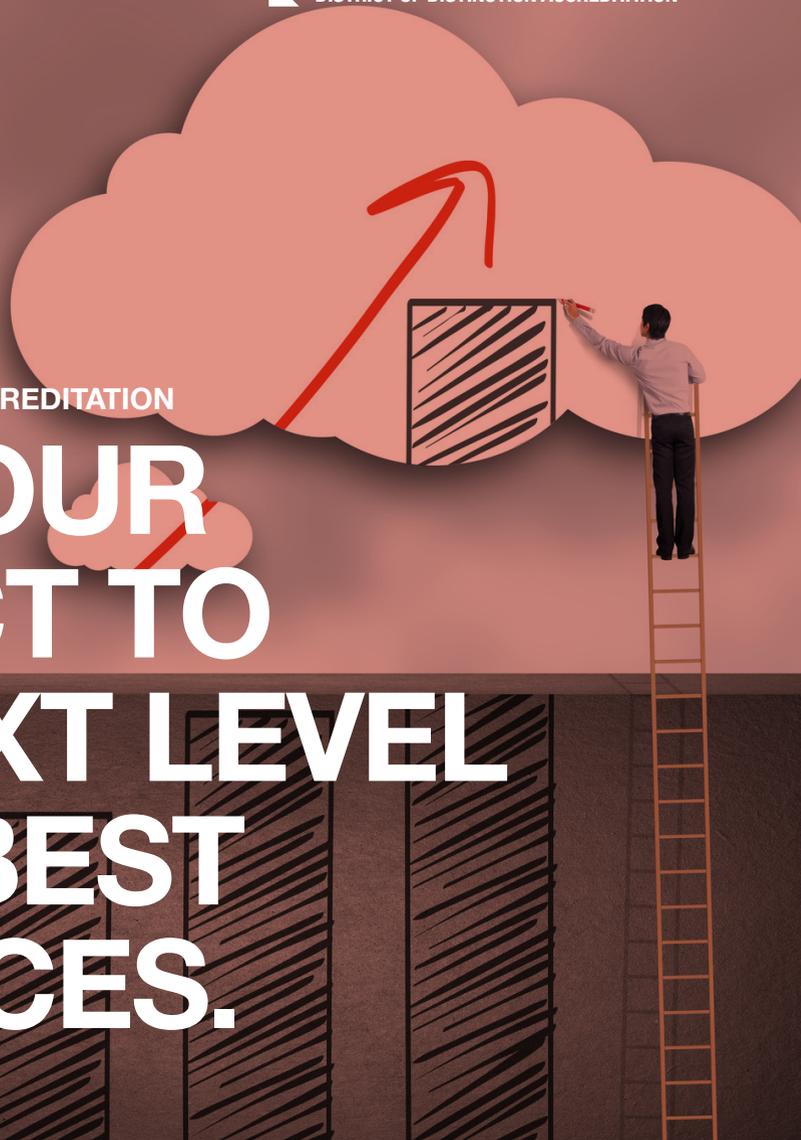
The Recognition in Special District Governance was designed to acknowledge special district Board Members and Trustees who have taken extra steps to become better educated in core areas of governance.

Complete the Special District Leadership Academy + 10 additional professional development hours and receive this recognition.



DISTRICT OF DISTINCTION ACCREDITATION

TAKE YOUR DISTRICT TO THE NEXT LEVEL USING BEST PRACTICES.



The **District of Distinction Accreditation** is designed as a way for districts to highlight their prudent practices important to effectively administer and govern a special district.

In a time when proper fiscal management and responsibility in public agencies is paramount, it has become increasingly important to demonstrate that districts have sound fiscal management, transparency, and governance policies/practices in place. Apply today!



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**Special District
 Leadership Academy**

*A Comprehensive Governance Conference
 for Elected and Appointed Directors/Trustees.*

*“Another enjoyable
 CSDA experience.”*
 – P. Dorey, Director, Vista Irrigation District



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

February 20, 2019

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

MRD

Agenda Title

2019 Parks and Recreation Public Event Calendar.

Recommended Action

Approve Parks and Recreation Public Event Calendar for 2019.

Executive Summary

2019 represents the 6th full year of event programming at the Community Center and the 7th full year of summer programming. The Community Center continues to offer a variety of programming for all age groups, not only at the Community Center itself, but also at other Town facilities.

The Community Center continues to develop as a hub of activity and staff continues to offer or partner with various community groups to provide a variety of free as well as paid programming throughout the year. There also continues to be a variety of private parties that occur year-round including birthdays, family reunions, and many others that schedule the Center for their events.

Staff has developed the attached event schedule for Board consideration. The events listed are those which have been held in the past, as well as new ones for 2019 for a total of 19 events. If the schedule is approved, these events will not come back before the Board for further authorization. Once each date and event type is accepted by the Board, Staff will then block those times and provide the event sponsor approval to proceed with their event planning.

All other events are subject to the terms and conditions in the Park Usage Rental Policy (Policy #013) and District Recreation Facilities Alcohol Policy (Policy #022). Both Policies are 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

N/A

Attachments

Proposed 2019 Parks and Recreation Public Event Calendar.
Board Policies #013 and #022.

AGENDA ITEM: C-4

2019 Parks and Recreation Public Event Calendar

2019 Event Dates	Times	Location	Event Title	Event Description	Approximate Attendance Numbers	Event Sponsors	Vendors on site	Food on site	Alcohol on site	Town/County Licenses Required	Fees Charged/Waived
March 2	9-4PM	Cornell Park	Pony Jamboree	Pony Seasonal Opening Scrimmage Games	100+	Brentwood Pony	No	No	No	TODB Facility Permit	Fees Charged
April 20	8-12PM	DBCC	Easter Egg Hunt	DB Lions Club Easter Egg Hunt	500+	DB Lions Club	No	No	No	TODB Facility Permit	Fees Waived
April 27	8AM-12PM	DBCC	Pet's on Parade	Family friendly event for dogs	100-200	Town & DB Lions Joint Event	Yes	No	No	TOBD Facility Permit CCC Health permit	Fees Waived/Lions to donate net proceeds back for dog park specific improvements
May 8	3:00-9:00PM	DBCC	Food Truck Round-Up	Family friendly event. "Off the Grid" style event featuring a variety of unique/gourmet dinner trucks, live music and vendor booths.	200-400	Discovery Bay Chamber of Commerce	Yes	Yes	Yes	TODB Facility Permit CCC Health permit ABC License ECCFPD Event Permit	Fees Charged
May	8AM-4PM	Cornell Park	Fund Raising Pickleball Tournament	Pickleball Tournament to raise funding for Tennis Court conversion	75-150	Discovery Bay Pickleball Club	No	No	No	TODB Facility Permit	Fees Waived
June 1	8AM-11PM	DBCC	Summer Jam Concert in the Park	Family friendly event featuring live music, food and alcohol in partnership with the DB Lions Club.	500-1,000	Town & DB Lions Joint Event	Yes	Yes	Yes	TODB Facility Permit CCC Health Permit ABC License	Fees Waived/Lions to donate 50% of net proceeds back to Town for specific Park/Facility project
June 12	3:00-9:00PM	DBCC	Food Truck Round-Up	Family friendly event. "Off the Grid" style event featuring a variety of unique/gourmet dinner trucks, live music and vendor booths.	200-400	Discovery Bay Chamber of Commerce	Yes	Yes	Yes	TODB Facility Permit CCC Health permit ABC License ECCFPD Event Permit	Fees Charged
June 14	6:30-10:30PM	DBCC	Friday Night Movie in the Park	Family friendly movies on the event lawn at the Community Center	50-75	Town Event	No	Yes	No	CCC Health Permit Movie Licensing	N/A Town Event
June 21	7PM-10PM	DBCC	Friday Night Movie in the Park	Family friendly evening swim and music under the stars	50-75	Town Event	No	No	No	TODB Facility Permit	N/A Town Event
June 26	3:00PM-6:00PM	DBCC	Library Program	Family friendly event with a focus on childrens entertainment	30-75	Town & CCC Library	No	No	No	TODB Facility Permit	Fees Waived
July 10	3:00-9:00PM	DBCC	Food Truck Round-Up	Family friendly event. "Off the Grid" style event featuring a variety of unique/gourmet dinner trucks, live music and vendor booths.	200-400	Discovery Bay Chamber of Commerce	Yes	Yes	Yes	TODB Facility Permit CCC Health permit ABC License ECCFPD Event Permit	Fees Charged
July	6:30-10:30PM	DBCC	Friday Night Movie in the Park	Family friendly movies on the event lawn at the Community Center	50-75	Town Event	No	Yes	No	CCC Health Permit Movie Licensing	N/A Town Event

2019 Parks and Recreation Public Event Calendar

2019 Event Dates	Times	Location	Event Title	Event Description	Approximate Attendance Numbers	Event Sponsors	Vendors on site	Food on site	Alcohol on site	Town/County Licenses Required	Fees Charged/Waived
July 15-19	8:30-3:30PM	DBCC	R.A.D. Program	This is a free Contra Costa County Sheriff's program for children ages 5-7 years that provides education on personal safety.	20-40	CCC Sheriff	No	No	No	TODB Facility Permit	Fees Waived
August	6:30-10:30PM	DBCC	Friday Night Movie in the Park	Family friendly movies on the event lawn at the Community Center	50-75	Town Event	No	Yes	No	CCC Health Permit Movie Licensing	N/A Town Event
September	8AM-8PM	DBCC	Car Show	Classic, Hot Rod, Motorcycle Car show, food/beer, and vendors	300-400	DB Lions	Yes	Yes	Yes	TODB Facility Permit CCC Health Permit ABC License	Fees Charged
September 21	8:00AM - 8:00PM	DBCC	Summer Jam	Kids zone, possible car show, business vendors, food vendors, concert and petting zoo. Alcohol Sales	500-1,000	DB Lions	Yes	Yes	Yes	TPDB Facility Permit CCC Health Permit ABC Permit ECCFPD	N/A Town Event
October	8AM-4PM	Cornell Park	Fund Raising Pickleball Tournament	Pickleball Tournament to raise funding for Tennis Court conversion	75-100	Discovery Bay Pickleball Club	No	No	No	TODB Facility Permit	Fees Waived
October 23	3:00PM-6:00PM	DBCC	Library Program	Family friendly event with a focus on childrens entertainment	30-50	Town & CCC Library	No	No	No	TODB Facility Permit	Fees Waived
December	TBD	DBCC	Holiday Parade & Breakfast with Santa	Judging, Breakfast with Santa, vendors for event located in the CC parking lot	1000+	Delta Sun Times/DB Lions/ Chamber of Commerce Joint Event	Yes	Yes	No	TODB Facility Permit CCC Health Permit ECCFPD Event Permit	Fees Waived for use of parking lot only



Town of Discovery Bay

Program Area: Parks and Landscaping	Policy Name: Park & Facility Usage & Rental Policy	Policy Number: 013
Date Established: April 20, 2011	Date Amended: May 3, 2017	Resolution: 2016-17

I. GENERAL INFORMATION

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

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

Facilities and parks available for rental include:

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

II. ELIGIBILITY & PRIORITY

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

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

III. RESERVATION REQUIREMENTS

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

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

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

Insurance Requirements: All sports leagues, organizations, or inflatable play equipment operators are required to provide the District with a CERTIFICATE OF LIABILITY INSURANCE showing valid liability coverage in the amount of \$1,000,000. A separate ADDITIONAL INSURED ENDORSEMENT must be submitted listing the "Town of Discovery Bay CSD, its officers, officials, employees, and volunteers" as additional insured on the policy. Insurance Certificates must be submitted to the District at least five (5) days prior to the scheduled reservation.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

IV. MISCELLANEOUS

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

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

Policy Established:

April 20, 2011

Policy Amended:

July 16, 2013

January 8, 2014

December 16, 2015

October 19, 2016

May 3, 2017



Town of Discovery Bay

Program Area: Parks & Recreation	Policy Name: Alcohol Policy	Policy Number: 022
Date Established: September 3, 2014	Date Amended: N/A	Resolution: 2014-21

POLICY STATEMENT

The Town of Discovery Bay Community Services District supports the ability to allow renters of District facilities the ability to host private parties and to serve or consume alcohol during facility rentals when it is determined by staff to be feasible and age appropriate. This policy provides the framework to guide renters in the process to be able to serve or consume alcohol for private parties and events. The Policy outlines the procedural structure that adjusts to the different types of facility rentals based on the number of planned attendees. Management within the District must determine the appropriateness for alcohol consumption during all potential rentals to maintain consistency with this policy.

APPLICATION, AGREEMENT, & SPECIAL ALCOHOL PERMIT

Each potential renter that would like to serve or consume alcohol during a facility rental must fill out the appropriate application and agreement as well as the special alcohol permit. The rental applicant must also meet all guidelines listed in the agreement. The District reserves the right to accept or reject an individual or group's offer to serve or consume alcohol. It is strictly prohibited to sell or barter alcohol, and will be cause for immediate revocation of the permit and the cancellation of the event.

SPECIAL ALCOHOL PERMIT QUALIFICATIONS

- **Age** - Any person seeking to rent a District facility who intends on serving or consuming alcohol must be 21 years of age with a valid ID, and anyone who wishes to serve or consume alcohol during the rental must be 21 years of age and have a valid ID. Special Alcohol permits will not be issued if the guest of honor is a minor or if the majority of the attendees are minors.
- **Applications & Fees** - All applicants must fill out a rental application for the facility they would like to rent. All rental fees and deposits must be paid in full prior to the event. The Special Alcohol permit must be filled out completely and submitted at least (2) weeks prior to the rental. The alcohol permit fee for the Special Alcohol Permit is based on the number of attendees who will be present during the rental period.

1-50 Attendees - \$50
51-100 Attendees - \$75
100+ Attendees - \$100
- **Insurance** - Applicants are required to provide a certificate of insurance that names the Town of Discover Bay as an additional insured providing general liability insurance in and amount of not less than \$1,000,000 for each occurrence and \$1,000,000 general aggregate. The Town of Discovery Bay may be able to obtain a certificate of insurance for the event at the expense of the applicant.

DETERMINING AND APPROVAL – SPECIAL ALCOHOL PERMIT

Once the District has received a Special Alcohol permit application, the Department Manager will review the permit and make sure that all qualifications have been met. Completed forms will be reviewed for approval by the General Manager, or designee, prior to issuance of a Special Alcohol Permit.

FACILITIES

The following are the District facilities at which serving or consumption of alcohol may be approved during facility rentals with the required permits and fees

Indoor Facilities

Discovery Bay Community Center's Cabrillo Room
Discovery Bay Community Center's Marina Room
Discovery Bay Community Center's Discovery Room

Outdoor Facilities

Discovery Bay Community Center's Event Lawn
Discovery Bay Community Center's BBQ Area

RULES AND REGULATIONS

1. A District facility attendant will be present for rentals with 50+ attendees. An added fee of \$15.00/hour or partial will be assessed prior to the event based upon the anticipated timeframes. Any additional expenses shall be paid in full at the conclusion of the event or may be deducted from the security deposit .
2. All guests who will be served alcohol must be at least 21 years old and be able to provide a valid ID. Guests who cannot provide a valid ID will be acknowledged as a minor. There are No Exceptions.
3. Alcohol service includes beer, wine, & champagne. Liquor and other distilled spirits are prohibited (Glass beer bottles are prohibited).
4. Alcohol may only be brought in by the person or organization responsible for the rental or a licensed caterer. Guests may not bring their own beverages to the event. Non-Compliance may result in the cancellation of the event at the discretion of Town staff.
5. Alcohol is not to be consumed outside of the rental area(s), and shall not be consumed in entry ways or parking lots.
6. All rentals that request alcohol must have a certificate of insurance that names Town of Discovery Bay as an additional insured, as described above.
7. Alcohol will not be permitted when the guest of honor is a minor, or when a majority of the attendees are minors.
8. Alcohol service must stop (30) minutes before the designated end time of the rental.
9. There may be additional requirements for rentals with more than (50) attendees including but not limited to necessity of security, at the discretion of Town staff.
10. Alcohol service or consumption that has not been approved or fails to comply with all requirements of the agreement will result in termination of rental, and forfeiture of rental deposit.
11. The event host is responsible to fulfill all requirements of the agreement. The District is not responsible for any loss of the rental expense due to the requirements not being met.



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

February 20, 2019

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

MRD

Agenda Title

Board Member attendance and participation at the 2019 Annual California Parks & Recreation Conference in Sacramento, March 21, 2019.

Recommended Action

Authorize Members of the Board of Directors, Parks and Recreation Standing Committee attendance and participation at the Annual California Parks & Recreation Conference (CPRS) located in Sacramento, March 21, 2019.

Executive Summary

This year's Annual CPRS Conference is taking place in Sacramento, March 21, 2019. The Annual CPRS Conference brings Parks and Recreation Professionals, Board Members, and exhibitors from across California together in a collaborative and educational environment intended to become better informed on issues and trends facing Parks and Recreation state-wide.

Pursuant to Government Code §61047(e) (5), the Board must previously authorize a Board member's presence at a training program. The Board Member must also deliver a written report at the next available meeting concerning the training session(s) attended. Pursuant to this section, Board Members are permitted a stipend for attending this conference.

Costs for registration, activities, and mileage are listed below:

- Registration – Daily Rate (includes lunch & admission to the exhibition hall) - \$425

R/T Mileage/Parking: Approximately \$100

This action authorizes members of the Board of Directors assigned to the Park & Recreation Standing Committee attendance at the CPRS Annual Conference.

Previous Relevant Board Actions for This Item

None

Attachments

CPRS-Conference-Brochure 2019.

AGENDA ITEM: C-5



Conference Registration Form

Save Time! Register online at www.cprsmembers.org

1. Print carefully. Your badge will be printed with this information. First-time Attendee

Full Name _____ Badge _____

Member # (required for member rate) _____

Member Type: CPRS CAPRCBM Other State Park & Recreation Association Member

Agency _____

Address to mail tickets _____

City/State/Zip _____

Phone _____ Fax _____

E-Mail _____

2. Conference Registration Fees:

All **Pre-registration** forms with fees must be postmarked by January 23, 2019. Late registration must be postmarked by February 20, 2019. After February 20, 2019, registration must take place onsite at the Sacramento Convention Center, 1400 J Street, Sacramento, CA 95814.

Please check ALL applicable boxes

Full Registration (excluding intensive and some special events)

CPRS Student Member *

Active Retiree Member

Daily Rate:

Wednesday (includes lunch & Expo)

Thursday (includes lunch & Expo)

Friday

* New student members must provide proof of full-time student status

Preregistration By 1/23/19

MEMBER NONMBR

\$490 \$660

\$100

\$130

\$270 \$395

\$270 \$395

\$135 \$200

After 1/23/19 and On-site

MEMBER NONMBR

\$540 \$710

\$130

\$150

\$300 \$425

\$300 \$425

\$150 \$215

More on next page

For Housing Information visit the CPRS Website: www.cprs.org

3. INSTITUTES/INTENSIVES:

	By 1/23/19			After 1/23/19 and Onsite		
	CPRS MEMBER	NONMEMBER	STUDENT MEMBER	CPRS MEMBER	NONMEMBER	STUDENT MEMBER
NAYS Youth Sports Administrators Academy (3/19/19)	<input type="checkbox"/> \$314	<input type="checkbox"/> \$392	<input type="checkbox"/> \$165	<input type="checkbox"/> \$392	<input type="checkbox"/> \$490	<input type="checkbox"/> \$165
Park Development & Operations Symposium: A "Hands-On" Experience (3/19/19)	<input type="checkbox"/> \$40	<input type="checkbox"/> \$50	<input type="checkbox"/> \$30	<input type="checkbox"/> \$55	<input type="checkbox"/> \$68	<input type="checkbox"/> \$30
Aging Intensive: Building Momentum with the Aging Services Profession (3/19/19)	<input type="checkbox"/> \$40	<input type="checkbox"/> \$50	<input type="checkbox"/> \$20	<input type="checkbox"/> \$55	<input type="checkbox"/> \$68	<input type="checkbox"/> \$20
Aquatics Intensive: Building the Future Leadership of Aquatics (3/19/19)	<input type="checkbox"/> \$40	<input type="checkbox"/> \$50	<input type="checkbox"/> \$20	<input type="checkbox"/> \$55	<input type="checkbox"/> \$68	<input type="checkbox"/> \$20
Recreation Intensive: Leadership Challenge (3/19/19)	<input type="checkbox"/> \$40	<input type="checkbox"/> \$50	<input type="checkbox"/> \$20	<input type="checkbox"/> \$55	<input type="checkbox"/> \$68	<input type="checkbox"/> \$20
Offsite Tour: A Technical and Practical Approach to Understanding Project Drawings (3/19/19)	<input type="checkbox"/> \$40	<input type="checkbox"/> \$50	<input type="checkbox"/> \$30	<input type="checkbox"/> \$55	<input type="checkbox"/> \$68	<input type="checkbox"/> \$30
Citizen Advocacy - What Really Works? (3/20/19)	<input type="checkbox"/> \$25	<input type="checkbox"/> \$31		<input type="checkbox"/> \$39	<input type="checkbox"/> \$49	
Public Art Walking Tour (3/20/19)	<input type="checkbox"/> \$5	<input type="checkbox"/> \$5		<input type="checkbox"/> \$5	<input type="checkbox"/> \$5	
Recreation Therapy Intensive: (3/21/19)	<input type="checkbox"/> \$30	<input type="checkbox"/> \$35	<input type="checkbox"/> \$15	<input type="checkbox"/> \$40	<input type="checkbox"/> \$45	<input type="checkbox"/> \$20
Recreation Therapy Institute (3/22/19) CEU fee included	<input type="checkbox"/> \$180	<input type="checkbox"/> \$225	<input type="checkbox"/> \$55	<input type="checkbox"/> \$230	<input type="checkbox"/> \$280	<input type="checkbox"/> \$70

4. SPECIAL EVENTS/TOURS/ADDITIONAL TICKETS:

Parks Make Life Better!® Park & Facility Tour, Tuesday, March 19, 7:00 a.m. - 5:00 p.m. (see page 21)

\$40 per CPRS Member; \$47 per Non-Member; includes bus, snacks and lunch

2019 Welcome Reception, Wednesday, March 20, 6:00 p.m. - 10:00 p.m. (see page 22)

\$35 for additional ticket, Free to fully registered or Wednesday only attendees

Wake Up Wellness, Thursday, March 21, 7:00 a.m. - 8:00 a.m. (see page 23)

\$5

CPRS Annual Awards Reception and Banquet, Friday, March 22, 6:00 p.m. - 8:30 p.m. (see page 23)

Preregistration by January 23, 2019, \$80/person After January 23, 2019, \$85/person

5. Payment: (MUST accompany form)

Check payable to CPRS VISA MasterCard American Express

Credit Card Number _____ Exp. Date _____

Cardholder's Name _____

Cardholder's Address _____

CARDHOLDER'S SIGNATURE _____

6. SPECIAL ASSISTANCE

Accessibility and English as Second Language accommodations must be received by CPRS by **January 31, 2019**. If a specific accommodation is not requested in advance, it may not be provided onsite. Please contact CPRS 916-665-2777 to discuss your request in detail.

Name of Attendee _____ Phone Number _____

Please indicate the accommodations requested: _____

7. RETURN FORM AND PAYMENT:

MAIL

CPRS, 7971 Freeport Blvd.
Sacramento, CA 95832-9701

E-MAIL cprs@cprs.org

TOTAL FEES

Conference Registration Fees (#2) \$ _____

CEU Fees \$20 member \$40 nonmember \$ _____

Institutes/Intensives (#3) \$ _____

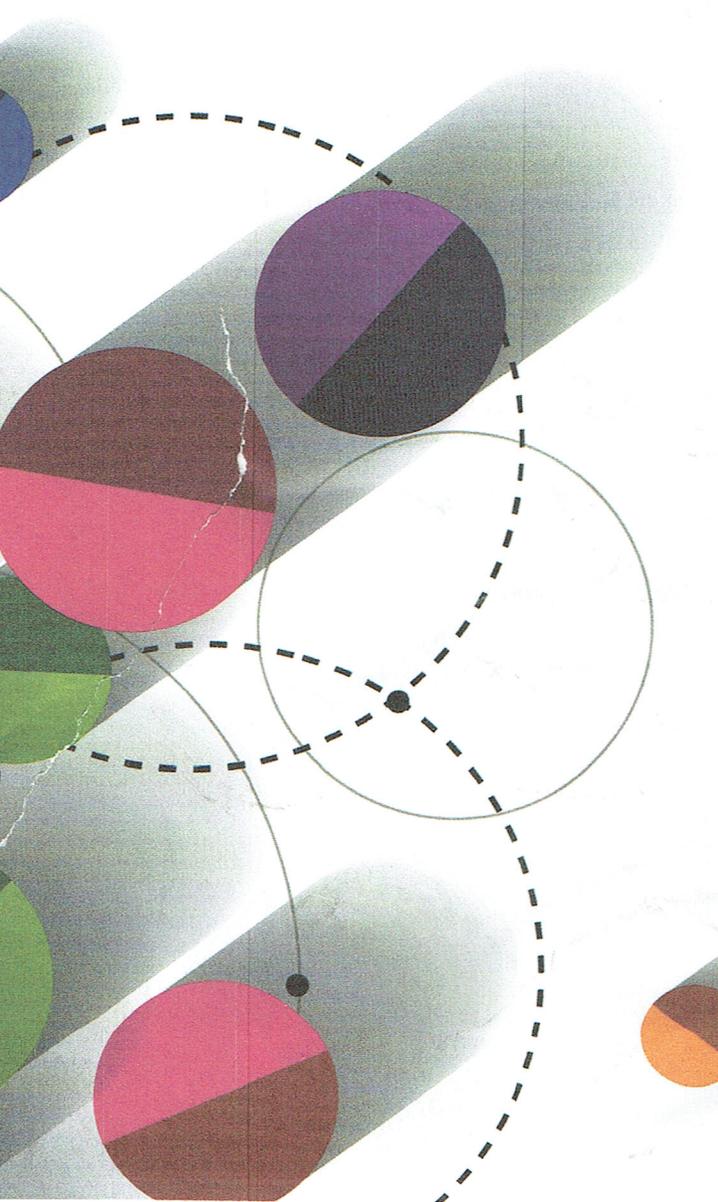
Special Events/Additional Tickets (#4) \$ _____

Attendee Transfer (\$50) \$ _____

TOTAL DUE \$ _____



CONNECTI NS



CPRS
Conference & Expo

Sacramento Convention Center
March 19-22, 2019

Education Sessions

Thursday

11:00 a.m. – 12:15 p.m.

2017 WildFIRES – Lessons Learned, Response & Recovery

- Explain the lessons at Sonoma County Regional Parks of being caught off guard during the shock and disorientation of the compounding emergencies
- Identify the triage and need for emergency preparedness while showcasing tangible impacts

Brandon Bredo, Regent, CPRS Maintenance Management School, Administrative Supervising Ranger, Sonoma County Regional Parks

A Systems Approach to Assessing Parks

- List the defining characteristics of the Complete Parks approach
- Describe the importance of intersectionality and disaggregating data when assessing a parks system and their value for parks and recreation professionals

Gregory Miao, Staff Attorney, ChangeLab Solutions

Jessica Nguyen, Staff Planner, ChangeLab Solutions

Benita Tsao, Senior Policy Analyst, ChangeLab Solutions

Creating a Community Engagement Process Tailored to Your Community

- Demonstrate and create an implementable outreach plan that reflects your community personality
- Consider a tailored strategy to collect input from unrepresented groups

Linda Gates, Co-Founder, Gates and Associates

Kimberly Castro, Recreation Manager, City of Santa Clara

Kelly Lotosky, Partner, Gates and Associates

Engaging Youth Voices through Art, Media and Design

- Explore innovative approaches including art, visual storytelling, multi-media and design to successfully engage youth in planning processes
- Identify strategies to empower young people to tackle real-world problems in their communities through project-based civic learning experiences

Jamillah Jordan, Director of Social Equity, MIG, Inc.

Lillian Jacobson, Project Associate, MIG, Inc.

Patricia Algara, Co-Founder and Principal, BASE Landscape Architecture

Essential Services: Inclusive Practices & the ADA for Aging Adults

- Define and articulate what the ADA is, what inclusion is (broadly), and what your responsibility is within that mandate
- Identify what is and what is not a reasonable accommodation

Jessica Reaber, CTRS, RTC, Recreation Coordinator, City of San Ramon

From Dirty Dirt to Parks and People: Land Recycling in California

- Explore how redevelopment creates opportunities for new parks, for activating space, improving quality of life in existing neighborhoods and incorporating green infrastructure
- Examine catalytic funding sources, such as EPA brownfields grants (planning, assessment, revolving loan fund, cleanup), and learn how they were applied to make transformations possible

Ignacio Dayrit, Program Director, Center for Creative Land Recycling

Brian Fletcher, ASLA, PLA, Principal, Callander Associates

Nova Blazej, Brownfields Program Manager, U.S. EPA

How can Recreation Therapy Complement Your Programs?

- Define recreation therapy and the therapeutic process
- Identify how therapeutic processes complement your community-based program

Dr. Erick Kong, CTRS, RTC, Assistant Professor, California State University, East Bay

Alivia Gok, CTRS, RTC, Lecturer, California State University, Sacramento

It's Time: How to Lead AS a Millennial

- Identify ways to improve communication with existing leaders, who are likely not of the same generation
- Identify solutions for resolving conflict professionally

Nicole Van Winkle, Recreation Services Manager, City of Colton

Supervisory Skills for Success

- Discuss the most recommended characteristics of good supervisors as they relate to public agency employment
- Identify 3 reasons supervisors fail and demonstrate ways to avoid that failure

Ruby Newell-Legner, Fan Experience Expert, 7 Star Service





Teambuilding Activities & Games on a Shoestring Budget

- Generate interactive activities that encourage positive group dynamics, have implications for leadership development, communication and conflict resolution
- Communicate how the activities are adaptable to multiple age groups, inclusive and require very little materials or preparation time

Troy Selvey, Program Specialist, California Afterschool Network

Using the DiSC Assessment to be a More Effective Leader

- Generate an understanding that increases your self-knowledge including how you respond to conflict, what motivates you, what causes you stress and how you solve problems
- Consider ways to become a more self-knowledgeable, well-rounded and effective leader and improve working relationships by recognizing the communication needs of team members

Michael Shellito, Retired City Manager/Consultant, Shellito Training and Consulting

Why Public Art Should Be in Your Community

- Identify a process for bringing a public art piece to your city
- Recognize the differences between purchasing permanent art vs. temporarily borrowing art and the differences between publicly or privately owned pieces

Michele Crose, Assistant Director of Library and Recreation, City of Pleasanton
Tamara Whitney, Program Supervisor, Cultural Arts and Marketing, Town of Danville

Erika Burg, Recreation Technician, City of San Ramon

Thursday

2:45 p.m. - 4:00 p.m.

Comprehensive Concussion Protocols and AB-2007

- Discuss the three necessary components of an effective agency-wide concussion protocol
- Develop a concussion protocol for your agency based on sample resources and recommendations

Adam Chow, MPA, CPRP, Recreation Supervisor, City of San Ramon

Connect the Dots to Create Greater Impact: Building Collaborative Networks

- Describe and assess how evidence-based "social impact network" theories and practices can help advance social change
- Develop and apply new skills in collaborative leadership in a way that improves your work the minute you return to your community

Carolyn Verheyen, MA, Vice President and Chief Operating Officer, MIG, Inc.

Jamillah Jordan, MA, Director of Social Equity, MIG, Inc.

EngageRoseville - A New Way to Prioritize Services

- Discuss innovative ways to engage the public in prioritizing city services
- Demonstrate how the "Balancing Act" was used in a unique way to help the city learn what the public's priorities were

Kathleen Marie Cullen, Administrative Analyst II, City of Roseville

Everything You Want to Know About Service Animals

- Correct common myths about service animals
- Describe the difference between service animals and emotional support animals

Ali Everett, Accessibility Issues Coordinator, City of Pasadena

Getting to the Top of the Jungle Gym

- Assess your current promotability factors and whether you are ready for the next level
- Discover the skills, talents and abilities that will put you on a path to promotion

Marie Knight, Director of Community Services, City of Huntington Beach

How to Develop an Effective Employee Training Program

- Provide the tools your employees need to do their job efficiently and effectively
- Identify key elements of an effective employee orientation program including the development of an employee-training checklist

Ruby Newell-Legner, Fan Experience Expert, 7 Star Service

Leverage Your Talents to Find Your Calling

- Explore and gain insight into the roles within your work and life that you love and are naturally good at, and how pursuing your calling will allow you to be more effective and happier in your career
- Identify unique talents and core competencies that you should leverage to grow personally and professionally

Michael Shellito, Retired City Manager/Consultant, Shellito Training and Consulting

Optimistic Strategies for Addressing Urban Homelessness

- Develop optimistic strategies collaboratively to mitigate and minimize the incidence of homelessness, improve public perceptions of homelessness and invigorate public spaces
- Explore the different ways that homelessness is manifested in parks and recreation facilities

Brice Maryman, Senior Landscape Architect, MIG, Inc.

Cindy Mendoza, Senior Project Manager, MIG, Inc.



Education Sessions

Renovate or Replace? Dealing with My Aging Aquatic Facility

- Differentiate the costs/benefits of renovating versus replacing aging aquatic infrastructure
- Identify how programming and design considerations can enhance or change how your facility is used

Arash Izadi, Principal/Director of Sport + Recreation, LPA, Inc.

Laura Taylor, ASLA, Park Planning & Development Manager, Cordova Recreation & Park District

Dennis Berkshire, President, Aquatic Design Group

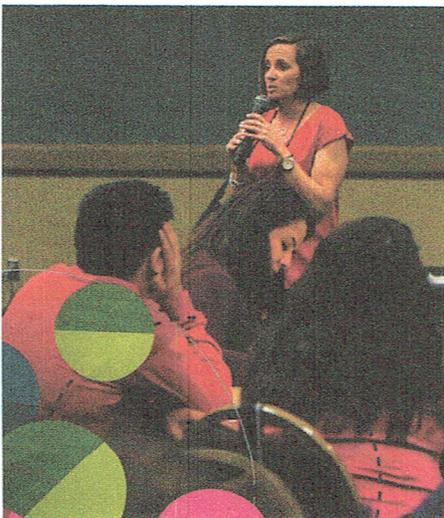
Surviving Storm Season

- Identify the four phases of storm preparations and how to apply this knowledge to develop a facility storm plan
- Communicate and demonstrate public government competencies and best management practices of hazard mitigation techniques

Susan Stoffel, Regent, Maintenance Management School, Maintenance Inspector Specialist, OC Parks

Patrick Vaughn, Regent, Maintenance Management School, Park Maintenance Supervisor, City of Las Vegas

Kyla Brown, CPRE, Regent, Maintenance Management School, Assistant Director, Riverside County Regional Park & Open Space District



Thursday 4:15 p.m. – 5:30 p.m.

Creating an Equitable Parks System

- List the defining characteristics of the Complete Parks approach
- Describe a role for parks and recreation professionals in creating a Complete Parks resolution or improving the city or county's readiness to do so

Gregory Miao, Staff Attorney, ChangeLab Solutions

Benita Tsao, Senior Policy Analyst, ChangeLab Solutions

Jessica Nguyen, Staff Planner, ChangeLab Solutions

Event Planning Lessons Learned from Tragedy in Las Vegas

- Identify how venue layout/logistics affects rapid egress of venue attendees considering issues faced during 2017 Las Vegas concert mass shooting
- Discuss the many issues that impact crowd behavior and safety during large events

Don Forsyth, Battalion Chief, 46 years in Fire Service/Disaster Response, Emergency Response Expert

Moderated by Marie Knight, Community Services Director, City of Huntington Beach

Funding 101: Revenue Enhancement for Park and Recreation Agencies

- Discuss the basics of various local funding mechanisms available to park and recreation agencies
- Discover some of the basic issues, opportunities and steps involved in establishing new or increasing each type of local funding

Blair Aas, Director of Planning Services, SCI Consulting Group

Help Children Eat Better and Move More

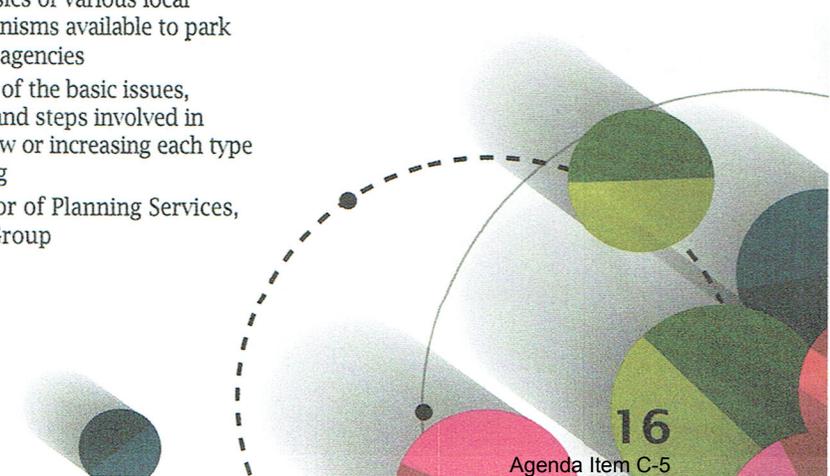
- Explain promising practices related to the Healthy Choices and Behaviors area of the Quality Standards for Expanded Learning in California
- Explore how to implement a Continuous Quality Improvement process related to Healthy Choices and Behaviors

Troy Selvey, Program Specialist, California Afterschool Network

Move Over Millennials... Make Room for Gen Z

- Identify strategies that will help you adapt your leadership style to work with both Millennials and Gen Z more effectively
- Analyze the difference between Millennials and Gen Z to supervise both groups efficiently to avoid a one-size-fits-all approach that is unappealing to younger generations

Whitney Kahn, Recreation Supervisor, El Dorado Hills Community Services District



Park & Facility Operations Solution Space Special Feature

Facilitated by Dan Williams and Katy Coss,
Fair Oaks Recreation & Park District

We understand that every agency must prioritize park and facility maintenance and learn to better articulate these priorities as few agencies have enough funding to maintain all their parks and facilities. Join us for this peer-led, round table formatted learning exchange to:

- Identify and recognize effective professional techniques (procedures, methods, systems) of maintenance management to improve your efficiency
- Demonstrate a broader knowledge of maintenance management and further develop specific skills for effective operations

People First Language and Thinking: Train Staff to See Abilities

- Recognize newer terms that demonstrate people first language to others
- Demonstrate use of guidelines for people first language during practice sessions

Dr. Susan Ross, CTRS, RTC, Professor, San Jose State University

Start at the Beginning: Scoping Study vs Feasibility Study

- Enable yourself to understand and articulate the different types of studies available to plan and program new recreation facilities
- Describe the pros and cons of using planning tools and community input to generate grassroots support for projects

John Courtney, PLA, ASLA, QSP, QSD,
LEED AP, Senior Project Manager,
Landscape Architecture, LPA, Inc.

Jeff Schaub, Senior Design Director,
Landscape Architecture, LPA, Inc.

Jennifer Liu, Director, City of Foster City

Swim Team: The Film-- Accommodations for Youth on the Autism Spectrum Special Feature

~Held at the Crest Theatre

Swim Team chronicles the overwhelming struggles and extraordinary triumphs of 3 young athletes with autism and shows how a swim team can bring hope to a community. The film also deals with the boys' transition into adult life and the difficulties they face.

Three important considerations used by the City of Folsom will be discussed during program design, development and staff training for a program specific to children on the autism spectrum

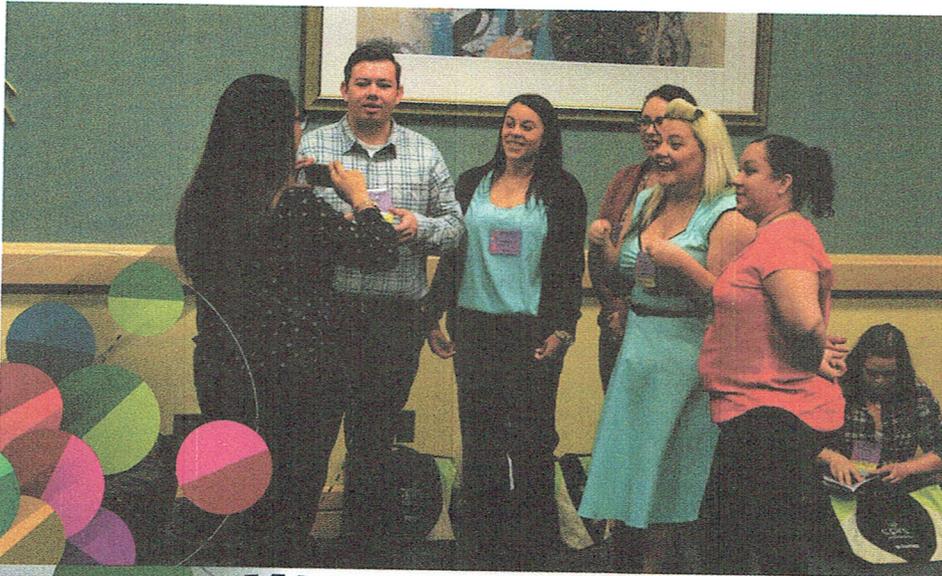
We'll also communicate the why and how this decision was made to partner with outside agencies and secure other community support (Doing what is right vs. not acting at all/committing to services that may not meet financial goals)
Chad Gunter, CPRP, Recreation Supervisor,
City of Folsom

What's Hot in Sacramento

- Expand knowledge regarding the legislative process and CPRS's legislative priorities and efforts
- Summarize the current bills affecting the field of parks and recreation, as well as what WE need to do to positively impact our communities

Pilar Alcivar McCoy, Chair, CPRS
Legislative Committee

Douglas Houston, CPRS Advocate,
Houston Magnani & Associates



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

MONTHLY OPERATIONS REPORT

JAN 2019

3444 Days of Safe Operations
167,876 worked hours since last recordable incident

TRAINING:

- **Safety**
 - **West Monthly Regional Safety Webinar**
 - **Fire Extinguisher**
 - **Hazard Communication**

- **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)**
- **Quarterly Discharge Monitoring Report (DMR)**
- **Quarterly electronic State Monitoring Report (eSMR)**
- **Quarterly Water Quality Report (DDW)**
- **Annual Discharge Monitoring Report(DMR)**
- **Annual electronic State Monitoring Report(eSMR)**
- **Annual Operation Report(eSMR)**

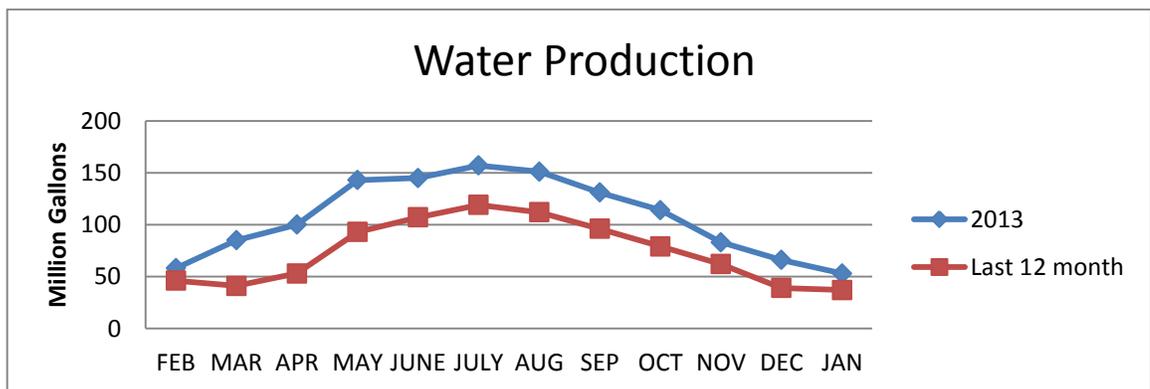
WATER SERVICES

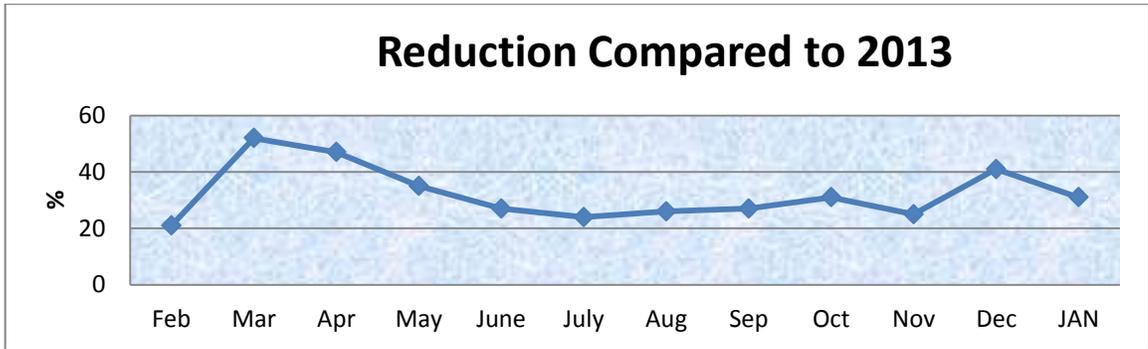
Groundwater Well:

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

2018 Monthly Water Production Table (MG):

January	February	March	April	May	June
37					
July	August	September	October	November	December





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>Dec Lab Data</i>	<i>Jan Lab Data</i>
Flow, MG Effluent, monthly total		38	39
Flow, MG Daily Influent Flow, avg.	N/A	1.5	1.5
Flow, MG Daily Discharge Flow, avg.	2.35	1.2	1.3
Effluent BOD ₅ , lbs/d, monthly avg.	350	11	14
Effluent TSS, lbs/d, monthly avg.	200*	9	11
Effluent BOD ₅ , mg/L, monthly avg.	20	1	1
Effluent TSS, mg/L, monthly avg.	10*	1	1
Total Coli form 7 day Median Max	23	ND	ND
Total Coli form Daily Maximum	240	ND	ND
% Removal BOD ₅ , monthly avg.	85% min.	99%	99%
% Removal, TSS, monthly avg.	85% min.	99%	99%
Electrical Conductivity, umhos/cm annual avg.	2100	2174	2160

*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	• 45

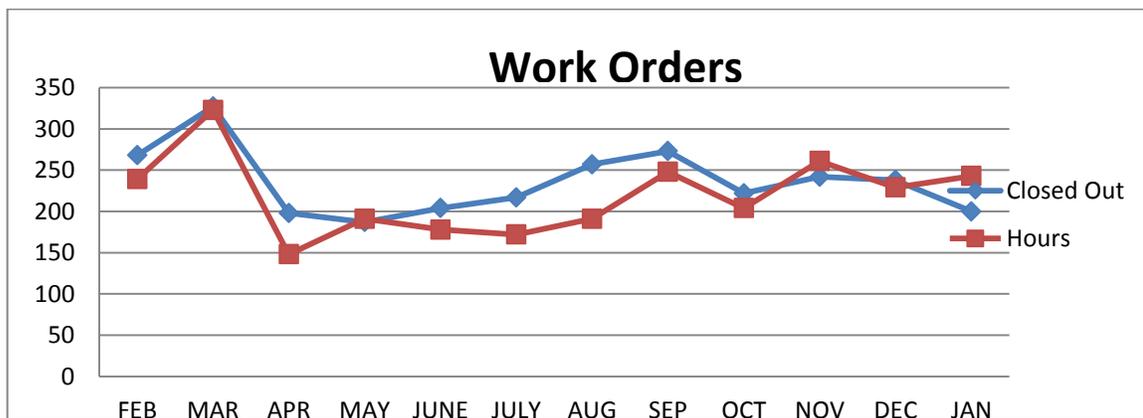
Performed weekly lift station inspections

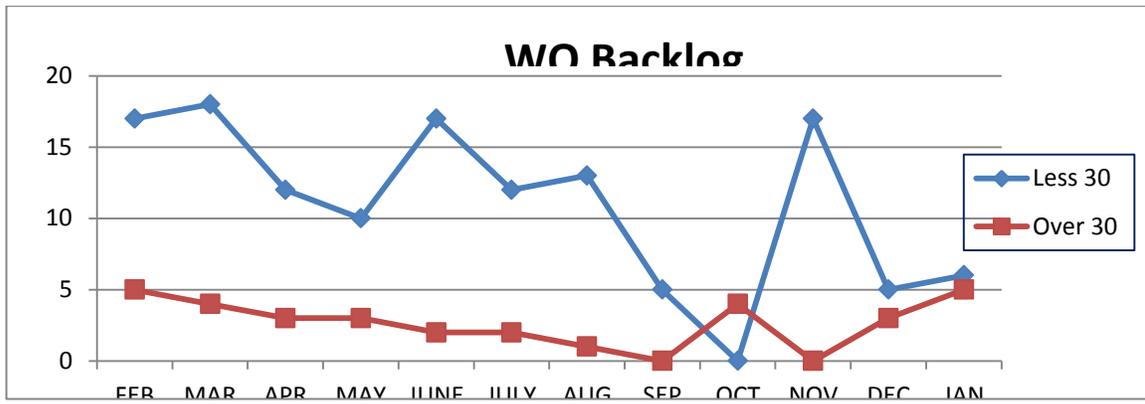
Sewer System:

- Continue 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 Response

Call Outs	Emergencies
5	0
Regular Hours	Overtime
1440	16

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

February 20, 2019

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

MRD

Agenda Title:

Approval of DRAFT Administrative Revisions to both the Facility and Parks Rental Fee Schedules.

Recommended Action

Approve the DRAFT administrative revisions to both the Facility and Parks Rental Fee Schedules including; 1) the removal of the discount for the reservation of multiple rooms or items at the Community Center; 2) updating the definition of the term "Commercial"; 3) and eliminating the waiver of deposits on facilities reserved for less than three (3) hours as recommended by the Standing Parks and Recreation Committee at the February 20, 2019 meeting.

Executive Summary

Annually, or as needed, staff has reviewed both the Facility and Park Rental Fee Schedule (Facility Rental Fee Schedule – last revised 10/19/2016 and Parks Rental Fee Schedule – last revised 11/16/2016.)

Attached hereto, are the relevant sections of the Facility and Park Rental Fee Schedules, with Administrative revisions including; 1) the removal of the discount for the reservation of multiple rooms or items at the Community Center; 2) updating the definition of the term "Commercial"; 3) and eliminating the waiver of deposits on facilities reserved for less than three (3) hours as recommended by staff.

The DRAFT revisions were reviewed and discussed at the February 20, 2019 Standing Park and Recreation Committee meeting. The committee's recommendation is for Board approval of the DRAFT revisions for the Facility and Park Rental Fee Schedules.

Previous Relevant Board Actions for This Item

Attachments

Facility Rental Fee Schedule; Parks Rental Fee Schedule.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
FACILITY RENTAL FEE SCHEDULE**

Indoor Facilities	Week Day (M-F) 2 Hour Minimum		Week End 2 Hour Minimum		Deposit
Community Center – Arts Room or Multi-Purpose Room Capacity: 35	Resident Non-Resident Commercial	\$25.00/Hour \$35.00/Hour \$40.00/Hour	Resident Non-Resident Commercial	\$30.00/Hour \$40.00/Hour \$50.00/Hour	\$250.00
Community Center – Swimming Pool Up to 60 People	Resident Non-Resident Commercial	\$120.00/Hour \$150.00/Hour \$195.00/Hour	Resident Non-Resident Commercial	\$120.00/Hour \$150.00/Hour \$195.00/Hour	\$250.00
Community Center – Swimming Pool 60 - 140 People	Resident Non-Resident Commercial	\$135.00/Hour \$165.00/Hour \$210.00/Hour	Resident Non-Resident Commercial	\$135.00/Hour \$165.00/Hour \$210.00/Hour	\$250.00
Combo Facilities	Week Day (M-F) 2 Hour Minimum		Week End 2 Hour Minimum		Deposit
Entire Community Center – Indoor Only	Resident Non-Resident Commercial	\$80.00/Hour \$110.00/Hour \$130.00/Hour	Resident Non-Resident Commercial	\$95.00/Hour \$125.00/Hour \$160.00/Hour	\$500
Entire Community Center Indoor/Outdoor NO POOL	Resident Non-Resident Commercial	\$100.00/Hour \$140.00/Hour \$170.00/Hour	Resident Non-Resident Commercial	\$115.00/Hour \$155.00/Hour \$200.00/Hour	\$500
Entire Community Center Indoor/Outdoor plus, Pool (less than 60)	Resident Non-Resident Commercial	\$220.00/Hour \$290.00/Hour \$365.00/Hour	Resident Non-Resident Commercial	\$235.00/Hour \$305.00/Hour \$395.00/Hour	\$500
Entire Community Center Indoor/Outdoor plus, Pool (60+)	Resident Non-Resident Commercial	\$235.00/Hour \$305.00/Hour \$380.00/Hour	Resident Non-Resident Commercial	\$250.00/Hour \$320.00/Hour \$410.00/Hour	\$500
Community Center Event Lawn & BBQ Area	Resident Non-Resident Commercial	\$20.00/Hour \$30.00/Hour \$40.00/Hour	Resident Non-Resident Commercial	\$20.00/Hour \$30.00/Hour \$40.00/Hour	\$250
Community Center Event Lawn	Resident Non-Resident	\$10.00hr/\$50 up to 6 hrs. \$15.00hr/\$75 up to 6 hrs.	Resident Non-Resident	\$80.00 \$150.00	\$250



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
FACILITY RENTAL FEE SCHEDULE**

Facilities	Hourly/Half Day (6 hrs.)		Daily (Operating hrs.)		Deposit
Community Center BBQ Area	Resident Non-Resident	\$10.00hr/\$50 up to 6 hrs. \$15.00hr/\$75 up to 6 hrs.	Resident Non-Resident	\$80.00 \$150.00	\$250
Community Center Tennis Courts (Individual Court Fees)	Resident Non-Resident	\$5.00hr/\$25 up to 6 hrs. \$8.00hr/\$40 up to 6 hrs.	Resident Non-Resident	\$50.00 \$75.00	\$100 (total rental)

Long-term, or reoccurring rentals (more than 16 hours) will be considered only if space and schedule allow. Pricing and terms will be negotiated by Staff, with final approval by General Manager.

~~Reservations for multiple items (ex., two rooms) will receive a 15% discount off the second rental. Rental must be for the same time period and will apply to the room with the lowest rate.~~

All indoor Facility Rentals require a 2-hour minimum.

“Commercial” shall ~~be defined as include~~ those individuals and/or groups which operate trainings, lessons or games for profit.

Swimming pool rentals are only available during non-recreational swim and/or aquatics programming hours.

Swimming pool rentals require a 2-hour minimum.

Town of Discovery Bay Lifeguards are required for pool rentals.

The General Manager may, on the finding that it is in public interest, waive part or the entire facility fee. Such a fee waiver shall be summarized on the next available board agenda.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
PARKS RENTAL FEE SCHEDULE**

Park Area	Hourly		Half Day (6 Hour)		Daily (Operating Hours)		Deposit
Cornell Park – Tennis Court <u>OR</u> Pickle Ball (Single Courts)	Resident: \$5.00 Non-Resident: \$8.00	Resident: \$25.00 Non-Resident: \$40.00	Resident: \$50.00 Non-Resident: \$75.00			\$50.00*	
Cornell Park – Baseball Field	Resident: \$5.00 Non-Resident: \$8.00	Resident: \$25.00 Non-Resident: \$40.00	Resident: \$50.00 Non-Resident: \$75.00			\$100.00	
Cornell Park – Soccer Field	Resident: \$4.00 Non-Resident: \$6.00	Resident: \$20.00 Non-Resident: \$30.00	Resident: \$35.00 Non-Resident: \$50.00			\$50.00	
Cornell Park – Shaded Picnic Area	Resident: \$10.00 Non-Resident: \$15.00	Resident: \$50.00 Non-Resident: \$75.00	Resident: \$80.00 Non-Resident: \$150.00			\$50.00	
Cornell Park – Bocce Ball Courts	Resident: \$4.00 Non-Resident: \$6.00	Resident: \$20.00 Non-Resident: \$30.00	Resident: \$35.00 Non-Resident: \$50.00			\$50.00*	
Cornell Park – Horse Shoe Pits	Resident: \$4.00 Non-Resident: \$6.00	Resident: \$20.00 Non-Resident: \$30.00	Resident: \$35.00 Non-Resident: \$50.00			\$50.00*	
Ravenswood Park - Covered Picnic Tables Area 1 <u>or</u> Area 2	Resident: \$6.00 Non-Resident: \$9.00	Resident: \$30.00 Non-Resident: \$45.00	Resident: \$60.00 Non-Resident: \$90.00			\$50.00	
Ravenswood Park – Soccer Field	Resident: \$4.00 Non-Resident: \$6.00	Resident: \$20.00 Non-Resident: \$30.00	Resident: \$35.00 Non-Resident: \$50.00			\$50.00	

Park use is on a first come, first served basis. Reservations are strongly encouraged and are REQUIRED by Sports Leagues/Organizations (regardless if use is for organized practice or game play), for groups over 50, and any time a user intends to bring inflatable play equipment into the park.

Any user who has made a reservation has priority over a user that has not made a reservation.

Residents must show proof of residency at time of reservation request.

Long-term rentals: Fees and other terms will be outlined in a separate Memorandum of Understanding.

~~“Commercial” shall be defined as those individuals and/or groups which operate trainings, lessons or games for profit.~~

~~* Deposits on Horse Shoe Pits, Bocce Courts and Tennis Courts shall be waived if reserved for less than 3 hours; unless equipment is requested.~~

Fee for Cancellation Processing. 50% of the total Rental fee or \$35, whichever is less.



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

February 20, 2019

Prepared By: Mac Kaiser, Recreation Programs Supervisor

Submitted By: Michael R Davies, General Manager

MRD

Agenda Title

2019 Program, Activities, and Event Fee Waivers.

Recommended Action

Acceptance of Fees Waivers approved by the General Manager for the following 2019 Program, Activities, and Events.

Executive Summary

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

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

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

Therefore, Staff is submitting for acceptance the following 2019 Programs, Activities, and Events whose "Fees" were waived by the General Manager upon the finding of public interest per the Park & Facility Usage and Rental Policy #13.

"Bridge on the Lake" Senior Duplicate Bridge games held every Saturday throughout the year at the Discovery Bay Community Center from 12PM to 4:30PM for a fee waiver total amount of \$8,190. Effective July 2017, the Town entered into a Memorandum of Understanding with the "Bridge on the Lake" duplicate bridge participants, requiring a fee of \$1 per person/per week in an effort to offset this direct cost to the Town. For calendar year 2018 the Town recovered a total of \$1,024 from the "Bridge on the Lake" group that reduced the actual total fee waiver in 2018 to \$7,166.

"Hand and Foot" Senior Duplicate Bridge games held every Wednesday throughout the year at the Discovery Bay Community Center from 12PM to 4PM for a fee waiver total amount of \$5,200.

"Boy Scouts of America Troop 514" weekly Monday meetings held throughout the year at the Discovery Bay Community Center from 6:30PM to 8PM for a fee total waiver amount of \$1,750. The Boy Scouts Troop 514 annually provides an agreed upon in-kind service project for the Town.

The "Discovery Bay Garden Club" will host a free Community Workshop on the Blue-Green Algae issue that has impacted the Discovery Bay Community the past several years. This workshop will be featuring an Environmental Health Specialist from Contra Costa County which is scheduled for April 12th, from 11:30AM – 12:30PM at the Discovery Bay Community Center. The fee waiver total amount is \$30.

A Contra Costa County Library Program for children utilizing the Discovery Bay Community Center on a Wednesday afternoon from 3PM-6PM once in June and once in October. The fee waiver total amount is \$180

"Resisting Aggression Defensively (R.A.D.) Kids" is a Contra Costa County Sheriff's program to be held at the Discovery Bay Community Center July 15-19 from 9AM to 4PM. This free community event for children ages 5-7 years, provides safety topics that include; Home Safety, School Safety, Out and About Safety, Good and Bad Strangers, and What to do in an emergency and then helping them understand how to react. This is a one-week program for a total fee waiver amount of \$875.

"Annual Easter Egg Hunt" conducted by the Discovery Bay Lions Club scheduled for April 20 at the Discovery Bay Community Center from 7AM to 12PM for a fee waiver total amount of \$80.

"Continued to the next page"

“Holiday Day Parade” and “Breakfast with Santa” conducted by the Discovery Bay Chamber of Commerce and the Discovery Bay Lions Club utilizing the parking lot in front of the Discovery Bay Community Center. There is currently no fee schedule for the use of just the parking lot in front of the Discovery Bay Community Center.

Staff recommends acceptance of the above 2019 Programs, Activities, and Events Fee Waivers by the General Managers for a total amount of \$16,305

Fiscal Impact:

Amount Requested \$ None

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

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

Previous Relevant Board Actions for This Item

None.

Attachments

Parks & Facility Usage & Rental Policy.

AGENDA ITEM: F-3



Town of Discovery Bay

Program Area: Parks and Landscaping	Policy Name: Park & Facility Usage & Rental Policy	Policy Number: 013
Date Established: April 20, 2011	Date Amended: May 3, 2017	Resolution: 2016-17

I. GENERAL INFORMATION

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

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

Facilities and parks available for rental include:

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

II. ELIGIBILITY & PRIORITY

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

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

III. RESERVATION REQUIREMENTS

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

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

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

Insurance Requirements: All sports leagues, organizations, or inflatable play equipment operators are required to provide the District with a CERTIFICATE OF LIABILITY INSURANCE showing valid liability coverage in the amount of \$1,000,000. A separate ADDITIONAL INSURED ENDORSEMENT must be submitted listing the "Town of Discovery Bay CSD, its officers, officials, employees, and volunteers" as additional insured on the policy. Insurance Certificates must be submitted to the District at least five (5) days prior to the scheduled reservation.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

IV. MISCELLANEOUS

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

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

Policy Established:

April 20, 2011

Policy Amended:

July 16, 2013

January 8, 2014

December 16, 2015

October 19, 2016

May 3, 2017



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

February 20, 2019

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

MRD

Agenda Title

Discussion and possible action regarding the approval of Notice of Completion for the Discovery Bay Front Entrance Painting by Tiber Painting.

Recommended Action

Approve the Notice of Completion and authorize the General Manager to release all retention for this project to Tiber Painting. (\$3,400.00)

Executive Summary

The Discovery Bay Boulevard Front Entrance - Masonry Repairs and Painting has been completed by Tiber Painting in accordance to their contract. The only omission is the 8 Column Caps.

The Column Caps were supplied to the Town per contract. Staff advised Tiber Painting not to install the caps; the size and color were not consistent with the overall project.

Staff is currently searching for an alternative to bring to the Park & Recreation Committee for approval before final purchase and installation.

Total Project Budget \$100,000.00
Total Project Cost to date:\$38,500.00

Fiscal Impact:

Amount Requested \$3,400.00
Sufficient Budgeted Funds Available?:YES
Prog/Fund # Category:CIP

Previous Relevant Board Actions for This Item
Project RFP and Contract Award.

Attachments:

Notice of Completion.

AGENDA ITEM: F-4

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

TOWN OF DISCOVERY BAY COMMUNITY
SERVICES DISTRICT
1800 Willow Lake Road
Discovery Bay, CA 94505-9376

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the Owner who contracted for the work of improvement hereinafter described.
2. The full name of the undersigned is:

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT, a Political Subdivision of the State of California.
3. The full address of the undersigned is:

1800 Willow Lake Road
Discovery Bay, CA 94505-9376
4. The nature of the title of the undersigned is that of a fee holder.
5. A work of improvement on the property hereinafter described was completed on
Date: 1/11/19
6. The name of the contractor for such work of improvement is Tiber Painting
7. The property on which said work of improvement was completed is in the unincorporated portion of the County of Contra Costa, State of California, and is described as follows:

Front Entrance Walls
Town of Discovery Bay CSD
1800 Discovery Bay Blvd
Discovery Bay, CA 94505
8. The work of improvement consists generally of:
 - A. Discovery Bay Front Entrance Painting

MICHAEL R. DAVIES, GENERAL MANAGER
FOR TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

FINAL

**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MEETING MINUTES
DECEMBER 13, 2018**



MEETING CALLED: Chair Maurice Gunderson called the meeting to order at 10:02am at the Buchanan Field Airport.

PRESENT: **Maurice Gunderson, Chair**, Member At-Large
Emily Barnett, Secretary, Member At-Large
Tom Weber, Vice Chair, District IV
Roger Bass, District II
Steven Starratt, Airport Neighbor – Byron Airport
Eric Meinbress, Member At-Large
Ronald Reagan, District III

ABSENT: **Donna Dietrich**, Airport Neighbor –Pacheco
Mike Bruno, Airport Business Association
Derek Mims, City of Pleasant Hill
Dale Roberts, District I
Russell Roe, District V
Keith McMahan, City of Concord

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports – Administration
Russell Milburn, Assistant Director of Airports – Operations
Will Nelson, Principal Planner

**OPENING
COMMENTS
BY CHAIR:**

Chair Maurice Gunderson welcomed the attendees.

PUBLIC COMMENT PERIOD:

A Concord resident brought up noise concerns during public comment. This item will be placed on the agenda to be discussed at the next AAC meeting.

The Selection Committee for the general aviation Terminal project at Buchanan Field Airport chose The KPA Group firm as the top ranked entity for the project design.

Sara and Harvard Holmes of the Buchanan Airport Hangar Owners Association were recognized for completing their experimental aircraft project after 14 years and an estimated 10,000 hours of labor.

The Federal Aviation Administration will be replacing some localizer directional aide airfield landing equipment at Buchanan Field Airport starting spring 2019.

**APPROVAL OF
11/8/18 MINUTES:**

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

**APPROVAL OF
CONSENT ITEMS:**

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

DISCUSSION/ACTION ITEMS:

a. Discuss items pulled from consent

No items were pulled from consent.

b. Discuss the Byron Airport General Plan Amendment program including the schedule, contract billing to date, remaining contract amount by component, and deliverables with the consultant, Dudek, and the Department of Conservation and Development staff, Will Nelson

Brian Grattidge with Dudek gave an update on the Byron Airport General Plan Amendment (GPA) and presented the AAC with a list of project milestones and deliverables as requested from the November meeting. Will Nelson with the Department of Conservation and Development (DCD) received most of the draft Environmental Impact Report (EIR) and expects to receive the remaining contents by the end of December. The draft EIR is expected to go for public review by the end of January 2019. Depending on the amount of comments received, the process may be expedited. Adoption of the full program by the Board of Supervisors (Board) is expected around summer 2019. The AAC requested the contractor to over-communicate moving forward and let them know where support can be helpful. Airport staff will also commit to working with DCD staff to track and alert the AAC when project milestones have been made.

c. Review and recommend Contra Costa County Airports staff to use approximately \$49,000 of Mariposa funds for added costs to the Byron General Plan Amendment (including water supply assessment)

A motion was made to forward support of using about \$49,000 of Mariposa Community Benefit funds to complete a water supply assessment for the Byron GPA to the Airport Committee and then to the Board.

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

d. **Review and recommend Contra Costa County Airports staff to use approximately \$100,000 of Mariposa Funds for the construction of a maintenance and Aircraft Rescue and Fire Fighting truck storage shed at Byron Airport**

A motion was made to forward support of using about \$100,000 of Mariposa Community Benefit funds to complete the purchase of a building and construction site to store an Aircraft Rescue and Fire Fighting truck at Byron Airport to the Airport Committee and then to the Board.

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

e. **Review and recommend Contra Costa County Airports staff to execute an agreement with an Unmanned Aircraft Systems company to perform testing at Buchanan Field and Byron Airports**

A motion was made to forward support to execute an agreement with a partnership with Dronecode and 3DR to perform airfield testing at Buchanan Field and Byron Airports to the Airport Committee and then to the Board.

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

f. **Discuss the recent interest in leasing the maintenance hangar located at 505 Eagle Court at the Byron Airport and select two AAC members to participate on the bidder Selection Committee**

Airport staff have had multiple parties interested in using the Byron Airport maintenance hangar located at 505 Eagle Court. An initial solicitation and request for proposals was sent out on December 5, 2018. Staff requested two AAC volunteers to work with them in reviewing the proposals and participate on the bidder Selection Committee. Roger Bass and Steve Starratt were selected to participate on the committee.

g. **Review and accept the 2018 AAC Annual Report that went before the Board of Supervisors on December 11, 2018**

A motion was made to accept the 2018 AAC Annual Report.

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

h. Discuss and accept the AAC meeting schedule for 2019

A motion was made to accept the 2019 AAC meeting schedule to take place on the second Thursday of every month at either Buchanan Field or Byron Airport.

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

i. Discuss Buchanan Field and Byron Airports' new Facebook pages that went live on November 20, 2018

This item stems from the Airports' Economic Development Incentive program and strategic planning process. Airport staff created Facebook pages for Buchanan Field and Byron Airport that went live on November 20, 2018. Staff look forward to using the social media platform as an avenue to outreach to the communities and educate the public about the airports.

j. Discuss the Buchanan Field Santa event that took place on December 1, 2018

Airport staff hosted their annual Santa event that took place on December 1, 2018 at Buchanan Field Airport. Staff reported a great turnout at this year's event. Santa and his elf arrived by Calstar helicopter. Due to inclement weather the event was held inside the Crowne Plaza Hotel.

k. Discuss new rates and charges effective January 1, 2019

New airport rates and charges take effect January 1, 2019. Airport staff reminded the AAC there will be a fee for late insurance certificates. On average, there are about 60-70 tenants on file with expired insurance certificates which diverts approximately 20% of staff time per week to resolve. Tenants are reminded to be proactive in ensuring insurance certificates are current and received on time at the airports. Details of the new rates and charges can be found on the website at www.ContraCostaCountyAirports.org.

l. Discuss the Buchanan Field F-row hangar re-skinning and door replacement project

The F-row project contract date allows up to January 22, 2019 for completion. However, Airport staff reported that the contractor still expects to complete the project by the end of the year. Staff will coordinate with tenants to move in as quickly and easily as possible.

m. Review and recommend Contra Costa County Airports staff to apply for federal, state and local airport related grants up to \$1,000,000

The Airport Capital Improvement Plan is for the next fifteen years to identify grant funds needed and prioritize future development projects for the airports. Airport staff are trying to access other available state, federal or local grants; many of which have quick turnarounds. Staff is requesting support from the AAC to submit grants up to one million dollars that are airport related. Staff received support from the Airport Committee at the October 31, 2018 meeting and will go before the Board for approval on December 18, 2018. A motion was made to forward

support to apply for state, federal and local grants up to one million dollars that are airport related to the Airport Committee and then to the Board.

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

n. Discuss the Byron Airport public viewing plaza

The AAC reported that a landscaping company has volunteered to participate as a donation in the proposed public viewing plaza project at the Byron Airport. Staff reminded the AAC that a written proposal and Board Order are required in order to proceed through County process to allow donations. A list with a proposed design and cost estimate of items must first be provided to staff by the AAC.

o. Discuss the community outreach program for the Buchanan Field and Byron Airports

This item was requested by the AAC to better understand what the airports are doing to engage with the community. Airport staff have multiple avenues to engage with stakeholders (i.e. Airport website, public calendar of events, social media, County sponsored events, etc.). District III Supervisor Burgis and district IV Supervisor Mitchoff push airport related items to their constituents. Staff will do presentations to various councils and groups when invited. The AAC also agreed to provide updates to their representing groups.

FUTURE AGENDA ITEMS/COMMENTS

- Discuss noise concerns that were raised from a Concord resident during public comment at the 12/13/18 Aviation Advisory Committee

ADJOURNMENT: The Chair adjourned the meeting at 11:35am.

DRAFT

**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MEETING MINUTES
JANUARY 10, 2019**



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

PRESENT: **Maurice Gunderson, Chair**, Member At-Large
Emily Barnett, Secretary, Member At-Large
Tom Weber, Vice Chair, District IV
Roger Bass, District II
Steven Starratt, Airport Neighbor – Byron Airport
Donna Dietrich, Airport Neighbor – Pacheco
Russell Roe, District V
Eric Meinbress, Member At-Large
Dale Roberts, District I

ABSENT: **Ronald Reagan**, District III
Keith McMahon, City of Concord
Mike Bruno, Airport Business Association
Derek Mims, City of Pleasant Hill

STAFF: Beth Lee, Assistant Director of Airports – Administration
Russell Milburn, Assistant Director of Airport – Operations
Alina Zimmerman, Administrative Assistant
Will Nelson, Principal Planner

**OPENING
COMMENTS
BY CHAIR:**

Chair Maurice Gunderson welcomed the attendees.

PUBLIC COMMENT PERIOD:

Airport staff reported Nut Tree Airport has chosen a different radio traffic frequency to use and is awaiting approval from the Federal Aviation Administration (FAA). Awhile back, staff received a two week notice that Nut Tree Airport switched to the same frequency as Byron Airport. Staff immediately notified the FAA and the Federal Communications Commission.

There was public comment from an airport tenant regarding updates on the on-going F-row improvement project at Buchanan Field Airport. Staff could not comment; but will put this item on the AAC agenda for February.

There was public comment from an AAC member regarding the change in ownership at a business located at Buchanan Field Airport. Staff could not comment; but will put this item on the AAC agenda for February.

APPROVAL OF

12/13/18 MINUTES: Moved by Emily Barnett; seconded by Donna Dietrich. Yes: Roger Bass, Dale Roberts, Maurice Gunderson, Eric Meinbress, Russell Roe, Tom Weber, and Steven Starratt. No: None. Abstained: None. Absent: Ronald Reagan, Keith McMahon, Mike Bruno, Derek Mims

**APPROVAL OF
CONSENT ITEMS:**

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

DISCUSSION/ACTION ITEMS:

a. Discuss items pulled from consent

No items were pulled from consent.

b. Discuss the Buchanan Field and Byron Airports' Airport Capital Improvement Program for fiscal years 2019-2034

Included in the AAC meeting packet was the Buchanan Field and Byron Airports, Airport Capital Improvement Plan (ACIP) for 2019-2034. The ACIP is a nationwide planning tool for identifying and prioritizing critical airport development and associated capital needs. There was concern regarding pilot-controlled lighting at Buchanan Field Airport. This issue will be placed on the AAC agenda to be discussed in February.

c. Discuss the three positions on the Aviation Advisory Committee that are due to expire in February 2019

The Member at-large, City of Concord, and Airport Business Associate positions are due to expire February 28, 2019. Letters for reappointment were sent to the City of Concord office and the three Fixed Based Operators at Buchanan Field Airport. A press release for the at-large position was distributed with an application deadline of 5:00 p.m. on January 28, 2019. Interviews for the at-large position will be on February 13, 2019, during the Airport Committee meeting.

d. Discuss a proposed transient ramp pedestrian gate access relocation at Buchanan Field Airport

Airport staff are looking to relocate the transient ramp gate at Buchanan Field Airport. The Crowne Plaza hotel installed a security gate for customers parking that encloses the transient ramp gate. Staff are looking at the potential to relocate the transient ramp gate closer to the fire swing gate to make it easier for pick-up and drop off of pilots not staying at the hotel.

e. Discuss noise concerns that were raised from a Concord resident during public comment at the December 13, 2018 Aviation Advisory Committee meeting (standing item)

A Concord resident brought up noise concerns during public comment at the December AAC meeting. This item was placed on the agenda to discuss in depth with the Concord resident; however, the resident did not attend meeting. The AAC and Airport staff have met with the resident to discuss noise concerns. Staff reported the meeting went well. The AAC gave kudos to staff for their great customer service.

f. Discuss the Byron Airport General Plan Amendment

The department of Conservation and Development (DCD) staff reviewed portions of the draft Environmental Impact Report (DEIR) for the Byron Airport General Plan Amendment project and are currently waiting for other portions related to traffic and water supply. The remaining portions were expected to be completed in December; however, due to revisions and timing, the completion date to submit the remaining portions of the DEIR has been delayed to the end of January. Another update will be given at the February AAC meeting, along with a document to note a timeline schedule, milestones, status of deliverables and identifying next steps. If deemed necessary, the AAC will take their concerns to the Board of Supervisors' Airport Committee.

g. Discuss and select one individual on the Aviation Advisory Committee to participate on the bidder Selection Committee to lease the Byron Airport maintenance hangar located at 505

Airport staff are looking for a volunteer to participate on the bidder Selection Committee to lease the Byron Airport maintenance hangar. One of the volunteers that was selected at the December AAC meeting withdrew due to a possible perceived conflict of interest. A motion was made to appoint Donna Dietrich.

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

FUTURE AGENDA ITEMS/COMMENTS

- Byron Airport General Plan Amendment schedule, milestones and status of deliverables
- Byron Airport maintenance hangar lease ranking outcome
- Buchanan Field Airport F-row improvement project update
- Buchanan Field Airport Runway 32R project
- Buchanan Field Airport Taxiway B closures
- Buchanan Field Airport pilot-controlled lighting
- Buchanan Field Airport Pacific States Aviation lease assignment
- Buchanan Field Airport 3-acre industrial business park
- Airport Capital Improvement Plan follow-up
- 2018 fuel flowage report

ADJOURNMENT: The Chair adjourned the meeting at 10:52 a.m.



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

Adam Langro

Brian Oftedal
President

Carrie Nash

Stephen Smith
Vice-President

Joe Young

Minutes Meeting Wednesday, January 9, 2019

1. Call to Order: (4:04 pm)

2. Pledge of Allegiance: (4:04 pm)

Chief Brian Helmick led the Pledge of Allegiance.

3. Roll Call: (4:05 pm)

Directors Present: Langro, Nash, Oftedal, Smith, Young

Directors Absent: None

Convene for Special Workshop: (4:05 pm)

4. AB 1234-Compliant Local Government Ethics Training: (4:05 pm)

Convene for Regular Board Meeting: (6:32 pm)

5. Public Comment: (6:32 pm)

There was one (1) Public Speaker – Hal Bray

Minutes January 9, 2019

6. Consent Calendar: (6:37pm)

- a) Approve Minutes of December 12, 2018 Board of Directors Meeting
- b) Approve Purchase of Extrication Equipment from Diamondback Fire and Rescue

Motion by: Director Young to approve Consent Calendar Items: a & b
Second by: Vice-President Smith
Vote Carried 5:0:0
Ayes: Langro, Nash, Oftedal, Smith, Young
Noes:
Abstained:
Absent:

7. Report of the Fire Chief / Informational Staff Reports: (6:38 pm)

- a) Legislative Update – Chief Helmick
- b) Grants Update – Battalion Chief Ross Macumber
- c) Station 55 Update – Regina Rubier
- d) Prevention Update – CSG Consultant George Apple
- e) Operational Update for December 2018 - Battalion Chief Ross Macumber
- f) Public Outreach & Education Activities Update - Battalion Chief Ross

8. Board Reports and Requests: (7:05 pm)

Director Smith attended the Brentwood City Council Meeting on 01/08/2019

Director Langro inquired on the Development Impact Fee Request for Qualifications

President Oftedal asked for a presentation on the East Contra Costa Firefighters Association.

9. Closed Session: (7:09 pm)

- a. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6 Agency Designated Representatives: Glenn Berkheimer and Regina Rubier; United Clerical, Technical & Specialized Employees AFSCME, Local 2700

No reportable actions were taken in closed session.

10. Date and Place of Next Meeting: Wednesday, February 13, 2019 6:30 P.M. at Brentwood City Council Chambers, 150 City Park Way, Brentwood

11. Adjourn: (7:35 pm)

DRAFT



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

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MINUTES

Board of Directors Special Meeting Strategic Plan Implementation Action Plan Workshop Terrace View Conference Room, 150 City Park Way, Brentwood

Friday, January 11, 2019

9:00 A.M. Special Meeting Time for Workshop

1. Call to Order by President Oftedal (9:08)
2. Pledge of Allegiance lead by Chief Helmick (9:09)
3. Roll Call (9:10)

Directors Present: Langro, Nash, Oftedal, Smith, Young

Directors Absent: None

4. There was a moment of silence in remembrance of City of Davis police officer Natalie Corona (9:11)
5. Public Comment – there was no public comment
Members of the public may address subject matters pertaining to District business listed on the Consent Calendar, Closed Session, Future Agenda Items, or items *not* listed on the agenda. Public comment by each individual speaker shall be limited to three minutes. If you wish to address the Board, please fill out a speaker's card (available on the agenda table) and hand it to the District Clerk. While the District encourages your comments, State law prevents the Board from discussing items that are not set forth on this meeting agenda. The Board and staff take your comments very seriously and, if appropriate, will follow up on them.
6. Discussion of the Implementation Action Plan for the Strategic Plan (9:12)
7. Adjourn (2:44)

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

JOINT EXERCISE OF POWERS AGENCY

December 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 Chair Diane Burgis at 7:16 P.M.

ROLL CALL

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

ABSENT: None

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

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

On motion by Director Taylor, seconded by Director Wright, the Authority adopted the Consent Items by the following vote:

AYES: Hardcastle, Taylor, Wright, and Burgis

NOES: None

ABSTAIN: None

ABSENT: None

- A. APPROVED minutes of the October 11, 2018 meeting.
- B. ACCEPTED Audit Report prepared by Cropper Rowe, LLP, Certified Public Accountants, for the Fiscal Year ending June 30, 2018.

DETERMINATION ITEM

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

Program Manager Dale Dennis reported that the ribbon cutting for the Balfour Road Interchange project had been held on December 10, 2018, an important milestone for East County, and while there was some continued work on Balfour Road, all the movements were open and the project had been well received.

Director Taylor requested additional signage to help the public. Staff indicated that the message would be conveyed to the Contra Costa Transportation Authority (CCTA), which was responsible for the signage.

BOARDMEMBER COMMENTS

There were no Boardmember comments.

ADJOURNMENT

Chair Burgis adjourned the meeting of the State Route 4 Bypass Authority at 7:19 P.M. to Thursday, January 10, 2019 at 6:30 P.M. or other day/time deemed appropriate by the Committee.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk