



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

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

Wednesday April 18, 2018

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 Graves.
2. Pledge of Allegiance – Led by President Graves.
3. Roll Call – All present with the exception of Director Leete.

#### 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 April 4, 2018.
2. Approve Register of District Invoices.

Motion by: Director Pease to approve the Consent Calendar.

Second by: - Director Steele

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

#### D. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report.

Battalion Chief Ross Macumber – Provided the details regarding the East Contra Costa Fire Protection District report for the month of March. There was discussion regarding the number of vehicle accidents.

2. East Contra Costa Fire Protection District Presentation – PulsePoint/AED (Automated External Defibrillator).

Battalion Chief Ross Macumber – Provided the details regarding the presentation of the PulsePoint/AED related to community training - grants needed and funding sources. There was discussion regarding the need of the AED's, CPR, and the training within the community.

President Graves moved agenda item H-1 Update on Water Meter Installation Billing:

1. Update on Water Meter Installation Billing.

Finance Manager Breitstein – Provided the details regarding the Water Meter Installation Billing presentation related to an overview of the project, the projected and actual costs, the letters sent out to the residents, and an example of shared interest payment for residents financing.

There were 32 Public Comments Regarding the Water Meter Installation Billing

- State Mandated 2025 did not require a smart meter, cost of the meter, CSD could have waited, shared cost and switched to the type 1, 2, 3 (individual costs), communication to the residents,

Town should consider some way of paying all or part of the installation costs, why the short amount of time to pay, meters stolen, financing, who was observing the contractor, detailed (breakdown itemized bill), how were the figures determined, being transparent, how many bids were collected, who signed the bid, residents want to see the bid, who verified the bills, where did the 1.5m come from, neighbors have a different price for installation, price is outrageous, what was the payment to the contractor, payment of installation on a credit card, bill is not accurate, engineering cost increased, bill should be negotiable, survey of each property, extended due date, if everyone pays upfront who pays the balance including interest, length of time for the installation, what is the recourse for not paying the bill, construction costs, and was there a fixed bid.

President Graves – Thanked the Community for the comments and stated that the Board and Staff have difficult decisions to make.

Legal Counsel Attebery – Provided a background of the meetings regarding the Water Meter Project related to the residents request of a tier approach so there would be no sharing of cost, location of all material related to past meeting within the Agenda and Minutes section of our website, clear Ordinance No. 7 (Section 31) on the website which states an appeal process. Recommendation for Staff is to determine how to handle the Public Comment questions and to post on the Town Website, Transparency; the Town is attempting to-do so. Regarding liens and lawsuits (there is an appeal process), and a resident would have to exhaust their administrative remedies before suing a Public Agency. The recourse for non-payment is to turn off water, State Mandated timeframe of 2025; the decision of the Board was to ramp up the project due to the cost increase, these questions to be added to the Frequently Asked Questions that are on our Town Website.

There was discussion regarding the payment deadline of May 15, 2018.

Legal Counsel Attebery – The deadline for payment of May 15, 2018 should be included in the decision with Staff; make determination if there is an extension or not.

The discussion continued regarding the difference in cost; smart meter versus the standard meter, stolen meters (Virgil provided update, that was 10 years ago), Credit Card for payment (do not have that service in-house), prevailing wage, and a construction manager observed each meter installation.

President Graves thanked the public for attending the meeting; will address the comments as soon as possible.

There was a 5 minutes recess.

Legal Counsel Attebery – There may be a need for a Special Meeting; Staff can make some recommendations.

There was discussion regarding an itemized bill, response to the phone messages (immediately emailing an itemized list over to the resident requesting), percentage of residents paying upfront or financing, and clarity on the interest calculations.

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

1. Veolia Report – Month of March 2018.

Project Manager Sadler – Provided the details of the March 2018 Monthly Operations Report.

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

1. Discussion and possible action regarding Renovations to Community Center Swimming Pool and Replacement of Equipment/Chemical Building.

Parks and Landscape Manager Miller – Provided the details regarding the renovations to the Community Center Swimming Pool and replacement of the Equipment/Chemical Building. There was discussion regarding the need for a pool at the Community Center, previous repairs to the pool, and the necessity for the pool renovation.

Motion by: Director Steele to #1) Award pool renovation bid to Adams Pool Solutions in the amount of \$179,610, with a 15% contingency in the amount of \$26,942 and Community Center ADA upgrades in the amount of \$20,000, for a total project cost not to exceed \$226,552.00, #2) Approve staff to issue an RFP to remove and replace the swimming pool equipment/chemical storage building.

Second by: Vice-President Mayer

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

**G. DIRECTORS' REPORTS**

**1. Standing Committee Reports.**

Director Pease – Provided an update regarding the Parks and Recreation meeting related to the pool, enhancing the front entrance, and the Paws on Parade.

Vice-President Mayer – Provided an update regarding the P6 meeting related to the AED program, and Grants available.

**2. Other Reportable Items.**

**H. MANAGER'S REPORT**

**1.** Update on Water Meter Installation Billing – Moved before E-1 Monthly Water and Wastewater Report – Veolia.

**I. GENERAL MANAGER'S REPORT**

None

**J. CORRESPONDENCE RECEIVED**

**1.** Received – East Contra Costa Fire Protection District meeting minutes for March 5, 2018.

**2.** Received – State Route 4 Bypass meeting minutes for January 11, 2018.

President Graves – Noted that there are letters submitted in regards to the Water Meter Project and within the record.

**K. FUTURE AGENDA ITEMS**

None

**L. ADJOURNMENT**

**1.** The meeting adjourned at 9:00 p.m. to the regular meeting on May 2, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 04-23-18

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