



# 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 September 2, 2015

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, 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 President Steele

Roll Call – All Present

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

There was one Public Comment Speaker

#### C. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report

**Crime Prevention Specialist Fontenot** – Provided the law enforcement report for the month of August. There was discussion between the Crime Prevention Specialist Fontenot 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 - No Report

4. Supervisor Mary Piepho, District III Report

**Alicia Nuchols – Field Representative** - Provided an update of several projects surrounding Discovery Bay.

#### D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – Director Leete provided an update from the August 27, 2015

4. Special Districts Report\*\* – No Report

\*\*These meetings are held Quarterly

#### 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 regular meeting for August 5, 2015

2. Approve Register of District Invoices

3. Return Activated Sludge (RAS) Pump Control Panel at Plant No. 1 Installation Agreement

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

**Second by:** Director Pease

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

**G. BUSINESS AND ACTION ITEMS**

1. Approve and Adopt Resolution No. 2015-17 - Agreements with Bond Underwriter and Bond Counsel for 2015/16 Bond Issue for Needed Water and Wastewater Capital Improvements

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

**Cameron A. Weist** – The Weist Law Firm – Provided additional details of item G-1. There was discussion between the Board, the General Manager, and Cameron Weist.

**Motion by:** Director Leete to authorize the General Manager to enter into agreements with 1) Prager and Company for Municipal Bond Financial Advisory Services; 2) The Weist Law Firm for Bond Counsel Services; and 3) Adopt Resolution 2015-17 authorizing the commencement of proceedings in connection with the execution and delivery of water and wastewater bond obligations, appointing a Financial Advisor, a Bond Counsel, a Disclosure Counsel.

**Second by:** Vice-President Pease

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

2. Approve and Adopt Resolution No. 2015-16 - Board Policy No. 024 relating to the Use of Town Owned Equipment for local Non-Profits

**Motion by:** Vice-President Pease to approve and adopt Resolution No. 2015-16 - Board Policy No. 024 relating to the Use of Town Owned Equipment for local Non-Profits with amendments to the Policy No. 024 – “In the event additional equipment is requested or use exceeds 48 hours the following fees shall apply”

**Second by:** Director Leete

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

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

1. Annual Disclosure pursuant to California Government Code Section 53065.5

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

**I. PRESIDENT REPORT AND DIRECTORS’ COMMENTS**

**President Steele** – Provided details regarding a personal letter from President Steele to Sheriff Livingston regarding the support of a Sheriff Activity League.

**J. MANAGER’S REPORT – Discussion and Possible Action**

1. Update Sub-Committee Parks and Landscaping/ Community Center and Recreation

**Parks and Landscaping Manager Miller** – Provided an update for the Parks and Landscaping/Community Center and Recreation.

**K. GENERAL MANAGER’S REPORT – Discussion and Possible Action**

**General Manager Howard** – Attending the LAFCO meeting September 9, 2015

**L. DISTRICT LEGAL COUNSEL REPORT**

**M. SUB-COMMITTEE UPDATES – Discussion and Possible Action**

1. Finance – Meet on August 26, 2015
2. Communications – None
3. Parks and Recreation – Meet on September 2, 2015
4. Water and Wastewater – Meet on August 26, 2015
5. Waterways – None

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

1. R – Contra Costa County Aviation Advisory Committee meeting minutes for June 11, 2015
2. R – Contra Costa County Aviation Advisory Committee meeting minutes for July 9, 2015
3. R – East Contra Costa County Fire Protection District meeting minutes for July 6, 2015
4. R – East Contra Costa County Fire Protection District meeting minutes for July 13, 2015

**O. PUBLIC RECORD REQUESTS RECEIVED**

1. Public Records Request – From Kutak Rock LLP Regarding Veolia Certified Payroll Records and Maintenance/Management Services Contract – received on August 14, 2015

**P. FUTURE AGENDA ITEMS**

None

**Q. ADJOURNMENT**

The meeting adjourned at 7:56 p.m. to the next regular meeting of September 16, 2015 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.