



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

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**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday March 6, 2013  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, 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 Tetreault
2. **Pledge of Allegiance** – Led by President Tetreault
3. **Roll Call** – All Present

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

**C. PRESENTATIONS**

1. **County Code Enforcement Update**

**Senior Code Enforcement Officer** – Joe Losado provided an update within Discovery Bay. There was discussion between the Code Enforcement Officer and the Board.

**D. AREA AGENCIES REPORTS / PRESENTATION**

1. **Sheriff's Office Report**

The law enforcement report was provided for the month of February. There was discussion between the Board and the Sheriff's Office.

2. **CHP Report**

**Officer Eric Brewer** – Provided an update of the services to the Town of Discovery Bay.

3. **Fire District Report**

**Chief Burris** – Provided his report and the details for the month of February. There was discussion between the Board and Chief Burris. There were two Public Comment Speakers.

4. **East Contra Costa Fire Protection District Report** – No Report

5. **Supervisor Mary Piepho, District III Report** – No Report

**E. COMMITTEE/LIAISON REPORTS**

1. **Trans-Plan Report** – No Report

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

3. **Code Enforcement Report** – Director Pease provided information in regards to item E-3

4. **Special Districts Report\*\*** – No Report

**\*\*These meetings are held Quarterly  
Quarterly**

**General Manager Howard** – Provided details in regards to the Planning staff to attending a Town of Discovery Bay Board meeting.

## **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. DRAFT Minutes of previous special meeting dated February 20, 2013
2. DRAFT Minutes of previous regular meeting dated February 20, 2013
3. DRAFT Minutes of previous special workshop meeting dated February 23, 2013
4. Approve Register of District Invoices

**Motion by:** Director Simon to approve the Consent Calendar

**Second by:** Director Graves

**Vote:** Motion Carried: AYES: 5, NOES: 0

**General Manager Howard** – Stated that item G-7 will be discussed after item G-2

## **G. NEW BUSINESS AND ACTION ITEMS**

### **1. Review, discussion, and possible action on Operating and Capital Budget for Contra Costa County Lighting and Landscape Zones 35, 57, and 61**

**Parks and Landscape Manager Perez** – Provided details regarding item G-1.

### **2. Discussion and possible action regarding 2013 Earth Day and Family Festival**

**Parks and Landscape Manager Perez** – Provided details regarding item G-2. There was discussion between the General Manager and the Board. There was one Public Comment Speaker.

### **3. Influent Pump Station, Pump Station W and Emergency Storage Lagoon Project Electrical Upgrade**

**General Manager Howard** – Provided the details regarding item G-3. There was discussion between the General Manager, the District Engineer, and the Board.

**Motion by:** Director Graves to approve the action item to authorize PG&E to provide the necessary upgrades associated with the Influent Pump Station and Pump Station W and to authorize the General Manager to execute the necessary contractual documents not to exceed \$29,000.00.

**Second by:** Director Pease

**Vote:** Motion Carried – AYES: 5, NOES: 0

### **4. Discovery Bay Community Center Swimming Pool Repair**

**General Manager Howard** – Stated that this item is pulled and will be back at the next Board meeting.

**General Manager Howard** – Stated that item G-6 will be discussed before G-5

### **5. Introduction of DRAFT Ordinance No. 23 – An Ordinance of the Board of Directors of the Town of Discovery Bay adopting the establishment of compensation for the Board of Directors**

**General Manager Howard** – Provided details regarding item G-5. There was discussion between the General Manager, Legal Counsel, and the Board.

**Motion by:** Director Pease to waive First Reading and Set Date for Adoption of Ordinance No. 23 of the Board of Directors of the Town of Discovery Bay establishing compensation for the Board of Directors and Designate the District's Legal Counsel to prepare a summary of the Ordinance for publication.

**Second by:** Director Graves

**Vote:** Motion Carried – AYES: 3 – Director Graves, Director Pease, Director Steele, NOES: 2 – President Tetreault, Vice-President Simon

### **6. National Pollutant Discharge Elimination System (NPDES) 2013 Permit Renewal Process and Consulting Services**

**General Manager Howard** – Provided details regarding item G-6.

**District Engineer Harris** – Provided additional details regarding item G-6. There was discussion between the General Manager, the District Engineer, the Water and Wastewater Manager, and the Board.

**Motion by:** Director Pease to Authorize General Manager to execute contract documents with Stantec Consulting, Inc. (Stantec) in the amount of \$40,000.00 for consulting services related to the NPDES 2013 Permit Renewal process

**Second by:** Director Graves

**Vote:** Motion Carried – AYES: 5, NOES: 0

### **7. Fee Schedule and Possible Revision of User Fees for Discovery Bay Community Center**

**General Manager Howard** – Provided details regarding item G-7. There was discussion between the General Manager and the Board. There were eight Public Comment Speakers. The discussion continued between the General Manager, Legal Counsel, and the Board.

**Motion by:** Director Pease to have one user fee until the end of June 2013 that covers full use of entire facility – all inclusive

**Second by:** Vice-President Simon

**Vote:** Motion Carried – AYES: 5, NOES: 0

The discussion continued in regards to the fee schedule of the Discovery Bay Community Center

**Motion by:** Director Graves to revert to the recommendation from the Community Center Committee to the Board and that the Board propose, which includes the component (the first motion above) and propose that occur under the fee schedule listed under "Proposed" – under "Fitness" until the end of June 2013.

**Second by:** Director Simon

**General Manager Howard** – Provided additional details regarding item G-7. The discussion continued between the General Manager and the Board.

**Motion Amended by:** Director Graves to include a single day user fee of \$7.00 regardless of age.

**Second by:** Vice-President Simon

**Legal Counsel Schroeder** – Stated that the motion would be to approve the proposal with the following changes – deleting the three fees for tennis only and changing the guest fees from the three that are mentioned to one fee of \$7.00 per person for day use which includes child care.

**Vote:** Motion Carried – AYES: 5, NOES: 0

**H. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**Director Graves** – Provided the report and the details of the East Contra Cost County Fire Protection District meeting dated March 4, 2013

**I. MANAGER'S REPORT**

**1. Update on Park Transfer Agreement**

**General Manager Howard** – Stated continuing to move forward with the County regarding the transfer agreement. Also, regarding the Community Center we continue to make progress with limited budgets.

**J. GENERAL MANAGER'S REPORT**

Listed above in Manager's Report

**K. DISTRICT LEGAL COUNSEL REPORT**

None

**L. COMMITTEE UPDATES**

1. Approved minutes from the Community Center meeting dated February 11, 2013
2. Community Center Status Report (No written report)

**M. CORRESPONDENCE – Discussion and Possible Action**

1. R – Byron Municipal Advisory Council meeting minutes dated December 4, 2012

**N. PUBLIC RECORD REQUESTS RECEIVED**

1. Request from William Richardson – Some Gave All – Request date February 16, 2013
2. Request from William Richardson – Hofmann Land Development Co. v Town of Discovery Bay Community Services District

**O. FUTURE AGENDA ITEMS**

1. Inspection reports for the Community Center – Building and Electrical

**P. ADJOURNMENT**

The meeting adjourned at 8:55 p.m. to the next regular meeting on March 20, 2013 starting at 7:00 p.m. at 1800 Willow Lake Road.

//cmc – 03.12.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>