



**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

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

**Regular Board Meeting**  
**Wednesday, September 18, 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 September 18, 2019**

**REGULAR MEETING 7:00 P.M.**

**Community Center**

**1601 Discovery Bay Boulevard, Discovery Bay, California**

**Website address: [www.todb.ca.gov](http://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 September 4, 2019.
2. Approve Register of District Invoices.
3. Approve Capacity Fee Charge Report for Fiscal Year 2018-2019.
4. Approve Annual Disclosure Pursuant to California Government Code Section 53065.5.
5. Approve Contract with Precision IT Consulting to Provide IT Services and Consulting to the Town of Discovery Bay.
6. Approve DRAFT Revisions to the District Recreation Facilities Alcohol Policy.
7. Approve Report of Delinquencies and authorize staff to record a certificate of lien in the Contra Costa County Recorder's Office declaring the amount of charges and penalties due.

**D. PRESENTATIONS**

1. Terracon Consultants – Update on Pool Project Costs.
2. Herwit Engineering – Summarize Wastewater Master Plan.

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

1. Veolia Report – Month of July.

**F. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action to Seek WW Grant Funding for Tennis/Pickleball Court Improvements at the Community Center.
2. Discussion and Possible Action to Authorize Expenditures for a Motor Replacement in Well 4A.
3. Discussion and Possible Action to Adopt Resolution No. 2019-10 Allowing Preliminary Wastewater Enterprise Project Expenditures to be Reimbursed from Bond Proceeds.

**G. DIRECTORS' REPORTS**

1. Standing Committee Reports.
2. Other Reportable Items.

**H. MANAGER'S REPORT**

**I. GENERAL MANAGER'S REPORT**

**J. CORRESPONDENCE RECEIVED (Information Only)**

1. East Contra Costa Fire Protection District meeting minutes for August 14, 2019.
2. East Contra Costa Fire Protection District meeting minutes for August 19, 2019.

**K. FUTURE AGENDA ITEMS**

**L. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

**M. CLOSED SESSION:**

1. Conference with Legal Counsel - Anticipated Litigation Pursuant to Government Code Section 54956.9(b)  
One Potential Case.

**N. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

**O. ADJOURNMENT**

1. Adjourn to the regular meeting on October 2, 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 September 4, 2019

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://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 31<sup>st</sup>, 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 18<sup>th</sup> 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 1<sup>st</sup> meeting in October, October 2, 2019, absolute decisions at the 2<sup>nd</sup> 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>



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**  
September 18, 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** \$ 230,668.99

**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 2019/2020

AGENDA ITEM: C-2

**For The Meeting On September 18, 2019**  
**Town of Discovery Bay CSD**  
**For Fiscal Year 7/19 - 6/20**

Veolia Water North America	\$138,248.14
Neumiller & Beardslee	\$27,359.00
CaliforniaChoice Benefit Admin	\$14,629.04
Abacus Concrete	\$11,500.00
Herwit Engineering	\$9,685.48
Badger Meter	\$5,541.14
Brentwood Press & Publishing	\$4,838.00
Mt. Diablo Resource Recovery	\$3,708.67
Office Team	\$2,433.20
U.S. Bank	\$1,400.00
Univar	\$1,383.14
Paul E. Vaz Trucking, Inc.	\$1,066.34
Tree West	\$995.00
Karina Dugand	\$958.50
Matrix Trust	\$884.07
Verizon Wireless	\$846.11
Brentwood Ace Hardware	\$473.31
Bill Pease	\$460.00
Robert Leete	\$460.00
William Mayer	\$460.00
Office Depot	\$459.56
Comcast	\$444.99
Kevin Graves	\$345.00
Discovery Bay River Otters Booster Club	\$340.00
Bryon Gutow	\$230.00
MailFinance	\$214.58
Cash	\$181.00
ReliaStar Life Insurance Company	\$150.00
Cintas	\$136.64
UniFirst Corporation	\$130.79
Alhambra	\$118.87
Bill Brandt Ford	\$108.85
Denalect Alarm Company	\$105.00
Lesley Marable	\$98.83
Koff & Associates	\$90.00
Discovery Pest Control	\$70.00
Water Utility Customer	\$66.74
Department of Justice	\$49.00
	<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> \$230,668.99



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**  
September 18, 2019

**Prepared By:** Dina Breitstein, Finance Manager/Assistant General Manager  
**Submitted By:** Michael R. Davies, General Manager

MRD

### Agenda Title

Approve Capacity Fee Charge Report for Fiscal Year 2018-2019.

### Recommended Action

Approval of the Capacity Fee Charge Report for the Fiscal Year 2018-2019.

### Executive Summary

Each year, the District is required to prepare a "Capacity Fee Charge" Report within 180 days of the end of each fiscal year. The report identifies those charges deposited into the District's capacity charges account, the amount in the account, how and when the charges were expended, and a description of all improvements completed or to be completed with the capacity charge funds.

For FY 2018/19, water capacity charges in the amount of \$164,900.00 and wastewater capacity charges in the amount of \$194,469.00 were collected in the Fiscal Year. An additional \$19,380.00 has also been paid to account for administrative, connection and inspection fees and charges.

The District has a number of projects that will be moving forward which require the expenditure of these funds. The projects are included in the Town's Five-Year Capital Improvement Program.

### 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

This is an annual action of the Board.

### Attachments

Capacity Fees Collected for 2018-19.

AGENDA ITEM: C-3

### Capacity Totals Received FY 2018-2019

Customer	Admi/Connect/Inspect Fees	W Cap Fees	WW Cap Fees
Kiper Homes	\$ 17,670.00	\$ 150,350.00	\$ 158,379.00
Ronald Harrison	\$ 1,140.00	\$ 9,700.00	\$ 24,060.00
Duchenev Construction	\$ 570.00	\$ 4,850.00	\$ 12,030.00
<b>Total</b>	<b>\$ 19,380.00</b>	<b>\$ 164,900.00</b>	<b>\$ 194,469.00</b>



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

September 18, 2019

**Prepared By:** Lesley Marable, Accountant  
**Submitted By:** Michael R. Davies, General Manager

MRD

### Agenda Title

Approve Annual Disclosure Pursuant to California Government Code Section 53065.5.

### Recommended Action

Receive and File (No Action Necessary).

### Executive Summary

California Government Code Section 53065.5 requires special districts to disclose the following:

53065.5. Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

Subsequently, the attached list of reimbursements for the FY ending June 30, 2019 complies with Government Code Section 53065.5.

This is an annual disclosure.

### 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

Reimbursements for the FY ending June 30, 2019

AGENDA ITEM: C-4

**Annual Compliance Report for FY 2018/2019  
Government Code Section 53065.5**

<b>Date</b>	<b>Name</b>	<b>Reason</b>	<b>Reimbursement Amt.</b>
03/15/19	Bailey Bautista	Personal Protective Equipment	<u>\$227.31</u> <b>\$227.31</b>
07/09/18	Carol McCool	Notary Renewal	<u>\$261.03</u> <b>\$261.03</b>
07/03/18	Dina Breitstein	Mileage/Training	<u>\$120.77</u> <b>\$120.77</b>
10/17/18	Kevin Graves	Hotel/Conference 2 Days	\$399.38
10/17/18	Kevin Graves	Airfare/Conference	\$481.96
10/17/18	Kevin Graves	Car Rental/Conference	<u>\$163.51</u>
			<b>\$1,044.85</b>
12/05/18	Malcom Kaiser	Hotel/Conference 2 Days	<u>\$363.14</u> <b>\$363.14</b>
10/17/18	Robert Leete	Hotel/Conference 2 Days	\$405.09
10/17/18	Robert Leete	Mileage/Conference	<u>\$517.75</u>
			<b>\$922.84</b>



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**  
September 18, 2019

**Prepared By:** Dina Breitstein, Finance Manager/Assistant General Manager  
**Submitted By:** Michael R. Davies, General Manager

MRD

### Agenda Title

Approve Contract with Precision IT Consulting to Provide IT Services and Consulting to the Town of Discovery Bay.

### Recommended Action

Staff recommends that the Board approve the General Manager to enter into a Contract with Precision IT Consulting to provide IT Services and Consulting to the Town of Discovery Bay.

### Executive Summary

As of July 2019 Ken Butler of Big Dog Computer Services informed staff that he would no longer be able to provide IT Services and Consulting to the Town of Discovery Bay. Staff researched and reached out to four IT companies that had good reputations in the industry. Each company met with Ken to review and ask questions about the Districts current IT Systems.

All four companies submitted proposals and a list of references to the District. Staff rated each company based on the following criteria:

- Responsiveness
- Public Agency Experience
- Technical Expertise of Cyber Security; and
- Cost

The strongest was Precision IT Consultants. The others were weak in one or more of the areas. The other companies that provided quotes to the District were: Verve Networks, Serve3 Networks, and Crown Enterprises.

On September 9, 2019, Staff met with the Internal Operations Committee to review the recommended proposal and answer any questions.

Staff recommends entering into a Contract with Precision IT Consultants to take over responsibilities from Big Dog Computer Services and continue as the Districts IT services provider.

### Fiscal Impact:

**Amount Requested**

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

**Prog/Fund # Category:**

### Previous Relevant Board Actions for This Item

### Attachments

AGENDA ITEM: C-5



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**  
September 18, 2019

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

MRD

**Agenda Title:**

Approve DRAFT Revisions to the District Recreation Facilities Alcohol Policy.

**Recommended Action**

Board Approve DRAFT Revisions to the District Recreation Facilities Alcohol Policy as recommended by the Parks and Recreation Committee.

**Executive Summary**

Annually, or as needed, staff has reviewed the District Recreation Facilities Alcohol Policy.

Attached hereto, is the DRAFT District Recreation Facilities Alcohol Policy with several necessary Administrative changes.

**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**

**Attachments**

Draft Policy 022 - Park and Recreation Alcohol Policy.

**AGENDA ITEM: C-6**



# Town of Discovery Bay

<b>Program Area:</b> Parks & Recreation	<b>Policy Name:</b> Alcohol Policy	<b>Policy Number:</b> 022
<b>Date Established:</b> September 3, 2014	<b>Date Amended:</b> <del>N/A</del> <u>4/18/2019</u>	<b>Resolution:</b> 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 Discovery Bay as an additional insured providing general liability insurance in an 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.~~ Applicants shall provide a Certificate of Insurance that names the "Town of Discovery Bay CSD" as the certificate holder,

additional insured and include the Additional Insured Endorsement. Must provide proof of commercial general liability insurance in an amount of not less than \$1,000,000 each occurrence and \$1,000,000 general aggregate at least (10) business days prior to the event.

#### **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~~ Multi-purpose Room

Discovery Bay Community Center's ~~Marina Room~~ Art 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(s) will shall be required by the District present for rentals with 5035 or more+ attendees. An added fee of \$1520.00/hour per attendant will be charged and due at time of reservation. Generally, the District will require one facility attendant up to 35 participants, a second attendant up to 70 participants, and a third facility attendant for events with 70+. The actual number of facility attendants required may be higher and/or lower and is at the sole discretion of the District. 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 and/or forfeiture of deposit at the discretion of Town staff. ~~and forfeiture of deposit.~~
5. Alcohol is not to be consumed outside of the rental area(s) ~~, and~~ 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 expense of the renter, at the discretion of Town staff. ~~at the expense of the renter.~~

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.

DRAFT



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**  
September 18, 2019

**Prepared By:** Dina Breitstein, Finance Manager/Assistant General Manager  
**Submitted By:** Michael R. Davies, General Manager

MPD

### Agenda Title

Approve Report of Delinquencies and authorize staff to record a certificate of lien in the Contra Costa County Recorder's Office declaring the amount of charges and penalties due.

### Recommended Action

Review the attached Report of Delinquencies (Attachment A), revise the Report as deemed appropriate, and direct staff to record in the Contra Costa County Recorder's Office, a certificate of lien for the affected parcels declaring the amount of the charges and penalties due, and the name and last known address of the person liable for those charges and penalties.

### Executive Summary

The Town's Ordinance No. 7 governs the terms and conditions required for a property owner to receive water service from the Town, including payment requirements. Bills that remain unpaid for an established period of time are subject to discontinuance of service.

Section 48 of the Town's Ordinance No. 7 provides that when water service has been discontinued for non-payment of charges, and when the Town's General Manager or the Finance Director have determined that the recovery of the amount due may be uncertain, a certificate of lien setting forth the amount of the delinquent charges, including any interest and penalties therein, shall be recorded in the Contra Costa County Recorder's Office.

In accordance with Government Code section 61115, from the time of recordation of the certificate of lien mentioned in the Town's Ordinance No. 7, the amount of charges and penalties shall constitute a lien against all real property of the delinquent property owner in Contra Costa County.

The utility accounts listed on the attached Report of Delinquencies are delinquent.

### Fiscal Impact:

### Previous Relevant Board Actions for This Item

### Attachments

Report of Delinquencies.

AGENDA ITEM: C-7

<b>Assecor Parcel Number</b>	<b>Amount Due</b>
011-520-044-6	\$ 496.68
<b>Total</b>	<b>\$ 496.68</b>



**Town of Discovery Bay  
Community Services District**  
Wastewater Master Plan Update

September 12, 2019

Prepared for:

Town of Discovery Bay

Prepared by:

Stantec Consulting Services Inc.



Rehabilitation and Improvement of Plant 1

**Table of Contents**

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20.1 SUMMARY OF PREVIOUS MASTER PLAN AMENDMENT 3.....20.1  
20.2 UPDATED EVALUTION OF PLANT 1 IMPROVEMENTS .....20.2

**LIST OF TABLES**

Table 20-1: Alternative Overall Cost Comparison .....20.1  
Table 20-2: Plant 1 Improvements.....20.3



## 20.0 REHABILITATION AND IMPROVEMENT OF PLANT 1

The previous Master Plan Amendment 3, dated March 2016, was developed to address the future use of Plant 1. In this section, the analysis and results from that investigation are summarized and an updated evaluation of Plant 1 improvements is presented.

### 20.1 SUMMARY OF PREVIOUS MASTER PLAN AMENDMENT 3

In the previous Master Plan Amendment 3, three major alternatives for Plant 1 were evaluated as follows:

**Alt. 1:** Rehabilitate the existing oxidation ditch and clarifiers, including structural repairs and new mechanical equipment, replace existing MCC-C, and correct additional deficiencies.

**Alt. 2:** Rehabilitate the existing oxidation ditch, including structural repairs and new mechanical equipment, construct two new clarifiers with modern features, replace existing MCC-C, and correct additional deficiencies.

**Alt. 3:** Replace the existing Plant 1 secondary treatment facilities with new facilities located at Plant 2.

Amendment 3 to the previous Master Plan is included in this Master Plan as Appendix X. Capital and annual costs for all three alternatives were developed and are summarized in Table 20-1 (a copy of Table A3-4 from Amendment 3, with costs in 2016 dollars). Based on the costs in Table 20-1 and other considerations, Alternative 1 was recommended for implementation.

**Table 20-1: Alternative Overall Cost Comparison**

Item	Cost, \$1,000's (a)		
	Alt. 1	Alt. 2	Alt. 3
		Rehab Plant 1 and Replace	Replace Plant 1 Facilities at Plant 2
Capital Cost	3,973	6,989	13,816
Incremental Annual O&M Cost (b)	58	58	0
Present Worth of Annual O&M Cost (c)	863	863	0
<b>Total Present Worth</b>	<b>4,894</b>	<b>7,910</b>	<b>13,816</b>

(a) First quarter 2016 cost level, ENR 20-Cities CCI = 10,200.

(b) Incremental cost above least cost alternative.

(c) 20 years at 3%, Present Worth Factor = 14.8775.



## 20.2 UPDATED EVALUATION OF PLANT 1 IMPROVEMENTS

Based on the analysis presented in Section 11, Plant 2 alone will likely not be able to handle critical design peak flow and load conditions in cold winter months and with the design SVI of 175 mL/g. Therefore, it likely will be necessary to operate Plant 1 in these conditions. Additionally, Plant 1 will be required to operate when it is necessary to take an oxidation ditch at Plant 2 out of service for major maintenance or repairs. Accordingly, Plant 1 must remain in operable condition, even if it is not actually operated in most years. Therefore, many of the recommendations for rehabilitation of Plant 1 developed in the previous Master Plan Amendment 3 are still appropriate. However, if it is considered that Plant 1 is mostly a backup to Plant 2 and will be operated only infrequently and mostly in future years as flows and loads approach the buildout condition, some of the previously recommended improvements can be considered as non-essential and can be deferred until such time (if ever) as the District determines it would be cost-effective to implement these improvements. Additionally, some of the previously recommended improvements have already been completed.

In Table 20-2, the improvements recommended in the previous Master Plan Amendment 3 are listed together with the previously estimated costs in 2016 dollars. The improvements are then categorized in subsequent columns to indicate whether they have already been completed and, if not, whether they are considered essential or non-essential. For the essential and non-essential future improvements, updated costs in 2019 dollars are indicated. Also shown in Table 20-2 and categorized as essential and non-essential are improvements that were not listed in the previous Master Plan Amendment 3 but have been identified for this Master Plan update by the District Engineer working with the plant operations Project Manager. For the convenience of having all Plant 1 improvements listed in one place, the anoxic basins and related facilities at Plant 1 needed for meeting new permit limits for nitrate+nitrite-nitrogen and developed in detail in Section 11 are included in Table 20-2.



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Rehabilitation and Improvement of Plant 1

**Table 20-2: Plant 1 Improvements**

Item	2016 Cost (a), \$1000s	Com- pleted?	2019 Cost (b), \$1000s		Comment
			Essential	Non- Essential	
<b>Items in Previous Master Plan Amendment 3</b>					
Influent Pump Station Area Misc. Improvements	40	Partly	10	---	Grating not completed.
Influent Pump Station and Pump Sta W Standby Power	200	Yes	---	---	
Oxidation Ditch Structural Rehab and Guardrail Repair	500	No	554	---	
Oxidation Ditch Rotor and Sump Pump Replacement	360	Yes	---	---	
Clarifiers Structural Rehab	50	No	55	---	Injection grouting of cracks
Clarifiers Mechanical Replacement and Upgrade	540	No	598	---	Mechanisms, launder covers, density baffles
MCC-C Replacement	250	No	277	---	
MCC-C Standby Power	150	No	166	---	
Headworks New Odor Control System	80	Yes	---	---	
Headworks Grating, Instrumentation, and Misc.	25	Partly	28	---	Grating not completed. Cost estimate increased.
Clarifier 2 Lift Station Instrumentation and Controls	50	Yes	---	---	
Clarifier 1 and 2 RAS Pumps and Check Valves Replacement	180	No	---	199	
WAS Pumps and Check Valves Replacement	64	No	---	71	
Storm Drainage Improvements	10	No	25	---	Cost estimate increased.
Transfer Station Instrumentation and Controls	50	Partly	25	---	
Demolish Existing Abandoned Facilities	100	No	---	111	
<b>Additional Items</b>					
Extend Pump Sta. F Forcemain to Pump Sta. W Manhole			25	---	
Coat Electrical Cabinets at Influent Pump Sta.			5	---	
Pump Sta. W Isolation Valve			20	---	
Oxidation Ditch Rotor Frame Elect. and Struct. Rehab.			400	---	
<b>Subtotal 1</b>	2,649		2,188	381	
<b>Contingencies @ 20%</b>	530		438	76	
<b>Subtotal 2</b>	3,179		2,626	457	
<b>Engineering, Admin, and Environmental @ 25%</b>	795		657	114	
<b>Total without Anoxic Basins and Related</b>	3,974		3,283	571	
<b>Anoxic Basins and Related (c)</b>	---		2,619	---	
<b>Total with Anoxic Basins and Related</b>	3,974		5,902	571	

(a) First quarter 2016 cost level, ENR 20-Cities CCI = 10,200.

(b) Mid-2019 cost level, ENR 20-Cities CCI = 11,300.

(c) From Section 11, including contingencies, engineering, administration, and environmental.



## Summary of Section 20 of the Master Plan

Cost to move Plant No. 1 to Plant No.2 was \$13,816,000 in Table 20-1.

The cost of minimum repairs to Plant No. 1 without counting the Denitrification project is \$3,283,000

The cost of future repair items for Plant No. 1 without Denitrification is \$571,000.

The total for all costs at Plant No. 1 not counting Denitrification is then \$3,783,000.

Denitrification must be built somewhere in front of an oxidation ditch. If we keep Plant No. 1, it will add \$2,619,000 to the investment in Plant No. 1. If Plant No. 1 is moved to Plant No. 2 this \$2,619,000 will be spent at Plant No. 2

Differential costs are as follows.

### **Keep Plant No. 1. and doing the minimum required**

\$3,283,000 Plus \$2,619,000 = \$5,902,000.

### **Keep Plant No. 1 and do future items also,**

\$3,783,000 + \$2,619,000 = \$6,402,000

### **Move Plant No. 1 to Plant No. 2**

\$13,816,000 + \$2,619,000 = \$16,435,000

So it is about a \$10 million increase in cost to move Plant No. 1 to Plant No. 2.

This is offset by an O&M cost savings estimated at \$863,000 in present worth costs. So net cost to Town over 20 years is \$10,000,000 - \$863,000 = \$9,137,000.

That is the net cost to the Town for moving Plant No. 1 to Plant No 2.

If you make the improvements to Plant No. 1 you will be repairing a plant that is 40 years old, but we would expect a life of at least 20 years of all facilities are used and maintained going forward. If you move it all to Plant No. 2 it is an all new facility and should last longer than that if properly maintained.

HERWIT agrees with Veolia on the operational improvements from having everything at Plant No. 2. The District will have to decide if the additional cost is worth it. Once they invest another \$6 million at Plant No. 1 it is unlikely they will be in a position to consider moving Plant No. 1 to Plant No. 2 in the future.

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

**MONTHLY OPERATIONS REPORT**

Aug 2019

**3657** Days of Safe Operations  
**179,868** worked hours without a recordable incident

**TRAINING:**

- **Safety**
  - **Genie Lift Training**
  - **Crane Safety**
  
- **Operation**
  - **Review Draft NPDES Permit**

**REPORTS SUBMITTED TO REGULATORY AGENCIES:**

- **Monthly Discharge Monitoring Report (DMR)**
- **Monthly electronic State Monitoring Report (eSMR)**
- **Monthly Coliform Report, State Water Board (DDW)**

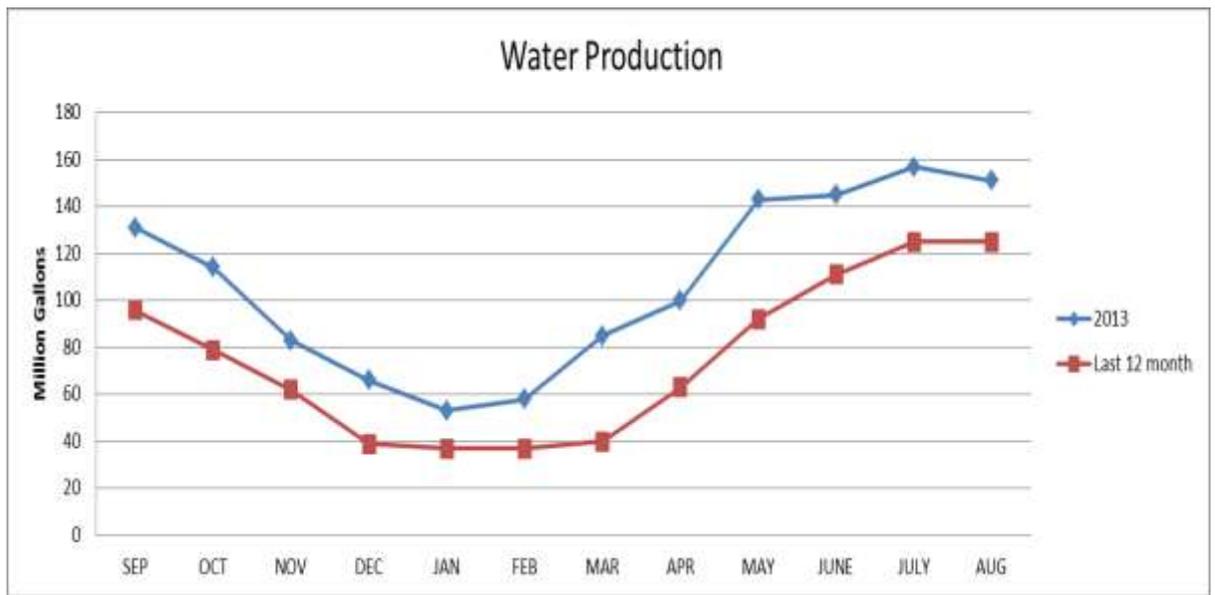
## WATER SERVICES

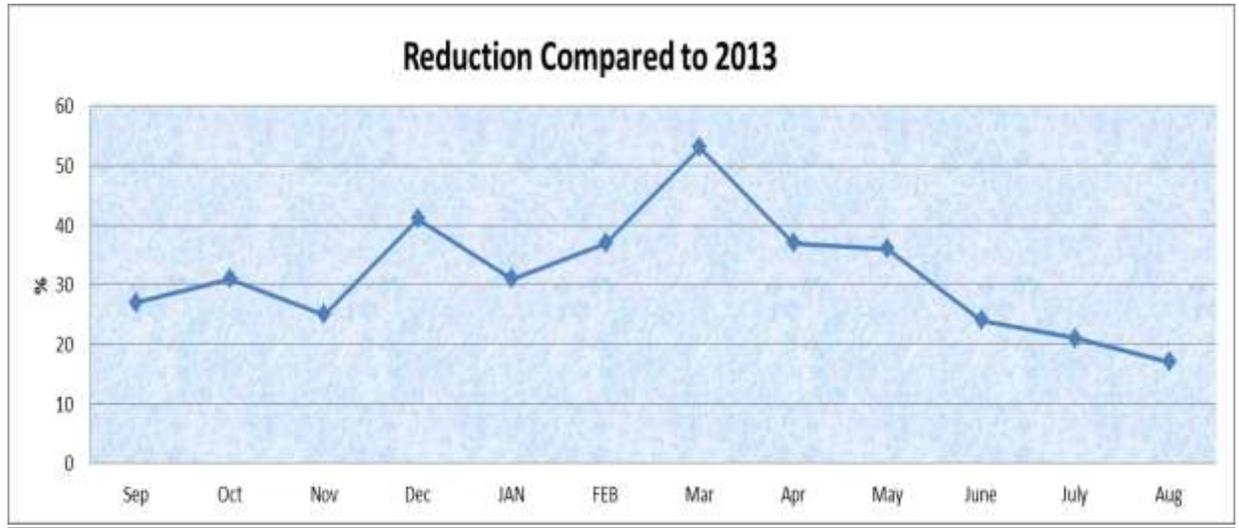
### Groundwater Well:

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

### 2019 Monthly Water Production Table (MG):

January	February	March	April	May	June
37	37	40	63	92	111
July	August	September	October	November	December
125	125				





**Bacteriological Test Results:**

<b>Routine Bacteria Samples Collected</b>	<b>No. Total Coliform Positives</b>	<b>No. Fecal/E. coli Positives</b>	<b>Brown Water Calls</b>	<b>Fire Hydrant Flushing</b>
• <b>16</b>	• <b>0</b>	• <b>0</b>	• <b>0</b>	• <b>6</b>

## WASTEWATER SERVICE

### Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>July Lab Data</i>	<i>August Lab Data</i>
Flow, MG Effluent, <b>monthly total</b>		31	32
Flow, MG Daily Influent Flow, <b>avg.</b>	N/A	1.2	1.2
Flow, MG Daily Discharge Flow, <b>avg.</b>	2.35	1.0	1.0
Effluent BOD <sub>5</sub> , lbs/d, <b>monthly avg.</b>	350	14	12
Effluent TSS, lbs/d, <b>monthly avg.</b>	200*	9	10
Effluent BOD <sub>5</sub> , mg/L, <b>monthly avg.</b>	20	2	2
Effluent TSS, mg/L, <b>monthly avg.</b>	10*	1	1
Total Coli form 7 day Median Max	23	ND	ND
Total Coli form Daily Maximum	240	5	46
% Removal BOD <sub>5</sub> , monthly avg.	85% min.	99%	99%
% Removal, TSS, monthly avg.	85% min.	99%	99%
Electrical Conductivity, umhos/cm <b>annual avg.</b>	2100	2246	2264

\*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	• 37

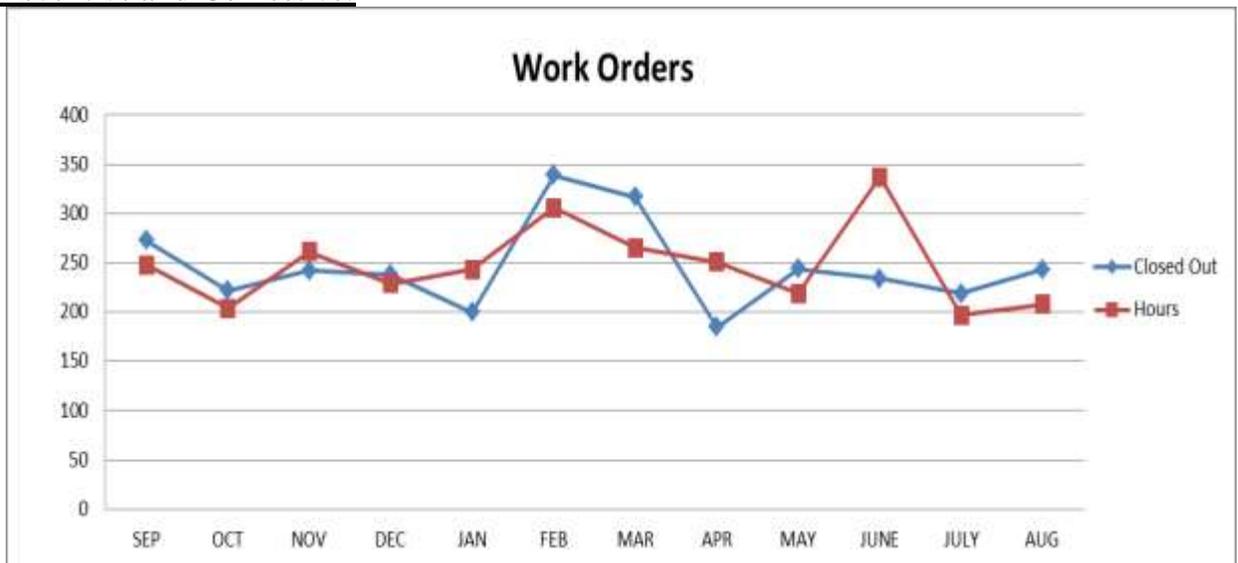
Performed weekly lift station inspections

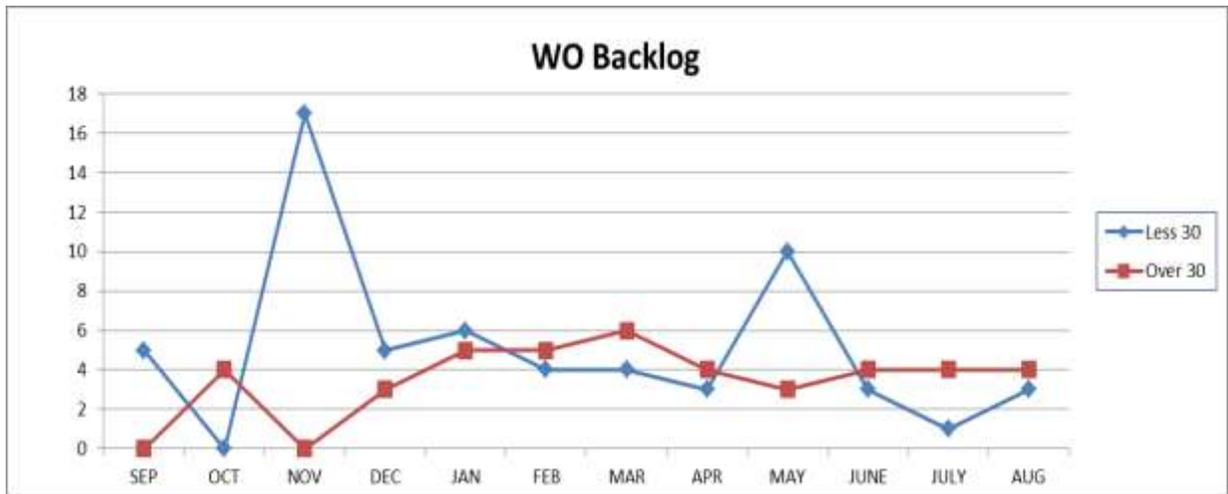
### Sewer System:

- Continue collection sanitary sewer line assessment
- Flushed/CCTV will be performed after assessment
- Manhole & covers are inspected during assessment.

## MAINTENANCE

### Preventive and Corrective:





### Call & Emergency Response

Call Outs	Emergencies
<b>9</b>	<b>0</b>
Regular Hours	Overtime
<b>1575</b>	<b>34</b>

**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**  
September 18, 2019

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

MRD

### Agenda Title:

Discussion and Possible Action to Seek WW Grant Funding for Tennis/Pickleball Court Improvements at the Community Center.

### Recommended Action

Authorize staff to pursue \$66,804.31 in WW Grant Funding for the purpose of converting Community Center Tennis Courts 3 & 4 to six Pickleball Courts.

### Executive Summary

#### Overview

Through East Bay Regional Parks District ("EBRPD") Measure WW, an opportunity exists to apply for \$66,804.31 in grant funding for Park and Recreation purposes. Staff has met to consider the best use of the grant funding should it be awarded. Staff's recommendation is to spend the money, supplemented by an additional \$30,000.00 in donated money, on converting two inoperative Tennis Courts (courts #3 and #4) into six Pickleball Courts at the Community Center. Alternatively, Staff's recommendation would be to renovate courts #3 and #4 into useable Tennis Courts.

Staff's recommendation was presented to the Parks and Recreation Committee at their regular meeting on September 4, 2019. The Committee's recommendation is to bring this matter before a Board of Directors meeting where, prior to deciding, Board Members can take input from public comment on possible alternative ways to best spend the money on recreation.

#### Background

On March 3, 2010, the Board approved Resolution No. 2010-02 authorizing staff to apply for WW Grant Funds from EBRPD in the amount of \$580,453.

Funds from EBRPD in the amount of \$400,000 were used by the Town towards the purchase of the Community Center, and \$111,648.69 were used by the Town for replacement of the Cornell Park playground equipment.

In September 2014, the Town awarded a contract for Tennis Court Renovations that included courts 1,2,5,6,7, and 8. Courts 3 & 4 were not included in the renovation project at that time.

The Project Performance Period for the EBRPD WW Grant was originally through December 2018. On July 3, 2018, staff received notice from EBRPD of a 3-year extension of the WW Local Grant Program. The Town of Discovery Bay Grant of \$580,453, of which \$511,648.69 was spent, has a balance of \$68,804.31, which can only be spent on a recreational project submitted to and approved by EBRPD.

#### Analysis

Currently, six of eight Tennis Courts are in acceptable play condition at the Community Center. Tennis courts #3 and #4 were never renovated and are not useable. In fact, these Tennis Courts are locked for safety reasons and are a blight to the Community Center grounds.

"Continued to the next page"

Staff's position is that the grant money should be spent to rehabilitate Tennis Courts #3 and #4. Rehabilitation will render the asset useable for recreation purposes, reverse the eyesore, and restore those courts to an attractive and safe condition. Such rehabilitation should either be for recreational tennis or pickleball play.

Staff's position is that converting courts #3 and #4 to six Pickleball Courts would be the best use of the property. According to the USA Pickleball Association (USAPA), pickleball is among the fastest growing sports in the United States and has had a 650 percent increase in players over the last six years. Currently, one of two Tennis Courts at Cornell Park has been converted to a Pickleball Court and the number of players is growing. This Board has agreed to allow the pickleball players to renovate the remaining Cornell Park Tennis Court to pickleball play, provided the cost is borne by the players. The players have formed a local nonprofit, "Discovery Bay Recreation and Sports, Inc.," and, to date, have raised \$30,000.00 through fundraising tournaments.

In meeting with the pickleball players, there is general agreement that converting Community Center Tennis Courts #3 and #4 to six Pickleball Courts makes sense. This will allow for more players to engage in the sport, move most play out of the Cornell Park residential neighborhood, and bring more patronage to the Community Center grounds. To make this happen, the "Discovery Bay Recreation and Sports Inc." nonprofit is willing to donate to the Town \$30,000.00 to add to the WW grant money, which should be enough to fund the estimated \$99,000.00 pickleball conversion.

Based on Staff observation, converting two defunct Tennis Courts to Pickleball Courts will have no significant impact to tennis court users. Currently, Staff is unaware of any formal organized group of tennis players to contact for input. Players self-group and Staff has not observed any wait times (including weekends) due to an unavailable court. Should USTA (United States Tennis Association) league play become organized, the typical match would use no more than five of our six courts.

#### Conclusion

Restoring courts #3 and #4 to tennis play will not serve a current tennis need. Renovating the courts to pickleball play will serve a recreational need and the grant money, coupled with donated money, will be enough funds to make it happen.

#### **Attachments**

**AGENDA ITEM: F-1**



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

September 18, 2019

**Prepared By:** Justin Shobe, District Water Engineer, Luhdorff & Scalmanini Consulting Engineers  
**Submitted By:** Michael R. Davies, General Manager

MRD

### Agenda Title

Discussion and Possible Action to Authorize Expenditures for a Motor Replacement in Well 4A.

### Recommended Action

Authorize the General Manager to Execute a Contract with the Pump Contractor Kirby's Pump and Mechanical, Inc., for the replacement of the submersible motor in Well 4A.

### Executive Summary

Well 4A was rehabilitated in 2018. During the rehabilitation it was noted that the Well 4A submersible motor shows signs of wear and is approaching the useful service life. The motor is still functioning for the time being. Well 4A is a critical supply well during the summer high-demand months and for this reason it was placed back into service following the rehab and Staff proceeded to investigate options for a motor replacement.

Staff presented options for motor replacement at the Water and Wastewater Committee on September 4, 2019. Options included two different types of new motors (a high-quality motor or a low-cost motor) and a third option to rebuild the existing high-quality motor. The option to re-build the existing motor was ruled out due to the added expense related with converting the mercury seal to meet current regulations. The options for a new motor were compared on a life cycle cost basis considering future re-build costs and useful service life. Based on this analysis the Committee recommended proceeding with the option for a new high-quality motor and directed Staff to obtain costs from the qualified contractors.

Any component coming into contact with drinking water must comply with NSF 61. The performance specifications chosen for the motor to be replaced by the Committee take this requirement into consideration. There is only one known submersible motor that provides all of the essential functions specified and is suitable to the actual needs of the Town. There is only one vendor that manufactures a submersible motor that would meet the required specification in an application for drinking water. The vendor has identified only two contractors qualified to install a new submersible motor that meets the Town's specification. Staff obtained quotes from the two contractors that are qualified to install these types of submersible motors. Kirby was determined to be the low bidder.

The costs include the new motor, the disposal fee of the existing mercury seal motor, labor for removal and installation, and engineering costs for oversight and field testing. The optional line item costs for a new electrical cable and a temporary pump will only be used if required, which will be determined when the motor is removed. The cost estimate also includes a 10% contingency to address any unforeseeable issues that arise.

The total estimated budget is \$155,000 including the new motor installation, testing and the contingencies.

Staff recommends approval to authorize the expenditures for the Well 4A motor replacement.

### Previous Relevant Board Actions for This Item

### Attachments

Well 4A Motor Replacements Costs.

AGENDA ITEM: F-2

**Well 4A Motor Replacement - Budgetary Costs (9/11/19)**

<b>Contractor Quoted Line Items</b>	Kirby's Pump and Mechanical	Pump Repair Service
1.) Pump Removal and Install (out and in)	7,000.00	24,600.00
2.) New 150 Hp BJ motor, Type M	86,400.00	82,285.00
3.) Existing Type H Motor Disposal (freight and permitted mercury disposal)	15,000.00	15,000.00
<b>Contractor Subtotal</b>	<b>108,400.00</b>	<b>121,885.00</b>
<b>Optional Items</b>		
4.) New Submersible Cable 220ft	15,444.00	25,276.00
5.) Pump Rental, including install/remove (assumes 2 months)	12,000.00	12,000.00
<b>Budget Estimates</b>		
Contractor Total Costs (including Optional Items)	\$135,844.00	\$159,161.00
10% Contingency	\$13,584.40	\$15,916.10
Engineering and Field Testing Services	\$5,000.00	\$5,000.00
<b>Total Budgetary Estimate</b>	<b>\$154,428.40</b>	<b>\$180,077.10</b>



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**  
September 18, 2019

Prepared By: Dina Breitstein, Assistant General Manager  
Submitted By: Michael R. Davies, General Manager

MRD

**Agenda Title:**

Discussion and Possible Action to Adopt Resolution No. 2019-10 Allowing Preliminary Wastewater Enterprise Project Expenditures To Be Reimbursed From Bond Proceeds.

**Recommended Action:**

That the Board of Directors (the "Board") approves Resolution No. 2019-10 (the "Resolution"), thereby authorizing expenditures pertaining to the finance of the costs associated with constructing, repairing, expanding, modernizing, and/or equipping of its Wastewater Enterprise, as identified in the Wastewater Master Plan, respectively, and as set forth in the schedule of projects attached thereto.

**Executive Summary**

The Town of Discovery Bay CSD is in the exploration stages of identifying the best method of providing long-term financing for those projects identified in the Wastewater Master Plan. It is likely that such financing for those projects will include the issuance of bonds, notes, certificates of participation, revenue bonds or other form of debt, the interest upon which is excluded from gross income for federal income tax purposes (the "Bonds"). The Town of Discovery Bay CSD will begin expending money on the identified capital improvement projects, prior to the issuance of the any financing. By adoption of the attached Resolution, and upon issuance of the financing, the Town of Discovery Bay CSD will be legally permitted to reimburse itself for all qualified preliminary and construction expenditures associated to and related to the capital projects (the "Qualified Expenditures").

Furthermore, Treasury and Internal Revenue Service Code Regulations require adoption of the attached Resolution as an "official action," which then qualifies the Town of Discovery Bay CSD to issue tax exempt debt, for purposes of reimbursing Qualified Expenditures prior to the issuance of the Bonds.

Therefore, in order to ensure the continued recovery of allowable Qualified Expenditures, the Regulations require the adoption of a resolution indicating the Board's intention to finance expenditures related to the Project(s); a statement that any such expenditures would be financed through the issuance of a tax-exempt or taxable Bonds; a qualitative description of the proposed Project whose expenditures would be reimbursed from the proceeds of Bonds; and Identification of the expected source(s) of funds, which would initially pay for such expenditures and ultimately be utilized to repay the Bond obligation.

The attached Resolution meets IRS Regulations and will allow for maximum reimbursement of Qualified Expenditures for the Project from future Bond sales. Passage of the attached Resolution does not irrevocably bind the Town of Discovery Bay CSD to issue Bonds. It merely spelled out the Town of Discovery Bay's CSD intent to do so at some future date and preserved the Town of Discovery Bay's CSD right to reimburse itself for Qualified Expenditures.

There is no fiscal impact for the adoption of the resolution. The attached Resolution qualifies the Town of Discovery Bay CSD to issue tax exempt debt for purposes of reimbursing Project expenditures prior to the issuance of the Bonds. Otherwise, if not adopted, the Town of Discovery Bay CSD would not be entitled to be reimbursed from Bond proceeds.

**Fiscal Impact:**

**Amount Requested**  
**Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)**  
**Prog/Fund # Category:**

**Previous Relevant Board Actions for This Item**

**Attachments**

Resolution No. 2019-10



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2019-10**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
DECLARING ITS INTENTION TO REIMBURSE CERTAIN EXPENDITURES  
FROM THE PROCEEDS OF TAXABLE OR TAX-EXEMPT  
OBLIGATIONS AND DIRECTING CERTAIN ACTIONS WITH RESPECT  
THERE TO AS REQUIRED BY UNITED STATES  
DEPARTMENT OF TREASURY REGULATIONS SECTION 1.150-2**

WHEREAS, the Town of Discovery Bay Community Services District (the "District") desires and intends to finance the costs of acquiring, constructing, repairing, expanding, modernizing, and/or equipping of its Wastewater Enterprise, as provided in the Town of Discovery Bay NPDES Permit No. CA0078590 adopted by the California Regional Water Quality Control Board (RWQCB) on June 14, 2014; and

WHEREAS, NPDES Permit No. CA0078590 includes the requirement that the Town of Discovery Bay wastewater enterprise design and construct Title 22 Wastewater Denitrification Facilities (Project); and

WHEREAS, Wastewater Treatment Plant 1 needs to be upgraded or decommissioned and moved to Plant 2 (Project); and

WHEREAS, the District intends to finance the acquisition, construction, repairing, expanding, modernizing, and/or equipping of the Project(s) or portions of the Project(s) with the proceeds of the sale of taxable or tax-exempt bonds, notes, certificates of participation, revenue bonds or other forms of debt, the interest upon which is excluded from gross income for federal income tax purposes (the "Bonds"); and

WHEREAS, prior to the issuance of the Bonds the District desires to incur certain capital expenditures (the "Expenditures") with respect to the Project(s) from available moneys of the District; and

WHEREAS, the Board of Directors has determined that those moneys advanced within sixty (60) days from the date hereof, and those moneys which will be advanced on and after the date hereof, to pay Expenditures are available only for a temporary period, and it is necessary to reimburse the District for such Expenditures from the proceeds of the Bonds, all as set forth pursuant to Section 1.150-2 of the regulations (the "Treasury Regulations") promulgated under the Internal Revenue Code of 1986, as amended (the "Tax Code"); and

WHEREAS, this Resolution will be reasonably available for public inspection within a reasonable period of time after its date of adoption and in the same manner governing the public availability of records of other official acts of the Board of Directors; and

WHEREAS, this Resolution is intended to be a "declaration of official intent" in accordance with Section 1.150-2 of the Treasury Regulations.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. All of the recitals herein contained are true and correct and the District so finds.

SECTION 2. The District hereby states its intention and reasonably expects to reimburse itself for the Expenditures made by the District in anticipation of the issuance of the Bonds with proceeds from the sale of the Bonds. The Expenditures will be expenditures of a type that are properly chargeable to a capital account under general Federal income tax principles. The reimbursement of the expenditure is consistent with the District's budgetary and financial circumstances. There are no funds or other sources of money of the District, or any related person or controlled entity that have been, or are reasonably expected to be reserved, allocated on a long term basis, or otherwise set aside to pay the costs of the Project to be paid or reimbursed out of the proceeds of the Bonds.

SECTION 3. The maximum principal amount of the Bonds from which Expenditures are to be made is reasonably expected to be \$30,000,000. The obligation to be represented by the Bonds may be incurred by the District by means of the execution and delivery of certificates of participation or revenue bonds, or, in the alternative, the Bonds may be issued by a joint exercise of powers authority which will make the Bond proceeds available to the District through a loan, lease, or installment purchase arrangement.

SECTION 4. The proceeds from the Bonds are to be used for the financing, acquisition, design and/or construction of the Project(s), funding a reserve fund, a capitalized interest fund, and paying certain costs of issuance related thereto.

SECTION 5. This Resolution is adopted as official action solely for purposes of establishing compliance with the requirements of section 1.150-2 of the Treasury Regulations. This Resolution does not bind the District to make any expenditure, incur any indebtedness or proceed with the financing, acquisition or construction of the Project(s). All of the Expenditures covered by this Resolution were made not earlier than 60 days prior to the date of adoption hereof.

SECTION 6. All actions heretofore taken by the officers, or their respective designees, employees and agents of the Board of Directors of the District in connection with the financing of the Project(s) are hereby ratified and confirmed.

SECTION 7. This Resolution shall take effect immediately upon its adoption.

SECTION 8. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 18<sup>th</sup> DAY OF SEPTEMBER, 2019.

\_\_\_\_\_  
Bill Mayer  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on September 18, 2019, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Michael R. Davies  
Board Secretary



## EAST CONTRA COSTA FIRE PROTECTION DISTRICT

### BOARD OF DIRECTORS

Adam Langro

Carrie Nash

Brian Oftedal  
President

Stephen Smith  
Vice President

Joe Young

### MEETING MINUTES

Wednesday, August 14, 2019

1. Call to Order: (6:30 pm)

2. Pledge of Allegiance: (6:30 pm)

3. Roll Call: (6:30 pm)

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

4. Presentations

4.a. Presentation from the East Contra Costa Firefighters Association: (6:31 pm)

Presenters: Captain Robert Ruddick and Rich Bryan

4.b. Recognition in Special District Governance through the Special District Leadership Foundation (SDLF). Director Carrie Nash: (6:42 pm)

Presenter: Colleen Haley - California Special Districts Association (CSDA)

5. Public Comment: (6:47 pm)

There were three (3) Public Speakers – Lisa Harlow, Steve Padgett, and Jessica LaChance

6. Consent Calendar: (6:54 pm)
  - 6.a. Approve Meeting Minutes from 07/10/2019 Board of Directors Meeting
  - 6.b. Award Contract for with Sorinex for Exercise Equipment
  - 6.c. Authorize Purchase of Battalion Chief Vehicle
  - 6.d. Authorize Purchase of Fire Prevention Vehicles
  - 6.e. Authorize Execution of Side Letters with IAFF 1230 and AFSCME 2700

**Motion by: Director Smith to approve Consent Calendar Item: 6a**

**Second by: Director Young**

**Vote Carried:4:0:1**

**Ayes: Nash, Oftedal, Smith, Young**

**Noes:**

**Abstained: Langro**

**Absent:**

**Motion by: Director Smith to approve Consent Calendar Items: 6b, c, d & e**

**Second by: Director Young**

**Vote Carried:5:0:0**

**Ayes: Langro, Nash, Oftedal, Smith, Young**

**Noes:**

**Abstained:**

**Absent:**

7. New Business

- 7.a. Introduction and Waive First Reading of Ordinance Establishing Administrative Penalties for Violations of the Fire Code: (6:55pm)

There was one (1) Public Speaker – Mark Whitlock

**Motion by: Director Young to Introduction and Waive First Reading of Ordinance Establishing Administrative Penalties for Violations of the Fire Code.**

**Second by: Director Langro**

**Vote Carried:5:0:0**

**Ayes: Langro, Nash, Oftedal, Smith, Young**

**Noes:**

**Abstained:**

**Absent:**

- 7.b. Hold Public Hearing On and Adopt Resolution Ordering Weed Abatement for Properties on Weed Abatement List: (7:00 pm)

President Oftedal opened the public hearing. Following the staff report, there was one (1) Public Speaker – Mark Whitlock. The public hearing was closed prior to Board discussion.

**Motion by: Director Young to Adopt Resolution Ordering Weed Abatement for Properties on Weed Abatement List**

**Second by: Director Nash**

**Vote Carried:5:0:0**

**Ayes: Langro, Nash, Oftedal, Smith, Young**

**Noes:**

**Abstained:**

**Absent:**

- 7.c. Recommendation to Incorporate the “Service Enhancement Concept” into the District’s and City of Brentwood’s Development Processes: (7:09 pm)

There were three (3) Public Speakers – Mark Whitlock, Vince Wells, and Brentwood Council Member Karen Rareey

**Motion by: Director Smith to approve the recommendation to incorporate the “Service Enhancement Concept” into the District and City of Brentwood’s Development Processes**

**Second by: Director Langro**

**Vote Carried:5:0:0**

**Ayes: Langro, Nash, Oftedal, Smith, Young**

**Noes:**

**Abstained:**

**Absent:**

8. Report of the Fire Chief / Informational Staff Reports: (7:43pm)

- 8.a. Legislative Update
- 8.b. Grants Update
- 8.c. Strategic Plan Update
- 8.d. Station 55 Update
- 8.e. Type 1 Apparatus Update
- 8.f. Prevention Update
- 8.g. Operational Update

8.h. Public Outreach & Education Activities Update

9. Board Reports and Requests: (7:53 pm)

**Director Nash** reported on the Special District Leadership Academy that Director Nash attended in July 2019.

**Vice President Smith** reported on attending several meetings including: CSDA Chapter meeting, Byron MAC Meeting, Finance Committee meeting, CCCERA Board meeting, National Night Out and the Bethel Island MAC meeting.

**Director Young** reported on attending several meetings including: National Night Out at Trilogy, the Strategic Planning Ad-Hoc and Finance Committee meetings

**President Oftedal** reported on attending several meetings including several National Night Out events.

10. Closed Session: (7:58 pm)

Conference with Labor Negotiator Pursuant to Government Code Section 54957.6  
Agency Designated Representatives: Glenn Berkheimer, Regina Rubier  
Employee Organization: United Clerical, Technical & Specialized Employees AFSCME,  
Local 2700

The Board returned to open session at 8:58 pm. No action was taken in Closed Session.

11. Date and Place of Next Meeting: (8:58 pm)

Wednesday, September 11, 2019 6:30 p.m. @ Brentwood City Council Chambers 150 City  
Park Way Brentwood, CA 94513

12. Adjourn: (8:58 pm)



## EAST CONTRA COSTA FIRE PROTECTION DISTRICT

### BOARD OF DIRECTORS

Adam Langro

Carrie Nash

Brian Oftedal  
President

Stephen Smith  
Vice President

Joe Young

### Meeting Minutes

Monday, August 19, 2019

### Special Meeting of the Board of Directors

1. Call to Order: (5:03 pm)

Vice President Smith called the meeting to order and presided over the meeting as President Oftedal participated via teleconference from location noted on the agenda.

2. Pledge of Allegiance: (5:04 pm)

3. Roll Call: (5:08 pm)

Prior to calling roll, Vice President Smith confirmed that all legal requirements were met for President Oftedal to participate by teleconference, that President Oftedal could hear the proceedings, and that President Oftedal could be heard in the meeting room.

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

Directors Absent:

4. New Business

- 4.a. Approve resolution supporting City of Brentwood Measure L, which, among other things, adjusts the City of Brentwood urban limit line, amends the City of Brentwood general plan and municipal code, and adopts the Vineyard at Deer Creek Specific Plan Zone, and authorizing the Fire Chief to author a ballot argument affirming the District's support: (5:09 pm)

There were eight (8) Public Speakers – Jessica LaChance-Mellan, Rod Flohr, Ben Kellogg, Vince Wells, Sinzi, David Salmon, Kathy Griffin, Steve Beinke

**No motion was made on the resolution following Board discussion. Staff requested direction from the Board. The Board directed Staff to resume negotiations with the goal of returning to the Board with an MOU that more fully reflects the Board's concerns with mitigating the proposed development's impacts on the District. President Oftedal further directed staff to work with the Strategic Planning Ad-Hoc Advisory Committee as part of the negotiations.**

- 4.b. Approve “Memorandum of Understanding Regarding Fire Protection Services” between the District and GBN Partners, LLC concerning commitments for fire protection services for Vineyard at Deer Creek project: (7:27 pm)

There were nine (9) Public Speakers – Jessica LaChance-Mellan, Rod Flohr, Ben Kellogg, Vince Wells, Hannah Pollmeyer, Ronald Pollmeyer, David Salmon, Kathy Griffin, Steve Beinke

**No motion was made on the resolution following Board discussion. The Board President directed Staff to work with the Strategic Planning Ad-Hoc Advisory Committee to prepare a revised resolution for Board consideration if agreement could be met on a new MOU.**

5. Date and Place of Next Meeting: (7:54 pm)

September 11, 2019 6:30 p.m. @ Brentwood City Hall Council Chambers

6. Adjourn: (7:54 pm)