



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

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

Wednesday July 20, 2016

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 Pease
2. Pledge of Allegiance – Led by Director Steele
3. Roll Call – All present

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

None

C. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report

Chief Henderson – Provided an East Contra Costa Fire Protection District update regarding the call volume for the month of June. Chief Henderson highlighted “Day in the Call of the District”, which was on June 25th 3:28 p.m. The District had dispatched a structure fire, arrival 2 minutes after dispatched; there was a medical emergency at the location. This dispatched fire had called out all 3 district engines, plus 2 additional engines from Contra Costa Fire, there was one firefighter injured and transported to Sutter Delta along with one of the residents. This incident took over 8 hours leaving the rest of the district uncovered. The major incident reports have been handed out and the fire district is informing the board and public that the fire district is trying to protect the area. July 2 a fourth station in Knightsen has been opened.

D. 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. Approval of DRAFT minutes of special meeting for July 6, 2016
2. Approval of DRAFT minutes of regular meeting for July 6, 2016
3. Approval of DRAFT minutes of special meeting for July 12, 2016
4. Approve Register of District Invoices

Motion by: Director Simon to approve the Consent Calendar.

Second by: Vice-President Leete

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

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of June 2016

Project Manager Berney Sadler – Provided the details of the June 2016 Monthly Operations Report and all reports have been submitted on time.

F. BUSINESS AND ACTION ITEMS

1. Open the public hearing on Resolution 2016-10 - rate increase and rate adoption subject to Prop 218, accept any public comments, close the public hearing and consider adopting Resolution No. 2016-10.

Interim General Manager Kutsuris – Provided the details of the Prop 218 rate increase and rate adoption.

Public Comment Speakers - 1. Regarding the rate increase and the reasons for the increase; 2. Regarding the new home construction; 3. Regarding the use of the water and with the drought the need to use less water; 4. Regarding the wastewater rates for commercial users; 5. Regarding the meter rates, "Newly Meter Customers" meter install fee and the connection charge for new development; and whether the District spends water and wastewater on landscaping.

Interim General Manager Kutsuris – Provided the details regarding the need for the rate increase, explained that new homes pay connection fees in addition to the rates. A single family home – capacity fee charges are \$12,030. for wastewater and \$4,805 for water. The District received roughly \$587,000 for capacity fees for wastewater last year and close to that for water. The District segregates water revenue and wastewater revenue, and receives separate revenues for landscaping. The main driver for the wastewater rate increase is the 7.4 million project; the primary drivers for water increases are to set aside funds for our aging infrastructure and to build Well No. 8. This year, the District paid over \$450,000 in emergency water repair, indicating the need to set aside funds for preventative maintenance.

Bartle Wells Alison Lechowicz – Provided the details regarding the wastewater rates for commercial use. Restaurants have a higher strength chemicals that flow into the sewer system – therefore each gallon of sewer flow from a restaurant is roughly 3 times expensive to treat and dispose. Across the State of California it is standard that the wastewater rate is 2 to 3 times more expensive.

Interim General Manager – Has a change to the recommended action that eliminates the \$9.00 "Newly Metered Customers" meter install fee. The \$9.00 charge is based on the assumption of a 10 year pay-back period. A decision on the pay-back period should be held until final costs for the project will be known in September.

Motion by: Director Simon to adopt the Resolution 2016-10 - rate increase and rate adoption subject to Prop 218 amended with the change that eliminates the \$9.00 "Newly Metered Customers" meter install fee.

Second by: Vice-President Leete

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

2. Open the public hearing on Resolution No. 2016-11 - Ravenswood Zone 9 Assessment Report FY 2016-17 - County Tax Roll, accept any public comments, close the public hearing and consider adopting Resolution No. 2016-11, which allows for a 3.1% assessment increase.

Motion by: Director Graves to adopt Resolution 2016-11 confirming the Engineers Report and ordering the Levy and Collection of Charges for the Annual Assessments for Ravenswood Improvement District Assessments within the Town of Discovery Bay Community Services District for the Fiscal Year 2016-2017; continue Collection of Assessments on County Tax Roll for Ravenswood Landscape, Park, Lighting and Open Space Improvements District.

Second by: Director Simon

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

3. Consider approval of Resolution No. 2016-12 Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2016/17.

Interim General Manager Kutsuris – Provided the details of the Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2016/17 which is based on the information that comes from the State.

Motion by: Vice-President Leete to adopt Resolution No. 2016-12, establishing the Discovery Bay Lighting and Landscape Zone #8 2016/17 Appropriation Limit

Second by: Director Simon

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

4. Consider approval of Board Member attendance to the Conference of the California Special District Association (CSDA) in San Diego, October 10th through 13th.

Interim General Manager Kutsuris – Provided the details of the CSDA Conference; there are very high quality training opportunities for Board Members.

There was one public commenter regarding the CSDA Conference.

Motion by: Vice-President Leete to authorize Members of the Board of Directors attendance at the Annual California Special District Association (CSDA) Conference located in San Diego, October 10th through the 13th.

Second by: Director Graves

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

5. Consider approval of Proposal #56712, Submitted by Commercial Tree Service on 5/26/2016. Pruning 200 Palm trees in Zone 8 for the total sum of \$22,925.00 and authorize the General Manager to sign the contract.

Interim General Manager Kutsuris – Provided the details regarding the pruning of the 200 Palm trees and the job will be more cost effective by taking care of it in one lump sum.

There was one public commenter regarding the pruning of the palm trees. The question was relayed to the Parks and Landscape Manager.

Motion by: Vice-President Leete to approve of Proposal #56712, Submitted by Commercial Tree Service on 5/26/2016. Pruning 200 Palm trees in Zone 8 for the total sum of \$22,925.00 and authorize the General Manager to sign a contract.

Second by: Director Graves

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

6. Accept recommendation from Finance Committee regarding the financing of the Effluent Filtration Project, the Water Meter Project, and the Proposed Well 8.

Interim General Manager Kutsuris – Provided the details of the financing of the Effluent Filtration Project, the Water Meter Project, and the Proposed Well 8 regarding the bond funding for the projects. The finance committee met and recommends:

1. The District proceed with bond funding on the 7.4 million Effluent Filtration Project with an RFP to be issued in August 2016 or funding through the State Infrastructure Bank Loan Program.
2. Water Meter Project 3 million – estimated cost of 3 million originally proposed to be funded within the bond program. The cost of the project can be paid back over a relatively short period of time; the finance committee does not believe that including this cost within the bond offering is prudent. The cost of the meter may be charged at the outset or charged over 12 month or 24 month period. The RFP process will be in August and staff will bring this item back in September with actual costs – at which time the Board can determine the appropriate payment options.
3. There are sufficient funds to plan and build the Proposed Well 8 and this cost does not need to be included in the bond offering. The finance committee considered that the plan for Well 8 was originally in the CIP at the end of the time horizon; due to recent Well readings, the District Water Engineers believe the well should be installed sooner. The construction of the well coincides with the repayment of the water meters providing access to funding.

There were two public comment speakers regarding Well 8 and the rate increase. The well will be paid for out of a combination of the rate increase and the water reserves.

Motion by: Vice-President Leete to accept the report and recommendations from the Finance Committee and the District should obtain bond financing or access the State Infrastructure Bank Loan Program for the Effluent Filtration project, and utilize district funds or reserves for the Water Meter Project as well as for proposed Well 8.

Second by: Director Simon

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

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

None

H. PRESENTATIONS

None

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

None

J. MANAGER'S REPORTS – Discussion and Possible Action

None

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

None

L. DISTRICT LEGAL COUNSEL REPORT

None

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

President Pease - Parks and Recreation Meeting discussed the swimming pool, the safety and going to alternate the schedule. Also, the Discovery Bay entrance sign coordinate with the Discovery Bay Chamber of Commerce and bring back to a future meeting.

N. CORRESPONDENCE – Discussion and Possible Action

1. Received – Discovery Bay P-6 Zone Citizen Advisory Committee meeting minutes 04-12-2016
2. Received – Contra Costa County Aviation Committee meeting minutes 04-14-2016
3. Received – Contra Costa County Aviation Committee meeting minutes 05-12-2016
4. Received – East Contra Costa Fire Protection District meeting minutes 06-06-2016
5. Received – East Contra Costa Fire Protection District meeting minutes 06-20-2016
6. Received – Letter regarding Tennis – 06-17-2016
7. Received – Letter regarding Tennis – 07-08-2016
8. Received – Letter regarding Tennis – 07-10-2016

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

1. Fire Protection – Director Graves invited the public commenter to discuss the subject of the Fire Protection.

Q. ADJOURNMENT

1. The meeting adjourned at 8:00 p.m. to the next Regular meeting of August 3, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 07-26-16

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