



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

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**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday November 6, 2013  
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 – 7:14 p.m. by President Simon  
Pledge of Allegiance – Led by Vice-President Graves  
Roll Call – All Present

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

None

**C. PRESENTATIONS**

None

**D. AREA AGENCIES REPORTS / PRESENTATION**

**1 Sheriff's Office Report**

Deputy Scheftner – Provided the law enforcement details for the month of October. There was discussion between the Board and Deputy Scheftner.

**2. CHP Report – No Report**

**3. Fire District Report – No Report**

**4. East Contra Costa Fire Protection District Report**

Fire Chief Henderson – Provided the Fire District Report for the month of October. There was discussion between the Board and Fire Chief Henderson. There was one Public Comment Speaker.

**5. Supervisor Mary Piepho, District III Report**

Lea Castleberry - Provided an update on several projects surrounding Discovery Bay.

**E. COMMITTEE/LIAISON REPORTS**

**1. Trans-Plan Report**

Contra Costa County Planning Commissioner Duane Steele – Provided an update. There was one Public Comment Speaker.

**2. County Planning Commission Report**

Contra Costa County Planning Commissioner Duane Steele – Provided an update.

**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 annual Public Financing Authority meeting dated October 16, 2013**

**2. DRAFT minutes of previous regular meeting dated October 16, 2013**

**3. DRAFT minutes of previous joint meeting of the Board of Directors and Community Center Committee dated October 23, 2013**

**4. Approve Register of District Invoices**

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

**Second by:** Director Wiesen

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

**G. NEW BUSINESS AND ACTION ITEMS**

**1. Purchase video surveillance system for the Discovery Bay Community Center**

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

**District Engineer Harris** – Provided additional details of item G-1. There was discussion between the General Manager, the Board, the Water and Wastewater Manager, and the District Engineer. There were two Public Comment Speakers. Discovery Bay Lions Club President Jim Mattison provided a check in the amount of \$500.00 to President Simon to help offset the cost of the Security System.

**Motion by:** Vice-President Graves to approve the purchase and installation of Bosch Camera and Smart Alerting System by West Coast Security at the Discovery Bay Community Center and authorize the General Manager to execute a purchase order based on the proposal from West Coast Security in the amount of \$7,574.03; and approve miscellaneous expense up to \$750.00 for the installation of video and or audio network cabling as needed at the Community Center

**Second by:** Director Pease

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

**2. Update on Investigation of low wastewater flows at the WWTPs**

**General Manager Howard** – Provided details of item G-2.

**District Engineer Harris** – Provided additional details of item G-2. There was discussion between the Board, the District Engineer, and the Water and Wastewater Manager.

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

**Director Steele** – Provided a verbal report on the details of the Byron Union School District meeting dated October 24, 2013.

**Vice-President Graves** – Provided a report and the details of the East Contra Costa County Fire Protection District meeting dated November 4, 2013.

**I. MANAGER'S REPORT**

None

**J. GENERAL MANAGER'S REPORT**

**General Manager Howard** – Provided the final draft of the Newsletter/Recreation Guide for the Discovery Bay Community Center.

**Water and Wastewater Manager Koehne** – Provided an update on the Sewer repair item for one of the rotors on the Oxidation Ditch.

**K. DISTRICT LEGAL COUNSEL REPORT**

None

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

1. Community Center Status Report (No written report)

None

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

1. R – Discovery Bay P-6 Zone Citizen Advisory Committee meeting minutes dated July 17, 2013

2. R – Byron Municipal Advisory Council meeting minutes dated August 15, 2013

**N. PUBLIC RECORD REQUESTS RECEIVED**

1. Public Record Request Received on 10-23-13 – Mr. Gutierrez, California Taxpayers Association

**O. FUTURE AGENDA ITEMS**

1. Community Center Landscaping

**P. ADJOURNMENT**

The meeting adjourned at 8:40 p.m. to the next regular meeting dated November 20, 2013 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 11.13.13

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