



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

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

Wednesday March 18, 2020

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

NOTICE
Coronavirus COVID-19

In accordance with the Governor's Executive Order N-25-20 the Town of Discovery Bay Directors may be attending this regular meeting via teleconference. As required by Executive Order N-25-20, the Town's Community Center located at 1601 Discovery Bay Boulevard will be publicly accessible from which members of the public shall have the right to observe and offer public comment at this regular meeting.

TO ATTEND BY TELECONFERENCE:

Toll-Free Dial-In Number: (833) 759-9778

CONFERENCE ID **5152116#**

To view presentation content:

Go to <https://my.intercall.com/9tc7rcq>

Once connected to Unified Meeting:

Select – I Will Call

Click on Join Meeting

Presentation content is also available at www.todb.ca.gov/

REGULAR MEETING 7:05 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Pease
2. Pledge of Allegiance – Led by President Pease
3. Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration by filling out a comment form. The public will be called to comment in the order the comment forms are received. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There is a device on the podium with a green, yellow, and red light. The yellow light will come on 30 seconds before the end of the 3 minutes. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the view point of the Directors.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for Board Meeting, March 4, 2020.
2. Approve DRAFT minutes of annual Board Workshop Meeting, March 5, 2020.
3. Adopt Resolution No. 2020-04 ordering HERWIT Engineering to prepare the 2020-2021 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9.
4. Approve Register of District Invoices.

Motion by: Director Leete to approve the Consent Calendar.

Second by: Director Graves to approve the Consent Calendar.

Motion Carried- AYES: 5, NOES: 0

D. PRESENTATIONS

1. Presentation by Brandis Tallman on Financing of Current and Future Capital Projects. – Nicki Tallman from Brandis Tallman LLC presented current market trends and options for future financing on the District's bonds. Update was given on the status of the two current bonds the Town has and their underwriting progress. Opportunities for refinancing and possibility for future water and wastewater capital projects were offered. Directors Leete and Mayer and President Pease inquired on cost of issuance, rating and risks. Public comment was made regarding rushing into a refining of the Town's bonds before the bond's call date.
2. Presentation by Lechowicz & Tseng Municipal Consultants detailing the District's Proposed Water and Wastewater Rate Studies for Fiscal Years 2020 through 2025. Alison Lechowicz from Lechowicz and Tseng Municipal Consultants presented through teleconference. Alison discussed the proposed Water and Wastewater Rate Study for the next 5 years. Alison shared options for Water and Wastewater rate adjustments and projected the financial impact to be expected. Discussing also included water conservation and less water usage. Public comment was made concerning rushing into an increase of water and waste water rates. Decision regarding Lechowicz and Tseng's presentation will be revisited by the Board at the Regular Board Meeting on April 1, 2020 at 7:00 p.m.

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Presentation Cancelled – Moved to April 15, 2020 Regular Board Meeting

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Accept Audited Financial Statements for Fiscal Year 2018-2019.- Rick Croce from Croce, Sanguinetti and Vander Veen participated in the Board Meeting via teleconference. The Annual Audit for fiscal year 2018-2019 was shared and explained.

Motion by: Director Kevin Graves to Approve Audited Financial Statements

Second by: Director Bryon Gutow to approve Audited Financial Statements

Motion Carried- AYES: 5, NOES: 0

2. Discussion and Possible Action to Authorize the General Manager to Purchase Playground Equipment for Ravenswood Park in an Amount Not to Exceed \$98,853.90. Parks and Landscape Manager, Bill Engelman presented information for purchase of new playground equipment at Ravenswood Park. President Pease inquired about the life expectancy of the new equipment. Bill Engelman estimated the life cycle of the playground equipment to be between 10-12 years.

Motion by: Director Graves to approve Business and Action Items.

Second by: Director Gutow to approve Business and Action Items.

Motion Carried- AYES: 5, NOES: 0

G. DIRECTORS' REPORTS

1. Standing Committee Reports.
2. Other Reportable Items.

H. MANAGER'S REPORT

I. GENERAL MANAGER'S REPORT

1. Update on Novel Coronavirus (COVID-19) – General Manager, Mike Davies provided update on actions the Town has taken during this pandemic. The town website is constantly being updated with the latest vital communications. The Town will continue providing services to the public to ensure there are no interruptions in essential services such as water and wastewater services. There will be limited access to the Town's main office building. Parks and Recreation programming has been canceled.

J. CORRESPONDENCE RECEIVED

1. CCSDA January 27 Meeting Minutes

K. FUTURE AGENDA ITEMS

L. ADJOURNMENT

1. Adjourn to the regular meeting on April 1, 2020 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."