



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

For the Meeting of Wednesday
May 15, 2013

7:00P.M. Regular Meeting

District Office
1800 Willow Lake Road



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday May 15, 2013
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

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

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

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. PRESENTATIONS

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

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. DRAFT minutes of previous regular meeting dated May 1, 2013
2. Approve Register of District Invoices

F. NEW BUSINESS AND ACTION ITEMS

1. Consideration of the FY 2011-12 "Draft" Audit
2. Surplus Discovery Bay Community Center Equipment and Disposal of Surplus Equipment
3. Newport Pointe Residential Development Project – Public Amenities Considerations (Dog Park)
4. Discussion of Creek/Pond located between 1601 Discovery Bay Boulevard and 1800 Willow Lake Road

G. VEOLIA REPORT

1. Veolia Report for the Month of April 2013

H. MANAGER'S REPORTS

1. Transmittal of FY2013 - FY2015 Operating & Capital Improvements Program Five Year Budgets

I. GENERAL MANAGER'S REPORT – Discussion and Possible Action

J. DISTRICT LEGAL COUNSEL REPORT

K. COMMITTEE UPDATES – Discussion and Possible Action

1. Approved minutes from the Community Center meeting dated April 15, 2013
2. Approved minutes from the Community Center meeting dated April 22, 2013
3. Community Center Status Report (No written report)

L. CORRESPONDENCE – Discussion and Possible Action

1. R – State Route 4 Bypass Authority meeting minutes dated February 14, 2013
2. R – Contra Costa County Aviation Advisory Committee meeting minutes dated March 14, 2013
3. R – State Route 4 Bypass Authority meeting minutes dated March 19, 2013
4. R – East Contra Costa County Fire Protection District meeting minutes dated April 1, 2013
5. R – Letter from Contra Costa County Supervisor Mary Piepho regarding the Earth Day Event dated April 22, 2013
6. R – Letter from Contra Costa County Supervisor Mary Piepho regarding the Funding for the School Resource Officer

M. PUBLIC RECORD REQUESTS RECEIVED

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

Adjourn to the next Regular meeting dated June 5, 2013 starting at 7:00 p.m. on 1800 Willow Lake Road- Located behind the Delta Community Presbyterian Church.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay CSD after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



No Back Up
Documentation For
Agenda Item # C



No Back Up
Documentation For
Agenda Item # D



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday May 1, 2013
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 business meeting to order – 7:00 p.m. by President Tetreault
Pledge of Allegiance – Led by President Tetreault
Roll Call – All Present

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

None

C. PRESENTATIONS

None

D. AREA AGENCIES REPORTS / PRESENTATION

1 Sheriff's Office Report

Resident Deputy – Provided the law enforcement report for the month of April. There was discussion between the Board and the Sheriff's Office.

2. CHP Report – No Report

3. Fire District Report – No Report

4. East Contra Costa Fire Protection District Report – No Report

5. Supervisor Mary Piepho, District III Report

Karyn Cornell - Provided an update on several projects surrounding Discovery Bay. There was discussion between the Board and Karyn Cornell.

E. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – Director Pease provided an update

4. Special Districts Report – No Report**

** These meetings are held Quarterly

F. 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. DRAFT Minutes of previous regular meeting dated April 17, 2013

2. Approve Register of District Invoices

3. Approve and Adopt Resolution 2013-08, Direction to HERWIT Engineering to prepare 2013-2014 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9

Motion by: Vice-President Simon to approve the Consent Calendar

Second by: Director Pease

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

General Manager Howard – Requested to have item G-2 placed before item G-1

G. NEW BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding potential Maintenance Agreement with California Department of Transportation for Landscape Renovation along Highway 4

General Manager Howard – Provided the details of item G-1.

Parks and Landscape Manager Perez – Provided additional details of item G-1. There was discussion between the General Manager, the Parks and Landscape Manager, and the Board.

Motion by: Director Pease to recommend that the Board authorize Staff to move forward with the Cal Trans right of way Maintenance Agreement

Second by: Vice- President Simon

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

2. Purchase of Water Booster Pump System for Wastewater Treatment Plant #2

General Manager Howard – Provided the details of item G-2.

District Engineer Gregory Harris – Provided additional details of item G-2. There was discussion between the District Engineer, the Water and Wastewater Manager, and the Board.

Motion by: Director Graves that a Water Booster Pump System from Pump Works Inc. be purchased in the amount of \$47,000.00 and authorize the General Manager to execute all purchase documents

Second by: Vice-President Simon

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

H. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Graves – Stated he provided his Aviation report for April 11, 2013

Director Steele – Stated great job on the Earth Day Event

I. MANAGER'S REPORT

None

J. GENERAL MANAGER'S REPORT

1. DRAFT CCR

General Manager Howard – Provided the details of item J-1. There was discussion between the General Manager, the Water and Wastewater Manager, and the Board.

K. DISTRICT LEGAL COUNSEL REPORT

None

L. COMMITTEE UPDATES – Discussion and Possible Action

1. Approved minutes from the Community Center meeting dated March 25, 2013

2. Community Center Status Report (No written report)

M. CORRESPONDENCE – Discussion and Possible Action

1. R – Contra Costa Special Districts Association meeting minutes dated January 28, 2013

2. R – Byron Municipal Advisory Council meeting minutes dated February 21, 2013

N. PUBLIC RECORD REQUESTS RECEIVED

1. Kiper Homes Capacity Fee

O. FUTURE AGENDA ITEMS

1. Discussion regarding the Creek – which runs through the District Office

P. ADJOURNMENT

The meeting adjourned at 7:39 p.m. to the next regular meeting on May 15, 2013 starting at 7:00 p.m. at 1800 Willow Lake Road.

//cmc – 05.06.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

May 15, 2013

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk
Submitted By: Rick Howard, General Manager

RH

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 213,305.04

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2012/2013
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2012/2013
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2012/2013

AGENDA ITEM: E-2

Request for authorization to pay invoices (RFA)
For the Meeting on May 15, 2013
Town of Discovery Bay CSD
For Fiscal Year's 7/12 - 6/13

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
Boething Treeland Farms, Inc.	TV241059	Slifer Park Plants (Z61)	04/19/13	\$677.85
Brentwood Ace Hardware	808/043013	Earth Day Garden	05/01/13	\$575.51
Brentwood Ace Hardware	808/043013	Equip Rental (Z61)	05/01/13	\$141.90
Caselle, Inc.	49279	Support and Maintenance June 2013	05/01/13	\$725.00
Express Employment Professionals	12393311-1	Admin Asst Week Ending 04/14/13 (Z57,61)	04/17/13	\$167.09
Express Employment Professionals	12419690-8	Admin Asst Week Ending 04/21/13 (Z61)	04/24/13	\$190.96
Fairin Perez	Apr-13	Expense Report (Z61)	05/01/13	\$62.06
Neumiller & Beardslee	254072	Services Performed Jan 2013	02/19/13	\$4,555.01
Neumiller & Beardslee	255309	Services Performed March 2013	04/15/13	\$6,799.89
Odyssey Landscape Co, Inc.	36038640	Monthly Maintenance (Z35,57,61)	04/20/13	\$7,397.47
Office Depot	654694612001	Office Supplies	04/23/13	\$60.34
Office Depot	654694662001	Office Supplies	04/23/13	\$29.44
Office Depot	655207147001	Office Supplies	04/26/13	\$35.55
ReliaStar Life Insurance Company	#JR52 457(B)05/15/13	457(b) 05/01/13-05/15/13	05/08/13	\$1,662.67
Ricoh USA, Inc	5025841790	Photocopier April 2013	04/21/13	\$430.79
SDRMA	12772	Ancillary Benefits May 2013	04/24/13	\$500.09
SDRMA	12835	Medical Benefits June 2013	05/03/13	\$1,268.56
Some Gave All	APRIL 2013 A	Expense Report April 2013	05/07/13	\$600.00
Some Gave All	APRIL 2013 A	Expense Report April 2013	05/07/13	\$55.37
U.S. Bank Corporate Payment System	4246044555703473/413	Travel & Meetings	04/25/13	\$218.20
U.S. Bank Corporate Payment System	4246044555703473/413	Earth Day	04/25/13	\$4,470.04
U.S. Bank Corporate Payment System	4246044555703473/413	Telephone-General	04/25/13	\$412.88
U.S. Bank Corporate Payment System	4246044555703473/413	Telephone- Internet	04/25/13	\$140.00
U.S. Bank Corporate Payment System	4246044555703473/413	Vehicle & Equipment Fuel	04/25/13	\$109.90
U.S. Bank Corporate Payment System	4246044555703473/413	Automotive Supplies & Repairs	04/25/13	\$39.83
U.S. Bank Corporate Payment System	4246044555703473/413	Info System Maintenance	04/25/13	\$200.00
U.S. Bank Corporate Payment System	4246044555703473/413	Office Supplies	04/25/13	\$104.95
U.S. Bank Corporate Payment System	4246044555703473/413	Misc. Service & Supplies-Admin Day	04/25/13	\$267.96
U.S. Bank Corporate Payment System	4246044555703473/413	Landscape Reimb (Z61)	04/25/13	\$1,788.68
U.S. Bank Corporate Payment System	4246044555703473/413	Special Expense	04/25/13	\$17.73
Watersavers Irrigation Inc.	1317352-00	Slifer Park Repair Items (Z61)	04/12/13	\$19.82
Watersavers Irrigation Inc.	1318968-00	Slifer Park Repair Items (Z61)	04/17/13	\$544.09
Watersavers Irrigation Inc.	1319150-00	Slifer Park Repair Items (Z61)	04/17/13	\$3.30
Watersavers Irrigation Inc.	1321283-00	Slifer Park Repair Items (Z61)	04/22/13	\$13.17
		Administration	Sub-Total	\$34,286.10
Water				
Express Employment Professionals	12393311-1	Admin Asst Week Ending 04/14/13	04/17/13	\$114.57
Express Employment Professionals	12393311-1	Laborer Week Ending 04/14/13	04/17/13	\$287.84
Express Employment Professionals	12419690-8	Laborer Week Ending 04/21/13	04/24/13	\$287.84
Express Employment Professionals	12419690-8	Admin Asst Week Ending 04/21/13	04/24/13	\$114.57
Herwit Engineering	13-04	Professional Services April 2013	05/01/13	\$2,627.01
Neumiller & Beardslee	254072	Services Performed Jan 2013	02/19/13	\$1,456.00
ReliaStar Life Insurance Company	#JR52 457(B)05/15/13	457(b) 05/01/13-05/15/13	05/08/13	\$50.00
SDRMA	12772	Ancillary Benefits May 2013	04/24/13	\$4.28
SDRMA	12835	Medical Benefits June 2013	05/03/13	\$634.28
U.S. Bank Corporate Payment System	4246044555703473/413	Telephone- General	04/25/13	\$217.48
U.S. Bank Corporate Payment System	4246044555703473/413	Telephone- Internet	04/25/13	\$28.00
U.S. Bank Corporate Payment System	4246044555703473/413	Vehicle & Equipment Fuel	04/25/13	\$340.34
U.S. Bank Corporate Payment System	4246044555703473/413	Automotive Supplies & Repairs	04/25/13	\$58.54
U.S. Bank Corporate Payment System	4246044555703473/413	General Repairs-Pumps	04/25/13	\$1,510.00
U.S. Bank Corporate Payment System	4246044555703473/413	General Repairs	04/25/13	\$264.54
U.S. Bank Corporate Payment System	4246044555703473/413	Special Equip-Vests	04/25/13	\$124.52
U.S. Bank Corporate Payment System	4246044555703473/413	Building Repairs	04/25/13	\$139.92
U.S. Bank Corporate Payment System	4246044555703473/413	Misc. Small Tools	04/25/13	\$15.18
Veolia Water North America	27085	Monthly R & M March 2013	04/22/13	\$6,213.71
Veolia Water North America	27459	Monthly O & M May 2013	05/01/13	\$38,628.79
		Water	Sub-Total	\$53,117.41

Wastewater

American Battery Company	329	Install LED Lights at WWTP2	05/03/13	\$1,165.00
American Retrofit Systems	326	AC Unit at WWTP1	04/29/13	\$310.00
American Retrofit Systems	328	AC Unit at WWTP2	04/29/13	\$100.00
American Retrofit Systems	330	PLC reset at WWTP1	05/08/13	\$400.00
Express Employment Professionals	12393311-1	Admin Asst Week Ending 04/14/13	04/17/13	\$171.87
Express Employment Professionals	12393311-1	Laborer Week Ending 04/14/13	04/17/13	\$431.76
Express Employment Professionals	12419690-8	Laborer Week Ending 04/21/13	04/24/13	\$431.76
Express Employment Professionals	12419690-8	Admin Asst Week Ending 04/21/13	04/24/13	\$171.87
Herwit Engineering	13-04	Professional Services April 2013	05/01/13	\$3,940.51
ReliaStar Life Insurance Company	#JR52 457(B)05/15/13	457(b) 05/01/13-05/15/13	05/08/13	\$75.00
SDRMA	12772	Ancillary Benefits May 2013	04/24/13	\$4.90
U.S. Bank Corporate Payment System	4246044555703473/413	Telephone- General	04/25/13	\$430.09
U.S. Bank Corporate Payment System	4246044555703473/413	Telephone- Internet	04/25/13	\$42.00
U.S. Bank Corporate Payment System	4246044555703473/413	Vehicle & Equipment Fuel	04/25/13	\$172.70
U.S. Bank Corporate Payment System	4246044555703473/413	Automotive Supplies & Repairs	04/25/13	\$96.57
U.S. Bank Corporate Payment System	4246044555703473/413	Automotive Supplies & Repairs	04/25/13	\$52.16
U.S. Bank Corporate Payment System	4246044555703473/413	General Repairs	04/25/13	\$55.30
U.S. Bank Corporate Payment System	4246044555703473/413	Special Equip-Vests	04/25/13	\$74.27
U.S. Bank Corporate Payment System	4246044555703473/413	Building Repairs	04/25/13	\$209.90
U.S. Bank Corporate Payment System	4246044555703473/413	Misc. Small Tools	04/25/13	\$22.76
U.S. Bank Corporate Payment System	4246044555703473/413	Office Supplies Plan Bags	04/25/13	\$46.48
Veolia Water North America	27085	Monthly R & M March 2013	04/22/13	\$22,099.14
Veolia Water North America	27459	Monthly O & M May 2013	05/01/13	\$57,943.20

Wastewater	Sub-Total	\$88,447.24
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Community Center

Neumiller & Beardslee	254072	Services Performed Jan 2013	02/19/13	\$279.50
Neumiller & Beardslee	254073	Services Performed Jan 2013	02/19/13	\$1,870.50

Community Center	Sub-Total	\$2,150.00
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Grand Total	\$178,000.75
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Request For Authorization To Pay Invoices (RFA)
For the Meeting on May 15, 2013
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/12 - 6/13

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Boething Treeland Farms, Inc.	TV241059	Plants	04/19/13	\$349.11
Brentwood Ace Hardware	808/043013	Hitch for Truck	05/01/13	\$38.04
Brentwood Ace Hardware	808/043013	Gloves, Misc. Items	05/01/13	\$245.71
Brentwood Ace Hardware	808/043013	Community Center-Cleaning Supplies	05/01/13	\$5.53
Brentwood Ace Hardware	808/043013	Community Center-Towels	05/01/13	\$25.59
Brentwood Ace Hardware	808/043013	Community Center-Misc. Items	05/01/13	\$32.69
Brentwood Ace Hardware	808/043013	Community Center-Paint, Tile, Misc. Items	05/01/13	\$193.34
Brentwood Press & Publishing	144840	Community Center-Lifeguard Ad	05/03/13	\$273.00
Brut Force Janitorial	5A	Community Center-Janitorial Service May 2013	05/01/13	\$950.00
DIRECTV	20288463682	Community Center	04/20/13	\$110.47
Discovery Bay Designs	898	Community Center-Logo Shirts	04/30/13	\$43.70
Express Employment Professionals	12393311-1	Community Center-Club Assoc Week Ending 04/14/13	04/17/13	\$124.53
Express Employment Professionals	12393311-1	Community Center-Admin Asst Week Ending 04/14/13	04/17/13	\$286.44
Express Employment Professionals	12393335-0	Community Center-Club Assoc Week Ending 04/14/13	04/17/13	\$1,749.36
Express Employment Professionals	12419690-8	Community Center-Admin Asst Week Ending 04/21/13	04/24/13	\$471.46
Express Employment Professionals	12419720-3	Community Center-Club Assoc Week Ending 04/21/13	04/24/13	\$1,779.01
Express Employment Professionals	12440745-3	Community Center-Club Assoc Week Ending 04/28/13	05/01/13	\$1,088.16
Fairin Perez	Apr-13	Expense Report April 2013	05/01/13	\$40.75
GreenPlay, LLC	3592	Community Center-Consulting Service	02/10/13	\$450.00
Melinda Esau	101	Community Center-Instructor	04/28/13	\$525.00
Neumiller & Beardslee	254072	Services Performed Jan 2013	02/19/13	\$70.00
Neumiller & Beardslee	255309	Services Performed through March 2013	04/15/13	\$129.00
Neumiller & Beardslee	255309	Services Performed through March 2013	04/15/13	\$602.00
Office Depot	653637601001	Community Center-Office Supplies	04/16/13	\$91.77
Office Depot	655207147001	Community Center-Office Supplies	04/26/13	\$22.13
Tammy Cruze	4/26/2013	Community Center-Instructor	04/26/13	\$324.00
Town of Discovery Bay CSD	160	Payroll Reimbursement Dec 2012	05/01/13	\$5,902.66
Town of Discovery Bay CSD	162	Payroll Reimbursement Jan 2013	05/01/13	\$8,922.88
U.S. Bank Corporate Payment System	4246044555703473/413	Training & Education	04/25/13	-\$40.00
U.S. Bank Corporate Payment System	4246044555703473/413	Telephone-General	04/25/13	\$37.63
U.S. Bank Corporate Payment System	4246044555703473/413	Telephone-Internet	04/25/13	\$70.00
U.S. Bank Corporate Payment System	4246044555703473/413	Vehicle & Equipment Fuel	04/25/13	\$292.00
U.S. Bank Corporate Payment System	4246044555703473/413	Community Center-Monthly Software	04/25/13	\$249.00
U.S. Bank Corporate Payment System	4246044555703473/413	Cleaning Supplies	04/25/13	\$21.12
U.S. Bank Corporate Payment System	4246044555703473/413	Community Center-Cleaning Supplies	04/25/13	\$82.12
U.S. Bank Corporate Payment System	4246044555703473/413	Community Center-Training & Education	04/25/13	\$880.00
U.S. Bank Corporate Payment System	4246044555703473/413	Community Center-Office Expense	04/25/13	\$322.04
U.S. Bank Corporate Payment System	4246044555703473/413	Community Center-Grounds Maintenance	04/25/13	\$407.40
Valley Crest Landscaping	4231070	Landscape Repair Items	04/19/13	\$1,220.00
Watersavers Irrigation Inc.	1318020-00	Community Center-Gardens	04/15/13	\$172.02
Watersavers Irrigation Inc.	1318247-00	Community Center-Garden	04/15/13	\$72.99
Watersavers Irrigation Inc.	1323059-00	Community Center-Misc. Repair Items	04/25/13	\$70.04
Total				\$28,702.69

Request For Authorization To Pay Invoices (RFA)
For the Meeting on May 15, 2013
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/12 - 6/13

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Brentwood Ace Hardware	808/043013	Gloves, Misc. Items	05/01/13	\$68.46
Express Employment Professionals	12393311-1	Admin Asst Week Ending 04/14/13	04/17/13	\$271.53
Express Employment Professionals	12419690-8	Admin Asst Week Ending 04/21/13	04/24/13	\$190.96
Odyssey Landscape Co, Inc.	36038640	Monthly Maintenance	04/20/13	\$2,827.28
Office Depot	654348990001	Office Supplies	04/19/13	\$5.20
Town of Discovery Bay CSD	161	Payroll Reimbursement Dec 2012	05/01/13	\$1,464.61
Town of Discovery Bay CSD	163	Payroll Reimbursement Jan 2013	05/01/13	\$1,427.06
U.S. Bank Corporate Payment System	4246044555703473/413	Telephone-General	04/25/13	\$45.22
U.S. Bank Corporate Payment System	4246044555703473/413	Vehicle & Equipment Fuel	04/25/13	\$217.10
Watersavers Irrigation Inc.	1318020-00	Misc. Repair Items	04/15/13	\$60.06
Watersavers Irrigation Inc.	1323059-00	Misc. Repair Items	04/25/13	\$24.12
			Total	\$6,601.60



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

May 15, 2013

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Consideration of the FY 2011-12 "Draft" Audit

Recommended Action

Provide comment and feedback to the Draft Audited Financial Statements Fiscal Year 2011-12

Executive Summary

Croce and Company performed the Fiscal Year ending June 30, 2012 audit.

The Draft Year-End Audit for Fiscal Year 2011-12 is presented for Board review, comment and feedback.

Staff is seeking Board input into the Audit and once received, Croce and Co will finalize the Financial Statements for Fiscal Year 2011-12. It is anticipated that the final approval will take place at the June 5, 2013 Regular Meeting of the Board.

Fiscal Impact:

Amount Requested

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

January 4, 2012 Board Authorization to perform Audit for the FY 2011-12

Attachments

1. DRAFT Financial Statements & Independent Auditors' Report - Letter to the Board of Directors
2. DRAFT Financial Statements & Independent Auditors' Report

AGENDA ITEM: F-1

, 2013

Board of Directors
Town of Discovery Bay Community
Services District
1800 Willow Lake Road
Discovery Bay, California 94505

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of **Town of Discovery Bay Community Services District** for the year ended June 30, 2012, and have issued our report thereon dated May 9, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to planned scope and timing of our audit. We have communicated such information to you. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by **Town of Discovery Bay Community Services District** are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2012. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

- Management's estimate of the allowance for doubtful accounts is based on prior years' experience and management's analysis of accounts receivable. We evaluated the key factors and assumptions used to develop the allowance for doubtful accounts in determining that it is reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Accordingly, the following material adjustments were identified during the audit and recorded by management:

Water and Sewer Fund

- Entry of \$259,001 to adjust fixed assets as of June 30, 2012
- Entry of \$254,502 to adjust cash as of June 30, 2012
- Entry to record \$1,201,846 of depreciation expense as of June 30, 2012

Lighting & Landscaping Zone 9

- Entry to record \$35,847 of contributed capital as of June 30, 2012

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated May 9, 2013.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management of **Town of Discovery Bay Community Services District** and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

CROCE & COMPANY ACCOUNTANCY CORPORATION

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**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITORS' REPORT

JUNE 30, 2012

DRAFT

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Independent Auditors' Report

To the Board of Directors
**Town of Discovery Bay Community
Services District**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the **Town of Discovery Bay Community Services District (District)** as of and for the year ended June 30, 2012, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund of the **Town of Discovery Bay Community Services District** as of June 30, 2012, and the respective changes in financial position and cash flows, where applicable, for the year then ended in conformity with the accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis on pages 2 through 10 is not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

CROCE & COMPANY
Accountancy Corporation
Stockton, California
May 9, 2013

MANAGEMENT'S DISCUSSION AND ANALYSIS

DRAFT

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

June 30, 2012

This narrative overview and analysis of the Town of Discovery Bay Community Services District's (District) financial activities for the fiscal year ended June 30, 2012 has been provided by the management of the District. The management's discussion and analysis is intended to serve as an introduction to the District's financial statements which follow this section and is recommended to be reviewed in conjunction with them.

Financial Highlights

- The District's net assets decreased by \$467,895 over the prior year, including a \$92,827 increase in net assets of governmental activities, and a \$560,722 decrease in net assets of business-type activities. The District's net assets are now \$41,650,285.
- Total assets of the District were \$42,520,757 with capital assets at \$34,086,069 net of accumulated depreciation. Current and other assets were \$8,434,688.
- Total liabilities were \$870,472 consisting of long-term liabilities of \$29,538 and other current liabilities of \$840,934.
- Assets of the District exceeded liabilities at the close of the most recent fiscal year by \$41,650,285 (net assets). Of this amount, \$7,564,216 (unrestricted net assets) may be used to meet the District's ongoing obligations, and \$34,086,069 is invested in capital assets, net of related debt.
- On the current financial resources basis, the District's governmental fund expenditures (including \$335,560 in capital outlay expenditures) exceeded revenues by \$165,035. The proprietary fund expenses exceeded revenues by \$560,780.
- At year-end, there was \$1,922,805 in cash and investments to fund future governmental activities, and \$6,079,041 in cash and investments to fund future business-type activities.

Overview of the Financial Statements

The District's financial statements are comprised of three components: government-wide financial statements, fund financial statements and notes to financial statements including required supplementary information.

Government-wide and fund financial statements present the results of operations for different functions of the District as follows:

1. **Government-wide financial statements** provide both long-term and short-term information about the District's overall financial position in a manner similar to private-sector business.

The **Statement of Net Assets** displays all of the District's assets and liabilities, with the difference between the two reported as net assets. The **Statement of Activities** provides all current year

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

June 30, 2012

Overview of the Financial Statements (Continued)

revenues and expenses on an accrual basis of accounting regardless of when cash is received or paid. These two government-wide statements report the District's net assets and how they have changed during the fiscal year. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the District is improving or weakening.

The government-wide financial statements separately present the District's functions as follows:

- **Governmental activities** include services financed mainly through property taxes. The District's lighting and landscaping and community center services comprise its governmental activities.
 - **Business-type activities** include services financed, in whole or in part, by fees paid by those who directly benefit from the service. The District's business-type activities include providing water and wastewater services to the residents of the District.
2. **Fund financial statements** focus on the individual functions of the District, and report the District's operations in more detail than the government-wide statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used by state and local governments to control their resources that are legally restricted or otherwise earmarked for special purposes. The District reports its fund financial statements in the following two categories:
- **Governmental funds** are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on 1) short-term inflows and outflows of expendable resources, and 2) the resources remaining at the end of the fiscal year that are available for future use. Because the focus of governmental funds is narrower than the government-wide financial statements, a reconciliation that explains the relationship (or differences) between them is presented following each of the governmental fund statements.
 - **Proprietary funds** are used to report the same functions presented as business-type activities in the government-wide financial statements in more detail.

Notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the financial statements.

Financial Analysis of the Government-wide Financial Statements

A review of net assets over time may serve as a useful indicator of the District's financial position. Net assets represent the difference between the District's assets and liabilities. As of June 30, 2012, the District's net assets were \$41,650,285, a decrease of \$467,895 from prior year. The following table outlines the District's net assets by function for the current and prior fiscal years.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

June 30, 2012

Financial Analysis of the Government-wide Financial Statements (Continued)

Town of Discovery Bay Community Services District Net Assets

As of June 30, 2012 and 2011

Assets	Governmental Activities		Business-type Activities		Total		Variance \$
	2012	2011	2012	2011	2012	2011	
Current and other assets	\$ 1,983,027	\$ 2,257,794	\$ 6,451,661	\$ 6,225,093	\$ 8,434,688	\$ 8,482,887	\$ (48,199)
Capital assets, net	1,788,170	1,569,054	32,297,899	32,908,594	34,086,069	34,477,648	(391,579)
Total assets	3,771,197	3,826,848	38,749,560	39,133,687	42,520,757	42,960,535	(439,778)
Liabilities							
Current liabilities	32,203	179,142	808,731	631,820	840,934	810,962	29,972
Non-current liabilities	5,208	6,747	24,330	24,646	29,538	31,393	(1,855)
Total liabilities	37,411	185,889	833,061	656,466	870,472	842,355	28,117
Net Assets							
Invested in capital assets	1,788,170	1,569,054	32,297,899	32,908,594	34,086,069	34,477,648	(391,579)
Unrestricted	1,945,616	2,071,905	5,618,600	5,568,627	7,564,216	7,640,532	(76,316)
Total net assets	\$ 3,733,786	\$ 3,640,959	\$ 37,916,499	\$ 38,477,221	\$ 41,650,285	\$ 42,118,180	\$ (467,895)

By far the largest portion of the District's net assets (82%) reflects its net capital assets (e.g., land, buildings and improvements, equipment, etc.). The District uses its capital assets to provide the services it is responsible for and those assets don't represent future expendable resources. The second largest portion of the District's net assets, approximately 18%, reflects its unrestricted net assets, which may be used to meet the government's ongoing obligations.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

June 30, 2012

Financial Analysis of the Government-wide Financial Statements (Continued)

The following table displays the change in the District's net assets for the year ended June 30, 2012.

Town of Discovery Bay Community Services District Change in Net Assets

	Governmental Activities		Business-type Activities		Total	
	2012	2011	2012	2011	2012	2011
Revenues						
Program revenues						
Charges for services	\$ -	\$ -	\$ 5,489,934	\$ 4,699,322	\$ 5,489,934	\$ 4,699,322
Capital grants and contributions	2,717	3,678	-	-	2,717	3,678
General revenues						
Property taxes	443,147	467,101	-	-	443,147	467,101
Assessments	113,973	83,404	-	-	113,973	83,404
Investment earnings	77	490	58	5,533	135	6,023
Capacity fees	-	-	12,344	-	12,344	-
Miscellaneous	<u>121,393</u>	<u>13,382</u>		<u>9,207</u>	<u>121,393</u>	<u>22,589</u>
Total revenues	<u>681,307</u>	<u>568,055</u>	<u>5,502,336</u>	<u>4,714,062</u>	<u>6,183,643</u>	<u>5,282,117</u>
Expenses						
Community center	10,051	4,791	-	-	10,051	4,791
Lighting and landscaping						
Zone 8	514,341	493,040	-	-	514,341	493,040
Lighting and landscaping						
Zone 9	99,935	107,168	-	-	99,935	107,168
Water and sewer	-	-	6,063,058	5,426,760	6,063,058	5,426,760
Total expenses	<u>624,327</u>	<u>604,999</u>	<u>6,063,058</u>	<u>5,426,760</u>	<u>6,687,385</u>	<u>6,031,759</u>
Transfers	-	5,194	-	(5,194)	-	-
Change in net assets	56,980	(31,750)	(560,722)	(717,892)	(503,742)	(749,642)
Contributed capital	35,847	-	-	-	35,847	-
Net assets, beginning of year	<u>3,640,959</u>	<u>3,672,709</u>	<u>38,477,221</u>	<u>39,195,113</u>	<u>42,118,180</u>	<u>42,867,822</u>
Net assets, end of year	<u>\$ 3,733,786</u>	<u>\$ 3,640,959</u>	<u>\$ 37,916,499</u>	<u>\$ 38,477,221</u>	<u>\$ 41,650,285</u>	<u>\$ 42,118,180</u>

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

June 30, 2012

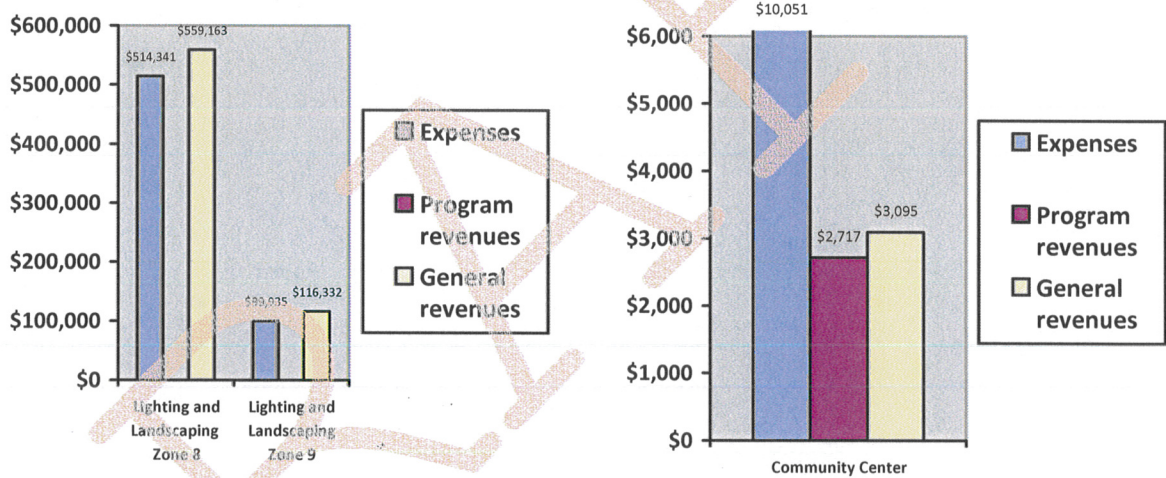
Financial Analysis of the Government-wide Financial Statements (Continued)

The \$467,895 decrease in net assets is attributed to each function as follows:

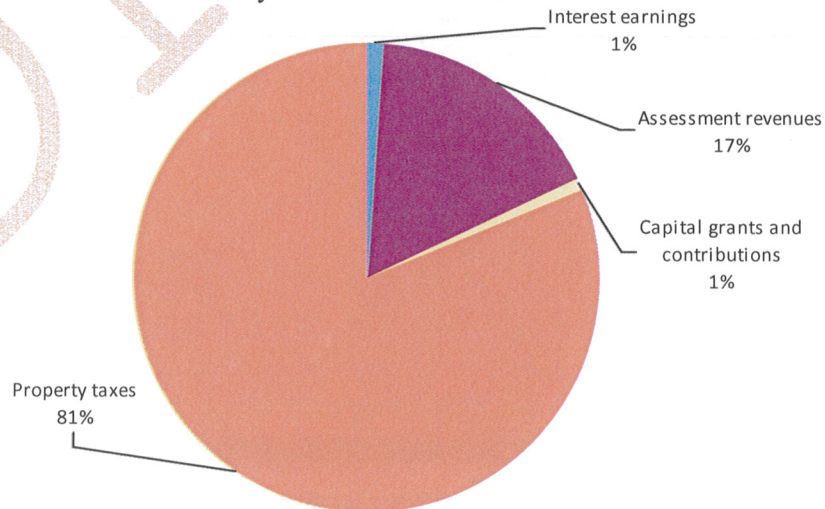
Governmental Activities

- Property tax revenue decreased by \$22,013 due to a decrease in current secured property taxes.
- Assessment revenue increased by \$30,569 due to an increase in the assessment rate.
- Costs for salaries increased \$22,405 (33%).

Expenses and Revenues – Governmental Activities



Revenues by Source – Governmental Activities



(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

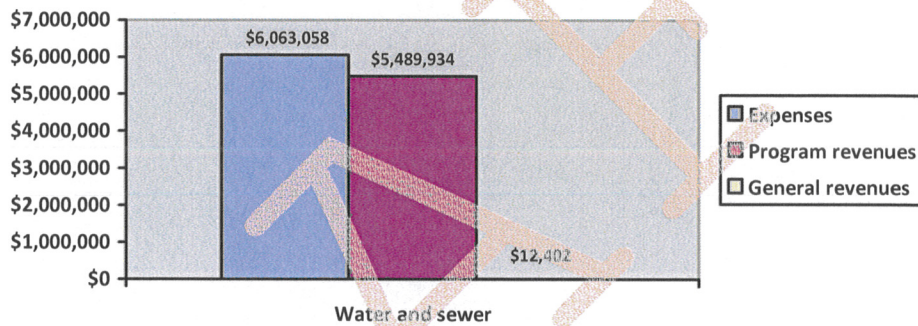
June 30, 2012

Financial Analysis of the Government-wide Financial Statements (Continued)

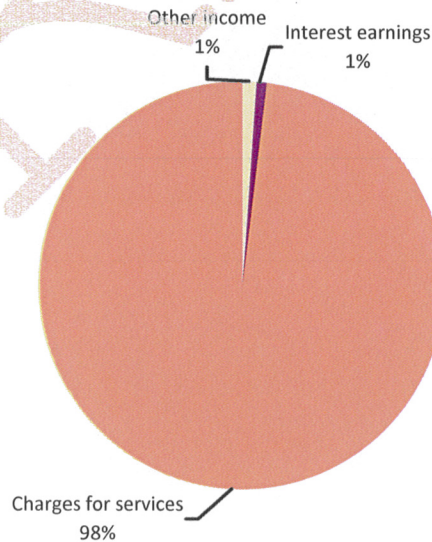
Business-type Activities

- Revenues from water and sewer usage charges increased \$664,250 (44%).
- Expenses increased \$636,298 (12%) primarily due to higher depreciation, repairs and maintenance, contract services, payroll costs, and consulting services.

Expenses and Revenues – Business-type Activities



Revenues by Source – Business-type Activities



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

June 30, 2012

Financial Analysis of the District's Funds

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the District's governmental funds is to provide information on the short-term inflows and outflows and balances of current expendable resources. In particular, the *unassigned fund balance* presented in the balance sheet may serve as a useful measure of the District's resources available for spending at the end of its fiscal year.

As of the end of the current fiscal year, the District's combined governmental fund expenditures exceeded revenues by \$165,035 primarily due to increased expenditures. This resulted in a \$165,035 decrease in the combined ending fund balance of the District's governmental funds. The fund balance of the Lighting and landscaping Zone 8 fund decreased by \$143,261, the fund balance of the Lighting and landscaping Zone 9 fund decreased by \$23,688, the fund balance of the community center fund decreased by \$4,239, and the fund balance of the general fund increased by \$6,153. At year-end, the combined fund balance of governmental funds was \$1,905,156, consisting of unassigned funds, which is available for spending at the government's discretion.

Proprietary Funds

The District's proprietary fund statements provide the same type of information, in more detail, on the business-type activities presented in the government-wide financial statements.

The net assets of the proprietary funds decreased by \$560,722 from \$38,477,221 to \$37,916,499. The net assets included \$5,618,600 in unrestricted net assets which has increased by \$49,973 or 1% from the previous year. The increase in unrestricted net assets is primarily due to an increase in operating revenues.

Capital Asset and Debt Administration

Capital Assets

At the end of fiscal year 2012, the District's investment in capital assets amounted to \$34,086,069 (net of accumulated depreciation). This investment in capital assets includes land, buildings and improvements, equipment, vehicles, structures and improvements, and treatment and collection.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

June 30, 2012

Capital Asset and Debt Administration (Continued)

The District's total investment in capital assets before depreciation increased by \$925,710 from \$41,487,178 to \$42,412,888. Significant additions to capital assets included:

- Dewatering and solar dryer #3 project (\$502,765)
- Cornell Park improvements and equipment (\$252,959)

The following table displays the changes in District's capital assets, net of accumulated depreciation.

Town of Discovery Bay Community Services District's Capital Assets
(net of depreciation, in rounded dollars)

	Governmental Activities		Business-type Activities		Total	
	2012	2011	2012	2011	2012	2011
Land	\$ 293,930	\$ 258,083	\$ 267,000	\$ 267,000	\$ 560,930	\$ 525,083
Buildings and improvements	2,135,587	1,636,692	1,180,273	1,180,273	3,315,860	2,816,965
Treatment and collection	-	-	29,944,958	28,981,928	29,944,958	28,981,928
Structure and improvements	-	-	6,689,926	6,689,926	6,689,926	6,689,926
Equipment	79,965	30,342	890,241	866,177	970,206	896,519
Office furniture and equipment	4,309	4,309	-	-	4,309	4,309
Vehicles	55,424	34,079	356,928	356,928	412,352	391,007
Construction in progress	11,582	282,733	502,765	898,708	514,347	1,181,441
Total	2,580,797	2,246,238	39,832,091	39,240,940	42,412,888	41,487,178
Less accumulated depreciation	(792,627)	(677,184)	(7,534,192)	(6,332,346)	(8,326,819)	(7,009,530)
Net capital assets	<u>\$ 1,788,170</u>	<u>\$ 1,569,054</u>	<u>\$32,297,899</u>	<u>\$32,908,594</u>	<u>\$34,086,069</u>	<u>\$34,477,648</u>

Additional information on the District's capital assets can be found in Note E of the "Notes to Financial Statements" section.

Economic Factors and Next Year's Budgets and Rates

During August 2011, in accordance with Proposition 218, the District approved an increase in rates for water and wastewater service charges of 17% effective July 1, 2011. During August 2011, the District approved to increase the assessment rate by 37% for Ravenswood Improvement District (L & L #9) for the fiscal year 2011-2012.

Residential development will continue, but at a much slower pace compared with the past several years, resulting in revenues from water and wastewater capacity fees that are lower than recent years.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

June 30, 2012

Contacting the District's Financial Management

This financial report is designed to provide a general overview of the District's finances and to demonstrate the District's financial accountability and compliance with applicable laws for all those with an interest in the District's finances. Questions concerning any of the information provided in this report, or requests for additional financial information can be addressed to Town of Discovery Bay Community Services District, Attention: General Manager, 1800 Willow Lake Road, Discovery Bay, California 94505.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Statement of Net Assets

June 30, 2012

	<u>Governmental activities</u>	<u>Business-type activities</u>	<u>Total</u>
Assets			
Cash and investments	\$ 1,922,805	\$ 6,079,041	\$ 8,001,846
Accounts receivable, net of allowance for doubtful accounts	-	342,083	342,083
Note receivable	45,668	-	45,668
Advances on taxes	656	832	1,488
Due from other funds	979	29,705	30,684
Inventory	12,919	-	12,919
Capital assets, net of accumulated depreciation	<u>1,788,170</u>	<u>32,297,899</u>	<u>34,086,069</u>
Total assets	<u>3,771,197</u>	<u>38,749,560</u>	<u>42,520,757</u>
Liabilities			
Accounts payable	23,953	775,356	799,309
Accrued payroll	5,606	24,977	30,583
Deferred revenue	-	8,398	8,398
Due to other funds	2,644	-	2,644
Long-term liabilities			
Compensated absences	<u>5,208</u>	<u>24,330</u>	<u>29,538</u>
Total liabilities	<u>37,411</u>	<u>833,061</u>	<u>870,472</u>
Net Assets			
Invested in capital assets, net of related debt	1,788,170	32,297,899	34,086,069
Unrestricted	<u>1,945,616</u>	<u>5,618,600</u>	<u>7,564,216</u>
Total net assets	<u>\$ 3,733,786</u>	<u>\$ 37,916,499</u>	<u>\$ 41,650,285</u>

The accompanying notes are an integral part of this financial statement.

STATEMENT OF ACTIVITIES

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TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Statement of Activities

For the year ended June 30, 2012

		Program revenues		
	Expenses	Charges for services	Operating grants and contributions	Capital grants and contributions
Governmental activities				
General government	\$ -	\$ -	\$ -	\$ -
Community center	10,051	-	-	2,717
Lighting and landscaping Zone 8	514,341	-	-	-
Lighting and landscaping Zone 9	<u>99,935</u>	-	-	-
Total governmental activities	<u>624,327</u>	-	-	<u>2,717</u>
Business-type activities				
Water and sewer	<u>6,063,058</u>	<u>5,489,934</u>	-	-
Total business-type activities	<u>6,063,058</u>	<u>5,489,934</u>	-	-
Total government	<u>\$ 6,687,385</u>	<u>\$ 5,489,934</u>	<u>\$ -</u>	<u>\$ 2,717</u>

General revenues

Taxes

Property taxes

Homeowners property tax relief

Other

Assessments

Investment income

Capacity fees

Other income

Transfers

Total general revenues and transfers

Change in net assets

Contributed capital

Net assets, beginning of year

Net assets, end of year

Net (expense) revenue and changes in net assets

<u>Governmental activities</u>	<u>Business-type activities</u>	<u>Totals</u>
\$ -	\$ -	\$ -
(7,334)	-	(7,334)
(514,341)	-	(514,341)
<u>(99,935)</u>	<u>-</u>	<u>(99,935)</u>
<u>(621,610)</u>	<u>-</u>	<u>(621,610)</u>
<u>-</u>	<u>(573,124)</u>	<u>(573,124)</u>
<u>-</u>	<u>(573,124)</u>	<u>(573,124)</u>
<u>(621,610)</u>	<u>(573,124)</u>	<u>(1,194,734)</u>
438,486	-	438,486
4,638	-	4,638
23	-	23
113,973	-	113,973
77	58	135
-	12,344	12,344
121,393	-	121,393
<u>-</u>	<u>-</u>	<u>-</u>
<u>678,590</u>	<u>12,402</u>	<u>690,992</u>
56,980	(560,722)	(503,742)
35,847	-	35,847
<u>3,640,959</u>	<u>38,477,221</u>	<u>42,118,180</u>
<u>\$ 3,733,786</u>	<u>\$ 37,916,499</u>	<u>\$ 41,650,285</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

**Balance Sheet
Governmental Funds**

June 30, 2012

	<u>Special revenue funds</u>				
	<u>General fund</u>	<u>Community center</u>	<u>Lighting and landscaping Zone 8</u>	<u>Lighting and landscaping Zone 9</u>	<u>Total governmental funds</u>
Assets					
Cash and investments	\$ 6,153	\$ 531,430	\$ 1,261,708	\$ 123,514	\$ 1,922,805
Advances on taxes	-	-	656	-	656
Inventory	-	12,919	-	-	12,919
Due from other funds	-	-	-	979	979
Total assets	<u>\$ 6,153</u>	<u>\$ 544,349</u>	<u>\$ 1,262,364</u>	<u>\$ 124,493</u>	<u>\$ 1,937,359</u>
Liabilities and Fund Balance					
Liabilities					
Accounts payable	\$ -	\$ -	\$ 23,796	\$ 157	\$ 23,953
Accrued payroll	-	-	5,606	-	5,606
Due to other funds	-	-	2,644	-	2,644
Total liabilities	<u>-</u>	<u>-</u>	<u>32,046</u>	<u>157</u>	<u>32,203</u>
Fund balances					
Committed to:					
Community center	-	544,349	-	-	544,349
Lighting and landscaping Zone 8	-	-	1,230,318	-	1,230,318
Lighting and landscaping Zone 9	-	-	-	124,336	124,336
Unassigned	<u>6,153</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,153</u>
Total fund balances	<u>6,153</u>	<u>544,349</u>	<u>1,230,318</u>	<u>124,336</u>	<u>1,905,156</u>
Total liabilities and fund balances	<u>\$ 6,153</u>	<u>\$ 544,349</u>	<u>\$ 1,262,364</u>	<u>\$ 124,493</u>	<u>\$ 1,937,359</u>
Reconciliation to statement of net assets					
Total governmental fund balances					1,905,156
Amounts reported for governmental activities in the statement of net assets are different because:					
Notes receivable in governmental funds are not available to pay for current period expenditures					45,668
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds					1,788,170
Long-term liabilities are not due and payable in the current period, and, therefore, are not reported in the balance sheet of governmental funds					<u>(5,208)</u>
Net assets of governmental activities					<u>\$ 3,733,786</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

**Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds**

For the year ended June 30, 2012

	<u>Special revenue funds</u>				
	<u>General fund</u>	<u>Community center</u>	<u>Lighting and landscaping Zone 8</u>	<u>Lighting and landscaping Zone 9</u>	<u>Total governmental funds</u>
Revenues					
Property taxes	\$ -	\$ -	\$ 438,250	\$ -	\$ 438,250
Assessment income	-	-	-	113,973	113,973
Investment income	-	77	-	-	77
Homeowners property tax relief	-	-	4,638	-	4,638
Other	6,153	3,018	110,122	2,359	121,652
Contributions	-	<u>2,717</u>	-	-	<u>2,717</u>
Total revenues	<u>6,153</u>	<u>5,812</u>	<u>553,010</u>	<u>116,332</u>	<u>681,307</u>
Expenditures					
Repairs and maintenance	-	-	183,378	43,771	227,149
Utilities	-	-	101,527	10,925	112,452
Payroll	-	-	92,184	22,706	114,890
Other	-	10,051	22,712	5,885	38,648
Insurance	-	-	4,949	1,797	6,746
Professional fees	-	-	5,635	5,262	10,897
Capital outlay	-	-	<u>285,886</u>	<u>49,674</u>	<u>335,560</u>
Total expenditures	-	<u>10,051</u>	<u>696,271</u>	<u>140,020</u>	<u>846,342</u>
Excess (deficiency) of revenues over expenditures	<u>6,153</u>	<u>(4,239)</u>	<u>(143,261)</u>	<u>(23,688)</u>	<u>(165,035)</u>
Net change in fund balances	6,153	(4,239)	(143,261)	(23,688)	(165,035)
Fund balances, beginning of year	-	548,588	1,373,579	112,177	2,034,344
Contributed capital	-	-	-	<u>35,847</u>	<u>35,847</u>
Fund balances, end of year	<u>\$ 6,153</u>	<u>\$ 544,349</u>	<u>\$ 1,230,318</u>	<u>\$ 124,336</u>	<u>\$ 1,905,156</u>

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

**Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds (Continued)**

For the year ended June 30, 2012

Reconciliation to statement of activities

Net change in fund balances – governmental funds	\$ (165,035)
Amounts reported for governmental activities in the statement of net assets are different because of the following:	
Depreciation expense related to capital assets is recognized in the statement of activities, but is not reported in the funds	(116,259)
Governmental funds report capital outlays as expenditures while governmental activities record depreciation expense to allocate those expenditures over the life of the assets	335,560
Change in accrued vacation is recorded as an expense in the statement of activities	<u>2,714</u>
Change in net assets of governmental activities	<u>\$ 56,980</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

**Statement of Net Assets
Proprietary Fund**

June 30, 2012

	<u>Water and sewer fund</u>
Assets	
Current assets	
Cash and investments	\$ 6,079,041
Accounts receivable, net of allowance for doubtful accounts of \$36,905	342,083
Advances on taxes	832
Due from other funds	<u>29,705</u>
Total current assets	<u>6,451,661</u>
Capital assets, net of accumulated depreciation	<u>32,297,899</u>
Total assets	<u>38,749,560</u>
Liabilities and Net Assets	
Current liabilities (payable from current assets)	
Accounts payable	775,356
Accrued payroll	24,977
Deferred revenue	<u>8,398</u>
Total current liabilities	808,731
Noncurrent liabilities	
Compensated absences	<u>24,330</u>
Total liabilities	<u>833,061</u>
Net Assets	
Invested in capital assets, net of related debt	32,297,899
Unrestricted	
Board designated	3,000,000
Undesignated	<u>2,618,600</u>
Total net assets	<u>\$ 37,916,499</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

**Statement of Revenues, Expenses and Change in Net Assets
Proprietary Fund**

June 30, 2012

	<u>Water and sewer fund</u>
Operating revenues	
Charges for services	\$ 5,246,420
Reimbursements	242,034
Capacity fees	12,344
Connection fees	<u>1,480</u>
Total operating revenues	<u>5,502,278</u>
Operating expenses	
Contract services	1,402,573
Depreciation	1,201,846
Repairs and maintenance	845,297
Utilities	782,805
Payroll	684,319
Professional fees	465,670
Permits and fees	284,823
Insurance	139,614
Chemicals	96,927
Miscellaneous	82,854
Directors' expenses	29,620
Telephone and communications	16,583
Supplies	13,681
Memberships	9,320
Public communication	6,618
Staff training	<u>508</u>
Total operating expenses	<u>6,063,058</u>
Operating loss	<u>(560,780)</u>
Nonoperating revenues (expenses)	
Interest income	<u>58</u>
Total nonoperating revenues (expenses)	<u>58</u>
Change in net assets	<u>(560,722)</u>
Net assets, beginning of year	<u>38,477,221</u>
Net assets, end of year	<u>\$ 37,916,499</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

**Statement of Cash Flows
Proprietary Fund**

June 30, 2012

	<u>Water and sewer fund</u>
Cash flows from operating activities	
Receipts from customers	\$ 5,486,702
Payments to suppliers for goods and services	(3,964,748)
Payments to employees and directors	(712,251)
Received from other funds for services	<u>30,686</u>
Net cash provided by operating activities	<u>840,389</u>
Cash flows from capital and related financing activities	
Acquisition of capital assets	<u>(591,151)</u>
Net cash used in capital and related financing activities	<u>(591,151)</u>
Cash flows from investing activities	
Interest income	<u>58</u>
Net cash provided by investing activities	<u>58</u>
Net increase in cash and cash equivalents	249,296
Cash and cash equivalents, beginning of year	<u>5,829,745</u>
Cash and cash equivalents, end of year	<u>\$ 6,079,041</u>
Reconciliation of operating loss to net cash provided by operating activities	
Operating loss	\$ (560,780)
Adjustments to reconcile operating loss to net cash provided by operating activities	
Depreciation	1,201,846
Change in assets and liabilities	
Accounts receivable	(8,041)
Due from other funds	30,769
Accounts payable	182,525
Accrued payroll	2,004
Compensated absences	(316)
Deferred revenue	(7,535)
Due to other funds	<u>(83)</u>
Net cash provided by operating activities	<u>\$ 840,389</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2012

Note A – Summary of Significant Accounting Policies

This summary of significant accounting policies of the Town of Discovery Bay Community Services District (District) is presented to assist in understanding the District's financial statements.

Description of the reporting entity

The Town of Discovery Bay Community Services District, formerly known as Discovery Bay Community Services District was formed by the residents of Discovery Bay under the authority of the Cortese-Knox Act (Gov. C. Sec. 56000). This newly formed special district was formed as a result of a petition of residents to provide services to the residents of Discovery Bay. Effective July 1, 1998, the District assumed the responsibilities, funding, and assets previously held by the dissolved Sanitation District #19. During November 1998, the residents of Discovery Bay voted to activate the latent powers of the District to include recreation; specifically, to acquire, fund, and operate a Community Center.

Effective August 13, 2003, the Local Agency Formation Commission (LAFCO) of Contra Costa County dissolved County Service Area M-8 and annexed the territory to the Town of Discovery Bay Community Services District. The District is responsible for maintaining the lighting, landscaping, and parks within Service Area M-8 of the Town of Discovery Bay.

The Town of Discovery Bay Community Services District formed an assessment district known as Ravenswood Improvement District – Discovery Bay Lighting and landscaping Zone 9 for the purpose of providing for the operation and maintenance of landscaping, parks and open space in the subdivision known as Ravenswood.

The purpose of the Town of Discovery Bay Community Services District, a multipurpose independent district, is to represent the residents of Discovery Bay in any matters covered under the California Government Code relating to a Community Services District. In addition to the purposes listed in the Government Code, the District has been ordered by LAFCO and the Board of Supervisors to perform an advisory role for the residents of Discovery Bay. This role includes, but is not limited to, advising the County in matters of land use planning, zoning, compliance, roads and streets, lighting, landscaping, parks and public safety services. The District also provides water and sewer services to the Town of Discovery Bay.

Government-wide financial statements

The Statement of Net Assets and Statement of Activities display information about the reporting government as a whole. These statements include the financial activities of the overall District government, except for fiduciary activities. Eliminations have been made to minimize the double counting of internal activities. These statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2012

Note A – Summary of Significant Accounting Policies (Continued)

The Statement of Activities presents a comparison between direct expenses and program revenues for each segment of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs, (b) grants and contributions that are restricted to meeting the operational needs of a particular program, and (c) fees, grants, and contributions that are restricted to financing the acquisition or construction of capital assets. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund financial statements

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitutes its assets, liabilities, fund equity, revenues, and expenditures/expenses. Funds are organized into two major categories: governmental and proprietary. The District presently has no fiduciary funds. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the District or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type, and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The funds of the financial reporting entity are described below:

Governmental Funds

The General Fund is the primary operating fund of the District and is always classified as a major fund. It is used to account for all activities except those legally or administratively required to be accounted for in other funds.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2012

Note A – Summary of Significant Accounting Policies (Continued)

Special Revenue Funds are used to account for the proceeds of the specific revenue sources that are either legally restricted to expenditures for specified purposes or designated to finance particular functions or activities of the District. The reporting entity includes the following special revenue funds, all of which are reported as major funds:

<u>Fund</u>	<u>Brief description</u>
Community Center	Accounts for revenues and expenditures of acquiring, funding, and operating a community center.
Lighting and landscaping Zone 8	Accounts for revenues and expenditures related to maintenance of community lighting and landscape features in Zone 8.
Lighting and landscaping Zone 9	Accounts for revenues and expenditures related to operation and maintenance of landscaping, parks and open space in the subdivision known as Ravenswood.

Proprietary Funds

Enterprise Funds are used to account for business-like activities provided to the general public. These activities are financed primarily by user charges, and the measurement of financial activity focuses on net income measurement similar to the private sector. The reporting entity includes the following enterprise funds, all of which are reported as major funds:

<u>Fund</u>	<u>Brief description</u>
Water and Sewer Fund	Accounts for the activities of providing water and wastewater services to the residents of the District. All activities necessary to provide such services are accounted for in this fund, including administration, operations, capital improvements, maintenance, financing and related debt service, and billing and collection.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The District's operating revenues include all revenues derived from water and sewage services. Operating expenses include all costs related to water and sewage services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses, except for capital contributions, which represent capital contributions collected for the acquisition or construction of capital assets.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2012

Note A – Summary of Significant Accounting Policies (Continued)

Measurement focus

In the government-wide Statement of Net Assets and the Statement of Activities, both governmental and business-like activities are presented using the economic resources measurement focus as defined in item b below.

In the fund financial statements, the “current financial resources” measurement focus or the “economic resources” measurement focus is used as appropriate:

- a. All governmental funds utilize a “current financial resources” measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.
- b. The proprietary fund utilizes an “economic resources” measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or noncurrent) associated with their activities are reported. Proprietary fund equity is classified as net assets.

Basis of accounting

In the government-wide Statement of Net Assets and Statement of Activities both governmental and business-like activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when “measurable and available.”

Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or within sixty days after year-end. Expenditures (including capital outlay) are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent that they have matured.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2012

Note A – Summary of Significant Accounting Policies (Continued)

All proprietary funds utilize the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used.

Cash, cash equivalents and investments

For the purpose of financial reporting “cash and cash equivalents” includes all demand and savings accounts and certificates of deposit or short-term investments with an original maturity of three months or less. This also includes short term commercial paper and U.S. Agency bonds.

Investments are stated at cost, which approximates fair value.

Accounts receivable

Accounts receivable are stated at unpaid balances, less an allowance for doubtful accounts. The District provides for losses on accounts receivable using the allowance method. The allowance is based on historical experience and management’s evaluation of outstanding accounts receivable.

Inventory

Inventory held in the special revenue fund is carried at cost using the first-in/first-out (FIFO) method. Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

Capital assets

All capital assets are valued at historical cost or estimated historical cost. The District’s policy is to capitalize all assets with costs exceeding certain minimum thresholds and with useful lives exceeding two years.

Depreciation has been provided on capital assets and is charged as an expense against operations each year. The total amount of depreciation taken over the years is reported on the balance sheet as a reduction in the book value of capital assets.

Depreciation is provided using the straight line method which means the cost of the asset is divided by its expected useful life in years and the result is charged to expense each year until the asset is fully depreciated. The District has assigned the useful lives listed below to capital assets.

Structures and improvements	5-50 years
Equipment	5-25 years
Vehicles	5 years

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2012

Note A – Summary of Significant Accounting Policies (Continued)

Major outlays for capital assets and improvements are capitalized as projects are constructed. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Compensated absences

Compensated absences are accrued as earned by employees, and consist of accruals for vacation time. The District's liability for compensated absences is reported in the Statement of Net Assets for governmental activities in the government-wide financial statements.

Net assets

Equity in the government-wide statements is classified as net assets and displayed in three components as follows:

- a. Invested in capital assets, net of related debt – Consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net assets – Consists of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net assets – All other net assets that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

Governmental fund equity in the fund financial statements is classified as fund balance. Proprietary fund equity is classified the same as in the government-wide statement.

Fund balance

In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the District is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components: nonspendable, restricted, committed, assigned and unassigned.

Nonspendable – includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2012

Note A – Summary of Significant Accounting Policies (Continued)

Restricted – includes amounts that have constraints placed on them either externally by third-parties (creditors, grantors, contributors, or laws or regulations of other governments) or by law through constitutional provisions or enabling legislation. Enabling legislation authorizes the District to assess, levy, charge or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement (compelled by external parties) that those resources be used only for the specific purposes stipulated in the legislation.

Committed – includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the District's highest level of decision making authority which includes the District charter, ordinances and resolutions. Those committed amounts cannot be used for any other purpose unless the District removes or changes the specified use by taking the same type of action (District charter, ordinance and resolution) it employed previously to commit those amounts.

Assigned – includes amounts that are constrained by the District's intent to be used for specific purposes, but are neither restricted nor committed. The authority for assigning fund balance is expressed by the Board of Trustees, District manager or their designee as established in the District's Fund Balance Policy.

Unassigned – includes amounts that have not been restricted, committed or assigned to specific purposes within the general fund. The general fund is the only fund that reports a positive unassigned fund balance amount. Other governmental funds besides the general fund can only report a negative unassigned fund balance amount.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources (committed, assigned and unassigned) as they are needed. When unrestricted resources (committed, assigned and unassigned) are available for use it is the District's policy to use committed resources first, then assigned, and then unassigned as they are needed.

Internal and Interfund Balances and Activities

In the process of aggregating the financial information for the government-wide Statement of Net Assets and Statement of Activities, some amounts reported as interfund activity and balances in the fund financial statements have been eliminated or reclassified.

Interfund activity, if any, within and among the governmental and proprietary fund categories is reported as follows in the fund financial statements:

1. Interfund loans – Amounts provided with a requirement for repayment are reported as interfund receivables and payables.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2012

Note A – Summary of Significant Accounting Policies (Continued)

2. Interfund services – Sales or purchases of goods and services between funds are reported as revenues and expenditures/expenses.
3. Interfund reimbursements – Repayments from funds responsible for certain expenditures/expenses to the funds that initially paid for them are not reported as reimbursements but as adjustments to expenditures/expenses in the respective funds.
4. Interfund transfers – Flow of assets from one fund to another where repayment is not expected are reported as transfers in and out.

Interfund activity and balances, if any, are eliminated or reclassified in the government-wide financial statements as follows:

1. Internal balances – Amounts reported in the fund financial statements as interfund receivables and payables are eliminated in the governmental and business-type activities columns of the Statement of Net Assets, except for the net residual amounts due between governmental and business-type activities, which are reported as Internal Balances.
2. Internal activities – Amounts reported as interfund transfers in the fund financial statements are eliminated in the government-wide Statement of Activities except for the net amount of transfers between governmental and business-type activities, which are reported as Transfers – Internal Activities. The effects of interfund services between funds, if any, are not eliminated in the Statement of Activities.

Property taxes

Property taxes and property assessments were levied January 1, 2011, assessed July 1, 2011 and were payable in two installments on December 10, 2011 and April 10, 2012. The County of Contra Costa bills and collects property taxes on behalf of the District.

Contributed capital

Effective August 13, 2003, the District recorded contributed capital to transfer funds from County Service M-8 to Lighting and landscaping Zone 8. The Lighting and landscaping Zone 8 district became the responsibility of the District on August 13, 2003. The contributed capital represents all capital assets and assets transferred to the District.

The District has received \$18,757,813 of noncash capital contributions from developers consisting of water and sewer infrastructure.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2012

Note A – Summary of Significant Accounting Policies (Continued)

Estimates

The preparation of the basic financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

Budgetary accounting

The District does not adopt appropriated budgets. However, the District does adopt non-appropriated budgets annually, which are approved by the Board of Directors.

Long-lived assets

Long-lived assets to be held and used are reviewed for impairment whenever events or changes in circumstances indicate that the related carrying amount may not be recoverable. When required, impairment losses on assets to be held and used are recognized based on the fair value of the asset. Long-lived assets to be disposed of are reported at the lower of carrying amount or fair value less costs to sell.

New accounting pronouncements

In June 2011, GASB issued GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. This Statement provides financial reporting guidance for deferred outflows of resources and deferred inflows of resources in accordance with FASB Concepts Statement No. 4, *Elements of Financial Statements*.

In addition, FASB Concepts Statement No. 4, a deferred outflow of resources is defined as a consumption of net assets by the government that is applicable to a future reporting period, and a deferred inflow of resources is defined as an acquisition of net assets by the government that is applicable to a future reporting period. Previous financial reporting standards do not include guidance for reporting those financial statement elements, which are distinct from assets and liabilities.

The District will be required to implement the provisions of this Statement for the year ending June 30, 2013, with the provisions of the Statement required to be applied retroactively. The District does not believe the implementation of this Statement will have a material effect on its financial statements.

Note B – Cash and Investments

Cash and investments as of June 30, 2012 are classified in the accompanying financial statements as follows:

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2012

Note B – Cash and Investments (Continued)

Statement of net assets:

Cash and investments	\$	8,001,846
Total cash and investments	\$	8,001,846

Cash and investments as of June 30, 2012 consist of the following:

Deposits with financial institutions	\$	880,721
Contra Costa County Treasurer		7,114,399
Investments		6,726
	\$	8,001,846

<u>Investment Type</u>	<u>Carrying value</u>	<u>Fair value</u>
Certificate of Deposit	\$ 6,726	\$ 6,726
	\$ 6,726	\$ 6,726

The District maintains a cash and investment pool that is available for use by all funds except for the Lighting and landscaping fund whose investments were directed by Contra Costa County. Each fund type's portion of this pool is displayed on the statement of net assets and balance sheet as "cash and investments". Cash balances from all participating funds are combined and invested to the extent possible, pursuant to the Board of Directors approved Investment Policy and guidelines, and the California Government Code Section 53600.

The Government Code and the District's Investment Policy allow investments in the following instruments:

<u>Investment Type</u>	<u>Maximum Maturity</u>	<u>Authorized Limit%</u>	<u>Required Rating</u>
Local Agency Bonds	N/A	None	None
U.S. Treasury Bills, Notes or Bonds	N/A	None	None
State Registered Warrants, Notes, or Bonds	N/A	None	None
Notes and bonds of other Local California Agencies including pooled investment accounts	N/A	None	None
U.S. Agencies	N/A	None	None

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2012

Note B – Cash and Investments (Continued)

<u>Investment Type</u>	<u>Maximum Maturity</u>	<u>Authorized Limit%</u>	<u>Required Rating</u>
Bankers Acceptances	270 days	40%	None
Prime Commercial Paper	180 days	15% or 30%	A1/P1
Negotiable Certificates of Deposit	N/A	30%	None
Repurchase and Reverse Repurchase Agreements	N/A	None/20%	None
Medium Term Corporate Notes	5 years	30%	A
Money Market Mutual Funds	N/A	15%	2-AAA
Collateralized Bank Deposits	N/A	None	None
Mortgage Pass-Through Securities	5 years	30%	AA
Funds held under the Terms of a Trust Indenture or other contract	*	*	*

*Such funds may be invested according to the provisions of those indentures or agreements.

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the District manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities as necessary to provide the cash flow and liquidity needed for operations.

Information about the sensitivity of the fair values of the District's investments (including investments held by bond trustee) to market interest rate fluctuations is provided by the following table that shows the distribution of the District's investments by maturity:

<u>Investment Type</u>	<u>Totals</u>	<u>12 months or less</u>	<u>13 – 24 months</u>	<u>25-36 months</u>	<u>37 – 48 months</u>	<u>49 – 60 months</u>	<u>More than 60 months</u>
Certificate of Deposit	\$ 6,726	\$ -	\$ 6,726	\$ -	\$ -	\$ -	\$ -
Total	\$ 6,726	\$ -	\$ 6,726	\$ -	\$ -	\$ -	\$ -

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2012

Note B – Cash and Investments (Continued)

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code, the District’s investment policy, or debt agreements, and the actual rating as of fiscal year end for each investment type.

Investment Type	Amount	Minimum Legal Rating	Exempt From Disclosure	Rating as of Fiscal Year End				As of Investment
				AAA	AA	A	Not Rated	
Certificate of Deposit	\$ 6,726	N/A	\$ -	\$ -	\$ -	\$ -	\$ 6,726	100%
Total	<u>\$ 6,726</u>	<u>N/A</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,726</u>	<u>100%</u>

Concentration of Credit Risk

The investment policy of the District contains limitations on the amount that can be invested in certain types of investments.

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposit or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g. broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the District’s investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits. The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the government unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure District deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2012

Note B – Cash and Investments (Continued)

Deposits with financial institutions and Contra Costa County Treasurer

Cash on deposit in commercial accounts is insured by the Federal Deposit Insurance Corporation (FDIC). Cash held by the Contra-Costa County Treasury is pooled with other County deposits for investment purposes by the County Treasurer in accordance with the investment policy of the County Treasurer (see County Treasurer's investment policy at <http://www.co.contra-costa.ca.us/>). The Pool has established a treasury oversight committee to monitor and review the management of public funds maintained in the Pool.

Participants' equity in the investment pool is determined by the dollar amount of the participant deposits, adjusted for withdrawals and distributed investment income. Investment income is prorated to individual funds based on their average daily cash balances. The value of the District shares in the Pool, which may be withdrawn, is determined on an amortized cost basis, which is different than the fair value of the District's position in the Pool. The District's investment in the Pool is unrated, stated at cost which approximates fair value, available upon demand and considered cash equivalents.

Note C – Note Receivable

Under the provisions of Proposition 1A and as part of the 2009-10 budget package passed by the California state legislature on July 28, 2009, the State of California borrowed 8% of the amount of property tax revenue, including those property taxes associated with the in-lieu motor vehicle license fee, the triple flip in lieu sales tax, and supplemental property tax, apportioned to cities, counties and special districts (excluding redevelopment agencies). The state is required to repay this borrowing plus interest by June 30, 2013. After repayment of this initial borrowing, the California legislature may consider only one additional borrowing within a ten-year period. The amount of this borrowing pertaining to Town of Discovery Bay Community Services District was \$45,668.

This borrowing by the State of California was recognized as a receivable in the accompanying financial statements. Under the modified accrual basis of accounting, the borrowed tax revenues are not permitted to be recognized as revenue in the governmental fund financial statements until the tax revenues are received from the State of California (expected to be fiscal year 2012-2013). In the government-wide financial statements, the tax revenues were recognized in the fiscal year for which they were levied (fiscal year 2009-10).

Note D – Interfund Transactions

Interfund transactions consist of the following:

Transfers between funds

Resources may be transferred from one District fund to another with approval. The purpose of the majority of transfers is to reimburse a fund which has made an expenditure on behalf of another fund. Less often, a transfer may be made to open or close a fund.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2012

Note D – Interfund Transactions (Continued)

Transfers between funds during the year ended June 30, 2012 were as follows:

<u>Fund</u>	<u>Transfers In</u>	<u>Transfers Out</u>
Major Governmental Funds		
Community Center	\$ -	\$ -
Lighting and landscaping Zone 8 Fund	2,644	-
Lighting and landscaping Zone 9 Fund	-	979
Major Proprietary Fund		
Water and Sewer Fund	-	29,705
 Total interfund transfers	 <u>\$ 2,644</u>	 <u>\$ 30,684</u>

In general, the District uses interfund transfers to:

- Transfer unrestricted revenues collected in the water and sewer fund to help finance various programs and capital projects accounted for in other funds
- Fund operations (move revenues from the funds that collect them to the funds that statute or budget requires to expend them)
- Fund interdepartmental cost reimbursement
- Fund capital projects

The effect of the interfund activity has not been eliminated from the government-wide financial statements as the amounts relate to transfers between governmental and business-type activities. The transfers have resulted from deposits made by Contra Costa County into the Sewer and Water Fund for revenues of the Community Center Special Revenue Fund.

Note E – Capital Assets

Capital asset activity for the year ended June 30, 2012, is as follows:

	<u>Balance</u> <u>June 30, 2011</u>	<u>Additions</u>	<u>Deletions</u>	<u>Transfers</u>	<u>Balance</u> <u>June 30, 2012</u>
Governmental activities					
Nondepreciable capital assets					
Land	\$ 258,083	\$ 35,847	\$ -	\$ -	\$ 293,930
Construction in progress	<u>282,733</u>	<u>11,582</u>	<u>-</u>	<u>(282,733)</u>	<u>11,582</u>
Total nondepreciable capital assets	<u>540,816</u>	<u>47,429</u>	<u>-</u>	<u>(282,733)</u>	<u>305,512</u>

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2012

Note E – Capital Assets (Continued)

	<u>Balance</u> <u>June 30, 2011</u>	<u>Additions</u>	<u>Deletions</u>	<u>Transfers</u>	<u>Balance</u> <u>June 30, 2012</u>
Governmental activities (Continued)					
Depreciable capital assets					
Equipment	30,342	24,986	-	24,637	79,965
Buildings and improvements	1,636,692	241,799	(1,000)	258,096	2,135,587
Office furniture and equipment	4,309	-	-	-	4,309
Vehicles	<u>34,079</u>	<u>21,345</u>	<u>-</u>	<u>-</u>	<u>55,424</u>
Total depreciable capital assets	1,705,422	288,130	(1,000)	282,733	2,275,285
Less accumulated depreciation	<u>(677,184)</u>	<u>(116,259)</u>	<u>816</u>	<u>-</u>	<u>(792,627)</u>
Net depreciable capital assets	<u>1,028,238</u>	<u>171,871</u>	<u>(184)</u>	<u>282,733</u>	<u>1,482,658</u>
Net capital assets	<u>\$ 1,569,054</u>	<u>\$ 219,300</u>	<u>\$ (184)</u>	<u>\$ -</u>	<u>\$ 1,788,170</u>
Business-type activities					
Nondepreciable capital assets					
Land	\$ 267,000	\$ -	\$ -	\$ -	\$ 267,000
Construction in progress	<u>898,708</u>	<u>502,765</u>	<u>-</u>	<u>(898,708)</u>	<u>502,765</u>
Total nondepreciable capital assets	<u>1,165,708</u>	<u>502,765</u>	<u>-</u>	<u>(898,708)</u>	<u>769,765</u>
Depreciable capital assets					
Buildings and improvements	1,180,273	-	-	-	1,180,273
Treatment and collection	28,981,928	64,322	-	898,708	29,944,958
Structures and improvements	6,689,926	-	-	-	6,689,926
Equipment	866,177	24,064	-	-	890,241
Vehicles	<u>356,928</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>356,928</u>
Total depreciable capital assets	38,075,232	88,386	-	898,708	39,062,326
Less accumulated depreciation	<u>(6,332,346)</u>	<u>(1,201,846)</u>	<u>-</u>	<u>-</u>	<u>(7,534,192)</u>
Net depreciable capital assets	<u>31,742,886</u>	<u>(1,113,460)</u>	<u>-</u>	<u>898,708</u>	<u>31,528,134</u>
Net capital assets	<u>\$ 32,908,594</u>	<u>\$ (610,695)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 32,297,899</u>

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2012

Note E – Capital Assets (Continued)

Depreciation expense was charged to function and programs based on their usage of the related assets. The amounts allocated to each function or program were as follows:

Governmental activities:

Lighting and landscaping Zone 8	\$ 105,309
Lighting and landscaping Zone 9	<u>10,950</u>
Total depreciation expense – Governmental activities	<u>\$ 116,259</u>

Business-type activities:

Water and sewer	<u>\$ 1,201,846</u>
Total depreciation expense – Business-type activities	<u>\$ 1,201,846</u>

Note F – Deferred Compensation Plan

Employees of the District may participate in a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The deferred compensation plan is available to all full-time employees of the District. Under the plan, employees may elect to defer a portion of their salaries and avoid paying taxes on the deferred portion until the withdrawal date. The deferred compensation amount is not available for withdrawal by employees until termination, retirement, death or unforeseeable emergency. Total employee contributions to the plan during the year ended June 30, 2012 were \$10,425.

Note G – Compensated Absences

Employees accrue vacation leave based on length of service. Accumulated vacation leave is subject to maximum accruals for all employees. As of June 30, 2012, the District's accrued liability for accumulated unused vacation leave is \$29,538. Employees are paid for their accumulated unused vacation leave upon separation from service. The liability is expected to be liquidated with future resources and not with expendable available financial resources.

Note H – Joint Venture (Joint Powers Agreement)

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; risk of loss to employees; and natural disasters.

In order to insure for risks of loss, the District participates in a joint venture under a joint powers agreement with the Special Districts Risk Management Authority (SDRMA). The relationship between the District and the SDRMA is such that the SDRMA is not a component unit of the District for financial reporting purposes.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2012

Note H – Joint Venture (Joint Powers Agreement) (Continued)

The SDRMA arranges for and provides property, liability and worker's compensation coverage for its member districts. The Town of Discovery Bay Community Services District participates in all programs.

Each member district pays a premium commensurate with the level of coverage requested and shares surpluses and deficits proportionate to their participation in the SDRMA. The District's share of surpluses and deficits cannot be determined, although District management does not expect such amounts, if any, to be material in relation to the financial statements.

The District is covered by the following types of insurance through the SDRMA as of June 30, 2012:

<u>Coverage</u>	<u>Limits of liability</u>
General liability	\$ 10,000,000
Public officials and employees errors	10,000,000
Personal liability coverage for board members	500,000
Employment practices liability	10,000,000
Employee benefits liability	10,000,000
Employee dishonesty coverage	400,000
Auto liability	10,000,000
Uninsured/underinsured motorists	1,000,000
Property coverage	1,000,000,000
Boiler and machinery	100,000,000
Statutory workers' compensation	Statutory

Note I – Governing Board

The powers of the District are exercised by a Board of Directors consisting of five directors each elected for a term of four years by the qualified electors within the District.

As of June 30, 2012, the members of the District's Board of Directors were as follows:

<u>Director</u>	<u>Term expires</u>
Kevin Graves	December 2014
Mark Simon	December 2012
Jim Mattison	December 2014
Chris Steele	December 2014
Ray Tetreault	December 2012

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2012

Note J – Contingencies and Commitments

The District is involved in litigation arising in the ordinary course of operations that, in the opinion of management, will not have a material effect on the financial condition of the District. In addition, the District has entered into construction and service contracts with various companies. Many of the contracts are considered fixed fee arrangements. However, work under these contracts could be discontinued at the direction of the District. Therefore, it is the opinion of management that a fixed commitment does not exist.

Note K – Subsequent Event

The District entered into a joint powers agreement creating the Bryon Bethany Public Financing Authority effective July 1, 2012.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

May 15, 2013

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Surplus Discovery Bay Community Center Equipment and Disposal of Surplus Equipment

Recommended Action

As Necessary

Executive Summary

As the Board is aware, the Community Center will bring to a close the ability of residents to utilize the fitness equipment after June 30, 2013. This action was taken as a consequence of Delta Valley Athletic Club's decision to open a DVAC "express" fitness center at 1520 Discovery Bay Boulevard, currently scheduled to open in mid June.

As a consequence, the fitness equipment will no longer be necessary to keep on site and/or maintain. Staff has sought the services of a professional fitness company to provide a valuation of the equipment owned by the District. That value was not available at the time of agenda publication; however, it will be made available prior to the meeting where this item will be considered by the Board. FitGuard has also indicated that they may also have a potential buyer for the entire lot of equipment. However, at this time, that interest has not been made formal to the District.

Staff is seeking input from the Board of Directors as to the most appropriate method of sale/disposal of the equipment. Options include sale to a one source buyer based upon an appraisal of the equipment (as noted above); silent auction/garage sale (advertised and made available to the public); transfer of equipment to an auction house for sale; or donation to local schools.

In November 2010, the Board approved a policy that identifies methods of disposing of surplus property. That procedure is as follows:

At such times as determined by the Purchasing Agent, reports shall be prepared showing all supplies and equipment which are no longer used or which have become obsolete or worn out. The Purchasing Agent shall have the authority to sell, trade or exchange all said supplies and equipment. The manner of disposing of surplus property shall be consistent with the procedures for Purchase or Procurement set forth in this section, depending on the value of the property.

Staff is seeking Board input and direction at this time.

Fiscal Impact:

Amount Requested \$ N/A
Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)
Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

Attachments

Equipment appraisal from FitGuard (To be provided prior to the meeting)

AGENDA ITEM: F-2



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

May 15, 2013

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Newport Pointe Residential Development Project – Public Amenities Considerations (Dog Park)

Recommended Action

As Necessary

Executive Summary

As the Board is aware, the Newport Pointe Residential Development Project (project) is presently going through the approval process with the County. The project is not presently located in the Town of Discovery Bay CSD's service area and will require LAFCO and the Town of Discovery Bay's Board approval before any homes are constructed.

The project consists of a 67 unit subdivision, along with amenities such as a dog park, and a solar array field. Recent conversations between the owner and staff, as well as between staff and the County, have resulted in the revelation that the developer plans to only provide the Town land for the dog park and that the developer would provide the land to the HOA for the solar array field. Neither amenity would be constructed by the developer. As I understand it, the condition for the solar array field has been removed at the owner's request. I believe that the county has agreed to consent to that request.

As a part of the conditions of approval, the developer will be required to pay \$394,697.00 in Park Impact Fees.

The developer is proposing to the county two options relative to the future Dog Park. They are as follows (pursuant to an email from John Osborne from DCD to staff on May 8) :

Dedication of Dog Park to Town of Discovery Bay Community Services District (TODBCSD).

The land for the Dog Park will be dedicated to the TODBCSD with the recordation of the Final Map. If the TODBCSD does not accept the dedication by recordation of Final Map the land reverts to open space and is owned by the Home Owners Association (HOA) that will be formed as part of this development. If the TODBCSD accepts the dedication they will be responsible for the maintenance of the Dog Park. Under this option the TODB would be required to construct the dog park.

Construction of the Dog Park

The applicant will pay \$394,697.00 (\$5891 x 67 units) in Park Impact Fees as required by County Ordinance No. 2007-17 at time of building permit issuance. The developer can design and build the dog park and be credited back those costs from the Park Impact Fees. The plans for the Dog Park will be reviewed and commented on by the CSD and reviewed and approved by Community Development Department. The Dog Park will be constructed prior to occupant permits for the homes on the project site. Under this option, the Developer will construct the dog park but receive credits in-lieu of their park impact fees.

At this time, staff is seeking Board input into this matter in order to provide a recommendation to the Board of Supervisors relative to this item.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

Attachments

Email dated May 8, 2013 from John Osborne, DCD staff to General Manager Howard re: Newport Pointe Dog Park

AGENDA ITEM: F-3




Hi Rick,

This is a rough draft of our concept for the dog park and it is not final.

Dedication of Dog Park to Town of Discovery Bay Community Services District (TDBCSD).

The land for the Dog Park will be dedicated to the TDBCSD with the recordation of the Final Map. If the TDBCSD does not accept the dedication by recordation of Final Map the land reverts to open space and is owned by the Home Owners Association (HOA) that will be formed as part of this development. If the TDBCSD accepts the dedication they will be responsible for the maintenance of the Dog Park.

Construction of the Dog Park

The applicant will pay \$394,697 (\$5891 x 67 units) in Park Impact Fees as required by County Ordinance No. 2007-17 at time of building permit issuance. The developer can design and build the dog park and be credited back those costs from the Park Impact Fees. The plans for the Dog Park will be reviewed and commented on by the CSD and reviewed and approved by Community Development Department. The Dog Park will be constructed prior to occupant permits for the homes on the project site.

As I mentioned these are rough concepts at this point, but it would be helpful to get your Board's feedback. The Board of Supervisor's hearing for this is June 4 and I need to know by end of Thursday June 16.

Thanks,

John

Contra Costa County
Department of Conservation & Development
Community Development Division
30 Muir Road
Martinez, CA 94553

Phone: 925-674-7793

FAX: 925-674-7258

john.oborne@dcd.cccounty.us



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

May 15, 2013

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager

RH

Agenda Title

Discussion of Creek/Pond located between 1601 Discovery Bay Boulevard and 1800 Willow Lake Road

Recommended Action

As Necessary

Executive Summary

As the Board is aware, the Town of Discovery Bay owns the property located at 1601 Discovery Bay Boulevard, also known as the Discovery Bay Community Center. Located between the Community Center site and the Town offices at 1800 Willow Lake Road is a drainage channel and pond that serves Reclamation District 800 needs. The underlying fee is owned by the Town of Discovery Bay and Reclamation District 800 owns a prescriptive easement for the flow of water over and through the area.

There has been some discussion regarding liability of the creek and ponds relative to the area being an "attractive nuisance". The area is fully fenced, with the exception of one small area at the very northeast portion of the site where the fence was damaged by a fallen tree. According to www.uslegal.com, the doctrine of attractive nuisance is premised on the belief that one who maintains a dangerous condition which is likely to attract children on their property is under a duty to post a warning or take affirmative action to protect children from the dangers of that attraction. Most natural conditions, such as a lake or a naturally steep bank, are not considered attractive nuisances. The creek and ponds in question are not "natural", meaning that they are manmade. That does not necessarily make the area in question an attractive nuisance, however.

Soon after the District acquired the site, staff contacted the District's Risk Management carrier, SDRMA, for guidance related to potential risk. SDRMA *recommended* signs be posted identifying the area as unavailable for public use. Staff subsequently posted signs that read "Do Not Enter – Not a Recreation Area" at different locations along rear perimeter of the fence line.

Willow Lake was formed during the infancy of Discovery Bay. The soil that was removed to form the lake was used to elevate the home building pads and to raise them from the flood plain. The lake draws its water source from the Delta. Through a series of siphons, pipes, pumps and drainage channels, the water is directed through the lake, through to the golf course, and eventually back to the Delta. This was done so that water in Willow Lake is turned over and stagnation does not occur. In order to allow that flow of water to continue, the distribution system needs to remain in place. Nonetheless, it is possible underground the creek and ponds to eliminate the potential risk altogether.

Staff has contacted Zetner and Zetner, a Bay area consulting firm specializing in wetlands, endangered species and other biological resources. Zetner and Zetner have previously worked with the Town of Discovery Bay on other biologically sensitive projects. Zetner has a proposed scope of work to provide a preliminary assessment and list of recommendations regarding the future layout of the area in question. The proposed fee to provide for those services is \$2,750.00.

Staff is seeking Board input and direction.

Fiscal Impact:

Amount Requested \$2,750

Sufficient Budgeted Funds Available?: No (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

Attachments

Zetner and Zetner Preliminary Assessment

AGENDA ITEM: F-4



May 8, 2013

Mr. Rick Howard
General Manager
Town of Discovery Bay
1800 Willow Lake Road
Discovery Bay, CA 94505

**Re: Constructed creek and pond
Reconnaissance Surveys**

Dear Rick:

We are pleased to provide this proposal to you for professional services on the constructed creek and pond between Willow Lake and the golf course. We will complete a reconnaissance level survey and consult the CNDDDB database of special status species in order to document the site constraints. We will document our findings in a short report and review your options with you afterward.

The following scope of services describes our proposed work more specifically.

Scope of Services

Task 1: Reconnaissance Surveys

We will consult the CNDDDB database to check special status species observations in the vicinity of the project site. We will also complete a reconnaissance level survey of the creek channel, pond and their surroundings. We will document the potential constraints involved with filling the channel and pond and replacing with a culvert and discuss your available options. Finally, we will also provide you with our recommendations.

Cost: \$2,750

Page two

SCHEDULE

Upon approval of this proposal, we would complete our review of the project sites within the following week with another few days to complete our report.

COSTS AND STIPULATIONS

Our fees for the above services, exclusive of reimbursable expenses, are \$2,750.

This proposal is valid for thirty days from the date hereof, and is subject to the terms and conditions contained in the following attachments.

Exhibit A	General Stipulations
Exhibit B	Rate Schedule for Professional Services
Exhibit C	Invoicing and Payment Policies

To authorize this work, please return a signed copy of this proposal or other contract. I appreciate the opportunity to continue our work with you on this project.

Sincerely,

Zentner & Zentner
A California Corporation

Sean Micallef
Partner

IN AGREEMENT WITH THE ABOVE TERMS

By _____

Its _____

Date _____



MONTHLY OPERATIONS REPORT

April 2013

Town of Discovery Bay, CA

1337 Days of Safe Operations

57491 worked hours since last recordable incident

TRAINING:

Safety, Operations, & Equipment

Safety	Hours
Office Safety Training Safety Confined Space Entry West Region Safety Council Call Monthly Regional Safety Webinar	4.0
Operation	
Jennifer Bennett attended an Internal Control Webinar, topics discussed were: Sarbanes-Oxley Act (SOX), purchase orders dated after the vendor invoice, and use of P-Cards to pay for transactions requiring a purchase order	4.0

WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
5	187.31	2820	0

Note: Well 4 in lead and Well 5 in lag to offset specific conductivity

2013 Water Production (MG) by Month

January	February	March	April	May	June
51.48	55.88	86.09	187.31		
July	August	September	October	November	December

Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls
16	0	0	0

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>March Lab Data</i>	<i>April Lab Data</i>
Flow, MG Effluent, monthly total		38.97	37.95
Flow, MG Daily Discharge Flow, avg.	2.1	1.26	1.27
Effluent BOD ₅ , lbs/d, monthly avg.	350	80	83
Effluent TSS, lbs/d, monthly avg.	525	76	93
Effluent BOD ₅ , mg/L, monthly avg.	20	8	7.7
Effluent TSS, mg/L, monthly avg.	30	7	9
Total Coli form 7 day Median Max	23	115	815
Total Coli form Daily Maximum	240	175	1600
% Removal BOD ₅ , monthly avg.	85% min.	96	96
% Removal, TSS, monthly avg.	85% min.	96	95
Electrical Conductivity, umhos/cm annual avg.	2100	2118 (YTD)	2114 (YTD)

Red – new parameter added

National Pollution Discharge Elimination System (NPDES)

<u>NPDES Related Excursions</u>	<u>Permit Parameter</u>	<u>NPDES Parameter Limit</u>	<u>Actual Parameter Result</u>
<u>3</u>	<u>Total Coliform Median</u>	<u>23 MPN</u>	<u>815 MPN</u>
<u>1</u>	<u>Total Coliform Daily Maximum</u>	<u>240 MPN</u>	<u>1600 MPN</u>
<u>1</u>	<u>Ammonia Weekly</u>	<u>10 mg/l</u>	<u>Missed Sample</u>

Bacteriological Test Results:

<u>Routine Bacteria Samples Collected</u>	<u>No. Total Coliform Positives</u>	<u>No. Fecal/E. coli Positives</u>	<u>7-Day Median Excursion</u>
<u>9</u>	<u>4</u>	<u>0</u>	<u>3</u>

<u># of Active Lift Stations</u>	<u># of Inactive Lift Stations</u>	<u>Chemical Usage Polymer-gals</u>	<u>SSO</u>	<u>Wastewater Received (MG)</u>
15	0	60	0	42.64

COLLECTION:

- Flushed **0 ft.** of sanitary sewer. YTD **66,778 ft.** **100%** completed
- CCTV **0 ft.** **100%** completed
- Inspected **74** manhole & covers. YTD **154**
- Lift station “F” pump no.1 shaft had a coupling failure, a temporary fix was performed until a new coupling is built
- Cleaned out L/S “F”
- The Lakes L/S pump no.2 VFD was installed but failed, had to be sent out again for repair
- MCC had to troubleshoot software issues at Newport L/S
- Inspected lift stations weekly for the month

MAINTENANCE

Wastewater

- Picked up and prepped the UV racks
- Magna Rotor Brush no.3 at Plant no.1 snapped and had to be replaced
- Switched UV channels from UV 3000 to UV 3000+ on April 10, 2013
- Greenhouse fan motors are drawing high amps, will need to be replaced
- Cleaned out UV 3000 channel on April 15, 2013
- Installed gear box in Magna Rotor Brush no.2 at Plant no.2
- Solar Dryer A mole was repaired and placed back into service

Water

- MCC had to troubleshoot software issues at Well no.6
- Well no. 4 failed, it had a blown fuse
- Days Generator worked on the generator at Newport Water Treatment Plant.
- Well no.5 had to have the chlorine pump rebuilt

Preventive and Corrective

Total # of WO's Completed	Total Hours
323	203

Call & Emergency Responses

Call Outs	Emergencies
15	1- Power Failure at L/S “R”

Personnel Hours & Overtime:

Regular Hours	Overtime
1150	68.5

TERMS

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT

*Town of Discovery Bay Community Services District
Contra Costa County, California*



**FISCAL YEAR 2013-15
OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET
Preliminary May 15, 2013**



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*Town of Discovery Bay Community Services District
Contra Costa County, California
Fiscal Year(s) 2013-2015 Budget*



Board of Directors

Ray Tetreault, President
Mark Simon, Vice President
Kevin Graves, Director
Bill Pease, Director
Chris Steele, Director

District Management

Rick Howard, General Manager
Daniel J. Schroeder, District Counsel
Virgil Koehne, Water and Wastewater Manager
Fairin Perez, Parks and Landscape Manager
Dina Breitstein, Finance Manager
Calista Anderson, Executive Assistant

The Town of Discovery Bay Community Services District

1800 Willow Lake Road
Discovery Bay, CA 94505
925-634-1131
www.todb.ca.gov

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*Town of Discovery Bay Community Services District
Contra Costa County, California
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***Town of Discovery Bay Community Services District
Contra Costa County, California***



The Town of Discovery Bay Community Service District: At a Glance

Discovery Bay was established in the early 1970's as a weekend and summer resort community. Today, Discovery Bay has evolved into a thriving year-round home for more than 13,000 residents who enjoy small-town living against the backdrop of over 1,200 miles of Delta waterways. Discovery Bay boasts a full-service marina, three (3) public schools, one (1) private school, as well as two (2) shopping centers and a planned business park. However, this small town is no longer limited to Delta waterfront homes; it has developed into a community that provides something for everyone. Discovery Bay offers gated waterfront homes as well as Country Club homes located on a world-class golf course designed by Mike Asmundson. There are two (2) gated communities; Lakeshore and The Lakes, as well as nearby Ravenswood, a community planned around a public park.

The approximately 9 square mile area known as the Town of Discovery Bay Community Services District (TODBCSD) was formed in 1997 following a vote of the people to form an Independent Special District with the purpose of providing essential public services to its residents. The Contra Costa County Local Agency Formation Commission (LAFCO) has authorized the TODBCSD the responsibility of providing the following special services to the residents of Discovery Bay:

- Water supply collection, treatment, and distribution
- Wastewater collection, treatment and distribution
- Parks and Landscape Maintenance
- Recreational Activities (Coming Soon)

District Form of Government

California's Independent Special Districts are legislatively authorized pursuant to California Government Code Sections 61000-61850. The Town of Discovery Bay Community Services District is governed by an elected five (5) member Board serving staggered four (4) year terms. The Board employs a General Manager to administer the day to day operations of the District.

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Population

The 2010 census shows the total population in Discovery Bay to be 13,352 people.

Water Services

The Town of Discovery Bay CSD owns and maintains over sixty (60) miles of water mains in seven (7) residential developments: Discovery Bay West (Village 1, 2, 3 and 4, and Ravenswood); and two (2) of the older developments (Discovery Bay Proper and Centex). Currently, the District owns and operates five (5) water production wells that are located throughout the District and are capable of producing five million gallons of domestic water per day. The raw water is then treated in two (2) water treatment facilities with water storage capacity of 2.5 million gallons of treated water for customer distribution. The total water requirements of Discovery Bay are currently about 1,300 million gallons per year, which equates to an average daily demand of 3.6 million gallons per day.

Wastewater Services

The District provides wastewater collection, treatment and distribution services to approximately 5,800 homes and businesses located in the town. The wastewater treatment process goes through two (2) separate conveyance systems; Plant 1 and Plant 2. Wastewater Treatment Plant 1 is located just north of Highway 4, within the Discovery Bay Development area. Wastewater Treatment Plant 2 is located south of Highway 4 at the Town's eastern boundary. The two (2) plants are interconnected and are dependent upon each other for various functions.

In order to facilitate and transport the raw wastewater to the main wastewater treatment, the District utilizes 15 wastewater lift stations to move the waste through 50 miles of sewer mains. The plants are capable of producing an average of 1.8 million gallons of wastewater per day. The wastewater treatment plants currently include an influent pump station, influent screening, secondary treatment facilities using oxidation ditches, and ultraviolet (UV) disinfection prior to discharging the treated water into Old River.

The water and wastewater facilities are operated and maintained by Veolia Water N.A. under a multi-year agreement with the TODBCSD.

Parks and Landscaping Services

The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. Over the past few years, the Board of Directors has established priorities to improve the landscape areas of Discovery Bay. Improvements can be seen throughout town, including the recently completed Discovery Bay Boulevard landscape enhancement project. The District has also initiated a number of projects within our parks system, including the recent completion of the Ravenswood Park Splash Pad, and the new playground at Cornell Park.

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The landscape areas in Discovery Bay are broken down into five (5) landscape zones. Two (2) of those zones are owned by the TODBCSD, with the remaining three (3) owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8:

Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

Discovery Bay Landscape & Lighting Zone #9 (Ravenswood):

Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #35:

Zone 35 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

Contra Costa County Landscape & Lighting Zone #57:

Zone 57 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #61:

Zone 61 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive and Slifer Drive. Slifer Park is also included in this zone.

Recreation Services

The Town of Discovery Bay Community Services District is also responsible for providing recreational activities to the residents of the District. The most important project currently underway related to recreation services is the proposed community center project. Once the community center is built, it is anticipated that community recreational programs and activities will take place within the new facility.

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Town of Discovery Bay CSD
2013-2015 Program Summary

Department:	General Manager
Program Area:	Administration

Program Description:

The Town of Discovery Bay CSD Administration Department is comprised of the Administration functions and operates under the Board of Directors where the Board of Directors acts as the legislative policy making body and the General Manager serves as the administrative head of the District. The Administration Program provides information necessary for the Board of Directors to establish priorities and make well-informed decisions on policy matters. In addition, this program provides staff support for ad hoc or advisory committees formed by the Board of Directors on an as-needed basis. In general, the Administration program supports and directs all departments, enabling them to carry out day-to-day operations, services and planning efforts.

Accomplishments, 2012-2013:

- Formed a Joint Powers Authority with neighboring Byron Bethany Irrigation District paving the way for the establishment of the Discovery Bay Public Financing Authority (DBPFA). In August 2012, the DBPFA issued \$14.1M in Discovery Bay Public Financing Authority 2012 Enterprise Revenue Bonds to provide the necessary long term funding for a series of capital improvement projects that were identified as a part of a detailed analysis of our existing system necessities.
- Closed escrow on a 7.25 acre parcel for the Town's Community Center. The site was formerly the Discovery Bay Athletic Club, and is located at 1601 Discovery Bay Boulevard, across from the Discovery Bay Shopping Center. The site consists of a 5,025 sq.ft building, an 8 court tennis center, and an 110,000 gallon swimming pool, and additional amenities include lush landscaping as well as bbq and picnic areas.
- Completed telephone system upgrade resulting in improved productivity and customer satisfaction.
- Completed upgrade to the District's computer network, added VPN, redundancy, and increased internet bandwidth allowing for improved electronic transfer of data, documents, and information.

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Objectives, 2013-2015:

- Provide management and oversight of the District's Capital Improvement Program
- Successfully oversee the implementation of the Community Center, it's programming and activities.
- Establish the Town of Discovery Bay Community Service District as a "District of Distinction" through CSDA.

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Town of Discovery Bay CSD
2012-2013 Program Summary

Department:	Financial Services
Program Area:	Administration

Program Description:

The Town of Discovery Bay CSD Administration Department is comprised of the Administration and Finance functions and operates under the Board of Directors where the Board of Directors acts as the legislative policy making body and the General Manager serves as the administrative head of the District. The Finance program operates a governmental accounting, reporting and records maintenance system that provides financial information to both as well as external users and internal management. This program controls and monitors the receipt and disbursement of public funds in compliance with statutory requirements and professional accounting standards. This program also has the responsibility for coordinating all external auditing functions including the annual financial audit and audits by all outside agencies. The Finance function is responsible for the continuing development of financial accounting software and implementation of new technology to increase efficiency in accounting processes and to improve both internal and external reporting. This program also oversees the implementation of any new accounting pronouncements by the Governmental Accounting Standards Board (GASB). The payroll function of this program processes payroll for all District employees including interfacing with the District's payroll service provider and assuring compliance with all regulatory requirements, laws and District policies pertaining to payroll.

Accomplishments, 2012-2013:

- Successfully coordinated with the water department to resolve broken/non-working fireflie readings from 250 no reads to 38 no reads.
- Enhanced relationship with auditors and developed improved techniques for job duty separation to avert the possibility of fraudulent behavior.
- Developed a positive relationship with the County (special districts and auditor's office)

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to better understand their practices and why they work as they do, and collaboratively identified methods to streamline our processes and to work more efficiently as financial partners and members of the same team.

- Created new accounting codes and CIP codes providing the Town a better financial accounting system of budgeting that allows for improved and enhanced levels of detail.
- Worked with Caselle to prepare for conversion into new financial software
- Developed and prepared a more detailed O&M and CIP budget for the 2012-2013 year.
- Developed a Finance calendar providing staff key dates in order to ensure compliance to internal and external requirements.
- Recommended for Board Consideration and eventual implementation of the Investment, Reserve, Credit Card, and Disposition of Surplus Property policies.
- Established the TODB CSD Developer Deposit Holding Fund at ECC Bank

Objectives, 2012-2013:

- Review all internal and external Finance policies in regards to internal controls Best Practices. Update or develop accordingly.
- Streamline and review issues with Datamatic Corp. who provides wireless services for our water meter reads and billing system.
- Fully implement new Caselle Financial Suite Software, including Purchase Order tracking
- Review processes and look for areas for automation such as filing and financial reporting.
- Provide staff training pertaining to financial and billing systems, educational requirements as well as staff development training.
- Develop procedure pertaining to financial reporting, including preparing a month end reporting.
- Develop more comprehensive financial reporting models.

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Town of Discovery Bay CSD
2013-2015 Program Summary

Department:	Public Services
Program Area:	Water Quality

Program Description:

This Program provides water production, treatment & distribution to approximately 6,000 homes and businesses. Specifically, the Water Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town's water matters. The Water Quality program is responsible for the enforcement of regional water quality regulations. Response procedures have been developed to react to citizen water quality complaints and to pursue violations observed in the field. The program also assists with the development of water quality educational materials and outreach.

Accomplishments, 2012-2013:

- In August 2012, the Town of Discovery Bay issued \$14.1M in Discovery Bay Public Financing Authority 2012 Enterprise Revenue Bonds to provide the necessary long term funding for a series of capital improvement projects that were identified as a part of a detailed analysis of our existing system necessities, including the planning, development and construction of Well No. 07.

Objectives, 2013-2015:

- Finalize design and construct Well No. 07 providing the community a long term sustainable water source.
- Continue to monitor rules and changes in law relative to safe drinking and water quality requirements.

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Town of Discovery Bay CSD
2013-2015 Program Summary

Department :	Public Services
Program Area:	Wastewater

Program Description:

The Town of Discovery Bay Wastewater Program provides for the collection, conveyance, treatment and discharge of treated effluent. Specifically, the Wastewater Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town’s wastewater matters. In addition, this program provides staff support for ad hoc or advisory committees formed by the Board of Directors on an as-needed basis. In general, the Water program supports and directs the wastewater contractor, enabling them to carry out day-to-day operations, services and planning efforts. In addition, this program negotiates, administers, implements, and approves contracts for the provision of municipal services.

Accomplishments, 2012-2013:

- Completed Wastewater Master Plan
- Completed Capacity Fee Study and Adopted new fee structure
- In August 2012, the Town of Discovery Bay issued \$14.1M in Discovery Bay Public Financing Authority 2012 Enterprise Revenue Bonds to provide the necessary long term funding for a series of capital improvement projects that were identified as a part of a detailed analysis of our existing system necessities.
- Successfully resolved lawsuit between Southwest Water and the Town of Discovery Bay t the satisfaction of the Town.
- Completed UV Bank 4 Upgrade CIP project; completed majority of Bio-Solids Project, and made progress in preparing for the capital financed projects construction.

Objectives, 2012-2013:

- Complete Bio Solids Project.
- Begin and complete construction on Lift Station W, influent pump station and emergency storage lagoon project.
- Finalize design and begin construction on the oxidation ditch, splitter box, and clarifier project.

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Town of Discovery Bay CSD
2012-2013 Program Summary

Department:	Parks & Landscaping Services
Program Area:	Parks & Landscaping

Program Description:

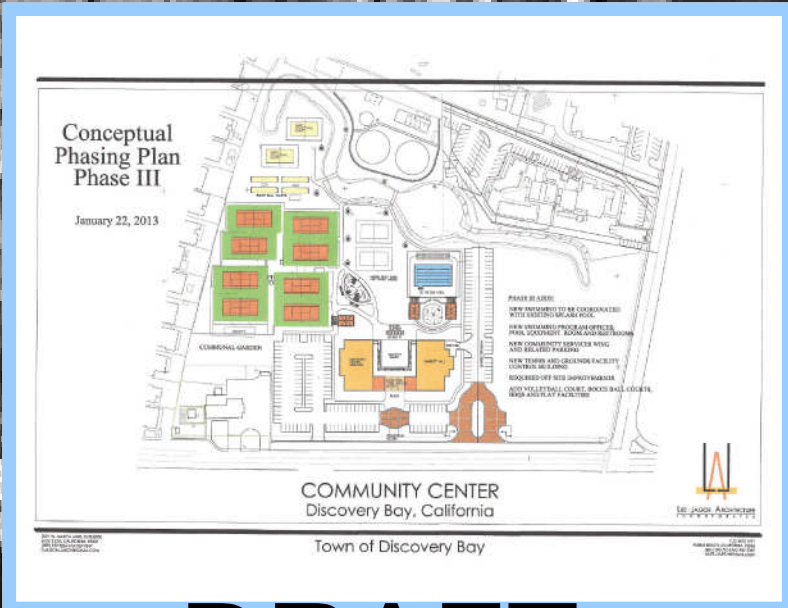
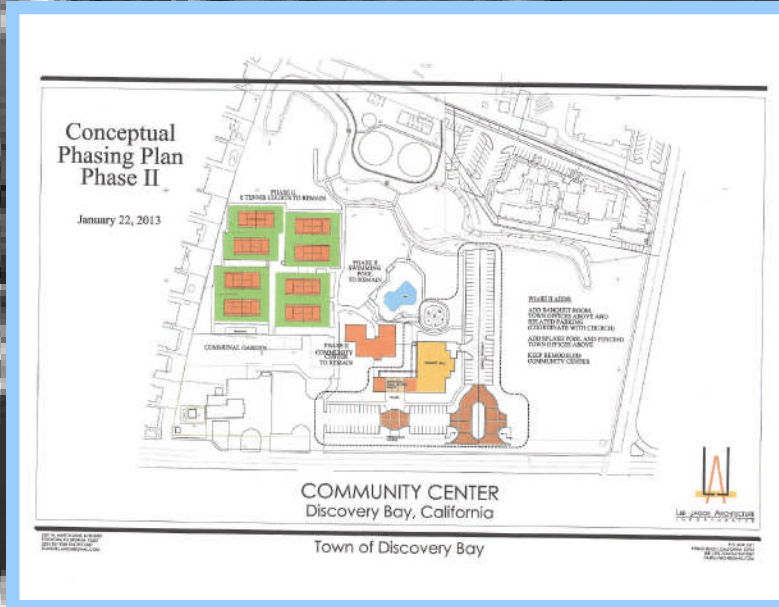
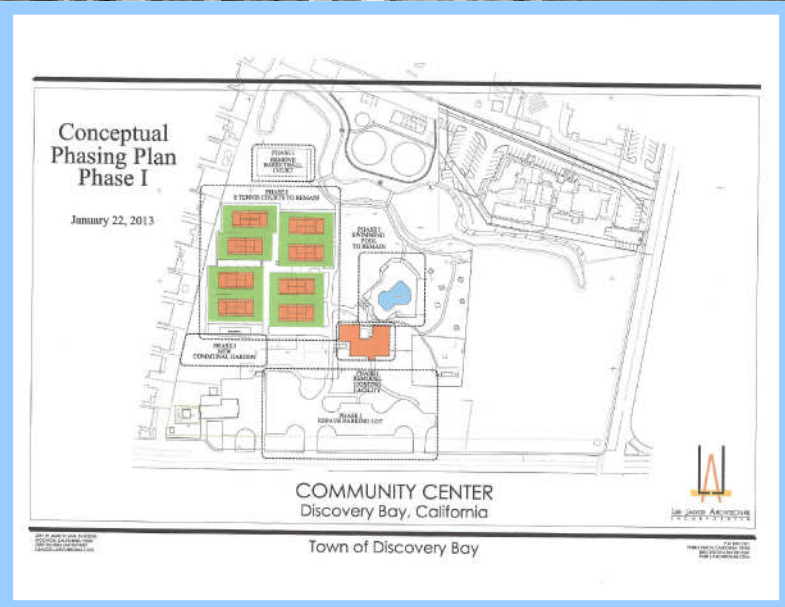
The Parks and Landscaping Program provides for the planning, maintenance & capital needs of the parks & landscaping network in Discovery Bay. Specifically, the Parks & Landscaping Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town's parks and landscaping matters. This program provides a comprehensive maintenance and rehabilitation program for 5 parks and the streetscapes inside Discovery Bay. In addition the maintenance and rehabilitation program includes repair and maintenance of the parks within Zones 8, 9, 35, 57, 61 and the Park n Ride area. This program conducts preventative maintenance on streetscapes, which includes design and planting and ensuring proper drainage. This program maintains and replaces all plants and trees to ensure health, vitality and visual appeal as well as maintains inventory lists annually to project funding and scheduling of future repairs, projects and replacement.

Accomplishments, 2012-20113

Objectives, 2013-2015:

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Town of Discovery Bay CSD
2013-2015 Program Summary

Department:	Parks & Landscaping Services
Program Area:	Recreation Services

Program Description:

New for FY 2013-2015, the Recreation Services program was established to provide community based and age appropriate recreational programming. These activities will be the byproduct of the purchase of the Discovery Bay Community Center in FY 2012-13. Recreational activities take place throughout town; and the Community Center is the central location for those activities.

Accomplishments, 2012-2013:

- Closed escrow on a 7.25 acre parcel for the Town’s Community Center. The site was formerly the Discovery Bay Athletic Club, and is located at 1601 Discovery Bay Boulevard, across from the Discovery Bay Shopping Center. The site consists of a 5,025 sq.ft building, an 8 court tennis center, and a 110,000 gallon swimming pool. Additional amenities include lush landscaping as well as bbq and picnic areas.
- Transitioned prior athletic club operation into the Town and operated the facility through June 30, 2013 in that capacity.
- Worked with Community Center Committee to help identify programs, hours of operation s of the different facilities, and budgetary considerations moving forward.

Objectives, 2013-2015:

- Open swimming pool for community wide use in FY 2013-15.
- Provide enhanced community based and age appropriate recreational programming.
- Encourage all residents of Discovery Bay to visit and participate in activities.

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**Town of Discovery Bay Community Services District
Contra Costa County, California**



Revenues – “Where the money comes from”

The following table identifies the various sources of revenue that can be anticipated during the course of the coming fiscal year. As is evident in the table, the primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water and residential water service fees. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees.

Of the approximately 5,000 residential and commercial properties in Discovery Bay, roughly 2,200 are billed for water use through meters. The remaining 2,800 properties are scheduled to receive water meters prior to the state mandated date of 2024.

REVENUE PROJECTIONS - DRAFT				2012/2013	2013/2014	2014/2015
Fiscal Year 2011-12	2011/2012	2012/2013	2012/2013	Proposed	DRAFT	DRAFT
Account Description	Actuals	Budget	Actuals APR'13	ACTUALS	Budget	Budget
Revenue						
General Fund	\$0	\$0	\$0	\$0	\$0	\$0
Property Tax Revenue	\$4,754,252	\$5,476,000	\$5,475,974	\$5,475,974	\$5,640,280	\$5,809,488
Commercial Water & Sewer	\$365,266	\$450,000			\$463,500	\$477,405
Residential Water	\$545,306	\$756,000	\$759,737	\$1,220,113	\$778,680	\$802,040
Large User Back Billing	\$0	\$62,000			\$0	\$0
Sewer/Water Permits	\$0		\$1,050	\$1,050	\$0	\$0
Sewer Capacity Fee	\$0		\$0	\$0	\$0	\$0
Water Capacity Fee	\$0		\$64,806	\$64,806	\$0	\$0
Investments/CCC Investments	\$58		\$3,026	\$3,026	\$0	\$0
Misc. Reimbursements	\$7,234	\$10,000	\$0	\$4,000	\$10,300	\$10,609
Misc. Receivables	\$243,555	\$2,000	\$45,269	\$276,269	\$2,060	\$2,122
Employee 457b Contributions				\$30,000	\$30,000	\$30,000
EE Group Insurance Contributions	\$17,052	\$17,500	\$0	\$17,500	\$18,025	\$18,566
Landscape Related Payroll Reimbursements	\$176,810	\$169,500	\$0	\$169,500	\$298,000	\$308,000
Landscape Related Reimbursements	\$200,000	\$200,000	\$0	\$200,000	\$225,000	\$225,000
Landscape Related Group Ins (Partial EE Reimb)	\$23,600	\$10,900	\$0	\$10,900	\$11,227	\$11,564
Proceeds from Financing	\$0	\$2,038,681	\$1,897,565	\$4,295,202	\$5,435,690	\$3,714,010
GRAND TOTAL REVENUE	\$6,333,133	\$9,192,581	\$8,247,427	\$11,768,340	\$12,912,762	\$11,408,804

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***Town of Discovery Bay Community Services District
Contra Costa County, California
Operations and Maintenance Budget***



The Operations and Maintenance Budget for the Fiscal Year 2013-15 represents the day-to-day spending plan that meets the needs of the District and keeps it running smoothly and efficiently. The proposed plan was developed by forecasting actual historical expenses and known costs and integrating that data into a fiscal spending plan that best represents anticipated future expenditures.

For FY 13-15 the O&M budget remains essentially the same as FY 2012-2013. The Operations and Maintenance (O&M) program has a proposed spending plan of \$6,025,450 in FY 13/14 and \$5,927,450 in FY 14/15 for a total of \$11,950,900 over two years. This represents an increase of \$1,013,317 or 20% over FY 2012-2013 and (\$98,000) over FY 13/14. Increases to the O&M program are evident in the Salary & Wages section where an increase of \$33,500 in FY 13/14 in Workers Compensation the addition of two staff members also contributes to the increase. The majority of the increase is in FY 13/14 in Debit Services with an increase of \$419,000 or 50% over the previous year and Contribution to Reserves for \$210,000 which replenishes the Town's Reserve Fund used for the purchase of the Community Center. These increases represent a variety of factors, including properly accounting for Insurances, accurately attributing to consulting activities in regards to the Water and Wastewater Master Plan.

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Account No.	Account Description	FY 2011-2012	FY 2012-2013	5/9/2013				FY 2013-2014	FY 2014-2015	
		Actual	Budget	Expenses	Encumbrance	YTD Total Expense	Remaining	%	Proposed Budget	Proposed Budget
Salary & Wages										
7000	Salary & Wages	\$ 689,251	\$ 567,000	\$ 485,037	\$ -	\$ 485,037	\$ 81,963	14%	\$ 858,000.00	\$ 883,000.00
7001	Overtime	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	100%	\$ 10,000.00	\$ 10,000.00
7018	Medicare-R (Employer)		\$ 13,000	\$ -	\$ -	\$ -	\$ 13,000	100%	\$ 29,500.00	\$ 31,500.00
7020	SS-R (OASDI Employer)		\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000	100%	\$ 52,000.00	\$ 54,500.00
7023	CA (SUI)	\$ 93,338	\$ 8,000	\$ -	\$ -	\$ -	\$ 8,000	100%	\$ 15,000.00	\$ 15,000.00
7030	Group Insurance	\$ 48,000	\$ 38,400	\$ 39,083	\$ -	\$ 39,083	\$ (683)	-2%	\$ 38,100.00	\$ 38,100.00
7045	Workers Comp	\$ 16,000	\$ 16,000	\$ 5,827	\$ -	\$ 5,827	\$ 10,173	64%	\$ 50,000.00	\$ 50,000.00
7060	457 B Plan	\$ 4,200	\$ 15,700	\$ 28,182	\$ -	\$ 28,182	\$ (12,482)	-80%	\$ 30,000.00	\$ 30,000.00
7075	Reimbursement of Wages		\$ 149,000	\$ (48,014)	\$ -	\$ 30,907	\$ 118,093	79%		
7090	Overtime		\$ 5,000				\$ 5,000	100%		
7093	Medicare-R (Employer)		\$ 8,000	\$ -	\$ -	\$ -	\$ 8,000	100%		
7095	SS-R (OASDI Employer)		\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000	100%		
7098	CA (SUI)		\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	100%		
7105	Reimbursement of Insurance		\$ 5,100	\$ -	\$ -	\$ -	\$ 5,100	100%		
7120	Reimbursement of 457B Plan		\$ 5,800	\$ -	\$ -	\$ -	\$ 5,800	100%		
7135	Vacation	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
7150	Auto Allowance	\$ -	\$ 4,200	\$ -	\$ -	\$ 350	\$ 3,850	92%	\$ -	\$ -
	Temporary Employees	\$ -	\$ 8,400	\$ 16,615	\$ -	\$ 16,615	\$ (8,215)	-98%	\$ 8,400.00	\$ 8,400.00
Total Salary & Wages		\$ 850,789	\$ 896,600	\$ 526,730	\$ -	\$ 606,001	\$ 290,599	32%	\$ 1,091,000	\$ 1,120,500
Board Of Directors										
7165	Board of Directors Compensation	\$ 26,100.00	\$ 36,000	\$ 19,154	\$ -	\$ 19,154	\$ 16,846	47%	\$ 41,400	\$ 41,400
7181	Travel - BOD	\$ 1,515.00	\$ 3,750	\$ 6,221	\$ -	\$ 6,221	\$ (2,471)	-66%	\$ 4,000	\$ 6,000
7196	Train, Meet & Education - BOD	\$ -	\$ 2,000	\$ 62	\$ 1,800	\$ 1,862	\$ 138	7%	\$ 2,000	\$ 2,000
Total Board of Directors Compensation		\$ 27,615.00	\$ 41,750	\$ 25,437	\$ 1,800	\$ 27,237	\$ 14,513	35%	\$ 47,400	\$ 49,400
Contract Services										
7270	Outside Services		\$ -	\$ 199	\$ -	\$ 199	\$ (199)		\$ -	\$ -
7271	Consulting Services	\$ 190,000.00	\$ 210,000	\$ 167,570	\$ 33,125	\$ 200,695	\$ 9,305	4%	\$ 210,000	\$ 210,000
7272	Waste Water Service Contract	\$ 1,148,000.00	\$ 1,182,000	\$ 969,376	\$ -	\$ 969,376	\$ 212,624	18%	\$ 1,217,500	\$ 1,254,000
7273	Professional Fees	\$ 107,000.00	\$ 2,400	\$ 25,233	\$ 4,997	\$ 30,230	\$ (27,830)		\$ 2,400	\$ 2,400
7274	Contract Services		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
7275	Preventative & Corrective		\$ 107,000	\$ 264,388	\$ -	\$ 264,388	\$ (157,388)	-147%	\$ 107,000	\$ 107,000
7276	Contract Mailing	\$ 15,000.00	\$ 15,000	\$ 11,175	\$ -	\$ 11,175	\$ 3,825	25%	\$ 15,000	\$ 15,000
	Legal	\$ 90,000.00	\$ 123,500	\$ 146,152	\$ -	\$ 146,152	\$ (22,652)	-18%	\$ 180,000	\$ 180,000
	Accounting	\$ 30,000.00	\$ 27,150	\$ 36,265	\$ -	\$ 36,265	\$ (9,115)	-34%	\$ 35,000	\$ 35,000
Total Contract Services		\$ 1,580,000	\$ 1,667,050	\$ 1,620,358	\$ 38,122	\$ 1,658,480	\$ 8,570	1%	\$ 1,766,900	\$ 1,803,400
Operation & Maintenance										
7182	Travel	\$ 3,024	\$ 7,500	\$ 3,562	\$ -	\$ 3,562	\$ 3,938	53%	\$ 5,000	\$ 5,000
7197	Train, Meet & Education	\$ -	\$ 7,000	\$ 6,834	\$ -	\$ 6,834	\$ 166	2%	\$ 7,000	\$ 7,000
7210	Dues & Subscriptions	\$ 930	\$ 500	\$ 859	\$ -	\$ 859	\$ (359)	-72%	\$ 2,650	\$ 2,650
7225	Memberships	\$ 17,500	\$ 18,000	\$ 21,911	\$ -	\$ 21,911	\$ (3,911)	-22%	\$ 18,000	\$ 18,000
7255	TODB Sponsored Events	\$ -	\$ 5,500	\$ 4,326	\$ -	\$ 4,326	\$ 1,174	21%	\$ 6,000	\$ 6,000
	PR, Advertising & Elections	\$ -	\$ 14,000	\$ 10,382	\$ -	\$ 10,382	\$ 3,618	26%	\$ 6,500	\$ 15,500
	Telecommunications	\$ 17,591	\$ 17,600	\$ 21,627	\$ -	\$ 21,627	\$ (4,027)	-23%	\$ 23,700	\$ 23,700
	Materials	\$ -	\$ -	\$ 749	\$ -	\$ 749	\$ (749)		\$ 1,000	\$ 1,000
	Automotive Supplies & Repairs	\$ 22,000	\$ 30,000	\$ 20,892	\$ -	\$ 20,892	\$ 9,108	30%	\$ 30,000	\$ 41,000

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Account No.	Account Description	Actual	Budget	Expenses	Encumbrance	YTD Total Expense	Remaining	%	Proposed Budget	Proposed Budget
	Repairs & Maintenance	\$ 688,428	\$ 707,700	\$ 545,123	\$ 517	\$ 345,585	\$ 362,115	51%	\$ 704,000	\$ 704,000
	Office Supplies	\$ 13,009	\$ 11,500	\$ 10,886	\$ -	\$ 10,886	\$ 614	5%	\$ 11,500	\$ 11,500
	Rent & Facility Expense	\$ 37,058	\$ 39,500	\$ 8,323	\$ -	\$ 10,707	\$ 28,793	73%	\$ 39,500	\$ 39,500
	Insurance	\$ 55,000	\$ 67,033	\$ 66,366	\$ -	\$ 66,366	\$ 667	1%	\$ 71,000	\$ 75,000
	Permits & Fees	\$ 44,635	\$ 65,100	\$ 30,869	\$ -	\$ 30,869	\$ 34,231	53%	\$ 65,200	\$ 65,200
	Utilities	\$ 705,000	\$ 705,000	\$ 538,599	\$ -	\$ 538,592	\$ 166,408	24%	\$ 755,000	\$ 775,000
7495	Chemicals	\$ 100,000	\$ 62,500	\$ 30,641	\$ -	\$ 30,641	\$ 31,859	51%	\$ 62,500	\$ 62,500
	Freight	\$ -	\$ 2,500	\$ 503	\$ -	\$ 418	\$ 2,082	83%	\$ 2,800	\$ 2,800
	Other	\$ 227,314	\$ 618,000	\$ 483,018	\$ -	\$ 483,018	\$ 134,982	22%	\$ 1,282,000	\$ 1,072,000
	Total Operations & Maintenance	\$ 1,931,489	\$ 2,378,933	\$ 1,804,719	\$ 517	\$ 1,607,474	\$ 771,459	32%	\$ 3,092,350	\$ 2,926,350
	Inter-Governmental Charges									
	Total Inter-Governmental Charges	\$ 280	\$ 27,800	\$ 15,188	\$ -	\$ 15,188	\$ 12,612	45%	\$ 27,800	\$ 27,800
	Total Operating Budget	\$ 4,390,173	\$ 5,012,133	\$ 3,992,432	\$ 40,439	\$ 3,914,379	\$ 1,097,754	22%	\$ 6,025,450	\$ 5,927,450

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**Town of Discovery Bay Community Services District
Contra Costa County, California
Capital Improvement Program Budget**



The Capital Improvement Program for Fiscal Year 2013-2015 is valued at \$12,160,799 and includes funding necessary to properly service, maintain and support the basic functions of District operations; it includes \$9,149,700 construction for the two (2) CIP Water & Wastewater Master Plans as well as \$3,011,099 for the approved CIP projects.

The CIP is broken down into Six (6) distinct areas – Wastewater Capital Improvements; Wastewater Structures & Improvements; Water Capital Improvements; Water Structures & Improvements; Equipment; and Infrastructure Replacement. All of the projects that are included as a part of the CIP represent projects that continue to maintain existing infrastructure, as well as preparing to accommodate future development.

The Water and Wastewater Master Plans that were commissioned late in fiscal year 2010-2011 were completed, have been reviewed by the Board of Directors and were accepted. Future residential and commercial development in Discovery Bay will determine the timing of any capital improvements necessary to accommodate any new growth.

Wastewater– Capital Improvements and Structures & Replacements

The Wastewater CIP and Structures & Replacements represent Twenty (20) projects at a total combined cost of \$8,723,079; of which \$7,875,100 is allocated the construction work of the Wastewater Master Plan which will be financed. \$827,979 is allocated for approved CIP projects including, Re-hab of Manholes, Raising Manholes, Spare NTU sensor and the Salinity Project, Collection Pump Station Improvements, SCADA Improvements, Fiber to Plant One and NPDES Permit Renewal Fee.

Water Capital Improvements and Structures & Replacements

The CIP for Domestic Water production includes Eight (8) projects at total combined cost of \$2,082,720. The projects include \$1,254,600 for is allocated the construction work of the Wastewater Master Plan which will be financed. \$807,400 is allocated for approved CIP projects including Well 8 design, Well 1B Pump Equipment and to replace 8-in Mainline on Discovery Blvd to Beaver Lane and \$20,720 is budget for growth induced projects.

Equipment: Capital

There are Three Equipment purchases listed for Administration, Water and Wastewater departments totaling \$155,000. These Equipment purchase are as follows; for a Leak Detection Tool \$30,000; \$100,000 for a 2 Yard Tractor; and Security Cameras for the Water and 1 Wastewater Treatment Plants \$25,000.

Infrastructure Replacement Fund

The addition of the Infrastructure Replacement Fund allocates \$1,200,000 in four distinct areas: Sewer Infrastructure; Pumps and Motors Replacement; Water Infrastructure; Generators and Facilities and Vehicles Replacement.

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FY 2012-2013 Capital Improvement Budget														
Account	Account Description	Dept./Proj#	Processed Actuals as of		5/9/2013			Proposed 2013/2014 Budget	Proposed 2014/2015 Budget	Proposed 2015/2016 Budget	Proposed 2016/2017 Budget	Proposed 2017/2018 Budget	Total Budget SUM 12/13-17/18	Total Budget SUM 13/14-17/18
			Budget	Expenses	YTD Total	Remaining	%							
1100	Equipment													
	Electronic Message Board	37	\$ 40,000	\$ 17,861	\$ 17,861	\$ 22,139						\$ 40,000	\$ -	
	Boom Lift	38	\$ 25,000	\$ 21,878	\$ 21,878	\$ 3,122						\$ 25,000	\$ -	
	Security Camera's	39	\$ 10,000		\$ -	\$ 10,000						\$ 10,000	\$ 25,000	
	Leak Detection Tool	66					\$ 30,000					\$ 30,000	\$ 30,000	
	2 Yard Tractor	64					\$ 100,000					\$ 100,000	\$ 100,000	
	Equipment Total		\$ 75,000	\$ 39,740	\$ 39,740	\$ 35,260						\$ 230,000	\$ 155,000	
1120	Vehicles													
	Vehicle	A	\$ 30,000	\$ 25,851	\$ 25,851	\$ 4,149			\$ 40,000			\$ 70,000	\$ 40,000	
	Vehicle Total		\$ 30,000	\$ 25,851	\$ 25,851	\$ 4,149			\$ 40,000			\$ 70,000	\$ 40,000	
21-1155	CIP wastewater													
	Secondary Effluent Pump Station Modifications	5			\$ -	\$ -			\$ 37,500	\$ 212,500		\$ 250,000	\$ 250,000	
	Secondary Effluent Equalization	6			\$ -	\$ -			\$ 102,000	\$ 578,000		\$ 680,000	\$ 680,000	
	Effluent Filtration	7			\$ -	\$ -			\$ 692,100	\$ 1,960,950	\$ 1,960,950	\$ 4,614,000	\$ 4,614,000	
	Revise UV Disinfection Weirs	8			\$ -	\$ -						\$ -	\$ -	
	Conduct UV Disinfection Viral Bioassay Test	9		\$ 27,575	\$ 27,575	\$ (27,575)						\$ -	\$ -	
	Upgrade UV Disinfection	10			\$ -	\$ -			\$ 120,000	\$ 1,080,000		\$ 1,200,000	\$ 1,200,000	
	Add Pump to Export Pump Station	12			\$ -	\$ -			\$ 100,000			\$ 100,000	\$ 100,000	
	Solids Improvements, phase 2: One New Solar Dryer	14										\$ -	\$ -	
	Collection System Pump Station Improvements	15	\$ 110,000		\$ -	\$ 110,000	100%	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 650,000	\$ 540,000	
	SCADA Improvements	16	\$ 150,000		\$ -	\$ 150,000	100%	\$ 350,000				\$ 350,000	\$ 350,000	
	Fiber to Plant 1	36	\$ 50,000	\$ 7,985	\$ 7,985	\$ 42,015	84%	\$ 42,015				\$ 50,000	\$ 50,000	
	NPDES permitt Renewal	65	\$ 40,000			\$ 40,000				\$ 40,000		\$ 40,000	\$ 80,000	
	CIP Wastewater Total		\$ 350,000	\$ 35,560	\$ 35,560	\$ 314,440	90%	\$ 567,015	\$ 135,000	\$ 1,186,600	\$ 3,966,450	\$ 2,000,950	\$ 8,206,015	
20-1160	CIP Water													
	Source Capacity				\$ -	\$ -						\$ -	\$ -	
	Well 7	51	\$ 221,400	\$ 20,084	\$ 20,084	\$ 201,316	91%	\$ 627,300	\$ 627,300			\$ 1,476,000	\$ 1,254,600	
	Well 8	52			\$ -	\$ -		\$ 50,000	\$ 227,400	\$ 644,300	\$ 594,300	\$ 1,516,000	\$ 1,516,000	
	Well 1B pump Equipment Upgrade	53	\$ 30,000		\$ -	\$ 30,000	100%	\$ 30,000				\$ 30,000	\$ 30,000	
	Treatment Filter at Willow Lake				\$ -	\$ -						\$ -	\$ -	
	Treatment Filter unit at Willow Lk WTP vessel, media, foundation, all new face piping & controls	54			\$ -	\$ -			\$ 20,720	\$ 238,280		\$ 259,000	\$ 259,000	
	New Backwash Tank at Willow Lk WTP piping modifications & foundation	55			\$ -	\$ -				\$ 28,800	\$ 331,200	\$ 360,000	\$ 360,000	
	New Recycle Pumps at Willow Lk WTP 3 pumps, piping & controls	56			\$ -	\$ -				\$ 72,000		\$ 72,000	\$ 72,000	
	Recycle Pump Upgrade - Newport	57			\$ -	\$ -					\$ 28,800	\$ 28,800	\$ 28,800	
	CIP Water Total		\$ 251,400	\$ 20,084	\$ 20,084	\$ 231,316	92%	\$ 707,300	\$ 875,420	\$ 911,380	\$ 997,500	\$ 2,880	\$ 3,771,800	
21-1170	Structures & Improvements Wastewater													
	Influent Pump Station Modifications	1	\$ 58,882	\$ 94,032	\$ 94,032	\$ (35,151)	-60%	\$ 981,360				\$ 1,040,242	\$ 981,360	
	RE-Activate Pump Station W	2	\$ 21,319	\$ 29,825	\$ 29,825	\$ (8,506)	-40%	\$ 355,320				\$ 376,639	\$ 355,320	
	Emergency Storage Facilities	3	\$ 14,580	\$ 14,695	\$ 14,695	\$ (115)	-1%	\$ 114,210	\$ 114,210			\$ 243,000	\$ 228,420	
	Total	1, 2 & 3	\$ 94,781	\$ 138,553	\$ 138,553	\$ (43,772)	-46%	\$ 1,450,890	\$ 114,210			\$ 1,659,881	\$ 1,565,100	
	Splitter Box, OX ditch, Clarifier, RAS pumps at Plant 2, standby Aerators	4	\$ 605,000	\$ 83,623	\$ 83,623	\$ 521,377	86%	\$ 2,722,500	\$ 2,722,500			\$ 6,050,000	\$ 5,445,000	
	Reverse Osmosis Facilities	11			\$ -	\$ -						\$ -	\$ -	
	Solids Improvements, Phase 1: New Solar Dryers and 2 Belt Presses	13	\$ 3,466,000	\$ 1,049,626	\$ 1,049,626	\$ 2,416,374	70%	\$ 385,000				\$ 3,851,000	\$ 385,000	
	Total	13 & 14	\$ 3,466,000	\$ 1,500,344	\$ 1,500,344	\$ 1,965,656	57%	\$ 385,000	\$ -	\$ -	\$ -	\$ 3,851,000	\$ 385,000	
	Rehab Manholes	40	\$ 18,000		\$ -	\$ 18,000	100%	\$ 18,000	\$ 18,000	\$ 18,000	\$ 20,000	\$ 110,000	\$ 92,000	
	Raise Manholes	41	\$ 10,000	\$ 9,800	\$ 9,800	\$ 200	2%	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,000	\$ 50,000	
	Spare NTU Sensor	42	\$ 20,000		\$ -	\$ 20,000	100%	\$ 20,000				\$ 20,000	\$ 20,000	
	Road Crossing Ramps	43	\$ 15,000		\$ -	\$ 15,000	100%					\$ 15,000	\$ -	
	Salinity Project	44	\$ 50,000	\$ 36	\$ 36	\$ 49,964		\$ 49,964				\$ 50,000	\$ 49,964	
	Lift Station F Rehab	62	\$ 67,500		\$ -	\$ 67,500		\$ 250,000	\$ 250,000			\$ 500,000	\$ 500,000	
	UV Bank	63	\$ 250,000	\$ 154,962	\$ 154,962	\$ 95,038	38%	\$ -				\$ 250,000	\$ -	
	Structures & Improvements Wastewater Total		\$ 4,596,281	\$ 1,887,317	\$ 1,887,317	\$ 2,708,964	59%	\$ 4,906,354	\$ 3,114,710	\$ 28,000	\$ 28,000	\$ 30,000	\$ 12,703,345	
20-1170	Structures & Improvements Water													
	Water Distribution System				\$ -	\$ -						\$ -	\$ -	
	Replace 8-in mainline w/new 16-in C905 - willow lk from Disco Blvd to Beaver Ln	60	\$ 150,000		\$ -	\$ 150,000	100%	\$ 250,000	\$ 250,000	\$ 750,000	\$ 610,960	\$ 2,010,960	\$ 1,860,960	
	Storage Tanks				\$ -	\$ -						\$ -	\$ -	
	New Water Storage Tank - Newport WTP	61			\$ -	\$ -			\$ 86,400	\$ 993,600		\$ 1,080,000	\$ 1,080,000	
	Willow Lake WTP Chemical Room Upgrade	45	\$ 25,000		\$ -	\$ 25,000	100%					\$ 25,000	\$ -	
	Security Door Locks	46	\$ 10,000		\$ -	\$ 10,000	100%					\$ 10,000	\$ -	
	Structures & Improvements Water Total		\$ 185,000	\$ -	\$ -	\$ 185,000	100%	\$ 250,000	\$ 250,000	\$ 836,400	\$ 1,604,560	\$ -	\$ 3,125,960	
1180	Infrastructure Replacement Fund													
21-1180	Sewer Infrastructure Replacement Program	47	\$ 200,000		\$ -	\$ 200,000	100%	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,200,000	\$ 1,000,000	
20/21-1180	Pumps/Motors Replacement Fund Program	48	\$ 50,000		\$ -	\$ 50,000	100%	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	\$ 250,000	
20-1180	Water Infrastructure Replacement Program	49	\$ 200,000		\$ -	\$ 200,000	100%	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,200,000	\$ 1,000,000	
all depts	Generators Replacement Fund Program	67			\$ -	\$ -		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	\$ 500,000	
all depts	Facilities & Vehicles Replacement Fund	50	\$ 50,000	\$ 15,017	\$ 15,017	\$ 34,983	70%	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	\$ 250,000	
	Infrastructure Replacement Fund Total		\$ 500,000	\$ 15,017	\$ 15,017	\$ 484,983	97%	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 3,500,000	\$ 3,000,000	
	Encumbrance(s) Carry Over (Re-budgeted) Capital											\$ -	\$ -	
	Capital Totals		\$ 1,283,000	\$ 126,003	\$ 126,003	\$ 1,156,997	90%	\$ 1,749,979	\$ 1,240,400	\$ 2,197,300	\$ 1,968,260	\$ 670,000	\$ 9,108,939	
	Bond Financed Totals		\$ 4,704,681	\$ 2,348,283	\$ 2,348,283	\$ 2,356,398	50%	\$ 5,435,690	\$ 3,714,010	\$ -	\$ -	\$ -	\$ 13,854,381	
	Growth Induced Totals		\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ 20,720	\$ 1,405,080	\$ 5,228,250	\$ 1,989,750	\$ 8,643,800	
	Total Capital		\$ 5,987,681	\$ 2,474,286	\$ 2,474,286	\$ 3,513,395	59%	\$ 7,185,669	\$ 4,975,130	\$ 3,602,380	\$ 7,196,510	\$ 2,659,750	\$ 31,607,120	

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***Town of Discovery Bay Community Services District
Contra Costa County, California
Parks and Landscape***



The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. The landscape areas in Discovery Bay are broken down into five landscape zones. Two of those zones are owned by the Town of Discovery Bay CSD, with the remaining three owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8:

Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

Discovery Bay Landscape & Lighting Zone #9 (Ravenswood):

Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #35:

Zone 35 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

Contra Costa County Landscape & Lighting Zone #57:

Zone 57 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two small parking areas. Regatta Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #61:

Zone 61 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive and Slifer Drive. Slifer Park is also included in this zone.

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***Town of Discovery Bay Community Services District
Contra Costa County, California
Recreation & Community Center***



New for FY 2013-2015, the Discovery Bay Recreation and Community Center was established to provide community based and age appropriate recreational programming. These activities will be the byproduct of the purchase of the Discovery Bay Community Center in FY 2012-13. Recreational activities take place throughout town; and the Community Center is the central location for those activities.

The Town of Discovery Bay closed escrow on a 7.25 acre parcel for the Town's Community Center. The site was formerly the Discovery Bay Athletic Club, and is located at 1601 Discovery Bay Boulevard, across from the Discovery Bay Shopping Center. The site consists of a 5,025 sq.ft building, an 8 court tennis center, and a 110,000 gallon swimming pool. Additional amenities include lush landscaping as well as bbq and picnic areas. In Feb of 2013 the Town transitioned the prior athletic club operation into the Community Center and operated the facility through June 30, 2013 in that capacity. The Community Center Committee was formed to help identify programs, hours of operations of the different facilities, and budgetary considerations moving forward.

The proposed plan was developed by forecasting actual historical expenses and known costs and integrating that data into a fiscal spending plan that best represents anticipated future expenditures. For FY 13-15 the Operations and Maintenance (O&M) program has a proposed spending plan of \$205,050 in FY 13/14 and \$236,700 in FY 14/15 for a total of \$441,750 over two years. The CIP Proposed Budget consists of \$538,875 for FY 13/14 these projects include the facility renovation.

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L&L 8 Expenditure				
Community/Recreation Center		5/9/2013		Feb - Jun 2013
Account Description	Expenses	Encumbrance	YTD Total Expense	Budget
Salary & Wages				
40-41-8000	Salary & Wages	\$ -	\$ -	\$ 35,000.00
40-41-8001	Overtime	\$ -	\$ -	-
40-41-8018	Medicare-R (Employer)	\$ -	\$ -	-
40-41-8020	SS-R (OASDI Employer)	\$ -	\$ -	-
40-41-8023	CA (SUI)	\$ -	\$ -	-
40-41-8030	Group Insurance	\$ -	\$ -	-
40-41-8045	Workers Comp	\$ -	\$ -	-
40-41-8060	457 B Plan	\$ -	\$ -	-
40-41-8075	Reimbursement of Wages	\$ -	\$ -	-
40-41-8090	Reimbursement of Wages - Liabi	\$ -	\$ -	-
40-41-8093	Medicare-R (Employer)	\$ -	\$ -	-
40-41-8095	SS-R (OASDI Employer)	\$ -	\$ -	-
40-41-8098	CA (SUI)	\$ -	\$ -	-
40-41-8105	Reimbursement of Insurance	\$ -	\$ -	-
40-41-8120	Reimbursement of 457B Plan	\$ -	\$ -	-
40-41-8135	Vacation	\$ -	\$ -	-
40-41-8150	Temporary Employees	\$ 10,671.1	\$ -	\$ 10,671.1
Total Salary & Wages		\$ 10,671.1	\$ -	\$ 10,671.1 \$ 35,000.0

Proposed FY 2013-2014	Proposed FY 2014-2015
\$ 64,000.00	\$ 54,000.00
\$ 1,500.00	\$ 1,000.00
\$ 1,500.00	\$ 1,000.00
\$ 1,500.00	\$ 1,000.00
\$ 1,700.00	\$ 1,200.00
\$ 2,500.00	\$ 2,000.00
\$ 23,000.00	\$ 21,000.00
\$ 95,700.0	\$ 81,200.0

Board Of Directors

\$ -	\$ -
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Contract Services

\$ 12,600.0	\$ 39,000.0
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Operation & Maintenance

40-41-8197	Train, Meet & Education	\$ 174.3	\$ -	\$ 174.3	\$ 2,500.00
	Dues & Memberships				
	PR, Advertising & Elections	\$ 70.9	\$ -	\$ 70.9	
	Telecommunications	\$ 536.2	\$ -	\$ 536.2	
	Materials	\$ -	\$ -	\$ -	
	Automotive Supplies & Repairs	\$ -	\$ -	\$ -	
	Repairs & Maintenance	\$ 8,054.0	\$ -	\$ 8,054.0	
	Office Supplies	\$ 683.3	\$ -	\$ 683.3	
	Rent & Facility Expense	\$ 10,780.0	\$ -	\$ 10,780.0	
	Insurance	\$ 287.4	\$ -	\$ 287.4	
	Permits & Fees	\$ -	\$ -	\$ -	

\$ -	\$ -
\$ 700.00	\$ 500.00
\$ 700.00	\$ -
\$ 10,000.0	\$ 15,000.0
\$ 2,200.0	\$ 2,200.0
\$ -	\$ -
\$ 6,000.0	\$ 7,500.0
\$ 5,050.0	\$ 8,300.0
\$ 22,500.0	\$ 32,500.0
\$ 3,500.0	\$ 3,500.0
\$ 3,300.0	\$ 2,300.0

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	Utilities	\$ 839.7	\$ -	\$ 839.7	\$ 38,000.00	\$ 38,000.00
40-41-8495	Chemicals	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
	Freight	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00
	Other	\$ 25.0	\$ -	\$ 25.0	\$ 1,700.00	\$ 3,600.00
	Inter-Governmental Charges	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Operations & Maintenance	\$ 21,450.8	\$ -	\$ 21,450.8	\$ 96,750.0	\$ 116,500.0
Total LL8 Com Ctr Budget		\$ 44,346.1	\$ 4,800.0	\$ 49,146.1	\$ 205,050.00	\$ 236,700.00
<hr/>						
Community Center/Rec Center CIP						
40-1135	Building & Improv	\$ 24,828.2	\$ 53,424.2	\$ 78,252.3	\$ 99,650.00	
	Facility Renovation					\$ 376,875.00
	FFE					\$ 56,000.00
	PSE					\$ 56,000.00
	Contingency					\$ 50,000.00
Total LL8 Com Ctr CIP						\$ 538,875.00
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				Total O&M-CIP Annual Proposed Budget	\$ 743,925.00	\$ 236,700.00

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**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Salary and Wages**



The Town of Discovery Bay lies within the metropolitan statistical areas of San Francisco/Oakland/San Jose. However, it is geographically closer to the farmlands of the central valley and the cities of Brentwood, Stockton and Tracy. The proximity to the employment centers of the Bay Area and those of the Central Valley determine the labor pool from which the District recruits its workers. In order to maintain a qualified and motivated workforce, it is necessary to provide a salary and compensation package that is commensurate within industry norms and within the financial means of the District.

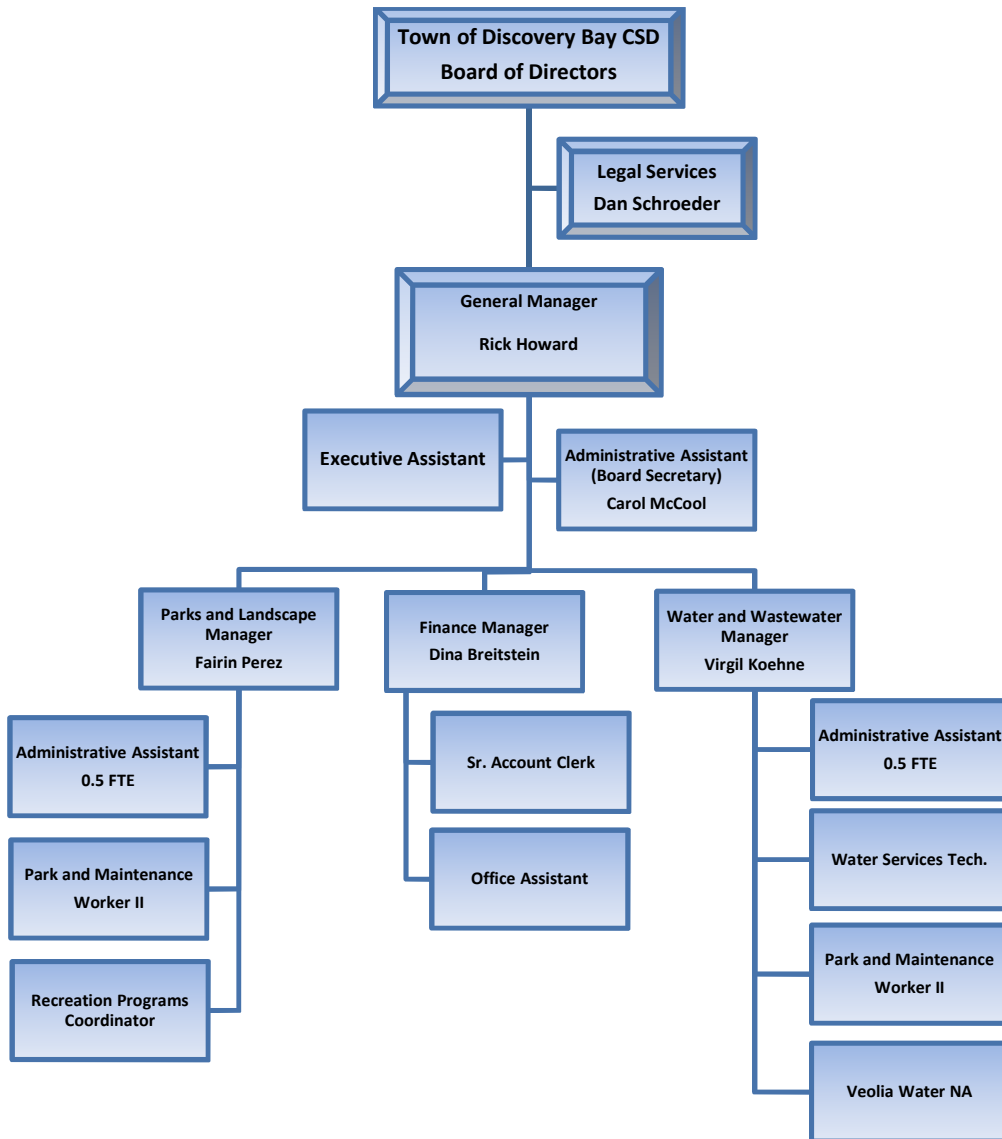
Salary Schedule

Classification	Range #	Minimum Pay Rate				Maximum Pay Rate			
		Hourly	Bimonthly	Monthly	Annual	Hourly	Bimonthly	Monthly	Annual
Administrative Assistant	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Executive Assistant	148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
Finance Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
General Manager	541	53.7	4,654	9,308	111,699	72.5	6,283	12,566	150,793
Office Assistant	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Recreation Programs Coordinator	148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
Parks & Landscape Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Parks & Maintenance Worker I	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Parks & Maintenance Worker II	138	19.95	1,729	3,457	41,489	24.93	2,161	4,322	51,862
Senior Account Clerk	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Water & Wastewater Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Water Services Technician I	144	23.13	2,005	4,010	48,115	28.92	2,506	5,012	60,144
Water Services Technician li	150	26.83	2,325	4,650	55,799	33.53	2,906	5,812	69,748

[Type text]

DRAFT

*Town of Discovery Bay Community Services District
 Contra Costa County, California
 Organizational Chart*



DRAFT

*Town of Discovery Bay Community Services District
Contra Costa County, California*



**FY 2013-15 Authorized Positions
Regular Positions/Full Time Equivalents (FTE's)**

	Actual	Actual	Proposed
Position Title	FY 2011-12	FY 2012-13	FY 2013-2015
Director	5	5	5
General Manager	1	1	1
Water and Wastewater Manager	1	1	1
Landscape Manager	0	0	0
Finance Manager	1	1	1
Parks and Landscape Manager	1	1	1
Recreation Programs Coordinator	0	1	1
Administrative Assistant	2	2	2
Executive Assistant	1	1	1
Office Clerk	0	0	0
Office Assistant	1	1	1
Account Clerk	0	0	0
Sr. Account Clerk	1	1	1
Water Services Worker	0	0	0
Water Services Technician	1	1	1
Parks and Maintenance Worker I	1	0	1
Parks and Maintenance Worker II	1	2	2
Totals	17	17	19

DRAFT



No Back Up
Documentation For
Agenda Item # I



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Documentation For
Agenda Item # J



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE MEETING
OF THE COMMUNITY CENTER COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Monday, April 15, 2013
COMMUNITY CENTER MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

Community Center Committee Members

Kevin Graves, Chair; Chris Steele, Vice-Chair; Diane Alexander, Paul Emmett, Marianne Wiesen

COMMUNITY CENTER MEETING 7:00 P.M.

A. ROLL CALL

Call business meeting to order – 7:00 p.m. by Chair Graves

Roll Call – All Present

Chair Graves – Introduced the appointed Community Center Committee Member – Marianne Wiesen

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

There were two Public Comment Speakers.

C. APPROVE MINUTES

1. DRAFT Minutes of previous Community Center meeting dated March 25, 2013

Motion by: Vice-Chair Steele to approve the previous minutes

Second by: Member Alexander

Vote: Motion Carried – AYES: 4, NOES: 0, ABSTAIN: 1 – Member Wiesen

D. PRESENTATIONS

General Manager Howard – Stated that Staff is accessible for any questions and upon request can print and provide the Agenda Packet along with any other documentation.

E. NEW BUSINESS AND ACTION ITEMS

1. Community Center Operations Update

General Manager Howard – Provided details of item E-1 and also provided an update on the Community Center Pool. There was discussion between the General Manager and the Committee.

2. Review Draft GreenPlay LLC Conversion Plan

General Manager Howard – Provided details of item E-2. There was discussion between the General Manager and the Committee. Item E-2 will be brought back to the next Community Center meeting scheduled for April 22, 2013.

3. Review of Kids Club Program and Current Facility Hours of Operation

General Manager Howard – Provided details of item E-3 – Facility Hours of Operation. There was discussion between the General Manager and the Committee. There was one Public Comment Speaker.

Motion by: Vice-Chair Steele to direct Staff to modify the facility hours of operation – Monday through Friday 5:00 a.m. to 8:00 p.m., Saturday 7:00 a.m. to 3:00 p.m. and Sunday 7:00 a.m. to 1:00 p.m.

Second by: Member Alexander

There was one Public Comment Speaker.

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

General Manager Howard – Provided details of item E-3 – Kids Club Program. There was discussion between the General Manager, Parks and Landscape Manager, the Recreation Projects Coordinator, and the Committee. There was one Public Comment Speaker.

Motion by: Member Wiesen to direct Staff to notify the customers of the Kids Club Program that the service will end as of April 22, 2013 and will be on hold until the demand warrants the program to return.

Second by: Member Emmett

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

There was one Public Comment Speaker.

4. Anticipated Fitness Center impacts resulting from the Delta Valley Athletic Club lease of 1520 Discovery Bay Boulevard and Preliminary FY 2013-14 Community Center Budget

General Manager Howard – Provided details of item E-4. There was discussion between the General Manager and the Board. There were two Public Comment Speakers.

Motion by: Vice-Chair Steele to direct Staff to recommend to the Board that the fitness component (weights/cardio equipment/circuit equipment) of the Community Center cease operations effective June 30, 2013 and that the focus transition from fitness to community based programming.

Second by: Member Alexander

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

General Manager Howard – Provided details of the DRAFT Community Center Operational Budget

5. Community Programming Plan and Possible Action

General Manager Howard – Provided details of item E-5. Recreation Projects Coordinator Heintl provided different types of classes for the Community Center.

6. Community Center Renovation Plan and Possible Action

General Manager Howard – Provided details of item E-6. Also provided details of the Conceptual Plans for the Community Center. There was discussion between the General Manager and the Committee. This item will be brought back to the Committee as we move further on with the renovation.

7. Earth Day Program Update and Status Report

General Manager Howard – Provided details of item E-7. There was discussion between the General Manager and the Committee.

8. Swimming Pool Update and Status Report

General Manager Howard – The details of item E-8 were discussed during Item E-1.

9. Schedule next Community Center Committee Meeting

General Manager Howard – Provided details of item E-9. The next meeting is scheduled for April 22, 2013 at 7:00 pm.

F. FUTURE AGENDA ITEMS

1. Tennis League
2. Hours of Operation of the Community Center Pool
3. DRAFT GreenPlay LLC Plan

G. ADJOURNMENT

The meeting adjourned at 8:40 p.m. to the next Community Center Committee meeting on April 22, 2013 at 1800 Willow Lake Road.

//cmc – 04.17.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE JOINT MEETING OF THE
BOARD OF DIRECTORS AND COMMUNITY CENTER ADVISORY COMMITTEE
OF THE TOWN OF DISCOVERY BAY**
Monday, April 22, 2013 at 7:00 p.m.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

Board of Directors

Ray Tetreault, President; Mark Simon, Vice-President; Kevin Graves, Director; Bill Pease, Director; Chris Steele, Director

Community Center Advisory Committee Members

Kevin Graves, Chair; Chris Steele, Vice-Chair; Diane Alexander, Paul Emmett, Marianne Wiesen

JOINT MEETING – BOARD OF DIRECTORS AND COMMUNITY CENTER ADVISORY COMMITTEE 7:00 P.M.

A. ROLL CALL

1. **Call business meeting to order** – 7:00 p.m. by Vice-President Simon
2. **Pledge of Allegiance** – Led by Vice-President Simon
3. **Roll Call** – All Present with the exception of President Tetreault

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

None

C. NEW BUSINESS AND ACTION ITEMS

1. **Review Draft GreenPlay LLC Conversion Plan**

Vice-President Simon – Turned the meeting over to Chair Graves.

Chair Graves – Provided details of item C-1.

General Manager Howard – Provided additional details of item C-1. There was discussion between the General Manager, the Parks and Landscape Manager, and the Community Center Committee.

General Manager Howard – Provided the Community Center Budget handouts along with a Building Renovation Estimate. There was discussion between the General Manager, the Parks and Landscape Manager, the Board, and the Community Center Committee.

2. **Schedule next Community Center Committee Meeting**

General Manager Howard – Provided details of item C-2. The next meeting is scheduled for Tuesday, May 7, 2013 at 7:00 p.m.

D. FUTURE AGENDA ITEMS

E. ADJOURNMENT

The meeting adjourned at 8:53 p.m. to the next Community Center Committee meeting scheduled for May 7, 2013 at 7:00 p.m. at 1800 Willow Lake Road.

//cmc – 04.23.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>



No Back Up
Documentation For
Agenda Item # K-3

**STATE ROUTE 4 BYPASS AUTHORITY
Antioch - Brentwood - Oakley and Contra Costa County**

JOINT EXERCISE OF POWERS AGENCY

February 14, 2013

The STATE ROUTE 4 BYPASS AUTHORITY meeting was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California, by Chair Bob Taylor at 9:05 P.M.

ROLL CALL

PRESENT: Wade Harper (Antioch), Mary N. Piepho (Contra Costa County), Kevin Romick (Oakley), and Chair Robert (Bob) Taylor (Brentwood)

ABSENT: None

STAFF: Julie Bueren, Contra Costa County Public Works Director (Authority Secretary)
David Schmltdt, Legal Counsel

PUBLIC COMMENT

There were no comments from the public.

ELECTION OF OFFICERS

Chair/Vice Chair

A motion was made by Director Romick to nominate Mary N. Piepho as Chair and Wade Harper as Vice Chair of the Authority for 2013. Director Harper seconded the nomination. There were no other nominations. The nominations were closed. **Mary N. Piepho** was unanimously elected to serve as the Chair and **Wade Harper** as the Vice Chair of the State Route 4 Bypass Authority for 2013.

CONSENT ITEMS

On motion by Director Romick, seconded by Director Harper, the Authority unanimously adopted the Consent Items, as follows:

- A. ACCEPTED Audit Report prepared by Wallace Rowe and Associates, Certified Public Accountants, for the Fiscal Year ending June 30, 2012.

- B. APPROVED amendment to the Consulting Services Agreement with Wood Biological Consulting (no payment limit increase) for riparian mitigation planting monitoring services in Segment 3 of the former SR4 Bypass, and extend the term to June 30, 2013, and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.
- C. APPROVED a \$28,272 amendment (Amendment No. 10) to the Consulting Services Agreement with Lucy Owens, for a revised payment limit of \$461,404, to complete right-of-way services for the right-of-way transfer of the former SR4 Bypass to Caltrans, as well as property to Contra Costa County, Antioch, and Brentwood, and extend the term to June 30, 2013; and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.
- D. APPROVED the Revised Fiscal Year 2012/13 Work Plan and Budget.
- E. THE AUTHORITY TOOK THE FOLLOWING ACTIONS:
 - 1. ADOPTED Resolution No. 2013/01 to convey real property associated with Segments 2 and 3 Mainline of the former State Route 4 Bypass to the City of Brentwood.
 - 2. DIRECTED the Contra Costa County Real Estate Division to cause the Quitclaim Deed to be delivered to the City of Brentwood (grantee) for acceptance and recording.

DETERMINATION ITEMS

- A. RECEIVE Status Report on the Projects on the former SR4 Bypass

Julie Bueren, Public Works Director/Authority Secretary, advised that the status report on projects on the former State Route 4 Bypass had been emailed to Directors electronically. In addition, a fact sheet from the Contra Costa Transportation Authority (CCTA) on the Balfour Road Interchange Project would be provided to Boardmembers when available.

BOARDMEMBER COMMENTS

There were no Boardmember comments.

CORRESPONDENCE

There was no correspondence.

ADJOURNMENT

Chair Piepho adjourned the meeting of the State Route 4 Bypass Authority at 9:06 P.M. to the next meeting scheduled for Thursday, March 14, 2013.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk

FINAL

TownOfDiscoveryBay CSD
Received

MAY 01 2013



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
March 14, 2013**

MEETING CALLED: The meeting was called to order by Chair Mike Bruno at 10:00 a.m. at the Director of Airports' Office.

PRESENT: Mike Bruno, Chair, CCC Airports Business Association
Janet Kaiser, Diablo Valley College
Keith McMahon, City of Concord
Derek Mims, City of Pleasant Hill
David Pfeiffer, Secretary, District V
Ronald Reagan, District III
Rudi Raab, District I
Russell Roe, District II
Rich Spatz, At Large 2
Tom Weber, Vice Chair, District IV
Ed Young, At-Large 1

ABSENT:

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Airports Director

**OPENING COMMENTS
BY CHAIR**

Dave Ringler with the Patriot Jets Team was welcomed.

**PUBLIC COMMENT
PERIOD:**

None

**APPROVAL OF
MINUTES:**

Moved by Tom Weber; seconded by Rich Spatz. Approved unanimously. Keith McMahon abstained.

**APPROVAL OF
CONSENT ITEMS:**

Moved by Tom Weber; seconded by Rudi Raab. Approved unanimously.

PRESENTATION/SPECIAL REPORTS: None

DISCUSSION/ACTION ITEMS:

a. **Items Pulled from Consent**

N/A

b. **Central Contra Costa Sanitary District (CCCSD) Land Use Update**

Tom Weber gave an update on discussions with the Airport Committee and at the Airport Land Use Commission (ALUC) study session.

Keith Freitas added that Caltrans Division of Aeronautics sent an email expressing similar concerns as the Federal Aviation Administration (FAA) raised. Caltrans requested to review the proposal once a land use permit application is filed.

Russ Roe expressed the same concerns that were brought up at the last meeting.

c. **AAC Appointment Status**

Diablo Valley College (DVC) is reappointing Janet Kaiser to the AAC. The reappointment is scheduled to go before the Board of Supervisors on March 19, 2013.

Mike Bruno and Keith McMahon have both been reappointed.

d. **Airport Fiscal Year (F/Y) 2012/13 Budget at 50%**

Keith noted that the Airport is on target with expenses at 47% of budget and revenues at 57% of budget.

It was also noted that there are a few big projects underway; pavement reconstruction and lighting and infrastructure analysis at Byron Airport and General Plan Amendment for Byron Airport. Funds will be drawn from the Mariposa Community Benefit Fund when the projects are complete.

e. **Patriots Jet Team Foundation Update**

David Ringer gave an update:

- Received nonprofit status last April.
- Fund raising efforts have not taken off as of yet due in great part from not getting the land use permits approved yet.
- ALUC reviewed and approved project with up to 200 participants; can have some focused discreet events up to 600 persons but would work with Airport staff in advance.
- They are confident they can meet the conditions provided by the ALUC.
- The key to success is the network of volunteers; have many great ones but can always use more.
- Another key is partnering with schools; starting to work with a charter high school in Knightsen and Freedom High School to develop programs & curriculum.
 - They are working with Sterling Aviation to develop a hands-on application in mechanical program; they are interested in a radio controlled model program and for principles of flight; will be putting together a plan for Airports to review.
 - The AAC would like to hear more about the radio controlled aircraft component when the plan is developed.

- They are sponsoring a private pilot ground school.
- Russ Roe applauded their efforts but commented he had some concerns about rockets and radio controlled aircraft. David responded that Lunar Rocket Club in Livermore is their partner; any use of rockets will be at the Lunar Rocket Club's sanctioned areas, not at Byron Airport.
- The AAC in general expressed a lot of enthusiasm with their program.
- Safety is a foundation feature or basic underlying element.
- Current focus is on high school aged students.

f. Facilitate Economic Development

Airport staff gave an update of the programs; the implementation of the Consumer Price Index (CPI) increase waiver is scheduled before the full Board of Supervisors on March 19. This is the first of several programs that will be implemented this year.

g. Tenant BBQ

Save the date, May 2nd, for the annual tenant appreciation BBQ; focus is on thanking our businesses and tenants.

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

The Airport Committee met on February 25, 2013.

- Approved the CPI waiver concepts and want to monitor to see if program is working in 6 months.
- Discussed CCCSD land use proposals.

b. What is happening at Buchanan Field & Byron Airports/Other Airports

Airport staff reported:

- April to October on the 3rd Saturday monthly for the Experimental Aircraft Association (EAA) Young Eagles program at the clubhouse.
- April 19th - Cirrus Program
- April – California Aviation Day at the State Capital
- May 2nd – Tenant Appreciation BBQ
- June 7 – 10 – Proposed/tentative Collings Foundation

c. Update from Airport Business Association

Mike Bruno reported the Airport Business Association met last week and was coordinated by Airport staff.

- Focus on how to work together to generate more interest and activity at the County airports.
- Starting to work together to find creative and “out of the box” approaches to get people to the Airports.
- Next six (6) months the focus will be on how to promote the Airport to get people to come.

d. AAC Announcements

Elections are next month; let others know if you are interested in a position.

e. **Airport Staff Announcements**

Due to the Federal Sequestration – Air Traffic Control Tower's to close are the contract ones beginning in April (7th) unless something changes. Federally run towers (including Buchanan Field) will have their employees furloughed (11 days per year). If funding issues do not change then other additional tower closures may be considered next year, which would include Concord Tower.

FUTURE AGENDA ITEMS

None discussed or provided

Next meeting scheduled for Thursday, April 11 at 10:00 am.

ADJOURNMENT: The meeting was adjourned by the Chair at 11:18 am.

**STATE ROUTE 4 BYPASS AUTHORITY
Antloch - Brentwood - Oakley and Contra Costa County**

JOINT EXERCISE OF POWERS AGENCY

March 19, 2013

The special Board meeting of the STATE ROUTE 4 BYPASS AUTHORITY was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antloch, California, by Vice Chair Wade Harper at 6:02 P.M.

ROLL CALL

PRESENT: Federal Glover (Contra Costa County), Kevin Romick (Oakley), Robert (Bob) Taylor (Brentwood), and Vice Chair Wade Harper (Antloch)

ABSENT: None

STAFF: Steve Kowalewski, Deputy Director, Contra Costa County Public Works Department (Interim Program Manager)
David Schmidt, Legal Counsel

PUBLIC COMMENT

There were no comments from the public.

Legal Counsel David Schmidt advised that there was no need to conduct the closed session and it was cancelled.

CLOSED SESSION

A. PUBLIC EMPLOYEE APPOINTMENT
Title: Program Manager

CONSENT ITEMS

On motion by Director Glover, seconded by Director Romick, the Authority unanimously adopted the Consent Items, as follows:

A. APPROVED minutes of the November 8 and December 13, 2012 Board meetings.

- B. APPROVED a Consulting Services Agreement with PDM Group Inc. (Dale Dennis) in the not-to-exceed amount of \$151,336 to provide Program Manager Services for the Authority through June 30, 2016; AUTHORIZED the Secretary, or designee, to sign the agreement on behalf of the Authority.

DETERMINATION ITEM

- A. RECEIVE Status Report on the projects on the former SR4 Bypass

Interim Program Manager Steve Kowalewski advised that there was nothing to report.

BOARDMEMBER COMMENTS

There were no Boardmember comments.

CORRESPONDENCE

There was no correspondence.

ADJOURNMENT

Vice Chair Harper adjourned the special meeting of the State Route 4 Bypass Authority at 6:03 P.M. to the next regular meeting scheduled for Thursday, April 11, 2013.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk



TownOfDiscoveryBay CSD
Received
MAY 07 2013

EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes Board of Directors Regular Meeting

Monday April 1, 2013 – 6:30 P.M.
Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS		
Kevin Bouillon	Kevin Romick-President	Cheryl Morgan
Greg Cooper	Joel R. Bryant-Vice President	Stephen Smith
Ronald Johansen	Robert Kenny	Joe Young

Preceded by a Special Closed Session Meeting at 6:00 P.M., 3231 Main Street, Oakley

6:00 P.M. – Call to Order and Adjourn to Closed Session on the following matters:
(6:00 P.M.)

1. CONFERENCE WITH LABOR NEGOTIATOR
pursuant to Government Code Section 54957.6
Agency designated representative: Board President and Vice President
Employee Organizations: International Association of Fire Fighters, Local 1230,
East County Fire Fighters Association (Reserves), Unrepresented Management.

RECONVENE TO OPEN SESSION – 3231 Main Street, Oakley

Report from closed session: Item 1 - Direction given to Negotiator

CALL TO ORDER - (7:12 P.M.)

PLEDGE OF ALLEGIANCE - (7:13 P.M.)

ROLL CALL- (7:13 P.M.) Directors Present: Bryant, Cooper, Kenny, Johnansen, Morgan,
Romick, Smith, Young
Directors Absent: Bouillon

ORGANIZATION OF THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS (7:13 P.M.)

- A.1 Acknowledgment of Outgoing Director
President Kevin Romick
- A.2 Administration of Oath of Office for new Board Director
Director Jonathan Michaelson

A.3 Selection of District Board Officers: President & Vice President for the 2013 Calendar Year.

Motion by: Director Smith to elect Director Joel Bryant as President for the 2013 Calendar Year

Second by: Director Johansen

Vote: Motion carried 8:0:

Motion by: Director Smith to elect Director Ronald Johansen as Vice President for the 2013 Calendar Year

Second by: Director Cooper

Vote: Motion carried 8:0:

There was one Public Speaker – Gil Guerrero – Local 1230

PUBLIC COMMENTS- (7:25 P.M.)

*There were two Public Speakers. – Cha-Cha-Cha
Rich Clarkson*

CONSENT CALENDAR- (7:30 P.M.)

C.1 Approve minutes from March 4, 2013 Regular Board of Directors Meeting.

Motion by: Director Kenny to approve Consent Calendar Item C.1

Second by: Director Smith

Vote: Motion carried 8:0:

PUBLIC HEARINGS

NONE

DISCUSSION ITEMS

D.1 Discussion of Policy on Disposition of Surplus District Real Property.

(7:30 P.M.)

There was one Public Speaker. – Jim Montgomery

D.2 Request Proposal from the City of Brentwood to Provide Administrative Services.

(7:36 P.M.)

There were no Public Speakers.

D.3 Discuss Current Housing Arrangements for AMR's Quick Response Vehicles.

(7:45 P.M.)

There were no Public Speakers.

D.4 Consider the Formation of Board Subcommittees.

(8:05 P.M.)

There were no Public Speakers.

INFORMATIONAL STAFF REPORTS

(8:32 P.M.)

1. Ladder Truck Grant
2. Operational for March 2013

DIRECTORS' COMMENTS

(8:48 P.M.)

All the Directors thanked the firefighter of East Contra Costa Fire for a great job done at the Bethel Island Fire and for all they do.

Director Johansen thanked the residences of Bethel Island for coming out to the meeting and speaking.

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS

(8:55 P.M.)

Director Young requested that Workshop items W-7 & W-8 be future agenda items.

ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: May 6, 2013-

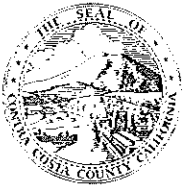
(9:00 P.M.)

Motion by: Director Young to approve adjourn to the next Regular Board Meeting scheduled: May 6, 2013

Second by: Smith

Vote: Motion carried 8:0:

APR 29 2013



County Supervisor Mary Nejedly Piepho, District III

CONTRA COSTA COUNTY BOARD OF SUPERVISORS

COMMITTEES

- Legislation Committee, Vice Chair
- Transportation Water and Infrastructure Committee, Vice Chair
- Contra Costa Regional Medical Center, Joint Conference Committee and Professional Affairs Committee, Chair
- Sacramento-San Joaquin Delta Conservancy
- Airport Committee, Vice Chair
- Delta Counties Coalition, Founder
- Delta Protection Commission
- Local Agency Formation Commission
- East Bay Economic Development Alliance
- Dougherty Valley Oversight Committee
- Bay Area Air Quality Management District
- Eastern Contra Costa Transit Authority
- East Contra Costa Regional Fee and Finance Authority
- eBART Partnership Policy Advisory Committee
- San Joaquin Valley Rail Committee
- State Route 4 Bypass Authority
- TRANSPAN, East County Transportation Planning
- East Contra Costa County Habitat Conservation Plan, Executive Governing Board

SERVING AS ALTERNATE

- Contra Costa Transportation Authority
- Association of Bay Area Governments
- East County Water Management Association
- Mental Health Commission
- City-County Relations Committee

April 22, 2013

Town of Discovery Bay
1800 Willow Lake Road
Discovery Bay, CA 94505

Dear Town of Discovery Bay,

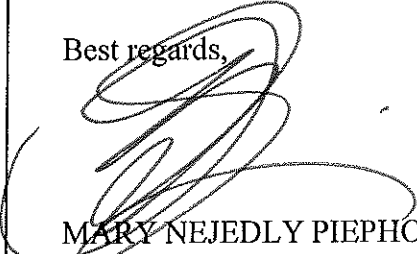
Thank you for the invitation to speak at your annual Earth Day Event last weekend.

I appreciated the opportunity to meet and mingle with your residents and to celebrate their dedication to our community.

I look forward to future events with your group.

Please call me at 925.252.4500 if there is anything I can do to assist you.

Best regards,


MARY NEJEDLY PIEPHO
County Supervisor, District III

*Thank you!
M.*

MNP:ao

emailed to Board & Rick 5-8-13



County Supervisor Mary Nejedly Piepho, District III

CONTRA COSTA COUNTY BOARD OF SUPERVISORS

Town of Discovery Bay CSB
Received

MAY 08 2013

Handwritten initials: RN, JCa, CMA, T/14

COMMITTEES

- Legislation Committee, Vice Chair
- Transportation Water and Infrastructure Committee, Vice Chair
- Contra Costa Regional Medical Center Joint Conference Committee and Professional Affairs Committee, Chair
- Sacramento-San Joaquin Delta Conservancy
- Airport Committee, Vice Chair
- Delta Counties Coalition, Founder
- Delta Protection Commission
- Local Agency Formation Commission
- East Bay Economic Development Alliance
- Dougherty Valley Oversight Committee
- Bay Area Air Quality Management District
- Eastern Contra Costa Transit Authority
- East Contra Costa Regional Federal Finance Authority
- eBART Partnership Policy Advisory Committee
- San Joaquin Valley River Committee
- State Route 4 Bypass Authority
- TRANSPLAN, East County Transportation Planning
- East Contra Costa County Habitat Conservation Plan, Executive Governing Board

May 2, 2013

Sheriff-Coroner David O. Livingston
 Contra Costa County
 651 Pine Street, 7th Floor
 Martinez, CA 94513

Dear Sheriff Livingston,

I am writing with regards to the funding for the School Resource Officer (SRO) for the Byron Union School District.

At the April 15, 2013 Discovery Bay P-6 Zone Citizen Advisory Committee (DB P-6 CAC) meeting the members voted unanimously, 4-0, to recommend that Discovery Bay P-6 Zone monies fund the balance difference, from the amount that the Byron Union School District is able to fund, for the SRO position, for one year beginning June 2013 through June 2014.

As this is the recommendation from the DB P-6 CAC, I respectfully bring forward their request and inquire as to whether or not this is an option for the funding of the program for June 2013 through June 2014. I do however feel this continues the short-term solution for a long-term Byron Union School District funding resolution for the SRO position.

At their meeting the DB P-6 CAC members spoke of the benefit the position brings to the schools and the community. I too share their sentiments regarding the program and the vast positive impacts it has provided the students and community at large but again feel that this funding mechanism is only a short-term fix to the School District's necessary funding priority for this position.

As in previous years the Discovery Bay P-6 CAC requested that during the timeframe the Byron Union School District's schools are not in session the SRO work from the Discovery Bay Sheriff's annex.

The DB P-6 CAC also requested that the Byron Union School District continue to research options for grants or school district funding for the SRO position. I support this request and look forward to working with all community partners to assure a long-term funding resolution is secured.

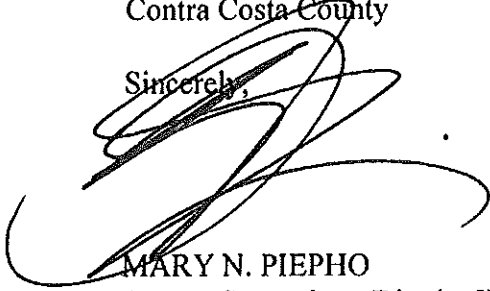
SERVING AS ALTERNATE

- Contra Costa Transportation Authority
- Association of Bay Area Governments
- East County Water Management Association
- Mental Health Commission
- City-County Relations Committee

I look forward to hearing from you regarding this recommendation from the Discovery Bay P-6 Zone Citizen Advisory Committee regarding funding for the Byron Union School District's SRO for June 2013 through June 2014.

As always, it is an honor to work with you in service to the constituents of Contra Costa County

Sincerely,



MARY N. PIEPHO
County Supervisor, District III

Thank you!
M.

Cc: Dannica Earl, Chair, Discovery Bay P-6 Zone CAC ✓
Kevin Graves, Chair, Town of Discovery Bay CSD ✓
Ken Jacopetti, Superintendent, Byron Union School District
Jeffry Sugimoto, President, BUSD Board of Trustees
Lieutenant Alan Johnson, CCC Sheriff's Department

MNP: kc



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