



# 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 June 5, 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**

Call business meeting to order – 7:00 p.m. by Vice-President Simon  
Pledge of Allegiance – Led by Vice-President Simon  
Roll Call – All present with the exception of President Tetreault

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

There was one Public Comment Speaker

**C. PRESENTATIONS**

**1. Presentation of DRAFT Proposed Water and Wastewater Rate Study for the Periods FY 2013/14 through FY 2016/17**

**General Manager Howard** – Introduced Tom Gaffney and Allison Lechowicz with Bartle Wells Associates.

**Bartle Wells Associates Allison Lechowicz, Financial Analyst** – Provided details of item C-1. There was discussion between the Bartle Wells Associates, the General Manager, and the Board. There was one Public Comment Speaker.

**Bartle Wells Associates Tom Gaffney, PE, CIPFA** – Provided details of item C-1. There was discussion between the General Manager, the Water and Wastewater Manager, Legal Counsel, Bartle Wells Associates, and the Board.

**Motion by:** Director Pease recommending that the Board of Directors: 1) Direct staff to set a Public Hearing for August 7, 2013 on the adoption of the proposed rate increase(s) for the period FY 2013-13 through FY 2016-17; (2) Direct staff to advertise the notice of the Public Hearing once a week for two weeks prior to the date set for the Public Hearing in a newspaper of general circulation; and 3) Direct staff to prepare the necessary adoption resolution pursuant to the Proposition 218 Public Hearing.

**Second by:** Director Graves

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

**D. AREA AGENCIES REPORTS / PRESENTATION**

**1 Sheriff's Office Report**

**Lieutenant Alan Johnson** – Provided the law enforcement report for the month of May.

**2. CHP Report** – No Report

**3. Fire District Report** – No Report

**4. East Contra Costa Fire Protection District Report**

**Chief Burris** – Provided his report and the details for the month of May. There was discussion between the Board and Chief Burris.

**5. Supervisor Mary Piepho, District III Report**

**Karyn Cornell** - Provided an update on several projects surrounding Discovery Bay. There was one Public Comment Speaker.

**E. COMMITTEE/LIAISON REPORTS**

1. **Trans-Plan Report** – No Report
2. **County Planning Commission Report**– No Report
3. **Code Enforcement Report**– No Report
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. DRAFT minutes of previous special meeting dated May 15, 2013
2. DRAFT minutes of previous regular meeting dated May 15, 2013
3. Approve Register of District Invoices
4. Annual Audited Financial Statements for FY 2012-13
5. Consideration and Approval of Overnight camping request and fee waiver for “Great American Campout” event at Cornell Park on June 22, 2013 and June 23, 2013

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

**Second by:** Director Pease

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

**G. NEW BUSINESS AND ACTION ITEMS**

**1. Install Solar Dryer C&D Building**

**General Manager Howard** – Provided details of item G-1.

**District Engineer Harris** – Provided additional details of item G-1. There was discussion between the General Manager, the District Engineer, and the Board.

**Motion by:** Director Graves to approve the contract with Rough Brothers in the amount of \$213,613.78 to install the Parkson Solar Dryers previously purchased by the District. Direct the General Manager to execute all documents.

**Second by:** Director Pease

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

**General Manager Howard** – Introduced the Town of Discovery Bay Intern, Gregory Harris’s son, Ryan Harris.

**2. Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2013-14 – Adopt and Approve Resolution No. 2013-09**

**Parks and Landscape Manager Perez** – Provided details of item G-2. There was discussion between the Parks and Landscape Manager, the General Manager, and the Board.

**Motion by:** Director Pease to adopt Resolution No. 2013-09, establishing the Discovery Bay Lighting and Landscape Zone #8 Fiscal Year 2013-2014 Appropriation Limit pursuant to Article XIII B of the California Constitution.

**Second by:** Director Graves

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

**3. Discussion and award of Landscape Maintenance Contract for Discovery Bay Landscape and Lighting Zone 8 (Zone 8)**

**Parks and Landscape Manager Perez** – Provided details of item G-3. There was discussion between the Parks and Landscape Manager, the General Manager, the Water and Wastewater Manager, and the Board. There was one Public Comment Speaker.

**Motion by:** Director Pease to (1) Accept Staff recommendation and award contract to Odyssey Landscaping in the monthly amount of \$7,965.00 for the Zone 8 Landscape Maintenance Services; and (2) authorize the General Manager to execute all contract documents.

**Second by:** Director Graves

**Director Pease** – Complimented the Parks and Landscape Manager Fairin Perez.

**Vote:** Motion Carried – AYES: 3 – Director Graves, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – President Tetreault, ABSTAIN: 1 – Vice-President Simon

**4. Letter to Caltrans regarding Highway 4 and Regatta Drive Traffic Concerns**

**General Manager Howard** – Provided details of item G-4. There was discussion between the General Manager and the Board.

**Motion by:** Director Graves to direct the Board President to execute a letter to Caltrans expressing the Town of Discovery Bay’s concerns regarding potential traffic impacts on Highway 4 and Regatta Drive.

**Second by:** Director Pease

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

**5. Surplus Discovery Bay Community Center Equipment and Disposal of Surplus Equipment**  
**General Manager Howard** – Provided details of item G-5. There was discussion between the General Manager, Legal Counsel, and the Board.

**Motion by:** Director Pease to authorize the sale of the surplus equipment to Sports Center Hayward in the amount of \$8,000.

**Second by:** Director Graves

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

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

**Director Steele** – Provided the report and details of the Byron Union School District meeting dated May 30, 2013.

**Director Graves** – Provided the report and details of the East Contra Costa Fire Protection District meeting dated June 3, 2013.

**I. MANAGER'S REPORT – Discussion and Possible Action**

1. Annual Fiscal Year 2013-14 and Fiscal Year 2014-15 Preliminary DRAFT Operating, Capital and Revenue Budgets

**J. GENERAL MANAGER'S REPORT**

**General Manager Howard** – Provided details of his absence at the District office dated June 6, 2013 due to a Utility Manager Conference regarding the Municipal Service Reviews in Ontario and will be back in the afternoon of that same day. Also, reviewed the schedule of the meetings in July and the July 3, 2013 meeting will remain the same and the second meeting in July will be Tuesday, July 16, 2013 at 7:00 p.m.

**Motion by:** Director Steele to adjust the schedule to reflect the second meeting in July to be Tuesday, July 16, 2013 at 7:00 p.m.

**Second by:** Director Graves

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

**K. DISTRICT LEGAL COUNSEL REPORT**

**Legal Counsel Schroeder** – Stated that he will be absent at the Board Meetings dated Wednesday, July 3, 2013 and Tuesday, July 16, 2013 and will be sending one of his colleagues.

**L. COMMITTEE UPDATES – Discussion and Possible Action**

1. Approved minutes from the Community Center meeting dated May 7, 2013  
2. Community Center Status Report (No written report)

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

1. R – Byron Municipal Advisory Council meeting minutes dated April 25, 2013  
2. R – Letter from County Supervisor Piepho regarding the Byron Highway/Camino Diablo intersection dated May 9, 2013  
3. S – Letter to Contra Costa County Department of Conservation and Development, John Osborne regarding Newport Pointe Leash Free Dog Park dated May 16, 2013

**N. PUBLIC RECORD REQUESTS RECEIVED**

**O. FUTURE AGENDA ITEMS**

None

**P. ADJOURNMENT**

The meeting adjourned at 8:21 p.m. to the next regular meeting dated June 19, 2013 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 06.06.13

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