



# 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 March 18, 2015  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://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 Director Graves  
**Roll Call** – All Present

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

None

**C. PRESENTATIONS**

**1. Discovery Bay AOB (Area of Benefit) - John Honey/Contra Costa County Public Works**

**General Manager Howard** – Provided the details of item C-1 and introduced the representatives for Contra Costa Public Works.

**Associate Civil Engineer Mary Halle** – Provided additional details for item C-1. There was discussion between County Public Works and the Board. The Board accepted the comments from the AOB Staff Report with the additional recommendation.

**D. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**President Steele** – Provided details of his presentation to the Sons of Retirement meeting on March 10, 2015

**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 March 4, 2015

2. Approve Register of District Invoices

**Motion by:** Director Simon to approve the Consent Calendar

**Second by:** Vice-President Pease

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

**F. BUSINESS AND ACTION ITEMS**

**1. Radio System Upgrade and Survey for the Town of Discovery Bay Supervisory Control and Data Acquisition (SCADA) system**

**General Manager Howard** – Provided the details of item F-1.

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

**Motion by:** Director Simon to approve contract to TELSTAR Instruments for a radio survey and upgrade of the Town of Discovery Bay's SCADA system with the change to the amount from \$86,995.00 to \$106,995.00 to include the concrete stand; and authorize the General Manager to execute all contract documents.

**Second by:** Vice-President Pease

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

**2. Purchase of Return Activated Sludge (RAS) control panel for Wastewater Treatment Plant #1**

**District Engineer Harris** – Provided the details for item F-2. There was discussion between the

**Motion by:** Director Graves to authorize purchase of RAS Control Panel from Veolia Water in the amount of \$12,500 and direct staff to issue a purchase order to facilitate the transaction

**Second by:** Director Simon

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

**3. DRAFT Storage Space Lease Agreement**

**General Manager Howard** – Provided the details of item F-3. There was discussion between the General Manager, Legal, and the Board. The applicants – Lions Club representative and the Discovery Bay Community Foundation representative provided their needs in regards to the storage space. There were two Public Comment Speakers. The Storage Space Lease Agreement will be brought back to the Board at the April 1, 2015 Regular Board meeting with adding the language with respect to the container not being visible, matching the surrounding building and nothing else being stored; storing of hazardous material not being allowed; that a container, trailer, or any other items can be stored on the outside area; removing all personal property, to include the container at the termination of the lease; rental amount of \$100.00/month paid in advance upfront on a yearly basis (still a month to month lease); and that the Lions Club will occupy Well No. 4 and the Discovery Bay Community Foundation to occupy Well No. 3.

**4. Approve Resolution No. 2015-05 for Measure WW Local Grant Program Project Application for Community Center Swimming Pool and Tennis Court Renovation Projects**

**General Manager Howard** – Provided the details of item F-4. There was discussion between the General Manager and the Board.

**Motion by:** Vice-President Pease to approve Resolution No. 2015-05 authorizing staff to complete, execute and file the WW Grant Project Application and supporting documents for the Swimming Pool Replaster Renovation and Tennis Court Renovation Projects

**Second by:** Director Leete

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

**5. Approve Town of Discovery Bay Community Services District Lifeguard Job Class and Recreation Leader Class Job Descriptions**

**General Manager Howard** – Provided the details of item F-5. There was discussion between the General Manager and the Board.

**Motion by:** Vice-President Pease to approve the Job Descriptions for the Lifeguard position Class and Recreation Leader position Class Job Descriptions

**Second by:** Director Graves

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

**G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

**1. State Water Resources Control Board Proposed Emergency Water Conservation Regulations**

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

**H. VEOLIA REPORT**

**1. Veolia Report – Month of February 2015**

**Project Manager Berney Sadler** – Provided the details of the February 2015 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**

**1. Discuss Urban Water Management Plan – Schedule Workshop**

Did not discuss

**K. DISTRICT LEGAL COUNSEL REPORT**

None

**L. COMMITTEE UPDATES – Discussion and Possible Action**

None

**M. CORRESPONDENCE – Discussion and Possible Action**

1. S - Ltr Caltrans re Highway 4 at Regatta - Commercial Vehicle Parking
2. S - Ltr to Supervisor Piepho re Dog Park Donation
3. S - Ltr to USDA-ARS re Invasive Weeds
4. R- Ltr from Supervisor Piepho re: additional no parking signs on Highway 4 and hazard abatement requested

**N. PUBLIC RECORD REQUESTS RECEIVED**

None

**O. FUTURE AGENDA ITEMS**

1. Delta/Dam Letter

**P. ADJOURNMENT**

The meeting adjourned at 8:17 p.m. to the next Regular meeting dated April 1, 2015 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 03-19-15

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