



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## SDLF Gold-Level of Governance



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 September 19, 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 Steele.
4. Director Steele arrived at 7:05 p.m.

**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 September 5, 2018.
2. Approve Register of District Invoices.
3. Approve Capacity Fee Charge Report for Fiscal Year 2017-2018.
4. Approve Annual Disclosure pursuant to California Government Code Section 53065.5.

Motion by: Director Leete to approve the Consent Calendar.

Second by: Director Pease.

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

**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 August; Red Flag warning beginning September 19, 2018. Ground breaking for Station 55 Fire Station, Thursday, September 20, 2018 in Oakley on Cypress Road, Town Hall meetings on October 18, 2018 and November 14, 2018 Strategic Planning beginning at 6:00 p.m., and an Open House on October 27, 2018 at Station 53 in Oakley from 10:00 a.m. to 1:00 p.m. There was discussion regarding the Strategic Planning meetings, the increase of vehicle accidents, the need for additional traffic enforcement, and staffing for the new Station 55.

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

1. Veolia Report – Month of August 2018.

Project Manager Sadler – Provided the details of the August 2018 Monthly Operations Report. There was discussion regarding Lift Station F.

**F. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action Regarding a Scope of Services by Harris & Associates for an Assessment District Review of Lighting and Landscape Zones in Discovery Bay.  
General Manager Davies – Provided the details regarding the Scope of Services by Harris & Associates for an Assessment District review of the Lighting and Landscape Zones in Discovery Bay.

Harris & Associates - Dennis Klingelhofer – Provided additional details regarding the Assessment District Review related to the scope of work; examining the services being provided, where the revenue is coming from, limitations of the use of revenue (funding strategies and revenue sources). There was discussion related to a Prop 218, consolidating the zones, and the project start date and completion date.

Motion by: Director Steele to approve the “Scope of Services” from Harris & Associates to conduct an Assessment District Review in an amount not to exceed \$24,750.00 and authorize the General Manager to execute all documents associated therewith.

Second by: Director Leete

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

**2. Discussion and Possible Action to Implement an Employee Sick Leave Incentive Program.**

General Manager Davies – Provided the details regarding an Employee Sick Leave Incentive Program. There was discussion regarding the Sick Leave Incentive Program discussed at the Internal Operations Committee meeting.

Motion by: Director Leete to approve an employee Sick Leave Incentive Program as described below:

<b>SICK LEAVE USAGE NOV 1 THRU OCT 31</b>	<b>CASH CONVERSION</b>
Less than 8 hours	16 hours
Less than 16 hours	12 hours
Less than 24 hours	08 hours
Less than 32 hours	04 hours

Second by: Director Pease

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

**G. DIRECTORS’ REPORTS**

1. Standing Committee Reports – Director Steele – Thanked the Town of Discovery Bay Community Center related to the Car Show (well attended and organized).
2. Other Reportable Items – None.

**H. MANAGER’S REPORT**

None.

**I. GENERAL MANAGER’S REPORT**

1. Update regarding the Electronic Sign Board related to the Land Use Permit costs and the Mitigated Negative Declaration. There was discussion regarding a start date.
2. Update on Groundwater Sustainability Agency Activities.

General Manager Davies – Provided the details regarding the Groundwater Sustainability Agency Activities related to the three topics; request to split the Tracy Sub-Basin along the Contra Costa – San Joaquin County line, provided DWR with notification of starting the process of preparing a GSP, East County GSA (East County Group) with the San Joaquin County Group have applied for a 1million dollar DWR Grant. There was discussion regarding the use of Groundwater for all of the agencies.

Legal Counsel provided additional details and in order to be part of a GSA the agency needs to be impacted by Groundwater discussions.

3. Update Regarding the Website – Agenda and Minutes Page. Administrative Assistant McCool – Provided details regarding the Agenda and Minutes Page related to creating a table for an organized appearance along with an ease to find documents for each meeting.

**J. CORRESPONDENCE RECEIVED**

1. Received – Contra Costa County Aviation Advisory Committee meeting minutes for July 12, 2018.
2. Received – Contra Costa County Aviation Advisory Committee meeting minutes for August 9, 2018.
3. Received – East Contra Costa Fire Protection District meeting minutes for August 6, 2018.
4. Received – East Contra Costa Fire Protection District meeting minutes for August 17, 2018.
5. Received – State Route 4 Bypass Authority meeting minutes for June 14, 2018.

**K. FUTURE AGENDA ITEMS**

None

**L. ADJOURNMENT**

1. The meeting adjourned at 7:27 p.m. to the regular meeting on October 3, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 09-20-18

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