



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Kevin Graves • Director – Bill Pease • Director – Chris Steele • Director – Marianne Wiesen

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday September 4, 2013
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, 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 – 7:05 p.m. by President Simon
Pledge of Allegiance – Led by Vice-President Graves
Roll Call – All Present

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

None

C. PRESENTATIONS

None

D. AREA AGENCIES REPORTS / PRESENTATION

1 Sheriff's Office Report

Sheriff Representative – Provided the law enforcement report for the month of August. There was discussion between the Board and the Representative.

2. CHP Report

Officer Thomas – Provided an update of the services to the Town of Discovery Bay. There was discussion between the Officer and the Board.

3. Fire District Report – No Report

4. East Contra Costa Fire Protection District Report

Vice-President Graves – Provided an update

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

General Manager Howard – Provided an update

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 regular meeting dated August 21, 2013

2. Approve Register of District Invoices

Motion by: Vice-President Graves to approve the Consent Calendar

Second by: Director Pease

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

G. NEW BUSINESS AND ACTION ITEMS

- 1. Terminate Independent Audit Services Contract with Croce and Company for the period FY 2012-13 through FY 2014-15 and enter into contract for Independent Audit Services with Croce, Sanguinetti and Vander Veen for the audit periods period FY 2012-13 through FY 2014-15**

General Manager Howard – Provided details of item G-1. There was discussion between the General Manager and the Board.

Motion by: Vice-President Graves to terminate the existing Independent Audit Services contract with Croce and Company, enter into a contract for Independent Audit Services with Croce, Sanguinetti and Vander Veen for the audit periods period FY 2012-13 through FY 2014-15, approve contract fee amount of \$22,650.00 for Croce, Sanguinetti and Vander Veen to conduct the Town of Discovery Bay's FY 2012-13 financial audit, and authorize the General Manager to execute all contract documents

Second by: Director Wiesen

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

- 2. Adoption of Resolution 2013-18 Establishing Fees and charges for Water and Wastewater and related services**

General Manager Howard – Provided details of item G-2. There was discussion between the General Manager and the Board.

Motion by: Director Pease to adopt Resolution 2013-18 Establishing Fees and charges for Water and Wastewater and related services

Second by: Vice-President Graves

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

- 3. Approval of the Wastewater Treatment Plant #2 Solar Dryers C&D Electrical Installation (Master Plan Project No. 13, 14)**

District Engineer Harris – Provided details of item G-3. There was discussion between the General Manager, the Water and Wastewater Manager, and the Board.

Motion by: Director Pease to award the lowest responsible bid to Bockmon & Woody Electric in the amount of \$218,259.00, that the General Manager be authorized to execute all contract documents, and that the General Manager be authorized to execute contract change orders up to ten (10) percent of the amount of the bid award.

Second by: Vice-President Graves

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

- 4. Adoption of Resolution 2013-19 Town of Discovery Bay "DRAFT" Employee Personnel Manual**

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

Motion by: Director Pease to adopt Resolution 2013-19 Approving Employee Personnel Manual and bring back at a future date just a discussion only on comparisons on vacation

Motion by: Vice-President Graves to adopt Resolution 2013-19 Approving Employee Personnel Manual and add a future agenda item to discuss vacation

Legal Counsel – Provided additional details regarding item D-4.

Motion by: Director Steele to adopt Resolution 2013-19 Approving Employee Personnel Manual as written

Second by: Vice-President Graves

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

H. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Steele – Provided a report and details of the Byron Union School District meeting dated August 22, 2013

I. MANAGER'S REPORT – Discussion and Possible Action

- 1. Capital Project Update**

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

J. GENERAL MANAGER'S REPORT

None

K. DISTRICT LEGAL COUNSEL REPORT

None

L. COMMITTEE UPDATES – Discussion and Possible Action

1. Approved minutes from the Community Center meeting dated July 29, 2013

2. Community Center Status Report (No written report)

3. **Community Center Advisory Committee Appointment of at-large Committee Member**

Vice-President Graves – Provided details of item L-3.

Motion by: Vice-President Graves to appoint Chris Farro to fill the vacancy on the Community Center Committee

Second by: Director Wiesen

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

M. CORRESPONDENCE – Discussion and Possible Action

1. R – East Contra Costa County Fire Protection District meeting minutes dated July 8, 2013
2. R – Contra Costa LAFCO meeting minutes dated July 10, 2013

N. PUBLIC RECORD REQUESTS RECEIVED

O. FUTURE AGENDA ITEMS

P. ADJOURNMENT

The meeting adjourned at 8:18 p.m. to the next special meeting dated September 19, 2013 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 09.09.13

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