



TOWN OF DISCOVERY BAY CSD

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

**MINUTES OF THE SPECIAL MEETING
AND REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY CSD
Wednesday May 4, 2011
1800 Willow Lake Road, Discovery Bay, California
REGULAR MEETING 7:00 P.M.
Website address: www.todb.ca.gov**

SPECIAL MEETING at 6:30p.m.

President Graves – I would like to call the Special Closed Session Meeting to order and before we move into the Closed Session I would like to ask if there are any comments from the public with regards to the Agenized items.

Resident Richardson – Would like to know if there was going to be an announcement of the Open session and what the general items are for the Closed Session.

Legal Counsel Schroeder – The items are outlined on the Agenda and yes there will be a disclosure made on the Closed Session.

Legal Counsel Schroeder – Pursuant to Government Code Section 94957 - The Board is moving into Closed Session regarding action item A-1.

A. CLOSED SESSION: - Disclosure Re: Closed Session Pursuant to Government Code Section 94957.7

1. CONFERENCE WITH LABOR NEGOTIATOR Government Code section 54957.6

Agency Designated Representative: Richard J. Howard, General Manager

Unrepresented Employees: All

B. Return to open session; report on closed session

Legal Counsel Schroeder – This is the report out of the Closed Session regarding the Special Meeting Closed Session item. The Board is reconvening back into Open session regarding Closed Session Item A-1. All five (5) Board Members were present during the duration of the Closed Session and there is no reportable action.

C. Adjourn Special Meeting

The meeting was adjourned at 7:12p.m.

REGULAR MEETING AT 7:00P.M.

A. ROLL CALL

The meeting was called to order at 7:13p.m. President Graves led in the Pledge of Allegiance. Roll call was taken and all Directors were present.

1. Report on Closed Session

Legal Counsel Schroeder – The Board met at 6:30p.m. in regards to Closed Session item A-1 on the Agenda for the Special Meeting. All five (5) Board Members were present for the duration of the Closed Session and there is no reportable action.

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

Resident Grant – Would like to comment on adding a Dog Park. There is a type of Dog Park that would be good for Discovery Bay and that is a Subscription Park, where it is a key system and you pay per month to use the dog park.

C. PRESENTATION

Contra Costa County Animal Control – Director Glenn Howell

Director Howell – Provided a general overview of Animal Services and what those services are.

There was a discussion between the Public, Animal Services, and the Board on the services Animal Control provides, along with the possibilities of building a Dog Park in Discovery Bay.

D. AREA AGENCIES REPORTS / PRESENTATION

1. SHERIFF'S OFFICE REPORT

Lieutenant Burton – Pointed out the incidents in the monthly report. Lieutenant Burton reiterated the importance of locking your doors and also pointed out that requesting a signature for any type of delivery will help in avoiding stolen packages.

2. CHP REPORT – No Report

3. FIRE DISTRICT REPORT – No Report

4. EAST CONTRA COSTA FIRE PROTECTION DISTRICT REPORT

Chief Henderson – Provided the Incident Summary Report and explained the report in detail. The East Contra Costa Fire Protection District Board met on May 2, 2011 and discussed the Benefit Assessment Report/Engineer's Report. The report was brought back to the Board and after review the report was not accepted. The ECCFPD good news is John Jewell has filled the position of the ninth Board Member.

There was discussion between the Public, the ECCFPD, and the Board.

5. SUPERVISOR MARY PIEPHO, DISTRICT III REPORT

Karyn Cornell – Provided information on Supervisor Piepho testifying on April 11, 2011 at a Congressional Hearing in Fresno on the effort to counteract the ongoing attempt to erode the Federal and State protections on the Delta. Also, the Department of Boating and Waterways are working on the treatment of the Egeria Densa. If there are any concerns regarding the treatment, contact the Department of Boating and Waterways directly. Karyn also provided information regarding the purchase of property on Technology Lane in Brentwood for the future development of an East County Government Center. Provided an update on the work on Highway 4, and provided a reminder of the upcoming Household Hazardous Waste Event.

6. UPDATE ON PROJECTS WITHIN DISCOVERY BAY PROVIDED BY THE DEPARTMENT OF CONSERVATION AND DEVELOPMENT

John Osborne - Provided an update on the different projects within Discovery Bay which include Pantages Bays, Newport Pointe, and The Village at Discovery Bay.

There was a discussion on the different projects in Discovery Bay between, John Osborne, the Board, and the Public.

E. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – No Report

General Manager Howard – Attended a Code Enforcement Meeting and provided a notice for the enforcement of Boats, Trailers, and Basketball Hoops.

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 the previous Regular meeting dated April 20, 2011

2. District Invoices

3. District Financials

4. Approve and Accept the contract work performed by Green Valley Group, Inc. dba Green Valley Landscape for the construction and completion of the Willow Lake Road Ph. I Landscape Improvement project and direct Staff to record "Notice of Completion".

5. District Engineer Services Agreement between the Town of Discovery Bay CSD and HERWIT Engineering

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

G. NEW BUSINESS AND ACTION ITEMS

1. **Approve and Adopt Resolution 2011-10, Direction to HERWIT Engineering to prepare 2011-2012 annual assessment report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9**

General Manager Howard – Provided details on the need for the Resolution For the project.

Motion made – by Director Simon to Approve and Adopt Resolution 2011-10 and seconded by Director Tetreault. Motion carried by the following vote: AYES: 5, NOES: 0.

2. **Roof Replacement Project at 1800 Willow Lake Road**

General Manager Howard – Provided details on the Request for Proposal process for the replacement of the roof for the Town of Discovery Bay CSD Office. E&G Roofing was the lowest responsible bidder; also the company provided a more efficient method to do the replacement.

Motion made – by Director Tetreault to accept E&G Roofing proposal not to exceed \$15,000 and seconded by Director Simon. Motion carried by the following vote: AYES: 5, NOES: 0.

3. **Adoption of Resolution 2011-11 establishing an administrative fee schedule for water related services**

General Manager Howard – Provided details on this item and explained that there have not been any charges for such things as returned checks, late charges, or turning water on or off.

Motion made – by Director Simon to adopt Resolution 2011-11 establishing the administrative fee schedule for water related services and seconded by Vice President Dawson. Motion carried by the following vote: AYES: 5, NOES: 0.

4. **Consideration and Approval of Overnight camping request and fee waiver for "Great American Campout" event at Cornell Park on June 25, 2011 and June 26, 2011**

General Manager Howard – Provided details on this item and explained the conditions for the Great American Campout which is listed on the documentation within the packet.

Legal Counsel – Updated the waiver to add an additional waiver for adult participants.

Resident Dove – Introduced Karen Rarey from REI who is working with Amanda Dove on the Great American Campout. Karen provided details on the Great American Campout project and pointed out that REI is offering equipment to those who are not financially able to pay, so the participants can enjoy the Campout

Motion made – by Director Simon to approve the Overnight camping request and fee waiver for "Great American Campout event at Cornell Park on June 25, 2011 and June 26, 2011 and seconded by Director Tetreault. Motion carried by the following vote: AYES: 5, NOES: 0.

H. CHAIR REPORT AND DIRECTORS' COMMENTS

Director Tetreault – Provided his report and stated that he attended the April 20, 2011 Budget Meeting and provided the details of the meeting.

President Graves – Provided his report and stated that he attended the April 14, 2011 Aviation Advisory Meeting and provided the details of the meeting.

President Graves – Provided his report and stated that he attended the May 2, 2011 East Contra Costa Fire Protection District Meeting and provided the details of the meeting.

I. MANAGERS REPORT

Cherry Hills Sewer Replacement Project Status Update

Water and Wastewater Manager Koehne – Provided an update on the Cherry Hills Sewer Replacement Project.

J. GENERAL MANAGER'S REPORT

Report on Willow Lake Rd Sanitary Sewer Overflow

General Manager Howard – The Town of Discovery Bay CSD now accepts credit card payments and the Website is up and running. General Manager Howard attended the CSDA Legislative Days in Sacramento.. General Manager Howard stated Assemblymember Joan Buchanan was in attendance and he expressed to her the gratitude of the Town of Discovery Bay CSD for her efforts towards the Egeria Densa situation. Regarding the Willow Lake situation on Saturday, April 23, 2011 a resident noticed that there was bubbling liquid coming out of one of the manholes, and the blockage was possibly due to grease. The liquid had cleared and only a small amount had emptied into the storm drain. Veolia Manager Gerald Smart added that the Contra Costa Health Department stated what the levels are typically and the levels that Veolia had were well below that, therefore what may have emptied into the storm drain did not make it to the Lake area, and as a result, was contained.

K. DISTRICT LEGAL COUNSEL REPORT

None

President Graves – Read the note from the winner of the Poetry Contest from Jonathan Knittel.

L. CORRESPONDENCE – Discussion and Possible Action

1. Minutes from the Town of Discovery Bay CSD FY 2011-12 Budget Review Committee meeting dated April 12, 2011
2. R – Letter from Supervisor Piepho regarding the recommended actions to the Auditor-Controller report concerning the Keller Canyon Mitigation Funds dated April 6, 2011.

M. PUBLIC RECORD REQUESTS RECEIVED

1. Request from Don Flint – All Communication between the Contra Costa County Grand Jury and the DB-CSD from 1/1/2008 through current – Dated April 14, 2011
2. Request from Don Flint – Rick's Weekly Email Updates – Dated April 15, 2011
3. Request from Don Flint – Wastewater and Water Master Plans – Dated April 20, 2011

N. FUTURE AGENDA ITEMS

None

O. ADJOURNMENT

The meeting adjourned at 8:39p.m. to the next regular meeting on May 18, 2011 at 1800 Willow Lake Rd – Located in back of Delta Community Presbyterian Church.

//cmc – 5.10.11