



# TOWN OF DISCOVERY BAY CSD

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

MINUTES OF THE SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY CSD  
Wednesday June 8, 2011  
1800 Willow Lake Road, Discovery Bay, California  
SPECIAL MEETING 6:30 P.M.  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**A. ROLL CALL**

The meeting was called to order at 6:30p.m. Roll call was taken and all Directors were present.

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

None

**C. DRAFT FY2011/12 Operating and Capital Improvement Program Budgets**

**President Graves** – Introduced Item C – DRAFT FY2011/12 Operating and Capital Improvement Program Budgets and staff has outlined a very comprehensive Budget.

**General Manager Howard** – Gave details of the proposed preliminary FY2011/12 Operating and Capital Improvement Program Budget.

**General Manager Howard** – Explained the Operating section of the budget and that there are no new programs being offered. The Operating Budget continues to maintain current levels of service. The Operating budget does include the new Veolia Contract, the increased costs of utilities, as well as adjustments for the increases in the 7300 repair account. The other large item that is included in the Operating Budget is the Caselle component of our financial system.

**General Manager Howard** – Explained the Capital section of the budget only includes those projects necessary for ongoing operations.

**General Manager Howard** – Explained the Sewer section of the budget is fairly standard information with the exception of the Beltpress – Bio-solids Area.

**General Manager Howard** – Explained the Water section of the budget again is standard information, with the exception of adding the preliminary work of site locations on the New Well #7. There is a miscellaneous section which has two (2) items, one (1) the Portable Message Units, and two (2) the Fuel Tank for regular fuel.

**General Manager Howard** – Explained that the Infrastructure Replacement Fund is a new section that has been added for the first time this year, which includes the Sewer Infrastructure Replacement Program, Pumps/Motors Replacement Program, Water Infrastructure Replacement Program, and for the Facilities and Vehicles Replacement Fund.

**General Manager Howard** – Explained that there are no changes with positions. The only changes in staffing are several title changes as well as the elimination of the Account Clerk position and with the addition of the Finance Manager position.

**General Manager Howard** – Added that all of the Landscape Budgets are included in the proposed Budget.

The discussion continued between the General Manager and the Board with respect to the Operating Budget; the Board agrees that the Operating section of the Budget is organized well.

The discussion continued between the General Manager, the Board, and the Public which includes items from the Capital Improvement Budget listed below:

**Sewer**

1. Carport for Plant 2 for Equipment -
2. Salinity Study Project
3. Trailered Trash-Pump
4. Collection System Pump Station Improvements

**Water**

5. Water Meter Trailer – Includes a restroom
6. New Well #7
7. Portable Message Units
8. Fuel Tank

**General Manager Howard** – Stated that in summary the Carport for Plant 2 for Equipment, Portable Message Units, and the Fuel Tank are to be eliminated from the Budget.

The discussion continued between the General Manager, the Board, and the Public which includes items from the Capital Improvement Budget listed below. General Manager Howard would like to bring back to the Board a Reserve Policy sometime in August.

**Infrastructure Replacement Fund**

The suggested changes to the Fund will be as listed below:

1. Water Infrastructure Replacement Fund to \$100,000
2. Facilities and Vehicles Replacement fund to \$30,000
  
9. In Summary the items eliminated are Carport for Plant 2 for Equipment - \$110,000, Portable Message Units - \$30,000, Fuel Tank - \$10,000, Water Meter Trailer - \$20,000  
Overall reduction total \$234,000 in the Capital Budget.

**General Manager Howard** – Explained the Landscape Budget in detail and the recommended action would be to remove the Tot Lot and use that area for the Dog Park. The other item is to replace the Horse Shoe and Bocce Court. The last item is to have a Vehicle purchased.

**Landscape Manager Perez** – Brought up that the \$112,000 needs to be added to the Income Revenue Account from Measure WW Park Funds.

**General Manager Howard** – Stated his plan on the changes. The recommended changes will be brought back to the Board for final adoption at the June 15, 2011 Town of Discovery Bay CSD Board Meeting.

**D. ADJOURNMENT**

The meeting was adjourned at 8:09p.m. to the next regular meeting on June 15, 2011 at 1800 Willow Lake Rd – Located in back of Delta Community Presbyterian Church.

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