

President - Chris Steele • Vice-President - Kevin Graves • Director - Jim Mattison • Director - Mark Simon • Director - Ray Tetreault

# TOWN OF DISCOVERY BAY *A COMMUNITY SERVICES DISTRICT*

**MINUTES OF THE REGULAR MEETING**

**OF THE BOARD OF DIRECTORS**

**OF THE TOWN OF DISCOVERY BAY CSD**

**Wednesday December 5, 2012**

**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** – 7:00 p.m. by President Steele

**Pledge of Allegiance** – Led by Director Mattison

**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. PRESENTATIONS**

1. **Recognition – Board Member Jim Mattison**

**General Manager –** On behalf of the Staff and himself, thanked outgoing Board Member Jim Mattison for his service on the Board

**President Steele –** Presented outgoing mementos to Board Member Jim Mattison

 There was a ten minutes recess for refreshments

**D. AREA AGENCIES REPORTS / PRESENTATION**

 **1. SHERIFF’S OFFICE REPORT**

**Tony Fontenot –** Provided the law enforcement report for the month of November. There was a discussion between Tony Fontenot and the Board. There was one (1) Public Comment Speaker.

 **2. CHP REPORT –** No Report

 **3. FIRE DISTRICT REPORT**

**Chief Burris –** Provided his report and the details for the month of November. There was discussion between the Board and Chief Burris.

**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. There was discussion between the Board and Karyn Cornell.

**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 November 7, 2012
2. DRAFT Minutes of previous Regular Meeting dated November 7, 2012
3. Approve Register of District Invoices
4. Release of partial retention – Discovery Bay Dewatering Project
5. Approval of contract extension to Odyssey Landscaping, Inc. for Discovery Bay Zone 9 & Contra Costa County Zones 35, 57 & 61

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

**Second by:** Director Tetreault

There was one Public Comment Speaker

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

**G**. **NEW BUSINESS AND ACTION ITEMS**

1. **Board Member Compensation**

**General Manager Howard –** Provided details of item G-1. There was discussion between the Board and the General Manager. There were two Public Comment Speakers.

**Motion by:** Director Mattison to ask Staff to provide the numbers for the next meeting that would include the last adjustment up to present and an annual increment subtracting each year from that amount.

**Second by:** Director Simon

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

1. **Request to Establish Standing Community Center Committee**

**General Manager Howard** – Provided details of item G-2. There was discussion between the Board and the General Manager. There was one Public Comment Speaker

**Motion by**: Director Simon to move Vice-President Graves as a temporary basis on the Committee until the change in January.

**Second by:** Director Tetreault

**Vote**: Motion Carried: AYES: 4 – Vice-President Graves, Director Mattison, Director Simon, and Director Tetreault NOES: 1 – President Steele

The discussion continued between the Board and the General Manager

**Motion by:** President Steele to have a standing Committee effective, December 5, 2012, and consider Jim Mattison as the first Pubic Person on that Committee and also consider to have President Steele, and also have Vice-President Graves on that Committee

**Legal Counsel Schroeder –** Stated the first Motion by Director Simon be withdrawn due to not being in the scope of the Agenda item, however, the Motion by President Steele is within the scope and should carry.

**Motion by:** Director Simon - **Withdrawn**

**Second by:** Vice-President Graves

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

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

**Vice-President Graves** – Provided his report and the details of the East Contra Costa Fire Protection District meeting dated December 3, 2012

**Vice**-**President Graves** – Provided his report and the details of the Contra Costa County Fire Protection District meeting dated December 4, 2012

**Vice-President Graves** – Provided his report on the Contra Costa County Aviation Advisory Committee meeting dated November 8, 2012

**Vice-President Graves –** Provided his report on the Transplan Committee meeting dated November 8, 2012

**President Steele** – Provided his report and the details of the East Water County Water Management Association Governing Board meeting dated November 8, 2012

**Director Mattison –** Provided his comments in regards to his time on the Board and stated that he has enjoyed working with the Board and Staff.

**I. MANAGER’S REPORT**

 None

**J. GENERAL MANAGER’S REPORT**

1. **Community Center Update and Possible Action**

**General Manager Howard –** Provided details of item J-1 and distributed a copy of a letter that was sent to the sellers regarding the Discovery Bay Athletic Club Site Property acquisition. There was discussion between the General Manager, Legal Counsel, and the Board.

**Legal Counsel Schroeder** – Stated that the Board had extended the timeframe for acceptance of addendum #4 and the Board could choose to do so again. There were two Public Comment Speakers.

**Motion by:** Vice-President Graves to reinstate addendum #4 and extend the deadline to 4:00 p.m. on Friday, December 7, 2012 having Staff move forward with direction previously given by Legal Counsel to extend the timeframe and withdraw the termination of the Contract

**Second by:** Director Tetreault

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

**K. DISTRICT LEGAL COUNSEL REPORT**

 None

**L. COMMITTEE UPDATES**

 None

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

1. R – State Route 4 Bypass Authority meeting minutes dated August 9, 2012
2. R – State Route 4 Bypass Authority meeting minutes dated September 13, 2012
3. R – Contra Costa County Aviation Advisory Committee meeting minutes dated September 13, 2012
4. R – Byron Municipal Advisory Council meeting minutes dated October 18, 2012
5. S – Letter to John Oborne regarding Newport Pointe Residential Project – County File #’s GP08-0002, RZ09-3241, SD09-9278 & DP09-3029 dated November 16, 2012

**N. PUBLIC RECORD REQUESTS RECEIVED**

 **1.** Request from William Richardson – Community Center Closed Sessions – Request date November 20, 2012

**O. FUTURE AGENDA ITEMS**

1. Capital Improvement Project Breakdown

**P. ADJOURNMENT**

The meeting adjourned at 8:03 p.m. to the next regular meeting on December 19, 2012 starting at 7:00 p.m.

//cmc – 12.10.12

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