



TOWN OF DISCOVERY BAY CSD

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Board Members

President-Ray Tetreault	raytetreault@comcast.net
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Director-David Piepho	DApiepho@sbcglobal.net
Director-Shannon Murphy-Teixeira	smt@politician.com

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY CSD

May 6, 2009

1800 Willow Lake Road, Discovery Bay, California

Website address: www.townofdiscoverybay.org

REGULAR MEETING at 7:00p.m.

A. ROLL CALL

President Tetreault called the meeting to order at 7:00p.m. He then led in the Pledge of Allegiance. General Manager Koehne called the roll and all were present with the exception of Directors Piepho and Murphy-Teixeira.

President Tetreault asked to add an item to the agenda. Treasurer Dove made a motion to add an agenda item to add an Ad-Hoc committee to review delinquent water service. Vice-President Simon 2nd the motion. The motion passed. (3 ayes, 0 nos, 0 abstain) The item was added as item F10.

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

There were no public comments.

C. AREA AGENCIES REPORTS / PRESENTATION

- 1. DEPUTY SHERIFF /MARINE PATROL REPORT** Lieutenant Burton passed out his monthly report and then reviewed it for the board and public. There was discussion about staffing cuts and the P-6 fund implementation. The report is on file at the District Office.
- 2. CHP REPORT** Officer Godman reported that their staffing has remained the same and that they have several officers in training. He reported that in the Discovery Bay area they had issued 138 citations; primarily for speeding, offenses such as running stop signs. He reported that they did not have any DUI arrests. He reported that they had received a grant and that they had two extra cars out in the area during that time.
- 3. FIRE DISTRICT REPORT** No one in attendance.
- 4. SUPERVISOR MARY PIEPHO, DISTRICT III REPORT** Supervisor Piepho announced that they will be discussing the Community Center. She reported that they were working on the budget and that there is a significant drop in revenue and that they are making budget cuts accordingly. She stated that they had adopted their budget early in an effort to save the county money. She noted that they had been able to extend the U.C. Cooperative Extension Program, or the 4-H program, through June to work with U.C. and the communities to see if they can save the program. She communicated that they are moving forward on the Vasco Road project and that there have not been any fatalities on Vasco Road for two years. She reported that the Boat Storage ordinance is moving forward. She stated they have assembled a stake holders group to meet about the State Route 239 project. She said that they are discussing Highway 4 to Stockton with their leaders in an effort to get it on the State's radar to get funding when it becomes available to work on that

road. She reported that they are continuing to advocate for the Delta. She spoke about Buy Fresh, Buy Local; the local agriculture support program. She reported that the Book Machine will be coming on line in June 2009 at the Sandy Cove Shopping Center at Longs Drugs. She announced that they are working on the East County Trail Master Plan. She made known that they had forwarded letters to the Sheriff regarding the P-6 funding on February 13 and also had spoken to him this week and that he had his questions answered and should be moving forward. She reported that the No-Tow Zone is active from Memorial Day weekend through Labor Day weekend. She said that the Harvest Time Map is out and she had some to be left at the District Office. She reported about the County's information about the Swine Flu and left a flyer. She noted that there would be a crosswalk installed at the Byer Road and J-4 Intersection for Excelsior School. She announced that they had been asked to discuss the Knightsen School District and how to better serve the community. She reported that there had been a grand jury report requesting the Byron's Boys Ranch be shut down and that the community had asked that this facility be saved. She stated that the Willow Lake Sidewalk Project was out to bid and should be in progress soon. She reported that the Fire District MSR is at LAFCo now for review. She said that they would be moving the AMR vehicle to Brentwood to make it more accessible to more area.

D. DISTRICT FINANCIAL REPORT

Treasurer Dove reported that the reserves were at \$3 million and that the encumbrances had dropped to \$918,000.00 due to several projects being paid off. He reported that the loan through Municipal Finance has one more payment and then it will be paid off which will make a large impact on the balance sheet.

E. CONSENT CALENDAR

1. Vice-President Simon motioned to approve the Consent Calendar. Treasurer Dove 2nd the motion. The motion passed. (3 ayes, 0 nos, 0 abstain)

F. NEW BUSINESS FOR BOARD CONSIDERATION

1. **Update and Discussion on Status of Proposed Community Center Tetreault)** Supervisor Piepho explained how the property on the corner of Sand Point Road and Discovery Bay Boulevard had come to be a choice selection for the Community Center. She then introduced Catherine Kutsuris, Director of the Department of Conservation and Development. Catherine Kutsuris introduced John Osborne, the senior planner for the Discovery Bay Community. She stated that he would be coming out quarterly to update the community on the building projects in the area. She then explained the requirements that had been put into effect in the original approval for Discovery Bay West between Hofmann Land Development and the County. She reported that they had been meeting over the past several months with the Hofmann Company in order to advance the Community Center Project. She asked that the board give the County confirmation that they are most interested in the site on the Sand Point Road and Discovery Bay Blvd. corner of 2.94 acres. She also asked about the level of dislike for the Newport Site. The board responded that they are interested in the Sand Point and Discovery Bay Boulevard site and that they feel the Newport site is not a feasible site. She also asked if the CSD is interested in managing the building and handle the financing. The board responded that yes they are willing to take on the managing and financing of the facility. Catherine Kutsuris asked if there is any other information that the CSD wants to give to the county. President Tetreault commented that, as it stands, the board is interested in the Sand Point and Discovery Bay site. He also stated that he thinks that the main sticking point is how the CSD is going to finance the ongoing maintenance of the Community Center. Catherine Kutsuris stated that if that site is selected, Hofmann Land Development asks that it does not remain vacant, that it is built within a reasonable time and looks nice. President Tetreault commented that they had an idea that the building could be not only a Community Center but also the offices of the CSD which could help to cover some of the cost of long term maintenance. He also added if that did not happen they would need to take a second stab at a ballot measure and if that did not happen they would have to renegotiate at that time. He commented that they could start with a small building that could be sustainable and possibly add to it in the future. There was discussion about the financing of the Community Center. Catherine Kutsuris asked that the CSD make the commitment on the site and the ability to finance the Community Center. The board decided that they would wait until the entire board was available to discuss this item.

2. **Discuss and Possible Action on Hofmann's Potential LAFCo Application to Annex two (2) Parcels (Koehne)** General Manager Koehne presented this item to the board. David Lennon of Hofmann Land Development Company explained that the property is located across from the Lakes Development. He

explained that they have approached the County to have it annexed to the Town of Discovery Bay for services of water and sewer. He explained that the County had refused to allow the annexation because the property is in the AgCore. He stated that they want to try again to get this property annexed so that the two parcels would be able to have water and sewer service and that they asked that the board support the attempt and if the CSD would be the lead agency in the process? He also stated that they would need a letter stating the ability to serve. President Tetreault stated that he felt that staff was unable to provide any time on this project but that he was supportive of the project to not have any more septic tanks or drilling into the aquifer. There was discussion about the possible limitations to be put on the letter stating the ability to serve. Treasurer Dove made a motion to direct staff to write a letter for "can serve" at the capacity to serve two single family dwellings on the two parcels. Vice-President Simon 2nd the motion. There was discussion about the possible advantages to Hofmann versus the advantages for the Town. Treasurer Dove amended his motion to bring the item back to the next available meeting of a full board. Vice-President Simon 2nd the motion. The motion passed. (3 ayes, 0 nos, 0 abstain)

3. **Presentation on "Fat Trapper" Program (Dove)** Treasurer Dove made a presentation of this product showing that it would help with the grease build up in the sewer. He explained the Fat Trapper is used to dump your hot grease in until it is full then throw the insert away. He commented that other cities have given these away to the residents and educated them to help reduced the grease in the sewers. He commented that he would be bringing it back as a possible item for next year's budget. His presentation showed various ways that they educated children in the schools about the issue of dumping grease in your drains. General Manager Koehne stated he would print out the websites on the power point presentation for the board to review.
4. **Discuss and Possible Action to Have Safety Lights Installed on Vac-Truck (Koehne)** General Manager Koehne presented this item to the board. He explained that he had received the quote from Best Equipment after Friday when the agenda was done so he passed the quote out to the board. Treasurer Dove motioned to approve the bid from CCV Incorporated to install the lights on the VacTruck not-to-exceed \$3,000.00. Vice-President Simon 2nd the motion. The motion passed. (3 ayes, 0 nos, 0 abstain)
5. **Discuss and Possible Action to Replace Filter Media for Filter A at the Newport Water Facility (Koehne)** General Manager Koehne explained this issue to the board. He explained that they are attempting to flush the system but if it does not work they will need to replace the filter media. Vice-President Simon made a conditional motion that if the repair that staff is attempting tomorrow does not cure the problem that they replace the filter media not-to-exceed \$41,331.00. Treasurer Dove 2nd the motion. The motion passed. (3 ayes, 0 nos, 0 abstain)
6. **Discuss, Comment and Accept DRAFT Audit Report (Koehne)** General Manager Koehne presented the Draft Audit to the board for their review. Treasurer Dove made a motion to accept the draft "as is" and that he will review it. Vice-President Simon 2nd the motion. The motion passed. (3 ayes, 0 nos, 0 abstain)
7. **Discuss and Approve UV SCADA System Upgrade, not to Exceed \$8,000 (Koehne)** General Manager Koehne presented this item to the board. Vice-President Simon motioned to approve the UV SCADA System Upgrade not-to-exceed \$8,000.00. Treasurer Dove 2nd the motion. The motion passed. (3 ayes, 0 nos, 0 abstain)
8. **Discuss and Possible Action on Sewer Ordinance Review Proposal from Veolia Water (Koehne)** General Manager Koehne asked to have this item tabled to the next meeting. President Tetreault approved tabling this item.
9. **Discuss and Possible Action on Residential Care Facility Fire Safety Inspection Request (Koehne)** General Manager Koehne presented this item to the board. There was discussion about how there could be so many children in one facility. Treasurer Dove motioned to direct staff to respond that it appears from the letter sent that the number of people are in excess over the number of bedrooms and the board has significant number of concerns that should be addressed. Vice-President Simon 2nd the motion. An audience member commented that the neighborhood is not aware of this facility and that the HOA does not allow businesses in their development. Mrs. Richardson commented that even if the house is reconfigured for the number of children the plumbing would be for a single family and that there would be a significant increase in traffic because of the children being taken to daycares, doctors, plus staff coming and going. Treasurer Dove amended his motion to include Mrs. Richardson's comments. Vice-President Simon amended his 2nd. The motion passed. (3 ayes, 0 nos, 0 abstain)
10. **Discuss and Possible Action to Create an Ad-Hoc Committee to Review Delinquent Water Billing (Tetreault)** President Tetreault commented that there was a delinquent commercial user who had requested a meeting with the board to discuss their bill. He stated that he thinks they should form an Ad-Hoc Committee.

Treasurer Dove made a motion to form an Ad-Hoc Committee consisting of President Tetreault and Treasurer Dove to address this one situation and direct staff not to carry out the 48 hour notice, but the board president will have the authority to start the 48 hour notice again. Vice-President Simon 2nd the motion. The motion passed. (3ayes, 0 nos, 0 abstain)

G. COMMITTEE/LIAISON REPORTS

1. **Trans-Plan Report** No report.
2. **Code Enforcement Report** No report.
3. **Special Districts Report**** No meeting to report on.

**These meetings are held Quarterly

H. DIRECTORS' COMMENTS

Treasurer Dove commented that the large users are still on manual reads. General Manager Koehne explained that they will be put on the new system as the mesh moves closer to their locations, and that some are already on the new system. Treasurer Dove commented that he would like to see the review of the billing of the large users and a timeline when the rest of the large users will be on billing put on the agenda.

Vice-President Simon also asked for the large user program to be on the agenda. General Manager Koehne asked for clarification because the last item relating to this had been on the agenda to find a consultant to help implement the remaining installations of the large users. There was discussion about how to find a consultant and getting the program completed.

President Tetreault - no comments.

I. GENERAL MANAGER REPORT

1. **Update on Landscape CIP Projects** General Manager Koehne reported that the Willow Lake Project Design is in the process of being completed by the Landscape Architectural firm and once the sidewalk is completed by the county we will be able to go out for bid. He reported that staff had put out bark in the playgrounds to bring them up to the correct level. He announced that staff will be laying out mulch on Clipper Drive. He stated that there will be plants installed in Zone 61 and the rest is waiting until we hear from Reclamation District 800 about the levee planting. President Tetreault asked if the work at Wastewater Treatment Plant 1 had been done. General Manager Koehne responded that staff is currently working on that.

J. LEGAL COUNSEL REPORT

No legal report.

K. CORRESPONDENCE – Discussion and Possible Action

1. **Aviation Advisory Committee DRAFT Minutes of February 17, 2009 & March 17, 2009**

L. FUTURE AGENDA ITEMS

President Tetreault asked for the item of a Lien for uncollected funds ordinance. He also asked for an item to change some director representative assignments. He also asked for a schedule of the water meters being put in next in the old area.

M. ADJOURNMENT

The meeting was adjourned at 10:08 pm to the next Regular meeting of May 20, 2009.

Lh 5/13/09