



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

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

Wednesday July 6, 2016

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Pease
2. Pledge of Allegiance – Led by Director Steele
3. Roll Call – All Present

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

- 1) Public Commenters – Regarding vacation rental on Beaver Lane – problems with parking etc.; 2) Regarding Cornell Park upkeep; 3) Regarding Tennis at the Community Center; 4) Regarding traffic situation on Discovery Point; 5) Regarding citations written for fireworks.

C. AREA AGENCIES REPORTS / PRESENTATION

- 1 Sheriff's Office Report - Crime Prevention Specialist Fontenot - Provided the law enforcement report for the month of June and the number of calls within the month. Also, stated that providing time of day for speeding problems or for other types of concerns will help the Sheriff's Department find the violators.
2. CHP Report - Officer Thomas – Provided an update of the services to the Town of Discovery Bay regarding citations issued, will also pass on the traffic situation on Discovery Point to other CHP staff.
3. East Contra Costa Fire Protection District Report - Chief Henderson will be attending the July 20, 2016 meeting and provide an update.
4. Supervisor Mary Piepho, District III Report - Alicia Nuchols Field Representative – she was unable to attend the meeting due to attending another meeting. Interim General Manager provided an announcement regarding the P-6 meeting that will be held at the Community Center on Wednesday, July 13, 2016 at 6:00 p.m.

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No report
 2. County Planning Commission Report – No report
 3. Code Enforcement Report – Vice-President Leete attended the meeting on June 30, 2016 and provided the details regarding issues on Drakes Drive, abandon vehicles; Code Enforcement is working on the problem.
 4. Special Districts Report** – No report
- ***These meetings are held Quarterly*

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. Approval of DRAFT minutes of special meeting for June 15, 2016
2. Approval of DRAFT minutes of regular meeting for June 15, 2016

3. Approval of DRAFT minutes of special meeting for June 21, 2016

4. Approve Register of District Invoices

Motion by: Director Simon to approve the Consent Calendar

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0

F. BUSINESS AND ACTION ITEMS

1. Open the Public Hearing on proposed Ordinance No. 2016-27 amending in its entirety Ordinance 25, Drought Regulation, accept any public comments, close the public hearing, waive second reading, consider adopting Ordinance No. 2016-27, and adopt related CEQA findings.

Interim General Manager Kutsuris – Provided the details regarding the Drought Regulation Ordinance No. 2016-27 which eliminates the restriction of watering on only 2 days of the week. Staff requested the Board affirm that the voluntary conservation standard is 20%.

Motion by: Director Graves amending in its entirety Ordinance 25, Drought Regulation, waive second reading, adopt Ordinance No. 2016-27, adopt related CEQA findings, and affirm the 20% voluntary water conservation standard.

Second by: Vice-President Leete

Vote: Motion Carried – AYES: 5, NOES: 0

2. Consider approval of the Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2016-2017, accept Engineer's Report, adopt Resolution No. 2016-09, and set Public Hearing for July 20, 2016.

Finance Manager Breitstein – Provided details of the annual assessment for the Ravenswood Improvement District regarding the options of the annual assessment amount.

Motion by: Director Simon to accept Engineer's Report and Adopt Resolution No. 2016-09 authorizing the Intent to Levy and Collection of Annual Assessments for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2016-2017 and set the Public Hearing for July 20, 2016 at 7:00 p.m. located at 1601 Discovery Bay Boulevard.

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0

3. Consider approval of the Notice of Completion and release of retention to Koch & Koch, Inc. for Lift Station G.

Interim General Manager Kutsuris – Provided details regarding the completion of the Lift Station G Project and the release of the retention.

Motion by: Director Graves to authorize the General Manager to issue a notice of completion and release all retention for the Lift Station G Project to Koch & Koch.

Second by: Vice-President Leete

Vote: Motion Carried – AYES: 5, NOES: 0

4. Consider adoption of Resolution No. 2016-13 establishing a Fire Hydrant Policy Fee Structure for the Town of Discovery Bay.

Finance Manager Breitstein – Provided details regarding the Fire Hydrant Policy Fee Structure, which includes the Mobile Hydrant Meter Rental & Penalty Fees and the Fixed Hydrant Meter Use Fees.

Motion by: Vice-President Leete to adopt Resolution No. 2016-13 establishing a Fire Hydrant Policy Fee Structure for the Town of Discovery Bay. Second by: Director Simon

Vote: Motion Carried – AYES: 5, NOES: 0

Interim General Manager stated that the Fire Hydrant Fine Structure requires an Ordinance and that will be agenized at a future meeting.

5. Consider approval of a new contract with Du-ALL Safety, LLC in an amount not to exceed \$6,800 to provide safety staff training for the period July 1, 2016, to June 30, 2017.

Interim General Manager Kutsuris – Provided details of the contract for safety related training services and support services. Through the review of the safety related training services and support services we identified that there is a broad array of training that is available through the District's Risk Management and Insurance, called Target Solutions. The proposed training contract with Du-All Safety will be for the training that is either not available through Target Solutions or where staff determines that "Hands-On" training is preferable.

Motion by: Vice-President Leete to authorize the Interim General Manager to sign, on behalf of the District, a contract with Du-ALL Safety, LLC in an amount not to exceed \$6,800.00 (\$170.00 hourly rate) safety related training and support services for the period of July 1, 2016 through June 30, 2017.

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0

G. MANAGER’S REPORT – Discussion and Possible Action

Water and Wastewater Manager Koehne – Provided details regarding the water reduction in June which was 24% compared to 2013.

Parks and Landscape Manager Miller – Provided details regarding the Fire House and the move in date; thanked everyone involved in the process. Also, provided details regarding the RFP for the Community Center Roof project.

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

None

I. PRESENTATIONS

None

J. PRESIDENT REPORT AND DIRECTORS’ COMMENTS

Director Steele – Provided the details of the Byron Union School District meeting on June 23rd, which included the school district hiring a new principal along with improving their budget.

K. GENERAL MANAGER’S REPORT – Discussion and Possible Action

1. Received - Special Districts Leadership Foundation’s District Transparency Certificate of Excellence.
2. Received - CSDA report regarding Senate Bill 885.

Interim General Manager Kutsuris -

- Provided additional details regarding the Fire Station and receiving the keys; Also thanked Legal Counsel with their involvement on the project. There were no changes to the basic terms of the lease. There were additions; such as the need to comply with hazardous materials laws and the Parks and Landscape Department will be moving in the next couple of days.
- Provided the details of the CSDA Annual Conference and asked the Board to check their calendars.
- Water Conservation numbers are 24%.
- Ground Water Basin update – The request for a sub-basin was rejected due to technical grounds. The basis of the rejection is that the approvals from the individual water companies were not included. The State requires a 75% approval; Luhdorff and Scalmanini along with the General Manager will be meeting with the State on this issue. Next date for submittal is January.
- Thanked Sue Heini for her work on the District Transparency Certificate of Excellence.

L. DISTRICT LEGAL COUNSEL REPORT

None

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

None

N. CORRESPONDENCE – Discussion and Possible Action

1. Received – Letter from David and Lisa Harrell regarding the fire break located between Newport Drive and Bixler Road.

O. PUBLIC RECORD REQUESTS RECEIVED

None

P. FUTURE AGENDA ITEMS

None

Q. ADJOURNMENT

1. The meeting adjourned at 7:41 p.m. to the next regular meeting of July 20, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 07-13-16

<http://www.todb.ca.gov/agendas-minutes>