



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday February 18, 2015
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 – 7:00 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. PRESIDENT REPORT AND DIRECTORS' COMMENTS

None

E. 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. **Approval of DRAFT minutes of special meeting dated January 31, 2015**
2. **Approval of DRAFT minutes of special meeting dated February 4, 2015**
3. **Approval of DRAFT minutes of regular meeting dated February 4, 2015**
4. **Mission, Vision, Goals and Values Statement**
5. **Approve Register of District Invoices**

Motion by: Vice President Pease to approve the Consent Calendar

Second by: Director Leete

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

F. BUSINESS AND ACTION ITEMS

1. Consideration of Amending Board Policy No. 004 and Adoption of Resolution No. 2015-03

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

Motion by: Director Graves to amend Board Policy No. 004 and adopt Resolution No. 2015-03, and include language reflecting effective date of Section 1 to be January, 2016.

Second by: Director Leete

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

2. Consideration of Nomination for Vacant California Special Districts Association Board Member Vacancy

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

Manager and the Board.

Motion by: Director Simon to authorize the General Manager to submit nomination forms to the California Special Districts Association (CSDA) in order to fill a vacancy on the CSDA Board for the remainder of the term ending December 31, 2015.

Second by: Director Leete

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

3. Badger ORION Cellular BEACON Meter Reading System

Finance Manager Dina Breitstein and General Manager Howard - Provided the details of item F-3. There was discussion between the Finance Manager, General Manager and the Board.

Motion by: Vice-President Pease to authorize payment to National Meter and Automation Inc. in the amount of \$40,586.76 for the Badger ORION Cellular BEACON Meter Reading System; and authorize the General Manager to execute all purchase and contract documents.

Second by: Director Simon

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

4. Requests from local organizations to lease space in District owned facilities

General Manager Howard – Provided the details of item F-4. There was discussion between the General Manager and the Board. The Board directed Staff to return with a concept for a formal agreement for leasing space of District owned facilities by the March 18th Board meeting.

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. District Financial Statement Report for the Period ending December 31, 2014 and FY 2014-15 Mid-Year Budget Review

Finance Manager Dina Breitstein – Provided details of item G-1. There was discussion between the Finance Manager and the Board.

H. VEOLIA REPORT

1. Veolia Report – Month of January 2015

Project Manager Berney Sadler – Provided the details of the December 2014 Monthly Operations Report. There was discussion between the Project Manager, the General Manager, and the Board.

I. MANAGER'S REPORTS – Discussion and Possible Action

None

J. GENERAL MANAGER'S REPORT – Discussion and Possible Action

General Manager Howard – Stated that there will be a going away luncheon for Parks & Recreation Manager, Fairin Perez, on Friday, February 20th. The General Manager provided an update of the transition of Board meetings to the community center beginning in either March or April.

K. DISTRICT LEGAL COUNSEL REPORT

None

L. COMMITTEE UPDATES – Discussion and Possible Action

General Manager Howard – The General Manager provided an update of the swimming pool plastering project.

M. CORRESPONDENCE – Discussion and Possible Action

1. R – Contra Costa County Aviation Advisory Committee meeting minutes dated October 9, 2014
2. R – Contra Costa County Aviation Advisory Committee meeting minutes dated January 8, 2015
3. R – East Contra Costa County Fire Protection District meeting minutes dated January 5, 2015
4. R – State Route 4 Bypass meeting minutes dated October 9, 2014
5. R – State Route 4 Bypass meeting minutes dated November 13, 2014

N. PUBLIC RECORD REQUESTS RECEIVED

None

O. FUTURE AGENDA ITEMS

None

P. ADJOURNMENT

The meeting adjourned at 7:56 p.m. to the next Regular meeting dated March 4, 2015 starting at 7:00 p.m. on 1800 Willow Lake Road.

//sh – 02-24-15