



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Chris Steele • Vice-President – Kevin Graves • Director - Brian Dawson • Director - Mark Simon • Director - Ray Tetreault

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD**
Wednesday January 4, 2012
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 to Order – 7:00 p.m. by President Graves
Pledge of Allegiance – Led by President Graves
Roll Call – All Present

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

None

C. BOARD OFFICERS APPOINTMENT & DISTRICT REPRESENTATIVE COMMITTEE POSITIONS

1. Nominate & Appoint District Board Positions for the 2012 Year

President Graves - Explained the process to elect new officers at the beginning of each year. He then requested nominations for the position of Board President

President Graves – Nominated Chris Steele for the position of President

Director Simon – Nominated Ray Tetreault for the position of President

Nominations closed

Motion by: President Graves to nominate Chris Steele for President

Vote: Motion carried – AYES: 3 – President Graves, Vice-President Steele, Director Dawson, NOES: 2 – Director Simon, Director Tetreault

President Steele – Nominated Kevin Graves for Vice-President

Nominations closed

Motion by: President Steele to nominate Kevin Graves for Vice-President

Vote: Motion carried – AYES: 3 – President Steele, Vice-President Graves, Director Dawson, NOES: 2 – Director Simon, Director Tetreault

Director Tetreault – Nominated Director Simon for the position of President Pro-Tempore

Director Simon – Declined

Vice-President Graves – Nominated Director Tetreault for the position of President Pro-Tempore

Director Tetreault – Declined

Vice-President Graves – Nominated Director Dawson for the position of President Pro-Tempore

Nominations closed

Motion by: Vice-President Graves to nominate Director Dawson for the position of President Pro-Tempore

Vote: Motion carried – AYES: 3 – President Steele, Vice-President Graves, Director Dawson, NOES: 2 – Director Simon, Director Tetreault

2. Appointment of Board Members to District Representative Committees and outside Agency positions for 2012

President Steele – Presented this item to the board. The board decided on the following:

Committee

Community Center
Contra Costa County Aviation Advisory Committee
Contra Costa County Code Enforcement
Contra Costa Special Districts Association
East Contra Costa County Fire Protection District
East County Water Management Agency
LAFCO

Director Appointed

Chris Steele
Kevin Graves
Mark Simon
Kevin Graves
Kevin Graves
Board President
Chris Steele

Alternate

Ray Tetreault
Chris Steele
Rick Howard (Staff)
Mark Simon
Mark Simon
Board Vice-President
Mark Simon

Committee

Parks/Landscaping
Police Services
School Districts
Transportation
Water & Sewer Vendor

Director Appointed

Mark Simon
Ray Tetreault
Chris Steele
Kevin Graves
Ray Tetreault

Alternate

Brian Dawson
Brian Dawson
Kevin Graves
Brian Dawson
Kevin Graves

Motion by: Vice-President Graves to adopt the appointed list

Second by: Director Dawson

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

D. AREA AGENCIES REPORTS / PRESENTATION

1. SHERIFF'S OFFICE REPORT

Alan Johnson – Provided the law enforcement report for the month of December

Tony Fontenot – Provided the details of the Tots for Kids Program and wanted to thank everyone for the donations

2. CHP REPORT

Officer Godman – Provided an update of the services to the Town of Discovery Bay

There was one (1) Public Comment Speaker

3. FIRE DISTRICT REPORT

Chief Burriss – Provided his report and the details for the month of December

4. EAST CONTRA COSTA FIRE PROTECTION DISTRICT REPORT – No Report

5. SUPERVISOR MARY PIEPHO, DISTRICT III REPORT – No Report

Vice-President Graves – Stated that Karyn Cornell is on vacation and will not be attending this meeting

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. Minutes of previous Special meeting dated December 7, 2011

2. Minutes of previous Regular meeting dated December 7, 2011

3. Minutes of previous Special meeting dated December 8, 2011

4. Approve and Adopt Resolution 2012-01 continuing Employee Medical Coverage for Calendar Year 2012

5. District Invoices

Motion by: Director Dawson to pass the Consent Calendar

Second by: Director Tetreault

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

G. NEW BUSINESS AND ACTION ITEMS

1. Authorize contract with Bartle Wells Associates to conduct an analysis with recommendations for the Town of Discovery Bay Community Services District Capacity Fee Program

General Manager Howard – Provided the details of Item G-1

There was discussion between the General Manager and the Board

There was one (1) Public Comment Speaker

Motion by: Director Dawson to approve the agreement and authorize the General Manager to execute a contract with Bartle Wells Associates in the amount of \$23,000 to conduct an analysis with recommendations to the Town of Discovery Bay Community Services District Capacity Fee Program

Second by: Director Tetreault

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

2. Award of Independent Audit Services for Fiscal Year 2010-11 through the completion of Fiscal Year 2014-15

General Manager Howard – Provided the details of Item G-2

There was discussion between the General Manager and the Board

Motion by: Vice-President Graves to approve the contract with Croce & Company to be our Audit Company on a five (5) year contract to be reassessed every year

Second by: Director Dawson

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

3. Approve and Adopt Resolution 2012-03 for the Reserve Fund Policy for the Town of Discovery Bay Community Service District

General Manager Howard – Provided the details of Item G-3

There was discussion between the General Manager and the Board

There was one (1) Public Comment Speaker

Motion by: Vice-President Graves to accept the proposal as written increasing Item 1 to 30% of the Wastewater Annual Operating Revenue as opposed to the 25% written in the Policy

Second by: Director Dawson

Vote: Motion carried – AYES: 3 – Vice-President Graves, Director Dawson, Director Simon, NOES: 2 – President Steele, Director Tetreault

4. Approve and Adopt Resolution 2012-04 amending the Discovery Bay Landscape & Lighting Zone 8 FY 2011-2012 Operating and Capital Improvement Budget

Parks and Landscape Manager Perez – Provided the details of Item G-4

There was discussion between the Parks and Landscape Manager and the Board

Motion by: Director Tetreault to approve the budget change

Second by: Director Dawson

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

5. Award of contract to Gates & Associates for design services for Highway 4 (East) Planting Improvement Project

Parks and Landscape Manager Perez – Provided the details of Item G-5

Motion by: Director Dawson to accept proposal and direct General Manager to execute the contract documents with Gates & Associates in the amount of \$8,350.00 plus reimbursables for Highway 4 (East) Planting Improvement Project

Second by: Director Tetreault

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

6. Agency Comment Request – Development Plan Modification - Sandy Cove Shopping Center/CHASE Bank (DP11-3031)

General Manager Howard – Provided the details of Item G-6

There was a discussion between the General Manager and the Board

There was one (1) Public Comment Speaker

Motion by: Director Dawson to direct Staff to express the Boards negative comments over the project

Second by: Director Simon

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

7. Authorize contract for Public Access Ramp Replacement Project at 1800 Willow Lake Road

General Manager Howard – Provided the details of Item G-7

There was discussion between the General Manager and the Board. The Board directed Staff to research wood as a possibility for the ramp and obtain additional bids.

No Action taken

H. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Vice-President Graves – Provided his report on the Contra Costa County Aviation Advisory Committee meeting dated December 8, 2011. Also, wanted to thank the Contra Cost County District Attorney for stating that we are following the Brown Act

President Steele – Stated that he wanted to thank past President Graves, all Directors, and Staff for the efforts towards major challenges ahead.

I. MANAGER'S REPORT

None

J. GENERAL MANAGER'S REPORT

General Manager Howard – Reminder of the upcoming Special Workshop dated Saturday, January 14, 2012 from 9:00 a.m. to 12:30 p.m. Also, the Bio Solids project will be out to bid by the end of the week.

K. DISTRICT LEGAL COUNSEL REPORT

Legal Counsel Schroeder - Summary of the Special Meeting at 6:00 p.m. – report from Closed Session, Action Item D-2 – case – Hofmann claim by unanimous vote is deemed rejected and untimely in part, and case – 4100 Windward Court by unanimous vote to be referred to the District's Insurance Company. Provided the details of three (3) changes to the Brown Act and a few changes to Rosenberg Rules of Order.

L. COMMITTEE UPDATES

1. Transmittal of Community Center Committee Final Report to the Board of Directors

2. Transmittal of Communications Committee Final Report to the Board of Directors

General Manager Howard – Provided the details of Item's L-1 and L-2

3. Minutes approved of the Regular Community Center meeting dated November 8, 2011
 4. Minutes approved of the Regular Communication meeting dated November 16, 2011
- General Manager Howard** – The minutes in December will be in DRAFT form and posted to the Website for the Community Center and Communications meetings

M. CORRESPONDENCE – Discussion and Possible Action

1. R – State Route 4 Bypass Authority Minutes for November 10, 2011
2. R – Letter from Office of the District Attorney Contra Costa County to William R. Richardson regarding Discovery Bay CSD Closed Session Notice of November 16, 2011
3. R – Letter from Supervisor Mary Piepho regarding Board Orders from the December 13, 2011 Board of Supervisors meeting dated December 13, 2011
4. R – Flyer from State Senator Mark DeSaulnier regarding a One-on-One personal meeting scheduled for January 7, 2012
5. R – Letter from California Regional Water Quality Control Board N.O.V. SSO dated December 19, 2011
6. R – Letter from California Regional Water Quality Control Board N.O.V. Self-Monitoring Report dated December 23, 2011

N. PUBLIC RECORD REQUESTS RECEIVED

O. FUTURE AGENDA ITEMS

Director Dawson – Change of location of the pickle ball courts – Will be discussed at the January 14, 2012 Workshop
President Steele – Discussion on a Fiscal planning – ten (10) year and ISO Certification

P. ADJOURNMENT

The meeting was adjourned at 8:43 p.m. to the next regular meeting on January 18, 2012 at 1800 Willow Lake Road

For the Audio of this meeting please visit our Website at
<http://www.todb.ca.gov/content/2011-agendas-and-minutes/>

//cmc – 01.12.12