



# TOWN OF DISCOVERY BAY CSD

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

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY CSD  
Wednesday March 16, 2011  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

## **REGULAR MEETING 7:00p.m.**

### **A. ROLL CALL**

The meeting was called to order. President Graves led in the Pledge of Allegiance. Roll call was taken and all the directors were present.

**Legal Counsel Schroeder** – Reported on the closed session dated March 2, 2011 and stated that the Board met regarding the sole closed session agenda item. All five (5) Board Members were present during the duration of the closed session and there was no reportable action.

**President Graves** – Stated that there are changes to the agenda – Agenda Item F-1 has been pulled from the agenda and Agenda Item F-4 has been moved to Item F-1.

### **B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)** None

### **C. PRESENTATION**

**David Wahl and Lynn Gursky**– Provided information on the upcoming Relay for Life for the American Cancer Society. President Graves presented a Resolution for the Relay for Life from the Town of Discovery Bay CSD.

### **D. CHAIR REPORT AND DIRECTORS' COMMENTS**

**Director Steele** – Provided his report and stated that he attended the LAFCo meeting on March 9, 2011 and reported on the discussion within the meeting.

**Vice-President Dawson** – Reported on the East Contra Costa Fire Protection District meeting and reported on the discussion within the meeting.

**President Graves** – Provided his report and stated that he attended the East Contra Costa Fire Protection District meeting on March 7, 2011 and reported on the discussion within the meeting.

**President Graves** – Provided his report and stated that he attended the Byron Union School District meeting on March 3, 2011 and reported on the discussion within the meeting.

**President Graves** – Provided his report and stated that he attended the Contra Costa County Aviation Advisory Committee meeting on March 8, 2011 and reported on the discussion within the meeting.

**President Graves** – Provided his report and stated that he attended the Egeria Densa meeting on March 3, 2011 and reported on the discussion within the meeting.

**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. District Invoices
2. District Financials

**Motion made** – by Director Simon to approve the Consent Calendar and seconded by Vice-President Dawson. Motion carried by the following vote: AYES: 5 NOES: 0.

**F. NEW BUSINESS AND ACTION ITEMS**

1. Consideration, approval and adoption of the Discovery Bay Landscape & Lighting Zone 8 2010-2011 Operating and Capital Improvement Budget Amendment

*Item pulled from the Agenda*

1. Merchant Card Services Agreement with Banc Card of America Inc. for Credit Card/Debit Card Transaction

**General Manager Howard** – Explained the details of the Merchant Card Services Agreement and introduced Tom Loecher from Banc Card Services. The discussion continued between the General Manager, the Board, and the representative from Banc Card Services.

**Motion made** – by Director Simon to adopt Staff's recommendation with the changes to be that the cost associated with the Credit Card is not incurred by the Town of Discovery Bay Community Services District and dropping the Point of Service usage and seconded by Vice-President Dawson. Motion carried by the following vote: AYES: 5, NOES: 0.

2. Discuss and provide comment on Contra Costa County Department of Conservation and Development's Agency Comment Request for the Regatta Park Basketball Court Project

**General Manager Howard** – Explained the details of the request for the Regatta Park Basketball Court Project.

**Motion made** – by Director Simon to authorize Staff to send a letter supporting the project for Regatta Park and seconded by Vice-President Dawson. Motion carried by the following vote: AYES: 5, NOES: 0.

3. Appointment of public members to the FY 2011-12 Budget Review Committee; the Community Center Committee and the Communications Committee

**General Manager Howard** – Explained the details of appointing public members to the three (3) Committees.

**President Graves** – Announced the results for the Committees

**Budget Review Committee** – Due to the fact that there was not an adequate response to the announcement for members of the public to sit on the Budget Review Committee, the two (2) Board members on that committee have requested that the application date be extended and that the District solicit additional applicants for consideration to sit on the committee.

**Motion made** – by Vice-President Dawson to extend the application period for the Budget Review Committee ten (10) days from March 16, 2011 and seconded by Director Simon. Motion carried by the following vote: AYES: 5, NOES: 0.

**Communications Committee** – The Communications Committee recommends that Discovery Bay Residents Amanda Dove, Chris Middleton, and Jennifer Mixon be appointed to the Committee. All three (3) applicants possess a strong background in business communications.

**Community Center Committee** – The Community Center Committee recommends that Discovery Bay residents Bob Abbadie, Jim Mattison, and Sean O'Toole be appointed to the Committee. All three (3) applicants bring a variety of backgrounds and skill sets to the committee that will be a beneficial outcome.

**Motion made** – by Director Tetreault to ratify the committee nominations and seconded by Vice-President Dawson. Motion carried by the following vote: AYES: 5, NOES: 0.

**G. VEOLIA REPORT**

**Veolia Manager Gerald Smart** – Provided the slides which gave the details of the monthly report for February 2011.

**H. MANAGERS REPORTS**

None

**I. GENERAL MANAGER'S REPORT**

**General Manager Howard** – Stated that he has several items, and one is that we have three (3) weeks between this meeting and our next meeting which is April 6, 2011, so enjoy your week off. Second is that April 30, 2011 has been selected as the ribbon cutting ceremony for the Ravenswood Splash Pad, and third is that Cornell Park went through an overseeing process and the park will be ready for the Lion's Club Easter Egg Hunt on April 16, 2011.

**J. LEGAL COUNSEL REPORT**

**1. Continued discussion regarding Board Meeting Rules of Order**

**Legal Counsel Schroeder** – Stated that at the last meeting dated March 2, 2011 he had given a brief report on the agenda item regarding the Rosenberg's Rules of Order. As a brief overview Rosenberg's Rules of Order would be your fall-back procedures, just as the Robert's Rule of Order is currently, which means unless you have a specific procedure already adopted, then this would be the procedures you would follow. Therefore, if there is a specific item you do not like, we then adopt a specific procedure and that would have power over the information in the Rules of Order.

The discussion continued between the Board Members and Legal Counsel.

**Legal Counsel Schroeder** – Stated that he would like to frame the motion - Directing Counsel to prepare the necessary documents to adopt Rosenberg's Rules of Order and establishing two (2) specific rules of procedure, one (1) requiring a second on all motions and two (2) authorizing the President to unilaterally have the power to recess for brief periods of time.

**Motion made** – by Vice-President Dawson as stated above and seconded by Director Tetreault. Motion carried by the following vote: AYES: 5, NOES: 0.

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

1. Contra Costa County Aviation Advisory Committee Minutes of Meeting for January 11, 2011
2. TRANSPPLAN Committee Special Meeting Minutes for February 17, 2011
3. Copy of Letter from Supervisor Piepho to Mayor Jim Frazier regarding most recent cross over accident on the Section of the Highway 4 Bypass dated February 22, 2011
4. Letter from Supervisor Piepho regarding recent correspondence received by her office from Public Works answering questions concerning Discovery Bay CSD and Alamo MAC Committee dated February 25, 2011
5. Copy of Letter from Discovery Bay P-6 Zone Citizen Advisory Committee to Sheriff Livingston regarding the Resident Deputy Program dated February 25, 2011
6. Letter from Supervisor Piepho - Board Orders from March 1, 2011 Board of Supervisors Meeting
7. Letter from Department of Conservation and Development regarding Notice of Public Review and Intent to Adopt a Proposed Mitigated Negative Declaration for the Orwood Resort dated March 9, 2011

*\* Attachments to all correspondence are available at the district offices for public viewing during normal business hours.*

**L. PUBLIC RECORD REQUESTS RECEIVED**

Request from Don Flint – Independent Special Districts LAFCo Election dated February 17, 2011

**M. FUTURE AGENDA ITEMS**

**Vice-President Dawson** – Stated that he would like to have Electricity Costs and an update of the Wetlands Project added as agenda items.

**Director Steele** – Stated that he would like to have a Recreation Committee added as an agenda item.

**N. ADJOURNMENT**

The meeting was adjourned at 8:30p.m. to the regular meeting on April 6, 2011 at 1800 Willow Lake Rd – Located in back of Delta Community Presbyterian Church.

cmc- 3.28.2011