



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

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

Regular Board Meeting
Wednesday, October 2, 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 October 2, 2019

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

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

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for September 18, 2019.
2. Approve Register of District Invoices.
3. Approve Board President to Sign Letter of Recognition to the Pacific Coast Water Rescue.

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report.
2. Sheriff's Office Report.
3. CHP Report.
4. East Contra Costa Fire Protection District Report.

E. LIAISON REPORTS

F. PRESENTATIONS

G. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Consider Rehabilitating Wastewater Treatment Plant 1 as Part of the Denitrification Project, or Decommissioning Wastewater Treatment Plant 1 and Expanding the Treatment Facilities at Wastewater Treatment Plant 2 to Provide Necessary Redundancy as part of the Denitrification Project.

H. MANAGER'S REPORT

I. DIRECTORS' REPORTS

1. Standing Committee Reports.
 - a. Finance Committee Meeting (Committee Members Robert Leete and Bill Mayer)
October 2, 2019.
 - b. Internal Operations Committee Meeting (Committee Members Robert Leete and Kevin Graves)
October 2, 2019. – ***Cancelled.***
 - c. Water and Wastewater Committee Meeting (Committee Members Bill Pease and Bill Mayer)
October 2, 2019.
2. Other Reportable Items.

J. GENERAL MANAGER'S REPORT

K. CORRESPONDENCE RECEIVED (Information Only)

1. Byron Municipal Advisory meeting minutes for August 27, 2019.

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourn to the next regular meeting of October 16, 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 18, 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 Graves.
3. Roll Call – All present with the exception of Director Leete.

President Mayer – Agenda item D-1 Terracon Consultants – Update on Pool Project Costs – Terracon unable to provide a presentation and the item is being pulled; there will be no discussion regarding the Community Center Pool. Staff will continue with Terracon Scope of Services approved by the Board at the May 9, 2019 Regular meeting. Public Comment will be during the time of agenda B – Public Comment.

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

Public Comment Regarding:

- Cost within the Terracon reports related to the Aquatic Pool, borrowing wastewater funds for the pool, and River Otters had successful season.
- Terracon pool costs and budget.

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.

Motion by: Vice-President Pease to approve the Consent Calendar

Second by: Director Graves.

Vote: Motion Carried – AYES: 4 – President Mayer, Vice-President Pease, Director Graves, Director Gutow, NOES: 0, ABSENT: 1 – Director Leete.

D. PRESENTATIONS

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

Herwit Engineering Gregory Harris – Provided a PowerPoint and the details regarding Plant No. 1 Summary; cost to move Plant No. 1 to Plant No. 2, minimum and future repairs, operation of Plant No. 1 (non-operational for approximately 3 years), maintenance and the need of Plant No. 1 for backup. Additional details provided regarding Denitrification, Operation and Maintenance costs, an average estimated sewer rate over 10 year, 20 year, 30 year and 40 year period and the timeline for the project.

Public Comment Regarding:

- Project cost to move Plant No. 1 to Plant No. 2; as a rate payer would like the least amount for upgrades using unrestricted Wastewater Funds. That would bring an annual rate increase of approximately \$93.00, total sewer rate to approximately \$1,083.00 and a 9.42% sewer rate increase. Not in favor of spending \$24m to extend Plant No. 1 life for an estimated 40 years which is also approximately a 21.2% increase. Would like to see spending only the \$14m to get 20 years life for Plant No. 2.

District Engineer Harris – Clarified the numbers for the project:

- Denitrification \$8m (whether Denitrification is at Plant No. 1 or Plant No. 2).
- Minimum improvements at Plant No. 1 - \$4m (separate from Denitrification).
 - Base minimum project for Denitrification (along with fixing a few other items) total approximately \$12m to \$14m
- Moving Plant No. 1 to Plant No. 2 - \$10m.

District Engineer Harris – Stated that the approximate project to move Plant No. 1 to Plant No. 2 total is \$24m.

There was discussion regarding the Ox Ditch (need for a 3rd Ox Ditch if maintenance needed), lifespan, Influent Pump Station, and Plant No. 1 land for other use. The discussion continued regarding the timeline for Denitrification (December 31, 2023). Recommendation to move Plant No. 1 discussed 20 years ago (District was Sanitation District 19), current reserve fund, emergency fund, and moving Plant No. 1; need for 3rd Ox Ditch, 2 Clarifiers, Pump Station, improvements to the Headworks, and Denitrification.

District Engineer Harris – Reminder of schedule: October 2, 2019 Board meeting (vote on whether or not to move Plant No. 1 to Plant No. 2). At the October 16, 2019 Board meeting approve the final improvements in the final budget (financing plan).

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of August.

Project Manager Sadler – Provided the details of the August 2019 monthly operations report. There was discussion regarding the use of the Genie Lift.

F. BUSINESS AND ACTION ITEMS

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

Recreation Programs Supervisor Kaiser – Provided a background regarding the WW Grant Funding for the Tennis/Pickleball Court conversion. There was discussion regarding Pickleball Court close to the Dog Park (noise level), and other projects for the use of the WW Grant Funding (stipulations for use of the funds), and the courts at Cornell Park.

Public Comment Regarding:

- No problem for dogs with the noise of Pickleball.

Motion by: Vice-President Pease to 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.

Second by: Director Graves.

Vote: Motion Carried – AYES: 4 – President Mayer, Vice-President Pease, Director Graves, Director Gutow, NOES: 0, ABSENT: 1 – Director Leete.

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

District Water Engineer Shobe – Provided a background and the details regarding the replacement of the motor in Well 4A, the timeline of replacement, pump rental, and the cost.

Motion by: Director Graves to 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.

There was discussion regarding the possible order and return of the cable (if there is no need for the cable). Legal Counsel Pinasco – Stated motion to be amended to include the budget of \$155,000.00.

Motion Amended by: Directors Graves to include the budget of \$155,000.00.

Second by: Vice-President Pease.

Vote: Motion Carried – AYES: 4 – President Mayer, Vice-President Pease, Director Graves, Director Gutow, NOES: 0, ABSENT: 1 – Director Leete.

3. Discussion and Possible Action to Adopt Resolution No. 2019-10 Allowing Preliminary Wastewater Enterprise Project Expenditures to be Reimbursed from Bond Proceeds.

Assistant General Manager Breitstein – Provided the details regarding Resolution No. 2019-10 allowing preliminary Wastewater Enterprise Project Expenditures to be reimbursed from Bond Proceeds.

Motion by: Director Graves to approve 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.

Second by: Vice-President Pease.

Vote: Motion Carried – AYES: 4 – President Mayer, Vice-President Pease, Director Graves, Director Gutow, NOES: 0, ABSENT: 1 – Director Leete.

G. DIRECTORS' REPORTS

1. Standing Committee Reports – No report
2. Other Reportable Items – President Mayer attended the East Contra Costa Fire Protection District meeting; topics were Measure L and an MOU for Measure L.

H. MANAGER'S REPORT

None.

I. GENERAL MANAGER'S REPORT

General Manager Davies – Provided the details regarding Code Enforcement in Discovery Bay and there were 270 Tags. The brackets have been placed at the Front Entrance, vendor getting the lights in and the project should be complete by the end of this Month. There was discussion regarding the staff training for the Front Entrance lights.

General Manager Davies – Provided the details regarding the Finance Manager interviews; 2 candidates (in the reference checking process), and the process for interviews for the Parks and Landscape Manager. In the meantime Monica Gallo will be the Interim Parks and Landscape Manager.

There was discussion regarding Newport Drive; improvements with the landscaping and thanked the Interim Parks and Landscape Manager for the work.

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

None.

The regular meeting adjourned at 8:19 p.m. to the Closed Session.

L. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Legal Counsel Pinasco - The Town of Discovery Bay will adjourn to Closed Session to discuss the item identified on the Agenda as M-1.

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)

Legal Counsel Pinasco - Reporting from Closed Session on item M-1 and there is no reportable action.

O. ADJOURNMENT

1. The meeting adjourned at 8:30 p.m. to the regular meeting on October 2, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 09-20-19

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



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

October 2, 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 \$ 242,078.93

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 October 2, 2019
Town of Discovery Bay CSD
For Fiscal Year 7/19 - 6/20

Pacific Gas & Electric	\$109,875.78
U.S. Bank Corporate Payment System	\$20,498.79
BrightView Landscape Services, Inc.	\$18,525.00
Veolia Water North America	\$18,438.73
Stantec Consulting Services Inc	\$12,254.50
Sherwood Electric, Inc.	\$11,738.00
Town of Discovery Bay CSD	\$11,328.99
J.W. Backhoe & Construction, Inc.	\$6,791.36
Luhdorff & Scalmanini	\$6,266.25
City Of Brentwood	\$4,643.66
Terracon Consultants, Inc.	\$4,200.00
Freedom Mailing Service, Inc	\$2,751.08
Lechowicz & Tseng Municipal Consultants	\$2,437.14
Office Team	\$2,180.40
National Meter & Automation, Inc.	\$1,970.94
Univar	\$1,520.11
Tee Janitorial & Maintenance	\$1,494.00
SDRMA	\$1,379.47
TASC	\$1,233.31
Matthew Bevers	\$490.40
Matrix Trust	\$490.24
Office Depot	\$426.47
Bay Area Driving School, Inc.	\$292.50
ReliaStar Life Insurance Company	\$200.00
Watersavers Irrigation Inc.	\$192.13
UniFirst Corporation	\$191.37
Water Utility Customer	\$145.04
Shred-It USA-Concord	\$83.13
Verizon Wireless	\$40.14
	<hr/>
	\$242,078.93



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

October 2, 2019

Prepared By: Michael R. Davies, General Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title:

Approve Board President to Sign Letter of Recognition to the Pacific Coast Water Rescue.

Recommended Action

Authorize Board President to Sign Letter of Recognition to the Pacific Coast Water Rescue.

Executive Summary

On October 12, 2019, Pacific Coast Water Rescue ("PCWR") will be honored and recognized at a breakfast ceremony. Since 2012, PCWR has participated in over 100 events and provided over 6400 hours to the boating and recreational water community in Discovery Bay.

In appreciation of their many hours of service, a letter from the Board recognizing the efforts of PCWR is attached for President Mayer's signature. Director Graves will be present at the recognition ceremony and has offered to hand-deliver the letter on behalf of the Board.

Previous Relevant Board Actions for This Item

Attachments

Letter to PCWR dated October 2, 2019.

AGENDA ITEM: C-3



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

October 2, 2019

Pacific Coast Water Rescue
Attn: John Garza, USCG Master
www.pcwrcaptainservices.com

USCG Master John Garza:

On behalf of the Board of Directors of the Town of Discovery Bay Community Services District, I extend to the Pacific Coast Water Rescue our appreciation and recognition of the outstanding service your members have provided to the Discovery Bay boating and recreational water use community.

Founded in 2012, the Pacific Coast Water Rescue Team, consisting of over 20 members (mostly off-duty Fire, EMS and local mariners), have provided over 6400 hours and participated in over 100 community events and student training sessions. Annual events include the Lions Big Cat Poker Run, DBCF Tri Athlon, Paddle for Fame, Graves Foundation Boat Run, and the Orwood Air and Boat Show. Training programs include CPR, Safe Power Boat Handling, USLA Swim Test and Training, USCG Captains License Classes and USCG Auxiliary Training and Recruitment.

We congratulate Pacific Coast Water Rescue on your exemplary record of dedicated safety and rescue services to Discovery Bay. We wish you much success as Pacific Coast Water Rescue officially changes to “Pacific Coast Captain Services.”

Sincerely,

Bill Mayer
President
Discovery Bay Board of Directors



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Meeting Date

October 2, 2019

Prepared By: Dina Breitstein, Assistant General Manager

Submitted By: Michael R. Davies, General Manager



Agenda Title:

Discussion and Possible Action to Consider Rehabilitating Wastewater Treatment Plant 1 as Part of The Denitrification Project, or Decommissioning Wastewater Treatment Plant 1 and Expanding the Treatment Facilities at Wastewater Treatment Plant 2 to Provide Necessary Redundancy as part of the Denitrification Project.

Recommended Action:

Direct staff to proceed with either rehabilitating Wastewater Treatment Plant 1 as part of the Denitrification Project; or decommission Wastewater Treatment Plant 1 and expand the treatment facilities at Wastewater Treatment Plant 2 to provide necessary redundancy as part of the Denitrification Project.

Executive Summary

The Town of Discovery Bay’s NPDES permit requires the District to build denitrification technology at its wastewater treatment plants. The Wastewater Master Plan requires that 3 Oxidation Ditches and 5 Clarifiers are essential for the long term performance and maintenance needs of the Districts Wastewater Treatment. This plan establishes the denitrification basins at Plant No. 1 and Plant No. 2 however; Wastewater Treatment Plant No. 1 is a forty-year-old facility and has not been in operation for three years. This treatment facility needs essential repairs so that it can be utilized as a standby to Plant No. 2, during maintenance, repairs, and emergencies. The District needs to consider whether Plant No.1 should be rehabilitated or decommissioned. If Plant No.1 is decommissioned, then-new treatment facilities will need to be constructed to allow for redundancies.

At the September 18, 2019 Board of Directors meeting Herwit Engineering dialogued two options for contemplation regarding Wastewater Treatment Plant No. 1 and the Denitrification Project, as follows:

Option 1: Rehabilitate Wastewater Treatment Plant No. 1 as part of the Denitrification Project for an estimated cost of \$11,640,000 plus a 15% contingency.

Option 1	Cost
Rehabilitate/Repair WW Treatment Plant No. 1	\$3,780,000
Denitrification at WW Treatment Plant No. 1	\$2,620,000
Denitrification at WW Treatment Plant No 2.	\$5,240,000
Contingency (15%)	\$1,746,000
Total	\$13,386,000

Option 2: Decommission Wastewater Treatment Plant No. 1 and expand the treatment facilities at Wastewater Treatment Plant No. 2 to provide necessary redundancy as part of the Denitrification Project for an estimated cost of \$21,660,000 plus a 15% contingency.

Option 2	Cost
Decommission WW Treatment Plant No. 1	\$750,000
Expansion of WW Treatment Plant No. 2	\$13,050,000
Denitrification at WW Treatment Plant No. 2	\$7,860,000
Contingency (15%)	\$3,249,000
Total	\$24,909,000

The Denitrification Project must be completed by December 31, 2023. Staff is looking for direction to proceed with either Option 1 or Option 2 to comply with the Districts NPDES permit.

Fiscal Impact:

Amount Requested

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis) Bonding will be needed.

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments:

Section 20: "Summary" in the Wastewater Master Plan.

AGENDA ITEM: G-1

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.

Byron Municipal Advisory Council



Linda Thuman, Chair

Office of Supervisor Diane Burgis
Contact: Lea Castleberry
3361 Walnut Blvd., Suite 140
Brentwood, CA 94513

Respectfully submitted by:
Deputy Chief of Staff, Lea Castleberry

*The Byron Municipal Advisory Committee serves as an advisory body to the
Contra Costa County Board of Supervisors and the County Planning Agency.*

Draft Record of Actions

6:00 p.m.

August 27, 2019

MEMBERS PRESENT: Chair Thuman, Vice Chair Nisen, Councilmember Larsen, Councilmember Lopez and Councilmember Schmit

MEMBERS ABSENT:

PRESENTATION OF COLORS: Led by Chair Thuman

APPROVAL OF AGENDA: Motion to move item 7.a, b and c after Agency Reports and approve the Agenda made by Councilmember Larsen. Second by Vice Chair Nisen. Motion carried 5-0. AYES: Larsen, Lopez, Nisen, Schmit and Thuman.

PUBLIC COMMENTS: Paula Wheenty – Friends of Byron BBQ on October 13, 2019.

AGENCY REPORTS:

- a. **East Contra Costa Fire Protection District:** Battalion Chief Ross Macumber provided the activity report for the month of July; August fires on Marsh Creek Road and Sellers; Weed Abatement Advisory; September 14th from 10am – 1pm is Station #59's Open House; new Fire Marshal, Steve Aubert and new Deputy Fire Marshal coming soon.
- b. **Office of the Sheriff:** Lt. Foley provided the activity report for the month of July; Sheriff's Delta Station has now relocated to the Brentwood Police Department.
- c. **California Highway Patrol:** Officer Donnie Thomas provided the activity report for the month of July.
- d. **Office of Supervisor Diane Burgis:** Lea Castleberry - Byron Community Clean-Up on October 5th from 8am – noon.

CONSENT ITEMS:

- a. **Approval of Record of Actions for July 23, 2019:** Motion to approve the Record of Actions as presented made by Councilmember Larsen. Second made by Vice Chair Nisen. Motion carried: 5-0. AYES: Larsen, Lopez, Nisen, Schmit and Thuman.

PRESENTATIONS:

- a. **Contra Costa Transportation Authority – SR239 Project Presentation:** made by Susan Miller and Francis Lo from CCTA. CCTA provided the SR239 Overview, Project Agency Roles, Project Purposes, Project History, Next Steps and Staying Involved.

ITEMS FOR DISCUSSION AND/OR ACTION:

- a. **Agency Comment Request LP19-2028 – Applicant requests approval of a land use permit to establish an Auto Body Shop in an existing Retail-Business Building:** Motion to approve Agency Comment Request LP19-2028 and request the agency to reduce the road fees made by Councilmember Lopez. Second made by Chair Thuman. Motion carried: 5-0. AYES: Larsen, Lopez, Nisen, Schmit and Thuman.
- b. **Discuss Community Donations to the Byron MAC – Account Balance \$541.00:** Lea Castleberry reported the donations came from prior Community Clean-Up Days and have been sitting in a county account. Lea asked the board to consider how this money could be spent in the community and come back to the next Byron MAC meeting with ideas.
- c. **Review and Approve Byron MAC Facility Rental Invoice for November 2018 – July 2019 in the amount of \$1,200.00:** Motion to approve made by Vice Chair Nisen. Second made by Councilmember Lopez. Motion carried: 4-0-1. AYES: Larsen, Lopez, Nisen, and Thuman. ABSTAIN: Councilmember Schmit.

CORRESPONDENCE/ANNOUNCEMENTS:

- a. R-07/23/19 Contra Costa County Zoning Administrative Agenda for August 5, 2019

This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.205(d) of the Contra Costa County Ordinance Code.

- b. R-08/07/19 Contra Costa County Planning Commission Agenda for August 14, 2019
- c. R-08/04/19 Contra Costa County Zoning Administrator Agenda for August 19, 2019
- d. R-08/21/19 Contra Costa County Planning Commission Agenda for August 28, 2019

FUTURE AGENDA ITEMS

- a. BART Expansion Update
- b. St. Anne's Village Update
- c. Update on Agricultural Building at Excelsior Middle School

ADJOURNMENT

There being no further business before the Byron Municipal Advisory Council, Chair Thuman adjourned the meeting at 7:31pm. The next scheduled Byron Municipal Council meeting will be held Tuesday, September 24, 2019 at 6:00p.m. located at St. Anne's Church – 2800 Camino Diablo, Room 1A in Byron.