



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday March 7, 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 to order - 7:00 p.m. by President Steele
Pledge of Allegiance - led by Girl Scouts of the USA
Roll Call - All Present

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

There were two (2) Public Comment Speakers

C. PRESENTATIONS

1. Proclamation to the Girl Scouts of the USA
President Steele - Presented the Proclamation to the Girl Scouts

D. AREA AGENCIES REPORTS / PRESENTATION

1. SHERIFF'S OFFICE REPORT

Alan Johnson - Provided the law enforcement report for the month of January

2. FIRE DISTRICT REPORT

Chief Burris - Provided his report and the details for the month of February

3. CHP REPORT

Officer Godman - Provided an update of the services to the Town of Discovery Bay

4. EAST CONTRA COSTA FIRE PROTECTION DISTRICT REPORT - No Report

5. SUPERVISOR MARY PIEPHO, DISTRICT III REPORT

Karyn Cornell - Provided an update on the County related items. Office has moved to new location: 3361 Walnut Boulevard Suite 140, Brentwood, CA 94513

E. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report - No Report

2. County Planning Commission Report - John Osborne provided an update on three (3) projects within Discovery Bay; Pantages Project, Newport Pointe Project, and the Village Project

There was discussion between John Osborne, the General Manager, and the Board

3. Code Enforcement Report - General Manager Howard provided the details of the Code Enforcement meeting

4. Special Districts Report** - No Report

**These meetings are held Quarterly

President Steele - Moved Item K to this point of the meeting

Board Vacancy: Discussion and possible action

Legal Counsel Schroeder - Provided an update on the options for the Board Vacancy

Interested Residents for the Board Vacancy

Hal Bailey - Not present

Bruce Hall - Provided the details of his strengths and qualifications

Marshall Harris - Provided the details of his strengths and qualifications

Jim Mattison - Provided the details of his strengths and qualifications

Midge A Moser – Provided the details of her strengths and qualifications
Bill Pease – Provided the details of his strengths and qualifications
Tony Rigoni – Provided the details of his strengths and qualifications
Toby Ronquillo – Not present
Jonathan Silver – Provided the details of his strengths and qualifications
Diane Stewart – Provided the details of her strengths and qualifications
Frank Visintin – Provided the details of his strengths and qualifications
There was discussion between Legal Counsel and the Board
Motion by: President Steele to appoint prior to April 6, 2012
Second by: Vice-President Graves
Vote: Motion carried – AYES: 4, NOES: 0
The discussion continued between Legal Counsel and the Board
Motion by: Vice-President Graves to have the appointment at the April 4, 2012 meeting
Second by: Director Simon
Vote: Motion carried – AYES: 4, NOES: 0

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 February 15, 2012
2. Minutes of previous Special meeting dated February 29, 2012
3. District Invoices
4. Adopt and Approve Resolution 2012-06 - Contra Costa Stakeholders Regarding the Bay-Delta
5. Consideration and Approval of Overnight camping request and fee waiver for "Great American Campout" event at Cornell Park on June 23, 2012 and June 24, 2012
6. Information on CPRS Branding Initiative "Parks Make Life Better" and authorization for Policy Agreement to use branding logo
7. Authorization to waive reservation fees for the Brentwood Pony League's 2012 seasonal use of Cornell Park baseball field

Motion by: Director Simon to approve the Consent Calendar
Second by: Vice-President Graves
Vote: Motion carried – AYES: 4, NOES: 0

G. NEW BUSINESS AND ACTION ITEMS

1. **Adoption of the FY 2012-2013 Budget Calendar**
General Manager Howard – Provided the details of Item G-1
Motion by: Vice-President Graves to approve the Budget Calendar
Second by: Director Tetreault
Vote: Motion carried – AYES: 4, NOES: 0
2. **Award of contract to Vintage Contractors for Regatta Park Basketball Surfacing**
General Manager Howard – Provided the details of Item G-2
Motion by: Director Tetreault to approve the Contract for \$10,280.00
Second by: Director Simon
Vote: Motion carried – AYES: 4, NOES: 0
3. **Award of contract to Stockton Fence & Material Co. for Cornell Park Tennis Court Chain Link Fence Replacement Project**
General Manager Howard – Provided the details of Item G-3
There was one (1) Public Comment Speaker
Motion by: Director Simon to award the Contract to Stockton Fence & Material Co. for Cornell Park Tennis Court Chain Link Fence not to exceed \$14,214.00
Second by: Director Tetreault
Vote: Motion carried – AYES: 4, NOES: 0
4. **Award of contract to Odyssey Landscaping, Inc. for RFP #12-01, Cornell Park Horse Shoe Pits**
General Manager Howard – Provided the details of Item G-4
Motion by: Vice-President Graves accepting the bid as proposed
Second by: Director Tetreault
Vote: Motion carried – AYES: 4, NOES: 0
5. **Approve Town of Discovery Bay Community Services District Job Descriptions**
General Manager Howard – Provided the details of Item G-5
There was a discussion between the General Manager and the Board

Motion by: Director Simon to approve the Town of Discovery Bay Community Services District Job Descriptions

Second by: Vice-President Graves

Vote: Motion carried – AYES: 4, NOES: 0

6. Town of Discovery Bay Fiscal Year 2011-12 Operating and Capital Budget Mid Year Summary Report

General Manager Howard – Provided the details of Item G-6

Finance Manager Breitstein – Provided additional details of Item G-6

There was one (1) Public Comment Speaker

There was discussion between the Finance Manager, the General Manager, and the Board

No action on Item G-6

H. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Vice-President Graves – Provided the details and his reports for the East Contra Costa County Fire Protection District for meeting dates of February 27, 2012 and March 5, 2012

President Steele – Provided the details and his report for the Byron Union School District for meeting date of February 16, 2012

I. MANAGER'S REPORT

None

J. GENERAL MANAGER'S REPORT

General Manager Howard – Provided details of items that have been posted to our Website – East Contra Costa County Fire Protection District Town Hall Meeting Power Point presentation from March 1, 2012, reminder of April 21, 2012 Earth Day Celebration at Slifer Park, and Daylight Savings time begins this weekend, so remember to spring ahead and to also check the batteries on your smoke detectors

K. DISTRICT LEGAL COUNSEL REPORT

1. Board Vacancy: Discussion and possible action

Item K-1 moved before Item F

Legal Counsel Schroeder – The Board held a Special meeting at 6:30 p.m. this evening – one (1) Closed Session Agenda Item – all four (4) Board Members were present during the entirety of the Closed Session – No reportable action

L. COMMITTEE UPDATES

None

M. CORRESPONDENCE – Discussion and Possible Action

1. R – State Route 4 Bypass Authority meeting Minutes from January 12, 2012

2. R – Byron Municipal Advisory Council meeting Minutes from January 19, 2012

N. PUBLIC RECORD REQUESTS RECEIVED

1. Request from Professional Finders –Financial and Property Tax Overpayment Information etc. – Request date February 5, 2012

2. Request from William Richardson – Water Master Plan – Request date February 12, 2012

3. Request from Brian Dawson – Board Vacancy – Request date February 23, 2012

O. FUTURE AGENDA ITEMS

Budget Committee – Director Simon

P. ADJOURNMENT

The meeting adjourned at 8:40 p.m. to the next regular meeting on March 21, 2012 at 1800 Willow Lake Road.

For the Audio of this meeting please visit our Website at
<http://www.todb.ca.gov/content/agenda-and-minutes/>

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