



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday December 7, 2011
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

- A. ROLL CALL AND PLEDGE OF ALLEGIANCE**
Call to Order – 7:02 p.m. by President Graves
Pledge of Allegiance – Led by President Graves
Roll Call – All Present

President Graves – Recognized December 7, 1941 as a special day in our Nation's History. Today marks the seventieth (70th) Anniversary of the Japanese attacks on Pearl Harbor, Hawaii.

- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
There were two (2) Public comment Speakers

C. AREA AGENCIES REPORTS / PRESENTATION

1. SHERIFF'S OFFICE REPORT

Tony Fontenot – Provided the law enforcement report for the month of November

2. FIRE DISTRICT REPORT

Chief Burris – Provided his report and the details for the month of November

3. EAST CONTRA COSTA FIRE PROTECTION DISTRICT REPORT

President Graves – Provided an update from the meeting dated December 5, 2011

4. SUPERVISOR MARY PIEPHO, DISTRICT III REPORT

Karyn Cornell – Provided an update on several items, including the Vasco Road Improvement Project Phase I and the Ribbon Cutting Ceremony, also prepared to begin on Phase II of the Vasco Road Improvement Project. Supervisor Piepho will serve as the Chair for the Board of Supervisors for 2012.

D. 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*

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. Minutes of previous Special meeting dated November 16, 2011
2. Minutes of previous Regular meeting dated November 16, 2011
3. District Invoices

Motion by: Director Simon to approve the Consent Calendar

Second by: Director Dawson

Motion withdrawn: Director Simon to approve the Consent Calendar

Second withdrawn: Director Dawson

Motion by: Director Simon to approve the Consent Calendar and pull Item E-2 and Item E-3

Second by: Director Dawson

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

There was one (1) Public Comment Speaker

General Manager Howard – Provided details in regards to Item E-2

Legal Counsel Schroeder – Provided details in regards to Item E-3

Motion by: Director Simon to approve Items E-2 and E-3 of the Consent Calendar

Second by: Director Dawson

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

F. NEW BUSINESS AND ACTION ITEMS

1. **Discovery Bay Work Experience Project/Internship Program**

General Manager Howard – Provided details of Item F-1

There was discussion between the General Manager and the Board

There was one (1) Public Comment Speaker

Motion by: Director Dawson to approve the implementation of a Discovery Bay Work Experience Project/Internship Program to be a yearly program

Second by: Director Simon

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

2. **Temporary Lease of District Facilities to Garaventa Enterprises (DB Disposal)**

General Manager Howard – Provided the details of Item F-2

There was discussion between the General Manager and the Board

Motion by: Director Dawson to approve the lease agreement between the Town of Discovery Bay Community Services District and Garaventa Enterprises to lease a portion of the site at Wastewater Treatment Plant two (2) for a term beginning December 19, 2011 through February 3, 2012 with the change in the site and supervision while on the facility grounds.

Second by: Director Simon

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

3. **Approve and Accept the contract work performed by James Breneman for the construction and completion of the Cornell Park Play Area Renovation**

Parks and Landscape Manager Perez – Provided the details of Item F-3

Motion by: Director Tetreault to approve and accept completion of the Cornell Park Play Area Renovation, Phase I project and direct Staff to record "Notice of Completion" with the Contra Costa County Recorder's Office

Second by: Director Dawson

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

G. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Dawson – Commented on the Parade of Lights

Director Steele – Commented on the Parade of Lights

President Graves – Provided details on the attendance of a Webinar. Changes with the language within the Public Comment Section will affect those items that fall into the category of Directors Comments and Future Agenda items.

Director Tetreault – Provided details of the last Community Center Committee meeting and comments will be brought to the next meeting in January

President Graves – Provided details of the last Communications meeting and comments will be brought to the next meeting in January

H. MANAGER'S REPORT

None

I. GENERAL MANAGER'S REPORT

General Manager Howard – Has three (3) items:

Reminder of Special meeting Thursday, December 8, 2011, Timber Point School for Options of Dog Park

Set date of Saturday, January 14, 2012 from 9:00 a.m. to 12:00 p.m. for the 2012 Board Planning Workshop

Next Board meeting dated December 21, 2011 will be cancelled

J. DISTRICT LEGAL COUNSEL REPORT

Legal Counsel Schroeder – Summary of the Special Meeting at 6:30 p.m. – report from Closed Session, Action Items D-1 and D-2 there is no reportable action

K. COMMITTEE UPDATES

1. Minutes approved of the Regular Community Center meeting dated October 18, 2011
2. Minutes approved of the Regular Communications meeting dated October 19, 2011

L. CORRESPONDENCE – Discussion and Possible Action

1. R – State Route 4 Bypass Authority Minutes for October 13, 2011
2. R – Letter from Supervisor Piepho regarding Vasco Road Ribbon ceremony cutting on December 7, 2011
3. R – Contra Costa County Aviation Advisory Committee Minutes for September 8, 2011
4. R – East Contra Costa Fire Protection District Minutes for November 7, 2011

M. PUBLIC RECORD REQUESTS RECEIVED

1. Request from Don Flint – Selection and/or Engagement of the District's outside Audi Firm – Request date November 18, 2011
2. Request from Jeff Barber – Community Center Committee Draft Report – Request date November 29, 2011
3. Request from Gaylin Zeigler – Dog Park – Request date November 30, 2011

N. FUTURE AGENDA ITEMS

None

O. ADJOURNMENT

The meeting adjourned at 7:54 p.m. to the next regular meeting on January 4, 2012 at 1800 Willow Lake Road.

For the Audio of this meeting please visit our Website at
<http://www.todb.ca.gov/content/2011-agendas-and-minutes/>

//cmc – 12.13.11