



# 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 15, 2010  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://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 the Pledge of Allegiance. Roll call was taken. Director Steele was absent. All other Directors were present.

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

**Resident Pat Richardson** – Asked about the swearing in of the Board Members.

**President Graves** – Pointed out that the CSD law states that new Directors have to be sworn in at a specific time on a specific day. The Staff and the Board were notified of that process at the last minute. There will be a Ceremony to swear in the new Board Members for the public to attend at the January meeting.

**Legal Counsel Schroeder** – Wanted to clarify that the swearing in is not required to be on that date, it is at that date and that time they then assume office subject to taking the oath.

**Resident Flint** – Asked about the Closed Session and what the results were.

**President Graves** – Stated the Closed Session problems were with the Benefits Package and that those concerns were resolved prior to the meeting, therefore the Closed Session was canceled.

**Resident Flint** – Asked about the Public Records Request procedures and that any request is followed by procedure consistently.

**Resident Mankin** – Wanted to clarify that his Public Records Request was an informal request of a Board Member.

### **C. PRESENTATIONS**

None

### **D. CHAIR REPORT AND DIRECTORS' COMMENTS**

**President Graves** – Wanted to thank the Staff for a wonderful Vendor Appreciation Luncheon.

**Director Dawson** – Stated that he attended the Byron Union School District Board Meeting on December 9, 2010 and they elected a new President. Director Dawson provided a report and gave details on the report.

### **E. CONSENT CALENDAR**

1. Minutes of Regular Meeting for December 1, 2010
2. District Invoices
3. Annual "State of the town" Chamber of Commerce Event for 2011
4. Approve Lowest Responsive Bid to in the amount of \$16,300 to LMH to Replace Filter Media at the Willow Lake Water Treatment Plant

**Motion made** - by Vice-President Simon to approve the Consent Calendar and seconded by Director Tetreault. Motion carried by the following vote: AYES: 4 – President Graves, Vice-President Simon, Director Dawson, and Director Tetreault, NOES: 0, ABSENT: 1 – Director Steele.

**Resident Flint** – Asked the question in regards to the Consent Calendar – the cost of the Luncheon would also include the stipend and believes that amount should be addressed by the Board.

**General Manager Howard** - Pointed out that he was indicating the cost to attend the event and also pointed out that there would be a stipend included, however, that dollar amount was not listed on the Agenda Report.

**F. NEW BUSINESS AND ACTION ITEMS**

**1. Award of Contract for the Discovery Bay Boulevard / Sand Point Road Landscape Improvement Project to Green Valley Landscape**

**General Manager Howard** – Introduced the Landscape Project.

**Landscape Manager Perez** – Provided the details of the project and recommends the Board to accept the bid and award the contract in the amount of \$96,236.00.

General Manager Howard, the Board and the Public, all commented on the project at Willow Lake Road and that the work that has been done is fantastic.

**Motion made** – by Director Dawson to accept lowest responsible bid and award construction contract for the Discovery Bay Boulevard/Sand Point Road Landscape Improvement Project in the amount of \$96,236.00 to Green Valley Landscape and seconded by Director Tetreault. Motion carried by the following vote: AYES: 4 – President Graves, Vice-President Simon, Director Dawson, and Director Tetreault, and, NOES: 0, ABSENT: 1 – Director Steele.

**2. Consideration of a “No Cash” Transaction Policy**

**General Manager Howard** – Gave the details on the item and pointed out that one item that was not added was the sale of goods, such as tee shirts, license plate frames, etc. General Manager Howard also pointed out that some residents coming in to pay a bill that has a high dollar amount, pay with cash. There are three (3) options that are listed on the Agenda Report for the Board to choose. The discussion continued between the General Manager, the Board, and the Public.

**Motion made** – by Director Tetreault to move forward with Option three (3) - Eliminate all cash collection at the District, implement credit/debit card options and implement online bill pay features and the payment is by electronic check and that the district does not absorb the cost of the credit card and seconded by Director Dawson. Motion carried by the following vote: AYES: 4 – President Graves, Vice-President Simon, Director Dawson, and Director Tetreault, ABSENT: 1 – Director Steele.

**G. VEOLIA REPORT**

**1. Monthly Report – November**

**Veolia Manager Gerald Smart** - Provided slides and discussed the Monthly Report.

Discussion continued with the General Manager, the Board, and the Public, in regards to the internet connection while out in the field.

**H. MANAGERS REPORTS**

None

**I. GENERAL MANAGER REPORT**

**General Manager Howard** – Announced the Holidays being recognized for the District Office and that the office will be closed on Friday, December 24, 2010, Monday, December 27, 2010, and on Friday, December 31, 2010. The other item is for adopting the Resolution for SDRMA and other forms which are required to be complete by next Wednesday, December 22, 2010. Therefore, we need to schedule a Special Meeting before that time and would like to know what day and time would work. The Board agreed that the day and time would be on Monday, December 20, 2010 at 7:00p.m.

**J. DISTRICT LEGAL COUNSEL REPORT**

**1. County Auditor Letter**

**Legal Counsel Schroeder** – Provided the details on the County Auditor Letter response regarding the formation of the District that included the MAC responsibilities and explained the validating statute. The discussion continued with Legal Counsel, the General Manager, the Board, and the Public in regards to the responsibilities of the AC and the MAC.

**K. CORRESPONDENCE-Discussion and Possible Action**

1. R – Letter from the County of Contra Costa, Office of the Sheriff, regarding the commending of Lieutenant Mike Burton date November 16, 2010.
2. R – Letter from the County of Contra Costa, Office of the Sheriff, regarding the P-6 Zone Funds dated November 17, 2010.
3. R – Transplan Committee Meeting Minutes for June 10, 2010.
4. R – State Route 4 bypass Authority Meeting Minutes for November 18, 2010.
5. R – Announcement of Upcoming Special District Vacancy on LAFCO, Call for Nominations and for Names of Voting Delegates dated December 6, 2010.

**L. PUBLIC RECORD REQUESTS RECEIVED**

Request from William Richardson – Brian Dawson's Email addresses – response to our letter – Dated November 15, 2010

Request from Don Flint – Piepho's PRR from Mankin – Dated November 18, 2010

**M. FUTURE AGENDA ITEMS**

None

**N. ADJOURNMENT**

The meeting adjourned at 8:38p.m. to the next Regular meeting of January 5, 2011 starting at 7:00pm at 1800 Willow Lake Road-Located in back of the Delta Community Presbyterian Church.

cmc – 12.21.10