



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 September 4, 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 Director Gutow.
3. Roll Call – All Present with the exception of Director Graves.
4. Director Graves arrived at 7:03 p.m.

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

Public Comment Regarding:

- WW Grant Project (presented at the September 4, 2019 Parks and Recreation Committee meeting; funds to be considered for other use.
- Front Entrance poles installed (still a problem with the intersection; drivers going through the crosswalk).

General Manager Davies – Stated the complaints regarding the Front Entrance have been directly forwarded to Assemblymember Jim Frazier.

- Grading at the corner of Discovery Bay Boulevard and Sandpoint Road; no future planning for the empty lot.
- River Otter's accomplishments; successful season and Trophies.
- Traffic and speed on Discovery Bay Boulevard.
- Front Entrance; drivers entering into oncoming traffic on Discovery Bay Boulevard.

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 August 21, 2019.
2. Approve Register of District Invoices.
3. Approve Fee Waiver for Pickleball Tournament October 12-13, 2019 in the amount of \$100 and the Updated 2019 Public Event Calendar.

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 Blue Green Algae – State Regional Water Quality Control Board collected water samples on July 31st, all results (except near the discharge point at Kellogg Creek) came back within safe limits. In the vicinity of the Kellogg Creek discharge point, South Newport Drive, a caution level warning was recommended. Last Thursday, the Water Quality Control Board collected water samples again and all results came back at good levels. Unless there is an increase in calls or weather change, additional testing will not be until this winter.

The grading at the corner of Discovery Bay Boulevard and Sand Point Road, zoned Commercial, no plans submitted for development for future planning (if there is any future planning the item will go before the Town Board of Directors), the timeframe for grading completion (3 weeks), grading inspector monitoring the work, Code Enforcement in Discovery Bay, September 18th for violations (boats and trailers). There was discussion regarding administrative fines.

2. Sheriff's Office Report - Lieutenant Foley – Provided the details of the Sheriff Report for calls of service for the month of August. There was discussion regarding the status of the license plate readers, and congratulations to the CSO Officer and the new facility.
3. CHP Report - Officer Thomas provided an update for the month August regarding citations; speed, cell phone, registration, and the sideshow in Antioch. There was discussion regarding the delineators at the Front Entrance.
4. East Contra Costa Fire Protection District Report - Battalion Chief Ross Macumber provided an update regarding the calls for service in Discovery Bay.

E. LIAISON REPORTS

None.

F. PRESENTATIONS

1. Terracon Consultants - Regarding Phase I of the Pool Design.

General Manager Davies – Provided a background for the pool design; 3 phases of the project (Phase I Design Development, Phase II Construction documents, Phase III Agency Review).

Terracon Consultant Ron Bravo – Provided additional details regarding the pool design and cost. There was discussion regarding the agency review (preliminary concept to the county for a general review), Community Center restrooms, Health Department for pool and Building Department for ADA Compliance, and the cost for additional project items (fencing, building for the equipment, landscaping, Community Center parking, restrooms, and ADA Compliance). The discussion continued regarding details from a Parks and Recreation Conference (accessibility for emergency vehicles).

Additional line items requested for a total project cost; ADA Compliance, fencing, landscaping and parking.

Public Comment Regarding:

- Total Pool Project cost; bathrooms to be included.
- Port-a-Potties at other Community Centers in the area.

General Manager Davies – Stated that the Board would like to see additional numbers on Phase I to include ADA Compliance, fencing, landscaping, and parking. Also invite Ron Bravo with Terracon Consultants to attend another meeting with the adjusted figures. There was discussion regarding the cost for items to be added to the Pool Project Estimate.

General Manager Davies – Stated that Phase II consists of the construction documents ready for Agency Review (Phase III). There was discussion regarding Phase I to be amended with additional complete project costs, and have the estimated cost provided at the next meeting.

Terracon Consultant Ron Bravo – Provided the details regarding the timeline for Phase I (1 week), Phase II and Phase III – 6 to 8 weeks (2 months) approximate timeline to complete the project is approximately 6 to 8 months. There was discussion regarding the timeline, the Notice to Proceed and the contract.

General Manager Davies – Stated the contract with Terracon Consultants has been approved and consists of 3 Phases; each phase has a cost associated with the phase. If the Board decides to not move forward with the new numbers (into Phase II), then the project will not move forward. The discussion continued regarding moving forward with the next presentation, additional project costs to be provided to the General Manager within the next week, and then brought back to the Board under presentations..

2. Rate Study Concerning Wastewater Treatment Plants No. 1 and No. 2.

General Manager Davies – Provided a background regarding the cost difference related to the Denitrification Project (moving Plant No. 1 to Plant No. 2), a breakdown on the cost over time, and bond durations.

Lechowicz and Tseng Municipal Consultants - Alison Lechowicz – Provided the details of the PowerPoint; Capital Funding Costs and Impacts on Rates, current debt capacity, financing background, and the debt service costs (10 year, 20 year, 30 year, and 40 year). There was discussion regarding the stability of the rates and the market, debt service cost.

Public Comment Regarding:

- Concerns with financing the Project; cost estimates, rehab Plant No. 1 and or Plant No. 2, and the reserve fund.

There was discussion regarding the cost of the projects; Plant No. 1, Plant No. 2, Denitrification (state mandated), and a Bond.

General Manager Davies – Stated a decision needs to be made regarding the direction, the Water and Wastewater Committee meeting discussion regarding figures presented at the next Board meeting, semifinal decisions at the 1st meeting in October, October 2, 2019, absolute decisions at the 2nd meeting in October, October 16, 2019 (start design at that time), that will determine the cost of the total project, debt to be determined, and then working with the Bond Consultants.

G. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action Regarding Contracting with Croce, Sanguinetti & Vander Veen to Perform the Town of Discovery Bay's Independent Audit for Fiscal Year 2018-19.

Assistant General Manager Breitstein – Provided details regarding the Auditing Services with Croce, Sanguinetti & Vander Veen and rotating the Supervising Auditor.

Public Comment Regarding:

- Same Auditing Team; time to change Auditing Firm.

Assistant General Manager Breitstein – Provided the details regarding Croce, Sanguinetti & Vander Veen; prior company was Croce and Company and the Town broke off from Croce and Company (larger company) to Croce, Sanguinetti & Vander Veen (smaller company) for the auditing services. There was discussion regarding certifications/license for firms that are hired.

Motion by: Director Leete to recommend the Board approve engagement with Croce, Sanguinetti & Vander Veen to perform the annual independent financial audit and submission of financial reports to the California State Controller's Office for the Fiscal Year ending June 30, 2019.

Second by: Vice-President Pease.

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

H. MANAGER'S REPORT

None.

I. DIRECTORS' REPORTS

1. Standing Committee Reports.

- a. Communications Committee Meeting (Committee Members Bill Pease and Bryon Gutow September 4, 2019 – Vice President Pease provided the details regarding the Communications Committee Message Board Policy (no changes needed), learning curve/training program for the use of the messages on the Message Board.
- b. Parks and Recreation Committee Meeting (Committee Members Kevin Graves and Bryon Gutow September 4, 2019 – Director Graves provided the details regarding the Cornell Park bathrooms, funds available WW Grant (how best to use with the restrictions), and approved moving forward with a Eagle Scout Project.
- c. Water and Wastewater Committee Meeting (Committee Members Bill Pease and Bill Mayer) September 4, 2019 – Vice-President Pease provided the details regarding a Rate Study (moving Plant No. 1 to No. 2), verify the cost and have a presentation at the next meeting. Well 4A - motor problems and replacement needed soon.

2. Other Reportable Items – None.

J. GENERAL MANAGER'S REPORT

1. Update on Cornell Park Bathrooms.

General Manager Davies – Provided an update on the Cornell Park Bathrooms; safeguards in place and worked with the Janitorial Company to insure that the bathrooms are cleaned properly.

Parks and Landscape Manager Miller – Provided an update regarding the Drinking Fountain at Cornell Park; has been ordered.

K. CORRESPONDENCE RECEIVED (Information Only)

1. Byron Municipal Advisory Council meeting minutes July 23, 2019.

L. FUTURE AGENDA ITEMS

None.

M. ADJOURNMENT

1. The meeting adjourned at 8:32 p.m. to the next regular meeting of September 18, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 09-09-19

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