



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

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**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY CSD  
Wednesday October 17, 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 President Steele  
**Roll Call** – All Present

**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**

**President Steele** – Provided details and the report on the Contra Costa County Aviation Advisory Committee meeting dated October 11, 2012

**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. Minutes of previous Special meeting dated October 3, 2012
2. Minutes of previous Regular meeting dated October 3, 2012
3. Register of District Invoices
4. Approve and Adopt Resolution 2012-26 for the Official Town Seal and a Logo for the Town of Discovery Bay
5. Approve Purchase of One (1) portable Changeable Message Sign
6. Capacity Fee Charge Report for Fiscal Year 2011-2012

**Director Simon** – Pulled item E-5

**Motion by:** Vice-President Graves to approve the Consent Calendar as written except for item E-5

**Second by:** Director Tetreault

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

**Item E-5 - Approve Purchase of One (1) portable Changeable Message Sign**

There were two (2) Public Comment Speakers

**General Manager Howard** – Provided details in regards to item E-5

**Motion by:** Vice-President Graves to approve the purchase of one (1) portable ADDCO Model DH500FM with the radar speed option in the amount of \$16,500.00, plus tax to Road Tech Safety Services, Inc., and authorize the General Manager to execute all purchase documents

**Second by:** Director Mattison

There were two (2) Public Comment Speakers

**General Manager Howard** – Provided additional details in regards to item E-5

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

**F. NEW BUSINESS AND ACTION ITEMS**

**1. Possible options related to future Town of Discovery Bay District Offices**

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

There was discussion between the General Manager and the Board. There were two (2) Public Comment Speakers

**2. Discussion and possible action regarding purchase of Street Pole Banners**

**General Manager Howard** – Provided the details of item F-2

There was discussion between the General Manager and the Board

**Parks and Landscape Manager Perez** – Provided additional details of item F-2

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

**Motion by:** Vice-President Graves to accept lowest bid from Sierra Display to purchase and install street pole banners at various locations throughout Discovery Bay and authorize staff to issue a Purchase Order to Sierra Display in the amount of and not to exceed \$5,000.00

**Second by:** Director Simon

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

**G. VEOLIA REPORT**

**Project Manager Berney Sadler** – Provided the details of the September Monthly Operations Report. There was discussion between the Project Manager, the General Manager, and the Board

**H. MANAGER'S REPORTS**

None

**I. GENERAL MANAGER'S REPORT**

**1. Discussion and possible action regarding photos of Board Members on the Town's Website**

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

There was discussion between the Board and the General Manager

**General Manager Howard** – Stated that the item will come back before the Board at a later date.

**2. Discussion on status of Negotiations and acquisition of the Discovery Bay Athletic Club parcel for a possible future Town of Discovery Bay Community Center**

**General Manager Howard** – Provided the details of item I-2

There was discussion between the Board and the General Manager. There was one (1) Public Comment Speaker. The discussion continued between the Board and the General Manager.

**General Manager Howard** – Stated that the item will come back before the Board at a later date.

**J. DISTRICT LEGAL COUNSEL REPORT**

None

**K. COMMITTEE UPDATES**

None

**L. CORRESPONDENCE-Discussion and Possible Action**

1. R - Contra Costa County Aviation Advisory Committee meeting minutes dated July 12, 2012

2. R - Contra Costa Special Districts Association meeting minutes dated July 16, 2012

3. R - East Contra Costa Fire Protection District meeting minutes dated September 10, 2012

4. S - Letter to Contra Costa County Department of Conservation and Development re LP12-2106 dated October 9, 2012

**M. PUBLIC RECORD REQUESTS RECEIVED**

**N. FUTURE AGENDA ITEMS**

1. Faded Street Signs

2. Reinstall Service Signs

**O. ADJOURNMENT**

The meeting adjourned at 8:04 p.m. to the next Regular meeting of November 7, 2012 starting at 7:00 p.m. at 1800 Willow Lake Road.

//cmc – 10.23.12

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