



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President - Chris Steele • Vice-President - Kevin Graves • Director - Jim Mattison • Director - Mark Simon • Director - Ray Tetreault

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY CSD
Wednesday September 5, 2012
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 – 7:02 p.m. by President Steele
Pledge of Allegiance – Led by President Steele
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

Lieutenant Alan Johnson – Provided the law enforcement report for the month of August. There was discussion between the Board and Lieutenant Alan Johnson

2. CHP REPORT – No Report

3. FIRE DISTRICT REPORT

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

4. EAST CONTRA COSTA FIRE PROTECTION DISTRICT REPORT – No report

5. SUPERVISOR MARY PIEPHO, DISTRICT III REPORT

Karyn Cornell – Provided an update on several projects surrounding Discovery Bay. There was discussion between the Board and Karyn Cornell

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 from the Code Enforcement meeting August 30, 2012

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 previous Regular meeting dated August 15, 2012

2. Minutes of previous Special meeting dated August 29, 2012

3. District Invoices

4. Resolution 2012-22 adopting the Town of Discovery Bay CSD Emergency Operations Plan

Motion by: Director Tetreault to approve the Consent Calendar

Second by: Director Simon

There was one (1) Public Comment Speaker

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

G. NEW BUSINESS AND ACTION ITEMS

1. Award of Contract to Gates & Associates for design services relating to Cornell Park Capital Improvement Projects for the FY 2012/13

General Manager Howard – Provided details on item G-1

Parks and Landscape Manager Perez – Provided additional details on Item G-1

Motion by: Director Tetreault to approve this Project for a not to exceed \$40,000.00

Second by: Director Simon

There was discussion between the Board, the General Manager, and the Parks and Landscape Manager. There were two (2) Public Comment Speakers

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

2. Review and Discussion of District Representative Listing for 2012

General Manager Howard – Provided details on item G-2

There was discussion between the Board and the General Manager. There was one (1) Public Comment Speaker

Motion by: President Steele to have a Landscaping Subcommittee, Budget Subcommittee, Community Center Subcommittee, Investment Oversight Subcommittee, Public Financing Authority Subcommittee, Park and Recreation Subcommittee, Water and Wastewater Subcommittee, and reestablish the Communications Subcommittee with Kevin Graves and Jim Mattison as the two (2) members of that committee

Second by: Vice-President Graves

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

3. Agency Comment Request – Home Occupation Use Permit Application – Adrian Pell (LP12-2095)

General Manager Howard – Provided details on item G-3

There was discussion between the Board and the General Manager

Motion by: Vice-President Graves to send a letter with no comment other than no increase with customer or pedestrian traffic due to the new business

Second by: Director Simon

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

4. Agency Comment Request – Home Occupation Use Permit Application – Douglas Browand (LP12-2100)

General Manager Howard – Provided details on item G-4

There was discussion between the Board and the General Manager

Motion by: Director Simon to send a letter with no comment other than no increase with customer or pedestrian traffic due to the new business

Second by: Vice-President Graves

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

5. Authorize Contract Change Order Number(s) 00009 & 00010 to Conco West for the Belt Press and Dewatering Project

General Manager Howard – Provided details on item G-5

Motion by: Director Mattison to authorize contract change order 00009 and 00010 to Conco West for the Belt Press and Dewatering Project

Second by: Director Tetreault

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

H. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Mattison – Acknowledged Parks and Landscape Manager Perez and Administrative Assistant McCool for their work on behalf of the District

Vice-President Graves – Provided his report and the details of the Byron Union School District meeting dated August 16, 2012

President Steele – Provided a reminder regarding the Proposed Peripheral Canal

I. MANAGER'S REPORT

1. Landscape Managers Report

Parks and Landscape Manager Perez – Provided a presentation on the Clipper Drive Project and an update on several other related items. Parks and Landscape Manager Perez received a certificate for completing the Arborist exam.

There was discussion between the Board and the Parks and Landscape Manager.

2. Salinity Study

Water and Wastewater Manager Koehne – Provided the study of the Salinity Project. There was discussion between the Board and the Water and Wastewater Manager.

J. GENERAL MANAGER'S REPORT

General Manager Howard – Provided details in regards to the Kiper Home Development Plan, the Capacity Fee Report, and the California Special District Annual Conference. There was discussion between the Board and the General Manager.

K. DISTRICT LEGAL COUNSEL REPORT

None

L. COMMITTEE UPDATES

None

M. CORRESPONDENCE – Discussion and Possible Action

1. R – Discovery Bay P-6 Zone Citizen Advisory Committee Minutes dated June 18, 2012

N. PUBLIC RECORD REQUESTS RECEIVED

O. FUTURE AGENDA ITEMS

1. Leasing space – Old Shopping Center
2. Sub-Committee Calendar

P. ADJOURNMENT

The meeting adjourned at 8:42 p.m. to the next regular meeting on September 19, 2012 starting at 7:00 p.m. at 1800 Willow Lake Road.

//cmc – 09.12.12

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