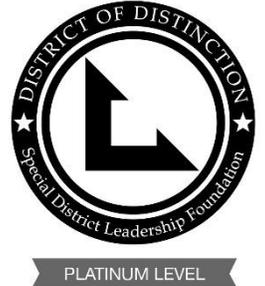




# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## SDLF Platinum-Level of Governance



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

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday May 20, 2020  
REGULAR MEETING 7:00 P.M.  
Website address: <http://www.todb.ca.gov>**

### NOTICE Coronavirus COVID-19

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board Chambers will be closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.

**TO ATTEND BY TELECONFERENCE:  
Toll-Free Dial-In Number: (877)778-1806  
CONFERENCE CODE 891949**

**Download Agenda Packet and Materials at <http://www.todb.ca.gov>**

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

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

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

None

#### **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 Board Meeting for May 6, 2020.
2. Approve Register of District Invoices.

Motion by Director Leete to approve the Draft Minutes and Register of District Invoices noted in Agenda C.  
Second by Director Graves.

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

#### **D. PRESENTATIONS**

#### **E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA**

1. Veolia Report – Month of April 2020

PowerPoint presentation conducted by Project Manager, Berney Sadler.

Project Manager Sadler thanked TODB and Board members for 9 years of support before his upcoming retirement.

Legal Counsel Rod Attebery and Board President Pease both expressed appreciation for Project Manager Sadler's dedication to the community.

**F. DISCUSSION ITEMS**

**G. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action to Approve Scope of Work of Luhdorff and Scalmanini Consulting Engineers to Produce the 2020 Urban Water Management Plan.

Approval for contract with Luhdorff & Scalmanini Consulting Engineers was petitioned to the Board by General Manager, Mike Davies. Contract will seek to have Luhdorff & Scalmanini Consulting Engineers generate the 2020 Urban Water Management Plan.

Director Leete asked District Water Engineer, Justin Shobe if he will be leading this project.

District Water Engineer, Justin Shobe confirmed that he will spearhead the project with three of his colleagues. Motion to approve scope of work for 2020 Urban Water Management Plan be done by Luhdorff and Scalmanini Consulting Engineers made by Director Mayer.

Second by Director Leete.

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

**H. MANAGER'S REPORT**

1. Finance Manager Presentation of Fiscal Year 2020-21 Preliminary DRAFT Operating Capital and Revenue Budget.

Finance Manager, Julie Carter discussed Proposed Budget for Fiscal Year 2020-2021. Budgets and Capital Improvement Projects for the Town were addressed and explained. Finance Manager Carter went briefly through each budget, explaining key points and discussing important expenses.

President Pease inquired if the Town was given an explanation for the increase in our liability insurance.

Finance Manager Carter explained that we personally did not have claims, but other districts in the pool did.

Director Leete asked if the presumed Rate Study provided by Lechowicz & Tseng Municipal Consultants is accounted for in this Proposed Budget.

Finance Manager Carter confirmed that the Rate Study was captured in this Proposed Budget.

President Pease clarified that the Town would start to tackle some replacements regarding water distribution.

Director Leete asked if all the Capital Improvement Projects are the same ones that have already been discussed in previous meetings or if there are any new projects we have yet to consider in the Proposed Budget.

Finance Manager Carter confirmed that all projects listed in this Proposed Budget have already been mentioned to the Board previously.

Director Graves asked if a new larger pool is what is being discussed.

Finance Manager Carter clarified that the discussion is regarding a replacement pool, the same size as current pool.

Director Leete inquired about the status of the grant from East Bay Regional Parks.

Town General Manager, Mike Davies explained that the Town has just been approved for this grant and the Town is in the process of working on a Request for Proposal.

Vice President, Bryon Gutow asked if Landscape and Recreation Manager, Bill Engelman's landscaping projects are accounted in the Proposed Budget being presented or if a revision will need to be done.

Finance Manager Carter stated that ideally this landscaping project can be done with the inhouse staff to minimize the impact it will have on the budget. If this is not possible, then a revision of this proposal might be necessary.

Director Leete advised that the Proposed Budget is aggressive; the size of the small staff compared to the large proposed projects. He looks forward to all projects being completed.

**I. FUTURE AGENDA ITEMS**

**J. ADJOURNMENT**

1. Adjourn at 7:33 p.m. to the regular meeting on June 3, 2020 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."

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