



TOWN OF DISCOVERY BAY CSD

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

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday December 1, 2010
1800 Willow Lake Road, Discovery Bay, California
REGULAR MEETING 7:00 P.M.
Website address: www.todb.ca.gov**

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.

SPECIAL RECOGNITION

President Graves presented Director Piepho with several awards for his Service and Dedication to the Town of Discovery Bay CSD. Director Piepho wanted to thank the Board of Directors and the staff for their hard work towards the common goals of making Discovery Bay a better place to live. Director Piepho also added that his time with the Town of Discovery Bay CSD has been an experience of a life time. There was a short recess for refreshments.

President Graves – The meeting was called back to order.

President Graves – Announced that our District Legal Counsel, Mike McGrew passed away. The sudden death is a shock to all who knew him. District Legal Counsel, Mike McGrew, was always professional, had a wonderful personality and was famous for wearing his Bowtie. Our thoughts and prayers go out to Mike's wife Judy and his family. President Graves asked for a moment of silence in Michael McGrew's honor.

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

None

C. AREA AGENCIES REPORTS / PRESENTATION

1. DEPUTY SHERIFF /MARINE PATROL REPORT

Tony Fontenot - Resident Crime Prevention Specialist – Presented his report and explained in detail the items on the report. He announced that they will be doing the "Cops for Kids Program" for the children that are 13 and younger. Also, Tony Fontenot pointed out that most of the home burglaries have been due to homes and vehicles being unlocked, and reiterates to be sure to lock all of your doors.

2. CHP REPORT – No Report

3. FIRE DISTRICT REPORT

Battalion Chief Burris – Provided the Incident Summary Report and explained the report in detail. Battalion Chief Burris reiterates that if your house does not have a brick chimney, then your fireplace is not designed to burn presto logs or wood, and is possibly a fire hazard. Battalion Chief Burris suggests having the fireplace plumbed with gas or not to have fires in the fireplace.

4. EAST CONTRA COSTA FIRE PROTECTION DISTRICT REPORT – No report

5. COUNTY'S CODE ENFORCEMENT DEPARTMENT REPORT – No Report

6. SUPERVISOR MARY PIEPHO, DISTRICT III REPORT –

Karyn Cornell – Wanted to extend their gratitude to Director Piepho for his longstanding dedication to the Discovery Bay CSD and to Contra Costa County. She also stated that they are looking forward to recognizing him at the upcoming Contra Costa County Board of Supervisors Meeting. Karyn also provided a flier that announced the 2010 Holiday Food Drive that is being held November 22 through December 31 2010, along with Supervisor Piepho's Holiday Open House held on December 8, 2010 at the Brentwood Office and December 9, 2010 held at the Danville Office.

D. CONSENT CALENDAR

1. Minutes of Regular Meeting for November 17, 2010
2. District Financials
3. District Invoices
4. Adopt Resolution 2010-20 Rescinding Resolution 2010-06 Pertaining to Warrants

Motion made – by Vice-President Simon to approve the Consent Calendar and seconded by Director Piepho. Motion carried by the following vote: AYES: 5, NOES: 0

E. NEW BUSINESS AND ACTION ITEMS

1. 2009-2010 Audit Presentation

General Manager Howard – Stated that the agenda had an error and that the audit year being presented is 2008-2009. General Manager Howard introduced Mark Croce and Pauline Sanguinetti. Mark Croce provided the details of the Auditors' Report for the year 2008-2009.

President Graves – Asked what the amounts are for under other income for governmental and business-type activities on page 12.

Mark Croce – Stated that some of the amounts are Community Center sales. Some of the other amounts are business types of activities, such as refunds, and those amounts may be posted into a miscellaneous income account.

President Graves – Asked about the amount that is on page 17 that is the bad debt expense.

Mark Croce – Stated that a number of the amounts are from residents that had moved out of the community and did not pay their outstanding debt.

Pauline Sanguinetti – Stated that she believes that the high amount of bad debt is due to the large water users, and that the amount was written off and considered bad debt.

Director Piepho – Had a comment to the Board that in the upcoming workshop they focus on the bad debt and aim to bring that amount down.

A brief discussion continued on the 2008-2009 Audit. Also, Mark Croce commended the Staff working with the County and the smooth process that takes place.

General Manager Howard – Stated that the final report will be presented to the Board once the Auditors' have taken the suggestions from tonight's meeting and done their final review, probably sometime in January, under the Consent Calendar. General Manager Howard also noted that the changes will be a year to year comparison, along with the bad debt expense.

2. Award Contract for Landscape Maintenance Services for Discovery Bay Landscape and Lighting Zone #9, and Contra Costa Landscape & Lighting Zones 35, 57 & 61 to Odyssey Landscaping, Inc.

General Manager Howard – Presented the information of the Award on the Contract for the Landscape Maintenance Services to Odyssey Landscape, Inc. The contract amount would be for \$118,000 in the first year of a two (2) year term. The contract is a two (2) year term with two (2) one (1) year extensions, which allows better pricing.

Landscape Manager Perez – Stated that there were six (6) Contractors that attended the mandatory walk-through and that she and Sue had telephone interviews with every reference that was given. Landscape Manager Perez provided the slides from the references sites. The company chosen, Odyssey Landscape, Inc, has a management plan and experience that will bring a benefit to the Town of Discovery Bay CSD.

The Board complimented Landscape Manager Perez for her presentation.

Motion made – by Director Piepho to award the contract to Odyssey and seconded by Director Tetreault.
Motion carried by the following vote: AYES: 5, NOES: 0

F. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – **No Report**
2. County Planning Commission Report – **No Report**
3. Code Enforcement Report – **No Report**
4. Special Districts Report** - **No Report**

***These meetings are held Quarterly*

G. CHAIR REPORT AND DIRECTORS' COMMENTS

Director Dawson – Submitted report and stated that he attended the last School Board meeting and the calendar for the 2011-2012 school year has been accepted. Director Dawson also stated that the Byron School District's schedule will be more in line with the Liberty School District.

Director Dawson would like to say that Director Piepho has been a tremendous help and appreciates the time that he has spent answering his questions and would like to say thank you.

Director Piepho – Stated that the Byron School entrance will no longer be off of J-4, which has been a dangerous entrance for quite some time. The new entrance will now be off of Byer Road, and that the ribbon cutting ceremony will be today for the entrance change.

The Board and General Manager Howard expressed that working with Director Piepho has been a pleasure and that he will truly be missed. We all wish Director Piepho good luck.

H. GENERAL MANAGER'S REPORT

General Manager Howard – Announced that Dan Schroeder will be taking the place of Mike McGrew. Also, Michael Fisher visited from the State Water Quality Control Board and they did the annual compliance inspection on the Wastewater Treatment Plant. Also, Gerald Smart from Veolia said that Michael Fisher informed him that there was significant improvement over the last two (2) inspections.

I. LEGAL COUNSEL REPORT

Legal Counsel Schroeder – Wanted to thank everyone for the comments regarding the passing of Mike McGrew and will pass those comments to Mike McGrew's family. Also, Legal Counsel Schroeder would ask that the County Auditors Report be moved to the next meeting for more time to review.

J. CORRESPONDENCE – Discussion and Possible Action

None

K. PUBLIC RECORD REQUESTS RECEIVED

None

L. FUTURE AGENDA ITEMS

Vice-President Simon – Stated that he would like to have the "no cash received" added to the agenda.

General Manager Howard – Stated that he would like to have a Planning and Goal Setting Session set for sometime in January, possibly on the 22nd of January. General Manager Howard would also like the session to be off site, preferably on a Saturday from 9:00a.m. to noon. The Board concurred that the Meeting will be held on Saturday January 22, 2010 from 9:00a.m. to noon.

M. ADJOURNMENT

The meeting was adjourned, in the memory of Mike McGrew, at 8:25p.m. to the next regular meeting on December 15, 2010 at 1800 Willow Lake Rd – Located in back of Delta Community Presbyterian Church.