



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Kevin Graves • Director – Bill Pease • Director – Chris Steele • Director – Marianne Wiesen

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

Wednesday August 7, 2013

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 Simon

Pledge of Allegiance – Led by President Simon

Roll Call – All present with the exception of Director Steele

Director Steele – Arrived at 7:17 p.m.

Moment of Silence in Memory of Former Director/President Ray Tetreault – President Simon led in the moment of silence.

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

There was one Public Comment Speaker.

C. PRESENTATIONS

1. Contra Costa Library

General Manager Howard – Introduced Liz Fuller with the Contra Costa Library – Brentwood Branch

Liz Fuller – Provided details of item C-1 – Efforts to update the strategic plan for the Contra Costa Library. There was discussion between the Board and the Contra Costa Library representative.

General Manager Howard – Introduced Katie from the Delta Valley Athletic Club.

Delta Valley Athletic Club Representative Katie – Provided details in regards to the Delta Valley Fun Run and Bike Ride on Sunday, August 18, 2013. There was discussion between the Board and the Delta Valley representative.

D. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report

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

2. CHP Report

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

3. Fire District Report – No Report

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.

E. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – No Report

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. **DRAFT minutes of previous special meeting dated July 16, 2013**
2. **Approve Register of District Invoices**
3. **Adopt Resolution No. 2013-16 Assigning Check Signing Signature Authority**
4. **Consider and Approve Upgrade to Current Security Camera System (Wastewater Facilities)**

President Simon – Requested Item F-4 be pulled.

Motion by: Director Pease to approve the Consent Calendar with the exception of item F-4

Second by: Director Steele

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

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

Item will be brought back to the Board at a future meeting.

G. PUBLIC HEARING to Consider the Following

1. **Town of Discovery Bay Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessments Report for the Fiscal Year 2013-2014; continue Collection of Assessments on County Tax Roll and adoption of Resolution No. 2013-15**

General Manager Howard – Provided details of item G-1.

President Simon – Opened the Public Hearing

There were no Public Comment Speakers

President Simon – Closed the Public Hearing

Motion by: Director Pease to approve and adopt Resolution 2013-15 Confirming the Engineers Report and Ordering the Levy and Collection of Charges for the Annual Assessments for Ravenswood Improvement District Assessments within the Town of Discovery Bay Community Services District for the Fiscal Year 2013-2014; continue Collection of Assessments on County Tax Roll for Ravenswood Landscape, Park, Lighting and Open Space Improvements District

Second by: Vice President Graves

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

2. **Town of Discovery Bay proposed combined rate increase pertaining to Water and Wastewater services for FY 2013-14 through FY 2016-17 and Approval and Adoption of Resolution No. 2013-14 Establishing Charges for Water and Wastewater Service and Continuing Collection of Water and Wastewater Service Charges on the County Tax Roll**

Legal Counsel Schroeder – Provided procedure for item G-2

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

President Simon – Opened the Public Hearing

There were two Public Comment Speakers

President Simon – Closed the Public Hearing

Motion by: Vice-President Graves to approve and Adopt Resolution No. 2013-14 Establishing Charges for Water and Wastewater Service and Continuing Collection of the service charges on the Contra Costa County Tax Roll for FY 2013-14 through FY 2016-17, respectively

Second by: Director Pease

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

H. NEW BUSINESS AND ACTION ITEMS

1. **Appointment of Board Members to District Representative Committee Positions**

General Manager Howard – Provided details of item H-1. Below is the list of the Board Member appointed to each Committee

Motion by: Director Pease to move the appointments as announced by the General Manager

Second by: Director Steele

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

Committee Name

Contra Costa County Aviation Advisory Committee
 Contra Costa County Code Enforcement
 Contra Costa Special Districts Association
 East Contra Costa County Fire Protection District Liaison
 East County Water Management Agency
 LAFCO/Liaison
 Police Services (P6 Committee)
 School District Representative Liaison
 Regional Transportation Agencies

Director Appointed

Kevin Graves
 Bill Pease
 Bill Pease
 Kevin Graves
 Board President
 Chris Steele
 Bill Pease
 Chris Steele
 Bill Pease

Alternate

Chris Steele
 Mark Simon
 Kevin Graves
 Mark Simon
 Board Vice-President
 Bill Pease
 Mark Simon
 Kevin Graves
 Kevin Graves

Board Subcommittee Appointments

Committee Name

Budget Subcommittee	Mark Simon	Bill Pease
Communications Subcommittee	Kevin Graves	Chris Steele
Community Center Subcommittee	Chris Steele	Kevin Graves
Investment Oversight Subcommittee	Chris Steele	Mark Simon
Landscaping Subcommittee	Mark Simon	Chris Steele
Park and Recreation Subcommittee	Marianne Wiesen	Kevin Graves
Public Financing Authority Subcommittee	Kevin Graves	Mark Simon
Water and Wastewater Subcommittee	Chris Steele	Kevin Graves

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Steele – Provided the report and details of the Byron Union School District meeting dated July 18, 2013.
Vice-President Graves – Stated that he attended the memorial service for former Director/President Ray Tetreault
Director Pease – Stated that he attended the memorial service for former Director/President Ray Tetreault.

J. MANAGER'S REPORT

None

K. GENERAL MANAGER'S REPORT

General Manager Howard – Provided details in regards to the Pickleball completion, the Green Houses, and the Influent Pump Station Project.

L. DISTRICT LEGAL COUNSEL REPORT

1. Board Communication to the Public

Legal Counsel Schroeder – Provided details of item L-1 – Bylaws and Board Policy. There was discussion between Legal Counsel and the Board.

M. COMMITTEE UPDATES – Discussion and Possible Action

1. Approved minutes from the Community Center meeting dated June 26, 2013

2. **Community Center Status Report (No written report)**

There was discussion between Legal Counsel, the General Manager, and the Board regarding the Community Center Committee meetings.

Motion by: Director Pease to direct Staff to schedule a date for the Community Center meeting that the majority of the Committee and the majority of the Board to be present for a Joint Meeting

Second by: President Simon

Vote – Motion Failed – AYES: 2 – President Simon, Director Pease, NOES: 2 – Vice-President Graves, Director Steele, ABSTAIN: 1 – Director Wiesen

N. CORRESPONDENCE – Discussion and Possible Action

1. R – Contra Costa County Aviation Advisory Committee meeting minutes April 11, 2013

2. R – Contra Costa County Aviation Advisory Committee meeting minutes May 9, 2013

3. R – East Contra Costa County Fire Protection District meeting minutes dated May 6, 2013

4. R – East Contra Costa County Fire Protection District meeting minutes dated June 3, 2013

5. R – Byron Municipal Advisory Council meeting minutes May 23, 2013

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

1. Reconstitute Discovery Bay Community Center Committee by Resolution

Q. ADJOURNMENT

The meeting adjourned at 8:50 p.m. to the next regular meeting dated August 21, 2013 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 08.09.13

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