



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF THE SPECIAL MEETING
OF THE WATER AND WASTEWATER COMMITTEE
OF THE TOWN OF DISCOVERY BAY
THURSDAY, December 7, 2017
STANDING WATER AND WASTEWATER COMMITTEE SPECIAL MEETING 4:00 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

Water and Wastewater Standing Committee Board Members

*Chair Bill Pease
Vice-Chair Kevin Graves*

A. ROLL CALL

1. Call business meeting to order 4:00 p.m. – By Chair Pease
2. Roll Call – All Present

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

None

C. DRAFT MINUTES TO BE APPROVED

1. November 16, 2017 Water and Wastewater Standing Committee DRAFT meeting minutes – Approved.

D. DISCUSSION ITEMS

1. Discussion regarding the Operations and Maintenance (O&M) Manual for Wastewater Treatment Plant. General Manager Davies – Provided the details of the Operations and Maintenance (O&M) Manual for Wastewater Treatment Plant regarding staff reviewing the pricing and comparison. Project Manager Sadler – Provided details regarding the O&M Manual related to cost, the file type for the manual (word or pdf), and the contents. District Engineer Harris – Provided additional details regarding cost, a web based version of the manual, word processing and hosting the web based manual. There was discussion regarding the web based version related to the cost, hosting of the server, and updates to the web based version. The discussion continued regarding a Special meeting for a presentation from Stantec related to the options and cost for a web based O&M Manual. A Special meeting is scheduled for Thursday, January 4, 2018 at 4:00 p.m.
2. Update regarding the Water Meter Installation Project. District Water Engineer Shobe – Provided an update regarding the Water Meter Installation Project related to the final stages of the project and that all of the meters have been installed excluding one property. The requirements have been met with JW Backhoe and finalizing the customer billing will be in January. There was discussion regarding the invoicing for the meter charge (targeted for March) and various leaks revealed after the meters have been installed. District Water Engineer Shobe – Provided additional details related to the total and estimated meters that were installed along with the different types of meter installations, the construction cost, contingencies, staffing and the efficiency of the timeline for the meter installation project compared to other Districts.

District Engineer Harris – Provided an update regarding the Diffuser evaluation and there is significant damage.

E. FUTURE DISCUSSION/AGENDA ITEMS

1. Operations and Maintenance (O&M) Manual for Wastewater Treatment Plant.
2. Update regarding the Diffuser.

F. ADJOURNMENT

1. The meeting adjourned at 4:58 p.m. to the next Standing Water and Wastewater Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 12-08-17

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