



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 May 18, 2011
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING at 7:00p.m.

A. ROLL CALL

The meeting was called to order at 7:00p.m. President Graves led in the Pledge of Allegiance. Roll call was taken and all Directors were present.

President Graves – Announced that Legal Counsel Dan Schroeder's Father-in-Law passed unexpectedly, therefore filling in for Neumiller & Beardslee will be Mia Brown. Also, our Landscape Manager, Fairin Perez's Father passed unexpectedly last week.

1. Report on Closed Session dated Tuesday, May 10, 2011

Legal Counsel Mia Brown – Stated that there was a Closed Session held on May 10, 2011. There is a disclosure regarding that Closed Session item pursuant to Government Code Section 54957.6 conference with labor negotiator. All Directors were present for the duration of the Closed Session. There is no reportable action.

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

Resident Pat Richardson – Complimented the Community Center Committee on the way they are handling the goal setting and believes that there might be a Community Center.

C. PRESENTATIONS

None

D. CHAIR REPORT AND DIRECTORS' COMMENTS

Director Simon – Provided his report and stated he and Director Tetreault attended the May 4, 2011 and the May 11, 2011 Budget Committee meetings and provided an update on the FY upcoming Operations and Capital Budget.

Vice-President Dawson – Provided his report and stated he attended the May 19, 2011 P6 meeting and gave an update on the idea of using P6 dollars to pay for the School Resource Officer at Excelsior. Provided his report and stated he attended the Thursday, May 5, 2011 School Board meeting and provided information in regards to the Union and the School Board negotiations.

President Graves – Provided his report and stated he attended the May 5, 2011 Aviation Advisory Committee meeting and gave details in regards to the construction for the four (4) new hangers at the Byron Airport. Also, there may be some rezoning.

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 and Regular Meeting dated May 4, 2011
2. Minutes of previous Special Meeting dated May 10, 2011
3. District Invoices

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. Consider extending to September 30, 2011 the date to complete final recommendations of the Communications Committee

General Manager Howard – Provided details on the item and the information is that the Committee has not been able to meet be due to a number of factors, therefore the date needs to be extended to September 30, 2011.

Motion made – by Vice-President Dawson to Extend the Communications Committee date for final recommendations to the Board from June 30, 2011 to September 30, 2011 and seconded by Director Simon. Motion carried by the following vote: AYES: 5, NOES: 0.

2. Authorize Water and Wastewater Rate Studies for the periods FY 2011/12 through FY 2012/13 with Hornberger Engineering in an amount not to exceed \$15,000.00.

General Manager Howard – Provided details on the item which is the Contract for a two (2) year rate study in an amount not to exceed \$15,000.

Motion made – by Vice-President Dawson to approve Water and Wastewater Rate Studies for the periods FY 2011/12 through FY 2012/13 with Hornberger Engineering in an amount not to exceed \$15,000.00 and to authorize the General Manager to execute the contract documents and seconded by Director Tetreault.

There was discussion between the Board and the General Manager in regards to the details of the Water and Wastewater Rate Study.

Motion carried by the following vote: AYES: 5, NOES: 0.

3. Purchase of Cornell Park Playground Equipment

General Manager Howard – Provided details of the item for the Cornell Park Playground Equipment.

There was discussion between the Board and the General Manager in regards to the details of the different phases and amounts for the project.

Motion made – by Director Tetreault to approve the bid from Ross Recreation in the amount of \$24,637.11 and Creative Recreation Inc. in the amount of \$35,394.52 and seconded by Director Simon.

General Manager Howard – Stated the need to amend the recommendation to authorize the General Manager to execute all necessary contract documents.

Motion amended – by Director Tetreault to authorize the General Manager to execute all necessary contract documents and seconded by Director Simon. Motion carried by the following vote: AYES: 5, NOES: 0.

G. VEOLIA REPORT

Doug Little - Provided the slides which gave the details of the monthly report for April 2011.

H. MANAGER'S REPORTS

None

I. GENERAL MANAGER'S REPORT

1. Water and Wastewater Master Plan Status Update

General Manager Howard stated that we have received both reports for the Water and Wastewater Master Plan. Both reports have been sent back to the consultant and will be presented to the Board. General Manager Howard would like to schedule a series of workshops; one for the Water Master Plan and one for the Wastewater Master Plan, so the public can participate.

2. TODB Internship

General Manager Howard introduced Jordon Flint, who is part of the Town of Discovery Bay CSD Internship Program.

3. Report on progress of DRAFT FY2011/12 Operating and Capital Improvement Program Budgets

General Manager Howard stated that he would like to transmit the DRAFT FY2011/12 Operating and Capital Improvement Program Budget to the Board as well as to the Public. This is the first phase of the DRAFT Budget and there will be additional information as we move through the budget process. General Manager Howard discussed the details of the DRAFT Budget and would like to conduct a Budget Workshop.

There was a discussion on the DRAFT Budget between the Board and General Manager Howard in regards to scheduling a Special Meeting. The Special meeting was scheduled for Wednesday, June 8, 2011 at 6:30p.m. and then June 15, 2011 the FY2011/12 Operating and Capital Improvement Program Budget will be adopted.

General Manager Howard stated that the Town of Discovery Bay CSD office will be obtaining an Automated External Defibrillator (AED) and will be providing the required training, along with CPR training, on Thursday, June 2, 2011.

J. DISTRICT LEGAL COUNSEL REPORT

None

K. CORRESPONDENCE-Discussion and Possible Action

1. R – Contra Costa County Aviation Advisory Committee Meeting Minutes dated March 8, 2011
2. R – Transplan Committee Meeting Minutes dated April 14, 2011
3. R – Letter from Supervisor Piepho to Sheriff David O. Livingston for the attendance and presentation at the Discovery Bay P-6 Zone Citizen Advisory Committee Meeting dated April 28, 2011
4. S – Letter to Joan Buchanan, Assemblymember regarding support for the Delta Water Bays and the Ecosystem dated May 11, 2011
5. Town of Discovery Bay CSD Budget Review Committee Minutes dated May 4, 2011
6. Town of Discovery Bay CSD Budget Review Committee Minutes dated May 11, 2011

L. PUBLIC RECORD REQUESTS RECEIVED

1. Request from Don Flint – Discovery Bay CSD Practices and Procedures re: audio files – Dated May 5, 2011
2. Request from Don Flint – Wastewater and Water Master Plans – Dated May 9, 2011

M. FUTURE AGENDA ITEMS

None

N. ADJOURNMENT

The meeting was adjourned at 8:10p.m. to the next regular meeting on June 1, 2011 at 1800 Willow Lake Road-Located in back of the Delta Community Presbyterian Church.

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