



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 July 20, 2011
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

REGULAR MEETING at 7:00p.m.

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.

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

Resident Don Flint – Commented on the Rate Increase.

Resident Jeff Barber – Stated that he is verbally requesting all documents for the Water and Wastewater expansion to support Discovery Bay West.

Legal Counsel Schroeder – Asked if Mr. Barber could send the request for the documents as a reminder via email. Mr. Barber indicated that he would comply with that request.

C. PRESENTATIONS

None

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Tetreault – Stated that he attended the Community Center meeting held on Tuesday, July 19, 2011. There are two (2) highlights, (1) - visited several Community Centers surrounding the area, two (2) – We have a Website for the Survey and have received sixty-one (61) responses.

Director Steele – Stated that we are on schedule and mentioned the website for the Survey, which takes approximately ten (10) to fifteen (15) minutes to complete and allows you to enter additional information.

Vice-President Dawson – Commented on the two (2) letters that he received.

President Graves – Provided his report and stated that he attended the July 14, 2011 Aviation meeting and provided the details of the meeting. September 8, 2011 there will be an Aviation meeting to whoever is interested. Some expansion within the Airport will include changing the storage area.

President Graves – Provided his report and stated that he attended the July 20, 2011 Communications meeting, which was the first meeting and provided details from the meeting. The next meeting is scheduled for August 10, 2011 at 4:00p.m.

Resident Bill Richardson – Stated that he was unable to obtain the Community Center Survey.

General Manager Howard – Stated that they are aware of some problems with the Web Browsers.

Resident Richardson – Made a request to have Item E-3 pulled from the Consent Calendar.

Resident Pat Richardson – Complimented the results of the Community Center meeting that was held on July 19, 2011.

Resident Don Flint – Made a request to have the link for the Survey added to the Town of Discovery Bay CSD Website.

E. 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 July 6, 2011
2. District Invoices
3. Responses to Contra Costa County Civil Grand Jury Reports 1104 and 1105

Motion made – by Vice-President Dawson to approve the Consent Calendar pulling Item E-3 for discussion and seconded by Director Simon. Motion carried by the following vote: AYES: 5, NOES: 0

General Manager Howard – Stated that we received two (2) Grand Jury reports, one (1) on April 28, 2011 and second on May 31, 2011. Staff had to respond to the letters within a certain time-frame. Legal Counsel and I worked on the responses to the Grand Jury and they can be found within the Agenda Packet.

Director Steele – Stated that the reports were a Countywide Special District Grand Jury Survey and it was targeted to all of the Special Districts.

Resident Bill Richardson – Stated that the letters he provided to the Town of Discovery Bay CSD explains his main objection to the item regarding the Grand Jury Reports and responses.

Resident Don Filnt – Commented on the Grand Jury Reports and the responses,

Vice-President Dawson – Stated the Grand Jury Reports were released and placed on the Contra Costa Times Website and in the newspaper. The Grand Jury Reports have been available to the public within three (3) days of being released.

Resident Jeff Barber – Asked why the Grand Jury Reports were never included in the Correspondence section.

General Manager Howard – Stated that it was an oversight that the Reports were not added to the Agenda Correspondence.

Motion made – by Vice-President Dawson to approve Item E-3 of the Consent Calendar and seconded by Director Simon. Motion carried by the following vote: AYES: 4, NOES: 1 – Director Steele

F. NEW BUSINESS AND ACTION ITEMS

1. Dewatering and Bio-Solids Facility Expansion Project

General Manager Howard – Stated that this item is to approve a Contract with HERWIT Engineering.

Director Simon – Asked if the budgeted amount for the Bio-Solids includes the design and engineering.

General Manager Howard – Stated yes the design and engineering is included in the budgeted amount.

Director Tetreault – Does the design include the removal of the sludge from the ponds to the Digester to the Belt Press?

HERWIT Engineer Gregory Harris – Yes and there is no cost associated with that and HERWIT will work with Veolia Staff to move the solids to a new direction. There is a need for the Belt Press, however adding a section of pipe and automating our Wasting operations will help process the solids more quickly.

Resident Jeff Barber – Why is there a need to spend the money now to increase the capacity?

HERWIT Engineer Gregory Harris – Addressed the question in regards to increasing the capacity.

President Graves – Stated that the question has been asked by the Board and that Director Tetreault has knowledge of the situation.

Director Tetreault – Stated that the Belt Press is not to add capacity; it is to handle the sludge, which will maximize our process.

Motion made – by Vice-President Dawson to authorize Staff to enter into a Contract with HERWIT Engineering Inc. in the amount not to exceed \$64,900.00 for the Dewatering and Bio-Solids Facility Expansion Project and seconded by Director Simon. Motion carried by the following vote: AYES: 5, NOES: 0.

2. Approve and Adopt Resolution 2011-18, Intention to Levy and Collect Annual Assessment for the Ravenswood Improvement District – DB L&L Zone #9 for the Fiscal Year 2011-2012

General Manager Howard – This item is for the Ravenswood Annual Assessment which includes the Engineers Report and Gregory Harris is present for any questions.

Motion made –by Director Tetreault to approve and Adopt Resolution 2011-18, Intention to Levy and Collect Annual Assessment for the Ravenswood Improvement District – DB L&L Zone #9 for the Fiscal Year 2011-2012 and seconded by Vice-President Dawson. Motion carried by the following vote: AYES: 5, NOES: 0.

3. Cornell Park Play Area Renovation (Ph. I) Change Order

General Manager Howard – This item is for a change order for the Cornell Park Play Area Renovation primarily having to do with requirements that have been imposed by the County.

Parks and Landscape Manager Perez – Stated that the plans were turned in and during the permit process and when the final review was complete, the County required the ADA Corrections.

Motion made – by Vice-President Dawson to Authorize Staff to approve Change Order 001 from James Breneman for the required ADA upgrades and modifications on the Cornell Park Play Area Renovation project and seconded by Director Simon. Motion carried by the following vote: AYES: 5, NOES: 0.

G. VEOLIA REPORT

Doug Little – Provided the details of the June 2011 Monthly Operations report. There was discussion between Doug Little and the Board in regards to the report.

H. MANAGER'S REPORTS

Water and Wastewater Manager Koehne – Stated that they are in the process of cleaning up the scrap metal.

I. GENERAL MANAGER'S REPORT

General Manger Howard – Stated that he wanted to apologize for not including the Grand Jury Reports within the Correspondence section of the Agenda. Also, he stated that he will be on vacation from July 21, 2011 through July 28, 2011; however, will be available if there is a need.

There was discussion in regards to the completion of Landscaping projects within Discovery Bay.

J. DISTRICT LEGAL COUNSEL REPORT

None

K. COMMITTEE UPDATES

None

L. CORRESPONDENCE-Discussion and Possible Action

1. R – Contra Costa County Aviation Advisory Committee meeting minutes dated April 14, 2011
2. R – Discovery Bay P-6 Zone Citizen Advisor Committee minutes dated May 10, 2011
3. R – Transplan Committee meeting minutes dated June 9, 2011
4. R – State Route 4 Bypass minutes dated June 9, 2011

M. PUBLIC RECORD REQUESTS RECEIVED

None

N. FUTURE AGENDA ITEMS

Vice-President Dawson – Quality of water improved

O. ADJOURNMENT

The meeting adjourned at 7:59p.m. to the next Regular meeting of August 3, 2011 starting at 7:00pm at 1800 Willow Lake Road-Located in back of the Delta Community Presbyterian Church.

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