



TOWN OF DISCOVERY BAY CSD

President - Kevin Graves • Vice-President - Brian Dawson • Director - Mark Simon • Director - Chris Steele • Director - Ray Tetreault

MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday June 1, 2011
1800 Willow Lake Road, Discovery Bay, California
REGULAR MEETING 7:00 P.M.
Website address: www.todb.ca.gov

A. **ROLL CALL**

The meeting was called to order at 7:00p.m. President Graves led in the Pledge of Allegiance. Roll call was taken and all Directors were present with the exception of Director Tetreault.

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

None

C. **PRESENTATION**

1. **County Code Enforcement Report**

Code Enforcement Officer District 3 Patty Cookson – Complimented the Town of Discovery Bay CSD for maintaining the Community, with the vacant home situation and with weeds. Ms Cookson encourages the residents to fill out complaint forms when they come across abandoned vehicles etcetera. Also, please visit the Code Enforcement website to obtain clarification in regards to code enforcement violations. The website is www.contracosta.ca.gov.

D. **AREA AGENCIES REPORTS / PRESENTATION**

1. **SHERIFF'S OFFICE REPORT**

Deputy Mark Spaulding – Announced that Lieutenant Burton was out sick and that he would provide a verbal update. Deputy Spaulding stated that the suspects involved in the series of strong arm robbers plead guilty and the case is closed.

2. **CHP REPORT – No Report**

3. **FIRE DISTRICT REPORT – No Report**

4. **EAST CONTRA COSTA FIRE PROTECTION DISTRICT REPORT**

Battalion Chief Burris - Provided the Incident Summary Report and explained the report in detail. He pointed out that due to the Fire Departments quick action and going above and beyond, a resident in Discovery Bay was saved by being pulled out of their burning home.

5. **SUPERVISOR MARY PIEPHO, DISTRICT III REPORT**

President Graves – Stated that Karyn Cornell will not be attending the meeting this evening and there are two (2) items that she wanted announced. One (1) is that there will be continued delays on Vasco Road and two (2) on June 18, 2011 there will be a Household Hazardous Waste Collection Event held at the Discovery Bay Elementary School from 9:00a.m. to 2:00p.m.

E. **COMMITTEE/LIAISON REPORTS**

1. **Trans-Plan Report – No Report**

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

3. **Code Enforcement Priority Report - No Report**

4. **Special Districts Report** - No Report**

****These meetings are held Quarterly**

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. Minutes of previous regular meeting dated May 18, 2011
2. District Invoices
3. District Financials
4. Approval and Adoption of Resolution No. 2011-12 accepting the Dedication of Ravenswood Park (Subdivision 8710) and open space parcels (APN's 011-600-060, 011-610-099, 011-610-100, 011-620-047, & 011-620-048) from Contra Costa County

President Graves – Stated that Item F4 will be pulled from the Consent Calendar.

Motion made – by Director Simon by excluding item F4 we approve the Consent Calendar as it stands and seconded by Director Steele. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – Director Tetreault

G. NEW BUSINESS AND ACTION ITEMS

1. Presentation of proposed Water and Wastewater Rates for the Fiscal Year(s) 2011-12 and 2012-13

General Manager Howard – Introduced Gary Hornberger and that he will be providing a presentation for the Water and Wastewater Rates.

Gary Hornberger – Provided details of the presentation and what the goals are for the rate development.

The discussion continued between the Board, the General Manager, and the Public in regards to the different sections of the Water and Wastewater Rate presentation along with the DRAFT FY2011/12 Operating and Capital Improvement Program Budget in relation to the proposed water and sewer rates.

Motion made – by Vice-President Dawson to adopt Option two (2) and no second

Motion Failed

Motion made – by Vice-President Dawson to adopt Option two (2) and seconded by President Graves. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – Director Tetreault

Legal Counsel Schroeder – Stated that the Board should consider a motion to approve the Staff recommendation as pertained in the report using Option two (2).

Motion made – by Vice-President Dawson to so move the statement above by Legal Counsel Schroeder and seconded by President Graves. Motion carried by the following vote: AYES: 3, NOES: 0, ABSTAIN: 1 – Director Simon, ABSENT: 1 – Director Tetreault

2. Award of contract for the Cornell Park Play Area Renovation (Ph. I) project to James Breneman

General Manager Howard – Introduced item G-2

Landscape Manager Perez – Stated that this item is for the Phase I renovation for the Cornell Park Play Area which includes most of the site work, however the renovation does not include the play surfacing or the structure installation, that will come at a later date.

Motion made – by Vice-President Dawson to accept bid and award construction contract in the amount of \$58,600.00 to James Breneman and authorize the President of the Board to execute necessary contract documents and seconded by Director Simon. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – Director Tetreault.

3. California Regional Water Quality Control Board Administrative Civil Liability Complaint R5-2011-0576 for Assessment of Mandatory Minimum Penalties (MMP's) – Town of Discovery Bay Community Services District (TODBCSD)

General Manager Howard – Stated that this item is brought to the Board due to the letter from the Regional Water Quality Control Board indicating that we would be fined for MMP's for five (5) different excursions which took place in January (19, 21, 24, 25, and 26), 2011.

The discussion continued between the General Manager and the Board.

Motion made – by Director Simon to adopt Staff recommendation not to exceed the \$15,000 fine and seconded by Vice-President Dawson. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – Director Tetreault.

4. Approve Purchase of One (1) 30-hp Vaughan Chopper Pump for Wastewater Treatment Plant No. 1 Influent Station

General Manager Howard – Stated that we currently have two (2) ITT Flygt pumps that require maintenance and we would like to repair them both along with purchasing the new Vaughan Chopper Pump.

Water and Wastewater Manager Koehne – Stated the need to purchase the Vaughan Chopper Pump.

Motion made – by Director Simon to approve the purchase of one (1) 30-hp Vaughan chopper Pump for Wastewater Treatment Plant No. 1 Influent Station not to exceed \$20,000 and seconded by Director Steele. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – Director Tetreault.

5. Approve contract to outsource monthly services for water meter billing with Freedom Malling

General Manager Howard – Stated that this item has been discussed previously. General Manager Howard explained the need for outsourcing the monthly services for the water meter billing.

The discussion continued between the General Manager, the Board, and the Public in regards to the item and the process being more cost effective.

Motion made – by Vice-President Dawson to authorize the General Manager to execute contract documents between the District and Freedom Mailing to outsource monthly services for water meter billing in the annual amount of \$12,450 effective July 1, 2011 and seconded by Director Simon. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – Director Tetreault.

H. CHAIR REPORT AND DIRECTORS' COMMENTS

Vice-President Dawson – Provided his report and stated that he attended the May 19, 2011 Byron Union School District Meeting and provided the details of the meeting. The school is instituting a service learning program for graduation of the Middle school, and what that means is there will be a requirement of Community Service for a two (2) hour per year of Community Service in order to graduate.

Director Steele – Announced a reminder of the Community Center Meeting for Tuesday, June 7, 2011 at 3:00p.m.

President Graves – Announced that he wanted to acknowledge the first task of the Intern Program and we now have the "At a Glance" Rosenberg's Rules of Order, which will be very useful. Also, wanted to remind the Public of the East Contra Costa Fire Protection District Meeting on Monday, June 6, 2011 and wants to encourage residents to attend the meeting.

I. MANAGER'S REPORT

None

J. GENERAL MANAGER'S REPORT

1. DRAFT Water Quality Report

General Manager Howard – Stated that he has two (2) items and one (1) is the DRAFT Water Quality Report which will be mailed out in the next few days, and the second item is that the Auditors are here; they have been here last week and will be this week, and part of next week.

K. DISTRICT LEGAL COUNSEL REPORT

Legal Counsel Schroeder – Stated that he will not be attending the next Regular Meeting for Wednesday June 15, 2011 and that his colleague DeeAnne Gillick will be attending the meeting.

L. COMMITTEE UPDATES

No updates

M. CORRESPONDENCE – Discussion and Possible Action

1. R – Byron Municipal Advisory Council meeting minutes for April 21, 2011
2. R – Letter from Supervisor Piepho to Captain James Cahoon regarding the concerns from residents who live along Marsh Creek road regarding the speed during commute hours dated May 11, 2011.
3. R – Letter from Supervisor Piepho regarding a resolution for the National Safe Boating Week in Contra Costa County dated May 11, 2011.
4. R – Letter from Supervisor Piepho regarding the questions concerning landscaping zones in the Discovery Bay community dated May 12, 2011.
5. R – Letter from Supervisor Piepho to Sherriff – Coroner David O. Livingston regarding the funding for the School Resource Office for the Byron Union School District dated May 12, 2011.
6. R – Memo from Susan Cohen, Special Districts Manager to Karyn Cornell regarding response to email dated April 15, 2011 from Mr. Barber dated May 9, 2011.

N. PUBLIC RECORD REQUESTS RECEIVED

1. Requested by William Richardson – CSD Web Site Maintenance – Dated May 19, 2011

O. FUTURE AGENDA ITEMS

Vice-President Dawson – Stated that he would like to discuss the representation from this Board to the Contra Costa Code Enforcement

P. ADJOURNMENT

The meeting was adjourned at 9:19p.m. to the next special meeting on June 8, 2011 at 1800 Willow Lake Rd – Located in back of Delta Community Presbyterian Church.

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