



TOWN OF DISCOVERY BAY CSD

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Board Members

President-Kevin Graves
Vice President-Mark Simon
Treasurer-Brian Dawson
Director-David Piepho
Director-Ray Tetreault

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY CSD

June 2, 2010

1800 Willow Lake Road, Discovery Bay, California

REGULAR MEETING 7:00 P.M.

A. ROLL CALL

President Graves called the meeting to order at 7:00p.m. He then led the Pledge of Allegiance. General Manager Koehne called roll which reflected that all Directors were present.

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

Resident Walter MacVittie stated that he noticed that the Community Center is not on the Agenda and he hopes to hear some comments from the Board during their comments. He thinks that even if the County or others could not be here tonight, that the Board should at least provide an update to the residents.

C. AREA AGENCIES REPORTS / PRESENTATION

1. **DEPUTY SHERIFF /MARINE PATROL REPORT** – Lieutenant Burton reported on crime activity in the community and provided a report to the Board. Among their duties, Deputies made 33 arrests, wrote 107 police reports, and 40 traffic citations. He stated that they are ramping up for the Fourth of July weekend and that Discovery Bay will be getting a new Resident Deputy as the current Deputy is transferring to another unit. Lieutenant Burton also stated that he has not received any follow up from the proposed Summer Concert Series Coordinators, so as of now the Sheriff's Office does not and will not support that event until he sees a response to the questions he asked at a previous meeting.

2. **CHP REPORT** – No report.

3. **FIRE DISTRICT REPORT** – Fire Battalion Chief Jeff Burris reported the types and number of responses from both Discovery Bay Fire Stations. Some of the responses by the Discovery Bay Boulevard Station #58 were 6 auto accidents, 27 medical calls, 1 illegal burn, and 7 structure fires. The Bixler Road Station #59 responded to 10 auto accidents, 31 medical calls, 4 move-ups (helping another area station), and 6 structure fires, among others.

4. **SUPERVISOR MARY PIEPHO, DISTRICT III REPORT** – Karyn Cornell from Supervisor Piepho's office stated that she did check in with Public Works late last week and they told her that they had not yet received any comments regarding the proposed Summer Concert Series event. Their office is still waiting to hear from the Metropolitan Transportation Commission about funding for the Willow Lake Sidewalk and have asked for a curb ramp to be incorporated near Riverlake Road side of the project. She wanted to remind the

community that the Household Hazardous Waste Event is being held on Saturday, June 19th at Discovery Bay School. There was a great turnout for the Vasco Improvement Project Ground Breaking Event. Supervisor Piepho continues to have many meetings that pertain to the preservation of the Delta and this week she met with Congressman Garamendi and will be meeting with staff from Senator Feinstein's office later this week. The County Public Works Department is currently working on the streets in Discovery Bay.

5. EAST CONTRA COSTA FIRE PROTECTION DISTRICT (ECCFPD) BOARD REPORT – Representative Chris Finetti stated that he does not have a current report as the district's next meeting is scheduled for Monday, June 2nd. He asked to be added to the next meeting agenda so that he could provide a report at that time.

D. DISTRICT FINANCIAL REPORT

General Manager Koehne reported that as of April 12th, the District had a balance of \$3.5 Million. He also reported that the Lighting and Landscape #8 had \$1.5 Million and Landscape & Lighting District had \$246,000.

E. CONSENT CALENDAR

1. Minute(s) previous meeting(s) Regular Meeting/s of May 19, 2010, and (2) Special Meetings of May 12, 2010
2. Various District Invoices
3. Approve Resolution 2010-03 – Adopting Identity Theft Prevention Program (Red Flags Rule)
4. Approve Resolution 2010-04 – Ordering Even-Year Board of Directors Elections
5. Approve Purchase of One Rototiller for Landscape Districts
6. Approve Master Contract with East Bay Regional Park District re Measure WW Park Bond
7. Approve Resolution 2010-05 – Annual Assessment for Ravenswood Improvement District Zone #9

Vice-President Simon stated that he has a couple questions on the Consent Calendar and would like to pull Items E4 & E7 for discussion. Director Piepho made a motion to approve Items E1, E2, E3, E5 & E6. Vice President Simon 2nd the motion. The motion passed with a vote of 5 ayes, 0 nos, 0 abstain. Vice-President Simon asked for clarification on Items E4 & E7. Director Tetreault addressed the odd year elections from Item E4 and General Manager Koehne explained the Item E7 Resolution. Vice-President Simon made a motion to approve Items E4 & E7 from the Consent Calendar. Treasurer Dawson 2nd the motion. The motion passed with a vote of 5 ayes, 0 nos, 0 abstain.

F. NEW BUSINESS FOR BOARD CONSIDERATION

President Graves asked that Item F5 to be moved up in front of Item F1. General Manager asked President Graves if Item F2 could be moved up to Item F1, after F5. President Graves moved Item F2 up for discussion after F5 and before F1. The minutes are being presented in original Agenda order.

1. **Discuss and Comment on Preliminary Landscape Budgets for 2010-2011 Year (Perez)** – Landscape Manager Perez submitted her proposed budgets and reviewed the report with the Board of Directors. She reviewed the Capital Improvements that are currently being done and planned and the Operating Budgets for both Landscape Districts. No action taken.
2. **Discuss and Comment on Amendment of Board Order on Proposed Rotation Exemption of Sheriff Deputies (Koehne)** – General Manager Koehne gave an overview of the proposal. Lieutenant Burton explained how the rotation process works with the Sheriff's Department. Director Piepho made a motion that the Board send a letter of comment to the Supervisor stating that the Board is looking for uniformity with the other P-Districts. Vice-President Simon 2nd the motion. The motion passed with a vote of 5 ayes, 0 nos, 0 abstain. Treasurer Dawson volunteered to write the letter.
3. **Discuss and Possible Action on Request for Proposal for Landscape Maintenance for Zone 8 (Perez)** – Landscape Manager Perez presented the three (3) proposals that were presented from Altamont Landscape, Echo Landscape, and ValleyCrest Landscape. The Board discussed the proposals and asked Landscape Manager Perez a number of questions about each Contractor. Director Tetreault made a motion to choose ValleyCrest Landscape as the contractor. Treasurer Dawson 2nd the motion. The motion passed with a vote of 5 ayes, 0 nos, 0 abstain.
4. **Discuss and Approve Purchase of one Pickup Truck for Landscape District/s (Koehne)** – General Manager Koehne presented the quotes received from the dealerships and asked for Board Approval to purchase

a new truck which is needed for the Landscape Manager. Director Piepho suggested that staff create a policy for the Board which would be to approve a certain color for future vehicle purchases. Vice-President Simon asked about 2009 models. General Manager Koehne said he could do that and asked the Board if they could approve a not to exceed amount of \$18,000 with tax so he can go back and get more price quotes and see if they have any 2009 models available. Vice-President Simon offered to help in the search. Director Piepho made a motion to approve staff to purchase a vehicle not to exceed \$18,000. Director Tetreault 2nd the motion. The motion passed with a vote of 4 ayes, 0 nos, and 1abstain by Mark Simon as he will be helping staff with getting price quotes.

5. Open Discussion and Comment on ECCFPD Upcoming Cutback Decision (Graves) – Fire Chief Hugh Henderson gave a presentation to the Board and Public regarding the financial concerns and revenue reduction causing the department to make cuts to fire service including shutting down fire stations. The Operating Budget for 2009 was \$11 Million and it has dropped to close to \$8 Million for this budget year. The district does have approximate \$5 Million in reserves, but to make those funds last, they still need to cut the budget. The district may go from eight (8) stations down to five (5) stations, and move personnel so that each station has three (3) staff instead of the current staffing of two (2) personnel per station. There was a lot of discussion, questions and suggestions from the Board and from the Public regarding potential solutions and concerns of fire stations closing in Discovery Bay and Byron. Resident Jeff Barber stated that Discovery Bay pays 17% of the fire district revenue, but does not have 17% of the decision making power on the ECCFPD Board. He asked the Town of Discovery Bay CSD Board Members to use their Advisory Authority by submitting their concerns and their position in writing to the ECCFPD prior to their June 7th meeting. Resident Nick Mitschkowetz stated that if revenue needs to be generated, he would like to see it done as a P-District so the funds will benefit the Discovery Bay community. President Graves asked Legal Counsel Mike McGrew if the Board can consider taking action on writing a letter, or would the Board need to add an emergency agenda item to do so. Legal Counsel McGrew stated that the Board can choose to make a written or verbal comment to the district. A verbal comment could be to authorize the Chair to attend the meeting and make comments there or they can authorize a written comment by directing the General Manager and Chair to prepare a letter to send to the district. Further discussion by the Board was made in regard to what they would like to do. Director Piepho made a motion to authorize the Chair to write a letter and have the Chair submit the letter and read it at the meeting. Director Tetreault 2nd the motion. Vice-President Simon suggested that the letter should be submitted before the meeting, not at the meeting. Director Piepho wants the Board to authorize all the Directors to attend the meeting. The motion passed with a vote of 5 ayes, 0 nos, 0 abstain. Director Piepho made a motion to authorize any Board Members to appear at the meeting and be compensated for it. Vice-President Simon 2nd the motion. The motion passed with a vote of 5 ayes, 0 nos, 0 abstain.

G. COMMITTEE/LIAISON REPORTS

1. **Trans-Plan Report** – Duane Steele reported that there was a request for the Trans-Plan committee to approve adding the design of the Mokelumne Bike and Pedestrian Overcrossing and that was unanimously approved. There is a proposed November 2010 Election Contra Costa County Ballot Measure for the Vehicle Registration Fees of an additional \$10.00 to fund transportation projects in our area. The agreement from the committees that worked on this was that 80% of the funds would go to local road improvement and repairs, 15% to public transportation, and 5% toward pedestrian and bicycle safety.
2. **Code Enforcement Report** – Director Piepho stated that their meeting was moved to Thursday, June 3rd, and so there is no report this time.
3. **Special Districts Report**** - No report.

**These meetings are held Quarterly

H. DIRECTORS' COMMENTS

Treasurer Dawson reported that he, Vice-President Simon, and Director Tetreault attended the Joint Mac Meeting on Saturday May 22nd and they handed in reports. Treasurer Dawson stated that at that meeting there was an update on the East Contra Costa Fire Protection District. The County gave a presentation on their budget situation and the Contra Costa Water District gave a presentation on the Los Vaqueros Expansion. All of the attending MACs and CSDs gave reports as did Supervisor Piepho and Supervisor Glover. Director Piepho attended the Vasco Road Safety Improvement Project Groundbreaking on May 24th and submitted a

report. They are dividing a 1.5 mile section of Vasco Road that is being funded through the American Recovery and Reinvestment Act (ARRA). Construction is underway and is scheduled for completion in August 2011. President Graves stated that the Community Center was scheduled to be on the Agenda tonight, however, the County, the Supervisor, and the Developer have told him that they can all attend the June 16th meeting, so that was moved and they will be able to address any questions at that time.

I. GENERAL MANAGER'S REPORT

General Manager Koehne provided photos showing progress of the Well #6 Drilling Project. Staff has just completed working with the Auditors on the 2008/2009 Audit. Well #1B will be tested to see if the district can bring that unit back on line. There was a CHP Inspection on one of the rigs. A baby falcon was caught in the engine compartment of the Bio-Solids Truck and the Lindsey Museum came out and took it back to their location for rehabilitation. Preliminary work has begun on the Discovery Point Sewer Main Replacement Project and the UV Project at Plant #2 is also underway. Rate Increase procedures, such as mailings and Public Hearing notices are being done. The Consumer Confidence Report has been completed and is at the printer for mailing before July 1st.

1. **Landscape Report** – Landscape Manager Perez provided a PowerPoint presentation showing the work that has been done in the community during the last month.

J. LEGAL COUNSEL REPORT

No report

K. CORRESPONDENCE – Discussion and Possible Action

1. **R – Letter from Supervisor Piepho – US Census Bureau – Census Data – March 17, 2010**
No comments.

L. PUBLIC RECORD REQUESTS RECEIVED

(1) Request from Don Flint – Contract and Invoices for NIA Creative
(1) Request from Don Flint – Emails – David Piepho
(1) Request from William Richardson – New General Manager's Curriculum Vitae
(1) Request from Don Flint – Website Development Project
(1) Request from William Richardson – Community Center
No comments.

M. FUTURE AGENDA ITEMS

1. **Community Center Status**
2. **Video & Audio Streaming for Board Meetings**
Director Piepho asked about the website and email addresses and would like to see that on the Agenda soon.

N. ADJOURNMENT

1. The meeting adjourned at 9:55p.m. to the next regular meeting on June 16, 2010 at 1800 Willow Lake Rd – Located in back of Delta Community Presbyterian Church.

jd – 06.08.10