



TOWN OF DISCOVERY BAY CSD

1800 Willow Lake Road, Discovery Bay, CA 94505-9376
Telephone: (925) 634-1131 Fax: (925) 513-2705

Board Members

President-Kevin Graves
Vice President-Mark Simon
Treasurer-Brian Dawson
Director-David Piepho
Director-Ray Tetreault

jkgraves@comcast.net
mars11950@yahoo.com
Dawson.j.brian@gmail.com
dp1800todb@sbcglobal.net
raytetreault@comcast.net

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday, May 5, 2010
1800 Willow Lake Road, Discovery Bay, California**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL

President Graves called the meeting to order at 7:00p.m. He then asked Eagle Scout David Knittel to come forward to lead the Pledge of Allegiance. Following the Pledge of Allegiance, David Knittel was honored by the Board of Directors and the Town of Discovery Bay CSD with a Certificate of Achievement for earning the rank of Eagle Scout. General Manager Koehne called roll which reflected that all Directors were present. On behalf of the Board and the Staff, President Graves presented an Award of Appreciation to retiring General Counsel John Stovall for his many years of service to the CSD. Refreshments were served.

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

Resident Richard Kier asked the Board to consider the revenue generated by the proposed cell phone tower at Slifer Park to be used toward overall landscaping enhancements to the Discovery Bay community. Resident Jill Sprengel handed out flyers to invite the community to participate in the Byron Union School District "Parent University" being held on Saturday, May 15, 2010 at Excelsior Middle School. Resident Jeff Barber would like to see all minutes digitized and uploaded to the new District Website. Another Resident reported that over the last weekend several mailboxes were damaged or destroyed on her street in the Centex Subdivision. She was concerned that no police report was taken regarding the incident and she would like to see more patrols in her neighborhood to deter these types of incidents. Resident Don Flint announced that Excelsior School is performing the play "West Side Story" this week through Sunday. He also wants more information on the Community Center Committee and the proposed Community Center.

C. AREA AGENCIES REPORTS / PRESENTATION

1. DEPUTY SHERIFF /MARINE PATROL REPORT – Lieutenant Burton provided a Sheriff's Patrol Report of the incidents that have occurred in the community. There were a total of four hundred and eighty-eight (488) calls and out of that, there were forty-three (43) written reports. He reported that there has been an increase of arrests for outstanding warrants and an increase in boat related thefts, however, overall crime is down and there were no residential burglaries reported. There has been an increase in mail being stolen from

mailboxes. The vehicle code enforcement is now being enforced in the Lakeshore Community.

2. **CHP REPORT** – Officer Godman reported that the Highway Patrol wrote one hundred and one (101) citations in Discovery Bay and three (3) DUI Arrests.

3. **FIRE DISTRICT REPORT** – No Report

4. **SUPERVISOR MARY PIEPHO, DISTRICT III REPORT** – Karyn Cornell from Supervisor Piepho's office stated that their office sent a letter to Amanda Dove, applicant of the Slifer Park Concert Series. Supervisor Piepho's office is hosting the next MAC Meeting on Saturday, May 22nd. They are also hosting a Vasco Road Safety Improvement Phase I ground breaking reception and will be providing an update on the proposed State Route 239 Project on Monday, May 24th. There are some upcoming Hazardous and Electronic Waste Collection Events scheduled in East County over the next few months. She also provided information on a new program for a free prescription drug discount card and she left flyers with information on that program.

5. **EAST CONTRA COSTA FIRE PROTECTION DISTRICT BOARD REPORT** – District Representative Chris Finetti gave a PowerPoint presentation and provided an overview of the financial issues facing the district. The District is considering closing fire stations and the Discovery Bay Station #58 located on Discovery Bay Boulevard is at the top of their list. The district is facing budget shortfalls and they have to make budget cuts soon. There are other options under consideration, for example, a per parcel tax increase. Resident Jeff Barber stated that Cal-Fire proposed that they can provide a higher level of service to the district at less cost and they should consider using them instead of closing stations. Representative Finetti urged the Discovery Bay community to attend their next meeting to voice their concerns. The meeting is scheduled at 6:30p.m. on Monday, June 7th, held at the Oakley City Council office.

D. **DISTRICT FINANCIAL REPORT** – No Report.

E. **CONSENT CALENDAR**

1. Minute(s) previous meeting(s) Regular Meeting/s of March 3, 2010 & April 21, 2010

2. Various District Invoices

3. Approval to Obtain Bids for Willow Lake Road Landscape Improvement Project

4. Approve New Auditor Agreement with Croce & Company for 2008/09 Year

Treasurer Dawson asked that the minutes of the March 3, 2010 meeting be pulled from the Consent Calendar for discussion. Director Piepho made a motion to approve the minutes from April 21st, and items two (2), three (3), and four (4). Director Tetreault 2nd the motion. The motion passed with a vote of 5 ayes, 0 nos, 0 abstain. Treasurer Dawson wanted to clarify that "Attachment A" would not be replacing the lined out section on the minutes and that it is an attachment to the minutes as a whole. President Graves stated that is how it has been presented; that the minutes that are already written will stay and the attachment is in addition to them. Director Tetreault made a motion to approve the minutes from March 3, 2010. Treasurer Dawson 2nd the motion. The motion passed with a vote of 4 ayes, 0 nos, and 1 abstain from Director Piepho as he was not in attendance at that meeting.

*At the request of President Graves, Agenda Item F-4, was moved up to F-1 and at the request of General Manager Koehne, Agenda Item F-2 was switched with F-3.

F. **NEW BUSINESS FOR BOARD CONSIDERATION***

1. **Presentation to Recognize Eagle Scout David Knittel (Graves)** – This Agenda Item was moved to the beginning of the meeting under "Agenda Item A."

2. **Discuss and Possible Action and Direction on Request for Water Service for Mariner's Church (Koehne)** – General Manager Koehne explained that the church recently purchased a five (5) acre parcel on Bixler Road and showed a map of the property for the Board and public. The property is currently on a well and septic system. General Manager Koehne stated that the well has malfunctioned and the previous owners illegally tapped into the CSD water lines through the blow off valve that is under the property. The district does not have an easement into the property. Mariner's Church would like an Out-of-Agency Agreement to gain access to district water and sewer services. They would like to be annexed in to the district and not use the well or septic on the property. Director Piepho made a motion to direct staff to work with Mariner's Church to secure the application for annexation, the "Out of Agency" Service Agreement to help them with the process, and include a reimbursement agreement. The motion was 2nd by Director Tetreault. The motion passed with a vote of 5 ayes,

0 nos, 0 abstain.

3. Discuss and Possible Action to Approve Development of a Wastewater Master Plan (Koehne)— District Engineer, Gregory Harris from HERWIT Engineering reviewed the Contract Proposal with the Board. Director Tetreault made a motion to accept the bid for \$180,000. Director Piepho 2nd the motion. The motion passed with a vote of 5 ayes, 0 nos, 0 abstain.

4. Discuss and Possible Action on “Summer Concert Series” in Slifer Park (Koehne) – Event Planner Amanda Dove stated that the County provided her with a checklist of items needed to hold the event and she is working on addressing those items with the County. She wanted to gather more input from the Board and also to ask for support from the Town of Discovery Bay Community Services District as she approaches the County for the Special Events Permit. Due to the process, she has a back up plan which is one (1) concert with a venue that includes a variety of music. President Graves noted that the CSD does have responsibility of the park maintenance, so wants to protect that from damage, and the CSD from liability with the required Insurance and Liability waivers. Lieutenant Burton voiced his concerns with regard to safety and he would also need to have some voluntary staff. Amanda passed out a handout to the Board, and asked them to eliminate “Lions Club” on Page 1 as they are not event Sponsors. Director Piepho made a motion to direct staff to write a letter of support for the event as long as they are in compliance with the County requirements, to appoint Treasurer Dawson as the Board’s liaison to the Event Planner, Amanda Dove, to be assured that the District will be included as “Additional Insured” on the Event Insurance Policy, to be included on the County Liability Waivers, require a \$1,000.00 refundable security deposit from the Event Planner to cover expenses incurred by the district in case of loss, and review of the items from the district’s legal staff. Director Tetreault 2nd the motion. The motion passed with a vote of 5 ayes, 0 nos, 0 abstain.

5. Discuss and Possible Action on Request for Approval of Basketball Court Project for Regatta Park (Perez) – General Manager Koehne stated that the district would like to move forward on the design process for the proposed Basketball Courts at the park. Director Piepho stated that the residents of have been waiting on the Basketball Court at Regatta Park since 2005, so it is overdue. The County Funds would cover most of the cost. General Manager Koehne stated that the district can also apply for some project reimbursement through the Measure WW Grant Funds. Director Tetreault made a motion to send a letter to the County Conservation and Community Development Department to request the use of the Park Dedication funds and to approve the use of \$10,000 to obtain designs for the Basketball Court Project. Director Piepho 2nd the motion. The motion passed with a vote of 5 ayes, 0 nos, 0 abstain.

6. Discuss and Comment on Application for Rezoning, Application of Subdivision Plot and Application for Development Plan (Koehne) – Tabled until further notice.

7. Discuss and Possible Action on New General Manager’s Contract (Graves) – Tabled until further notice.

G. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No report.

2. Code Enforcement Report – Director Piepho attended the Code Enforcement meeting on April 29th. The County is still working on illegal signage. They are working on a “Park Watch” program to help stop vandalism in the parks. He submitted his report to staff.

3. Special Districts Report** - No report.

**These meetings are held Quarterly

H. DIRECTORS’ COMMENTS

President Graves stated that the American Cancer Society “Relay for Life” event is having a fundraising event called “Paint your Town Purple” on May 7th through May 9th. Director Tetreault attended the Veolia Water meeting and he and President Graves are going to be meeting with Veolia to discuss their contract. Director Tetreault also attended the Fire Board Meeting and he submitted a report to staff. Treasurer Dawson stated that he will be holding some “coffees” at Starbucks. The first one is on May 17th at 7:00p.m. with Republican candidate Elizabeth Emken who is running for Congress. The other one is on June 5th at 11:00a.m. with Supervisor Mary Piepho. He is working on scheduling more.

I. GENERAL MANAGER'S REPORT

General Manager Koehne reported that the district had some minor water leaks during this period. Staff has been working on the final stages of the Five (5) Year Operating and Capital Budget and has supplied that to the rate and revenue consultant. He hopes to have the results from the consultant this week. The sod at Firwood and Discovery Bay Boulevard has been replaced. He also stated that Staff is looking into the cost of outsourcing of the water meter billing.

J. LEGAL REPORT

General Counsel John Stovall announced that due to his upcoming retirement, this is the last meeting with the Town of Discovery Bay CSD. He was here at the formation and helped form the CSD. His retirement date is May 15th. He said that it has been an honor and privilege to have worked with the town, with the Board of Directors and with the staff.

K. CORRESPONDENCE – Discussion and Possible Action

1. Letter from Supervisor Piepho – Board Orders from the 3.23.10 Board of Supervisor's Meeting
2. Flyer from Byron Union School District – Parent University Celebrating Education on May 15, 2010
No Comments

L. PUBLIC RECORD REQUESTS RECEIVED

- (1) Request from Don Flint – David Piepho's email address

M. FUTURE AGENDA ITEMS

1. Community Center Status
2. Video Streaming for Board Meetings – President Graves asked General Manager Koehne to add "Audio" to this Agenda item. Treasurer Dawson wants to discuss use for the T-Mobile income at the first meeting following finalization of the contract. He also wants to talk about the possibility for an Internship Program for the office and the wastewater side.

N. ADJOURNMENT

1. The meeting was adjourned at 10:00p.m. to the next regular meeting on May 19, 2010 at 1800 Willow Lake Rd – Located in back of Delta Community Presbyterian Church.

jd – 05.07.10