



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday March 2, 2016

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, 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 Pease

Pledge of Allegiance – Led by President Pease

Roll Call – All Present with the exception of Director Graves

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

There was one Public Comment speaker who spoke about the safety surrounding incoming and exiting traffic at the entrance to Discovery Bay at Discovery Bay Blvd.. The Board asked that staff address this with the County.

C. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report

Deputy Allain - Provided the law enforcement report for the month of February. There was discussion between the Deputy Allain and the Board.

2. CHP Report

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

3. East Contra Costa Fire Protection District Report

4. Supervisor Mary Piepho, District III Report

Alicia Nuchols Field Representative – Provided an update of several projects in Discovery Bay.

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – Interim General Manager Kutsuris provided details of the Code Enforcement meeting on February 25, 2016.

4. Special Districts Report** – No Report

***These meetings are held Quarterly*

Legal Counsel Attebery – Provided information on potentially adding Item G-6 to the Agenda. There was discussion between the Board.

Motion by: Vice-President Leete for the Board to determine that the information came to the District after the posting of the Agenda, that there is a need for immediate action on this item and to add the Agenda Item (Special District Representation on LAFCO – Consider forwarding a nomination and designating the voting delegate) to the agenda.

Second by: Director Simon

Vote: Motion Carried – AYES: 4, NOES: 0, ABSENT: 1 – Director Graves

E. PRESENTATIONS

None

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. Approval of DRAFT minutes of special meeting for February 17, 2016
2. Approval of DRAFT minutes of regular meeting for February 17, 2016
3. Approve Register of District Invoices

Motion by: Director Steele to approve the Consent Calendar

Second by: Vice-President Leete

Vote: Motion Carried – AYES: 4, NOES: 0, ABSENT: 1 – Director Graves

G. BUSINESS AND ACTION ITEMS

1. Lease of closed fire station at 1535 Discovery Bay Boulevard

Interim General Manager Kutsuris – provided details of Item G-1. There was discussion between the Board and the Interim General Manager

Motion by: Director Steele to authorize the Interim General Manager to negotiate and sign a lease on behalf of the Town of Discovery Bay with the East Contra Costa Fire Protection District for the use of Fire District property at 1535 Discovery Bay Boulevard.

Second by: Director Simon

Vote: Motion Carried – AYES: 4, NOES: 0, ABSENT: 1 – Director Graves

2. Wastewater Master Plan Plant 1 Update - Award of Bid to Stantec Inc. in the amount of \$37,000

Motion by: Vice-President Leete to award a contract to (1) Stantec Inc, in the amount of \$37,000; (2) authorize the General Manager to approve Contract Change Orders up to 10% of the contracted bid price; and (3) authorize the General Manager to execute all contract documents.

Second by: Director Simon

Vote: Motion Carried – AYES: 4, NOES: 0, ABSENT: 1 – Director Graves

3. Update on Filtration Project - The purpose of this item to update the Board on the Filtration Project (CIP-5), the project schedule, and funding timeline

Engineer Harris – provided details of Item G-3. There was discussion between the Board, Engineer Harris and Interim General Manager Kutsuris.

4. Contract with Bob Murray and Associates for the recruitment of the District General Manager

Interim General Manager Kutsuris – provided details of Item G-4. There was discussion between Interim General Manager Kutsuris and the Board. There was one public speaker.

Motion by: Vice-President Leete to authorize the Interim General Manager to sign on behalf of the District a contract with Bob Murray and Associates for the recruitment of a District General Manager..

Second by: Director Simon

Vote: Motion Carried – AYES: 4, NOES: 0, ABSENT: 1 – Director Graves

5. Agency Comment Request – Discovery Bay Shopping Center Land Use Permit and Development Plan Application #LP16-2001

Interim General Manager Kutsuris – provided details of Item G-5. There was discussion between Interim General Manager Kutsuris and the Board.

Motion by: Director Simon to authorize the Interim General Manager to send a letter on behalf of the Town of Discovery Bay recommending approval of the proposed land use permit and development plan application.

Second by: Director Steele

Vote: Motion Carried – AYES: 4, NOES: 0, ABSENT: 1 – Director Graves

6. Special District Representation on LAFCO – Consider forwarding a nomination and designating the voting delegate

Interim General Manager Kutsuris – provided details of Item G-6.

Motion by: Director Simon to decline forwarding a nomination for the Special District's representation on LAFCO; and 2. Designate Bill Pease as the voting delegate for the District and Vice-President Leete as the alternate.

Second by: Director Steele

Vote: Motion Carried – AYES: 4, NOES: 0, ABSENT: 1 – Director Graves

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

None

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

None

J. MANAGER'S REPORT – Discussion and Possible Action

None

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

1. Pickle Ball Court repair cost

Interim General Manager Kutsuris – provided details of Item K-1

2. Repair of sewer pipe on Beaver Lane

Water & Wastewater Manager Koehne – provided details of Item K-2

L. DISTRICT LEGAL COUNSEL REPORT

None

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

There have been no Sub-Committee meetings since the last Board meeting

N. CORRESPONDENCE – Discussion and Possible Action

1. Aviation Advisory Committee Meeting Minutes 12-10-15

2. State Route 4 Bypass Authority Minutes 01-14-16

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

Director Simon requested that an update be provided on the community center surveillance security camera system and to provide information on adding a surveillance security camera system to the fire station at 1535 Discovery Bay Boulevard after the lease has been negotiated.

Q. ADJOURNMENT

The meeting adjourned at 7:52 p.m. to the next Regular meeting dated March 16, 2016 starting at 7:00 p.m. at the Community Center.

//sh – 03-04-16

<http://www.todb.ca.gov/agendas-minutes>