



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT
SDLF Platinum-Level of Governance



President – Bryon Gutow • Vice-President – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

Regular Board Meeting
Wednesday, July 7, 2021

7:00 P.M. Regular Board Meeting

Community Center
1601 Discovery Bay Boulevard

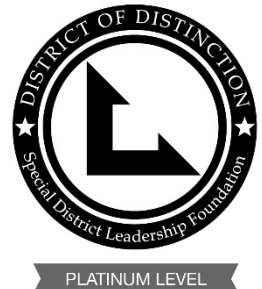




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PLATINUM LEVEL

President – Bryon Gutow • Vice-President – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday July 7, 2021
REGULAR MEETING 7:00 P.M.**

**NOTICE
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-08-21, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board will hold public meetings via teleconferencing as Board Chambers remain closed to the public.

To accommodate the public during this period of time that the District Board's meetings will be held via teleconferencing, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.

**TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (877) 778-1806
CONFERENCE CODE **891949****

Download Agenda Packet and Materials at <http://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 the item is before the Board for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the viewpoint of the Directors.

C. 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. Approve June 16, 2021, Regular Board of Directors DRAFT Meeting minutes.
2. Approve Register of District Invoices.
3. Approval of Board Member attendance at the Conference of the California Special District Association (CSDA) Annual Conference – Monterey- August 30 to September 2, 2021.
4. Approve Contracting with Croce, Sanguinetti & Vander Veen to Perform the Town of Discovery Bay's Independent Audit for Fiscal Year 2020-21.
5. Authorize General Manager to execute the contract for Janitorial Services for the Town of Discovery Bay.

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Assembly Member Jim Frazier, District 11.

2. Supervisor Diane Burgis, District III Report.
3. Sheriff's Office Report.
4. CHP Report.
5. East Contra Costa Fire Protection District Report.

E. PRESENTATIONS

1. Distribution of Annual Water Quality Report/Consumer Confidence Report for 2020.

F. BUSINESS AND ACTION ITEMS

1. Public Hearing to consider Town of Discovery Bay CSD Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessment Report for the Fiscal Year 2021-2022; continue collection of assessments on County Tax Roll and Adoption of Resolution No. 2021-12.
2. Discussion and Possible Action Regarding the Facility and Parks Rental Fee Schedule Revisions.

G. MANAGER'S REPORT

H. GENERAL MANAGER'S REPORT

I. DIRECTOR REPORTS

1. Standing Committee Reports.
 - a. Communications Committee Meeting (Committee Members Carolyn Graham and Michael Callahan) July 7, 2021.
 - b. Parks and Recreation Committee Meeting (Committee Members Bryon Gutow and Ashley Porter) July 7, 2021.
 - c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) July 7, 2021.
2. Other Reportable Items.

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Report LUHSD Regular Board Meeting – June 9, 2021 – Vice President Kevin Graves.
2. Report ECCFPD Regular Board Meeting – June 9, 2021 – Vice President Kevin Graves.

K. CORRESPONDENCE RECEIVED

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourn to the regular meeting on July 21, 2021, beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"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 forty-eight hours prior to the time of the meeting."

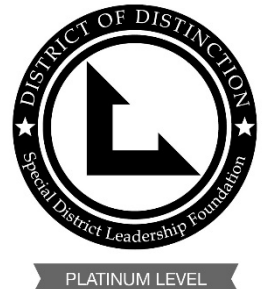
"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Bryon Gutow • Director – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday June 16, 2021,
REGULAR MEETING 7:00 P.M.**

**NOTICE
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board Chambers will be closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.

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Toll-Free Dial-In Number: (877)778-1806
CONFERENCE CODE **891949**

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REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:02 p.m. – By President Bryon Gutow.
2. Pledge of Allegiance – Led by President Bryon Gutow.
3. Roll Call – All present, Director Ashley Porter and Vice President Kevin Graves participated via telephone.

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

None.

C. 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. Approve June 2, 2021, Regular Board of Directors DRAFT Meeting minutes.
2. Approve Register of District Invoices.
3. Approve the Extension of Luhdorff and Scalmanini Contract Engineers for Services into FY 2021-2022.
4. Approve the Extension of HERWIT Engineering Contract for Services into FY 2021-2022.
5. Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2021/22 – Adopt and Approve Resolution No. 2021-10.

Motion made by Director Carolyn Graham to approve items on the Consent Calendar as presented.

Second by Director Michael Callahan.

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

D. AREA AGENCIES REPORTS / PRESENTATION

E. PRESENTATIONS

1. Monthly Water and Wastewater Report from Veolia – May 2021.

Veolia Project Manager Anthony Harper advised of reports which have been submitted to the state as required. He provided the Board with a summary of safety training his department has participated in. All

wells are currently operational with Well 5 ready to use in an emergency situation. All lift stations are currently active. Wastewater Plant No.1 is non-operational. Veolia Project Manager Harper advised the Board of community members approaching his team while performing work on Lift Station E during the night. He was happy to see this member of the community comfortable enough to approach and ask questions. Veolia Project Manager Harper stated he encourages questions from the public and is happy to communicate with the community. Excessive winds caused solar panels at Wastewater Plant No. 2 to be blown off, but since have been ordered and will be repaired shortly. President Bryon Gutow asked if the radio tower failure was due to high winds. Veolia Project Manager Harper confirmed.

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Adopt the Fiscal Year 2021-22 District Operating, Capital and Revenue Budgets and Resolution 2021-07.

Finance Manager Julie Carter presented the Fiscal Year 2021-22 District Operating, Capital and Revenue Budgets to the Board. The hearing for this adoption has been posted on the East County Times for public notice. Finance Manager Julie Carter advised there were a couple of adjustments to the expenditures due to increase in invoiced amounts from Special District Risk Management Authority and the water engineering contract. Staff recommends the approval of Resolution 2021-07 to adopt the Fiscal Year 2021-22 District Operating, Capital and Revenue Budgets.

No comments from the public during the Public Hearing.

Motion made by Director Carolyn Graham to accept the budget and move Resolution 2021-07.

Second by Vice President Kevin Graves.

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

2. Discussion and Possible Action Regarding the Town of Discovery Bay Communications Placard.

Assistant General Manager Dina Breitstein presented two options for a placard to establish a standardized template to present communications to the public. Board was asked to select an option for approval.

Director Michael Callahan advised preference for the image with the superscript.

Director Carolyn Graham, Director Ashley Porter and Vice President Kevin Graves advised they would go with the majority vote.

Motion made by Director Michael Callahan to approve placard option with superscript.

Second by Director Carolyn Graham.

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

3. Discussion and Possible Action to Approve the Notice of Completion and Final Payment for the Construction of the Ravenswood Park Playground Structure.

Assistant General Manager Dina Breitstein advised the Board that the playground structure at Ravenswood Park has been fully installed. The final cost of the installment for the play structure was lower than anticipated, saving the Town \$2,000. Notice of Completion will be filed with the county. Request for final payment to McNabb Construction was presented to the Board.

Board commented on compliments the community has been giving regarding the Ravenswood play structure.

Motion made by President Bryon Gutow to move forward with final payment to McNabb Construction.

Second by Director Carolyn Graham.

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

4. Discussion and Possible Action to Approve One (1) Vote to Elect a Candidate to the CSDA Board of Directors.

General Manager Mike Davies advised that as a member of the Community Services Districts Association Bay Area Network, Town of Discovery Bay is entitled to vote for one (1) candidate seeking election to the CSDA Board. After reviewing the candidates, it is recommended that incumbent Chad Davisson receive Town of Discovery Bay's vote. Chad Davisson is the General Manager at Iron House Sanitation District and the Town has a positive working relationship with them. The deadline to vote is July 16, 2021, at 5:00 p.m. Staff requests authorization for General Manager Mike Davies to cast a vote for candidate Chad Davisson for CSDA Board of Directors, Seat A – Bay Area Network – Term 2022-2024.

Motion made by Director Michael Callahan accept staff's recommendation to issue vote for Chad Davisson.

Second by Director Carolyn Graham.

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

5. Discussion and Possible Action to Approve an Amended and Restated Pre-Annexation Agreement Between the Town of Discovery Bay and Pantages at Discovery Bay, LLC, et al.

General Manager Mike Davies advised the Board that Pantages Group has revisited its plan to establish a deep water community in Town of Discovery Bay. Due to the difficulty in obtaining permits, this project has been abandoned and a new project has arisen to create trails, parks and possibly a clubhouse in the same location. Pantages Group will bring this plan to Contra Costa County officials for approval. General Manager Mike Davies advised the Board that this will require a revision to our PreAnnexation agreement with

Pantages Group. He stated Town of Discovery Bay Community Service District has a great working relationship with Pantages and is excited to continue to benefit one another with this new project. General Manager Mike Davies outlined some changes to the agreement including the requirement for Pantages to create a homeowner's association responsible for upkeep or to coordinate with Contra Costa County for maintenance of this development. Trevor Smith and Mark Armstrong from Lazares Group were available on the teleconference to answer questions.

Trevor Smith, Vice President advised the Board that he is looking forward to being good neighbors and continuing the strong relationship his company holds with Town of Discovery Bay.

Director Carolyn Graham asked when the groundbreaking is scheduled for.

Trevor Smith advised they currently have one contractor in the process of completing a contract and is hoping to begin in late 2022 or early 2023.

President Bryon Gutow congratulated Mr. Smith in this advancement and thanked him for the opportunity to continue growth in Town of Discovery Bay. He asked if there would be multiple builders contracting.

Trevor Smith stated that at this point, only one builder is being considered.

General Manager Mike Davies praised Lea Castleberry (Rodriguez) for her diligence and attentiveness in being an instrumental contributor to this project.

Motion made by Director Carolyn Graham to approve Amendment and Restated PreAnnexation Agreement with Pantages.

Second by President Bryon Gutow.

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

6. Discussion and Possible Action to Approve Annual Assessment for the Ravenswood Improvement District – Discovery Bay Lighting and Landscape Zone 9 for the Fiscal Year 2021-2022, Accept Engineer's Report and Adopt Resolution No. 2021-11.

Finance Manager Julie Carter advised the Board of the completion of the Annual Assessment for Ravenswood. Herwit Engineering has done a financial assessment and determined that the per parcel assessment should be \$742.04. Staff is seeking Board acceptance of the Herwit Engineering report, adoption of Resolution 2021-11 and authorization to schedule a public hearing regarding the intent to levy and collect annual assessment.

Motion made by Vice President Kevin Graves to accept the engineer's report and adopt Resolution 2021-11.

Second by Director Carolyn Graham.

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

7. Discussion and Possible Action Regarding the Operation of the Ravenswood Park Splash Pad.

General Manager Mike Davies discussed the operation of the Ravenswood Splash Pad. With summer heat and a statewide drought, staff is seeking direction from the Board regarding the option to operate the Ravenswood Splash Pad or to keep it out of use. General Manager Mike Davies advised that a little over a million gallons of water that are not in a recirculating system are used each summer season. The cost to put the water used in a recirculating system is in approximately \$100,000-150,000.

Recreation Program Supervisor Monica Gallo advised that in the past the Splash Pad has been on an operational schedule of 10:00 a.m. to 7:00 p.m. seven days a week.

Board discussed the importance of providing this outlet for families to enjoy the summer.

Director Ashley Porter questioned if there are currently any mandated restriction for local water usage.

General Manager Mike Davies advised he is not aware of any in this county at the moment.

Director Michael Callahan recommended the Town should take advantage of the lack of water restriction in Town of Discovery Bay while it is possible.

Vice President Kevin Graves stated he would like staff to obtain a firmer option regarding repurposing water. He proposed the possibility of reducing hours of operation.

Director Michael Callahan modified the motion to establish Splash Pad hours as 11:00 a.m. to 7:00 p.m. seven days a week.

Director Ashley Porter second the motion.

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

G. MANAGER'S REPORT

H. GENERAL MANAGER'S REPORT

1. Park, Recreation and Landscape Update.

Recreation Program Supervisor Monica Gallo advised of park updates. Poe Drive has had some enhancements. Planning for fence rails at Ravenswood continues. Discovery Bay Boulevard corners are complete. Reclamation 800 has completed their levy work which will allow the town to start landscaping on Sand Point Road and Seal Way as well as the last section of Discovery Bay Boulevard. There is an irrigation leak under the sidewalk on Discovery Bay Boulevard that needs repairs.

Director Michael Callahan asked if the Town owns the land on the corner of Willow Lake Road and

Discovery Bay Boulevard.

General Manager Mike Davies advised that corner is not Town of Discovery Bay property.

Recreation Program Supervisor Monica Gallo advised the pool hardscaping project is going to go out for bidding on July 7, 2021.

Recreation Program Supervisor Monica Gallo advised there are issues with the front entrance lights and their router connection.

Janitorial services are going to start up again for Cornell Park. Bathrooms are not sanitized daily and signs stating that are posted.

Recreation Program Supervisor Monica Gallo advised that work continues on the Proposition 68 Per Capita Grant.

General Manager Mike Davies updated the Board on openings since COVID-19 restrictions have been lifted. Cornell Park is fully open. Town Office is open and face masks are required until stated otherwise by The Division of Occupational Safety and Health, CalOSHA. If a member of the public is not wearing a face mask, they will be asked to wait outside and staff will assist them through the closed door. Community Center building is also open to the public during the hours of 7:30 a.m. to 6:30 p.m. Monday through Friday and entrance to the Community Center requires a face mask be worn. The bathrooms in the Community Center are open to the public with one bathroom being reserved for staff.

General Manager Mike Davies stated janitorial services will be scheduled twice a week for the Town Office, Community Center building and Cornell Park once a contract is obtained.

Seasonal staff is being hired and hours of the Community Center building on the weekends will be contingent on staff availability.

Public is being informed and updated through the Town's website and the Town's Facebook page.

Director Carolyn Graham asked if the Town has used portable restrooms in the past.

General Manager Mike Davies advised portable restrooms have only been used during events at the Community Center grounds.

Director Michael Callahan requested to have the Town's electronic sign direct the public to review Town of Discovery Bay website and Facebook for the most current information.

I. DIRECTORS' REPORTS

J. DIRECTOR'S TRAINING

K. DIRECTOR'S REGIONAL MEETING REPORTS

1. Transplan Committee Meeting attended by Director Carolyn Graham. Routes are being reviewed to grant access from Brentwood to I-580 and to I-205. This project is hoping to improve traffic congestion and commencement of construction is scheduled for 2029.
2. Vice President Kevin Graves advised he attended an ECCFPD meeting and will be submitting a written report to present at the next Board meeting.

L. CORRESPONDENCE RECEIVED

M. FUTURE AGENDA ITEMS

N. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7) Closed session commenced at 8:04 p.m.

O. CLOSED SESSION:

1. THREAT TO PUBLIC SERVICES OR FACILITIES

Consultation with: [General Counsel, Mike Davies, General Manager, Dina Breitstein, Assistant General Manager, Justin Shobe, PE Luhdorff & Scalmanini, Consulting Engineers]

P. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1) Closed session concluded with no reportable action.

Q. BUSINESS AND ACTION ITEMS

R. ADJOURNMENT

1. Adjourned at 8:34 pm to the regular meeting on July 7, 2021, beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"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 forty-eight hours prior to the time of the meeting.”

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay 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."

DRAFT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

July 7, 2021

Prepared By: Michael R. Davies, General Manager
Submitted By: Michael R. Davies, General Manager

Agenda Title

Approval of Board Member attendance at the Conference of the California Special District Association (CSDA) Annual Conference – Monterey- August 30 to September 2, 2021.

Recommended Action

Authorize Members of the Board of Directors attendance and activity participation at the Annual California Special District Association ("CSDA") Conference located in Monterey CA, August 30 through September 2, 2021.

Executive Summary

This year's Annual CSDA Conference is taking place at the Monterey Conference Center, August 30 through September 2, 2021. The Annual CSDA Conference brings exhibitors, Board Members and General Managers from across California together in a collaborative and educational environment intended to become better informed on issues and trends facing Special Districts.

Pursuant to Government Code §61047(e) (5), the Board must previously authorize a Board Member's presence at a training program. The Board Member must also deliver a written report at the next available meeting concerning the training session(s) attended. Pursuant to this section, Board members are permitted a stipend for attending this conference.

Approximate costs are listed below:

- Registration – Early Bird (on/before July 30, 2021) - \$625.00
- Registration – Regular (after July 30, 2021) - \$675.00
- Pre-Conference Workshops – Varies \$100-\$225
- SDLF Scramble for Scholarships Golf Tournament August 30, 2021 - \$105.00 (includes lunch)

Hotel: Per night (taxes, fees, & parking are extra) - \$214.00 (CSDA Conference Rate)

R/T Driving Miles Approximately 254: \$143.00

Per Diem: Arriving Monday, August 30 and departing Thursday, September 2 is about \$177.

Per Diem: Arriving Sunday, August 19 and departing Thursday, September 2 is about \$234.

This action authorizes members of the Board of Directors attendance at the CSDA Annual Conference.

Previous Relevant Board Actions for This Item

July 19, 2017 – Board Approval to Attend 2017 CSDA Conference

July 18, 2018 – Board Approval to Attend 2018 CSDA Conference

July 17, 2019 – Board Approval to Attend 2019 CSDA Conference

Attachments

CSDA-Conference-Brochure 2021

AGENDA ITEM: C-3

**ATTENDEE
BROCHURE**

**LEARN & NETWORK WITH
DISTRICT PEERS**

IN ONE PLACE!



**YOU ARE A...
SPECIAL DISTRICT**

HERO



**2021 CSDA ANNUAL CONFERENCE
& EXHIBITOR SHOWCASE
AUGUST 30-SEPTEMBER 2 MONTEREY, CA**



ATTENDEE BROCHURE

SPECIAL DISTRICT POWERS **ACTIVATE**

In 2020 and 2021, special district staff and elected officials were called on to be the HEROES of their communities by providing essential services to Californians through difficult times.

Come together with other special district heroes for a three day, must-attend education and networking event. Develop new partnerships. Participate in inspiring and motivating keynote sessions. Walk away with strategies, new connections, and innovative ideas to help you and your district in good times and challenging times.

TWO DYNAMIC KEYNOTES



Kevin Brown

Jason Hewlett



**THE CSDA ANNUAL
CONFERENCE & EXHIBITOR
SHOWCASE IS THE ONE
CONFERENCE SPECIAL
DISTRICT LEADERS CAN'T
AFFORD TO MISS!**



Breakout Session Information

Choose from over 35 breakout sessions for your needs and the needs of your district. Topics include: pensions, ethics, harassment prevention, prevailing wage, Brown Act, community outreach and engagement, governance, legislative and legal updates and much, much more!

Check the conference website for full breakout session details.



CSDA will follow all state and local COVID-19 guidelines at the 2021 Annual Conference and Exhibitor Showcase. These may include masking and social distancing at the following locations:

- Monterey Conference Center
- Monterey Marriott
- The Portola Hotel & Spa



Room reservations for the CSDA Annual Conference and Exhibitor Showcase begin at \$214 plus tax and are based on availability. In order to book a hotel room, you must first register for the conference to obtain a CSDA room reservation link.

35
breakout sessions



**THIS YEAR'S CONFERENCE
WILL BE HELD IN AMAZING
MONTEREY!**



HOTELS & CONFERENCE CENTER



Monterey Marriott
350 Calle Principal
Monterey, CA 93940

Portola Hotel & Spa
2 Portola Plaza
Monterey, CA 93940

Conference Center
1 Portola Plaza
Monterey, CA 93940

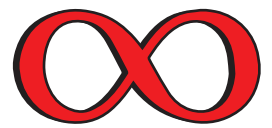


Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points (CIPs) can be earned based on an agency's attendance at the CSDA Annual Conference & Exhibitor Showcase, reducing SDRMA members' annual contribution amounts.



pre-conference events



amount of fun



Kevin Brown

OPENING KEYNOTE

Tuesday, August 31

“The Hero Effect – Being your best when it matters the most!”

In a fresh and entertaining style, Kevin shares ideas, strategies and principles that will inspire and equip participants to show up every day and make a positive difference. At the heart of Kevin’s message is a simple, yet powerful philosophy for life that drives every thought, every action and ultimately every result we achieve both personally and professionally. Your team will be motivated to reach beyond what is required and do something remarkable!

This program is designed to help participants:

- Achieve greater results by eliminating “ordinary” thinking and mastering the habit of excellence.
- Own the moments that matter (and they all matter) by taking responsibility for their attitude, their actions and their results.
- Create meaningful relationships and deliver an extraordinary experience for every “customer” at work and at home.



Jason Hewlett

SDRMA SPONSORED KEYNOTE

Wednesday, September 1

“The Promise – Becoming Legendary Leaders.”

With humor, heart, and absolute clarity, Jason hilariously brings legends of stage, music, and comedy to life to help leaders discover their very own signature moves and redefine their promise and commitment to their teams and organizations.

In 2021 our world is different, but foundational values remain the same: To deliver on our promises, to be accountable to expectations and exceed them, and to always give 100% in every interaction. In Jason’s entertaining and educational presentation, utilizing the legends of stage for establishing what a promise looks like from a performance level, participants will be enlightened, energized, and entertained in a keynote unlike any other. Music, comedy, stories, and powerful insights will leave attendees talking about the promise in their own lives, business, and how everyone can up their game in 2021.

YOU ARE A...
SPECIAL DISTRICT
HERO



PRE-CONFERENCE PROGRAM EVENTS TO HELP YOU POWER UP!



PRE-CONFERENCE PROGRAM EVENTS

MONDAY, AUGUST 30, 2021

9:00 a.m. – 3:30 p.m.

[Pre-Conference Workshops]

Special District Leadership Academy Module 1: Governance Foundations* -

As the core curriculum of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on effective governance of special districts. It is specifically designed for special district board members and meets the requirement for six hours of governance training for Special District Leadership Foundation programs.

So, You Want to Be a General Manager? *

This is a practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on the journey, roles, and skill sets of a general manager; identifying general manager opportunities; developing positive relations with the board, staff, and peer agency executives; and leadership best practices.

10:00 a.m.

SDLF Scramble for Scholarships Golf Tournament*

Pacific Grove Golf Links

12:30 – 3:30 p.m.

[Pre-Conference Workshop]

The Board and General Manager Working Together to Optimize the District – a 5-Step Program for Assuring Optimal Performance*

Optimizing district performance is always a goal. The five systematic steps that will be presented in detail are:

- a frank assessment of district position, status and outlook
- a realistic look at communications between the board and general manager
- an honest appraisal of the third rails of your organizational model
- policies that support best practices
- clearly setting the organizational vector

The instructor will use in-class exercises and assessment tools for each step for assessment purposes. Come prepared to have open dialogue about how to get and keep your district performing at the highest levels.

1:30 – 3:30 p.m.

Certified Special District Manager (CSDM) Exam, Special District Leadership Foundation (Optional)

3:45 – 5:15 p.m.

Chapter Roundtable Discussion (Optional, no fee,
must be attending annual conference)

*Separate registration and payment required. Space is limited and on a first-come, first-served basis.



5:15 - 7:30 P.M. [MONDAY]

CONFERENCE OFFICIALLY

BEGINS



President's
Reception with
the Exhibitors

ALL REGISTERED ATTENDEES WELCOME

NEW CONFERENCE CENTER



GENERAL CONFERENCE SCHEDULE - CHECK CSDA.NET FOR DETAILED SCHEDULE

MONDAY, AUGUST 30, 2021

9:00 a.m. - 3:30 p.m.

Pre-Conference Workshop: **SDLA Module 1: Governance Foundations***

Pre-Conference Workshop: **So, You Want to Be a General Manager?***

10:00 a.m.

SDLF Scramble for Scholarships Golf Tournament*

12:30 - 3:30 p.m.

Pre-Conference Workshop: **The Board and GM Working Together to Optimize the District***

1:30 - 3:30 p.m.

Certified Special District Manager (CSDM) Exam, Special District Leadership Foundation*

3:45 - 5:15 p.m.

Chapter Roundtable Discussion

5:15 - 7:30 p.m.

**Conference Begins!
President's Reception with the Exhibitors**

TUESDAY, AUGUST 31, 2021

7:30 - 8:30 a.m.

Continental Breakfast with the Exhibitors

8:45 - 10:45 a.m.

Opening General Session: Kevin Brown

11:00 a.m. - 12:00 p.m.

Breakout Sessions

12:15 - 1:30 p.m.

Lunch with the Exhibitors

1:45 - 3:00 p.m.

Breakout Sessions

TUESDAY CONT...

3:45 - 4:45 p.m.

Breakout Sessions

5:00 - 6:30 p.m.

Mix & Mingle in the Exhibit Hall

WEDNESDAY, SEPTEMBER 1, 2021

8:00 - 10:30 a.m.

SDRMA Full Plated Breakfast and Keynote Speaker: Jason Hewlett

10:45 a.m. - 12:00 p.m.

Breakout Sessions

12:15 - 1:45 p.m.

Legislative Update Luncheon

2:00 - 3:15 p.m.

Breakout Sessions

3:30 - 5:00 p.m.

Breakout Sessions

6:00 - 9:00 p.m.

SDLF Taste of the City

THURSDAY, SEPTEMBER 2, 2021

8:00 - 10:00 a.m.

CSDA Closing Breakfast

* = optional, advanced registration, additional fee



2021 CSDA ANNUAL CONFERENCE ATTENDEE REGISTRATION FORM

one form per attendee, please print

**PLEASE PRINT & INCLUDE
FORM WITH PAYMENT.**

Three Ways to Register:

1. REGISTER ONLINE by visiting the CSDA Annual Conference website at conference.csda.net.
2. REGISTER BY FAX your registration form to 916-520-2465.
All faxed forms must include payment.
3. REGISTER BY MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814.
Check made payable to: California Special Districts Association.

Not sure if you are a member?

Not sure if you are a member? Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the benefits of membership, contact Member Services Director Cassandra Strawn at cassandras@csda.net or call toll-free 877-924-2732.

Full conference registration fee includes:

- » President's Reception with the Exhibitors Monday
- » Keynote Sessions
- » Continental Breakfast with the Exhibitors on Tuesday morning
- » Lunch with the Exhibitors on Tuesday
- » Mix and Mingle in the Exhibit Hall on Tuesday
- » SDRMA Full Plated Breakfast on Wednesday
- » Legislative Update Luncheon on Wednesday
- » All Breakout Sessions on Tuesday and Wednesday
- » Taste of the City Reception on Wednesday
- » Closing Breakfast on Thursday

Full conference GUEST registration includes all meal functions.

| Name: | | Title: | | |
|--|--|--------------------------------------|-------------------------------|----------|
| District: | | | | |
| Address: | | | | |
| City: | | State: | Zip: | |
| Phone: | | Fax: | | |
| Email: | | Website: | | |
| Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member | | | | |
| Special Needs (include dietary): | | | | |
| Emergency Contact: | | | | |
| Would you prefer to opt out of exhibitor or sponsor emails? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| CONFERENCE REGISTRATION FEES | | EARLY BIRD (ON/BEFORE JULY 30, 2021) | REGULAR (AFTER JULY 30, 2021) | SUBTOTAL |
| <input type="checkbox"/> CSDA Member - Full Conference | | \$625.00 | \$675.00 | |
| <input type="checkbox"/> Non-member - Full Conference | | \$940.00 | \$1015.00 | |
| <input type="checkbox"/> Guest of a Member - Full Conference (Cannot be from a district/co.) <input type="checkbox"/> Vegetarian | | \$300.00 | \$325.00 | |
| <input type="checkbox"/> Guest of a Non-member - Full Conference (Cannot be from a district/co.) <input type="checkbox"/> Vegetarian | | \$450.00 | \$485.00 | |
| <input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. | | \$350.00 each day | \$375.00 each day | |
| <input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. | | \$510.00 each day | \$565.00 each day | |
| SEPARATE REGISTRATION FEES | | CSDA MEMBER | NON-MEMBER | SUBTOTAL |
| <input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Aug. 30 | | \$225.00 | \$340.00 | |
| <input type="checkbox"/> Pre-Conference Workshop: So You Want to be a General Manager? - Aug. 30 | | \$100.00 | \$100.00 | |
| <input type="checkbox"/> Pre-Conference Workshop: The Board and GM Working Together... - Aug. 30 | | \$150.00 | \$225.00 | |
| <input type="checkbox"/> SDFL Scramble for Scholarships Golf Tournament - Aug. 30 | | \$105.00 (includes lunch) | | |
| <input type="checkbox"/> Taste of the City Reception (Guests only) - Aug. 30 | | \$ 65.00 CSDA Member Guest | \$ 98.00 Non-member Guest | |
| TOTAL | | | | |
| Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover | | | | |
| Account name: | | Account Number: | | |
| Expiration date: | | Authorized Signature: | | |

Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA no later than Friday, August 13, 2021. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 13, 2021. Substitutions are acceptable and must be done in writing no later than August 20, 2021 at 5:00 p.m. Please submit any cancellation notice or substitution request to meganh@csda.net or fax to 916-520-2465.

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Anti-Discrimination and Harassment Policy: CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csda.net/about-csda/who-we-are.



California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814

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ATTENDEE BROCHURE



*GOING TO CONFERENCE
IS ALWAYS AN EXCELLENT
OPPORTUNITY TO NETWORK,
MEET NEW PEOPLE, AND LEARN
MORE ABOUT SO MANY TOPICS.
I NEVER COME WITHOUT
LEARNING SOMETHING NEW
TO BENEFIT MY BOARD OR MY
COMMUNITY.*

- CRYSTAL SMITH, DIRECTOR
EDGEMONT COMMUNITY SERVICES DISTRICT

**2021 CSDA ANNUAL CONFERENCE
& EXHIBITOR SHOWCASE**

AUGUST 30-SEPTEMBER 2 MONTEREY, CA





Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

July 7, 2021

Prepared By: Julie Carter, Finance Manager
Submitted By: Dina Breitstein, Assistant General Manager

Agenda Title

Approve Contracting with Croce, Sanguinetti & Vander Veen to Perform the Town of Discovery Bay's Independent Audit for Fiscal Year 2020-21.

Recommended Action

Staff recommends that the Board approve engagement with Croce, Sanguinetti & Vander Veen to perform the annual independent financial audit and submission of financial reports to the California State Controller's Office for the fiscal year ending June 30, 2021.

Executive Summary

Government Code 53891. (a) States that the officer of each local agency who has charge of the financial records shall furnish to the Controller a report of all the financial transactions of the local agency during the preceding fiscal year. The report shall contain underlying data from audited financial statements prepared in accordance with generally accepted accounting principles if this data is available. The report shall be furnished within seven months after the close of each fiscal year and shall be in the form required by the Controller.

A local agency shall submit to the Controller information on annual compensation, as described in subdivision (l) of Section 53892, for the previous calendar year no later than April 30th. The Town of Discovery Bay, CSD, and the Discovery Bay Public Financing Authority complies with this requirement on an annual basis and hires an independent auditing firm to perform the annual financial audit.

Marc Croce from Croce, Sanguinetti & Vander Veen will be the Certified Public Accountant overseeing the engagement of the following:

- Annual Audit for the Town of Discovery Bay, Community Services District.
- Preparation and submission of the Town of Discovery Bay, CSD Financial Transaction Reports.
- Preparation and submission of the Discovery Bay Public Financing Authority Financial Transaction Reports.

Fiscal Impact:

Amount Requested: \$35,200

Sufficient Budgeted Funds Available?: Yes

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments:

Engagement Letters for:

- Annual Audit for the Town of Discovery Bay, Community Services District.
- Preparation and submission of the Town of Discovery Bay, CSD Financial Transaction Reports.
- Preparation and submission of the Discovery Bay Public Financing Authority Financial Transaction Reports.

AGENDA ITEM: C-4



CROCE, SANGUINETTI, & VANDER VEEN
INC.

CERTIFIED PUBLIC ACCOUNTANTS

May 25, 2021

Board of Directors and Julie Carter, Finance Manager

Town of Discovery Bay

Community Services District

1800 Willow Lake Road

Discovery Bay, California 94505

We are pleased to confirm our understanding of the services we are to provide the **Town of Discovery Bay Community Services District** for the year ending June 30, 2021. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the **Town of Discovery Bay Community Services District** as of and for the year ending June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement **Town of Discovery Bay Community Services District's** basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to **Town of Discovery Bay Community Services District's** RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us the sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - Major Special Revenue Fund

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and will include tests of the accounting records of **Town of Discovery Bay Community**

Services District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of **Town of Discovery Bay Community Services District's** financial statements. Our report will be addressed to the Board of Directors and management of **Town of Discovery Bay Community Services District**. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express an opinion or may withdraw from this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If, during our audit, we become aware that **Town of Discovery Bay Community Services District** is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitation of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of cash, receivables, and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements, compliance with laws, regulations, contracts, and grant agreements, and other responsibilities required by generally accepted auditing standards.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of **Town of Discovery Bay Community Services District's** compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also prepare standard, adjusting, or correcting journal entries and assist in preparing the financial statements of the **Town of Discovery Bay Community Services District** in conformity with U.S. generally accepted accounting principles based on information provided by you. We will also prepare the Special Districts Financial Transactions Report of **Town of Discovery Bay Community Services District**. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, additional information that we may request for the purpose of the audit, and unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the

government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements, that we report.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

Mark Croce is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

It is our policy to keep records related to this engagement for seven years. However, Croce, Sanguinetti, & Vander Veen, Inc. does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies. By your signature below, you acknowledge and agree that upon the expiration of the seven-year period, Croce, Sanguinetti, & Vander Veen, Inc. shall be free to destroy our records related to this engagement.

We expect our fees for the services set forth in this letter for the fiscal year ending June 30, 2021 not to exceed \$32,900. Our invoices for the services outlined in this letter are payable on presentation. The fee estimate is based on anticipated cooperation from your personnel and the assumption that District personnel will prepare all items requested, which include Management's Discussion and Analysis, and that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

In the event that the District requires a single audit due to the expenditure of federal funds, we will perform such an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States, the Single Audit Act Amendments of 1996, and the provisions of the Uniform Guidance. Services rendered in order to meet the aforementioned requirements will be billed to you separately.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.) by third parties arise against the **Town of Discovery Bay Community Services District** or its officers subsequent to this engagement, which results in the subpoena of documents from Croce, Sanguinetti, & Vander Veen, Inc. and/or requires additional assistance from us to provide information, depositions, or testimony, **Town of Discovery Bay Community Services District** hereby agrees to compensate Croce, Sanguinetti, & Vander Veen, Inc. (at our standard hourly rates ranging from \$200/hour to \$325/hour) for additional time charges and other costs (copies, travel, etc.).

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association or other organization under its applicable rules for professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

We appreciate the opportunity to be of service to the **Town of Discovery Bay Community Services District** and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign where indicated and return it to us. A copy of this engagement letter is enclosed for your files.

Very truly yours,

Croce, Sanguinetti, & Vander Veen, Inc.

CROCE, SANGUINETTI, & VANDER VEEN, INC.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of **Town of Discovery Bay Community Services District.**

Finance Manager signature: P

Title: _____

Date: _____

Director signature: X

Title: _____

Date: _____



CROCE, SANGUINETTI, & VANDER VEEN^{INC.}

CERTIFIED PUBLIC ACCOUNTANTS

May 25, 2021

Board of Directors and Julie Carter, Finance Manager

Town of Discovery Bay

Community Services District

1800 Willow Lake Road

Discovery Bay, California 94505

We are pleased to confirm our acceptance and understanding of the services we are to provide for **Town of Discovery Bay Community Services District** for the year ending June 30, 2021.

You have requested that we prepare the Special Districts Financial Transactions Report of **Town of Discovery Bay Community Services District** for the year ending June 30, 2021.

Our Responsibilities

The objective of our engagement is to prepare the Special Districts Financial Transactions Report in accordance with the requirements of the Controller of the State of California by January 31, 2022, which differ from accounting principles generally accepted in the United States of America. We will conduct our engagement in accordance with Statement on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the Special Districts Financial Transactions Report.

Our engagement cannot be relied upon to identify or disclose any misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare the Special Districts Financial Transactions Report in accordance with the requirements of the Controller of the State of California by January 31, 2022. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your Special Districts Financial Transactions Report in accordance with SSARS:

- a. The prevention and detection of fraud.
- b. To ensure that the entity complies with the laws and regulations applicable to its activities.

- c. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare the Special Districts Financial Transactions Report.
- d. To provide us with:
 - i. Documentation, and other related information that is relevant to the preparation and presentation of the Special Districts Financial Transactions Report,
 - ii. Additional information that may be requested for the purpose of the preparation of the Special Districts Financial Transactions Report; and
 - iii. Unrestricted access to persons within **Town of Discovery Bay Community Services District** of whom we determine necessary to communicate.

As part of our engagement, we will issue a disclaimer that will state that the Special Districts Financial Transactions Report was not subjected to an audit, review, or compilation engagement by us and, accordingly, we do not express an opinion, conclusion, nor provide any assurance on them.

Other Relevant Information

Mark Croce is responsible for supervising the engagement.

We expect our fees for the services set forth in this letter for the fiscal year ending June 30, 2021 not to exceed \$1,350. Our invoices for the services outlined in this letter are payable on presentation. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

It is our policy to keep records related to this engagement for seven years. However, Croce, Sanguinetti, & Vander Veen, Inc. does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies. By your signature below, you acknowledge and agree that upon the expiration of the seven-year period, Croce, Sanguinetti, & Vander Veen, Inc. shall be free to destroy our records related to this engagement.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.) by third parties arise against **Town of Discovery Bay Community Services District** or its officers subsequent to this engagement, which results in the subpoena of documents from Croce, Sanguinetti, & Vander Veen, Inc. and/or requires additional assistance from us to provide information, depositions, or testimony, **Town of Discovery Bay Community Services District** hereby agrees to compensate Croce, Sanguinetti, & Vander Veen, Inc. (at our standard hourly rates ranging from \$200/hour to \$325/hour) for additional time charges and other costs (copies, travel, etc.).

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association or other organization under its applicable rules for professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

We appreciate the opportunity to be of service to **Town of Discovery Bay Community Services District** and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign where indicated and return it to us. A copy of this engagement letter is enclosed for your files.

Very truly yours,

Croce, Sanguinetti, & Vander Veen, Inc.

CROCE, SANGUINETTI, & VANDER VEEN, INC.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of **Town of Discovery Bay Community Services District**.

Finance Manager signature: *P* _____

Title: _____

Date: _____

Director signature: *P* _____

Title: _____

Date: _____





CROCE, SANGUINETTI, & VANDER VEEN
INC.

CERTIFIED PUBLIC ACCOUNTANTS

May 25, 2021

Board of Directors and Julie Carter, Finance Manager

Discovery Bay Public Financing Authority

1800 Willow Lake Road

Discovery Bay, California 94505

We are pleased to confirm our acceptance and understanding of the services we are to provide for **Discovery Bay Public Financing Authority** for the year ending June 30, 2021.

You have requested that we prepare the Special Districts Financial Transactions Report of **Discovery Bay Public Financing Authority** for the year ending June 30, 2021.

Our Responsibilities

The objective of our engagement is to prepare the Special Districts Financial Transactions Report in accordance with the requirements of the Controller of the State of California by January 31, 2022, which differ from accounting principles generally accepted in the United States of America. We will conduct our engagement in accordance with Statement on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the Special Districts Financial Transactions Report.

Our engagement cannot be relied upon to identify or disclose any misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare the Special Districts Financial Transactions Report in accordance with the requirements of the Controller of the State of California by January 31, 2022. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your Special Districts Financial Transactions Report in accordance with SSARS:

- a. The prevention and detection of fraud.
- b. To ensure that the entity complies with the laws and regulations applicable to its activities.

- c. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare the Special Districts Financial Transactions Report.
- d. To provide us with:
 - i. Documentation, and other related information that is relevant to the preparation and presentation of the Special Districts Financial Transactions Report,
 - ii. Additional information that may be requested for the purpose of the preparation of the Special Districts Financial Transactions Report; and
 - iii. Unrestricted access to persons within **Discovery Bay Public Financing Authority** of whom we determine necessary to communicate.

As part of our engagement, we will issue a disclaimer that will state that the Special Districts Financial Transactions Report was not subjected to an audit, review, or compilation engagement by us and, accordingly, we do not express an opinion, conclusion, nor provide any assurance on them.

Other Relevant Information

Mark Croce is responsible for supervising the engagement.

We expect our fees for the services set forth in this letter for the fiscal year ending June 30, 2021 not to exceed \$950. Our invoices for the services outlined in this letter are payable on presentation. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

It is our policy to keep records related to this engagement for seven years. However, Croce, Sanguinetti, & Vander Veen, Inc. does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies. By your signature below, you acknowledge and agree that upon the expiration of the seven-year period, Croce, Sanguinetti, & Vander Veen, Inc. shall be free to destroy our records related to this engagement.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.) by third parties arise against **Discovery Bay Public Financing Authority** or its officers subsequent to this engagement, which results in the subpoena of documents from Croce, Sanguinetti, & Vander Veen, Inc. and/or requires additional assistance from us to provide information, depositions, or testimony, **Discovery Bay Public Financing Authority** hereby agrees to compensate Croce, Sanguinetti, & Vander Veen, Inc. (at our standard hourly rates ranging from \$200/hour to \$325/hour) for additional time charges and other costs (copies, travel, etc.).

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association or other organization under its applicable rules for professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

We appreciate the opportunity to be of service to **Discovery Bay Public Financing Authority** and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign where indicated and return it to us. A copy of this engagement letter is enclosed for your files.

Very truly yours,

Croce, Sanguinetti, & Vander Veen, Inc.

CROCE, SANGUINETTI, & VANDER VEEN, INC.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of **Discovery Bay Public Financing Authority**.

Finance Manager signature: *X* _____

Title: _____

Date: _____

Director signature: *P* _____

Title: _____

Date: _____



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

July 7, 2021

Prepared By: Julie Carter, Finance Manager
Submitted By: Dina Breitstein, Assistant General Manager

Agenda Title

Authorize General Manager to execute the contract for Janitorial Services for the Town of Discovery Bay.

Recommended Action

Authorize the General Manager to execute the contract for Janitorial Services with Janitorial Plus, not to exceed \$32,880 for Fiscal Year 2021-2022.

Executive Summary

In March 2020, due to COVID-19 restrictions, the District Offices, Community Center and the restrooms at Cornell Park were closed to the public. During this time all janitorial services for District facilities were suspended.

The State of California lifted most restrictions on June 15, 2021, allowing the District to open up its facilities, including Offices, the Community Center and the restrooms at Cornell Park. The District reached out to our previous janitorial company and they were non-responsive. Staff then contacted three janitorial companies to provide quotes for janitorial services.

Quotes were received from two companies and the third was a no-show for their appointment. The companies that provided quotes are listed below.

- Tee's Janitorial – non-responsive.
- Ana's House Cleaning and Janitorial Services – non-responsive.
- Brighter Days Janitorial \$ 2,920 per month.
- Janitorial Plus \$2,740 per month.

Fiscal Impact:

Amount Requested: \$33,880
Sufficient Budgeted Funds Available?: Yes
Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments:

- Brighter Day's Janitorial Quote
- Janitorial Plus Quote

AGENDA ITEM: C-5

AGREEMENT

Brighter Day's Janitorial Services | 1054 Mill Creek Way Brentwood, Ca 95413

24 hour Business #: 209.815.2096

Email: creekshannon@yahoo.com

The undersigned **Discovery Bay Community "Cornell Park"** accepts Brighter Days Janitorial Service contract.

Janitorial services will performed at the following location(s):

Bill - Cornell Park (4) restrooms (2 time per week) \$480.00 per month

Julie - 1800 Willow Lake (2 times per week) \$775.00 per month

Monice - Club House 1601 Discover Bay Blvd (2 times per week) \$995.00 per month

One Time clean -up Charge \$565.00

Bill's Office - Small Plant #1 (2 times per month) \$345.00 per month

Water Manger - 1037 Island (2 times per month) \$325.00 per month

The CLIENT agrees to the terms of CONTRACTOR'S agreement as follows:

Janitorial services will begin on _____ and will be rendered as follows:

Monthly Service Fee: CONTRACTOR's service fee is **\$2,920.00 per month.**

1. Billing invoice will be emailed at the end of each month at which CLIENT agrees to pay invoice within 5 days of billing. (Net Terms approved by management)
2. If a party to this agreement fails to perform according to its obligation hereunder (the non-performing part), the non-performance (the claiming party) will send the non-performing party a written notice by certified mail specifying the manner of non-performance. The non-performing party will have 15 days from receipt of the notice to cure or correct the non-performance. If the non-performing party fails to do so within the 15 day grace period, the claiming party may terminate the contract by sending a written 30 day Notice of Termination.
3. Brighter Day's Janitorial Services is not scheduled to work the following holidays unless approved by the manager: New Year's Eve, Memorial Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day. If your contract "AGREEMENT" is scheduled to be cleaned 5 days per week and if there is more then 20 working days in the month Brighter Days will prorate invoice for that month.

~ The parties hereby indicate by their signatures below that they have read and agree with the terms and conditions of this Agreement in its entirety.

Brighter Days Janitorial Service

Client Name: _____

Shannon Creek-Owner Team Member

Title: _____

Date: 6/16/2021

Date: _____

Julie Carter

From: Angel Valencia <angel_gval@icloud.com>
Sent: Tuesday, June 22, 2021 6:44 PM
To: Julie Carter
Subject: Janitorial Plus

Main office 1800 willow lake road, discovery bay

OFFICE SPACES

- All trash receptacles are to be emptied and trash *removed* to a collection point designated by client (liners to be supplied by client) (weekly)
- Dust, wipe and polish window ledges or other horizontal surfaces within reach (Bi-weekly)
- Dust, wipe and polish accessible surfaces of desks, chairs, tables, and other office furniture (Bi-weekly)
- Spot clean marks next to light switches, doors and door frames (Bi-weekly)
- Brush or vacuum upholstered seating (monthly)
- Damp wipe and sanitize telephones (weekly)
- Vacuum carpeted areas (Bi-weekly)

COMMON AREAS/RECEPTION AREAS

- All trash receptacles are to be emptied and trash *removed* to a collection point designated by client (liners to be supplied by client) (weekly)
- Dust, wipe and polish window ledges or other horizontal surfaces within reach (Bi-weekly)
- Dust, wipe and polish accessible surfaces of desks, chairs, tables and other office furniture (Bi-weekly)
- Spot clean marks next to light switches, doors and door frames (Bi-weekly)
- Brush or vacuum upholstered seating (monthly)
- Damp wipe and sanitize telephones (weekly)
- Vacuum carpeted areas (Bi-weekly)
- Clean entry door glass (weekly)

KITCHENETTE AREA

- All trash receptacles are to be emptied and trash removed to a collection point designated by client (liners to be supplied by client) (weekly)
- Clean kitchen area countertops, sinks, and hardware (weekly)
- Spot clean front of cabinets and major appliances (weekly)
- Dust and wipe horizontal surfaces (weekly)
- Vacuum carpeted areas (Bi-weekly)

RESTROOM CLEANING

- All trash receptacles are to be emptied and trash *removed* to a collection point designated by client (liners to be supplied by client) (weekly)
- Clean and disinfect all toilet bowls and toilet seats (weekly)
- Clean and disinfect counters, wash basins and soap dispensers (weekly)
- Clean and polish mirrors and dispensers (weekly)
- Sweep, damp mop and disinfect all restroom floors (weekly)
- Remove gum, hair and other foreign substances from floor surfaces (weekly)

- Dust and wipe horizontal surfaces within reach (weekly)
- Stock towels, tissue, and hand soap. (To be furnished by client)

Will be cleaned 2x a week

TOTAL: \$720 a month $\$720 \times 12 = \$8,640$

Sent from my iPhone

CAUTION: This email has been originated outside the organization.

Julie Carter

From: Angel Valencia <angel_gval@icloud.com>
Sent: Tuesday, June 22, 2021 10:07 PM
To: Julie Carter
Subject: Janitorial Plus

Community Center 1601 Discovery Bay Blvd
OFFICE SPACES

- All trash receptacles are to be emptied and trash removed to a collection point designated by client (liners to be supplied by client) (weekly)
- Dust, wipe and polish window ledges or other horizontal surfaces within reach (Bi-weekly)
- Dust, wipe and polish accessible surfaces of desks, chairs, tables and other furniture (Bi-weekly)
- Spot clean marks next to light switches, doors and door frames (Bi-weekly)
- Brush or vacuum upholstered seating (monthly)
- Damp wipe and sanitize telephones (weekly)
- Vacuum carpeted areas (Bi-weekly)

RESTROOM CLEANING

- All trash receptacles are to be emptied and trash removed to a collection point designated by client (liners to be supplied by client) (weekly)
- Clean and disinfect all toilet bowls and toilet seats (weekly)
- Clean and disinfect counters, wash basins and soap dispensers (weekly)
- Clean and polish mirrors and dispensers (weekly)
- Sweep, damp mop and disinfect all restroom floor surfaces (weekly)
- Remove gum, hair and other foreign substances from floor surfaces (weekly)
- Dust and wipe horizontal surfaces within reach (weekly)
- Stock towels, tissue, and hand soap. (To be furnished by client) (weekly)

Would be cleaned 2x a week

Total: \$720 a month $\$720 \times 12 = \$8,640$
Sent from my iPhone

CAUTION: This email has been originated outside the organization.

Julie Carter

From: Angel Valencia <angel_gval@icloud.com>
Sent: Tuesday, June 22, 2021 10:38 PM
To: Julie Carter
Subject: Janitorial Plus

Cornell Park Restrooms (North & South) Discovery Bay Blvd & Willow Lake Road, Discovery Bay

RESTROOM CLEANING

- All trash receptacles are to be emptied and trash removed to a collection point designated by client (liners to be supplied by contractor) 2x weekly (Monday & Thursday)
- Clean and disinfect all toilet bowls, toilet seats and urinals 2x weekly (Monday & Thursday)
- Clean and disinfect counters, wash basins and soap dispensers 2x weekly (Monday & Thursday)
- Stock tissue, and hand soap. (To be furnished by contractor) 2x weekly (Monday & Thursday)
- Clean and polish mirrors and dispensers 2x weekly (Monday & Thursday)
- Sweep, damp mop and disinfect all restroom floors 2x weekly (Monday & Thursday)
- Remove gum, hair and other foreign substances from floor surfaces 2x weekly (Monday & Thursday)
- Dust and wipe horizontal surfaces within reach 2x weekly (Monday & Thursday)
- Pressure wash walls, floors and roof eaves Quarterly (March, June, Sept. & Dec.)
- Clean light fixtures (inside and out) Quarterly (March, June, Sept. & Dec.)

Will be cleaned 2x a week (Monday & Thursday)

Total: \$600 a month $\$600 \times 12 = \$7,200$

Sent from my iPhone

CAUTION: This email has been originated outside the organization.

Julie Carter

From: Angel Valencia <angel_gval@icloud.com>
Sent: Tuesday, June 22, 2021 10:51 PM
To: Julie Carter
Subject: Janitorial Plus

Plant 1
OFFICE AREAS

- all trash receptacles are to be emptied and trash removed to a collection point (weekly)
- Dust, wipe and polish window ledges or other horizontal surfaces within reach (Bi-weekly)
- Dust, wipe and polish accessible surfaces of desks, chairs, tables and other furniture (Bi-weekly)
- Spot clean marks next to light switches, doors and frames (Bi-weekly)
- Brush or vacuum upholstered seating (monthly)
- Damp wipe and sanitize telephones (weekly)

RESTROOM CLEANING

- All trash receptacles are to be emptied and trash removed to a collection point (weekly)
- Clean and disinfect toilet bowl and toilet seat (weekly)
- Clean and disinfect counter, wash basin and soap dispenser (weekly)
- Clean and polish mirror and dispenser (weekly)
- Sweep, damp mop and disinfect restroom floors (weekly)
- Remove gum, hair and other foreign substances from floor surfaces (weekly)
- Dust and wipe horizontal surfaces within reach (weekly)
- Stock towels, tissue and hand soap. (To be furnished by client) (weekly)

Will be cleaned 2x a month

Total: \$350 a month $\$350 \times 12 = \$4,200$

Sent from my iPhone

CAUTION: This email has been originated outside the organization.

Julie Carter

From: Angel Valencia <angel_gval@icloud.com>
Sent: Tuesday, June 22, 2021 10:23 PM
To: Julie Carter
Subject: Janitorial Plus

(Island) 1037 Discovery Bay Blvd
OFFICE AREAS

- All trash receptacles are to be emptied and trash removed to a collection point designated by client (weekly)
- Dust, wipe and polish window ledges or other horizontal surfaces within reach (Bi-weekly)
- Dust, wipe and polish accessible surfaces of desks, chairs and tables (Bi-weekly)
- Spot clean marks next to light switches, doors and door frames (Bi-weekly)
- Brush or vacuum upholstered seating (monthly)
- Damp wipe and sanitize telephones (weekly)

RESTROOM CLEANING

- All trash receptacles are to be emptied and trash removed to a collection point designated by client (weekly)
- Clean and disinfect toilet bowl and seat (weekly)
- Clean and disinfect counters, wash basins and soap dispensers (weekly)
- Clean and polish mirrors and dispensers (weekly)
- Sweep, damp mop and disinfect restroom floor (weekly)
- Remove gum, hair and other foreign substances from floor surfaces (weekly)
- Dust and wipe horizontal surfaces within reach (weekly)
- Stock towels, tissue, and hand soap (to be furnished by client) (weekly)

Will be cleaned 2x a month

Total: \$350 a month \$350 x 12= \$4,200

Sent from my iPhone

CAUTION: This email has been originated outside the organization.

\$8,640
\$8,640
\$7,200
\$4,200
\$4,200
\$32,800

2020 ANNUAL WATER QUALITY REPORT

PWS ID # 0710009

*Este informe contiene informacion muy importante sobre su agua potable.
Tradúzcalo ó hable con alguien que lo entienda bien.*

A MESSAGE TO OUR VALUED CUSTOMERS

Thank you for taking the time to read our 2020 Annual Water Quality Report. This report covers all testing performed between January 1 and December 31, 2020 and summarizes the quality of your water. The Town of Discovery Bay Community Services District (CSD) continues to comply with or surpass federal and state standards for safe drinking water. This report includes details about water sources, what the water from your tap contains, and how it compares to standards set by regulatory agencies. We hope you find this report useful in illustrating the high quality of your water service. You can be confident your tap water is among the best in the country.

Sources of Supply

Where does my water come from?
The Town of Discovery Bay CSD obtains its water from six groundwater wells in the community. The groundwater flows through two water treatment facilities that remove iron and manganese. The average depth of our wells is approximately 400 feet.

Presented By:



Published 07/01/2021
PLATINUM LEVEL

HOW TO READ THE TABLES IN THIS REPORT

The Water Quality Report, also called the Consumer Confidence Report, lets you know what substances, if any, are in your drinking water and how these constituents may affect your health. It lists all the regulated substances that were detected.

Although the average readings on all the substances listed within these tables are under the maximum contaminant level (MCL), we feel it is important that our water consumers know exactly what was detected and how much of the substance was present in the water. The presence of these contaminants in the water does not necessarily indicate that the water poses a health risk.

The state recommends monitoring for certain substances less than once per year because the concentrations of the substances do not change frequently. In these cases, the most recent sample data are included, along with the year in which the sample was taken.

**FOR MORE INFORMATION ABOUT THIS REPORT, OR ANY QUESTIONS
RELATING TO YOUR DRINKING WATER,
PLEASE CONTACT THE TOWN OF DISCOVERY BAY WATER & WASTEWATER
MANAGER AT (925) 634-1131 OR VISIT OUR WEBSITE AT WWW.TODB.CA.GOV**

DEFINITIONS

90th Percentile: The levels reported for lead and copper represent the 90th percentile of the total number of sites tested. The 90th percentile is equal to or greater than 90% of our lead and copper detections.

AL: Regulatory Action Level. The concentration of a contaminant which, when exceeded, triggers treatment or other requirements that a water system must follow.

DLR: Detection Limit for purposes of Reporting. Detections above this level must be reported.

Maximum Contaminant Level (MCL): The highest level of contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.

Maximum Contaminant Level Goal (MCLG): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency (USEPA).

Maximum Residual Disinfectant Level (MRDL): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

NA: Not applicable.

ND: Not detected. Constituent was not detected at the reporting level.

NS: No standard. Officials have not developed a Public Health Goal or MCLG standard.

NTU: Nephelometric Turbidity Units

pCi/L: picocuries per liter (a measure radiation)

ppb: parts per billion (or micrograms per liter). One ppb is equal to 1 teaspoon in 1.3 million gallons.

ppm: parts per million (or milligrams per liter). One ppm is equal to 1 teaspoon in 1,300 gallons.

SMCL: Secondary Maximum Contaminant Levels are set to protect the odor, taste, and appearance of drinking water.

TON: Threshold Odor Number, a measure of odor in water.

REGULATED SUBSTANCES

| Substance (unit of measure) | Year Sampled | MCL [MRDL] | PHG (MCLG) [MRDLG] | Amount Detected | Range Low-High | Violation | Typical Source |
|--|-----------------|-----------------|--------------------------|--------------------|-------------------|-----------|---|
| Arsenic (ppb) | 2018 | 10 | 0.004 | 3 | ND - 5 | No | Erosion of natural deposits; runoff from orchards, glass and electronics production wastes |
| Barium (ppm) | 2018 | 1 | 2 | ND | ND - 0.30 | No | Erosion of natural deposits; discharges of oil drilling wastes and from metal refineries |
| Chlorine (ppm) | 2019 | 4 | 4 | 0.49 | 0.38 - 0.61 | No | By-product of drinking water disinfection |
| Fluoride (ppm) | 2018 | 2 | 1 | 0.3 | 0.2 - 0.4 | No | Erosion of natural deposits; water additive that promotes strong teeth; discharge from fertilizer and aluminum factories |
| Gross Alpha Particle Activity (pCi/L) | 2020 | 15 | 0 | 3.021 | ND - 6.66 | No | Erosion of natural deposits |
| Haloacetic Acids (ppb) | 2020 | 60 | NA | 16.33 | 9 - 24 | No | By-product of drinking water disinfection |
| Selenium (ppb) | 2018 | 50 | 30 | ND | ND - 8 | No | Erosion of natural deposits; discharge from petroleum, glass, and metal refineries; discharge from mines and chemical manufacturers; runoff from livestock lots (feed additive) |
| Total Trihalomethanes (TTHMs) (ppb) | 2020 | 80 ¹ | NA | 68 | 44 - 135 | No | By-product of drinking water disinfection |

| Substance (unit of measure) | Year Sampled | AL | PHG (MCLG) | Amount Detected (90 th Percentile) | Sites Above AL / Total Sites | Violation | Typical Source |
|--------------------------------|-----------------|-----|---------------|--|--|-----------|---|
| Copper (ppm) | 2018 | 1.3 | 0.3 | 0.34 | 0 / 40 | No | Erosion of natural deposits; internal corrosion of household water plumbing systems; leaching from wood preservatives |
| Lead (ppb) | 2018 | 15 | 0.2 | 3.8 | 0 / 40 | No | Erosion of natural deposits; internal corrosion of household water plumbing systems |

¹ Some people who drink water containing trihalomethanes in excess of the MCL over many years may experience problems with their liver, kidneys, or central nervous system and may have an increased risk of getting cancer.

SECONDARY SUBSTANCES

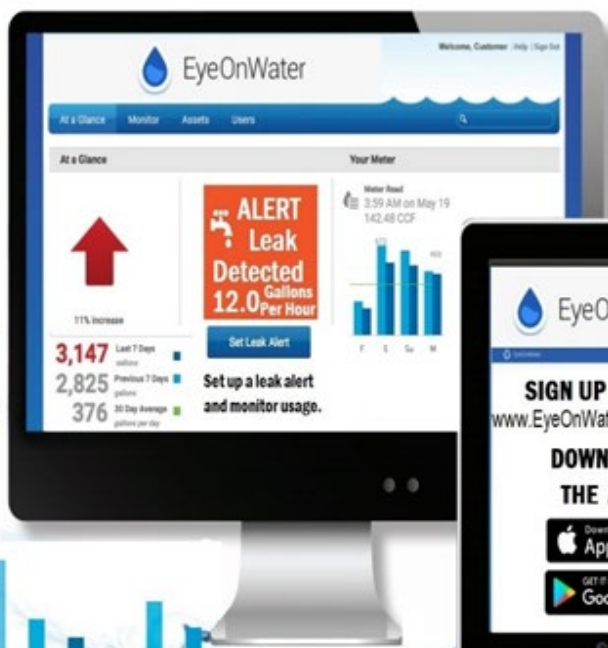
| SUBSTANCE (unit of measure) | Year Sampled | SMCL | PHG (MCLG) | Average Level Detected | Range Low-High | Violation | Typical Source |
|---------------------------------|-----------------|------|---------------|------------------------------|-------------------|-----------|---|
| Chloride (ppm) | 2018 | 500 | NS | 189 | 86 - 594 | No | Runoff/leaching from natural deposits; seawater influence |
| Color (Units) | 2018 | 15 | NS | 3 | ND - 10 | No | Naturally-occurring organic materials |
| Iron (ppb) | 2018 | 300 | NS | ND | ND - 140 | No | Leaching from natural deposits; industrial wastes |
| Manganese (ppb) | 2018 | 50 | NS | 205 | 100 - 560 | No | Leaching from natural deposits |
| Odor Threshold (TON) | 2018 | 3 | NS | ND | ND - 1 | No | Naturally-occurring organic materials |
| Specific Conductance (µmhos/cm) | 2018 | 1600 | NS | 1301 | 937 - 2660 | No | Substances that form ions when in water; seawater influence |
| Sulfate (ppm) | 2018 | 500 | NS | 79.5 | 40.8 - 108 | No | Runoff/leaching from natural deposits; industrial wastes |
| Total Dissolved Solids (ppm) | 2018 | 1000 | NS | 745 | 540 - 1470 | No | Runoff/leaching from natural deposits |
| Turbidity (NTU) | 2018 | 5 | NS | 0.3 | 0.1 - 0.5 | No | Soil runoff |

UNREGULATED AND OTHER SUBSTANCES ²

| SUBSTANCE (unit of measure) | Year Sampled | AMOUNT DETECTED | Range Low-High | Typical Source |
|---|--------------|--------------------|-------------------|--|
| Aggressiveness Index | 2018 | 12.5 | 12.2 - 12.6 | NA |
| Alkalinity (ppm) | 2018 | 295 | 250 - 350 | NA |
| Bromide (ppb) | 2020 | 378 | 230 - 790 | NA |
| Calcium (ppm) | 2018 | 47 | 29 - 75 | NA |
| HAA9 (ppb) | 2020 | 22.87 | 20.11 - 27.76 | NA |
| Hardness, Total [as CaCO ₃] (ppm) | 2018 | 214 | 130 - 356 | Sum of polyvalent cations present in the water, generally magnesium and calcium, and are usually naturally occurring |
| Langelier Index (Units) | 2018 | 0.6 | 0.4 - 0.7 | NA |
| Magnesium (ppm) | 2018 | 24 | 14 - 41 | NA |
| pH (units) | 2018 | 8 | 7.8 - 8.2 | NA |
| Sodium (ppm) | 2018 | 208 | 126 - 442 | NA |

² Unregulated contaminant monitorings helps U.S. EPA and the SWRCB determine where certain contaminants occur and whether the contaminants need to be regulated. Inadequately treated water may contain disease-causing organisms. These organisms include bacteria, viruses, and parasites that can cause symptoms such as nausea, cramps, diarrhea, and associated headaches.

Finding leaks just got easier with
Create your FREE account today!



- 💧 **Free of cost**
- 💧 **Easy to read dashboard**
- 💧 **Connects you to us!**



Losing Water? You're Losing Money.

1 Register Online

www.EyeOnWater.com/signup



2 Activate Account



3 Download App



Enter account number from your water bill including dashes and periods. Review the account and verify it is in YOUR name. If it is not your account, contact TODB's Water Dept (925) 634-1131 to update your account information. We are here to help you set up your Eye On Water Account. ☺

Getting Involved with the Community

The Town of Discovery Bay CSD Board of Directors' meets twice monthly on the first and third Wednesday of each month at 7:00 p.m. at the Community Center located at:

1601 Discovery Bay Boulevard in Discovery Bay

Members of the community are encouraged to attend.

Board Members for 2020/2021

Bryon Gutow, President
 Kevin Graves, Vice President
 Ashley Porter, Director
 Michael Callahan, Director
 Carolyn Graham, Director



Check Out Our Website

www.todb.ca.gov

For Community News, Board Meeting Calendars, Agendas, & Minutes

We participated in the fourth stage of the U.S. EPA's Unregulated Contaminant Monitoring Rule (UCMR4) program by performing additional tests on our drinking water. UCMR4 sampling benefits the environment and public health by providing the U.S. EPA with data on the occurrence of contaminants suspected to be in drinking water in order to determine if U.S. EPA needs to introduce new regulatory standards to improve drinking water quality. Unregulated contaminant monitoring data are available to the public, so please feel free to contact us if you are interested in obtaining that information. If you would like more information on the U.S. EPA's Unregulated Contaminant Monitoring Rule, please call the Safe Drinking Water Hotline at (800) 426-4791.

Source Water – Vulnerability Assessment

Vulnerability assessments are required for all new sources under the California Waterworks Standards (Chapter 16 of Title 22, CA Code of Regulations)

There have been no contaminants detected in the water supply to date; however, the source is still considered vulnerable to potentially contaminating activities due to proximity.

| GROUND WATER WELL # | POSSIBLE CONTAMINATING ACTIVITIES (PCA) DUE TO PROXIMITY | ASSOCIATED CONTAMINANTS DETECTED? | PHYSICAL BARRIER EFFECTIVENESS |
|---------------------|---|-----------------------------------|--------------------------------|
| 1B | Automobile-gas station, dry cleaners | No | High |
| 2 | Automobile-gas stations, historic gas stations, known contaminant plumes, unauthorized dumping, and photo processing/printing waste | No | High |
| 4A | Automobile-gas stations, unauthorized dumping, and agricultural drainage | No | High |
| 5A | A source assessment is not available | NA | NA |
| 6 | Known contaminant plumes, dry cleaners, and unauthorized dumping | No | High |

OBTAINING INFORMATION

You may request a summary of the assessment by contacting CA State Water Resources Control Board, Division of Drinking Water, 850 Marina Bay Parkway, Bldg. P-2, Richmond, CA 94804.

Published 07/01/2021



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Meeting Date

July 7, 2021

Prepared By: Julie Carter, Finance Manager
Submitted By: Dina Breitstein, Assistant General Manager

Agenda Title

Public Hearing to consider Town of Discovery Bay CSD Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessment Report for the Fiscal Year 2021-2022; continue collection of assessments on County Tax Roll and Adoption of Resolution No. 2021-12.

Recommended Action

Approve and Adopt Resolution No. 2021-12 confirming the Engineer's Report and ordering the levy and collection of charges for the annual assessment for the Ravenswood Improvement District Assessment within the Town of Discovery Bay Community Services District for the Fiscal Year 2021-2022; continue collection of assessments on County Tax Roll for Ravenswood Landscape, Park, Lighting and Open Space Improvements District.

Executive Summary

As part of the annual assessment process for the Ravenswood Improvement District – DB Lighting and Landscape Zone #9, the Board of Directors adopted Resolution 2021-05, which directed HERWIT Engineering to prepare the 2021-2022 assessment report. On June 16, 2021 the Board approved Resolution No. 2021-11 which accepted the Engineer's Report submitted by HERWIT. In that report, it was determined that based on operating costs (as shown on the Adopted Operating and Capital Budget for Discovery Bay Lighting and Landscape Zone 9) the per parcel assessment should be set at \$742.04 which is the maximum allowable assessment for Zone 9, This is a 3.8% increase over last fiscal year's assessments of \$714.84.

In order to levy and collect the annual assessment, the Board must approve and adopt the attached resolution. Adoption of Resolution 2021-12 imposes the assessment on real property (3.8% increase) within DB L&L #9 and also approves the filing of the attached Notice of Exception.

Fiscal Impact:

Amount Requested - None
Sufficient Budgeted Funds Available?: N/A

Previous Relevant Board Actions for This Item

Approval and Adoption of Resolution 2021-05 Directing HERWIT Engineering to prepare annual assessment report for the Ravenswood Improvement District (DB L&L #9) – 2021-2022.
Approval and Adoption of the Final Operating and Capital Improvement Budget for Discovery Bay Landscape and Lighting Zone #9 – June 16, 2021
Approval and Adoption of Resolution 2021-11 accepting HERWIT Engineers Report – June 16, 2021.

Attachments

Resolution 2021-12, confirming the report and ordering the levy and collection of charges.
Final Assessment Engineer's Report 2021-2022, DB L&L Zone #9.
Notice of Exception.
Public Notice from East County Times.

AGENDA ITEM: F-1



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION NO. 2021-12

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT
CONFIRMING THE REPORT AND ORDERING THE LEVY AND COLLECTION OF CHARGES FOR
THE ANNUAL ASSESSMENTS FOR RAVENSWOOD IMPROVEMENT DISTRICT ASSESSMENTS
WITHIN THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
FOR THE FISCAL YEAR 2021-2022**

WHEREAS, all property owners in Ravenswood approved the formation of a landscaping, parks, lighting and open space assessment district pursuant to California Streets and Highways Code sections 22500 and following; and

WHEREAS, the formation of such district, and the levy of assessment on the real property therein was approved by the landowners in such district in accordance with California Constitution Article XIII D {Proposition 218};

WHEREAS, the proposed assessments for the 2021-2022 Fiscal Year are within the limits approved by the landowners in accordance with Proposition 218;

WHEREAS, the assessments against the real property in each assessment area are not levied with regard to property values and these assessments are for the purpose of paying for the operation and maintenance of landscaping, parks, lighting and open space installed in such district; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT AS FOLLOWS:

SECTION 1. The above recitals are true and correct.

SECTION 2. The report, diagram and assessment set forth in that report ("Report") prepared by Herwit Engineers for the Ravenswood Improvement for Fiscal Year 2021-2022 is adopted and confirmed.

SECTION 3. The \$742.04 assessment specified in the Report for the Ravenswood District, for Fiscal Year 2021-2022 is hereby imposed on the real property within such district for fiscal year 2021-2022.

SECTION 4. The Board of Directors of the Town of Discovery Bay Community Services District orders the levy and collection of such assessments in accordance with California Streets and Highway Code sections 22645 and 22646.

SECTION 5. The Secretary of the Board of Directors is authorized and directed to file the diagram and assessments and any other necessary documents, with the Auditor-Controller of Contra Costa County in accordance with California Streets and Highway Code section 22641.

SECTION 6. The President of the Board of Directors or the General Manager is authorized and directed to execute any documents necessary to carry out the intent of this Resolution.

SECTION 7. The Secretary of the Board of Directors is authorized and directed to file a Notice of Exemption pursuant to Public Resources Code section 21080 (b)(8) and Title 14 California Code of Regulations section 15062.

PASSED, APPROVED AND ADOPTED THIS 7th DAY OF JULY 2021.

Bryon Gutow
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regular meeting, held on July 7, 2021, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael R. Davies
Board Secretary

**FINAL ASSESSMENT ENGINEER'S
REPORT**

Prepared for the

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

**Landscaping, Park, Lighting and Open-Space
Improvements District DB L&L #9**

For Fiscal Year 2021-2022

**Prepared by
HERWIT Engineering**

**6200 Center Street, Suite 310
Clayton, California 94517
(925) 672-6599**

JULY 2021

Town of Discovery Bay Community Services District

Director and President

Bryon Gutow

Director and Vice President

Kevin Graves

Director

Ashley Porter

Director

Michael Callahan

Director

Carolyn Graham

General Manager

Mike Davies

Assistant General Manager

Dina Breitstein

Finance Manager

Julie Carter

Parks & Landscape Manager

Bill Engelman

District's Attorney

Neumiller & Beardslee

Assessment Engineer

HERWIT Engineering

Date: June 2021

**Assessment Engineers Report
For
Landscape, Park, Lighting and Open-Space District DB L&L #9, Zone #1
Subdivision 8710 (Ravenswood)**

Pursuant to Governmental Code 61710 and procedures of the Landscaping and Lighting District Act of 1972, the Town of Discovery Bay Community Services District (CSD) is responsible for the Landscape, Park, Lighting and Open-Space District DB L&L #9 submits this "Assessment Engineers Report" for the 2021-2022 year, which consists of five (5) parts as follows.

PART A. Plans and Specifications

This part describes the improvements in this District. The plans, drawings and specifications are on file in the Town of Discovery Bay CSD District Office. A listing of these documents and drawings are outlined in the original Assessment Engineers Report approved in 2006.

PART B. Estimate of Cost

This part contains an estimate of the cost of proposed improvements, including incidental costs and expenses in connection therewith, is as forth on the lists, which are on file in the Town of Discovery Bay CSD District office.

PART C. Method of Apportionment of Assessment

This part contains the method by which the undersigned engineering firm has determined the amount proposed to be assigned against each parcel, based upon parcel classification of land within this District, in proportion to the estimated benefits to be received. This listing is also on file in the Town of Discovery Bay CSD District office.

PART D. District Diagram of Assessment

This part by reference of a diagram shows the parcel lot numbers that are within this District.

PART E. Property Owner List & Assessment Roll

The listing of Assessed parcels and their owners are on file in the Town of Discovery Bay CSD District office.

Engineers Assessment Report for 2020-2021 year

During this time period the DB L&L #9, Zone #1 District financial report shows estimated end of year totals as follows:

| | |
|--------------------------|---|
| \$ 158,000 | Annual assessments & investment revenue was received |
| \$ 319,527 | Annual expenses grounds maintenance, capital improvements, and administrative expenses. |
| <u>\$ 197,441</u> | Fund total after 2020-2021 annual expenses. |

Current Assessment

The 2020-2021 fiscal year assessment per parcel based on the engineer's formula defined in the Assessment Engineers Report adopted in 2006 is \$714.84 per parcel. This is greater than the initial year assessment as defined in the Assessment Engineers Report due to increases in maintenance and utility costs, and to rebuild the reserve account balance which had dropped significantly due to large capital improvement projects.

Inflation Adjustment to Maximum Assessment

The maximum assessment defined in the Assessment Engineers Report adopted in 2006 is \$501 per parcel based upon build out of the facilities and maintenance of the storm water basins. As specified in the Assessment Engineers Report, the maximum assessment is escalated annually by the consumer price index for San Francisco-Oakland-San Jose. At the time of preparation and adoption of the Assessment Engineers Report, the CPI index as published by the Bureau of Labor Statistics (BLS) for the Consolidated Metropolitan Statistical Area (CMSA) covering San Francisco – Oakland – San Jose reported for April 2006 was 208.9. The base year for the index is an average of 1982, 1983, and 1984 (hence 1982-1984=100). On April 2021, the same CPI index is reported as 309.41. Based upon the change in the CPI, the new maximum assessment allowed for the 2021-2022 fiscal year is \$ 742.04.

Calculation of Maximum Reserve Account Balance

As stated in the adopted Assessment Engineers Report, the total funds in the reserve account are limited to 200% of the total funds collected by the District's not to exceed annual assessment. The new maximum not to exceed annual assessment allowable for the 2021-2022 fiscal year is \$ 742.04. This assessment is equally assessed to 203 parcels for an annual total of \$ 150,634.12. Therefore, the maximum Reserve Account Balance is \$ 301,268.24. After the reserve account has accrued to the maximum amount, any money received by the District in excess of annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment in the following fiscal year.

The reserve account balance of \$353,334 at the end of fiscal year 2019-2020 exceeded the maximum allowable of \$290,225 by a difference of \$63,109. The reserve account balance is on a cash basis and did not reflect the \$173,000 appropriation made in April 2020 for the Ravenswood Park Play Structure replacement, thus the unappropriated reserve account balance was within the maximum allowable amount as of fiscal yearend 2019-2020. The Ravenswood project was delayed due to COVID-19 closures and restrictions. The Ravenswood project was completed in fiscal year 2020-2021.

New Assessment for 2021-2022 Fiscal Year

The District will incur normal expenses for the maintenance of the landscape District this year. In addition to the previously discussed P.O. issued in fiscal year 2020 – 2021, the District anticipates minimal charges for capital improvements to rehabilitate existing streetscapes this fiscal year. The estimated budget for 2021-2022 is \$ 169,106. This equates to \$ 833.03 per parcel for all 203 parcels, which is greater than the maximum allowable assessment of \$ 742.04 per parcel, or \$ 150,634.12 maximum assessment.

Based on this report, the assessment for 2021-2022 tax year should be \$ 742.04 to minimize the decrease in the reserve fund balance. The assessment for the 2021-2022 fiscal year is then \$ 742.04 per parcel applied equally to all 203 parcels as defined in the adopted Assessment Engineers Report.

NOTICE OF EXEMPTION

To: County Clerk
County of Contra Costa
555 Escobar Street
P.O. Box 350
Martinez, CA 94553

From: Town of Discovery Bay Community
Services District (CSD)
1800 Willow Lake Road
Discovery Bay, CA 94505

Project Title: Ravenswood Improvement District Annual Assessment

Project Location – Specific: Ravenswood Subdivision - Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.

Project Location – City: Town of Discovery Bay CSD **Project Location – County:** Contra Costa

Description of Nature, Purpose, and Beneficiaries of Project:

Levy of the annual assessment for fiscal year 2021-22 for the landscaping, park, lighting and open space district, known as Ravenswood Improvement District - DB L&L Zone #9, for the purpose of providing for the operation and maintenance of landscaping, parks, street lights and open space installed in the subdivision.

Name of Public Agency Approving Project: Town of Discovery Bay CSD

Name of Person or Agency Carrying Out Project: Town of Discovery Bay CSD

Exempt Status: *(check one)*

- Ministerial (Sec. 21080(b)(1); 15268);
 Declared Emergency (Sec. 21080(b)(3); 15269(a));
 Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
 Categorical Exemption. State type and section number:
 Statutory Exemptions. State code number: Public Resource Code § 21080(b)(8); California Code of Regulations § 15273

Reasons why project is exempt: The formation of the assessment district and the levy of assessments is not designed to increase services or expand a system, but if for the purpose of meeting operating expenses, purchasing supplies, equipment and materials, meeting financial reserve needs, and obtaining funds necessary for repair and replacement to maintain such services and systems for the Improvement District already determined to be installed pursuant to the various documents approving the Ravenswood subdivision.

Lead Agency

Contact Person: Michael Davies **Area Code/Telephone/Extension:** (925) 634-1131

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____

Date: 7/7/2021 Title: General Manager

Signed by Lead Agency
 Signed by Applicant

Date received for filing at OPR:

**NOTICE OF PUBLIC HEARING
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2021-2022 COLLECTION OF ASSESSMENT ON THE CONTRA
COSTA COUNTY TAX ROLLS FOR THE RAVENSWOOD SUBDIVISION NO.
8710**

Notice is hereby given that on Wednesday July 7, 2021, at 7:00 p.m., the Town of Discovery Bay Community Services District ("District") Board of Directors, will hold a public hearing at their Regular Meeting to consider adopting a Resolution for the continued collection of the assessment on the Contra Costa County Tax Rolls, for the Ravenswood Subdivision No. 8710, Landscaping, Park , Lighting and Open Space Improvements District also known as DB L&L Zone #9 in Discovery Bay for the fiscal year 2021-2022. The public hearing will take place at the Discovery Bay Community Center located at 1601 Discovery Bay Blvd, Discovery Bay, California. The public may attend and participate as noted on the meeting agenda.

ECT# 6585711 June 22, 29, 2021



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

July 7, 2021

Prepared By: Monica Gallo, Recreation Programs Supervisor
Submitted By: Dina Breitstein, Assistant General Manager

Agenda Title:

Discussion and Possible Action Regarding Facility and Parks Rental Fee Schedule Revisions.

Recommended Action

Approval of Revisions to the Facility and Parks Rental Fee Schedules.

Executive Summary

Annually, or as needed, staff reviews the Facility and Parks Rental Fee Schedule to adjust fees and other needed modifications. The last revision to the Facility and Parks Rental Fee Schedule was on February 20, 2019. At that time, the revisions were related to reservations, deposits, and other administrative revisions.

Previous Relevant Board Actions for This Item

Attachments

Facility Rental Fee Schedule 02/20/19
Facility Rental Fee Schedule DRAFT 2021
Parks Rental Fee Schedule 02/20/19
Parks Rental Fee Schedule DRAFT 2021

AGENDA ITEM: F-2



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
FACILITY RENTAL FEE SCHEDULE**

| Indoor Facilities | Week Day (M-F) 2 Hour Minimum | | Week End 2 Hour Minimum | | Deposit |
|---|--|--|--|---|----------|
| Community Center – Arts Room or Multi-Purpose Room Capacity: 35 | Resident Non-Resident Commercial | \$25.00/Hour \$35.00/Hour \$40.00/Hour | Resident Non-Resident Commercial | \$30.00/Hour \$40.00/Hour \$50.00/Hour | \$250.00 |
| Community Center – Swimming Pool Up to 60 People | Resident Non-Resident Commercial | \$120.00/Hour \$150.00/Hour \$195.00/Hour | Resident Non-Resident Commercial | \$120.00/Hour \$150.00/Hour \$195.00/Hour | \$250.00 |
| Community Center – Swimming Pool 60 - 140 People | Resident Non-Resident Commercial | \$135.00/Hour \$165.00/Hour \$210.00/Hour | Resident Non-Resident Commercial | \$135.00/Hour \$165.00/Hour \$210.00/Hour | \$250.00 |
| Combo Facilities | Week Day (M-F) 2 Hour Minimum | | Week End 2 Hour Minimum | | Deposit |
| Entire Community Center – Indoor Only | Resident Non-Resident Commercial | \$80.00/Hour \$110.00/Hour \$130.00/Hour | Resident Non-Resident Commercial | \$95.00/Hour \$125.00/Hour \$160.00/Hour | \$500 |
| Entire Community Center Indoor/Outdoor NO POOL | Resident Non-Resident Commercial | \$100.00/Hour \$140.00/Hour \$170.00/Hour | Resident Non-Resident Commercial | \$115.00/Hour \$155.00/Hour \$200.00/Hour | \$500 |
| Entire Community Center Indoor/Outdoor plus, Pool (less than 60) | Resident Non-Resident Commercial | \$220.00/Hour \$290.00/Hour \$365.00/Hour | Resident Non-Resident Commercial | \$235.00/Hour \$305.00/Hour \$395.00/Hour | \$500 |
| Entire Community Center Indoor/Outdoor plus, Pool (60+) | Resident Non-Resident Commercial | \$235.00/Hour \$305.00/Hour \$380.00/Hour | Resident Non-Resident Commercial | \$250.00/Hour \$320.00/Hour \$410.00/Hour | \$500 |
| Community Center Event Lawn & BBQ Area | Resident Non-Resident Commercial | \$20.00/Hour \$30.00/Hour \$40.00/Hour | Resident Non-Resident Commercial | \$20.00/Hour \$30.00/Hour \$40.00/Hour | \$250 |
| Community Center Event Lawn | Resident Non-Resident | \$10.00hr/\$50 up to 6 hrs. \$15.00hr/\$75 up to 6 hrs. | Resident Non-Resident | \$80.00 \$150.00 | \$250 |



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
FACILITY RENTAL FEE SCHEDULE**

| Facilities | Hourly/Half Day (6 hrs.) | | Daily (Operating hrs.) | | Deposit |
|---|--------------------------|-----------------------------|------------------------|----------|-------------------------|
| Community Center BBQ Area | Resident | \$10.00hr/\$50 up to 6 hrs. | Resident | \$80.00 | \$250 |
| | Non-Resident | \$15.00hr/\$75 up to 6 hrs. | Non-Resident | \$150.00 | |
| Community Center Tennis Courts (Individual Court Fees) | Resident | \$5.00hr/\$25 up to 6 hrs. | Resident | \$50.00 | \$100 (total rental) |
| | Non-Resident | \$8.00hr/\$40 up to 6 hrs. | Non-Resident | \$75.00 | |

Long-term, or reoccurring rentals (more than 16 hours) will be considered only if space and schedule allow. Pricing and terms will be negotiated by Staff, with final approval by General Manager.

All indoor Facility Rentals require a 2-hour minimum.

“Commercial” shall be defined as those individuals and/or groups which operate trainings, lessons or games for profit.

Swimming pool rentals are only available during non-recreational swim and/or aquatics programming hours.

Swimming pool rentals require a 2-hour minimum.

Town of Discovery Bay Lifeguards are required for pool rentals.

The General Manager may, on the finding that it is in public interest, waive part or the entire facility fee. Such a fee waiver shall be summarized on the next available board agenda.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
FACILITY RENTAL FEE SCHEDULE**

| Facilities | Week Day (M-F) 2 Hour Minimum | | Weekend 2 Hour Minimum | | Deposit |
|---|--|---|--|---|---------------|
| Community Center – Arts Room or Multi-Purpose Room Capacity: 35 | Resident Non-Resident Commercial | \$25.00/Hour \$35.00/Hour \$40.00/Hour | Resident Non-Resident Commercial | \$30.00/Hour \$40.00/Hour \$50.00/Hour | \$250.00 |
| Community Center – Swimming Pool Up to 60 People | Resident Non-Resident Commercial | \$120.00/Hour \$150.00/Hour \$195.00/Hour | Resident Non-Resident Commercial | \$120.00/Hour \$150.00/Hour \$195.00/Hour | \$250.00 |
| Community Center – Swimming Pool 60 - 140 People | Resident Non-Resident Commercial | \$135.00/Hour \$165.00/Hour \$210.00/Hour | Resident Non-Resident Commercial | \$135.00/Hour \$165.00/Hour \$210.00/Hour | \$250.00 |
| Combo Facilities | Week Day (M-F) 2 Hour Minimum | | Weekend 2 Hour Minimum | | Deposit |
| Entire Community Center – Indoor Only | Resident Non-Resident Commercial | \$80.00/Hour \$110.00/Hour \$130.00/Hour | Resident Non-Resident Commercial | \$95.00/Hour \$125.00/Hour \$160.00/Hour | \$500 |
| Entire Community Center Indoor/Outdoor NO POOL | Resident Non-Resident Commercial | \$100.00/Hour \$140.00/Hour \$170.00/Hour | Resident Non-Resident Commercial | \$115.00/Hour \$155.00/Hour \$200.00/Hour | \$500-\$1,500 |
| Entire Community Center Indoor/Outdoor plus, Pool (less than 60) | Resident Non-Resident Commercial | \$220.00/Hour \$290.00/Hour \$365.00/Hour | Resident Non-Resident Commercial | \$235.00/Hour \$305.00/Hour \$395.00/Hour | \$500-\$1,500 |
| Entire Community Center Indoor/Outdoor plus, Pool (60+) | Resident Non-Resident Commercial | \$235.00/Hour \$305.00/Hour \$380.00/Hour | Resident Non-Resident Commercial | \$250.00/Hour \$320.00/Hour \$410.00/Hour | \$500-\$1,500 |

| Facilities | Hourly | | Daily | | Deposit |
|--|---|--|---|--|---------------|
| Community Center Event Lawn & BBQ Area | Resident Non-Resident Commercial Special Event | \$30.00/Hour \$40.00/Hour \$50.00/Hour \$60.00/Hour | Resident Non-Resident Commercial Special Event | \$280.00 \$380.00 \$480.00 \$580.00 | \$500-\$1,500 |
| Community Center Event Lawn | Resident Non-Resident Commercial Special Event | \$15.00/Hour \$20.00/Hour \$25.00/Hour \$30.00/Hour | Resident Non-Resident Commercial Special Event | \$130.00 \$180.00 \$230.00 \$280.00 | \$250-\$1,000 |



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
FACILITY RENTAL FEE SCHEDULE**

| | | | | | |
|--|---------------|--------------|---------------|----------|-------------------------|
| Community Center BBQ Area | Resident | \$15.00/Hour | Resident | \$130.00 | \$250-\$1,000 |
| | Non-Resident | \$20.00/Hour | Non-Resident | \$180.00 | |
| | Commercial | \$25.00/Hour | Commercial | \$230.00 | |
| | Special Event | \$30.00/Hour | Special Event | \$280.00 | |
| Community Center Tennis / Pickleball Courts (Individual Court Fees) | Resident | \$6.00/Hour | Resident | \$50.00 | \$100 (total rental) |
| | Non-Resident | \$9.00/Hour | Non-Resident | \$75.00 | |

Long-term, or reoccurring rentals (more than 16 hours) will be considered only if space and schedule allow. Pricing and terms will be negotiated by Staff, with final approval by General Manager.

All indoor Facility Rentals require a 2-hour minimum.

“Commercial” shall be defined as those individuals and/or groups which operate trainings, lessons or games for profit.

“**Special Event**” shall be defined as any group of people, society, club or organization wishing to set up or maintain any exhibition, place of amusement, parade, concert, picture show, bandstand, performance, entertainment or other form of amusement, or a function, business meeting, assembly, demonstration or any large gathering where the expected attendance is 200 people or more occupying any area of the Community Center facility at any one time.

All rentals are subject to Conditions of Approval and deposits at the discretion of the General Manager based on safety, security, risk of damage and other potential impacts that may be caused by the nature and circumstances of the rental activity.

Swimming pool rentals are only available during non-recreational swim and/or aquatics programming hours.

Swimming pool rentals require a 2-hour minimum.

Town of Discovery Bay Lifeguards are required for pool rentals.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
PARKS RENTAL FEE SCHEDULE**

| Park Area | Hourly | | Half Day (6 Hour) | | Daily (Operating Hours) | Deposit |
|---|--|--|--|--|---|----------|
| Cornell Park – Tennis Court <u>OR</u> Pickle Ball (Single Courts) | Resident: \$5.00 Non-Resident: \$8.00 | | Resident: \$25.00 Non-Resident: \$40.00 | | Resident: \$50.00 Non-Resident: \$75.00 | \$50.00* |
| Cornell Park – Baseball Field | Resident: \$5.00 Non-Resident: \$8.00 | | Resident: \$25.00 Non-Resident: \$40.00 | | Resident: \$50.00 Non-Resident: \$75.00 | \$100.00 |
| Cornell Park – Soccer Field | Resident: \$4.00 Non-Resident: \$6.00 | | Resident: \$20.00 Non-Resident: \$30.00 | | Resident: \$35.00 Non-Resident: \$50.00 | \$50.00 |
| Cornell Park – Shaded Picnic Area | Resident: \$10.00 Non-Resident: \$15.00 | | Resident: \$50.00 Non-Resident: \$75.00 | | Resident: \$80.00 Non-Resident: \$150.00 | \$50.00 |
| Cornell Park – Bocce Ball Courts | Resident: \$4.00 Non-Resident: \$6.00 | | Resident: \$20.00 Non-Resident: \$30.00 | | Resident: \$35.00 Non-Resident: \$50.00 | \$50.00* |
| Cornell Park – Horse Shoe Pits | Resident: \$4.00 Non-Resident: \$6.00 | | Resident: \$20.00 Non-Resident: \$30.00 | | Resident: \$35.00 Non-Resident: \$50.00 | \$50.00* |
| Ravenswood Park - Covered Picnic Tables Area 1 <u>or</u> Area 2 | Resident: \$6.00 Non-Resident: \$9.00 | | Resident: \$30.00 Non-Resident: \$45.00 | | Resident: \$60.00 Non-Resident: \$90.00 | \$50.00 |
| Ravenswood Park – Soccer Field | Resident: \$4.00 Non-Resident: \$6.00 | | Resident: \$20.00 Non-Resident: \$30.00 | | Resident: \$35.00 Non-Resident: \$50.00 | \$50.00 |

Park use is on a first come, first served basis. Reservations are strongly encouraged and are REQUIRED by Sports Leagues/Organizations (regardless if use is for organized practice or game play), for groups over 50, and any time a user intends to bring inflatable play equipment into the park.

Any user who has made a reservation has priority over a user that has not made a reservation.

Residents must show proof of residency at time of reservation request.

Long-term rentals: Fees and other terms will be outlined in a separate Memorandum of Understanding.

Fee for Cancellation Processing. 50% of the total Rental fee or \$35, whichever is less.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
PARKS RENTAL FEE SCHEDULE**

| Park Area | Hourly | | Daily | | Deposit |
|---|---------------|---------|---------------|----------|--------------------------|
| Cornell Park – Tennis Court <u>OR</u> Pickle Ball (Single Courts) | Resident: | \$5.00 | Resident: | \$50.00 | \$50.00 |
| | Non-Resident: | \$8.00 | Non-Resident: | \$75.00 | |
| Cornell Park – Baseball Field | Resident: | \$8.00 | Resident: | \$80.00 | \$100.00 |
| | Non-Resident: | \$11.00 | Non-Resident: | \$110.00 | |
| Cornell Park – Soccer Field | Resident: | \$8.00 | Resident: | \$80.00 | \$50.00 |
| | Non-Resident: | \$11.00 | Non-Resident: | \$110.00 | |
| Cornell Park – Shaded Picnic Area | Resident: | \$15.00 | Resident: | \$150.00 | \$50.00 |
| | Non-Resident: | \$20.00 | Non-Resident: | \$200.00 | |
| Cornell Park – Bocce Ball Courts | Resident: | \$4.00 | Resident: | \$40.00 | \$50.00 |
| | Non-Resident: | \$6.00 | Non-Resident: | \$60.00 | |
| Cornell Park – Horse Shoe Pits | Resident: | \$4.00 | Resident: | \$40.00 | \$50.00 |
| | Non-Resident: | \$6.00 | Non-Resident: | \$60.00 | |
| Ravenswood Park - Covered Picnic Tables Area 1 <u>or</u> Area 2 | Resident: | \$6.00 | Resident: | \$60.00 | \$50.00 |
| | Non-Resident: | \$9.00 | Non-Resident: | \$90.00 | |
| Ravenswood Park – Soccer Field | Resident: | \$4.00 | Resident: | \$40.00 | \$50.00 |
| | Non-Resident: | \$6.00 | Non-Resident: | \$60.00 | |
| Cornell Park/Ravenswood Park | Special Event | \$60.00 | Special Event | \$400.00 | \$500.00 - \$1,500.00 |

Park use is on a first come, first served basis. Reservations are strongly encouraged and are REQUIRED by Sports Leagues/Organizations (regardless if use is for organized practice or game play), for groups over 50, and any time a user intends to bring inflatable play equipment into the park.

“**Special Event**” shall be defined as any group of people, society, club or organization wishing to set up or maintain any exhibition, place of amusement, parade, concert, picture show, bandstand, performance, entertainment or other form of amusement, or a function, business meeting, assembly, demonstration or any large gathering where the expected attendance is 200 people or more occupying any area of the park at any one time.

All rentals are subject to Conditions of Approval and deposits at the discretion of the General Manager based on safety, security, risk of damage and other potential impacts that may be caused by the nature and circumstances of the rental activity.

Any user who has made a reservation has priority over a user that has not made a reservation.

Residents must show proof of residency at time of reservation request.

Long-term rentals: Fees and other terms will be outlined in a separate Memorandum of Understanding.

Fee for Cancellation Processing. 50% of the total Rental fee or \$35, whichever is less.



Liberty Union High School District

Wednesday, June 9, 2021

LUHSD Regular Board Meeting. (This meeting is being held at the Freedom High School Multi-Purpose Room, 1050 Neroly Rd., Oakley CA 94561. All public comments will be made in-person.)

**Liberty Union High School District
20 Oak Street
Brentwood, CA 94513**

1. NOTICES

1.01 PUBLIC RECORDS NOTICE: Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 20 Oak Street, Brentwood, California during normal business hours.

1.02 AMERICANS with DISABILITIES ACT NOTICE: In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids, or services, in order to access the Board meeting room, access written documents being discussed at the Board meeting, or to otherwise participate in the public meetings of the District's governing board, please contact the office of the Superintendent at (925) 634-2166 x2025. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Please turn off any electronic paging device or cell phone.

1.03 TITLE IX: The Liberty Union High School District does not discriminate on the basis of race, color, national origin, sex, or disability.

2. CALL TO ORDER - 5:30 PM

2.01 Roll Call

3. SPECIAL SESSIONS

3.01 GENERAL PUBLIC COMMENT ON ANY CLOSED SESSION ITEM: An information sheet with procedures for public input is available on the table near the entrance to the Freedom High School Multi-Purpose Room. The Board may limit public comments to 5 minutes per speaker and 30 minutes total per subject pursuant to Board Policy 9323. The Board values all input from the public; however, the practice is to not respond immediately to public comments. An additional opportunity is provided later in the agenda for public comment on remaining agenda items or non-agenda items and comments during public hearing(s).

3.02 Public Comments

3.03 Closed Session

3.04 Open Session

4. OPENING PROCEDURES - 7:00 PM

4.01 Call to Order

4.02 Roll Call

4.03 Report Out of Closed Session

4.04 Pledge of Allegiance

4.05 The public is welcomed and encouraged to address the Liberty Union High School Board of Trustees. An information sheet with procedures for public input is available on the table near the entrance to the Freedom High School Multi-Purpose Room. The Board may limit public comments to 5 minutes per speaker and 30 minutes total per subject pursuant to Board Policy 9323. The Board values all input from the public; however, the practice is to not respond immediately to public comments.

4.06 Consider Agenda

4.07 Consider Approval of Regular Board Meeting Agenda of May 26, 2021

5. COMMUNICATIONS

5.01 Public Comments

5.02 Staff Comments

5.03 Superintendent's Report

5.04 Board Comments

*Summer school
changes in COVID*

6. PRESENTATION

6.01 Presentation of 2020-23 Re-Opener California School Employee Association, Chapter 238 Collective Bargaining Contract from the California Schools Employees' Association, Chapter 238 to the Liberty Union High School District, otherwise known as "Sunshining"

6.02 Presentation of LUHSD Athletic Policies and Procedures

6.03 Presentation of 2021-2022 Local Control Accountability Plan (LCAP)

6.04 Presentation of the 2021-2022 District Budget

7. PUBLIC HEARING

7.01 Conduct Public Hearing for the 2021-2022 Local Control Accountability Plan (LCAP)

7.02 Conduct Public Hearing for the 2021-2022 District Budget and Balances in Excess of Minimum Reserves

8. CONSENT AGENDA

8.01 Consider Approval of the Personnel Report No. 06 09 2021

8.02 Consider Approval of a New Classified Job Description: Homeless and Foster Youth Liaison

8.03 Consider Approval of Out of State Travel to Baltimore, MD for AP Art and Design Conference

8.04 Consider Approval of Agricultural Career Technical Education Incentive Grant 2021-2022 Application for Funding

8.05 Consider Approval of Contract with School Services of California, Inc.

8.06 Consider Approval of the Memorandum of Understanding for the Sharing of Data between the Parties of the Contra Costa County Adult Education Consortium using a third party data system, CommunityPro Suite

8.07 Consider Approval of CIF Representatives, North Coast Section

8.08 Consider Approval of Warrants Issued in May 2021

8.09 Consider Action of 2021-22 Interdistrict Transfer Requests as Recommended by the Superintendent

9. ADMINISTRATIVE ACTION

9.01 Consider Approval of Provisional Internships Permit(s) for Certificated Personnel

9.02 Consider Approval of the Service Agreement with Remarkable Marriage and Family Institute to Provide School-Based Mental Health Support for Students at Each School Site

9.03 Consider Approval of Ironwood Construction Consulting, Inc. for DSA Inspection Services at the Heritage High School New Classroom Buildings Increment 2 Project

9.04 Consider Approval of the Lowest Responsible Bidder, CWS Construction Group, Inc., for the Construction of the Freedom High School New Auxiliary Gymnasium

10. POLICIES AND AMENDMENTS

10.01 Consider Approval of Revised and New Board Policies and Administrative Regulations: BP/AR 6152.1- Placement in Mathematics Courses; BP 6145 Extracurricular/Co-curricular Activities; BP/AR 6159 Individualized Education Program (Sp. Ed.); BP/AR 6159.1 Procedural Safeguards/Complaints (Sp. Ed.); BP/AR 6159.2 Nonpublic, Nonsectarian School/Agency (Sp. Ed.)

11. DISCUSSION

11.01 The Board will have the opportunity to discuss topics for future agendas.

12. SPECIAL SESSION(S) CONTINUED

12.01 Closed Session

12.02 Open Session

9:12

13. ADJOURNMENT

13.01 Meeting Adjourned



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

Adam Langro

Carrie Nash
Vice President

Brian Oftedal
President

Stephen Smith

Joe Young

AGENDA

Board of Directors Regular Meeting

Due to COVID-19, this meeting will be conducted via teleconference only (no physical location) pursuant to the Governor's Executive Orders N-25-20 & N-29-20. Directors, staff and the public may participate remotely.

Call In Number: 1(872) 240-3212

Access Code: 490-316-781

<https://global.gotomeeting.com/join/490316781>

Wednesday, June 9, 2021

6:30

6:30 PM

Members of the public are encouraged to attend remotely at the phone number or website listed above. Directions for providing public comment via teleconference will be provided at the beginning of the meeting. Public comments submitted to RRUBIER@ECCFPD.ORG prior to the meeting will be summarized during the meeting and posted online at:

<https://eccfpd.specialdistrict.org/2021-06-09-eccfpd-board-of-directors-meeting>

Upon request, the District provides for written agenda materials in appropriate alternative formats or other disability-related modification or accommodation to enable individuals with disabilities to participate in and provide comments related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to RUBIER@ECCFPD.ORG, or submitted by phone at (925) 634-3400. Requests made by mail (sent to Regina Rubier, 150 City Park Way, Brentwood, CA 94513) must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment

Members of the public may address subject matters pertaining to District business listed on the Consent Calendar, Closed Session, Future Agenda Items, or items not listed on the agenda. Public comments by each individual speaker shall be limited to three minutes. While the District encourages your comments, State law prevents the Board from discussing items that are not set forth on this meeting agenda. The Board and staff take your comments very seriously and, if appropriate, will follow up on them.
5. Report Out from May 12, 2021 Closed Session
6. Consent Calendar

Members of the Board may request that an item under the Consent Calendar be considered separately.

 - 6.a. Approve Minutes from May 12, 2021 Board Meeting
May 12 2021 Board of Directors Regular Meeting Minutes.pdf
 - 6.b. Authorize Execution of Agreement with City of Brentwood for Information Technology Services
Staff Report and Resolution - IT Services with City of Brentwood 2021-22.pdf
 - 6.c. Authorize Amendments to Lease of Office Space City in Brentwood City Hall
Staff Report and Resolution - City of Brentwood Lease Amendment.pdf
 - 6.d. Approve Amador Contract with CalFire
Staff Report and Resolution - Cal Fire Contract FY 2021-22.pdf
7. New Business
 - 7.a. Annual Investment Review of Other Post Employment Benefit and Pension Rate Stabilization Trust Funds
Staff Report - PARS Updated at End of FY 2020-21.pdf
PARS Board Meeting - East Contra Costa FPD.pdf
 - 7.b. Approve Preliminary Fiscal Year 2021-22 Operating, Prevention and Other Fund Budgets
FY 21-22 Preliminary Operating Budget.pdf
FY 2021-22 Preliminary Prevention Budget.pdf
Staff Report and Reso - Preliminary Operating Prevention and Other Funds Budget FY 2021-22.pdf
 - 7.c. Introduce and Waive First Reading of Ordinance No. 2021-02, Amending Ordinance Establishing Administrative Penalties for Violations of District Fire Code
Staff Report Introduce Amendments to Admin. Penalties Ordinance for Fire Code Violations.pdf

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

Amendment to Admin Penalty Ordinance for Fire Code Violation.pdf

8. Report of the Fire Chief / Informational Staff Reports

8.a. Legislative Update
Legislative Report - May 2021.pdf

8.b. Grants Update
Grants Report - May 2021.pdf

8.c. Operations Update
Operational Report - May 2021.pdf

8.d. Prevention Update
Prevention Report - May 2021.pdf

8.e. Consolidation and Measure X Update

9. Board Reports and Requests

10. Date and Place of Next Meeting:

July 14, 2021

6:30 p.m.

Brentwood City Hall

Council Chambers or via teleconference

11. Closed Session

Public Employee Performance Evaluation Pursuant to Government Code Section 54957 (b)(1) / Conference with Labor Negotiator Pursuant to Government Code Section 54957.6

Agency-designated Representative: Board President

Title: Fire Chief

Following the Closed Session, the Board may consider potential action related to the Fire Chief's Employment Agreement.

12. Adjourn

POSTING STATEMENT

A copy of this agenda was posted at the **East Contra Costa Fire Protection District Administrative Office, 150 City Park Way, Brentwood, CA 94513**. Pursuant to CA Government Code §54957.5, disclosable public records and writings related to an agenda item distributed to all or a majority of the Board of Directors including such records and writing distributed less than 72 hours prior to this meeting are available for public inspection at the East Contra Costa Fire Protection District Administrative Office, 150 City Park Way, Brentwood, CA 94513.

NOTICE In compliance with the Americans with Disabilities Act, any individuals requesting special accommodation to attend and/or participate in District Board meetings may contact the District Administrative Office at (925) 634-3400. Notification 48 hours prior to the meeting will enable the District to make reasonable accommodations.

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