



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT
SDLF Platinum-Level of Governance



President – Bryon Gutow • Vice-President – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

Regular Board Meeting
Wednesday, March 3, 2021

7:00 P.M. Regular Board Meeting

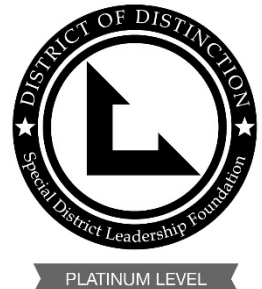
Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

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President – Bryon Gutow • Director – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday March 3, 2021
REGULAR MEETING 7:00 P.M.**

**NOTICE
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board Chambers will be closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.

TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (877)778-1806
CONFERENCE CODE **891949**

Download Agenda Packet and Materials at <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. Any person wishing to speak will have 3 minutes to make their comment. 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 viewpoint 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 February 17, 2021 Regular Board of Directors DRAFT Meeting minutes.
2. Approve Register of District Invoices.

D. AREA AGENCIES REPORTS / PRESENTATION

1. Assembly Member Jim Frazier, District 11.
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. Public Hearing to Review and Adopt the Water Shortage Contingency Plan.
2. Discussion and Possible Action Regarding Discovery Bay Recreation and Sports Inc. ("DBRS") Request for a TUFF Shed, Benches and Temporary Pop-up Shade at the Pickleball Courts.
3. Discussion and Possible Action Regarding a "Town Hall" and/or Open House Event at the Community Center.
4. Discussion and Possible Action Regarding Activity Guide Publication.
5. Discussion and Possible Action Regarding Filing a Notice of Exemption for the Clipper Drive Linear Park Prop 68 Competitive Grant.

H. DIRECTORS' REPORTS

1. Standing Committee Reports.
 - a. Communications Committee Meeting (Committee Members Carolyn Graham and Michael Callahan) March 3, 2021.
 - b. Parks and Recreation Committee Meeting (Committee Members Bryon Gutow and Ashley Porter) March 3, 2021.
 - c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) March 3, 2021.
2. Other Reportable Items.

I. DIRECTOR'S TRAINING AND REGIONAL MEETING REPORTS

1. Report of East County Code Enforcement Meeting- February 25, 2021- Director Porter.

J. MANAGER'S REPORT

K. GENERAL MANAGER'S REPORT

1. Discussion Regarding Opening of Restrooms at Cornell Park.
2. Groundwater Sustainability Plan Update.

L. CORRESPONDENCE RECEIVED

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

1. Adjourn to the regular meeting on March 17, 2021 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 Platinum-Level of Governance



PLATINUM LEVEL

President – Bryon Gutow • Director – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday, February 17, 2021
REGULAR MEETING 7:00 P.M.**

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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 Bryon Gutow.
2. Pledge of Allegiance – Led by General Manager Mike Davies.
3. Roll Call – All Present.

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 February 3, 2020 Regular Board of Director's meeting.
2. Approve Register of District Invoices.

Motion made by Director Ashley Porter to approve items on the Consent Calendar as presented.

Second by Vice President Kevin Graves.

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

D. PRESENTATIONS

E. MONTHLY WATER AND WASTEWATER REPORT- VEOLIA

1. Veolia Report – Month of January 2021.

Veolia Project Manager Gerry Lemus updated the Board with December 2020 operations. Advised of reports which have been submitted to the state as required. Well 5B is the only one not active.

Vice President Kevin Graves asked Veolia Project Manager Gerry Lemus when the next fire hydrant flushing is scheduled for.

Veolia Project Manager Gerry Lemus stated fire hydrant flushing began in October 2020.

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action Regarding the Town of Discovery Bay Video Conferencing System.

Assistant General Manager Dina Breitstein gave the Board a presentation for a new Video Conferencing System. Upon the request of the Internal Operations Committee, Assistant General Manager Dina Breitstein developed documentation regarding the benefits of each evaluated system. A rating spreadsheet was included to help explain strength and weaknesses of each system. She explained the equipment neighboring communities are using and their level of satisfaction with their current systems. Assistant General Manager Dina Breitstein evaluated the Town's needs and compared them to the performance available for equipment on the market. As a result of her research, it was recommended the Town proceed with the recommendation presented to the Internal Operations Committee. The preferred software selection is GoToWebinar. The preferred video and audio equipment selection is Poly.

Director Ashley Porter asked about longevity of the equipment.

Staff recommendation is to allow the General Manager to execute all contracts and purchase orders for the purchase and implementation of the software, necessary equipment, and the installation of the video conferencing system.

Vice President Kevin Graves mentioned concerns with past audio equipment and acoustics.

Assistant General Manager Dina Breitstein advised that she and Ron Graham from Precision IT have been giving that issue attention and agree that it is a priority.

Director Michael Callahan asked if the quote includes any potential hardwiring for ethernet access.

Ron Graham, Precision IT advised that is not included in the quote provided as it might be possible to work with the wiring already available in the Community Center.

Motion made by Vice President Kevin Graves to accept staff's recommendation to allow the General Manager to execute all contracts and purchase orders for the purchase and implementation of the software, necessary equipment, and the installation of the video conferencing system.

Second by Director Carolyn Graham.

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

2. Discussion and Possible Action Regarding the Proposal to Purchase a New Sludge Dredge in the Amount of \$144,603.20 and Increase the Capital Project Total Budget to \$166,294.

District Water Engineer Gregory Harris notified the Board of the lack of performance of the Sludge Dredge at Plant No. 2. This Sludge Dredge is aged and requires replacing. Manufacturers no longer make this Sludge Dredge. Rockwell Engineers found a compatible dredge and presented it with exorbitant markup. A matching Sludge Dredge was found with Crisafulli. Life expectancy of the current Sludge Dredge is between 15-20 years, the current one has reached its lifetime expectancy.

Director Ashley Porter asked if Crisafulli provides any replacement parts.

District Water Engineer Gregory Harris confirmed that any parts needed are available directly through Crisafulli. Warranty is 12 months.

Staff recommendation is to approve the quote from Crisafulli and to authorize the General Manager to execute the Town's Standard Purchase Agreement for purchase of the dredge from Crisafulli as per the attached proposal, as well as to increase the total project budget, and to utilize reserves to pay the exceeding costs of the overall project.

Vice President Kevin Graves advised the Board of reviewing this item during the Water and Wastewater Committee Meeting and the Committee recommended proceeding with staff's recommendation.

Motion made by Vice President Kevin Graves to accept staff's recommendation to purchase the dredge from Crisafulli and to increase the total project budget and to utilize reserves to pay the exceeding costs of the overall project.

Second by Director Ashley Porter.

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

3. Discussion and Possible Action Regarding Sending a Board Letter to Caltrans to Consider Other Roadway Engineering Alternatives to the Current Intersection Design of Highway #4 and Discovery Bay Blvd."

General Manager Mike Davies presented a letter for Caltrans to address the traffic on the corner of Discovery Bay Boulevard and Highway #4. Public has expressed concerns about the look and have conveyed confusion with the current delineators. Public safety continues to be a challenge. Caltrans would be willing to take a look at the intersection to provide a safer design if the Town wrote a letter to them requesting such an idea.

Director Michael Callahan asked if the receipt of this letter will result in any action by Caltrans.

General Manager Mike Davies advised that Caltrans is not required to act upon the request, however the letter encourages Caltrans to reach out to General Manager Mike Davies for any follow up.

Public comment regarding:

- Appreciation to General Manager Mike Davies and the Board of Directors for supporting the letter to Caltrans for a safer and more aesthetic alternative to the delineators.

Vice President Kevin Graves stated he wants to see a safer alternative for this intersection, acknowledged

the current delineators are confusing for anyone not familiar with that area.

General Manager Mike Davies advised the Board that Frank Morgan contributed greatly to the letter to Caltrans.

Motion made by Director Carolyn Graham to have Board President sign letter and have it mailed out.

Second by Vice President Kevin Graves

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

4. Discussion and Possible Action Regarding Sending a Board Letter to Contra Costa County Planner Will Nelson Regarding the future Land Use Zoning Preference(s) for the Vacant Lot Located at the Corner of Discovery Bay Blvd and Clipper Drive and the Vacant Lot at the Corner of Discovery Bay Blvd and Sand Point Road

Assistant General Manager Dina Breitstein requested thoughts and feedback from the Board for the Contra Costa County Envision 2040 project. Will Nelson, Project Manager for Contra Costa County presented Envision 2040 at the Board of Directors Meeting held on January 28, 2021. Mr. Nelson requested ideas for future land use and zoning. Of particular interests were the vacant lot on the corner of Discovery Bay Boulevard and Clipper Drive, and the vacant lot on the corner of Discovery Bay Boulevard and Sand Point Road.

Discussion among Board and staff inquiring if these vacant lots are currently zoned as commercial land.

President Bryon Gutow mentioned the busy traffic on Discovery Bay Boulevard, and unknown demand for these vacant lots.

Director Carolyn Graham advised the Board that in speaking to the public, the community is concerned about the appearance of the entry into Town of Discovery Bay.

Director Ashley Porter expressed concerns with increased population and lack of safety resources for a growing Town.

Vice President Kevin Graves asked Water and Wastewater Manager Aaron Goldsworthy if the current Master Plan includes numbers for the vacant lots to be used as multi-use land and not just commercial land. Water and Wastewater Manager Aaron Goldsworthy advised the lots are accounted for in the Master Plan, but only as commercial lots.

Vice President Kevin Graves conveyed to the Board apprehensions regarding the current population and the existing traffic issues present in the Town.

Assistant General Manager Dina Breitstein notified the Board of staff's recommendation to write a letter to the project manager to communicate views regarding safety and traffic that should be considered prior to zoning or developments on these lots.

Vice President Kevin Graves asked to mention the capacity of water and wastewater on the lots. At the present time, the capacity cannot accommodate more citizens.

Vice President Kevin Graves made a motion to have Town's General Manager draft a letter to the project manager referencing the concerns expressed today.

Second by Director Ashley Porter.

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

5. Discussion and Possible Action Regarding Addition of the COVID-19 Prevention Program (CPP) Section to the Town's Existing Employee Injury and Illness Prevention Program Policy (IIPP).

Executive Assistant Maddie Kibriya presented the COVID-19 Prevention Program as required by Occupational Safety and Health Administration (OSHA) to protect employees at the workplace. Staff recommends the addition of Section 10.0 of the Employee Injury and Illness Prevention Program to incorporate the requirements set forth by OSHA.

Director Carolyn Graham made a motion to accept the addition of the CPP as Section 10.0 of the IIPP.

Second by President Bryon Gutow.

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

6. Discussion and Possible Action Regarding the California State Parks – Prop 68 Statewide Park Program Competitive Grant Project Selection

Parks and Landscape Manager Bill Engelman gave the Board a summary of the visions put forth by the community for the Clipper Drive Linear Park. Presentation included examples of other finished projects successfully completed with the Prop 68 Statewide Park Program Competitive Grant. Amongst topics of discussion were; practicality, safety, dimensions, walking path, benches, tables, youth involvement, amenities, and irrigation.

Parks and Landscape Manager Bill Engelman requested the Board allow Town of Discovery Bay to move forward with planning the visions presented by the community.

Vice President Kevin Graves made a motion to accept the amenities as stated in the Staff Report.

Second by Director Ashley Porter.

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

7. Discussion and Possible Action Regarding the California State Parks – Prop 68 Statewide Park Program Competitive Grant Resolution.

Parks and Landscape Manager Bill Engelman presented Resolution 2021-04 which conveys attainment of 2

(two) requirements that need to be met by each applicant in order to qualify for the Prop 68 Statewide Park Program Competitive Grant. First, the applicant must have funding to complete the proposed project. Second, Resolution 2021-04 will designate an authorized representative for the Governing Body on all matters regarding the application and project.

Vice President Kevin Graves clarified that if the grant did not meet the cost of the project, Town of Discovery Bay could deny the grant.

Parks and Landscape Manager Bill Engelman confirmed that the grant could be denied by Town of Discovery Bay if it does not align with the anticipated expense.

Vice President Kevin Graves made a motion to accept Resolution 2021-04.

Director Carolyn Graham second.

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

H. MANAGER'S REPORT

I. GENERAL MANAGER'S REPORT

J. DIRECTORS' REPORTS

Vice President Kevin Graves updated the Board with summaries of 2 (two) Regional Meetings he attended. Liberty High School Union Meeting focused on when the students will return to school. Sports in school are back.

East Contra Costa Fire Protection District Meeting discussed confidence in merging districts. There are plans to redesign the Board.

K. CORRESPONDENCE RECEIVED (Information Only)

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourned at 8:13 p.m. to the next regular meeting on March 3, 2021 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."

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Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

March 3, 2021

Prepared By: Julie Carter, Finance Manager & Lesley Marable, Accountant
Submitted By: Michael R. Davies, General Manager

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 \$ 203,534.03

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 2020/2021

AGENDA ITEM: C-2

Request for Authorization to Pay Invoices
For The Meeting On March 3, 2021
Town of Discovery Bay CSD
Fiscal Year 7/20 - 6/21

Pacific Gas & Electric	\$64,748.54
Luhdorff & Scalmanini	\$41,011.00
Town of Discovery Bay CSD	30,030.04
J.W. Backhoe & Construction, Inc.	\$15,295.68
County Clerk- Elections Division	\$11,656.24
Delta Roofing	\$10,000.00
Neumiller & Beardslee	\$8,233.00
Pacific Landscape Supply, Inc.	5,269.50
Precision IT Consulting	\$4,086.93
R & B Company	\$3,811.48
Digital Deployment, Inc.	\$3,000.00
Freedom Mailing Service, Inc	\$2,995.21
Express Employment Professionals	\$1,766.24
Aflac	\$652.22
BSK Associates	\$245.80
Office Depot	\$244.29
Costco	\$107.25
Shred-It USA-Concord	\$74.56
Bill Brandt Ford	\$59.82
UniFirst Corporation	51.89
Cintas	\$50.44
County Clerk - CCC	\$50.00
Water Utility Refund Customer	\$47.74
Verizon Wireless	\$25.16
FasTrak Notice Processing Dept.	\$21.00
	<hr/>
	\$203,534.03



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

March 3, 2021

Prepared By: Justin Shobe, District Water Engineer
Submitted By: Dina Breitstein, Assistant General Manager

Agenda Title

Public Hearing to Review and Adopt the Water Shortage Contingency Plan

Recommended Action

It is recommended that the Board (1) Open the Public Hearing; (2) Receive Public Input on the Plan; and (3) Approve Resolution 2021-03 Adopting the Water Shortage Contingency Plan.

Executive Summary

This meeting is the public hearing to review the Water Shortage Contingency Plan (WSCP). Following the public hearing or at a subsequent Board meeting, the Board of Directors shall adopt the WSCP.

The WSCP is a required component of the Urban Water Management Plan (UWMP). The State of California requires every urban water supplier that provides over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections, to prepare an UWMP every five years. The Board previously adopted a UWMP in 2015. The 2015 UWMP contained a draft WSCP, as required by the California Water Code.

The 2020 UWMP is currently being updated so that it can be adopted by the Board and submitted to the Department of Water Resources by July 1, 2021. Among the new requirements for the 2020 UWMP is a requirement to adopt the WSCP. The elements of the WSCP must be incorporated into the 2020 UWMP, therefore the WSCP must first be developed and adopted in order to finalize the 2020 UWMP.

A draft WSCP was prepared by Luhdorff and Scalmanini Consulting Engineers (LSCE) in coordination with Staff and presented to the Board at the January 20, 2021 meeting. The presentation provided a discussion of the purpose of the WSCP and its contents. There were no changes made to the WSCP from any comments provided in that meeting.

A presentation will be provided by LSCE again in advance of the Public Hearing.

Notice of this Public Hearing was published in the East County Times on February 10, 2021, February 17, 2021, and February 24, 2021.

Staff recommends that the Board (1) Open the Public Hearing; (2) Receive Public Input on the Plan; and (3) Approve Resolution 2021-03 Adopting the Water Shortage Contingency Plan.

Previous Relevant Board Actions for This Item

The Board approved the General Manager to execute a contract with Luhdorff & Scalmanini to prepare the UWMP at the May 20, 2020 Board Meeting.

Fiscal Impact: N/A

Amount Requested: None

Sufficient Budgeted Funds Available?: N/A

Prog/Fund # Category: N/A

Attachment

1. Presentation Slides
2. Resolution 2021-03 Adopting the Water Shortage Contingency Plan

AGENDA ITEM: G-1



Town of Discovery Bay

Water Shortage Contingency Plan

Justin Shobe, PE – District Water Engineer

March 3, 2021



**Luhdorff &
Scalmanini**
Consulting Engineers

Water Shortage Contingency Plan (WSCP)

Overview

- 1. Purpose**
- 2. What is a WSCP**
- 3. WSCP Requirements**
- 4. Elements of a WSCP**



Water Shortage Contingency Plan (WSCP)

Purpose of Presentation

- Present the draft WSCP in advance of the Public Hearing to review and adopt the WSCP



Water Shortage Contingency Plan (WSCP)

What is the WSCP

- A planning document required by the California Department of Water Resources (DWR) to be prepared by water suppliers with more than 3,000 customers or supplying more than 3,000 acre-feet per year.
- The WSCP is an action plan that can be followed during water shortages, such as from droughts or catastrophic events.
- Some of the actions in the WSCP were implemented during the last drought, to successfully meet State-imposed water reductions.
- The WSCP are only initiated by the Board of Directors in the event of a water shortage condition.
- The WSCP can be updated by the Board of Directors at any time.



Water Shortage Contingency Plan (WSCP)

WSCP Requirements

Legislation in 2018 created new WSCP requirements including:

- Water supply reliability analysis
- Procedures to conduct Annual Water Supply and Demand Assessment.
- Six Water Shortage Levels.
- Local Shortage Response Actions.
- Communication Protocols.
- The WSCP needs to be adopted and included in the 2020 Urban Water Management Plan (due to DWR by July 1, 2021).



Water Shortage Contingency Plan (WSCP)

Elements of WSCP

1. Water Supply Reliability Analysis (new)
2. Annual Assessment Procedures (new)
3. Six Standard Shortage Levels (update)
4. Shortage Response Actions (update)
5. Communication Protocols (new)
6. Compliance and Enforcement (update)
7. Legal Authority (new)
8. Financial Consequences of WSCP
9. Monitoring and Reporting (new)
10. WSCP refinement Procedures (new)
11. Special Water Feature Distinction (new)
12. Plan Adoption, Submittal and Availability (new)



Water Shortage Contingency Plan (WSCP)

Procedures to conduct an Annual Water Supply and Demand Assessment

- Each year review available water supply and customer demand.
- If there is an anticipated water shortage, the Board of Directors can initiate a water shortage level.
- Supply and demand are determined on an annual volumetric basis.
- Infrastructure considerations allow the Board to consider specific issues that can cause a water shortage.



Water Shortage Contingency Plan (WSCP)

Six Standard Water Shortage Levels

Level	Percent Shortage Range	Water Shortage Condition
1	Up to 10%	Mild Water Shortage
2	Up to 20%	Moderate Water Shortage
3	Up to 30%	Severe Water Shortage
4	Up to 40%	Critical Water Shortage
5	Up to 50%	Critical Water Shortage
6	>50%	Catastrophic Water Shortage

The water shortage level declared by the Town of Discovery Bay Board of Directors.



Water Shortage Contingency Plan (WSCP)

Shortage Response Actions

1. Supply Augmentation

- *Such as modifying wells, non-potable recycled water*

2. Demand Reduction Actions, Levels I – VI (**next slides**)

3. Operational Changes

- *Such as reduced flushing, enhanced metering, leak reduction*

4. Mandatory Restrictions

- *Enacted at level III and above*

5. Emergency Response Plan

- *Resulting from a catastrophic event*



Water Shortage Contingency Plan (WSCP)

Demand Reduction Actions

Shortage Level	Demand Reduction Actions	Projected Reduction	Additional Explanation	Penalty or Charge
All levels	Other	0-50%	Demand Reduction Program	No
I-II	Other	0-20%	Voluntary Water Use Reductions	No
I-II	Other		Voluntary Restrictions – no waste, not enforced	No
I-II	Expand Public Information Campaign	0-20%	Public Outreach Measures - General	No
II-VI	Other	20-30%	Expedite Conversion of Water Efficient Fixtures	No
II-III	Landscape - Limit landscape irrigation to specific days	20-30%	Irrigation Reduction – limit 3 watering days/week	Yes
II-VI	Landscape - Prohibit certain types of landscape irrigation	20-40%	Irrigation Reduction – parks/open spaces	Yes



Water Shortage Contingency Plan (WSCP)

Demand Reduction Actions (Cont.)

Shortage Level	Demand Reduction Actions	Projected Reduction	Additional Explanation	Penalty or Charge
II-VI	Other	20%+	Utility Leak Repair – expedite larger leak repairs	No
III-IV	Landscape - Limit landscape irrigation to specific days	30-40%	Irrigation Reduction – limit 2 watering days/week	Yes
III-VI	Expand Public Information Campaign	30%+	Public Outreach Measures – General and Specific	No
III-VI	Implement or Modify Drought Rate Structure or Surcharge	30-50%	Water shortage pricing - surcharge	Yes
III-VI	Other - Customers must repair leaks, breaks, and malfunctions in a timely manner	30%+	Customer Leak Repair – within five days of detection	Yes



Water Shortage Contingency Plan (WSCP)

Demand Reduction Actions (Cont.)

Shortage Level	Demand Reduction Actions	Projected Reduction	Additional Explanation	Penalty or Charge
III-VI	Other	30-50%	Mandatory restrictions – no waste enforced [patrols, tickets, fines, etc.]	Yes
III-VI	Other	30-50%	Apply penalties for excessive water use	Yes
IV-VI	Other	40-50%	Apply flow restrictions to customers	Yes
IV-VI	Other	10-50%	Restrict water use for only priority uses	Yes
V-VI	Landscape - Prohibit all landscape irrigation	40%-50%+	Irrigation Reduction – no lawn watering	Yes
V-VI	Other	20-50%	Mandatory water rationing, per capita allotment	Yes



Water Shortage Contingency Plan (WSCP)

Communication Protocols

Level No.	Water Supply Conditions	Communication Method
I - Voluntary	Normal to Minimum (0 to 10%)	None
II – Mandatory Conservation	Moderate (11 to 20%)	Bill Insert, Newsletter, Website
III - Rationing	Severe (21 to 30%)	Same as above plus: direct mail, newspaper, press release, advertising, social media, mobile electronic sign
IV – Intense Rationing	Critical (31 to 40%)	Same as above, plus: community workshop and meetings
V - Restrictions/Allocations	Critical (41 to 50%)	Same as above
VI - Restrictions/Allocations	Catastrophic (> 50%)	Same as above



Schedule

December 15, 2020
Presentation
UWMP and WSCP
Overview

January 20, 2021
Presentation
Draft WSCP

March 3, 2021
Public Hearing
Review and Adopt
WSCP

April 7, 2021
Presentation
Draft UWMP

May 5, 2021
Public Hearing
Review and Adopt
UWMP

***DUE TO DWR
BY JULY 1, 2021***

DECEMBER

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

January 26, 2021
UWMP- 60 Day
Notice

Feb 3 and 10, 2021
WSCP - 14 Day
Newspaper Notice

April 21 and 28, 2021
UWMP – 14 Day
Newspaper Notice

May 26, 2021
Submit UWMP
to DWR





Questions?



**Luhdorff &
Scalmanini**
Consulting Engineers



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2021-03

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ADOPTING THE WATER SHORTAGE CONTINGENCY PLAN**

WHEREAS, the Town of Discovery Bay Community Services District is a public agency in the state of California; and

WHEREAS, Pursuant to the California Water Code Section §10632 each urban water supplier that provides over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections is required to prepare and adopt a water shortage contingency plan (WSCP) as part of its urban water management plan (UWMP); and

WHEREAS, the Town of Discovery Bay produces 3,000 acre-feet of water annually, and serves more than 3,000 urban connections and is therefore subject to the Bill; and

WHEREAS, the California Department of Water Resources ("DWR") requires an Urban Water Management Plan ("UWMP") every 5 years; and

WHEREAS, the 2015 UWMP was completed; and

WHEREAS, the engineering firm of Luhdorff and Scalmanini Consulting Engineers ("LSCE") is preparing a draft 2020 UWMP to be consistent with DWR requirements and those requirements identified in the Water Code, Section §10632; and

WHEREAS, the WSCP must be adopted before LSCE can complete the 2020 UWMP; and

WHEREAS, a Notice of Public Hearing to adopt the WSCP on March 3, 2021 was published in the East County Times on February 10, 2021, February 17, 2021, and February 24, 2021, and that the draft WSCP was available for public inspection and review online and at the Town of Discovery Bay's main office; and

WHEREAS, no written comments concerning the WSCP were received by the Town of Discovery Bay; and

WHEREAS, on March 3, 2021 the Board of Directors of the Town of Discovery Bay conducted a regular meeting to receive and consider public comments on the WSCP, and no substantial changes were made as a result of the public discussion;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Board of Directors of the Town of Discovery Bay adopts the WSCP as drafted by LSCE.

SECTION 2. That the WSCP is made a part of this Resolution.

SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 3rd DAY OF MARCH, 2021

Bryan Gutow
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on March 3, 2021 by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael R. Davies
Board Secretary



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

March 3, 2021

Prepared By: Monica Gallo, Recreation Programs Supervisor
Submitted By: Mike Davies, General Manager

Agenda Title

Discussion and Possible Action Regarding Discovery Bay Recreation and Sports Inc. ("DBRS") Request for a TUFF Shed, Benches and Temporary Pop-up Shade at the Pickleball Courts

Recommended Action

Approve the Park and Recreation Committee recommendation regarding Discovery Bay Recreation and Sports Inc. ("DBRS") requests for placing a TUFF shed, permanent benches and pop-up shade structure at the Community Center pickleball courts.

Executive Summary

This request by DBRS was presented to the Parks and Recreation Committee meeting on March 3, 2021. The recommendation by the committee will be orally presented at this board meeting for board approval and /or modification.

The following items were discussed at the Park and Recreation Committee Meeting:

DBRS is requesting that they be allowed to place a (4'X12') tuff shed ("shed") at the north end of the waiting area of the pickleball courts (see diagram). This would be a removeable structure that is not affixed to the surface of the courts or fencing. The tuff shed would be purchased by and ownership remain with DBRS. Conditions of approval and rules of use would be subject to staff approval and written agreement. This would be the only DBRS container that would stay on the court until removed at a later date. Staff has no issues with this request by DBRS; however, the Board does need to be aware that once the tuff shed is removed there will be surface discoloration due to unequal sun fading with the rest of the court area.

DBRS is requesting the use of one or more free standing canopies (see diagram) to provide shade during DBRS play time. Staff has no issues with this request, if it complies with staff's conditions of approval and rules of use.

DBRS is requesting that they be allowed to affix benches at locations within the waiting area of the pickleball courts (see diagram). DBRS will purchase these benches with mounting hardware and donate these items to the Town. The Town would then install the benches. Staff has no issues with this request by DBRS; however, careful placement of the benches must be considered as they will not be moved to accommodate a future permanent shade structure. The benches are subject to Town approval before acceptance.

DBRS by way of note, also intends to raise money for the purchase of a permanent shade structure to be installed in the future. This matter will be brought back to the Committee and Board once funds become available.

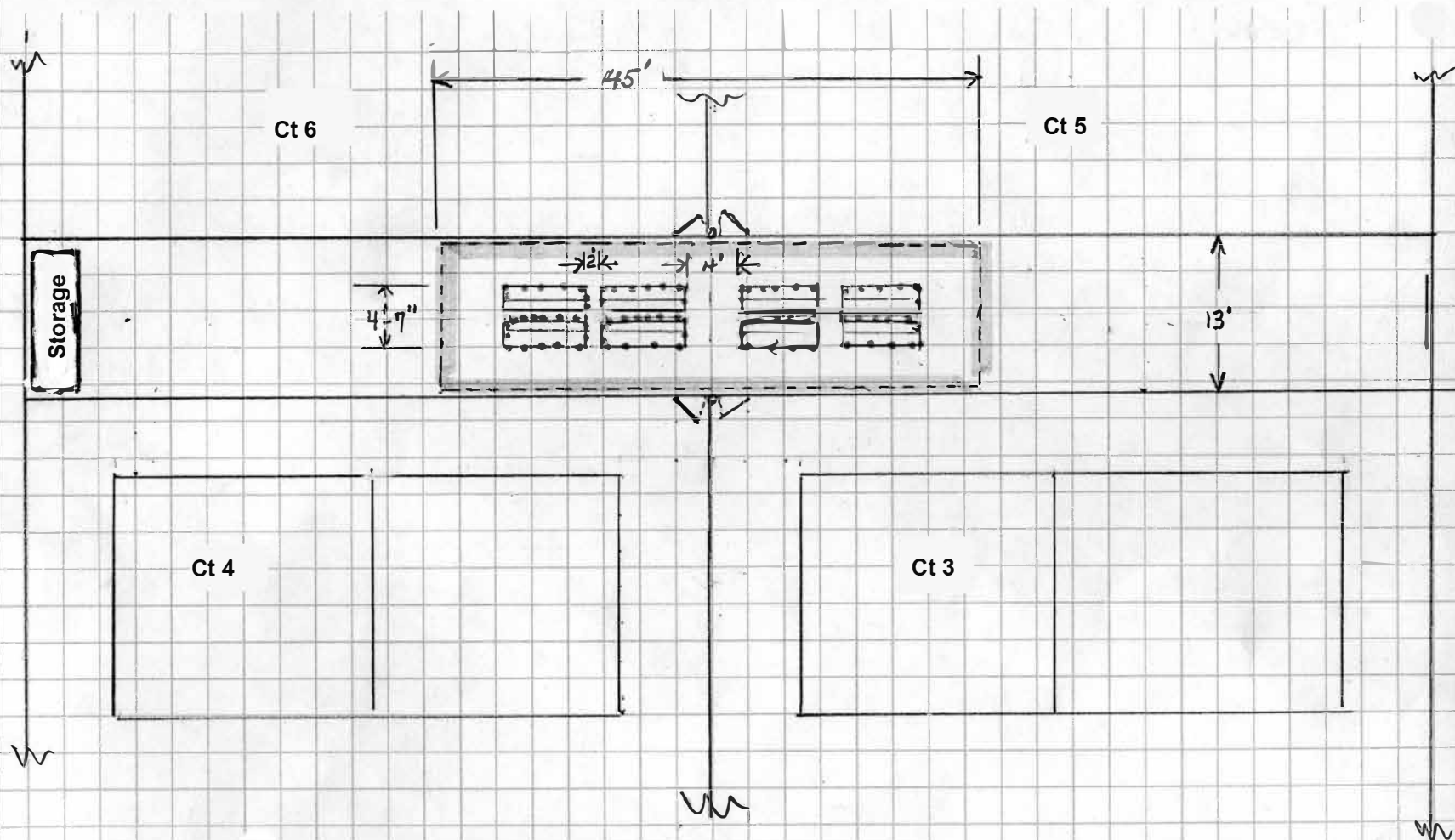
Staff Recommends that the Board Approve the Park and Recreation Committee recommendation regarding Discovery Bay Recreation and Sports Inc. (DBRS) requests for placing a TUFF shed, permanent benches and pop-up shade structure at the Community Center pickleball courts.

Previous Relevant Board Actions for This Item

Attachments

Pictures and diagrams

AGENDA ITEM: G-2



- NOTES: 1) Shade structure to be 12' X 45' centered over benches.
 2) Storage to be 4' X 12' Tuff Shed.
 3) Eight Contour 6' Benchs mounted back-to-back 6" apart at top, centered in 13' waiting area.

Discovery Bay Community Center
 Pickleball Court Waiting Area
 Bench, Shade and Storage

Date: 2/1/2021 Scale: 1/4"=3'

**Contour 6' bench mounted
back to back centered in
waiting area**

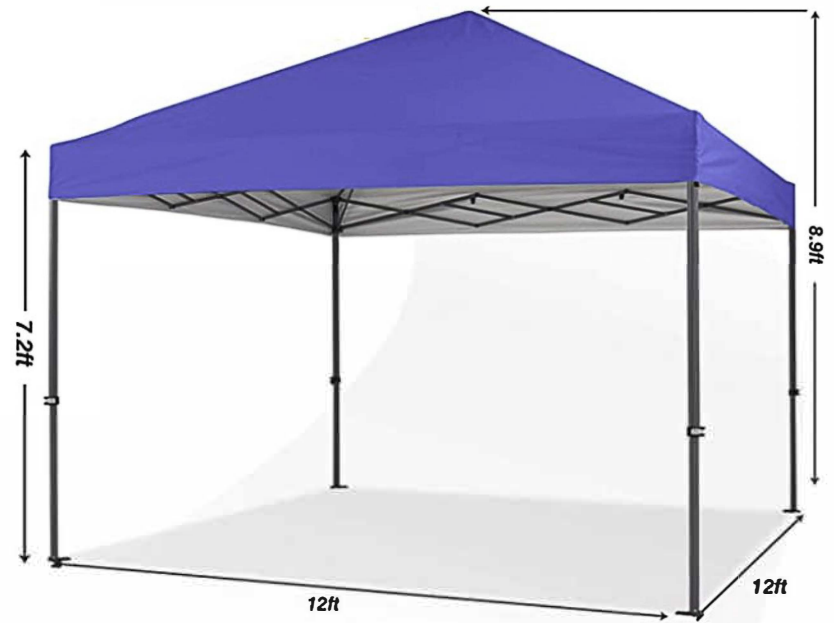


Contour 6' Bench

4' X 12' Tuff Shed



12' X 12' Pop Up Canopy to be used as temporary shade when needed.





Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

March 3, 2021

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

Agenda Title:

Discussion and Possible Action Regarding a "Town Hall" and/or Open House Event at the Community Center.

Recommended Action

Authorize staff, on behalf of the Board, to organize and present a Town Hall and/or Open House event, open to the public, at the Community Center on Saturday, June 26, 2021, 11:00am to 1:00pm.

Executive Summary

On February 17, 2021, a Special Communications Committee Meeting was held and discussion included organizing a Town Hall and/or Open House event at the Community Center. The Committee recommends having the event on Saturday, June 26, 2021, 11:00am – 1:00pm.

Because future COVID health restrictions are unknown, the Committee recommends planning for a basic Town Hall event that could expand to an Open House if large gatherings are once again permitted. The basic Town Hall could be held indoors or outdoors and would commence with a "State of the Town" update by the General Manager, to be followed by a question-and-answer period with management staff. Board members would be in attendance to meet and greet the public. The Town's engineers from Lohdorff and Scalmanini and from Herwit Engineering will be invited to attend and give presentations to the public on various capital improvement projects underway. Invitations to participate with the Town will also be sent to our various government representatives as well as to Reclamation District 800, and the Department of Boating and Waterways.

If COVID health restrictions permit, the public could also be invited to picnic at the Community Center grounds and enjoy the day using the dog park, tennis and pickleball courts, and our renovated BBQ area. If the pool is ready and lifeguards have been hired and certified in time, the public could enjoy a free day of swim.

The event would be promoted to attract as many attendees as possible (COVID permitting). Outreach would include advertising the event on our website, Facebook page, local newspaper, water bill inserts and email blasts.

Recommended Action

Authorize staff, on behalf of the Board, to organize and present a Town Hall and/or Open House event, open to the public, at the Community Center on Saturday, June 26, 2021, 11:00am to 1:00pm.



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

March 3, 2021

Prepared By: Monica Gallo, Recreation Programs Supervisor
Submitted By: Dina Breitstein, Assistant General Manager

Agenda Title

Discussion and Possible Action Regarding Activity Guide Publication.

Recommended Action

Approve the Community Center Activity Guide print quantity of 500 guides, discontinue mass mailing, and transition towards distributing electronic guides.

Executive Summary

At the Special Communications Committee meeting held on February 17, 2021, the Committee discussed the idea of reducing the printing of the activity guide from 6,600 copies to 500 and not mailing the guides to residents in an effort to reduce our annual operating expense in Zone 8 and to be prudent in regard to the environment.

Staff will continue to advertise the Activities Guide and programming by uploading a digital copy on the District website and Facebook page and continue to produce a paper guide at a reduced quantity. This will allow those who may not have access to a computer the opportunity to pick up an Activity Guide at either the Community Center, District Office or participating local businesses.

Our programming is broken down into 3 activity guides per year:

- Winter/Spring (February - May)
- Summer (June - September)
- Fall/Winter (October - January)

The cost of each guide for print, mail prep, delivery to the post office, layout & design and postage is approximately \$5,453.00:

- \$3,638 for print, mail prep, delivery of 6,600 printed guides
- \$750 for layout and design
- \$1,065 for postage to deliver to approximately 6,490 homes
- PDF of completed guide

This is a total annual cost of over \$16,000.00.

The cost of each guide for layout, printing of 500 guides and delivery to the Community Center is approximately \$1,679.00:

- \$929 for print, and delivery of 500 printed guides
- \$750 for layout and design
- PDF of completed guide

Which would be a total annual savings of approximately \$11,322.00.

Staff recommends the Board Approve the Community Center Activity Guide print quantity of 500 guides, discontinue mass mailing, and transition towards distributing electronic guides.

Previous Relevant Board Actions for This Item

Attachments

AGENDA ITEM: G-4



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

March 3, 2021

Prepared By: Bill Engelman, Parks and Landscape Manager and Monica Gallo, Recreation Programs Supervisor
Submitted By: Dina Breitstein, Assistant General Manager

Agenda Title

Discussion and Possible Action Regarding Filing a Notice of Exemption for the Clipper Drive Linear Park Prop 68 Competitive Grant.

Recommended Action

Authorize the filing of the Notice of Exemption for the Clipper Drive Linear Park Prop 68 Competitive Grant.

Executive Summary

As of December 2020, Staff has been fulfilling the requirements to apply for the California Prop 68 Competitive Grant. The steps that have been completed to date are:

- Holding Community Meetings- a total of seven community meetings were held
- Adoption of the Prop 68 competitive Grant Resolution – Resolution 2021-04 was adopted February 17, 2021

The next step in the grant application process is to review the Linear Park Project in accordance with the California Environmental Quality Act (CEQA). CEQA is a condition that involves projects performed by a governmental agency to be reviewed for compliance with the laws and regulations of the Act. Agencies are required to determine if their project requires an environmental review or if it is exempt from CEQA. If the determination resolves that the project is exempt, a Notice of Exemption is filed.

Staff reviewed the Clipper Drive Linear Park project and determined that the improvements were exempt for Categorical reasons listed on the Notice of Exemption filing. Staff completed the Notice of Exemption (see attached).

Staff recommends authorizing the filing of the Notice of Exemption for the Clipper Drive Linear Park Prop 68 Competitive Grant.

Previous Relevant Board Actions for This Item

Resolution 2021-04 Approving the application for the Statewide Competitive Grant funds

Attachments

Notice of Exemption – Town of Discovery Bay Clipper Park

AGENDA ITEM: G-5

Notice of Exemption

TO: Contra Costa County
Clerk's Office
555 Escobar Street
Martinez, CA 94553

From: Town of Discovery Bay
1800 Willow Lake Rd.
Discovery Bay, CA 94505

Project Title: Town of Discovery Bay – Clipper Drive Park

Project Applicant: Town of Discovery Bay, 1800 Willow Lake Road, Discovery Bay, CA 94505

Project Location: Clipper Drive, Discovery Bay, CA 94505

Project Location – City: Discovery Bay

Project Location – County: Contra Costa

Description of Nature, Purpose and Beneficiaries of Project:

To turn the right-a-way of a residential street into a new linear park for the residents of Discovery Bay.

Name of Public Agency Approving the Project: Town of Discovery Bay CSD (District)

Name of Lead Agency Carrying Out the Project: Town of Discovery Bay Community Services District
925-634-1733

Exempt Status: (check one)

Ministerial (Sec. 21080(b)(1); 15268);

Declared Emergency (Sec. 21080(b)(3); 15269(a));

Emergency Project (Sec. 21080(b)(4); 15269(b)(c));

Categorical Exemption. State type and section number: Repair to existing public facilities, pursuant to Guidelines for CEQA, Regulation Sec. 15301; Replacement or Reconstruction pursuant to Guidelines for CEQA, Regulation Sec. 15302; New construction of small structures pursuant to Guidelines for CEQA, Regulation Sec. 15303

Statutory Exemptions. State code number: Public Resources Code Sec. 21080.21, Guidelines for CEQA, Regulation Sec. 15269(b)

Reasons why project is exempt:

15301 – Consists of the operation, repair and maintenance of minor alterations of existing public structures such as bike trails, doggie stations, street trees, irrigation and other features.

15302 – Project consists of replacement or reconstruction of existing landscape features, where the new features will be located on the same site as the features replaced and will have substantially the same purpose and capacity as the features replaced.

15303 – Consists of construction and location of limited numbers of new, small facilities or structures and the installation of small new equipment such as exercise equipment, benches, tables.

Lead Agency

Contact Person: Michael Davies, General Manager Telephone: 925-634-1131

Attached is the certified document of exemption finding.

Signature: _____ Date: _____ Title: General Manager

Signed by Lead Agency

Signed by Applicant

Attached:

Resolution 2021-04



CONTRA COSTA COUNTY, CALIFORNIA

East County Code Enforcement Meeting Thursday, February 25, 2021 1:30pm

Zoom: <https://cccouny-us.zoom.us/j/2830849836>

Dial-in:
(888) 278-0254
Conference code: 142291

Bethel Island

- 1) 2600 Dutch Slough Road Marina/Trailer Park** *(they have legal permit from State)*
 - a. February – Conrad sent notice on boat & RV storage. Conrad to tag abandoned vehicles. Marine Patrol & C/E to visit for liveaboards.
 1. July – State revoking park permit and then County will revoke landuse permit.
 2. 10/31/19 – Conrad to follow-up w/State to revoke permit.
 3. 04/30/20 – due to occupants stealing power again, PG&E has permanently disconnected power.
 4. May 2020 – Conrad submitted abatement for trailers.
 5. September – still waiting on contract
 6. October – Abatement = all cleared
 7. January –Still no power to the property. Working with PG&E and County to get it restored. He’s getting rid of everyone living on the boats.
- 2) 2826 Dutch Slough Road**
 1. Heavy equipment/storage containers on levee
 1. February – NOV sent
 2. January –equipment and containers are now on his property. If his permits are active for the dock, then he’ll allow it to stay while he repairs.
- 3) 4560 Gateway (Kevin Sharp)**
 - a. Junkyard conditions

- b. 2/28/19 Conrad sent notice
- c. 3/28/19 Conrad to red-tag
- d. 5/30/19 Conrad working with property owner to clean-up.
- e. 7/25/19 Conrad explained what had to go and will revisit.
- f. 8/29/19 Conrad to send 30-day notice to abate.
- g. Feb. – Locked gate. Conrad will continue to drive by in hopes the gate will be open and start tagging vehicles.
- h. Aug – Conrad to go back.
- i. September – Conrad’s plan is to go out and tag vehicles.
- j. October – Conrad is still working on it.
- k. January - still working the case.

4) Franks Restaurant – Burned Down

- a. September - Patty doesn’t have money to clean up. Conrad to post abatement and look at our contractor for a price to clean up.
- b. October – Patty is fine with an abatement and Conrad is working with a contractor to abate the property.
- c. January – waiting for contract to be signed to take down building and cleanup area.

5) 1970 Taylor Road – Anchor Marina

- a. ACTION: Larry served NOV and fines can be up to \$57,200 a month (\$14,300 a month per parcel, per violation. In this case, 2 parcels and there are building and zoning violations.)
- b. 1/31/19 – Dave Larsen, Land Use Attorney (413-3258) want to negotiate resolution. Allow tenants/mobile home users to stay 6 months – 1 year while they transition.
- c. February – Conrad informed attorney that until the boat storage, RV’s, Alcohol sales, liveaboards and U-Haul Business was removed, he wouldn’t entertain the discussion.
- d. 2/27/19 – Conrad recorded the violation.
- e. 3/28/19 – waiting to meet w/owners & attorney to discuss timeline.
- f. 5/30/19 Fine will be submitted first week of June. They can appeal.
- g. 8/19/19 Appeal Hearing
- h. Feb. – Joe met with one of the property owners. U-Haul business has been shut down in the meantime by U-Haul.
- i. September – approval for a Hearing. Date TBD.
- j. October – still waiting on Planning for Hearing date.
- k. January – still waiting on Hearing date.

6) Bethel Island Road – Roosters/Structures

- a. Feb. - \$28k lien on property for abatement
- b. 4/30/20 Property owner tore up structures & got rid of all animals.
- c. May – slowly getting piles out. Dirt/Soil coming in and notice sent about grading permit.
- d. September – owner still working on it. Rec 799 said they had to pick up a bunch of barrels that were in their ditch. Posted notice of violation for the grading.

- e. October – They’re burning structures to get rid of debris. Conrad to push forward on abatement. Will be starting another lien for bringing in dirt.
- f. January – slowly getting cleaned up. No animals. They keep bringing dirt in and Conrad is issuing a fine for dirt and grading.

7) 1600 block Taylor Road – Roosters

- a. October - Owner’s nephew called and will help bring Uncle into compliance.
- b. January – Conrad walked property with nephew and got rid of half the roosters. Still 200+ roosters there. Conrad to come back in 30 days and 100 roosters need to be gone. And 30 days after that, the remaining roosters should be gone.

8) 1537 Taylor Road – Roosters and piles of trash and debris.

- a. January – Multiple complaints and Conrad is working the case.

Discovery Bay

1) DB Blvd. – Fence Property

- a. 10/31/19 Conrad to send letter to property owner.
- b. Feb. – Conrad posted property; ToDB sent letter to HOA requesting action.
 - i. ToDB to send formal letter to District Supervisor requesting a fence ordinance.

2) RV and Boat Trailers in driveways and street. A lot down Discovery Bay Blvd past Valero.

- a. January - Joe will plan to send out a crew to do a driveway sweep and CSO will work on street parking.

3) A-Frame restaurant signs popping up and located in center of islands. Traffic hazard.

4) Friday afternoon are garage sale signs on traffic control signs.

- a. January – CSO will take care of.

Byron

1) Private property w/3 non-op vehicles for 17 years

- a. 4/30/20 Dennis to get address

2) Byer Road property – junk on property w/leach line

- a. 4/30/20 Conrad said they’re living in the unit and made contact with the property owner. Conrad to send parcel number to John W. for leach line.

Knightsen

1) 303 Blaine Lane – 6,000 sq. ft. pre-fab barn and trailer on property that someone lives in.

- a. 4/30/20 Per Ruben, applicant has not submitted new development plan application by requested date of April 27, 2020. Conrad is addressing the live-in trailer.
- b. Aug – Kim said there's black plastic surrounding the property to block the view
- c. September – Conrad went out and said they poured a concrete pad, animals and Conrad doesn't see any violations.
- d. October – heard there was a party but hasn't received a report from the Sheriff's Department. Trish said barn doesn't match the permits and burying dead animals on the property. Also drainage issues??? Lea to follow-up with Sheriff's Office on report to Code Enforcement.
- e. January – Continue to monitor and respond to parties/events.

2) Delta/Sellers – cockfighting on the weekends

- a. 4/30/20 Kim to get more info
- b. October – Contact Animal Services or Sheriff's Department if events are happening on the weekends and Conrad will get the report from the respective department.

3) Delta/Byron Hwy (Rodeo property) – new structures and animals

- a. Aug – Conrad to check it out.
- b. October – Conrad doesn't believe structures are big enough to require permits. Over 120 sq. ft. requires a permit. He will keep an eye on it.
- c. January – built a bunch of structures for animals. Owner started taking them down. Owner is subleasing areas of the property. Pretty sure those are violations and will be taken down as well.

4) Parties in Knightsen

- a. October - Conrad is sending notices if Sheriff's Office responds.
- b. January – Continue to monitor and respond accordingly.