



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Robert Leete

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday December 17, 2014
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 – President Simon, Vice-President Steele, Director Graves, Director Pease

Oath of Office of Board Members – Chris Steele, Kevin Graves, and Robert Leete

Administrative Assistant, Board Clerk McCool – Administered the Oath of Office to the Town of Discovery Bay newly elected Directors; Steele, Graves, and Leete

Roll Call – All Present – President Simon, Vice-President Steele, Director Graves, Director Pease, Director Leete

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

None

C. PRESENTATIONS

None

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Vice-President Steele – Noted the loss in our community of a fire fighter that passed away.

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 December 3, 2014
2. Approval of DRAFT minutes of regular meeting dated December 3, 2014
3. Approve Register of District Invoices
4. Adopt Resolution No. 2014-27 Assigning Check Signing Signature Authority

Motion by: Director Pease to approve the Consent Calendar

Second by: Director Graves

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

F. BUSINESS AND ACTION ITEMS

1. **Website Service Agreement between Digital Deployment, Inc. and the Town of Discovery Bay Finance Manager Breitstein** – Provided the details of item F-1. There was discussion between the Board, the Finance Manager, and Legal Counsel.

Motion by: Director Pease to enter into a maintenance agreement for the 3 year paid up front at a cost of \$7,600.00; and if accepted the agreement is complete, if Digital Deployment counters then the item will be brought back to the Board.

Second by: Director Leete

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

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

None

H. VEOLIA REPORT

1. Veolia Report – Month of November 2014

Project Manager Berney Sadler – Provided the details of the November 2014 Monthly Operations Report. There was discussion between the Project Manager, the Water and Wastewater Manager, and the Board.

I. MANAGER'S REPORTS – Discussion and Possible Action

1. **Parks and Recreation Project Update**

Parks and Recreation Manager Perez – Provided the details of item I-1. There was discussion between the Board and the Parks and Recreation Manager.

2. **Water and Wastewater Project Update**

Water and Wastewater Manager Koehne – Provided the details of item I-2. There was discussion between the Board and the Water and Wastewater Manager.

J. GENERAL MANAGER'S REPORT – Discussion and Possible Action

Finance Manager Breitstein – Provided an update regarding General Manager Howard's surgery/recovery.

K. DISTRICT LEGAL COUNSEL REPORT

None

L. COMMITTEE UPDATES – Discussion and Possible Action

None

M. CORRESPONDENCE – Discussion and Possible Action

1. R – East Contra Costa County Fire Protection District meeting minutes dated November 3, 2014

2. R – East Contra Costa County Fire Protection District meeting minutes dated November 17, 2014

N. PUBLIC RECORD REQUESTS RECEIVED

None

O. FUTURE AGENDA ITEMS

None

P. ADJOURNMENT

The meeting adjourned at 7:36 p.m. to the next Regular meeting dated January 7, 2015 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 12-19-14

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