



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday April 6, 2016
REGULAR MEETING 7:00 P.M.**

**Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Pease
Pledge of Allegiance – Led by Director Steele
Roll Call – All Present with the exception of Director Graves

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

There were 4 Public Comment speakers regarding landscaping on Highway 4 and speeding in several areas of Discovery Bay.

C. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report

Deputy Allain – Provided the law enforcement report for the month of March. There was discussion between the Deputy Allain and the Board.

2. CHP Report

Officer Thomas – Provided an update of the services to the Town of Discovery Bay. There was discussion between Officer Thomas, the Board, and the Public Comment Speakers regarding the speeding in several areas of Discovery Bay. The Board and audience commended Officer Mark Mitchell for his retirement.

3. East Contra Costa Fire Protection District Report

Chief Henderson – Provided an East Contra Costa Fire Protection District update. There was discussion between Chief Henderson and the Board.

4. Supervisor Mary Piepho, District III Report

Lea Castleberry, Deputy Chief of Staff – Provided an update of several projects surrounding Discovery Bay.

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – Vice-President Leete provided the details regarding short term rental issue discussed at the meeting attended by himself and Interim General Manager Kutsuris.

4. Special Districts Report – Upcoming meeting is April 18, 2016 for the Contra Costa Special District Association.**

****These meetings are held Quarterly**

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. Approval of DRAFT minutes of regular meeting for March 16, 2016
2. Approve Register of District Invoices

Motion by: Director Simon to approve the Consent Calendar

Second by: Vice-President Leete

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

F. BUSINESS AND ACTION ITEMS

1. Award of Bid for the Wastewater Treatment Plant No.2 Effluent Filtration Project to Lowest Responsive Bidder

District Engineer Harris – Provided the details of the bid results for the Wastewater Treatment Plant No.2 Effluent Filtration Project. There was discussion between the District Engineer and the Board.

Motion by: Vice-President Leete to authorize the award of bid to Auburn Constructors, Inc. in the amount of \$6,401,300.00 for the Effluent Filtration Project at Plant No. 2, with a 10% change order allowance, authorize the Interim General Manager to execute all contract documents, and concur with the finding that the project is exempt from the California Environmental Quality Act pursuant to CEQA Guidelines Section 15301 (Class I exemption).

Second by: Director Simon

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

2. Direction to HERWIT Engineering to prepare 2016-2017 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9

District Engineer Harris – Provided the details of the 2016-2017 Annual Assessment Report for the Ravenswood Improvement District. There was discussion regarding last year's report.

Motion by: Director Steele to adopt Resolution No. 2016-05 authorizing the Assessment review of the Ravenswood Improvement District Landscape and Lighting Zone #9, and direct Herwit Engineering to prepare the Engineer's Assessment Report.

Second by: Vice-President Leete

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

3. Contra Costa LAFCO request for comments on a Draft Agricultural and Open Space Preservation Policy

Interim General Manager Kutsuris – Provided the details of the Draft Agricultural and Open Space Preservation Policy. There was discussion between the Board and the Interim General Manager.

Motion by: Director Steele to direct staff to send a letter of support of the Agricultural and Open Space Preservation Policy.

Second by: Vice-President Leete

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

4. Contract to Old School Concrete in the amount of \$14,250 for Concrete Work at the Community Center
- Interim General Manager Kutsuris – Provided the details of the Contract to Old School Concrete in the amount of \$14,250 for Concrete Work at the Community Center. There was discussion between the Board, the Interim General Manager, and the Parks and Landscape Manager.

Motion by: Vice-President Leete to authorize the Interim General Manager to sign, on behalf of the District, a contract with Old School Concrete in an amount not to exceed \$14,250 to address safety and ADA access issues at the Community Center

Second by: Director Steele

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

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. Accept the report from the Water and Wastewater Manager and Interim General Manager on Town Water Conservation

Interim General Manager Kutsuris – Provided the details of the report for Water Conservation. There was discussion between the Interim General Manager, the Board, and the Water and Wastewater Manager.

H. PRESENTATIONS

1. East County Volunteers For Equal Protection – Funding for Fire Services – Hal Bray
Continued to the next board meeting on April 20, 2016.

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

None

J. MANAGER'S REPORT – Discussion and Possible Action

Parks and Landscape Manager Miller – Provided an update within parks and the dog park.

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

Interim General Manager Kutsuris – Provided additional details regarding the parks and the dog park.

L. DISTRICT LEGAL COUNSEL REPORT

None

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

1. Water and Wastewater Sub-Committee meeting
President Pease – Provided the details of the Water and Wastewater Sub-Committee meeting regarding Plant No. 1.

N. CORRESPONDENCE – Discussion and Possible Action

1. R - Letter from Randi Laforge and Robert Lyman regarding the Pickleball Courts – March 20, 2016
2. R – Letter from Water Boards, CVRWQCB regarding approval for flow increase, Town of Discovery Bay Wastewater Treatment Plant - March 17, 2016

O. PUBLIC RECORD REQUESTS RECEIVED - None

P. FUTURE AGENDA ITEMS

None

Q. ADJOURNMENT

The meeting adjourned at 8:07 p.m. to the next regular meeting of April 20, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 04-14-16

<http://www.todb.ca.gov/agendas-minutes>