



# 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 March 21, 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. – By President Graves.
2. Pledge of Allegiance – Led by President Graves
3. Roll Call – All present with the exception of Director Leete

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

Public Comment Regarding:

- Pickleball Club plaque

#### 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 special board planning meeting for March 1, 2018.
2. Approve DRAFT minutes of regular meeting for March 7, 2018.
3. Approve Draft Letter to County on Discovery Bay's Response to Preliminary Framework for Cannabis Regulation.
4. Approve Update to the Sewer System Management Plan.
5. Approve Register of District Invoices.

Motion by: Director Pease to approve the Consent Calendar.

Second by: Vice-President Mayer.

Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – Director Leete.

#### D. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report.

Fire Chief Brian Helmick – Provided the details regarding the Governance changes pertaining to Measure A Elected Board, District Initiatives, post-employment benefits study, drafts of F/Y 15-16 and 16-17 audits, approving a District Legislative Plan and a Strategic Plan. Chief Helmick also provided the details of the East Contra Costa Fire Protection District Operational Report related to the number of calls for the month of February in Discovery Bay. He reported on the Fire Station Open Houses and a video was shown pertaining to the Open House at Fire Station #59 (Bixler Rd.) in Discovery Bay. There was discussion relating to the relationship with Contra Costa County Fire Protection District.

#### E. PRESENTATIONS – Discussion and Possible Action

1. Croce, Sanguinetti, & Vander Veen – Financial Audit.

Croce, Sanguinetti, & Vander Veen – Provided the details of the Annual Audited Financial Statements for FY 2016-17.

Public Comment Regarding:

- Asked questions regarding items within the Financial Statement pertaining to:

- Proprietary loss in government activities reports;
- Special Funds Revenue – Community Center fund balance;
- Summary of Significant Accounting Policies – Community Center accounts for revenues and expenditures;
- Notes to Basic Financial Study – monies moved from water and sewer funds into government funds.

The auditors provided answers to the Public Comment questions.

**2. MCE (Formally Marin Clean Energy) – Presentation by MCE with Board Discussion and Possible Action to Decide Choice of Energy Provider.**

MCE – Provided details of their company as an Electric Service Provider. A PowerPoint slideshow was presented. There was discussion between the Board and the MCE representatives.

Public Comments Regarding:

- Marin County Civil Grand Jury 2009 report regarding the program.
- MCE Opt-out notification.
- MCE Joint Powers Authority.

Motion by: Director Pease to opt-out of the MCE Program for each one of the Town PG&E accounts.

Second by: Vice-President Mayer.

Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – Director Leete.

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

**1. Veolia Report – Month of February 2018.**

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

**G. BUSINESS AND ACTION ITEMS**

**1. Open the Public Hearing to consider; Ordinance No. 7 – An Ordinance of the Board of Directors of the Town of Discovery Bay, A California Community Services District, Amending Ordinance No. 7 Water Regulations and Service Ordinance.**

Legal Counsel Pinasco provided details of clerical corrections that need to be made to Ordinance No. 7. He presented an Errata sheet describing the corrections.

Public Comments Regarding:

- Details of items within Ordinance No. 7.

Motion by: Director Pease to waive the second reading and adopt the Ordinance No. 7 as presented with the amended Errata incorporation.

Second by: Director Steele.

Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – Director Leete.

**2. Discussion and possible action regarding the 2018 Program, Activities, and Event Fee Waivers.**

Recreation Programs Supervisor Kaiser presented two additions to the 2018 Program, Activities, and Event Fee Waivers.

Public Comment Regarding:

- Additions to the programs at the Community Center and the fees.

Motion by: Director Pease to accept the additions to the 2018 Program, Activities, and Event Fee Waivers.

Second by: Director Steele.

Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – Director Leete.

**3. Discussion and possible action regarding the approval of Notice of Completion for the Willow Lake Water Treatment Plant PLC and SCADA Upgrade Project.**

Finance Manager Breitstein provided details of the Willow Lake Water Treatment Plant PLC and SCADA Upgrade Project and reported that the project is now finalized.

Motion by: Director Pease to approve the Notice of Completion and authorize the General Manager to release the retention payment.

Second by: Director Steele.

Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – Director Leete.

**H. INFORMATIONAL ITEMS ONLY**

**I. DIRECTORS' REPORTS**

**1. Standing Committee Reports.**

P-6 Meeting – Vice-President Mayer provided an update to chair positions.

Water and Wastewater Committee Meeting – Director Pease reported that an update on Ordinance No. 7 had been given and that additional items will be brought to the Board after review.

**2. Other Reportable Items:**

Director Steele invited the community to attend the April 28<sup>th</sup> Paws on Parade event that will be held at the Community Center between 9am-12pm.

**J. MANAGER'S REPORT**

**K. GENERAL MANAGER'S REPORT**

1. General Manager Davies reported on Consulting Services – Maintenance and Assessment District strategies to relieve pressure on Zone 8 for Community Center projects. He reported information would be brought before the Park and Recreation Committee and then to the Board at a future date.

**L. CORRESPONDENCE RECEIVED**

1. Received East Contra Costa Fire Protection District meeting minutes for February 5, 2018.

2. Received Discovery Bay P-6 DRAFT Record of Actions for January 10, 2018.

**M. FUTURE AGENDA ITEMS**

**N. ADJOURNMENT**

1. The meeting adjourned at 8:50 p.m. to the regular meeting on April 4, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//sh – 03-23-18

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