



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*  
**SDLF Platinum-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, November 6, 2019**

**7:00 P.M. Regular Board Meeting**

**Community Center**  
**1601 Discovery Bay Boulevard**



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## SDLF Platinum-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 November 6, 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 a Correction to the October 2, 2019 Board Meeting Minutes, Item G1, to Change President Mayer's "AYES" vote to a "NOES" vote.
2. Approve DRAFT minutes of regular meeting for October 16, 2019.
3. Approve Register of District Invoices.

##### D. AREA AGENCIES REPORTS / PRESENTATION

1. Senior District Representative, East Contra Costa County, State Senator Steven M. Glazer (SD-7), Susannah Meyer – Introduction.
2. Supervisor Diane Burgis, District III Report.
3. Sheriff's Office Report.
4. CHP Report.
5. East Contra Costa Fire Protection District Report.

##### E. LIAISON REPORTS

##### F. PRESENTATIONS

**G. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action to Authorize Expenditures for Water Pipeline Replacement at Willow Lake Court and Laguna Court Underwater Lake Crossing.
2. Discussion and Possible Action Regarding Approving the Scope of Work with Lechowicz & Tseng Municipal Consultants for the Water and Wastewater Rate Study.

**H. MANAGER'S REPORT**

**I. DIRECTORS' REPORTS**

1. Standing Committee Reports.
  - a. Communications Committee Meeting (Committee Members Bill Pease and Bryon Gutow) November 6, 2019.
  - b. Parks and Recreation Committee Meeting (Committee Members Kevin Graves and Bryon Gutow) November 6, 2019.
  - c. Water and Wastewater Committee Meeting (Committee Members Bill Pease and Bill Mayer) November 6, 2019.
2. Other Reportable Items.

**J. GENERAL MANAGER'S REPORT**

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

1. Contra Costa Special Districts Association meeting minutes for July 15, 2019.
2. East Contra Costa Fire Protection District meeting minutes for August 19, 2019.
3. Byron Municipal Advisory Council meeting minutes for September 24, 2019.

**L. FUTURE AGENDA ITEMS**

**M. ADJOURNMENT**

1. Adjourn to the next regular meeting of November 20, 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"*

## STAFF REPORT

Meeting Date

November 6, 2019

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

MRD

### Agenda Title

Approve a Correction to the October 2, 2019 Board Meeting Minutes, Item G-1, to Change President Mayer's "AYES" vote to a "NOES" vote.

### Recommended Action

Approve a Correction to the October 2, 2019 Board Meeting Minutes, Item G-1, to Change President Mayer's "AYES" vote to a "NOES" vote.

### Executive Summary

The 10/02/19 Draft Meeting Minutes were approved at the 10/16/19 regular Board Meeting; however, the 10/02/19 Meeting Minutes incorrectly noted the vote for Agenda Item G-1 was 4 AYES and 0 NOES. This error was not discovered until after the 10/16/19 Board Meeting was adjourned.

Staff is recommending that the Board approve correcting the 10/02/19 Meeting Minutes to reflect the proper vote on Agenda Item G-1; 3 AYES and 1 NOES, with President Mayer being the "NO" vote.

### Attachments

10/02/19 Board Meeting Minutes Approved at the 10/16/19 Board Meeting.  
Draft Corrected 10/02/19 Board Meeting Minutes.

AGENDA ITEM: C-1



# 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 October 2, 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 Alex with the Boy Scouts of America.
3. Roll Call – All present with the exception of Vice-President Pease.

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

Public Comment Regarding:

- Information shown on the Message Board.
- Background color on the Message Board.

#### 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.

Motion by: Director Graves to approve the Consent Calendar.

Second by: Director Leete.

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

#### D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report - Deputy Chief of Staff Lea Castleberry provided the details regarding Code Enforcement (270 citations, some have complied and those that haven't will receive a notice of intent), update on Vasco Road work, and there is a Bethel Island Health and Safety Fair this Saturday 10am to 2pm.
2. Sheriff's Office Report - Lieutenant Foley – Provided the details of the Sheriff Report for calls of service for the month of September; no increase in crime. Also provided an update regarding the License Plate Readers (progressing).
3. CHP Report - Officer Thomas provided an update for the month of September; DUI's, citations for speed, registration, right away (Discovery Bay Boulevard and Highway 4 by the cones), and cell phone. Also update regarding the multi jurisdiction citations. There was discussion regarding the delineators (moving violation with a fine of approximately \$300.00).
4. East Contra Costa Fire Protection District Report – No report.

#### E. LIAISON REPORTS

None.

#### F. PRESENTATIONS

None.

## **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.

District Engineer Harris – Provided an update regarding Plant 1, rough costs, and 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) or 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).

Public Comment Regarding:

- Consideration to explore other solutions; push back regarding regulations.
- Rate increases, project financing, and reserves of the Wastewater Fund for the projects.
- Rates (current and projected).

Assistant General Manager Breitstein – Provided details regarding Option 1 and Option 2.

- Option 1 - \$13,386,000, utilize \$3m in reserves (drops financing down to \$10,386,000, 30 years at approximately 5%) \$680,000 debt service payment, \$113,000 to the rate payer (on top of current rate),

There was discussion regarding the calculated amount per dwelling per month (a little over a dollar a month/\$13.00 per year).

Assistant General Manager Breitstein – Provided additional details regarding Option 1 financing at \$4m, \$5m, \$6m.

- Option 2 - \$3m of reserves, drop to \$24.9m, project down to \$21m, 5% at 30 years, debt service payment of \$1.496m a year, \$249 per dwelling per year. \$4m of reserves, finance \$20.9m, debt service \$1.428m, \$238 per dwelling per year, \$5m of reserves, finance \$19.9m, debt service \$1.36m, \$226.67 per dwelling per year, \$6m of reserves, finance \$18.9m, debt service \$1.292m, \$215 per dwelling per year.

There was discussion regarding a recap of Option 1;

- Option 1 - \$3m - \$113.33 annual impact to the rate payer.
- Option 1 - \$4m - \$102.00 annual impact to the rate payer.
- Option 1 - \$5m - \$90.67 annual impact to the rate payer.
- Option 1 - \$6m - \$79.33 annual impact to the rate payer.

Additional details regarding the current impact per household for sewer (approximately \$1,000 as of July 1, 2020).

The discussion continued regarding the cost estimates for Option 1 and Option 2 (costs estimates are project cost not design), costs similar to expand Plant 2 and rehabilitate Plant 1 with Denitrification at both locations. Additional discussion regarding new state mandates may cause Plant 1 to be obsolete in the next 20 years and Plant 1 to be an emergency or backup.

District Engineer Harris – Provided a background of the discussion 20 years ago regarding Hofmann's decision to not move Plant 1 to Plant 2 (expensive project and turned down). Also provided details regarding Plant 1 running as a standby (offline for 3 years).

Project Manager Sadler – Provided details regarding Filter problem and the use of Plant 1 for storage.

The discussion continued regarding the Clarifiers, the Filters, Denitrification by 2023, and Plant 1 to be used as a standby and for emergency.

District Engineer Harris – Provided additional details regarding the rotation of Plant 1 and Plant 2 (only during maintenance of Plant 2), and the cost of the projects for Denitrification.

Additional discussion regarding capacity, rotation of Plant 1 and Plant 2 and the solar project.

General Manager Davies – Stated other options were considered.

District Engineer Harris – Pointed out that there is no comparison to the two options.

Projects Manager Yeraka – Stated there are several options discussed with Stantec; land application (extensive report regarding cost, disposal of wastewater and storage, decent drainage), and the process of the Oxidation Ditches.

There was discussion regarding other options to save in the expense.

Motion by: Director Leete to direct Staff to move forward with 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.

Second by: Director Graves.

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

**H. MANAGER'S REPORT**

None.

**I. DIRECTORS' REPORTS**

1. Standing Committee Reports.

- a. Finance Committee Meeting (Committee Members Robert Leete and Bill Mayer)  
October 2, 2019 – Director Leete provided the details regarding the Solar Panels, Denitrification, and an updated Purchasing Policy.
- 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 – President Mayer provided the details regarding Willow Lake Pipe repair, Wastewater Master Plan, NPDES Permit is moving along, and the Well No. 8 site locations.

2. Other Reportable Items.

Director Graves – Provided the details regarding the CSDA Annual Conference; productive event, ability to network with other Service Districts.

Director Gutow – Provided details regarding the CSDA Annual Conference; informative and educational, and having an opportunity to spend some time with the Directors.

Director Graves – Acknowledged General Manager Davies for an award of the Special District Administrator.

General Manager Davies – Provided the details of the Award; Special District Administrator Certification (requires experience and taking an exam), and this will raise the Gold Level to a Platinum Level of Governance.

Director Mayer – Provided details regarding the CSDA Annual Conference attendance by many Districts, very beneficial, and congratulations to the General Manager – going from Gold to Platinum.

**J. GENERAL MANAGER'S REPORT**

General Manager Davies – Provided details regarding the hiring of the Finance Manager starting on October 21, 2019 and will be introduced at the 1<sup>st</sup> meeting in November. The Parks and Landscaper Manager Interviews begin, Friday, October 04, 2019.

Director Graves – Commended Monica Gallo for completing many projects.

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

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

Director Graves – Stated he will be out of Town and will not be attending the October 16, 2019 Board Meeting.

**L. FUTURE AGENDA ITEMS**

None.

**M. ADJOURNMENT**

- 1. The meeting adjourned at 7:51 p.m. 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.

//cmc – 10-07-19

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



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## **CORRECTED MINUTES OF THE REGULAR MEETING**

### **OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY**

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Second by: Director Leete.

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Motion by: Director Leete to direct Staff to move forward with 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.

Second by: Director Graves.

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

**Vote: Motion Carried – AYES: 3 – Director Graves, Director Leete, Director Gutow, NOES: 1 – President Mayer, ABSENT: 1 – Vice-President Pease.**

## **H. MANAGER'S REPORT**

None.

## **I. DIRECTORS' REPORTS**

### **1. Standing Committee Reports.**

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### **2. Other Reportable Items.**

Director Graves – Provided the details regarding the CSDA Annual Conference; productive event, ability to network with other Service Districts.

Director Gutow – Provided details regarding the CSDA Annual Conference; informative and educational, and having an opportunity to spend some time with the Directors.

Director Graves – Acknowledged General Manager Davies for an award of the Special District Administrator.

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General Manager Davies – Provided details regarding the hiring of the Finance Manager starting on October 21, 2019 and will be introduced at the 1<sup>st</sup> meeting in November. The Parks and Landscaper Manager Interviews begin, Friday, October 04, 2019.

Director Graves – Commended Monica Gallo for completing many projects.

## **K. CORRESPONDENCE RECEIVED (Information Only)**

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

Director Graves – Stated he will be out of Town and will not be attending the October 16, 2019 Board Meeting.

## **L. FUTURE AGENDA ITEMS**

None.

## **M. ADJOURNMENT**

1. The meeting adjourned at 7:51 p.m. 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.

//cmc – 10-17-19

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



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SDLF Platinum-Level of Governance



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## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday October 16, 2019

REGULAR MEETING 7:00 P.M.

Community Center

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### 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 President Mayer.
3. Roll Call – All present with the exception of Director Graves.

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

None.

#### **C. CONSENT CALENDAR**

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

1. Approve DRAFT minutes of regular meeting for October 2, 2019.
2. Approve Register of District Invoices.

Motion by: Director Leete to approve the Consent Calendar.

Second by: Director Gutow

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

#### **D. PRESENTATIONS**

None.

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

1. Veolia Report – Month of September.

Project Manager Sadler – Provided the details of the September 2019 monthly operations report.

#### **F. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action Regarding Submittal of Comments to RWQCB on the Tentative Draft of the Town's NPDES Permit.

District Engineer Harris – Provided the details of the NPDES Permit; DRAFT letter to the Regional Water Quality Control Board, comments, and the ammonia limit (ammonia limit will change due to the Denitrification Process).

District Engineer Harris - Also made a recommendation for Staff to attend the RWQCB meeting on December 5, 2019 or December 6, 2019.

There was discussion regarding cost (sewer rates), design of the Master Plan, and a grammatical adjustment.

District Engineer Harris – Provided additional details regarding the table on page 3 of the Town of Discovery Bay Comment Letter to the RWQCB which lists the Average Monthly Effluent Limits (AMEL's) for ammonia nitrogen for other areas.

Motion by: Vice-President Pease to submit the written response to the Regional Water Quality Control Board (RWQCB) regarding the Tentative Draft of NPDES Permit No. CA0078590 and authorizing the President and Vice-President to attend the Regional Water Quality Control Board meeting on December 5, 2019 or December 6, 2019.

Second by: Director Leete.

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

**G. DIRECTORS' REPORTS**

1. Standing Committee Reports – No report.
2. Other Reportable Items – No report.

Vice-President Pease – Commented on the vote regarding the October 2, 2019 Board agenda item; Wastewater Treatment Plant 1 and would like to have the agenda item brought back to reconsider the decision and vote.

**H. MANAGER'S REPORT**

None.

**I. GENERAL MANAGER'S REPORT**

General Manager Davies – Stated Julie Carter, the new Finance Manager's first day will be Monday, October 21, 2019 and she will be introduced at the next board meeting. Also, an extended conditional job offer for the Parks and Landscape Manager Position and hope that new person will start November 18, 2019.

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

1. Special District Risk Management Authority (SDRMA) Letters regarding No Paid Workers' Comp or Property/Liability Claims for the 2018/19 Fiscal Year.
2. Discovery Bay P-6 Citizen Advisory Committee meeting minutes for April 10, 2019.
3. Contra Costa County Aviation Advisory Committee meeting minutes for August 8, 2019.
4. Contra Costa County Aviation Advisory Committee meeting minutes for September 12, 2019.
5. East Contra Costa Fire Protection District meeting minutes for September 11, 2019.

Director Leete – Complimented Staff regarding the award from the Special District Risk Management Authority.

**K. FUTURE AGENDA ITEMS**

None.

**L. ADJOURNMENT**

1. The meeting adjourned at 7:15 p.m. to the regular meeting on November 6, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 10-18-19

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



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

November 6, 2019

**Prepared By:** Julie Carter, 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** \$ 254,295.00

**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-3

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

Pacific Gas & Electric	\$100,203.38
Town of Discovery Bay CSD	\$35,475.99
J.W. Backhoe & Construction, Inc.	\$17,013.09
Stantec Consulting Services Inc	\$15,020.50
Neumiller & Beardslee	\$11,667.20
Luhdorff & Scalmanini	\$10,541.00
Veolia Water North America	\$10,521.89
Lighthouse Electrical, Inc.	\$7,669.20
California Special Districts Assoc.	\$7,615.00
City Of Brentwood	\$6,410.58
BSK Associates	\$6,350.30
Herwit Engineering	\$5,410.48
Office Team	\$3,792.00
Freedom Mailing Service, Inc	\$2,762.42
Tee Janitorial & Maintenance	\$2,614.00
Univar	\$2,279.14
SDRMA	\$1,474.47
TASC	\$1,183.31
BrightView Landscape Services, Inc.	\$975.00
Big Dog Computer	\$850.00
Grainger	\$800.20
Aflac	\$627.92
Comcast	\$610.53
Office Depot	\$569.68
Matrix Trust	\$490.24
Neopost	\$300.00
ReliaStar Life Insurance Company	\$200.00
MRC Smart Technology	\$145.00
Cintas	\$131.86
American Retrofit Systems	\$100.00
Lesley Marable	\$98.83
UniFirst Corporation	\$96.25
Shred-It USA-Concord	\$84.70
Community Center Refund Customer	\$64.00
County Of Contra Costa, Dept of Info Tec	\$55.30
Water Utility Customer	\$48.26
Verizon Wireless	\$30.02
Watersavers Irrigation Inc.	\$13.26
	<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> \$254,295.00



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

November 6, 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 Water Pipeline Replacement at Willow Lake Court and Laguna Court Underwater Lake Crossing.

### Recommended Action

Authorize the General Manager to execute any contracts necessary to replacement the water pipeline crossing between Willow Lake Court and Laguna Court.

### Executive Summary

In February 2019 the water pipeline that crosses beneath Willow Lake between Willow Lake Court and Laguna Court was observed to be leaking from visible signs at the lake surface. The pipe crossing was successfully isolated on both sides by closing the valves at both ends of the pipe crossing. There are no impacted to water services connections with the isolation.

An analysis of the water distribution hydraulic model indicated that closing the crossing reduces hydrant fireflow capacities in this area of the system predominately east of Willow Lake, and on average it is a 10% fireflow capacity reduction. The worst impact is on the hydrant at the end of Willow Lake Court that has a reduction of fireflow capacity from 1,800 gpm down to 1,100 gpm under Maximum Day Demand conditions. Staff have conducted field testing that confirms these findings from the water model. (See Figures Attached).

Staff have been evaluating the condition of the underwater pipe crossing and considering options to either repair or replace the pipeline. Options to repair the pipeline were ruled out on the basis of the poor condition of the existing pipe from a corrosion condition assessment, and on the uncertainty with finding and repairing the leak beneath the lake bottom that would require divers as well as special permitting to perform underwater excavation.

Two different methods were considered for replacement of the pipe; horizontal directional drilling (HDD) and a cured in place pipe liner (CIPP liner). Both options have merits that were considered involving cost, constructability and permitting. The cost of either method would be approximately the same. Through communications with the specialty contractors and general contractors Staff developed budgetary cost estimates. With either option Staff estimates the total budget for the pipe replacement project is \$253,000. This accounts for the design, bidding, construction, testing, and permitting and a 15% contingency on the current estimates.

A summary of the two options is below for the Board's consideration. Budgetary cost estimates are attached.

"Continued to the next page"

**Option A: CIPP Liner**

- With Option A, the existing pipe (i.e., the host pipe) will be lined providing a brand new 8" pipe system. The leakage in the host pipe must be sealed for the CIPP to properly cure and therefore the work will be done in two phases.
- In Phase 1 we will clean the host pipe and inspect the pipe to verify if the leakage can be stopped using pressure grouting or a liner patch. If it is determined that the host pipe can be sealed, then we proceed to Phase 2.
- In Phase 2 we will seal the host pipe, install the CIPP liner and install piping and valves for the final tie in.
- Option A can be completed quicker than Option B because the permits are minimal with Option A.
- The risk with Option A is if it is determined that the host pipe cannot be sealed and we are out the cost and time required in Phase 1.

**Option B: HDD**

- With Option B, a new 12" pipe will be installed in a drilled borehole that will be approximately 30 feet below the lake floor. The work will be completed in one phase.
- A drill rig would setup in the median on one side and a receiving pit in the median on the other side making for minimal disruptions to homes from the drilling operation.
- After the drilling and installation of the new pipe, trenchwork would take place in the street to connect the new main to the existing main and the old pipe crossing would be abandoned.
- Option B will require an Initial Study/Mitigated Negative Declaration and special permitting through the Department of Fish and Wildlife for the new construction taking place beneath the lake floor. This process could take 6 to 9 months.
- The main downside to Option B is the time it will take to secure the permit. This means the current pipe closure will remain with the reduced hydrant capacities until the permitting is completed.

At this time, Staff requests the Boards direction to proceed on either Option A or Option B and authorization for the General Manager to secure any and all required contracts and permits to replace the underwater crossing with the selected option. The total project budget is \$253,000.

**Previous Relevant Board Actions for This Item****Attachments**

Replacement Cost Options.  
Figures.

**AGENDA ITEM: G-1**

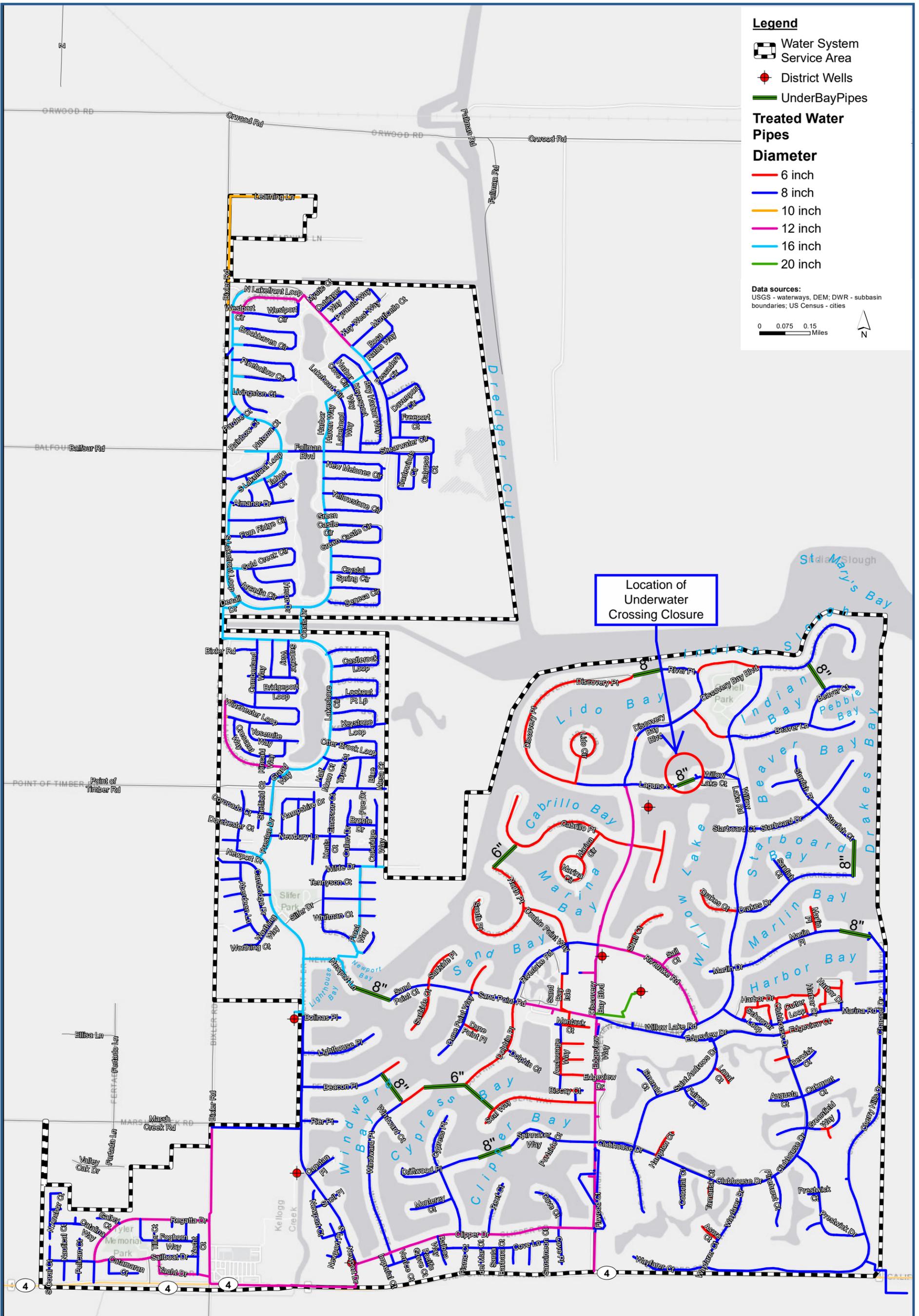
**Budgetary Estimate for the Willow Lake Ct/Laguna Ct Pipeline Crossing Replacement**

**OPTION A: Cured In Place Pipe Liner (CIPP)**

<b>Phase 1</b>	<b>\$28,500</b>	
	\$27,000	<u>JW Backhoe - initial cleaning inspection,</u> Temp 4" blow off, pump out water line, reconnect and backfill
	\$1,500	<u>Video Inspection</u>
<b>Phase 2</b>	<b>\$191,500</b>	
	\$10,000	<u>Grout or Liner Patch Repair</u>
	\$126,000	<u>Lining Supplier and Installation</u> 150 feet of 8" CIPP
	\$33,000	<u>JW Backhoe -final tie-in, add 2 gate valves, flushing, testing,</u>
	\$500	<u>Permits</u>
	\$22,000	<u>Engineering</u> Plans, Specs Contract Admin, Bidding, PM
<b>Sub-Total</b>	<b>\$220,000</b>	
<b>15% Contingency</b>	<b>\$33,000</b>	
<b>Total Budget</b>	<b>\$253,000</b>	

**OPTION B: Horizontal Directional Drilling (HDD)**

	\$110,000	<u>HDD Contractor: (budgrt by J-C General Engineering, Inc)</u> Supply and install 12" HDPE Pipe, approx 450 foot bore, stage in median Does not include tree root removal, utility conflict, ground formation instabilitym, or permits
	\$55,000	<u>JW Backhoe - Open Trenching and Final Tie-in</u> Two tie-ins. Trench and connect 12" HDPE to existing 8" main. 3 new valves. Street paving. Flushing. Testing. Abandonements. (5 days of full crew labor)
	\$33,000	<u>Permitting</u> Fisch and Wildlife CEQA Frack out plan
	\$22,000	<u>Engineering</u> Plans, Specs Contract Admin, Bidding, PM
<b>Sub-Total</b>	<b>\$220,000</b>	
<b>15% Contingency</b>	<b>\$33,000</b>	
<b>Total Budget</b>	<b>\$253,000</b>	

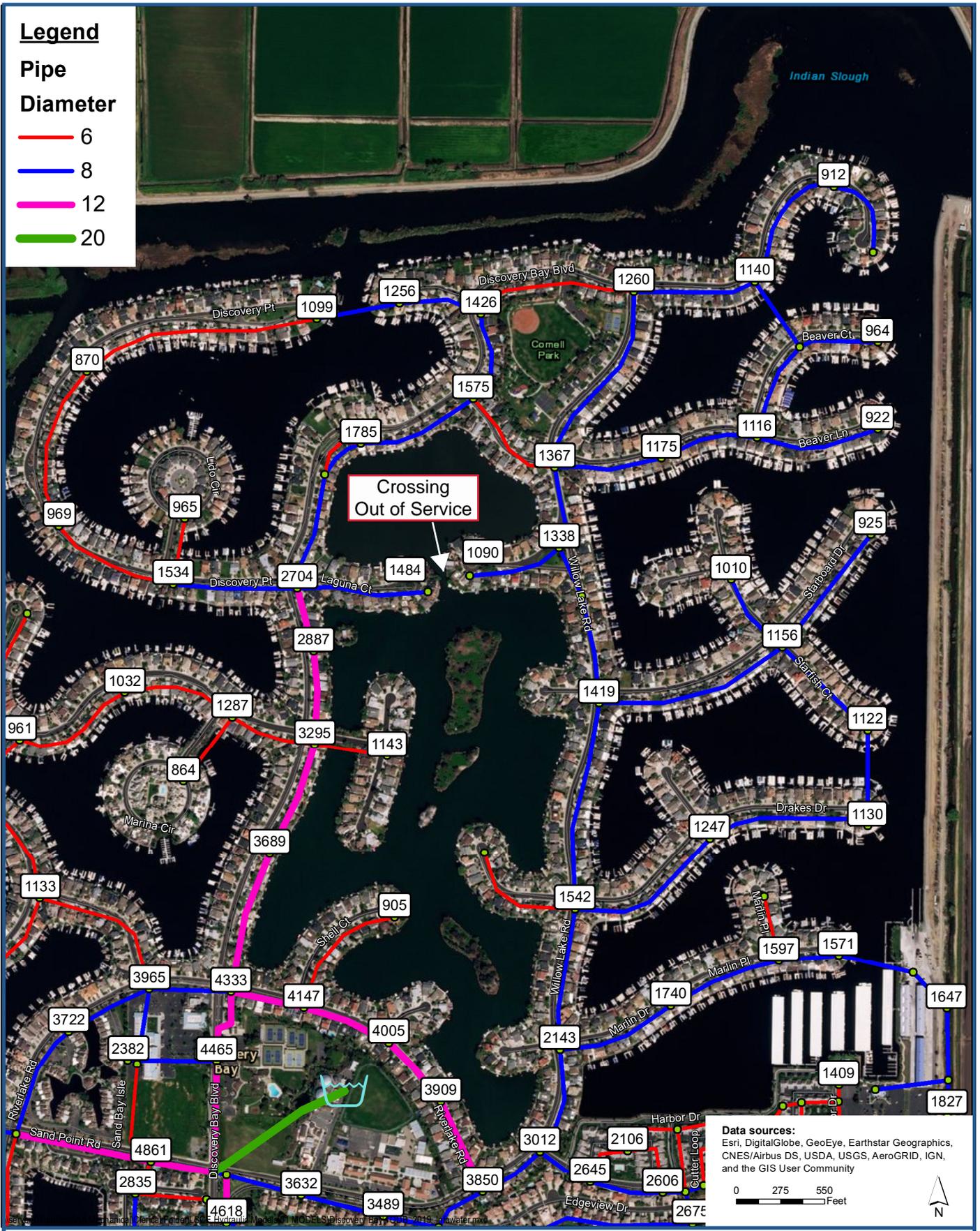


**Legend**

**Pipe**

**Diameter**

- 6
- 8
- 12
- 20



**Available Fire Flow (gpm)  
with Crossing Out of Service**

*System Model of Laguna Ct. and Willow Lake Ct. Main Break  
Discovery Bay Community Services District*

**Figure 6**



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**

November 6, 2019

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

MRD

**Agenda Title**

Discussion and Possible Action Regarding Approving the Scope of Work with Lechowicz & Tseng Municipal Consultants for the Water and Wastewater Rate Study.

**Recommended Action**

Authorize the General Manager to enter into a contract with Lechowicz & Tseng Municipal Consultants to conduct the Water and Wastewater Rate Studies in an amount not to exceed \$25,000.00.

**Executive Summary**

Lechowicz & Tseng Municipal Consultants provides the needed work to make sure the District's Water and Wastewater rates are fair and equitable, and generate the necessary revenue to confront today's challenges, including maintaining, replacing and expanding infrastructure. The District requests services from Lechowicz & Tseng Municipal Consultants to perform and provide support for the water and wastewater utility rate.

The Water and Wastewater Rate Studies are being done separately but concurrently. The updated study will cover a period not to exceed five-years (legal limits per Proposition 218) and will guide the District through the outreach and implementation phases of the system.

The proposed Rate Study scope of work includes the following:

TASKS	HOURS	BUDGET
Data Gathering	12	\$2,340
Financial Plan/ Cost of Service	36	\$7,020
Cost Allocations and Rate Design	24	\$4,680
Meetings, Draft and Final Report	54	\$10,530
Direct Expenses		\$430
<b>Total Project Budget</b>		<b>\$25,000</b>

**Fiscal Impact:**

**Amount Requested** \$25,000  
**Sufficient Budgeted Funds Available?:** Yes (If no, see attached fiscal analysis)  
**Prog/Fund # Category:**

**Previous Relevant Board Actions for This Item**

**Attachments**

Lechowicz & Tseng Municipal Consultants Scope of Work.

**AGENDA ITEM: G-2**



October 29, 2019

Dina Breitstein  
Julie Carter  
1601 Discovery Bay Blvd  
Discovery Bay, CA 94505

Dear Julie and Dina,

Thank you for the opportunity to continue working with you and the Town of Discovery Bay Community Services District (Town) regarding water and sewer utility rates. Lechowicz & Tseng Municipal Consultants' (L&T) proposes to provide the following scope of services:

**Scope:**

- 1) Data Gathering:
  - a. Provide a data needs list to the Town consisting of items such as budgets, audits, capital improvement plans, customer counts, development projections, tax roll, water use, etc.
  - b. Review relevant documents and work with Town staff to resolve questions.
- 2) Financial Plan/Cost of Service
  - a. Determine operations, capital projects, and debt service expenses.
  - b. Work with staff to prioritize capital projects and determine which projects are expansion-related vs. rehabilitation-related. L&T will review various financing options to fund capital needs, including pay-as-you-go/cash funding and other debt financing alternatives, such as State loans/grants, bank loans, and certificates of participation/bonds.
  - c. Review the current operating and capital reserves and recommend reserve targets. Our analysis will review the age and condition of the utilities, annual depreciation costs, and expenses related to emergencies. Recommend a prudent use of reserves to fund capital projects.
  - d. Develop 10-year cash flows for both utilities to estimate annual rate revenue increases to meet annual operating costs, debt obligations, and reserve fund targets.
- 3) Cost Allocation & Rate Design
  - a. Analyze customer billing information including number of customers by meter size and type of establishment (nonresidential), number of irrigation vs. non-irrigation customers, and water use by month.
  - b. Allocate the cost of service to functionalized categories. For water service, the categories include customer service/admin, fire protection, base capacity, and extra capacity. For sewer service, the categories include customer service/admin, wastewater flow, and pollutant loading. This exercise will also determine fixed vs. variable costs.
  - c. Review the Town's current rate structure and recommend any changes if needed. Assign functionalized costs to rates (meter fees, volume rates, etc.). Propose a 5-year plan of rate changes. Determine impacts on various customer types.

#### 4) Meetings, Draft and Final Report

- a. Meet with Town staff and the Finance Committee throughout the study to review cost data and refine recommendations. Provide several rate alternatives for each utility as requested by the Town. Provide presentations to the Board of Directors to assist in adoption of the rates. Prepare and submit powerpoint presentations in advance of meetings.
- b. Provide draft and final reports to Town staff for review. The report will serve as the Town's administrative record explaining how the rates were derived and calculated. The report will also include a utility bill survey comparing the Town's current and proposed rates to other local public agencies.
- c. Assist the Town with drafting the Proposition 218 notice. Advise the Town regarding current court rulings and required language for the notice.

#### **Disclosures:**

L&T is a registered municipal advisory firm with the Securities Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB). However, based on current SEC and MSRB regulations, we do not anticipate that this assignment will include municipal advisory activities. L&T may provide general municipal market financial data and does not intend to provide specific recommendations regarding primary debt offerings tailored to the Town's financial picture. It is L&T's understanding that if the Town proceeds with issuing debt, the Town will contract with a municipal bond advisor under a separate engagement.

#### **Schedule:**

L&T is prepared to begin the rate study upon receiving authorization to proceed. We understand that the Town would like to implement the rate change July 1, 2020. L&T's tentative schedule is listed below:

November 2019 to January 2020: L&T will work with Town staff to gather data and develop preliminary alternatives

February 2020: Meet with the Finance Committee to review and refine alternatives (can be accelerated depending on Committee's availability)

March 2020: L&T presents draft rate recommendations to the Board

April 2020: L&T submits and presents the final report for Board approval; Town prints and mails the Proposition 218 notices

June 2020: Proposition 218 Hearing (minimum of 45 days later)

July 2020: New rates go into effect

#### **Budget:**

Alison Lechowicz will serve as principal-in-charge and will be assisted by Catherine Tseng, if needed. Alison and Catherine's hourly rate is \$195. To accomplish the tasks listed above, L&T's proposed not-to-exceed fee is \$25,000 for staff time and travel expenses to attend meetings at the Town. \$15,000 is allocated to the water rate study and \$10,000 is allocated to the sewer rate study.

TASKS	HOURS	BUDGET (@ \$195/hr)
1. Data Gathering	12	\$2,340
2. Financial Plan/Cost of Service	36	\$7,020
3. Cost Allocation & Rate Design	24	\$4,680
4. Meetings, Draft and Final Report	54	\$10,530
<b>Subtotal</b>	<b>126</b>	<b>\$24,570</b>
Direct Expenses		\$430
<b>TOTAL PROJECT BUDGET</b>		<b>\$25,000</b>

If Lechowicz & Tseng Municipal Consultants' proposal is acceptable to you, please countersign this engagement letter and email a copy to me.

Sincerely,



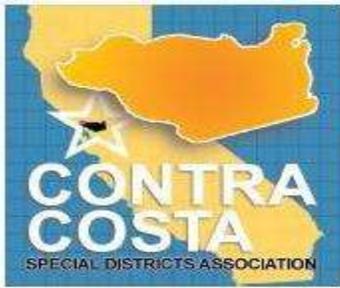
Alison Lechowicz, Principal

Lechowicz & Tseng Municipal Consultants is authorized to perform consulting services for the Town of Discovery Bay Community Services District at a rate of \$195 per hour. The not-to-exceed fee is \$25,000 for the water and sewer rate study.

By: \_\_\_\_\_

Date: \_\_\_\_\_

Town of Discovery Bay Community Services District  
 1601 Discovery Bay Blvd  
 Discovery Bay, CA 94505



California Special Districts Association  
ALAMEDA COUNTY CHAPTER

# Joint Meeting Minutes

7.15.2019	Meeting Time: 10:00 a.m.	Amador Rancho Community Center Building Bellevista Room 1998 Rancho Park Loop San Ramon, CA 94582
Meeting called by	Meeting called to order at 10:00 a.m.	
Minutes	Suzette Crayton Executive Assistant for Central San	
Attendees	Forty-Nine (49) Attendees (Sign-In Sheet Attached)	

## Welcome and Introductions

Welcome and introductions took place. Stege just celebrated 160 years. Orinda had its 85<sup>th</sup> birthday, CSDA is celebrating 50 years, and Ora Loma is celebrating 108 years.

## Welcome by Committee Presidents

ACSDA President Roland P. Williams and CCSDA President Stan Caldwell welcomed the group and expressed their appreciation of the high attendance.

## Approval of Meeting Minutes

The CCSDA meeting minutes of April 15, 2019 were approved. ACSDA meeting minutes of May 8<sup>th</sup> will be addressed at their next regular meeting.

## CSDA Update and Legislation in Progress

Colleen Haley provided the update. Most of the information she provided was included in the Take Action Brief that was emailed prior to the meeting. She spoke about some highlighted state and assembly bills; SB1486, SB13, and ACA1. Caldwell also reminded attendees of Video scholarship prizes.

## Information and Other Updates (Not on the agenda but agenda was ahead of schedule)

Caldwell asked if all present members were in favor of having another joint meeting in the future. There was a show of hands in favor of this idea. Igor Skaredoff provided a LAFCO Update. For the RDA Oversight Board Representative Alternate, Steve Smith agreed to be the alternate.

## Guest Speakers on Contra Costa and Alameda County Census 2020 Committees – Supervisor Diane Burgis, Chair of Contra Costa Census 2020 Committee, and Casey Farmer, Executive Director of Alameda County Census 2020 Committee

Morgan introduced Supervisor Diane Burgis who is the Chair of the Contra Costa County 2020 Census Committee and Williams introduced Casey Farmer who is the Executive Director of the Alameda County Census 2020. They both spoke on the census for their respective areas.

Burgis provided a presentation and went over the timeline of the census. She suggested that agencies budget money for the census work, offer meeting space, and offer the assistance of their Public Information Officers if needed. The census website for Contra Costa County is [www.contracosta.ca.gov/census2020](http://www.contracosta.ca.gov/census2020). You can complete a survey on how you can help. Workers will make a maximum of four visits to same residence to try to obtain responses.

Farmer provided a presentation and focused on demographic data. She also mentioned that the census is hiring workers and you must be a US Citizen, be over 18, and go through a background check. Go to [www.2020censusjobs.gov](http://www.2020censusjobs.gov) to apply. She stated that there will be two prompts once you submit your survey if you have missed a question, after that the submittal will go through.

### Question and Answers

Several questions were fielded and answered focusing on how to reach everyone and get responses from every demographic, even those without a residential address.

### Announcements

Next ACSDA regular meeting is scheduled for Wednesday, September 11, 2019, and next CCSDA regular meeting is scheduled for Monday, October 21, 2019. Caldwell reminded attendees about the tour after the meeting and Dan McIntyre talked about the items that would be toured.

**Meeting was adjourned at 11:45 a.m.**



# EAST CONTRA COSTA FIRE PROTECTION DISTRICT

## Meeting Minutes August 19, 2019 3:00 PM.

### Committee Members

Joe Young  
Chair

Stephen Smith

### AGENDA

1. Call to Order and Roll Call / Introductions: (3:30 pm)

#### **Roll Call:**

Present: Young, Smith

Absent:

Other Board of Director's Present:

2. Public Comment: (3:31 pm)

There were no (0) Public Speakers

3. New Business

- a. Approval of July 22, 2019 Finance Meeting Minutes: (3:31 pm)

Minutes from the July 22, 2019 meeting approved by the committee

- b. Receive and File Report on Reimbursements Over \$100.00 for Fiscal Year 2018-19: (3:34pm)

Committee recommend staff take item to September 11, 2019 Board Meeting on Consent Calendar

- c. Fiscal Year 2019-29 Appropriations Limit: (3:35 pm)

Committee recommend staff take item to September 11, 2019 Board Meeting on Consent Calendar

- d. Purchase Public Education Materials: (3:39 pm)

Committee recommend staff take item to future Board Meeting on Consent Calendar

- e. Review Final 2019-20 Operating and Prevention Budgets: (4:05 pm)

Committee recommend staff take item to September 11, 2019 Board Meeting

- 4. Requests for Future Agenda Items: (4:08 pm)

Committee requested to include Fiscal Year 2018-19 4<sup>th</sup> Quarter Income and Expense Review and the 2020 Calendar Year Benefit Rates

- 5. Adjournment: **Next meeting: September 16, 2019**: (4:15 pm)

# 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.

September 24, 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 approve the Agenda as presented by made by Councilmember Schmit. Second by Vice Chair Nisen. Motion carried 5-0. AYES: Larsen, Lopez, Nisen, Schmit and Thuman.

**PUBLIC COMMENTS:** Mark Whitlock – Bethel Island Health & Safety Fair on October 5<sup>th</sup> from 10am – 2pm.

**AGENCY REPORTS:**

- a. **East Contra Costa Fire Protection District:** No Report.
- b. **Office of the Sheriff:** Lea Castleberry provided the activity report for the month of August; new Delta Substation located at the Brentwood Police Department.
- c. **California Highway Patrol:** Officer Donnie Thomas provided the activity report for the month of August.
- d. **Office of Supervisor Diane Burgis:** Lea Castleberry - Byron Community Clean-Up on October 5<sup>th</sup> from 8am – noon and the Free E-Waste Event on October 12<sup>th</sup> at Knightsen School.

**CONSENT ITEMS:**

- a. **Approval of Record of Actions for August 27, 2019:** Motion to correct spelling of Public Comment speaker and approve the Record of Actions made by Councilmember Larsen. Second made by Vice Chair Nisen. Motion carried: 5-0. AYES: Larsen, Lopez, Nisen, Schmit and Thuman.

**PRESENTATIONS:**

- a. None.

**ITEMS FOR DISCUSSION AND/OR ACTION:**

- a. **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.

**CORRESPONDENCE/ANNOUNCEMENTS:**

- a. R-08/23/19 Contra Costa County Zoning Administrator Agenda for September 4, 2019
- b. R-09/04/19 Contra Costa County Planning Commission Agenda for September 11, 2019
- c. R-09/10/19 Contra Costa County Zoning Administrator Agenda for September 16, 2019
- d. R-09/12/19 Contra Costa County Planning Commission Cancellation Notice for September 25, 2019

**FUTURE AGENDA ITEMS**

- a. BART Expansion Update
- b. St. Anne's Village Update
- c. Update on Agricultural Building at Excelsior Middle School
- d. Review the DRAFT East Contra Costa Master Trail Plan

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

**ADJOURNMENT**

There being no further business before the Byron Municipal Advisory Council, Chair Thuman adjourned the meeting at 6:25pm. The next scheduled Byron Municipal Council meeting will be held Tuesday, October 22, 2019 at 6:00p.m. located at St. Anne's Church – 2800 Camino Diablo, Room 1A in Byron.