



TOWN OF DISCOVERY BAY CSD

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

**MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday January 19, 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.

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

None

C. PRESENTATIONS

None

D. CHAIR REPORT AND DIRECTORS' COMMENTS

Vice-President Dawson – Stated that President Graves and he attended the East Contra Costa Fire Protection District Meeting on January 10, 2011.

President Graves – Provided a report on the East Contra Costa Fire Protection District Meeting.

President Graves – Attended the Aviation Advisory Committee Meeting and provided a report.

E. CONSENT CALENDAR

1. Minutes of January 5, 2011
2. Notice of Exemption (CEQA) for Cornell Park Playground Replacement
3. Contract for June 30, 2010 Audit
4. Discovery Bay Blvd./Sand Point Road Landscape Improvement Project Irrigation Modification Change Order #1
5. 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. **Nominees for Independent Special District Selection to the Local Agency Formation Commission (LAFCo)**

General Manager Howard – Explained that the opening of the LAFCo seat is due to Director Piepho no longer serving on the Town of Discovery Bay CSD Board. There are seven (7) nominees for the LAFCo seat and at this time the selection by the Board will be made.

President Graves – Open for Discussion to the Board for the nominees for the LAFCo seat

Legal Counsel Schroeder – Gave a brief description of the term LAFCo.

Motion made – By Director Tetreault to select Thomas E. Baldocchi, Jr. as the Primary for the LAFCo seat and Michael R. McGill to be selected as the secondary and seconded by Director Simon. Motion carried by the following vote: AYES: 3 – President Graves, Director Simon, and Director Tetreault. NOES: 2 – Vice-President Dawson and Director Steele.

2. Cash Transaction Policy

General Manager Howard – Presented the proposal for the Cash Transaction Policy with the changes requested by the Board.

Board Members - Agreed that the effective date be changed to a 90 day timeframe. The discussion continued between General Manager Howard, the Board and the public in regards to the Merchant provider and the Website's ability to accept on-line bill pay.

Motion made – By Director Tetreault to accept the Resolution 2011-02 with two (2) changes;

Section 1 – July 1, 2011 being changed to May 1, 2011 and Section 2 – The ninety (90) days slashed to thirty (30) days and seconded by Vice-President Dawson. Motion carried by the following vote: AYES: 5, NOES: 0.

3. Request for comments relative to proposed modifications to an existing home located at 1226 Marina Circle (Advisory Council)

General Manager Howard – Explained the item in detail.

The discussion continued between the property representative, the General Manager, and the Board.

General Manager Howard – Recommends the Board to take an action to authorize Staff to write a letter to the County by tomorrow, Thursday January 20, 2011 indicating that the Board had no comment on the proposed project.

Motion made - By Director Simon that we forward comments in favor of the proposed modifications to the existing home at 1226 Marina Circle and that Staff is authorized to send that letter out as of tomorrow and seconded by Director Tetreault.

Resident Don Flint – Stated that he did not have a problem with the project, however, did not understand why the Board was chosen to voice an approval.

Legal Counsel Schroeder – Stated that the Board has the authority to make decisions as they desire as long as funds are not being expended.

Motion withdrawn - By Director Simon and seconded by Director Tetreault

Motion made – By Director Simon to send comments to the appropriate County office that we have no negative comments in regards to the modifications at the property at 1226 Marina Circle and that the Builder/Developer is known to this Board and we have no issue and seconded by Director Tetreault.

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

G. VEOLIA REPORT

1. Veolia Report

Veolia Manager Gerald Smart – Reviewed the Monthly Report for December.

H. MANAGERS REPORTS

None

I. GENERAL MANAGER REPORT

General Manager Howard – Stated that he has four (4) items to point out. He wanted to update the Board on initiating the contract discussion with Veolia. We are in the process of revamping three (3) of the manholes near the Cherry Hills area that were deteriorating due to sulfuric acid. The other item currently being done is replacing the sand filters in two (2) of our three (3) water filters. The last item is to remind the Board of the workshop that is this Saturday, January 22, 2011 and a reminder to the Board to think of the projects and goals they would like to discuss.

J. DISTRICT LEGAL COUNSEL REPORT

1. Brown Act 2011

Legal Counsel Schroeder – Stated that annually Legal provides any changes that have occurred and with The Brown Act there were no statutory changes or additions from the year 2010.

K. CORRESPONDENCE-Discussion and Possible Action

1. Contra Costa County Aviation Advisory Committee Minutes for October 14, 2010
2. Contra Costa Special Districts Association Minutes for October 18, 2010
3. East Contra Costa Fire Protection District Minutes for December 6, 2010
4. R – Letter from Supervisor Piepho to Hofmann Land Development Company dated January 6, 2011
5. R – Letter from Supervisor Piepho regarding Statewide Infrastructure Bonds date January 10, 2011
6. R – Trans Plan Committee Meeting Minutes for December 9, 2010 received on January 11, 2011
7. R – State Route 4 Bypass Authority Minutes for December 9, 2010

L. PUBLIC RECORD REQUESTS RECEIVED

Request from William Richardson – 16,450 Gallon Sewage Spill – for Maintenance Records - Dated 12/20/2010

Request from Severn Trent – RFPs for Water & Wastewater Proposals – Dated 12/30/2010

Request from Thomas Peele of Bay Area News Group – 2010 Employee Payroll Information – Dated 1/6/2011

M. FUTURE AGENDA ITEMS

President Graves – Stated that he received a document from the Department of Conservation and Development in Contra Costa County and they are requesting our presence and our participation in the Delta Plan. He would like to add this as an approved attendance on my behalf in order to represent the District and have added to the Agenda for Saturday, January 22, 2011.

Director Simon – Stated that he would like to add as a future agenda item a review of the Capital Improvement Report.

N. ADJOURNMENT

The meeting was adjourned at 8:15p.m. to the next Regular meeting of February 2, 2011 starting at 7:00pm at 1800 Willow Lake Road-Located in back of the Delta Community Presbyterian Church.

cmc – 01.27.11