



Town of Discovery Bay  
"A Community Services District"  
**AGENDA REPORT**

**Meeting Date**

January 18, 2017

**Prepared By:** Rod Attebery, Legal Counsel  
**Submitted By:** Michael Davies, General Manager

MRD

**Agenda Title**

Consider approving the proposal by the Board President to make modifications to the Board Bylaws and Policies related to staff sub-committees and regional committees.

**Recommended Action**

Board consideration and action as necessary

**Executive Summary**

Director Leete prepared a proposal (see attached below) to amend the Board Policy from a sub-committee structure into "Standing Committees". This subject matter is entirely at the discretion of the Board. The Board has the ability to change policy and the manner in which current activities occur is entirely within their purview.

**History:**

The General Manager has created Committees with Board members who volunteer to sit on these Committees. The committees are facilitated by staff and consultants and allow for the ability to meet with two members of the Board to discuss matters affecting the District. These subjects can cover any topic of interest. Staff utilizes these meetings to discuss a variety of options, considerations, and strategies regarding projects, operational matters, and other items affecting the District. Eventually, these topics make their way to the full Board in either an action to be taken or as informational items. Meetings take place as needed, and are informal in nature. Many times, there is not an agenda that is prepared as the subject matter may be brief. Only one committee meets regularly. The Water and Wastewater Committee generally meets the 4<sup>th</sup> Wednesday of the month at 3:00 p.m. The reason for the regular schedule is that many people require coordination including staff, project engineers, and Veolia staff.

The Board Bylaws (most recently amended on February 4, 2015), Section 2, Terms and Responsibilities (of the Board) refer to these committees as Staff Sub Committees. In reality, however, they are more advisory in nature.

**Financial Implications:**

Board members are eligible for a stipend in the amount of \$115.00 for each Brown Act meeting that they are authorized to attend or "day of Service" as defined by the Brown Act. By creating additional standing committees, or temporary advisory committees that are subject to the Brown Act, Board member attendance at the committee meetings will create additional cost to the District.

**Staffing Impacts:**

The transition from informal staff committee meetings/advisory committees to standing committees will have a measurable impact on staff. The additional time to draft agendas, reports, prepare minutes, attend and record meetings, will result in additional staff time and expense that has yet to be assessed.

Staff is prepared to discuss this matter with the Board.

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The attached discussion more specifically details the issues related to this matter.

**Fiscal Impact:**

**Amount Requested \$ None at this time.**

**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 4, 2015 Amendment to Board Bylaws

**Attachments**

1) Analysis and Proposal from Director Leete; 2) Current list of Sub-Committee assignments; 3) Board Bylaws in Redline Format with Suggested Changes, Resolution No. 2017-04

**AGENDA ITEM: F-4**

## Board Committee Discussion and Proposal By Member Leete

### **Town of Discovery Bay Policy on Committees**

The Board Policy of the Town of Discovery Bay allows the Board to have standing committees, and gives the Board the power to appoint ad hoc committees as the need arises. The Board Policy also states that the general manager or designee may serve as staff to support those committees. *Town of Discovery Bay CSD Board Policy* (Amended February 18, 2015). Currently, the Town has committees called "Board Subcommittees" that are comprised of two (2) board members and staff and are advisory in nature.

### **Brown Act**

The Ralph M. Brown Act ("Brown Act") applies specifically to the "meetings" of "legislative bodies" of all local agencies in California (Gov. Code §§ 54951, 54952). The Brown Act does not apply to individual decision makers who are not elected, or appointed members of legislative bodies such as agency department heads when they meet with advisors, staff, colleagues, or anyone else. Similarly the Brown Act does not apply to multi-member bodies which are created by an individual decision maker. (75 Ops.Cal.Atty.Gen. 263, 269 (1992); 56 Cal.Ops.Atty.Gen. 14, 17 (1973).)

Committees are subsidiary bodies of a local agency created by charter, ordinance, resolution or formal action of a legislative body. (Gov. Code § 54952(b).) There are different types of committees and some are considered independent legislative bodies that are subject to the Brown Act. While, there are also temporary committees that are created for a specific purpose and the Brown Act does not apply. Each type of committee is briefly described below and a summary table is provided.

### **Committees as Legislative Bodies Subject to the Brown Act**

1. **Standing committees** of a legislative body, irrespective of their composition, have either: (1) a continuing subject matter jurisdiction, or (2) a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body. § 54925(b). Standing committees are comprised of less than a quorum of the governing body and are subject to the Brown Act. As an example, if a governing body creates long-term committees on budget or finance or on public safety, those are standing committees subject to the Brown Act.

2. Boards, committees, and commissions that are **created by statute or ordinance** are subject to the Act even if they are under the jurisdiction of an individual department head. Government Code § 54952(b).

### **Committees that are not Legislative Bodies Subject to the Brown Act**

1. A **temporary advisory committee** is a committee composed solely of less than a quorum of the legislative body that serves a **limited or single purpose**, are not perpetual, and will be dissolved once its specific task is completed. Such temporary advisory committees are not subject to Brown Act. (Gov. Code § 54925(b).) Examples of temporary committees include an advisory committee created to review candidates for a vacant position or to meet with other entities to exchange information on a matter of concern to the agency. (Open & Public IV, Chapter 2: Legislative Bodies.) These committees are created as needed by the Board for a temporary, specific purpose.

Additionally, under Government Code section 54952 (b), temporary advisory committees (Ad Hoc committees) are exempt to the Brown Act requirements if the members are limited. This section states "advisory committees, composed solely of the members of the legislative body that are less than a quorum of the legislative body are not legislative bodies[.]"If the committee membership includes persons other than members of the parent legislative body, or a quorum of any legislative body, then it is a legislative body that must comply with the Brown Act. (*Henderson v. Board of Education* (1978) 78 Cal.App.3d 875, 880–81.) For example, the court in *Joiner v. City of Sebastopol*, held that a group composed of 2 members of the city council and 2 members of the planning commission that performed interviews was not an exempt Ad Hoc committee since its composition was not limited to members of the city council as required by the exception. (*Joiner v. City of Sebastopol* (1981) 125 Cal.App.3d 799, 803.) Thus, if any Ad Hoc committee that contains members other than less than a majority of the Board members, that committee must comply with the Brown Act.

2. Groups that are **advisory for one particular decision-maker or appointed by staff** are not covered subject to the Brown Act. The Brown Act applies only to committees created by *formal action* of the legislative body and not to committees created by others. For example, a committee advising a superintendent of schools would not be covered by the Brown Act, while the same committee, if created by formal action of the school board, would be covered. 56 Cal.Ops.Atty.Gen. 162 (1976). However, where a body directs or authorizes a single individual to appoint a body, it would likely be subject to the Act. *Frazer v. Dixon Unified School District* (1993) 18 Cal.App.4<sup>th</sup> 781, 793; *International Longshoremen’s & Warehousemen’s Union v. Los Angeles Export Terminal, Inc.* (1999) 69 Cal.App.4<sup>th</sup> 287, 297).

<b>Committee Type</b>	<b>Attributes</b>	<b>Subject to Brown Act?</b>
Standing Committee	(1) Continuing subject matter jurisdiction, OR (2) A meeting schedule fixed by ordinance, resolution, or formal action of a legislative body	<b>Yes</b>
Committee created by statute or ordinance	Committee was created by a statute or ordinance (even if under the jurisdiction of a single individual)	<b>Yes</b>
Committee Directed/Authorized by the Board	Board authorized or directed an individual to create a body/committee	<b>Yes</b>
Temporary Advisory Committee (“Ad hoc”)	Serves a limited or single purpose and dissolves after purpose is achieved	<b>No – if only Board members and less than a quorum</b>
Advisory for an individual or appointed by staff	Committee created by particular individual (not the board) for advising of that particular individual, or an advisory committee appointed by staff	<b>No</b>

**Current Committee Proposal From Director Leete**

The current proposal seeks to amend the Board Bylaws Policy Number 002 by restructure the current Board Sub-Committees into advisory standing committees subject to the Brown Act, removing the Regional Committee Appointments, and amending the Committee appointment process to allow Board members to voluntarily trade committee assignments. Each of these changes is described below and a redline version of the Policy Number 2 is attached showing the suggested changes.

**Proposed Changes from Sub-Committees to Standing Committees**

Under the Chair’s proposal the current Board Sub-committees (Finance Committee, Communication Sub-committee, Parks and recreation Sub-committee, Water and Wastewater Sub-committee, Waterways Sub-committee) will be replaced with the following standing committees. Each standing committee will be purely advisory to the Board and will have a specific subject matter as indicated.

- (1) **WATER AND WASTEWATER COMMITTEE**
  - (a) Provide guidance/policy recommendations regarding all water and wastewater operations and planning.
- (2) **PARKS AND RECREATION COMMITTEE**
  - (a) Provide guidance/policy recommendations regarding community center operations/activities, parks and recreation activities and landscaping efforts.
- (3) **FINANCE COMMITTEE**
  - (a) Provide guidance/policy recommendations regarding budgets, investments/debt and the Public Financing Authority.

- (4) COMMUNICATIONS COMMITTEE
  - (a) Provide guidance/policy recommendations regarding all Town of Discovery Bay Community Services District external communications activities.
  
- (5) INTERNAL OPERATIONS COMMITTEE
  - (a) Provide guidance/policy recommendations regarding Town of Discovery Bay Community Services District personnel policies and general administration of the organization.

Proposed Changes to Regional Committees

Currently, the Board has the following Regional Committee Appointments: Contra Costa County Aviation Advisory Committee, Contra Costa County Code Enforcement, Contra Costa Special Districts Association, East Contra Costa County Fire Protection District Liason, East County Water Management Association, LAFCO Liason, Police Service (P6 Committee), and School District Representative Liason.

The proposal recommends that the Board no longer have any Regional Committees. Board members would no longer be appointed to these committees and no longer paid for their voluntary attendance at such meetings. Board members would only attend, and be paid for attendance, upon specific direction by the Board.

Proposed Amendments to Committee Appointment Process

The proposal maintains that the committee appointment process be based on position and then seniority. Preference of committee selections shall occur in the following order: President, Vice-President, and President Pro-Tempore, senior most Board member, and then junior most Board member.

The proposal seeks to add a provision to the committee appointment process that will allow Board members to voluntarily trade committee assignments with other members upon mutual consent.



# Town of Discovery Bay

<b>Program Area:</b> Board	<b>Policy Name:</b> Bylaws	<b>Policy Number:</b> 002
<b>Date Established:</b> March 25, 1998	<b>Date Amended:</b> February <del>4XX</del> , 2017 <del>5</del>	<b>Resolution:</b> 2017 <del>5-02XX</del>

## ARTICLE I

### NAME

This unit of local government shall be known as the Town of Discovery Bay, a Community Services District, with powers and territorial boundaries as prescribed in Resolution No. 97/295 of the Board of Supervisors of Contra Costa County, State of California, dated June 10, 1997, and as provided by law.

## ARTICLE II

### PURPOSE

The purposes of the Town of Discovery Bay, as approved by the Local Agency Formation Commission and by law, are

- A. To Operate as a Community Services District and provide water distribution, wastewater connection and treatment; and parks, landscaping and recreation services to the residents of Discovery Bay.
- B. To provide for those exercise of those powers set forth in Government Code §61000 et seq. (Community Services District Law).
- C. To continue the advisory responsibilities of the Discovery Bay Municipal Advisory Council;
- D. To serve the residents of the Town of Discovery Bay, in the manner provided by law.

## ARTICLE III

### BOARD OF DIRECTORS

#### Section 1. Board of Directors

The governing body of the District shall consist of five (5) elected Directors, each of whom shall serve for a term of four (4) year staggered terms. During elections every two (2) years, either

two (2) or three (3) Directors are elected to serve to the District for the next four (4) years. The initial Directors, their terms and term expirations, are:

William Slifer	4 years	Expires December 1, 2001
Mike Dohren	4 years	Expires December 1, 2001
David Piepho	4 years	Expires December 1, 2001
Virgil Koehne	2 years	Expires December 1, 1999
Chet Loveland	2 years	Expires December 1, 1999

**Section 2. Compensation**

The Board may authorize each Director to receive compensation of One Hundred and Fifteen Dollars (\$115.00) for each meeting of the Board attended, and One Hundred Fifteen Dollars (\$115.00) for each day's service not to exceed Six Hundred Ninety Dollars (\$690.00) per month as provided in Government Code §61047 and Chapter 2 commencing with Section 20200 of Division 10 of the Water Code. Traveling and such other necessary expenses actually incurred in performing District Duties shall be reimbursed, and such reimbursement shall be in addition to the compensation specified herein consistent with the authorized Reimbursement and Travel Policy.

**Section 3. Vacancies**

- A. Vacancies on the Board shall be filled in accordance with Government Code § 1780.
- B. Vacancies shall be deemed to exist as provided in Government Code § 1770.

**Section 4. Resignation**

A Director may resign at any time by giving written notice to the Board, to the President, or to the Secretary of the Board. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**ARTICLE IV**

**OFFICERS**

**Section 1. Elected Officers**

The elected officers shall be chosen by the Board from among the five (5) members of the Board and shall consist of a President (who may be called "Chair"), a Vice-President (who may be called "Vice-Chair"), and a President Pro-Tempore.

## **Section 2. Terms and Responsibilities of Elected Officers**

Elected Officers of the Board, as provided in Article IV, Sec. 1, shall be elected by the Board at the first meeting in January and shall serve for one (1) year, said term to commence upon election. All elected officers shall be eligible to serve successive terms, except that the President shall be eligible to serve not more than two (2) full successive terms as President.

Board members may serve on Regional Committees ~~and in-house staff committees, referred to as Sub-Committees,~~ Standing Committees, and Ad Hoc Committees, as necessary.

The Board shall no longer have Regional Committee assignments for an entire term. Regional Committees are to be assigned only upon an as needed basis. Compensation for Board member attendance at Regional Committee meetings will only occur when attendance was specifically requested by the Board. Assignments will be based upon the position held by the Board member and the seniority of each member of the Board. Board members will have preference of committee selections in the following order: President, Vice-President, and President Pro-Tempore, senior most Board member followed by the least senior Board member. 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. This procedure shall be used to fill Primary and Alternate members to respective Regional Committees as needed. ~~Board Members shall serve on the Regional Committee for a two-year term.~~ Board members may voluntarily trade committee assignments with another Board member by mutual consent.

The Board shall maintain five (5) advisory Standing Committees. Two members of the Board of Directors shall be assigned to each Standing Committee. The Standing Committees and their subject matter and responsibilities are as follows:

### 1. WATER AND WASTEWATER COMMITTEE

- a. Provide guidance/policy recommendations regarding all water and wastewater operations and planning.

### 2. PARKS AND RECREATION COMMITTEE

- a. Provide guidance/policy recommendations regarding community center operations/activities, parks and recreation activities and landscaping efforts.

### 3. FINANCE COMMITTEE

- a. Provide guidance/policy recommendations regarding budgets, investments/debt and the Public Financing Authority.

### 4. COMMUNICATIONS COMMITTEE

- a. Provide guidance/policy recommendations regarding all Town of Discovery Bay Community Services District external communications activities.

### 5. INTERNAL OPERATIONS COMMITTEE

- a. Provide guidance/policy recommendations regarding Town of Discovery Bay Community Services District personnel policies and general administration of the organization.

Each advisory Standing Committee shall meet within the boundaries of the Town of Discovery Bay Community Services District or at a Town of Discovery Bay Community Services District facility. Each Standing Committee shall establish its meeting schedule, which shall, at a minimum, meet at least quarterly. Said meetings shall be noticed pursuant to the Brown Act.

Board Standing Committees ~~Staff Sub-Committees~~ are to be assigned based upon the position held by the Board member and the seniority of each member of the Board. Board members will have preference of committee selections in the following order: President, Vice-President, and President Pro-Tempore, senior most Board member followed by the least senior Board member. 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. This procedure shall be used to fill two ~~Sub-Committee~~ appointees to each ~~sub-committee~~ Standing Committee. Board Members shall serve on the ~~Sub-~~ Standing Committee for a two-year term. Board members may voluntarily trade committee assignments with another Board member by mutual consent.

The Board may establish Ad Hoc Committees that may become necessary from time to time to receive input from the public on a specific subject matter and limited in term, and formed by Resolution of the Board.

**A. General Responsibilities of the Board President**

1. Shall preside at all meetings of the board and such other meetings approved by the Board, and have authority to call for short recesses during meetings unless a majority of the Directors by vote oppose a recess.
2. Cooperatively work with the General Manager/Board Secretary and Staff on the preparation of CSD Meeting Agendas and its contents.
3. Shall serve as official spokesperson for the Board.
4. Shall designate Directors or others to represent the Board at various meetings, hearings, and conferences, as confirmed by the Board. May co-sign all checks for warrants approved by the Board.
5. Shall perform such other duties as necessary to carry out the work of the Board.
6. Shall perform such duties as prescribed by law.

**B. General Responsibilities of the Vice-President**

1. Shall serve in the absence of the President.

**C. General Responsibilities of the President Pro-Tempore**

1. Shall serve in the absence of the President and the Vice-President.

## ARTICLE V

### APPOINTED OFFICERS

#### Section 1. Appointed Officers

- A. The appointed officers of the District shall be General Manager, and a Secretary, who may be the same person, but neither of whom shall be a Director. The duties of the appointed officers shall be as specified in law, and as directed by the Board.
- B. Pursuant to Government Code §61050(b), the treasurer of the County of Contra Costa shall serve as the District Treasurer, and shall be the depository and have the custody of all of the district's money except those accounts that are authorized under the Community Services District laws and/or in effect prior to January 1, 2006.

The Board may appoint such other officers as it deems necessary.

#### Section 2. General Responsibilities of the General Manager

- A. Appraise and evaluate the effects of the Board policies and the manner of their execution, and the efficiency of District personnel in terms of services rendered to the people of the District.
- B. Provide leadership to staff in identifying District needs, establishing priorities and determining the objectives, which will achieve the established goals of the District.
- C. Encourage and assist staff in the performance of their duties and encourage their professional growth.
- D. Ensure evaluation of personnel under his/her direction.
- E. Interpret and publicize the programs and services of the District for and to the public.
- F. Provide financial oversight of the District and Contra Costa County pursuant to funds on deposit at that agency.
- G. Lead the District management team in the preparation of the budget, control of expenditures, inventory control, program planning, changing priorities and public relations.
- H. Perform the function of the District's Public Information Officer.
- I. Participate in community activities.
- J. Continue a program of professional development to assure and enhance staff's professional growth.

- K. Keep the Board informed of all communications affecting the District.

**Section 3. General Responsibilities of the Secretary of the Board**

- A. Certify official documents and letters as required.
- B. Maintain the official files and records of the Board.
- C. Prepare the agenda for the Board meetings.
- D. Prepare and distribute minutes of the meeting of the Board.
- E. Maintain historical record and newspaper articles.
- F. Post agendas, minutes, public notices and proposed action documents as required by Board and government regulations.

**ARTICLE VI**

**MEETINGS**

**Section 1. Regular and Special Meetings**

- A. The Board shall hold a regular meeting on the first (1st) and third (3rd) Wednesdays of each month, at the District Office located at 1800 Willow Lake Road, Discovery Bay, California 94505. Such regular meetings shall be for considering reports of the affairs of the District and for transacting such other business as may be properly brought before the meeting. Such meetings may be altered as to date, time and place, as provided for in a Resolution adopted by the Board.
- B. Special meetings may be called in accordance with the California Ralph M. Brown Act of 1953, as amended (hereafter Brown Act).

All meetings shall be conducted in accordance with the Brown Act.

**Section 2. Quorum**

The Board shall be empowered to conduct the business of the District whenever there is present at a properly called meeting, a quorum, as defined as comprising a majority of the existing Directors; normally three (3); except as otherwise provided by law. Pursuant to Government Code §61045, the affirmative votes of three (3) members of the Board are required for action to be taken.

**Section 3. Voting**

- A. Voting shall only be conducted at proper noticed meeting where a quorum has been established and members are physically present.

- B. Voting shall be by voice, show of hands, or roll call vote.
- C. Any vote that is other than unanimous shall be recorded by name of the voting member and whether the member voted "AYE", "NO" or "ABSTAIN".

**Section 4. Notice of Regular and Special Meetings**

- A. Notices of Regular Meetings shall be pursuant to the Brown Act. Such notices shall specify the place, the day, and the hour of the meeting and accompanying the notice shall be a copy of the agenda for that meeting.
- B. Notices of Special Meetings shall be pursuant to the Brown Act. In the case of special meetings, the notice, written or by telephone, shall specify the specific nature of the business to be transacted.

**ARTICLE VII**

**PAYMENTS, CONTRACTS, AND REPORTS**

**Section 1. Payments**

All checks, warrants, drafts, or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of, or payable to, the District, shall be signed or endorsed by both the President and Vice President, or by the President Pro-Tempore, and one other Director, or, in the absence of the elected officers, any two (2) Directors.

**Section 2. Contracts**

The Board, except as in the Bylaws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of, and on behalf of, the District. Such authority may be general or confined to specific instances. Unless so authorized by the Board, no officer, agent, or employee shall have any power or authority to bind the District by any contract or engagement, to pledge its credit, or to render it liable for any purpose or to any amount.

**Section 3. Reports**

The Board shall prepare and cause to be sent an annual water quality report to the residents of the District.

**ARTICLE VIII**

**PARLIAMENTARY AUTHORITY**

Rosenberg's Rules of Order, current edition or such other authority as may be subsequently adopted by resolution of the Board is to apply to all questions of procedure and parliamentary law not specified in these Bylaws or otherwise by law. All motions made at Board meetings shall require a second to the motion prior to the Directors voting. The President of the Board may unilaterally call for a recess at any time during a Regular or Special Meeting of the Board. The Board President may unilaterally adjourn the meeting unless a majority of the Board votes to continue the meeting.

## **ARTICLE IX**

### **AMENDMENTS**

The Bylaws may be repealed or amended, or new Bylaws may be proposed, by resolution and the affirmative vote of at least three (3) members of the Board at any regular meeting of the Board, provided notice of such proposal shall be in compliance with the Brown Act, as amended.



## 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			President	Vice-President
LAFCO Liaison	651 Pine 6th Floor, Martinez	2nd Wednesday of the Month 1:30 p.m.	Chris	Bill
Police Service (P6 Committee)	Community Center	Quarterly - TBD	Bob	Mark
School District Representative Liaison	14301 Byron Highway, Byron	3rd Thursday of the Month at 7:00 p.m.	Chris	Bob
Regional Transportation Agencies	As Necessary	As Necessary	Mark	Kevin

### Board Sub-Committee Appointments

Committee Name	Location	Day and Time	Director Appointed	Director Appointed
Finance Committee (Budget Sub-Committee, Investment Oversight Sub-Committee, Public Financing Authority Sub-Committee)	District Office	Preliminary - April 7, 2016 Modified - April 28, 2016 Modified - Only if needed May 5, 2016	Bob	Mark
Communications Sub-Committee			Mark	Kevin
Parks and Recreation Sub-Committee (Community Center Sub-Committee, Park and Recreation Sub-Committee, Landscape Sub-Committee)	Community Center	Before the 2nd board meeting of the month at 4:00 p.m.	Chris	Bill
Water and Wastewater Sub-Committee	District Office	4th Wednesday of the month at 3:00 p.m.	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.



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2017-04**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
AMENDING THE BYLAWS OF THE TOWN OF DISCOVERY BAY**

WHEREAS, Town of Discovery Bay Community Services District (CSD) is a public agency and complies with a number of federal and state statutes, and local laws and regulations; and

WHEREAS, it is in the public's interest that Board of Directors adopts and from time to time reviews a set of established Town of Discovery Bay Bylaws to provide for those exercise of powers as established in California Government Code §61000 et seq (Community Services District law); and

WHEREAS, the Bylaws of the Town of Discovery Bay were originally adopted by Resolution No. 98-07 on March 25, 1998, and were most recently amended by Resolution No. 2015-02 on February 4, 2015 respectively; and

WHEREAS, it is now necessary to make certain changes and amend the Town of Discovery Bay Bylaws.

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

SECTION 1. That the Bylaws of the Town of Discovery Bay are hereby amended as set forth in Section 2 - Terms and Responsibilities of Elected Officers, and is incorporated by this reference as though fully set forth herein.

SECTION 2. That these Amended Bylaws shall become effective immediately upon adoption of this Resolution.

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

PASSED, APPROVED AND ADOPTED THIS 18<sup>th</sup> DAY OF January 2017.

\_\_\_\_\_  
Robert Leete  
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 January 18, 2017 by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Mike Davies  
Board Secretary