



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday February 5, 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

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

There was one Public Comment Speaker

C. PRESENTATIONS

None

D. AREA AGENCIES REPORTS / PRESENTATION

1 Sheriff's Office Report

Deputy Scheftner – Provided the law enforcement report for the month of January. There was discussion between the Board and Deputy Scheftner.

2. CHP Report

Officer Thomas – Provided an update of the services to the Town of Discovery Bay. There was discussion between the Officer, the Water and Wastewater Manager, and the Board

3. East Contra Costa Fire Protection District Report

Chief Henderson – Provided the East Contra Costa Fire Protection District report and the details for the month of January. There was discussion between Chief Henderson and the Board.

4. Supervisor Mary Piepho, District III Report

Karyn Cornell, Field Representative – Provided an update of several projects surrounding Discovery Bay. There was discussion between Karyn Cornell, the General Manager, and the Board.

E. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report

General Manager Howard – Provided an update from the Code Enforcement meeting

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 regular meeting dated January 22, 2014

2. Approve Register of District Invoices

3. Adoption of Resolution No. 2014-04 approving revised Town of Discovery Bay Employee Personnel Manual

President Simon – Pull Item F-3 for discussion

Motion by: Director Graves to approve the Consent Calendar with the exception of item F-3

Second by: Director Pease

Vote: Motion Carried – AYES: 5 NOES: 0

There was discussion between the Board and the General Manager regarding item F-3.

Motion by: Director Pease to change the name Winter Closure to Christmas Closure

Second by: Director Graves

There was one Public Comment Speaker. There was discussion between the Board and the General Manager.

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

G. NEW BUSINESS AND ACTION ITEMS

1. Lift Station “F” Award of Bid to Koch and Koch, Inc. in the amount of \$410,700.00

General Manager Howard – Provided details of item G-1.

District Engineer Harris – Provided additional details of item G-1. There was discussion between the District Engineer, the Board, the Water and Wastewater Manager.

Motion by: Director Graves to reject the bid from the lowest Bid from Roger Cook Construction as non-responsive and non-responsible to the bid documents; (2) Award the bid to the lowest responsive and responsible bidder, Koch and Koch, Inc. in the amount of \$410,700.00; (3) authorize the General Manager to approve Contract Change Orders up to 10% of the contracted bid price; and (4) authorize the General Manager to execute all contract documents

Second by: Director Pease

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

2. Establishment of Community Center Foundation

President Simon – Stated that item G-2 will be pulled and will be brought back at a future date.

3. Agency Comment Request – Land Use Permit Application – LP14-2003 – Hofmann Holdings L.P.

General Manager Howard – Provided details of item G-3.

Applicant – Provided a brief description of the concept for the Wine and Cheese Bar. There was discussion between the Board, the General Manager, and the Applicant. There was one Public Comment Speaker.

Motion by: Director Pease to send a letter to the Contra Costa County Department of Conservation and Development regarding the Agency Comment Request and stating that the Board has no negative comments

Second by: Director Graves

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

4. 2014 Public Event Calendar for Recreation Services

General Manager Howard – Provided details of item G-4.

Parks and Landscaping Manager – Provided additional details of item G-4. There was discussion between the Board and the Parks and Landscaping Manager.

Motion by: Director Pease to approve the 2014 Public Event Calendar for Recreation Services as presented with the addition of the Great America Campout

Second by: Director Wiesen

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

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. Community Center Budget Update for Improvement

General Manager Howard – Provided the details of item H-1.

Parks and Landscape Manager – Provided additional details of item H-1. There was discussion between the Parks and Landscape Manager, the General Manager, and the Board.

I. PRESIDENT REPORT AND DIRECTORS’ COMMENTS

Director Pease – Provided his report and the details of the Contra Costa Special District meeting dated February 3, 2014.

Director Graves – Provided his report and the details of the East Contra Costa County Fire Protection District meeting dated February 3, 2014.

Vice-President Steele – Stated that he will be attending the Town Hall for the Delta

J. MANAGER’S REPORT

None

K. GENERAL MANAGER’S REPORT

None

L. DISTRICT LEGAL COUNSEL REPORT

Legal Counsel Schroeder – Announced that he has been reassigned and he will no longer be representing the Town of Discovery Bay Board meetings. Rod Attebery will be attending the meetings from this point forward. President Simon stated for the entire Board that they have enjoyed working with Legal Counsel Schroeder and wish him the best.

M. COMMITTEE UPDATES – Discussion and Possible Action

1. Community Center Status Report (No written report)

N. CORRESPONDENCE – Discussion and Possible Action

1. R – Discovery Bay P6 Zone Citizen Advisory Committee DRAFT meeting minutes dated October 14, 2014
2. R – Byron Municipal Advisory Council DRAFT meeting minutes dated December 18, 2013

O. PUBLIC RECORD REQUESTS RECEIVED

1. Compensation requested of the General Manager

P. FUTURE AGENDA ITEMS

1. General Manager Annual Review

Q. ADJOURNMENT

The meeting adjourned at 8:00 p.m. to the next regular meeting dated February 19, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 02.11.14

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