



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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

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**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
AGENDA PACKET**

For the Regular Meeting of Wednesday

December 16, 2015

7:00 P.M. Regular Meeting

Community Center  
1601 Discovery Bay Boulevard



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday December 16, 2015  
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 that item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

**C. PRESENTATIONS**

1. Ground Water Sustainability Plan Update; Tom Elson, Luhdorff and Scalmanini Consulting Engineers

**D. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**E. 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 December 2, 2015
2. Approval of DRAFT minutes of regular meeting for December 2, 2015
3. Approve Register of District Invoices

**F. BUSINESS AND ACTION ITEMS**

1. Amending Park Usage and Rental Policy
2. Consideration of Appointment of Ad-Hoc Committee to study Byron-Bethany Irrigation District Boundary Overlap

**G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

1. Board Officer Rotation Schedule and Appointment of District Representatives

**H. VEOLIA REPORT**

1. Veolia Report – Month of November 2015

**I. MANAGER'S REPORTS – Discussion and Possible Action**

1. Update Sub-Committee Parks and Landscaping/ Community Center and Recreation

**J. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

**K. DISTRICT LEGAL COUNSEL REPORT**

**L. COMMITTEE UPDATES – Discussion and Possible Action**

**M. CORRESPONDENCE – Discussion and Possible Action**

1. R – Contra Costa County Aviation Advisory Committee meeting minutes for September 10, 2015
2. R – Contra Costa County Aviation Advisory Committee meeting minutes for October 8, 2015
3. R – East Contra Costa Fire Protection District meeting minutes for November 2, 2015

**N. PUBLIC RECORD REQUESTS RECEIVED**

**O. FUTURE AGENDA ITEMS**

**P. ADJOURNMENT**

1. Adjourn to the next Regular meeting of January 6, 2016 starting 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 twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay CSD 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*



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

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No Back Up  
Documentation  
For Agenda Item C-1



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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

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No Back Up  
Documentation  
For Agenda Item D



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY CSD**

Wednesday December 2, 2015

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

**SPECIAL MEETING 6:30 P.M.**

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**SPECIAL MEETING AT 6:30 P.M.**

**A. ROLL CALL**

Call business meeting to order – 6:30 p.m. by President Steele

Roll Call – All present with the exception of Director Graves.

Director Graves – Arrived at 6:35 p.m.

**B. PUBLIC COMMENT**

None

**C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

**Legal Counsel Attebery** – The Board is now adjourning into closed session regarding items D-1 and D-2.

**D. CLOSED SESSION:**

1. Conference with Legal Counsel—Anticipated Litigation Pursuant to Government Code Section 54956.9(b)  
One potential Case
2. Conference with Legal Counsel—Existing Litigation pursuant to Government Code Section 54956.9(a)  
Name of Case and Case Number: Hofmann Land Development v. Town of Discovery Bay Community Service District  
Contra Costa County Sup. Ct. No, C-13-00274

**E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

**Legal Counsel Attebery** – The Board has reconvened from closed session and there is no reportable action.

**F. ADJOURNMENT**

The meeting adjourned at 7:00 p.m. to the Regular Meeting on December 2, 2015 at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 12-03-15

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



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

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

Wednesday December 2, 2015

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**

Call business meeting to order – 7:00 p.m. by President Steele

Pledge of Allegiance – Led by President Steele

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. Sheriff's Office Report**

**Crime Prevention Specialist Fontenot** – Provided the law enforcement report for the month of November. There was discussion between the Crime Prevention Specialist Fontenot and the Board.

##### **2. CHP Report – No Report**

##### **3. East Contra Costa Fire Protection District Report**

**Chief Henderson** – Provided an East Contra Costa Fire Protection District update. There was discussion between Chief Henderson and the Board.

##### **4. Supervisor Mary Piepho, District III Report**

**Alicia Nuchols Field Representative** – Provided an update of several projects surrounding Discovery Bay.

#### **D. COMMITTEE/LIAISON REPORTS**

##### **1. Trans-Plan Report – No Report**

##### **2. County Planning Commission Report – No Report**

##### **3. Code Enforcement Report – Director Leete provided details of the Code Enforcement meeting on November 19, 2015**

##### **4. Special Districts Report\*\* – No Report**

\*\*These meetings are held Quarterly

#### **E. PRESENTATIONS**

None

#### **F. 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 closed session for November 18, 2015**

##### **2. Approval of DRAFT minutes of annual PFA for November 18, 2015**

##### **3. Approval of DRAFT minutes of regular meeting for November 18, 2015**

##### **4. Approve Register of District Invoices**

##### **5. Release of partial retention – Discovery Bay Secondary Improvements Project**

##### **6. Approve and Adopt Resolution No. 2015-18 Employee Medical Coverages**

**Motion by:** Director Simon to approve the Consent Calendar.

**Second by:** Vice-President Pease

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

**G. BUSINESS AND ACTION ITEMS**

**1. Byron-Bethany Irrigation District Boundary Overlap**

**General Manager Howard** – Provided the details of item G-1.

**Luhdorff and Scalmanini Consulting Engineer** – John Fawcett provided additional details of item G-1.

There were two Public Comment Speakers. There was a discussion between the Board, the General Manager, and Luhdorff and Scalmanini Consulting Engineers.

**Motion by:** Director Leete to approve Resolution No. 2015-20 and for the Town of Discovery Bay to move forward supporting the detachment of the Byron-Bethany Irrigation District area from the area within the Town of Discovery Bay and notify each of the parties; County, LAFCO, BBID that we have taken this action and we look forward to working with those parties to move the process forward from that detachment.

**Second by:** Vice-President Pease

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

**2. Approve and Adopt Resolution No. 2015-19 - Certification of the Town of Discovery Bay Emergency Operations Plan**

**General Manager Howard** – Provided the details of item G-2.

**Motion by:** Vice-President Pease to adopt Resolution No. 2015-19 Approving and Certifying the Town of Discovery Bay Emergency Operations Plan

**Second by:** Director Graves

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

**H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

None

**I. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**J. MANAGER'S REPORT – Discussion and Possible Action**

None

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

**General Manager Howard** – Scheduled the annual Board Workshop for January 30, 2016

**L. DISTRICT LEGAL COUNSEL REPORT**

None

**M. SUB-COMMITTEE UPDATES – Discussion and Possible Action**

1. Finance
2. Communications
3. Parks and Recreation
4. Water and Wastewater
5. Waterways

**N. CORRESPONDENCE – Discussion and Possible Action**

**O. PUBLIC RECORD REQUESTS RECEIVED**

1. Public Records Request – Request from Sheet Metal Workers' Local Union No. 104 – Regarding Wastewater Treatment Plant No. 2 Equipment Cover Project – Received on November 11, 2015

**P. FUTURE AGENDA ITEMS**

1. Form a Committee for the Byron Bethany Irrigation District Detachment to monitor and stay informed.

**Q. ADJOURNMENT**

The meeting adjourned at 8:06 p.m. to the next regular meeting of December 16, 2015 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 12-03-15

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





# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

December 16, 2015

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk  
**Submitted By:** Rick Howard, General Manager

*RH*

### 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** \$ 633,681.19

**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 2015/2016  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2015/2016  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2015/2016

AGENDA ITEM: E-3

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On December 16, 2015**  
**Town of Discovery Bay CSD**  
**For Fiscal Year's 7/15 - 6/16**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Administration</b>				
Brentwood Ace Hardware	808/113015	Landscape Reimb (Z61)	11/30/15	\$11.70
Bruce Jett Associates, Inc.	17137	Slifer Park Improvements (Z61)	11/30/15	\$1,785.00
Bruce Jett Associates, Inc.	17138	Slifer Park Improvements (Z61)	11/30/15	\$1,817.50
Delta Debris Box Service	1132803	Landscape Reimb (Z57,Z61)	11/30/15	\$403.00
Hydropoint Data Systems, Inc.	1028990/HR113334	Landscape Reimb (Z61)	11/15/15	\$450.00
My Bark Company, Inc.	9394	Landscape Reimb (Z57)	10/01/15	\$678.13
Tee Janitorial & Maintenance	8064	Janitorial Service Nov 2015 (Z57,Z61)	11/19/15	\$80.00
Trugreen	41937708	Weed Control (Z61)	11/23/15	\$1,975.00
Trugreen	42021943	Regatta Park Weed Control (Z57)	11/27/15	\$875.00
Watersavers Irrigation Inc.	1644615-00	Landscape Maintenance (Z61)	11/24/15	\$494.72
		<b>Administration</b>	<b>Sub-Total</b>	<b>\$8,570.05</b>
<b>Water</b>				
Badger Meter	80004391	Beacon Cellular Data Oct 2015	11/13/15	\$445.89
Big Dog Computer	BDC33166	Printer Install and Server Maintenance	11/17/15	\$203.49
Big Dog Computer	BDC33167	Configuration Setup and Software Installation New Server	11/18/15	\$476.84
Big Dog Computer	BDC33170	Connectivity Issue	12/03/15	\$38.00
Big Dog Computer	BDC33172	Server Maintenance	12/03/15	\$102.00
Bill Brandt Ford	140997	Oil Change	12/01/15	\$20.58
Brentwood Ace Hardware	808/113015	General Repairs	11/30/15	\$25.11
CalChoice	1	Medical Benefits Jan 2016	12/07/15	\$4,385.14
Cintas	185533458	Uniforms	11/18/15	\$11.19
Cintas	185534317	Uniforms	11/25/15	\$11.19
Cintas	185535172	Uniforms	12/02/15	\$11.19
Conco West Inc.	878	Well 7 Retention	10/23/15	\$36,493.29
County of Contra Costa Public Works Dept	918860	Encroachment Permit	11/23/15	\$456.06
County of Contra Costa Public Works Dept	918868	Encroachment Permits	11/24/15	\$3,318.84
County Of Contra Costa, Dept of Info Tec	9938	Data Processing Charges Oct 2015	11/23/15	\$19.40
Denalect Alarm Company	99952	Alarm Alterations	11/24/15	\$120.00
Discovery Pest Control	163666	Pest Control	11/18/15	\$27.20
Du-All Safety	17454	Monthly Safety Maintenance Nov 2015	11/30/15	\$1,160.00
EnerPower	67383	Electric Energy Charges 07/12/15-10/12/15	11/13/15	\$17.00
EnerPower	67384	Electric Energy Charges 09/10/15-10/08/15	11/13/15	\$1,041.00
Fastenal Company	CABRE13542	Mis. Small Tools	11/25/15	\$46.64
Government Finance Officers Assoc.	186990	Membership 2016	11/19/15	\$76.00
J.W. Backhoe & Construction, Inc.	2492	Discovery Point Poured Concrete	11/16/15	\$923.87
Luhdorff & Scalmanini	30928	Groundwater Sustainability Planning	06/28/15	\$917.60
Luhdorff & Scalmanini	31018	Groundwater Sustainability Planning	07/26/15	\$536.25
Luhdorff & Scalmanini	31185	Groundwater Sustainability Planning	09/27/15	\$1,205.75
Luhdorff & Scalmanini	31253	General Services	10/25/15	\$11,796.00
Luhdorff & Scalmanini	31265	Urban Water Management	10/25/15	\$742.50
Luhdorff & Scalmanini	31275	Groundwater Sustainability Planning	10/25/15	\$1,826.25
MailFinance	N5632358	Postage Machine Lease	11/15/15	\$96.41
National Meter & Automation, Inc.	S1066112.001	Badger Meter Readers	11/24/15	\$86,257.50
National Meter & Automation, Inc.	S1066112.003	Badger Meter Readers	11/25/15	\$69,006.00
National Meter & Automation, Inc.	S1066204.001	Meters-Fire Hydrant	11/09/15	\$925.25
Neumiller & Beardslee	273350	General Services Oct 2015	11/18/15	\$1,540.78
Office Depot	805369958001	Office Supplies	11/10/15	\$50.53
Office Depot	805370087001	Office Supplies	11/10/15	\$6.52
Office Depot	806252851001	Office Supplies	11/13/15	\$31.70
Office Depot	807752127001	Office Supplies	11/19/15	\$29.81
Paul E. Vaz Trucking, Inc.	39050	Material	11/17/15	\$493.37
Paul E. Vaz Trucking, Inc.	39051	Freight	11/17/15	\$544.87
ReliaStar Life Insurance Company	#JR52 457(B) 121515	457(b) 12/01/15-12/15/15	12/15/15	\$548.04
Ricoh USA, Inc	5039156726	Photocopier Nov 2015	11/16/15	\$90.49
Shred-It USA-Concord	9408182998	Shredding Service	11/09/15	\$22.36
TASC	IN677870	Flexible Spending Renewal	11/17/15	\$379.77
Tee Janitorial & Maintenance	8064	Janitorial Service Nov 2015	11/19/15	\$316.00
Univar	SJ716547	Chemicals Delivered 11/10/15	11/10/15	\$337.26
Univar	SJ716548	Chemicals Delivered 11/10/15	11/10/15	\$144.54
Univar	SJ718718	Chemicals Delivered 11/23/15	11/23/15	\$311.16
Univar	SJ718720	Chemicals Delivered 11/23/15	11/23/15	\$148.56
Upper Case Printing, Ink.	10063	Emergency Message Forms	11/20/15	\$26.80
Veolia Water North America	53592	Monthly O&M Fee Dec 2015	12/01/15	\$41,384.36
		<b>Water</b>	<b>Sub-Total</b>	<b>\$269,146.35</b>
<b>Wastewater</b>				
American Retrofit Systems	1135	Connect Cable Portable Generator	11/19/15	\$100.00
Anderson Pacific	414-19	Secondary Improvements	12/01/15	\$54,881.00
Anderson Pacific	414-20	Partial Retention Payment	11/18/15	\$139,606.15

Big Dog Computer	BDC33166	Printer Install and Server Maintenance	11/17/15	\$305.24
Big Dog Computer	BDC33167	Configuration Setup and Software Installation New Server	11/18/15	\$715.27
Big Dog Computer	BDC33170	Connectivity Issue	12/03/15	\$57.00
Big Dog Computer	BDC33172	Server Maintenance	12/03/15	\$153.00
Bill Brandt Ford	140997	Oil Change	12/01/15	\$30.88
Brentwood Ace Hardware	808/113015	Vehicle Maintenance & Supplies	11/30/15	\$86.10
Brentwood Ace Hardware	808/113015	General Repairs	11/30/15	\$32.33
CalChoice	1	Medical Benefits Jan 2016	12/07/15	\$6,577.72
Cintas	185533458	Uniforms	11/18/15	\$16.78
Cintas	185534317	Uniforms	11/25/15	\$16.78
Cintas	185535172	Uniforms	12/02/15	\$16.78
County Of Contra Costa, Dept of Info Tec	9938	Data Processing Charges Oct 2015	11/23/15	\$29.10
Denalect Alarm Company	99952	Alarm Alterations	11/24/15	\$180.00
Discovery Pest Control	163666	Pest Control	11/18/15	\$40.80
Du-All Safety	17454	Monthly Safety Maintenance Nov 2015	11/30/15	\$1,740.00
EnerPower	67385	Electric Energy Charges 09/11/15-10/11/15	11/13/15	\$128.00
Government Finance Officers Assoc.	186990	Membership 2016	11/19/15	\$114.00
Herwit Engineering	15-10	SCADA Improvements	10/31/15	\$1,402.50
Herwit Engineering	15-10	Lift station Improvements	10/31/15	\$2,237.50
Herwit Engineering	15-10	General Services	10/31/15	\$6,492.50
Herwit Engineering	15-11	Vehicle Storage Facility	11/30/15	\$1,690.00
Herwit Engineering	15-11	General Services	11/30/15	\$759.90
Herwit Engineering	DB-MP-4-39	Secondary Process Improvements	10/31/15	\$9,533.20
Herwit Engineering	DB-MP-4-40	Secondary Process Improvements	11/30/15	\$2,842.10
J.W. Backhoe & Construction, Inc.	2493	Water Leak WWTP#1	11/16/15	\$1,871.07
J.W. Backhoe & Construction, Inc.	2494	Raised Sewer Manhole	11/23/15	\$927.00
Kleinfelder, Inc.	1084416	Inspection Services Secondary Improvements	11/20/15	\$2,632.00
MailFinance	N5632358	Postage Machine Lease	11/15/15	\$144.62
Neopost (Postage Account)	7900044908384658/111	Postage	11/15/15	\$5.20
Neumiller & Beardslee	273350	General Services Oct 2015	11/18/15	\$2,311.17
Office Depot	805369958001	Office Supplies	11/10/15	\$75.79
Office Depot	805370087001	Office Supplies	11/10/15	\$9.77
Office Depot	806252851001	Office Supplies	11/13/15	\$47.54
Office Depot	807752127001	Office Supplies	11/19/15	\$44.72
ReliaStar Life Insurance Company	#JRS2 457(B) 121515	457(b) 12/01/15-12/15/15	12/15/15	\$822.06
Ricoh USA, Inc	5039156726	Photocopier Nov 2015	11/16/15	\$135.73
S.D. Electric, Inc.	100-001	RAS Pump Control Panel WWTP#1 Install	11/30/15	\$31,350.00
Shred-It USA-Concord	9408182998	Shredding Service	11/09/15	\$33.55
TASC	IN677870	Flexible Spending Renewal	11/17/15	\$569.67
Tee Janitorial & Maintenance	8064	Janitorial Service Nov 2015	11/19/15	\$474.00
Upper Case Printing, Ink.	10063	Emergency Message Forms	11/20/15	\$40.20
Veolia Water North America	53592	Monthly O&M Fee Dec 2015	12/01/15	\$62,076.55

**Wastewater Sub-Total \$333,355.27**

**Community Center**

**Community Center Sub-Total \$0.00**

**Grand Total \$611,071.67**

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On December 16, 2015  
Town of Discovery Bay, D.Bay L&L Park #8  
For Fiscal Year's 7/15 - 6/16**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Big Dog Computer	BDC33168	Community Center-Camera Server Maintenance	11/20/15	\$146.25
Big Dog Computer	BDC33171	Community Center-Software Application	12/03/15	\$260.00
Bill Brandt Ford	140611	Oil Change	11/18/15	\$47.89
Brentwood Ace Hardware	808/113015	Community Center-Landscape Maintenance	11/30/15	\$242.25
Brentwood Ace Hardware	808/113015	Community Center-Building Maintenance	11/30/15	\$162.99
Cintas	185533458	Uniforms	11/18/15	\$77.27
Cintas	185533458	Community Center-Mats	11/18/15	\$38.44
Cintas	185534317	Uniforms	11/25/15	\$37.12
Cintas	185534317	Community Center-Mats	11/25/15	\$38.44
Cintas	185535172	Uniforms	12/02/15	\$37.12
Cintas	185535172	Community Center-Mats	12/02/15	\$38.44
Comcast	8155400350238372/111	Internet Service	11/22/15	\$56.55
Comcast	8155400350238372/111	Community Center-Internet Service	11/22/15	\$56.56
Delta Debris Box Service	1121134	20 Yd	10/31/15	\$531.00
Denalect Alarm Company	99951	Community Center-Alarm Alterations	11/24/15	\$300.00
Denalect Alarm Company	R27420	Community Center-Qtly Alarm Charge	12/01/15	\$96.00
Discovery Bay Disposal	17-0001966/113015	2 Yd Bin Cornell Park	11/30/15	\$300.53
Discovery Bay Disposal	17-0013218/113015	Community Center-3 Yd Bin	11/30/15	\$419.77
Neumiller & Beardslee	273350	Community Center-General Services Oct 2015	11/18/15	\$107.50
Office Depot	806348629001	Community Center-Office Supplies	11/12/15	\$151.73
Office Depot	806348742001	Community Center-Office Supplies	11/12/15	\$10.83
Tee Janitorial & Maintenance	8064	Janitorial Service Nov 2015	11/19/15	\$720.00
Tee Janitorial & Maintenance	8064	Community Center-Janitorial Service Nov 2015	11/19/15	\$260.00
Town Of Discovery Bay CSD	417	Payroll Reimbursement Oct 2015	12/01/15	\$13,998.39
ULINE	72343236	Misc. Small Tool	11/17/15	\$85.44
United States Postal Services	15/4	Community Center-Postage For Recreation Guides	12/08/15	\$978.00
Watersavers Irrigation Inc.	120115-99/2855	Landscape Maintenance	11/30/15	\$6.63
Watersavers Irrigation Inc.	1644615-00	Landscape Maintenance	11/24/15	\$110.50
			<b>Total</b>	<b>\$19,315.64</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On December 16, 2015**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/15 - 6/16**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Cintas	185533458	Uniforms	11/18/15	\$36.52
Cintas	185534317	Uniforms	11/25/15	\$36.52
Cintas	185535172	Uniforms	12/02/15	\$36.52
Comcast	8155400350238372/111	Internet Service	11/22/15	\$56.56
My Bark Company, Inc.	9395	Landscape Maintenance Ravenswood	10/01/15	\$678.13
Tee Janitorial & Maintenance	8064	Janitorial Service Nov 2015	11/19/15	\$280.00
Town Of Discovery Bay CSD	418	Payroll Reimbursement Oct 2015	12/01/15	\$2,169.63
			<b>Total</b>	<b>\$3,293.88</b>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

December 16, 2015

**Prepared By:** Rick Howard, General Manager  
**Submitted By:** Rick Howard, General Manager *RH*

**Agenda Title**

Amending Park Usage and Rental Policy

**Recommended Action**

Approve and Adopt Resolution No. 2015-XX amending Park Usage and Rental Policy

**Executive Summary**

The Town of Discovery Bay Community Services District Board of Directors (Board) established the Park Usage & Rental Policy on April 20, 2011 and amended it on July 16, 2013 and again on January 8, 2014.

Since the most recent amendment, it has become necessary to prohibit gambling at all Town of Discovery Bay Parks and Recreation Facilities.

Subsequently Section III, is amended to include the following proposed language:

*Gambling activities are expressly prohibited at all Town of Discovery Bay Parks and Recreation facilities. Individuals or groups of individuals in violation of this prohibited activity shall immediately cease the prohibited activity. Failure to cease shall result in the immediate notification of local law enforcement authorities.*

Staff recommends that the amended language be incorporated into the *Revised* Park Usage & Rental Policy.

**Fiscal Impact:**

Amount Requested - None.

**Previous Relevant Board Actions for This Item**

April 20, 2011:           Established Park Usage & Rental Policy  
July 16, 2013:           Revised  
January 8, 2014:        Revised

**Attachments**

DRAFT Park Usage & Rental Policy  
Resolution 2015-XX

**AGENDA ITEM: F-1**



## Town of Discovery Bay

<b>Program Area:</b> Parks and Landscaping	<b>Policy Name:</b> Park Usage Rental Policy	<b>Policy Number:</b> 013
<b>Date Established:</b> April 20, 2011	<b>Date Amended:</b> December 16, 2015	<b>Resolution:</b> 2015-XX

### **I. GENERAL INFORMATION**

The Park & Facility Usage and Rental Policy outlines specific regulations and requirements associated with the permitted rental of a public facility and/or area within the Town of Discovery Bay Community Services District (District) owned or operated park. Obtaining a permit shall grant the user basic usage and access rights for the approved purpose and time only. Any fees or deposits established by the District Board of Directors shall be paid by the applicant before the effective date of the permit. All users shall comply with County, State and Federal laws.

The District reserves the right to cancel, revoke or suspend any and all reservations, permits and applications if deemed inappropriate, flagrantly disrespectful or if harmful activities are taking place in the park or facility. No notice is required and, in some cases, the Sheriff will be notified and enforcement action will be requested. Violations of this policy may result in forfeiture of fees and/ or deposit.

Facilities and parks available for rental include:

1. Cornell Park, Tennis Court
2. Cornell Park, Pickle Ball Courts
3. Cornell Park, Baseball Field
4. Cornell Park, Soccer Field
5. Cornell Park, Shaded Picnic Area
6. Cornell Park, Horse Shoe Pits or Bocce Courts
7. Ravenswood Park, Covered Picnic Area 1
8. Ravenswood Park, Covered Picnic Area 2
9. Ravenswood Park, Soccer Field
10. Community Center, Tennis Court(s)
11. Community Center, BBQ Area
12. Community Center, Reception Area
13. Community Center, Arts and Crafts/Meeting Room
14. Community Center, Multi-Purpose Room
15. Community Center, Event lawn
16. Community Center, Swimming Pool

## **II. ELIGIBILITY & PRIORITY**

The District reserves the right to exclude or remove activities it deems inappropriate for public use. District business will take precedence over any and all other meetings. Groups that have a reservation in advance are subject to cancellations, in rare circumstances, to accommodate this priority. All fees will be returned to the user if the District requires a cancellation or relocation of the reserved event.

In issuing permits, priority shall be given to Discovery Bay residents and events serving the Discovery Bay community.

## **III. RESERVATION REQUIREMENTS**

The renter must be over 18 years of age, and submit a complete Reservation Form to the District offices, a refundable damage deposit, and all applicable user fees and insurance as described in Insurance Requirements. Renters are required to provide the name and phone number of the principal contact person and a secondary contact. This person must be present onsite during the approved rental period and will be the emergency contact, and is responsible for ensuring compliance with the policies outlined. A copy of the permit must be onsite and available upon request by District staff or representatives during approved rental period.

Single day reservation may be made up to one (1) year in advance. Long-term league reservations may be made up to four (4) months in advance, unless previously approved by the Town of Discovery Bay CSD Board of Directors.

No reservation or agreement will be issued or signed until the requesting user has paid the applicable deposits and fees.

**Insurance Requirements:** All sports leagues, organizations, groups over 50, or inflatable play equipment operators are required to provide the District with a valid Certificate of Liability Insurance (in the amount of \$1,000,000.00), with the Town of Discovery Bay Community Services District listed as an additionally insured. Insurance Certificates must be submitted to the District at least five (5) days prior to the scheduled reservation.

**Cancellations:** Park Rental cancellations occurring five (5) business days or more prior to the event will be refunded all fees and deposits. Cancellations occurring four (4) business days or less prior to the event will forfeit all applicable fees but be refunded all of the deposit.

Cancellation for Indoor Facility Rentals at the Community Center occurring sixty (60) days or more prior to the event will be refunded all fees and deposits. Cancellations less than sixty (60) days, but more than thirty (30) days prior to the event date will forfeit 25% of the total fees. Cancellations less than thirty (30) days prior to the event date, but more than fifteen (15) days prior to the event date will forfeit 50% of the total fees. Cancellations occurring less than fifteen (15) days prior to the event date will forfeit all applicable fees. In all cases of cancellation, the deposit shall be returned.



Cancellation fees above do not reflect any cancellation processing fees. Processing fees are in addition to the cancellation fees described here.

**Clean Up:** Renters are required to clean up and return the park or area to the original condition. Trash must be placed in the receptacles provided. Trash that does not fit in the trash receptacle must be disposed of properly by the renter.

Reasonable party decorations are permitted. However, users may not put staples or nails into any tree, sign, wall or table for any purpose. All decorations must be taken down and removed from the facility.

**Deposit Forfeiture:** Renter agrees to take full responsibility for the behavior of their guests during the rental period. Children must be supervised at all times by adults. Any charges for damage to the park or facility or its furnishings will be deducted from the deposit. Rentals that exceed the reserved time period will be charged the hourly rate to be deducted from the deposit. Failure to leave the rented area in satisfactory condition will result in deposit forfeiture. Upon a satisfactory inspection of the premises by District staff, the deposit check will be destroyed or returned to the applicant.

**Prohibited Activities:** No person shall consume, possess, sell, serve or cause to be served, any alcoholic beverage of any kind within any park area, unless expressly authorized in advance of the event by the Board of Directors. The General Manager, or designee, is authorized to approve service of alcoholic beverages for private events taking place at the Discovery Bay Community Center once a complete and approved application is received and all insurance requirements and other conditions of approval are approved. See Special Conditions regarding the serving and or/sale of Alcoholic beverages, below. Fires and barbecues (BBQ) shall be permitted only in grills already provided in the park. There shall be no overnight events or camping at any Discovery Bay park facility unless expressly authorized in advance of the event by the Board of Directors.

Gambling activities are expressly prohibited at all Town of Discovery Bay Parks and Recreation facilities. Individuals or groups of individuals in violation of this prohibited activity shall immediately cease the prohibited activity. Failure to cease shall result in the immediate notification of local law enforcement authorities.

Renter agrees that they will comply with all state and local laws including but not limited to activities that require a state or local permit. At the discretion of the General Manager, or designee, security may be required on a case by case basis.

Special Conditions regarding the serving and or/sale of Alcoholic beverages:

If alcohol is to be served or sold, it must be indicated on the rental application. The General Manager or Board of Directors, as identified above, must approve any application which includes consumption or sale of alcohol. Once approved, it is the responsibility and liability of the Renter and/or organization renting the facility. At the discretion of the General Manager, or designee, security may be required on a case by case basis.

To sell alcoholic beverages at your event, a valid alcohol permit from the California Department of Alcoholic Beverage Control Board (A.B.C.) must be obtained. The permit must be on file with the District offices at least ten (10) days prior to your event.

Food and Alcohol may be consumed without an Alcohol permit from the A.B.C. when there is no monetary exchange for the food, beverages or admission charged for the event.

Violation of any of these requirements will result in immediate termination of Renter's event and will result in forfeiture of the damage deposit.

The District may require additional deposits, insurance and/or security for events where alcohol is served. These additional requirements will be determined by the circumstances of each rental request.

**Food Preparation:** Food and non-alcoholic beverages may be served, but not prepared on site for any indoor facility rentals at the Community Center.

**Exhibitions, Events, Festivals, Meeting and Assemblies:** Any person, group, society, club or organization wishing to set up or maintain any exhibition, place of amusement, concert, picture show, bandstand, performance, entertainment or other form of amusement or function where the expected attendance is fifty (50) people or more occupying the park at any one time, must first obtain written authorization from the District's General Manager. These types of requests must be submitted no less than sixty (60) days prior to the event.

#### **IV. MISCELLANEOUS**

Any policy listed herein may be waived or modified on a case-by-case basis and at the discretion of the Board of Directors. The General Manager, or designee, may waive or modify any time sensitive provision of this policy.

Policy Established:

April 20, 2011

Policy Amended:

July 16, 2013

January 8, 2014

December 16, 2015



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2015-XX**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
AMENDING PARK USAGE AND RENTAL POLICY**

WHEREAS, the Town of Discovery Bay Community Services District owns and/or maintains parks and recreation facilities located within Discovery Bay; and

WHEREAS, the Town of Discovery Bay Community Services District previously adopted a Park Usage and Rental Policy on April 20, 2011; and

WHEREAS, the Park Usage & Rental Policy has been amended on July 16, 2013 and again on January 8, 2014, and

WHEREAS, it is necessary to revise the Park Usage & Rental Policy.

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 adopt the Park Usage and Rental Policy and that it be incorporated herein and made a part of this Resolution.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 16<sup>th</sup> DAY OF DECEMBER 2015.

\_\_\_\_\_  
V. Chris Steele  
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 regular meeting, held on December 16, 2015, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Richard J. Howard  
Board Secretary



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

December 16, 2015

**Prepared By:** Rick Howard, General Manager  
**Submitted By:** Rick Howard, General Manager *RH*

**Agenda Title**

Consideration of Appointment of Ad-Hoc Committee to study Byron-Bethany Irrigation District Boundary Overlap

**Recommended Action**

As Necessary

**Executive Summary**

The Board of Directors adopted Resolution No. 2015-20 at the December 2, 2015 Board meeting. That action resulted in the Board's support to move forward with detachment proceedings of the Byron-Bethany Irrigation District (BBID) from Tax Rate Area's (60043, 60047, 60048, 60050, 60055 and 60056) located in Discovery Bay and which BBID receives a share of the Ad-Valorem property taxes.

At that meeting, Vice-President Pease requested that a committee be established in order to monitor the Detachment process.

Any action taken should note that the committee be Ad-Hoc, meaning that once the subject matter has concluded the committee automatically sunsets.

**Fiscal Impact:**

**Amount Requested \$ N/A**  
**Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)**  
**Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#**

**Previous Relevant Board Actions for This Item**

December 2, 2015: Adoption of 2015-20 supporting detachment of BBID from the Town of Discovery Bay Community Services District

**Attachments**

Resolution No. 2015-20

**AGENDA ITEM: F-2**



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2015-20**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT  
SUPPORTING THE DETACHMENT  
OF THE BYRON-BETHANY IRRIGATION DISTRICT  
FROM CONTRA COSTA COUNTY TAX RATE AREAS  
60043, 60047, 60048, 60050, 60055 AND 60056**

WHEREAS; the Town of Discovery Bay (TODB) is located wholly within Contra Costa County;  
and

WHEREAS, TODB provides water service to the community that is delivered by a series of 6  
groundwater wells, two water treatment plants, and more than 50 miles of distribution lines; and

WHEREAS, the TODB does not utilize surface water for any of its water needs; and

WHEREAS, the Byron Bethany Irrigation District (BBID) provides raw water supplies to its  
customers for agricultural uses and pre-treatment for domestic purposes; and

WHEREAS, the BBID boundary overlaps into the jurisdictional boundaries of the TODB; and

WHEREAS, BBID receives a portion of the 1% Ad Valorem Taxes for six Tax Rate Areas (TRA's)  
located in the TODB; and

WHEREAS, BBID does not provide any services within those six TRA's; and

WHEREAS, the TODB desires that BBID be detached through the Local Agency Formation  
Commission formal detachment procedures.

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

SECTION 1. That LAFCO proceed accordingly and in an expeditious manner to effectuate a  
detachment of BBID from TODB TRA's 60043, 60047, 60048, 60050, 60055 AND 60056.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 2<sup>ND</sup> DAY OF DECEMBER, 2015.

V. Chris Steele  
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 December 2, 2015, by the following vote of the Board:

AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

  
Richard J. Howard  
Board Secretary



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

December 16, 2015

**Prepared By:** Rick Howard, General Manager  
**Submitted By:** Rick Howard, General Manager *RH*

### Agenda Title

Board Officer Rotation Schedule and Appointment of District Representatives

### Recommended Action

Receive and File

### Executive Summary

On February 18, 2015, the Board of Director's amended Board Policy No. 004 (attached). That policy outlines the expectations of members of the Board, including its officers and the manner in which officers are appointed. There are three Board officer positions; President, Vice President and President Pro-Tempore.

The Officer Rotation Schedule was adopted in February 2015, and becomes effective on January 1, 2016. As determined by the rotation schedule, officers for 2016 are as follows:

Board President: Bill Pease  
Board Vice President Bob Leete  
President Pro-Tempore Kevin Graves

Similarly, the manner in which Board members are appointed to the various committees was also changed. In February 2015, the Board modified the terms of each of the district representatives from annually to every two years. Subsequently, for 2016, it is not necessary to make adjustments to the District Representative Listing (attached) unless the Board determines it necessary to do so at a future date.

This is an informational item only.

### Fiscal Impact:

**Amount Requested \$ N/A**  
**Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)**  
**Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#**

### Previous Relevant Board Actions for This Item

February 18, 2015 - Amended Board Policy #04.  
February 4, 2015 - Adopted District Representative Listing for Calendar Year's 2015-16.

### Attachments

- 1) Board Policy No. 004
- 2) District Representative Listing for Calendar Year's 2015-16

AGENDA ITEM: G-1



## Town of Discovery Bay

<b>Program Area:</b> Board	<b>Policy Name:</b> Board Policy	<b>Policy Number:</b> 004
<b>Date Established:</b> June 19, 2002	<b>Date Amended:</b> February 18, 2015	<b>Resolution:</b> 2015-03

### PURPOSE

The purpose of the elected Board of Directors of the Town of Discovery Bay, a multipurpose independent special district, is to represent the residents within its boundaries in any and all matters covered under the California Government Code relating to a Community Services District.

In addition to the purposes listed in the Government Code, the District has been ordered by LAFCO and the Board of Supervisors to perform an advisory role for the residents of Discovery Bay. This role includes, but is not limited to, advising the County in matters of land use planning, zoning, compliance, roads and streets, lighting, landscaping, parks and public safety services.

### I. BOARD OF DIRECTORS

The governing body of the Town of Discovery Bay is a Board of Directors comprised of five (5) Board members elected by the registered voters of the District to serve four (4) year staggered terms. During the elections every two (2) years, either two (2) or three (3) Directors are elected to serve the District for the next four (4) years.

Yearly the Board of Directors elects a President, Vice-President and President Pro-Tempore. The President of the Board chairs the meeting, performs such duties as prescribed by State or Federal law and such other duties as prescribed by Board Policy or the established Bylaws of the Town of Discovery Bay. In the event of the President's absence, the Vice-President performs said duties. In the event of the President and Vice-President's absence, the President Pro-Tempore performs said duties.

The appointment of Board officers shall be established based upon the following schedule and shall become effective in January 2016:

#### **Board President**

In order to be considered to serve as President of the Board, the Board member must have served on the Board for a minimum 24 months prior to being considered for rotation into the Board President position. The Board Presidency shall be assigned to the Board member who has not served as President and who has met the 24 month requirement.



If more than one Board member has met the 24 month requirement and not served as President, the member with the longest tenure on the Board of Directors shall be the first person appointed to the position of President.

In the event each member of the Board has previously served as President at one point in their respective office, the Board member to serve as Board President shall be the member who has not served as President for the longest period time.

In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure.

### **Vice President**

The Vice President shall be the Director next in line to be President based on the then current service time. In order for a Board member to be considered for the position of Vice President, the Board member must have served on the Board for a minimum of 12 months prior to being considered for rotation into the Board Vice President position. The Board Vice President shall be assigned to the Board member who has not served as Vice President and who has met the minimum 12 month service requirement.

In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure.

### **President Pro-Tempore**

The President Pro-Tempore shall be the Director next in line to be Vice President based on the then current service time. In order for a Board member to be considered for the position of President Pro Tempore, the Board member must have served on the Board for a minimum of 12 months prior to being considered for rotation into the Board President Pro Tempore position. The Board President Pro Tempore shall be assigned to the Board member who has not served as President Pro Tempore and who has met the minimum 12 month service requirement.

In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure.

## **II. POWER OF THE BOARD**

The Board of Directors recognizes its duty to formulate and approve the policy program for the operation, control, administration and planning of the District's facilities and activities of the District.

Board meetings shall be noticed and shall take place pursuant to the Ralph M Brown Act of 1953, as amended (hereafter, Brown Act).

The parliamentary procedure for conducting all meetings will be Rosenberg's Rules of Order.

The Board meets its obligations to the electorate by performing as a legislative, administrative and control body.

The Board may have standing committees and may appoint ad hoc committees as the need arises. The District's General Manager or Designee may serve as staff support to those committees.

In the discharge of their duties, Directors shall comply with all applicable local, state and federal laws, including ethics trainings as required by AB1234.

### **III. RESPONSIBILITIES**

#### **A. Responsibilities of the Board of Directors:**

- 1.** To select a General Manager as the Board's chief administrative officer and professional advisor and properly delegate to him or her the authority and responsibility to execute its' policies, enforce its rules and regulations, and administer the facilities, programs, and services of the District. Provide the General Manager with the necessary personnel and resources to carry out his or her responsibilities.
- 2.** To adopt a District budget that provides the best possible facilities, programs, and services, within the limits of fiscal responsibility, to the people of the District.
- 3.** To adopt a comprehensive set of Board policies and administrative procedures to govern the operation of the District. These policies and procedures shall be amended and revised as appropriate and shall be compiled and published in a Board Policies Manual. The District shall keep at its offices a master copy of such manual, which shall be kept for all purposes the official record of the Board policies of the District.
- 4.** By motion, resolution, or ordinance conduct the business of the District, taking those actions that ensure that satisfactory services are provided throughout the community.
- 5.** Keep informed on agenda items and on-going business of the Board.
- 6.** Be well informed on the provisions of laws, ordinances and resolutions as they affect conduct of the District and the Board.
- 7.** Attend meetings with promptness and regularity.
- 8.** Elect officers and confirm standing and ad hoc committee members and District representatives to external agencies.
- 9.** Initiate, review and approve plans that will satisfy future requirements, including a long-range plan (five (5) to ten (10) years).
- 10.** Review and act upon plans and recommendations submitted by the Board committees and the General Manager. This action includes adoption, rejection, amendment or return to committee.

11. Single Board members will not represent the whole of the Board in other open or closed meetings without prior sanction by the majority direction of the Board.

**B. GENERAL CONDUCT OF BOARD OF DIRECTORS AND OFFICERS**

**1. No member of the Board or Officers of the District shall:**

- a. Represent his or her position as that of the Board unless the Board has acted upon that position.
- b. Make unsolicited statements to anyone other than the Board during Board deliberations.
- c. Issue any writings or statements to the press or public without clearly distinguishing which statements are his or her own and which are established Board positions.

**2. Preparation and Commitment:**

- a. Shall respect the Board's commitment to work through the General Manager by requesting desired information about the District's programs/activities directly from him/her, by referring to him/her suggestions for new policies, for his/her professional advice, by refraining from acting on any complaint until after the General Manager has had an opportunity to investigate fully and report to the Board, and by wholeheartedly supporting Board approved actions of the General Manager and his/her staff.
- b. Accept the principle of Board unity or consensus by supporting majority decisions of the Board.
- c. Shall make decisions involving the welfare of the District based on factual information and evidence recognizing that personal feelings, opinions and other such factors are not conducive to sound decision making.
- d. Come prepared, ready to ask questions and make decisions.
- e. Do what is agreed upon.
- f. Respect confidentiality of Closed Session agenda items.
- g. Contact the General Manager prior to meeting for more information, if needed.

**C. ADDITIONAL RESPONSIBILITIES OF THE BOARD MEMBERS**

**1. Orientation of Board Members**

- a. The Board of Directors recognizes its responsibility in helping and assisting a newly elected or appointed Board member to understand the operation of the District as well as the roles and responsibilities of a member of the Board. The Board and General Manager shall assist each new member-elect to understand the Board functions, policies, procedures, roles, duties and responsibilities of members of the Board. The following methods shall be employed:

- b. The new member shall be given selected material on the duties and responsibilities associated with Board membership. These materials shall include, but are not limited to: The Government Code dealing with Community Services Districts, the Ralph M. Brown Act, the California Public Records Act, Board Policies, and any pertinent publications issued by the California Special Districts Association, the California Parks and Recreation Society and other agencies, as needed.
- c. As soon as practical after the new Board member assumes office, an orientation meeting with General Manager will be held prior to the first Board meeting to acquaint the new member with details of District operations.
- d. The incoming member may meet with the General Manager and members of his staff to discuss services they perform for the Board and the District.

## **2. Policy Violations**

- a. Board Members who intentionally or repeatedly do not comply with this Policy may be reprimanded or formally censured by the Board of Directors.

## **D. Responsibilities of a Committee Chairperson**

1. Undertake the specific tasks or assignments as established by the Board or Board President together with the participation of the other members of the committee.
2. Plan and schedule the necessary activities and obtain commitments for the necessary resources to complete the assignment.
3. Present a report on status and progress to the Board at appropriate times as designated by the President.
4. Prepare recommendations and justification for any proposed action and submit to the Board for decision and implementation when approved.
5. Provide overall leadership of the committee.
6. Perform the duties of a Board member if appropriate.



## Town of Discovery Bay - District Representative Listing 2015-2016

### Regional Committee Appointments

Committee Name	Location	Day and Time	Director Appointed	Alternate
Contra Costa County Aviation Advisory Committee	550 Sally Ride Dr. Concord or 500 Eagle Court, Byron	1st Thursday of the Month at 10:00 a.m.	Kevin	Bill
Contra Costa County Code Enforcement	3361 Walnut Boulevard Suite 140 Brentwood	4th or 5th Thursday of the Month at 1:30 p.m.	Bob	Bill
Contra Costa Special Districts Association	5019 Imhoff Place, Martinez	Quarterly	Bill	Mark
East Contra Costa County Fire Protection District Liaison	3231 Main Street, Oakley	1st Monday of the Month at 6:30 p.m.	Kevin	Chris
East County Water Management Association LAFCO Liaison	651 Pine 6th Floor, Martinez	2nd Wednesday of the Month 1:30 p.m.	President	Vice-President
Police Service (P6 Committee)	Community Center	Quarterly - TBD	Chris	Bill
School District Representative Liaison	14301 Byron Highway, Byron	3rd Thursday of the Month at 7:00 p.m.	Bob	Mark
Regional Transportation Agencies	As Necessary	As Necessary	Chris	Bob
			Mark	Kevin

### Board Sub-Committee Appointments

Committee Name			Director Appointed	Director Appointed
Finance Committee (Budget Sub-Committee, Investment Oversight Sub-Committee, Public Financing Authority Sub-Committee)			Bob	Mark
Communications Sub-Committee			Mark	Kevin
Parks and Recreation Sub-Committee (Community Center Sub-Committee, Park and Recreation Sub-Committee, Landscape Sub-Committee)			Chris	Bill
Water and Wastewater Sub-Committee			Bill	Kevin
Waterways Sub-Committee			Chris	Bob

\* Adoption of this Listing constitutes approval of the Board for attendance at meetings and representation of the Town of Discovery Bay, by the designated representative (or in that representative's absence, the alternate) concerning the subject for which the appointment is made but does not address the issue of whether such attendance may be compensated or whether expenses may be paid for such attendance, as those issues are addressed by law and by separate policy of the Board.



## Town of Discovery Bay - District Representative Listing 2015-2016

### Regional Committee Descriptions

**Contra Costa County Aviation Advisory Committee:** This involves attending meetings of this committee to discuss airport operations and activities.

**Contra Costa County Code Enforcement:** This involves meeting with public officials, public employees and community groups covering issues of code enforcement in, or affecting, the Town.

**Contra Costa Special Districts Association:** This involves attending meeting of the Contra Costa Special Districts Association.

**East Contra Costa County Fire Protection:** District Liaison: This involves attending meetings of the East Contra Costa County Fire Protection District, and meeting with public officials, public employees and community groups concerning issues of fire protection in, or affecting, the Town.

**East County Water Management Agency:** This involves attending meetings of this association, made up of representatives of local water and wastewater agencies to discuss, and exchange, information pertaining to water and wastewater operations.

**LAFCO Liaison:** This involves attending meetings of LAFCO when an issue affecting the Town is before LAFCO.

**Police Services (P6 Committee):** This involves meeting with public officials, public employees and community groups covering issues of police services in, or affecting, the Town.

**School District Representative Liaison:** This involves attending meetings of the School Districts, and meeting with public officials, public employees or community groups concerning issues affecting the relationship between the Town and the Town's residents and School Districts whose area involves any portion of the Town.

**Regional Transportation Agencies:** This involves attending meetings with public officials, public employees, and community groups concerning transportation issues affecting the residents of the Town.

### Board Sub-Committee Descriptions

**Finance Committee Includes:** Budget Subcommittee works with staff in the development of the District's annual Operating and Capital Improvement Program Budgets. The subcommittee may also meet periodically through the year to review existing budgets or to meet with staff to address budgetary issues. Investment Oversight Subcommittee is responsible for working with staff and financial advisors (when applicable) on making recommendations regarding the District's investment portfolio that are consistent with the District's Investment Policy. Public Financing Authority Subcommittee meets with staff, consultants, legal counsel, and other necessary individuals regarding the issuance of municipal debt of the Public Financing Authority on an as necessary basis.

**Communications Subcommittee:** The Communications Subcommittee is tasked with assisting in various methods of communication in which the Town of Discovery Bay communicates its activities, information, and mission to the public.

**Parks & Recreation Sub-Committee Includes:** Community Center Subcommittee works on the planning and future development of the Community Center. This may involve meetings with public officials, public employees, Town staff and developers concerning issues involving the Community Center project. Park and Recreation Subcommittee that meets with staff on park and recreation functions of the District. Landscaping Subcommittee works with staff on making recommendations involving all landscape areas within the Town's jurisdiction.

**Water and Wastewater Subcommittee:** The Water and Wastewater Subcommittee meets with staff, contractors, engineers, and other necessary individuals regarding matters pertaining to the Town's Water and Wastewater operations.

**Waterways Sub-Committee:** The Waterways Sub Committee seeks to find solutions to invasive water weed species while working cooperatively with regional and state agencies, including the California Department of Boating and Waterways, and local, state and federal representatives.

## MONTHLY OPERATIONS REPORT

November 2015

Town of Discovery Bay, CA

**2284** Days of Safe Operations

**103,311** worked hours since last recordable incident

### TRAINING:

Safety, Operations, & Equipment

Safety	Hours
West Monthly Regional Safety Webinar	4.0
Weekly Safety Topics	
Monthly Safety Topics	
Hearing Testing/Conservation	
Operations	

### REPORTS SUBMITTED TO REGULATORY AGENCIES

Monthly Discharge Monitoring Report (DMR)
Monthly electronic State Monitoring Report (eSMR)
Monthly Coliform Report, State Water Board (WD)

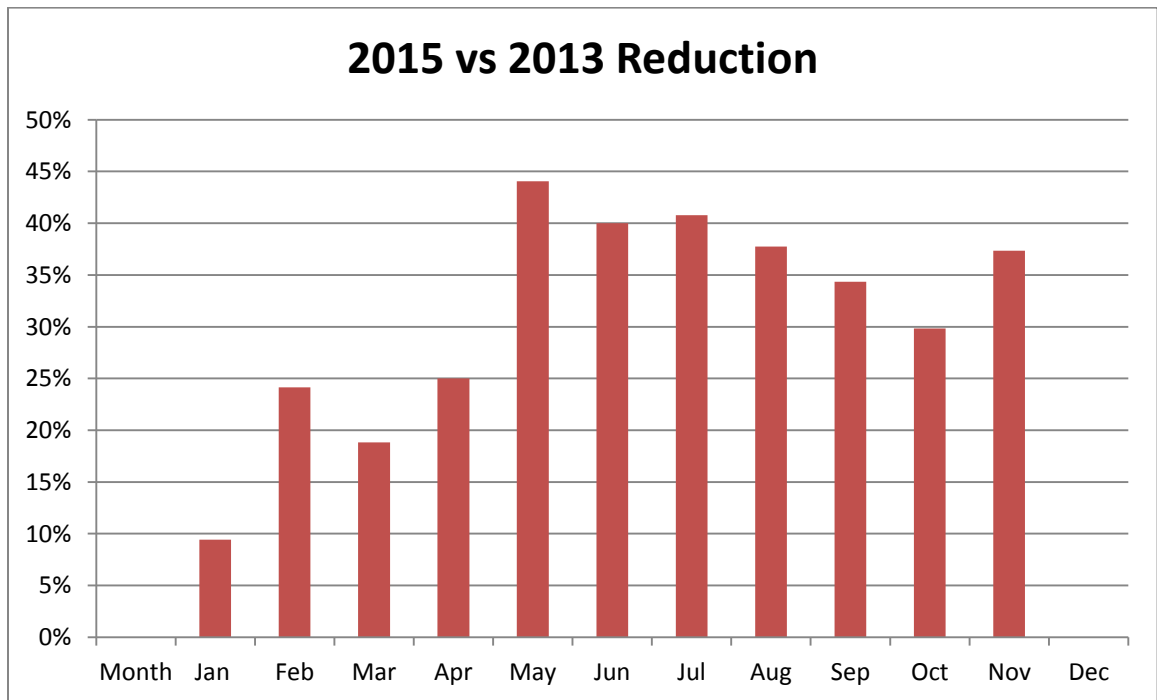
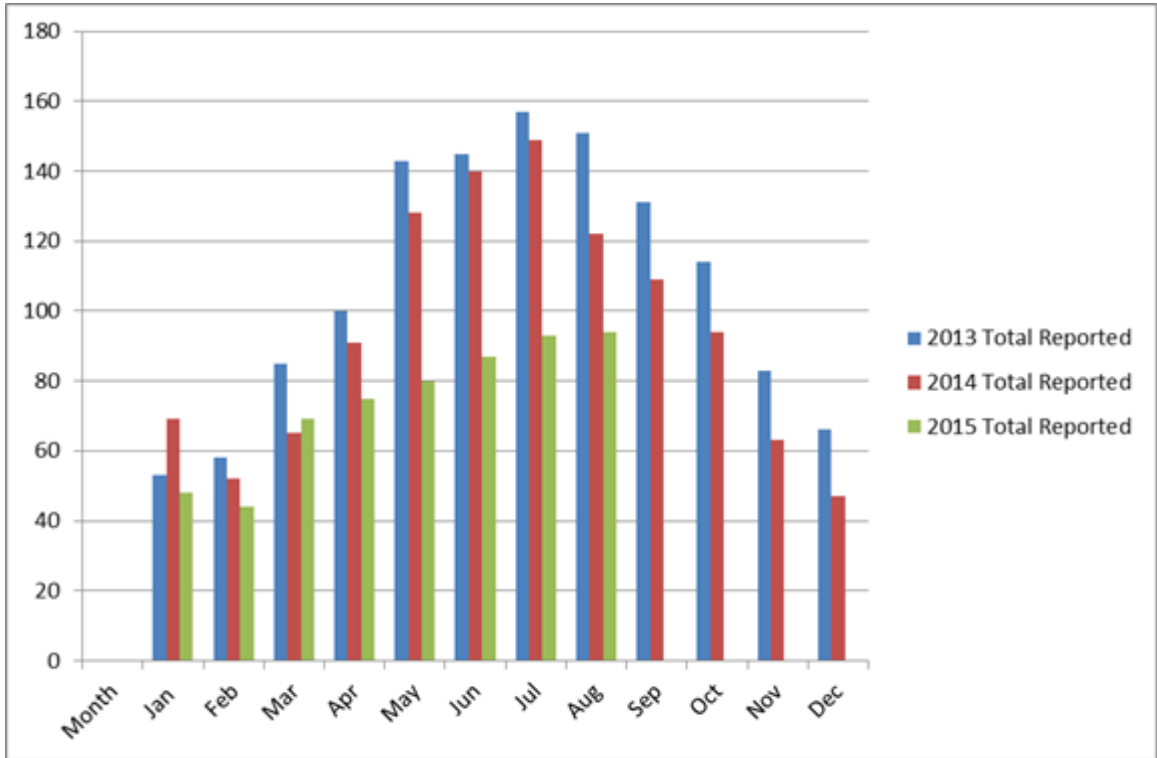
### WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
5	<b>52</b>	<b>2345</b>	<b>1</b>

*Note: Well 5 is off line, Replaced by Well #7*

### 2015 Water Production Table (MG) by Month

January	February	March	April	May	June
<b>48</b>	<b>44</b>	<b>70</b>	<b>75</b>	<b>80</b>	<b>87</b>
July	August	September	October	November	December
<b>93</b>	<b>94</b>	<b>86</b>	<b>80</b>	<b>52</b>	



**Reused Water:**

**1.3 MG – July**

**1.2 MG- October**

**1.9 MG – August**

**1.7 MG - November**

**5.4 MG- September**



**Bacteriological Test Results:**

<b>Routine Bacteria Samples Collected</b>	<b>No. Total Coliform Positives</b>	<b>No. Fecal/E. coli Positives</b>	<b>Brown Water Calls</b>
<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>

**WASTEWATER SERVICE**

**Wastewater Laboratory Analysis**

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>October Lab Data</i>	<i>November Lab Data</i>
Flow, MG Effluent, <b>monthly total</b>		33	<b>32.</b>
Flow, MG Daily Influent Flow, <b>avg.</b>	N/A	1.2	<b>1.3</b>
Flow, MG Daily Discharge Flow, <b>avg.</b>	<b>2.1</b>	1.1	<b>1.1</b>
Effluent BOD <sub>5</sub> , lbs/d, <b>monthly avg.</b>	<b>350</b>	16	<b>35</b>
Effluent TSS, lbs/d, <b>monthly avg.</b>	<b>525</b>	38	<b>42</b>
Effluent BOD <sub>5</sub> , mg/L, <b>monthly avg.</b>	<b>20</b>	2	<b>3</b>
Effluent TSS, mg/L, <b>monthly avg.</b>	<b>30</b>	4	<b>4</b>
Total Coli form 7 day Median Max	<b>23</b>	0	<b>0</b>
Total Coli form Daily Maximum	<b>240</b>	2	<b>0</b>
% Removal BOD <sub>5</sub> , monthly avg.	<b>85% min.</b>	99	<b>99</b>
% Removal, TSS, monthly avg.	<b>85% min.</b>	96	<b>94</b>
Electrical Conductivity, umhos/cm <b>annual avg.</b>	<b>2100</b>	2125	<b>2158</b>

Blue – new parameter added

**National Pollution Discharge Elimination System (NPDES)**

<b>NPDES Related Excursions</b>	<b>Permit Parameter</b>	<b>NPDES Parameter Limit</b>	<b>Actual Parameter Result</b>
<b>0</b>	<b>N/A</b>	<b>0</b>	<b>N/A</b>

**Bacteriological Test Results:**

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	7-Day Median Excursion
<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
<b>15</b>	<b>0</b>	<b>0</b>	<b>38.1</b>

**COLLECTION:**

- Flushing schedule to resume in the fall.
- CCTV completed
- Inspected 0 manhole & covers. 0 YTD
- Performed weekly lift station inspections.

**MAINTENANCE:**

**Preventive and Corrective**

Total # of WO's Completed	Total Hours
<b>161</b>	<b>4566</b>

**Work Order Back-Log**

Aging 8 - 30 Days	Aging > 30 Days
<b>41</b>	<b>38</b>

**Call & Emergency Responses**

Call Outs	Emergencies
<b>6</b>	<b>0</b>

**Personnel Hours & Overtime:**

Regular Hours	Overtime
<b>1344</b>	<b>29</b>

**TERMS**

WWTP

WASTEWATER TREATMENT PLANT

WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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

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No Back Up  
Documentation  
For Agenda Item I-1



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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

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No Back Up  
Documentation  
For Agenda Item J



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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

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No Back Up  
Documentation  
For Agenda Item K



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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

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No Back Up  
Documentation  
For Agenda Item L

FINAL



**CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MINUTES OF MEETING  
September 10, 2015**

**MEETING CALLED:** Chair Ronald Reagan called the meeting to order at 10:01 a.m. at the Director of Airports Office.

**PRESENT:** **Mike Bruno, Vice Chair, CCC Airports Business Association**  
**Maurice Gunderson, Member at Large**  
**DeWitt Hodge, Secretary, Member at Large**  
**Keith McMahon, City of Concord**  
**Derek Mims, City of Pleasant Hill**  
**Rudi Raab, District I**  
**Ronald Reagan, Chair, District III**  
**Russell Roe, District V**  
**Tom Weber, District IV**

**ABSENT:** **Roger Bass, District II**  
**Tina Dodson, DVC**

**STAFF:** Keith Freitas, Director of Airports  
Beth Lee, Assistant Director of Airports  
Judy Evans, Clerical

**OPENING COMMENTS  
BY CHAIR:** Ronald Reagan expressed his thanks to those in attendance and asked for introductions.

**PUBLIC COMMENT  
PERIOD:** None

**APPROVAL OF  
MINUTES:** **Moved by Maurice Gunderson; seconded by Mike Bruno. Approved unanimously. Yes: Mike Bruno, Maurice Gunderson, DeWitt Hodge, Derek Mims, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: Keith McMahon. Absent: Roger Bass, Tina Dodson.**



**APPROVAL OF  
CONSENT ITEMS:**

Moved by Mike Bruno; seconded by Maurice Gunderson. Approved unanimously. Yes: Mike Bruno, Maurice Gunderson, DeWitt Hodge, Keith McMahon, Derek Mims, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Roger Bass, Tina Dodson.

**PRESENTATION/SPECIAL REPORTS:**

**a. AAC Tenant Recognition Award Presentation**

Ronald Reagan announced that Civil Air Patrol was awarded the AAC Tenant Recognition Award last month for their role in locating the Buchanan aircraft that went missing and wanted it reflected officially on the record since the award was not presented during the meeting.

Mike Bruno presented the AAC Tenant Recognition Award to Scott Achelis, Richard Johnson, and Roland Williams, for fulfilling an ailing young boy's dream to fly in an airplane and participate in other aviation related activities.

**b. Aircraft Display - Maurice Gunderson and DeWitt Hodge**

Maurice Gunderson and DeWitt Hodge gave a PowerPoint presentation on the Aircraft Display program.

- The ultimate location for this project is the transient ramp. However, initially, the display area will be at the Clubhouse and the East Ramp during the trial phase. DeWitt Hodge explained that the Clubhouse location would allow for safe public interaction with pilots and aircraft.
- MDPA already has a monthly historic aircraft display program. Maurice Gunderson and DeWitt Hodge would like to see this program expanded considerably. MDPA has agreed to take on promotional, organizational, and administrative responsibilities. Mr. Gunderson and Mr. Hodge will attend the next MDPA board meeting to discuss the details of the collaboration.
- AAC members gave their input and expressed their gratitude to Mr. Gunderson and Mr. Hodge for their efforts on this project. Mr. Gunderson reminded everyone that Bill Austin also deserves credit for starting this project and for the amount of work he put into it prior to the involvement of the current project team.
- Members of the public provided their input.
- The project team hopes to have the Aircraft Display area up and running in November.
- Ronald Reagan requested MDPA to come and make a presentation since they are taking a lead role in the Aircraft Display program.

**DISCUSSION/ACTION ITEMS:**

**a. Items Pulled from Consent**

None

**b. Buchanan Field/Byron Construction**

**Byron Airport** - Keith Freitas reported that the Airport has secured approximately \$815,000 in FAA funding for the Byron pavement enhancement project. The project is expected to begin around September 28, 2015, and will take about 45 days. Pavement markings will be removed, pavement will be rejuvenated and slurry sealed, markings will be repainted and signs will be replaced. All Byron tenants will be notified and Airports staff will meet with the Patriots Jet Team, Northern California Soaring Association, and Bay Area Skydiving regarding project logistics. The intent is to keep one runway open during the project, but depending on winds, it is possible that the cross-wind runway may not be available.

**Buchanan Field** – East Ramp pavement project is on schedule. When the asphalt was removed, it was discovered that the electrical conduit was damaged. The Airport is working with PG&E to repair the problem. Keith gave a brief overview of the work being performed and said that the pavement should last another 40 to 50 years. He also explained that some of the work is being done behind the hangars so the workers may not be visible at times. The project should be completed by the end of October.

**c. Economic Development Incentive Program (EDIP)**

Beth Lee went over the results of the rankings by the EDIP group and the AAC:

**Both Airports**

1. Marketing/Public Relations
2. Remove Dilapidated Aircraft
3. Improve Maintenance
3. Bring More People to Airports

**Buchanan Field**

1. Improve Airport Signage
2. Develop Heart of Airport
2. Display Area
3. Install Gutters
3. Storage Area

**Byron Airport**

1. Runway Extension
2. Utility Connections
3. Jet A Fuel

Airports staff will use the stakeholder report to make a recommendation to the Airport Committee. This list helps to focus primary energy, but all items will stay on the list and will be re-addressed as opportunities present themselves.

On behalf of the committee, Ronald Reagan expressed his appreciation to the EDIP group.

**d. October Meeting Location**

The October 8, 2015, meeting will be held in the Administration building at Byron Airport.

**e. Outreach Meeting – Russell Roe**

Russell Roe explained that several years ago, the AAC held meetings in other locations in order to get more involvement from the public and let them know that the AAC cares about the entire county. Mr. Roe suggests doing this once or twice a year or at least every couple of years. The committee would have to come to an agreement about where to have the meeting and contact the venue and make arrangements.

Ronald Reagan suggested a high school or local college to get input from students and to educate them. Tom Weber added that it is important to look to the venues to

promote the meetings in their local communities to ensure there is community interest and ensure attendance at these off-site meetings.

DeWitt Hodge suggested this may be an opportunity to make presentations in the community to promote the Airport and let them know why the Airport is important to our communities.

Mike Bruno asked Airports staff if coordinating outreach meetings could be easily executed. Keith Freitas responded that unless an area has an issue with the Airport, participation would be doubtful. Beth Lee stated that a more proactive way to reach out to communities is to get on the agenda of a meeting that they already have scheduled, i.e. city council or town council meetings, and bring the information to them. If there is interest, then the AAC may be invited back to do another meeting.

**f. Aviation Museum**

Mike Haus is interested in the TDMC hangar as the location for the Vietnam Helicopter Museum. The TDMC hangar was originally set up to be a Fixed-Base Operator (FBO), but the FBO-required office facilities were not constructed and, per the lease, it reverted to an executive hangar use with a rental rate associated with that type of use. He is proposing to generate income for the Airport in order to offset the rent for the next 30 years, and is requesting the County to revise the lease to reflect this arrangement. He proposes building hangars to offset the rent.

Ronald Reagan likes the idea of the museum, but requested that Mr. Haus provide a written business plan describing how he would provide the income to offset the rent without the Airport losing any revenue.

Several members of the AAC and a member of the public encouraged Mr. Haus to submit a written proposal. Numerous individuals expressed that the emotional support is there, but it is essential to have something that the committee can review in order to give any recommendation on the proposal.

Tom Weber requested that Airports staff provide a brief overview of the TDMC lease and changes over time, plus executive hangar rates for a future meeting.

Ronald Reagan formally requested Mike Haus to make a formal presentation with a written business plan to the AAC for the Museum project.

## **UPDATES/ANNOUNCEMENTS**

**a. What is happening at Buchanan Field & Byron Airports/Other Airports**

Already discussed.

**b. Airport Land Use Commission (ALUC) Update**

Tom Weber gave the following update on the ALUC:

- There will be an ALUC meeting to review rates and charges as Airport Enterprise Fund is currently paying for the DCD staffing of the ALUC.
- The City of Pleasant Hill is going forward with retail oriented plans for the DVC Plaza.

- There is an opening on the ALUC for the At Large position and it closes in about a week.

**c. AAC Announcements**

Ronald Reagan announced that Martin Engelmann, from the Contra Costa Transportation Authority will be at the AAC meeting in Byron next month (October 8, 2015) to discuss the Byron Airport connector project.

**d. Airport Staff Announcements**

None

**FUTURE AGENDA ITEMS/COMMENTS**

- Byron Airport Connector – Martin Engelmann, Contra Costa Transportation Authority
- Aircraft Display – MDPA Maurice Gunderson
- Outreach Meetings – Russell Roe
- Executive Hangar Rates

**ADJOURNMENT:** The meeting was adjourned by the Chair at 11:50 a.m.

**DRAFT**



**CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MINUTES OF MEETING  
October 8, 2015**

**MEETING CALLED:** Chair Ronald Reagan called the meeting to order at 10:03 a.m. at the Byron Airport Administrative Office.

**PRESENT:** **Roger Bass**, District II  
**Mike Bruno**, Vice Chair, CCC Airports Business Association  
**Tina Dodson**, DVC  
**Maurice Gunderson**, Member at Large  
**Ronald Reagan**, Chair, District III  
**Russell Roe**, District V  
**Tom Weber**, District IV

**ABSENT:** **DeWitt Hodge**, Secretary, Member at Large  
**Keith McMahon**, City of Concord  
**Derek Mims**, City of Pleasant Hill  
**Rudi Raab**, District I

**STAFF:** Keith Freitas, Director of Airports

**OPENING COMMENTS  
BY CHAIR:** Ronald Reagan thanked the assembly for their interest and involvement in the meeting and proceeded with roll call and introductions.

**PUBLIC COMMENT  
PERIOD:** None

**APPROVAL OF  
MINUTES:** Moved by Maurice Gunderson; seconded by Mike Bruno. Approved unanimously. Yes: Roger Bass, Mike Bruno, Tina Dodson, Maurice Gunderson, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: DeWitt Hodge, Keith McMahon, Derek Mims, Rudi Raab.

**APPROVAL OF  
CONSENT ITEMS:**

Moved by Mike Bruno; seconded by Maurice Gunderson. Approved unanimously. Yes: Roger Bass, Mike Bruno, Tina Dodson, Maurice Gunderson, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: DeWitt Hodge, Keith McMahon, Derek Mims, Rudi Raab.

**PRESENTATION/SPECIAL REPORTS:**

**a. Byron Airport Connector—Contra Costa Transportation Authority**

Martin Engelmann, Deputy Executive Director for Planning at the Contra Costa Transportation Authority (CCTA), gave a brief update on the TriLink (SR 239) project. The project will address logistical issues and includes:

- Freeway connecting Tracy to Brentwood
- Improvements to Byron Highway
- Improvements to Airport Connector to make a good connection between Vasco Road and Bryon Highway (along Armstrong Road)
- Create a new highway link connecting the Valley to Highway 4

Steven R. Morton, Project Manager from Parson's Transportation Group discussed what has already been done and future plans for the project.

- Contra Costa County was awarded a \$14,000,000 grant in 2005
- TriLink study was transferred to CCTA in 2012
- Environmental issues include:
  - Planned development in Mountain House and Tracy
  - Farmland on the Delta side
  - Land acquired for conservation through habitat conservation plans
  - Alkali soils
  - Vernal pools
  - Pre-existing infrastructure i.e. aqueducts and transmission lines
  - Wind resource area
  - Delta protection zone
  - Byron Hot Springs – a historical site
- The TriLink program was developed as a series of projects so that it could be implemented incrementally as funding becomes available.
- Three freeway route options will be taken to the environmental process
- Other improvements include:
  - Improvements to Byron Highway called South Link
  - Airport connector to connect Byron Highway and Vasco Road
  - Long-term vision to establish transit from Tracy ultimately to Brentwood
- Benefits of the project include:
  - Potential to reduce traffic by 10%
  - Help realize planned economic growth (project is not intended to generate new growth)
  - Opportunities in manufacturing logistics
- Website: [www.trilink239.org](http://www.trilink239.org)
- Next Steps:
  - Obtain additional funding (\$100,000,000)
  - Investigate potential for public-private partnership (P3)

- Look at other funding opportunities
- Put together funding and delivery plan
- Mr. Morton and Mr. Engelmann answered questions and took comments from the public and the AAC members.

Ronald Reagan gave his comments.

- He fully supports the 239 project and appreciates all the work that has been done to date.
- Byron Airport is subsidized by the Airport Enterprise Fund in the amount of approximately \$500,000 per year.
- Would like to see Byron Airport be self-sustaining and the way to do that is to create access to the Airport.
- Stressed the importance of the extender to Armstrong Road within 3-5 years as it would create business and job opportunities.
- When Byron Airport is self-sustaining, money would be available to do needed work at Buchanan Field.
- Access to Byron Airport must be a priority.

## DISCUSSION/ACTION ITEMS:

### a. Items Pulled from Consent

None

### b. Buchanan Field/Byron Construction

Keith Freitas gave an update on both Airports

**Buchanan Field** – East Ramp pavement project is on schedule and tenants could move in as early as Friday, October 9, 2015. Fencing still needs to be completed.

**Byron Airport** – Byron pavement project begins Monday, October 12, 2015. It is about a 45-day project which includes rejuvenation of the asphalt on taxiways and runways, removing and re-marking pavement markings, and replacement of Airport signs. One runway will be closed at a time, each for about a week. Will coordinate with tenants to move them to tie-downs when work is being done between the taxi-lanes.

### c. Economic Development Incentive Program (EDIP)

Keith Freitas reported that a final recommendation was made to the Airport Committee based on feedback from the EDIP group and AAC. Supervisor Mitchoff and Supervisor Piepho both supported the recommendation and requested Airports staff to make a presentation to the full Board of Supervisors early next year.

### d. AAC Member Representation

Ronald Reagan briefly explained that the AAC was asked to consider the possibility of another At Large position for the DVC district. However, if Tina Dodson decides she would like to be reappointed as the DVC representative then this will not happen. Mr. Reagan requested to put this agenda item off until next month's meeting.

### e. Aircraft Display – Mt. Diablo Pilots Association (MDPA) Maurice Gunderson

Maurice Gunderson, incoming president of the Mount Diablo Pilots Association, gave a brief update on the Aircraft Display Area project. The people in charge of the

current MDPA Historic Aircraft Display are very interested in expanding the program to attract people from outside the area as well as the general public.

Tom Weber commented that the AAC should reach out within the community as well as outside the community by attending the various flight club meetings.

Mr. Gunderson added that Keith Freitas began attending flight club meetings this year and that level of involvement has attained positive results.

**f. Super Bowl Aircraft Parking**

Keith Freitas reported that Super Bowl 50 will be in Santa Clara (49er's Stadium) the first weekend of February 2016, and will be an extremely busy time from an aviation perspective. From Thursday, February 4, 2016, through Sunday, February 7, 2016, reservations will be required when taking off and landing in most Bay Area airports.

Approximately 1200 corporate jets are expected in the Bay Area during the Super Bowl. The County is requesting bids from the Fixed-Base Operators (FBO's) for aircraft parking spaces at Buchanan Field.

Ronald Reagan asked what kind of transportation services will be provided for people flying into the County Airports. Mr. Freitas responded that the FBO's will handle transportation issues.

**g. 120 Acre Parcel Donation**

Keith Freitas explained that there is a 120 acre parcel along Armstrong Road near Byron Hot Springs that is being offered as a donation to the County. This land has already been designated as mitigation land (environmentally protected land) and would be managed by the County.

## **UPDATES/ANNOUNCEMENTS**

**a. What is happening at Buchanan Field & Byron Airports/Other Airports**

Nothing more to add

**b. Airport Land Use Commission (ALUC) Update**

Tom Weber reported that at the last ALUC meeting they discussed the fee schedule for the land use permit process. He explained that the Airport Enterprise Fund currently funds the Department of Conservation & Development (DCD) staffing of the ALUC. The ALUC is working on a fee recovery program.

There is currently a vacant position on the ALUC and there are three applicants. It is an At Large position so it does not have to go to the Board of Supervisors for approval.

Ronald Reagan added that Jamar Stamps, Senior Planner for DCD, did a study regarding the fee schedule and discovered that most airports charge for these fees.



c. **AAC Announcements**

None

d. **Airport Staff Announcements**

None

**FUTURE AGENDA ITEMS/COMMENTS**

- Tom Weber has requested a representative of the Mariposa Power Plant to come to a future AAC meeting to discuss pilot/aviation related concerns regarding impact and safety issues.
- AAC Member Representation

**ADJOURNMENT:** The meeting was adjourned by the Chair at 11:36 a.m.



# EAST CONTRA COSTA FIRE PROTECTION DISTRICT

## Meeting Minutes Board of Directors Regular Meeting

**Monday November 2, 2015 – 6:30 P.M.**  
Meeting Location: 3231 Main Street, Oakley

<b>BOARD OF DIRECTORS</b>		
Greg Cooper	Joel Bryant-President	Randy Pope
Robert Kenny	Ronald Johansen-Vice President	Stephen Smith
Jonathan Michaelson	Cheryl Morgan	Joe Young

**CALL TO ORDER:** (6:30 P.M.)

**PLEDGE OF ALLEGIANCE:** (6:30 P.M.)

**ROLL CALL:** (6:31 P.M.)

Directors Present: Bryant, Cooper, Kenny, Johansen, Michaelson, Pope,  
Smith, Young

Directors Absent: Morgan

**PUBLIC COMMENTS:** (6:31 P.M.)

There were three (3) public speakers – Mark Whitlock, Jessie LaChance Mellan and Hal Brey. Mr. Whitlock provided a letter from Ms. Jean Gearhart for the record.

**CONSENT CALENDAR:** (6:43P.M.)

**C.1** Approve Minutes from October 5, 2015 Regular Board of Directors Meeting

**C.2** Approve the Board of Directors Meeting Schedule for 2016

**Motion by:** Director Smith to approve consent item C1 & C2

**Second by:** Director Johansen

**Vote:** Motion carried: 8:0:0

**Ayes:** Bryant, Cooper, Kenny, Johansen, Michaelson, Pope, Smith, Young

**Noes:**

**Abstained:**

**Absent:** Morgan

## DISCUSSION ITEMS:

(6:44 P.M.)

- D.1** Receive Report from and Accept Recommendations of Multi-Jurisdictional Task Force to Address Emergency Responses in East Contra Costa County

Fire Chief Henderson and Brentwood City Manager Gus Vina presented this item together, with input from Vince Wells.

There was one (1) public speaker – Sue Higgins

**Motion by: Director Pope to receive the report from and accept recommendations of the Multi-Jurisdictional Task Force to address emergency response in East Contra Costa County, and adopt the associated resolution with two amendments to the: 1) In recommendation 3, replace “District Fire Chief” with “District Board of Directors,” 2) In recommendation 5, clarify that the consultant(s) will be engaged “by the Task Force.”**

**Second by: Director Smith**

**Vote: Motion carried: 6:2:0**

**Ayes: Bryant, Cooper, Johansen, Michaelson, Pope, Smith**

**Noes: Young, Kenny**

**Abstained:**

**Absent: Morgan**

**Motion by: Director Smith to request the Task Force to work with Director Young to review budget information and reflect reconciled budget numbers in any MOU proposed for approval.**

**Second by: Director Pope**

**Vote: Motion carried: 5:3:0**

**Ayes: Bryant, Cooper, Johansen, Pope, Smith**

**Noes: Young, Kenny, Michaelson**

**Abstained:**

**Absent: Morgan**

(8:45 P.M.)

- D.2** Award a Contract to Citygate Associates, LLC to Develop a Standards of Coverage and Headquarter Staffing Master Plan at a Cost Not to Exceed \$64,000.

There were one (1) public speakers – Doug Knowles

**Motion by: Director Michaelson to approve award a Contract to Citygate Associates, LLC to Develop a Standards of Coverage and Headquarter Staffing Master Plan at a Cost Not to Exceed \$64,000**

**Second by: Director Young**

**Vote: Motion carried: 8:0:0**

**Ayes: Bryant, Cooper, Kenny, Johansen, Michaelson, Pope, Smith, Young**

**Noes:**

**Abstained:**

**Absent: Morgan**

(9:05 P.M.)

**D.3** Award a Contract to Bartel Associates, LLC to Perform an Actuarial Valuation of the District's Retiree Health (OPEB) Obligations at a Cost Not to Exceed \$13,600

**Motion by: Director Young to approve award a Contract to Bartel Associates, LLC to Perform an Actuarial Valuation of the District's Retiree Health (OPEB) Obligations at a Cost Not to Exceed \$13,600**

**Second by: Director Smith**

**Vote: Motion carried: 8:0:0**

**Ayes: Bryant, Cooper, Kenny, Johansen, Michaelson, Pope, Smith, Young**

**Noes:**

**Abstained:**

**Absent: Morgan**

(9:15 P.M.)

**D.4** Receive Update on District's Work to Improve Transparency.

Staff is currently working on making improvements to the District website and the staff is also beginning work on several new Board policies.

(9:23 P.M.)

**D.5** Receive Operational Update for October 2015

Chief Henderson gave the Operational Update for October 2015.

There was one (1) public speakers – Jessie LaChance Mellan

**INFORMATIONAL STAFF REPORTS: (9:31 P.M.)**

Chief Henderson gave an update regarding the LAFCO team being in the district on 11/03/2015 @ 9:00 am and additional dates will be needed.

Chief Henderson informed the Board that the December meeting will include a retirement presentation and service awards.

**DIRECTORS' COMMENTS: (9:33 P.M.)**

Director Smith attended a meeting for proposed Safety Sales tax for 2016 Ballot, which may not be realistic until maybe 2018. The Finance Committee gave staff direction to come back to the Committee in December with potential steps for implementing fees for service such as a First Responder / Medical Response Fee, and a fee for responding to traffic accidents, as well as fines for illegal burns etc.

Director Pope asked that future Staff Reports identify budgetary impacts of proposals and information concerning whether proposed costs were already budgeted or will be needed from other sources.

**INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS: (9:38 P.M.)**

**NONE**

**RECESS TO CLOSED SESSION ON THE FOLLOWING MATTERS: (9:38 P.M.)**

1. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6  
Agency Designated Representatives: Fire Chief and Glenn Berkheimer  
Employee Organization: International Association of Fire Fighters, Local 1230
2. Public Employee Performance Evaluation Pursuant to Government Code Section 54957(b)(1)  
Title: Fire Chief

Director Michaelson left the meeting at 10:04 P.M.

**REPORT ON THE CLOSED SESSIONS: (11:18 P.M.)**

Item # 1 – Direction was provided to Staff

Item # 2 – The Board accepted the Fire Chief's self-assessment of the first quarter and will schedule a mid-year review

**ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: December 7, 2015:  
(11:18 P.M.)**

**Motion by: Director Bryant to adjourn to the next Regular Board Meeting scheduled on November 2, 2015**



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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

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