



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

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

Wednesday July 18, 2018

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

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

### REGULAR MEETING 7:00 P.M.

#### A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – President Graves.
2. Pledge of Allegiance – Led by President Graves.
3. Roll Call – All present with the exception of Vice-President Mayer and Director Steele.

#### 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 East Contra Costa Fire Protection District and Discovery Bay Joint special meeting minutes for June 19, 2018.
2. Approve DRAFT minutes of regular meeting for June 20, 2018.
3. Approve Register of District Invoices.
4. Approve Agency Comment Request – Land Use Permit Application – Wine Bar and Restaurant LP18-2019.
5. Approve Board Member attendance and activity participation at the 2018 CSDA Conference in Indian Wells, September 24, 2018 through September 27, 2018.

Public Comment Regarding:

- C-4 – Board authority for the Land Use Application.
- C-5 – Not in favor of Board attendance at the 2018 CSDA Conference.

President Graves – Stated that the Town of Discovery Bay is an advisory council to the County. The County requests the Town of Discovery Bay Board submit comments related to the Land Use Permit Applications.

Director Leete – C-4 Land Use Permit Application response added to the comments sent to the County; “Polling the neighborhood for noise” from the Wine Bar and Restaurant.

Legal Counsel Attebery – Stated that the comment “Polling the Neighborhood for noise” to be added to the motion.

Motion by: Director Pease to approve the Consent Calendar with the additional comments for Consent Item C-4; “Polling the neighborhood for noise” from the Wine Bar and Restaurant.

Second by: Director Leete

Vote: Motion Carried – AYES: 3 – President Graves, Director Leete, Director Pease, NOES: 0; ABSENT: 2 – Vice President Mayer, Director Steele.

#### D. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report.

Battalion Chief Ross Macumber – Provided the details regarding the East Contra Costa Fire Protection District report for the month of June, and announced a reminder of the Strategic Planning Meeting, July 19, 2018.

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

1. Veolia Report – Month of June 2018.

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

**F. PRESENTATIONS**

1. Lions Club Summer Jam Check Presentation.

Recreation Programs Supervisor Kaiser – Postponing the Lions Club Summer Jam Check Presentation until the next meeting.

**G. BUSINESS AND ACTION ITEMS**

1. Open the Public Hearing to consider Town of Discovery Bay CSD Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessment Report for the Fiscal Year 2018-2019; continue collection of assessments on County Tax Roll and adoption of Resolution No. 2018-09, allowing for a 0% assessment increase.

President Graves – Opened the Public Hearing regarding Resolution No. 2018-09 Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessment Report for the Fiscal Year 2018-2019.

Finance Manager Breitstein – Provided the details regarding the Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessment Report for the Fiscal Year 2018-2019.

Public Comment Regarding:

- Collected money not used for the maintenance within the Zones.

Finance Manager Breitstein – Provided the details regarding Zone 8 and 9 maintenance; conservative management for the Zones, and money collected for Zone 8 and 9 was expended.

President Graves – Closed the Public Hearing.

Motion by: Director Pease to approve and adopt Resolution 2018-09 confirming the Engineer's Report and ordering the levy and collection of charges for the annual assessment for Ravenswood Improvement District Assessment within the Town of Discovery Bay Community Services District for the Fiscal Year 2018-2019; continue collection of assessments on County Tax Roll for Ravenswood Landscape, Park, Lighting and Open Space Improvements District.

Second by: Director Leete

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

2. Discussion and Possible action regarding the Discovery Bay Palm Tree Pruning – Annual Maintenance Program.

Parks and Landscape Manager Miller – Provided the details regarding the annual maintenance for the Discovery Bay Palm Tree Pruning.

Motion by: Director Leete to award Purchase Order to Commercial Tree Care in the Amount of \$17,910.00.

Second by: Director Pease

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

3. Discussion and Possible action regarding the Award of Bid for the Wastewater Master Plan 2018 Update to Lowest Responsive Bidder.

Water and Wastewater Manager Koehne – Provided the details regarding the Wastewater Master Plan 2018 update related to the RFP sent out along with the NPDES Permit and Denitrification.

Motion by: Director Pease to authorize the award of bid for the Wastewater Master Plan 2018 Update, to the lowest Responsive Bidder in the amount listed on the bid with an allowance for 10% change orders; and authorize the General Manager to execute all contract documents.

Second by: Director Leete

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

**H. DIRECTORS' REPORTS**

**1. Standing Committee Reports.**

Director Leete – Provided the details of the Contra Costa Special District Association meeting regarding a LAFCO Municipal Service Reviews (MSR) along with being appointed to the Treasurer Oversight Committee.

President Graves – Provided the details regarding Board attendance of the East Contra Costa Fire Protection District and Discovery Bay Joint special meeting on June 19, 2018.

**2. Other Reportable Items – none.**

**I. MANAGER'S REPORT**

None

**J. GENERAL MANAGER'S REPORT**

General Manager Davies – Provided the details from the 20<sup>th</sup> Anniversary Celebration; success and recognized staff.

The Board thanked Executive Assistant Heintz for the work on the Event including the Museum.

**K. CORRESPONDENCE RECEIVED**

**1.** Received – Contra Costa County Aviation Advisory Committee DRAFT meeting minutes for April 12, 2018.

**2.** Received – Contra Costa County Aviation Advisory Committee DRAFT meeting minutes for May 10, 2018.

**3.** Received – Discovery Bay P6 Citizen Advisory Committee DRAFT meeting minutes April 11, 2018.

**L. FUTURE AGENDA ITEMS**

None

The regular meeting adjourned at 7:23 p.m. to the Closed Session.

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

(Government Code Section 54957.7)

Legal Counsel Attebery – The Board is now adjourning into closed session regarding item N-1.

**N. CLOSED SESSION:**

**1.** Conference with Labor Negotiator Pursuant to Government Code Section 54957.6

Agency Designated Representative: Michael R. Davies

Unrepresented Employee: All TODB Employees

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

(Government Code Section 54957.1)

Legal Counsel Attebery – Reporting from Closed Session on item N-1 and there is no reportable action.

**P. ADJOURNMENT**

**1.** The meeting adjourned at 7:55 p.m. to the regular meeting on August 1, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 07-20-18

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